

District Council of
ROBE

**Annual Business Plan
& Budget
2013-14**



Public Consultation

The consultation period for the Draft Annual Business Plan & Budget 2013-14 was between 5th June & 26th June 2013.

Council made available the draft document for viewing and/or purchase at its Administration Centre, Royal Circus Robe and at its VIC/ Library at Smillie Street Robe. The document is also available on Council's website at www.robe.sa.gov.au

Notices to this affect had been published in the local Leader Newspaper and has appeared in Council's monthly newsletter distributed to all ratepayers.

Written submissions were invited from ratepayers and submissions received by Council on or before 26th June 2013.

Public Meeting

All submissions received were considered by Council at Council's Ordinary Meeting on Tuesday 9th July 2013 at 6pm. Any ratepayer wishing to make a representation was provided an opportunity at the meeting.

1 written submission received
5 persons attended the public meeting
1 person made a presentation

Contents

From the Chief Executive	3
Profile	4
1. Planning Framework	5
2. Significant Influences and Priorities	7
3. Continuing Services	8
4. Project Priorities 2013-14	9
5. Funding the Business Plan	11
6. What it means for Rates & Ratepayers	13
7. Rating Strategy 2013-14	14
Appendices	
1. Budget Financial Statements 2013-14	18
2. Rating Policy (Concessions & Rebates)	23
3. Local Government Financial Indicators	25

Version Control

<i>Version 1</i>	<i>Pre-draft</i>	<i>Presented to Elected Member Workshop</i>	<i>23rd April 2013</i>
<i>Version 2</i>	<i>Draft</i>	<i>Presented to Ordinary Meeting of Council</i>	<i>14th May 2013</i>
<i>Version 3</i>	<i>Draft</i>	<i>Presented to Elected Member Workshop</i>	<i>30th May 2013</i>
<i>Version 4</i>	<i>Approved Draft</i>	<i>Approved at special meeting of Council for community consultation</i>	<i>30th May 2013</i>
<i>Version 5</i>	<i>Final Draft</i>	<i>Presented to Ordinary Meeting of Council for Adoption</i>	<i>9th July 2013</i>
<i>Version 6</i>	<i>Adopted</i>	<i>Considered and adopted by Council at its Ordinary Meeting</i>	<i>9th July 2013</i>

A Message from Council

The Annual Business Plan sets out Council's proposed services, programs and projects for the 2013-14 financial year period. It aims at continued progress towards the longer term objectives set out in the District Council of Robe Strategic Plan 2009 - 2013.

This Plan has been prepared on the basis of continuing the current range of services provided at an appropriate level of services to the community, without imposing an unrealistic rate burden on ratepayers. The provision of services by Council is a reflection of both meeting Council's obligations under legislation and the community's desire for services and facilities.

Before finalizing and adopting the plan and budget Council sought feedback from the community and considered presentations from ratepayers during a public meeting held for the specific purpose of hearing ratepayers' thoughts on the proposed plan and budget. Council is confident that it has set a realistic and responsible plan and budget for the 2013-14 financial year.

From time to time however, due to unforeseen circumstances and conditions such as the availability of, or the unexpected withdrawal of grant funding, or an extreme weather event that requires the immediate diversion of resources, the plan and budget may need to be amended. Where a major change results Council will advise residents as soon as possible.

Peter Riseley

Mayor



Roger Sweetman

Chief Executive



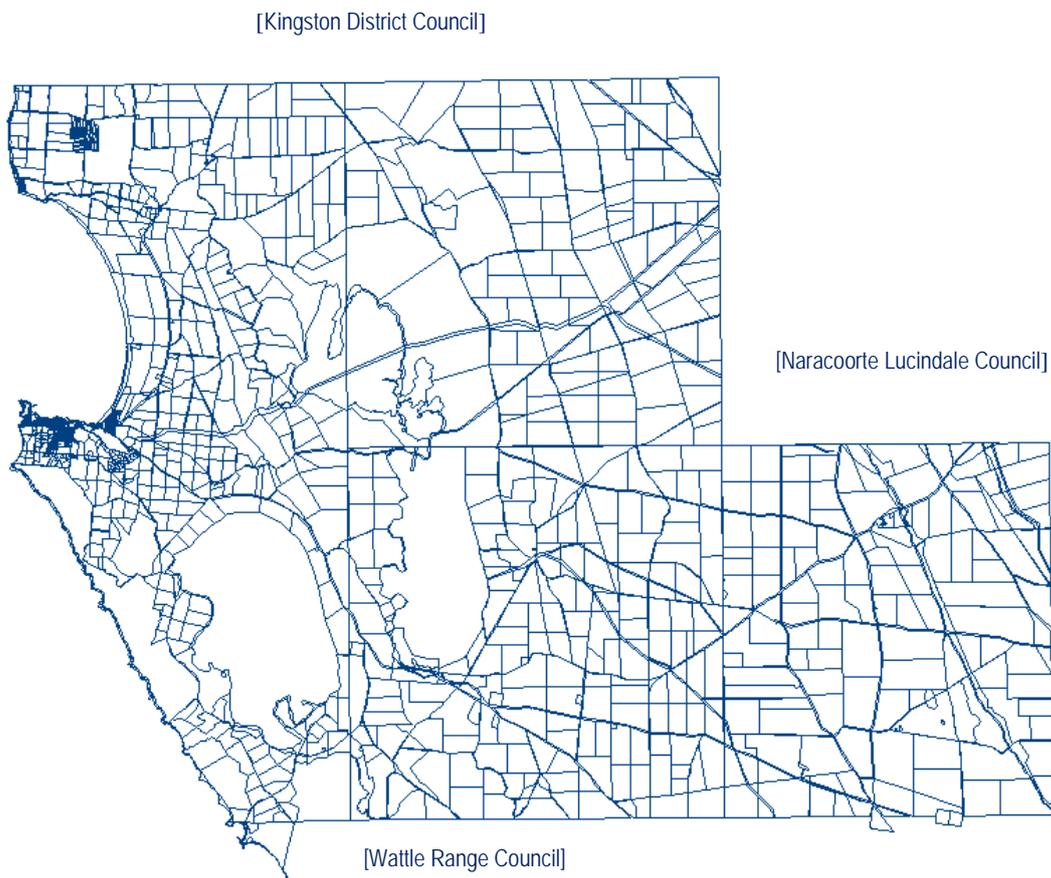
PROFILE

The District Council of Robe is situated on Guichen Bay, about 350km south east of Adelaide. Robe has a population of approximately 1,500 people in winter months, with an influx of 15,000 people every summer.

Known as a hidden jewel for fishing, boating and surfing, Robe is a popular 'holiday hangout' for young people. Industry within the district comprises of tourism, cray fishing, agriculture, viticulture and forestry. As mentioned, tourism is peak during the warm summer months. However it is an all year round business for locals with holiday rentals and hospitality premises. Cray fishing runs from October to May, due to government quotas.

Local agriculture consists mainly of cattle, sheep, and cropping. Viticulture, although a reasonably new concept within the district, is excelling at a rapid pace with many award-winning wines being produced. Forestry is a key industry for employment; Forestry SA own and maintain the Mount Benson and Bagdad Native Forests which fall within the Robe District.

District Council of Robe is divided in to two representative wards; Town & Country:



1. Planning Framework

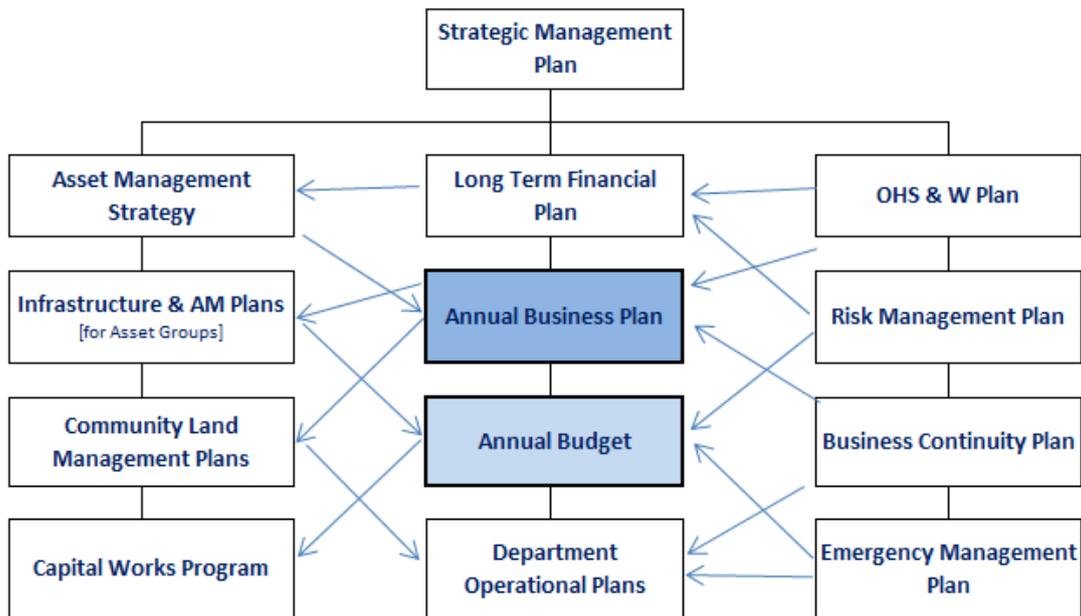
Council adopted its current Strategic Management Plan 2009-2013 in January 2010. Amongst the obligations when adopting its Plan was consideration of regional, state and national objectives and strategies relevant to the social, physical, environmental development and management of Council’s area of responsibility.

The Plan identifies key issues and projects which will provide for a range of services and facilities while ensuring the ongoing sustainability and prosperity of Robe. It also includes Council’s aspirations and vision for the Robe community.

Council is committed to ensuring its long term financial sustainability and is keen to ensure that objectives, goals and targets set in its various strategic planning documents are adhere to and met. Council’s Long Term Financial Plan was adopted in June 2010 and was subsequently reviewed in 2011, 2012 and will be reviewed again in September 2013 before being reconsidered in 2014.

Council has now developed a Draft Asset Management Strategy, which will guide the development of Infrastructure and Asset Management Plans for the various classes of assets. Estimated costs of infrastructure and asset custodianship have been reflected in Council’s Long Term Financial Plan.

Diagram of Council’s suite of plans:



Strategic Plan Framework

Council's Long Term Financial Plan was adopted in June 2010 and was subsequently reviewed in 2011, 2012 and will be reviewed again in September 2013 before being reconsidered in 2014.

Area	Tourism & Economic Development	Environment & Heritage	Community Services	Lifestyle	Governance & Finance
Goal	To ensure the economy of the District is managed to encourage & support sustainable economic, including tourism, which is consistent with our unique character	To build a collaborative approach between private, public & community sectors which embraces practices that support the sustainability of the District's heritage & natural environment	Through provision, facilitation & advocacy seek to ensure our community has an appropriate range & level of community services	To ensure the District provides for the lifestyle needs of its community in a financially & environmentally sustainable and responsible manner	To ensure the delivery of sustainable, high quality, corporate governance for the District Council of Robe
Strategy	<ul style="list-style-type: none"> - Complete the action plan for the marina endorsed by Council - Develop & maintain an appropriate website - Ensure Development Plan enable only desirable development - Facilitate encourage private sector developments & activity consistent with our development plan - Support & encourage appropriate tourism Implement appropriate rating policies 	<ul style="list-style-type: none"> - Reduce our carbon footprint - Protect & enjoy our natural environment - Weed eradication - Retain & promote our history & built heritage - Deal with water issues including effluent, waste water and improving the standard of drinking water - Increase waste & recycling & reduce waste to landfill 	<ul style="list-style-type: none"> - Ensure Robe has appropriate levels of aged care & accessibility - Ensure appropriate educational facilities for our residents - Enhance the Library & learning opportunities - Volunteers & service clubs 	<ul style="list-style-type: none"> - To maintain & improve access & equity within the Township of Robe - Maintain adequate services & facilities - To provide for the recreational needs of the community - Non recreational 	<ul style="list-style-type: none"> - Commit to attaining long term financial sustainability - Effectively manage infrastructure - Maintain transparent budgeting & financial reporting practices - Promote strategic decision making on service delivery - Adopt a rigorous & accountable rating process - Meet statutory legal & due diligence requirements - Marina

2. Significant Influences and Priorities

A number of significant factors have influenced the preparation of Council's 2013-14 Annual Business Plan and Budget.

These include:

- Requirements to maintain infrastructure assets at acceptable standards;
- Commitments to complete the Robe Marina;
- The level of State and Commonwealth Government grant funding;
- Fees/charges imposed by the State Government including the waste levy;
- Cost of compliance with State Government reporting and accountability requirements.
- CPI and the LGPI [local government price index]
- Employee Enterprise Agreement

In response to these factors, and to minimise the burden on rate-payers, the Annual Business Plan and Budget has been prepared within the following guidelines:

- General rate revenue is planned to provide for operating expenses and to fund back-log of capital works expenditure. (Refer Section 7 for details on the impact on ratepayers).
- Maintenance and renewal of existing assets will be a matter of priority to ensure that the range and level of services being provided by Council's infrastructure is maintained at a reasonable level.
- Acquisition of new assets will be restricted as much as possible to those projects which attract external funding subsidies.

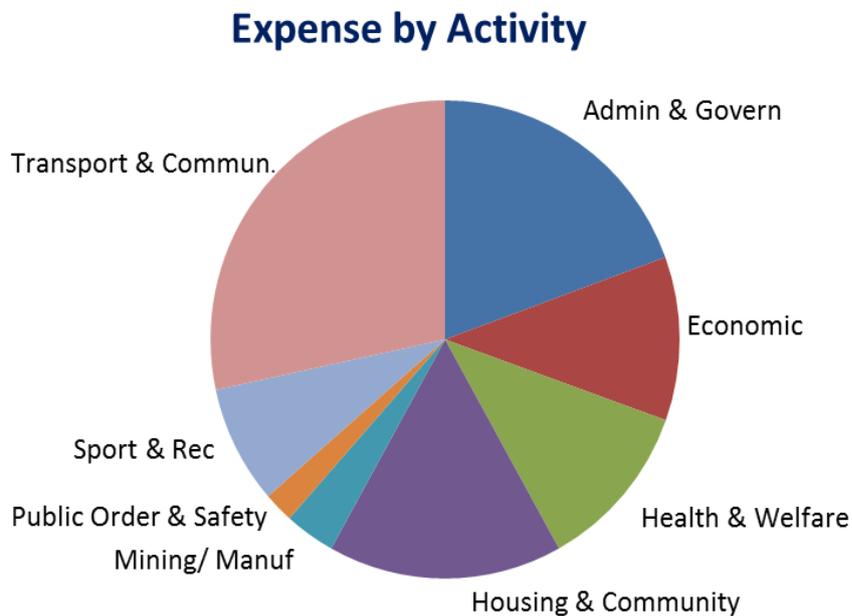
A challenge for the District Council of Robe is to prioritise expenditures to meet the demand for services and facilities. Given the asset intensive nature of the Council's activities, assessing the long term capacity of the community to fund ongoing maintenance and rehabilitation of infrastructure assets is a crucial consideration.

3. Continuing Services

Council plans to maintain the provision of all current services to the community which are typically included in the following categories; Administration & Governance; Economic Development; Health & Welfare; Housing & Community; Mining & Manufacturing [Quarries] Public Order & Safety; Sport & Recreation; Transport & Communication.

Details of services provided and estimated associated costs are provided in the Operational Standards section of this plan. The Graph below depicts Council's expenditure [by percentage] on the various categories of activity.

Graph:



Green-waste Recycling:
Council is considering the introduction of a third bin collection for green-waste in 2014-15. The service will be funded by an increase to the Waste Levy. The Communities thoughts and expectations regarding this service is now being sought. Please provide your comments by visiting Council's website www.robe.sa.gov.au

4. Project Priorities for 2013-14

Project	Description	Budget
ADMINISTRATION		
Council Office Computers & IT	Replace 4 desktop computers in Administration Office + server upgrade	\$ 35,000
Chief Executive's vehicle	Trade and replace CE's vehicle	\$ 45,000 (\$ 30,000)
Council Buildings	Various renewal of building components, Council owned buildings	\$ 40,000
Infrastructure & Asset Management Plan	Consultancy to develop I&	\$ 10,000
Robe Township 30 Yr. Structure Plan	Consultancy [2 nd stage] of plan development	\$ 65,000 (\$ 40,000)
Property rate Review for 2014/15 financial year	Consultancy to review basis of property rating Across Council.	\$ 10,000
COMMUNITY		
Coastal Walkway	Drain L to McIntyre Street [subject to grant Funding – max. Council spend \$100k]	\$ 200,000 (\$ 100,000)
Street Furniture	Seats & benches at various locations	\$ 20,000
Open space irrigation	Sub-surface irrigation adjacent skate park	\$ 20,000
MARINA		
Recreational fishers car park Wash-down bay	Construct wash-down bay [reclaim water]	\$ 50,000 (\$ 25,000)
Marina dredging	Dredging project – EPA & other approvals only– refer Council resolution 287/2013]	\$ 70,000
Marina Precinct	Marina entrance, public car park & fisherman's memorial upgrade	\$ 130,000
INFRASTRUCTURE		
CWMS	Pump & equipment upgrade – various location	\$ 100,000
	Bunding for chlorine delivery/ storage	\$ 20,000
WORKS		
Waste Transfer Station	Develop a new waste transfer station at rear of Council's works depot [Note: \$140k grant Funding received & \$65k expend in 2012/13]	\$ 335,000
Works Depot	Upgrade/ maintain works depot facilities	\$ 40,000
Depot Oil room bunding	Bunding for oil storage area	\$ 6,000
Storage shed [6x3]	Shed to store form work re cemetery	\$ 6,000
PLANT REPLACEMENT		
Tipper & Trailer	Tipper & Trailer [\$158k + \$43k plus Dog Tipping Trailer \$82k] (No trade)	\$ 283,000
Works Utility (x3)	Trade and update works utilities x3	\$ 96,000 (\$ 24,000)

Project	Description	Budget
ROAD WAYS		
Sealed		
Wrights Bay Road	2 nd Stage construct and seal with grant funding assistance	\$ 357,000 (\$ 187,000)
Robe Street Cnr. car park	Pre-construct design & feasibility	\$ 20,000
Administration Office	Construct & seal new car park area	\$ 20,000
Single Coat Reseal		
Quinlan-Watson Drive	Single coat reseal 2.9 klms	\$ 16,520
- Round-abouts	Rebuild round-abouts	\$ 10,420
Stanhope Drive	Single coat reseal 3.0 klms	\$ 17,000
Dawson Drive	Single coat reseal 1.8 klms	\$ 13,210
Unsealed*		
Old Naracoorte Road	Re-sheet – 8 klms from Springs Rd [westerly]	\$ 272,800
Old Naracoorte Road [2]	Resheet - 4 klms from Bridge to Cowans Rd	\$ 136,400
Lake Hawdon Road	Re-sheet - 4klms from Bridge to Frog Island	\$ 136,400

**Amounts shown in red (parenthesis) depict revenue*

**As per Unsealed Road Backlog Strategy*

Footnote:

At the time of writing, the projects listed in this plan have been identified as priority projects based on Council's Asset Management Strategy, the condition assessment of individual assets and community needs assessment, together with reference to Council's Long Term Financial Plan and net funds available. The order in which projects are undertaken may change due to changing circumstance.



BMX Park:

Council proposes to prepare and lodge a funding application to the Office of Sport & Recreation SA [and/or other funding bodies] for an upgrade to the BMX Park and surrounding facilities, and if successful will commit up to \$50,000 in the 2014-15 budget.

5. Funding the Business Plan

Council is granted the power to acquire funds under Sec. 133 of the Local Government Act 1999. Sources of funds include property rates, service charges, statutory and user charges, income from investments, commercial activities together with grants and subsidies. An indication of the proportion each of these makes up the total revenue of Council is depicted in the diagram below.

Council's Annual Business Plan has been prepared on the basis of maintaining the delivery of the current range and level of services to the community, whilst being mindful of the rate burden imposed on individual ratepayers.

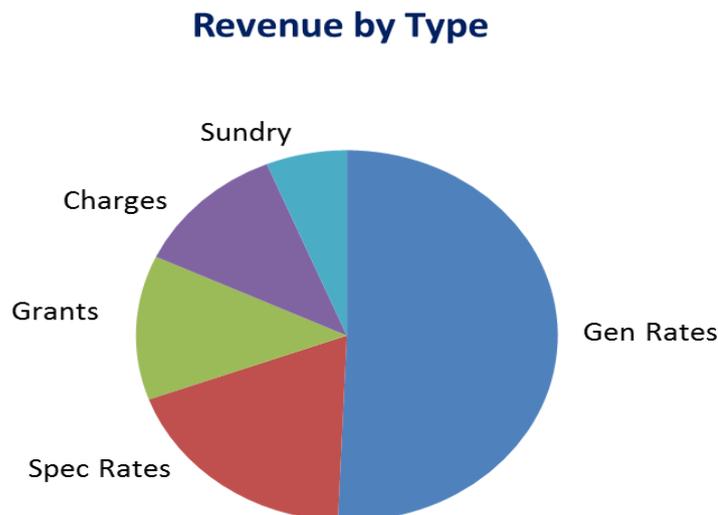
The plan aims to contribute to the long term financial sustainability of the Council through prudent and responsible financial management that will result on its operating expenses being less than its operating revenue, thereby producing a positive operating result.

Summary of Budget Financial Performance:

Operating Revenues	\$ 6,166,407
less: Operating Expenditure	<u>\$ 6,157,504</u>
Net Operating Surplus	\$ 8,903

Council's annual operating revenue will be sufficient to meet expected operating expenditure for the 2013-14 year.

Graph: Shows the sources of revenue for 2013-14.



Capital Works & Project Funding

In addition to meeting all operating expenses, the allocation of capital works and project expenditure through the works program is aimed at maximising asset performance whilst minimising whole-of-life-cycle costs associated with custodianship of the asset.

Summary of Capital Works & Project Funding:

<u>Sources of cash:</u>	
Operating Result	\$... 8,900
Add back depreciation	\$ 1,683,200
Capital revenue/ Grant funds	\$ 366,000
Net borrowing activity	<u>\$ 397,650*</u>
Total Capital/ project funding	<u>\$ 2,455,750</u>

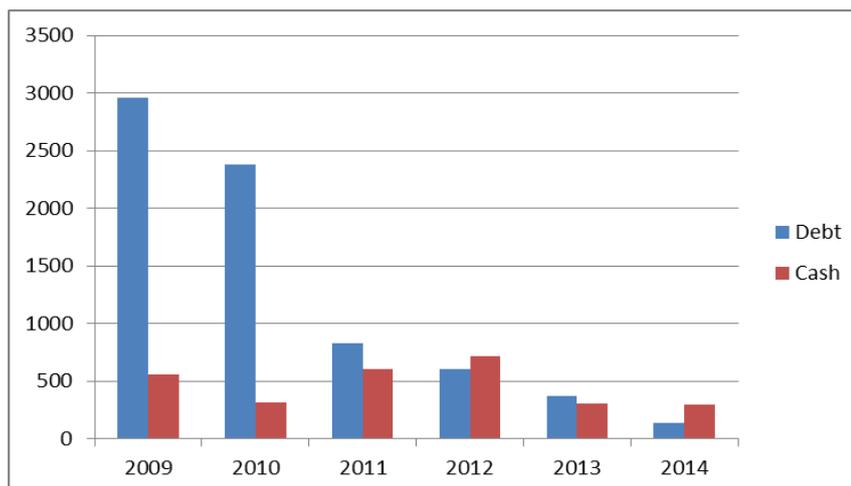
Whilst Council will use its best endeavors to do so, it is problematic that all of the capital works program will be undertaken pending grant funds being received and other resources such as staff, plant and equipment, consultants and contractors all being available in a timely manner. However, in the event of the entire program being rolled out Council will need to consider funding some of the proposed works through debt.

Council proposes to borrow \$ 544,650 to fund the completion of its proposed capital works program.

*Council's net borrowing figure is calculated here;

Principal repayment of existing loans	(\$ 147,000)
Loans to fund:	
Balance of capital works	<u>\$ 544,650</u>
Net Borrowing Activity	<u>\$ 397,650</u>

Graph: Council's Debt & Cash Level [before proposed new borrowings]:



Council's cash position and projected cash flows is anticipated to be sufficient to meet operational expenditure as and when it becomes due without the use of Council's approved overdraft facility.

6. What it means for Rates & Ratepayers

Council's Power to Raise Rates

All land within a Council's area, except for land specifically exempted (e.g. Crown land, Council occupied land and other land prescribed in Section 147(2) of the Local Government Act 1999), is rateable. The Local Government Act 1999 provides for a Council to raise revenue for its broad purposes through the imposition of a single general rate in the dollar or through differential general rates that apply to all rateable land within the Council area.

In addition, Council can impose separate rates on land within specific parts of Council's area, or service rates or annual service charges for specific services provided or made available to that land by Council. Council also raises revenue through fees and charges, which are set giving specific consideration to the cost of the services provided and any equity issues.

The primary source of income for Council is the property based tax – "Council Rates".

Council spends considerable time modeling the effect of valuation movements and rate increases on individual rate payers whilst at the same time ensuring it can raise sufficient funds to achieve a positive operating result and a balanced budget. Council is confident that it has achieved a result that meets the needs of Council whilst minimising any adverse effect on individual ratepayers.

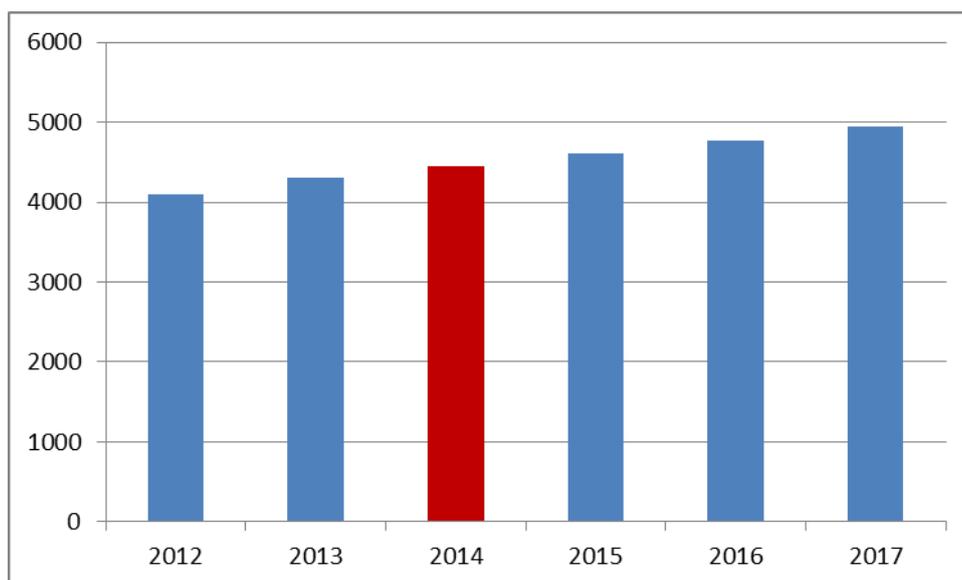
To achieve this outcome Council proposes to increase the rate in the dollar to 0.3351 in 2013-14.

Change in the rate in the dollar:

<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>
0.3077	0.3188	0.3351

The basis for calculating the amount of rates to be raised is derived from Council's Long Term Financial Plan coupled with current economic, social, legislative and environmental factors. The table below shows projected rate revenue depicted in Council's LTFP 2013 to 2022.

Graph: Projected Rate Revenue:



Source: Council's LTFP 2012/13 to 2021/2022.

7. RATING STRATEGY 2013-14

GENERAL RATES

Council will continue to calculate its general rates on the basis of a single general rate in the dollar across all sectors for 2013-14. When considering the nature of a general rate, Council believes this is the fairest method of achieving an equitable distribution of the rate burden across the community.

The total amount of General Rates to be collected in 2013-14 will increase by 4.94% which includes a projected 1.24% in growth from new development.

This will result in a total amount of \$3,285,954 general rate revenue being raised for 2013-14.

The proposed percentage increase to rates is made up of the following factors:

Growth	1.24%] impact on existing households is calculated to be a
CPI*	2.20%	
3.7%		
Additional Works #	1.50%] increase in total rates payable.
Total Increase in rate revenue	4.94%	

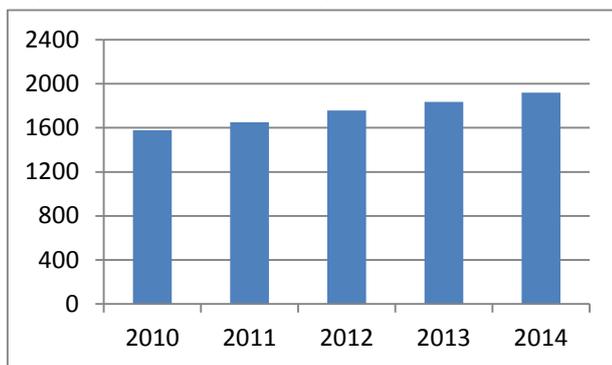
*CPI is derived from the ABS; 2 ALL GROUPS CPI, Percentage changes (from Corresponding Quarter of Previous Year) for the March quarter for Adelaide.

Additional capital works is required on Council's road network and building assets to reduce the historic backlog of works required to maintain these asset categories due to previous periods of under-spending.

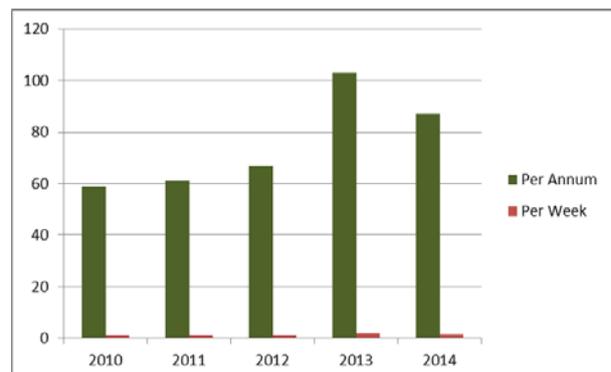
The average total rates per assessment for 2013-14 will be \$1,920 this represents an increase of \$83 for the year or \$1.59 per week.

Note; Increase to average rate, inclusive of CWMS & Waste service charges proposed for 2013-14:

Graph: Average rates payable per assessment:



Average rate increase per assessment:



MINIMUM RATE

Council considers it appropriate that ratepayers in respect of all rateable land make a contribution to the cost of administering Council's activities and that ratepayers in respect of all rateable land make a contribution to the cost of creating and maintaining the physical infrastructure that supports that land and the basic services provided to all ratepayers.

The minimum rate is levied against the whole of an Allotment. Only one minimum rate is levied against two or more pieces of adjoining land (whether separated by a road or not) if they are owned by the same ratepayer and occupied by the same occupier. This is described as contiguous land.

The minimum rate in 2013-14 will be \$610 [increased from \$585 in 2012-13].

This represents an increase of \$25 on the minimum rate applied in 2012-13. Overall, the minimum rate will be applied to approximately 25% of all rateable properties within Council's area, well within the maximum of 35% allowed for in the Local Government Act 1999.

Payment of Rates

The Council has resolved that the payment of all rates will be in four equal or approximately equal instalments due on:-

- 1st - 2nd September 2013
- 2nd - 2nd December 2013
- 3rd - 3rd March 2014
- 4th - 2nd June 2014

METHODOLOGY USED TO VALUE LAND

Council adopts the valuations made by South Australian Valuer-General in respect of land within the Council's area for rating purposes. The basis of valuation of land used by Council is the capital valuation of land, that is, the value of the land including improvements thereon.

Council considers that the capital valuation method provides the fairest method of achieving an equitable distribution of the rates burden across the ratepayers within Council's area for the following reasons:

- the equity principle of taxation requires that ratepayers of similar wealth pay similar taxes and ratepayers of greater wealth pay more tax than ratepayers of lesser wealth. Property value is generally considered a relatively good indicator of wealth; and;
- capital value, which trends with the market value of a property, provides the best indicator of overall property value.

Any ratepayer dissatisfied with a property valuation may object to the Valuer-General in writing within 60 days of receiving notice of the valuation, explaining the basis for the objection – provided they have not:

- (a) previously received a notice of this valuation under the Local Government Act 1999, in which case the objection period of 60 days runs from the receipt of the first notice; or
- (b) previously had an objection to the valuation considered by the Valuer-General.

Office of the Valuer-General,
GPO Box 1354, Adelaide 5001
Email: LSGObjections@sa.gov.au
Telephone 1300 653 345.

Council has no role in this process. It is important to note that the lodgement of an objection does not change the due date for payment of rates.

The valuations for 2013-14 have decreased across Council's area by 0.44%

For information of Council's Rating Policy (Concessions & Remissions) please refer to Appendix 3.

SEPARATE RATES

ANNUAL SERVICE CHARGES

COMMUNITY WASTEWATER MANAGEMENT SYSTEMS

Council provides a Community Wastewater Management System (CWMS) to all land within the township of Robe.

All Council CWMS schemes in South Australia have the same basic design, and in order for the schemes to be financially self sufficient on a long term basis, Councils need to model charges - to those to whom the schemes are provided or made available - on charges used by SA Water for its schemes.

A differential in the annual service charges of 25% between occupied and vacant land to which the CWMS is provided or made available will be maintained to reflect the difference between infrastructure establishment and effluent disposal costs for occupied and vacant land.

Further to this, Council will impose its annual service charges against assessments in accordance with the Code for Establishing and Applying Property Units as a Factor for the Imposition of Annual Service Charges for Community Wastewater Management Systems as permitted by Section 155 of the Local Government Act 1999 and Regulation 9A of the Local Government (General) Regulations 1999.

Council will raise a total of \$750,890 as a CWMS service charge in 2013-14

The CWMS Service Charge for properties in 2013-14 will be:

Occupied:	\$480.00	<i>[\$469.00 2012-13]</i>
Occupied [no desludge]:	\$430.00	<i>[\$420.00 2012-13]</i>
Unoccupied:	\$385.00	<i>[\$375.00 2012-13]</i>

WASTE MANAGEMENT

For the purpose of meeting the costs associated with the collection and disposal of domestic and other garbage, Council has a Mobile Garbage Bin service charge on all serviced properties. Where the service is provided to non-rateable properties, a service charge is to be levied against the land.

In 2013-14 Council will increase the Mobile Garbage Bin Collection Annual Service Charge by 12.72% this is due to the more stringent requirements posed by changes to environmental legislation and community expectations and as a result increase in costs.

Council will raise a total of \$375,255 as a Waste Management service charge in 2013-14

The Waste Management Service Charge for properties in 2013-14 will be:

For residents of Robe:	\$315.00	<i>[\$310.00 2012-13]</i>
For residents of Boatswain Point:	\$175.00	<i>[\$170.00 2012-13]</i>

Council charges separately for this service as it is specific to particular properties and is thus unreasonable to expect the total rate base to provide for its use, maintenance and replacement.

NATURAL RESOURCES MANAGEMENT LEVY

Council is required to collect a regional Natural Resources Management (NRM) Levy in respect of all rateable land in Council's area on behalf of the South East NRM Board.

Council is acting as a revenue collector for the Board in this regard and for 2013-14 is required to raise \$84,017.

Council does not retain this revenue nor determine how the revenue is spent.

Council will collect this money by imposing a separate rate of \$40.00 on all rateable land in Council's area and then forward the money on to the Board to fund its activities.

Appendix 1: Budgeted Financial Statements

DISTRICT COUNCIL OF ROBE CONSOLIDATED DRAFT BUDGET 2013/2014

STATEMENT OF COMPREHENSIVE INCOME

2012/2013 FULL YEAR REVISED ESTIMATE \$	INCOME	DRAFT 2013/2014 BUDGET \$
4,297,000	RATES	4,484,607
75,000	STATUTORY CHARGES	78,000
704,000	USER CHARGES	685,000
667,000	GRANTS Subsidies and Contributions	737,000
126,000	INVESTMENT INCOME	95,400
7,000	REIMBURSEMENTS	-
173,000	OTHER	86,400
-	Share of profit - joint ventures and associates	-
6,049,000	TOTAL REVENUES	6,166,407
	EXPENSES	
1,400,000	WAGES & SALARIES	1,842,128
2,544,000	MATERIALS, CONTRACTS & OTHER	2,490,176
86,000	Finance Costs	142,000
1,916,000	Depreciation, amortisation & impairment	1,683,200
-	Share of loss - joint ventures & associates	-
5,946,000	Total Expenses	6,157,504
103,000	OPERATING SURPLUS/(DEFICIT) BEFORE CAPITAL AMOUNTS	8,903
-	Net gain (loss) on disposal or revaluation of assets	-
372,000	Amounts specifically for new or upgraded assets	312,000
-	Physical resources received free of charge	-
475,000	TOTAL COMPREHENSIVE INCOME	320,903

**DISTRICT COUNCIL OF ROBE
CONSOLIDATED DRAFT BUDGET 2013/2014**

BALANCE SHEET

2012/2013 FULL YEAR REVISED ESTIMATE		DRAFT 2013/2014 BUDGET
	ASSETS	
	CURRENT ASSETS	
\$		\$
636,000	Cash and cash equivalents	636,549
377,000	Trade & other receivables	377,000
114,000	Inventories	114,000
6,000	Other Financial Assets	6,000
<u>1,133,000</u>		<u>1,133,549</u>
-	Non-Current Assets held for Sale	-
<u>1,133,000</u>	TOTAL CURRENT ASSETS	<u>1,133,549</u>
	NON-CURRENT ASSETS	
152,000	Financial Assets	152,000
95,729,000	Infrastructure, Property, Plant & Equipment	96,447,550
-	Other Non-current Assets	-
<u>95,881,000</u>	TOTAL NON-CURRENT ASSETS	<u>96,599,550</u>
<u>97,014,000</u>	TOTAL ASSETS	<u>97,733,099</u>
	LIABILITIES	
	CURRENT LIABILITIES	
930,000	Trade & Other Payables	930,000
212,000	Borrowings	212,000
156,000	Short-term Provisions	156,000
-	Other Current Liabilities	-
<u>1,298,000</u>		<u>1,298,000</u>
-	Liabilities relating to Non-current Assets held for Sale	-
<u>1,298,000</u>	TOTAL CURRENT LIABILITIES	<u>1,298,000</u>
	NON-CURRENT LIABILITIES	
2,748,000	Premiums Received in Advance (Marina)	2,748,000
70,000	Provision for Marina Completion	70,000
373,000	Long-term Borrowings	771,196
165,000	Long-term Provisions	165,000
-	Other Non-current Liabilities	-
<u>3,356,000</u>	TOTAL NON-CURRENT LIABILITIES	<u>3,754,196</u>
<u>4,654,000</u>	TOTAL LIABILITIES	<u>5,052,196</u>
<u>92,360,000</u>	NET ASSETS	<u>92,680,903</u>
	EQUITY	
10,932,000	Accumulated Surplus	10,988,589
79,634,000	Asset Revaluation	79,634,000
1,794,000	Other Reserves	2,058,314
<u>92,360,000</u>	TOTAL EQUITY	<u>92,680,903</u>

**DISTRICT COUNCIL OF ROBE
CONSOLIDATED DRAFT BUDGET 2013/2014**

CASH FLOW STATEMENT

2012/2013 FULL YEAR REVISED ESTIMATE		DRAFT 2013/2014 BUDGET
\$		\$
Inflows (Outflows)		Inflows (Outflows)
	CASHFLOWS FROM OPERATING ACTIVITIES	
	RECEIPTS	
5,923,000	Operating Receipts	6,071,007
126,000	Investment Receipts	95,400
	PAYMENTS	
(3,944,000)	Operating payments to suppliers & employees	(4,332,304)
<u>(86,000)</u>	Finance Payments	<u>(142,000)</u>
2,019,000	Net Cash provided by (or used in) Operating Activities	1,692,103
	CASH FLOWS FROM INVESTING ACTIVITIES	
	RECEIPTS	
372,000	Grants specifically for new or upgraded assets	312,000
0	Sale of Assets	54,000
	PAYMENTS	
-	Capital Expenditure on renewal/replacement of assets	(948,750)
(595,000)	Capital Expenditure on new/upgraded assets	<u>(1,507,000)</u>
<u>(1,857,000)</u>		
(2,080,000)	Net Cash provided by (or used in) Investing Activities	(2,089,750)
	CASH FLOWS FROM FINANCING ACTIVITIES	
	RECEIPTS	
-	Premiums received in advance (Marina)	-
254,000	Proceeds from Borrowings	544,650
	PAYMENTS	
<u>(272,000)</u>	Repayment of Borrowings	<u>(146,454)</u>
(18,000)	NET CASH USED IN FINANCING ACTIVITIES	398,196
(79,000)	NET INCREASE (DECREASE) IN CASH HELD	549
<u>715,000</u>	CASH AT BEGINNING OF YEAR	<u>636,000</u>
<u><u>636,000</u></u>	CASH AT END OF YEAR	<u><u>636,549</u></u>

**DISTRICT COUNCIL OF ROBE
CONSOLIDATED DRAFT BUDGET 2013/2014**

STATEMENT OF CHANGES IN EQUITY

2012/2013 FULL YEAR REVISED ESTIMATE \$		DRAFT 2013/2014 BUDGET \$
ACCUMULATED SURPLUS		
10,703,000	Balance at end of previous reporting period	10,932,000
475,000	Net Result for Year	320,903
840,000	Transfer From Reserves	853,086
<u>-1,086,000</u>	Transfer To Reserves	<u>-1,117,399</u>
10,932,000	BALANCE AT END OF PERIOD	10,988,589
ASSET REVALUATION RESERVE		
79,634,000	Balance at end of previous reporting period	79,634,000
0.00	Gain on revaluation of infrastructure, property, plant & equipment	0.00
0.00	Transfer to Accumulated Surplus on sale of infrastructure, property, plant & equipment	0.00
<u>79,634,000</u>	BALANCE AT END OF PERIOD	<u>79,634,000</u>
Garbage Reserve		
288,000	Balance at end of previous reporting period	534,000
722,000	Transfer to reserve from accumulated surplus	369,472
<u>-476,000</u>	Transfer from reserve to accumulated surplus	<u>-326,088</u>
534,000	BALANCE AT END OF PERIOD	577,384
CWMS Maintenance		
701,000	Balance at end of previous reporting period	701,000
364,000	Transfer to reserve from accumulated surplus	747,927
<u>- 364,000</u>	Transfer from reserve to accumulated surplus	<u>- 526,997</u>
701,000	BALANCE AT END OF PERIOD	921,930
Contribution Reserve		
29,000	Balance at end of previous reporting period	29,000
0	Transfer to reserve from accumulated surplus	-
<u>0</u>	Transfer from reserve to accumulated surplus	<u>-</u>
29,000	BALANCE AT END OF PERIOD	29,000
Other Reserves		
30,000	Balance at Beginning of Period	30,000
-	Transfer to reserve from accumulated surplus	-
<u>0</u>	Transfer from reserve to accumulated surplus	<u>0</u>
30,000	BALANCE AT END OF PERIOD	30,000
Childcare Reserve		
500,000	Balance at end of previous reporting period	500,000
0	Transfer to reserve from accumulated surplus	-
<u>0</u>	Transfer from reserve to accumulated surplus	<u>-</u>
500,000	BALANCE AT END OF PERIOD	500,000
<u>92,360,000</u>	TOTAL EQUITY AT END OF REPORTING PERIOD	<u>92,680,903</u>

**DISTRICT COUNCIL OF ROBE
CONSOLIDATED DRAFT BUDGET 2013/2014**

2012/2013 FULL YEAR REVISED ESTIMATE \$	UNIFORM PRESENTATION OF FINANCES	DRAFT 2013/2014 BUDGET \$
6,049,000	Operating Revenues	6,166,407
<u>(5,946,000)</u>	less Operating Expenses	<u>(6,157,504)</u>
103,000	Operating Surplus / (Deficit) before Capital Amounts	8,903
	Less Net Outlays in Existing Assets	
595,000	Capital Expenditure on renewal and replacement of Existing Assets	948,750
<u>(1,916,000)</u>	less Depreciation, Amortisation and Impairment	<u>(1,683,200)</u>
<u>(253,000)</u>	less Proceeds from Sale of Replaced Assets	<u>(54,000)</u>
(1,574,000)		(788,450)
	Less Net Outlays on New and Upgraded Assets	
1,857,000	Capital Expenditure on New and Upgraded Assets	1,507,000
<u>(372,000)</u>	less Amounts received specifically for New and Upgraded Assets	<u>(312,000)</u>
<u>-</u>	less Proceeds from Sale of Surplus Assets	<u>-</u>
1,485,000		1,195,000
192,000	Net Lending / (Borrowing) for Financial Year	(397,647)

Appendix 2: Local Government Financial Indicator Definitions

1. Operating Surplus (Deficit)

An operating surplus indicates the extent to which operating revenues are sufficient to meet all operating expenses including depreciation and consequently the extent to which the burden of expenses is being met by current ratepayers. The amount of any operating surplus will be applied towards reducing the amount of borrowings otherwise required to undertake new capital expenditure. **Council's target is to achieve an operating result between (\$500 deficit and \$500k surplus.**

Council's 2013-14 Budget aims to achieve an operating surplus of \$8,903 😊

2. Operating Surplus (Deficit) Ratio

This ratio expresses the operating surplus (deficit) as a percentage of general and other rates, net of rebates. A negative ratio indicates the percentage increase in total rates required to achieve a breakeven operating result. A positive ratio indicates the percentage of total rates available to fund capital expenditure over and above the level of depreciation expense, without increasing Council's level of net financial liabilities. If this amount is not required for capital expenditure it simply reduces the level of net financial liabilities. **Council's target is to achieve an operating surplus ratio between (5%) deficit and 5% surplus.**

Council's 2013-14 Budget aims to achieve an operating surplus ratio of 0.20% 😊

3. Net Financial Liabilities

Net Financial Liabilities measure a Council's total indebtedness. Net financial liabilities is a broader measure than net debt as it includes all of a Council's obligations including provisions for employee entitlements and creditors. The level of net financial liabilities increases when a net borrowing result occurs in a financial year and will result in a Council incurring liabilities and/or reducing financial assets. The level of net financial liabilities decreases when a net lending result occurs in a financial year and will result in a Council purchasing financial assets and/or repaying liabilities. **Council's target is to maintain its net financial liability between zero and \$6.056m [total operating revenue].**

Council's 2013-14 Budget aims to achieve a net financial liabilities amount of \$1.804million 😊

4. Net Financial Liabilities Ratio

This ratio indicates the extent to which net financial liabilities of the Council can be met by the Council's total operating revenue. Where the ratio is falling it indicates the Council's capacity to meet its financial obligations from operating revenues is strengthening. Where the ratio is increasing it indicates a greater amount of Council's operating revenues is required to service its financial obligations. **Council's target is to maintain its net financial liability ratio between zero and 100%.**

Council's 2013-14 Budget aims to achieve a net financial liabilities ratio of 30% 😊

5. Interest Cover Ratio

This ratio indicates the extent to which Council's commitment to interest expenses are met by total operating revenues. **Council's target is to maintain its interest cover ratio between zero and 10%.**

Council's 2013-14 Budget aims to achieve an interest cover ratio of 2.3% 😊

6. Asset Sustainability Ratio

This ratio indicates whether the Council is renewing or replacing existing physical assets at the rate at which they are wearing out. On occasions, the Council will accelerate or reduce asset expenditures over time to compensate for prior events, or invest in assets by spending more now so that it costs less in the future to maintain. **Council's target is to maintain its asset sustainability ratio between 75% and 150%.**

Council's 2013-14 Budget aims to achieve an asset sustainability ratio of 56% 😞

Appendix 3: Rating Policy (Concessions & Remissions)

Pensioner Concessions

An eligible pensioner may be entitled to a remission on a portion of their Council rates and water and effluent charges where applicable. Application forms, which include information on the concessions, are available from the SA Water Corporation and its District Offices or the Department of Human Services. An eligible pensioner must hold a Pension Card, State Concession Card or be a TPI Pensioner. They must also be responsible for the payment of rates in respect of the land for which they are claiming a concession.

Applications are administered by the State Government. Payment of rates should not be withheld pending assessment of an application by the State Government as penalties apply to unpaid rates. A refund of rates will be paid to an eligible pensioner if Council is advised that a concession applies after the rates have already been paid.

Unemployed Persons Concessions

The Department for Families and Communities (DFC) may assist with the payment of Council rates for your principal place of residence (remissions are not available on vacant land or rental premises). Please contact your nearest Families SA District Centre for details or phone the Concessions Hotline on 1800 307 758.

State Senior Card Ratepayers (self funded retiree)

This is a new concession first introduced from 1 July 2001 and is administered by Revenue SA. If you are a self-funded retiree and currently hold a State Seniors Card you may be eligible for a concession toward Council Rates. In the case of couples, both must qualify, or if only one holds a State Senior's Card, the other must not be in paid employment for more than 20 hours per week.

If you have not received a concession on your rate notice or would like further information, please contact the Revenue SA Call Centre on 1300 366 150.

Payment of Rates

The Council resolved that the payment of all rates will be in four equal or approximately equal instalments due on:-

- 2nd September 2013
- 2nd December 2013
- 3rd March 2014
- 2nd June 2014

Rates may be paid:-

- via the mail with money order or cheque made payable to the District Council of Robe ;
- in person, at the Council offices at:
- - District Council of Robe
 - Royal Circus, ROBE
 - between the hours of 9.00am and 5.00pm, Monday to Friday.
- EFTPOS and credit card facilities are available at the Council Office.
- By BPay (details on the rate notice)

Any ratepayer who may, or is likely to, experience difficulty with meeting the standard payment arrangements is invited to contact the office at 8768 2003 to discuss alternative payment arrangements. Such inquiries are treated confidentially by Council.

Council has adopted a policy that where the payment of rates will cause a ratepayer demonstrable hardship, Council is prepared to make extended provisions or defer the payment of rates.

Late Payment of Rates

The Local Government Act 1999 provides that fine of 2% of the amount of an instalment is imposed in the event that the instalment is not paid on or before the date on which it falls due. An instalment that remains unpaid for a period of one month accrues interest at a rate set each year according to a prescribed formula. That interest continues to accrue at the end of each full month in respect of which the instalment remains unpaid. The purpose of this penalty is to act as a genuine deterrent to ratepayers who might otherwise fail to pay their rates on time, to allow Councils to recover the administrative cost of following up unpaid rates and to cover any interest cost Council may incur because it has not received the rates on time. Council is prepared to remit penalties for late payment of rates where a ratepayer can demonstrate hardship.

Council issues a final notice for payment of rates when rates are overdue i.e. unpaid by the due date. Should rates remain unpaid more than 14 days after the issue of the final notice then Council refers the debt to a debt collection agency for collection. The debt collection agency charges collection fees that are recoverable from the ratepayer.

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

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

Postponement of Rates

A postponement of rates may be granted if Council is satisfied that the payment of rates would cause hardship. Council may on application and subject to the ratepayer substantiating the hardship, consider granting a postponement of payments of rates in respect of an assessment on the condition that the ratepayer agrees to pay interest on the amount affected by the postponement at the interest rate applicable on Council's variable interest rate borrowings.

Postponement of rates for Seniors

State Seniors who expect difficulty in meeting their rate obligations (often as a result of being asset rich but income deprived) have the option to postpone a portion of their Council rates on a long-term basis. Under this scheme eligible ratepayers can annually postpone any rates imposed above \$500.

The deferred amount is subject to a monthly interest charge with the accrued debt ultimately being payable on the sale of the property. Where the ratepayer also receives a Pensioner or Self Funded Retiree concession, this concession may be applied (at their discretion) to the \$500 payable each year to further reduce the annual amount payable.

To qualify for eligibility:

- the property must be the ratepayers principal place of residence
- the ratepayer (or their spouse) must hold a current State Seniors Card (or be eligible to hold a Seniors Card and have lodged their application to obtain one)
- the ratepayer must own the property (or it can be in joint ownership with their spouse) but no other person can be registered as an owner of the property; and
- if the property has a mortgage that was taken out before 25 January 2007 they must have at least 50% equity in the property.

Should the ratepayer (or spouse) cease to be eligible for the Seniors Card or should the ratepayer move out of the home they do not have to repay any amounts postponed immediately. Postponed rates are only payable upon sale of the property (or earlier if the ratepayer chooses). However if they cease to be eligible any future rates levied cannot be postponed and will be subject to the normal quarterly rating provisions.

Other Concessions

Families SA may assist with the payment of Council rates for your principal place of residence (remissions are not available on vacant land or rental premises).

Rate Rebates

It is the policy of the Council that a rebate of rates in respect of any rateable land in the Council area will be available only when the applicant satisfies the requirements under the Local Government Act 1999 and, where appropriate, the requirements of this Policy.

Detailed information about the legislative provisions and Council policy on rebates can be obtained by contacting the Council Office. All enquires will be dealt with on a confidential basis.

OUR VISION:

THE DISTRICT COUNCIL OF ROBE WILL BE A VIBRANT, HARMONIOUS AND PROSPEROUS PLACE TO LIVE WORK AND VISIT, WHERE THE HERITAGE AND ENVIRONMENT ARE PRESERVED FOR FUTURE GENERATIONS.

OUR PURPOSE:

THE DISTRICT COUNCIL OF ROBE EXISTS TO MAINTAIN AND IMPROVE THE QUALITY OF LIFE OF ITS COMMUNITY. THIS MEANS LOOKING TO THE FUTUR NEEDS OF THE COMMUNITY WHILE ACKNOWLEDGING OUR UNIQUE HISTORY.





Operational Service Standards 2013-14

District Council of Robe
Royal Circus
PO Box 1, Robe SA 5276
Telephone: 08 8768 2003
Email: council@robe.sa.gov.au

Operational Service Standards

Notes

- *This statement describes the level of services provided within Councils Operational Budget for 2013-2014.*
- *This statement contains no additional increase or decrease in the level of services to be provided measured against the levels of service currently being provided.*
- *There are no new services included in this statement nor have any existing services been removed measured against the levels of services currently provided.*
- *For budget purposes the revenue and expenditure relating to these services has been increased by 2.1% equating to the current CPI increase except in those instances where a change to the level of funding is known.*

FUNCTIONS OF COUNCIL

Funding

Rates

Revenue	\$ 3,403,207
Expenditure	\$ 36,000

Council's funding is predominantly from Rates. There are rebates and remissions that Council can offer to ratepayers, some of these rebates are required under the Local Government Act. Certain properties are exempt from paying Council rates, such as Recreation Grounds and Government owned properties, i.e. crown land, schools.

Mandatory rebates are those that must be allowed as per Local Government Act, such as cemeteries, churches and community services. Discretionary Rebates are also allowed under the Act and in addition Council has offered these rebates to any ratepayer that does not own a new assessment or has not carried out any development on their assessment would not pay more than 15% increase in rates on principal place of residence (by application)

Fines and interest are raised on outstanding rates amounts.

Rates costs including wages, costs of notices, valuations and debt collection are included under administration.

Interest

Revenue	\$ 95,500
Expense	\$ 152,000

Council incurs interest expense on its loans. Loans and Cash are structured according to Council's Treasury Management Policy with only minor amounts kept in cash reserves causing loan borrowings to be minimized. The amount that is kept or flows through the reserve accounts through the year results in a small amount of interest income.

Council Business Properties

Income	\$ 109,300
Expenditure	\$ 79,685

[Includes Depreciation of \$50,000]

Council owns the following commercial properties;

- Casuarina Lodge – Number (7) housing units rented to members of the community
- Medical Centre
- Sea Vu Caravan Park
- Aerodrome
- Commercial property located within the Maria precinct leased to Stankes Ociana P/L
- Lake Butler Marina - the operational detail associated with the Marina is provided separately within this document.

These properties have commercial or residential property leases and agreement as appropriate. Council receives annual rental from these properties and dependent upon the individual lease and rental agreements is responsible for maintenance, insurance etc. The operation of the Lake Butler Marina is detailed separately.

Lake Butler Marina

Revenue	\$ 280,750
Expenditure	\$ 377,346
[Including depreciation of \$82,000]	

Council operates the Lake Butler Marina situated in Robe.

The Marina has a commercial arm which caters for 38 commercial fishing boats and a recreational arm with 106 berths for recreational fishing vessels.

The commercial aspect of the Marina includes;

- a hard stand for the maintenance and storage of the commercial fleet,
- straddle lift to lifting vessels
- and ancillary services (fuel and maintenance)

Attached to the Marina is the recreational boat ramp which services recreational fishing vessels.

The Marina's financial records are kept separate within Council's administrative and financial functions and all costs (wages, insurance, power etc) are allocated within the Marina accounts. ,

Governance

Governance

Income	\$ 0
Expenditure	\$ 141,653

The Governance function of Council covers the following;

- Elected Members
- Allowances and Reimbursements
- Cost of Meetings
- Community Consultation and information
- Strategic Planning
- Council Policy
- Lobbyist/Advocacy
- Representation on regional industry associations (LGA and SELGA)
- Governance Compliance under the Local Government Act 1999.

Elected Members

Elected Member allowances are set by the State Remuneration Tribunal. Reimbursements are set by Council policy guided by the legislative provisions of the Local Government Act.

Community Consultation and Information

Council produces the monthly newsletter "Rubbish News" which contains Council information, community news and community advertising. The newsletter is produced entirely within the administrative resources of Council and distributed to the residents of Robe and Boatswains Point via the refuse collection service. A large number of Council's ratepayers do not live in the district, who together with many of the rural residents do not receive the Rubbish News therefore Council cannot use the Rubbish News to advertise or make public notification where legislation requires.

Certain Council actions are required by legislation to involve public consultation and these will be addressed as per legislation. Legislation requires that information is advertised within a newspaper circulated which is the Adelaide Advertiser, Coastal Leader, Boarder Watch newspapers.

Administration

Administration

Income	\$ 191,840
Expenditure	\$1,030,896
[Includes Depreciation of \$80,000]	

The Administration Function of Council covers the following functions:

- Chief Executive & Administration
- Council Subscriptions and Memberships
- Financial Management
- Human Resources
- Work Health and Safety
- Information Technology
- Rates
- Records
- Customer Service
- Legislative /Legal advice and charges
- Insurance
- Administration and Civic Centre

Chief Executive & Administration

This function includes the cost of C.E., Administration Employees, council subscriptions, insurance, stationery for whole organization,

Financial Management

Council must comply with the requirements of the Local Government Act, Local government (Financial Management) Regulations, relevant accounting standards, accounting practices and principles. The financial management function of Council includes general ledger, debtors, creditors, payroll, receipting, investments, taxation and maintenance of financial records.

The planning and reporting function includes the Audit Committee, 10 year Financial Plan, Debt and Treasury Management, Budget preparation, (adoption and review), internal and external reporting, preparation and adoption of annual financial statements and the annual audit. This function includes the costs of the Finance staff and the costs of the Audit Committee.

Human Resources

This function is carried out by staff included in the Administration budget. Council has no specialized Human Resource staff, specialized services are contracted when required.

Work Health & Safety

This function includes the cost of wages (part time), contributed cost to the Regional Coordinator (through the LGA Workers Compensation Scheme).

Council receives a monetary bonus from the Scheme dependent upon the OHS&W KPI audit results.

The cost of Workers' Compensation insurance is spread across the functions of council. Council paid \$73,980 for Workers Compensation insurance in 12/13 and received \$32,195 back as a bonus due to results achieved in the OHS&W KPI audit

If Council was not part of the LGA Workers Compensation Scheme and paid Work cover directly, Council would be classed as a construction industry and would be levied over \$200,000 per year.

IT Management

Council operates a computer network. Council does not employ any IT staff but contracts External services to maintain the IT software and hardware.

Council's three sites, (Administration, Information centre /Library and Depot) are currently not linked together. This function includes the costs of software, contractor maintenance and provision of internet. Software costs (for all functions), both upgrades and annual licensing take up the majority of the budget.

Rates

Council's major source of revenue comes from Council rates. Council has 2591 property assessment records. This function includes the costs of wages, costs of printing, folding and posting of rate notices, commission costs on the electronic collection of rates payments, non-recoverable debt collection costs and Valuation costs.

Records Management

Council staff manages a records management system, which includes incoming and outgoing mail, faxes and emails, indexing, filing, archiving, scheduled disposals and Freedom of Information requests. Archived records are transferred to State Records for future preservation. This function includes the costs of wages, sentencing and offsite storage of long term records.

Council keeps the majority of records onsite with some long-term kept offsite at a records storage facility. Council uses an electronic records system however a considerable portion of records generated are still legally required to be physically kept. Many of Council's records are required by legislation to be kept long term or permanently.

Customer Services and Communication

Council is contactable by mail, fax, email, and phone or in person. Information is also available via Council's website.

This function includes the cost of wages and the customer service team all have other roles as well as customer service and the team includes administration staff which are allocated within the administration budget.

Legal

Council has no staff with legal qualifications and uses various legal firms with Local Government expertise for legal advice as required.

Insurance

The administration staff manages Council's insurance policies and claims. The cost of insurance is spread over the relevant functions.

Administration and Civic Centre & Council buildings

This function includes the cost of running the Administration and Civic Centre including, utilities, security, cleaning, insurance, telephone (landline and mobiles for all functions), minor maintenance.

Community Services

Community Services

Income	\$ 635,000
Expenditure	\$ 780,072
[Includes Depreciation of \$17,700]	

Annual Grants Program

This is a Council grant program which predominantly assists groups who are responsible for community facilities. The funding for this program is being maintained at \$10,000

Community Bus

Council pays for the servicing and the registration of the Lions Club Community Bus

Emergency Services

This function includes the emergency services levy

Cemeteries

Council owns 1 cemetery this budget includes maintenance costs.

Council receives income from Lease fees for plots at the cemeteries.

Public Conveniences

Council owns 18 public toilets located predominately within the Robe Township

Council is responsible for maintenance and cleaning of these toilets on a daily basis during the peak holiday season.

Cultural Activities

Cultural Activities

Revenue	\$ 5,000
Expenditure	\$ 100,345
[Includes Depreciation of \$12,000]	

Library

The Robe Institute Building houses both the Robe Library and Visitor Information Centre. Staff in this location perform a dual function which results in a very effective library service for the community.

The Library is open between 9.00 am till 5.00 pm Monday to Friday and 10.00 am till 4.00 pm on weekends. The Library is a member of the One System State wide library service and has 1173 local users of the service. A small amount of grant money is received from the State Government for library projects.

Events

Council supports the Robe Boat Show, Mayors Christmas Pageant and Australia Day celebrations.

Council also supports various community events through facilitating road closures and providing other minor assistance.

Sport and Recreation

Sport & Recreation

Revenue	\$ 38,000
Expenditure	\$ 470,229
[Includes Depreciation of \$84,800]	

Halls & Sporting Facilities

Council owns Greenways Hall, Bray Hall and the Robe Institute, Council is responsible for the insurance and maintenance of these assets noting that the Greenways Hall has been closed for some time and the future of this building is undecided. Council receives hire fees from the Robe Institute.

Jetties & Boat Ramps

Council is responsible for the Robe Jetty and Breakwater as well as the recreational boat ramp within the Lake Butler Marina precinct. The Boat ramp expenditure and revenue is accounted for separately but contained within the Marina accounting.

Parks & Gardens

The town and rural reserves are maintained by the Parks & Gardens Team in accordance with Councils Community Land Management Plan. Formal park areas in the townships are mown and gardens maintained. Major reserves are mown or slashed by Council to control and maintain grass. Maintenance of Parks and Gardens includes:

- Trimming of trees and bushes to allow access for mowing/slashing
- Minimizing weed growth around trees, Trees planting
- Maintenance to a level for balance between minimal maintenance and maximum tidiness
- Maintenance of parks and gardens furniture (Seats Shelters barbeques etc)
- Re vegetation projects on land under Council's care and control i.e. Foreshore dunes

Playgrounds are maintained by Council

Maintenance involves:

- Routine inspections
- Compliance with LGA Risk Management requirements
- Immediate response to repairs to equipment to minimise risk to users (nuts, bolts etc) Extra attention to frame work over a period of years especially in locations near the sea
- Soft-fall areas under play equipment maintained with pine chips to a depth of 300mm

Economic Development & Tourism

Economic Development & Tourism

Revenue	\$ 15,000
Expenditure	\$ 108,089

Regional Development Australia

Council is required to be a contributing member of the Limestone Coast Regional Development Australia Board.

Tourism

This function includes

- Advertising and brochures i.e. – Visitor Guide, Brochures and Town Maps
- Support for the Robe Tourist Association
- Working with the regional tourist staff and SA Tourist Commission on specific tourism development projects .

Visitor Information Centre

Coordinate the operation of Council's Visitor Information Centre involving:

- Receiving enquiries from the many visitors to the Centre
- Cost of utilities, internet, security, insurance and maintenance
- Purchasing souvenirs for sale

Income is received from sales of souvenirs.

Environmental Protection

Environmental Protection

Revenue	\$	0
Expenditure	\$	10,347

Coastal

Council works with community groups and sources additional funding for coastal protection (fencing, weed and rabbit removal) and re vegetation works. Council also is responsible for coastal reserves which are maintained by the Parks & Gardens Team and contractors.

- Foreshore areas within Robe and immediately adjacent to coastal infrastructure (e.g. car parks, jetties) maintained to provide suitable access and facilities.
- Other foreshore areas, which include the dunes system, maintained in a natural state.
- Fencing, walkway and sign maintenance to minimum standard to prevent vehicle and pedestrian access to land
- Walkways and access through the dune system are maintained in an accessible condition.

Regulatory Services

Regulatory Services

Revenue	\$	70,500
Expenditure	\$	290,815

This covers costs including wages, after hour's service, legal fees and costs, to undertake the following;

- Dog Control –registration, dealing with wandering, impounding of and barking dogs, investigating dog attacks
- Wandering Stock
- Abandoned Vehicles

- Fire Prevention – i.e. running the block slashing program
- Traffic/Parking Control
- Bylaws/Litter control

Council receives income from Dog Registrations

Environmental Health

This function includes the cost of wages for the part time Environmental Health Officer, legal fees for pursuing legislation breaches.

Council's Environmental Health area undertakes the following:

- Processing Waste Disposal Applications, including inspections
- Food premise inspections
- Handling enquiries and complaints, enforcement of legislation, reporting to Department of Health,
- Monitoring and management of insanitary/offensive conditions
- Monitoring of public and limited access swimming pools and spas.
- Managing public health issues.

Council receives income from Waste Disposal Applications, food premise inspections.

Building Assessment

This function includes the cost of wages for the part time Building Surveyor and legal fees.

Income is received from Building Development Fees.

Council's Building Assessment area undertakes the processing of Development Applications in accordance with building statutory requirements.

- Approval of Development Applications in accordance with Council's delegated authority procedures and practices.
- To provide a technical and professional advice to Council members and Council's customers in relation to the Development Act and Regulations, Building Code of Australia and associated Australian Standards.
- To undertake building inspections and the compilation of evidence in relation to building contraventions of Development Applications.
- Instruct Council's solicitors on enforcement, prosecutions and appeals in the Environment, Resources and Development Court.
- Manage Council's Building Fire Safety Committee, including the inspection of buildings, development of relevant policies and procedures.
- Property sale searches

Planning Assessment

This covers the wages of Council's Para Planning Officer, Planning Consultant, legal fees, Development Assessment Panel expenses.

Council receives income from Planning Development Application fees.

- Approval of Development Applications in accordance with Council's delegated authority procedures and practices
- To provide technical and professional advice to Council members and Council's customers in relation to the Development Act and Regulations and other associated legislation.
- To undertake planning inspections and the compilation of evidence in relation to contraventions of Development Applications.
- Instruct Council's solicitors on enforcement, prosecutions and appeals in the Environment, Resources and Development Court and give evidence

- Strategic and Policy planning work (Development Plan Amendments, Section 30 reviews, District 30 Year Plan)

Waste Management

Revenue	\$ 399,472
Expenditure	\$ 424,420

Council undertakes the collection of house hold refuse and recyclables within the township of Robe and adjoining settlements. The Robe landfill sites is closed to household refuse but acts as a temporary transfer station and will eventually be rehabilitated in accordance with the landfill closure plan. A new Transfer Station is proposed to be constructed at the rear of Council's works depot.

Council proposes to introduce a third bin collection for green-waste in 2013-14. The estimated cost of providing this service is \$111,800 which will be funded by an increase to the waste levy. There are significant benefits to Council and the community by implementing this service, apart from the environmental benefit of reducing the amount of green-waste going to landfill it is estimated that savings of up to \$45,000 per annum will be made by reduced disposal [to land-fill] fees

Transport – Infrastructure Management

Transport - Infrastructure

Revenue	\$ 8,000
Expenditure	\$ 797,468
[Includes Depreciation of \$220,000]	

The Transport Services function includes the Operations Manager and field staff ;

This function includes the costs associated with the operation of the Council's Depot, Plant and Equipment, the Management of Council's outside operations, including protective clothing and training for the Works staff, maintenance of the depot and costs of repairing vandalism and removing graffiti.

Footpaths/Walkways/Cycle Tracks

Revenue	\$ 0
Expenditure	\$ 1,454
Includes Depreciation of \$9,000	

Council is responsible for footpaths located in the townships.

- Footpaths consist of concrete, brick paved, bitumen and formed pathways.
- Repairs to footpath resulting from tree root damage and deformities are undertaken to eliminate tripping points.
- Council pays for the running and maintenance (undertaken by ETSA) street lights.

Roads

Revenue	\$ 186,393
Expenditure	\$1,559,206
[Includes Depreciation of \$981,500]	

Sealed Road Maintenance

\$ 57,140

Council is responsible for the maintenance of 41. km of sealed roads. 12.5 km in the rural area and 29 km in the townships.

- Patrol grade shoulders to control excessive edge “drop off” and minimise edge break
- Repair potholes and edge of seal failures to minimise seal failure
- Maintain drainage to minimise moisture infiltration
- Minor resealing as required

Unsealed Road Maintenance

\$ 443,882

Council is responsible for the maintenance of unsealed roads 392 km in the rural area and 1.5 km in the township areas.

- Council plan to resheet 18 kms of unsealed road annually in accordance with Councils Unsealed Road strategy
- Council undertake minor resurfacing on roads limited to repairing sections in order to maintain the road surface .

Patrol Grading

The Patrol Grading Program endeavours to grades all unsealed roads annually. There is an emphasis on side drainage and road shape to provide all weather access and reduce roughness.

Tree Trimming

Councils tree trimming program undertakes tree trimming on all roads every two years .

- Tree Trimming Maintenance is undertaken in accordance with the Roadside Vegetation Management Plan and Council’s Trees Removal and Trimming Policy.
- Tree trimming/removal is undertaken to provide clearance for vehicle movements and for safety reasons.
- Timber & foliage is left, removed or mulched subject to the site location.

Kerb & Water table

Council is responsible for the kerb and water table which is predominantly in the urban areas.

- Small sections of kerb that have been damaged are lifted and replaced.

Culverts

On rural sealed and unsealed roadways culverts and sides drains are provide to minimise the inundation of the roadway by storm water runoff.

- Unsealed roads – culverts are checked and side drains (diversion channels) are cut & re-cut while patrol grading. Remedial works to weed spray and clear culverts are reported and scheduled in the maintenance program.
- Sealed roads – culverts to be checked (prior to winter) and cleared of debris and sprayed for weeds.

Traffic Control

The maintenance includes the replacement of existing faded and damaged signs and the installation of new signs required for traffic management and safety.

Line marking

Council undertakes annual line marking on rural roads, intersections and car parking as required throughout the year.

Council undertakes an annual program of line marking the streets of Robe prior to the holiday season

Street Cleaning

Street Cleaning is undertaken on a programmed basis in the Robe only

- Control the excessive accumulation of debris i.e. leaf litter, silt and gravel, within concrete kerb and channels and on sealed road surfaces particularly intersections
- Streets are swept a minimum of 5 times each year by contractor, usually undertaken prior to holiday periods with an emphasis on the main street precinct.
- Council uses its own street sweeper to remove debris resulting from extreme weather on occasions other than the programmed sweeping
- Hand sweeping undertaken in towns as required

Storm water Drainage

Revenue	\$	0
Expenditure	\$	36,275
[Includes Depreciation of \$20,000]		

Council is responsible for storm water drainage including pits and inlets. Storm water maintenance includes the inspection, clearance and replacement of storm water components in the township areas.

Community Wastewater Management System (CWMS)

CWMS

Revenue	\$	747,927
Expenditure	\$	426,998
[Includes Depreciation of \$133,000]		

CWMS provides for the collection and carriage of septic tank effluent or sewerage (STEDS) by either gravity flow or by pumping to a treatment facility that is owned, operated and maintained by Council. This scheme provides a connection to each property at a depth to allow the discharge from an on-site wastewater system (septic tank or sewer system) by gravity.

Schemes rely on privately owned household septic tanks to provide primary treatment of the household waste.

Council staff members maintain the gravity drainage network within the road reserve, easements and also maintain each property's allotment connection up to the property boundary. Within each property the ownership and maintenance of the internal drains and septic tank are the responsibility of the land owner. On a four (4) yearly cycle, all septic tanks connected to STEDS are pumped out by a Council contractor but supervised by Council staff.

CWMS Expenditure covers the costs of staff to manage Council's CWMS scheme, interest costs on loans, costs of pump outs, licensing, maintenance, and electricity.

The CWMS revenue is from CWMS service fees levied against properties and Developer Contributions

The Balancing Act:

