



annual report
2013/14

Annual Report 2013/14

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From the Mayor

I take pride in presenting the City of Burnside's 2013/14 Annual Report.

The event of the year, however unwelcome, was without doubt the February 2014 windstorm that battered the city for some hours and was for many residents a most frightening experience. There was substantial damage to power lines and property and prolonged power outages. Remarkably, there were no serious injuries.

Burnside was assisted during the prolonged crisis by the State Emergency Service, SA Police and ETSA Utilities, each of which played a vital role in rendering dangerous situations safer under difficult circumstances. The immediate task was well beyond the resources of this city and I gratefully acknowledge the spontaneous assistance Burnside received from the metropolitan councils of Charles Sturt, Port Adelaide Enfield, Salisbury, Holdfast Bay and West Torrens. These Councils provided whole crews with trucks, chippers, elevated work platforms and other equipment for a number of days after the event. I am a strong believer in cooperation between Councils and I doubt if there has ever been a better example.


The financial position of the City of Burnside is sound. One of the more significant achievements of the 2010-14 Burnside Council has been to eliminate an inherited operating deficit of more than \$2 million. Operating deficits are inherently unfair as future ratepayers are compelled to pay for the consumption of current ratepayers - a structural budgetary problem that both Commonwealth and State Governments are trying with some difficulty to address. For the past two financial years Burnside has been able to budget for a modest operating surplus. This has been achieved without a reduction in services through a rigorous internal audit assessment and critical reviews of all Council programs. Admittedly, the unbudgeted costs of the windstorm have pushed the operating result into deficit, but the robust financial standing of the city can absorb such unbudgeted random events.

In 2013/14 we commenced construction of the Community Hub at the Glenunga Reserve, and a substantial refurbishment of the George Bolton Swimming Centre Burnside in Hazelwood Park. A different financial philosophy applies to the funding of new capital projects. It is fair to all ratepayers to borrow funds required and to repay the borrowings over time so that both present and future ratepayers enjoy the benefits of the projects and pay equally for their costs. Borrowings for these two projects fit comfortably within the City's long-term financial plan.

Community surveys over the past two years have demonstrated that an overwhelming majority of Burnside residents are appreciative of the services and facilities provided by the City of Burnside.

Circumstances are always changing. The challenge for your elected Council is to be responsive to community needs but to remain discerning, accountable and efficient in how ratepayers' funds are applied in the interests of the City.

I look forward to continuing to work with the Burnside community on community facilities, services and development, heritage protection, environment and biodiversity, city maintenance, future growth and planning and protection of open space and reserves. We have a lifestyle and environment in Burnside that is enviable by any standards.



David Parkin
Mayor





From the Chief Executive Officer

Welcome to the City of Burnside's 2013/14 Annual Report. To provide effective and efficient services and programs to our community, we have maintained a strong focus on strategic planning, financial management and community engagement.

On 25 June 2013 the City of Burnside adopted the Annual Business Plan and Budget for 2013/14 that kept the rates increase to a minimum, delivered the required range of services and achieved a small surplus budget.

It addressed issues faced by our community, compliance with current government legislation and the need to manage and maintain appropriate service levels and infrastructure assets. It ensured that our long-term priorities and objectives are still relevant and that we have the financial capacity to deliver them while accounting for increased cost pressures from carbon pricing, utilities, levies and a reduction in federal grants.

The weather events of the February 2014 storm caused a clean-up bill of more than \$840,000 in the 2013/14 financial year and an anticipated expense of \$530,000 for 2014/15. From what was known as a one in one hundred years weather event, the City of Burnside received over 800 reports and requests for assistance from our community.



We raised \$31.89 million in revenue from general rates (net of rebates and excluding the State Government Natural Resources Management Levy) in line with Council's rolling 10 year Long-Term Financial Plan and Council's objective of financial sustainability while ensuring a reasonable degree of stability and predictability in the overall rate structure. Compared to 2012/13 this represented a general rate increase of 3.9 per cent plus growth (resulting from new developments in the City) of 0.5 per cent. Council invested \$9.84 million to achieve the goals set out in our 2013/14 Annual Business Plan and Budget.

Council produced a capital program that focused on facilities improvement, including the progression of major strategic initiative projects such as the Glenunga Hub, the Civic Centre upgrade, Brown Hill Keswick Creek Stormwater Project and improvements to the George Bolton Swimming Centre Burnside.

A number of major projects were progressed and include the following:

- Glenunga Reserve Community Hub. During the 2013/14 financial year, all detailed documentation and drawings were completed, and further engagement with the community on the finalised Master Plan was undertaken before the Plan was submitted for Development Approval. Development Approval for the Glenunga Reserve Community Hub was granted on 23 July 2014. The builder was selected in early August 2014, and the construction of the Hub commenced in September 2014.
- The George Bolton Swimming Centre Burnside Redevelopment commenced within the 2013/14 financial year. The Development Approval was granted in November 2013, the builder was selected and commenced on site in February 2014. The project was scheduled for completion in January 2015 and the project budget was increased to accommodate latent conditions encountered on site.



- Our collaborative work with the other Brown Hill Keswick Creek (BHKC) catchment Councils (Adelaide, Mitcham, Unley and West Torrens), continued as part of the BHKC Stormwater Management Project. The two-part Stormwater Management Plan was endorsed by the Stormwater Management Authority (SMA) in 2013. 'Part B' of the Stormwater Management Plan identifies a preferred option for implementation. Community consultation will be first undertaken in early 2015 before a final decision is made on the management of the catchment.

- In the 2013/14 financial year Stage 1 of the Civic Centre Master Plan was adopted by Council. Work undertaken included smaller projects such as repainting, repairs to render, replacement of failed air-conditioning units, roof and gutter repairs. Internal refurbishment was also undertaken on the Burnside Ballroom along with replacement of guttering and repainting of doors and window frames. Council's approval also included works to be undertaken in the 2014/15 financial year to the value of \$265,000.
- The second Annual Community Survey was undertaken in February 2014 using a statistically valid random telephone survey of 800 City of Burnside residents. The purpose of the Annual Community Survey was to provide a measure of the level of community satisfaction with the delivery of services provided by the City of Burnside to its residents. The trends and results that came from these questions were used to measure the Council's performance in delivering and achieving the Strategic Community Plan Desired Outcomes. It was also used to gather information from the community to help develop the future of the City, by collecting participants' ideas, opinions and priorities to guide future planning and the budget process.

In the coming financial year, we will spend \$40.9 million to achieve the goals set out in our 2014/15 Annual Business Plan, with revenue of \$41.27 million. Funds will be raised through rates, Commonwealth and State grants, statutory, user charges, agreed borrowings and interest. We aim to adopt a balanced budget where total income equals expenditure while ensuring that our services meet the needs of our residents and are delivered in the most cost-effective way possible.

Handwritten signature of Paul Deb in black ink.

Paul Deb
CEO





Our City

The City of Burnside is an established residential municipality located in Adelaide's eastern suburbs. It is bounded in the west by the parklands surrounding the Adelaide CBD and in the east by the Adelaide Hills.

The City has two distinct land forms, both with their unique character and management challenges. The Hills Face Zone character is distinctly native vegetation with the challenge of managing bushfire threat. In stark contrast are the plains which are of an established European style character and require the management of mature trees and heritage infrastructure.

The proximity of the City to the Adelaide CBD, as well as the amenity of the area, meant that much of the municipality was settled by the mid-20th century. These older houses, as well as the leafy streetscapes, provide the City with its residential and heritage character. Commercial areas are concentrated along major arterial roads and there is a regional shopping centre at Glenunga (Burnside Village). The suburbs of Glenside

and Eastwood are where non-residential land uses are significant, as demonstrated by the Glenside Campus of the Royal Adelaide Hospital incorporating Film Corp and Beach Energy (currently being redeveloped), and commercial/office strips along Greenhill Road and Glen Osmond Road. Viticulture is still undertaken in Rosslyn Park (Penfold's Magill Estate) and there is a quarry in the Adelaide foothills at Stonyfell. Population and dwelling change in the City has been relatively stable over the past 20 years, reflecting the established nature of residential settlement.

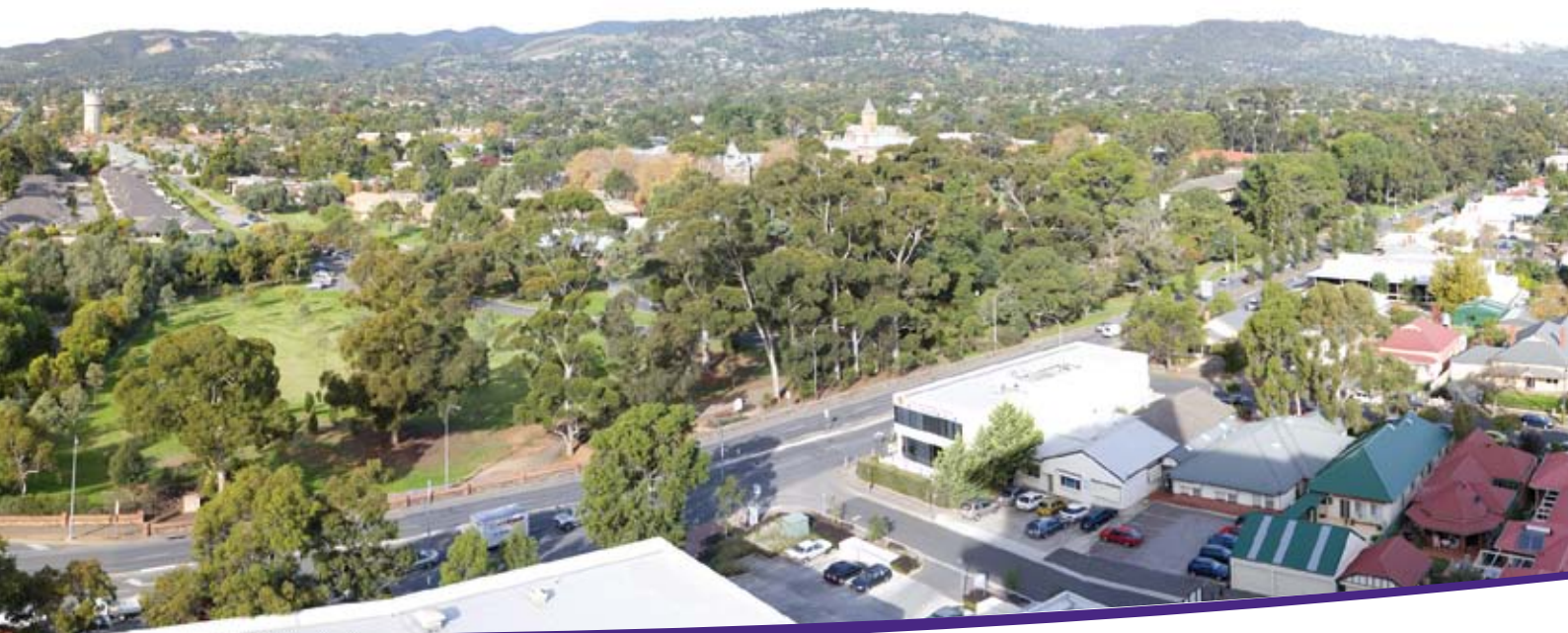
The City attracts people due to its natural amenity (both natural and built), access to secondary schools and proximity to the Adelaide CBD. The major loss of population from the City comprises young adults, generally those who are leaving the family home after completing tertiary study, to go to other parts of Adelaide and interstate. As an established part of the Adelaide metropolitan area, many parts of the City are in the process of, or are undergoing, suburban regeneration. The area's environment, services and facilities influence older people to stay and there are a large number of nursing homes, aged accommodation facilities and new residential housing options to cater for this demand.



Future growth and change in the City of Burnside is largely constrained by a relative lack of potential greenfield or brownfield development sites as well as limited opportunities for dwelling gain through subdivision and infill.

In 2013 the estimated resident population was 44,500 and this is forecast to increase to around 45,245 by 2031. Data gathered from the 2006 and 2011 Census shows that the City of Burnside's population increased by 235 people, or 0.6 per cent, during this period. (Source: Australian Bureau of Statistics, Census of Population and Housing 2006 and 2011). This represents an average annual population change of 0.1 per cent per year. The State Government's 30-Year-Plan also requires the City to accommodate additional dwellings to meet the State's projected population growth. This, informed by community engagement, will influence the future development of the City.

The redevelopment of the Glenside Hospital campus, led by Renewal SA, is the most significant residential growth project in the City of Burnside and encompasses a variety of housing types and non-residential uses. It will encourage young adults and students into the area seeking accommodation close to the CBD. Despite this, the net loss of people in their 20s is expected to continue, reflecting the ongoing role and function of the City for young families and older persons.





Our Vision

To be renowned for our City's green and leafy character and unique integrated urban form. To be highly regarded for our sense of community spirit, support for one another, our social diversity and commitment to the environment.

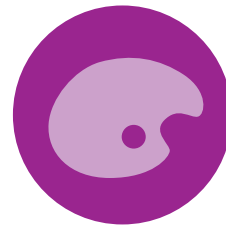


Painting a picture of Burnside 2013/14



Volunteers contributed 4,973 hours and transported over 15,300 passengers.

Volunteers removed 2,063 square metres of graffiti.



Pepper Street Arts Centre and Burnside Civic Centre Atrium programs ran 22 exhibitions supporting 412 hobbyists, emerging and established artists to exhibit.





The Depot responded to 8,998 requests of which 47 per cent were related to trees.



Community Engagement undertook 28 community engagements.



The Burnside Library joined the One Library Management System and 105,000 library items were transferred into this new system.



The official population of the City of Burnside is 44,500 as of 30 June 2013.



Approximately 1,000 older residents have received assistance to remain living safely at home with services including minor home maintenance and modification, gardening and gutter cleaning.



The Customer Service Call Centre answered 58,829 calls and entered 3,048 Customer Requests into the CRM system database.



Celebrations were held on Australia Day 2014 for 74 candidates who accepted the citizen's pledge.

During the year a further 185 attended events in the Mayor's parlour and became citizens.

More than 450 older residents have received 8,500 hours of support with tasks including domestic assistance, shopping, friendly visiting, personal care and respite.



Council approved 23 applications for Community Grants funding for a total of \$22,500.



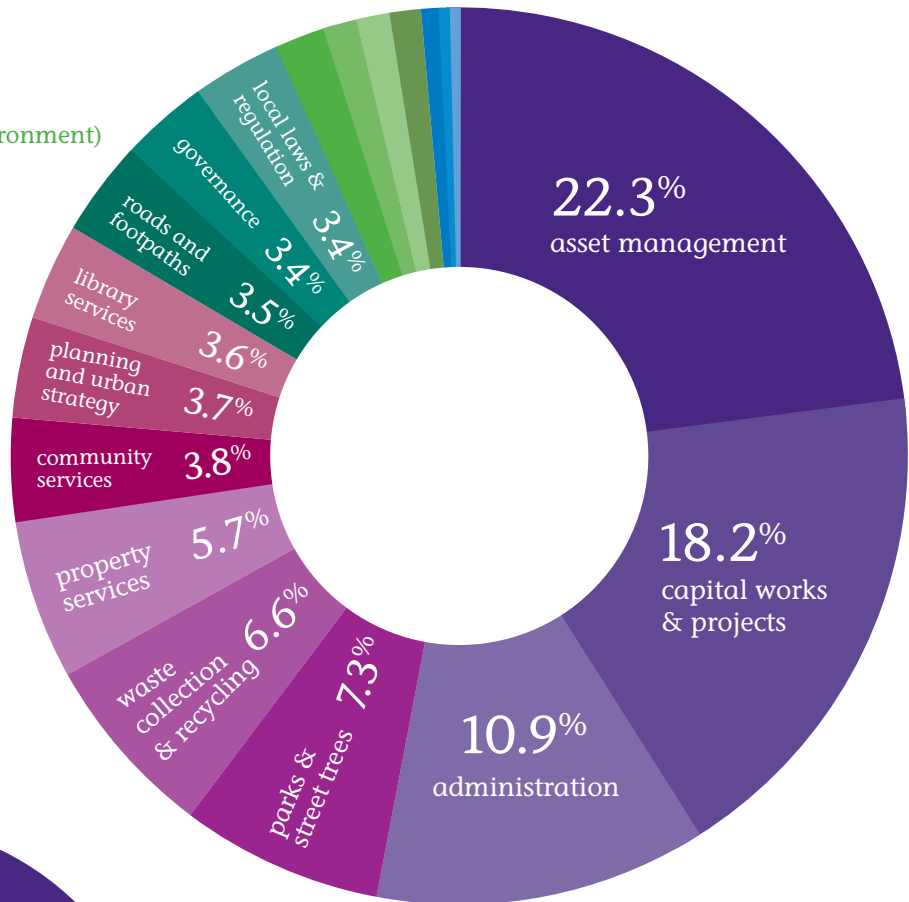
1,282 Development Applications were made.



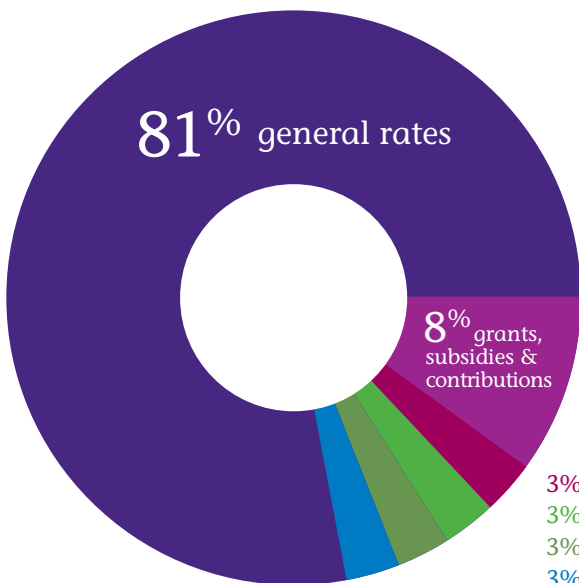
Financial Summary & Expenditure

Expenditure Summary

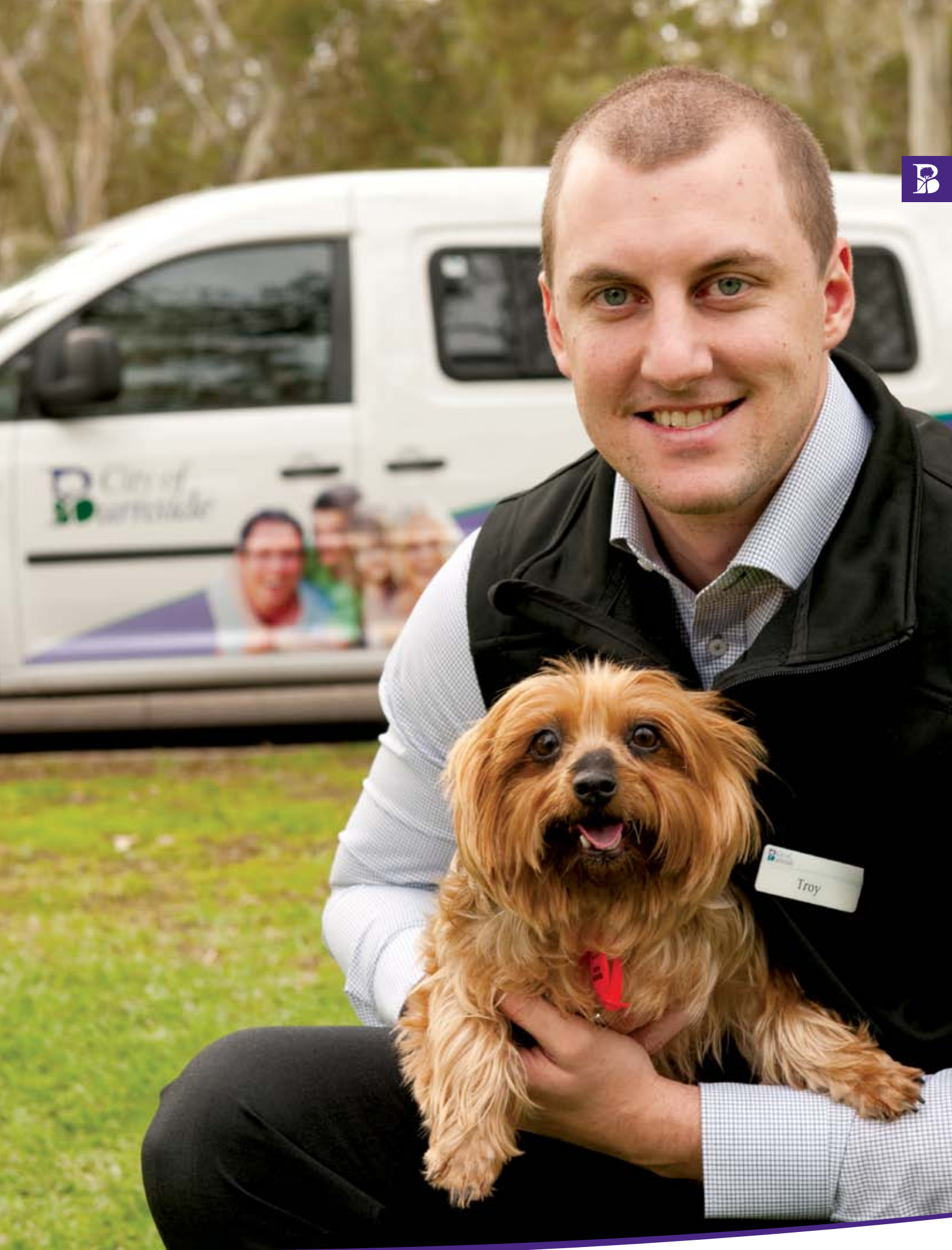
- 2.3% transport & conservation (environment)
- 1.3% recreation & leisure
- 1.2% street cleaning
- 1.1% customer service
- 0.8% health & immunisation
- 0.5% children's & family services
- 0.5% arts & culture



Sources of Revenue



- 3% user charges
- 3% other income
- 3% rates other (NRM Levy)
- 3% statutory charges





Achievements & Highlights

Corporate Services

Organisational development and governance

The following projects were funded in the 2013/14 financial year.

Provision of Defibrillators in Council buildings

Three defibrillators have been purchased and installed at the Civic Centre, Glynburn Road Depot and Pepper Street Arts Centre.

Workplace Noise Assessment and Audiometric Testing

Audiometric testing has been completed for staff (across a number of departments) who are likely to be exposed to noise approaching or above harmful levels. Representative testing of equipment, primarily at the Depot, has been completed and the report received.

Functional Manual Handling Assessment

Three risk assessments were completed by external consultants due to the complexity and detailed nature of the assessments. Through information sharing with another Council that had recently implemented the Library One Card System, risk assessment information was able to be obtained and assessed for application to City of Burnside processes. Other risk assessments were able to be completed within existing staff resources and knowledge and by drawing on wider industry knowledge.

Enterprise Bargaining Agreement

Equal employment opportunity was a strong focus of the EBA negotiations (which began in October 2013) for both field and administrative staff, to ensure improved working conditions in the following:

- Paternity leave
- Maternity leave
- Improved flexible working arrangements.



The current breakdown of FTE equates to 43 per cent female and 57 per cent male.

Other achievements include:

- Prepare, coordinate and support the organisation in the Annual Business Planning Process
- Implementation and enhancement of Corporate Performance System
- Undertake Corporate reporting to support planning and decision-making
- Provide periodic reports on Council's progress towards achieving the Community Plan
- Work to align plans, budgets and performance measurement with Council's strategic planning framework
- Foster interdepartmental relationships that facilitate the delivery of the Community Plan outcomes
- Coordinate feedback to Council and the community on the implementation of the Community Strategic Plan
- All Council Policy and Management protocols (policies and procedures) to be reviewed and updated by their respective review dates
- Implementation of Elector Representation Review
- Management of confidential items registers
- Management of Freedom of Information applications
- Identify and provide relevant and timely training and development to employees which address legislative and business requirements.



Information Services

The following projects were funded in the 2013/14 financial year.

Mobile Workforce and VPN Upgrade

Tablet devices and network infrastructure were implemented to create major efficiencies for Operations Services staff. One sub-project within this initiative was the creation of Burnside Asset Mapper (BAM!). BAM! is a web mapping application that collects and maintains mapping data, with real time inputs made by staff in the field using mobile technology (such as tablets). The application was a finalist in the national Excellence in eGovernment Awards. The creation of BAM! was very timely in providing arborists the tools they needed to proactively assess and risk manage the changed tree landscape following the major storm event in February 2014. The Mobile Workforce VPN Upgrade was completed on time and on budget.

Digital Design and Development Program

The Digital Design and Development Program produced new internal applications for meeting financial audit requirements, contract management, new user workflows, strategic planning, annual business planning, KPI reporting and many more. This initiative provided major cost avoidance as it is estimated that purchasing each of these applications individually would have cost Council over \$200,000 as well as ongoing annual maintenance.

Sentencing and Destruction Module – Records System

To comply with the South Australian Recordkeeping Metadata Standard, the Sentencing and Destruction Module was configured to be used. The Module allows for the modification of document properties to include fields such as Date Sentenced, Date Destruction Due and Date Destroyed. The Sentencing and Destruction Module complies with State Records General Disposal Schedule retention indexes.

Other highlights include:

- Provide up-to-date laptop and desktops to Council Administration
- Implement a Swipe Card System for staff access to the Civic Centre
- Develop stage two of the Professional Development Review System
- Implement stage two of the Customer Request System.



Achievements & Highlights

Procurement and Contracts

The following highlight programs were undertaken in the 2013/14 financial year.

Environmental savings through procurement

Concrete waste from Council's Operations department is now fully recycled, rather than landfilled, saving approximately 486 tonne from landfill. Council is also utilising approximately 26 tonne of recycled concrete product in preference to a 'virgin' product. As a result carbon emissions have been reduced by 3.1 tonne of CO₂-e. This is equivalent to taking one car off the road in South Australia for 12 months.

Council also removed 961 tonne of silt from the Kensington Gardens and 324 tonne from Hazelwood Park detention basins. All of the material was remediated and diverted from landfill. The material was taken to a facility and made into general compost that was used in the horticulture and viticulture industry resulting in initial direct savings of approximately \$38,000.

Other highlights include:

- Completion of contractual documentation for 52 Panel contracts for Minor Building and Civil Works, and completion of planning and approach for Consultancy Panels for Engineering, Assets and Environmental, and Professional Services completed to go to market early in the financial year 2014/15
- Work with all areas of Council to ensure that the structures are in place to support all procurement and contracting activities
- Completion of Council contract documents for 92 contractual arrangements
- The Procurement Policy and the Prudential Project Management Policies were reviewed to reflect updated legislative and policy requirements
- Conducted 22 Open Tender processes, 27 Select Tender processes and 33 quote processes
- Conduct tendering and quoting processes for purchases with an annual value of \$15,000 and over
- Identify efficiencies and implement procedures to capture the most effective method of working while maintaining requirements of the procurement process.

Community and Development Services

Library, Learning and Volunteers

One Library Management System (1LMS)

Burnside Library joined the One Library Management System (1LMS) in February 2014. This is an initiative that links all public libraries within the State, enabling the community to access the four million items available through the network. Almost 40 per cent of our stock is on loan to customers and 73 per cent of our DVD collection is being used at one time. Our 30,700 active Burnside borrowers have placed 31,000 items on hold in six months. In 2013/14, the Burnside Library added 11,222 new books, 1,941 DVDs, 434 CDs and 156 Spoken Word CDs to its collection.

The 1LMS project commenced in July 2013. The major aspect was the transfer of the 105,000 items in the library collection onto the new and more efficient cataloguing system. This consisted of:

- Creating a communication team to promote information of the transition to staff and the community
- Developing a marketing, communication and strategic plan for the library and
- Training all staff in how to use the new software.

Australia Day

An Australia Day ceremony was held at Hazelwood Park on 26 January 2014. Celebrations were held for 74 candidates who accepted the citizen's pledge.

During the year a further 185 attended events in the Mayor's parlour and became citizens.

Other operational highlights included:

- Implementation of the Volunteer Strategy
- Implementation of the Local History School Program
- Preservation of Local History Materials
- Undertaking the Reader Advisory Service
- Undertaking cultural days, events and programs
- Implementing the School Holiday Program
- Maintaining the Community Library Service
- Offering Storytime and Babychat sessions.

Community Services

Pepper Street Arts Centre

Pepper Street Arts Centre provided broad reaching exhibitions, community events, arts workshops, artist talks and demonstrations, intra-department partnership support and daily volunteering all under the one roof. The Centre was well utilised both during and out of hours as a local meeting place and to provide for the breadth of arts activity on offer. The hub-like nature of the Centre appealed to residents and others seeking an accessible and welcoming venue to connect with arts activity for carers with clients, students, seniors, residential facility members and established groups.

Highlights for 2013/14 include:

- 22 exhibitions across the Pepper Street Arts Centre and Burnside Civic Centre Atrium programs supported 412 hobbyists, emerging and established artists to exhibit
- Opportunities for up to 160 participants per week across daytime, evening and weekend workshops and arts activities
- Regular artist talks and demonstrations provided by 69 artists during events and exhibition weekends
- A unique project involving the Pepper Street 'Knit and Natter' group creating 30 knitted items made to designs from authentic Red Cross patterns, for a locally made Foxtel mini-series *Gallipoli*
- The Pepper Street 'artist of the month' program and gift shop provided opportunities for a wider group of around 200 artists.



Youth

School Holiday Program

The Burnside Youth School Holiday program provided a total of 14 recreational and educational school holiday sessions. These sessions were designed to connect young people to their local community and the Burnside Library by providing an opportunity to be involved in activities that ranged from candle making to cupcake decorating and pizza making. A total of 122 young people were engaged in these sessions.

Battle of the Bands

The biennial Burnside Battle of the Bands event drew a crowd of over 100 local people in June. Twenty two bands applied to compete, with 10 bands being selected to perform in the heats at the Prospect Club 5082, followed by the final at the Burnside Ballroom. A partnership with the City of Prospect enabled an extra opportunity for local bands to perform in the lead up to the final.



Youth Advisory Committee

The Youth Advisory Committee (YAC) met a total of 13 times and facilitated the event management of the Burnside Battle of the Bands. In addition to this they undertook training in community engagement, event planning and first aid. The Burnside YAC also presented to Council, highlighting emerging youth issues and the need for more youth-focused community events.





Achievements & Highlights

Home and Community Care funded programs

City of Burnside receives Federal and State grant funding through Home and Community Care (HACC) to support older people, younger people with a disability and carers to live safely at home and to remain connected to their community.

Additional Federal HACC funding in March 2014 provided the opportunity to commence new groups, including a Men's Breakfast, Monthly Men's Bus Trips and Come and Try activities. Seventy people have participated in Come and Try activities including acrylic painting, croquet, cooking and Tai Chi.

The Men's Breakfast involved 40 different attendees, averaging 20 participants per week. The Monthly Men's Bus trips involved 25 participants each trip.

Eastern Region Men's Shed and 3Rs Program

The Eastern Region Men's Shed and the 3Rs (Respite, Recreation and Revitalisation) programs are flexible and innovative community-based programs that assist participants to maintain or learn new skills and remain connected to their community. The programs are run under the auspices of the City of Burnside and operate eight 3Rs groups and six Men's Shed groups. They meet weekly at locations across the eastern region of Adelaide. More than 140 people accessed these programs in the 2013/14 financial year. They were involved in making or fixing wooden creations at the Men's Shed or participating in music, art, exercise and other regular activities that helped reduce social isolation and reconnect participants to the community at the 3Rs groups.

Home Assist

More than 450 older residents have received 8,500 hours of support with tasks including domestic assistance, shopping, friendly visiting, personal care and respite. Approximately 1,000 older residents have received assistance to remain living safely at home with services including minor home maintenance and modification, gardening and gutter cleaning.



Community Transport Program

The Community Transport Program operates a fleet of four buses for shopping, excursions, charters and Council aged care social programs. The service is delivered by 23 volunteer drivers and 18 volunteer assistants. This financial year volunteers have contributed 4,973 hours and transported more than 15,300 passengers. The Volunteer Car Based Service provides transport to medical appointments and is run by a pool of seven volunteers who have provided 490 trips covering 6,831 kilometres during the year. One hundred and three clients have utilised the service during this time. Monthly trips have increased from 16 in July 2013 to 70 in June 2014.

Venue Hire

New systems and processes tightened the administration of terms and conditions of hire to support a fairer and more robust system of fees and concessions.

Development Services

The following highlight programs were undertaken in the 2013/14 financial year.

Undertake Development Plan Assessments

In the 2013/14 year, 1,282 development applications were received.

Undertake the Building Inspection program (in accordance with Council's Building Inspection Policy)

Council undertook 550 building inspections, including footing inspections, framing inspections, completion inspections and swimming pool inspections.

Commencement of a Development Plan Amendment

Community engagement was undertaken in relation to the future of residential development and main road mixed use development in line with the State Government's 30-Year-Plan for Greater Adelaide. The engagement results will form the basis of Development Plan Amendments in 2014/15.

Heritage Grants Scheme

Thirteen grants were made in support of local heritage, totalling \$24,436.

Eastern Health Authority (EHA) Liaison

A draft Public Health Plan has been completed by the EHA under the guidance of the constituent councils. It will be presented to the councils in 2014/15.

Undertake parking patrols and police parking restrictions

Regulation of parking restrictions has continued. In 2013/14 the Council adopted a new Parking Policy with a stronger focus on supporting increased parking opportunities for local residents.



Regulate private property to comply with clearance notices to minimise potential bushfire load

Work continued on public and private land to minimise bushfire risk.

Administer Council's regulatory responsibilities regarding dog and cat management

A draft cat by-law was completed and following extensive community engagement, was presented to Council.

The following projects were funded in the 2013/14 financial year.

Heritage Awards

The heritage awards were presented at the Australia Day ceremony. From 16 nominations, five awards were presented.

Implement an Electronic Environment for Development Services

The software was successfully implemented and has assisted in the move towards an electronic development assessment environment.

Regulated and Significant Tree Assistance Fund

Eleven grants were made totalling \$8,045 in funds.



Achievements & Highlights

Customer Service

The following highlight programs were undertaken in the 2013/14 financial year.

Deliver outstanding customer service to callers and visitors

The Customer Service Call Centre answered 58,829 calls and entered 3,048 Customer Requests into the CRM system database. The pilot program for having two Maxima trainees was successful with two trainees completing a Certificate 3 in Business. Another trainee will be employed for 2014/15.

A whole of council customer service excellence program is being developed for implementation in the next financial year and beyond.

Urban Services

Engineering Services

The following works projects were funded in the 2013/14 financial year.

Footpath Renewal Program

Approximately 15 km of footpath was constructed through more than 90 discrete footpath projects across the City. Each project was successfully completed on time and within budget.

Pavement Renewal Program

All pavement renewal projects were completed on time and within budget. Council renewed 7,330 m² of pavement in the 2013/14 financial year.

Council undertook to trial an innovative parking bay configuration at Cooper Angus Grove. This project involved strengthening the road surface in preference to reconstructing the pavement. The success of the project resulted in significant cost savings.



Drainage Renewal Program

Included in the drainage renewal program were several projects to mitigate or eliminate minor flooding at different locations across the City. All projects were completed on time and within budget.

The key project for 2013/14 was to rebuild a drain outfall into First Creek off Waterfall Gully Road addressing serious erosion that was damaging the surrounding vegetation and undermining the existing drainage pit.

New Drainage Installations

The new drainage projects included 670 m of new drain installed. The major project was on Conyngham Street comprising a large box culvert, which increased the stormwater capacity and solved a localised nuisance flooding problem at the same time. The projects were completed on time and within budget.

Traffic Calming Program

The traffic calming program aims to provide safer streets for our residents.

The program was completed in the 2013/14 financial year with the exception of the Queens Lane driveway link. Work commenced on the Queens Lane driveway link in mid-June 2014 and was completed in the 2014/15 financial year.

Bicycle Strategy 13/14 Implementation Program

As part of the bicycle strategy projects were undertaken in Dulwich and Rose Park on:

- Stuart Road at Greenhill Road
- Gurney Road at Grant Avenue
- Grant Avenue at Gurney Road and
- Prescott Terrace at Kensington Road.

The completion of these projects produced savings to Council.



The Parade Pedestrian Signal Upgrade

The pedestrian signal on The Parade was upgraded by the Department of Planning, Transport and Infrastructure, renewing the wiring and the control gear to more modern standards, and installing brighter LED lamps to enhance visibility.

Mt Osmond Road Landslip Management Project

This project is the first stage of a program to reduce the amount of water entering the pavement underneath the road and to vegetate the slope to reduce the risk of landslip. The project was completed on time and within the revised budget.

Public Lighting Management Program

Council is responsible for street lighting throughout the City using SA Power Network poles. Council also has direct control over numerous other public lights on Council owned poles both in reserves and on roads.

This proactive maintenance project reduced the reactive maintenance and increased the reliability and quality of lighting on Council controlled lights. In particular, Alexandra Avenue and Mary Penfold Road lights were cleaned, the light sensing units replaced, the fitting and lenses cleaned, and the lamps replaced.

Road Resurfacing Program

The program saw 11.1 km of road resurfaced using both hot mix asphalt and a new emulsion rejuvenation product. The latter product rejuvenates and protects existing road surfaces that are oxidising from the sun, but are not yet showing more serious signs of failure. The program was completed on time and within budget.

New Footpath Construction Program

All of the scheduled new footpath projects were completed on time and within budget. In some locations the Telstra pits were not reconstructed as programmed resulting in an unexpected underspend, these works will be completed by Telstra (as Council is not authorised to work on their pits), as their resources allow.

Pedestrian Safety Project Waterfall Gully Road

This project involved the removal of vegetation, overhanging trees, perched boulders and overburden to widen and make more functional a platform along the side of the road. The resulting wider platform was resurfaced with cement stabilised gravel for improved pedestrian use.



Achievements & Highlights

Road Crack Sealing Program

This program aims to seal cracks to prevent water destabilising the surface and to extend the life of both the pavement and the surface. All projects were completed on time and within budget.

Brown Hill Keswick Implementation Program

The City of Burnside is part of a consortium of Councils that are addressing flooding risks within the Brown Hill and Keswick Creek catchments. The City has actively contributed to the strategic discussions on the options that are being developed, and funded its share of the operating and capital costs for the scheme as committed works are implemented.

Pedestrian Refuge Renewal Portrush Road

Following consultation with the Department of Planning, Transport and Infrastructure, the pedestrian refuge located adjacent Burnside Village was removed. This refuge had deteriorated and required renewal. The decision to remove the refuge, rather than renew, was made following an assessment of the need for a crossing at that point, and the presence of the revised accesses to the newly renovated Burnside Village.

First Creek Erosion Management Tusmore Park

This project to rebuild an eroded section of First Creek was completed in the previous financial year due to the urgency of the works. The funds allocated were taken as savings at the First Quarter review.

New Bus Shelter Program

Under the Department of Planning, Transport and Infrastructure funding program, seven aged shelters were replaced with modern versions that meet current Disability Discrimination Act (DDA) requirements. In addition, the infrastructure surrounding these and other shelters from the footpath program were upgraded to meet the DDA requirements.

Kerb Program

In total 6.35 km of kerb was renewed on 10 streets. The projects were completed on time and within budget.

The following highlight programs were undertaken in 2013/14.

Forward Planning

Forward plans for Capital Works in accordance with the Asset Management principles are complete, including estimates for the first three years.

Traffic calming device design meeting Australian Standards

All installations were compliant with the appropriate codes, guidelines, and standards.

Strategic traffic and parking studies developed for key City areas

Strategic studies were undertaken on both a proactive (future planning and current project) and reactive (where driven by customer request) basis.

Brown Hill Keswick Creek Stormwater Project

Burnside continues to be a supportive and active member.

ERA Aquifer Storage and Recovery Project

Burnside continues to be a supportive and active member and the Project Steering Group has engaged a lead design company, undertaken preliminary design and tendered for design and construction of the pipeline network.

Review the City-Wide Traffic Management Plan

The City-Wide Traffic Management Study has been implemented where appropriate as part of the strategic operations. Council endorsement of the outcomes (through routine reporting) was obtained where required.

Review the City's Easements

More than 80 per cent of the rear of allotment drains within the City have been identified. A desktop style review of the need for an easement, or whether the pipe can be relocated to the road, has been completed. The next stage is to develop a formal project plan from this basic data to prioritise easement purchases.

Asset Services

The following programs were undertaken in 2013/14.

War Memorial Tree Replacement Program

Council endorsed the replacement of approximately 16 dead, diseased and structurally unsound trees from within the war memorial avenues. The program also included the replacement and renovation of existing memorial name plates associated with each fallen soldier. Irrigation and fertilisation programs have seen a marked improvement in existing and replaced trees. Future work includes renovation of memorials to prepare for the 2015 ANZAC Day services.



3 Bins Waste Management Audit

A recent waste audit highlighted the outstanding Burnside community result in diverting 62.25 per cent of total bin waste across all streams (waste, recycling and organics) from landfill. This is an increase from 60 per cent in 2013 and a result that is one of (if not the) highest landfill diversion rates across local governments employing a three bin and food organics kerbside service in Australia. It is also significantly above the South Australian average of 54 per cent. The results also indicate the community delivers the lowest recycling contamination rates (19.6 per cent) in Australia.

Hard Waste Collection Service

A traditional kerbside hard waste service was provided in early 2014. The e-waste drop off events before and during the hard waste collection program collected over 100 tonne of TVs, computers and electrical items and helped reduce e-waste being left on the kerbside.

Hazardous Waste Drop Off Day

Council again coordinated this drop off event for neighbouring Councils with over 40 tonne of hazardous waste being dropped off by the community. Importantly over 25 tonne of paint and solvents were collected along with hundreds of kilograms and litres of harmful pesticides and herbicides.

Biodiversity and Natural Assets

The draft Environment and Biodiversity Strategy was endorsed by Council for community engagement. Ongoing work within Council's water courses included the removal of woody weeds along First Creek in Hazelwood Park, stabilisation and revegetation of Second Creek within Harris Reserve and progressive creek bank stabilisation works within Michael Perry Reserve.

Asset Management Plans

The Asset Management and Framework was adopted by Council this year. A detailed Asset Management Plan was developed for refurbishment works to the Civic Centre over the next 10 years.

Sport and Recreation Strategy

Council endorsed the Sport and Recreation Strategy following community engagement and workshops with key external stakeholders, internal staff and Elected Members.

Other highlights include:

- New Civic Centre Playground
- Resurfacing of tennis courts at Kensington Gardens and Tusmore Park
- Local playground upgrades at Burnside Adventure Park, Miller Reserve and Tregenza Oval
- Resurfacing of paths in Tusmore Park
- Hazelwood Park creek line rehabilitation
- Hazelwood Park toilet redevelopment
- Refurbishments to the Burnside Ballroom, Civic Centre and Council Depot buildings
- Provision of compostable bags to all residents
- During 2013/14 Council did not draft any new or amend any existing Community Land Management Plans.





Achievements & Highlights

Operations Services

The following highlight programs were undertaken in 2013/14.

Volunteer Conservation and Land Management Program

There are 22 active volunteers involved in this program. Waterfall Gully Reserve Kara Tutu is the main project, however there are further volunteer sites at AE Cousins Reserve, Beaumont Common, Brock Reserve, Gully Reserve and Willow Bridge Reserve. There are two volunteers involved across the Hills Face Zone maintaining our walking trail network, installing signage and distributing trails brochures.

Response to Customer Requests

In 2013/14 Customer Requests increased by 30 per cent from the previous year as a consequence of multiple storms and, in particular, the storm event of 3 February 2014. Total requests came to 8,998 of which 47 per cent were related to trees.

Continuous Improvement

- Arboriculture Team using iPad technology utilising the internally developed BAM! web mapping application and GIS
- Clean Team using iPad technology for the drain clearing program utilising BAM! and GIS
- Internal charging process improved and reduced administration input
- Resource sharing between teams to meet work demands.

Graffiti

The Volunteer Graffiti Removal Team transferred from Community Services in September 2013 to be coordinated by Depot Operations. The Team consists of 10 enthusiastic volunteers who operate four half days per week. The volume of graffiti incidents has reduced by a third in the past nine years from 7,315 square metres removed in 2005/06 to 2,063 square metres in 2013/14.



February Storm Event

Winds in excess of 80 km/h, with wind gusts up to 104 km/h, were experienced across the whole of the City of Burnside over a 16 hour period from 6 pm Monday 3 February to 10 am Tuesday 4 February. Council received assistance from five other Councils over four days that totalled in excess of 350 man hours. The recovery cost Council in excess of \$645,000 to the end of June 2014 and an additional crew and two Technical Support Officers will be employed in 2014/15.

Other highlights include:

- Council undertook a 40 per cent increase in watering and fertilising for heat stressed trees during hot weather
- Preservation, maintenance and tree management works undertaken on the Alexandra Avenue and Prescott Terrace Memorial.



Community Engagements

The following engagements were undertaken during the 2013/14 financial year:

- Michael Perry Reserve Second Creek Restoration
- Miller Reserve Playground
- Tregenza Oval Playground
- Baby Boomer Volunteer Survey
- Draft Sport and Recreation Strategy
- Civic Centre Play Space
- Hire of Community Open Space and Facilities Draft Policy
- Proposed Declaration of Amery Lane as a Public Road
- Tusmore Park Pathways Upgrade
- Lodging Houses Draft By-Law
- Proposed Road Names for Glenside Campus
- Magill Village Draft Master Plan
- Rose Park and Toorak Gardens Bike Routes
- Residential Growth Stage 1
- Hallett Road Traffic Management Changes
- Hazelwood Park Toilet Facility Upgrade
- Hazelwood Park Creek Line Restoration
- Newland Park Baseball Netting
- Waterproofing Eastern Adelaide – Tusmore Park Biofilter Treatment
- Residential Growth Stage 2
- Urban Tree Strategy 2014-2025
- The Future of Hard Waste Collection
- Subsidies for use of Community Centres and Facilities Draft Policy
- 2014/15 Draft Annual Business Plan and Budget
- Community Land Revocation
- Cat Management By-Law
- Draft Playground Strategy and Action Plan
- Footpath Replacement Works





Community Grants

The City of Burnside offers Community Grants to help develop programs that benefit our local community. It is a vibrant and diverse community that promotes a sense of belonging for our residents.



At the meeting of Council on 12 August 2014 Council approved 23 applications for funding for a total of \$22,500. The successful grant recipients were:

- Adelaide Kids Film Festival
- Adelaide Sound Connection
- Arthritis Foundation of South Australia
- Athletics SA
- Austral-Asian Community Church
- Australian Breastfeeding Association
- Beaumont Bowling Club Inc
- 1st Beaumont Scout Group
- Burnside Biodiversity Volunteers
- Burnside Historical Society
- Burnside Legacy Widows
- Burnside Painting Group
- Clayton Wesley Uniting Church
- Down Syndrome SA
- Eastwood Community Centre – Treats for Seniors
- Glenunga Croquet Club
- Italian Folk Ensemble
- Laughter Yoga SA
- Linden Park Neighbourhood Watch
- Probus Club of Burnside
- Rotary Club of Burnside Inc
- St David's Anglican Church of Burnside
- Zonta Club of Adelaide Torrens

Eastern Region Alliance

The Eastern Region Alliance (ERA) is a group of eastern metropolitan Councils comprising the Cities of Burnside, Campbelltown, Norwood, Payneham and St Peters, Prospect, Tea Tree Gully, Unley and the Town of Walkerville.

The Councils voluntarily work together for the benefit of their local communities and the eastern region community as a whole. The combined population of the ERA region is over 289,000 with a diverse mix of household family types, ages and income.

The ERA Vision:

Adelaide's Eastern Metropolitan Councils working together to better serve their communities.

The ERA Mission:

To secure a sustainable lifestyle, excellent services and facilities for our communities and to advance the interests of Adelaide's Eastern Metropolitan Region.

For more information on the ERA and previous or current projects visit www.era.sa.gov.au





Local Government

Council Process

The City of Burnside delivers a vast range of services and it is important that those services respond to the needs of the community. The Mayor and Councillors act as the democratic link between the Council Administration and the community it serves, to make sure citizens' voices are heard.



All major policy decisions are made by elected Councillors, who then delegate the day-to-day running of the Council to its Administration. It is the Administration's job to turn the Councillors' decisions regarding the Council's policies and priorities into action.

Council Meetings

The Council consists of 12 Ward Councillors and the Mayor. It meets at the Civic Centre on the second and fourth Tuesday of each month at 7 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.

Council Committees

Council Committees are created under Section 41 of the *Local Government Act, 1999*, with the exception of the Development Assessment Panel which is established under Section 56 A of the *Development Act, 1993*.

Council may establish Committees to:

- Assist the Council in the performance of its functions
- Inquire into, and report to the Council on, matters within the ambit of the Council's responsibilities
- Provide advice to the Council
- Exercise, perform or discharge delegated powers, functions or duties.

When establishing a Committee, Council must determine the reporting and accountability requirements for the Committee. Committees that are performing a regulatory activity of the Council must report to the Council on its activities every quarter.

The Audit Committee meets bimonthly in the Executive Boardroom, adjacent to the Council Chamber. The Audit Committee is comprised of three members of Council and two independent members.

The CEO Recruitment, Performance Appraisal and Remuneration Review Committee meets as needed in the Executive Boardroom. Their role is to perform the functions of a selection panel for the position of Chief Executive Officer, to monitor the performance of the appointee and review conditions of remuneration and employment on an annual basis.

The Strategic Planning and Development Policy Committee is a required Committee of Council established under Section 101A of the *Development Act, 1993*. Under the Terms of Reference the Committee consists of all Elected Members and the Mayor. The Mayor is the presiding member of this committee. This committee did not meet in the 2013/14 financial year.

The Development Assessment Panel (DAP) meets in the Council Chamber on the first Tuesday of each month at 6 pm. The DAP is comprised of three Elected Members and four independent members. The DAP is established under Section 56A of the *Development Act, 1993*, for the purpose of considering and making decisions on some types of development applications. In accordance with the *Development Act, 1993* the Presiding Member of DAP must not be an Elected Member or Council officer. 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.

Agendas and Minutes

Agendas of Council and Committee meetings are placed on display in the Council office and in the Library no less than three clear days prior to the meetings. Minutes of the meetings are displayed in the Council office and in the Library from five days after the meetings have taken place. Agendas and minutes are also available on the Burnside Council website at 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 refer to the 'Code of Practice – Meeting Procedures' and the 'Code of Practice for Access to Meetings and Documents'.

Composition of Council

The Council consists of the Principal Member (Mayor) and 12 Councillors. The City is made up of six wards: Beaumont, Burnside, Eastwood and Glenunga, Kensington Gardens and Magill, Kensington Park, and Rose Park and Toorak Gardens, each being represented by two Councillors, with the Mayor representing the entire City. The Council was elected in November 2010. Council elections are held every four years.

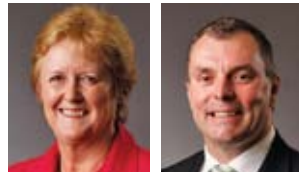


Local Government

2013/14 Elected Council Members

Beaumont Ward

Cr Anne Monceaux and
Cr Mark Osterstock



Eastwood and Glenunga Ward

Cr Helga Lemon and
Cr Di Wilkins



Kensington Park Ward

Cr Jane Davey and
Cr Leni Palk



Burnside Ward

Cr Graham Bills and
Cr Michael Capogreco



Kensington Gardens and Magill Ward

Cr Grant Piggott and
Cr Tony Pocock



Rose Park and Toorak Gardens Ward

Cr Peter Cornish and
Cr Robert Hasenohr



Elected Members Council Meeting Attendance

A total of 25 Council Meetings were held during the 2013/14 financial year of which 22 were ordinary Council meetings and 3 were Special Council Meetings.

Elected Members	Council Meetings attended	Special Council Meetings attended	Total
Mayor Parkin	22	3	25
Cr Bills	21	3	24
Cr Capogreco	15	1	16
Cr Cornish	19	3	22
Cr Davey	21	3	24
Cr Hasenohr	19	2	21
Cr Lemon	21	3	24
Cr Monceaux	21	3	24
Cr Osterstock	20	2	22
Cr Palk	21	3	24
Cr Piggott	21	3	24
Cr Pocock	16	2	18
Cr Wilkins	21	2	23
Total number of available meetings	22	3	25

Leave of absence was granted to Cr Pocock on 10 June 2014 and 24 June 2014 and to Cr Hasenohr on 13 August 2013 (although he did attend), 27 August 2013 and 10 September 2013.

Elected Member Allowances

Elected Members receive an annual allowance to assist with expenses incurred undertaking their role and to recognise the role they perform. Councillors in charge of chairing a committee are also paid an additional allowance. The rate of annual allowance for Elected Members was set by the Remuneration Tribunal of South Australia in November 2010.

In addition, Elected Members have access to a computer and photocopier within the Civic Centre and the Mayor is provided with a mobile phone and computer. Council maintains a register of allowances which details the amounts and benefits paid to Elected Members. The Members are able to claim for reimbursement of further costs in accordance with Council's *Elected Members' Allowances and Benefits Policy*.

Note: Some Elected Members may receive additional allowances for chairing committees, or sitting fees if they represent Council on external boards.



Member Allowances

1 July 2013 to 11 November 2013:

Mayor	\$60,780 per annum
Councillor	\$15,195 per annum
Committee Chair	\$18,994 per annum

12 November 2013 to 30 June 2014:

Mayor	\$61,980 per annum
Councillor	\$15,495 per annum
Committee Chair	\$19,368 per annum

Audit Committee

	1/07/2013 to 31/12/2013	1/01/2014 to 30/06/2014
Presiding Member	Cr Osterstock	Cr Osterstock
Members	Mayor Parkin Cr Cornish	Mayor Parkin Cr Cornish
Independent Members	Lisa Scinto Andrew Blaskett	Lisa Scinto Andrew Blaskett
Meetings held	3	3
Sitting Fee		
Independent Member	\$400 per meeting	\$400 per meeting

Development Assessment Panel (DAP)

	1/07/2013 to 31/12/2013	1/01/2014 to 30/06/2014
Presiding Member	Bill Chandler	Bill Chandler
Members	Cr Lemon Cr Piggott Cr Wilkins	Cr Hasenohr Cr Palk Cr Piggott
Independent Members	Ross Bateup Alison Brookman Stephanie Johnston	Ross Bateup Alison Brookman Stephanie Johnston
Meetings held	6	5
Sitting Fee:		
- Presiding Member	\$550 per meeting	\$550 per meeting
- Independent Member	\$350 per meeting	\$350 per meeting
- Councillors	\$200 per meeting	\$200 per meeting

Under section 34(23) of the *Development Act, 1993* “a council must delegate its powers and functions as a relevant authority with respect to determining whether or not to grant development plan consent under this Act to its council development assessment panel; or a person for the time being occupying a particular office or position (but not including a person who is a member of the council).” The Development Delegations Policy defines which applications will be referred to the DAP.

The Development Assessment Panel makes decisions on development applications in accordance with the requirements of the *Development Act, 1993*. It provides advice to Council about trends, issues and any other matters that may relate to the applications.

During 2013/14, the Development Assessment Panel required consideration of two items in a confidential forum excluding the public (under Section 56A (12) of the *Development Act, 1993*). These discussions took place in December 2013 and March 2014.

CEO Recruitment, Performance Appraisal and Remuneration Review Committee

	1/07/2013 to 31/12/2013	1/01/2014 to 30/06/2014
Members	Mayor Parkin Cr Piggott Cr Cornish Cr Pocock	Mayor Parkin Cr Piggott Cr Lemon Cr Palk
Meetings held	1	3
	Crs Piggott and Pocock were both apologies	All members attended the three meetings





Local Government

Council Representation on Boards and Committees

1 July 2013 - 30 June 2014

Adelaide Mount Lofty Ranges Bushfire Management Committee

Council representation: General Manager, Community and Development Services

Burnside Retirement Services Inc.

Council representation: Cr Osterstock (to Nov 2013), Cr Hasenohr (from Dec 2013) Cr Wilkins and Cr Monceaux

Sitting fee: \$1084 pa

Burnside War Memorial Hospital Inc.

Council representation: Cr Cornish, Cr Davey and Cr Pocock

Sitting fee: \$500 pa (Cr Pocock did not receive a sitting fee from 1 May 2014)

Eastern Health Authority Inc.

Council representation: Cr Cornish and Cr Monceaux

Eastern Business Enterprise Centre

Council representation: General Manager, Corporate Services

Eastern Region Alliance Inc.

Council representation: Mayor Parkin

Eastwood Community Centre Inc.

Council representation: Cr Lemon and Cr Wilkins

Eastern Waste Management Authority

Council representation: Cr Piggott

Highbury Landfill Authority (HLA) and HLA Audit Committee

Council representation: Chief Executive Officer

Kensington Community Park Inc.

Council representation: Cr Palk and Cr Davey

Local Government Finance Authority of SA

Council representation: Mayor Parkin

Local Government Association of SA

Council representation: Mayor Parkin

National General Assembly of Local Government

Council delegate: Mayor Parkin

Local Government Managers Australia

Council representation: Mayor Parkin and Chief Executive Officer

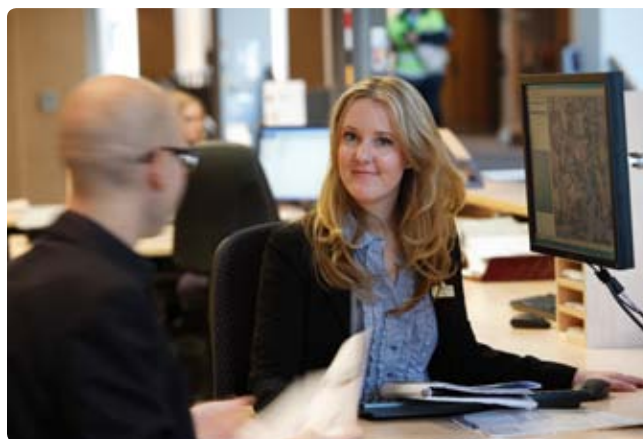
Training and Development

The City of Burnside is committed to providing training and development for Elected Members. Training helps ensure Council has accountability and transparency. It assists Council in remaining compliant with all relevant legislation, standards and code. To broaden their knowledge and skills, Elected Members have the opportunity to attend training sessions, workshops and conferences throughout the year.

Workshops

In 2013/14, Elected Members were invited to 16 workshops which were held in the Linden Room, City of Burnside Civic Centre, 401 Greenhill Road, Tasmore.

Date	Name of Workshop
8 August 2013	IMG DPA
8 August 2013	Draft NRM Plan presentation from NRM Board
8 August 2013	Constable Hyde Memorial Gardens – purchase of land
22 August 2013	Tree Management Strategy
8 October 2013	Training – Code of Conduct – Michael Kelledy
22 October 2013	Foothills Water Company – Michael Kelledy & Robyn Daly
18 February 2014	Professor Blandy Economic Report
18 February 2014	Parking Policy – Residential Parking Permits
18 February 2014	Hazelwood Park shingle roof toilet project
18 February 2014	Bollards Funding Model



6 March 2014	Budget Workshop 1 – 2014/15 Operating Budget Focus
17 April 2014	Results of the 2014 Annual Community Survey
17 April 2014	Draft 2014/15 Annual Business Plan and Budget
22 April 2014	Potential sale of kindergarten sites – confidential
1 May 2014	Elected Member Residential Growth Discussion and Survey Results
12 June 2014	Third Budget Workshop – review feedback from May consultation

Voter Representation and Boundary Review

Council completed the Elector Representation Review process in 2012/13 and received certification from the State Electoral Commissioner. An Elector Representation Review is a legislative requirement which is undertaken periodically to determine whether the “community would benefit from an alteration to its composition or ward structure” in order to “receive adequate and fair representation”.

Several alternatives were considered by Council and were put to the community for comment. The review identified that a change was needed in the Ward boundary between the Eastwood and Glenunga Ward and the Beaumont Ward to provide for the projected increase in population due to development of the Glenside Hospital site. There will be no change to the boundaries of the other four Wards.

Council will continue to have a Mayor (elected at large) and two Councillors per Ward. The change to the Ward boundary took effect at the Council election in November 2014.

The council next intends to conduct a Representation Review (‘the Review’) once the Minister publishes a notice in the South Australian Government Gazette (‘the Notice’). The Minister will specify in the Notice the relevant period during which the Review must be completed.

When this next occurs, the council will inform the public of the preparation of a representation options paper and will invite interested persons to make written submissions to the council on the subject of the review within a period specified by the council (being a period of at least 6 weeks).

Voters’ Roll

The number of electors on the voters’ roll as at the last closing date under the Act is 31,609. The break down in Ward is as follows:

Beaumont	5,243
Burnside	5,162
Eastwood and Glenunga	5,097
Kensington Gardens and Magill	5,394
Kensington Park	5,521
Rose Park and Toorak Gardens	5,192

Representation Quota

Council’s representation quota is 2,431 (the amount ascertained by dividing the number of electors for the area of the Council by the number of members who constitute the Council). Burnside is one of seven South Australian Councils classified as Urban Development Medium (UDM). The average representation quota for this classification is 2,710.

Management

City of Burnside has four senior executives (a Chief Executive Officer and four General Managers), whose total salary packages are made up of base salary, superannuation and the facility to salary sacrifice for a fully expensed car. In addition these executives are provided with a mobile phone and tablet (computer) for their work use.



Governance

Council Meetings Held in Confidence

The Council holds regular meetings throughout the year and some matters, due to their nature, may be closed to the public and considered in confidence as required by Schedule 4 of the *Local Government Act, 1999* and the *Local Government (General) Regulation 22 A*.

The figures below include confidentiality orders from Council, Special Council and all Council committees for 2013/14.

Topic	Number
Section 90(2) Orders made to go in confidential session.	24
Section 90(3) Grounds under which an Order made.	
90(3) (a) Personal Affairs	7
90(3) (b) Confer commercial advantage on another person / prejudice Council's commercial person	5
90(3) (c) Reveal trade secrets	0
90(3) (d) Commercial in confidence	15
90(3) (e) Security of Council, council property or persons	0

Topic	Number
90(3) (f) Prejudice maintenance of law or investigation	0
90(3) (g) Breach of law – duty of confidence	2
90(3) (h) Legal advice	1
90(3) (i) Litigation	2
90(3) (j) Information provided in confidence by Minister or public authority	0
90(3) (k) Tenders	1
90(3) (m) Information relating to proposed Development Plan Amendment proposal before released for public consultation	0
90(3) (n) Review of a Freedom of Information determination	0
Section 91(7) Orders made to keep documents or information confidential	32
Orders expired or revoked from 2013/14	
Partial Release	15
Full Release	9



Freedom of Information

Requests for information that are not generally readily available to the public will be considered in accordance with the *Freedom of Information Act, 1991*. Under this legislation the application fee must be forwarded with the completed request form unless the applicant is granted a fee exemption. The fees are set by the State Government and are reviewed each year. Members of the public may apply under Freedom of Information (FOI) for access to the Council's documents concerning his or her personal affairs and for amendment of those records. The application form can be obtained from the Council office or downloaded from the Council's website.

FOI request forms and a list of fees and charges applicable to requests are available from the Council office. The form and the list of charges can also be downloaded from the Council's web site at www.burnside.sa.gov.au or from the State Records website at 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 receive a response as soon as possible and within the statutory 30 calendar days of Council receiving the properly completed FOI request form together with the application and search fees.

During 2013/14 Council processed two Freedom of Information requests and provided its annual return to State Records.

Internal Review

A person who may be aggrieved by a Council decision can request an internal review of the decision in accordance with Section 270 of the *Local Government Act, 1999*. During 2013/14 no internal reviews were requested.

Members of the public also may lodge a complaint with the Ombudsman's Office. These are reported on by the Ombudsman.



List of Mandatory Policies, Codes, Procedures and Registers

(*Local Government Act, 1999*)

Policies

- Public Consultation Policy
- Complaint Handling
- Elected Members' Allowances and Benefits
- Elected Members' Training and Development
- Naming of Public Places
- Order Making
- Procurement
- Request for Service
- Risk Management
- Whistleblower Protection

Codes

- Code of Conduct – Council Members
- Code of Conduct – Council Employees
- Code of Practice – Access to Meetings and Documents
- Code of Practice – Meeting Procedures



Governance

Procedures

- Internal Review of Council Decisions (Section 270) Procedure
- Complaint Handling Procedures for Council Members
- Request for Service Procedure

Registers

- By-laws
- Community Land
- Delegations
- Fees and Charges (list of)
- Public Roads
- Rates Assessment Record
- Register of Interests – Elected Members, Audit Committee and DAP Independent Members
- Register of Allowances and Benefits – Elected Members
- Register of Remuneration, Salaries and Benefits – Employees
- Register of Interests – Employees

Local Government (Elections) Act, 1999

- Caretaker Policy
- Register of Campaign Donations Returns

Dog and Cat Management Act, 1995

- Register of Dogs

Reporting

National Competition Policy

It is an obligation under the Clause 7 Statement on the Application of Competition Principles to Local Government and under the Competition Principles Agreement for each Council, to include in its Annual Report certain relevant information as follows:

- Council has not commenced or ceased any significant business activity as defined by the Clause 7 statement during this financial year.
- No complaints were received during 2013/14.

By-laws currently gazetted:

The City of Burnside's by-laws were gazetted in the SA Gazette on 4 August 2011 and these came into effect on 26 July 2011. Council's by-laws are:

- Permits and Penalties
- Moveable Signs
- Local Government Land
- Roads
- Dogs
- Waste Management

These by-laws expire on 1 January 2019.

An additional Lodging Houses By-Law was adopted by Council in April 2014 and came into effect on 1 September 2014.

Financial Report



City of Burnside

GENERAL PURPOSE FINANCIAL STATEMENTS
for the year ended 30 June 2014

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



City of Burnside

General Purpose Financial Statements for the year ended 30 June 2014

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City of Burnside

ANNUAL FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 June 2014

CERTIFICATION OF FINANCIAL STATEMENTS

We have been authorised by Council to certify the financial statements in their final form.

In our opinion:

- The accompanying financial statements comply with the *Local Government Act 1999, Local Government (Financial Management) Regulations 2011* and Australian Accounting Standards.
- The financial statements present a true and fair view of the Council's financial position as at 30 June 2014 and the results of its operations and cash flows for the financial year.
- Internal controls implemented by the Council provide a reasonable assurance that the Council's financial records are complete, accurate and reliable and were effective throughout the financial year.
- The financial statements accurately reflect the Council's accounting and other records.

Paul Deb
CHIEF EXECUTIVE OFFICER

David Parkin
MAYOR

City of Burnside

Statement of Comprehensive Income for the year ended 30 June 2014

\$ '000	Notes	2014	2013
Income			
Rates Revenues	2a	33,280	31,778
Statutory Charges	2b	1,170	1,090
User Charges	2c	1,055	1,228
Grants, Subsidies and Contributions	2g	3,105	3,552
Investment Income	2d	157	229
Reimbursements	2e	445	268
Other Income	2f	353	282
Net Gain - Equity Accounted Council Businesses	19	79	292
Total Income		39,644	38,719
Expenses			
Employee Costs	3a	14,504	13,867
Materials, Contracts & Other Expenses	3b	17,631	16,093
Depreciation, Amortisation & Impairment	3c, 20	8,283	7,362
Finance Costs	3d	16	29
Net loss - Equity Accounted Council Businesses	19	105	-
Total Expenses		40,539	37,351
Operating Surplus / (Deficit)		(895)	1,368
Asset Disposal & Fair Value Adjustments	4	1	71
Amounts Received Specifically for New or Upgraded Assets	2g	726	443
Physical Resources Received Free of Charge	2i	68	-
Net Surplus / (Deficit) ¹		(100)	1,882
Other Comprehensive Income			
Movements in Other Reserves	9c	11	-
Total Other Comprehensive Income		11	-
Total Comprehensive Income		(89)	1,882

¹ Transferred to Equity Statement

The above statement should be read in conjunction with the accompanying Notes and Significant Accounting Policies.

page 3

City of Burnside

Statement of Financial Position as at 30 June 2014

\$ '000	Notes	2014	2013
ASSETS			
Current Assets			
Cash and Cash Equivalents	5a	606	4,187
Trade & Other Receivables	5b	1,184	1,271
Inventories	5d	26	23
Total Current Assets		1,816	5,481
Non-Current Assets			
Equity Accounted Investments in Council Businesses	6b	105	74
Infrastructure, Property, Plant & Equipment	7a	607,983	607,365
Other Non-Current Assets	6c	2,161	-
Total Non-Current Assets		610,249	607,439
TOTAL ASSETS		612,065	612,920
LIABILITIES			
Current Liabilities			
Trade & Other Payables	8a	3,237	4,110
Borrowings	8b	43	41
Provisions	8c	2,043	1,842
Total Current Liabilities		5,323	5,993
Non-Current Liabilities			
Borrowings	8b	96	140
Provisions	8c	222	279
Liability - Equity Accounted Council Businesses	8d	2,094	2,089
Total Non-Current Liabilities		2,412	2,508
TOTAL LIABILITIES		7,735	8,501
Net Assets		604,330	604,419
EQUITY			
Accumulated Surplus		213,319	211,285
Asset Revaluation Reserves	9a	390,601	390,601
Other Reserves	9c	410	2,533
Total Council Equity		604,330	604,419

The above statement should be read in conjunction with the accompanying Notes and Significant Accounting Policies.

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City of Burnside

Statement of Changes in Equity for the year ended 30 June 2014

\$ '000	Notes	Asset			Total Equity
		Accumulated Surplus	Revaluation Reserve	Other Reserves	
2014					
Balance at the end of previous reporting period		211,285	390,601	2,533	604,419
Net Surplus / (Deficit) for Year		(100)	-	-	(100)
Other Comprehensive Income					
- Increase in Open Space Contribution Reserve		-	-	11	11
Total Comprehensive Income		(100)	-	11	(89)
Transfers between Reserves					
		2,134	-	(2,134)	-
Balance at the end of period		213,319	390,601	410	604,330
2013					
Balance at the end of previous reporting period		205,282	389,407	6,652	601,341
Adjustments (Correction of Prior Period Errors)	20	2	1,194	-	1,196
Restated Opening Balance		205,284	390,601	6,652	602,537
Net Surplus / (Deficit) for Year		1,882	-	-	1,882
Transfers between Reserves					
		4,119	-	(4,119)	-
Balance at the end of period		211,285	390,601	2,533	604,419

The above statement should be read in conjunction with the accompanying Notes and Significant Accounting Policies.

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City of Burnside

Statement of Cash Flows for the year ended 30 June 2014

\$ '000	Notes	2014	2013
Cash Flows from Operating Activities			
<u>Receipts</u>			
Rates Receipts		33,296	31,731
Statutory Charges		1,170	1,176
User Charges		1,055	1,453
Grants, Subsidies and Contributions (operating purpose)		3,105	3,818
Investment Receipts		157	396
Reimbursements		445	295
Other Receipts		84	3,064
<u>Payments</u>			
Payments to Employees		(14,539)	(14,320)
Payments for Materials, Contracts & Other Expenses		(20,138)	(18,346)
Finance Payments		(16)	595
Net Cash provided by (or used in) Operating Activities	11b	4,619	9,862
Cash Flows from Investing Activities			
<u>Receipts</u>			
Amounts Received Specifically for New/Upgraded Assets		726	443
Sale of Replaced Assets		195	232
Repayments of Loans by Community Groups		-	5
Distributions Received from Equity Accounted Council Businesses		79	-
<u>Payments</u>			
Expenditure on Renewal/Replacement of Assets		(6,298)	(7,090)
Expenditure on New/Upgraded Assets		(2,729)	(3,985)
Capital Contributed to Equity Accounted Council Businesses		(131)	-
Net Cash provided by (or used in) Investing Activities		(8,158)	(10,395)
Cash Flows from Financing Activities			
<u>Receipts</u>			
Nil			
<u>Payments</u>			
Repayments of Borrowings		(42)	(38)
Net Cash provided by (or used in) Financing Activities		(42)	(38)
Net Increase (Decrease) in Cash Held		(3,581)	(571)
plus: Cash & Cash Equivalents at beginning of period	11	4,187	4,758
Total Cash, Cash Equivalents & Investments		606	4,187

The above statement should be read in conjunction with the accompanying Notes and Significant Accounting Policies.

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City of Burnside

Notes to and forming part of the Financial Statements for the year ended 30 June 2014

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City of Burnside

Notes to and forming part of the Financial Statements for the year ended 30 June 2014

Note 1. Summary of Significant Accounting Policies

The principal accounting policies adopted by Council in the preparation of these financial statements are set out below.

These policies have been consistently applied to all the years presented, unless otherwise stated.

1 Basis of Preparation

1.1 Compliance with Australian Accounting Standards

This general purpose financial report has been prepared in accordance with Australian Accounting Standards as they apply to not-for-profit entities, other authoritative pronouncements of the Australian Accounting Standards Board, Interpretations and relevant South Australian legislation.

The financial report was authorised for issue by certificate under regulation 14 of the *Local Government (Financial Management) Regulations 2011* dated 1st July, 2013.

1.2 Historical Cost Convention

Except as stated below, these financial statements have been prepared in accordance with the historical cost convention.

1.3 Critical Accounting Estimates

The preparation of financial statements in conformity with Australian Accounting Standards requires the use of certain critical accounting estimates, and requires management to exercise its judgement in applying Council's accounting policies.

1.4 Rounding

All amounts in the financial statements have been rounded to the nearest thousand dollars (\$'000).

1.5 Prior Period Adjustments

A prior period error is corrected by retrospective restatement except to the extent that it is impracticable to determine either the period specific effects or the cumulative effect of the error.

The correction of a prior period error is excluded from profit or loss for the period in which the error is discovered. The nature and amount of each prior period error is disclosed.

2 The Local Government Reporting Entity

City of Burnside is incorporated under the South Australian *Local Government Act 1999* and has its principal place of business at 401 Greenhill Road, Tusmore, SA 5065. There were no reporting entities controlled by Council during the reporting period and consolidated into these financial statements. The net results of entities in which Council exert a significant (but not controlling) influence have been equity accounted for in the Statement of Comprehensive Income..

The principal activities and entities conducted, other than in the Council's own name, that have been included in these financial statements are:

1. Eastern Waste Management Authority Inc
2. Highbury Landfill Authority Inc
3. Eastern Health Authority Inc

City of Burnside

Notes to and forming part of the Financial Statements for the year ended 30 June 2014

Note 1. Summary of Significant Accounting Policies (continued)

Trust monies and property held by Council but subject to the control of other persons have been included in these reports. A separate statement of moneys held in the Trust Fund is available for inspection at the Council Office by any person free of charge.

3 Income Recognition

Income is measured at the fair value of the consideration received or receivable. Income is recognised when the Council obtains control over the assets comprising the income, or when the amount due constitutes an enforceable debt, whichever first occurs.

Where grants, contributions and donations recognised as incomes during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the amounts subject to those undischarged conditions are disclosed in these notes. Also disclosed is the amount of grants, contributions and receivables recognised as incomes in a previous reporting period which were obtained in respect of the Council's operations for the current reporting period.

In the month of June in recent years the Federal Government has paid amounts of untied financial assistance grants, which are recognised on receipt, in advance of the year of allocation. In June 2013, two quarters of the 2013/14 allocation: \$733,778 was paid in advance and recognised in the 2013 operating result.

No payments were received in advance in June 2014 relating to the 2014/15 Financial Assistance Grants. Accordingly, the operating results have been distorted compared to those that would have been reported had the grants been received in the appropriate financial years.

The actual amounts of untied grants received during the reporting periods (including the advance allocations in 2012/13) are disclosed in Note 2.

4 Cash, Cash Equivalents and other Financial Instruments

Cash Assets include all amounts readily convertible to cash on hand at Council's option with an insignificant risk of changes in value with a maturity of three months or less from the date of acquisition.

Receivables for rates and annual charges are secured over the subject land, and bear interest at rates determined in accordance with the Local Government Act 1999. Other receivables are generally unsecured and do not bear interest.

All receivables are reviewed as at the reporting date and adequate allowance made for amounts the receipt of which is considered doubtful.

All financial instruments are recognised at fair value at the date of recognition. A detailed statement of the accounting policies applied to financial instruments forms part of Note 13.

5 Inventories

Inventories held in respect of stores have been valued at the lower of cost and net realisable value.



City of Burnside

Notes to and forming part of the Financial Statements for the year ended 30 June 2014

Note 1. Summary of Significant Accounting Policies (continued)

6 Infrastructure, Property, Plant & Equipment

6.1 Initial Recognition

All assets are initially recognised at cost. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition.

All non-current assets purchased or constructed are capitalised as the expenditure is incurred and depreciated as soon as the asset is held "ready for use". Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including architects' fees and engineering design fees and all other costs incurred. The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Capital works still in progress at balance date are recognised as other non-current assets and transferred to infrastructure, property, plant & equipment when "ready for use".

6.2 Materiality

Assets with an economic life in excess of one year are only capitalised where the cost of acquisition exceeds materiality thresholds established by Council for each type of asset. In determining (and in annually reviewing) such thresholds, regard is had to the nature of the asset and its estimated service life. Examples of capitalisation thresholds applied during the year are given below. No capitalisation threshold is applied to the acquisition of land or interests in land.

Office Furniture & Equipment	\$1,000
Other Plant & Equipment	\$1,000
Buildings - new construction/extensions	\$10,000
Park & Playground Furniture & Equipment	\$2,000
Road construction & reconstruction	\$10,000
Paving & footpaths, Kerb & Gutter	\$2,000
Drains & Culverts	\$5,000
Information Technology/Computer Equipment	\$5,000

6.3 Subsequent Recognition

All material asset classes are revalued on a regular basis (3-5 years) such that the carrying values are not materially different from fair value. Significant uncertainties exist in the estimation of fair value of a number of asset classes including land, buildings and associated structures and infrastructure. Further detail of these uncertainties, and of existing valuations, methods and valuers are provided at Note 7.

6.4 Depreciation of Non-Current Assets

Other than land, all infrastructure, property, plant and equipment assets recognised are systematically depreciated over their useful lives on a straight-line basis which, in the opinion of Council, best reflects the consumption of the service potential embodied in those assets.

Depreciation methods, useful lives and residual values of classes of assets are reviewed annually.

City of Burnside

Notes to and forming part of the Financial Statements for the year ended 30 June 2014

Note 1. Summary of Significant Accounting Policies (continued)

Major depreciation periods for each class of asset are listed below. Depreciation periods for infrastructure assets have been estimated based on the best information available to Council, but appropriate records covering the entire life cycle of these assets are not available, and extreme care should be used in interpreting financial information based on these estimates.

<i>Land Improvements</i>	20 to 30 years
<i>Buildings</i>	40 to 60 years
<i>Infrastructure</i>	
Sealed Roads – Surface	12 to 100 years
Sealed Roads – Structure	80 to 100 years
Paving & Footpaths, Kerb & Gutter	30 to 120 years
Drainage	80 years
<i>Plant & Equipment</i>	
Office Equipment	5 to 10 years
Library Equipment/Media	5 to 15 years
Major Plant	5 to 8 years
Other Plant & Equipment	2 to 50 years
<i>Furniture & Fittings</i>	
Office Furniture	10 to 20 years
Street/Reserve Furniture	10 to 20 years
Artworks	Indefinite

6.5 Impairment

Assets that have an indefinite useful life are not subject to depreciation and are reviewed annually for impairment.

Assets that are subject to depreciation are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount (which is the higher of the present value of future cash inflows or value in use).

For assets whose future economic benefits are not dependent on the ability to generate cash flows, and where the future economic benefits would be replaced if Council were deprived thereof, the value in use is the depreciated replacement cost. In assessing impairment for these assets, a rebuttable assumption is made that the current replacement cost exceeds the original cost of acquisition.

Where an asset that has been revalued is subsequently impaired, the impairment is first offset against such amount as stands to the credit of that class of assets in Asset Revaluation Reserve, any excess being recognised as an expense.

6.6 Borrowing Costs

Borrowing costs in relation to qualifying assets (net of offsetting investment revenue) have been capitalised in accordance with AASB 123 *Borrowing Costs*. The amounts of borrowing costs recognised as an expense or as part of the carrying amount of qualifying assets (if any) are disclosed in Note 3, and the amount (if any) of interest revenue offset against borrowing costs in Note 2.



City of Burnside

Notes to and forming part of the Financial Statements for the year ended 30 June 2014

Note 1. Summary of Significant Accounting Policies (continued)

7 Payables

7.1 Goods & Services

Creditors are amounts due to external parties for the supply of goods and services and are recognised as liabilities when the goods and services are received. Creditors are normally paid 30 days after the month of invoice. No interest is payable on these amounts.

7.2 Payments Received in Advance & Deposits

Amounts other than grants received from external parties in advance of service delivery, and security deposits held against possible damage to Council assets, are recognised as liabilities until the service is delivered or damage reinstated, or the amount is refunded as the case may be.

8 Borrowings

Borrowings are initially recognised at fair value, net of transaction costs incurred and are subsequently measured at amortised cost. Any difference between the proceeds (net of transaction costs) and the redemption amount is recognised in the income statement over the period of the borrowings using the effective interest method.

Borrowings are carried at their principal amounts which represent the present value of future cash flows associated with servicing the debt. Interest is accrued over the period to which it relates, and is recorded as part of "Payables". Interest free loans are carried at their nominal amounts; interest revenues foregone by the lender are replaced by notional interest as per AASB 139 *Financial Instruments*.

9 Employee Benefits

9.1 Salaries, Wages & Compensated Absences

Liabilities for employees' entitlements to salaries, wages and compensated absences expected to be paid or settled within 12 months of reporting date are accrued at nominal amounts (including payroll based on-costs) measured in accordance with AASB 119 *Employee Benefits*.

Liabilities for employee benefits not expected to be paid or settled within 12 months are measured as the present value of the estimated future cash outflows (including payroll based on-costs) to be made in respect of services provided by employees up to the reporting date. Present values are calculated using government guaranteed securities rates with similar maturity terms.

No accrual is made for sick leave as Council experience indicates that, on average, sick leave taken in each reporting period is less than the entitlement accruing in that period, and this experience is expected to recur in future reporting periods. Council does not make payment for untaken sick leave.

9.2 Superannuation

The Council makes employer superannuation contributions in respect of its employees to the Statewide Superannuation Scheme. The Scheme has two types of membership, each of which is funded differently. No changes in accounting policy have occurred during either the current or previous reporting periods. Details of the accounting policies applied and Council's involvement with the schemes are reported in Note 18.

City of Burnside

Notes to and forming part of the Financial Statements for the year ended 30 June 2014

Note 1. Summary of Significant Accounting Policies (continued)

10 Leases

Lease arrangements have been accounted for in accordance with Australian Accounting Standard AASB 117 *Leases*.

11 Construction Contracts

Construction works undertaken by Council for third parties are generally on an agency basis where the third party reimburses Council for actual costs incurred, and usually do not extend beyond the reporting period. As there is no profit component, such works are treated as 100% completed. Reimbursements not received are recognised as receivables and reimbursements received in advance are recognised as "payments received in advance".

12 Joint Ventures and Associated Entities

Council participates in cooperative arrangements with other Councils for the provision of services and facilities. Council's interests in cooperative arrangements, which are only recognised if material, are accounted for in accordance with AASB 128 and set out in detail in Note 19.

13 GST Implications

In accordance with UIG Abstract 1031 *Accounting for the Goods & Services Tax*.

- Receivables and Creditors include GST receivable and payable.
- Except in relation to input taxed activities, revenues and operating expenditures exclude GST receivable and payable.
- Non-current assets and capital expenditures include GST net of any recoupment.
- Amounts included in the Statement of Cash Flows are disclosed on a gross basis.

14 Comparative Figures

To ensure comparability with the current reporting period's figures, some comparative period line items and amounts may have been reclassified or individually reported for the first time within these financial statements and/or the notes.

15 New Accounting Standards and UIG Interpretations

Certain new (or amended) accounting standards and interpretations have been published that are not mandatory for reporting periods ending 30 June 2014. Council has not adopted any of these standards early.



City of Burnside

Notes to and forming part of the Financial Statements for the year ended 30 June 2014

Note 2. Income

\$ '000	Notes	2014	2013
(a). Rates Revenues			
General Rates			
General Rates		32,314	30,780
Less: Mandatory Rebates		(388)	(381)
Less: Discretionary Rebates, Remissions & Write Offs		(39)	(8)
Total General Rates		31,887	30,391
Other Rates (Including Service Charges)			
Natural Resource Management Levy		1,298	1,294
Other Charges			
Penalties for Late Payment		94	93
Rates Postponed - Interest		1	-
Total Rates Revenues		33,280	31,778
(b). Statutory Charges			
Development Act Fees		476	348
Town Planning Fees		37	32
Animal Registration Fees & Fines		160	163
Parking Fines / Expiation Fees		472	532
Other Licences, Fees & Fines		25	15
Total Statutory Charges		1,170	1,090
(c). User Charges			
Community Program User Charges		78	54
Green Organics Collection Charges		85	124
Hall & Equipment Hire		208	179
Library Fees, Fines & Other User Charges		44	71
Other Commercial Activities		122	153
Property Leases		125	114
Swimming Centre User Charges		280	434
Rates Searches		53	47
Community Transport		16	13
Pepper St Arts Centre User Charges		13	13
Other User Charges		31	26
Total User Charges		1,055	1,228

City of Burnside

Notes to and forming part of the Financial Statements for the year ended 30 June 2014

Note 2. Income (continued)

\$ '000	Notes	2014	2013
(d). Investment Income			
Interest on Investments			
- Local Government Finance Authority		114	94
- Banks & Other		43	135
Total Investment Income		157	229
(e). Reimbursements			
Private Works			
Commercial Reimbursements		130	82
Insurance Rebates		75	-
Workers Compensation Claims		102	41
Other Reimbursements		95	70
Total Reimbursements		445	268
(f). Other Income			
Gifts & Donations			
Rebates Received		-	4
Sale of Surplus Equipment		329	242
Total Other Income		353	282
(g). Grants, Subsidies, Contributions			
Amounts Received Specifically for New or Upgraded Assets			
Other Grants, Subsidies and Contributions		726	443
Total Grants, Subsidies, Contributions		3,105	3,552
The functions to which these grants relate are shown in Note 12a.			
(i) Sources of grants			
Commonwealth Government			
State Government		1,763	1,689
Other		1,873	2,185
Total		195	121
(ii) Individually Significant Items			
Grant Commission (FAG) Grant Recognised as Income		-	734

On 12 June 2013, Council received a payment equivalent to the first and second instalments of the 2013/14 Grant Commission Financial Assistance and Local Roads Grants.

This materially increased Council's operating result in the 2012/13 financial year, as these amounts are recognised as income upon receipt. Similarly, a material adverse affect occurred in 2013/14 when the timing of these grant payments were restored to their normal schedule.



City of Burnside

Notes to and forming part of the Financial Statements for the year ended 30 June 2014

Note 2. Income (continued)

\$ '000	Notes	2014	2013
(h). Conditions over Grants & Contributions			
Grants and contributions which were obtained on the condition that they be expended for specified purposes or in a future period, but which are not yet expended in accordance with those conditions, are as follows:			
Unexpended at the close of the previous reporting period		509	320
<i>Less:</i>			
<i>Expended during the current period from revenues recognised in previous reporting periods</i>			
Family Connections		(54)	(53)
Community Recreational & Sports Facility Program		-	(50)
Proceeds of Crime Act (POCA)		-	(2)
Zero Waste SA		-	(215)
Office for Recreation & Sport (Glenunga Hub)		(405)	-
Office for Recreation & Sport (Webb Oval)		(50)	-
Subtotal		(509)	(320)
<i>Plus:</i>			
<i>Amounts recognised as revenues in this reporting period but not yet expended in accordance with the conditions period but not yet expended in accordance with the conditions</i>			
Family Connections		-	54
Disability Access to Buildings		100	405
Office for Recreation & Sport (Webb Oval)		-	50
Crime Prevention		10	-
Subtotal		110	509
Unexpended at the close of this reporting period		110	509
Net increase (decrease) in assets subject to conditions in the current reporting period		(399)	189
(i). Physical Resources Received Free of Charge			
Plant & Equipment		67	-
Furniture & Fittings		1	-
Total Physical Resources Received Free of Charge		68	-

City of Burnside

Notes to and forming part of the Financial Statements for the year ended 30 June 2014

Note 3. Expenses

\$ '000	Notes	2014	2013
(a). Employee Costs			
Salaries and Wages		12,621	11,351
Employee Leave Expense		419	1,062
Superannuation - Defined Contribution Plan Contributions	18	1,213	1,121
Workers' Compensation Insurance		511	537
Other		71	81
Less: Capitalised and Distributed Costs		(331)	(285)
Total Operating Employee Costs		14,504	13,867
Total Number of Employees (full time equivalent at end of reporting period)		161.3	161.3
(b). Materials, Contracts and Other Expenses			
(i) Prescribed Expenses			
Auditor's Remuneration			
- Auditing the Financial Reports		22	36
- Other Remuneration		-	37
Elected Members' Expenses		251	248
Independent Sitting Fees		29	34
Operating Lease Rentals - Non-Cancellable Leases	17		
- Minimum Lease Payments		313	324
Subtotal - Prescribed Expenses		615	679
(ii) Other Materials, Contracts and Expenses			
Contractors		8,193	7,328
Other Contractual Services		1,895	1,454
Professional Services		250	290
Energy		1,400	1,338
Legal Expenses		369	367
Levies Paid to Government - NRM levy		1,304	1,266
Levies - Other		45	47
Parts, Accessories & Consumables		1,314	1,225
Water		524	567
Insurance Premiums		518	503
Contributions / Donations		203	218
Bank Fees & Charges		109	109
Advertising		100	71
Postage		111	81
Taxes		116	97
Training		168	170
Subscriptions		109	102
Sundry Materials, Contracts & Expenses		333	335
Less: Capitalised and Distributed Costs		(45)	(154)
Subtotal - Other Material, Contracts & Expenses		17,016	15,414
Total Materials, Contracts and Other Expenses		17,631	16,093



City of Burnside

Notes to and forming part of the Financial Statements for the year ended 30 June 2014

Note 3. Expenses (continued)

\$ '000	Notes	2014	2013
(c). Depreciation, Amortisation and Impairment			
(i) Depreciation and Amortisation			
Land Improvements		65	62
Buildings		1,055	1,029
Infrastructure - Drainage		909	912
Infrastructure - Other		272	82
Infrastructure - Rec/Sport		1,023	362
Infrastructure - Road		3,338	3,389
Infrastructure - Traffic Control		286	162
Plant & Equipment		1,228	1,256
Furniture & Fittings - Street/Reserve		95	96
Furniture & Fittings - Interior		12	12
Subtotal		8,283	7,362
(ii) Impairment			
Nil			
Total Depreciation, Amortisation and Impairment		8,283	7,362
(d). Finance Costs			
Interest on Loans		16	29
Total Finance Costs		16	29

Note 4. Asset Disposal & Fair Value Adjustments

\$ '000	Notes	2014	2013
Infrastructure, Property, Plant & Equipment			
Assets Renewed or Directly Replaced			
Proceeds from Disposal		195	232
Less: Carrying Amount of Assets Sold		(194)	(161)
Net Gain (Loss) on Disposal or Revaluation of Assets		1	71

City of Burnside

Notes to and forming part of the Financial Statements for the year ended 30 June 2014

Note 5. Current Assets

\$ '000	Notes	2014	2013
(a). Cash & Cash Equivalents			
Cash on Hand at Bank		278	645
Deposits at Call		328	3,274
Short Term Deposits & Bills, etc.		-	268
Total Cash & Cash Equivalents		606	4,187
(b). Trade & Other Receivables			
Rates - General & Other		574	592
Council Rates Postponement Scheme		26	24
Accrued Revenues		21	17
Debtors - General		252	162
GST Recoupment		314	445
Prepayments		(3)	31
Subtotal		1,184	1,271
Total Trade & Other Receivables		1,184	1,271
(c). Other Financial Assets (Investments)			
Nil			
(d). Inventories			
Stores & Materials		26	23
Total Inventories		26	23



City of Burnside

Notes to and forming part of the Financial Statements for the year ended 30 June 2014

Note 6. Non-Current Assets

\$ '000	Notes	2014	2013
(a). Financial Assets			
Receivables			
Nil			
Other Financial Assets (Investments)			
Nil			
(b). Equity Accounted Investments in Council Businesses			
Council Businesses			
Eastern Health Authority	19	102	74
East Waste	19	3	-
Total Equity Accounted Investments in Council Businesses		105	74
(c). Other Non-Current Assets			
(i) Inventories			
Nil			
(ii) Other			
Capital Works-in-Progress - Buildings		1,318	-
Capital Works-in-Progress - Infrastructure		843	-
Total Other		2,161	-
Total Other Non-Current Assets		2,161	-

City of Burnside

Notes to and forming part of the Financial Statements
for the year ended 30 June 2014

Note 7a (i). Infrastructure, Property, Plant & Equipment

\$ '000	as at 30/6/2013				Asset Movements during the Reporting Period					as at 30/6/2014			
	At Fair Value	At Cost	Accumulated Depreciation	Carrying Value	Asset Additions		WDV of Asset Disposals	Depreciation Expense (Note 3c)	Adjustments & Transfers	At Fair Value	At Cost	Accumulated Depreciation	Carrying Value
					New / Upgrade	Renewals							
Land	381,461	24	-	381,485	-	-	-	-	-	381,461	24	-	381,485
Land Improvements	-	1,854	218	1,636	-	15	-	(65)	-	-	1,869	283	1,586
Buildings	78,715	1,028	37,363	42,380	286	414	-	(1,055)	-	78,715	1,728	38,418	42,025
Infrastructure - Drainage	85,403	789	31,589	54,603	914	51	(15)	(909)	-	85,382	1,754	32,491	54,645
Infrastructure - Other	4,890	236	3,018	2,108	80	915	(2)	(272)	-	4,885	1,230	3,285	2,830
Infrastructure - Rec/Sport	10,413	425	6,640	4,198	349	337	(12)	(1,023)	-	10,391	1,111	7,654	3,848
Infrastructure - Road	257,671	3,954	151,413	110,212	778	3,373	(1)	(3,338)	-	257,665	8,106	154,747	111,024
Infrastructure - Traffic Control	8,487	291	5,439	3,339	184	56	(6)	(286)	-	8,478	531	5,722	3,287
Plant & Equipment	-	15,037	8,954	6,083	111	1,125	(118)	(1,228)	67	-	15,728	9,687	6,041
Furniture & Fittings - Street/Reserve	1,781	19	938	862	27	11	(40)	(95)	1	1,674	57	966	765
Furniture & Fittings - Interior	239	-	210	29	-	-	-	(12)	-	239	-	222	17
Furniture & Fittings - Artwork	430	-	-	430	-	-	-	-	-	430	-	-	430
Total Infrastructure, Property, Plant & Equipment	829,490	23,657	245,782	607,365	2,729	6,297	(194)	(8,283)	68	829,320	32,138	253,475	607,983
Comparatives	828,419	13,163	238,965	602,617	3,985	7,092	(161)	(7,362)	(2)	829,490	23,657	245,782	607,365



City of Burnside

Notes to and forming part of the Financial Statements for the year ended 30 June 2014

Note 7b. Valuation of Infrastructure, Property, Plant & Equipment

Valuation of Assets

The fair value of assets and liabilities must be estimated in accordance with various Accounting Standards for either recognition and measurement requirements or for disclosure purposes.

AASB 13 Fair Value Measurement requires all assets and liabilities measured at fair value to be assigned to a "level" in the fair value hierarchy as follows:

Level 1: Unadjusted quoted prices in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2: Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3: Inputs for the asset or liability that are not based on observable market data (unobservable inputs).

Information on Valuations

Certain land, and the buildings and structures thereon, are shown above as being based on fair value hierarchy level 2 valuation inputs. They are based on prices for similar assets in an active market, with directly or indirectly observable adjustments for specific advantages or disadvantages attaching to the particular asset.

Valuations of Crown land, community land and land subject to other restrictions on use or disposal, shown above as being based on fair value hierarchy level 3 valuation inputs, are based on prices for similar assets in an active market, but include adjustments for specific advantages or disadvantages attaching to the particular asset that are not directly or indirectly observable in that market, or the number and / or amount of observable adjustments of which are so great that the valuation is more fairly described as being based on level 3 valuation inputs.

Where there is no known market for buildings, infrastructure and other assets, or where a revaluation has not been adopted after 1 July 2013, these assets are valued at depreciated current replacement cost. This method involves:

- The determination of the cost to construct the asset (or its modern engineering equivalent) using current prices for materials and labour, the quantities of each being estimated based on recent experience of this or similar Councils, or on industry construction guides where these are more appropriate.
- The calculation of the depreciation that would have accumulated since original construction using current estimates of residual value and useful life under the prime cost depreciation method adopted by Council.

This method has significant inherent uncertainties, relying on estimates of quantities of materials and labour, residual values and useful lives, and the possibility of changes in prices for materials and labour, and the potential for development of more efficient construction techniques.

Highest and best use

The following non financial assets of Council are being utilised at other than their highest and best use:

Land

For land which Council has an unfettered right to sell, the "highest and best use" recognises the possibility of the demolition or substantial modification of some or all of the existing buildings and structures affixed to the land. Much of the land under Council's care and control is Crown land or has been declared as community land under the provisions of the Local Government Act 1999. Other types of restrictions also exist.

City of Burnside

Notes to and forming part of the Financial Statements for the year ended 30 June 2014

Note 7b. Valuation of Infrastructure, Property, Plant & Equipment (continued)

Highest and best use (continued)

For land subject to these restrictions, the highest and best use is taken to be the "highest and best use" available to Council, with a rebuttable presumption that the current use is the "highest and best use". The reason for the current use of a large proportion of Council's assets being other than the "highest and best use" relates to Council's principal role as the provider of services to the community, rather than the use of those assets for the generation of revenue.

Buildings

For buildings and other structures on and in the land, "highest and best use" is determined in accordance with the land on and in which they are situated.

Infrastructure

For infrastructure on and in the land, "highest and best use" is determined in accordance with the land on and in which they are situated.

Transition to AASB 13 - Fair Value Measurement

The requirements of AASB 13 Fair Value Measurement are that all valuations undertaken since 1 July 2013 are shown by the valuation dates by individual asset classes.

No valuations were undertaken since 1 July 2013.

The dates of the valuations for the individual assets classes are shown below.

Land & Land Improvements

- Basis of valuation: Fair Value
- Date of valuation: 30 June 2010.
- Valuer: Liquid Pacific Holdings Pty Ltd

Buildings & Other Structures

- Basis of valuation: Fair Value
- Date of valuation: 30 June 2010.
- Valuer: Liquid Pacific Holdings Pty Ltd

Infrastructure

Road & Drainage Structures

- Basis of valuation: Fair Value
- Date of valuation: 30 June 2012.
- Valuer: Tonkin Consulting

Traffic Control Devices, Recreation/Sporting & Other Structures

- Basis of valuation: Written down current replacement cost
- Date of valuation: 30 June 2012.
- Valuer: Council valuation

Furniture & Fittings

Street/Reserve & Office Furniture

- Basis of valuation: Written down current replacement cost
- Date of valuation: 30 June 2012.
- Valuer: Council valuation

Artworks

- Basis of valuation: Fair Value
- Date of valuation: 9 April 2013. Adopted 30 June, 2013
- Valuer: Theodore Bruce Auctions Pty Ltd

City of Burnside

Notes to and forming part of the Financial Statements for the year ended 30 June 2014

Note 8. Liabilities

\$ '000	Notes	2014 Current	2014 Non Current	2013 Current	2013 Non Current
(a). Trade and Other Payables					
Goods & Services		353	-	2,883	-
Payments Received in Advance		221	-	538	-
Accrued Expenses - Employee Entitlements		30	-	65	-
Accrued Expenses - Other		2,633	-	624	-
Total Trade and Other Payables		3,237	-	4,110	-

(b). Borrowings

Loans	43	96	41	140
Total Borrowings	43	96	41	140

All interest bearing liabilities are secured over the future revenues of the Council

(c). Provisions

Fringe Benefits Tax Provision	40	-	24	-
Long Service Leave Provision	1,057	222	789	279
Annual Leave Provision	875	-	965	-
Rostered Days Off Provision	71	-	64	-
Total Provisions	2,043	222	1,842	279

Movements in Provisions 2014 (current & non-current)

	Employee Entitlements (including oncosts)	Other Provision
Opening Balance	2,097	24
Add Unwinding of Present Value Discounts	-	-
Additional Amounts Recognised	4,370	132
(Less) Payments	(4,242)	(116)
Closing Balance	2,225	40

(d). Liability Accounted Investments in Council Businesses

Eastern Waste Management Authority	19	-	49
Highbury Landfill Authority	19	2,094	2,040
Total Liability Accounted Investments in Council Businesses		2,094	2,089

(e). Other Liabilities

Nil

City of Burnside

Notes to and forming part of the Financial Statements for the year ended 30 June 2014

Note 9. Reserves

\$ '000	1/7/2013	Increments (Decrements)	Transfers	Impairments	30/6/2014
(a). Asset Revaluation Reserve					
Land	245,457	-	-	-	245,457
Land Improvements	569	-	-	-	569
Buildings	27,972	-	-	-	27,972
Infrastructure	109,710	-	-	-	109,710
Plant and Equipment	4,799	-	-	-	4,799
Furniture and Fittings	2,094	-	-	-	2,094
Total Asset Revaluation Reserve	390,601	-	-	-	390,601
Comparatives	390,601	-	-	-	390,601
(b). Available-for-Sale Investment Reserve					
Nil					
(c). Other Reserves					
Open Space Contribution Reserve	399	11	-	-	410
Capital Reserve	2,134	-	(2,134)	-	-
Total Other Reserves	2,533	11	(2,134)	-	410
Comparatives	6,652	-	(4,119)	-	2,533

PURPOSES OF RESERVES

Asset Revaluation Reserves

The asset revaluation reserve is used to record increments and decrements arising from changes in fair value of non current assets (less any subsequent impairment losses, where applicable).

Other Reserves

Open Space Contribution Reserve

This reserve is used to record increments and decrements in Open Space Contributions.

Capital Reserve

This reserve is used to record increments and decrements in proceeds of the sale of property.

Note 10. Assets Subject to Restrictions

\$ '000	Notes	2014	2013
The uses of the following assets are restricted, wholly or partially, by legislation or other externally imposed requirements. The assets are required to be utilised for the purposes for which control was transferred to Council or for which the revenues were originally obtained.			
Cash & Financial Assets			
Unexpended amounts received from Federal Government		-	54
Unexpended amounts received from State Government		10	455
Disability Access to Buildings		100	-
Total Assets Subject to Externally Imposed Restrictions		110	509

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City of Burnside

Notes to and forming part of the Financial Statements
for the year ended 30 June 2014

Note 11. Reconciliation to Statement of Cash Flows

\$ '000	Notes	2014	2013
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(a). Reconciliation of Cash

Cash Assets comprise highly liquid investments with short periods to maturity subject to insignificant risk of changes of value. Cash at the end of the reporting period as shown in the Statement of Cash Flows is reconciled to the related items in the Balance Sheet as follows:

Total Cash & Equivalent Assets	5	606	4,187
Balances per Statement of Cash Flows		606	4,187

(b). Reconciliation of Change in Net Assets to Cash from Operating Activities

Net Surplus/(Deficit)		(100)	1,882
Non-Cash Items in Income Statements			
Depreciation, Amortisation & Impairment		8,283	7,362
Equity Movements in Equity Accounted Investments (Increase)/Decreases		26	(292)
Non-Cash Asset Acquisitions		(68)	-
Grants for Capital Acquisitions (Treated as Investing Activity Receipts)		(726)	(443)
Net (Gain) Loss on Disposals		(1)	(71)
Other		11	-
		7,425	8,438
Add (Less): Changes in Net Current Assets			
Net (Increase)/Decrease in Receivables		87	(48)
Net (Increase)/Decrease in Inventories		(3)	1
Net (Increase)/Decrease in Other Current Assets		(2,161)	-
Net Increase/(Decrease) in Trade & Other Payables		(873)	1,495
Net Increase/(Decrease) in Unpaid Employee Benefits		-	(24)
Net Increase/(Decrease) in Other Provisions		144	-
Net Cash provided by (or used in) operations		4,619	9,862

(c). Non-Cash Financing and Investing Activities

Acquisition of assets by means of:			
- Physical Resources Received Free of Charge	2i	68	-
Total Non-Cash Financing & Investing Activities		68	-

(d). Financing Arrangements

Unrestricted access was available at balance date to the following lines of credit:

Bank Overdrafts	-	95
Corporate Credit Cards	75	75
LGFA Cash Advance Debenture Facility	10,000	10,000

The bank overdraft facilities may be drawn at any time and may be terminated by the bank without notice.

City of Burnside

Notes to and forming part of the Financial Statements for the year ended 30 June 2014

Note 12a. Functions

Functions/Activities	Income, Expenses and Assets have been directly attributed to the following Functions / Activities. Details of these Functions/Activities are provided in Note 12(b).											
	INCOME		EXPENSES		OPERATING SURPLUS (DEFICIT)		GRANTS INCLUDED IN INCOME		TOTAL ASSETS HELD (CURRENT & NON-CURRENT)			
	Actual 2014	Actual 2013	Actual 2014	Actual 2013	Actual 2014	Actual 2013	Actual 2014	Actual 2013	Actual 2014	Actual 2013		
\$ '000	87	61	89	127	(2)	(66)	-	-	(1)	1,196		
Business Undertakings												
Community Services	1,910	1,515	4,480	2,498	(2,570)	(983)	1,455	1,271	-	-		
Culture	249	391	1,947	2,040	(1,698)	(1,649)	141	318	-	-		
Economic Development	57	-	20	20	37	(20)	-	-	-	-		
Environment	297	123	8,336	7,048	(8,039)	(6,925)	127	13	-	-		
Recreation	379	629	2,338	2,199	(1,959)	(1,570)	50	48	-	-		
Regulatory Services	1,174	1,204	2,850	3,868	(1,676)	(2,664)	-	-	-	-		
Transport & Communication	22	1	840	881	(818)	(880)	-	-	-	-		
Plant Hire & Depot/Indirect	97	44	(380)	223	477	(179)	-	-	-	-		
Council Administration	35,293	34,459	19,914	18,447	15,379	16,012	1,332	1,902	612,066	611,724		
Total Functions/Activities	39,565	38,427	40,434	37,351	(869)	1,076	3,105	3,552	612,065	612,920		

Revenues and expenses exclude net gain (loss) on disposal or revaluation of assets, net gain (loss) from joint ventures & associated entities, amounts received specifically for new or upgraded assets and physical resources received free of charge.



City of Burnside

Notes to and forming part of the Financial Statements
for the year ended 30 June 2014

Note 12b. Components of Functions

The activities relating to Council functions are as follows:

BUSINESS UNDERTAKINGS

Private Works and Water Supply – Domestic.

COMMUNITY SERVICES

Public Order and Safety, Crime Prevention, Emergency Services and Fire Protection, Other Public Order and Safety, Immunisation and Preventive Health Services, Elderly Citizens Facilities, Home Assistance Scheme and Other Services for the Aged and Disabled, Child Care Centres, Children and Youth Services, Community Transport, Family and Neighbourhood Support, Other Community Support, Community Amenities, Bus Shelters, Cemeteries and Public Conveniences.

CULTURE

Mobile Libraries and Housebound Services, Static Libraries, Cultural Venues, Heritage and Other Cultural Services.

ECONOMIC DEVELOPMENT

Support to Local Businesses.

ENVIRONMENT

Animal/Plant Boards, Landcare, Domestic Waste, Green Waste, Recycling, Stormwater and Drainage, Street Cleaning, Street Lighting, Streetscaping, Natural Resource Management Levy, and Other Environment.

RECREATION

Parks and Gardens, Sports Facilities – Outdoor, Swimming Centres – Outdoor, and Other Recreation.

REGULATORY SERVICES

Dog and Cat Control, Building Control, Town Planning, Health Inspection, Parking Control, and Other Regulatory

TRANSPORT

Footpaths and Kerbing, Roads – sealed, Roads – formed, Traffic Management, LGGC – roads (formula funded).

PLANT HIRE & DEPOT

COUNCIL ADMINISTRATION

Governance, Administration, Elected Members, Organisational, Support Services, Accounting/Finance, Payroll, Human Resources, Information Technology, Communication, Rates Administration, Records, Contract Management, Customer Service, Other Support Services, Revenues, LGGC – General Purpose, and Separate and Special Rates.

City of Burnside

Notes to and forming part of the Financial Statements for the year ended 30 June 2014

Note 13. Financial Instruments

Recognised Financial Instruments

Bank, Deposits at Call, Short Term Deposits

Accounting Policy:

Carried at lower of cost and net realisable value; Interest is recognised when earned.

Terms & Conditions:

Deposits are returning fixed interest rates between 2.50% and 3.25% (2013: 2.75% and 4.25%).

Short term deposits have an average maturity of 180 days and an average interest rate of 3.50%. (2013: 180 days and 3.50%)

Carrying Amount:

Approximates fair value due to the short term to maturity.

Receivables

Fees & Other Charges

Accounting Policy:

Carried at nominal values less any allowance for doubtful debts.

An allowance for doubtful debts is recognised (and re-assessed annually) when collection in full is no longer probable.

Terms & Conditions:

Unsecured, and do not bear interest. Council is not materially exposed to any individual debtor, credit risk exposure is concentrated within the Council's boundaries.

Carrying Amount:

Approximates fair value (after deduction of any allowance).

Liabilities

Creditors and Accruals

Accounting Policy:

Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Council.

Terms & Conditions:

Liabilities are normally settled on 30 day terms.

Carrying Amount:

Approximates fair value.

Liabilities

Interest Bearing Borrowings

Accounting Policy:

Carried at the principal amounts. Interest is charged as an expense as it accrues.

Terms & Conditions:

Secured over future revenues, borrowings are repayable (describe basis); interest is charged at fixed (or variable - describe) rates between 6% and 7% (2013: 6% and 7%)

Carrying Amount:

Approximates fair value.

City of Burnside

Notes to and forming part of the Financial Statements for the year ended 30 June 2014

Note 13. Financial Instruments (continued)

\$ '000	Due < 1 year	Due > 1 year & ≤ 5 years	Due > 5 years	Total Contractual Cash Flows	Carrying Values
2014					
Financial Assets					
Cash & Equivalents	606	-	-	606	606
Receivables	1,184	-	-	1,184	1,184
Total Financial Assets	1,790	-	-	1,790	1,790
Financial Liabilities					
Payables	3,237	-	-	3,237	3,237
Current Borrowings	43	-	-	43	43
Non-Current Borrowings	-	96	-	96	96
Total Financial Liabilities	3,280	96	-	3,376	3,376

\$ '000	Due < 1 year	Due > 1 year & ≤ 5 years	Due > 5 years	Total Contractual Cash Flows	Carrying Values
2013					
Financial Assets					
Cash & Equivalents	4,187	-	-	4,187	4,187
Receivables	1,271	-	-	1,271	1,271
Total Financial Assets	5,458	-	-	5,458	5,458
Financial Liabilities					
Payables	4,110	-	-	4,110	4,110
Current Borrowings	41	-	-	41	41
Non-Current Borrowings	-	140	-	140	140
Total Financial Liabilities	4,151	140	-	4,291	4,291

The following interest rates were applicable
to Council's Borrowings at balance date:

	30 June 2014		30 June 2013	
	Weighted Avg Interest Rate	Carrying Value	Weighted Avg Interest Rate	Carrying Value
Overdraft	-	-	-	-
Fixed Interest Rates	7.00%	139	7.00%	181
		139		181

Net Fair Value

All carrying values approximate fair value for all recognised financial instruments.

There is no recognised market for the financial assets of the Council.

Risk Exposures

Credit Risk represents the loss that would be recognised if counterparties fail to perform as contracted. The maximum credit risk on financial assets of the Council is the carrying amount, net of any allowance for doubtful debts. All Council investments are made with the SA Local Government Finance Authority and are guaranteed by the SA Government. Except as detailed in Notes 5 & 6 in relation to individual classes of receivables, exposure is concentrated within the Council's boundaries, and there is no material exposure to any individual debtor.

Market Risk is the risk that fair values of financial assets will fluctuate as a result of changes in market prices. All of Council's financial assets are denominated in Australian dollars and are not traded on any market, and hence neither market risk nor currency risk apply.

Liquidity Risk is the risk that Council will encounter difficulty in meeting obligations with financial liabilities. In accordance with the model Treasury Management Policy (LGA Information Paper 15), liabilities have a range of maturity dates. Council also has available a range of bank overdraft and standby borrowing facilities that it can access.

Interest Rate Risk is the risk that future cash flows will fluctuate because of changes in market interest rates. Council has a balance of both fixed and variable interest rate borrowings and investments. Cash flow fluctuations are managed holistically in seeking to minimise interest costs over the longer term in a risk averse manner.

Note 14. Contingencies & Assets/Liabilities Not Recognised in the Balance Sheet

The following assets and liabilities do not qualify for recognition in the Balance Sheet but knowledge of those items is considered relevant to user of the financial report in making and evaluating decisions about the allocation of scarce resources.

1. LAND UNDER ROADS

As reported elsewhere in these Statements, Council is of the opinion that it is not possible to attribute a value sufficiently reliably for these assets to qualify for recognition, and accordingly land under roads has not been recognised in these reports. Land acquired for road purposes during the year is initially recognised at cost, but transferred to fair value at reporting date, effectively writing off the expenditure.

2. POTENTIAL INSURANCE LOSSES

Council is a multi-purpose organisation providing a large range of building, parks infrastructure, playgrounds and other facilities accessible to the public. At any time, it is likely that claims will have been made against Council that remain unsettled.

Council insures against all known insurable risks using a range of insurance policies, each of which is subject to a deductible "insurance excess", the amount of which varies according to the class of insurance.

There is no known potential loss to recognise at reporting date.

3. LEGAL EXPENSES

Council is the planning consent authority for its area under the Development Act 1993 (as amended).

Pursuant to that Act, certain persons aggrieved by a planning decision of the Council may appeal.

It is normal practice that parties bear their own legal costs. All known costs have been recognised, but the amount of further costs cannot be known until the appeals are determined.

4. CARBON TAX

From 1 July 2012 a new tax on emissions of certain 'greenhouse' gases commenced operation.

Details of the mechanisms for measuring such emissions, or providing exemptions, were not determined and therefore no provision was made.



City of Burnside

Notes to and forming part of the Financial Statements for the year ended 30 June 2014

Note 15. Financial Indicators

\$ '000	Amounts	Indicator	Prior Periods	
	2014	2014	2013	2012

These Financial Indicators have been calculated in accordance with *Information paper 9 - Local Government Financial Indicators* prepared as part of the LGA Financial Sustainability Program for the Local Government Association of South Australia.

1. Operating Surplus Ratio

Operating Surplus	(895)			
Rates - General & Other Less NRM levy	31,982	(3%)	4%	(2%)

This ratio expresses the operating surplus as a percentage of general and other rates, net of NRM levy.

2. Net Financial Liabilities Ratio

Net Financial Liabilities	3,851			
Total Operating Revenue Less NRM Levy	38,346	10%	3%	0%

Net financial Liabilities are defined as total liabilities less financial assets (excluding equity accounted investments in Council businesses). These are expressed as a percentage of total operating revenue (excluding NRM levy).

3. Asset Sustainability Ratio

Net Asset Renewals	6,103			
Infrastructure & Asset Management Plan required expenditure	7,776	78%	93%	68%

Net asset renewals expenditure is defined as net capital expenditure on the renewal and replacement of existing assets, and excludes new capital expenditure on the acquisition of additional assets.

City of Burnside

Notes to and forming part of the Financial Statements
for the year ended 30 June 2014

Note 15. Financial Indicators - Graphs (continued)



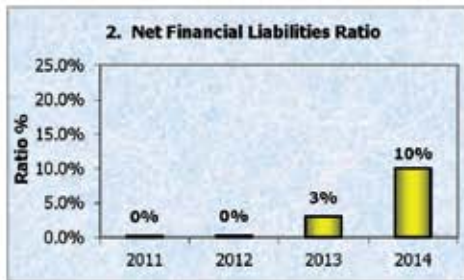
Purpose of Operating Surplus Ratio

By what percentage does the major controllable income source vary from day to day expenses?

Commentary on 2013/14 Result

2013/14 Ratio -3%

Council budgeted for a small Operating Surplus in 2013/14 which was affected due to the February 2013 Storm event and a review of infrastructure assets.



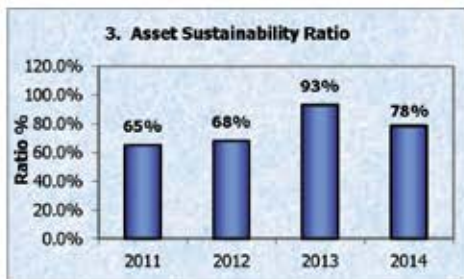
Purpose of Net Financial Liabilities Ratio

How significant is the net amount owed to others, compared with operating revenue?

Commentary on 2013/14 Result

2013/14 Ratio 10%

The target is < 100% and the ratio is well below that level.



Purpose of Asset Sustainability Ratio

Are assets being renewed and replaced in an optimal way?

Commentary on 2013/14 Result

2013/14 Ratio 78%

Although the Asset Sustainability Ratio is calculated annually the target range is > 90% and < 110% over a 3 year period. The target range should be achieved (over a 3 year average) based on the 2014/15 budget.



City of Burnside

Notes to and forming part of the Financial Statements for the year ended 30 June 2014

Note 16. Uniform Presentation of Finances

\$ '000	2014	2013
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The following is a high level summary of both operating and capital investment activities of the Council prepared on a simplified Uniform Presentation Framework basis.

All Councils in South Australia have agreed to summarise annual budgets and long-term financial plans on the same basis.

The arrangements ensure that all Councils provide a common 'core' of financial information, which enables meaningful comparisons of each Council's finances.

Income	39,644	38,719
less Expenses	(40,539)	(37,351)
Operating Surplus / (Deficit)	(895)	1,368
less Net Outlays on Existing Assets		
Capital Expenditure on Renewal and Replacement of Existing Assets	6,297	7,090
less Depreciation, Amortisation and Impairment	(8,283)	(7,362)
less Proceeds from Sale of Replaced Assets	(195)	(232)
Subtotal	(2,181)	(504)
less Net Outlays on New and Upgraded Assets		
Capital Expenditure on New and Upgraded Assets (including Investment Property & Real Estate Developments)	2,729	3,985
less Amounts Received Specifically for New and Upgraded Assets	(726)	(443)
less Proceeds from Sale of Surplus Assets (including Investment Property & and Real Estate Developments)	-	-
Subtotal	2,003	3,542
Net Lending / (Borrowing) for Financial Year	(717)	(1,670)

City of Burnside

Notes to and forming part of the Financial Statements for the year ended 30 June 2014

Note 17. Operating Leases

\$ '000	2014	2013
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Leases Providing Revenue to the Council

Council owns various buildings, plant and other facilities that are available for hire or lease (on a non-cancellable basis wherever practicable) in accordance with the published revenue policy. Rentals received from such leases are disclosed as rent and hire of non-investment property in Note 2.

(i) Investment Property

Rentals received, and outgoings reimbursed, in relation to Investment Property are also disclosed in Note 2. These lease agreements, all of which are classified as operating leases, are made on a non-cancellable basis wherever practicable.

Leases commitments under all non-cancellable lease agreements, including those relating to Investment Property, are as follows:

Not later than one year	217	197
Later than one year and not later than 5 years	897	822
Later than 5 years	-	-
	<u>1,114</u>	<u>1,019</u>

(ii) Lease Payment Commitments of Council

Council has entered into non-cancellable operating leases for various items of computer and other plant and equipment.

No lease imposes any additional restrictions on Council in relation to additional debt or further leasing. debt or further leasing.

Leases in relation to computer and office equipment permit Council, at expiry of the lease, to elect to re-lease return or acquire the equipment leased.

No lease contains any escalation clause.

Commitments under non-cancellable operating leases that have not been recognised in the financial statements are as follows:

Not later than one year	131	260
Later than one year and not later than 5 years	322	237
Later than 5 years	-	-
	<u>453</u>	<u>497</u>



City of Burnside

Notes to and forming part of the Financial Statements for the year ended 30 June 2014

Note 18. Superannuation

The Council makes employer superannuation contributions in respect of its employees to Statewide Super (formerly Local Government Superannuation Scheme). There are two types of membership, each of which is funded differently. Permanent and contract employees of the South Australian Local Government sector with Salarylink benefits prior to 24 November 2009 have the option to contribute to Marketlink and/or Salarylink. All other employees (including casuals) have all contributions allocated to Marketlink.

Marketlink (Accumulation Fund) Members

Marketlink receives both employer and employee contributions on a progressive basis. Employer contributions are based on a fixed percentage of employee earnings in accordance with superannuation guarantee legislation (9.25% in 2013/14; 9% in 2012/13). No further liability accrues to the Council as the superannuation benefits accruing to employees are represented by their share of the net assets of the Fund.

Salarylink (Defined Benefit) Members

Salarylink is a defined benefit scheme where the benefit payable is based on a formula determined by the member's contribution rate, number of years and level of contribution and final average salary. Council makes employer contributions to Salarylink as determined by the Trustee based on advice from the appointed Actuary. The rate is currently 6.3% (6.3% in 2012/13) of 'superannuation' salary.

In addition, Council makes a separate contribution of 3% of salary for Salarylink members to their Marketlink account. Employees also make member contributions to the Fund. As such, assets accumulate in the Fund to meet the member's benefits, as defined in the Trust Deed, as they accrue.

The Salarylink section is a multi-employer sponsored plan. As the Fund's assets and liabilities are pooled and are not allocated by each employer, and employees may transfer to another employer within the local government sector and retain membership of the Fund, the Actuary is unable to allocate benefit liabilities, assets and costs between employers. As provided by AASB 119.32(b), Council does not use defined benefit accounting for these contributions.

The most recent full actuarial investigation conducted by the Scheme's actuary, A C Miller, FIAA, of Russell Employee Benefits Pty Ltd as at 30 June 2011. The Trustee has determined that the current funding arrangements are adequate for the expected Salarylink liabilities. However, future financial and economic circumstances may require changes to Council's contribution rates at some future time.

Contributions to Other Superannuation Schemes

Council also makes contributions to other superannuation schemes selected by employees under the "choice of fund" legislation. All such schemes are of the accumulation type, where the superannuation benefits accruing to the employee are represented by their share of the net assets of the scheme, and no further liability attaches to the Council.

City of Burnside

Notes to and forming part of the Financial Statements for the year ended 30 June 2014

Note 19. Equity Accounted Council Businesses

\$ '000

All joint ventures and associated entities are required to prepare Annual Financial Statements that comply with the SA Local Government Model Financial Statements.

	Council's Share of Net Income		Council's Share of Net Assets	
	2014	2013	2014	2013
Associated Entities - Gain	79	292	105	74
Associated Entities - Loss	(105)	-	(2,094)	(2,089)
Total	(26)	292	(1,989)	(2,015)

(i) JOINT VENTURE ENTITIES

Council has no interest in any Joint Venture Entities.

(ii) ASSOCIATED ENTITIES

(a) Net Carrying Amounts - Council's Share

Name of Entity	Principal Activity	2014	2013
Eastern Waste Management Authority Inc	Waste Management	3	(49)
Highbury Landfill Authority Inc	Discontinued Landfill	(2,094)	(2,040)
Eastern Health Authority Inc	Health	102	74
Total Carrying Amounts - Associated Entities		(1,989)	(2,015)

Eastern Waste Management Authority Inc

The City of Burnside is one of six member Councils of the Eastern Waste Management Authority Inc. The other member Councils are the City of Norwood, Payneham & St.Peters, the Town of Walkerville, the City of Mitcham, the City of Campbelltown and the Adelaide Hills Council.

Highbury Landfill Authority Inc

The City of Burnside is one of the member Councils of the Highbury Landfill Authority Inc. The other member Councils are the City of Norwood, Payneham & St. Peters and the Town of Walkerville.

Eastern Health Authority Inc

The City of Burnside is one of five members of Councils of the Eastern Health Authority Inc (EHA). The other member Councils are the City of Campbelltown, the City of Norwood, Payneham & St Peters, the City of Prospect and the Town of Walkerville.

(b) Relevant Interests

Name of Entity	Interest in Outputs		Interest in Ownership		Proportion of Voting Power	
	2014	2013	2014	2013	2014	2013
Eastern Waste Management Authority Inc	17%	30%	17%	17%	17%	17%
Highbury Landfill Authority Inc	50%	50%	50%	50%	33%	33%
Eastern Health Authority Inc	22%	24%	25%	25%	20%	20%

City of Burnside

Notes to and forming part of the Financial Statements for the year ended 30 June 2014

Note 19. Equity Accounted Council Businesses (continued)

\$ '000

(c) Movement in Carrying Amounts of Council's Equity Interest

	Eastern Waste Management Authority Inc		Highbury Landfill Authority Inc	
	2014	2013	2014	2013
Opening Balance	(49)	(66)	(2,040)	(2,290)
Share in Operating Result	52	17	(105)	250
New Capital Contributions	-	-	51	-
Council's Equity Share in the Associated Entity	3	(49)	(2,094)	(2,040)

	Eastern Health Authority Inc	
	2014	2013
Opening Balance	74	49
Share in Operating Result	27	25
Adjustments to Equity	1	-
Council's Equity Share in the Associated Entity	102	74

(d) Summarised Financial Information of Associated Entities - Council's Share

2014	Assets	Liabilities	Net Assets	Revenues	Profit
Eastern Waste Management Authority Inc	1,489	1,487	3	2,688	52
Highbury Landfill Authority Inc	43	2,137	(2,094)	1	(105)
Eastern Health Authority Inc	359	257	102	644	27
Totals	1,891	3,880	(1,989)	3,332	(25)

2013	Assets	Liabilities	Net Assets	Revenues	Profit
Eastern Waste Management Authority Inc	1,463	888	574	2,436	17
Highbury Landfill Authority Inc	82	2,021	(1,939)	2	250
Eastern Health Authority Inc	321	248	74	553	25
Totals	1,866	3,156	(1,291)	2,991	292

City of Burnside

Notes to and forming part of the Financial Statements for the year ended 30 June 2014

Note 20. Equity - Retained Earnings and Revaluation Reserves Adjustments

\$ '000	2014	2013
(a). Correction of Error/s relating to a Previous Reporting Period		
Correction of errors as disclosed in this year's financial statements:		
(i) Council's review and correction of key estimates of the useful lives and unit rates of infrastructure assets in accordance with the 2012 revaluation resulted in a material difference to Fixed Assets that Council's Financial Reports had previously reported.		
In accordance with AASB 108 - Accounting Policies, Changes in Accounting Estimates and Errors, the Prior Period Errors below have been recognised retrospectively.		
Council has made the following adjustments to Fixed Assets for the Asset Classes below as at 30/6/12.		
- Infrastructure - Drainage		(194)
- Infrastructure - Other		(105)
- Infrastructure - Rec/Sport		(451)
- Infrastructure - Road		1,944
- Infrastructure - Traffic Control		(3)
- Furniture & Fittings - Street/Reserve		3
Net increase in Council's Fixed Assets as at 30/6/13.		1,194
Rounding adjustments to Accumulated Surplus as at 30/6/12.		2
		<u>1,196</u>
These amounted to the following Equity Adjustments:		
- Adjustments to Opening Equity - 1/7/12		
Asset Revaluation Reserve		1,194
Accumulated Surplus		2
Total Prior Period Adjustments - Prior Period Errors	-	1,196

- (ii) Council's review of Depreciation Expense identified a number of depreciation rate errors from the Fixed Asset Register consolidation process as at 30/6/13, that were corrected in 2013/14. Council was unable to attain revised Fixed Asset Register data that clearly showed the assets and the depreciation charges for the current and previous year.**

In accordance with AASB 108 retrospective restatement of the depreciation impact for the 2012/13 and 2013/14 financial years has been impracticable to determine. Management's best estimation of this error and the likely impact on the line items of the current year and prior periods is as follows -

- Reported Depreciation Expense	8,283	7,362
- Council estimate of Depreciation Expense impact	(481)	326
	<u>7,802</u>	<u>7,688</u>
- Reported Net Surplus / (Deficit)	(100)	1,882
- Council estimate of the impact on the Net Surplus / (Deficit)	481	(326)
	<u>381</u>	<u>1,556</u>
- Reported Infrastructure, Property, Plant & Equipment	607,983	606,169
- Council estimate of the impact on Infrastructure, Property, Plant & Equipment	-	(326)
- Fixed Assets adjustment (a) (i) above	-	1,196
	<u>607,983</u>	<u>607,039</u>

CITY OF BURNSIDE

INDEPENDENT AUDITOR'S REPORT

To the Mayor and Members of the City of Burnside:

Report on the Financial Report

We have audited the accompanying financial report of the City of Burnside, which comprises the statement of financial position as at 30 June 2014, the statement of comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the certification of financial statements.

Chief Executive Officer's Responsibility for the Financial Report

The Chief Executive Officer of the City of Burnside is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards, the Local Government Act 1999 and the Local Government (Financial Management) Regulations 2011, and for such internal control as the Chief Executive Officer determines is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the council's preparation of the financial report that gives a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Chief Executive Officer, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Matters relating to the electronic presentation of the audited financial report

This auditor's report relates to the financial report of the City of Burnside for the financial year ended 30 June 2014 published in the annual report and included on the City of Burnside's website. The Chief Executive Officer of the City of Burnside is responsible for the integrity of the City of Burnside's website. We have not been engaged to report on the integrity of this web site. The auditor's report refers only to the financial report identified above. It does not provide an opinion on any other information which may have been hyperlinked to/from the financial report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited financial report to confirm the information contained in this website version of the financial report.

HLB Mann Judd (SA Partnership) ABN: 22 640 925 071

169 Fullarton Road, Dulwich SA | Telephone +61 (0)8 8133 5000 | Facsimile +61 (0)8 8431 3502

Postal: PO Box 377, Kent Town SA 5071

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INDEPENDENT AUDITOR'S REPORT (continued)

Independence

In conducting our audit, we have complied with the independence requirements of the Australian professional accounting bodies and the Local Government Act 1999 and the Local Government (Financial Management) Regulations 2011. We confirm that the independence declaration, given to the Mayor and Council Members of the City of Burnside on 21 January 2015, would be in the same terms if provided to the Mayor and Council Members as at the time of this auditor's report.

Opinion

In our opinion the financial report presents fairly, in all material respects, the financial position of the City of Burnside, and its financial performance and cash flows for the year then ended in accordance with Australian Accounting Standards (including Australian Accounting Interpretations), the Local Government Act 1999 and the Local Government (Financial Management) Regulations 2012.

HLB Mann Judd
HLB Mann Judd
Chartered Accountants

C. M. J.
Corey McGowan
Partner

Adelaide, South Australia
24 February 2015

**City of Burnside
Independent Assurance Report**

To the Mayor and Members of the City of Burnside:

Report on the Internal Controls of the City of Burnside

We have audited the compliance of *the City of Burnside* (the Council) with the requirements of *Section 125 of the Local Government Act 1999* in relation only to the Internal Controls established by the Council to ensure that financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities for the period 1 July 2013 to 30 June 2014 have been conducted properly and in accordance with law.

The Council's Responsibility for the Internal Controls

The Council is responsible for implementing and maintaining an adequate system of internal controls, in accordance with *Section 125 of the Local Government Act 1999* in relation to Internal Controls to ensure that the receipt, expenditure and investment of money, the acquisition and disposal of property, and incurring of liabilities have been conducted properly and in accordance with law.

Our Responsibility

Our responsibility is to express an opinion on the Council's compliance with *Section 125 of the Local Government Act 1999* in relation only to the Internal Controls established by the Council to ensure that financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities, based on our procedures. Our engagement has been conducted in accordance with applicable Australian Standards on Assurance Engagements ASAE 3100 *Compliance Engagements*, issued by the Australian Auditing and Assurance Standards Board, in order to state whether, in all material respects, the Council has complied with *Section 125 of the Local Government Act 1999* in relation only to the Internal Controls specified above for the period 1 July 2013 to 30 June 2014. ASAE 3100 also requires us to comply with the relevant ethical requirements of the Australian professional accounting bodies.

Our procedures included obtaining an understanding of controls in relation to the receipt, expenditure and investment of money, the acquisition and disposal of property and the incurring of liabilities, evaluating management's assessment of these controls, assessing the risk that a material weakness exists, and testing and evaluating the design and implementation of controls on a sample basis based on the assessed risks.

Limitation on Use

This report has been prepared for the members of the Council in accordance with *Section 129 of the Local Government Act 1999* in relation to the Internal Controls specified above. We disclaim any assumption of responsibility for any reliance on this report to any persons or users other than the members of the Council, or for any purpose other than that for which it was prepared.

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Inherent Limitations

Because of the inherent limitations of any compliance procedure, it is possible that fraud, error or non-compliance may occur and not be detected. A reasonable assurance engagement is not designed to detect all instances of non-compliance with *Section 125 of the Local Government Act 1999* in relation to the Internal Controls specified above, as the engagement is not performed continuously throughout the period and the procedures performed in respect of compliance with *Section 125 of the Local Government Act 1999* in relation to the Internal Controls specified above are undertaken on a test basis.

The conclusion expressed in this report has been formed on the above basis.

Independence


In conducting our engagement, we have complied with the independence requirements of the Australian professional accounting bodies.

Basis for Qualification

Council's internal controls in relation to general ledger reconciliations, fixed asset reconciliations and the preparation of annual financial statements were not operating effectively for the entire period 1 July 2013 to 30 June 2014. In addition, the documented procedures in relation to internal controls were considered to be inadequate.

Opinion

In our opinion, except for the effects of the matter described in the basis for Qualification paragraph, the Council has complied, in all material respects, with *Section 125 of the Local Government Act 1999* in relation to Internal Controls established by the Council in relation to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities so as to provide reasonable assurance that the financial transactions of the Council have been conducted properly and in accordance with law for the period 1 July 2013 to 30 June 2014.


HLB Mann Judd
Chartered Accountants


Corey McGowan
Partner

Adelaide, South Australia
24 February 2015

CITY OF BURNSIDE

ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 June 2014

CERTIFICATION OF AUDITOR INDEPENDENCE

To the best of our knowledge and belief, we confirm that, for the purpose of the audit of the City of Burnside for the year ended 30 June 2014, the Council's Auditor, HLB Mann Judd, has maintained its independence in accordance with the requirements of the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22 (3) *Local Government (Financial Management) Regulations 2011*.

Paul Deb

CHIEF EXECUTIVE OFFICER

Mark Osterstock

PRESIDING MEMBER
AUDIT COMMITTEE

Dated this *fourth* day of November 2014

21 January 2015

The Mayor and Council Members
City of Burnside
PO Box 9
GLENSIDE SA 5065

The Mayor and Council Members

**INDEPENDENCE STATEMENT BY THE AUDITOR
FOR THE YEAR ENDED 30 JUNE 2014**

I confirm that, for the audit of the financial statements of the City of Burnside for the year ended 30 June 2014, I have maintained my Independence in accordance with the requirements of APES 110 – Code of Ethics for Professional Accountants, Section 290, published by the Accounting Professional and Ethical Standards Board, the Local Government Act 1999 and the Local Government (Financial Management) Regulations 2011 made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22 (5) Local Government (Financial Management) Regulations 2011.

HLB Mann Judd
HLB Mann Judd
Chartered Accountants

C. McGowan
Corey McGowan
Partner

Adelaide, South Australia
21 January 2015

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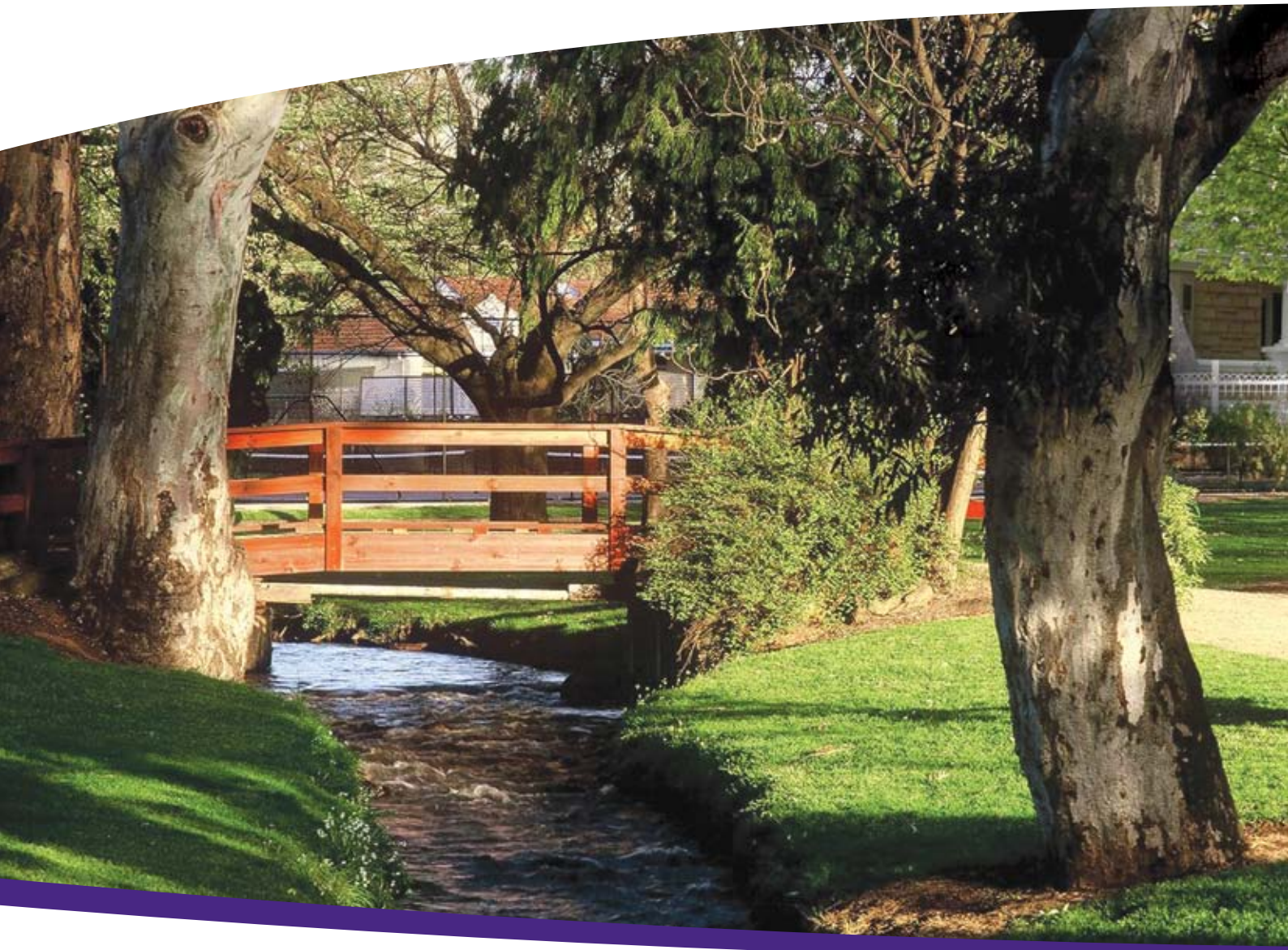
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**EASTERN
HEALTH
AUTHORITY**

2013/14

**ANNUAL REPORT
2013/2014**

MESSAGE FROM THE CHAIRPERSON

DURING THE PAST YEAR EASTERN HEALTH AUTHORITY (EHA) HAS CONTINUED TO EXCEL IN THE PROVISION AND DELIVERY OF PUBLIC HEALTH SERVICES TO ITS FIVE CONSTITUENT COUNCILS.

As a prominent Local Government immunisation provider in South Australia, EHA has continued to promote the benefits of Whooping Cough and Flu vaccinations. This year the school-based immunisation program delivered by EHA for our residents placed particular emphasis on the benefits of Human Papillomavirus (HPV) vaccination to protect both sexes from a range of HPV-related cancers and diseases. The 14-year-old male cohort was targeted for this vaccination to assist in reducing the spread of the virus.

EHA is diligent in the monitoring and enforcement of standards in food premises. Thanks to staff vigilance, EHA successfully prosecuted two food businesses which had a history of non-compliance with the food safety standards. This is an important function of EHA and is vital to public safety.

Supported Residential Facilities (SRFs) accommodate some of the most disabled and vulnerable people in our community. This year EHA has been responsible for the licensing and regulation of standards in eleven SRFs for our constituent Councils and continued to provide a user-pays service to the City of Unley for the licensing of four SRFs in its area. This year one SRF closed, and with assistance from the Department of Communities and Social Inclusion all clients were successfully relocated.

The *Public and Environmental Health Act 1987* has been replaced by the *SA Public Health Act 2011*. EHA staff are pleased that this modernised legislative framework and supporting guidelines have allowed our Environmental Health Officers to effectively address and manage public health issues, in particular hoarding and severe domestic squalor.

Under the new legislation Councils are required to develop public health plans, consistent with the State Public Health Plan, to respond to public health challenges in their communities and to plan for and promote community health and wellbeing. In a fine example of Local Government collaboration our Constituent Councils agreed that EHA should develop a regional public health plan on their behalf.

A Regional Public Health Plan Advisory Committee, comprising elected members and staff from Constituent Councils, was established to oversee the development and implementation of the Plan. Following extensive consultation with Constituent Council staff and a range of stakeholders, including government agencies and NGOs, a Draft Regional Public Health Plan has been formulated for endorsement by EHA Board of Management. Public consultation on the draft Plan will take place in early 2015. Following consultation, the Plan will be formally adopted by Councils in 2015.

I take this opportunity to commend EHA staff and the CEO on the dedicated and sensitive manner in which they deal with the many complex issues which are the responsibility of EHA.

The four year term of EHA Board of Management will come to an end when Local Government elections are held in November this year. It has been a pleasure to work with such a supportive Board and I thank them for their commitment and dedication.



Sue Whittington
CHAIRPERSON



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**ABOUT
EASTERN
HEALTH
AUTHORITY**

EASTERN HEALTH AUTHORITY (EHA) IS A REGIONAL SUBSIDIARY ESTABLISHED UNDER SECTION 43 OF THE LOCAL GOVERNMENT ACT 1999 WHICH PROVIDES A RANGE OF ENVIRONMENTAL HEALTH SERVICES TO THE COMMUNITY ON BEHALF OF ITS CONSTITUENT COUNCILS IN THE EASTERN AND INNER NORTHERN SUBURBS OF ADELAIDE, SOUTH AUSTRALIA.

The Constituent Councils are:

- City of Burnside (Burnside)
- Campbelltown City Council (Campbelltown)
- City of Norwood Payneham and St Peters (NPSP)
- City of Prospect (Prospect)
- The Corporation of the Town of Walkerville (Walkerville)

During 2013-14 EHA discharged the environmental health responsibilities of its five Constituent Councils under the *South Australian (SA) Public Health Act 2011*, *Food Act 2001*, *Supported Residential Facilities Act 1992* and *Environmental Protection Act 1993*. Services include the provision of immunisation services, hygiene and sanitation control, licensing and monitoring of supported residential facilities, and monitoring of food safety standards including inspection of food premises. Immunisation services are provided to the City of Unley on a user pays basis. EHA also licenses and monitors supported residential facilities on behalf of the City of Unley.

	BURNSIDE	CAMPBELLTOWN	NPSP	PROSPECT	WALKERVILLE	TOTAL
Ratesable Properties	20,606	22,671	19,284	9,609	3,489	75,659
Population of Council	43,986	50,983	36,600	20,910	7,345	159,824
Number of Food Premises	257	269	435	160	42	1,163
Swimming & Spa Pools Sites	12	3	12	1	2	30
Cooling Towers & Warm Water Systems Sites	7	5	11	2	1	26
Supported Residential Facilities	4	3	1	2	0	10
Hairdressers/Beauty Treatment	60	52	90	29	7	238
Public & Environmental Health Complaints	65	102	79	33	15	294
2013 SBIP Year 8 Enrolment Numbers	639	608	625	173	65	2,110
2013 SBIP Year 9 Enrolment Numbers	252	299	306	150	0	1,007
Immunisation Clinics – Client Numbers	641	610	3,216	221	132	4,820
Immunisation Clinics – Vaccines Given	1,268	1,060	6,290	411	236	9,265

CHIEF EXECUTIVE OFFICER'S REPORT

COMPILING OUR ANNUAL REPORT PROVIDES AN OPPORTUNITY TO LOOK BACK ON THE WORK CARRIED OUT BY EHA OVER THE PAST FINANCIAL YEAR.

The report highlights our achievements during 2013-14 which contribute to protecting the health of the community we serve on behalf of our Constituent Councils. I am proud to have the opportunity to lead a dedicated and talented team of staff who are committed to providing excellent service and public health outcomes.

The *South Australian Public Health Act 2011* (the Act) came into full operation in June 2013 and the past year has involved EHA working with its Constituent Councils to determine how to manage our collective responsibilities contained within the Act.

The Act has been a catalyst for considering the broad impact that local government has on the health and wellbeing of its communities through the provision of a wide range of services.

While the Act does not fundamentally change our respective role in Public Health, it provides us with different powers, tools and responsibilities.

To assist in the management of this role the Act requires the development of a Regional Public Health Plan to provide a strategic focus for public health activities within the region. EHA's Constituent Councils agreed to develop a collective plan overseen by the Board of Management and an Advisory Committee. The Advisory Committee with representation from all Constituent Councils, Board of Management and EHA staff have worked extremely effectively during the year in the plan development process.

The first iteration of the Regional Public Health Plan, now in draft form, is a reflection of the significant contribution to Health and Wellbeing currently made by the Constituent Councils and EHA. The plan will be considered for adoption after public consultation in the next term of Elected Members.

The last year saw a significant increase in our Food Act enforcement activity. Twenty three food businesses were expiated for a total 53 offences, resulting in \$101,000 in fines being issued. Eight businesses were issued with Prohibition Orders requiring them to close part or all of their business until significant food safety issues were rectified. Two prosecutions were finalised resulting in the businesses concerned being fined a total \$214,000.

EHA recognises that the majority of food businesses want to comply with the law and produce food that is safe. EHA's important role in relation to food safety compliance and enforcement is all about protecting consumers from the minority, who flout the law or act irresponsibly, endangering consumers and imposing unfair competition on compliant food businesses.

It is difficult to determine the exact reasons for the increased level of enforcement activity required and it is likely that a combination of factors have contributed to the increase.

A common theme in businesses that breach food safety standards is a lack of appropriate skills and knowledge of staff and management. Businesses that have a lack of awareness of the food safety hazards within their business are not able to make a link to the risks that they may pose to their customers.

All food businesses should be motivated independently to maintain their food premises in accordance with the Food Safety Standards. In some businesses however, the catalyst for compliance is very often external (EHA as the Enforcement Agency) and related to issues identified from an inspection or complaint investigation.

EHA's enforcement policy and practice is based on the principles of a graduated and proportionate response being applied to breaches of standards. The vast majority of the business issued with a prohibition order, expiated or prosecuted have had significant histories of non-compliance and have been given opportunities to improve their standards.

The use of enforcement as a means to achieve a behavioural change is resource intensive and has impacted on the overall routine inspection numbers. It does however demonstrate EHA's determination to ensure appropriate standards of food safety are maintained and appropriate action is taken where serious non-compliance is observed.

EHA provided around 29,500 vaccinations during the year at public clinics, high schools and worksites. Immunisation is one of the most significant achievements in public health, saving millions of lives and continues to do so. It is wonderful to be able to be part of this initiative and know how beneficial the job we do is.

With the upcoming Local Government elections in mind I would like to take this opportunity to thank the Elected Members who have served as Board Members over the last term. The Board has worked cohesively and been incredibly supportive and enthusiastic about the work we do on behalf of the Constituent Councils.

None of the achievements outlined in this report would have been possible without the efforts of our hard working staff. I thank you for all of your efforts and look forward to working with you in the future.



Michael Livori

CEO

GOVERNANCE



BOARD OF MANAGEMENT 2014

EHA is a body corporate, governed by a Board of Management comprising of two elected members from each Constituent Council. The Board held formal meetings six times during the year to consider EHA's business. Table 2 details Board Member attendance at meetings.

During 2013-14, the Board considered two items where it was necessary to exclude the public from discussion. Table 3 identifies the grounds on which the Board made this determination.

TABLE 2 NUMBER OF MEETINGS ATTENDED BY INDIVIDUAL BOARD MEMBERS

	BOARD MEMBER	MEETINGS ATTENDED
City of Norwood Payneham & St Peters	Cr S Whittington	6
	Cr G Knoblauch	4
City of Burnside	Cr P Cornish	4
	Cr A Monceaux	6
Campbelltown City Council	Cr J Kennedy	5
	Cr M Ryan	2
	Cr J Pfitzner	2
	Cr J Whittaker (Proxy)	1
City of Prospect	Cr K Barnett	6
	Cr A Dixon	5
Corporation of the Town of Walkerville	Cr C Wigg	6
	Cr S Bernardi	6

TABLE 3 NUMBER OF TIMES THE BOARD OF MANAGEMENT CONSIDERED AN ITEM TO BE EXCLUDED FROM PUBLIC DISCUSSION

LOCAL GOVERNMENT ACT 1999	DESCRIPTION	NO. OF TIMES USED
Section 90(3)(a)	information relating to the personal affairs of a person	2

CITY OF NORWOOD PAYNEHAM & ST PETERS



Cr Sue Whittington
CHAIR PERSON

Cr Garry Knoblauch

CITY OF BURNSIDE



Cr Peter Cornish
DEPUTY CHAIR

Cr Anne Monceaux

CAMPBELLTOWN CITY COUNCIL



Cr Marijka Ryan

Cr John Kennedy

CITY OF PROSPECT



Cr Kristina Barnett

Cr Ashley Dixon

CORPORATION OF THE TOWN OF WALKERVILLE



Cr Carolyn Wigg

Cr Sinead Bernardi

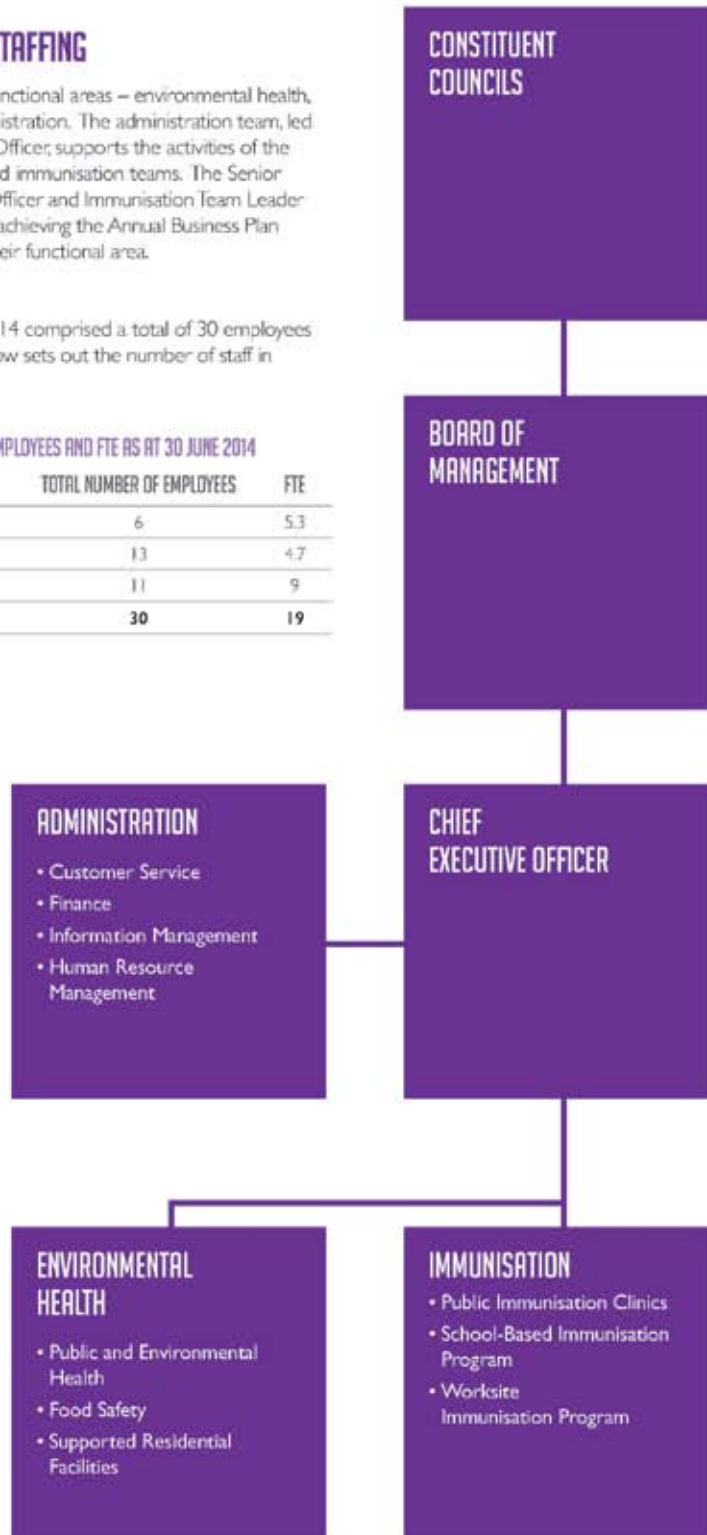
STRUCTURE AND STAFFING

EHA comprises three functional areas – environmental health, immunisation and administration. The administration team, led by the Chief Executive Officer, supports the activities of the environmental health and immunisation teams. The Senior Environmental Health Officer and Immunisation Team Leader have responsibilities for achieving the Annual Business Plan objectives relevant to their functional area.

Staffing as at 30 June 2014 comprised a total of 30 employees (19 FTE). The table below sets out the number of staff in each team.

TABLE 4 NUMBER OF TOTAL EMPLOYEES AND FTE AS AT 30 JUNE 2014

	TOTAL NUMBER OF EMPLOYEES	FTE
Administration	6	5.3
Immunisation	13	4.7
Environmental Health	11	9
Total	30	19



ANNUAL BUSINESS PLAN

EHA develops an Annual Business Plan for the purpose of translating strategic directions into action and sets measures to assess its performance.

The core activities that have been undertaken to deliver on the objectives of the plan are detailed in this report.

CHARTER REVIEW

A review was undertaken and a revised Charter is currently being considered by the Constituent Councils.

FINANCE

Audit Committee

EHA's Audit committee met on two occasions during the year. The Committee's work included reviewing the audited financial statements reviewing a draft long term financial plan and considering External Audit recommendations.

Financial Statements

The Audited Financial Statements for the year ending 30 June 2014 are provided on page 37. They show an Operating Surplus of \$124,697.

FREEDOM OF INFORMATION

Two requests for information under the *Freedom of Information Act 1991* were received during 2013-14.

The first request was determined and access to the requested document was granted.

In relation to the second request it was determined that no document existed which matched the request.



IMMUNISATION



IMMUNISATION IS A PROVEN TOOL FOR CONTROLLING AND ELIMINATING LIFE-THREATENING INFECTIOUS DISEASES.

It is one of the most cost-effective health investments and is estimated to avert between 2 and 3 million deaths each year. The Australian government vaccination programs have greatly reduced the burden of infectious diseases and continue to protect our population from potential outbreaks of serious communicable illnesses.

With high vaccination rates, the threat of outbreaks remains low and we move towards eliminating some of these diseases.

Achieving and maintaining high rates of vaccination coverage calls for an ongoing commitment from many private and public stakeholders. In South Australia, EHA is a key stakeholder providing a proactive local government immunisation service for five Constituent Councils and one client council, encompassing three main programs: public clinics, schools and workplaces.

The communities serviced by EHA have a wide choice of public venues, dates and times. Providing such a variety of clinics is an important strategy in improving access to services and enhancing immunisation coverage.

The clinic appointment system for newly-arrived families requesting catch-up vaccination continues, and is well utilised by our Councils' communities. At EHA clinics during 2013-14 there were 127 children who were born overseas and were immunised in line with the National Immunisation Program.

Accountable vaccine cold chain management, continuous staff training, education and balanced information on the benefits and possible risks of immunisation are a significant part of EHA's comprehensive immunisation service to its community.

PUBLIC IMMUNISATION CLINICS

There were 5,757 clients provided with vaccinations at EHA public clinics. This was a decrease of 10% from 2012-13. The reduction is a result of the return to normal numbers of seasonal flu vaccinations being given, following a large spike in numbers from April to June of 2013. Also the cessation of the Adelaide City Clinic in December 2013 has affected the numbers.

Graphs 1 and 2 compare the number of clients attending over the last 3 financial years. This demonstrates the cyclical nature of the immunisation season and the peak attributed to the yearly flu season.

GRAPH 1 EHA PUBLIC IMMUNISATION CLINICS
A THREE FINANCIAL YEAR COMPARISON FOR CLIENT ATTENDANCE

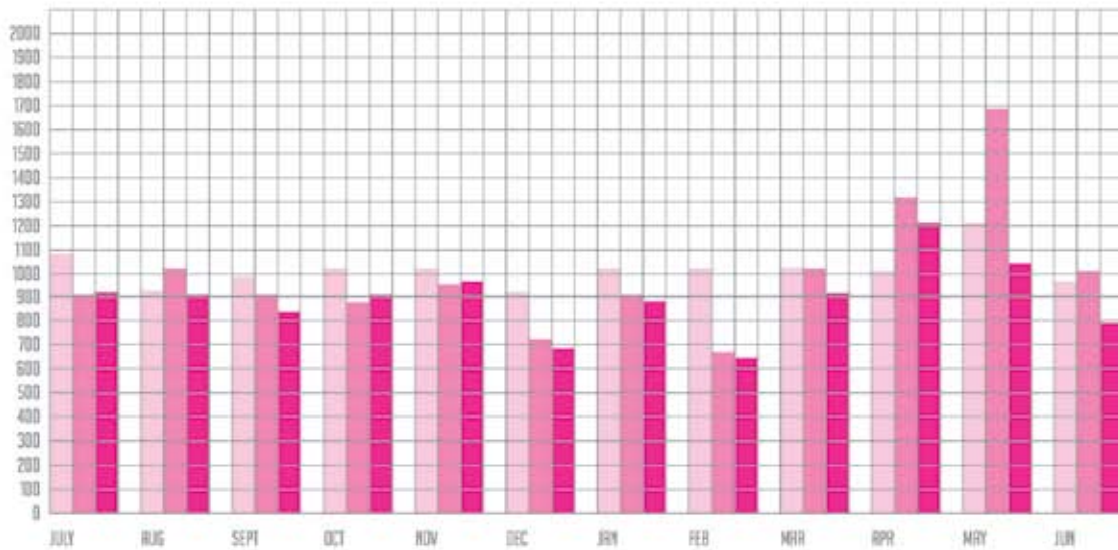


GRAPH 2 A THREE YEAR LINEAR TREND REPRESENTATION OF THE CLIENT ATTENDANCE AT THE IMMUNISATION CLINICS. AN ILLUSTRATION OF THE CONTINUAL DEMAND FOR EHR IMMUNISATION SERVICES



GRAPH 3 A THREE YEAR COMPARISON OF THE NUMBER OF VACCINES DELIVERED AT PUBLIC CLINICS

2011-12 2012-13 2013-14



A total of 11,062 vaccines were administered to our clients, 1,525 vaccines less than the previous year. A drop in client numbers and the introduction of a multi-valent vaccine reduced the number of vaccines given.

The value of the EHA immunisation model is that it provides our residents with a wide variety of accessible venues which cover appointment only, casual drop-in, mornings, late afternoons, evenings and Saturday morning clinics.

Table 5 shows where our residents choose to be vaccinated. It clearly demonstrates our residents utilise the wide range of

options EHA provides. As an example, of the 1,184 Campbelltown residents immunised, 39% chose to attend the Campbelltown clinic while 61% chose to attend other EHA venues.

EHA continues to promote Pertussis prevention in the community through education and immunisation of parents and immediate carers of newborn babies.

Table 6 shows there has been a 32% decrease of Pertussis disease notifications reported to SA Health for EHA council areas when compared to 2011-12.

TABLE 5 THE NUMBER OF CLIENTS PER COUNCIL AREA AND CHOICE OF CLINIC VENUE

WHERE CLIENTS COME FROM (COUNCIL AREA)	NUMBER OF CLIENTS FROM COUNCIL AREA	WHERE CLIENTS ATTEND (CLINIC VENUE BY %)							TOTAL %
		BURNSIDE	CAMPBELLTOWN	NPSP	PROSPECT	WALKERVILLE	ADELAIDE	UNLEY	
Burnside	970	38%	4%	44%	1%	1%	1%	11%	100%
Campbelltown	1,184	4%	39%	50%	1%	2%	0%	4%	100%
NPSP	1,663	5%	4%	85%	1%	2%	0%	3%	100%
Prospect	353	3%	1%	55%	30%	5%	1%	5%	100%
Walkerville	171	3%	2%	61%	8%	22%	0%	4%	100%
Adelaide	122	5%	1%	49%	7%	3%	19%	16%	100%
Unley	788	12%	1%	23%	1%	1%	1%	61%	100%
Other	506	7%	7%	43%	7%	1%	3%	32%	100%
Total Number of Clients	5,757								

TABLE 6 A THREE YEAR COMPARISON OF PERTUSSIS & INFLUENZA VACCINE PREVENTABLE DISEASES REPORTED TO SA HEALTH BY EHA COUNCIL AREAS

COUNCIL AREA	PERTUSSIS			INFLUENZA A		
	2011-12	2012-13	2013-14	2011-12	2012-13	2013-14
Burnside	16	6	8	136	149	193
Campbelltown	25	21	14	224	226	197
NPSP	10	15	6	133	98	119
Prospect	2	4	8	41	8	56
Walkerville	3	6	2	27	41	34
Total	56	52	38	561	522	599

SCHOOL BASED IMMUNISATION PROGRAM

During the 2013 Calendar Year School Based Immunisation Program (SBIP), a total of 14,331 vaccines were administered to Year 8 and 9 students. Table 7 below compares the vaccine types delivered for the SBIP for 2012 and 2013 for each Council area. The vaccinations were provided through 101 school sessions at 27 schools and involved:

- Year 8 male and female students receiving two doses of Hepatitis B vaccine
- Year 8 male and female students receiving one dose of Varicella (chicken pox) vaccine
- Year 8 female students receiving three doses of Human Papillomavirus (HPV) vaccine
- Year 9 male and female students receiving one dose of Diphtheria-Tetanus-Pertussis (dTPa) vaccine
- Year 9 male students receiving three doses of HPV vaccine.

Graph 4 demonstrates a 17% increase in the vaccines administered for the 2013 ongoing SBIP compared to the previous year. This significant increase can be attributed to the Year 9 boys participating in the HPV catch up program.

GRAPH 4 A THREE YEAR COMPARISON OF TOTAL VACCINES ADMINISTERED AT SBIP

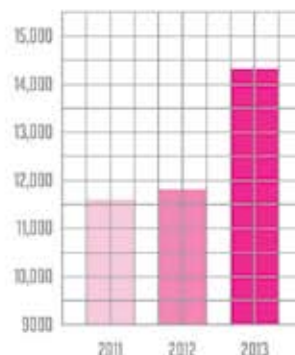


TABLE 7 A TWO YEAR COMPARISON OF VACCINE TYPES ADMINISTERED FOR THE 2012-13 SBIP

COUNCIL AREA	HEP B		VZV		HPV		DTPA		TOTAL	
	2012	2013	2012	2013	2012	2013	2012	2013	2012	2013
Adelaide	1,204	1,050	395	341	1,187	2,012	647	647	3,433	4,050
Burnside	802	582	210	191	848	1,398	505	522	2,365	2,693
Campbelltown	833	714	280	234	590	1,309	427	441	2,130	2,698
NPSP	884	684	255	180	724	1,430	459	491	2,322	2,785
Prospect	217	208	75	90	40	418	142	148	474	864
Unley	266	254	66	49	330	482	172	163	834	948
Walkerville	78	62	20	20	139	158	64	53	301	293
Total	4,284	3,554	1,301	1,105	3,858	7,207	2,416	2,465	11,859	14,331

WORKSITE IMMUNISATION PROGRAM

A total of 4,138 vaccines were provided at 106 worksites during 2013-14 (Table 8). This was a 14% decrease when compared to the previous year. The decrease was in part a result of EHA no longer providing services to the staff of high schools within Adelaide City.

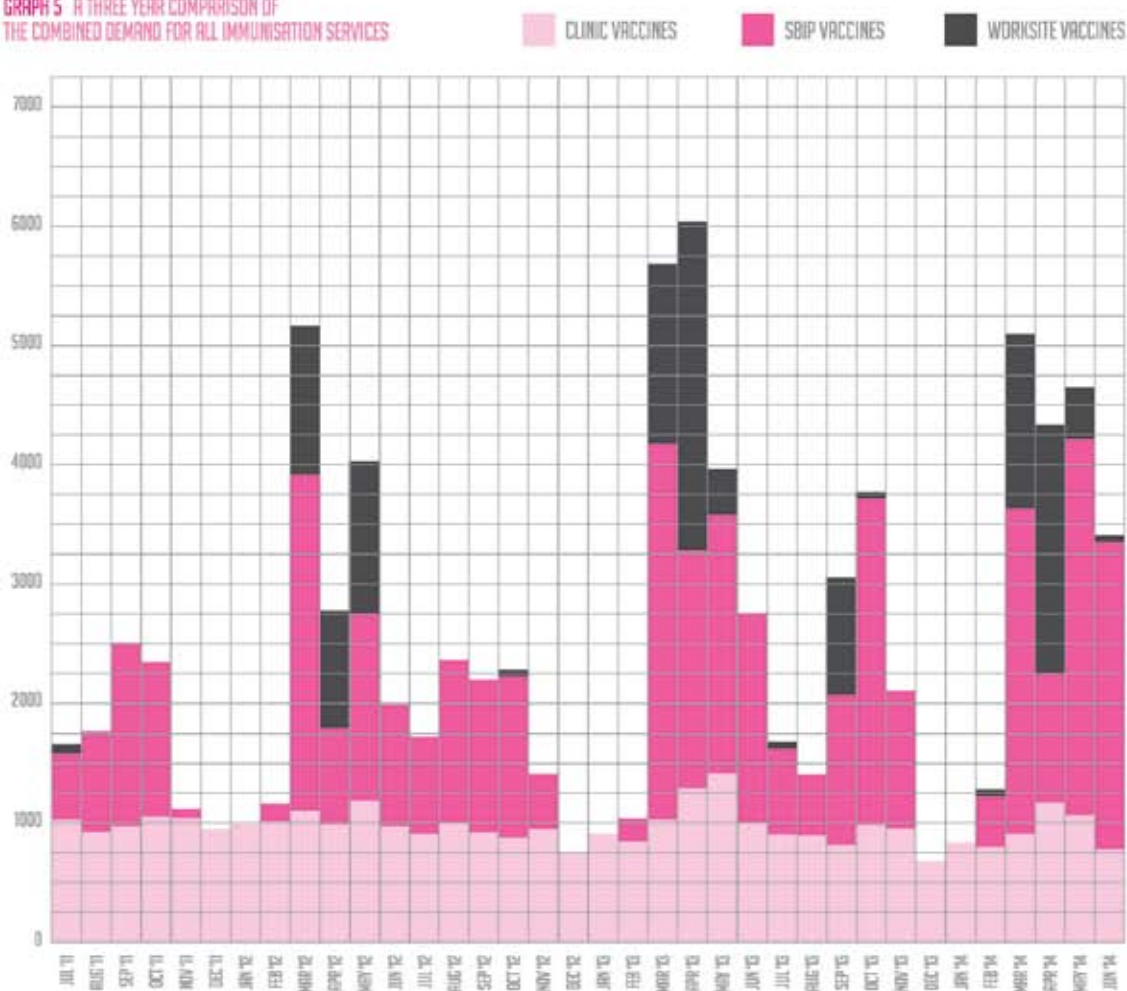
Graph 5 demonstrates the combined demand for all immunisation services (public clinics, SBIP and worksite programs) over a three year period.

The sharp peaks in demand occur when the general public and worksites require seasonal influenza vaccination during March, April and May of each year.

TABLE 8 A THREE YEAR COMPARISON OF THE TOTAL NUMBER OF VACCINES ADMINISTERED AT WORKSITES

VACCINE TYPE	2011-12	2012-13	2013-14
Influenza	4,289	4,679	4,019
Hepatitis A	2	0	15
Hepatitis B	2	34	1
Hepatitis A & B	6	23	74
dTpa	17	32	29
Total	4,316	4,768	4,138

GRAPH 5 A THREE YEAR COMPARISON OF THE COMBINED DEMAND FOR ALL IMMUNISATION SERVICES



PUBLIC AND ENVIRONMENTAL HEALTH



“ENVIRONMENTAL HEALTH ADDRESSES ALL THE PHYSICAL, CHEMICAL, AND BIOLOGICAL FACTORS EXTERNAL TO A PERSON, AND ALL THE RELATED FACTORS IMPACTING BEHAVIOURS. IT ENCOMPASSES THE ASSESSMENT AND CONTROL OF THOSE ENVIRONMENTAL FACTORS THAT CAN POTENTIALLY AFFECT HEALTH. IT IS TARGETED TOWARDS PREVENTING DISEASE AND CREATING HEALTH-SUPPORTIVE ENVIRONMENTS. THIS DEFINITION EXCLUDES BEHAVIOUR NOT RELATED TO ENVIRONMENT, AS WELL AS BEHAVIOUR RELATED TO THE SOCIAL AND CULTURAL ENVIRONMENT, AND GENETICS.”

World Health Organisation (WHO), 2012

The world is changing and public health issues are evolving as our societies diversify. The *South Australian Public Health Act 2011* aims to provide a modernised flexible legislative framework to respond to both traditional and contemporary public health issues.

COMPLAINTS AND REFERRALS

EHA received 292 complaints/referrals from the public or State Government agencies. As outlined in Table 9 the total number received during the year represents a 34% increase when compared to 2012-13. The numbers are more comparable (within 4%) with the 2011-12 reporting period.

As shown in Table 9, the increase in the total number of public health complaints received was attributed to the increase in the sanitation, air quality and hazardous waste complaints.

A total of 30 air quality complaints 17 more than the previous year required investigation. As shown in Graph 6, the most common reasons for complaints related to chemical fumes, from activities such as spray painting, operating generators, pest control and painting and smoke arising from the operation of wood heaters.

Whilst the number of hazardous waste complaints significantly increased during 2013-14, the number was comparable to 2011-12 reporting period (Table 9). As shown in Table 10, hazardous waste complaints related to the collection of syringes, asbestos and the identification of clandestine drug laboratories.

Seventeen animal keeping complaints required investigation during the 2013-14 period, an increase compared to last year. Ten of these complaints were related to odours, and seven involved the feeding of pigeons and feral cats. All complaints investigated were nuisance related with no direct risk to public health. Letters regarding animal keeping practices and odour prevention were distributed to educate residents and follow up inspections were conducted as necessary.

TABLE 9 A THREE YEAR COMPARISON OF THE TYPE OF PUBLIC HEALTH COMPLAINTS RECEIVED

	2011-12	2012-13	2013-14
Animal Keeping	8	11	17
Notifiable Disease	28	29	29
Sanitation	50	45	73
Vector Control	133	97	105
Waste Control	4	0	0
Air Quality	16	13	30
Water Quality	19	17	18
Hazardous Substances	13	2	12
Other	10	6	8
Total	281	220	292

GRAPH 6 A GRAPH ILLUSTRATING THE TYPES OF AIR QUALITY COMPLAINTS RECEIVED DURING 2013-14

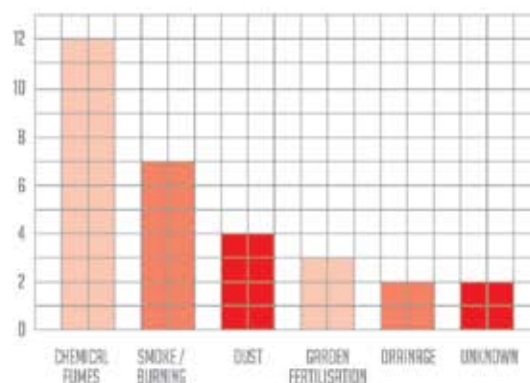


TABLE 10 A THREE YEAR COMPARISON OF THE TYPES OF HAZARDOUS WASTE COMPLAINTS RECEIVED

TYPE OF COMPLAINTS	2011-12	2012-13	2013-14
Asbestos	3	0	6
Clandestine Lab	3	1	4
Collection of Syringes	7	1	2

TABLE 11 A THREE YEAR COMPARISON OF THE NUMBER OF REPORTED NOTIFIABLE DISEASES

TYPE OF COMPLAINTS	2011-12	2012-13	2013-14
Campylobacter	145	199	188
Salmonella	70	70	110
Legionellosis	5	3	4
Cryptosporidiosis	9	8	27
Hepatitis A	0	0	0
Rotavirus	18	36	27

The SA Public Health Act 2011 prescribe a list of diseases that are notifiable to SA Health Communicable Disease Control Branch (CDCB) (Table 11). Notification of these diseases allow for surveillance and investigation to be undertaken to protect the community from the risk of infectious diseases.

Campylobacter and Salmonella remain the most frequently reported food borne disease. The reporting period saw an increase in the number of confirmed cases of Salmonella compared to the previous year (Table 11). This increase is consistent with a State wide increase in Salmonella notifications. SA Health reported that the increase is believed to have been associated with foods containing raw or partially cooked eggs such as aioli, mayonnaise, custards, cheesecake and mousse. Due to the risks involved, EHA has and continues to pay particular focus on the safe food handling of raw egg-based foods.

Routine surveillance and investigation of sporadic cases of disease by CDCB allows for the identification of clusters and outbreaks to be further investigated. During the year CDCB requested EHA to investigate two cases of Campylobacter and one case of Salmonella during the year.

Following a school camp two students were confirmed with Campylobacter. The camp was co-ordinated by an outdoor adventure company. Due to the location of the camp a thorough review of the food safety processes and procedures was undertaken at the company's head office. Authorised Officers established food had been transported from the head office to the various camp sites, where food was prepared and served at outdoor kitchens. The kitchen facility and dining areas are easily accessed by wildlife and could potentially contaminate food and food contact surfaces. A regional Council was contacted and an inspection of the outdoor camp kitchen was undertaken and the facilities were found to be suitable. Recommendations to implement a Food Safety Plan was made to the outdoor adventure company, to maintain temperature records, ensure thorough sanitising of food contact surfaces and ensure all students wash their hands after being in contact with animals.

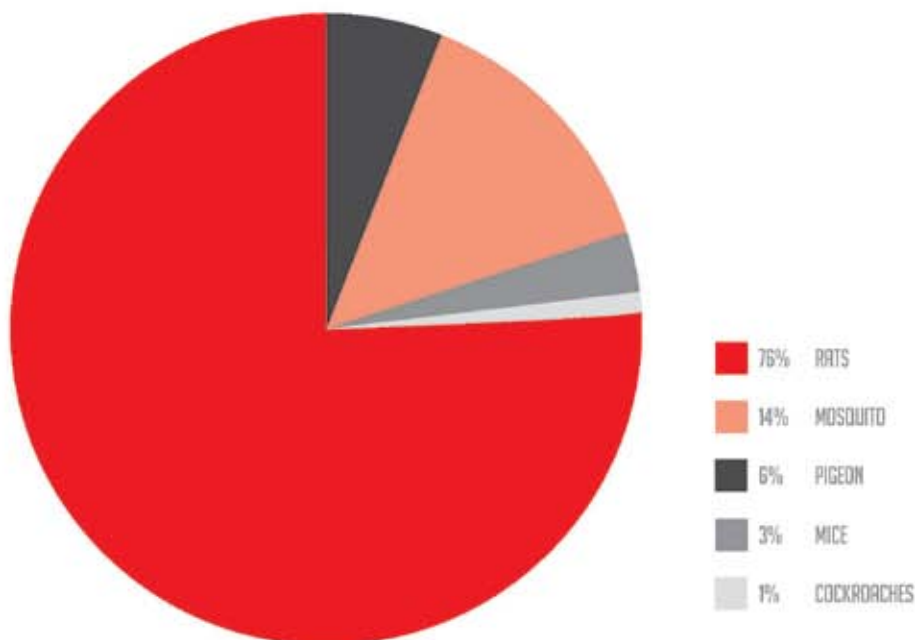
A reported case of Salmonella involving the keeping of chickens at a child care centre was received. A review of the hand washing procedures following contact with the animals was discussed and educational material was provided to the facility. No other cases were received.

There was a significant increase in the number of Cryptosporidiosis notifications when compared to the previous two years. The specific source where the transmission of infection may have occurred was not identified within our Constituent Councils. Subsequently, there were no requests by CDCB to investigate these notifications.

As represented in Table 9, there was an increased number of sanitation complaints received. A high proportion of sanitation complaints (44%) related to overgrown vegetation and accumulation of materials and did not constitute "harm to health" under the new SA Public Health Act 2011. However, a total of 30 sanitation complaints resulting from hoarding and squalor or other activities within residential homes that could potentially jeopardise the safety of the public warranted further investigation.



GRAPH 7 A GRAPH ILLUSTRATING THE PROPORTION OF THE TYPES OF VECTOR CONTROL COMPLAINTS RECEIVED



Prior to the introduction of the *SA Public Health Act 2011* and associated guidelines, limited resources and assistance was available to Authorised Officers to encourage voluntary action to remove an insanitary condition. This resulted in notices issued and action on default on properties and failing to address the underlying cause.

The introduction of the *Foot in a Door - Stepping towards solutions to resolve incidents of severe domestic squalor in South Australia* guidelines recognises the importance of taking a holistic approach when resolving cases of severe domestic squalor; including addressing the underlying cause rather than just the symptom (the squalor).

These guidelines aim to support local government EHOs to understand, assess and manage cases of severe domestic squalor in South Australia. Furthermore, the guidelines recognise a multidisciplinary approach that focuses on early intervention, treatment and relapse prevention.

The assessment tool to determine a breach of General Duty, section 52 under *SA Public Health Act 2011* and the guidelines have allowed for a consistent approach to the consideration, administration and enforcement of the *SA Public Health Act, 2011*.

EHA has been a leader for the Eastern Region and established the Eastern Hoarding and Squalor Group in July 2013. The purpose of the group is to provide a collaborative forum for EHOs from EHA, City of Tea Tree Gully, Adelaide Hills Council, City of Unley and Adelaide City Council to discuss squalor

and hoarding complaints along with government and non government agencies. The legislative changes and guidelines have allowed the group to achieve some great outcomes.

The group met eight times in 2013-14 which resulted in assistance and services from various group members on six occasions within EHA's jurisdiction involving hoarding and squalor. The agencies involved have worked collaboratively with EHOs to encourage owners or tenants to initiate and or entirely remove the accumulation of items and in some instances remove the squalor conditions. This allows for 'normal' activities such as cooking, bathing and sleeping within the home.

A total of 105 vector complaints were received during the year, 76% of these complaints related to rodent activity (Table 9). Overgrown vegetation, accumulated refuse or poor poultry keeping was the common cause for rodent complaints, (Graph 7).

During investigations where EHOs do not have substantial evidence to identify the primary source of harbourage, information is issued to neighbouring homes. The letters have been effective in notifying neighbouring residents of potential issues and on occasions residents have contacted EHA to obtain further advice on vector management.

To assist with rodent populations, EHA provided 1,337 free rodent bait samples to ratepayers and residents within the five Constituent Councils.

MONITORING AND SURVEILLANCE

Cooling Towers and Warm Water Systems

A total of 61 high-risk manufactured water systems (HRMWS) were registered at 31 sites within EHA. This represents a 25% decrease when compared to 2012-13 (Table 12). The decrease can be attributed to the conversion of warm water systems to hot water systems, which minimises the risk of *Legionella*. As a result these systems were no longer classified as HRMWS under the new SA Public Health (*Legionella*) Regulations 2013.

During the year, 32 cooling towers and 25 warm water systems were inspected at 31 sites, with one follow-up inspection required due to inadequate staff training and missing documentation. Samples taken during routine testing resulted in 24 high counts of *Legionella* representing a 49% decrease compared to the previous year. The significant decline in the number of notifications is due to a large reduction in high counts from one facility. This facility's system is now continuously dosed with a low level of chlorine.

In response to high count notifications, the responsible persons were contacted and immediate action taken to shut down and decontaminate the systems. Retesting was carried out to ensure decontamination was successful.

EHA received four *Legionella* disease notifications from SA Health, implicating three cooling tower sites and a residential warm water system. The number of notifications was comparable the previous year (Table 12). Authorised Officers conducted onsite or desktop investigations which included taking samples from the hot water systems and cooling towers and providing decontamination advice. No samples returned positive results for *Legionella*.

Personal Grooming, Body Art and Health Care

During the year, routine inspections of 13 acupuncturists and five tattooists were undertaken. The procedural knowledge and standard of cleanliness was consistently satisfactory. A common non-compliance of using material towels for hand drying was identified. Recommendations were provided to business owners regarding the use of single use paper towel. One tattooist required a follow up inspection for not providing a designated hand washing facility and failing to provide calibration records of the autoclave.

Three complaints involving a barber shop and two hairdressing salons were received during the year. All complaints were investigated and where required proprietors were educated on safe personal hygiene practices and provided with a copy of the relevant guidelines. The majority of issues were immediately rectified during the investigation and no follow up inspections were required.

Waste Control Systems

Since July 2013, EHA has received and assessed two new waste control system applications. Both systems were Aerobic Wastewater Systems and included a mandatory engineers report as required by the new SA Public Health Act (*Wastewater*) Regulations 2013. EHA continues to receive quarterly service reports of Aerobic Waste Treatment Systems by qualified technicians. No complaints were received during the year.

TABLE 12 A THREE YEAR COMPARISON OF THE NUMBER OF REGISTERED HIGH RISK MANUFACTURED WATER SYSTEMS AND THE NUMBER OF ROUTINE AND FOLLOW-UP INSPECTIONS UNDERTAKEN AND LEGIONELLA HIGH COUNT TEST RESULTS

	2011-12	2012-13	2013-14
Number of Sites	53	49	31
HRMWS Registered	96	81	61
Number of Inspections (sites)	32	29	31
Number of Follow-ups	10	4	1
High Count test results	20	47	24
Warnings	0	0	2
<i>Legionella</i> disease Notifications from CDCB	3	5	4

Public Swimming Pools and Spas

Authorised Officers inspected all swimming pools, spa pools and hydrotherapy pools on two occasions located at 29 sites (Table 13). The facilities were assessed biannually against the standards prescribed in the *Public Health (General) Regulations 2013*. A total of ten swimming and spa pools located at eight sites required a follow up inspection. The reasons for follow-ups included inappropriate disinfection levels and insufficient record keeping.

The introduction of new *SA Public Health Act 2011* and associated Regulations have provided Authorised Officers with an improved ability to take necessary legal action, where the operator fails to comply with the Regulations. Legal action was taken against three sites for non-compliance with *SA Public Health (General) Regulations 2013* consisting of three Warning Letters and three Compliance Notices.

One operator of an indoor swimming pool failed to maintain the pool water within parameters prescribed by the Regulations. Maintenance staff failed to monitor the levels of disinfecting agent feeding the plant equipment and the pool operator confirmed staff were falsifying the manual testing records.

Other non-compliances were identified including unclean change rooms and steam areas and pool operators with insufficient skills and knowledge. An Emergency Notice under Section 92 (6) of the *SA Public Health Act 2011*

was issued instructing the facility to immediately close as there was an immediate risk to public health. A follow up inspection was conducted and all issues were rectified, allowing the pool to reopen for public use.

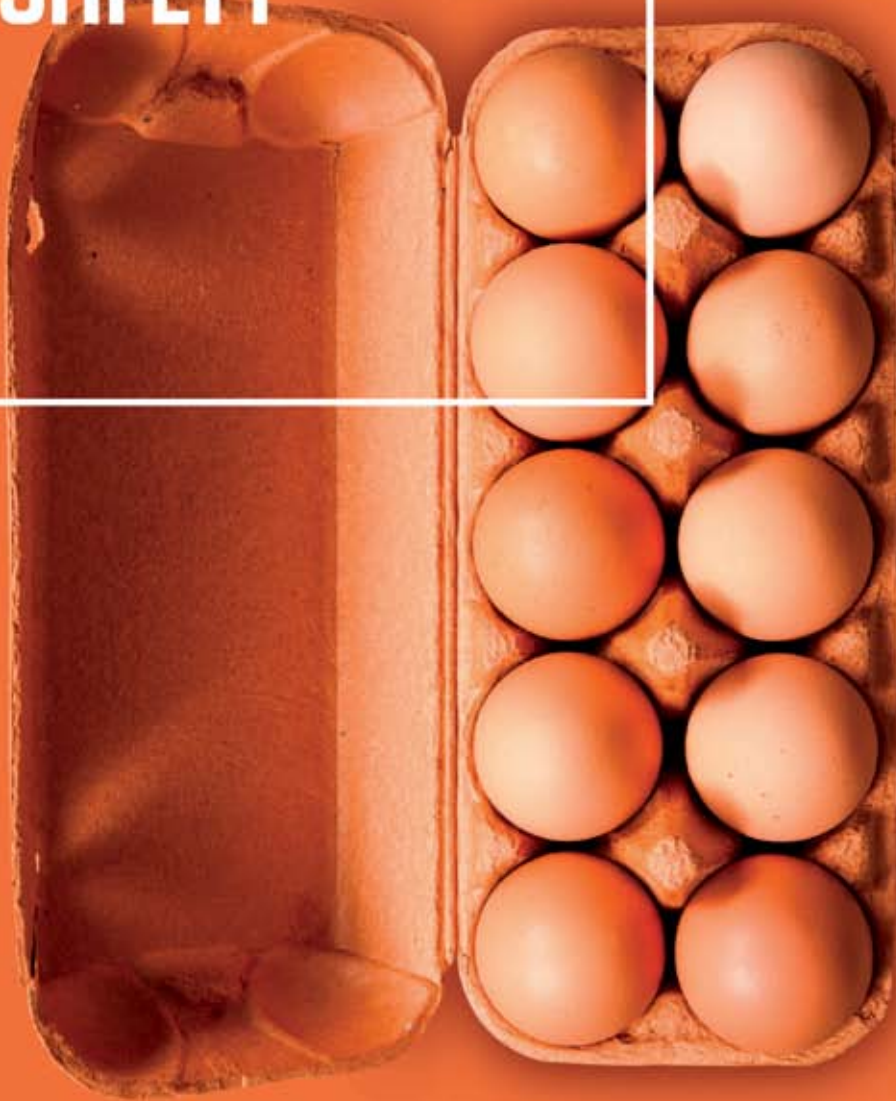
One complaint was received involving inadequate ablutions at an indoor swimming pool facility. An inspection confirmed that change rooms and steam areas of the facility were mouldy, unclean and in a poor state of repair. Low disinfection levels and insufficient record keeping was also discovered. Because of the serious nature of the non-compliances, a Compliance Notice was issued under the *SA Public Health (General) Regulations 2013*. The operator was instructed to close the pool to the public and undertake the necessary repairs and cleaning. The pool was reopened for public use after the issues were rectified.

TABLE 13 A THREE YEAR COMPARISON OF THE NUMBER OF ROUTINE AND FOLLOW-UP INSPECTIONS CONDUCTED AT SWIMMING, SPA AND HYDROTHERAPY POOLS, AND THE NUMBER OF CRYPTOSPORIDIOSIS NOTIFICATIONS RECEIVED

	2011-12	2012-13	2013-14
Inspections	58 (31 sites)	44 (29 sites)	58 (29 sites)
Follow-ups	11	10	16
Complaints	2	4	1
Cryptosporidiosis Complaints	2	1	0



FOOD SAFETY



FOOD SAFETY INSPECTIONS, COMPLAINTS, AUDITS AND ENFORCEMENT

EHA administers the *Food Act 2001* in conjunction with the Food Safety Standards to protect the public from food borne illness and associated risks. Illnesses caused by the sale and consumption of unsafe food are preventable through education, regulation and intervention from Environmental Health Officers (EHOs) during regular inspections and audits. Consumers have the right to expect the food they eat is protected from microbiological contamination, free from foreign matter and is not subjected to poor food handling practices. As a regulator of food hygiene and safety, EHA is committed to ensuring that proper food safety standards are applied through appropriate surveillance and enforcement.

FOOD SAFETY INSPECTIONS

As at 30 June 2014, a total of 1,208 known food premises were operating within EHA's jurisdiction. Takeaway, cafes, and restaurants are the predominant types of food businesses.

A total of 1,426 inspections of food premises were conducted during the year. Of the total number of inspections 780 (54.7%) were routine and 555 (39%) were follow-ups (Table 14).

EHA's philosophy is to conduct thorough routine inspections and follow-up inspections to ensure non-compliances are rectified and appropriate food safety standards are maintained. The percentage of businesses requiring follow-ups was comparable with the previous two years (Table 15).

During the year SA Health released the new Primary Production Standards, Standard 4.2.1 Primary Production & Processing Standard for Seafood and Standard 4.2.2 & 4.2.3 – RTE Poultry and Meat. The introduction of the new Standards required EHA to review all food businesses that process and wholesale seafood and bivalve molluscs. The ongoing identification and monitoring program for food businesses that may process vacuum packed ready-to-eat meat and poultry products also commenced.

All seafood retailers and wholesalers were inspected and the assessment tool was completed. Following the inspections one seafood retailer was required to implement a food safety program under the new Standard 4.2.1. Five seafood businesses will be subject to a 'heightened inspection', targeting any additional risks that have been identified for monitoring, such as traceability.

Authorised Officers commenced and will continue to review the processing of vacuum packed ready-to-eat meat and poultry products during routine inspections and complaint investigations. At present, two food businesses require the implementation of food safety controls and food safety management systems.

GRAPH 8 A THREE YEAR COMPARISON OF THE NUMBER OF FOOD BUSINESSES OPERATING SHOWS A CONTINUAL UPWARD TREND IN NUMBERS



TABLE 14 A THREE YEAR COMPARISON OF THE NUMBER OF ROUTINE, FOLLOW-UP AND FIT-OUT INSPECTIONS UNDERTAKEN AND COMPLAINTS RECEIVED

TYPE OF INSPECTION	2011-12	2012-13	2013-14
Routine	840	675	780
Follow up	556	428	555
Complaint	88	83	82
Pre-opening/fit out	26	21	9
Total	1,510	1,207	1,426

TABLE 15 A THREE YEAR COMPARISON OF THE NUMBER OF BUSINESSES REQUIRING FOLLOW-UP INSPECTIONS

BUSINESSES REQUIRING FOLLOW-UPS	2011-12	2012-13	2013-14
Number of businesses requiring follow-up inspections	376	348	398
% of businesses requiring follow-up inspections	48%	52%	51%

FOOD SAFETY AUDITS

Food businesses serving food to vulnerable populations, such as hospitals, aged care, childcare and delivered meals organisations are captured under Food Safety Standard 3.2.1, which requires the implementation of an audited food safety program (FSP).

As shown in Table 16, a total of 52 scheduled food safety audits and eight follow-up audits were conducted within EHA's jurisdiction during the year. A total of 42 food businesses were audited in other council areas.

In addition to a scheduled audit, the food businesses within EHA's jurisdiction undergo an unannounced food inspection. These unannounced routine inspections along with Auditors' constructive feedback and guidance to assist in further improving FSPs, most likely have contributed to the decrease in the number of follow-up audits required (Table 16).

ENFORCEMENT

EHA recognises the benefits of Authorised Officers routinely providing advice on compliance to food businesses. This advice relates to principles of food safety and explaining the benefits of compliance or the purpose of the law. Verbal advice is also given through EHA's food safety training seminars, which are in their sixth year of operation.

Despite this educative approach, repeated non compliance observed has resulted in an increase in legal action, which may take the form of written warnings, Improvement Notices, Prohibition Orders, Expiations or Prosecutions. EHA's enforcement policy allows for a graduated response to be applied to breaches of standards as shown in Graph 9. The vast majority of the businesses issued with a prohibition order, expiated or prosecuted have had significant histories of non-compliance.

Improvement Notices accounted for the majority of enforcement action taken with a total of 138 Improvement Notices issued to 94 food businesses during the year. A total of 34 food businesses received more than one Improvement Notice and in some cases four Notices. The issuing of more than one Notice to a food business is a result of multiple Notices issued with varying due dates proportionate to the type of compliance required and food businesses with an inspection frequency of three or six months, continuing to fail to comply with the Food Safety Standards.

As shown in Table 17 and Graph 9, there was a 126% increase in the total number of Improvement Notices issued when compared to 2012-13. The number of businesses issued with an Improvement Notice increased from 7% to 12% when compared to 2012-13.

The common reasons for enforcement activity were comparable with previous years. The reasons included food storage and processing, cleanliness, cleaning and sanitising of food contact surfaces, fixtures, fittings and equipment not fit for their intended use, and health and hygiene of food handlers.

TABLE 16 A THREE YEAR COMPARISON OF THE NUMBER OF AUDITS AND FOLLOW-UP AUDITS CONDUCTED IN OUR FIVE CONSTITUENT COUNCILS AND OTHER COUNCIL AREAS

	2011-12		2012-13		2013-14	
	EHA	Other Council Areas	EHA	Other Council Areas	EHA	Other Council Areas
No. of Audits	50	39	48	20	52	42
No. of Follow-up Audits	15	7	15	3	8	2

GRAPH 9 A GRAPH ILLUSTRATING THE GRADUATED RESPONSE TO ENFORCEMENT UNDER THE FOOD ACT 2001 DURING 2013-14



TABLE 17 A THREE YEAR COMPARISON OF THE PERCENTAGE OF NUMBER OF IMPROVEMENT NOTICES ISSUED BASED ON THE NUMBER OF ROUTINE INSPECTIONS

	2011-12	2012-13	2013-14
Routine Inspections	840	675	780
Total number of Improvement Notices Issued	67	61	138
Number of businesses issued with Improvement Notices	38	47	94
% of businesses requiring Improvement Notices	4.5%	7%	12%

GRAPH 10 A THREE YEAR COMPARISON OF THE NUMBER OF IMPROVEMENT NOTICES ISSUED

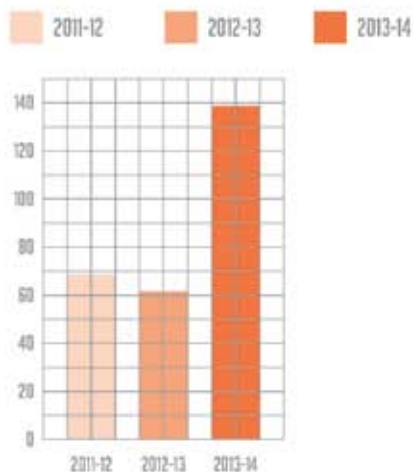


TABLE 18 A THREE YEAR COMPARISON OF THE NUMBER OF EXPIATION NOTICES ISSUED, TOTAL NUMBER OF EXPIABLE OFFENCES AND EXPIABLE INCOME RECEIVED

	2011-12	2012-13	2013-14
Total number of Expiation Notices issued	12	25	27
Total number of Expiable Offences	10	37	53
Total amount	\$23,300	\$74,050	\$101,000

TABLE 19 A THREE YEAR COMPARISON OF THE PERCENTAGE OF NUMBER OF EXPIATION NOTICES ISSUED BASED ON THE NUMBER OF ROUTINE INSPECTIONS AND NON-COMPLIANCE WITH IMPROVEMENT NOTICES

	2011-12	2012-13	2013-14
Routine inspections	840	675	780
Number of businesses issued with Expiation Notices	12	20	27
Expiation Notices as % of inspections	1.4%	2.9%	3.5%

A total of 27 Expiation Notices accounting for 53 offences were issued during 2013-14 (Table 18). This is a 64% increase when compared to 2012-13. It should be noted that only 3.5% of routine inspections resulted in Expiation Notices issued (Table 18). Six Expiation Notices were a result of food businesses failing to comply with an Improvement Notice (Table 18).

Table 20 provides a comparison of the number of Offences expiable for breaches of the *Food Act 2001* over the past three years. As shown in Table 20, a poor standard of cleanliness was the most common expiable offence during 2013-14 and the previous year. There was an increase in the number of expiable offences relating to unsafe storage and processing of food, food sold past its use-by date, health and hygiene of food handlers and failure to comply with an Improvement Notice.

TABLE 20 A THREE YEAR COMPARISON OF THE TYPES OF EXPIATION OFFENCES ISSUED FOR BREACHES UNDER THE FOOD ACT 2001

OFFENCE TYPE	2011-12	2012-13	2013-14
Food past its Use by date	0	1	3
Skills and knowledge	0	1	0
Food storage	3	4	10
Food processing	1	0	3
Food display	1	1	1
Health and hygiene of food handlers	1	2	4
General duties of food business	0	1	0
Cleanliness	1	20	23
Cleaning and sanitising	2	1	1
Maintenance	0	1	0
Animals and pests	1	1	2
Storage of garbage	0	1	0
Failure to comply with an Improvement Notice	0	3	6
Total	10	37	53

Serious offences relating to poor standards of cleanliness, storage and significant vermin and cockroach activity (Graph 11) were common grounds for issuing Prohibition Orders to one bakery, four restaurants and three take-away food premises.

Prosecution proceedings were finalised against proprietors of a take-away/manufacturer known as Cherry Blossom Sushi Bar and Imperial Peking restaurant. Cherry Blossom Sushi Bar pleaded guilty to 44 offences, and proprietors Mustwin Investments Pty Ltd and individuals Guan and Huang for Imperial Peking restaurant pleaded guilty to 31 counts of breaching the Food Standards Code.

COMPLAINTS

As shown in Table 11, EHA received a total of 117 food complaints during 2013-14, with 30% of these complaints proven to be justified. The small percentage of justified complaints may be attributed to the limited evidence provided by the complainant, varied potential sources and the difficulty of observing poor food handling practices due to Authorised Officer presence.

Alleged food poisoning accounted for the significant proportion (29%) of food complaints received during 2013-14. Following investigations, none of these complaints could be definitively related to any food poisoning outbreaks or to food premises of concern.

As shown in Table 21, there was an increase in the number of alleged food complaints relating to unsafe or unsuitable food due to microbial contamination and/or growth. Following the investigation of these complaints 33% confirmed evidence of contamination and where necessary appropriate legal action was taken.

TABLE 21 A THREE YEAR COMPARISON OF THE NUMBER OF FOOD COMPLAINTS RECEIVED

	2011-12	2012-13	2013-14
Number of food complaints	103	117	117
Number of food complaints justified	55	38	35
% of justified complaints	53%	32%	30%

GRAPH 11 A GRAPH ILLUSTRATING THE REASONS FOR THE SERVICE OF PROHIBITION ORDERS (NOTE EACH ORDER MAY RELATE TO MULTIPLE ISSUES)

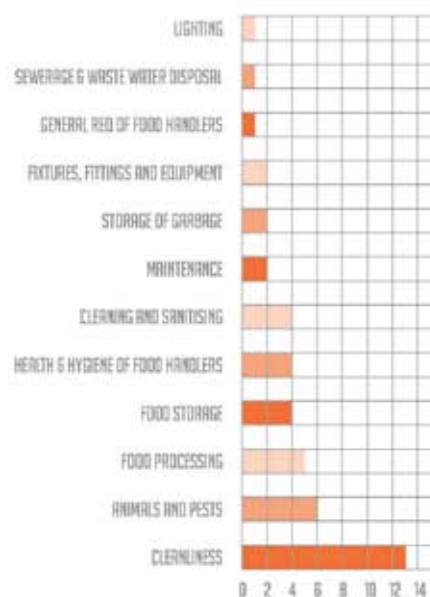


TABLE 22 A THREE YEAR COMPARISON OF THE NUMBER OF FOOD COMPLAINTS RECEIVED AND THE NUMBER OF COMPLAINTS JUSTIFIED FOLLOWING AN INVESTIGATION DURING 2013-14

TYPE OF COMPLAINTS RECEIVED	TOTAL NUMBER OF COMPLAINTS RECEIVED			NUMBER OF COMPLAINTS JUSTIFIED/CONFIRMED
	2011-12	2012-13	2013-14	2013-14
Food unsuitable/unsafe due to foreign matter	14	16	13	2
Food unsuitable/unsafe due to microbial contamination/growth	12	14	21	7
Food unsuitable/unsafe due to presence of unapproved or excessive chemical residues	0	0	0	0
Alleged food poisoning	29	30	34	0
Confirmed food poisoning	8	6	6	6
Unclean premises	1	7	7	4
Poor personal hygiene or poor food handling practices	16	12	13	5
Vermin/insects/pests observed in premises	5	8	3	2
Refuse Storage	6	14	13	5
Labelling issues	1	2	1	1
Other				
- Dog in supermarket	11	8	6	3
- Allergens				
Total	103	117	117	35

EDUCATION AND PROMOTION

Food Training

Preventing Kitchen Nightmares – A Guide to Food Safety Fundamentals continued into its sixth consecutive year providing food handler training to a range of businesses. Four training sessions were conducted with 37 people attending.

Amendments were made to the content of the training program throughout 2013-14, to provide new examples of non-compliance and updated information of food safety hazards, increase participation and allow for the summary of key learning points.

Food Safety Week

Food Safety Week was held between 11–15 November 2013. The theme "Keep It Cool is the Golden Rule", focused on ensuring potentially hazardous food is kept cold and the time food is stored out of temperature control is minimised. SA Health provided an assortment of promotional material, including cooler bags, refrigerator thermometers, freezer blocks, portable soap and notepads.

EHA set up a stall at a local supermarket to distribute the material and promote food safety practices within the home. Authorised Officers discussed basic food safety principles with customers who were unaware of appropriate safe food handling practices and provided educative material. Overall, the Food Safety Week initiative was well received and achieved its aim of educating the community of the importance of keeping potentially hazardous food cold.



HEALTH CARE AND COMMUNITY SERVICES



SUPPORTED RESIDENTIAL FACILITIES (SRFs) PROVIDE ACCOMMODATION TO PEOPLE IN THE COMMUNITY WHO REQUIRE PERSONAL CARE AND SUPPORT.

SRFs are regulated under the *Supported Residential Facilities Act 1992* to ensure adequate standards of care and amenity, and to protect the rights of residents.

A low level of care is provided to residents such as assistance with medication management, personal care, and financial management, as well as supplying meals and accommodation. Residents living in SRFs are vulnerable due to the disability or impairment that is often associated with these clients, including physical, intellectual or psychiatric.

The Minister for Communities and Social Inclusion is responsible for promoting the objectives of the Act, and local councils administer and enforce the Act. EHA is the licensing authority for all SRFs within the Constituent Councils, and continues to act as the licensing authority for SRFs within the City of Unley, under delegated authority.

LICENSING & MONITORING 2013-14

Authorised Officers conducted 30 routine visits during the reporting period. This included re-licensing audits and mid licence inspections. Seven follow up inspections were conducted as a result of non-conformances observed by Authorised Officers during the audits and inspections.

SRFs are audited each year prior to re-licensing. Pre-licence audits are carried out by appointment. An audit tool and

a nutritional assessment form are used during the audit to ascertain compliance with the *Supported Residential Facilities Act 1992*, *Supported Residential Facilities Regulations 2009* and *Supported Residential Facilities Guidelines and Standards 2011*. The Building Fire Safety Committee of each respective council are consulted to ensure the fire safety issues are addressed.

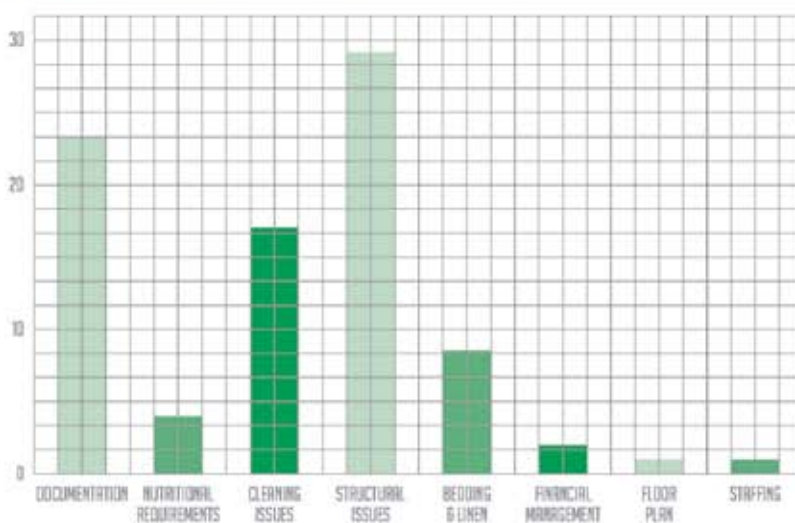
During the re-licensing audits Authorised Officers address a range of issues including:

- Adequacy of documentation and suitability of service plans
- Level of staffing and appropriate qualifications
- Nutritional quality and variety of the food provided to the residents
- Solvency of the business
- Public liability insurance
- Structural condition of the premises
- Financial management
- General amenity and cleanliness of the facility
- Medication management
- Privacy, dignity and respect of residents
- The visitors book of the facility

As shown in Graph 12, structural issues requiring repair, insufficient record keeping and unsatisfactory standards of cleanliness were common non-conformances identified during the audits. The majority of non conformances were rectified prior to re-issuing licences. All outstanding items were included on the licences as conditions.

During the licensing period, 14 SRFs were re-licensed. Twelve facilities were granted a one year licence without conditions. One facility was granted a one year licence with one condition and one facility was granted a five month licence with nine conditions due to financial management and staffing issues.

GRAPH 12 COMMON NON CONFORMANCES IDENTIFIED AT LICENSING AUDITS



LICENCE SURRENDER

During a re-licensing audit Authorised Officers reassessed the suitability of an aging building to operate as an SRF. It was observed that the amenity and suitability of the bedrooms, bathrooms, kitchen and common areas was poor. The standard of maintenance of fixtures, fittings and equipment over several years had severely deteriorated and the proprietors were unwilling to significantly invest into refurbishing the facility.

The continued deterioration of the facility had been highlighted during previous licence audits and unannounced inspections. The proprietors had implemented minor short term repairs and failed to address the significant upgrade required to the facility.

The proprietors were informed that significant improvements to the structure and management of the facility were required in order to be re-licensed. After consideration, the proprietors advised EHA that they would cease operation on 20 June 2014. All residents were relocated to suitable accommodation by the Department of Communities and Social Inclusion.

TRANSFER OF LICENCE

Officers received two applications for transfer of a SRF licence. The transfers were a formal name change of two facilities. An Authorised Officer reviewed the completed application, supporting documentation and conducted referee checks for both facilities. A recommendation to approve the transfer of both licences was made to the Chief Executive Officer and subsequently granted.

APPROVAL OF MANAGER AND ACTING MANAGER

Four applications for Manager and two applications for acting Manager of a Supported Residential Facility were received over the last 12 months. To ensure the applicant is deemed suitable to fulfil the roles of Acting Manager and Manager, a review of the applicant's Curriculum Vitae and qualifications is undertaken, along with referee checks. The Chief Executive Officer granted approval under delegated authority.

COMPLAINTS AND QUERIES

As shown in Table 23 there has been a steady decline in the number of complaints received over the past three years. The issues of concern during 2013-14 were related to the competency of staff and staffing levels, nutritional adequacy of food served to residents, financial management and the general amenity of the facility.

Authorised Officers received complaints that a facility was not adequately staffed overnight and the food served to residents was inadequate. Several unannounced inspections were conducted at varying times of the day to determine the levels of staffing. On one occasion Authorised Officers visited the facility during the early hours of the morning, confirmed the facility was not staffed overnight and the manager was not fulfilling the minimum requirements of duty at the facility. During the many inspections, it was also observed that the food served to residents was not in accordance with the menu displayed in the facility. As a result of the inspection, three Expiation Notices, consisting of seven offences relating to inadequate management and nutrition requirements, were issued to the proprietors of the facility.

TABLE 23 A THREE YEAR COMPARISON OF THE NUMBER OF SRF COMPLAINTS RECEIVED WITHIN EHA'S FIVE CONSTITUENT COUNCILS AND WITHIN THE CITY OF UNLEY

2011-12	2012-13	2013-14
14	9	5

SUMMARY FINANCIAL STATEMENT

FOR THE YEAR ENDING 30 JUNE 2014



SUMMARY FINANCIAL STATEMENT FOR THE YEAR ENDING 30 JUNE 2014

	2014	2013
Council Contributions	1,556,139	1,469,100
Statutory charges	428,938	146,495
User charges	371,211	398,337
Grants, subsidies and contributions	173,147	149,012
Investment income	18,022	23,729
Reimbursements	7,713	-
Other income	878	8,014
TOTAL INCOME	2,556,048	2,194,687
EXPENSES		
Employee Costs	1,480,853	1,376,265
Materials, contracts & other expenses	827,249	611,432
Depreciation, amortisation & impairment	83,704	106,539
Finance costs	39,545	14,725
TOTAL EXPENSES	2,431,351	2,108,961
OPERATING SURPLUS/(DEFICIT)	124,697	85,726
Asset disposal & fair value adjustments	-	1,187
NET SURPLUS/(DEFICIT)	124,697	86,913
Other Comprehensive Income	-	-
TOTAL COMPREHENSIVE INCOME	124,697	86,913
CURRENT ASSETS		
Cash and cash equivalents	719,815	510,711
Trade and Other Receivables	178,512	172,933
TOTAL CURRENT ASSETS	898,327	683,644
NON-CURRENT ASSETS		
Infrastructure, Property, Plant & Equipment	524,800	598,698
TOTAL NON-CURRENT ASSETS	524,800	598,698
TOTAL ASSETS	1,423,127	1,285,342
CURRENT LIABILITIES		
Trade & Other Payables	181,322	268,749
Borrowings	53,369	50,921
Provisions	251,094	87,673
LIABILITIES RELATING TO NON-CURRENT ASSETS HELD FOR SALE	-	-
TOTAL CURRENT LIABILITIES	485,785	407,343
NON-CURRENT LIABILITIES		
Borrowings	491,132	544,501
Provisions	43,218	52,203
TOTAL NON-CURRENT LIABILITIES	534,350	596,704
TOTAL LIABILITIES	1,020,135	1,004,047
NET ASSETS	402,992	278,295
EQUITY		
Accumulated Surplus	402,992	278,295
TOTAL EQUITY	402,992	278,295

**EASTERN
HEALTH
AUTHORITY
ANNUAL REPORT
2013/2014**



local councils working together to protect the health of the community



ANNUAL REPORT 2013/2014

EAST WASTE

1 Temple Court, Ottoway SA 5013
 PO Box 26, Mansfield Park SA 5012
 Ph 08 8347 5111 Fax 08 8240 3244
 Email: east@eastwaste.com Website www.eastwaste.com.au

Directors of the Board



Mr Brian Cunningham
Independent Chair



Cr Linda Green
Adelaide Hills Council



Mr Paul di Iulio
City of Campbelltown



Mr Mario Barone
City of Norwood,
Payneham & St Peters



Mr Matthew Pears
City of Murrumbidgee



Cr Grant Piggott
City of Burnside



Cr Gianni Busato
Corporation of the
Town of Walkerville

INDEPENDENT CHAIRPERSON'S REPORT

It is with great pleasure that I provide my second report as the Independent Chair of East Waste and I am pleased to report that significant positive changes (which were begun as a result of the adoption of the new Charter in late 2012) have been accelerated over the past 12 months. The Board continues to set high standards for the organisation and has resolved to drive the business to higher levels of efficiency and performance into the future.

Over the past few years East Waste has been extremely well served by the Acting General Manager Trevor Hockley who led the organisation through some challenging periods. Together with the committed staff Trevor has established a strong administrative and operational Subsidiary which serves Member Councils very well. In addition Trevor provided astute strategic advice to the Board regarding the waste industry which was critical to our future direction. I would like to put on record the Board's appreciation to Trevor for the excellent job he did over his time as Acting General Manager.

The Board resolved to work through a process to appoint a full time General Manager late in 2013 and through an Australian wide search process we were fortunate to secure Adam Faulkner who took up the role in February of 2014. Adam has made an auspicious start in the role. With his strong background in the industry he has reviewed and challenged all aspects of the business with a view to continued provision of service excellence and new initiatives to add value to member Councils.

Governance

The Board of East Waste continues to provide valuable professional advice to the General Manager and his team with its focus squarely on quality, value for money, engagement with our key clients and a mantra of continual improvement and efficiency throughout East Waste.

The Board and the General Manager are well progressed on the development of the new 10 year Strategic Business Plan and the long term Financial and Asset Management Plans for the organisation which has been an inclusive process aiming to involve all stakeholders. Indeed the enhanced interaction and engagement with Member Councils in 2013/14 is intended to ensure that this subsidiary is more than able to satisfy the owner's needs.

The 2014/15 Annual Plan was approved by Member Councils and it promises to provide operational efficiencies, strong engagement with Councils, and an ability to provide new services and proactively respond to community demands in order to exceed expectations.

INDEPENDENT CHAIRPERSON'S REPORT (cont)

During the year the Board approved a new set of Terms of Reference for the Audit and Risk Management Committee. Allied to this, it is with much sadness that the Board and Management of East Waste noted the sudden passing of our much valued independent member of the Committee Allen Bolaffi. Allen was widely recognised in both business and government sectors for his wise counsel and business expertise. We pass on our sincere sympathies to his family for their great loss.

Performance

The Audited Financial Statements for East Waste showed an operating surplus for the year of \$313,370 after distributing member Council adjustments. The positive equity position of East Waste for the first time in recent history is pleasing to see.

The East Waste GPS system is now in its second year and the cost allocation system which is designed to accurately allocate costs for Member Councils kerbside collection services continues to provide opportunities for productivity efficiencies across the board to Member Councils.

East Waste purchased five new robotic arm collection vehicles, 1 rear loader truck and two litter trucks during 2013/14 in line with the capital replacement policy through local contracts.

In his report Adam has outlined a range of operational matters and achievements which have delivered on our promise to Member Councils and which we hope and expect to exceed in 2014/15. Many thanks to Adam Faulkner for his willing leadership of his committed and capable staff team at East Waste in a challenging and successful year. I would also like to thank the Board for their continued guidance, for their hard work and commitment throughout the year. We look forward confidently to the future as we strive for excellence in our service delivery.

I commend the 2013-2014 East Waste Annual Report to you.

Brian Cunningham

Independent Chairperson

*East Waste reached a record high
418 no-lost time days in 2013/
2014.*

GENERAL MANAGER'S REPORT

The Eastern Waste Management Authority ("East Waste") can look back on 2013/2014 with the knowledge that it achieved a lot in terms of governance, administration improvement, and operational efficiencies. The East Waste Board and the staff are to be congratulated on providing these essential services to the Member Councils and their communities.

I joined East Waste as the General Manager in February 2014, and found the organisation to be in a steady operational and administrative position. Again the staff and the Board can take credit, along with the previous Acting General Manager, for the direction and status of the Subsidiary.



ANNUAL REPORT 2013/ 2014

After a complete review and challenge of each component of the Subsidiary, the Board and I developed an enthusiastic 2014/2015 Annual Plan that aims to deliver immediate operational efficiencies, with a concentration on implementing policies and procedures that are focussed on **“repeatable quality”**. Instilling an ethic of **“repeatable quality”** into all of our decision making will assist East Waste in delivering excellence in service delivery that compliments the reputation of the Member Councils.

2013/2014 saw the introduction of a litter and public place bin collection service for Adelaide Hills Council, and the expansion of the at-call hard waste service to City of Campbelltown. Both services were implemented in a seamless fashion in full communication with the relative community and key staff at the respective Member Council. It is this access to flexible and reactive service delivery models that provides the added value for Member Councils of East Waste. East Waste continues to show an ability to adapt to community expectations and operational demands of Member Councils by providing at-cost high-quality service offerings.

The Board endorsed the purchase of five (5) new collection vehicles in 2013/2014 to continue with an industry best practice fleet management program. This program aims to keep a desirable average age of fleet to reduce maintenance costs, downtime, and provide a positive public image.

In March 2014 East Waste staff hosted a charity cricket match which raised \$1600; distributed to Childhood Cancer Association.

On the important aspect of workplace health and safety, East Waste recorded its highest no-lost-time of 418 days in January 2014. An audit score of 84% issued by the Local Government Association Workers Compensation Scheme was an improvement over the previous financial year (82%).

On a financial front East Waste recorded an operating surplus of \$313,370 after distributing Member Council adjustments for the financial year. This result has enabled East Waste to move into a positive equity position for the first time in some years.

In terms of governance, the East Waste Audit Committee was refreshed in the financial year, with a new set of terms of reference providing for additional independence and a greater focus on risk management.

2014/2015 will be a fascinating year for the Subsidiary. I look forward to facilitating the development of the East Waste 10 Year Business Plan, Long Term Financial Plan and Asset Management Plan. These documents will outline the strategic intent and priority agenda of the Subsidiary that will inform and complement the Member Councils’ own community strategic plans and budgetary planning.

I have spent much of my initial term at East Waste engaging with Member Councils, their residents, and the broader industry, to ensure that East Waste aligns its capabilities into service offerings that are contemporary, and proactively meet any identified emerging needs.

The 2013/2014 year was the second full year that Member Council fees were based on common fleet costing defined by GPS technology. This costing system ensures that Member Councils only pay for the actual costs associated with servicing their residents. This costing system is unique to East Waste, and is an indicator of the innovation and productivity efficiencies evident throughout the Subsidiary.

Under the guidance of the East Waste Board I look forward to delivering on the defined strategic intent, while seeking that **“repeatable quality”** in customer service, efficiencies, and excellence in service delivery.

Eastern Waste Management Authority Inc

Summary Financial Statement for the year ended 30 June 2014

	2014	2013
	\$	\$
REVENUE		
Collection Charges	14,717,803	13,400,493
Interest Income	39,194	40,762
Sundry Income	1,052,985	888,646
TOTAL REVENUE	15,809,981	14,329,901
EXPENSES		
Employee Costs	4,745,168	3,914,629
Materials, contracts & other expenses	8,310,135	8,046,678
Depreciation, amortization & impairment	2,109,033	1,958,761
Finance Costs	385,791	411,319
TOTAL EXPENSES	15,550,127	14,331,388
OPERATING SURPLUS/(DEFICIT)	259,854	(1,487)
Net gain (loss) on disposal or revaluation of assets	73,549	78,999
Income Tax Equivalent Charge arising from the the Principle of Competitive Neutrality	(20,033)	(19,767)
NET SURPLUS (DEFICIT)	313,370	57,745
TOTAL COMPREHENSIVE INCOME	313,370	57,745
CURRENT ASSETS		
Cash and Cash Equivalents	1,766,027	2,064,227
Trade and Other Receivables	371,625	(5,980)
Inventories	4,278	2,916
TOTAL CURRENT ASSETS	2,141,930	2,061,163
NON-CURRENT ASSETS		
Infrastructure, Property, Plant & Equipment	6,619,596	6,541,665
TOTAL NON-CURRENT ASSETS	6,619,596	6,541,665
TOTAL ASSETS	8,761,526	8,602,828
CURRENT LIABILITIES		
Trade and Other Payables	1,224,141	1,426,284
Borrowings	1,617,228	2,021,622
Provisions	258,858	221,056
TOTAL CURRENT LIABILITIES	3,100,227	3,668,962
NON-CURRENT LIABILITIES		
Borrowings	5,519,620	5,146,936
Provisions	120,360	78,981
TOTAL NON-CURRENT LIABILITIES	5,639,980	5,225,917
TOTAL LIABILITIES	8,740,207	8,894,879
NET ASSETS	21,319	(292,051)
EQUITY		
Accumulated Surplus	21,319	(292,051)
TOTAL EQUITY	21,319	(292,051)



Highbury Landfill Authority
General Purpose Financial Reports
for the year ended 30 June 2014

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HIGHBURY LANDFILL AUTHORITY

ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 June 2014

CERTIFICATION OF FINANCIAL STATEMENTS

We have been authorised by the Authority to certify the financial statements in their final form. In our opinion:

- the accompanying financial statements comply with the *Local Government Act 1999, Local Government (Financial Management) Regulations 2011* and Australian Accounting Standards.
- the financial statements present a true and fair view of the Authority's financial position at 30 June 2014 and the results of its operations and cash flows for the financial year.
- internal controls implemented by the Authority provide a reasonable assurance that the Authority's financial records are complete, accurate and reliable and were effective throughout the financial year.
- the financial statements accurately reflect the Authority's accounting and other records.



.....
Trevor Hockley
CHIEF EXECUTIVE OFFICER



.....
John Minney
ACTING CHAIRPERSON

Date: 18 September 2014

Highbury Landfill Authority
STATEMENT OF COMPREHENSIVE INCOME
for the year ended 30 June 2014

	Notes	2014 \$	2013 \$
INCOME			
Interest Received	2	1,255	2,686
Sundry Income	2	-	225
Total Income		<u>1,255</u>	<u>2,911</u>
EXPENSES			
Materials, contracts & other expenses	3	2,080	-
Depreciation, amortisation & impairment	3	7,395	7,395
Highbury Closure Provision	3	199,609	(501,353)
Total Expenses		<u>209,084</u>	<u>(493,958)</u>
OPERATING SURPLUS / (DEFICIT)		(207,829)	496,869
Other Comprehensive Income		-	-
Total Other Comprehensive Income		<u>-</u>	<u>-</u>
TOTAL COMPREHENSIVE INCOME		<u>(207,829)</u>	<u>496,869</u>

This Statement is to be read in conjunction with the attached Notes.

Highbury Landfill Authority

STATEMENT OF FINANCIAL POSITION
as at 30 June 2014

ASSETS	Notes	2014 \$	2013 \$
Current Assets			
Cash and cash equivalents	4	58,982	127,233
Trade & other receivables	4	3,305	4,951
Total Current Assets		<u>62,287</u>	<u>132,184</u>
Non-current Assets			
Infrastructure, property, plant & equipment	5	23,985	31,380
Total Non-current Assets		<u>23,985</u>	<u>31,380</u>
Total Assets		<u>86,272</u>	<u>163,564</u>
LIABILITIES			
Current Liabilities			
Trade & other payables	6	18,491	4,954
Provisions	6	131,000	164,000
Total Current Liabilities		<u>149,491</u>	<u>168,954</u>
Non-current Liabilities			
Provisions	6	4,091,000	4,041,000
Total Non-current Liabilities		<u>4,091,000</u>	<u>4,041,000</u>
Total Liabilities		4,240,491	4,209,954
NET ASSETS		<u>(4,154,219)</u>	<u>(4,046,390)</u>
EQUITY			
Accumulated Surplus		(4,154,219)	(4,046,390)
TOTAL EQUITY		<u>(4,154,219)</u>	<u>(4,046,390)</u>

This Statement is to be read in conjunction with the attached Notes.

Highbury Landfill Authority

STATEMENT OF CHANGES IN EQUITY for the year ended 30 June 2014

	Notes	Accumulated Surplus \$	TOTAL EQUITY \$
2014			
Balance at end of previous reporting period		<u>(4,046,390)</u>	<u>(4,046,390)</u>
Restated opening balance		(4,046,390)	(4,046,390)
Net Surplus / (Deficit) for Year		(207,829)	(207,829)
Other Comprehensive Income			
Member Council Contributions - Recurrent Funding of Provision			
-City of Burnside		50,406	50,406
-City of Norwood Payneham & St Peters		40,357	40,357
-Corporation of the Town of Walkerville		9,237	9,237
		-	-
Balance at end of period		<u>(4,154,219)</u>	<u>(4,154,219)</u>

Highbury Landfill Authority

STATEMENT OF CASH FLOWS for the year ended 30 June 2014

	Notes	2014 \$	2013 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
<u>Receipts</u>			
Interest Received		1,255	2,911
GST Reimbursements		18,900	18,924
<u>Payments</u>			
Payments to Suppliers		(188,406)	(196,866)
Net Cash provided by (or used in) Operating Activities		(168,251)	(175,031)
CASH FLOWS FROM INVESTING ACTIVITIES			
		-	-
Net Cash provided by (or used in) Investing Activities		-	-
CASH FLOWS FROM FINANCING ACTIVITIES			
<u>Receipts</u>			
Member Council Contributions		100,000	-
		-	-
Net Cash provided by (or used in) Financing Activities		100,000	-
Net Increase (Decrease) in cash held	7	(68,251)	(175,031)
Cash & cash equivalents at beginning of period		127,233	302,264
Cash & cash equivalents at end of period		58,982	127,233

This Statement is to be read in conjunction with the attached Notes

Highbury Landfill Authority

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

for the year ended 30 June 2014

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This general purpose financial report has been prepared in accordance with Australian Accounting Standards as they apply to not-for-profit entities, other authoritative pronouncements of the Australian Accounting Standards Board, Interpretations and relevant South Australian legislation.

Highbury Landfill Authority (the Authority) is a Regional Subsidiary under Section 43 and Schedule 2 of the Local Government Act 1999. The Member Councils and their respective percentages of equity are as follows:

Constituent Council	Equity Share %
City of Burnside	50.406%
City of Norwood Payneham & St Peters	40.357%
Corporation of the Town of Walkerville	9.237%

The financial report was authorised for issue by certificate under clause 11 of the *Local Government (Financial Management) Regulations 2011* dated 29 September 2014.

The following is a summary of the material accounting policies adopted by the Authority in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

Basis of preparation

Reporting Basis and Conventions

The financial report has been prepared on an accruals basis and is based on historical costs modified by the revaluation of selected non-current assets, and financial assets and financial liabilities for which the fair value basis of accounting has been applied.

Accounting Policies

(a) Competitive Neutrality

The Authority does not undertake commercial (for profit) activities.

The Authority holds an Environmental Authorisation under Part 6 of the Environment Protection Act 1993. The EPA Licence number is EPA15145 and this licence was renewed on from 31 July 2011.

(b) Property, Plant and Equipment

Each class of property, plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation and impairment losses.

Plant and Equipment

Plant and equipment are measured on the cost basis less depreciation and impairment losses.

The carrying amount of plant and equipment is reviewed annually by the Board of the Authority to ensure it is not in excess of the recoverable amount from these assets.

Depreciation

The depreciable amount of all fixed assets including building and capitalised lease assets, is depreciated on a diminishing value basis over their useful lives commencing from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

The depreciation rates used for each class of depreciable assets are:

Class of Fixed Asset	Depreciation Rate
Plant and equipment	20%

The assets' residual values and useful lives are reviewed and adjusted, if appropriate, at each balance date.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the income statement. When re-valued assets are sold, amounts included in the revaluation relating to that asset are transferred to retained earnings.

Highbury Landfill Authority

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

for the year ended 30 June 2014

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

(c) Impairment

Assets that have an indefinite useful life are not subject to depreciation and are reviewed annually for impairment. Assets that are subject to depreciation are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount (which is the higher of the present value of future cash outflows or value in use).

For assets whose future economic benefits are not dependent on the ability to generate cash flows, and where the future economic benefits would be replaced if the Authority were deprived thereof, the value in use is the depreciated replacement cost. In assessing impairment of these assets, a rebuttable assumption is made that the current replacement cost exceeds the original cost of acquisition.

(d) Cash And Cash Equivalents and other Financial Instruments

Cash Assets include all amounts readily convertible to cash on hand at Authority's option with an insignificant risk of changes in value with a maturity of three months or less from the date of acquisition.

Receivables for rates and annual charges are secured over the subject land, and bear interest at rates determined in accordance with the Local Government Act 1999. Other receivables are generally unsecured and do not bear interest.

All receivables are reviewed as at the reporting date and adequate allowance made for amounts the receipt of which is considered doubtful.

All financial instruments are recognised at fair value at the date of recognition.

(e) Investments

Investments represent monies on deposit at twenty-four hour call and on fixed deposit for twelve months or less.

(f) Revenue

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

(g) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the balance sheet are shown inclusive of GST.

(h) Comparative Figures

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

(i) Critical Accounting Estimates and Judgements

The Authority evaluates estimates and judgements incorporated into the financial report based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the association.

(j) Going Concern Basis

The Board of Management of HLA notes the accumulated deficit of \$4,154,219. The Authority is required to manage the post-closure of the Highbury landfill and the Authority has a statutory guarantee from its Member Councils to meet all financial obligations and accordingly has prepared the financial statements on a going concern basis.

Highbury Landfill Authority

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2014

(k) New Accounting Standards

Certain new accounting standards and UIG interpretations have been published that are not mandatory for the 30 June 2014 reporting period and have not been used in preparing these reports.

- AASB 9: Financial Instruments
- AASB 10: Consolidated Financial Statements
- AASB 11: Joint Arrangements
- AASB 12: Disclosure of Interests in Other Entities

Standards containing consequential amendments to other Standards and Interpretations arising from the above - AASB 2010-7, AASB 2011-7, AASB 2011-8, AASB 2011-10, AASB 2012-2, AASB 2012-3, AASB 2012-5, AASB 2012-6 and AASB 2012-10.

(Standards not affecting local government have been excluded from the above list.)

The Authority is of the view that none of the above new standards or interpretations will affect any of the amounts recognised in the financial statements, but that they may impact certain information otherwise disclosed.

The Australian Accounting Standards Board is currently reviewing AASB 1004 Contributions. It is anticipated that the changes resulting from this review may have a material effect on the timing of the recognition of grants and contributions, but the financial consequences cannot be estimated until a revised accounting standard is issued.

Highbury Landfill Authority

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2014

	Notes	2014 \$	2013 \$
NOTE 2: INCOME			
Operating Activities			
Interest Income		1,255	2,686
Sundry Income		-	225
		<u>1,255</u>	<u>2,911</u>
NOTE 3: EXPENSES			
Prescribed Expenses			
Auditor's Remuneration		2,080	1,509
Depreciation			
Plant & Equipment		7,395	7,395
Highbury Closure Provision			
Expenses incurred		182,609	163,896
Movement in Provision		17,000	(665,249)
		<u>199,609</u>	<u>(501,353)</u>
NOTE 4: CURRENT ASSETS			
Cash on Hand and at Bank		43,495	50,954
Investments in LGFA		15,487	76,279
GST Receivable		3,305	4,951
		<u>62,287</u>	<u>132,184</u>

Highbury Landfill Authority

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2014

Note 5 - INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT

	2013				2014			
	AT FAIR VALUE	AT COST	ACCUM DEP'N	CARRYING AMOUNT	AT FAIR VALUE	AT COST	ACCUM DEP'N	CARRYING AMOUNT
Land	-	1,800	-	1,800	-	1,800	-	1,800
Plant & Equipment	-	78,090	(48,510)	29,580	-	78,090	(55,905)	22,185
	-	-	-	-	-	-	-	-
TOTAL INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT	-	79,890	(48,510)	31,380	-	79,890	(55,905)	23,985
<i>Comparatives</i>					-	79,890	(48,510)	31,380

Highbury Landfill Authority

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2014

Note 6 - LIABILITIES

	Notes	2014		2013	
		Current	Non-current	Current	Non-current
TRADE & OTHER PAYABLES					
Goods & Services		18,491		4,954	
		<u>18,491</u>	<u>-</u>	<u>4,954</u>	<u>-</u>
 PROVISIONS					
Provision for Highbury Post Closure		131,000	4,091,000	164,000	4,041,000
		<u>131,000</u>	<u>4,091,000</u>	<u>164,000</u>	<u>4,041,000</u>
 <i>Movements in Provisions - 2014 year only</i> <i>(current & non-current)</i>					
Opening Balance			4,205,000		
(Less) Payments recorded and accrued			(182,609)		
Add (Less) Remeasurement Adjustments			<u>199,609</u>		
Closing Balance			<u>4,222,000</u>		

The Authority has an ongoing obligation under its EPA licence to manage the post-closure phase for the landfill for at least 25 years. A provision for the Highbury Landfill closure has been accrued. A net present value (NPV) calculation has then been made by estimating cash flows to manage the Highbury site in accordance with its EPA licence for a 25 year period commencing 1 July 2009. The cash outflows have been escalated at an inflation forecast of 3% per annum and the discount rate used is equivalent to the 10 year Commonwealth Bond rate - indicative mid rate 30 June 2014 adjusted to 30 June balance dates. This NPV calculation has been incorporated into the provision and represents the Authority's best estimate of its future liability to manage the Highbury Landfill post-closure phase.

In 2012, the Board of the Highbury Landfill Authority resolved to have the cash flow estimates and assumptions in the provision spreadsheet reviewed by Golder Associates. Their summary conclusion was that the provision appears to be reasonable based on available information.

The Audit Committee of the Highbury Landfill Authority has recommended that the provision be reviewed annually and that the provision be independently reviewed every 3 years. As it was last reviewed in 2012 by Golder Associates, the next review is scheduled for 30 June 2015.

Highbury Landfill Authority

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2014

Note 7 - RECONCILIATION TO CASH FLOW STATEMENT

(a) Reconciliation of Cash

Cash Assets comprise highly liquid investments with short periods to maturity subject to insignificant risk of changes of value. Cash at the end of the reporting period as shown in the Cash Flow Statement is reconciled to the related items in the Balance Sheet as follows:

	Notes	2014 \$	2013 \$
Cash at Bank		43,495	50,954
LGFA Investment A/C		15,487	76,279
		<u>58,982</u>	<u>127,233</u>

**(b) Reconciliation of Change in Net Assets to Cash
from Operating Activities**

Net Surplus (Deficit)		(207,829)	496,869
Non-cash items in Income Statement			
Depreciation, amortisation & impairment		7,395	7,395
Add (Less): Changes in Net Current Assets			
Net increase (decrease) in trade & other payables		13,537	(16,157)
Net increase (decrease) in other provisions		17,000	(665,249)
Net (increase) decrease in other assets		1,646	2,111
		<u>(168,251)</u>	<u>(175,031)</u>

Net Cash provided by (or used in) operations

Highbury Landfill Authority

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2014

Note 8 - CONTINGENCIES & ASSETS & LIABILITIES NOT RECOGNISED IN THE STATEMENT OF FINANCIAL POSITION

The following assets and liabilities do not qualify for recognition in the Statement of Financial Position but knowledge of those items is considered relevant to user of the financial report in making and evaluating decisions about the allocation of scarce resources.

PERFORMANCE GUARANTEE

The Authority has provided the following performance guarantee to the following entity: **25,000**
Environment Protection Authority

The Highbury Landfill site is managed in accordance with an approved risk management plan that has been incorporated into the EPA licence for the site. The EPA guidelines indicate an initial 25 year period for the post-closure over this period. The NPV calculation is the Highbury Landfill Authority's best estimate of the cash outflows over this period to maintain a satisfactory risk profile of the site and adhere to the EPA licence.

If however, the risk profile changes on the site then the Authority will be required to expend significant money to restore a satisfactory risk profile that has not been included in the provision. Similarly if steady state conditions on the site are not reached at the end of the 25 year period then the Authority will need to incur additional expenditure to manage the site and these costs are not included in the post-closure provision.

Highbury Landfill Authority

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2014

Note 9 - FINANCIAL INSTRUMENTS

All financial instruments are categorised as loans and receivables.

Accounting Policies - Recognised Financial Instruments

Bank, Deposits at Call, Short Term Accounting Policy: Carried at lower of cost and net realisable value. Interest is recognised when earned.

Deposits

Terms & conditions: Deposits are returning fixed interest rates between 2.5% and 2.75% (2013: 2.75% and 3%).

Carrying amount: approximates fair value due to the short term to maturity.

Receivables - Fees & other charges

Accounting Policy: Carried at nominal values less any allowance for doubtful debts. An allowance for doubtful debts is recognised (and re-assessed annually) when collection in full is no longer probable.

Terms & conditions: Unsecured, and do not bear interest. Although Council is not materially exposed to any individual debtor, credit risk exposure is concentrated within the Council's boundaries.

Carrying amount: approximates fair value (after deduction of any allowance).

Liabilities - Creditors and Accruals

Accounting Policy: Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Council.

Terms & conditions: Liabilities are normally settled on 30 day terms.

Carrying amount: approximates fair value.

Liquidity Analysis

	2014	Due < 1 year	Due > 1 year; ≤ 5 years	Due > 5 years	Total Contractual Cash Flows	Carrying Values
		\$	\$	\$	\$	\$
Financial Assets						
Cash & Equivalents		58,982	-	-	58,982	58,982
Receivables		3,305	-	-	3,305	3,305
Total		62,287	-	-	62,287	62,287
Financial Liabilities						
Payables		18,491	-	-	18,491	18,491
Total		18,491	-	-	18,491	18,491
Net inflow (Outflow)		43,796	-	-	43,796	43,796
	2013	Due < 1 year	Due > 1 year; ≤ 5 years	Due > 5 years	Total Contractual Cash Flows	Carrying Values
		\$'000	\$'000	\$'000	\$'000	\$'000
Financial Assets						
Cash & Equivalents		127,233	-	-	127,233	127,233
Receivables		4,951	-	-	4,951	4,951
Total		132,184	-	-	132,184	132,184
Financial Liabilities						
Payables		4,954	-	-	4,954	4,954
Total		4,954	-	-	4,954	4,954
Net inflow (Outflow)		127,230	-	-	127,230	127,230

Net Fair Value

All carrying values approximate fair value for all recognised financial instruments. There is no recognised market for the financial assets of the Authority.

Risk Exposures

Credit Risk represents the loss that would be recognised if counterparties fail to perform as contracted. The maximum credit risk on financial assets of the Authority is the carrying amount, net of any allowance for doubtful debts. All authority investments are made with the SA Local Government Finance Authority and are guaranteed by the SA Government. Except as detailed in Notes 5 & 6 in relation to individual classes of receivables, exposure is concentrated within the Authority's boundaries, and there is no material exposure to any individual debtor.

Market Risk is the risk that fair values of financial assets will fluctuate as a result of changes in market prices. All of the Authority's financial assets are denominated in Australian dollars and are not traded on any market, and hence neither market risk nor currency risk apply.

Highbury Landfill Authority

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2014

Note 10 - UNIFORM PRESENTATION OF FINANCES

The following is a high level summary of both operating and capital investment activities of the Council prepared on a simplified Uniform Presentation Framework basis.

All Councils in South Australia have agreed to summarise annual budgets and long-term financial plans on the same basis.

The arrangements ensure that all Councils provide a common 'core' of financial information, which enables meaningful comparisons of each Council's finances.

	2014 \$	2013 \$
Income	1,255	2,911
<i>less</i> Expenses	<u>209,084</u>	<u>(493,958)</u>
Operating Surplus / (Deficit)	(207,829)	496,869
<i>less</i> Net Outlays on Existing Assets		
Depreciation, Amortisation and Impairment	7,395	7,395
Net Lending / (Borrowing) for Financial Year	<u>(215,224)</u>	<u>489,474</u>

Highbury Landfill Authority

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2014**

Note 11 - EVENTS OCCURRING AFTER REPORTING DATE

There were no events subsequent to 30 June 2014 that need to be disclosed in the financial statements.

Highbury Landfill Authority

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2014

Note 12 - CONTINGENCIES & ASSETS & LIABILITIES NOT RECOGNISED

The following assets and liabilities do not qualify for recognition in the Statement of Financial Position but knowledge of those items is considered relevant to user of the financial report in making and evaluating decisions about the allocation of scarce resources.

1. POTENTIAL INSURANCE LOSSES

The Authority insures against all known insurable risks using a range of insurance policies, each of which is subject to a deductible "insurance excess", the amount of which varies according to the class of insurance.

The Authority has recognised the potential losses arising from claims known at reporting date based on average historical net cost (including insurance excess) of similar types of claims. Other potential claims not reported to the Authority may have existed at reporting date.

2. LEGAL EXPENSES

All known costs have been recognised.

3. "CARBON" TAX

From 1 July 2012 a new tax on emissions of certain 'greenhouse' gases commenced operation. The Authority operates a landfill facility which emits, and will continue to emit gases of this type. Information currently available provides assurances that 'legacy emissions' from garbage placed in landfills prior to the commencement of the tax will not become liable to the tax.

As at the time of preparing the Financial Statements, the Carbon Tax was abolished on 17 July 2014 with it being effective as from 1 July 2014. As greenhouse emissions from the landfill site prior to 1 July 2014 did not exceed minimum levels to cause the Authority to be liable to pay a tax, there is therefore no liability for this tax to be recorded.

HIGBURY LANDFILL AUTHORITY

**ANNUAL FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 June 2014**

CERTIFICATION OF AUDITOR INDEPENDENCE

To the best of our knowledge and belief, we confirm that, for the purpose of the audit of Highbury Landfill Authority for the year ended 30 June 2014, the Authority's Auditor, Dean Newbery & Partners, has maintained its independence in accordance with the requirements of the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22(3) *Local Government (Financial Management) Regulations 2011*.


.....
Trevor Hockley
CHIEF EXECUTIVE OFFICER


.....
Cr John Minney
ACTING PRESIDING MEMBER
AUDIT COMMITTEE

Date: 18 September 2014

**Auditor's Independence Declaration under Section 22 of the Local Government
(Financial Management) Regulations 2011 to the Highbury Landfill Authority.**

I confirm that, for the audit of the financial statements of the Highbury Landfill Authority for the year ended 30 June 2014, I have maintained my independence in accordance with the requirements of APES 110 – Code of Ethics for Professional Accountants, Section 290, published by the Accounting Professional and Ethical Standards Board, in accordance with the *Local Government Act 1999 and the Local Government (Financial Management) Regulations 2011* made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22 (5) *Local Government (Financial Management) Regulations 2011*.



**SAMANTHA ALLARD
PARTNER**

Signed on the 18th day of September 2014,
at 214 Melbourne Street, North Adelaide, South Australia 5006.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE Highbury Landfill Authority

We have audited the accompanying financial report of the Highbury Landfill Authority, which comprises the Statement of Financial Position as at 30 June 2014 and the Statement of Comprehensive Income, Statement of Changes in Equity and Statement of Cash Flows for the year ended on that date, a summary of significant accounting policies and other explanatory notes and the Certification of Financial Statements.

The Responsibility of the Executive Officer for the Financial Report

The Executive Officer of the Highbury Landfill Authority is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations), the Local Government Act 1999 and the Local Government (Financial Management) Regulations 2011. This responsibility includes designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud and error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Executive Officer, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for an audit opinion.

Independence

In conducting our audit, we have complied with the independence requirements of the Local Government Act 1999 and Local Government (Financial Management) Regulations 2011 and the Australian professional ethical pronouncements.

Auditor's Opinion

In our opinion, the financial report presents fairly, in all material respects, the financial position of the Highbury Landfill Authority as of 30 June 2014, and its financial performance and cash flows for the year then ended in accordance with the Local Government Act 1999, Local Government (Financial Management) Regulations 2011 and the Australian Accounting Standards (including Australian Accounting Interpretations).

DEAN NEWBERY & PARTNERS
CHARTERED ACCOUNTANTS

SAMANTHA ALLARD
PARTNER

Signed on the 30th day of September 2014,
at 214 Melbourne Street, North Adelaide, South Australia 5006.

Office:
214 Melbourne Street
North Adelaide SA 5006

All Correspondence:
PO Box 755
North Adelaide SA 5006

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T: (08) 8267 4777
F: (08) 8239 0895
E: admin@deannewbery.com.au

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