

## DISTRICT COUNCIL OF ROBE

### **Vision**

The district of Robe will comprise dynamic and expanding local businesses working with a progressive, cohesive community that enjoys prosperity, capital city standard services and an enviable quality of life in a unique heritage and coastal environment.

### **Objectives**

#### *Planning and Development*

To control development to ensure quality housing and business premises, preserve built heritage and maintain Robe's unique appeal of coast, native vegetation and green spaces.

#### *Utilities, IT and Communications*

To facilitate the provision of power, water, broadband internet and telephone communications at capital city standards to facilitate a competitive environment and improve the quality of life for residents and visitors.

#### *Coast and Natural Environment*

To conserve and protect Robe's coastline and natural heritage while making it accessible for people to enjoy.

#### *Tourism*

To build on Robe's popularity as a tourist destination by expanding tourism activities and services and developing year round tourism.

#### *Transport and Roads*

To make the Robe town and district easily accessible for residents, visitors, businesses and emergency vehicles; and facilitate frequent transport services for businesses and residents.

#### *Economic Development*

To create a progressive environment that assists Robe business development, empowers and skills Robe's workers, provides year round employment and contributes to Robe's prosperity.

#### *Sporting Facilities*

To provide sporting facilities that delivers health and quality of life for Robe's residents and complements Robe's Tourism.

#### *Health, Community, Youth and Government Services*

To facilitate and assist in the provision of health, community, youth and government services to ensure a safe, healthy, vibrant and empowered community.

#### *Asset Management*

To maintain and improve the assets of Council.

From The Strategic Management Plan, 2003-2006, District Council of Robe

## ROBE – THE HERITAGE CENTRE OF SEAFOOD, WINE & COASTAL DELIGHT

The District Council of Robe covers an area of 110,596 hectares of prime grazing and cropping land over aquifer, renowned tessa rossa over limestone soil, freshwater lakes and estuaries, coastal dunes, rugged cliffs and family beaches. Robe's weather is mild in summer, with a high rainfall in winter providing lush pastures and plentiful groundwater.

Robe is home to approximately 1480 permanent residents and a retreat to a large number of holiday homeowners. During the summer season, the township of Robe welcomes up to 15,000 additional people as tourists and seasonal workers in the district's wine, fishing and tourism industries.

Robe is renowned for its unique history and its 84 historic buildings and sites. Explored by Captain Matthew Flinders and Nicolas Baudin, this busy wool trade port featured numerous shipwrecks of tall ships, and the landing of over 17,000 Chinese who walked to the Victorian Goldfields.

Robe's large Southern Rock Lobster (crayfish) fishing fleet provides bountiful harvest to Robe, Australian, and international restaurants, while its wine districts of Mt Benson and Robe Ranges produce increasingly respected quality wines for the Australian market and export. Aquaculture is expanding in the district with farmers of outstanding Barramundi, Murray Cod and Atlantic Salmon supplying local and overseas markets. Robe has long been renowned for its high-grade beef and spring lamb, and emerging produce such as olives, berries and herbs complement Robe's predominance in gourmet markets.

Robe has a thriving tourism industry with over 40 accommodation providers operating motels, caravan parks, holiday units, historic cottages, and high-grade modern apartments. Restaurants, cafes, hotels, cinema, antique and gift shops, galleries and deep-sea fishing and diving charters support this industry.

Residents of Robe enjoy a safe and vibrant lifestyle in a caring community. Facilities available to the Robe community include a community health centre, an Ambulance / CFS centre, library, public internet facilities, sporting facilities including golf course, football oval and netball courts, community bus, 7 day extended hours supermarket, hardware store, and building and mechanical tradespeople.

Population (estimated 30 June 2004)	1480
Number of Electors	1960
Area	110,576 ha
Road length	475 kms
New building approvals	59 dwellings
Additions and Improvements	75 dwellings

**District Council of Robe**

*Council Office*

Royal Circus

PO Box 1

Robe SA 5276

Phone: 08 8768 2003

Fax: 08 8768 2432

Email: [council@robe.sa.gov.au](mailto:council@robe.sa.gov.au)

Hours: 9.00am – 5.00pm Monday – Friday

*Works Depot*

Robe Street, Robe

*Library & Visitor Information Centre*

Mundy Terrace

Robe SA 5276

Phone: 08 8768 2465

Fax: 08 8768 2863

Email: [rose.joann@plain.sa.gov.au](mailto:rose.joann@plain.sa.gov.au)

Hours: 9.00am – 5.00pm weekdays, 10.00am – 4.00pm weekends, 10.00am – 1.00pm Public  
Holidays, closed Christmas Day

**Web:** [www.robe.sa.gov.au](http://www.robe.sa.gov.au) or [www.council.robe.sa.gov.au](http://www.council.robe.sa.gov.au)

## MAYORS REPORT

This 2003/04 Annual Report gives me the chance to reflect in the first year of this Council.

Much of the work is of an ongoing nature eg. Development Plan Review, Golf Club, proposed Marina, Aged Care and of course budgets. Councillors have had to show commitment to their responsibilities to achieve the progress which has been made. I must say I was pleased with the public response to the Development Plan Review both in attending the public meeting and in the number of written submissions.

### *Ongoing Projects*

Two large housing developments are underway with another in the planning and this will continue to provide sufficient allotments for the time being.

Council has been doing a lot of work “behind the scenes” in relation to the Marina redevelopment and I am pleased to say the Minister has now given his approval to the formation of the “Robe Marina Corporation”. This board of 5 members (for which nominations are to be called soon) will in effect take control and oversee this project. Council is still in negotiation with the Golf Club in an effort to facilitate an 18 hole golf course and this is likely to take time and patience to achieve.

Council has also begun the task of bringing the second stage of the Industrial area to completion and blocks should be available this financial year.

Waste management is also becoming a big issue with all Councils and we are actively seeking alternatives in an effort to keep costs under control.

### *Events*

The Robe Village Fair continues to be a major drawcard for Robe and the Council is delighted to continue as a Gold Sponsor and to also help in other ways. Smaller events such as A Taste of Robe continue to grow and fill a niche market. Council also willingly helps other organizations in various ways eg. Machinery work in setting up the Rodeo.

### *Youth and Sports*

In a way these go hand in hand as we try to encourage the use of the various sporting facilities for all ages and ability.

Council makes grants available and in addition is helping with the removal of the pines between the netball/football and golf course. This will be over another 2 or 3 years.

In addition to grants the council has agreed to help the Tennis Club (by way of loan funds) to resurface some courts.

Generally speaking all the sporting facilities are of a good standard and well utilized by locals and visitors alike.

Leading this Council has been somewhat of a challenge for me and I am pleased to say that I am encouraged by the input from all Councillors and the research done. To the whole Community – whether residents, non resident ratepayers or regular visitors – I thank you on behalf of this Council for your ongoing support.

## CHIEF EXECUTIVE OFFICER'S REPORT

The continuous growth of Robe and immediate surround continue to impose many challenges for Council, resources are remaining the same, however expectations are increasing. These expectations come from a variety of areas including:

- Increased legislative compliance provisions eg. EPA, waste
- Increased workload due to increased population, tourist numbers and development
- General increase in community expectations of services provided

Council will in future planning have to address the resource issue, including maintenance of infrastructure.

Some positive outcomes occurred during the 2003/2004 financial year, which will assist with the continual development in the area:

### *Lake Butler Marina*

#### *Redevelopment Masterplan*

The Lake Butler Marina re-development Plan was approved by Council, the next steps including Development Approvals etc. were commenced.

### *Industrial Area*

State 2 of the Industrial area was now approved to be developed. Major works will commence in 2004/2005.

### *Plan Amendment Report*

Council Plan Amendment Report progressed to the stage where it was placed on public consultation.

### *Waste*

Waste Management will be an ongoing process with actions taken to improve the depot life and further comply with EPA guidelines.

Valuations again increased significantly presenting challenges to Council in its rating policies. Although a rate review was undertaken no change was made to the methodology of rating.

## ROLE OF COUNCIL

The council, comprising the Mayor and six elected members, are charged with making policy decisions to be implemented under delegations by the Chief Executive Officer and Council staff. Policies set at the Council meeting relate to council services such as rubbish collection, road building and maintenance, library services and health services, regulation compliance such as building development, cat and dog management and food safety, economic development such as the redevelopment of Lake Butler, tourism and industry support, and management including asset management, resourcing and finances. Council also delegates specific responsibilities to its committees, including the Development Assessment Panel.

Agendas for all council meetings are placed on public display at the Council Office no less than 3 days prior to meeting. Minutes are placed on display at the Council office and the Robe Library, 5 working days after the meeting. Access to these documents is also available on the Council's website [www.council.robe.sa.gov.au](http://www.council.robe.sa.gov.au).

Business is conducted by Council at the Council Chambers, Smillie Street, Robe on the second Tuesday of each month, the General Council Meeting commences at 5.00pm, adjourning at 5.30pm for the Development Assessment Panel, with the General Council Meeting recommencing after the Development Assessment Panel's conclusion. Correspondence and development applications must be received at the Council office at least one week prior to the meeting to be included in that month's agenda. If a member of public wishes to address the Council meeting, there is a public forum at 7.00pm and arrangements to address the Council at this time may be made through the Mayor or the Chief Executive Officer. Members of public may also write to Council on any Council policy, activity or service, may submit written petitions, or discuss any issue relevant to Council with their elected member.

### **ELECTED MEMBERS**

The District Council of Robe has a representation quota of a mayor and 6 elected members spread over two wards - the Town Ward and the Rural Ward.

A comparison of the Councils of Barunga West, Flinders Ranges, Elliston, Ceduna, Kingston, Mt Remarkable, and Tumby Bay shows an average representation quota for a council of the size and type of Robe is 1 elected member for each 198 - 294 electors. Robe's representation quota currently falls in this range. In accordance with the Local Government Act 1999, Robe's representation quota will be reviewed with commencement of the process by July 15, 2005, to be in effect for the 2006 Local Government Election. Advertisements will be placed seeking electors' submissions on representation prior to the representation quota review.

Elected Members from May 2003

#### **Mayor**

Peter Darr  
 PO Box 374, ROBE SA 5276  
 Tel: 87682263 Fax: 87682988  
 Allowances: \$15,000 per annum

#### **Deputy Mayor**

Peter Wilkin  
 PO Box 70, ROBE SA 5276  
 Tel: 8768 2237 Fax: 8768 2730  
 Allowances: \$2,087 per annum

#### **Town Ward**

Mark Denton  
 PO Box 262, ROBE SA 5276  
 Tel: 8768 2411 Fax: 8768 557  
 Allowances: \$1,670 per annum

Jenny Mathews  
 27 Lake Road, ROBE SA 5276  
 Tel: 8768 2616

Allowances: \$1,670 per annum

Marcia Denning-Wasson  
 PO Box 168, ROBE SA 5276  
 Tel: 8768 2659  
 Allowances: \$1,670 per annum

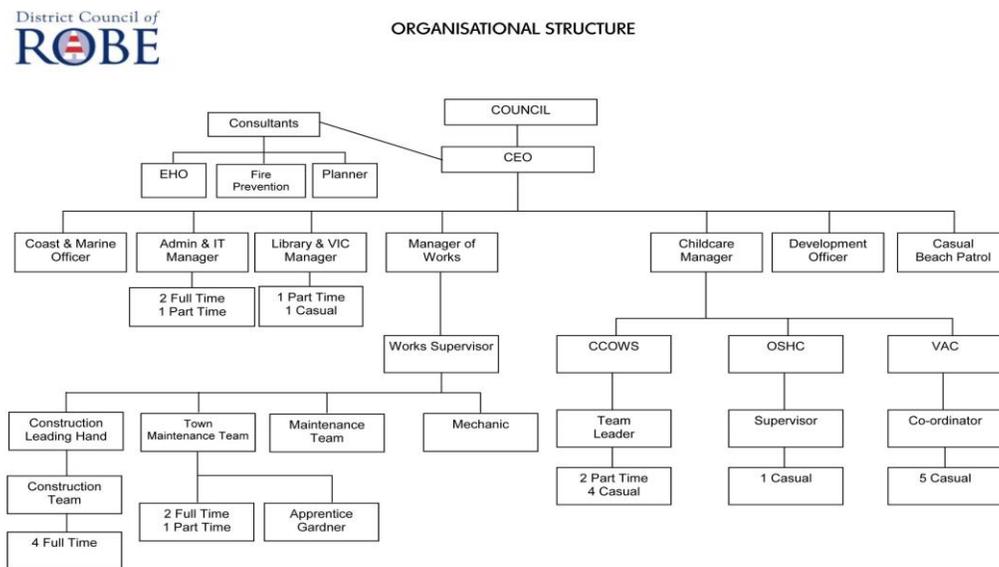
**Rural Ward**

Frank Boylan  
 P O Box 261, MILLICENT SA 5280  
 Tel: 8735 2067  
 Allowances: \$1,670 per annum

David Loxton  
 Post Office, GREENWAYS SA 5272  
 Tel: 8734 2065  
 Allowances: \$1,670 per annum

**MANAGEMENT**

The diagram below is the organisational structure adopted by Council (include number of staff in each area).



17 June 2004

**Chief Executive Officer**

Rob Kay Dip. LGA, FLGMA, JP

Responsible for the operations of the local government authority

Allowances & Benefits: Car with private use, telephone

Bonuses: Nil

**Manager of Works and Harbour Master**

Glenn Sanford, JP

Responsible for works and engineering services and the operations of the Lake Butler Boat Haven

Allowances & Benefits: Car with private use, telephone rental

Bonuses: Nil

**Development Officer and General Inspector**

Dennis Crafter MAIBS, MWOB

Responsible for planning, building, and general inspection services

Allowances & Benefits: Car with private use, telephone rental

Bonuses: Nil

**Environmental Health**

Caroline Thomas

Responsible for environmental health services

Allowances & Benefits: Nil

Bonuses: Nil

**Librarian / Visitor Information Centre Manager**

Joann Rose BA (LIM)

Responsible for the operations of the Robe Public Library and Visitor Information Centre

Allowances & Benefits: Nil

Bonuses: Nil

**Child Care Services Manager**

Robyn Paterson AUA (Arts & Education), DipT

Responsible for the operations of mobile childcare, vacation care and out of school hours care.

Allowances & Benefits: Nil

Bonuses: Nil

The Chief Executive Officer, Development Officer and General Inspector, the Manager of Works and the Child Care Services Manager are either provided with mobile telephones

Employees of the District Council of Robe have entered into an Enterprise Bargaining Agreement that is due for review on 1 March 2004.

The District Council of Robe has an Equal Opportunity program to fulfill its responsibility to create an employment environment which is free of discrimination and reflects the diversity and needs of the community it serves.

Council is regularly visited by an Occupational Health and Safety specialist from the Local Government Associations' Workers' Compensation Scheme.

## COUNCIL COMMITTEES – AS AT 30 JUNE 2004

### **Child Care Services Management Committee**

Sally Smith, Annie Matthews, Michelle Gibbs, Rob Kay, Robyn Paterson, Sonia Legoe, Tracey Harris, Stacey Walters, Cr Dening Wasson

Terms of Reference: To advise on the management of the Child Care on Wheels Service (CCOWS)

Meetings held 2003/2004: 12

Allowances paid: Nil

### **Development Assessment Panel**

Mayor Peter Darr, Cr Frank Boylan, Cr David Loxton, Cr Peter Wilkin, Cr Mark Denton, Cr Jenny Mathews, Cr Marcia Dening-Wasson

Terms of Reference: To hear and approve development applications

Meetings held in 2003/2004: 12

Allowances paid: Nil

### **Industrial Relations Committee**

Mayor Peter Darr, Rob Kay, Cr Frank Boylan, Cr David Loxton

Terms of Reference: To monitor and formulate council's Industrial Relations policy

Meetings held in 2003/2004: 1

Allowances paid: Nil

### **Lake Butler Boat Haven Committee**

Peter Sangster, Cr Mark Denton, Cr Peter Wilkin, Shayne Dening, Ian Regnier, Sharon Pettit, Glenn Sanford

Terms of Reference: To manage the Lake Butler Boat Haven

Major achievements and tasks: Managing mooring allocations, completion of plan for 4-lane boat ramp and preliminary feedback on the Lake Butler redevelopment

Meetings held in 2003/2004: 8

Allowances paid: Nil

### **Machinery Committee**

Rob Kay, Glenn Sanford, Mark Denton, Frank Boylan

Terms of Reference: To monitor Council's plant, equipment and purchases

Meetings held in 2003/2004: 4

Allowances paid: Nil

### **School / Robe Library Management Committee**

Joann Rose, Nicole Slater, Faye Hartwig, Meghan Denton, Sally Smith, Francine Sneath, Nellie Mount, Cr Jenny Mathews, Cr Marcia Dening Wasson, Mayor Peter Darr

Terms of Reference: To facilitate the school's involvement with the Robe Public Library

Meetings held in 2003/2004: 4

Allowances paid: Nil

**Out of School Hours Care Management Committee**

Cr Marcia Denning Wasson, Robyn Paterson, Francine Sneath, Kim Bancroft, Michelle Gibbs,  
Jenny Hancock, Chris McLay

Terms of Reference: To advise on the management of Vacation Care

Meetings held in 2003/2004: 4

Allowances paid: Nil

All Council Committees, excepting the Development Assessment Panel, meet as required. All meetings are open to the public.

**COUNCIL DELEGATES TO REGIONAL COMMITTEES – AS AT 30 JUNE 2004****Kingston Robe Ambulance Service**

Janet Ingham

Allowances paid: Nil

**Kingston Soldiers Memorial Hospital**

Cr Jenny Mathews

Allowances paid: Nil

**Lacepede Tatiara Robe APCB**

Chief Executive Officer &amp; Cr David Loxton

Allowances paid: Nil

**Kingston Community School**

Cr Marcia Dening Wasson

Allowances paid: Nil

**Council/Robe Bowling Club Working Committee**

Cr Jenny Mathews, Cr Mark Denton, Rob Kay, 3 Bowling club representatives

Allowances paid: Nil

**Council/Robe golf Club Working Committee**

Cr Peter Wilkin, Mayor Peter Darr, Rob Kay, Glenn Sanford, 4 Robe Golf Club representatives

Allowances paid: Nil

**Limestone Coast Tourism**

Cr Peter Wilkin, Mayor Peter Darr (proxy)

Allowances paid: Nil

**Robe Bushfire Prevention Committee**

Cr David Loxton

Allowances paid: Nil

**SE Coastal Management Group**

Cr Mark Denton

Allowances paid: Nil

**Robe KESAB Committee**

Cr Jenny Mathews

Allowances paid: Nil

**Robe Sports and Recreation Association**

Cr Mark Denton &amp; Cr Marcia Dening Wasson

Allowances paid: Nil

**Robe Tourism and Traders Association**

Cr Peter Wilkin

Allowances paid: Nil

**Robe Youth Advisory Committee**

Cr Marcia Dening Wasson

Allowances paid: Nil

**South East Local Government Association**

Cr Peter Darr, Cr Frank Boylan

Allowances paid: Nil

**SELGA Roads and Transport Working Group**

Cr Frank Boylan, Glenn Sanford

Allowances paid: Nil

**SELGA Waste Management Group**

Cr David Loxton &amp; Glenn Sanford

Allowances paid: Nil

**COUNCIL'S PLANNING PROCESS****Projects / Grants received**

Childcare – grant of \$230341 for Mobile Childcare, Vacation Care &amp; Out of School Hours Care

Youth Advisory Committee – grant of \$3000

Foreshore Protection – grant of \$4425

Coastcare – grant of \$66000

Library Mtce Grant – grant of \$4395

Roads – grant of \$148829 including Roads to Recovery

Tourism – grant of \$7167 Visitor Information Centre expenses

Lake Butler – grant of \$232000 DOTARS for Lake Butler Marina Redevelopment Master Plan

National Estate – grant of \$3300

Administration Financial Grant - \$42,874

**Strategic Management Plan**

Under the Local Government Act, council is required to prepare a Strategic Management Plan for the next 3 – 5 years. Public consultation took place regarding the draft plan and the Strategic Management Plan was adopted by Council in November 2002. The Strategic Management plan addresses strategies in relation to the economic, social and environmental needs of the district.

**Development Plan**

The District Council of Robe participated in the Section 30 Regional Planning Review conducted by the South East Local Government Association in June 2002. Council has now commenced review of its Development Plan, which defines and regulates development in the district, to take account of regional perspectives and address local issues.

### **Management Plans for Community Land**

Council is aware of its responsibilities in regard to Management Plans for Community Land and will be developing a plan designed to continue to maintain the “green zone” and provide sufficient community land for Robe’s growing population.

### **Community Services**

#### *Library*

The Robe Public Library is a service provided for the use of the community by the District Council of Robe. The Robe Library is a seven day a week facility, only closed Christmas Day. The Library collection currently holds approximately 8,000 items, but because of cooperative between the SEEL network (South East Electronic Library Network, Naracoorte & Lucindale, Tatiara, Wattle Range and Robe Councils) customers of the Library have access to a much larger pool of resources. This cost effective method has enabled the regional libraries to share electronic Library systems, expertise and resources as well as providing access to each others collections. The library has just under 3,000 Library borrowers which far exceeds the population for the district. Many absentee ratepayers and visitors appreciate the use of the Library while visiting Robe.

Currently Council employs 3 permanent staff to operate the Library (1 qualified Librarian and 2 part-time). Council requires a monthly report on the activities of the Library, including monthly loans. In the financial year 2003/2004 along with other regional libraries loans dipped slightly but borrower numbers increased. The Robe collection is being constantly expanded and updated, new computers have recently been installed for public use. A new automatic electronic door has been installed at the main entrance as well as the entrance being renovated; this has made the main entrance way more user friendly for disabled people and young families using prams. The annual book sale took place in the first week of January and the volunteers direct that the funds raised, be spent on videos purchased from the ABC shop in particular (shows and mini-series shown on this channel).

#### *Visitor Information Centre*

The Robe Visitor Information Centre is located in the centre of Robe opposite the Foreshore. Parking can be found on three sides of the building for cars, caravans and buses, as well as providing disabled parking at the rear of the building. The centre is opened seven days a week allowing for greater opportunities for both locals and visitors alike to access information. Centre staff maintain high levels of customer service to all users and the centre facilitates accommodation vacancies during the peak holiday periods. Visitors to Robe are assisted in locating suitable accommodation that meets their individual needs without wasting their valuable holiday time. For Robe businesses, the centre provides an unbiased contract point to source Robe and regional accommodation and ascertain its availability at peak holiday times. The Robe Visitor Information Centre contains many brochures on Robe, the Limestone Coast region, South Australia and interstate, staff constantly monitor the information provided to ensure that it is up to date and accurate. During 2004 the centre was visited by 35,000 people an increase of approximately 4,000 on the previous year.

A Datatrax machine has recently been installed at the centre to assist with after-hours information. During the day the machine acts as a backup for staff, and at night the machine is turned to face the window and can be accessed via a keypad on the front window. This machine contains information on accommodation Robe, the region, the state and the rest of Australia as well as information on shopping and attractions for the same. The centre brochure display is constantly being upgraded and monitored for freshness, accuracy and relevance to our customers.

Information sheets that are produced by Council for use by visitors are also being upgraded and presented in a more up-to-date format. During the past 12 months the Historical Interpretation room has received many favorable comments and is visited by many of Robe's visitors.

#### *Robe Community Newsletter*

Council produces the monthly Robe Community Newsletter that is distributed to all residents. The newsletter gives feedback to the community about Council initiatives and development, makes provision for Robe Community Groups to report on and promote their activities and includes advertisements from local businesses. Non-residents may arrange to have the newsletter posted to them for a small annual charge to cover this expense.

#### *Casuarina Lodge – Independent Living Aged Homes*

Council has purchased Casuarina Lodge, 13 Hateley Crescent, Robe comprising 7 independent living units for the aged, built and formerly managed by the Housing Trust of South Australia.

#### *Community Bus*

The Robe Community Bus operates each Thursday to take elderly people and other residents to key services such as the Post Office, the library and the supermarket. The bus is also available for use by sporting and community groups and may be hired for other purposes. Council thanks the Robe RSL for rostering drivers to operate the Community Bus for the benefit of the Robe community.

#### *Red Cross Car*

Council houses the Red Cross car at Council's works depot and Council manages the hand over of keys. The Red Cross car is used to take patients to medical appointments in other towns, for community service appointments and council occasionally books it for staff members attending business on Council's behalf out of Robe. For enquiries about the Red Cross car, please telephone 8725 3622.

#### *Child Care*

The Robe Child Care On Wheels Service (CCOWS) is an innovative service which provides child care in Robe three times a week and in Kangaroo Inn once a week. This service is well supported and appreciated by families, and has a waiting list even though licensed places have been increased.

Out of School Hours Care operates during school holidays and after school and is widely used and enjoyed by children from local families, and those from the surrounding district and visitors from interstate.

#### *Sport & Recreation*

In 2003/2004 Council allocated \$11900 from its Robe Sporting Assistance Program to local sporting clubs in the Robe district. \$10,000 was allocated to the Robe Skate Park, \$1,900 the Lake Fellmongery Water Ski Club

### **Development**

#### *Heritage*

The heritage of Robe, particularly in the historic district of Robetown, is a major feature of our town's appeal to residents and visitors. The Council's Development Plan seeks to ensure that development enhances the historic charm of Robe and maintains low density, high quality housing and other development. With regard to the heritage area of Robetown, Council consults heavily with Richard Woods, South East Heritage Adviser, to review plans for development. The Advisor

is particularly concerned about suitable roof pitches, windows and doors, the use of heritage colours and finishes, and ensuring that new additions do not obscure the ability of the public to observe the original heritage features of the building. Council also consults with its planning consultants, Masterplan, regarding significant developments that are likely to have an impact on the surrounding area.

#### *Height Restrictions*

In the newer parts of town, particularly near West Beach and Long Beach, Council has been particularly challenged at ensuring height restrictions are enforced. Property owners are all anxious to secure themselves a waterfront view, but in so doing the view of existing or future properties must not be obscured.

#### *Transportable Homes*

Council has been concerned about the number of transportable homes of varying quality that have been bought to Robe, particularly in new subdivisions. Council has reviewed its development requirements for transportable homes to ensure that such homes are of a suitable quality and do not degrade the surrounding neighbourhood.

#### *New Subdivisions*

There is considerable pressure on Council to approve new residential subdivisions. Council takes care to ensure that such subdivisions will be provided with adequate services and that suitable access and easement conditions are met. Council is mindful of the rapid growth of Robe and considers that some foresight applied now will ensure a sufficiently low density housing configuration in the future and the development of parkland areas as proposed by a developer in Thompson Road.

#### *Supervising Builders*

Recent changes to the Development Act has meant that owner builders of a residential development with a value exceeding \$5,000 must now engage a licensed builder or building works supervisor to oversee the development and sign the completion certificate. Council may conduct audit inspections of residential developments to ensure that the builder has constructed the development in accordance with Council's development approval and the requirements of the Building Code of Australia.

#### *Development Control*

Council's responsibility to control development is very widespread and the definition of what work constitutes a development is extensive and complex. Before commencing any works, starting a businesses, and in some circumstances even purchasing a property where you have plans to develop it, please contact Council's Development Officer on 8768 2003 for advice of your obligation to obtain Council approval.

### **Works and Engineering Services**

#### *Roadworks*

Roadwork's carried out within the Robe Township includes Park Terrace, Jackson Street, and Gruschen Street. The works undertaken were to put in place surface and underground water management systems. This leads to the full construction of the roads and sealing with a Class 170 Bitumen. These roads service a number of permanent and holiday dwellers.

These roads were constructed with part funding from federal government funds [Roads to Recovery.]

Roads to Recovery 2 will continue in the new financial year 2005/2006, these funds are yet to be calculated and determined by the authorities.

A resolution was provided from Council that Wrights Bay Road will be the priority road that will receive the R2R2 funds. These works will provide road construction, bitumen sealing and drainage.

Other funding options are currently being explored through Federal and State Black Spot funding programs. These works will improve vehicular sight distance where the Southern Ports Highway and Wright Bay Intersection meets. A road safety audit was conducted by Tonkin Consulting which is a mandatory requirement when crash data does not meet the set criteria.

A further Road Safety Audit was conducted by Tonkin Consulting at the Victoria Street, Robe Street, Squires Drive Intersection. The Safety Audit provided a list of short falls with the intersection. It was negotiated between Transport SA and Council that concept plans of the intersection were required highlighting options for the Council and Community to consider. Four draft drawings are being placed together by Transport SA, it was suggested that a roundabout, pearabout, median, and slip turning lanes / areas be considered in the concept plans.

#### *Lake Butler Boat Ramp*

Council successfully received funding from the Recreational Boating Facilities to assist with the purchase of three extra pontoons. The pontoons have now been installed before the busy fishing period begins.

#### *Domestic and Commercial Waste*

Council continues with its weekly and fortnightly domestic and commercial waste collection services.

Over the past 12 months changes have occurred with the Council existing landfill site.

Some of the improvements and changes that have been established: -

- Dumping Charges & Fees increased to reflect annual expenditure.
- Perimeter Fencing erected.
- Tyre Muster [Collection Service]
- Landfill hours of operation have increased.

#### *STEDS – Robe Township*

Council continues with its annual maintenance work program which includes flushing of lines and operational checks. Tonkin Consulting were commissioned to undertake a study of the current STED System, this study included future usage in proposed residential areas and the number of connection points. This is part of Council's strategic planning for the STED system.

## **Health**

#### *Food Premises*

Council conducts Food Safety Audit Inspections of food premises, and in particular their food preparation areas, to ensure compliance with legislation. Non-complying operators are advised of instances of non-compliance and Council advises and works with operators to help them improve

their premises and reach the required standards. Council also provides advice to owners seeking to construct new food premises.

#### *Food Recalls*

Council monitors recalls by the manufacturer of contaminated or faulty packaged and prepared food. Council follows up such recalls by contacting food retailers and ensuring that recalled foods are no longer being supplied to the public.

#### *Environmental Health*

Council conducts inspections of public swimming pools and spas in compliance with the Environmental Health Act.

#### *Septic and STED Systems*

The installations of new septic tanks and septic / STED (Septic Tank Effluent Drainage) systems are approved by Council. Council also maintains and monitors the STEDS system for the area.

#### *Health Programs and Immunisation*

Council operates community health promotions and preventative health programs, including child and youth immunisation through the Robe Medical Service.

#### *Mosquitoes*

Council works with the Department of Human Services to control mosquitoes and prevent the spread of the Ross River virus. Tests are conducted to determine whether Ross River Virus carrying mosquitoes are present in the Robe district and leaflets have been distributed to residents as well as information to tourist accommodation operators on preventative measures.

### **Dog Management**

#### *Dog Registrations*

Council registers dogs in the district. Dog owners are required to register dogs within 14 days of acquiring the dog, or by the time a puppy is 3 months of age. Dogs must be reregistered by 31 August each year, and that year's registration disc must be displayed on the dog's collar, or similar, at all times. Fines apply where a dog is unregistered or has no disc displayed.

#### *Dog Control*

Council picks up dogs that are roaming the streets and countryside, that are not under the effective control of the owner, or that are a nuisance through persistent barking. Dogs may be impounded and fines apply. Should a dog's roaming result in a dog attack or harassment of people or animals, these fines are substantial.

#### *Health and Dogs*

Dog faeces on footpaths and in other public places are considered to be a health issue and owners are required to remove and properly dispose of their dog's faeces when in public areas. In addition, dogs are not permitted in food premises under any circumstances. Fines apply.

### **Environmental Services**

#### *Bushfire Prevention*

The Robe Bushfire Prevention Committee actively works towards the prevention of bushfires in the district and prepares a Bushfire Prevention Plan. Council monitors flammable growth on properties in the district, and administers the Country Fires Act by serving notices on property owners to reduce flammable growth.

*Pests and Plants*

The control of proclaimed plants (such as Salvation Jane and Horehound) and proclaimed animals (such as rabbits and foxes) are the responsibility of the Lacepede Tatiara Robe Animal and Plant Control Board where 2 councillors represent Robe. Dean Burgoyne is the Board's Authorised Officer and can be contacted for information on spraying, baiting and other control operations by telephoning 0408 854 602.

*Coast and Marine*

Council acts as the host for the SE Region Coast and Marine Officer by providing an office and facilities for the Coast and Marine Officer, managing the program and paying the Coast and Marine Officer. Council received a grant from SE Natural Resources Consultative Committee to offset these costs. Council contributes towards coastal protection by providing materials for the development of walking trails such as timber for boardwalks and fencing, and limestone gravel for surfacing walking trails. Council also provides expertise in works management and undertakes specific works such as fencing to assist volunteer groups.

*Beach Patrol*

Council provides a Beach Patrol Officer to patrol and enforce the speed limit on Long Beach, to give assistance and advice to people in need and to promote safe beach use. This service operates from Boxing Day to Easter as appropriate to the weather and number of visitors in town.

**POLICIES**

Policies are guidelines that Councillors and Staff refer to when making decisions on certain issues. The District Council of Robe has developed a policy document that is continually updated due to a change in circumstance or when a new issue occurs.

**Rating Policy**

This is a summary version of the formal rating policy document adopted by the Council. The complete policy statement is available free on request. The Council's budget and other strategic documents are available for inspection at:

The District Council of Robe  
Administration Centre  
Royal Circus  
ROBE SA 5276

The District Council of Robe Library  
Mundy Terrace  
ROBE SA 5276

*Further Information*

Any queries in relation to this summary or requests for additional information regarding rates payments, remissions or objections should be directed to Rob Kay, Chief Executive Officer, telephone (08) 87682003.

*Strategic Focus*

In setting its rates for the 2003/2004 financial year the Council has considered its strategic plan, the current economic climate, the specific issues faced by our community, the budget for the 2003/2004 financial year and the impact of rates on the community.

#### *Business Impact Statement*

The Council has considered the impact of rates on all businesses in the Council area, including primary production. In considering the impact, Council assessed those elements of the Council's strategy plans relating to business development; the equity of the distribution of the rate burden between ratepayers; current local, state and national economic conditions; changes in the valuation of business and primary production properties; and specific Council projects for the coming year.

#### *Method Used to Value Land*

All land within a Council area, except for land specifically exempt (eg crown land, council occupied land), is ratable. The District Council of Robe had decided to use capital value as the basis for valuing land within the council area. The Council considers that this method of valuing land provides the fairest method of distributing the rate burden across all ratepayers.

The Council has adopted the valuations made by the SA Valuer-General as provided to the Council on 17 July 2003. If you are dissatisfied with a property valuation then an objection may be made to the Valuer-General in writing **within 60 days** of receiving notice of the valuation, explaining the basis for the objection – provided you 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 from the receipt of the first notice; or (b) previously had an objection to the valuation considered by the Valuer-General. The address of the Valuer-General is: Office of the Valuer-General, GPO Box 1354, Adelaide 5001, email: [objections@saugov.sa.gov.au](mailto:objections@saugov.sa.gov.au) and the telephone number is 1300 653 345. The 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.**

#### *General Rates and Minimum Rate*

At its meeting held on 17 July 2003 the Council decided to raise by a general rate on all properties in the District Council of Robe rate revenue of \$1600408 in a total revenue budget of \$3131208. As a result of this decision Council has declared the following general rate in the dollar of 0.4334 cents over the whole of the area to raise the necessary revenue. However a minimum rate of \$400 will be applied to every ratable property in the Town.

#### *Service Charge*

The Council provides a septic tank effluent disposal system to all properties in Robe. The full cost of operating and maintaining this service for this financial year is budgeted to be \$272200. The Council will recover this cost through a service charge for each Property Unit for which the service is available. Where the service is provided to non-ratable land, a service charge is levied against the land.

#### *Water Catchment Levy*

The Council is in the South East Catchment Water Management Board area and is required under the Water Resources Act 1997 to make a specified contribution to the South East Catchment Water Management Board. It does so by imposing a separate rate of \$13.70 per property. The Council acts as a revenue collector for the South East Catchment Water Management Board in this regard. The Council does not retain this revenue or determine how the revenue is spent.

#### *Pensioner Concessions*

If you are an eligible pensioner you may be entitled to a remission on your rates. Application forms (including information on the concessions) are available from the Council's Administration Centre or by phoning the Council on (08) 87682003. **It is important to note that seeking a remission does not change the due date for payment of rates.**

*Unemployed Persons Concessions*

The Department of Human Services (DHS) 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 DHS Office for details.

*State Seniors Card Ratepayers (self-funded retiree)*

This is a new concession introduced from 1 July 2002 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 rates notice or would like further information please contact the Revenue SA Call Centre on 1300 366 150.

*Payment of Rates*

The Council has decided that the payment of rates will be by four installments due on 1<sup>st</sup> September 2003, 1<sup>st</sup> December 2003, 1<sup>st</sup> March 2004, 1<sup>st</sup> June 2004. An application for payment of four equal installments can be made to Council, further information of the installment scheme is available from Council. Any ratepayer who may, or is likely to, experience difficulty with meeting the standard payment arrangements is invited to contact the Council to discuss alternative payment arrangements. Such inquiries are treated confidentially.

*Late Payment of Fees*

The Local Government Act provides that Councils impose an initial fine of 2% on any payment for rates, whether by installment or otherwise, that is received late. A payment that continues to be late is then charged a prescribed interest rate on the expiration of each month that it continues to be late.

*Postponement of Rates*

Under Sections 182(1)(a) and (2) of the said Act 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 agree to pay interest on the amount affected by the postponement at the Cash Advance Debenture rate and if the ratepayers satisfies the following criteria:

1. The property is the principal residence of the ratepayer and is the only property owned by the ratepayer, and
2. The property has been owned by the ratepayer and has been their principal residence for a minimum 15 years, and
3. The ratepayer is able to produce one of the following identification cards:
  - Pensioner Concession Card - Centrelink
  - Pensioner Concession Card - Veterans Affairs
  - TPI Card - Veterans Affairs

The amount postponed will not exceed 30% of the rates payable for the assessment prior to deducting pensioner concessions and shall accrue interest at the Cash Advance Debenture rate published by the LGFA for 1 July each year.

*Rebate of Rates*

The Local Government Act requires Councils to rebate the rates payable on some land. Specific provisions are made for land used for health services, community services, religious purposes, public cemeteries, the Royal Zoological Society and educational institutions.

*Discretionary Rebate*

Due to the extra-ordinary increase in capital values of residential properties specifically in the township Council has adopted the following policy to provide relief in the payment of rates.

Rebate on Council Rates – extra-ordinary rebate for Residential Property caused by sudden and dramatic increases in Capital Values: A discretionary rebate of general rates for the 2003/04 financial year will be granted to the principal ratepayers of an assessment under Section 166(1)(l) of the Local Government Act 1999 on application to the Council where the amount of any increase in rates in respect of that assessment in monetary terms between the amount of general rates imposed for the 2003/04 financial year and the amount of general rates payable for the same property in the 2002/03 financial year is greater than the gross overall percentage increase in Council general rates for the 2003/04 financial year (as compared to 2002/03) plus a further 20 per cent. The amount of the rebate will be the difference between the amount of general rates in monetary terms that will be imposed for the 2003/04 financial year and the amount of general rates in monetary terms payable for the 2002/03 financial year (before deducting any pensioner or other concessions) plus the gross overall percentage increase in Council general rates for the 2003/04 financial year (as compared to 2002/03) plus a further 20 per cent.

The Rebate will not apply where:

1. The increase is due in whole or part to an increase in valuation because of improvements made to it: or
2. The increase is due in full or part because of any rezoning; or
3. The increase is due in full or part to the change of the use of the land; or
4. The ownership of the ratable property has changed since 1 July 2001, ie the residential property has changed ownership and the new owners have purchased the residential property at the new current market value; or
5. The subject property boundaries have been altered eg sub-division; or
6. Other factors considered by the Chief Executive Officer that do not warrant the granting of the discretionary rate rebate.

The Rebate **WILL** only apply to:

1. A ratepayer in respect of their principal place of residence only excluding second and subsequent properties and all other non principle place of residence properties
2. The 2003/04 financial year only then subject to an annual review.

**All applications for rebates, remissions or postponements must be in writing addressed to the Chief Executive Officer District Council of Robe PO Box 1 Robe SA 5276.**

*Sale of Land for Non-Payment of Rates*

The Local Government Act provides that a Council may sell any property where the rates have been in arrears for three years or more. The Council is required to notify the owner of the land of its intention to sell the land if payment of the outstanding amount is not received within one month, and provide the owner with details of the outstanding amounts. Except in extraordinary

circumstances, the Council enforces the sale of land for arrears of rates and a copy of the policy is available from the Council.

*Disclaimer*

A rate cannot be challenged on the basis on non-compliance with this policy and rates must be paid in accordance with the required payment provisions.

**Freedom of Information**

The Chief Executive Officer is appointed as Freedom of Information Officer and is delegated to administer the Freedom of Information provisions as it relates to Local Government.

*Information Summary*

This information summary is published by the District Council of Robe in accordance of the Freedom of Information Act.

The District Council of Robe is pleased to comply with this regulation and welcomes enquiries under the Freedom of Information Act.

*Freedom of Information*

The District Council of Robe publishes an Information Statement in its requirements under the Freedom of Information Act. The most recent statement is available from the Council Office.

Freedom of Information enquiries or requests must be addressed to The Freedom of Information Officer, District Council of Robe, PO Box 1, Robe SA 5276 or telephone (08) 8768 2003.

*Certificates Issued Under Section 65zj*

No certificates relating to Freedom of Information was received in the twelve months to June 2004.

*Robe Confidentiality Provisions*

In fulfilling the role of an effective Council that is responsive to the needs of the community and operates within the legal framework as prescribed by the Local Government Act, the District Council of Robe is fully committed to the principle of open and accountable Government, whilst recognizing that on some occasions it may be necessary in the broader community interest to restrict public access to discussion or documents.

Council went into confidence (public excluded from the meeting) 10 times this past year.

**National Competition Policy**

The District Council of Robe has no significant business activity operated by itself or as a subsidiary or joint venture where principles of competitive neutrality apply. Competition Complaints may be lodged with the Chief Executive Officer and will be addressed using the Council's complaints procedure.

**Competitive Tendering Policy**

The District Council of Robe is committed to ensuring a fair, transparent and accountable process in the provision of services, purchasing of goods and services and in the disposal of land and other assets. The Council's Competitive Tendering, Contracting Out and Sale and Disposal of Land and Other Assets Policy addresses the key elements of the conduct of Council affairs in these areas and

the principles will guide its decision making processes. This policy has been developed and adopted in accordance with Section 49 of the Local Government Act.

#### **Purchase of Local Goods Policy**

In its usual course of business, as far as practical, Council chooses suppliers of goods and services in Robe and the greater Limestone Coast region. The use of local suppliers is also dependent of the availability of goods and services sought.

#### **By Laws**

The following By Laws was adopted by Council on 12 November 2002:

##### *ByLaw 1*

To provide for a permit system and continuing penalties in Council by-laws, to clarify the construction of such by-laws, and to repeal by-laws

##### *ByLaw 2*

To set standards for moveable signs on streets and roads and to provide conditions for and the placement of such signs

##### *ByLaw 3*

For the management of roads vested in or under the control of the Council.

##### *ByLaw 4*

For the management of land vested in or under the control of the Council.

##### *ByLaw 5*

For the management and control of dogs within the Council's area.

##### *ByLaw 6*

The purpose of this by-law is to regulate the use of bird scaring devices to enable land owners reasonable means by which to protect crops, but at the same time to prevent nuisances and to encourage land owners and occupiers to use a wide range of bird control techniques.

Councils Policy Manual contains the following:

#### **Section 1 - Delegations**

- 1.1 Delegation Public & Environmental Health & Food Act
- 1.2 Policy Procedures for Control Delegations
- 1.3 Delegation DA and Building
- 1.4 Delegations under Development Act
- 1.5 Referrals
- 1.6 Plans Delegated Authority
- 1.7 Accounts Payable

#### **Section 2 – Codes – LG Act Requirements**

- 2.1 Contracts & Tenders Policy
- 2.2 Investment Policy
- 2.3 Control of State & Federal Election Signs
- 2.4 Public Consultation Policy

- 2.5 Registration of Interest Prescribed Officers
- 2.6 EEO Policy
- 2.7 Equal Employment Opportunity Program Outline
- 2.8 Sexual Harassment Policy
- 2.9 Code of Conduct for Employees
- 2.10 Code of Conduct for Council Members
- 2.11 Procedure for Internal review for Council Decision
- 2.12 Code of Practice for Access to Council Meetings etc.
- 2.13 Order Making Policy

### **Section 3 – Occupational Health Safety & Welfare**

- 3.1 Occupational Health Safety & Welfare
- 3.2 Occupational Health & Safety Responsibilities
- 3.3 Resolution of OHS Issues
- 3.4 Consultation Statement
- 3.5 OHSW Confined Spaces
- 3.6 Internal Rehabilitation
- 3.7 Hepatitis B & HIV/AIDS
- 3.8 Pre-placement Medical
- 3.9 Contracting OHSW
- 3.10 Consultation – Formalised Consultation Process
- 3.11 Safety Policy
- 3.12 Injury Management Policy and Procedures
- 3.13 Communicable Diseases/Universal Precautions
- 3.14 Inclement Weather – Skin Cancer Policy and Procedure

### **Section 4 – Risk Management**

- 4.1 Risk management Policy
- 4.2 Fireworks
- 4.3 Playground Maintenance Policy
- 4.4 Hall Maintenance Inspection
- 4.5 Contractors Public Liability Cover

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### **Section 5 – General Policies**

The general Policies are in the process of being reviewed and will be considered in 2004/2005.

### **REGISTERS**

The following registers are kept in as required by the Local Government Act 1999 or Local Government (Elections) Act 1999

- Register of Campaign Donation Returns
- Register of Remuneration, Salaries and Benefits
- Register of Members' Allowances and Benefits
- Register of Members' Interests
- Registers of Staff Interests
- Assessment Record
- Register of Community Land
- Register of Public Roads
- Register of Bylaws
- Development Applications Register

**CODES OF PRACTICE**

Codes of practice are included in the adopted policies of Council.