

annual
report
2015/16



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From the Mayor

I have pleasure in presenting the City of Burnside's Annual Report for 2015/16.

This financial year was highly productive in delivering across the broad range of our programs – environment, heritage protection, services, planning and development, open space, master planning, reserve management and community facilities. Several key achievements stand out:

Water for Skye

History was made in January 2016 when 20 residents of Skye became connected with mains water. The suburb of Skye was not within the City of Burnside when developed in the 1960s. At the time it was not connected with mains water as the infrastructure required was prohibitively expensive. Residents made private arrangements for water by either catchment or storage of rainwater or by purchasing bore water from service providers who developed private reticulation systems, or both.

Several decades ago Skye became part of the City of Burnside through a council boundary adjustment. Its status as the only Burnside suburb without mains water has always been anomalous. Moreover Skye is highly vulnerable to bushfire and its limited access to reliable water was a serious concern.

Water supply is not a local government responsibility, but over the years Burnside made several unsuccessful attempts to broker a satisfactory arrangement between residents and SA Water over a mains water supply.

The recent closure of a private bore supplier again raised the issue. The State Member for Bragg, Vickie Chapman, whose electorate includes Skye, played a leading role in facilitating a formal SA Water supply agreement with Skye residents. Last year, 92 of Skye's 138 households agreed to pay \$18,500 over 15 years to be connected to the city mains network. Remaining residents may join at a time of their choosing for a higher fee.

Waterproofing the East

In the environmental sphere, Burnside committed to the Waterproofing the East project. This visionary water recycling project will store water in underground aquifers, recover the stored water in summer months and reticulate it to many parks in the three adjoining councils of Burnside, Norwood Payneham and St Peters and Walkerville. The project is supported by grants of \$10 m from the federal government and \$2 m by the Adelaide and Mount Lofty Ranges Natural Resources Management Board – a state government body. On behalf of the citizens of Burnside, I thank both levels of government for these vital financial contributions. The total capital spend is \$21.6 m, with an estimated economic multiplier benefit of \$68 m to the district during the construction phase.

The project is in the first instance an insurance policy. Many will remember the water restrictions of 10 years ago when many of our public trees stressed and died through lack of water. Not all Burnside parks will be connected, but many will. The project is also potentially a cheaper source of water than SA Water and is expected to have financial benefits to Burnside. It is an outstanding example not only of cooperation between local government neighbours - an imperative in the twenty-first century - but also of cooperation between all three tiers of government.

Household recycling

A new waste management contract with East Waste through subsidiary councils – City of Burnside, Adelaide Hills Council, Campbelltown City Council, City of Norwood, Payneham & St Peters, City of Mitcham and the Corporation of the Town of Walkerville – has changed the way household waste is managed.

Not only is this contract a testament to partnering with neighbouring councils to achieve greater value for money in delivering services, it has seen financial returns for each subsidiary.



The contract provides income for every tonne of recyclable waste collected based on the contamination rates of each council area. Audits are conducted every 12 months to determine the contamination rates of the recycling (yellow) bins.

This financial year Burnside achieved the lowest contamination rate and therefore received the highest income per tonne of all member councils. The result was \$155,000 income from household recycling.

Congratulations to our community for their diligence in managing their household recycling. The increased income contributes to reducing the cost of waste management and contributes to reduced operational costs, ultimately impacting on rates.

Please continue to recycle to reduce the amount of waste to land fill. Information about what items can be recycled in the yellow bin can be found on Council's website.

Managing Bell Yett Reserve

In 1998, St Peter's Girls' School entered into an agreement with the City of Burnside which allows the school limited use of a car park, the tennis courts and a grassed area on Bell Yett Reserve. In early 2015 the school proposed that the car park be upgraded and expanded and improvements be undertaken to the tennis courts and the grassed area as a hockey field. The school proposed to fund the capital works and to assume responsibility for the maintenance of the reserve in return for non-exclusive use of the hockey field and car park and priority use during the school term of the tennis courts.

An extensive community consultation program was undertaken. There was strong community support for an arrangement which provides the school with limited security of tenure, Burnside citizens with an upgraded and more attractive reserve and the City Administration with a reduction in maintenance costs. Council unanimously resolved to enter into an agreement and partner with St Peter's Girls' School on what is a mutually beneficial outcome for Burnside residents, Council and the school.

From the Mayor

Glenunga Hub

2016 saw the official opening of the Glenunga Hub in Conyngham Street, Glenunga, a facility that redefines the leisure facilities available for use by the City of Burnside residents. It is a vibrant destination for our community and builds on the inherent qualities of the site. With an extensive program of activities and facilities for community sport and recreation, the Hub helps to foster healthy living and community wellbeing as a gathering place for the community.

Brown Hill and Keswick Creeks management plan

Following extensive community engagement in the previous financial year, the five Brown Hill Keswick Creek catchment councils endorsed the Stormwater Management Plan for the Brown Hill and Keswick Creek flood mitigation scheme. The scheme aims to mitigate serious flood risks and help safeguard properties across the catchment of Brown Hill and Keswick Creeks.

The member councils Burnside, Adelaide, Mitcham, Unley and West Torrens, committed funding to the scheme as part of a cost sharing proposal with the State Government. Full implementation of the plan, which will be carried out over a number of years, is subject to final approval from the Stormwater Management Authority.

Kensington Gardens War Memorial Rededication

On Remembrance Day 2015 (11 November) I participated in a ceremony organised by the Kensington Park RSL to rededicate the War Memorial in the centre of Kensington Gardens Reserve. This memorial was established in 1940 to honour in particular seven young Burnside men who were killed in World War I. Only the initials of these soldiers appear on the memorial. With the assistance of a grant from the Federal Department of Veterans Affairs under the 100 Years of ANZAC program, Burnside Council has refurbished the memorial and a plaque now provides the full names of these young men who never returned. In association with the Burnside Historical Society, an Aleppo pine tree, a descendant of the lone pine of Gallipoli, was planted within a new garden bed to the immediate west of the rededicated memorial.



Australia Day

In January I welcomed 74 residents from 19 countries who pledged their loyalty to Australia and became Australian citizens at the annual Burnside Australia Day ceremony. Although I conduct citizenship ceremonies throughout the year, the Australia Day Ceremony is a special event. It is always a happy and well attended occasion in a quintessentially Australian setting; under an azure sky, in the dappled shade of gum trees and amid a cacophony of bird sound. It provides the many citizens who attend with an opportunity to reflect on the importance of citizenship as a unifying bond strengthening our local community and on what it means to be Australian.

A handwritten signature in black ink, appearing to read 'David Parkin'.

David Parkin
Mayor



From the CEO



This Annual Report 2015/16 provides our community with comprehensive and transparent information against our Annual Business Plan and Be the Future of Burnside 2012-2025, our Strategic Community Plan.

It analyses Council's operational, financial, environmental and social performance during 2015/16.

The Report outlines how Council fulfils its commitment to the community and identifies major projects and programs that have been implemented to improve and enhance the quality of life for our residents.

The Annual Report also documents Council's key highlights and achievements and our approach to emerging challenges and reflects the great diversity of our constituents, including members of our community, our ratepayers, local businesses, interested stakeholders, government agencies and departments.

Our operating result for the 2015/16 financial year is a \$1,349,000 operating surplus. The 2015/16 adopted budget was based on an operating surplus of \$573,000.

Council has exceeded this target by \$776,000 and has been successful in absorbing all the cost pressures faced during the year. This is a commendable achievement and a result of strong financial discipline and Council's commitment towards efficiencies and the use of innovation to drive improvements.

In 2015/16, we maintained strong fiscal diligence and delivered initiatives against our Annual Business Plan, the most notable being the delivery of all Capital Works programs scheduled for the financial year in the areas of drainage, footpath, road resurfacing, traffic calming, kerb renewal, community buildings, playgrounds and open space; the successful negotiation and agreement to transfer Constable Hyde Memorial Garden to the City of Burnside to be preserved for the community; the introduction of an At-Call Hard Waste collection system; the creation of our new Community Connections department after the successful restructure

From the CEO

of our Community Services, Library and Pool sections to deliver efficient and high performing outcomes for our community; and streamlining our management practices and service delivery in procurement, information technology and customer service to achieve effectiveness and efficiencies.

The City of Burnside developed a renewed internal control framework drawing upon best practice models across all tiers of Government. Burnside Administration gave high priority to streamlining and strengthening its internal financial control environment to meet the higher standards demanded. Upgraded financial policies and management protocols have significantly enhanced Council's internal financial control and risk management profile. This framework is possibly the best that has been adopted by a South Australian Council to date.

As a result of this effort, the City of Burnside was recognised for Leadership in Financial Management for this ground breaking framework at the 2016 LG Professionals Australia, SA Leadership Excellence Awards.

Our management of bushfire risk reduction, woody weeds and tree planting was robust and complemented the Council's continued commitment to our environment and biodiversity, with particular success at Michael Perry Reserve.

The November 2015 Annual Community Survey indicated that the overall satisfaction of our community with the performance of Council has increased steadily since 2013. The results of this statistically valid survey show that the City of Burnside recorded an average (mean) overall satisfaction score of 7.2 out of 10, which is an increase in comparison to the February 2015 result of 7.1, the 2014 result of 6.9 and significantly higher than the 2013 result of 6.7. Increases in overall satisfaction observed over time generally indicate more positive perceptions among residents.

Residents were asked about their perceptions of specific service areas of Council. Across all areas there has been an increase in mean satisfaction percentages from 2013 to November 2015. This demonstrates that the City of Burnside community is increasingly more satisfied with the performance of Council in all aspects of our service. I thank the community for taking the time to give this valuable feedback on Council's performance.

We are immensely proud of our newest community asset as an outcome of master planning at Glenunga Reserve, the Glenunga Hub, and will work toward outcomes for our community in developing a conservation management plan for Hazelwood Park and a master plan for Kensington Gardens Reserve that meets the needs of the community, reserve users and Council.

Work will also continue on updating our planning policy to better reflect the aspirations of our community of what they want Burnside to look like in the future, taking into account the aims and objectives of the 30-Year Plan for Greater Adelaide. In reviewing the planning policies that we use in the assessment of development proposals, we are giving consideration to feedback received from the community in the previous growth survey in designing guidelines for our retail, commercial and business areas. This work will be critical in revitalising and fostering our City's future economic development and growth, and ensuring Burnside remains a great place to live, work and play.



Paul Deb
Chief Executive Officer



Our City



In 1856, 160 years ago, the City of Burnside was proclaimed a District Council and in 1943 was proclaimed a City.

The City of Burnside is one of Adelaide's oldest residential areas, encompassing 28 suburbs, and is located 10 minutes from the central business district of Adelaide nestled at the base of the Adelaide foothills.

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

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

In 2015 the City of Burnside Estimated Resident Population (obtained from Australian Bureau of Statistics) was 45,034 and this is forecast to grow to 45,992 (a 4.31 per cent growth) by 2036.

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

Our Values



Caring & supportive



Innovative & creative



Transparent & honest



Enjoyment & involvement

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.

Planning and Development



555 Building inspections

incorporating brickwork (24), complete (135), footings (154), framing (134), swimming pool (108).



Development Applications lodged:

1,191 with an estimated cost of **\$150,488,362.45**

Full Development Approvals:

01/07/15 - 31/12/15: **628**

01/01/16 - 30/06/16: **458**



Under the Significant Regulated Tree Assistance Scheme 14 applications were made for grants to the value of **\$11,341.50**.

Rangers




5,293 Dog registrations


60 dogs were impounded

59 were reunited with their owners



Community Connections

>200 volunteers supported 


 We have successfully reopened the renovated **George Bolton Swimming Centre Burnside** and run a 37-week season.

Developed and successfully managed **5** new community development programs.

We continue to be the second busiest Public Library branch in the state, based on loan numbers. With over:

 **711,000** loans
 **>290,000** visitors

The Library also ran a full calendar of well received events which attracted **24,130** visitors.

 **1,691** older residents have received assistance to remain living safely at home with services including minor home maintenance and modification, gardening and gutter cleaning.

Council awarded **\$21,561.60** of grants between **16** successful community grant applications.

The Pepper Street Arts Centre held, either at the centre or the Civic Centre Atrium:

 **21** exhibitions
 **315** artists + community groups
 **2,200** visitors attended openings + demonstrations

IT

 **268,000** website visitors
 **678,000** page views


Conservation and Land Management

City of Burnside Conservation Volunteers contributed:

 **2,090** hours on **6** sites across Burnside

Through our partnership with Trees for Life, volunteers contributed **972** hours work on **9** 'Bush for Life' sites across Burnside.



 Through our partnership with Conservation Volunteers Australia, volunteers contributed **> 144** hours on **2** sites in Burnside.

Burnside's Green Army Team contributed **4,950** hours to conservation projects in City of Burnside.

Our Vision

Volunteers



25,456 Total City of Burnside volunteer hours

Community Services volunteers **10,690** hours



Library volunteer **10,776** hours

Operations volunteer **2,920** hours

294 graffiti removal volunteer hours and **883** graffiti removal square metres covered



Justice of the Peace:



21,068 tasks performed including 539 overseas tasks + 250 interstate tasks



7,112 people attended



1,070 hours

Customer Service



4,813 Customer requests lodged



53,080 inbound calls handled by the Call Centre

Open Space, Recreation and Property

The City of Burnside has a total tree canopy coverage **> 30 %**



40,000 street + reserve trees



650 new trees planted

Council's total waste diversion rate is the highest in the state, with the lowest recycle waste contamination rate in the country.



Council spent **> \$2 m** refurbishing and renewing its community facilities, with **> \$2 m** directed towards improving its open space and recreational assets.



> 37 km recreational trails

Administration responded to:

> 1,400 Building Management Requests associated with its community facilities.

> 1,500 requests associated with trees,

> 98 % actioned within an average of 13 days

Council's new At-Call Hard Waste service diverts **> 95 %** of the waste away from landfill and is used in a Resource Recovery system as alternative fuels.

Engineering

> \$524 m worth of assets



256 km of roads

460 km of kerbs



> 340 km of footpaths
(and growing!)


148 km of underground drains

6 km of underground culverts

3,032 side entry pits

1,154 junction boxes

55 endwalls

 81 bus stops

467 Council lights

23 footbridges

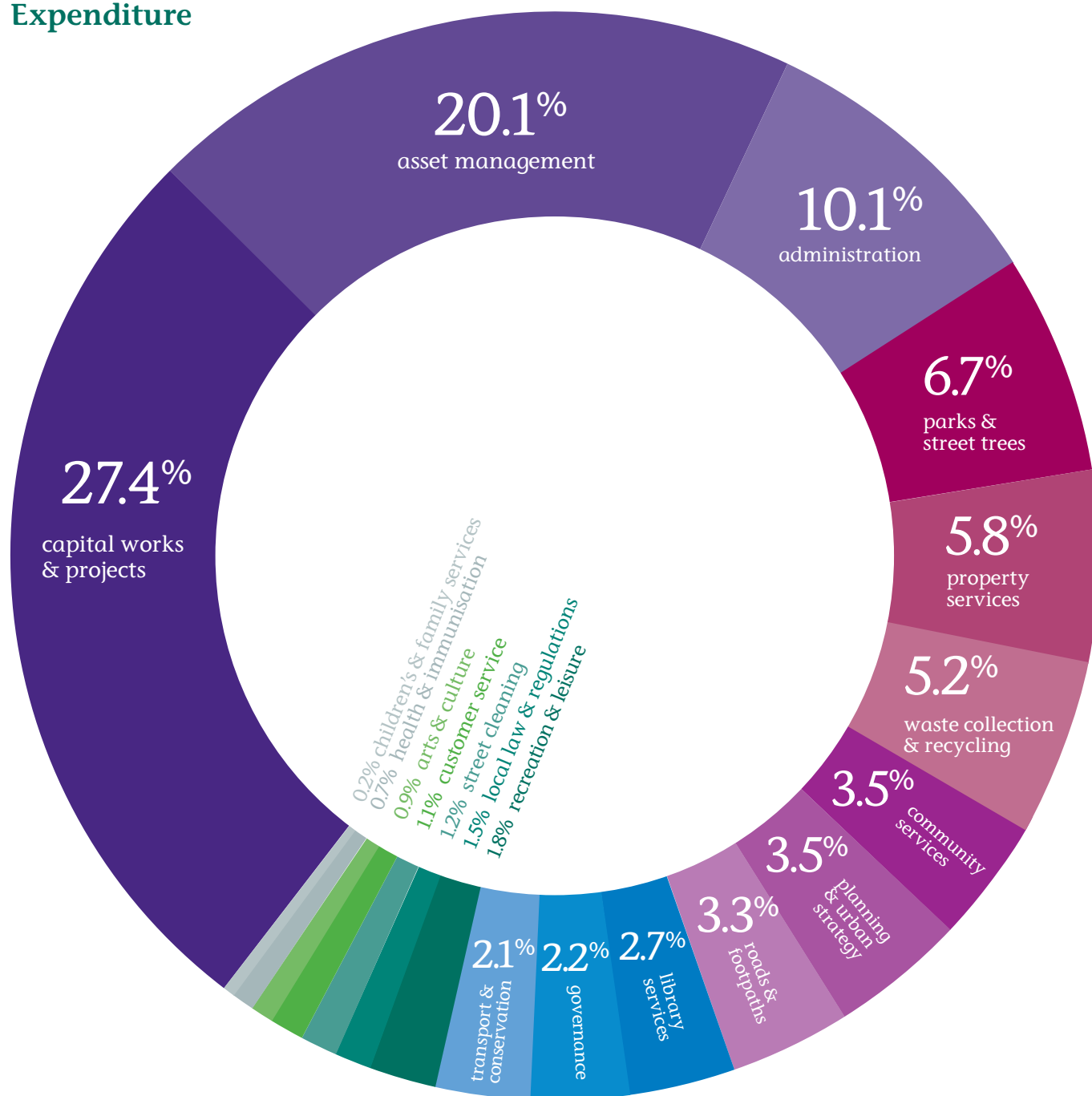
672 retaining walls

429 benches.



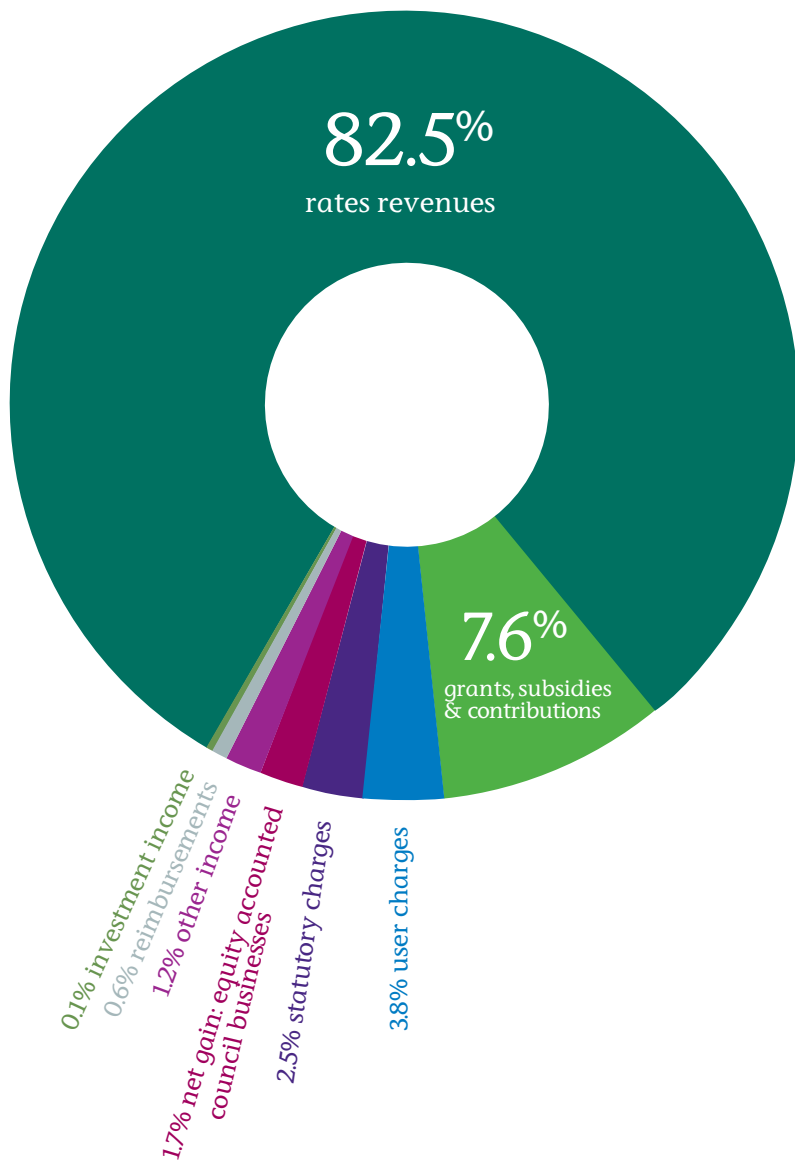
Financial Summary & Expenditure

Expenditure





Revenue





Our Performance Highlights

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

Our performance and achievement highlights are measured against our four strategic objectives as outlined in *Be the Future of Burnside, Our Strategic Community Plan 2012-2025*:

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

Following are examples of projects that were achieved against our four Strategic Directions.

Strategic Direction 1: Integrated Urban Form and Living Spaces

Delivery of all Capital Works programs

All Capital Works scheduled for the 2015/16 financial year were completed in the areas of drainage, footpath, road resurfacing, traffic calming, kerb renewal, community buildings, playgrounds and open space.

Successful negotiation and agreement to transfer Constable Hyde Memorial Garden to the City of Burnside

After several months of working closely with all stakeholders, the Council Administration and the State Government were able to negotiate a new proposal that was consistent with the community feedback.

This new proposal was presented to Council at its meeting on 13 October 2015. Council resolved to seek Ministerial approval to revoke the community land classification of the Rose Park Preschool and JB Cleland Kindergarten only.

The Rose Park Scout Hall and the Gurney Road Garden will remain as community land, an outcome strongly supported by the Burnside community.

This decision allows Council to seek Ministerial approval to revoke the community land classification of the Rose Park Preschool and JB Cleland Kindergarten. Should Ministerial approval be received, Council may then resolve to proceed with negotiations to transfer this land to the State Government and acquire Constable Hyde Memorial Garden, saving it as community land.

First draft of the Activity Centres Draft Plan Amendment (DPA)

Recognising the community and council concerns about growth and urban form that were identified through the Minister's Inner Metropolitan Growth DPA, and following a Section 30 review which resulted in a request from the Minister to address growth in line with the SA Government's *30-Year Plan for Greater Adelaide*, a major city-wide consultation on growth was undertaken in 2014.

This consultation highlighted the preferences of the community on how urban growth should be handled in the City of Burnside both now and into the future. Based on this community feedback, Council reviewed the planning policies we use in the assessment of development proposals for our retail, commercial and business areas and considered what our future planning needs are to better address the aims of the State Government's *30-Year Plan for Greater Adelaide*.

Council produced the 'Approach to Mixed Use and Activity Centres DPA' which, although a work in progress and not an endorsed document, nor implemented as policy, contains current ideas on future business planning policy in our City.

It highlights the direction Council is currently heading in updating planning policy in our commercial and business areas to better reflect the aims and objectives of the *30-Year Plan for Greater Adelaide*.

The 'Approach to Mixed Use and Activity Centres DPA' will be subject to community consultation in the next financial year.

Our Performance Highlights

Swim School at the George Bolton Swimming Centre Burnside

With the opening of the refurbished George Bolton Swimming Centre Burnside, the City of Burnside introduced a Council-managed swim school for all ages from 12 months as well as school holiday and birthday party programs.

The Burnside Swim School lessons teach swimming and survival strokes with a focus on water safety. The lessons involve water safety elements in each of the eight levels, as well as dedicated safety weeks where the entire lesson is focused on water safety. This will assist in our goal to ensure all children are safer in and around the water. Our Swim School program follows the school term operating only in Terms 1 and 4.



Strategic Direction 2: Protected and Valued Environment

Waterproofing the East

The Waterproofing the East project was approved to proceed in this financial year.

The aim of this water recycling project is to store water in underground aquifers, recovering the stored water in the summer months and reticulating it to many parks in the three adjoining councils of Burnside, Norwood, Payneham and St Peters and Walkerville.

The participating councils have adapted the model of the successful Salisbury stormwater recycling initiative to fit the geology and topography of the combined council areas.

Supported by grants of \$10 m from the federal government and \$2 m by the Adelaide and Mount Lofty Ranges Natural Resources Management Board - a state government body - the total capital spend on Stage 2 of this project will be \$21.6 m, with an estimated economic multiplier benefit of \$68 m to the district during the construction phase.

This project is both environmentally sound and financially viable, delivering non-potable (not of drinking quality) water along a distribution network at a cost considerably below the prevailing SA Water price. Twenty Burnside parks and gardens will benefit from this project in the future.

A local government regional subsidiary Eastern Regional Alliance Water (ERA Water), owned and controlled in equal share by the three councils, has been gazetted. It is empowered to construct, maintain and operate the recycling scheme.

Restoring waterways

Stage 4 of the multi-year Michael Perry Reserve creek line restoration was completed with nearly half a kilometre of Second Creek being restored to health.

The project focused on removing woody weeds and replanting a variety of local flora to enhance and improve the water quality, soil and biodiversity of the region. Native reeds and rushes were planted to prevent erosion, stabilise the creek bank and also filter the water.

At-Call Hard Waste

The City of Burnside trialled a more efficient, effective and free At-Call home collection service that is more flexible in meeting the needs of our community and reducing landfill.

Stormwater Capacity Study

Council commissioned a stormwater capacity study to review the capacity of our City's stormwater infrastructure. This included identifying areas most in need of upgrade to address potential flooding risks, and modelling these upgrades to ensure there would be no negative impact on the rest of the system as a result of making these improvements. The results from this study will be used to prioritise future stormwater and flood mitigation works.

Burnside Garden Awards



The City of Burnside Garden Awards were introduced for a one-year trial and open to all Burnside residents, schools, community venues and commercial operators. The aim of the Garden Awards is to support and encourage City of Burnside garden enthusiasts to achieve excellence and innovation in their gardening practices and to recognise the energy and enthusiasm put into local gardens and reward this dedication with recognition as an award recipient.

The awards incorporate a number of different categories:

- Best heritage garden
- Best native / sustainable garden
- Best residential garden
- Best non-residential garden
- Best community garden
- Best school / kindergarten / child-care garden.

The inaugural awards attracted a large number of entries from residents and local community organisations and the presentation evening was a resounding success. The Burnside Garden Awards program will be offered in the 2016/17 financial year.

Our Performance Highlights

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

Glenunga Community Hub



Following a long process that started with an aspirational master plan for the Glenunga Reserve, Glenunga Hub was completed including landscaping and remodelled athletics facilities in December 2015, and officially opened in February 2016. An innovative management model incorporating the many sporting clubs based at the Conyngham Street Glenunga site, and council has enabled this multi-use facility to provide state-of-the-art sporting clubrooms as well as provide extensive community use for recreation, leisure and social activities.

Glenunga Hub redefines the standard of multi-purpose leisure facilities available for use by the City of Burnside residents. As a vibrant destination for our community, the new development builds on the inherent qualities of the site and connects the reserve to the streets of Glenunga and the greater City of Burnside. The Hub helps to foster healthy living and community wellbeing with an extensive program of activities available for the community, as a venue for community sport and recreation, and a place for the community to meet.

Finalisation of the Public Health Plan

Eastern Health Authority, a subsidiary of the City of Burnside, Campbelltown City Council, City of Norwood, Payneham & St Peters, City of Prospect and the Town of Walkerville, developed their first Regional Public Health Plan, in response to the requirements of the *South Australian Public Health Act 2011*. The Plan outlines opportunities to promote and protect the public health of the community across three theme areas:

- **Environments for Health:** including the built, natural and economic environmental features of the region which influence health (including transport, walkability and open space).
- **Capacity For Health:** including lifestyle factors, community connections, access to services and community engagement.
- **Protecting Public Health:** including immunisations, food safety, emergency management and public health services.

Transition of Aged Care service delivery from the Home and Community Care funded program (HACC) to the new Commonwealth Home Support Programme (CHSP) incorporating the use of the My Aged Care portal

The CHSP is the entry level for Australia's aged care system for people aged 65 years and over (or 50 years and over for Aboriginal and Torres Strait Islander people) and their carers who need support to remain living independently at home, and replaces the former Home and Community Care (HACC) Program.

The CHSP has three key programs that are supported in Burnside:

- **3Rs (Respite, Recreation, Revitalisation)**
The 3Rs Program is a centre and community-based program funded by the Commonwealth Home Support Programme (CHSP) that provides support to socially isolated older people, people with memory loss and younger people with a disability. The 3Rs assists people to reconnect with their community and activities of their choice while providing respite and support for their carers.
- **Eastern Region Men's Shed Program**
Sheds have been a traditional place for Australian men to take time out or work on projects. The Eastern Region Men's Shed provides a friendly and safe meeting place for older men, including those with memory loss, living in the eastern region of Adelaide.
- **Home Assist Program**
The Home Assist Program provides a range of home support services, home maintenance, minor home modifications and social activities to assist residents to maintain an independent lifestyle.



Economic Development

The City of Burnside is part of the Eastern Region Alliance Economic Development Group, which has a focus on Smart Cities, Tourism, and the Creative Industries. Economic Development is being fed into a number of strategies across council, including the upcoming DPAs, our liaison with DPTI about Ministerial DPAs, and our liaison with Renewal SA about the Glenside redevelopment.

The City of Burnside also contributes financially and as a partner agency to Eastside Business Enterprise Centre (EBEC), which provides business consulting, information and training to businesses in the eastern region of Adelaide. In 2015, EBEC was successful in securing three years of federal funding to provide services.

Our Performance Highlights

Strategic Direction 4: Our Leading, Inclusive and Connected Council

Effectiveness and Efficiency Reviews

Within this financial year Council sought to deliver improved services to the community while maintaining equitable rates, and providing efficient and effective operations. In order to progress this, Council endorsed the development of an efficiency and effectiveness program to enable Council to make decisions about which services Council will offer, whether there are new ways of servicing customers, as well as optimising existing services in terms of value for money outcomes. A efficiency and effectiveness review was undertaken and presented to Council in June 2016.

Revamp of the Procurement Framework and development of the 12 month Roadmap

Striving for internal efficiencies, Council has reviewed and updated the City of Burnside Procurement Governance Framework. This policy is available online at www.burnside.sa.gov.au. A Procurement Roadmap was developed to guide the development of policies and protocols to tighten and streamline our internal controls and also to strive for better value for money.

Website upgrade

The City of Burnside website (www.burnside.sa.gov.au) should be an engaging, informative and user-friendly communications tool which is well used by the community.

The former design was outdated given available new technology, standards and priorities.

The website was upgraded with fresh imagery, responsive design and functionality, new search features, enhanced navigation and performance, and a stronger focus on the future needs for business and online services.

BCustomerWise program

Council has committed to achieving customer service excellence and to strive to deliver services in a professional, coordinated and timely manner. We also committed to where possible, exceed the needs and expectations of our customers, colleagues and Elected Members.

To achieve this, Council adopted a high level of customer service program, BCustomerWise, to gain a full understanding of what our levels of service delivery are, and what we need to do to achieve our commitments.

Stage one of the BCustomerWise program was completed and involved a review of relevant policies and standards, organisation-wide training, customer request workflows and knowledge base reviews, and a survey of Urban Services and Community and Development Services customers.

Surveying our customers gave Council a clear understanding of the organisation's strengths, and particularly weaknesses from the customers' perspective and has enabled targeted improvements to be made to the service experience.

New Resident Handbook

Council created a New Resident Handbook to welcome new residents to our City. The handbook contains information on the Council, community services, what to do, what to see and information about the Council area.



Copies of the New Resident Handbook are posted to residents on purchasing a property in our City. Copies are also available online at www.burnside.sa.gov.au.



Our People



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

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

City of Burnside has three General Managers led by a Chief Executive Officer who establishes and maintains the organisational structure of Council Administration.

The Chief Executive Officer's office deals with issues of strategic organisational significance and includes corporate communications, Elected Member support, Council and Committee Secretariat and Executive support.

The General Managers lead three divisions of administration:

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

Total salary packages in 2015/16 of the Chief Executive Officer and three General Managers were made up of base salary, superannuation and the facility to salary sacrifice for a fully expensed car and range between \$182,650 and \$225,664 per annum. In addition these executives are provided with a mobile phone and computer tablet for their work use.



Local Government

Council Process

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

All major policy decisions are made by Elected Members, who then delegate the day-to-day running of the Council to its Administration. It is the Administration's 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

Council Committees are created under Section 41 of the *Local Government Act, 1999*, with the exception of the Development Assessment Panel which is established under Section 56 A of the *Development Act, 1993* and the Strategic Planning and Development Policy Committee established under S101A of the *Development Act, 1993*.

Council may establish Committees to:

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

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

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

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

The Strategic Planning and Development Policy Committee (SPDPC) is a required Committee of Council established under Section 101A of the *Development Act, 1993*. Under the Terms of Reference the Committee consists of all Elected Members and the Mayor. The Mayor is the presiding member of this committee. This committee did not meet in the 2015/16 financial year. The SPDPC meets as required in the Council Chambers.

The Development Assessment Panel (DAP) meets in the Council Chambers on the first Tuesday of each month at 6 pm. The DAP is comprised of three Elected Members and four independent members. The DAP is established

under Section 56A of the *Development Act, 1993*, for the purpose of considering and making decisions on certain 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.

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

The Development Delegations Policy defines which applications will be referred to the DAP.

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

Agendas and Minutes

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

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

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

Local Government

Composition of Council

The Council consists of the Principal Member (Mayor) and 12 Councillors. The City is made up of six Wards:

Beaumont, Burnside, Eastwood and Glenunga, Kensington Gardens and Magill, Kensington Park, and Rose Park and Toorak Gardens.

Each Ward is represented by two Councillors, with the Mayor representing the entire City. The current Council was elected in November 2014. Council elections are held every four years.

Elected Members Council Meeting Attendance

A total of 22 Council Meetings were held during the 2015/16 financial year of which none were Special Council Meetings.

1 July 2015 – 30 June 2016:

Mayor Parkin	22
Councillor Bagster	17
Councillor Bills	20
Councillor Cornish	19
Councillor Davey	22
Councillor Davis	22
Councillor Ford	17
Councillor Lemon	21
Councillor Lord	11
Councillor Monceaux	22
Councillor Osterstock	21
Councillor Piggott	21
Councillor Wilkins	22

Leave of absence was granted to Cr Bagster (10/11/2015), (12/4/16 & 26/4/16 but he attended both meetings), Cr Bills (14 July 2015), Cr Cornish (8 September 2015 & 10 May 2016), Cr Ford (14 July 2015, 28 July 2015, 23 February 2016, 8 March 2016), Cr Lord (9 & 23 February 2016, 8 & 22 March 2016, 12 & 26 April 2016, 10 & 24 May 2016, 14 June 2016 and 28 June 2016 (Cr Lord did attend this meeting).

2015/16 Elected Council Members

Beaumont Ward



Cr Anne Monceaux

Cr Mark Osterstock

Eastwood and Glenunga Ward



Cr Helga Lemon

Cr Di Wilkins

Kensington Park Ward



Cr Jane Davey

Cr Felicity Lord OAM

Burnside Ward



Cr Graham Bills

Cr Lance Bagster

Kensington Gardens and Magill Ward



Cr Grant Piggott

Cr Henry Davis

Rose Park and Toorak Gardens Ward



Cr Peter Cornish

Cr Peter Ford

Allowances

Elected Member Allowances

Elected Members receive an annual allowance to assist with expenses incurred undertaking their role and to recognise the role they perform. Councillors in charge of chairing a committee are also paid an additional allowance. The rate of annual allowance for Elected Members was set by the Remuneration Tribunal of South Australia on 28 July 2014.

In addition, Elected Members have access to a computer and photocopier within the Civic Centre and have a tablet; the Mayor is provided with a mobile phone and tablet. Council maintains a register of allowances which details the amounts and benefits paid to Elected Members.

Elected Members are able to claim for reimbursement of further costs in accordance with Council's Elected Members' Allowances and Benefits Policy.

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

The Audit Committees and the Development Assessment Panel require representation from Independent Members who may receive an allowance for chairing the committee or a sitting fee.



	Audit	DAP	Council	Total
Elected Members (current)				
Mayor David Parkin			\$64,176	\$64,176
Cr Henry Davis			\$16,045	\$16,045
Cr Felicity Lord			\$16,045	\$16,045
Cr Lance Bagster			\$16,045	\$16,045
Cr Graham Bills			\$16,045	\$16,045
Cr Anne Monceaux			\$16,045	\$16,045
Cr Di Wilkins		\$1,000	\$16,045	\$17,045
Cr Jane Davey			\$16,045	\$16,045
Cr Peter Cornish		\$800	\$16,045	\$16,845
Cr Mark Osterstock		\$1,200	\$16,045	\$17,245
Cr Helga Lemon		\$1,000	\$16,045	\$17,045
Cr Grant Piggott		\$800	\$16,045	\$16,845
Cr Peter Ford		\$1,000	\$14,548	\$15,548
Independent Members				
Bill Chandler		\$6,200		\$6,200
Ross Bateup		\$4,000		\$4,000
Don Donaldson		\$4,000		\$4,000
Graeme Brown		\$4,000		\$4,000
Lisa Scinto	\$800			\$800
Roberto Bria	\$1,200			\$1,200
Leigh Hall	\$4,000			\$4,000
Andrew Blaskett	\$2,000			\$2,000
Total	\$8,000	\$24,000	\$255,213	\$287,213

Local Government

Audit Committee

This financial year seven meetings were held inclusive of one special meeting in November. Mayor David Parkin and Cr Grant Piggott attended all seven meetings. Member attendance as per the table below:

	Jul 15	Sep 15	Nov 15	Nov 15	Feb 16	Apr 16	Jun 16
David Parkin	✓	✓	✓	✓	✓	✓	✓
Leigh Hall	✓	✓	✓	✓	✓	✓	✓
Roberto Bria					✓	✓	✓
Grant Piggott	✓	✓	✓	✓	✓	✓	✓
Andrew Blaskett	✓	✓	✓	✓	✓		
Lisa Scinto		✓	✓				

Development Assessment Panel (DAP)

11 meetings were held in 2015/16. Member attendance was as per the table below:

	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Feb 16	Mar 16	Apr 16	May 16	Jun 16
Bill Chandler	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Ross Bateup	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Graeme Brown	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Don Donaldson	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Peter Ford		✓	✓	✓	✓	✓					
Helga Lemon	✓	✓	✓	✓	✓	✓					
Mark Osterstock	✓	✓	✓	✓	✓	✓					
Peter Cornish							✓	✓		✓	✓
Grant Piggott							✓	✓		✓	✓
Di Wilkins							✓	✓	✓	✓	✓

During 2015/16 the Development Assessment Panel required consideration of three items in a confidential forum excluding the public (under Section 56A (12) of the Development Act, 1993). These discussions took place in December 2015 and April and June 2016.

CEO Recruitment, Performance Appraisal and Remuneration Review Committee

Three meetings were held during 2015/16. Mayor David Parkin, Cr Helga Lemon, Cr Henry Davis and Cr Grant Piggott attended all three meetings. These meetings are facilitated by Alexandra Cannon.

	2 May 16	15 May 16	15 Jun 16
David Parkin	✓	✓	✓
Henry Davis	✓	✓	✓
Helga Lemon	✓	✓	✓
Grant Piggott	✓	✓	✓

Council Representation on Boards and Committees

1 Jul 2015 - 30 Jun 2016

Adelaide Mount Lofty Ranges Bushfire Management Committee

Council representation: General Manager, Community and Development Services

Burnside Retirement Services Inc.

Council representation: Cr Monceaux, Cr Osterstock and Cr Wilkins

Sitting fee: \$2,000 per annum

Burnside War Memorial Hospital Inc.

Council representation: Cr Davey (1 July 2015 to 30 June 2016), Cr Osterstock (1 July 2015 to 30 June 2016), Cr Bagster (1 July 2015 to 31 December 2015) and Cr Davis (1 January 2016 to 30 June 2016)

Sitting fee: Board Members \$500 per annum

Eastern Health Authority Inc.

Council representation: Cr Cornish and Cr Monceaux

Eastern Business Enterprise Centre

Council representation: Manager, Community and Development Services

Eastern Region Alliance Inc.

Council representation: Mayor David Parkin

Eastwood Community Centre Inc.

Council representation: Cr Wilkins (1 December 2014 until the end of the current Council term)

Eastern Waste Management Authority

Council representation: Cr Piggott (1 July 2015 to 27 June 2016)

Highbury Landfill Authority (HLA) and HLA Audit Committee

Council representation: Chief Executive Officer

Local Government Finance Authority of SA

Council representation: Mayor David Parkin

Local Government Association of SA

Council representation: Mayor David Parkin

National General Assembly of Local Government

Council delegate: Mayor David Parkin (delegated to Cr Lemon in 2015/16)

Local Government Managers Australia

Council representation: Mayor David Parkin and Chief Executive Officer.

Training and Development

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

It assists Council in remaining compliant with all relevant legislation, standards and codes. To broaden their knowledge and skills, Elected Members have the opportunity to attend training sessions, workshops and conferences throughout the year.

In 2015/16, Elected Members were invited to attend two training sessions and six workshops.

Date	Name of Training / Workshop
------	-----------------------------

Training

25 Aug 2015	Conflict of Interest
19 Apr 2016	Refresher Conflict of Interest, Outcomes from the year in review and Major Key Projects

Elected Member Workshops

23 Jul 2015	Garage Sale Trail, Adelaide City Council Parklands Engagement, Kensington Gardens Master Plan, Update on Annual Community Survey, Hazelwood Park Engagement Results and Property Strategy Update.
21 Jan 2016	Conflict of Interest and DAP Training
4 Feb 2016	Year in Review and the next Three Years Part 1
16 Feb 2016	Year in Review and the next Three Years Part 2
17 Mar 2016	Budget Workshop 1 and Civic Centre Masterplan
16 Jun 2016	2016/17 Draft Annual Business Plan and Budget Outcomes, 2016/17 Budget Services Level Review, and Effectiveness and Efficiency Review. This workshop was open to the public.

Local Government

Voter Representation and Boundary Review

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

Several alternatives were considered by Council and were put to the community for comment. The review identified that a change was needed in the Ward boundary between the Eastwood and Glenunga Ward and the Beaumont Ward to provide for the projected increase in population due to development of the Glenside Hospital site. There will be no change to the boundaries of the other four Wards. Council will continue to have a Mayor (elected at large) and two Councillors per Ward. The change to the Ward boundary took effect at the Council election in November 2014.

The Council next intends to conduct a Representation Review (‘the Review’) once the Minister publishes a notice in the South Australian Government Gazette (‘the Notice’). The Minister will specify in the Notice the relevant period during which the Review must be completed. When this next occurs, the Council will inform the public of the preparation of a representation options paper and will invite interested persons to make written submissions to the Council on the subject of the review within a period specified by the Council (being a period of at least six weeks).



Voters' Roll

The number of electors on the voters' roll as at the last closing date under the Act is 31,827. The break down in Ward is as follows:

Beaumont	5,266
Burnside	5,201
Eastwood and Glenunga	5,168
Kensington Gardens and Magill	5,389
Kensington Park	5,559
Rose Park and Toorak Gardens	5,244

Representation Quota

Council's representation quota is 2,448 (the amount ascertained by dividing the number of electors for the area of the Council by the number of members who constitute the Council). Burnside is one of seven South Australian Councils classified as Urban Development Medium (UDM). The average representation quota for this classification is 2,528.

Tenders and contracts

Council's Procurement Governance Framework ensures that all procurement activities are underpinned by the following key governance principles:

- Value for money
- Transparent and fair competition
- Ethical behaviour and probity
- Risk management
- Financial responsibility
- Compliance with statutory obligations
- Social, economic and environmental sustainability.

When Council is purchasing goods, works or services where the estimated level of expenditure is between \$2,000 and \$100,000, formal quotations are obtained and where the estimated level of expenditure exceeds \$100,000 Council will call for formal tenders (either Select or Open). In circumstances where Council enters into purchasing contracts other than those resulting from a tender or quotation process, Council will record the reasons for entering into those contracts and retain the records as appropriate.

Significant Business Activity

In 2015/16, Council formed a regional subsidiary, ERA Water, along with the Town of Walkerville and City of Norwood, Payneham and St Peters. ERA Water has been established to undertake the 'Waterproofing the Eastern Adelaide' project and capture stormwater, clean and disinfect the water and deliver it to customers or store in aquifers for subsequent delivery.





Governance

Council Meetings Held in Confidence

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

The figures below include confidentiality orders from Council, Special Council and all Council committees for 2015/16.

Order	Number
Section 90(2)	
Orders made to go into confidential session	15
Section 90(3) Grounds under which an Order made:	
90(3) (a) Personal Affairs	7
90(3) (b) Confer commercial advantage on another person / prejudice Council's commercial person	2
90(3) (c) Reveal trade secrets	-
90(3) (d) Commercial in confidence	2
90(3) (e) Security of Council, council property or persons	-
90(3) (f) Prejudice maintenance of law or investigation	-
90(3) (g) Breach of law – duty of confidence	2
90(3) (h) Legal advice	5
90(3) (i) Litigation	1
90(3) (j) Information provided in confidence by Minister or public authority	-
90(3) (k) Tenders	-
90(3) (m) Information relating to proposed Development Plan Amendment proposal before released for public consultation	-
90(3) (n) Review of a Freedom of Information determination	-

Subject	90(2)	91(7)	Subject	90(2)	91(7)
Section 90(2) and 91(7) orders made in 2015/2016:			Remake of Confidential Orders	24/5/16	-
Burnside War Memorial Hospital – Lease	14/7/15	14/7/15	Elected Member Request for Section 39 Protection from Civil Liberty and Reimbursement of Private Legal Expenses	-	24/5/16
Chief Executive Officer Performance Appraisal Report – July 2014	14/7/15	14/7/15	Elected Member Request for Section 39 Protection for Civil Liberty and reimbursement of Private Legal Expenses – New Claim	-	24/5/16
Chief Executive Officer Remuneration	14/7/15	14/7/15	Elected Members’ Code of Conduct Request for Reimbursement of Legal Expenses	-	24/5/16
Draft Chief Executive Officer Contract and Draft Position Description	14/7/15	14/7/15	Elected Member Request for Reimbursement of Private Legal Expenses	-	24/5/16
Chief Executive Officer Succession Plan	-	11/8/15	Elected Member request for Reimbursement of Legal Expenses	-	24/5/16
Non Payment of Council Rates	28/7/15	28/7/15	Former Elected Member Request for Reimbursement of Legal Expenses	-	24/5/16
East Waste Correspondence	25/8/15	24/8/15	CEO Performance Appraisal Report and Remuneration	-	24/5/16
Elected Member OHS & W Matter	-	8/9/15	CEO performance Appraisal	-	24/5/16
Land Acquisition – Constable Hyde Memorial Gardens	-	8/9/15	Status of the Burnside Retirement Services Inc Board of Management	-	24/5/16
Barking Dog	-	22/9/15	Burnside Retirement Services Legal Advice	-	24/5/16
Elected Member Code of Conduct	-	13/10/15	Elected Member Request for Reimbursement of Private Legal Expenses	-	24/5/16
Burnside War Memorial Hospital – Lease Update	10/11/15	-	Elected Member Code of Conduct – Complaint Against an Elected Member	-	24/5/16
East Waste – Purchase of Land	8/12/15	8/12/15	Alleged Leaking of Confidential Information	14/6/16	14/6/16
Legal Matters	8/12/15	8/12/15	Legislative Council Select Committee Inquiry into the Corporation of the City of Burnside	-	28/6/16
Council Member Code of Conduct Complaint	23/2/16	23/2/16	Legislative Council Select Committee Inquiry into the Corporation of the City of Burnside	-	28/6/16
Alleged Leaking of Confidential Information	8/3/16	8/3/16			
Elected Member Request for Reimbursement of Private Legal Expenses	-	8/3/16			
Elected Member Request for Reimbursement of Private Legal Expenses	-	22/3/16			
Whitbread Grove, Skye – Proposed Land Sale	-	22/3/16			
Elected Member Request for Reimbursement of Private Legal Expenses	-	12/4/16			
Council Member Code of Conduct Complaint	10/5/16	10/5/16			
Newland Park	10/5/16	10/5/16			

Governance

Order	Number	Subject	Date(s)
Section 91(7)		Whitebread Grove, Skye – Proposed Land Sale 3 orders	22/3/16
Orders made to keep documents or information confidential	36	Elected Member Reimbursement of Private Legal Expenses	22/3/16
Orders expired, ceased to apply or were revoked during 2015/16	21	Status of the Burnside Retirement Services Inc Board of Management – 2 orders	24/5/16
Orders remaining operative at end of financial year (not including orders made before 15 November 2010)	97	Code of Conduct – Complaint against Staff Member	10/6/14
Section 91(7)		Legislative Council Select Committee Inquiry into the Corporation of the City of Burnside – 2 orders	8/7/14
Orders that remained operative (not including orders made before 15 November 2010)		483 Glynburn Road, Burnside – Road Reserve Closure Request – 3 orders	8/7/14
Subject	Date(s)		
CEO Recruitment and Annual Performance Review	9/6/15 18/1/11	Land Purchase Leabrook/Constable Hyde Memorial Gardens – 2 orders	24/3/15 8/9/15
Foothills Water Company Ltd – 9 orders	9/9/14	Chief Executive Officer Succession Plan	11/8/15 22/10/13
Chelsea Cinema	9/6/15	Burnside Swimming Centre Kiosk – EOPIs for new operator	10/12/13
DAP Defamation – 5 orders	27/5/14	6 Conyngham Street, Glenside update	24/11/14
Occupational Health and Safety matter	14/7/15	Regional Hard Waste Collection Service for ERA – Results for RFI	25/11/14
CEO Recruitment and Performance Appraisal Process (current – Deb)		Performance of Independent Auditor	5/2/14
11/7/11, 19/7/11, 26/7/11, 19/12/11, 2/4/12, 24/4/12, 29/1/13, 27/1/16, 26/5/15, 27/5/14, 24/5/16, 21/7/14, 4/8/14, 12/8/14, 1/9/15, 16/2/15, 14/7/15		Elected Member Code of Conduct Complaint against an Elected Member	24/5/16 9/9/14
Internal Audit Project 11/12 – Network Security	6/9/11 7/2/12	Barking Dog Complaint	22/9/15 27/1/15
Road Closure Proposal – Beaumont (Bonvue Avenue)	11/12/12	10 and 12 Duncan Road, Beaumont	
External Auditor Appointment	25/11/14	Extinguishment Easements and vary a LMA	23/9/16
Elected Member Occupational Health and Safety matter	8/9/15	Elected Member Request for Reimbursement of Private Legal Expenses	27/1/15
6 orders	13/10/15		8/3/16 12/4/16 26/5/15

Subject	Date(s)	Freedom of Information
Burnside War Memorial Hospital Lease	14/7/15 22/9/15 10/11/15	Requests for information that are not generally readily available to the public will be considered in accordance with the <i>Freedom of Information Act 1991</i> . Under this legislation the application fee must be forwarded with the completed request form unless the applicant is granted a fee exemption. The fees are set by the state government and are reviewed each year. Members of the public may apply under Freedom of Information (FOI) for access to the Council's documents concerning his or her personal affairs and for amendment of those records. The application form can be obtained from the Council office or downloaded from Council's website.
Non Payment of Council Rates	28/7/15	
East Waste Correspondence / East Waste - Purchase of Land	25/8/15 8/12/15	
Council Member Code of Conduct Complaint	22/9/15 10/11/15 23/2/16 10/5/16	
Legal Matters	8/12/15	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 Council's website at www.burnside.sa.gov.au or from the State Records website at www.archives.sa.gov.au .
Alleged Leaking of Confidential Information	23/2/16 8/3/16 14/6/16	
Newland Park	10/5/16	Freedom of Information enquiries and requests should be addressed to: Freedom of Information Officer, City of Burnside, PO Box 9, Glenside SA 5065.

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

During 2015/16 Council processed 11 Freedom of Information requests and provided its annual return to State Records.

Internal Review

A person who may be aggrieved by a Council decision can request an internal review of the decision in accordance with Section 270 of the *Local Government Act 1999*. During 2015/16 three internal reviews were requested. One related to parking at Swift Avenue, Dulwich and the other two related to a wombat crossing at Dulwich Road, Dulwich. In each case the decision of the Council was upheld on review.

Governance

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

Policies

- Public Consultation Policy
- Complaint Handling
- Elected Members' Allowances and Benefits
- Elected Members' Training and Development
- Naming of Public Places
- Order Making
- Procurement Governance Framework
- Tenders and Contract Engagement
- Request for Service
- Risk Management
- Whistleblower Protection
- Prudential Management
- Informal Gatherings
- Internal Financial Control

Codes

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

Procedures

- Internal Review of Council Decisions (Section 270) Procedure
- Council Member Code of Conduct Complaint Handling Procedure
- Request for Service Procedure

Registers

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

Local Government (Elections) Act 1999

- Caretaker Policy
- Register of Campaign Donations Returns

Reporting

National Competition Policy

Principles of competitive neutrality are designed to neutralise any net competitive advantage that a government or local government agency engaged in significant business activities would otherwise have, by virtue of its control by the government or local government, over private business operating in the same market.

Council has a complaints mechanism in place and in 2015/16 no complaints were received with regard to Competitive Neutrality.

By-laws currently gazetted

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

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

These by-laws expire on 1 January 2019.

An additional Lodging Houses By-law was adopted by Council in April 2014 and came into effect on 1 September 2014. This by-law expires on 1 September 2021.



