

DISTRICT COUNCIL OF CLEVE  
**ANNUAL REPORT**

**2019-2020**

Adopted 10 November 2020



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*Cover Photo Credit: Theresa Flavell*

## Snap Shot of the Region

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The District Council of Cleve was proclaimed on 4 May 1911, and has developed to the point where it is now considered to be the nucleus of one of the key agricultural areas of South Australia.

While the town of Cleve itself is located approximately half-way between Whyalla and Port Lincoln on the Eyre Peninsula, the District Council of Cleve encompasses the area from the coast of Spencer Gulf at Arno Bay west to the mountain ranges of Darke Peak. The area is characterised by panoramic views, cereal crops, sandy beaches and some of the best fishing in the country.

The region's prosperity has been largely attributed to the diverse farming activities of cereal grains, oilseeds and pulses, as well as livestock. The agricultural sector is a major employer within the district, with bulk grain-handling facilities situated in several towns.

The Eyre Peninsula is also currently experiencing a mining exploration boom, with opportunities available for the district in extraction of iron ore, dolomite, nickel and graphite.

Generous areas of foreshore reserve with sandy beaches and safe swimming are attractions of the coastal town of Arno Bay, along with an iconic jetty, award-winning mangrove boardwalk and recreational boat launching facilities. Arno Bay provides arguably some of the best recreational fishing of target species King George Whiting and Snapper in Australia.

The Cleve district covers an area of 501,885 hectares, serving a population of approximately 1771 people (2016 census).

The total value of the Council's assets is approximately \$49 million and includes airport, roads, footpaths, effluent drainage, playgrounds and buildings such as community halls, to service the local constituents.



*Photo Credit: Jodie Schubert*

# Our Vision, Mission & Our Core Values

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## Our Vision

To be innovative, community focused and efficient.

## Our Mission

Council's mission or purpose is to:

- Facilitate the development of the suite of strategic management plans (in association with all the stakeholders)
- Implement the plans
- Be accountable for the achievement of the plans
- Exercise strong leadership to the community
- Demonstrate open and responsible governance
- Advocate on behalf of the community
- Foster community development
- Provide efficient and effective services which meet the needs of the community
- Ensure the organisation is sufficiently resourced
- Strive for financial sustainability
- Develop and maintain the full range of community assets
- Manage the Council's affairs strictly in accordance with the Local Government Act

## Our Core Values

Council's Elected Members and staff are committed to the following values (or principles) in everything they do:

- Accountability
- Community engagement
- Service excellence
- Continuous improvement and innovation
- Respect
- Integrity and honesty
- Team work

## Mayor's Report

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Welcome to the 2019-20 Annual Report as we reflect on the happenings and achievements that have occurred within our community during that period.

We continued to be in the midst of some very challenging and unprecedented times, which included another year of drought and now current Covid-19 virus. I am very proud at how resilient and responsive our community has been during this trying period.

Our district received another round of Federal Drought Relief funding in the amount of \$1,000,000 during 2019. This will put to good use with many community projects to be completed.

Construction of the extension to the Arno Bay Community Waste Water System has now been completed which will be of great environmental benefit to that area.

It was great to see the Cleve to Cowell road shoulder upgrade completed which now provides a wider carriageway for the safe travel of vehicles and trucks along that busy important route.

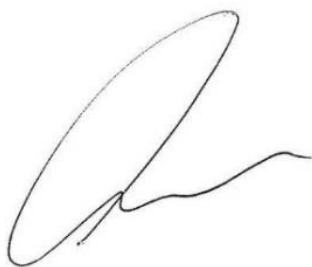
The highlight of the 2019 year, was Cleve winning the inaugural Agricultural Town of the Year Award. Having faced the challenge of drought, Cleve's community spirit was a testament to the town's resilience and creativity. Keep up the great work, well done.

Another important milestone that happened during 2020 was the completion and opening of the Cleve Sporting Bodies new facilities at the town oval.

Covid-19 has brought with it many changes including social distancing, which has had a negative effect on the operation of our districts sporting and other non for profit community bodies. This has also seen the cancellation of the intended August 2020 Eyre Peninsula Field Days. It is good to see that our community spirit remains strong during this period of our history.

Council has adopted its new suite of strategic plans which will lay the foundation for its decision making over the ensuing 5-year period. A good start has been the employment of an Economic Development Officer part time position during August 2020, with the intention of creating more employment, growing business development, enhancing tourism and positioning our community to be sustainable including its population well into the future.

I commend the Elected Members and staff for their hard work and excellent outputs during the 12-month period. I look forward to our future seasons vastly improving so that we continue to enjoy quality of life, which is so important to our ongoing well-being.



Philip Cameron  
Mayor



## Chief Executive Officer's Report

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It is with pleasure that I provide this report for the 2019-20 period.

The 2019-20 period has been difficult to say the least. 2019 proved to be another drier than average year with the resultant adverse effects on our primarily rural district. Late in 2019 Cleve was awarded the inaugural South Australian Agricultural Town of the Year. Whilst there are many contributing factors to an award such as this, the award was a well-deserved acknowledgment of the resilience demonstrated by our community in continuing difficult circumstances. In recognition of the win Minister Whetstone visited the area on several occasions including hosting a celebration evening for the community.

Early in 2020 the spectre of the Covid-19 Carona Virus emerged. It was not long before this had developed into a world-wide pandemic. As this situation evolved, Council was required to keep up to date with the ever changing State Government requirements and recommendations, and what they meant to Local Government in general and more specifically to our organisation. Each change required a review of our operations and amendments to the way we operate to firstly meet all requirements and secondly minimise the chance of infection to our people whilst they were at work. I would like to thank the cooperation of the Community through that difficult time which is still ongoing.

Throughout the 2019-20 period Council undertook a comprehensive review of its suite of Strategic Plans. As a result of that review, Council has determined that it will take a more active role in the stimulation of Economic Development initiatives. We look forward to some of these initiatives coming to fruition in the short and medium term.

Despite all the challenges, Council continues to be in a strong financial position and operate in a financially sustainable manner. If there's an upside to the Covid-19 virus, the Federal Government are looking to partner with Local Government to provide economic stimulus and Council will be keen partner with both the Federal and State Governments where possible to progress projects in our district.

I would like to thank the ongoing support of the Councils elected body and Councils dedicated workforce as we continue to navigate our way through what is becoming the new normal.



Peter Arnold  
Chief Executive Officer



## Manager Corporate Service's Report

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The Council were again successful in obtaining \$1 million of grant funding from the Commonwealth Government through the second round of Drought Communities Program - Extension. As with the first round, Council were again pleased to be able to assist a number of local community groups deliver some key projects such as solar panels and maintenance.

Ange Harris again took on the role of Drought Project Officer through the Drought Communities Program and has provided vital assistance and guidance to those in the community suffering hardship from the current drought conditions.

The Council aims to provide and promote a healthy and safe working environment to minimise the risk of injury or illness and has a number of policies and procedures in place that are regularly reviewed and adopted by Council.

Jodie Blum joined the administration team in April 2020 as the WHS & Risk Co-ordinator. Jodie was fortunate to work alongside Julie-Ann Kobelt before she resigned. Julie-Ann was a committed and dedicated employee who for 8 years ensured employees, contractors and visitors were all trained with the appropriate skills and knowledge to meet all safety requirements. I look forward to seeing Jodie build on and further develop the solid foundation of work that Julie-Ann maintained.

With many changes taking place during the 2019-20 financial year, the administration team have continued to work hard work, overcome obstacles, show patience and dedication to the organisation. I thank them sincerely for their efforts and look forward to seeing what we can achieve moving forward.

### Financial Management

The Audit Committee continued to run smoothly with the assistance of Rex Mooney as Financial Consultant, appointed Advisor to the Audit Committee. David Frick continued as the Independent Chairperson and Fiona Ward as an independent member of the Audit Committee.

The Annual Financial Statements for 2019-20 were audited and adopted at the October Council Meeting.

For the 2019-20 financial year, Council recorded an Operating Surplus (before capital revenue) of \$773,856 and a Net Surplus of \$1,377,450. The Council maintains a strong cash position with \$7,774,798 cash reserves held with the Local Government Finance Authority as at 30 June 2020.

Council has a loan liability as at the 30 June 2020 of \$722,552.

The loans are for the following:

- Isuzu Waste Truck
- Cleve District Hall Public Toilets
- Komatsu FE Loader
- Caterpillar Grader
- Community loan for the Darke Peak Sporting Complex
- Community loan for the Cleve District Bowling Club
- Community Loan for the Arno Bay Community Sporting Complex
- Community Loan for the Cleve Sporting Bodies Club

A copy of the Audited Annual Financial Statements, pursuant to the Local Government Act 1999, Section 131, is included as Appendix 1 to this Annual Report.

Council's Community Grant Program aims to encourage, develop and support local projects from the community of a cultural, environmental, recreational and sporting nature which demonstrate broad-based benefits to all residents of the Cleve district.

In February's Council Meeting, Council demonstrated its continued support to the local community groups and announced the distribution of \$21,934.35 to the successful applicants listed below.

Community Organisation	Project	Amount
Arno Bay Community Sporting Assoc	Reverse Cycle Air Conditioning	\$4,000
Arno Bay District Bowling Club	Clubroom Reroofing	\$4,000
Arno Bay War Memorial Hall	Memorabilia Placement/Protection	\$3,000
Arno Bay Yacht Club	Rainwater Tank	\$1,500
Cleve & District Men's Shed	Metal Lathe	\$3,600
Darke Peak Golf Club	Replace Clubroom Entrance	\$2,050
Darke Peak Sporting Complex	Kitchen Servery Replacement	\$4,000
Cleve Gym Works	Sound System & Gym Equipment	\$4,000
Mangalo War Memorial Community Centre	Plumbing Upgrade	\$3,850



**Recipients of the 2019-20 Community Grants**

(Left to Right) Cindy Hannemann (Mangalo War Memorial Community Centre), Kathy Quinn (Cleve Gym Works), Naomi Hobbs (Arno Bay Yacht Club), Sarah Meyer (Darke Peak Sporting Complex & Darke Peak Golf Club), Darryl Petherick (Cleve & Districts Men's Shed), Les Edwards (Arno Bay District Bowling Club), Don Hauschild (Arno Bay War Memorial Hall), Leanne Jacobs (Arno Bay Community Sporting Association), Phil Cameron (Mayor).



During the year, Council undertook numerous workshops and meetings to review their suite of strategic management plans. The new Strategic Plan 2020-2025 provides a new vision and plan that supports growth and financial sustainability for the community.

I look forward to seeing this vision and plan take effect over the coming years.



Meisha Quinn  
Manager Corporate Services



## Our Vision – 2025

“A thriving district of inclusive and supportive rural and coastal communities enjoying a safe, well-serviced and relaxed country lifestyle.”

## Works Manager's Report

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The 2019-20 financial was again busy for council's works department with the completion of its capital works program which included construction and re-sheeting approximately 37kms of its unsealed road network, construction and sealing of Redbank's Road and carpark along with various projects including the building of a new public toilet at the Cleve sporting grounds, construction of a concrete footpath in Fourth Street Cleve, construction of kerb & water table on the northern side of the Birdseye Highway between East Terrace and Edwards Terrace.

The new Waste Water Treatment Plant at the Arno Bay foreshore area has been completed. The WWTP is a full treatment plant, doing away with the need for septic tanks in the foreshore area.

The Cleve/Mangalo Road has had 2.3kms of road resealed with a 7mm aggregate, it is anticipated that the resealing of this road will be completed in the 2021-2022 financial year.

The replacement of the acoustic tiles in the Cleve District Hall is ongoing and is expected to be completed in the 2020-2021 financial year.

As part of Council's 10-year Infrastructure & Asset Management Plan, Council purchased 4 new eCombi Multi Tyred Rollers to be towed behind Council's 3 patrol graders and construction grader. Council also purchased new motor vehicles for the Works Manager and Assistant Works Manager along with a new Isuzu 8 Tonne Truck.

Council were successful with their grant application for \$1M through the second round of the Drought Communities Program 2019 from the Federal Government with projects needed to be complete by 31 December 2020.

This grant funding opportunity targets infrastructure and other projects that provide employment for people whose work opportunities have been impacted by drought; stimulate local community spending; use local resources, businesses and suppliers; and provide a long-lasting benefit to communities and the agriculture industries on which they depend.

Council have been pleased to be able to assist 9 community groups with carrying out various projects that will provide long lasting benefits to the communities:

- Storm Water Harvesting & Catchment
- Cleve District Hall Re-Roofing North Section
- Cleve District Hall Solar Panels
- Cleve District Hall Air Conditioning
- Drought Project Officer
- Arno Bay Bowling Club Disabled Toilet
- Arno Bay War Memorial Hall Solar Panels
- Cleve Golf Club Irrigation System
- Cleve Playgroup & Lil Gym Building Upgrade
- Darke Peak Golf Club Tee Blocks
- Darke Peak Sports Club Playground Shade sail
- Mangalo Hall Kitchen Upgrade
- Rudall Community Sports Club Solar Panels
- Wharminda War Memorial Hall Windows

The new financial year will be busy again with 33kms of road construction to be completed along with other major capital works in the Cleve District. There will be new challenges ahead, some unexpected.

I would like to thank the administration staff for their support and the works department for their hard and dedicated work throughout the 2019-20 financial year.



Ivan Noble  
Works Manager



### Australia Day Citizenship Awards 2020



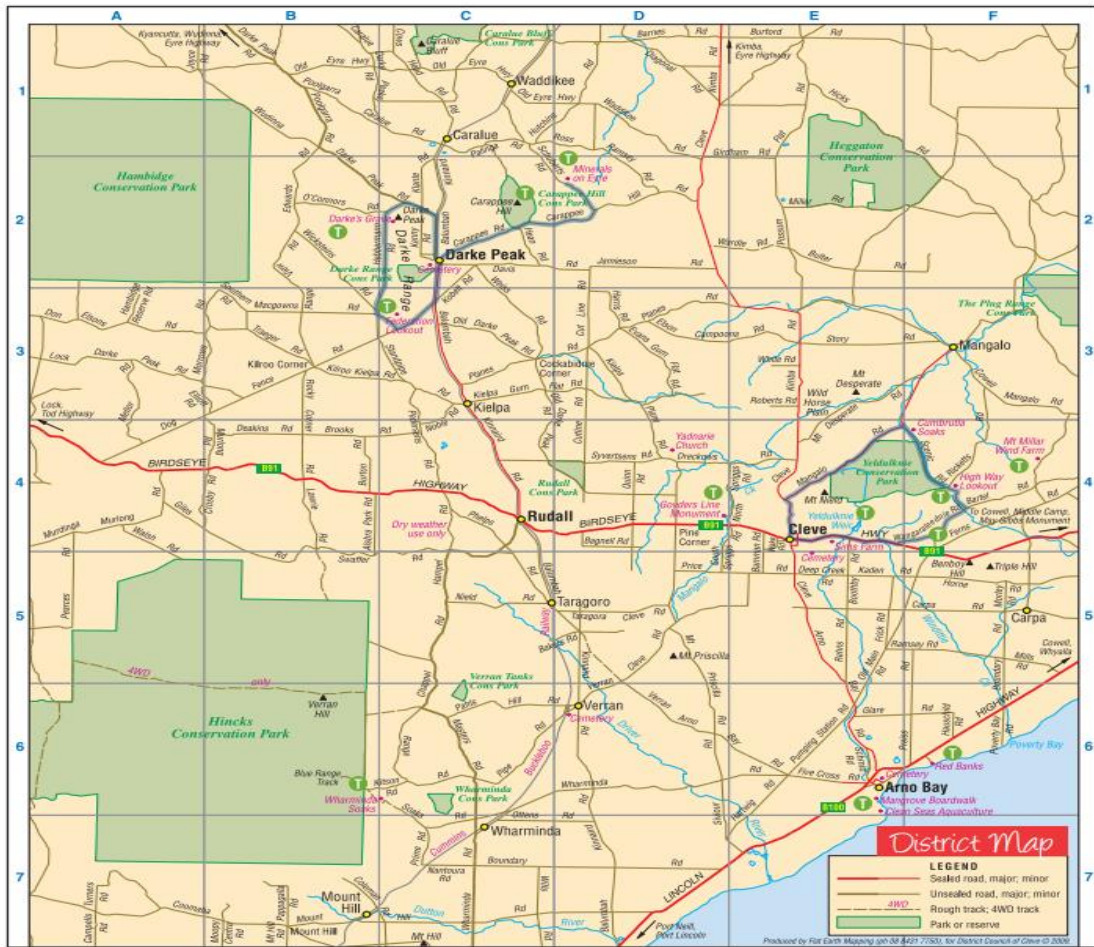
**Citizen of the Year** – Donald Smith.

**Community Event of the Year** - Cleve Area School, 70<sup>th</sup> Birthday Family Fair.

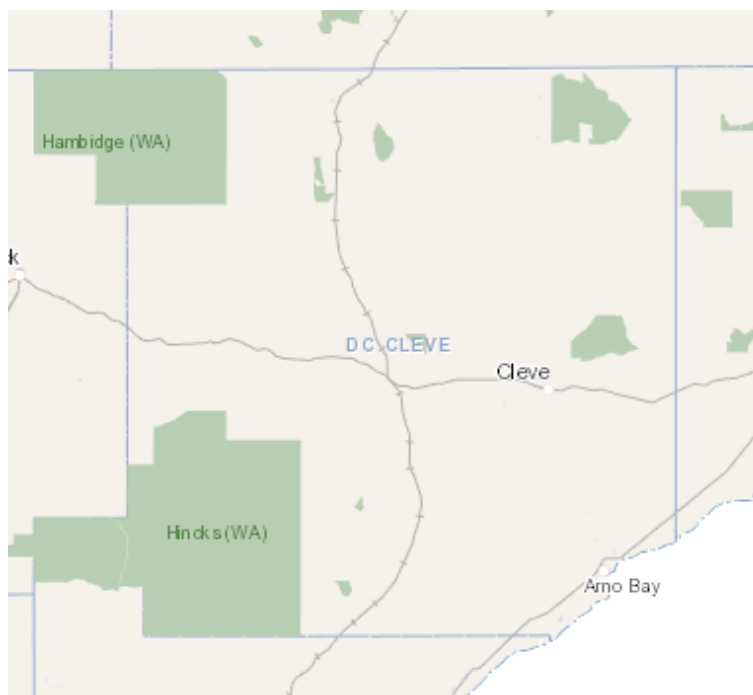
**Pictured left to right:** Ros Elson, Deb Taheny, Donald Smith, Meredith Ramsey, Ray Merino and Francene Connor (Australia Day Ambassador and guest speaker)

# District Maps

## Cleve and Surrounding Areas Map



## District Council of Cleve Zone Map



## Council Staff

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### ADMINISTRATION DEPARTMENT

Peter Arnold	Chief Executive Officer
Meisha Quinn	Manager Corporate Services
Ivan Noble	Works Manager
Grant Crosby	Assistant Works Manager
Jodie Wandel	Administration Officer - Personal Assistant to CEO
Julie-Ann Kobelt	Administration Officer – Compliance & Governance
Jodie Blum	Work Health Safety and Risk Management Coordinator
Bess Winkley	Tourism & Community Development Officer
Angela Crosby	Administration Officer – Payroll & Accounts
Madeline Ramsey	Administration Officer – Rates & Property
Natalie Kenny	Casual Administration Officer
Angela Harris	Drought Project Officer (contract position)

### WORKS DEPARTMENT

Brian Carlaw	Leading Worker – Construction
Nathan Gillings	Leading Worker – Maintenance
Neville White	Mechanic
Roy Jackson	Patrol Grader Operator
Shaun Stringer	Patrol Grader Operator
Shane Duncan	Patrol Grader Operator
Matthew Furnell	Construction & Maintenance Worker
Simon Clements	Construction & Maintenance Worker
Paul Cox	Construction & Maintenance Worker
Michael Claxton	Construction & Maintenance Worker
Alison Turnbull	Construction & Maintenance Worker
Craig Chesson	Construction & Maintenance Worker – Parks & Gardens
Robert Haines	Construction & Maintenance Worker – Waste
Lea Buxton	Casual Cleaner
Annette Elson	Casual Cleaner

### COUNCIL STAFF (EXTERNAL)

Stewart Payne	Planning
Peter Harmer	Building
Laurie Collins	Planning & Building
Michael Stephenson	Environmental Health

## Senior Staff Salary & Benefits

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Position	Allowance or Benefit
Chief Executive Officer	Private use of council motor vehicle as per council policy, provision of mobile phone and iPad, rent assistance package in lieu of executive housing, uniform
Manager Corporate Services	Provision of iPad, uniform
Works Manager	Private use of council motor vehicle as per council policy, provision of mobile phone and iPad, rent assistance package in lieu of executive housing, uniform

### Tenure (Service) Awards

Robert Haines	20 Years' Service
Grant Crosby	20 Years' Service

## Elected Members & Allowances

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### Elected Members

Left to Right: Greg Cook, Colin Rayson, Bryan Trigg, Grant Fennell, Robert Quinn (Deputy Mayor), Phil Cameron (Mayor), Chris Tarran

### **Philip Cameron, Mayor**

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Address: 1 Price Street, CLEVE SA 5640  
Mobile: 0428 860 883  
Email: phil.cameron@cleve.sa.gov.au  
Annual Allowance\*: \$26,678.18  
Council Meetings\*\*: Attended 16/16  
Training & Development: Media Training for Elected Members delivered by Lyndon Keane, District Council of Kimba.

### **Robert Quinn, Deputy Mayor**

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Address: 3476 Birdseye Highway, CLEVE SA 5640  
Mobile: 0457 826 156  
Email: robert.quinn@cleve.sa.gov.au  
Annual Allowance\*: \$8,336.88  
Council Meetings\*\*: Attended 16/16  
Training & Development: Media Training for Elected Members delivered by Lyndon Keane, District Council of Kimba.

### **Greg Cook, Elected Member**

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Address: 17 West Terrace, CLEVE SA 5640  
Mobile: 0427 158 282  
Email: greg.cook@cleve.sa.gov.au  
Annual Allowance\*: \$6,669.50  
Council Meetings\*\*: Attended 11/16  
Training & Development: Media Training for Elected Members delivered by Lyndon Keane, District Council of Kimba.

### **Grant Fennell, Elected Member**

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Address: 46 East Terrace, CLEVE SA 5640  
Mobile: 0428 282 271  
Email: fuzz.fennell@cleve.sa.gov.au  
Annual Allowance\*: \$6,669.50  
Council Meetings\*\*: Attended 16/16  
Training & Development: Media Training for Elected Members delivered by Lyndon Keane, District Council of Kimba.  
Mandatory Training - Kelledy Jones Lawyers

### **Colin Rayson, Elected Member**

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Address: 26 Centenary Lane, ARNO BAY SA 5603  
Mobile: 0427 272 348  
Email: colin.rayson@cleve.sa.gov.au  
Annual Allowance\*: \$6,669.50  
Council Meetings\*\*: Attended 13/16  
Training & Development: Media Training for Elected Members delivered by Lyndon Keane, District Council of Kimba

### **Chris Tarran, Elected Member**

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Address: 32 Fourth Street, CLEVE SA 5640  
Mobile: 0427 282 459  
Email: chris.tarran@cleve.sa.gov.au  
Annual Allowance\*: \$6,669.50  
Council Meetings\*\*: Attended 15/16  
Training & Development: Media Training for Elected Members delivered by Lyndon Keane, District Council of Kimba

### **Bryan Trigg, Elected Member**

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Address: 3 Airport Road, CLEVE SA 5640  
Mobile: 0488 059 501  
Email: bryan.trigg@cleve.sa.gov.au  
Annual Allowance\*: \$6,669.50  
Council Meetings\*\*: Attended 15/16  
Training & Development: Media Training for Elected Members delivered by Lyndon Keane, District Council of Kimba

**\*Reimbursements** Fuel is reimbursed to Councillors for council-related travel.

**\*\*Meetings** Council meetings are held the second Tuesday of every month, commencing at 2.30pm in the Council Chambers, 10 Main Street, Cleve. Council meetings are open to the public.



# Organisational Structure & Key Responsibilities



Under the system of Local Government established by the Local Government Act 1999, Council is established to provide for the government and management of its area at the local level and in particular, act as a representative, informed and responsible decision maker in the interests of its community.

The Chief Executive Officer and supporting officers have the delegated authority from Council to make decisions on a number of specified administrative and policy matters. These delegations are listed in the appropriate register and are reviewed annually or as required by Council.

## General Information

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Office Opening Times	8:30am – 5:00pm Monday to Friday
District Area	501,885 ha
District Population	1,771*
Male	52.3%
Female	47.7%
Median Age	44 years
Capital Value of Rateable Properties	\$699,636,000
Number of Rateable Properties	1542
Road Length – Council Owned	1,560km
Road Length – State Government Owned	170km
Average Rainfall Ranges	265.3mm**
Foreshore Length	30km
Dogs Registered	374 (Compared with 397 in 2018/19))
Development Applications Approved	48 (Compared with 36 in 2018/19)
Value of Development Applications	\$2,667,265 (Compared with \$2,490,936 in 2018/19)

\*Population and District Area information obtained through Australian Bureau of Statistics

\*\*Average Rainfall data obtained from Elders Weather (YTD average rainfall to August 2020)



Left to Right: Andrea Hannemann, Trent Harris, Angela Harris, Mark Hannemann, Phil Cameron (Mayor), Teresa Wegner, Geoff Bammann and Sheila Bammann.

## Electoral Representation Quota & Periodic Review

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Section 12(4) of the Local Government Act 1999 ("the Act") requires Council to conduct an electoral representation review at least once in every 8 years. Previous Electoral Representation Reviews conducted by Council were in 2001 and 2009.

Council commenced a review in the second half of 2016. At that time Council had the following structure and composition:

- The principle member of Council was a Chairperson (with the title of Mayor) elected by and from the elected members.
- The Council district was not divided into wards.
- The elected Council consisted of 8 Area Councillors.

Public notice of a review is given via the placement of notices in the Government Gazette, as well as The Advertiser and the local Eyre Peninsula Tribune newspapers.

This public notice stipulates a minimum period of 6 weeks in which written submissions from interested persons are invited. The Representation Options Paper was released in November 2016.

Section 12 (6)(b) of the Local Government Act 1999 requires that the representation options paper must examine the advantages and disadvantages of the various options that are available to the Council under subsection (1) (insofar as the various features of the composition and structure of the Council are under review) and, in particular (to the extent that may be relevant):

- (b) if the area of the Council is divided into wards - examine the question of whether the division of the area into wards should be abolished,

Section 52 (2) of the Local Government Act 1999 defines the representation options available to Councils as follows:

A Councillor will (depending on how the Council is constituted):

- (a) be appointed<sup>1</sup>, or elected by the electors for the area, as a representative of the area as a whole (whether or not the area is divided into wards); or
- (b) if the area is divided into wards - be appointed<sup>1</sup>, or elected by the electors of a particular ward, as a representative of the ward.

Note:

<sup>1</sup> an appointment may occur under section 10 of this Act or section 8 of the Local Government (Elections) Act 1999.

Any person making a written submission is also given the opportunity to appear, personally or by representative, before Council. Council received 1 written submission, the author of which did not wish to be heard in person.

After considering written submissions, the Council is required to compile a report on its proposals for the Electoral Representation Review. This report is once again publicly notified, with a minimum of 3 weeks given for any person wishing to make a written submission.

A further opportunity is given for those persons making a submission to appear, personally or by representative, before Council. The 'First Public Consultation' report was released in March 2017 – no submissions were received.

In September 2017, Council resolved to support the following future structure and composition of Council:

- The principle member of Council continues to be a Chairperson (with the title of Mayor) selected by and from amongst the elected members.
- The Council areas not be divided into wards (the existing 'no ward' structure be retained).
- The future elected body of Council comprise 7 Area Councillors.

Changes to Council's composition as a consequence of this review came into effect at the November 2018 Local Government election.

The following table provides the average representation quota for Councils of a similar size and type to the District Council of Cleve (Rural Agricultural Small (RAS)).

## COUNCIL REPRESENTATION QUOTA & PERIODIC REVIEW

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COUNCIL	ELECTORS	COUNCILLORS	QUOTA (INC MAYOR)
Cleve	1,227	7	175
Elliston	737	8	92
Flinders Ranges	1,209	9	134
Franklin Harbour	888	6	148
Karoonda East Murray	745	7	106
Kimba	823	7	117
Orroroo Carrieton	670	6	111
Robe	1,304	7	186
Streaky Bay	1,583	8	197
Wudinna	823	7	117
<b>Total</b>	<b>10,009</b>	<b>72</b>	<b>1,380</b>
<b>Average</b>	<b>100.9</b>	<b>7.2</b>	<b>138</b>

Source: Local Government Association 31st July 2020 - Representation Quotas 2019-20 Local Government of SA

## Confidentiality Provision

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Council will hold all meetings in public, except in special circumstances where the public may be excluded from attendance from a part of a meeting where it is necessary to receive, discuss or consider in confidence any information or matters listed in Section 90 of the Local Government Act 1999.

Council held 12 ordinary meetings and 4 special meetings during 2019-20.

In accordance with Section 90 (2) of the Local Government Act 1999, Councils are required to include information in relation to any orders of the Council or Council Committee where the public have been excluded from attendance.

- Total number of orders made under section 90 (2) of the Act in 2019-20: 3
- The date and subject of each order within the ambit of section 90 (2):
  - 9 July 2019 – ‘Outstanding Rates’
  - 13 August 2019 – ‘Cleve Sporting Bodies’
  - 10 December 2019 - ‘Outstanding Rates’
- In relation to section 90 (3) paragraphs (a) – (na), the number of times in the financial year that an order was made under section 92: Nil

It is also a requirement in accordance with Section 91 (7) of the Local Government Act 1999 that Council are to include information in relation to any orders of the Council or Council Committee to keep documents on a confidential basis.

- Total number of orders made under Section 91 (7) in 2019-20: 3
- Number of orders made in 2019-20 that expired, ceased to apply or were revoked during the financial year: Nil
- Number of orders that remained operative at the end of the financial Year (not including order made before 15 November 2010): Nil



District Council of Cleve – Council Chambers

## Consultation Policy

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The purpose of the Public Consultation Policy is to outline the principles and procedures that the Council will follow to involve the community in planning and decision making in the local area, and to ensure accountability of the Council to the community through effective communication and consultation strategies.

This policy will apply as required by Section 50 of the Local Government Act 1999.

### Principles

The principles underpinning this policy are:

- the community has a right to be involved in and informed about decisions affecting them;
- community involvement in Council decision making will result in greater confidence in the Council and responsive decision making;
- Council decision making should be open, transparent and accountable;
- the Council recognises that the level of consultation with the community will vary, according to whether it is mandatory or discretionary, depending on the community interest in the topic, the number of persons potentially affected and the requirements for consultation set out in the Act for specific topics; and
- the Council's desire to balance community views and interests with other influences such as budgetary constraints.

### Objectives

The objective of this policy is to promote positive relations between Council and the community through:

- effective communication and consultation between Council and the community in order to enable the community to contribute to Council planning and decision-making;
- providing a framework for community involvement in Council planning and decision-making;
- promoting Council decision making which is open, transparent, responsive and accountable to the community; and
- educating the community on matters of legislation, procedure, policy and best practice.

### The Local Government Act 1999

The Act requires Council to consult, in accordance with its Public Consultation Policy, on the following matters:

- Principal Office – Opening hours (S.45(3))
- Code of Practice – Access to meetings and documents (S.92(5)(b))
- Annual Business Plan (S.123(3))
- Rates – Basis of Rating (S.151(5))
- Rates – Basis of Differential Rates (S.156(14d))

- Community Land – Classification (193(2))
- Community Land – Revocation of Classification (S.194(2b))
- Community Land – Management Plans (S.197(1))
- Community Land – Amendment or Revocation of Management Plan (S.198(2))
- Community Land – Alienation by lease or licence (S.202(2))
- Roads – Authorisations and Permits restricting access, or for use or activity requiring public consultation under regulations (S.223)
- Roads – Planting trees and vegetation (S.232)
- Council should always refer directly to the relevant Section of the Act before determining the appropriate consultation requirements

Other sections of the Act provide details of consultation steps (sometimes referred to as 'public notice' or 'notice to the public') to be followed which are not covered by this policy.

These include:

- Representation Reviews (S.12)
- Status of council/changes of names (S.13)
- Public Initiated Submissions (S.13)
- Commercial Activities – Prudential requirements (S.48)
- Public Consultation Policies (S.50)
- Strategic Management Plans (S.122(6))
- Passing By-Laws (S.249)
- Policies on Orders (S.259)

Council should always refer directly to the relevant Section of the Act before determining the appropriate consultation requirements.

### **Other Acts**

Where there are legislative requirements for consultation under other legislation, they take precedence over the Public Consultation Policy, if there is any inconsistency.

### **Roles and Responsibilities**

This policy will apply to Council Elected Members, staff, contractors, agents and consultants on the Council's behalf.

The Council's Chief Executive Officer is responsible for:

- implementing this policy;
- reporting on the Council's success in meeting the objectives of this policy; and
- reporting on the review and evaluation of this policy.

Council has delegated responsibility to the Chief Executive Officer to determine the method of Public Consultation required for each circumstance.

## Consultation Requirements

Council acknowledges that the Act sets out minimum standards of consultation only. The decision to consult and the scope and scale of the consultation will be determined by the following criteria:

- number of residents or stakeholders likely to be affected;
- sensitivity and nature of the issue or decision;
- likely social, economic, environmental and cultural impact;
- scale of public and community interest; and
- the requirements of the Act, other legislation and Council policies.

Accordingly, it is acknowledged that the Council may undertake consultation as a matter of discretion where there is no legislative imperative to do so. Where the Council does undertake discretionary consultation, it may choose to follow this policy in doing so, or may determine any other process of its choosing.

## Procedure

Subject to any procedures mandated by legislation, the following steps will be taken by the Council to fulfil the requirements of this policy:

- as a minimum the Council will publish a notice in the Eyre Peninsula Tribune, describing the matter for which public consultation is required, and inviting interested persons to make submissions to the Council within a period of at least 21 days from the date of the notice; and
- the Council will consider any submissions received as part of its decision making process and will also have regard to any relevant legislation.

Other options which the Council may choose to utilise to communicate information and invite submissions, in addition to the above, are:

- Notice in the Advertiser
- Letter drops to residents
- Letters to stakeholders
- Media releases
- Social Media (currently Facebook & Twitter)
- Fact sheets & brochures
- Displays or notices in public places
- Public forums and meetings
- Council website
- Meeting with relevant community members

Any steps taken by the Council, in addition to the minimum requirements set out in the Act, are at the absolute discretion of the Council and will depend upon the particular topic under consideration, the resources available to the Council and the level of interest the topic is likely to generate.



## Adoption of Policy

This policy was adopted by the Council at its meeting on 9 December 2009, and reviewed in November 2011 and again in January 2015.

## Review, Alteration or Substitute of Policy

The effectiveness of the policy will be reviewed and evaluated following each general election.

The Chief Executive Officer will report to Council on the outcome of the evaluation, and make recommendations for amendments, alteration or substitution of a new policy, if relevant.

Any alteration to the policy, or substitution of a new policy, will be subject to the provisions under Section 50 of the Act, which states that before a Council:

- (a) adopts a public consultation policy; or
- (b) alters, or substitutes, a public consultation policy,

Council must:

- (c) prepare a document that sets out its proposal in relation to the matter;
- (d) publish in a newspaper circulating generally throughout the State and in a newspaper circulating within the area of the Council a notice of the proposal inviting interested persons to make submissions on the proposal within a period (which must be at least one month) stated in the notice; and
- (e) consider any submissions made in response to an invitation under paragraph (d);  
except where an alteration is of minor significance that would attract little (or no) community interest.

## Availability

The policy is available for viewing on the District Council of Cleve's website at [www.cleve.sa.gov.au](http://www.cleve.sa.gov.au) and for public inspection at the Council office, 10 Main Street Cleve, between 8:30am and 5:00pm, Monday to Friday (excluding public holidays) at no charge.

Council completed a consultation and a review of by-laws in the 2018-19 financial year and adopted at its meeting on 7 August 2018.



## Freedom of Information Statement

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This information statement is published by the District Council of Cleve in accordance with the requirements of Section 9 of the Freedom of Information Act 1991.

### Policy and Administrative Documents

The District Council of Cleve's policy and administrative documents include:

- Ordinary Council Meeting Agenda
- Ordinary Council Meeting Minutes
- Policy Manual
- Annual Budget
- Annual Financial Statements
- Record of Delegations
- Annual Report
- Assessment Book (development)
- Development Plan

### Certificates Issued Under Section 9 (1a)

No certificates relating to Freedom of Information (FOI) were issued under Section 9 (1a) of the Freedom of Information Act 1991 in the 12 months to 30 June 2020.

FOI enquiries or requests would normally be addressed to:

Chief Executive Officer  
District Council of Cleve  
PO Box 36  
CLEVE SA 5640



Left to Right: Tim Whetstone (Member for Chaffey), Robert Quinn, Peter Arnold and Peter Treloar (Member for Flinders)

## Competitive Tendering

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All activities not undertaken by Council staff are put out to tender in accordance with Council's tendering policies and associated procedures. There are various levels of tendering allowed under these policies and procedures, depending on value and risk factors. The extent of competitive tendering activities is defined in Council's Procurement (including Contracts & Tenders) Policy and Disposal of Land and Assets Policy.

## Application of the National Competition Policy

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Clause 7 Statement on the Application of Competition Principles to Local Government under the Competition Principles Agreement requires the Council to provide information relevant to competition neutrality to any Council operations.

The Council does not operate any significant business activities within either Category 1 or Category 2 under the National Competition Policy. The Council has not received any complaints about the application of competitive neutrality during the 2019-2020 financial year.

The Council's by-laws are subject to the requirements of Section 247 of the Local Government Act 1999 regarding avoiding restricting competition to any significant degree. The Council duly considered the impacts of the by-laws on national competition when they were adopted in 2018.

## Equal Employment Opportunity

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The District Council of Cleve is firmly committed to the principles of Equal Employment Opportunity (EEO) and puts these principles into practices in all instances of new staff appointments, promotions and training opportunities.

This equal opportunity practice reflects the Council's desire to create an employment environment which is free of discrimination, where each person can progress to the extent of their ability, and which reflects the diversity and needs of the community it serves.

Council therefore acknowledges its legal obligations under the Local Government Act and Federal Equal Opportunity laws, in that:

- The SA Equal Opportunity Act makes discrimination unlawful on the grounds of sex, sexuality, marital status, pregnancy, race, physical or intellectual impairment and age in areas of employment, provision of goods and services, advertising, accommodation and clubs and associations. Sexual harassment and victimisation are also unlawful.
- The Local Government Act requires that Council observe general principles of personnel management and develop, implement and review an Equal Employment Opportunity Program.

It is the right of every South Australian to seek advice or assistance from the Equal Opportunity Commission.

## Work Health & Safety

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The District Council of Cleve continues to promote a safe working environment through its management of work health and safety (WHS).

Local Government is an industry that must achieve a very high standard in WHS to maintain its Return to Work SA exempt employer status. Council must abide by these Return to Work standards and does so through continual self-analysis of its WHS practices via regular Safety Committee meetings.

A Safety Committee, comprising the Safety Coordinator, one office and two depot elected Health and Safety Representatives, the Chief Executive Officer and the Works Manager, currently meet regularly (at least quarterly) to discuss safety-related issues.

Council's Regional Risk Coordinator – Northern Eyre Peninsula (based at Kimba) also attends Safety Committee meetings, to ensure safe work practices and environments, and to further ensure compliance with legislative requirements.

2019-20 has seen continued support in the WHS space for the Council, with ongoing work to improve our overall practices, processes and procedures.

The Council's WHS and Risk Management Plan aims to;

- Provide direction for Work Health Safety Management Systems (WHSMS) development, implementation, review and continuous improvement;
- Establish and monitor WHS objectives, targets and performance indicators;
- Consider Safety Committee and stakeholder input during WHS planning, monitoring and review;
- Approve, monitor, review and modify the WHS plan;
- Keep records of management meetings;
- Monitor and verify compliance with requirements of the WHS legislation and PSSSI;
- Measure and evaluate performance reporting items and outcomes (e.g., performance indicator tracking tools, internal audit tools, incident and hazard trends, etc.);
- Continue working with the LGA to communicate new legislation and regulations to our staff on a regular basis;
- Continue training and development opportunities for Council staff to ensure they are trained appropriately and on an as needs basis;
- Provide support to staff around general health and wellbeing programs provided by Corporate Health Group; and
- Conduct and Facilitate Emergency evacuation and bushfire management updates where applicable.

The Council will continue to maintain a high priority toward the health, safety and wellbeing of their staff and external stakeholders and encourage continuous improvement always.

# Community Plans & Documentation

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## Community Land Management Plans

As per the Local Government Act 1999, Chapter 11 and Schedule 4 2(e), Council recognises the requirement and need for management plans of its community and operational land. The following management plans for community land have been implemented:

- District Council of Cleve Community Land - Playground Management Plan
- District Council of Cleve Community Land - Sports and Recreation Facilities Management Plan
- District Council of Cleve Community Land – Darke Peak Parklands Management Plan

## Community Engagement

Members of the public have a number of opportunities to put forward their views on particular issues before Council. These are:

### Deputations

With the permission of the Committee Chairman or the Mayor, a member of the public can address a Committee or the Council personally or on behalf of a group of residents.

### Presentations to Council

With prior notification and arrangement with the Mayor, a member of the public can address the Council on any issue relevant to Council.

### Petitions

Written petitions can be addressed to the Council on any issue within the Council's jurisdiction.

### Written Requests

A member of the public can write to the Council on any Council policy, activity or service.

### Elected Members

Members of the public can contact their Elected Members of Council prior to each monthly Council Meeting.

## Obtaining Information from Council

The following Council documentation is available for public viewing on Council's website or at the Council office. These include:

- Annual Business Plan & Annual Budget
- Animal Management Plan
- Annual Report
- Application Forms & Permits
- Arno Bay Foreshore Master Plan
- Bushfire Prevention Plan
- Community Land
- Council By-Laws
- Council Meeting Agenda & Minutes
- Development Plan
- District Emergency Management Plan
- Financial Statements
- Government Policies
- Infrastructure & Asset Management Plan
- Long Term Financial Plan
- Regional Public Health Plan
- Schedule of Fees & Charges
- Strategic Plan
- Section 41 Committee Meeting Agenda & Minutes

## Council Membership

The District Council of Cleve is a member of the following organisations:

- South Australian Local Government Association
- Eyre Peninsula Local Government Association
- Regional Development Australia Eyre Peninsula Inc.

## Requirements of the Local Government Act

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### Auditor Independence

Council's Auditor, Dean Newbery & Partners, was appointed in April 2016 for a 5-year period. Councils are required to report on the remuneration payable to the auditor during the year and to differentiate between audit and non-audit fees. The audit fees for the Council in 2019-20 is \$16,560 (GST exclusive).

### Internal Review of Council's Actions

Section 270 (8) of the Act requires Council to include within its Annual Report information in relation to the number of applications for review of Council decisions made under section 270 of the Act. Council received no applications for review in the 2019-20 financial year under this section of the Act.

### Registers

The following registers are maintained in accordance with the Local Government Act 1999, the Local Government (Elections) Act 1999, and associated regulations:

- Allowance & Benefits
- Asbestos
- Bank Account
- Chains & Slings
- Common Seal
- Community Grant
- Confidential Items
- Contracts & Agreements
- Councillors & Staff Interests
- Credit Card
- Emergency Response Support
- Emergency Services Plant & Equipment
- Exit & Emergency Lights
- Fire Extinguisher
- Gifts & Benefits
- Government Gazette
- Grants
- Hard Hat
- Key
- Ladder
- Leases & Licences
- Legislative Compliance Tracking
- Loans
- Residual Current Devices Testing
- Salaries & Benefits
- Section 41 Committees
- Tree

## Governance Policies & Codes

The following mandatory policies and codes of practice/conduct have been adopted by Council in accordance with the Local Government Act 1999:

- Access to Council Meetings, Committees, Documents
- Code of Practice
- Access to Development Records Policy
- Asset Impairment Policy
- Asset Management Policy
- Asset Revaluation Policy
- Assisting Emergency Services Policy
- Budget Management Policy
- Building Inspection Policy
- Caretaker Policy
- Complaints Handling Under Council Members Code of Conduct Policy
- Customer Complaints Policy
- Council & Committee Meeting Procedure Policy
- Council Induction Policy
- Council Member Access to Information Policy
- Council Vehicle Policy
- Credit Card Policy
- Customer Policy – Community Wastewater Management Scheme
- Development Assessment Delegation Policy
- Disposal of Land and Assets Policy
- Document Control Policy
- Elected Member Allowances and Support Policy
- Elected Member Training and Development Policy
- Employee Leave Policy
- Hardship Policy
- Environment Policy
- Expiation Waiving Policy
- Fraud & Corruption Prevention Policy
- Gifts and Benefits Policy
- Grants Policy
- Grievance and Disciplinary Policy
- Hardship Policy
- Hire of Plant and Equipment Policy
- Hire of Portable Toilets Policy
- Informal Gathering Policy
- Internal Controls Policy
- Internal Review of Council Decisions Policy
- i-Responda Policy
- Issuing of RV Clearance Certificates Policy
- Loans to Community Groups Policy
- Mayor (Member on Committees) Policy
- Mayors Seeking Legal Advice
- Mobile Food Vendor Rules
- Order Making Policy
- Procurement Policy
- Prudential Management Policy
- Public Consultation Policy
- Public Interest Disclosure Policy
- Records Management Policy
- Revenue & Financing Policy
- Reserve Policy
- Risk Management Policy
- Road Naming Policy
- Rural Addressing Policy
- Safe Environment Policy
- Service Gifts
- Social Media Policy
- Special Pandemic Leave Policy

- Strategic Risk Management Framework
- Supplementary Election Policy
- Swimming Pool Inspection Policy
- Tenancy of Council Houses
- Travel & Accommodation Policy
- Treasury Policy
- Wind Farm Policy
- Works Vehicle Identification Policy

### **Documents Available for Inspection**

The following documentation is available for viewing on Council's website and for public inspection at the Council office during business hours. Members of the public may also purchase copies of these documents at the prescribed fee from the Chief Executive Officer.

- Annual Business Plan & Annual Budget
- Annual Financial Statements
- Annual Report
- Assessment Book
- Council By-laws
- Development Plan
- Fees & Charges
- Member's Register of Allowances & Benefits
- Member's Register of Interests
- Officer's Register of Salaries
- Ordinary Council Meeting Agenda
- Ordinary Council Meeting Minutes
- Policy Manual
- Record of Delegations
- Register of Community Land
- Register of Public Roads
- Senior Officer's Register of Interest
- Strategic Plan



## Amendment to Council Records

A member of the public may gain access to Council documents to make amendments concerning their personal affairs by making a request under the Local Government Act. A member of the public may then request a correction to any information about themselves that is incomplete, incorrect, misleading or out-of-date.

To gain access to these Council records, a member of the public must enquire in the first instance to the Chief Executive Officer. It may be necessary to complete a FOI Request Form, outlining the records that the person wishes to inspect.



Left to Right: Ray Marino, Grant Fennell, Bess Winkley, Peter Arnold (CEO), Meisha Quinn, Phil Cameron (Mayor), Rodney Quinn, Tim Whetstone (Member for Chaffey), Bryan Trigg, Angela Harris, Mark Hannemann, Sheila Bammann, Geoff Bammann, Chris Tarran, Andrea Hannemann and Peter Treloar (Member for Flinders).

## Local Nuisance & Litter Control Act and Regulations

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Subject to the Local Nuisance and Litter Control Act 2016, a council is the principal authority for dealing with local nuisance and littering in its area. Section 8 of this Act requires Council to include the following information on the functions conferred on councils under this Act. For the financial year 2019-2020:

- the number of complaints of local nuisance or littering received by Council: Nil
- the number and nature of:
  - offences under the Act that were expiated: Nil
  - offences under the Act that were prosecuted: Nil
  - nuisance abatement notices or litter abatement notices issued: Nil
  - civil penalties negotiated under section 34 of the Act: Nil
  - applications by the Council to the Court for orders for civil penalties under section 34 of the Act and the number of orders made by the Court on those applications: Nil
- any other functions performed by the council under the Act: Nil



The Eastern Eyre Waste Management Waste Truck is owned by the District Council of Cleve providing a rubbish and recycling shared service with the District Council of Kimba and District Council of Franklin Harbour

## Council Committees

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### Section 41 Committees of Council

- Arno Bay & Districts Boat Ramp Committee
- Cleve Districts Tourism & Development Group
- District Emergency Management Plan Committee

### Committees of Council

- CEO's Performance Review Committee
- Cleve & Districts Bushfire Prevention Working Group
- Cropping Advisory Group
- Council House & Community Property Advisory Group
- Council Audit Committee
- Eastern Eyre Waste Management Working Group
- Tender Committee

### Third Party Committees with Council Representation

- Cleve Area School Governing Council
- Cleve Swimming Pool Committee
- Eastern Eyre Health Advisory Council Inc.
- EPLGA Roads & Transport Working Party
- Eyre Peninsula Coastal Councils Group
- Eyre Peninsula Local Government Association
- SA Local Government Association & SA Local Government Finance Authority
- Sims Farm Agricultural Advisory Group
- Arno Bay & Districts Boat Ramp Committee
- Cleve Districts Tourism & Development Group
- District Emergency Management Plan Committee

### Third Party Committees with Council Representation

- Eastern Eyre Peninsula Building Fire Safety Committee (*Planning, Development and Infrastructure Act 2016*)
- Eastern Eyre Regional Development Assessment Panel (*Planning, Development & Infrastructure Act*)

## Section 41 Council Committees

### Arno Bay & Districts Boat Ramp Committee

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President	David Preiss
Vice President	Don Hauschild
Secretary	Paul Aitkins
Treasurer	Colin Rayson
Members	Brenton White Rod Carrick John Broster Greg Claughton Craig Henderson Brenton Harris
Council Representative	Grant Fennell

#### President's Report

This year has seen us do some maintenance and repairs on the boat ramp itself. A working bee has been held to replace a pontoon and install a shock absorbing system in as well. A well-co-ordinated effort by those people concerned. Thanks to all who contributed to this effort. We have some more work to do, e.g. replacing some board sections on top of the ramp and maybe also the railing on the side of the ramp for better boat protection.

Paul has installed a solar light in the fish cleaning area. We have also commenced paving around the fish cleaning table. This will be continued when the season slows down somewhat. A table and chairs have been relocated near the old boat ramp, which seems to be being used regularly.

We have also installed a wash down area with a retractable hose. So far this seems to be working well.

A solution must be found to solve the offal problem. Although it is not a common occurrence when the bins are found with fish offal it is not a good place to be around. Taking the bins away will not be an option as the offal will just end up in the sandhills behind. Tourists must have option to dispose of their waste.

The ticketing seems to be working well at times, although some will still not pay. I need the council to tell me what a fine could entail so I can put notes under windshield wipers of nonpayers. I am sure this may prick their conscious enough for them to pay.

Thanks to all who have helped in any way to maintain and upgrade our boat ramp facilities. Thanks to the Cleve District Council for their contribution to the maintenance work carried out.

David Preiss  
President

## Section 41 Council Committees

### District Emergency Management Plan Committee

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<b>Chairperson</b>	Vacant ( <i>as no meeting was held</i> )
<b>Deputy Chairperson</b>	Michael Weiss
<b>Administration Officer</b>	Julie-Ann Kobelt (Administration Officer – Compliance & Governance)
<b>Members</b>	Chris Tarran (Councillor) Colin Rayson (Councillor) Phil Cameron, Mayor, ex-officio Peter Arnold (Chief Executive Officer) Ivan Noble (Works Manager) SES Unit Manager CFS Group Officer Cleve District Hospital Executive Officer/Director of Nursing Eastern Eyre Health & Aged Care Centre Director Cleve Area School Principal Cleve SA Police Officer Cleve SA Ambulance Service Coordinator

#### **Chairperson's Report**

The Committee did not meet in the 2019-20 financial year.

## Section 41 Council Committees

### Cleve Districts Tourism & Development Group

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<b>Chairperson</b>	Matthew Story
<b>Vice Chairperson</b>	Ray Marino
<b>Secretary/Treasurer</b>	Bess Winkley (Tourism & Community Development Officer)
<b>Members</b>	Phil Cameron (Mayor, ex-officio) Sharon Crettenden Lyndon Briese Warren Elson Melissa Fennell Rebecca Jones Mike Lawrie Brooke Ramsey Anna Green Kathrine Norris

#### Chairperson's Report

A year has passed, and what a mostly frustrating year it has been with Covid-19. Frustrations started before Covid-19 though with the hard decision that Council had to make with moving the date of the pageant at the last moment due to a string of days of very extreme heat. The slightly later than planned event still went off well, so I feel the right decision was made.

Then came March and the Corona virus. This made it hard for us to meet and it's fair to say Zoom Meetings don't suit everyone here and it's probably not helped in our productivity this year.

We have spent money on signage again and this seems like painting the Sydney harbor bridge, it will be a continuing job.

We have upgraded the town banners so our town can have a bit of seasonal sparkle.

Thank you to all on the committee and I look forward to seeing what we can get ticked off in the next 12 months.

Matt Story  
Chairperson

## Council Committees

### Audit Committee

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<b>Independent Chairperson</b>	David Frick
<b>Members</b>	Phil Cameron Chris Tarran Greg Cook Fiona Ward (Independent Member)

The Audit Committee has been formally appointed pursuant to the requirements under the Local Government Act 1999 (the Act) and the Local Government (Financial Management) Regulations 2013.

The activities of the Audit Committee are governed by its terms of reference together with the Audit Committee work program which is updated after each meeting. These two documents deliver the legal requirements stipulated by the legislations as well as many of the best practise activities outlined in the LGA financial sustainability information papers covering this topic.

This report provides a summary of activities undertaken by the Audit Committee during the year ending 30 June 2020.

#### Committee Membership and Meetings Attended

The Audit Committee met on four (4) occasions during the financial year.

The Independent Chairperson is paid a sitting fee of \$500 and an independent member is paid a sitting fee of \$200 per meeting.

Member	Meetings Attended	Allowance Paid
D Frick (Independent Chairperson)	3	\$1,500
FM Ward (Independent Member)	4	\$1,400
PJ Cameron	4	N/A
GJ Cook	3	N/A
CR Tarran	4	N/A

From the 2017-18 year, Council have retained the appointment of an independent Advisor to the Audit Committee who is an expert in Local Government Audit Committees. This person ensures that:

- staff arrange for a minimum of four meetings to be held each year; and
- that the Audit Committee Work Program is kept up to date; and

- that the Audit Committee Work Program is consistent with the Audit Committee terms of reference as well as legislative requirements.

### Activities

The table that follows represents the completed work program for the meetings held in the year ending 30 June 2020.

Activity	Meeting Date
<b>1. Strategic Financial Reporting Cycle Reports Reviewed</b>	
1.1 Draft Annual Business Plan & Annual Budget 2020-21	24 Mar 2020
1.2 Annual Business Plan & Annual Budget 2020-21	26 May 2020
1.3 Updated Long Term Financial Plan 2020-29	23 Sep 2019
1.4 Annual Financial Statements 2018-19	23 Sep 2019
1.5 Budget Review #1 2019-20	3 Dec 2019
1.6 Budget Review #2 2019-20	24 Mar 2020
1.7 Budget Review #3 2019-20	26 May 2020
1.8 2020-21 Annual Business Plan & Annual Budget Process	24 Mar 2020
1.9 Annual Business Plan & Annual Budget 2020-21 Project Plan	24 Mar 2020
1.10 Financial Performance Report 2018-19	23 Sep 2019
<b>2. Internal Controls &amp; Risk Management Systems Reviewed</b>	
2.1 Internal Control Framework, Policy & Procedures	24 Mar 2020
2.2 Internal Controls Self-Assessment Report 2019-20	24 Mar 2020
2.3 Risk Register	3 Dec 2019
2.4 Risk Management Framework	3 Dec 2019
2.5 Emergency Management Plan	3 Dec 2019
2.6 Business Continuity Plan	3 Dec 2019
<b>3. External Audit</b>	
3.1 Receive and note the Balance Date Audit letter received from Dean Newbery & Partners	3 Dec 2019
3.2 Reviewed the Auditor Appointment Process to appoint an audit firm to undertake Council's Audit responsibilities for 2021-25	3 Dec 2019



3.3	Reviewed Management's recommendation for the External Auditor Appointment for 2021-25	3 Dec 2019
<b>4.</b>	<b>Financial Governance</b>	
4.1	Reviewed Financial Policies & Procedures, including: <ul style="list-style-type: none"> <li>• Policy 5.2 - Customer Policy – Community Wastewater Management Scheme</li> <li>• Policy 7.1 - Procurement Policy</li> <li>• Policy 7.2 - Disposal of Land &amp; Assets Policy</li> <li>• Policy 7.3 - Asset Impairment Policy</li> <li>• Policy 7.4 - Asset Revaluation Policy</li> <li>• Policy 7.5 - Revenue &amp; Financing Policy</li> <li>• Policy 7.6 - Treasury Policy</li> <li>• Policy 7.7 - Reserve Policy</li> <li>• Policy 7.8 - Budget Management Policy</li> <li>• Policy 7.9 - Prudential Management Policy</li> <li>• Policy 7.10 - Grants Policy</li> <li>• Policy 7.12 - Hardship Policy</li> <li>• Policy 7.13 - Internal Control Policy</li> <li>• Policy 7.15 – Employee Leave Policy</li> <li>• Internal Control Procedures</li> </ul>	23 Sep 2019
4.2	Reviewed SynergySoft User Privileges Review Report	23 Sep 2019
4.3	Review Investment & Loans Report 2018-19	3 Dec 2019
4.4	Review Investment Report 2018-19	24 Mar 2020
4.5	Receive and note Council's new Debt Collection Agency	24 Mar 2020
<b>5.</b>	<b>Strategic Management Planning</b>	
1.1	Review Project Plans for: <ul style="list-style-type: none"> <li>• Strategic Management Plan 2020-25 Project Plan</li> <li>• Infrastructure &amp; Asset Management Plan 2021-30 Project Plan</li> <li>• Long Term Financial Plan 2021-30 Project Plan</li> </ul>	3 Dec 2019
1.2	Review Draft Strategic Plan 2020-25	24 Mar 2020
1.3	Review Depreciation Review	24 Mar 2020

1.4 Reviewed final drafts of: <ul style="list-style-type: none"> <li>• Strategic Management Plan 2020-25</li> <li>• Infrastructure &amp; Asset Management Plan 2021-30</li> <li>• Long Term Financial Plan 2021-30</li> </ul>	26 May 2020
<b>6. Reporting Requirements of Audit Committee</b>	
6.1 Present Audit Committee Report 2018-19 for inclusion into Council's Annual Report for 2018-19	23 Sep 2019
6.2 Review Audit Committee Work Program	Ongoing

### Elected Member Training

Elected member training has been undertaken on an ad hoc basis during the actual meetings in the form of advice from the recently appointed Audit Committee advisor. Information on statutory requirements and best practise in relation to the various matters covered during meetings is routinely provided to the Committee Members to ensure a full understanding of the issues they are making recommendations to Council on.

David Frick

Independent Audit Committee Chair  
1 October 2020

# Strategic Plan

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The District Council of Cleve's Strategic Plan 2016-2021, adopted on 10 May 2016:

- details what Council will do during its term in office to contribute to the social, economic and environmental well-being of its community;
- identifies strategic directions, strategies, and key projects and services that Council will deliver over the 4-year period;
- broadly describes the links with regional, state and national objectives; and
- meets legislative requirements.

The Council's strategic direction is expressed in a number of goals and objectives, namely:

## 1. **Infrastructure – Quality in build, maintenance and fit for purpose**

- 1.1. Appropriate quality surfaces on all unsealed roads
- 1.2. Extend sealed road network within townships and rural sector
- 1.3. A constructed footpath on at least one side of every residential street
- 1.4. Continue to implement best practice asset management techniques
- 1.5. Maintain and expand the Community Wastewater Management Schemes (CWMS) in the Council area
- 1.6. Improved stormwater control, capture and reuse
- 1.7. All community buildings maintained in excellent condition and well utilised
- 1.8. Increased number of walking and cycling trails throughout the district

## 2. **Economy – Dynamic, sustainable, diversified and growing**

- 2.1. Increased number of businesses and growing employment
- 2.2. District Development Plan supports business growth
- 2.3. Strategic Tourism Infrastructure and Visitor Facilities Plan is developed
- 2.4. Mobile phone black spots in district reduced
- 2.5. Increase in the provision of government services
- 2.6. Heavy vehicle access to district roads

## 3. **Built and Natural Environment – Enhanced appreciation, management and utilisation**

- 3.1. Roadside native vegetation control supports economy
- 3.2. Natural waterways are protected and enhanced
- 3.3. Stormwater/CWMS water reuse maximised
- 3.4. Rainwater capture on properties is increased
- 3.5. Reduced community carbon footprint
- 3.6. District revegetation programs are established
- 3.7. National parks and reserves are enhanced

- 3.8. Waste collection and recycling services are supported by the community
  - 3.9. Coastal protection and beach access improved
  - 3.10. Jetties maintained in good condition
  - 3.11. Integrated walking and cycling trails are recognised nationally
  - 3.12. Visitor infrastructure program in regional conservation parks is developed
- 4. Community and Culture – Vibrant, Diverse & Inclusive with appreciation of local heritage**
- 4.1. Maximise the use of community buildings
  - 4.2. A regional art gallery and workshop is established
  - 4.3. Upgraded regional sport and recreational facilities are investigated
  - 4.4. Community health and fitness are enhanced
  - 4.5. Disability access to township businesses and facilities is enhanced
  - 4.6. Appropriate aged care facilities
  - 4.7. The number of youth activities and development programs is increased
  - 4.8. Improved social interaction in communities
  - 4.9. Cleve region is recognised for music, theatre, films and functions
  - 4.10. Regional and local history is recognised and appreciated
  - 4.11. Establish community garden groups
  - 4.12. Enhanced open space development in townships
  - 4.13. Foreshore development, expansion and enhancement
- 5. Business Governance – Excellence in leadership, financial management and operational governance**
- 5.1. Council is recognised for exceptional leadership, management and professional staff
  - 5.2. Council has adopted a risk management policy that is applied to all significant projects
  - 5.3. Financial controls and cash management policies are applied to all council activities
  - 5.4. Council has increased its financial capacity to deliver services
  - 5.5. Council has increased its financial capacity to deliver services
  - 5.6. Council is a leader in promoting regional shared services

## Annual Business Plan & Annual Budget 2019-20

The District Council of Cleve's Annual Business Plan & Annual Budget 2019-20, adopted on 11 June 2019, outlines planned services and projects for the financial year ahead and provides clear links between Council's Strategic Plan and its budget.

The 2019-20 Annual Business Plan & Annual Budget provided the community with a progress report on Council's objectives and projects for the 2019-20 financial year. A summary is set out below showing the status and the projects achieved for 2019-20.

STRATEGIC PLAN GOAL		STRATEGIC PLAN OBJECTIVE		2019-20 ANNUAL BUSINESS PLAN PROJECTS	STATUS
1	Infrastructure - Quality in build, maintenance and fit for purpose	1.1	Appropriate quality surfaces on all unsealed roads	Re-sheet 37.2kms of unsealed roads including: <ul style="list-style-type: none"> <li>• Dog Fence Rd</li> <li>• Plane Rd</li> <li>• Elson/Campoona Rd</li> <li>• Kielpa/Gum Flat Rd</li> <li>• Old Darke Peak Rd</li> <li>• Syversten Rd</li> <li>• Mt Desperate Rd</li> <li>• Kielpa/Mangalo Rd</li> <li>• Verran Rd</li> <li>• Redbanks Rd</li> <li>• Old Main Rd</li> </ul>	Completed
				Sealing of 700m of Redbanks Road & Carpark	Completed
				Re-seal 2.3km of Mangalo Road	Completed
				Re-seal 750m of Tel El Kebir Terrace, Arno Bay	Completed
		1.2	Extended sealed road network within townships and rural sector	Widening the road on the eastern railway crossing at Rudall	Completed
		1.3	A constructed footpath on at least one side of every	Construct footpath on North Terrace, Cleve	Completed

		residential street		
	1.4	Continue to implement best practice asset management techniques	Upgrade of various plant and motor vehicles	Completed
	1.4 1.5	Continue to implement best practice asset management techniques  Maintain and expand the Community Wastewater Management Schemes (CWMS) in the Council area	Concrete 1 bay in the Implement Shed at the Depot	Completed
			Concrete entrance and pathway for Unit 4 at the Cleve Accommodation Units	Completed
			Continue to carry out the Cleve CWMS pipe relining project	Ongoing
	1.5	Maintain and expand the Community Wastewater Management Schemes (CWMS) in the Council area	Construction and expansion to the Arno Bay CWMS to remainder of shacks, caravan park and parklands	Ongoing
			Investigate increased efficiency of stormwater harvesting in the Cleve township, including the extension and lining of the stormwater dam located at the waste water treatment site.	Completed
	1.7	All community buildings maintained in excellent	Continue to maintain Council properties	Ongoing

			condition and well utilised		
		1.7	All community buildings maintained in excellent condition and well utilised	Cleve District Hall – Acoustic tile replacement	Ongoing
				Replacement of air conditioning units at Council Office	Ongoing
		1.10	All playgrounds are maintained to a suitable standard	Turnbull Park playground equipment and sofffall replacement	Completed
		1.13	Public toilets are maintained in excellent condition	Upgrade the Cleve Recreation Area public toilet block	Completed
		1.15	Additional visitor facilities are constructed and promoted	Support regional economic initiatives provided by Regional Development Australia (Eyre Peninsula)	Ongoing
		1.17	Township entrance development program implemented	Construct kerbing to Cleve entrance on Birdseye Highway, Cleve	Completed
		1.18	Arno Bay Boat Ramp launching facility improved	Arno Bay Boat Ramp – Pontoon replacement	Not Complete
2	Economy – Dynamic, sustainable, diversified and growing	2.2	District Development Plan supports business growth	Continually promote our district through different media channels including visitor guides and social media	Ongoing

		2.2	District Development Plan supports business growth	Upgrade our district signage through the Destination Eyre Program	Completed
		2.2	District Development Plan supports business growth	Provide support and coordinate local business development including the Business Networking Event 2020	Completed
		2.2	District Development Plan supports business growth	Extend caravan park land at the Cleve Caravan Park	Not Complete
3	Built and Natural Environment – Enhanced appreciation, management and utilisation	3.11	Integrated walking and cycling trails are recognised nationally	Seek funding to construct the Arno Bay Walking Trail	Ongoing
				Develop Carappee Hill Conservation Park and Hiking Trail	Ongoing
4	Community and Culture – Vibrant, diverse and inclusive with appreciation of local heritage	4.8	Improved social interaction in communities	Provided ongoing support to the community library	Ongoing
		4.9	Cleve region is recognised for music, theatre, film and functions	Supported and coordinated community events and functions including: <ul style="list-style-type: none"> <li>Seniors Week Luncheon 2019</li> <li>Remembrance Day Service 2019</li> <li>Christmas Markets 2019</li> <li>Cleve Christmas Pageant 2019</li> <li>Australia Day Ceremony 2020</li> <li>Business Networking Event 2020</li> </ul>	Completed



				<ul style="list-style-type: none"> <li>ANZAC Day Service 2020</li> </ul> SA Youth Week Event 2020	
				Provided grants to local community groups through the Community Grants Scheme	Completed
		4.10	Regional and local history is recognised and appreciated	Observation Hill (Ticklebelly Hill) update	Not Complete
				Provide ongoing support to the Cleve RSL memorabilia display and RSL Hall	Ongoing
5	Business Governance – Excellence in leadership, financial management and operational governance	5.1	Council is recognised for exceptional leadership, management and professional staff	Review of Council’s suite of Strategic Management Plans	Complete
		5.2	Council has adopted a risk management policy that is applied to all significant projects	Continual review and update of Council’s policies and related procedures	Ongoing
				Continue to update the WHS and Risk Management programs	Ongoing
				Continue to update skills of Elected Members and staff through training	Ongoing

		5.3	Financial controls and cash management policies are applied to all Council activities	Review all financial documentation, procedures and policies with consultant	Ongoing
		5.5	Council is recognised for outstanding community engagement	Publish monthly Council newsletter and e-newsletter	Ongoing
				Maintain regular updates on website and social media	Ongoing
		5.6	Council is a leader in promoting region shared services	Provide a Centrelink access point and services to the community	Ongoing
				Provide Bank SA services to the community	Ongoing
				Utilise shared services with local Councils when and where we can	Ongoing
		-	N/A	Purchase coffee machine	Completed

## Annual Business Plan & Annual Budget 2020-21

Projects proposed for 2020-21 and their contribution to Council's new strategic goals are as follows:

2020-2025 STRATEGIC PLAN GOALS	2020-21 ANNUAL BUSINESS PLAN PROJECTS
Goal 1: A Connected, Resilient & Thriving Community	Provide grants to local community organisations through our community grants program.
	Provide a Public Arts Program.
	Provide ongoing support to the community library.
	Provide support and co-ordinate community events and civic functions including: <ul style="list-style-type: none"> <li>➤ Seniors Week Luncheon 2020</li> <li>➤ Remembrance Service 2020</li> <li>➤ Christmas Markets 2020</li> <li>➤ Cleve Christmas Pageant 2020</li> <li>➤ Australia Day Ceremony 2021</li> <li>➤ Business Networking Event 2021</li> <li>➤ ANZAC Day Service 2021</li> <li>➤ SA Youth Week 2021 (if funding available)</li> </ul>
Goal 2: A Sustainable Population	Provide ongoing support to youth activities when funding becomes available.
	Provide a Centrelink access point and services to the community.
	Provide Bank SA Agency services to the community.
Goal 3: Prosperous Local Economy	Support regional economic initiatives provided by Regional Development Australia (Whyalla and Eyre Peninsula).
	Continually promote our district through different media channels including visitor guides and social media.
	Provide support and co-ordinate local business development including the Business Networking Event 2021.
	Develop Carappee Hill Conservation Park and Hiking Trail.
	Investigate potential areas in the district to develop RV Parks and have Concept Plans prepared.
	Investigate potential areas for recreational area development in Cleve and have Concept Plan prepared.

<p>Goal 4: Quality Services &amp; Infrastructure</p>	<p>Seek funding to construct the Arno Bay Walking &amp; Cycling Trail.</p>
	<p>Increased efficiency of storm water harvesting in the Cleve township, including the extension and lining of the storm water dam located at the waste water treatment site and Birdseye Highway.</p>
	<p>Reseal a section of Mangalo Road, Cleve and the Elson Subdivision Streets in Cleve including line marking and guide posts installed.</p>
	<p>Re-sheet 31 km of unsealed roads.</p>
	<p>Construct footpath on Alexandria Street, Arno Bay.</p>
	<p>Upgrade plant and machinery – grader, tractor and motor vehicles.</p>
	<p>Upgrade and carry out maintenance to the Cleve, Arno Bay, Darke Peak and Verran Cemeteries.</p>
	<p>Beautify the Cleve Township Entrances by cleaning up the brush/shrubbery on the sides of the road on Birdseye Highway.</p>
<p>Goal 5: An Engaged Community</p>	<p>Host the 84<sup>th</sup> EPLGA Conference to be held in Cleve.</p>
	<p>Review all financial documentation, procedures and policies with consultant.</p>
	<p>Continual review and update of Council's policies and related procedures.</p>
	<p>Continue to update the Work Health &amp; Safety (WHS) and Risk Management (RM) programs.</p>
	<p>Continue to update skills of elected members and staff through training.</p>
	<p>Utilise shared services with local councils when and where we can.</p>
	<p>Publish monthly Council newsletter and eNewsletter.</p>
	<p>Maintain regular updates on website and social media pages.</p>

Appendix A  
Audited Annual Financial Statements 2019-20

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Appendix B

Eyre Peninsula Local Government Association Annual Report  
2019-20

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