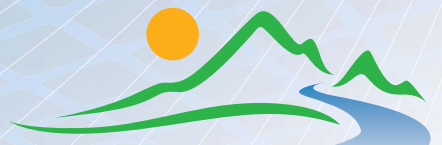


# annual report 2010-11



**NORTH BURNETT**  
REGIONAL COUNCIL

# welcome

## to north burnett regional council's 2010-11 annual report



The information in this report demonstrates accountability to stakeholders, who include residents and ratepayers, staff, councillors, investors, community groups, government departments and other interested parties.

### Copies of the Annual Report

Copies of both the Corporate Plan and this Annual Report are available free of charge electronically on council's website - visit:  
[www.northburnett.qld.gov.au](http://www.northburnett.qld.gov.au)

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ABN: 23 439 388 197

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# a message from our mayor

*Although the year, 2010 - 2011, will be remembered for the destruction wrought by unprecedented rain leading up to floods over Christmas, extensive road damage and the ensuing reconstruction arrangements while dealing with a community that had never been disrupted to this extent before, it must also be recognised as a year of consolidation for this council; of advancing our financial sustainability and the much heralded benefits from amalgamation coming into play.*

*With Chief Executive Officer, Mr Mark Pitt at the helm, our organisational structure has settled into place with critical staffing positions filled by skilled employees complimenting the established workforce. It is very pleasing to have all Councillors and the entire management team fervently focused on bringing home the efficiencies of an effective organisation for our North Burnett community.*

*Council has remained determined to support and progress the timely completion of our statutory requirements under the new Local Government Act for this financial year. These tasks are on track but the added burden of a Natural Disaster which severely impacted the North Burnett causing significant damage to our road system, water and sewage infrastructure and buildings has demonstrated that Councillors and Staff of the North Burnett Regional Council are capable, resolute and resilient.*

*As we move into a new financial year, I am pleased to report that Council moved seamlessly from the disaster management to the recovery phase. Our Council can be proud that it was the first in the State of Queensland to submit a full reconstruction submission and had made significant inroads into the approval process by 30 June. It has been a whole of Council effort which has resulted in the flood reconstruction funded under Natural Disaster Relief and Recovery Arrangements being well underway while all other services to the community have been maintained and in many instances, improved. Council is confident that we will meet our targeted rebuild in spite of the forecast of another above average wet season.*

*I would like to acknowledge and thank my fellow councillors and senior staff for their dedication to their duties and in their support and assistance to the residents of the North Burnett. Persistence and many long hours of work over and above the ordinary have set the North Burnett Regional Council on a very sound footing for the coming years. I am optimistic about the future of the North Burnett, a region that was not seen as a distinct region prior to 2008 but now is recognised as a region of excellence, a place of natural beauty with unlimited potential.*

*I look forward to continuing Councils work with the community to provide services and infrastructure that meet the needs of the North Burnett Region residents.*

*Joy Jensen*



*Mayor Joy Jensen*



# a message from our chief executive officer

It gives me great pleasure to present my second Annual Report for the North Burnett Regional Council and the third Annual Report for Council since amalgamation. Council has consolidated its internal functions and organisational structure and continued with the integrated operations.

The 2010/11 year has been one that has seen a number of significant natural disaster events across the State which followed on from the heavy rainfall previously recorded in March 2010. These natural events will have a long and lasting effect on the community and community infrastructure not only in the North Burnett Regional area but across the State of Queensland.

Our Council was impacted by two moderate flood peaks and one major flood peak in the Burnett River between December and March. Through these flooding events our Regional area experienced significant damage to its public infrastructure including rural roads (100%), water intake systems at two towns, sewerage pump stations, treated effluent holding tanks, caravan parks, parks along rivers and public buildings.

The sewerage pump stations and holding tanks were flooded at the towns of Mundubbera, Gayndah and Monto. Where possible, control panels and electrical systems were removed prior to flooding to allow an expeditious recovery of these systems after the flood water resided. During the flood, effluent was discharged to the river system from Mundubbera and Gayndah pump stations that had been shut down. Council reported these overflows to DERM. Other significant impacts included two caravan and camping grounds at Paradise Dam and Mingo Crossing went under water due to the high flow rate into this dam. Boat Ramps at both Mt Debateable and Greys Water hole have been destroyed and another ski area (buildings, BBQs, jetty and other structures) at Mundubbera was destroyed. Parks along the Burnett River were damaged as a result of flooding and public buildings received some minor damage and a new bridge was destroyed, floodways damaged and/or destroyed and culverts damaged on various roads. Storm water systems within the towns were not damaged.

The river beds changed as a result of the flood and both Mundubbera and Gayndah are still reliant on temporary pumping systems until new designs are approved and the pumps reconstructed. The Eidsvold Water Treatment Plant was affected by flood water due to isolation. The towns were subject to water restrictions with Gayndah and Mundubbera still on level 3 restrictions.

The challenges of improving Council's financial sustainability and infrastructure management have continued to be a major focus throughout 2010/11. Council turned around two deficit years and achieved an operating surplus of \$2.6 million before capital revenues compared to a budgeted operating deficit position. Through this reporting period Council managed its financial position from a very poor cash base and a deficit budget position to a balanced budget and re-establishing cash reserves. A major challenge in maintaining this position is the review of the Federal Assistant Grants allocation by the Queensland Grants Commission. At the end of the financial year no confirmation had yet occurred from the Queensland Grants Commission but Council has been advised that a significant sum will be deducted from Council's grants position. Sadly, this continues a trend over the past three years of declining access to grant funding placing greater strains on Council's other revenue streams.

It is pleasing to note that Council is within the recommended levels of financial sustainability for 5 of the 6 ratios as outlined by the Department of Local Government. During this reporting period Council was advised following a review and evaluation performed by the Department of Local Government and Planning that North Burnett Regional Council is now rated in a moderate financial position. This is an improvement from the weak position at the commencement of this council at amalgamation. This improved result starts to show the outcome of some of the difficult policy decisions that council has had to implement in the last 3 years.

Staffing arrangements in the managerial section of Council were finalised with the appointment of Mr Ron Smith as Director of Technical Services and Mr Andrew Jackson as the Director of Community and Cultural Services.



CEO Mark Pitt

Work practices have been reviewed which were aimed at addressing work place culture issues and Council commenced investigations into joint ventures arrangements such as the Local Government Workforce Retention Initiative which is a partnership between Regional Councils and relevant Unions and will allow for secondment of staff to the mining sector. This new managerial structure was actioned in the second half of this reporting period and will be implemented fully in the next financial year. Council also completed the review of the workforce and the reclassification of its outside workforce during this financial year.

During the 2010/11 financial year Council had a staff turnover of 23.30% . This compares with 2009/10 financial year turnover of 18.61% and 2008/09 figure of 14.29%. Full time equivalent (fte) staff positions as at 30 June 2011 were 216.93, 30 June 2010 were 240.3 and compares to 224.5 fte as at 15 March 2008. Council assumed full employment of all trainees and apprentices in this reporting period as opposed to the use of external group training organisations.

A special thanks to our staff and managerial team that put in countless hours and for their dedication. The Mayor and Councillors of the North Burnett Regional Council have every right to be proud of our Council and our community. I would also take this opportunity to thank the elected members for their support and encouragement during this year. I would encourage you to take the time to read this report and Council would welcome any feedback on the same.

*Mark Pitt*



The North Burnett Region takes its name from the Burnett River that flows through the area. The region has a picturesque environmental beauty and an abundance of natural resources that support the diverse agricultural industries and a healthy country lifestyle.

## History

Europeans first explored the Burnett district in 1847 when the Assistant Government Surveyor of the time, James Burnett, reported that the area was "open country with the finest sheep pasturage I have seen on this journey". Settlement of the region began in 1848 with the establishment of several sheep stations throughout the area. Sheep were later replaced by cattle grazing, agriculture and horticulture.

## Lifestyle

North Burnett is home to approximately 10,600 residents. The region has a strong connection with its rural background and promotes a safe and friendly atmosphere supported by a healthy country lifestyle. The North Burnett Regional Council is formed from a number of smaller communities that strive to band together to support one another. Each of our communities is proud of our heritage and strongly supports the sustainable development of the region.

## Environment

North Burnett Region has an abundance of natural resources that include: water, rural farmland, mineral deposits, forests, geographical landscapes and national parkland. Points of significant environmental interest include: Auburn, Boyne, Burnett and Nogo Rivers; Cania, Paradise and Wuruma Dams; and Auburn River, Coalstoun and Mt Walsh National Parks. The region is described as being sub-tropical and sub-humid, with the predominant rain falling between the months of October to March. The annual rainfall for the area ranges from between 704mm in Mundubbera to 916mm in the Mt Perry area. Mean temperatures range from an average of 5 degrees minimum to 32 degrees maximum. However, temperatures of 40 degrees can be experienced over short periods during the summer months and sub-zero temperatures also occur during the winter months.

# our values

## Vision

North Burnett to be recognised as a country region of natural beauty close to the coast, where the rural lifestyle and strong community spirit play a positive role in the area's continued development.

## Values & Principles

We are guided by the following corporate values and operating principles:

### Working together positively

- > Striving for a united position that works toward a shared vision for the community
- > Provide consistent leadership with a progressive culture
- > Encourage a cohesive community spirit
- > Listen to and work with the community

### Openness and accountability

- > Transparent in our decision making
- > Accept of responsibility for our actions and behaviours
- > Build respect and trust between Council and the community through honesty and strong communication

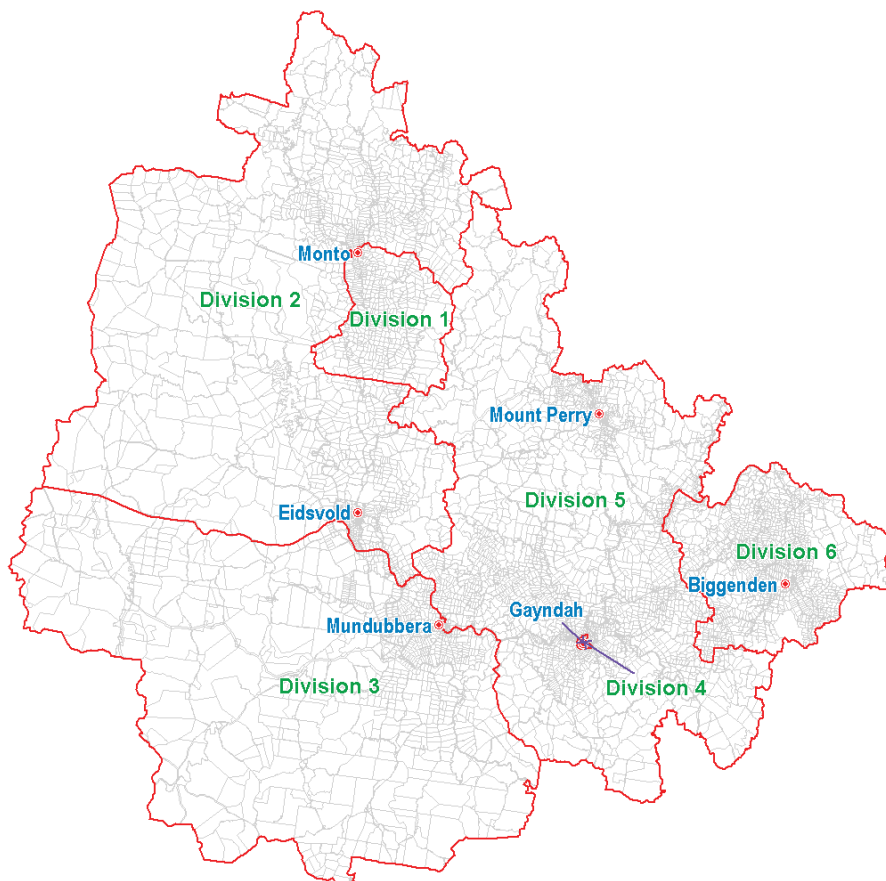
### Growth and sustainability

- > Focus on economic sustainability for the community
- > Work towards developing opportunities for community growth
- > Provide services within the capacity of the community to pay

### Service excellence

- > Take the time to understand how we can best serve our community
- > Be responsive to community needs through practical, efficient and effective service delivery
- > Strive for equity in the community through responsible use of resources

# our elected representatives



Divisional boundaries of the North Burnett Region



**Joy Jensen**  
Mayor

Cr Jensen entered Local Government in March 2000 for the Perry Shire Council and was elected Deputy Mayor in her first term. In March 2004, she successfully contested the Mayoralty unopposed and filled that position until Perry Shire was amalgamated in March 2008. Cr Jensen was successful in a field of seven (7) in the election for Mayor of the newly amalgamated North Burnett Regional Council in March 2008.

Outside Local Government, Cr Jensen has a wide range of interests predominately relating to rural industries and lifestyle. As a fourth generation grazier, she is passionate about the advantages of rural life and sustainable management of the land. With her husband Gary, two sons and their families, she is heavily involved in the management of their property "Elliotts Creek" where they run cattle and horses. Elliotts Creek is best known as the home of Elliotts Creek Cadet, foundation sire of the Australian Stock Horse.

Cr Jensen was the inaugural Community Care Package Coordinator for Mt Perry and has served her community as secretary of many organisations from P&C to United Graziers Association. She also enjoys voluntary work for shows, rodeos and races when ever she is available. Being a grandmother to two grandsons is listed as her proudest achievement.



# our elected representatives



**Cr Paul Lobegeier**  
**Division 1**

Cr Lobegeier joined Local Government in 1979 representing Divisions six (6), five (5) and two (2) of the old Monto Shire and in total served that Council for almost 20 years until its amalgamation. Cr Lobegeier successfully contested Division 1 of the North Burnett Regional Council in March 2008.

Cr Lobegeier is married to Monique and they have two (2) children. The Lobegeiers' family have followed a range of rural pursuits in the Monto district for many years and he now runs a cattle fattening block at Kapaldo, south of Monto.

Cr Lobegeier has been involved in numerous community organisations over a long period of time. He is currently Chair of Monto Aged Care and has always been heavily involved in Natural Resource Management at a State and Federal level, where he aspires to bring some balance and achieve a good outcome for the environment. He has a passion for the Arts and believes rural communities should have the opportunity to partake and develop their personal potential in this field. He is heavily involved in the Australia Country Way Rural Getaway and Monto Magic and believes the natural beauty of our area can assist in our economic development.

When not serving the community, he likes to pursue his passion for old and not so old machinery.



**Cr Paul Francis**  
**Division 2**

Cr Francis was first elected to Local Government with the Monto Shire in July 1998 until its amalgamation in March 2008. He was subsequently elected as representative for Division two (2) of the North Burnett Regional Council. While his efforts are directed to the communities within his Division, he takes a keen interest in all matters affecting both the region and the industry as a whole.

Cr Francis has lived in the Moonford area since 1968 and has been a farmer for 30 years. Married to Mia since 1987, they have two (2) children, Hugh and Alison.

In addition to his Council responsibilities, he is heavily involved in the community through organisations such as Rotary, Agforce, Droughtmaster Breeders, and the Australian Stock Horse Society. He has a Certificate IV in Business (Governance) and competencies in Human Resource Management, Financial Management and Marketing through the Dalby Agricultural College.



**Cr Faye Whelan**  
**Division 3**

Cr Whelan completed a term in Local Government in the previous Mundubbera Shire before successfully contesting the position of Councillor to Division three (3) of the North Burnett Regional Council.

Cr Whelan was born in Gayndah and is descended from a family that arrived in the district in the 1850s. She has lived in Mundubbera since 1971. With her husband Dan, they have three (3) children and seven (7) grandchildren and wouldn't live anywhere else.

Cr Whelan brings a wealth of life experiences, having completed 37 years in the retail sector with businesses in Gayndah and Mundubbera. Human social portfolios including Health, Transport, Aged Care, Youth Issues, Education and Sport & Recreation allows her to pursue issues that greatly affect the North Burnett Region. Cr Whelan's passion for where she lives is reflected in her strong involvement in community groups and associations and her commitment to enhancing the North Burnett Region to achieve a better place for people to live and work.

An Australian Sports Medal was awarded to Cr Whelan by Her Majesty Queen Elizabeth II to commemorate Year 2000. This was awarded to recognise her dedication to sports administration. She has also been the recipient of two (2) Australia Day Awards. Cr Whelan's educational qualifications (as yet, not formally recognised) are cited as a Bachelor of Life Experiences and a Doctorate of Motherhood.

# our elected representatives



**Cr Peter Huth**  
Division 4

Cr Huth has lived most of his life in the North Burnett and moved from his home town of Mt Perry to Gayndah as a young man. He commenced his career in Local Government in Gayndah as a Councillor in March 1994. He was subsequently elected as Mayor of the Gayndah Shire in 1997 and served two (2) terms in that position 1997-2004. He was elected to Division 4 of the North Burnett Regional Council in March 2008.

During his career in Local Government, he has involved himself in many aspects of community life. He also has a broad knowledge of government and corporate business having held positions on several boards at Regional and State levels, including Ports Corporation of Queensland, Queensland Rural Ministerial Advisory Committee and The Lands Protection Council of Queensland. He is also a keen proponent of the Zonhoven, Belgium/Gayndah Sister City relationship which celebrates its 20th anniversary in 2010.

Cr Huth has lived in Gayndah for 37 years and together with Pamela, have a daughter, Madeleine. He enjoys overseas travel and appreciates the satisfaction and benefits it brings, however he is always happy to return to the region he considers home, where he would like to secure a future for all people who live here. For many years, he has collected Citroen motor vehicles to the point where he now has the largest private collection of the marque in Australia. His favourite is a 1968 DS21 Cabriolet built by renowned French coach builder Henri Chapron of Paris.



**Cr Peter Baker**  
Division 5

Cr Baker entered Local Government as a member in the previous Perry Shire in 1994 and was successful in contesting Division 5 of the North Burnett Regional Council in March 2008.

In his life previous to Local Government, he spent 20 years in the Royal Australian Air Force as a life support fitter, i.e. maintaining parachutes, life rafts, pilot safety and survival equipment. He served at most bases in Australia and overseas in Malaysia, the Philippines, Singapore and New Zealand.

On leaving the RAAF in 1988, he and his wife Colleen and daughters settled in Mt Perry in search of a lifestyle and environment conducive to raising a healthy and happy family, away from the problems of urban living.

Cr Baker has always been very involved in the local community through such things as Rural Fire Brigades, where he is warden of two (2) districts and State Emergency Service where he has completed training in vertical rescue, road crash rescue, advanced resuscitation and search. He is also vice president of the Mt Perry RSL sub-branch.

As a keen sportsman but no longer agile enough for hockey or squash, he still enjoys running and cycling. Like other Local Government representatives, he would love the opportunity to spend more time fishing.



**Cr Lofty Wendt**  
Division 6

Cr Wendt entered Local Government in March 2004 as Councillor of the Biggenden Shire and was elected representative of Division 6 of the North Burnett Region in March 2008. He also completed 12 years as Environmental Officer with Biggenden Shire Council. This experience introduced him to local community service which he undertakes with a passion in his current position.

The Wendt family arrived in Biggenden in 1956 and as a young man he joined the army. In a career spanning 30 years, he rose to the rank of Regimental Sergeant Major and served his country in places such as England, Malaya, Vietnam and New Zealand.

Cr Wendt together with his wife Wynsome, live in Degilbo where he is very active in the community. He is a member of Biggenden Lions, RSL, and the Rugby League Club, just to name a few. When not serving the community, he takes every opportunity to indulge in his passion for fishing, where he is involved with the Biggenden Amateur Fishing Club and Paradise Dam Stocking Association.

He has been recognised on two (2) occasions for his leadership qualities whilst in the army. In 1969 he was awarded a BEM for what was deemed outstanding results and in 1982 he was awarded an OAM for leadership while serving in the 8th Battalion, Royal Australian Regiment.

# our senior executives



**Mark Pitt**  
Chief Executive Officer

Born and raised in the Lockyer Valley, Mark has lived in a variety of areas within Queensland and Tasmania. Entering Local Government in 1999, after working with the then Queensland State Department of Employment, Training and Industrial Relations, he has fulfilled a number of roles including Manager Community Services and Deputy CEO. Mark took the reins at Cook Shire Council in 2002 as Chief Executive Officer. In 2007, Mark accepted the role of General Manager with North Midlands Council in Tasmania. In 2010 he commenced duties with the North Burnett Regional Council.

Mark has a Bachelor of Arts and completed his Masters in 2009 through Deakin University in Governance and Public Policy.

He now resides with his family in Gayndah and has interests in Community Infrastructure and Services. Mark is a member of Rotary and is the Charter President for the recently reformed Rotary Club of Gayndah as well as formerly being elected in the role of Director of Vocational Services for the Rotary Club of Longford. Mark has also previously served on the Board of the State Local Government Managers Association (Tas), is an active member of the Local Government Managers Association (Qld) and been a member of various other clubs and associations.

Mark has been married for 17 years to Nicola and they have two daughters, Charlotte (15) and Elizabeth (14) who both attend Burnett State College in Gayndah.



**Les Hotz**  
Director Corporate Services

Les commenced his career with Local Government on 3 May 1967 with the former Monto Shire Council as a Junior Timekeeper which involved collating timesheets for Council employee pays. During his career Les has undertaken most facets of office duties including Payroll Officer, Cost Clerk, Accounts Clerk, Rates Clerk to name a few.

In September 1994, Les was appointed Chief Executive Officer to the former Monto Shire Council and at amalgamation in 2008 was given the choice of redundancy or appointment as Director of Corporate Services. Les chose to continue in Local Government as Director of Corporate Services for the North Burnett Regional Council believing that there was opportunity to support a newly formed Local Government and staff.

Les is married to Val and has four (4) adult children who are all married.



**Bob Savage**  
Director Development & Environment

Bob joined local government in south east Arnhem Land in the Northern Territory in 2001. He has filled the roles of Finance & Administration Manager, Corporate Services Director, Manager Environment and Infrastructure Services and Director Development and Environment and has gained a wide variety of experience while serving in these positions.

He spent five years at Ngukurr before moving to Monto and then to Gayndah. Prior to that he had 25 years with ANZ Bank (twelve of those in administration and operations management) and short sojourns into retail and logistics.

Born and raised in Toowoomba, Bob has lived and worked in many towns from Southport in the south to Mossman in the north and Longreach in the west. He has been actively involved in sports including hockey, rugby league and cricket.

Bob lives in Gayndah with his wife Narelle. They have two children, one in Adelaide and one in Brisbane.

# our senior executives



**Andrew Jackson**  
Director Community & Cultural Services

Andrew was born and raised in Port Adelaide. Andrew started his work career as a Fitter and Turner and worked in a variety of positions including hotel management, hydraulics fitting as a self employed irrigation designer and installer.

Andrew completed a Bachelor of Applied Sciences in Recreation Planning and Management at the University of South Australia in 1991 after starting his career in Local Government in 1989 as Community Services Manager with the Carpentaria Shire Council. He then began an Economic Development management position with the Maryborough City Council and the Fraser Coast Regional Council post amalgamation.

Andrew commenced his position with the North Burnett Regional Council in September 2010. He is passionate about improving the level of community services and infrastructure to the North Burnett Region.

He resides in Mount Perry with his wife Meredith and sons Kyle (18) and Nicholas (15). Andrew is a member of the Rotary Club of Gayndah, the Local Government Managers Association (LGMA) and is a keen AFL supporter.



**Ron Smith**  
Director Technical Services

Ron has held positions within local government and not for profit organisations in both Victoria and Queensland. He commenced his career in local government in 1988 after managing a construction company in North East Victoria.

Ron grew up on a sheep and cattle property in Victoria and still has a strong passion for that lifestyle and an affinity with country folk. He loves the country and feels that his time working with city councils has contributed to the outcomes that he has achieved in the positions that he has held in rural council's.

Although he has degree's in engineering, business and is a qualified company director, Ron feels that the best solutions come from working with the local community as they have a wealth of knowledge and are keen to contribute to great outcomes.

Ron is married to Rosemary Devery and they have two children, Verity and Keelan.



**Trevor Harvey**  
Assistant Director Technical Services

Trevor has held positions within Local Government as both a Councillor (prior amalgamation) and as an employee (post amalgamation).

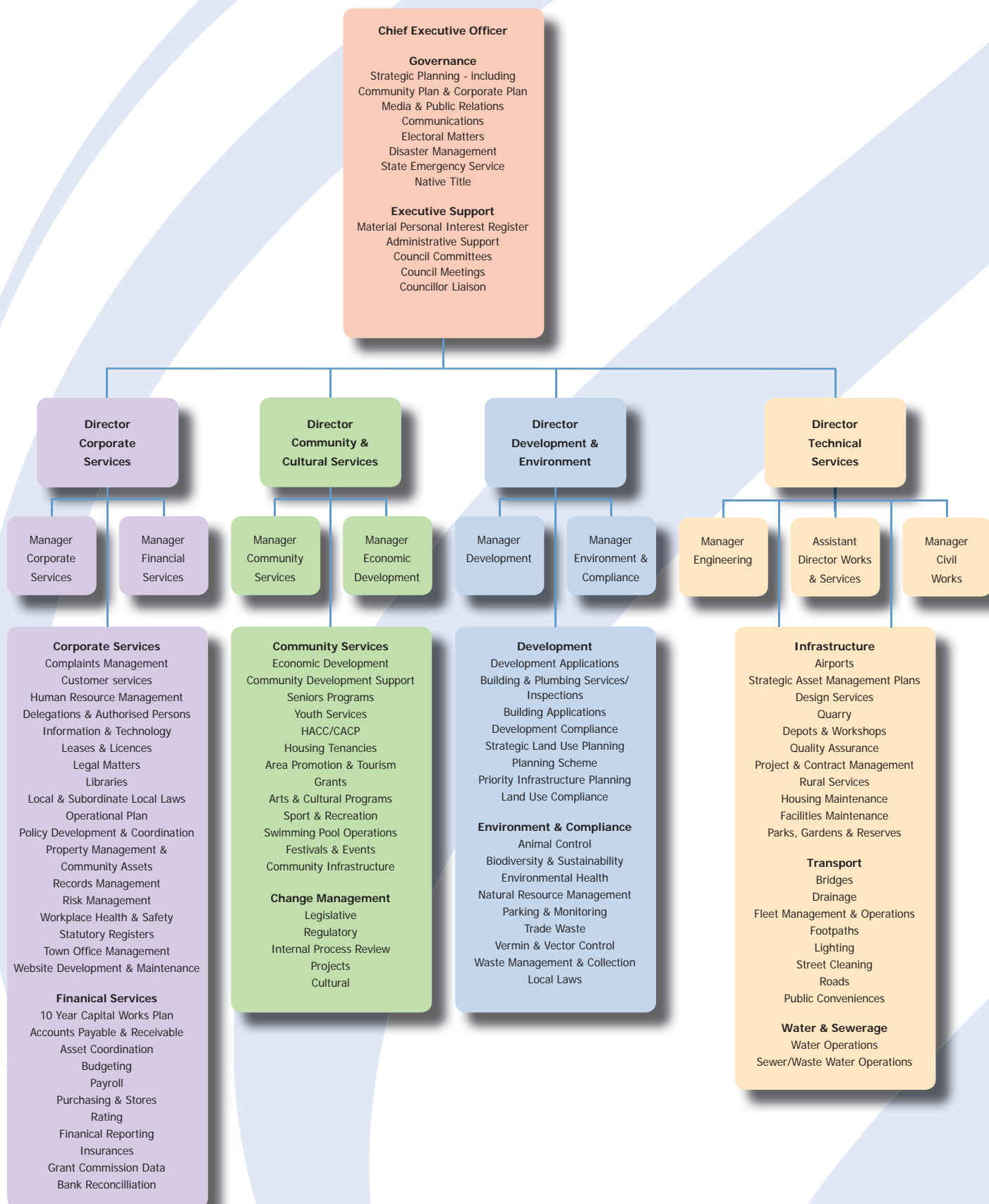
Prior to Local Government Trevor held engineering positions with three large multi-national process companies. He holds a degree in mechanical engineering and has been a founding member of the Queensland Water Directorate Technical Group representing medium and small Council water suppliers.

Trevor and Leanne live in Mundubbera and have two sons; Ben is in Year 12 at Downlands College, Toowoomba and Carl in Year 9 at Mundubbera State School.

Trevor is a sports fanatic with his preferences being Rugby and Squash, which he still plays.



# our corporate structure



The background features a series of overlapping, curved, organic shapes in various shades of green, ranging from light mint to a darker forest green. These shapes are set against a white background, creating a layered, wave-like effect. The text is centered horizontally and partially overlaps the green and white areas.

# corporate services

# our achievements in corporate services

Following on from 2009/2010 Annual Report, this year has seen a continuation of the work to de-centralise Council's administration and processes. This follows Council's commitment that a presence be maintained in all communities throughout the region which includes Biggenden, Eidsvold, Gayndah, Monto, Mt Perry & Mundubbera.

Various functions are carried out within specific locations:

Biggenden – Receipting / Bank Reconciliation

Eidsvold – Rating / Workplace Health & Safety

Gayndah – Debtors / Workplace Health & Safety / Records Management

Monto – Payroll / Human Resources

Mt Perry – Job Costing

Mundubbera – Creditors

Libraries are maintained at a high standard in all six (6) communities and are open to the public in most communities from 10:00am to 4:30pm.

Financial Services has also been added to this directorate and is managed by Manager Financial Services Mr Justin Kronk. Justin is supported by two (2) qualified Accountants with a further three (3) Finance Officers. Considerable work has been undertaken to ensure that Council's general ledger and chart of accounts are accountable and will meet all audit requirements. Justin also undertakes the overseeing of Debtors/Creditors/Information Technology/Rating requirements and Financial Reporting.

A Manager Corporate Services Mrs Megan Dingle was also appointed during this financial year and has the task to oversee Human Resources/ Payroll Functions/Customer Service Operations/Libraries/Workplace Health & Safety and Records Management. Council employs three (3) dedicated Payroll Officers who are supported in each community by Administration Officers.

Since the formation of the North Burnett Regional Council, considerable effort has been made by managers and staff to enhance the performance in each area of the operations. This has been achieved by the creation of policy and procedures which have been constantly reviewed in an effort to streamline day to day tasks.

Managing change within the Local Government environment has been a challenge to all staff and it is comforting to experience the commitment from most staff to embrace change in an attempt to keep abreast with legislative requirement imposed by the State Government.

## CORPORATE GOVERNANCE: Policy development & leases

Council has an ongoing program to upgrade Policies in all areas of its operation to project Council's attitude to a range of subjects to the community and more importantly, provide consistency in the decision making process.

Policies which have been developed over the past year include:

### 2010/2011 Adopted General Policies

223	Environmental	Policy & Strategy Meeting 03/08/2010
235	Council Community Halls & Room Hire	Policy & Strategy Meeting 05/10/2010
241	Councillor Contact with Lobbyists Option A	Policy & Strategy Meeting 05/10/2010
242	Councillor Contact with Lobbyists Option B	Policy & Strategy Meeting 05/10/2010
243	Confidentiality	Policy & Strategy Meeting 05/10/2010
240	Eidsvold Sports Library	General Meeting 16/11/2010
237	Evaluations	General Meeting 15/02/2011
238	Food Services	General Meeting 15/02/2011
248	Finding a Deceased Person	General Meeting 15/02/2011
249	Collection Development	General Meeting 19/04/2011
Total = 10		

### 2010/2011 Adopted Statutory Policies

107	Advertising Spending	Policy & Strategy Meeting 05/10/2010
114	Councillor Code of Conduct	Policy & Strategy Meeting 05/10/2010
104	Purchasing	Policy & Strategy Meeting 06/11/2010
103	Reimbursement and Provision of Facilities for Mayor and Councillors	General Meeting 18/01/2010
109	Appointment of Audit Committee	Policy & Strategy Meeting 07/06/2011
Total = 5		

A considerable effort was made during the 2010/2011 year to review current leases in all the previous shire areas and reassign the leases to the new legal identity which is North Burnett Regional Council. This project will continue into the 2011/2012 financial year until it is finalised. Ongoing lease development is progressed on an as needs basis to meet community needs.

# our achievements in information technology

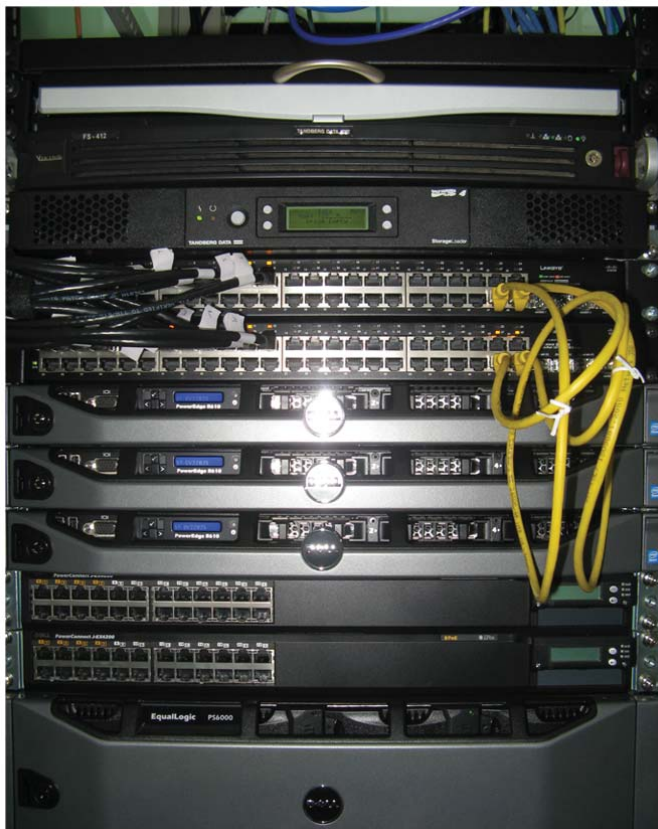
## MAINTAINING OUR INFORMATION TECHNOLOGY: Infrastructure & equipment upgrades

Throughout 2010/11, IT staff continued to modernise and streamline Council's IT network infrastructure and equipment to better serve staff, councillors and constituents. There is still much work to be done in this field however some of the larger projects are now either underway or behind us.

In June 2010, the mammoth task of replacing our thirteen servers was started and is expected to be finalised in late 2011.

Planning had been underway for some time with a view to moving to a fully virtualised infrastructure in mid 2010. Virtualising hardware will directly benefit Council by a huge reduction in power and cooling costs; better remote management tools; more efficient use of processor, memory and capacity resources; and cost savings in hardware purchases and configuration over the coming years.

Council has been able to reduce its server infrastructure from 13 down to 3 servers, all running the latest Windows Server 2008 R2 software. Other server-based applications were updated at the same time, including Citrix Xenapp 6, Microsoft Office 2010 and Microsoft Lync 2010.



Throughout 2010 and early 2011, old IT-related equipment was collected from each of the Council offices, depots and other locations and brought to Eidsvold for checking, cleaning and sorting.

Defunct equipment included computers, laptops, monitors, printers, faxes, tape backup drives, PABX systems, photocopiers, networking gear, antennas, hard drives and other paraphernalia. All equipment is either past its use at Council or had stopped working and was deemed unrepairable.

A mountain of equipment was collected and the entire boardroom was filled, save for a walkway around the table.

Over time it was sorted and the serviceable equipment is expected to be offered for sale at a low cost to North Burnett community organisations, followed by the general public.

Also in June 2010, for the second year running, the workstations of two entire offices have been replaced with low cost, low power PCs running Windows 7.

Staff at the Mundubbera and Mount Perry offices can now work more efficiently on their new PCs. Those staff that travel regularly have been provided with Dell laptop computers and docking stations for their desks.



# our achievements in workplace health & safety

## FOSTERING A SAFE WORK ENVIRONMENT: Workplace Health & Safety

The Workplace Health and Safety team continues to ensure statutory and regulatory compliance is achieved throughout the organisation through the continual improvement of our Safety Management System.

The continuing trend of positive growth and acceptance of safety as the norm in workplace culture is pleasing with the WH&S Department continuing to be fully supported by all levels of management.

Financially, the WH&S Department remained well within the established budgetary limitations, achieving substantial savings in expenditure through the introduction of a central purchasing point for all safety products, signage, personal protective equipment and uniforms.

The introduction of the Workplace Health and Safety Act 2011 in January 2012 has obliged the WH&S Department to put in place a succession plan from our current Safety Management System to a system that will not only meet legislative requirements, but also be considered industry best practice. This is an open-ended task on which we are continuing to work closely with other local government authorities and our insurer Local Government Workcare, to achieve a positive outcome.

Our reportable Key Performance Indicators, including statistics on incident rates and workers' compensation claims, have risen sharply since the last quarter of the 2010/11 financial year. This increase is directly attributed to the increase in the awareness of all workers in regards to reporting all workplace incidents. The data received by the WH&S Department shows a steady rate of workplace incidents which is comparable to other local government authorities of a similar size and employee base.

The data allows for a true evaluation of WH&S performance throughout the organisation, which will be reinforced during the annual WH&S Department internal audit, whereas in previous years the correlation between statistical information and performance tracking was on occasion varied and inconclusive. The WH&S Department is of the opinion that the 2010/11 audit will reveal a significant increase in system utilisation, accountability, control and of course compliance.

On the whole the WH&S Department is appreciative and well satisfied with the results it has achieved for the 2010/11 financial year which would not have been possible were it not for the effort and hard work of every North Burnett Regional Council employee.

	2008/09	2009/10	2010/11
Days lost	873	707	346
Claims	16	17	17
Total Injuries	-	49	160

# our achievements in records management

## DEVELOPING BEST PRACTICE RECORDS MANAGEMENT: Preservation and employee training

The records team creates, stores, preserves, disposes and provides guidance on the management of official Council records. A Records life cycle extends from the time it is received or created, through processing and use, to placement in storage and retrieval systems until eventual disposal or permanent archival retention. Regardless of the format, all records are an extremely important resource vital to every day council operations.

The department consists of three staff members who consistently guide and promote recordkeeping across the region ensuring Council business is properly documented and official records are managed accurately to support frontline service delivery, good governance and accountability.

Staff attended a South East Queensland Records Management workshop at Fraser Coast which assisted them in gaining useful knowledge in records management processes and policy as well as forming new invaluable contacts;

A large quantity of permanent legacy records inherited by the former local Councils have been identified and grouped into series for transfer to Queensland State Archives where they will be stored and preserved permanently for future historical reference;

Staff attended Right to Information and Information Privacy training to ensure statutory compliance and to assist in promoting open access to Council information and to protect any personal information Council may hold in its possession;

A retention and disposal project is underway which will increase process efficiency while maintaining compliance and allow for more storage capacity, decreasing the need to build new archival facilities;

70 boxes of temporary records were destroyed in line with the Queensland State Archives Retention and Disposal Schedule and guidelines.



*Records Team from left: Karen Cooney, Sarah Seabrook & Kent Burchard.*

	2009/10	2010/11	Variance
Inwards correspondence	9,620	9,641	0.2%
Services requests	1,496	2,911	94.5%
Total documents registered to Council's record management system (infoXpert)	32,153	37,950	18%

# our achievements in libraries

## PROVIDING A QUALITY LIBRARY SERVICE: Collection Maintenance, Events & Activities

### Collection Maintenance

This year has seen all six of our library branches working hard to deliver vibrant community spaces that provide a high quality library service to meet the educational, recreational and information needs of our communities by delivering accessible, relevant and innovative resources.

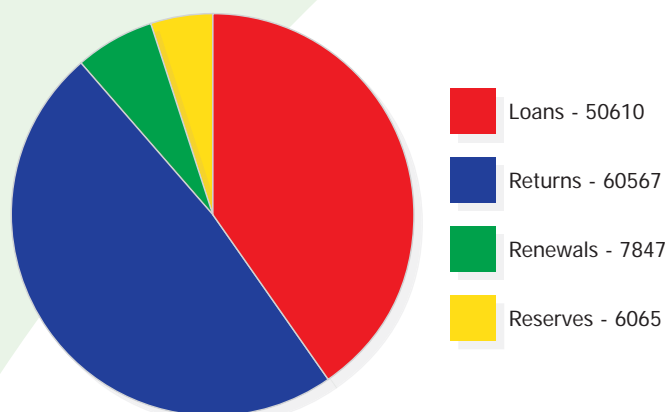
With assistance from State Library of Queensland, a Collection Development Policy was created and adopted by Council on 19 April 2011. The purpose of this policy is to provide all individuals in the community with a balanced selection of books and other materials to aid the individual in the pursuit of recreation and lifelong learning. The policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

New changes were implemented at Public Library Services (PLS), and as a result, our library service became the first Country Lending Service to adopt these new work processes. The first process, a stock rotation method implemented in June, has seen our six branches with an extra turn over of stock each month in addition to the PLS exchange items each branch receives every three months. This process has been received well by library staff and borrowers alike. The remaining processes will be implemented throughout the later half of 2011.

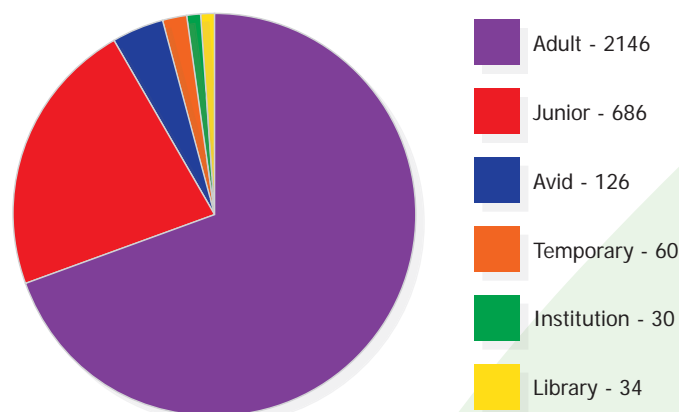
There was a 6.94% decrease in lending (loans and renewals) during 2010/11 with reservations increasing by 10.38% compared with 2009/10.

	2009/10	2010/11
New members	590	442
Deleted members	617	87
Lending (Loans & Renewals)	61,046	56,807
Returns	62,406	58,640
Reserves	5,299	5,913
Lending stock	26,526	23,900

Circulation Total as at 30 June 2011



Total Membership as at 30 June 2011



Service Points	Loans
Biggenden	8,025
Eidsvold	3,684
Gayndah	11,967
Monto	12,366
Mundubbera	10,100
Perry	2,980
Total	59,122

# our achievements in libraries

## Events & Activities

All branches keenly held an event on 8 March 2011, in recognition of International Women's Day which celebrates women across all cultures and communities. At Biggenden there was invitation to participate by writing to a female Australian soldier serving in Afghanistan. A total of fifty-five (55) letters were received at the branch to be posted on the day.



Monto celebrated by inviting the community to submit a photo and a short write up on a woman who they thought was an inspiration, great achiever or role model in their local community. Four submissions were received and the day was started with a morning tea and a chance to view the display.



In Eidsvold, it was celebrated by holding a pampering morning tea. Ladies hands were pampered with simple home remedies, treatments and massages. Students from Eidsvold State Primary School contributed to the display and books featuring women who have made a difference and helped shape this country were available to view.

Mundubbera also celebrated with a morning tea and a display of books by women authors. Everyone contributed words that are a representation of women. These were then added to our International Woman's Day display board.



Gayndah celebrated with a morning tea which had an international flavour. Countries that were represented were USA, Denmark, Ireland, Scotland, Germany and Poland. There was a variety of delicious food available which represented each of these countries.

In Perry celebrations started with many women signing a special book which honours the women of the community. Tributes and photographs were added throughout the day with every entry receiving chocolates. The book is now a permanent keepsake for the library.







# **community & cultural services**

# our achievements in community

## ECONOMIC DEVELOPMENT: Impact of the flood event

The economy of the North Burnett was significantly affected by the flood events of December and January. North Burnett was one of the first regions in Queensland to be affected by the flood events which affected much of Queensland. Council, in conjunction with State and Federal Governments and many community agencies played an important coordination role in both the disaster management and the recovery phases of the flood event.

Through the adversity following the flood event Council provided support to dozens of land owners and other people affected. Council's economic development staff have provided an invaluable referral coordination role to available flood recovery funding opportunities.

Council has negotiated a significant contribution from the State Government to fund a Jobs and Skills Development Officer and Community Development Coordination positions within Council staff to help build the economic and social capacity of the North Burnett region following the flood event.

Council continues with its engagement of economic development specialists Starfire Solutions to provide strategic advice to Council and support the North Burnett Northern and Southern Business Advisory Groups.

Some highlights of our achievements this year include:

- Council, in conjunction with the Department of Employment, Economic Development and Innovation (DEEDI) has provided a critical role in the development of a business case to support the reinstatement of the rail line between Maryborough and Gladstone.
- Two completed "Green Army" projects focusing on flood recovery, town beautification and weed eradication which employed 25 people;
- Four local businesses supported through Council's "Main Street Beautification Grants";
- Funding secured for a business plan to further develop the Paradise Dam Recreation Area; and
- Funding secured to develop a feasibility study for a North Burnett Rural Innovation Centre for which community consultation was undertaken in May & June 2011.



Paradise Dam overflowing

# our achievements in community

## **CELEBRATING ARTS & HERITAGE: Mundubbera Regional Art Gallery**

The Mundubbera Regional Art Gallery has had another successful year. The 2010/2011 year saw a range of touring exhibits on display in the gallery which were well supported. The Gallery raised in excess of \$2400 of donations and fundraising, which will go towards providing increased services in the Gallery. This year several projects were delivered including the children's Arts Days, and the construction of glass door from the gallery to the rest rooms to assist with providing better access and security to the Gallery.

## **COMMUNITY SUPPORT: Community Services Network, Central Burnett Youth Services, Community Housing and Community Bus Service, Home & Community Care and Community Aged Care**

### **Community Services Network**

Council has taken a more active role in the participation with the Community Services Network. The Community Services Network provides an opportunity for the various Community Services provided in the North Burnett to come together on a monthly basis, to support and promote each service. The Network also provides a vehicle for feedback to outreach services which service the North Burnett area and provides them with assessment of demand and identifying need. Council has committed to administering a Community Services Database, which will be available on the Council Website in the near future.

### **Central Burnett Youth Services**

The Central Burnett Youth Services has again run an active program this year providing support to the youth of the North Burnett. The Gayndah based service has worked collaboratively with the services in Monto and the CTC Services to provide support to youth at risk, families requiring assistance and the general younger communities.

Youth week was very successful this year in promoting "My Space", with several concurrent projects rolled out across the region. The Central Burnett Youth Service also provided essential support during the flood event on 2010/2011, providing support to youth and their families who had been affected by the event. The CBYS worked with LGAQ to deliver the Beyond Blue initiative, targeting issues of depression amongst youth and providing invaluable resources and support.

### **North Burnett Community Housing**

Council continues to meet its obligations to the Department of Communities' Community Housing Program in the communities of Mt Perry, Eidsvold and Biggenden. Council maintains, administers and assists with the selection processes of community houses in those towns. Close collaboration with the Department of Communities has meant that our communities are able to continue to benefit from these affordable housing options.

### **Community Bus Service**

North Burnett Regional Council continues to support the community bus services which operate throughout the North Burnett region, providing an essential transportation service to communities. Council continues to work closely with the Jena Boran Corporation for the provision of a return bus service on Thursdays, from Mundubbera to Bundaberg, servicing Mundubbera, Gayndah and Biggenden. Council has also continued to run the Eidsvold Bus Service which also provides transportation on a weekly basis.

### **Home and Community Care (HACC) and Community Aged Care Package (CACP)**

In 2010/2011 HACC & CACP programs continued to provide care to frail, aged persons and younger people with disabilities and their carers to enable them to remain living independently in their own homes for as long as practical within available resources. As part of respite care and transport services, a monthly shopping bus is taken to Bundaberg as well as subsidised outings to various locations throughout the region. Social functions for recipients this year included Gin Gin Market Day, Bundaberg "Op Shop" tour, Mother's Day Cent Sale and Senior's Awareness Week.

All get-togethers have been arranged utilising local facilities. There are currently four of the five CACP packages utilised and thirty-three recipients of the HACC program. The majority of recipients receive domestic assistance and home maintenance services which are provided by local staff members who are trained to clean, maintain and monitor recipients and their homes. The 2010/11 year saw the retirement of a long serving HACC co-ordinator, along with changes to the staff structure. A new co-ordinator and three new staff members will carry the team through into the next financial year.

Through external HACC funding and traineeships, a Certificate III in Home & Community Care was offered to the staff. One staff member completed a Certificate IV in Home and Community Care in March 2011 and is continuing studies towards a Diploma in Community Services Co-Ordination, to be completed by June 2012.

Council's support towards providing this service is greatly appreciated and valued by the recipients and their families, the community and care staff.



# our achievements in community

## EDUCATION, RECREATION & THE GREAT OUTDOORS: Paradise Dam and the RM Williams Australian Bush Learning Centre

### Paradise Dam

It has been an interesting but busy year for Paradise Dam with the dam overflowing in September, and flooding in December. The Paradise Dam kiosk measured 726mm of rainfall for December 2011, which saw 5.96m of water flowing over the spillway on the 29 December. The water is still running 0.18m over the spillway today. Due to the excessive wet weather in December the caravan park was closed to the public for a period of time whilst repairs from flood damage were undertaken.

Paradise Dam has become a popular camping area with 1762 adults, 265 children and 45 children less than 5 years camping at Paradise Dam over the year. The Easter break was the busiest period, which saw the camping area fully booked with over 60 sites occupied and a waiting list.



Top of the camping area during Easter



Bottom of the camping area during Easter

The most popular draw cards for visitors to Paradise Dam are water sports and the turtle hatchery. The kiosk has become popular, catering for visitors and functions on a regular basis.

The flooding of the dam created difficulties for the turtle breeding season; March - breeding season, September - nesting season and December - hatchling release. Any eggs which were in the river nests whilst the river was in flood were unfortunately washed away. However, the turtle hatchery processed 328 hatchlings for the year, with the little guys being kept in the hatchery while the river was flooding before being released back into the river system. Council has been advised that the Department of Environment and Resource Management's funding for the hatchery expires in December 2011.



### RM Williams Australian Bush Learning Centre

The RM Williams Australian Bush Learning Centre was purpose built to honour this great Australian, showcasing his skills, and achievements and bring his passion for bush lore to life" RM Williams Australian Bush Learning Centre Brochure, and Big Idea's.

Since the very early concepts developed in the time of the Shire of Eidsvold, and carried through by the newly formed North Burnett Regional Council, this facility has been 5+ years in the making. It was with great pride that the RM Williams Australian Bush Learning Centre was officially opened by her Excellency the Governor of Queensland, Ms Penelope Wensley AO, on Saturday the 23rd October, 2010.



# our achievements in community

Eidsvold came alive with a guard of honour, taking the crowd by surprise as they led the parade up to the new RM Williams Australian Bush Learning Centre and comprising of the local Eidsvold State School students and Indigenous Dancers. Local identity Neville Chapman (Indigenous Elder) captivated the audience with the 'Welcome to Lands' ceremony, with the help of Graham Beezley Jnr, an Indigenous Didgeridoo player. Approximately 400 people walked through the doors on the day of the opening.

Recognition must be given to all those who worked extremely hard to bring the Centre to fruition including the RM family members, board members, the Mayor and Councillors and of course the NBRC staff.

Now the facility is open, and the journey has begun! The operation of the Centre has commenced with the support of the Regional Council, Board of Directors, Friends of RM and RM's family.

The Centre Business Plan outlines a range of actions and strategies that staff have continued to work on including:

- Development of the exhibition space program for up to two years ahead, to ensure a range of quality, relevant educational and entertaining exhibits;
- Sourcing of quality, themed regional/outback Australian gifts and mementos for sale at the Centre;
- Development of a range of bush skills and crafts courses offered from the Centre;
- Expansion of the preliminary Marketing Plan that ranges from the placement of new road side signage and billboards to improved brochure distribution networks, website and the engagement and training of local people to promote the Centre along with other regional attractions;
- Continued development of the visitor information centre located at the RMWABLC; development of a Master Plan for the whole 140 acre site, to enable major funding applications to be made to continue the development of the site into the medium and long term future;
- Development of a program of events and conferences at the Centre;
- Engagement with the Indigenous community of Eidsvold;
- Development of policies for merchandise, exhibition curation and volunteers;
- Continuing development of the marketing strategy for the Centre, linked in with regional marketing initiatives; and
- Recruitment of a volunteer base from across the region including the 'Grey Nomads' who visit the region.

A range of performance targets were established in the original Business and Strategic Plans including annual targets for finances, visitor numbers, exhibition themes, merchandise and Centre usage. Meeting most of these targets relies on the implementation of key marketing strategies such as road side signage as well as other specific forms of marketing. The recent announcement of major funding awarded for the promotion of the A3 Country Way tourism route, will see this important aspect of marketing being implemented in 2011/12.



# our achievements in community

## **FOSTERING A MULTICULTURAL COMMUNITY: Community Social Cohesion Project and Citrus Harvest Kick Off**

### **Community Social Cohesion Project**

In February 2011, North Burnett Regional Council entered into an 18-month funding agreement with Australian Government's Department of Immigration and Citizenship to deliver the Community Social Cohesion Project.

Under this agreement, Council has employed a Community Social Cohesion Officer who will deliver a range of projects and activities to promote social cohesion and multi-cultural awareness across the region.

One of the main drivers for this project is the increased number of workers this year in the North Burnett region, employed under the Pacific Seasonal Worker Pilot Scheme. The Pacific Seasonal Worker Pilot Scheme runs until June 2012 to evaluate whether horticulture and viticulture enterprises in Australia can benefit from an increased labour supply, where they cannot source local labour, and whether there is an economic benefit to the countries in the Pacific.

The four Pacific Island countries participating in this pilot are Papua New Guinea, Kiribati, Vanuatu and Tonga. This year, the majority of the workers in the North Burnett are from Tonga.

With significant primary production in the North Burnett as well as being the citrus capital of Queensland, our horticultural businesses are an obvious choice to trial the Pacific Island workforce, as traditionally the shortfall of the local labour supply has been filled by backpackers. But with a relatively small population, the influx of in excess of 110 Pacific Island workers in Mundubbera alone can impact our community.

The Social Cohesion Project aims to mitigate these impacts, through delivery of the following:

- Increased community understanding, awareness and tolerance of people from diverse cultural and linguistic backgrounds, helping all visitors to our region feel welcome;
- Awareness about the Pacific Seasonal Worker Pilot Scheme including promotion in the community and by media;
- Encouraging Pacific Seasonal Worker and visitor participation in community events including song and dance, sport and arts/music;
- Multi-cultural awareness through Harmony Day and "Taste of the Burnett" events;
- Community Citrus Harvest Kick Off Events in 2011 and 2012;
- Delivery of a light recreation centre for the community, a "Multi-cultural Hub";

- Working with Mundubbera Rotary to deliver a River Walk project including barbeque and hangi area.

The project will work with existing community groups and events to deliver these initiatives and Council would like to extend its gratitude for the wonderful support to date. With a successful 2011 Community Citrus Harvest Kick Off delivered in April and many of the other initiatives underway, this project will contribute to our community in many positive ways.

### **Community Citrus Harvest Kick Off**

Our North Burnett community was host to the second "Community Citrus Harvest Kick Off Event", held at Archer Park in Mundubbera on Friday 29 April, 2011.

These celebrations brought our community together as a festive start to the citrus picking season and welcomed all seasonal workers to the area, particularly the Tongan workers who are participating in the Pacific Seasonal Worker Pilot Scheme.

The Kick Off event was well attended, with over 500 people enjoying the festivities including live entertainment from local artists as well as Tongan song and dance, football games, children's amusements, and rides and food, all provided at no charge.

There was a wonderful spread of food from traditional Tongan cuisine, cooked by the local Mundubbera Tongan Community, a BBQ prepared by the Mundubbera Lions Club, and damper cooked by well-known locals, Jim and Jocelyn Robertson.

The food was delicious and very well received by the community, giving people the opportunity to tempt their tastebuds with the Tongan food, something that most of us don't get to try very often.

In addition, local upcoming young talents Alex Kolo and Georgia Darr mixed it up with David Holleran to sing and local Tongan Steward, Mr Kolo presented the opening prayer in Tongan. This was complemented by the emotive Tongan song and dance, performed by the seasonal workers, who looked impressive in their traditional outfits.

Other activities included a touch football match between the local Mundubbera Tigers football team and a side comprising of the Tongans, with the Tongan side coming out overall victors.

This event was held as part of the Social Cohesion Project, a project funded by the Australian Government Department of Immigration and Citizenship through the Diversity and Social Cohesion program, in partnership with the North Burnett Regional Council.

# our achievements in community

## ENCOURAGING A HEALTHY & ACTIVE COMMUNITY: Sport and Recreation

Council was successful in obtaining over \$49k towards a Regional Learn to Swim program from the Department of Communities Sport and Recreation Active Inclusion Program. The Learn to Swim program will provide an opportunity for members of our communities under the age of 8, and those with a disability and the elderly, to learn how to swim, lead a more active lifestyle and learn water safety skills. The program will be conducted in conjunction with the North Burnett schools and the local pool facilitators.

## KEEPING OUR COMMUNITIES INFORMED: Council's community newsletter

Council produces a 4-page newsletter every month of the year, which is distributed to the mailboxes of residents throughout the region. The "Council News" features the latest Council news and initiatives and highlights upcoming Council events and activities.

Council also produces a fortnightly internal staff newsletter which is distributed to staff with their payslips.

## CELEBRATING OUR REGION: Tourism Action Group, TV Appearances and Regional Road Map

### Tourism Action Group

The North Burnett Tourism Action Group was formed in February 2011 to improve communication across groups and operators in the region, share news, learn and work together and provide education opportunities in media, marketing and customer service.

Council participated in the Queensland Caravan, Camping and Touring Show in Brisbane in June 2011 promoting the North Burnett region and the RM Williams Australian Bush Learning Centre.

A Billboard Audit is being compiled to assist with the formulation of a plan to attract potential funding for the upgrade of the region's billboards. The Audit will identify and prioritise the replacement of skins and/or maintenance to existing Council owned billboards.

### TV Appearances

Two television features were filmed in the North Burnett Region during the year. ABC Landline filmed the whip making workshop and demonstrations at the RM Williams Australian Bush Learning Centre in December 2010, and filming for the Channel 7's Great Weekender featured the Gayndah Orange Festival, RM Williams Australian Bush Learning Centre, Cania Gorge National Park and Mundubbera during the June 2010 long weekend.

### Regional Road Map

In October 2010, the second edition of the North Burnett Regional Road Map was produced due to its popularity with visitors as well as delivery and emergency services. In May 2010, 30,000 copies of the North Burnett Naturally Beautiful Visitor's Guide were produced with ongoing distribution within the North Burnett and throughout the surrounding regions.





# our achievements in community

## **COMMUNITY ENGAGEMENT: Arts & Cultural Strategy, Partnership with Australian Country Music Institute, and Travelling Arts Showcase and Come & Try Days**

### **Arts & Cultural Strategy**

The North Burnett Arts and Cultural Strategy was a Council initiative for 2009/10, and has enabled Council to provide a strategic framework to be able to identify areas of expectations and cultural and artistic assets in each community, and the North Burnett region as a whole. The process involved community engagement to determine areas on community strengths, challenges, opportunities and needs.

Council held its first North Burnett Galleries and Museums Network meeting in 2010, with representation from all six communities in attendance. Several regional projects were identified during the session with people keen to start working together across the region. Projects included a promotion initiative to assist with promoting the Gallery and Museum services available throughout the region.

### **Partnership with Australian Country Music Institute**

Our Council is partnering with the Australian Institute of Country Music to deliver a Youth Music swap for the youth of the Gympie and North Burnett communities.

It is intended that the youths will spend time in Gympie and also in Eidsvold at the RM Williams Australian Bush Learning Centre, where they will attend workshops on song-writing and music skills. It is anticipated that a concert will be given in each location to showcase what they have learnt.



### **Travelling Arts Showcase and Come'n'Try Days**

Council was successful in obtaining funding from Arts Queensland for the delivery of the RADF Travelling Showcase and Come'n'Try Days, an initiative of the North Burnett Regional Council RADF. The Showcase commenced its tour in April 2011 and will continue through to September 2011. The region's community was invited, free of charge, to come and sample a variety of different arts forms, visual and performing, at workshops run by five talented North Burnett artists

The Travelling Arts Showcase comprised of works from artists across the region who were invited to showcase their artform in each of the six centres. The showcase travelled throughout the region, and illustrated the talent and services available across our region

The communities were amazed to see how much talent was on display, and enjoyed participating in the free Come'n'Try sessions in each location.

The 2010/2011 North Burnett RADF Program consisted of three rounds of funding plus an out-of-round funding. The number of applications not only increased from the previous years, the quality of applications and amounts of funding requests also increased. Received applications provided a diverse range of artist development skills and were spread across the whole of the region.





# our achievements in community

## Australia Day Award Winners

Biggenden	
Citizen of the Year	Tracey Geissler
Junior Citizen of the Year	Mark Elliott
Senior Cultural Award	Anne Keogh
Junior Sportsperson of the Year	Shannon Trigger
Community Event of the Year	Coalstoun Lakes State School Centenary

Eidsvold	
Citizen of the Year	Doug Drinkwater
Junior Citizen of the Year	Lucy Thompson
Senior Sportsperson of the Year	Craid Dodd
Junior Sportsperson of the Year	Giorgia Bayles
Community Event of the Year	RM Williams Australian Bush Learning Centre Opening

Gayndah	
Citizen of the Year	Joanne Dowling
Junior Citizen of the Year	Aimee Davina
Senior Cultural Award	Ray Savage
Junior Sportsperson of the Year	Danny McColm
Sports Administrator of the Year	Ashley Harris
Community Event of the Year	C&K Gayndah Kindergarten Minute to win it Challenge

Monto	
Citizen of the Year	Walter Wilkes
Junior Citizen of the Year	Josephine Howell
Senior Cultural Award	Tyronne O'Reilly
Junior Cultural Award	Reece McGregor
Senior Sportsperson of the Year	Monto Fire Brigade
Junior Sportsperson of the Year	Kate Wedemeyer
Sports Administrator of the Year	Kerri Williams
Community Event of the Year	Monto Magic Tourism Action Group Bicycle Queensland

Mundubbera	
Citizen of the Year	David Holleran
Junior Citizen of the Year	Lynette Vicary
Senior Cultural Award	Roslyn Kugel
Junior Cultural Award	Alex Kolo
Senior Sportsperson of the Year	Jane Augustine
Junior Sportsperson of the Year	Adrian Taylor
Sports Administrator of the Year	Sandra Read
Community Event of the Year	Mundubbera State School P-10 Musical
Special Service Award	Allison (Sally) Wells

Perry	
Citizen of the Year	Rae Watson
Junior Citizen of the Year	Georga Jones
Junior Citizen of the Year	Hunter Stephensen
Junior Cultural Award	Chelsea Klassen
Sports Administrator of the Year	Greg Wallace OAM
Community Event of the Year	Mt Perry Garden Show

# our achievements in community

## **Sister Cities**

On 17 May 2011, Council agreed to become a member of Sister Cities Australia Inc (SCA) in response to a request from the Gayndah Zonhoven Committee. Sister Cities Australia Inc (SCA) is an association of cities, towns, shires, ports and even states that have a Sister City relationship. It keeps a register of all Australian affiliations, of which it is aware, and welcomes additional listings. The objective of SCA is to provide an umbrella of support and to promote these affiliations. SCA also aims to provide a forum of cultural, economic and educational interchange between communities and to encourage friendship, co-operation and understanding to improve peaceful co-existence worldwide.

In 1989 Gayndah and Zonhoven, Belgium became Sister Cities and today the friendship is still going strong. Zonhoven delegates recently presented Council with a sculpture from the Zonhoven community as a permanent memento of the group visit to Gayndah from 18-22 May 2010. The "Symphony of hands" has been sculpted out of one piece of oak, aged and weathered over hundreds of years and stands the test of time, just as the friendship between Zonhoven and Gayndah.

Council has also agreed to write to Eidsvoll, Norway to propose a sister city relationship.



*Symphony of Hands created by Jozef Hulsmans*

The background features a series of overlapping, curved, light blue shapes on a white background, creating a sense of movement and depth. The shapes are reminiscent of stylized waves or flowing lines.

# development & environment services

# our achievements in development & environment

Council provides services in the area of planning, building and plumbing/drainage to ensure that acceptable standards are met and that there is consistency with community expectations and that development complies with relevant legislations and policies at all times to protect and enhance community health and safety with respect to land use and the built environment.

During this, the third year post amalgamation, Development Services have progressed further along the path of full cost recovery with additional measures taken to streamline its operations and increase the "user pays" approach to its fees and charges.

The downturn in the economy has affected the land development and building industries with a reduction in the number of applications received. The number of Planning applications received fell by 18.8%; Building applications dropped approximately 23.9% and Plumbing some 16% less than last years figures.

Despite these competitive times Council has maintained its market share of building applications processing the majority of dwellings and sheds (56%) and commercial/industrial (71%). Council also enjoys the income received from the many inspections it does on behalf of Private Certifiers.

Development services were tasked with Cultural Heritage portfolio in the later half of this year. 2011/2012 will witness a marked surge in activity with the aim of establishing a register of all places/buildings etc. of local cultural heritage significance.

Development statistics for the 2010/2011 financial year show that council received and processed on average 16 building, 4 planning and 7 plumbing applications per month with a combined total for the year of 317.

Type of application	Jul 10	Aug 10	Sep 10	Oct 10	Nov 10	Dec 10	Jan 11	Feb 11	Mar 11	Apr 11	May 11	Jun 11	Total
Planning	3	5	6	2	4	2	2	3	3	6	1	7	44
Building	16	20	11	25	20	16	7	13	14	13	12	23	190
Plumbing	8	9	8	13	3	4	3	5	10	2	5	13	83
<b>TOTAL</b>	<b>27</b>	<b>34</b>	<b>25</b>	<b>40</b>	<b>27</b>	<b>22</b>	<b>12</b>	<b>21</b>	<b>27</b>	<b>21</b>	<b>18</b>	<b>43</b>	<b>317</b>

## DEVELOPING AN INTEGRATED REGIONAL PLAN: A new planning scheme

Steady Progress on North Burnett Regional Councils first planning scheme has been made with an expected public consultation release in early 2012, once Council receives ministerial approval. Development services have been actively working towards a new scheme that reflects the aspirations of communities in the North Burnett. A fresh approach was necessary due to local government reform, new planning laws such as the Sustainable Planning Act 2009, and the release by the Queensland Government of the draft Wide Bay Regional Plan. The Government's finalisation and release of the Regional Plan, expected later in 2011, will allow Council to develop a matching Planning Scheme. The project team has appreciated public input over the last year or so but the Community Plan, which is a separate but related project, will provide detail about the aspirations of our communities. Considerable work on changes to the existing six Planning Schemes was necessary in response to State Government directives to include a 'priority infrastructure plan' for each. The Council sees these as only interim measures but will consult with the communities before implementing them.

## PROJECT MANAGEMENT: Memorial Skate Park

Subsequent to the timely and successful completion of the RM Williams Australian Bush Learning Centre at Eidsvold, the Development Services team were again engaged to project manage the Jacob Moreland Memorial Skate Park in Gayndah. Stage 1 of the complex hosts two shelters, a toilet block and the skate arena, all of which have proved extremely popular. Overland stormwater mitigation works in Lions Park were also an integral part of this project.



# our achievements in development & environment

## **ENCOURAGING RESPONSIBLE POOL & PET OWNERSHIP: Approved Inspection Program**

In May, Council commenced its Approved Inspection Program in regard to pool fence requirements and animal registrations. Several council officers were involved in visiting residences throughout the Region. Many positive responses were received and residents are thanked for the cooperation shown to our officers.



## **PROTECTING PUBLIC HEALTH: Vector and Vermin Control**

Council is proactive in reducing the public health risks posed by vermin (rats and mice) and mosquitoes by identifying potential breeding grounds throughout the Region, responding to complaints, and issuing notices where appropriate.

During the 2010/11 flood event, Council's Environmental Health Officer worked closely with Queensland Health and other public health professionals and neighbouring Councils to monitor and treat affected areas ultimately to reduce mosquito populations in the Region. A survey was conducted by Queensland Health Officers and Council to identify the abundance and distribution of the dengue fever carrying mosquito, *Aedes Aegypti*. A number of properties in the Region were found to have these disease carrying mosquitos present. Residents are encouraged and advised to remove any containers capable of holding water in which these mosquitos proliferate.

## **STAYING COMPLIANT: Building Legislation. Public Health, Environmental & Local Laws**

### **Building Legislation**

This year saw changes in building legislation that introduced greater requirements for energy efficiency and building sustainability for domestic and commercial buildings including 6 star ratings; required the issue of pool safety certificates for all swimming pools; and included Disability Discrimination Act requirements within the Building Code 2010 through the amendment of its AS1428.1.

### **Public Health, Environmental & Local Laws**

Council has a team of dedicated officers who continue to respond to complaints relating to littering, water pollution, public health risks, noise, smoke and odour. These officer's primary responsibility is the protection and promotion of public health and the protection of our natural environmental values.

# our achievements in development & environment

## WORKING WITH OTHER DEPARTMENTS: Contracts

During the past year the Development and Environment Department together with the Technical Services Department has undertaken various contracts for the Department of Transport and Main Roads. These contracts have ranged from relocation and revegetation of threatened species to rehabilitation of sidetracks after roadwork's have been completed.



## RUNNING PROGRAMS: Rabbit Control & Threatened Species

### Rabbit Control

Council received funding from Burnett Mary Regional Group to run a rabbit control and threatened species program in the North Burnett. The program focused on rabbit control in areas of high rabbit populations and high ecological significance. The biological control, Calicivirus disease, was released in 10 rabbit populations across the North Burnett.

A field day was held in Mt Perry to demonstrate a range of control techniques for rabbits. Generally the rabbit population across the region is relatively low however it is important that landholders continue to undertake some control programs to ensure that the population does not explode again in the future. Council now has rabbit traps for hire if landholders are undertaking any control.



### Threatened Species Mapping

A small project for mapping threatened species on council roadsides was completed. Several threatened species were prioritised for mapping. The data will provide council with more accurate information when undertaking jobs to ensure we are protecting threatened vegetation and complying with legislation.



*Macrozamia crassifolia* found in the North Burnett

## NOXIOUS WEEDS: African Lovegrass

African lovegrass (*Eragrostis curvula*) is a perennial grass with highly invasive qualities and the potential to create dense monocultures in the landscape. Livestock production can be dramatically impacted by the presence of African lovegrass. The distribution of African lovegrass in Queensland is concentrated in the southern part of the State.

A plan has been developed by the ALG Action Group. The purpose of the plan is to outline the management and containment of African lovegrass across the North Burnett Regional Council's geographical area. The management of African lovegrass requires a coordinated and committed strategic approach and the implementation of best practice management. This plan has been created with valuable input from landholders, Transport and Main Roads, Ergon Energy, Powerlink, Australian Agricultural College Corporation, neighbouring Local Governments, Burnett Mary Regional Group, and Biosecurity Queensland.



# our achievements in development & environment

## CONTROLLING PESTS: Pest Management Plan & Fruit Fly Program

### Pest Management Plan

Every year in Queensland pest plants and animals cost more than \$710 million in lost production and control. Pests cause significant economic losses, cause degradation of natural resources, threaten biodiversity and interfere with human activities.

Under the Land Protection (Pest and Stock Route Management) Act 2002 all local governments are required to have Local Government Area Pest Management Plans in place for declared pests in their area. North Burnett Regional Council has prepared a new Local Government Area Pest Management Plan. The plan is now waiting for approval by State Government before it is implemented. Currently the six former Pest Management Plans are still in force.

### Fruit Fly Program

Since 2003 growers in the Central Burnett have been paying a voluntary levy to help control Queensland Fruit Fly through an Area Wide Management Program. The town programs are a crucial part of the Area Wide Management of Queensland Fruit Fly. By controlling the Fruit Fly population in the towns of Gayndah and Mundubbera a higher level of control can be achieved in the orchards. Research has shown a significant reduction in the Fruit Fly numbers in the treated region since the start of the Fruit Fly Force program.

In 1999 Department of Employment, Economic Development and Innovation surveyed Fruit Fly activity which established a pre-program infestation level. Trap catches in the town areas in the peak time from August to January used to average more than 250 Fly per trap per week. Now the traps are monitored every two weeks and in the same period would average numbers in the single figures.

There are reasons why Area Wide Management is important now. These being that the climatic conditions are favouring Fruit Fly more and a number of key insecticides used on orchards will soon be taken away from growers.

Currently we have 36 rural, 128 Mundubbera and 346 Gayndah properties participating in some way with the program. With radio, local show promotions and letter box drops during the past year, the number of participants rose by 73. We are also in the midst of putting up signage on all properties involved with the program and the Council has agreed to install signs for the town entrances of Gayndah and Mundubbera promoting Area Wide Management of Fruit Fly.

## SHOWING OFF: Annual Agricultural Shows

In 2011 a display was held at the six North Burnett Annual Agricultural shows. The Natural Resource Management Trailer was utilised to display information on Natural Resource Management, pest plants and pest animals. The display included live Queensland Fruit Fly.



# our achievements in development & environment

## FISH RESTOCKING: Cania Dam Fish Hatchery & Fisheries Queensland

### Cania Dam Fish Hatchery

The Cania Dam Fish Hatchery is once again up and running, thanks to increased Council interest and involvement with the project. Council and Fisheries Queensland officers are currently working with the Cania Dam Fish Restocking Association, providing advice with the breeding program. Infrastructure upgrades funded by the fund raising efforts of the Cania Dam Fish Restocking Association, have focused on improving water quality in the hatchery, ready for the commencement of the breeding program later this year.

The breeding season commences from the start of spring (September) through to the end of summer (February). Netting permits are supplied by Fisheries Queensland upon request, so that adult fish can be legally netted for brood stock. Netting activities have already commenced out at Cania Dam, and currently there are 26 adult Golden Perch in the hatchery. This year the club members hope to achieve a successful breed of Golden and/or Silver Perch.

All of the fishing clubs in the region are always looking for new members. So if you're interested in working in a team environment, enjoy fishing and giving a hand to your local community, why not consider joining your local fishing club.

### Fisheries Queensland

Fisheries Queensland officers recently held a meeting with local fish restocking associations and North Burnett Region Council representatives to discuss matters relating to fisheries and fisheries management in our region. Topics involving restocking permits, the stocked impoundment permit scheme, purchasing of fish fingerlings for local impoundment restocking, and funding options for local fishing groups, were covered. The North Burnett Regional Council proudly supports fisheries related activities within our region, and encourages community groups to apply for the community grants, which are available through the North Burnett Regional Council.





The background features a series of overlapping, curved, organic shapes in various shades of green. These shapes flow from the top left towards the bottom right, creating a sense of movement and depth. The top half of the image is dominated by these green shapes, while the bottom half is a solid, medium-green block. A horizontal white band separates the top green section from the bottom green section, and the text is positioned within this band.

# technical services

# our achievements in technical services

The North Burnett Regional Council experienced a significant flood event that commenced in early December 2010 which was ongoing during January 2011.

Council responded to the disaster in accordance with its obligations under the Queensland Disaster Management Act 2003. The Local Disaster Management Group (LDMG) was activated for the event. The LDMG worked closely with local emergency agencies and groups, the District Disaster Management Group, State Disaster Management Group and our local communities.

The flooding affected a significant component of the North Burnett Regional Council area. Properties were flooded, people evacuated or isolated, businesses and rural industries significantly impacted and approximately \$20 million of damage caused to public infrastructure.

Council had sixty (60) days from 1 February 2011 to undertake emergent works in accordance with National Disaster Relief and Recovery Arrangements (NDRRA) guidelines. An Event Recovery Plan and subsequent Committee Meetings were held to guide Council through the recovery phase. Public meetings were held to discuss the recovery process, explain the guidelines and seek comments from affected persons.

A fifteen (15) tonne load limit was placed on all Council roads within the region. Council staff worked on a twenty-four (24) hour turnaround for those road users who lodged applications for exemptions. The load limit was consequently lifted on 22 May 2011.

A number of Council funded operational and capital projects have been deferred until such times as Council assets and infrastructure have been returned to working order.

The Technical Services team have spent many hours creating methods to record the flood damage to our road network, buildings and other infrastructure. The team, with the help of many other Council staff undertook the appraisal and logging of all damage. Working with the Queensland Reconstruction Authority (QRA), Council's first reconstruction submission has been submitted to QRA for \$19,914,479. This submission has been approved and reconstruction has begun on Council roads and other infrastructure. Council continues to work closely with QRA on additional submissions and approvals to complete the flood recovery work.



*The size of Council's submission.*

## Asset Management

The Technical Services Department is responsible for the establishment, management and maintenance of a Statutory Asset Management System. Over the past year, Council has faced many challenges to the continued development of many of its systems, the asset system being just one of them. The huge drain on resources during and following the devastating flood event which occurred earlier this year has slowed down the development and implementation of the Asset Management Plans for each class of asset.

Council has adopted the overarching Asset Management Policy – Infrastructure, which is the guiding document for the establishment of the asset management plans. The purpose of the Asset Management Policy – Infrastructure is to provide a framework for identifying, valuing, recording and writing off non-current physical and intangible assets. The key objective of the Policy is to provide direction as to how assets will be managed within an asset management framework. The asset management plans are being developed in several parts. Each part relates to an asset group as defined in the Policy.

The purpose of the "Main Plan" is to provide the guidance to ensure that assets continue to provide a specified level of service delivery to defined standards over the entire asset life. The aim of the Main Plan is to avoid repeating the information for each asset group and allows individual group asset plans to focus on the details for that asset.

The Local Government Act 2009, Section 104, defines Council's obligations with respect to asset management. The prime guidance used for development of Council's Asset Management Plan is the International Infrastructure Management manual (IIMM) developed jointly by the NZ National Asset Management Steering Committee and the Institute of Public Works Engineering of Australia. This manual is highly recognised around the world.

The Local Government Act 2009, Section 104, Financial Management, Planning and Accountability Documents, require Council to develop a Long Term Asset and Management Plan that covers a ten year period. Asset groups which have been adopted by Council during the 2010/2011 financial year are:

### Main Plan

- Part 1 Buildings
- Part 2 Bridges & Large Culverts
- Part 3 Furniture & Office Equip
- Part 4 Intangibles
- Part 5 Land
- Part 6 Other Structures
- Part 7 Plant and Equipment
- Part 8 Road Network
- Part 9 Sewerage Infrastructure
- Part 10 Water Infrastructure
- Part 11 Other (Floating Plant)
- Part 12 Drainage
- Part 13 Waste Management

# our achievements in technical services

## Auburn River National Park – Walking Trails and Lookout

The construction of walking trails in the Auburn National Park is a Government sponsored project resulting from the Western Hardwoods compensation process. This project was completed in 2011. The workforce for this project has been supplemented by the Green Army, long term unemployed people sponsored by DEEDI in an attempt to equip them for re-entry into the workforce.

## B-Double Route Applications

The processing of over twenty (20) B-Double route applications has been completed by X-Road Consulting Pty Ltd. Council has made recommendations to the Department of Transport and Main Roads on each application to expand the B-Double route access across the North Burnett Region.

## Leopard Tank

Council were successful in obtaining a Leopard Tank from the Commonwealth Government (via the Defence Force) with assistance from Mt Perry RSL and Council staff. The Leopard Tank is now resting opposite the war memorial in Mt Perry.

## Monto Pool Repairs

Council received funding from the Regional and Local Community Infrastructure Program (RLCIP) for re-levelling and correcting the water loss from the Monto Public Swimming Pool. A specialist company URETEK Ground Engineering was engaged by Council to complete the releveling. Local contractors were used to replace the concourse and assist in the re-sealing and painting.

## Plant Replacement

Plant utilisation and age is being examined to determine what plant is required to be replaced.

## Renaming of Roads

Due to former shire boundary roads crossing differently, there were twenty (20) roads within the North Burnett Regional Council area which had more than one name. This potential confusing situation could have resulted in emergency services not locating the correct property address.

Council resolved that affected residents be notified of the new road name and rural address number, relevant State Government bodies be notified, and the matter also be addressed at a Road User Group.

## Reseal Programs

This was carried out as a joint project with South Burnett Regional Council. This is being evaluated to determine if savings had been made by operating as a joint project.

## Staff

Of the 216.93 full time equivalent staff employed in the North Burnett Regional Council, approximately 63% of these staff members are currently employed in the external workforce delivering services to the North Burnett Region.

The Technical Services Department is responsible for Infrastructure Services, Transport Services, Water and Waste Water Services, Plant Management, Maintenance Activities and the establishment of the Statutory Asset Management System. Please find below details on the above items.

## Works Program

The following works programs were successfully concluded:

Road Maintenance	\$ 2.6 million
Capital Roadwork	\$ 4.3 million
Main Roads Maintenance	\$ 2.2 million
Main Roads Works	\$ 2.3 million

## Roads to Recovery – Department of Infrastructure and Transport

Old Rawbelle Road - Reseal	\$106,263.28
Hawkwood Road – Road Upgrade (incomplete)	\$11,773.61
Glencoe Road - Reseal	\$90,000.00
Coominglah Road – Reseal	\$139,779.61
Shallcross Road – Bridge Replacement (incomplete)	\$14,060.00
Coringa Road – Pavement Widening	\$139,720.12
Coonambula Road – Jack Parr Bridge Upgrade (incomplete)	\$149,244.65

## Transport Infrastructure Development Scheme – Main Roads

Humphrey-Binjour Road	\$56,000.00
Coringa Road	\$139,720.12
Hawkwood Road	\$11,773.61
Old Rawbelle Road	\$106,263.28
Coominglah Road	\$139,779.61
Glencoe Road	\$90,000.00
Glencoe Road	\$152,000.00
Wigton Road	\$121,925.63
Coonambula Road – Jack Parr Bridge	\$149,244.65
Bon Accord – Wetheron Road	\$33,554.75
Hawkwood Road – Flagstone Bridge	\$23,109.88
Hawkwood Road	\$14,956.61
Shallcross Road	\$14,060.00
Normans Road – Moorooka Bridge	\$59,121.40
Coppin Road	\$24,000.00
Boondooma Road	\$97,954.47
LRRS Roads – ARRB Data	\$59,053.00

## Roads Maintenance Performance Contract – Main Roads

RMPC – Expenditure	\$2,174,418.48
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# our achievements in technical services

## Roads Performance Contract – Main Roads

Marshall's Corner – Widening and overlay	\$559,890.71
Quarry Hill – Widening and overlay	\$191,988.83
Pavement Rehab	\$246,768.00
Durong Road – Sign Purchase	\$6,169.00
Declared Pest Management	\$59,222.28
Albrands Hill -	\$1,457.68
Eagle Heights – Realignment and Pavement	\$778,659.13
Marshall's Corner – Thistles	\$13,206.57
Eidsvold Theodore Road – Shoulder Widening	\$451,312.20

## WATER & WASTE WATER SERVICES: Fluoridation, Total Management Plan, System Leakage Management Plan, Telemetry, Monto Water Augmentation, Monto Treated Water Pumps, Flood Damage

### Fluoridation

Under the Queensland Water Fluoridation Act 2008, fluoride must be added to potable water supplies service populations greater than 1,000. The Water Fluoridation Regulation 2008 requires that North Burnett Regional Council add fluoride to the water supplies at Gayndah, Mundubbera and Monto before the 31 December 2011.



Council in conjunction with the LGIS consortium completed the tender documents, went to tender and issued a contract for the construction of the three fluoridation plants. Construction has commenced at all sites with completion on track for November.

### Total Management Plan

The rewriting and combination of all prior amalgamated Council Water and Sewerage Strategic Asset Management Plans, Customer Service Standards and Total Management Plans was completed, submitted to the Department of the Environment and Resource Management. Approval and registration of the plans have been received from the Department.

### System Leakage Management Plan

The statutory System Management Leakage Plan was completed for the relevant water supply schemes and submitted to the Department of Environment and Resource Management for approval and registration. Advice has been received that approval has been given.

### Telemetry

Work has been completed on the installation of a regional telemetry and control system for all water and sewerage facilities. The completion of this project will now give operators a consistent level of information to assist with plant operation.

## Monto Water Augmentation

The water augmentation project in Monto has been completed with the installation of the separate feed main and entry point to the high rise tower.

## Monto Treated Water Pumps

The old Monto treated water pumps were renewed with a bank of four variable speed driven pumps which complement the completed water augmentation project described above.

## Flood Damage

Following the significant flood event in December 2010 through to January 2011, the following damage occurred to Council Water and Sewerage Treatment Plants:

### Water Treatment Plants

- Significant structural damage to the raw water pump jetty and damage to the raw water pipe work sustained at Mundubbera;
- Significant structural damage to the dry well pump house, electrical switch boards and control equipment was inundated at Gayndah;
- Damage to raw water pipe work sustained and damage or loss of three bore pumps and two dry well pumps at Gayndah;
- Temporary water supply established at Mundubbera and Gayndah with both communities placed on Level 3 restrictions.

### Sewerage Treatment Plants

- Two large storage tanks and associated pipework and pumps in the Monto recycled water scheme destroyed;
- Three sewerage pumping stations (2 in Mundubbera & 1 in Gayndah) received structural damage as well as damage to the control and telemetry equipment.
- Uncontrolled sewerage release from pumping stations at Mundubbera and Gayndah during the height of the flood. DERM were notified of this possibility before the flood peak.

## LAND PROTECTION: Weeds & Animals

### Weeds

Following the flood event in December last year and an increased rainfall in the region, routine inspections and spraying of the following weeds continue; Parthenium, African Lovegrass, Giant Rats Tail, Rubber Vine, Hymenachne & Prickly Acacia.

Land Protection Officers throughout the region continue to spray guide posts, grass in bitumen on all Main Roads and maintenance spraying around Council infrastructure. Two bags of Blue Grass Seed were kindly donated to Council to be spread on African Lovegrass infested land. Three (3) trial areas have been earmarked.

### Animals

1080 baiting continues to be administered to landholders on a prearranged basis. Rabbit inspections have been taking place with the view to apply for funding to introduce Calicivirus Disease to control this species.



# flood event

This year our region has endured a major flood event which has had a huge impact on Council. On 28 December 2010, the Burnett River at Mundubbera peaked at 18.89 metres and then peaked in Gayndah at 15.6 metres. These levels were above the 1954 heights and represent the second highest recorded level for Mundubbera and the fourth highest recording for Gayndah. Due to the extent of the flooding, the whole Council area was officially declared a natural disaster zone. Numerous homes were evacuated with four homes in Gayndah and twenty-two homes in Mundubbera inundated with water. A large number of rural properties were isolated for lengthy periods of time.

Considered one of the worst effected areas was the popular Mingo Crossing situated on the Burnett River between Gayndah and Mount Perry. The bridge, designed to withstand a one-in-fifty year flood, was underwater. The entire caravan park and recreation area swamped, leaving behind a trail of debris and destruction.

The following pictures depict just how much water there really was.



The Burnett River peaked at approx. 18.89m in Mundubbera, 1.89m above the Dimitrios Bridge designed for a one-in-one hundred year flood.



Mundubbera township - eighteen homes evacuated and twenty-two homes inundated.



Wuruma Dam situated in the upper Burnett River catchment, overflowing.



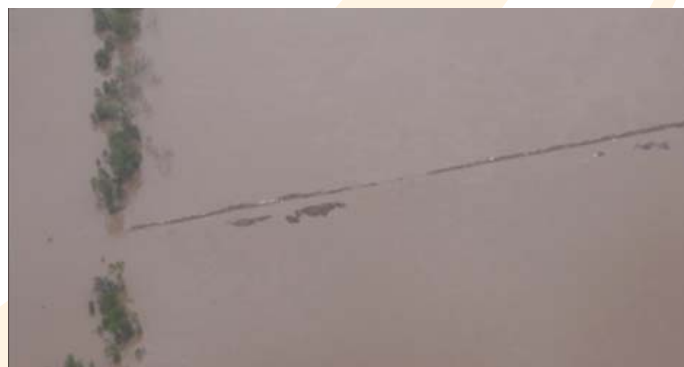
Paradise Dam on the Burnett River, overflowing.



"Dozens of roads cut across the North Burnett." ABC 28/12/2010. Including the Boyne River at Derra, isolating residents on the Mundubbera-Durong Road for several weeks.



The Burnett peaked in Gayndah at 15.6m, four homes were inundated with water, photo taken from the Les Baker Bridge.



Gayndah-Mount Perry Road at the Mingo Crossing Bridge, Burnett River.





Mingo Crossing Caravan Park.



"The damage bill is growing every day, with the initial \$8 million estimate long since surpassed. That estimate has now grown to \$10 million." Joy Jensen 13/01/2011



The damage left at Mingo Crossing, pictured the flood-proof bridge underwater in previous photos.



The amenities block at Mingo Crossing



Damage to roads.







Yenda-Benyenda Road in the Gayndah area.



Hawkwood Road in the Mundubbera area.



Recent construction in 2010 of Derarabungy bridge on the Beeron Road, destroyed.



Barram Road in the Eidsvold/Monto area.



Gayndah town water supply station. Damage to infrastructure prompted the North Burnett Regional Council to introduce Level 5 water restrictions.





Gayndah sewerage system.



Damage to our primary industries.



Mundubber town water supply.





# community grants and donations

# summary of expenditure

## Biggenden

Organisations	In-kind	Donation	Description
Biggenden State School	-	\$150.00	Bursary
Biggenden & District Pony Club	-	\$15.00	Mowing
Biggenden Branch CWA	-	\$570.00	Grant towards white board
Dallarnil Sports Club	-	\$950.00	Grant towards annual rodeo night
Dallarnil State School	-	\$50.00	Bursary
Coaulston Lakes State School	-	\$50.00	Bursary
Timothy Sutcliffe	-	\$250.00	Grant towards participation in national equine event
Moir Thompson	-	\$973.00	Grant towards youth hiking program
Biggenden Meals on Wheels	-	\$975.00	Grant towards food containers for delivery
Biggenden Udders Rugby Union	-	\$500.00	Grant towards rugby event
Biggenden A & P Society	\$152.50	-	In-kind mowing
Uniting Church Biggenden	\$52.28	-	In-kind mowing
Biggenden Bowls Club	\$113.87	-	In-kind mowing
Biggenden & District Pony Club	\$60.82	-	In-kind mowing
Dallarnil Sports Club	\$604.26	-	In-kind grant towards annual rodeo night
Biggenden Rifle Club	\$189.94	-	In-kind mowing
	\$1,179.67	\$4,483.00	
<b>Total</b>		<b>\$5,662.67</b>	

## Eidsvold

Organisations	In-kind	Donation	Description
Eidsvold Show Society	-	\$27.27	Cultural award donation
Eidsvold State School	-	\$50.00	Grant towards ANZAC memorial
Abercorn State School	-	\$50.00	Bursary
Fire Assistance	-	\$162.02	Fire assistance
Eidsvold State School	-	\$150.00	Bursary
Lucy Thompson	-	\$250.00	Grant towards field championship participation
Laurell Ellerton	-	\$250.00	Grant towards athletics championship
Eidsvold Race Club	\$494.00	-	In-kind storage support
	\$494.00	\$939.29	
<b>Total</b>		<b>\$1,433.29</b>	



# summary of expenditure

## Gayndah

Organisations	In-kind	Donation	Description
Orange Festival	-	\$5,000.00	Grant towards orange festival
Gayndah Swim Club Merch Relay	-	\$1,000.00	Grant towards triathlon
Australian Red Cross	-	\$100.00	Donation - calling campaign
QCWA Gayndah	-	\$685.35	Rates
Binjour Bowls Club	-	\$3,000.00	Grants for lights on greens
Gayndah Family History Society	-	\$668.00	Grant towards photo and equipment purchase
Burnett State College	-	\$100.00	Bursary
Regan Clibborn	-	\$250.00	Grant Kim Walters choice program
Jordan Giddens	-	\$125.88	Sports grant
Gayndah Primary School	-	\$50.00	Bursary
St Josephs School Gayndah	-	\$10,050.00	Contribution to cultural centre plus bursary
Binjour State School	-	\$50.00	Bursary
Gayndah Chamber of Commerce	-	\$700.00	Grant towards PA system
Chloe Spry	-	\$250.00	Grant athletic championship
Rachel Young	-	\$250.00	Grant Cricket Championship
Cyrelle Mitchell	-	\$250.00	Grant track and field championship
Alison Gamble	-	\$250.00	Grant mercantile relay
Gayndah Orange Festival Committee	\$46.82	-	In-kind support
Gayndah Show Society	\$5,988.32	-	Rates
Gayndah Orange Festival Committee	\$3,953.33	-	In-kind support during orange festival 2011
Courthouse grounds	\$474.84	-	In-kind maintenance
Paradise Stocking Association	\$107.98	-	In-kind maintenance
<b>Total</b>	<b>\$10,571.29</b>	<b>\$22,779.23</b>	<b>\$33,350.52</b>



# summary of expenditure

## Monto

Organisations	In-kind	Donation	Description
Monto State High School Dux Award	-	\$100.00	Bursary
Monto State High School	-	\$50.00	Bursary
Monto State High School	-	\$1,004.00	Grant towards swimming carnival
Monto Amateur Swimming Club	-	\$600.00	Grant towards transport to swimming carnival
Monto & District Show Society	-	\$400.00	Grant towards showgirl event
Wuruma Dam Fishing Society	-	\$100.00	Grant towards annual fishing competition
Monto Magic Tourism Action Group	-	\$5,000.00	Grant towards Monto Magic
Monto & District Historical Society	-	\$3,500.00	Grant towards ride on mower
Mulgildie State School	-	\$50.00	Bursary
St Therese School	-	\$50.00	Bursary
Wendy Myles	-	\$250.00	Grant towards sports performance
Monto Little Athletics	-	\$1,000.00	Grant towards new athletics centre
Monto Festival	\$45.23	-	In-kind festival support
Mulgildie Rodeo	\$171.23	-	In-kind wheelie bin service
Monto Festival	\$156.65	-	In-kind festival support
Monto Community Development Council	\$385.61	-	In-kind festival support
Monto Magic Tourism Action Group	\$220.41	-	In-kind for Monto Magic
North Burnett Landcare Monto	\$88.80	-	Mowing
Monto Fly In	\$645.15	-	In-kind support during Monto fly in
Dairy Festival	\$5.73	-	In-kind support dairy festival queen
St Johns Street Party	\$223.89	-	In-kind support during street party
Monto Landcare	\$37.84	-	Mowing
Mulgildie QCWA	\$275.41	-	In-kind wheelie bin service
Monto Show Society	\$280.00	-	In-kind backhoe work ground preparation
Monto Rifle Club	\$180.00	-	Mowing
	\$2,715.95	\$12,104.00	
<b>Total</b>		<b>14,819.95</b>	

# summary of expenditure

## Mt Perry

Organisations	In-kind	Donation	Description
Gin Gin High School	-	\$100.00	Bursary
Mt Perry Fine Arts	-	\$900.00	Grant towards annual art exhibition
Mt Perry Sport & Recreation	-	\$500.00	Grant towards annual exhibition
Mt Perry Rodeo Committee	-	\$1,000.00	Grant for rodeo prize money
Mt Perry State School	-	\$50.00	Bursary
Creative Regions	-	\$1,050.00	Grant towards playwright
Mt Perry Fine Arts	\$174.13	-	In-kind annual art exhibition
Mt Perry State School	\$94.24	-	In-kind mowing
Mt Perry Dump Truck Pull	\$607.25	-	In-kind support during Mt Perry dump truck pull
	\$875.62	\$3,600.00	
<b>Total</b>		<b>\$4,475.62</b>	

## Mundubbera

Organisations	In-kind	Donation	Description
Rotary	-	\$5,048.38	Community grant towards safety fencing
Show Society	-	\$29.06	Mowing
Mundubbera State School P&C	-	\$301.37	Bursary/mowing
Boynewood State School P&C	-	\$50.00	Bursary
Mundubbera Enterprise Association	-	\$200.00	Grant towards Christmas light up
7 A Side Cricket	-	\$718.89	Grant towards cricket carnival
Mundubbera Uniting Church	-	\$71.86	Mowing
RSL Mundubbera	-	\$27.27	Grant towards wreath for Remembrance Day
Monogoribly State School	-	\$50.00	Bursary
CWA	-	\$85.07	Mowing
Rural Fire Services	-	\$114.02	Fire Assistance
SES	-	\$28.90	Mowing
Shawana Pope	-	\$250.00	Grant athletic championship
Rebecca Kimber	-	\$250.00	Grant athletic championship
Beth Gaston	-	\$250.00	Grant athletic championship
Donations	\$3,980.14	-	In-kind support various mowing and garden (working hours)
Lions	\$598.41	-	In-kind mowing
Historical Society	\$864.86	-	In-kind mowing and weed control
Mundubbera Enterprise Association	\$487.36	-	In-kind towards Christmas light up
7 A Side Cricket	\$494.70	-	In-kind support during cricket carnival
CWA	\$650.39	-	In-kind earthworks
Mundubbera Anglers Stocking Association	\$173.13	-	In-kind support
SES Mowing	\$28.90	-	Mowing
	\$7,277.89	\$7,474.82	
<b>Total</b>		<b>\$14,752.71</b>	

# summary of expenditure

## NBRC Donations

Organisations	In-kind	Donation	Description
Victoria Bushfire Appeal	-	\$200.05	Victoria Bushfire Appeal
Fruit Fly Mat Cup Program	-	\$1,083.27	Fruit Fly Bait
QCWA Brisbane	-	\$100.00	Pictorial Record Sponsorship
Brisbane City Flood Refund	-	\$15,000.00	Refund of flood donation
Cycle Queensland Tour	\$5,208.14	-	In-kind event support
	\$5,208.14	\$16,383.32	
<b>Total</b>		<b>\$21,591.46</b>	

## Total Donations

	In-kind	Donation
	\$28,322.56	\$67,763.66
<b>TOTAL</b>		<b>\$96,086.22</b>

## Non Profit Organisations Hall Waivers & Photocopies

Organisations	In-kind	Description
Biggenden	\$8,707.64	Hall Hire & Photocopying
Eidsvold	\$7,858.18	Hall Hire & Photocopying
Gayndah	\$8,229.09	Hall Hire & Photocopying
Monto	\$43,097.82	Hall Hire & Photocopying
Mt Perry	\$805.45	Hall Hire & Photocopying
Mundubbera	\$15,096.82	Hall Hire & Photocopying
<b>Total</b>	<b>\$83,795.00</b>	





# community financial report

# community financial report

This report is provided for the benefit of stakeholders who may not have a finance background and is intended to present information in a format that is more readily understood.

The detailed financial statements consist of four statements and supporting notes. The statements are the Statement of Comprehensive Income which summarises all transactions that affect Councils equity; the Statement of Financial Position summarises Councils assets (what we own) and Councils liabilities (what we owe); the Statement of Changes in Equity provides insight into the movement in components of equity; and the Statement of Cash Flows provides information relevant to where Council's cash came from and where it was spent. The notes provide greater detail than can be shown in the statements themselves.

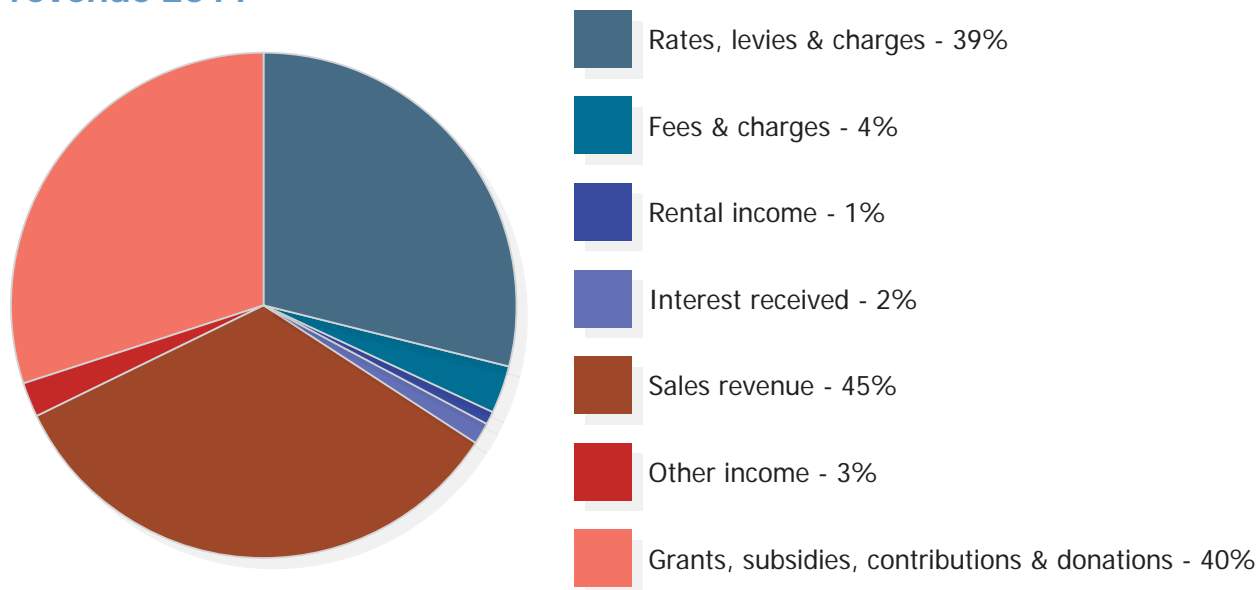
## Operating Revenue

Council raises revenue from a variety of sources, the most familiar one being rates and utility charges. However, rates and charges only comprise 29% of total operating revenue. The balance is made up of grants from state and Federal Government (30%) and recoverable works (33%). Almost 91% of grants comes in the form of financial assistance from the Australian Government while nearly 63% of recoverable works come from the Queensland Government's Main Roads Department and 25% from Flood damage claims.

## Operating Expenses

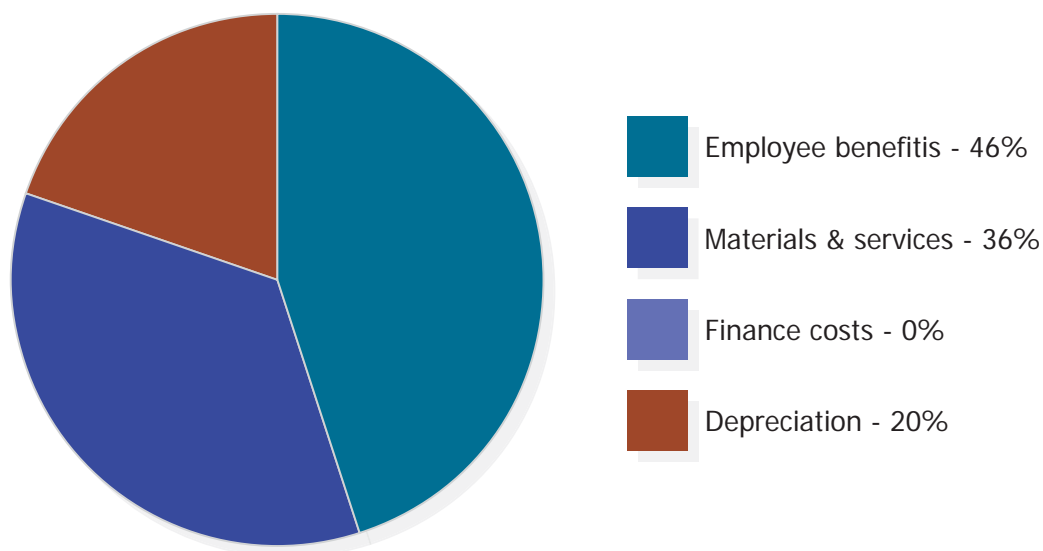
The largest expense Council incurs is for wages which comprises 45% of operating costs. The other components are materials and services (which includes contractors and consultants)(35%) and depreciation (20%). Depreciation is probably the most contentious item Council deals with. It is not a cash expense but rather a recognition of the consumption of Councils assets and has the effect of putting money aside for the replacement of assets.

### revenue 2011



# community financial report

## expenses 2011



### Capital Items

In addition to the operating revenues and expenses Council also receives support from the State Government and to a lesser extent the federal Government, for the construction and acquisition of capital items. This money is irregular and can only be applied to the purpose for which it was granted and is therefore not included in operation.

### Other Comprehensive Income

Readers of this report will undoubtedly be familiar with the devastation caused by the flooding in the North Burnett in December 2010 through to March 2011. Council has identified significant costs involved in reinstating damage infrastructure but there is much more to be identified. At the time of writing, costs of \$25,000,000 had been identified. Due to a difference in pricing caused by lack of contractors; the need to employ overtime and the cost to prepare and monitor claims, the assets were devalued by only \$12.8 million. As flood repairs are carried out the devaluation will be reversed and it is anticipated that this should be finalised by June 2013.

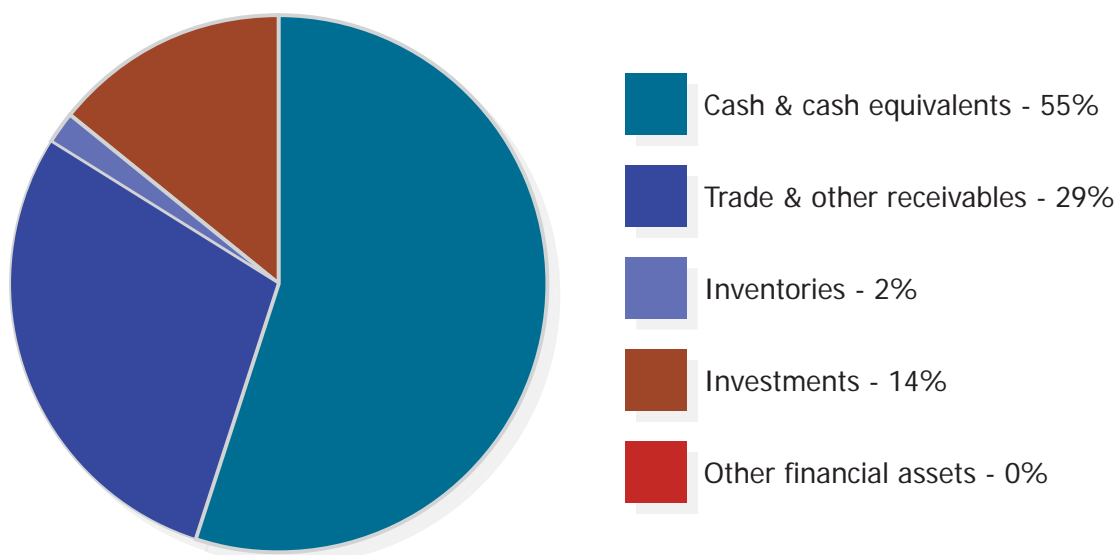
### Statement of Financial Position

Council's net current assets (that is current assets less current liabilities) have improved significantly over last year rising from just under \$7 million to almost \$16 million. This turn around has come about partly due to certain revenues received in advance but is principally attributable to a tightening of spending controls and rationalisation of rating across the six former Shires. Property, Plant and Equipment values have risen but this is due to the write down caused by the flooding offset by a revaluation as expenditure on assets still exceeds the value of the depreciation expense. Equity has risen, also due to the flood write down and revaluation, with the revaluation surplus bearing the brunt of this charge. Council has set funds aside in reserves to cover grants received in advance and to provide for future asset expenditure.

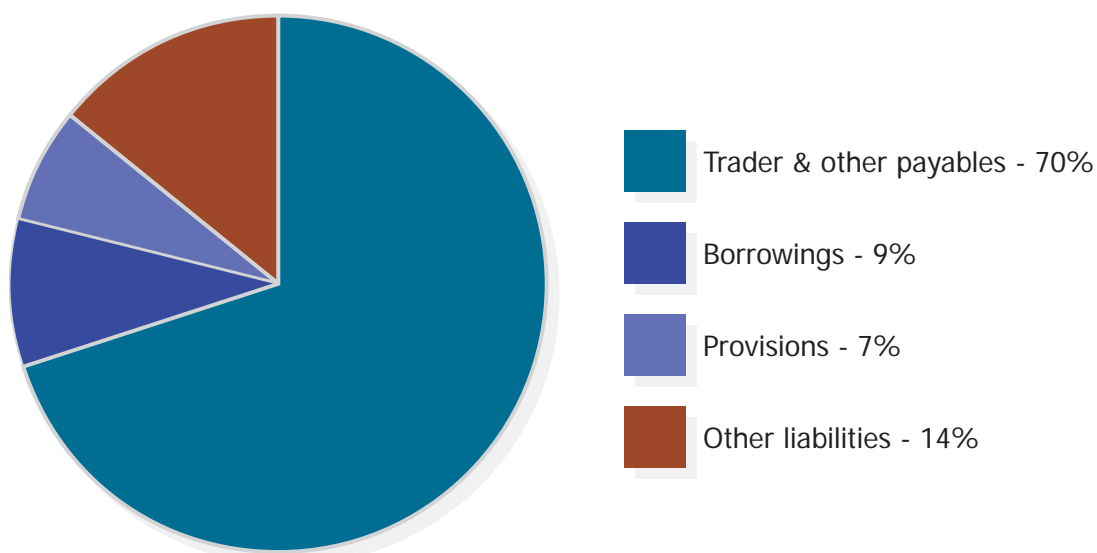


# community financial report

## current assets



## current liabilities



### Summary

The operating result for 2010/2011 is a surplus of \$2.6 million dollars. As pointed out last year, this figure is slightly misleading as it includes a number of grants totalling \$2,922,483 which were received in advance. After allowing for this, the true result is a deficit of \$1 million dollars. Given the impact of the floods, this is still a good result.

The cash position is very healthy and even after allowing for payments received in advance shows that we are in a very strong position.

# community financial report

## Ratios

The Financial Management (Sustainability) Ratios are as follows:

Financial Capital Indicators												
Working Capital Ratio	annual rolling average	Target	2010 / 11	2011 / 12	2012 / 13	2013 / 14	2014 / 15	2015 / 16	2016 / 17	2017 / 18	2018 / 19	2019 / 20
		>1	3.78	3.63	3.82	3.97	4.05	4.05	4.05	4.05	4.05	4.05
			3.55	3.71	3.72	3.89	4.01	4.05	4.05	4.05	4.05	4.05
Operating Surplus Ratio	annual rolling average	0 – 15%	6.22%	11.67%	11.40%	11.11%	10.83%	10.33%	10.03%	9.74%	9.45%	9.45%
			11.28%	8.98%	11.53%	11.25%	10.97%	10.58%	10.18%	9.88%	9.59%	9.59%
Net Financial Liabilities Ratio	annual rolling average	< =60%	-28.14%	-16.44%	-17.00%	-17.55%	-18.12%	-18.68%	-19.25%	-19.83%	-20.04%	-20.04%
			-29.96%	-22.20%	-16.72%	-17.28%	-17.84%	-18.40%	-18.97%	-19.55%	-19.94%	-19.94%
Interest Coverage Ratio	annual rolling average	0 – 10%	0.25%	0.55%	0.48%	0.40%	0.33%	0.26%	0.19%	0.12%	0.05%	0.05%
			0.30%	0.41%	0.51%	0.44%	0.37%	0.29%	0.22%	0.15%	0.08%	0.08%
Infrastructure Capital Indicators												
Asset Sustainability Ratio	annual rolling average	Target	2010 / 11	2011 / 12	2012 / 13	2013 / 14	2014 / 15	2015 / 16	2016 / 17	2017 / 18	2018 / 19	2019 / 20
		>90%	178.13%	178.13%	178.13%	178.13%	178.13%	178.13%	178.13%	178.13%	178.13%	178.13%
			144.79%	178.13%	178.13%	178.13%	178.13%	178.13%	178.13%	178.13%	178.13%	178.13%
Asset Consumption Ratio	annual	40 – 80%	80.79%	80.79%	80.79%	80.79%	80.79%	80.79%	80.79%	80.79%	80.79%	80.79%
Asset Renewal Funding Ratio	annual	Target										
		>90%	-									
Discount Rate												
Net Present Value	Planned Renewals	Factor	1	2	3	4	5	6	7	8	9	10
		PV	0.9434	0.8900	0.8396	0.7921	0.7473	0.7050	0.6651	0.6274	0.5919	0.5600
		Net PV	-	-	-	-	-	-	-	-	-	-



# financial statements



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	Note	2011 \$	2010 \$
<b>Revenue</b>			
<b>Recurrent Revenue</b>			
Rates, Levies and Charges	3 (a)	11,059,366	10,280,538
Fees and Charges	3 (b)	1,187,422	1,200,948
Rental Income	3 (c)	318,997	330,504
Interest Received	3 (d)	484,603	429,946
Sales Revenue	3 (e)	9,444,011	4,468,375
Other Income	3 (f)	366,503	125,922
Grants, Subsidies, Contributions and Donations	4 (a)	14,787,690	11,636,079
		<u>37,648,592</u>	<u>28,472,312</u>
<b>Expenses</b>			
<b>Recurrent Expenses</b>			
Employee Benefits	6	(15,721,354)	(15,190,835)
Materials and Services	7	(12,522,283)	(9,834,131)
Finance Costs	8	(106,406)	(111,275)
Depreciation and Amortisation	9	(6,702,851)	(8,949,628)
		<u>(35,052,894)</u>	<u>(34,085,869)</u>
<b>Operating Result before Capital Items</b>		<u>2,595,698</u>	<u>(5,613,557)</u>
<b>Capital Income</b>			
Grants, Subsidies, Contributions and Donations	4 (b)	4,109,424	3,987,935
Gain/(loss) on disposal of assets	5	(1,243,982)	295,462
Revaluation offset against earlier devaluations	10	(652,889)	-
<b>Capital Expenses</b>			
Impairment of Land for resale	14	-	(65,576)
<b>Net Capital Items</b>		<u>2,212,553</u>	<u>4,217,821</u>
<b>Net result after capital items</b>		<u>4,808,251</u>	<u>(1,395,736)</u>
<b>Other comprehensive Income</b>			
Increase in asset revaluation surplus	10	12,598,302	5,724,631
<b>Total other comprehensive income for the year</b>		<u>12,598,302</u>	<u>5,724,631</u>
<b>Total Comprehensive income for the year</b>		<u>17,406,553</u>	<u>4,328,895</u>

The above statement should be read in conjunction with the accompanying notes and Significant Account Policies.

	Note	2011 \$	2010 \$
<b>Current Assets</b>			
Cash and Cash Equivalents	11	14,656,053	9,567,938
Trade and Other Receivables	12	6,265,542	2,590,166
Inventories	13	393,194	322,431
<b>Total Current Assets</b>		<b>21,314,789</b>	<b>12,480,535</b>
<b>Non-Current Assets</b>			
Trade and Other Receivables	12	38,339	92,798
Property, Plant and Equipment	15,16	860,411,998	849,343,157
Intangible Assets	17	194,659	194,659
<b>Total Non-Current Assets</b>		<b>860,644,996</b>	<b>849,630,614</b>
<b>Total Assets</b>		<b>881,959,785</b>	<b>862,111,149</b>
<b>Current Liabilities</b>			
Trade and Other Payables	18	3,679,308	4,189,348
Borrowings	19	435,812	148,428
Provisions	20	1,278,877	1,091,947
Other	21	360,099	238,563
<b>Total Current Liabilities</b>		<b>5,754,096</b>	<b>5,668,286</b>
<b>Non-Current Liabilities</b>			
Borrowings	19	3,528,640	992,586
Provisions	20	281,655	461,436
<b>Total Non-Current Liabilities</b>		<b>3,810,295</b>	<b>1,454,022</b>
<b>Total Liabilities</b>		<b>9,564,391</b>	<b>7,122,308</b>
<b>Net Community Assets</b>		<b>872,395,394</b>	<b>854,988,841</b>
<b>Community Equity</b>			
Capital		647,549,772	644,831,922
Asset Revaluation Surplus	22	221,922,004	209,828,997
Retained Surplus (deficiency)		-	327,922
Reserves	23	2,923,618	-
<b>Total Community Equity</b>		<b>872,395,394</b>	<b>854,988,841</b>

The above statement should be read in conjunction with the accompanying notes and Significant Account Policies.



		Capital	Asset revaluation Surplus	Retained Surplus	Reserves	Total
	Note		22		23	
		\$	\$	\$	\$	\$
<b>Balance as at 1 July 2010</b>		644,831,922	209,828,997	327,922	-	854,988,841
Net result after capital items		-	-	4,808,251	-	4,808,251
Increase/(decrease) in asset revaluation surplus		505,295	12,093,007	-	-	12,598,302
<b>Total comprehensive income for the year</b>		505,295	12,093,007	4,808,251	-	17,406,553
<b>Transfers to and from reserves</b>						
Transfers to/from capital		2,212,555	-	(2,212,555)	-	-
Transfer to reserves			-	(2,923,618)	2,923,618	-
<b>Total transfers to and from reserves</b>		2,212,555	-	(5,136,175)	2,923,618	-
<b>Balance as at 30 June 2011</b>		<b>647,549,772</b>	<b>221,922,004</b>	<b>-</b>	<b>2,923,618</b>	<b>872,395,394</b>

<b>Balance as at 30 June 2009</b>		640,548,525	204,104,366	6,007,054	-	850,659,945
Net result after capital items		-	-	(1,395,736)	-	(1,395,736)
Increase/(decrease) in asset revaluation surplus		-	5,724,631	-	-	5,724,631
<b>Total comprehensive income for the year</b>			5,724,631	(1,395,736)	-	4,328,895
<b>Transfers to and from reserves</b>						
Transfers to/from capital		4,283,397	-	(4,283,397)	-	-
<b>Total transfers to and from reserves</b>		4,283,397	-	(4,283,397)	-	-
<b>Balance as at 30 June 2010</b>		<b>644,831,922</b>	<b>209,828,997</b>	<b>327,922</b>	<b>-</b>	<b>854,988,840</b>

	Note	2011 \$	2010 \$
<b>Cash flows from operating activities</b>			
Receipts from customer		21,678,761	16,098,990
Payments to suppliers and employees		(28,879,260)	(25,028,113)
		(7,200,499)	(8,929,123)
Dividend received			
Interest received		484,603	429,946
Rental Income		318,997	330,504
Non Capital Grants and Contributions		11,645,816	11,636,079
Borrowing Costs		(77,514)	(78,341)
<b>Net cash inflow (outflow) from operating activities</b>	28	5,171,403	3,389,065
<b>Cash flows from investing activities</b>			
Payments for property, plant and equipment		(7,493,361)	(13,944,684)
Payments for intangible assets		-	(31,233)
Net movement in loans and advances		-	(96,970)
Proceeds from sale of property and equipment		423,100	610,264
Grants, subsidies, contribution and donations		4,109,424	4,226,498
Proceeds from sale of land not yet finalised		54,110	-
<b>Net cash inflow (outflow) from investing activities</b>		(2,906,727)	(9,236,125)
<b>Cash flows from financing activities</b>			
Proceeds from borrowings	19	2,966,097	(186)
Repayment of borrowings		(142,658)	(134,916)
<b>Net cash inflow (outflow) from financing activities</b>		2,823,439	(135,102)
Net increase (decrease in cash held)		5,088,115	(5,982,162)
Cash at beginning of the financial year		9,567,938	15,550,100
<b>Cash at end of the financial year</b>	11	14,656,053	9,567,938

The above statement should be read in conjunction with the accompanying notes and Significant Account Policies.

## 1 SIGNIFICANT ACCOUNTING POLICIES

### 1.A Basis of preparation

These general purpose financial statements for the period 1 July 2010 to 30 June 2011 have been prepared in accordance with all Australian Accounting Standards, Australian Accounting Interpretations and other pronouncements issued by the Australian Accounting Standards Board. They also comply with the requirements of the Local Government Act 2009 and the Local Government (Finance, Plans and Reporting) Regulation 2010.

These financial statements have been prepared under the historical cost convention except for the revaluation of certain non-current assets.

### 1.B Statement of compliance

These general purpose financial statements comply with all accounting standards and interpretations issued by the Australian Accounting Standards Board (AASB) that are relevant to Council's operations and effective for the current reporting period. Because the Council is a not-for-profit entity and the Australian Accounting Standards include requirements for not-for-profit entities which are inconsistent with International Financial Reporting Standards (IFRS), to the extent these inconsistencies are applied, these financial statements do not comply with IFRS. The main impacts are the offsetting of revaluation and impairment gains and losses within a class of assets, and the timing of the recognition of non-reciprocal grant revenue.

### 1.C Constitution

The North Burnett Regional Council is constituted under the Queensland Local Government Act 2009 and is domiciled in Australia.

### 1.D Date of authorisation

The financial statements were authorised for issue on the date they were submitted to the Auditor-General for final signature. This is the date the management certificate is signed.

### 1.E Currency

The Council uses the Australian dollar as its functional currency and its presentation currency.

### 1.F Adoption of new and revised Accounting Standards

In the current year, Council adopted all of the new and revised Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that are relevant to its operations and effective for the current reporting period. The adoption of the new and revised Standards and Interpretations has not resulted in any material changes to Council's accounting policies.

At the date of authorisation of the financial statements, the Standards and Interpretations listed below were in issue but not yet effective.

#### a. New and amended standards and interpretations

The following new and amended standards and interpretations are mandatory for the first time for the financial year beginning 1 July 2010:

- AASB 2009-5 Further Amendments to Australian Accounting Standards arising from the Annual Improvements Project
- AASB 2009-8 Amendments to Australian Accounting Standards – Group Cash-settled Share-based Payment Transactions
- AASB 2009-10 Amendments to Australian Accounting Standards – Classification of Rights Issues
- AASB Interpretation 19 Extinguishing Financial Liabilities with Equity Instruments and related amendments; and
- AASB 2010-3 Amendments to Australian Accounting Standards arising from Annual Improvements Project.

The adoption of these standards and interpretations did not have any material impact on the current or any prior period and is not likely to materially affect future periods.

A number of new standards, amendments and interpretations are effective for annual periods beginning after 1 July 2010, and have not been applied in preparing these financial statements. None of these is expected to have a significant effect on the financial statements, except for the following:

#### (i) AASB 9 Financial Instruments (effective from 1 January 2013)

AASB 9 Financial Instruments addresses the classification, measurement and de-recognition of financial assets and financial liabilities. It simplifies the approach for classification and measurement of financial assets compared with the requirements of AASB 139. Financial assets are to be classified based on (a) the objective of the entity's business model for managing the financial assets; and (b) the characteristics of the contractual cash flows.

This replaces the numerous categories of financial assets in AASB 139. The Council does not plan to adopt this standard early and the extent of the impact has not been determined.

#### (ii) AASB 2010-6 Amendments to Australian Accounting Standards – Disclosures on Transfers of Financial Assets (effective from 1 July 2011)

Amendments made to AASB 7 Financial Instruments: Disclosures introduce additional disclosures in respect of risk exposures arising from transferred financial assets. The amendments will affect particularly entities that sell, factor, securitise, lend or otherwise transfer financial assets to other parties. The Council has not yet determined the extent of the impact on its disclosures.

In addition to the above, new and amended standards dealing with Consolidated Financial Statements, Separate Financial Statements, Joint Arrangements, Disclosure of Interests in Other Entities and Fair Value Measurement have recently been released. These standards are effective from 1 January 2013. The Council does not plan to adopt these standards early nor has the extent of their impact been determined.



### 1.G Critical accounting judgements and key sources of estimation uncertainty

In the application of Council's accounting policies, management is required to make judgements, estimates and assumptions about carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and ongoing assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in future periods as relevant.

Judgements, estimates and assumptions that have a potential significant effect are outlined in the following financial statement notes:

- Valuation of property, plant and equipment - Note 1.O and Note 16
- Impairment of property, plant and equipment - Note 1.Q and Note 10
- Contingencies Note 25
- Provisions - Note 1.S and Note 20

### 1.H Revenue

Rates, levies, grants and other revenue are recognised as revenue on receipt of funds or earlier upon unconditional entitlement to the funds.

#### Rates and levies

Where rate monies are received prior to the commencement of the rating/levying period, the amount is recognised as revenue in the period in which they are received, otherwise rates are recognised at the commencement of the rating period.

#### Grants and subsidies

Grants, subsidies and contributions that are non-reciprocal in nature are recognised as revenue in the year in which Council obtains control over them. An equivalent amount is transferred from retained earnings to the relevant reserve until the funds are expended. Unspent non-reciprocal capital grants are placed in the Unspent capital grants reserve. Council spent all capital grants in the year received and therefore Council has not established a reserve for this purpose. Grants for future recurrent expenditure are recognised upon receipt but are transferred to appropriate reserves for future use.

Where grants are received that are reciprocal in nature, revenue is recognised over the term of the funding arrangements. Council does not currently have any reciprocal grants.

#### Non-cash contributions

Non-cash contributions with a value in excess of the recognition thresholds, are recognised as revenue and as non-current assets. Non-cash contributions below the thresholds are recorded as revenue and expenses.

Physical assets contributed to Council by developers in the form of road works, stormwater, water and wastewater infrastructure and park equipment are recognised as revenue when the development becomes "on maintenance" (i.e. the Council obtains control of the assets and becomes liable for any ongoing maintenance) and there is sufficient data in the form of drawings and plans to determine the approximate specifications and values of such assets. All non-cash contributions are recognised at the fair value of the contribution received on the date of acquisition

#### Cash Contributions

Council receives cash contributions from property developers to construct assets such as roads and footpaths and to connect new property developments to water and sewerage networks in the Council area. Where agreements between Council and the developers relating to these contributions are determined to fall within the scope of AASB Interpretation 18 Transfers of Assets from Customers these contributions are recognised as revenue when the related service obligations are fulfilled.

Developers may also make cash contributions towards the cost of constructing existing and proposed water supply and sewerage headworks in accordance with Council's planning scheme policies. (Headworks include pumping stations, treatment works, mains, sewers and water pollution control works). Cash contributions in relation to water supply and sewerage headworks are not within the scope of AASB Interpretation 18 because there is no performance obligation associated with these contributions. Consequently, these cash contributions are recognised as income when received.

AASB Interpretation 18 has been applied prospectively from 1 July 2009. All cash contributions were recognised as revenue on receipt prior to 1 July 2009.

#### Rental income

Rental revenue from investment and other property is recognised as income on a periodic straight line basis over the lease term.

#### Interest

Interest received from term deposits is accrued over the term of the investment.

### 1.I Financial assets and financial liabilities

Council recognises a financial asset or a financial liability in its Statement of Financial Position when, and only when, Council becomes a party to the contractual provisions of the instrument.

North Burnett Regional Council has categorised and measured the financial assets and financial liabilities held at balance date as follows:

#### Financial assets

- Cash and cash equivalents (Note 1.J)
- Receivables - measured at amortised cost (Note 1.K)

Financial liabilities

- Payables - measured at amortised cost (Note 1.R)
- Borrowings - measured at amortised cost (Note 1.T)

Financial assets and financial liabilities are presented separately from each other and offsetting has not been applied.

The fair value of financial instruments is determined as follows:

The fair value of cash and cash equivalents and non-interest bearing monetary financial assets and financial liabilities approximate their carrying amounts and are not disclosed separately.

The fair value of borrowings, as disclosed in Note 19 to the accounts, is determined by reference to published price quotations in an active market and/or by reference to pricing models and valuation techniques. It reflects the value of the debt if the Council repaid it in full at balance date. As it is the intention of the Council to hold its borrowings for their full term, no adjustment provision is made in these accounts.

The fair value of trade receivables approximates the amortised cost less any impairment. The fair value of payables approximates the amortised cost.

North Burnett Regional Council does not recognise financial assets or financial liabilities at fair value in the Statement of Financial Position.

All other disclosures relating to the measurement and financial risk management of financial instruments are included in Note 29.

**1.J Cash and cash equivalents**

Cash and cash equivalents includes cash on hand, all cash and cheques receipted but not banked at the year end, deposits held at call with financial institutions, other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value, and bank overdrafts.

**1.K Receivables**

Trade receivables are recognised at the amounts due at the time of sale or service delivery i.e. the agreed purchase price / contract price. Settlement of these amounts is required within 30 days from invoice date.

The collectability of receivables is assessed periodically and if there is objective evidence that Council will not be able to collect all amounts due, the carrying amount is reduced for impairment. The loss is recognised in finance costs. The amount of the impairment is the difference between the asset's carrying amount and the present value of the estimated cash flows discounted at the effective interest rate.

All known bad debts were written-off at 30 June. Subsequent recoveries of amounts previously written off in the same period are recognised as finance costs in the Statement of Comprehensive Income. If an amount is recovered in a subsequent period it is recognised as revenue.

Because Council has the power to sell an owner's property to recover outstanding rate debts, Council does not impair any rate receivables.

Loans and advances are recognised in the same way as other receivables. Terms are usually a maximum of five years with interest charged at commercial rates. Security is not normally obtained.

**1.L Inventories**

Stores and raw materials are valued at the lower of cost and net realisable value and include, where applicable, direct material, direct labour and an appropriate portion of variable and fixed overheads. Costs are assigned on the basis of weighted average cost.

**1.M Land held for resale**

Land acquired with the intention of reselling it (with or without further development) is classified as inventory. This land is valued at the lower of cost or net realisable value. As Council is not actively marketing this land it is included with other land assets as non current.

Profit arising upon sale of land is recognised in the Statement of Comprehensive Income on the signing of a valid unconditional contract of sale.

**1.N Investments**

Term deposits in excess of three months are reported as investments, with deposits of less than three months being reported as cash equivalents. At 30 June 2010 Council did not have any term deposits in excess of three months.

**1.O Property, plant and equipment**

Each class of property, plant and equipment is stated at cost or fair value less, where applicable, any accumulated depreciation and accumulated impairment loss. Items of plant and equipment with a total value of less than \$5,000, and infrastructure assets and buildings with a total value of less than \$10,000 are treated as an expense in the year of acquisition. All other items of property, plant and equipment are capitalised.

The classes of property, plant and equipment recognised by the Council are:

- Land
- Buildings
- Plant and equipment
- Road, drainage and bridge network
- Water
- Sewerage
- Other infrastructure assets

#### Acquisition of assets

Acquisitions of assets are initially recorded at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including freight in, architect's fees and engineering design fees and all other establishment costs.

Property, plant and equipment received in the form of contributions, are recognised as assets and revenues at fair value by Council valuation where that value exceeds the recognition thresholds for the respective asset class. Fair value means the amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties in an arm's length transaction.

#### Capital and operating expenditure

Wage and materials expenditure incurred for the acquisition or construction of assets are treated as capital expenditure. Routine operating maintenance, repair costs and minor renewals to maintain the operational capacity of the non-current asset is expensed as incurred, while expenditure that relates to replacement of a major component of an asset to maintain its service potential is capitalised.

#### Valuation

Land, buildings, and all infrastructure assets are measured on the revaluation basis, at fair value, in accordance with AASB116 Property, Plant and Equipment. Other plant and equipment is measured at cost.

Non-current physical assets measured at fair value are revalued, where required, so that the carrying amount of each class of asset does not materially differ from its fair value at the reporting date. This is achieved by comprehensively revaluing these assets at least once every five years, with interim valuations using a suitable index being otherwise performed on an annual basis where there has been a material variation in the index.

Any revaluation increment arising on the revaluation of an asset is credited to the appropriate class of the asset revaluation surplus, except to the extent it reverses a revaluation decrement for the class previously recognised as an expense. A decrease in the carrying amount on revaluation is charged as an expense to the extent it exceeds the balance, if any, in the revaluation surplus of that asset class.

On revaluation, accumulated depreciation is restated proportionately with the change in the carrying amount of the asset and any change in the estimate of remaining useful life.

Separately identified components of assets are measured on the same basis as the assets to which they relate.

Details of valuers, indices and methods of valuations are disclosed in Note 16.

#### Capital work in progress

The cost of property, plant and equipment being constructed by the Council includes the cost of purchased services, materials, direct labour and an appropriate proportion of labour overheads.

#### Depreciation

Land is not depreciated as it has an unlimited useful life. Depreciation on other property, plant and equipment is calculated on a straight-line basis so as to write-off the net cost or revalued amount of each depreciable asset, less its estimated residual value, progressively over its estimated useful life to the Council.

Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time an asset is completed and commissioned ready for use.

Where assets have separately identifiable components that are subject to regular replacement, these components are assigned useful lives distinct from the asset to which they relate. Any expenditure that increases the originally assessed capacity or service potential of an asset is capitalised and the new depreciable amount is depreciated over the remaining useful life of the asset to the Council.

Major spares purchased specifically for particular assets that are above the asset recognition threshold are capitalised and depreciated on the same basis as the asset to which they relate.

The depreciable amount of improvements to or on leasehold land is allocated progressively over the estimated useful lives of the improvements to the Council or the unexpired period of the lease, whichever is the shorter.

The estimated useful lives of property, plant and equipment are reviewed annually. Details of the range of useful lives for each class of asset are shown in Note 15.

#### Land under roads

Land under roads acquired before 30 June 2008 is recognised as a non-current asset where the Council holds title or a financial lease over the asset. The North Burnett Regional Council currently does not have any such land holdings.

Land under the road network within the Council area that has been dedicated and opened for public use under the Land Act 1994 or the Land Title Act 1994 is not controlled by council but is controlled by the state pursuant to the relevant legislation. Therefore this land is not recognised in these financial statements.

### **1.P Intangible assets**

Intangible assets with a cost or other value exceeding \$10,000 are recognised as intangible assets in the financial statements, items with a lesser value being expensed.

Water allocation rights are stated at cost and are considered to have indefinite lives and are not amortised.

The useful life is reviewed annually to determine whether events or circumstances continue to support an indefinite life. The carrying value is reviewed annually for impairment.

It has been determined that there is not an active market for any of the Council's intangible assets. Therefore, the assets are recognised and carried at cost less accumulated amortisation and accumulated impairment losses.

## 1.Q Impairment of non-current assets

Each non-current physical and intangible asset and group of assets is assessed for indicators of impairment annually. If an indicator of possible impairment exists, the Council determines the asset's recoverable amount. Any amount by which the asset's carrying amount exceeds the recoverable amount is recorded as an impairment loss. The recoverable amount of an asset is the higher of its fair value less costs to sell and its value in use.

An impairment loss is recognised as an expense in the Statement of Comprehensive Income, unless the asset is carried at a revalued amount. When the asset is measured at a revalued amount, the impairment loss is offset against the asset revaluation surplus of the relevant class to the extent available.

Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of an impairment loss is recognised as income unless the asset is carried at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation surplus increase.

## 1.R Payables

Trade creditors are recognised upon receipt of the goods or services ordered and are measured at the agreed purchase/contract price net of applicable discounts other than contingent discounts. Amounts owing are unsecured and are generally settled on 30 day terms.

## 1.S Liabilities - employee benefits

Liabilities are recognised for employee benefits such as wages and salaries, annual leave and long service leave in respect of services provided by the employees up to the reporting date. Liabilities for employee benefits are assessed at each reporting date. Where entitlement to the leave is unconditional, the liability is treated as a current liability. Otherwise the liability is treated as non-current.

### Salaries and wages

A liability for salaries and wages is recognised and measured as the amount unpaid at the reporting date at current pay rates in respect of employees' services up to that date. This liability represents an accrued expense and is reported in Note 18 as a payable.

### Annual leave

A liability for annual leave is recognised. The current portion (based on the expected payment date) is calculated on current wage and salary levels and includes related employee on-costs. The non-current portion is calculated on projected future wage and salary levels and related employee on-costs, discounted to present values. This liability represents an accrued expense and is reported in Note 18 as a payable.

### Sick leave

Council has an obligation to pay sick leave on termination to certain employees and therefore a liability has been recognised for this obligation. This liability represents an accrued expense and is reported in Note 18 as a payable.

### Superannuation

The superannuation expense for the reporting period is the amount of the contribution the Council makes to the superannuation plan which provides benefits to its employees. Details of those arrangements are set out in Note 26.

### Long service leave

A liability for long service leave is measured as the present value of the estimated future cash outflows to be made in respect of services provided by employees up to the reporting date. The value of the liability is calculated using current pay rates and projected future increases in those rates and includes related employee on-costs. The estimates are adjusted for the probability of the employee remaining in the Council's employment or other associated employment which would result in the Council being required to meet the liability. Adjustments are then made to allow for the proportion of the benefit earned to date, and the result is discounted to present value. The interest rates attaching to Commonwealth Government guaranteed securities at the reporting date are used to discount the estimated future cash outflows to their present value. This liability is reported in Note 20 as a provision.

## 1.T Borrowings and borrowing costs

Borrowings are initially recognised at fair value plus any directly attributable transaction costs. Subsequent to initial recognition these liabilities are measured at amortised cost.

All borrowing costs are expensed in the period in which they are incurred. No borrowing costs are capitalised on qualifying assets.

## 1.U Asset revaluation surplus

The asset revaluation surplus comprises adjustments relating to changes in value of property, plant and equipment that do not result from the use of those assets. Net incremental changes in the carrying value of classes of non-current assets since their initial recognition are accumulated in the asset revaluation surplus.

Increases and decreases on revaluation are offset within a class of assets.

Where a class of assets is decreased on revaluation, that decrease is offset first against the amount remaining in the asset revaluation surplus in respect of that class. Any excess is treated as an expense.

When an asset is disposed of, the amount reported in surplus in respect of that asset is included in the calculation of gain or loss on disposal and is removed from the surplus.



**1.V Retained surplus**

This represents the amount of Council's net funds not set aside in reserves to meet specific future needs.

**1.W Reserves**

These reserves represent grants received for recurrent expenditure to be incurred in the coming year

**1.X National competition policy**

Council has reviewed its activities to identify its business activities. Details of these are disclosed in Note 30.

**1.Y Rounding and comparatives**

The financial statements have been rounded to the nearest \$1.

Comparative information has been restated where necessary to be consistent with disclosures in the current reporting period.

**1.Z Trust funds held for outside parties**

"Funds held in the trust account on behalf of outside parties include those funds from the sale of land for arrears in rates, deposits for the contracted sale of land, security deposits lodged to guarantee performance and unclaimed monies (e.g. wages) paid into the trust account by the Council. The Council performs only a custodian role in respect of these monies and because the monies cannot be used for Council purposes, they are not considered revenue nor brought to account in the financial statements"

The monies are disclosed in the notes to the financial statements for information purposes only in Note 27.

**1.AA Taxation**

Income of local authorities and public authorities is exempt from Commonwealth taxation except for Fringe Benefits Tax and Goods and Services Tax ('GST'). The net amount of GST recoverable from the ATO or payable to the ATO is shown as an asset or liability respectively.

**1.AB Capital**

Capital represents the net carrying value of the capital assets less the amount of capital debt and asset revaluation surplus at the reporting date and includes the estimated initial value of working capital recognised at the inception of Council. It represents the net investment of council funds in assets purchased to deliver future services to the community.

**2 ANALYSIS OF RESULTS BY FUNCTION**

**2(a) Components of council functions**

The activities relating to the Council's components reported on in Note 2(b) are as follows :

**Corporate governance**

This comprises the support functions for the Mayor and Councillors, Council and committee meetings and statutory requirements and Library operations.

**Finance and information**

The support functions of Management of the Council's finance, information technology and administration.

**Community services**

Community services and facilities including cultural, health, welfare, environmental and recreational services.

This function includes:

- Entertainment venues
- Public health services including vaccination clinics
- Environmental licences and approvals.
- Aged care services
- Economic development

**Planning and development**

Management of the development of the region and approval processes for development and building.

**Transport infrastructure**

Providing and maintaining roads and drainage.

Maintaining parks and gardens, caravan parks and swimming pools.

**Waste management**

Providing refuse collection and disposal services.

**Water infrastructure**

Providing water supply services.

**Sewer infrastructure**

Providing sewerage services.

## 2 Analysis of results by function

(b) Income and expenses defined between recurring and capital are attributed to the following functions:

Year ended 30 June 2011

Functions	Gross Program Income					Total Income	Gross program Expenses		Total Ex- penses	Net result from recur- ring opera- tions	Net Result	Net Community Assets
	Recurring		Capital				Recurring	Capital				
	Grants	Other	Grants	Other								
	2011	2011	2011	2011	2011							
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Corporate Governance	350,091	306,025	-	-	656,116	5,011,791	-	5,011,791	(4,355,675)	(4,355,675)	49,570,162	
Finance & Information	7,867,414	5,973,241	-	(1,243,982)	12,596,673	2,239,154	-	2,239,154	11,601,501	10,357,519	12,524,227	
Community Services	645,334	958,642	1,639,713	-	3,243,689	3,299,041	-	3,299,041	(1,695,065)	(55,352)	15,250,914	
Planning & Development	-	1,045,032	-	-	1,045,032	1,753,617	-	1,753,617	(708,585)	(708,585)	-	
Transport Infrastructure	5,924,850	9,583,693	1,827,515	-	17,336,058	18,643,466	-	18,643,466	(3,134,924)	(1,307,408)	769,622,171	
Waste Management	-	768,754	34,000	-	802,754	1,068,656	-	1,068,656	(299,902)	(265,902)	-	
Water Infrastructure	-	2,249,705	490,416	(1,223,226)	1,516,895	2,159,855	-	2,159,855	89,850	(642,960)	16,462,501	
Sewerage Infrastructure	-	1,975,812	117,780	570,337	2,663,928	877,314	-	877,314	1,098,498	1,786,614	8,965,419	
Total Council	14,787,689	22,860,903	4,109,424	(1,896,871)	39,861,145	35,052,894	-	35,052,894	2,595,698	4,808,251	872,395,394	

Year ended 30 June 2010

Functions	Gross Program Income					Total Income	Gross program Expenses		Total Ex- penses	Net result from recur- ring opera- tions	Net Result	Net Community Assets
	Recurring		Capital				Recurring	Capital				
	Grants	Other	Grants	Other								
	2011	2011	2011	2011								
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Corporate Governance	680,983	118,365	853,000	-	1,652,348	1,754,800	-	1,754,800	(955,452)	(102,452)	47,414,207	
Finance & Information	7,418,958	6,410,681	-	231,669	14,061,308	11,973,925	65,576	12,039,501	1,855,714	2,021,807	11,664,191	
Community Services	375,890	302,154	63,914	-	741,958	827,270	-	827,270	(149,226)	(85,312)	-	
Planning & Development	45,027	173,587	-	-	218,614	192,000	-	192,000	26,614	26,614	-	
Transport Infrastructure	3,115,221	1,958,607	2,534,973	63,793	7,672,594	10,524,119	-	10,524,119	(5,450,291)	(2,851,525)	755,065,111	
Waste Management	-	756,834	-	-	756,834	737,288	-	737,288	19,546	19,546	-	
Water Infrastructure	-	2,157,727	154,620	-	2,312,347	2,278,180	-	2,278,180	(120,453)	34,167	17,156,921	
Sewerage Infrastructure	-	1,269,345	110,582	-	1,379,927	1,210,549	-	1,210,549	58,796	169,378	8,710,582	
Parks, Gardens & Pools	-	3,688,933	270,846	-	3,959,779	4,587,736	-	4,587,736	(898,803)	(627,957)	14,977,828	
Total Council	11,636,079	16,836,233	3,987,935	295,462	32,755,709	34,085,867	65,576	34,151,443	(5,613,555)	(1,395,734)	854,988,840	

In 2010/2011 responsibility for Parks, Gardens &amp; Pools was transferred to Transport Infrastructure

	2011	2010
	\$	\$
<b>3 Revenue Analysis</b>		
<b>(a) Rates, Levies and Charges</b>		
General rates	7,113,278	6,586,770
Environmental Levy	395,251	278,697
Water	1,537,184	1,683,402
Water consumption	779,862	553,852
Sewerage	1,460,320	1,369,765
Waste management	753,420	718,785
Rural Fire Levy	16,839	16,496
Total rates and utility charge revenue	12,056,154	11,207,767
Less: Discounts	(996,788)	(927,229)
	11,059,366	10,280,538
<b>(b) Fees and Charges</b>		
Community Service Fees	109,585	44,176
Building & Development Fees	191,665	218,614
Hall Hire	78,017	123,756
Licences & Registrations	61,761	57,674
Burial Fees	112,268	66,831
Caravan Parks	435,517	334,495
Rate Searches	36,761	46,865
Water & Sewer Fees	45,781	54,124
Trade Waste & Recycling	70,015	96,352
Other fees and charges	46,052	158,061
	1,187,422	1,200,948
<b>(c) Rental Income</b>		
Other Rental Income	318,997	330,504
	318,997	330,504
<b>(d) Interest Received</b>		
Interest received from term deposits	397,795	366,643
Interest from overdue rates and utility charges	86,808	63,303
	484,603	429,946
<b>(e) Sales Revenue</b>		
Contract and Recoverable Works      MRD	7,995,939	2,837,256
Private Works	1,448,072	1,631,119
Total Sales Revenue	9,444,011	4,468,375
<b>(f) Other Income</b>		
Other Income	366,503	125,922
	366,503	125,922

The amount recognised as revenue for contract revenue during the financial year is the amount receivable in respect of invoices issued during the period. There are no contracts in progress at the year end. The contract work carried out is not subject to retentions.

	2011	2010
	\$	\$
<b>4 Grants, subsidies, contributions and donations</b>		
<b>(a) Recurrent</b>		
General purpose grants	10,471,131	10,100,039
State government subsidies and grants	569,400	738,240
Commonwealth government subsidies and grants	375,710	674,709
Donations	85,650	-
Contributions	20,660	123,091
Flood Damage Claims	3,265,138	-
	<b>14,787,689</b>	<b>11,636,079</b>
<b>(b) Capital</b>		
State government subsidies and grants	2,357,766	1,654,535
Commonwealth government subsidies and grants	1,490,095	2,333,400
Developer contributions	261,563	-
	<b>4,109,424</b>	<b>3,987,935</b>
Conditions over contributions		
All grants and contribution were expended in the year		
<b>5 Capital Income</b>		
<b>Gain/Loss on disposal of non-current assets</b>		
Proceeds from the sale of property, plant and equipment	423,100	395,329
Less: Cost of property, plant and equipment disposed	(1,045,479)	1,017,032
Accumulated depreciation on disposals	540,696	714,637
	<b>(81,683)</b>	<b>92,934</b>
Write off of Derrabungy Bridge, damaged beyond repair		
Replacement value	(1,245,320)	-
Accumulated depreciation	83,021	-
Write off due to flood damage	<b>1,162,299</b>	<b>-</b>
Proceeds from sale of land	-	258,490
Less: Book value of land sold	-	(55,962)
	<b>-</b>	<b>202,528</b>
Total Capital Income	<b>(1,243,982)</b>	<b>295,462</b>



	2011	2010
	\$	\$
<b>6 Employee Benefits</b>		
Total staff wages and salaries	10,840,584	9,761,045
Councillors' remuneration	408,101	500,049
Annual, sick and long service leave entitlements	2,605,477	2,401,188
Superannuation	1,365,260	1,372,804
	15,219,422	14,035,086
Other employee related expenses	501,932	1,155,749
Employee Benefits	15,721,354	15,190,835

Councillor remuneration represents salary, and other allowances paid in respect of carrying out their duties

Total Council employees at the reporting date:	2011	2010
Elected members	7	7
Administration staff	86	85
Depot and outdoors staff	131	159
Total full time equivalent employees	224	251

## 7 Materials and services

Administration	1,053,711	1,137,896
Information Technology	316,590	248,678
Audit services	239,300	294,263
Other materials and services	29,759	102,783
Insurance	186,125	148,173
Roads Maintenance	1,578,440	1,971,452
Community & Cultural Facilities	1,539,504	1,561,329
Plant Costs	1,624,122	1,335,000
Recoverable Works	4,155,543	1,509,657
Water	613,002	547,452
Sewer	121,922	120,533
Environment	424,543	277,450
Waste	432,883	349,409
Planning & development	206,841	230,056
Total material & services	12,522,284	9,834,131

## 8 Finance Costs

Finance costs charged by the Queensland Treasury Corporation	77,514	78,341
Bank charges	28,892	32,934
	106,406	111,275

## 9 Depreciation and amortisation

### Depreciation of non-current assets

Buildings	1,307,597	871,684
Plant and equipment	1,084,553	1,288,546
Road, drainage and bridge network	2,640,652	5,227,760
Water	547,325	499,038
Sewer	521,540	509,810
Other infrastructure assets	601,184	552,790
Total depreciation and amortisation	6,702,851	8,949,628

	2011 \$	2010 \$
<b>10 Other comprehensive income</b>		
Revaluation due to flood damage		
Buildings	(196,505)	-
Other infrastructure	(542,894)	-
Roads, Drainage & Bridges	(9,983,083)	-
Water	(2,026,740)	-
Sewer	(117,000)	-
Total flood damage losses	(12,866,222)	-
Revaluation due to change in cost		
- Land assets	(617,514)	2,011,999
- Buildings	262,379	854,932
- Other infrastructure	497,120	2,857,700
- Roads, Drainage and Bridges	22,673,505	-
- Water	803,513	-
- Sewer	687,337	-
	24,306,340	5,724,631
Assets not previously recognised at cost	754,071	-
- Accumulated depreciation	(248,776)	-
	505,295	-
Net change in asset values	11,945,413	5,724,631

In the case of both water and sewer assets there existed previous revaluation decrements but no balance in the asset revaluation surplus. Accordingly \$652,890 (2010: \$nil) was charged to capital. Capital was increased by \$505,295 (2010: nil) and the asset revaluation surplus was increased by \$12,093,008 (2010: \$5,724,631).

#### 11 Cash and cash equivalents

Cash at bank and on hand	2,779,312	4,881,971
Deposits at call	11,876,741	4,685,967
Balance per Statement of Cash Flows	14,656,053	9,567,938

Externally imposed expenditure restrictions at the reporting date relate to the following cash assets:

Unspent government grants and subsidies	2,923,618	-
Unspent loan monies	2,960,000	-
Total unspent restricted cash	5,883,618	-

Cash and deposits are held in the Queensland Treasury Corporation and National Australia Bank in normal term deposits and business cheque accounts. The bank currently has a short term credit rating of A1+ and long term rating of AA-. Other term deposits are with Bendigo Bank which has ratings of A2 and BBB+.

	2011	2010
	\$	\$
<b>12 Trade and other receivables</b>		
<b>Current</b>		
Rateable revenue and utility charges	773,735	669,874
Water charges not yet levied	344,943	-
Other debtors	4,698,801	1,400,013
Less impairment	(3,256)	(5,680)
GST recoverable	223,435	311,498
Loans and advances	29,879	29,530
Prepayments	198,005	184,931
	6,265,542	2,590,166
<b>Non-current</b>		
Loans and advances to various entities	38,339	92,798

Interest is charged on outstanding rates at a rate of 11% per annum. No interest is charged on other debtors. There is no concentration of credit risk for rates and utility charges, fees and other debtors receivable.

Loans relate to advances made to various entities. These loans arise from time to time and are subject to negotiated interest rates. The credit risk on these loans is considered low.

Movement in accumulated impairment losses (other debtors) is as follows:

Opening balance	5,680	20,000
Impairment	(2,424)	(14,320)
closing balance	3,256	5,680

### 13 Inventories

#### Inventories held for sale

Miscellaneous saleable items - R.M.Williams Centre	8,649	-
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#### Inventories held for distribution

Quarry and road materials	32,450	32,450
Plant and equipment stores	352,095	289,980
Total for Distribution	384,545	322,430
Total Inventories	393,194	322,430

### 14 Land purchased for development and sale

Opening Balance	-	1,046,217
Purchases	-	215,107
Disposals	-	(55,962)
Impairment	-	(65,576)
<b>Transfer to PPE</b>	-	(1,139,786)
Land for Resale	-	-

## 15 Property Plant &amp; Equipment

## 30 June 2011

Note

Basis of measurement

## Asset Values

Opening gross value as at 1 July 2010

Additions

Disposals

Revaluations

Assets not previously recognised

Transfers between classes

Closing gross value as at 30 June 2011

Land	Buildings	Plant & equipment	Road, drainage & bridges	Water	Sewer	Other infrastructure	Work in progress	Total
Revaluation	Revaluation	Cost	Revaluation	Revaluation	Revaluation	Revaluation	Cost	
\$	\$	\$	\$	\$	\$	\$	\$	\$
13,480,847	57,711,213	24,691,253	867,704,705	29,626,838	22,950,506	23,993,472	5,071,459	1,045,230,293
39,294	-	1,537,343	-	-	-	-	5,916,724	7,493,361
-	-	(1,045,479)	(1,245,320)	-	-	-	-	(2,290,799)
(617,514)	191,494	-	16,069,755	(879,541)	954,132	145,412	-	15,863,738
-	-	754,072	-	-	-	-	-	754,072
-	4,014,387	(659,407)	4,353,218	1,277,493	205,962	862,504	(10,054,15)	-
<b>12,902,627</b>	<b>61,917,094</b>	<b>25,277,782</b>	<b>886,882,358</b>	<b>30,024,790</b>	<b>24,110,601</b>	<b>25,001,389</b>	<b>934,025</b>	<b>1,067,050,665</b>

## Accumulated depreciation and impairment

Opening balance as at 1 July 2010

Depreciation provided in period

Depreciation on disposals

Adjustment to asset revaluation surplus

Assets not previously recognised

Transfers between classes

Accum depreciation as at 30 June 2011

Written down value as at 30 June 2011

Range of estimated useful life in years

-	23,798,343	8,867,847	127,331,174	12,670,022	14,242,467	8,977,283	-	195,887,136
-	1,307,596	1,084,554	2,640,652	547,325	521,540	601,184	-	6,702,851
-	-	(540,696)	(83,021)	-	-	-	-	(623,717)
-	125,620	-	3,379,334	343,684	383,796	191,186	-	4,423,620
-	-	248,776	-	-	-	-	-	248,776
-	18,000	-	2,544	1,258	(2,622)	(19,179)	-	-
-	<b>25,249,559</b>	<b>9,660,481</b>	<b>133,270,683</b>	<b>13,562,289</b>	<b>15,145,181</b>	<b>9,750,474</b>	-	<b>206,638,666</b>
<b>12,902,627</b>	<b>36,667,535</b>	<b>15,617,301</b>	<b>753,611,675</b>	<b>16,462,501</b>	<b>8,965,419</b>	<b>15,250,914</b>	<b>934,025</b>	<b>860,411,999</b>
Not depreciated	40 - 100	2 - 20	5 - 100	10 - 60	20 - 60	20 - 40		



30 June 2010	Basis of measurement	Note	Land	Buildings	Plant & equipment	Road, drainage & bridges	Water	Sewer	Other infrastructure	Work in progress	Total
			Revaluation	Revaluation	Cost	Revaluation	Revaluation	Revaluation	Revaluation	Cost	
	<b>Asset Values</b>		\$	\$	\$	\$	\$	\$	\$	\$	\$
	Opening gross value as at 1 July 2010		10,316,286	50,085,957	23,440,386	856,709,852	28,190,053	22,563,273	12,932,371	9,873,778	1,014,111,956
	Additions		1,167,562	1,375,217	2,622,739	3,973,964	440,436	139,912	1,016,976	4,426,320	15,163,126
	Disposals	5	(15,000)	-	(1,001,748)	(51)	(196)	(37)	-	(110,000)	(1,127,032)
	Revaluations	15	2,011,999	8,206,671	-	-	-	-	6,863,573	-	17,082,243
	Transfers between classes		-	(1,956,632)	(370,124)	7,020,940	996,545	247,358	3,180,552	(9,118,639)	-
	<b>Closing gross value as at 30 June 2010</b>		13,480,847	57,711,213	24,691,253	867,704,705	29,626,838	22,950,506	23,993,472	5,071,459	1,045,230,293

**Accumulated depreciation and impairment**

Opening balance as at 1 July 2010	-	15,806,844	8,855,691	122,103,414	12,167,321	13,724,747	3,636,514	-	-	176,294,531
Depreciation provided in period	9	-	871,684	1,288,546	5,227,760	509,810	552,790	-	-	8,949,628
Depreciation on disposals	5	-	-	(714,637)	-	-	-	-	-	(714,637)
Adjustment to asset revaluation surplus	25	-	-	7,351,739	-	-	-	-	-	11,357,614
Transfers between classes		-	(231,924)	(561,753)	-	-	3,663	7,910	782,104	-
<b>Accum depreciation as at 30 June 2010</b>		-	23,798,343	8,867,847	127,331,174	12,670,022	14,242,467	8,977,283	-	195,887,136

**Written down value as at 30 June 2010**

13,480,847	33,912,870	15,823,406	740,373,530	16,956,816	8,708,039	15,016,189	5,071,459	849,343,157
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Range of estimated useful life in years

Land: Not depreciated	40 - 100	2 - 20	5 - 100	20 - 80	20 - 60	20 - 40
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**16 Asset Valuations****Land**

Land assets have been included at current market value as at 30 June 2010 adjusted by indices provided by Asset Val Pty Ltd, Registered Valuers to bring to 30 June 2011 value. The index applied was minus 5%.

**Buildings**

Buildings and Other structures have been included at current market value as at 30 June 2010 adjusted by indices provided by Asset Val Pty Ltd, Registered Valuers to bring to June 2011 value and further devalued to reflect reduction in value caused by floods. The index applied was plus 0.5% for buildings and plus 2% for other structures.

**Plant & Equipment**

Plant & Equipment is initially recorded at cost and accumulated depreciation where applicable.

**Infrastructure**

Water and sewerage infrastructure is included at the written down current replacement cost as at 30 June 2009 as determined by Opus Qantec McWilliam Pty Ltd and subsequent depreciation less an impairment adjustment for damage caused by the Dec/Jan flood event.

Road and drainage and other infrastructure is included at the written down current replacement cost as at 30 June 2009 as determined by Opus Qantec McWilliam Pty Ltd and subsequent depreciation less an impairment adjustment for damage caused by the Dec/Jan flood event.

In all cases the amounts have been adjusted by indices of 2.6% provided by Opus and continue to represent fair value as at balance date.

In 2010/2011 it was decided that all assets should have residual values and consistent lives assigned to them. A review of assets was conducted and based on management experience of intervention levels, values were determined. The financial impact of this was to decrease depreciation expense by approximately \$2,500,000 per annum. Council considers that by using residual values and consistent useful lives, a more realistic figure for depreciation is achieved reflecting the true consumption of service capability.

During the determination of flood damage costs all assets were assessed for indicators of impairment. Other than the flood damage no indicators were identified.

	Council	
	2011	2010
	\$	\$
<b>17 Intangible Assets</b>		
<b>Water Licences</b>		
Opening gross carrying value	194,659	163,426
Additions	-	31,233
Closing gross carrying value	194,659	194,659
Total intangible assets	194,659	194,659

As there is no active market for these licences they are held at cost price and their lives are considered to be indefinite. The recoverable amount and useful lives are monitored and reviewed on at least an annual basis.

**18 Trade and other payables****Current**

Creditors and accruals	2,063,302	2,728,112
Annual leave	1,354,331	1,254,801
Sick leave	30,829	48,825
Other entitlements	230,846	157,610
	3,679,308	4,189,348

Council's current enterprise agreement does not provide for vesting of sick leave. However, on amalgamation some employees had entitlements under previous agreements. The balance shown is the present value of entitlements yet to be paid out.

		Council	
		2011	2010
		\$	\$
<b>19 Borrowings</b>			
<b>Current</b>			
Loans – Queensland Treasury Corporation		435,812	148,428
		435,812	148,428
<b>Non-current</b>			
Loans – Queensland Treasury Corporation		3,528,640	992,586
		3,528,640	992,586
<b>Loans – Queensland Treasury Corporation</b>			
Opening balance at beginning of financial year		1,141,014	1,276,116
Loans raised		2,960,000	-
Adjustment in value due to change in debt pool.		6,097	(186)
Principal repayments		(142,658)	(134,916)
Book value at end of financial year		3,964,453	1,141,014

The QTC loan market value at the reporting date was \$3,997,440 (2010 \$1,181,306). This represents the value of the debt if Council repaid it at that date. As it is the intention of Council to hold the debt for its term, no provision is required to be made in these accounts.

No assets have been pledged as security by the Council for any liabilities, however all loans are guaranteed by the Queensland Government.

All borrowings are in \$A denominated amounts and carried at amortised cost, interest being expensed as it accrues. No interest has been capitalised during the current or comparative reporting period. Expected final repayment dates vary from 31 December 2011 to 31 December 2020. There have been no defaults or breaches of the loan agreement during the period.

Principal and interest repayments are made quarterly in arrears.

## 20 Provisions

<b>Current</b>			
Long service leave		1,278,877	1,091,947
		1,278,877	1,091,947
<b>Non-current</b>			
Long service leave		281,655	461,437
		281,655	461,437

Council has entered into an agreement to sell specific parcels of land to a developer with payments over a four year period. The sale will not be recorded until the final payment is made in 2012/2013. Payments received are held in a liability account.

Details of movements in provisions:

### Long Service Leave

Balance at beginning of financial year	1,553,383	1,447,513
Long service leave entitlement arising	197,677	275,011
Long Service entitlement extinguished/adopted	114,694	(50,584)
Long Service entitlement paid	(305,222)	(118,557)
Balance at end of financial year	1,560,532	1,553,383

	Council	
	2011	2010
	\$	\$
<b>21 Other Liabilities</b>		
Developer contributions	100,000	238,563
Unspent Funds	260,099	-
	360,099	238,563

This liability reflects cash contributions from developers for which the related service obligations have yet to be fulfilled by Council

## 22 Asset Revaluation Surplus

### Movements in the asset revaluation surplus were as follows:

Balance at beginning of financial year	209,828,996	204,104,366
Net adjustment to non-current assets at end of period to reflect a change in current fair value:		
Land	(617,514)	2,011,999
Buildings	65,874	854,932
Road, drainage and bridge network	12,690,428	-
Other infrastructure assets	(45,774)	2,857,699
Balance at end of financial year	221,922,004	209,828,996

### Asset revaluation surplus analysis

The closing balance of the asset revaluation surplus comprises the following asset categories:

Land	2,368,096	2,980,802
Buildings	1,526,445	1,420,924
Road, drainage and bridge network	214,985,782	202,295,354
Other infrastructure assets	3,041,681	3,131,916
	221,922,004	209,828,996

## 23 Other Reserves

Reserves held for funding future recurrent expenditure

Future recurrent expenditure reserve		
Financial assistance grant paid in advance	1,991,201	-
Future Fund Project advance	125,000	-
Jobs & skills development officer advance	104,000	-
Waste Management Upgrade	34,000	-
QRA Advance unspent	669,417	-
Total reserves	2,923,618	-



		Council	
		2011	2010
		\$	\$
<b>24</b>	<b>Contractual commitments</b>		
Contractual commitments at end of financial year but not recognised in the financial statements are as follows:			
Garbage collection contract (expires 3 August 2013)			
Cleansing contractors - one year		237,231	237,231
- more than one year		19,769	276,892
		257,000	514,123

In addition to the above commitment Council has lodged claims totalling \$25,071,114 for flood damage restoration works with the Queensland Reconstruction Authority.

## 25 Contingent Liabilities

Details and estimates of maximum amounts of contingent liabilities are as follows:

### Local Government Mutual

The Council is a member of the local government mutual liability self-insurance pool, LGM Queensland. In the event of the pool being wound up or it is unable to meet its debts as they fall due, the trust deed and rules provide that any accumulated deficit will be met by the individual pool members in the same proportion as their contribution is to the total pool contributions in respect to any year that a deficit arises.

As at 30 June 2010 the financial statements reported an accumulated surplus and it is not anticipated any liability will arise.

### Local Government Workcare

The Council is a member of the Queensland local government worker's compensation self-insurance scheme, Local Government Workcare. Under this scheme the Council has provided an indemnity towards a bank guarantee to cover bad debts which may remain should the self insurance licence be cancelled and there was insufficient funds available to cover outstanding liabilities. Only the Queensland Government's workers compensation authority may call on any part of the guarantee should the above circumstances arise. The Council's maximum exposure to the bank guarantee is \$342,162 (2010: \$280,663).

**26 Superannuation**

The Council contributes to the Local Government Superannuation Scheme (Qld) (the scheme). The scheme is a Multi-employer Plan as defined in the Australian Accounting Standard AASB119 Employee Benefits.

The Queensland Local Government Superannuation Board, the trustee of the scheme, advised that the local government superannuation scheme was a complying superannuation scheme for the purpose of the Commonwealth Superannuation Industry (Supervision) legislation.

The scheme has two elements referred to as the Defined Benefits Fund (DBF) and the Accumulation Benefits Fund (ABF). The ABF is a defined contribution scheme as defined in AASB 119. Council has no liability to or interest in the ABF other than the payment of the statutory contributions as required by the Local Government Act 2009.

The DBF is a defined benefit plan as defined in AASB119. The Council is not able to account for the DBF as a defined benefit plan in accordance with AASB119 because the scheme is unable to account to the Council for its proportionate share of the defined benefit obligation, plan assets and costs.

Any amount by which either fund is over or under funded would only affect future benefits and contributions to the DBF, and is not an asset or liability of the Council. Accordingly there is no recognition in the financial statements of any over or under funding of the scheme.

The audited general purpose financial report of the scheme as at 30 June 2010 (the most recent available) which was not subject to any audit qualification, indicates that the assets of the scheme are sufficient to meet the vested benefits.

The most recent actuarial assessment of the scheme was undertaken as at 1 July 2009. The actuary indicated that "the DBF is in a very modest financial position with regard to the net asset coverage of vested liabilities. Investment returns will be volatile under the required investment strategy, particularly over short periods. The DBF therefore needs sufficient reserves to be able to withstand a reasonable range of such influences. Because the DBF is now running down and cash flows are negative, the VBI (vested benefit index) should not be allowed whenever possible to retreat below 100%. Once below 100%, benefits drawn reduce the available assets for remaining members and hence the net asset coverage of vested benefits declines further.

In order to withstand a one in ten 'low return' outcome, the DBF would need reserves of the order of 8% to 10% having regard to the investment strategy adopted. Given the current position of the DBF, such reserve can essentially only eventuate from either excess investment returns over salary increases or additional employer contributions.

Council has been advised by the trustee of the scheme, following advice from the scheme's actuary, that additional contributions may be imposed in the future at a level necessary to protect the entitlements of DBF members. Under the Local Government Act 2009 the trustee of the scheme has the power to levy additional contributions on councils which have employees in the DBF when the actuary advises such additional contributions are payable - normally when the assets of the DBF are insufficient to meet members' benefits.

The next actuarial investigation will be made as at 1 July 2012.

The amount of superannuation contributions paid by Council to the scheme in this period for the benefit of employees and Councillors was:

	2011	2010
	1,365,260	1,372,804

	Council	
	2011	2010
	\$	\$
<b>27 Trust funds</b>		
<b>Trust funds held for outside parties</b>		
Monies collected or held on behalf of other entities yet to be paid out to or on behalf of those entities	4,363	306,624
Security deposits	238,292	241,351
	242,655	547,975

The Council performs only a custodial role in respect of these monies. As these funds cannot be used by the Council, they are not brought to account in these financial statements.

**28 Reconciliation of net result before capital items for the year to net cash inflow (outflow) from operating activities**

Net operating result	4,808,251	(1,395,736)
Non-cash operating items:		
Depreciation and amortisation	6,702,851	8,949,629
	6,702,851	8,949,629
Investing and development activities		
Net (profit)/loss on disposal of assets	1,243,982	(295,462)
Proceeds sale not finalised	(54,110)	-
Capital Grants	(4,109,424)	(3,987,935)
Revaluation offset	652,889	-
	(2,266,663)	(4,283,397)
Changes in operating assets and liabilities:		
(Increase)/ decrease in receivables	(3,620,918)	12,598
(Increase)/decrease in inventory	(70,763)	(29,397)
Increase/(decrease) in payables	(510,040)	29,786
Increase/(decrease) in liabilities	128,685	105,569
	(4,073,036)	118,569
Net cash inflow from operating activities	5,171,403	3,389,065

## 29 Financial Instruments

Council's activities expose it to a variety of financial risks including interest rate risk, credit risk, and liquidity risk.

Exposure to financial risks is managed in accordance with Council approved policies on financial risk management. These policies focus on managing the volatility of financial markets and seek to minimise potential adverse effects on the financial performance of the Council.

The Council minimises its exposure to financial risk in the following ways:

Investments in financial assets are only made where those assets are with a bank or other financial institution in Australia. The Council does not invest in derivatives or other high risk investments.

When the Council borrows, it borrows from the Queensland Treasury Corporation unless another financial institution can offer a more beneficial rate, taking into account any risk. Borrowing by the Council is constrained by the provisions of the Statutory Bodies Financial Arrangements Act 1982.

Council measures risk exposure using a variety of methods as follows:

Risk exposure	Measurement method
Credit risk	Ageing analysis
Liquidity risk	Maturity analysis
Interest rate risk	Sensitivity analysis

### Credit risk exposure

Credit risk exposure refers to the situation where the Council may incur financial loss as a result of another party to a financial instrument failing to discharge their obligations.

In the case of rate receivables, the Council has the power to sell the property to recover any defaulted amounts. In effect this power protects the Council against credit risk in the case of these debts.

In other cases, the Council assesses the credit risk before providing goods or services and applies normal business credit protection procedures to minimise the risk.

The Council is exposed to credit risk through its investments with the Queensland Treasury Corporation (QTC) and deposits held with banks or other financial institutions. The QTC Cash Fund is an asset management portfolio that invests with a wide variety of high credit rating counterparties. Deposits are capital guaranteed. Other investments are held with highly rated/regulated banks/financial institutions and whilst not capital guaranteed, the likelihood of a credit failure is remote.

By the nature of the Council's operations, there is a geographical concentration of risk in the Council's area. Because the area is largely agricultural, there is also a concentration in the agricultural sector.

The maximum exposure to credit risk at balance date in relation to each class of recognised financial asset is the gross carrying amount of those assets inclusive of any provisions for impairment.

No collateral is held as security relating to the financial assets held by the Council.

Council's maximum exposure to credit risk is as follows:

	Note	2011 \$	2010 \$
Financial assets			
Cash and cash equivalents	11	14,656,053	9,567,938
Receivables – rates	12	1,118,678	669,874
Receivables – other	12	4,987,198	1,828,159
		<u>20,761,929</u>	<u>12,065,971</u>

No financial assets have had their terms renegotiated so as to prevent them from being past due or impaired, and are stated at the carrying amounts as indicated.



The following represents an analysis of the age of the Council's financial assets that are either fully performing, past due or impaired:

30-Jun-11	Fully performing		Past Due		Total
		Less than 30 days	30-60 days	more than 60 days	
	\$	\$	\$	\$	\$
Receivables	3,075,110	2,946,494	5,118	79,154	6,105,876
Less impairment	-	-	-	(3,256)	(3,256)
Net Receivables	3,075,110	2,946,494	5,118	75,898	6,102,620

30-Jun-10	Fully performing		Past Due		Total
		Less than 30 days	30-60 days	more than 60 days	
	\$	\$	\$	\$	\$
Receivables	1,602,340	192,591	337,881	365,221	2,498,033
Less impairment	-	-	-	(5,680)	(5,680)
Net Receivables	1,602,340	192,591	337,881	359,541	2,492,353

#### Liquidity risk

Liquidity risk refers to the situation where the Council may encounter difficulty in meeting obligations associated with financial liabilities that are settled by delivering cash or another financial asset. The Council is exposed to liquidity risk through its trading in the normal course of business and borrowings from the Queensland Treasury Corporation for capital works.

Council manages its exposure to liquidity risk by maintaining sufficient cash and cash equivalents to cater for unexpected volatility in cash flows. These are disclosed in the Note 11.

The following table sets out the liquidity risk of financial liabilities held by the Council in a format as it might be provided to management. The amounts disclosed in the maturity analysis represent the contractual undiscounted cash flows at balance date:

	0 to 1 year	1 to 5 years	Over 5 years	Total contractual cash flows	Carrying amount
	\$	\$	\$	\$	\$
<b>2011</b>					
Trade and other payables	3,679,308	-	-	3,679,308	3,679,308
Loans - QTC	654,187	2,332,835	2,094,914	5,081,936	3,964,453
	4,333,495	2,332,835	2,094,914	8,761,244	7,643,761
<b>2010</b>					
Trade and other payables	4,189,348	-	-	4,189,348	4,189,348
Loans - QTC	225,942	678,240	444,346	1,348,528	1,141,014
	4,415,290	678,240	444,346	5,537,876	5,330,362

The outflows in the above table are not expected to occur significantly earlier and are not expected to be for significantly different amounts than indicated in the table.

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

	2011	2010
	\$	\$
Credit Card Facility	50,000	50,000

**Interest rate risk**

The Council is exposed to interest rate risk through its borrowings from the Queensland Treasury Corporation and investments held with financial institutions.

The risk in borrowing is effectively managed by borrowing only from the Queensland Treasury Corporation and having access to a mix of floating and fixed funding sources such that the desired interest rate risk exposure can be constructed. Interest rate risk in other areas is minimal.

The Council does not undertake any hedging of interest rate risk.

The following interest rate sensitivity analysis is based on a report similar to that which would be provided to management, depicting the outcome to profit and loss should there be a 1% increase in market interest rates. The calculations assume that the rate would be held constant over the next financial year, with the change occurring at the beginning of that year. It is assumed that interest rates on overdue rates would not change. If the rates decreased by 1% the impact would be equal in amount in the reverse direction.

	Net carrying amount		Profit		Equity	
	2011	2010	2011	2010	2011	2010
	\$	\$	\$	\$	\$	\$
Net Financial assets						
Deposits QTC and banks	11,876,741	4,685,967	118,768	46,860	118,768	46,860
Borrowings QTC	(3,964,453)	(1,141,014)	(39,645)	(11,410)	(39,645)	(11,410)
Net total	7,912,288	3,544,953	79,123	35,450	79,123	35,450

**Other risks**

The Council is not exposed to any significant price risk or foreign currency risk.

**30 Subsequent events**

There were no material adjusting events after the balance date.

**31 National Competition Policy**

Activities to which the code of competitive conduct is applied

A "business activity" of a local government is divided into two categories :

(a) Roads business activity:

(i) the construction or maintenance of state controlled roads for which the local government submits an offer to carry out work in response to a tender invitation, other than through a sole supplier arrangement.

(ii) submission of a competitive tender for construction or road maintenance on the local government's roads which the local government has put out to tender, or called for by another local government.

(b) Other business activity, previously referred to as type three activities, means the following:

(i) trading in goods and services to clients in competition with the private sector, or

(ii) the submission of a competitive tender in the local government's own tendering process in competition with others for the provision of goods and services to its self. Excluded activities are (a) library services, and (b) an activity or part thereof prescribed by legislation.

Local government may elect to apply a Code of Competitive Conduct (CCC) to their identified business activities. This requires the application of full cost pricing, identifying the cost of community service obligations (CSO) and eliminating the advantages and disadvantages of public ownership within that activity. The application of the CCC to the roads business activity is compulsory.

The CSO value is determined by Council, and represents an activity's cost(s) which would not be incurred if the primary objective of the activity was to make a profit. The Council provides funding from general revenue to the business activity to cover the cost of providing non-commercial community services or costs deemed to be CSO's by the Council.

Roads

Water and sewerage

Waste management

Plant operations

**Financial performance of activities subject to competition reforms:**

	Roads	Water & Sewerage	Waste Management	Plant Operations
	2011	2011	2011	2011
	\$	\$	\$	\$
Revenue for services provided to the Council	1,575,004	-	-	7,090,119
Revenue for services provided to external clients	9,444,011	2,939,188	687,495	-
Community service obligations	-	-	-	-
	11,019,015	2,939,188	687,495	7,090,119
Less : Expenditure	12,934,663	2,119,793	1,068,656	3,107,165
Surplus/(deficiency)	(1,915,648)	819,395	(381,161)	3,982,954

	Roads	Water & Sewerage	Waste Management	Plant Operations
	2011	2011	2011	2011
	\$	\$	\$	\$
Revenue for services provided to the Council	4,506,031	-	-	5,931,546
Revenue for services provided to external clients	4,468,375	3,692,274	1,220,518	-
Community service obligations	-	-	-	-
	8,974,406	3,692,274	1,220,518	5,931,546
Less : Expenditure	9,271,973	3,021,468	2,101,481	4,394,057
Surplus/(deficiency)	(297,567)	670,806	(880,963)	1,537,489

In 2010/2011 Council did not formally recognise any Community Service Obligations. In 2011/2012 Council has adopted a policy which recognises and allows for them in the budget.

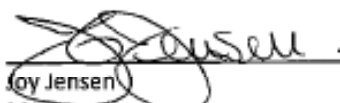
These general purpose financial statements have been prepared pursuant to Section 102 of the Local Government (Finance, Plans and Reporting) Regulation 2010 (the Regulation) and other prescribed requirements.

In accordance with Section 161 of the Regulation we certify that these general purpose financial statements:

- (i) "have been prepared in accordance with the relevant accounting documents; and
- (ii) accurately reflect the local government's financial performance and position for the financial year.

In addition we certify that, in our opinion:

- (i) the prescribed requirements of the Local Government Act 2009 and associated Regulations for the establishment and keeping of accounts have been complied with in all material respects; and
- (ii) the general purpose financial statements, as set out on pages 1 to 37, have been prepared in accordance with Australian accounting standards (including Australian Accounting Interpretations and other authoritative pronouncements issued by the Australian Accounting Standards Board); and
- (iii) the general purpose financial statements present a true and fair view of the Council's financial position as at 30 June 2011 and of its financial performance and cash flows for the financial year ended on that date.

  
Roy Jensen  
Mayor

Date: 8 / 11 / 2011

  
Mark Pitt  
Chief Executive Officer

Date: 8 / 11 / 2011



## INDEPENDANT AUDITOR'S REPORT

To the Mayor of North Burnett Regional Council

### Report on the Financial Report

I have audited the accompanying financial report of North Burnett Regional Council, which comprises the statement of financial position as at 30 June 2011, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and certificates given by the Mayor and Chief Executive Officer.

### The Council's Responsibility for the Financial Report

The Council is responsible for the preparation of the financial report that gives a true and fair view in accordance with prescribed accounting requirements identified in the Local Government Act 2009 and Local Government (Finance, Plans and Reporting) Regulation 2010, including compliance with Australian Accounting Standards. The Council's responsibility also includes such internal control as the Council determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

My responsibility is to express an opinion on the financial report based on the audit. The audit was conducted in accordance with the Auditor-General of Queensland Auditing Standards, which incorporate the Australian Auditing Standards. Those standards require compliance with relevant ethical requirements relating to audit engagements and that the audit is planned and performed 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 entity's preparation of the financial report that gives a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control, other than in expressing an opinion on compliance with prescribed requirements. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Council, as well as evaluating the overall presentation of the financial report.

I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for my audit opinion.

### Independence

The Auditor-General Act 2009 promotes the independence of the Auditor-General and all authorised auditors. The Auditor-General is the auditor of all Queensland public sector entities and can only be removed by Parliament.

The Auditor-General may conduct an audit in any way considered appropriate and is not subject to direction by any person about the way in which audit powers are to be exercised. The Auditor-General has for the purposes of conducting an audit, access to all documents and property and can report to Parliament matters which in the Auditor-General's opinion are significant.

### Opinion

In accordance with s.40 of the Auditor-General Act 2009 -

I have received all the information and explanations which I have required; and  
in my opinion -

- (i) the prescribed requirements in relation to the establishment and keeping of accounts have been complied within all material respects; and
- (ii) the financial report presents a true and fair view, in accordance with the prescribed accounting standards, of the financial performance and cash flows of North Burnett Regional Council for the financial year 1 July 2010 to 30 June 2011 and of the financial position as at the end of that year.



C. R. JENKINS

As Delegate of the Auditor General

Brisbane, 10 November 2011



**policies**

**Policy Title: Reimbursement and Provision of Facilities for Mayor and Councillors**

Policy No: 103

Policy Subject: Human Resources

Directorate: Executive Services

Department: Human Resources

Responsible Officer: Chief Executive Officer

Authorised by: North Burnett Regional Council

Adopted Date: General Meeting – 18/01/2011

Review Date: 18/01/2013

Authorities: Local Government (Operations) Regulation 2010

Local Government Act 2009

**INTRODUCTION:**

Council is committed to ensuring that councillors are provided with the facilities required to enable them to perform their duties.

Councillors should not be financially disadvantaged when carrying out the requirements of the role of councillor and should be fairly and reasonably compensated in accordance with statutory requirements and community expectations.

The payment and/or reimbursement of expenses and provision of facilities for councillors:

- is to be open and transparent, prudent, responsible, acceptable to the community and in accordance with statutory requirements;
- based on ensuring economy and efficiency;
- subject to budget provisions;
- subject to the section 4 of the Local Government Act 2009 principles—
  - a) transparent and effective processes, and decision-making in the public interest;
  - b) sustainable development and management of assets and infrastructure, and delivery of effective services;
  - c) democratic representation, social inclusion and meaningful community engagement;
  - d) good governance of, and by, local government; and
  - e) ethical and legal behaviour of councillors and local government employees; and
- consistent with section 102 Financial sustainability criteria of the Local Government Act 2009

**OBJECTIVES:**

The purpose of this policy is to:

- Ensure compliance with community expectations and statutory requirements relating to the payment or reimbursement of legitimate expenses and provision of facilities for councillors while carrying out their duties and responsibilities as elected representatives of the North Burnett Regional Council; and
- Ensure that all councillors have the facilities and other support necessary to perform their civic duties.

Strategic Priority	Leadership and Governance
Strategic Priority Outcome	A sustainable financial position that supports strategic priorities and delivers a high standard of community service
Performance Measures	Number of complaints received relating to the payment of expenses or the provision of facilities for councillors

**SCOPE:**

This policy provides for:

- payment of expenses incurred, or to be incurred, by the councillors in the course of discharging their duties and responsibilities as councillors; and
- The provision of facilities to the councillors for that purpose.

This policy does not provide for salaries or other forms of councillor remuneration.

**PRINCIPLES:**

The payment and/or reimbursement of expenses and provision of facilities for councillors must only be for the actual cost of legitimate business use and only in accordance with the Local Government Act 2009 (LGA) and the Guidelines for Councils: Reimbursement of Expenses and Provision of Facilities for Mayors and Councillors (DLG Guidelines) issued by the Chief Executive Officer of the Department of Local Government, Sport and Recreation.

The policy complies with the Statement of Principles as set out in the DLG Guidelines:

- Reasonable expenses reimbursement to councillors
- Public accountability and transparency
- Public perceptions and community expectations
- No private benefit to be derived
- Equity and participation

For details about entitlements in regard to the payment or reimbursement of councillor expenses and the provision of facilities for councillors, refer to Attachment A: Guidelines for Councillor Expenses and Facilities.

Council's Annual Report must contain a copy of the policy and a copy of any resolution made during the year authorising payment of expenses or provision of facilities to councillors.

Spouses, partners and family members of councillors are not entitled to reimbursement of expenses or to have access to facilities allocated to councillors.

Failure to comply with this policy or misappropriation of expenses or facilities may be a breach of the Local Government Act 2009, Councillor Code of Conduct and/or an offence under the Criminal Code Act 1899.

**a) Policy Evaluation Process:**

North Burnett Regional Council must provide for public accountability and transparency by:

- Disclosure of overseas travel details in Annual Report;
- Council reports on international travel activities;
- Resolutions made during the year authorising the payment or provision of remuneration;
- including expenses paid or facilities provided, to councillors or members of committees of the local government; and
- Particulars of the total remuneration paid or provided, including expenses paid or facilities provided, to each councillor during the year and the total superannuation contributions paid for each councillor during the year.

**b) Changes to Policy**

North Burnett Regional Council may amend this policy by Council resolution in accordance with the Local Government Act 2009 and Local Government (Operations) Regulation 2010

## **Attachment A Guidelines for Councillor Expenses and Facilities**

### **PURPOSE OF THIS DOCUMENT**

The purpose of this document is to provide information about the payment or reimbursement of expenses and the provision of facilities for councillors of the North Burnett Regional Council, including the Mayor.

Councillor remuneration is not covered by this document. Councillor remuneration is in accordance with the determination of the Local Government Remuneration Tribunal, as reflected in the Councillor Remuneration Policy.

### **a) APPROVAL AND AUTHORISATION**

The payment or reimbursement of expenses and the provision of facilities for councillors is subject to Council approval where necessary (e.g. for travel), budget provisions and the authorisation of Council's Chief Executive Officer (CEO) or the officer delegated that authority by the CEO.

Wherever practicable, council officers will provide the specified facilities and manage the payment of expenses on behalf of councillors. Any claims by councillors for reimbursement of expenses are to be authorised by the CEO or delegated officer.

#### **1. Expenses**

The following expenses refer to actual expenses deemed necessary for Council business. Councillors are only entitled to the expenses contained in the categories listed below.

##### **1.1 Council Business**

Where councillors are attending to Council business (refer to Appendix C) such as meetings, functions or other activities in an official capacity, Council will pay for the approved expenses associated with that activity.

The Mayor attends the following Conferences as the primary Delegate CQLGA, LGAQ & ALGA and may attend any other relevant Conference/Seminar/Workshop/Forums. The Mayor may be accompanied to these by the Deputy Mayor or other councillors.

The Council shall appoint the other delegates and/or attendees at the above conferences. Attendance by councillors at other Conferences/Seminars/Workshops shall be recommended by Council or senior officers in writing to the Council meeting.

Council may approve national and international travel for councillors where Council considers it appropriate to promote or represent North Burnett Region for a local government purpose.

##### **1.1.1 Representing Council at events**

Councillors may be required to attend a range of events and functions as part of their role in attending to Council business. Councillors may, for example, be required to attend significant sporting and other community events in an official capacity.

Where Council resolves that a councillor is required to attend an event or conference as a delegate of Council, Council will pay for expenses associated with attending that event.

Council will provide tickets to events for councillors for the purpose of addressing Council's advocacy strategy and to provide support for community social and economic development activities.

#### **1.2. Professional development**

The payment of expenses for professional development requires Council approval. There are two categories of professional development for councillors – Mandatory Training and Discretionary Training.

##### **1.2.1 Mandatory training**

Where Council resolves that all councillors or a class of councillors (e.g. newly elected councillors) are to attend training courses, seminars, conferences, workshops and/or forums for skill development related to a councillor's role, Council will meet all costs.

Examples of mandatory training may include training for councillor induction, code of conduct, meeting procedures and legislative obligations.

##### **1.2.2 Discretionary training**

Where a councillor wishes to attend a conference, workshop or training to improve skills relevant to their role as a councillor (other than mandatory training), Council approval is required to pay the expenses of the event.

The funding limit for discretionary training is \$5,000 for each councillor during their four (4) year term in office.



### **1.3. Travel costs**

Councillors may incur travel costs for a number of reasons including attendance at Council meetings, travelling to conferences, training or workshops.

All councillor travel arrangements must be in accordance with Attachment B: Councillor Travel and Accommodation Procedures

In general, the most cost effective form of travel must be used. Councillors may request to travel using their own private vehicle for business purposes and claim a mileage allowance based on log book details to substantiate their claim.

### **1.4. Accommodation**

When attending conferences, councillors must take advantage of (any costs savings available from) any package provided by conference organisers and, therefore, stay in the recommended accommodation unless prior approval has been granted by Council. In all other cases, Council must decide what legitimate accommodation costs that will be reimbursed are.

Given the size of the North Burnett Regional Council area, accommodation may be made available for councillors when attending to council business if it is impractical to return home for that evening. However any such accommodation must be authorised by Council; or for unforeseen reasons, by Mayor or Chief Executive Officer.

Refer to Attachment B: Councillor Travel and Accommodation Procedures for further details.

### **1.5. Meals**

Councillors may claim for the reimbursement of each actual cost per meal when travelling for business related purposes which are outside the boundaries of the North Burnett Regional Council.

Given the size of the North Burnett Regional Council area, councillors may also claim for the reimbursement of each actual cost per meal when attending to council business if it is deemed reasonable. However any such reimbursement must be authorised by Council; or for unforeseen reasons, by Mayor or Chief Executive Officer.

Alternatively, councillors may be paid a daily meal allowance of:

- Breakfast \$20.00
- Lunch \$30.00; and
- Dinner \$50.00

Reasonable beverages, excluding alcohol, may be included as part of the meal reimbursement.

Where councillors claim for reimbursement, they may be provided with a cash advance for meals while travelling for business related purposes. Any advance must be reconciled with actual costs, supported by receipts.

Refer to Attachment B: Councillor Travel and Accommodation Procedures for further details.

### **1.6. Hospitality expenses**

Where councillors incur hospitality expenses while conducting Council business, apart from official civic receptions organised by the Council, the maximum amount that may be reimbursed is:

- \$500.00 per annum for each councillor; and
- \$4,000.00 per annum for the Mayor.

Refer to Attachment B: Councillor Travel and Accommodation Procedures for further details.

Hospitality expenses related to official receptions and other functions organised by council officers are met from relevant approved budgets and in accordance with Council's adopted Statutory Policy No. 105 Entertainment and Hospitality.

### **1.7. Cab charge and public transport**

Councillors may claim for cab charge facilities or reimbursement for public transport tickets (rail, bus, ferry) to attend official Council functions only.

An approved function includes any function approved pursuant to sections 1.2.1 and 1.3. above.

Refer to Attachment B: Councillor Travel and Accommodation Procedures for further details.

## **2. Facilities**

Facilities provided for councillors must be deemed necessary and required to assist councillors in their official capacity. In accordance with statutory provisions, Council may only provide councillors with the facilities listed below.

Council determines the reasonable standard for facilities for councillors. If a councillor chooses a higher standard of facility than that prescribed by Council, any difference in cost must be met by the councillor personally.

All facilities provided to councillors remain the property of Council and must be accounted for during annual equipment audits. The facilities must be returned to Council when the councillor's term expires, unless Council agrees to dispose of the facility in some other manner.

### **2.1. Administrative tools and office amenities**

#### **2.1.1. Office space and access to meeting rooms**

The Mayor has an allocated office in the public office.

Council provides access to office accommodation and/or meeting rooms for councillors to meet contact with constituents and the public in each of the six (6) communities. Arrangements may be made with the Director of Corporate Services or the CEO to have access to the office accommodation and meeting rooms.

#### **2.1.2. Secretarial support**

The Mayor's office will be staffed with a Personal Assistant.

Limited secretarial support will be provided to councillors by the current secretarial support based in the offices of the Mayor and CEO.

#### **2.1.3. Computer and Printer for business use**

Councillors are provided with a laptop computer and printer for Council business use. The standard of computer shall be similar to that available to council managers.

#### **2.1.6. Photocopier and paper shredder**

Councillors are entitled to access photocopiers and paper shredders for Council business use at the various council offices. Access to domestic photocopiers/scanners may be provided for the home based offices, on request by councillors.

#### **2.1.7. Stationery**

Councillors are provided stationery for official purposes only, including, but not limited to:

- Pens and pen sets
- Paper
- Note paper
- Letterhead
- Business cards
- Envelopes
- 'With Compliments' slips

Council stationery is not to be converted or modified in any way and may only be used for carrying out the functions of the role of councillor.

Stationery does not include any form of advertising by council.

#### **2.1.8. Publications**

Councillors are provided access to copies of relevant legislation, books and journals considered necessary for undertaking their duties.

#### **2.1.9. Other administrative necessities**

Subject to Council approval, councillors may be provided with any other administrative necessities to meet the business of Council.

#### **2.1.10. Advertising**

Council will not reimburse or provide funds, services or facilities for the purposes of advertising for councillors

#### **2.1.11. Community consultation**

Councillors may use facilities provided to correspond with community representatives for the purpose of clarifying issues that are relevant to their division or the city in general.

Where a councillor chooses to undertake further community consultation on a particular matter, in addition to that approved by Council, the councillor is responsible for those costs.

#### **2.2. Home office**

Councillors may be provided with home office equipment comprising a computer, facsimile machine, printer and internet access for Council business use only.

#### **2.3. Maintenance costs of any Council owned equipment**

Council will cover all ongoing maintenance costs associated with fair wear and tear of council owned equipment to ensure it is operating for optimal professional use.

#### **2.4. Name badge and uniforms**

Councillors will be provided with any safety equipment such as overalls, safety helmets or glasses, as required, in their role.

Councillors will be provided with uniforms which will include a corporate tie or scarf, a name badge and 3 shirts.

#### **2.5. Vehicles, fuel and parking**

##### **2.5.1. Vehicles**

The Mayor will be provided with a Council owned vehicle for official Council business. Where practical, Council provided vehicles will be fitted with an aerial or car phone kit to give maximum mobile phone coverage within the region that is accordance with the use of such devices under Queensland and Australian law.

The Mayor may elect to have private use of that vehicle, subject to reimbursement to council for expenses (see below) associated with the private use of the vehicle;

- The expense for private use will be calculated such that the contribution by the councillor will meet the average Fringe Benefits Tax ("FBT") to be paid by Council in relation to vehicles supplied to councillors and used for private use and the running costs (fuel and maintenance) for the private use, where applicable.
- The vehicle provided will be an executive vehicle or equivalent 4WD. If the vehicle is upgraded the additional cost for any reimbursement of private use will be met by the councillor, likewise should the standard of vehicle be downgraded the cost to the councillor will be reduced.

Should a Council owned vehicle be unavailable, the Mayor may choose to use his/her own vehicle, the amount reimbursed will be the actual amount (or equivalent mileage) expended by the councillor, validated by log book records. The amount to be reimbursed will be based on the mileage allowances recommended by the Australian Tax Office.

Councillors will be provided with a Council owned vehicle for official Council business.

Should a councillor choose to use their own vehicle, the amount reimbursed will be the actual amount (or equivalent mileage) expended by the councillor, validated by log book records. The amount to be reimbursed will be based on the mileage allowances recommended by the Australian Tax Office.

##### **2.5.2. Fuel**

Fuel for a Council-owned vehicle used for official Council business, will be provided or paid for by Council.

##### **2.5.3. Parking**

Council will reimbursement of parking costs paid by councillors while attending to official Council business.

## **2.6. Telecommunication Needs**

Councillors may be provided with a mobile telephone. Where Council provides a mobile telephone or hand held device, Council will pay for all costs associated with the Council business use. Any personal calls made by the councillor must be reimbursed to Council.

Council accepts that reasonable personal use may occur; for example if a Councillor is away calling home each day is considered reasonable personal use. If a councillor uses a personally owned mobile device, council may reimburse up to 50% of the costs incurred.

Where council does not provide a mobile telephone or hand held device, then council will provide:

- A home landline at the councillor's residence, including connection cost, monthly rental and call costs up to 50% of the total calls made. However, any STD or international calls made from the home telephone can only be reimbursed if a receipt and certification is provided by the councillor that the call was related to Council business; and,
- Home internet access including monthly access fee and up to 50% of the package costs.

## **2.7. Legal Costs and Insurance Cover**

Council may decide, pursuant to the Local Government Act and its regulations, to cover costs incurred through any inquiry, investigation, hearing or legal proceedings into the conduct of a councillor, or arising out of, or in connection with the councillor's performance of his/her civic functions. Council shall resolve on this matter on each and every occasion specifically.

Councillors will be covered under Council insurance policies while discharging civic duties.

Specifically, insurance cover will be provided for public liability, professional indemnity, councillor's liability, personal accident and/or workers compensation, international and domestic travel insurance.

## **Attachment B Guidelines for Councillor Expenses and Facilities**

### **1. General conditions - Councillor accommodation and travel**

All councillor air travel and accommodation requires prior approval by Council and authorisation by the Chief Executive Officer or delegate.

All air travel and/or accommodation requirements will be coordinated through the office of the Chief Executive Officer or delegate.

Council is committed to ensuring that travel and related services and products are procured as cost effectively and efficiently as possible using the Council's preferred travel suppliers.

Travel related expenses that do not comply with policy provisions will not be reimbursed.

Requests for ineligible expense claims risk delays in processing, or partial or total forfeiture of reimbursement.

All requests for travel (including associated registrations) should be made in sufficient time to take advantage of discounts and gain access to the widest range of accommodation and flights.

It is accepted that on occasions, a Councillors partner may travel to conferences or events with the Councillor. Councillors will be required to reimburse any extra costs incurred by their partners attending.

Failure to do so will limit flight and accommodation options.

### **2. Responsibilities**

Councillors are required to:

- process all travel related requests in a timely manner through the Chief Executive Officer's office so that available discounts are taken;
- make bookings in a timely manner so that available discounts are taken;
- obtain reimbursement for valid out of pocket expenses in a timely manner following completion of the journey;
- complete all necessary registration and travel request forms.

The Chief Executive Officer must:

- ensure the application complies with policy provisions;
- approve travel requests in a timely manner;

## **2. Responsibilities (continued)**

- implement systems of risk management to ensure that expenditure on travel is efficient, economic and appropriate;

The Officer coordinating the travel is responsible for:

- identifying 'best deals' and negotiating special rates with Council's preferred travel providers;
- providing advice to councillors in relation to travel services, policies and procedures;
- coordinating all travel requests to ensure bookings are made in a timely manner and that all requests are processed in accordance with Council's policy;
- maintaining information on issues as accommodation, airfares, car hire and other related costs for the purpose of reporting to Council, as required.

## **3. Preferred travel provider**

Council may appoint a preferred travel provider that processes all travel requests, negotiates discount air and accommodation rates and provides assistance to councillors on all travel related matters. All transport and related travel should be booked through this provider, however, where an alternative provides an overall saving to Council, this alternative may be used with the approval of the Chief Executive Officer's office. Councillors must not negotiate travel rates directly with travel suppliers. All such requests must be processed through the Chief Executive Officer's office.

## **4. Approval**

All councillor travel requires the approval of Council or in unforeseen circumstance Mayor and Chief Executive Officer. All travel requests from a councillor must be submitted to Council and should identify the relevance of such event to the Council and as far as practicable indicate the cost of attendance.

Council will assess merit of councillor involvement in trade missions, business or economic development activities or sister city activities.

Where time does not permit the presentation of a report to Council and councillor's travel has been approved by the Mayor and Chief Executive Officer, a report of the delegated approval and the circumstances should be submitted to the next available Council Meeting.

Where councillors are appointed by the Council as Council's representative on State or Federal committees or Government associations, all travel and accommodation associated with the councillor's fulfilment of that role is deemed as approved without the need for a further report to Council.

## **5. Air travel**

The most cost effective form of air travel will be used. Council's contracted travel services provider is required to offer the "best fare" available at the time of booking. Therefore flights requested may not always be offered when asked to confirm the booking.

Electronic ticketing (ETicket) will be used for airline tickets where available.

## **6. Class of travel**

The standard of air travel for councillors travelling on Council business shall be economy. Councillors may upgrade to a higher class of travel if there is no additional cost to Council.

## **7. Flexible tickets**

Where flexibility is required for return times or connecting flights, a suitably flexible ticket may be purchased with the approval of the authorising person.

## **8. Accommodation**

Accommodation arrangements for councillors must comply with the provisions of Attachment A of the policy. Conference accommodation packages are to be used where it is economically feasible to do so. Alternative accommodation arrangements taking into account the total costs, location, value for money, convenience and traveller safety.

In determining accommodation locations and standards for all councillors, every effort will be made to minimise the total cost associated with attendance at the event. Travel time to the event, taxi costs, convenience and hotel services will be considered when booking accommodation. When practical and available, accommodation will be arranged within close proximity of the event venue.

Accommodation and associated expenses will not be paid for local events such as seminars, conferences etc. held within the boundaries of North Burnett Regional Council and adjoining local government areas where it is reasonable to expect the councillor to travel to and from the event on the same day. However, the Chief Executive Officer may approve such costs giving consideration to the home location, driving times and participation requirements of the councillor.



Wherever practical to do so, Council will book and prepay all accommodation before departure. Council will not prepay any charges against the room except for accommodation and taxes where applicable.

All expenses incurred at the accommodation venue other than accommodation must be settled at the time of departure unless prior arrangements have been made with Council to have the account settled by purchase order.

It is the councillor's responsibility to seek reimbursement of legitimate expenses upon return. Reimbursement will not be approved without original receipts.

Accommodation meeting the general standards applicable for domestic travel will apply to international travel arrangements. Where a sister city relationship exists or international contacts with government or business agencies exist, the government or business agency may be contacted to assist with accommodation bookings to ensure suitability of location and standard.

Prepayment of all accommodation is preferred; however, it is acknowledged that some countries do not permit this. In such cases, an increase to the daily travel advance may be made to meet accommodation costs.

#### **9. Use of a motor vehicle to attend events**

Motor vehicles may only be used to attend local events. The use of a vehicle to attend an event where airline travel would normally be provided is not permitted unless approved by Council.

Any fines incurred while travelling in Council owned vehicles or privately owned vehicles when attending to Council business, will be the responsibility of the Councillor incurring the fine.

Unless otherwise approved (e.g. for medical reasons), if a councillor chooses not to use Council provided or arranged travel to attend an event, the councillor is responsible for meeting all travel and accommodation expenses, during the period of travel to the event.

Councillor's private vehicle usage will be reimbursed at the Australian Taxation Office cents per kilometre rate if the:

- Travel has been endorsed by Council resolution; and
- Claim for mileage is substantiated with log book details; and
- Total travel claim does not exceed the cost of the same travel using economy flights plus the cost of taxi transfers.

#### **10. Hire cars**

The requirement for a hire car should be identified at the time of seeking Council approval for attendance.

#### **11. Taxi and cab charge vouchers**

Any travel by taxi for Council business will be reimbursed by Council. Any taxi travel within the North Burnett Regional Council area will not be reimbursed unless prior authorisation is given. Incidental travel while attending an event must be met by the councillor.

#### **12. Meals and incidentals**

Daily allowances or cash advances for meals and incidentals will be paid in accordance with the provisions of the Expenses Reimbursement and Provision of Facilities for Councillors and Mayor Policy.

##### **12.1 Domestic travel**

For domestic travel, a daily meal and incidental travel allowance will be paid to councillors in lieu of actual cost reimbursement. Where a daily meal and incidental allowance is paid, the reimbursement of any other expense is subject to approval.

Where possible, payment will be paid into the councillor's nominated bank account as part of the normal pay cycle.

For domestic travel, the daily allowance will be calculated taking account of meals included in the event registration or provided in the travel package. Where a conference dinner or meal (including breakfast or lunch) is included in the registration, the respective allowance for that meal will be deducted from the total daily allowance. If the councillor chooses not to attend a provided dinner/meal, then the full cost of the alternative meal shall be at the councillor's expense.

For conference and course attendance where an overnight stay is required, the following example will be used as a guide.

Example:

A councillor travels to Sydney for a two-day conference commencing Monday morning and finishing Tuesday afternoon. Travel to Sydney on Monday morning is considered impractical. The councillor leaves on Saturday and returns on Tuesday night. The conference registration includes dinner on Monday night and lunches for both conference days but no breakfasts. Travel home on Tuesday is on a late afternoon flight departing before 6.00pm. The councillor is required to pay for accommodation on Saturday night and the following allowance will be prepaid:

Sunday night dinner  
Incidentals for Monday  
Monday breakfast  
Tuesday breakfast

No further claims for meals or incidentals will be accepted.

A prior night's accommodation shall only be approved where travel to the event on the day of commencement is not practical.

Incidentals will be paid for each full day the councillor is required to be away from home. This allowance will include such items as, laundry/dry cleaning, newspapers, phone calls, bus fares and other similar travel related incidental expenses not specifically covered in this policy

Where a councillor is required to travel but no overnight accommodation is required, the councillor is entitled to reimbursement for the reasonable cost of meals and expenses as determined above. A prepaid allowance will not be made and all claims for part day travel expenses must be made on return from the event as an out of pocket expense claim.

## **12.2 International travel**

For international travel, a travel advance may be paid which must be reconciled on the councillor's return. Actual Council business related costs will be reimbursed on presentation of original receipts.

Where a councillor is travelling on approved international travel, a travel advance of up to \$100.00 per day may be paid to cover breakfast, lunch and dinner and the incidental allowance per day for eligible Council business related expenses.

Alternatively, Council may consider issuing a credit card to a Councillor for the trip and acquit actual expenses incurred for Council business in accordance with the guidelines.

Acquittal of the cash advance for international travel is required within seven (7) days of travel completion. Councillors must keep a diary of all Council business related expenses including original receipts. The travel advance must be reconciled against actual Council business related costs incurred.

Claims without receipts will not be accepted. Any expenses above the travel advance will be reimbursed. Any overpayment must be repaid to Council.

## **13. Parking**

Council will reimburse the cost of parking fees incurred in order to attend an event where councillors attend in their official capacity. Supporting receipts are required for reimbursement.

Where airport parking is used for the duration of an event, the cost of the parking shall be reimbursed upon presentation of receipts. Use of airport parking facilities shall only be used where it is economical to do so and after all other reasonable methods of transport to and from the airport have been considered.

## **14. In-room internet connection for Council business purposes**

Where in-room internet connection is required for undertaking Council business, reasonable connection costs may be claimed on completion of travel. However, it is preferred that councillors will use a wireless Internet card available by prearrangement through Council's IT Section.

## **15. Hospitality expenses**

Hospitality expenses may only be paid in accordance with the Expenses Reimbursement and Provisions of Facilities for Councillors and Mayor Policy (see Attachment A - 1.6).

Councillors must ensure that hospitality expenses are recorded and that their claim for expenses contains the following information:

- the circumstances;
- the form of hospitality;
- breakfast;
- lunch;
- dinner;
- gift;
- the cost;
- original receipts;
- the location; and
- a list of attendees.

Expenses will not be reimbursed for personal items or costs unrelated to Council business; e.g.:

- Alcohol;
- Babysitting fees;
- Kennel fees;
- Occasional Airline club fees;
- Toiletries;
- Barber or hair stylist;
- Traffic infringements;
- In flight and in house movies;
- Tourism related costs;
- Mini bar purchases;
- Personal telephone;
- Social events; and
- Reading materials

As a guide, expenses not normally reimbursed at home, will not be reimbursed when travelling.

## **16. Expenses reimbursement process**

Where practical, Council will pay all travel and accommodation expenses before departure, however, any claim for allowable expenses not covered by the advance may be made at the completion of travel.

Reimbursement of legitimate Council business expenses not covered by the incidental allowance must be made on the Out of Pocket Expenses Claim Form with original receipts and submitted to the Chief Executive Officer for approval.

## **17. Accompanying partners and personal travel arrangements**

All travel and accommodation for partners of councillors must be paid by the councillor. Personal arrangements may be booked through Council. Council will not pay for any private travel expenses. In the event costs have been incurred by Council for a councillor's partner, the councillor will reimburse Council.

Council will not arrange private travel for councillors or their partners except where the Councillor is travelling as an official delegate or representative of Council.

## **18. Cancellation of travel and accommodation**

If a councillor cancels travel previously planned and booked by the Council as part of official business for Council, then the councillor will be required to reimburse the Council the costs incurred. Submission to the Council to waive the reimbursement would be required to avoid such costs being imposed.

<b>Policy Title:</b>	<b>Equal Employment Opportunity</b>
Policy No:	101
Policy Subject:	Human Resources
Directorate:	Executive Services
Department:	Human Resources
Responsible Officer:	Chief Executive Officer
Authorised by:	North Burnett Regional Council
Adopted Date:	Policy & Strategy Meeting – 02/08/2011
Review Date:	02/08/2013
Authorities:	Equal Opportunity in Public Employment Act 1992 Local Government Act 1993 Local Government Regulation 1994

#### **INTRODUCTION:**

The NORTH BURNETT REGIONAL COUNCIL is committed to the implementation of, and adherence to Equal Employment Opportunity (EEO) principles in all aspects of our operations. Council's EEO Policy outlines objectives and strategies that were developed through a consultative process. The overall objective of this policy is to identify, promote and implement effective EEO strategies that will complement and enhance Council's existing management practices.

#### **OBJECTIVES:**

Through the implementation of this policy, the North Burnett Regional Council aims to achieve the following objectives –

1. Employment practices which are based on fairness, equity and merit and promote employee participation and productivity;
2. Fully utilise and develop the potential of every employee;
3. Increase employee moral and motivation by increasing staff confidence in Council's human resource management practices and access to employment and training opportunities;
4. Ensure that all Council policies and work practices are consistent with EEO principles;
5. Achieve continuous improvement in the delivery of customer service through a workforce which understands and is responsive to customer needs.

#### **PRINCIPLES:**

While employee co-operation and involvement are necessary prerequisites for the successful implementation of EEO strategies, the primary responsibility for implementing the strategies outlined in the policy rests with Directors and Supervisors. It is imperative the EEO principles are integrated with other forms of managerial and supervisory responsibility.

Council's policy affirms that the North Burnett Regional Council is fully committed to ensuring the elimination of discriminatory practices within our workplace. Council employees, contractors and members of the public are encouraged to consult with the Workplace Training Committee or Department Heads over any issues concerning employment.

#### **POLICY STATEMENT – COUNCIL'S COMMITMENT**

The North Burnett Regional Council is committed to the implementation and maintenance of Equal Employment Opportunity (EEO) principles in all aspects of our operation. Council will ensure that all corporate policies and practices do not discriminate against any target group.

Council recognises that EEO contributes to operational efficiency by ensuring that employees are recruited and promoted on the basis of merit and their individual talents and capabilities. Council shall ensure that all employees have fair and equal access to training opportunities.

In the event of a vacancy, Council may recruit and promote any existing employee on the basis of merit and their individual talents and capabilities without seeking expressions of interest from external sources.

All citizens are entitled to compete for positions within Council and no applicant shall be excluded on the basis of their –

1. race;
2. gender
3. marital and/or parental status;
4. age
5. religious or political beliefs;
6. or any other grounds as deemed unlawful by Anti-Discrimination legislation.

Council will endeavour to develop a staffing profile that reflects that of the community.

The North Burnett Regional Council is committed to providing a work environment for our employees which is free from unwanted harassment of any kind.

### DEMOGRAPHIC PROFILE & ENVIRONMENTAL ANALYSIS

(Statistics sources: Australian Bureau of Statistics [www.abs.gov.au](http://www.abs.gov.au))

Specific strategies have been incorporated into this policy which are directed towards achieving equitable employment participation rates which are reflective of our community. These strategies are congruent with Council's view that an organisation which is representative of the community which it serves is in a strong position to understand and meet the needs of that community.

The following tables demonstrate the progress that Council has made to date in achieving employee participation rates that are reflective of the community that it serves.

#### Gender

	North Burnett Regional Council	Community
Male	185	5495
Female	77	5292

#### Age

	North Burnett Regional Council	Community
0-14	0	2179
15-24	28	1100
25-54	161	3937
55-64	65	1543
64+	8	2028

#### Origin

	North Burnett Regional Council	Community
Australian	232	Unavailable
Indigenous Australian	30	Unavailable

### RESPONSIBILITIES – EQUAL EMPLOYMENT OPPORTUNITY

The responsibility for implementing and upholding the principles of EEO at the North Burnett Regional Council rests with every Director and Supervisor. All employees of the North Burnett Regional Council regardless of employment terms or conditions are responsible for adhering to EEO policies and guidelines. The following outlines the responsibilities of individual Officers and Committees within Council with regard to EEO.

#### EEO OFFICER

The designated EEO Officer is responsible for the following:

1. Ensuring that the EEO Policy is implemented;
2. Overseeing the content and direction of Council's EEO programs;
3. Participating in and contributing to Workplace Training Committee Meetings;
4. Assisting with the training of staff on EEO and related issues;
5. Keeping up to date with legislative changes and requirements and disseminating information accordingly;
6. Assisting staff with issues concerning EEO.



### **THE WORKPLACE COMMITTEE**

The Workplace Committee consists of employee representatives elected by the workforce and representatives of the Executive Management Team.

The Committee has the following function in relation to EEO:

1. To consult with staff on EEO issues;
2. To provide accurate and timely advice and recommendations to Council on matters relating to EEO;
3. To review current policies & practices and ensure that they are in line with EEO principles;
4. To identify EEO initiative, strategies and facilitate their implementation into the workplace;
5. To assist in the preparation of Annual Reports and Management Plans for submission to Government Bodies and Agencies;
6. Participate in the training of employees of EEO issues.

The Workplace Committee provides a consultative framework through which employees can raise employment concerns and participate in the development and implementation of policies and work practices.

### **DIRECTORS & SUPERVISORS**

Directors and Supervisors are particularly responsible for putting the principles of EEO into practice. This involves:

1. Raising awareness of EEO issues;
2. Identifying needs
3. Preventing unlawful discrimination;
4. Supporting consultative and referral processes; and
5. Proactively implementing EEO policies and practices.

Ultimate responsibility for each strategy outlined in the policy rests with the designated officer. The Chief Executive Officer has direct responsibility for the EEO Policy. However, the level of success achieved by the EEO Management Program and the strategies outlined in this policy will be dependant upon the involvement and commitment of ALL Council employees.



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Legislative Requirement	North Burnett Regional Council's Compliance
<b>Local Government Act 2009</b>	
<b>45 Identifying significant business activities</b> A local government's annual report for each financial year must— (a) contain a list of all the business activities that the local government conducted during the financial year; and (b) identify the business activities that are significant business activities; and (c) state whether or not the code of competitive conduct was applied to the significant business activities, and if the code was not applied, the reason why it was not applied; and (d) state whether any of the significant business activities were not conducted in the preceding financial year, i.e. whether there are any new significant business activities.	Refer to Financial Statements Note No. 31.
<b>201 Annual report must detail remuneration</b> (1) The annual report of a local government must state— (a) the total remuneration packages that are payable (in the year to which the annual report relates) to senior contract employees; and (b) the number of senior contract employees who are being paid each of the total remuneration packages. (2) A senior contract employee is— (a) the chief executive officer; or (b) any other local government employee who is employed— (i) on a contractual basis; and (ii) in a position that reports directly to the chief executive officer.	1 senior contract employee with a total remuneration package in the range of \$100,000-\$149,000 4 senior contract employees with a total remuneration package in the range of \$150,000-\$200,000
<b>Local Government (Finance, Plans &amp; Reporting) Regulation 2010</b>	
<b>Part 3 Planning and accountability documents</b> <b>Division 1 Annual report Subdivision 2 Contents</b> <b>109 What sdiv 2 is about</b> This subdivision explains what an annual report for a financial year must contain. See also sections 32 and 176 of the Business Activities Regulation <b>32 Annual Report</b> <i>(1) A local government's annual report for a financial year must include an annual operations report for each commercial business unit.</i> <i>(2) An annual operations report, for a commercial business unit, is a document that contains the following information for the previous financial year—</i> <i>(a) information that allows an informed assessment of the unit's operations, including a comparison with the unit's annual performance plan;</i> <i>(b) particulars of any changes made to the unit's annual performance plan;</i> <i>(c) particulars of the impact the changes had on the unit's—</i> <i>(i) financial position; and</i> <i>(ii) operating surplus or deficit; and</i> <i>(iii) prospects;</i> <i>(d) particulars of directions the local government gave the unit.</i>	No commercial business units.
<b>176 Annual report to include summary of complaints and decisions by local government</b> <i>The local government must include the following information in its annual report for each financial year—</i> <i>(a) a summary of—</i> <i>(i) investigation notices for competitive neutrality complaints given in the year; and</i> <i>(ii) reports on references made to QCA that are received by the local government in the year;</i> <i>(b) a summary of the local government's decisions in the year on—</i> <i>(i) the referee's recommendations on the complaints; and</i> <i>(ii) QCA's recommendations on the references;</i> <i>(c) a list of the business activities accredited.</i>	Nil.
<b>110 General purpose financial statement</b> The annual report for a financial year must contain— (a) the general purpose financial statement for the financial year, audited by the auditor-general; and (b) the auditor-general's audit report about the general purpose financial statement.	(a) Refer to Statement of Financial Position pg. 60. (b) Refer to Independent Auditor's Report pg. 88.
<b>111 Community financial report</b> The annual report for a financial year must contain the community financial report for the financial year.	Refer to Community Financial Report.
<b>112 Relevant measures of financial sustainability</b> The annual report for a financial year must state— (a) the relevant measures of financial sustainability for the financial year for which the report has been prepared and the next 9 financial years; and (b) an explanation of the local government's financial management strategy that is consistent with the long-term financial forecast.	Refer to Community Financial Report.

# statutory information

## 113 Resolutions

The annual report for a financial year must contain—

(a) a copy of the resolutions made during the year under sections 42(5) and 45(1) of the Operations Regulation; and

### 42 Remuneration Schedule

*42(5) A local government must, by resolution, adopt the remuneration schedule within 90 days of the schedule being gazetted.*

*45(1) A local government must adopt, by resolution, an expenses reimbursement policy or an amendment of the expenses reimbursement policy.*

42(5) Council resolved on 15 February 2011, to accept the Local Government Remuneration and Discipline Tribunal Remuneration Schedule to apply from 1 January 2011 to 31 December 2011, with the following amendments:

Mayor - 70% of reference rate

Deputy Mayor - 42.5% of reference rate

Councillor - 35% of reference rate

Where the reference rate is the rate described in the Local Government Remuneration Tribunal Report 2010, namely \$133,800. These rates are remuneration for undertaking the duties described in the councillor remuneration and shall be in addition to the amalgamation loading.

45(1) Council resolved on 18 January 2011 to repeal Statutory Policy No. 103 Transitional Expenses Reimbursement and adopt the Reimbursement and Provision of Facilities for Mayor and Councillors Statutory Policy 103. Further that Council advertise the adoption of this policy and place the same on Council's website.

(b) a list of any resolutions made during the year under section 154(3).

### 154 Valuation of non-current physical assets

*(3) The amount must be included in a note in the local government's general purpose financial statement.*

Refer to Financial Statements, Notes 14 & 15.

## 114 Councillors

(1) The annual report for a financial year must contain particulars of—

(a) the total remuneration paid to each councillor during the year; and

	Gross Remuneration
Cr JE Jensen	\$101,591.51
Cr KW Wendt	\$50,798.47
Cr PW Lobegeler	\$56,158.14
Cr PW Francis	\$50,798.47
Cr FO Whelan	\$56,310.19
Cr P Baker	\$50,798.47
Cr P Huth	\$50,798.47

(b) the total superannuation contributions paid during the year for each councillor; and

	Council Superannuation Contributions
Cr JE Jensen	\$12,190.98
Cr KW Wendt	\$0.00
Cr PW Lobegeler	\$6,738.98
Cr PW Francis	\$6,095.82
Cr FO Whelan	\$6,757.22
Cr P Baker	\$6,095.82
Cr P Huth	\$6,095.82

(c) the expenses incurred by, and the facilities provided to, each councillor during the year under the local government's expenses reimbursement policy; and

	Mileage & Incidentals
Cr JE Jensen	\$0.00
Cr KW Wendt	\$0.00
Cr PW Lobegeler	\$1,834.87
Cr PW Francis	\$89.21
Cr FO Whelan	\$439.44
Cr P Baker	\$430.31
Cr P Huth	\$3,539.48
*Council provides vehicles for council related travel to all councillors except Cr Huth. Cr Huth uses his private vehicle and is paid mileage.	

(d) a copy of the local government's expenses reimbursement policy; and

Refer to Policies - Reimbursement and Provision of Facilities for Mayor and Councillors.

(e) the number of local government meetings that each councillor attended during the year; and

	General Meeting	Policy & Strategy Meeting	Special Meetings
Cr JE Jensen	11	5	3
Cr KW Wendt	12	5	3
Cr PW Lobegeler	12	5	3
Cr PW Francis	12	5	3
Cr FO Whelan	12	5	3
Cr P Baker	11	5	3
Cr P Huth	12	5	3

# statutory information

<p>(f) the total number of the following during the year—</p> <p>(i) orders and recommendations made under section 180(2) or (4) of the Act;</p> <p><b>180 Taking disciplinary action</b></p> <p><i>(2) The regional conduct review panel may make any 1 or more of the following orders or recommendations that it considers appropriate in view of the circumstances relating to the misconduct—</i></p> <p><i>(a) an order that the councillor be counselled about the misconduct, and how not to repeat the misconduct;</i></p> <p><i>(b) an order that the councillor make an admission of error or an apology;</i></p> <p><i>(c) an order that the councillor participate in mediation with another person;</i></p> <p><i>(d) a recommendation to the department's chief executive to monitor the councillor or the local government for compliance with the Local Government Acts.</i></p> <p><i>(4) The tribunal may make any order or recommendation that it considers appropriate in view of the circumstances relating to the misconduct.</i></p> <p>(ii) orders made under section 181 of the Act; and</p> <p><b>181 Inappropriate conduct</b></p> <p><i>(1) If the chief executive officer refers a complaint to the mayor or deputy mayor, the mayor or deputy mayor may make either or both of the following orders that the mayor or deputy mayor considers appropriate in the circumstances—</i></p> <p><i>(a) an order reprimanding the councillor for the inappropriate conduct;</i></p> <p><i>(b) an order that any repeat of the inappropriate conduct be referred to the department's chief executive as misconduct.</i></p> <p><i>(2) If inappropriate conduct happens in a meeting of the local government or its committees, the chairperson of the meeting may make any 1 or more of the following orders that the chairperson considers appropriate in the circumstances—</i></p> <p><i>(a) an order that the councillor's inappropriate conduct be noted in the minutes of the meeting;</i></p> <p><i>(b) an order that the councillor leave the place where the meeting is being held (including any area set aside for</i></p> <p><i>(c) an order that a councillor who fails to leave the place where the meeting is being held when ordered to do so, be removed from the place.(g) each of the following during the year—</i></p> <p><i>(i) the name of each councillor in relation for whom an order or recommendation was made under section 180 of the Act or an order was made under 181 of the Act;</i></p> <p><i>(ii) a description of the misconduct or inappropriate conduct engaged in by each of the councillors;</i></p> <p><i>(iii) a summary of the order or recommendation made for each councillor; and</i></p> <p><i>(h) the number of each of the following during the year—</i></p> <p><i>(i) complaints about the conduct or performance of councillors assessed as frivolous or vexatious under section 177(4) of the Act</i></p> <p><b>177 Assessing complaints</b></p> <p><i>(4) If the chief executive officer assesses that the complaint is about a frivolous matter or was made vexatiously, the chief executive officer may decide that no further action be taken in relation to the complaint.</i></p> <p>(ii) complaints referred to the department's chief executive under section 177(5)(a) of the Act;</p> <p><b>177 Assessing complaints</b></p> <p><i>(5)(a) if the complaint is about conduct of the mayor—refer the complaint to the deputy mayor; or</i></p> <p>(iii) complaints referred to the mayor under section 177(5)(b) of the Act;</p> <p><b>177 Assessing complaints</b></p> <p><i>(5)(b) if the complaint is about conduct of another councillor—refer the complaint to the mayor.</i></p> <p>(iv) complaints referred to the department's chief executive under section 177(6) of the Act;</p> <p><b>177 Assessing complaints</b></p> <p><i>(6) If the chief executive officer assesses that the complaint is about misconduct, the chief executive officer must refer the complaint to the department's chief executive.</i></p> <p>(v) complaints assessed by the chief executive officer as being about official misconduct;</p> <p>(vi) complaints heard by a conduct review panel;</p> <p>(vii) complaints heard by the tribunal;</p> <p>(viii) complaints dealt with by the chief executive officer under section 177(8) of the Act.</p> <p><b>177 Assessing complaints</b></p> <p><i>(8) If the chief executive officer assesses that the complaint is about another matter, the chief executive officer must deal with the complaint in an appropriate way.</i></p>	<p>Nil.</p>
<p><b>115 Administrative action complaints</b></p> <p>(1) The annual report for a financial year must contain—</p> <p>(a) a statement about the local government's commitment to dealing fairly with administrative action complaints; and</p> <p>(b) a statement about how the local government has implemented its complaints management process, including an assessment of the local government's performance in resolving complaints under the process.</p> <p>(2) The annual report must also contain particulars of—</p> <p>(a) the number of the following during the year—</p> <p>(i) administrative action complaints made to the local government;</p> <p>(ii) administrative action complaints resolved by the local government under the complaints management process;</p> <p>(iii) administrative action complaints not resolved by the local government under the complaints management process; and</p> <p>(b) the number of administrative action complaints under paragraph (a)(iii) that were made in a previous financial year.</p>	<p>A policy has been drafted for presentation and given to Council for consideration.</p>



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<p><b>116 Overseas travel</b></p> <p>The annual report for a financial year must contain the following information about any overseas travel made by a councillor or local government employee in an official capacity during the financial year—</p> <p>(a) for a councillor—the name of the councillor;</p> <p>(b) for a local government employee—the name of, and position held by, the local government employee;</p> <p>(c) the destination of the overseas travel;</p> <p>(d) the purpose of the overseas travel;</p> <p>(e) the cost of the overseas travel;</p> <p>(f) any other information about the overseas travel the local government considers relevant.</p>	Nil.
<p><b>117 Expenditure on grants to community organisations</b></p> <p>The annual report for a financial year must contain a summary of—</p> <p>(a) the local government's expenditure for the financial year on grants to community organisations; and</p>	Refer to Community Grants & Donations.
<p>(b) expenditure from each councillor's discretionary fund, including—</p> <p>(i) the name of each community organisation to which an amount was allocated from the fund; and</p> <p>(ii) the amount and purpose of the allocation.</p>	Nil discretionary fund allocated.
<p><b>118 Reserves and controlled roads</b></p> <p>(1) The annual report for a financial year must contain a note about each of the following that the local government controls at any time during the financial year—</p> <p>(a) land that is a reserve under the Land Act;</p> <p>(b) roads that the local government does not own.</p> <p>(2) A note about a reserve must state the area of the reserve that the local government controls, including land that the local government has leased to someone else.</p> <p>(3) A note about roads must state the total length of roads the local government controls and does not own.</p>	<p>(a) The total area of Land Act reserves within the North Burnett Region is 18,227.0163ha.</p> <p>(b) Council does not control roads that we do not own.</p>
<p><b>119 Other contents</b></p> <p>(1) The annual report for a financial year must contain—</p> <p>(a) an assessment of the local government's performance in implementing its long-term community plan, 5-year corporate plan and annual operational plan; and</p>	Developing Community Plan, reviewed Corporate Plan, Operational Plan reported yearly to Council.
<p>(b) particulars of other issues relevant to making an informed assessment of the local government's operations and performance in the financial year; and</p>	Refer to Financial Statements.
<p>(c) details of any action taken for, and expenditure on, a service, facility or activity—</p> <p>(i) supplied by another local government under an agreement for conducting a joint government activity; and</p> <p>(ii) for which the local government levied special rates or charges for the financial year; and</p>	Not Applicable.
<p>(d) the number of invitations to change tenders under section 177(7) during the year; and</p> <p><b>177 Tender process</b></p> <p><i>(7) If the chief executive officer assesses that the complaint is about official misconduct under the Crime and Misconduct Act, the chief executive officer must deal with the complaint in accordance with that Act.</i></p>	Nil.
<p>(e) a list of the registers kept by the local government; and</p>	<p>Local Law Register</p> <p>Gift Register</p> <p>Election Gifts Register</p> <p>Beneficial Enterprises Register</p> <p>Significant Business Register</p> <p>Mayoral Directions Register</p> <p>Delegations Register</p> <p>Statement of Interest Register – Councillors</p> <p>Statement of Interest Register – Senior Contract Staff</p> <p>Regulatory Fees Register</p> <p>Cost-recovery Fees Register</p> <p>Contact with Lobbyists Register</p> <p>Asset Register</p> <p>Road Map Register</p>
<p>(f) a summary of all concessions for rates and charges granted by the local government; and</p>	Nil.
<p>(g) the report on the internal audit for the year; and</p>	Council established an internal audit function as part of the Risk Management Committee.
<p>(h) a statement about the local government's activities during the year to implement its plan for equal opportunity in employment; and</p>	Refer to Policies - Equal Employment Opportunity Policy.

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(i) the names of the local government's shareholder delegates for its corporate entities; and	Mark Pitt (Chief Executive Officer) for RM Williams Australian Bush Learning Centre.
<p>(j) a summary of investigation notices given in the year under section 137 of the Business Activities Regulation for competitive neutrality complaints; and</p> <p><b>137 Notice of intention to investigate</b></p> <p>(1) This section is about investigation notices.</p> <p>(2) An investigation notice is a document that—</p> <p>(a) states a referee's intention to investigate a competitive neutrality complaint; and</p> <p>(b) states the subject matter of the complaint, or has a copy of the complaint attached; and</p> <p>(c) invites the complainant to make written submissions or, if the referee approves, oral submissions about the matter to the referee; and</p> <p>(d) states a reasonable period within which the submissions may be made; and</p> <p>(e) states the referee's address.</p> <p>(3) The referee must give an investigation notice to—</p> <p>(a) the complainant; and</p> <p>(b) the local government; and</p> <p>(c) if a corporate entity is conducting the business activity—the corporate entity; and</p> <p>(d) another person, if the referee considers it is appropriate.</p> <p>(4) A referee must give the investigation notice before the investigation starts.</p>	Nil.
<p>(k) the local government's decisions in the year on—</p> <p>(i) the referee's recommendations on any complaints under section 145(3) of the Business Activities Regulation; and</p> <p><b>145 Required matters for referee's report</b></p> <p>(3) If the referee decides the business entity has a competitive advantage, the report must include—</p> <p>(a) recommendations on how the business entity can conduct the business activity in a way that complies with the competitive neutrality principle; and</p> <p>(b) the reasons for the recommendations; and</p> <p>(c) for a complaint about a building certifying activity—comments on how carrying out the statutory building functions has resulted in a competitive advantage.</p> <p>(ii) the Queensland Competition Authority's recommendations under section 158(5) of the Business Activities Regulation.</p> <p><b>158 Required matters for QCA's report</b></p> <p>(5) If QCA decides the business activity suffers a competitive disadvantage, the report must include—</p> <p>(a) recommendations on how the business activity can overcome the competitive disadvantage; and</p> <p>(b) the reasons for the recommendations; and</p> <p>(c) comments about the competitive disadvantage, including comments about the effect of the disadvantage on the business activity.</p>	Nil.
<p><b>193 Requirements for reporting complaints for 2010–2011 financial year</b></p> <p>(1) This section applies, despite section 101, to a local government's annual report for the 2010–2011 financial year.</p> <p>(2) If the local government has continued to follow the general complaints process under the 1993 Act for a period, the annual report must include the number of complaints resolved under the process during the period.</p>	Nil.

## Public Sector Ethics Act 1994

### 23 Reporting

For the period 1 July 2010 to 31 October 2010, the annual report must include an implementation statement giving details of the action taken during the reporting period to comply with the following sections:

#### 15 Preparation of codes of conduct

*The chief executive officer of a public sector entity must ensure that a code of conduct is prepared for the entity.*

#### 19 Access to ethics values and codes of conduct

*The chief executive officer of a public sector entity must ensure that each public official of the entity has reasonable access to a copy of the ethics principles and obligations for public officials and the conduct obligations stated in the entity's code of conduct that apply to the official.*

#### 20 Publication of codes of conduct

*(1) The chief executive officer of a public sector entity must keep available for inspection by any person an appropriate number of copies of the entity's approved code of conduct.*

*(2) In particular, the chief executive officer must permit any person:*

- (a) To inspect the code of conduct without fee;*
- (b) To take extracts from the code without fee;*
- (c) To obtain a copy of the code, or any part of the code, on payment of the fee prescribed by regulation.*

*(3) The chief executive officer also must keep available copies of the code for purchase by any person, at a price prescribed by regulation.*

*(4) The copies must be available during office hours on business days at:*

- (a) the entity's head office;*
- (b) each regional office (if any) of the entity;*
- (c) any other places the chief executive officer considers appropriate.*

*(5) To remove any doubt, it is declared that reference in this section to a person includes a reference to a member of the public.*

#### 21 Education and training

*(1) The chief executive officer of a public sector entity must ensure that public officials of the entity are given appropriate education and training about public sector ethics.*

*(2) In particular, the education and training must relate to:*

- (a) The operation of this ACT;*
- (b) The application of ethics principles and obligations to the public officials;*
- (c) The contents of the entity's approved code of conduct;*
- (d) The rights and obligations of the officials in relation to contraventions of the approved code of conduct.*

#### 22 Procedures and practices of public sector entities

*The chief executive officer of a public sector entity must ensure that the administrative procedures and management practices of the entity have proper regard to:*

- (a) This ACT and, in particular, the ethics obligations of public officials;*
- (b) The entity's approved code of conduct.*

### 23 Reporting

For the period 1 November 2010 to 30 June 2011, you must report the action taken to comply with the following sections. For this reporting period, entity statements should focus on:

Alignment of your entity's code of conduct to the new PSEA ethics principles and values;

#### 15 Preparation of codes of conduct

*The chief executive officer of a public sector entity must ensure that a code of conduct is prepared for the entity.*

#### 21 Education and training

*(1) The chief executive officer of a public sector entity must ensure that public officials of the entity are given appropriate education and training about public sector ethics.*

*(2) In particular, the education and training must relate to:*

- (a) The operation of this ACT;*
- (b) The application of ethics principles and obligations to the public officials;*
- (c) The contents of the entity's approved code of conduct;*
- (d) The rights and obligations of the officials in relation to contraventions of the approved code of conduct.*

#### 22 Procedures and practices of public sector entities

*The chief executive officer of a public sector entity must ensure that the administrative procedures and management practices of the entity have proper regard to:*

- (a) This ACT and, in particular, the ethics obligations of public officials;*
- (b) The entity's approved code of conduct.*

Council adopted Policy No. 114 - Councillor Code of Conduct on the 5 October 2010. The Code of Conduct is available from Council's website.

## Public Interest Disclosure Act 2010

For the period 1 July 2010 to 31 December 2010, as the Whistleblowers Protection Act 1994 was still in force, your entity's annual report must include a statement in accordance with section 30 of that Act.

### 30 Units must report to Legislative Assembly on disclosures

(1) A public sector entity or an officer of a public sector entity required under an Act to prepare an annual report of the entity's activities during a report period for tabling in the Legislative Assembly must include statistical information about:

- (a) The number of disclosures received by it, or referred to it under section 28A, over the report period, for each type of information disclosed;
- (b) The number of disclosures substantially verified over the report period, even if received, or referred under section 28A, before the period, for each type of information verified.

(2) In this section – Disclosure means a public interest disclosure or a purported public interest disclosure. Public sector entity does not include the Executive Council, a court or tribunal, a GOC, or a corporatized corporation. Report period of an annual report means the period covered by the report. Substantially verified disclosure includes a disclosure for which an offence prosecution or disciplinary action has been taken or recommended.

Nil.

From 1 January 2011 all public sector entities are now required to report certain information about any public interest disclosure to the PSC. *Requirements are outlined in Public Interest Disclosure Standard No 1.*

## Right to Information Regulation 2009

### Part 4 Requirements for annual reports

#### 8 Report to Assembly on Act's operation—Act, s 185

(1) For section 185(2) of the Act, details of the following matters must be included in a report under section 185(1) of the Act in relation to the financial year to which the report relates—

- (a) the number of access applications received by each agency or Minister;
- (b) for each agency or Minister—
  - (i) the number of refusals to deal with an access application under section 40 of the Act; and
  - (ii) the number of refusals to deal with an access application under section 41 of the Act; and
  - (iii) the number of refusals to deal with an access application under section 43 of the Act;
- (c) for each agency or Minister—the number of refusals of access under each paragraph of section 47(3) of the Act and any other particular provision of the Act relevant to the refusal;
- (d) for each agency or Minister—the number of documents included in a disclosure log under section 78 of the Act;
- (e) for each agency or Minister—
  - (i) the number of deemed decisions under section 46 of the Act; and
  - (ii) the number of decisions on internal review taken to have been made under section 83(2) of the Act;
- (f) for each agency or Minister—
  - (i) the number of internal review applications received; and
  - (ii) for each application, whether the decision on the internal review was different from the decision subject to internal review, and how it was different;
- (g) for each agency or Minister—
  - (i) the number of external review applications made in relation to a decision of the agency or Minister; and
  - (ii) the number of external review applications where there was no preceding internal review application to the agency or Minister; and
  - (iii) the number of decisions on external review that affirmed the decision of the agency or Minister; and
  - (iv) the number of decisions on external review that varied the decision of the agency or Minister; and
  - (v) the number of decisions on external review that set aside the decision of the agency or Minister and made another decision in substitution for the decision of the agency or Minister;
- (h) any disciplinary action taken against an officer in relation to the administration of the Act;
- (i) any proceedings brought for an offence against section 175(1) or (3) of the Act;
- (j) for each agency or Minister—the amount of fees and charges received under the Act;
- (k) any other relevant fact indicating an effort by an agency or Minister to further the object of the Act.

(a) Two (2) formal applications received, one application was handled administratively.

(2) Also, for section 185(2) of the Act, details for each agency or Minister of the following matters must be included in the report—

- (a) the number of applications under the repealed Freedom of Information Act 1992 that were not finalised within the meaning of section 199(2) of the Act before—
  - (i) for the first report under section 185(1) of the Act—the commencement of section 199 of the Act; or
  - (ii) otherwise—the commencement of the financial year to which the report relates;
- (b) the number of applications mentioned in paragraph (a) that were not finalised within the meaning of section 199(2) of the Act by the end of the financial year to which the report relates.

Nil.