NOTICE OF ORDINARY COUNCIL MEETING

Notice is hereby given that the next ORDINARY COUNCIL MEETING will be held in the Council Office Boardroom, 6-8 Richardson Place, Roxby Downs on WEDNESDAY 26 JUNE 2019 commencing at 4.00pm.

A copy of the Agenda for the above meeting is attached to this notice.

The meeting is open to the public and members of the community are welcome to attend.

Roy Blight
Chief Executive
21 June 2019
AGENDA

1. Opening Statement

I wish to acknowledge the Kokatha peoples, the traditional owners of the land on which we meet today and pay my respect to their Elders past and present and extend that respect to other Aboriginal and Torres Strait Islander people who may be present today.

2. Confirmation of Minutes of the Previous Meeting

That the Minutes of the Council Meeting held on 29 May 2019 be confirmed as a true and accurate record of proceedings.

3. Adoption of Council Resolutions

3.1 Annual Business Plan and Budget 2019-2020
3.2 2019/2020 Annual Valuations, Declaration of Rates, Charges and Levies
3.3 Consolidated Fees and Charges Register 2019-2020
3.4 Roxby Water 2019-2020 Pricing Policy Statement
3.5 Write-off Electricity Bad Debt
3.6 Mobile Food Vendor Application
3.7 Contract Approval – Facilities Cleaning Services
3.8 Policy Review – Municipal Rates Hardship Policy
3.9 Policy Review – Rate Debt Recovery Policy
3.10 Policy Review – Order Making Policy
3.11 ICT (Information & Communications Technology) Policy

4. Reports for Information

4.1 Chief Executive’s Report

5. Community Presentations, Petitions and Deputations

Nil

6. Next Meeting

The next Ordinary Council Meeting is scheduled for Wednesday 31 July 2019 at 4:00pm - Council Office Boardroom, 6-8 Richardson Place, Roxby Downs (unless advised otherwise, by notice on the Council’s website).

7. Closure
MINUTES

Meeting MUNICIPAL COUNCIL OF ROXBY DOWNS
Meeting Date & Time Ordinary Council Meeting
Location Wednesday 29 May 2019 at 6:00pm
Present Council Office Boardroom, 6-8 Richardson Place, Roxby Downs
Staff Present Geoff Whitbread (Administrator)
Apologies Michelle Hales (Group Manager Governance & Community), Stuart
Education (Group Manager Essential Services & Assets), Drew Ellis
(Group Manager Corporate Services), Tony Weir (Group Manager
Lifestyle & Sport)
Apologies Minute Taker - Kerrie Thomas (Executive Support)
Apologies Roy Blight (Chief Executive)

1. Council Opening

The meeting commenced at 6:00pm.

Mr Whitbread acknowledged the Kokatha peoples, the traditional owners of the land on which
we meet today and paid respect to their Elders past and present and extended that respect to
other Aboriginal and Torres Strait Islander people who may be present today.

2. Confirmation of Minutes of the Previous Meeting

RESOLVED: The Minutes of the Council Meeting held on 17 April 2019 are
classified as a true

3. Council Business

3.1 Audit Committee Meeting Minutes 17 May 2019 (Subject to Confirmation)

PURPOSE: To receive the minutes (subject to confirmation) from the Audit
Committee held 17 May 2019.

RESOLVED: That the minutes (subject to confirmation) of the Audit Committee held
17 May 2019 be received and the recommendations contained therein be noted.

3.2 Financial Performance Ending March 2019

PURPOSE: To consider a review of Council’s Financial Performance ending March
2019, including a review of the power and water aged debtors.

RESOLVED: That the report on the Financial Performance ending March 2019 be
received and notes a review by the Audit Committee that there were no substantive
comments to be made.

3.3 Third Quarter Budget Review

PURPOSE: To consider a review of Council’s 2018/2019 budget performance and
associated matters.

RESOLVED: That Council adopts the Third Quarter Budget Review as reviewed
and recommended by the Audit Committee at its meeting held on 17 May 2019.
3.4 Draft Annual Business Plan & Budget 2019/2020

PURPOSE: To provide Council with the opportunity to consider feedback from the Audit Committee and the Government of South Australia in relation to the DRAFT Annual Business Plan & Budget 2019-2020.


3.5 Audit Committee Terms of Reference

PURPOSE: To review the Audit Committee Terms of Reference to reflect the proposed role for an Internal Auditor.

RESOLVED: That Council notes the changes to the Terms of Reference in relation to the role for an internal auditor and adopts the proposed amendments to the Audit Committee Terms of Reference as recommended by the Audit Committee at its meeting held 17 May 2019.

3.6 Financial Delegations

PURPOSE: To revise and update the expenditure limits of officers who have been approved to hold and exercise financial delegations.

RESOLVED: That the amended Financial Delegations, as presented, be adopted by Council.

3.7 Updates to the Council Delegations

PURPOSE: To adopt amendments to existing delegations to ensure they align with recent legislative amendments.

RESOLVED: That Council:

1. **Revocations**

   Hereby revokes its previous delegations to the Chief Executive of those powers and functions under the following Acts:

   1.1 Local Government Act 1999
   1.2 Supported Residential Facilities Act 1992
   1.3 Water Industry Act 2012 and Water Industry Regulations 2012
   1.4 Heavy Vehicle National Law (SA) Act 2013

2. **Delegations made under the Local Government Act 1999**

   In exercise of the power contained in Section 44 of the Local Government Act 1999 the powers and functions under the following Acts and specified in the proposed Instruments of Delegation (attached in the Annexure) are hereby delegated this 29 day of May 2019 to the person occupying the office of Chief Executive subject to the conditions and or limitations specified in each such Instrument of Delegation.

   2.1 Local Government Act 1999
   2.2 Water Industry Act 2012 and Water Industry Regulations 2012
   2.3 Gas Act 1997

   Such powers and functions may be further delegated by the Chief Executive in accordance with Sections 44 and 101 of the Local Government Act 1999 as the
Chief Executive sees fit, unless otherwise indicated in the Schedule of Conditions contained in the proposed Instrument of Delegation.

3 **Delegations made under the Supported Residential Facilities Act 1992**

In exercise of the power contained in Section 9 of the Supported Residential Facilities Act 1992, the powers and functions under the Supported Residential Facilities Act 1992 contained in the proposed Instrument of Delegation (attached in the Annexure) are hereby delegated this 29 day of May 2019 to the person occupying the office of Chief Executive subject to the conditions and or limitations specified in the proposed Instrument of Delegation under the Supported Residential Facilities Act 1992.

Such powers and functions may be further delegated by the Chief Executive as the Chief Executive sees fit and in accordance with relevant legislation unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the Supported Residential Facilities Act 1992.

4 **Delegations under the Heavy Vehicle National Law (South Australia) Act 2013**

In exercise of the powers contained in Section 44 of the Local Government Act 1999 and Section 22B of the Heavy Vehicle National Law (South Australia) Act 2013 (as relevant) the powers and functions under the Heavy Vehicle National Law (South Australia) Act 2013 contained in the proposed Instrument of Delegation (attached in the Annexure) are hereby delegated this 29th day of May 2019 to the person occupying the office of Chief Executive subject to the conditions and or limitations specified herein or in the Schedule of Condition contained in the proposed Instrument of Delegation under the Heavy Vehicle National Law (South Australia) Act 2013.

Such powers and functions may be further delegated by the Chief Executive as the Chief Executive sees fit and in accordance with the relevant legislation unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the Heavy Vehicle National Law (South Australia) Act 2013.

3.8 **Authorised Persons**

**PURPOSE:** To update the Authorised Persons register.

**RESOLVED:** That Council

1. Endorses the amendments and additions to the Authorised Persons register and

2. Authorise the Chief Executive to sign an Instrument of Appointment for each Officer.

3.9 **Proposed Dog and Cat Registration Fees for 2019/2020**

**PURPOSE:** To consider the dog and cat registration fees for 2019/20.

**RESOLVED:** That Council approve the dog and cat registration fee structure for 2019/2020.
### 3.10 Off Leash Dog Park

**PURPOSE:** To establish an off leash dog park (hereafter described as “the park”) for Roxby Downs and provide a secure site for exercising and socialising dogs.

**RESOLVED:** That Council

1. endorse (subject to the granting of a licence by BHP and satisfactory community consultation) the establishment of an off leash dog park on a portion of the land at the former caravan park site located at the corner of Olympic Way and Pioneer Drive.

2. authorise the Administrator and Chief Executive to sign the licence and supporting documentation on behalf of Council.

### 3.11 Proposed 12 Month Advertising Commitment with the Roxby Downs Chronicle

**PURPOSE:** To approve the proposed 12 month advertising commitment with the Roxby Downs Chronicle.

**RESOLVED:** That Council endorse the following in relation to the Roxby Downs Chronicle:

1. A 12 month advertising proposal with the Roxby Downs Chronicle. The terms are based on the proposal for the inaugural edition on 29 May 2019 and monthly thereafter

2. A 12 month advertising commitment at the rate of $699.00 per month (inc. GST) for a full one page in each issue.

3. In addition to advertising content contained within the paid page, Council will be able to directly contribute editorial content for publication that is relevant to the Roxby Downs community.

4. Review the results from Council’s commitment of advertising and editorial content, and the level of engagement achieved by the Roxby Downs Chronicle within Roxby Downs at the conclusion of 12 months (i.e. review to be completed before the end of June 2020). The assessment of the results from this review will determine Council’s future commitment to the Roxby Downs Chronicle.

5. A further review and assessment of Council’s commitment will be triggered if the frequency of publication changes from monthly.

### 3.12 Roxby Downs Golf Club Lease and Licence Agreement

**PURPOSE:** To provide consent to grant the following Sporting club with a Lease and Licence agreement:
Roxby Downs Golf Club  
Portion of Allotment 1396 Olympic Way  
Roxby Downs SA 5725

RESOLVED: That Council approve the granting of a lease and licence to the Roxby Downs Golf Club for a period of 5 years through a peppercorn arrangement ($1 per annum) for continued access to portion of allotment 1396 Deposited Plan 55074 in the Area Named Roxby Downs Out of Hundreds (Andamooka) for the purpose of playing Golf and associated Golf events and the golf club residence is to be used solely for an approved residence.

3.13 Municipal Council of Roxby Downs Christmas Closure

PURPOSE: To consider the Council Office (6 Richardson Place, Roxby Downs) closure for the Christmas/New Year period.

RESOLVED: That Council Office at 6 Richardson Place, Roxby Downs close from 12 noon Tuesday 24 December 2019 and re-open 9:00am Monday 6 January 2020.

3.14 NAIDOC 2019 Main Street Festival

PURPOSE: To consider the closure of Richardson Place between Burgoyne Street and Arcoona Street, Sunday 7 July, 2019 for the NAIDOC Main Street Festival. Full closure of road from the hours of 9.00am to 5.00pm.

RESOLVED: That:-

1. Pursuant to the provision of the Roxby Downs (Indenture Ratification) Act 1982, and in accordance with Section 33 of the Road Traffic Act 1961 and Clause F of the instrument of General Approval of the Minister 12 March 2001, make the following orders.

Pursuant to Section 33 (1) of the Road Traffic Act 1961 declare that the event described below is to take place on the road described below, and is an event to which Section 33 of the Road Traffic Act 1961 applies; and

Pursuant to Section 33 (1) (a) of the Road Traffic Act 1961, make an order directing that the road on which the event is to be held and any adjacent or adjoining roads specified below can be closed to all traffic except police and emergency vehicles and vehicles involved in the event for the period commencing 9.00am to 5.00pm Sunday 7 July, 2019.

ROAD: Richardson Place  
EVENT: NAIDOC 2019 Main Street Festival  
ADJACENT / ADJOINING ROADS: Burgoyne Street, Arcoona Street, Norman Place, Roxby Club Car Park Entrance into Richardson Place, and Tavern Road, Roxby Downs.

Pursuant to Section 33 (1) (b) of the Road Traffic Act 1961 make an order directing that persons taking part in the event be exempted in relation to the road from duty, to observe the Australian Road Rules specified below subject to any conditions described below and attached to the exemption.

Rule: 230 Crossing the road  
Rule: 234 Crossing the road on or near a crossing for pedestrians  
Rule: 238 Pedestrians travelling along the road
3.15 Policy Review – Municipal Rating Policy

PURPOSE: To review and adopt the Municipal Rating Policy.

RESOLVED: That Council adopts the reviewed policy as recommended by the Audit Committee at its meeting on 17 May 2019 and publishes it on Council’s website.

3.16 Policy Review – Bad Debts Policy

PURPOSE: To review and adopt the Bad Debts Policy.

RESOLVED: That Council adopts the reviewed policy as recommended by the Audit Committee at its meeting on 17 May 2019 and publishes it on Council’s website.

3.17 Review of Social Media Policy and Procedure

PURPOSE: To review and adopt the updated Social Media Policy and Procedure.

RESOLVED: That

1. Council adopt the Social Media Policy and Procedure as presented.

2. The Policy be removed from Council’s website on the grounds it is an internal document only.

3. The Chief Executive be requested to inform the staff on the policy and procedure.

3.18 Fit for Work Policy and Procedure

PURPOSE: To review and adopt the Fit for Work Policy and Procedure

RESOLVED: That Council:

1. Adopt the Fit for Work Policy and Procedure as reviewed and publish it on Council’s website

2. The Chief Executive be requested to provide information to all staff about their obligations in respect to fitness for work under this policy.

3.19 Policy Reviews

PURPOSE: To endorse policies that are due for review but where no changes are required.

RESOLVED: That the Council notes that no changes have been identified from the reviews of the following policies:

- Review of Council Decisions
- Whistleblower Protection

and following recommendation from the Audit Committee Meeting held 17 May 2019 the Council endorse the policies for a further period or until such time as legislative changes require a review and publishes it on Council’s website.

5. Reports for Information

RESOLVED: The Council receive and notes the following reports:

- Chief Executive Report
6. Community Presentations, Petitions and Deputations

Nil

7. Next Meeting

The next Ordinary Council Meeting for the Municipal Council of Roxby Downs is scheduled for **Wednesday 26 June 2019 at 4:00 pm** - Council Office Boardroom, 6-8 Richardson Place, Roxby Downs, unless advised otherwise, by notice on the Council’s website.

8. Closure

The meeting closed at 6.30pm.

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Geoff Whitbread
Administrator
26 June 2019
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 26 June 2019
Title of Report Annual Business Plan and Budget 2019/20

1. Purpose
To adopt the Annual Business Plan and Budget 2019/20.

2. Recommendation
That Council

1. Pursuant to Section 12 of the Roxby Downs (Indenture Ratification) Act 1982, and in accordance with Clauses 23 and 29 of the Schedule to that Act, and in exercise of the powers contained in Section 123 of the Local Government Act 1999, and having considered all submissions in accordance with Section 123(6) of the Act:
   • Pursuant to Section 123(6) of the Local Government Act 1999, the Council adopts the 2019/20 Annual Business Plan as set out in the attachment to the report to Council dated 26 June 2019 entitled Draft Annual Business Plan and Budget 2019/20;
   And
   • Pursuant to Section 123(7) of the Local Government Act 1999, having considered the Budget as set out in the attachment to the report to Council dated 26 June 2019 entitled Draft Annual Business Plan and Budget 2019/20 in conjunction with Council’s Annual Business Plan, and that budget being consistent with that Annual Business Plan, the Council adopts that Budget;

2. Requests the Chief Executive to ensure that a summary of the Annual Business Plan is prepared, published, made available, and provided with the first rates notice sent to ratepayers for the 2019/20 financial year, in accordance with Section 123(9) of the Local Government Act 1999.

3. Background
Each year Council is required to adopt an Annual Business Plan (ABP) and Budget.

4. Discussion
The Annual Business Plan sets out the priorities for the Council over the next 12 months. The Budget sets the spending and income parameters as prescribed by the Annual Business Plan.

The Audit Committee reviewed the draft Annual Business Plan and Budget 2019/20 at their meeting on 17 May 2019. The Audit Committee raised no substantive issues and made no recommendations regarding the changing of any specific aspect of the document.

The draft Annual Business Plan and Budget 2019/20 has been submitted to the State Government of South Australia and BHP for approval. Written approval from both parties will be required before Council can adopt the Annual Business Plan and Budget and declare the rates.

Both documents have been framed around the following underlying principles:
   • Council will focus on delivery of its core services
   • Council will be proactive in seeking internal process improvements and cost management initiatives
Council will continue its ongoing focus on investing in the renewal of its existing assets.
Any new major spending initiatives will need to be supported by a rigorous business case.
The business case for any new major expenditure project must have explored the potential for joint funding from external parties and stakeholders.

Both documents are responsible and appropriate in the context of Council’s objectives, the conditions in which it operates, and the needs of the community it serves. Importantly also, they have been subject to an extensive community consultation process.

The Budget comprises two key parts: the ‘Operating’ Budget and the ‘Capital’ Budget.

No substantive changes have been necessary as a result of the consultation process.

Operating Budget

The following discusses the Operating Budget major components:

Rates, Tariffs and Charges (Income)

This forms the major source of Council’s income, so is vital in terms of viability of the overall budget. Municipal Rates and the tariffs associated with Electricity, Water and Sewerage, have all been subject to a 0% increase in dollar terms (representing a reduction in real terms).

2019/20 will be the third consecutive year in which Municipal Rates have not been increased. This applies to both rates as a total across all land-use categories, and as totals within each land-use category. Within this overall rates scenario, there will be movements in rates across the individual properties based on their individual valuation movements relative to the average movements. As a measure to ensure individual properties are protected against significant rates increases over last year, Council has again decided to offer a rates capping scheme that limits increases to 10%.

The tariffs and charges imposed to customers via Roxby Power and Roxby Water have been subject to a 0% increase. The solar feed-in tariff will also remain unchanged.

The non-increasing of the above rates and tariffs has been made possible by a combination of expected high demand levels for utilities and services as well as Council’s continued cost management.

In a variation to the consultation draft of the Annual Business Plan and Budget it is proposed that there be an increase to the Waste Collection levy which is charged through the annual rates notice. An increase of $8 per Residential property will see the levy go from $458 in 2018/19 to $466. This increase is a direct result of the State Government’s budget announcement on 18 June of increases in costs associated with the landfill waste levy that are charged to councils. This will be a net transaction and therefore have no impact on Council’s Operating Surplus.

Based on consumption forecasts the budget includes an increase in combined income from Roxby Power and Roxby Water of 8% compared to last year’s budget.

Municipal Deficit Funding (Income)

The budget includes a combined $600,000 contribution from the State Government and BHP as prescribed under the Roxby Downs (Indenture Ratification) Act 1982.

Employee Costs (Expenses)

The remuneration budget allows for increases per the Enterprise Bargaining Agreement of 2017.

Council faces ongoing challenges around the increasing complexities associated with its various activities, as well as the environment in which it operates. Council is meeting these challenges by constantly reviewing its processes and workforce structures. Council’s employee costs reflects the recent and/or planned recruiting of qualified specialists to meet its operational needs in the context of increasingly complex demands.
Materials, contracts and other expenses (Expenses)

An increase of 5% from the previous year’s budget is expected.

Depreciation Expense (Expense)

The budget includes an estimated $3.184m in depreciation across all asset categories.

Operating Surplus (‘The Bottom Line’ of the Operating Budget)

Relating to Council’s day to day activities and defined as Income less Expenses, the 2019/20 budget notes a surplus of $3,000.

Council also has a healthy cash position and has no external debt liabilities. It does not plan to take out any new debt in the coming year.

Capital Budget

Capital spending will include a mix of ‘renewal’ projects and some ‘new’ projects. Several of these ‘new’ projects have been carried forward from previous year.

Council’s overall Capital Budget can be summarised as follows (all x $’000):

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditure on renewal/replacement of assets</td>
<td>$(2,083) ('renewal' projects)</td>
</tr>
<tr>
<td>Expenditure on new/upgraded assets</td>
<td>$(2,903) ('new' projects)</td>
</tr>
<tr>
<td>Partially offset by:</td>
<td></td>
</tr>
<tr>
<td>Amounts rec’d specifically for new or upgraded assets</td>
<td>$570</td>
</tr>
<tr>
<td>= Net Capital Expenditure</td>
<td>$(4,498)</td>
</tr>
</tbody>
</table>

As mentioned above, the Capital budget includes some items which have been carried forward from 2018/19. Some of these items include:

- Hermit St Playground upgrade $50,000
- Lions and Skate Park upgrade $120,000
- Emu Walk $200,000
- Multipurpose change room facilities $1,000,000 *external funding being sought
- Multipurpose Pump Track $500,000 *offset by $450,000 external funding
- Off leash Dog Park $60,000
- Richardson Pl Public Amenities upgrade $100,000
- Town Entrance Signage $100,000 *offset by $70,000 external funding

(This is not a complete list. Refer to the Annual Business Plan for a more extensive list of capital expenditure items).

5. Policy Implications

5.1 Financial/Budget

Once adopted, the Annual Business plan and Budget will ensure disciplined, controlled and systematic financial management at all levels within Council.

5.2 Resources

The resources required for Council to perform its services are prescribed in the Annual Business Plan and Budget.

5.3 Legal and Risk Management

Adoption by Council will fulfil Council’s obligations under Section 12 of the Roxby Downs (Indenture Ratification) Act 1982 and Section 123(6) and Section 123(7) of the Local Government Act 1999.
6. **Report Consultation**
   
   Senior Management Team  
   Financial Accountant  
   Community Consultation  
   Audit Committee  

7. **Attachments**
   
   Draft Annual Business Plan and Budget 2019/20  
   Consultation Report 29 May 2019  

8. **Report Authorisers**
   
   Roy Blight  
   Chief Executive
ACKNOWLEDGEMENT TO COUNTRY

The Municipal Council of Roxby Downs acknowledges the Kokatha peoples, the traditional owners of the land on which the township of Roxby Downs is based and pay respect to the Elders past and present, and extend that respect to other Aboriginal and Torres Strait Islander people who are present within our community.
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Council’s operations and responsibilities are grouped into four key elements: Essential Services & Assets, Lifestyle & Sport, Governance & Community, and Corporate Services.

**Essential Services & Assets:**
The Essential Services & Assets group is responsible for the operation and maintenance of a wide range of infrastructure and other assets and services. These include buildings, roads and footpaths, stormwater infrastructure, water supply, sewerage, electricity, waste management, and parks and gardens.

**Lifestyle & Sport:**
The Lifestyle & Sport group provides leisure, recreation, and cultural support and services to the community. Roxbylink provides important community health and wellbeing benefits whilst also generating revenue for services and projects. The Lifestyle & Sport group is also responsible for recreation grounds and playgrounds, community land sporting leases and licenses, events, tourism, arts and culture and plays a significant role in supporting local sporting clubs.

**Governance & Community:**
This portfolio works to develop and implement governance processes, protocols, and policies that enable Council to meet its legislative responsibilities. Compliance, public health planning, and Work Health and Safety. Staff are also responsible for managing and delivering projects, events, and initiatives that support community life. Community development and community engagement goals foster an inclusive, participative, and active community. Areas covered include the library, Community Board and forums, Community Foodies, and youth development.

**Corporate Services:**
Council’s Corporate Services group encompasses the finance, customer service, information communication and technology, records management and payroll teams. Each of these teams supports Council in its various activities.
Introduction

The activity of the Council over the past three years has been characterised by a ‘steady as you go’ approach characterised by stability and consolidation. A concentration on systematically reviewing each service the Council provides, internal restructuring and refocusing the future direction have been and will continue to be the priorities. The Council remains debt free, committed to good governance practice and is appropriately managed. The Council’s objective is to provide quality, value for money services and facilities for all stakeholders. This has underpinned the development the Draft Annual Business Plan and Budget 2019/20 (FY20).

Continuing the theme of the past three years, the Draft Annual Business Plan and Budget FY20 will be austere, promoting a balanced budget, no overall increase in rates and charges and a balance sheet that continues to be free of long-term debt. The budget will focus on renewal and preservation of the community’s existing assets. It will consolidate on the previous years’ efforts, and continue to provide quality and reliable essential services such as electricity, water and sewerage. Council will also work to ensure that residents of Roxby Downs continue to not simply have an existence, but the opportunities for a diverse, supportive and active lifestyle.

Roxby Downs is one of Australia’s most highly regarded mining towns - our multicultural and family oriented community is well supported by a range of quality cultural and recreational facilities. Council is committed to continue working with BHP, the State Government, and the local community to make Roxby Downs a town that people will continue to enjoy and be proud to live and work in. Your comments, thoughts, ideas and feedback about this draft plan and budget are welcome – there will be several avenues available via our community consultation program.

Geoff Whitbread
Administrator
Community Consultation

Pursuant to the provisions of Section 123 of the Local Government Act 1999, each Local Government Authority is required to develop an Annual Business Plan and Budget for each financial year. Council has released the Draft Annual Business Plan and Budget 2019/20 for a period of Community Consultation from 9am Monday 8 April 2019 to 6.30pm Monday 29 April 2019.

This document will also be available for download from Council’s website www.roxbydowns.sa.gov.au. Hard copies of this document are also available from the Council Office at 6 Richardson Place, Roxby Downs and the Community Library in the Roxbylink Complex.

The Draft Annual Business Plan and Budget outlines Council’s priorities and program of works for the next 12 months. It allocates funding for key projects and services, and shows how your rates are invested.

Council welcomes your feedback on this draft version, which will be formally considered by Council before adoption of the final Annual Business Plan and Budget 2019/20 in June 2019.

Community information session
An informal community information session will also be held at the Community Youth Centre on Tuesday 9 April 2019 commencing at 6.00pm.

Facebook Live session
The Roxby Council Facebook page will also broadcast a Facebook Live session on Tuesday 16 April 2019 beginning at 7.00pm.

Both the community information and Facebook live sessions will be presented by the Chief Executive, Roy Blight, who will provide an overview of the proposed Draft Annual Business Plan and Budget 2019/20, as well as inviting members of the public to make representations and ask questions.

Written Submissions
Written submissions for the Council’s consideration in regards to this document will be accepted from residents and ratepayers until 6.30pm on Monday 29 April 2019. All correspondence in regards to Council’s Draft Annual Business Plan and Budget 2019/20 should be addressed to:

Postal
Roxby Draft Annual Business Plan & Budget 2019/20
Municipal Council of Roxby Downs
PO Box 124
Roxby Downs SA 5725

Email
Consultation@roxbycouncil.com.au

Online form

Verbal Submissions
Residents and ratepayers will have an opportunity to make verbal submissions at a public meeting to be held in the Council Boardroom, 6 Richardson Place, Roxby Downs on Wednesday 29 May 2019 at 6.30pm where a minimum of one (1) hour has been allocated to hear these submissions.
Strategic Direction

Council’s strategic and other long term plans outline the longer term objectives and priorities for the community. These plans, together with the Annual Business Plan and Budget, determine the infrastructure needs and services Council will provide, including the costs required to deliver those services. Council’s strategic objectives are being updated as part of a review of its Strategic Management Plan. The strategic objectives contained in this document are drawn from work with the State Government of South Australia and BHP on the long term objectives for Roxby Downs.

Providing Services to the Community

All councils in South Australia have statutory responsibilities defined under the Local Government Act (1999), the Planning Development and Infrastructure Act (2016), the Public Health Act (2011), Natural Resources Management Act (1984), and many other relevant legislations. For Roxby Downs, the Roxby Downs (Indenture Ratification) Act (1982) is also significant.

Services provided by Council include:

- Corporate activities such as: preparing annual budgets and determining longer-term strategic management plans for the area; maintaining property ownership database; revenue collection for municipal rates, electricity, water, sewerage; and overall governance
- Management of infrastructure including: Council buildings; roads; footpaths; ovals; parks; playgrounds, public open space; street lighting; stormwater drainage; use of treated waste water for irrigation; power, water, and sewerage, including effluent re-use
- Street cleaning, rubbish collection, and recycling
- Regulatory activities including development planning and control, building and fire safety assessment, and dog and cat management
- Environmental health services including health standards inspections
- Protection of natural resources

Council also provides a variety of discretionary programs and services to the Community which enhance the health, wellbeing and prosperity of our community. These include:

- Roxbylink
- Community development
- Visitor Information Centre
- Library
- Festival and event support
- Recreation development and assistance to local sporting organisations
- Youth services
- Volunteer opportunities
- Art exhibitions and cultural programs
- Healthy Community programs

Council operates the Roxbylink cultural and recreation centre which provides important community benefits. Roxbylink comprises an auditorium, cinema, library, visitor information centre, Dunes Café, art gallery, indoor stadiums, gymnasium, squash courts, swimming pools, splash pad and a community youth centre.
Significant Influences and Trends

Federal Election
A Federal Election is due in the first half of 2019. The Council receives funding in the form of grants through the Australian Government. The policies adopted by the Government after the election may have an effect on the Council.

Olympic Dam Operations
BHP’s Olympic Dam operation remains the single largest commercial driver for the township and together with the State Government of South Australia, underpins the Council’s operation. Over financial years 2017 and 2018, BHP engaged more than 350 suppliers and invested more than $650 million in capital programs at Olympic Dam to support a number of key infrastructure and maintenance programs on site. This included projects such as the Smelter Campaign Maintenance (SCM17) program, water storage and raise bores and other services into the expanding, underground southern mine area.

Over this time, BHP has continued to recruit and grow its SA-based workforce to support key projects and development as the operation stabilises and grows incrementally. Earlier this year, the State Government also declared Olympic Dam’s Resource Development Strategy, including the Brownfields Expansion Project (BFX) a Major Development. This was an early and important step in the approval and regulatory process required to grow Olympic Dam over the longer term.

As part of the process, BHP will be required to assess the expected environmental, social and economic effects of the potential development required to lift Olympic Dam production from 200ktpa to up to 350ktpa over time. BHP recently provided an update on the project, indicating that the first phase of growth is expected to produce between 240kt and 300kt of copper per annum with BHP aiming for Board approval for the capital investment in late 2020.

BHP is also working on a number of workforce initiatives. In early 2019, BHP undertook an Expression of Interest (EOI) process to gauge interest in the introduction of BHP-funded flights for its commuting workforce between Adelaide and Olympic Dam. The project is called Safe Travels, and is aimed at reducing fatigue-related safety risks associated with commuting long distances by road.

The first phase of Safe Travels is available to non-residential BHP employees who already drive to and from the Adelaide region. Some residential employees expressed an interest in accessing flights; these expressions of interest will be considered in a second phase of the program later this year. BHP will continue to support residential employment, and to offer a financial incentive to encourage employees to live locally.

In late 2020, the BHP Board is expected to make a decision regarding the proposed Brownfield Expansion (known as BFX). If approved, BFX would expand Olympic Dam’s surface and underground operations, increase annual copper production in a staged approach, initially between 240 to 300ktpa. This could result in new employment opportunities at Olympic Dam and potentially more workers and families relocating to Roxby Downs.

Indenture Agreement
The provisions of the Roxby Downs (Indenture Ratification) Act 1982 in large part determines the financial operation of Council. As part of these considerations, the Council's budget is also required to be submitted to the State Government and BHP for approval, with both parties contributing to any shortfall in the funding of Council’s municipal operations.

Roxby Downs Housing Market
The ownership of housing within Roxby Downs is shared relatively evenly across owner-occupier, private investors and BHP. Demand for housing in Roxby Downs is predominantly driven by employment opportunities associated with the Olympic Dam operations.
Local Cost Factors
Costs associated with major works and projects are significantly higher than for most other councils. This is primarily due to the remoteness of the location, high labour costs, transport expenses, intensity of works, and competing for resources (such as local contractors) with the Olympic Dam operations. This is reflected in the budget for any expenditure items requiring external resources.

Consumer Price Index
The increase in the Consumer Price Index (CPI) was 1.8% (Australia) and 1.6% (South Australia) for the year ending 31 December 2018. Councils, however, do sometimes face higher cost increases due to the capital intensive nature of the goods and services purchased, and the high level of fixed costs. Consideration is also given to the Local Government Price Index, which measures the increase in costs for local government. The Local Government Price Index rate was 2.9% for SA based on the December 2018 quarter.

The Council forecasts that for the 2020/21 financial year Council rates and utility charges will increase by an amount equivalent to the Consumer Price Index.

Property Valuations
General rates are calculated based on property valuations as determined by the South Australian Valuer-General. Property valuations (across the entire portfolio) are expected to increase by approximately 1.4%. This marginal overall increase is expected to be the net of a small increase on ‘residential’ properties (about 2.6%), and a decline across the various non-residential properties (about minus 2.5%).

It should, however, be noted that this change in valuations across the whole portfolio does not provide any indication of valuation movement for any individual property. Within the portfolio of properties, some will increase, some will decrease, and those that change will do so by different amounts proportionately.

Waste Management Costs
Overall cost savings have been achieved by Council under the new waste management contract which covers the collection and disposal of household waste and recyclables, Council’s contribution to the operation of the BSH recycling facility and the Opal Road EPA licensed facility. The solid waste levy for waste disposal is set by the State Government. This will be increasing from $50 per tonne to $55 per tonne, and further increasing to $70 per tonne from 1 January 2020.

The volatility of the market for recyclable products does create uncertainty around the future disposal path and costs for such items. The Local Government sector across South Australia is monitoring this situation carefully and is seeking to develop new sustainable markets. Roxby Downs is actively considering the options available for optimising the value from recyclable products and minimising costs to the community.

Other Influences
- Council’s increasing focus on asset renewal (i.e. the investment in existing assets over time to preserve their value and quality) and long term commitment to investing in improved systems and technological solutions.
- Greater focus on sourcing available State of Federal Government grant funding.
- Further growth in the Far North Region as a result of Oz Minerals’ Carrapateena project, located north of Port Augusta.
- A 15 year programmed maintenance and renewal and replacement expenditure plan for Roxbylink recommended by independent consultants.
- All new projects are dependent upon a business case defining business and community benefit and the validation of proposed costings.
### Objectives and Activities for 2019/2020

#### Proposed Council Investments in Key Projects

The following is a list of major expenditure items. It includes both capital expenditure (CAPEX) and operating expenditure (OPEX) items. It should not be read as a complete list of Council’s expenditure items. Projects are subject to a business case development and approval.

A brief contextual statement regarding these items can be found in the Appendix 2. All amounts rounded to the nearest $1,000.

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Community/recreational projects</strong></td>
<td></td>
</tr>
<tr>
<td>Hermit St Playground – construction of new toilets and fencing</td>
<td>$120,000*</td>
</tr>
<tr>
<td>Oval – fertigation system</td>
<td>$50,000*</td>
</tr>
<tr>
<td>Community Centre (CYC) improvements – Roof over pergola, replace couches and activity items. Complete rebranding.</td>
<td>$20,000 ♦</td>
</tr>
<tr>
<td><strong>Roxbylink projects</strong></td>
<td></td>
</tr>
<tr>
<td>Pool – replace &amp; repair main pump &amp; filters</td>
<td>$90,000*</td>
</tr>
<tr>
<td>Pool – construction of additional shade</td>
<td>$23,000*</td>
</tr>
<tr>
<td>Indoor Pool – modification of building to provide an internal link to the change rooms and toilets.</td>
<td>$120,000*</td>
</tr>
<tr>
<td>Pulse Gym – replace fitness equipment &amp; group fitness sound system</td>
<td>$25,000*</td>
</tr>
<tr>
<td>Courts – construction of shade over netball courts</td>
<td>$7,000*</td>
</tr>
<tr>
<td>Air conditioner replacement (1 unit)</td>
<td>$16,000</td>
</tr>
<tr>
<td>Leisure centre - painting</td>
<td>$50,000</td>
</tr>
<tr>
<td>Cinema – painting &amp; ceiling work</td>
<td>$25,000</td>
</tr>
<tr>
<td>Leisure Centre and Dunes Café toilets/ change rooms repair and refurbishment</td>
<td>$35,000 ♦</td>
</tr>
<tr>
<td>Leisure centre LED Lighting ($150k over 2 years)</td>
<td>$75,000*</td>
</tr>
<tr>
<td><strong>Infrastructure projects</strong></td>
<td></td>
</tr>
<tr>
<td>Road reseals, including: Scheduled reseals based on most recent condition assessments ($300,000) and specific treatment of cracking Arcoona/Pioneer &amp; Olympic/Pioneer ($200,000)</td>
<td>$500,000</td>
</tr>
<tr>
<td>Road line marking</td>
<td>$60,000</td>
</tr>
<tr>
<td>Unsealed road maintenance</td>
<td>$35,000</td>
</tr>
<tr>
<td>Richardson Place upgrade, including: Tables &amp; chairs replacement ($20,000)</td>
<td>$72,000*</td>
</tr>
<tr>
<td>Toilets – additional refurb to complement new toilets ($50,000)</td>
<td></td>
</tr>
<tr>
<td>Additional bike and scooter racks ($2,000)</td>
<td></td>
</tr>
<tr>
<td>Replacement of pine log railings at key road interchanges and school crossings</td>
<td>$50,000</td>
</tr>
<tr>
<td>Footpaths – various scheduled works</td>
<td>$100,000</td>
</tr>
<tr>
<td>Plastics to Fuel Project - equipment</td>
<td>$75,000*</td>
</tr>
</tbody>
</table>

* Project approval to be supported by a business case defining business and community benefit and the validation of proposed costings.

♦ Project supported by a detailed project plan
### Proposed Council Investments in Key Projects (continued)

<table>
<thead>
<tr>
<th><strong>Roxby Power projects</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Street lighting investment, including:</td>
<td></td>
</tr>
<tr>
<td>LED upgrades ($111,000)</td>
<td>$138,000 ♦</td>
</tr>
<tr>
<td>Street light pole replacement ($22,000)</td>
<td></td>
</tr>
<tr>
<td>Walkway lights ($5,000)</td>
<td></td>
</tr>
<tr>
<td>High Voltage switches replacement</td>
<td>$162,000 ♦</td>
</tr>
<tr>
<td>High Voltage switches &amp; transformers – scheduled maintenance ($260,000) and upgrade transformer bases ($75,000)</td>
<td>$335,000 ♦</td>
</tr>
<tr>
<td>Low Voltage maintenance</td>
<td>$125,000</td>
</tr>
<tr>
<td>Power meter replacements</td>
<td>$96,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Roxby Water projects</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Trailer/crane replacement</td>
<td>$25,000 *</td>
</tr>
<tr>
<td>Stormwater upgrade – increase capacity &amp; setup system on SCADA (remote monitoring system)</td>
<td>$25,000 *</td>
</tr>
<tr>
<td>Sewerage upgrade – transfer channels between ponds (includes $10,000 c/f)</td>
<td>$30,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>IT &amp; Systems</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>IT projects, including:</td>
<td></td>
</tr>
<tr>
<td>Asset Management System and hardware replacement</td>
<td>$195,000 *</td>
</tr>
<tr>
<td>Drone Technology</td>
<td>$6,000 *</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Items carried forward from 18/19 financial year</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Hermit St Playground upgrade</td>
</tr>
<tr>
<td>Lions and Skate Park upgrade, including: ($120,000 carried forward from previous year)</td>
</tr>
<tr>
<td>-Skate bowl</td>
</tr>
<tr>
<td>General improvements ($30,000)</td>
</tr>
<tr>
<td>(Cost of skate bowl to be offset by grant funding of $120,000)</td>
</tr>
<tr>
<td>Emu Walk (balance of work- Grant carried forward)</td>
</tr>
<tr>
<td>Multipurpose change room facilities***</td>
</tr>
<tr>
<td>Sewerage upgrade - airolator for sewerage ponds</td>
</tr>
<tr>
<td>Roxby water – backup generator</td>
</tr>
<tr>
<td>Multi-purpose Pump Track (funding from grants/contributions $450,000)*</td>
</tr>
<tr>
<td>Off Leash Dog Park</td>
</tr>
<tr>
<td>Richardson Place Public Amenities upgrade</td>
</tr>
<tr>
<td>Town Entrance Signage x 3 (BHP funding $70,000)</td>
</tr>
<tr>
<td>Public Art Work</td>
</tr>
<tr>
<td>Townscape Horticulture Plan (including $20,000 carried forward)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Deferred Projects</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Gym – conversion to 24 hour operations</td>
<td>Deferred</td>
</tr>
<tr>
<td>Community Engagement project – ‘Your Say’ (online engagement platform)</td>
<td>Deferred</td>
</tr>
</tbody>
</table>

* Project approval to be supported by a business case defining business and community benefit and the validation of proposed costings.

**A stocktake of projects for 2018/19 will be conducted at 30 June 2019. Progress on implementation of these projects will be reflected in the final budget considered by Council.

***Council will be seeking grant funding support for the Multipurpose change room facilities.

♦ Project supported by a detailed project plan
Statement of Comprehensive Income

The following summarises the budgeted operating income and operating expenses by major categories. ‘Operating’ activities relate to what Council does on a day to day basis but does not include activities around many large projects, especially relating to the construction or renewal of assets (these are ‘Capital’ or ‘CAPEX’).

All amounts rounded to the nearest $1,000.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPERATING INCOME</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rates</td>
<td>5,463</td>
<td>5,473</td>
<td>5,433</td>
</tr>
<tr>
<td>Statutory charges</td>
<td>66</td>
<td>44</td>
<td>49</td>
</tr>
<tr>
<td>User charges</td>
<td>11,504</td>
<td>10,652</td>
<td>11,579</td>
</tr>
<tr>
<td>Grants, subsidies and contributions</td>
<td>441</td>
<td>191</td>
<td>203</td>
</tr>
<tr>
<td>Investment income</td>
<td>52</td>
<td>40</td>
<td>84</td>
</tr>
<tr>
<td>Municipal Deficit Funding</td>
<td>600</td>
<td>600</td>
<td>600</td>
</tr>
<tr>
<td>Other income</td>
<td>122</td>
<td>165</td>
<td>88</td>
</tr>
<tr>
<td><strong>TOTAL INCOME</strong></td>
<td>18,248</td>
<td>17,165</td>
<td>18,036</td>
</tr>
<tr>
<td><strong>OPERATING EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee costs</td>
<td>4,665</td>
<td>4,715</td>
<td>5,223</td>
</tr>
<tr>
<td>Materials, contracts and other services</td>
<td>8,253</td>
<td>9,131</td>
<td>9,624</td>
</tr>
<tr>
<td>Depreciation, amortisation and impairment</td>
<td>3,074</td>
<td>3,171</td>
<td>3,184</td>
</tr>
<tr>
<td>Finance costs</td>
<td>29</td>
<td>44</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td>16,021</td>
<td>17,061</td>
<td>18,033</td>
</tr>
<tr>
<td><strong>OPERATING SURPLUS / (DEFICIT)</strong></td>
<td>2,227</td>
<td>104</td>
<td>3</td>
</tr>
<tr>
<td>Net gain (loss) on disposal or revaluation of assets</td>
<td>(3)</td>
<td>0</td>
<td>40</td>
</tr>
<tr>
<td>Physical resource received free of charge</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Amounts specifically for new or upgraded assets</td>
<td>45</td>
<td>1,760</td>
<td>570</td>
</tr>
<tr>
<td><strong>NET SURPLUS / (DEFICIT)</strong></td>
<td>2,269</td>
<td>1,864</td>
<td>613</td>
</tr>
</tbody>
</table>

In addition to the reshaping of Council’s operations and the cost savings that have been achieved the program for FY2019/20 reflects an increased recruitment focus and corresponding investment in workplace, health and safety, and risk management, improved financial controls, establishment of an integrated Council wide asset management and reporting system, and resources for Roxby Power. These roles require specialised subject knowledge and expertise. Council expects that these initiatives will result in improved services, and cost benefits.
Summary of Capital Expenditure

Long-term asset management is vital to ensuring that public buildings and improvements, together with community infrastructure are fit for purpose and meet safety and security standards. Historically several of the assets under the care and control of the Council (including those of Roxbylink, Roxby Power and Roxby Water) were originally established with minimal consideration/provision to the future costs of ongoing operations, maintenance and replacement needs. Many of these assets are now approaching the later years of their useful life (approaching 30 years) and require renewal/replacement to ensure adequate on-going services. An effective long-term asset management plan will effectively improve reliability and quality of assets together with improved cost control driven by a scheduled renewal and replacement program.

<table>
<thead>
<tr>
<th></th>
<th>Previous year 2017/2018 Audited Actuals $'000</th>
<th>Current year 2018/2019 Adopted Budget $'000</th>
<th>Proposed 2019/2020 Draft Budget $'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>RECEIPTS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amounts specifically for new or upgraded assets</td>
<td>45</td>
<td>1,760</td>
<td>570</td>
</tr>
<tr>
<td>PAYMENTS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenditure on renewal/replacement of assets</td>
<td>722</td>
<td>2,666</td>
<td>2,083</td>
</tr>
<tr>
<td>Expenditure on new/upgraded assets</td>
<td>283</td>
<td>1,222</td>
<td>2,971</td>
</tr>
<tr>
<td>NET CAPITAL EXPENDITURE</td>
<td>960</td>
<td>2,128</td>
<td>4,844</td>
</tr>
</tbody>
</table>

How will Council fund the Annual Business Plan

In delivering the services and projects outlined in this Draft Annual Business Plan, Council has budgeted to achieve an Operating Surplus of $3,000 resulting from Total Operating Income of $18,036,000 and Total Operating Expenses of $18,033,000.

(In addition, Council has budgeted to receive $570,000 in Capital Income. This will be used to partly offset budgeted Capital costs.)

Operating Income

Council has budgeted to receive Operating Income of $18,036,000. All amounts have been rounded to the nearest $1,000.
Operating Income (continued)

Rates and Charges
Council has budgeted to collect $5,433,000 from its various rates sources. The following breakdown shows expected revenues and any change from 2018/2019 adopted budget:

<table>
<thead>
<tr>
<th>Source</th>
<th>Budget</th>
<th>Change from 2018-19 adopted budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rates</td>
<td>4,690,000</td>
<td>0%</td>
</tr>
<tr>
<td>Rates rebates</td>
<td>(202,000)</td>
<td>0%</td>
</tr>
<tr>
<td>NRM levies</td>
<td>114,000</td>
<td>0%</td>
</tr>
<tr>
<td>Rates fines</td>
<td>20,000</td>
<td>33%</td>
</tr>
<tr>
<td>Debt collection fees</td>
<td>4,000</td>
<td>(84%)</td>
</tr>
<tr>
<td>Direct debit fees</td>
<td>600</td>
<td>(40%)</td>
</tr>
<tr>
<td>Garbage rates</td>
<td>807,000</td>
<td>1%</td>
</tr>
</tbody>
</table>

User Charges - Utilities
The Roxby Downs (Indenture Ratification) Act 1982 requires Council to supply residents of Roxby Downs with electricity, water and sewerage services. Charges (tariffs) for these utilities are reviewed each year in July.

Roxby Power
- Electricity tariffs - No change
- Solar buy-back rate - No change

Total expected revenues for Roxby Power is $4,810,000.

Roxby Water
- Water tariffs (usage) - No change
- Water supply - No change
- Sewerage supply - No change

Total expected revenues for Roxby Water is $5,032,000.

The income generated from the sale of power and water is difficult to predict accurately in the context of seasonal variability and volume demand fluctuations. Council attempts to predict and budget based on broad assumptions and the analysis of actual usage patterns, however key drivers of future demand such as population and temperature are subject to uncertainty.
Operating Income (continued)

User Charges – Roxbylink
Roxbylink reviews its fees and charges annually. In determining an appropriate pricing structure, Roxbylink attempts to balance the following two underlying philosophies:

- Roxbylink entities should be run on a commercial basis to minimise the extent to which Council’s ratepayers need to subsidise Roxbylink operations, and
- Roxbylink delivers community services with a social value which cannot be measured in commercial terms

The balancing of these two philosophies remains a constant challenge for Council.

Total budgeted income from Roxbylink (all sources excluding grants) is $1,727,000.

Statutory Charges
Council’s statutory charges are derived principally from dog and cat registration fees, development and building fees, regulatory fees and expiations. Council is budgeting for the collection of $49,000 in Statutory Charges in 2019/2020.

Grants
Council attempts to take advantage of grant funding as a way of reducing the financial burden on its ratepayers. There are different types of grants – tied (i.e. those that are for a specific purpose) and untied (which are general and Council has relatively more flexibility around how to spend it).

As with all local government authorities nationally, Council receives untied Federal Government funds from the Grants Commission which can be spent according to local priorities. A component of this must also be utilised in the upkeep of local roads.

Council also receives an annual grant from the South Australian Public Library Services which is used towards partially offsetting the cost of providing library services to the community.

In addition, Council attempts to secure various grant funding on an ongoing basis. New grants are announced by Government from time to time, and Council applies for these grants whenever appropriate as a way to leverage the funding of various new projects.

Council has budgeted to receive Total Income from Grants (for Operating purposes) of $203,000 and (for Capital purposes) of $570,000.
Other Income

Other income is expected to come from the following sources:

- Rate search income: $3,000
- Insurance refunds: $18,000
- Service SA agency fees: $65,000
- Youth Other Income: $1,000
- Other Community Services Income: $1,000

The total Other Income is budgeted to be $88,000.

Loan Borrowings

Council is currently debt free and does not expect to take out any new loans in 2019/2020.

Municipal Deficit Support

The Roxby Downs (Indenture Ratification) Act 1982 requires contributions from both the State Government and BHP toward the Municipal deficit.

The total amount budgeted from this source is $600,000.

Operating Expenditure

In 2019/2020 Council has budgeted for a total operating expenditure of $18,033,000. All amounts have been rounded to the nearest $1,000.

Employee Costs

Aside from salaries and wages costs, Council’s ‘employee costs’ include various operating costs associated with the employment of its workforce. Such costs include leave related expenses (e.g. Annual, Long Service and Public Holiday leaves), as well as workers compensation and income protection insurance, allowances, staff training and work health and safety.

The total employee costs are budgeted to be $5,223,000 in 2019/2020. The expected total employee costs factor in the following considerations:

- An expected increase of 1.5% based on the Municipal Council of Roxby Downs Enterprise Agreement 2017
- Increment movements via reclassifications (if applicable) in accordance with the Municipal Council of Roxby Downs Enterprise Agreement 2017
- Step increases on anniversary date (if applicable) in accordance with the Municipal Council of Roxby Downs Enterprise Agreement 2017
- Assumption that every employee will be in place for the full year
- The employment of an additional employee for Roxby Power
Operating Expenditure (continued)

Materials, Contractors and Other Expenses
Council is budgeting for a total of $9.624 m or 53% of operating expenditure that relates to:

- The delivery of Council contracts (e.g. Horticulture, waste management, etc.)
- Asset maintenance (e.g. Buildings, facilities, vehicles, etc.)
- Delivery of community services
- Purchases of power and water from BHP

There are some projects from 2018/2019 that have been carried forward and are included in the budget for 2019/2020.

Depreciation
As Council’s various assets age and their useful life diminishes their value depreciates. Council recognises the depreciation expense every year in accordance with required accounting and local government reporting standards. Council has budgeted for a total depreciation expense across all classes of assets of $3.184 m in 2019/2020.

Finance Costs
Finance costs include any interest charges that Council incurs and has budgeted $2,000 for finance costs in 2019/2020.

Considerations in the setting of Rates and Charges
Income derived from the charging of municipal rates is a significant income source. When determining the rates for 2019/2020, Council will consider the following factors:

- Current expenditure needs
- Future assets renewal needs
- Current economic climate
- Community expectations
- Legislative responsibilities

Method Used to Value Land
As with most local government authorities, Council uses the capital valuation method as the basis for valuing each land holding and improvements in the council area. Valuations are determined by the State Government Valuer-General and are independent.

The capital value method of valuing land provides the fairest method of distributing the rates across all ratepayers because:

- Property value is a relatively good indicator of market value of a property and, therefore, it is the most appropriate measure of relative capacity to pay of property owners.
• It corresponds with the taxation principle which states that people should contribute to community, social, and physical infrastructure in accord with their capacity to pay, as measured by property held.

Council will be adopting the valuations made by the Valuer-General application for the financial year commencing 1 July 2019. The proposed valuations have been received and are currently being evaluated together with rate modelling applied. If a property owner is dissatisfied with their property valuation, an objection may be made to the Valuer-General in writing, within 60 days of receiving notice of the valuation, explaining the basis of the objection.

**Rate Rebates**
Council provides rates rebates in accordance with Chapter 10, part 1, Division 5 of the Local Government Act 1999. The following mandatory 100% rebates are provided for the following properties:

- Roxby Downs Hospital
- Catholic Church
- Lutheran Church
- Community Church

Discretionary rebates are provided for the following properties:

- Roxby Downs Area School
- St Barbara’s Parish School

Council regularly reviews the discretionary elements of these rebates. No changes are anticipated for 2019/2020.

Details relating to Government Council Rate Concessions, Rebates, Capping Rebates and provisions for assisting in cases of hardship in the payment of rates and Council’s rights to sell land for the non-payment of rates can be found in Appendix 2.

Council may consider providing a capping rebate whereby eligible ratepayers can apply for a partial rebate if their 2019/2020 rates increase by more than a threshold percentage over 2018/2019 rates. Council’s commitment to, and specific parameters relating to this rebate, are yet to be confirmed.

**Differential General Rates**
Much of the community amenity that is provided by Council is funded through the collection of rates. The Local Government Act 1999 allows councils to differentiate rates based on the property use. As in previous years Council has opted to differentiate on this basis. The composition of Council’s rates charged by the various use categories is indicated by the following:

- Residential - 73% of total
- Commercial - 21% of total
- Light Industrial & Other - 3% of total
- Vacant Land - 3% of total

(Based on 2018/2019 actuals – these proportions are not expected to materially change for 2019/2020.)
Fixed Charge
Council considers it appropriate that all rateable properties make a base level contribution to the cost of administering Council’s activities, and to the cost of creating and maintain the physical infrastructure that supports each property. Approximately a quarter of Council’s general rate revenue is calculated via the fixed charge portion.

Service Charges
This charge is applied directly to the cost of waste management. There are two principal components to the cost of waste management: rubbish bin collections and waste management/transportation. Council attempts to recover the cost of the first component (rubbish bin collections) only. Recovery is via a service charge of $466 to every ‘residential’ account only. (Decisions about extending the service charge to cover the other waste management costs, and about whether the recovery of these costs should be absorbed into the general rates or kept as a separate charge, are subject to review by Council for future years.)

Natural Resources Management Levy
The Natural Resource Management (NRM) Levy is a State Government tax legislated under the Natural Resources Management Act 2004. Council collects the levy on behalf of the SA Arid Lands Natural Resources Management Board. The levy is a fixed charge and is shown as a separate charge on the rates notice. Council is operating as a revenue collector only and does not keep this revenue or determine how it is spent.

Business Impact Statement
Council has considered the impact of rates on all businesses in the Council area. In considering the impact, Council will assess the following matters:

- Those elements of the Council’s Strategic Management Plan relating to business development
- The current and forecast economic climate
- Council’s recent development approval trends
- The operating and capital projects and new programs for the coming year that will principally benefit industry and business development
- Valuation changes

Council recognises the importance of supporting and encouraging a diverse and healthy business sector.

Measuring Performance
The Council measures its achievements and financial performance through the following processes:

- Monthly review of account management reports by the Council presented to the Chief Executive
- Budget reviews to the Council in accordance with legislation
- Regular reporting to the external Audit Committee
- Production of the Annual Report with audited financial statements
- Customer request and complaint systems
- Presentation of a six monthly (1/2 yearly) report card to Council on the performance achieved in implementing the Annual Business Plan and Budget.
Financial Indicators
Council uses three main measurement ratios to assess the success of its budget against specific strategic objectives. The three ratios have been developed by the local government sector as a simple way of indicating the extent of the financial sustainability of the Council. The three ratios are:

Operating Surplus/Deficit Ratio
The desired level is between 0% and 10% on average over the long term. Council’s Budget Management Policy provides for a short term target between -2% and 0%. The operating surplus ratio is the operating surplus (deficit) expressed as a percentage of income. A positive ratio indicates the percentage of operating income available to help fund proposed capital expenditure. A negative ratio indicates the percentage increase in operating income or the appropriate decrease in operating expenses required to achieve a breakeven operating result.

Net Financial Liabilities Ratio
The desired level is greater than 0% but not more than 100% on average over the long term. Council’s short term target is between 0% and 50%. This ratio indicates the extent to which the net financial liabilities of the Council or its total indebtedness can be met by Council’s total operating revenue. It is a broader measure than net debt as it includes all of a council’s obligations, including provisions for employee entitlements and creditors. The ratio is calculated by expressing net financial liabilities at the end of a financial year as a percentage of operating income for the year. When the ratio is increasing, it indicates that a greater amount of a council’s operating revenues is required to service its financial obligations.

As Council continues to be debt free and have sufficient reserves to meet many of the future commitments on maintenance and capital expenditure projects the Net Financial Liabilities Ratio is reflected as a negative figure. For Roxby Downs this reflects good financial health as many Councils would be carrying at least some debt into their budget.

Asset Sustainability Ratio
The desired level is greater than 90% but less than 110% on average over the long term. This ratio measures whether Council is renewing or replacing existing physical assets (roads, footpaths, stormwater drainage, buildings, plant and equipment, furniture and fittings etc.) at the same rate as these assets are wearing out. The ratio is calculated by measuring actual capital expenditure on renewal or replacement of assets, relative to the expenditure on renewal or replacement of assets as per Council’s Infrastructure and Asset Management Plans.

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Operating Surplus Ratio</td>
<td>12%</td>
<td>0.6%</td>
<td>0%</td>
</tr>
<tr>
<td>Net Financial Liabilities Ratio</td>
<td>(41%)</td>
<td>(31%)</td>
<td>(41.7%)</td>
</tr>
<tr>
<td>Asset Sustainability Ratio</td>
<td>127%</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>
Long Term Financial Plan

Council has an indicative Long Term Financial Plan - a tool to help plan its future budget parameters. The purpose of the Council’s Long Term Financial Plan is to express, in financial terms, the activities that it proposes to undertake over the medium to longer term to achieve its stated objectives.

BHP’s program for the Olympic Dam operations is based on a 5 year planning cycle. Changes at BHP’s Olympic Dam operations have economic flow on effects impacting on local economic conditions and therefore the Council’s budget. The ten year forward view of the Long Term Financial Plan assumes that Council’s will have a measure of control and sufficient time for planning and policy change in relation to significant budget factors.

Images clockwise from top left – resurfaced residential street; community centre front with oval and tennis courts in background, aerial shot of several of Roxby Downs outdoor leisure sites, library.
Appendix 1: Commentary regarding Council’s Rating Policy

Due to restrictions around land use, there has been no proposed construction of new buildings or houses in Roxby Downs. This has implications for Council as natural growth in the number of rateable properties, which commonly occurs in other local government area, cannot be factored into revenue streams.

Payment of Rates
Annual rates can be paid in full at the first instalment in September or in four equal instalments due in September, December, March and June. The outstanding balance can be paid in full at any time. Council will send out instalment notices to ratepayers advising them of their next instalment due date at least 30 days prior to the due date. Council also provides a range of payment options – BPAY through participating banks, credit card or cash/cheque.

Late Payment of Rates
The Local Government Act 1999 requires that Councils impose a penalty of 2% on any payment for rates, whether instalment or otherwise, that is received late. The purpose of this penalty is to act as a 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 the Council may incur because it has not received the rates on time. Rates remaining unpaid will be charged interest each month, set each year in accordance with Section 181(8)(c) of the Act. Council may at its discretion remit penalties for late payment of rates where ratepayers can demonstrate hardship.

Council issues an overdue notice for payment of rates unpaid by the due date. Should rates remain unpaid more than 21 days after the issue of the overdue notice, the Council may refer the debt to a debt collection agency. The debt collection agency charges collection fees that are recoverable from the ratepayer.

When the 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 amount owing)

Penalties
Penalties do apply to outstanding rates. Any ratepayer who may experience difficulty with meeting the standard payment requirements, or is planning an extended absence at the time rates are due, is encouraged to contact our Rates Officer on 8671 0010 to discuss alternative payment arrangements.

Hardships
Ratepayers experiencing hardship may seek assistance from Council. If you are concerned about the payment of your Council rates, please contact Council on 8671 0010 to discuss your personal circumstances and organise alternative payment arrangements before the payment is due.
Postponement of Rates – Hardship
Under Section 182 of the Local Government Act 1999, you can apply to postpone your rates if payment would cause you hardship. You need to meet the following criteria:

- That hardship can be proven (such as by providing a statement of income and expenses)
- You agree to pay interest on the amount at the cash advance debenture rate, calculated monthly and published by the Local Government Finance Authority for 1 July each year
- The property is your principal residence and is the only property you own
- You have owned the property and used it as your principal residence for a minimum of 1 year
- You can produce your Pensioner Concession Card from Centrelink or Veterans Affairs, or you can demonstrate that you are a self-funded retiree with a household income of less than $25,000 a year

Postponement of Rates – Seniors Card
Pursuant to Section 182A of the Local Government Act 1999, if you hold a State Government Seniors Card, you can apply to postpone part of your council rates for the current or a future financial year. The deferred amount will still incur a monthly interest charge, and the accrued debt will become payable when your property is sold or disposed of. As a South Australian Seniors Card holder, you can only apply for postponement if:

- The property is your principal place of residence
- No other person other than your spouse or domestic partner has an interest as owner of the property

Rebates – Non-discretionary
The Local Government Act 1999 provides that the Council must grant a rebate of Council rates in specified circumstances. The rebates relate to:

- Land used by a not for profit community service organisation for specified services (pursuant to Section 161).
- Land containing a church or other building used for public worship and land used solely for religious purposes (pursuant to Section 162)
- Land used for specified educational purposes (pursuant to Section 165)

Rebates – Discretionary
Section 166 of the Local Government Act 1999 sets out the circumstances in which Council can grant discretionary rebates of up to 100%. Rebates are approved on an annual basis.

Council offers a capping rebate on differential general rates granted to the Principal Ratepayer on assessments under Section 166 (1) (L) of the Act. The capping rebate amount is calculated from the difference between the amount of differential general rates raised during the current financial year, and the amount of differential general rates for the previous financial year, plus 10.0%. For the capping rebate to be granted, the following criteria must apply:

- The land use of the property is residential
- There has been no improvements on the land over $20,000 since the start of the previous financial year
• The zoning of the land has not changed since the start of the previous financial year The Land Use has not changed since the start of the previous financial year
• The capping rebate amount exceeds $10, and
• Council receives the “Rate Capping Rebate Application Form” from the Principal Ratepayer prior to the due date of the first instalment.

Enquiries can be made through our Rates Officer on 8671 0010.

Sale of Land for Non Payment of Rates
Section 184 of the Local Government Act 1999 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 its intention to sell the land if payment of the outstanding amount is not received within one month, and must provide the owner with details of the outstanding amounts. Except in extraordinary circumstances, the Council enforces the sale of land for arrears of rates.
Appendix 2:
Objectives and Activities for 2019/20: Context and Progress –

Hermit St Playground – New - toilets and fencing for the development of the playground to a nature play space have been introduced into the FY19/20 budget in response to the community consultation which took place in November 2018.

Oval Fertigation System - Convert the current manual fertilizing/water system to an automatic fertigation system to help improve water retention, drainage and fertilizing. Aim to enhance water use efficiency and reduce labour costs.

Community Centre (CYC) improvements – Roof over pergola, replace couches and activity items. Complete rebranding. A range of items in the centre have been heavily used and require replacement. Roof covering over the pergola to provide increased sun-safety and opportunity for outdoor activities. Rebranding from Community Youth Centre to Community Centre to identify the centre as a facility for all community activities and meetings.

Pool – replace and repair main pump and filters – The primary pump that services both the indoor and outdoor pools require extensive maintenance and replacement of new filter media. Costs include plumbing works associated with the project.

Pool – Construction of additional shade.

Indoor Pool – modification of building to provide an internal link to the change rooms and toilets – Currently swimmers from either the outdoor or indoor pool need to traverse through the central Leisure Centre entrance (which is also a thoroughfare to the Indoor Courts, Gym, Crèche, Kiosk, Cinema and Library). Wet floors from swimmers is a hazard to the users of these other facilities.

Pulse Gym – replace fitness equipment and group fitness sound system – Replacement and renewal of old, dated and damaged equipment. Projected cost will reduce over the next 5-6 years as all equipment renewed.

Netball Courts – Construction of shade over spectator area.

Air-Conditioner Replacement – Leisure Centre - Previous reconditioning of air-conditioning identified need to replace system in Stadium 1.

Leisure Centre – Interior Painting – The original section of the Leisure Centre complex is nearing 20 years old and requires re-painting.

Cinema – Painting and Ceiling Work – Interior requires maintenance and renewal.

Leisure Centre and Dunes Café toilets/change rooms repair and refurbishment – The toilets/change rooms in the leisure centre and Dunes Café require extensive repair and refurbishment. Original tile work and fittings broken or absent in places. These are high use facilities which currently do not meet acceptable standards.

Leisure Centre LED Lighting ($150,000 over 2 years) - Much of the lighting and associated fittings in the centre is from the original build. Stadium 1 is now over 25 years old. Replace current lighting over a 2 year plan to increase energy efficiency and cost savings.

Road reseals – Continuation of the road resealing program as per Council's five year road plan. Funding has also been allocated to address cracking on roads in the light industrial area and resurfacing of the intersection of Arcoona and Pioneer, and Burgoyne and Olympic Way.

Road line marking – where line marking has faded.

Unsealed road maintenance - Grading roads on Opal Road and the sewer lagoon road. Grading of the edges along Olympic Way, Axehead Road, and the entrance to the golf club car park. This is required maintenance to minimise erosion.

Richardson Place upgrade - Tables and chairs replacement at Eastern end, toilets refurbishment of current block to complement and match new unisex disabled toilets. Additional bike and scooter racks.
Replacement of pine log railings at key road interchanges and school crossings – The current pine log railings and posts at key road intersections and school crossings are aged, damaged and present some hazards. Council is planning a 5 year project to replace all of these pine log railings across town.

Footpaths – Various scheduled works. Repairs and maintenance to minimise broken and lifting areas and trip hazards.

Plastics to fuel Project – equipment – 2018/19 will see the completion of a Plastics to fuel feasibility study. Phase 2 will now involve a pilot project for converting Polypropylene (PP), Polyethylene (PE) and Polystyrene or Styrofoam (PS) type plastics into fuel oil. This will reduce our reliance on landfill and explore the viability of waste-to-energy solutions for Roxby Downs.

Street Lighting - Continuation of the upgrade of existing lighting to more energy efficient and longer life LED lights thereby reducing maintenance costs in the future. Includes LED upgrades ($111,000), street light pole replacement ($22,000) and walkway lights ($5,000)

High Voltage (HV) Switches Replacement - Replacing switches on high voltage network equipment as current switches have reached their end of life.

HV switches and transformers - Scheduled maintenance and upgrade transformer bases - mandatory maintenance and upgrades to land around transformers. This is to improve safety around transformers.

Low Voltage (LV) power maintenance – Ensuring availability of materials and equipment to undertake repairs where damage may occur throughout the financial year (for example replacement of broken pillars, cabling damage).

Power meter replacements - Provision for meters that need replacing as they reach their end of life.

Trailer/crane replacement - Current trailer crane reaching end of useful life.

Upgrade stormwater capacity and set up stormwater system on SCADA – To provide remote monitoring and access to detailed status information regarding the stormwater network, allowing improved management of the network.

Sewerage upgrade - Upgrade transfer channels between ponds to reduce ongoing maintenance costs within the waste water recycling system.

IT projects, including: Asset Management System and hardware replacement - Council is advancing in its strategic goal of improved management of its assets through the implementation of a computerised asset management system.

Drone Technology - To utilise drone technology to work smarter and reduce costs for activities such as building maintenance, environmental management, visual assessment of assets and infrastructure.

ITEMS CARRIED FORWARD:
The following items were outlined in the 2018/19 Business Plan and Budget and progress is as follows:

Hermit Street Playground –Nature Play Space. A community consultation regarding the Hermit Street Playground took place in November 2018. Community response indicated strong desire for the development of a Nature Play Space to replace the current dated, damaged playground. Selection of the design company has now taken place and Council is awaiting a detailed project plan. Estimated timeline has been established and it is now anticipated that the design company will present a final Concept Plan to Council by 29 May 2019.

Lions Park upgrade and Skate Bowl - The Lions Park and skate park are well utilised by the community and require updating and expansion to cater for growing use. Addition of a Skate Bowl to cater for higher level users. This skate bowl addition will be largely dependent upon at least $120,000 in grant funding. Council is carrying forward $120,000 from the previous financial year. Also general improvements to the Lions Park area.
Objectives and Activities for 2019/20: Context and Progress (cont)

**Emu Walk – balance of work and carried forward grant** – Further works planned for the Emu Walk project include trail upgrade and extension, entrance way upgrade, signage and markings, lighting, waste bins, a rest area and mine lookout. Footpath works related to the Emu Walk project are complete (Blanche Court).

**Multipurpose change room facilities (formerly referred to as Female Changing rooms)** – Currently, there is one clubroom (two rooms) at the main oval which is part of the central sporting precinct. These rooms are antiquated, built by Western Mining Company in 1990 (28 years ago), do not meet current AFL facility guidelines, and are not suitable for our female or junior sporting population. It is home for the Far North Football League with over 200 senior players and the Roxby Downs Junior Football Association (149 members in 2017 – including male and females) and the Roxby Districts Cricket Association (69 members in 2017). Each utilising the change rooms for all trainings and competition. The change rooms are not family friendly and do not cater for the increased female participation in AFLW, rugby league, soccer, and cricket. It has open shower facilities, urinals, and no separate change or treatment areas. Council in collaboration with the Sport and Recreation Forum have, thus far, applied for two Government grants without success. Council will continue to seek funding through grants.

**Sewerage upgrade - airolator for sewerage ponds** - Wind power aeration equipment to reduce the incidence of blue green algae. This was deferred to 2019/20 pending investigation into renewable power aeration equipment.

**Roxby water – backup generator** - A backup generator to provide power to the town water supply in the event of an outage. Project was deferred pending the outcome of an analysis of the viability of renewable backup power as an alternative.

**Multi-purpose Pump Track (funding from grants/contributions $450,000)** – This project continues and remains dependent upon funding from grants/contributions with Council committing $50,000 toward the project for which total cost is expected to be $500,000. A final concept design package has been approved by Council and the Sport and Recreation Forum. The detailed design phase has commenced and will include civil works and technical specifications.

**Off-Leash Dog Park** - Site plan developed with design concept. Risk management plan currently under development. Project progress is now dependent upon final written approval from BHP, the land owner. Expected to be complete in the first half of 2019/20 financial year.

**Richardson Place Public Amenities Upgrade** - The Roxby Council Annual Business Plan and Budget for the 2018/2019 financial year set aside a budget of $100,000 to provide disabled and baby change facilities and improve accessibility for residents and visitors with disabilities and those who are frail and/or aged. A community consultation took place in February 2019. Works are anticipated to commence shortly.

**Town Entrance Signage x 3** – Sites selected, BHP funding received, and Council is currently awaiting Kokatha assessment of sites to comply with any heritage significance. Kokatha artistic components are to be incorporated.

**Public Art Work** – Investigating community and artist interest in Richardson Place public arts projects.

**Townscape Horticulture Plan** – Develop a whole-of-town plan for vegetation and planting across the township such that hardy, arid suitable plantings replace less hardy, high water demanding plantings. Aiming to minimise the loss of public land plantings and reduce water requirements.

**Deferred Projects:**

**Gym – investigation & preparatory work re 24 hour use** – Investigation into the safety and security requirements and building modifications necessary to advance this project have identified significant cost concerns. This project is to be deferred.

**Community Engagement project – ‘Your Say’ (online engagement platform)** – In light of the BHP-CSIRO Local Voices Project, Council has decided to defer the implementation of an online engagement platform.
Appendix 3: Consolidated Financial Statements – pages 27-31
## Statement of Comprehensive Income

<table>
<thead>
<tr>
<th>Income</th>
<th>2017/2018 Actuals $'000</th>
<th>2018/2019 Budget $'000</th>
<th>2019/2020 Draft $'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rates</td>
<td>5,463</td>
<td>5,473</td>
<td>5,433</td>
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<tr>
<td>Statutory charges</td>
<td>66</td>
<td>44</td>
<td>49</td>
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<tr>
<td>User charges</td>
<td>11,504</td>
<td>10,652</td>
<td>11,579</td>
</tr>
<tr>
<td>Grants subsidies and contributions</td>
<td>441</td>
<td>191</td>
<td>203</td>
</tr>
<tr>
<td>Municipal deficit funding</td>
<td>600</td>
<td>600</td>
<td>600</td>
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<tr>
<td>Investment income</td>
<td>52</td>
<td>40</td>
<td>84</td>
</tr>
<tr>
<td>Other income</td>
<td>122</td>
<td>165</td>
<td>88</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>18,248</strong></td>
<td><strong>17,165</strong></td>
<td><strong>18,036</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th>2017/2018 Actuals $'000</th>
<th>2018/2019 Budget $'000</th>
<th>2019/2020 Draft $'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee costs</td>
<td>-4,665</td>
<td>-4,715</td>
<td>-5,223</td>
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<tr>
<td>Materials contracts &amp; other expenses</td>
<td>-8,253</td>
<td>-9,131</td>
<td>-9,624</td>
</tr>
<tr>
<td>Finance Costs</td>
<td>-29</td>
<td>-44</td>
<td>-2</td>
</tr>
<tr>
<td>Depreciation amortisation &amp; impairment</td>
<td>-3,074</td>
<td>-3,171</td>
<td>-3,184</td>
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<tr>
<td>Share of profit - equity accounted Council businesses</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>-16,021</strong></td>
<td><strong>-17,061</strong></td>
<td><strong>-18,033</strong></td>
</tr>
</tbody>
</table>

### OPERATING SURPLUS / (DEFICIT)

<table>
<thead>
<tr>
<th>OPERATING SURPLUS / (DEFICIT)</th>
<th>2017/2018 Actuals $'000</th>
<th>2018/2019 Budget $'000</th>
<th>2019/2020 Draft $'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipal Distribution</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Adjusted Net Surplus / (Deficit)</strong></td>
<td>2,227</td>
<td>104</td>
<td>3</td>
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</tbody>
</table>

- Asset disposal and fair value adjustments: -3 $'000, 0 $'000, 40 $'000
- Physical Resources Received Free of Charge: 0 $'000, 0 $'000, 0 $'000
- Amounts specifically for new or upgraded assets: 45 $'000, 1,760 $'000, 570 $'000

**NET SURPLUS / (DEFICIT)**

<table>
<thead>
<tr>
<th>NET SURPLUS / (DEFICIT) transferred to Equity Statement</th>
<th>2017/2018 Actuals $'000</th>
<th>2018/2019 Budget $'000</th>
<th>2019/2020 Draft $'000</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>2,269</td>
<td>1,864</td>
<td>613</td>
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</table>

### Other Comprehensive Income

<table>
<thead>
<tr>
<th>Other Comprehensive Income</th>
<th>2017/2018 Actuals $'000</th>
<th>2018/2019 Budget $'000</th>
<th>2019/2020 Draft $'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Changes in revaluation surplus</td>
<td>1,862</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Impairment (expense) offset to Asset Revaluation Reserve</td>
<td>-26</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL COMPREHENSIVE INCOME</strong></td>
<td><strong>4,105</strong></td>
<td><strong>1,864</strong></td>
<td><strong>613</strong></td>
</tr>
</tbody>
</table>
### Statement of Financial Position

#### ASSETS

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<tr>
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<tbody>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash &amp; cash equivalents</td>
<td>7,184</td>
<td>4,810</td>
<td>6,857</td>
</tr>
<tr>
<td>Trade &amp; other receivables</td>
<td>3,115</td>
<td>3,336</td>
<td>3,336</td>
</tr>
<tr>
<td>Inventories</td>
<td>30</td>
<td>21</td>
<td>21</td>
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<tr>
<td><strong>Total Current Assets</strong></td>
<td><strong>10,329</strong></td>
<td><strong>8,167</strong></td>
<td><strong>10,214</strong></td>
</tr>
<tr>
<td><strong>Non-Current Assets</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Infrastructure, property, plant &amp; equipment</td>
<td>120,014</td>
<td>119,779</td>
<td>122,711</td>
</tr>
<tr>
<td><strong>Total Non-Current Assets</strong></td>
<td><strong>120,014</strong></td>
<td><strong>119,779</strong></td>
<td><strong>122,711</strong></td>
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<tr>
<td><strong>Total Assets</strong></td>
<td><strong>130,343</strong></td>
<td><strong>127,946</strong></td>
<td><strong>132,925</strong></td>
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#### LIABILITIES

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<tbody>
<tr>
<td><strong>Current Liabilities</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trades &amp; other payables</td>
<td>-1,182</td>
<td>-1,325</td>
<td>-1,325</td>
</tr>
<tr>
<td>Provisions</td>
<td>-458</td>
<td>-258</td>
<td>-259</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td><strong>-1,640</strong></td>
<td><strong>-1,584</strong></td>
<td><strong>-1,584</strong></td>
</tr>
<tr>
<td><strong>Non-Current Liabilities</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other non-current liabilities</td>
<td>-1,184</td>
<td>-1,230</td>
<td>-1,230</td>
</tr>
<tr>
<td><strong>Total Non-Current Liabilities</strong></td>
<td><strong>-1,184</strong></td>
<td><strong>-1,230</strong></td>
<td><strong>-1,230</strong></td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td><strong>-2,824</strong></td>
<td><strong>-2,814</strong></td>
<td><strong>-2,814</strong></td>
</tr>
</tbody>
</table>

#### NET ASSETS

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accumulated Surplus</td>
<td>26,234</td>
<td>25,683</td>
<td>28,826</td>
</tr>
<tr>
<td><strong>TOTAL EQUITY</strong></td>
<td><strong>127,519</strong></td>
<td><strong>125,132</strong></td>
<td><strong>130,111</strong></td>
</tr>
</tbody>
</table>

### Statement of Changes in Equity

#### ACCUMULATED SURPLUS

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance at end of previous reporting period - AS</td>
<td>23,965</td>
<td>23,819</td>
<td>28,213</td>
</tr>
<tr>
<td>Net result for year</td>
<td>2,269</td>
<td>1,864</td>
<td>613</td>
</tr>
<tr>
<td>Balance at end of period</td>
<td>26,234</td>
<td>25,683</td>
<td>28,826</td>
</tr>
</tbody>
</table>

#### ASSET REVALUATION RESERVE

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance at end of previous reporting period - ARR</td>
<td>99,449</td>
<td>99,449</td>
<td>101,285</td>
</tr>
<tr>
<td>Gain on revaluation of infrastructure, property plant &amp; equipment</td>
<td>1,836</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transfer to accumulated surplus on sale of infrastructure, property, plant &amp; equipment</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**TOTAL EQUITY AT END OF REPORTING PERIOD**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Actuals $'000</td>
<td>127,519</td>
<td>125,132</td>
<td>130,111</td>
</tr>
</tbody>
</table>
### Statement of Cash Flows

#### CASH FLOWS FROM OPERATING ACTIVITIES

**Receipts**

<table>
<thead>
<tr>
<th>Description</th>
<th>2017/2018 $'000</th>
<th>2018/2019 $'000</th>
<th>2019/2020 $'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rates - general and other</td>
<td>5,333</td>
<td>5,473</td>
<td>5,433</td>
</tr>
<tr>
<td>Fees and other charges</td>
<td>66</td>
<td>44</td>
<td>49</td>
</tr>
<tr>
<td>User charges receipts</td>
<td>11,418</td>
<td>10,652</td>
<td>11,579</td>
</tr>
<tr>
<td>Grants utilised for operating purposes</td>
<td>497</td>
<td>191</td>
<td>203</td>
</tr>
<tr>
<td>Municipal deficit funding receipts</td>
<td>600</td>
<td>600</td>
<td>600</td>
</tr>
<tr>
<td>Investment receipts</td>
<td>52</td>
<td>40</td>
<td>84</td>
</tr>
<tr>
<td>Reimbursement receipts</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other revenues receipts</td>
<td>380</td>
<td>165</td>
<td>88</td>
</tr>
<tr>
<td>Changes in Net Assets</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Payments**

<table>
<thead>
<tr>
<th>Description</th>
<th>2017/2018 $'000</th>
<th>2018/2019 $'000</th>
<th>2019/2020 $'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee costs payments</td>
<td>-4,704</td>
<td>-4,715</td>
<td>-5,223</td>
</tr>
<tr>
<td>Materials, contracts &amp; other payments</td>
<td>-8,290</td>
<td>-9,131</td>
<td>-9,624</td>
</tr>
<tr>
<td>Finance payments</td>
<td>-29</td>
<td>-44</td>
<td>-2</td>
</tr>
</tbody>
</table>

Net Cash provided by (or used in) Operating Activities: 5,522 3,275 3,187

#### CASH FLOWS FROM INVESTING ACTIVITIES

**Receipts**

<table>
<thead>
<tr>
<th>Description</th>
<th>2017/2018 $'000</th>
<th>2018/2019 $'000</th>
<th>2019/2020 $'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amounts specifically for new or upgraded assets</td>
<td>45</td>
<td>1,760</td>
<td>570</td>
</tr>
</tbody>
</table>

**Payments**

<table>
<thead>
<tr>
<th>Description</th>
<th>2017/2018 $'000</th>
<th>2018/2019 $'000</th>
<th>2019/2020 $'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditure on renewal/replacement of assets</td>
<td>-722</td>
<td>-2,666</td>
<td>-2,083</td>
</tr>
<tr>
<td>Expenditure on new/upgraded assets</td>
<td>-283</td>
<td>-1,222</td>
<td>-2,971</td>
</tr>
</tbody>
</table>

Net Cash provided (or used in) Investing Activities: -960 -2,128 -4,484

#### CASH FLOWS FROM FINANCING ACTIVITIES

**Receipts**

<table>
<thead>
<tr>
<th>Description</th>
<th>2017/2018 $'000</th>
<th>2018/2019 $'000</th>
<th>2019/2020 $'000</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Payments**

Net Increase / (Decrease) in cash: 4,562 1,147 -1,297

Cash & equivalents at beginning of period: 2,622 3,663 8,154

Cash & equivalents at end of period: 7,184 4,810 6,857
**COUNCIL - CONSOLIDATED**

### Uniform Presentation of Finances

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Income</td>
<td>18,248</td>
<td>17,165</td>
<td>18,036</td>
</tr>
<tr>
<td>less Expenses</td>
<td>-16,021</td>
<td>-17,061</td>
<td>-18,033</td>
</tr>
<tr>
<td>Operating Surplus / (Deficit)</td>
<td>2,227</td>
<td>104</td>
<td>3</td>
</tr>
</tbody>
</table>

**less Net Outlays on Existing Assets**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Expenditure on renewal &amp; replacement of existing assets</td>
<td>722</td>
<td>2,666</td>
<td>2,083</td>
</tr>
<tr>
<td>less Depreciation amortisation &amp; impairment</td>
<td>-3,074</td>
<td>-3,171</td>
<td>-3,184</td>
</tr>
<tr>
<td>less Proceeds from sale of replaced assets</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>-2,352</strong></td>
<td><strong>-505</strong></td>
<td><strong>-1,101</strong></td>
</tr>
</tbody>
</table>

**less Net outlays on New and Upgraded Assets**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Expenditure on new or upgraded assets</td>
<td>283</td>
<td>1,222</td>
<td>2,971</td>
</tr>
<tr>
<td>less Amounts received specifically for new &amp; upgraded assets</td>
<td>-45</td>
<td>-1,760</td>
<td>-570</td>
</tr>
<tr>
<td>less Proceeds from sale of surplus assets</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>238</strong></td>
<td><strong>-538</strong></td>
<td><strong>2,401</strong></td>
</tr>
</tbody>
</table>

### Net Lending / (Borrowing) for Financial Year

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4,340</strong></td>
<td><strong>1,147</strong></td>
<td><strong>-1,297</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Statutory Financial Indicators

**Operating Surplus Ratio**

- Operating surplus (deficit) as a percentage of revenue
  - 12.2% (2017/2018), 0.6% (2018/2019), 0.0% (2019/2020)

**Net Financial Liabilities Ratio**

- Net financial liabilities / total operating revenue

**Asset Sustainability Ratio**

- Capital expenses on renewal/ replacement assets less sale of replaced assets divided by Infrastructure Asset Management Plan required expenditure
### Statement of Comprehensive Income

#### Income

<table>
<thead>
<tr>
<th></th>
<th>2017/2018 $'000</th>
<th>2018/2019 $'000</th>
<th>2019/2020 $'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rates</td>
<td>5,463</td>
<td>5,473</td>
<td>5,433</td>
</tr>
<tr>
<td>Statutory charges</td>
<td>67</td>
<td>44</td>
<td>49</td>
</tr>
<tr>
<td>User charges</td>
<td>1,763</td>
<td>1,546</td>
<td>1,727</td>
</tr>
<tr>
<td>Grants subsidies and contributions</td>
<td>441</td>
<td>192</td>
<td>203</td>
</tr>
<tr>
<td>Municipal deficit funding</td>
<td>600</td>
<td>600</td>
<td>600</td>
</tr>
<tr>
<td>Investment income</td>
<td>52</td>
<td>40</td>
<td>84</td>
</tr>
<tr>
<td>Other income</td>
<td>122</td>
<td>165</td>
<td>98</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>8,508</strong></td>
<td><strong>8,060</strong></td>
<td><strong>8,194</strong></td>
</tr>
</tbody>
</table>

#### Expenses

<table>
<thead>
<tr>
<th></th>
<th>2017/2018 $'000</th>
<th>2018/2019 $'000</th>
<th>2019/2020 $'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee costs</td>
<td>-4,394</td>
<td>-4,374</td>
<td>-4,759</td>
</tr>
<tr>
<td>Materials contracts &amp; other expenses</td>
<td>-3,762</td>
<td>-4,978</td>
<td>-6,195</td>
</tr>
<tr>
<td>Finance Costs</td>
<td>-29</td>
<td>-30</td>
<td>0</td>
</tr>
<tr>
<td>Depreciation amortisation &amp; impairment</td>
<td>-1,719</td>
<td>-1,726</td>
<td>-1,834</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>-9,904</strong></td>
<td><strong>-11,108</strong></td>
<td><strong>-12,788</strong></td>
</tr>
</tbody>
</table>

**Operating Surplus / (Deficit)**

<table>
<thead>
<tr>
<th></th>
<th>2017/2018 $'000</th>
<th>2018/2019 $'000</th>
<th>2019/2020 $'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipal Distribution</td>
<td>0</td>
<td>1,050</td>
<td>1,050</td>
</tr>
<tr>
<td><strong>Adjusted Net Surplus / (Deficit)</strong></td>
<td><strong>-1,396</strong></td>
<td><strong>-1,998</strong></td>
<td><strong>-3,545</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>2017/2018 $'000</th>
<th>2018/2019 $'000</th>
<th>2019/2020 $'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset disposal and fair value adjustments</td>
<td>-3</td>
<td>0</td>
<td>40</td>
</tr>
<tr>
<td>Amounts specifically for new or upgraded assets</td>
<td>45</td>
<td>1,760</td>
<td>570</td>
</tr>
<tr>
<td><strong>NET SURPLUS / (DEFICIT)</strong></td>
<td><strong>-1,354</strong></td>
<td><strong>-238</strong></td>
<td><strong>-2,935</strong></td>
</tr>
</tbody>
</table>

#### Other Comprehensive Income

<table>
<thead>
<tr>
<th></th>
<th>2017/2018 $'000</th>
<th>2018/2019 $'000</th>
<th>2019/2020 $'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Changes in revaluation surplus</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Impairment (expense) offset to Asset Revaluation Reserve</td>
<td>-26</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL COMPREHENSIVE INCOME</strong></td>
<td><strong>-1,380</strong></td>
<td><strong>-238</strong></td>
<td><strong>-2,935</strong></td>
</tr>
</tbody>
</table>
## Statement of Comprehensive Income

### Income

<table>
<thead>
<tr>
<th></th>
<th>2017/2018 Actuals $'000</th>
<th>2018/2019 Budget $'000</th>
<th>2019/2020 Budget $'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rates</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Statutory charges</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>User charges</td>
<td>4,726</td>
<td>4,431</td>
<td>4,810</td>
</tr>
<tr>
<td>Grants subsidies and contributions</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Municipal deficit funding</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Investment income</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Reimbursements</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other income</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>4,726</strong></td>
<td><strong>4,431</strong></td>
<td><strong>4,810</strong></td>
</tr>
</tbody>
</table>

### Expenses

<table>
<thead>
<tr>
<th></th>
<th>2017/2018 Actuals $'000</th>
<th>2018/2019 Budget $'000</th>
<th>2019/2020 Budget $'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee costs</td>
<td>-145</td>
<td>-174</td>
<td>-297</td>
</tr>
<tr>
<td>Materials contracts &amp; other expenses</td>
<td>-2,364</td>
<td>-2,361</td>
<td>-2,117</td>
</tr>
<tr>
<td>Finance Costs</td>
<td>0</td>
<td>-14</td>
<td>-2</td>
</tr>
<tr>
<td>Depreciation amortisation &amp; impairment</td>
<td>-769</td>
<td>-815</td>
<td>-769</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>-3,278</strong></td>
<td><strong>-3,364</strong></td>
<td><strong>-3,185</strong></td>
</tr>
</tbody>
</table>

### OPERATING SURPLUS / (DEFICIT)

- 2017/2018: 1,448
- 2018/2019: 1,067
- 2019/2020: 1,625

### Adjusted Net Surplus / (Deficit)

- 2017/2018: 1,448
- 2018/2019: 1,067
- 2019/2020: 1,625

### NET SURPLUS / (DEFICIT)

- transferred to Equity Statement

- 2017/2018: 1,448
- 2018/2019: 1,067
- 2019/2020: 1,625

### Other Comprehensive Income

- Changes in revaluation surplus
  - 2017/2018: 0
  - 2018/2019: 0
  - 2019/2020: 0

### TOTAL COMPREHENSIVE INCOME

- 2017/2018: 1,448
- 2018/2019: 1,067
- 2019/2020: 1,625
<table>
<thead>
<tr>
<th></th>
<th>2017/2018 Actuals $’000</th>
<th>2018/2019 Budget $’000</th>
<th>2019/2020 Budget $’000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Statement of Comprehensive Income</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rates</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Statutory charges</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>User charges</td>
<td>5,015</td>
<td>4,675</td>
<td>5,032</td>
</tr>
<tr>
<td>Grants subsidies and contributions</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Municipal deficit funding</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Investment income</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Reimbursements</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other income</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>5,015</td>
<td>4,675</td>
<td>5,032</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee costs</td>
<td>-127</td>
<td>-167</td>
<td>-167</td>
</tr>
<tr>
<td>Materials contracts &amp; other expenses</td>
<td>-2,127</td>
<td>-1,791</td>
<td>-1,311</td>
</tr>
<tr>
<td>Finance Costs</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Depreciation amortisation &amp; impairment</td>
<td>-586</td>
<td>-629</td>
<td>-580</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>-2,840</td>
<td>-2,587</td>
<td>-2,058</td>
</tr>
<tr>
<td><strong>OPERATING SURPLUS / (DEFICIT)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Municipal Distribution</td>
<td>0</td>
<td>-1,050</td>
<td>-1,050</td>
</tr>
<tr>
<td><strong>Adjusted Net Surplus / (Deficit)</strong></td>
<td>2,175</td>
<td>1,038</td>
<td>1,924</td>
</tr>
<tr>
<td>Asset disposal and fair value adjustments</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Physical Resources Received Free of Charge</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Amounts specifically for new or upgraded assets</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>NET SURPLUS / (DEFICIT)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>transferred to Equity Statement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other Comprehensive Income</strong></td>
<td>1,862</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Changes in revaluation surplus</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL COMPREHENSIVE INCOME</strong></td>
<td>4,037</td>
<td>1,038</td>
<td>1,924</td>
</tr>
</tbody>
</table>
Draft Annual Business Plan and Budget
Consultation Report 29 May 2019

Timeline
Communications
Methodology – Engaging Stakeholders
Summary of engagement
Website analytics
Facebook analytics
Appendices:
1. Record of community information session
2. Facebook live session - Transcribed timestamps
3. Facebook live session – Record of community questions and responses.

Monday 8 April 2019
Community Consultation Opens
Online survey and hard copy consultation packs available

Tuesday 9 April 2019
Community Information Session
- Community Youth Centre
- 6-7pm drop in.
Find out more, ask questions and make comments.

Tuesday 16 April 2019
Facebook Live Session
- Roxby Council Facebook page
- Watch and participate 7-8pm.

Monday 29 April 2019
Community Consultation Closes
All written submissions to be received by 5pm.

Wednesday 29 May 2019
Council Meeting - 6pm
Public Meeting - 6.30pm
Public are invited to make verbal submissions at the Public Meeting
Consultation Communications:

- Advertisement
  As required under Section 123 of the Local Government Act 1999, Council published a notice in a newspaper circulating within its area – “The Advertiser’ advising the public of the opportunity to make submissions during the consultation period. The advertisement appeared in the April 8 edition of The Advertiser.

- Website and Hard Copy
  The Draft Annual Business Plan and Budget 2019/20 full document was placed on the Roxby Council website informing the public of its preparation and inviting interested persons to provide feedback, suggestions and comments by way of:
  - Completing and submitting an online form via the website
  - Emailing a submission to consultation@roxbycouncil.com.au
  - Post a written submission to the Chief Executive at the Roxby Council (PO Box 124 Roxby Downs SA 5725).

The Draft Annual Business Plan and Budget 2019/20 full document was also made available for public viewing at the Roxby Downs Council office.
• **Consultation Pack**
A Consultation pack with feedback form was also placed on the website – providing a summary of the Key Points of the Draft Annual Business Plan & Budget, key dates during and after the consultation period and a submission form. Hard copy consultation packs were also made available to the public at the Roxby Council office and the Community Library.

• **Community Information Session, Facebook Live Session and Public Meeting**
The Key Dates for the Consultation were also highlighted clearly on the website indicating the various opportunities for the public to provide submissions.
  - Invitation to the public to attend a Community Information Session at the Community Youth Centre on Tuesday 9 April at 6pm.
  - Invitation to the public to participate on a Facebook Live Session with the Chief Executive and Group Manager Corporate/Financial Services on Tuesday 16 April – 7pm
  - Invitation to the public to attend a public meeting held by Council on Wednesday 29 May – 6.30pm where verbal submissions could be made.

**Methodology - Engaging stakeholders in the Public Consultation:**
Council made consistent efforts, leading up to and throughout the consultation period, to engage the community in the consultation and encourage submissions. This included the utilisation of a number of various channels of communication including:
  - The Roxby Council Facebook Page
  - Sharing of Roxby Council Facebook (audience of 1,146 as at 8 April, 2019) posts to the Roxby Idle Chit Chat Facebook page (the latter page has 4,059 members and thus a very wide audience).
  - Speaking on community radio regarding the Public Consultation – both ‘Council Catch-up’ (Thursdays 9.00am-10.00am) and ‘The Vibe’ (Fridays 1pm-2pm). Endeavoring to capture both morning and afternoon audiences.
  - Spotlight items and notifications on the ‘My Local Services App’.
  - Posters placed at the Roxby Council, Roxbylink and on the Community Noticeboard in the centre of the town.
  - Direct email to:
    - State Government stakeholders
    - BHP Communications, Community and Partnership units.
    - The Chair of the Community Board and subsequent distribution to Chairpersons of the 14 Roxby Community Forum groups.
    - Direct email to all staff of the Roxby Council (including Roxbylink) to ensure awareness and encourage distribution to the community.
Facebook Live Session – Tuesday 16 April, 2019

As an endeavor to engage more community members and, particularly ‘difficult to reach’ stakeholders, Roxby Council provided the public the opportunity participate in a Facebook Live Session. The Roxby Downs community consists of a broad range of constituents including shift workers, BHP rostered workers and young families for whom it can be difficult to physically attend community information sessions. Furthermore, Roxby Downs consist of a portion of stakeholders who do not actually reside within the town – homeowners and investors living elsewhere.

A Facebook live session during the 2018/19 Draft Annual Business Plan and Budget consultation period engaged a large audience and was utilized, again, as an innovative tool capturing a broad range of stakeholders. The session provided a means by which all interested persons could gather information first hand from the Chief Executive and Corporate Services Manager and an opportunity to participate in a live dialogue on issues.

Summary of Community Engagement and Submissions:
Summary – full record of questions and Council responses in Appendix of Report.

<table>
<thead>
<tr>
<th>Platform</th>
<th>Attendees/Engagement/Users</th>
<th>Number of Submissions/Questions/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Information Session</td>
<td>4 : 2 x general public, 2 x BHP</td>
<td>2 questions</td>
</tr>
<tr>
<td>Consultation Email</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Website Submission Form</td>
<td>1</td>
<td>1 submission</td>
</tr>
<tr>
<td>Facebook Live Session</td>
<td>See Social Media Analytics section</td>
<td></td>
</tr>
<tr>
<td>Verbal Submission</td>
<td>1 x BHP</td>
<td>0 Submissions/Questions/Comments</td>
</tr>
</tbody>
</table>

Full record of questions and responses:
Appendix 1: Record of Community Information Session – 9 April 2019
Appendix 2: Time Stamps of key points in the Facebook live session
Appendix 3: Questions and responses during the Facebook live session
Website Analytics: Summary 8 April to 1pm Monday 6 May 2019

<table>
<thead>
<tr>
<th>Page</th>
<th>Page views</th>
<th>Unique page views</th>
</tr>
</thead>
<tbody>
<tr>
<td>/communityconsultations</td>
<td>158</td>
<td>124</td>
</tr>
<tr>
<td></td>
<td>66% arose from Social source referral</td>
<td>64% arose from Social source referral</td>
</tr>
</tbody>
</table>

- Page views: the total number of pages viewed. Repeated views of a single page are counted.
- Unique page views: the number of sessions during which the specified page was viewed at least once.
- A unique page view is counted for each page URL + page Title combination.

Facebook Analytics: Summary 8 April to 1pm Monday 6 May 2019

- Facebook Live session: activity on the video post to date.

<table>
<thead>
<tr>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reach: 2000</td>
</tr>
<tr>
<td>Views:</td>
</tr>
<tr>
<td>Peak live viewers: 38</td>
</tr>
<tr>
<td>Highest number of concurrent viewers who watched the live broadcast for at least 3 seconds.</td>
</tr>
<tr>
<td>Minutes viewed: 1,916</td>
</tr>
<tr>
<td>Total number of minutes video was watched, including replays and views less than 3 seconds.</td>
</tr>
<tr>
<td>Video views: 907</td>
</tr>
<tr>
<td>Number of times the video was watched for an aggregate of at least 3 seconds, or for nearly its total length, whichever happened first</td>
</tr>
<tr>
<td>10-second views: 415</td>
</tr>
<tr>
<td>Number of times the video was watched for an aggregate of at least 10 seconds, or for nearly its total length, whichever happened first</td>
</tr>
<tr>
<td>Video average watch time: 0:54</td>
</tr>
<tr>
<td>The average time the video was watched for. Calculated as the total watch time of your video, divided by the total number of video plays including replays.</td>
</tr>
<tr>
<td>People Reached:</td>
</tr>
<tr>
<td>Unique Viewers: 699</td>
</tr>
<tr>
<td>The number of distinct people who viewed the video in your post at least once.</td>
</tr>
<tr>
<td>Post engagement: 55</td>
</tr>
<tr>
<td>Total number of reactions and comments your video received on the original post and shared posts.</td>
</tr>
<tr>
<td>Post clicks: 97</td>
</tr>
<tr>
<td>Clicks to play: 78</td>
</tr>
<tr>
<td>Link clicks: 11</td>
</tr>
<tr>
<td>Other clicks: 8</td>
</tr>
<tr>
<td>Not on the page title or to see more (?)</td>
</tr>
<tr>
<td>Reactions: 55</td>
</tr>
<tr>
<td>Like: 24</td>
</tr>
<tr>
<td>18 on post 6 on shares</td>
</tr>
<tr>
<td>Love: 1</td>
</tr>
<tr>
<td>1 on post</td>
</tr>
<tr>
<td>Laugh: 0</td>
</tr>
<tr>
<td>Wow shake head: 0</td>
</tr>
<tr>
<td>Sad: 0</td>
</tr>
<tr>
<td>Angry: 0</td>
</tr>
<tr>
<td>Total Comments: 24</td>
</tr>
<tr>
<td>18 on post 6 on shares</td>
</tr>
<tr>
<td>Total Shares: 6</td>
</tr>
</tbody>
</table>
Appendix 1: Record of Community Information Session – 9 April 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Platform</th>
<th>Topic</th>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 April 2019</td>
<td>Sandy Sumption</td>
<td>Public Consultation Meeting</td>
<td>Commercial Rates</td>
<td>Question regarding commercial rates; concern that if commercial rates go up so too will shop rentals.</td>
<td>Chief executive explained that the generator would be utilized to back up water operations should a power failure take place. The pumps require power.</td>
</tr>
<tr>
<td>15 May</td>
<td>Sandy Sumption</td>
<td>Public Consultation Meeting</td>
<td>Roxby Water</td>
<td>Request for further explanation regarding the purpose of a Roxby Water backup generator.</td>
<td></td>
</tr>
</tbody>
</table>

Appendix 2: Draft Annual Business Plan and Budget 2019/20 FB Live Transcribed/Time Stamps

Video header ‘Starting soon’
Formal session commences at 2:41” with an introduction from Council’s Chief Executive Roy Blight.

5:00” – an overview of the budget
- Budget will be characterised by no overall increase in rates – by total or category
- No increase in power or water tariffs
- Balanced operating budget
- Council will continue to be debt free
- Council will look to utilise grants wherever possible to offset the cost of its projects

9:55” – deferred projects
13:30” – question and answer regarding the off leash dog park
15:00” – discussion/update on some of the carried forward projects
20:25” – question regarding any new playgrounds or grassed public areas planned for the new areas
21:10” – question regarding the multipurpose pump track
22:35” – question regarding the conversion of the gym to a 24/7 operation
23:10” – question regarding town entrance statements/signage
24:30” – discussion/update regarding the Richardson Place public amenities
24:55” – question regarding the management of the town’s ovals and leisure centre
25:44” – discussion regarding some of the new projects for 2019/20
29:10” – question regarding green flagging between Roxby Downs and Woomera
30:45” – continued discussion regarding new projects for 2019/20
31:45” – question regarding Rotary Park
35:25” – question regarding a nature playground for Roxby Downs
38:40” – question regarding recycling within Roxbylink
39:08” – further information about how to send questions and feedback for the Consultation.
39:57” – Correction the Public Consultation period for written submissions closes on Monday 29 April 2019. Final verbal submissions will be received at a special public meeting on Wednesday 29 May at 6.30pm in the Council Boardroom.
40:25” – where to find the Draft Annual Business Plan and Budget 2019/20
44:00 – end of live FB session.
<table>
<thead>
<tr>
<th>Date</th>
<th>Ref. No.</th>
<th>Name</th>
<th>Platform</th>
<th>Topic</th>
<th>Question</th>
<th>Response (summarised)</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 April</td>
<td>1</td>
<td>Tammy Hill</td>
<td>Facebook Live</td>
<td>OFF LEASH DOG PARK</td>
<td>What is happening about the dog park?</td>
<td>A: The proposed location for the dog park is on the corner of Pioneer Drive and Olympic Way. That land is under the care and control of BHP. We have made application to BHP and are expecting an imminent approval on that which will allow us to move that project forward.</td>
</tr>
<tr>
<td>16 April</td>
<td>2</td>
<td>Davin Pedler</td>
<td>Facebook Live</td>
<td>PLAYGROUNDS</td>
<td>Are there any new playgrounds or grassed public areas planned for the new areas? (Currently none south of Pine Cres.)</td>
<td>A: We are looking at the strategic placement of playgrounds in Roxby Downs and it has certainly been identified in the area south of Pine Crescent that there are currently no playground facilities.</td>
</tr>
<tr>
<td>16 April</td>
<td>3</td>
<td>Jake Stirrat</td>
<td>Facebook Live</td>
<td>PUMP TRACK</td>
<td>Pump track?</td>
<td>A: The multipurpose pump track proposed for the corner of Burgoyne St and Olympic Way on the northern end, adjacent to the police station, is well advanced. Council has an allocation of $50,000 towards this project, and we are seeking pro bono and in kind contributions from contractors to bring it to fruition.</td>
</tr>
<tr>
<td>16 April</td>
<td>4</td>
<td>Nissa Rainsford</td>
<td>Facebook Live</td>
<td>GYM</td>
<td>Is the Council still looking at changing the local gym to have 24hr access and having an upgrade?</td>
<td>A: It remains on the agenda. Need to resolve public safety and duty of care obligations to patrons, particularly for any events or incidents that may happen outside of the operating hours.</td>
</tr>
<tr>
<td>16 April</td>
<td>5</td>
<td>Joe D’Arrigo</td>
<td>Facebook Live</td>
<td>TOWN ENTRANCE STATEMENT</td>
<td>When will we get a sign significant to our town at the turn off to Roxby?</td>
<td>A: We are working with the Kokatha cooperation in relation to Indigenous land use and Aboriginal arrangements. It is an active piece of work We are at the concept development stage and hope to have something out there fairly soon.</td>
</tr>
<tr>
<td>16 April</td>
<td>6</td>
<td>Greg Weltner</td>
<td>Facebook Live</td>
<td>OVALS AND LEISURE CENTRE MANAGEMENT</td>
<td>Are we still outsourcing the management of the leisure centre and oval?</td>
<td>A: No. Council currently operates Roxbylink and oval maintenance in house. It is performed by Council staff.</td>
</tr>
<tr>
<td>16 April</td>
<td>7</td>
<td>Davin Pedler</td>
<td>Facebook Live</td>
<td>GREEN FLAGGING</td>
<td>There’s been quite a bit of talk about the green flagging between Roxby and Woomera. Can you guys provide any insight on what it’s about and will it impact us?</td>
<td>A: I understand it is the proposed OzMinerals powerline which is coming from Port Augusta to Olympic Dam. I believe the flags also indicate exclusion areas.</td>
</tr>
<tr>
<td>16 April</td>
<td>8</td>
<td>Melissa Spurr</td>
<td>Facebook Live</td>
<td>PLAYGROUNDS</td>
<td>Is there any plan to put a light in the toilet facility at Curdimurka Park or a sky light?</td>
<td>A: Rotary Park is being upgraded thanks to a very kind donation of a BBQ from the Rotary Club of Roxby Districts. Investigating a solar light.</td>
</tr>
<tr>
<td>16 April</td>
<td>9</td>
<td>Philip Heaslip</td>
<td>Facebook Live</td>
<td>PLAYGROUNDS</td>
<td>Is there a nature playground planned?</td>
<td>A: The site of the Hermit Street playground has been demolished and that will be the site for a nature based play space. It is currently being designed by a nature based play space specialist, and we hope to have that back out to the community pretty soon and to be that developed.</td>
</tr>
<tr>
<td>16 April</td>
<td>10</td>
<td>Nissa Rainsford</td>
<td>Facebook Live</td>
<td>RECYCLING</td>
<td>Will the Council consider placing an option for recycling within the Roxbylink facility?</td>
<td>A: The provision of recycling is a topic that certainly Roxbylink is considering. One of the issues we have had in relation to some trials that have been conducted there is cross contamination of recyclable products.</td>
</tr>
</tbody>
</table>

Appendix 3: Draft Annual Business Plan and Budget 2019/20 Facebook live post : Record of Community questions and responses
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 26 June 2019
Title of Report 2019/20 Valuation, Annual Rates Charges and Levy

1. Purpose

Adoption of the 2019/20 annual valuations, declaration of rates, charges and levies.

2. Recommendation

That Council:

Adoption of Valuation

Pursuant to Section 12(6)(b) of the Roxby Downs (Indenture Ratification) Act 1982 and Section 167(2)(a) of the Local Government Act 1999, the most recent valuations of the Valuer-General available to the Council of the capital value of land within the Council’s area are adopted, totalling $513,902,100.00.

Fixed Charge

Pursuant to Section 152(1)(c) of the Local Government Act 1999 a fixed charge of $680.00 is imposed in respect of each separate piece of rateable land in the Council area.

Differential General Rates

Pursuant to Sections 152(1)(c), 153(1)(b) and 156(1)(a) of the Local Government Act 1999 Differential General rates are declared in accordance with the use of land in accordance with the differentiating factors specified at Regulation 14 of the Local Government (General) Regulations 2013 as follows:

- Residential – a differential rate of 0.584000 cents in the dollar on the capital value of such land.
- Commercial Shop - a differential rate of 1.68847 cents in the dollar on the capital value of such land.
- Commercial Office - a differential rate of 1.88510 cents in the dollar on the capital value of such land.
- Commercial Other - a differential rate of 1.74692 cents in the dollar on the capital value of such land.
- Industrial Light - a differential rate of 1.40030 cents in the dollar on the capital value of such land.
- Industrial Other - a differential rate of 1.69945 cents in the dollar on the capital value of such land.
- Vacant - a differential rate of 1.40375 cents in the dollar on the capital value of such land.
- Other - a differential rate of 1.12780 cents in the dollar on the capital value of such land.

Service Charges

Pursuant to Section 155 of the Local Government Act 1999 a service charge of $466.00 is imposed upon each separate piece of rateable land to which the Council makes available a service for the collection, treatment, recycling and disposal of domestic waste (excluding organics), on the basis that the sliding scale provided for in Regulation 13 of the Local Government (General) Regulations 2013 will be applied to reduce the service charge payable, as prescribed.
In accordance with Section 155(3)(b) of the Local Government Act 1999 and Regulation 12(4)(a) of the Local Government (General) Regulations 2013, this service charge will only apply to land of the Residential category.

In accordance with Clause 29(5) of the Schedule to the Roxby Downs (Indenture Ratification) Act 1982, this service charge is fixed having regard to the reasonable costs incurred or likely to be incurred in providing such services and to charges paid by other industrial users and country area consumers respectively in the State and includes all such allowances, discounts and subsidies as may from time to time be granted or given to such users and consumers.

**Separate Rate – NRM Levy**

Pursuant to Section 95 of the Natural Resources Management Act 2004 and Section 154 of the Local Government Act 1999, a separate rate (fixed charge) of $63.40 is declared on all rateable land in the Council area to raise the amount of $118,565.00 on behalf of the SA Arid Lands Natural Resources Management Board.

**No Minimum Rate**

The Council does not fix a minimum rate pursuant to Section 158(1)(a) of the Local Government Act 1999 for the 2019/20 financial year.

**Rate Capping Rebate**

A rebate of differential general rates for the 2019/20 financial year may be granted to the Principal Ratepayer of any assessment under Section 166(1)(l) of the Local Government Act 1999, on application to the Council, conditions apply.

In general terms, the amount of the rebate will be the positive difference (if any) between: (a) the amount of differential general rates imposed for the 2019/20 financial year in respect of that assessment, and (b) the amount of differential general rates imposed for the 2018/19 financial year in respect of that assessment plus 10.0%.

Eligibility for the rebate, and the precise amount of the rebate, will be calculated in accordance with the Municipal Rating Policy. Applications for the rebate must be made in the form prescribed in the Municipal Rating Policy.

**Due Dates for Payment of Rates**

In accordance with Section 181 of the Local Government Act 1999, the 2019/20 General Rates (Fixed Charge and Differential Rate), Service Charge and Separate Rate shall be due in four (4) equal or approximately equal instalments payable on 16 September 2019, 16 December 2019, 16 March 2020 and 15 June 2020.

**Rateability and Approvals under Roxby Downs (Indenture Ratification) Act 1982**

It is noted that:

- Any land excluded from rating pursuant to clause 29(1) of the Schedule to the Roxby Downs (Indenture Ratification) Act 1982 is, in accordance with Section 147(2)(h) of the Local Government Act 1999, not rateable land.

- The rates resolved herein are operative with the agreement of the Joint Venturers under clause 29(3)(a) of the Schedule to the Roxby Downs (Indenture Ratification) Act 1982.

- No rates or charges adopted herein are discriminatory to the Joint Venturers.

- The budget adopted herein attracts the operation of clause 29(3)(b) of the Schedule to the Roxby Downs (Indenture Ratification) Act 1982 with the approval of the State and Joint Venturers.

3. **Background**

Each year Council is required to adopt the annual Valuations, Annual Rates Charges and Levy.
4. **Discussion**

Council undertakes annual rates modelling following receipt of the annual property valuations from the Valuer General. For the purpose of the 2019/20 annual rate charges, Council has planned a 0% (nominal) increase upon overall rates revenue.

Council operates with a range of fixed annual costs and continues to develop and redefine its operating parameters based upon the required levels of service in conjunction with required funding. Appropriate cost scrutiny is a continuous objective.

**Adoption of Valuations**

The Annual Valuation received for 2018/19 totalled $513,902,100.00 across the Municipality. The valuation has increased from 2018/19 by $4,868,000.00 which equates to an increase in property valuations of 0.96%. Within this overall movement, there was a small general increase across the Residential category, while this was partially offset by some general decreases for specific properties across the various non-Residential categories. The modelling and rates declarations for 2019/20 were based on the Valuer General’s valuations assessments dated 1 June 2019.

**Fixed Charge**

Council operates with a range of fixed costs and as such the proposed fixed charge for 2019/20 of $680.00 will remain unchanged from 2018/19.

**Differential General Rates**

Council’s rates modelling for 2019/20 began with an assumption of no rates increase (nominally) as a total and within each category.

Council then incorporated a ‘cap’ whereby any increase in excess of 2018/19 plus 10% could be claimed back by impacted ratepayers. The ‘cap’ has the potential to cost the Council $4,357.00. This is significantly less than for 2018/19 and is primarily due to less volatile valuation movements across the Residential properties as well as Council’s decision to this year exclude any non-owner-occupied residential properties from the eligibility criteria.

The following summary shows the various differential rate for each property type:

- Residential – a differential rate of 0.584000 cents in the dollar
- Commercial Shop – a differential rate of 1.68847 cents in the dollar
- Commercial Office – a differential rate of 1.88510 cents in the dollar
- Commercial Other – a differential rate of 1.74692 cents in the dollar
- Industrial Light – a differential rate of 1.40030 cents in the dollar
- Industrial Other – a differential rate of 1.69945 cents in the dollar
- Vacant – a differential rate of 1.40375 cents in the dollar
- Other - a differential rate of 1.12780 cents in the dollar

**Service Charge (Domestic Waste Collection)**

The service charge (Domestic Waste Collection for 2019/20 is proposed to increase to $466.00 which is an increase of $8.00 per property due to changes to the Solid Waste Levy announced on Tuesday’s (18 June 2019) budget by the State Government. This charge will be applied to Residential property types only.

**Natural Resource Management Levy (NRM)**

Council, on behalf of SA Arid Lands Natural Resource Management Board is required to raise a total of $118,565.00 for 2019/20. This separate fixed charge will be raised against each rateable property at a rate of $63.40 each. This is a State tax collected by Local Government.

**Rates Capping Rebate**

A discretionary rebate of differential rates for 2019/20 will be offered upon application and will be granted to the Principal Ratepayer, restricted by the following criteria:

- The rebate will be calculated in accordance with the Municipal Rating Policy, and
• Applications for this rebate must be made in the form prescribed in the Municipal Rating Policy.

The amount of the rebate will be the difference between the amount of differential general rates raised for 2019/20 and the amount of differential general rates raised for 2018/19 plus 10% of that amount.

The discretionary rebate offered by Council will provide a relief to ratepayers who may have received an excessive rate increase due to valuation movement.

Payment of Rates

Council has determined the due dates for the four instalments in accordance with the Local Government Act 1999 (Section 181).

Each instalment notice will be issued with forty-nine (49) days to pay. As a general statement of policy, two (2) grace days will be provided after each due date (ie. applicable fines on an instalment will be remitted under Section 181(9) of the Local Government Act 1999 if payment of the instalment is received within 2 days after the due date). After the grace period, fines and interest will be applied to unpaid instalments. Outlined as follows are the breakdown of the associated instalment dates:

<table>
<thead>
<tr>
<th>Instalment No</th>
<th>Issue Date</th>
<th>Due Date</th>
<th>Interest &amp; Fines Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Monday, 29 July 2019</td>
<td>Monday, 16 September 2019</td>
<td>19/09/2019</td>
</tr>
<tr>
<td>2</td>
<td>Monday, 28 October 2019</td>
<td>Monday, 16 December 2019</td>
<td>19/12/2019</td>
</tr>
<tr>
<td>3</td>
<td>Tuesday, 28 January 2020</td>
<td>Monday, 16 March 2020</td>
<td>19/03/2020</td>
</tr>
<tr>
<td>4</td>
<td>Monday, 27 April 2020</td>
<td>Monday, 15 June 2020</td>
<td>18/06/2020</td>
</tr>
</tbody>
</table>

A range of methods of payment will be offered to ratepayers during 2019/20 including:

- At Council Office, 6 Richardson Place, Roxby Downs, SA, 5725
- Telephone, 08 8671 0010
- BPay
- Direct Bank Deposit
- Cheque

5. Policy Implications

5.1 Financial/Budget

The proposed rates and charges will be consistent with the 2019/20 Budget and will contribute $5.418m towards total Operating Income of $18.021m.

5.2 Resources

No additional resources required.

5.3 Legal and Risk Management

All requirements as per the Local Government Act 1999 and Roxby Downs (Indenture Ratification) Act 1982 have been met for 2019/20 in relation to rates and charges.

6. Report Consultation

Senior Management Team
Community Consultation
Audit Committee
Norman Waterhouse Lawyers

7. Report Authorisers

Drew Ellis
Group Manager Corporate Services
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 26 June 2019
Title of Report Consolidated Fees and Charges Register 2019/2020 Financial Year

1. Purpose
To consider the consolidated fees and charges proposed for 2019/2020 financial year.

2. Recommendation
That Council adopt the Consolidated Fees and Charges Register 2019-2020 Financial Year as presented and that the Register be published on the Council’s website.

3. Background
These tariffs, fees and charges are reviewed annually.

4. Discussion
The Draft Annual Business Plan and Budget 2019/20 foreshadows no nominal increase in power, water and sewerage tariffs for the 2019/2020 financial year.

The fees and charges have been reviewed in accordance with Council’s budget guidelines.

5. Policy Implications
5.1 Financial/Budget
Income from electricity and water revenue has been anticipated based on underlying budget assumptions (as detailed in the Draft Annual Business Plan) and the proposed tariffs review.

5.2 Resources
No additional resources are required to implement the recommended price regime.

5.3 Legal and Risk Management
Council is complying with the Indenture Act and is compliant with other legislation and principles applying to the pricing of electricity, water and sewerage services in South Australia.

6. Report Consultation
Senior Management Team
Water Services Officer
Electricity Services Officer

7. Attachments
Consolidated Fees and Charges Register 2019/2020

8. Report Authorisers
Roy Blight
Chief Executive
CONSOLIDATED FEES & CHARGES REGISTER

1 July 2019 - 30 June 2020
## GOVERNANCE

### Freedom of Information Act 1991
- Copy of photograph, video, computer disk: Actual cost incurred -
- All other charges as determined by Freedom of Information (Fees and Charges) Regulations.

### Mobile Vendor Permit
- Mobile Food Vendor Permit Application Fee: $100.00
- Mobile Food Vendor Permit Annual Fee: $200.00

### FINANCE
- Bank Dishonoured Transaction Fee: $2.75

### WORKS

#### Australian Road Rules Expiations
- All expiation fees and charges, including maximum penalties are fixed by the relevant sections of the South Australian Road Traffic Act 1961.

#### Local Government Act Expiation
- All expiation fees and charges, including maximum penalties are fixed by the relevant sections of the South Australian Local Government Act 1999.

#### Dog & Cat Management Expiations
- All expiation fees and charges, including maximum penalties are fixed by the relevant sections of the South Australian Dog & Cat Management Act 1995.

### Dog/Cat Registration Fees
- | Description                                      | Non-Concessional | Concessional |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Non Standard Dog (not microchipped/not desexed</td>
<td>$66.00</td>
<td>$33.00</td>
</tr>
<tr>
<td>Non Standard with microchip</td>
<td>$66.00</td>
<td>$33.00</td>
</tr>
<tr>
<td>Non Standard but desexed</td>
<td>$66.00</td>
<td>$33.00</td>
</tr>
<tr>
<td>Standard Dog (desexed and microchipped)</td>
<td>$33.00</td>
<td>$16.50</td>
</tr>
<tr>
<td>Accredited Assistance Dog</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Standard Cat (desexed and microchipped)</td>
<td>$33.00</td>
<td>$16.50</td>
</tr>
<tr>
<td>Registration of a dog business (breeder)</td>
<td>$250.00</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

### Dog & Cat Management
- Dog Handling: $30.00
- Dog Overnight Boarding: Per Night $15.00

### Impounded Vehicles
- Expiation Fee: $315.00
- Handling, Storage & Return: $150.00

### Development Lodgement
- All building and planning development lodgement fees and charges are fixed by the relevant sections of the South Australian Development Act 1993.

### COMMUNITY LIBRARY

#### Photocopying
- | Description                                      | A4  | A3  |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Black &amp; White - Single sided</td>
<td>$0.35</td>
<td></td>
</tr>
<tr>
<td>Black &amp; White - Double sided</td>
<td>$0.40</td>
<td></td>
</tr>
<tr>
<td>Colour - Single sided</td>
<td>$0.50</td>
<td></td>
</tr>
<tr>
<td>Colour - Double sided</td>
<td>$0.70</td>
<td></td>
</tr>
</tbody>
</table>

#### Printing & Photocopying - Large Format
- | Description                                      | A2  | A1  | AO  |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Black &amp; White</td>
<td>$8.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Colour</td>
<td>$24.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black &amp; White</td>
<td>$12.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Colour</td>
<td>$35.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black &amp; White</td>
<td>$20.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Colour</td>
<td>$53.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Laminating
- | Description                                      | A4  | A3  |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>per page</td>
<td>$0.80</td>
<td></td>
</tr>
<tr>
<td>per page</td>
<td>$1.80</td>
<td></td>
</tr>
</tbody>
</table>

All charges are GST inclusive unless otherwise stated and are effective from 1 July each year.
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Township Photos</td>
<td>Colour - Township Photos can be whole of town or selected sections</td>
<td></td>
</tr>
<tr>
<td>A4</td>
<td></td>
<td>$22.00</td>
</tr>
<tr>
<td>A3</td>
<td></td>
<td>$44.00</td>
</tr>
<tr>
<td>A2</td>
<td></td>
<td>$55.00</td>
</tr>
<tr>
<td>A1</td>
<td></td>
<td>$65.00</td>
</tr>
<tr>
<td>A0</td>
<td></td>
<td>$75.00</td>
</tr>
<tr>
<td>Binding</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Up to 25 pages</td>
<td></td>
<td>$2.00</td>
</tr>
<tr>
<td>25 to 50 pages</td>
<td></td>
<td>$3.00</td>
</tr>
<tr>
<td>Plus 50 pages</td>
<td></td>
<td>$4.00</td>
</tr>
<tr>
<td>Professional Covers</td>
<td>Front &amp; Back - each</td>
<td>add $0.50</td>
</tr>
<tr>
<td>Others</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Magazines</td>
<td>Second hand</td>
<td>FREE</td>
</tr>
<tr>
<td>Books</td>
<td>Second hand</td>
<td>FREE</td>
</tr>
<tr>
<td>Library Bags</td>
<td></td>
<td>FREE</td>
</tr>
<tr>
<td>Item Replacement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Details of other fees and charges not otherwise stated available on request.
### TARRIFS FOR CUSTOMERS

<table>
<thead>
<tr>
<th>Supply Charge $ per qtr.</th>
<th>Supply Rate Cents per kw. hr</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>&lt;160 MW hr per annum</strong></td>
<td></td>
</tr>
<tr>
<td>M - Domestic Light &amp; Power</td>
<td>$69.40</td>
</tr>
<tr>
<td>C - Charitable Institutions</td>
<td>$69.40</td>
</tr>
<tr>
<td>J - Off Peak Hot Water</td>
<td>14.88</td>
</tr>
<tr>
<td>S - General Supply</td>
<td>$69.40 35.06 (first 7500 kw. hr per qtr) 36.80 (thereafter)</td>
</tr>
<tr>
<td>SOLA - Solar Buyback</td>
<td>16.30</td>
</tr>
<tr>
<td>D &amp; N - General Supply Time of Use</td>
<td>$69.40 40.97 (peak 7am to 9pm Mon-Fri) 21.36 other times</td>
</tr>
</tbody>
</table>

### MISCELLANEOUS Fee

<table>
<thead>
<tr>
<th>Fee</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Meter Reading (Vacating &amp; Transfers within Roxby Downs)</td>
<td>$40.00 (up to 4pm during bus hrs) $92.50 (after hours)</td>
</tr>
<tr>
<td>New Account (Includes Special Meter Reading)</td>
<td>$82.50 (up to 4pm during bus hrs) $132.50 (after hours)</td>
</tr>
<tr>
<td>Reconnection (Non payment)</td>
<td>$95.00 (up to 4pm during bus hrs) $147.50 (after hours)</td>
</tr>
<tr>
<td>General Account/Administration (Excludes Special Meter Reading)</td>
<td>$42.50</td>
</tr>
<tr>
<td>Late Payment (Sent with reminder notices)</td>
<td>$16.00</td>
</tr>
<tr>
<td>Meter Inspection (Quick Test)</td>
<td>$60.00</td>
</tr>
<tr>
<td>Meter Test (Full Test)</td>
<td>$130.00</td>
</tr>
<tr>
<td>Meter upgrade from single to 3 Phase</td>
<td>$450.00</td>
</tr>
<tr>
<td>Meter upgrade for Solar Panel installation (single phase)</td>
<td>$340.00</td>
</tr>
<tr>
<td>Meter upgrade for Solar Panel installation (3 phase)</td>
<td>$540.00</td>
</tr>
<tr>
<td>3 Phase Service Pillar Replacement</td>
<td>$800.00</td>
</tr>
<tr>
<td>Monthly Service Charge for Customers &gt;160MW hr per annum includes meter reading, meter access and communications fee</td>
<td>$140.00</td>
</tr>
<tr>
<td>Standard Contribution Fee for the Connection of Services to New Allotments</td>
<td>10% of the contractors quoted price</td>
</tr>
<tr>
<td>Bank dishonoured transaction</td>
<td>Bank fee incurred</td>
</tr>
<tr>
<td>Credit Card Transaction</td>
<td>No charge</td>
</tr>
<tr>
<td>Interest on Late Payments</td>
<td>As specified in Council's Supply Terms &amp; Conditions in accordance with the Notice of Exemption issued by the Minister for Mineral Resources and Energy.</td>
</tr>
<tr>
<td>Security Deposit</td>
<td>Up to 37.5% of a customer's estimated annual bill. Conditions apply (GST not applicable)</td>
</tr>
<tr>
<td>Other supply arrangements for vacant residences between tenants</td>
<td>At Council's discretion. Conditions apply. Details available from Council</td>
</tr>
<tr>
<td>Meter Tampering Fee</td>
<td>Quotation</td>
</tr>
<tr>
<td>Other fees</td>
<td>Details available from Council</td>
</tr>
</tbody>
</table>

**General**

Tariffs are set in accordance with Clauses 18(16) and 18(17) of the Schedule to the Roxby Downs (Indenture Ratification) Act 1982. Conditions are also in accordance with A Notice of Exemption by the Minister for Mineral Resources and Energy issued pursuant to Section 34 of the National Retail Law (South Australia) Act 2011

All charges are GST inclusive unless otherwise stated and rates & tariffs are effective from 1 January each year.
<table>
<thead>
<tr>
<th>TARRIFS FOR CUSTOMERS</th>
<th>Supplied Charge</th>
<th>Annual Max Demand</th>
<th>Rate $ per KVA per month</th>
<th>Supply Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt;160 MW hr per annum</td>
<td>$ per month</td>
<td></td>
<td>Cents per kw. Hr</td>
<td></td>
</tr>
<tr>
<td></td>
<td>First 150KVA</td>
<td>21.904</td>
<td>23.85 (peak 7am to 9pm Mon - Fri)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Next 150KVA</td>
<td>15.159</td>
<td>13.62 (other times)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Next 750KVA</td>
<td>11.036</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Balance KVA</td>
<td>10.895</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Additional</td>
<td>6.595</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HVD</td>
<td>$16.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Voltage Stepped Demand (&lt;1000kVA)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>First 150KVA</td>
<td>18.775</td>
<td>25.04 (peak 7am to 9pm Mon - Fri)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Next 150KVA</td>
<td>12.994</td>
<td>13.44 (other times)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Next 750KVA</td>
<td>9.461</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Balance KVA</td>
<td>9.336</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Additional</td>
<td>5.653</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LVD</td>
<td>$16.30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Low Voltage Stepped Demand (&gt;80kVA)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All charges are GST inclusive unless otherwise stated and rates &amp; tariffs are effective from 1 January each year</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## WATER SUPPLY

### All Properties

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee or Charge</th>
<th>Access Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supply Charge</td>
<td>GST not applicable</td>
<td>Rates per kl access unit per quarter</td>
</tr>
<tr>
<td>First 34 kl</td>
<td>$72.00</td>
<td>1</td>
</tr>
<tr>
<td>34-120 kl</td>
<td>$2.00</td>
<td>1.5625</td>
</tr>
<tr>
<td>Over 120 kl</td>
<td>$3.90</td>
<td>2.56</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6.25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16</td>
</tr>
<tr>
<td></td>
<td></td>
<td>56.25</td>
</tr>
<tr>
<td>Freehold land abutting a water main with no service connection</td>
<td>$5.95</td>
<td>1</td>
</tr>
</tbody>
</table>

### SEWERAGE SUPPLY

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee or Charge</th>
<th>Access Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sewerage charges for all properties are based on establishing property units for each type of property according to use, as per guidelines established by the South Australian Local Government Association</td>
<td>GST not applicable</td>
<td>Rates per property unit per quarter</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$243.00</td>
</tr>
</tbody>
</table>

### MISCELLANEOUS

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee or Charge</th>
<th>Access Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Meter Reading</td>
<td>up to 4pm during business hours after hours</td>
<td>$40.00</td>
</tr>
<tr>
<td>General Account/Administration Fee (excludes special meter reading fee)</td>
<td></td>
<td>$90.00</td>
</tr>
<tr>
<td>Late Payment (sent with reminder notices)</td>
<td></td>
<td>$40.00</td>
</tr>
<tr>
<td>Standard Contribution Fee for the Connection of Services to New Allotments</td>
<td></td>
<td>$16.00</td>
</tr>
<tr>
<td>Other Fees</td>
<td>Details available from Council</td>
<td>10% of the contractors quoted price</td>
</tr>
</tbody>
</table>

### WATER WORKS

#### Water Meter Placement or Replacement

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee or Charge</th>
<th>Access Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meter size</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20mm</td>
<td>$368.00</td>
<td></td>
</tr>
<tr>
<td>25mm</td>
<td>$464.00</td>
<td></td>
</tr>
<tr>
<td>40mm</td>
<td>$828.00</td>
<td></td>
</tr>
<tr>
<td>50mm</td>
<td>$2,100.00</td>
<td></td>
</tr>
<tr>
<td>&gt;50mm</td>
<td>Quotation Required</td>
<td></td>
</tr>
<tr>
<td>Permanent over head standpipe 20mm to 50mm</td>
<td></td>
<td>Quotation Required</td>
</tr>
</tbody>
</table>
## Description

### Water Connections from main to meter

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee or Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>All pipe sizes</td>
<td>Quotation Required</td>
</tr>
<tr>
<td><strong>Provide &amp; install underground metal box to cover water meter</strong></td>
<td></td>
</tr>
<tr>
<td>Metal underground box 20 to 25mm water meter</td>
<td>$1,300.00</td>
</tr>
<tr>
<td>Metal underground box 40 to 50mm water meter</td>
<td>$2,250.00</td>
</tr>
<tr>
<td><strong>Water relocations</strong></td>
<td></td>
</tr>
<tr>
<td>Relocate a 20 or 25mm metered water connection by 4 metres or less</td>
<td></td>
</tr>
<tr>
<td>0.1m - 0.5m</td>
<td>$593.00</td>
</tr>
<tr>
<td>0.6m - 1.0m</td>
<td>$737.00</td>
</tr>
<tr>
<td>1.1m - 2.0m</td>
<td>$842.00</td>
</tr>
<tr>
<td>2.1m - 3.0m</td>
<td>$988.00</td>
</tr>
<tr>
<td>3.1m - 4.0m</td>
<td>$1,140.00</td>
</tr>
<tr>
<td><strong>Alter an existing water meter and / or connection</strong></td>
<td></td>
</tr>
<tr>
<td>Disconnection Fee (including Manifold meters) Connections up to 50mm</td>
<td>$588.00</td>
</tr>
<tr>
<td>Disconnection of any water connections over 50mm</td>
<td>Quotation Required</td>
</tr>
<tr>
<td>Meter removal only (subject to Roxby Water approval)</td>
<td>$116.00</td>
</tr>
<tr>
<td>Restoration of supply (if communication pipe can be reused)</td>
<td>$515.00</td>
</tr>
<tr>
<td>Shortening water connection 20mm to 25mm</td>
<td>$932.00</td>
</tr>
<tr>
<td>Shortening water connection 32mm to 50mm</td>
<td>$1,088.00</td>
</tr>
<tr>
<td>Raise or lower Water Connection 15mm to 20mm</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>Raise or lower Water Connection 25mm to 50mm</td>
<td>$1,700.00</td>
</tr>
<tr>
<td>Rotation - 20mm and 25mm water meter up to 180 degrees</td>
<td>$173.00</td>
</tr>
<tr>
<td>Rotation - 40mm water meter up to 180 degrees</td>
<td>$670.00</td>
</tr>
<tr>
<td>Manifold connections/provision of multiple water meters to strata title and community title units using a manifold system.</td>
<td></td>
</tr>
<tr>
<td>Up to twelve 20mm water meters (residential) - Per Meter</td>
<td>$471.00</td>
</tr>
<tr>
<td>Up to five 25mm water meters (commercial/industrial) - Per Meter</td>
<td>$606.00</td>
</tr>
</tbody>
</table>

### Fire connection requirements

- **Fire connections**
  - 100mm: Quotation Required
  - 150mm: Quotation Required
  - Disconnections: Quotation Required
- **Isolation valves**
  - 100mm: Quotation Required
  - 150mm: Quotation Required
  - 200mm: Quotation Required
- **Flow Test**
  - Quotation Required
- **Network analysis**
  - Quotation Required

### SEWERAGE WASTE WATER WORKS

#### Wastewater Connections

- **Application Fees**
  - 100mm: $171.00
  - 150mm: $650.00
  - > 200mm: Quotation Required
- **New Connection and alterations**
  - All pipe sizes: Quotation Required

### Wastewater relocations

- **Insert inspection Point -100mm and 150mm**
  - Quotation Required
- **Relocation 100mm (new connection + disconnection)**
  - Quotation Required
- **Relocation 150mm (new connection + disconnection)**
  - Quotation Required
- **Disconnection - 100mm and 150mm**
  - Quotation Required
<table>
<thead>
<tr>
<th>Description</th>
<th>Fee or Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plumbing notice, certificate and drawing pro formas (Available from Roxby Water)</td>
<td></td>
</tr>
<tr>
<td>Certificate of compliance book and pad</td>
<td>$35.00</td>
</tr>
<tr>
<td>Fee for all inspection after second site visit.</td>
<td>$176.00</td>
</tr>
<tr>
<td>Fee for after hours audit of plumbing inspections</td>
<td>$353.00</td>
</tr>
<tr>
<td>Metered Hydrant application</td>
<td>$237.00</td>
</tr>
<tr>
<td>Meter tap lock (Locks tap in open position) Available from Roxby Water</td>
<td>$35.00</td>
</tr>
<tr>
<td>Water and Wastewater application fee</td>
<td>$292.00</td>
</tr>
<tr>
<td>Wastewater connections for new development</td>
<td>As per wastewater connections</td>
</tr>
<tr>
<td>Fire connections for new development</td>
<td>As per fire connections</td>
</tr>
<tr>
<td>Bulk Water - Stand Pipe, Gosse Street</td>
<td>$3.90 per kl</td>
</tr>
<tr>
<td>Hire of Hydrant &amp; Hoses</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

All charges are GST inclusive unless otherwise stated and rates & tariffs are effective from 1 January each year.
## 1 July 2019 - 30 June 2020 Fees & Charges

All charges are GST Inclusive unless otherwise stated and are effective from 1 July each year.

All charges are per hour unless otherwise specified.

### Casual Aquatic Facility Entry

<table>
<thead>
<tr>
<th>Notes</th>
<th>Commercial</th>
<th>Clubs/Community Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outdoor Swim Entry / Splashpad</td>
<td>10 &amp; Over</td>
<td>$6.00</td>
</tr>
<tr>
<td>Outdoor Swim / Splashpad Entry Child</td>
<td>Under 10 Years</td>
<td>$5.00</td>
</tr>
<tr>
<td>Spectators</td>
<td>No Charge</td>
<td></td>
</tr>
<tr>
<td>Winter Splashpad Entry</td>
<td>April - September</td>
<td>No Charge</td>
</tr>
</tbody>
</table>

### Outdoor Pool Oct - March

<table>
<thead>
<tr>
<th>Notes</th>
<th>Commercial</th>
<th>Clubs/Community Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter Splashpad Entry</td>
<td>April - September</td>
<td>No Charge</td>
</tr>
</tbody>
</table>

### Pool Memberships

<table>
<thead>
<tr>
<th>Notes</th>
<th>Commercial</th>
<th>Clubs/Community Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Outdoor &amp; Indoor Pool Full Season Single Member</td>
<td>$90.00</td>
<td></td>
</tr>
<tr>
<td>Summer Outdoor &amp; Indoor Pool Full Season Family Member 2 Adults &amp; 3 children</td>
<td>$200.00</td>
<td></td>
</tr>
<tr>
<td>Indoor Pool - Lap Swimming Classes &amp; Rehab Only - Apr to Sep</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter Indoor Pool Full Season Single Member</td>
<td>$130.00</td>
<td></td>
</tr>
<tr>
<td>Winter Indoor Pool Full Season Family Member 2 Adults &amp; 3 Children</td>
<td>$300.00</td>
<td></td>
</tr>
<tr>
<td>Indoor Pool Hire per lane</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outdoor Pool Hire (25m) Includes 1x Lifeguard</td>
<td>$360.00 $300.00</td>
<td></td>
</tr>
<tr>
<td>Outdoor Pool Complex Includes 2x Lifeguards</td>
<td>$545.00 $450.00</td>
<td></td>
</tr>
<tr>
<td>Outdoor Pool lane hire per lane Max 3 Lanes During Normal Hours</td>
<td>$17.50 $7.00</td>
<td></td>
</tr>
<tr>
<td>Indoor Pool per lane</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indoor Pool Facility Lifeguards not included</td>
<td>$150.00 $80.00</td>
<td></td>
</tr>
<tr>
<td>Indoor Pool Hire per day Lifeguards not included</td>
<td>$300.00 $200.00</td>
<td></td>
</tr>
<tr>
<td>Indoor Pool - Hydrotherapy per hour (whole pool) Lifeguards not included</td>
<td>$75.00 $75.00</td>
<td></td>
</tr>
<tr>
<td>Winter Pool Yard</td>
<td>$12.00</td>
<td>No Charge</td>
</tr>
</tbody>
</table>

### Pool & Lane Hire

<table>
<thead>
<tr>
<th>Notes</th>
<th>Commercial</th>
<th>Clubs/Community Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swim Lessons private class</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>Swim Lessons private class 2 children</td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td>Swim Lessons per session</td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td>Pre Squad Classes 45mins per session</td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td>Gym</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult Fitness &amp; Indoor Pool Lap Swim</td>
<td>Monthly direct Debit Fee</td>
<td>$60.00</td>
</tr>
<tr>
<td>Membership 6 month Adult</td>
<td>$324.00</td>
<td></td>
</tr>
<tr>
<td>FIFO Membership</td>
<td>$70.00</td>
<td></td>
</tr>
<tr>
<td>Group Fitness Membership</td>
<td>$70.00</td>
<td></td>
</tr>
<tr>
<td>Gym and Group Fitness Membership</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>Weekly Membership</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>Junior 1 month membership</td>
<td>$40.00</td>
<td></td>
</tr>
<tr>
<td>Casual Adult Gym</td>
<td>$12.00</td>
<td></td>
</tr>
<tr>
<td>Casual Junior Gym 14-18 years</td>
<td>$9.00</td>
<td></td>
</tr>
<tr>
<td>Gym 10 visit pass</td>
<td>$110.00</td>
<td></td>
</tr>
<tr>
<td>Casual Group Fitness</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>Group Fitness - 10 Visit Pass</td>
<td>$75.00</td>
<td></td>
</tr>
<tr>
<td>Children's Group Fitness Classes eg active kids</td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>Group Fitness Room</td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td>Body Composition</td>
<td>$10.00</td>
<td></td>
</tr>
</tbody>
</table>

### Indoor Courts

<table>
<thead>
<tr>
<th>Notes</th>
<th>Commercial</th>
<th>Clubs/Community Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centre Based Sports Team Fee per game</td>
<td>$42.00</td>
<td></td>
</tr>
<tr>
<td>Casual Stadium Usage per person</td>
<td>$4.00</td>
<td></td>
</tr>
<tr>
<td>Squash per hour per court</td>
<td>$16.00</td>
<td></td>
</tr>
<tr>
<td>Squash Member per hour</td>
<td>$12.00</td>
<td></td>
</tr>
<tr>
<td>Racquet Hire</td>
<td>$12.00</td>
<td></td>
</tr>
<tr>
<td>Stadium Hire</td>
<td>$60.00</td>
<td></td>
</tr>
<tr>
<td>Stadium Hire Junior Sport Teams only per hour</td>
<td>$25.00</td>
<td></td>
</tr>
</tbody>
</table>

### Outdoor Courts

<table>
<thead>
<tr>
<th>Notes</th>
<th>Commercial</th>
<th>Clubs/Community Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tennis Court (day) /hr per court</td>
<td>(Incentive Scheme to encourage development of the sport of tennis in Roxby Downs)</td>
<td>No Charge</td>
</tr>
<tr>
<td>Tennis Court (night) /hr per court</td>
<td>No Charge</td>
<td></td>
</tr>
<tr>
<td>Netball Court (day)/hr per court</td>
<td>$15.00 $7.00</td>
<td></td>
</tr>
<tr>
<td>Netball Court (night)/hr per court</td>
<td>$18.50 $14.00</td>
<td></td>
</tr>
</tbody>
</table>

### Ovals

<table>
<thead>
<tr>
<th>Notes</th>
<th>Commercial</th>
<th>Clubs/Community Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ovals usage per hour</td>
<td>$12.00 $12.00</td>
<td></td>
</tr>
<tr>
<td>Town Oval Hire per day</td>
<td>$400.00 $200.00</td>
<td></td>
</tr>
<tr>
<td>Oval Change Room per day</td>
<td>$100.00 $50.00</td>
<td></td>
</tr>
<tr>
<td>Use of Main Oval Lights per hour</td>
<td>Electricity Usage (Clubs) or $12 per hour</td>
<td></td>
</tr>
<tr>
<td>Small Oval - outside school hours</td>
<td>$225.00 By User Agreement</td>
<td></td>
</tr>
<tr>
<td>Small Oval Use of Oval Lights</td>
<td>$12.00</td>
<td></td>
</tr>
<tr>
<td>Oval Clean Up</td>
<td>cost + 30%</td>
<td></td>
</tr>
<tr>
<td>ITEM</td>
<td>Notes</td>
<td>Commercial</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>--------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Kids Club Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crèche per hour</td>
<td>Per Child</td>
<td>Gold Coin Donation</td>
</tr>
<tr>
<td>Casual Nippy Gym</td>
<td>Over 12 months old</td>
<td>$6.00</td>
</tr>
<tr>
<td></td>
<td>Under 12 months old</td>
<td>No charge</td>
</tr>
<tr>
<td>Family Nippy Gym</td>
<td>2 Children</td>
<td>$10.00</td>
</tr>
<tr>
<td>10 Visit Pass - Single (nippy)</td>
<td>1 Child</td>
<td>$54.00</td>
</tr>
<tr>
<td>10 Visit Pass - Family (nippy)</td>
<td>2 Children</td>
<td>$90.00</td>
</tr>
<tr>
<td>Theatrette / Cinema</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Movie Ticket Adult</td>
<td></td>
<td>$14.00</td>
</tr>
<tr>
<td>Movie Ticket Child Under 18</td>
<td></td>
<td>$10.00</td>
</tr>
<tr>
<td>Movie Ticket Cheap Tuesday</td>
<td></td>
<td>$8.00</td>
</tr>
<tr>
<td>Movie Ticket Family</td>
<td></td>
<td>$36.00</td>
</tr>
<tr>
<td>Private screening</td>
<td></td>
<td>$300.00</td>
</tr>
<tr>
<td>Seminar (½ Day)</td>
<td>Doesn't include AV setup</td>
<td>$255.00</td>
</tr>
<tr>
<td>Seminar (Full Day)</td>
<td>Doesn't include AV setup</td>
<td>$400.00</td>
</tr>
<tr>
<td>AV Set up</td>
<td></td>
<td>$50.00</td>
</tr>
<tr>
<td>Movie hire / royalties</td>
<td></td>
<td>Price on application</td>
</tr>
<tr>
<td>Cinema Advertising</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting Spaces</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Library Meeting Space</td>
<td>Outside of library opening hours</td>
<td>$35.00</td>
</tr>
<tr>
<td>Dunes Cafe Meeting Space</td>
<td>Outside of café opening hours</td>
<td>$35.00</td>
</tr>
<tr>
<td>VIC Office</td>
<td></td>
<td>$50.00</td>
</tr>
<tr>
<td>Arts &amp; Tourism</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales commission on Art work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ticket Sales</td>
<td></td>
<td>20.00%</td>
</tr>
<tr>
<td>Art Gallery Meeting / Workshop Space</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auditorium / Function Space</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auditorium 1/2 space 8 hours</td>
<td></td>
<td>$200.00</td>
</tr>
<tr>
<td>Auditorium 1/2 space 4 hours</td>
<td></td>
<td>$100.00</td>
</tr>
<tr>
<td>Auditorium including stage 8 hours</td>
<td></td>
<td>$300.00</td>
</tr>
<tr>
<td>Auditorium including stage 4 hours</td>
<td></td>
<td>$150.00</td>
</tr>
<tr>
<td>Auditorium Pop Up Market per Stall</td>
<td>minimum 4 stalls, 4 tables</td>
<td>$25.00</td>
</tr>
<tr>
<td>Auditorium Hire over 8 hours</td>
<td>including all areas</td>
<td>$37.50</td>
</tr>
<tr>
<td>Dunes Café Room Hire (no setup)</td>
<td></td>
<td>$35.00</td>
</tr>
<tr>
<td>Pack down of Café Tables and Chairs for function</td>
<td>Labour charge per event</td>
<td>$360.00</td>
</tr>
<tr>
<td>Play Café</td>
<td>Exclusive use</td>
<td>$25.00</td>
</tr>
<tr>
<td>Cafe Kitchen Hire</td>
<td>Min 3 hours plus staff</td>
<td>$75.00</td>
</tr>
<tr>
<td>Kiosk Kitchen Hire</td>
<td>Min 3 hours plus staff</td>
<td>$75.00</td>
</tr>
<tr>
<td>Red Carpet and Bollards</td>
<td></td>
<td>$50.00</td>
</tr>
<tr>
<td>Audio Visual</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auditorium Lighting rigging up to 4 hours</td>
<td></td>
<td>$300.00</td>
</tr>
<tr>
<td>Auditorium AV Setup</td>
<td>Projector, Mic, Sound</td>
<td>$90.00</td>
</tr>
<tr>
<td>Outdoor Movie Equipment - portable screen</td>
<td>per night</td>
<td>$125.00</td>
</tr>
<tr>
<td>Minimum 2 staff per event - to operate</td>
<td></td>
<td>$45.00</td>
</tr>
<tr>
<td>Outdoor movie hire / royalties</td>
<td></td>
<td>on charge from distributor</td>
</tr>
<tr>
<td>Functions Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Round 10 seater table cloth</td>
<td>Includes cleaning costs</td>
<td>$14.00</td>
</tr>
<tr>
<td>Rectangular trestle table cloth</td>
<td>Includes cleaning costs</td>
<td>$6.00</td>
</tr>
<tr>
<td>Chair Cover</td>
<td>Includes cleaning costs</td>
<td>$1.00</td>
</tr>
<tr>
<td>Chair Cover Sash</td>
<td>Includes cleaning costs</td>
<td>$1.00</td>
</tr>
<tr>
<td>External Equipment Hire Functions - delivery not included</td>
<td>External Hire Rectangular trestle table (per table)</td>
<td>$12.00</td>
</tr>
<tr>
<td>External Chair Hire (per 50)</td>
<td></td>
<td>$30.00</td>
</tr>
<tr>
<td>Round 10 seater table (per table)</td>
<td></td>
<td>$24.00</td>
</tr>
<tr>
<td>Round bar tables (per table)</td>
<td></td>
<td>$10.00</td>
</tr>
<tr>
<td>Portable PA system</td>
<td></td>
<td>$100.00</td>
</tr>
<tr>
<td>Marquee</td>
<td>per item</td>
<td>$50.00</td>
</tr>
<tr>
<td>Sand Bags</td>
<td>per item</td>
<td>$5.00</td>
</tr>
<tr>
<td>BBQ each</td>
<td>Including gas bottle</td>
<td>$50.00</td>
</tr>
<tr>
<td>Portable Grand Stands</td>
<td>per item</td>
<td>$50.00</td>
</tr>
<tr>
<td>Miscellaneous Charges</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional cleaning</td>
<td></td>
<td>$45.00</td>
</tr>
<tr>
<td>Duty Supervisor charge after hours</td>
<td></td>
<td>$45.00</td>
</tr>
<tr>
<td>Additional staffing</td>
<td></td>
<td>$45.00</td>
</tr>
</tbody>
</table>
# Roxbylink

## 1 July 2019 - 30 June 2020 Fees & Charges

All charges are GST Inclusive unless otherwise stated and are effective from 1 July each year.

All charges are per hour unless otherwise specified.

### Notes

- Clubs/Community Groups defined as a local not for profit group that uses the facilities on a regular basis.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Notes</th>
<th>Commercial</th>
<th>Clubs/Community Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervision Staff $ per hr</td>
<td></td>
<td>$45.00</td>
<td></td>
</tr>
<tr>
<td>Cleaning $ per hr</td>
<td>Cost + 30%</td>
<td></td>
<td>Cost + 30%</td>
</tr>
<tr>
<td>Instructors $ per hr</td>
<td></td>
<td></td>
<td>$50.00</td>
</tr>
</tbody>
</table>

### Community Youth Centre

- **Commercial** - Any hirer that is intending to solely generate a commercial profit from the activity
- **Private Hire** - Private use by a community member which does not generate profit and is not open to the general public
- **Not for Profit** - Groups which do not generate a profit from the intended hire and provide a community benefit from the activity

<table>
<thead>
<tr>
<th></th>
<th>Commercial</th>
<th>Private Hire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entire Facility (including both multi-purpose space and community kitchen)</td>
<td>$55.00</td>
<td>$33.00</td>
</tr>
<tr>
<td>Community Kitchen (only)</td>
<td>$30.00</td>
<td>$18.00</td>
</tr>
<tr>
<td>Multi Purpose Space (only)</td>
<td>$30.00</td>
<td>$18.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Not-for-profit</th>
<th>Youth and Multicultural</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entire Facility (including both multi-purpose space and community kitchen)</td>
<td>$22.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Community Kitchen (only)</td>
<td>$12.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Multi Purpose Space (only)</td>
<td>$12.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

---

Clubs/Community Groups defined as a local not for profit group that uses the facilities on a regular basis.
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date: 26 June 2019

1. Purpose

2. Recommendation

3. Background
Roxby Water provides water and sewerage services to the township of Roxby Downs pursuant to clause 13 of the schedule to the Roxby Downs (Indenture Ratification) Act 1982 (Indenture) and section 188 of the Local Government Act 1999. Additionally, Roxby Water holds a Water Retail Licence issued by the Essential Services Commission of South Australia (ESCOSA) pursuant to the Water Industry Act 2012.

The Pricing Policy Statement sets out the basis for determination of the water supply and sewerage services.

4. Discussion
The Water Industry Act requires retailers licenced by ESCOSA to adopt and apply National Water Initiative (NWI) pricing principles when determining the price of their services. The Pricing Policy Statement is issued in accordance with NWI guidelines to demonstrate that Roxby Water has applied relevant principles in determination of its regulated water and sewerage services.

5. Policy Implications
5.1 Financial/Budget
Water and sewerage charges have a direct impact on the budget through Income (User Charges).

5.2 Resources
No additional resources are required to implement the recommended price regime.

5.3 Legal and Risk Management
Council is required to comply with NWI pricing principles, subject to those principles being consistent with the provisions of the Indenture Act.

6. Report Consultation
Roy Blight - Chief Executive

7. Attachments
8. Report Authorisers

Drew Ellis
Group Manager Corporate Services
Roxby Water
2019-2020 Pricing Policy

Introduction

Roxby Council’s ‘Roxby Water’ business unit provides water and sewerage services within the Roxby Downs Township pursuant to Clause 13 of the Schedule to the Roxby Downs (Indenture Ratification) Act 1982 (the Indenture) and Section 188 of the Local Government Act 1999.

Roxby Water also holds a Water Industry Retail Licence – Intermediate issued by the Essential Services Commission of South Australia (ESCOSA) pursuant to the Water Industry Act 2012.

This Pricing Policy Statement sets out the basis for determining the price of water supply and sewerage services provided by Roxby Water.

Background

Unlike other water retailers in South Australia, Roxby Water must firstly comply with the requirements of the Indenture – where there is an inconsistency between the provisions of other State laws and of the Indenture, the provisions of the Indenture prevail.

The Water Industry Act requires water retailers licenced by (ESCOSA) to adopt and apply the National Water Initiative (NWI) pricing principles when determining the price of their services. The NWI principles apply specifically to water retail services, however ESCOSA has adopted the same principles for sewerage services.

Roxby Water recognises the importance of these principles and makes every effort to be fully compliant with them. This Pricing Policy Statement is issued in accordance with NWI guidelines to demonstrate that Roxby Water has applied the relevant principles in determining the prices for its regulated water and sewerage services.

Drinking Water Services

There are approximately 1,700 metered water services in Roxby Downs, the majority (over 87%) being connections servicing residential homes; these account for more than 68% of water consumption. Water is also supplied to local businesses and used for sporting fields and parks, providing improved amenities for the broader community.

Water is purchased from BHP. The water is extracted from underground aquifers near Lake Eyre and piped to the Olympic Dam mine site where it is treated for human consumption. BHP owns and operates the water extraction, transport and treatment infrastructure.

Potable (drinking quality) water for Roxby Downs is piped from the BHP treatment plant to a storage dam adjacent to the town. Roxby Water operates a pumping station alongside the storage facility that sends water through an underground pipe network to where it’s required.

Sewerage Services

Roxby Water operates a network of underground pipes and pumping stations that transport household and commercial sewerage to settling ponds near the township. Water transitions through several large ponds by gravity over a 58 day period and is then chlorinated and pumped to a final retention pond.

The resulting treated waste water is used by the nearby golf course for irrigation. A pipeline and pumping station deliver the water to the golf course and an automated sprinkler system distributes the water as required.

This waste water disposal method is treated as a cost of providing the sewerage service; the Golf Club is not currently charged for the waste water it uses.
Roxby Water
2019-2020 Pricing Policy

Indenture Act Compliance

Roxby Water has determined that prices for the retail water and sewerage services it delivers comply with the obligations placed upon it by the Indenture.

While the Indenture remains the primary source of legislative control, it is recognised that significant changes in the principles and methods of water infrastructure management and pricing have occurred since it was drafted.

Roxby Council will maintain a dialogue with BHP and the South Australian Government to resolve any points of contention between the Indenture and operation of the contemporary retail water market.

NWI Pricing Principles

Roxby Water has determined that prices for the retail water and sewerage services it delivers comply with the National Water Initiative (NWI) Pricing Principles.

Following is an explanation of how Roxby Water charges comply with the relevant pricing principles.

Recovery of Capital Expenditure

The first step in setting urban water and sewerage prices is to determine an ‘annual revenue requirement’. This is determined by a complex set of accounting principles, including the concepts of ‘lower bound’ and ‘upper bound’ pricing.

There are 3 basic elements to the ‘revenue requirement’ formula as follows –

<table>
<thead>
<tr>
<th>Operating Expenditure</th>
<th>actual costs of water purchase, administration, maintenance, etc</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Recovery</td>
<td>depreciation of the regulated asset base</td>
</tr>
<tr>
<td>Return on Capital</td>
<td>a discounted asset base value X a ‘weighted average cost of capital’ (WACC)</td>
</tr>
</tbody>
</table>

Roxby Water maintains a comprehensive asset register and accurately allocates costs associated with the delivery of water and sewerage services. This includes allocating the cost of work done by Council staff on behalf of Roxby Water.

Costs incurred by Council on behalf of Roxby Water are allocated wherever possible on the basis of actual amounts. Some management and general overheads are allocated on a proportional basis. The overriding principle is to allocate costs to reflect the true costs of a standalone business unit.

Roxby Water has analysed the annual revenue it receives from retail water and sewerage services and determined that it complies with the NWI Recovery of Capital principles.

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1 The NWI Pricing Principles relate specifically to retail water services, however ESCOSA have adopted the same principles for sewerage services.

2 Lower bound pricing seeks to recover the operational, maintenance and administrative costs, externalities, taxes or TERs (not including income tax), the interest cost on debt, dividends (if any) and to make provision for asset replacement.

3 Upper bound pricing is defined as the level at which, to avoid monopoly rents, a water business should not recover more than the lower bound price plus a cost of capital, the latter being calculated using a weighted average cost of capital (WACC).
Setting Urban Water Tariffs

There are 10 NWI principles relating to the setting of urban water tariffs as follows -

1: Cost Allocation

The Council accounting system records all capital expenditure related to water and sewerage assets. The accounting system also captures all operational and maintenance costs. Council uses this cost information, and additional information from Asset Management Plans on future asset renewal requirements, to determine the level of charges to fully recover costs in the long term.

2: Tariff Structures

Roxby Water has implemented a 2 step / 3 tier pricing structure per access unit for water to encourage “responsible” consumer behaviour, with the top tier rate at a higher level to provide further incentive to conserve water.

Charges for other services (eg connections and additional meter readings) are based on cost recovery principles.

3: Cost Reflective Tariffs

Water usage tariffs are required to reflect the long-run marginal cost of supplying additional water. Currently water usage income is marginally higher than the target level. Future tariff changes will seek to reduce the proportion of income derived from usage fees.

4: Service Availability Charge

Revenue recovered through the Service Availability Charge is calculated as the difference between the ‘total revenue requirement’ (see ‘Recovery of Capital Expenditure’ above) and the revenue recovered through water usage charges and developer charges.

The service availability charge varies for different types of customers depending on service demands and equity considerations – see ‘Differential Water Charges’ below.

5: Pricing transparency

Roxby Water consults with the community on its proposed water and sewerage price changes as part of its annual business planning process each year. This Pricing Policy Statement and a ‘Water & Sewerage Services’ brochure are available to customers in hard-copy and on the Council website.

6: Over Recovery of Revenue

Should revenue exceed upper bound pricing Council will address the issue immediately and ensure that the over recovery is returned to customers through a refund, in the case of substantial amounts, or adjustment of future tariffs for small amounts.

7: Differential Water Charges

Fixed charges and water allowances are determined using a 5-tier ‘access unit’ scale based on water meter size and a 3-step consumption-based rates structure4. Larger meters incur a higher service availability charge but receive a higher water allowance at each rates step.

Other water and sewerage charges are consistent for all customers.

8: Developer Charges

Where applicable, developer charges are set on the basis of cost-recovery.

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4 Rates charged for watering of the oval and recreation grounds are capped at rate level 2.
Price Movements between 2018 and 2019

There was no increase in any of the rates, fees and charges applicable to Water and Sewerage services.

Council reviews ALL rates, fees and charges on a financial year basis – the revised charges apply from the 1\textsuperscript{st} of July each year. The current review of water and sewerage rates will therefore apply until 30\textsuperscript{th} of June 2020.

A copy of the pricing schedule from the 1\textsuperscript{st} of July until the 30\textsuperscript{th} of June 2019, including a comparison with 2018 prices, is provided in Appendix 1.
### Roxby Water 2019-2020 Pricing Schedule

<table>
<thead>
<tr>
<th>Drinking Water Retail Services</th>
<th>Unit of Measure</th>
<th>Current Year $/unit</th>
<th>Previous Year $/unit</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Properties</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supply Charge</td>
<td>Per access unit per qtr</td>
<td>$72.00</td>
<td>$72.00</td>
<td>0%</td>
</tr>
<tr>
<td>First 34 kl</td>
<td>Kl per access unit</td>
<td>$2.00</td>
<td>$2.00</td>
<td>0%</td>
</tr>
<tr>
<td>34-120 kl</td>
<td>Kl per access unit</td>
<td>$3.90</td>
<td>$3.90</td>
<td>0%</td>
</tr>
<tr>
<td>Over 120 kl</td>
<td>Kl per access unit</td>
<td>$5.95</td>
<td>$5.95</td>
<td>0%</td>
</tr>
</tbody>
</table>

### Connection Size

<table>
<thead>
<tr>
<th>Access Units</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>20mm service connection</td>
<td>1</td>
</tr>
<tr>
<td>25mm service connection</td>
<td>1.5625</td>
</tr>
<tr>
<td>32 service connection</td>
<td>2.56</td>
</tr>
<tr>
<td>40mm service connection</td>
<td>4</td>
</tr>
<tr>
<td>50mm service connection</td>
<td>6.25</td>
</tr>
<tr>
<td>80mm service connection</td>
<td>16</td>
</tr>
<tr>
<td>150mm service connection</td>
<td>56.25</td>
</tr>
<tr>
<td>Freehold land abutting a water main with no service connection</td>
<td>1</td>
</tr>
</tbody>
</table>
## Roxby Water 2019-2020 Pricing Schedule

<table>
<thead>
<tr>
<th>Sewerage Services</th>
<th>Unit of Measure</th>
<th>Current Year $/unit</th>
<th>Previous Year $/unit</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>All Properties</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Availability Charge</td>
<td>Per property unit per qtr</td>
<td>$243.00</td>
<td>$243.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Sewerage charges for all properties are based on establishing property units for each type of property according to use, as per guidelines established by the South Australian Local Government Association.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Miscellaneous Fees &amp; Charges</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Meter Reading Fee up to 4pm during business hours</td>
<td>each</td>
<td>$40.00</td>
<td>$40.00</td>
<td>0%</td>
</tr>
<tr>
<td>Special Meter Reading Fee after hours</td>
<td>each</td>
<td>$90.00</td>
<td>$90.00</td>
<td>0%</td>
</tr>
<tr>
<td>General Account / Administration Fee (Excludes Special Meter Reading Fee)</td>
<td>each</td>
<td>$40.00</td>
<td>$40.00</td>
<td>0%</td>
</tr>
<tr>
<td>Late Payment Fee (Sent with reminder notices)</td>
<td>each</td>
<td>$16.00</td>
<td>$16.00</td>
<td>0%</td>
</tr>
<tr>
<td>Other Fees</td>
<td>each</td>
<td>Details available from Council</td>
<td>Details available from Council</td>
<td>0%</td>
</tr>
</tbody>
</table>
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 26 June 2019
Title of Report Write-off Electricity Bad Debt

1. Purpose

To consider the writing off of Electricity Bad Debt (Account E02521).

2. Recommendation

That Council authorises the immediate write-off of Electricity Bad Debt (Account E02521).

3. Background

Council’s Bad Debt Policy authorises the Chief Executive to write off any specific debt up to a maximum value of $3,000.00 exclusive of GST. The authority for writing off any individual debt in excess of this amount rests with Council.

Council is therefore required to consider this particular debt and its authority is hereby sought to write it off.

4. Discussion

The electricity account E02521 is recommended for writing off now that it has been subjected to all practical recovery processes. Details of the account are attached (with name redacted). There is also a report from the debt collectors summarising all actions taken in an attempt to recover the debt. Key features of recovery efforts since referral to the debt collectors are:

- Amount of debt originally referred to debt collectors: $4,497.29
- Date of referral: 6/1/2017
- Numerous attempts to contact debtor
- Letters sent to debtor, last known address
- Civil action claim
- Entry of Judgement & Investigation Summons - entered 15/2/2018
- Attempted service report: unable to serve
- Amount of final debt: $5,027.54

The probability of recovering the debt must be balanced against the cost of any further recovery effort. So far, Council has incurred $530.25 in its effort to recover this debt. Given that a successful recovery seems unlikely now, the cost associated with further effort is unviable.

The writing off of any debt does not prevent it being reversed (and the income recognised) if a subsequent opportunity for recovery arises (eg. In the case of electricity debts, if the individual tries to open a future electricity account in Roxby Downs, payment of the full amount of the written off debt will be required before a new account is offered).

Authorisation is sought from Council for this $5,027.54 debt to be written off to bad debts. Adjusting for GST, the amount to be recognise as bad debts will be $4,570.49.
5. Policy Implications

5.1 Financial/Budget
Bad debts impact directly on expenses.

5.2 Resources
Nil.

5.3 Legal and Risk Management
The appropriate writing off of bad debts reduces the risks associated with the overstating of income and misreporting the financial position.

6. Report Consultation
Electricity Services Officer

7. Attachments
Write-off Electricity Bad Debt

8. Report Authorisers
Drew Ellis
Group Manager Corporate Services
**Remittance Advice**

**Paying by BPAY**
These BPAY details are unique to this account and as such cannot be used for any other payments.

- **Biller Code:** 185660
- **Ref:** 200054607

**Paying by Internet**
These Internet payment details are unique to this account. Please make payment to:
- **Name:** Municipal Council of Roxby Downs
- **BSB:** 085-835
- **Account No:** 037198 292
- **Reference:** E02521
- **Email:** roxby@roxbycouncil.com.au
  
  Please email: roxby@roxbycouncil.com.au to notify us of payment

**Paying by AutoPay and Direct Debit**
Please contact the Roxby Downs Council to make alterations to, or arrange AutoPay and Direct Debit for your account.

**Paying by Phone**
Pay over the phone with your Visa or Mastercard.
- **Phone:** 08 8671 0010
  - Office hours: 9am - 5pm, Monday to Friday (Excl. Public Holidays)

**Paying In Person**
Pay by Cash, Cheque or EFTPOS at the Roxby Downs Council office.
- **Office hours:** 8am - 5pm, Monday to Friday (Excl. Public Holidays)

**Please detach this payment slip and post with your cheque or money order to:**
- **Municipal Council of Roxby Downs**
- **PO Box 124, Roxby Downs, SA, 5725**

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**FINAL BILLING NOTICE**

<table>
<thead>
<tr>
<th>Account No</th>
<th>Issue Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>E02521</td>
<td>2/11/2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/12/2016</td>
<td>$4,497.29</td>
</tr>
</tbody>
</table>

**Notice Summary**

- **Balance Brought Forward:** $3,971.32
- **Current Charges Summary**
  - Electricity and Supply Charges: $485.97
  - Other Charges: $40.00
- **Total Current Charges:** $525.97
- **Total Amount Due:** $4,497.29
- **GST in Current Charges:** $47.82
<table>
<thead>
<tr>
<th>Date</th>
<th>Action description / Comment</th>
<th>Debit</th>
<th>Credit</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/10/17</td>
<td>SUF SET UP FEE</td>
<td>0.00</td>
<td>4,497.29</td>
<td>4,497.29</td>
</tr>
<tr>
<td>06/10/17</td>
<td>SL ENTER A NEW STRAIGHT LIST DEBT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/30/17</td>
<td>GN GENERAL NOTES WHEREABOUTS UNKNOWN - E-ROLL REQUESTED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/30/17</td>
<td>GN GENERAL NOTES E-ROLL 170 ANDERSON RD ECHUNGA 40 SANTALUM WAY ROXBY DOWNS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16/01/17</td>
<td>ADA ADD ANOTHER ADDRESS 170 ANDERSON RD ECHUNGA SA 5153</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16/01/17</td>
<td>ADA ADD ANOTHER ADDRESS 40 SANTALUM WAY ROXBY DOWNS SA 5725</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16/01/17</td>
<td>LTD LETTER TO DEBTOR CONTACT US [L320901] DCR 10:23</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16/01/17</td>
<td>LTD LETTER TO DEBTOR CONTACT US [L320902] DCR 10:23</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30/01/17</td>
<td>ETC EMAIL TO CLIENT Hi Leah, do your records show a middle christian name for this debtor? Regards Dave. To: <a href="mailto:leah.cadden@localcouncil.com.au">leah.cadden@localcouncil.com.au</a> DCR 10:23</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/02/17</td>
<td>EFC EMAIL FROM CLIENT Please be advised no payments have been received from your contact details. DCR 10:23</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26/04/17</td>
<td>GN GENERAL NOTES MIRUS SEARCH SHOWS: MapSearch Property Sale / Rental History 16 170 Anderson Rd Echunga 5153 SA 2012 1674 1608 2205/17</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22/06/17</td>
<td>RGD KEMPS RANG DEBTOR 08B388833G A/M FOR TIM &amp; FAMILY, LMTCB. DCR 10:23</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24/09/17</td>
<td>LTD LETTER TO DEBTOR SUNDRY OUTSTANDING Payment via Sing [L306391], DCR 10:23</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/10/17</td>
<td>LTD MEMO TO CLIENT Please advise if any payment has been received or if you have any current contact details? DCR 10:23</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Date | Action description / Comment | Debit | Credit | Balance
--- | --- | --- | --- | ---
26/10/17 | EFC EMAIL FROM CLIENT | 4,497.29 | 0.00 | 4,497.29
26/10/17 | SKIP SKIP TRACING FEE | 125.00 | 4,497.29 | 0.00
06/11/17 | GN GENERAL NOTES | 4,497.29 | 0.00 | 4,497.29
06/11/17 | ADA ADD ANOTHER ADDRESS | 4,497.29 | 0.00 | 4,497.29
06/11/17 | 257 SHARP ST WHYALLA SA 5600 | 4,497.29 | 0.00 | 4,497.29
06/11/17 | LTO LETTER TO DEBTOR | 0.00 | 4,497.29 | 4,497.29
06/11/17 | ETC EMAIL TO CLIENT | Good Missing, Please advise if payments have been received or if we may issue claim to new address: 257 Sharp St Whyalla. Thankyou, Gl. To: leah.caden@roxbycouncil.com.au | 4,497.29 | 0.00 | 4,497.29
27/11/17 | EUC INSTRUCT SOLICITORS TO SUE | 245.00 | 4,742.29 | 0.00
28/11/17 | GN GENERAL NOTES | 4,497.29 | 0.00 | 4,497.29
28/11/17 | COURT COURT ISSUE FEE | 143.00 | 4,885.29 | 0.00
28/11/17 | EFC EMAIL FROM CLIENT | Please advise if payments have been received or if we may issue an investigation summons. | 4,497.29 | 0.00 | 4,497.29
09/12/18 | EJC ENTRY OF JUDGMENT | 0.00 | 4,885.29 | 4,885.29
09/12/18 | SIGN JUDGMENT (WITH VS) | 4,935.29 | 4,885.29 | 0.00
09/12/18 | JIV INVESTIGATION SUMMONS | 50.00 | 4,935.29 | 4,885.29
09/12/18 | INVESTIGATION SUMMONS (WITH VS) FOR 4,885.29 PLUS 142.25 FEES AND COSTS. TOTAL 5,027.54 | 54.50 | 4,983.79 | 0.00
09/12/18 | CF COURT ISSUE FEE | 31.75 | 5,027.54 | 0.00
09/12/18 | GN GENERAL NOTES | 5,027.54 | 0.00 | 5,027.54
10/12/18 | ENTRY OF JUDGMENT | 60.00 | 5,027.54 | 0.00
10/12/18 | CF COURT ISSUE FEE | 31.75 | 5,027.54 | 0.00
10/12/18 | GN GENERAL NOTES | 5,027.54 | 0.00 | 5,027.54
10/12/18 | ENTRY OF JUDGMENT | 70.00 | 5,027.54 | 0.00
10/12/18 | CF COURT ISSUE FEE | 31.75 | 5,027.54 | 0.00
10/12/18 | GN GENERAL NOTES | 5,027.54 | 0.00 | 5,027.54
20/12/18 | ETC EMAIL TO AGENT | Attempted service report says - neighbour advised sheriff did not. Police officer attended 12 months ago, may have moved to Gladstone in Qld. To: gl@kemps.com.au | 5,027.54 | 0.00 | 5,027.54
21/01/19 | ETA EMAIL TO AGENT | 5,027.54 | 0.00 | 5,027.54
21/01/19 | GN GENERAL NOTES | 5,027.54 | 0.00 | 5,027.54
21/01/19 | ETA EMAIL TO AGENT | 5,027.54 | 0.00 | 5,027.54
21/01/19 | GN GENERAL NOTES | 5,027.54 | 0.00 | 5,027.54
21/01/19 | GN GENERAL NOTES | 5,027.54 | 0.00 | 5,027.54
21/01/19 | ETA EMAIL TO AGENT | 5,027.54 | 0.00 | 5,027.54
21/01/19 | GN GENERAL NOTES | 5,027.54 | 0.00 | 5,027.54
21/01/19 | ETA EMAIL TO AGENT | 5,027.54 | 0.00 | 5,027.54
21/01/19 | GN GENERAL NOTES | 5,027.54 | 0.00 | 5,027.54
21/01/19 | ETA EMAIL TO AGENT | 5,027.54 | 0.00 | 5,027.54
03/01/19 | ETA EMAIL TO AGENT | 5,027.54 | 0.00 | 5,027.54
03/01/19 | GN GENERAL NOTES | 5,027.54 | 0.00 | 5,027.54
03/01/19 | ETA EMAIL TO AGENT | 5,027.54 | 0.00 | 5,027.54
03/01/19 | GN GENERAL NOTES | 5,027.54 | 0.00 | 5,027.54
03/01/19 | ETA EMAIL TO AGENT | 5,027.54 | 0.00 | 5,027.54
03/01/19 | GN GENERAL NOTES | 5,027.54 | 0.00 | 5,027.54
03/01/19 | ETA EMAIL TO AGENT | 5,027.54 | 0.00 | 5,027.54
10/01/19 | GN GENERAL NOTES | 5,027.54 | 0.00 | 5,027.54
10/01/19 | ETA EMAIL TO AGENT | 5,027.54 | 0.00 | 5,027.54
10/01/19 | GN GENERAL NOTES | 5,027.54 | 0.00 | 5,027.54
10/01/19 | ETA EMAIL TO AGENT | 5,027.54 | 0.00 | 5,027.54
10/01/19 | GN GENERAL NOTES | 5,027.54 | 0.00 | 5,027.54
10/01/19 | ETA EMAIL TO AGENT | 5,027.54 | 0.00 | 5,027.54
Page 87
1. Purpose

To consider an application for a Mobile Food Vendor Permit.

2. Recommendation

That Council, having considered the Mobile Food Vendor Permit application, approves a permit to Bertice Clissold trading as ‘Sweet As Gourmet Foods’ with the following conditions:

- Commencement date 1 July 2019
- 12 month term expiring on 30 June 2020
- $150.00 fee for the period to 30 June 2020
- Annual renewals on application and payment of relevant annual fees
- Consideration will be given for all other businesses trading with same or similar services with a 100 metre clearance required unless trading of neighbouring related business has ceased for the day

3. Background

The applicant Bertice Clissold has lodged a proposal to establish a Mobile Food Vending business to service Roxby Downs and Olympic Dam. The mobile vending business will sell a large variety of hot foods and beverages including:

- Toastie toasts - egg and bacon, steak and onion
- Steak burgers, hamburgers, hot dogs and hot chips
- Beef, lamb and chicken yiros (wrapped in pita bread)
- Sandwiches and salad packs
- Hot foods (e.g.) lasagne, shepherd’s pie, roast vegetables
- Cream cakes - lamingtons, cupcakes, and pastries
- Cold drinks, tea, and barista coffee
- Gluten free foods

4. Discussion

There is currently one other approved Mobile Food Vendor operating in Roxby Downs. The applicant proposes to service the same areas namely:

**Roxby Downs Zones**
- Light Industrial Area
- Town Centre
- Community Land with consent from lease holders upon individual application
- Residential Area – Playgrounds

**Olympic Dam Zone**
- Heavy Industrial Area
Hours of trading will be in accordance with the requirements of each zone.

A food Business Notification Number (46513) has been issued by the Department of Health. Advertising on the van is allowed along with a Sandwich Board adjacent to the roadway.

5. **Policy Implications**

5.1 **Financial/Budget**

Annual Fees to be collected during period of operation

5.2 **Resources**

Periodic inspections by Council’s Environmental Health Officer.

5.3 **Legal and Risk Management**

- Full details of the Van to be provided to Council prior to commencement which will be registered and meet all Road Traffic Act 1961 requirements.
- Compliance with requirements of the Local Government (Mobile Food Vendors) Amendment Act 2017 and Local Government (General) Mobile Food Vendors Variation Regulations 2017
- Routine inspections will be carried out by Council’s Environmental Health Officer as required
- Public Liability Insurance of no less than $20 million will be required with a certificate of currency provided to Council prior to the commencement of trading.

6. **Report Consultation**

Pursuant to Section 223 of the Local Government Act 1999 and Council’s Consultation Policy feedback was sought from the community for a 3 week period from 29 May 2019 to 19 June 2019. A notice was published in the Roxby Chronicle on 29 May 2019 and on Council’s Facebook page and website. No submissions were received.

7. **Attachments**

Nil

8. **Report Authorisers**

Michelle Hales  
Group Manager Governance and Community
1. Purpose

Approval is sought to enter into a Contract with SCC (SA) Pty Ltd. trading as Southern Cross Cleaning (SA) (ABN 71 109 703 228) for the provision of Facilities Cleaning Services for a period of five (5) years commencing on 1 August 2019.

2. Recommendation

That Council:

- Approve the Contract between SCC (SA) Pty Ltd trading as Southern Cross Cleaning (SA) and the Municipal Council of Roxby Downs for the provision of Facilities Cleaning Services for an Annual fee of $217,036.00 for a period of five (5) years commencing on the 1 August 2019 and

- The Administrator and Chief Executive be authorised to execute the contract under seal pursuant to S38 of the Local Government Act 1999 between Council and SCC (SA) Pty Ltd trading as Southern Cross Cleaning (SA).

3. Background

Facilities Cleaning Services are currently provided by Wayne Cleaning Services Pty Ltd. under contract MW 029/12 and MW031/12 (Cleaning Contract Roxbylink and Cleaning Contract Council Building & Public Toilets). These contracts have expired.

As an interim arrangement the existing contractor has continued to provide cleaning services in accordance with the contract on a month to month basis.

A Request for Tender (RFT) process was initiated on 9 May 2019 via the Tenders SA website, which closed on 23 May 2019.

Four (4) Tenders were received by the closing date.

Three (3) of the Tenders received were deemed to conform to the requirements specified in the RFT documents. One (1) Tender was deemed non-compliant as it consisted of a quotation only.

A Tender Evaluation Team (TET) was formed to assess each Tender.

The TET members included:

- Operations Manager Roxbylink – Matthew Kinnaird
- Visitor Information & Arts Officer – Cassie Weir
- Office Manager – Kerin Edmonds
- Superintendent Asset Services – Geoff Thompson
- Group Manager, Essential Services and Assets – Stuart Edwards

Warwick Moyse was appointed as Probity Auditor to ensure the Evaluation process was in accordance with the Evaluation Plan.
A confidential ‘Tender Evaluation Report’ was provided to the Chief Executive for approval of recommendation prior to the completion of this Report.

4. Discussion

Utilising an external service provider reduces the need for Council to maintain its own plant and equipment and greater numbers of operational staff.

This has been a successful operational model for Council in the past.

Southern Cross Cleaning (SA) have an existing operational presence in Roxby Downs and currently provide Facility Cleaning Services to the Roxby Downs Area School.

The evaluation team rated the bid by Southern Cross Cleaning (SA) with the highest scores in:
- Fixed Annual Fee
- Ad Hoc Rates

The annual cost for Facilities Cleaning Services under the contract is summarised as follows:

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<thead>
<tr>
<th>Account Number</th>
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<tr>
<td>13211010</td>
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<td>12211010</td>
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<tr>
<td><strong>Total</strong></td>
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<td><strong>$217,036</strong></td>
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</table>

The evaluation team also rated the bid by Southern Cross Cleaning (SA) with equal highest scores in:
- Organisation Structure
- Equipment and Resources
- Experience
- Emergency Response Time

The Tender Evaluation Team was satisfied that Southern Cross Cleaning (SA) had demonstrated ability to provide the services outlined in the RFT documentation and offers the best value for money.

As part of the due diligence towards proposed contract negotiations enquiries have been conducted with statutory and regulatory authorities through relevant company searches.

5. Policy Implications

5.1 Financial/Budget

The draft Annual Business Plan and Budget for year ending 30 June 2020 indicates a Facilities Cleaning Services budget provision of $215,000.00. The variation to the proposed cost under the Southern Cross Cleaning (SA) contract is not material.

5.2 Resources

Contract Management (Rene Ayala – Supervisor Townscape Maintenance)

5.3 Legal and Risk Management

The Contract is based on a services contract model developed by LGA Procurement, and includes comprehensive risk and legislative compliance provisions.
6. Report Consultation

   LGA Procurement
   Local Government Association Mutual Liability Scheme

7. Report Authoriser

   Stuart Edwards
   Group Manager Essential Services & Assets
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 26 June 2019
Title of Report Policy Review - Municipal Rates Hardship Policy

1. Purpose
To review and adopt the Municipal Rates Hardship Policy.

2. Recommendation
That Council adopt the Municipal Rates Hardship Policy as reviewed and that the policy be published on Council’s website.

3. Background
This policy follows a review of all policies as part of an ongoing commitment to ensuring that policies are kept relevant and appropriate.

This particular policy is an important one as it recognises rates debtors that may be experiencing financial hardship. The policy provides Council with the framework for managing transactions with such rates debtors, and prescribes a fair and reasonable approach to balancing the interests of the affected ratepayers and the interests of Council.

4. Discussion
Council has separate hardship policies relating to its key credit offerings: Electricity, Water & Sewerage and Rates. This particular policy relates to Rates.

The general approach was to change as little as possible, limiting any changes to those required on the basis of relevance. Only minor changes have been made. They are:

The first change:
Paragraphs 15 & 29: All reference to Centrelink’s Centrepay service has been deleted as it is not offered in Roxby Downs.

The second change:
Paragraph 39: ‘Details of our ratepayer complaints and dispute resolution process are available at our website…’ has been changed to ‘Our Customer Complaints Policy is available at our website…’

The review of this policy included an investigation into how it compared to equivalent policies at other councils. It was found that the wording is in many clauses similar and consistent with ‘Hardship’ policies at other councils, and SA Water’s Hardship Policy.

5. Policy Implications

5.1 Financial/Budget
There is no direct impact on the overall budget.

5.2 Resources
No additional resources required.
5.3 **Legal and Risk Management**

A clear and effective Municipal Rates Hardship Policy ensures compliance and may mitigate the risk of legal action against Council.

6. **Report Consultation**

Roy Blight - Chief Executive  
Sayying Toh - Financial Accountant  
Mellissa Nilsen - Municipal Rates Officer

7. **Attachments**

Municipal Rates Hardship Policy

8. **Report Authorisers**

Drew Ellis  
Group Manager Corporate Services
POLICY

TITLE

POLICY – MUNICIPAL RATES HARDSHIP

Latest Review Changes
19.06.19

Previous Council Reviews
30.11.16

Previous Audit Committee Reviews

Applicable Legislation:

Local Government Act 1999
Roxby Downs (Indenture Ratification) Act 1982 (Indenture)

Related Policies (alphabetical list):

Customer Complaints Policy

Related Procedures:

Reference Documents:
INTRODUCTION

1. Council provides a range of Municipal Services under the provisions of the Local Government Act 1999 as modified by the provisions of the Roxby Downs (Indenture Ratification) Act 1982 (Indenture). Funding for many of these are provided under the rating provisions contained within the Local Government Act with rates levied being the responsibility of the property owner.

2. These rating provisions make it a requirement that fines and interest on late payments are applicable for late payments of rates. These cannot be waived but may be written off if Council is convinced that extreme hardship circumstances apply.

3. All charges remain a charge on the land and if not paid in normal circumstances are recoverable at the time of the sale of the property. Statutory provisions give Council the authority to sell a property to pay for long outstanding charges, a practice that would only be followed as a last resort when all other avenues of debt recovery have been exhausted.

4. For the purposes of this policy ratepayer means a person or legal entity who owns land in relation to which under the provisions of the Local Government Act 1999 are deemed to be a Council the ratepayer who is legally responsible for the payment of rates declared by Council.

PURPOSE

5. Roxby Council is committed to assisting ratepayers who are experiencing financial hardship, to manage their payments in a manner that best suits the individual ratepayer.

6. The purpose of this policy is to identify ratepayers who are experiencing payment difficulties due to hardship, and assist those to better manage their bills on an ongoing basis.

7. This policy sets out:
   a) processes to identify ratepayers experiencing payment difficulties due to hardship, including identification by us, self-identification by a ratepayer, identification by an accredited financial counsellor, or welfare agency, and
   b) an outline of a range of processes or programs that we will use, or apply, to assist our ratepayers who have been identified as experiencing payment difficulties.

IDENTIFYING RATEPAYERS EXPERIENCING FINANCIAL HARDSHIP

8. A ratepayer experiencing financial hardship is someone who is identified by themselves, by us, by an accredited financial counsellor, or by a welfare agency as having the intention, but not the financial capacity, to make required payments in accordance with our payment terms.

9. There are two types of financial hardship: ongoing and temporary. Depending on the type of hardship being experienced, hardship ratepayers will have different needs and will require different solutions.

10. Ratepayers who are identified as experiencing ongoing hardship are generally those on low or fixed incomes. These ratepayers may require ongoing assistance.

11. Ratepayers who may be identified as experiencing temporary hardship are those who have experienced a short-term change in circumstances, such as serious illness, disability or death in the family, loss or change in income, separation, divorce or other family crisis, a loss arising from an accident, or some other temporary financial difficulty. These ratepayers generally require flexibility and temporary assistance, such as an extension of time to pay or an alternative payment arrangement.
12. The extent of hardship will be determined by either our assessment process or by an external body, such as an accredited financial counsellor.

13. Where we assess a Ratepayer’s eligibility for hardship assistance, we will consider indicators including (but not limited to) whether:

(a) the ratepayer is on a Centrelink income and holds a Pensioner Concession Card or holds a Centrelink Low Income Health Care Card

(b) the ratepayer is eligible for a South Australian Government concession

(c) the ratepayer has been referred by an accredited financial counsellor or welfare agency

(d) the ratepayer advises they have previously applied for emergency relief (irrespective of whether or not their application was successful)

(e) the ratepayer’s payment history indicates that they have had difficulty meeting their rates obligations in the past

(f) the ratepayer, through self-assessment, has identified their position regarding their ability to pay.

(g) where the ratepayer is the owner of an investment property the taxable income of that ratepayer.

ASSISTING RATEPAYERS WHO ARE EXPERIENCING FINANCIAL HARDSHIP

14. We will inform a Ratepayer of this ratepayer hardship policy where:

(a) it appears to us that non-payment of a rates bill for retail services is due to the ratepayer experiencing payment difficulties due to hardship, or

15. Where a ratepayer has been identified as experiencing financial hardship, we will offer the ratepayer, as soon as is reasonably practicable, flexible and frequent payment options that have regard to the hardship ratepayer’s usage, capacity to pay and current financial situation. These options will include the following:

(a) an interest and fee free payment plan that complies with clauses 25 to 29, or

(b) other arrangement, under which the ratepayer is given more time to pay a bill or to pay in arrears (including any disconnection or restriction charges),

recognising that some ratepayers have a short-term financial hardship issue that may be resolved in the near to medium-term, where others may require a different type of assistance for ongoing financial issues.

16. We will engage in discussion with the hardship ratepayer to determine a realistic payment option in line with the ratepayer’s capacity to pay.

17. We will work with a hardship ratepayer’s financial counsellor to determine the payment arrangement and instalment amount that best suits the ratepayer and their individual circumstances.

18. Where a hardship ratepayer’s circumstances change, we will work with the ratepayer, and their financial counsellor, to re-negotiate their payment arrangement.
19. We will also offer the hardship ratepayer:
   (a) where appropriate, information about the right to have rates redirected to a third person, as long as that third person provides informed consent in writing to that redirection
   (b) information about, and referral to, Commonwealth and South Australian Government concessions, rebates, grants and assistance programs
   (c) information about, and referral to, accredited financial and other relevant counselling and support services, particularly where a ratepayer is experiencing ongoing financial hardship.

20. Where a hardship ratepayer requests information or a redirection of their bills, we will provide that information or redirection free of charge.

21. We will also explain to the hardship ratepayer that they will be removed from our hardship program, and be returned to our standard collection cycles, including debt recovery, should they cease to make payments according to the agreed payment arrangement or fail to contact us for a period of greater than 90 days.

22. We will not take any action to remove a ratepayer from our hardship program until we have sent the ratepayer a written notice, allowing them 10 working days from the date of the notice to contact us to re-negotiate their re-entry into the program.

RETAIL SERVICES PROVIDED BY COUNCILS

23. Council charges are made up of retail services (as defined in this policy) and non-retail services, for example refuse collection.

24. If you are a ratepayer in receipt of a retail service provided by council and you are experiencing financial hardship, then only the retail service element of the council charges will be subject to the terms of this hardship policy. All or any other sums that are due to the council for non-retail services may be dealt with under the council’s existing hardship policies. The council may exercise its discretion to apply this hardship policy to other sums due.

PAYMENT PLANS

25. Our payment plan for a hardship ratepayer will be established having regard to:
   (a) the ratepayer’s capacity to pay and current financial situation
   (b) any arrears owing by the ratepayer, and

26. The payment plan will also include an offer for the hardship ratepayer to pay their rates in advance or in arrears by instalment payments at a frequency agreed with the ratepayer (e.g. weekly, fortnightly, monthly or as otherwise agreed with the ratepayer).

27. Where a payment plan is offered to a hardship ratepayer, we will inform the ratepayer in writing, within 10 business days of an agreement being reached, of:
   (a) the duration of the plan
   (b) the amount of each instalment payable under the plan, the frequency of instalments and the date by which each instalment must be paid
   (c) if the ratepayer is in arrears – the number of instalments to pay the arrears, and
   (d) if the ratepayer is to pay in advance – the basis on which instalments are calculated.
28. We will waive any fees for late payment of a bill for a hardship ratepayer.

29. Where a hardship ratepayer is seeking assistance in accordance with this policy, but has failed to fulfil their obligations under an existing hardship arrangement, we will require them to sign up for direct debit deductions.

DEBT RECOVERY

30. We will suspend debt recovery processes while negotiating a suitable payment arrangement with a hardship ratepayer.

31. We will not engage in legal action or commence proceedings for the recovery of a debt relating to a hardship ratepayer if:
   
   (a) the ratepayer has agreed to a payment arrangement and continues to adhere to the terms of that arrangement, or
   
   (b) we have failed to comply with the requirements of this ratepayer hardship policy.

RIGHTS OF RATEPAYERS EXPERIENCING FINANCIAL HARDSHIP

32. Every ratepayer experiencing financial hardship has the right to:

   (a) Be treated respectfully on a case-by-case basis, and have their circumstances kept confidential.

   (b) Receive information about alternative payment arrangements, this ratepayer hardship policy, and government concessions, rebates, grants and assistance programs.

   (c) Negotiate an amount they can afford to pay on a payment plan or other payment arrangement.

   (d) Consider various payment methods, and receive written confirmation of the agreed payment arrangement within 10 business days.

   (e) Renegotiate their payment arrangement if there is a change in their circumstances.

   (f) Receive information about free and independent, accredited financial counselling services.

   (g) Receive a language interpreter service at no cost to the ratepayer.

   (h) Be shielded from legal action and additional debt recovery costs, whilst they continue to make payments according to an agreed payment arrangement.

   (i) Not have retail services restricted or disconnected as long as they have agreed to a payment arrangement and continue to make payments according to an agreed plan.

GENERAL PROVISIONS

33. We will ensure ratepayers have equitable access to this ratepayer hardship policy, and that this policy is applied consistently.

34. We will ensure appropriate training of staff dealing with ratepayers in hardship to enable them to treat ratepayers with respect and without making value judgements. Training will also assist staff in the early identification of hardship ratepayers, with establishing payment plans based on a hardship ratepayer’s capacity to pay, and include processes for referral to an accredited financial counsellor or welfare agency for assistance.
35. This ratepayer hardship policy is available on our website: www.roxbydowns.com

36. We will also make a copy of this policy available to a ratepayer, upon request, and at no charge to the ratepayer, as soon as practicable following a request to do so.

37. This ratepayer hardship policy does not limit or prevent us from waiving any fee, charge or amount of arrears for the provision of retail services to ratepayers who are experiencing financial hardship.

CONFIDENTIALITY

38. Any information disclosed by a ratepayer is confidential and will not be used for any purpose other than the assessment of an application for assistance.

COMPLAINTS HANDLING

39. Our Customer Complaints Policy is available at our website.

40. A ratepayer experiencing hardship has a right to have any complaint heard and addressed by us, and in the event that their complaint cannot be resolved, the ratepayer has the right to lodge a complaint with the State Ombudsman.

DEFINITIONS AND INTERPRETATION

41. In this policy:

in South Australia, **accredited financial counsellor** means a person who holds a Diploma of Community Services (Financial Counselling), and who has worked at least 12 months as a financial counsellor under the supervision of the South Australian Financial Counsellors Association

**Ombudsman** means the State Ombudsman

**ratepayer** means a person or legal entity who owns land in relation to which under the provisions of the Local Government Act 1999 are deemed to be a Council the ratepayer who is legally responsible for the payment of rates declare by Council.

**ratepayer hardship policy** means this policy that has been adopted by Council

**financial counsellor** means accredited financial counsellor

**financial hardship** means a circumstance of experiencing a lack of financial means that may be either ongoing or temporary, but does not include circumstances where a person chooses not to meet a liability for an unpaid debt

**hardship** means financial hardship

**hardship ratepayer** means a residential ratepayer who has been identified under, accepted into, or is eligible for assistance under our hardship program

**hardship program** means an agreement between us and a hardship ratepayer for payment of outstanding sums due for retail services

**policy** means this ratepayer hardship policy
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 26 June 2019
Title of Report Policy Review - Rate Debt Recovery Policy

1. Purpose
To review and adopt the Rate Debt Recovery Policy.

2. Recommendation
That Council adopt the Rate Debt Recovery Policy as reviewed and that the policy be published on Council’s website.

3. Background
This policy follows a review of all policies as part of an ongoing commitment to ensuring that policies are kept relevant and appropriate.

This particular policy is an important one as it provides the framework for the management of rates debtors and prescribes how debts may be escalated from Council-managed to debt collector-managed.

The area of rates is critical to Council as it represents one of Council’s most material income sources.

4. Discussion
The policy was last reviewed in June 2018.

This time, two minor changes are proposed.

The first change
In relation to the calculation of interest on overdue payments, ‘The fine shall be calculated on the fourth working day following the last day to pay’ was changed to ‘The fine shall be calculated on the third working day following the last day to pay.’ This change has been recommended by the Rates Officer as better aligning with routine workloads and will make no difference to our compliance with the Act.

The second change
The review period has been changed from ‘every year’ to ‘every three years’.

5. Policy Implications

5.1 Financial/Budget
An effective Rates Debt Recovery Policy can mitigate the risk of bad debts arising from the non-payment of rates.

5.2 Resources
Nil
5.3 **Legal and Risk Management**

A clear and effective Rates Debt Recovery Policy can mitigate the risk of legal action against Council.

6. **Report Consultation**

Roy Blight - Chief Executive  
Mellissa Nilsen - Municipal Rates Officer

7. **Attachments**

Rate Debt Recovery Policy

8. **Report Authorisers**

Drew Ellis  
Group Manager Corporate Services
POLICY – RATE DEBT RECOVERY POLICY

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Applicable Legislation:

Related Policies (alphabetical list):

Related Procedures:

Reference Documents:
Rates

1. BACKGROUND

The Local Government Act 1999 (Act) describes the general principles for payment, remission, postponement and non-payment of rates.

Section 181(8) of the Act provides that if an instalment of rates is not paid on or before the last day for payment, the unpaid rates will be regarded as being in arrears and a fine of 2% is payable.

Any rates that remain in arrears will accrue monthly interest on the amount owing in arrears (including any fines and interest). The rate of interest is variable according to current cash advance debenture rate as at 1st July and is prescribed in Section 181 of the Act.

The purpose of this penalty is to act as a deterrent to ratepayers who might otherwise fail to pay their rates on time and to allow Council to recover the administration costs of following up unpaid rates.

2. SCOPE

This policy outlines the circumstances under which debt collection will commence and continue through to sale of land for the recovery of unpaid rates.

3. PROCESS

The fine shall be calculated on or about the third working day following the last day to pay.

Where an amount of rates remains outstanding after the due date (last day to pay) a notice of overdue rates (Final Notice) will be sent to the ratepayer as per attached sample.

Any rates that remain in arrears will accrue monthly interest on the amount owing in arrears (including any fines and interest). The rate of interest is variable according to current cash advance debenture rate as at 1st July and is prescribed in Section 181 of the Act. The interest shall be calculated at the beginning of each month.

Section 181(9) of the Local Government Act 1999 states:

- a Council may remit any amount payable under section (8) in whole or in part.

Upon written request from a ratepayer and under agreed special arrangements a remission of fines and/or interest may be granted at discretion of the Group Manager Corporate Services.

Rates which remain in arrears for a period exceeding thirty days and ratepayer doesn’t have in place payment arrangement with the Council, debt will be subject to recovery action via Council’s debt collection agency.

The Rates Officer will liaise regularly with Council’s debt collection agency during the rate debt recovery process.
The debt collection recovery procedures are as follows:

- a letter of demand issued by Council’s collection agency with seven days to pay
- claim (summons) will be issued if rates remain outstanding and no special payment arrangements have been made
- if after twenty one days the claim has not been paid (claim personally served by a bailiff or by post if bailiff unable to serve personally) an Investigation Summons is issued (judgement signed). This affects the ratepayer’s credit rating and a court hearing date is set that the ratepayer must attend and a Magistrate may make an order for payment (Council is not required to attend Court)
- if no payment or contact from the ratepayer is made following the investigation summons (this includes attendance at the Court hearing), a Warrant of Arrest is issued, this also requires the ratepayer to attend Court and a Magistrate may make an order for payment (special arrangements). If ratepayer does not attend court, Magistrate will rule in favour of Council and the ratepayer will be arrested
- when rates have been in arrears for three years or more and Council has unsuccessfully pursued all reasonable attempts to secure payment giving regard to hardship constraints by the ratepayer, the Council has the option under Section 184 of the Local Government Act 1999 to pursue recovery of rate arrears through the sale of the respective land
- all legal costs (including those accrued during the sale of land process) are recoverable from the ratepayer.

Additional rates that have become owing since the claim was commenced can be included and if a judgement has been obtained, that judgement can be amended to reflect the amount owing, if additional rates have become due in the financial year. Strictly speaking, the Council should plead MCR 24 when proceedings are commenced.

Magistrate Court Rule 24(4) states that “a Council constituted under the Local Government Act 1999 making a claim for an instalment of rates may plead the instalment owing and anticipate the other instalments and fines that may become owing in that financial year – the Council may obtain judgement and amend any judgement to reflect the amount owing from time to time for that financial year, up to the total anticipated, by filing a statement of the amount due at that time, which should be served.”

Councils under the Local Government Act 1999 can charge rates by up to four instalments. To save the expense of potentially four separate claims sub-rule 24(4) allows Council to sue for the first instalment and then anticipate future defaults within the same financial year. If they occur any judgement can be increased to allow for the later defaults and fines. It may follow that a Council that sued separately for each instalment may be disallowed its costs on all but the first action for failing to avail itself of this cost saving procedure.

Section 184 of the Local Government Act 1999 allows Council to sell any property where any rates have been in arrears for three years or more. Council is required to notify the owner of the land, and any other person having an interest in the land, of its intention to sell the land, to provide details of the outstanding amounts, if payment of the full outstanding amount (by cash or bank cheque) is not received within one month, its intention to sell the land. Except in extraordinary circumstances, Council will enforce the sale of land for arrears of rates which will be minuted accordingly.

A resolution will be required by Council to authorise the Chief Executive and Administrator to affix Council’s Seal and sign any necessary documentation in relation to the sale of the land.
Writing off Bad Debt

Section 143 of the Local Government Act 1999 states:

(1) A Council may write off any bad debts owed to the Council-

   a. If the Council has no reasonable prospect of recovering the debts;
   or
   b. If the costs of recovery are likely to equal or exceed the amount to be recovered

(2) A Council must not write off a debt under section (1) unless the Chief Executive Officer has certified-

   a. That reasonable attempts have been made to recover the debt; or
   b. That the costs of recovery are likely to equal or exceed the amount to be recovered.

(3) If a council delegates the power to write off debts under this section, the council must set an amount above which the delegation will not apply.

Council Chief Executive is currently the sole person who can write off any debts owed by Council. However, the Chief Executive may delegate powers to other officers of Council pursuant to Section 44 of the Local Government Act 1999.

4. REVIEW & EVALUATION

This policy will be reviewed and evaluated every three years.
1. Purpose

To review and adopt the Order Making Policy.

2. Recommendation

That Council adopt the draft Order Making Policy, as reviewed, and that the policy be published on Council’s website.

3. Background

The Order Making Policy is due for periodic review. Under Section 259 of the Local Government Act each council is required to develop an Order Making Policy. The policy allows Council to facilitate a safe and healthy environment, improve the amenity of the locality and is generally for the good governance of the district. Instead of using by-laws to regulate activity on private land, the Local Government Act 1999 provides councils with the power to make specified orders to target particular cases of local nuisance when they arise. Examples include:

- Unsightly condition of property
- Hazards on lands adjoining a public place
- Animals that may cause a nuisance or hazard (includes birds and insects)
- Inappropriate use of a vehicle

4. Discussion

Since the time of the last review in 2017 the LGA has updated the model Order Making Policy. This model policy takes into account changes resulting from the implementation of the Local Nuisance and Litter Control Act 2017.

Council’s Order Making Policy has been updated to align with the model policy developed by the LGA and to be consistent with recent policies adopted by other councils.

Any amendments or alteration to the Order Making Policy or substitution of a new policy are subject to the public consultation provisions under section 259 (2) of the Act. Public consultation is not required if the alteration has only minor significance and is likely to attract little or no community interest. Given that the Order Making Policy has been significantly updated a community consultation process was undertaken. This also presented an opportunity to raise public awareness of the policy.

The draft Policy was publicised for a period of three weeks from 23 May 2019 until the 14 June 2019 with interested parties invited to provide feedback in writing during this time. During the consultation period a notice was placed in The Advertiser, on Council’s website and Facebook page and on the community noticeboard. No submissions were received.

5. Policy Implications

5.1 Financial/Budget

Nil

5.2 Resources

Nil
5.3 **Legal and Risk Management**

The Local Government Act 1999 requires that councils have appropriate policies, practices and procedures in place to ensure compliance with statutory requirements and to achieve and maintain standards of good public administration.

6. **Report Consultation**

Audit Committee

7. **Attachments**

Order Making Policy

8. **Report Authorisers**

Michelle Hales
Group Manager Governance and Community
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Applicable Legislation:
- Local Government Act 1999
- Local Nuisance and Litter Control Act 2017

Related Policies (alphabetical list):

Related Procedures:

Reference Documents:
- LGA Model Order Making Policy (August 2017)
1. INTRODUCTION

The Municipal Council of Roxby Downs ("the Council") is committed to using the order making powers available to it under the Local Government Act 1999 ("the Act") in such a way as to facilitate a safe and healthy environment, and to maintain and improve the amenity of the locality and generally for the good governance of its area.

This Order Making Policy is prepared and adopted pursuant to section 259 of the Act.

2. PURPOSE

This Policy sets out the steps Council will take in the making of Orders.

Orders can be issued by Council to instruct owners or occupiers of private land to take action required to resolve an issue as specified within the Act.

Unlike the blanket prohibition of certain activities that exists through by-laws, Orders are intended to apply, and be considered, on a case-by-case basis.

3. SCOPE

This policy applies to all owners or occupiers of land within the Municipal Council of Roxby Downs.

Section 259 of the Act requires each council to take reasonable steps to prepare and adopt policies concerning the operation of Part 2 of Chapter 12 of the Act. Part 2 deals with the making of orders.

This Policy applies in respect of making Orders under the following sections of the Local Government Act, 1999:

Section 254 – Power to make Orders

This section empowers the Council to order a person to do, or refrain from doing, a thing under certain circumstances. This includes infringements specified for:

- Unsightly condition of property, hazards on lands adjoining a public place
- Animals that may cause a nuisance or hazard (includes birds and insects)
- Inappropriate use of a vehicle

and other areas as detailed in Appendix 1.

Section 216 – Power to order an owner of a private road to carry out specified roadworks

This section empowers the Council to order an owner of a private road to carry out specific roadworks to repair or improve the road condition such as for safety reasons (e.g. repairing pot holds or resurfacing a road if it has become unsafe for road users).

Section 217 – Power to order Road Infrastructure Owners to Carry out Maintenance or Repair Work

This section empowers the Council to order an owner of infrastructure installed on a road to carry out specified maintenance or repair work.

Section 218 – Power to order Adjoining Land Owner to Carry out Works

This section empowers the Council to order an owner of land adjoining a road to take action to construct, remove or repair a crossing place from the road to the land.
Section 299 – Power to order Vegetation Clearance

This section empowers the Council to require the owner/occupier of adjoining land to remove or cut back vegetation encroaching onto that land.

Local nuisances (other than those found in the Local Government Act) are also contained in the Local Nuisance and Litter Control Act 2016. Nuisance and littering actions that fall within the jurisdiction of the Local Nuisance and Litter Control Act will be dealt with in accordance with the procedures set out in that Act.

4. GUIDING PRINCIPLES

When considering making an order within the scope of this policy the Council will consider the following principles, which are considered central to the effective resolution of local nuisances on private land:

3.1 Each case for the possible use of the order making powers will be considered on its merits. Factors that Council will consider include:

- Severity of the incident
- Hazard/danger posed to the community
- Risk to health/safety of the community
- Detraction from the amenity of the locality
- Repeated occurrence of the activity/incident (e.g. duration, previous offences)
- Impact of any previous actions to overcome the problem
- Is the breach significant/substantial
- Would an informal warning letter be sufficient?
- Are there any public interest issues?
- Whether there is sufficient evidence upon which Council may rely to exercise its order making powers
- The offender’s attitude
- Number of complaints received in respect of the matter (if any)

3.2 Except in cases described in 3.3 below, in accordance with Section 255 of the Act, appropriate measures will be taken prior to making an order including:

- Giving the person to whom an order is intended to be directed a notice in writing stating the:
  - proposed action;
  - terms of the proposed order (i.e. what it requires the person to do or refrain from doing);
  - period within which compliance with the order will be required;
  - penalties for non-compliance; and
  - reasons for the proposed action; and

3.3 Reasonable steps will be taken to resolve cases of local nuisance by first negotiating with the person involved before considering issuing an order except in cases where Council considers the circumstance or activity constitutes, or is likely to constitute:

- a threat to life; or
- an immediate threat to public health or public safety; or
- an emergency situation.
5. REVIEW RIGHTS

Pursuant to section 256 any person to whom an order is issued (including an order issued under sections 254, 216 or 218 of the Act) has a right to appeal against the order. Any such appeal must be lodged within 14 days of that person’s receipt of the order. The Council will ensure that reference to this right of review is included in any order issued.

6. NON COMPLIANCE WITH AN ORDER OF THE COUNCIL

If an order is not complied with within the time fixed for compliance (or if there is an application for review, within 14 days after the determination of the review) the council may (subject to the outcome of any review) take the action required by the order.

The reasonable costs and expenses incurred by council in taking action under this section may be recovered by council as a debt from the person who failed to comply with the requirements of the order.

Where an amount is recoverable by council, council may, by notice in writing to the person, fix a period, being not less than 28 days from the date of the notice, within which the amount must be paid and, if the amount is not paid by the person within that period, the person is liable to pay interest and council may impose a charge over the land for the unpaid amount, together with interest, in accordance with section 257(5) of the Act.

Non-compliance with an order of council is an offence for which a person may incur a statutory penalty provided for in the Act. Section 258 of the Act provides for a maximum penalty of $2,500 and an expiation fee of $210 for failure to comply with an order issued under the Act.

8. RESPONSIBILITIES AND DELEGATIONS

This policy will be enforced by Authorised Persons who have been appointed (in writing) by the council under section 260 of the Act.¹

Council may also choose to delegate the power to issue orders under sections 254, 216 and 218 of the Act to council staff, in which case, council will ensure appropriate delegations are in place.

9. REVIEW AND EVALUATION

The effectiveness of this Policy will be reviewed and evaluated no less than every two years.

Any amendment or alteration to the policy, or substitution of a new policy will be subject to the public consultation provisions under section 259(2) of the Act unless the alteration has only minor significance and is likely to attract little or no community interest.

10. AVAILABILITY OF THE POLICY

This policy will be available for inspection at Council Office located at 6 Richardson Place during ordinary business hours and published on the Council’s website www.roxbydowns.sa.gov.au. Copies will be provided to interested parties upon request.

¹ Authorised Persons have powers under section 261 of the Act to enforce breach of orders by way of expiation.
Attachment 1

Local Government Act 1999

254—Power to make orders

(1) A council may order a person to do or to refrain from doing a thing specified in Column 1 of the following table if in the opinion of the council the circumstances specified opposite it in Column 2 of the table exist and the person comes within the description opposite it in Column 3 of the table.

(2) A reference in the table to an animal or animals includes birds and insects.

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>To do or to refrain from doing what?</td>
<td>In what circumstances?</td>
<td>To whom?</td>
</tr>
<tr>
<td>1. Unsightly condition of land</td>
<td>A hazard exists that is, or is likely to become, a danger to the public.</td>
<td>The owner or occupier of the land.</td>
</tr>
<tr>
<td>Refer to Local Nuisance and Litter Control Act 2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Hazards on lands adjoining a public place</td>
<td>(1)</td>
<td>(1)</td>
</tr>
<tr>
<td>(1) To fence, empty, drain, fill or cover land (including land on which there is a building or other structure).</td>
<td>To fence, empty, drain, fill or cover land (including land on which there is a building or other structure).</td>
<td>The owner or occupier of the land.</td>
</tr>
<tr>
<td>(2) To remove overgrown vegetation, cut back overhanging branches, or to remove a tree.</td>
<td>(2) The vegetation, branches or tree create, or are likely to create, danger or difficulty to persons using a public place.</td>
<td>The owner or occupier of the land.</td>
</tr>
<tr>
<td>(3) To remove or modify a flag or banner, a flagpole or sign, or similar object or structure that intrudes into a public place.</td>
<td>(3) The relevant object or structure creates, or is likely to create, danger or difficulty to persons using a public place.</td>
<td>The owner or occupier of the land.</td>
</tr>
<tr>
<td>(4) Where the public place is a road—to take action necessary to protect the road or to remove a hazard to road users.</td>
<td>(4) A situation exists that is causing, or is likely to cause, damage to the road or a hazard to road users.</td>
<td>The owner or occupier of the land.</td>
</tr>
<tr>
<td>Examples—</td>
<td></td>
<td></td>
</tr>
<tr>
<td>· To fill an excavation, or to prevent drainage of water across the road.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>· To construct a retaining wall or to remove or modify a fence.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>· To fence land to prevent the escape of animals.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>· To remove a structure or vegetation near an intersection.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Animals that may cause a nuisance or hazard</td>
<td>A person is keeping or dealing with (or failing to deal with) an animal or animals (whether the animal or animals are alive or dead so as to cause, or likely to cause, a nuisance or a hazard to health or safety.</td>
<td>The owner or occupier of the land or any person apparently engaged in promoting or conducting an activity.</td>
</tr>
</tbody>
</table>
A person is the owner or occupier of land where an animal or animals are located which may cause or likely to cause, a nuisance or a hazard to health or safety or otherwise to become a pest.

Examples
The slaughtering of animals in a town or urban situation.
Keeping an excessive number of insects, birds or other animals.
Keeping bees in close proximity to other property.
Keeping animals so as to generate excessive noise, dust, or odours, so as to attract pests or vermin.
Keeping an aggressive animal, or keeping an animal in a situation where it cannot be adequately contained or may cause danger to the public.
Failing to deal with a wasp’s nest.

4. Inappropriate use of vehicle
To refrain from using a caravan or vehicle as a place of habitation.
A person is using a caravan or vehicle as a place of habitation in circumstances that—
(a) present a risk to the health or safety of an occupant; or
(b) cause a threat of damage to the environment; or
(c) detract significantly from the amenity of the locality.

The owner or occupier of the land or a person apparently engaging in promoting or conducting an activity.

216—Power to order owner of private road to carry out specified roadwork
(1) A council may, by order in writing to the owner of a private road, require the owner to carry out specified roadwork to repair or improve the road.
(2) Divisions 2 and 3 of Part 2 of Chapter 12 apply with respect to—
(a) any proposal to make an order; and
(b) if an order is made, any order,
under subsection (1).

218—Power to require owner of adjoining land to carry out specified work
(1) A council may, by order in writing to the owner of land adjoining a road, require the owner to carry out specified work to construct, remove or repair a crossing place from the road to the land.
(2) Divisions 2 and 3 of Part 2 of Chapter 12 apply with respect to—
(a) any proposal to make an order; and
(b) if an order is made, any order,
under subsection (1).
1. **Purpose**

To adopt the ICT (Information Communications Technology) Policy.

2. **Recommendation**

That Council

1. adopts the ICT (Information Communications Technology) Policy and that the policy be published on Council’s website

2. instructs the removal of the following policies from Council’s website:
   - Mobile Phone
   - IT Electronic Communication Tools
   - Portable Computer and Storage Devices

3. **Background**

This new policy follows a review of all policies as part of an ongoing commitment to ensuring that policies are kept relevant and appropriate.

This policy prescribes for the benefit of all users of Council’s various ICT equipment what ‘appropriate’ and ‘inappropriate’ use would be. This policy seeks to have a broad scope in that it deals with all ICT-related equipment, whereas a separate Mobile Devices Policy seeks to have a more narrow scope and deal only with those devices that fall into the ‘mobile’ category. There is a measure of overlap across these two policies due to the nature of the content.

Given the increasing dependence on digital technologies, and the commensurate risk to Council that comes from this, this policy is an important one for Council.

4. **Discussion**

There have been a number of policies relating to Information Technology. This review began with the proposition that several policies could be consolidated into fewer policies and that the end result would make for more efficient and simpler policy referencing and management.

The pre-existing policies were:
   - **Mobile Phones**
   - **IT-Electronic Communication Tools Policy**
   - **Portable Computer and Storage Devices**

The have now been consolidated into a new, single policy relating to Information & Communication Technology Policy (ICT Policy).

The review period for this policy will be every three years.
5. Policy Implications

5.1 Financial/Budget

Nil

5.2 Resources

ICT Equipment generally represents an area of increasing importance to Council. A clear and effective policy will help to manage such resources by providing a framework for their deployment and use.

5.3 Legal and Risk Management

A clear and effective Information & Communications Technology (ICT) Policy will help to mitigate risk associated with misuse of Council’s ICT equipment.

6. Report Consultation

Senior Management Team
Matthew Adeney - ICT Officer

7. Attachments

Information & Communications Technology Policy

8. Report Authorisers

Drew Ellis
Group Manager Corporate Services
# ICT Policy (Information & Communication Technology)

**Latest Review Changes**

**Previous Council Reviews**

**Previous Audit Committee Reviews**

NA

**Applicable Legislation:**

**Related Policies (alphabetical list):**

- Portable Computer & Storage Devices
- Records Management Policy

**Related Procedures:**

**Previous Policies:**

This policy replaces the following policies:

- Mobile Phone Policy
- IT-Electronic Communications Tools Policy
- Portable Computer and Storage Devices
1. PURPOSE

The Council makes its ICT equipment available to Council staff to enable efficient sharing and exchange of information in the pursuit of Council’s goals and objectives.

Council is responsible for maintaining effective security over all equipment and information within its environment.

Due to the portable nature of some ICT equipment there is a high requirement to maintain security of these devices and for any information stored or transmitted via them.

The purpose of this policy is to provide directives on the deployment, use and maintenance of ICT equipment within the Municipal Council of Roxby Downs so that:

- The correct processes and procedures are drafted and employed when utilising, provisioning and assigning new ICT equipment; and
- Council Staff are aware of their individual responsibilities in relation to the use and security of ICT equipment for the transmission and storage of information and access to the Municipal Council of Roxby Downs systems and infrastructure; and
- Council Staff are aware of the ‘appropriate’ and ‘inappropriate’ use of Council’s ICT equipment.

2. SCOPE

This policy applies to all users of Council-owned technology, equipment and services. Users could include Council staff, volunteers, trainees, work experience placements, independent consultants and contractors. All rules that apply to the use and access of ICT equipment throughout this policy apply equally to facilities owned or operated by the Council regardless of their location.

The ICT equipment covered by this policy include the following:

- Computers (including notebooks, laptops, tablets);
- Telephones (including mobile and smart phones);
- All software programs associated with Council’s ICT equipment, including email systems, internet access, voicemail systems and file storage systems;
- All removable media including CD/DVD, USB devices or any other type of removable media.

3. DEFINITIONS

Mobile Phone – a mobile phone is any device that can make or receive phone calls.

Smart Phone – a smart phone usually includes the functions of a mobile phone and extends this to include electronic diary, email, web browsing and a camera.

Mobile Device – a mobile device includes mobile phones, smart phones, ipad or tablet and other mobile devices that have similar functions and access services via wi-fi or mobile data networks.
4. POLICY STATEMENT

To assist Council to meet its Policy Objectives the following sections address the management and use of ICT equipment.

4.1. Management of Mobile Devices

Management of mobile devices is the responsibility of the IT Officer and overall control is the responsibility of the Chief Executive. This includes:

- Purchasing and applying for newly approved mobile devices;
- Withdrawing and returning mobile devices;
- Assisting Council owned mobile device users;
- Maintaining the mobile device register;
- Reviewing the operation of mobile devices against the ICT Policy;
- Following up maintenance issues;
- Archiving all documentation.

A register of mobile devices will be maintained by the IT Officer and held on the IT asset register and will include:

- Name of User
- Date Issued;
- History of maintenance required;
- Date for replacement (if appropriate).
- Make/Type/Number/S/N/Pin and PUK numbers

4.2. Provision of Mobile Devices

A Council owned mobile device will only be issued where the applicant can demonstrate sound justification for Council providing a mobile device. Mobile devices can only be approved by the Chief Executive.

Following approval by the Chief Executive the IT Officer will arrange the purchase of the mobile device and, if required, apply for a mobile service plan. In some cases, existing devices and services may be allocated to the employee if deemed appropriate.

The new mobile device user will receive a copy of the ICT Policy and sign an agreement to abide by the Policy. A copy of the application, approval and signed agreement will be filed in the employee’s personnel file.

4.3. Use of Council Owned Mobile Devices

The following must be observed with respect to the use of Council owned mobile devices:

- All use of mobile devices, personally and professionally, must be appropriate and lawful;
- Only mobile devices owned and operated by the Municipal Council of Roxby Downs may be used to connect to Council infrastructure or services without prior approval from IT Officer;
- Any installed management software and profiles must not be removed and must be kept up to date;
- Council owned mobile devices remain the property of the Municipal Council of Roxby Downs and as such can be accessed by IT Officer upon request;
• Any information which infringes copyright, or any other form of intellectual property rights (e.g. music libraries, movies etc.) is not to be stored on any device owned by the Municipal Council of Roxby Downs;

• The user of the device must notify IT Support immediately upon loss, theft or suspected loss/theft of the device. Where possible, the contents of the device will be remotely erased and the services associated with the device will be disabled. In the case of theft the event will be reported to the Police;

• If the mobile device is damaged the user must notify the IT Support who will evaluate the damage and arrange for suitable repair or replacement;

• Council owned devices are locked to the Council’s chosen network provider;

• No international calls without prior approval. Usage charges for mobile devices are subject to periodic review. Excess data usage may be investigated and any additional costs that cannot be justified for business purposes may be passed on to the user of the device;

• When using a Council owned device that provides data enabled services, Council staff are required to monitor and manage data consumption levels using the management software provided;

• Council Staff are responsible for ensuring mobile devices are not accessed by other persons that are not authorised to view information on the device.

• USB memory sticks from an unknown or un-trusted source are not to be connected to the Council equipment;

### 4.4. Use of Non-Council Owned Mobile Devices

Council staff may be permitted to connect non-Council owned mobile devices to the Municipal Council of Roxby Downs systems and infrastructure for the express purpose of receiving email, contact and calendar updates.

In addition to adherence to all other terms of this Policy, the use of a non-Council owned mobile device connected to the Municipal Council of Roxby Downs network, requires acceptance and implementation of the following conditions and shall be confirmed by signature of agreeance to the conditions of this policy:

• The owner/user of the device recognises that there may be voice and data cost implications from using the mobile device for work purposes and that these part of these costs may be covered under the provision of the Council staff allowances;

• The owner/user of the device will accept the installation of a Council-controlled profile, where it is deemed necessary, on the device. The profile will enforce certain configuration parameters including mandatory passcode;

• The owner/user of the device will notify the Council IT Support immediately upon loss, theft or suspected loss/theft of the device. Where possible, the contents of the device will be remotely erased and the services associated with the device will be disabled;

• The user of the device agrees to protect Council information residing on the device, including ensuring that non-council agents and council agents that are not authorised and do not have access to council information stored on the device;

• No Council data other than mail (including attachments stored within the mail system), contacts and calendar items may be stored on non-Council owned devices unless expressly authorised in writing by the employee’s Group Manager;

• Non-Council owned devices will not be supported by Council ICT personnel with the exception of connectivity to Council services;

• The Council will accept no liability for functionally, serviceability or performance associated with the device and any responsibility with regard to warranty will reside solely between the owner/user of the device and the supplier/manufacturer;
• The Council accepts no responsibility or liability for the loss of Council related or personally related data residing on the device;

• The Council reserves the right to erase the contents of the device and/or disable the device from Council services at any time, and at its sole discretion.

• Branding mix issues around whether Council’s mobile devices (e.g. Apple or Android or a mix) is to be determined by the Chief Executive based on the recommendation of IT Officer in consultation with the Group Manager Corporate Services.

4.5. Personal use of ICT equipment

Council’s ICT equipment is primarily provided for Council’s business use and must be used in accordance with this Policy. For Council staff, reasonable personal use of Council’s ICT equipment is permissible. However private use is a privilege which needs to be balanced in terms of operational needs. Personal use must be appropriate, lawful, efficient, proper and ethical, and must be in accordance with any Council policy or direction.

Personal Use should:

• Not interfere with staff duties and responsibilities or detrimentally affect the duties and responsibilities of other staff members;

• Not involve activities that might be questionable, controversial or offensive, including gambling, transmitting inappropriate emails or sending of junk programs or mail, and;

• Must not disrupt or place Council’s ICT equipment in jeopardy.

Council’s computers should not be used for the storage of personal photographs, videos or music. Council may remove these personal files at any stage.

Council’s ICT equipment is provided for the staff member only, and is not available for use by the staff member’s family or friends.

Misuse can damage Council’s corporate, business and public image and could result in legal proceedings being brought against both the Council and the user. Council staff reasonably suspected of abusing personal use requirements will be asked to explain such use.

4.6. Inappropriate / Unlawful Use

Under no circumstances shall the Council’s ICT equipment be used inappropriately. Inappropriate use includes (but is not limited to):

• Use of Council’s ICT equipment to intentionally create, store, transmit, post, communicate or access any fraudulent or offensive information, data or material including pornographic or sexually explicit material, images, text or gather offensive material;

• Gambling activities;

• Representing personal opinions as those of Council, and;

• Use contrary to any legislation or Council policy.

Use of Council’s ICT equipment must not violate Federal or State legislation or common law. It is unlawful to transmit, communicate or access any material which discriminates against, harasses or vilifies colleagues or members of the public, on the grounds of:

• Gender;

• Pregnancy;

• Age;

• Race (nationality, descent or ethnic background);
• Religious background;
• Marital status;
• Physical impairment, and;
• Sexual preference or transgender.

Please refer to Council’s “Discrimination and Harassment Policy and Procedure” for more information.

4.7. Use of Email

In addition to inappropriate usage restrictions for ICT equipment mentioned above, email is not to be used for:

• Non business purposes (e.g. Junk mail);
• Sending or distributing “chain letters”, “hoax” mail or for other mischievous purposes (spam). Only business related subscriptions are permitted;
• Soliciting outside business ventures or for personal gain;
• Distributing software which is inconsistent with any vendor’s license agreement, and;
• Unauthorised accessing of data or attempt to breach any security measures on the system, attempting to intercept any data transmission without authorisation.

Care should be taken in responding to internal emails addressed to “Everyone” as any responses sent by pressing the “Reply to all” button will be addressed to ALL staff. As such Council staff are advised to take care in writing emails.

Any opinions expressed in email messages, where they are not business related, should be specifically noted as personal opinion and not that of the Council.

4.8. Use of Internet/ Websites

It is inappropriate to:

• Intentionally download unauthorised software;
• Download files containing picture images, graphics or videos for personal use;
• Download computer games, music files or accessing TV stations, and;
• Visit inappropriate web sites including online gambling, sexually explicit or pornographic web sites (as previously stated).

4.9. Physical Security of ICT Equipment

The following must be observed when handling ICT equipment:

• ICT equipment must never be left unattended in a public place, or in an unlocked house, or in a motor vehicle, even if it is locked. Wherever possible, they should be kept on the person or securely locked away, or special cable locking devices should be used to secure the equipment to a non-removable fixture;
• Cable locking devices should also be considered for use with laptop computers or tablets in public places, (e.g. in a seminar or conference, even when the laptop is attended);
• ICT equipment should be carried as hand luggage when travelling by aircraft;
• ICT equipment that contain or have access to Council information must be password protected.

4.10. Protection of Information on ICT Equipment

The following must be observed in order to securely protect information on ICT Equipment:
• Every reasonable effort should be made to ensure that the Municipal Council of Roxby Downs information is not compromised through the use of ICT equipment in a public place. Screens displaying sensitive or critical information should not be seen by unauthorised persons;
• ICT equipment are not to be used as the sole repository for Council information. All Council information stored on ICT equipment is to be backed up as appropriate.

4.11. Records Management

Any images, texts and voice messages collected on the ICT equipment that relates to Council business and which represents substantive content are considered to be a record and need to captured in Council’s electronic records management system.

4.12. Review of Mobile Device Usage

Where the Council pays an ongoing service fee for a mobile device (eg. Voice or 3G/4G data) an annual review of mobile device usage will be conducted by the IT Officer who prepares a summary report to the Group Manager Corporate Services to ensure that there is an ongoing business need for the use of each mobile device and that the conditions of the policy are being complied with.

4.13. Withdrawal of ICT equipment

A Council-owned ICT equipment may be withdrawn for any of the following reasons:
• Misuse of the ICT equipment by the User, which may result in the Council instituting disciplinary procedures against the user;
• Failing to comply with the ICT Policy;
• Non-compliance with conditions specified by the mobile device service provider;
• A ICT equipment is no longer required for a certain position or is not being used regularly;
• The ICT equipment user leaves the service of Council.

When disposing of Council’s ICT equipment contents of the equipment is securely erased prior to the equipment being disposed of as the “Disposal of Land and Assets Policy”. The Council does not accept any responsibility for the removal of any employee’s personal files that should not be on the ICT equipment.

The user must return the ICT equipment to the IT Officer with any battery chargers and other accessories, including sim card (when applicable).

4.14. Exemptions

This policy is mandatory unless an exemption is granted by the Chief Executive. Any requests for exemptions from any of these directives should be referred by the IT Officer.

4.15. Breach of the Conditions of the Policy

In circumstances where a breach of this policy occurs, Council reserves the right to restrict the use or access to the technology or network, equipment or services and to maintain that restriction at its discretion.

4.16. Indemnity

The Council bears no responsibility whatsoever for any legal action threatened or commenced due to conduct and activities of Council Staff in accessing or using these resources or facilities. All Council Staff indemnify the Council against any and all damages, costs and expenses suffered by the Council arising out of any unlawful or improper conduct and activity, and in respect of any action, settlement or compromise, or any statutory infringement.
Legal prosecution following a breach of these conditions may result independently from any action by Council.

5. REVIEW & EVALUATION

This Policy will be reviewed and evaluated no less than once every three years.

6. AVAILABILITY OF THE POLICY

This Policy will be available for inspection at the Council Office at 6 Richardson Place during ordinary business hours and a copy will be available from Council’s website www.roxbydowns.sa.gov.au.
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 26 June 2019
Title of Report Chief Executive Report

1. Purpose
To provide Council with an update from the Chief Executive since 29 May 2019.

2. For Information

2.1 Vice Regal Visit
Council’s Administrator Mr Geoff Whitbread hosted His Excellency The Honourable Hieu Van Le AC Governor of South Australia and Mrs Lan Le as part of their Vice Regal tour to Roxby Downs and Andamooka.

On Monday 17 June, His Excellency and Mrs Le toured the Roxby Downs Area School, and met with school leaders and addressed the students at a school assembly.

This was followed by a tour of the Olympic Dam operations with Mr Paul Cuthbert, General Manager of Mining and Ms Emily Perry, Head of Corporate Affairs, BHP. In the afternoon Dr Katherine Tuft provided a tour of Arid Recovery.

His Excellency addressed guests at a Community Reception held at the Dunes Café hosted by Council. Later in the evening His Excellency and Mrs Le hosted members of Council and the community at the Community Club.

On Tuesday 18 June, His Excellency and Mrs Le address students at an assembly, followed by a tour St Barbara’s Parish School. This was followed by a tour of Roxbylink before departing for Andamooka.

2.2 Kokatha
During the week of 17 June 2019, three Kokatha artists worked on a piece of art depicting Roxby Downs and environs. This work forms part of the planning towards the interpretive signage for the Emu Walking Trail in the Town Entry Statement project.

The work will be converted into a digitised format and articulated by a graphic designer.

Concepts then will be consulted with key stakeholders prior to formal consideration by the Council.

2.3 Human Resources

Appointments

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarah Wagner</td>
<td>Casual Multi Skilled Officer</td>
<td>Lifestyle and Sport</td>
</tr>
<tr>
<td>Chloe Secker</td>
<td>Casual Multi Skilled Officer</td>
<td>Lifestyle and Sport</td>
</tr>
<tr>
<td>Brooke McDonald</td>
<td>Casual Multi Skilled Officer</td>
<td>Lifestyle and Sport</td>
</tr>
<tr>
<td>Nikki Hamilton</td>
<td>Environment &amp; Townscape Officer</td>
<td>Essential Services &amp; Assets</td>
</tr>
<tr>
<td></td>
<td>(12 month Maternity Relief)</td>
<td></td>
</tr>
</tbody>
</table>
### Departures

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joshua Arancelovic</td>
<td>Casual Multi Skilled Officer</td>
<td>Lifestyle and Sport</td>
</tr>
<tr>
<td>Nicole Cummings</td>
<td>Casual Multi Skilled Officer</td>
<td>Lifestyle and Sport</td>
</tr>
<tr>
<td>Mikaela Wedding</td>
<td>Casual Multi Skilled Officer</td>
<td>Lifestyle and Sport</td>
</tr>
<tr>
<td>Ines Badman</td>
<td>Community Projects Assistant</td>
<td>Governance &amp; Community</td>
</tr>
</tbody>
</table>

3. **Report Authoriser**

Roy Blight  
Chief Executive