

Our Responsibilities

Strategic Planning Wheel

A community that takes pride in the region

- Safe and harmonious communities with high public health standards
- Responsive, high quality community services
- Vibrant cultural life where heritage and creativity are valued
- Iconic events that celebrate the diversity of our community
- Active and healthy lifestyle opportunities
- Connected and strong community where learning is valued
- Diverse housing options for our community

A sustainable environment for all

- Biodiversity and eco-systems are protected and enhanced
- Sustainable development is achieved through high quality planning and design outcomes
- Responsible management of the region's valuable water resources
- Distinctive, attractive, contemporary and efficient urban areas
- Sustainable rural areas
- Provision for balanced development to support sustainable growth, healthy lifestyle and strong communities
- Innovative and sustainable waste management practices
- A region where energy efficiency is valued
- Sustainable marine life, foreshores and coastal areas
- An environment with reduced pollution
- A region that is resilient to climate change
- Maintain a region of natural beauty



- Responsive and accessible customer service
- Strategic partnerships and collaboration with the community, government, industry and private sectors
- Strong leadership that upholds our values and builds relationships and trust within our community
- Open and accountable governance of the region
- Responsible financial management for current and future generations
- An employer of choice where quality staff are attracted, retained and valued
- A learning organisation where continuous improvement drives our operations

- Local job opportunities through a diverse and vibrant economy
- Diverse growing economy that provides opportunities for business and investment
- Multiple transport options and an effective and safe road transport network
- Infrastructure to support the growing economy
- Growing tourism industry that encourages more visitors to the region
- An economically viable place for business and leisure

Serving our community with integrity, pride and accountability

A region of opportunity



Our Responsibilities

Councillors and officers strive to serve the community with integrity, pride and accountability. Council's governance practices focus on providing a framework that demonstrates a high standard of ethical and transparent behaviour at all times.

Councillors and officers are committed to a governance framework that demonstrates clear and objective strategic thinking, ethical decision making, effective performance management, prudent risk management, fiscal responsibility, and open and accountable government. Council's framework for making decisions is outlined in its corporate plan.

Publicly accessible through council's website at www.moretonbay.qld.gov.au, the Corporate Plan 2009 - 2014 takes into account long-term planning, growth management and sustainability issues affecting our region. It gives residents and the business community an understanding of what Moreton Bay Regional Council is striving to achieve over the next five years.

Council adopted its first corporate plan in March 2009, after a community consultation process.

Legislation covering the local government reform process means council is not required to report against corporate or operational plans before 1 July, 2009. However, many of the corporate plan's strategic outcomes and the areas council will focus on are already being considered in the provision of council services.

Council's strategic direction, outlined in the corporate plan, is depicted in the strategic planning wheel (*opposite*) and is built around four major elements for planning.

The 2009/10 operational plan and budget have been prepared to support the corporate plan. Council will report its progress against the operational plan each quarter during the next financial year, to fulfil its obligations under the Local Government Act 1993.

Council meetings

Members of the public may attend council's General and standing committee meetings. The meetings of council's standing committee, the Coordination Committee, commence at 10.30am and General Meetings commence at 4pm, every Tuesday on a rotational basis among the three district offices. From January 2010, council will trial incorporating the Coordination Meeting into the General Meeting which will begin at 10.30am on Tuesdays.

The addresses of the district offices are:

Caboolture District

2 Hasking Street
Caboolture, 4510

Pine Rivers District

220 Gympie Road
Strathpine, 4500

Redcliffe District

Irene Street
Redcliffe, 4020

A schedule of meetings is available on council's website at

www.moretonbay.qld.gov.au

Community forum

Every General Meeting provides for a 30-minute community comment session during which time residents or ratepayers are permitted to address council for a maximum of five minutes each. Those wishing to address a General Meeting must obtain an appropriate application form, available from council's website www.moretonbay.qld.gov.au or customer service centres, and submit it to the Chief Executive Officer seven days before the General Meeting they wish to address.

Agendas and Minutes of Council Meetings

Agendas and minutes of General, standing and advisory committee meetings are available on council's website www.moretonbay.qld.gov.au and at council's customer service centres and libraries.

In accordance with Section 464 of the Local Government Act 1993, agendas for council's General and committee meetings are open for inspection at least two days prior to the commencement of the meeting.

The minutes of council's General and committee meetings are generally available for inspection the day after the General Meeting at which they are adopted. Copies are obtainable from any of council's Customer Service Centres.

Standing and Advisory Committee meetings

In January 2009, council adopted a new committee system in accordance with section 452 of the Local Government Act 1993. This system provides for one standing committee, to be known as the Coordination Committee and maintains the Audit Committee as an advisory committee.

The Coordination Committee

The Coordination Committee consists of the Mayor and all Councillors.

Coordination Committee meetings feature eight sessions, chaired by a Councillor who is designated as council's Chairperson and Spokesperson for that function. The sessions and respective Chairpersons are as follows:

- Coordination (*Cr Allan Sutherland, Mayor*)
- Strategic & Planning (*Cr Mike Charlton*)
- Corporate Services (*Cr Bob Millar*)
- Parks, Recreation & Sport (*Cr Gary Parsons*)
- Operations (*Cr Mick Gillam*)
- Lifestyle & Amenity (*Cr David Dwyer*)
- Sustainability (*Cr Rae Frawley*)
- Commercial Enterprises (*Cr Brian Battersby*)

The duties and responsibilities of each Session of the Committee are detailed in the Terms of Reference available on council's website.

The responsibilities of the Coordination Committee are as follows:

- Matters which require the consideration of the full council
- Matters of a strategic nature
- Such other business that may be referred by the Mayor or the Chief Executive Officer

The Audit Committee

The Audit Committee has been established as an advisory committee under the provisions of the Local Government Act 1993 to enable the appointment to the committee of non-elected members with the appropriate expertise.

This committee, which meets on a quarterly basis, is chaired by Councillor Adrian Raedel and is comprised of four Councillors and two external members.

The internal audit function reports to the Audit Committee and is responsible for providing independent advice to the council and to the Chief Executive Officer on governance, risk management, accountability and audit-related matters.

The committee also provides a valuable forum and link with council's external auditors who attend all meetings.

At its meeting in April 2009, the Audit Committee reviewed the Internal Audit Charter and Terms of Reference as part of its annual review process, approved the Audit Plan for the next financial year and endorsed management's recommendation to implement a co-sourced model for the internal audit function.

Confidential matters

Under Section 463 of the Local Government Act 1993, a meeting of council or a committee may be closed to the public, if the council considers it necessary to discuss:

- * the appointment or dismissal or discipline of employees
- * industrial matters affecting employees
- * the local government's budget
- * rating concessions
- * proposed contracts
- * legal proceedings
- * any action to be taken by the council under the Integrated Planning Act 1997, including deciding applications under the Act
- * other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain financial advantage.

Council or a committee cannot make a resolution (*other than a procedural resolution*) in a closed meeting.

Roles and functions of Councillors

The Local Government Act 1993 outlines the roles and responsibilities of Councillors, the Deputy Mayor and Mayor and the Chief Executive Officer.

Our Councillors:

- represent the overall public interest of the area, including respective divisional areas;
- decide on the facilities, services and enterprises appropriate for the area;
- formulate, adopt and review corporate and operational plans, policies and goals of the council; and
- decide how to achieve those goals and implement appropriate policies.

Councillors must serve the overall public interest of the area, including respective divisional areas. A Councillor must ensure there is no conflict, or possible conflict, between the Councillor's private interest and the honest performance of the Councillor's role of serving the public interest.

The Mayor:

- presides at, and is responsible for the orderly conduct of council meetings, at which the Mayor is present.
- the Mayor ensures the carrying out of council decisions and exercises the powers, and performs the duties given to the role by council.
- the Mayor ensures the appropriate representation of local government at civic and ceremonial functions.

The Deputy Mayor:

- acts in the office and performs the role of the Mayor during a vacancy in the office of the Mayor or the absence or temporary incapacity of the Mayor.

The Deputy Mayor must be appointed from its Councillors by resolution at council's first meeting after local government elections or at its first meeting after the Deputy Mayor's office as Councillor otherwise becomes vacant.

The Chief Executive Officer (CEO):

- implements the local government's policies and decisions
- is responsible for organising the presentation of reports and reporting to the local government
- conducts correspondence between council and other persons
- manages and oversees the administration of council and its corporate plan, and coordinates the activities of all council employees.

Code of Conduct

Council has adopted two codes of conduct – one for staff and one for Councillors. Training for staff and Councillors is provided.

These codes of conduct set standards of behaviour for both Councillors and officers. They are available on council's website and in hard copy at all customer service centres.

Breaches of the Councillors' Code of Conduct

There was one alleged Code of Conduct breach made against a Councillor during the reporting period. This alleged breach related to Section 230(2) of the Local Government Act 1993 – Direct or attempting to direct staff – and was referred to the South-East Queensland Code of Conduct Review Panel for investigation. The Review Panel's findings were that the Councillor did not commit any breach.

Our ethical culture

Council encourages Councillors and staff to report official misconduct and supports them in doing so. The Reporting Official Misconduct (*Whistleblowing*) Policy sets out the steps to follow in reporting conduct that could, if proved, be a criminal offence or disciplinary breach. Such a breach may provide reasonable grounds for termination of service.

Councillor remuneration policy

Councillor remuneration is set by the independent Local Government Remuneration Tribunal established under the Local Government Act 1993.

The tribunal determines remuneration for Mayors, Deputy Mayors and Councillors. These pay scales – expressed as a percentage payable to a Member of the Queensland Legislative Assembly – take into consideration factors such as the size of the council, the area it covers and the population it serves.

| | COUNCIL'S ADOPTED RATE | TRIBUNAL'S RECOMMENDED RANGE |
|--------------|------------------------|------------------------------|
| Mayor | 142% | 130 to 145% |
| Deputy Mayor | 98% | 90 to 100% |
| Councillors | 86% | 80 to 87.5% |

In April 2008, a pay scale was adopted that fell within the tribunal's recommended range for our council. The tribunal also established an amalgamation loading designed to reflect the additional workload expected to be managed by Councillors elected to amalgamated councils in March 2008. The loading is to be progressively phased out over the new council's first term.

For the 15 months to 30 June 2009 amalgamation loadings were:

| | |
|--------------|----------|
| Mayor | \$17,400 |
| Deputy Mayor | \$12,020 |
| Councillor | \$10,600 |

The loadings are not included in the remuneration totals below:

| Councillor Remuneration | | | | | | | |
|-------------------------|-------------|------------------|---------------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| COUNCILLOR | DIVISION | GENERAL MEETINGS | STANDING/ ADVISORY COMMITTEE MEETINGS | REMUNERATION | | SUPERANNUATION | |
| | | | | FROM 16/03/08 TO 30/06/08 | FROM 01/07/08 TO 30/06/09 | FROM 16/03/08 TO 30/06/08 | FROM 01/07/08 TO 30/06/09 |
| Allan Sutherland | Mayor | 50 | 58 | \$42,455 | \$179,715 | \$5,095 | \$23,653 |
| Gary Parsons | 1 | 54 | 88 | \$25,726 | \$108,842 | \$3,087 | \$14,333 |
| Chris Whiting | 2 | 52 | 84 | \$25,726 | \$108,842 | \$3,087 | \$14,333 |
| Greg Chippendale | 3 (D/Mayor) | 54 | 70 | \$29,302 | \$124,028 | \$3,516 | \$16,325 |
| Julie Greer | 4 | 52 | 84 | \$25,726 | \$108,842 | \$3,087 | \$14,333 |
| James Houghton | 5 | 53 | 85 | \$25,726 | \$108,842 | \$3,087 | \$14,333 |
| Rae Frawley | 6 | 53 | 66 | \$25,726 | \$108,842 | \$3,087 | \$14,333 |
| David Dwyer | 7 | 49 | 67 | \$25,726 | \$108,842 | \$3,087 | \$14,333 |
| Mick Gillam | 8 | 50 | 75 | \$25,726 | \$108,842 | \$3,087 | \$14,333 |
| Mike Charlton | 9 | 54 | 80 | \$25,726 | \$108,842 | \$3,087 | \$14,333 |
| Brian Battersby | 10 | 52 | 70 | \$25,726 | \$108,842 | \$3,087 | \$14,333 |
| Bob Millar | 11 | 52 | 84 | \$25,726 | \$108,842 | \$3,087 | \$14,333 |
| Adrian Raedel | 12 | 53 | 75 | \$25,726 | \$108,842 | \$3,087 | \$14,333 |

- **NOTE:** The number of meetings referred to in the above table relates to Council General, Committee and Advisory meetings only, from 3 April, 2008 to 30 June, 2009. The Mayor & Councillors attended many other types of meetings including those with council officers, briefing and working group sessions, as well as public meetings and appointments with residents and community organisations.

The Reimbursement of Expenses and Provision of Facilities for Councillors' Policy ensures Councillors are provided a reasonable level of resources and equipment in order to carry out their official duties in an effective and efficient manner. Councillors have been provided with the following resources/equipment for their term:

| | | |
|------------|---------|---|
| Computer | \$2,704 | As well as the above equipment councillors have been provided with a fully maintained vehicle at an average cost of \$9,923 per annum. Specifics are listed in the policy on page 61. |
| Printer | \$658 | |
| Camera | \$201 | |
| Blackberry | \$1,059 | |
| Air Card | \$1,067 | |

Professional development for Councillors

Councillors, as part of their professional development, attended courses that included the Australian Institute of Company Directors Course, Strategic Thinking Course and other various industry conferences, seminars and workshops.

Overseas travel for Councillors and staff

During the 15 months to 30 June, 2009, two staff undertook overseas travel at a total cost to council of \$5,131.77.

| Overseas travel | | | | |
|---------------------------------|---|-------------------------------------|---|-------------------|
| OFFICER | POSITION | DESTINATION | PURPOSE | COST |
| Wes Mortensen | Co-ordinator Parks and Recreation South | New Zealand (Auckland) | Attendance at New Zealand Institute of Landscape Architects (NZILA) to present a session paper on the Pine Rivers Shire Council / QUT Albany Creek Open Space Project (see Co-ordination Committee Minutes 4/03/08, Page 08/0537) | \$2,282.46 |
| Susan Trappett | Senior Project Officer | New Zealand (Wellington / Auckland) | Attendance at Australasian Natural Hazards Management Conference | \$2,849.31 |
| TOTAL EXPENSE TO COUNCIL | | | | \$5,131.77 |

Entertainment and hospitality services

This expenditure relates to all food and beverages provided to Councillors, employees and the public. It includes morning and afternoon teas, lunches, office beverage consumables, official functions, public events and meals provided on training courses. In the 15 months to June, council's entertainment and hospitality expenditure totalled \$825,857.

Advertising

Advertising expenditure generally includes the public communications council makes to its residents and ratepayers and the wider community. Also included are staff recruitment, tendering, public notices, events promotion and other categories of media advertising for print, radio, television and the Internet. The total covers some printed brochures, posters, flyers, billboards and banners. The advertising expenditure of \$3,446,759 is reported in the financial pages.

Consultants

Council relies on the expert advice and recommendations of external entities where it does not have these skills or resources available internally. Below is a summary of council's expenditure on consultants for the reporting period.

CONSULTANTS

| | |
|------------------------------|--------------------|
| Scientific and environmental | \$445,680 |
| Technical services | \$622,965 |
| Information technology | \$405,757 |
| Legal and accounting | \$14,615 |
| Managerial | \$127,600 |
| Other | \$87,190 |
| Total | \$1,703,807 |

Accountability

Council's Chief Executive Officer maintains a Register of Interests for all Councillors and relevant officers and related persons. Councillors must declare any material personal interest in matters brought before council and leave the chambers when the matter is being considered and voted on. Councillors are also required to disclose any personal or professional associations that could reasonably be regarded as having a conflict of interest in an issue being considered, or about to be considered, at a meeting.

In accordance with the Local Government Act 1993, Councillors and relevant officers must declare any gift or accumulation of gifts valued at over \$500 for registration in the Register of Interests for Gifts, Hospitality & Memberships. In accordance with council's 'Gifts, Sponsored Hospitality Benefits, Awards & Prizes' Policy, officers must declare any gifts received over \$100 in value, for registration in the Gifts Register.

All candidates who contest the quadrennial election are required to declare any donations or gifts received and these are recorded in an Electoral Gift Register which is open for inspection.

Access to registers and documents

Council is required under the Local Government Act 1993, to keep certain documents, maintain certain registers and to make these available for public inspection.

The following registers are available for inspection at council's customer service centres at the Caboolture, Redcliffe and Strathpine district offices during office hours. A number of these documents are also available at council's website:

- Fees & Charges
- Council budget
- Financial statement
- Request for Tender Documents issued
- Expression of Interest Register
- Traffic & Transport information sheet
- Council Delegation Register
- Chief Executive Officer's Delegations Register
- Publication Scheme (*RTI*)
- Right to Information (*RTI*) Documents
- Disclosure log
- Right to Information application forms
- Council policies
- Council Minutes and Agendas
- Local Government Act 1993
- Councillors' Register of Interests
- Corporate Plan
- Operational Plan
- Register of Gifts and Sponsored Hospitality Benefits
- Register of Awards and Recognition
- Electoral Gift Register
- Gift Register
- Local Laws Register
- Annual Report
- Codes of Conduct
- Register of Backflow Prevention Devices Section 38
- Register of Onsite Sewerage Facilities (*Section 143 of Plumbing and Drainage Act*)
- Register of Plumbing Notices (*Section 5.7.2 of the Integrated Planning Act*)

Council produces numerous free publications on a range of topics from community health matters to tourism which are usually available from council's district offices and libraries.

Council's website www.moretonbay.qld.gov.au offers extensive information including council meeting agendas, electronic copies of Moreton Living newsletters, media releases, job vacancies and the minutes of council meetings.

Competitive neutrality

Section 847 of the Local Government Act 1993 states that any person or organisation competing with a local government activity may lodge a complaint should they feel they cannot compete fairly or may have lost business due to a competitive advantage. Council's registered business units – The Certification Professionals and Moreton Bay Water – compete on the open market for business.

Council received no investigation notices for complaints and references during 2008/09. As a result, there were no recommendations from the referee or the Queensland Competition Authority.

The Certification Professionals

Moreton Bay Regional Council's business unit The Certification Professionals offers private building certification and other related services throughout Queensland. Section 761 of the Local Government Act 1993 defines this as a Building Certification Business Activity to which the Code of Competitive Conduct is to apply. The code requires a local government, if possible, to eliminate any advantages and disadvantages arising because the activity is publicly owned.

The Certification Professionals ensures new buildings are safely constructed, provide a healthy living environment and are energy efficient. The business provides an efficient and competitive service and maintains high standards of customer service.

Despite the economic downturn, The Certification Professionals continued to grow in 2008/09, with an expansion of services into Caboolture and Redcliffe following the creation of Moreton Bay Regional Council. In addition, the Commonwealth Government's boost to the first homeowners grant scheme increased application numbers for new houses.

Freedom of Information

Under the Freedom of Information Act 1992 any person has a legal enforceable right to access documents held by council.

During the reporting year, council received 83 applications under the Act, of which 10 remained outstanding at the end of the financial year. One application went to internal review.

The Right to Information Act came into effect from 1 July 2009 replacing the Freedom of Information Act 1993.

Applications to access documents under the Right to Information Act must be made on the approved form, which is available from council's website and customer service centres.

Levy of Special and Separate Charges

Moreton Bay Regional Council is still working to align its fees and charges. During the 15 months to 30 June, some special and separate levies applied in some districts but not others. These were:

Rural Fire Levy Special Charge

– Caboolture and Pine Rivers districts

To assist the Rural Fire Brigade in the upgrade and maintenance of equipment necessary to provide a rural fire service in the areas where it is applied.

Rural Recycling and Waste Management Special Charge

– Caboolture and Pine Rivers districts

Levied on occupied rateable land where there is no wheelie bin service charge. It is to assist in meeting the cost associated with supply of recycling and waste disposal facilities.

Environmentally Relevant Activities Special Charge

– Caboolture district

Charged on rateable land which is used for prescribed environmentally relevant activities to fund the cost of a structured program for regulatory and enforcement inspection of those premises.

Dangerous Goods Storage Inspection Program Special Charge – Caboolture district

To fund the cost of a structured program for regulatory and enforcement inspection of premises used for the storage of flammable and combustible liquids.

Environment Monitoring Special Charge

– Caboolture district

Charged on rateable land within the Narangba Industrial Estate which is used to conduct a hazardous industry. To fund the development and implementation of a council monitoring program for hazardous industries conducted in the estate.

Emergency Management Special Charge

- Caboolture district

Charged on rateable land within the Narangba Industrial Estate which is used to conduct a hazardous industry. To fund the development and implementation of a council emergency management program for hazardous industries conducted in the estate.

Canal Special Charge – Redcliffe district

To fund works for preserving, maintaining and keeping clean and navigable the canals at Newport Waterways.

Aerodrome Special Charge – Redcliffe district

To fund works for the operations, maintenance, repair and upgrading of Redcliffe aerodrome.

Environment Levy - Pine Rivers district

For the purpose of acquiring environmentally significant

land and carrying out actions on that land that directly relate to environmentally significant land preservation, protection, nature conservation and maintenance.

Risk management and insurance

The new council has continued the risk assessment practices of the three former councils. An overarching risk management policy and framework is being developed following the principles of Enterprise Risk Management.

This updated framework will take into account the change from Australian Standard AS 4360 to the new ISO 30001 standard as well as council's revised management structure.

Council's current risk management policies comply with Australia/New Zealand Standards AS/NZ 4360 as well as Workplace Health and Safety legislation. These policies ensure that all managers, service providers and employees are accountable for identifying, analysing and mitigating risk.

The new council has already standardised many of its workplace, health and safety policies, systems and practices, including standardised safety improvement plans, risk registers and training measures to improve staff awareness of workplace health and safety issues.

The new council was able to achieve cost savings by combining the insurance programs of three former councils into one for the first 21 months of operations. This also ensured requirements of the Local Government Act 1993 were met until all insurance exposures could be assessed and a new program developed.

Council's insurance needs are dictated by a range of issues, some of which have altered significantly as a result of amalgamation and changes to council's structure and operations.

Council is now calling for tenders for a new insurance program designed to meet council's requirements. This new insurance coverage will replace the former combined policies that expire in December 2009.

Tenders

Council altered tender specifications on two occasions during the reporting period. They were:

Design and Construct Proposed State Equestrian Centre

Construction of the Seaside Museum at Bongaree
There were no resolutions made under Section 489 of the Local Government Act 1993 (*short listing after calling for expressions of interest*).

Regional, sub-regional and intergovernmental relationships

The Mayor, Councillors and Senior Managers meet regularly with other Local Authorities and Government Agencies to foster regional co-operation on issues affecting South-East Queensland. Some of these relationships include:

- Urban Local Government Association
- Local Government Association of Queensland Inc.
- Council of Mayors*
- Council of Mayors Environment & Sustainability Committee*
- Council of Mayors Rural Forum Group*
- Council of Mayors Regional Plan & Growth Management Committee*
- Council of Mayors Infrastructure Committee*
- Council of Mayors Regional Landscape & Open Space Advisory Committee*
- SEQ Water Corporation
- Brisbane District Disaster Management Group
- Main Roads Metropolitan District Tourism Signage Committee
- Regional Galleries Association of Queensland
- Cities for Climate Protection (CCP)
- Moreton Bay Taskforce
- Qld Coastal Councils Group
- Regional Coastal Management Plan for SEQ Dept. Environment
- North-East Moreton Mosquito Organisation (NEMMO)
- Regional Urban Integrated Water Management Group
- Upper Brisbane Region Catchment Network Inc.

* Moreton Bay Regional Council withdrew financial support to the Council of Mayors in June 2009 due to the economic impact of the global financial crisis.

Reimbursement of Expenses and Provision of Facilities for Councillors

Council will pay direct or reimburse the councillor reasonable expenses relating only to the categories listed below provided that those expenses are part of the process of councillors discharging their official duties:

- (1) **Council business** – representing council at conferences and workshops or delivering a paper on behalf of council, provided that such attendance has been specifically directed/authorised by a resolution of council, reimbursement of expenses to the extent specified in the Reimbursement of Travel Expenses Policy Directive applies. Where the Mayor or councillor is required to represent council at events and functions in the South-East Queensland any expenses associated with this attendance will be met by council. In the case of the Mayor, when accompanied by his/her spouse/partner, or where the Mayor delegates the attendance to another councillor to represent him/her, any expenses associated with the attendance of the spouse/partner will be met by council. The Reimbursement of Travel Expenses Policy Directive is available on request at customer service centres.
- (2) **Professional development needs** – the payment of expenses for mandatory professional development requires council approval. There are two categories of professional development for councillors being mandatory training and discretionary training:
 - a. **Mandatory training** – ie, training on council related matters which council deems to be necessary by resolution. Examples of such training include councillor induction, code of conduct, meeting procedures and legislative obligations. Council will meet all costs associated with mandatory training. Where councillors are members of professional associations which address ongoing training needs and professional development for councillors, this is regarded as mandatory training for the purposes of this policy.
 - b. **Discretionary training** – ie, where a councillor identifies a need to attend a conference, workshop or training to improve skills relevant to his or her role as a councillor, other than mandatory training as above or acquire publications including reference material to improve skills relevant to his/her role, expenses shall be reimbursed up to a maximum amount in accordance with the guidelines. The funding limit for each councillor for discretionary training is \$5,000, adjusted by the annual CPI increase, during their four year term of office.
- (3) **Travel costs** – within the scope identified in the Reimbursement of Travel Expenses Policy Directive (the cost of using private vehicles for council purposes will be reimbursed but only if such use is authorised by a resolution of council and the claim is based on log book details which substantiate the relevance of the travel for council business).
- (4) **Accommodation** – accommodation, and related incidental costs associated with travel for council business related purposes (reimbursement of expenses to the extent specified in the Reimbursement of Travel Expenses Policy Directive applies).
- (5) **Meals** – the actual cost of each meal when travelling for business related purposes subject to the maximum cost listed in the Reimbursement of Travel Expenses Policy Directive.
- (6) **Hospitality expenses** – reimbursement to each councillor is limited to \$500/annum while reimbursement to the Mayor is limited to \$6,000/annum, adjusted by the annual CPI increase.
- (7) **Cab charge** – reimbursement of cab charges or public transport tickets to attend official council functions only.

Any expense incurred by any councillor, which is either beyond the scope of, or in excess of, the levels of reimbursement listed above is the sole responsibility of the councillor who incurred the expense.

Council Supplied Or Subsidised Facilities

Council will cover the complete cost of the supply and use of the facilities listed below except for those costs associated with personal/private or other non-council related use. Any Councillor may request facilities beyond the scope or standard listed below, however, those enhanced facilities, if made available, will only be provided if that Councillor pays the difference in cost between the standard facilities and those requested.

All facilities provided to councillors remain the property of council and must be returned when a Councillor resigns or when his/her term expires.

Each Councillor is to have access to the following basic facilities under the categories listed:

Administrative tools and office amenities:

1. An individual office for the Mayor and each Divisional Councillor.
2. Secretarial support for the Mayor and Councillors be provided as determined appropriate by the Chief Executive Officer.
3. A laptop/computer for council business. The standard of computer shall be similar to that available to council managers.
4. A digital camera.
5. Council's landline, network and internet facilities. Remote (including home office) access to council's network and the internet may be via a council provided wireless connection.
6. A shared fax/scanner which is dedicated to use solely by, or on behalf of, Councillors at each district office.
7. A single printer, shared copier and paper shredder which is dedicated to use solely by, or on behalf of, councillors at each district office.
8. Stationery for official purposes only. Council stationery is not to be converted or modified in any way and may only be used for carrying out the functions of the role of Councillor. Stationery is not to be used for promotion of the Councillor for election purposes.
9. Publications, copies of relevant legislation, books and journals related to council's business operations and local government generally.

Home office

Councillors may be provided with a facsimile machine and printer for business use only. For home office telecommunication needs, including internet, refer to item 5.

Maintenance costs of council equipment

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

Name badges and uniforms

Councillors will be provided with corporate clothing including jackets, shirts, skirts, trousers, ties and scarves etc, to the value of \$350 per term and will be supplied with name badges and any safety equipment required to fulfil their role.

Vehicles

Unless otherwise requested by an individual Councillor, council shall provide each councillor a vehicle for council business. Alternatively, a Councillor may be reimbursed travel costs in accordance with the Reimbursement of Travel Expenses Policy Directive. Private use of a council vehicle is allowed subject to compliance with council's Motor Vehicle Policy.

Telecommunication needs

Councillors will be provided with a mobile telephone or a hand held PDA device (e.g. Blackberry) in order to carry out their role as councillor with council meeting all costs. In the case of the Mayor the cost of installation, rental and calls of a dedicated council business use telephone to his/her residence, will be met by council.

If a Councillor uses a personally owned mobile device for council business, council will reimburse the costs incurred (rental and calls) for business related use.

Legal costs and insurance cover

Council may, by resolution, decide and pursuant to Section 240 of the Local Government Act, to cover costs incurred through any inquiry, investigation, hearing or legal proceedings into the conduct of a Councillor, or arising out of, or in connection with the Councillor's performance of his/her civic functions.

Councillors will be covered under council insurance policies while discharging civic duties. Specifically, insurance cover will be provided for public liability, professional indemnity, Councillor's liability, personal accident and/or workers compensation, international and domestic travel insurance.

Loan Borrowing Policy 2008/09

Head of Power

Local Government Act 1993, Chapter 7, Part 5
 Local Government Finance Standard 2005, Section 8 and 55
 Statutory Bodies Financial Arrangements Act 1982

Objective

To establish the framework for council to borrow money to fund budgeted expenditure.

Definition

Borrowings – includes forms of borrowings as set out in the Statutory Bodies Financial Arrangements Act 1982

Application

Applies to all forms of borrowing undertaken by council.

Policy Statement

1. Council will only undertake to borrow monies for purposes within its jurisdiction.
2. Borrowings will be made in accordance with the requirements of section 55 of the Local Government Finance Standard 2005 which states that borrowings may only be made for:
 - capital expenditure; or
 - short-term working capital; or
 - a genuine emergency or hardship; or
 - establishing a commercial debt structure for its commercial business units.
3. Borrowings will be undertaken in accordance with the Queensland Treasury Corporation Guidelines and the Statutory Bodies Financial Arrangements Act 1982.
4. Borrowing requirements will be determined on a council-wide basis and will give consideration to:
 - Borrowings will only be made for capital expenditure
 - Borrowings will be for a period which is less than or equal to the estimated useful life of the related asset(s)
 - Borrowing decisions are to be taken in accordance with the appropriate financial ratios as determined by council.
5. Borrowings will only be made for expenditure which has been approved through the annual budget cycle. As part of this process, and in accordance with section 8 of the Local Government Finance Standard 2005, each financial year the borrowings policy will state:
 - the new borrowings planned for the financial year and the next four financial years;

- the purpose of the new borrowings; and
- the time over which it is planned to repay existing and proposed borrowings.

This information will be published in the council's annual budget and annual report.

6. Council has a general approval from Queensland Treasury to borrow funds from the Queensland Treasury Corporation subject to the approval of the Department of Local Government, Sport and Recreation. A separate approval of the Treasurer is required should the council wish to borrow from a source other than Queensland Treasury Corporation.
7. The Finance Department will be responsible for undertaking periodic reviews of council's borrowings in order to ensure the amount, terms and interest charged represent the optimum financial position for council.
8. Borrowing costs are to be recognised as a capital expense where the criteria of the relevant accounting standard can be met, otherwise they will be expensed as they are incurred.

Review Triggers

This policy is reviewed annually as part of the budget cycle for applicability, continuing effect and consistency with related documents and other legislative provisions when any of the following occurs:

- (1) The related documents are amended.
- (2) The related documents are replaced by new documents.
- (3) Amendments which affect the allowable scope and effect of a policy of this nature are made to the head of power.
- (4) Other circumstances as determined from time to time by a resolution of council.

Responsibility

This policy is to be:

- (1) implemented by the Director Corporate Services; and
- (2) reviewed and amended in accordance with the "review triggers" by the Director Corporate Services.

Existing Borrowings

Approximately \$79 million of council's existing borrowings were extinguished with the transfer of Bulk Water Assets to the State Government on 1 July, 2008. All remaining water and sewerage applied debt will be transferred to the Water Distribution and/or Water Retail Entities upon their formation on 1 July, 2010. All remaining general infrastructure applied debt will be extinguished by 30 June, 2023.

Amount of Purpose of Budgeted Loan Borrowings

| LOAN PURPOSE | TERM (YEARS) | 2008/09 | 2009/10 | 2010/11 | 2011/12 | 2012/13 |
|---|--------------|--------------------|--------------------|-------------------|-------------------|-------------------|
| General Infrastructure including Roads and Drains, Parks and Community Purpose Land | 15 | 63,642,830 | 57,853,479 | 76,320,510 | 49,063,278 | 52,464,858 |
| Water and Sewerage Infrastructure | 20 | 95,613,046 | 69,009,774 | | | |
| TOTAL | | 159,255,876 | 126,863,253 | 76,320,510 | 49,063,278 | 52,464,858 |

Revenue Policy 2008/09

Head of Power

Local Government Act 1993

Local Government Finance Standard 2005, (Standard)

Objective

Sections 513A and 513B of the Act require the council to adopt a Revenue Policy each financial year that complies with Section 12 of the Standard. The purpose of this policy is to identify the principles applied by council for:

- making and levying rates and charges
- exercising its power to grant concessions
- recovering unpaid rates and charges

Definitions/Application

This Revenue Policy applies for the 2008/2009 financial year.

Policy Statement

1. Transitional Rating Arrangements

The council acknowledges the difficulty in achieving the short term alignment of the former Caboolture and Pine Rivers Shires and Redcliffe City Councils' disparate revenue policies and the significant impact on some ratepayers if short term alignment was pursued. In order to properly manage the alignment and consolidation of the former councils' revenue policies, the council will implement the process over a number of years. This approach will see the council applying its power to make and levy rates and charges under Chapter 14 of the Act within the former councils' local government areas on a similar basis to that adopted by each of the former councils.

This "district" approach will limit the level of rates disruption in the first year of the amalgamated council and allow sufficient time to properly consider and address the issues relating to an aligned and consolidated revenue policy over subsequent years.

2. Making of Rates and Charges

Rates and charges will be determined on the basis of achieving net revenue which is sufficient to allow the council to meet its budgetary responsibilities for the various activities of the council. In making rates and charges, the council will have regard to:

- transparency – openness in the processes involved in the making of rates and charges
- accountability – making decisions and acknowledging the effects of those decisions
- simplicity - a rating regime that is simple and cost efficient to administer
- equity - having regard to the different levels of district based rates and charges so as to minimise the impact of amalgamation in the short term

- flexibility - responding where possible to unforeseen changes in the local economy
- fiscal responsibility – levying an amount sufficient to allow the council to meet its budgetary responsibilities

3. Limitation on Increase in General Rates

The council will limit increases in differential general rates levied in the previous financial year to a maximum stated percentage for those differential rating categories identified in the council's Revenue Statement. Increases in other rates or charges will not be subject to limitation in this way.

4. General Rates

The council will make and levy differential general rates pursuant to section 963 of the Act generally based upon the revenue policies of the former Caboolture and Pine Rivers Shires and Redcliffe City Councils. Differential general rates will be levied on all rateable land in the region. This district based differential rating approach seeks to achieve broad rating equity that could not otherwise be achieved by a single regional rate in the dollar. Within all categories, a minimum general rate will be applied to ensure that all owners contribute a minimum equitable amount towards the council's general revenue requirements in circumstances where levying rates based solely on land valuation would not achieve that outcome. When determining differential rating outcomes, the council may have regard to:

- minimising the impact amalgamation has on rates in the short term
- the effects of district based rating outcomes compared to regional outcomes of a consolidated revenue policy
- the level of services available to the land and the cost of making those services available
- the level of utilisation of services by the land in particular the consumption of council resources, services and infrastructure

5. Special Rates and Charges & Separate Rates and Charges

Special and Separate rates and charges will be levied to generate funds required to provide services and activities that the council considers will specifically benefit defined (special) or all (separate) areas of rateable properties within a district or across the entire region.

6. Utility Rates and Charges

Utility charges are generally based upon the principle of user pays. In order to smooth the effects of amalgamation, the council may choose to utilise district based differential utility charges in the short term.

Water

Charges will reflect the full cost of providing a water reticulation network and will be based on an access fee and a tiered volumetric charge for water consumed. In setting water charges, council will have regard to achieving a rate of return consistent with national competition policy principles in the medium term.

Sewerage

Charges will reflect the full cost of providing a sewerage reticulation network that, where possible, manages the treatment of sewage to a high quality recyclable product that contributes to water conservation strategies. In setting sewerage charges, council will have regard to achieving a rate of return consistent with national competition policy principles in the medium term.

Waste Management

Charges are based upon full cost recovery of providing a kerbside collection service, availability of refuse stations and development of waste management strategies for the protection of the environment.

7. Levying of Rates and Charges

In levying rates and charges, the council will apply the principles of:

- responsibility – making clear the obligations and responsibility of both council and ratepayers in respect to rates and charges.
- accountability – making decisions and acknowledging the effects of those decisions.
- cost – making the levying process simple and cost effective to administer.
- flexibility – responding where possible to unforeseen changes in the local economy.
- timeliness – ensuring ratepayers are given adequate notice of their liability to pay rates and charges.

8. Concessions for rates and charges

In considering the application of concessions, the council will be guided by the principles of:

- equity – acknowledging the different levels of capacity to pay.
- accountability – making decisions and acknowledging the effects of those decisions.
- transparency – making clear the availability of concessions and eligibility requirements.
- flexibility – responding where possible to unforeseen changes in the local economy.
- fairness – taking into consideration the circumstances that lead up to the application for a concession.
- sustainability – long term planning to ensure the financial sustainability of concessions.

The council intends to exercise its power under section 1035A of the Act to partly remit rates and utility charges for the purpose of recognising the particular financial and related circumstances of qualifying pensioners within the region.

9. Recovery of unpaid rates and charges

The council will exercise its rate recovery powers in order to reduce the overall rate burden on ratepayers and to better manage the scarce financial resources of the council. It will be guided by the principles of:

- responsibility – making clear the obligations of ratepayers to pay rates.
- transparency – making clear the consequences of failing to pay rates.
- accountability – ensuring due legal processes are applied to all ratepayers in the recovery process
- capacity to pay – negotiating arrangements for payment where appropriate.
- equity – applying the same treatment for ratepayers with the same circumstances.
- flexibility – responding where possible to unforeseen changes in the local economy.
- cost – making the processes used to recover outstanding rates and charges clear, simple to administer and cost effective.

Review Triggers

This policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when any of the following occurs:

- The related documents are amended.
- The related documents are replaced by new documents.
- Amendments which affect the allowable scope and effect of a policy of this nature are made to the head of power.
- Other circumstances as determined from time to time by a resolution of council.

Notwithstanding the above, this policy is to be reviewed annually in accordance with the Act.

Responsibility

This policy is to be:

- implemented by the Director Corporate Services; and
- reviewed and amended in accordance with the “review triggers” by the Director Corporate Services.