



Annual Report

2012/13

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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



Performance of Council

The Council of the City of Burnside continues to constructively perform its community role. To improve my own understanding of the role and scope of local government, I have observed in session six other Adelaide metropolitan Councils during the last year. Burnside compares creditably.

We form a particularly active council and place significant demands on our Administration, which is well led and responsive to the demands of both the community and Elected Members.

Financial Strength

Unlike most other metropolitan Councils, Burnside has no underlying structural debt and the City's overall financial position is sound. The average rates levied per household compare very favourably with other Adelaide Councils. The City has utilised some of this financial capacity to commit to two substantial long-term capital projects – the Glenunga Hub Project and a refurbishment of the Hazelwood Park Swimming Centre – both of which have resounding community support. The CEO's report provides further detail on these projects.

A priority of this Council has been to return the operating account to equilibrium and I am pleased to report that the operating deficit of more than \$2 million inherited by this Council has been eliminated. Council completed financial year 2012/13 with an operating surplus and a modest surplus is budgeted for 2013/14. This is a most creditable achievement derived from rigorous internal audit assessments and critical reviews of all Council programs.

Waste Collection

The 3 Bins and a Basket waste collection system introduced during 2012/13 is an outstanding environmental success. We have increased our diversion of waste from landfill to recycling from 46 per cent to a state leading 60 per cent. Burnside residents get top marks for diligence – our recycling contamination rate is a low 11 per cent.

Adelaide leads the nation in recycling recovery and Burnside now leads within Adelaide. This has been an outstanding effort by both the Administration in managing the system changeover and by citizens of Burnside in enthusiastically and responsively adopting it.

We can further improve. A kerbside audit has demonstrated that we must aim to further reduce food waste in the red lid bin and divert it into the green lid bin. Further, many citizens continue to put recyclables in plastic bags and into the yellow lid bin. The plastic bag is a problem. Don't use it within the recycling system.

The primary aim of waste recycling is to minimise waste to landfill (the red bin). The more this objective is observed by citizens, the lower the cost of waste collection. Help us reduce landfill and reduce waste collection costs. It is up to you!

Volunteers

The City of Burnside and the Town of Walkerville have the highest rate of volunteering in their communities in South Australia. Twenty five per cent of all adults in each Council participate in volunteering in some way. This figure is also very high on a national scale. I have often described the Burnside volunteers, be they directly involved in Council programs, in service clubs, or in independently administered programs like Meals on Wheels, as the engine room of the community. We have a big engine room and it contributes immeasurably to the sense of community that is evident in Burnside. Both the CEO and I are registered Burnside volunteers and I derive great pleasure from working with the various volunteer programs.

A handwritten signature in black ink, appearing to be 'Julie R.', written over a light blue horizontal line.

Mayor

From the Chief Executive Officer



Welcome to the City of Burnside's 2012/13 Annual Report. This year we have continued in our goal to become a more engaging and transparent organisation.

The Elected Members, the Administration and our community have worked together to achieve our goals. We have remained focused and committed and are always accountable to our residents and ratepayers.

To provide effective and efficient services and programs to our community, we have maintained a strong focus on strategic planning, financial management and community engagement.

Financial Management

The Annual Business Plan and Budget was adopted at Council's meeting on 25 June. It keeps the rates increase to a minimum, delivers the required range of services and achieves a small surplus budget.

We expect to raise \$31.96 million in revenue from general rates (net of rate rebates and excluding the State Government Natural Resources Management Levy).

Compared to 2012/13, this represents a general rate increase of 3.9 per cent plus growth (resulting from new developments in the City) of 1.07 per cent.

In the coming financial year, we will invest \$48.3 million to achieve the goals set out in our 2013/14 Annual Business Plan. Funds will be raised through rates, Commonwealth and State grants, statutory and user charges and agreed borrowings. We aim to adopt a balanced budget where total income equals expenditure while ensuring that our services meet the needs of our residents and are delivered in the most cost-effective way possible. In 2013/14, Council has budgeted for a small operating surplus of \$55,000.

Council has produced a capital program with a focus on facilities improvement, including the progression of the major strategic initiative projects of Glenunga Hub, Civic Centre upgrade, Brown Hill Keswick Creek Stormwater Project and Burnside Swimming Centre improvements.

Major Projects

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

Glenunga Hub (Stage 1) – a draft design and concept was developed. Significant city-wide community consultation has occurred which resulted in a revised project scope and concept to meet community needs. Following consultation, development of a detailed visionary draft Reserve Master Plan for the entire Glenunga Reserve has been completed. A Prudential Review (*Local Government Act, 1999* requirement) was undertaken and determined that Council has the ability to afford the project. Further community consultation occurred regarding the draft Master Plan in June 2013.

Burnside Swimming Centre (Stage 1) – detailed design and concept plans have been developed. Significant city-wide consultation has occurred and a project concept has been revised to address community needs. Various minor capital upgrades have occurred throughout the site. A Prudential Review (*Local Government Act, 1999* requirement) was undertaken and determined that Council has the ability to afford the project.

Community consultation on the City's draft Strategic Community Plan – *Be The Future of Burnside 2012-2025* was undertaken. More than 700 community members contributed to the consultation process. There was a high level of support provided by all respondents in all aspects of the draft Strategic Plan, either by supporting or strongly supporting the Vision, aspirational Strategic Directions and Desired Outcomes contained within the draft. As a result of the consultation, several suggested amendments were incorporated and it was adopted by Council on 27 November 2012.

The inaugural Annual Community Survey was undertaken in February 2013 using a statistically valid random telephone survey of 800 City of Burnside residents. The purpose of the Annual Community Survey was to provide a measure of the level of community satisfaction with the delivery of services provided by the City of Burnside to its residents. The trends and results that came from these questions are used to measure the Council's performance in delivering and achieving the Strategic Community Plan Desired Outcomes. It was also used to gather information from the community to help develop the future of the City, by collecting participants' ideas, opinions and priorities to guide future planning and the budget process.

Procurement Efficiencies

The Council participated in the Local Government Association's Procurement Roadmap program. This program establishes a roadmap for Council over the next two years to upgrade Council's procurement capability and ability to manage efficiencies. The program was a pilot and the participation for 2012/13 was used as a test of participation for Councils in the next financial year.

We began the establishment of market-tested panel arrangements across Council. The initial work has established 19 categories of works for minor building and civil works. The quotes will be sourced through an electronic quoting system with full audit reports available for processes, which increases Council's level of accountability. This initiative has been conducted in association with another local government body and has been very well received by contractors and recognised as important work for engaging with suppliers constructively. This is the first arrangement of its kind in South Australia for the local government sector.



Paul Deb
Chief Executive Officer



Our City

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

The dominant form of land use in the City is low density housing. Early residential development in Burnside was focused around farming activity (including viticulture) and the establishment of villages at Burnside and Magill. Burnside is named after an early property in the area, which was named for its location adjacent to Second Creek ('burn' is a Scottish word for creek or stream). As Adelaide grew outwards, farms made way for suburban development. The proximity of the City to the Adelaide CBD, as well as the amenity of the area, meant that much of the municipality was settled by the mid-20th century. These older houses, as well as the leafy streetscapes, provide the City with its distinct residential character and there are many heritage areas.

Commercial areas are concentrated along major arterial roads and there is a regional shopping centre at Burnside (Burnside Village). Glenside-Eastwood is one of the few suburbs where non-residential land uses are significant, exemplified by the Glenside Campus of the Royal Adelaide Hospital (currently being redeveloped), and commercial/office strips along Greenhill Road and Glen Osmond Road. Viticulture is still undertaken in Rosslyn Park (Penfold's Winery) and there are extractive industries in the Adelaide foothills at Stonyfell.

Population and dwelling change in the City has been relatively stable over the past 20 years, reflecting the established nature of residential settlement and lack of strategic redevelopment sites.

The primary role and function played by the City has been to provide housing for mature families, generally second or third home buyers, from the surrounding suburbs of Adelaide.

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

Future growth and change in the City of Burnside is largely influenced by a relative lack of potential greenfield or brownfield development sites as well as limited opportunities for dwelling gain through subdivision and infill. In 2011, the population was approximately 44,000 and this is forecast to increase to around 45,200 by 2031. From 2006 to 2011, the City of Burnside's population increased by 252 people (0.6 per cent). This represents an average annual population change of 0.12 per cent per year over the period. The redevelopment of the Glenside Hospital campus is the most significant residential growth project and encompasses a variety of housing types and non-residential uses. It will encourage young adults and students into the area seeking accommodation close to the CBD. Despite this, the net loss of people in their twenties is expected to continue, reflecting the ongoing role and function of the City for mature families and older persons. The State Government's 30-Year Plan requires the city to accommodate an average of a further 56 dwellings per year over the course of the plan. This, together with extensive consultation, will continue to inform and influence the development of the city.



Our Vision



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

Painting a picture of Burnside

The official population of the City of Burnside is 44,207 as of 30 June 2012.

72% of households are purchasing or fully own their home.

11,487 people were born overseas and 25% arrived in Australia within the last five years.

200 people provide unpaid care for children other than their own.

Older couples without children account for 13% of total households.

30% of households are made up of couples with children – 14% with young children.

More residents work in health care and social assistance than any other industry. There are more professionals than any other occupation.

996 people ride their bike or walk to work.

Of the 14,629 people who work in the City of Burnside, 3,702 or 25.3% also live in the area.

73% of homes have a broadband internet connection.

Dwellings with three bedrooms are the most common.

29% of households contain only one person.

65% of people aged over 15 years have completed Year 12 schooling (or equivalent).

33% of the dwellings are medium or high density, compared to 24% in Greater Adelaide.

16,577 people have a tertiary qualification.

15,150 or 74.6% of the City of Burnside's working residents travel outside of the area to work.

25% of the population report doing some form of voluntary work.

1,699 people or 4% of the population report needing help in their day-to-day lives due to disability. There are 4,499 carers providing unpaid assistance to a person with a disability, long-term illness or old age.

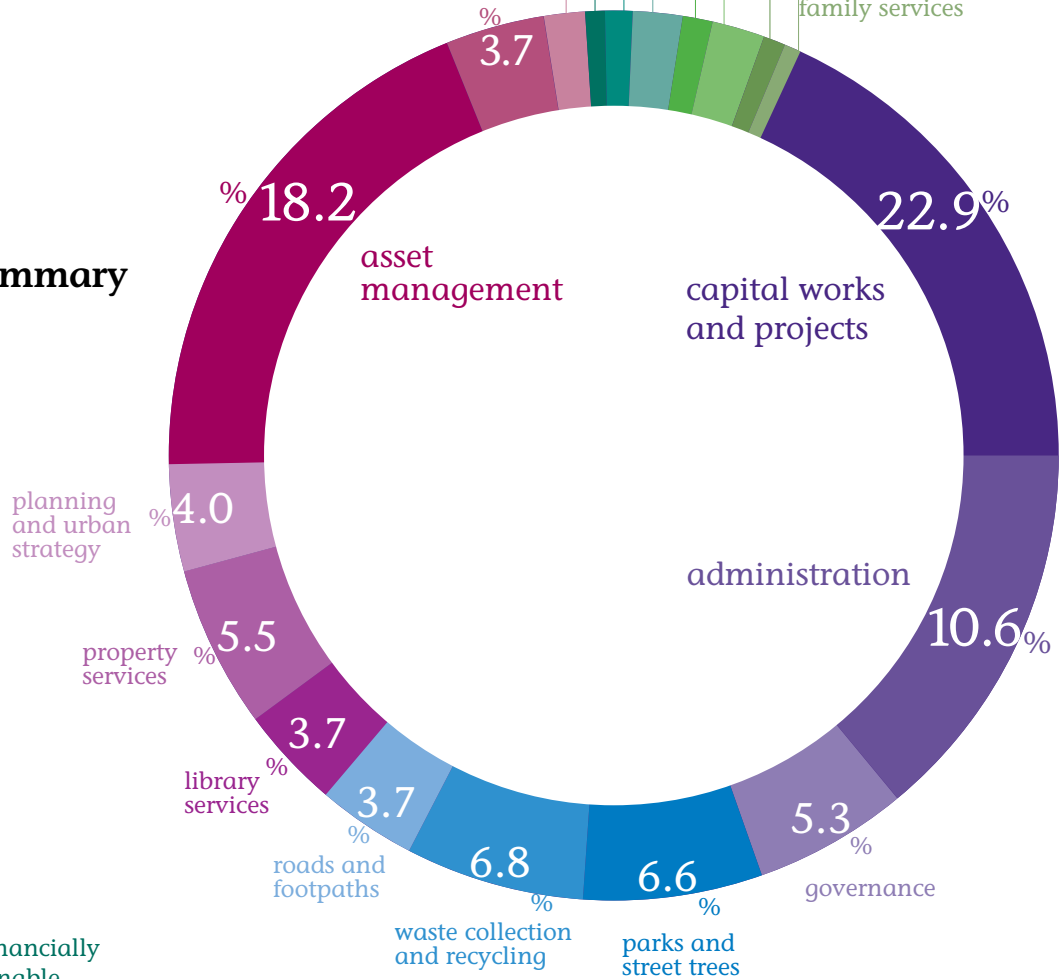
18% of people come from countries where English is not the first language and 19% of people speak a language other than English at home.

Financial Summary and Expenditure

Sources of Revenue



Expenditure Summary



Strategic Direction C

Desired Outcome – A Financially Accountable and Sustainable Organisation

Achievements and Highlights



Corporate Services

Organisational Development and Governance

Community consultation on the City's draft Strategic Community Plan – *Be The Future of Burnside 2012-2025* was undertaken. More than 700 community members contributed to the consultation process. There was a high level of support provided by all respondents in all aspects of the draft Strategic Plan, either by supporting or strongly supporting the Vision, aspirational Strategic Directions and Desired Outcomes contained within the draft. As a result of the consultation, several suggested amendments were incorporated and it was adopted by Council on 27 November 2012.

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Other highlights include:

- Development of BBC – Burnside Business Central – which assisted in the preparation and formation of the 2013/14 Annual Business Plan and Budget.
- Introduction of Genesys Psychometric Testing to assist in recruitment and selection.
- Continued improvement in Workplace Health and Safety claims management and reduction in claim numbers.
- Representation Review – the statutorily required review of Local Government electoral boundaries.
- Linking of Position Descriptions and Performance Development Review process to Strategic Plan Key Focus Areas.

Information Services

The City of Burnside was a participant at the Unleashed Adelaide Open Data competition providing several data sets including walking trails and reserves. Unleashed 2013 was part of a national event to draw together people from government, industry, academia and the general public to mash up, reuse and remix government data.

A saving of over \$80,000 has been achieved through a combination of strategic procurement and innovation by the Information Systems Department in replacing the previous server and storage solution with an innovative and scalable private cloud storage solution.

Through the realignment of Strategic Planning into the Corporate Services division, an innovative approach to several longstanding challenges was undertaken. Budget planning, risk management and strategic plan reporting were integrated into a single application dubbed the Burnside Business Central which was completely developed through Council's in-house IT professionals. By removing the former legacy system, Council saves approximately \$20,000 per annum in software maintenance.

Council has placed the Customer Request Management (CRM) System as one of the highest priorities for the Corporate Services division in terms of meeting the technology and service outcomes in *Be the Future of Burnside 2012, Our Community Plan 2012-2025*. The development and implementation of the CRM using Council's in-house IT professionals over eight months have provided a tangible cost avoidance of approximately \$100,000 in software purchasing charges. The pilot implementation of the CRM to meet Council's goal of providing an efficient roll-out of the new refuse bin system saved an estimated \$36,000. Implementing the CRM for Council's Urban Services division required a complete review of Depot Operations processes, work practices and workflows. All of the required business analysis, project management, technical implementation, training and reporting were completed in-house avoiding estimated consultancy charges of approximately \$50,000.

Having a Professional Development Review system is a critical component of most organisations in managing performance, identifying training requirements and ultimately ensuring that employees are providing value for money for stakeholders. The City of Burnside requested quotes on implementing a system which could meet the needs of the organisation covering the wide array of services provided by Council.

Achievements and Highlights

Quotes ranged from \$30,000 to \$100,000 to implement viable solutions. The City of Burnside IT Team proposed and developed an innovative and completely flexible in-house solution allowing complete cost avoidance while meeting the corporate objective.

Procurement and Contracts

The Local Government Association's Procurement Roadmap program establishes a roadmap for Council over the next two years to upgrade Council's procurement capability and ability to manage efficiencies. The program was a pilot and the participation for 2012/13 was used as a test of participation for Councils in the next financial year.

Council commenced establishment of market-tested panel arrangements across the organisation. The initial work established 19 categories of works for minor building and civil works. The quotes will be sourced through an electronic quoting system with full audit reports available for processes, which increases Council's level of accountability. This initiative has been conducted in association with another local government body and has been very well-received by contractors and recognised as important work for engaging with suppliers constructively. This is the first arrangement of its kind in South Australia for the local government sector.

Other highlights include:

- Financial achievements of \$734,200 direct and \$93,000 indirect savings, totalling approximately \$827,200 cost savings for 2012/13 financial year.
- Procurement Framework established and fully functional for Council procurements.
- Conducted 23 Select Tender processes, 24 Open Tender processes and executed 159 formal contract documents.

Community and Development Services

Library, Learning and Volunteers

Life Long Learning

Computer courses have responded to the changing digital environment – the use of mobile devices to access information and the trending 'online experience'. This was achieved with the introduction and development of courses using the iPad and a course on how to undertake online shopping. The shopping online courses had a strong component of safety and security online. The following courses were provided by the Library this year: iPad for beginners, iPad learn more, Email using iPad, Shopping online, Starting from scratch, and WWW searching.

Children's Services

On 4 July 2012, the Governor General, Her Excellency the Hon. Quentin Bryce AC CVO visited the Library to promote the National Year of Reading and the Children's Book Council of Australia. Her Excellency interacted with staff and customers alike and read a selection of short listed Book Week books.

On 5 March 2013, international children's author, Mem Fox, celebrated her birthday by reading to children at a Storytime session in the Library.

Civic Events

January 2013 saw another Australia Day celebration at Hazelwood Park. Celebrations were held for 59 candidates who accepted the citizen's pledge.

In 2012/13, the Burnside Library added 7,769 new books, 3,205 periodicals, 1,609 DVDs, 581 CDs and 359 Spoken Word CDs to its collection.

Other highlights include:

- Relocation of the Toy Library and development of a new Youth Area.
- Biggest Book Sale ever.
- Streamlined procurement of materials.
- Development of Parent Lounge.
- Live broadcast of ABC Book Club.



Community Development

Pepper Street Arts Centre

Arts for the Burnside community are delivered through the Pepper Street Arts Centre and the Civic Centre Atrium program. These diverse programs include monthly exhibitions and events, daily workshops and groups, volunteer engagement and special projects at the vibrant Pepper Street arts 'hub' in Magill. In addition the program supports partnerships with organisations and groups. The Atrium provides support for not-for-profit, education and community groups to showcase their arts activities.

Highlights for 2012/2013 include:

- Cross generation project between Aged Care Housing (ACH) Group, Burnside Primary School and the Chapel Street Community Garden resulting in outdoor artworks for four participating locations.
- A focus on artists with disabilities in conjunction with Minda Inc. and Tutti Arts across two exhibitions and 46 participants.
- Involvement in two key state events – the Adelaide Fringe and the South Australian Living Artists (SALA) Festival – supporting community engagement.

Youth

The Burnside School Holiday program provided 259 young people with activities such as Manga drawing (Japanese comic book drawing), photography, jewellery making, cup cake decorating, online gaming tournaments, scrap booking, and chocolate making.

Home and Community Care funded programs

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

3Rs (Respite, Recreation and Revitalisation)

The 3Rs Program, which supports carers and frail older people to remain independent and living at home, celebrated its 10th birthday with a celebration in the Ballroom on Wednesday 6 March. More than 70 past and present participants and their families celebrated this milestone. This innovative program, under the auspices of Burnside Council, runs eight groups across the eastern region with more than 400 participants attending since 2003.

Achievements and Highlights

Eastern Region Men's Shed program

Additional HACC funding provided the opportunity to commence two new groups, with approximately 70 men from three eastern council areas, participating each week. The men enjoyed working on many community projects during this time including:

- Construction of 50 possum boxes for the combined Rotary Clubs of SA which were supplied to Monarto Zoo.
- Making of 300 Christmas stars to distribute at the Norwood Christmas Pageant.
- Undertaking toy repairs for City of Burnside Family Resource Centre and Cora Barclay Centre and making new wooden toys for charitable organisations.

Home Assist

More than 1,000 older residents participated in 102 social bus trips to destinations such as the Barossa Valley and day cruises on both the Murray and Port Rivers as well as Retail Therapy trips to shopping centres in metropolitan Adelaide.

Approximately 430 frail older residents received 6,394 hours of support with tasks including home help, shopping, personal care and respite. More than 900 older residents received assistance to remain living safely at home with minor home maintenance and modification support.

Community Lunch Program

Over 3,500 nutritious affordable meals were provided for older residents in the Burnside Community Centre dining room, with meals available Monday to Friday each week. This longstanding program, in partnership for the past year with Meals on Wheels, is supported by a dedicated team of volunteers who play a major role in the delivery of the meals to our diners.

Community Transport Program

In 2012/13, volunteers contributed 4,782 hours and transported over 24,700 passengers in the Community Transport Program's fleet of four buses for shopping, excursions, charters and Council aged care social programs. The service is delivered by 16 volunteer drivers and 18 volunteer assistants.

Following the generous donation by the Lions Club of Glenside of a new Toyota Camry, a volunteer car transport service commenced in 2012. Volunteer drivers provided transport for more than 60 older residents to travel to hospital and medical appointments and social groups at Council.

Graffiti Program

The Volunteer Graffiti Removal Program operates in partnership with the community to remove graffiti vandalism. Fourteen volunteers, working in small teams, have contributed more than 1,000 hours of their own time to remove almost 800 instances of graffiti.



Community Engagement

The Community Engagement department was formed in early 2012 by bringing together a number of diverse functions that had not previously worked closely together. The one common factor they share is that they all speak to the community directly. The 2012/13 financial year was therefore the year when the Community Engagement department consolidated and settled. Synergies between functions were explored and discovered in order to help each work as part of the whole, to work smarter and to work together as a coherent team.

Ranger Services

The Ranger Services team updated their systems and processes in the face of a very high volume of work which had quickly changed their work environment. A proactive and strategic approach to addressing the waiting list for responses to requests for waiver of parking expiations meant the delay was reduced from several weeks to an average of two to four days. The introduction of a self-assessment request for waiver form available on the Burnside website provided information to the community on their rights and the processes, and resulted in a significantly lower number of requests for waiver.

Customer Service

The Customer Service team received 79,610 calls, including 59,414 (75 per cent) answered within first three rings. Staff responded to an average of 306 telephone calls per day. Data recorded suggests more than 11,000 people sought assistance at the Civic Centre reception desk during the year. One of the larger projects involved migrating much of the initial contact work from Venue Hire to Customer Service with new, more robust systems and processes.

Communications

The Communications function established a solid presence regarding external media, along with strong systems both externally and within the organisation for the collation and dissemination of information.

Community Engagement

The Community Engagement function continued to grow and utilise the engage.burnside portal.

During the year there were 18 consultation exercises conducted, and the service began to expand to other departments in an advisory and ultimately full service capacity.

Venue Hire

New systems and processes tightened the administration of terms and conditions of hire to alleviate the burden of risk on Council from hirers and support a fairer and more robust system of fees and concessions.

Development Services

Regulated and Significant Tree Assistance Fund

Funds were made available to assist the community in managing the health of privately owned Regulated and Significant trees through a Regulated and Significant Tree Assistance Fund. The fund was advertised extensively and a preferred supplier panel was established for those residents interested in utilising the funds. Further developments to enhance the program are proposed for this fund in the next financial year to make it even more attractive to community members.

Inner Metropolitan Growth Development Plan Amendment

The Department re-established a working relationship with the Department of Planning, Transport and Infrastructure (DPTI). Negotiations continued with DPTI regarding the policy and detail of the Minister for Planning's draft Inner Metropolitan Growth Development Plan Amendment. Following feedback from Council and the community, an amended draft with substantially lower heights for further feedback has been provided by DPTI. The Development Plan Amendment was approved by the Minister on 29 October 2013.

Other highlights include:

- Development and implementation of the Customer Request Management (CRM) system for Development Services.
- Restructure leading to the recruitment of an additional development compliance officer.
- Commencement of IT works to enable the use of expiations in development compliance.

Achievements and Highlights

Urban Services

Engineering Services

Council's proposed budget for keeping the Roads and Drainage and Footpath assets performing is the largest ever at \$6,079,000 – an increase of approximately 13 per cent on last financial year for the equivalent works.

Highlights include:

- The largest ever kerb renewal program at \$1,519,000.
- A drainage program of \$735,000.
- A total road renewal program of \$2,030,000.
- The largest footpath construction program of \$1,795,000.

In addition, the proposed new and refurbishment capital expenditure on building is over \$7,000,000 with highlights being:

- 8 km of new and renewed footpath.
- 5.8 km of replacement kerb and gutter.
- 750 m of drainage pipes.
- more than 13 km of road resurfacing.
- Burnside pool upgrade of \$276,000.
- Burnside pool refurbishment of \$2,912,000.
- Depot, Civic Centre and historic Ballroom building refurbishments of \$375,000.
- Glenunga Community Hub \$3,600,000.

Almost \$5 million was spent on the above works, one of the largest renewal capital works programs in history for Burnside.

The Brown Hill Keswick Creek Project saw a detention basin developed at Ridge Park (in the City of Unley) to assist with flood mitigation efforts and to reduce the impact of major flooding for the Cities of Adelaide, Burnside, Mitcham, Unley and West Torrens.

Asset Services

Asset Services highlights include delivering the high profile '3 Bins and a Basket' roll out, transferring waste management to a three bin system. In total Council delivered 59,969 new bins to residents and 18,958 Kitchen Food Waste Recycling Baskets (including a single roll of 150 compostable liner bags) across the City. The project also included the retrieval of more than 27,000 unwanted split and organic bins that were fully recycled into their useable parts.

Significant funds were invested in Alexandra Avenue and Prescott Terrace, Rose Park in relation to the iconic and culturally significant War Memorial Avenue of Trees and various minor works were undertaken at 42 community facilities.

A number of major projects were also progressed, including:

- **Glenunga Hub (Stage 1)** – A draft design and concept was developed. Significant city-wide community consultation has occurred which resulted in a revised project scope and concept to meet community needs. Following consultation, development of a detailed visionary draft Reserve Masterplan for the entire Glenunga Reserve has been completed. A Prudential Review (*Local Government Act, 1999* requirement) was undertaken and determined that Council has the ability to afford the project. Further community consultation occurred regarding the draft Masterplan in June 2013.
- **Burnside Swimming Centre (Stage 1)** – Detailed design and concept plans have been developed. Significant city-wide consultation has occurred and a project concept has been revised to address community needs. Various minor capital upgrades have occurred throughout the site. A Prudential Review (*Local Government Act, 1999* requirement) was undertaken and determined that Council has the ability to afford the project.

Operations Services

Highlights during the 2012/13 financial year included substantial work to upgrade the City of Burnside's reserves and playgrounds and a number of natural areas were highlighted for conservation works including works to address high priority fire hazard sites in the Southern Hills Face Reserves as well as removal of woody weeds and revegetation works at Zig Zag Reserve and a new walking trail for Auldana Drainage Reserve.

From the three free E-Waste drop off events held in Burnside for 2012/13 our community disposed of 127.8 tonnes of E-Waste which comprised of 72.6 tonnes of TV/Monitors, 33.1 tonnes of computers and accessories and 17.1 tonnes of general E-Waste. Separate collections undertaken by Council staff averaged 12.6 tonnes of E-Waste that comprised all items listed above.

Other highlights include:

- Council undertook a 40 per cent increase in watering and fertilising to heat stressed trees during hot weather.
- The construction of the management trail in Danthonia Reserve at Mt Osmond, a project substantially supported by the natural Disaster Resilience Fund.
- The development and implementation of a Council-owned tree register.
- Delivery of a new road sweeper.
- Planting 14 mature Elm Trees in the Alexandra Avenue and Prescott Terrace memorial.
- Implementation of a new customer request management system.



Events

Youth Events

The Come and Try School Holiday Program attracted approximately 260 young people to the 21 school holiday recreation sessions held in the Burnside Community Centre and Burnside Library. All sessions were booked to capacity and feedback from participants was very positive.

ERA Youth facilitated the 'Speaking of Which' consultation event at the Norwood Town Hall with 600 young people from 22 eastern secondary and primary schools attending. One hundred students from Burnside schools, Pembroke, Glenunga International High School and St Peter's Girls' College attended. A consultation report will be developed to inform ERA and local youth programs and events.

The Burnside Youth Advisory Committee (YAC) met eight times, with the membership increasing to 13 members in 2012/13. YAC coordinated the National Youth Week celebration event at the Burnside Library where 29 young people attended and participated in a DJ workshop. YAC members also undertook training in First Aid, Community Consultation and Event Management.

3Rs Seniors Expo

In October 2012, as part of the Council on the Ageing Every Generation Festival, the Community Services Department hosted its Seniors Expo in the Burnside Ballroom. Over 25 organisations provided information to more than 200 people on services and activities for older residents in the Eastern region.

Wombat Waterhole Official Opening

In coordination with the Community Engagement department and a project coordinator from Library, Learning and Volunteers Department, staff organised the official opening ceremony of the Wombat Waterhole play space at Hazelwood Park in February 2013. The play space was officially opened by The Hon. Don Farrell, Parliamentary Secretary for Sustainability and Urban Water (on behalf of The Hon. Simon Crean MP, Minister for Regional Australia, Regional Development and Local Government; Minister for the Arts) and Mayor David Parkin with a plaque being unveiled to mark the event and recognise state and federal funding for the project. The winner of the naming competition, local school girl Sophie Russel, was also part of the opening ceremony, with Mayor Parkin planting and naming a tree after Sophie.



Community Consultations

The following consultations were undertaken during the 2012/13 financial year:

- Magill Village Partnership (with City of Campbelltown)
- Dog and Cat Management Plan
- Public Consultation Policy
- Kensington Baseball Club
- Strategic Plan and Section 30 Review
- Annual Business Plan and Budget 2013
- Glenunga and Glen Osmond Traffic Management
- Glenunga Community Hub Consultation
- Burnside Swimming Centre Redevelopment
- Glenunga Community Hub Masterplan
- Burnside Swimming Centre Improvements
- Annual Community Survey
- Waterfall Gully Traffic
- Tree Planting Auldana via Petition
- Street Resurfacing Program
- 2nd Generation Tree Program
- Draft Annual Business Plan and Budget Community Forum
- Footpath Consultation Hollard Street, North Street and Swaine Avenue
- Alexandra Avenue Bicycle Strategy
- Waterfall Gully Road Speed Limits
- Asset Management Plan
- Allinga Avenue Footpaths
- Whitmore Road consultation
- Giles Street Rekerbing
- Capital Works consultation.

Resident Activity Survey

As background research for the Sport and Recreation Strategy, a Resident Activity Survey was undertaken by Harrison Research on behalf of and under direction of Council. The statistically valid random telephone survey involved 600 City of Burnside residents. The survey sought baseline activity data about their current and desired sport and recreation activities. It also asked residents about their future aspirations for sport and recreation services, what activities they think should be priorities for the City in the future and what activities they would like to be able to do in our City but currently cannot.

Results were analysed by three age groups, namely primary school aged residents, secondary school aged residents and adults. Conclusions of the survey were incorporated into the development of the identification of gaps, opportunities and ultimate recommendations of the draft Sport and Recreation Strategy and Implementation Plan.

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 meetings of Council on 27 November 2012 and 29 January 2013, Council approved 15 Community Grant applications totalling \$17,324.98.

The successful grant applicants were:

- 1st Beaumont Scouting Group
- Athletics SA
- Beaumont Bowling Club Inc.
- Burnside Calisthenics and Dance Academy
- Burnside Historical Society Inc.
- Burnside Legacy Widows Club
- Burnside Rostrum Club 32
- CATS – Cats Assistance To Sterilise (Inc.)
- Erindale Neighbourhood Watch Area
- Glenunga Tennis Club Inc.
- Kensington Park Neighbourhood Watch
- Linden Park Neighbourhood Watch area 249
- Probus Club of Burnside Inc.
- Rotary Club of Burnside Inc.
- The Burnside Painting Group Inc.

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 more than 289,000 with a diverse mix of household family types, ages and income.

The ERA Vision

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

The ERA Mission

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

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



Local Government



Council Process

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

All major policy decisions are made by Elected Members, who then delegate the day-to-day running of the Council to its senior members of staff. It is the officers' job to turn the Elected Members' decisions regarding the Council's policies and priorities into action.

Council Meetings

The Council consists of 12 Ward Councillors and the Mayor. It meets at the Civic Centre on the second and fourth Tuesday of each month at 7 pm unless otherwise determined. The Council considers information, reports, and recommendations which are prepared by the Administration to assist Council to make decisions on the budget, strategic planning, policies, and other civic matters. Members of the public are welcome to attend Council and Committee meetings.

Council Committees

The Development Assessment Panel (DAP) meets in the Linden Room on the first Tuesday of each month at 6.30 pm. The DAP is comprised of three Council and four independent members. The DAP is established under Section 56A of the *Development Act, 1993*, for the purpose of considering and making decisions on some types of development applications. In accordance with the *Development Act, 1993* the Presiding Member of DAP must not be an Elected Member or Council Officer. Decisions made by DAP are not subject to review by the Council. The Development Act provides for an appeal against a DAP decision to be made to the Environment, Resources and Development Court.

The Audit Committee meets bimonthly on a Wednesday night at 6 pm in the Executive Boardroom, adjacent to the Council Chamber. The Audit Committee is comprised of three members of Council and two independent members.

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

Agendas of Council and Committee meetings are placed on display in the Council Office and in the Library no less than three clear days prior to the meetings. Minutes of the meetings are displayed in the Council Office and in the Library from five days after the meetings have taken place. Agendas and minutes are also available on the Burnside Council website at www.burnside.sa.gov.au

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

For more details of Council meeting procedure refer to the 'Code of Practice – Meeting Procedures' and the 'Code of Practice for Access to Meetings and Documents'.

Composition of Council

The Council consists of the Principal Member (Mayor) and 12 Elected Members. The City is made up of six Wards: Beaumont, Burnside, Eastwood and Glenunga, Kensington Gardens and Magill, Kensington Park, and Rose Park and Toorak Gardens, each being represented by two Elected Members, 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 November 2014.

Voter Representation and Boundary Review

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

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

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

Local Government



2012/13 Council Elected 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 25 Council Meetings were held during the 2012/13 financial year of which 22 were ordinary Council meetings and 3 were Special Council Meetings.

Elected members	Council meetings attended	Special Council meetings attended	Total
Mayor Parkin	22	3	25
Cr Bills	21	2	23
Cr Capogreco	21	3	24
Cr Cornish	20	3	23
Cr Davey	22	3	25
Cr Hasenohr	21	2	23
Cr Lemon	22	3	25
Cr Monceaux	21	3	24
Cr Osterstock	20	3	23
Cr Palk	21	2	23
Cr Piggott	21	3	24
Cr Pocock	17	3	20
Cr Wilkins	22	3	25
Total number of available meetings	22	3	25

Leave of absence was granted to Cr Hasenohr 13 November 2012, Cr Pocock on 11 September 2012, 20 September 2012, 25 September 2012, 14 May 2013 and 28 May 2013, Cr Cornish 24 July and 13 November.



Committee Representation

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

- assist the Council in the performance of its functions.
- inquire into, and report to the Council on matters within the ambit of the Council's responsibilities.
- provide advice to the Council.
- exercise, perform or discharge delegated powers, functions or duties.

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

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

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

Note: Some Elected Members may receive additional allowances if they represent Council on boards or committees.

Elected Member Allowances: 1 July 2012 to 30 June 2013

Mayor:	\$60,780
Elected Member:	\$15,193
Presiding Member:	\$18,994

Council Standing Committees:

Audit Committee 1/7/12 - 31/12/12 1/1/13 - 30/6/13

Presiding Member:	Cr Osterstock	Cr Osterstock
Members:	Mayor Parkin Cr Cornish	Mayor Parkin Cr Cornish
Independent Members:	Lisa Scinto Andrew Blaskett	Lisa Scinto Andrew Blaskett
Meetings Held:	3	4
Sitting Fee – Independent Member:	\$400 per meeting.	

Development Assessment Panel (DAP)

1/7/12 - 31/12/12 1/1/13 - 30/6/13

Presiding Member:	Paul Leadbeter	
Members:	Cr Piggott Cr Bills Cr Davey	Cr Piggott Cr Lemon Cr Wilkins
Independent Members:	Bruce Harry Andrew Hillier Stephanie Johnston	Bruce Harry Andrew Hillier Stephanie Johnston
Meetings Held:	6	5
Sitting Fee – Presiding Member:	\$550 per meeting	
Sitting Fee – Independent Member:	\$350 per meeting	
Sitting Fee – Elected Member:	\$200 per meeting	

CEO Recruitment, Performance Appraisal and Remuneration Review Committee

1/7/12 - 31/12/12 1/1/13 - 30/6/13

Members:	Mayor Parkin Cr Davey Cr Hasenohr Cr Cornish	Mayor Parkin Cr Davey Cr Hasenohr Cr Cornish
Meetings Held:	5	6

Strategic Planning and Development Policy Committee

Presiding Member:	Mayor Parkin	
Members:	Cr Bills Cr Cornish Cr Hasenohr Cr Monceaux Cr Palk Cr Pocock	Cr Capogreco Cr Davey Cr Lemon Cr Osterstock Cr Piggott Cr Wilkins
Meetings Held:	0	

Previous Council Standing Committees

The following Committees were dissolved on 29 January 2013:

Community, Development and Heritage Committee

Presiding Member:	Cr Lemon	
Members:	Mayor Parkin Cr Capogreco Cr Davey Cr Monceaux Cr Palk Cr Pocock	Cr Bills Cr Cornish Cr Hasenohr Cr Osterstock Cr Piggott Cr Wilkins
Meetings Held:	6	



Local Government

Infrastructure and Environment Standing Committee

Presiding Member: Cr Palk

Members: Mayor Parkin Cr Bills
Cr Capogreco Cr Cornish
Cr Davey Cr Hasenohr
Cr Lemon Cr Monceaux
Cr Osterstock Cr Piggott
Cr Pocock Cr Wilkins

Meetings Held: 6

Council Representation on Boards and Committees 1 July 2012 - 30 June 2013

Adelaide Mount Lofty Ranges Bushfire Management Committee

Council representation:
General Manager, Community and Development Services

Burnside Retirement Services Inc.

Council representation:
Cr Osterstock, Cr Wilkins and Cr Monceaux
Sitting fee: \$1084 pa

Burnside War Memorial Hospital Inc.

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

Eastern Health Authority Inc.

Council representation: Cr Cornish and Cr Monceaux

Eastern Region Alliance Inc.

Council representation: Mayor Parkin

Eastwood Community Centre Inc.

Council representation: Cr Lemon and Cr Wilkins

Eastern Waste Management Authority

Council representation: Cr Piggott
Sitting fee: \$1846 pa

Highbury Landfill Authority (HLA) and HLA Audit Committee

Council representation: Chief Executive Officer

Kensington Community Park Inc.

Council representation: Cr Palk and Cr Davey

Local Government Finance Authority of SA

Council representation: Mayor Parkin

Local Government Association of SA

Council representation: Mayor Parkin

National General Assembly of Local Government Local Government Managers Australia

Council representation: Chief Executive Officer

Training and Development

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

Governance, Financial and Subsidiaries Report



In 2012/13, Elected Members were invited to the following workshops which were held in the Linden Room, City of Burnside Civic Centre, 401 Greenhill Road, Tusmore 5065:

Dates	Name of Workshop	Dates	Name of Workshop
5 Jul 2012	Civic Centre Strategic Plan – Draft Options Foothill Water Company Footpath Policy	8 Jan 2013	Local Excellence Expert Panel Submission (continued)
19 Jul 2012	Indigenous Land Use Agreement Presentation	22 Jan 2013	Planning Law and Policy and the role of the Development Assessment Panel
2 Aug 2012	Glenunga Hub Reserve Management Plan	7 Feb 2013	Glenunga Hub and Swimming Centre Results of Community Consultation and Long Term Financial Plan
23 Aug 2012	Burnside Civic Centre Master Plan Dulwich Community Centre Representation Review	21 Feb 2013	1 Library Management System and Radio Frequency Identification Kensington Road Lookout
6 Sep 2012	Development Delegations Policy Discretionary Rebates of Rates Policy Enforcement Policy Sports and Recreation Strategy Waterproofing the East	7 Mar 2013	Annual Business Plan
20 Sep 2012	Community Engagement Glenunga Community Hub – Further Options New Waste Management System Roll out	4 Apr 2013	Preliminary Survey Results of the Annual Community Survey
4 Oct 2012	Local Excellence Expert Panel Submission Update on Census	18 Apr 2013	City Wide Traffic Model Presentation of the draft 2013/14 Annual Business Plan and Budget
11 Oct 2012	Local Excellence Expert Panel Submission (continued)	2 May 2013	ICAC Act
1 Nov 2012	Draft Mandatory Code of Conduct for Elected Members	23 May 2013	Transparency and Openness in Local Government Decision Making
8 Nov 2012	Asset Management Plan Community Engagement Policy iPads for the Development Assessment Panel Media Policy	20 Jun 2013	Annual Business Plan and Budget Community Survey DPTI Briefing Forward Policy program and the Inner Metropolitan Growth IMG DPA Hard Waste Sports and Recreation Strategy
22 Nov 2012	Financial Management and Responsibilities		

Freedom of Information

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

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

Freedom of Information enquiries and requests should be addressed to: Freedom of Information Officer, City of Burnside, PO Box 9, Glenside SA 5065.

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

During 2012/13, Council processed 12 Freedom of Information 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 22 A*.

The figures below include confidentiality orders from council, Special Council and all Council committees for 2012/13.

Topic	Number
Section 90(2)	
Orders made to go in confidential session.	30
Section 90 (3) Grounds under which and Order made.	
90(3) (a) Personal Affairs	21
90(3) (b) Confer commercial advantage on another person / prejudice Council's commercial person	6
90(3) (c) Reveal trade secrets	0
90(3) (d) Commercial in confidence	5
90(3) (e) Security of Council, council property or persons	0
90(3) (f) Prejudice maintenance of law or investigation	2
90(3) (g) Breach of law – duty of confidence	2
90(3) (h) Legal advice	5
90(3) (i) Litigation	2
90(3) (j) Information provided in confidence by Minister or public authority	2
90(3) (k) Tenders	3
90(3) (m) Information relating to proposed Development Plan Amendment proposal before released for public consultation	Nil
90(3) (n) Review of a Freedom of Information determination	Nil
Section 91(7)	
Orders made to keep documents or information confidential	25
Orders expired or revoked from 2012/13	
Partial Release	9
Full Release	40

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 2012/13 there were five internal reviews.

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

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 2012/13, the Development Assessment Panel required consideration of four items in a confidential forum excluding the public (under Section 56A (12) of the *Development Act, 1993*). These discussions took place in July and October 2012 and May 2013.

Policies, Codes, Procedures and Registers

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

Policies

- Community Engagement Public Consultation
- Complaint Handling
- Elected Members' Allowances and Benefits
- Elected Members' Training and Development
- Naming of Roads and Public Reserves
- Order Making
- Procurement
- Request for Service
- Risk Management
- Whistleblower's Protection

Codes

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

Procedure

- Internal Review of Council Decisions (Section 270) Procedure
- Complaints and Compliments Procedure
- Request for Service Procedure

Registers

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

Local Government (Elections) Act, 1999

- Caretaker Policy
- Register of Campaign Donations Returns

Dog and Cat Management Act 1995

- Register of Dogs

Reporting

National Competition Policy

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

- Council has not commenced or ceased any significant business activity as defined by the Clause 7 statement during this financial year.
- No complaints were received during 2012/13.

By-Laws currently gazetted:

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

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

These By-Laws expire on 1 January 2019.

The Procurement and Contracts Department commenced a roll-out of market-tested panel (preferred supplier) arrangements for a number of key areas within Council. As at the end of the 2012/13 financial year, work on establishing arrangements across 19 categories of minor civil and building works was nearly complete, with contracts offered on 4 July 2013. This initiative was conducted in association with another local government body, and was very well received by suppliers, and recognised as important work for engaging contractors constructively. This is the first arrangement of its kind in the South Australian local government sector. Rollout of similar panels for other categories of work will continue in the 2013/14 financial year.

A project was commenced to implement an electronic quoting system designed to enhance the acquisition of quotes from preferred suppliers, achieve time efficiencies, and achieve greater transparency and ability to report on the process. At the end of the year, the system was available for two panels, and was being implemented for a third major panel to be finalised early in the 2013/14 financial year.

Measured financial achievement of approximately \$734,200 direct and \$93,000 indirect savings totalling approximately \$827,200 cost savings for the 2013/14 financial year.

Procurement and Contracts staff conducted a number of formal quote processes (for procurements valued between \$15,001 and \$50,000), 23 select tender processes, 24 open tender processes, and executed 159 formal contract documents.



Governance Reports



Date	Report	Date	Report
10 Jul 2012	Annual Review of Delegations	11 Dec 2012	Appointment of Presiding Member, Deputy Presiding Member and Committee Member of the Audit Committee
10 Jul 2012	Review of confidentiality Order – Section 39 Protection from Liability – New Claim	11 Dec 2012	Appointment of Presiding Member, Deputy Presiding Member of the Community, Development and Heritage Committee
10 Jul 2012	Review of confidentiality Order – Section 39 Protection from Liability – New Claim – Second	11 Dec 2012	Elected Member Membership of the Development Assessment Panel
7 Aug 2012	2012/13 Work Health and Safety Business Plan (Audit)	11 Dec 2012	Appointment of Presiding Member, Deputy Presiding Member of the Infrastructure and Environment Standing Committee
7 Aug 2012	Business Continuity Plan (Audit)	11 Dec 2012	Draft Mandatory Code of Conduct for Elected Members – Consultation
7 Aug 2012	Council Policy Review Tracking (Audit)	11 Dec 2012	Statutes Amendment (Penalty Enforcement) Bill 2012
7 Aug 2012	Governance Critical Dates Report (Audit)	11 Dec 2012	Confidential Order Extension – Road Closure Bonvue Avenue Beaumont
14 Aug 2012	Kaurua ILUA and Liaison Committee Proposal	29 Jan 2013	Appointment of Presiding Member, Deputy Presiding Member of the Infrastructure and Environment Standing Committee
14 Aug 2012	Annual Report on Section 279 (<i>Local Government Act, 1999</i>) Internal Review Applications	29 Jan 2013	Appointment of Presiding Member, Deputy Presiding Member of the Community, Development and Heritage Committee
28 Aug 2012	Audit Committee Terms of Reference Amendment	29 Jan 2013	Call for nominations for Local Government Association resident and Metropolitan Representative on State Executive Committee
28 Aug 2012	Recognition of Aboriginal People in State Constitution	29 Jan 2013	Confidentiality Order Remake – External Auditor Appointment
11 Sep 2012	Representation Review Report	29 Jan 2013	Elector Representation Review Certification
11 Sep 2012	Call for Notices of Motion for Local Government Association AGM	12 Feb 2013	Call for Nominations for Local Government Association resident and Metropolitan Representative on State Executive Committee
11 Sep 2012	Confidentiality Resolutions – Annual Summary	12 Feb 2013	Call for Notices of Motion for LGA General Meeting
25 Sep 2012	Annual Achievements Report 2011-12		
9 Oct 2012	Confidentiality Resolutions – Pre 2008 Review		
13 Nov 2012	Elector Representation Review Final Report		
27 Nov 2012	Strategic Plan and Strategic Directions Report Post Consultation		
27 Nov 2012	Confidential Items Review Table		
27 Nov 2012	Confidentiality Resolutions – Pre 2008 Review		
5 Dec 2012	Governance Critical Dates Report (Audit)		
5 Dec 2012	Good Governance Assessment Program – Progress Report (Audit)		

Governance Reports

Date	Report
26 Feb 2013	Parliamentary Report – Constitutional Recognition of Local Government
26 Feb 2013	Delegations Update
26 Feb 2013	2013/14 Departmental Programs
13 Mar 2013	Election of Metropolitan Adelaide Representative on the LGA State Executive Committee
26 Mar 2013	Eastern Waste Management Authority – Review of Consultation of Draft Policies
9 Apr 2013	Burnside War Memorial Hospital Incorporated Board Appointments
9 Apr 2013	Call for notices of motion for 2013 National General Assembly of Local Government
23 Apr 2013	Code of Conduct for Elected Members – Gifts and Benefits
23 Apr 2013	Review of Council Policy and Procedure – Whistleblower's Protection Policy and Whistleblower Procedure
23 Apr 2013	Call for notices of motion for 2013 National General Assembly of Local Government
14 May 2013	Review/Remake of Confidential Item – Representation Review – Appointment of Consultant
14 May 2013	Elected Member Request for Reimbursement of Private Legal Expenses
28 May 2013	Remake of Confidential Item – Elected Member Request for Reimbursement of Private Legal Expenses
5 Jun 2013	Good Governance Assessment Program – Progress Report
25 Jun 2013	Kaurna/Local Government Indigenous Land Use Agreement (ILUA)
26 June 2013	2013 LGA Annual General Meeting – Call for Motions of Notice and Service Awards

Financial Report



City of Burnside

General Purpose Financial Reports for the year ended 30 June 2013

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City of Burnside
ANNUAL FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 June 2013

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 2013 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.

Handwritten signature of Paul Deb in black ink.

.....
Paul Deb
CHIEF EXECUTIVE OFFICER

Handwritten signature of David Parkin in blue ink.

.....
David Parkin
MAYOR

Date:

City of Burnside

STATEMENT OF COMPREHENSIVE INCOME for the year ended 30 June 2013

	Notes	2013 \$'000	2012 \$'000
INCOME			
Rates	2	31,778	30,073
Statutory charges	2	1,090	968
User charges	2	1,228	1,169
Grants, subsidies and contributions	2	3,552	3,730
Investment income	2	229	434
Reimbursements	2	268	274
Other income	2	282	332
Net gain - equity accounted Council businesses	19	292	154
Total Income		<u>38,719</u>	<u>37,134</u>
EXPENSES			
Employee costs	3	13,867	12,812
Materials, contracts & other expenses	3	16,093	15,264
Depreciation, amortisation & impairment	3	7,362	9,048
Finance costs	3	29	72
Net loss - equity accounted Council businesses	19	-	462
Total Expenses		<u>37,351</u>	<u>37,658</u>
OPERATING SURPLUS / (DEFICIT)		1,368	(524)
Asset disposal & fair value adjustments	4	71	1
Amounts received specifically for new or upgraded assets	2	443	342
Physical resources received free of charge	2	-	665
NET SURPLUS / (DEFICIT) transferred to Equity Statement		<u>1,882</u>	<u>484</u>
Other Comprehensive Income			
<i>Amounts which will not be reclassified subsequently to operating result</i>			
Changes in revaluation surplus			
- Infrastructure, Property, Plant & Equipment	9	-	19,030
Total Other Comprehensive Income		<u>-</u>	<u>19,030</u>
TOTAL COMPREHENSIVE INCOME		<u>1,882</u>	<u>19,514</u>

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

City of Burnside

BALANCE SHEET as at 30 June 2013



	Notes	2013 \$'000	2012 \$'000
ASSETS			
Current Assets			
Cash and cash equivalents	5	4,187	6,858
Trade & other receivables	5	1,271	1,228
Inventories	5	<u>23</u>	<u>24</u>
Total Current Assets		<u>5,481</u>	<u>8,110</u>
Non-current Assets			
Equity accounted investments in Council businesses	6	74	49
Infrastructure, property, plant & equipment	7	<u>606,169</u>	<u>602,617</u>
Total Non-current Assets		<u>606,243</u>	<u>602,666</u>
Total Assets		<u>611,724</u>	<u>610,776</u>
LIABILITIES			
Current Liabilities			
Trade & other payables	8	4,110	2,610
Borrowings	8	-	2,100
Provisions	8	<u>1,842</u>	<u>1,845</u>
Total Current Liabilities		<u>5,952</u>	<u>6,555</u>
Non-current Liabilities			
Borrowings	8	181	219
Provisions	8	279	305
Liability - Equity accounted Council businesses	6	<u>2,089</u>	<u>2,356</u>
Total Non-current Liabilities		<u>2,549</u>	<u>2,880</u>
Total Liabilities		<u>8,501</u>	<u>9,435</u>
NET ASSETS		<u>603,223</u>	<u>601,341</u>
EQUITY			
Accumulated Surplus		211,283	205,282
Asset Revaluation Reserves	9	389,407	389,407
Other Reserves	9	<u>2,533</u>	<u>6,652</u>
TOTAL EQUITY		<u>603,223</u>	<u>601,341</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 2013

	Accumulated Surplus	Asset Revaluation Reserve	Other Reserves	TOTAL EQUITY
2013	\$'000	\$'000	\$'000	\$'000
Restated opening balance	205,282	389,407	6,652	601,341
Net Surplus / (Deficit) for Year	1,882			1,882
Other Comprehensive Income				
Transfers between reserves	4,119		(4,119)	-
Balance at end of period	211,283	389,407	2,533	603,223
2012				
Balance at end of previous reporting period	205,264	382,398	6,418	594,080
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
Net Surplus / (Deficit) for Year	484			484
Other Comprehensive Income				
Asset cost adjustment for previous revaluations (AASB 108)		19,030		19,030
Transfers between reserves	(245)	-	234	(11)
Restated balance at end of period	205,282	389,407	6,652	601,341

Notes

Restated opening balance

Net Surplus / (Deficit) for Year

Other Comprehensive Income

Transfers between reserves

Balance at end of period

Balance at end of previous reporting period

Asset cost adjustment for previous land sale (AASB 108)

Interest free loan adjustment (AASB 139, 108)

Minor cost adjustments (AASB 108)

Asset cost adjustment for previous asset capitalisation (AASB 116,108)

Total prior period adjustments

Restated opening balance

Net Surplus / (Deficit) for Year

Other Comprehensive Income

Asset cost adjustment for previous revaluations (AASB 108)

Transfers between reserves

Restated balance at end of period

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

City of Burnside

CASH FLOW STATEMENT for the year ended 30 June 2013



	Notes	2013 \$'000	2012 \$'000
CASH FLOWS FROM OPERATING ACTIVITIES			
<u>Receipts</u>			
Rates - general & other		31,731	29,909
Fees & other charges		1,176	969
User charges		1,453	1,448
Investment receipts		396	343
Grants utilised for operating purposes		3,818	3,730
Reimbursements		295	292
Other revenues		3,064	403
<u>Payments</u>			
Employee costs		(14,320)	(12,622)
Materials, contracts & other expenses		(18,346)	(16,969)
Finance payments		595	(72)
Net Cash provided by (or used in) Operating Activities		9,862	7,431
CASH FLOWS FROM INVESTING ACTIVITIES			
<u>Receipts</u>			
Amounts specifically for new or upgraded assets		443	342
Sale of replaced assets		232	179
Repayments of loans by community groups		5	5
<u>Payments</u>			
Expenditure on renewal/replacement of assets		(7,090)	(6,292)
Expenditure on new/upgraded assets		(3,985)	(2,272)
Capital contributed to equity accounted Council businesses		-	(2)
Net Cash provided by (or used in) Investing Activities		(10,395)	(8,040)
CASH FLOWS FROM FINANCING ACTIVITIES			
<u>Payments</u>			
Repayments of borrowings		(38)	(35)
Net Cash provided by (or used in) Financing Activities		(38)	(35)
Net Increase (Decrease) in cash held		(571)	(644)
Cash & cash equivalents at beginning of period	11	4,758	5,402
Cash & cash equivalents at end of period	11	4,187	4,758

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 2013

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, Tasmore, 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.

City of Burnside

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2013



Note 1 - SIGNIFICANT ACCOUNTING POLICIES (cont.)

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.

In the month of June in recent years the Federal Government has paid amounts of untied financial assistance grants, which are recognised on receipt, in advance of the year of allocation. In June 2012, two quarters of the 2012/13 allocation amounting to \$729,354 was paid in advance and was recognised as income in the Financial Statements for the year ended 30 June 2012.

In June 2013, two quarters of the 2013/14 allocation amounting to \$733,778 was paid in advance and is recognised as income in the Financial Statements for the year ended 30 June 2013.

It is anticipated that these amounts in advance will be adjusted at some future time, but details of the timing of this are not currently available.

3.1 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".

4 Cash, Cash Equivalents and other Financial Instruments

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

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

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

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

5 Inventories

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

City of Burnside

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2013

Note 1 - SIGNIFICANT ACCOUNTING POLICIES (cont.)

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

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.

City of Burnside

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2013



Note 1 - SIGNIFICANT ACCOUNTING POLICIES (cont.)

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

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.

City of Burnside

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2013

Note 1 - SIGNIFICANT ACCOUNTING POLICIES (cont.)

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.

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.

City of Burnside

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2013



Note 1 - SIGNIFICANT ACCOUNTING POLICIES (cont.)

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.

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.

City of Burnside

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2013

Note 2 - INCOME

	Notes	2013 \$'000	2012 \$'000
RATES REVENUES			
<u>General Rates</u>		30,780	29,203
Less: Mandatory rebates		(381)	(378)
Less: Discretionary rebates, remissions & write offs		(8)	(10)
		<u>30,391</u>	<u>28,815</u>
<u>Other Rates</u> (including service charges)			
Natural Resource Management levy		1,294	1,175
<u>Other Charges</u>			
Penalties for late payment		93	83
		<u>31,778</u>	<u>30,073</u>
STATUTORY CHARGES			
Development Act fees		348	329
Town planning fees		32	32
Animal registration fees & fines		163	149
Parking fines / expiation fees		532	444
Other licences, fees, & fines		15	14
		<u>1,090</u>	<u>968</u>
USER CHARGES			
Community Program User Charges		54	60
Property Leases		114	124
Other Commercial Activities		153	162
Hall & Equipment Hire		139	143
Green Organics Collection Charges		124	84
Library Fees & Fines		47	45
Swimming Centre User Charges		401	373
Sundry		196	178
		<u>1,228</u>	<u>1,169</u>
INVESTMENT INCOME			
Interest on investments			
Local Government Finance Authority		94	46
Banks & other		135	388
		<u>229</u>	<u>434</u>
REIMBURSEMENTS			
- for Development Assessment costs		-	8
- for private works		82	85
- other		186	181
		<u>268</u>	<u>274</u>
OTHER INCOME			
Gifts & Donations		4	0
Rebates received (inc. W/comp)		242	314
Sundry		36	18
		<u>282</u>	<u>332</u>

City of Burnside

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2013



NOTE 2 - INCOME (continued)

	2013 Notes \$'000	2012 \$'000
GRANTS, SUBSIDIES, CONTRIBUTIONS		
Amounts received specifically for new or upgraded assets	443	342
Other grants, subsidies and contributions	3,552	3,730
	<u>3,995</u>	<u>4,072</u>

The functions to which these grants relate are shown in Note 2.

Sources of grants

Commonwealth government	1,689	520
State government	2,185	3,101
Other	121	451
	<u>3,995</u>	<u>4,072</u>

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	320	145
Less: expended during the current period from revenues recognised in previous reporting periods		
Regional & Local Community Infrastructure Program	-	(80)
Aged & Home Care	-	(12)
Family Connections	(53)	(53)
Community Recreational & Sports Facility Program	(50)	-
Proceeds of Crime Act (POCA)	(2)	-
Zero Waste SA	(215)	-
Subtotal	<u>(320)</u>	<u>(145)</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
Proceeds of Crime Act (POCA)	-	2
Zero Waste SA	-	215
Family Connections	54	53
Office for Recreation & Sport (Glenunga Hub)	405	-
Office for Recreation & Sport (Webb Oval)	50	-
Subtotal	<u>509</u>	<u>320</u>
Unexpended at the close of this reporting period	<u>509</u>	<u>320</u>
Net increase (decrease) in assets subject to conditions in the current reporting period	<u>189</u>	<u>175</u>

PHYSICAL RESOURCES RECEIVED FREE OF CHARGE

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

City of Burnside

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2013

Note 3 - EXPENSES

	Notes	2013 \$'000	2012 \$'000
EMPLOYEE COSTS			
Salaries and Wages		11,351	10,521
Employee leave expense		1,062	1,016
Superannuation - defined contribution plan contributions	18	1,121	1,024
Workers' Compensation Insurance		537	508
Other		81	29
Less: Capitalised and distributed costs		(285)	(286)
Total Operating Employee Costs		13,867	12,812
Total Number of Employees		161	161
<i>(Full time equivalent at end of reporting period)</i>			
MATERIALS, CONTRACTS & OTHER EXPENSES			
<u>Prescribed Expenses</u>			
Auditor's Remuneration			
- Auditing the financial statements		36	23
- Other remuneration		37	-
Bad and Doubtful Debts		-	2
Elected members' expenses		248	242
Independent Sitting Fees		34	33
Operating Lease Rentals - non-cancellable leases	18		
- minimum lease payments		324	368
Subtotal - Prescribed Expenses		679	668
<u>Other Materials, Contracts & Expenses</u>			
Contractors		7,328	6,770
Other Contractual Services		1,454	1,184
Energy		1,338	1,173
Legal Expenses		367	480
Levies paid to government - NRM levy		1,266	1,180
- Other Levies		47	43
Parts, accessories & consumables		1,225	1,330
Professional services		290	521
Sundry		2,253	2,024
Expenses Capitalised (overhead & internal charges)		(154)	(109)
Subtotal - Other Materials, Contracts & Expenses		15,414	14,596
Total Materials, Contracts & Other Expenses		16,093	15,264
DEPRECIATION, AMORTISATION & IMPAIRMENT			
Depreciation			
Land Improvements		62	80
Buildings		1,029	995
Infrastructure		4,907	5,279
Plant & Equipment		1,256	2,357
Furniture & Fittings		108	337
Total Depreciation		7,362	9,048
FINANCE COSTS			
Interest on Loans		29	72
		29	72

City of Burnside

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2013



Note 4 - ASSET DISPOSAL & FAIR VALUE ADJUSTMENTS

	Notes	2013 \$'000	2012 \$'000
INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT			
<i>Assets renewed or directly replaced</i>			
Proceeds from disposal		232	179
Less: Carrying amount of assets sold		(161)	(178)
NET GAIN (LOSS) ON DISPOSAL OR REVALUATION OF ASSETS		<u>71</u>	<u>1</u>

Note 5 - CURRENT ASSETS

	Notes	2013 \$'000	2012 \$'000
CASH & EQUIVALENT ASSETS			
Cash on Hand and at Bank		645	2,720
Deposits at Call		3,274	34
Short Term Deposits & Bills, etc		268	4,104
		<u>4,187</u>	<u>6,858</u>
TRADE & OTHER RECEIVABLES			
Rates - General & Other		592	548
Rates postponed for State Seniors		24	21
Accrued Revenues		17	184
Debtors - general		162	149
GST Recoupment		445	293
Prepayments		31	28
Loans to community organisations		-	5
Sundry		-	-
		<u>1,271</u>	<u>1,228</u>
INVENTORIES			
Stores & Materials		23	24
		<u>23</u>	<u>24</u>

Note 6 - NON-CURRENT ASSETS

	Notes	2013 \$'000	2012 \$'000
FINANCIAL ASSETS			
Receivables		-	-
TOTAL FINANCIAL ASSETS		<u>-</u>	<u>-</u>
EQUITY ACCOUNTED INVESTMENTS IN COUNCIL BUSINESSES			
<i>Eastern Health Authority</i>	19	74	49
		<u>74</u>	<u>49</u>
OTHER NON-CURRENT ASSETS			
Inventories		-	-
Capital Works-in-Progress		-	-
		<u>-</u>	<u>-</u>

City of Burnside

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2013

Note 7 - INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT

	2012 \$'000				2013 \$'000			
	AT FAIR VALUE	AT COST	ACCUM DEP'N	CARRYING AMOUNT	AT FAIR VALUE	AT COST	ACCUM DEP'N	CARRYING AMOUNT
Land	381,460	-	-	381,460	381,461	24	-	381,485
Land Improvements	-	1,766	(157)	1,609	-	1,854	(218)	1,636
Buildings	78,716	-	(36,334)	42,382	78,715	1,028	(37,363)	42,380
Infrastructure	365,793	-	(193,325)	172,468	365,793	5,705	(198,231)	173,267
Plant & Equipment	-	11,397	(8,109)	3,288	-	15,037	(8,954)	6,083
Furniture & Fittings	2,450	-	(1,040)	1,410	2,450	16	(1,148)	1,318
TOTAL INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT	828,419	13,163	(238,965)	602,617	828,419	23,664	(245,914)	606,169
<i>Comparatives</i>	811,843	43,309	(271,568)	583,584	13,163	828,419	(238,965)	602,617

	2012 \$'000	CARRYING AMOUNT MOVEMENTS DURING YEAR \$'000						2013 \$'000	
	CARRYING AMOUNT	Additions		Disposals	Depreciation	Impairment	Transfers	Net Revaluation	CARRYING AMOUNT
		New/Upgrade	Renewals						
Land	381,460	25	-	-	-	-	-	-	381,485
Land Improvements	1,609	77	13	-	(62)	-	(1)	-	1,636
Buildings	42,382	352	676	-	(1,029)	-	(1)	-	42,380
Infrastructure	172,468	381	5,324	-	(4,907)	-	-	1	173,267
Plant & Equipment	3,288	3,134	1,079	(161)	(1,256)	-	-	(1)	6,083
Furniture & Fittings	1,410	16	-	-	(108)	-	-	-	1,318
TOTAL INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT	602,617	3,985	7,092	(161)	(7,362)	-	(2)	-	606,169
<i>Comparatives</i>	583,584	2,937	6,292	(178)	(9,048)	-	-	19,030	602,617

City of Burnside

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2013



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

Valuation of Assets

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 at fair value deriving from a Liquid Pacific valuation at 30 June 2010. 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 at fair value derived from a valuation at 30 June 2010. 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.

Buildings & Other Structures

Buildings and other structures were valued by Liquid Pacific at 30 June 2010 with a desktop valuation performed again as at 30 June 2011 and 30 June 2012 to determine current market value in accordance with AASB 116.

Identified movements in Revaluation Reserve at 30 June 2012 were recognised as Prior Period Adjustments in accordance with AASB108.

Infrastructure

Transportation and stormwater drainage infrastructure assets are recognised at fair value based on a valuation by Tonkin Consulting at 30 June 2012. These were derived from a revaluation project undertaken in partnership with Tonkin Consulting to establish an audited condition based valuation of infrastructure assets from 30 June 2010 to 30 June 2012.

In-house experts were used to assess the valuation of some infrastructure assets including: Stormwater detention and holding basins, car parks, signage and lighting assets.

Identified movements in Revaluation Reserve at 30 June 2012 were recognised as Prior Period Adjustments in accordance with AASB108.

Plant, Furniture & Equipment

These assets are recognised at cost except IT and Library Equipment, where in-house experts were used to assess the fair valuation assets, and Artworks which were valued at 9 April 2013 by Theodore Bruce Auction Pty Ltd.

Identified movements at 30 June 2012 for IT and Library Equipment were recognised as Prior Period Adjustments as per AASB108 and adjusted through Accumulated Surplus.

Other identified Plant, Furniture & Equipment movements in Revaluation Reserve at 30 June 2012 were recognised as Prior Period Adjustments in accordance with AASB108.

City of Burnside

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2013

Note 8 - LIABILITIES

	Notes	2013 \$'000		2012 \$'000	
		Current	Non-current	Current	Non-current
TRADE & OTHER PAYABLES					
Goods & Services		2,883		1,539	
Payments received in advance		538	-	408	-
Accrued expenses - employee entitlements		65	-	60	-
Accrued expenses - other		624	-	603	-
		<u>4,110</u>	<u>-</u>	<u>2,610</u>	<u>-</u>
BORROWINGS					
Short term draw down facility		-		2,100	
Loans		-	181	-	219
		<u>-</u>	<u>181</u>	<u>2,100</u>	<u>219</u>

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

PROVISIONS

Long Service Leave Provision		789	279	734	305
Annual Leave Provision		965		1,020	
Rostered days Off Provision		64		63	
Fringe Benefits Tax Provision		24		28	
		<u>1,842</u>	<u>279</u>	<u>1,845</u>	<u>305</u>

Movements in Provisions - 2013 year only (current & non-current)

	Carbon Tax	Insurance Losses	Future Reinstatement	Other Provision
Opening Balance				2,150
Add Unwinding of present value discounts				2,121
Additional amounts recognised				2,121
(Less) Payments				(2,121)
Unused amounts reversed				
Add (Less) Remeasurement Adjustments				
Closing Balance				<u>2,150</u>

LIABILITY - EQUITY ACCOUNTED

COUNCIL BUSINESSES

Eastern Waste Management Authority	19	49	66
Highbury Landfill Authority	19	<u>2,040</u>	<u>2,290</u>
		<u>2,089</u>	<u>2,356</u>

City of Burnside

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2013



Note 9 - RESERVES

ASSET REVALUATION RESERVE	30/6/2012	Prior Period Adjustments	Adjusted 30/6/12	Net Increments (Decrements)	Transfers, Impairments	30/6/2013
	Notes \$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Land	245,457	-	245,457	-	-	245,457
Land Improvements	1,043	(474)	569	-	-	569
Buildings	29,517	(1,545)	27,972	-	-	27,972
Infrastructure	89,884	18,632	108,516	-	-	108,516
Plant & Equipment	3,494	1,305	4,799	-	-	4,799
Furniture & Fittings	982	1,112	2,094	-	-	2,094
TOTAL	370,377	19,030	389,407	-	-	389,407
<i>Comparatives</i>	<i>382,398</i>	<i>(12,021)</i>	<i>370,377</i>	<i>-</i>	<i>-</i>	<i>370,377</i>

OTHER RESERVES	30/6/2012	Prior Period Adjustments	Adjusted 30/6/12	Transfers to Reserve	Transfers from Reserve	30/6/2013
Open Space Contribution Reserve	423	-	423	-	(24)	399
Capital Reserve	6,229	-	6,229	-	(4,095)	2,134
TOTAL OTHER RESERVES	6,652	-	6,652	-	(4,119)	2,533
<i>Comparatives</i>	<i>6,418</i>		<i>6,418</i>	<i>303</i>	<i>(69)</i>	<i>6,652</i>

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.

CASH & FINANCIAL ASSETS	Notes	2013 \$'000	2012 \$'000
Unexpended amounts received from Federal Government		54	55
Unexpended amounts received from State Government		455	265
TOTAL ASSETS SUBJECT TO EXTERNALLY IMPOSED RESTRICTIONS		509	320

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 2013

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	2013 \$'000	2012 \$'000
Total cash & equivalent assets	5	4,187	6,858
Less: Short-term borrowings	8	-	(2,100)
Balances per Cash Flow Statement		<u>4,187</u>	<u>4,758</u>

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

Net Surplus (Deficit)		1,882	484
Non-cash items in Income Statement			
Depreciation, amortisation & impairment		7,362	9,048
Equity movements in equity accounted investments (increase) decrease		(292)	308
Net increase (decrease) in unpaid employee benefits		(24)	136
Non-cash asset acquisitions		-	(665)
Grants for capital acquisitions treated as Investing Activity		(443)	(342)
Net (Gain) Loss on Disposals		(71)	(1)
		<u>8,414</u>	<u>8,968</u>
Add (Less): Changes in Net Current Assets			
Net (increase) decrease in receivables		(48)	(142)
Net (increase) decrease in inventories		1	(3)
Net increase (decrease) in trade & other payables		1,495	(1,238)
Net increase (decrease) in other provisions		-	(154)
Net Cash provided by (or used in) operations		<u>9,862</u>	<u>7,431</u>

(c) Non-Cash Financing and Investing Activities

Acquisition of assets by means of:

- Physical resources received free of charge	2	<u>-</u>	<u>665</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	75	70
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 2013



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	2013	2012	2013	2012
	2013	2012	2013	2012	2013	2012	\$'000	\$'000	\$'000	\$'000
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000				
Business Undertakings	61	59	127	126	(65)	(67)	-	-		
Community Services	1,515	1,458	2,498	2,488	(983)	(1,030)	1,271	1,335		
Culture	391	376	2,040	2,032	(1,650)	(1,656)	318	334		
Economic Development	-	-	20	20	(20)	(20)	-	-		
Environment	123	118	7,048	7,019	(6,926)	(6,901)	13	14		
Recreation	629	605	2,199	2,190	(1,570)	(1,585)	48	50		
Regulatory Services	1,204	1,159	3,868	3,852	(2,664)	(2,693)	-	-		
Transport & Communication	1	1	881	877	(880)	(876)	-	-		
Plant Hire & Depot/Indirect	44	42	223	222	(179)	(180)	-	-		
Council Administration	34,460	33,162	18,447	18,370	16,013	14,792	1,902	1,997	611,724	610,776
TOTALS	38,427	36,980	37,351	37,196	1,076	(216)	3,552	3,730	611,724	610,776

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 2013

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 2013



Note 13 - FINANCIAL INSTRUMENTS

All financial instruments are categorised as *loans and receivables*.

Accounting Policies - Recognised Financial Instruments

Bank, Deposits at Call, Short Term Deposits	Accounting Policy: Carried at lower of cost and net realisable value; Interest is recognised when earned.
	Terms & conditions: Deposits are returning fixed interest rates between 2.75% and 4.25% (2012: 4.25% and 5.00%). Short term deposits have an average maturity of 180 days and an average interest rates of 3.50% (2012: 180 days, 5.75%).
	Carrying amount: approximates fair value due to the short term to maturity.
Receivables - Fees & other charges	Accounting Policy: Carried at nominal values less any allowance for doubtful debts. An allowance for doubtful debts is recognised (and re-assessed annually) when collection in full is no longer probable.
	Terms & conditions: Unsecured, and do not bear interest. Although Council is not materially exposed to any individual debtor, credit risk exposure is concentrated within the Council's boundaries.
	Carrying amount: approximates fair value (after deduction of any allowance).
Liabilities - Creditors and Accruals	Accounting Policy: Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Council.
	Terms & conditions: Liabilities are normally settled on 30 day terms.
	Carrying amount: approximates fair value.
Liabilities - Interest Bearing Borrowings	Accounting Policy: Carried at the principal amounts. Interest is charged as an expense as it accrues.
	Terms & conditions: secured over future revenues, borrowings are repayable (describe basis); interest is charged at fixed (or variable - describe) rates between 6% and 7% (2012: 6% and 7%)
	Carrying amount: approximates fair value.

City of Burnside

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2013

Note 13 (cont) - FINANCIAL INSTRUMENTS

Liquidity Analysis

2013	Due < 1 year	Due > 1 year; ≤ 5 years	Due > 5 years	Total Contractual Cash Flows	Carrying Values
	\$'000	\$'000	\$'000	\$'000	\$'000
Financial Assets					
Cash & Equivalents	4,187			4,187	4,187
Receivables	655	-	-	655	655
Other Financial Assets	-	-	-	-	-
Total	4,842	-	-	4,842	4,842
Financial Liabilities					
Payables	3,421			3,421	3,421
Current Borrowings	-			-	-
Non-Current Borrowings	-	181	-	181	181
Total	3,421	181	-	3,602	3,602

2012	Due < 1 year	Due > 1 year; ≤ 5 years	Due > 5 years	Total Contractual Cash Flows	Carrying Values
	\$'000	\$'000	\$'000	\$'000	\$'000
Financial Assets					
Cash & Equivalents	6,858			6,858	6,858
Receivables	338	-	-	338	659
Other Financial Assets	-	-	-	-	-
Total	7,196	-	-	7,196	7,517
Financial Liabilities					
Payables	1,947	-	-	1,947	1,947
Current Borrowings	2,100	-	-	2,100	2,100
Non-Current Borrowings	-	169	50	219	219
Total	4,047	169	50	4,266	4,266

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

	30 June 2013		30 June 2012	
	Weighted Average Interest Rate	Carrying Value	Weighted Average Interest Rate	Carrying Value
	%	\$'000	%	\$'000
Overdraft	-	-	-	-
Other Variable Rates	-	-	6.25	2,100
Fixed Interest Rates	7.00	181	7.00	219
		<u>181</u>		<u>2,319</u>

Net Fair Value

All carrying values approximate fair value for all recognised financial instruments

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

Risk Exposures

Credit Risk represents the loss that would be recognised if counterparties fail to perform as contracted.

The maximum credit risk on financial assets of the Council is the carrying amount, net of any allowance for doubtful debts.

All Council investments are made with the SA Local Government Finance Authority and are guaranteed by the SA Government.

Except as detailed in Notes 5 & 6 in relation to individual classes of receivables, exposure is concentrated within the Council's boundaries, and there is no material exposure to any individual debtor.

Market Risk is the risk that fair values of financial assets will fluctuate as a result of changes in market prices.

All of Council's financial assets are denominated in Australian dollars and are not traded on any market, and hence neither market risk nor currency risk apply.

Liquidity Risk is the risk that Council will encounter difficulty in meeting obligations with financial liabilities.

In accordance with the model Treasury Management Policy (LGA Information Paper 15), liabilities have a range of maturity dates.

Council also has available a range of bank overdraft and standby borrowing facilities that it can access.

Interest Rate Risk is the risk that future cash flows will fluctuate because of changes in market interest rates.

Council has a balance of both fixed and variable interest rate borrowings and investments.

Cash flow fluctuations are managed holistically in seeking to minimise interest costs over the longer term in a risk averse manner.

City of Burnside

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2013



Note 14 - CONTINGENCIES & ASSETS & LIABILITIES NOT RECOGNISED IN THE BALANCE SHEET

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

1. LAND UNDER ROADS

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

2. POTENTIAL INSURANCE LOSSES

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

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

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

3. LEGAL EXPENSES

Council is the planning consent authority for its area under the Development Act 1993 (as amended). Pursuant to that Act, certain persons aggrieved by a planning decision of the Council may appeal. It is normal practice that parties bear their own legal costs. All known costs have been recognised, but the amount of further costs cannot be known until the appeals are determined.

4. CARBON TAX

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

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

City of Burnside

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2013

Note 15 - FINANCIAL INDICATORS

	2013	2012	2011
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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.

Operating Surplus Ratio

<u>Operating Surplus</u>	4%	(2%)	(8%)
Rates - general & other less NRM levy			

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

Adjusted Operating Surplus Ratio

4%	(3%)	(8%)
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*In recent years the Federal Government has made advance payments prior to 30th June from future year allocations of financial assistance grants, as explained in Note 1. The **Adjusted Operating Surplus Ratio** adjusts for the resulting distortion in the disclosed operating result for each year.*

Net Financial Liabilities Ratio

<u>Net Financial Liabilities</u>	8%	4%	5%
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).

Asset Sustainability Ratio

<u>Net Asset Renewals</u>	93%	68%	65%
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 2013



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.

	2013 \$'000	2012 \$'000
Income	38,719	37,134
<i>less</i> Expenses	<u>37,351</u>	<u>37,658</u>
Operating Surplus / (Deficit)	1,368	(524)
<i>less</i> Net Outlays on Existing Assets		
Capital Expenditure on renewal and replacement of Existing Assets	7,090	6,292
<i>less</i> Depreciation, Amortisation and Impairment	7,362	9,048
<i>less</i> Proceeds from Sale of Replaced Assets	<u>232</u>	<u>179</u>
	(504)	(2,935)
<i>less</i> Net Outlays on New and Upgraded Assets		
Capital Expenditure on New and Upgraded Assets <i>(including investment property & real estate developments)</i>	3,985	2,272
<i>less</i> Amounts received specifically for New and Upgraded Assets	443	342
	<u>3,542</u>	<u>1,930</u>
Net Lending / (Borrowing) for Financial Year	<u>(1,670)</u>	<u>481</u>

City of Burnside

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2013

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:

	2013 \$'000	2012 \$'000
Not later than one year	197	128
Later than one year and not later than 5 years	822	452
Later than 5 years	-	432
	<u>1,019</u>	<u>1,012</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:

	2013 \$'000	2012 \$'000
Not later than one year	260	260
Later than one year and not later than 5 years	237	237
Later than 5 years	-	-
	<u>497</u>	<u>497</u>

City of Burnside

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2013



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 Russell Employee Benefits Pty Ltd as at 30 June 2011. The Trustee has determined that the current funding arrangements are adequate for the expected Salarylink liabilities. However, future financial and economic circumstances may require changes to Council's contribution rates at some future time.

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 2013

Note 19 - EQUITY ACCOUNTED COUNCIL BUSINESSES

All equity accounted Council businesses are required to prepare Annual Financial Statements that comply with the SA Local Government Model Financial Statements.

Summary of Net Gain / Loss	2013 \$'000	2012 \$'000
Eastern Waste Management Authority Inc	17	154
Highbury Landfill Authority Inc	250	(458)
Eastern Health Authority Inc	25	(3)
	<u>292</u>	<u>(307)</u>

Summary of Movements in Equity	2013 \$'000	2012 \$'000
Eastern Waste Management Authority Inc	(49)	(66)
Highbury Landfill Authority Inc	(2,040)	(2,290)
Eastern Health Authority Inc	74	49
	<u>(2,015)</u>	<u>(2,307)</u>

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.

Eastern Waste Management Authority Inc.	2013 \$'000	2012 \$'000
Council's respective interests are:		
- interest in the operating result	30.2%	18.9%
- ownership share of equity	16.7%	18.9%
- the proportion of voting power	16.7%	17.0%

<u>Movements in Investment in Joint Operation</u>	\$'000	\$'000
Opening Balance	(66)	(220)
Share in Operating Result	17	154
Share in Equity of Joint Operation	<u>(49)</u>	<u>(66)</u>

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	2,244	1,816
Later than one year and not later than 5 years	3,732	2,800
Later than 5 years	-	-
	<u>5,976</u>	<u>4,616</u>

City of Burnside

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2013



Note 19 (cont) - EQUITY ACCOUNTED COUNCIL BUSINESSES

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.

	2013 \$'000	2012 \$'000
Highbury Landfill Authority Inc.		
Council's respective interests are:		
- interest in the operating result	50.406%	50.406%
- ownership share of equity	50.406%	50.406%
- the proportion of voting power	33.3%	33.3%
<u>Movements in Investment in Joint Operation</u>	\$'000	\$'000
Opening Balance	(2,290)	(1,832)
Share in Operating Result	250	(458)
Share in Equity of Joint Operation	(2,040)	(2,290)

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.

	2013 \$'000	2012 \$'000
Eastern Health Authority Inc.		
Council's respective interests are:		
- interest in the operating result	24.049%	25.2%
- ownership share of equity	25.197%	25.2%
- the proportion of voting power	20.0%	20.0%
<u>Movements in Investment in Joint Operation</u>	\$'000	\$'000
Opening Balance	49	52
Share in Operating Result	25	(3)
Share in Equity of Joint Operation	74	49

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>-</u>	<u>520</u>

Operating Expenditures payable

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

INDEPENDENT AUDITOR'S REPORT

To the Mayor and Members of the City of Burnside:

We have audited the accompanying financial report of City of Burnside, which comprises the balance sheet as at 30 June 2013, 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.

Chief Executive Officer's Responsibility for the Financial Report

The Chief Executive Officer of the City of Burnside is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards, the *Local Government Act 1999*, the *Local Government (Financial Management) Regulations 2011* and for such internal control as is necessary to enable the preparation and fair presentation 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 about whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the City of Burnside'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 City of Burnside internal controls. 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.

Independence

In conducting our audit, we have complied with the independence requirements of the Australian professional accounting bodies. We confirm that the independence declaration required by the *Local Government (Financial Management) Regulations 2011*, given to the members of the Council on 6 November 2013, would be in the same terms if provided to the Council as at the time of this auditor's report.

Opinion

In our opinion the financial report presents fairly, in all material respects, the financial position of the City of Burnside as of 30 June 2013, and its performance and cash flows for the year then ended in accordance with the *Local Government Act 1999*, *Local Government (Financial Management) Regulations 2011* and the Australian Accounting Standards (including Australian Accounting Interpretations).

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

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

Postal: PO Box 377, Kent Town SA 5071

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Liability limited by a scheme approved under Professional Standards Legislation

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

Matters relating to the electronic presentation of the audited financial report

This Auditor's Report relates to the financial report of the City of Burnside for the financial year ended 30 June 2013 published in the annual report and included on City of Burnside's website. The Chief Executive Officer of the City of Burnside is responsible for the integrity of the City of Burnside's website. We have not been engaged to report on the integrity of this web site. The auditor's report refers only to the financial report identified above. It does not provide an opinion on any other information which may have been hyperlinked to/from the financial report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited financial report to confirm the information contained in this website version of the financial report.

HLB Mann Judd
HLB Mann Judd
Chartered Accountants


Corey McGowan
Partner

Adelaide, South Australia
16 December 2013

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

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

Postal: PO Box 377, Kent Town SA 5071

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CITY OF BURNSIDE
ANNUAL FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 June 2013

CERTIFICATION OF AUDITOR INDEPENDENCE

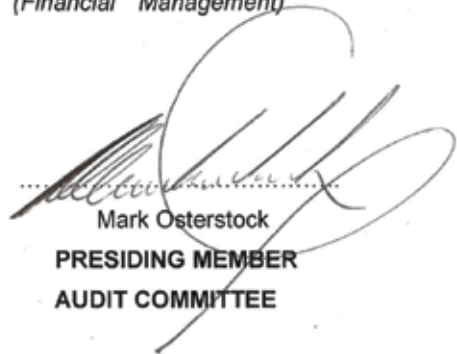
To the best of our knowledge and belief, we confirm that, subject to the qualification detailed below that, for the purpose of the audit of the City of Burnside for the year ended 30 June 2013, the Council's Auditor, HLB Mann Judd, has maintained its independence in accordance with the requirements of 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*.

Qualification : *During the course of the audit of the 2012/13 financial statements Council's Auditor, HLB Mann Judd was engaged by the Council for the purposes of providing an additional service by undertaking an investigation and providing a report in relation to a complaint pursuant to the Council's Whistleblowers Protection Policy, this being a service outside the scope of the audit function and hence contrary to the requirements of regulation 22(1) of the Local Government (Financial Management) Regulations 2011."*



.....
Paul Deb
CHIEF EXECUTIVE OFFICER



.....
Mark Osterstock
PRESIDING MEMBER
AUDIT COMMITTEE

Dated this day of November 2013

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 2013**

I confirm that, for the audit of the financial statements of the City of Burnside for the year ended 30 June 2013, 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

C. McGowan
Corey McGowan
Partner

Adelaide, South Australia
6 November 2013

HLB Mann Judd (SA Partnership) ABN: 22 640 925 071
169 Fullarton Road, Dulwich SA | Telephone +61 (0)8 8133 5000 | Facsimile +61 (0)8 8431 3502
Postal: PO Box 377, Kent Town SA 5071

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Subsidiary Reports



Eastern Health Authority

East Waste

Highbury Landfill Authority

Eastern Health Authority Annual Report 2013



MESSAGE FROM THE CHAIRPERSON



EHA ANNUAL REPORT

During the past year Eastern Health Authority (EHA) has continued to excel in the provision and delivery of environmental health services to its five Constituent Councils. Despite some disruption during the refurbishment of the St Peters Town Hall complex, it was business as usual. The redevelopment is now complete and EHA has moved back to a contemporary and streamlined working environment with improved facilities for immunisation clinics.

As the largest Local Government immunisation provider in South Australia, EHA is proud of its role in the prevention and control of communicable diseases. This year EHA continued to promote the benefits of vaccinations against Human Papillomavirus, Whooping Cough and Influenza. In addition the 4 year old pre-school booster vaccinations were widely promoted, resulting in an 18% increase in take up. This was a heartening response, as it is vitally important for school beginners to have adequate immunities.

EHA is diligent in fulfilling its responsibilities to the public concerning standards in food premises. This year there has been a significant increase in fines for food proprietors for breaches of legislation and EHA has commenced two prosecutions. However, more businesses are benefiting from EHA's training course, "Preventing Kitchen Nightmares - A Guide to Food Safety Fundamentals". This course educates food handlers on safe food practices and assists proprietors to comply with their obligations under the Food Standards Code.

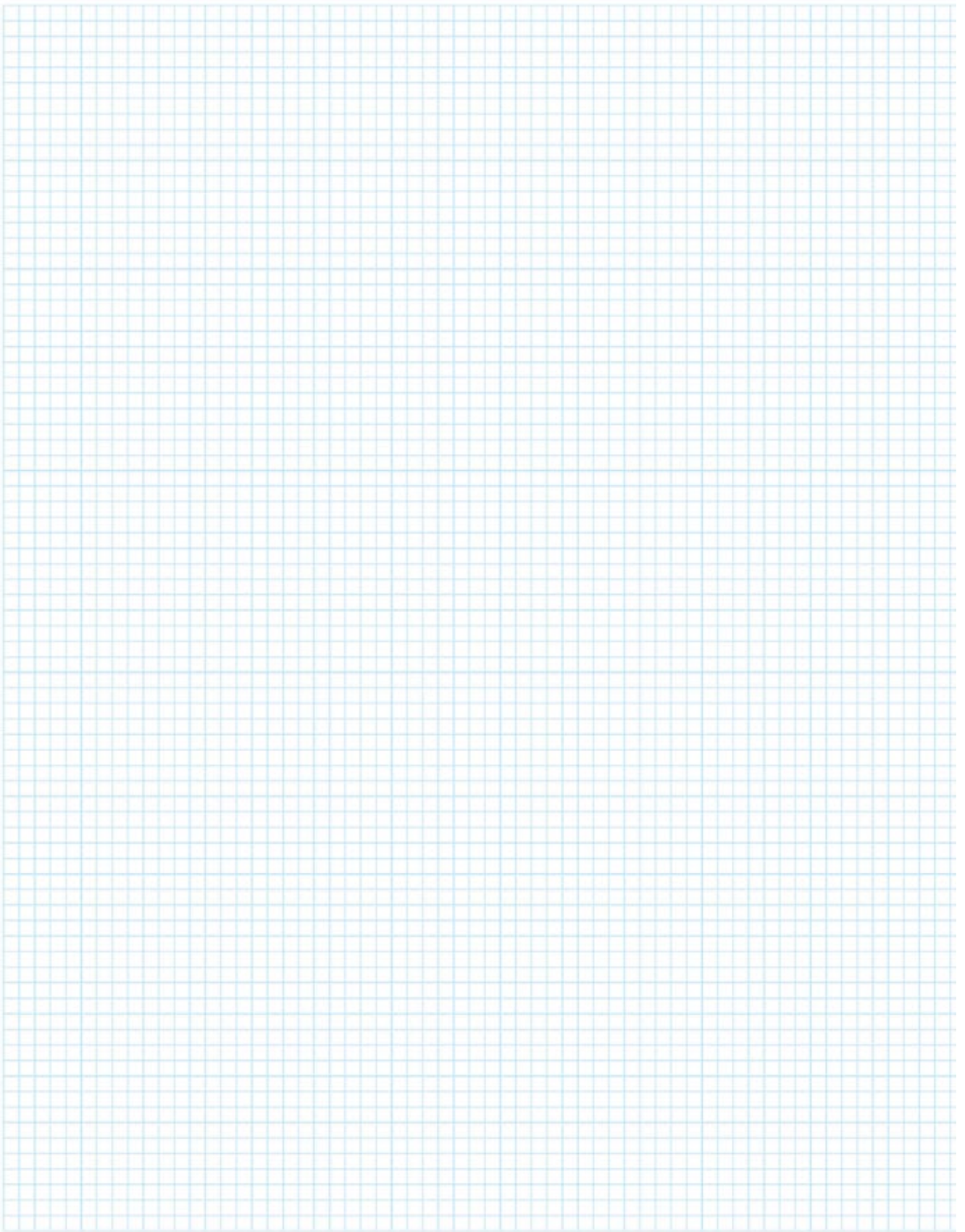
EHA is responsible for the licensing and regulation of standards in 11 Supported Residential Facilities (SRFs) for Constituent Councils and also provides a user pays service to the City of Unley for the licensing of 4 SRFs in its area. These facilities accommodate some of the most disadvantaged and vulnerable people in our community and this year we saw an increasing disparity in standards across the sector. I take this opportunity to commend our staff on the sensitive manner in which they deal with the many complex issues that affect the wellbeing of SRF residents.

The *Public and Environmental Health Act 1987* has been replaced by the *SA Health Act 2011*. This modernised legislative framework requires all councils to have a public health plan by the end of 2013. Constituent Councils have opted for EHA to oversee a regional approach to the public health planning requirements. This is a fine example of how Local Government can work co-operatively to achieve a cost effective and efficient delivery of services to the community.

It has been my pleasure to work with the CEO, staff and Board of Management and I thank them all for their commitment, dedication and support.

Sue Whittington
Chairperson





2 EHA ANNUAL REPORT

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Eastern Health Authority
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.

ABOUT EASTERN HEALTH AUTHORITY

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.

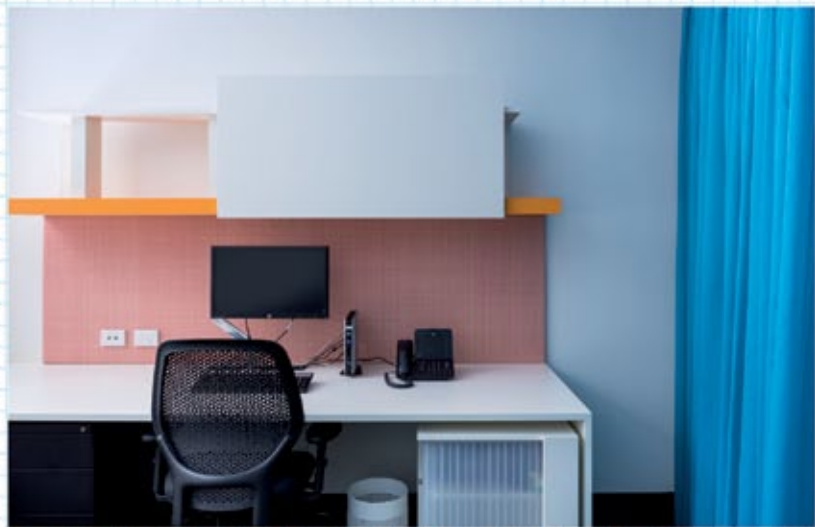
The Constituent Councils are:

- 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 (2) 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.

During 2012-13 EHA discharged the environmental health responsibilities of its five (5) 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 on a user pays basis. EHA also licenses and monitors supported residential facilities on behalf of the City of Unley.

	BURNSIDE	CAMPBELLTOWN	NPSP	PROSPECT	WALKERVILLE	TOTAL
Rateable Properties	20,524	22,531	19,284	9,705	3,444	75,488
Population of Council	44,300	50,250	36,600	20,910	7,345	159,405
Number of Food Premises	250	260	442	160	37	1,149
Swimming & Spa Pools Sites	12	3	11	2	2	31
Cooling Towers & Warm Water Systems Sites	17	15	34	8	7	81
Supported Residential Facilities	4	3	1	3	0	11
Hairdressers/ Beauty Treatment	60	52	90	29	7	238
Public & Environmental Health Complaints	63	59	68	25	5	220
Vaccines administered for 2012 SBIP	2,365	2,130	2,322	474	301	7,592
Immunisation Clinics - Client Numbers	672	664	3,223	253	210	5,022
Immunisation Clinics - Vaccines Given	1,369	1,192	6,479	457	412	9,909



Upgrade to the St Peters facility. Photography by Sam Noonan.

CHIEF EXECUTIVE OFFICER'S REPORT

Being an organisation whose purpose is to protect the health of the community can be challenging in a number of ways. While we face many and varied public health issues on a daily basis, one of our greatest challenges is that we remain largely invisible to the communities we serve.

Our community is generally not aware that their local council is responsible for a vast range of services which include environmental health. Many people would not be aware that their local council monitors and inspects food premises, investigates food poisoning and legionella outbreaks and vaccinate their babies and their children at school. They would not be aware that we monitor the water quality of public pools and ensure there are appropriate standards in Supported Residential Facilities where some of our most vulnerable live.

While it may be a challenge, the best Environmental Health is in fact invisible. It is the vaccine preventable disease you didn't contract, the food poisoning you didn't get or the legionella outbreak that didn't occur. I am extremely proud of the work outlined in this report which significantly contributes to these "invisible" outcomes and is a result of the dedicated and committed staff that EHA employs.

Our immunisation services continue to be incredibly popular with around 30,000 vaccinations given during the year. A record number of people attended our public clinics in April and May which stretched our staff to the limit, while we also saw increases in the numbers at worksites and School Based Immunisation Program.

There was a significant increase in Food Act enforcement during the year with expiations being issued for 33 offences totalling \$74,050 in fines. Additionally, seven premises were issued with a Prohibition Order which temporarily requires the business to close and two prosecutions were commenced.

EHA has a balanced approach to food safety enforcement and prefer to be educators where possible. It is disappointing that so many businesses have disregarded the required standards of hygiene and cleanliness and these actions have been necessary.

The end of 2013 saw us leave our temporary office accommodation at Norwood and move back to refurbished offices in the St Peters Town Hall Complex. The layout of the new facility incorporates a reception counter, two workstation areas, three offices, a kitchen/training room, controlled storage and workroom, toilet and shower facilities and a variety of strategic storage solutions and breakout meeting spaces. It is wonderful for our staff to now be working in an attractive and functional work environment.

The South Australian Public Health Act 2011 (the Act) came into full operation on 16 June 2013. During the year we have been preparing for how this will change the way we manage public health issues. One of the most significant changes is the introduction of a "general duty" under the Act which imposes a duty on every person in South Australia to ensure that their actions do not cause harm to the health of others. This is a new concept and represents a risk-based approach to public health law. It is recognised by experts as being the "greatest change in the approach to public health legislation" and as "an all-embracing forward-thinking approach designed for the needs for the 21st century".

Another significant change is the requirement in the Act for councils to plan and report on Public Health in its area. During the year our constituent councils agreed upon a Public Health Planning Governance Structure which will see EHA oversee and coordinate the development of a Regional Public Health Plan. We look forward to working together with our constituent council on this important work in the coming year.

It has been yet another extremely busy year which has included the disruption of moving back to our new office accommodation. The staff have remained committed and focused and I sincerely thank them for their efforts. Thanks also to the Board of Management for their interest in Environmental Health and their continual support to myself and the staff.



Michael Livori
CEO

GOVERNANCE



Board of Management 2013

EHA is a body corporate, governed by a Board of Management comprising of two (2) elected members from each Constituent Council: the City of Burnside, Campbelltown City Council, the City of Norwood, Payneham & St Peters, the City of Prospect and the Corporation of the Town of Walkerville.

The Board held formal meetings six (6) times during the year to consider EHA's business and also met informally on one occasion to discuss the Chief Executive Officer's conditions of employment.

Table 2 details Board Member attendance at meetings.

During 2012-13, the Board considered one (1) item where it was necessary to exclude the public from discussion. Table 3 identifies the grounds on which the Board made this determination.

	BOARD MEMBER	MEETINGS ATTENDED
City of Burnside	Cr P Cornish	6
	Cr A Monceaux	6
Campbelltown City Council	Cr J Pfitzner	5
	Cr A Fitzharris	1
	Cr J Kennedy (Proxy)	2
	Cr J Kennedy (Board Member)	3
City of Norwood Payneham & St Peters	Cr S Whittington	5
	Cr G Knoblauch	6
City of Prospect	Cr K Barnett	6
	Cr A Dixon	6
Corporation of the Town of Walkerville	Cr C Wigg	5
	Cr S Bernardi	6

Table 2: Number of meetings attended by individual Board Members.

LOCAL GOVERNMENT ACT 1999	DESCRIPTION	NUMBER OF TIMES USED
Section 90(3)(a)	Information relating to the personal affairs of a person	1

Table 3: Number of times the Board of Management considered an item to be excluded from public discussion.



Board of Management 2013

City of Norwood Payneham & St Peters



Councillor
Sue
Whittington
Chair Person

Councillor
Garry
Knoblauch

City of Burnside



Councillor
Peter Cornish
Deputy Chair

Councillor
Anne Monceaux

Campbelltown City Council



Councillor
John Kennedy

Councillor
Jane Pfitzner

City of Prospect



Councillor
Kristina
Barnett

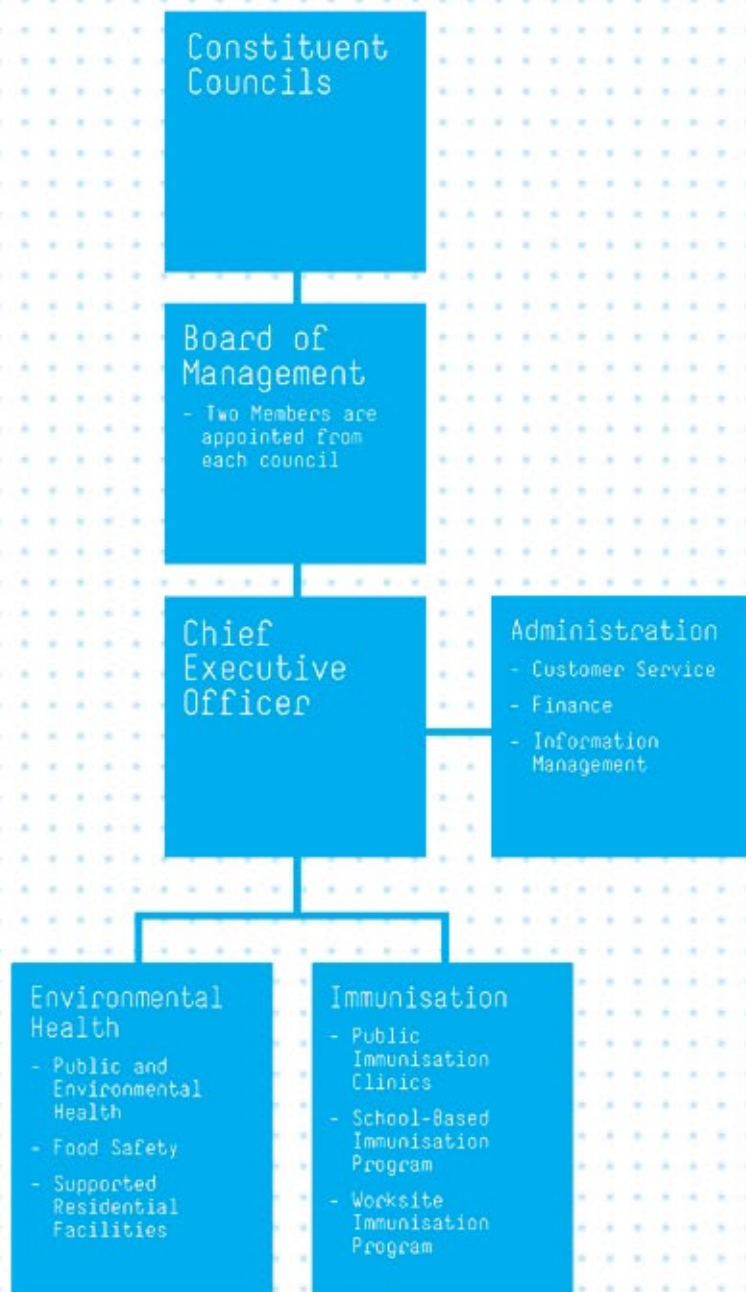
Councillor
Ashley Dixon

Corporation of the Town of Walkerville



Councillor
Carolyn Wigg

Councillor
Sinead
Bernardi



Structure & Staffing

EHA comprises three (3) 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 2013 comprised a total of 30 employees (19 FTE). Table 4 sets out the number of staff in each team. The table excludes temp staff.

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

Table 4: Number of total employees and FTE as at 30 June 2013

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 2012-13 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
- development of Long Term Financial Plan
- Increase in accounting assistance with Financial Statements
- SA 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 have 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 (2) occasions during the year. The Committee's work included reviewing the audited financial statements, developing a work plan and considering External Audit recommendations. A long term financial plan will be considered by the committee in August 2013.

Financial Statements

The Audited Financial Statements for the year ending 30 June 2013 are provided on page 35. They show an Operating Surplus of \$103,862.

Freedom of Information

Two (2) requests for information under the *Freedom of Information Act 1991* were received during 2012-13.

One (1) application related to the Annual Report 2012, which is a publicly available document.

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

An on-line survey on the "Cost of Administering the FOI Act On-line 2012-13" was completed.

Occupational Health, Safety and Welfare

"To create a workplace environment where the health and wellbeing of employees is highly valued. Our workplace environment encourages and supports employees to maintain or adopt healthy lifestyles."

In October 2012 Eastern Health Authority's (EHA) Work Health Safety (WHS) System was externally evaluated by WorkCover SA over a 5 day period.

In December 2012 EHA received a full Adequacy Checklist Report from WorkCover detailing the outcomes of the evaluation. The report showed that EHA was identified as having several non-conformances, with a number of these being systemic Local Government non-conformances.

HEALTH
EDUCATION
AND PROMOTION



Promotion of public and environmental health is a statutory requirement of all Councils under the *Public and Environmental Health Act 1987*. EHA engages in various activities and events to fulfil this duty under the Act by 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.

Health promotion and education is an integral role of EHA and supports its enforcement functions. It is vital to provide the community with a clear understanding of all facets of public health to create a proactive approach to healthy living environments.

Health promotion activities that were routinely undertaken included:

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

EHA actively promoted the safe administration of 4 year booster vaccination from 3.5 years of age. Strategies to increase community awareness included:

- informing parents at clinics
- reminder 'immunise at 4' sticker placed on the front cover of the child's health record book
- 'Reminder Note' featured prominently on the 2013 immunisation timetable

In addition, 48 recall letters were mailed to previous EHA clients during 2012-13, whose 4 year old children showed no record of receiving their booster vaccinations.



Table 5: Two Year Comparison of 4 year olds Vaccinated at EHA Clinics

A total of 471 vaccinations were provided to 4 year olds at EHA clinics during 2012-13. This is an 18.3% increase compared to 398 vaccinated during 2011-12, as shown in Table 5.

Seasonal Influenza Promotion

As part of the 2013 seasonal influenza program EHA Immunisation Service assisted Ri Aus Science Exchange and SA Health in promoting a 'Flu Vaccination Cafe' to coincide with World Immunology Day on 29 April 2013.

'Preventing Kitchen Nightmares - A Guide to Food Safety Fundamentals'

EHA provided food safety training to an extensive range of businesses and community groups during 2012-13.

The food handler training session 'Preventing Kitchen Nightmares - A Guide to Food Safety Fundamentals' continued into its fifth consecutive year. Authorised Officers conducted 11 training sessions with a total number 107 people attending.

The content of the training was reviewed and amended to increase the interactivity between the presenters and the attendees. It is encouraging to see that improvements were noticed during routine inspections of businesses whose staff had attended the training sessions.

EHA was contacted by a school, a community club and an aged care facility to undertake in-house training. Authorised Officers presented to 16 staff within the school, 23 volunteers at the community club lunch program and 45 staff across six (6) aged care facilities. The training presentations were tailored to target specific food safety issues to ensure food handlers were able to obtain the necessary basic safe food handling principles.

Food Safety Week

EHA took part in Food Safety Week by arranging an interactive display stand at Norwood Library and Firlie Plaza shopping centre. This year's theme was "Cross contamination with a focus on hand washing, cleaning of cooking utensils, storage and the separation of raw and cooked foods within the home kitchen". A participatory exercise involved a life sized poster of a domestic refrigerator. Participants were asked to demonstrate where common household foods should be stored. Environmental Health Officers provided advice, answered questions on food hygiene issues and distributed a range of promotional materials and gifts which generated public interest and encouraged participation. There was a positive reaction from the community and information was well received.

IMMUNISATION



▲ Global vaccination programs are one of the most successful and cost-effective ways of preventing childhood morbidity and mortality against an increasing number of infectious diseases. The Australian government vaccination programs have greatly reduced the burden of infectious diseases and continue to protect our population from potential outbreaks of serious communicable illnesses.

▲ Many vaccine preventable diseases (VPD) are presently controlled by vaccination and are no longer feared by the Australian community, but recent experience overseas (measles outbreak in UK, 2012) has shown that these VPDs can re-emerge if vaccination rates are not maintained.

▲ With high vaccination rates, the threat of outbreaks remains low, re-enforcing the importance to maintain high participation in vaccination programs, with the aim that some of these diseases will ultimately be eliminated worldwide.

Achieving and maintaining high rates of vaccination coverage calls for an ongoing commitment from many private and public stakeholders. In South Australia, EHA is a key stakeholder in this endeavour providing a proactive local government immunisation service for seven (7) councils in the eastern-central metropolitan region. This service encompasses three (3) main programs: public clinics, schools and workplaces.

EHA continues to immunise children from non-Medicare temporary resident families. A total of 109 children were immunised in line with the Australian National Immunisation Program.

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

EHA continues to immunise children from non-Medicare temporary resident families. A total of 109 children were immunised in line with the Australian National Immunisation Program.

Public Immunisation Clinics

An average of five (5) public clinics a week were delivered throughout the five (5) constituent and two (2) client council residential areas.

Providing a variety of accessible clinics is important for maintaining and improving immunisation coverage.

Table 6 clearly demonstrates that the community benefit from this wide choice.

As an example and as shown in Table 6, 1095 Campbelltown residents attended our clinics in 2012-13. A total of 61% or 668 of the 1095 residents attended clinics outside their council area.

There were 6370 clients, an average of 123 clients a week, attending clinics during 2012-13, which is an increase of 3% from 2011-12. A total of 12587 vaccines were administered to these clients, 338 less (2.5%) than the previous year.

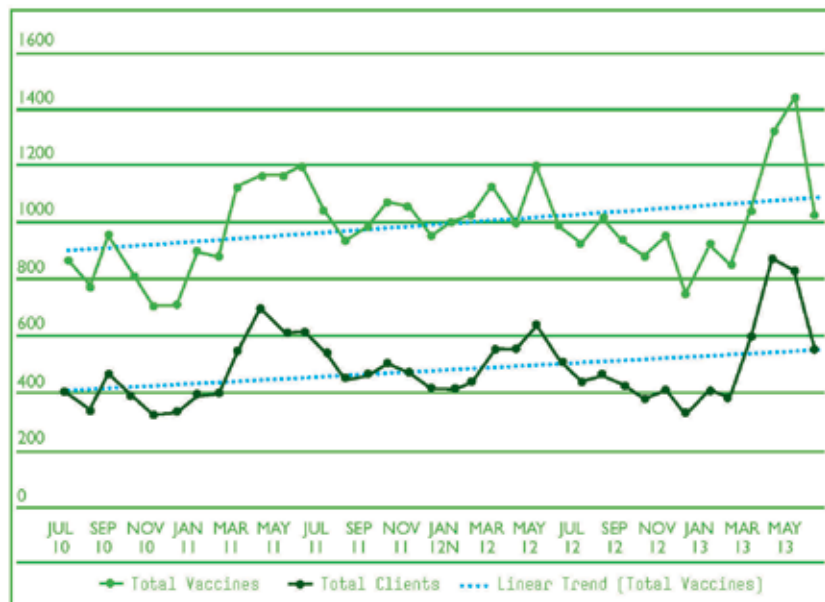
The continued trend of increased client attendance supports the accessibility and professional service provided by EHA to the community.

The small decrease of vaccines provided for 2012-13 is partly due to the Prevenar 13 infant supplementary dose program ceasing in October 2012.

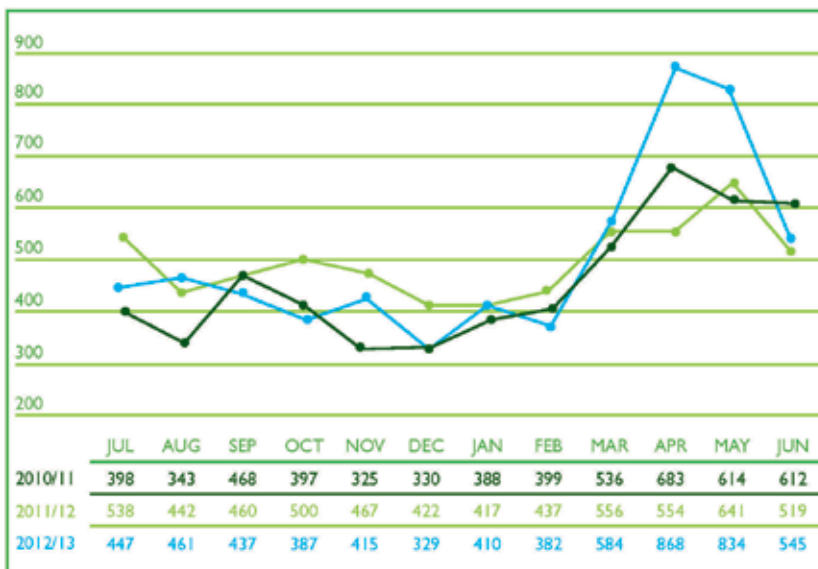
Graph 1 demonstrates the peaks and troughs in demand for public clinics over a three (3) year period. The peaks observed represent the demand for seasonal influenza vaccination. The linear graph reveals an ongoing increase in patronage and vaccinations administered, with April-May 2013 showing a three (3) year record high.

WHERE CLIENTS ATTEND (CLINIC VENUE BY %)									
WHERE CLIENTS COME FROM (Council Area)	NUMBER OF CLIENTS FROM COUNCIL AREA	BURNSIDE	CAMPBELL-TOWN	NPSP	PROSPECT	WALKERVILLE	ADELAIDE	UNLEY	TOTAL %
Burnside	961	32%	6%	45%	1%	4%	2%	11%	100%
Campbelltown	1095	4%	39%	51%	1%	2%	1%	2%	100%
NPSP	1688	5%	5%	83%	1%	2%	1%	2%	100%
Prospect	364	2%	4%	48%	32%	5%	4%	5%	100%
Walkerville	197	2%	1%	72%	4%	17%	1%	4%	100%
Adelaide	413	19%	2%	28%	6%	4%	30%	11%	100%
Unley	923	10%	0%	14%	1%	1%	3%	71%	100%
Other	729	9%	9%	38%	7%	4%	8%	25%	100%
Total Number of Clients	6370								

Table 6: The number of clients per council area and choice of clinic venue.



Graph 1: EHA Public Immunisation Clinics Three (3) Year Linear Comparison for Client Attendance & Vaccines Administered

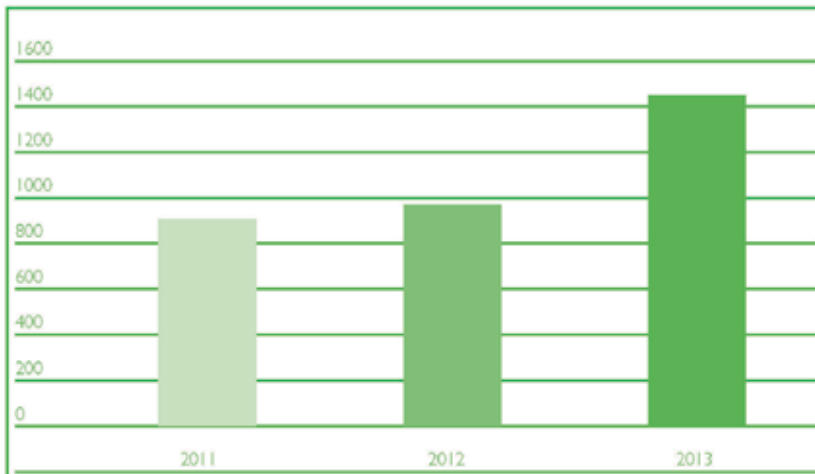


Graph 2: Financial Three (3) Year Comparison of all Public Clinics by financial year

Graph 2 compares client attendance at all clinics over the last three (3) financial years. The large increase in numbers seen when comparing 2010-11 and 2011-12 was due to the commencement of the City of Unley public immunisation clinics.

The graph shows that in 2012-13 (blue line) there was a massive spike of pre-winter influenza where 1488 vaccines were administered between March to May 2013. This three (3) year record high was a challenging period for our staff.

Graph 3 demonstrates the continual increase in the total number of influenza vaccines administered at public clinics. This increase is likely to be attributed to the impact of media reports on increased influenza outbreaks in the northern hemisphere.



Graph 3: Three (3) Year Comparison of Influenza Vaccines Administered at Public Clinics

Case Study - Focus on Timeliness of Pertussis (Whooping Cough) Vaccination

Pertussis commonly known as whooping cough is caused by the bacterium *Bordetella pertussis*. The disease is highly infectious and most serious in babies under the age of 12 months. Babies are at greatest risk of infection until they can have at least two (2) doses of the vaccine (minimum 4 months old) as the mother's antibodies do not provide reliable protection. It is spread through droplets in the air and it can develop from upper respiratory tract (nose, throat and windpipe) infections into pertussis pneumonia (lung infection).

Babies up to 12 months of age are at most risk of having severe health problems from whooping cough. About 1 in 200 babies

who get whooping cough before they are 6 months old will die from the infection and many others continue to have health problems post infection.

Adolescents and adults with whooping cough may have milder or atypical symptoms, such as a prolonged cough (rather than coughing spells) or coughing without the whoop.

In Australia, there are epidemics of pertussis about every 3 – 5 years, with the most recent peak in 2010. Studies demonstrate that 50% of infants less than 6 months of age usually contract pertussis from a parent or older sibling, for the other cases the probable source cannot be identified.

Although South Australia does not have an adult funded pertussis vaccination program, there are several strategies recommended for providers to follow that support prevention of pertussis infection in an infant under 12 months.

These are:

a) timely vaccination of the newborn – the most important way to protect infants from severe pertussis disease.

b) a single booster dose of adult whooping cough is recommended for all adults planning a pregnancy or as soon as possible after delivery of an infant, and for parents, grandparents and other carers of young babies and siblings

c) health and child care workers

d) booster pertussis vaccination for all adolescents (11-14 years of age) through the funded School Based Program

For 2012-13 EHA immunisation staff remained vigilant in following the above recommendations for pertussis prevention in the community and continued their commitment to educate and promote pertussis (dTpa) vaccination to parents and immediate carers of newborn babies.

A total of 640 adolescent/adult dTpa vaccines were administered at clinics, as compared to 604 for 2011-12, an increase of 6%, as shown in Graph 4.

Table 7 shows that an increased vaccination of dTpa to adults and adolescents has been effective in the significant decrease of pertussis notifications received since 2010-11.

School Based Immunisation Program

The 2012 School Based Immunisation Program (SBIP) involved the:

- year 8 male and female students receiving two (2) doses of Hepatitis B vaccine
- year 8 male and female students receiving one (1) dose of Varicella (chicken pox) vaccine
- year 8 female students receiving three (3) doses of Human Papillomavirus (HPV) vaccine
- year 9 male and female students receiving one (1) dTpa vaccine

A total of 101 visits were made to 27 schools, where 11859 vaccines were administered. This was an increase of 240 vaccines (2%) when compared to 2011.

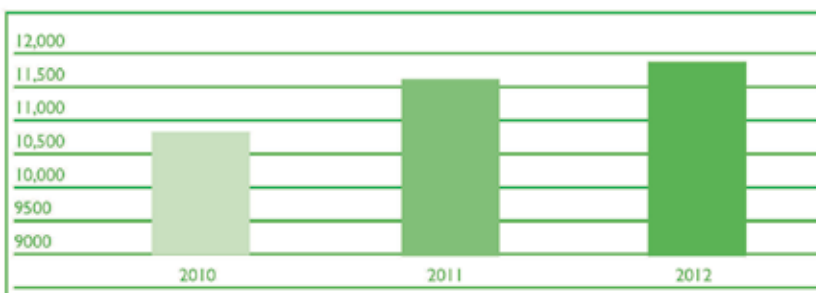
The SBIP statistics are based on the previous school calendar year from February to December 2012. Table 8 details vaccines delivered at schools in each council area (Graph 5).



Graph 4: Two [2] year comparison of adolescent and pertussis vaccination at EHA public clinics

Council Area	Pertussis 2010/11	Pertussis 2011/12	Pertussis 2012/13	Influenza 2010/11	Influenza 2011/12	Influenza 2012/13
Burnside	149	16	6	148	136	149
Campbelltown	165	25	21	221	224	226
NPSP	113	10	15	108	133	98
Prospect	66	2	4	55	41	8
Walkerville	21	3	6	23	27	41
Total	514	56	52	555	561	522

Table 7: A three [3] year comparison of pertussis and influenza of reported vaccine preventable diseases



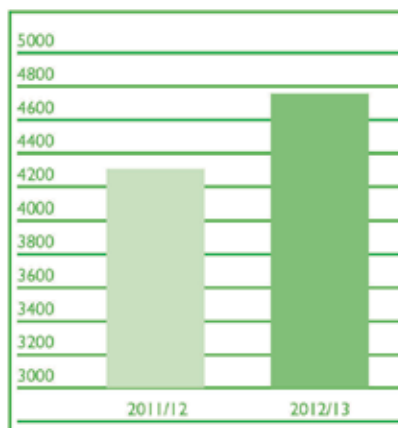
Graph 5: Three (3) year comparison of vaccines administered at school program

NUMBER OF VACCINE TYPES ADMINISTERED FOR THE 2012 SBIP					
COUNCIL AREA	Hep B	VZV	HPV	dTpa	TOTAL
Adelaide	1204	395	1187	647	3433
Burnside	802	210	848	505	2365
Campbelltown	833	280	590	427	2130
NPSP	884	255	724	459	2322
Prospect	217	75	40	142	474
Unley	266	66	330	172	834
Walkerville	78	20	139	64	301
Total	4284	1301	3858	2416	11859

Table 8: Number of vaccine types administered for the 2012 SBIP

VACCINE TYPE	TOTAL
Influenza	4679
Hepatitis B	34
Hepatitis A & B	23
dTpa	32
Total	4768

Table 9: Vaccines provided at the 2012-2013 Worksite Program



Graph 6: A two (2) year comparison of vaccines administered at worksite programs

Worksite Immunisation Program

The 2013 worksite promotional material was mailed to approximately 300 businesses prior to the winter season.

The number of workplace bookings during 2012-13 was 123, which is 7% more than the previous year.

Table 9 shows a breakdown of the vaccine types administered at worksites. A total of 4768 vaccines were administered during 2012-13, an increase of 10% on the previous year. There was more demand for Influenza (9%), Pertussis and Hepatitis A & B vaccinations than in 2011-12.

Graph 6 demonstrates an increased trend in vaccines delivered through the worksite program over a two (2) year period, for 2011-12 and 2012-13.

PUBLIC AND ENVIRONMENTAL HEALTH



"Environmental Health addresses all the physical, chemical, and biological factors external to a person, and all the related factors impacting behaviours. It encompasses the assessment and control of those environmental factors that can potentially affect health. It is targeted towards preventing disease and creating health-supportive environments. This definition excludes behaviour not related to environment, as well as behaviour related to the social and cultural environment, and genetics."

WORLD HEALTH ORGANISATION (WHO), 2012

During 2012-13 EHA fulfilled 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

EHA received 220 complaints from the public or referrals from SA Health or the Environment Protection Authority SA. As outlined in Table 10 the total number of complaints received during the year represents a 22% and 24% decrease when compared with 2011-12 and 2010-11 respectively.

EHA has adopted a risk based-approach to public health and environment related complaints. Authorised Officers invest time to discuss the details of an alleged complaint with the complainant to determine if there is an actual potential public health risk. Together with Constituent Council support, this has seen a continual decline in the number of complaints EHA manages.

Where Authorised Officers have determined alleged complaints do not pose a potential public health risk, educative material or details of alternative agencies are provided.

As shown in Table 10 there has been a steady decrease in the number of air quality and water quality complaints and a significant decrease in hazardous waste complaints. Constituent Council support to assess incidences in the first instance, such as water quality complaints and collection of syringes in public places, has seen a continual decline in the number of complaints received by EHA.

Eleven (11) animal keeping complaints required investigation during the 2012-13 period. Whilst we have seen a small increase compared to last year, there has been significant decrease (45%) in the number of animal keeping complaints when compared to 2010-11 (Table 10). A total of nine (9) complaints were in relation to feeding feral cats and pigeons and two (2) complaints were received regarding odours associated with accumulated dog faeces. The complaints received were nuisance related with no direct risk to public health. Authorised Officers worked with general inspectors from Constituent Councils to investigate and resolve these complaints. Letters regarding animal keeping practices and odour prevention were distributed to educate residents and follow up inspections were conducted as necessary.

The Public and Environmental Health Act 1987 prescribe a list of diseases that are notifiable to SA Health Communicable Disease Control Branch (CDCB). Notification of these diseases allow for investigation and surveillance to be undertaken to protect the community from the risk of infectious diseases.

	2010-11	2011-12	2012-13
Animal Keeping	20	8	11
Notifiable Disease	18	28	29
Sanitation	50	50	45
Vector Control	132	133	97
Waste Control	0	4	0
Air Quality	23	16	13
Water Quality	28	19	17
Hazardous Substances	7	13	2
Other	13	10	6
TOTAL	291	281	220

Table 10: A three [3] year comparison of the type of public health complaints received.

As shown in the Table 11 a total of 29 notifiable disease complaints were received from CDCB during the year which was comparable with the number of notifications received in 2011-12. However, when compared to 2010-11 there was approximately a 61% increase in the total number of complaints received. This trend could be reflected by the increased awareness of infectious disease and increased testing by medical practitioners.

Campylobacter and Salmonella remain the most frequently reported food borne disease. The reporting period saw 199 confirmed cases of Campylobacter and 75 confirmed cases of Salmonella. Table 11 indicates that whilst the number of reported Campylobacter and Salmonella cases across the Constituent Councils increased when compared to 2011-12 and they were comparable to 2010-11.

Rates of disease fluctuate over time for a variety of reasons but common causes can be person-to-person transmission and smaller incidences of transmission by contaminated foods. Whilst there was an increase in the number of reported cases of Campylobacter and Salmonella, no reported outbreaks relating to food poisoning were received. EHA continued to focus on improved levels of regulation of the food industry and education about food handling to the community.

As represented in Table 11 there was a slight increase in the number of *Cryptosporidiosis* and decrease in the *Legionellosis* cases requiring investigation during the year. Investigations of these reported cases are investigated to ensure adequate procedures and precautions are taken to ensure further exposure to these bacteria is eliminated.

The number of sanitation and vector control complaints requiring investigation was represented by a 27% decrease when

compared to the number of complaints received during the previous year (Table 10).

Following the investigation of an alleged sanitation complaint, it was noted that a high proportion of these related to overgrown vegetation and accumulation of materials and were not regarded as "insanitary" under the *Public & Environmental Health Act 1987*. Where an insanitary condition exists, Authorised Officers encourage the alleged offender to voluntarily take the necessary actions to remove the insanitary condition.

As detailed in the Table 12, eight (8) properties failed to remove the insanitary condition and as a result were issued a notice under *Section 15 of the Public & Environmental Health Act 1987* during 2012-13. None of these properties were declared to be unfit for human habitation. Five (5) of these properties were related to Squalor and Hoarding Complaints.

The insanitary condition was successfully resolved in three (3) of the five (5) properties relating to squalor and hoarding. Actions for the two (2) remaining properties where the insanitary condition could not be resolved will continue to be reviewed in 2013-14.

There were no instances during the year when EHA needed to exercise its power under the *Public and Environmental Health Act 1987* and took action on default.

The nature of these complaints can be complex as mental health issues relating to dementia, obsessive-compulsive behaviour or other disorders can contribute to the residents becoming unable to maintain their home, such as not willing to seek assistance and to co-operate with relevant agencies and authorities. Authorised Officers liaised closely with these vulnerable residents' and other agencies such as Domiciliary Care and SA Mental Health for Older Persons.

EHA has adopted a risk-based approach to public health and environment-related complaints.

	2010-11	2011-12	2012-13
Campylobacter	195	145	199
Salmonella	97	70	75
Legionellosis	5	5	3
Cryptosporidiosis	7	9	8
Hepatitis A	1	0	0
Rotavirus	61	18	36

Table 11: A three (3) year comparison of the number of reported notifiable diseases

Notices s15	2010-11	2011-12	2012-13
S15(1)	7	4	8
S15(2)	1	2	0
S15(1) Notices issued specific to squalor and hoarding complaints	6	6	5
Total number of complaints	54	50	45

Table 12: A three (3) year comparison of the number of notices issued under the *Public & Environmental Health Act 1987*

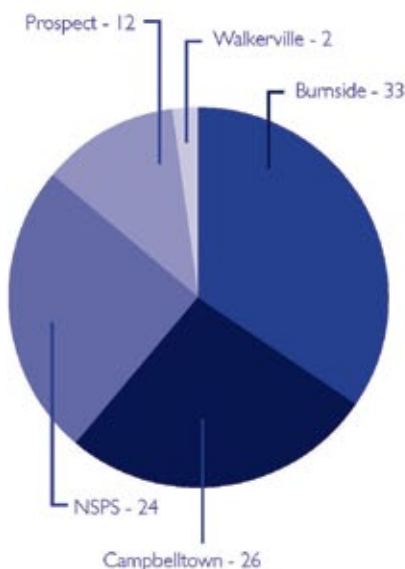
The recent introduction of the new *Public Health Act 2011* led to the release of the Squalor and Hoarding guidelines 'A Foot in the Door' by SA Health. This has prompted EHA to be a leader for the Eastern Region and to create The Eastern Hoarding and Squalor group. This group will aim to address hoarding and squalor issues in the eastern region by facilitating an interagency approach between Councils, EHA and Non Government Organisations. The meetings will be hosted by EHA and will run on a six (6) weekly basis.

A total of 97 vector complaints were received during the year. As shown in Graph 7 the highest proportion of reported vector complaints were received from the Burnside area.

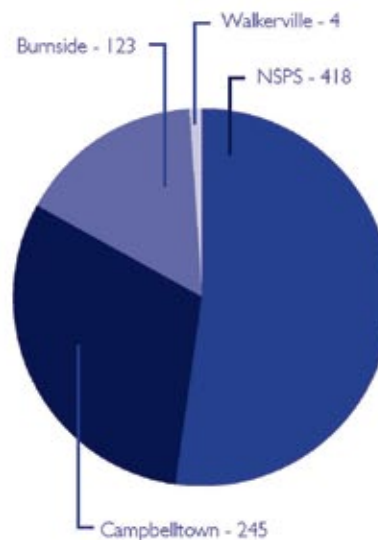
Of the total of vector control complaints received during the year 82% of these complaints related to rodent activity (Graph 8). Overgrow vegetation, accumulated refuse or poor poultry keeping was the common cause for rodent complaints.

During investigations where EHO's do not have substantial evidence to identify the primary source of harborage, 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.

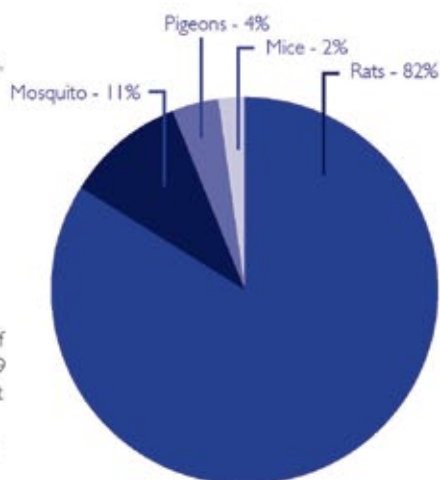
EHA continues to provide free rodent bait to ratepayers and residents of the Constituent Councils to assist with the reduction of rodent populations. A total of 790 residents were issued rat bait. Graph 9 identified that a high proportion of rodent bait was distributed to residents within NPS (418 residents) and Campbelltown (245 residents). It should be noted that Prospect and Walkerville provide rat bait for their residents to control vermin.



Graph 7: A graph illustrating the proportion of vector control complaints received by council area.



Graph 9: A graph illustrating the proportion of residents issued with rat bait by council area



Graph 8: A graph illustrating the proportion of the types of vector control complaints received.



Case Study - Sanitation

EHA was approached by a resident seeking assistance as their home was potentially insanitary and as a result the resident was living in a separate rental property. An Officer attended the property and observed a large accumulation of miscellaneous items throughout the front yard, carport and house. Following several meetings the Authorised Officer developed a rapport and gained cooperation from the owner and the accumulation of miscellaneous items were slowly removed. During this period the Authorised Officer was made aware that the owner returned to the property and was residing in the front yard as they could not gain access to the home.

The owner granted the Authorised Officer entry to the inside of the property, where it was confirmed that the home was not connected to gas or electricity and there was no access to toilet or bathing facilities. In order to help the resident the Officer immediately sought assistance from an external agency. The Authorised Officer and an external agency representative met with the resident and successfully encouraged her to remove items to allow the resident to reside within the home. The Agency will continue to work with the resident to ensure that further items are removed, essential services connected and monitor their health and well being. This example of an interagency approach has resulted in the owner remaining in her home without EHA exercising its power under the *Public and Environmental Health Act 1987* to undertake action on default.

Monitoring and Surveillance

Cooling Towers and Warm Water Systems

A total of 49 sites comprising 81 high-risk manufactured water systems (HRMWS), were registered with EHA during 2012-13. This represents a decrease of four (4) sites and 15 HRMWS compared to 2011-12 (Table 13). The decrease can be attributed to the conversion of warm water systems to hot water systems. This is achieved by the installation of Thermostatic Mixing Valves at each outlet to decrease the risk of *Legionella*. As a result the systems were no longer classified as a HRMWS under the *Public and Environmental Health (Legionella) Regulations 2008*.

The Regulations require operators of HRMWS to notify EHA when high counts of *Legionella* are detected. During 2012-13, 47 high count notifications were received (Table 13), representing a 135% increase compared to the number of notifications received in 2011-12. However, high counts received at one site accounted for 70% (33) of the increase in notifications. If we exclude this site, there were 14 other high counts received for 2012-13, representing a 30% decrease, in keeping with the overall downward trend over the past three (3) years.

The gradual decrease in high count notifications may be attributed to an increased awareness by system operators of the risks associated with HRMWS and Authorised Officers providing continual education and information where required. Decontamination was carried out in all cases, and re-testing conducted post decontamination.

The majority of non-compliances identified at routine inspections were minor in nature, resulting in fewer onsite follow up inspections conducted. Common non-compliances included insufficient operation and procedural documentation, and incomplete maintenance records.

EHA received five (5) *Legionella* disease notifications from SA Health during the reporting period relating to private residences and registered cooling towers. Authorised Officers conducted home and onsite investigations, which included taking samples from the hot water systems and cooling towers, and creating temperature profiles of warm water systems. Officers required decontamination of all systems that returned high counts as a result of investigations.

	2010-11	2011-12	2012-13
Registered sites	39	53	49
HRMWS	80	96	81
Number of Inspections	57	62	64
Number of Follow-ups	7	10	4
Notifications	29	20	47

Table 13: A three (3) year comparison of the number of registered high risk manufactured water systems and the number of routine and follow-up inspections undertaken and notifications received.

Public Swimming Pools and Spas

During 2012-13, Authorised Officers conducted 57 routine inspections of 42 swimming pools, spa pools and hydrotherapy pools located at 29 sites. Two (2) sites ceased operation during the year decreasing the number of inspections required. The facilities were assessed against the standards prescribed in the *Public and Environmental Health (General) Regulations 2006*.

A review of the inspection frequency of public swimming facilities was undertaken during the year. It was formally decided that outdoor pools will be routinely inspected once annually and twice if there was a history of non-compliance. The decision was based on outdoor swimming pools being open to the public for a shorter period of time (late spring and summer) in comparison to indoor and spas pools available for use throughout the year.

Although all pools were inspected in line with their frequency, the number of routine inspections decreased due to the requirement to inspect outdoor pools once during the year and the closure of two (2) pools, see Table 14.

A total of ten (10) swimming and spa pools located at seven (7) sites required follow up inspections due to inappropriate disinfection levels, insufficient record keeping and poor equipment maintenance. Where there was an immediate risk to public health, proprietors were advised to close their pool to the public. Pools were reopened once compliance with the regulations was verified.

One (1) outdoor swimming pool specifically required three (3) consecutive follow up inspections due to significantly high chlorination levels and insufficient record keeping. This resulted in the premises acquiring a certified pool testing company to regularly monitor and maintain the water chemistry. The pool was kept closed until all issues were rectified.

EHA received a total of three (3) complaints. One (1) complaint involved a child allegedly experiencing gastrointestinal symptoms after swimming in a swimming pool. The second complaint related to an individual infected with *Cryptosporidiosis* who had swum in a public swimming pool during their infectious period. Following investigations of the complaints, Authorised Officers confirmed the required decontamination procedures were undertaken and the water quality, equipment and maintenance records of both public pools were compliant with the *Public and Environmental Health (General) Regulations 2006* and no further action was required.

An individual experienced eye irritation after swimming in a public swimming pool that had cloudy water. An Authorised Officer inspected the pool and determined that it was not compliant with the regulations; consequently it was immediately closed to the public. An external pool maintenance company rectified the issues of concern. A follow up inspection was conducted and the pool reopened for public use.

	2010-11	2011-12	2012-13
Inspections	80 (31 sites)	98 (31 sites)	57 (29 sites)
Follow-ups	20	11	10
Complaints	1	2	4
<i>Cryptosporidiosis</i> Complaints	2	2	1

Table 14: A three (3) year comparison of the number of routine and inspections conducted, and the number of complaints and *Cryptosporidiosis* notification received.

Personal Grooming, Body Art and Health Care

During the year an evaluation of the public health risk of hairdressers and beauty salons occurred. Based on the risk assessment only high risk skin penetration businesses were inspected. This consisted of inspections of ten (10) acupuncturists and four (4) tattooists. The standard of cleanliness and procedural knowledge was satisfactory. None of the businesses required further follow up inspections.

Two (2) follow up inspections were conducted at hairdressing salons to assess minor outstanding issues observed at the routine inspections the previous year. EHOs will re-evaluate the risk of discontinuing onsite inspections at hairdressers and beauty salons, provided there are no skin penetration practices occurring. The re-introduction of self-assessment surveys carried out by these low risk businesses may be a potential replacement for inspections in the coming year.

Waste Control Systems

Since 1 July 2012, EHA has not received any new waste water applications; however, an Authorised Officer attended a mandatory inspection for the installation of an aerobic waste water system (AWTS). This inspection related to an application received in June 2012.

June 2013 saw the introduction of the new *Public Health Act (Wastewater) Regulations 2013*. Under the new regulations officers will now have the ability to ask for an engineer's report with every wastewater application to ensure the site is suitable for long term effluent disposal.

Additional changes to the Regulations require all plumbers to submit a certificate of compliance with every system installed and AWTS contractors must undertake a TAFE training course to ensure they have the skills and knowledge to service wastewater systems.

HEALTH CARE
AND COMMUNITY
SERVICES



Supported Residential Facilities (SRFs) provide accommodation to people in the community who require personal care and support. SRFs are regulated under the *Supported Residential Facilities Act 1992* to ensure adequate standards of care and amenity, and to protect the rights of residents. A low level of care is provided to residents such as assistance with medication management, personal care, and financial management, as well as supplying meals and accommodation. Residents living in SRFs are vulnerable due to the disability or impairment that is often associated with these clients, including physical, intellectual or psychiatric.

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

SRFs - Licensing & Monitoring

Authorised Officers conducted 36 routine visits during the reporting period, which included re-licensing audits and mid licence inspections.

A total of 13 follow up inspections were conducted as a result of non-conformances observed by Authorised Officers during the audits and inspections. Common non-conformances related to unsatisfactory standards of cleanliness, nutrition, structural maintenance, staffing levels, insufficient record keeping and documentation.

SRFs are audited each year prior to re-licensing. Pre-licence audits are carried out by appointment as the manager and proprietor of the facility are required to be present during the audit and the length of the audit is significant. Authorised Officers utilise a pre-licence audit tool and a nutritional

assessment form, and consult with the Building Fire Safety Committee of each respective council to ensure the objects and principles of the *Supported Residential Facilities Act 1992* are observed.

Re-licensing audits address a range of issues including structural suitability and cleanliness of facilities, documentation and records relating to the services and care provided to residents and financial records, nutrition and adequate staffing levels.

During the licensing period nine (9) SRFs were re-licensed. One (1) facility was granted a 1 year licence subject to conditions, due to structural defects. One (1) facility was granted a 3 month licence with conditions as a result of ongoing structural and cleanliness concerns. Seven (7) facilities were granted a 1 year licence without conditions, as all issues identified during the licensing audits were rectified prior to the issuing the licences.

Dual licensed SRFs operate under both the *Supported Residential Facilities Act 1992* and the *Retirement Villages Act 1987* and are considered for a 2 year licence. This year, one (1) dual licensed SRF was granted a 2 year licence without conditions. The remaining six (6) dual licensed facilities were inspected to ensure adequate standards of care and amenity continue to be maintained for residents throughout the duration of the licence.

SRF - Enforcement Action

No enforcement action was taken during 2012-13.

SRFs - New Licence/Licence Surrender

A SRF licensed facility was closed during the reporting period. The manager of the facility relocated all residents to a larger facility located in another council area, allowing all residents single room occupancy. The licence for the former facility was surrendered to EHA.

An application for a new SRF licence was received and assessed during 2012-13. Further information has been requested from the applicant to allow the assessment of the application to proceed.

SRF - Approval of Manager and Acting Manager

Thirteen applications for Manager/Acting Manager of a Supported Residential Facility were received during the reporting period. A referee check was carried out by officers for all applications. Documentation was reviewed outlining the applicant's qualifications, and all were deemed suitable to fulfil the roles of Acting Manager and Manager. The Chief Executive Officer granted approval under delegated authority.

SRFs - Complaints and Queries

Authorised Officers investigated nine (9) complaints under the Act during 2012-13 in relation to five (5) SRFs. The concerns included:

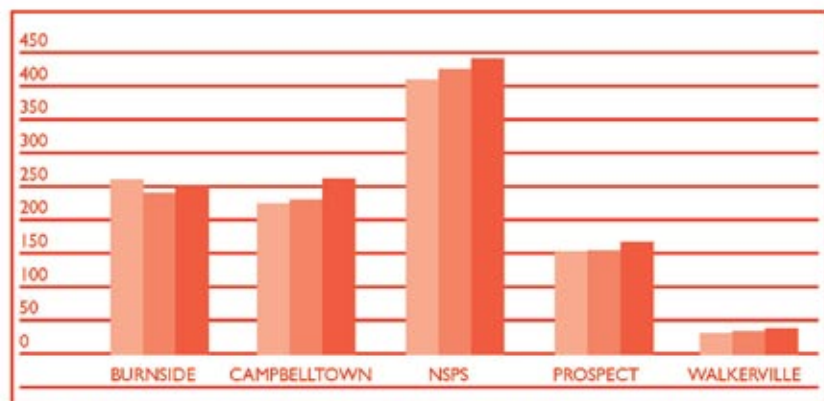
- standards of cleanliness in bedrooms, bathrooms and common areas
- competency of staff and staffing levels
- incorrect medication management
- nutritional adequacy of food served to residents
- structural suitability of facilities
- management of residents' finances

Officers investigated complaints through various actions, which included unannounced complaint inspections, on site investigations at routine audits and inspections, and meetings with proprietors, managers and residents. Officers liaised with Department of Communities and Social Inclusion, SRF Health Assessment Team, Care Concern Investigation Unit, Public Trustee, and resident advocacy organisations to effectively investigate these complaints.

FOOD SAFETY



EHA promotes food safety of food through the administration of the Food Act 2001 in conjunction with the Food Safety Standards. As at the 30 June 2013 a total of 1152 known food premises were operating within EHA's jurisdiction a 8.1% increase in the number of food premises when compared to 2011-12 (Graph 10). Takeaway, cafes, restaurants and bakeries are the predominant types of food businesses. We are now aware of 38 home based food businesses operating within the five (5) Constituent Council areas. 52% of these businesses notified EHA of their operations during 2012-13. There is an increasing trend in home-based businesses.



Graph 10: A three (3) year comparison of the number of Food Premises per Constituent Council.

2010-11 2011-12 2012-13

Food Safety Inspections, Complaints, Audits and Enforcement

Authorised Officers conducted 1207 inspections of food premises during the year, of which 61% (675) were routine inspections and 38% (428) were follow-up inspections as shown in Table 15.

A total of 48 food safety audits and 15 follow-up audits were conducted within EHA's jurisdiction, which was comparable with 2011-12. During 2012-13 there was a decrease in the number of audits conducted in other council areas (Table 16).

There was a decrease in the number of routine inspections and audits (out of council area) when compared with 2011-12 and 2010-11. This was mainly attributed to fewer available Authorised Officers and Auditors. The commitment to ensure rectification of non-compliance is reflected in the number of follow-ups. There was also an increased number of legal actions taken during the year.

Type of Inspections	2010-11	2011-12	2012-13
Routine	759	840	675
Follow-up	390	556	428
Complaint	87	88	83
Pre-opening/Fit out	36	26	21
Total	1272	1510	1207

Table 15: A three (3) year comparison of the number of routine, follow-up and fit-out inspections undertaken and complaints received.

	2010-11		2011-12		2012-13	
	EHA	Other Council Areas	EHA	Other Council Areas	EHA	Other Council Areas
No. of Audits	61	43	50	39	48	20
No. of Follow-up Audits	11	11	15	7	15	3

Table 16: A three (3) year comparison of the number of audits and follow-up audits conducted in our five (5) Constituent Councils and other council areas.

Expiations issued for breaches of the Food Act 2001 during the year resulted in \$74,050 in fines.

Improvement Notices accounted for the majority of legal action taken during the past three (3) years. As shown in Table 17 and Graph 11, there was a small decrease in the number of Improvement Notices issued during 2012-13 when compared to 2011-12 and 2010-11. The percentage of Improvement Notices issued per inspection increased in 2012-13 in comparison to the previous year.

Graphs 12-13 illustrate an overall increase in the number of Expiations and Prohibition Orders issued during 2012-13. A total of 25 Expiation Notices accounting for 33 offences were issued during 2012-13 in comparison to 12 Expiation Notices issued during both 2011-12 and 2010-11.

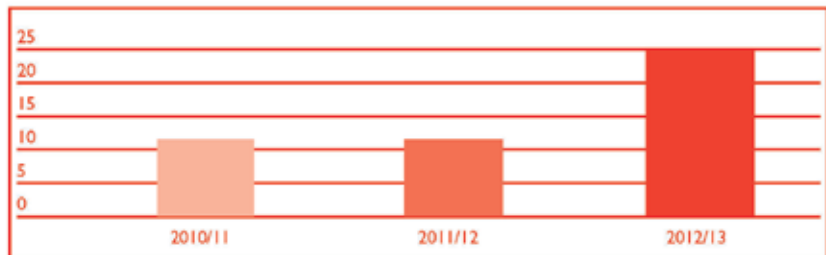
Expiations issued for breaches of the Food Act 2001 during the year resulted in \$74,050 in fines.

	2010-11	2011-12	2012-13
Routine Inspections	759	840	675
Improvement Notice Issued	71	67	61
Improvement Notices as % of inspections	9.3%	7.9%	9.0%

Table 17: A three (3) year comparison of the percentage of number of Improvement Notices issued based on the number of routine inspections.



Graph 11: A three (3) year comparison of the number of Improvement Notices Issued.



Graph 12: A three (3) year comparison of the number of Expiation Notices issued.



Graph 13: A three (3) year comparison of the number of Prohibition Orders served.

OFFENCE TYPE	2010-11	2011-12	2012-13
Skills & Knowledge	0	0	1
Food Storage	2	3	4
Food Processing	0	1	0
Food Display	0	1	1
Health & Hygiene of Food Handlers	4	1	2
General Duties of a Food Business	1	0	1
Cleanliness	3	1	20
Cleaning & Sanitising	0	2	1
Maintenance	0	0	1
Animals & Pests	1	1	1
Storage of Garbage & Recyclables	0	0	1
Fixtures, Fittings and Equipment	0	0	0
Hand Washing Facilities	1	2	0

Table 18: A three (3) year comparison of the types of expiation offences issued for breaches under the *Food Act 2001*.



Graph 14: A three (3) year comparison of the number Prosecution proceedings initiated.

Table 18 provides a comparison of the expiation offences issued for breaches of the *Food Act 2001* over the past three (3) years. As shown in Table 18 food storage, health and hygiene of food handlers, cleanliness, animals and pests were common expiable offences.

Serious offences relating to poor standards of cleanliness and storage and significant vermin and cockroach activity were grounds for issuing seven (7) Prohibition Orders to three (3) restaurants, two (2) take-away food premises, one (1) bakery and one (1) deli.

Due to the serious risk to food safety and an extensive history of non-compliance, prosecution proceedings were initiated against proprietors of a take-away/manufacturer food premises and a restaurant accounting for 54 offences and 56 offences against the *Food Act 2001* and the *Australia New Zealand Food Standards Code* respectively. Prosecution proceedings are on-going, see Graph 14.

EHA received a total of 117 food complaints during 2012-13. As shown in Table 19 there has been a 20% increase in the number of food complaints received compared to 2010-11.

While there was an increase in the number of complaints when compared to 2011-12 and 2010-11, only 32% of these complaints received were proven to be justified (Table 20) compared to 53% the previous year. This result may be attributed to the limited evidence provided by the complainant, various sources of contamination and the difficulty of observing instances of poor food handling practices due to officer presence.

Alleged food poisoning accounted for the significant proportion (26%) of food complaints received during 2012-13. Only four (4) 13.3% of these complaints were justified.

There was a 35% increase in the number of refuse storage complaints, contributing to the overall increase in the total number of complaints received. As a result the food businesses were instructed to arrange for refuse to be removed immediately, ensure the bins were cleaned and where necessary, legal action was taken.

Food safety inspections were also conducted at eight (8) special events held within the Constituent Council areas during 2012-13.

	2010-11	2011-12	2012-13
Number of Food Complaints	98	105	117

Table 19: A three [3] year comparison of the number of food complaints received.

TYPE OF COMPLAINTS RECEIVED	TOTAL NUMBER OF COMPLAINTS RECEIVED	NUMBER OF COMPLAINTS JUSTIFIED/ CONFIRMED
Food unsuitable/unsafe due to foreign matter	16	3
Food unsuitable/unsafe due to microbial contamination / growth	14	6
Food unsuitable/unsafe due to presence of unapproved or excessive chemical residues	0	0
Alleged food poisoning	30	4
Confirmed food poisoning	6	0
Unclean premises	7	2
Poor personal hygiene or poor food handling practices	12	5
Vermin / insects / pests observed in premises	8	5
Refuse storage	14	10
Labelling issues	2	1
Other - Use-by/ Best Before - Quality of food - Odours - Dogs and outdoor dining	8	2
TOTAL	117	38

Table 20: A comparison of the number of food complaints and the number of complaints justified following an investigation.

SUMMARY FINANCIAL STATEMENT FOR THE YEAR ENDING 30 JUNE 2013

	2013	2012
Council Contributions	1,469,100	1,323,448
Statutory charges	149,155	95,156
User charges	398,337	380,930
Grants, subsidies and contributions	149,012	132,314
Investment income	23,729	22,626
Reimbursements	-	36,827
Other income	22,303	5,367
TOTAL INCOME	2,211,636	1,996,668
EXPENSES		
Employee Costs	1,376,265	1,472,336
Materials, contracts & other expenses	611,432	526,176
Depreciation, amortisation & impairment	106,539	14,509
Finance costs	14,725	-
TOTAL EXPENSES	2,108,961	2,013,021
OPERATING SURPLUS (DEFICIT)	102,675	(16,353)
Asset disposal & fair value adjustments	1,187	2,632
NET SURPLUS/(DEFICIT)	103,862	(13,721)
Other Comprehensive Income	-	-
TOTAL COMPREHENSIVE INCOME	103,862	(13,721)
CURRENT ASSETS		
Cash and cash equivalents	510,711	396,526
Trade and Other Receivables	175,594	103,192
TOTAL CURRENT ASSETS	686,305	499,718
NON-CURRENT ASSETS		
Infrastructure, Property, Plant & Equipment	598,698	44,019
TOTAL NON-CURRENT ASSETS	598,698	44,019
TOTAL ASSETS	1,285,003	543,737
CURRENT LIABILITIES		
Trade & Other Payables	254,461	220,609
Borrowings	50,921	-
Provisions	87,673	87,108
Liabilities relating to Non-current Assets held for Sale	-	-
TOTAL CURRENT LIABILITIES	393,055	307,717
NON-CURRENT LIABILITIES		
Borrowings	544,501	-
Provisions	52,203	44,638
TOTAL NON-CURRENT LIABILITIES	596,704	44,638
TOTAL LIABILITIES	989,759	352,355
NET ASSETS	295,244	191,382
EQUITY		
Accumulated Surplus	295,244	191,382
TOTAL EQUITY	295,244	191,382



Eastern Health Authority Annual Report 2013



Local councils working together to protect the health of the community

Subsidiary Reports

Eastern Health Authority

East Waste

Highbury Landfill Authority



ANNUAL REPORT 2012/2013

EAST WASTE

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



Directors of the Board



Mr Brian Cunningham
Independent Chair



Cr Linda Green
Adelaide Hills Council



Mr Paul di Iulio
City of Campbelltown



Mr Mario Barone
City of Norwood,
Payneham & St Peters



Mr Matthew Pears
City of Mitcham



Cr Grant Piggott
City of Burnside



Cr Gianni Busato
Corporation of the
Town of Walkerville

INDEPENDENT CHAIRPERSON'S REPORT

I take great pleasure in providing my first report as Independent Chair of East Waste. The change in Board make up is as a result of a new Charter being gazetted on 29th November 2012. All Member Councils were asked to confirm their Director as required by the Charter and Member Councils appointed myself as Independent Chair around April 2013.

It is pleasing to note that the Board has continuity with only 2 changes besides my appointment. On behalf of the Board I would like to express my gratitude to the previous members, Mr Bill Cossey, Adelaide Hills Council and Cr Elaine Grimm, City of Mitcham and welcome the new Directors, Cr Linda Green, Adelaide Hills Council, and Mr Matthew Pears, City of Mitcham.

In the short time I have been Chair, the Board has provided professional guidance and advice with the common goal of continual improvement throughout East Waste.

Governance

The Charter sets the framework for East Waste operations and the Board has resolved a process to develop a new 10 year Strategic and Financial Plan for the organisation. This will be an inclusive process involving all stakeholders.

The Board has also resolved to recruit a General Manager to guide the organisation over the next 5 years.

Financial Management

The Audited Financial Statements for East Waste were on budget for the year and all Member Councils received a refund on their budgeted fees.

A review of all major contracts has resulted in a refund of approximately \$300,000 by Visy Recycling which has been credited to Member Councils. East Waste also expects to receive a diesel rebate refund for diesel that is used in driving the compactor and lifting the bins. The Taxation Office has recently ruled that these activities attract a lower diesel tax than diesel that is used in normal transportation activities.

The East Waste GPS system is now fully operational and the 2013/2014 Budget has been cast based on this system. The cost allocation system is designed to accurately allocate costs for Member Councils kerbside collection services.

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 introduced 2 new services during the year. Adelaide Hills Council commenced a green organics collection and East Waste undertook the finance of new Mobile Garbage Bins for this service. GPS tracking also provided significant savings for Council as only one and a half trucks were needed, rather than the original estimate of 2 trucks.

Burnside introduced its new 3 bin service which has been very well received by residents. East Waste provided back up in the transition from the split-bin to the 3 bin system and actual costs were less than original budget estimates.

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. This has been further reinforced on the new East Waste website.

Finally, I would like to thank Trevor Hockley for his astute leadership of a committed and willing staff team at East Waste in a challenging and successful year. Trevor and our staff continue to drive efficiencies in the business and their focus on customer service remains strong. I would also like to thank the Board for their guidance, hard work and commitment throughout the year and we look confidently to the future as we develop our 10 year forward plan.

I commend the 2012-2013 East Waste Annual Report to you.

Brian Cunningham
Independent Chair

ACTING GENERAL MANAGER'S REPORT

Year in Review

Governance

Charter

The new Charter was gazetted on 29th November 2012.

10 Year Business Plan, Financial Plan and Business Continuity Plan

The Board has resolved to develop these plans as required by the Charter and a Discussion Paper will be circulated in October 2013 prior to a workshop with all Stakeholders later this year.

Continual Improvement in Governance

Seven policies were adopted during the year by the Board and a further 8 policies have been drafted or reviewed and will be progressively presented during the 2013/ 2014 year.

Administration & Management

Management and Administration Team

East Waste has strengthened its operational management by the appointment of a foreman with daily responsibility for performance standards being met for kerbside collection. East Waste has lessened the emphasis on cost only as a measure for waste collection performance by broadening the measure to incorporate the way the street is left and to ensure that every bin that is presented is collected. The performance of each driver is now being measured not only by productivity but by random audit of streets to meet a performance benchmark of 90% conformance to bins left upright with lids closed and positioned back on the kerb. All missed bins by each driver are measured and must meet the same benchmark.

East Waste recruited a new mechanic during the year and has completed a review of existing contracts and outsourced work to achieve a sensible balance between the use of existing workshop facilities within East Waste and the use of outside contractors and suppliers. East Waste has seen an improvement in the utilization of its truck fleet during this year.

Customer Service

East Waste services over 120,000 households per week and empties up to 200,000 bins a week. East Waste is committed to customer service and records all enquiries to its call centre in a database. This database is then used to measure Key Performance Indicators (KPI) on customer service for the organisation. The KPI that most reflects customer satisfaction is the collection of every bin presented and East Waste has met its benchmark performance of collecting every bin within 24 hours that has been missed or not presented in over 99% of the recorded missed bins.

Enterprise Agreement

An enterprise agreement has been successfully negotiated with the drivers of East Waste for the next 3 years. The performance criteria outlined above has been incorporated in to the Agreement and wage increases capped at 4% for the period. 1% of that annual increase relies on each individual driver meeting the performance benchmarks.

Work Health & Safety

East Waste has increased its Human Resources to respond to the challenge of meeting and exceeding workplace safety throughout the organisation. The organisation has progressively implemented the One System Program and achieved a rebate percentage of 37.4% against the contributions required for the coming financial year. East Waste has also achieved a record number of no lost time accidents which currently stands at 360 days.





Financial Management

The 2012/ 2013 year was the first year that Member Council charges are based on common fleet costing. The Board resolved, prior to the 2012/2013 year, to adjust Member Council fees based on the GPS technology.

The common fleet system relies on allocating all the costs associated with Member Council services, allocated as a percentage of actual hours worked in collection and travel times for each service. This is achieved by using GPS in all trucks and geo-fencing Council borders so the software calculates actual collection times and travel times for each Member Council. The percentages are then applied across all East Waste costs incurred (including administration and workshop) to determine the actual cost of the service to Member Councils.

East Waste has worked hard during the year to control costs without reducing service delivery. This has been achieved by a rigorous review of all the procurement processes within the organisation and an ongoing emphasis on using in-house resources for maintenance when more cost effective than the option to outsource repairs.

The use of the GPS technology has allowed for better utilisation of the 37 trucks operated by East Waste that still allows an accurate and auditable costing system for its Member Councils.

Bin Financing

East Waste has previously financed bins for Member Councils and charged a fee back to Member Councils. As part of a report on common fleet costing, the Board of East Waste resolved in June, on a policy to set fees for the financing of Mobile Garbage Bins (MGBs).

East Waste will finance the MGBs through the Local Government Finance Authority over a period between 5 – 10 years (depending on Member Councils preference) at a fixed interest rate paying back principle and interest over that term. The charge to Member Councils will be the repayment of the loan per annum without any administration charges and remain in force until the loan is repaid. This policy will ensure it is cash flow neutral to East Waste and no effect on the equity of East Waste.

Operations Management

East Waste purchased 5 new RACV trucks during the year and introduced 2 new services to Member Councils. Burnside introduced its 3 bin system in December 2012 and Adelaide Hills launched its fortnightly green organics service in September 2012. The introduction of both the services has been seamless.

East Waste continued its quest to broaden core services to Member Councils and reduce costs where possible in providing those services. The capital budget included approval for a litter truck subject to a Member Council wishing to use East Waste as their service provider. Norwood, Payneham & St Peters have agreed to use a litter service from 1st July 2013 and a new truck was delivered to East Waste in June 2013 to commence this service. The Board also authorised the purchase of a second-hand litter truck to provide back up and enable East Waste to progressively replace an external contractor in difficult to access streets in Council collection areas. East Waste currently spends \$150,000 per annum with an external contractor providing this service and East Waste would expect to reduce this external cost by fully utilising its own vehicles.

An at call hard waste collection service has also been investigated during the year. The City of Mitcham has agreed to introduce an East Waste at call hard waste service in the 2013/ 2014 financial year modelled on their existing service, provided by an external contractor.

Regular meetings are held with Member Councils to review East Waste performance and information is fed back to drivers via regular toolbox meetings. The new training facilities at East Waste provide the opportunity to train and improve East Waste drivers in safety and courtesy to the public.

East Waste has launched a new website for the public at www.eastwaste.com.au that also links to all Member Councils. This site provides a more up-to-date interface for residents to communicate with East Waste.

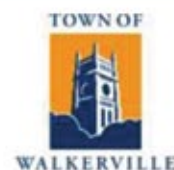
A handwritten signature in black ink that reads 'Trevor Hockley'.

Trevor Hockley
Acting General Manager

Eastern Waste Management Authority Inc

Summary Financial Statement for the year ended 30 June 2013

	2013	2012
	\$	\$
REVENUE		
Collection Charges	13,400,493	12,913,196
Interest Income	40,762	40,573
Sundry Income	888,646	1,803,950
TOTAL REVENUE	14,329,901	14,757,719
EXPENSES		
Employee Costs	3,914,629	3,525,866
Materials, contracts & other expenses	8,046,678	7,992,116
Depreciation, amortization & impairment	1,958,761	1,953,813
Finance Costs	411,319	451,996
TOTAL EXPENSES	14,331,388	13,923,791
OPERATING SURPLUS/(DEFICIT)	(1,487)	833,926
Net gain (loss) on disposal or revaluation of assets	78,999	664
Income Tax Equivalent Charge arising from the the Principle of Competitive Neutrality	(19,767)	(19,158)
NET SURPLUS (DEFICIT)	57,745	815,433
TOTAL COMPREHENSIVE INCOME	57,745	815,433
CURRENT ASSETS		
Cash and Cash Equivalents	2,064,227	1,336,741
Trade and Other Receivables	(5,980)	529,515
Inventories	2,916	12,771
TOTAL CURRENT ASSETS	2,061,163	1,879,027
NON-CURRENT ASSETS		
Infrastructure, Property, Plant & Equipment	6,541,665	4,615,587
TOTAL NON-CURRENT ASSETS	6,541,665	4,615,587
TOTAL ASSETS	8,602,828	6,494,614
CURRENT LIABILITIES		
Trade and Other Payables	1,426,284	1,226,924
Borrowings	2,021,622	1,628,082
Provisions	221,056	195,516
TOTAL CURRENT LIABILITIES	3,668,962	3,050,522
NON-CURRENT LIABILITIES		
Borrowings	5,146,936	3,729,472
Provisions	78,981	64,416
TOTAL NON-CURRENT LIABILITIES	5,225,917	3,793,888
TOTAL LIABILITIES	8,894,879	6,844,409
NET ASSETS	(292,051)	(349,795)
EQUITY		
Accumulated Surplus	(292,051)	(349,795)
TOTAL EQUITY	(292,051)	(349,795)



Subsidiary Reports



Eastern Health Authority

East Waste

Highbury Landfill Authority

HIGHBURY LANDFILL AUTHORITY

ANNUAL REPORT 2012 / 2013

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 requested that groundwater monitoring be undertaken annually.
- The Risk Management Plan for the Highbury Landfill is constantly under review.
- The Board has agreed that the provision for the closure of the Highbury Landfill be independently reviewed every 3 years.

The composition of the Board of the Highbury Landfill Authority remained unchanged throughout the year.

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

The Board received a report on the various options for entities to manage the closure phase of the Highbury Landfill for the next 20 years. The current Regional Subsidiary structure was considered the best option and this report and the recommendation was presented to Member Councils for their consideration.

The 3 Member Councils of Burnside, Norwood, Payneham & St Peters and Walkerville unanimously endorsed the continuation of the regional subsidiary structure. The Board then requested that a review of the Charter for HLA be undertaken so that the constitution could be written expressly for managing a closed landfill. The Board will receive the revised Charter later this year and this revised Charter will then be referred to Member Councils for their review and formal adoption.

The site continues to be governed by an Environment Protection Authority (EPA) licence requiring six monthly monitoring of groundwater and monthly



Torrens Road Entrance

monitoring of landfill gas. The site has remained reasonably stable and within its approved risk profile. Given the steady state conditions around the site, HLA has requested the EPA to vary the licence to undertake yearly groundwater monitoring. The EPA is considering this request.

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. 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 increased which has seen the provision decrease by approximately \$600,000.



Natural vegetation germinating over the site

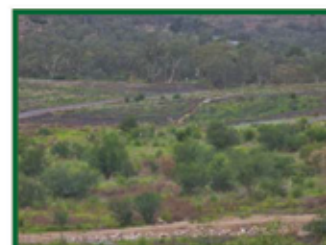


CLOSURE & POST-CLOSURE MANAGEMENT

Regular maintenance of the site is undertaken during the year. The Board has approved expenditure on upgrading the access tracks to all the monitoring points around the site to ensure compliance with WHS legislation for contractors undertaking regular environmental monitoring.

The EPA are provided with monthly reports on landfill gas extraction and monitoring. These reports generally show compliance with the risk profile for the site.

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 2013

Income Statement as at 30 June 2013			Balance Sheet as at 30 June 2013		
	2013	2012		2013	2012
	\$	\$		\$	\$
REVENUE			CURRENT ASSETS		
Interest Received	2,686	4,419	Cash & Cash Equivalents	127,233	302,264
Sundry Income	225	1,176	Other	4,951	7,062
TOTAL REVENUE	2,911	5,595	Total Current Assets	132,184	309,326
EXPENSES			NON-CURRENT ASSETS		
Depreciation	7,395	9,244	Plant & Equipment	31,380	38,775
Highbury Closure Provision	(501,353)	905,027	Total Non-Current Assets	31,380	38,775
TOTAL OPERATING EXPENSES	(493,958)	914,271	TOTAL ASSETS	163,564	348,101
NET SURPLUS/ (DEFICIT)			CURRENT LIABILITIES		
RESULTING FROM OPERATIONS	496,869	(908,676)	Trade and Other Payables	4,954	11,451
			Other	-	9,660
			Provisions	164,000	254,000
			Total Current Liabilities	168,954	275,111
			NON-CURRENT LIABILITIES		
			Provisions	4,041,000	4,616,249
			Total Non-Current Liabilities	4,041,000	4,616,249
			TOTAL LIABILITIES	4,209,954	4,891,360
			NET ASSETS	(4,046,390)	(4,543,259)
			EQUITY		
			Accumulated Deficit	(4,046,390)	(4,543,259)
			TOTAL EQUITY	(4,046,390)	(4,543,259)



Revegetation looking East over the site

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



LANDFILL GAS MANAGEMENT AT HIGBURY

- 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.



