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## our vision

THE CITY OF BURNSIDE'S VISION IS

"We are renowned for our City's green and leafy character and unique integrated urban form. We are highly regarded for our sense of belonging and strong community spirit; support for one another; diversity; and commitment to the environment."

## About Our City

Burnside is one of Adelaide's oldest residential areas, and in 2008 celebrated its 152nd anniversary of its proclamation as a District Council. Encompassing 28 suburbs, the City of Burnside is located just 10 minutes from the Central Business District and has its south-eastern boundaries nestled in the Adelaide Hills.

The Burnside name originates from Peter Anderson, a Scottish immigrant farmer who leased land near Second Creek in 1839. He named the property Burnside, as his farm was alongside the creek and the Scottish word for creek is 'Burn'.

The City offers residents a full range of community facilities, including a library, swimming pool, sporting facilities and an art gallery, plus a diverse mix of shopping and retail outlets. The City of Burnside is also well known for its established tree lined streets and period architecture. Open space is another key feature, with 113 reserves and parks within our 30 square kilometre Council area.

## About Our Residents

### Age and demographics

- In 2008 Burnside had approximately 44,000 residents, of which 47% are male and 53% are female.
- 16% of our population are aged between 0-14 years, 14.3% between 15-24, 37.3% between 25-54, 13.5% between 55-64, and 19% over 65 years.
- 87.6% of our residents are Australian citizens, with 70.3% of our residents being born in Australia. Only 97 people

(0.2%) are of indigenous background. The highest other regions of birth are England (5.5%), Italy (1.9%), Malaysia (1.6%) and China (1.3%).

- English is spoken at home in 79.7% of Burnside households. The most common other languages spoken at home are Italian 3.0%, Greek 1.8%, Cantonese 1.8% and Mandarin 1.8%.
- There are 11,090 families in Burnside: 45.3% were couple families with children, 40.5% are couple families without children, 12.3% are one parent families and 1.9% are other families.
- 52.6% of our population aged over 15 years are married, 30.1% never married, 9.5% are separated or divorced and 7.9% are widowed.

### How we live

- There are almost 19,000 private dwellings in Burnside. 69.3% are separate houses; 16.2% are semi-detached terrace or townhouses; 14.4% are flats, units or apartments; and 0.1% are other dwellings.
- 43.6% of occupied private dwellings are fully owned, 29.0% are being purchased and 20.1% are rented.
- 64.7% of occupied private dwellings are family households, 28.4% are lone person households and 2.8% are group households. The average household size is 2.4 people.

INFORMATION FROM AUGUST 2006 CENSUS

# mayor's report

A SAFE, HEALTHY, TOLERANT AND PROSPEROUS COMMUNITY, LIVING AND WORKING IN HARMONY WITH THE ENVIRONMENT."



Welcome to the City of Burnside's 2007/08 Annual Report. The Report is a key tool in disclosing our financial, social and environmental actions to build a better future for our community.

The outstanding feeling I have about the past year is the great satisfaction of interacting with people who care about their community and have the backbone to fight for it.

## Representing our community

The City of Burnside revealed a powerful social conscience when expressing its views on the proposed redevelopment of the Glenside Hospital Campus.

The State Government is proposing a major redevelopment for the Glenside Hospital site which will see changes to the hospital and health facilities as well as significant changes to open space, residential and retail uses in the area.

The Council partnered with our community to oppose the State Government's intent to sell open space and a resolution was unanimously passed at a public meeting that condemned this. Other issues raised at our meeting included: poor consultation by the Government; concerns with the design and density of the housing precinct; the removal of significant trees; environmental concerns; the lack of tendering in the commercial area; and a number of mental health related matters.

The State Government also announced extensive reforms to the planning system and we must be alert that the new planning rules do not impact adversely on the amenity of our wonderful City. Up to eight times as many new homes could be squeezed into foothills suburbs under the proposed planning reforms. This will result in a dramatic reduction of private open space and create additional demand for community facilities and infrastructure.

## Our community celebrates

One of my favourite events each year is our Australia Day gala and Citizenship Ceremony. This is a very special day in the life of every Australian as we mark the birth of our great nation, honour our rich heritage and celebrate our cultural



diversity. It was wonderful to celebrate Australia Day with 400 residents in Hazelwood Park.

Congratulations to Burnside Citizen of the Year, Peter Cornish; Young Citizen of the Year Thomas Hennessy; and Community Awards winners Lennox Pawson, Jeff Benton and David Kelly. We are lucky to have so many committed and passionate contributors in Burnside.

We also welcomed around 200 new residents from many nations into our community over the past year with many joining in the Australia Day festivities in January.

This year's Carols in the Park was again attended by several thousand residents, and is a demonstration of Burnside's great community spirit. We truly have a wonderful place to call home and each of us contributes in some way to making this such a vibrant community.

These events are a wonderful time for our community to come together and experience some of the diversity and

culture that Burnside has to offer.

Our annual Volunteers Christmas Dinner gave Council an opportunity to thank our 415 volunteers who work tirelessly to deliver a range of services and activities. We are indeed fortunate to have such a committed group of people serving our City.



The Service Clubs in our area continue to provide marvellous support to a range of projects and are tireless contributors to our community.

## Financial position

Our Council has been diligent in developing a strong financial foundation and has in place a plan to ensure long-term financial viability. We were on track to record an operational surplus, but we incurred a loss of \$1.1 million from the Highbury



Landfill Authority (a regional subsidiary in which council has a 50% shareholding) for the restoration and remediation of a closed landfill site. This resulted in a net deficit of \$757,000.

During the year our long-term debt was reduced by \$700,000 to \$2.1 million. Council also decided to credit the Lot 31 Reserve account (funds from the sale of the Burnside Village Carpark on June 30, 2007), with \$366,000 in interest.

Capital expenditure on renewal and replacement of assets was a record \$6.7 million (14% increase on previous year). Capital expenditure has exceeded depreciation. This is a vital

plank in our future financial sustainability. The council will continue to keep a tight rein on expenditure and closely monitor its exposure to regional subsidiaries.

#### **New activities/upgrades**

Many new programs were initiated during the past year with the City of Burnside once again at the forefront of local government leadership, infrastructure and the environment.

September saw the opening of a new playground at Tusmore Park confirming the commitment the City has to securing the well being of its future generations.

## mayor's report

In 2007/08 we completed a number of major infrastructure projects, and spent \$1.3million on upgrading road surfaces, \$1.3million on upgrading footpaths, \$1.2million on replacing damaged kerbing and \$334,000 on improving stormwater drainage.

In addition, we completed the final stage of our footpath vegetation clearance program, a three-year program aimed at reducing the amount of vegetation encroaching onto footpaths. We also continued our bushfire prevention program in the hills face zone, aimed at reducing areas of high risk during summer.

A delightful aspect of our City is the ability to experience and enjoy the parks and gardens and range of natural biodiversity. In 2007/08 Council adopted a biodiversity, playground and draft open space strategy for our City with extensive input from our community. These policies will provide a framework to ensure we maintain and develop these natural assets for current and future generations to enjoy.

Another environmental initiative recently undertaken by Council

has been the distribution of almost 19,000 shower timers to Burnside households. If residents can reduce their shower time to four minutes a day, the average household will save 38,763 litres per year and 438 kilowatts of electricity per year, with an annual saving of around \$77 per household.

#### **Awards**

Council continues to receive awards and in 2007/08 we were recognised through a number of significant awards.

These awards further demonstrate our aspirations to lead the way in Local Government. The Council had finalists in three of five categories at the Local Government Managers Australia Leadership Awards.

Our environmental achievements were recognised when we won the Zero Waste SA Excellence Award within Local Government for our innovative Bio-Basket Trial, which aims to divert food waste from landfill.

#### **Conclusion**

I hope you enjoy reading our 2007/08 Annual Report and welcome your feedback on any aspects of our

performance. I would like to thank everyone who has worked with us to build a better future for Burnside. We should all be proud of what we have achieved this year. In closing I wish to thank my fellow Councillors and staff for their dedication, hard work and commitment to our vibrant City.

*Wendy Greiner*

**Wendy Greiner**  
Mayor

# chief executive officer's review

A SAFE, HEALTHY, TOLERANT AND PROSPEROUS COMMUNITY, LIVING AND WORKING IN HARMONY WITH THE ENVIRONMENT."

Since joining the Burnside Council team in September 2007, I have been impressed by the passion of residents, Elected Members and council staff in wanting the best services and outcomes for the City.

As an organisation, it is up to us to meet the needs of the community in the most cost effective and efficient way possible. While some areas may be a work in progress, we have achieved outstanding results in a number of areas.

Burnside has again participated in the Local Government Association's Annual Customer Service Survey, providing a benchmark performance of our Council compared to 35 other South Australian Councils. The survey covered seven areas; namely strategic objectives, community consultation, council services, quality of life, public access to information, asset and infrastructure management and overall performance. Once again, Burnside exceeded the state average in all seven categories.

In terms of risk management, Burnside achieved a score of 90.2%

from participating in the Mutual Liability Scheme Risk Management Review. This is a great outcome for The City of Burnside.

In our Home and Community Care area, a national service standards audit was undertaken by the Aged & Disability Care Program. Our Program attained the maximum score of 20 out of 20. This is a significant achievement, highlighting the professionalism, commitment and passion of our staff.

Strategic plans are an essential part of managing modern organisations. They provide clear direction for the Council and community we serve, and they ensure transparent and open governance. In 2007/08 Council staff developed a playground strategy and biodiversity strategy, and commenced work on an open space and housing strategy for the City.

All of these will positively contribute to improve the amenity and character of our City.

Council has undertaken a number of innovative programs in our environmental area. With water restrictions seemingly becoming a permanent fixture, we must look at ways to best use the scarce water resources.

Despite another hot summer, careful management by our operations team has seen Council's water consumption decrease by almost 25%. Considering



the large number of parks and trees, this is an outstanding effort. The distribution of shower timers to all residents is another example of our commitment to minimising our environmental footprint.

Heritage is an important element of Burnside. As one of the oldest residential areas in South Australia, we are lucky to have a number of historically significant properties within our City. Combined with our established street trees, these elements help make our City a desirable place to live. Burnside Council has a heritage grants program to assist residents in minor conservation works to restore or maintain heritage properties.

The Administration continues to involve itself in a number of co-operative regional programs. This work aims at reducing our costs as an individual Council and allowing us to better allocate our resources. The sharing of resources between councils and the provision of co-operative regional programs will be an essential part of future service delivery in Local Government.

Another worthwhile activity this year was the Eastern Regional Youth network consultation with 3,000 young people to identify issues facing them and gain an understanding of the services they require and the access they have to these services. The comprehensive report covered a range of topics and will help provide local and state government with information on the needs of our youth.

The City of Burnside has a proud history of strong advocacy on behalf of its community and a commitment to community consultation and participation.

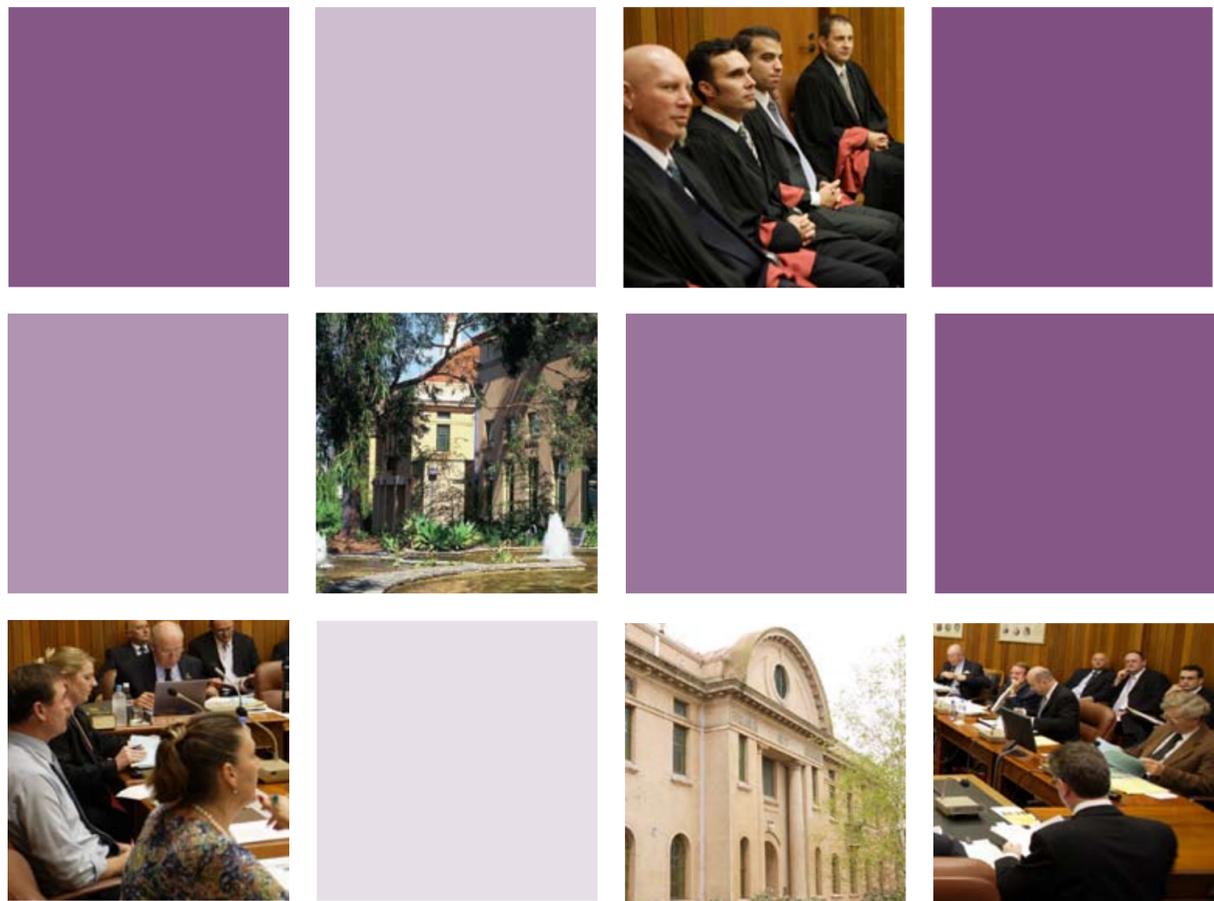
Council has been active in its lobbying of the State Government in relation to their proposal for redevelopment of the Glenside Hospital site. Council (in partnership with the community) has strongly expressed its concerns regarding the State Government's planning reforms. The Council will remain vigilant and will continue to advocate on behalf of our community on not only these issues, but any others that arise.

As a steward and provider of community facilities and services, we have an obligation and responsibility to efficiently manage and review the effectiveness of services we provide, taking into account our community's needs and the way we provide them. In taking this responsibility seriously, it is necessary for us to look beyond a single year and to assess the long-term needs, social trends, population characteristics and, most importantly, our ability to continue to provide and sustain services into the future.

This Council has accomplished many significant outcomes during the past twelve months. The achievements that are identified throughout this report are a reflection of the enthusiasm, commitment and energy of the Elected Council, volunteers, community service groups, businesses, residents, and staff who make up the City of Burnside.

A handwritten signature in black ink, appearing to read 'Neil Jacobs', written over a white background.

**Neil Jacobs**  
Chief Executive Officer



# ELECTED COUNCIL

## 2007/08 elected council



**VISION 2020 DESIRED OUTCOME:**

REPRESENTATION THAT INSTILLS CONFIDENCE AND REFLECTS THE BEST INTERESTS AND VALUES OF THE COMMUNITY

The Burnside Council governs on behalf of the community, setting directions and priorities for the administration. It also delegates authority to the Chief Executive Officer and administrative staff to implement programs and activities in accordance with budgets and strategic planning policy.

The City is divided into six electoral wards, with two Councillors being elected every four years by residents and ratepayers to represent each ward. The next election is scheduled to occur in November 2010.

**Burnside Council Meetings**

The Burnside Council meets on the third Tuesday of each month in the Burnside Council Chambers, holding four committee meetings. All meetings are open to the public. To help make decisions on behalf of the community, Burnside has four committees:

- Finance & Administration Committee;
- Strategic Planning & Environment Committee;
- Community & Information Services Committee; and
- Operation Services Committee;

The basic functions of these committees are to deliberate on and formulate ideas, policies and procedures, and make recommendations on any powers, functions and duties to be delegated to any Committee and/or staff member.

**Elected Member Council meeting attendance 2007/08**

Elected Members	Meetings attended
Mayor Greiner	19
Cr Zacharakis	18
Cr Carbone	18
Cr Pavan	18
Cr Collins	16*
Cr Morley	17
Cr Jacobsen	18
Cr Quirke	18
Cr Howard	16
Cr Gilbert	18
Cr Paterson	18
Cr Lincoln	18
Cr Hillier	19

Total meetings (including 7 special meetings) – 19  
 \*Leave of absence for three meetings granted to Councillor Collins

**Allowances and Benefits**

Elected Members receive an allowance each year in recognition of the role they perform to the community. Councillors in charge of chairing a committee are paid an additional allowance. Since December 2006 Elected Member allowances have been:

- Councillor - \$12,750
- Committee Chair - \$15,938
- Mayor - \$51,000

The City of Burnside provides Elected Members access to a computer and photocopier within the Council chambers. Elected Members must meet their own out of pocket expenses in relation to stationery, photocopying and telephone calls. A mobile phone and computer is available for the Mayor if required, and Mayor Greiner is provided with a laptop computer.

The register of benefits and allowances are available for public inspection upon request from the Civic Centre.

Excluding any external board sitting fees, the allowances received by all Elected Members in the 2007/08 financial year were:

**Elected Member Allowances**

Name	Allowance (\$)
Mayor Greiner	51,000
Cr Hillier	15,938
Cr Gilbert	12,750
Cr Jacobsen	12,750
Cr Morley	12,750
Cr Collins	15,938
Cr Paterson	12,750
Cr Howard	15,938
Cr Zacharakis	12,750
Cr Lincoln	12,750
Cr Quirke	15,938
Cr Carbone	12,750
Cr Pavan	12,750

**Council Representation on Boards and Committees**

**Audit Committee**

The primary objective of the Audit Committee is to assist Council in the effective conduct of its responsibilities for financial reporting, auditing, management of risk and maintaining reliable internal controls. Since December 2006 the Committee has consisted of Mayor Greiner, Councillors Collins, Carbone and Hillier, plus independent member Laurie Koslovic. It meets on a bi-monthly basis and as otherwise required. There is no sitting fee for Elected Members, but the Independent Member received \$300 per meeting attended.

**2007/08 Audit Committee Attendance**

Name	Meetings attended
Mayor Greiner	5
Cr Hillier	6
Cr Carbone	6
Cr Collins	6
Laurie Koslovic	5

Total meetings 6

**Burnside Retirement Services**

This organisation runs the Pineview retirement facility. Council has three Members represented on the Board by virtue of association's constitution. The sitting fee is \$1,700 per annum. Since December 2006 Council has been represented by Councillors Howard, Lincoln and Quirke.

**Burnside War Memorial Hospital**

The Burnside Council owns the land on which the Burnside War Memorial Hospital operates. The Hospital constitution requires Council to appoint three Elected Member representatives to the Board. The sitting fee is \$500 per annum and meets 11 times per year. Burnside Council is now represented by Councillors Carbone, Lincoln and Zacharakis.

**Bushfire Prevention Committee**

Two Elected Members are appointed to represent the Council. Councillors Hillier and Howard now represent Council. There is no sitting fee and the board meets several times per year as required.

**CEO's Performance Appraisal Committee**

Council is required to undertake an annual performance appraisal of the Chief Executive Officer. All Members participate in determining the CEO's annual goals and objectives, and the performance



**2007/08 elected council**

review and assessment process. A committee is appointed to oversee the process. Since December 2006, this role has been undertaken by Mayor Griener, and Councillors Quirke and Howard. This committee meets as many times as required and there is no sitting fee.

**Eastern Health Authority**

The principal activity of the Eastern Health Authority is to provide health services to Councils in the eastern region. EHA is managed by a board of directors comprised of two representatives from each of the three member Councils. The Board meets a minimum of five times a year and there is no sitting fee. Councillors Lincoln and Morley represent Council on this board, with Councillor Hillier as the Proxy.

**Eastside Business Enterprise Centre**

Established to promote economic development in the Eastern region. Council has one Member on the Board by virtue of the constitution. Meeting monthly, there is no sitting fee. Councillor Carbone now represents Burnside Council on this Board.

**East Waste Management Authority**

A regional subsidiary established to collect and dispose of household waste, recyclable materials and green organics. The City of Burnside owns 18.9% of East Waste. Meeting monthly, the board of directors comprises of one representative from each of the member Councils plus two independent directors. Council appointed members are each paid a sitting fee of \$4,800, plus \$300 for additional subcommittee meetings, to a maximum of \$1,200 per annum. Since December 2006 Councillor Peter Pavan has represented the Burnside Council, with Councillor Hillier as the Proxy.

**Eastwood Community Centre**

Operates as a community centre for the Cities of Burnside and Unley. Council has two positions on the Committee, which can be two Elected Members or one Elected Member and one staff member. There is no sitting fee and the Board meets quarterly. Council's representative on the Management Committee are Councillors Quirke and Paterson.



**Highbury Landfill Authority**

The City of Burnside is one of three member Councils of the Highbury Landfill Authority. The role of the Authority is to oversee and fund the rehabilitation of the Highbury Landfill site. The board meets monthly as required and there is no sitting fee. Since December 2006 Councillor Peter Pavan has represented the Burnside Council, with Councillor Hillier as Proxy.

**Local Government Finance Authority**

The Mayor remains Council's delegate for the Local Government Finance Authority Annual General Meeting with voting rights on behalf of Burnside Council. Meeting annually, there is no sitting fee.

**Local Government Association**

The Mayor remains Burnside Council's delegate with voting rights. Meeting annually, there is no sitting fee.

### National General Assembly of Local Government and Local Government Managers Australia

The Mayor and the Chief Executive Officer are appointed as delegates for the annual National General Assembly of Local Government, and the annual Local Government Managers Australia Conference. Other Elected Members can attend by resolution of Council.

### The Development Assessment Panel

The Panel meets on the first Tuesday of each month at the Burnside Civic Centre. All meetings are open to the public. The basic function of the Panel is to make decisions on planning applications and advise Council on development assessment trends and issues.

Following changes in State Government legislation for the Development Act in late 2006, Council Development Assessment Panels are composed of four independent members, one of which is the Presiding Member, and three Elected Members from the Burnside Council.

In December 2007, Stephen Walsh QC stepped down as Presiding Member of the DAP. The position was advertised and an existing Independent Member, Mike Canny, was selected as Presiding Member, commencing in the role in January 2008. As a result of the selection, a vacancy became available for an Independent Member. This position was also advertised and John Hunt was selected as Independent Member, commencing in the role in February 2008.

### Panel Allowances and benefits

The 2007/08 payment schedule per meeting attended is as follows:  
Elected Council Member \$150,  
Independent Member \$300, and  
Presiding Member \$500.

### 2007/08 DAP Members allowances

Stephen Walsh	Presiding Member (until November 07)	\$2,500
Mike Canny	Presiding member	\$5,000
Grazio Maiorano	Independent Member	\$2,400
Peter Dungey	Independent Member	\$2,700
John Hunt	Independent Member	\$1,800
David Lincoln	Councillor	\$1,950
Joanne Howard	Councillor	\$1,800
Con Zacharakis	Councillor	\$1,650

No other allowances or benefits are paid, and members must meet their own out of pocket expenses in relation to such items as stationery, photocopying and telephone calls.

### DAP attendance 2007/08

Stephen Walsh	Presiding Member (until November 07)	5*
Mike Canny	Presiding member	12
Grazio Maiorano	Independent Member	8
Peter Dungey	Independent Member	9
John Hunt	Independent Member	6*
David Lincoln	Councillor	13
Joanne Howard	Councillor	12
Con Zacharakis	Councillor	11

\*maximum of 6 could attend

Total number of DAP meetings in 2007/08 were 13, which includes one special meeting.



## 2007/08 elected council



### Voter Representation and Boundary Review

Reviews of ward boundaries are required every eight years or when the number of electors in each ward varies by more than or less than 20%. The next review is scheduled for 2013.

### 2007/08 Representation quota for Burnside and similar sized Councils

Council	Councillors + Mayor	Electors	Representation quota
Norwood/Payneham/ St Peters	16	31,816	1,988
Holdfast Bay	13	31,871	2,451
Unley	13	32,595	2,507
<b>Burnside</b>	<b>13</b>	<b>37,466</b>	<b>2,880</b>
Campbelltown	15	38,954	2,596
West Torrens	15	47,942	3,196
Adelaide Hills	13	31,624	2,432

## The 2006 - 2010 Council

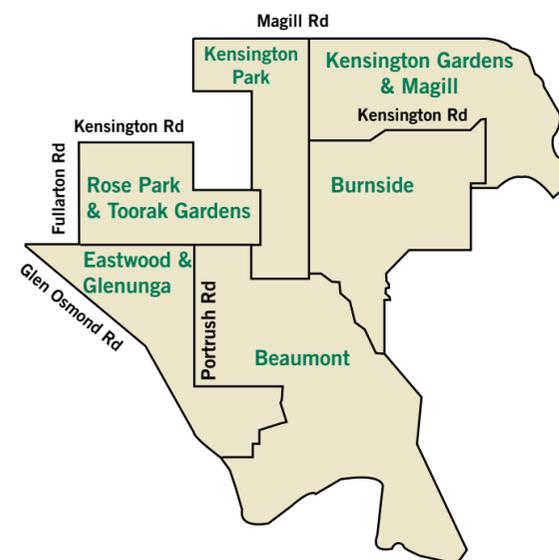


### Her Worship the Mayor

Wendy Greiner

BA, GradDipRec, DipT, FAIM, FAICD

Mayor since May 2000



### Beaumont Ward



#### Cr Andrew Hillier

BE (Hons), Grad Dip Bus,  
MIEAust, CPEng  
Councillor since May 2000

#### Cr Davina Quirke

Councillor since  
December 2006

### Burnside Ward



#### Cr Rob Gilbert

Councillor since May  
2000

#### Cr David Lincoln

MB, BS  
Councillor since  
December 2006

### Eastwood and Glenunga Ward



#### Cr Jim Jacobsen

BBus (Mkt), AAPMA  
Councillor 1989-1993,  
2003-2006 and since  
March 2007  
Mayor from 1993-1995

#### Cr Robert Paterson

BEc (Hons) CA, MAICD, GCM  
Councillor since  
March 2007

### Rose Park and Toorak Gardens Ward



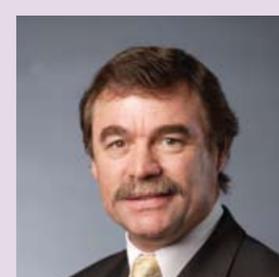
#### Cr Chris Morley

Councillor since May 2003

#### Cr Con Zacharakis

BE, BSc, CPEng, DipPM, RPM  
Councillor since  
December 2006

### Kensington Gardens and Magill Ward



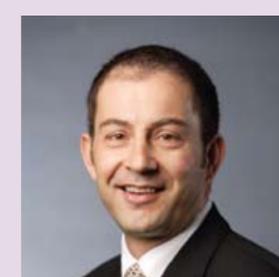
#### Cr Chris Collins

F Fin  
Councillor since May 2000

#### Cr Joanne Howard

MScIP, BA, Adv Dip. JA  
Councillor since  
December 2006

### Kensington Park Ward



#### Cr Peter Pavan

BSc, MACs, PMP, AIMM  
Councillor since  
December 2006

#### Cr Julian Carbone

BEc, MBA, AIMM, JP  
Councillor since  
December 2006



# OUR PEOPLE



## VISION 2020 DESIRED OUTCOME:

A BROAD RANGE OF SUCCESSFUL BUSINESSES AND ORGANISATIONS THAT ATTRACT INCREASED WEALTH TO THE CITY

In 2007/08, the Burnside Council continued its support of the Eastside Business Enterprise Centre (EBEC). EBEC is an independent organisation supported by a unique partnership between State and Local Governments, together with the corporate sector. Other Councils involved in 2007/08 were Norwood, Payneham and St Peters, Prospect and Campbelltown.

It provides free, confidential and independent counselling and advice to small business, and focuses on the micro and small business sectors, in and around the Eastern suburbs. It works towards creating or supporting economic development and jobs, through the growth of new and existing businesses. The majority of assistance provided in 2007/08 related to queries on marketing, business planning and cash flow. Commercial leasing is another area that has been identified through ongoing

visits to commercial and retail businesses throughout Burnside. Intellectual property matters concerning business names, logos and commercial in confidence material has also been identified as problematic.

There are approximately 4,500 registered businesses in Burnside, which are a mix of home based, commercial/ retail, offices and professional businesses. Approximately 13,000 people are directly employed by these businesses.

Burnside is well serviced by retail centres and shops and includes: the Burnside Village, which plays a District Centre function; four neighbourhood centres; and several local convenience centres that compliment the area's predominantly residential character. There are also numerous local corner stores and several commercial and service centres that offer specialist retail products and services at a regional level.

In 2007 EBEC commenced a postal survey of all properties to ascertain the number and type of home based businesses

in Burnside. This survey is also being followed up with further research to identify the location and types of home based businesses. Once identified, the many services provided by EBEC and Council can be offered to these business owners to help them grow their activities. A comprehensive report will be provided to Council in 2008/09 on the results of this further research.

## Key EBEC activities in 2007/08 have included:

- Conducting ten "Starting Your Own Business" Workshops at the Burnside Civic Centre, with 187 aspiring business owners receiving information on how to finance a business, engaging staff and marketing a business. These workshops are now being expanded to stage 2 workshops to assist in the development of business plans and marketing plans.
- Visiting 671 Burnside businesses to provide advice about expanding their business, legal obligations, employing additional staff and exporting goods and services

## our people



- Offering more than 35 free “Better Business” workshops on a range of matters such as e-commerce, business planning and commercial lease interpretation through its association with the Department of Trade and Economic Development;
- Holding a monthly eastern region networking functions, regularly attracting 70 people per function
- Providing 28 workshops on topical issues such as franchising, cash flow management and taxation to local small businesses.

**VISION 2020 DESIRED OUTCOME:**

**ACCESS TO DIVERSE SHOPPING, TRANSPORT AND PROFESSIONAL SERVICES THAT MEET CHANGING COMMUNITY NEEDS**

In addition to local businesses, residents are also in close proximity to the nearby business precincts of Norwood and the Adelaide Central Business District. Both of these areas can be easily accessed by Burnside residents travelling by public transport or by car.



**our people**

**Providing Community Transport**

The City of Burnside provides a community transport program, which supplements the existing public transport services available to residents. The buses are driven by qualified volunteers and help provide isolated residents with opportunities to attend shopping trips and group social outings. The buses are also used to transport participants of social support programs run by the Burnside Community Centre.

The fleet consists of three buses, ranging in capacity from 12 to 26 seats. The largest bus is fitted with an access ramp for people with disabilities and older passengers. The City of Burnside also owns another 12-seat minibus, which is used primarily by the Eastwood Community Centre.

In 2007/08, these buses transported 18,481 passengers and travelled 29,835 kilometres through the District and nearby areas.

**Justice of the Peace**

The City of Burnside provides a free Justice of the Peace Service,

operating from the Burnside Community Centre during the week and in the Burnside Library on Saturday mornings. In 2007/08, our 37 JP’s met with 6,016 people, performing 20,749 tasks.

**VISION 2020 DESIRED OUTCOME:**

**A VIBRANT AND DIVERSE COMMUNITY THAT VALUES, SUPPORTS AND CREATES A SENSE OF BELONGING FOR ITS PEOPLE**

**Providing Community Grants**

To help develop programs that benefit the local community, in 2007/08 the City of Burnside provided almost \$20,000 in grant funding to community groups and organisations, with a special one-off category of \$10,000 for events. Key recipients this year were:

- Burnside Symphony Orchestra \$2,000
- Burnside Probus Club \$2,000
- Glenunga Sports and Social Club \$2,000
- Burnside Youth Concert Band \$2,000
- Rotary Club of Glen Osmond \$2,000
- Beaumont Bowling Club \$1,880

- Beaumont Uniting Church Basketball Club \$1,664
  - Cats Assistance to Sterilise (CATS) \$1,500
- 15 other groups and associations received amounts ranging from \$200 to \$1,250.

**Providing Community Centres**

The Burnside Community Centre has been operating for 25 years and offers a diverse collection of programs. Community groups and organisations as well as commercial hirers regularly used the facilities at Burnside Community Centre for meetings, educational and training sessions, workshops and displays. More than 20 Council run programs are offered to the community through the centre.

Located within the Civic Centre, the Burnside Ballroom is a state heritage listed building that was completed in 1954. Almost all of the fittings and fixtures of the current day Ballroom are original. Use of this facility is high, with the venue being an ideal setting for many private events as well as corporate functions.

## our people



The Dulwich Community Centre is a community supported venue, whose daily operations are managed by staff from the Burnside Community Centre. The majority of the use is by commercial hirers, with several community groups also utilising the centre.

Funded by the Burnside Council with a contribution from the City of Unley, the Eastwood Community Centre provides a variety of different activities for all age groups. Many community groups and organisations meet regularly at the Centre

### Encouraging Volunteers

The City of Burnside has 450 volunteers working in nearly 30 Council programs, with a small percentage performing more than one role within Council.

Several new volunteer programs have been established in 2007/08. Most significant has been a link with Pembroke High School who have established a Community Care Program – where students undertake volunteer work as part of the school curriculum. There have been 29 students undertaking volunteer work.

To recognise the importance of our volunteers, each year the City of Burnside hosts two appreciation events and also presents service awards.

In December 2007, a Christmas Dinner was held in the Burnside Ballroom and was attended by 300 volunteers and their partners.

In May 2008, as part of National Volunteer Week, the Burnside Council hosted its annual Volunteer Appreciation Film Afternoon at the Chelsea Cinema. 200

volunteers and their partners enjoyed an afternoon tea, followed by a free showing of a latest release film.

At this event, the City of Burnside presented service certificates to 60 volunteers. An award was presented for 25 years of service, which is only the second year that a volunteer has reached this benchmark. This volunteer was added to the Honour Board. Launched in 2007, the Board is on permanent display in the Burnside Community Centre.

### Provision of Community Events

#### Australia Day

More than 700 people attended the 2008 City of Burnside Australia Day Celebrations in Hazelwood Park. There were 70 new citizens who took the Australian Citizenship Pledge and were presented with a certificate by Mayor Greiner. The 2008 Australia Day Award recipients were:

- **Burnside Citizen of the Year** – Peter Cornish
- **Burnside Young Citizen of the Year** – Thomas Hennessy
- **Community Award Winner** – Lennox Pawson

The barbeque brunch and refreshments, operated by the Burnside CFS and the Adelaide Aktion Achievers Club, proved once again to be very popular, as was the performance by the Burnside Youth Concert Band. Other entertainment included face painters and a wandering jazz trio.

In association with the Burnside Lions Club, every December the Burnside community is invited to sing Christmas carols in Hazelwood Park. This year's

event attracted almost 4,000 people and featured musical support from the Kensington and Norwood Brass Band and a variety of choirs and soloists.

#### Battle of the Bands

The 2008 Battle of the Bands was held in July 2008 in the Burnside Ballroom, attracting over four hundred people. Eight talented bands competed in the event, displaying creativity, energy, and raw musical talent.

Now in its seventh year, the event was again organised and managed by the City of Burnside's Youth Advisory Committee. The event offers young people a rare opportunity to perform to a large audience and to use professional equipment, as well as receive advice and feedback from music industry professionals. It is also a fantastic social opportunity for both young people and the Burnside Community.

#### National Youth Week Activities

Held in April 2008, National Youth Week provides a focus on the issues and concerns of young people from all regions and backgrounds, and highlights the

positive contribution made by young people to our society. Events held this year included the 'Jam with Bill' Launch and 'Rock Your Library'.

Jam with Bill is a monthly event organised by young people for young people and held in Council's Bill Dean Lounge. Young people can play pool, computer games

an event which was an opportunity for high school students to demonstrate their talent at performing a range of music styles for an audience of primary school students, parents and library customers.

#### Burnside Youth Concert Band

Established in 2003, the Burnside Youth Concert Band consists of 30 young



or table tennis, listen to acoustic music, catch up with friends or get involved in one of the organised activities on the night

During Youth Week bands from Norwood Morialta High School, St. Peters Collegiate Girls Schools and Pembroke participated in "Rock Your Library",

people between 10-15 years of age, playing brass, woodwind and percussion. Supported by the Burnside Council, the group undertakes weekly rehearsals in the Burnside Town Hall.

**VISION 2020 DESIRED OUTCOME:**

ACCESS TO A RANGE OF EDUCATION, HEALTH AND SUPPORT SERVICES THAT MEET COMMUNITY NEEDS AND ENHANCE LIFESTYLES

Performances held this year included:

- **January 26** - Australia Day Celebrations in Hazelwood Park.
- **April 25** - Anzac dawn service at the Myrtle Bank War Veteran's Home.
- **June 27** - Concert with Marion City Band (Burnside Ballroom).

**Burnside Symphony Orchestra**

Founded in 1956, the Burnside Symphony Orchestra are an amateur orchestra, and are supported by the Burnside Council. Rehearsing weekly in the Burnside Town Hall, they perform three concerts a year in the Burnside Ballroom.

**Burnside Players**

The Burnside Players are an amateur theatre group supported by the Burnside Council. They rehearse in the Burnside Town Hall and perform two seasons a year in the Burnside Ballroom.

**Burnside Aged and Disability Care Program**

The Home and Community Care (HACC) funded Aged and Disability Care Program includes Home Assist and its three related areas Community Care, Home Maintenance &

Modification and social support activities; the Eastern Region Men's Shed Program and the 3Rs (Respite, Recreation and Revitalisation) Program.

The HACC National Service Standards audit was undertaken by the Aged & Disability Care Program in April 2008. The Program attained a high standard rating, achieving a maximum score of 20 out of 20. This is a significant achievement, highlighting the commitment and passion of the aged care staff to not only provide the best possible services and programs to our community, but to continue to maintain the position of Burnside Council as being in the forefront of service delivery.

**Burnside Home Assist**

The Burnside Home Assist program provides a range of community care, home maintenance and social support services for frail older people and younger people with disabilities and their carers who are eligible under the Home & Community Care (HACC) guidelines.

Community Care Services include personal care, domestic assistance, shopping and in-home



respite. Home Maintenance and Modification services include changing light bulbs and smoke alarm batteries, replacement of tap washers, minor carpentry in and around the home, fitting security locks & doors and subsidised gardening, grab rail installation and gutter cleaning.

Both community care and home modification & maintenance assistance is provided by Council staff and contractors.

In 2007/08, the City of Burnside Home Assist program provided services to 416 clients and undertook 4,865 community care visits, which totalled 5,648 hours. The Home Maintenance program

provided services to 878 clients and undertook 1,834 home visits, which totalled 2,740 hours.

Social Support activities provide opportunities for older residents to not only remain connected to their community, but to learn new skills and be better informed about issues relating to older people. Regular activities include:

- Free monthly community information sessions;
- Fortnightly mystery bus trips;
- Monthly Central Market trip;
- Monthly Lunch and Library trip;
- Weekly 'Colour of Memories' craft group for people with memory

loss; and

- Weekly basic and advanced cooking classes for older men.

**The 3Rs program**

3Rs (Respite, Recreation and Revitalisation) is an activity-based program funded by HACC. The City of Burnside operates the program in partnership with aged and disability care providers. The program operates across the Eastern region within six council areas and aims to:

- Assist participants to reconnect to their community through the provision of activities, outings and social interaction;
- Help maintain the cognitive skills of those

with memory loss; and

- Provide carers with respite.

During 2007/08 seven groups operated across the region, and 65 participants attended, of which 27 were new participants. Up to eight participants can attend a group at one time. 26 participants have been successfully transitioned into other community activities and alternative programs to meet other specific needs.

3Rs group types and venue locations

- Monday Frail Aged Burnside Community Centre
- Monday Older African Women Enfield Community Centre
- Tuesday Frail Aged / Memory Loss Magill, Bernie's Club

- Wednesday Acquired Brain Injury Burnside Community Centre
- Wednesday Memory Loss Tusmore, Masonic Hall
- Wednesday Frail Aged / Memory Loss Payneham Community Centre
- Thursday Memory Loss Tusmore, Masonic Hall

### Men's Shed Program

The Men's Shed is a community-based program that is auspiced by the City of Burnside and funded by HACC. The program works in partnership with two other local councils and a number of not for profit organisations. The program targets isolated older men living in the eastern region of Adelaide, in particular the



## our people

Cities of Burnside, Norwood, Payneham & St Peters and Campbelltown.

The program continues to develop, with the successful application for additional HACC funding allowing the number of groups to expand from three to four groups per week. Three groups are for older isolated men while the fourth group is specifically for older men with memory loss. The focus of the program is primarily as a place of social interaction where older men can be involved in community projects, make or repair items for themselves and socialize with other men.

Each group can accommodate up to ten participants, with the average attendance being 7- 8 men. 46 men have regularly attended the Shed during 2007/08.

### Community Lunch Program

The City of Burnside's Community Lunch Program has been providing nutritious and affordable meals in a social setting to older Burnside residents for over 25 years. Different from other meal provider services, the Lunch Program encourages people aged over 65 out of their homes to meet and socialise with other Burnside residents.

Operating from the kitchen in the Burnside Community Centre, the Community Lunch Program operates five days a week and is staffed by volunteers and a paid Catering Officer. In 2007/08 3,246 meals were prepared and served to Burnside residents in the Community Centre dining room.

### Providing Library Services

The City of Burnside Library is a community hub and cultural centre. This year 341,778 people visited the Library, borrowing 780,976 items. 3,534 new

members joined in 2007/08, and there are now 42,635 borrowers. 72% of Burnside residents are Library members.

The Burnside Library currently has over 155, 638 items, with approximately 25% of the collection on loan at any one time. Besides providing a wide range of books,



magazines and audio-visual items, the Library provides a wide range of services and special events to members. These include:

- Electronic services (faxes, photocopiers, shredders etc);
- Free computers and wireless internet access;
- Pre school storytime sessions;
- School holiday activities;
- Research assistance and recreational reading advice for all ages;
- Book discussion and film groups;
- Book launches;
- Guest speakers; and
- Computer and internet training courses.
- Lending recreational reading and audio-visual materials
- Community Information
- Local and interstate newspapers

- Access to the Internet, including wireless access
- Local History service

### Library events

The **One Book One Burnside** Community Reading program was launched in 2007, one of the biggest of its kind in SA. The program involves a series of community events based around a book by a local author. The 2007 book was *A Private Performance* by Helen Halstead, a sequel to Jane Austen's *Pride and Prejudice*. Hundreds of borrowers read and discussed the book and the program culminated in a garden party attended by 200 people. The 2008 book is *Bye Bye Baby* by Lauren Crow, a murder mystery.



The Burnside Library has also hosted national events with a literary and literacy focus, including the Miles Franklin Author Tour. 120 people listened to the five shortlisted authors. The event hosted by Samela Harris was podcast and vodcast. The vodcast was shown at the Awards Dinner in Sydney, promoting our Library in a national arena.

Major events held in the Library throughout the year include numerous author

visits, book selection at Angus and Robertson, the launch of the library's Bibliotheque Club and a series of Local History events, plus demonstrations and workshops.

### Engaging Families, Children and Youth

Burnside Library supports families and promotes child development by providing early literacy activities and parenting resources through the Children's Library and Family Information

Zone. Weekly Baby Chat and Storytime sessions are held and collections, including a wide range of board books and lapsit kits, encourage parents and caregivers to share books with babies from birth as do free "Little Big Book Club" packs which the library provides for parents of 6-12 month olds. The Library has specialist staff who undertake professional development activities related to children's literacy and literature.



## our people

In 2007/08 Burnside Library implemented a School Liaison program. As a result of this program more than 100 school students have joined the library, and there are regular visits to the library from classes from local schools. Monthly visits by Children's team staff to Pepper Street Art Gallery with the library truck for storytime and borrowing sessions are held with Magill Primary School students.

For National Youth Week in April bands from local secondary schools participated in "Rock Your Library", an event which was an opportunity for high school students to demonstrate their talent at performing a range of music styles for an audience of primary school students, parents and library customers.

The library has a specialised youth area equipped with teen fiction and non-fiction, magazines, graphic novels, DVDs and CDs and computer gaming consoles. Regular youth events including gaming tournaments and author visits.

### Toy Library

Since May 2008, the Toy Library located at L'Estrange Street, Glenunga has come under the management of the main library to ensure continuity of service. A range of improvements are planned including new shelving and stock and opportunities for early literacy sessions such as Storytime and Baby Chat to be held on the site.

The Toy Library offers a collection of over 4,000 resources including toys, cassettes, CD's and educational books and supports parents, grandparents, carers, Family Day Care Providers, Early Childhood Centres and Diversional Therapists working in Nursing Homes and Hostels.

In 2007/08 the Library loaned 17,826 resources to 5,479 borrowers. 264 new members joined in 2007/08.

### Mobile Library Service

The City of Burnside has two mobile library vehicles that carry approximately 3,000 loan items and caters for frail or homebound residents. 399 borrowers use the mobile library service every four weeks.

### Helping Vision Impaired People Access Written Information

Introduced in 2004, 'Books in the Sky' is a partnership between the Library and the Royal Society for the Blind to help blind or vision impaired people access information and reading material. Using broadband technology, blind or vision impaired users can quickly and easily download up to 30 hours of written material from a central computer into a battery powered audio handset the size of a mobile phone, called a navigator.

Burnside Library currently facilitates the exchange of titles and provides a support service for 21 customers who participate in our "Books in the Sky" program.

A Books in the Sky monthly Book Discussion Group was established in October 2007 with 12 participants, all of whom have a print disability. Each member chooses a title from the BiTS catalogue (which currently has over 2000 titles) and has the option of leading the discussion at that meeting. Two volunteers facilitate the meetings and provide ongoing support to the group and liaison with library staff.

### Computer Literacy courses

Burnside Library recognises lifelong learning and computer literacy are key



elements to information literacy. The library has been proactive in providing computer literacy courses for the community for nearly ten years. Courses offered include “Mouse Skills” (for those brand new to using a computer), Internet and E-mail.

In 2007/08 three new courses were introduced: Word Processing, Downloading Photos From Your Digital Camera and Viruses and Computer Maintenance. An upcoming course will be EBay Buying and Selling.

#### Local History

2007/08 highlights for the Local History program include the development of local history sessions for school students, a number of well-attended History Week

functions including tours of Beaumont House and Glenside Hospital and several photographic displays.

#### Environmental and Health Services

The City of Burnside is part of the Eastern Health Authority, a regional initiative undertaken with five eastern region councils to provide a range of environmental and health services. These services include:

- **Immunisation services** - a monthly public clinic is held at the Burnside Civic Centre. Immunisation services are also undertaken at high schools and primary schools within the Burnside Council area.
- **Food surveillance** - Food premises within Burnside are monitored by



## our people

Environmental Health Officers for compliance with the Food Act and Food Hygiene Regulations. Any concerns regarding food premises, food safety and food handling are also handled and investigated by the Authority. Food business proprietors can also obtain information from the Authority.

- **Environmental health** - Officers monitor a wide range of premises and conditions under various legislations but primarily under the Public and Environmental Health Act and Regulations. Premises monitored include public swimming pools and spas, hairdressing and beauty salons, cooling towers, public toilets, and public buildings. Officers will also investigate and act on complaints and also any concerns regarding general sanitation and environmental pollution matters.
- **Supported residential facilities licencing** - The Authority licences facilities such as nursing homes under the Supported Residential Facilities Act and investigates any complaints or concerns raised against these premises.
- **Communicable diseases investigation** - Officers investigate reports of infectious and communicable diseases reported to the Department of Human Services and considered by that Department to require investigation.

Full details of their activities during 2007/08 are available in their annual report in the Subsidiary section of this publication.

#### Supporting Child Development

The Child Care Links initiative aims to improve the health and wellbeing of

families with young children. Child Care Links (East) supports six community based childcare centres across the eastern region, reaching 700 families and 80 childcare professionals.

Child Care Links is an Early Childhood - Invest to Grow initiative, funded by the Australian Government under the Stronger Families and Communities Strategy, Child Care Links (East) has been operating since October 2005, and is supported by the Cities of Burnside, Unley and Norwood, Payneham and St. Peters.

A Child Care Links worker is employed to support families and develop relationships between child care services, children's services and families. In addition to increasing parents' knowledge and the understanding of services, facilities and support in the area, the program helps raise awareness of the importance of early childhood development and its influence on later outcomes in life.

This year the program provided for families and communities:

- Regular parent information nights to empower families in their parenting role eg. Guiding Children's Behaviour, Sleep in Pre school Children, Building children's self esteem;
- Opportunities for families and staff to network and communicate with each other eg. Playtime @ Burnside, Bowling Get Together evening, Miss Polly;
- Encouragement to participate in activities, workshops, focus groups and training eg. Paediatric Sleep Clinic, Child Rearing Across Cultures, Looking through the eyes of a child photo exhibition;

- Networking with services and agencies to link families eg. Child and Youth Health, Family Day Care, Kindergym and Burnside Library; and
- Support and practical advice for families in their parenting role.

The Child Care Links Project has a funding commitment by the Federal Government until June 2009, but there is no confirmation of further funding at this stage.

#### Youth Development Recreation Program- 'Come & Try'

The Burnside 'Come & Try' Program is a youth development recreation program focused on encouraging young people to access recreation and sporting clubs, increase physical activity and become more engaged in their local community.

Glenunga International High School and Norwood Morialta High School were approached to partner with Council and hosted this year's event. In total, over 600 students participated in the program.

A variety of sport and recreational clubs were approached in an attempt to engage students in both passive and active recreational activities. Over 16 sporting and recreation groups, the majority local to Burnside, participated in the program providing expert instructors and equipment to deliver a stimulating varied six-week program.

#### Burnside Youth Advisory Committee (BYAC)

The Committee currently consists of 20 young people aged between 12 and 25 and two mentors over 25 years. Funded

by the Office for Youth, the Committee meets monthly at the Council. The aim of this group is:

- To provide opportunities for young people to express their ideas and views, raise issues of concern to them, and act on issues that effect their lives;
- To consult with the wider youth community on issues of importance; and
- To become local leaders in their communities.

The Committee coordinated two main projects in 2007, namely 'Battle of the Bands' and completing the Eastern Suburbs Youth Consultation.

In conjunction with the other Eastern Region Youth Advisory Committees and the Eastern Region Youth Network, the Committee will be launching the Eastern Region Youth Consultation Report and taking part in the development of a coordinated, regional response to issues highlighted in the report.

#### Eastern Regional Youth Network

Coordinated by the Cities of Burnside, Campbelltown, Norwood Payneham & St Peters & Prospect the Eastern Region Youth Network (ERYN) is a network of people who represent relevant youth agencies and/ or provide services and support to young people in the Eastern Region. The aim of the network is to ensure that young people in the eastern region have access to appropriate services.

In response to concerns on emerging and reported issues in relation to Drugs and Alcohol, Resilience, Social Pressure and Access to Support & Services ERYN has developed two projects - the Eastern



## our people

Region Youth Services Directory and the Eastern Suburbs Youth Consultation.

The aims of the Eastern Region Youth Services Directory (a wallet-sized card) is to assist young people in getting help quickly, and inform them of the available support services in times of need. The youth card was developed in consultation with local young people to ensure maximum appeal and usages by providing the most relevant content, colour, design and layout. Since its development over 30,000 copies have been distributed in the five partnering eastern council areas.

The 2007 Eastern Region Youth Consultation provided an important window into the lives of people, aged 12 – 25 years, residing in the suburbs which comprise the eastern region. The Eastern Region Youth Consultation Report has offered the opportunity to take words and statistics (from more than 3000 young people) and to transform them into actions which will enhance and improve the lives of young people who need support.

#### Youth Radio - youth FM

Youth FM is a collaborative youth radio program developed as a regional initiative of the Cities of Burnside, Campbelltown, Norwood Payneham & St Peters and Prospect.

Youth FM ensures the voice of eastern region young people is heard by promoting youth related activities, events, programs, music and opportunities. The Tuesday afternoon radio show is a supportive and hands-on training environment, where new presenters have an opportunity to develop and practice their radio production skills under the guidance of a mentor.

Presenters can elect to do the Youth FM Log Book as they develop their skills. When they have ticked off all the necessary skills they can move to the unsupervised Graduates show aired on Thursday afternoons.

#### Provision of Regulatory Services

##### Animal Management

Following changes to the Dog and Cat Management Act, in 2007/08 Council developed an Animal Management Plan. This was adopted by Council in May 2008 and will provide future direction for the management of animals in the City of Burnside.

As a result, Council, in cooperation with the Australian Veterinary Association, now conducts dog behavioural classes visiting all primary and junior primary schools in the area. The Plan also requires all dogs to be on a lead within 20 metres of a playground when in use, or when organised sport is in progress on Council parks and reserves.

##### Managing our City's Dogs

The City of Burnside has 5,009 registered dogs living within the City and received \$75,596 in registration fees. During 2007/08, 55 fines were issued, delivering revenue of \$3,379.

##### Parking and abandoned vehicles

During 2007/08, 3,247 traffic or parking infringement notices were issued, resulting in income of \$111,495. Seven abandoned vehicles were also impounded.

## our places and spaces



### VISION 2020 DESIRED OUTCOME:

A SAFE AND WELL MAINTAINED STANDARD OF INFRASTRUCTURE CONSISTENT ACROSS THE CITY

#### Council Infrastructure

245 kilometres of local and major roads  
 523 kilometres of kerbing  
 361 kilometres of footpaths  
 123 kilometres of stormwater drains  
 29,635 street trees  
 19 toilet blocks  
 35 playgrounds  
 59 tennis courts  
 166 litter bins  
 10,233 parking and street signs  
 60 community buildings

The City of Burnside undertakes major maintenance, renewal and new construction of infrastructure through a number of capital works programs. In 2007/08 these included:

#### Improving Stormwater Drainage

Burnside is responsible for management of stormwater in suburban streets and this year \$334,000 was budgeted for extending and upgrading the drainage network. To reduce the risk of minor flooding within the City, capacity of side entry pits was enhanced in association with road reconstruction

Significant system enhancement projects occurred in:

- Highfield Avenue, St Georges (\$100,000)
- West Terrace, Kensington Gardens (\$100,000)

#### Upgrading road surfaces

\$1.3 million was spent in 2007/08 repairing and renewing 57 road surfaces or pavements in the City.

The major projects occurred on:

- Trevorton Avenue, Glenunga (\$30,000)
- Bevington Avenue, Glenunga (\$35,000)
- Fort Avenue, Kensington Gardens (\$100,000)
- Sturt Avenue, Toorak Gardens (\$80,000 partial Roads to Recovery funding)
- Uxbridge Street, Kensington Park (\$45,000 partial Roads to Recovery funding)
- Park Avenue, Rosslyn Park (\$55,000)
- Hallett Road, Stonyfell (\$95,000)

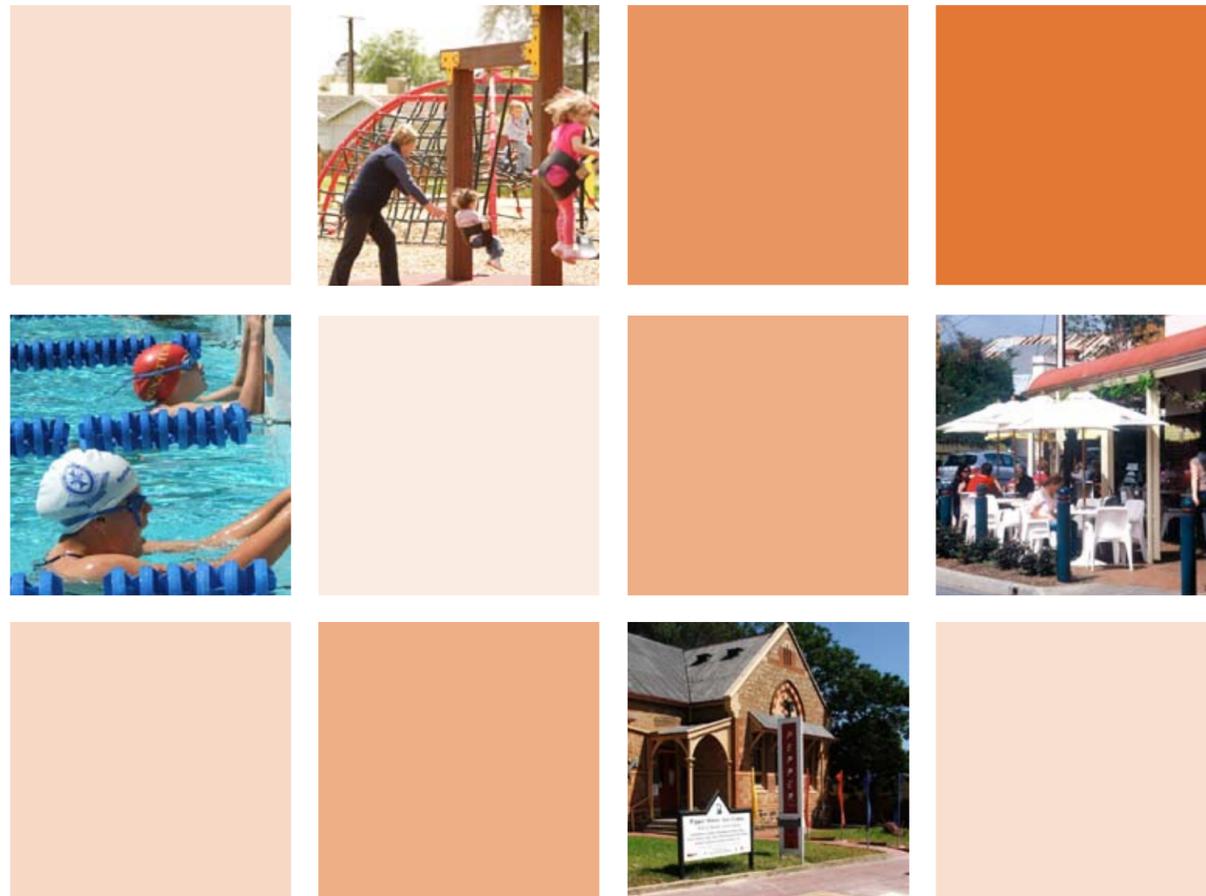
#### Replacing damaged kerbing

Council undertook eleven major kerb and channel replacement projects at cost of \$1.2m in 2007/08. The major projects were:

- Sturt Avenue, Toorak Gardens (\$290,000 partial Roads to Recovery funding)
- Beulah Road (\$170,000 Gurrs Road and Duke Street)
- Barnes Avenue, Magill (\$130,000 Magill Road and Cuthero Terrace)
- Uxbridge Street, Kensington Park (\$155,000 partial Roads to Recovery funding)

#### Removing graffiti

Coordinated by Council staff, the City's graffiti removal program maintains an active base of 23 volunteers allowing removal teams to operate each weekday.



The Volunteer Graffiti Team has enjoyed considerable success in the removal of reported graffiti in the Council area. The latest statistics for 2007/08 indicate that graffiti has been reduced by 43% over the last two years, largely due to the persistence of the graffiti removal team. We rely on public information, the volunteer graffiti team and Council staff to report any graffiti incidents. The safety of volunteers is maintained through appropriate training and use of contractors for graffiti removal in difficult locations.

A highlight for 2007/08 was a donation from Glenside Lions of \$12,000, which allowed Council to purchase a new vehicle for use by the graffiti team. The City of Burnside and Glenside Lions logos are displayed prominently on the vehicle and the generous donation from Glenside Lions Club has been promoted to the community.

**Maintenance of community buildings**  
 The Burnside Council owns and manages 90 community buildings on behalf of its community. These vary in size and purpose and include the Chelsea Cinema, a number of halls, public toilets, kindergartens, and sports clubrooms.

Each year the Burnside Council undertakes a number of infrastructure maintenance programs across the City on these facilities. In 2007/08 key projects included:

- An upgrade to the Glenunga Sports & Social Club;
- An upgrade to the Community Centre kitchen facilities;
- An application of heat reflective coatings to sections of the Civic Centre roof;

- The installation of energy efficient and cost saving lighting options to the Civic Centre; and
- A new non-slip commercial grade floor to the Civic Centre Ballroom kitchen.

**VISION 2020 DESIRED OUTCOME:**

**A CONNECTED SYSTEM OF OPEN SPACES THAT ARE WELL DESIGNED AND MAINTAINED**

**Managing Community Land**  
 Community land is an important component of the urban environment, providing open space for recreation and leisure. Open space means land or water in an urban area that is not covered by cars or buildings, or any undeveloped land in an urban area that has value for park or recreation purposes, conservation or natural resources, or historic or scenic purposes.

There are 113 parks and reserves within Burnside, with 98% of properties located within a 500 metre radius of usable open space. Approximately 101 hectares are developed parks or reserves, and 98 hectares are undeveloped or hills face reserves.

A Community Land Management Plan is a document that identifies community land and any important features of the land, and clarifies to both Council staff and residents the purpose for which it is held and how the Council will manage and maintain this asset. The plans also provide a means to control future use, development and maintenance of that land, and aims to balance the unique site conditions with community requirements for open space recreation opportunities and facilities.



our places and spaces



The City of Burnside has in place management plans encompassing the major types of parks and reserves, plus specific plans for key parks or reserves, community centres, cemeteries kindergartens and car parks.

**VISION 2020 DESIRED OUTCOME**

**A SAFE ROAD NETWORK ADEQUATE FOR TRAFFIC VOLUMES AND MOVEMENT**

Each year the Burnside Council receives enquiries from residents relating to traffic issues and speeding in residential streets. In response, Council staff undertake a study of each location and a course of action to be taken. In 2007/08 Council undertook a comprehensive study of the traffic patterns in the precinct consisting of most of the suburbs of Leabrook, Hazelwood Park and Tasmore.

The traffic calming response is proposed for construction in the 2008/09 financial year.

In addition to Council's infrastructure renewal projects, five traffic management safety enhancement projects totalling \$125,000 were undertaken in 2007/08.

Two projects to enhance pedestrian safety at intersections or school crossings occurred at:

- Hallett Road, Burnside near High Street
- The Parade, Kensington Park near Coolibah Avenue



**VISION 2020 DESIRED OUTCOME**

**A SAFE AND WELL MAINTAINED PEDESTRIAN AND CYCLE NETWORK**

**Footpath Renewal and Upgrade**

As part of a \$1.3m program, this year Council has continued to upgrade asphalt concrete footpaths to block paved footpaths, frequently widening them out to a standard 1.5m. Council has also continued to install new footpaths on local roads that do not have any footpaths, and major roads that only have one footpath. In total council constructed about 8.5 km of footpath.

Major projects for 2007/08 were:

- Glen Osmond Road, Eastwood and Frewville
- Magill Road, Beulah Park
- Greenhill Road, Tusmore and Hazelwood Park

**Cycle network**

With the exception of some of the higher hills face areas, the City of Burnside is reasonably well serviced with a number of bike direct roads and bike lanes. The Burnside Council constructed no new cycle lanes or paths in 2007/08.



**our places and spaces**

**VISION 2020 DESIRED OUTCOME:**

**A RANGE OF HOUSING THAT MEETS THE DIVERSE NEEDS OF THE COMMUNITY**

The Historic Conservation Policy Areas differ from heritage-listed properties in that they aim to cover an entire area, rather than just an individual property. These policy areas include elements such as buildings and fences, open spaces and land division patterns that contribute to the historic character of the area, and are typically based around the period in which the area was developed and the types of architecture constructed at that time.

The City of Burnside offers Heritage Grants to residents to assist in minor conservation works to restore, conserve, enhance, and reinstate heritage properties. Council may refund up to 50% of the cost of the conservation work, up to \$2,000 per annum.

In 2007/08, the Council issued 79 Approval in Principle Certificates for Heritage funding and issued 34 grant payments to a value of \$56,363.

**Housing Strategy**

Across the city's 28 suburbs, Burnside has a diverse range of housing. In 2007 initial investigations commenced towards the formulation of a long term housing strategy for the City of Burnside. The first phase of this exercise entailed undertaking a 'snap shot in time' of the existing residential character of all the various residential areas within the City. Data collected in 2007 included the era and style of the dwelling, lot size and frontage widths, street set backs and gaps between buildings. This data has already

**Improving bus shelters**

Burnside has 234 bus stops and 103 bus shelters within its council area. The Disability Discrimination Act 1992 requires existing public transport stops and shelters to be progressively upgraded to be disability compliant by December 2022. Upgrading a shelter may involve some or all of the following:

- \* Installing tactile ground surface indicators, which warn people with visual disabilities of the shelter and the location of the stop pole;
- \* Relocating shelters or benches to provide sufficient room to accommodate wheelchairs;
- \* Providing an even surface to reduce trip hazards.

Council continued to upgrade bus stops and shelters in 2007/08, increasing the total number of compliant sites to 86, up from 78 in 2006/07.

**VISION 2020 DESIRED OUTCOME:**

**PRESERVATION OF THE HISTORIC CHARACTER OF THE CITY**

**Providing a Heritage Grants Scheme**

One of Adelaide's oldest residential areas, the City of Burnside has a rich heritage and a diverse range of buildings, established trees and open spaces. All of these elements contribute to the City's unique character and streetscape, and help make our city a desirable place to live.

The City of Burnside has nine Historic Conservation Policy Areas. These Policy Areas contain approximately 1,500 properties which are considered to be contributory items. The City of Burnside also has 367 Local Heritage Places.

been valuable in assisting with policy and planning analysis.

**VISION 2020 DESIRED OUTCOME:**

**DEVELOPMENT THAT REFLECTS NEIGHBOURHOOD CHARACTER AND ACHIEVES ENVIRONMENTAL SUSTAINABILITY**

When submitting plans for renovations or construction, applicants must meet the requirements of the Burnside Development Plan, and are encouraged

to construct a property that reflects the character or style of the neighbourhood.

**Applications and approvals**

1,357 applications for Development Plan Consent were registered by the Development & Regulatory Services Department in 2007/08 – compared with 1,409 for 2006/07.

Of the 1,357 development applications, 1,294 were finalised. 1,152 applications were finalised by Council staff, 83 applications were finalised by the Council's

Development Assessment Panel (DAP) and the remaining 59 applications were either withdrawn or finalised by the State Government's Development Assessment Commission.

Development Plan Consent was granted to 1,128 development applications, 42 applications were refused consent and the remaining 49 applications were withdrawn. The average time by Council staff to finalise development applications was 39 working days and 102 working days for applications finalised by the DAP.



**our places and spaces**

**VISION 2020 DESIRED OUTCOME:**

**A WELL MAINTAINED AND AESTHETIC STREETScape CONSISTENT ACROSS THE CITY**

**Maintaining our Tree Lined Streets**

There are over 29,000 street trees within the City of Burnside. To help manage these trees and keep our suburbs green and leafy for future generations, the Burnside Council operates a comprehensive and strategic replacement program.

There are two main elements of the tree replacement program. The first element is inter-planting, where between one and three trees are replaced in a street as a result of building development, safety issues or health/age of the tree. 280 trees were planted in 2007/08.

The second element is the 'Second Generation Street Tree Planting Program', where a collection of established street trees are removed and replanted. All trees within this program are individually assessed and will not be removed if they are still in a healthy condition and have a low risk of dropping limbs. 126 trees were planted this year as part of this program.

Due to water restrictions and hot weather conditions, Council provided all street trees planted in the past three years with a plastic tree bowl, which significantly improves water efficiency when irrigating the trees.

In addition, Council staff planted 110 trees in our parks and reserves, many of which are indigenous species propagated from seed from local stock.

In 2007, the Burnside Council commenced production of a range of documents to help residents, customers and the building industry understand the development process within Burnside and our Development Plan.

These documents will be available from our website and provided to customers at our new Development & Policy counter, via mail outs and also during our Development Clinics.

**Updating our Development Plan**

As part of the Development Act, Councils are required on a five yearly basis to undertake a comprehensive review of their Development Plan. Called a Section 30 review, it is used to ensure a City's development plan is appropriate for the area and is consistent with the State Planning Strategy.

This year the Minister endorsed the 2007 Section 30 Report which set out a number of future Development Plan Amendments to be undertaken in the next five years: reviews of Council's Housing Strategy, Centres and Commercial; Energy Efficiency and Water Conservation, Open Space and Biodiversity; and Transport and Infrastructure Management.

The first stage of the Housing Strategy was completed in 2007/08. In 2008 a study of Commercial and Retail Centres commenced. This study will undertake a stocktake of current retail and commercial activity within the City and provide a broad understanding of the role and function of commercial and retail centres in the City. It will also assess current and future retail trends and identify expansion opportunities.

### Footpath Vegetation Clearance Program

The final stage of a three year program to remove vegetation encroaching from private land onto footpaths was completed this year. The work was undertaken in a systematic approach by the team working each side of the street, removing any vegetation protruding into the footpath area. This year 130,363 linear metres of footpath were cleared from 1,631 properties.

### Verge Mowing and Street Sweeping

As part of Council's streetscape maintenance program, the Burnside Council is responsible for the mowing and maintaining of 3,375 verges across the City. In addition, during 2007/08 Council swept 5,877 kilometres of roads. This maintenance and clearing work is undertaken on a cyclical basis, ensuring all areas within Burnside receive similar levels of maintenance.

**VISION 2020 DESIRED OUTCOME:**

ACCESS TO A RANGE OF HIGH QUALITY PASSIVE AND ACTIVE RECREATIONAL FACILITIES

### Managing Parks, Playgrounds and Sporting Fields

Burnside residents are fortunate to have a significant proportion of open space devoted to recreation activities throughout their suburbs. Council staff are responsible for the management and maintenance of 35 playgrounds, 46 tennis courts, 12 playing fields and 101 hectares of parks and developed open space.

In 2007/08 major projects included:

- The completion of a \$480,000



underground irrigation system at Hazelwood Park, which should result in significant water savings in future years

- \$190,000 upgrade of playgrounds at:
  - Branson Reserve, Magill
  - Webb Street Reserve, Rose Park
  - Knightsbridge Reserve, Leabrook
- \$75,000 replacement of public toilets at:
  - Mellor Reserve, Beulah Park
  - Langman Recreation Reserve, Burnside
- A \$70,000 landscape and playground upgrade at Bennett Reserve, Magill
- A \$25,000 upgrade of the backstop netting at the Miller Reserve Lacrosse Field, Linden Park
- \$24,000 Landscape upgrade reserve to Matilda St Reserve, Eastwood
- \$20,000 upgrade to Hills Face Reserve walking tracks

Council also provides long term leases of clubroom facilities to many sporting and social groups, to assist in maintaining an active and viable recreational and sporting community within Burnside



## our places and spaces

### Development of Master plans and Strategies

#### Playground Strategy

Council endorsed its Playground Strategy in November 2007 after an extensive consultation program which included distributing letters to over 9,000 residences.

The quality of playgrounds varies considerably throughout Burnside. A number of challenges face Council to ensure that provision of playgrounds is appropriate for current and projected communities and their needs. Expectations change over time and residents don't necessarily need to be able to walk to a local playground. The playgrounds they use need to be safe, accessible, exciting and fun, with additional elements including shade, seating and in some cases, fencing.

The Playground Strategy will assist the City of Burnside to increase the potential of its playgrounds and broaden play opportunities over the next 10 years.

Playgrounds throughout the city have been classified into three distinct categories, each designed to meet the criteria

outlined and that of the play value rating system appropriate to subject age groups. These categories are: Regional Playgrounds, Neighbourhood Playgrounds and Local Playgrounds. Other issues addressed in the Strategy include: risk management; shade, access and equity; community involvement; play/sport association; upgrading; maintenance; budget allocation; and marketing and promotion.

A series of 22 principles are detailed throughout the Strategy and are categorised into either: Play Context, Play Provision, or Play Management.

#### Biodiversity Strategy

Council endorsed 'Nature Conservation in an

Urbanised Landscape: A Biodiversity Strategy for the City of Burnside' in June 2008.

Burnside Council undertook an extensive consultation program, allowing key stakeholders and other interested parties the opportunity to comment on the draft strategy. The strategy represents a significant effort to tackle the issue of biodiversity conservation, education and planning and the document reflects both Council's ongoing commitment to biodiversity conservation and its continuing leadership in conservation initiatives.

The Strategy addresses policy, conservation and management priorities that





have been identified by the community, regulations, international treaties, planning and science. The Strategy builds on the current efforts of Council, governments, community organisations and groups, industry and the many individuals who already positively contribute to the management of our City's natural assets and biodiversity.

A series of 83 key actions have been identified to implement these recommendations.

### JB Ware Reserve Master Plan

In April 2007, Council invited residents to complete a questionnaire

to gauge how they would like to see the reserve function. This was the first opportunity for the public to contribute to the development of a Master Plan.

In November and December of 2007, Council undertook further consultation with the community on a draft Master Plan for JB Ware Reserve. However, with the pending demolition of the Institute Library, some further opportunities to develop the draft Master Plan were created. Council staff prepared a revised draft Master Plan which incorporated most of the issues raised by the community during previous questionnaires.

In July 2008 Council endorsed a revised Master Plan for JB Ware Reserve and implementation of the Master Plan will commence in early 2009.

### Walking Trails

There are a number of walking trails in the Hills Face Reserves, and each year the City of Burnside is increasing the numbers of trails available in its reserve.

In 2007/08 a 1.2km walking trail was constructed in the verge adjacent to Hayward Drive and connecting through Themeda Reserve to the fire track. This provides another walking access from the residential areas to the



## our places and spaces

existing Mt Osmond trail network. There are now 11km of maintained walking trails in the Burnside hills face reserves.

### Holding art displays and exhibitions

The Community Arts program of the Burnside Council provides opportunities for the community to view and participate in art displays and exhibitions at the Pepper Street Arts Centre, and the Civic Centre Atrium.

Located in Magill, The Pepper Street Arts Centre is the major facility of the Burnside Council for the support and promotion of cultural activity and programs. The Centre aims to foster community involvement, provide equitable access to the arts, recognise cultural diversity, and acknowledge the value of art and cultural activity in the community.

During 2007/08 there were 11 exhibitions including showcases for the Adelaide Fringe Festival and the South Australian Living Artists Festival (SALA), and popular Sunday afternoon community launch events. Themed exhibitions included "Mad Hatter's Tea Party", "Garden Art", "Christmas Little Treasures" and "Raining Cats and Dogs", each with a broad range of artists represented and community activities such as "People's Choice" and local performers. Solo artists and various artist groups were also featured in the annual program including youth, emerging artists and artists with disabilities.

The full exhibition program at the Pepper Street Arts Centre 2007/08 included:

- July 07 – MAD HATTERS TEA PARTY – Group exhibition inspired by the theme of 'Madness, Hats and Tea Parties'. Complemented by a community launch

event involving artist demonstrations and activities.

- August 07 – DIVIDE & RULE – Solo exhibition of abstract paintings by Sum Woon Chow celebrating the South Australian Living Artists Festival (SALA).
- September 07 – GARDEN ART – Group exhibition inspired by the theme of 'Spring'. Complemented by a community launch event involving artist demonstrations and activities.
- October 07 – REFLECTIONS OF PORT ADELAIDE – Solo exhibition of paintings by Peter Wallfried.
- November 07 – NORWOOD MORIALTA HIGH SCHOOL – Inaugural exhibition of artwork by the senior school.
- December 07 – LITTLE TREASURES – Annual group exhibition for Christmas.
- January/February 08 – STOCKROOM SHOW – Group exhibition of artworks by local artists.
- March 08 – RAINING CATS AND DOGS – Group exhibition inspired by a canine and feline theme for the Adelaide Fringe. Complemented by a community launch event involving artist demonstrations, live music and activities.
- April 08 – OUT OF LINE – Exhibition by Marden Senior College textile certificate graduates.
- May 08 – PAINTINGS, PRINTS & POTS - Group exhibition of artworks by local artists.
- June 08 – MOSAIC CLOUDS – Exhibition of artworks by Tutti Arts: artists with disabilities.

In addition to the main Pepper Street Arts Centre exhibition program other programs

of the Pepper Street Arts Centre also continued to be well utilised:

- Artist of the Month showcase of new works by 11 hobbyist, emerging and established artists;
- Participation in daily art/craft classes; Painting, Drawing, Portraiture, Textiles, Pastels, Children's Art, Mosaics, Sketch group;
- The volunteer program providing 50+ hours of support per week to the activities of the Centre;
- On-site artist activities;
- The gallery Gift Shop;
- The Pepper Club member scheme; and
- Dorrit's Coffee Shop.

The Atrium Exhibition Program provides a facility for local Burnside hobbyist & emerging artists, community groups, schools, organisations, and clubs & societies to display and showcase their artwork.



Its purpose is to foster an appreciation of the arts and creative expression within the Burnside Community.

In 2007/2008 ten exhibitions were displayed in the space. Highlights included:

August 2007 – An Exhibition of works by visual artist, Neil Huggett were on display for the South Australian Living Artists (SALA) Festival. Neil's intricate drawings of trees and landscapes were very well received by the community.

November 2007 – St Peters Collegiate Girls School, an exhibition of artwork created by Year 12 students, work was moderated by teachers while it was on display in the Atrium.

June 2008 – A prestigious Exhibition of the Doug Moran National Photographic Portrait Prize was on display, showcasing



## our places and spaces



contemporary photographic artists. The work was diverse, beautiful and confronting and was in collaboration with Royal South Australian Society of Arts.

### Operation of the Burnside Swimming Centre

Since 1966 the Burnside Swimming Centre has been a popular warm weather attraction for Burnside residents. Situated within Hazelwood Park and surrounded by gum trees, the Centre comprises a 50 metre main pool, learner's pool and wading pool, spa, steam room and is open annually for a 26 week season from October until April.

More than 107,000 people visited the facility in 2007/08. Attendance levels surged during the warmer weather patterns particularly in March when 2,000 people attended the Centre during the Adelaide Cup Public Holiday, compared to only 250 the previous year.

Key programs or activities in 2007/08 included:

- Introduction of the Watch Around Water program, designed to raise awareness of the requirement for parental supervision and responsibility when their children are in the water;
- The Centre's commitment to reducing water consumption in compliance with the designated restrictions by reviewing and changing operations such as backwashing procedures, the irrigation system and the cleaning of the pool concourse areas;
- Proswim - providing lessons for approx 550 students per week;
- VACSWIM - 700 children attending classes for a ten-day period during January;
- Department of Education swimming lessons ran during school terms one and four, with twenty primary schools from the surrounding metropolitan area attending;
- Seven school swimming carnivals; and
- Instruction or training classes were undertaken for Seniors; Adelaide Aussie Masters; Sharks Adult Swim Squad; Monthly triathlon training; Royal Life Saving



## our environment

### VISION 2020 DESIRED OUTCOME:

NATURAL ENVIRONMENTS AND WATERCOURSES PROTECTED AND CONSERVED

### Helping Develop the Natural Environment

The Conservation and Land Management program continued in 2007/08, with conservation work taking place across the 101 hectares of hills face reserves and at 50 urban sites. The focus this year has been on establishing appropriate canopy trees in the hills face reserves, following a large effort on woody weed removal in previous years. A tree canopy helps to suppress weeds and creates a manageable landscape.

This year the Burnside Biodiversity Volunteer Group, working at the Council's nursery at Linden Park, propagated 1,000 indigenous plants for community environment projects. Burnside Biodiversity Volunteers also made significant progress with the re-establishment of native flora at their project site at Waterfall Gully Reserve. Work at their Tusmore Park site has been delayed due to flood mitigation works.

Sixteen volunteers from Trees for Life assisted with the conservation management of eight sites in the hills face. A particular effort this

year has been made at Heatherbank Reserve.

### Conducting environmental bus tours

In the spring of 2007, two bus trips were conducted to show residents the work being undertaken by Council to maintain and improve the natural environment of Burnside. The trips follow different routes and show examples of creek zone restoration, remnant flora conservation, local flora in urban reserves and hills-face land management. 30 residents attended the bus trips.

### Working with the Adelaide and Mt Lofty Ranges NRM Board

Burnside continues to host a Catchment Care Project Officer based in the Central Area of Adelaide & Mt Lofty Ranges Natural Resources Management Board. The Catchment Care program is about involving the community in the rehabilitation and management of local natural assets. The aims are to protect biodiversity, improve water quality, provide community education and improve amenity.

The program supplements Council's Conservation and

Land Management program with financial and material support, and provides an interface with local community as an addition to the Burnside Biodiversity Volunteers program.

Within Burnside, groups participating in the program are:

- Burnside Primary School;
- Linden Park Primary School;
- Magill Primary School;
- First Beaumont Cubs & Scouts;
- Burnside Rotary Club; and
- The Burnside Lions.

Six registered Our Patch sites are located within the City of Burnside area, namely Dashwood Gully, Chambers Gully, Wheel Watkins Mine Reserve, Auldana Drainage Reserve, Waterfall Gully Reserve and the Old Bullock Track. Approximately 1,000 locally indigenous species of trees and shrubs were planted at the sites in 2008.

### Managing Flood Risks

#### First to Fifth Creek Flood Plain Mapping

During 2006/07, the City of Burnside, in collaboration with the Cities of Adelaide, Campbelltown, Norwood,



Payneham & St Peters and the Adelaide & Mount Lofty Ranges Natural Resources Management Board, completed the First to Fifth Creeks Flood Plain mapping Study.

In July 2007, maps showing the extent and depth of flooding resulting from a 1 in 100 year average return interval rainfall event were placed on public display. Three community open days enabled Burnside residents to view detailed flood depth information relating to their own properties and ask any questions of Council staff.

Information brochures were provided to all residents whose properties are expected to be affected by a 1 in 100 year flood event. Information included a specific Burnside flood map

and advice about how to be prepared for a flood and what to do if one occurs.

#### Brown Hill and Keswick Creek Catchment

The City of Burnside, together with the Cities of Adelaide, Unley, Mitcham, and West Torrens commenced the process of implementing flood mitigation projects recommended in the Brown Hill and Keswick Creek Flood Management Master Plan.

Work progressed on developing a charter establishing a regional subsidiary under the Local Government Act to oversee funding, design and construction of a range of works and measures to reduce flood risk.



## our environment

A cost sharing formula was brokered between the participating Councils, taking account of flood water contribution and flood damage reduction associated with the each Council. The negotiations resulted in Burnside's funding share being 12% of any Local Government contribution. The combined Councils are currently lobbying for costs to be shared equally between Commonwealth, State and Local Governments. If this arrangement is achieved, Burnside's expected contribution will be \$4.2 million over a ten year period.

During 2007/08 work commenced on obtaining geo-technical information necessary to identify suitable locations and design proposed flood detention storages in the upper reaches of Brown Hill Creek.

### Erosion Control Works

Whilst no new erosion control works were constructed in Burnside's creek during 2007/08, extensive revegetation of the previous years work at Hubbe Court Reserve, Burnside has proceeded with great success. Locally indigenous plants have been used exclusively to recreate a close to natural creek side habitat that is well worth a visit.

During 2007/08, an extensive scoping study of creek erosion risk (Second Creek) was undertaken in Michael Perry Reserve at Stonyfell. The study revealed the need for extensive remedial works to stabilise the creek bed, which will commence in 2008/09.

### Creeks in Private Property

During 2007/08, the City of Burnside, in collaboration with the Adelaide and Mount Lofty Ranges Natural Resources Management Board, commenced preparation of a brochure to help residents

who are fortunate to have a creek passing through their property manage it sustainably.

The brochure will provide advice about how to reduce the risk of erosion and how to re-establish local indigenous creek side plants to enhance habitat and biodiversity. The brochure will be distributed to all creek side properties in late 2008 and will be available on request from the Council offices.



### Reducing Bushfire risk

Most of the Council area has no direct bushfire risk. However, on the eastern extremes of the Council area is the City of Burnside Bushfire Area, which extends along the foothills of the southern Mt Lofty Ranges.

**VISION 2020 DESIRED OUTCOME:**

**SUSTAINABLE USE OF WATER, ENERGY AND NATURAL RESOURCES, AND MINIMISATION OF WASTE**

With the combination of the Adelaide climate, extensive natural reserves and difficult terrain in the hills face areas; there will always be some possibility of fire in these parts of Burnside, even with the best land management and enforcement practices.

This year the City of Burnside spent more than \$203,000 on fire prevention strategies such as grass slashing and woody weed and pest plant removal. Council received \$10,000 from grants obtained from State and Federal Governments. As a result of this program, there are now no Council reserves that have an extreme fire risk rating. Work continues to minimise the risk on other Council reserves.

During 2007/08, Burnside Council undertook fuel reduction activities at:

- Mt Osmond, Skye and Auldana road reserves;
- Wyfield Reserve, Wattle Park; and
- Zigzag and Gully Reserves, Mt Osmond;

Each year Burnside Council reminds residents in the hills face zone of their responsibility to minimise bushfire risk by undertaking clearing around their property and reducing the

potential fuel load for any bushfires.

**Water Conservation**

In continuing to comply with the Level 3 watering restrictions, introduced by the State Government in late 2006, Burnside made significant water savings in 2007/08, reducing our water consumption by approximately 25%. Compliance involved Burnside making a number of operational changes including the conversion of micro irrigation sprinklers to dripper systems and changing sprinkler watering times.

**Energy Conservation**

Burnside continued to progress its involvement in the International Council for Local Environmental Initiatives (ICLEI's) Cities for Climate Change Program. In 2007/08 the City of Burnside purchased 20% accredited GreenPower for all electricity needs, including buildings and street lighting, thereby reducing Council's emissions by 667 Carbon Dioxide equivalent tonnes.

Burnside, together with the Cities of Unley and Norwood Payneham and St Peters was successful in gaining Australian Greenhouse



**our environment**



Office funding to provide residents with interest free loans for the purchase of domestic solar hot water systems.

**Reducing Plastic Bag Usage**

The Burnside Council has continued to distribute reusable shopping bags from the Civic Centre and Library, to help reduce plastic bag usage across the eastern region.

**Provision of shower timers to residents**

During 2008 Burnside Council organised the production and delivery to residents of 19,000 waterproof sand timers, fitted with a suction cup for sticking onto a shower screen or wall. Running for approximately four minutes, the timer has the potential in Burnside to save up to 736 million litres of water and 8,000 tonnes of greenhouse gases each year. Residents also received a fridge magnet and information card

detailing the significant benefits that can come from reducing time spent in the shower.

The cost to Council in purchasing and delivering the shower timers to residents was approximately \$20,000. It is expected that residents could annually save up to \$45 off their water bill and \$31 off their electricity bill by using their shower timer on a regular basis.

**Receive climate change funding**

In May 2008, the City of Burnside was awarded almost \$48,000 in Federal funding to tackle climate change at a local level. This grant will be matched by Council and used to assess the risk climate change poses to the City, its people and infrastructure and to create a plan to combat it.

Council will use the Local Adaptation Pathways grant to assess how it manages all areas of its business – its parks and reserves, watercourses and stormwater, planning developments, and even its office management – and determine whether they pose any risk to the environment.

Once the risks have been identified, a plan of action will be put in place to minimise their impact. This could include changes to the way Council manages its infrastructure to cope with higher temperatures or other natural hazards caused by climate change. Other possible inclusions in the plan of action could be changes to stormwater or drainage systems to cope with a drier climate or scenarios to cope with an increased bushfire risk caused by higher temperatures.

Burnside was one of just three South Australian Councils to receive this grant funding.

### Develop schools waste education pack

In 2008, the Burnside Council, together with assistance from KESAB, produced a Waste Education Resource Pack for all schools and pre-schools within the Burnside area. The pack aims to raise awareness on the importance of recycling.

The City of Burnside Waste Education Resource Pack includes:

- Waste/Recycling/Litter Photo Series including local facts, research projects and discussion points
- Student Activity Sheets (Simple and Advanced)



## our environment



- Zero Waste SA Fact Sheets
- Wipe Out Waste CD ROM
- Posters, charts and magnets

Distribution of the packs and teacher briefing sessions will occur in late 2008.

### Rubbish and Recycling

The City of Burnside provides its residents with an integrated rubbish and recycling service that includes:

- Weekly domestic waste collection;
- Weekly recycling collection;
- Four weekly green waste collection; and
- Biennial chemical waste collection.

In 2007/08, the City of Burnside was responsible for the collection of 8,197 tonnes of waste, 4,679.8 tonnes of recyclables and 3,969.3 tonnes of green organics. Over 51.3% of all material collected was diverted from landfill into other systems for re-use.

The collected household waste was taken to a landfill site in Dublin, north of Adelaide. This site utilises the latest technologies in landfill management, including clay lining of the storage cells, ensuring site management complies with all relevant environmental standards.

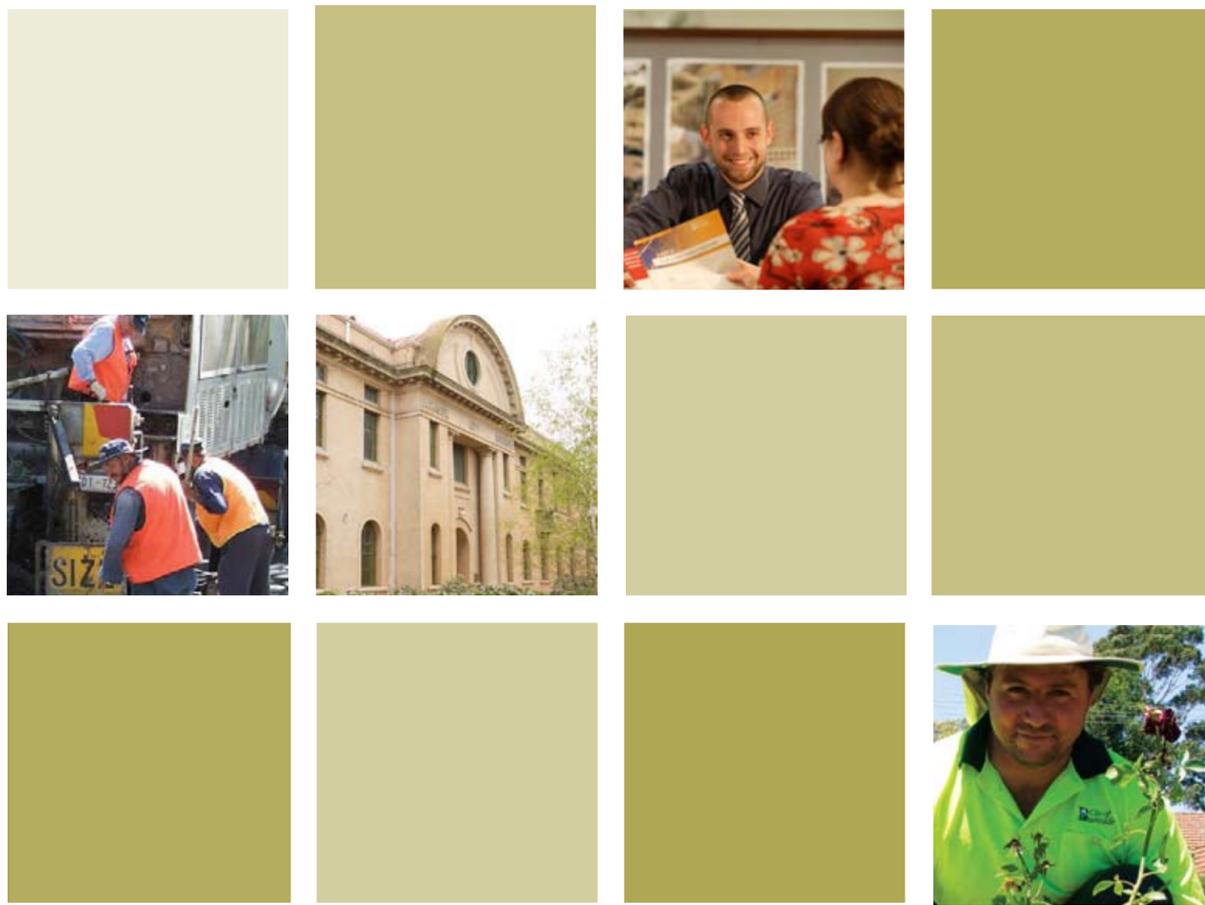
### Recycling on Council Premises

Burnside Council is also active in recycling within our own premises, with each office area having separate recycling bins for white paper, coloured paper, food scraps and rubbish. The majority of Council's organic waste from tree pruning is chipped and mulched, and later reused as mulch on garden beds throughout the City's parks and gardens.



### Hard Waste collection

Each year the City of Burnside provides a hard waste collection for its residents. In 2007/08 738.76 tonnes of hard waste were collected over a six week program.



# OUR COUNCIL



## our council

As at June 30 2008, the City of Burnside had 145.4 full time equivalent (FTE) employees working within the two service divisions of Corporate and Community and Planning and Infrastructure.

Providing equal opportunity and selection on merit in employment, the City of Burnside appointed new and talented staff to vacant positions during the year.

Division	FTE 2007/08	FTE 2006/07	FTE 2005/06
CCS	64.3	65.98	69.31
P&I	81.1	74.79	77.39
TOTAL	145.4	140.77	146.70

Note: stated employee numbers at 30 June each year and does not include vacant positions or casuals.

Council maintained its commitment to supporting the encouragement of youth working in Local Government through the provision of two trainee and four apprenticeship opportunities within the City's administrative and operational areas.

### Allowances and Benefits

Senior executive staff are employed on five year fixed term contracts and are paid a salary package that contain the 9% compulsory superannuation and a variable % of additional deemed superannuation. Salary sacrifice for a motor vehicle is optional and allows for private use. The total salary packages in 2007/08 for these three executive positions ranged between \$135,000 - \$170,000 per annum.

### Executive Team (as at June 30 2008)

**Chief Executive Officer**  
Neil Jacobs

**General Manager - Corporate & Community Services**  
Jane Trotter

**General Manager - Planning & Infrastructure Services**  
Paul Deb

### Management Team (as at 30 June 2008)

Facilities and community programs	Barry Cant
Aged and Community Development	Chris Allan
Information Systems	Nigel Morris
Library Services	Lindy Hillman
Finance and Administration	Vacant (*Brenton Barker)
Organisational Development	Vacant (*Liz Razzano)
Open Space and Recreation	Simon Bradley
Development and Policy	Anthony Rowe
Strategy and Environment	Huxley Lawler
Assets & Capital Works	Kevan Delaney
Operations Services	Vacant (* Mario Catalano)
Community Relations	Chris Marks

\*Commenced after 30 June 2008

### VISION 2020 DESIRED OUTCOME:

LEADING BEST PRACTICE AND COMPLIANCE IN COUNCIL BUSINESS

### Ensuring Compliance

The City of Burnside is committed to the highest standards of integrity and transparency in its operations on behalf of the Burnside community. The Executive team is responsible for ensuring our compliance in relation to statutory requirements, policies and procedures, and that we operate in an accountable and transparent way.

The City of Burnside also has an Audit Committee that reviews risk and statutory compliance issues, and the annual financial statements. In 2007/08, independent accounting firm Bentleys MRI audited the Council's financial statements.

**Awards and Commendations**

The Council was a finalist in three of five categories at the 2008 Local Government Managers Australia Leadership Awards. We were successful in winning an award for our Vision 2020 strategic plan, and our Burnside team finished third in the annual LGMA challenge.

**Leading Best Practice**

In 2007/08 Burnside again participated in the Local Government Association's Annual Customer Service Survey, providing a benchmark performance of our Council compared to 35 other South Australian Councils.

Each year approximately 400 Burnside residents are selected at random and participate in a telephone survey measuring customer service satisfaction levels in Local Government. Over 9,000 people across South Australia were surveyed. A score of 100 is the target benchmark for Councils to achieve, with any results exceeding that deemed to be above community expectations or satisfaction levels.

**VISION 2020 DESIRED OUTCOME:**

LEADING EDGE TECHNOLOGIES THAT ASSIST MANAGEMENT AND SUPPORT THE DELIVERY OF EFFICIENT SERVICES AND COMMUNICATION TO OUR COMMUNITY

The survey, conducted by Roy Morgan Research in conjunction with The Local Government Association covered seven areas; strategic objectives, community consultation, Council services, quality of life, public access to information, asset and infrastructure management and overall performance.

Key Performance Indicators	South Australian Average	Burnside
Strategic Objectives	82.24	88.78
Community Consultation	83.37	90.41
Council Services	102.8	105.90
Quality of Life	90.29	97.39
Public Access to Information	88.42	91.35
Asset Infrastructure Management	104.57	112.17
Overall Performance	67.7	72.60

**Information Technology**

In 2007/08 the City of Burnside purchased and installed the Microsoft Sharepoint © software package to update and improve the management of Councils intranet. SharePoint provided Council staff members with a new look and feel website with greater usability, enhanced integration with existing software applications and increased collaboration between departments. SharePoint also enabled the creation of the new initiatives of the online suggestion box, IT Request System and online internal phone directory.

Another key activity undertaken this year was the introduction of the industry standard Microsoft Exchange to facilitate Council's electronic mail and calendar requirements. Microsoft Exchange provides greater integration to Council's



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existing Microsoft suite of products and has a larger user base and increased functionality than the replaced software application.

Other key activities included:

- Replacement of five corporate servers with Compact Blade Server Technology, providing Council with cost savings, increased flexibility and important energy savings
- Creation of integration between Councils software applications of GIS (mapping)

to Assets enabling the better tracking and maintenance of Council's assets

- Installation of Citrix Server RSA secure platform to facilitate secure mobile computing and remote site needs.

**Online Community Panel**

In early 2008 the Burnside Council introduced an Online Community Panel as part of its community consultation options. Community consultation is an important part of the way Local Government operates. However,

traditional consultation methods sometimes don't allow people to participate because of the times or locations they are held.

Using a computer, residents are asked to respond on line to a small number of surveys each year, most of which will take only a few minutes to complete. The feedback is collected and compiled by Council's research partner, the Ehrenberg Bass Institute, a research organisation associated with the University of South Australia.



This tool provides Council with a low cost option for surveying opinions of a statistically representative cross section of the community and allows for fast community feedback and input into the Council decision making process.

**VISION 2020 DESIRED OUTCOME:**

A LEADING ORGANISATION THAT IS HEALTHY, PROGRESSIVE AND FLEXIBLE, WITH A DIVERSE CULTURE THAT ENCOURAGES SAFETY, LEARNING AND DEVELOPMENT

The City of Burnside aims to develop staff in line with our corporate values of innovation, pride, caring, professionalism and leadership. We pride ourselves on recruiting and keeping high quality employees, and our future success will be influenced by our ability to motivate, develop and retain staff.



**Healthy Lifestyle Program**

To support staff to maintain their work/ life balance, in 2007/08 the City of Burnside also participated in the Healthy Lifestyle Program coordinated by the Local Government Association and facilitated by a private sector provider. Program events included:

- Information sessions for staff on healthy lifestyle and nutrition;
- Provision of healthy lifestyle tips via email;
- Health assessment incorporating aerobic fitness, blood cholesterol readings, lower back care, strength and health ratings; and
- “10,000 Steps” pedometer program.

**Leadership Program**

The City of Burnside provides a leadership development program to help participants maximise future opportunities within Council as well as their leadership potential. It also enables the Council to develop future leaders and succession plans for the organisation.

The “Building Potential” program targets staff that show leadership potential and have expressed interest in developing their skills and knowledge base. Participants are either at Team Leader level or show potential to move into a similar role in the future. With a combination of group sessions, individual coaching and mentoring, the learning modules included:

- Delivering effective feedback;
- Coaching for results;
- Managing Change;
- Effective Team Building; and
- Managing Difficult Staff.



our council



**Participation in Local Government Management Challenge**

Since 2003, the City of Burnside has participated in the Local Government Management Challenge. This scenario-based event saw the 2008 Burnside team compete against metropolitan and regional Councils from across South Australia to resolve issues or determine actions for a wide range of scenarios. They were not only graded on their actions, but also on their teamwork and decision-making processes. The 2008 Burnside team finished third in the state challenge.

**Staff Training**

Through Council’s “Learning and Development” program, a range of training opportunities were provided to staff during 2007/08 including:

- Higher education;
- Information technology training;
- Professional development education;
- Occupational Health, Safety & Welfare (OHS&W) training;
- Corporate training, including mandated notification, contact officer training, freedom of information, local government introduction, leadership development; and
- Seminars and conferences.

**Elected Member training and education**

Each year the Elected Members of the Burnside Council have an opportunity to attend training sessions, workshops or conferences to help develop their knowledge of particular areas or processes of local government. In 2007/08 workshops on the following topics were

offered to all Elected Members:

- Council's Playground Strategy
- Biodiversity Strategy
- OHS&W Workshop
- Open Space & Properties Workshop
- Rates
- Annual Business Plan and Budget
- Vision 2020 Strategic Plan Review
- Residential Character data
- Asset management
- Traffic issues (Leabrook, Hazelwood Park, Tusmore)
- Elected member code of conduct
- Draft Environment Action Plan
- Stormwater management
- Glenside Hospital Campus site
- Highbury Landfill Authority

These Elected Members attended the following training or conferences:

Mayor Greiner

- LGA Residential seminar (Governance modules)
- LGA AGM
- ALGA AGM (Darwin)

Councillor Pavan

- LGA Residential seminar (Governance modules)
- LGA Strategic planning
- LGA Audit Committee Chairperson Forum

Councillor Collins

- LGA Audit Committee Chairperson Forum
- Anti-corruption in the planning system

Councillor Hillier

- Anti-corruption in the planning system



#### Occupational Health, Safety and Welfare (OHS&W)

During 2007/08, Burnside continued to develop its Occupational Health Safety & Welfare System. The system has a number of programs that operate as part of an integrated OHS&W Policy to ensure that all legislative and operational issues are effectively managed.

Council continues to perform well in the Local Government Workers Compensation Schedule OHS&W Improvement Review Audit. Indicating areas of non-compliance with recommendations for improvement, this audit forms part of Councils overall OHS&W Program.

Council regularly reviews its Gap Analysis to ensure we meet our requirements for Workcover Self Insured Standards. This forms the basis, in consultation with our Occupational Health Safety & Welfare Committee, for Council's OHS&W Action plan for the next three years.



#### Risk Management

Council has a strong commitment to integrating the principles of risk management into our leadership, business planning, culture and delivery of services. We use a strategic risk management framework to provide a consistent and systematic analysis of the risks facing the organisation as it conducts its business activities. Council's processes are in line with the Australian Risk Management Standard AS/NZS 4360.

To help develop better systems to effectively manage and report on risk,

Burnside has been involved in a pilot project to develop a new risk management system. Called 'RiskeMAP', this system allows Councils to effectively manage risk assessments, build risk registers and report on a range of items including risk mitigation strategies.

Council achieved a score of 90.2% from participating in the Local Government Association Mutual Liability Scheme Risk Management Review. This is considered as best practice by the Local Government Association and a great outcome for the City of Burnside.



## our council

#### VISION 2020 DESIRED OUTCOME:

A COMMUNITY THAT IS CONFIDENT ITS VIEWS ARE HEARD, UNDERSTOOD, GENUINELY VALUED AND REFLECTED IN COUNCIL BUSINESS

A key part of local government operations is consulting with the community about proposed policies or operational events occurring within their Council area. Burnside Council has a Community Consultation Policy that is strongly committed to achieving or exceeding a best practice standard on all community consultation issues.

In 2007/08 the Burnside Council undertook community consultation in areas such as:

- Landscape Master Plans
- Playground Upgrades
- Recreational facilities (such as footbridges, toilets, bbqs, fencing)
- Street Tree Planting
- Strategy Development (playground, biodiversity)
- Leases and Licences

**VISION 2020 DESIRED OUTCOME:**

**AN EQUITABLE RATING SYSTEM**

This year, the City of Burnside's total revenue was \$29 million, of which 82% was derived from rates. The average rate increase to ratepayers in 2007/08 was 2.55% for existing properties (excluding rates received from new property development).

Despite providing a high number of community services, the City of Burnside receives minimal State or Federal Government funding compared with other metropolitan councils. Grant levels are influenced by property values within the Council area.

While property values in Burnside are generally higher than the Adelaide metropolitan average, this asset wealth does not always correlate with the capacity of residents to pay for services. The City of Burnside continues to recognise this and has maintained rating policies to provide assistance to ratepayers experiencing genuine financial hardship. This assistance can take the form of rate capping, rate remissions and postponement of rates.

**VISION 2020 DESIRED OUTCOME:**

**A FINANCIALLY ACCOUNTABLE AND SUSTAINABLE ORGANISATION**

Our Council has been diligent in developing a strong financial foundation and has in place a plan to ensure long-

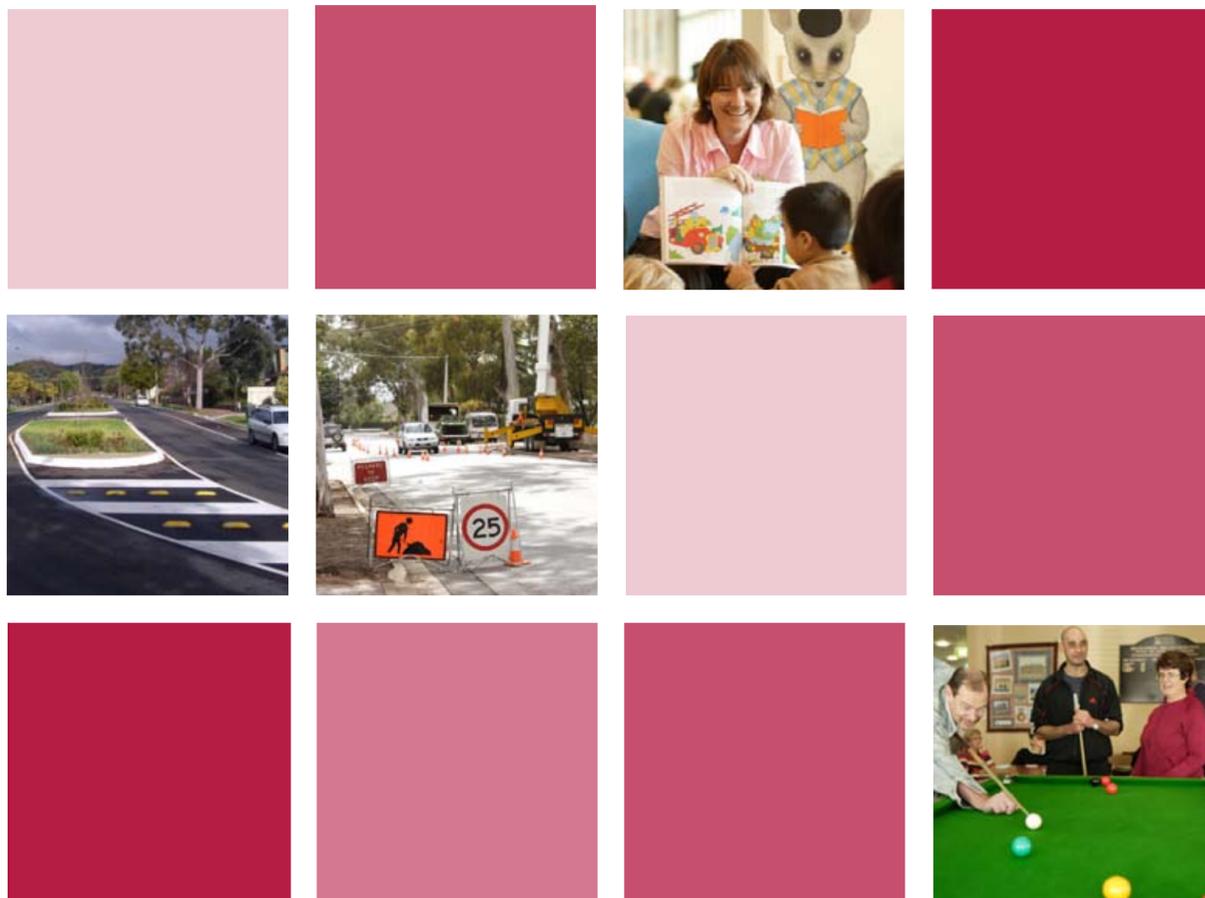
term financial viability. We were on track to record an operational surplus, but we incurred a loss of \$1.1 million from the Highbury Landfill Authority (a regional subsidiary in which Council has a 50% shareholding) for the restoration and remediation of a closed landfill site. This resulted in a net deficit of \$757,000.

During the year our long-term debt was reduced by \$700,000 to \$2.1 million. Council also decided to credit the Lot 31 Reserve account (funds from the sale of the Burnside Village Carpark on June 30, 2007), with \$366,000 in interest.

Capital expenditure on renewal and replacement of assets was a record \$6.7 million (14% increase on previous year). Capital expenditure has exceeded depreciation. The Council will continue to keep a tight rein on expenditure and closely monitor its exposure to regional subsidiaries.

This year saw the development of the Council's Annual Business Plan and Budget for the 2008/09 financial year. Community consultation was undertaken with feedback provided to Council and considered as part of the Council budget adoption process. This resulted in Council adopting a budget that will provide for an average rate increase to ratepayers of 5.25% for existing properties (excluding rates from new property development).





policies



## Application of competition principles

### Contestability and Competitive Neutrality

The Council has adopted the following policies with respect to contestability and competitive neutrality.

#### Contestability

The City of Burnside is committed to:

- 1) Developing a 'competitive' organisation;
- 2) A continued role as a service provider;
- 3) An explicit policy with clear goals based on:
  - maintaining its commitment to staff;
  - providing appropriate resources to ensure staff can compete successfully;
  - adopting the client/service provider philosophy;
  - changing the organisation structure at the appropriate time; and
  - the provision of Civil and Parks & Gardens Maintenance Services through the operation of service units working to specifications with the proviso that these continue to provide service in a cost-effective manner.

#### Competitive Neutrality

Competitive Neutrality and Local Government Guidelines

#### Clause 7 – Compliance Statement – Business Activities

Identification of Categorisation of Business Activities

That the City of Burnside, having undertaken a review to identify and categorise all business activities in accord with the Competitive Neutrality and Local Government Guidelines, hereby determines:

#### Category One

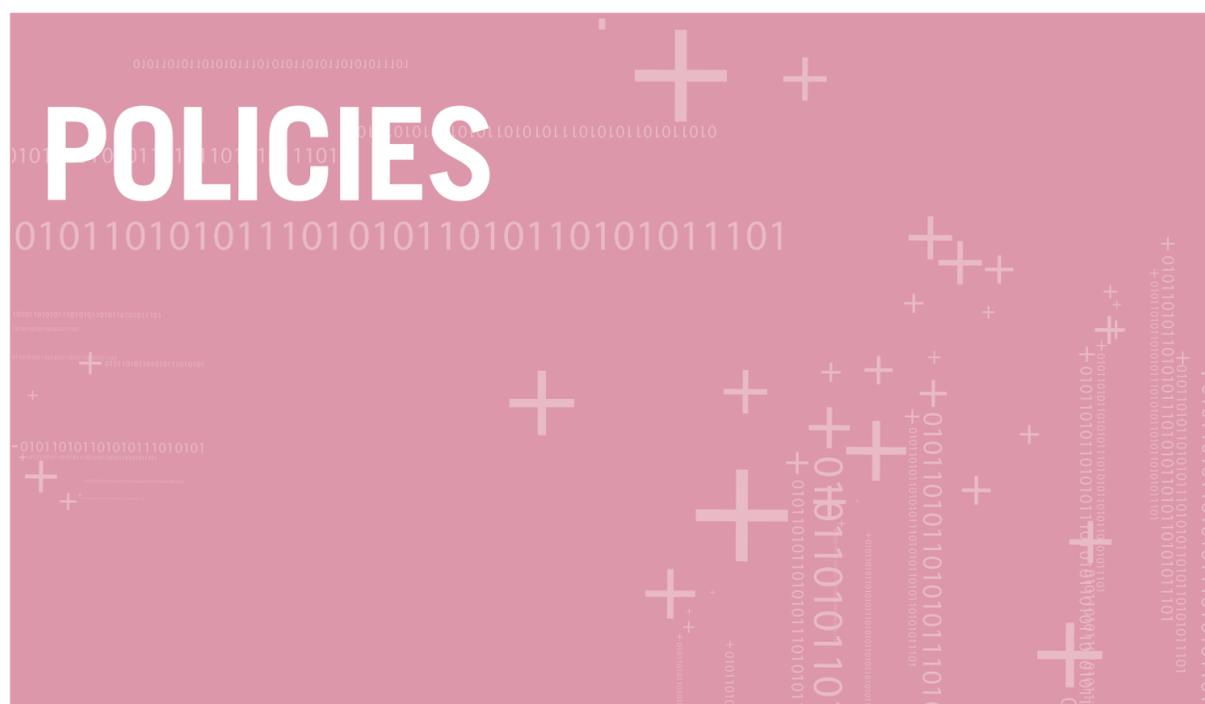
That East Waste, a Council regional subsidiary, falls within Category One;

#### Category Two

That in accordance with the following criteria:

- significance – income generated must exceed 5% of the budget;
- costs must be met predominantly by the user; and
- activity must be undertaken predominantly with a view to earning a return.

There are no business activities falling within Category Two to which the principles of Competitive Neutrality are to be applied.





Clause 7 Statement on the Application of Competition Principles to Local Government under the Competition Principles Agreement:

In accordance with the Revised Clause 7 Statement on the Application of Competition Principles to Local Government under the Competition Principles Agreement adopted May 2000, The City of Burnside reports the following in respect to the financial period 1 July 2007 to 30 June 2008:

Determination of significant business activities, and the creation or cessation of significant business activities;

The City of Burnside was not required to determine or alter the basis of its significant business activities during 2007/08.

#### **Application, or change in application, of Competitive Neutrality**

The City of Burnside was not required to apply or modify its application of the principles of Competitive Neutrality during 2007/08.

#### **Review and reform of by-laws, including by-laws created or repealed**

Following a review of all its by-laws during 2003/04, At the Council meeting held 2 November 2004 the Council passed the following resolution:

*'That in exercise of powers contained in the Local Government Act 1999 and of every other power available to Council, following by-laws be hereby made and passed.*

*'That in exercise of the power contained in section 249 of the Local Government Act 1999, expiation fees for breaches of Council by-laws for which no fee has been made prescribed by regulation, be set at \$187.50.'*

By-laws came into effect as of 11 March 2005, four months after gazettal date being 11 November 2004. These by-laws and all subsequent by-laws altering these by-laws will expire unless already expired or been revoked on 1 January 2012.

#### **Complaints about the application of competitive neutrality**

##### **Complaints Mechanism**

The following complaints mechanism has been adopted:

- All complaints are to be submitted in writing to the Chief Executive Officer.
- The Chief Executive Officer is to investigate, seek external assistance where appropriate, and report to Council.
- Council will consider and determine each complaint on its merits in accordance with the Competition Guidelines and current policy statement. The City of Burnside received no complaints during 2007/08.

#### **The structural reform of public monopolies**

The City of Burnside was not involved in any process of structural reform of public monopolies during 2007/08.

## **The City of Burnside Information Statement**

This information statement is published by the City of Burnside in accordance with the requirements of Section 9 of the Freedom of Information Act 1991 (SA). An up to date information statement will be published every twelve months and is next due for review in July 2009.

### **1. Structure and Functions of Council**

#### **1.1 Council**

The Council consists of 12 ward Councillors and the Mayor. It meets at the Civic Centre on the third Tuesday of each month at 6.00 pm, unless otherwise determined.

The Council considers information, reports and recommendations which are prepared by the administration to assist Council to make decisions on the budget, strategic planning, policies and other civic matters.

Members of the public are welcome to attend Council and Committee meetings.

#### **1.2 Standing Committees**

There are four Standing Committees:

- Operation Services
- Finance and Administration
- Community and Information Services
- Strategic Planning and Environment

These Committees are comprised of the whole of the Council and exist for the term of the Council. Their role is to consider reports and other information and then send a recommendation to Council for its decision.

They meet on the same evening as the Council meeting as soon after 6pm as Council business allows.

#### **1.3 Development Assessment Panel Meeting Times**

On the first Tuesday of each month the Development Assessment Panel (DAP) meets at 6.30 pm in the Linden/Tusmore Rooms.

## policies



The DAP is comprised of 3 Council and 4 independent members. The DAP is established under the Development Act 1993, for the purpose of considering and making decisions on development applications.

Decisions made by DAP are not subject to review by the Council. The Development Act provides for an appeal against a DAP decision to be made to the Environment, Resources and Development Court.

Development Assessment Panel Members:

Mike Canny, Presiding Member  
 Crs. Joanne Howard, David Lincoln, Con Zacharakis  
 Grazio Maiorano, John Hunt, Peter Dungey - Independent members

### 1.4 Audit Committee Meetings Times

On the first Tuesday of each month the Audit Committee meets at 6.00 pm in the Mayor's Parlour.

The Audit Committee is comprised of four members of Council and one independent member:

Cr. Chris Collins - Presiding Member  
 Crs. Julian Carbone and Andrew Hillier  
 Mayor - Wendy Greiner  
 Laurie Kozlovic - Independent member

### 1.5 Council Agendas and Minutes

Agendas of Council and Committee meetings are placed on display in the Council Office and in the Library no less than 4 clear days prior to the meetings. Minutes of the meetings are displayed in the Council Office and in the Library no more than 3 days after the meetings have taken place. Agendas and minutes are also available on the Burnside Council website at [www.burnside.sa.gov.au](http://www.burnside.sa.gov.au)

Meetings are closed to the public only if a matter is considered in confidence under Section 90 of the local Government Act 1999.

For more details of Council meeting procedure and the roles of Committees, please see "Code of Practice – Meeting Procedures" and Section 3 of the City of Burnside Policy Manual.

### 1.6 Management

The Chief Executive Officer and other Officers have delegated authority from Council to make decisions on a number of specified administrative and policy matters. Delegated powers, functions, authorisations and duties are set out in Council's Register of Delegations and Council's Register of Authorised Officers.

Council's senior management comprises the Chief Executive Officer, two General Managers, and twelve managers. Senior management are responsible for providing advice to Council on policy and strategic direction, ensuring that council meets its statutory obligations, and implementing Council decisions. Staff carry out the regulatory and service functions.

## 2. Services to the Community

Full Council makes decisions on policy issues relating to services that are provided for members of the public.

The services which Council currently provides are:

## 3. Public Participation

### 3.1 Council meetings

* Roads, footpaths and kerbing	* Flood control
* Traffic control	* Street lighting
* Car parks	* Litterbins
* Refuse collecting and disposal#	* Public toilets
* Parks and reserves	* Playground equipment
* Community halls	* Home assistance
* Immunisation programs#	* Library services
* Parking controls	* Building controls
* Dog control	* Planning controls
* Fire protection and prevention	* Clean air controls
* Environmental health#	* Recreational facilities
* Stormwater drainage	* Street trees
* Swimming centre	# Service provided through a separately constituted controlling authority

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

These are:

#### (1) Deputation to Council

By arrangement with the Mayor, residents may address the Council on any matter which is likely to affect the interests of the City as a whole or a large part thereof, or is likely to be of interest or concern to the Council as a whole. Residents may address the Council for a maximum of five minutes on the third Tuesday of each month during a Council meeting (which commences at 6.00pm).



In accordance with Section 12 of the Local Government (Procedures at meetings) Regulations 2000;

- a) A person or persons wishing to appear as a deputation at a meeting must deliver (to the principal office of the council) a written request to the Council.
- b) The Chief Executive Officer must transmit a request received under (1) above to the Mayor.
- c) The Mayor may refuse to allow the deputation to appear at a meeting.
- d) The Chief Executive Officer must take reasonable steps to ensure that the person(s) who requested a deputation are informed of the outcome of the request.
- e) If the Mayor refuses to allow a deputation to appear at a meeting, the Mayor must report the decision to the next meeting of the Council or Council Committee (as the case may be).
- f) The Council or Council Committee may resolve to allow a deputation to appear despite a contrary ruling by the Mayor.
- g) Council may refer the hearing of a deputation to a Council Committee.

The Mayor may not make arrangements for any person to address the Council on any planning or building application, order, prosecution or expiation notice or any other specific grievance. Planning and building matters are dealt with by the Development Assessment Panel. Other matters should be addressed to the Chief Executive Officer.

## (2) Petitions

A written petition can be addressed to the Council on any issue within the Council's jurisdiction.

## (3) Written Requests

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

## (4) Elected Members and Staff

Members of the public can contact Elected Members and staff of the Council to discuss any issue relevant to Council.

## 3.2 Internal Review

A person who may have been aggrieved by a Council decision may request an Internal Review of the Council decision in accordance with Section 270 of the Local Government Act 1999.

Members of the public may also lodge a complaint with the Ombudsman's Office.

## 3.3 Community Consultation

From time to time the Burnside Council consults with its residents on particular issues which affect them. Here are some examples:

- (1) Residents are notified of some Development and Planning applications requiring approval by Council. When an application is publicly advertised, or when those who may be affected by the proposal are notified, residents have the opportunity to make a written submission to Council with their comments on the application or proposal.
- (2) Questionnaires and surveys on particular issues such as recycling, redevelopment plans and environmental management.
- (3) Forums such as the Youth Forum and Focus Groups and Workshops as part of Burnside's Annual Business Plan process.
- (4) Public meetings on particular issues such as street trees, traffic management and budget formulation.
- (5) Through participation in various consultative committees established by the Council from time to time, which review existing facilities and programs, plan new community facilities or help shape Council policy.

## 4. Access to Council Documents

Council documents are available for public inspection at the Council office between 8.30 am and 5.00 pm Monday to Friday.

Those marked "L" are also available in the library during the following times:

MONDAY, TUESDAY, WEDNESDAY	9.30 am - 6.00 pm
THURSDAY	9.30 am - 9.00 pm
FRIDAY	9.30 am - 6.00 pm
SATURDAY	10.00 am - 4.00 pm
SUNDAY	2.00 pm - 5.00 pm

## policies



Members of the public may purchase copies of some of these documents and the charges are in Council's Fees and Charges Schedule 2008/09. A limited number of copies of long documents such as the Policy Manual are available for loan from the Library.

Document	Available in Library
Council and Committee Agendas	L
Council and Committee Minutes	L
Council's Annual Report	L
Policy Manual	L
Code of Conduct (Members)	L
Code of Conduct (Staff)	L
Council Budget and Annual Business Plan	L
Schedule of Fees and Charges	
Delegations Record	
Council By-Laws	L
Plan Amendment Reports	L
Development Applications Register	
Property Assessments Record	
Register of Public Roads	
Register of Community Land	
Community Land Management Plans	
Register of Land Management Agreements	
Tree Management Strategy	L
Burnside Bushfire Prevention Plan	L
Register of dogs	
Animal Management Plan	
Voters' Roll	
Elected Members Register of Interests (upon written request to the Chief Executive Officer)	
Campaign donations returns for 2006 election and supplementary election 2007	
Register of Interests for independent members of the Development Assessment Panel	
Register of Elected Members Allowances and Benefits	
Register of Staff Remuneration, Allowances and Benefits	

#### 4.1 Other Information Requests

Requests for other information not included in 4 stated above will be considered in accordance with the Freedom of Information Act 1991 (SA). Under this legislation an application fee of \$26.75 must be forwarded with the completed request form unless the applicant is granted an exemption.

Freedom of Information request forms and a list of fees and charges applicable to requests are available from the Council office and the Library. The form and the list of charges can also be downloaded from the Council's web site at [www.burnside.sa.gov.au](http://www.burnside.sa.gov.au) or from the State Records website at [www.archives.sa.gov.au](http://www.archives.sa.gov.au).

Freedom of Information enquiries and requests should be addressed to:

Freedom of Information Officer  
City of Burnside  
PO Box 9  
GLENSIDE SA 5065

Applicants will be responded to as soon as possible and within the statutory 30 calendar days of Council receiving the properly completed Freedom of Information request form together with the application and search fees.

During 2007-08 Council processed six Freedom of Information requests and provided its annual return to State Records.

### MEETINGS HELD IN CONFIDENCE

#### Council Meetings

During 2007/08, Section 90 (2) provisions of the Local Government Act 1999, which enable the exclusion of the public from Council meetings, were invoked on 21 occasions, and Section 91 (7) provisions, which keep minutes confidential, were invoked on 21 occasions. These related to:

Matters dealing with commercially sensitive information	4
Matters relating to legal advice or possible litigation	8
Matters relating to personnel	8
Security of Council and maintenance of law	4
<b>Total</b>	<b>21</b>

Note: some items were confidential under more than one subsection of Section 90 (3)

#### Development Assessment Panel Meetings

During this year, Section 56A (12) provisions of the Development Act 1993, which enable the exclusion of the public from Development Assessment Panel Meetings, were invoked on 8 occasions, and Section 56A (16) provisions which keep minutes confidential, were invoked on 8 occasions. All Section 56A (12) provisions applied in 2007/08 related to legal advice.



## 2007/08 Registers and Policies

### Registers required to be kept under the Local Government Act 1999

- Section 68 – Register of Interests (Members)
- Section 79 – Register of Allowances and Benefits (Members)
- Section 105 – Register of Remuneration, Salaries and Benefits (Officers)
- Section 116 – Register of Interests (Officers)
- Section 207 – Register of Community Land
- Section 231 – Register of Public Roads
- Section 252 – Register of By-Laws

### Codes of Conduct or Practice required to be kept under the Local Government Act 1999

- Section 63 – Code of Conduct (Members)
- Section 92 – Code of Practice (Access to Meetings and Documents)
- Section 110 – Code of Conduct (Officers)

### Registers required to be kept under the Local Government (Elections) Act 1999

- Section 80 - Register of Campaign Donation returns

### Policies

Note: Council Policies can be accessed via our Website ([www.burnside.sa.gov.au](http://www.burnside.sa.gov.au)) under “Your Council” and “Policies.”

- Strategy and Environment
- Environment
- Watercourse Management
- Kerbside Waste Management
- Development and Regulatory Services
- Inspection of Development, Planning and Building Files
- Building Inspections
- Delegations
- Open Space and Recreation
- Open Space
- Tree Management
- Assets and Capital Works
- Competition and Competitive Neutrality
- Contracts and Tenders
- Traffic Management
- Installation of Directional Signs

- Construction of a Vehicular Gutter Crossing
- Footpaths
- Bluestone Kerbing
- Hedge Encroachment onto Road Reserve
- Operations Services
- Verge Development
- Aged and Community Development
- Aged Care
- Children, Youth and Families
- Facilities and Community Programs
- Arts and Recreation
- Community Facilities and Events
- Community Grants
- Magill Cemetery
- Volunteers
- Library Services
- Library
- Finance
- Rating Strategy 2007/2008
- Investments
- Proceeds from Economic Development Activity
- Vehicles
- Fire Prevention
- Order Making
- Use of Road Reserves for Commercial Purposes
- Information Systems
- Elected Members Records Management
- Governance
- Elected Members
- Elected Members Allowances and Benefits
- Elected Members Training and Development
- Elected Members Grievances
- Council Working Parties
- Code of Practice – Meeting Procedures
- Code of Practice – Access to Meetings and Documents
- Petitions
- Internal Review of Council Decision
- Elections

- Ward Forums Policy
- Telecommunications Facilities on Council Land
- Organisational Development
- Staff Register of Interests
- Safety & Occupational Health and Report on Occupational Health Experience & Performance
- Review of CEO's Salary/Remuneration/Conditions of Employment
- Community Relations
- Community Consultation
- Media
- Elected Members Code of Conduct
- Staff Code of Conduct

## Measures to ensure cost effectiveness

### The Principles

In fulfilling Council's purchasing role, the following principles will apply:

The purchasing practice adopted by Council needs to be able to demonstrate that public money has been well spent and that the procurement process is conducted with open competition and recognised purchasing principles. These principles include:

- the purchasing system shall be designed to provide for best value;
- the procedures used must be able to withstand public scrutiny;
- suppliers of intellectual services must provide high ethical standards and professional conduct;
- suppliers who wish to compete for the future business of the Council should, within reasonable limits, be given the opportunity to do so where Council seeks an external supplier;
- the quality of the product is appropriate for the circumstance;
- in the case of plant and equipment, the total cost over the life of the asset is considered, requiring an assessment of its purchase, installation, operating costs and its residual value;
- the ecological consequences of the procurement decisions need to be considered and evaluated as well as a simple financial assessment;
- consideration be given to favouring local suppliers and Australian made products;
- staff responsible for purchasing maintain their independence and uphold high standards of ethical conduct; and
- State and Federal legislative requirements are adhered to.



## policies

Activities such as the opening and recording of tenders, obtaining of quotations and the allocation of purchase orders is carried out strictly in accordance with Council's established procedures.

All persons invited to tender or quote for Council business shall be given equal information. Information provided to the Council on a confidential basis should be treated as commercial-in-confidence and restricted to persons concerned with the specific purchase or contracts. Care shall be taken that tender evaluation is not inadvertently displayed or otherwise communicated to competitors in the course of supplier evaluation.

Officers engaged in contracting and purchasing shall at all times demonstrate that open competition and fair and ethical procedures have been employed throughout the process, and that the selection process is objective and impartial. Specifications should generally be designed so as not to inadvertently advantage one potential supplier over another.

Where a Council officer is involved within the contracting or purchasing procedure, either in awarding, evaluating or administering a contract, and has or could have a direct or indirect personal interest in the outcome of the decision making process, the officer shall disclose that interest prior to any involvement with the tender process including specification preparation. Responsibility for notifying a potential conflict of interest rests with each individual involved in the tender process.

Gifts, gratuities and hospitality must not be solicited. Adherence to Council's code of conduct is required at all times.

### Local Suppliers

Subject to price and quality of goods being equal or better, purchases made by Council shall be for products:

- from suppliers operating in the Burnside area;
- that are Australian made.

An appropriate premium may be paid where goods produced from recycled material collected in Burnside are not competitive in terms of price.

### Sustainable Development

An appropriate premium may be paid where the use of a particular product or technique is not competitive in terms of price but is considered justifiable in terms of ecological benefit.



### Purchasing Options

Generally, Council will purchase goods through adoption of the following approaches:

- Direct purchase – where there is only a single supplier or the particular circumstances warrant involvement of only one potential supplier.
- Quotation - seeking quotations from two or more suppliers.
- Selected Tender - seeking tenders from a limited number of suppliers on the basis of, for example, location, previous performance, and/or the result of an Expression of Interest process.
- Open Tender – seeking tenders from the market at large through an open invitation process eg. advertisement.

In identifying the circumstances in which to apply these options, Council will consider a number of issues,

- The number of known suppliers of the goods or services.
- The existence of local suppliers of the goods or services.
- The estimated value of the purchase.
- Delegation limits taking into consideration accountability, responsibility, operational efficiency and urgency of supply.
- Previous experience with suppliers.
- Compliance with statutory obligations.

### Tenders

The following process shall be adopted when tenders are called:

- Advertising – public tender invitation through advertisements in the tender pages of ‘The Advertiser’ (and other papers where appropriate);
- Advertising of tenders on the South Australian Government website – ‘SA Tenders and Contracts’;
- Full details of the works or services and an appropriate specification must be supplied to persons submitting tenders;
- Documentation of process to be filed;
- Tenders are to be placed in the tender box;
- Tenders are to be opened by the Mayor or a Chairman of a Standing Committee; and
- Evaluations to take place in accordance with the council's evaluation and awarding procedures.

The successful contractor to be engaged under one of the following conditions of contract:

- AS4905 – Minor Works Contract Conditions (Superintendent Administered)
- AS4906 – Minor Works Contract Conditions (Principal Administered)

- Other standards as seen appropriate, eg. minor works and services contract for contracts up to \$50,000; or
- Contract documentation prepared in relation to a specific tender call.

### 2007/08 Contracts and Tenders

This year 29 contracts were offered to external organisations to perform work on behalf of the Burnside Council. Of these, 19 were publicly advertised tenders, and eight were invited or selected tender contracts that were undertaken in accordance with Burnside policy requirements. Two contracts were extensions of 2006-07 contracts, which were publically tendered in 2006/07.