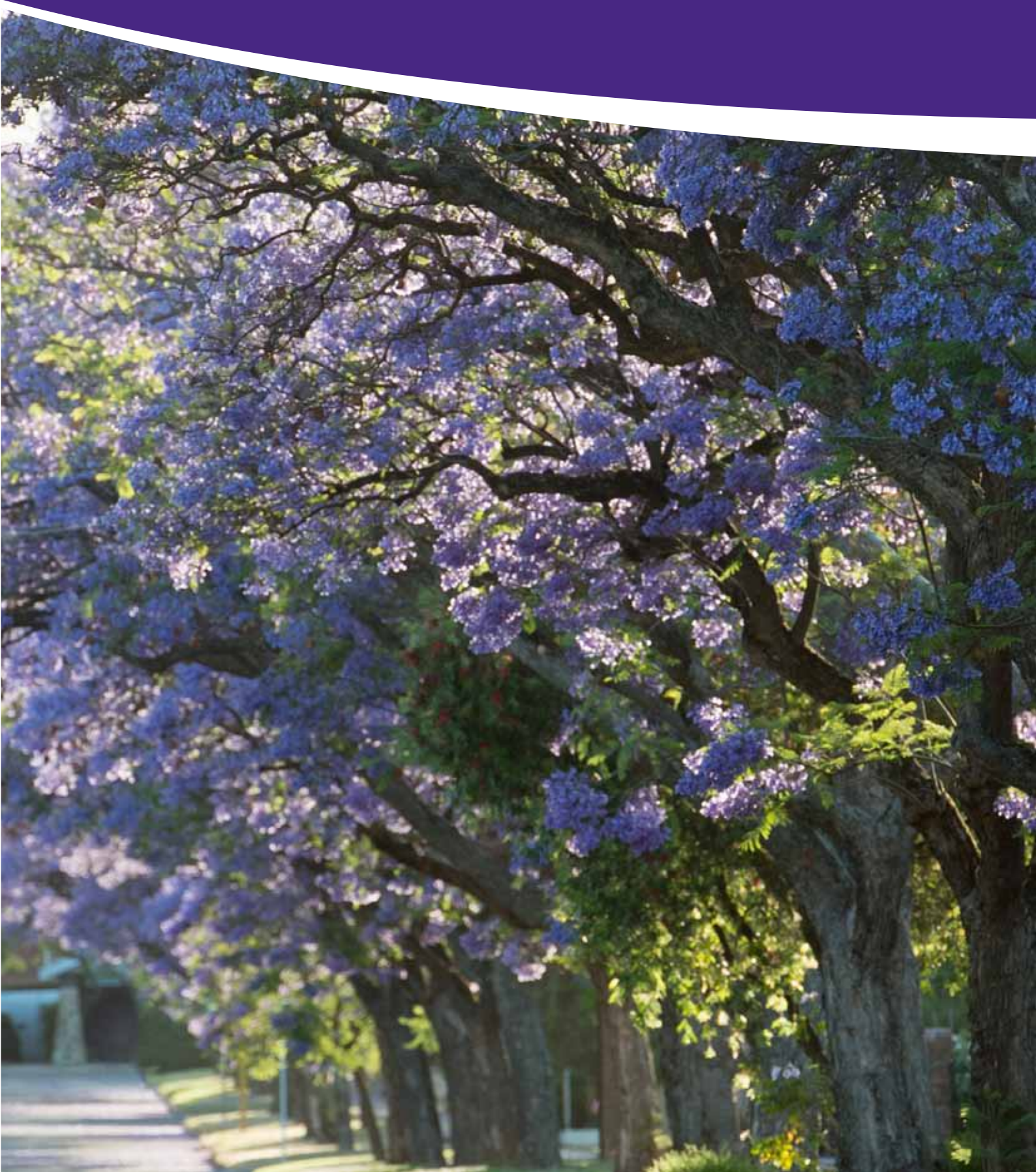


annual report 2014/15



Foreword



The City of Burnside's Annual Report 2014/15 provides our community with comprehensive and transparent information against our Annual Business Plan and our Strategic Community Plan *Be the Future of Burnside 2012-2025*.

It analyses Council's operational, financial, environmental and social performance during 2014/15.

The report outlines how Council fulfils its commitment to the community and identifies major projects and programs that have been implemented to improve and enhance the quality of life for our residents. The back section of this report details our financial performance and other important information regarding the quality and provision of infrastructure and services.

The Annual Report also documents Council's key highlights and achievements and our approach to emerging challenges.

This report is for a broad audience that reflects the great diversity of our constituents, including members of our community, our ratepayers, local businesses, interested stakeholders, government agencies and departments. The South Australian *Local Government Act 1999* requires all Councils to present an Annual Report to the Presiding Members of both Houses of Parliament by 30 November each year.

As part of our environmental commitment to reducing paper use, we encourage you to read this report online at www.burnside.sa.gov.au.

If you prefer a printed version, copies are available for review at our Civic Centre and Library. Alternatively, please contact Council via phone or email. Contact details are provided on page 5.

Reading the Report

The Annual Report comprises three main sections. The first section provides an overview of who we are as an organisation and community. The main body of the report details our performance and achievement highlights against our four strategic objectives as outlined in *Be the Future of Burnside 2012-2025*:

- **Our integrated urban form and living spaces**
Integrate and enhance our living spaces to meet our diverse current and future needs and to embrace our City's character to ensure our continued pride in and enjoyment of living in Burnside.
- **Our protected and valued environment**
Protect and conserve the environment, living in harmony with it to ensure that future generations can experience what we value so highly today.
- **Our diverse supportive, happy and healthy people**
A mix of people of all ages and from all walks of life. For them to be supportive of one another, creating a sense of community spirit and a deep sense of belonging, where individuals enjoy participation, involvement, learning, happiness and health. Our local businesses will provide services and goods that support our people and our people will support our local businesses.
- **Our leading inclusive and connected Council**
Council is to be engaging, open and approachable, to listen to and be representative of our views, to act on our behalf and in our best interest. To achieve this, it must deliver high quality services that meet community needs and continue to be a learning organisation, at the forefront of Local Government and sustainable.

Section three of this annual report details Council's compliance with governance requirements and a detailed account of our financial performance, how the budget was developed and executed.



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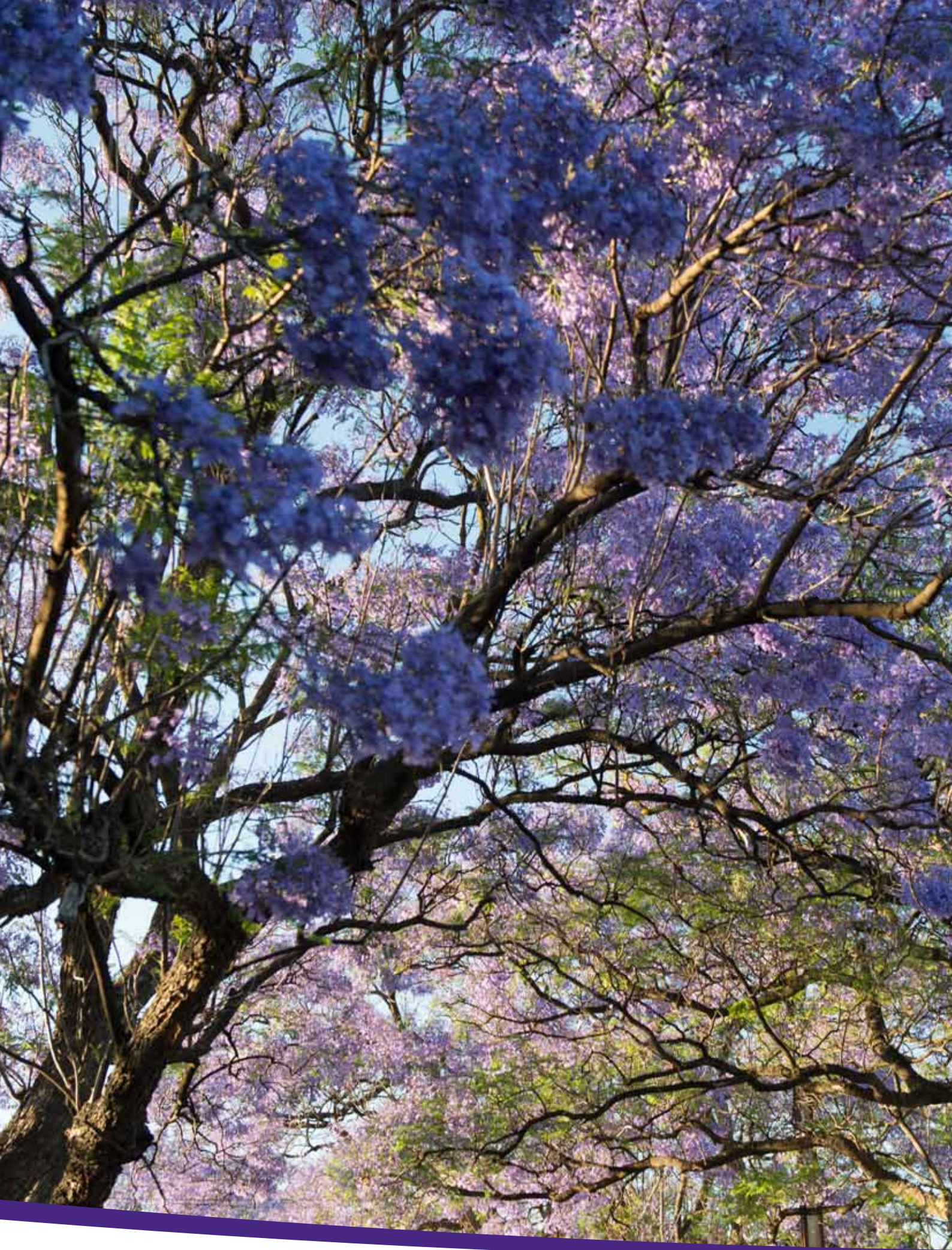


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Civic Centre

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From the Mayor



In the 2014/15 financial year I began my second term as Mayor of the City of Burnside. Eight of my Council colleagues from 2010-2014 were re-elected with me.

This election outcome is a strong endorsement from the community for the stability provided by the 2010-2014 Council after a controversial pre-2010 period. For the four-year duration of this new Council, I again commit to clear, sound and accountable leadership and conservative financial management. We are confident of adhering to our Long-Term Financial Plan, which is underpinned by financial sustainability and modest rate increases.

The new Council, elected to serve to 2018, inherited a financially robust organisation with two major projects under construction – the Glenunga Hub development and the substantial refurbishment of the George Bolton Swimming Centre Burnside. The swimming centre was completed and re-opened early in 2015.

I will continue to be active in the Burnside community and to advocate on matters that affect members of the community. During this year the \$190 per annum concession on council rates for pensioners and concession card holders and the \$100 per annum concession for self-funded retirees that were funded by the Federal and State Governments under a National Partnership Agreement were terminated. Representations made by South Australian Councils on behalf of their communities changed State policy and resulted in the introduction of the 'Cost of Living' payment to assist our pensioners and self-funded retirees.


The February 2015 Annual Community Survey again demonstrates that Burnside residents have a high level of satisfaction in the services and facilities provided by the City of Burnside Administration. This year, we developed a new approach to waste management with the roll out of an At-Call Hard Waste Collection for the 2015/16 financial year.

We continued our critical work on the Public Domain Streetscape Strategy, delivered our Environment and Biodiversity Strategy and commenced work on the Roundabout Landscape Renewal Program.



I look forward to the opening of the Glenunga Hub this coming year. Like the swimming pool refurbishment, it is designed in a style that encapsulates Burnside – understated but with a touch of class.

My Elected Member colleagues and I will continue to work with the Burnside community on environment, heritage protection, services, planning and development, open space, master planning, reserves and community facilities.


David Parkin
Mayor



From the Chief Executive Officer

Welcome to Council's Annual Report 2014/15 in which we account for our performance, our achievements and stewardship of public monies.

In 2014/15 Council, in consultation with our community, sought to balance the demand for services and infrastructure with the community's capacity to pay. We have shown continued commitment to responsible governance, demonstrating sound stewardship of the community's assets while providing value to all our ratepayers.

Our operating result for the 2014/15 financial year is a \$1.1m surplus. If the non-cash gains/losses from subsidiaries and other one-off items are excluded, the underlying surplus of Council amounts to \$0.48m. This represents an improvement of \$0.48m over the original balanced budget position and an improvement of \$0.96m over the third quarter forecast in May 2015, which forecast an operating deficit of \$0.48m. The main reasons for the \$1.1m surplus reported for the 2014/15 year are:

- early receipt of two quarters of 2015/16 Federal Government Financial Assistance Grants
- lower than budgeted contract expenses and
- a one-off rate rebate recoupment.

During the 2014/15 year, Council invested \$11.9m in replacing existing assets and \$3.5m in creating new assets, which after grants and sales of assets resulted in a cash total of \$15.1m spent on asset replacement and creation.

For the year ended 30 June 2015, Council has been provided with an unqualified report with respect to its financial statements and internal controls. This is a pleasing result for Council and reflects the significant progress Administration has made addressing the matters raised in the 2013/14 external auditor's report.



In 2014/15, we maintained strong fiscal diligence and delivered 55 out of 60 initiatives against our Annual Business Plan, the most notable being the delivery of the \$6m George Bolton Swimming Centre Burnside upgrade, our continued support for the Brown Hill Keswick Creek project, the Alexandra Avenue/Prescott Terrace War Memorial Tree Replacement Program and the delivery of the City Tree Audit. Our management of bushfire prevention, woody weeds and tree planting was robust and complemented the Council's continued commitment to our environment and biodiversity.

Our investments in community infrastructure and community facilities include renewal and upgrade to existing assets. Children can now enjoy a playground in front of the Civic Centre and families are now much better served in Miller Reserve, Tregenza Oval, Langman Reserve and Hazelwood Park with various upgrades including new water fountains, barbeques, improved fencing, toilet facilities and play spaces.

Our Library is still the second highest in the state for library loans and returns and the Pepper Street Arts Centre continues to be a focal point for local and state-wide arts events including the Adelaide Fringe and the South Australian Living Artists Festival (SALA).



We are immensely proud of the award winning master planning process which has led to the redevelopment of the George Bolton Swimming Centre Burnside and which was replicated for the soon to be completed Glenunga Hub, in particular the manner in which the community actively sought to share their needs, expectations and desires during consultation periods. We know our community values participation and involvement in our planning processes and we will continue to seek efficient and effective methods of community engagement. Our master planning processes to date have driven a greater sense of connection between ourselves and the local community and we will continue this engagement through further redevelopments planned for our centrepiece parks and reserves.

The February 2015 Annual Community Survey concluded that 76 per cent of our residents are satisfied with Council's performance, an overall score that is 6 per cent higher than the SA Council benchmark. Our residents' overall satisfaction with our performance achieved 7.1 out of 10, higher than 2014 at 6.9 and 2013 at 6.7, and a rise of 13 per cent within a two year period. In comparison against other SA Councils, Burnside ranks among the best performers for community satisfaction.

Our Administration was awarded the inaugural national Australian Local Government Management Excellence Award for Innovative Management Initiatives. This management initiative related to four-monthly rotations of our three General Managers to build expertise across all aspects of Council Administration.

Burnside intends to continue to deliver results for our community, responsibly, soundly and with strong fiscal diligence. With each target met, we move closer to the vision we share with our community for our City, as outlined in *Be The Future of Burnside 2012-2025*, our Strategic Community Plan. We will continue to strive toward support for local businesses and services for our youth.

With the support of our community, and in particular the large number of volunteers, we are finding more effective and efficient ways to deliver services and programs, to build and maintain our assets, and to achieve a responsible balance between rates, services and standards of infrastructure.

Paul Deb
Chief Executive Officer





Our City

Our Values



Proclaimed as a City in 1943, the City of Burnside is one of Adelaide's oldest residential areas. In 2016 the City of Burnside will celebrate its 160th anniversary of its proclamation as a District Council.

Encompassing 28 suburbs, the City of Burnside is located 10 minutes from the central business district of Adelaide and is nestled at the base of the Adelaide foothills.

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

Population and dwelling change in the City has been relatively stable over the past 20 years, reflecting the established nature of residential settlement and lack of strategic redevelopment sites. The SA Government's Glenside redevelopment will impact this status quo in the coming years and represents a new opportunity for residents to join us in the City of Burnside.

In 2014 the City of Burnside Estimated Resident Population (obtained from Australian Bureau of Statistics) was 44,734 and this is forecast to grow to 45,992 by 2036.

The City of Burnside acknowledges that the City is located on the traditional country of the Kaurna people of the Adelaide Plains. Burnside recognises and respects their cultural heritage, beliefs and relationship with the land.



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, social diversity and commitment to the environment.

Interesting facts:



Approximately

1,300
isolated,
older residents
participated
in various
social activities

including social bus trips, morning and afternoon teas, monthly information sessions and cooking classes for older men.



More than **510**
older residents
have received
11,100 hours
of support

with tasks including domestic assistance, shopping, friendly visiting, personal care and respite.



Approximately

1,685 older
residents
have received
assistance

to remain living safely at home with services including minor home maintenance and modification, gardening and gutter cleaning.



This financial year
volunteers have
contributed

5,027
hours

and transported over 15,335 passengers in the Community Transport Program.



Under the
**Significant
Regulated
Tree Assistance
Scheme 27**
applications

were made for grants to the value of \$15,387.90.



546 building
inspections

were undertaken, including footing inspections, framing inspections, completion inspections and swimming pool inspections.



The **Volunteer
Car Based
Service** has a pool of eight volunteers who have provided
563 trips
covering
7,245
kilometres
during the year.



Burnside
volunteers
contributed
over

789
hours

of on-ground works on nine hills face zone sites in the 'Bush for Life' program.



Customer Service took **52,804** calls

and entered 2,481 customer requests for service.



Rangers returned more than **92 per cent** of dogs wandering at large to their owners.



More than **5,400** dogs were registered.



Council has a data base of all **37,000** street and reserve trees across the whole City.



Council replaced **13 War Memorial Trees** in August 2014 within Prescott Terrace and Alexandra Avenue.



The Pepper Street Arts Centre and Burnside Civic Centre Atrium held **22** exhibitions supporting **350** hobbyists, students, established artists and community groups.



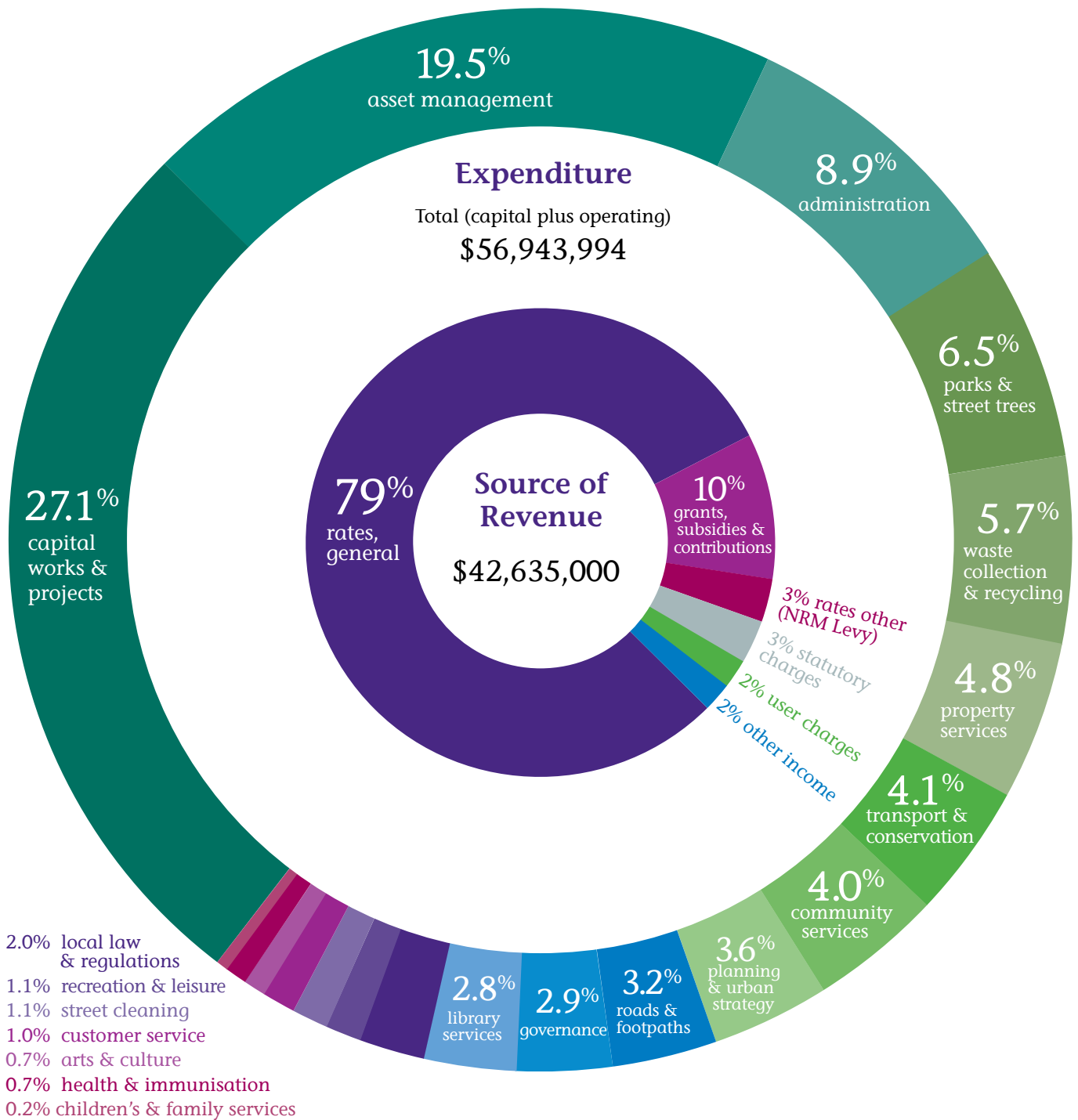
60 per cent of our rubbish is now recycled.



Council awarded **\$22,500** of grants between 23 successful community grant applicants.



Financial Summary & Expenditure



Our Performance Highlights

We are proud of our many achievements highlighted throughout this Annual Report. This includes delivering on community priorities, proactive planning for community infrastructure and services, collaborating with community to deliver programs and strengthening local partnerships.

Here are further details and more examples of what we achieved this year:

Strategic direction 1: Integrated Urban Form and Living Spaces

Brownhill Keswick Creek Stormwater Project

A six-week consultation process on the Brown Hill Keswick Creek (BHKC) Stormwater Project's 'Part B Report' for upper Brown Hill Creek occurred between 13 May and 23 June, 2015. The outcomes of the community consultation process will be reported to the five catchment councils. Each council will then determine its position and a final recommendation on Part B works will be made by the BHKC Stormwater Project to the State Government's Stormwater Management Authority. It is anticipated that this recommendation will be made by October 2015.

Burnside Swimming Centre Upgrade

On Saturday 7 February 2015, the multi-million dollar George Bolton Swimming Centre Burnside reopened to the public after a major redevelopment. The swimming centre closed for redevelopment in 2014 and involved a significant upgrade to the main building, aquatic operations and improvements to the facility's recreational elements and landscaping. All work on the main building, the plant room, the pools and other external works within the boundary are now fully complete.



Our Performance Highlights

Glenunga Community Hub

Council commenced construction of the Glenunga Hub in October 2014, with anticipated completion by December 2015. The main frame and structure of the hub facility was constructed, with the associated public plaza and car park nearing completion. Landscaping of the surrounds commenced, with a mixture of mature trees and saplings in accordance with the Glenunga Reserve's Tree Management Plan. Access and use of the Margaret Bond and Webb Ovals was maintained throughout construction. The Glenunga Community Hub, with the Glenunga Reserve, will continue to be a key sporting and recreation precinct for the community, with the added value of community spaces available for use and hire.



Heritage Awards

The Awards recognise development and restorations which maintain or enhance the City's built environment, acknowledge the City's unique heritage and contribute to the revitalisation of the City as an attractive place in which to live, work and play. Three nominations were received, with all three nominees awarded. Awards were presented at the Australia Day Ceremony.

Significant Regulated Tree Assistance Scheme

The City of Burnside is renowned for its landscape of significant trees, and as such, commencing in the financial year 2012/13 and continuing in 2014/15, the Council set aside funds for the operation of the scheme. Following a successful application to Council, a reimbursement of up to 50 per cent of the work, capped at \$1,000 per tree, was made in relation to approved works. Twenty seven (27) applications were made to Council, with \$15,387.90 in grants made.

War Memorial Tree Replacement Program

The avenues of trees (Alexandra Avenue and Prescott Terrace) is a memorial to soldiers from the Burnside District who lost their lives during World War 1. Council has adopted an annual replacement program of the historic Elm trees. During August 2014, 13 trees were replaced.

Capital Infrastructure Renewal Program

Footpath Renewal Program 36 block paving projects completed (which equates to 8.1 kilometres), and 26 Hot Mix Asphalt rehabilitation projects completed, totalling 6.1 kilometres.

Drainage Renewal Program 7 projects were undertaken including 1 kilometre of stormwater pipe and 28 side entry pits.

Kerb Renewal Program Reconstruction of the kerbs on 8 road sections occurred, equating to 5.9 kilometres.

Pavement Renewal Program The pavement was strengthened on 6 road sections totalling 3.3 kilometres.

Road Resurfacing Program The overall Road Resurfacing Program consisted of a Hot Mix Asphalt and scrub coat sub-program for 42 projects totalling 13.1 kilometres, the spray seal of Horsnell Gully Road (a shared boundary road with the Adelaide Hills Council) totalling 1.1 kilometres, and 13 thin emulsion surface projects equating to 2.6 kilometres.

New Infrastructure Program

As part of Council's new capital program:

The New Drainage Program consisted of 2 key projects and 4 minor flood mitigation or ponding projects identified by residents throughout the year. Through this program 184 metres of new pipe were laid; 300 metres of new culvert; 3 new side entry pits; 12 new junction boxes; and 1 new headwall.

The New Footpath Construction Program consisted of 10 new block paved footpaths totalling 3.1 kilometres.

Beulah Road Bicycle Route Enhancement

After extensive community consultation which included the formation of a community working group, Council endorsed and delivered works which included a driveway link and bicycle bypass.

City Development

Over the year 1,361 development applications were submitted of which 1,183 were finalised (1,134 approved and 49 refused). This year 546 building inspections were undertaken including footing inspections, framing inspections, completion inspections and swimming pool inspections. The level of inspections exceeded the legislative requirements and the levels set in Council's Building Inspection Policy. Five heritage grants were issued totalling \$10,000 in value.

Strategic direction 2: Protected and Valued Environment

Waterproofing the East

The City of Burnside endorsed formal participation in the Waterproofing the East project in May 2015 with the Minister for Local Government gazetted approval of the Eastern Regional Alliance (ERA) Water as a regional subsidiary between the City of Burnside, the City of Norwood Payneham & St Peters and the Town of Walkerville in July 2015. The Waterproofing the East project was initiated in 2009 in direct response to the millennium drought. The visionary project will store stormwater in underground aquifers for recovery and irrigation use in the summer months. The project is supported by grants of \$10m from the Australian Government and \$2m by the Adelaide and Mount Lofty Ranges Natural Resource Management Board.

City Wide Tree Audit

Council completed collection of tree data for 37,000 street and reserve trees across the City. This included the development and implementation of a sophisticated GIS database.

Our Performance Highlights

Biodiversity

Supporting our partnership with Trees for Life in the 'Bush for Life' program, Burnside volunteers contributed over 789 hours of on-ground works. Council's Conservation and Land Management program made significant advances in reducing woody weed infestations in Waterfall Gully Reserve, Themeda Reserve and Gully Reserve. Close collaboration with the Fuel Control Program has yielded benefits for both fuel management and biodiversity conservation in many reserves across the hills face including Magill Stone Mine and hills face roadsides.

Stage 4 of the Michael Perry Reserve creek line restoration project was completed with nearly half a kilometre of Second Creek being restored to health. Since the removal of the last section of woody weeds there has been the re-emergence of native orchids on the site. This project was funded by the Adelaide and Mount Lofty Natural Resource Management Board. This year saw the Hazelwood Park 'goat track' improved with the removal of woody weeds, planting of native species, the removal of tripping hazards and a new path surface made from recycled bitumen.



Reducing waste to landfill

The '3 Bins & A Basket' kerbside waste management service continues to deliver Council one of the highest landfill diversion rates in Australia at an average of 60 per cent. With greater effort on food waste diversion this figure should rise to 65 per cent. During this year Council undertook preparations for a 12 month trial of an At-Call Hard Waste Collection service with waste disposal to an alternative fuel facility instead of landfill. This trial will commence in the 2015/16 period. Early in 2015, the City of Burnside, along with other East Waste Member Councils negotiated new contracts for the commercial processing of the contents of the yellow lid bin which will see a direct financial return if residents continue to separate their recyclable waste correctly.



Strategic direction 3: Our Diverse Supportive, Happy and Healthy People

Dynamic Library

After the implementation of the One Library Management System (One Card) in February 2014, the system has been a huge success and our clients are able to access over four million titles. Burnside Library is still second highest in the state for library loans and returns, even after the introduction of the One Library Management System. A library exit survey was undertaken from May to June 2014. A range of recommendations were made, all of which have been implemented. This year Council introduced a systematic reading program in preparation for the introduction of Radio Frequency Identification (RFID). The Library established a new large print and audio classics collection.

Resident Care

Additional Federal Home and Community Care funding provided the opportunity to commence new groups, including a Men's Breakfast, monthly Men's Bus Trips and Come and Try activities. To date, over 200 people have participated in activities such as acrylic painting, landscape painting, pyrography, print making, croquet, gardening, iPad information sessions, cooking, chess, mah-jong, yoga, contemporary dancing and tai chi.

More than 510 older residents received 11,100 hours of support with domestic assistance, shopping, friendly visiting, personal care and respite.

Approximately 1,300 isolated, older residents participated in various social activities including social bus trips, morning and afternoon teas, monthly information sessions and cooking classes. Highlights included a trip on the Murray Mouth Cruise, and tours of ABC Radio, Newman's Nursery and the Metropolitan Fire Station.

Art Life

The Pepper Street Arts Centre and Burnside Civic Centre Atrium held 22 exhibitions which supported approximately 350 hobbyists, students, established artists and community groups. Volunteers contributed on average 50 hours per week to the Centre, bringing community ownership to the program.

State-wide arts events were celebrated including the Adelaide Fringe and the South Australian Living Artists Festival (SALA). Exhibition launch events for these featured shows, as well as the popular Little Treasures community exhibition attracted up to 200 participants per afternoon event.

Youth

The Youth Advisory Committee (YAC) met seven times. National Youth Week 2015 was celebrated by the offering of several community development events. The highlight was the courtyard acoustic sessions which were held in the Burnside Civic Centre courtyard.



Our Performance Highlights

For the Kids

The children's team had a very successful year with more than 2,000 people enjoying Council's holiday programs throughout the year. Baby Chat session attracted 6,707 adults and babies. Storytime is held weekly and the program has been enhanced by the reader's theatre that staff have created and presented. The parent lounge continues to be a great value-add for the community with many young parents utilising it weekly.

A range of successful school and early childhood education liaison sessions were offered with 1,500 children attending local history sessions. The development of a local history play for schools focusing on Mary and Christopher Penfold was developed. This will be rolled out in 2015/16.



Community Grants

Each year Council encourages community led programs and events through the Community Grants program. This year \$22,500 in grants were distributed. Some of the recipients included the First Beaumont Scout Group, Burnside Biodiversity Volunteers, Arthritis Foundation of South Australia, Glenunga Croquet Club and the Rotary Club of Burnside Inc.

Strategic direction 4: Leading, Inclusive and Connected Council

Community Engagement

Council endorsed a Community Engagement and Consultation Strategy detailing our approach to communications and community engagement. Council undertakes city-wide or targeted mailouts and letterdrops, Civic Centre displays, onsite signage, rates notice accompaniments, advertisements in local and metropolitan newspapers and temporary working parties for residents to nominate for and participate in. Our online engagement platform, engage.burnside, continued to act as the central portal for conducting online consultation and engagement across the spectrum of planned projects and programs. Council also maintains a regularly updated website promoting latest news and activities, produces a quarterly resident newsletter 'Burnside Focus', generates monthly media releases and maintains a social media presence via Twitter and Facebook.

A snapshot of some of the larger engagements conducted this year included: the February 2015 Annual Community Survey, Draft Environment and Biodiversity Strategy, Beulah Road Bike Route Working Group, Regional Public Health Plan, Communications and Engagement Strategy, Community Land Revocation and the Community Development Strategy.



Development and Implementation of Strategic Customer Service Plan

An organisation wide program, named 'B CustomerWise' was launched in September 2014. This program is designed to take the organisation on the journey of fostering a culture delivering excellence in service to our community and customers. There are various elements to the program, and 2014/15 saw Level 1 of the first module successfully completed by all departments.

Customer Service Centre

During 2014/15 the Customer Service Centre took 52,804 telephone calls with an average wait time of 33 seconds and with 57 per cent of calls handled completely by the first person to answer the call. On average around 40 per cent of customer requests are related to trees, with 20 per cent related to traffic management, followed by 10 per cent concerning development planning.



2014 Council Elections

Council hosted information sessions and workshops for candidates as well as providing briefing packs on the responsibilities of becoming an Elected Member. Council Administration worked closely with the Local Government Association of SA and liaised and coordinated with the Electoral Commission of SA during this period. Follow up with campaign donation returns also occurred.



External Audit

For the year ended 30 June 2015, Council has been provided with an unqualified report on its internal controls as audited under section 129 (1)(b) of the *Local Government Act 1999*. This is a turnaround compared to the qualified report received in the 2013/14 year and a testament to the concerted effort put in by Administration in creating an effective internal control environment. Moving forward, Administration is committed to maintaining and further strengthening its internal controls.

Power Generator

A power generator was purchased to supply essential power to key services at the City of Burnside Civic Centre. The generator ensures that customer service, telecommunications, and business applications can remain functional when power outages occur.

Our People

The Council's Administration is responsible for the coordination, implementation and management of Council decisions, services and activities in accordance with the City of Burnside's Strategic Plan.

In addition, the Administration evaluates operational matters, considering comments on policies, strategies and services prior to their review and adoption by Council.

City of Burnside has four senior executives led by a Chief Executive Officer who establishes and maintains the organisational structure of Council Administration.

Three General Managers lead three divisions of administration:

- Corporate Services
- Community and Development Services
- Urban Services.

The Office of the CEO is a fourth department, headed by the Chief Executive Officer, that dealt with issues of strategic organisational significance and included internal auditing, corporate communications, Elected Member support, Council and Committee Secretariat and Executive support.

Total salary packages in 2014/15 are made up of base salary, superannuation and the facility to salary sacrifice for a fully expensed car and range between \$180,250 and \$223,208 per annum. In addition these executives are provided with a mobile phone and computer tablet for their work use.



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* and the Strategic Planning and Development Policy Committee established under S101A 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 two members of Council and three 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 2014/15 financial year.

Local Government

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 for Category 2 and 3 applications. There is no appeal for Category 1.

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 current Council was elected in November 2014. Council elections are held every four years.

2014/15 Elected Council Members

1 July 2014 – November 2014 Elections

Beaumont Ward



Cr Anne Monceaux

Cr Mark Osterstock

Eastwood and Glenunga Ward



Cr Helga Lemon

Cr Di Wilkins

Kensington Park Ward



Cr Jane Davey

Cr Leni Palk

Burnside Ward



Cr Graham Bills

Cr Michael Capogreco

Kensington Gardens and Magill Ward



Cr Grant Piggott

Cr Tony Pocock

Rose Park and Toorak Gardens Ward



Cr Peter Cornish

Cr Robert Hasenohr

November 2014 Elections – 30 June 2015

Beaumont Ward



Cr Anne Monceaux

Cr Mark Osterstock

Eastwood and Glenunga Ward



Cr Helga Lemon

Cr Di Wilkins

Kensington Park Ward



Cr Jane Davey

Cr Felicity Lord OAM

Burnside Ward



Cr Graham Bills

Cr Lance Bagster

Kensington Gardens and Magill Ward



Cr Grant Piggott

Cr Henry Davis

Rose Park and Toorak Gardens Ward



Cr Peter Cornish

Cr Peter Ford

Elected Members Council Meeting Attendance

A total of 23 Council Meetings were held during the meetings 2014/15 financial year of which 2 were Special Council Meetings.

| | 1 Jul 2014 - Nov 2014 elections | Nov 2014 elections - 30 Jun 2015 | special meetings | total meetings attended |
|--------------------------|---------------------------------------|--|---------------------|-------------------------------|
| Mayor Parkin | 8 | 13 | 2 | 23 |
| Councillor Bagster | | 11 | 1 | 12 |
| Councillor Bills | 6 | 12 | 2 | 20 |
| Councillor Capogreco | 8 | | | 8 |
| Councillor Cornish | 8 | 12 | 2 | 22 |
| Councillor Davey | 8 | 13 | 2 | 23 |
| Councillor Davis | | 13 | 2 | 15 |
| Councillor Ford | | 12 | 2 | 14 |
| Councillor Hasenohr | 6 | | | 6 |
| Councillor Lemon | 8 | 13 | 2 | 23 |
| Councillor Lord | | 12 | 2 | 14 |
| Councillor Monceaux | 7 | 12 | 2 | 21 |
| Councillor Osterstock | 7 | 12 | 2 | 21 |
| Councillor Palk | 8 | | | 8 |
| Councillor Piggott | 7 | 13 | 2 | 22 |
| Councillor Pocock | 7 | | | 7 |
| Councillor Wilkins | 7 | 12 | 2 | 21 |

Leave of absence was granted to Cr Cornish (26 May 2015), Cr Bagster and Cr Monceaux (14 May 2015).

Local Government

Allowances

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 on 28 July 2014.

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 Jul 2014 14 Nov 2014: | 14 Nov 2014 - 30 Jun 2015: |
|-----------------|----------------------------|-------------------------------|
| Mayor | \$61,980 | \$63,600 |
| Councillor | \$15,495 | \$15,900 |
| Committee Chair | \$19,368 | \$19,875 |

Note: Elected Members and some Independent Members were provided with a computer tablet in January 2015 for the use of replacing paper based agendas as part of the Members' Allowances Policy.





| | Audit | DAP | Council | Total |
|----------------------------------|---------|---------|----------|----------|
| Elected Members (Current) | | | | |
| David Parkin | | | \$60,136 | \$60,136 |
| Helga Lemon | | \$1,200 | \$15,356 | \$16,556 |
| Graham Bills | | | \$15,356 | \$15,356 |
| Di Wilkins | | | \$15,356 | \$15,356 |
| Jane Davey | | | \$15,356 | \$15,356 |
| Peter Cornish | | | \$15,356 | \$15,356 |
| Mark Osterstock | \$1,346 | \$800 | \$15,058 | \$17,204 |
| Grant Piggott | | \$800 | \$15,058 | \$15,858 |
| Anne Monceaux | | | \$15,058 | \$15,058 |
| Peter Ford | | \$1,200 | \$9,549 | \$10,749 |
| Henry Davis | | | \$9,549 | \$9,549 |
| Felicity Lord | | | \$9,549 | \$9,549 |
| Lance Bagster | | | \$9,549 | \$9,549 |

Elected Members (contested but not re-elected)

| | | | | |
|-----------------|--|-------|---------|---------|
| Robert Hasenohr | | \$800 | \$5,807 | \$6,607 |
|-----------------|--|-------|---------|---------|

Elected Members (did not contest election)

| | | | | |
|-------------------|--|---------|---------|---------|
| Leni Palk | | \$1,000 | \$5,510 | \$6,510 |
| Michael Capogreco | | | \$5,510 | \$5,510 |
| Tony Pocock | | | \$5,510 | \$5,510 |

Independent Members

| | | | | |
|--------------------|---------|---------|--|---------|
| Lisa Scinto | \$2,000 | | | \$2,000 |
| Leigh Hall | \$1,500 | | | \$1,500 |
| Andrew Blaskett | \$2,000 | | | \$2,000 |
| Bill Chandler | | \$6,050 | | \$6,050 |
| Ross Bateup | | \$3,850 | | \$3,850 |
| Alison Brookman | | \$3,850 | | \$3,850 |
| Stephanie Johnston | | \$3,500 | | \$3,500 |

Audit Committee

| | 1 Jul 2014 - 14 Nov 2014 | 14 Nov 2014 - 1 Dec 2014 | 1 Dec 2014 - 30 Jun 2015 |
|------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Presiding Member | Councillor Osterstock | Leigh Hall* | Leigh Hall* |
| Members | Mayor Parkin Cr Cornish | Mayor Parkin | Mayor Parkin Cr Piggott |
| Independent Members | Lisa Scinto Andrew Blaskett | Lisa Scinto Andrew Blaskett | Lisa Scinto Andrew Blaskett |
| Meetings held | 2 | 0 | 3 |
| Sitting Fee: | | | |
| Independent Member | \$400 per meeting | \$400 per meeting | \$400 per meeting |
| Presiding Independent Member | \$500 per meeting | \$500 per meeting | \$500 per meeting |

*Independent Member

Development Assessment Panel (DAP)

| | 1 Jul 2014 - 14 Nov 2014 | 1 Dec 2014 - 30 Jun 2015 |
|---------------------|--|--|
| Presiding Member | Bill Chandler | Bill Chandler |
| Members | Cr Hasenohr Cr Palk Cr Piggott | Cr Ford Cr Lemon Cr Osterstock |
| Independent Members | Ross Bateup Alison Brookman Stephanie Johnston | Ross Bateup Alison Brookman Stephanie Johnston |
| Meetings held | 5 | 6 |
| 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 |

Local Government

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 2014/15, 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 September and December 2014.

CEO Recruitment, Performance Appraisal and Remuneration Review Committee

| | 1 Jul 2014 - 14 Nov 2014 | 1 Dec 2014 - 30 Jun 2015 |
|---------------|---|---|
| Members | Mayor Parkin Cr Cornish Cr Piggott Cr Pocock | Mayor Parkin Cr Bagster Cr Lemon Cr Osterstock |
| Meetings held | 3 | 3 |
| | All members attended the three meetings | |

Council Representation on Boards and Committees

1 Jul 2014 - 30 Jun 2015

Adelaide Mount Lofty Ranges Bushfire Management Committee

Council representation: General Manager, Community and Development Services

Burnside Retirement Services Inc.

Council representation: Cr Wilkins and Cr Monceaux (1 July 2014 - 30 June 2015), Cr Osterstock (from January 2015), and (former) Cr Hasenohr (1 July - November 2014)
Sitting fee: \$1,084 per annum

Burnside War Memorial Hospital Inc.

Council representation: Cr Davey (1 July 2014 to 30 June 2015), Cr Osterstock (from November 2014), Cr Bagster (from November 2014), Cr Cornish (1 July to November 2014), and (former) Cr Pocock (1 July - November 2014)
Sitting fee: \$500 per annum

Eastern Health Authority Inc.

Council representation: Cr Cornish and Cr Monceaux

Eastern Business Enterprise Centre

Council representation: General Manager, Corporate Services (1 July - 24 November 2014), General Manager, Community and Development Services (24 November 2014 - 30 June 2015)

Eastern Region Alliance Inc.

Council representation: Mayor David Parkin

Eastwood Community Centre Inc.

Council representation: Cr Lemon (1 July – 24 November 2014), Cr Wilkins (1 July 2014 to 30 June 2015).

Eastern Waste Management Authority

Council representation: Cr Piggott

Highbury Landfill Authority (HLA) and HLA Audit Committee

Council representation: Chief Executive Officer

Local Government Finance Authority of SA

Council representation: Mayor David Parkin

Local Government Association of SA

Council representation: Mayor David Parkin

National General Assembly of Local Government

Council delegate: Mayor David Parkin

Local Government Managers Australia

Council representation: Mayor David 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 codes. To broaden their knowledge and skills, Elected Members have the opportunity to attend training sessions, workshops and conferences throughout the year.

In 2014/15, Elected Members were invited to 26 workshops.

| Date | Name of Training / Workshop |
|-------------|--|
| 7 Oct 2014 | Tourism and Heritage – a Winning Combination |
| 30 Oct 2014 | LGA – AGM Dinner |
| 20 Nov 2014 | Committee Structures/Council Meeting Timetable/Introduction to Regional Subsidiaries and Section 41 Committee (Paul Deb) Role of EMs and Mock Council Meeting (Michael Kelledy) |
| 27 Nov 2014 | Regional Subsidiaries, Section 41 Committees, DAP and Records Management |
| 22 Jan 2015 | ERA Stormwater, Glenside Development, Pensioner Concessions, Overdue Rates, Swimming Centre |
| 29 Jan 2015 | Norman Waterhouse EM Mandatory Training – Session 1 Ethics of being a Council Member |
| 5 Feb 2015 | LGA Planning Reform Consultation, Constable Hyde, Growth Consultation and DPA |
| 12 Feb 2015 | Norman Waterhouse – Financial Management |
| 19 Feb 2015 | Councils of the future – Amalgamations, Waterfall Gully Road |
| 5 Mar 2015 | Overall Budget Process, Operation budget Overview, Proposed Operating Projects for Review, Managers presentations on Departmental Functions, Projects, Performance Improvements/Efficiency savings |
| 12 Mar 2015 | The Relationship Between Council and Staff, Progressing and Evolving the Council’s Code of Conduct (Complaints Handling) Policy |
| 12 Mar 2015 | Evolving EM Code of Conduct Policy |
| 19 Mar 2015 | Budget Workshop 2 |
| 21 Mar 2015 | Strategic Planning Day |
| 25 Mar 2015 | National ALGWA conference |
| 26 Mar 2015 | Norman Waterhouse EM Mandatory Training – Meeting Procedures |
| 9 Apr 2015 | Brownhill Keswick Creek and CEO Performance KPIs |
| 16 Apr 2015 | CEO Performance Review |
| 23 Apr 2015 | 2015/16 Budget |
| 7 May 2015 | 30 Year Plan, ERA Water, Civic Centre Renovations and Property Acquisition Plan |
| 14 May 2015 | ICAC and External Review Bodies |
| 21 May 2015 | Eastern Health Authority, Community Land Revocation and Findings of the Community Survey |
| 28 May 2015 | Mandatory Training – Managing Conflicts |
| 11 Jun 2015 | Elected Member Training – Code of Practice Meetings and Documents – Access and Procedures, Bicycle Policy and Media Awareness Training |
| 18 Jun 2015 | Council Member Code of Conduct Complaint Handling Procedure |
| 25 Jun 2015 | Zone Emergency Management Committee for Eastern Adelaide |

Local Government

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 six weeks).



Voters' Roll

The number of electors on the voters' roll as at the last closing date under the Act is 31,741. The break down in Ward is as follows:

| | |
|-------------------------------|-------|
| Beaumont | 5,259 |
| Burnside | 5,157 |
| Eastwood and Glenunga | 5,166 |
| Kensington Gardens and Magill | 5,374 |
| Kensington Park | 5,563 |
| Rose Park and Toorak Gardens | 5,222 |

Representation Quota

Council's representation quota is 2,441 (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.

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 2014/15.

| Topic | Number |
|--|--------|
| Section 90(2) Orders made to go in confidential session. | 29 |
| Section 90(3) Grounds under which an Order made. | |
| 90(3)(a) Personal Affairs | 24 |
| 90(3)(b) Confer commercial advantage on another person / prejudice Council's commercial person | 9 |
| 90(3)(c) Reveal trade secrets | 0 |
| 90(3)(d) Commercial in confidence | 11 |
| 90(3)(e) Security of Council, council property or persons | 0 |



Governance

| | |
|---|-----------|
| 90(3)(f) Prejudice maintenance of law or investigation | 0 |
| 90(3)(g) Breach of law – duty of confidence | 1 |
| 90(3)(h) Legal advice | 9 |
| 90(3)(i) Litigation | 0 |
| 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 | 42 |
| Orders expired or revoked from 2014/15 | |
| Partial Release | 17 |
| Full Release | 11 |

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 2014/15 Council processed 15 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 2014/15 one internal review was requested and the initial decision was upheld by Council.

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 – Meetings and Documents – Access and Procedures

Procedures

- Internal Review of Council Decisions (Section 270) Procedure
- Council Member Code of Conduct Complaint Handling Procedure
- 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 2014/15.

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. This by-law expires on 1 September 2021.

