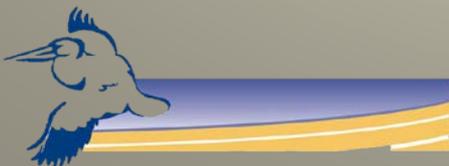


DISTRICT COUNCIL
OF TUMBY BAY

**ANNUAL
BUSINESS
PLAN**

2018 – 2019

Adopted 17/7/2018



District Council of Tumby Bay Annual Business Plan 2018/2019

Introduction

The Annual Business Plan sets out the Council's proposed services, programs and projects for 2018/2019. It aims to maintain efficient services for the community and continue progress towards the longer term objectives of the Council. After taking into account feedback from community groups and various requests throughout the past year along with Council's Long Term Financial Plan and Asset Management Plans, Council has prepared a Draft Annual Business Plan and 2018/2019 Budget for public consultation.

The Plan aims to maintain efficient and appropriate services and facilities for the community, without imposing an unrealistic rate burden on ratepayers. The provision of services by Council is a reflection of both meeting Council's obligations under legislation and making policy choices on behalf of the community to achieve Council's longer term goals.

Profile

The District Council of Tumby Bay is located 45km north of Port Lincoln, and 630km from Adelaide, and covers an area of 266,907 hectares. It has a population of 2,676. *Tumby Bay* is the major centre of the district, *Port Neill* a small coastal town 40km north east of Tumby Bay, *Ungarra* a small agricultural based town located 28km north west of Tumby Bay and *Lipson* a small historic farming town located 12km north west of Tumby Bay.

It is an agricultural district farming cereal, oil seed and pulse crops along with sheep and cattle, some fishing activity and tourism industries. The mining industry is also exploring opportunities on Eyre Peninsula with the possibility of future port facilities being established along the coast north of Tumby Bay.

Council is committed to strong and sustainable economic growth to ensure that the opportunities afforded by the twenty first century are fully realised and that its district and the Eyre Peninsula is enhanced as an attractive destination for productive long term investment.

The advent of mining on Eyre Peninsula and possible port facilities has the potential for significant long-term economic impacts, particularly on Tumby Bay and Port Neill as well as for the region in general. Residential and rural land development will play a critical role in the overall development of mining; particularly in catering for the land and housing needs.

Infrastructure will become critical in the further development of such mining potential (e.g. industrial land, transport systems, port infrastructure, housing and related businesses, recreation and soft infrastructure like children's services – child care and education and health facilities).

Council has undertaken a Structure Planning exercise to assist it to plan for the future and minimise risks associated with increased population. The Structure Plan is an overarching spatial and built form framework which sets out the broad land use, infrastructure and development intent for the study area over a set period of time. Its intention is to provide clear design and planning outcomes that can form the basis for future Development Plan Amendments. The Structure Plan will guide the planning and delivery of services and infrastructure, such as transport, health, schools and community facilities, while ensuring the protection of productive agricultural and environmentally significant land. With reference to the objectives of the Region Plan, the purpose of the Structure Plan is to create vibrant places that are competitive, liveable and sustainable.

Our Future

Strategic Plan

The District Council of Tumby Bay 2012 – 2022 Strategic Plan was adopted in January 2012.

Vision is “to create an unrivalled location incorporating growth, prosperity and an amenity in which to reside, work or visit.”

Mission is that “Council commits to a safe, healthy and sustainable community through leadership, quality service provision and partnerships.”

Council’s **Core Values** are:

- *Provision of appropriate and timely services;*
- *Being open, honest and transparent;*
- *Being sustainable and accountable;*
- *Being an innovative, well organised, safe and efficient team;*
- *Being a proactive, consultative partner;*
- *Show respect*

The Strategic Plan has six goals:

- Goal 1 Infrastructure**
Maintain, develop and improve Council’s infrastructure to meet current and future needs.

- Goal 2 Environment**
The preservation of our unique natural heritage and environment for current and future generations.

- Goal 3 Economic Development**
Sustainable economic development opportunities identified, collaboratively pursued and promoted.

- Goal 4 Governance**
An open and transparent organisation providing strong leadership and a positive, safe environment for the community and employees.

- Goal 5 Service Delivery**
The provision of quality co-ordinated Council services.

- Goal 6 Social**
The provision of quality community services.

Each goal has a number of outcomes and strategies, details of which are available on Council’s website www.tumbybay.sa.gov.au or the Council office.

Significant Influences and Priorities

A number of significant factors have influenced the preparation of the Council's 2018/2019 Annual Business Plan. These include:

- Local Government Cost Index increases on relevant goods and services of 2.9% for the past twelve months ended December 2017;
- Current combined Enterprise Bargaining Agreement for Works and Administration staff.
- Asset Management Plans for all Council assets, aimed at maintaining and providing the essential asset services required by the community;
- Long Term Financial Plan aimed at steering the Council to a point of sustainability over the ensuing years;
- Commitments to continuing projects and partnership initiatives over more than one year, including Stormwater Management Plan implementation for Tumby Bay and Port Neill foreshore proposal;
- Planning for potential mining on Eyre Peninsula and related activities and development;
- Planning for the future – Tumby Bay industrial and transport planning;
- Responsibility to meet the requirements of the Work Health and Safety Act & Regulations.

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

- The Annual Business Plan will result in the total revenue raised through general rates increasing by an average of 3.5% excluding revenue from new rates;
- Several services will be provided on a user pays system;
- Prudent use of Government Grant funding for the provision and maintenance of Council's extensive infrastructure network;
- Commitment to pursue additional grant funding for both capital and operational programs, including the implementation of Tumby Bay Stormwater Management Plan;
- Continued investigations and implementation of resource sharing activities with the City of Port Lincoln and District Council of Lower Eyre Peninsula.

Continuing Services

All Councils have basic responsibilities under the *Local Government Act 1999* and other relevant legislation. These include:

- Regulatory activities e.g. maintaining the voters roll and supporting the elected Council;
- Setting rates, preparing an annual budget and determining longer-term strategic management plans for the area;
- Management of infrastructure and other assets including roads, footpaths, parks, public open space, street lighting and storm-water drainage;
- Street cleaning and rubbish collection;
- Development planning and control, including building safety assessment, and various environmental health services;
- Risk management.

District Council of Tumby Bay Annual Business Plan 2018/2019

In response to community needs the Council also provides further services and programs including:

- Community Library;
- Youth support;
- Economic development;
- Environmental programs;
- Community development;
- On-street parking management to maximise use of kerbside space;
- Sealed airstrip;
- Boat ramps and jetties;
- Community Wastewater Management Systems;
- Cemeteries;
- Citzenships;
- Dog and cat management;
- Event management;
- Fire prevention;
- Mosquito control;
- Public conveniences.

In all services the Council seeks to be responsive to changing needs. The Council also operates a number of facilities on a fee for service basis. These provide important community benefits while also generating revenue for services and projects of benefit to the district.

- Community Wastewater Management Systems
- Township Waste Management – Collection, Treatment and Disposal
- Boat Ramps
- Camp Grounds

The business units (e.g. CWMS and Waste) which have separate service charges must have their surplus funds quarantined for future capital and/or operational expenditure. These surplus/reserve funds **can not** be used for general expenditure. (i.e. this is a legislative requirement).

Work Health and Safety

The District Council of Tumby Bay aims to provide and promote a healthy and safe working environment to minimise the risk of injury or illness for all staff while at work.

Council has a broad risk profile associated with its work in the community and within the organisation and is committed to providing a work place that:

- Is safe and healthy for all employees, volunteers, contractors and visitors;
- Minimises, manages and controls risks within the work environment;
- Minimises the risk of injury and ill health at work;
- Complies with the Work Health & Safety Act 2012 and the Performance Standards for Self-insured Employers.

**District Council of Tumby Bay
Annual Business Plan 2018/2019**

Project Priorities for the Year

In order for Council to meet the many objectives outlined in its Strategic Plan provision has been made for the delivery of services and facilities within the following areas:

Governance	\$494,100	Council Members, reporting, policies, legislative requirements, election
Administration	\$862,500	Operations, policy & legislative commitments, procedural matters, internal controls, records management, training, compliance
Public Order & Safety	\$133,000	General inspection, fire prevention, dog control
Health	\$57,000	Inspectorial duties, immunisations, mosquito control, asbestos registers
Social Security & Welfare	\$91,000	Rate rebates, youth welfare
Housing & Community Affairs	\$1,759,900	CWMS, planning, toilets, street lighting, waste management, cemeteries
Recreation & Culture	\$942,200	Hall, regional development, libraries, parks, playgrounds, sporting facilities, jetties
Agricultural Services	\$4,400	Pest control, agricultural land
Mining, Manufacture & Const	\$102,800	Building inspection, mining proposals
Transport & Communication	\$2,353,200	Airstrip, boat ramps, parking, roads, footpaths, traffic control, community bus
Economic Affairs	\$56,500	Community development, tourism
Other Purposes	\$745,000	Operations, plant maintenance, Ritz Café, loan interest

Council has also planned a number of capital works projects including:

Plant Replacements	\$306,000	4 Utilities & 2 wagons
Tumby Bay CWMS	\$39,000	Capital renewal
Port Neill Foreshore Project	\$301,300	Foreshore Project (Grant Funds Reqd)
Pillaworta Radio Tower	\$79,700	Inspection & Replacement as Reqd
TB Stormwater Project	\$3,836,400	TB Stormwater (Grant Funds Reqd)
Burrawing Creek Road	\$33,400	Upgrade Road to all Weather Surface
Road Sealing Program	\$165,300	Re-sealing in accordance with IAMP
Road Construction Program	\$713,500	Re-sheeting in accordance with IAMP

Measuring Performance - Objectives for the Year

The Annual Business Plan has been prepared to deliver the following Council objectives for the year:

Strategy 1.1.1: Roads and Related Infrastructure – Improve district roads and related infrastructure to accommodate transport needs.

Extend all weather section of Burrawing Creek Road.

Strategy 1.1.2: Footpaths, Walking Trails and Cycle Ways – Improve footpaths, walking trails and cycle ways.

Development of walking trail in association with stormwater management plan implementation (Grant Funds Req'd).

Strategy 1.3.1: Street Scaping – Improve town street scapes.

Continue with street tree planting in Tumby Bay in line with Master Plan recommendations.

Strategy 1.4.1: Parks & Gardens – Improve Parks and Gardens and other open space amenities.

Port Neill Foreshore re-development project (Grant Funds Received).

Strategy 1.5.2: Boat Ramps & Launching Sites – Improve and maintain boat ramps & launching sites.

Commission survey and estimates for future rehabilitation of Port Neill boat ramp break-wall.

Strategy 1.7.1: Asset Upgrades – Upgrade Council assets requiring attention.

26km of rural road to be re-sheeted and 3km of road resealing programmed; in line with Asset Management Plan.

Commission design and estimate for replacement of Graham Smelt Causeway Bridge.

Strategy 1.7.2: Assets Management System – Fully implemented and operating assets management system in place.

All infrastructure assets now managed in Conquest pavement management system with scheduled renewal works programmed annually.

Strategy 1.7.3: New Assets – Develop new assets as required.

Expand existing Ashes Interment area at Tumby Bay Cemetery.

Strategy 1.9.1: Land Development – Assist with land developments to meet future needs.

Tumby Bay industrial and transport planning.

Strategy 2.2.1: Community Wastewater Management Schemes – Upgrade existing and develop new schemes to maximise water re-use.

CWMS capital renewal program in line with Asset Management Plan.

Strategy 2.4.1: Stormwater – Manage stormwater in a safe and sustainable manner.

Commence implementation of Tumby Bay Stormwater Management Plan recommendations (Grant Funds Req'd).

Strategy 3.1.1: New & Existing Industry – Support and assist existing and new industry and business to develop.

Tumby Bay industrial and transport planning.

Strategy 3.2.1: Existing Events – Continue to support existing events.

Provide support for Australia Day Breakfast, Christmas Pageant and Tumby Bay Market at the Bay. Provide financial contribution towards 2019 Tumby Bay Street Art Festival.

Strategy 4.2.1: Partnership Development – Determine relevant stakeholders and develop partnerships for community benefit.

CEO and Council delegates continue to attend local Progress Association meetings.

District Council of Tumby Bay Annual Business Plan 2018/2019

Strategy 4.4.2: Regional Development Australia: Continue to support the Whyalla and Eyre RDA Board.

Renew Membership and work closely with RDAWEP on local and regional projects.

Strategy 4.4.3: EP Local Government Association: Continue to support the EPLGA.

Renew membership and attend regular meetings and Annual Conference.

Strategy 4.4.6: Local Government Association of SA: Continue to support and participate in LGA programs.

Renew membership, attend conferences and work closely with LGA on sector wide projects and submissions.

Strategy 5.1.2: Shared Services: Continue to lead and pursue shared services with neighbouring Councils, private enterprises and other spheres of Government to improve/expand service delivery.

Continue to investigate and implement recommendations from Shared Services Report.

Strategy 5.1.4: Traineeships & Employment Programs – Participate in traineeships and employment programs where appropriate.

Administrative trainee currently employed under the Regional Youth Traineeship Program.

Strategy 5.2.3: Information and Technology – Continually improve IT systems and practices by maximising systems and software capabilities.

Implement migration to Civica's Local Government Authority software Version 7.

Implement migration to TRIM software Version 9.

Strategy 5.2.4: Human Resource Management – Provide effective HR Management for all service areas.

Complete data entry and human resource management implementation within Skytrust software system.

Strategy 5.2.5: Staff Meeting: Maintain meeting structures and seek to improve.

Executive Team meets weekly, Works staff meets fortnightly and Administration staff meets monthly.

Strategy 5.2.6 Work, Health and Safety: Ensure safe work practices through the implementation and compliance with legislation.

Continue to progress WHS compliance requirements through the support of City of Port Lincoln shared service, staff responsibilities and utilisation of Skytrust software system.

Strategy 5.2.7: Governance – Continue to improve Council governance.

Internal Controls reviewed annually and Governance Checklist maintained by staff in line with legislative responsibilities.

Strategy 5.2.8: Staff and Elected Member Professional Development and Training – Provide opportunities and incentives for the continual professional development of staff and Elected Members.

Training plan in place and funded through annual budgets. Additional funding provided for training following Council elections in November.

Strategy 5.2.11: Policy Development – Continually review policies as determined by Council

Complete a full review of all Council policies following November Council elections.

Strategy 6.1.1 Youth Services: Provide support to Youth Services.

Continue to support Tumby Bay Youth Advisory Council and Youth Week activities through part time position.

Strategy 6.8.2 Australia Day Awards: Continue Australia Day awards to citizens of year and event of year.

Host Australia Day Breakfast incorporating presentation of Australia Day Awards.

**District Council of Tumby Bay
Annual Business Plan 2018/2019**

Impact on Council's Financial Position

Council's current loan situation is as below: -

Council Loans

As at 1/7/18

<u>Loans repaid by Council</u>	<u>Start Date</u>	<u>End Date</u>	<u>Principal</u>	<u>Annual Cost</u>
Ritz Café Extensions	16/10/2006	16/10/2021	\$45,112	\$14,651
Tumby Bay CWMS	15/01/2016	15/01/2026	\$873,389	\$129,672
Port Neill CWMS	15/06/2016	15/06/2036	\$973,959	\$78,276
TB Stormwater Project Land	15/12/2018	15/12/2027	\$263,822	\$34,043
Plant Replacement – Cash Advance	10/02/2000	10/02/2020	\$288,100*	Various
			\$2,444,382	\$256,642
 <u>Loans repaid by Clubs</u>				
Tumby Bay Football Club	17/01/2011	17/01/2021	\$18,983	\$7,096
Tumby Bay Bowling Club	16/09/2013	16/09/2020	\$55,859	\$24,116
Port Neill Bowling Club	17/08/2015	17/08/2025	\$118,255	\$18,614
			\$193,097	\$49,826

TOTAL LOANS

All loans are through the Local Government Finance Authority.

\$2,637,479 \$306,468

New borrowings included in the 2018/19 budget include the following:

Tumby Bay Stormwater Management Plan \$ 1,300,000 Fixed Term

The current loan situation is (as at 30 June 2018): - \$2,637,479 outstanding loan principal with an annual cost in 2018/2019 of \$306,468 (Principal and interest repayments excluding new loans and cash advance loans).

Funding the Business Plan

An operating loss of \$995,800 is forecast for the 2018/2019 financial year; including a total depreciation expense of \$2.18 million, however this figure excludes \$428,300 of Grants Commission income that was paid in advance in June 2018. The Council's long-term financial sustainability is dependent on ensuring that, on average over time, its operating expenses are met by its operating revenue. Council will need to give careful consideration to its long term sustainability during the next major review of its Long Term Financial Plan.

**District Council of Tumby Bay
Annual Business Plan 2018/2019**

Councils proposed Income Statement for the 2018/2019 financial year is as follows:

2018/2019 Income Statement

	2018	2019
	PROJECTED	BUDGET
REVENUE	\$	\$
Rates	5,700,800	5,033,100
Statutory charges	58,100	65,000
User charges	161,000	151,700
Other Grants, Subsidies & Contributions	1,532,300	711,100
Investment Income	45,600	36,700
Reimbursements	20,600	19,900
Other Revenues	189,900	102,700
Gain – Joint Ventures	39,000	
TOTAL REVENUES	7,747,300	6,120,200
EXPENSES		
Employee Costs	1,859,000	1,964,000
Materials, contracts & other services	2,793,400	2,828,500
Finance Costs	130,300	141,200
Depreciation, Amortisation & Impairment	2,177,300	2,182,300
TOTAL EXPENSES	6,960,000	7,116,000
OPERATING SURPLUS/(DEFICIT)	787,300	(995,800)
Asset Disposals & Fair Value Adjustments	409,200	138,000
Amounts Specifically for New or Upgraded Assets	143,000	2,493,600
TOTAL COMPREHENSIVE INCOME	1,339,500	1,635,800

The Council's estimated operating revenue in 2018/2019 includes an estimate of \$5,018,600 (i.e. approximately 82% of operating revenue) to be raised from all rates. Of this total the general rates raised equates to \$3,792,600 (being approximately 62% of operating revenue).

Other sources of revenue for the Council are:

- User Pay charges set by Council.
- Fees and charges for Council services
- Statutory charges set by other levels of Government: - These are fees and charges set by regulation and collected by the Council for regulatory functions such as assessment of development applications. This revenue generally off-sets the cost of the service delivered.

Capital Expenditure

Capital expenditure on infrastructure and assets in 2018/2019 totals \$5,517,800 of which \$1,303,500 is specifically for asset renewals. The amount of budgeted asset renewals is approximately \$237,000 less than Council's targeted asset renewal program.

**District Council of Tumby Bay
Annual Business Plan 2018/2019**

Council's Reserves situation is as follows:

Reserve Funds			
	30/6/17 Actual	30/6/18 Estimates	30/6/19 Estimates
Tumby Bay Marina	\$164,100	\$71,800	\$88,100
Jetty Maintenance	\$176,334	\$207,334	\$239,434
Port Neill Boat Ramp	\$7,500	\$7,500	\$0
Port Neill Access Road	\$19,814	\$0	\$0
CA Darling Clock	\$5,314	\$0	\$0
Future Projects	(\$80,300)	\$195,800	\$349,300
CWMS	\$380,986	\$211,086	\$327,786
Township Garbage Collection	\$17,871	\$4,971	\$1,571
Tumby Bay Youth Advisory Committee	\$6,713	\$2,713	\$713
Tumby Bay Library	\$16,283	\$16,283	\$16,283
Councillor Training Reserve	\$5,100	\$5,100	\$0
Open Space Contributions	\$25,345	\$0	\$0
Uncompleted Activities	\$739,600	\$536,800	\$0
Grants Commission	\$405,486	\$428,300	\$0
Total	\$1,890,146	\$1,687,687	\$1,165,487

What it means for Rates

In setting its rates for the 2018/2019 financial year the Council has considered the following:

- Strategic Plan and other plans;
- Asset Management Plans;
- Long Term Financial Plan;
- the current economic climate including:
 - compliance costs;
 - continued impact of legislative compliance issues (risk management, records management, WHS, internal controls, waste levy etc).
- the specific issues faced by our community including:
 - seasonal conditions that may be affecting the area;
 - local economic development;
 - age and condition of major infrastructure (i.e. roads & related infrastructure, CWMS, town jetties);
 - social issues.
- the impact of rates on the community including:
 - different levels of service and infrastructure required by the townships of Tumby Bay, Port Neill, Lipson and Ungarra ratepayer base;
 - the ability to pay by ratepayers;
 - equity in rating;
 - possible rate deferrals for land owners.
- consideration of the issue of equity in imposing differential rates for different categories of ratepayers;
- consideration of community feedback achieved through policies and programs such as public consultation, customer service standards, media relations (print and radio), and general community interaction with elected members and executive staff.

District Council of Tumby Bay Annual Business Plan 2018/2019

Business Impact Statement

The Council has considered the impact of rates on all businesses in the Council area, including primary production. In considering the impact, Council assessed the following matters:

- Council consultations with local Progress Associations;
- The equity of the distribution of the rate burden between classes of ratepayers including the levels of service and infrastructure provided in different areas of the district such as the individual townships and rural areas;
- The effect anticipated population and business development growth (i.e. through the advent of proposed mining activity and related businesses) has on the overall infrastructure and social needs of the district;
- Any new rates (general rate and fixed charge) created during 2017/2018 and not rated in that year are excluded from the calculations of the average rate increase for 2018/2019;
- Specific Council projects for the coming year including:
 - Tumby Bay industrial and transport planning;
 - encouraging new industries and employment opportunities;
 - continuation of rural road construction and upgrades;
 - commencement of stormwater management proposal for Tumby Bay;
 - Port Neill foreshore project;
 - design and estimates for replacement of Graham Smelt Causeway Bridge;
 - Survey and estimates for Port Neill boat ramp breakwall;
 - improving Council's overall compliance with various legislation;
 - continued investigations into shared service arrangements with City of Port Lincoln and District Council of Lower Eyre Peninsula.

Measurement of Council's performance will be assessed through the following:

- Performance Evaluation Reviews of Chief Executive Officer and Staff;
- Reviewing the Strategic Plan and other operational plans for meeting of time lines;
- Strategic Plan objectives achieved;
- Timely compliance with various governance requirements;
- OWS & Risk management audits;
- Internal control audits;
- External financial audits;
- Additional grants received;
- Budget performance (i.e. actual compared against budget);
- Meeting with the various community organisations (e.g. Progress Associations).

The Annual Report will address these performance measures.

Council's Revenue Raising Powers

All land within a Council area, except for land specifically exempt (e.g. crown land, Council occupied land and other land prescribed in the Local Government Act – refer Section 147 of the Act), is rateable. The Local Government Act provides for a Council to raise revenue for the broad purposes of the Council through a general rate, which applies to all rateable properties, or through differential general rates, which apply to classes of properties. In addition, Council can raise separate rates, for specific areas of the Council or service rates or charges for specific services. The Council also raises revenue through fees and charges, which are set giving consideration to the cost of the service provided and any equity issues.

The list of applicable fees and charges is available at:

The Council Administration Centre,
Mortlock Street, Tumby Bay

Or at the Council website: - www.tumbybay.sa.gov.au

District Council of Tumby Bay Annual Business Plan 2018/2019

Differential General Rates

Council will have 4 differential general rates for the 2018/2019 financial year with the rates to be applied:

- (a) according to the use of the land; or
- (b) according to the locality of the land.

The four differential categories will be:

- (1) rateable land within the Townships excluding any land with a land use code of Commercial / Industrial;
- (2) rateable land with a land use code of Commercial / Industrial;
- (3) rateable land within the Commercial (Bulk Handling) zone under the Council's Development Plan;
- (4) all other rateable land within the district.

Council believes the provision of the four differential rating categories provides the flexibility within the rating system to ensure an equitable spread of annual rates imposed.

The differential rates will be set at the appropriate levels to return on average an increase in general rates of 3.5% including the fixed charge.

Fixed Charge

A Council may impose a fixed charge on every property in its area, provided that it has not imposed a minimum rate. Where two or more adjoining properties have the same owner, or where there is a single farm enterprise comprising more than one property, only one fixed charge may be payable by the ratepayer.

The Council proposes a fixed charge on rateable properties of \$658 (in 2017/2018 it was \$636).

The reasons for imposing a fixed charge are that everyone enjoys some level of benefits from the activities of the Council and as such this is seen as an equitable charge.

In line with the requirements of the Local Government Act 1999, Council has developed guidelines to address Single Farm Enterprise issues and the exemption of fixed charges where ratepayers are eligible for an exemption.

CWMS Service Charges

The Council provides septic effluent disposal, treatment and re-use systems in the townships of Tumby Bay and Port Neill. The systems include a treatment plant, storage lagoons and several irrigation systems allowing recycled water to be re-used for the benefit of the local community. Where a service that is subject to a service charge is available to non-rateable land, a service charge is levied against that land.

The service charge for each separate allotment receiving or able to receive the service will be:

- in respect of each effluent unit applying to an allotment a charge of \$515 (in 2017/2018 it was \$500) per annum.

The Council has proposed to raise the revenue by means of a service charge because of the concept of user pays. Details on what constitutes a service charge for each Property Unit, and other information about the scheme, are available from the Council Office on (08) 8688 2101.

Township Waste Collection and Disposal - Service Charge

The Council through a contract provides a domestic refuse collection and disposal service for all properties within the townships. The Council will recover the costs of the refuse collection service through the imposition of a service charge. Where a service that is subject to a service charge is available to non-rateable land, a service charge is levied against that land.

District Council of Tumby Bay Annual Business Plan 2018/2019

The service charge proposed for each separate assessment receiving or able to receive the service will be:

- \$217 (\$210 in 2017/2018) on each occupied assessment within the township areas to which the service is provided or made available; and
- \$217 (\$210 in 2017/2018) for an additional 140lt bin if required on each occupied assessment within the township areas to which the service is provided or made available.

Pensioner Concessions & Self Funded Retirees

Pensioner Concessions on Council rates are no longer administered by Local Government.

Payment of Rates

Payment of rates will be available to ratepayers by way of four approximately equal instalments on 12 September 2018, 12 December 2018, 13 March 2019 and 12 June 2019.

Cash, cheque, money order, credit card, BPay and EFTPOS may be used to pay rates. In-person payments at the Council offices can be made at the Council Administration Centre, Mortlock Street, Tumby Bay, with the opening hours being 8.30am-4.30pm Monday to Friday.

Late Payment of Rates

The Local Government Act provides that Council's impose a penalty of 2% on any payment for rates, whether instalment or otherwise, that is received late. A payment that continues to be late is then charged an interest rate; set each year according to a formula in the Local Government Act 1999, for each month it continues to be late. The purpose of this penalty is to act as a genuine deterrent to ratepayers who might otherwise fail to pay their rates on time, to allow Council's to recover the administrative cost of following up unpaid rates and to cover any interest cost the Council may meet because it has not received the rates on time.

The prescribed interest rate for the 2018/2019 financial year has not yet been declared. When the interest rate is declared, the Council will publish the rate on its website, in the community newsletter and the Port Lincoln Times. The Council imposes late payment penalties strictly in accordance with the Local Government Act.

When the Council receives a payment in respect to 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 date order of their imposition (starting with the oldest account first).

Remission & Postponement of Rates

Section 182 of the Local Government Act permits a Council, on the application of the ratepayer, to partially or wholly remit rates or to postpone rates, on the basis of hardship. Where a ratepayer is suffering hardship in paying rates, they are invited to contact the Chief Executive Officer (Trevor Smith) or Deputy CEO (Dion Watson) on (08) 8688 2101 to discuss the matter.

Council has no eligibility criteria for the consideration of remission or postponement of rates, with each individual application treated on its merits on a confidential basis by Council. No delegation is provided to Council Officers for the consideration of such applications.

**District Council of Tumby Bay
Annual Business Plan 2018/2019**

Rebate of Rates

The Local Government Act requires Councils to rebate the rates payable on some land. Specific provisions are made for land used for health services, community services, religious purposes, public cemeteries, the Royal Zoological Society and educational institutions. Under Section 166 of the Act, the Council may apply discretionary rebates. Council is proposing to provide the following rate rebates in the 2018/2019 financial year:

- Discretionary Rebates \$17,000
- Mandatory Rebates \$30,700

Lists and information of all property rebates are available from the Finance Officer on (08) 8688 2101.

Sale of Land for Non-Payment of Rates

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

Discounts & Early Payment Incentives

Section 181(11) of the Local Government Act 1999 provides that a Council may grant discounts or other incentives in order to encourage early or prompt payment of rates. For the year ending 30 June 2019 Council will not provide an early rate payment incentive.

Disclaimer

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

Where a ratepayer believes that the Council has failed to properly apply this policy, he/she should raise the matter with the Council. In the first instance contact Dion Watson, Deputy Chief Executive Officer (08) 8688 2101 to discuss the matter. If, after this initial contact, a ratepayer is still dissatisfied they should write to Trevor Smith, Chief Executive Officer, District Council of Tumby Bay, PO Box 61, Tumby Bay SA 5605 explaining the nature of their concern.

**TREVOR SMITH
CHIEF EXECUTIVE OFFICER**