



# annual report 2011-12







# annual report

## 2011-12



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The City of Burnside acknowledges that the City is located on the traditional country of the Kaurna people of the Adelaide Plains. We recognise and respect their cultural heritage, beliefs and relationship with the land and acknowledge the continuing importance this has to the Kaurna people today.







# From the Mayor



The Council of the City of Burnside is now midway through its four-year term. It works collaboratively and constructively with the

City's Executive to deliver quality services, events and governance to the city.

It is gratifying that the Council has evolved to operate without factions. Any two Elected Members are likely to vote with each other on one matter and against each other on the next. Each Elected Member clearly acts in the interests of the City as each perceives it.

## A Financially Accountable and Sustainable Organisation

### Budget

The City's overall financial position is sound. Unlike most metropolitan Councils, Burnside has no underlying structural debt and the average rates levied per household compare very favourably with other Adelaide councils. The City has the financial capacity to commit to substantial long-term capital projects yet remain within current revenue and cost parameters.

The community has a right to expect Council to deliver appropriate services efficiently and expects operating costs to be met from current revenue, as an operating deficit effectively and unfairly means tomorrow's ratepayers are required to pay for the consumption of today.

This Council inherited a deficit on the operating account of more than \$2 million. Significant inroads into that deficit were made in our first budget. In the current financial year, the deficit has been reduced to slightly more than \$700,000. Our aim is to eliminate the deficit in the framework of the 2013-14 budget.

### Change to Council Committees

During the year, the Chief Executive Officer undertook a formal review of the structure of the Administration. Significant changes were made. Following these changes, Council resolved to restructure its Standing Committees to reflect the new structure and responsibilities within the Administration.

The Corporate and Community Services Standing Committee and the Planning, Heritage and Infrastructure Standing Committee were dissolved and the Infrastructure and Environment Standing Committee and the Community, Development and Heritage Standing Committee came into effect on 1 January 2012.

## A Strong Community Spirit

### Autumn Village Fete and other Community Events

The Burnside Autumn Village Fete on Sunday 22 April 2012 was an outstanding success. Feedback from the public was overwhelmingly favourable. The emphasis on families and children in an inviting 'Village Fair' atmosphere was particularly well received. The planning timeframe for the project was extremely short and my sincere thanks go to all Burnside staff for their efforts and commitment to the project.

On 1 September 2011 the Library's One Book One Burnside Extravaganza was held in the Burnside Ballroom. The creative initiatives of the Library continue to impress me and I am pleased to see the strong level of community support that the Library's wide-ranging activities command.

Another successful Carols in the Park was held at Hazelwood Park in December 2011. For many years, this event by the Lions Club of Burnside has been held with a \$10,000 sponsorship provided by the City of Burnside. It is an example of the extensive and varied projects the Burnside service clubs undertake within the City. There is an excellent relationship between the Service Clubs and the City of Burnside and their work is invaluable. I would like service club members to understand how much their voluntary contributions are valued and appreciated.



# From the Mayor

## Volunteers

The most recent census has shown that the rate of volunteering amongst adults in the City of Burnside at 25% is, with the Town of Walkerville, the highest in metropolitan Adelaide.

Burnside is fortunate to enjoy this high level of community contribution and community spirit. Volunteers, either directly with the City of Burnside or indirectly with the service clubs and organisations like Meals on Wheels are the engine-room of the City. It is important that we continue to build on the volunteer programs and encourage more citizens to become involved.

The annual volunteers Christmas Dinner was held in November 2011. More than 260 volunteers attended and I appreciated the opportunity to thank all volunteers who help with service delivery and maintenance at the City of Burnside.

In April 2012, the City of Burnside accepted the keys of a car donated by the Lions Club of Glenside to be used for a Volunteer Car Program. This service involves volunteer drivers providing a pick-up service for senior citizens who have difficulty attending medical appointments.

On National Volunteers Day in May 2012, Catherine Barrett received an outstanding achievement award for her contribution to the Autumn Village Fete. Forty five volunteers also received Years of Service awards.

## Chapel Street Reserve Community Gardens

In October 2011, I was pleased to launch the Magill Community Garden, in Chapel Street, Magill. The community garden offers local residents the opportunity to grow their own plants, fruit, vegetables and herbs in a community space designed to be accessible to people of all abilities. The evident enthusiasm of the local community for this pioneering project is encouraging. In May 2012, I had the pleasure of planting a loquat tree to officially declare open the Community Garden. More than 50 people, including budding green thumbs, experienced gardeners, elected members and council staff attended.

The garden has become an intergenerational attraction; an activity parents can enjoy with their children and grandparents with their grandchildren. The garden is a joint initiative of the City of Burnside and the Chapel Street Community Garden Committee and receives ongoing support from the Morialta Uniting Church.

## Australia Day 2012

A successful Australia Day event was held at Hazelwood Park. More than 500 people came to see 41 new Australians become Australian citizens.

Broadcaster Roger Cardwell was named Burnside Citizen of the Year for his work with Burnside Library's vision impaired book discussion group and for the time he volunteers to produce audio recordings of the library's monthly *Grapevine* newsletter. Roger's recordings are uploaded to the City of Burnside website for the visually impaired to hear local news and events associated with the library.

The Burnside Youth Citizen of the Year, Jessica Perrin, spent six months of her life as a communications consultant helping support the Global Polio Eradication Initiative Program in India. She also donates her time to Care Australia, AusAid and UNICEF.

A united council, a responsible administration and a strong community spirit contribute to the ambience which defines Burnside. As I have learned to understand the challenges, opportunities and responsibilities of Local Government, I better appreciate the honour bestowed upon me as your elected Mayor. I look forward to the challenge of continuing to work in the interests of the residents of the City of Burnside for the remainder of my term.



David Parkin  
Mayor



# From the Chief Executive Officer



Welcome to the City of Burnside's 2011-12 Annual Report. This year we continue with the significant steps towards being a more engaging and transparent organisation.

The 2011-12 year also heralded many successes for the City that are preparing us for a positive, vibrant, community focused and financially sustainable future.

As the newly appointed Chief Executive Officer to the City of Burnside in July 2011, one of my first tasks was to undertake a review of the Administration to ensure that its structure and people were capable of delivering the many significant projects that the Council had embarked upon, as well as ensuring that we could continue to deliver services to the community in a timely, financially sustainable and customer focused way.

The previous organisational structure (with two large Divisions each with its own General Manager) had been in place since 2003. I determined it was timely to undertake an Organisational Review. Based on that review's findings, along with feedback from Elected Members and senior staff, it was recommended that the City move to an organisational structure comprising three Divisions, each headed by a General Manager, reporting to the Chief Executive Officer. The introduction of the third General Manager reduced the span of control for each General Manager helping address existing workload issues allowing senior management to have a greater focus on strategy and assisting the organisation to better deliver services.

The organisational restructure was endorsed by Council in November 2011 and positions for the new structure were filled by March 2012. The changes focus the Administration on the goals and objectives articulated in Council's Strategic Plan and make the organisation more responsive to community needs and expectations, particularly in respect of Council's core community functions of Development Assessment, Library, Community Services and Customer Service.

As part of the organisational restructure, an Internal Auditor was employed to actively review each Council department from a risk management perspective, as well as undertake a formal Service Review to ensure all services are being delivered efficiently and effectively. The first department to be audited was the Library and findings were presented to Council in June 2012 and recommendations implemented thereafter.

Following the decision by Council to endorse the restructure in November 2011, the Corporate and Community Services Standing Committee and the Planning, Heritage and Infrastructure Standing Committee were dissolved and the Infrastructure and Environment Standing Committee and the Community, Development and Heritage Standing Committee came into existence on 1 January 2012. These changes were made to better reflect the relationship between the newly restructured Administration and the Council.

The process of community consultation provides an opportunity for people living in the City of Burnside to learn about and submit suggestions on important issues and projects that affect our future. It also helps shape Council's decision-making process. To maximise community engagement opportunities, the City of Burnside recently implemented Engage.Burnside, a new online consultation tool hosted by Bang the Table. The website encourages open communication through forums, surveys and quick polls, complementing existing methods including written submissions and print notifications. By taking part in Engage.Burnside you will contribute to strengthening the community and assist Council in making important decisions. I would like to thank everyone who participated in the budget consultation process using both Engage.Burnside and the more traditional consultation methods. I encourage you to continue lending your voice to Burnside Council's community consultations as opportunities arise.

The City of Burnside is a vibrant and positive place to live as evidenced by the plethora of events, programs and activities designed to meet community needs and enhance lifestyles. Special mention must go to the inaugural and highly successful Burnside Autumn Village Fete which was held on 22 April 2012 at the Kensington Gardens Oval. The event was a celebration of the City's rich history, diverse culture, unique integrated urban form and its people. It offered a range of exciting activities and was exceptionally well-attended, attracting more than 4,000 people.



# From the Chief Executive Officer

The fete was a collaborative across-council effort, drawing on the skills of staff from many different areas of Council and boasted a number of Council displays and stalls representing the Library, the Toy Library, showcasing our new 3-bin system and depot heavy vehicles, Engage.Burnside and arborist demonstrations.

Council approved the new 3-bin and food organics waste system in November 2011. Community consultation was undertaken in November 2010, and it highlighted that there was a strong interest in its implementation.

Supporting this is the return of the highly successful kitchen basket and compostable bags allowing residents to dispose of food scraps directly to the green organic waste bin. The new waste and recycling service is scheduled to be operational by December 2012 with more than 65,000 new bins delivered across the City. The system will be more efficient and user-friendly, greatly reducing the amount of waste diverted to landfill. The existing split bin, that has served the City well for more than 15 years, will be phased out to make way for the new 3-bin system, which has been adopted by all Adelaide metropolitan Councils in recent years.

This year we again continued to foster the working relationship between the City of Burnside and Councils in the Eastern Region Alliance (ERA). The partnership aims to achieve agreed social, economic, environmental, cultural and other related priorities for local communities and eastern metropolitan Adelaide as a whole.

Finally, I would like to sincerely like to thank the loyal and dedicated Council staff along with the Elected Members for their continuing efforts to constantly improve the City of Burnside making it such a vibrant and positive place in which to live and work.



**Paul Deb**  
Chief Executive Officer

# the Toy Library





## Our City

The City of Burnside is a historically beautiful area nestled at the base of Adelaide's foothills. It is renowned for its green open spaces, tree-lined avenues, period architecture and quality of lifestyle.

2012 celebrates the 156<sup>th</sup> anniversary of its proclamation as a District Council.

It is one of Adelaide's oldest residential areas which is evident through the beautiful architecture which now sits proudly alongside unique integrated urban form.

Located just 10 minutes from Adelaide's central business district, the City of Burnside encompasses 28 suburbs and supports a residential population of 44,000 people. Our City identifies strongly with its history, residents and open spaces. It meets the demands of urban renewal and recreation while also maintaining the character and streetscapes and significantly influences the services and programs for our community. Some of the services we offer residents include a library, toy library, aged support programs, a swimming centre, a range of sporting and community facilities and our own Pepper Street Arts Centre.

Our City is predominantly residential yet also boasts some of the most interesting and exclusive retail precincts in South Australia. Along with our 113 parks and reserves, we provide a vibrant destination for both recreational and retail activities.

## Our Vision

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.

During the 2011-12 financial year, the Council commenced the review of its strategic plan Vision 2020ii a 15-year plan for the Burnside community. It is a key document that clearly identifies issues that are critical to the community and defines a path to achieving the City's collective vision for the future.

To achieve this, we undertake planning and action within four strategic directions:

- Our integrated urban form and living spaces, climate change ready.
- Our protected and valued environment.
- Our diverse, supportive, happy and healthy people.
- Our leading, inclusive and connected Council.

Each strategic direction is interlinked and interdependent on others.

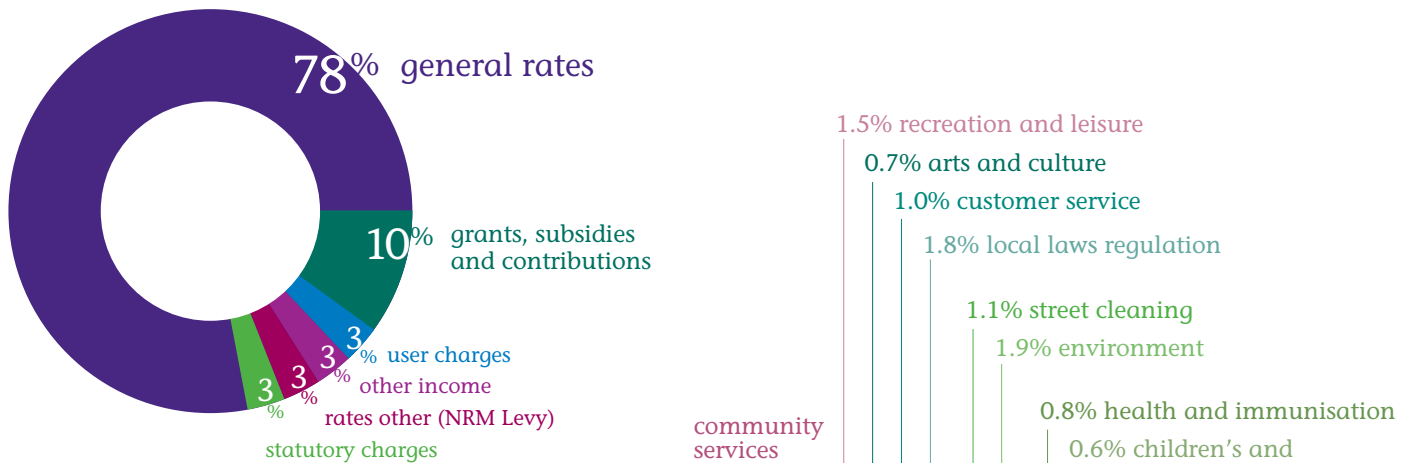
Each of the strategic directions has a number of related desired outcomes which are goal statements based on key messages from the community.

For more details about the City of Burnside's strategic plan visit [www.burnside.sa.gov.au](http://www.burnside.sa.gov.au).

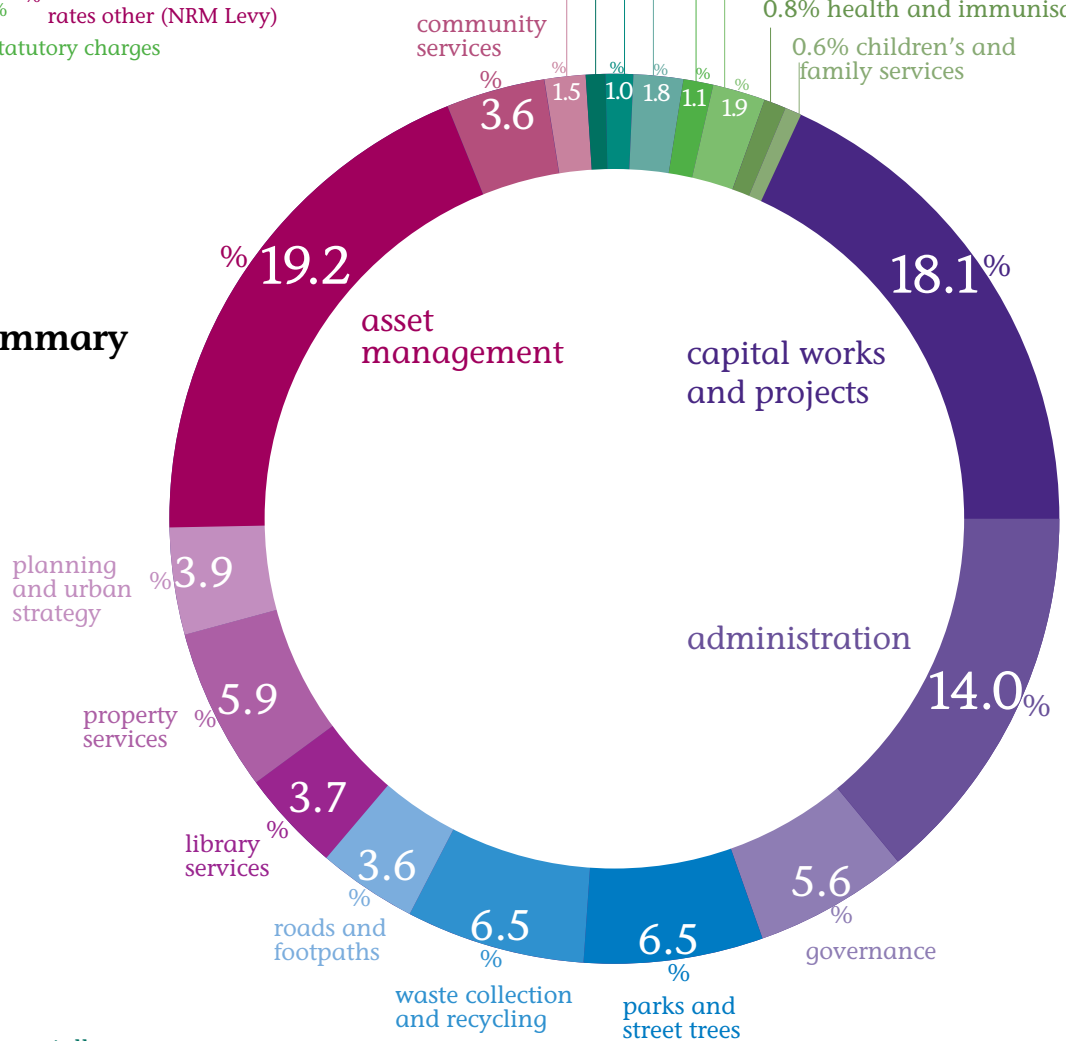
# Financial Summary and Expenditure



## Sources of Revenue



## Expenditure Summary



### Strategic Direction C

Desired Outcome – A Financially Accountable and Sustainable Organisation



# Achievements completed by 30 June 2012

Our City aims to provide services that meet the needs of our community now and in the future. We are proud of our achievements and our decisions have been based on collaboration and inclusiveness leading to better outcomes for our community.

## New Operating Projects

Council is responsible for the management and maintenance of 37 playgrounds, 46 tennis courts, 12 playing fields and 101 hectares of parks and developed open space. Council manages more than 29,000 street trees and implements many strategic projects to keep these trees and our suburb green and leafy.

This year we have completed our Tree Program with an additional 200 trees interplanted throughout the City, while arboriculture maintenance continues under the guidance of the newly appointed technical officer for trees, and through additional contract work. We undertake periodic watering of our street trees and Council reserves, particularly in times of drought.

Other environmental projects to be finalised include the Brownhill Keswick Creek stormwater project, the Second Creek flood mitigation study (from Rochester to Statenborough streets) and the Southern Hills Face Reserves management.

The Eastern Region Men's Shed Program has been expanded with additional groups this financial year. The focus of the Program is primarily as a place of social interaction where older men are involved in community projects, make or repair items for themselves and socialise with other men. The Program is funded by Home and Community Care (HACC) and works in partnership with two other local councils.

Council has finalised its infrastructure and asset management plan integration, an energy assessment of Council facilities and the implementation of a number of energy saving initiatives, a waste and recycling audit and a number of water saving initiatives.

In order to ensure a continued and expanded focus on customer service we have appointed an Information Management Officer (located in the Records Department).

We have also seen increased community consultation and connection programs and supported a series of Art Programs to celebrate 16 years of the Pepper Street Art Centre at Magill.

## New Capital Projects

The City of Burnside undertakes major maintenance, renewal and new construction of infrastructure through a number of capital works programs each year.

It is responsible for the management of stormwater to reduce the risk of flooding in the district and the Brownhill Keswick Creek stormwater project has been a significant regional project in collaboration with other affected Councils.

Other water management projects include upgrades to mitigate flooding on Kensington Road, to repair creek bank erosion near Rochester Street and to install the Skye bushfire water tank.

The initiatives and maintenance of community streets, spaces and buildings is an important part of our urban environment providing places for leisure and recreation. These projects vary in size and purpose and this year have included:

- The community garden in Chapel Street Reserve, Magill.
- Fergusson Square pergola restoration and playground shading.
- Hazelwood Park playspace fencing.
- A new air conditioner for the Burnside Kinderym.
- The installation of a ladder access platform in the Burnside Ballroom ceiling space.
- Glenunga Croquet Club replacement of the kitchen hot water service and aluminium awnings.
- Hubbe Court Art and Craft Workshop lighting, improvement and southern wall render fix.
- The completion of the eastern wall at Kensington Park RSL hall.
- Planning for a Magill Cemetery Columbarium Wall.
- Regal Cinema maintenance program (1-3 year project).
- Toorak Burnside Bowling Club.
- The Kingsley Avenue Reserve and Sydney Street Reserve Master Plan.



- The Alexandra Avenue and Prescott Terrace irrigation upgrade and War Memorial tree planting.
- Second generation street tree replacement program across the city.
- Sporting Fields flood lighting audit and reconstruction.
- Removal of asbestos from a number of community facilities.
- Zig Zag Reserve wood weed removal and site rehabilitation.
- Installation of smart meters on reserves.
- Four new bus shelters (in conjunction with the Department of Planning Transport and Infrastructure).

The Burnside Traffic Management Assessment and the Civic Centre Masterplan were started during the year to strategically position the Council to improve traffic flow within the City and maximise the use of our Civic Offices on Greenhill Road.

Our Council staff are able to maintain efficiency of services through the recent purchases of:

- Carbon Capture software.
- A property and ratings system upgrade (stage 2).
- Hand-held expiation writers.
- A depot sand storage bay cover.
- New barn doors for the depot workshop.

## Capital Works Programs

The Council has had a busy year undertaking works as part of our capital infrastructure renewal focus.

Capital works for crack seals, drainage, footpaths, hotmix resurfacing, kerbing, and traffic have been completed whilst trying to minimise inconvenience to residents.

Improvements and upgrades have been made to the Bell Yett Reserve tennis courts, the Burnside Swimming Centre, the Langman Recreation Reserve playground and various other playgrounds in the City. The Library has purchased new materials and continues to be our valued community hub and cultural centre.

## Plant Replacement

- 17 light fleet vehicles.
- 2 Toyota Coaster buses (Community Transport Program).

This was in addition to the general major and minor annual plant replacement programs.



# Highlights



## Assets and Capital Works

Council provides a safe and well maintained standard of infrastructure across the City and this financial year Council laid 8 km of new or replacement footpaths, 4.6 km of kerbing, 1.7 km of drainage and resurfaced 15 km of roads.

## Operational Highlights

- The City Wide Traffic Study is a holistic review of the City's traffic flows that will help us develop a model for ease of movement on our local roads.
- The Beulah Road drainage study.
- The 77,000 litre concrete water tank was installed in Laver Reserve, Skye, for Country Fire Service bushfire fighting purposes.
- The Lockwood and Undelcarra (Simpson walkway) retaining walls adjacent to private properties were replaced.

## Swimming Centre

- The 'Watch around Water' Program continues to gain momentum each year. We are dedicated to this Program as it is crucial to providing a safe and fun environment for the centre users while also increasing public awareness of water safety.
- ProSwim successfully ran another season of swimming lessons at the centre and are also a major sponsor for the Burnside Swim Club.
- The Swimming Centre catered for playgroups, school holiday program groups, community groups and clubs during the season with plenty of positive feedback from all users.

## Regal Theatre

- In December 2011, the City of Burnside agreed to lease the former Chelsea Theatre to Republic Theatres who also operate the Trak Cinema on Greenhill Road.
- The Cinema now trades as the Regal Theatre. The name change provides Council and the new tenants with a fresh start while still complying with heritage requirements and community use expectations.
- Council's 2011-12 budget for conservation work on the theatre facade is \$85,000.
- A working group has been established to ensure that any works undertaken on site are done in accordance with planning regulations and heritage commitments. The working group is made up of City of Burnside administration, representatives of the lessee and also Council's heritage advisors.

## Community Services

Our high quality community services positively promote our Council and provide affordable, accessible and timely programs which build a stronger sense of our community.

### Volunteer-based Car Service

The Lions Club of Glenside generously donated a new Toyota Camry car for our new Volunteer-based Car Service to transport Burnside residents over the age of 65 living in the Burnside Council to medical and ancillary health appointments.

### Community Transport Program (CTP) Bus Fleet

Council has updated its bus fleet with the purchase of two new replacement buses which are cheaper to run and maintain. The Community Transport Program uses a fleet of four buses operated by volunteer drivers and helpers to provide shopping trips, group excursions and charter services for aged and frail residents and some eligible organisations. This year, volunteers contributed 4,138 hours and transported in excess of 19,700 passengers.

### Youth Programs

Youth FM is a collaborative Program supported by City of Burnside, Campbelltown, Norwood, Payneham and St Peters, Prospect and Walkerville. A radio show is produced each week on 3D Radio (93.7FM) on Thursdays from 4-5pm. Burnside contributes \$4,500 with 12 young people participating over a 12-month period. Battle of the Bands was held in June 2012 with approximately 230 attendees listening to five bands battling it out. Come and Try activities in the school holidays provided opportunities for young people to try a number of activities.

## Safety Programs

The Graffiti Removal Program has 14 volunteers working in teams that operate each Monday, Wednesday and Friday between the hours of 9am and 1pm with an extra shift on Wednesday afternoon. Volunteers have contributed 1388 hours to this program over the 12-month period removing 1281 instances of graffiti.

In 2011, the City of Burnside secured \$88,500 in grant funding from the Federal Attorney General's Department to establish the Home Security Assistance Project. The 18-month project assisted 163 older residents in improving safety and security for themselves and their property.

### Home Assist

Home Assist is funded by Home and Community Care (HACC) to provide services and social activities to assist our residents. Frail or older people and younger people with a disability and their carers can remain living safely at home and remain connected to their community with the help of this Program.

A total of 455 residents received Community Care assistance with 60 accessing the program for the first time. Services include home help, shopping, personal care, in-home respite and social support.

A total of 850 residents received a Home Maintenance and Modification Service with 65 accessing the service for the first time. Services range from changing light globes to window cleaning. Minor home modifications include subsidised installation of handrails and ramps as well as safety and security requests.

### Aged Care Program Social Activities

A total of 1,286 older residents attended a range of social activities including bus excursions, men's cooking classes (for older men) and monthly community information sessions on a range of topics of interest to older residents and their families.

### Seniors Expo

In October 2011, over 300 people attended the City of Burnside's Seniors Expo held in the Burnside Ballroom. The event provided the opportunity for 25 community organisations to display the latest information on the support, services and activities that are available for older residents living in the eastern region.





# Highlights

## 3Rs Program (Respite, Recreation and Revitalisation)

This HACC funded Program operates across the eastern region of Adelaide. Participants have been involved in activities including jewellery making, music therapy, marbling, polymer clay tile painting, exercise and pyrography. The 3Rs group in conjunction with Pepper Street Arts Centre and the Eastwood Community Centre created a native Australian mosaic that was installed in the Mairi Spedding Sensory Garden at the Eastwood Community Centre.

## Eastern Region Men's Shed Program

The Men's Shed Program also funded by HACC expanded from four to six groups in response to a strategic initiative funding from Council. Seventy two participants enjoyed being involved in a wide variety of meaningful community projects and events.

## Community Lunch Program

The Community Lunch Program has strong synergies with the Aged Care Program and does this through the provision of nutritious, affordable meals for older people in a relaxed setting. Now part of the Community Services Department, the Program is managed by a part-time catering officer and 12 volunteers with 4,582 meals prepared for an average 20 diners each day.

## Strategic Direction Plan

Desired Outcome – A Vibrant And Diverse Community That Has A Strong Sense Of Belonging; Access To A Range Of Education, Health And Support Services That Meet Community Needs And Enhance Lifestyle; A Safe Community That Values And Supports Its People.

## Development Services

In February 2012 an organisational restructure created the Development Services Department from a previously blended entity, in order to give increased focus on the development and building services needs of the City of Burnside. Within the department, separate planning assessment, planning compliance and building compliance teams provide individual focus on the separate disciplines.

From July 2010 to June 2011 there was an 8% increase in Development Assessments (DAs). From July 2011 to June 2012 there was a 3.5% decrease in DAs.

The 2011-12 number was up 4.5% compared with the 2009-10 year.

## Finance

The 2011-12 financial year highlights include:

- The 2011-12 overall budget achieved a net Operating Surplus.
- The preparation of the Annual Business Plan 2012-13 and Annual Budget 2012-13 for Council was completed by June 2012 following a series of five Elected Member workshops and public consultation.

## Information Systems

The 2011-12 financial year highlights include:

- Delivery of substantial savings by implementing several in-house projects. To meet legislative, stability and functional requirements, a finance system upgrade was required and this was performed in-house by certified Information Technology staff, saving Council \$10,000 in consulting fees. In addition, a new customer database also was completed in-house for Pepper Street Art Gallery at a saving of \$12,000.
- Burnside's new corporate website was successfully launched in June 2012 with a clean changeover and minimal impact to online services and information.



## Libraries, Learning and Volunteers

The year saw an increase in the number of people visiting the Burnside Library. The community uses the Library as a third space, a place between work and home or school and home which has contributed to this increase. A total of 353,454 visits were made to the Library during 2011-12.

### Toy Library

Staff volunteers and the community benefited from the updating of the Toy Library during 2011-12. Students from TAFE SA computerised the Toy Library as a project to assist with the completion of their studies. This enabled the Library to implement a major project with little financial outlay by Council, resulting in an increase in visits and member loans. The decision was made in June 2012 to relocate the Toy Library to the main Library by December 2012 which will enable it to have the same opening hours as the main library.

## The Community and Volunteers

In 2011, a partnership with the University of South Australia was established with library and information students becoming involved in the cataloguing of our local history files and the re-labelling of DVDs. This has had a significant impact with items easier to locate for our visitors.

Chinese volunteers commenced translating the catalogue for our Chinese language collection, which has increased the access of this collection for our increasing Chinese community.

In response to recent public interest in social media and new technology, the Library offers computer courses about Facebook use, an Introduction to iPad use and email use with an iPad.

Library acquisition procedures underwent a major audit this year which will result in significant savings and more efficient purchasing practices.

The Library now has 82 external and 10 library based book groups.

## Events and Programs

The History of Burnside was celebrated during History Month in May with a program of talks and tours. Highlights included a seminar with a number of well-known South Australian authors, a tour of historic Glenside Hospital and a bus and walking tour of significant sites in Burnside. Also, more than 300 local school students participated in Local History sessions at the library during 2011-12.

Throughout the 2011-12 financial year, the Library continued to provide a diverse range of events including speakers such as Ray Martin and Sue Pieters-Hawke, and the launch of the One Book One Burnside Program.

The Library celebrated the launch of the National Year of Reading and created a top 100 books (as voted by library staff) poster and postcard. Our school holiday programs, storytime and baby chat sessions were very well attended with an estimated 13,000 children with their parents and caregivers attending these sessions. The Library staff also regularly visit local schools, kindergartens and childcare centres upon request for storytime sessions and to promote library programming. We average 20 visits per each term.

Attendance at our baby playtime and toddler and preschooler playtime tripled in the 2011-12 financial year. More than 150 New Parent Packs were delivered to the Burnside Hospital for the families of each baby born in the months of May and June. These packs contain information for families to link their children to their local library.



# Highlights

## Open Space and Environment

### Stormwater Management

Key initiatives for the 2011-12 year included rehabilitation and engineering of sections of First Creek at Rochester Street, Leabrook; the final stages of the Michael Perry Reserve revetment and spill ways; and planning on the major stormwater management program for Brownhill and Keswick Creek.

At the 2011 South Australian Excellence in Stormwater Awards presentation, the City of Burnside received the top commendation in the Excellence in Infrastructure category for the Michael Perry Reserve Erosion Control and Habitat Restoration Project. The award recognises us for providing a 'textbook' working example of erosion risk management in an urban watercourse. It also demonstrated a successful restoration, from a weed infested creek into a picturesque, healthy watercourse, providing habitat for our native flora and fauna.

### Community Garden and Plants

On 12 May 2012, the Chapel Street Community Gardens were officially opened, providing 1090 square metres of native garden and private and communal plots. The garden beds are designed to be accessible to be people of all abilities and raised plots are available for those in a wheelchair or with limited movement. The garden is the result of a joint effort between the City of Burnside and Chapel Street Community Garden Committee with ongoing support from the Morialta Uniting Church.

Other achievements during 2011-12 included:

- More than 1,500 plants, of 20 different species, were given away at the Biodiversity Nursery in May 2012.
- The first stage completion of the Kingsley Avenue and Sydney Street Reserve Master Plan (this will carry into 2012-13).
- Installation of three very advanced shade trees within the Fergusson Square playground.
- Organisation of two bus trips for residents to inspect urban conservation landscapes.

## New Kerbside Waste Management System and Waste

Council endorsed the implementation of a new kerbside waste management system. The new system includes the adoption and use of three waste bins for waste, recycling and organics (including the use of kitchen baskets with compostable liner bags for food scraps) to reduce Council's overall level of waste sent to landfill. The new system will become operational in December 2012 and Burnside will join all other Adelaide metropolitan councils in having this 3-bin system. For further details or enquiries visit [www.burnside.sa.gov.au](http://www.burnside.sa.gov.au) or email [3bins@burnside.sa.gov.au](mailto:3bins@burnside.sa.gov.au).

A hazardous waste disposal day was held on 19 November 2011 and Zero Waste SA fully funded the recycling and removal of the hazardous waste material.

## LGA Comparative Performance Survey

We are very pleased to announce that the Council exceeded the State average in this survey. The overall rating of 7.59 for the City of Burnside and its provision of quality open space, sporting facilities, parks and gardens remains high when benchmarked against the State average of 7.17.

## New Capital Projects

These include the completion of the Hazelwood Park Playspace (Wombat Waterhole) fencing, redevelopment of two tennis courts at Bell Yett Reserve and completion of the first Glenelg to Adelaide Pipeline water irrigation system on Alexandra Avenue and Prescott Terrace. The War Memorial nearby has also undergone the first stage of replacement tree planting.

## Organisational Development

### Learning and Development

During 2011-12, Team Leaders in the organisation continued and finalised the Certificate IV in Management while Managers finalised the Diploma in Management. Both programs were provided by Insight International Consultancy. Eleven depot staff commenced the Certificate IV in Horticulture (Arboriculture), Horticulture (Turf Management) or Local Government (Civil Maintenance). Six administration staff are currently undertaking Certificate IV or the Diploma in Management programs.

### Performance Development and Review

2011-12 saw the development and roll-out of the on-line Performance Development and Review (On-line PDR) program. Currently, all Administration staff are participating in the six-monthly performance review process. It is planned that a similar process will be developed for depot staff.

### Elected Members

Elected Members attended 30 workshops and development programs conducted by members of the Organisational Development and Governance Department, Local Government Association and Eastern Regional Alliance councils.

### Procurement and Contracts

Council's Procurement Policy was reviewed during 2011-12 with a view to implementing a best practice framework. The draft policy was presented to the Audit Committee and subsequently adopted by Council in April 2012.

As of March 2012, Procurement and Contracts became a new department, welcoming a new Procurement and Contracts Manager. Prior to this, the Department was known as Facilities and Procurement.





# Events

## The Burnside Autumn Village Fete

Our Village Fete was held on 22 April 2012 at the Kensington Oval. The implementation of the Fete was an across-Council effort drawing on the skills of many of our staff and boasted stalls from local businesses and Council. We represented our services with displays about the Library, Toy Library, new waste management system, depot heavy vehicles and Engage Burnside and arborist demonstrations.

## Library, Learning and Volunteers Events

Throughout the 2011-12 financial year, the Library continued to host exciting events including nationally acclaimed speakers such as Ray Martin and Sue Pieters-Hawke. Both of these events were moved to the Regal Theatre due to the large interest from the community.

Last year's One Book One Burnside author was award-winning author and journalist Stephen Orr with his book *Time's Long Ruin*. The launch of the program was held in the Burnside Ballroom with entertainment from 1960s band *Invasion*.

Cultural Days were highly successful and 2011-2012 saw the introduction of a German Cultural Day. The French Cultural Day had an attendance of 1400.

Carols in the Park, sponsored by Council and run by the Burnside Lions Club was held at Hazelwood Park in December 2011.

The Australia Day ceremony was held in Hazelwood Park with 500 people attending and 41 people becoming Australian citizens. The Citizen of the Year was Roger Cardwell and the Youth Citizen of the Year was Jessica Perrin.

## Pepper Street Art Centre Events and Exhibitions

The Sweet 16 Project produced an exciting collaborative result and involved around 1400 members of the general and special needs community. The 12-month project marked the celebration of 16 years of the Pepper Street Arts Centre (PSAC) and included the creation of a large scale outdoor mural, a themed community mosaic, a three-panel tapestry, digital projects and a multi-image slide show. The project involved 32 art/craft workshop choices, 20 key facilitating artists, 74 exhibiting artists, specialist artist talks and demonstrations, and an Arts and Wellbeing day.

The PSAC had 24 exhibitions, 11 Artist of the Month showcases and ongoing gift shop art displays involving over 600 artists this year. There was continuous community engagement through Thursday and Friday evening and Sunday afternoon community events, attended by approximately 3,500 visitors.

The PSAC workshop and activities program involved approximately 130 participants per week with popular daytime, weekend and evening recreational arts learning activities. Special activities such as the 'Learning Curves' artist talks (an initiative of ERA Arts) enable residents access to local artists' lives.

## Youth Events

The 10th annual youth music competition, Battle of the Bands, was successfully coordinated by the Burnside Youth Advisory Committee in the Burnside Ballroom. The event saw 12 local bands applying, five bands competing and over 200 young people supporting the event. Glenunga International High School, Norwood Morialta High School and Pembroke School were among the competitors. The local band *50 In the City* was the eventual winner.

Burnside Youth Advisory Committee (YAC) partnered with Norwood, Payneham and St Peters YAC to produce a consultation wall called 'Tongue Tied' for National Youth Week. The wall was placed in various locations around Burnside and Norwood and received over 250 responses.



## Community Engagement

The Community Engagement Department encompasses those teams which traditionally are the 'face' of Council, including Customer Services, Regulatory Services, Communications, Community Engagement and Venue Facility Hire.

Engage.Burnside is a web interface for the community which provides Council with another means to notify, seek feedback from, and listen to residents. Council began to use Engage.Burnside to consult with its community on various decisions, alongside more traditional methods. From its first use in April 2012 to the end of the financial year, it was a valuable resource for three consultations – feedback on the Burnside Autumn Village Fete; the Magill Cemetery Columbarium Wall and the 2012-13 Draft Annual Business Plan and Budget.

After Council's decision to increase the focus on compliance to the Australian Road Rules to increase safety and amenity in the community, the Regulatory Services Team expanded with further administration and contract inspectors to deal with the workload.

Through a strategic purchase in partnership with the City of Campbelltown, Council's Information Technology Team implemented an electronic infringement solution which went live in February 2012.

A large upgrade to the Property and Rating System has improved day-to-day processes, saving time and ensuring data integrity for various Council departments including Rates, Customer Services, Development Services and Records Management. Our Customer Service team remains very busy and received a total of 76,362 phone calls during the 2011-12 financial year and 10,589 front counter enquiries.





# Community Consultations



Community consultation is an important part of the way that Local Government operates. Consultation is a key tool in engaging the community and understanding its needs, expectations and opinions.

The City of Burnside has undertaken extensive community consultation using a variety of methods such as surveys, feedback forms, workshops, online surveys and public meetings. Council uses these processes to identify projects that are important to the community and in 2011-12 these projects included:

- Feedback on the Burnside Autumn Village Fete.
- Magill Cemetery Columbarium Wall.
- 2012-13 Draft Annual Business Plan and Budget.

## Open Space and Environment

- Chapel Street Reserve Community Garden.
- Kingsley Avenue and Sydney Street Reserve Master Plan.
- Alexandra Avenue and Prescott Terrace War Memorial Tree Replacement Program.
- Alexandra Avenue and Prescott Terrace Irrigation Upgrade.
- Bell Yett Reserve Tennis Court Reconstruction.
- Fergusson Square Playground Shade initiative.
- Hazelwood Park Playground Safety Fencing.

## Assets and Capital Works

- Wootoona Terrace traffic calming.
- Mt Osmond Traffic calming.
- Kerb renewal program (10 projects).
- Footpath renewal program (35 projects).
- Drainage renewal program (10 projects).
- Road renewal program (45 projects).



# 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 11 October 2011, Council approved 24 Community Grant applications totalling \$35,266.

The awardees were:

- Beaumont Bowling Club
- Burnside Community Services Group
- Burnside Historical Society Inc.
- Burnside Kindergym Inc.
- Burnside Legacy Widows Club
- Burnside Lacrosse Club Inc.
- Burnside Painting Group Inc.
- Burnside Rostrum Club 32
- C.A.T.S. Cats Assistance To Sterilize Inc
- Eastwood Walking Group
- Erindale Neighbourhood Watch (Area 225)
- Glenside Lions Club Inc.
- Glenunga Croquet Club Inc.
- JB Cleland Kindergarten
- Jewish Adelaide Zionist Youth
- Linden Park Neighbourhood Watch
- Linden Park Schools
- Lions Club of Burnside Inc.
- LSA of the Bahia's of Burnside Inc.
- Multi-cultural Sports and Community Club
- Rotary Club of Burnside Inc.
- SA Lebanese Women's Association
- Toorak Burnside Bowling Club
- Zonta Club of Adelaide Torrens.



The Elected Members invited the successful recipients to a reception in the Mayor's Parlour at the Civic Centre on 10 November 2011 to learn more about each organisation and their proposal to use the community grant.



# 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 incomes.

## 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](http://www.era.sa.gov.au)

# Our People



The Council's Administration is accountable 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.

The Chief Executive Officer is responsible for establishing and maintaining the organisational structure of Council administration. In November 2011, the Chief Executive Officer determined that given the organisational structure had been in place since 2003, it was considered timely to undertake an Organisational Review. Prior to November 2011, the Administration was overseen by executive staff comprising the Chief Executive Officer and two General Managers. Based on the findings of the review, it was recommended that the City of Burnside move to an organisational structure that would have three divisions introducing a third General Manager.

The new three-division structure includes:

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

In addition to the above, it was proposed to introduce an Office of the CEO. The new department, headed by the Chief Executive Officer, deals with issues of strategic organisational significance and would include internal audit, strategic planning, economic development and corporate communication. The new Department would also have Elected Member support, Council and Committee secretariat and Executive support.

The only new full-time-equivalent position in the Office of the CEO is that of Internal Auditor, whose role will be to actively review the internal functions of the organisation. These changes will assist in the streamlining of the delivery of all of Council's services to the community whilst causing minimal disruption to the organisation.

Total salary packages in 2011-12 for the four executive positions range between \$160,000 and \$210,000 pa.



# Local Government



## Council Process

Elected Members, comprising the Mayor and Councillors, are responsible for the direction of the Council and for making significant decisions on community matters.

The Burnside Council governs on behalf of the community, setting directions and priorities for the administration. It delegates authority under the *Local Government Act 1999* to the Chief Executive Officer and administrative staff to implement programs and activities in accordance with budgets and strategic planning policy. Planning and development are the responsibilities of Council and the Development Assessment Panel (DAP). The Panel makes decisions on development applications and provides advice to Council on trends, issues and other related matters.

## Council Meetings

Regular Council and Committee meetings are held throughout the year in the Burnside Council Chambers. Meetings are open to the public, with Council encouraging members of the community to attend. Some matters, due to their nature, may be closed to the public and considered in confidence by the Council in accordance with the *Local Government Act 1999*. Agendas and minutes of Council and Committee meetings can be viewed on the City of Burnside website.

## Council Committees

Following a decision made by Council at the 22 November 2011 meeting, the Corporate and Community Services Standing Committee and the Planning, Heritage and Infrastructure Standing Committee were dissolved on 31 December 2011. Council resolved to establish the Infrastructure and Environment Standing Committee and the Community, Development and Heritage Standing Committee, which commenced on 1 January 2012.

The previous Corporate and Community Services Standing Committee was presided over by Cr Lemon and the Deputy Presiding member was Cr Cornish. The previous Planning, Heritage and Infrastructure Standing Committee was presided over by Cr Bills and the Deputy Presiding member was Cr Wilkins.

The Infrastructure and Environment Committee meets on the second Tuesday of each month unless otherwise determined.

The Community, Development and Heritage Committee meets on the fourth Tuesday of each month unless otherwise determined.

The Development Assessment Panel meets in the Linden Room on the first Tuesday of each month at 6.30 pm.

In 2011-12 the Audit Committee met bi-monthly on a Tuesday at 6.00 pm in either the Mayor's Parlour or Executive Boardroom, adjacent to the Council Chamber.

The CEO Recruitment, Performance Appraisal and Remuneration Committee met on a as-needs basis in either the Mayor's Parlour or Executive Boardroom.

The current month of Agendas and Minutes can be viewed in hard copy at the Customer Service Centre and the Burnside Library and all agendas and minutes can be viewed on Council's website.

## 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, 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 2010. Council elections are held every four years with the next election scheduled to occur in 2014.

## Voter Representation and Boundary Review

The representation quota specifies the number of electors for each Elected Member, including the Mayor. Reviews of ward boundaries are required periodically as gazetted by the Minister for State Local Government Relations. The Elector Representation Review commenced in April 2012 and is due to be completed by January 2013. If any changes to ward boundaries or the elected Council structure are adopted they will be implemented for the 2014 Council election.

The figures below represent the City of Burnside's quota and that of similar sized South Australian Councils.

Council	Elected	Electors Members	Representation Quota
Adelaide Hills	13	28801	2215
<b>Burnside</b>	<b>13</b>	<b>31266</b>	<b>2405</b>
Campbelltown	11	33075	3006
Holdfast Bay	13	25713	1977
Norwood Payneham, and St Peters	14	24064	1718
Unley	13	26263	2020
West Torrens	15	37911	2527



# Local Government



## 2011-12 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 Member Council Meeting Attendance

A total of 28 Council meetings were held during the 2011-12 financial year of which 22 were ordinary Council meetings and six were Special Council meetings.

Elected members	Council meetings attended	Special Council meetings attended	Total
Mayor Parkin	22	6	28
Cr Bills	19	3	22
Cr Capogreco	19	6	25
Cr Cornish	22	6	28
Cr Davey	22	6	28
Cr Hasenohr	20	6	26
Cr Lemon	22	6	28
Cr Monceaux	22	6	28
Cr Osterstock	21	6	27
Cr Palk	20	6	26
Cr Piggott	22	6	28
Cr Pocock	22	5	27
Cr Wilkins	20	6	26
<b>Total number of available meetings</b>	<b>22</b>	<b>6</b>	<b>28</b>

Note: Leave of absence was granted to Cr Bills for 12, 19 (Special meeting) and 26 July 2012 and 9 and 18 August 2011 (Special meeting); Cr Palk for 8 and 22 May 2012; Cr Wilkins for 22 May 2012.

## Committee Representation

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

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 Elected Members' annual allowances were 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 if they represent Council on boards or committees.

### Member Allowances: 1 July 2011 to 30 June 2012

Mayor	\$59,743
Councillor	\$14,936
Committee Chair	\$18,670

### Council Standing Committees: 1 July 2011 to 31 December 2011

#### Corporate and Community Services Committee

Presiding Member:	Cr Lemon
Deputy Presiding Member:	Cr Cornish
Members:	All Elected Members
Meetings Held:	6

#### Planning, Heritage and Infrastructure Committee

Presiding Member	Cr Bills
Deputy Presiding Member:	Cr Wilkins
Members:	All Elected Members
Meetings Held:	6

# Council Committees

## Council Standing Committees: 1 July 2011 to 31 December 2011 continued

### Audit Committee

Presiding Member: Cr Osterstock  
Members: Mayor Parkin and  
Cr Capogreco  
Independent Member: Lisa Scinto,  
Peter Agars (deceased)  
replaced by Andrew  
Blaskett in November 2011  
Meetings held: 3  
Sitting Fee – Independent Member: \$400 per meeting

### CEO's Performance Appraisal Panel

Members: Mayor Parkin,  
Cr Osterstock, Cr Palk and  
Cr Davey  
Meetings held: 7

### Development Assessment Panel (DAP)

Presiding Member: Paul Leadbeter  
Members: Cr Lemon, Cr Hasenohr,  
Cr Piggott  
Independent Members: Bruce Harry,  
Stephanie Johnston and  
Andrew Hillier  
Meetings held: 6  
Sitting Fee – Presiding Member: \$550 per meeting  
Sitting Fee – Independent Member: \$350 per meeting  
Sitting Fee – Councillors \$200 per meeting.

## Council Standing Committees: 1 January 2012 to 30 June 2012

### Community, Development and Heritage Committee

Presiding Member: Cr Lemon  
Deputy Presiding Member: Cr Wilkins  
Members: All Elected Members  
Meetings held: 6

### Infrastructure and Environment Committee

Presiding Member: Cr Palk  
Deputy Presiding Member: Cr Bills  
Meetings held: 6

### Audit Committee

Presiding Member: Cr Osterstock  
Deputy Presiding Member: Cr Cornish  
Members: Mayor Parkin  
Independent Members: Lisa Scinto and  
Andrew Blaskett  
Meetings held: 4  
Sitting fee – Independent Member: \$400 per meeting

### CEO Recruitment, Performance Appraisal and Remuneration Review Committee

Presiding Member: Mayor Parkin  
Members: Cr Davey, Cr Osterstock  
(until 2/6/12) replaced by  
Cr Cornish, Cr Palk (until  
30/4/12) replaced by  
Cr Hasenohr  
Meetings held: 7

### Development Assessment Panel

Presiding Member: Paul Leadbeter  
Members: Cr Davey, Cr Bills and  
Cr Piggott  
Independent Members: Bruce Harry,  
Stephanie Johnston and  
Andrew Hillier  
Meetings held: 5  
Sitting Fee – Presiding Member: \$550 per meeting  
Sitting Fee – Independent Member: \$350 per meeting  
Sitting Fee – Councillor: \$200 per meeting





## Council Representation on Boards and Committees: 1 July 2011 to 30 June 2012

*Sitting Fee where applicable*

### Adelaide Mount Lofty Ranges Bushfire Management Committee

Council representation: General Manager  
Community and  
Development Services

### Burnside Retirement Services Inc.

Council representation: Cr Wilkins, Cr Osterstock  
and Cr Monceaux  
Sitting fee: \$1,084 pa

### Burnside War Memorial Hospital Inc.

Council representation: Cr Pocock, Cr Davey and  
Cr Cornish  
Sitting fee: \$500 pa

### Eastern Health Authority Inc.

Council representation: Cr Cornish and  
Cr Monceaux

### Eastern Region Alliance

Council representation: Mayor Parkin and  
CEO Paul Deb

### Eastside Business Enterprise Centre Inc.

Council representation: Cr Capogreco

### Eastwood Community Centre Inc.

Council representation: Cr Lemon and Cr Wilkins

### Eastern Waste Management Authority

Council representation: Cr Piggott  
Sitting fee: \$4,800 pa

### Highbury Landfill Authority (HLA) and HLA Audit Committee

Council representation: CEO Paul Deb

### Kensington Community Park Inc.

Council representation: Cr Palk and Cr Davey

### Local Government Finance Authority of SA and Local Government Association of SA

Council representation: Mayor Parkin

### National General Assembly of Local Government and LGMA

Council representation: Mayor Parkin and  
CEO Paul Deb

### Training and Development

The City of Burnside is committed to providing training and development for Elected Members. Training helps to ensure Council has accountability and transparency. It assists Council to remain 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.

# 2011-12 Governance, Financial and Subsidiaries Report

## Freedom of Information

In 2011-12, Elected Members were invited to the following workshops:

6/7/2011	Conflict of Interest Register of Interests (joint ERA session at Campbelltown Council)
16/8/2011	Code of Practice for Meeting Procedures Review
13/10/2011	Elected Member code of Conduct – review Review of City of Burnside Strategic Plan
26/10/2011	The Ombudsman’s Office (joint ERA session – Norwood Council)
2/11/2011	Media Awareness (joint ERA session – Prospect Council)
12/4/2012	Local Government Issues
26/4/2011	Elected Members – Engaging with the Community
24/5/2012	Representation Review
31/5/2012	Strategic Plan.

### Freedom of Information Requests

Requests for information that are not generally readily available to the public will be considered in accordance with the *Freedom of Information Act 1991 (SA)*. Under this legislation, unless the applicant is granted an exemption, an application fee must be forwarded with the completed request.

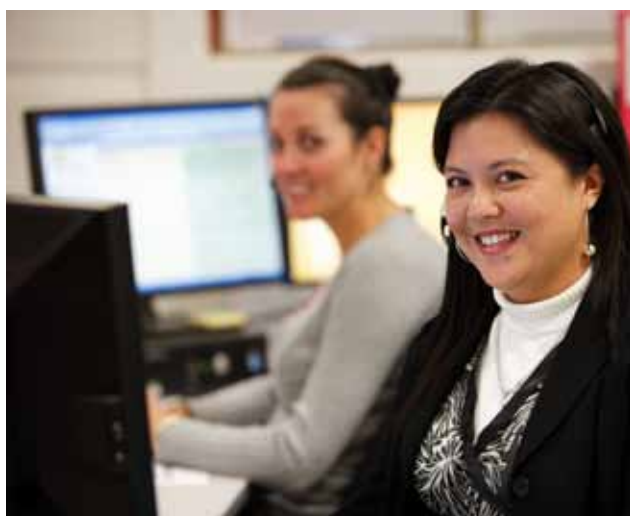
Freedom of information request forms and a list of fees and charges applicable to requests are available from the Council office and the Library. The form and the list of charges also can be downloaded from the Council’s website at [www.burnside.sa.gov.au](http://www.burnside.sa.gov.au) or from the State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

Freedom of information enquiries and requests should be addressed to:

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

Applications are processed as soon as possible and within the statutory 30 calendar days of Council receiving the correctly completed FOI request form together with the application and search fees.

During 2011-12 Council processed six FOI requests and provided its annual return to State Records.



# 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 22A.

The figures below include confidentiality orders from Council, Special Council and all Council Committees for 2011-12:

Topic	Number
<b>Section 90(2)</b>	
Orders made to go in to confidential session	57
<b>Section 90(3) Grounds under Which Order Made</b>	
90(3)(a) Personal affairs	32
90(3)(b) Confer commercial advantage on another person / prejudice Council's commercial person	38
90(3)(c) Reveal trade secret	0
90(3)(d) Commercial in confidence	16
90(3)(e) Security of Council, council property or persons	2
90(3)(f) Prejudice maintenance of law or investigation	0
90(3)(g) Breach of law / duty of confidence	0
90(3)(h) Legal advice	10
90(3)(i) Litigation	9
90(3)(j) Information provided in confidence by Minister or public authority	3
90(3)(k) Tenders	3
90(3)(m) Information relating to proposed Development Plan Amendment proposal before release for public consultation	0
90(3)(n) Review of a Freedom of Information determination	0
<b>Section 91(7)</b>	
Orders made to keep documents or information confidential	55
Orders expired or revoked from 2011-12	20
Orders released in part from 2011-12	12
Orders remaining operative from 2011-12	23
<b>Section 91(7) orders from previous financial years</b>	
Orders expired or revoked during 2011-12 from previous financial years	63
Orders remaining operative from 15 November 2010 – 30 June 2011(as per Regulation 22A(1))	6 partial
Partial release from previous years	9

## Confidential Committee Reports

Committee	Number of section 90(2)
Audit	5
CEO Recruitment, Performance Appraisal, Remuneration	9
<b>Total</b>	<b>14</b>

## Council and Committee Reports

	Council and Special Council Reports	Committee Reports
1 July 2011 - 31 December 2011	62	88
1 January 2012 - 30 June 2012	87	72
<b>Sub-total</b>	<b>149</b>	<b>160</b>
<b>Grand Total: 309</b>		

Percentage of total reports which were considered under Section 90(2) 57/309 (18.5%)

Percentage of Council and Special Council reports which were considered under Section 90(2) 43/149 (29%)



## 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 2011-12, there was one internal review regarding the paving of a driveway crossover. The review confirmed Council's position on the matter.

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

## Development Assessment Panel Meetings

Some of the planning and development responsibilities of Council are assigned to the Development Assessment Panel.

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

During 2011-12, the Development Assessment Panel required consideration of seven items in a confidential forum excluding the public (under Section 56A (12) of the *Development Act 1993*). These discussions took place in July 2011, August 2011, September 2011, October 2011, December 2011, February 2012 and April 2012.

## Policies, Codes, Procedure and Registers

### List of Mandatory Codes, Policies and Registers (*Local Government Act 1999*)

#### Policies

- Community Engagement (Public Consultation)
- Complaint Handling
- Elected Member Allowances and Benefits
- Elected Member's Training and Development
- Naming of Roads and Public Reserves
- Order Making
- Procurement (Contracts and Tenders)
- Request for Service
- Risk Management
- Whistleblowers Protection

#### Codes

- Code of Conduct for Elected Members
- Code of Conduct for Employees, Staff and Associates
- Code of Practice – Access To Meetings and Documents
- Code of Practice – Meeting Procedure

#### Procedure

- Complaints and Compliments Procedure
- Internal Review 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

# Application of Competition Principles



## Contestability and Competitive Neutrality

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

### Contestability

The City of Burnside is committed to developing a competitive organisation while continuing as a service provider with a precise policy and clear goals. These goals are based on:

- Maintaining a commitment to staff by providing them with the resources to allow them to compete successfully.
- Adopting the client and service provider philosophy.
- Changing the organisation structure at the appropriate time.
- Providing civil and parks and gardens maintenance services, with service units working to specifications in a cost-effective manner.

### Competitive Neutrality and Local Government Guidelines

Clause 7 Compliance Statement – Business Activities

### Identification of Categorisation of Business Activities

The City of Burnside, having undertaken a review to identify and categorise all business activities under the Competitive Neutrality and Local Government Guidelines, determines:

#### Category One:

That Eastern Waste Management Authority, a Council regional subsidiary, falls within Category One.

#### Category Two:

That in accordance with the following criteria:

- Significance – income generated must exceed five per cent of the budget.
- Costs must be met predominantly by the user.
- Activity must be undertaken predominantly with a view to earning a return.

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

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

In accordance with the Revised Clause 7 Statement on the Application of Competition Principles to Local Government under the Competition Principles Agreement adopted May 2002, the City of Burnside reports the following in respect to the financial period 1 July 2011 to 30 June 2012:

- Determination of significant business activities, and the creation or cessation of significant business activities – the City of Burnside was not required to determine or alter the basis of its significant business activities during 2011-12.

### Application, Or Change in Application of Competitive Neutrality

The City of Burnside was not required to apply or modify its application of the principles of Competitive Neutrality during 2011-12.

### Complaints about the Application of Competitive Neutrality

No complaints were received.

### Competition and Competitive Neutrality Complaints Mechanism

The following complaints mechanism has been adopted:

- All complaints are to be submitted in writing to the Chief Executive Officer.
- The Chief Executive Officer is to investigate, seek external assistance where appropriate, and report to Council.
- Council will consider and determine each complaint on its merits in accordance with the competition guidelines and current policy statement.

## 2011-12 Tenders and Contracts

Until February 2012, Council completed the majority of the Capital Renewal Program as well as several consultancies and service provision activities under contractual arrangements.

This was tendered under the Procurement – Contract Tenders and OHSW Policy. Thirty two contracts were entered into following procurement processes under this structure. In February 2012, the new Procurement and Contracts Department was formed, the Procurement Policy was reviewed and the new Policy was endorsed by Council on 24 April 2012. Under the new arrangement, any contractual arrangements requiring a formal process are to be conducted by this new Department. Twenty three new contracts were entered into subsequent to a formal quote or tender process in accordance with the Procurement Policy after the formation of the new Department.

## Review of By-Laws

In 2011-12, Council completed a review of its By-Laws and the following became effective from 4 December 2011.

- By-Law 1: Permits and Penalties
- By-Law 2: Moveable Signs
- By-Law 3: Local Government Land
- By-Law 4: Roads
- By-Law 5: Dogs
- By-Law 6: Waste Management

## Governance Reports 2011-12

### Reports for Council Agenda (unless otherwise stated)

Meeting	Report Title
5/7/2011 (Audit)	Good Governance Assessment Program Progress Report Critical Key Dates Table
12/7/2011	Elected Member's Training Policy
26/7/2011	Confidential Items Review – East Waste Review of Confidential Item – Elected Member Request for Reimbursement of Legal Expenses (DAP Matter)
	Review of Confidential Item – Alleged Tree Damaging Activity at 594 Glynburn Road, Beaumont
9/8/2011	Annual Report of Internal Review Requests (s.270)
	Code of Practice Access to Meetings and Documents Review
	Eastern Health Authority Delegations Annual Review
23/8/2011	Review Of Confidential Item – Assessment Report of EoI Chelsea Cinema (Process One)
	Review of Confidential Item – East Waste Overdraft
6/9/2011 (Audit)	Critical Key Dates Table
13/9/2011	Audit Committee Minutes From 6/9/2011
11/10/2011	Constitutional Recognition of Local Government – Public Discussion Paper
25/10/2011	Review Of Elected Member Code of Conduct, Revocation Elected Member Grievance Policy
9/11/2011 (Audit)	Critical Key Dates Table
22/11/2011	Process For Election Presiding Member Council Committees
	Council Committee Structure and Appointment Presiding Members
	Appointment Representatives East Waste and Adelaide Mt Lofty Bushfire Committee
	Code of Practice for Meeting Procedures Annual Review
	Council Meeting Dates over Christmas and New Year



24/1/2012	Constitutional Recognition of Local Government – Costs Of Campaign
24/1/2012	CEO PRR Committee – Confidential Items Review
7/2/2012 (Audit)	Critical Key Dates Table Good Governance Assessment Program Progress Report Audit Committee Minutes
14/2/2012	Draft Local Government General Variation Regulations 2012 Representation Review Review of Confidential Item (Partial Land Purchase) CEO PRR Committee – Confidential Items Review
20/2/2012	CEO PRR Committee – Confidential Items Review
28/2/2012	LGA General Meeting – Call For Motions
13/3/2012	ALGA National General Assembly – Call For Motions (With Discussion Paper)
10/4/2012	Meeting Procedure Regulations – Draft Proposals for Consultation LGA Proposals Paper – CEO Remuneration
10/4/2012	CEO Recruitment, Performance Appraisal and Remuneration Review (24/4) Committee (resignation Palk) Remuneration Review Committee – Amend ToR Representation Review – Appointment of Consultant
22/5/2012	New Policies – Complaints Policy and Request for Service Policy ICAC Bill – LGA Seeking Feedback
5/6/2012 (Audit)	Critical Key Dates Table Good Governance Assessment Program Progress Report



12/6/2012	Representation Review Options Paper Review Of Confidential Order – DAP Defamation Review of Confidential Order – Draft Submission to Minister Re Investigation
26/6/2012	Correction of Typographical Error in Council Minutes Proposal to Join Kaurna ILUA and Funding Contribution
<b>Total</b>	<b>51 Reports</b>

# Financial Report

## City of Burnside

### General Purpose Financial Reports for the year ended 30 June 2012

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<b>Audit Certificate of Audit Independence</b>	

**City of Burnside**  
**ANNUAL FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 June 2012**

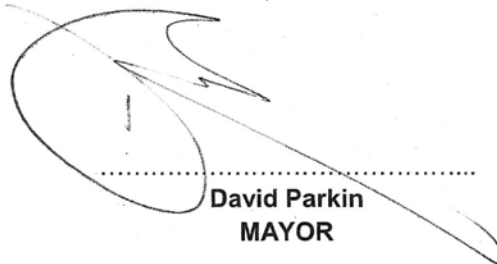
**CERTIFICATION OF FINANCIAL STATEMENTS**

We have been authorised by the 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 at 30 June 2012 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**

Date: 6.12.12



## City of Burnside

### STATEMENT OF COMPREHENSIVE INCOME for the year ended 30 June 2012

	Notes	2012 \$'000	2011 \$'000
<b>INCOME</b>			
Rates	2	30,073	28,159
Statutory Charges	2	968	743
User Charges	2	1,169	1,122
Grants, Subsidies and Contributions	2	3,730	3,352
Investment Income	2	434	455
Reimbursements	2	274	258
Other Income	2	332	409
Net Gain - Joint Ventures & Associates	19	154	-
<b>Total Income</b>		<u>37,134</u>	<u>34,498</u>
<b>EXPENSES</b>			
Employee Costs	3	12,812	11,882
Materials, Contracts & Other Expenses	3	15,264	15,095
Depreciation, Amortisation & Impairment	3	9,048	9,260
Finance Costs	3	72	33
Net Loss - Joint Ventures & Associates	19	462	319
<b>Total Expenses</b>		<u>37,658</u>	<u>36,589</u>
<b>OPERATING SURPLUS / (DEFICIT)</b>		<b>(524)</b>	<b>(2,091)</b>
Asset Disposal & Fair Value Adjustments	4	1	(35)
Amounts Received Specifically for New or Upgraded Assets	2	342	182
Physical Resources Received Free of Charge	2	665	-
<b>NET SURPLUS / (DEFICIT) transferred to Equity Statement</b>		<u>484</u>	<u>(1,944)</u>
<b>Other Comprehensive Income</b>			
Changes in Revaluation Surplus	9	-	1,291
- Infrastructure, Property, Plant & Equipment			
Impairment (expense) / Recoupments Offset to Asset	9	-	(245)
Revaluation Reserve			
<b>Total Other Comprehensive Income</b>		<u>-</u>	<u>1,046</u>
<b>TOTAL COMPREHENSIVE INCOME</b>		<u>484</u>	<u>(898)</u>

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

## City of Burnside

### BALANCE SHEET as at 30 June 2012

ASSETS	Notes	2012 \$'000	2011 \$'000
<b>Current Assets</b>			
Cash and Cash Equivalents	5	6,858	6,552
Trade & Other Receivables	5	1,228	1,086
Inventories	5	24	21
<b>Total Current Assets</b>		<u>8,110</u>	<u>7,659</u>
<b>Non-current Assets</b>			
Financial Assets	6	-	5
Equity Accounted Investments in Council Businesses	6	49	53
Infrastructure, Property, Plant & Equipment	7	583,587	583,584
<b>Total Non-current Assets</b>		<u>583,636</u>	<u>583,642</u>
<b>Total Assets</b>		<u>591,746</u>	<u>591,301</u>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Trade & Other Payables	8	2,610	3,850
Borrowings	8	2,100	1,150
Provisions	8	1,845	1,802
<b>Total Current Liabilities</b>		<u>6,555</u>	<u>6,802</u>
<b>Non-current Liabilities</b>			
Borrowings	8	219	254
Provisions	8	305	354
Liability - Equity accounted Council businesses	8	2,356	2,053
<b>Total Non-current Liabilities</b>		<u>2,880</u>	<u>2,661</u>
<b>Total Liabilities</b>		<u>9,435</u>	<u>9,463</u>
<b>NET ASSETS</b>		<u>582,311</u>	<u>581,838</u>
<b>EQUITY</b>			
Accumulated Surplus		205,282	205,043
Asset Revaluation Reserves	9	370,377	370,377
Other Reserves	9	6,652	6,418
<b>TOTAL EQUITY</b>		<u>582,311</u>	<u>581,838</u>

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

# City of Burnside

## STATEMENT OF CHANGES IN EQUITY for the year ended 30 June 2012

	Notes	Accumulated Surplus \$'000	Asset Revaluation Reserve \$'000	Other Reserves \$'000	TOTAL EQUITY \$'000
<b>2012</b>					
Balance at end of previous reporting period		205,264	382,398	6,418	594,080
Prior period adjustments					
Asset cost adjustment for previous land sale (AASB 108)		-	(4,729)	-	(4,729)
Interest free loan adjustment (AASB 139, 108)		(213)	280	-	67
Minor cost adjustments (AASB 108)		(8)	-	-	(8)
Asset cost adjustment for previous asset capitalisation (AASB 116, 108)		-	(7,572)	-	(7,572)
Total prior period adjustments		(221)	(12,021)	-	(12,242)
Restated opening balance		205,043	370,377	6,418	581,838
<b>Net Surplus / (Deficit) for Year</b>		484			484
<b>Other Comprehensive Income</b>					
Transfers between reserves		(245)	-	234	(11)
<b>Balance at end of period</b>		<b>205,282</b>	<b>370,377</b>	<b>6,652</b>	<b>582,311</b>
<b>2011</b>					
Balance at end of previous reporting period		207,364	381,387	6,227	594,978
<b>Net Surplus / (Deficit) for Year</b>		(1,944)			(1,944)
<b>Other Comprehensive Income</b>					
Changes in revaluation surplus - infrastructure, property, plant & equipment		-	1,291	-	1,291
Impairment (expense) / recoupments offset to asset revaluation reserve		35	(280)	-	(245)
Transfers between reserves		(191)	-	191	-
<b>Balance at end of period</b>		<b>205,264</b>	<b>382,398</b>	<b>6,418</b>	<b>594,080</b>
Prior period adjustments		(221)	(12,021)	-	(12,242)
Restated opening balance - refer 2012 above		205,043	370,377	6,418	581,838

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



# City of Burnside

## CASH FLOW STATEMENT for the year ended 30 June 2012

	Notes	2012 \$'000	2011 \$'000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<u>Receipts</u>			
Rates - general & other		29,909	28,092
Fees & other charges		969	743
User charges		1,448	964
Investment receipts		343	408
Grants utilised for operating purposes		3,730	3,352
Reimbursements		292	240
Other revenues		403	360
<u>Payments</u>			
Employee Costs		(12,622)	(11,938)
Materials, contracts & other expenses		(16,969)	(13,335)
Finance payments		(72)	161
<b>Net Cash provided by (or used in) Operating Activities</b>		<b>7,431</b>	<b>9,047</b>
 <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
<u>Receipts</u>			
Amounts specifically for new or upgraded assets		342	182
Sale of replaced assets		179	192
Repayments of loans by community groups		5	5
<u>Payments</u>			
Expenditure on renewal/replacement of assets		(6,292)	(6,198)
Expenditure on new/upgraded assets		(2,272)	(1,838)
Capital contributed to associated entities		(2)	(174)
<b>Net Cash provided by (or used in) Investing Activities</b>		<b>(8,040)</b>	<b>(7,831)</b>
 <b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
<u>Payments</u>			
Repayments of Borrowings		(35)	(2,358)
Repayment of Finance Lease Liabilities		-	(50)
<b>Net Cash provided by (or used in) Financing Activities</b>		<b>(35)</b>	<b>(2,408)</b>
<b>Net Increase (Decrease) in cash held</b>		<b>(644)</b>	<b>(1,192)</b>
 Cash & cash equivalents at beginning of period	11	<b>5,402</b>	6,594
<b>Cash &amp; cash equivalents at end of period</b>	11	<b>4,758</b>	5,402

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

# City of Burnside

## CASH FLOW STATEMENT for the year ended 30 June 2012

	Notes	2012 \$'000	2011 \$'000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<u>Receipts</u>			
Rates - general & other		29,909	28,092
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<b>Net Increase (Decrease) in cash held</b>		<b>(644)</b>	<b>(1,192)</b>
Cash & cash equivalents at beginning of period	11	<b>5,402</b>	6,594
<b>Cash &amp; cash equivalents at end of period</b>	11	<b>4,758</b>	5,402

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

# City of Burnside

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2012

### Note 1 - SIGNIFICANT ACCOUNTING POLICIES

The principal accounting policies adopted in the preparation of the financial report 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 1 May 2011.

##### 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. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements are specifically referred to in the relevant sections of this Note.

##### 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 *SA 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 exerts a significant (but not controlling) influence have been equity accounted for in the Statement of Comprehensive Income.

Only those trust funds which the Council controls are included in the Financial Statements. Amounts received as tender deposits and retention amount under the Development Act, which are controlled by the Council are included within the current liabilities until they are refunded or forfeited.

### 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 income 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 income in a previous reporting period which were obtained in respect of the Council's operations for the current reporting period.



# City of Burnside

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2012

### Note 1 - SIGNIFICANT ACCOUNTING POLICIES (cont.)

#### 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.

#### 6 Infrastructure, Property, Plant & Equipment

##### 6.1 Initial Recognition

All assets are initially recognised at cost.

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. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. 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 completed 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 as follows. 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
Reticulation extensions	\$5,000
Sidelines & household connections	\$5,000
Artworks	\$5,000

# City of Burnside

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2012

### Note 1 - SIGNIFICANT ACCOUNTING POLICIES (cont.)

#### 6.3 Subsequent Recognition

Certain asset classes are re-valued on a regular basis (3-5 years) such that the carrying values are not materially different from fair value. For infrastructure and other related asset classes where no active market exists, fair value is determined to be the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset. Land & buildings are re-valued at fair value in an active market. All other assets classes, being plant & equipment and furniture & fittings, are valued at cost.

Land and buildings assets were re-valued by independent valuers, on a desktop basis, as at 30th June 2012. Infrastructure assets were re-valued internally, on a desktop basis, as at 30th June 2012. The revaluation amounts were determined by applying the above revaluation methods.

#### 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 in a manner which reflects the consumption of the service potential embodied in those assets.

Depreciation is recognised on a straight-line basis. Major depreciation periods for each class of asset are shown 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.

Where possible, similar assets have been grouped to facilitate processing. As such, each similar group would share common useful lives and depreciation rates. This treatment has resulted in a particular class of assets having multiple useful lives and depreciation rates.

Land Improvements	20 to 30 years
Buildings	40 to 60 years
Infrastructure	
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
Plant & Equipment	
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
Furniture & Fittings	
Office Furniture	10 to 20 years
Street/Reserve Furniture	10 to 20 years
Artworks	indefinite

# City of Burnside

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2012

### Note 1 - SIGNIFICANT ACCOUNTING POLICIES (cont.)

#### 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 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 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 the 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 are disclosed in Note 3 and the amount (if any) of interest revenue offset against borrowing costs in Note 2.

#### 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 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

Loans 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.



# City of Burnside

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2012

### Note 1 - SIGNIFICANT ACCOUNTING POLICIES (cont.)

#### 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 the reporting date are accrued at nominal amounts (including payroll based on-costs) measured in accordance with AASB 119.

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 Local Government 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.

#### 10 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".

#### 11 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.

#### 12 Leases

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

In respect of operating leases, where the lessor substantially retains all of the risks and benefits incidental to ownership of the leased items, lease payments are charged to expense over the lease term.

# City of Burnside

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2012

### Note 1 - SIGNIFICANT ACCOUNTING POLICIES (cont.)

#### 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 Pending Accounting Standards

Certain new accounting standards and UIG interpretations have been published that are not mandatory for the 30 June 2012 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*
- AASB 13 *Fair Value Measurement*
- AASB 119 *Employee Benefits*
- AASB 127 *Separate Financial Statements*
- AASB 128 *Investments in Associates and Joint Ventures*
- AASB 2010-6 *Amendments to Australian Accounting Standards [AASBs 1 & 7]*
- AASB 2010-7 *Amendments to Australian Accounting Standards arising from AASB 9 [AASBs 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 120, 121, 127, 128, 131, 132, 136, 137, 139, 1023, & 1038 and Interpretations 2, 5, 10, 12, 19, & 127]*
- AASB 2011-1 *Amendments to Australian Accounting Standards arising from the Trans-Tasman Convergence Project [AASB 1, AASB 5, AASB 101, AASB 107, AASB 108, AASB 121, AASB 128, AASB 132 & AASB 134 and Interpretations 2, 112 & 113]*
- AASB 2011-5 *Amendments to Australian Accounting Standards – Extending Relief from Consolidation, the Equity Method and Proportionate Consolidation [AASB 127, AASB 128 & AASB 131]*
- AASB 2011-7 *Amendments to Australian Accounting Standards arising from the Consolidation and Joint Arrangements Standards [AASB 1, 2, 3, 5, 7, 9, 2009-11, 101, 107, 112, 118, 121, 124, 132, 133, 136, 138, 139, 1023 & 1038 and Interpretations 5, 9, 16 & 17]*
- AASB 2011-8 *Amendments to Australian Accounting Standards arising from AASB 13 [AASB 1, 2, 3, 4, 5, 7, 9, 2009-11, 2010-7, 101, 102, 108, 110, 116, 117, 118, 119, 120, 121, 128, 131, 132, 133, 134, 136, 138, 139, 140, 141, 1004, 1023 & 1038 and Interpretations 2, 4, 12, 13, 14, 17, 19, 131 & 132]*
- AASB 2011-9 *Amendments to Australian Accounting Standards – Presentation of Items of Other Comprehensive Income [AASB 1, 5, 7, 101, 112, 120, 121, 132, 133, 134, 1039 & 1049]*
- AASB 2011-10 *Amendments to Australian Accounting Standards arising from AASB 119 (September 2011) [AASB 1, AASB 8, AASB 101, AASB 124, AASB 134, AASB 1049 & AASB 2011-8 and Interpretation 14]*
- AASB 2011-12 *Amendments to Australian Accounting Standards arising from Interpretation 20 [AASB 1]*

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

*Council 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.

# City of Burnside

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2012

### Note 2 - INCOME

	Notes	2012 \$'000	2011 \$'000
<b>RATES REVENUES</b>			
<u>General Rates</u>		29,203	27,340
Less: Discretionary rebates, remissions & write offs		<u>(388)</u>	<u>(327)</u>
		28,815	27,013
<u>Other Rates</u> (including service charges)			
Natural Resource Management levy		1,175	1,074
<u>Other Charges</u>			
Penalties for late payment		83	72
		<u>30,073</u>	<u>28,159</u>
<b>STATUTORY CHARGES</b>			
Development Act fees		329	471
Town planning fees		32	32
Animal registration fees & fines		149	125
Parking fines / expiation fees		444	117
Other fines, penalties & expiations		14	(2)
		<u>968</u>	<u>743</u>
<b>USER CHARGES</b>			
Community Program User Charges		60	47
Property Leases		124	126
Other Commercial Activities		162	152
Hall & Equipment Hire		143	154
Green Organics Collection Charges		84	82
Library Fees & Fines		45	49
Swimming Centre User Charges		373	351
Sundry		178	161
		<u>1,169</u>	<u>1,122</u>
<b>INVESTMENT INCOME</b>			
Interest on investments			
Local Government Finance Authority		46	81
Banks & other		388	374
		<u>434</u>	<u>455</u>
<b>REIMBURSEMENTS</b>			
- for Development Assessment costs		8	3
- for private works		85	101
- other		181	154
		<u>274</u>	<u>258</u>
<b>OTHER INCOME</b>			
Gifts & Donations		-	104
Rebates received (inc. W/comp)		314	285
Sundry		18	20
		<u>332</u>	<u>409</u>



# City of Burnside

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2012

### NOTE 2 - INCOME (continued)

	Notes	2012 \$'000	2011 \$'000
<b>GRANTS, SUBSIDIES, CONTRIBUTIONS</b>			
Amounts received specifically for new or upgraded assets		342	182
Other grants, subsidies and contributions		3,001	2,998
Individually significant item - additional Grants Commission payments	see below	729	354
		<u>4,072</u>	<u>3,534</u>
<i>The functions to which these grants relate are shown in Note 12.</i>			
<b>Sources of grants</b>			
Commonwealth government		520	513
State government		3,101	2,738
Other		451	283
		<u>4,072</u>	<u>3,534</u>
<b>Individually Significant Item</b>			
Additional Grants Commission payments		729	354

On 28 June 2011, Council received payment of the first instalment of the 2011/12 Grant Commission (FAG) grant. Similarly, on 28 June 2012 Council received payment of the first two instalments of the 2012/13 grant.

This has materially increased Council's operating results in the current year, as these amounts are recognised as income upon receipt.

Similarly material adverse effects will be experienced when the timing of these grant payments is restored to normal schedule. It is not known when this will occur

### 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		145	365
Less: expended during the current period from revenues recognised in previous reporting periods			
Regional & Local Community Infrastructure Program		(80)	(30)
Aged & Home Care		(12)	(65)
Natural Recourse Management Board		-	(50)
Other		(53)	(220)
	Subtotal	<u>(145)</u>	<u>(365)</u>
Plus: amounts recognised as revenues in this reporting period but not yet expended in accordance with the conditions			
Community Recreational & Sports Facility Program		50	-
Regional & Local Community Infrastructure Program		-	80
Proceeds of Crime Act (POCA)		2	-
Aged & Home Care		-	12
Zero Waste SA		215	-
Family Connections		53	-
Other		-	53
	Subtotal	<u>320</u>	<u>145</u>
Unexpended at the close of this reporting period		<u>320</u>	<u>145</u>
Net increase (decrease) in assets subject to conditions in the current reporting period		<u>175</u>	<u>(220)</u>

### PHYSICAL RESOURCES RECEIVED FREE OF CHARGE

Infrastructure		665	-
<b>TOTAL PHYSICAL RESOURCES RECEIVED</b>		<u>665</u>	<u>-</u>

# City of Burnside

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2012

### Note 3 - EXPENSES

	Notes	2012 \$'000	2011 \$'000
<b>EMPLOYEE COSTS</b>			
Salaries and Wages		10,521	8,937
Employee leave expense		1,016	1,745
Superannuation - defined contribution plan contributions	18	1,024	943
Workers' Compensation Insurance		508	483
Other		29	17
Less: Capitalised and distributed costs		(286)	(243)
<b>Total Operating Employee Costs</b>		<b>12,812</b>	<b>11,882</b>
<b>Total Number of Employees</b>		<b>161</b>	<b>154</b>
<i>(Full time equivalent at end of reporting period)</i>			
<b>MATERIALS, CONTRACTS &amp; OTHER EXPENSES</b>			
<u>Prescribed Expenses</u>			
Auditor's Remuneration			
- Auditing the financial reports		23	27
Bad and Doubtful Debts		2	4
Elected members' expenses		242	231
Independent Sitting Fees		33	34
Operating Lease Rentals - non-cancellable leases	17		
- minimum lease payments		368	387
Subtotal - Prescribed Expenses		<b>668</b>	<b>683</b>
<u>Other Materials, Contracts &amp; Expenses</u>			
Contractors		6,770	6,376
Other Contractual Services		1,184	1,557
Energy		1,173	1,075
Legal Expenses		480	555
Levies paid to government - NRM levy		1,180	1,070
- Other Levies		43	57
Parts, accessories & consumables		1,330	1,303
Professional services		521	420
Sundry		2,024	2,061
Expenses Capitalised (overhead & internal charges)		(109)	(62)
Subtotal - Other Materials, Contracts & Expenses		<b>14,596</b>	<b>14,412</b>
<b>Total Materials, Contracts &amp; Other Expenses</b>		<b>15,264</b>	<b>15,095</b>
<b>DEPRECIATION</b>			
Land Improvements		80	72
Buildings		995	993
Infrastructure		5,279	5,700
Plant & Equipment		2,357	2,160
Furniture & Fittings		337	335
<b>Total Depreciation</b>		<b>9,048</b>	<b>9,260</b>
<b>FINANCE COSTS</b>			
Interest on Loans		72	33
<b>Total Finance Costs</b>		<b>72</b>	<b>33</b>

# City of Burnside

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2012

### Note 4 - ASSET DISPOSAL & FAIR VALUE ADJUSTMENTS

	Notes	2012 \$'000	2011 \$'000
<b>INFRASTRUCTURE, PROPERTY, PLANT &amp; EQUIPMENT</b>			
<i>Assets renewed or directly replaced</i>			
Proceeds from disposal		179	192
Less: Carrying amount of assets sold		178	227
<b>Gain (Loss) on disposal</b>		<b>1</b>	<b>(35)</b>

### Note 5 - CURRENT ASSETS

	Notes	2012 \$'000	2011 \$'000
<b>CASH &amp; EQUIVALENT ASSETS</b>			
Cash on Hand and at Bank		2,720	432
Deposits at Call		34	2
Short Term Deposits & Bills, etc		4,104	6,118
		<b>6,858</b>	<b>6,552</b>
<b>TRADE &amp; OTHER RECEIVABLES</b>			
Rates - General & Other		548	391
Council Rates Postponement Scheme		21	14
Accrued Revenues		184	93
Debtors - general		149	188
GST Recoupment		293	364
Prepayments		28	-
Loans to community organisations		5	5
Sundry		-	31
		<b>1,228</b>	<b>1,086</b>
<b>INVENTORIES</b>			
Stores & Materials		<b>24</b>	<b>21</b>

### Note 6 - NON-CURRENT ASSETS

	Notes	2012 \$'000	2011 \$'000
<b>FINANCIAL ASSETS</b>			
<b>Receivables</b>			
Loans to community organisations		-	5
<b>TOTAL FINANCIAL ASSETS</b>		<b>-</b>	<b>5</b>
<b>EQUITY ACCOUNTED INVESTMENTS IN COUNCIL BUSINESSES</b>			
<i>Eastern Health Authority</i>	19	49	53
		<b>49</b>	<b>53</b>



# City of Burnside

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2012

### Note 7 - INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT

	2011 \$'000				2012 \$'000			
	AT FAIR VALUE	AT COST	ACCUM DEPN	CARRYING AMOUNT	AT FAIR VALUE	AT COST	ACCUM DEPN	CARRYING AMOUNT
Land	380,703	1,109	-	381,812	381,460	-	381,460	
Land Improvements	-	1,669	(77)	1,592	-	(201)	2,083	
Buildings	80,343	861	(36,585)	44,619	80,709	(37,244)	43,927	
Infrastructure	343,989	25,298	(220,558)	148,729	336,818	(189,994)	153,835	
Plant & Equipment	5,476	12,801	(12,944)	5,333	14,485	(12,501)	1,984	
Furniture & Fittings	1,332	1,571	(1,404)	1,499	1,724	(1,442)	298	
<b>TOTAL INFRASTRUCTURE, PROPERTY, PLANT &amp; EQUIPMENT</b>	<b>811,843</b>	<b>43,309</b>	<b>(271,568)</b>	<b>583,584</b>	<b>800,711</b>	<b>(241,382)</b>	<b>583,587</b>	
<b>Comparatives</b>	<b>824,667</b>	<b>34,735</b>	<b>(263,070)</b>	<b>596,332</b>	<b>811,843</b>	<b>(271,568)</b>	<b>583,584</b>	

	CARRYING AMOUNT MOVEMENTS DURING YEAR \$'000							2012 \$'000
	2011 \$'000 CARRYING AMOUNT	Additions		Disposals	Depreciation	Impairment	Transfers	Net Revaluation
		New/Upgrade	Renewals					
Land	381,812	-	-	-	-	-	(352)	381,460
Land Improvements	1,592	202	-	-	(80)	-	369	2,083
Buildings	44,619	337	215	-	(995)	-	(249)	43,927
Infrastructure	148,729	1,799	5,212	-	(5,279)	-	3,374	153,835
Plant & Equipment	5,333	594	854	(178)	(2,357)	-	(2,262)	1,984
Furniture & Fittings	1,499	5	11	-	(337)	-	(880)	298
<b>TOTAL INFRASTRUCTURE, PROPERTY, PLANT &amp; EQUIPMENT</b>	<b>583,584</b>	<b>2,937</b>	<b>6,292</b>	<b>(178)</b>	<b>(9,048)</b>	<b>-</b>	<b>-</b>	<b>583,587</b>
<b>Comparatives</b>	<b>596,332</b>	<b>1,838</b>	<b>5,918</b>	<b>(227)</b>	<b>(9,260)</b>	<b>-</b>	<b>(12,308)</b>	<b>583,584</b>

2011 Closing balances have been restated as a result of prior period adjustments. These adjustments are detailed in the Statement of Changes in Equity.

# City of Burnside

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2012

### Note 7 (cont) – INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT

#### Valuation of Assets

At 1 July 2004 upon the transition to AIFRS, Council elected pursuant to AASB 1.19 to retain a previously established deemed cost under GAAP as its deemed cost. With subsequent additions at cost, this remains as the basis of recognition of non-material asset classes.

#### Land & Land Improvements

Council being of the opinion that it is not possible to attribute a value sufficiently reliably to qualify for recognition, 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.

Freehold land and land over which Council has control is recognised on the cost basis. No capitalisation threshold is applied to the acquisition of land or interests in land.

Land improvements, including bulk earthworks with an assessed unlimited useful life, are recognised on the cost basis, originally deriving from a valuation at 30 June 2010 at current replacement cost. Additions are recognised at cost.

Estimated future costs of reinstatement of land, capitalised in accordance with AASB 116.16(c), are reviewed annually (see Note 1) and depreciated over the estimated remaining life of the relevant asset. The weighted average depreciation period is 50 years (2011 – 50 years).

#### Buildings & Other Structures

Buildings and other structures generally are recognised at fair value, based on current market values in accordance with AASB 116.

#### Infrastructure

Transportation assets were valued by Council officers at written down current replacement cost during the reporting period ended 30 June 2012, based on actual costs incurred during the reporting period ended 30 June 2011. All acquisitions made after the respective dates of valuation are recorded at cost.

Stormwater drainage infrastructure was valued by Council officers as at 30 June 2012 at written down current replacement cost, based on actual costs incurred during the reporting period ended 30 June 2011. All acquisitions made after the respective dates of valuation are recorded at cost.

#### Plant, Furniture & Equipment

These assets are recognised on the cost basis.

#### All other assets

These assets are recognised on the cost basis. Library books and other lending materials are capitalised in bulk, and written out when fully depreciated.

# City of Burnside

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2012

### Note 8 - LIABILITIES

	Notes	2012 \$'000		2011 \$'000	
		Current	Non-current	Current	Non-current
<b>TRADE &amp; OTHER PAYABLES</b>					
Goods & Services		1,539		2,040	
Payments received in advance		408	-	167	-
Accrued expenses - employee entitlements		60	-	72	-
Accrued expenses - other		603	-	1,571	-
		<u>2,610</u>	<u>-</u>	<u>3,850</u>	<u>-</u>
<b>BORROWINGS</b>					
Short term draw down facility		2,100		1,150	
Toorak Burnside Bowling Club		-	219	-	254
		<u>2,100</u>	<u>219</u>	<u>1,150</u>	<u>254</u>

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

### PROVISIONS

Long Service Leave Provision	734	305	655	354
Annual Leave Provision	1,020	-	913	-
Rostered Days Off Provision	63	-	60	-
Fringe Benefits Tax Provision	28	-	20	-
Highbury Landfill Provision	-	-	154	-
	<u>1,845</u>	<u>305</u>	<u>1,802</u>	<u>354</u>

### Movements in Provisions - 2012 year only (current & non-current)

	Insurance Losses	Future Reinstatement	Other Provision
Opening Balance			2,156
Add Unwinding of present value discounts	-	-	-
Additional amounts recognised	-	-	149
(Less) Payments	-	-	(155)
Closing Balance	<u>-</u>	<u>-</u>	<u>2,150</u>

### LIABILITY - EQUITY ACCOUNTED COUNCIL BUSINESSES

Eastern Waste Management Authority	19	66	220
Highbury Landfill Authority	19	2,290	1,833
		<u>2,356</u>	<u>2,053</u>



# City of Burnside

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2012

### Note 9 - RESERVES

<b>ASSET REVALUATION RESERVE</b>	1/7/2011	Prior Period Adjustments	Adjusted 1/07/2011	Net Increments (Decrements)	Transfers, Impairments	30/6/2012
Notes			\$'000	\$'000	\$'000	\$'000
Land	250,186	(4,729)	245,457	-	-	245,457
Land Improvements	1,043	-	1,043	-	-	1,043
Buildings	29,237	280	29,517	-	-	29,517
Infrastructure	97,456	(7,572)	89,884	-	-	89,884
Plant & Equipment	3,494	-	3,494	-	-	3,494
Furniture & Fittings	982	-	982	-	-	982
<b>TOTAL</b>	<b>382,398</b>	<b>(12,021)</b>	<b>370,377</b>			<b>370,377</b>
<i>Comparatives</i>			<u>381,387</u>	<u>1,291</u>	<u>(280)</u>	<u>382,398</u>

<b>OTHER RESERVES</b>	1/7/2011	Prior Period Adjustments	Adjusted 1/07/2011	Transfers to Reserve	Transfers from Reserve	30/6/2012
Open Space Contribution Reserve	382	-	382	50	(9)	423
Capital Reserve	6,036	-	6,036	253	(60)	6,229
<b>TOTAL OTHER RESERVES</b>	<b>6,418</b>		<b>6,418</b>	<b>303</b>	<b>(69)</b>	<b>6,652</b>
<i>Comparatives</i>			<u>6,227</u>	<u>191</u>		<u>6,418</u>

#### **PURPOSES OF RESERVES**

##### **Asset Revaluation Reserve**

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).

##### **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 the Lot 31 property.

### Note 10 - ASSETS SUBJECT TO RESTRICTIONS

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.

<b>CASH &amp; FINANCIAL ASSETS</b>	Notes	2012 \$'000	2011 \$'000
Unexpended amounts received from Federal Government		55	145
Unexpended amounts received from State Government		265	-
<b>TOTAL ASSETS SUBJECT TO EXTERNALLY IMPOSED</b>		<u>320</u>	<u>145</u>

Unexpended amounts from the Federal and State Governments are grants and are conditional.

# City of Burnside

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2012

### Note 11 - 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	2012 \$'000	2011 \$'000
Total cash & equivalent assets	5	6,858	6,552
Less: Short-term borrowings	8	(2,100)	(1,150)
Balances per Cash Flow Statement		<u>4,758</u>	<u>5,402</u>

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

Net Surplus (Deficit)		484	(1,944)
Non-cash items in Income Statement			
Depreciation, amortisation & impairment		9,048	9,260
Equity movements in equity accounted investments (increase) decrease		308	317
Net increase (decrease) in unpaid employee benefits		136	(112)
Premiums & discounts recognised & unwound		-	57
Non-cash asset acquisitions		(665)	-
Prior Year borrowings - Financial adjustment		-	194
Project Related Expenditure met from Reserves		-	(158)
Grants for capital acquisitions treated as Investing Activity		(342)	(182)
Net (Gain) Loss on Disposals		(1)	35
		<u>8,968</u>	<u>7,467</u>
Add (Less): Changes in Net Current Assets			
Net (increase) decrease in receivables		(142)	(129)
Net (increase) decrease in inventories		(3)	(2)
Net (increase) decrease in other current assets		-	394
Net increase (decrease) in trade & other payables		(1,238)	1,317
Net increase (decrease) in other provisions		(154)	-
Net increase (decrease) in other liabilities		-	-
<b>Net Cash provided by (or used in) operations</b>		<u>7,431</u>	<u>9,047</u>

#### (c) Non-Cash Financing and Investing Activities

Acquisition of assets by means of:

- Physical resources received free of charge	2	<u>665</u>	<u>-</u>
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#### (d) Financing Arrangements

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

Bank Overdrafts	95	95
Corporate Credit Cards	70	100
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.

Council also has immediate access to a short-term draw-down facility and variable interest rate borrowings under a cash advance facility, both from the Local Government Finance Authority of SA.

## City of Burnside

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2012

#### Note 12 - FUNCTIONS

INCOMES, EXPENSES AND ASSETS HAVE BEEN DIRECTLY ATTRIBUTED TO THE FOLLOWING FUNCTIONS & ACTIVITIES										
	INCOME		EXPENSES		OPERATING SURPLUS (DEFICIT)		GRANTS INCLUDED IN INCOME		TOTAL ASSETS HELD (CURRENT & NON-CURRENT)	
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	2012	2011	2012	2011
	2012	2011	2012	2011	2012	2011	\$'000	\$'000	\$'000	\$'000
Business Undertakings	59	75	126	113	(67)	(38)	-	-	-	-
Community Services	1,458	1,510	2,488	2,627	(1,030)	(1,117)	1,335	1,243	-	-
Culture	376	377	2,032	2,005	(1,656)	(1,628)	334	158	-	-
Economic Development	-	-	20	20	(20)	(20)	-	-	-	-
Environment	118	130	7,019	7,088	(6,901)	(6,958)	14	11	-	-
Recreation	605	571	2,190	2,150	(1,585)	(1,579)	50	50	-	-
Regulatory Services	1,159	938	3,852	3,624	(2,693)	(2,686)	-	-	-	-
Transport & Communication	1	4	877	933	(876)	(929)	-	-	-	-
Plant Hire & Depot/Indirect	42	29	222	-	(180)	29	-	-	-	-
Council Administration	33,316	30,864	18,832	18,029	14,484	12,835	2,339	2,072	591,746	591,301
<b>TOTALS</b>	<b>37,134</b>	<b>34,498</b>	<b>37,658</b>	<b>36,589</b>	<b>(524)</b>	<b>(2,091)</b>	<b>4,072</b>	<b>3,534</b>	<b>591,746</b>	<b>591,301</b>

Excludes 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 2012

### Note 12 (cont) - 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 & fire prevention, Other Public Order and Safety, Immunisation & other preventive health, Other Health Services, Elderly Citizens Facilities, Services for the Aged & Disabled, Child Care, Children & Youth Services, Community Transport, Family and Neighbourhood Support, Other Community Support, Community Centre/Halls, and Cemeteries / Crematoria.

#### **Culture**

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

#### **Economic Development**

Support to Local Businesses.

#### **Environment**

Agricultural pest control, Landcare, Domestic Waste, Green Waste, Recycling, Waste Disposal Facility, Other Waste Management, Other Environment, Stormwater & Drainage, 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 Services.

#### **Transport**

Footpaths & Kerbing, Roads – sealed, Roads – formed, Traffic Management, and 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 2012

#### Note 13 - FINANCIAL INSTRUMENTS

##### Recognised Financial Instruments

<b>Bank, Deposits at Call, Short Term Deposits</b>	<b>Accounting Policy:</b> Carried at lower of cost and net realisable value; Interest is recognised when earned.
	<b>Terms &amp; conditions:</b> Deposits at call are returning fixed interest rates between 4.25% and 5.00% (2011: 5.5% and 6.25%). Short term deposits have an average maturity of 180 days and an average interest rate of 5.75% (2011: 90 days, 6.0%).
	<b>Carrying amount:</b> approximates fair value due to the short term to maturity.
<b>Receivables - Fees &amp; other charges</b>	<b>Accounting Policy:</b> 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.
	<b>Terms &amp; conditions:</b> 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.
	<b>Carrying amount:</b> approximates fair value (after deduction of any allowance).
<b>Liabilities - Creditors and Accruals</b>	<b>Accounting Policy:</b> Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Council.
	<b>Terms &amp; conditions:</b> Liabilities are normally settled on 30 day terms.
	<b>Carrying amount:</b> approximates fair value.
<b>Liabilities - Interest Bearing Borrowings</b>	<b>Accounting Policy:</b> Carried at the principal amounts. Interest is charged as an expense as it accrues.
	<b>Terms &amp; conditions:</b> secured over future revenues, borrowings are repayable either 6 monthly or variable; interest is charged at fixed rates between 6% and 7% (2011: 6% and 7%)
	<b>Carrying amount:</b> approximates fair value.

# City of Burnside

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2012

### Note 13 (cont) - FINANCIAL INSTRUMENTS

#### Liquidity Analysis

2012	Due < 1 year	Due > 1 year; < 5 years	Due > 5 years	Total Contractual Cash Flows	Carrying Values
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Financial Assets</b>					
Cash & Equivalents	6,858			6,858	6,858
Receivables	338	-	-	338	338
Other Financial Assets	-	-	-	-	-
<b>Total</b>	<b>7,196</b>	<b>-</b>	<b>-</b>	<b>7,196</b>	<b>7,196</b>
<b>Financial Liabilities</b>					
Payables	1,947	-	-	1,947	1,947
Current Borrowings	2,100	-	-	2,100	2,100
Non-Current Borrowings	-	169	50	219	219
<b>Total</b>	<b>4,047</b>	<b>169</b>	<b>50</b>	<b>4,266</b>	<b>4,266</b>

2011	Due < 1 year	Due > 1 year; < 5 years	Due > 5 years	Total Contractual Cash Flows	Carrying Values
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Financial Assets</b>					
Cash & Equivalents	6,552			6,552	6,552
Receivables	317	-	-	317	317
Other Financial Assets	5	-	-	5	5
<b>Total</b>	<b>6,874</b>	<b>-</b>	<b>-</b>	<b>6,874</b>	<b>6,874</b>
<b>Financial Liabilities</b>					
Payables	2,207	-	-	2,207	2,207
Current Borrowings	1,150	-	-	1,150	1,150
Non-Current Borrowings	-	158	96	254	254
<b>Total</b>	<b>3,357</b>	<b>158</b>	<b>96</b>	<b>3,611</b>	<b>3,611</b>

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

	30 June 2012		30 June 2011	
	Weighted Average Interest Rate	Carrying Value	Weighted Average Interest Rate	Carrying Value
	%	\$'000	%	\$'000
Interest Free	-	2,166	-	2,461
Other Variable Rates	6.25	2,100	6.25	1,150
Fixed Interest Rates	-	-	-	-
		<b>4,266</b>		<b>3,611</b>

#### 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 or with financial institutions which have a minimum Standard & Poors A-1+ rating. 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.



# City of Burnside

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2012

### Note 14 - COMMITMENTS FOR EXPENDITURE

	2012 Notes \$'000	2011 \$'000
<b>Other Expenditure Commitments</b>		
Other expenditure committed for (excluding inventories) at the reporting date but not recognised in the financial statements as liabilities:		
Audit Services	147	-
Waste Management Services	-	3,260
	<u>147</u>	<u>3,260</u>
These expenditures are payable:		
Not later than one year	20	1,590
Later than one year and not later than 5 years	127	1,670
Later than 5 years	-	-
	<u>147</u>	<u>3,260</u>

# City of Burnside

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2012

### Note 15 - FINANCIAL INDICATORS

	2012	2011	2010
<p>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. Detailed methods of calculation are set out in the SA Model Statements.</p>			
<b>Operating Surplus Ratio</b>			
<u>Operating Surplus</u>	(2%)	(8%)	(10%)
Rates - general & other less NRM levy			

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

<b>Adjusted Operating Surplus Ratio</b>	(3%)	(8%)	(10%)
---	------	------	-------

*In each of June 2009, 2010 and 2011 the Commonwealth Government made an advance of one quarterly payment of the Financial Assistance Grant. In June 2012 an advance of two quarterly payments was made (see Note 2). Accordingly there were four "quarterly" payments in 2010 and 2011, and five payments in 2012. The **Adjusted Operating Surplus Ratio** adjusts for this distortion.*

<b>Net Financial Liabilities Ratio</b>			
<u>Net Financial Liabilities</u>	4%	5%	6%
Total Operating Revenue less NRM levy			

*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).*

<b>Asset Sustainability Ratio</b>			
<u>Net Asset Renewals</u>	68%	65%	89%
Infrastructure & Asset Management Plan required expenditure	*	*	*

*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.*

*Amounts shown above an asterisk (\*) indicate that depreciation expense has been used as a proxy, pending finalisation of the Infrastructure & Asset Management Plan.*

# City of Burnside

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2012

### Note 16 - 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.

	2012 \$'000	2011 \$'000
Income	37,134	34,498
less Expenses	<u>37,658</u>	<u>36,589</u>
<b>Operating Surplus / (Deficit)</b>	<b>(524)</b>	<b>(2,091)</b>
<i>less Net Outlays on Existing Assets</i>		
Capital Expenditure on renewal and replacement of Existing Assets	6,292	6,198
less Depreciation, Amortisation and Impairment	9,048	9,260
less Proceeds from Sale of Replaced Assets	<u>179</u>	<u>192</u>
	<b>(2,935)</b>	<b>(3,254)</b>
<i>less Net Outlays on New and Upgraded Assets</i>		
Capital Expenditure on New and Upgraded Assets <i>(including investment property &amp; real estate developments)</i>	2,272	1,838
less Amounts received specifically for New and Upgraded Assets	342	182
less Proceeds from Sale of Surplus Assets <i>(including investment property and real estate developments)</i>	<u>-</u>	<u>-</u>
	<b>1,930</b>	<b>1,656</b>
<b>Net Lending / (Borrowing) for Financial Year</b>	<b><u>481</u></b>	<b><u>(493)</u></b>



# City of Burnside

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2012

### Note 17 - OPERATING LEASES

#### *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.

#### 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.

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

	2012 \$'000	2011 \$'000
Not later than one year	128	73
Later than one year and not later than 5 years	452	266
Later than 5 years	432	290
	<u>1,012</u>	<u>629</u>

#### *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.

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:

	2012 \$'000	2011 \$'000
Not later than one year	260	280
Later than one year and not later than 5 years	237	240
Later than 5 years	-	-
	<u>497</u>	<u>520</u>

# City of Burnside

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2012

### Note 18 - SUPERANNUATION

The Council makes employer superannuation contributions in respect of its employees to the Local Government Superannuation Scheme. The Scheme has two types of membership, each of which is funded differently. Permanent and contract employees of the South Australian Local Government sector 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% in 2011/12 for Marketlink members and 3% for Salarylink members; 9% and 3% respectively in 2010/11). No further liability accrues to the employer as the superannuation benefits accruing to employees are represented by their share of the net assets of the Fund.

#### Salarylink (Defined Benefit Fund) 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 Scheme's Trustee based on advice from the Scheme's Actuary. The rate is currently 6.3% (6.3% in 2010/11) of "superannuation" salary. In addition, Council makes a separate contribution of 3% of salary 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 Fund is a multi-employer sponsored plan. As the Fund's assets and liabilities are pooled and are not allocated by each employer, 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 was conducted by the Scheme's actuary A.C. Miller, BSc.(Hons), FIAA, of Rusell 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.

The next actuarial review is expected to be for the period ended 30 June 2014.

#### 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 2012

### Note 19 - JOINT VENTURES & ASSOCIATED ENTITIES

#### Summary of Net Gain / Loss - Joint Ventures & Associated Entities

	2012	2011
	\$'000	\$'000
Eastern Waste Management Authority Inc	154	(107)
Highbury Landfill Authority Inc	(458)	(177)
Eastern Health Authority Inc	(3)	(35)
	<u>(307)</u>	<u>(319)</u>

#### Summary of Movements in Equity - Joint Ventures & Associated Entities

	2012	2011
	\$'000	\$'000
Eastern Waste Management Authority Inc	(66)	(220)
Highbury Landfill Authority Inc	(2,290)	(1,832)
Eastern Health Authority Inc	49	52
	<u>(2,307)</u>	<u>(2,000)</u>



# City of Burnside

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2012

### Note 19 (cont) - JOINT VENTURES & ASSOCIATED ENTITIES

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

#### 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.

	2012 \$'000	2011 \$'000
<b>Eastern Waste Management Authority Inc.</b>		
Council's respective interests are:		
- interest in outputs of the joint operation	18.9%	18.9%
- ownership interest in the joint operation	18.9%	18.9%
- the proportion of voting power in the joint operation	17.0%	17.0%
 <u>Movements in Investment in Joint Operation</u>	 <b>\$'000</b>	 <b>\$'000</b>
Opening Balance	(220)	(113)
Share in Operating Result	154	(107)
<b>Share in Equity of Joint Operation</b>	<b>(66)</b>	<b>(220)</b>

#### Expenditure Commitments

Expenditure committed for (excluding inventories) at the reporting date but not recognised in the financial statements as liabilities:

#### Finance Lease Commitments

Not later than one year	1,816	1,799
Later than one year and not later than 5 years	2,800	4,199
Later than 5 years	-	305
	<b>4,616</b>	<b>6,303</b>

# City of Burnside

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2012

### Note 19 (cont) - JOINT VENTURES & ASSOCIATED ENTITIES

**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.

	2012	2011
	\$'000	\$'000
<b>Highbury Landfill Authority Inc.</b>		
Council's respective interests are:		
- interest in outputs of the joint operation	50.406%	50.406%
- ownership interest in the joint operation	50.406%	50.406%
- the proportion of voting power in the joint operation	25.0%	25.0%
<u>Movements in Investment in Joint Operation</u>	<u>\$'000</u>	<u>\$'000</u>
Opening Balance	(1,832)	(1,984)
New Capital Contributions	-	174
Share in Operating Result	(458)	(177)
Adjustment to Equity Share	-	155
<b>Share in Equity of Joint Operation</b>	<b><u>(2,290)</u></b>	<b><u>(1,832)</u></b>

# City of Burnside

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2012

### Note 19 (cont) - JOINT VENTURES & ASSOCIATED ENTITIES

#### 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.

	2012 \$'000	2011 \$'000
<b>Eastern Health Authority Inc.</b>		
Council's respective interests are:		
- interest in outputs of the joint operation	25.2%	25.65%
- ownership interest in the joint operation	25.2%	25.65%
- the proportion of voting power in the joint operation	20.0%	20.0%
<u>Movements in Investment in Joint Operation</u>	<u>\$'000</u>	<u>\$'000</u>
Opening Balance	52	87
Share in Operating Result	(3)	(35)
<b>Share in Equity of Joint Operation</b>	<b><u>49</u></b>	<b><u>52</u></b>

#### Expenditure Commitments

Expenditure committed for (excluding inventories) at the reporting date but not recognised in the financial statements as liabilities:

#### Capital Expenditures payable

Not later than one year	520	-
Later than one year and not later than 5 years	-	-
Later than 5 years	-	-
	<u>520</u>	<u>-</u>

#### Operating Expenditures payable

Not later than one year	294	283
Later than one year and not later than 5 years	417	353
Later than 5 years	-	-
	<u>711</u>	<u>636</u>



# City of Burnside

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2012

### Note 20 - 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 commences operation.

Details of the mechanisms for measuring such emissions, or providing exemptions, are not currently available.

**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 City of Burnside, which comprises the balance sheet as at 30 June 2012, the statement of comprehensive income, the statement of changes in equity and the cash flow statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the Certification of Financial Statements.

***The Responsibility of the Chief Executive Officer 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 (including the Australian Accounting Interpretations), the Local Government Act 1999 and Local Government (Financial Management) Regulations 2012. This responsibility includes designing, implementing and maintain internal control to enable the preparation of the financial report that 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 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 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 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 for the City of Burnside for the financial year ended 30 June 2012 included on the City of Burnside's website. The Chief Executive Officer is responsible for the integrity of the City of Burnside 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 financials 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**

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**INDEPENDENT AUDITOR'S REPORT (continued)*****Independence***

In conducting our audit we have complied with the independence requirements of the Local Government Act 1999 and Local Government (Financial Management) Regulations 2012. We confirm that the independence declaration provided to the Chief Executive Officer on 19 November 2012, would be the same if provided to the Chief Executive Officer at the date of this auditor's report.

***Basis for Qualified Auditor's Opinion***

The City of Burnside's accounting policy requires regular revaluation of certain asset classes such that their carrying values are not materially different from fair value. An independent valuation of the Council's roads, stormwater drainage, park and other ancillary assets was undertaken as at 30 June 2010. The fair values were adopted in the financial statements for the reporting period ended 30 June 2010 however the asset register was not concurrently updated in respect of assets which were subject to revaluation.

Adjustments made in the financial reporting period ended 30 June 2012 to amend the asset register for known errors (due to double counting or other reasons), acquisitions and disposals made since the last valuation may not have corrected all potential material misstatements in the asset register.

We were unable to obtain sufficient appropriate audit evidence in respect of adjustments made to the asset register to correct errors, add or dispose of assets and / or modify existing information.

Due to this scope limitation, it is not possible to quantify the financial effect of losses arising from asset write down, asset impairment over the 2 year period since the last revaluation and the potential impact on depreciation expense.

***Qualified Auditor's Opinion***

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Auditor's Opinion paragraph, the financial report presents fairly, in all material respects, the financial position of City of Burnside as of 30 June 2012, 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 2012 and the Australian Accounting Standards (including Australian Accounting Interpretations).

*HLB Mann Judd*  
HLB Mann Judd  
Chartered Accountants  
Dulwich

*C.M. J*  
Corey McGowan  
Partner

6 December 2012

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

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19 November 2012

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 2012**

I confirm that, for the audit of the financial statements of City of Burnside for the year ended 30 June 2012, 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.

*HLB Mann Judd*  
**HLB Mann Judd**  
Chartered Accountants  
Dulwich

*C. M. J.*  
**COREY MCGOWAN**  
Partner

**CITY OF BURNSIDE**

**ANNUAL FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 June 2012**

**CERTIFICATION OF AUDITOR INDEPENDENCE**

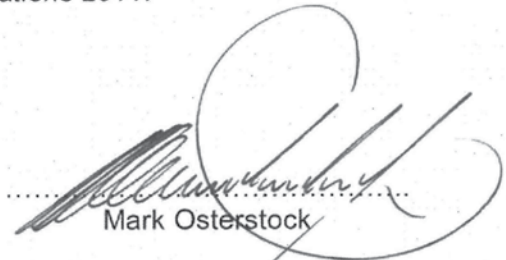
To the best of our knowledge and belief, we confirm that, for the purpose of the audit of City of Burnside for the year ended 30 June 2012, the Council's Auditor, HLB Mann Judd, has maintained its independence in accordance with the requirements of the *Local Government Act 1999* and the *Local Government (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**

Date: **5** day of November, 2012

19 November 2012

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 2012**

I confirm that, for the audit of the financial statements of City of Burnside for the year ended 30 June 2012, 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.

*HLB Mann Judd*  
HLB Mann Judd  
Chartered Accountants  
Dulwich

  
COREY MCGOWAN  
Partner



# Subsidiary Reports



Eastern Health Authority

East Waste

Highbury Landfill Authority



eastern health authority

## 2012 Annual Report

## Message from the Chairperson



During the past year Eastern Health Authority (EHA) has continued to excel in the provision and delivery of public and environmental health services to its constituent councils. EHA is a fine example of co-operation within Local Government and is held in high regard as an effective public health model.

EHA has been temporarily located at George Street Norwood whilst the St Peters Town Hall complex has been undergoing redevelopment. The renovated community hub (which will include a modernised library and Cultural Heritage Centre), will provide a contemporary and stream lined working environment for staff and improved facilities for immunisation clinics.

EHA is responsible for the licensing and regulation of standards in 16 Supported Residential Facilities (SRFs). These facilities accommodate some of the most disadvantaged and vulnerable people in our community and Authorised Officers (AOs) are required to deal with many complex issues that occur within the facilities.

The Supported Residential Facilities Advisory Committee to the Minister for Communities and Social Inclusion, of which I am a member, has in conjunction with AOs Special Interest Group, instituted a series of training workshops. The workshops will assist AOs when dealing with licensing matters such as financial and medication management and mental health issues, all of which affect the residents' wellbeing. I look forward to the 2014 review of the SRF Act which may provide the opportunity to further improve standards for this vulnerable population.

As the largest immunisation provider for Local Government in South Australia EHA is proud of its role in the prevention and control of communicable diseases. This year an emphasis was placed on promoting the benefits of vaccinations against Invasive Pneumococcal Disease, Whooping Cough and Human Papillomavirus.

I take this opportunity to congratulate the CEO and staff on again being awarded the Public and Environmental Health Council of the Year Award. It has been a great pleasure to work with the CEO, staff and Board Members over the past year. All have displayed diligence and enthusiasm in the execution of their duties and I thank them for their dedication and support.

**Sue Whittington**  
Chairperson

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## About Eastern Health Authority

The Eastern Health Authority (EHA) 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)

EHA is a regional subsidiary established under Section 43 of the Local Government Act 1999. Section 43 enables two or more councils (known as constituent councils) to establish a subsidiary to provide specified services of the council or to perform a function of the council under the Local Government Act or other Acts.

EHA discharges the environmental health responsibilities of the five constituent councils under the Public and Environmental Health Act 1987, Food Act 2001, Supported Residential Facilities Act 1992 and Environmental Protection Act 1993. Services include immunisations, hygiene and sanitation control, licensing and monitoring of supported residential facilities, and inspection of food premises.

Immunisation services are provided to Adelaide City Council and the City of Unley. EHA also licences and monitors supported residential facilities on behalf of the City of Unley.

	Burnside	Campbelltown	NPSP	Prospect	Walkerville	Total
Rateable Properties	20 450	22 169	19 224	9 654	3 425	74 922
Population of Council	42 190	49 649	36 404	19 955	7 262	155 460
Number of Food Premises	241	235	424	151	34	1085
Swimming & Spa Pools number of sites	13	3	12	1	2	31
Cooling Towers & Warm Water Systems	10	23	23	4	1	61
Supported Residential Facilities	4	3	1	3	1	12
Hairdressers/Beauty Treatment	60	52	90	29	7	238
Environmental Health Complaints	81	76	89	26	9	281
2012 SBIP Year 8 Enrolment Numbers	622	580	622	181	74	2079
2012 SBIP Year 9 Enrolment Numbers	623	643	660	176	71	2173
Immunisation Clinics – Client Numbers	911	1301	1691	428	181	4512
Immunisation Clinics – Vaccines Given	1904	2673	3614	846	356	9393

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## Chief Executive Officer's Report

The past year has again been challenging and rewarding for EHA. This report details a vast amount of both preventative and regulatory work undertaken by our dedicated staff. The important public health work undertaken on behalf of constituent councils is often unrecognised by the general public. Many would not be aware of the breadth and depth of work undertaken by councils to protect the health of their communities.

New Public Health issues are constantly emerging. The South Australian Public Health Act 2011 now provides a modernised, flexible legislative framework to respond to both new and traditional public health challenges. We are currently in a transitory stage with its introduction and in time we will be able to use the legislation to deal with contemporary issues such as clandestine drug laboratory contamination. We look forward to using this modernised tool and the challenges of its implementation.

The Public Health Act 2011, Councils will require councils to develop public health plans, which are consistent with the State Public Health Plan. The plans should respond to public health challenges within the local area. The public health planning cycle is every 5 years and can be integrated with Councils strategic planning under the Local Government Act 1999. Councils can either undertake planning within their Council boundaries or adopt a regional approach in conjunction with other Councils.

Councils provide many services which impact on their communities' health and wellbeing. These include environmental health, development and infrastructure planning, community facilities, transport planning and community services. The Public Health planning process is designed to be a strategic, multi-disciplinary exercise which adopts a holistic approach to assessing the public health impacts and opportunities across local government. Initial discussions have been held with constituent council staff to consider the potential to develop a Regional Public Health Plan. I look forward to progressing this further in the year ahead.

An exciting upgrade of the St Peters Library precinct is currently taking place and I am thrilled that EHA will base its activities from refurbished offices within the facility in late 2012.

In October 2011 EHA entered into an "Agreement to Lease" office accommodation at the St Peters Precinct with the City of Norwood Payneham and St Peters. The Agreement requires us to undertake an office fit-out to agreed specifications after the base build is completed by the council. It gives the right to a 10 year lease with a right of renewal for a further ten year

Following a selective tender process, Dimitty Andersen Architects were engaged to develop plans for the fit out. They have worked closely with staff to design a contemporary, purpose built and functional work space that we can call home for years to come.

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I am extremely proud to be able to report that EHA was again judged winner of the 'Public and Environmental Health Award – Metropolitan Council of the Year' for 2010-11. I accepted the award from the Hon Minister for Health John Hill on behalf of EHA at the Local Government Association general meeting held in April 2012.

This year was the seventh and last time the award will be presented due to changes in local council public health reporting requirements on which it is based.

We were shortlisted for the award on six of the seven years that it was presented, were the inaugural winner of the award in 2006, in addition to being this year's winner.

Our staff are certainly our organisations biggest asset and the recognition received through these awards is a reflection of their continuing dedication and commitment. It is also reflective of the interest and support shown by the Board of Management to EHA and public health generally. EHA continues to be a shining example of the effectiveness of regional cooperation and resource sharing.

**Michael Livori**  
Chief Executive Officer



Michael Livori accepting the 'Public and Environmental Health Award – Metropolitan Council of the Year' for 2010-11 from Hon Minister for Health John Hill

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## Governance

### Board of Management 2012

EHA is a body corporate, governed by a Board of Management.

The Board held formal meetings six times during the year to consider EHA's business and also met informally on one occasion to discuss the 2012-13 budget.

The table below details Board Member attendance at meetings.

	Board Member	Meetings Attended
City of Burnside	Cr P Cornish	7
	Cr A Monceaux	5
Campbelltown City Council	Cr J Pfitzner	6
	Cr A Fitzharris	2
	Cr J Kennedy, Proxy	1
City of Norwood Payneham & St Peters	Cr S Whittington	7
	Cr G Knoblauch	7
City of Prospect	Cr K Barnett	6
	Cr A Dixon	6
Corporation of the Town of Walkerville	Cr C Wigg	3
	Mayor H Wright (1/7/2011 to 23/02/12)	1
	Cr S Bernardi (23/02/12 to 30/06/12)	3
	Cr G Busato, Proxy	1

During 2011-12, the Board considered three items where it was necessary to exclude the public from discussion. The table below identifies the grounds on which the Board made this determination.

Local Government Act 1999	Description	Number of Times Used
Section 90(3)(a)	Information relating to the personal affairs of a person	2
Section 90(3)(d), and 90(3)(k)	Commercial Information of a confidential nature	1

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## Board of Management 2012

### 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 Anne Fitzharris



Cr Jane Pfitzner

### City of Prospect



Cr Kristina Barnett



Cr Ashley Dixon

### Corporation of the Town of Walkerville



Cr Carolyn Wigg



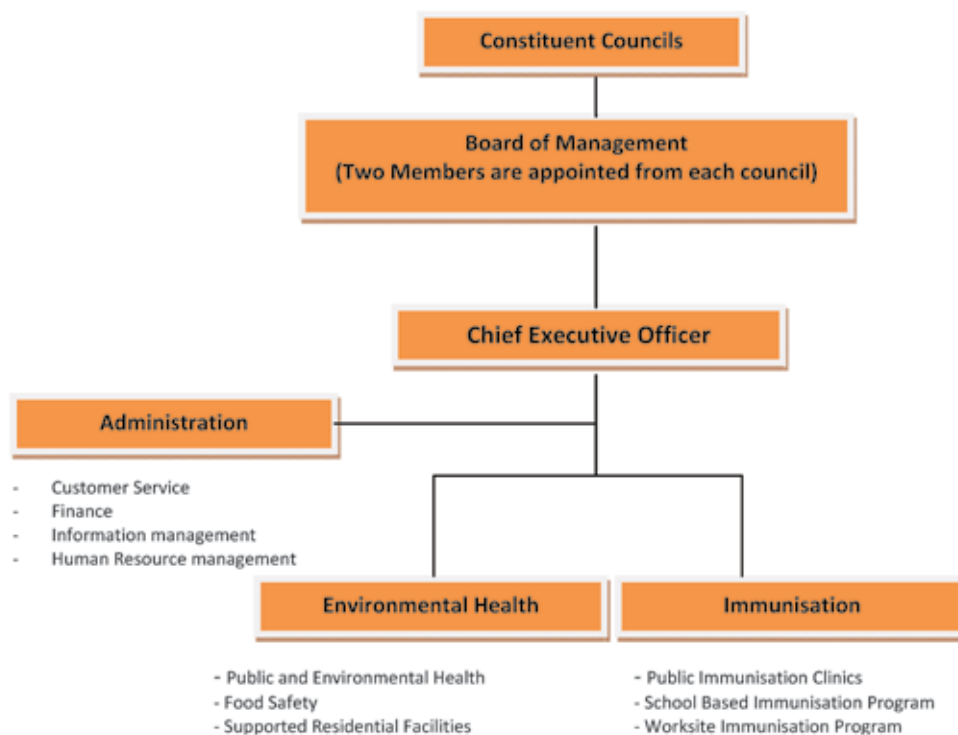
Cr Sinead Bernardi

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## 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 2012 comprised a total of 30 employees (18 FTE). The table below sets out the number of staff in each team. The table excludes temp staff and consultants, such as the Medical Officer of Health and Accountant.

	Total Number of Employees	FTE
Administration	5	4.3
Immunisation	15	4.7
Environmental Health	10	9
<b>Total</b>	<b>30</b>	<b>18</b>

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## Business Planning

### Annual Business Plan

The Annual Business Plan identifies core activities, outlines actions and sets measures to assess performance. Factors and assumptions that influenced the preparation of the 2011-12 Annual Business Plan were:

- Enterprise Bargaining (4%) and increment level increases for staff employment arrangements;
- The continuation of the contract service to monitor Supported Residential Facilities on behalf of the City of Unley;
- The continuation of arrangements with organisations that use our immunisation services on a contract basis (Adelaide City, City of Unley and Worksites);
- Workforce considerations in relation to the recently introduced Electronic Performance Management System;
- Construction of Office Fit-out and relocation to refurbished accommodation at the St Peters Library Precinct;
- Increase in rent costs;
- Increase in financing costs for office fit-out;
- Increase in accounting assistance with Financial Statements;
- Public Health Act 2011 replacing the Public and Environmental Health Act 1987
- Public and Environmental Health (Wastewater Systems) Regulations 2007 replacing the Public and Environmental Health (Waste Control) Regulations 1995
- New food business risk classification system

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

## Finance

### Audit Committee

EHA's Audit committee met on two occasions during the year. The Committee's work included considering the audited financial statements, providing the Board with recommendations in relation to the appointment of an external auditor and policy development. A long term financial plan will be developed in the next reporting period.

### Financial Statements

The Audited Financial Statements for the year ending 30 June 2012 are provided on page 40. They show an Operating Deficit of \$16,363 which was a \$35,723 improvement on the budgeted operating result.

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## Occupational Health, Safety and Welfare

In 2011 WorkCover SA advised EHA that they will be evaluated in late 2012 for their legislative compliance as part of the Local Government Association Self-insurance Evaluation.

Detailed reviews were undertaken of occupational health, safety and welfare (OHSW) policies and procedures, under the guidance of consultants provided by the Local Government Association Workers Compensation Scheme (LGAWCS).

The LGAWCS consultants have assisted with the reviewing and updating of existing policies and procedures through gap analysis, preparing EHA's management team and key staff through education, hazard identification and risk assessment training.

Throughout the review process all staff were consulted and had the opportunity to provide feedback on EHA's OHSW procedures at regular team and general staff meetings.

As part of an ongoing OHSW immunisation program, seasonal influenza vaccination was offered in April 2012, with a 99% uptake by staff.

## Records Management

The TRIM Electronic Document and Records Management System introduced in the previous financial year has continued to be a great asset in the keeping and compliance of EHA's records. Staff have continued to be trained in the use of the system and are supported by the three administrators of the program. Further in house training has been provided to all new staff by the TRIM administrators.

During this financial year, a role was created for a staff member to lead and coordinate the operation of TRIM. An Administration Officer's position was reviewed and extended to incorporate this role in March 2012. The role involves providing records management advice, support and training to all employees and sentencing off-site storage and disposal of EHA's records.

A vital records register will be developed and included in a disaster recovery plan for official records.

## Freedom of Information

One request for information under the Freedom of Information Act 1991 was received during 1 July 2011 – 30 June 2012.

The application was not able to be processed. The applicant was asked to narrow the scope of the request, however a response was not received.

An on-line survey on the "Cost of Administering FOI On-line 2010-2011" was completed.

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## Health Education and Promotion

Promotion of public and environmental health is a statutory requirement of all Councils under the *South Australian Public Health Act 2011*. EHA engages in various activities and events to fulfil its duty under the Act of promoting proper standards of public and environmental health in its area. Through varied health promotion strategies, EHA attempts to prevent the occurrence and spread of notifiable diseases within its area.

### 'Immunise at 4' – increasing coverage rates in 4 year olds

Immunisation staff continued to promote the booster vaccinations due at four years of age, and also made families aware that the vaccines could be administered safely from three and a half years of age. To improve awareness, parents of toddlers under four were informed at clinics and a reminder 'immunise at 4' sticker was placed on the front cover of the child's health record book. As part of the promotion, a 'Reminder Note' featured prominently on the front cover of the 2012 immunisation timetable, of which 10,000 copies were distributed throughout the community during the year.

In addition, 46 recall letters were mailed to families whose 4 year old children showed no record of receiving their booster vaccinations.

Vaccinations were provided to 398 four year olds at the clinics during 2011-2012.

As at 31 March 2012, Australian Childhood Immunisation Register (ACIR) reported the immunisation coverage rates for 4 year olds in South Australia at 89%, compared to the national average of 90.5%. The report showed a 2% increase in the South Australian 4 year old coverage and a national increase of 1.5% since 2011.

### State-wide 'Big Help for Little Adventurers' Launch by Minister Hill

Support was given to SA Health with their state-wide awareness campaign to increase the coverage rates in 4 year olds. In August 2011, EHA provided the clinic venue and contacted previous clients to be part of the media launch by the Minister of Health of the 'Big Help for Little Adventurers' promotional program.

The campaign is aimed to remind parents about the importance of the booster vaccinations required before their child prepares for the big adventure at Kindy. Promotional materials were aimed at both parents and children to assist in conveying the messages, and were mailed out to all children turning three and half years of age.

Immunisation staff utilised the fun materials made available to providers, a koala face mask and stickers relating to the story book, which proved to be very popular with all the 'Little Adventurers' who attended the clinics for their booster vaccinations.

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### 2012 State-wide Seasonal Influenza Promotion

Assistance was provided to SA Health in its promotion of the 2012 seasonal influenza vaccination program. Immunisation staff gave a flu vaccination to Amanda Blair of FIVEaa radio station in Rundle Mall, while she spoke on air with Chief Medical Officer, Professor Paddy Phillips on the benefits of having an annual influenza vaccination.

### ABC Behind the News (BTN) story – ‘The Importance of Vaccinations’

During 2011 South Australia and the Nation still experienced high numbers of pertussis (whooping cough) notifications. In May 2012, the ABC Behind the News (BTN) program approached EHA to assist with a story being produced on immunisation – ‘The Importance of Vaccinations’.

The program covered the national increase of whooping cough outbreaks and the importance of having a whooping cough booster vaccination for adolescents and adults. It also demonstrated how a booster vaccine helps to prevent the spread to children too young to be fully vaccinated.

Staff provided a clinic setting and vaccinated BTN reporter, Sarah Larsen, live on camera.

### ‘Preventing Kitchen Nightmares – A Guide to Food Safety Fundamentals’

The food handler training session ‘Preventing Kitchen Nightmares – A Guide to Food Safety Fundamentals’ continued into its fourth year. Environmental Health Officers (EHOs) conducted 7 training sessions with 98 people attending. In house training was provided to 22 staff from one business.

The training continues to be a success, with interest from food businesses out of EHA’s area and participants returning on an annual basis. The training has enabled EHOs to develop a rapport with food handlers, proprietors and managers, resulting in a positive reception during inspections.

### Information in Languages Other Than English

To provide an improved service to food handlers of non-English speaking backgrounds, EHOs trialled the Babylon software program to translate written material. The program is able to translate words, phrases and whole documents into multiple languages. Documents translated during the trial included letters, notices and handout material. To ensure the translation was accurate a re-translation into English was also completed.

Translated information has helped to ensure EHO directives were clearly understood. The feedback from customers has been positive as there is an improved understanding of why corrective action was necessary. As a result, this resource is now available on an ongoing basis.

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## Food Safety Week

Food Safety Week was held from the 7-13 November 2011. The theme "Vulnerable Populations" focused on the young, old, pregnant and immuno compromised. Meals on Wheels provide meals for the aged community, which made this organisation an ideal target for the promotion of food safety.

Labels were designed with three simple food safety messages:

- "Throw away after one day - don't store food for too long"
- "Keep me in the fridge - refrigerate when not in use"
- "Heat, eat, discard - if you reheat me, throw away any leftovers".

Labels were affixed to meals distributed via the Meals on Wheels Kent Town kitchen, to residents within EHA's constituent councils. At the conclusion of Food Safety Week, the Operations Manager of Meals on Wheels decided to extend the initiative into the following week.

The Food Safety Week initiative achieved its aim of distributing comprehensive messages to the aged community and reached approximately 750 homes.

## 'Fight the Bite'

'Fight the Bite' promotional information provided by SA Health was distributed to councils, medical centres, libraries and community centres. The educative materials included posters, pamphlets and fact sheets regarding mosquito control and prevention measures. This year SA Health released a pamphlet designed specifically for tourist destinations, which was distributed to caravan parks, hotels and recreation sites. All recipients were encouraged to contact EHA for further help or information.

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## Immunisation – Introduction

The success of global government immunisation programs has dramatically reduced morbidity and mortality of vaccine-preventable diseases in the population, especially in infants and young children.

EHA contributes to this success as a proactive local government immunisation provider for seven councils in the north-eastern metropolitan region, whose services encompass three main programs: public clinics, schools and workplaces.

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

It was recognised that non-Medicare temporary resident families in the community were having difficulty in finding providers to service their under-immunised children. To fill this important gap, during 2011-12 an appointment system for temporary resident families to provide a catch-up history assessment service was initiated, together with fee for service follow up vaccinations.

The appointment system has proved to be very successful, with 130 overseas children immunised in line with the Australian National Immunisation Program. Most importantly, this program has reduced the risk of a possible outbreak of vaccine-preventable diseases within our community.

### Public Immunisation Clinics

An average of five public clinics a week are delivered throughout the five constituent and two client council residential areas. There are a variety of accessible venues which cover appointment only, casual drop-in, mornings, late afternoons, evenings and Saturday morning clinics. Providing a variety of accessible clinics is important for maintaining and improving immunisation coverage. In today's busy lifestyle, it is also a key factor for families being able to find a provider that suits them.

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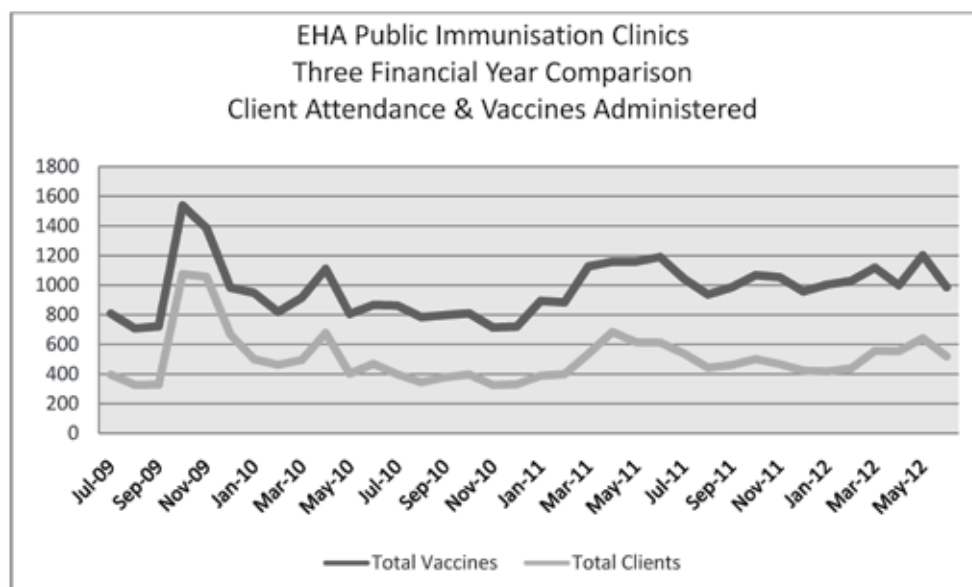
The table below demonstrates the client's choice of venue from their Council of Origin 2011-2012

Clients' Council Of Origin	Total number of Clients from Each Council Area	Burnside Clinic Venue	Campbelltown Clinic Venue	NPSP Clinic Venue	Prospect Clinic Venue	Walkerville Clinic Venue	Adelaide Clinic Venue	Unley Clinic Venue	Total %
Burnside	911	38%	4%	43%	1%	5%	3%	6%	100%
Campbelltown	1301	3%	34%	59%	1%	2%	0%	1%	100%
NPSP	1691	6%	4%	82%	1%	4%	1%	2%	100%
Prospect	428	2%	1%	38%	44%	9%	4%	2%	100%
Walkerville	181	0%	6%	50%	2%	38%	3%	1%	100%
Adelaide	303	5%	2%	31%	5%	10%	36%	11%	100%
Unley	792	9%	0.5%	12%	1.5%	2%	2%	73%	100%
Other	586	8%	11%	37%	7%	5%	8%	24%	100%
Total Number of Clients	6193								

If we look at the Burnside residents (911) as an example (highlighted) we find that 38% of these residents attended the Burnside clinic, while 62% chose to attend other EHA clinic venues. This trend is similar for the majority of councils.

There were 6193 clients, an average of 119 a week, attending clinics during 2011-12, which is an increase of just over 8% from 2010-11. A total of 12925 vaccines were administered to these clients, 1198 more (or 10%) than the previous year. This trend supports the accessibility of EHA's clinics to the community.

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The graph above demonstrates the peaks and troughs in demand for public clinics over a 3 year period. The peaks observed in attendance represent the demand for the annual influenza vaccination. The graph also demonstrates an ongoing increase in patronage and vaccinations given.

### Continued Focus on Pertussis Prevention in South Australia and Nationally

Pertussis (whooping cough) outbreaks within Australia occur every three to four years. Babies too young to be immunised are the most vulnerable and can only be protected by high levels of immunity among those in contact with them.

Due to the prolonged increase of pertussis notifications throughout Australia, immunisation staff have continued their commitment to educate parents and immediate carers of babies less than 6 months of age of the need for an adult pertussis (whooping cough) booster vaccination.

A total of 604 adolescent/adult dTpa vaccines were administered at clinics. Of this, 428 were provided to parents, grandparents and carers of babies less than 6 months of age. The remaining 176 dTpa vaccinations were government funded and mainly provided to year 9 students in the clinic setting. These numbers represent a 244% increase over the last two years.

The table below shows there has been a significant decrease of Pertussis disease notifications reported to SA Health for the constituent council areas. The ongoing promotion and increased administration of the dTpa vaccine may have played a part in the dramatic reduction of Pertussis outbreaks in 2011-12.

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Comparison of Two Vaccine Preventable Notifiable Diseases Reported to SA Health by EHA Council Area for 1 July 2010 – 30 June 2011 & 1 July 2011 – 30 June 2012				
Council Area	2010-11 Pertussis	2011-12 Pertussis	2010-11 Influenza	2011-12 Influenza
Burnside	149	16	148	136
Campbelltown	165	25	221	224
NPSP	113	10	108	133
Prospect	66	2	55	41
Walkerville	21	3	23	27
<b>Total</b>	<b>514</b>	<b>56</b>	<b>555</b>	<b>561</b>

### School Based Immunisation Program

The School Based Immunisation Program (SBIP) involved the:

- 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

During the 2011 SBIP, a total of 11599 vaccines were administered to the year 8 and 9 students. The vaccinations were provided through 96 school sessions at 27 schools.

The SBIP statistics are based on the previous school calendar year from February to December.

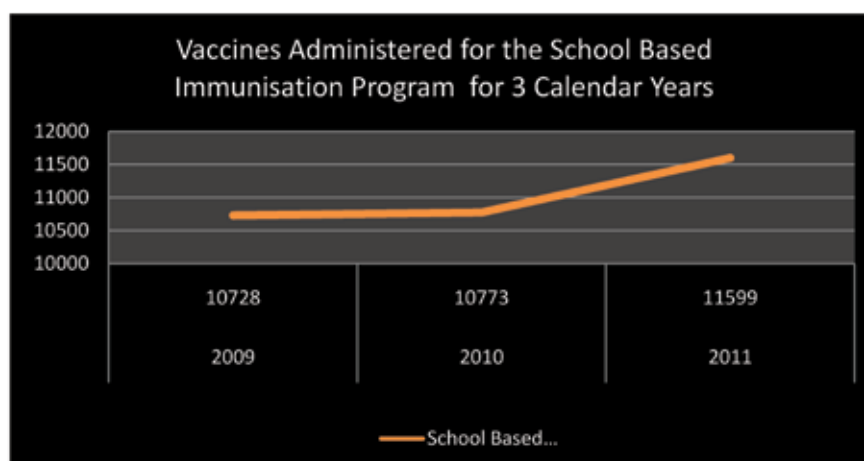
The table below details the vaccine types delivered for the SBIP during February – December 2011 for each Council Area

VACCINE TYPES ADMINISTERED FOR THE 2011 SCHOOL BASED IMMUNISATION PROGRAM					
School Program 2011	Hep B	VZV	HPV	dTpa	Total
Adelaide	1136	349	1152	617	3254
Burnside	768	209	875	489	2341
Campbelltown	755	258	626	485	2124
NPSP	817	245	643	485	2190
Prospect	248	87	32	124	491
Unley	292	67	298	192	849
Walkerville	89	22	180	59	350
<b>Total</b>	<b>4105</b>	<b>1237</b>	<b>3806</b>	<b>2451</b>	<b>11599</b>

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The table below demonstrates an 8% increase in the vaccines administered since 2010. This increase links to EHA commencing the immunisation service in 2011 on behalf of the City of Unley.



## Worksite Immunisation Program

The 2012 seasonal influenza promotional material was mailed to nearly 300 business corporations prior to the forthcoming winter season.

The number of workplace bookings during 2011-12 was 115. This is 21% less than the previous year which is a result of a previous major client using their own Occupational Health Safety & Welfare registered nurse for their staff influenza program.

The table below shows a breakdown of the vaccine types administered at worksites. A total of 4317 vaccines were administered during 2011-12, a decrease of 21% on the previous year. There was less demand for vaccination against Influenza (21%), Pertussis and Hepatitis A & B.

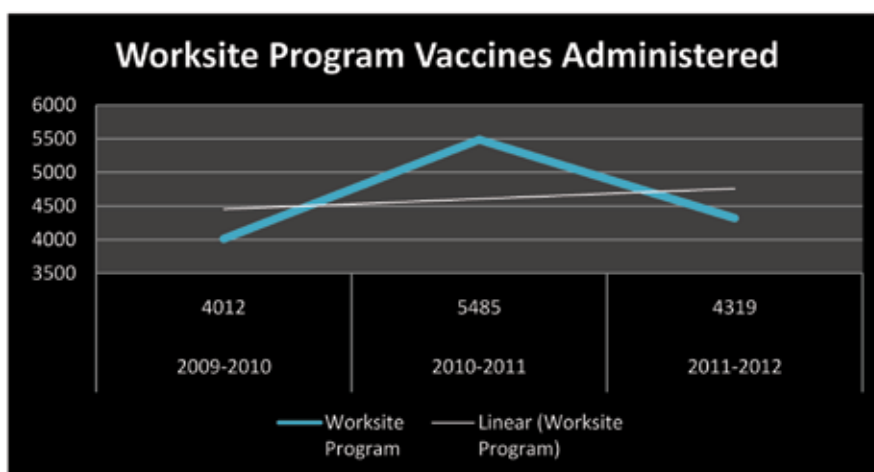
Vaccines provided at the 2011 – 12 Worksite Program

Vaccine type	Total
Influenza	4289
Hepatitis B	2
Hepatitis A	2
Hepatitis A & B	6
ADT	1
dTpa	17
<b>Total</b>	<b>4317</b>

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Even with the decreased worksite bookings for 2011-12, the longer term linear average, in the graph below, shows an increase over time.



## Immunisation Case Study

### Introducing the Prevenar 13 (pneumococcal) Vaccine

*Streptococcus pneumoniae* is the bacterial pathogen responsible for invasive pneumococcal diseases (IPD) such as bacteraemia, meningitis and pneumonia. It is also responsible for non invasive diseases such as acute otitis media and sinusitis. IPD is a major cause of morbidity and mortality particularly in children less than 2 years of age.

With the decrease of invasive pneumococcal disease (IPD) caused by *Streptococcus pneumoniae* serotypes covered by Prevenar 7 vaccine, Australia is now experiencing an increase in the serotypes not covered by this 7-valent vaccine. Cases of IPD caused by serotypes not currently covered by Prevenar 7, predominately 19A have been increasing.

Serotype 19A is emerging as the leading cause of IPD in Australia for children less than 2 years of age. This is particularly concerning given it is also a serotype associated with multiple antibiotic resistance.

From the 1 July 2011 South Australia replaced the use of the 7-valent pneumococcal conjugate vaccine Prevenar with a 13-valent pneumococcal conjugate vaccine, Prevenar 13 in line with changes to the National Immunisation Program.

The Commonwealth government also funded a supplementary dose of Prevenar 13, to be offered to children 12-35 months of age who previously received Prevenar 7.

Of the 1198 extra vaccines given at EHA's public clinics for 2011-12, 603 – or just over 50%, were due to the supplementary dose of the Prevenar 13 vaccine being provided to infants aged between 12 – 35 months.

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## Public and Environmental Health - Introduction

*'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*

EHA fulfils its duty of public health care for the constituent councils through the administration of The Public and Environmental Health Act 1987 and Regulations.

### Complaints and Referrals

During 2011-12 EHA received 281 complaints from the public or referred by SA Health or the Environment Protection Authority SA. As outlined in the table below the total number of complaints represents a 3% decrease when compared with 2010-2011.

The adopted risk based-approach to environment related complaints along with constituent council support to assess incidences in the first instance, has seen a continual decline of the number and water quality complaints dealt with by EHA.

	2011 - 12	2010 - 11	2009 - 10
Animal Keeping	8	20	19
Notifiable Disease	28	18	17
Sanitation	50	50	54
Vector Control	133	132	92
Waste Control	4	0	1
Air Quality	16	23	36
Water Quality	19	28	36
Hazardous Substances	13	7	5
Other	10	13	19

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## Sanitation - Case Study

EHA received an urgent call from the South Australian Police (SAPOL) requesting the immediate assistance of Authorised Officers at a property under investigation. Detectives had entered the house to find an excessive accumulation of miscellaneous items and a severe rodent infestation, posing a potential health risk to the occupants.

Authorised Officers immediately attended the premises and observed a large amount of putrescible waste and evidence of rodent activity throughout the premises. The house had inadequate facilities for showering and personal hygiene, due to the inaccessibility to running water in the bathroom, kitchen and toilet and unavailability of a hot water system.

EHOs determined that an insanitary condition existed and the house was unfit for human habitation and issued a notice under section 15(2) of the Public and Environmental Health Act 1987.

During the investigation EHA collaborated with external organisations including SAPOL and Families SA. The EHOs developed a rapport with the property owner, and successfully encouraged the owner to undertake the required actions to improve the condition of the premises. As a result the notice was removed.

## Hazardous Substances & Infectious Wastes

During 2011-2012, 13 complaints regarding hazardous substances and infectious wastes were received. These complaints included clandestine drug laboratories, asbestos and incorrect disposal of sharps in public places.

There has been a 61% increase in the number of hazardous and infectious substance complaints when compared to 2009-10. The rise is due to the notifications by the South Australian Police Force of premises formerly used for the manufacture or illicit drugs. EHA investigated five clandestine drug laboratories and liaised with the property owners, to ensure that the sites were appropriately remediated in order to protect public health.

During the year two asbestos related complaints were received and investigated using EHA's asbestos information brochure. EHOs were able to effectively investigate the complaints and provide information on the safe removal, handling or disposal of asbestos to occupants and property owners.

A total of six complaints regarding incorrect disposal of sharps in public places were received. The used syringes were collected and contained in approved sharps containers and disposed in an appropriate manner.

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### Clandestine Lab - Case Study

SAPOL advised EHA of two connected clandestine drug laboratories that required action to ensure public safety. One laboratory allegedly operated out of a butcher's shop, the second laboratory out of a residential premises. The alleged offender owned both the residential property and business.

During the investigation the alleged offender stated that the butcher shop had not been in operation for some time and the laboratory was not set up until after the shop ceased operation. The presence of rotting meat, invoices and other evidence collected by SAPOL indicated that this information was inaccurate. Primary Industries and Regions SA (PIRSA) assisted with the investigation of selling of meat from a premises used as a clandestine drug laboratory and to enforce testing on equipment in the shop. The owner of the food premises was contacted and instructed to implement a testing and remediation plan under Section 41 of the Public and Environmental Health Act 1987. Following the clean up testing was conducted, and levels were found to be within acceptable limits and the shop declared fit for human habitation.

EHA required the alleged offender who was the property owner to arrange testing and remediation of the residential premises. To date, the property owner has not arranged testing due to financial hardship. EHA acknowledged the property owners circumstances, and outlined in writing their responsibilities to notify potential buyers of the condition of the premises under the Land and Business (Sale and Conveyancing) Act 1994.

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## Vector Control

During 2011-12, 133 vector complaints such as rats, mice and mosquitoes were received and investigated which was comparable to the number of complaints received the previous year.

Overgrown vegetation, accumulated refuse or poor poultry keeping was the common cause for rodent complaints. EHA continues to provide free samples of rodent bait to ratepayers and residents of the constituent councils, to assist with the reduction of rodent populations.

During the summer period a significant number of complaints were received regarding mosquito breeding resulting from creeks, unmaintained swimming pools and ponds. A small number of complaints were received related to pigeons.

During investigations where EHOs do not have substantial evidence to identify the primary source of harbourage a general rat or mosquito mail out is issued to neighbouring homes. The letters have been effective in notifying neighbouring residents and on occasions residents have contacted EHA to obtain further advice on vector management.

	2011-12	2010-11	2009-10
Number of Complaints	133	132	92

## Air Quality

During 2011-12, EHA received 18 air quality complaints. The majority (66%) of the complaints were related to animal shelters, accumulation of dog faeces, chemicals and odours arising from cooking activities. Less common air quality complaints linked to wood smoke, dust from development sites and spray painting fumes were also received.

As shown in the table below there has been a 50% decrease in the number of air quality complaints received over the past three years. The significant decline may be attributed to using the Environmental Protection Authorities approach to encourage neighbours to resolve the wood smoke issues between themselves or through mediation. EHOs may conduct an inspection if the problem is not resolved.

	2011-12	2010-11	2009-10
Total number of complaints	18	22	36

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## Water Quality

EHA responded to 19 complaints regarding pollution entering the stormwater system and local creeks.

There has been a 47% decline in the number of complaints received over the past three years. The primary reasons are likely to be EHA's risk-based approach to complaints and assistance provided by the constituent council's general inspectors. The general inspectors conduct the initial investigation due to their ability to attend to these types of complaints immediately. EHA inspects the site if the incident has the potential to have a detrimental effect on public health or if a council officer has requested assistance so that the Environment Protection (Water Quality) Policy 2003 can be enforced.

	2011-12	2010-11	2009-10
Number of Complaints	19	36	26

## Monitoring and Surveillance

### Cooling Towers and Warm Water Systems

Following the commencement of the Public and Environmental Health Regulations in 2009, a total of 53 sites comprising 96 high-risk manufactured water systems (HRMWS), were registered with EHA during 2011-12. This represents a 36% increase in the number of registered sites and 20% increase in the HRMWS when compared to 2010-11.

The Regulations require operators of HRMWS to notify EHA when high *Legionella* counts are detected. This year, 20 notifications were received, a 49% decrease when compared to 2009-10. The decrease may be attributed to a number of factors, including an increased awareness of system operators of the risks associated with HRMWS, and an increase in the successful treatment of problem sites. Decontamination was carried out in all cases, and re-testing conducted post decontamination returned results compliant with the legislation.

	2011-12	2010-11	2009-10
Registered sites	53	39	30
HRMWS	96	80	73
Number of Inspections	62	57	30
Number of Follow-ups	10	7	24
Notifications	20	29	39

EHA received three *Legionella* disease notifications from the Department of Health during the reporting period. Authorised Officers conducted home investigations, which included taking samples from the hot water systems, and temperature profiling of the properties. In one case, *Legionella* was detected in the hot water system, due to the temperature of the hot water system having been turned down. The system was decontaminated and the temperature of the hot water system was increased.

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## Legionella - Case Study

EHA received notification from SA Health of a resident from the City of Burnside where a positive test for *Legionella pneumophila* was found. SA Health requested Authorised Officers to conduct an investigation of the residents' home to determine whether the infection had originated from *Legionella* bacteria present in the hot water system.

The investigation required officers to undertake a temperature profile of the hot water system to determine any temperature variations within the pipe work throughout the property. Samples from each hot water outlet were taken for microbiological testing, along with drawings to outline the piping from the hot water unit to all outlets, including approximate distances to each outlet. The hot water unit was inspected to determine the age, condition, temperature and the type of system. Officers performed a desktop audit to identify any registered cooling tower systems located within 500 metres of the house, that present a potential source of *Legionella* infection.

Following the investigation the officers found that the temperature of the hot water ranged from 44.1°C to 48.3°C, which is an ideal temperature for the growth of *Legionella* bacteria. Furthermore, one water sample returned a positive *Legionella* count of 200 cfu/mL. Although the species of *Legionella* detected was not pneumophila, the results indicated that there was a high potential for the growth of *Legionella pneumophila* within the system.

As a result, decontamination of the entire hot water system within the premises was undertaken, and the temperature of the hot water unit was increased, to ensure that the temperature within the pipe work exceeded 60°C, as recommended under the Public and Environmental Health (Legionella) Regulations 2008.

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## Public Swimming Pools and Spas

During the reporting period, 98 routine inspections of 42 swimming pools and spa pools located at 31 sites were conducted. A total of 11 follow up inspections were conducted as a result of low disinfection and incorrect pH levels. The proprietors of these facilities were advised to close their pool for public use. Pools were reopened once compliance with the regulations was verified.

Two complaints were received regarding individuals infected with *Cryptosporidiosis* who had swum in a public pool during their infectious period. The pool operators were directed to undertake precautionary swimming pool decontaminations. EHOs monitored the closure of the pools until the decontamination guidelines set by SA Health had been achieved.

During the reporting period EHA provided education to proprietors and pool operators on how to minimise the public health implications associated with public swimming and spa pools. Educative material was distributed including information regarding *Cryptosporidiosis* control, faecal release response strategies and pool user responsibility. These issues were further discussed with pool operators during routine inspections.

Overall, there has been a significant improvement in compliance with the Public and Environmental Health (General) Regulations 2006. There was a 45 percent decrease in the number of follow up inspections required compared to 2010-11. This is likely to be due to the additional resources that have been invested in educating pool operators.

	2011-12	2010-11	2009-10
Inspections	98 (31 sites)	80 (31 sites)	92 (35 sites)
Follow-ups	11	20	10
Complaints	2	1	1
Cryptosporidiosis complaints	2	2	0

## Personal Grooming, Body Art and Health Care

EHOs routinely inspected 86 premises during 2011-12, consisting of 69 hair and beauty salons, 12 acupuncturists and five tattooists. In total, 19 premises required follow-up inspections. Due to the increased risk of disease transmission associated with procedures that pierce the skin, beauty clinics, tattooists and acupuncturist are inspected annually.

EHA received one skin penetration complaint relating to a confirmed case of Hepatitis C. Investigation of the complaint identified current infection control procedures was adequate.

	2011-12	2010-11	2009-10
Total Number of Inspections	86	123	101

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## Waste Control Systems

Since 1 July 2011, EHA has approved 3 new aerobic waste water treatment systems. Two of the systems were approved as part of a new dwelling development approval and the third replaced a failing septic tank and soakage trench. EHA was also notified by SA Health of 2 approvals for permanent subsurface grey water diversion systems within our jurisdiction.

EHA receives a small number of waste control complaints each year with the majority of complaints regarding odour. Four complaints were received during the year. Two complaints related to poor maintenance of an aerobic system, resulting in effluent discharging onto the street. The owners of the property were required to undertake immediate action and undertake the necessary repairs.

## Lodging Houses

During 2011-12, EHA conducted a literature review to determine whether it is effective to continue to monitor lodging houses. The following was identified:

- Lodging house residents are provided with protection through existing legislation, Housing Improvement Act 1940, Residential Tenancies Act 1995 and The Development Act 1993. These pieces of legislation can all be used to ensure a property is fitted with adequate toilet and hygiene facilities.
- An assessment of the routine inspections conducted between 1 July 2009 and 30 June 2011, identified that only three follow up inspections were required and all facilities were considered fit for human habitation.

The above information was risk assessed using the Local Government Environmental Health Enterprise Risk Management Resource Draft risk assessment tool (2001). When looking at the risk matrix tool the overall risk assessment description was considered low.

It was concluded that annual routine inspections will be discontinued as EHA's resources can be better invested in other areas of public health that present higher risk and priority. EHA will continue to respond and address any related complaints or concerns that are received on behalf of a resident, the housing authority or tenancies board.

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## Food Safety - Introduction

EHA promotes food safety of food through the administration of the Food Act 2001 in conjunction with the Food Safety Standards. A total of 1085 known food premises were operating within EHA's jurisdiction. Take-away, cafes and restaurants are the predominant types of food businesses, along with supermarkets hotels and home based businesses.

The table below provides a breakdown of the number of food premises per constituent council area.

	Burnside	Campbelltown	Norwood Payneham St Peters	Prospect	Walkerville	Total
Number of Food Businesses	241	235	424	151	34	1,085

## Food Safety Inspections, Compliance and Enforcement

Authorised Officers conducted 1490 inspections of food premises during the year. A total of 840 (56%) routine inspections and 556 (37%) follow-up inspections were conducted as shown in the table below. The remaining 94 inspections were fit-out and complaint inspections.

	2011-12	2010-11	2009-10
Routine Inspections	840	759	779
Follow-up Inspection	556	390	375

Over the past three years there has been an increase in the number of routine and follow-up inspections. The significant increase in the number of follow-up inspections indicates a commitment to ensure that non-compliance identified during an inspection is rectified within an appropriate timeframe.

The Food Act 2001, does not require new / proposed food businesses to seek fit-out / preopening approval. EHOs actively monitor new or extensive changes to existing food premises to provide advice and ensure these food premises comply with relevant legislation and standards. Whilst EHOs invest a significant amount of time, this service is considered to be proactive and encourage communication and compliance by food proprietors.

Special events held within the constituent council areas during 2011-12 ranged from variety markets, festivals and fairs and cultural events selling food to the community. Inspections of these events were undertaken to ensure compliance with the requirements of the Food Safety Standards.

There has been a small decrease in the number of improvement notices, and a consistent

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number of expiations issued this year compared with 2010-11. The application of EHA's enforcement policy, along with the EHOs commitment to educate and efforts to build a professional rapport with proprietors are factors influencing the decline in improvement notices and consistent number of expiations issued.

	2011-12	2010-11	2009-10
Improvement Notices	67	71	64
Expiation Notices	12	12	23

The following table itemises the expiations issued for breaches of the Food Act 2001 during the year, resulting in \$23 300.00 in fines.

Section	Offence Type	Expiations Issued
Food Act 2001 Section 21 Food Safety Standard 3.2.2 Clause 6	Food Storage	3
Food Act 2001 Section 21 Food Safety Standard 3.2.2 Clause 7	Food Processing	1
Food Act 2001 Section 21 Food Safety Standard 3.2.2 Clause 8	Food Display	1
Food Act 2001 Section 21 Food Safety Standard 3.2.2 Clause 3	Health & Hygiene of Food Handlers	1
Food Act 2001 Section 21 Food Safety Standard 3.2.2 Clause 19	Cleanliness	1
Food Act 2001 Section 21 Food Safety Standard 3.2.2 Clause 20	Cleaning & Sanitising	2
Food Act 2001 Section 21 Food Safety Standard 3.2.2 Clause 24	Animals & Pests	1
Food Act 2001 Section 21 Food Safety Standard 3.2.2 Clause 17	Hand Washing Facilities	2

No prohibition orders were issued this year. One prosecution was initiated in 2010-11 with five charges laid for offences under the Food Act 2001 and Australia New Zealand Food Standards Code. After preparing for a trial the defendant pleaded guilty to three offences. A plea of guilty was accepted subject to conditions and the defendant agreed to a number of undertakings set by EHA. Fines and costs totalling \$25,000 were awarded to EHA and criminal convictions were recorded against both defendants.

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## Food Complaints

EHA received 103 food complaints during 2011-12. While the figure was slightly higher than the previous year, there was a 26% decrease when compared to 2009-10.

	2011-12	2010-11	2009-10
Number of Food Complaints	103	98	140

As shown in the table below, alleged food poisoning accounted for 28% (29) of the total number of food complaints received during 2011-12. Only one alleged food poisoning complaint was justified. This trend is evident throughout all food complaints received. Although there was an increase in the number of complaints when compared to 2010-11, only 18% of complaints received this year were justified. This result may be attributed to the limited evidence provided by the complainant, various sources of contamination and the difficulty in observing instances of poor food handling practices due to officer presence.

Type of Complaints Received	Total Number of complaints received	Number of complaints Justified/ Confirmed
Food unsuitable/unsafe due to foreign matter	14	2
Food unsuitable/unsafe due to microbial contamination / growth	12	5
Food unsuitable/unsafe due to presence unapproved or excessive chemical residues	0	0
Alleged food poisoning	29	1
Confirmed food poisoning	8	2
Unclean premises	1	0
Poor personal hygiene or poor food handling practices	16	3
Vermin / insects / pests observed in premises	5	4
Refuse storage	6	2
Labelling Issues	1	0
Other	11	0
- Use-by/ Best Before		
- Quality of food		
- Dirty bread crates during delivery		
- Structural		
- Odours		
- Dogs and outdoor dining		

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## Food Auditing

Food Safety Standard 3.3.1 'Food Safety Programs for Food Service to Vulnerable Populations' has been operational in South Australia for four years. The standard requires businesses that serve vulnerable populations, such as hospitals, aged care, childcare and delivered meals organisations, to implement an audited food safety program. As shown in the table below, 89 audits were conducted within EHA's jurisdiction during 2011-12. A total of 39 food businesses were audited in other council areas, other than EHA's constituents.

During the past four years food businesses have demonstrated that they have effectively implemented their food safety program (FSP). Twenty two follow up audits were conducted to ensure any non-conformances were rectified and documented processes were recorded in accordance to their FSP.

	Burnside	Campbelltown	Norwood Payneham St Peters	Prospect	Walkerville	EHA Total	Other Council Areas
Number of Audits	17	13	11	8	1	50	39
Number of Follow-up Audits	3	6	5	0	1	15	7

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### Case Study – Prosecution of Suzette’s Gourmet Café

An anonymous complaint was received relating to the delivery of food to Suzette’s Gourmet Café. Environmental Health Officers responded immediately and found an extensive amount of food that was unsuitable for sale due to the growth of mould and spoilage bacteria which had caused the food to ferment, discolour and breakdown.

It was concluded from the investigation and numerous inspections which followed, that practices leading to the sale of unsuitable food occurred with the knowledge of the director of the business. Despite officers’ instruction to dispose of food determined to be unsuitable, unsuitable food continued to be found to be available for sale at subsequent inspections.

Prosecution proceedings were initiated against the proprietor, Khodair Nominees Pty Ltd, and the director responsible for the day to day operations of the business, Suzette Khodair.

The defendants entered a not-guilty plea and a trial was set to commence in August 2011. Following negotiations on the eve of the trial, the defendants pleaded guilty to three offences namely:

- Sale of unsuitable food in breach of Section 17(2) of the Food Act 2001
- Sale of food past its use-by date in breach of Section 21(1) of the Food Act 2001 and Clause 3 of Standard 1.2.5 of the Australia New Zealand Food Standards Code
- Storage of food in a manner that it was not protected from the likelihood of contamination in breach of Section 21(1) of the Food Act 2001 and Clause 6(1) of Standard 3.2.2 of the Australia New Zealand Food Standards Code.

A plea of guilty was accepted subject to the defendants agreeing to a number of undertakings set by EHA designed to improve food safety practices at this business.

A sentencing hearing took place on 17 August 2011 and the Magistrate delivered his sentence on 1 September 2011.

The Magistrate (Mr A.A. Grasso) remarked that:

*“ ... I do agree with the submission of the complainant that the current offending reflects a long standing problem with issues that had already been raised by the complainant. The complainant does not allege that there has been any complaint of ill health arising from the consumption of food from the defendants premise. However, a number of complaints have been received by the complainant regarding the quality of food sold.”*

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and

*"...the defendant admits to being at fault in not checking food and also being mistaken that mouldy food could be separated from the remainder (e.g. from a lump of cheese) and now accepts that would have been inappropriate in any event.*

and

*"... Clearly compliance with the Legislation is designed to ensure that consumers pay for quality products that are not hazardous to health and safety"*

Fines and costs totalling \$25,000 were awarded to EHA and criminal convictions were recorded against both defendants. The Court also noted the undertakings made by the defendants. Officers will continue to inspect the premises on a regular basis to ensure compliance is maintained.

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## Health Care and Community Services - Introduction

Supported Residential Facilities (SRFs) provide accommodation to people in the community who require personal care and support. 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, whether that be physical, intellectual or psychiatric.

### Licensing & Monitoring

Authorised Officers conducted 32 routine visits during the reporting period, which included re-licensing audits and mid licence inspections.

A total of 17 follow up inspections were conducted as a result of non-conformances relating to structural maintenance, staffing levels, insufficient record keeping and documentation, and unsatisfactory standards of cleanliness.

EHA in collaboration with Environmental Health Australia developed an audit tool to improve accuracy and consistency of each audit. Following an audit the facilities were provided with a comprehensive audit report.

The nutritional tool recently endorsed by the Department of Families and Communities, was adopted by EHA as a guide to assessing nutritional value of meals provided at each facility. As a result, a number of recommendations were made to facilities in order to improve the diet and nutrition of their residents.

During the licensing period, 13 SRFs were re-licensed. One facility was granted a licence subject to conditions, due to structural defects and another facility was granted a short-term licence, due to ongoing structural concerns. The facility was subsequently granted a twelve month licence during the annual licensing period as all conditions had been met.

Dual licensed SRFs operate under both the Supported Residential Facilities Act 1992 and the Retirement Villages Act 1987 and are considered for a two year licence. During 2011-12, five dual licensed SRFs were granted a two year licence without conditions. One dual licensed SRF was inspected to ensure adequate standards of care as the licence does not expire until 30 June 2013.

EHA received two applications for transfer of an SRF licence during the reporting period. Under delegated authority, the Chief Executive Officer approved the transfer of both licences, one subject to conditions.

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## Complaints

Authorised Officers investigated 14 complaints under the SRF Act during 2011-12 in relation to six SRFs. The concerns included:

- standards of cleanliness
- structural suitability of facilities
- competency of staff
- nutritional adequacy of food served to residents
- management of resident's finances

Officers collaborated with organisations such as Department of Families and Communities, Public Trustee, and resident advocacy organisations to achieve suitable outcomes and ensure compliance with the Act.

## Approval of Manager and Acting Manager

Four applications for Manager and three applications for Acting Manager of a SRF were received during the reporting period. Following referee checks and a review of the applicant's qualifications, two manager and two acting manager applications were deemed suitable to fulfil the roles. The remaining applications are currently being assessed.

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## Summary Financial Statement for the year ending 30 June 2012 <sup>39</sup>

	2012	2011
<b>INCOME</b>		
Council Contributions	1,323,448	1,198,300
Statutory charges	95,156	92,493
User charges	380,930	356,138
Grants, subsidies and contributions	132,314	125,667
Investment income	22,626	29,033
Reimbursements	36,827	-
Other income	5,367	4,830
<b>TOTAL INCOME</b>	<b>1,996,668</b>	<b>1,806,461</b>
<b>EXPENSES</b>		
Employee Costs	1,472,336	1,392,731
Materials, contracts & other expenses	526,176	534,188
Depreciation, amortisation & impairment	14,509	13,177
<b>TOTAL EXPENSES</b>	<b>2,013,021</b>	<b>1,940,096</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>(16,353)</b>	<b>(133,635)</b>
Asset disposal & fair value adjustments	2,632	-
<b>NET SURPLUS/(DEFICIT)</b>	<b>(13,721)</b>	<b>(133,635)</b>
Other Comprehensive Income	-	-
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>(13,721)</b>	<b>(133,635)</b>
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	396,526	352,737
Trade and Other Receivables	103,192	145,449
<b>TOTAL CURRENT ASSETS</b>	<b>499,718</b>	<b>498,186</b>
<b>NON-CURRENT ASSETS</b>		
Infrastructure, Property, Plant & Equipment	44,019	22,861
<b>TOTAL NON-CURRENT ASSETS</b>	<b>44,019</b>	<b>22,861</b>
<b>TOTAL ASSETS</b>	<b>543,737</b>	<b>521,047</b>
<b>CURRENT LIABILITIES</b>		
Trade & Other Payables	220,609	203,908
Provisions	87,108	82,542
Liabilities relating to Non-current Assets held for Sale	-	-
<b>TOTAL CURRENT LIABILITIES</b>	<b>307,717</b>	<b>286,450</b>
<b>NON-CURRENT LIABILITIES</b>		
Provisions	44,638	29,494
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>44,638</b>	<b>29,494</b>
<b>TOTAL LIABILITIES</b>	<b>352,355</b>	<b>315,944</b>
<b>NET ASSETS</b>	<b>191,382</b>	<b>205,103</b>
<b>EQUITY</b>		
Accumulated Surplus	191,382	86,503
Other Reserves	-	118,600
<b>TOTAL EQUITY</b>	<b>191,382</b>	<b>205,103</b>

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## ANNUAL REPORT 2011/ 2012

# EAST WASTE

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### Board of Management



Mr Paul di Iulio  
Chairman  
City of Campbelltown



Mr Bill Cossey  
Adelaide Hills Council



Mr Mario Barone  
City of Norwood,  
Payneham & St Peters



Cr Elaine Grimm  
City of Mitcham



Cr Grant Piggott  
City of Burnside



Cr Gianni Busato  
Corporation of the  
Town of Walkerville

### CHAIRMAN'S REPORT

#### Governance

Membership of the Board remained unchanged for the year and I wish to express my appreciation to Board Members for their contribution at the monthly Board Meetings.

The Board continues to provide a high level of strategic advice and governance.

It was pleasing that all Member Councils finally endorsed the revised Charter of East Waste. This Charter will set a new strategic framework for East Waste and focus the organisation on the core activity of waste collection services for Member Councils.

The Charter will be gazetted once the membership of the new Board has been decided by each Member Council together with the appointment of an Independent Chair.

A new 10 year Strategic, Financial and Business Continuity Plan will be required. East Waste has commenced reviewing and adopting policies and procedures that meet the highest governance standards.

#### Financial Management

The Audited Financial Statements for East Waste show a marked improvement in the equity within East Waste due in part to the back payment by Burnside Council.

Strict budget control during the year has seen all Member Councils receive a credit on their fees for the year reflecting the Charter requirement to charge Member Councils only the actual cost of the service.

The East Waste GPS system is now fully operational and the Board has resolved to calculate the future cost of all services provided by East Waste using the common fleet costing methodology. This will see Member Councils paying by actual truck hours worked using the GPS system and lead to further efficiencies in the utilisation of the 33 trucks comprising the East Waste fleet.

East Waste continued to comply with its capital replacement policy and use the local buy contracts to procure 5 new Robotic Arm Collection Vehicles.

#### Operations Management

East Waste collected over 1.7 million bins during the year.

The Key Performance Indicator for the waste collection industry is missed bins. East Waste's database shows that missed bins only account for 0.1% of all collections.

East Waste continues to focus on one key objective which is to pick up every bin presented for collection and to respond to any request regarding waste collection within 24 hours or as agreed with the resident.

The East Waste Enterprise Agreement is due to expire in November this year and negotiations are well advanced in agreeing a new 3 year deal with the employees of East Waste that fairly rewards our drivers but delivers a productive and efficient service.

East Waste has planned during the year, in conjunction with Adelaide Hills and Burnside Councils, the introduction of new waste collection services. Adelaide Hills commenced their fortnightly green organics collection in September 2012 and Burnside will introduce a new 3 bin kerbside collection service in early December 2012.

Finally, I would like to thank the Board and staff of East Waste for their work and commitment during the year.

**I commend the 2011-2012 East Waste Annual Report to you.**

Paul di Iulio  
Chairman



## ACTING GENERAL MANAGER'S REPORT

### Year in Review

#### GOVERNANCE

##### **Charter**

All Member Councils have now endorsed the revised charter. The Charter will be gazetted once Member Councils have nominated their Board Members pursuant to the revised Charter.

##### **10 Year Business Plan, Financial Plan and Business Continuity Plan**

This work has been delayed with resources focused on gazettal of the new charter, as this sets the strategic framework and reporting requirements for East Waste. This work will be undertaken during the 2012/2013 year.

##### **Continual Improvement in Governance**

The revised Charter sets out the policies and procedures to be adopted for East Waste. East Waste has commenced a review of all existing policies to ensure compliance with the revised Charter. This work will continue into the new financial year.



#### ADMINISTRATION & MANAGEMENT

##### **Succession Planning, Management & Administration Team**

The Operations Manager has now had over 18 months' experience in the role and has undergone several training programs that have allowed him to act in the Acting General Manager role while the incumbent was on annual leave.

An extensive review of the maintenance role in East Waste has been carried out. Several procurement contracts have been approved with significant savings. The utilisation of the existing workshop has been enhanced with in-house servicing with outsourcing only for specialised work such as transmissions, brakes and compactor repairs. This key function of East Waste involves over \$1 million of expenditure and is constantly under review.

The regular human resource management functions, appraisals, etc, have been ongoing and appropriate training provided, with performance management of all personnel.

##### **Occupational Health, Safety & Welfare**

East Waste has had an excellent record over the 12 months regarding the KPI's for OH&S. East Waste is part way through implementing the One System Implementation Program and has maintained its rebate percentage of 45.7, with a KPI audit score of 82%.

##### **Collection Service Performance Management**

With the resolution of the Burnside dispute, East Waste has worked with this Council to again be the primary point of contact for residents regarding the waste collection services. Individual Member Council Service Level Agreements are in place with Adelaide Hills Council and Burnside Council with the other Councils to follow.



The GPS system provides another resource to better handle customer queries and provide efficiency in meeting customer service needs. Quarterly meetings with most Member Councils to discuss all the issues associated with the collection service are held and minutes kept of these meetings. Reports are also provided from the database system of East Waste, tracking key performance indicators such as collecting missed bins within one day, etc.



# ANNUAL REPORT 2011/ 2012

## Financial Management

East Waste's budget was set on the activity based system previously used. The performance to budget has been met during the year, with all Councils to receive a credit on the fees paid. The Board and Member Councils have previously resolved to introduce a common fleet costing methodology based on the GPS tracking system now on all East Waste trucks. This system has been delayed as the software has been refined to equitably proportion travel time when trucks work across two Council areas and then travel to the processing facility. It is expected that the Board will receive common fleet costing reports from the 1st July 2012.

The Board has resolved to prepare the budget for the coming financial year on the activity based costing method, but adjustments to actual costs for the 2012/2013 year will be based on the common fleet costing model.

## Operations Management

EB negotiations for the next three years have commenced with the drivers. Negotiations centre on performance measures relying on information from the database and GPS systems of East Waste. This approach will further improve the performance and efficiency of East Waste collections.

All major supply contracts have now been reviewed. Substantial savings have been made, and a claim for \$300,000 made with a major supplier of services to East Waste as a result of a discount not being passed on when the contract was extended.

East Waste has successfully tendered for kitchen bio-baskets that have now been delivered in the Norwood Payneham & St Peters Council. East Waste continues to cooperate with the Burnside Council in the introduction of its three-bin system and is providing assistance and new bins for the Adelaide Hills Council green organics collection that commenced in September 2012.

East Waste has engaged a service provider to redevelop its website and has liaised with all Member Councils regarding this initiative. This will provide East Waste with the ability to regularly update the website and make available a resource for Member Councils to include their information on both their Council and East Waste websites.

The Board has received a comprehensive report on the Unley contract. Negotiations with Unley Council will be progressed during the 2012/2013 year.

The Board and Member Councils approved capital for a new training room for the drivers of East Waste. Planning approval has been granted and the construction of the training room is due to be completed in October 2012. This facility will provide a resource for East Waste to better communicate and train its workforce.

## Non-Core Activities of East Waste

East Waste is in the process of ceasing its hooklift operation. The hooklift truck is being trialed by a sister Local Government organisation with a view to transfer the truck in the new financial year while still protecting the existing Member Councils use. The hooklift services the Adelaide Hills Council and the Campbelltown depot. These services will be maintained in any arrangement finalised by East Waste. This initiative will remove a loss-making activity for East Waste.

During the year various Member Councils have asked East Waste to evaluate *at call hard waste services and litter services*. A litter collection service has been included in the 2012/2013 budget and may be accessed by Member Councils if there are savings to be made when compared to their existing contracts.

Trevor Hockley  
Acting General Manager



## Eastern Waste Management Authority Inc

### Summary Financial Statement for the year ended 30 June 2012

	2012	2011
<b>REVENUE</b>	<b>\$</b>	<b>\$</b>
Collection Charges	12,913,196	12,386,164
Interest Income	40,573	26,032
Sundry Income	1,803,950	1,029,931
<b>TOTAL REVENUE</b>	<b>14,757,719</b>	<b>13,442,127</b>
<b>EXPENSES</b>		
Employee Costs	3,525,866	3,476,610
Materials, contracts & other expenses	7,992,116	7,872,707
Depreciation, amortization & impairment	1,953,813	2,014,981
Finance Costs	451,996	529,152
<b>TOTAL EXPENSES</b>	<b>13,923,791</b>	<b>13,893,450</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>833,927</b>	<b>(451,323)</b>
Net gain (loss) on disposal or revaluation of assets	664	(96,298)
Income Tax Equivalent Charge arising from the the Principle of Competitive Neutrality	(19,158)	(21,247)
<b>NET SURPLUS (DEFICIT)</b>	<b>815,433</b>	<b>(568,868)</b>
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>815,433</b>	<b>(568,868)</b>
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	1,336,741	340,257
Trade and Other Receivables	529,515	591,909
Inventories	12,771	79,755
<b>TOTAL CURRENT ASSETS</b>	<b>1,879,027</b>	<b>1,011,921</b>
<b>NON-CURRENT ASSETS</b>		
Infrastructure, Property, Plant & Equipment	4,615,587	6,534,798
<b>TOTAL NON-CURRENT ASSETS</b>	<b>4,615,587</b>	<b>6,534,798</b>
<b>TOTAL ASSETS</b>	<b>6,494,614</b>	<b>7,546,719</b>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	1,226,924	699,292
Borrowings	1,628,082	2,455,471
Provisions	195,516	48,511
<b>TOTAL CURRENT LIABILITIES</b>	<b>3,050,522</b>	<b>3,203,274</b>
<b>NON-CURRENT LIABILITIES</b>		
Borrowings	3,729,472	5,357,556
Provisions	64,416	151,117
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>3,793,888</b>	<b>5,508,673</b>
<b>TOTAL LIABILITIES</b>	<b>6,844,409</b>	<b>8,711,947</b>
<b>NET ASSETS</b>	<b>(349,795)</b>	<b>(1,165,228)</b>
<b>EQUITY</b>		
Accumulated Surplus (Deficit)	(349,795)	(1,165,228)
<b>TOTAL EQUITY</b>	<b>(349,795)</b>	<b>(1,165,228)</b>





# HIGHBURY LANDFILL AUTHORITY

## ANNUAL REPORT 2011 / 2012

### GOVERNANCE AND ADMINISTRATION

#### BOARD MEMBERS

##### BURNSIDE

- Mr Paul Deb**  
(Board Member)
- Mr Graeme Brown**  
(Proxy)

##### NORWOOD, PAYNEHAM & ST PETERS

- Cr John Minney**  
(Board Member)
- Mr Peter Perilli**  
(Proxy)

##### WALKERVILLE

- Ms Kiki Magro**  
(Chair)

##### INDEPENDENT MEMBER— AUDIT COMMITTEE

- Mr Andrew McLachlan**

#### SPECIAL POINTS OF INTEREST:

- The Board has approved a groundwater risk assessment for the site.
- The Risk Management Plan for the Highbury Landfill is constantly under review.
- The Highbury Closure Provision was independently assessed during the year and was found to be a reasonable estimate of future cost for the post-closure phase.

During the year Mr Graeme Brown was appointed as deputy Member of the Board for Burnside Council and the Independent Board Member Mr Paul Lightbody finished his 1 year term extension

Member Councils have not re-appointed an Independent Member to the Board and the Highbury Landfill Authority extends its thanks to Mr Lightbody for his excellent technical advice over many years.

TJH Management Services Pty Ltd continued to provide administration and management services to the Highbury Landfill Authority.

The Board resolved in March 2012 to receive a report on the preferred options to manage the post-closure phase of the landfill. A report will be considered by the Board before the end of the year that will determine the way forward for the Highbury Landfill Authority (HLA).

The site continues to be governed by an Environment Protection Authority licence requiring six monthly monitoring of groundwater and monthly monitoring of landfill gas. The site has remained reasonably stable and within its approved risk profile. As part of an ongoing risk management approach to the site, the Board has approved a groundwater risk assessment study.



*Torrens Road Entrance*

The accounting standards require Highbury to estimate the future costs over a 25 year period to meet the legislative requirements of a closed landfill in South Australia. As resolved last year by the Board, an independent review of the provision calculations and assumptions was conducted by Golder Associates. Golder found the provision to be a reasonable estimate of the future cash required to manage the site.

The provision in the accounts is a net present value (NPV) calculation that is sensitive to the discount rate used. HLA uses the Commonwealth 10 year bond rate projections and these rates have significantly decreased which has seen the provision increase to just under \$4.9 million.



*Natural vegetation germinating over the site*



**CLOSURE & POST-CLOSURE MANAGEMENT**



Monitoring, Maintenance and Fire Control Access around the site

The site has been maintained in accordance with the Risk Management Plan. Annual slashing of the vegetation to control the fire risk is programmed and regular noxious weed spraying has also been completed. Any breaches in the security fencing are repaired immediately.

URS conducted groundwater monitoring on two occasions during the year. The yearly report and summary of the results were provided to the Environment Protection Authority consistent with the EPA licence.



Panoramic view of the site

**FINANCIAL SUMMARY FOR THE YEAR ENDING 30 JUNE 2012**

Income Statement as at 30 June 2012			Balance Sheet as at 30 June 2012		
	2012	2011		2012	2011
	\$	\$		\$	\$
<b>REVENUE</b>			<b>CURRENT ASSETS</b>		
Interest Received	4,419	4,438	Cash & Cash Equivalents	302,264	173,101
Sundry Income	1,176	4,201	Other	7,062	7,011
<b>TOTAL REVENUE</b>	<b>5,595</b>	<b>8,639</b>	<b>Total Current Assets</b>	<b>309,326</b>	<b>180,112</b>
<b>EXPENSES</b>			<b>NON-CURRENT ASSETS</b>		
Depreciation	9,244	11,555	Plant & Equipment	38,775	46,219
Highbury Closure Provision	905,027	348,368	<b>Total Non-Current Assets</b>	<b>38,775</b>	<b>46,219</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>914,271</b>	<b>359,923</b>	<b>TOTAL ASSETS</b>	<b>348,101</b>	<b>226,331</b>
<b>NET (DEFICIT) RESULTING FROM OPERATIONS</b>	<b>(908,676)</b>	<b>(351,284)</b>	<b>CURRENT LIABILITIES</b>		
			Trade and Other Payables	11,451	2,295
			Other	9,660	2,520
			Provisions	254,000	343,000
			<b>Total Current Liabilities</b>	<b>275,111</b>	<b>347,815</b>
			<b>NON-CURRENT LIABILITIES</b>		
			Provisions	4,616,249	3,819,899
			<b>Total Non-Current Liabilities</b>	<b>4,616,249</b>	<b>3,819,899</b>
			<b>TOTAL LIABILITIES</b>	<b>4,891,360</b>	<b>4,167,714</b>
			<b>NET ASSETS</b>	<b>(4,543,259)</b>	<b>(3,941,383)</b>
			<b>EQUITY</b>		
			Accumulated Deficit	(4,543,259)	(3,941,383)
			<b>TOTAL EQUITY</b>	<b>(4,543,259)</b>	<b>(3,941,383)</b>



Revegetation looking East over the site



**AERIAL MAP OF LANDFILL GAS MONITORING LOCATIONS FOR THE HIGHBURY LANDFILL TO MONITOR COMPLIANCE WITH THE EPA LANDFILL LICENCE**



**LANDFILL GAS MANAGEMENT AT HIGHBURY**

- The plan opposite shows the network of monitoring bores to assist in managing landfill gas on the site.
- Boundary gas extraction bores have been established on the southern and eastern boundaries of the site.
- Landfill gas monitoring bores were monitored monthly during the year
- Energy Developments Ltd (EDL) extracts landfill gas from approximately 80 extraction bores located over the site.
- Landfill gas extraction generates approximately 1 megawatt of green electricity for 12-14 hours most weekdays.
- This is a renewable energy resource that is used by AGL and supports the State and nationwide initiatives for renewable energy.



