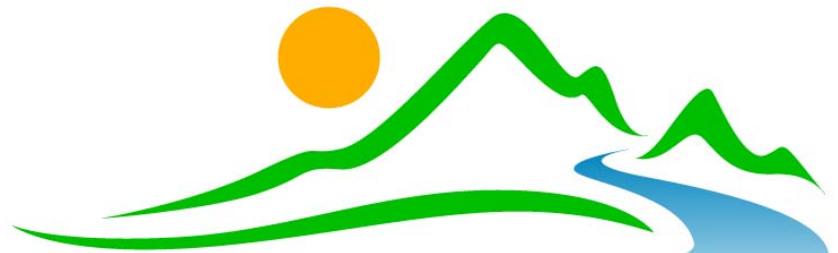


2013

Standing Committee Meetings –
Policy and Planning



NORTH BURNETT
REGIONAL COUNCIL

MUNDUBBERA

North Burnett Regional Council

27 November 2013

Attendees	Agenda Item 1	Attendees	<u>DOCUMENT ID 550470</u>
Welcome	Agenda Item 2	Welcome / Housekeeping	
Apologies	Agenda Item 3	Apologies	
Declaration	Agenda Item 4	Declaration of Interest	
Deputations	Agenda Item 5	Deputations	
Governance	Agenda Item 6	Governance Report	
	6.1	2012-2013 NBRC Annual Report	003-165
	6.2	Council Meeting Dates	167-168
Economic	Agenda Item 7	Economic Report	
	7.1	Adopted Infrastructure Charges (AIC)	
Social	Agenda Item 8	Social Report	
Environmental	Agenda Item 9	Environment Report	
Confidential	Agenda Item 10	Confidential Reports	
	10.1	Confidential Report – Director of Development and Environment	
General Business	Agenda Item 10	General Business	
Closure of Meeting	Agenda Item 11	Closure of Meeting	

2012/2013 ANNUAL REPORT

File: 4.7.01
Responsible Officer: Les Hotz – Director of Corporate Services
Report prepared by: Lauren Bambrick

1 PURPOSE OF REPORT

The purpose of this report is to provide the Annual Report for 2012/13, for Council's approval and adoption. Please note that this report is for the year ending June 2013 and subsequently is based on requirements of the *Local Government Act 2009* as amended.

The report must be presented to the local government for adoption, and must be adopted by it before 30 November in the year after the end of the financial year to which the report relates.

2 INTRODUCTION/BACKGROUND

The Annual Report is prepared annually and is required to be prepared and the end of each financial year.

3 CORPORATE/OPERATIONAL PLAN

In accordance with Outcome 3 – Organisational Capability, Section 3.1 Organisational Culture and Section 3.4 Transparency in Performance.

4 POLICY IMPLICATIONS

There is a requirement to develop the Annual Report annually, and present to Council for adoption.

5 STATUTORY REQUIREMENTS

Under Part 3 Planning & Accountability Documents, Section 108 of the Local Government (Finance, Plans & Reporting) Regulation 2010 a local government must prepare an annual report for each financial year.

6 FINANCIAL IMPLICATIONS

An exorbitant time and efforts and costs are associated with the preparation of this report which is available to the public.

7 RISK MANAGEMENT

Nil

8 CONSULTATION

This report is developed in consultation with Chief Executive Officer, Directors, Office and Works Supervisors and Managers.

9 OPTIONS FOR COUNCIL TO CONSIDER

- Consider this report and adopt report for public information.

10 OFFICER'S COMMENTS/CONCLUSION

This report has been prepared in consultation with Senior Management and staff.

11 ATTACHMENTS

2012/2013 Annual Report

RECOMMENDATION

That the 2012/2013 Annual Report as presented be adopted.

2013



ANNUAL REPORT



WELCOME TO OUR 2012-13 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

CONTACT US

All written communications to be addressed to:

"The Chief Executive Officer"

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ABN: 23 439 388 197

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A MESSAGE FROM OUR MAYOR



CR DON WAUGH

I am honoured to present my second Annual Report as Mayor of the North Burnett Regional Council. The 2012/13 financial year will be remembered for the destruction wrought by the natural disaster of the effects of ex-Tropical Cyclone Oswald. However, as the reconstruction and recovery arrangements are being introduced, the future of this Council is once again looking bright.

Council has striven to support and progress the timely completion of our statutory requirements under the Local Government Act for this financial year. This process has been adhered to with minimal disruption despite the impact that the natural disaster of ex-Tropical Cyclone Oswald had on Council's road networks, water and sewerage infrastructure and general operations of Council. The councillors and staff of the North Burnett Regional Council have proved that they are yet again capable, resolute and resilient when disaster strikes.

The North Burnett Regional Council continues to strive to achieve high standards of financial management throughout the organisation, without jeopardising our obligations to sustain and deliver services that the community expects. It is very pleasing to have councillors and the executive team fervently focused on ensuring that Council remains an efficient and effective organisation for our North Burnett community.

I would like to take this opportunity to acknowledge and thank my fellow Councillors; Deputy Mayor, Faye Whelan, Joanne Dowling, Kevin (Lofty) Wendt OAM BEM, John Bowen, Paul Francis and Paul Lobegeier for the dedication to their duties and in their support and assistance to the residents of the North Burnett.

Together with executive staff, led by Chief Executive Officer, Mark Pitt, I look forward to delivering my Council's aspirations to the North Burnett communities whilst working alongside the residents to build and strengthen community involvement across the region and to ensure our sustainability for future years.

Cr Don Waugh

A MESSAGE FROM OUR CHIEF EXECUTIVE OFFICER



MARK PITT

It gives me great pleasure to present my fourth Annual Report for the North Burnett Regional Council and the fifth Annual Report for Council since amalgamation.

This past financial year has been dominated by the rain event of ex-Tropical Cyclone Oswald which commenced in the last week of January 2013 and saw the commencement of Counter Disaster Operations on Saturday 26 January 2013. The flood event occurred in areas adjoining the Burnett River on Saturday 26 and Sunday 27 January 2013 with a second rain event and subsequent flood peaks also occurring in late February and early March 2013.

During the rain event of ex-Tropical Cyclone Oswald the river peaked at Mundubbera at 23 metres (4 metres higher than the 2010/11 event) and then at Gayndah 18.7 metres (more than 3 metres higher than the 2010/11 event). These levels were almost equal to the 1942 level of 23.62 metres in Mundubbera, and a level of 19.66 metres in Gayndah.

The record of significant floods in the Burnett River extends back to the middle of last century. The flood record at Mundubbera commences with the 1942 flood when the river peaked at 23.62 metres. At Gayndah, records extend back to 1864 with over 15 events exceeding the 10 metre level. Since then, floods have been traditionally below this level. Importantly, the 2013 January event exceeded the 1942 levels in areas across the region.

This community resilience is now being challenged by the recent flood events combined with growing community awareness regarding national flood mitigation programs and the fact that no comprehensive economic and technical analysis has been previously undertaken within the region.

With five events in two years and the recently released Climate Commission Report that indicates our region can expect higher risk of heavy rainfall, there is a responsibility to at least identify the real cost to the community of flood events. An extension of this will be the consideration of flood mitigation action which may or may not be viable on the basis of business case analysis. Technically, anything can be put in place; the issue is at what cost and what corresponding benefit is achieved. Importantly, the first priority is to establish the real cost to the community of flooding and then analyse the options.

Council, in partnership with the Queensland State Government Department of Local Government Community Recovery and Resilience commenced a region wide flood mitigation study which will identify options for the future. This study will be completed in the 2013/14 financial year. A new flood gauge monitoring station was completed for the Mingo Crossing area which will also assist in future flood events.

The North Burnett Regional Council was severely affected by the declared natural disaster event of the rainfall and flooding caused by ex-tropical cyclone Oswald in January 2013. The cost of eligible restoration and repairs of public infrastructure is covered by The Natural Disaster Relief and Recovery Arrangements (NDRRA) funded by the Federal and State Governments. Currently Council estimates the cost to repair damage to infrastructure at \$123,222,929. Council suffered damage to roads, bridges, town water supplies, parks and recreation areas. The repair works are being undertaken through a combination of large contractors, Council's workforce and contracts for specific and specialised repairs works.

This reporting period saw Council adopt the 2013-2018 Corporate Plan to guide Council's operations over the next five years. It is pleasing that once again Council met all of its governance reporting requirements and adopted its statutory corporate documents all prior to the scheduled legislative dates.

Through changes established in previous financial years, Council's cash position has been stabilised and remains constant. The impact of the advance payments through the NDRRA restoration process has continued to have a significant influence on Council's financial position. It is appropriate to recognise the support and assistance from both the State and Commonwealth Government. It is greatly appreciated. A budget position has been adopted for the 2013/14 financial year that recognises the difficulty in achieving a balanced position and reflecting a consistent approach to service delivery.

The 2012/13 budget completed the price path model for a regional pricing system of water and waste collection with equal pricing in all centres. The price path model for sewerage has continued with four of five service areas now on equal charge.

It is pleasing to note that Council is again within the recommended levels of financial sustainability for 5 of the 6 ratios as outlined by the Department of Local Government Community Recovery and Resilience.

Work practices continue to be a focus and are under constant review. In the 2011/12 financial year Council commenced negotiations on the second Enterprise Bargaining Agreement since amalgamation. These negotiations recommenced in this reporting period and were ongoing at the conclusion of the financial year. .

During the 2012/13 financial year staff turn over was 26.9%. This compares with the 2011/12 financial year where Council had a staff turnover of 9.58%, 2010/11 financial year turnover of 23.3%, 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 2013 was 203, 30 June 2012 – 214.69, 30 June 2011 – 216.9, 30 June 2010 – 240.3 and compares to 224.5 fte as at 15 March 2008. All fte figures exclude trainees and apprentices.

I would also take this opportunity to thank the elected members for their support and encouragement during this year. I would thank you for taking the time to read this Annual 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 Wooruma 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.

VISION

North Burnett to be recognised as a country region of natural beauty close to the coast, where the rural life-style 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

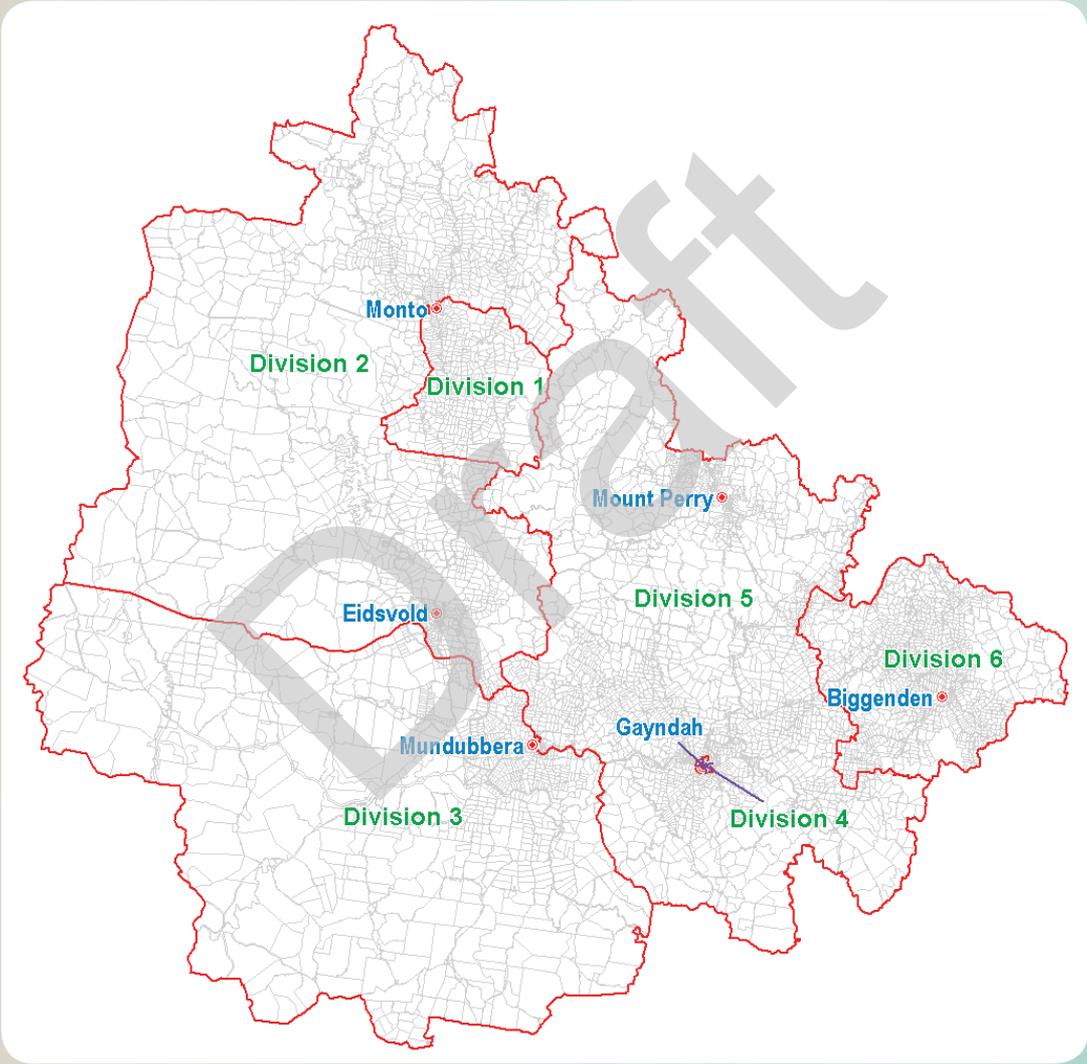
GROWTH AND SUSTAINABILITY

- >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

OUR ELECTED REPRESENTATIVES



CR DON WAUGH
MAYOR

Don was successful in contesting the position of Mayor of the North Burnett Regional Council in April 2012.

Don was born in Atherton, North Queensland and attended Thornburgh College, Charters Towers for his secondary education. Followed his father into dairying at Millaa Millaa on the Atherton Tablelands and became a Director on the board of the Dairy Co-operative. Also, he was a Councillor on Eacham Shire for 16 years with the last six as Shire Chairman.

After leaving the north, he and his wife Carmel, travelled around Australia working in different places and doing a variety of jobs. They worked in Gayndah early in their travels and kept returning, to finally put down roots and become totally involved in the community.

The Lions Club, Chamber of Commerce and Jockey Club kept him aware of community direction. His involvement is now total and his love of the North Burnett very evident.

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E: Don.Waugh@northburnett.qld.gov.au



CR FAYE WHELAN
DEPUTY MAYOR - DIVISION 3

Faye 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 in 2008. Cr Whelan was then elected unopposed to Division three (3) of the North Burnett Regional Council in the April 2012 elections.

Faye 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.

Faye brings a wealth of life experiences, having completed 38 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.

Faye'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 Faye 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. Faye's educational qualifications (as yet, not formally recognised) are cited as a Bachelor of Life Experiences and a Doctorate of Motherhood.

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E: Faye.Whelan@northburnett.qld.gov.au

OUR ELECTED REPRESENTATIVES



CR PAUL LOBEGEIER
DIVISION 1

Paul joined Local Government in 1979 and with changes to electoral boundaries has represented Divisions six (6), five (5) and two (2) of the former Monto Shire and in total served that Council for almost 20 years until its amalgamation. Paul successfully contested Division 1 of the North Burnett Regional Council in March 2008 and again in April 2012.

Paul is married to Monique and they have two adult children and one grand daughter. The Lobegeier family have followed a range of rural pursuits in the Monto district for many years and they now run a cattle fattening block at Kapaldo, south of Monto.

Paul has been involved in numerous community organisations over a long period of time. He is currently Chair of Monto Aged Care, Chair of the Burnett Catchment 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 is a member of the State Reference Group. He is heavily involved in Tourism, through organisations such as Bundaberg & North Burnett Tourism, Australia Country Way, Rural Getaway and Monto Magic and believes the natural beauty of our area and its friendly people can assist the North Burnett economic development.

When not serving the community, he likes to pursue his passion for repairing old and not so old machinery. "It's the pleasure of using ones hands to make something work again - something that is not always achievable in public life".

P: 0458 625 952
E: Paul.Lobegeier@northburnett.qld.gov.au



CR PAUL FRANCIS
DIVISION 2

Paul, born in 1960, is a Farmer/Grazier from the Moonford area, north of Monto, where he has lived since 1968. He has been running the business since 1980, and has been married to Mia since 1987. They have two children, Hugh was born in 1989 and Alison in 1991.

Paul was first elected to Monto Shire Council in July of 1998 and served until March of 2004 before being re-elected in January 2005. He served as a Monto Shire Councillor until March 2008 when he was elected as a North Burnett Regional Councillor for Division Two which includes the township of Eidsvold.

Paul is interested in all aspects of council operations, but his main aims are to see improved transport links across the North Burnett and more efficient use of ratepayer funds across council operations.

Other interests include Economic Development and Enterprise Bargaining. Your councillor has increased his skill levels through external study and has a Certificate IV in Business and an Advanced Diploma in Rural Business Management.

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E: Paul.Francis@northburnett.qld.gov.au

OUR ELECTED REPRESENTATIVES



CR JOANNE DOWLING
DIVISION 4

Division 4 Councillor, Joanne Dowling, joined the North Burnett Regional Council for her first term of office in 2012.

A fourth generation Gayndah resident who has lived in Gayndah all her life, Cr Dowling has committed much of her life to the community of Gayndah and is a strong advocate for local business. Joanne, a Justice of the Peace (Qualified), has owned and operated two businesses in Gayndah for over 27 years. Out of her dedication to the town, Joanne co-founded the local newspaper "Gayndah Gazette" in 1998. The intention was to produce a community paper that supported local businesses and celebrated local achievements and special events.

Joanne has been heavily involved in the Gayndah Show Society from an early age. She held the position of Secretary for 19 years before resigning in 2001. Despite her resignation, she remained involved in the Show and in a support capacity to the secretaries of following years as well as a term as president. Joanne is an active member of the Gayndah Chamber of Commerce and was recipient of the Australia Day Citizen of the Year Award in 2011.

Appointing Joanne with the shared portfolios of Governance and Human Social will allow her to continue with her pursuit in working closely with her community members.

In her role as Councillor, Joanne intends to work hard at the real and practical aspects needed to keep this area one of the strongest and most successful in the state and to become a valuable member of the team at North Burnett Regional Council.

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E: Jo.Dowling@northburnett.qld.gov.au



CR JOHN BOWEN
DIVISION 5

John successfully contested the position of Councillor to Division five (5) of the North Burnett Regional Council in the April 2012 elections.

He has resided in the North Burnett region for the past 55 years and owns a property in the vicinity of Mingo Crossing and Ban Ban Springs.

John is a member of the Gayndah Show Society, Football Club, Gooroolba Committee, Gayndah Museum and Ban Ban Rural Fire Brigade.

One of his favourite pastimes is finding the original sites of many one teacher schools that were once dotted around the region. He has a love for old cars and owns a 1966 HR Holden which he states "Is a pleasure to drive!" and is also a collector of old bottles.

John is passionate about the North Burnett region, "It is a great place to live and bring up a family".

P: 0458 625 961
E: John.Bowen@northburnett.qld.gov.au



CR KEVIN 'LOFTY' WENDT OAM BEM DIVISION 6

Lofty entered Local Government in March 2004 as Councillor of the Biggenden Shire, was elected representative of Division 6 of the North Burnett Region in March 2008 and subsequently re-elected in April 2012. 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 of the Australian Army and served his country in places such as England, Malaya, Vietnam and New Zealand.

Lofty 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.

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E: Lofty.Wendt@northburnett.qld.gov.au



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 accepted the role of Treasurer for BIEDO and has been in this position since March 2012. 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 19 years to Nicola and they have two daughters, Charlotte (17) and Elizabeth (16) who both attend Burnett State College in Gayndah.



LES HOTZ
DIRECTOR
CORPORATE SERVICES

Les commenced his career with Local Government on 03/05/1967 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.



ANDREW JACKSON
DIRECTOR
COMMUNIT & 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.



BOB SAVAGE
DIRECTOR
DEVELOPMENT & ENVIRONMENT SERVICES

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.



KEN PALMER
DIRECTOR
TECHNICAL SERVICES

Ken Palmer joined the North Burnett Regional Council in January 2012 after working in local government in Tasmania and Queensland.

Ken commenced his local government career in 1981 with the Brighton Council after working for the Department of Main Roads and an engineering consulting firm in Tasmania.

In 1984, Ken was appointed to the position of Director Technical Services/Municipal Engineer. Ken held this position for 9 years before accepting the challenge of General Manager at the Latrobe Council. Ken held this position for just over three years before trying his hand as an engineering consultant.

In 1999, Ken and his family relocated to Townsville, where Ken worked for the Townsville City Council for four and a half years.

In early 2004, Ken accepted the position of Manager Infrastructure Maintenance with the Maroochy Shire Council. Over the next nine years, Ken held the positions of Asset Manager Transportation and Asset and Major Project Manager at the Sunshine Coast Airport, a business unit of Council.

Ken has a degree in engineering and a graduate diploma in management.

In his spare time, Ken enjoys sailing, canoeing and bushwalking, when time permits. Ken is married to Ros and they have two daughters – Claire who is currently living in London and Bridget lives in Brisbane.



TREVOR HARVEY
ASSISTANT DIRECTOR
TECHNICAL SERVICES

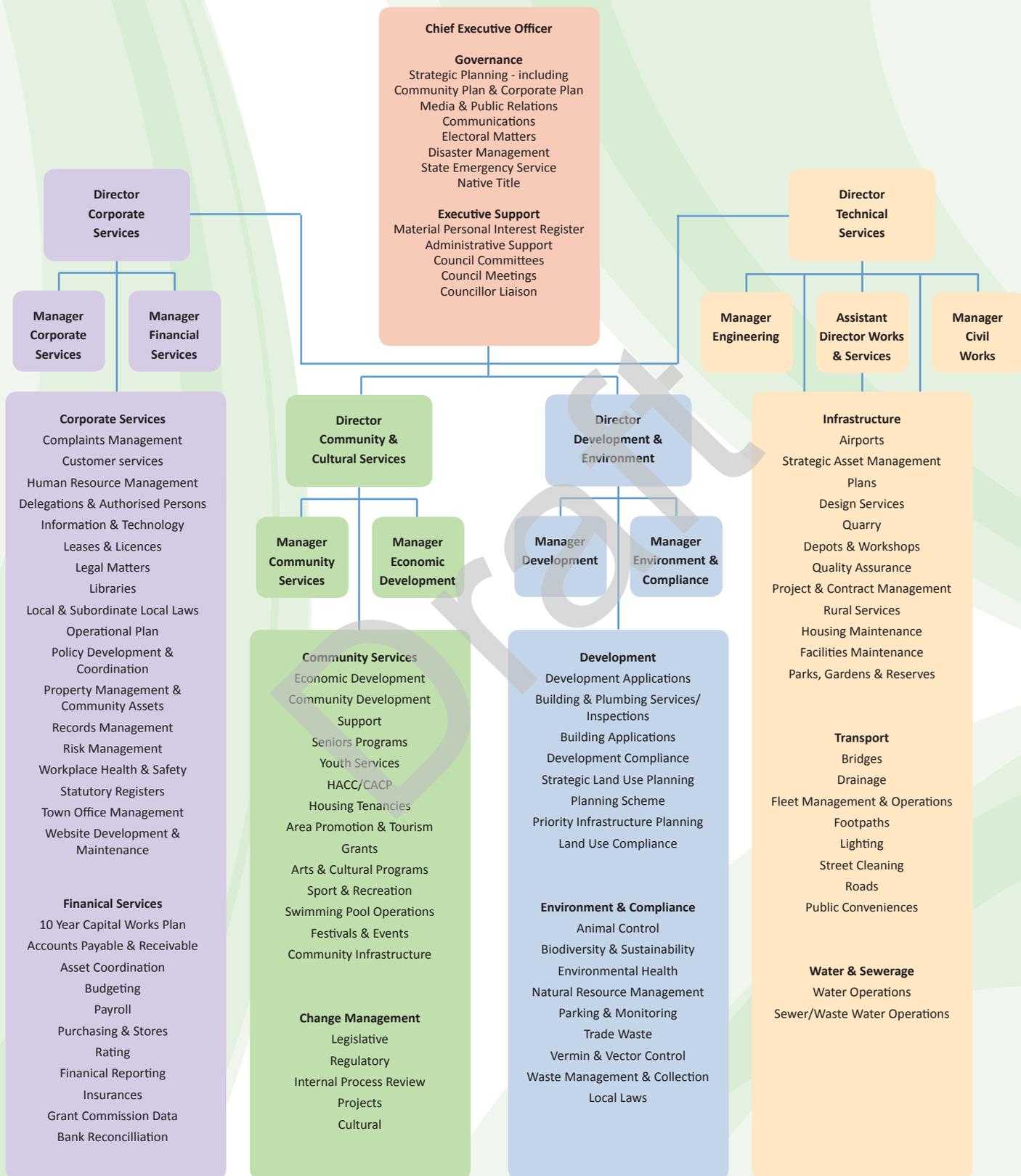
Trevor has held positions within Local Government as both a Councillor (prior amalgamation) and as an employee (post amalgamation).

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



Draft

CORPORATE SERVICES

OUR ACHIEVEMENTS IN CORPORATE SERVICES

STAFFING

During the year we have seen changes to staffing positions:

- Manager of Corporate Services – Megan Dingle held this position and in September 2012 applied for leave of absence for a period of six months. Megan resigned from her position in March 2013 and has found alternative employment in Central Queensland. This position remains vacant.
- Manager of Financial Services – Justin Kronk held this position until recently when he was seconded to lead the financial services team to assist with the natural disaster recovery process. This group operate out of Mundubbera and Justin's secondment is expected to be for a period of 12 months.
- Acting Manager Financial Services – Lisa Benham has been elevated to this position in the absence of Justin Kronk to ensure that Council's financial services are managed in a professional manner. Anita Corfield is engaged as an undergraduate accountant with Council to assist the Acting Manager of Financial Services.

COMMUNITY OFFICES

Council continues its commitment to provide a presence in all communities throughout the region and maintains offices and libraries in all six centres - Biggenden, Eidsvold, Gayndah, Monto, Mount Perry and Mundubbera. Community offices are open 8:30am to 4:30pm Monday to Friday with the exception being that offices close at 5pm on Thursdays.

Library services are available between 10am and 4:30pm Monday to Friday with Monto, Mundubbera and Gayndah open 9am to 12pm on Saturdays.

Centrelink agencies are maintained in Biggenden, Gayndah and Mundubbera with QGAP facilities provided through the Eidsvold and Mundubbera offices. Banking facilities for the Eidsvold community are provided by way of the Teachers Credit Union and is administered through the Eidsvold office.

FLOODING 2013

Corporate Service personnel worked alongside members of other directorates and the community to provide support for the Local Disaster Management Group during the 2013 flooding event which affected the whole of the North Burnett region. In some parts of the region record rainfall and flooding was experienced.



OUR ACHIEVEMENTS IN CORPORATE SERVICES

POLICY DEVELOPMENT

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/reviewed over the past year include:

STATUTORY POLICIES

No.	Policy Name	Meeting
103	Reimbursement & Provision of Facilities for Mayor & Councillors	Policy & Strategy - 02/04/2013
104	Procurement Purchasing	General - 25/06/2013
107	Advertising Spending	Policy & Planning - 02/04/2013
113	Not-for-profit Organisations	Policy & Planning - 05/12/2012

GENERAL POLICIES

No.	Policy Name	Meeting
203	Recognition of Long Serving Employees	Policy & Planning - 07/08/2012
216	Maintenance of Footpath & Nature Strips in Urban Areas	Technical Services - 02/04/2013
217	Public Space - Trees	Technical Services - 02/04/2013
235	Council Community Halls & Room Hire	General Meeting - 20/11/2012
236	Records Management	Policy & Planning - 03/07/2012
237	Records Management - Emails	Policy & Planning - 03/07/2012
238	Environmental Nuisances	Policy & Planning - 02/10/2012
239	Building near Local Government Sewer, Storwater & Water Infrastructure	Policy & Planning - 05/03/2013
240	Eidsvold Sports Library	Policy & Planning - 02/10/2012
244	Waste Scavenging & Disposal	Policy & Planning - 02/10/2012
250	General Rate Rebate for New Residential Dwellings	General Meeting - 20/11/2012
251	Dust Reduction on Council Rural Roads	Policy & Planning - 04/09/2012
252	Cemeteries	General Meeting - 18/12/2012
253	Health & Safety Constitution	Policy & Planning - 05/03/2013
254	Work Health & Safety Consultation	Policy & Planning - 05/03/2013
256	Asset Management	Policy & Planning - 05/03/2013
257	Natural Disaster Rates Relief	Policy & Planning - 02/04/2013

OUR ACHIEVEMENTS IN CORPORATE SERVICES

COUNCIL LEASED LAND

Council currently leases out a number of rural grazing/airport hangars/telecommunications towers within the six location of the region. Lease fees are paid on an annual basis to Council from the Lessee. Council also holds leases for a number of billboards and telecommunication towers.

Lease agreements within each location include:

Location	Council Owned Leases	Land Council Leases
Biggenden	7	2
Eidsvold	12	-
Gayndah	13	1
Monto	33	9
Mundubbera	26	3
Perry	6	-

BIGGENDEN LEASED LAND

Lot 229 on RP215403	Mungore
Part of Lot 229 on RP215403	Mungore
Lot 78 on CK2902	Degilbo
Lot 78 on CK2902	Degilbo
Dangerous Goods Depot #3, 4, 6 & 7	Degilbo
Reserve 179 - Lot 186 on MZ1004	Degilbo
Easement - Lot 1 on RP51907 & Lot 2 on RP15917	Degilbo

EIDSVOLD LEASED LAND

Lot 8 on MPH22516	Hollywell
Lot 1 on WK184	Narayan
Lot 1 on E37019	Hollywell
Lot 2 on MPH22777	Hollywell
Lot 2 on MPH2128	Hollywell
Lot 13 on SP103068	Hollywell
Lot 1 on MPH 2060 Lot 1 on MPH 22690 Lot 1 on RP912611	Hollywell
Lot 44 on YL201	Hollywell
Lot 3 on SP164232	Hollywell
RM Williams Surround Land	
Lot 1 on E37019	
Reserve 158 Lot 110 on YL854	

GAYNDAH LEASED LAND

Lot 2 on RP201121	Taughboyne
Part of Lot 113 on BON1559	Taughboyne
Lot 1 on G1364	Gayndah
Lot 24 on BN37526 Lot 3 on RP81858 Lot 2 on RP81858 Lot 6 on RP71027 Lot 4 on RP71027 Lot 2 on RP71027	Taughboyne
Lot 2 on RP73036 Lot 8 on RP836019 Lot 9 on RP836019 Lot 11 on RP895428	Gayndah
Lot A on AP16409	Taughboyne
Lot 2 on RP194226	Gayndah
Part of Lot 6 on WB371 Part of Lot 7 on WB371	Gayndah
Lot 305 on G1378	Gayndah
Lot 2 on RP2384	Gin Gin
Lot 1 on SP111493	Gayndah
Lease A on Lot 2 on RP201121	Taughboyne
Lot 149 on BON871	Taughboyne

MONTO LEASED LAND

Lease B in Lot 86 on RP70358	Bailey
Lease C in Lot 86 on RP70358	Bailey
Lease D in Lot 86 on RP70358	Bailey
Lease F in Lot 86 on RP70358	Bailey
Lease G in Lot 86 on RP70358	Bailey
Lease H in Lot 86 on RP70358	Bailey
Lease J in Lot 86 on RP70358	Bailey
Lease K in Lot 86 on RP70358	Bailey
Lease A in Lot 107 on RW149	Bailey
Lease B in Lot 107 on RW149	Bailey
Lease C in Lot 107 on RW149	Bailey
Lot 21 on RW875	Cania
Part of Lot 2 on SP151237 Lot 3 on SP151237 Lot 4 on SP151237 Lot 5 on SP151237 Lot 6 on SP151237 Lot 7 on SP151237	Cania

OUR ACHIEVEMENTS IN CORPORATE SERVICES

MONTO LEASED LAND - CONTINUED

Lot 309 on R1701	Rawbelle
Lot 307 on R1701	
Lot 302 on R1701	
Lot 306 on R1701	
Lot 208 on R1701	
Lot 108 on R1701	
Lot 107 on R1701	
Lot 106 on R1701	
Lot 105 on R1701	
Lot 104 on R1701	
Lot 103 on R1701	
Lot 101 on R1701	
Lot 29-30 on R1701	
Lot 811 on R1701	
Lot 701 on R1701	
Lot 601 on R1701	
Lot 603 on R1701	
Lot 511 on R1701	
Lot 510 on R1701	
Lot 503 on R1701	
Lot 502 on R1701	
Lot 402 on R1701	
Lots 401, 403-405 on R1701	
Lot 310 on R1701	
Lot 149 on RW760	Bailey
Lot 211 on RW527	
Easement A in Lot 2 on SP151327	Cania
Reserve 120, Lot 159 on RW792	Bailey
Lot 1 on SP151237	Cania
Lot 3 on RP168734	Bailey
Lot 2 on RP153207	Bailey
Lot 7 on SP155908	
Lot 86 on RP70358	Bailey
Pioneer Cottage, Lister Street	Bailey
Lot 215 on RW872	Bailey
Part of Lot 3 on SP151237	Cania
Lot 165 on CP853108 - Reserve 103	Bailey
Lot 2 on RP101596	Bailey
Part of Lot 1 on M74729	Bailey
Lots 1 and 2 on M7479	Bailey
Lease A on Lot 86 on RP70358	Bailey
Lot 5-8 on M7479	Bailey
Lot 6 on RP184599	Bailey
Lot 1 on RP168734	Bailey
Lot 214 on SP102824	Bailey

MUNDUBBERA LEASED LAND

Lot 71 on NT143	Derra
Lot 2 on MZ347	Mundubbera
Lot 3 on MZ347	Mundubbera
Lot 224 on YL820	Mundowran
Lot 35 on YL819	Mundowran
Lot 35 on YL819	Mundowran
Part of Lot 35 on RY819	Mundowran
Lot 35 on RY819	Mundowran
Lease C on Lot 3 on RP28439	Mundowran
Part of Lot 12 on RP224858	Mundowran
Lease B in Lot 30 on RP46422	Mundowran
Lot 3 on RP28439	Mundowran
Lot 29 on RP46422	
Part of Lot 30 on RP46422	
Part of Lot 220 on YL965	Mundowran
Part of Lot 6 on RP190341	Mundowran
Lease A in Lot 6 on M586	Mundowran
Part of Lot 26 on SP104864	Mundowran
Lot 35 on YL819	Mundowran
Part of Lot 1 on RP169383	Mundowran
Lot 1 on M5825	Mundowran
Lot 2-3 on MZ347	Mundowran
Lot 1 on M5825	Mundowran
Lease A in Lot 2 on CP883112	Mundowran
Lot 234 on YL477	Mundowran
Lot 1 on RP148105	Mundowran
Lot 8 on CP912606	Mundowran
Lot 16 on WK196	
Lot 10 on WK194	
Lot 13-14 on RP883244	Mundowran
Lot 10 on RP214881	Mundowran

PERRY LEASED LAND

Lot 1 on CP890908	Mt Perry
Reserve 3, Lot 14 on BON1523	Grosvenor
Lot 58-62 on RP28376	Mt Perry
Lot 1 on SP117730	Mt Perry
Lease A on Lot 1 on SP117730	Mt Perry
Reserve 919, Lot 1 on CP68538	Mt Perry

OUR ACHIEVEMENTS IN CORPORATE SERVICES

RATES & CHARGES

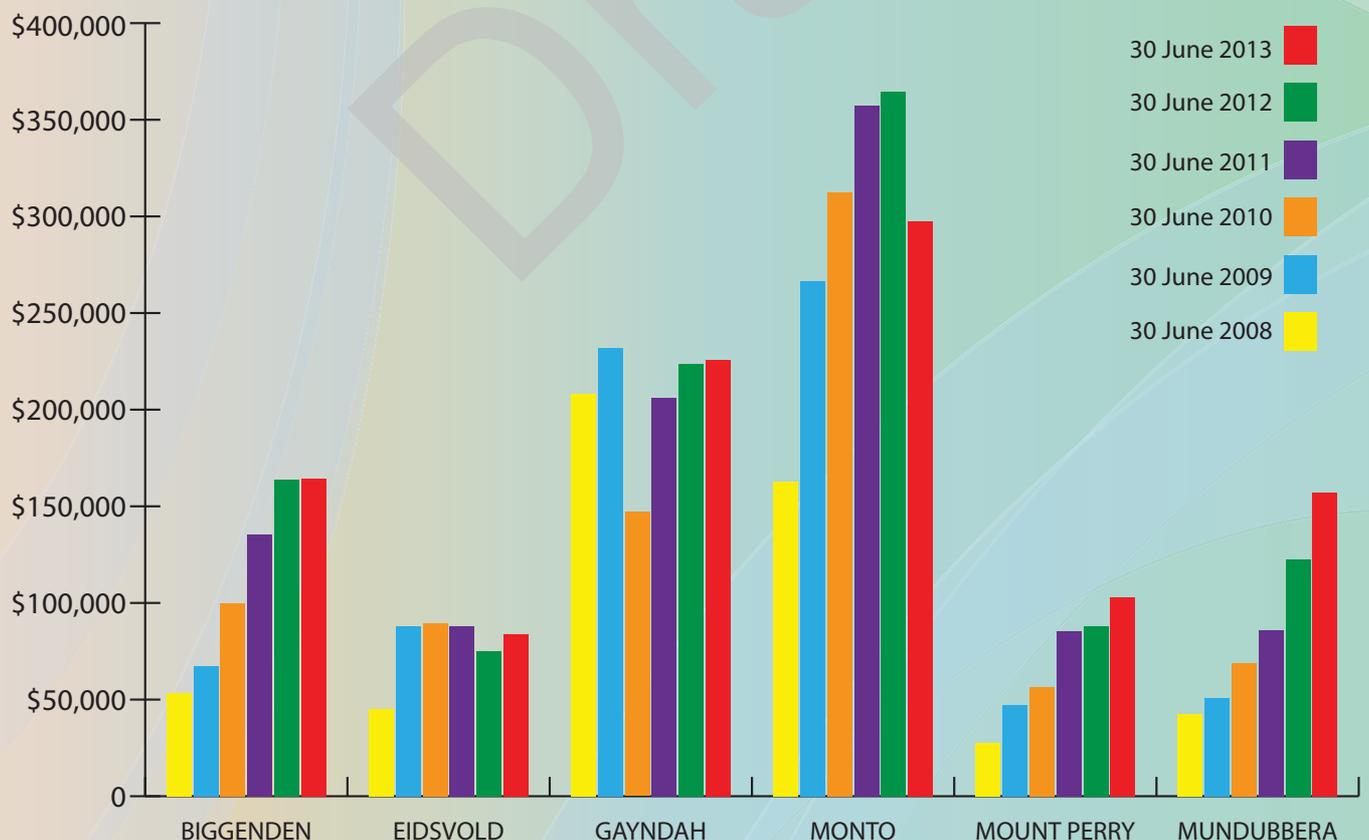
Council levied rates and charges of \$12,499,497 including discount for 2012/13 financial year and is very conscious of the impact of the above average amount of rates and charges outstanding places on Council's cash flows. Monthly reports are presented to Council on overdue rates and charges and Council officers throughout the entire region are endeavouring to reduce this debt.

At the end of the financial year to 30 June 2013 there was a total of \$952,790.76 outstanding, excluding supplementary levies owed which amounted to \$78,584.66. This is compared with the 2011/2012 financial year outstanding rate balance which amounted to \$1,037,578.61.

North Burnett Regional Council for 2012/13 has 7,317 rateable properties with 262 ratepayers on rate arrangements.

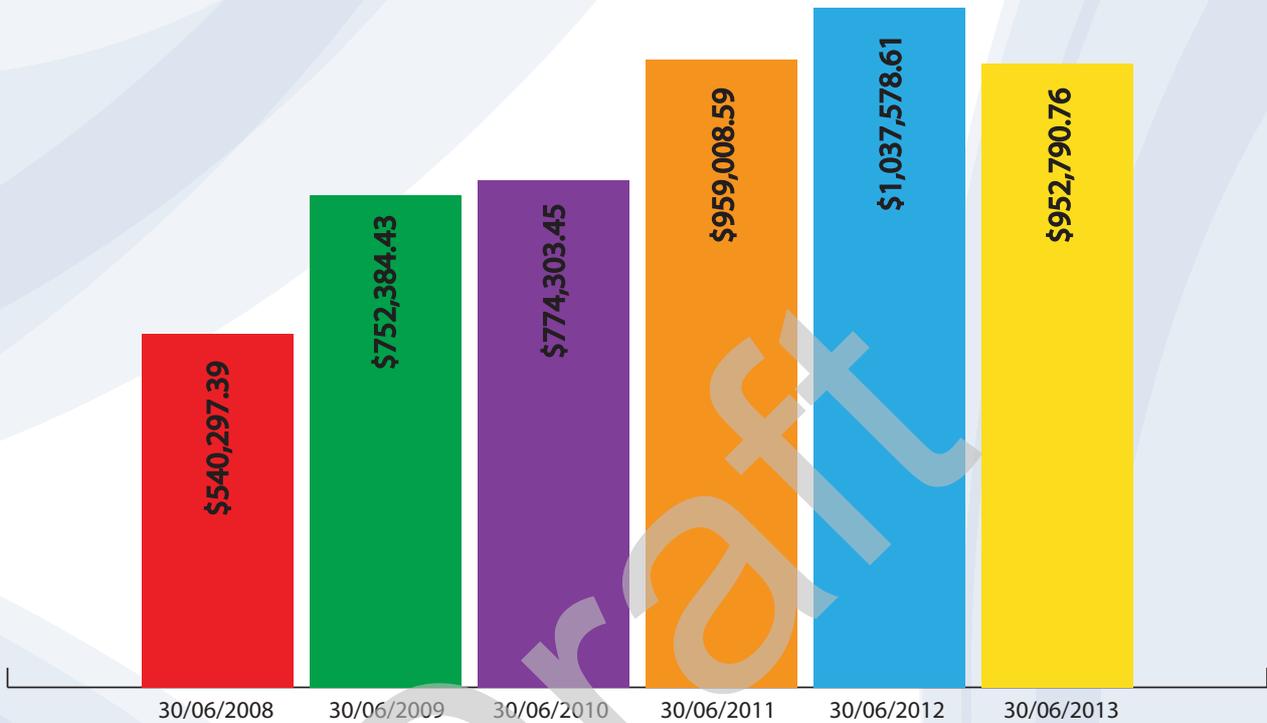
The North Burnett Region was severely impacted by natural disaster at the beginning of 2013. A number of ratepayers were affected throughout the region and, in some cases, resulted in an increase in non payment of rates.

OVERDUE RATES COMPARISON

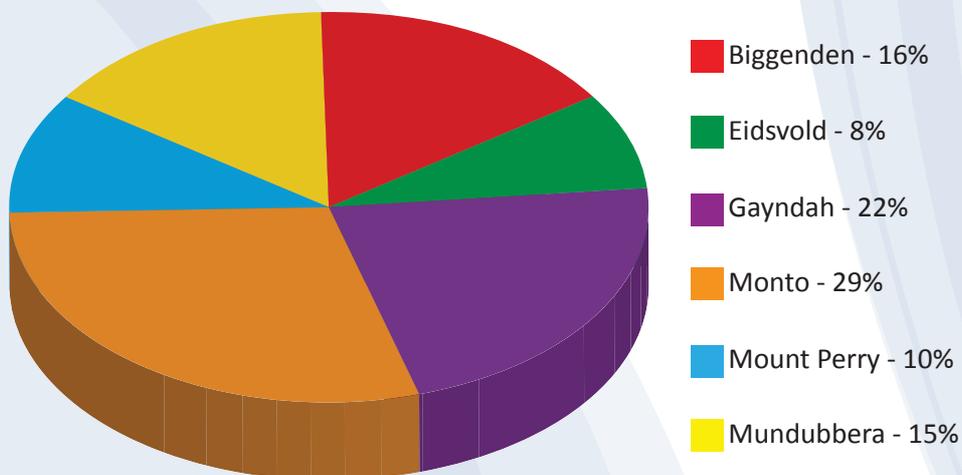


OUR ACHIEVEMENTS IN CORPORATE SERVICES

OVERDUE RATES COMPARISON
FROM 2008 TO 2013
(EXCLUDING SUPPLEMENTARY LEVIES IN YEAR ENDING JUNE 2013)



RATES PERCENTAGE OUTSTANDING AS AT 30 JUNE 2013



OUR ACHIEVEMENTS IN CORPORATE SERVICES

BREAKUP OF RATES OUTSTANDING AS AT 30 JUNE 2013

	30/06/2008	30/06/2009	30/06/2010	30/06/2011	30/06/2012	30/06/2013	% Decrease
Biggenden	\$53,576.34	\$67,494.79	\$100,064.22	\$135,687.23	\$163,669.95	\$164,342.81	-0.41%
Eidsvold	\$45,282.21	\$88,131.83	\$89,557.87	\$87,904.28	\$75,269.58	\$83,831.78	-10.21%
Gayndah	\$208,310.28	\$232,090.98	\$147,058.88	\$206,313.56	\$223,563.43	\$225,613.36	-0.91%
Monto	\$162,829.65	\$266,703.92	\$312,323.09	\$357,552.19	\$364,555.64	\$297,399.47	22.58%
Mount Perry	\$27,750.83	\$47,224.86	\$56,426.40	\$85,580.20	\$87,863.72	\$102,845.79	-14.57%
Mundubbera	\$42,548.08	\$50,738.05	\$68,872.99	\$85,971.13	\$122,656.29	\$157,342.21	-22.04%
TOTAL	\$540,297.39	\$752,384.43	\$774,303.45	\$959,008.59	\$1,037,578.61	\$1,031,375.42	0.60%

BREAKUP OF ARREARS AS AT 30 JUNE 2013

1st LEVY- Ending 31 Dec 2012	2nd LEVY- Ending 30 Jun 2013	1 YEAR- 2012	2 YEARS- 2011	3 YEARS- 2010	4 YEARS- 2009	5 YEARS- 2008	5+ YEARS from 2007	SUPP LEVIES	TOTAL INTEREST ACCRUED	TOTAL
163965.85	424498	156286.75	56636.14	18450.47	6631.55	3247.5	4397.56	78584.66	118676.94	1031375.42
15.90%	41.16%	15.15%	5.49%	1.79%	0.64%	0.31%	0.43%	7.62%	11.51%	100.00%

TOTAL NUMBER OF ASSESSMENTS IN ARREARS COMPARISON FROM 2010 TO 2013

	30/06/2010	30/06/2011	30/06/2012	30/06/2013
4 Years and Over	12	20	19	11
\$ Figure	\$7,499.71	\$15,829.87	\$23,145.73	\$14,276.61
3 Years	16	19	20	11
\$ Figure	\$5,235.28	\$22,493.46	\$16,205.68	\$8,039.77
2 Years	23	42	43	33
\$ Figure	\$24,879.06	\$33,099.71	\$39,442.35	\$33,377.12
1 Year	82	94	91	78
\$ Figure	\$57,635.74	\$72,471.95	\$85,455.15	\$65,628.59
Less than 1 Year	319	338	251	449
\$ Figure	\$224,497.79	\$237,477.50	\$229,580.30	\$356,002.55
TOTAL	452	513	424	582

OUR ACHIEVEMENTS IN CORPORATE SERVICES

RECORDS MANAGEMENT

Our records staff manage all Council records from creation to disposition. The records department is an even busier unit consisting of two extremely efficient female staff instead of the normally four busy staff.

STAFF

During the year records farewelled the Records Coordinator, Kent Burchard, who has gone on 12 months leave, and also Shannon Wykes who has taken up the position of Administration Officer to HR and the WHS Officer. However, records has welcomed back Learne Sims who has been relieving at customer service for the last 9 months.



Records staff: Karen Cooney & Learne Sims

ACCOMPLISHMENTS

1. Staff attended an 'Information Privacy' training course in Brisbane which assisted them in gaining useful knowledge in information privacy and privacy laws.
2. Records Coordinator, Kent Burchard and Records Officer, Karen Cooney completed their Certificate IV in Records Management, which was assisted by a State Government grant designed to up-skill workers
3. Council's electronic Document Records Management System (eDRMS), InfoXpert, is undertaking a major overhaul ie: bulk change of document which will help records staff manage the extreme amount of generic documents Council staff generate.
4. 127 boxes of temporary records were destroyed according to the Queensland State Archives Retention and Disposal schedule and guidelines. Records staff are working through a storage shed in Biggenden and have 68 boxes ready for disposal.
5. Six new staff members have visited the Records Office for one on one training. Training of Licenced staff is still ongoing.

STATISTICS

	2011/12	2012/13	Variance
Inwards Correspondence	10,011	12,897	28.82%
Service Requests	1,889	2,866	51.72%
Total documents registered to infoXpert	67,164	101,926	51.75%

OUR ACHIEVEMENTS IN CORPORATE SERVICES

LEARNING AND DEVELOPMENT

Council has continued to host a number of apprentices and trainees within our six communities during the last twelve months. Unfortunately Council was unable to replace apprentices and trainees that completed within these last twelve months due to cuts in State Government funding that was usually given to Council for apprentices and trainees.

In the 2012/13 period Council increased its retention rate by retaining three apprentices into full time employment; one trainee into fulltime work and another trainee on a twelve month full time contract. By retaining these apprentices and trainees, Council is not only able to utilise all the training given to the apprentice over a four year period or the trainee given over a twelve month period, but we retain staff that want to and enjoy working for Council in their chosen area.

Council has been fortunate to secure funding from the Local Government Traineeships (LGT) Program, as part of the joint Government and Industry Skilling Response package, to support local government authorities across the state in rebuilding and recovering from the flood and storm impacts of the aftermath of ex-Tropical Cyclone Oswald.

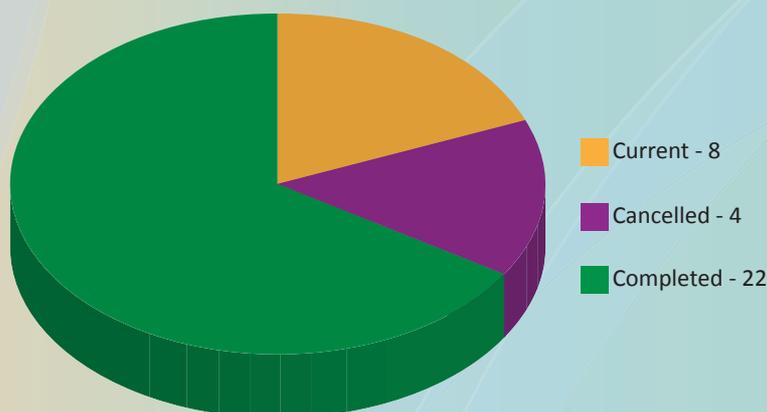
Under the LGT program, 120 funded positions were available. Council has bid for three (3) positions and have successfully secured those positions. These positions will be for trainees undertaking a Certificate III in Business Administration.

The three trainee positions will help in areas of flood recovery works or will replace staff members that have moved over to work in flood recovery work. These new trainee positions will commence before the end of 2013.

APPRENTICE/TRAINEE RETENTION RATES



APPRENTICES/TRAINees FOR 2012/13



OUR ACHIEVEMENTS IN CORPORATE SERVICES

Qualification	Name	Commencement Date	Completion Date	Location	Status
Certificate III Business Administration	Joanna Pickering	9 January 2012	7 January 2013	Eidsvold	Completed
	Alisha Yeates	7 November 2011	5 November 2012	Eidsvold	Completed
	Katie Callahan	9 January 2012	7 January 2013	Gayndah	Completed
	Shannon Wykes	9 January 2012	7 January 2013	Gayndah	Completed
	Samantha Seabrook	9 January 2012	7 January 2013	Gayndah	Completed
	Laura Kling	9 January 2012	7 January 2013	Monto	Completed
	Tiffany Abderhalden	30 August 2011	18 September 2012	Monto	Completed
	Hannah Cooke	9 January 2012	7 January 2013	Monto	Completed
	Cleo Gerdes	8 November 2011	6 November 2012	Mt Perry	Completed
Certificate II Horticulture	Adrian Doessel	23 March 2011	21 March 2013	Mundubbera	Completed
Certificate III Horticulture	Lindsay Collins Jr	16 January 2012	14 January 2014	Eidsvold	Current
	Robyn Kummerfield	29 August 2011	27 August 2013	Mundubbera	Completed
Certificate II Library & Information Services	Charlotte Pitt	6 February 2012	16 July 2013	Gayndah	Completed
Certificate III Library & Information Services	Eleanor Butler	3 January 2012	1 January 2013	Mundubbera	Completed
	Fe Domingo	9 January 2012	7 January 2013	Monto	Completed
Certificate III Tourism	Karla Benecke	11 July 2011	9 July 2013	Monto	Completed
Certificate III Water & Wastewater	Jodran Giddins	4 July 2011	2 July 2013	Gayndah	Completed
Certificate III Road Construction & Maintenance	Nathan Beezley	29 August 2011	27 August 2014	Eidsvold	Cancelled
	Robert Duncan	6 September 2010	4 September 2013	Biggenden	Completed
	Bernard Gooda	29 August 2011	27 August 2014	Eidsvold	Cancelled
Certificate III Bridge Construction & Maintenance	Karl Bauer	29 August 2011	27 August 2014	Eidsvold	Current
	Bert Beezley	29 August 2011	27 August 2014	Eidsvold	Current
	Lindsay Collins	29 August 2011	27 August 2014	Eidsvold	Current
	Cassius Collins	29 August 2011	27 August 2014	Eidsvold	Cancelled
	Jay Pope	29 August 2011	27 August 2014	Eidsvold	Cancelled
Certificate III Automotive-Heavy Vehicle	Adam Childs	19 July 2010	18 July 2014	Mundubbera	Current
	Danny McColm	21 August 2011	30 December 2014	Mundubbera	Current
Certificate III Diesel Fitter	Graham Bell	19 January 2008	23 December 2012	Mundubbera	Completed
	Lorton Ferris	9 January 2012	7 January 2016	Biggenden	Current
	Dustin Graving	22 November 2011	17 January 2015	Monto	Current
	Adam Smith	17 March 2009	15 March 2013	Biggenden	Completed
Certificate III Plumbing	Ashley Augustine	16 February 2009	14 February 2013	Mundubbera	Completed
	Nathan Balshaw	20 April 2009	3 August 2013	Mundubbera	Completed
	Louas Benecke	11 February 2009	14 September 2012	Monto	Completed

OUR ACHIEVEMENTS IN CORPORATE SERVICES

WORK HEALTH & SAFETY

The 2012/13 period has continued to provide challenges for the implementation and continuing improvement of Council's work health and safety.

Again there have been personnel changes in our department with Kathleen Huth appointed as shared Administration Officer, but moving to another role at the end of the period.

STATISTICS

	2009/10	2010/11	2011/12	2012/13
Days lost	707	346	244	233
Claims	17	17	16	11
Total Injuries	49	160	39	36

AUDIT

Following the audit conducted by LGW in June 2012 it was decided to retain a consultant to conduct a comprehensive WHS Audit. This audit was conducted in September 2012. The audit findings confirmed the shortcomings identified by the previous LGW Audit:

- SafePlan Safety Management System required comprehensive update and review;
- Consultation, including establishment of Work Health and Safety Committee and Health and Safety Representatives;
- Emergency planning;
- Hazardous chemical management;
- Signage in general;
- Electrical safety – test and tag and RCD testing; and
- Housekeeping, storage practices.

Considering the audit recommendations it was decided to adopt an updated version of SafePlan provided by the consultant. This has been reviewed and modified to our requirements and has been integrated into the InfoXpert system with a link from the front page ensuring ready access to current documentation.

Health and Safety Representatives (HSRs) are in place and are to be commended for taking an interest in Health and Safety at North Burnett Regional Council. The HSRs are:

- Biggenden - Chris D'Esposito
- Eidsvold - Billie Jean Jacobs
- Gayndah - Sue Paul
- Monto - Kim Green
- Mount Perry - Trevor Clarey
- Mundubbera - Suzie Keunie

The Health and Safety Committee met on 19 June 2013 and was chaired by management representative, Director of Corporate Services, Les Hotz. Statutory HSR training is scheduled for August 2013.

ACHIEVEMENTS

- The updating of emergency and evacuation planning has begun with most Gayndah buildings evacuation plans prepared in line with the current required format. Buildings in the other centres are still to be done and this will require considerable time.
- A hazardous chemical inventory has been completed and forwarded to ChemWatch to integrate and update our Chem Gold system. Once this is done individual site registers with required Safety Data Sheets (SDS) and risk assessments will have to be prepared and distributed and this will also require considerable time. Works supervisors have been provided with current registers, SDS and risk assessments for their site documentation.
- Signage is being progressively updated and the completion of emergency planning and hazardous chemical management updates will identify further signage requirements.
- The testing and tagging of electrical equipment has received more attention with most now being up to date, however the availability of qualified personnel and equipment can result in items being missed and some tagging being out of date. Regular testing and recording of RCD safety switches requires more attention at a lot of sites.
- From observation, housekeeping and storage practices seem to be improving but it needs to be maintained and in some cases further improved.

OUR ACHIEVEMENTS IN CORPORATE SERVICES

CHALLENGES

- Maintenance and upgrade of SafePlan WHS Management System in accordance with current legislation and standards including improving compliance with health and safety areas identified by audits;
- Ensuring emergency planning complies with current standards;
- Ensuring hazardous chemical management complies with required standards;
- Improving hazard reporting and ensuring that hazard inspections are conducted regularly and issues are followed up; and
- Ensuring resourcing and management of specific safety related training such as First Aid and Take 5s and task specific training including plant operation, traffic management and traffic control. Implementation of procedures and processes to ensure verification of operator competency.

Moving forward, with our SafePlan safety management system documentation largely in place and up to date, we are concentrating on emergency planning and hazardous chemical management as well as making sure our hazard and risk management are improved and complied with.

A follow up audit should be conducted in second quarter 2013/14 to benchmark with our previous audit and establish priorities for further improvement.

INFORMATION TECHNOLOGY

IT staff have had another busy year ensuring that Council's technology infrastructure operates capably and reliably while rolling out new technology to promote efficient work.

GAYNDAH TELEPHONE SYSTEM

In late 2012, the existing Commander/Nortel phone system at the Gayndah offices and depot were replaced with a Siemens HiPath phone system. Following this changeover, all of Council's phone systems are now the same model and integrate tightly with one another.

As a result of this installation, all staff now have access to the full suite of capabilities including voicemail boxes and callbacks.

SERVER INFRASTRUCTURE

For a variety of reasons, Council's data storage capacity requirements have risen substantially over the past few years. This year an additional storage device was purchased which takes total server data capacity from 6.28Tb (terabytes) to 15.7Tb.

CABINET CLEANUP

Work has been undertaken throughout the year in an effort to clean up "cable spaghetti" which has built up in many offices over the years. New cabinets and network switches were installed in Biggenden, Eidsvold and Mt Perry offices, with more work to be undertaken in Mundubbera at a later date.

PHOTOCOPIER REPLACEMENTS

New Konica Minolta photocopiers were purchased for the Gayndah and Eidsvold offices during this year to further standardise Council's printer lineup.



OUR ACHIEVEMENTS IN CORPORATE SERVICES

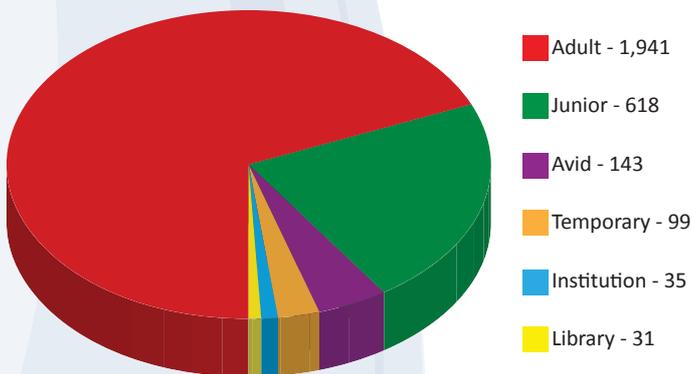
LIBRARIES

2012/13 has been another busy year for our libraries with a total of 66,905 visitors to our branches and a total of 383 new members.

INTER LIBRARY LOANS

Over the reporting period we placed 2,201 requests and received 2,308 items from other libraries outside the North Burnett region. Although these numbers have gone down slightly compared to the previous year, it shows that there is still a need to have reciprocal borrowing arrangements with other libraries to fully satisfy our customer requests.

TOTAL MEMBERSHIP AS AT 30 JUNE 2013 = 2,867



SUMMER READING CLUB

One of the popular programs we offered, was the nationally recognised, Summer Reading Club (SRC). The SRC is organised by State Library and public libraries throughout Australia. This year we had a total of 44 children participate and enjoy the theme of 'Untangled Tales'. The benefit of the SRC is that children don't have to physically be in the library to be a part of it as there are activity books, games and craft activities that can be accessed via the SRC website.

STATISTICS

	2009/10	2010/11	2011/12	2012/13
New Members	590	442	379	383
Lending (Loans & Renewals)	61,046	56,087	55,741	44,287
Returns	62,406	58,640	57,343	53,694
Reservations	5,299	5,913	5,828	5,385
Lending Stock	26,526	23,900	19,842	19,555
Visitors	-	-	59,130	66,905
Events/Programs/Displays	-	-	8	44

OUR ACHIEVEMENTS IN CORPORATE SERVICES



READING TENT - THE WONKEY DONKEY

During November, our Mundubbera branch got to participate in the storytelling event of 'The wonkey donkey'. This event was organised by Lauren Sparrow, Family Support Officer from the Mundubbera Community Development Association who provided the reading tent and organised the children, advertising and wonky donkey activity. Our Mundubbera branch provided the storytelling, honky tonky hats & props, while our library friend Dave Holleran, provided the music and wonky donkey hokey pokey. Everybody else provided the actions, moves and donkey braying. The three reading 'performances' were a success and accessed over 80 children.



HOLIDAY ARTS'N' CRAFTS

As a small town with not much to offer children during the school holiday period, our Eidsvold branch has become the place to be. It offers free art'n'craft activities every school holidays to promote an outlet for creativity, social gathering and life-long learning. During the July and September school holidays we had a total of 33 children participate in sessions some of which included papier machet tropical islands, egg carton ants, and paper bead jewellery.



Draft

COMMUNITY & CULTURAL SERVICES

OUR ACHIEVEMENTS IN COMMUNITY & CULTURAL SERVICES

ECONOMIC DEVELOPMENT

We deliver economic development through the North Burnett Region Futures Program (NBRFP). This program is dedicated to generating the economy of our region through:

- Strategic economic development planning;
- Supporting local jobs and skills planning that builds community capacity and resilience; and
- Developing, facilitating and administering specific economic development projects and initiatives.

The program is guided by the *Economic Development Plan for the North Burnett Region 2009-2012 - The North Burnett Region: A Centre for Rural Innovation*.

The NBRFP is delivered by Starfire Solutions who have provided four part-time consultants; Neil McPhillips, Meredith Jackson, Peta Jamieson and Lisa Wain. The program reports to the NBRFP Advisory Committee. Membership of the committee includes Cr Don Waugh (Mayor), Cr Lofty Wendt, Cr Paul Francis, CEO Mark Pitt and the Director of Community and Cultural Services, Andrew Jackson, is the Facilitator of the Committee.

STRATEGIC ECONOMIC DEVELOPMENT

In the wake of the natural disaster flood event in early 2013, the NBRFP played an instrumental role in coordinating the North Burnett Economic Recovery Subgroup meetings and, importantly, associated development of and oversees reporting by all agencies against the associated implementation action plan.

Since meeting immediately following the natural flood disaster, the North Burnett Economic Recovery Subgroup has provided an effective means of ensuring a high degree of cross government coordination and communication with affected members of the community and business/industry. Some key initiatives undertaken include:

- Assisting Council in the coordination and marketing of the Blaze Aid meetings held in Mundubbera, Eidsvold, Gayndah and Biggenden after the flood event. Approximately 120 people attended the Mundubbera meeting, approximately 30 attended the Eidsvold meeting and approximately 15 people attended both the Gayndah and Biggenden meetings.
- Flood recovery forum in Mundubbera with approximately 120 community members attending.
- Additional flood recovery forums held in each of our other five towns during the period 13-15 March (after being postponed from further flooding events) with 15-30 community members attending each forum.



Flood recovery forum - Mundubbera

At a local level, other strategic activities during 2012/13 included:

- Economic development plan review;
- North Burnett region economic profiling;
- Resource sector opportunities, including North Burnett Region Minerals Province;
- Strategic airport/aerodromes review;
- Paradise Dam development plan;
- Centre for rural innovation concept development
- Government engagement; and
- Regional representation at presentations and forums.

Program consultant, Neil McPhillips, is also Chair of the Wide Bay Burnett Region Economic Development Advisory Committee (WBBREDAC). This committee is working towards the implementation of major projects for the whole of the Wide Bay Burnett region which should have a positive impact on the North Burnett. These projects include:

- Establishment of a centre for rural innovation;
- Digital economy support for business and industry;
- Branding and marketing of the Wide Bay Burnett region for business and residential attraction;
- Development of eco/experiential tourism for the Wide Bay Burnett region; and
- Long-term regional economic development scenario planning.

OUR ACHIEVEMENTS IN COMMUNITY & CULTURAL SERVICES

Considerable savings have been achieved through our active participation on WBBREDAC during 2012/2013 including:

- 18 *Grow Your Business Online* workshops held in late 2012 in Fraser Coast, South Burnett, North Burnett, Gympie, Bundaberg and Childers with on average approximately 25 participants attending each session.
- Independent broadband testing that will clearly detail the current service provided by the main telecommunication network carriers (e.g. Telstra, Optus) not only in terms of the service they provide but also importantly, coverage across our region which has resulted in an approximate saving of \$20,000 should Council have proceeded with this work independently.
- Regional endorsement for an attraction and retention brand: *'Wide Bay Burnett - Your Perfect Place At Your Perfect Pace'* that was showcased at the Regional Lifestyle Expo.
- Commencement of the Rural Innovation Project with local businesses engaged as clients to receive one-on-one business support.
- Economic impact modelling services secured as part of a regional contract that resulted in an approximate saving of \$4,000 should Council have proceeded to engage these services independently.



Grow your own business online workshop - Mundubbera

REGIONAL ECONOMIC DEVELOPMENT ACTIVITY

On-the-ground economic development plays an important role in the development of a region's economy. Our region's economy has a high reliance on very few industry sectors, demonstrating a lack of industry diversity. The issue of economic diversity is important to address and is therefore a basis for activity to ensure future regional sustainability.

Economic development projects are designed to assist the region's economy by capitalising on the region's current strengths, such as agriculture, mining and manufacturing, whilst at the same time, seeking new and emerging opportunities that might fill gaps in the regional economy.

A key ongoing priority is a recognition that the flow on effects of the 2011 and more recently the 2013 flood disaster will continue to affect businesses and community organisations in our region.

During 2012/13, regional economic development activity included initiatives such as:

- Growing the Burnett engagement activities
- Engaging with business/industry to demystify the rules associated with Council's procurement arrangements;
- Supporting the Burnett Bunyips initiative; and
- Business engagement through business breakfasts, business training and workshops and one-on-one business visits and assistance.

The North Burnett Region Futures Program coordinated a *Growing the Burnett - Future of Food in the Burnett* forum and luncheon in November 2012 in Gayndah. Exactly 32 community members attended the forum and heard from guest speakers who included Alexina Jonson of *'Seasons of the Sun'* (Sunshine Coast Regional Council Initiative), Ray Palmer of *'Symara Organic Farm'* and Anne Michael of *'Finding Common Ground'*. Then in early 2013 in partnership with Growing the Burnett, the North Burnett Region Futures program co-facilitated a series of *North Burnett Local Fresh Foodies* dinners in Monto, Gayndah, Biggenden and Mundubbera which were well attended with approximately 94 interested parties attending the dinners. The final dinner was held on 24 January 2013, three days before the flood event.



Future of food in the Burnett forum - Monto

OUR ACHIEVEMENTS IN COMMUNITY & CULTURAL SERVICES

Given the important role Council has across the region as a local/regional purchaser of services, the North Burnett Region Futures Program has focused on demystifying the rules and regulations regarding procurement by delivering the following initiatives:

- Developing a *Doing Business with Your Local Council Guide* for external customers/businesses which was launched and promoted at the flood recovery town hall forums in February 2013;
- Developing a procurement process flowchart, updating Council's employee handbook and facilitating a upskilling workshop for internal Council staff;
- Council's website updated to include the *Doing Business with Your Local Council Guide*; and
- External State Government/North Burnett Regional Council upskilling sessions with industry/business sector scheduled but were cancelled due to the floods and low number of people registered to attend.

In partnership with Council, a second suite of the *7 Resilience Strategies to Maximise Business* workshops were facilitated in April and May 2013. Running for five weeks, these workshops were designed and specifically contextualised to introduce to businesses and community organisations seven strategies to combat the ongoing effects of the floods and economic downturn and importantly build resilience to continue to provide their essential services to the region. During 2011/12 and 2012/13 a total of approximately 124 business people participated in the Stage 1 and 2 workshops and received practical one-on-one business support.



Building business resilience workshops - Mundubbera & Biggenden

The North Burnett Region Futures Program (NBRFP) has continued to maintain its very successful business and industry contact database which has grown from 544 subscribers this time last year to 673 businesses/individuals now registered. A total of 27 e-newsletters during 2012/13 have been sent updating recipients about a range of

initiatives currently being offered. The program has also continued to grow and support a successful means of digital communication through the *North Burnett Region Futures* Facebook page which has proven to be a great means of communication and dialogue with a total of 121 likes, an almost 200% increase since 2011/12.

JOBS AND SKILLS DEVELOPMENT ACTIVITY

Council understands the connection between economic development activity and skills development efforts and was successful in organising the North Burnett's first *New Entrant Truck Driver Program* held at the RM Williams Australian Bush Rural Learning Centre which resulted in 14 participants working towards a HR truck licence and a national transport skills set.



New entrant truck driver program participants

The NBRFP was also successful in securing two *Leading and Working Well Together* workshops which provided more than 30 participants with the ability to expand their leadership and communication skills. The University of Queensland Gatton Vocational Education Centre (G-VEC) in collaboration with Growcom and the Queensland Government offered comprehensive training in a two day workshop fully funded through Skills Queensland. The workshop covered topics such as: effective communication that will develop trust, respect and confidence, identifying and analysing difficult situations and taking suitable actions, managing conflict constructively, guiding and supporting colleagues managing poor work performance and effectively operating as a team.

A number of successful initiatives that have taken place in the region during the year include:

- Jobs and information workshops for Queensland workers were held in late 2012, in the wake of public service redundancies in Queensland. These workshops were aimed at helping workers find new jobs and minimise the flow-on impacts to non-government

OUR ACHIEVEMENTS IN COMMUNITY & CULTURAL SERVICES

organisations that will no longer have access to State Government funding to deliver services to Queenslanders.

- Customer service skills workshops were organised in collaboration with the National Retail Association, at which time 15 people participated and gained a nationally accredited skill set including:
SIRXSL004A - Build relationships with customers;
SIRXCS003A - Coordinate interaction with customers;
SIRXSL001A - Sell products and services.

MONITORING AND MEASURING ECONOMIC DEVELOPMENT

To ensure the activities and initiatives being progressed are delivering tangible economic change across the North Burnett region, the performance indicators detailed in the following table are annually reviewed and associated programs tailored to address identified areas for improvement.

In early 2013 the *North Burnett Regional Economic Profile 2013* was developed and released onto Council's website. Some of the key highlights in this report include:

- The Gross Regional Product has remained positive and was estimated at \$641.5 million in 2011/12, whilst real annual growth in GRP was 3.1%.
- The estimated number of employed persons was 6,394 in the September quarter 2012, which represented a significant annual increase of 477 persons, or 8.1%.
- The unemployment rate was 3.6% in the September quarter 2012, a fall of 0.3 percentage points from the level recorded 12 months previously. Unemployment in the region is well below the averages for Brisbane (5.2%), Queensland (5.6%) and Australia (5.2%).
- The participation rate (i.e. the proportion of the resident population aged 15 and over in the labour force) was estimated at 75.1% in 2011, which was significantly higher than the rate for Queensland (68.2%).
- The number of dwellings approved in the region was 14 in the year to the December quarter 2012, which represented a decrease of 44.0% from the level recorded in the year to the December quarter 2011 (25).
- The estimated total turnover of all industry in the region was \$515.3 million in 2010/11, representing a slight annual decrease of 1.6%, whilst the average turnover of all businesses was approximately \$314,000 (up 0.9%).

- The most recent ABS Australian Business Register indicated there were 1,641 business entities registered in June 2011, which represented a small annual decrease of 2.5% from the level in June 2010 (1,683).
- Per capita income for the region was estimated at \$16,398 in 2009/10, representing an annual increase of 3.8% from the level recorded in 2008/09 (\$15,800).
- The average wages and salaries income increased annually by 5.9% to \$34,092 in 2009/10.
- The estimated resident population of the region was 10,342 in 2011, representing a slight annual decrease of 0.7% from the level recorded in 2010. The North Burnett region comprised 3.7% of the population of the Wide-Bay Burnett region and 0.2% of Queensland in 2011.

TOURISM

Major Achievements for 2012/13

- Council partnered with the Australia A3 Country Way Committee and the Bundaberg North Burnett Regional Tourism Board to design and install new Australia's Country Way signage for the A3 Highway. New billboard signage for Biggenden was also designed and installed.
- Council facilitated the commencement of the *Cycle Qld 2012 - Gayndah to Noosa Rally* in September 2012.
- Council successfully partnered with the CMCA Solos Network for their Biggenden Rally in April 2013.

DIGITAL TOURISM STRATEGY

Council formed a partnership with the Bundaberg North Burnett Regional Tourism Board and the Bundaberg Regional Council to develop the Digital Tourism Strategy. This strategy has been created and in 2013 will see the progressive rollout of its key features. The strategy has been developed to provide advice to Councils on how to meet the challenges of providing high quality, relevant marketing information to visitors to our regions.

The strategy will create a fully integrated digital information system for the Bundaberg North Burnett Region. The system will consist of existing destination website, mobile website, a new App (tablets and smartphones) and a network of strategically placed touchscreens. The first touch screen in the North Burnett region is to be installed at the RMW Australian Bush Learning Centre in 2013.

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The strategy will also engage a greater representation of the region's tourism and businesses to provide information to consumers in a format that is relevant. Recent studies have shown that Visitor Information Centres (VICs) attract 5-10% of visitors to the region and this solution will reach a much wider audience from the time of pre-planning to arrival and travel in the region. This is particularly important for our region as the drive market is our core business and most of our business takes place off the main highways.

Partners:

Bundaberg North Burnett Tourism Board, Bundaberg Regional Council and North Burnett Regional Council.

Key Outcomes

1. Maximise the use of digital technologies in promoting Drive Tourism experiences and providing accurate and user friendly visitor information to the consumer by:
 - increasing the use of digital technologies including mobile devices, digital signage and information booths to meet the needs of the drive market;
 - continuing to work with tourism and local businesses to develop their digital capacity including the development and delivery of integrated digital marketing;
 - reviewing the existing suite of drive tourism related websites and smartphone applications to confirm a preferred approach to drive tourism;
 - encouraging a coordinated approach to application development and use of the ATDW information
2. Importantly, tourism and local businesses must build their business capacity and embrace new technologies in line with changing consumer demand and the implementation of this strategy will provide opportunities to strengthen the region's economy by encouraging travellers to take a driving holiday in the Bundaberg North Burnett Region.
3. Continue to work with our region's accredited VICs to improve the delivery of unbiased traveller information and encourage them to embrace opportunities to present and distribute information digitally.

Consultation has already taken place with the North Burnett Regions tourism stakeholders with the majority ready to sign up to the program.

RM WILLIAMS AUSTRALIAN BUSH LEARNING CENTRE

VISITATION

The RM Williams Australian Bush Learning Centre has experienced good visitor support with increases far exceeding previous years.

	2010/11	2011/12	2012/13
Within Queensland	-	2,235	6,622
Outside Region	-	900	-
Other States	-	521	988
Overseas	-	-	185
Total	-	3,656	7,795

The majority of the visitors are retired travellers undertaking their annual migration from the southern States to the warmer climate of Queensland from April to October.

The visitor numbers include 1800 people who attended the ROC-Up Concert in October 2012, with about 1300 being from the North Burnett region. There has been good support from motorhome groups, caravan clubs, car clubs, local schools, bus tour groups, service clubs, tourism groups, hospital and aged care groups.



Wide Bay Wanderes Motorhome Group overnight camp

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TRAINING

The learning room facility has held 70 events during the year with the highlights being:

- Silver chain-link jewellery making workshops;
- Whip making and leatherwork workshops;
- Writing made easy workshop;
- Tourism Queensland supported digital online training workshops 4 and 5;
- Truck driver training;
- First aid training;
- RACQ Operator training;
- Rural Fire Service Personnel training;
- Burnett Catchment Care grass identification workshop;
- UQ Gatton Leadership course;
- Community flood recovery forums;

- Government services community meetings;
- RMW Board and Friends of RM meetings; and
- Other community meetings and functions.

GALLERY EXHIBITIONS

There were seven gallery exhibitions for the year with very good reviews from the public. The variety of exhibitions is regularly changing from art objects of recycled steel to historical and nature themes to photography to paintings and sculptures. This diversity creates ongoing interest and encourages repeat visits by travellers and locals alike. Our loyalty card system has worked well with local people taking advantage of the system to bring friends and family into the district and into the centre. A number of North Burnett schools visited the centre during the year, particularly when the historical and nature themed exhibitions were on display.



'Mangroves and mud' exhibition

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'Goldfields' exhibition – old miner's tent (aged over 90 years)

RADF PROJECT

The RADF funded *Indigenous Stockman's Oral History* project commenced in January 2012 and set out to engage the North Burnett Indigenous communities and provide members of those communities with the skills, confidence and equipment to record the history and stories of the incredible contribution that the indigenous people made to the success and growth of the pastoral industries in the region. The project also aimed to make these stories available to the general public and future generations by developing a touch screen presentation to be housed and displayed as part of the RM Williams Interpretive Centre and to be archived locally and in State and Federal libraries. The project was launched on the 1 March 2013 with the new touch screen now taking pride of place in the interpretive centre. The wonderful stories and images are many and varied and focus on those families who agreed to participate in the project.

SPECIAL EVENTS

The Friends of RM Inc. are active and in partnership with the Centre's team, held a one day *'Bush Spirit Festival'* event on the 29 September 2012 with about 200 attending and again on the 1 June 2013, this time with over 650 attendees; a mixture of locals, day trippers and grey nomads. The committee is now planning to hold this event once every two years. The June 2013 event was held in conjunction with Queensland Week and was funded by a grant from the Premier's Department and sponsorship from the Bendigo Community Bank and North Burnett Regional Council. The Friends of RM also ran a very successful photo competition at each of the events with 50% higher entry numbers than 2013.

Our ROC-Up Concert was held on the grounds of the centre on the 13 October 2012 with an estimated crowd of 1800 people. The audience was entertained for six hours with music, dance and circus performers and numerous stalls.

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Col Wade & team – Bush Spirit Festival



Billy tea & damper – Bush Spirit Festival



Guy McLean performing at the Bush Spirit Festival

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NEW EQUIPMENT AND CAPABILITY

The RMWABLC marquee, purchased in the 2011/12 year, was structurally damaged by a wind storm at a North Burnett function and was replaced.

Local shows and horse sports in the region have been targeted to promote the Centre and the strong affinity with rural industry and traditions.

QGC funded iPads have had some use by local organisations and are available for the public to access.

New signage for the Centre, made possible by the A3 Country Way Tourism route funding, has been erected at the three entrances to the town of Eidsvold.

The Friends of RM Inc. supports the centre activities through fund raising and event management in partnership with Council and centre staff. This partnership provides innovative opportunities for the centre, the community and the region.

STAFFING

Over the past year the centre has been run by a full time manager with two part time staff. A trainee administration officer was employed up until December 2012. This officer is now employed casually, on an as required basis. Staffing levels are set to accommodate the current budget parameters and the evolving customer service environment.

STRATEGIC DIRECTION

In April 2013, a decision was made to close the centre on Sundays. It now operates six days a week. The decision was made to reduce the cost of wages associated with weekend penalty rates. It has also become apparent that the grey nomads are spending less with the current economic climate and the higher costs in running their rigs.

The board and company of RM Williams Australian Bush Learning Centre Ltd has been dissolved and replaced with the RM Williams Australian Bush Learning Centre Advisory Committee. It is made up of representatives from the North Burnett Regional Council and Friends of RM Inc.

The Advisory Committee will be expanded to include local representatives from the Indigenous community and from the education sector.

A strategy of improved media, web and social media profiling along with annual events and a close working relationship with the Friends of RM Inc. and the other community groups such as the Eidsvold & District Historical Society, Art Gallery's and the Eidsvold Aboriginal Housing Society will realise a future with ongoing innovative potential.

COMMUNITY DEVELOPMENT ENGAGEMENT INITIATIVE AND FLEXIBLE FUNDING PROGRAM (FFP)

Following a series of natural disasters (flooding, cyclone and monsoonal rain) across Queensland from November 2010 to March 2011 the Natural Disaster Relief and Recovery Arrangements (NDRRA) was activated to help support recovery. The Queensland government announced the \$20 million Community Development and Recovery Package, established for the purpose of assisting local Councils to identify and implement projects that will support their community's recovery efforts, particularly their human and social well-being, using a community development approach. Through this approach, the community had the opportunity to identify what their recovery needs were and to help them to become better prepared for any future disasters.

Components of the package included:

1. Community Development and Engagement Initiative - providing targeted funding to 17 Local Government Areas (LGAs) for 22 Community Development Officers (with brokerage funds) to be administered by Local Government Association of Queensland (LGAQ);
2. Flexible Funding Program - Department of Local Government and Planning administering grants to 73 LGAs (allocated on a prioritised and tiered basis) to implement community recovery projects to help local communities deal with the impacts of the disasters and to contribute to their disaster preparedness.

Both programs have proved very successful with the North Burnett communities and the following projects have been undertaken:

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MUNDUBBERA CENTENARY MEMORIAL GARDENS

A memorial garden was constructed in Mundubbera's Archer Park facility to provide visitors with an opportunity to reflect on Mundubbera's past flood events and to recognise the community's resilience and comradeship in challenging times. Funding for the construction works was provided through the State government's FFP with Council and the Mundubbera community involved during the construction phase. The project was officially opened as part of the Mundubbera Centenary Celebrations in March 2012.

RECOVERY CELEBRATION AND THANK YOU TO OUR VOLUNTEERS & EMERGENCY SERVICES - COMMUNITY CONCERT (R.O.C UP CONCERT)

It was during post 2010/11 flood community consultation across the North Burnett that consistent feedback was received on how fantastic it would be to invite significant performers to the North Burnett to hold a celebratory concert.

Many families and community members had suffered significantly due to a loss of income from the flood event, and beside the struggle to put food on the table at times, many did not have the luxury of spending money for family fun or entertainment.

Financial loss can cause great stress on the family unit, and as a result, filters through the entire community. Our community was also exhausted from a series of extreme weather events post the flood event and did not have the means nor the energy to provide more than the bare essentials.

Mental health service providers advised that they were experiencing an increase in incidents of stress, anxiety, depression and domestic violence, some of which can be attributed from the long lasting financial and psychological strains on the community. Many communities were witnessing the closure of businesses due to the ongoing financial challenges.

A suggestion was made to hold a large community event in central North Burnett (eg Eidsvold) to achieve the following:

- To celebrate how well we have recovered as a region, and how resilient we have become;
- To thank and acknowledge the many emergency services, government and community volunteers who have worked tirelessly over the past 14 months to assist with community recovery and education;

- To provide an opportunity for the whole North Burnett community to come together as one in a festive, celebratory environment, and to "let our hair down" for just one night;
- To provide a relaxed environment for emergency services and disaster preparedness education stalls to continue providing information and tools regarding preparedness; and
- To provide an event where community groups and not-for-profit organisations can come together for mass fund raising.

Combining all of the feedback and suggestions received from the community, the following was proposed: an invitation would be sent to significant popular artists to come to the North Burnett to perform in a concert and meet our community.

The concert

On the afternoon of the concert there was an afternoon tea meet and greet with the performers, Troy Cassar-Daley, RAW Dance and the Popcorn Pirates for some flood affected community members, Emergency Services and community flood volunteers.

Emergency Management Queensland (EMQ), emergency services and community organisations were invited to hold stalls. This was an opportunity to fundraise, educate and promote disaster awareness.

Bus transport services were contracted to provide free travel to and from the other town centres in the North Burnett. Entry was free of charge to North Burnett residents. This was truly a fantastic event and an opportunity of a life time for the North Burnett!



Popcorn Pirates

OUR ACHIEVEMENTS IN COMMUNITY & CULTURAL SERVICES

BIGGENDEN COMMUNITY GATHERING GARDENS

The Biggenden area became isolated during the 2010/11 flood event, with many travellers stranded in the Biggenden township. The main issues facing the Biggenden community were the economic impacts as a result of the flooding. The community has been working together to devise an action strategy on how they may better accommodate travellers should a similar situation arise. A shelter was erected outside the QCWA building in the main street to provide a rest area for travellers and a gathering area for the locals.

ABC Radio's garden guru, Tom Wyatt, was invited to participate in a gardening day which was held at the Biggenden Market Day. Mr Wyatt answered gardening questions and looked at various community members' brags and blunders. He then accompanied local businesses to plant flower seedlings in the town's garden pots as part of the 'Adopt a Pot' project.

Randall and Pam Barton from Bartons' Rose Farm, Kalbar, also visited Biggenden and assessed the main street's rose gardens. Upon advice from the Bartons, community members dug, replanted, pruned and fertilised the rose gardens to bring the gardens back to life and rekindle the passion to restart the Biggenden Rose Festival.

Jerry Coleby-Williams from Gardening Australia visited and also assisted with the planting of the roses as well as visiting the Biggenden State School vegetable garden plot where he answered many questions from the students, educating them in self-sufficiency and resilience.



Jerry Coleby-Williams - Biggenden

MOUNT PERRY COMMUNITY GARDENS

During public consultation, the Mount Perry community indicated strong support towards establishing community gardens within the township, with an objective to engage people in community and those that are socially isolated.

The gardens are situated within the ground of the Mount Perry Health Centre.

MONTO COMMUNITY GARDENS AND NOTICE BOARD

The Monto area was impacted in various ways during the 2010/11 flood event, with many members of the rural community isolated for prolonged periods of time. The main impacts for the Monto community were the significant financial loss in the rural farming and agricultural sector.

The Monto area was divided into two sections for the purpose of the FFP project – Monto and Mulgildie.

Participants at the Monto community consultation were keen on the community gardens concept and indicated that their preferred site was the current location of the Monto native regeneration area.

Urban residents also requested that the existing main street noticeboard be replaced. This board is utilised throughout the year by various community groups as well as during a disaster situations, providing the community with updated information.

MULGILDIE BUNYIP SHELTER AND FLOOD STORY BOARD

A consultation meeting was held with Mulgildie community representatives where an overview of the FFP and its objectives was presented. Impacts of the flood were discussed and participants were asked to raise ideas for expending FFP funding in this area which would assist with community cohesion.

The participants strongly vocalised that they identified a strong correlation with the Bunyip area development and economic stimulus of their small township. They requested that a shelter structure be placed over the existing picnic bench and table, with trees planted behind the Bunyip sculpture, in anticipation that once the trees matured, it would appear as though the Bunyip was in a swamp.

The community also requested flood story boards be erected with a proposed perspective that when standing in front of the story boards viewing the flood photographs, you could envisage the flooded plains in front of you.

OUR ACHIEVEMENTS IN COMMUNITY & CULTURAL SERVICES

POST FLOOD COMMUNITY LUNCHEON

Guest Speaker Amanda Gore proved an uplift post the flood event when she demonstrated how people can re-connect to the energy and emotional layers that really drive performance, innovation, relationships, engagement and creativity in their business and personal life utilising positive psychology, epigenetics and emotional intelligence. Amanda's lasting impact with audiences was achieved by total interaction by bonding them with laughter and thought-provoking messages.

At the *North Burnett Flood Recovery Community Luncheon*, Amanda had all 250 people letting their hair down and abandoning their inhibitions whilst speaking and acting out with their 'joy buddies'. In between the laughter Amanda spoke on the serious side of emotional and psychological recovery after such a traumatic event as the natural flood disasters and delivered some practical techniques and advice on helping yourself and others move forward. Those who attended included members and volunteers from all six of our communities and included representatives from State Emergency Services, Queensland Ambulance Service, Queensland Fire & Rescue Service, BlazeAid, Queensland Police Service and others.

SHINE FOR WOMEN

Since 1997, the *SHINE* and *STRENGTH* have been unique personal development and group mentoring tools that use an inspirational, practical and experiential approach to learning. These programs are founded upon the premise that every life counts and has intrinsic value and fosters an awareness of this belief. As a result, individuals are equipped to become effective global citizens for the future. This program was run in Mundubbera and as a result will continue to run on an annual basis.

EVALUATION AND CELEBRATION DINNER

An evaluation and celebration dinner was held in Gayndah to acknowledge the contribution that many community member and agency representatives made toward ensuring that these projects became a reality, leaving long lasting legacies for our communities.

NORTH BURNETT HEALTH AND COMMUNITY SERVICES EXPOS

A series of health and community services expos were held to assist the community with the education process towards identifying what information is available to assist with preparedness and recovery from natural disasters. The expos were partnered with existing outreach services operating in the region and combined with other existing

events (eg. Indigenous Health Information Day and senior luncheons). Participants were given preparedness bags which contained vital disaster management information.

ENGAGEMENT OF COMMUNITY RECOVERY YOUTH OFFICER – DISASTER RESILIENCE YOUTH FESTIVAL

The Disaster Resilience Youth Festival was created by the youth for the youth in partnership with key stakeholders. The festival promoted art, sports and cultural activities and offered a range of professional development opportunities for our youth to explore arts as part of the flood recovery process. The proposed activities were discussed with the children and youth to allow them to make decisions and to take ownership of the festival.

The main objective of the project was to inform, educate and empower the children and youth of how they, as individuals, can support themselves, their families and make positive contributions to their local community. The project was significant for this regional area as it involved locally provided and outreach, non-Arts based partners, and provided foundations for strengthening these relationship for years to come.

Major partners committed to this project included:

- Australian Red Cross;
- Queensland Health Mental Health;
- UnitingCare Community Counselling Services;
- North Burnett Schools, Kindergartens, Daycares;
- Emergency Management Queensland;
- Monto Community Development Council;
- Mundubbera Community Development Association;
- Skate Biz;
- South Burnett CTC;
- Red Frogs Board Riders;
- Travis Vinson & Cameron Mack – Graffiti Murals;
- Jacqueline Megaw - Screen play Director and Editor;
- Tyrone O'Riley- Circus Performance.

Activities that were run during the festival included:

- Voice Booth – creation of a voice booth that captured children and youth stories and experiences about the recent floods. The information was used as a resource to gain further insight into areas in which Council and its partners may be able to better accommodate youth, schools and families in future disastrous events.

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- Vox Pop Film Crew - a lot of the children and youth living in the North Burnett Region were severely affected by the recent floods. In order to address some of these issues, local youth stories and experiences were captured on film through film and interviews.
- Art Submissions – children and youth submitted artwork expressing their flood experiences through the theme *'Disaster seen through the eyes of children and youth'*.
- Street Art Wall - a temporary street art wall was constructed for the festival. A team of two professional street artists workshopped with the children and youth demonstrating what is appropriate and what is illegal.
- Resource booklet – creation of a booklet following the youth event containing the opinions and submissions of the youth during the event. This booklet will be utilised to better inform parents/carers, schools and the wider community of how they can support children and youth pre, during and past a disastrous event.

The Mundubbera Gallery Committee has produced a photograph book depicting 100 years of settlement in the Mundubbera region. These books are very popular and are exhibited in Gallery 2 when space is available. The gallery also sells CDs and DVDs of the books.

REGIONAL ARTS DEVELOPMENT FUND 2012-13 OVERVIEW

The North Burnett RADF program remains ever-popular, with consistent applications being received across the six centres in 2012/13. Notably, the towns with the strongest RADF Committee/Advisory Group representation produce the most applications each round.

This financial year we offered four rounds of funding, as well as quick response/out of rounds grants. The RADF Committee received 16 applications in 2012/13; the 10 successful applicants receiving \$78,294 for their combined projects. We typically receive an average of 27 applications each financial year (based on data for the past four financial years).

A financial summary of these rounds is as below:

	Allocated budget	Requested RADF amount	Total applications
Round 1	\$23,256	\$20,955	1
Round 2	\$23,256	\$34,155	7
Round 3	\$23,256	\$1,442	1
Round 4	\$23,256	\$3,246	1
Quick response (out of rounds)	\$4,000	\$40,944	5

Projects for a couple of the successful applications include:

- Youth Festivals held in Gayndah, Mundubbera and Monto;
- Leather and Silver smithing workshops in Eidsvold
- Living History Display in Gayndah; and
- Music on the Wall children's art workshops across all six town centres.

There is an emerging trend of applicants applying for significant amounts of funding for substantial, high level arts projects, such as music performance events and cultural projects requiring extensive research and project management, in addition to the smaller skill development workshops held in a day.

ARTS & CULTURAL

MUNDUBBERA REGIONAL ART GALLERY

Attendance at the Mundubbera Regional Art Gallery during the period 2012/13 has been excellent with 11,543 visitors and 56 exhibitions since the gallery opened on 19th April 2008.

During the year the gallery displayed two prominent exhibitions; "Artesian Country" from Artslink and "Essential Character of Queensland" a QRAA Exhibition from Queensland Flying Arts Inc. The Gallery has already booked four exhibitions for 2015.

The Mundubbera Art Gallery has negotiated a Memorandum of Understanding (MOU) with Gayndah Arts Council Committee. The MOU enables both galleries to hire exhibitions from Artslink at half price by splitting the exhibition fee.

Once again the gallery hosted the "Kids Art Day" in conjunction with the Queensland Art Gallery and the Gallery Committee's Social Christmas Party was held at the Royal Hotel.

OUR ACHIEVEMENTS IN COMMUNITY & CULTURAL SERVICES

While RADF enjoys a diverse range of applications each year, both the RADF Committee and Council recognises the same organisations and individuals often repeatedly apply to RADF for funding. The Committee has discussed ways of promoting RADF to new audiences through initiatives such as a NBRC RADF webpage, letterbox drop, dedicated communication with youth, schools and community groups representing indigenous and CALD cultures and e-newsletters.

A database of past RADF applicants and recipients has been created to better advertise round dates and showcase successful RADF projects, to inspire others to apply for RADF funding.

RADF COMMITTEE TRAINING AND PROFESSIONAL DEVELOPMENT

Both Cr Lobegeier and the RADF Liaison Officer attended the LGAQ Community Wellbeing Symposium in Brisbane during November 2012. This was an informative and rewarding experience, allowing us to make contacts with fellow RADF officers and key stakeholders, while also seeing and hearing about exciting arts and cultural projects taking place across the State.

The RADF Committee and local advisory group representatives were invited to attend 'Articulate: Queensland Regional Arts and Culture Conference 2013' in Rockhampton, 22 - 23 August 2013.

RADF NBRC WEBSITE

During this financial year, a dedicated RADF page was created on the NBRC website, creating a one-stop-shop for the North Burnett RADF program. Rather than search the Arts Queensland website and download the required forms from different pages, all forms, information, contact details, guidelines, dates and other resources are conveniently located on one site embedded within Council's website.

The RADF program is also being promoted more actively through North Burnett Regional Council's Facebook page; announcing round opening and closing dates, successful applicants and other information. Through the Council website and Facebook, members of the public can engage directly with Council and the RADF Liaison Officer, as well as ask questions, seek information and join the RADF e-newsletter mailing list.

MARKETING COMMUNICATIONS

In addition to online and social media communication, RADF is being promoted across each of the six towns via promotional posters displayed at Council offices. The RADF Liaison officer's contact details have been added to postcards supplied by Arts Queensland to create business cards available at all Council offices distributed to interested parties by the RADF Committee.

Council has a network of 250 employees. All employees receive RADF media releases when a round is due to open and close, and are encouraged to spread the word about RADF funding for arts and cultural projects. As many Council employees are involved with sporting, community and social clubs, this is an effective communication channel for RADF.

SUCCESSFUL ANNUAL BID 2013/14

During the last financial year NBRC was required to prepare and submit its annual bid to Arts Queensland for 2013/14 financial year funding.

The submitted annual bid was successful and will see NBRC RADF receive \$120,476 next financial year. This funding allocation is comprised of \$45,000 NBRC contribution and \$75,476 Arts Queensland contribution. Despite many funding cuts to other Councils, North Burnett RADF program received one of the highest funding allocations in regional Queensland.

The recommendation to Council and Arts Queensland to maintain the current level of funding for the 2013/14 reflects the increasing demand and need for arts funding, as the amount requested by applicants usually exceeds the allocation per round.

It is anticipated that planned promotion of RADF during the next financial year will further increase the number of applicants, as more members of the community find out about the opportunities available to them.

PLANNING AND APPROVAL FOR A RANGE OF COMMUNITY ARTS EVENTS TO BE DELIVERED NEXT FINANCIAL YEAR

As RADF plays such an integral role in delivering our region's arts and culture strategies, a major priority for the Committee and RADF Liaison Officer will be to better promote RADF far and wide, especially to new audiences including CALD and youth groups.

A series of free community arts workshops and professional development opportunities are planned across each of

OUR ACHIEVEMENTS IN COMMUNITY & CULTURAL SERVICES

the six town centres in the next financial year. As part of these activities, the RADF Committee and Liaison Officer will inform and promote the RADF program – making more people aware of the opportunities available through RADF. This aims to promote RADF more broadly and educate the community on what is and is not possible through RADF funding, while also ‘demystifying’ the application process, especially grey areas of budgets and insurance, which have deterred some from applying for funding.

It is also hoped the activity will encourage more people to join the local RADF Advisory Groups and RADF Regional Committee, as many of the existing Committee members are reaching their maximum tenure.

SPORT AND RECREATION

IMPLEMENTATION OF HEALTHY NORTH BURNETT

The 2012/13 financial year saw the introduction of *Healthy North Burnett*; a region-wide initiative of North Burnett Regional Council encouraging residents to make healthier lifestyle choices through a range of physical and exercise activities, nutritional and health education programs, as well as social initiatives.

Events, programs and initiatives being delivered by both NBRC and/or external parties (sporting clubs, organisations, government agencies and not-for-profits) that are seen to achieve the objectives of *Healthy North Burnett* may also be promoted under this banner. While at this stage there is no funding available through Council for event management, equipment, catering, labour and resources, we can be an active leader, support and partner for these events and initiatives, through promotion via our Council website, newsletters and media releases.

Healthy North Burnett aims to be a one-stop-shop for all healthy lifestyle programs, events and initiatives of the North Burnett region that can be promoted under the banner of ‘*Healthy North Burnett*’. Many people now work in more than just one location and therefore are keen to find out what’s available in throughout our communities.

During the 2012/13 financial year, more than 80 *Healthy North Burnett* exercise activities were delivered across our six town centres by Council’s qualified *Healthy North Burnett* volunteers, David and Janette Holleran, including:

- Boot camp
- Aerobics
- Aqua-aerobics



Healthy North Burnett - Mundubbera Boot Camp

- Running/walking clinics
- EasyStart aerobics

A range of promotional material has been created for the *Healthy North Burnett* program, including posters, media releases and activity schedules.

CREATION OF ASSOCIATE GYM MEMBERSHIP

As a key objective of the *Healthy North Burnett* program is to make a diverse range of healthy lifestyle options easily accessible for all residents across the region, a new gym membership category was created to encourage participation in the program and its activities.

At our general meeting held on 15 January 2013, it was moved that Council establish an *Associate Gym Membership* to enable all community members to participate in fitness programs offered under the *Healthy North Burnett* program (but does not allow the member access to gym facilities).

All gym membership fees are reinvested back into the running of these activities, the maintenance of the gym and insurance costs.

Following its launch in May 2013, 11 people have taken out Associate Gym Memberships.

OUR ACHIEVEMENTS IN COMMUNITY & CULTURAL SERVICES

FUNDING RECEIVED FROM MUNDUBBERA PUBLIC HEALTH SERVICE

North Burnett Regional Council was approached by MPHS DON Jan-Adele Hotz with the offer of contributing \$10,000 to be used for the delivery of *Healthy North Burnett* initiatives and activities.

A memorandum of understanding was drafted and agreed to by both parties, which will see NBRC receive these funds next financial year.

Under this partnership, MPHS will conduct free health testing before and after *Healthy North Burnett* activities for participants to monitor their health and fitness improvements.

ARCHER PARK MUNDUBBERA GYM FACILITY

The combined facilities remain well-frequented by sporting organisations, recreational clubs and gym users. In the last financial year 197 gym memberships were purchased.

FLOOD RECOVERY ASSISTANCE AND SUPPORT FOR NORTH BURNETT SPORT AND RECREATION CLUBS

Many clubs and organisations were directly impacted by the Australia Day floods in 2013, with infrastructure and equipment lost or damaged.

In partnership with Sport & Recreation Services, Department of National Parks, Recreation, Sport & Racing, Council contacted all clubs currently listed on its database to ascertain their level of impact.

This information was provided to Sport and Recreation services, who worked closely with sporting clubs to assist with applications for flood recovery funding offered by the Queensland Government.

The process also allowed us to update our club contact details as well as inform them of the opportunity for them to promote their club, its events and activities (such as sign-on days, come and try days etc.).

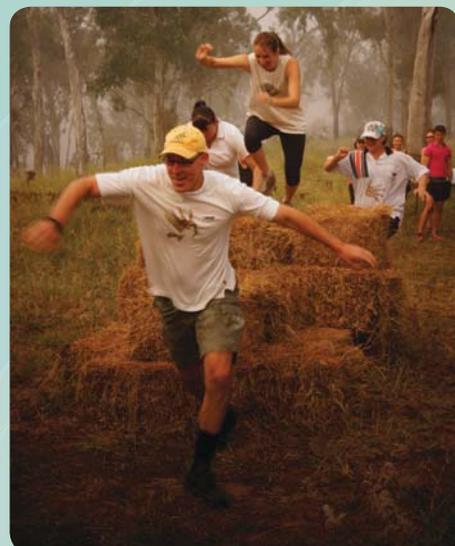
MUNDUBBERA BOOT CAMP FACILITY

Earlier this year, North Burnett Regional Council Volunteer David Holleran organised a *Survivor Boot Camp* at Scampers Oval, Mundubbera. A gruelling 12km extreme boot camp course made up of more than a dozen challenges, including 1km tyre run, sand hill run and an obstacle course was created; making use of the natural terrain and landscape of the location.

Following the success of the event, David Holleran approached Council's Sport and Recreation Officer with the suggestion that Council could apply for funding to install a permanent boot camp course on Council-owned land at Scampers Oval, Mundubbera.

Funding for the facility will be sought by Mundubbera 7-a-side cricket association through an application for Department of National Parks, Recreation, Sport and Racing's *Get Playing* grants.

This proposition was put to Council, to seek their support to further investigate a proposal to construct a permanent boot camp facility on Council land at Scampers Oval, Mundubbera. This motion was approved and will be further explored in the next financial year.



OUR ACHIEVEMENTS IN COMMUNITY & CULTURAL SERVICES

WIDE BAY BURNETT SPORT AND RECREATION COMMITTEE INITIATIVES

North Burnett Regional Council Sports and Recreation Officer and Cr Faye Whelan attend quarterly meetings to discuss and plan opportunities for the advancement of Sport and Recreation opportunities in the Wide Bay Burnett.

From the last meeting held in Biggenden on 6 June 2013, two opportunities for the North Burnett were presented.

1. Opportunity to nominate a North Burnett conference facility as the venue for the Queensland Outdoors Recreation Federation (QORF) 2014 Parks Forum:
 - QORF Forums draw a good mix of representatives from parks, industry, councils, private sport and recreation providers, recreational peak bodies and other groups and individuals interested in accessing outdoor recreation activities and venues.
 - Cr Whelan suggested Cania Gorge Caravan Park and Conference Centre could be an appropriate venue for consideration.
 - Hosting the forum at Cania Gorge would showcase the natural resources available in the region, which could generate interest from recreational enthusiasts. This new tourism opportunity would bring obvious economic benefit to the region.
 - This proposition was presented to North Burnett Regional Council, who supported the proposition to partner with Cania Gorge Caravan and Tourist Park and nominate the venue to QORF for consideration
2. Extreme Adventure Sports proposal:
 - We are exploring opportunities to host an *Extreme Adventure Sports* event in our region, offering a unique experience for thrill-seekers to test their physical and mental strength, which utilises our wonderful natural resources; including dams, rivers, mountains, country roads and National Parks.
 - An initiative of the Wide Bay Sport and Recreation Committee, the *Extreme Adventure Sports* event would be held annually in one North Burnett area (with the locations changing each year) and in two other Wide Bay regions (e.g. Bundaberg, Fraser Coast, Gympie, South Burnett). Participants would accumulate points for participating at each event – therefore accumulating more points by participating in more events. At the end of each competition season, the participant with the most points would be awarded the ‘Extreme Champion’ title.

- By hosting three events in different Wide Bay locations annually, participants would be encouraged to travel and stay in these locations, bringing obvious tourism and economic benefits with them.

Healthy North Burnett Volunteer, David Holleran, has developed three potential *Extreme Adventure Sport* events that could be held in our region. Such events include:

1. Option A - Extreme Boot Camp
2. Option B - The Bush Challenge (extreme bush walking and mountain biking)
3. Option C - Extreme Canoe / Bike Ride Challenge

These suggestions have been included in a *Extreme Adventure Sports* Event Proposal developed by North Burnett Regional Council (Sport and Recreation Officer and North Burnett Regional Council Volunteers David and Janette Holleran) to demonstrate to the Wide Bay Sport and Recreation Committee the potential of the region in hosting these types of events, and the benefits it would bring to the area.

This proposal was presented to Council, who adopted the report as information and approved further investigation to host an *Extreme Adventure Sport* event in the region, in partnership with other Wide Bay Councils and stakeholders.

MONTO HISTORICAL AND CULTURAL COMPLEX ADVISORY COMMITTEE

MHACCAC Liaison Officer and Cr Lobegeier attend monthly meetings with the Committee, to discuss matters of governance, facility management including exhibitions and activities, people/volunteer management and PR, marketing and media.

There have been ongoing discussions regarding the lack of community involvement with the Complex, from both a visitor and volunteer perspective. It was suggested by a Committee member that the Complex consider a name change for the facility by running a naming and logo design competition for the youth of Monto. The competition is open to High School and Primary School students to develop a name and a logo based on two (2) categories of competition:

- Something that depicts Monto;
- 3-4 words max. or an acronym ;
- Catchy name – attention grabbing logo; and
- Based around history and culture.

OR

- Open to their imagination.

This is currently in progress and will be continued in the next financial year.

OUR ACHIEVEMENTS IN COMMUNITY & CULTURAL SERVICES

NORTH BURNETT COMMUNITY SERVICES NETWORK

The North Burnett Community Services Network (NBCSN) welcomed a new chair, Community Development Officer - Kevin Fox from the Monto Community Development Council. The network continues to improve communication between services in the North Burnett region. Its regular meetings are set up to enhance information sharing between government services, interest groups and the broader community.

CENTRAL BURNETT YOUTH SERVICES

This year the Central Burnett Youth Services (CBYS) saw its Service Delivery Contract renewed until 30 June 2014 during which time the future structure of the services delivered are to be reviewed. CBYS continues to perform strongly delivering positive outcomes for young people in the North Burnett. Council continues to reinforce the message to both the service provider and its funding partner to keep CBYS a locally provided service. The yearly CSA Service Agreement by the Department of Communities again confirmed compliance and performance of the Service against the Service Agreement.

NORTH BURNETT COMMUNITY HOUSING

Council conducted a market rent review for the North Burnett Community Housing, resulting in the first rent increase for tenants since October 2007. Council maintains Community Housing in the towns of Mt Perry, Eidsvold and Biggenden. The selection process for new residents continues to be handled through the Department of Communities.

BUSINESS STREETScape

The Council Business Streetscape grants have been successfully utilised by 3 businesses during the 2012-2013 financial year. Due to the rapid decline in participation the program will be suspended during the 2013-2014 period and demand will be reviewed during this time

AUSTRALIA DAY

AWARD RECIPIENTS ANNOUNCED

Residents and visitors to the North Burnett recognised the outstanding achievement and contribution of local individuals and groups throughout our communities during our Australia Day Celebrations hosted by Council.

"Australia Day is the perfect opportunity for residents of the North Burnett to come together to celebrate what's great about Australia and being Australian. It's a day for reflection on our achievements and taking pride in our great nation, along with acknowledging the contributions and achievements of our region's many unsung heroes," Mayor Don Waugh said. "I would like to thank everyone who took the time to nominate an outstanding individual or event and am pleased to announce the following 2013 Australia Day Award winners."



OUR ACHIEVEMENTS IN COMMUNITY & CULTURAL SERVICES

BIGGENDEN	
Citizen of the Year Julia Young	Junior Citizen of the Year Jessica Bargaquast
Senior Sports Award -	Junior Sports Award Jacinta Griffin
Senior Cultural Award -	Junior Cultural Award -
Sports Administrator Award Ron Birch	Community Event of the Year Biggenden Apex Christmas Fair



Left to right: Andrea Kelly for Ron Birch; Jacinta Griffin; Brent Leaver for Biggenden Apex Christmas Fair; Julia Young; and Jessica Bargaquast.

OUR ACHIEVEMENTS IN COMMUNITY & CULTURAL SERVICES

EIDSVOLD	
Citizen of the Year Vera Blundell	Junior Citizen of the Year -
Senior Sports Award -	Junior Sports Award Lucy Thompson
Senior Cultural Award Eidsvold CAN Committee	Junior Cultural Award -
Sports Administrator Award -	Community Event of the Year Eidsvold & District Historical Society Inc, Goldfields 125 years Celebrations



Left to right: Lucy Thompson; Vera Blundell; Dot Hamilton for the Eidsvold CAN Committee; and Jan Mossman for Eidsvold & District Historical Society.

OUR ACHIEVEMENTS IN COMMUNITY & CULTURAL SERVICES

GAYNDAH	
Citizen of the Year Helen Cherry	Junior Citizen of the Year -
Senior Sports Award John Mellor	Junior Sports Award Bree Robertson
Senior Cultural Award Michael McCormack	Junior Cultural Award -
Sports Administrator Award Ben Slack	Community Event of the Year Mitchell Roth Mercantile Relay



Left to right: Ben Slack; Bree Robertson; John Mellor; Helen Cherry; Ken & Megan Roth; and Michael McCormack.
(Photo courtesy of Gayndah Gazette)

OUR ACHIEVEMENTS IN COMMUNITY & CULTURAL SERVICES

MONTO	
Citizen of the Year Patsy Aisthorpe	Junior Citizen of the Year Danielle Sinclair
Senior Sports Award Monto Rugby League Football Club	Junior Sports Award Jed Currie
Senior Cultural Award Monto Debutante Ball	Junior Cultural Award Monto Circus Performing Group
Sports Administrator Award Patrick Curtis	Community Event of the Year Monto Race Club Inc - Monto Camel & Billy Goat Races & Family Fun Day



Left to right back row: Glen Baker - Committee Member; Pat Curtis; Tyrone O'Rielly; Cr Paul Lobegeier; Carol Thomsett - Committee Member. Second row: Arnie Dingle - Monto Race Club; Pat Bowles - Monto OES; Cyril Roth - Monto OES; Patsy Aisthorpe; Danielle Sinclair; Scott Pattie; Julie Roger - Monto Race Club; Lorna Dingle - Monto Race Club; Front row: Michelle Goody - Monto OES; Kerri Williams - Monto Race Club; Mark Hutton - Monto Race Club; Cameron Marbach - Monto Race Club; Leesa Pop - Monto Race Club. (Photo courtesy of C&NBT)

OUR ACHIEVEMENTS IN COMMUNITY & CULTURAL SERVICES

MOUNT PERRY	
Citizen of the Year Gary Jensen	Junior Citizen of the Year -
Senior Sports Award -	Junior Sports Award Dalton Brooks
Senior Cultural Award Brian Gerdes	Junior Cultural Award -
Sports Administrator Award Angela Jensen	Community Event of the Year Mt Perry Races



Left to right: Dalton Brooks; Brian Gerdes; Anthony Harris collecting baby certificate for Ben Claxton; June Dickson for Mt Perry Race Club; Mark Boon for Gary Jensen; and Arthur Dingle for Angela Jensen.

OUR ACHIEVEMENTS IN COMMUNITY & CULTURAL SERVICES

MUNDUBBERA	
Citizen of the Year Peter Van Breeman	Junior Citizen of the Year Shawna Pope
Senior Sports Award David Holleran	Junior Sports Award Dawson Cross
Senior Cultural Award Colin & Bill Wade	Junior Cultural Award Corey Jenkinson
Sports Administrator Award Wayne & Julie Pashley	Community Event of the Year Mundubbera Centenary Celebrations
Special Service Award Dawn Ogden	



Left to right back: Wayne & Julie Pashley; Peter Van Breeman; Dr Tony Gould AM; David Holleran; Dawson Cross; Corey Jenkinson; Shawna Pope. Front: Dawn Ogden; Colin & Bill Wade; Susan Crofts for the Mundubbera Centenary Celebration. (Photo courtesy of C&NBT)

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DEVELOPMENT & ENVIRONMENT SERVICES

OUR ACHIEVEMENTS IN DEVELOPMENT & ENVIRONMENT SERVICES

DEVELOPMENT

Council provides services in the area of planning, building and plumbing/drainage to ensure that:

- acceptable standards are met,
- there is consistency with community expectations, c) that development complies with relevant legislation/policies; and
- appropriate protection and enhancement of community health and safety is provided with respect to land use and the built environment.

Despite the continued downturn in the economy, Council has maintained its market share of building applications processing the majority - approximately 73% and approximately 79% of all dwellings. Council also enjoys the income received from the many inspections it does on behalf of Private Certifiers.

Development statistics for the 2012/2013 financial year show that Council received and processed a combined total for the year of 275.

	Planning	Building	Plumbing	TOTAL
Jul 12	5	19	5	29
Aug 12	6	12	10	28
Sep 12	0	15	2	17
Oct 12	4	21	6	31
Nov 12	3	15	3	21
Dec 12	6	9	7	22
Jan 13	4	12	3	19
Feb 13	1	13	12	26
Mar 13	1	11	4	16
Apr 13	5	19	3	27
May 13	1	12	3	16
Jun 13	4	13	6	23
TOTAL	40	171	64	275

LOCAL HERITAGE REGISTER

A draft of the local Heritage Register (LHR) was presented to Council during the 2012/2013 year. This document plus another eleven (11) places of significance will form the completed register. Funds have been allocated in the budget for the public consultation process and it is expected that the LHR will be ready for adoption by Council in early March 2014.

This LHR is a living document and will contain approximately 70 heritage places. It is expected that Council will add to the number of places, post adoption of the LHR, when funding permits.

BUILDING

Two notable changes in building legislation occurred in the last twelve months, these being:

1. Sustainability declarations no longer required for sale of existing properties; and
2. Queensland Development Code and part MP3.5 – Construction of Buildings in Flood Hazard Areas was adopted.

PLUMBING

2012/2013 also witnessed the following major changes to Plumbing legislation:

1. The introduction of a new category of work known as 'notifiable work'. This category applies to the majority of new plumbing/drainage work carried out in existing buildings, e.g. renovations. There are 16 items of notifiable work which are designed to cut down on the amount of plumbing/drainage work that requires permits from Council.
2. The repeal of laws that required rain water tanks for new buildings (dwellings, commercial/industrial) in areas where a reticulated mains supply is available. Council had the opportunity to adopt the changes or choose to have measures that were more onerous. Council chose to adopt the changes.
3. The repeal of laws that mandated the use of energy efficient hot water systems in new houses.

OUR ACHIEVEMENTS IN DEVELOPMENT & ENVIRONMENT SERVICES

PLANNING

The following changes/developments in State and Local planning matters occurred in 2012/13:

1. a) Planning reform and legislation change continued at State level, perhaps most significant were the amendments to the Sustainable Planning Act which resulted in the reduction of 'red tape' (incl. matters relating to resource entitlement, and Councils being able to accept applications even if not properly made.
 - b) The review of Strategic Cropping Land Legislation continues which will also ultimately reduce barriers.
 - c) 2012 /13 hosted several briefings/training sessions in preparation for the State Assessment and Referral Agency (SARA) which commenced 1 July 2013.
 - d) Council also made a submission to the public notification of the draft (single) State Planning Policy with the release and commencement expected in December 2013.
2. The Wide Bay Burnett Regional Plan SPRP ceased to have effect on 16 May 2012. Council provided feed back for a review of the Regional Plan by the Government.
 3. Following the devastating floods at the commencement of 2013 Council resolved to designate the 2013 flood areas as a Natural Hazard Management Area (NHMA). This was adopted on 12 April 2013.
 4. With the change of State Government many changes were also made to the requirements for Planning Schemes across the State. Revised 'Standard Planning Scheme Provisions' forced Council to virtually rewrite the previously submitted draft Scheme with a resultant new draft that is more flexible and still suited to the North Burnett. It is expected that public notification is likely in late 2013.

ENVIRONMENT & COMPLIANCE

The North Burnett Regional Council is committed to providing a professional service that maximizes environmental and public health outcomes within our communities. Our core responsibilities within the Environment and Compliance team involve the protection and promotion of community health through regulation of food safety, public appearance services - tattooists, natural resource management, environmental health promotion, waste management/recycling and local law compliance.

TYPE OF LICENCE/PERMIT APPLICATION	TOTAL
Food Business Licence	91
Public Appearance Service - Tattooist	1
Fire Approvals to burn along Council roads	60
TOTAL	152

SERVICE REQUESTS

SERVICE REQUESTS	TOTAL
Animals (domestic)	306
Overgrown allotments	66
Compliance miscellaneous	212
Footpath obstructions	24
Pool compliance	3
Odour, dust, smoke	23
Noise	8
Dog impoundments	41
Cat impoundments	7
Animals (livestock)	98
Noxious weeds	22
Rubbish collection/waste management	202
TOTAL	1071

OUR ACHIEVEMENTS IN DEVELOPMENT & ENVIRONMENT SERVICES

GRANT FUNDING

Council received grants for assisting in the management of feral pigs, wild dogs, rabbits and various declared weeds across key areas in the North Burnett Regional Council area. Subsidised baiting programs were run across the region to assist in the control of feral pigs and wild dogs. In addition, this funding also went towards the purchase of feral pig traps for landholders to hire for ongoing management programs. Calicivirus was purchased and released in areas of substantial rabbit infestations. In total over 100,000 hectares were managed for these species. Workshops on feral pig control and weed control (Lantana, Madeira Vine and Cat's Claw Creeper control including demonstration of the splatter gas gun). The grant funding has also allowed for the purchase of Splatter Gas Guns for use on Lantana which are also available for loan.

PEST MANAGEMENT PLAN

Our North Burnett Regional Council Area Pest Management Plan was endorsed by the minister in 2012 and is now being implemented. A copy is available via the Council website. The Pest Management Plan is used by community groups, North Burnett Regional Council and State Government to prioritise pest and weed management across the North Burnett.

ENVIRONMENTAL DISPLAYS

Council continues to hold environmental, weed and pest displays at various events and workshops across the North Burnett. These displays allow landholders and residents to view and ask for valuable information on these topics. Displays are a key component of Councils ongoing environmental education program.

FLYING FOXES

Council continues to work with the Gayndah community and State Government in managing the varying flying fox colony that resides in Gayndah for much of the year.

LOCAL LAW COMPLIANCE

Council has resolved to adopt six (6) new Local Laws for the North Burnett Regional Council, replacing the previous 182 Local and Subordinate Laws previously relevant to the former six shires. These Laws were brought into effect on the 1 January 2012.

MOSQUITO CONTROL PROGRAM

Councils Environmental Health Officers, with the support of Qld Health and Bundaberg Regional Council, completed a house-to-house mosquito survey in 2012-13 within the towns of Biggenden, Mt Perry, Monto, Eidsvold, Mundubbera and Gayndah. The survey primarily targeted areas where the dengue carrying mosquito (*Ae. Aegypti*) have been previously found. A total of 257 premises were inspected and the dengue carrying mosquito was found in the towns of Biggenden, Monto, Mundubbera and Gayndah. The dengue carrying mosquito has been found in previous surveys of Eidsvold, however during the last survey there were no *Ae. Aegypti* larvae found. Although the Mt Perry town is currently free of *Ae.aegypti*, this mosquito species can be introduced and become established at any time because of their proximity to *Ae.aegypti* found in other towns in the North Burnett and nearby. Mosquito media campaigns promoting the elimination of mosquito breeding areas around the home are occurring each year in the lead up to the storm seasons, in an attempt to educate the community on what action they can take as an individual to reduce the public health threats that mosquitoes pose to our community.



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TECHNICAL SERVICES

OUR ACHIEVEMENTS IN TECHNICAL SERVICES

Council's Technical Services directorate is responsible for the management, maintenance and operation of Council owned infrastructure which includes roads; streets; drainage; water and sewerage reticulation and treatment; buildings and facilities; vehicles and plant.

STAFF

Technical Services staff has remained relatively stable during 2012/13. Of the senior staff, only one Depot Supervisor left and was replaced by an internal applicant.

Council still has a vacancy for a Depot Foreman in Eidsvold, which has been impossible to fill on a permanent basis. There is skill shortage in the outside workforce due to over demand for skilled operators.

Following the January 2013 flood event, Council employed Ray Strohfeltdt as Program Director Flood Restoration and seconded three Council employees to the Flood Restoration Team.

PARKS AND GARDENS

- Soil analysis of the Mundubbera, Monto and Gayndah sports fields were undertaken. This analysis has provided Council with an idea of what work the fields require and how Council should undertake this work.
- Following community consultation, a new swing was installed in Apex Park Eidsvold. This swing has colourful rubber soft fall underneath and is a fantastic addition to Apex Park.
- Table settings and shelter sheds were installed in parks in Gayndah, Mulgildie and Biggenden. These shelter sheds were purchased by Council and installed by local contractors.
- Shade sail covers were replaced in Eidsvold and Mulgildie following community consultation in each community

BUILDINGS AND FACILITIES

- Asbestos removal was undertaken on the Eidsvold Hall – ceiling panels were identified as requiring replacement. The perforated ceiling panels in the supper room and kitchen were removed and replaced with solid ceiling panels.
- The exterior of the Biggenden Administration Office and Library was painted.
- Renovations were undertaken on the Gayndah Swimming Pool. Works included a new accessible chair lift, internal painting of the amenities, new chemical storage shed and updated signage.
- Extensive planning was undertaken for the Cania Dam Recreation Precinct Catering Facility and Eidsvold SES Shed.
- Two new tourism billboards were installed on the approaches to Gayndah along the Burnett Highway. The installation of these billboards was undertaken in conjunction with a project to install new skins on billboards. Work has commenced on both projects along the Burnett Highway leading to Monto, Eidsvold, Mundubbera, and Gayndah. Billboards around Biggenden had new skins installed.
- A new tourism billboard was constructed on the southern approach to Eidsvold to advertise the RM Williams Australian Bush Learning Centre.
- The front fences on the Monto and Mulgildie Cemeteries were replaced. The aged timber fences were replaced with new UV treated plastic three rail fencing. This new type of fencing vastly reduces maintenance and will continue to look new for much longer than the timber fencing it replaced.

OUR ACHIEVEMENTS IN TECHNICAL SERVICES



New fencing at Mulgildie Cemetery



New table setting and shelter at Mulgildie



New exterior paint on the Biggenden Administration Office

OUR ACHIEVEMENTS IN TECHNICAL SERVICES

WATER & SEWERAGE

PERSONNEL

- Assistant Director Trevor Harvey was elected Chairman of qldwater for the next two years. This is recognition by all state service providers of the importance of Queensland's small and medium regional water providers.
- The Water & Sewerage department welcomed two new employees. Both were previously employed as trainees within the department.

CAPITAL

- The department completed capital projects in excess of \$2million on time and under budget.
- The major project was the refurbishment of the Biggenden Sewerage treatment Plant including the conversion of the third lagoon to a subsurface horizontal rock filter. This is the first time this technology has been used in an online plant. Early water testing is showing excellent results. Other works were complete rebuild of Imhoff tower internals, new sludge drying beds and installation of flow curtains in lagoons one and two.
- Other projects completed were refurbishment of Monto sewerage clarifiers (1&2), replacement of Monto sludge drying beds and the sludge return system as well as many WPH&S projects in the sewerage treatment plants.

OPERATION & MAINTENANCE

This year was another difficult year operationally as the flood damage sustained in January has meant labour intensive operations of the Eidsvold, Mundubbera and Gayndah water plants. The dedication and loyalty shown by all operators through the flood and subsequently must be commended.

FLOOD RESTORATION WORKS

Council's work crews and contractors were on program to complete the restoration of water, sewerage, roads and facilities assets by June 2013, until flooding associated with ex-Tropical Cyclone Oswald hit the region on Australia Day, 26 January 2013. A smaller rain event impacted on the Monto area one month later.

The damage caused by ex-tropical Cyclone Oswald was extensive, impacting on most areas within North Burnett. Following the event, Council staff, external consultants plus staff from the Queensland Reconstruction Authority (QRA),

assessed all Council owned infrastructure for damage; completed defect submissions for QRA; and commenced the planning for restoration works.

In the meantime, Council works crews and contractors continued with emergent works to provide access to all properties.

In June 2013, Council engaged Cardno Consultant Engineers to provide project management services and contract administration for in excess of \$100 million worth of restoration works.

ROADS AND STREETS

During 2012/13, Council spent over \$3.58 million on road and street maintenance and \$ 571,000 on the maintenance of Council's 65 bridges. Due to the 2013 Flood event, three of the regions bridges were washed away completely and two bridges were replaced with culverts under the Bridge Replacement Program.

Bridge Projects	
St John's Creek Bridge - repair	(DTMR)
South St John's Creek - repair	(DTMR)
Bridge Inspection Program	
Stewart's Bridge - rebuild	\$750,000.00
Rocky Creek Bridge - replacement	\$220,000.00
TIDS Projects	
Moorooka Bridge	\$90,000.00
Flagstone Bridge Approach - drainage upgrade	\$30,000.00
Leichhardt Street - reseal	\$12,000.00
Hawkwood Road - reseal (10-16.2)	\$146,000.00
Gayndah Mundubbera Road - widen and seal	\$490,000.00
Shallcross Bridge - replacement	\$146,000.00
Coringa Road - widen and seal (.05-.79)	\$146,000.00

Council processed 13 B-Double Route applications this year. All applications were independently assessed by consultant engineers. Based on the reports received, Council made recommendations to the Department of Transport and Main Roads on each application, to expand the B-Double network.

OUR ACHIEVEMENTS IN TECHNICAL SERVICES



Draft

COMMUNITY GRANTS & DONATIONS

COMMUNITY GRANTS & DONATIONS

BIGGENDEN

Organisations	In-kind	Donation	Description
Biggenden State School		\$150.00	Grant towards hospital restoration project
Biggenden Historical Society		\$500.00	Grant towards hospital restoration project
Dallarnil Sports Club		\$950.00	Grant towards Annual Rodeo
Dallarnil State School		\$50.00	Bursary
Coulston Lakes State School		\$4,050.00	Bursary; Grant to rebuild cricket pitch
Biggenden Apex		\$750.00	Grant towards Christmas Fair
Coulston Lakes Soldier Hall		\$2,300.00	Grant towards water tank installation
Degilbo Hall Restoration Club		\$3,197.05	Henry Walsh Ride & Climb
Double toilet trailer		\$7,771.50	Purchase of toilet trailer for community use
Dallarnil Sports Club	\$147.95		In-kind mowing
Biggenden Auto Spectacular		\$999.00	Grant towards Auto Spectacular
Dallarnil Sports Club		\$720.36	Grant towards annual sport event
	\$147.95	\$21,437.91	
TOTAL		\$21,585.86	

EIDSVOLD

Organisations	In-kind	Donation	Description
Eidsvold Show Society	\$1400.95		In-kind grant towards Eidsvold Show
Eidsvold Race Club		\$234.00	Storage of carousel
Eisvold Aboriginal Housing		\$942.72	Grant towards NAIDOC week
Abercorn State School		\$50.00	Bursary
Eidsvold State School		\$150.00	Bursary
Lucy Thompson		\$500.00	Grant towards sports performance
Friends of RMWABLC		\$2,700.00	Grant towards marquee
Jamie Hartwig		\$250.00	Grant towards sports performance
Eidsvold Community Garden		\$488.70	Grant towards community garden project
Tyler West		\$250.00	Grant towards sports performance
Eidsvold Hospital Auxiliary	\$37.63		In-kind mowing
	\$1,438.58	\$5,565.42	
TOTAL		\$7,004.00	

COMMUNITY GRANTS & DONATIONS

GAYNDAH

Organisations	In-kind	Donation	Description
Orange Festival		\$10,044.92	Grant towards Orange Festival
Gayndah Swim Club		\$1,500.00	Grant towards mercantile relay
Australian Red Cross		\$100.00	Calling appeal
Burnett State College		\$100.00	Bursary
Gayndah Primary School		\$50.00	Bursary
St Josephs Primary School		\$50.00	Bursary
Binjour State School		\$50.00	Bursary
Benjamin Kenny		\$250.00	Grant towards sports performance
Stacey Duncan		\$250.00	Grant towards sports performance
Courthouse Grounds	\$205.81		In-kind mowing
	\$205.81	\$12,394.92	
TOTAL		\$12,600.73	

MONTO

Organisations	In-kind	Donation	Description
Monto State Primary School		\$50.00	Bursary
Monto District Show Society		\$400.00	Showgirl prize
Monto State High School		\$350.00	Bursary
Monto Magic Tourism Action Group		\$2,000.00	Grant towards event
St Therese Primary School		\$100.00	Bursary
Monto District Show Society	\$1,521.85		In-kind support towards show
Monto Polocrosse	\$446.42		In-kind support towards Polocrosse
Monto Fly In	\$8,137.59		In-kind site preparations for Monto Fly In
	\$10,105.86	\$2,900.00	
TOTAL		\$13,005.86	

COMMUNITY GRANTS & DONATIONS

MOUNT PERRY

Organisations	In-kind	Donation	Description
Gin Gin High School		\$100.00	Bursary
Mt Perry Fine Arts		\$650.00	Grant towards annual arts exhibition
Mt Perry Rodeo Committee		\$1,500.00	Grant towards prize money
Mt Perry RSL		\$999.00	Anzac Day breakfast
Mt Perry State School		\$50.00	Bursary
Pat Augustine Cultural Centre		\$475.00	Grant towards genealogy project
Mt Perry Dump Truck Pull	\$87.45		In-kind support towards Dump Truck Pull
Mt Perry Race Club	\$875.60		In-kind support
	\$963.05	\$3,774.00	
TOTAL		\$4,737.05	

MUNDUBBERA

Organisations	In-kind	Donation	Description
RSL Mundubbera	\$408.85		In-kind mowing
Monogorilby State School		\$50.00	Bursary
Mundubbera QCWA	\$294.42		In-kind mowing
Mundubbera State School		\$150.00	Bursary
Mundubbera Bullarama Assn.		\$1,000.00	Grant towards annual rodeo
Mundubbera SES	\$286.92		In-kind mowing
Mundubbera Community Development Assn.	\$724.89		In-kind donation
Rebecca Kimber		\$250.00	Grant towards sports performance
Boynewood State School		\$50.00	Bursary
Oriel Chambers		\$250.00	Grant towards sports performance
Mundubbera Home Units	\$512.43		In-kind mowing
Mundubbera Show Society	\$516.99		In-kind mowing
Mundubbera SES	\$28.77		In-kind mowing
Christmas in the Park		\$358.80	Grant towards Christmas event
	\$2,108.80	\$2,773.27	
TOTAL		\$4,882.07	

COMMUNITY GRANTS & DONATIONS

NBRC DONATIONS

Organisations	In-kind	Donation	Description
Fruit Fly Mat Cup Program		\$236.36	Fruit fly bait cups
NAIDOC	\$522.64		In-kind support NAIDOC week
Bundaberg Health Service Foundation		\$10,000.00	Yearly grant
Action Rescue Helicopter		\$10,000.00	Yearly grant
BIEDO flood book		\$1,800.00	Grant towards flood book
Blaze Aid	\$2,185.37		In-kind grant towards volunteer camps
	\$2,708.01	\$22,036.36	
TOTAL		\$24,744.37	

NON PROFIT ORGANISATIONS HALL WAIVERS & PHOTOCOPIES

Organisations	In-kind	Donation	Description
Biggenden	\$742.73		Hall Hire & Photocopying
Eidsvold	\$1,007.86		Hall Hire & Photocopying
Gayndah	\$2,674.91		Hall Hire & Photocopying
Monto	\$1,848.36		Hall Hire & Photocopying
Mount Perry	\$2,142.73		Hall Hire & Photocopying
Mundubbera	\$1,150.91		Hall Hire & Photocopying
TOTAL	\$9,567.50		

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COMMUNITY FINANCIAL REPORT

This Community Financial Report aims to simplify and provide a summary of the financial statements into a plain english explanation for our residents, businesses and other stakeholders.

POINTS OF INTEREST

Flood restoration

Flood activity has had a significant impact on Council operations. As at 30 June, Council has received a net of \$14.91 million in advance flood damage restoration monies from QRA.

Assets

Due to the January 2013 flood event, Council assets were devalued from \$902 million to \$853 million. Once restoration works are completed, the asset value will rise.

Rates, Levies & Charges

Contributed to 20% of all Council operation revenue 2012-13.

Borrowing

Council borrowed \$960,000 for bridge replacement works that were undertaken in 2012-13.

Cash Position

Cash and cash equivalents increased from \$16.65 million in 2011/12 to \$19.63 million in 2012/13. There is currently \$14.91 million in unspent QRA monies resulting in a cash balance of \$34.54.

Operating position

Operating surplus of \$11,654,199.
Net result surplus of \$10,633,032.

FINANCIAL STATEMENTS

Financial statements are formal records of the financial performance and position of Council.

There are four financial statements that assist in providing a high level picture of council finances for the 2012/13 financial year.

These include:

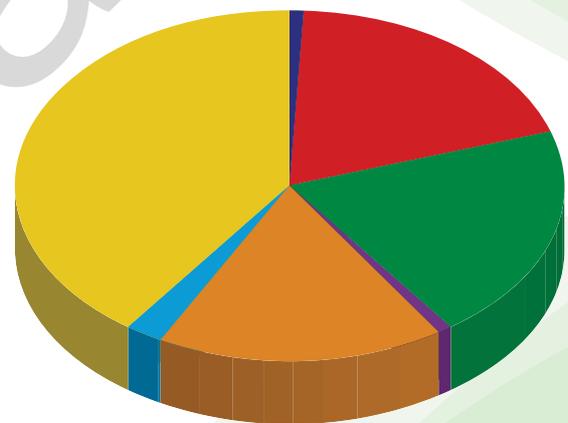
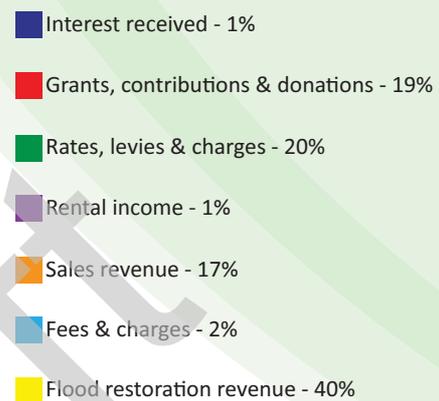
- Statement of Comprehensive Income
- Statement of Financial Position
- Statement of Changes in Equity
- Statement of Cash Flows

STATEMENT OF COMPREHENSIVE INCOME

Purpose: shows all the revenue the council has earned and the expenses incurred for the financial year.

OPERATIONAL REVENUE

Where did the money come from in 2012/13 financial year?



Council's operational income in 2012/13 was \$63.26 million. Grant and restoration income represents 59% of total income, with the remaining 41% of the operating income classed as own sourced income (53% own source income in 2011/12).

- Total rates and charges levied (less discount) for 2012/13 was \$12.5 million. This equates to 20% of council's operating income;
- Sales revenue comes from contract work Council undertakes on behalf of Main Roads (\$8.6 million) and other private customers (\$2.3 million). In dollar terms, sales income has remained similar to 2011/12 income (\$10.34 11/12 v's 10.96 12/13).

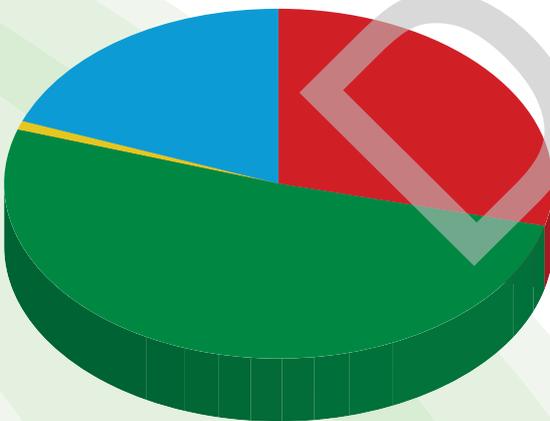
OPERATIONAL EXPENSES

Where was the money spent in 2012/13?

Council spent \$41 million during the year on employee costs, materials and services. This is a 1% or \$553,000 increase from 2011/12 financial year.

Finance costs have increased by 7% or \$18,000 from the previous period due to additional borrowings in 2010/11 & 2012/13.

Depreciation expenditure of \$10.37 million records the consumption of assets controlled by Council over the useful lives and provides an indication of what the level of expenditure on rehabilitation and renewal of existing assets is required annually.



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 specific to the purpose for which the grant was received and is therefore not included in operational revenue. In 2012/13 this was \$862,000 – consisting of:

1. \$433,000 Road Grants
2. \$247,000 Water Upgrade Grant
3. \$182,000 Various Building/other Structure Grants

STATEMENT OF FINANCIAL POSITION

Purpose: shows the assets and liabilities which make up community equity as at 30 June 2013

NET CURRENT ASSETS

Council's net current assets (that is current assets less current liabilities) has doubled since 2011-12, due to the significant advance receipts from QRA (Cash totals = 2012/13 - \$32.2M v's 2011/12 \$16.1M)

COUNCIL CASH POSITION BY YEAR

2008/09	\$15,550,000.00
2009/10	\$9,568,000.00
2010/11	\$14,656,000.00
2011/12	\$16,655,000.00
2012/13	\$34,536,000.00

Property, plant and equipment values have decreased. This is largely due to the \$80 million devaluation of council assets due to the substantial damage incurred as a result of the flood event. This devaluation is also evident in Council community equity (total assets less total liabilities).

COMMUNITY EQUITY BY YEAR

2008/09	\$850,660,000.00
2009/10	\$854,989,000.00
2010/11	\$870,693,000.00
2011/12	\$893,395,000.00
2012/13	\$841,988,000.00

MEASURES OF FINANCIAL SUSTAINABILITY

Purpose: assist in understanding the financial performance and position of council without reading through all the details contained within the Financial Statements.

OPERATING SURPLUS RATIO

- *net result (excluding capital income) divided by total operating revenue (excluding capital items)*
- TARGET - between 0% and 10%
- 18.42% - **Above target due to flood income in advance**

ASSET SUSTAINABILITY RATIO

- *capital expenditure on the replacement of assets (renewals) divided by depreciation expense*
- TARGET - greater than 90%
- 69.82% - **Below target due to flood damage works**

NET FINANCIAL LIABILITY RATIO

- *total liabilities less current assets divided by total operating revenue (excluding capital items)*
- TARGET - not greater than 60%
- (52.96)% - **On target due to Council's low borrowings**

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FINANCIAL STATEMENTS

NORTH BURNETT REGIONAL COUNCIL

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2013

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NORTH BURNETT REGIONAL COUNCIL
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2013

	Note	2013 \$	2012 \$
Income			
Recurrent Revenue			
Rates, Levies and Charges	3	12,499,497	11,701,576
Fees and Charges	3	1,517,969	1,533,092
Rental Income	3	374,809	334,746
Interest Received	3	785,168	801,416
Sales Revenue	3	10,966,755	10,334,190
Other Income	3	371,156	457,794
Grants, Subsidies, Contributions and Donations	4	36,747,740	22,167,198
		63,263,094	47,330,012
Expenses			
Recurrent Expenses			
Employee Benefits	6	(15,081,005)	(16,284,468)
Materials and Services	7	(26,213,301)	(24,456,008)
Finance Costs	8	(277,269)	(259,170)
Depreciation and Amortisation	9	(10,037,320)	(9,193,387)
		(51,608,895)	(50,193,033)
		11,654,199	(2,863,021)
Operating Result before Capital Items			
Capital Income			
Grants, subsidies, contributions and donations	4	862,635	3,898,862
Gain/(loss) on the sale of non current assets	5	(1,715,655)	(966,810)
Reversal of prior revaluation decrement	5	-	848,582
Impairment of Intangible Assets	5	-	(194,659)
		(853,020)	3,585,975
Capital Expenses			
Provision for Land Restoration	18	(168,147)	0
		(168,147)	0
		10,633,032	722,954
Net Result			
Other comprehensive income			
Items that will not be reclassified to net results			
Increase/ (decrease) in asset revaluation surplus	10	(62,039,757)	21,978,582
Total other comprehensive income for the year		(62,039,757)	21,978,582
		(51,406,725)	22,701,536
Total Comprehensive income for the year			

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

NORTH BURNETT REGIONAL COUNCIL
STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 30 JUNE 2013

	Note	2013 \$	2012 \$
Current Assets			
Cash and Cash Equivalents	11	34,536,447	16,655,031
Trade and Other Receivables	12	5,252,244	4,801,766
Inventories	13	440,958	659,927
Total Current Assets		40,229,649	22,116,724
Non-Current Assets			
Trade and Other Receivables	12	15,000	31,839
Property, Plant and Equipment	14	813,578,325	880,657,862
Total Non-Current Assets		813,593,325	880,689,701
Total Assets		853,822,974	902,806,425
Current Liabilities			
Trade and Other Payables	16	5,555,839	3,804,661
Borrowings	17	485,992	433,164
Provisions	18	1,690,271	1,355,701
Other	19	214,679	327,604
Total Current Liabilities		7,946,781	5,921,130
Non-Current Liabilities			
Borrowings	17	3,573,788	3,096,276
Provisions	18	314,358	394,247
Total Non-Current Liabilities		3,888,146	3,490,523
Total Liabilities		11,834,927	9,411,653
Net Community Assets		841,988,047	893,394,772
Community Equity			
Shire Capital		651,135,746	651,135,746
Asset Revaluation Reserve	20	181,860,829	243,900,586
Retained Surplus/ (deficiency)		8,991,472	(1,641,560)
Total Community Equity		841,988,047	893,394,772

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

NORTH BURNETT REGIONAL COUNCIL
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2013

	Shire Capital		Asset Revaluation Reserve		Retained Surplus/(Deficiency)		Total	
	2013 \$	2012 \$	2013 \$	2012 \$	2013 \$	2012 \$	2013 \$	2012 \$
Opening Balance	651,135,746	647,549,772	243,900,586	221,922,004	(1,641,560)	1,221,460	893,394,772	870,693,236
Net operating surplus	-	-	-	-	10,633,032	722,954	10,633,032	722,954
Other comprehensive income for the year								
Increase/(decrease) in asset revaluation surplus	-	-	(62,039,757)	21,978,582	-	-	(62,039,757)	21,978,582
Total comprehensive income for the year								
Transfers to and from reserves								
Transfer to/from capital		3,585,974	-	-		(3,585,974)		
Total transfers to and from reserves		3,585,974				(3,585,974)		
Closing Balances	651,135,746	651,135,746	181,860,829	243,900,586	8,991,472	(1,641,560)	841,988,047	893,394,772

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

NORTH BURNETT REGIONAL COUNCIL
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2013

	Note	2013 \$	2012 \$
Cash flows from operating activities			
Receipts from customer		29,520,105	29,195,199
Payments to suppliers and employees		(44,066,279)	(44,465,042)
		(14,546,174)	(15,269,843)
Interest received		785,168	801,416
Rental Income		374,809	334,746
Non Capital Grants and Contributions		36,747,740	22,167,198
Borrowing Costs		(205,287)	(219,173)
Net cash inflow (outflow) from operating activities	25	23,156,256	7,814,344
Cash flows from investing activities			
Payments for property, plant and equipment		(7,225,077)	(9,931,071)
Net movement on loans and advances		45,379	1,840
Proceeds from sale of property and equipment	5	511,883	650,016
Grants, subsidies, contribution and donations		862,635	3,898,862
Net cash inflow (outflow) from investing activities		(5,805,180)	(5,380,353)
Cash flows from financing activities			
Proceeds from borrowings		960,000	-
Repayment of borrowings		(429,660)	(435,013)
Net cash inflow (outflow) from financing activities		530,340	(435,013)
Net increase (decrease) in cash and cash equivalents held		17,881,416	1,998,978
Cash and cash equivalents at beginning		16,655,031	14,656,053
Cash and cash equivalents at end	11	34,536,447	16,655,031

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 are for the period 1 July 2012 to 30 June 2013 and have been prepared in compliance with the requirements of the *Local Government Act 2009 and the Local Government Regulation 2012*. Consequently, these financial statements have been prepared in accordance with all Australian Accounting Standards, Australian Accounting Interpretations and other authoritative pronouncements issued by the Australian Accounting Standards Board.

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.

	Effective for annual report periods beginning on or after:	
AASB 9	<i>Financial Instruments</i> (December 2009)	1 January 2015
AASB 13	<i>Fair Value Measurement</i>	1 January 2013
AASB 119	<i>Employee benefits</i> (completely replaces existing standard)	1 January 2013
AASB 1053	<i>Application of Tiers of Australian Accounting Standards</i> <i>2009-11 Amendments to Australian Accounting Standards arising</i> <i>from AASB 9</i> (December 2009)	1 July 2013
AASB 1055	Budgetary Reporting	1 July 2014
2009-11	Amendments to Australian Accounting Standards arising from AASB 9 (December 2009)	1 January 2015
AASB 2010-2	<i>Amendments to Australian Accounting Standards arising from</i> <i>Reduced Disclosure Requirements</i>	1 July 2013
AASB 2010-7	<i>Amendments to Australian Accounting Standards arising from AASB 9</i> <i>(December 2010)</i>	1 January 2015
AASB 2011-4	Amendments to Australian Accounting Standards to Remove Individual Key Management Personnel Disclosure Requirements	1 July 2013
AASB 2011-8	Amendments to Australian Accounting Standards arising from AASB 13	1 January 2013
AASB 2011-10	Amendments to Australian Accounting Standards arising from AASB 119 (September 2011)	1 January 2013
AASB 2011-11	Amendments to AASB 119 (September 2011) arising from Reduced Disclosure Requirements	1 July 2013
AASB 2012-2	Amendments to Australian Accounting Standards – Disclosures – Offsetting Financial Assets and Financial Liabilities	1 January 2013
AASB 2012-3	Amendments to Australian Accounting Standards – Offsetting Financial Assets and Financial Liabilities [AASB 132]	1 January 2014
AASB 2012-4	Amendments to Australian Accounting Standards – Government Loans [AASB 1]	
AASB 2012-5	Amendments to Australian Accounting Standards arising from Annual Improvements 2009–2011 Cycle [AASB 1, AASB 101, AASB 116, AASB 132 & AASB 134 and Interpretation 2]	1 January 2013
AASB 2012-6	Amendments to Australian Accounting Standards – Mandatory Effective Date of AASB 9 and Transition Disclosures [AASB 9, AASB 2009-11, AASB 2010-7, AASB 2011-7 & AASB 2011-8]	1 January 2013
AASB 2013-1	Amendments to AASB 1049 - Relocation of Budgetary Reporting Requirements	1 July 2014

AASB 9 Financial Instruments (effective from 1 January 2015)

AASB 9, which replaces AASB 139 *Financial Instruments: Recognition and Measurement*, is effective for reporting periods beginning on or after 1 January 2015 and must be applied retrospectively. The main impact of AASB 9 is to change the requirements for the classification, measurement and disclosures associated with financial assets. Under the new requirements the four current categories of financial assets stipulated in AASB 139 will be replaced with two measurement categories: fair value and amortised cost and financial assets will only be able to be measured at amortised cost where very specific conditions are met. This change, if immediate, would have had an immaterial effect on the Council's current financial report, as the Council has no financial assets at the the 30 June 2013 that would be measured at fair value under the future requirements.

AASB 13 Fair Value Measurement (AASB 13)

AASB 13 applies to reporting periods beginning on or after 1 January 2013 and will therefore be applied by Council in the 2013-14 reporting period. This standard is not required to be applied retrospectively; therefore there is no impact from the application of AASB 13 to values or other disclosures in the 2012-13 financial statements.

The standard sets out a new definition of "fair value", as well as new principles to be applied when determining the fair value of assets and liabilities. The new requirements will apply to all of the Council's assets and liabilities (excluding leases) that are measured and/or disclosed at fair value or another measurement based on fair value. The key changes will relate to the level of disclosures required.

The North Burnett Regional Council has commenced reviewing its fair value methodologies (including instructions to valuers, data used and assumptions made) for all items of property, plant and equipment measured at fair value to determine whether those methodologies comply with AASB 13. To the extent that the methodologies don't comply, the necessary changes will be implemented. While the Council is yet to complete this review, no significant changes are anticipated, based on the fair value methodologies presently used. Therefore, and at this stage, no consequential material impacts are expected for the North Burnett's property, plant and equipment as from 2013-14.

AASB 13 will require an increased amount of information to be disclosed in relation to fair value measurements for both assets and liabilities. The recognised fair values will be classified according to the following fair value hierarchy that reflects the significance of the inputs used in making these measurements:

Level 1 - Fair values that reflect the unadjusted quoted prices in active markets for identical assets or liabilities.

Level 2 - Fair values that are based on inputs other than quoted prices that are directly or indirectly observable for the asset or liability.

Level 3 - Fair values that are derived from data not observable in a market.

To the extent that any fair value measurement for an asset or liability uses data that is not "observable" outside the Council, the amount of information to be disclosed will be relatively greater.

Amendments to AASB 119 Employee Benefits

A revised version of AASB 119 Employee Benefits applies from reporting periods beginning on or after 1 January 2013. The revised AASB 119 is generally to be applied retrospectively.

The revised standard includes changed criteria for accounting for employee benefits as "short-term employee benefits". Had North Burnett Regional Council applied the revised standard this year annual leave currently classified as a "short-term benefit" would have been reclassified as a "long-term benefit". However, no reported amounts would have been amended as the Council already discounts the annual leave liability to present value in respect of amounts not expected to be settled within 12 months (refer Note 1.S).

The concept of "termination benefits" is clarified and the recognition criteria for liabilities for terminations benefits will be different. If termination benefits meet the timeframe criterion for "short-term employee benefits", they will be measured according to the AASB 119 requirements for "short-term employee benefits". Otherwise, termination benefits will need to be measured according to the AASB 119 requirements for "other long-term employee benefits". Under the revised standard, the recognition and measurement of employer obligations for "other long-term employee benefits" will need to be accounted for according to most of the requirements for defined benefit plans.

The revised AASB 119 also includes changed requirements for the measurement of employer liabilities/assets arising from defined benefit plans, and the measurement and presentation of changes in such liabilities/assets. North Burnett Regional Council contributes to the Local Government Superannuation Scheme (Qld) as disclosed in note 23. The revised standard will require North Burnett Regional Council to make additional disclosures regarding the Defined Benefits Fund element of the scheme.

The reported results and position of the Council will not change on adoption of the other pronouncement as they do not result in any changes to the Council's existing accounting policies. Adoption will however, result in changes to information currently disclosed in the financial statements. The Council does not intend to adopt any of these pronouncements before their effective dates.

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 and depreciation of property, plant and equipment - Note 1.O and Note 14

Impairment of property, plant and equipment - Note 1.Q and Note 10

Contingent Liabilities - Note 22

Provisions - Note 1.S and Note 18

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 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. In previous years, an equivalent amount was transferred from retained earnings to the relevant reserve until the funds were expended. Unspent non-reciprocal capital grants were placed in the Unspent capital grants reserve. Internal restrictions that have been placed on council's cash and cash equivalents are now disclosed in Note 11.

Where grants are received that are reciprocal in nature, revenue is recognised as the various performance obligations under the funding agreement are fulfilled. 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 also pay infrastructure charges for trunk infrastructure, such as pumping stations, treatment works, mains, sewers and water pollution control works. These infrastructure charges are not within the scope of AASB Interpretation 18 because there is no performance obligation associated with them. Consequently, the infrastructure charges are recognised as income when received.

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.

Sales revenue

Sale of goods is recognised when the significant risks and rewards of ownership are transferred to the buyer, generally when the customer has taken undisputed delivery of the goods.

The council generates revenues from a number of services including child care, motor vehicle repairs and contracts for road and earthworks. Revenue from contracts and recoverable works generally comprises a recoupment of material costs together with an hourly charge for use of equipment and employees. Contract revenue and associated costs are recognised by reference to the stage of completion of the contract activity at the reporting date. Revenue is measured at the fair value of consideration received or receivable in relation to that activity. Where consideration is received for the service in advance it is included in other liabilities and is recognised as revenue in the period when the service is performed.

Fees and Charges

Fees and charges are recognised upon unconditional entitlement to the funds. Generally this is upon lodgement of the relevant applications or documents, issuing of the infringement notice or when the service is provided.

1.1 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 17 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 27.

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 is empowered under the provisions of the *Local Government Act 2009* 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.

Inventories held for distribution are:

- Goods to be supplied at no or nominal, charge, and
- Goods to be used for the provision of services at no or nominal, charge.

These goods are valued at cost, adjusted, when applicable, for any loss of service potential.

Land acquired by Council 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 an inventory item, this land held for resale is treated as a current asset. Proceeds from the sale of this land will be recognised as sales revenue on the signing of a valid unconditional contract of sale.

1.M Non-current assets held for resale

Items of property, plant and equipment are reclassified as non-current assets as held for sale when the carrying amount of these assets will be recovered principally through a sales transaction rather than continuing use. Non-current assets classified as held for sale are available for immediate sale in their present condition and management believe the sale is highly probable. Non-current assets held for sale are measured at the lower of their carrying amount and fair value less cost to sell and are not depreciated. On the eventual sale of these assets a gain or loss is recognised.

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 the 30 June 2013 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
- Work in Progress

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 material 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 and Work in Progress are 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 ("desktop valuations") using a suitable index being otherwise performed on an annual basis where there has been a material variation in the index. A desktop valuation is prepared by a certified valuer analysing the most up-to-date information from the market to estimate the value of an asset. Desktop valuations are a type of appraisal that does not involve a physical inspection. The Desktop valuation provided to the Council provided a growth rate (indices) for each class of assets. This growth rate was applied to all assets in that class.

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 14a.

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. Management believe that the straight line basis appropriately reflects the pattern of consumption of all Council assets.

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 14b.

Depreciation methods, estimated useful lives and residual values of property, plant and equipment assets are reviewed at the end of each reporting period and adjusted where necessary to reflect any changes in the pattern of consumption, physical wear and tear, technical or commercial obsolescence, or management intentions. The condition assessments performed as part of the annual valuation process for assets measured at depreciated current replacement cost are used to estimate the useful lives of these assets at each reporting date. Details of the range of estimated useful lives for each class of asset are shown in Note 14b.

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 fair value. The useful life is considered as indefinite as the rights have no fixed term.

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 were written off to a NIL value in the previous year, with current market conditions still consistent with prior year conditions.

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 16 as a payable.

Annual leave

A liability for annual leave is recognised. Amounts expected to be settled within 12 months (the current portion) are calculated on current wage and salary levels and includes related employee on-costs. Amounts not expected to be settled within 12 months (the non-current portion) are calculated on projected future wage and salary levels and related employee on-costs, and are discounted to present values. This liability represents an accrued expense and is reported in Note 16 as a payable

Sick leave

Council has no obligation to pay sick leave on termination.

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 23.

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 18 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.

In accordance with the *Local Government Regulation 2012* council adopts an annual debt policy that sets out council's planned borrowings for the next nine years. Council's current policy is to only borrow for capital projects and for a term no longer than the expected life of the asset. Council also aims to comply with the Queensland Treasury Corporation's borrowing guidelines and ensure that sustainability indicators remain within acceptable levels at all times.

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

1.U Restoration Provision

The provision represents the present value of the anticipated future costs associated with the closure of 6 operating dump sites, decontamination and monitoring of historical residues and leaching on these sites. The calculation of this provision requires assumptions such as application of environmental legislation, site closure dates, available technologies and engineering cost estimates. The provision is measured at the expected cost of the work required; discounted to current day values using the interest rates attaching to Commonwealth Government guaranteed securities with a maturity date corresponding to the anticipated date of the restoration. These uncertainties may result in future actual expenditure differing from amounts currently provided. Because of the long-term nature of the liability, the most significant uncertainty in estimating the provision is the costs that will be incurred. The provision recognised for dump sites is reviewed at least annually and updated based on the facts and circumstances available at the time. Management estimates that the current longest useable site will close in 349 years and that the restoration on the various sites will occur progressively after closing.

1.V 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 of the gain or loss is reported in surplus in respect of that asset.

1.W Retained surplus

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

1.X National competition policy

Council has reviewed its activities to identify its business activities. Details of these are disclosed in Note 28.

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 24.

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.

1.AC Carbon Pricing

In 2011 the Australian Government introduced a Clean Energy Legislation package. One aspect of this package, which impacts Council indirectly, is the introduction of a pricing mechanism for

greenhouse gas emissions in the Australian economy.

Council operates a number of small landfill facilities that have annual emissions of carbon dioxide equivalent that are below the individual site threshold of 25,000 tonnes. Council modelling indicates that the facilities are unlikely to exceed this threshold in the foreseeable future therefore no direct liability has arisen, or is likely to arise as a result of this legislation.

Council has been, and will continue to be indirectly impacted through increased costs arising from the carbon pricing mechanism. The most significant of these will be electricity and fuel. Commonwealth Treasury modelling published in July 2011 in the document "Strong growth, low pollution modelling a carbon price" indicates that the carbon pricing is expected to increase electricity prices by 10% within 5 years from 1 July 2012 and increase other costs by 0.7% on inflation. In addition fuel tax credits will be progressively reduced over the initial fixed price period.

Council's modelling indicates that the impact of electricity and fuel increases, due to carbon pricing, is not material to overall expenses.

Draft

Note 2a: Analysis Of Results By Function

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, plus Council's Customers Service, Finance and Information Technology sections.

Community services

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

This function includes:

- Entertainment venues
- Libraries
- Public health services
- 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.

Sewerage infrastructure

Providing sewerage services.

Note 2b: Analysis Of Results By Function - Allocations

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

Year ended 30 June 2013

Functions	Gross Program Income				Total income	Gross Recurring Expenses	Gross Capital Expenses	Total Expenses	Net result from recurring operations	Net Operating Surplus	Assets
	Recurring		Capital								
	Grants	Other	Grants	Other							
	2013	2013	2013	2013	2013	2013	2013	2013	2013	2013	2013
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Corporate Governance	7,918,839	8,262,376	-	-	16,181,215	7,523,616	1,715,655	9,239,271	8,657,599	6,941,944	77,129,698
Community Services	475,752	859,140	82,449	-	1,417,341	3,981,456	-	3,981,456	(2,646,564)	(2,564,115)	18,343,982
Planning & Development	-	1,028,173	-	-	1,028,173	1,520,393	-	1,520,393	(492,220)	(492,220)	-
Transport Infrastructure	28,353,149	11,082,887	533,061	-	39,969,097	32,711,748	-	32,711,748	6,724,288	7,257,349	728,195,988
Waste Management	-	927,089	-	-	927,089	1,517,107	168,146	1,685,253	(590,018)	(758,164)	-
Water Infrastructure	-	2,882,995	247,125	-	3,130,120	3,134,351	-	3,134,351	(251,356)	(4,231)	20,297,917
Sewerage Infrastructure	-	1,472,694	-	-	1,472,694	1,220,225	-	1,220,225	252,469	252,469	9,855,389
Total Council	36,747,740	26,515,354	862,635	-	64,125,729	51,608,896	1,833,801	53,492,697	11,654,198	10,633,032	853,822,974

Year ended 30 June 2012

Functions	Gross Program Income				Total income	Gross Recurring Expenses	Gross Capital Expenses	Total Expenses	Net result from recurring operations	Net Operating Surplus	Assets
	Recurring		Capital								
	Grants	Other	Grants	Other							
	2012	2012	2012	2012	2012	2012	2012	2012	2012	2012	2012
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Corporate Governance	8,405,657	7,922,879	-	-	16,328,536	8,946,809	966,810	9,913,619	7,381,727	6,414,917	70,379,635
Community Services	725,366	1,174,035	642,127	-	2,541,528	4,171,600	-	4,171,600	(2,272,199)	(1,630,072)	18,034,485
Planning & Development	-	848,889	-	-	848,889	1,684,795	-	1,684,795	(835,906)	(835,906)	-
Transport Infrastructure	13,035,999	10,456,459	2,051,302	-	25,543,760	29,979,327	-	29,979,327	(6,486,869)	(4,435,567)	786,858,474
Waste Management	176	998,287	6,339	-	1,004,802	1,554,447	-	1,554,447	(555,984)	(549,646)	-
Water Infrastructure	-	2,335,011	1,198,639	-	3,533,650	2,706,508	194,659	2,901,167	(371,497)	632,483	18,320,066
Sewerage Infrastructure	-	1,427,255	455	848,582	2,276,291	1,149,547	-	1,149,547	277,708	1,126,745	9,213,765
Total Council	22,167,198	25,162,814	3,898,862	848,582	52,077,456	50,193,033	1,161,469	51,354,502	(2,863,021)	722,954	902,806,425

	2013 \$	2012 \$
3 Revenue Analysis		
(a) Rates, Levies and Charges		
General rates	7,785,780	7,545,276
Environmental Levy	559,294	477,510
Water	1,635,655	1,475,990
Water consumption	1,179,720	923,192
Sewerage	1,598,204	1,534,591
Waste management	828,879	789,121
Rural Fire Levy	17,140	16,980
Total rates and utility charge revenue	13,604,672	12,762,660
Less: Discounts	(1,105,175)	(1,061,084)
Net rates and utility charges	12,499,497	11,701,576
(b) Fees and Charges		
Community Service Fees	208,285	323,741
Building & Development Fees	331,513	192,092
Licences & Registrations	75,257	96,686
Caravan Parks	483,797	567,027
Water & Sewer Fees	192,701	52,933
Trade Waste & Recycling	161,815	228,270
Other fees and charges	64,601	72,343
	1,517,969	1,533,092
(c) Rental Income		
Other Rental Income	374,809	334,746
	374,809	334,746
(d) Interest Received		
Interest received from term deposits	683,399	693,708
Interest from overdue rates and utility charges	101,769	107,708
	785,168	801,416
(e) Sales Revenue		
Contract and Recoverable Works	8,624,612	9,294,016
MRD Private Works	2,342,143	1,040,174
Total Sales Revenue	10,966,755	10,334,190
(f) Other Income		
Other Income	371,156	457,794
	371,156	457,794

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.

NORTH BURNETT REGIONAL COUNCIL
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013

	2013	2012
	\$	\$
4 Grants, subsidies, contributions and donations		
(a) Recurrent		
General purpose grants	10,347,348	11,347,417
State government subsidies and grants	608,762	862,870
Commonwealth government subsidies and grants	767,859	1,460,150
Donations	22,110	52,239
Contributions	67,173	171,081
Flood damage claims	24,934,488	8,273,441
Total Recurrent Revenue	36,747,740	22,167,198
(b) Capital		
State government subsidies and grants	727,253	2,842,802
Developer contributions	135,382	96,440
Flood damage claims	-	959,620
Total Capital Revenue	862,635	3,898,862

Conditions over contributions

Contributions recognised as income during the reporting period and obtained on the condition that they be expended in a manner specified by the contributor but had not been expended at the reporting date are as follows:-

Conditions over contributions

Non-reciprocal grants for expenditure on infrastructure	24,438,606	5,150,385
	24,438,606	5,150,385

5 Capital Income

Gain/Loss on disposal of non-current assets

Proceeds from the sale of property, plant and equipment	511,883	650,016
Less: Cost of property, plant and equipment disposed	(4,554,060)	(3,136,844)
Accumulated depreciation on disposals	2,326,522	1,520,018
	(1,715,655)	(966,810)

Revaluations

Revaluation up of property, plant and equipment reversing previous revaluation down	-	848,582
	-	-
Impairment loss on Intangible assets	-	(194,659)
Total Capital Income	(1,715,655)	(312,887)

NORTH BURNETT REGIONAL COUNCIL
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013

	Note	2013 \$	2012 \$
6 Employee Benefits			
Total staff wages and salaries		12,735,871	13,594,368
Councillors' remuneration		367,890	403,441
Annual, sick and long service leave entitlements		1,718,370	1,890,274
Superannuation	23	1,343,126	1,439,311
		16,165,257	17,327,394
Other employee related expenses		628,814	713,086
		16,794,071	18,040,480
Less: Capitalised employee expenses		(1,713,066)	(1,756,012)
		15,081,005	16,284,468
Councillor remuneration represents salary, and other allowances paid in respect of carrying out their duties			
Total Council employees at the reporting date:		2013	2012
Elected members		7	7
Administration staff		81	88
Depot and outdoors staff		122	126
Trainee Staff		10	26
Total full time equivalent employees		220	247
7 Materials and services			
Corporate Governance		3,415,622	2,496,597
Audit Services		211,000	276,397
Community Services		2,884,253	3,454,985
Planning & Development		841,423	527,995
Transport Infrastructure		15,358,798	14,500,882
Waste Management		1,211,759	1,227,191
Water Infrastructure		1,847,354	1,644,809
Sewerage Infrastructure		443,092	327,151
		26,213,301	24,456,008
8 Finance Costs			
Finance costs charged by the Queensland Treasury Corporation		205,287	219,173
Bank charges		28,856	29,221
Bad debts written off during the year		43,126	10,776
		277,269	259,170

NORTH BURNETT REGIONAL COUNCIL
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013

	2013 \$	2012 \$
9 Depreciation and Amortisation		
Depreciation of non-current assets		
Buildings	1,223,936	1,277,967
Plant and equipment	1,883,349	1,502,121
Road, drainage and bridge network	4,805,484	4,464,014
Water	774,856	612,841
Sewerage	519,165	697,627
Other infrastructure assets	830,530	638,817
Total depreciation	10,037,320	9,193,387
10 Other comprehensive income		
Revaluation due to 2010-11 flood damage/(impairment)		
Buildings	196,505	-
Roads, Drainage & Bridges	3,919,647	6,063,436
Water	2,026,740	-
Sewer	117,000	-
Other infrastructure	542,894	-
Total flood damage gains/(losses)	6,802,786	6,063,436
Revaluation due to 2013 flood damage/(impairment)		
Buildings	(68,499)	-
Other infrastructure	(13,626)	-
Roads, Drainage and Bridges	(80,556,901)	-
Water	(172,414)	-
Total flood damage gains/(losses)	(80,811,440)	-
Revaluation due to change in fair value		
Land assets	(122,653)	(190,289)
Buildings	525,944	2,108,575
Other infrastructure	358,905	515,452
Roads, Drainage and Bridges	10,806,022	13,481,408
Water	275,884	-
Sewer	124,795	-
Total revaluations due to change in fair value	11,968,897	15,915,146
Net change in asset values	62,039,757	21,978,582
11 Cash and cash equivalents		
Cash on hand	6,070	6,060
Cash at bank	4,411,026	3,797,877
Deposits at call	30,119,351	12,851,094
Balance per Statement of Cash Flows	34,536,447	16,655,031

Council's cash and cash equivalents are subject to a number of internal and external restrictions that limit amounts available for discretionary or future use. These include:

	2013 \$	2012 \$
Externally imposed expenditure restrictions at the reporting date relate to the following cash assets:		
Unspent government grants and subsidies	24,438,606	5,150,385
Unspent loan monies	80,647	2,960,000
Total unspent restricted cash for capital projects	24,519,253	8,110,385

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+.

12 Trade and other receivables

(a) Current

Rateable revenue and utility charges	801,468	805,674
Water charges not yet levied	626,415	749,054
Other debtors and GST	3,571,112	3,103,015
Less impairment	(42,968)	(1,477)
Loans and advances	6,000	34,540
Prepayments	290,217	110,960
	5,252,244	4,801,766

(b) Non-current

Loans and advances to various entities	15,000	31,839
	15,000	31,839

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	(1,477)	(3,256)
Amounts already provided for & written off this year	43,126	10,776
Increase in provisions recognised	(84,617)	(8,997)
Closing balance	(42,968)	(1,477)

	2013	2012
	\$	\$
13 Inventories		
Inventories held for sale		
Miscellaneous saleable items	5,640	7,323
Total inventories for consumption	5,640	7,323
Inventories held for distribution		
Road materials & Equipment Stores	435,318	652,604
Total inventories held for Distribution	435,318	652,604
Total Inventories	440,958	659,927

14a) Property, Plant & equipment - Information

Valuation Information

Land

The fair value of land as at 30 June 2013 was independently determined by Asset Val Pty Ltd, Registered Valuers, using a "desktop" approach (refer Note 1.O). This approach determined that an index of minus -1.0% was appropriate for all land held by Council.

Buildings and Other Structures

There is no market for Council's buildings as these are held to provide essential services to the community. Accordingly, the fair value of all building and other structures is measured at written down current replacement cost. The fair value of buildings as at 30 June 2013 was independently determined by Asset Val Pty Ltd, Registered Valuers, using a "desktop" approach (refer Note 1.O). This approach determined that an index of 1.5% was appropriate for buildings and 2.0% was appropriate for other structures. The condition assessment of the buildings and other structures was based on the Estimated Useful Remaining Life having regards to physical deterioration, functional obsolescence and economic obsolescence. The last on-site valuation was performed on 30 June 2010.

Physical Deterioration: This may be due to wear, inadequate maintenance, dry rot, damage by termites or borers or normal weathering and decay. Any one or more of these causes of depreciation might relate only to part or to parts of a structure.

Functional Obsolescence: This exists in respect of older type buildings that are no longer fully functional in accordance with current requirements.

Economic Obsolescence: A lessening of economic utility may be caused by extrinsic circumstances beyond the control of an owner. The effect of any such change might be that a building or other structure, formerly economic, no longer contributes adequately to the highest and best use of the land.

Plant and Equipment

Plant and equipment is measured at original cost less accumulated depreciation.

Infrastructure

There is no market for Council's infrastructure assets as these are held to provide essential services to the community. Accordingly, the fair value of all infrastructure assets is measured at written down current replacement cost.

Water and Sewerage

The fair value of water and sewerage infrastructure as at 30 June 2013 was independently determined by Opus International Consultants, using a "desktop" approach (refer Note 1.0). The approach determined that an index of 1.40% (2012: 1.5%) was appropriate for water and sewerage infrastructure.

- Water and sewerage assets were last fully revalued at 30 June 2009.
- Condition was assessed using the following table.
- During the determination of flood damage costs, all assets were assessed for indicators of impairment. Other than flood damage no indicators were identified.

Condition Rating	Remaining Useful Life (%)
0	100%
1	95%
2	90%
3	85%
4	80%
5	75%
6	70%
7	65%
8	60%
9	55%
10	50%
11	45%
12	40%
13	35%
14	30%
15	25%
16	20%
17	15%
18	10%
19	5%
20	0%

Road and Drainage Network

The fair value of road and drainage infrastructure as at 30 June 2013 was independently determined by Opus International Consultants, using a "desktop" approach (refer Note 1.0). The approach determined that an index of 1.4% (2012: 1.5%) was appropriate for road and drainage infrastructure.

- Water and sewerage assets were last fully revalued at 30 June 2009.
- Condition was assessed using the same table as water and sewerage.
- During the determination of flood damage costs all assets were assessed for indicators of impairment. Other than the flood damage no indicators were identified.

Impact of 2013 Floods

Current Australian Accounting Standards and Council's Non-Current Asset Policy require that in the event that non-current assets are damaged or impaired that Council will assess the impairment and decrease the value of assets. Also, in the event that the impaired assets are repaired and placed back into service, Council are required to assess the value of these assets.

The January 2013 floods caused extensive damage to the Council's Road, Drainage & Bridges, Water and Sewerage assets and as a result the Council is not in a position to undertake a full valuation of these classes of assets. This flood not only interrupted the planned execution of the valuation but also rendered many of the assets, that were due to be revalued, extensively damaged or completely destroyed. The Council deemed it to be an inappropriate use of funds to value classes of assets that had been affected by flood and given the time available to perform the valuation was limited, it was decided to delay the valuation until the following financial year.

As the last external valuation of these classes of assets was performed during the 2009 financial year, the council is unable to demonstrate that the written down value of its Road, Drainage & Bridges, Water and Sewerage assets totalling \$730,586,227, does not differ materially from their fair value as at the 30 June 2013 as required by Australian Accounting Standard AASB 116 Property, Plant and Equipment.

Property Plant & Equipment Additions comprise:

30 June 2013	Basis of measurement	Property Plant & Equipment Additions comprise:									
		Land	Buildings	Plant & equipment	Road, drainage & bridges	Water	Sewerage	Other infrastructure	Work in progress	Total	
		Fair Value	Fair Value	Cost	Fair Value	Fair Value	Fair Value	Fair Value	Cost		
		\$	\$	\$	\$	\$	\$	\$	\$	\$	
	Renewals	0	10,867	1,449,428	1,282,114	633,626	660,319	79,172	2,892,483	7,008,009	
	Other additions	11,050	-	-	-	-	-	52,241	153,777	217,068	
	Total additions	11,050	10,867	1,449,428	1,282,114	633,626	660,319	131,413	3,046,260	7,225,077	

NORTH BURNETT REGIONAL COUNCIL
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013

30 June 2012

Basis of measurement

Asset Values

Opening gross value

Additions at cost

Disposals

Revaluations adjustment to the ARR

Revaluation adjustment to income

Transfers between classes

Closing gross value

	Land		Buildings		Plant & equipment		Road, drainage & bridges		Water		Sewerage		Other infrastructure		Work in progress		Total
	Fair Value	Fair Value	Fair Value	Cost	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value	Cost	Fair Value	Cost		
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	12,902,627	61,917,094	25,277,782	886,882,358	30,024,790	24,110,601	25,001,389	934,025	1,067,050,666								
	13,052	579,451	2,293,693	3,867,381	1,466,776	344,461	631,006	735,250	9,931,071								
	(20,309)	(531,915)	(2,501,036)	-	-	-	(83,584)	-	(3,136,844)								
	(190,289)	2,993,879	-	21,585,286	693,427	600,565	690,432	-	25,079,308								
	(196,408)	(3,362,359)	(11,024)	226,211	546,385	104,556	3,626,664	(934,025)	1,293,992								
	12,508,673	61,596,150	25,059,415	912,561,236	32,731,378	25,160,183	29,865,907	735,250	1,100,218,193								

Accumulated depreciation

Opening balance

Depreciation provided in period

Depreciation on disposals

Revaluation adjustment to ARR

Revaluation adjustment to income

Transfers between classes

Accum depreciation at period end

	-	25,196,833	9,914,416	134,876,921	13,587,895	15,106,106	9,658,654	-	208,340,825
	-	1,277,967	1,502,121	4,464,014	612,841	697,627	638,817	-	9,193,387
	-	(11,887)	(1,469,583)	-	-	-	(38,548)	-	(1,520,017)
	-	885,304	-	2,040,443	-	-	174,980	-	3,100,726
	-	(1,399,191)	(5,701)	-	210,577	234,833	-	-	445,410
	-	25,949,026	9,941,253	141,381,378	14,411,313	16,038,566	11,838,795	-	219,560,331

Total written down value at period end

12,508,673	35,647,124	15,118,161	771,179,860	18,320,066	9,121,618	18,027,113	735,250	880,657,862
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Estimated useful life (years)

Not depreciated	40 - 100	2 - 20	5 - 100	10 - 60	20 - 60	20 - 40
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NORTH BURNETT REGIONAL COUNCIL
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013

	2013 \$	2012 \$
15 Intangible Assets		
Water Licences		
Opening gross carrying value	-	194,659
Closing gross carrying value	-	194,659
Provision for impairment	-	(194,659)
Closing Balance	-	(194,659)
Net Carrying value at end of financial year	-	-
Total intangible assets	-	-
16 Trade and other payables		
Current		
Creditors and accruals	4,077,669	2,259,620
Annual leave	1,397,858	1,439,447
Other entitlements	80,312	105,594
	5,555,839	3,804,661
17 Borrowings		
Current		
Loans – Queensland Treasury Corporation	485,992	433,164
	485,992	433,164
Non-current		
Loans – Queensland Treasury Corporation	3,573,788	3,096,276
	3,573,788	3,096,276
Loans – Queensland Treasury Corporation		
Opening balance at beginning of financial year	3,529,440	4,000,265
Loans raised	960,000	-
Principal repayments	(429,660)	(470,825)
Book value at end of financial year	4,059,780	3,529,440

NORTH BURNETT REGIONAL COUNCIL
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013

The QTC loan market value at the reporting date was \$4,273,687 (2012 \$3,795,236). 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 24 May 2014 to 4 June 2033. There have been no defaults or breaches of the loan agreement during the period.

Principal and interest repayments are made quarterly in arrear

	2013	2012
	\$	\$
18 Provisions		
Current		
Long service leave	1,522,125	1,355,701
Landfill Restoration	168,146	-
	1,690,271	1,355,701
Non-current		
Long service leave	314,358	394,247
	314,358	394,247
Long service leave		
Balance at beginning of financial year	1,749,948	1,673,124
Long service leave entitlement arising	341,128	299,858
Long Service entitlement extinguished	(92,050)	(44,155)
Long Service entitlement paid	(162,543)	(178,879)
Balance at end of financial year	1,836,483	1,749,948
Provision for Landfill Restoration		
Balance at beginning of financial year	-	-
Provisions raised during the year	168,146	-
Increase in provision due to unwinding of discount	-	-
Increase (decrease) in provision due to change in discount rate	-	-
Balance at end of financial year	168,146	-

This is the present value of the estimated cost of restoring 6 current refuse disposal site to a useable state at the end of their useful life. The projected cost is \$7,452,000 and this cost is expected to be incurred in 349 years. This is the first year of recognition of this provision.

NORTH BURNETT REGIONAL COUNCIL
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013

19 Other Liabilities	2013	2012
	\$	\$
Developer contributions	-	100,000
Unspent Funds	214,679	227,604
	214,679	327,604

The liability reflects cash contributions from developers for which the related service obligations have been fulfilled (2012 \$100,000) by Council.

20 Asset Revaluation Surplus

Movements in the asset revaluation surplus were as follows:

Balance at beginning of financial year	243,900,586	221,922,004
Net adjustment to non-current assets at end of period to reflect a change in current fair value:		
Land	(122,653)	(190,289)
Buildings	653,950	2,108,576
Road, drainage and bridge network	(65,831,232)	19,544,843
Water	2,130,210	-
Sewerage	241,795	-
Other infrastructure assets	888,173	515,452
Balance at end of financial year	181,860,829	243,900,586

Asset revaluation surplus analysis

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

Land	2,055,155	2,177,808
Buildings	4,418,240	3,635,020
Road, drainage and bridge network	168,699,394	234,530,625
Other infrastructure assets	4,316,036	3,557,133
Water	2,130,209	-
Sewerage	241,795	-
	181,860,829	243,900,586

21 Commitments for expenditure

Within one year	-	456,408
One to five years	-	38,034
	-	494,442

The North Burnett Regional Council was severely affected by the declared natural disaster event of the rainfall and flooding caused by ex-Tropical cyclone Oswald in January 2013. The cost of eligible restoration and repairs of public infrastructure is covered by The Natural Disaster Relief and Recovery Arrangements (NDRRA) funded by the Federal and State Governments. Currently Council estimates the cost to repair damage to infrastructure at \$123,222,929 at the 15 October 2013. Council expects that all works in relation to repairs of infrastructure will be completed within the guidelines of the NDRRA program.

At 30 June 2013 Council's position in relation to repairs covered by the NDRRA was as follows:

-	Value of approved repairs	\$65,885,585
-	Revenue received by Council	\$19,765,675
-	Expenditure incurred by Council	\$481,507

No tenders or contracts for works had been signed at 30 June 2013.

22 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 2012 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 \$470,535 (2012: \$367,959).

Refuse Tip and Quarry Rehabilitation

Council has implemented a Strategic Management Plan for its six (6) refuse tip sites. As part of this plan Council has been able to determine the remaining lives of the facilities and have accounted for a liability in 2013-14.

Council is currently in the process of assessing the quarries held by Council and the operations across these.

23 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 three elements referred to as:

1. The City Defined Benefits Fund (CDBF) which covers former members of the City Super Defined Benefits Fund
2. The Regional Defined Benefits Fund (Regional DBF) which covers defined benefit fund members working for regional local governments; and
3. 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 Regional DBF is a defined benefit plan as defined in AASB119. The Council is not able to account for the Regional 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 Regional 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 2012 (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 2012. The actuary indicated that "the Regional DBF is currently in a satisfactory but modest financial position and remains vulnerable to adverse short and medium term experience."

Following the previous actuarial assessment in 2009, councils were 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 Regional DBF members. In the 2012 actuarial report the actuary has recommended no change to the employer contribution levels at this time.

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 Regional 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 conducted as at 1 July 2015.

	2013	2012
	\$	\$
The amount of superannuation contributions paid by Council to the scheme in this period for the benefit of employees and Councillors was:	1,343,126	1,439,311

24 Trust funds

Trust funds held for outside parties

Monies collected or held on behalf of other entities yet to be paid out to or on behalf of those entities	12,154	9,200
Security deposits	220,855	235,036
	233,009	244,236

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.

25 Reconciliation of net result for the year to net cash inflow (outflow) from operating activities

Net result	10,633,032	722,954
Non-cash operating items:		
Depreciation and amortisation	10,037,320	9,193,387
Revaluation adjustments	-	(848,582)
	10,037,320	9,067,759
Investing and development activities		
Net (profit)/loss on disposal of assets	1,715,655	966,810
Write off of Intangible Assets	-	194,659
Capital Grants, subsidies, contributions and donations	(862,635)	(3,898,862)
	853,020	(2,737,393)
Changes in operating assets and liabilities:		
(Increase)/ decrease in receivables	(216,956)	1,468,437
(Increase)/decrease in prepayments	(179,257)	-
(Increase)/decrease in inventory	218,969	(266,733)
Increase/(decrease) in payables	1,616,687	125,353
Increase/(decrease) in liabilities	193,441	156,921
	1,632,884	1,483,978
Net cash inflow from operating activities	23,156,256	7,814,344

26 Events after the reporting period

There was no material adjusting events after the balance date.

27 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

Council's objectives, policies and processes for managing risk and the methods used to measure the risk have not changed since 2009.

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

NORTH BURNETT REGIONAL COUNCIL
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013

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	2013 \$	2012 \$
Financial assets			
Cash and cash equivalents	11	34,536,447	16,655,031
Receivables – rates	12	801,468	805,674
Receivables – other	12	4,175,559	3,996,092
		<u>39,513,474</u>	<u>21,456,797</u>
Other credit Exposures			
Guarantee	22	470,535	367,959
		<u>39,984,009</u>	<u>21,824,756</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-13	Fully Performing		Past Due		Total
	Less than 30 days	30-60 days	more than 60 days		
	\$	\$	\$	\$	\$
Receivables	2,169,981	2,148,011	3,724	973,496	5,295,212
Less impairment				(42,968)	(42,968)
Net Receivables	2,169,981	2,148,011	3,724	930,528	5,252,244

30-Jun-12	Fully Performing		Past Due		Total
	Less than 30 days	30-60 days	more than 60 days		
	\$	\$	\$	\$	\$
Receivables	2,797,536	1,907,921	7,941	89,845	4,803,243
Less impairment	-	-	-	(1,477)	(1,477)
Net Receivables	2,797,536	1,907,921	7,941	88,368	4,801,766

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
	\$	\$	\$	\$	\$
2013					
Trade and other payables	5,555,839	-	-	5,555,839	5,555,839
Loans - QTC	709,696	2,369,364	2,251,444	5,330,504	4,059,780
	6,265,535	2,369,364	2,251,444	10,886,343	9,615,619
2012					
Trade and other payables	3,804,661	-	-	3,804,661	3,804,661
Loans - QTC	634,549	2,229,183	1,616,742	4,480,204	3,529,440
	4,439,210	2,229,183	1,616,742	8,284,865	7,334,101

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:

	2013 \$	2012 \$
Credit Card Facility	60,000	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	
	2013 \$	2012 \$	2013 \$	2012 \$	2013 \$	2012 \$
Net Financial assets						
Deposits QTC and banks	345,305	166,490	345,305	166,490	345,305	166,490
Borrowings QTC	(40,598)	(35,294)	(40,598)	(35,294)	(40,598)	(35,294)
Net total	304,707	93,217	304,707	93,217	304,707	93,217

Other risks

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

28 National Competition Policy

Business activities to which the code of competitive conduct is applied

The North Burnett Regional Council applies the competitive code of conduct to the following activities:

Roads
 Water and sewerage
 Waste management
 Plant operations

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 CSO value is determined by Council, and represents an activities cost(s) which would not be incurred if the primary objective of the activities 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.

NORTH BURNETT REGIONAL COUNCIL
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013

The following activity statements are for activities subject to the competitive code of conduct:

	Roads	Water & Sewerage	Waste Management	Plant Operations
	\$	\$	\$	\$
2013				
Revenue for services provided to the Council	593,416	-	-	7,383,448
Revenue for services provided to external clients	10,973,494	4,602,813	927,089	-
Community service obligations	-	-	-	-
	11,566,910	4,602,813	927,089	7,383,448
Less : Expenditure	13,987,584	3,060,554	1,685,252	4,031,936
Surplus/(deficiency)	(2,420,674)	1,542,259	(758,163)	3,341,512

	Roads	Water & Sewerage	Waste Management	Plant Operations
	\$	\$	\$	\$
2012				
Revenue for services provided to the Council	1,156,453	-	-	8,757,246
Revenue for services provided to external clients	10,334,190	3,986,706	1,017,391	-
Community service obligations	-	-	-	-
	11,490,643	3,986,706	1,017,391	8,757,246
Less : Expenditure	14,096,065	3,536,727	1,554,447	4,237,431
Surplus/(deficiency)	(2,605,422)	449,979	(537,056)	4,519,815

In 2011/2012 Council has adopted a policy which recognises and allows for them in the budget.

Management Certificate
For the year ended 30 June 2013

These general purpose financial statements have been prepared pursuant to sections 176 and 177 of the *Local Government Regulation 2012* (the Regulation) and other prescribed requirements.

In accordance with section 212(5) of the Regulation we certify that:

- (i) the prescribed requirements of the *Local Government Act 2009* and *Local Government Regulation 2012* 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 2 to 45, present a true and fair view, in accordance with Australian Accounting Standards, of the Council's transactions for the financial year and financial position at the end of the year.



Mayor
Donald Waugh

Date: 28 / 10 / 13



Chief Executive Officer
Mr Mark Pitt

Date: 28 / 10 / 2013

QAO
certified statements

INDEPENDENT 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 2013, 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 Regulation 2012*, 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 gives a true and fair view and 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 be removed only 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.

Basis for Qualified Opinion

As disclosed in the Note 14(a), the January 2013 floods caused extensive damage to the Council's Road, drainage & bridges, Water and Sewerage assets and as a result the Council was not in a position to undertake a full valuation of these asset classes. As the last external valuation of these asset classes was performed during 2008-09, the Council is unable to demonstrate that the written down value of its Road, drainage & bridges, Water and Sewerage assets totalling \$730,586,227, reported in Note 14(b), does not differ materially from their fair values as at 30 June 2013 as required by Australian Accounting Standard AASB 116 *Property, Plant and Equipment*. As a consequence, I am unable to and do not express an opinion on the reported written down value of these asset classes, the associated net revaluation decrement totalling \$63,459,227, disclosed in Note 14(b) and Total Comprehensive Income (loss) for the year of \$(51,406,725) reported in the Statement of Comprehensive Income.

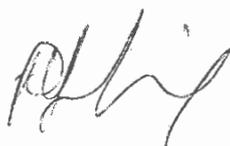
Qualified Opinion

In accordance with s.40 of the *Auditor-General Act 2009*, except for the possible effects of the matter described in the basis for qualified opinion paragraph above,

- (a) I have received all the information and explanations which I have required; and
- (b) in my opinion -
 - (i) the prescribed requirements in relation to the establishment and keeping of accounts have been complied with in 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 2012 to 30 June 2013 and of the financial position as at the end of that year.

Other Matters - Electronic Presentation of the Audited Financial Report

Those viewing an electronic presentation of these financial statements should note that audit does not provide assurance on the integrity of the information presented electronically and does not provide an opinion on any information which may be hyperlinked to or from the financial statements. If users of the financial statements are concerned with the inherent risks arising from electronic presentation of information, they are advised to refer to the printed copy of the audited financial statements to confirm the accuracy of this electronically presented information.



P J FLEMMING CPA
As delegate of the Auditor-General of Queensland



Queensland Audit Office
Brisbane

Measures of Financial Sustainability

Council's performance at 30 June 2013 against key financial ratios and targets:

	How the measure is calculated	Actual - Council	Target
Operating surplus ratio	Net result (excluding capital items) divided by total operating revenue (excluding capital items)	18.42%	Between 0% and 10%
Asset sustainability ratio	Capital expenditure on the replacement of assets (renewals) divided by depreciation expense.	69.82%	greater than 90%
Net financial liabilities ratio	Total liabilities less current assets divided by total operating revenue (excluding capital items)	(52.96)%	not greater than 60%

Note 1 - Basis of Preparation

The current year financial sustainability statement is a special purpose statement prepared in accordance with the requirements of the *Local Government Regulation 2012* and the *Financial Management (Sustainability) Guideline 2013*. The amounts used to calculate the three reported measures are prepared on an accrual basis and are drawn from the Council's audited general purpose financial statements for the year ended 30 June 2013.

Certificate of Accuracy
For the year ended 30 June 2013

This current-year financial sustainability statement has been prepared pursuant to Section 178 of the *Local Government Regulation 2012* (the regulation).

In accordance with Section 212(5) of the Regulation we certify that this current-year financial sustainability statement has been accurately calculated.



Mayor
Donald Waugh

Date: 28-10-13



Chief Executive Officer
Mark Pitt

Date: 28.10.2013.

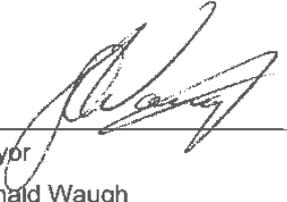
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NORTH BURNETT REGIONAL COUNCIL
CERTIFICATE OF ACCURACY

FOR THE LONG-TERM FINANCIAL SUSTAINABILITY STATEMENT PREPARED AS AT 30 JUNE 2013

This long-term financial sustainability statement has been prepared pursuant to Section 178 of the *Local Government Regulation 2012* (the regulation).

In accordance with Section 212(5) of the Regulation we certify that this long-term financial sustainability statement has been accurately calculated.



Mayor
Donald Waugh

Date: 28-10-13



Chief Executive Officer
Mark Pitt

Date: 28.10.2013.

Draft

INDEPENDENT AUDITOR'S REPORT

To the Mayor of North Burnett Regional Council

Report on the Current-Year Financial Sustainability Statement

I have audited the accompanying current-year financial sustainability statement, which is a special purpose financial report of North Burnett Regional Council for the year ended 30 June 2013, comprising the statement and explanatory notes, and certificates given by the Mayor and Chief Executive Officer.

The Council's Responsibility for the Current-Year Financial Sustainability Statement

The Council is responsible for the preparation and fair presentation of the current-year financial sustainability statement in accordance with the *Local Government Regulation 2012*. The Council's responsibility also includes such internal control as the Council determines is necessary to enable the preparation and fair presentation of the statement that is accurately calculated and is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on the current-year financial sustainability statement 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 statement is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the statement. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Council's preparation and fair presentation of the statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Council, as well as evaluating the overall presentation of the statement.

My responsibility is to form an opinion as to whether the statement has been accurately calculated based on the Council's general purpose financial report. My responsibility does not extend to forming an opinion on the appropriateness or relevance of the reported ratios, nor on the Council's future sustainability.

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 be removed only 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.212 of the *Local Government Regulation 2012*, in my opinion, in all material respects, the current-year financial sustainability statement of North Burnett Regional Council, for the year ended 30 June 2013, has been accurately calculated.

Emphasis of Matter – Basis of Accounting

Without modifying my opinion, attention is drawn to Note 1 which describes the basis of accounting. The current-year financial sustainability statement has been prepared in accordance with the *Financial Management (Sustainability) Guideline 2013* for the purpose of fulfilling the Council's reporting responsibilities under the *Local Government Regulation 2012*. As a result, the statement may not be suitable for another purpose.

Other Matters - Electronic Presentation of the Audited Statement

Those viewing an electronic presentation of this special purpose financial report should note that audit does not provide assurance on the integrity of the information presented electronically and does not provide an opinion on any information which may be hyperlinked to or from the financial statements. If users of the financial statements are concerned with the inherent risks arising from electronic presentation of information, they are advised to refer to the printed copy of the audited financial statements to confirm the accuracy of this electronically presented information.



P J FLEMMING CPA
As delegate of the Auditor-General of Queensland



Queensland Audit Office
Brisbane

Draft

STATUTORY POLICIES

Policy Title:	Equal Employment Opportunity
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:	<i>Equal Opportunity in Public Employment Act 1992</i> <i>Local Government Act 1993</i> <i>Local Government Regulation 1994</i>

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)

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 are reflective of the community that it serves.

Gender

	<i>North Burnett Regional Council</i>	<i>Community</i>
<i>Male</i>	185	5495
<i>Female</i>	77	5292

Age

	<i>North Burnett Regional Council</i>	<i>Community</i>
<i>0 – 14</i>	0	2179
<i>15 – 24</i>	28	1100
<i>25 – 54</i>	161	3937
<i>55 – 64</i>	65	1543
<i>65 +</i>	8	2028

Origin

	<i>North Burnett Regional Council</i>	<i>Community</i>
<i>Australian</i>	232	Unavailable
<i>Indigenous Australians</i>	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.

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:	Policy and Planning Meeting - 02/04/2013
Review Date:	02/04/2015
Authorities:	<i>Local Government Regulation 2012</i> <i>Local Government Act 2009</i>

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 principles stated in *s 4(2)* of the *Local Government Act 2009*—
 - a) transparent and effective processes, and decision-making in the public interest; and
 - b) sustainable development and management of assets and infrastructure, and delivery of effective services; and
 - c) democratic representation, social inclusion and meaningful community engagement; and
 - d) good governance of, and by, local government; and
 - e) ethical and legal behaviour of councillors and local government employees;

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*.

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 Regulation 2012*.

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Attachment A

Guidelines for Councillor Expenses and Facilities

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:

1. Pens and pen sets
2. Paper
3. Note paper
4. Letterhead
5. Business cards
6. Envelopes
7. '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;

- a) 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.
- b) 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) 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,
- (b) 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;
- 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.

13. 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.

13.2 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.

14. 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.

15. 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.

16. 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.

17. 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.

18. 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.

19. 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.

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Appendix C Definitions

'Authorising person' is the person with delegated authority to approve expenditure or reimbursement for councillor expenses and facilities.

'Council business' means official business conducted on behalf of, and/or approved by Council, where a councillor is required to undertake certain tasks to satisfy legislative requirements or achieve business continuity for the Council. Council business should result in a benefit being achieved either for Council, the local government area or the community.

Council business includes functions that are a statutory requirement of the councillor's role or are officially recorded in minutes or other public records.

This might also include, attending an event or function to perform official duties or as an official council representative, such as –

- a) ceremonial openings of buildings or facilities;
- b) fetes and carnivals;
- c) annual or presentation dinners;
- d) public meetings;
- e) private meetings arranged through official council channels (i.e. documented in official records or diary) for the purpose of conducting bona fide discussions of business of council; and
- f) any other meeting, event or function described in s 107 (4) of the Local Government Act 2009 under Insurance for example, attending:
 - meetings of the local government or its committees that the councillor is entitled or asked to attend; and
 - meetings for a resident of the local government area; and
 - and
 - conferences, deputations, inspections and meetings at which the councillor's attendance is permitted by the local government; and
 - official functions organised for the local government.

Gathering of information by a councillor necessary to inform him or her of an incident of interest to Council or which properly falls within the responsibility of Council and a councillor.

'Civic duties' means Council business.

'Councillors' include councillors, the Mayor and Deputy Mayor.

'Discretionary training' is any training that is not determined by Council as "mandatory".

'Expenses' refers to expenses described in the Guidelines.

‘Facilities’ refer to the facilities deemed necessary to assist councillors in their role as shown in the Guidelines.

‘Mandatory training’ is any training that Council resolves that all councillors must attend.

‘Meal allowance’ is the daily amount allowed for meals while travelling on Council business.

‘Official capacity’ refers to activities undertaken while on Council business.

‘Public record’ is any record created, received or kept in an official capacity.

‘Representing Council’ A councillor is representing Council when Council resolves that the councillor is to attend an event or function as a representative of Council.

‘Travel advance’ is a cash payment paid in advance for anticipated expenses associated with travelling on Council business. A travel advance may include expenses for meals, accommodation and incidentals. All expenses must be reconciled at the return of the travel.

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STATUTORY INFORMATION

Legislative Requirement	North Burnett Regional Council's Compliance
Local Government Act 2009	
<p>45 Identifying significant business activities 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.</p>	
<p>201 Annual report must detail remuneration (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.</p>	<p>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.</p>
Local Government (Finance, Plans & Reporting) Regulation 2010	
<p>Part 3 Planning and accountability documents Division 1 Annual report Subdivision 2 Contents 109 What sdiv 2 is about This subdivision explains what an annual report for a financial year must contain. See also sections 32 and 176 of the Business Activities Regulation 32 Annual Report <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></p>	<p>No commercial business units.</p>
<p>176 Annual report to include summary of complaints and decisions by local government <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></p>	<p>Nil</p>
<p>110 General purpose financial statement 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.</p>	<p>(a) Refer to Statement of Financial Position pg. 76 (b) Refer to Independant Auditor's Report pg. 122</p>
<p>111 Community financial report The annual report for a financial year must contain the community financial report for the financial year.</p>	<p>Refer to Community Financial Report.</p>
<p>112 Relevant measures of financial sustainability 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.</p>	<p>Refer to Community Financial Report.</p>

<p>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 <i>42 Remuneration Schedule</i> <i>42(5) A local government must, by resolution, adopt the remuneration schedule within 90 days of the schedule being gazetted.</i> <i>45(1) A local government must adopt, by resolution, an expenses reimbursement policy or an amendment of the expenses reimbursement policy.</i></p>																																	
<p>(b) a list of any resolutions made during the year under section 154(3). <i>154 Valuation of non-current physical assets</i> <i>(3) The amount must be included in a note in the local government's general purpose financial statement.</i></p>																																	
<p>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</p>	<table border="1"> <thead> <tr> <th colspan="2">Gross Remuneration</th> </tr> </thead> <tbody> <tr> <td>Cr DG Waugh</td> <td>\$90,175.74</td> </tr> <tr> <td>Cr FO Whelan</td> <td>\$51,770.96</td> </tr> <tr> <td>Cr JW Bowen</td> <td>\$45,087.78</td> </tr> <tr> <td>Cr JF Dowling</td> <td>\$45,087.78</td> </tr> <tr> <td>Cr PW Francis</td> <td>\$45,087.78</td> </tr> <tr> <td>Cr PW Lobegeier</td> <td>\$45,087.78</td> </tr> <tr> <td>Cr KW Wendt</td> <td>\$45,087.78</td> </tr> </tbody> </table>	Gross Remuneration		Cr DG Waugh	\$90,175.74	Cr FO Whelan	\$51,770.96	Cr JW Bowen	\$45,087.78	Cr JF Dowling	\$45,087.78	Cr PW Francis	\$45,087.78	Cr PW Lobegeier	\$45,087.78	Cr KW Wendt	\$45,087.78																
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<p>(c) the expenses incurred by, and the facilities provided to, each councillor during the year under the local government's expenses reimbursement policy; and</p>	<table border="1"> <thead> <tr> <th colspan="2">Mileage & Incidentals</th> </tr> </thead> <tbody> <tr> <td>Cr DG Waugh</td> <td>-</td> </tr> <tr> <td>Cr FO Whelan</td> <td>\$318.94</td> </tr> <tr> <td>Cr JW Bowen</td> <td>-</td> </tr> <tr> <td>Cr JF Dowling</td> <td>\$3,785.52</td> </tr> <tr> <td>Cr PW Francis</td> <td>-</td> </tr> <tr> <td>Cr PW Lobegeier</td> <td>\$1,851.31</td> </tr> <tr> <td>Cr KW Wendt</td> <td>-</td> </tr> </tbody> </table>	Mileage & Incidentals		Cr DG Waugh	-	Cr FO Whelan	\$318.94	Cr JW Bowen	-	Cr JF Dowling	\$3,785.52	Cr PW Francis	-	Cr PW Lobegeier	\$1,851.31	Cr KW Wendt	-																
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<p>(d) a copy of the local government's expenses reimbursement policy; and</p>	<p>Refer to Policies - Reimbursement and Provision of Facilities for Mayor and Councillors.</p>																																
<p>(e) the number of local government meetings that each councillor attended during the year; and</p>	<table border="1"> <thead> <tr> <th></th> <th>General Meeting</th> <th>Standing Committees of Council</th> <th>Special Meetings</th> </tr> </thead> <tbody> <tr> <td>Cr DG Waugh</td> <td>12</td> <td>10</td> <td>1</td> </tr> <tr> <td>Cr FO Whelan</td> <td>12</td> <td>9</td> <td>1</td> </tr> <tr> <td>Cr JW Bowen</td> <td>12</td> <td>10</td> <td>1</td> </tr> <tr> <td>Cr JF Dowling</td> <td>12</td> <td>10</td> <td>1</td> </tr> <tr> <td>Cr PW Francis</td> <td>12</td> <td>10</td> <td>1</td> </tr> <tr> <td>Cr PW Lobegeier</td> <td>12</td> <td>10</td> <td>1</td> </tr> <tr> <td>Cr KW Wendt</td> <td>11</td> <td>10</td> <td>1</td> </tr> </tbody> </table>		General Meeting	Standing Committees of Council	Special Meetings	Cr DG Waugh	12	10	1	Cr FO Whelan	12	9	1	Cr JW Bowen	12	10	1	Cr JF Dowling	12	10	1	Cr PW Francis	12	10	1	Cr PW Lobegeier	12	10	1	Cr KW Wendt	11	10	1
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- (f) the total number of the following during the year—
- (i) orders and recommendations made under section 180(2) or (4) of the Act;
 - 180 Taking disciplinary action**
 - (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—
 - (a) an order that the councillor be counselled about the misconduct, and how not to repeat the misconduct;
 - (b) an order that the councillor make an admission of error or an apology;
 - (c) an order that the councillor participate in mediation with another person;
 - (d) a recommendation to the department's chief executive to monitor the councillor or the local government for compliance with the Local Government Acts.
 - (4) The tribunal may make any order or recommendation that it considers appropriate in view of the circumstances relating to the misconduct.
 - (ii) orders made under section 181 of the Act; and
 - 181 Inappropriate conduct**
 - (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—
 - (a) an order reprimanding the councillor for the inappropriate conduct;
 - (b) an order that any repeat of the inappropriate conduct be referred to the department's chief executive as misconduct.
 - (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—
 - (a) an order that the councillor's inappropriate conduct be noted in the minutes of the meeting;
 - (b) an order that the councillor leave the place where the meeting is being held
 - (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) 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;
 - (ii) a description of the misconduct or inappropriate conduct engaged in by each of the councillors;
 - (iii) a summary of the order or recommendation made for each councillor; and
 - (h) the number of each of the following during the year—
 - (i) complaints about the conduct or performance of councillors assessed as frivolous or vexatious under section 177(4) of the Act
 - 177 Assessing complaints**
 - (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.
 - (ii) complaints referred to the department's chief executive under section 177(5)
 - (a) of the Act;
 - 177 Assessing complaints**
 - (5)(a) if the complaint is about conduct of the mayor—refer the complaint to the deputy mayor; or
 - (iii) complaints referred to the mayor under section 177(5)(b) of the Act;
 - 177 Assessing complaints**
 - (5)(b) if the complaint is about conduct of another councillor—refer the complaint to the mayor.
 - (iv) complaints referred to the department's chief executive under section 177(6) of the Act;
 - 177 Assessing complaints**
 - (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.
 - (v) complaints assessed by the chief executive officer as being about official misconduct;
 - (vi) complaints heard by a conduct review panel;
 - (vii) complaints heard by the tribunal;
 - (viii) complaints dealt with by the chief executive officer under section 177(8) of the Act.
 - 177 Assessing complaints**
 - (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.

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<p>115 Administrative action complaints</p> <p>(1) The annual report for a financial year must contain—</p> <ul style="list-style-type: none"> (a) a statement about the local government’s commitment to dealing fairly with administrative action complaints; and (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>(2) The annual report must also contain particulars of—</p> <ul style="list-style-type: none"> (a) the number of the following during the year— <ul style="list-style-type: none"> (i) administrative action complaints made to the local government; (ii) administrative action complaints resolved by the local government under the complaints management process; (iii) administrative action complaints not resolved by the local government under the complaints management process; and (b) the number of administrative action complaints under paragraph (a)(iii) that were made in a previous financial year. 	<p>Policy No. 116 Administrative Action Complaints - Adopted at General Meeting 15/11/2011.</p>
<p>116 Overseas travel</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> <ul style="list-style-type: none"> (a) for a councillor—the name of the councillor; (b) for a local government employee—the name of, and position held by, the local government employee; (c) the destination of the overseas travel; (d) the purpose of the overseas travel; (e) the cost of the overseas travel; (f) any other information about the overseas travel the local government considers relevant. 	<p>Nil.</p>
<p>117 Expenditure on grants to community organisations</p> <p>The annual report for a financial year must contain a summary of—</p> <ul style="list-style-type: none"> (a) the local government’s expenditure for the financial year on grants to community organisations; and 	<p>Refer to Community Grants & Donations.</p>
<ul style="list-style-type: none"> (b) expenditure from each councillor’s discretionary fund, including— <ul style="list-style-type: none"> (i) the name of each community organisation to which an amount was allocated from the fund; and (ii) the amount and purpose of the allocation. 	<p>Nil discretionary fund allocated.</p>
<p>118 Reserves and controlled roads</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> <ul style="list-style-type: none"> (a) land that is a reserve under the Land Act; (b) roads that the local government does not own. <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>	<ul style="list-style-type: none"> (a) The total area of Land Act reserves within the North Burnett Region is 18,227.0163ha. (b) Council does not control roads that we do not own.
<p>119 Other contents</p> <p>(1) The annual report for a financial year must contain—</p> <ul style="list-style-type: none"> (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>Community Plan adopted at a Special Meeting on 29/11/2012. Resolution No. 101-02-2012 - Corporate Plan review conducted at General Meeting of 21/02/2012. Operational Plan reported against quarterly to Council.</p>
<ul style="list-style-type: none"> (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>
<ul style="list-style-type: none"> (c) details of any action taken for, and expenditure on, a service, facility or activity— <ul style="list-style-type: none"> (i) supplied by another local government under an agreement for conducting a joint government activity; and (ii) for which the local government levied special rates or charges for the financial year; and 	<p>Not Applicable.</p>
<ul style="list-style-type: none"> (d) the number of invitations to change tenders under section 177(7) during the year; and <p>177 Tender process</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>	<p>Nil.</p>
<ul style="list-style-type: none"> (e) a list of the registers kept by the local government; and 	<ul style="list-style-type: none"> - Local Law Register - Election Gifts Registers - Significant Business Register - Delegations Register - Statement of Interest Register - Councillors - Statement of Interest Register - Senior Contract Staff - Asset Register - Gift Register - Beneficial Enterprises Register - Mayoral Directions Register - Cost-recovery Fees Register - Regulatory Fees Register - Contact with Lobbyists Register - Road Map Register
<ul style="list-style-type: none"> (f) a summary of all concessions for rates and charges granted by the local government; and 	<p>General Rebates and concessions granted 119 transactions totalling \$2,648.20</p> <p>82 transactions for amount less than \$10 for a value of \$223.47 31 transactions for amount between \$10-\$100 for a value of \$920.35 6 transactions for amount greater than \$100 for a value of \$1,504.38</p> <p>Residential rate rebate program 2 transaction for an amount of \$580 for a value of \$1,160</p>

(g) the report on the internal audit for the year; and	Internal Audit policy and plan adopted throughout financial year. Report presented to Audit Committee.
(h) a statement about the local government's activities during the year to implement its plan for equal opportunity in employment; and	Refer to Policies - Equal Employment Opportunity Policy.
(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>137 Notice of intention to investigate <i>(1) This section is about investigation notices.</i> <i>(2) An investigation notice is a document that—</i> <i>(a) states a referee's intention to investigate a competitive neutrality complaint; and</i> <i>(b) states the subject matter of the complaint, or has a copy of the complaint attached; and</i> <i>(c) invites the complainant to make written submissions or, if the referee approves, oral submissions about the matter to the referee; and</i> <i>(d) states a reasonable period within which the submissions may be made; and</i> <i>(e) states the referee's address.</i> <i>(3) The referee must give an investigation notice to—</i> <i>(a) the complainant; and</i> <i>(b) the local government; and</i> <i>(c) if a corporate entity is conducting the business activity—the corporate entity; and</i> <i>(d) another person, if the referee considers it is appropriate.</i> <i>(4) A referee must give the investigation notice before the investigation starts.</i></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>145 Required matters for referee's report <i>(3) If the referee decides the business entity has a competitive advantage, the report must include—</i> <i>(a) recommendations on how the business entity can conduct the business activity in a way that complies with the competitive neutrality principle; and</i> <i>(b) the reasons for the recommendations; and</i> <i>(c) for a complaint about a building certifying activity—comments on how carrying out the statutory building functions has resulted in a competitive advantage.</i></p> <p>(ii) the Queensland Competition Authority's recommendations under section 158(5) of the Business Activities Regulation.</p> <p>158 Required matters for QCA's report <i>(5) If QCA decides the business activity suffers a competitive disadvantage, the report must include—</i> <i>(a) recommendations on how the business activity can overcome the competitive disadvantage; and</i> <i>(b) the reasons for the recommendations; and</i> <i>(c) comments about the competitive disadvantage, including comments about the effect of the disadvantage on the business activity.</i></p>	Nil.

Public Sector Ethics Act 1994

23 Reporting

The chief executive officer of a public sector entity must ensure that each annual report of the entity includes 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.

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.

Right to Information Regulation 2009

<p>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;</p>	<p>One application.</p>
<p>(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;</p>	<p>Nil.</p>
<p>(d) for each agency or Minister—the number of documents included in a disclosure log under section 78 of the Act;</p>	<p>One document.</p>
<p>(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;</p>	<p>Nil.</p>
<p>(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;</p>	<p>One application.</p>
<p>(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 the Act.</p>	<p>Nil.</p>
<p>(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.</p>	<p>Nil.</p>

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GOV 2 MEETING DATES 2013 - Revised

Responsible Officer: Mark Pitt – Chief Executive Officer

Report prepared by: Sarah Aberdein – Administration Officer

1 PURPOSE OF REPORT

The purpose of this report is recommend Council Meeting dates and locations for 2014.

2 INTRODUCTION/BACKGROUND

In order to continue the precedence set in previous years of Council, which allow Community Members the ability to attend Council Meetings – dates are set in advance and published in the Central and North Burnett Times.

Consideration will have to be considered for key conferences and events in the New Year, including:

- *LGAQ Media and Communications Forum*
- *National General Assembly of Local Government*
- *LGAQ Civic Leaders and Financial Summit*
- *Australian Local Government Women's Association Conferences*
- *LGAQ Disaster Management Conference*
- *LGAQ ROC Assembly*
- *LGMA QLD LG Annual Practitioners' Concourse*
- *LGAQ Annual Conference*

3 CORPORATE PLAN

Outcome 5 – Governance

4 POLICY IMPLICATIONS

Nil

5 STATUTORY REQUIREMENTS

Local Government Regulation 2012

6 FINANCIAL IMPLICATIONS

Nil

7 RISK MANAGEMENT

Nil

8 CONSULTATION

Nil

9 OPTIONS FOR COUNCIL TO CONSIDER

This report is submitted to allow Council to determine its Council Meeting date and locations for 2014.

The following legislative provisions apply:

Local Government Regulation 2012

Part 2 Local Government Meetings and Committees - Division 1 –
Local Government Meetings - Section 257 Frequency and Place of
Meetings

In order to continue the precedence set, allowing Community Members the ability to attend, the following Council Meeting dates, times and locations are submitted for Council's consideration and determination.

10 OFFICER'S COMMENTS/CONCLUSION

Information is provided for Council consideration.

11 ATTACHMENTS

Proposed 2014 Council Meeting Date Schedule

RECOMMENDATION

It is recommended: That Council conducts the following Council Meetings during 2014 commencing at 9:00am and at the Office Meeting Room of the locations nominated.

DATE	MEETING	LOCATION	DEADLINE 5.00pm
21-Jan-14	General Meeting	Biggenden	03-Jan-14
4-Feb-14	Standing Committee Meetings (Policy and Planning & Technical Services)	Gayndah	17-Jan-14
18-Feb-14	General Meeting	Mundubbera	31-Jan-14
4-Mar-14	Standing Committee Meetings (Policy and Planning & Technical Services)	Eidsvold	14-Feb-14
18-Mar-14	General Meeting	Monto	28-Feb-14
01-Apr-14	Standing Committee Meetings (Policy and Planning & Technical Services)	Biggenden	15-Mar-14
15-Apr-14	General Meeting	Mt Perry	28-Mar-14
05-May-14	Standing Committee Meetings (Policy and Planning & Technical Services)	Gayndah	18-Apr-14
20-May-14	General Meeting	Mundubbera	25-Apr-14
10-Jun-14	Standing Committee Meetings (Policy and Planning & Technical Services)	Eidsvold	16-May-14
24-Jun-14	General Meeting	Monto	6-Jun-14
08-Jul-14	Special Budget Meeting	Biggenden	20-Jun-14
08-Jul-14	Standing Committee Meetings (Policy and Planning & Technical Services)	Biggenden	20-Jun-14
22-Jul-14	General Meeting	Mt Perry	4-Jul-14
5-Aug-14	Standing Committee Meetings (Policy and Planning & Technical Services)	Gayndah	18-Jul-14
19-Aug-14	General Meeting	Mundubbera	25-Jul-14
02-Sep-14	Standing Committee Meetings (Policy and Planning & Technical Services)	Eidsvold	15-Aug-14
16-Sep-14	General Meeting	Monto	29-Aug-14
7-Oct-14	Standing Committee Meetings (Policy and Planning & Technical Services)	Biggenden	19-Sep-14
21-Oct-14	General Meeting	Mt Perry	26-Sep-14
18-Nov-14	General Meeting	Mundubbera	31-Oct-14
02-Dec-14	Standing Committee Meetings (Policy and Planning & Technical Services)	Eidsvold	14-Nov-14
16-Dec-14	General Meeting	Monto	28-Nov-14