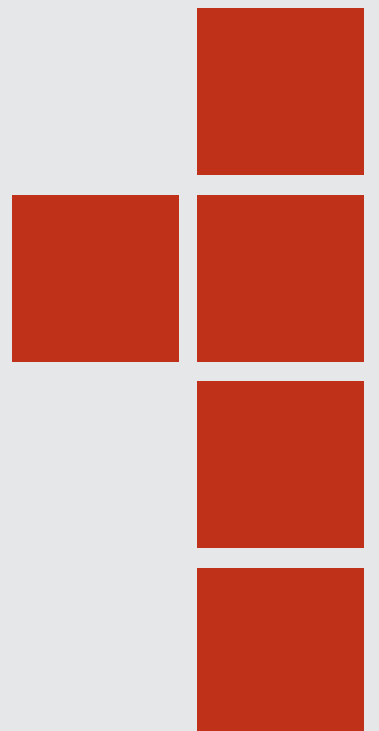




our RESPONSIBILITIES



Serving our 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 this governance framework which 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.

Under the Local Government Act 1993, this annual report for the financial year to 30 June 2010 is required to report against council's corporate and operational plans.

Council meetings

Members of the public may attend council's General and standing committee meetings. The General Meeting commences at 10.30am every Tuesday and also incorporates the meeting of council's standing committee, the Coordination Committee. Meetings are held on a rotational basis at the offices below.

Caboolture
2 Hasking Street
Caboolture, 4510

Pine Rivers
220 Gympie Road
Strathpine, 4500

Redcliffe
Irene Street
Redcliffe, 4020



A schedule of meeting dates is available on council's website at www.moretonbay.qld.gov.au

Strategic Planning Wheel

A community that takes pride in the region

- Safe and harmonious communities with high public health standards
- Connected and active communities with high quality facilities and support services
- Vibrant and creative communities where culture, diversity and heritage are valued

A sustainable environment for all

- Sustainable management and protection of the natural environment
- Sustainable development through high quality planning and building outcomes
- Sustainable and innovative waste management practices



- Responsive and accessible customer services to the community
- Strong leadership and governance that upholds corporate values and builds trust within the community
- Efficient and effective management of council's operations

- Business, investment and tourism opportunities to support the growing region
- Infrastructure to support the growing region
- Balanced regional planning to support the growing region

Serving our community with integrity, pride and accountability

A region of opportunity

Community Comment

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.

Application forms are available from council's website www.moretonbay.qld.gov.au or customer service centres and must be submitted to the Chief Executive Officer seven days before the General Meeting they wish to address.

Agendas and Minutes of Council Meetings

A list of agenda items and minutes of General, standing and advisory committee meetings are available on council's website www.moretonbay.qld.gov.au and can be viewed at the Strathpine office.

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 two days after the General Meeting at which they are adopted.

Copies can be obtained from any of council's Customer Service Centres.

Standing and Advisory Committee meetings

In accordance with section 452 of the Local Government Act 1993, council's meetings system provides for one standing committee, 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 and Planning (Cr Mike Charlton)
- Corporate Services (Cr Bob Millar)
- Parks, Recreation and Sport (Cr Gary Parsons)
- Operations (Cr Mick Gillam)
- Lifestyle and 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 and includes non-elected members with the appropriate expertise.

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

Internal audit functionally reports to the Audit Committee which 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.

At its meeting in April 2010, the Audit Committee approved the Audit Plan for the 2010/11 financial year.

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
- 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 Councillors and one for employees. Training for staff and Councillors is provided.

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

Breaches of the Councillors' Code of Conduct

There were no alleged Code of Conduct breaches made against a Councillor during the reporting period.

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 and releases a new report in December each year which lists pay scales for the following financial year. 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 January 2010, a pay scale was adopted that fell within the tribunal's recommended range for Moreton Bay Regional 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 year to 30 June 2010 amalgamation loadings were:

- Mayor \$13,050
- Deputy Mayor \$9,020
- Councillor \$7,950

The loadings are not included in the remuneration totals below.

Councillor	Division	General Meetings	Standing/ Advisory Committee Meetings	Total	Remuneration from 1/07/09 to 30/06/10	Remuneration from 01/07/08 to 30/06/09	Superannuation from 1/07/09 to 30/06/10	Superannuation from 01/07/08 to 30/06/09
Allan Sutherland	Mayor	40	42	82	\$182,236.92	\$179,715.00	\$23,458.44	\$23,653.80
Gary Parsons	1	38	38	76	\$110,369.93	\$108,842.00	\$14,213.04	\$14,333.04
Chris Whiting	2	38	37	75	\$110,369.93	\$108,842.00	\$14,213.04	\$14,333.04
Greg Chippendale	D/Mayor - 3	43	46	89	\$125,768.52	\$124,028.00	\$16,191.23	\$16,325.76
Julie Greer	4	43	43	86	\$110,369.93	\$108,842.00	\$14,213.04	\$14,333.04
James Houghton	5	42	42	84	\$110,369.93	\$108,842.00	\$14,213.04	\$14,333.04
Rae Frawley	6	41	40	81	\$110,369.93	\$108,842.00	\$14,213.04	\$14,333.04
David Dwyer	7	40	40	80	\$110,369.93	\$108,842.00	\$14,213.04	\$14,333.04
Mick Gillam	8	37	35	72	\$110,369.93	\$108,842.00	\$14,213.04	\$14,333.04
Mike Charlton	9	42	42	84	\$110,369.93	\$108,842.00	\$14,213.04	\$14,333.04
Brian Battersby	10	41	41	82	\$110,369.93	\$108,842.00	\$14,213.04	\$14,333.04
Bob Millar	11	39	43	82	\$110,369.93	\$108,842.00	\$14,213.04	\$14,333.04
Adrian Raedel	12	40	44	84	\$110,369.93	\$108,842.00	\$14,213.04	\$14,333.04

NOTE: The number of meetings referred to in the above table relates to council's General, Committee and advisory meetings only, from 1 July 2009 to 30 June 2010. The Mayor and 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.

Computer equipment (\$4,429), a camera (\$201) and a Blackberry device (\$1,059) have been provided to each councillor for the term. They have also been provided with a fully maintained vehicle at an average cost of \$14,545 per annum. Specifics are listed in the policy.

Overseas travel for Councillors and staff

During the year to 30 June 2010, three staff undertook overseas travel at no cost to council. Costs associated with these trips were met by the Institute of Public Works Engineers Australia Qld (IPWEAQ).

Officer	Position	Destination	Purpose	Cost
Jason Deller	Principal Engineer Traffic and Transport	New Zealand and USA	Attendance at International Conference on Local Government Sustainability (ICLEI) for IPWEAQ	Nil
Michael Kahler	Director Asset Planning and Delivery	New Zealand	Acting President, Institute of Public Works Engineers Australia (Qld) to attend Board Meeting	Nil
Gerhard Joubert	Manager Infrastructure Planning North	Europe and USA	Study Tour of Local Government Transport Systems for IPWEAQ	Nil

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 year to 30 June, council's entertainment and hospitality expenditure totalled \$183,758.

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 \$1,022,245 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	382,177
Technical services	1,357,691
Information technology	168,447
Legal and accounting	55,686
Managerial	104,739
Other	1,534,331
	<hr/>
	\$3,603,071

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 and Memberships. In accordance with council's Gifts, Sponsored Hospitality Benefits, Awards and 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 and Charges
- Council Minutes and Agendas
- Council Budget
- Local Government Act 1993
- Financial Statement
- Councillors' Registers of Interest
- Request for Tender Documents Issued
- Corporate Plan
- Expression of Interest Register
- Operational Plan
- Traffic and Transport Information Sheet
- Register of Gifts and Sponsored Hospitality Benefits
- Council Delegation Register
- Register of Awards and Recognition
- Chief Executive Officer's Delegations Register
- Electoral Gift Register
- Publication Scheme – (RTI)
- Local Laws Register
- Right to Information (RTI) Documents
- Annual Report
- Codes of Conduct
- Right to Information Application Forms
- Gift Register
- Council Policies
- Register of Backflow Prevention Devices
- Register of On-Site Sewerage Facilities
- Register of Plumbing Notices
- Parks, Reserves and Foreshores Register
- Assessment Level Decisions
- Impounded Animal Register
- Submitted Environmental Management Plans
- Abandoned Vehicle Register
- Environmental Management Plan Assessment Reports
- Approved Inspection Program Register
- Draft Environmental Authorities (Mining Activities)
- Environmentally Relevant Activity Business Register
- Declarations of Compliance under section 214 of the Environmental Protection Act 1994 given to the Chief Executive
- Cemetery Register
- Submitted Plans of Operations
- Final Rehabilitation Report Assessment Reports
- Submitted draft Terms of Reference for Environmental Impact Statements
- Transfers of Environmental Authorities (Mining Activities)
- Terms of Reference Notices given to the Chief Executive
- Surrenders of Environmental Authorities (Mining Activities)
- Written summaries of comments given to the Chief Executive about draft Terms of Reference for Environmental Impact Statements
- Standard Environmental Conditions
- Final Terms of Reference published by the Chief Executive
- Submitted Environmental Impact Statements
- Environmental Management Plans
- Declarations of Compliance under section 53 of the Environmental Protection Act 1994 given to the Chief Executive
- Transfers of Environmental Authorities (Chapter 5A Activities)
- Environmental Impact Statement Assessment Reports
- Surrenders of Environmental Authorities (Chapter 5A Activities)
- Bilateral Agreements
- Development Approvals for Environmentally Relevant Activities
- Results of Monitoring Programs for Environmental Reports
- Environmental Authorities
- Environmental Management Register
- Registration Certificates
- Contaminated Land Register
- Surrenders of Registration Certificates
- Environmental Reports
- Reports the administering Authority accepts under section 73C(1)(g)(ii) of the Environmental Protection Act 1994
- Monitoring Programs carried out under the Environmental Protection Act 1994 or a Development Condition of a Development Approval
- Statutory Plans and Access to Water Supply and Sewerage Service Area Maps
- Transitional Environmental Programs
- Customer Service Standard
- Environmental Protection Orders
- Direction Notices
- Clean-up Notices
- Cost Recovery Notices
- Authorised Persons
- Approved Codes of Practice
- Codes of environmental Conditions
- Other Documents of Information prescribed under Regulation

Council produces numerous free publications on a range of topics from community health matters to tourism which are available on council's webpage and at 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. From 1 July 2010, Moreton Bay Water will be absorbed into the new statutory authority Unitywater (see page 45).

Council received no investigation notices for complaints and references during 2009/10. As a result, there were no recommendations from the referee or the Queensland Competition Authority.

Right to Information

Under the Right to Information Act (RTI Act), a person has the right to access information held by council not available via Council's Publication Scheme.

The RTI Act deals primarily with access to non-personal information. Access to personal information can only occur where there is a mixed access application. A mixed access application is an application for a combination of the applicant's personal information and another person's personal information.

Should access to another's personal information be requested, council may consult with the other party concerning release of the information.

'Information' includes (but is not restricted to):

- a paper file
- microfiche
- print-outs
- computer records and files
- visual material (eg. films, photographs)
- audio-visual material

During the reporting year, council received 73 applications under the Act, of which nine remained outstanding at the end of the financial year. Two applications went to internal review. Under the new Act, council endeavours to provide access to as many documents under the administrative access arrangements.

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

Tenders and Expressions of Interest

There were no altered tender specifications or resolutions made under section 489 of the Local Government Act 1993 during the reporting period.

Council called for the following expressions of interest under section 489(i) of the Local Government Act 1993 during the year:

- Construction of South Caboolture Sewage Treatment Plant Augmentations (Tender code MBRC000928)
- Caboolture Signature project – building and construction services (Tender code MBRC001227)
- Management of Construction Waste Recycling Facility (Tender code MBRC001259)
- Redcliffe Seaside Village Rejuvenation Project – building and construction services (Tender code MBRC001293)
- Bus Passenger Shelters – installation, maintenance and advertising (Tender code MBRC001305)

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.

The special and separate charges applied throughout the region 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.

The Certification Professionals

Moreton Bay Regional Council's business unit The Certification Professionals has offered 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.

As part of council's continuing restructuring process, it will discontinue providing the certification services in the 2010/11 financial year. This discontinuation is to be managed in a staged process to ensure minimal disruption to applicants.

Risk management and insurance

Council's risk management policy and framework is currently being updated to follow the principles of Enterprise Risk Management.

This updated policy and framework will take into account the requirements of the new Local Government Act 2009, Local Government (Finance, Plans and Reporting) Regulation 2010, and the new Australian/New Zealand Standard AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines which recently superseded the Australia/New Zealand Standard AS/NZ 4360:2004 – Risk Management.

Council's current risk management policies comply with the Australia/New Zealand Standard AS/NZ 4360:2004 – Risk Management 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.

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 replaced the combined policies of the three former councils with a consolidated insurance policy in January 2010.

Workplace health and safety

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. In the year to 30 June, council had achieved 99 per cent completion of its Safety Improvement Plans across the organisation. This surpassed council's 95 per cent completion target and is assisting to increase the awareness and effectiveness of safety in the workplace. An external audit is expected to be conducted in August 2010.

Council vehicles and machinery

At 30 June council's fleet of vehicles and machinery consisted of 600 light vehicles and passenger cars, 650 heavy vehicles and 1,000 items of small mechanical equipment.

Major capital purchases for 2009/10 included four road graders and three track loaders used at council's landfill sites. An extensive capital replacement program was carried out during 2009/10, which included the upgrade of four street sweepers and 18 heavy earth moving vehicles. This timely renewal of equipment enables council to operate with a high level of efficiency and helps keep engine emission levels lower.

Council also reviewed mechanical workshop operations to ensure a consistently high level of mechanical maintenance, low downtime and machinery operating at their peak performance.

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.
- 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.
- Qld Parks and Wildlife Service
- Dept. Environment and Resource Management
- Dept. Infrastructure and Planning
- Dept. Transport and Main Roads
- Dept. Education and Training
- Queensland Competition Authority
- Queensland Water Commission
- SEQ Healthy Waterways Partnership
- SEQ Grid Manager
- Link Water
- Regional Development Australia (Moreton Bay)
- Energex – Asset Management Department (Brisbane)
- IPWEAQ – Institute of Public Works Engineers Australia Qld
- Translink Transit Authority
- Brisbane City Council
- Moreton Bay Universal Access Reference Group

POLICIES

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 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.
8. 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 2009/10

Head of Power

Local Government Act 1993, Chapter 7, Part 5

Local Government Finance Standard 2005, Sections 8 and 55

Statutory Bodies Financial Arrangements Act 1982

Objective

To provide council with a debt management framework based on sound financial management, to undertake borrowings to fund capital expenditure.

Definitions/Application

Definition

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

Application

Applies to all form of borrowings 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:
 - i. capital expenditure; or
 - ii. short-term working capital; or
 - iii. a genuine emergency or hardship; or
 - iv. 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, adhering to the following guidelines:
 - i. Borrowings will only be made to fund capital expenditure.
 - ii. Borrowings will be for a period which is less than or equal to the estimated useful life of the related asset(s).
 - iii. Borrowing decisions are to be made in accordance with the appropriate financial ratios as determined by council.

5. The Financial and Project Services 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.
6. 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:
 - i. the new borrowings planned for the financial year and the next four financial years;
 - ii. the purpose of the new borrowings; and
 - iii. 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. Details of budgeted loan draw-downs for the period 1 July 2009 through 30 June 2014 are outlined in the table below.

7. Council has a general approval from Queensland Treasury to borrow funds from the Queensland Treasury Corporation subject to the approval by 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.
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.
9. Council's current borrowings are separated into Water Fund borrowings and General Fund borrowings. Existing General Fund borrowings as at 30 June 2009 are planned to be repaid by 30 June 2024.

As a new water entity is to be established on 1 July 2010 Water Fund borrowings have been forecast as transferring to the new water entity. These borrowings will then become the financial responsibility of the new water entity.

Loan Purpose	Term (years)	2009/10 \$	2010/11 \$	2011/12 \$	2012/13 \$	2013/14 \$
General Infrastructure including Roads, Drains, Parks, Buildings and Community Purpose Land	15	63,000,000	90,172,655	62,368,001	62,393,694	64,956,937
Waste Infrastructure	15		23,000,000			6,100,000
Water and Sewerage Infrastructure	20	82,206,941				
Total		145,206,941	113,172,655	62,368,001	62,393,694	71,056,937

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:

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.

Notwithstanding the above, this policy is to be reviewed annually for relevance and to ensure that its effectiveness is maintained.

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.

Revenue Policy 2009/10

Head of Power

Local Government Act 1993, (Act)

Local Government Finance Standard 2005, (Standard)

Objective

Sections 513A and 513B of the Act require 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 2009/2010 Financial Year.

Policy Statement

1. Transitional Rating Arrangements

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, council will implement the process over a number of years. This approach will see 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 initial years 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 council to meet its budgetary responsibilities for the various activities of council. In making rates and charges, 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 council to meet its budgetary responsibilities.

3. Limitation on Increase in General Rates

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 council's Revenue Statement. Increases in other rates or charges will not be subject to limitation in this way.

4. General Rates

Council will continue its 2008/09 policy and 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 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, 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 and Separate Rates and Charges

Special and Separate Rates and Charges will be levied to generate funds required to provide services and activities that 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, 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, 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

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

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 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 annually in accordance with the Act.

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.