



2016

ANNUAL REPORT



NORTH BURNETT
REGIONAL COUNCIL

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

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A message from our CEO

Mark Pitt

It gives me great pleasure to present my seventh Annual Report for the North Burnett Regional Council and the eighth Annual Report for Council. The 2015-16 financial year again saw the continuation of restoration and betterment works associated with Tropical Cyclone Marcia and the Central Queensland Inland Trough event.

Since 2011, Council has completed a significant amount of reconstruction and betterment works under NDRRA. Council has worked closely with the Queensland Reconstruction Authority on the submissions for NDRRA so we can get on with the job of rebuilding as quickly as possible.

It is pleasing to note that Council is again within the recommended levels of

financial sustainability for two of the three statutory ratios as outlined by the Department of Infrastructure, Local Government and Planning and is continuing to work towards a balanced budgetary position.

One of the significant challenges that Local Government continues to face is devolution of responsibility from other levels of government without the appropriate funding being transferred with the role. Compounding this is the freeze on indexation of the Financial Assistance Grant (FAG's) by the Commonwealth Government. The Local Government Association of Queensland has estimated that this decision means Queensland councils will miss out on at least \$182 million in extra funding they would normally have expected to receive over three years.



The Australian Local Government Association has said dismantling the freeze was its top priority, adding that the non-index linked grants would hit councils in rural and regional areas the hardest because of their relative small rate revenue base and their consequent reliance on FAGs. Our Council supports the work of both the LGAQ and ALGA and will continue to lobby for our fair share of funding.

I would like to acknowledge and recognise the second term of the North Burnett Regional Council and the contribution made over the past four years. Cr Don Waugh and his team achieved significant progress, building on the work of the first term of Council and since the amalgamation and making the North Burnett Regional Council

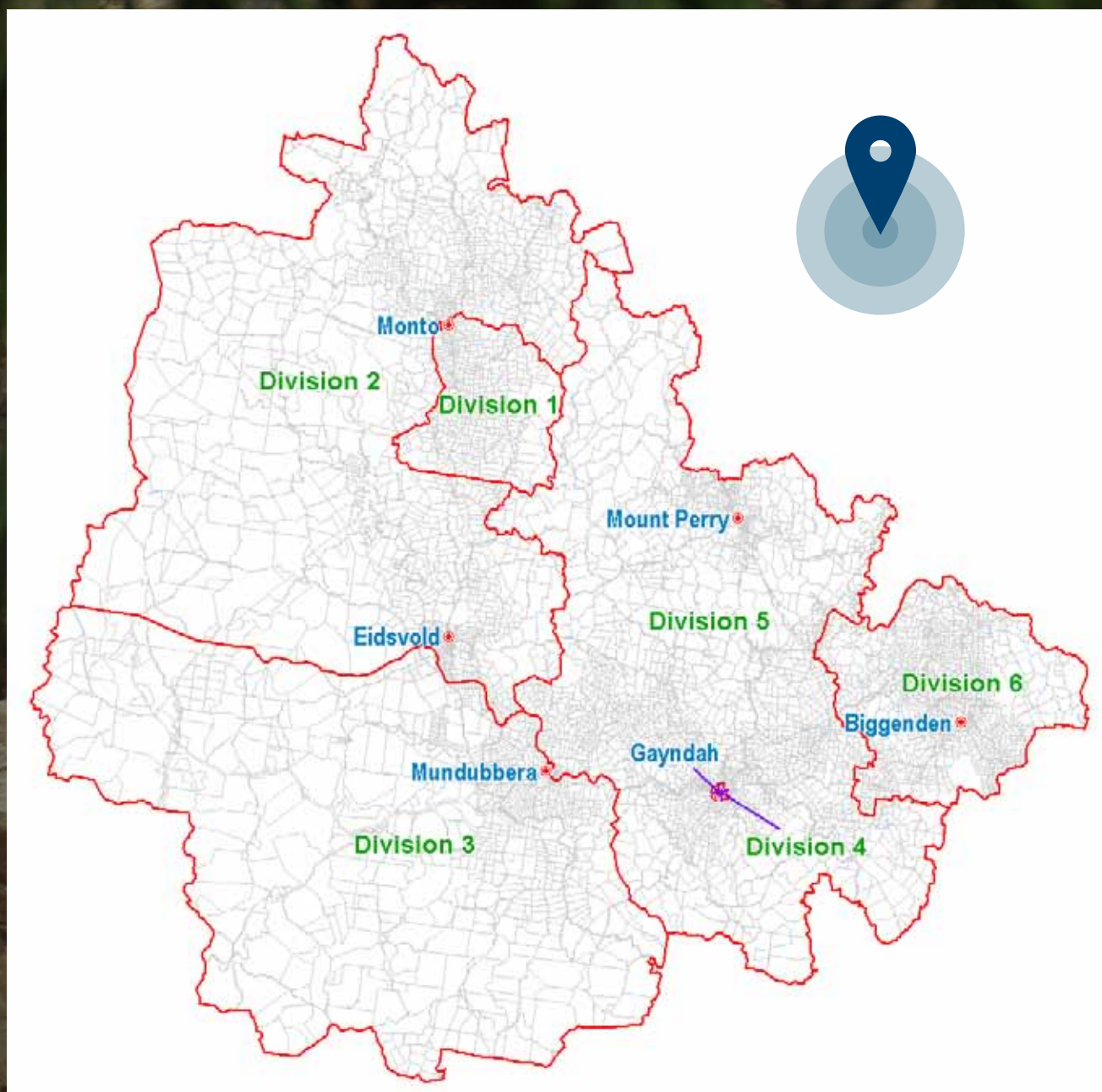
a sustainable entity in often very difficult circumstances. A number of changes have taken place as a result of the Local Government Elections in March 2016. To former Cr Don Waugh, Cr Paul Francis, Cr Jo Dowling and Cr Lofty Wendt, your contribution is noted and I wish you all the best with this next stage in your lives.

The Local Government elections in March have resulted in the introduction of three new Councillors and a new Mayor to Council. I would like to welcome Mayor Rachel Chambers, Cr John Zahl, Cr Robert Radel and Cr Peter Webster. Cr Faye Whelan, Cr John Bowen, and Cr Paul Lobegier were all returned to Council. I would also take this opportunity to thank the elected members for their support and encouragement during this time.

I would like to acknowledge and recognise the second term of the North Burnett Regional Council and the contribution made over the past four years.

I would also take this opportunity to acknowledge the Council Leadership Team and the Elected Members for their support during the year. I would thank you for taking the time to read this Annual Report and Council would welcome any feedback on the same.

Divisional boundaries *of the North Burnett*



PRE ELECTION ELECTED REPRESENTATIVES



Cr Don Waugh
Mayor



Cr Faye Whelan
Deputy Mayor



Cr Paul Lobegeier
Division 1



Cr Paul Francis
Division 2



Cr Joanne Dowling
Division 4



Cr John Bowen
Division 5



Cr Kevin 'Lofty' Wendt OAM BEM
Division 6

POST ELECTION ELECTED REPRESENTATIVES



Cr Rachel Chambers
Mayor

P: 0458 696 272

E: Rachel.Chambers@northburnett.qld.gov.au

Councillor Rachel Chambers brings a positive and enthusiastic approach to the North Burnett. Rachel is well skilled in business and education and passionate about people.

Committed to leading a proactive council she is excited about the opportunity to encourage the people of the region and the region itself to reach their full potential.

A strong focus of Rachel's term will be developing strategy within council, bringing the communities together to work regionally, breaking down barriers between city, coast and rural areas, creating opportunities to retain our youth, addressing the misconceived perception of North Burnett and ensuring people remain the anchor point to which all decisions are made.

Rachel is determined to develop strong partnerships with community, private enterprise and all levels of government with particular emphasis on developing mutually beneficial projects with neighbouring councils of the region.

Rachel welcomes any suggestions, advice, complaints and ideas from the public as she is your voice and works for you.



Cr Faye Whelan
Deputy Mayor (Division 3)

P: 0409 625 956

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

Cr Whelan completed a term in Local Government in the previous Mundubbera Shire before successfully contesting the position of Councillor to Division three (3) of the North Burnett Regional Council in 2008. Cr Whelan was elected unopposed to Division three (3) of the North Burnett Regional Council in the 2012 and 2016 elections.

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

Cr Whelan brings a wealth of life experiences, having completed 41 years in the retail sector with businesses in Gayndah and Mundubbera.

Chairing the Corporate and Communities Portfolio allows her to pursue issues that greatly affect the North Burnett Region. Cr Whelan's passion for where she lives is reflected in her strong involvement in community groups and associations and her commitment to enhancing the North Burnett Region to achieve a better place for people to live and work.

An Australian Sports Medal was awarded to Cr Whelan by Her Majesty Queen Elizabeth II to commemorate Year 2000. This was awarded to recognise her dedication to sports administration. She has also been the recipient of two (2) Australia Day Awards.



Cr Paul Lobegeier
Division 1

P: 0458 625 952

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Cr Lobegeier 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.

Cr Lobegeier successfully contested Division 1 of the North Burnett Regional Council in March 2008 and again in April 2012.

Cr Lobegeier 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.

Cr Lobegeier 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 and believes through the RADF program, rural communities are given the opportunity to partake and develop their personal potential in this field.

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. The Coomingleh forest and Cania area hold a special place with his family along with thousands of tourists. The potential and beauty of this area is unlimited.

During his term on Council he has seen good improvement in community infrastructure with the need for improvement ongoing limited only by our low population and capacity to pay and other levels of Government favouring the large coastal areas. Cr Lobegeier's passion to improve community infrastructure began whilst seeking to introduce reticulated Mains Power in the old division 6 of the former Monto Shire.

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".

He enjoys working with his own fat grass feed bullocks and ensuring that the pasture they live on is kept in the best condition. This is made easy in the Kapaldo area of the North Burnett which is known for its quality soils. He finds this a great release from public life.



Cr Peter Webster
Division 2

P: 0458 625 951

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Peter Webster has previously spent 24 years in local government, 18 years as Chairman and Mayor and 6 years as deputy Chairman of Eidsvold Shire. He was elected as a Councillor on North Burnett Regional Council in March 2016 for Division 2.

Peter has been an irrigation farmer for many years and currently with his wife Victoria own the local Supermarket and hardware shop in Eidsvold, they also own a grazing block which they have had for many years.

Peter has twin daughters, Nicole who is married to Trevor who operate Keilers Car and Commercial in Eidsvold. Rebecca who is married to Scott Wicks the officer in charge of QATB Eidsvold.

Peter is actively involved in the Eidsvold community, and is looking forward to being part of dynamic team to improve the economic development of our Region and lift the standard of Road infrastructure in our Council area as well as upgrading our Towns Parks and Gardens to reflect our Communities Pride.



Cr John Zahl
Division 4

P: 0458 625 005

E: John.Zahl@northburnett.qld.gov.au

John was elected as Division 4 representative at the 2016 Election, this being his first term as a Councillor.

Born in Gayndah in 1952, John completed his education in Gayndah, before joining the Justice Department, as a Clerk at the Mundubbera Court House. Following a number of departmental transfers and undertaking law studies, John returned to Gayndah as a Solicitor in the early 1980's. Following his retirement from Law, John spent the last decade in the position of Manager of Gayndah Fruitgrowers Co-operative.

Married to Lynda, and father of four sons, John has worked and lived in the North Burnett for the whole of his life, apart from some eight years in Brisbane. Passionate about his community, John presently is honorary auditor for a large number of community groups and organisations. He has previously served in a diverse range of executive positions such as P & F Associations, sporting clubs, and community groups.

His principal sporting interest is Rugby League.

John has a principal interest in the areas of Audit, Governance and Communities within Council, and hopes to see the North Burnett Council area continue to grow economically, socially and financially.



Cr John Bowen
Division 5

P: 0458 625 961

E: John.Bowen@northburnett.qld.gov.au

Cr Bowen successfully contested the position of Councillor to Division five (5) of the North Burnett Regional Council in the 2012 and 2016 elections.

Cr Bowen 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.

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

One of Cr Bowen's 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.

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



Cr Robbie Radel

Division 6

P: 0458 625 950

E: Robert.Radel@northburnett.qld.gov.au

Robbie was elected as Division six (6) representative at the 2016 North Burnett Regional Council election, this being his first term as a Local Government Councillor.

Born in Biggenden and raised at Coalstoun Lakes, Robbie completed his education at Biggenden before following his dream to own and operate his own dairy farm. Robbie left school and worked full time on his parents farm while simultaneously building up his own herd of registered Brown Swiss dairy cattle. As a result of the deregulation of the industry in 2000, Robbie was forced to leave his hometown and seek employment elsewhere. Robbie has lived and worked in the Biggenden region for his entire life with the exception of some five years post deregulation when he lived and worked in and around Bundaberg and Gladstone.

Married to Michelle and the father of six children, Robbie has immersed himself in not only his career, but also his community where he has been an active member of various volunteer organisations his entire adult life and has dedicated over 20 years to the Biggenden Apex Club. He has held all positions on the executive throughout his long involvement.

A mad sports fan, Robbie's main passion is Rugby League, but enjoys most sports and has been the driving force behind the formation and commencement of a Little Athletics Club in Biggenden.

Robbie holds a principal interest in in the areas of Communities and hopes to see the North Burnett grow and diversify as a whole.

Human Resources

Update



Above: Dana Wilson - Business Administration Trainee,
Calvin Easterbrook - Information Technology Trainee

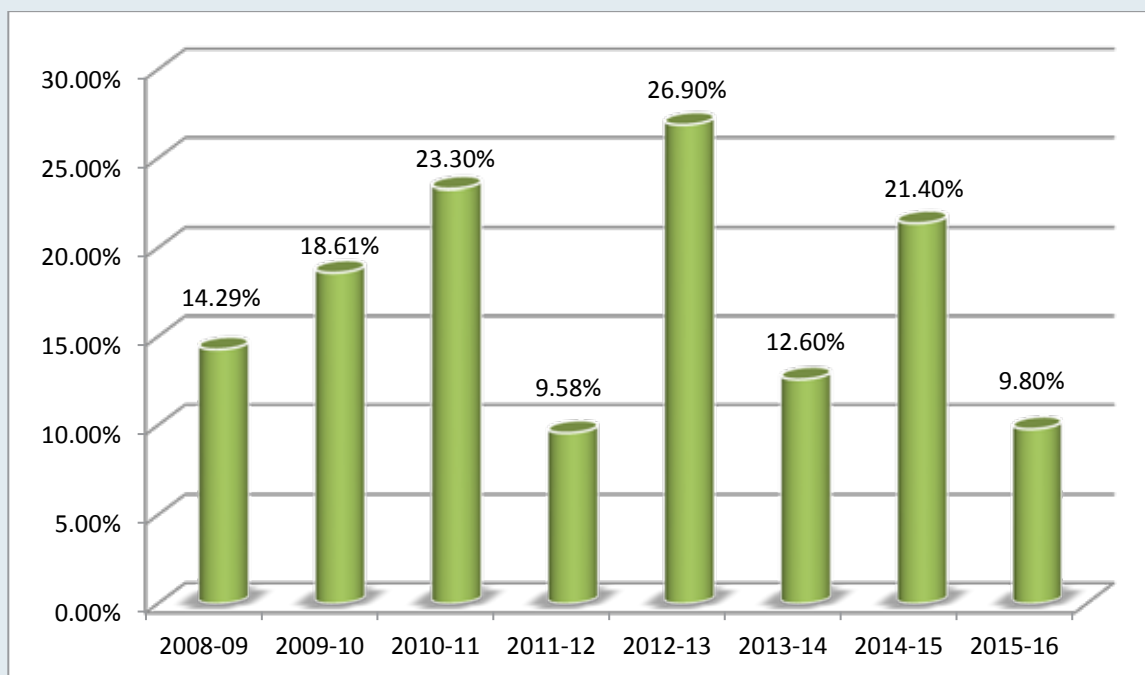
Council has continued to invest in traineeship and apprenticeship opportunities for school leavers and person's seeking to begin new career paths within a trade, or with local government. The State Government's reintroduction of Skilling Queenslanders for Work has allowed Council to take advantage of funding via the First Start Program, and build upon it's capacity to recruit various positions with a variety of qualifications on offer.

Trainees and apprentices form an important part of our workforce; they gain work experience in our specialised industry, there is the passing on of knowledge and technical skills from extensively experienced personnel, and the attainment of nationally recognised qualifications. Upon completion of their training contract, these trainees and

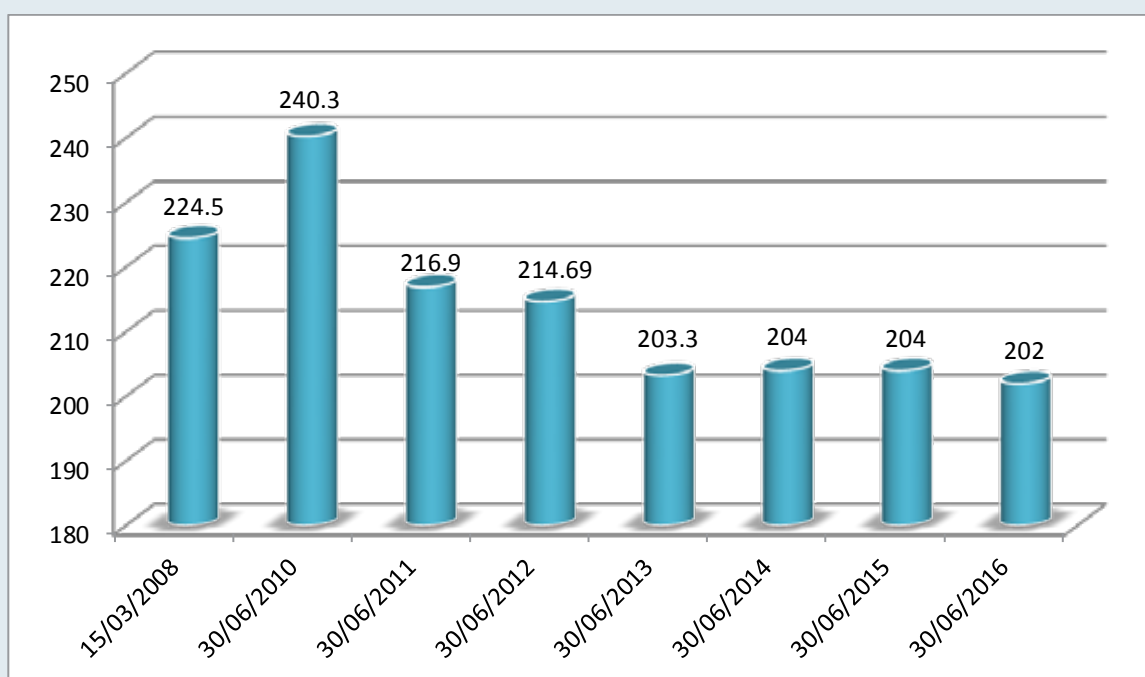
apprentices are highly employable, and are an excellent resource for Council to draw upon when relevant job vacancies present themselves. During 2015/16 we employed:

- 3 x Apprentice Mechanics (Certificate III in Mobile Plant Technology/ Engineering Mechanical –Diesel)
- 2 x Trainee Water & Wastewater Treatment Operators (Certificate III in Water Operations)
- 2 x Trainee Administration Officers (Certificate III in Business Administration)
- 1 x Trainee IT Officer (Certificate III in Information, Digital Media and Technology)

Staff turnover



Full time equivalent employees (excluding trainees & apprentices)



Workplace Health & Safety

Safety doesn't happen by accident

Statistics

	2015-16	2014-15	2013-14	2012-13	2011-12
Days Lost	39	79	80	233	244
Lost Time Injuries (LTI)	9	10	9	15	16
Lost Time Injury Frequency Ratio (LTIFR)	20.9	23.76	21.75	36.2	34.3
Duration Rate	4.88	7.9	8.8	15.5	15.25



40%
Injuries
Near misses, LTIs



47%
Plant
Damage



13%
Other
Damage

Council had 90 reported WHS incidents down from 101 in 2014-15; 29 being injuries including 9 Lost Time Injuries (LTIs). The remainder were 7 near misses as well as 42 plant damage and 12 other damage. While our goal is to eliminate incidents and injuries the numbers are continuing to reduce even though the level of reporting has increased.

The 2015-16 period continued to provide challenges for the implementation and continuing improvement of work health and safety at North Burnett Regional Council.

Again there have been personnel changes in Councils' safety department with Janet Murray leaving Council to pursue new horizons in Darwin and Learne Sims moving from Records to join the WHS team as full time WHS Administration Officer.

Performance Comparison

Following comparison with other councils of Lost Time Injury Frequency Ratio (LTIFR - Lost Time Injuries per million hours worked). We established a recommended target of 15 for 2015-16. We achieved a LTIFR of 20.9 not yet meeting the target but a reduction from the LTIFR for 2014-15 of 23.76

Health and Safety Committee

The committee has proved effective in the consultation process and promoting WHS through the organisation.

WHSQ AS 4801 Audit

We arranged with Workplace Health and Safety Queensland to conduct an audit against the AS 4801 criteria. The onsite part of the audit was conducted from 18-20 January 2016.

A report was prepared and presented at a closed meeting on 29 January 2016, Council was compliant with the requirements of AS 4801. We must not be complacent as this result confirms Council is making positive progress, but we have much more to do, especially to meet the SafePlan requirements. Most importantly to make sure everyone goes home safe and well.

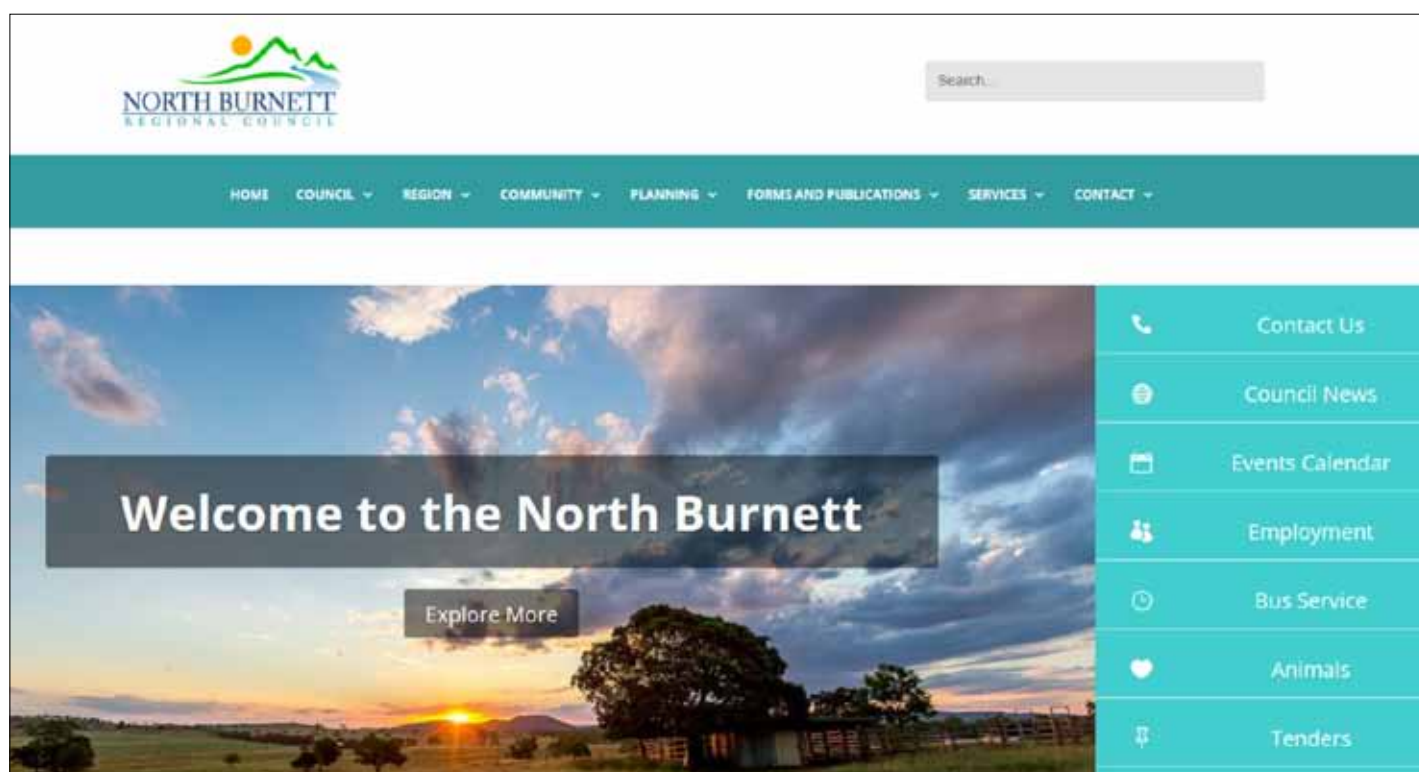
2016-17 Safe Plan

North Burnett Regional Council has continued to make gains in WHS. We must avoid complacency and continue reducing incidents and injuries. Further gains will be challenging in our operating environment of increased community expectations, reduced resources and ageing workforce, plant and infrastructure.

For 2016-17 NBRC should target improved completion and return of WHS Documentation including Hazard reports and inspections as well as plant prestart records Safe Work Method Statements and Risk Assessments. Target of averaging 10 Incidents reported per month will remain to accommodate improved near miss reporting.

New Website

Smarter marketing



In this year Council has made the decision to update its current website. The previous website was the same version that was generated as Council's initial website in 2008. In that time technology has changed significantly and Council identified it was time for an update as well. The new website format provides an updated experience and provides up-to-date integration with other platforms including social media plug-ins and the ability to add video content.

Since the launch of our new website, there have been 7,384 different people who have accessed northburnett.

qld.gov.au. Our most popular page is our employment page and followed close behind is our contact page.

Not only is the website a more effective layout and cleaner in its overall appearance, the functionality is more improved over a variety of devices. The website is now compatible with smart phones and tablets for easier viewing and navigation. This is a huge improvement on our former website which needed to be made moving into an era where 80% of internet users own a smart phone.

Business System Upgrade

As part of the 2014-15 annual budget Council made the decision to set aside funds to review the current business system that was being used within Council. This system had been used by North Burnett Regional Council since amalgamation and had been used by the former Councils from different points in time commencing in 1984 in Gayndah. Over the last several years Council needs from its system has moved away from the outcome being delivered by the system at that point.

Council put together a project scope to review the current needs through a method known as process mapping. This was undertaken in early 2015 and provided the basis for the documentation that Council released to the market. This included:

- Council undertook facilitated process mapping workshops with 84 staff to outline or map our current processes.
- Identified and mapped 391 procedures outlining 1887 activities or procedural steps.
- 150 Initial Future visions collated into 53 Future visions.
- Focus for future visions to be on less data entry and more data analysis.

Council received documentation from 8 business system suppliers. These were shortlisted down to three suppliers and in November 2016 Council resolved to award MagiQ Software as the successful supplier.



The first half of 2016 has been spent configuring the system and preparing for the changeover of system to take place in October 2016. This timing has been chosen as it will be away from a Rates Issue date and other critical dates within Council reporting and business cycles.

Council expects that once this system is in place we will see efficiencies in service delivery and processes. We also expect improvements to service delivery and accuracy of records through the implementation of a centralised customer database as well as an increase in the ability to transact with Council electronically.

Long Distance Coach Service

The new North Burnett Transport Service commenced on the 1 January 2015. The service provides comfortable, convenient and affordable transport options to assist residents and visitors wishing to travel to larger regions such as Bundaberg and Maryborough, with convenient stops encompassing Base Hospitals, train stations, transit station and local shopping centres.

The return service also caters for tourists wishing to travel to our 'Naturally Beautiful' region.

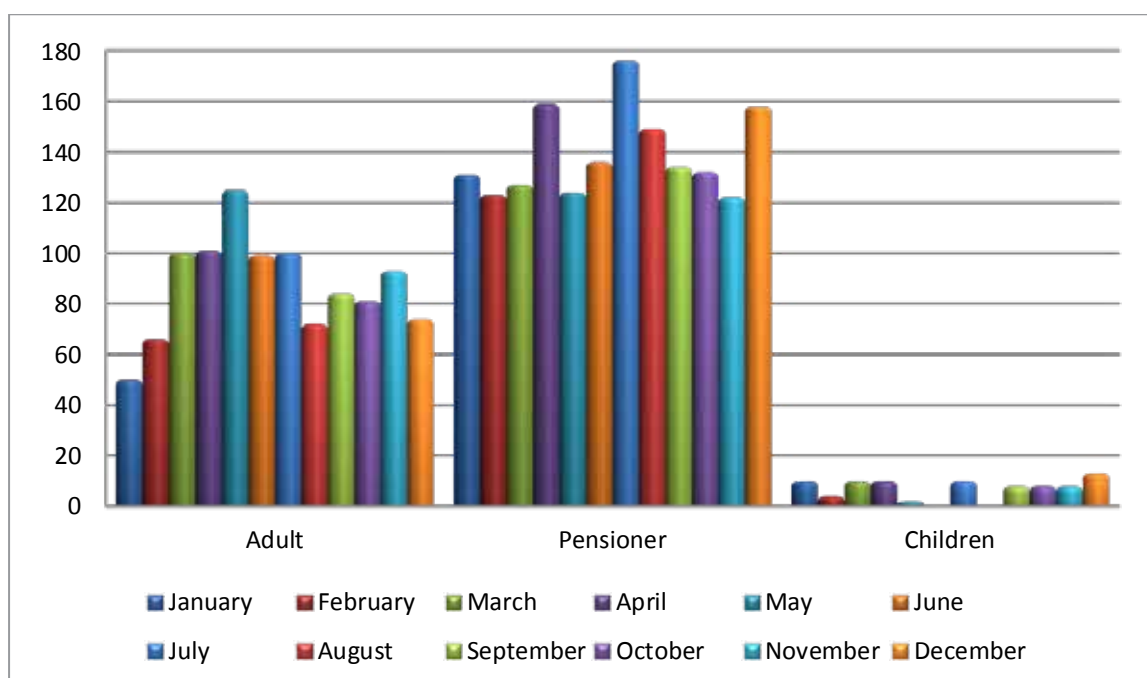
There are 4 services undertaken by Council

1. Eidsvold to Bundaberg (via Mt Perry)
2. Mundubbera to Bundaberg
3. Mundubbera to Maryborough
4. Monto to Mundubbera

For the year 2015 we have seen a total of 2799 Passengers travel on the Service, 1045 were Adults, 1671 Pensioners and 83 Children.



Total Passengers



Recipient of State Award

On the 3rd of September 2015, Council won the regional award for EXCELLENCE IN ACCESSIBILITY, which is an initiative of Spinal Injuries Australia. We were nominated by a member of the Public.

On the 13th of November 2015, Council won the Spinal Injuries Australia - Inclusive Community Champions State Award.



Installation of Bus Shelters

Council received 100% funding from the State Government - Translink Infrastructure Department to construct four (4) DDA Compliant Bus Shelters at the Monto, Eidsvold, Mundubbera and Gayndah.

These Shelters are designed specifically for increased accessibility/mobility for all Passengers, travelling on our Service.

Contact Centre

Your link to Council

The Contact Centre was established in November 2014 acting as Council's main link between the customer and the rest of the organisation - providing timely, up-to-date and accurate information and advice to the community.



Left: Current team in the Contact Centre, Stacey Sanderson, Susan McLaughlan & Hannah Cooke.

Relationship building

The Contact Centre is continuing to develop inter-office relationships and has teamed up with departments within Council to promote events. This year we assisted with the promotion of the 'say G'Day Conversations'. These sessions were aimed at equipping local businesses and communities with the skills to make the most out of drive tourism in the North Burnett.

We were engaged to undertake a series of telephone calls to promote the event and to increase awareness/participation to the sessions. Approximately 133 community groups/businesses were contacted.

18,062

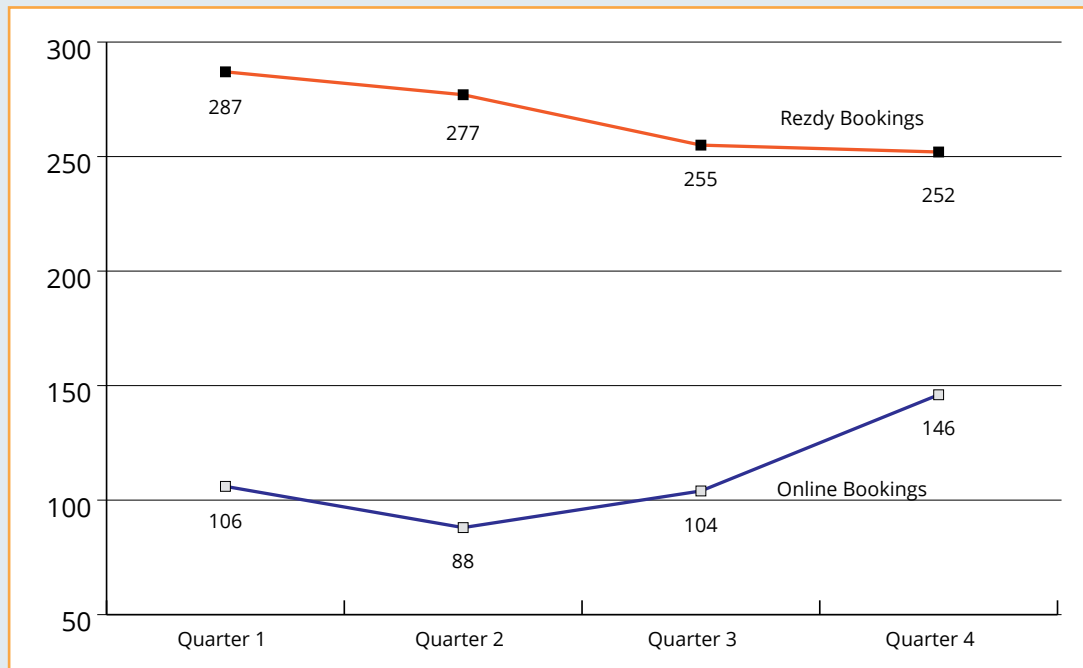


Total calls
1 July 2015 to
30 June 2016

Staffing

Contact Centre staffing includes two full time positions and one Stream Leader. In October 2015, a casual administration officer was welcomed to the team to ensure two staff coverage during opening hours.

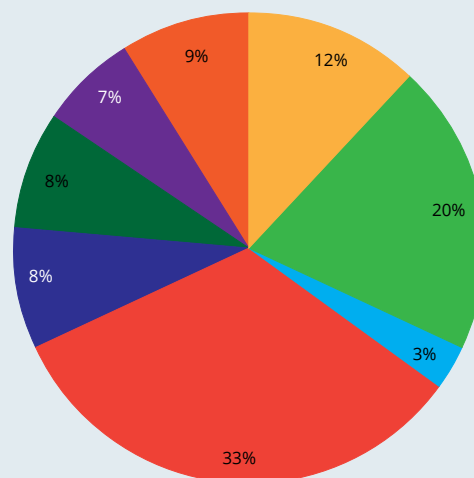
North Burnett Transport Scheme Contact Centre - 1071 Bookings



Online bookings to utilise the North Burnett Transport Scheme (Bus Service) has increased considerably over this period which has resulted in a noticeable decrease in ticket sales through the Contact Centre. This is a positive outcome for customers enabling them to become more self-sufficient with Council functions.

Total calls per department

Development Services	- 2117.5
Finance	- 3543
Tourism & Economic Development	- 565
Corporate & Community Services	- 5812
Environmental Services	- 1509
Technical Services	- 1398
Works	- 1176.5
Executive Services	- 1559



Customer Service & Libraries

Streamlined service

North Burnett Regional Council is committed to delivering professional and friendly service to the public, through the six Customer Service Centres. The focus of the year has been prioritizing and achieving in the following key performance areas:

- Continuation of training and development of Customer Service Staff;
- Developing systems and processes which provide a consistency in service delivery across the region;
- Developing programs aimed at reducing process inefficiencies;
- Advocating for the continuation and expansion of Government Services in the Queensland Government Agency Program (QGAP) and Centrelink areas; and
- Better engagement with community through the cross-promotion of other sections of Council.

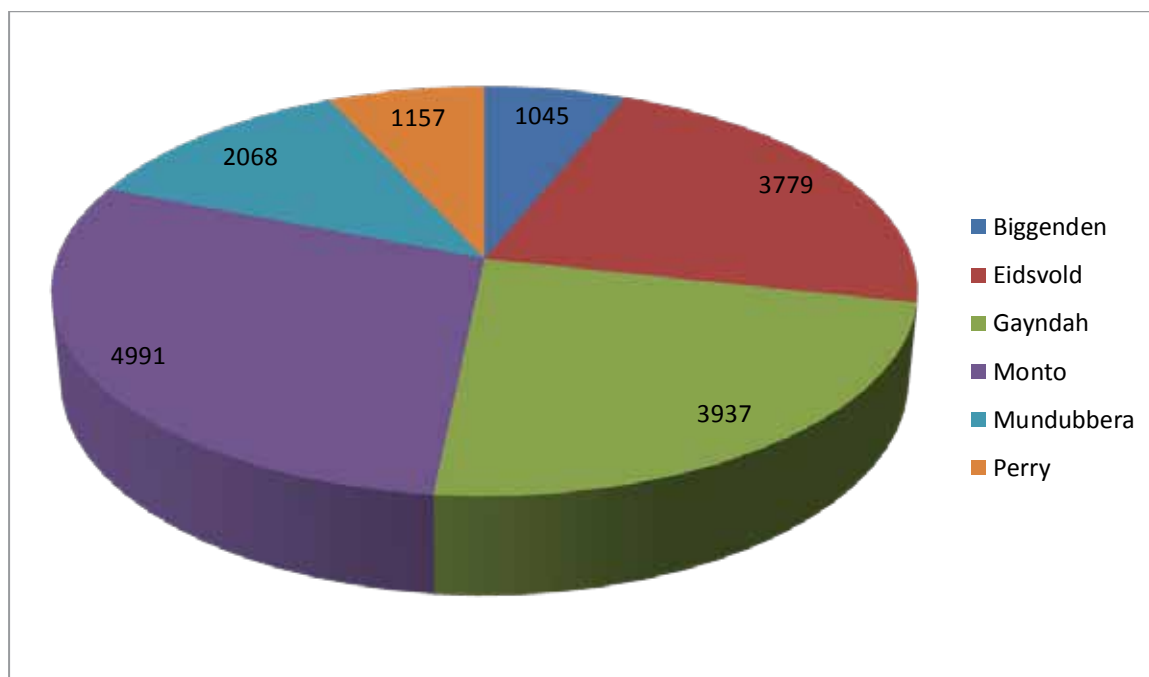
Staff have worked hard to ensure the key performance areas were delivered in a timely and efficient manner. Some of the key highlights of the 2015-16 year include:

- Heavy Vehicle Registration Assessment Scheme Training – to all QGAP Staff (Eidsvold and Mundubbera);
- Centrelink Training to all Centrelink Staff and support staff (Biggenden, Gayndah and Mundubbera);
- Customer Service Training provided throughout the year – role modeling good customer service skills and assessment;
- Process review undertaken and completed – review of Customer Service procedures resulted in redeveloped procedures to provide consistency across all six sites;
- Council Operating System Process Mapping – process mapping and data cleansing completed in preparation for new Business System;
- QGAP and Centrelink Contracts evaluated and renewed for Biggenden, Eidsvold, Gayndah and Mundubbera sites;
- Combination of Library and Customer Service Centre in Gayndah has proven to be successful in delivering a more proficient and consistent service;
- Commencement of the development of a Customer Service Charter – to articulate the standards of service the public can expect when engaging with Council; and
- Multiple cross promotional activities delivered through Council's Library and Customer Service Centres.

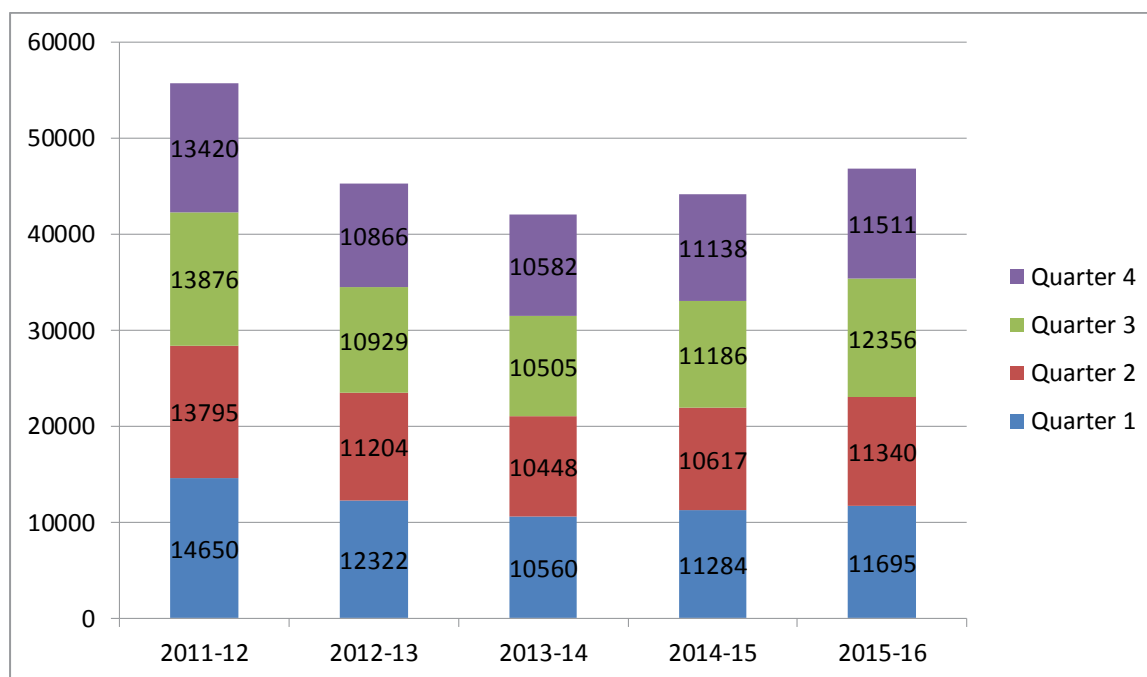


Above: Staff at the Mundubbera Administration Centre ready to promote the QGAP cattle stick promotion.

Customer service enquiries received (excluding Centrelink & QGAP)



Library loans per quarter



Grant Funding

In mid 2015 our library service applied for two grants:

1. ANZAC Centenary Funding
2. Tech Savvy Seniors Queensland Funding

In late 2015, both funding applications were deemed successful and as a result the projects began in early 2016.

ANZAC Centenary Funding

The Local Voices, Living Stories: Monto Remembers its Anzacs project identified, researched and documented the inspirational stories of six men who proudly served their country in World War One and came to call Monto home.

The project raised community awareness of the Anzac Centenary and themes of the Queensland Anzac Centenary commemorations,

and enabled the preservation of significant local histories for new generations. It not only promoted and enhanced access to information about Monto's early history and World War One history, it encouraged community cohesion, engagement and pride, and promoted the values and lasting legacies of Anzac.

Filming for the project began on 2 February 2016 and continued for two weeks before the films were edited, produced and launched in a premiere event held in Monto on 16 April 2016.

The stories featured in an exhibition at the Monto Historical & Cultural Complex, are available online, and were produced as a DVD and added to the collections of our Libraries.

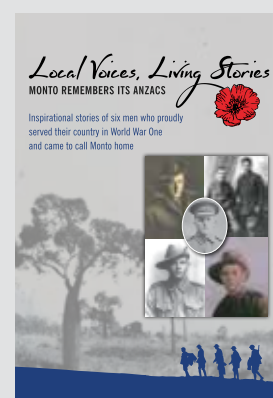


Interviewees at the Local Voices, Living Stories event launch.



Above: Advertising poster

Below: Front & back of DVD cover



Tech Savvy Seniors Funding

Receiving Tech Savvy Seniors Queensland funding enabled library staff to provide training to older Queenslanders in basic digital literacy and encouraged them to use technology to connect with family and the broader community. Seniors signed up to learn how to use a tablet device, navigate social media, shop online and access government services.

An initiative of State Library of Queensland, Tech Savvy Seniors Queensland was a partnership between the Queensland Government and Telstra that saw 38 Queensland Local Governments deliver training through their local public libraries and Indigenous Knowledge Centres. Training commenced on Monday, 11 April 2016 and is due for completion at the end of August 2016.



Left: Biggenden - Kids Only Card display

Below: Gayndah - Kids Christmas Craft





Top left: Mundubbera -
Christmas Storytime

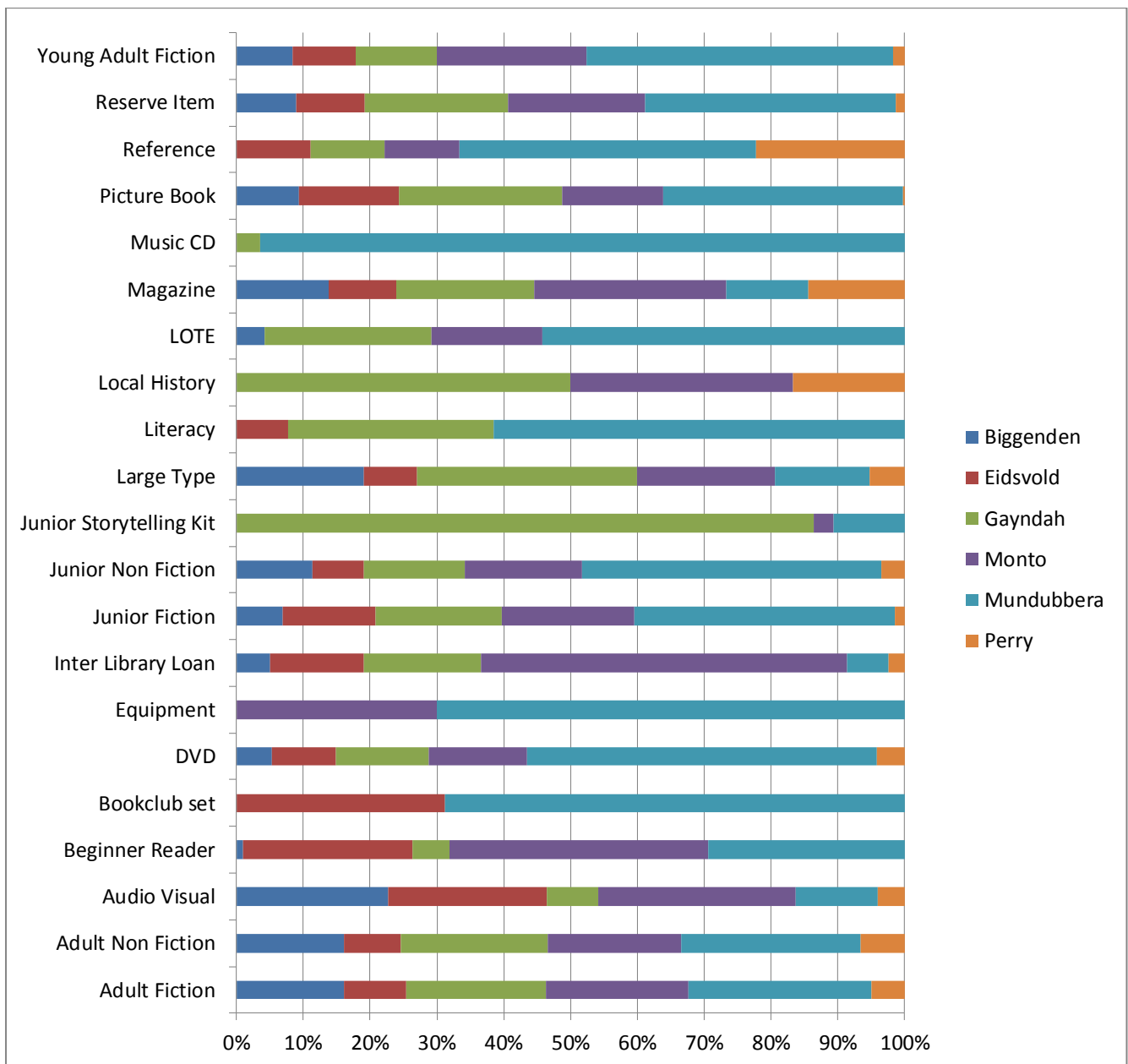
Bottom left: Monto - Seniors Week

Middle right: Perry - Kids
Christmas Craft

Bottom right: Eidsvold -
Garage Sale Trail display



Comparison of library loans by format by location



Australia Day

Award Recipients - Eidsvold

Citizen of the Year	Mr Chalres & Mes Jean Wedemeyer
Young Citizen of the Year	Mr Clinton Kyle
Community Event of the Year	Eidsvold Hospital Auxiliary Springtime Flower Fair
Junior Sports Award	Mr Jayden Court
Senior Sports Award	Eidsvold Team Penning Committee
Junior Cultural Award	Miss Harmony-Tree Hansen
Volunteer of the Year Award	Mr William Spencer

Award Recipients - Gayndah

Citizen of the Year	Mr John Mullaly
Community Event of the Year	Mr Stanley & Mrs Hilda Opperman
Sports Administrator's Award	Mr Ron Mitchell
Senior Cultural Award	Ms Wendy Kirk
Volunteer of the Year Award	Mr Vinnie Schmierer

Award Recipients - Mt Perry

Citizen of the Year	Ms Cheryl Cowen
Young Citizen of the Year	Miss Krystal Geddes
Community Event of the Year	Mt Perry Debutante Ball
Junior Sports Award	Miss Kimberlee Atkinson
Senior Sports Award	Mr Roy Senini
Sports Administrator's Award	Mt Perry Sport & Recreation Club
Senior Cultural Award	Mt Perry Fine Arts Group
Volunteer of the Year Award	Mr Alan Betts

Award Recipients - Biggenden

Citizen of the Year	Mr Robert Radel
Young Citizen of the Year	Mr Lucas McAskill
Young Citizen of the Year - Special Recognition Certificate	Miss Maddison Dundas
Community Event of the Year	Christmas Day Lunch
Junior Sports Award	Mr Lachlan Cougan
Volunteer of the Year Award	Mr Duncan Simpsons

Award Recipients - Monto

Citizen of the Year	Mrs Lynette Tucker
Young Citizen of the Year	Miss Samantha Chalmers
Community Event of the Year	Monto & District Show Society - Legendairy Lunch
Junior Sports Award	Miss Lucy Southern
Senior Sports Award	Brienna Curtis
Sports Administrator Award	Ms Rebecca Wilson
Junior Cultural Award	Mr Samuel Priest
Senior Cultural Award	Mrs Beryl Bleys
Volunteer of the Year Award	Mrs Claire Harris
Certificate of Apprecia- tion for Volunteer Services	Mrs Doreen Bridges
Local Hero Award	Mrs Katie Muller

Award Recipients - Mundubbera

Citizen of the Year	Ms Jan Adele Hotz
Young Citizen of the Year	Mr Douglas Kumar
Community Event of the Year	Mundubbera Lions Ladies - Teal High Tea for Ovarian Cancer
Junior Sports Award	Miss Brittanny Wiley
Sports Administrator's Award	Ms Roslyn Mason

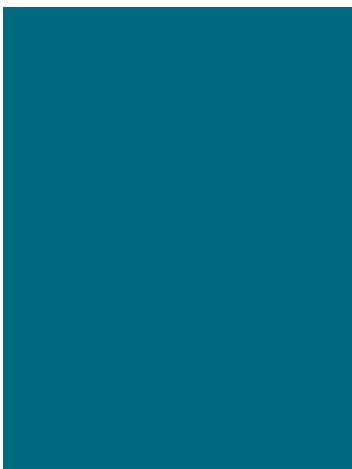


Top left: Gayndah Australia Day award recipients

Middle left: Biggende Australia Day award recipients

Middle right: Monto Australia Day award recipients

Bottom right: Perry Australia Day award recipients



Community Consultation

Suggestions and feedback

North Burnett Regional Council works closely with our communities to ensure that suggestions and feedback from individuals help guide Council's decision making processes and works programs.

Community consultation and engagement is an important part of Council's business. When Council undertakes work within the community which may have a real or perceived positive or negative impact on its residents, stakeholders and community groups, ensuring the right type of engagement at the right time and place is integral to the overall success of the project conducted.

A robust consultation process allows Council to inform its communities of the work which Council delivers, seeks feedback from key stakeholders on proposed work and encourages partnerships and the sharing of local knowledge through active participation as part of the decision making process.

The key goal of Community Consultation is to work openly with community, allowing for opportunities to share views and knowledge on certain aspects of

Council's work and to assist with the decision making processes.

Consultation in the North Burnett has been undertaken for many projects throughout 2015-16, some of which are:

- Friends of the Garden
- Aerodrome Reconstruction and the Disaster Management Centre
- Monto Concrete Plant
- Black Spot Program – Mulgildie
- Cahalane Road closure
- Coalstoun Lakes – Just Add Water Project
- Customer Administration and Library Hubs
- Doo Loo Tops
- Eidsvold Water Treatment Plant Upgrade
- Footpath Works to Eidsvold, Gayndah and Mundubbera

- Gayndah Alfresco Area project.
- Gayndah Cemetery Redevelopment
- Gayndah Mundubbera Road
- Lions Park Gayndah
- Lyons Street Water Main
- Macks Bridge closure
- Mount Debatable Road
- North Burnett Landcare Group Park Development
- Plane Crash Plaque Monto
- Cooking with Local Produce

Community Services

Advisory Committee

The North Burnett Community Services Advisory Committee was established in August 2015. The primary function of the Advisory Committee is to provide policy and strategic advice to Council on matters pertaining to community services provisioning in the North Burnett.

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Through consultation with community members and service providers, it became clear to Council that there is great disparity in the provisioning of services across our region, with some areas being over serviced while others receiving no service at all.

The Community Services Advisory Committee serves the following functions:

- To advise Council on Social Services provisioning in the North Burnett so Council can provide strategic support and represent common goals and a collaborative approach towards funding bodies and related government entities;

- To become a complex services coordination panel for complex needs in the North Burnett. The coordination panel operates along the lines of the panel which existed during response and recovery in the past years; and
- To bring increased collaboration and efficiency in service provisioning, avoiding duplication.

Highlight achievements of the Committee during the 2014-15 year includes:

- Formation of the Terms of Reference which governs the functioning of the group;
- Definition of the key priority areas in the North Burnett, being;
 - Shared Service Mapping
 - Development of a Community Services Strategy

- Retaining institutional memory
- Establishment of Community Centres in each North Burnett Community
- Establishment of Working Groups in the following areas:
 - Complex Service Co-ordination
 - Children, Youth and Families
 - Caring for the Aged and Disabled
 - Service Mapping
- Successful bid for funding under the Tackling Adversity in Regional Drought and Disaster communities through integrating Health Services (TARDDiHS) Program Grants (\$50k awarded) for the establishment of an online collaboration platform for use by Service Providers and public members of the North Burnett Community

Community Development

Enabling our communities

Council values and encourages the significant contribution of Community Service Groups in our region. The North Burnett Regional Council Community Development model ensures that activities conducted by Council enhance and support existing groups and events, and/or compliments social and community needs.

The Community Development Team have managed the development and delivery of programs that build capacity of the North Burnett Community whilst assisting in the delivery of community-led activities and projects.

Through funding received from State and Federal Governments, programs and projects delivered throughout 2015-16 include:

- Social Cohesion Activities
- Movies in the Halls – Linking the Airport Openings with Movie Nights
- Stands at Agricultural Shows
- Community Drive in Movie Nights
- Community Film Workshops
- Business Forums
- Healthy Aging Forums
- Dustier Than Ever – Slim Dusty Tribute Show
- International Women's Day Luncheon - Guest Speaker Gay Tully – Creator of Green Thumb Express
- Installation of the Gayndah Flood Boards
- Shop Local Campaign
- Business Breakfasts
- Production of Blue Emergency Tote Bags
- Eidsvold Community Group Engagement Schools Project
- North Burnett Garage Sale Trail
- Social Cohesion Welcome Hub
- Seasonal Workers Camping Project
- Installation of Tourism Touch Screens across six communities
- Cypher Tour
- Kenny Russell Statue - Monto
- Continued support to North Burnett Sports and Recreation groups
- Combined North Burnett Tidy Towns Entry
- Support of Men's Sheds across the region







Heartland Festival

The North Burnett received the opportunity to partner with Bundaberg region on a Fine Food festival. The Heartland Festival showcased the amazing produce available in our region to those outside the North Burnett attracting over 4,500 attendees and over 700 people from International and Interstate areas.

The Festival opened with a Wine and Cheese Night at the famous St Josephs Gayndah Art Gallery, followed by a

full day of festivities, fresh produce and food sampling on the Saturday. The evening was wrapped up by a five star Railway Carriage dining experience, and tours were organised to visit the unique Gleneden Organic Farm throughout the Sunday.

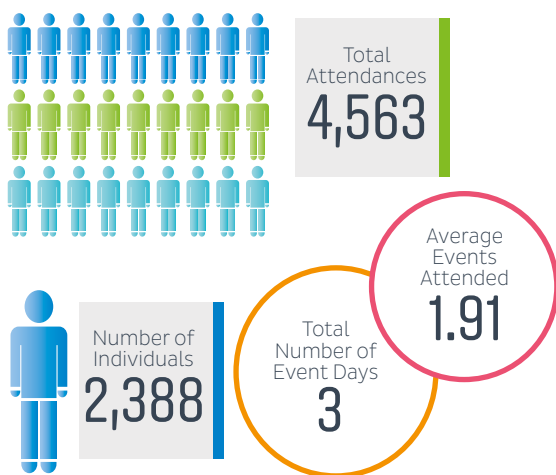
A Long Table Lunch was held on the Sunday afternoon in Mundubbera, for people to dine in luxury along the Burnett River, with a three course menu made from the best local produce available.

This project was made possible through funding received from Queensland Events and Tourism, assisting with the event promotion and publicity. It was organised by a dedicated group of Community members and supported by North Burnett Regional Council.

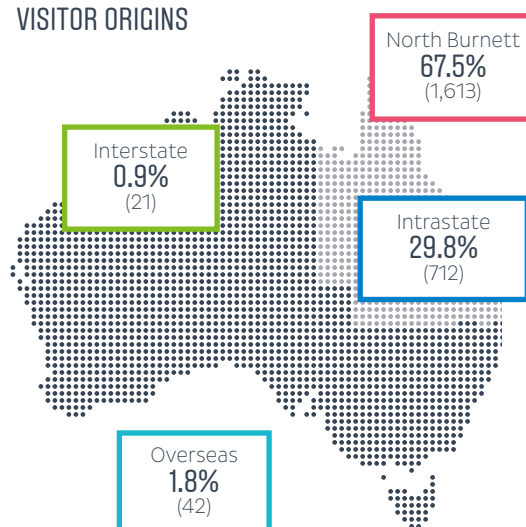
Heartland Festival

8 - 10 JULY 2016

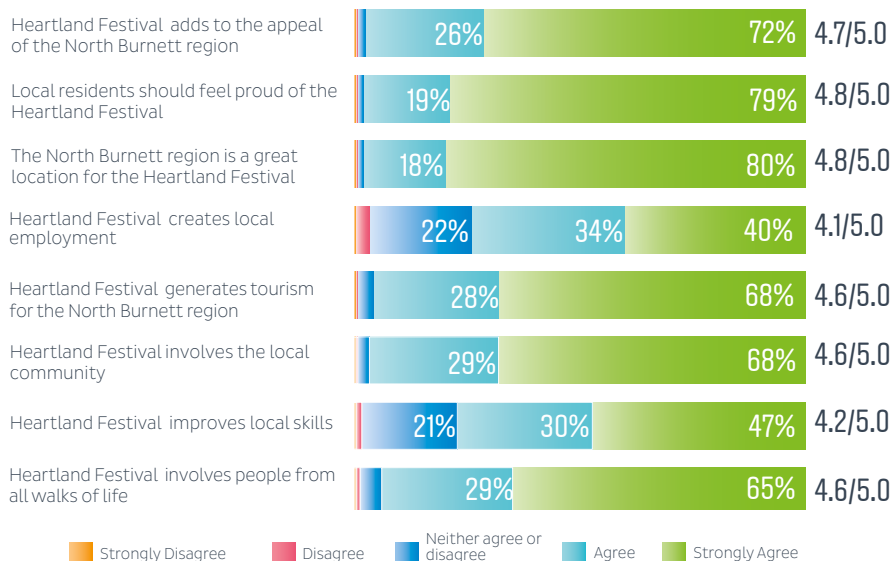
ATTENDANCES



VISITOR ORIGINS



COMMUNITY PRIDE



Tourism Partnerships

Biggenden Chamber Partnership RV

In the township of Biggenden two community groups expressed interest in preserving the local rail history, and to maximise on the opportunity to further develop the area's tourism and economic potential. The Biggenden Men's shed expressed interest in using the Railway Station Building to conduct workshops and meeting for the newly established group. The other group was the Biggenden Chamber of Commerce who was interested in utilising the area along the railway track to establish a low cost RV 72 hour Stopover site for self contained vehicle. This expression of interest was forwarded to the Department of Transport and Main Roads by North Burnett Regional Council, and in turn received the licence to occupy.



Monto Magic RV

In the township of Monto, Monto Magic Tourism Action Group (MMTAG) was keen to preserve the local rail history, and to maximise on the opportunity to further develop the area's tourism and economic potential. This expression of interest was forwarded to the Department of Transport and Main Roads by North Burnett Regional Council, and in turn received the licence to occupy.

MMTAG has developed the site into a low cost RV 72 hour Stopover site for self contained vehicle, with future plans to transform the Railway Station into a tourist Museum and meeting space for community groups and activities. A dump point has been placed on site through negotiations and partnerships between Council and CMCA.



Gayndah Rail Group

In the township of Gayndah the, Gayndah Heritage Railway Rail Trail (GHRRT) a non-profit organization dedicated to preserving the Gayndah District Railway for future generations, put their hand up to preserve the local rail history, and to maximise on the opportunity to further develop the area's tourism and economic potential. This expression of interest was forwarded to the Department of Transport and Main Roads by North Burnett Regional Council, and in turn received the licence to occupy.

GHRRT is dedicated to preserving and cherishing the history of the Gayndah District Railway and is committed to transform the oldest town in Queensland into a promising family friendly tourist destination. The group works with the Gayndah Historical Museum in an effort to revive interest in local history and heritage.

The ambitious group plans big for the future with a proposed lease of the rail line from Gayndah to Mundubbera for Rail Trail walks, with a number of significant timber bridges along that walk. The organisation is dedicated to preserve and cherish the history of the Gayndah District Railway and is committed to transform the oldest town of Queensland into a promising, family friendly tourist destination.



Mundubbera Rail Group

In the township of Mundubbera, several keen community groups and individual members raised their hands with keen anticipation, preserve the local rail history, and to maximise on the opportunity to further develop the area's tourism and economic potential. This expression of interest was forwarded to the Department of Transport and Main Roads by North Burnett Regional Council, and in turn received the licence to occupy.

The inaugural community meeting of interested parties was held and included members from the Mundubbera Enterprise Association Inc, Mundubbera Lions Club, Mundubbera Lions Ladies, Mundubbera Rotary Club, Mundubbera Railway Group, Mundubbera and District Historical Society, Gayndah Rail Trail, Queensland Country Women's Assoc, Mundubbera Heritage Information Centre, Ex-Queensland Rail Employees, Individual Community Members and the North Burnett Regional Council.

The MEA Heritage Rail Group Vision Statement is 'To provide a lasting monument to the people who built and maintained the Maryborough to Taragoola Rail Line, and helped open up and develop the North Burnett Region'



Community Grants & Donations

The Figures

In the financial year of 2015-16 Council distributed a record total of

\$135,046.00

in Community Grants across the North Burnett communities.

“

Support was provided to help community organisations to run events and activities and to individuals to access state and national level sporting opportunities

”



Grants to each community

Biggenden	\$3,777
Eidsvold	\$32,016
Gayndah	\$12,680
Monto	\$23,343
Mt Perry	\$3,186
Mundubbera	\$4,401
Regional Donations	\$55,647
TOTAL	\$135,046

Sports Performance Grants to the value of \$4,500 were distributed. Large donations were made 'Life Flight Rescue Helicopter' with \$10,000 which provides life-saving emergency transport across the North Burnett. Council also continued its support to the 'Bundaberg Health Service Rotary House' with \$10,000 which supports our residents while receiving medical treatment in Bundaberg. The Heartland Festival and the Monto Dairy Festival were the main events which Council supported this year.

A major contribution was received by RSL Queensland by Council waiving applicable infrastructure charges. The Eidsvold Golf Course also received a major contribution. Council continued with its annual contribution with school bursaries and it once again supported Life Education Australia by transporting its van across the region. In addition, Council continued to provide photocopies and hall hire services at nominal rates for all local Not-For-profit organisations.



Environmental Services

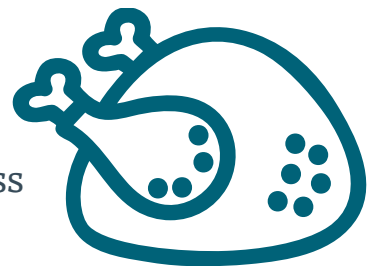
It's a load of rubbish

Our Environmental Services team is committed to quality community and environmental health, pest management, and natural resource management outcomes. This includes the implementation of the pest management plan, natural resource management, the protection and promotion of community health through regulation of food safety, waste management, recycling and environmental compliance

Food Licensing

Council continues to monitor food businesses to ensure businesses and community groups meet their obligations under the Food Act and comply with these regulations. There have been no fines or penalties issued.

85 Food Business
Licences



Service requests

Animals - Livestock - Wild	105	Noxious Weeds	34
Environmental Health	259	Odour - Dust - Smoke	8
Litter & Illegal Dumping	19	Rubbish Collection	438
Mosquitoes	5	Waste Management	18
Noise	23	TOTAL	909

19

Stock route
agistment &
travel permits

34

Permits to burn
along Council
controlled
roads



Mosquito Control Program

Council's Environmental Services Team continue to undertake surveillance activities and promote awareness of the risks of mosquito borne illness in the region.

Grant Funding

Council has completed a weed mapping and spraying project along the Burnett River between Gayndah township and Paradise Dam. This project was completed in partnership with BMRG and Sunwater, who both contributed funding. The project was a successful collaboration of all stakeholders, including other landholders adjoining the Burnett River, whereby the extent of invasive weed species was mapped and then treated by each applicable stakeholder.



Pest Management

Council continues to work with local groups, and adjoining Councils, to assist property owners manage and prioritise pest and weed management across the North Burnett.

Environmental Displays

Council held environmental , weed, pest , and mosquito displays, at various shows 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 Council's ongoing environmental education program.





Total Waste Received

686 ton

Green waste

613 ton

Construction & demolition

3,597 ton

Municipal solid waste

2,081 ton

Commercial & industrial



26 ton

Batteries

9,859 L

Oil

157 ton

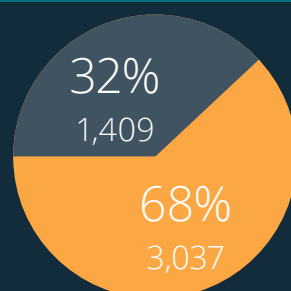
Cardboard

449 ton

Scrap Metal

Average No.
of Weekly
Services

Commercial
Domestic



Development Services

Implementing & progressing

Planning

Planning scheme

The first Planning Scheme for the entire North Burnett region commenced on 3 November 2014, replacing the previous six separate Planning Schemes. It was appropriate a year on from it's commencement to conduct a mini-review of its performance to ascertain whether it assists Council's vision to 'create an active and thriving region, progressively enhancing the social, economic and cultural assets of the community'. Apart from minor and administrative refinements, Council is currently considering amendments that attempt to protect the community from the inappropriate development of 'historic lots'.

Development activity

While development activity remains relatively subdued, Development Services has a renewed focus on assisting intending applicants through the legalities of obtaining and implementing approvals. The team assists with procedures, development standards, and sourcing appropriate external expertise - often resolving potential difficulties before any development application.

Application timeframes

With a facilitative Development Services team, North Burnett has some of the best assessment timeframes in the state. Prelodgement discussions help resolve issues early, creating savings for applicants, the Council and the community.

Information sheets

Development Services now has a growing number of information sheets covering a wide range of planning and development topics that help intending applicants with their development proposals.

Planning reform

The Queensland Government continues with its planning reform agenda. The Planning Act 2016 is likely to commence in July 2017, but before that Councils will need to align their planning schemes and assessment processes to the new legislation.

Building & Plumbing Certification

The number of building applications continue to reflect the state wide trend of a slow growing economy. Locally, recent rains and improvement in cattle prices appear to be supporting a positive outlook. Building and plumbing applications and proposals indicate stable growth and possibly a slight increase in the year ahead.

2015-16 saw minimal changes in legislation, these being:

- Commencement of the National Construction Code 2016 on 1 May 2016;
- Repeal of Queensland Development codes including MP2.4-Construction in bushfire prone areas, MP5.1-Workplaces, MP5.8-Workplaces involving spray painting.

Whilst a review of the Building Act has been completed in recent years, changes have not yet been made available for public comment. The review has been delayed due to the change in State Government parties. Also, there has been no major changes to Plumbing Legislation practices.

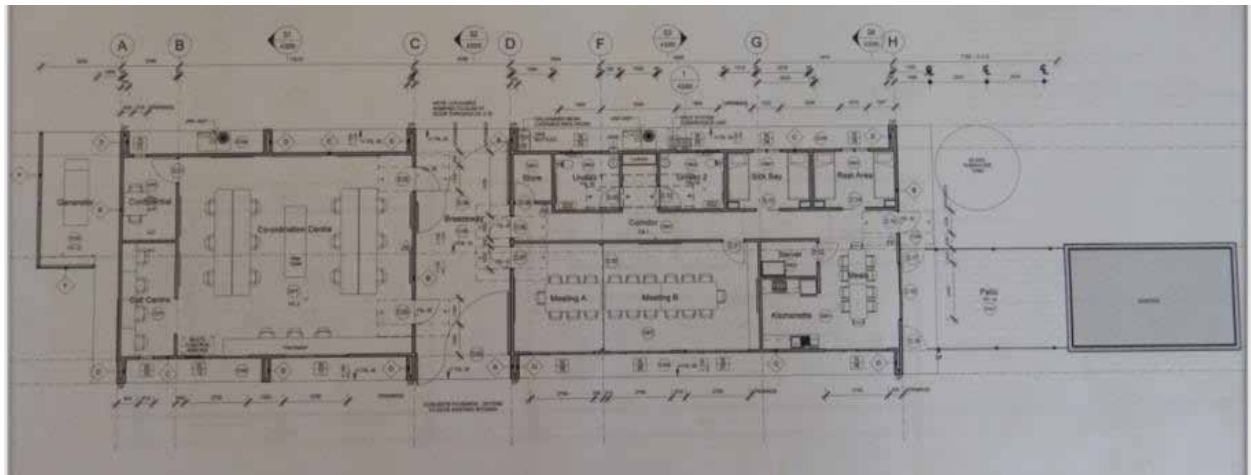
Project Management

The flagship of Council's building projects for 2015/16 was the North Burnett Disaster Management Coordination Centre project managed by Council and officially opened on 22 April 2016.

This unique \$1.1M facility, fully funded through the Australian Government's Community Development Grants Programme, contains state of the art emergency management technology and will allow the Local Disaster Management Group (LDMG) to effectively oversee operations across the region during a crisis.



This important infrastructure will also allow Council to leverage training opportunities and work closely with Queensland Fire and Emergency Services (QFES) to develop further proposals. Emergency services agencies/partners from both inside and outside the region have expressed interest in utilising the centre for their training requirements.



As part of the resources to be utilised in an emergency, a fuel facility has been installed at the aerodrome, making Gayndah a very attractive alternative for recreational flyers travelling through the region.



Compliance

Animal Management

Extensive efforts have been made in the auditing of all registration records and properties throughout the district in the last 12 months. This has resulted in Council registration records being updated, with over 2000 old records removed and an increase of current dog registrations peaking at over 1150 by August 2016.

A new Animal Management Officer joined the team in March 2016 with extensive background experience in Local Laws enforcement, great enthusiasm for the role and is contributing daily to compliance in the Animal Management Local Laws.

Footpath obstruction

An audit of Council records indicated a lapse in Footpath Obstruction Permit renewals resulting in the need to action a larger number of businesses in the area. Resulting consultation saw the annual fee being extended as a three year permit to assist compliance processes and struggling businesses. At the time of writing, most businesses and itinerant vendors were now compliant with up to date permits.

Pound Operations

Further improvements have been made to the main impound facility at Gayndah. Increased security measures to fencing have been implemented, an isolation room for sick or diseased

animals has been included as well as the ability to increase holding capacity. The microchipping room is completed and enquiries are being made for authorised officers to obtain the necessary qualifications to increase service abilities.



Unauthorised camping

Joint enforcement activities involving Council and the Queensland Police Service again showed an improvement in controlling unauthorised camping activities throughout the area during the fruit picking season. A noticeable drop in repeat offences in rest areas was observed, in particular in Mundubbera which resulted in minimal enforcement intervention during the 2016 picking season.

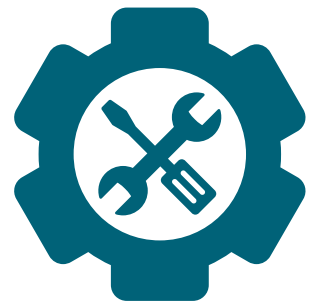
Strategies for the 2017 period will include the handing out of welcome packs to all backpackers as they enter the region, packagegs will be

handed out by an authorised person during patrols and made available at Library and Customer Service Centres. Package contents ton include authorised camping areas and times, accommodation facilities and prices for the region, Council tourist safety information brochures and Police safety and information handouts.

This process will be implemented in attempts to further educate all seasonal workers to assist in reducing the amount of on site Council/Police enforcement such as the issuing of Caution Notices/ Infringements and will be in addition to the processes already in place.

Engineering Services

Viable solutions



The 2015-16 financial year was once again another busy year that saw Council continue to provide a broad range of community services and deliver a significant number of major community infrastructure projects, with a large capital works expenditure on community assets. It also through in some challenges such as some severe weather events we have come to expect during the storm season.

In early February 2016 the parts of the North Burnett Regional Council area were impacted by an intensive rain event with extensive damage to road and drainage infrastructure. Following damage assessments and submissions to the QRA, permanent repairs to identified damaged sections of roads will be undertaken in the first half of the 2016-17 year.

Some major achievements completed throughout the year included the completion of reconstructing and widening some 3.5 kilometres of

road on Gayndah – Mundubbera Road providing improved access for freight, workers and travellers between the two towns.

Other major projects completed included the construction of additional sealed sections of Hawkwood Road, Mundubbera and Mount Steadman Road, Mingo.

2015/16 also saw Council's workforce successfully fully reconstruct and widen the Gayndah Aerodrome with funding coming from the Royalties for the Regions (R4R) program. Council's team won the bid for the works in an open tender environment and many of Council's staff from other parts of the region had the opportunity to work on this project, gaining valuable experience in this type of construction.

Council also had the opportunity to celebrate with the Deputy Premier, the opening of the newly constructed sealed sections of the Monto – Mount

Perry Road. The project, also an R4R project, was delivered by the Department of Transport and Main Roads but would not have happened without the extensive lobbying of the North Burnett Regional Council.

The year also saw the completion of a review of the management of Council's landfilling operations at Mundubbera and Eidsvold. Following an extensive tendering process, Council resolved to not accept any of the tenders and to retain existing arrangements.

Flying Fox management continues to be a challenge within the North Burnett with a roost of up to 300,000 animals settling in the Oaky Creek area of Gayndah for a period of some months during the year. Council continues to seek new and innovative ways to manage these visitors when they decide to come to our region.



Top left: Monal, Monto

Middle: Telebang, Monto

Bottom right: Humphrey Binjour, Gayndah

Central Queensland Surface Trough

Between 4-8 February 2016, a strong surface trough moved north through the Central Coast, Central Highlands and Coalfields districts causing heavy rainfall and flooding in the Central Queensland area. Some areas of North Burnett received rainfall in excess of 45mm from this event causing some widespread damage to infrastructure, crops and farmland.

In relation to Council infrastructure a number of roads received significant damage and required emergent works to be carried out. This work was carried out through a combination of Council works crews and local contractors in the days and weeks following the event. Approximately \$72,000 worth of works were completed to re-open the Council road network to our residents.

Following the emergent works period Council undertook a detailed damage assessment in partnership with the Queensland Reconstruction Authority (QRA). This damage assessment highlighted damage on 158 roads which would require restoration. North Burnett has received approval to complete \$5,365,318 of restoration works in line with the Natural Disaster Relief and Recovery Arrangement (NDRRA). These works are likely to commence in November 2016 and are expected to continue until May 2017. This is the fourth Natural Disaster event to affect North Burnett in the space of just over 6 years.



Technical Services

Behind the scenes

\$2,909,000
capital plan completed 

Water & Sewerage

Personnel

- The Water & Wastewater department remained a very stable unit during the year with no changes in personnel
- Supervisor Matt Cook represented Council on the Wide Bay SCADA group
- Manager Trevor Harvey continued to represent all small and medium sized regional water providers on the qldwater technical group as well as the LGAQ Water & Sewerage Advisory board
- Trevor also represents NBRC on the recently formed WBBROC Urban Water Advisory Group.
- In-house operator training and an operator exchange with another Wide Bay Council was conducted during the year.

Operation & Maintenance

Without a year dominated by flood damage the Water & Sewerage Department was able to concentrate on much more preventative maintenance activities.

The new Statutory KPI reporting meant staff had to gather information to fill out over 1,200 data fields.

On-line analysers for Chlorine levels and turbidity were installed and commissioned on all water plants.

An extensive sewer cleaning and CCTV inspection program was carried out to enable the generation of a sewer re-lining program which will commence next year using the recently tendered WBBROC Sewer Relining Contract.

High frequencies of main and service connection breaks were experienced mainly in Monto, Mundubbera & Gayndah.

Capital

A \$2,909,000 capital plan was completed with two carry-over projects. The major projects were

- The commencement of the two year project to build a new Water Treatment Plant at Eidsvold.
- Purchase and installation of new acid dosing facility at Gayndah WTP
- The commencement of the two year project to upgrade the Gayndah Sewage Treatment Plant. This upgrade will include the installation of another sub-surface rock filter and the construction of another pond.
- The replacement of the sewerage rising main attached to Oakey Creek Bridge Gayndah.
- Replacement of water mains including Lyons Street, Mundubbera

Facilities

Personnel

Beau Milne joined the facilities team during the year. His experience as a builder has led to a large reduction in the small task backlog.

Capital

- A \$900,000 capital budget was completed with one carry-over project
- A new filtration plant was installed in the Mundubbera Pool
- The Biggenden Pool change rooms were refurbished.
- The toilet block in Lions Park Monto was upgraded to be disabled compliant
- The first year of a three year Council Facilities lock standardisation was completed with all water and sewerage treatment facilities being standardised.
- The Eidsvold Community Hall kitchen was upgraded with new floor coverings and shelving
- The Monto Community Hall was painted internally.



Left: New hydrochloric acid dosing facility at Gayndah WTP

Below: Water main replacement - Mundubbera Main Street



Above: Pump service training at Mundubbera

Asset Management

Capital

A \$1,400,000 capital budget was completed with one carry-over project

- A \$1,200,000 plant replacement program was completed
- The first year of a three year project to install a digital radio system across the Council region was completed.

Operations

The small group excelled during the year completing the above mentioned capital program as well as keeping the Council GIS system operating, the rural addressing and road re-naming up to date as well as completing asset identification, verification and condition assessment on Council buildings.

Data gathering on all water and sewerage reticulation assets including GPS location and condition assessment was completed ready for up-loading into the new Assetic Asset Management Program which integrates with the new business system being installed next financial year.

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.

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 - These include:

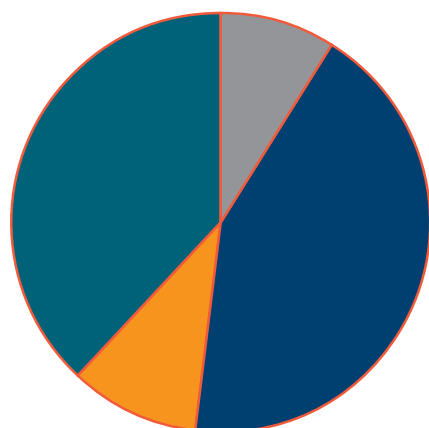
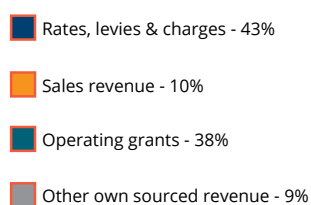
- Statement of Comprehensive Income
- Statement of Financial Position
- Statement of Changes in Equity
- Statement of Cash Flows

Statement of Comprehensive Income

Purpose: often referred to as the Profit & Loss. 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 2015-16 financial year?

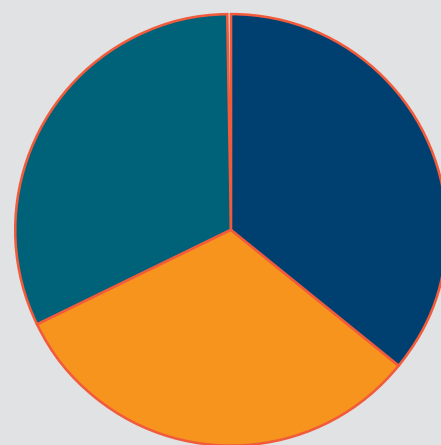


Council's operational income in 2015-16 was \$34.657 million. Grant income represents 39% of total income; with the remaining 61% of the operating income classed as own sourced income.

- Total rates and charges levied (less discount) \$14.633 million. This equates to 43% of council's operating income;

Operational Expenditure

Where was the money spent in 2015-16?



Council spent \$26.17 million during the year on employee costs and materials and services. These items represent a cost to Council of providing services, operating facilities and maintaining assets.

Finance costs have increased by 5.8% or \$13,000 from the previous period due to additional borrowings for the Eidsvold Water Treatment Plant in 2015-16.

Depreciation expenditure of \$12.248 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.

Statement of Financial Position

Purpose: shows the assets and liabilities which make up community equity as at 30 June 2016.

Net Current Assets

Council's net current assets (that is current assets less current liabilities) are \$15.2 million for 2015-16.

Total Assets

Council's total assets are made up of current assets of \$23.1 million and \$848.363 million of non-current assets. The non-current assets are infrastructure assets plus plant and equipment and land assets.

2015-16 Asset Types (\$M)

- Cash - \$18.22
- Trade & other receivables - \$4.24
- Inventories - \$0.64
- Property, plant & equipment - \$846.36

Total Liabilities

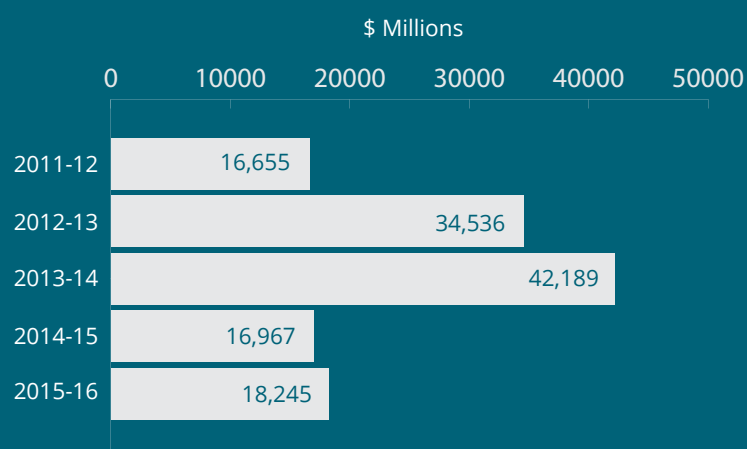
Council's total liabilities are made up of current liabilities of \$7.94 million and non-current liabilities of \$8.26 million.

As at 30/06/2016 Council's total borrowings were \$3,922,175. This consisted of \$520,000 in current obligations and \$3,399,038 in non-current obligations. Similarly, provisions are made up of \$1.65 million current and \$4.86 non-current. The provisions are allocated to the future restoration of Council's waste management facilities and employee provisions.

2015-16 Liability Types (\$M)

- Trade & other payables - \$5.46
- Borrowings - \$3.92
- Provisions - \$6.51
- Other - \$.31

Cash position by year



An increase of \$1.278 million from the 2014-15 to Council's cash position in 2015-16 is a direct result of finalising the flood events and Council's continued strategy to maintain a strong cash position.

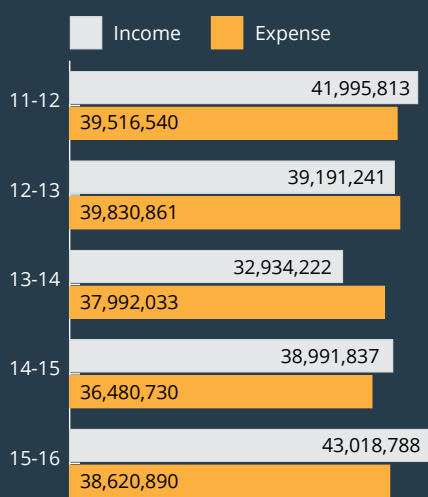
Overall Council has taken significant management action to manage costs and enhance its cash position. Council now aims to have a cash position of between \$15-20 million as a benchmark. This level of funds is important for financial stability - to provide perspective, in 2015-16 Council's monthly expenditure was \$4.5 million (total payments to suppliers and PPE payments).

Comparative Trend Analysis

Revenue and Expenses

The below chart depicts Council's operational revenues and expenditure performance over the last five years. This comparative information has been provided to assist stakeholders to gain a more comprehensive understanding of how Council is performing in a one year snapshot (this expenditure excludes any flood receipts or payments).

Expenses against Revenue: Five year trend



Operating Surplus Ratio

The operating surplus ratio measures the extent to which revenues raised - to cover operating expenses only - are available for capital funding and other purposes. It is calculated as net operating result (presented in the income statement) divided by operating revenue. A positive ratio indicates that surplus revenue is available. A negative ratio indicates an operating deficit.

18.42% - 2012-13
-58.03% - 2013-14
-1.37% - 2014-15
-11.54% - 2015-16

Net Financial Liabilities Ratio

The net financial liabilities ratio measures the extent to which net financial liabilities can be serviced by operating revenues and is short-term liquidity measure. The ratio determines how well placed we are to pay our liabilities out of current operating revenue and is calculated as the value of net financial liabilities (assets) divided by operating revenue. Net financial liabilities (assets) are calculated as total liabilities minus current assets, and a negative measure means that our current assets exceed total liabilities.

-52.96% - 2012-13
-37% - 2013-14
-26.08% - 2014-15
-20% - 2015-16

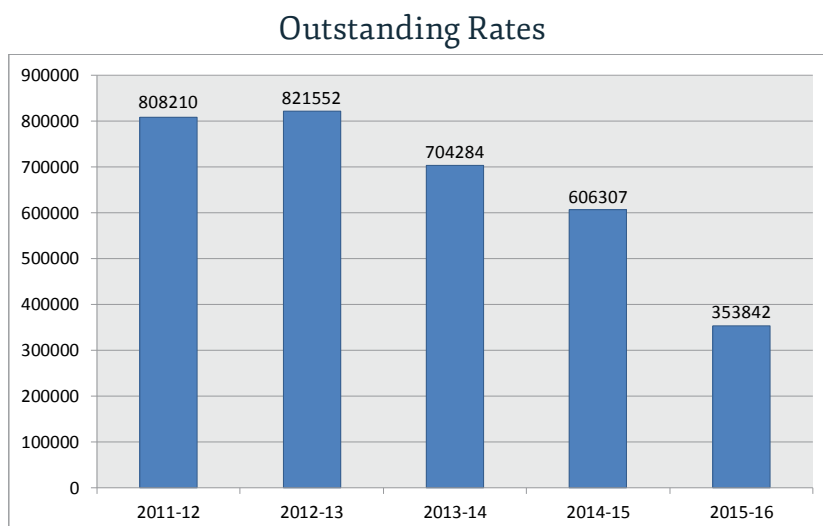
Asset Sustainability Ratio

The asset sustainability ratio is an approximation of the extent to which the property, plant and equipment (PPE) assets that we manage are being replaced as these reach the end of their useful lives. The target ration is > than 90%.

69.82% - 2012-13
194.06% - 2013-14
261.56% - 2014-15
170.14% - 2015-16

Outstanding Rates Balance Cut by more than 60%

Over the past three years, North Burnett Regional Council has implemented a rate collection policy aimed at reducing the level of outstanding rates owed to Council. As a result of this important work outstanding rates have fallen from 821K at 30 June 2013 to 353K at end of financial year 2015-16.



By increasing "on time" rate payments, Council is ensuring adequate cash available to;

- implement the Council work program,
- increasing income for Council by having available cash in the bank earning interest, and
- ensuring that ratepayers do not reach a position of financial stress.

The Rates Policy has involved a number of key strategies including;

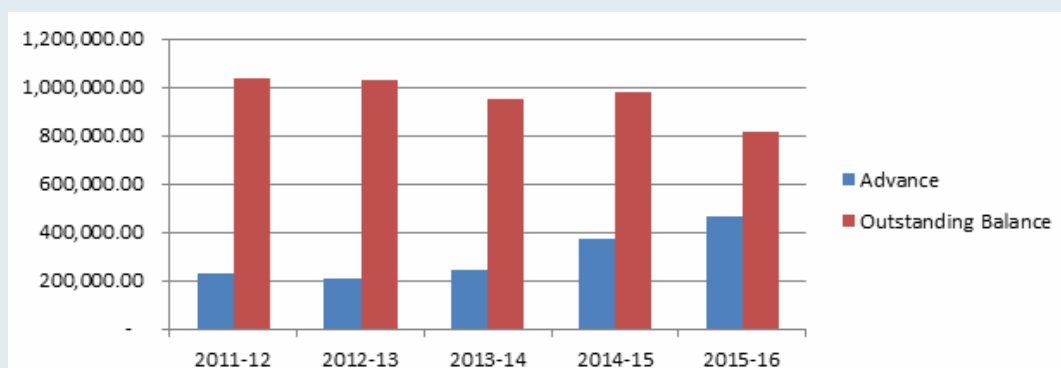
1. Working with the community to encourage people to set up direct debit systems.
2. A program to encourage people to provide

email addresses for distribution of rates notices. (This speeds up receipt of notices and decreases Council's distribution costs.

3. Establishment of a strict policy with an escalation compliance pathway for people who fail to pay on time.
4. Engagement of a professional debt collection agency to methodically deal with outstanding rates and
5. As a last resort the sale of properties with outstanding rates in excess of 3 years.

The significant reduction in rates is a critical business improvement implemented by the Finance and Rates Team during 2015-16 with benefits to all ratepayers.

Total value of assessments paid in advance compared to outstanding rates & charges



FINANCIAL STATEMENTS

North Burnett Regional Council

Financial Statements

For the year ended 30 June 2015

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North Burnett Regional Council
Statement of Comprehensive Income
For the year ended 30 June 2016

	Note	2016 \$	2015 \$
Income			
Recurrent Revenue			
Rates, Levies and Charges	3(a)	14,633,166	13,922,604
Fees and Charges	3(b)	1,301,017	1,273,926
Interest Received	3(c)	684,616	682,755
Sales Revenue	3(d)	3,368,811	5,161,820
Other Income	3(e)	1,243,931	1,129,596
Grants, Subsidies, Contributions and Donations	4(a)	13,425,508	14,561,011
		<u>34,657,049</u>	<u>36,731,712</u>
Expenses			
Recurrent Expenses			
Employee Benefits	6	(13,892,160)	(13,274,768)
Materials and Services	7	(12,279,013)	(10,999,158)
Finance Costs	8	(238,117)	(225,263)
Depreciation	12	(12,248,810)	(12,736,087)
		<u>(38,658,100)</u>	<u>(37,235,276)</u>
Operating Result before Capital Items		<u>(4,001,051)</u>	<u>(503,564)</u>
Capital Income			
Grants, Subsidies, Contributions and Donations	4(b)	19,458,909	17,422,860
Gain/(loss) on the Disposal of Non-Current Assets	5	(2,303,133)	(979,750)
		<u>17,155,776</u>	<u>16,443,110</u>
Capital Expenses			
Provision for Land Restoration	16	(684,767)	(168,146)
		<u>(684,767)</u>	<u>(168,146)</u>
Net Result		<u>12,469,958</u>	<u>15,771,400</u>
Other Comprehensive Income for the year			
Items that will not be reclassified to net results			
Increase/ (decrease) in Asset Revaluation Surplus	9	(10,318,001)	(11,265,556)
Total other comprehensive income for the year		<u>(10,318,001)</u>	<u>(11,265,556)</u>
Total Comprehensive Income for the Year		<u>2,151,957</u>	<u>4,505,844</u>

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

North Burnett Regional Council
Statement of Financial Position
As at 30 June 2016

	Note	2016 \$	2015 \$
Current Assets			
Cash and Cash Equivalents	10	18,245,018	16,967,247
Trade and Other Receivables	11	4,261,862	4,991,022
Inventories		653,271	477,495
Total Current Assets		23,160,151	22,435,764
Non-Current Assets			
Loans and Advances			3,000
Property, Plant and Equipment	12	848,363,978	843,588,446
Total Non-Current Assets		848,363,978	843,591,446
Total Assets		871,524,129	866,027,210
Current Liabilities			
Trade and Other Payables	14	5,455,413	7,073,772
Borrowings	15	523,137	431,800
Provisions	16	1,654,638	1,667,155
Other	17	309,078	213,569
Total Current Liabilities		7,942,266	9,386,296
Non-Current Liabilities			
Borrowings	15	3,399,038	2,718,120
Provisions	16	4,859,974	751,900
Total Non-Current Liabilities		8,259,012	3,470,020
Total Liabilities		16,201,278	12,856,316
Net Community Assets		855,322,851	853,170,894
Community Equity			
Capital		756,880,295	740,409,266
Asset Revaluation Surplus	18	116,221,292	126,539,293
Retained Surplus/ (Deficiency)		(17,778,736)	(13,777,665)
Total Community Equity		855,322,851	853,170,894

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

North Burnett Regional Council
Statement of Changes in Equity
For the year ended 30 June 2016

	Capital		Asset Revaluation Surplus		Retained Surplus/(Deficiency)		Total
	2016	2015	2016	2015	2016	2015	2016
	\$	\$	\$	\$	\$	\$	\$
Opening Balance	740,409,266	721,928,981	126,539,293	137,804,849	(13,777,665)	(11,068,780)	853,170,894
Net result	-	-	-	-	12,469,958	15,771,400	12,469,958
Increase/(decrease) in asset revaluation surplus	-	-	(10,318,001)	(11,265,556)	-	-	(10,318,001)
Total comprehensive income for the	-	-	(10,318,001)	(11,265,556)	12,469,958	15,771,400	2,151,957
Transfer to/from capital	16,471,029	18,480,285	-	-	(16,471,029)	(18,480,285)	-
Total transfers to and from reserves	16,471,029	18,480,285	-	-	(16,471,029)	(18,480,285)	-
Closing Balances	756,880,295	740,409,266	116,221,292	126,539,293	(17,778,736)	(13,777,665)	855,322,851
							853,170,894

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

North Burnett Regional Council
Statement of Cash Flows
For the year ended 30 June 2016

		2016	2015
	Note	\$	\$
Cash flows from operating activities			
Receipts from customers		21,200,218	20,895,794
Payments to suppliers and employees		(28,119,301)	(44,914,299)
		<u>(6,919,083)</u>	<u>(24,018,505)</u>
Interest received		684,616	682,755
Rental Income		511,948	417,596
Non Capital Grants and Contributions		13,425,508	12,860,778
Borrowing Costs		(238,117)	(193,775)
Net cash inflow (outflow) from operating activities	22	<u>7,464,872</u>	<u>(10,251,151)</u>
Cash flows from investing activities			
Payments for property, plant and equipment		(26,789,119)	(34,463,422)
Net movement on loans and advances		6,000	6,000
Proceeds from sale of property and equipment	5	364,853	995,942
Grants, subsidies, contribution and donations		19,458,909	18,913,693
Net cash inflow (outflow) from investing activities		<u>(6,959,357)</u>	<u>(14,547,787)</u>
Cash flows from financing activities			
Proceeds from borrowings		1,200,000	
Repayment of borrowings		(427,744)	(423,572)
Net cash inflow (outflow) from financing activities		<u>772,256</u>	<u>(423,572)</u>
Net increase (decrease) in cash and cash equivalents held		1,277,771	(25,222,510)
Cash and cash equivalents at beginning of the financial year		16,967,247	42,189,757
Cash and cash equivalents at end of the financial year	10	<u>18,245,018</u>	<u>16,967,247</u>

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

North Burnett Regional Council
Notes to the Financial Statements
For the year ended 30 June 2016

1 SIGNIFICANT ACCOUNTING POLICIES

1.A Basis of Preparation

These general purpose financial statements are for the period 1 July 2015 to 30 June 2016 and have been prepared in compliance with the requirements of the *Local Government Act 2009 and the Local Government Regulation 2012*. 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.

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

The Council is domiciled in Australia and uses the Australian dollar as its functional currency and its presentation currency and rounds to the nearest dollar. Comparative information has been restated where necessary to be consistent with disclosures in the current reporting period.

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 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.

Of the Standards and Interpretations issued but not yet effective, Council have assessed that the following may result in material changes to the financial statements for coming financial years. Council has assessed that early adoption is either not available or not appropriate. The Council has not listed any changes or new standards that will not result in a material impact.

AASB 124 Related Parties – Application date 01/07/2016

The application of this standard to local government may have a material impact on the disclosures in the financial statements as transactions with related parties will be disclosed in the notes. The Council will implement new procedures to ensure all related parties are identified and transactions with these parties are captured. The standard will not result in any change to the values reported in the statements. Early adoption of this standard is not available.

AASB 15 Revenue – Application date 01/01/2018

The application of this standard may have an extensive impact on the council depending on the operations of the council at application date. The Council will monitor the impact of this standard however the impact of this standard would not be material to the current operations of the council.

1.D Revenue

North Burnett Regional Council
Notes to the Financial Statements
For the year ended 30 June 2016

Rates and Levies

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.

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.

Sales Revenue

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

Council generates revenues from a number of services 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.E 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.F)

Receivables - measured at amortised cost (Note 1.G)

Financial Liabilities

Payables - measured at amortised cost (Note 1.J)

Borrowings - measured at amortised cost (Note 1.L)

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

All other disclosures relating to the measurement and financial risk management of financial instruments are included in Note 24.

1.F Cash and Cash Equivalents

Cash and cash equivalents includes cash on hand, all cash and cheques receipted but not banked at the year

North Burnett Regional Council
Notes to the Financial Statements
For the year ended 30 June 2016

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 are subject to an insignificant risk of changes in value, and bank overdrafts. Should a term deposit have an original maturity of longer than three months, this would be classified as an investment. No investments were held at balance date.

1.G Trade and Other Receivables

Trade and other receivables are recognised at the amounts due at the time of sale or service delivery. 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.

Where Council is empowered under the provisions of the Local Government Act 2009 to sell an owner's property to recover outstanding rate debts and the value of the property is considered likely to exceed the debt and the associated costs, Council does not impair rate receivables.

The fair value of trade and other receivables is assumed to approximate the value of the original transaction less any allowance for impairment.

1.H Property, plant and equipment

Each class of property, plant and equipment is stated at cost or fair value less, where applicable, any accumulated depreciation. 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 | – Water |
| – Buildings | – Sewerage |
| – Plant and equipment | – Other infrastructure assets |
| – Road, drainage and bridges | – 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, engineering design fees, and all other establishment costs.

Capital and Operating Expenditure

Expenditure incurred for the acquisition or construction of assets is treated as capital expenditure. Routine operating maintenance, repair costs and minor renewals to maintain the operational capacity of the 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.

North Burnett Regional Council
Notes to the Financial Statements
For the year ended 30 June 2016

Valuation

Land, buildings, and all infrastructure assets are measured on the revaluation basis, at fair value, in accordance with AASB116 Property, Plant and Equipment and AASB 13 Fair Value Measurement. Plant and Equipment and Work in Progress are measured at cost.

Physical Valuation

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 engaging independent, professionally qualified valuers to determine the fair value for each class of property, plant and equipment assets at least once every 3 years. This process involves the valuer physically sighting a representative sample of Council assets across all asset classes and making their own assessments of the condition of the assets at the date of inspection.

Desktop Valuation

In the intervening years, management uses internal engineers and asset managers and engages independent, professionally qualified valuers to perform a "desktop" valuation. A desktop valuation involves management providing updated information to the valuer regarding additions, deletions and changes in assumptions such as useful life, residual value and condition rating. The valuer then determines suitable indices which are applied to each of these asset classes.

Any revaluation increment arising on the revaluation of an asset is credited to the appropriate class of the 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 13.

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.

North Burnett Regional Council
Notes to the Financial Statements
For the year ended 30 June 2016

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 Notes 12 and 13.

Land Under Roads

Land under the road network within the Council area has been dedicated and opened for public use under the Land Act 1994 or the Land Title Act 1994 and 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.I 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 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.J Trade and Other Payables

Trade and other payables 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. Trade and other payables are classified as current liabilities on the Statement of Financial Position and are expected to be paid within 12 months.

1.K 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 it is expected that the leave will be paid in the next twelve months 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 14 as a payable.

North Burnett Regional Council
Notes to the Financial Statements
For the year ended 30 June 2016

Annual Leave

A liability for annual leave is recognised. As council does not have an unconditional right to defer this liability beyond 12 months, it is classified as a current liability. Amounts not expected to be settled within 12 months 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 14 as a payable.

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 16 as a provision.

1.L Borrowings

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

1.M Restoration Provision

The provision represents the present value of the anticipated future costs associated with the closure of six operating dump sites and one closed site, 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.

There are substantial uncertainties in: the details of the work that may be required; the eventual cost of that work; the date of eventual closure of each dump; the length of time to complete any restoration work, and the rates of inflation and interest rates over the long periods involved. These uncertainties may result in future actual expenditure differing from amounts currently provided. 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 various sites will close at different dates up to 2134 (118 years) and that the restoration on the various sites will occur progressively after closing.

1.N 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.

North Burnett Regional Council
Notes to the Financial Statements
For the year ended 30 June 2016

Where a class of assets is decreased on revaluation, that decrease is offset first against the amount remaining in the 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 the surplus in respect of that asset.

1.O Retained Surplus

The retained surplus represents that part of the Council's equity that corresponds to the amount of cash (reported within cash and cash equivalents) that is held for general operating purposes, and has not been restricted to meet specific future funding needs at the reporting date. These funds are available as a general funding source in future years.

A retained deficit represents an overall funding shortfall which needs to be recovered in future years to maintain a fully funded position.

1.P Capital

The Council's shire capital account represents the amount the community has invested in capital assets to deliver future services, plus any equity and property investments it holds, less the amount it has borrowed to fund these assets. At the creation of the council any operating assets and liabilities that were required to be recognised, were brought to account through the shire capital account. The maintenance of the Council's capital capacity is fundamental to its long term sustainability to continue to deliver essential services to the community, it has therefore been separately identified and the change in value is reported in the Statement of Changes in Equity.

1.Q 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.R 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:

- Residuals and useful lives of property, plant and equipment – Note 1.H, Note 12 and Note 13
- Valuation and depreciation of property, plant and equipment - Note 1.H and Note 13
- Contingent Liabilities - Note 20
- Provisions - Note 1.M and Note 16
- Long Service Leave – Note 1.K

Note 2a: Analysis of Results by Functions

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

Corporate Governance

Council's Corporate Governance function comprises the support functions for the Mayor and Councillors, the areas of financial services, human resources, administration, information systems, right to information, asset management, and legal services.

Community Services

Community services function is to enhance and preserve the lifestyle of all residents and visitors by providing services and facilities for recreation, leisure, sport and cultural enrichment.

Planning and Development

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

Development control processes including town planning, building and plumbing services.

Transport Infrastructure

Providing construction and maintenance on roads, footpaths and drainage combined with covering a variety of community related areas including, parks and recreation facilities management, weed control and weed washdown facilities and street cleaning.

Waste Management

Council's waste operations are primarily funded from waste collection charges. The focus of this function is to provide a high standard service for waste collection and waste disposal through the use of the latest waste collection vehicles, the implementation of environmental monitoring programs and the development of landfill facilities.

Water Infrastructure

Council's water operations are primarily funded from water utility charges. The focus of this function is to provide a safe, reliable and adequately treated water supply to consumers based on high standards of treatment, efficient maintenance of infrastructure and sound planning techniques.

Sewerage Infrastructure

Council's sewerage operations are primarily funded from sewerage utility charges. The focus of this function is to provide and maintain a reliable, efficient and cost effective sewerage system which recognises environmental values in the region.

North Burnett Regional Council
Notes to the Financial Statements
For the year ended 30 June 2016

Analysis of results by Functions

Year ended 30 June 2016

Functions	Gross Program Income						Gross Program expenses			Net result from recurring operations	Net Result	Assets
	Recurring		Capital		Total income	Recurring	Capital	Total				
	Grants	Other	Grants	Other								
	2016	2016	2016	2016	2016							
	\$	\$	\$	\$	\$							
Corporate Governance	8,793,559	9,100,939	1,157,296	(2,303,133)	16,748,661	11,734,808	-	11,734,808	6,159,690	5,013,853	74,208,863	
Community Services	95,453	1,357,001	126,118	-	1,578,572	3,725,282	-	3,725,282	(2,272,828)	(2,146,710)	31,552,585	
Planning & Development	-	267,374	-	-	267,374	642,013	-	642,013	(374,639)	(374,639)	29,937	
Transport Infrastructure	4,481,496	3,597,470	17,874,641	-	25,953,607	16,278,256	-	16,278,256	(8,199,290)	9,675,351	718,769,267	
Waste Management	55,000	1,826,765	-	-	1,881,765	2,139,943	684,767	2,824,710	(258,178)	(942,945)	-	
Water Infrastructure	-	3,251,804	239,844	-	3,491,648	2,836,363	-	2,836,363	415,441	655,285	27,539,941	
Sewerage Infrastructure	-	1,830,188	61,010	-	1,891,198	1,301,435	-	1,301,435	528,753	589,763	19,423,536	
Total Council	13,425,508	21,231,541	19,458,909	(2,303,133)	51,812,825	38,658,100	684,767	39,342,867	(4,001,051)	12,469,958	871,524,129	

Year ended 30 June 2015

Functions	Gross Program Income						Gross Program expenses				Net result from recurring operations	Net Result	Assets
	Recurring		Capital		Total income	Recurring	Capital	Total					
	Grants	Other	Grants	Other									
	2015	2015	2015	2015									
	\$	\$	\$	\$									
Corporate Governance	10,072,839	8,682,177	353,350	(685,566)	18,422,800	7,477,846	-	7,477,846	11,277,170	10,944,955	81,783,767		
Community Services	582,011	1,063,309	-	-	1,645,320	4,401,727	-	4,401,727	(2,756,407)	(2,756,407)	24,862,199		
Planning & Development	-	262,997	106,236	-	369,233	832,122	-	832,122	(569,126)	(462,889)	-		
Transport Infrastructure	3,696,760	5,589,055	16,963,274	(294,184)	25,954,905	17,064,587	-	17,064,587	(7,778,772)	8,890,318	713,340,542		
Waste Management	209,401	1,858,606	-	-	2,068,008	2,621,474	168,146	2,789,620	(553,466)	(721,617)	-		
Water Infrastructure	-	2,974,356	-	-	2,974,356	3,312,569	-	3,312,569	(338,213)	(338,213)	26,305,084		
Sewerage Infrastructure	-	1,740,200	-	-	1,740,200	1,524,951	-	1,524,951	215,249	215,249	19,735,618		
Total Council	14,561,011	22,170,700	17,422,860	(979,750)	53,174,822	37,235,276	168,146	37,403,422	(503,565)	15,771,400	866,027,210		

North Burnett Regional Council
Notes to the Financial Statements
For the year ended 30 June 2016

	2016	2015
	\$	\$
3 Revenue Analysis		
(a) Rates, Levies and Charges		
General Rates	8,749,758	8,466,805
Environmental Levy	635,260	614,483
Water	1,858,029	1,780,116
Water Consumption	1,506,356	1,291,584
Sewerage	1,991,826	1,886,573
Waste Management	1,154,508	1,097,632
Local Disaster Management Levy	19,885	19,878
Total Rates and Utility Charge Revenue	15,915,622	15,157,071
<i>Less: Discounts</i>	<i>(1,282,456)</i>	<i>(1,234,467)</i>
Net Rates and Utility Charges	14,633,166	13,922,604
(b) Fees and Charges		
Community Service Fees	306,494	268,787
Building & Development Fees	231,739	228,604
Licences & Registrations	64,311	59,515
Caravan Parks	456,938	428,457
Water & Sewer Fees	28,826	35,669
Trade Waste & Recycling	135,477	189,509
Other Fees and Charges	77,232	63,385
	1,301,017	1,273,926
(c) Interest Received		
Interest Received from Investments	592,452	573,769
Interest from Overdue Rates and Utility Charges	92,164	108,986
	684,616	682,755
(d) Sales Revenue		
Contract and Recoverable Works		
Main Road Dept.	3,074,816	4,142,569
Private Works	293,995	1,019,251
Total Sales Revenue	3,368,811	5,161,820
(e) Other Income		
Other Income	1,243,931	1,129,596
	1,243,931	1,129,596

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 2016

	2016	2015
	\$	\$
4 Grants, Subsidies, Contributions and Donations		
4 (a) Recurrent		
General Purpose Grants	11,038,184	10,791,969
State Government Subsidies and Grants	402,921	2,179,957
Commonwealth Government Subsidies and Grants	1,378,124	1,264,193
Contributions	223,307	324,892
Flood Damage Claims	382,972	-
Total Recurrent Revenue	13,425,508	14,561,011
4 (b) Capital		
State Government Subsidies and Grants	5,384,840	1,922,893
Commonwealth Government Subsidies and Grants	2,942,257	330,732
Contributions	417,618	6,500
Flood Damage Claims	10,714,194	15,162,735
Total Capital Revenue	19,458,909	17,422,860

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:-

An equivalent amount of cash has been set aside to cover expected expenditure related to these grants.

Non reciprocal grants for operating expenditure	60,701	-
Non-reciprocal grants for expenditure on infrastructure	-	1,291,837
	60,701	1,291,837

5 Gain/Loss on Disposal of Non-Current Assets		
Proceeds from sale of property, plant and equipment	364,853	995,942
Less: Cost of property, plant and equipment disposed	(5,507,214)	(3,885,761)
Accumulated depreciation on disposals	2,839,228	1,910,069
	(2,303,133)	(979,750)

North Burnett Regional Council
Notes to the Financial Statements
For the year ended 30 June 2016

	Note	2016 \$	2015 \$
6 Employee Benefits			
Total staff Wages and Salaries		11,102,382	10,910,599
Councillors' Remuneration		399,885	389,678
Annual, Sick and Long Service Leave Entitlements		1,997,759	1,193,799
Superannuation	21	1,364,996	1,282,604
		14,865,022	13,776,680
Other Employee Related Expenses		567,520	423,989
		15,432,542	14,200,669
Less: Capitalised Employee Expenses		(1,540,382)	(925,901)
		13,892,160	13,274,768

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

Total Council employees at the reporting date:	2016	2015
Elected Members	7	7
Administration Staff	82	80
Depot and Outdoors Staff	120	124
Trainee Staff	7	5
Total full time equivalent employees	216	216

7 Materials and Services		
Audit Services	131,511	221,288
Refund unused grant	1,316,443	
Community services	2,419,907	2,770,414
Corporate governance	2,106,071	2,932,037
Planning & development	174,174	196,831
Sewerage Infrastructure	260,485	291,320
Transport Infrastructure	3,017,906	1,557,150
Waste management	1,467,341	1,553,099
Water Infrastructure	1,385,175	1,477,019
	12,279,013	10,999,158
8 Finance Costs		
Finance costs charged by the Queensland Treasury Corporation	177,193	193,775
Bank Charges	30,834	30,980
Bad Debts Written-off During the Year	30,090	508
	238,117	225,263

North Burnett Regional Council
Notes to the Financial Statements
For the year ended 30 June 2016

	2016	2015
	\$	\$
9 Other comprehensive income		
Revaluation due to change in fair value		
Land	(1,297,700)	(397,460)
Buildings	(11,422,389)	3,637,463
Other infrastructure	2,402,088	2,209,214
Roads, Drainage and Bridges	-	(16,714,773)
Total revaluations due to change in fair value	(10,318,001)	(11,265,556)
10 Cash and Cash Equivalents		
Cash on Hand	6,050	5,810
Cash at Bank	1,951,842	1,259,161
Deposits at Call	16,287,126	15,702,276
Balance per Statement of Cash Flows	18,245,018	16,967,247

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 S&P credit rating of A1+ and long term rating of AA-.

Should interest rates vary by 1% in the coming year (assuming the rates move from the beginning of the year and are held constant throughout), the council would not expect a material impact on the financial statements.

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

Unspent government grants and subsidies	60,701	2,873,549
Total unspent restricted cash	60,701	2,873,549

North Burnett Regional Council
Notes to the Financial Statements
For the year ended 30 June 2016

	2016	2015
	\$	\$
11 Trade and Other Receivables		
Current		
Rateable Revenue and Utility Charges	806,308	602,742
Other Debtors	1,955,803	3,137,224
<i>Less: Impairment</i>	(40,212)	(23,471)
GST	202,260	131,556
Loans and Advances	3,000	6,000
Water Charges not yet levied	836,643	571,960
Prepayments	498,060	565,011
	4,261,862	4,991,022

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.

Movement in impairment of debtors is as follows:

Opening balance at 1 July	(23,471)	(36,702)
Amounts already provided for & written off this year	9,589	13,231
Net increase in provisions	(26,330)	-
Closing balance at 30 June	(40,212)	(23,471)

Ageing of Trade and Other Receivables and the amount of any impairment is disclosed in the following table

	Fully Performing	<30 days	Past Due	30-60 days	> 60 days	Total
	\$	\$	\$	\$	\$	\$
30-Jun-16						
Receivables – Rates	-	-	-	806,308	806,308	
Receivables – Other	1,563,903	251,375	11,520	129,005	1,955,803	
<i>Less: Impairment</i>	(937)	-	-	(39,275)	(40,212)	
Loans and advances	3,000	-	-	-	3,000	
Net Receivables	1,565,966	251,375	11,520	896,038	2,724,899	
30-Jun-15						
Receivables – Rates	-	-	-	602,742	602,742	
Receivables – Other	2,643,932	437,393	7,668	48,231	3,137,224	
<i>Less: Impairment</i>	-	-	-	(23,471)	(23,471)	
Loans and advances	9,000	-	-	-	9,000	
Net Receivables	2,652,932	437,393	7,668	627,503	3,725,495	

North Burnett Regional Council
Notes to the Financial Statements
For the year ended 30 June 2016

12 Property Plant & Equipment

30 June 2016

Basis of Measurement

Asset Values

Opening Gross Value	
Additions at cost	
Disposals	
Revaluations adjustment to the ARR	
Asset recognised	
Transfers between classes	
Closing Gross Value	

Land	Buildings	Plant & Equipment	Road, Drainage & Bridges	Water	Sewerage	Other Infrastructure	Work in Progress	Total
	Fair Value	Cost	Fair Value	Fair Value	Fair Value	Fair Value	Cost	\$
11,663,151	68,995,950	24,824,136	866,029,929	48,307,637	51,383,777	33,311,714	7,447,376	1,111,963,670
39,845	1,945,433	1,619,598	12,854,717	697,211	341,247	5,995,770	3,295,299	26,789,120
(60,100)	(184,384)	(1,516,149)	(2,193,501)	-	-	(1,553,080)	-	(5,507,214)
-	(590,748)	-	-	-	-	1,120,637	-	529,889
3,559,133	-	-	2,338,964	-	-	-	-	3,559,133
-	59,849	-	-	-	-	4,809,971	(7,208,784)	-
15,202,029	70,226,100	24,927,585	879,030,109	49,004,848	51,725,024	43,685,012	3,533,891	1,137,334,598

Accumulated Depreciation

Opening Balance	
Depreciation Provided in Period	
Depreciation on Disposals	
Revaluation Adjustment to ARR	
Asset recognised	
Accum Depreciation at period end	

-	21,842,435	10,787,297	168,835,293	22,002,554	31,648,158	13,259,487	-	268,375,224
-	973,224	1,647,754	7,119,598	833,709	768,445	906,080	-	12,248,810
-	(82,368)	(906,545)	(1,263,007)	-	-	(587,308)	-	(2,839,228)
-	10,831,641	-	-	-	-	(1,281,451)	-	9,550,190
1,635,624	-	-	-	-	-	-	-	1,635,624
1,635,624	33,564,932	11,528,506	174,691,884	22,836,263	32,416,603	12,296,808	-	288,970,620

Total Written Down Value at June 30

Residual Value	
Estimated Useful Life (years)	

13,566,405	36,661,168	13,399,079	704,338,225	26,168,585	19,308,421	31,388,204	3,533,891	848,363,978
11,603,051	-	5,793,199	31,627	-	-	-	-	17,427,877
1 - infinite	20 - 100	2 - 20	20 - Infinite	10 - 80	15 - 80	10 - 150	n/a	-

Additions:

Renewals	
Other additions	
Total Additions	

-	697,013	1,598,063	12,056,734	585,211	341,247	5,562,012	-	20,840,280
39,845	1,248,420	21,535	797,983	112,000	-	433,758	3,295,299	5,948,840
39,845	1,945,433	1,619,598	12,854,717	697,211	341,247	5,995,770	3,295,299	26,789,120

North Burnett Regional Council
Notes to the Financial Statements
For the year ended 30 June 2016

30 June 2015

Basis of Measurement

Asset Values

Opening Gross Value

Additions at cost

Disposals

Revaluations adjustment to the ARR

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	Cost	Fair Value	Fair Value	Fair Value	Fair Value	Cost	\$
\$	\$	\$	\$	\$	\$	\$	\$	\$
11,639,861	64,555,426	24,622,808	873,136,687	41,103,772	50,365,274	26,865,367	19,417,429	1,111,706,624
454,362	1,729,325	1,898,200	17,379,005	4,099,772	632,765	822,616	7,447,377	34,463,422
(58,126)	(1,036,972)	(1,736,192)	(1,049,736)	(4,736)	-	-	-	(3,885,762)
(397,460)	3,637,463	-	(35,769,831)	-	-	2,209,214	-	(30,320,614)
24,514	110,708	39,320	12,333,804	3,108,829	385,738	3,414,517	(19,417,430)	-
11,663,151	68,995,950	24,824,136	866,029,929	48,307,637	51,383,777	33,311,714	7,447,376	1,111,963,670

Accumulated Depreciation

Opening Balance

Depreciation Provided in Period

Depreciation on Disposals

Revaluation Adjustment to ARR

Accum Depreciation at period end

-	20,947,046	10,480,658	180,497,459	21,303,832	30,904,282	12,470,987	-	276,604,264
-	976,016	1,378,743	8,148,446	700,506	743,876	788,500	-	12,736,087
-	(80,627)	(1,072,104)	(755,554)	(1,784)	-	-	-	(1,910,069)
-	-	-	(19,055,058)	-	-	-	-	(19,055,058)
-	21,842,435	10,787,297	168,835,293	22,002,554	31,648,158	13,259,487	-	268,375,224

Total Written Down Value at June 30

Residual Value

Estimated Useful Life (years)

Additions:

Renewals

Other additions

Total Additions

11,663,151	47,153,515	14,036,839	697,194,636	26,305,083	19,735,619	20,052,227	7,447,376	843,588,446
11,663,151	17,234,160	5,909,100	31,627	-	-	767,366	-	35,605,404
n/a	5 - 100	2 - 20	25 - Infinite	10 - 80	10 - 80	10 - 100	n/a	
-	1,355,324	1,770,986	17,379,005	4,099,772	632,765	723,533	7,351,530	33,312,915
454,362	374,001	127,214	-	-	-	99,083	95,847	1,150,507
454,362	1,729,325	1,898,200	17,379,005	4,099,772	632,765	822,616	7,447,377	34,463,422

North Burnett Regional Council
Notes to the Financial Statements
For the year ended 30 June 2016

13 Fair Value Measurements

This note explains the judgements and estimates made in determining the fair values of the non-financial assets that are recognised and measured at fair value in the financial statements. Information on the fair values of financial assets and financial liabilities are contained in their respective Notes.

(i) Recognised fair value measurements

Council measures and recognises the following non-financial assets at fair value on a recurring basis:

Property, plant and equipment:		
- Land	- Road, drainage and bridges	- Sewerage
- Buildings	- Water	- Other Infrastructure

Council does not measure any other assets or liabilities at fair value on a recurring basis.

In accordance with AASB 13 fair value measurements are categorised on the following basis

- **Level 1:** Fair value based on quoted prices (unadjusted) in active markets for identical assets or liabilities.
- **Level 2:** Fair value based on inputs that are directly or indirectly observable for the asset or liability.
- **Level 3:** Fair value based on unobservable inputs for the asset and liability.

The following table presents the Council's non-financial assets measured and recognised at fair value at reporting date. The majority of Councils assets are categorised as level 3 as prescribed under the accounting standards, with a small number of Building assets revalued and categorised at Level 2. Council does not have any assets or liabilities measured at fair value which meet the criteria for categorisation as level 1.

At 30 June 2016	Note	Level		
		Level 1	Level 2	Level 3
		\$	\$	\$
Land	14	-	-	13,566,405
Buildings	14	-	2,806,605	33,854,563
Road, drainage and bridges	14	-	-	704,338,225
Water	14	-	-	26,168,585
Sewerage	14	-	-	19,308,421
Other Infrastructure	14	-	-	31,388,204
Total non-financial assets		-	2,806,605	828,624,403

North Burnett Regional Council
Notes to the Financial Statements
For the year ended 30 June 2016

At 30 June 2015	Note	Level 1	Level 2	Level 3
		\$	\$	\$
Land	14	-	-	11,663,151
Buildings	14	-	-	47,153,515
Road, drainage and bridges	14	-	-	697,194,636
Water	14	-	-	26,305,083
Sewerage	14	-	-	19,735,619
Other Infrastructure	14	-	-	20,052,227
Total non-financial assets		-	-	822,104,231

Council's policy is to recognise transfers in and out of the fair value hierarchy levels as at the end of the reporting period. There were no transfers between levels 1 and 2 during the year and prior year. As part of the revaluation of the Building assets, there has been a transfer between levels 2 and 3 as per the table below.

	Note	Level 2		Level 3	
		\$		\$	
		2016	2015	2016	2015
Land	12	-	-	13,566,405	11,663,151
Buildings	12	2,806,605	-	33,854,563	47,153,515
Road, drainage and bridges	12	-	-	704,338,225	697,194,636
Water	12	-	-	26,168,585	26,305,083
Sewerage	12	-	-	19,308,421	19,735,619
Other Infrastructure	12	-	-	31,388,204	20,052,227
Total non-financial assets		2,806,605	-	828,624,403	822,104,231

North Burnett Regional Council
Notes to the Financial Statements
For the year ended 30 June 2016

(ii) Valuation techniques used to derive fair values for level 2 and level 3 valuations and processes adopted

The fair values of Councils assets are determined using valuation techniques which maximise the use of observable data, where it is available, and minimise the use of entity specific estimates. If all significant inputs required to fair value an asset are observable, the asset is included in level 2. If one or more of the significant inputs is not based on observable market data, the asset is included in level 3. This is the case for Council's non-financial assets included in the table above, which are of a specialist nature for which there is no active market for similar or identical assets. These assets are valued using a combination of observable and unobservable inputs and therefore are included in level 3. Refer to Note 13 (iv) for further details on the valuations approach adopted for each asset class.

Council adopted AASB 13 Fair Value Measurement for the first time during the 2014 financial year and reviewed each valuation to ensure compliance with the requirements of AASB 13.

Council obtains independent valuations for certain Property, Plant and Equipment assets at least every three years. At the end of each reporting period, an assessment is made to update the fair values of these assets, taking into account the most recent independent valuations or the Queensland Government Cost Index.

The following non-financial asset Financial Classes have undergone an independent valuation in the 2016 reporting period:

- Buildings and Other Structures

As at 30 June 2016, the fair value of Building and Other Structure assets had been determined by independent valuer, Australis Asset Advisory Group.

The technique used to determine the fair value of Buildings and Other Structure assets has not changed from previous valuations and is deemed compliant with the requirements of AASB 13.

Further information on valuation techniques adopted by the council are included in note 13 (iv).

North Burnett Regional Council
Notes to the Financial Statements
For the year ended 30 June 2016

(iii) Fair value measurements using significant unobservable inputs (level 3)

The changes in level 3 items for the years ended 30 June 2016 and 30 June 2015 for recurring fair value measurements are shown in note 12.

(iv) Valuation inputs and relationships to fair value

The following are the factors that were considered when determining the fair value of all assets:

Factor	Description	Inputs Used
Componentised Assets	Current valuation techniques encourage the practice of breaking what would normally be considered one asset (for instance a road) into each of its components (formation, pavement and surface) where each component may have a different useful life. These components are then assessed, recorded and depreciated separately.	<ul style="list-style-type: none"> Separate components were identified using the AIOS, Rawlinson's Australian Construction Handbook Usefulness of asset components
Replacement Cost ("CRC")	The cost of replacing the asset with a new asset of similar service potential and any associated costs associated with constructing that asset.	<ul style="list-style-type: none"> Costing guides issued by the AIOS, Rawlinson's Australian Construction Handbook and benchmarking data Using first principles and recent actual cost or sale data (depending on the class) Benchmarking with industry standards
Useful Life	The useful life is the period between which the asset is completed and when the economic benefits embodied in the asset are fully consumed. Each asset will have a different useful life depending on the materials used to construct it, where it is located and how it is used.	<ul style="list-style-type: none"> Design / construction profiles of the asset; Historical and current maintenance practices – the quantity and quality of both routine and periodic maintenance can affect the useful life; Original quality of construction; Type of asset – e.g. vehicle types and usage patterns can affect the life of a road; Environment – e.g. reactive soils may lead to early deterioration of roads or pipes; and Technical obsolescence
Assessment of Remaining Service Potential	The remaining service potential has been assessed through asset sighting and the condition being assessed based on the National Asset Management Framework and is used to determine the remaining useful life and the written down value of the asset. The Framework ranks each asset from 1 to 5 with 1 being in Very Good Condition and 5 being Unserviceable. The ranking	<ul style="list-style-type: none"> Internal evidence from the council of asset lives Reference and benchmarking with international infrastructure manual, State Government agencies and other councils Expert valuers completed visual site inspections for a significant sample of above-ground assets.

North Burnett Regional Council
Notes to the Financial Statements
For the year ended 30 June 2016

Factor	Description	Inputs Used
	determines what percentage of the useful life remains.	
Residual Value	The salvage value of the asset when renewed or disposed.	Reference and benchmarking with international infrastructure manual, State Government agencies and other councils whilst applying local conditions and policies where necessary

The following table summarises the valuation inputs, relationships and techniques used to determine the Fair Value of Councils assets.

Asset Class	Asset Sub Class	Valuation Category	Valuation Technique	Key unobservable inputs	Expected range of inputs	Description of how changes in inputs will affect fair value	Highest and Best Use
Buildings	Buildings	Level 2 & 3	Cost Approach	Condition	Condition 0 – As New to Condition 6 or 10 – as Unserviceable	Significant increases (decreases) in the rated condition, useful and remaining life of assets in isolation would result in significantly higher (lower) fair value measurement.	All assets valued at fair value are being used for their highest and best use.
	Other Structures			Unit Rates			
Land	Land		Market Approach	Useful and Remaining Life	0 - 160 years and infinite.	Significant increases (decreases) in the residual value would result in significantly higher (lower) fair value measurement.	
	Roads, Bridges						
	Drainage						
	Footpaths						
	Kerbs						
Roads, Bridges	Bridges		Residual Values	Various asset specific residual values	Significant increases (decreases) in the residual value would result in significantly higher (lower) fair value measurement.		
	Major Culverts						
	Drainage						
	Mains						
Water	Service						

North Burnett Regional Council
Notes to the Financial Statements
For the year ended 30 June 2016

Asset Class	Asset Sub Class	Valuation Category	Valuation Technique	Key unobservable Inputs	Expected range of Inputs	Description of how changes in inputs will affect fair value	Highest and Best Use
Sewerage	Pump Stations & Treatment Plants						
	Mains						
	Nodes/Manholes						
	Pump Stations & Treatment Plants						

Specific factors influencing each asset class

Due to the varied nature of the assets held by the Council, specific valuation techniques were employed for each asset class. The following lists each asset class and the specific considerations and factors that influenced fair value:

Asset Class	Valuation Approach	Inputs Used
Land	The assets were assessed by reviewing recent sales in the local area and after taking into factors that were unique to the asset.	<ul style="list-style-type: none"> - Price per square metre as per recent sales.
Buildings	<p>Where there is a market for Council building assets, fair value has been derived from the sales prices of comparable properties after adjusting for differences in key attributes such as property size.</p> <p>Where Council buildings are of a specialist nature and there is no active market for the assets, fair value has been determined on the basis of replacement with a new asset having similar service potential including allowances for preliminaries and professional fees. The gross current values have been derived from a visual assessment by an independent valuer. Where a depth in market can be identified, the net current value of a building asset is the difference between the market value of the asset as a whole (including land) and the market value of the land component. Where there is no depth of market, the net current value of a building asset is the gross current value less accumulated depreciation to reflect the consumed or expired service potential of the</p>	<ul style="list-style-type: none"> - Price per structure or components as determined by valuer Australis Asset Advisory Group - Residual Value based on international infrastructure manual, State Government agencies or other councils whilst applying local conditions and policies where necessary - Assessment of Remaining Service Potential through site visits.

North Burnett Regional Council
Notes to the Financial Statements
For the year ended 30 June 2016

Asset Class	Valuation Approach	Inputs Used
Roads and Road Infrastructure	<p>Current replacement cost was calculated by reference to the type of asset (rural or urban and sealed or unsealed), asset linear and area specifications, estimated labour and material inputs, services costs, and overhead allocations. For internal construction estimates, material and services prices were based on existing supplier contract rates or supplier price lists and labour wage rates were based on Council's Enterprise Bargaining Agreement (EBA). All direct costs were allocated to assets at standard usage quantities according to recently completed similar projects. Where construction is outsourced, CRC was based on recently completed similar projects. These rates were benchmarked against similar councils.</p>	<ul style="list-style-type: none"> - Price per square metre (holding depth as constant for each road class) using AIQS, Rawlinson's Australian Construction Handbook and benchmarking data or recent cost data - Assessment of Remaining Service Potential through site visits
Bridges	<p>Each bridge is assessed individually, with the valuation varying according to the material type used for construction, the deck area, condition and size. Construction estimates were determined on a similar basis to roads.</p>	<ul style="list-style-type: none"> - Price per square metre using AIQS, Rawlinson's Australian Construction Handbook and benchmarking data or recent cost data - Assessment of Remaining Service Potential through site visits
Drainage Assets	<p>The major components of drainage infrastructure are pits, pipes and channels; the valuation of which is determined according to diameter and depth for pits, linear meter per diameter for pipes and square metres for Channels.</p>	<ul style="list-style-type: none"> - Price per square metre/metre using AIQS, Rawlinson's Australian Construction Handbook and benchmarking data or recent cost data - Assessment of Remaining Service Potential through site visits
Water and Sewerage	<p>Fair value was determined as the current replacement costs using the modern equivalent asset, as appropriate to the particular asset. In all cases the assets were disaggregated to component level to ensure a reliable measure of cost and service capacity and deterioration of estimated remaining life.</p>	<ul style="list-style-type: none"> - Schedule rates for construction of asset or similar assets using AIQS, Rawlinson's Australian Construction Handbook and benchmarking data - Cost curves derived by Cardno - Building Price Index tables - Recent contract and tender data - Rawlinson's Rates for building and construction, and - Suppliers' quotations

North Burnett Regional Council
Notes to the Financial Statements
For the year ended 30 June 2016

The following table summarised the quantitative information about the significant unobservable inputs used in recurring level 2 & 3 fair value measurements.

Description			Unobservable Inputs							
Asset Class	Asset Sub Class	Asset Component	Replacement Cost			Useful Life	Ave. Remaining Useful Life	Residual Value	% of Category Assessed	Condition Method
			\$	Unit		Years	Years			
Buildings	Buildings	Building	\$6,250 - \$3,364,250	Each/Component		20-100	20	-	100%	Visual
	Other Structures	Structures	\$656 - \$1,690,165	Each/Component		10 - 80	18	-	100%	Visual
	Park Structures	Structures	\$130 - \$433,350	Each/Component		10 - 150	16	-	100%	Visual
Roads, Bridges, Drainage	Sealed Roads & Car Parks	Surface	\$7.20		\$/m2	20	12	-	90%	Visual
		Pavement Base	\$19.50 - \$24.18		\$/m2	80	68	-	90%	Visual
		Pavement Sub Base	\$4.75 - \$16.36		\$/m2	160	152	-	90%	Visual
		Formation	\$10.91 - \$22.20		\$/m2	Infinite	Infinite	-	90%	Visual
	Unsealed Roads & Car Parks	Pavement Base	\$1.80 - \$16.50		\$/m2	100	56	-	35%	Visual
		Pavement Sub Base	\$5.64 - \$7.29		\$/m2	200	180	-	35%	Visual
		Formation	\$12.72 - \$13.65		\$/m2	Infinite	Infinite	-	35%	Visual
	Footpaths	Footpaths	\$70 - \$135		\$/m2	30 - 50	22	-	100%	Visual
	Kerb	Kerb	\$119		\$/m	80	40	-	100%	Visual
	Stormwater Drainage	Pipe and Open Drains	\$30 - \$3,255		\$/m	25 - 100	53	-	Ad Hoc	Visual
	Open Drain Formation	\$30 - \$112		\$/m	Infinite	Infinite	-	100%	Visual	
	Storm Water Pits	\$1,363.68 - \$5,352.78		\$/pit	30 - 100	42	-	100%	Visual	

North Burnett Regional Council
Notes to the Financial Statements
For the year ended 30 June 2016

Description			Unobservable Inputs						
Asset Class	Asset Sub Class	Asset Component	Replacement Cost		Useful Life	Ave. Remaining Useful Life	Residual Value	% of Category Assessed	Condition Method
Roads, Bridges, Drainage (cont.)	Bridges Major Culverts	Structure Culverts	\$	Unit	Years	Years			
			\$2958	\$/m2	80 – 100	34	0 – 10%	100%	Visual
			Total Structure		50 - 80			100%	Visual & Inspection Report
Sewerage	Sewer Mains Sewer Nodes Sewer Pump Stations & Treatment Plants	Floodways	\$34 - \$234	\$/m2	25 – 80	37	-	100%	Visual
		Pipe	\$275 - \$792	\$/m	60 - 80	31	-	Ad Hoc	N/A
		Nodes	\$5,521	\$/node	80	37	-	Ad Hoc	Visual
		Plant & Equipment	QLD Government Index		10 - 80	19	-	100%	Visual
Water	Water Mains Water Metres & Services Water Nodes	Pipe	\$12 - \$1,138	\$/m	65 – 90	38	-	Ad Hoc	N/A
		Connections	\$362 - \$1,138	\$/ connection	30 – 70	12	-	Ad Hoc	N/A
		Nodes	\$750 - \$1,138	\$/node	80	66	-	Ad Hoc	N/A
		Plant & Equipment & Treatment Plants	QLD Government Index		10 – 80	22	-	75%	Visual

North Burnett Regional Council
Notes to the Financial Statements
For the year ended 30 June 2016

	2016	2015
	\$	\$
14 Trade and Other Payables		
Current		
Creditors and Accruals	3,903,659	5,559,224
Annual Leave	1,467,554	1,395,901
Other Entitlements	84,200	118,647
	<u>5,455,413</u>	<u>7,073,772</u>

Outflows of Trade & Other payables are expected to occur within 12 months. The amounts disclosed represent contractual undiscounted cashflows.

15 Borrowings		
Current		
Loans – Queensland Treasury Corporation	523,137	431,800
	<u>523,137</u>	<u>431,800</u>
Non-Current		
Loans – Queensland Treasury Corporation	3,399,038	2,718,120
	<u>3,399,038</u>	<u>2,718,120</u>
Loans – Queensland Treasury Corporation		
Opening Balance at beginning of financial year	3,149,920	3,573,492
Borrowings during the year	1,200,000	-
Principal Repayments	(427,745)	(423,572)
Book value at end of financial year	<u>3,922,175</u>	<u>3,149,920</u>
0 to 1 year	708,320	604,937
1 to 5 years	2,084,363	2,218,396
Over 5 years	2,255,706	1,185,287
Contractual cash flows	<u>5,048,389</u>	<u>4,008,620</u>
Carrying amount	<u>3,922,175</u>	<u>3,149,920</u>
Fair Value	<u>4,280,555</u>	<u>3,441,901</u>

The QTC loan market value at the reporting date was \$4,280,555 (2015: \$3,441,901). This represents the fair 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.

There have been no defaults or breaches of the loan agreement during the period.

Principal and interest repayments are made quarterly in arrears.

North Burnett Regional Council
Notes to the Financial Statements
For the year ended 30 June 2016

The following table sets out the liquidity risk of financial liabilities held by the Council. 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	Contractual Cash Flows	Carrying Amount
	\$	\$	\$	\$	\$
2016					
Trade and other payables	5,455,413	-	-	5,455,413	5,455,413
Loans – QTC	708,320	2,084,363	2,255,706	5,048,389	3,922,175
	<u>6,163,733</u>	<u>2,084,363</u>	<u>2,255,706</u>	<u>10,503,802</u>	<u>9,377,588</u>
2015					
Trade and other payables	7,073,772	-	-	7,073,772	7,073,772
Loans – QTC	604,937	2,218,396	1,185,287	4,008,620	3,149,920
	<u>7,678,709</u>	<u>2,218,396</u>	<u>1,185,287</u>	<u>11,082,392</u>	<u>10,223,692</u>

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

Should interest rates vary by 1% in the coming year (assuming the rates move from the beginning of the year and are held constant throughout), the council would not expect a material impact on the financial statements.

	2016	2015
	\$	\$
16 Provisions		
Current		
Long service leave	1,654,638	1,667,155
Total Current	<u>1,654,638</u>	<u>1,667,155</u>
Non-Current		
Long service leave	449,560	247,462
Provision for Landfill Restoration	4,410,414	504,438
	<u>4,859,974</u>	<u>751,900</u>
Long Service Leave		
Balance at beginning of financial year	1,914,617	1,934,112
Long service leave entitlement arising	328,213	258,707
Long Service entitlement extinguished	(39,279)	(92,740)
Long Service entitlement paid	(99,353)	(185,462)
Balance at end of financial year	<u>2,104,198</u>	<u>1,914,617</u>
Provision for Landfill Restoration		
Balance at beginning of financial year	504,438	336,292
Provision charged as expense during the year	684,767	168,146
Asset Revaluation Surplus utilised	1,297,700	-
Gross Assets Recognised	3,559,133	-
Accumulated depreciation recognised	(1,635,624)	-
Balance at end of financial year	<u>4,410,414</u>	<u>504,438</u>

North Burnett Regional Council
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For the year ended 30 June 2016

	2016	2015
	\$	\$
17 Other Liabilities		
Monto Historical & Cultural	-	1,442
Mundubbera Art Gallery	5,355	6,874
Narayan Research Station	303,723	205,253
	309,078	213,569

Other liabilities have arisen from ongoing accumulation of funds on behalf of community organisations and a Lease. The funds held on behalf of community organisation will be used by these groups of special projects in the future. The lease funds which council holds on behalf of the state to be invested into the facility owned by the State Government.

	2016	2015
	\$	\$
18 Asset Revaluation Surplus		
Asset revaluation surplus analysis		
The closing balance of the revaluation surplus comprises the following asset categories:		
Land	-	1,297,699
Buildings	6,179,824	17,602,213
Road, drainage and bridge network	93,116,624	93,116,626
Water	991,980	991,979
Sewerage	10,615,494	10,615,494
Other infrastructure assets	5,317,370	2,915,282
	116,221,292	126,539,293

19 Commitments for expenditure

Council has entered into various contracts for expenditure extending over a period of more than 1 year from 30 June 2016. The largest of these is for refuse transport. The amount payable will depend on the quantity and location of refuse over the remaining 5-year period of the contract.

Some of the other contracts have clauses allowing for price escalation.

The total amounts expected to be paid for all the contracts over the life of the

	2016	2015
	\$	\$
Within one year	1,301,108	809,093
One to five years	3,499,945	2,531,192
More than five years	-	501,402
Total Commitments	4,801,053	3,841,687

20 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 2016 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 were 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 \$410,174 (2015: \$407,829).

Bank Guarantee

A performance bond is currently held with Queensland Treasury Corporation for councils contract with Translink for the provision of the Long Distance Coach (LDC) service. The value of this guarantee is \$220,000.

21 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 Regional Defined Benefits Fund (Regional DBF) covers defined benefit fund members working for regional local governments and is applicable to the Council.

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 Council for its proportionate share of the defined benefit obligation, plan assets and costs. The funding policy adopted in respect of the Regional DBF is directed at ensuring that the benefits accruing to members and beneficiaries are fully funded as they fall due.

To ensure the ongoing solvency of the Regional DBF, the scheme's trustee can vary the rate of contributions from relevant local government employers subject to advice from the scheme's actuary. As at the reporting date no changes had been made to prescribed employer contributions which remain

North Burnett Regional Council
Notes to the Financial Statements
For the year ended 30 June 2016

at 12% of employee assets and there are no known requirements to change the rate of contributions.

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.

As at the reporting date 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 2015. The actuary indicated that "At the valuation date of 1 July 2015, the net assets of the scheme exceeded the vested benefits and the scheme was in a satisfactory financial position as at the valuation date."

In the 2015 actuarial report the actuary has recommended no change to the employer contribution levels at this time.

Under the *Local Government Act* 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 assets of the DBF are insufficient to meet members' benefits.

		2016	2015	
		\$	\$	
	The amount of superannuation contributions paid by Council to the scheme in this period for the benefit of employees and Councillors was:	1,364,996	1,282,604	
22	Reconciliation of net result for the year to net cash inflow (outflow) from operating activities	Note	2016	2015
			\$	\$
	Net Result		12,469,958	15,771,400
	Non-cash operating items:			
	Depreciation and amortisation	12	12,248,810	12,736,087
			12,248,810	12,736,087
	Investing and Development Activities			
	Net (profit)/loss on disposal of assets	5	2,303,133	979,750
	Capital Grants, subsidies, contributions and donations	4	(19,458,909)	(18,913,693)
	Recognition of landfill restoration assets		(3,221,209)	-
			(20,376,985)	(17,933,943)
	Changes in operating assets and liabilities:			
	(Increase)/ decrease in receivables		726,160	(604,356)
	(Increase)/decrease in inventory		(175,776)	54,895
	Increase/(decrease) in payables		(1,618,361)	(20,248,478)
	Increase/(decrease) in liabilities		95,509	(270)
	Increase/(decrease) in other provisions		4,095,557	(26,486)
			3,123,089	(20,824,695)
	Net cash inflow from operating activities		7,464,872	(10,251,151)

23 Events after the reporting period

There were no material adjusting events after the balance date.

24 Financial Instruments

Council has exposure to the following risks arising from financial instruments:

- Credit Risk
- Liquidity Risk
- Market Risk

This Note provides information (both qualitative and quantitative) to assist statement users to evaluate the significance of financial instruments on the Council's financial position and financial performance, including the nature and extent of risks and how the Council manages these exposures.

Financial Risk Management

Council is responsible for the establishment and oversight of the risk management framework, together with developing and monitoring risk management policies.

Council's management approves policies for overall risk management, as well as for specifically managing credit, liquidity and market risks.

Council's risk management policies are established to identify and analyse the risks faced, to set appropriate limits and controls to monitor these risks and adherence against limits. The Council aims to manage volatility to minimise potential adverse effects on Council's financial performance.

Council does not enter into derivatives.

Credit Risk

Credit risk is the risk of financial loss if counterparty to a financial instrument fails to meet its contractual obligations. These obligations arise principally from the Council's cash and cash equivalents and receivables from customers.

Exposure to credit risk is managed through regular analysis of credit counterparty ability to meet payment obligations. The carrying amount of financial assets represents the maximum credit exposure.

Investments in financial instruments are required to be made with Queensland Treasury Corporation (QTC) or similar State / Commonwealth bodies or financial institutions in Australia, in line with the requirements of the Statutory Bodies Financial Arrangements Act 1982.

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

	Note	2016 \$	2015 \$
Financial Assets			
Cash and Cash Equivalents	10	18,245,018	16,967,247
Receivables – Rates	11	806,308	602,742
Receivables – Other	11	1,955,803	3,137,224
Receivables – Loans and Advances	11	3,000	9,000
		<u>21,010,129</u>	<u>20,716,213</u>
Other Credit Exposures			
Guarantees	20	630,174	627,829
		<u>21,640,303</u>	<u>21,344,042</u>

Cash and Cash Equivalents

Council may be exposed to credit risk through its investments in the QTC Cash Fund and QTC Working Capital Facility. The QTC Cash Fund is an asset management portfolio that invests in a wide range of highly credit rated counterparties. Deposits with the QTC Cash Fund are capital guaranteed. The Working Capital Facility deposits have duration of one day and all investments are required to have a minimum credit rating of "A- therefore the likelihood of the counterparty having the capacity to meet its financial commitments is strong.

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

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Notes to the Financial Statements
For the year ended 30 June 2016

Trade and Other Receivables

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

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

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

Ageing of cash receivables has been disclosed in Note 11.

Liquidity Risk

Liquidity risk is the risk the Council will encounter difficulty in meeting obligations associated with financial liabilities that are settled by delivering cash or another financial asset. 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 10.

A maturity analysis has been prepared and disclosed in Notes 14 and 15.

Market Risk

Market risk is the risk that changes in market prices, such as interest rates, will affect the Council's income or the value of its holding of financial instruments.

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.

Sensitivity

Sensitivity to interest rate movements is calculated for variable financial assets and liabilities based on the carrying amount at the reporting date. Should interest rates vary by 1% in the coming year (assuming the rates move from the beginning of the year and are held constant throughout), the council would not expect a material impact on the financial statements.

North Burnett Regional Council
Notes to the Financial Statements
For the year ended 30 June 2016

25 National Competition Policy

Business activities to which the code of competitive conduct (CCC) is applied

North Burnett Regional Council applies the CCC to the following activities:

- Roads
- Water and Sewerage
- Waste Management
- Plant Operations

None of the above activities were deemed 'significant' according to the *Local Government Regulation 2012*. All activities were subject to the 'competitive neutrality principal' whereby the Council did not use its position as a public entity to obtain an advantage over the private sector.

2016	Roads	Water & Sewerage	Waste Management	Plant Operations
	\$	\$	\$	\$
Revenue for Services provided to:				
- Council	1,292,097	-	-	8,317,912
- Third parties	3,368,811	5,382,846	1,205,227	24,246
	4,660,908	5,382,846	1,205,227	8,342,158
Less: Expenditure	(8,284,868)	(4,867,542)	(2,339,652)	(5,601,334)
Surplus/(Deficiency)	(3,623,959)	515,305	(1,134,426)	2,740,824

2015	Roads	Water & Sewerage	Waste Management	Plant Operations
	\$	\$	\$	\$
Revenue for Services provided to:				
- Council	1,026,910	-	-	7,873,583
- Third parties	5,161,820	4,714,556	1,204,224	10,161
	6,188,730	4,714,556	1,204,224	7,883,744
Less: Expenditure	(7,126,849)	(4,837,520)	(1,759,131)	(5,192,052)
Surplus/(Deficiency)	(938,119)	(122,964)	(554,906)	2,691,691

North Burnett Regional Council
Notes to the Financial Statements
For the year ended 30 June 2016

Management Certificate
For the year ended 30 June 2016

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 38, 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
Rachel Chambers

Date: 24 October 2016



Chief Executive Officer
Mark Pitt

Date: 24 October 2016

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 2016, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes to the financial statements including 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.

Opinion

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

- (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 2015 to 30 June 2016 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.



J MACGREGOR CPA
(as Delegate of the Auditor-General of Queensland)



Queensland Audit Office
Brisbane

North Burnett Regional Council
Current-year Financial Sustainability Statement
For the year ended 30 June 2016

Measures of Financial Sustainability	Measure	Target	Actuals at 30 June 2016
Council's performance at 30 June 2016 against key ratios and targets			
Operating surplus ratio	Net result (excluding capital items) divided by total operating revenue (excluding capital items)	Between 0% and 10%	-11.54%
Asset sustainability ratio	Capital expenditure on the replacement of assets (renewals) divided by depreciation expense.	greater than 90%	170.14%
Net financial liabilities ratio	Total liabilities less current assets divided by total operating revenue (excluding capital items)	not greater than 60%	-20%

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 2016.

Certificate of Accuracy

For the year ended 30 June 2016

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
Rachel Chambers



Chief Executive Officer
Mark Pitt

Date: 24 October 2016

Date: 24 October 2016

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 2016, 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 2016, 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.



J MACGREGOR CPA
(as Delegate of the Auditor-General of Queensland)



Queensland Audit Office
Brisbane

**North Burnett Regional Council
Long-Term Financial Sustainability Statement
Prepared as at 30 June 2016**

Measures of Financial Sustainability	Measure	Target	Actuals at		Projected for the years ended									
			30 June 2016	30 June 2017	30 June 2018	30 June 2019	30 June 2020	30 June 2021	30 June 2022	30 June 2023	30 June 2024	30 June 2025		

Council's performance against key ratios and targets

Net result (excluding capital items) divided by total operating revenue (excluding capital items)		Between 0% and 10%	-11.54%	-7.85%	-5.72%	-3.61%	-1.52%	0.04%	0.02%	0.01%	0.01%	0.01%	0.01%
Operating surplus ratio													
Capital expenditure on the replacement of assets (renewals) divided by depreciation expense.		greater than 90%	170.14%	70%	77%	84%	91%	96%	97%	97%	97%	97%	97%
Asset sustainability ratio													
Total liabilities less current assets divided by total operating revenue (excluding capital items)		not greater than 60%	-20%	-27%	-27%	-27%	-27%	-27%	-27%	-27%	-27%	-27%	-27%
Net financial liabilities ratio													

North Burnett Regional Council's Financial Management Strategy

Council measures revenue and expenditure trends over time as a guide to future requirements and to make decisions about the efficient allocation of resources to ensure the most effective provision of services. Council ensures that its financial management strategy is prudent and that its term financial forecast shows a sound financial position whilst also being able to meet the community's current and future needs.

Certificate of accuracy for the long term sustainability statement prepared as at 30 June 2016

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
Rachel Chambers

Date: 24 October 2016

Chief Executive Officer
Mark Pitt

Date: 24 October 2016

STATUTORY POLICIES

Policy Title: **Equal Employment Opportunity**

Policy No: 101

Department: Human Resources

Responsible Officer: Chief Executive Officer

Adopted Date: General Meeting – 17/11/2015

Review Date: 30/06/2016

VERSION	MEETING APPROVED	MEETING DATE	HISTORY
1	Policy & Strategy Meeting	02/08/2011	Bi-Annual Review
2	General Meeting	18/11/2014	Statutory Review
3	General Meeting	17/11/2015	Statutory Review

Authorities: *Public Service Act 2008 (Qld)*
Local Government Act 2009 (Qld)
Local Government Regulation 2012 (Qld)

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. This General Policy outlines objectives and strategies that were developed through a consultative process.

The overall objective of this General 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 General Policy, the North Burnett Regional Council aims to achieve the following objectives:

- Employment practices which are based on fairness, equity and merit and promote employee participation and productivity;
- Fully utilise and develop the potential of every employee;
- Increase employee moral and motivation by increasing staff confidence in Council's human resource management practices and access to employment and training opportunities;
- Ensure that all Council policies and work practices are consistent with EEO principles;
- 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 General Policy rests with General Managers, Managers 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 CEO or Department Heads over any issues concerning employment.

POLICY STATEMENT:

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.

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

- race;
- gender;
- marital and/or parental status;
- age;
- religious or political beliefs;
- 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.

1. Demographic Profile and Environmental Analysis

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.¹

¹ <http://www.abs.gov.au> National Regional Profile: North Burnett (R) (Local Government Area)
All figures are from 2010 except for the Estimated Resident Indigenous Population figures being from 2006.

Gender

	North Burnett Regional Council (NBRC)	Community
Male	66.8%	51%
Female	33.2%	49%

Age

	(NBRC)	Community
0 – 14	0%	19.9%
15 – 24	11.8%	10.2%
25 – 54	56.8%	36.1%
55 – 64	27.1%	14.2%
65 +	4.3%	19.5%

Origin

	NBRC	Community
Non-Indigenous	95.1%	93.9%
Estimated Resident Indigenous Population	4.9%	6.1%

RESPONSIBILITIES:

The responsibility for implementing and upholding the principles of EEO at the North Burnett Regional Council rests with every General Manager, Manager 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.

The EEO Officer is responsible for:

- Ensuring that the EEO policy is implemented;
- Overseeing the content and direction of Council's EEO programs;
- Participating in and contributing to workplace training;
- Assisting with the training of staff on EEO and related issues;
- Keeping up to date with legislative changes and requirements and disseminating information accordingly;
- Assisting staff with issues concerning EEO.

General Managers, Managers and Supervisors are responsible for:

- Raising awareness of EEO issues;
- Identifying needs
- Preventing unlawful discrimination;
- Supporting consultative and referral processes; and,
- Proactively implementing EEO policies and practices.

Ultimate responsibility for each strategy outlined in this policy rests with the designated officer. The Chief Executive Officer has direct responsibility for the EEO General 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:	Administrative Action Complaints
Policy No:	116
Policy Subject:	Governance
Directorate:	Corporate Services
Department:	Governance
Responsible Officer:	Chief Executive Officer
Authorised by:	North Burnett Regional Council
Adopted Date:	General Meeting – 15/11/2011
Review Date:	15/11/2013
Authorities:	<i>Local Government Act 2009</i> <i>Local Government (Operations) Regulation 2010</i> <i>Local Government (Finance, Plans and Reporting) Regulation 2010</i>

INTRODUCTION:

In accordance with section 268 of the *Local Government Act 2009*, section 119 of the *Local Government (Operations) Regulation 2010*, and section 115 of the *Local Government (Finance, Plans and Reporting) Regulation 2010* a Local Government must implement and maintain a process for resolving administrative action complaints.

Council is committed to ensuring that complaints are dealt with in a responsive, efficient, fair and economical way with due respect to confidentiality of the complainants.

Should a request for service and / or action not be resolved by Council, or the effected person is dissatisfied by the decision or other action, an Administrative Action Complaint can be lodged by the effected person under the following policy.

DEFINITIONS:

Terms used in the complaints management process have the following meanings:

“Administrative Action Complaint” is about an administrative action of Council made by an affected person, including:

DEFINITIONS (continued):

- a) a decision, or failure to make a decision, including a failure to provide a written statement of reasons for a decision;
- b) an act, or failure to do an act;
- c) the formulation of a proposal or intention;
- d) the making of a recommendation

“Effected Person” is a person who is apparently directly affected by an administrative action of Council.

“Complaints Management Process” is a process for resolving complaints about administrative actions of Council that:

- a) covers all administrative action complaints made to Council;
- b) requires Council to quickly and efficiently respond to complaints in a fair and objective way;
- c) includes the criteria considered when assessing whether to investigate a complaint;
- d) requires Council to inform an affected person of Council’s decision about the complaint and the reasons for the decision, unless the complaint was made anonymously.

“Natural Justice” or procedural fairness is giving someone who might be adversely affected by a decision a fair hearing prior to the decision being made.

“Review” to undertake a second or repeated examination of a past event or decision, taking into consideration the facts and circumstances of such event or decision.

“Council” is the North Burnett Regional Council.

“Council Officer” includes a permanent, temporary, casual or contractor employed by Council.

“InfoXpert” Council’s electronic document records management system.

OBJECTIVES:

The complaints management process is established with the following objectives:

- a) the fair, efficient and consistent treatment of complaints about decisions and other administrative actions of Council;
- b) a complaints management process that is easy to understand and is readily accessible to all;
- c) detection and rectification, where appropriate, of administrative errors;
- d) identification of areas for improvement in Council’s administrative practices;
- e) increase in awareness of the complaints management process for Council’s staff and the community;
- f) enhancement of the community’s confidence in the complaints management process and of the reputation of Council as being accountable and transparent;

OBJECTIVES (continued):

- g) building the capacity of staff to effectively manage complaints in an environment of continuous improvement;
- h) complaints will be acknowledged and resolved in a timely manner;
- i) Council will manage complaints confidentially and ensure that complainants do not suffer any form of reprisal for making a complaint; and
- j) Council will abide by the principles for natural justice / procedural fairness when dealing with complaints

SCOPE:

The complaints management process has been established for resolving complaints by affected persons about administrative actions of Council or Council officers. The complaints management process does not apply to a complaint as follows:

- a) that could be made under Chapter 3, Part 1, Division 3, Section 38 of the *Local Government Act* about competitive neutrality issues;
- b) about official misconduct that should be directed to the Crime and Misconduct Commission;
- c) made under the *Public Interest Disclosure Act 2010*;
- d) about conduct and performance of councillors as prescribed in Chapter 6, Part 2, Division 6, Section 177 of the *Local Government Act 2009*.

PRINCIPLES:

Council intends to provide a level of customer service that does not attract complaints, however acknowledges the right of persons providing feedback, both positive and negative, on its services and/or to lodge a complaint about a decision or other action it takes.

Council is committed to providing adequate resources and trained officers to deal with complaints and to record and analyse complaints data.

Council will endeavour to ensure that:

- a) anyone who is dissatisfied about a decision or other action can easily and simply lodge a complaint;
- b) complainants are provided with information on the complaints management process and, if necessary, assistance to make their complaint;
- c) each complaint is initially assessed in terms of its seriousness, safety implications, complexity and degree of urgency;
- d) Council officers will receive complaints in a professional manner and welcome valid feedback as an opportunity for improvement of the Council's administrative practices;
- e) complaints are resolved as quickly as possible, preferably on first contact if the complaint is straightforward;
- f) complainants are advised of their appeal rights at the relevant stages of the complaint management process;

PRINCIPLES (continued):

- g) complainants will be provided with a written statement of outcomes, including details of the reasons for the outcome at the relevant stages of the decision-making process;
- h) people with particular needs are assisted – for example people who are in any way disadvantaged by intellectual or physical disability, education, language ability or any other impairment.

RESPONSIBILITY:

All Council Officers:

- a) are required to observe the complaints management process;
- b) wherever appropriate, attempt to resolve a complaint before it is referred for attention under the complaints management process.

CONFIDENTIALITY

Parties to a complaint are responsible for ensuring confidentiality at all times, with respect to both verbal discussions and written documentation relating to the request.

The number of people involved in the resolution of a complaint, will be kept to an appropriate level. The number will also be limited to those with a genuine need to know, or need to be involved. A complainant will be required to provide some personal details including contact information. Anonymous complaints will not be accepted.

FEEDBACK

Complainants will be advised of outcome as soon as possible after a decision has been made. Any reasons for negative decisions must be outlined in a response and complainants must be advised of any available internal/external review options.

REMEDIES:

Council through this policy has adopted a range of remedies for addressing administrative actions that it considers to be unfair or wrong. Remedies include, but are not limited to:

- a) an explanation for the action in question;
- b) an admission of fault;
- c) an apology;
- d) revocation or amendment of the decision;
- e) rectification, including repairing or replacing the matter in dispute;
- f) revision of relevant policy, procedure or practice;
- g) provision of technical advice;
- h) reimbursement of costs incurred as a result of the action in question;
- i) financial compensation, including an ex-gratia payment;
- j) waiver of debt;

REMEDIES (continued):

More than one remedy may be applied in the particular case if the circumstances justify that course of action.

IMPLEMENTATION OF REMEDY:

Council, through the Chief Executive Officer or delegate, will take action as per the workflow structured in InfoXpert to implement any remedy made available to a complainant and/or any revision of its policy, practice or procedure.

COMPLAINTS MANAGEMENT SYSTEM:

Council will maintain a Register of Administrative Action Complaints to ensure complaints are recorded, including the decision and outcome.

RELATED POLICIES OR PROCEDURES:

All Council policies and procedures must be taken into consideration when considering or investigating a complaint under the complaints management process.

COMMUNICATION:

In order to publicise the complaints management process, Council will place this document on its website and will train new and existing staff on the complaints management process.

Statutory Policy 116 – Administrative Action Complaints is available on Council's website at www.northburnett.qld.gov.au or for inspection at Council Administration Offices.

TAKING A COMPLAINT FURTHER:

If Council decides not to undertake a review of the action, Council will inform the complainant that a complaint may be lodged with the Queensland Ombudsman or other relevant complaint entity (details below).

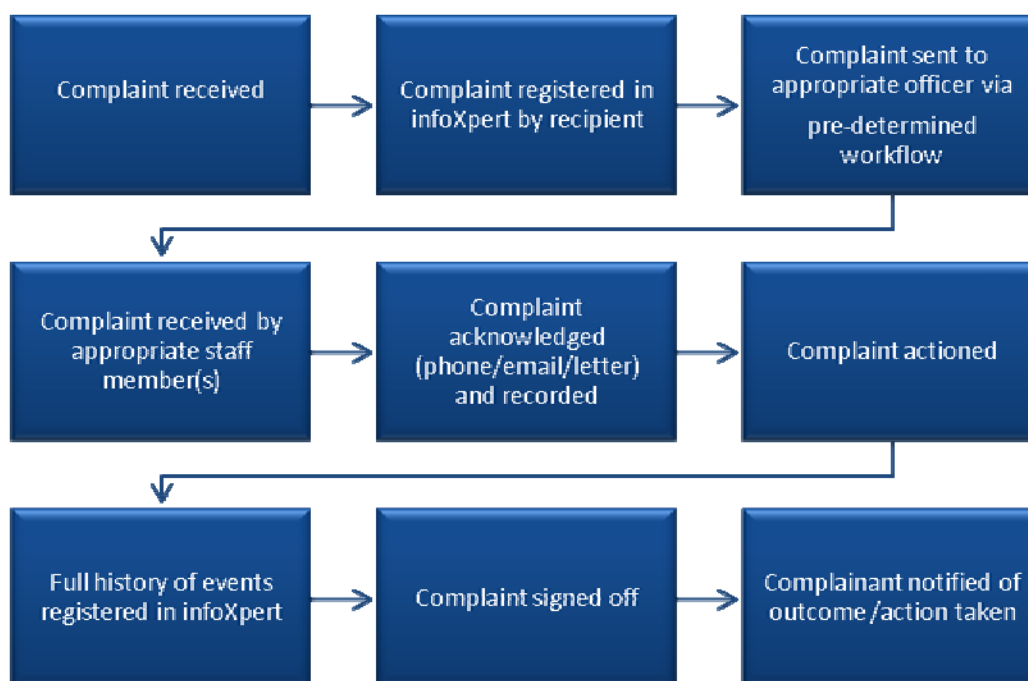
It is also recognised that a complainant is also entitled to have a matter reviewed if they are still dissatisfied with the outcome of Council's review process.

Level 17, 53 Albert Street
Brisbane QLD 4000

GPO Box 3314
Brisbane QLD 4001

Telephone:	(07) 3005 7000
Toll Free (Landlines only):	1800 068 908
Fax:	(07) 3005 7067
Email:	ombudsman@ombudsman.qld.gov.au

OPERATIONAL FLOW FOR ADMINISTRATIVE ACTION COMPLAINTS:





OFFICE USE ONLY

Officers Details

Name: _____

Title: _____

Remedy Sought: _____

Signature: _____ **Date:** _____

Reference No: _____

STATUTORY INFORMATION

Legislative Requirement

Compliance

Local Government Act 2009

Identifying beneficial enterprises (s41)

A local government's annual report for each financial year must contain a list of all the beneficial enterprises that the local government conducted during the financial year.

Nil

Identifying significant business activities (s45)

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

Refer to section: Financial Statements, Note 25

(b) identify the business activities that are significant business activities; and

Refer to section: Financial Statements, Note 25

(c) state whether or not the competitive neutrality principle was applied to the significant business activities, and if the principle was not applied, the reason why it was not applied; and

No - Cost of implementation outweighs the potential benefit

(d) state whether any of the significant business activities were not conducted in the preceding financial year, ie whether there are any new significant business activities.

No changes

Local Government Regulation 2012 - Division 3 'Annual Report'

Preparation of Annual Report (s182)

Adopt Annual Report within one month after the QAO provides certification.

Annual Report placed on council website within two week after council has adopted it.

General Purpose Financial Statements (s183)

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 current-year financial sustainability statement for the financial year, audited by the auditor-general; and

Refer to section: Financial Statements

(c) the long term financial sustainability statement for the financial year; and

(d) the auditor-general's audit reports about the general purpose financial statements and the current year sustainability statement.

Community Financial Report (s184)

The Annual Report must contain the community financial report for the financial year.

Refer to section: Community Financial Report

Particular Resolutions (s185)

The Annual Report for a financial year must contain:-

(a) a copy of the resolutions made during the financial year under s250(1); and

Adopted at Policy and Planning Meeting - 02/04/2013, details in 2012/13 Annual Report. Has been reviewed and no changes required.

(b) a list of any resolutions made during the financial year under s206(2).

Nil

Councillors (s186)

(a) for each councillor, the total remuneration, including superannuation contributions, paid to the councillor during the financial year; and

(b) the expenses incurred by, and the facilities provided to each councillor during the financial year under the local government's expenses reimbursement policy; and

(c) the number of local government meetings that each councillor attended during the financial year; and

(d) the total number of the following during the financial year-

(i) orders and recommendations made under s180(2) or (4); and
(ii) orders made under s181; and

(e) each of the following during the financial year-

(i) the name of each councillor for whom an order or recommendation was made under s180 of the Act or and order was under s181 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

	Gross Remunerations	Super Contributions	Mileage & Incidentals
Cr Don Waugh	\$75,141.58	\$450.85	-
Cr Rachel Chambers	\$22,730.38	\$450.85	\$187.90
Cr Faye Whelan	\$56,402.04	\$6,762.62	\$46.00
Cr John Bowen	\$49,406.31	\$5,860.94	-
Cr Paul Lobegeier	\$49,230.84	\$5,860.94	-
Cr Lofty Wendt	\$37,570.80	-	-
Cr Robbie Radel	\$11,271.24	\$1,352.53	-
Cr Paul Francis	\$37,570.79	\$4,508.42	-
Cr Peter Webster	\$11,271.24	\$1,352.53	-
Cr Jo Dowling	\$39,163.16	\$4,508.42	\$1,592.36
Cr John Zahl	\$11,271.24	\$1,127.10	-

	General	Policy & Planning	Technical Services	Special
Cr Don Waugh	7	8	8	1
Cr Rachel Chambers	3	1	2	2
Cr Faye Whelan	10	7	8	3
Cr John Bowen	11	9	10	3
Cr Paul Lobegeier	11	9	10	3
Cr Lofty Wendt	8	8	8	1
Cr Robbie Radel	3	1	2	1
Cr Paul Francis	7	8	8	1
Cr Peter Webster	3	1	2	2
Cr Jo Dowling	8	7	8	1
Cr John Zahl	3	1	2	2

Nil

Nil

(f) the number of each of the following during the financial year-

(i) complaints about the conduct or performance of councillors for which no further action was taken under s176c(2) of the Act; (ii) complaints referred to the department's chief executive under s176c(3)(a)(i) of the Act; (iii) complaints referred to the mayor under s176c(4)(a) of the Act; (iv) complaints referred to the department's chief executive under s176c(4)(a) of the Act; (v) complaints assessed by the chief executive officer as being about official misconduct; (vi) complaints heard by a regional conduct review panel; (vii) complaints heard by the tribunal; (viii) complaints to which s176c(6) of the Act applied.	Nil
---	-----

Administrative Action Complaints (s187)

(1) The Annual Report for a financial year must contain-

(a) a statement about the local government's commitment to dealing fairly with administrative action complaints; and	Refer to section: Statutory Policies Administrative Action Complaints - Policy 116
(b) a statement about how the local governments has implemented its complaints management process, including an assessment of the local government's performance in resolving complaints under the process.	

(2) The Annual Report must also contain particulars of-

(a) the number of the following during the financial year-	
(i) administrative action complaints made to the local government;	3
(ii) administrative action complaints resolved by the local government under the complaints management process;	2
(iii) administrative action complaints not resolved by the local government under the complaints management process; and	1
(b) the number of administrative action complaints under paragraph (a)(iii) that were made in a previous financial year.	Nil

Overseas Travel (s188)

(1) 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-

(a) for a councillor - the name of the councillor;	Nil
(b) for a local government employee - the name of, and position held by the local government employee;	Nil
(c) the destination of the overseas travel;	N/A
(d) the purpose of the overseas travel;	Not applicable
(d) the cost of the overseas travel;	Not applicable
(2) The Annual Report may also contain any other information about the overseas travel the local government considers relevant.	Nil

Expenditure on Grants to Community Organisations (s189)

The Annual Report for a financial year must contain a summary of-

(a) the local government's expenditure for the financial year on grants to community organisations; and	Refer to section: Community Grants & Donations
(b) expenditure from each councillor's discretionary fund, including-	
(i) the name of each community organisation to which an amount was allocated from the fund; and	Nil
(ii) the amount and purpose of the allocation;	

Other contents (s190)

(1) The Annual Report for a financial year must contain the following information-

(a) the chief executive officer's assessment of the local government's progress towards implementing its 5 year corporate plan and annual operational plan.	06-07-2016 Cr FO Whelan moved and Cr PW Lobegeier seconded: That pursuant to the Local Government Act 2009 and section 165 (3) - Local Government Regulation 2012, North Burnett Regional Council receives the third annual review of the North Burnett Regional Council Corporate Plan 2013 – 2018.
(b) particulars of other issues relevant to making an informed assessment of the local government's operations and performance in the financial year;	Refer to section: Financial Statements
(c) an annual operations report for each commercial business unit;	Not applicable
(d) details of any action taken for, and expenditure on, a service, facility or activity-	
(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;	Not applicable
(e) the number of invitations to change tenders under s228(7) during the financial year;	Nil
(f) a list of the registers kept by the local government;	<ul style="list-style-type: none"> • Asbestos Register • Local Law Register • Election Gifts Register • Significant Business Register • Delegations Register • Statement of Interest Register: Councillors • Statement of Interest Register: Senior Contract Staff • Asset Register • Gift Register • Beneficial Enterprises Register • Cost-Recovery Fees Register • Contract with Lobbyists Register • Road Map Register • Local Heritage Register • Related Parties Register
(g) a summary of all concessions for rates and charges granted by the local government;	Type: Partial Water Relief Number of Properties: 3 Total Cost: \$2,447.41
(h) the report on the internal audit for the financial year;	<p>Council established an Audit Committee during 2012/13 financial year. The Audit Committee has had a name change to the Audit and Risk Committee and continues to meet on a regular basis and makes appropriate recommendations to assist Council in fulfilling its corporate governance role and oversight responsibilities in relation to risk, accounting and reporting practices.</p> <p>Council's Internal audits are reported to the Audit and Risk Committee which includes two external members independent to Council and two Councillors. Chairman Mayor Cr R Chambers, Cr F Whelan, Councillor.</p> <p>Council's Internal Audit function will be carrying out the items listed in the 3 year Audit Plan with a strong focus on compliance with polices and legislation requirements, including Council's current risk management structure and the completion of a risk identification process.</p>
(i) a statement about the local government's activities during the financial year to implement its plan for equal opportunity in employment;	Refer to General Policy: Equal Employment Opportunity
(j) a summary of investigation notices given in the financial year under s49 for competitive neutrality complaints;	Nil
(k) the local government's responses in the financial year on the QCA's recommendations on any competitive neutrality complaints under s52(3).	Nil

(2) In this section - annual operations report, for a commercial business unit, means a document that contains the following information for the previous financial year-

(a) information that allows an informed assessment of the unit's operations, including a comparison with the unit's annual performance plan;	Not applicable
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(b) particulars of any changes made to the unit's annual performance plan for the previous financial year;	Not applicable
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(c) particulars of the impact the changes had on the unit's;	
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(i) financial position; and (ii) operating surplus and deficit; and (iii) prospects.	Not applicable
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(d) particulars of any directions the local government gave the unit.	Not applicable
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201 Annual Report must detail remuneration

(1) The Annual Report of a local government must state-

(a) the total of all remuneration packages that are payable (in the year to which the annual report relates) to the senior management of the local government; and

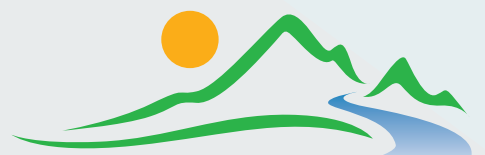
(b) the number of employees in senior management who are being paid each band of remuneration.

(2) The senior management of a local government, consists of the chief executive officer and all senior executive employees of the local government.

(3) Each band of remuneration is an increment of \$100,000.00

(4) To remove any doubt, it is declared that nothing in this section requires the exact salary of any employee in senior management to be separately stated in the annual report.

Package Range	No. of senior contract employees
100,000-200,000	2
200,000-300,000	1



NORTH BURNETT
REGIONAL COUNCIL