

Letter of Compliance

The Honourable Dr Anthony Lynham MP
Member for Stafford
Minister for State Development and
Minister for Natural Resources & Mines
PO Box 15216
CITY EAST QLD 4002

25th July 2017

Dear Minister

I am pleased to present the 2016–17 annual report and financial statements for the Wambo Shire River Improvement.

I certify that this Annual Report complies with:

- the prescribed requirements of the *Financial Accountability Act 2009* and the *Financial and Performance Management Standard 2009*; and
- The detailed requirements set out in the *Annual report requirements for Queensland Government agencies*.

A checklist outlining the annual reporting requirements can be accessed at:

<http://www.premiers.qld.gov.au/publications/categories/guides/annual-report-guidelines.aspx>.

Yours sincerely



Greg Olm

Deputy Chairperson

Wambo Shire River Improvement.

Wambo Shire River Improvement Trust

ANNUAL REPORT 2016–17

1. Introduction

1.1. Agency role and main functions

1.1.1 Agency Role and Main Functions

- The Wambo Shire River Improvement Trust was first constituted in 1960. The Wambo Shire Council made an application for the issue of an Order in Council for the constitution of the Wambo Shire River Improvement Trust.
- For the initial period of operation a staff member of the Department of Irrigation was appointed Chairman with the Wambo Shire Council representatives being Cr. M. Bassingthwaite and Cr. W. Koehler.
- The first meeting of the Trust took place on the 4 of April 1960 where it was resolved to proceed with the Jinghi Jinghi and Jandowae Creek schemes.
- The Wambo Shire River Improvement Trust area covers all named creeks and rivers in the former Shire of Wambo.
- The main objective of the Wambo Shire River Improvement Trust is to maintain an environmentally sustainable and healthy creek and river network while minimizing the effects of flood inundation from flows that should normally be contained within the banks of the above-mentioned network.
- The Wambo Shire River Trust also works within the regulations set out in the "River Improvement Trust Act 1940 incl. Amendments".

1.1.2 Principal place of business

Western Downs Regional Council
Customer Service Centre
Marble Street
P.O. Box 551 Dalby QLD 4405
Telephone :- (07) 1300 2686245
Facsimile: - (07) 4679 4098
E-mail:- info@wdrc.qld.gov.au

1.1.3 Members of the Trust

Chairman: - Acting Chairperson Cr. G. Olm (The Trust is in the process of appointing a new public member to replace Mr Ray Little)

Council Representatives: - Cr. A. Smith and Cr. G. Olm.

Engineer: - Mr. G. Cook B.E. (Civil), R.P.E.Q.
Infrastructures Services General Manager
Western Downs Regional Council

Secretary: - Mr. G. Parsons – Certificate in Civil Engineering (Design Office Technician)
P.O. 572
Dalby QLD 4405.

Landcare Representative: - Brigalow Jimbour Floodplains Group representative.

The Annual Report is available on the Western Downs Regional Council website at:

<http://www.wdrc.qld.gov.au/doing-business/environment-and-health/wambo-shire-river-improvement-trust/>

1.2. Operating environment

1.2.1 Administration

- The Trust has not had any of its members travel overseas or attends conferences.
- The Trust has not had any changes to its administration policy, but will be reviewing the situation in the upcoming year to address any issues that may arise.
- The Trust had a meetings on the 8th March and the 16th June 2017.

1.2.2 General

- The Trust has not had to engage legal representation during the year, therefore there are no fees paid to solicitors or barristers. There have been no notification with regard to Freedom of Information. (See Attachment 4),

1.2.3 Review of Operations

- Due to the resignation of Mr, Ray Little, the trust has advertised for a new public member for the trust and is awaiting notification of the appointment of Mr J. Alexander from the Ministers' office.
- The Trust has formulated a 3 year budget program to be submitted to Council
- The Trust is compiling a presentation to inform Council of the Trust's activities.
- The Trust has established a page within the Western Downs Regional Council website which displays the Annual Report, Financial Statements, The River Improvement Act and other items of interest.

Challenges

- There have been several requests from landholders since the flooding regarding de- silting and restoration of approximately a combined length of 40kms of the Jinghi Jinghi and Jandowae Creeks. The locations where the requests have originated have been from the areas where the creek is a constructed channel. The guidelines for National Disaster funding do not indicate that funding for this work would be available from this source.

1.2.4 Capital Works

The following capital work was programmed for the 2016/2017 year, Condamine River Job No. 28 04 13 02 was started and completed in the 2017/2018 financial year. The Jinghi Jinghi Creek Job No 28 04 27 10 was not completed due to wet weather and time constraints, the work will have to be reprogrammed.

Jinghi Jinghi Creek:-

Job No. 28 04 27 10 - This job consists of reinstating the right hand bank in to a pre- existing level. The work would stop flows from breaking out of the manmade creek at a lower flow height than would normally be expected. The breakout is directing flows towards the west over many hectares of farmland, before re-

entering the creek some 6 to 10kms from the breakout point. This work has been highlighted in the report compiled from the landowner meetings. The work has been approved by DNR for construction but will now carry over until the work can be funded.

Work may be deferred in favour of flood damage work on Jandowae Ck.

Condamine River:-

Job No. 28 04 13 02 - This job consisted of reinstating the right hand bank in Lot 6 on RP161581 to a pre-existing level. The work will stop flows from breaking out of the river at a lower flow height (approx. 2.4m) than would normally be expected. The breakout was getting worse and eventually would have diverted a substantial amount of flow to shire roads Nos. W255 and W342 and to the Myall Creek.

The work had been approved by DNR for construction. The trust had been contacted by the landowner Mr Elmer Werny and Mr Kevin Graham from the Condamine Alliance with regard to fast tracking this work. Due to the floods of 2011 the situation has worsened. This work has started and is complete.

1.2.5 Review of Proposed Forward Operations

In the next financial year, the trust hopes to focus on a rehabilitation works programme for Jandowae Ck. that was severely damaged in the 2010/2011 and 2013 flooding.

The current funding cannot cover all the work that needs to be undertaken in the future programmes. The trust has compiled a budget to be submitted to Council to obtain a precept so that the necessary work can be progressed in a timely manner. The trust has always encouraged stakeholder participation where possible.

The Trusts' funds have been a standing fund for many years and Council has not been approached to levy ratepayers/Council for at considerable time (approximately 15 years).

The trust is not planning any proposed borrowings to fund capital works.

The trust has no proposed changes to the operations other than to try to complete the proposed works program. There is a need to continue the current operations as there are a lot of locations that require work across the trust area.

1.2.6 External Scrutiny

The trust has not been reviewed by any external entities during the reporting period.

1.2.7 Machinery of Government Changes

The trust has undergone no machinery of government changes.

2. Non-financial performance

2.1. Government Objectives for the Community

The trust provides services that meet the government's objective of protecting the environment, such as ensuring sustainable management of natural resources.

The Government's full objectives for the community can be found at:

<http://www.premiers.qld.gov.au/publications/categories/plans/governments-objectives-for-the-community.aspx>

2.2. Other whole-of-government plans / specific initiatives

Where applicable, the trust provides services that are consistent with whole-of-government plans and specific initiatives addressing particular issues for Queensland.

2.3. Objectives and Performance Indicators

- The Wambo Shire River Improvement Trust's objectives, as listed in its 2013–16 strategic plan, are:

1. Interaction with Stakeholders

Strategy

- The Trust will actively engage and work with stakeholders to ensure any concerns are addressed and agreed projects delivered.

Actions

- Interaction with associated and like-minded local bodies (i.e. Brigalow Jimbour Floodplains Group, Condamine Alliance)
- Encouraging local property owners to report areas of interest/concern
- Encouraging local property owners to provide in kind assistance
- Constant and close communication with Western Downs Regional Council regarding planning (land use), engineering (levees), and associated flooding concerns

2. Institutional Arrangements

Strategy

- To operate within Trust's statutory limits.

Action

- Restrict work to only those approved schemes
- Follow specific acts and policies

3. Riparian Vegetation

Strategy

Encourage retention and protection of appropriate riparian vegetation.

Actions:

- Undertake and maintain riparian tree plantings where applicable
- Encourage land owners to allow for riparian buffering where applicable

4. Physical integrity of water courses

Strategy

Utilisation of hard engineering and less expensive soft engineering options where applicable for protection and restoration purposes.

Actions

- Where approved undertake identified works for protection of assets
- Where not a Trust function (or not approved), assist land owners with self-funded works

5. Flooding

Strategy

Development and maintenance of flood prevention levees where suitable, and maintaining clear streams.

Actions

- Continued development and investigation of enhancement of existing levee system
- Constant maintenance of existing flood levee system
- Inspection and removal of debris and inappropriate dense vegetation where identified to enable clear flows

6. Monitoring Services

Strategy

Assist with early warning advices for weather events

Actions

- Constantly maintain existing system

- Regular inspections of existing system

The Trusts' strategies are to program links where possible to the: -

- Upper Condamine Floodplains Management Project – National Heritage Trust Project No. 972976 (Clive Knowles Jackson and John McLatchley – March 2000).
- Condamine Alliance Natural Resource Management Plan.

And promote liaisons with other catchment groups such as: -

- Brigalow – Jimbour Floodplains Group
- Dalby – Wambo Land Care Group and its' sub-groups.
- The Condamine Catchment Management Association.
- Condamine Alliance.
- The Wambo Shire River Improvement Trust's objects are achieved with a value for money approach.

2.4. Outputs and Output Performance Measures

This entity is self-funding and therefore funding 'outputs' and 'output performance' measures are not applicable.

3. Financial performance

3.1. Summary of financial performance

In this section:

- The Trust has its' own funds, and therefore has no outstanding loans or debts .Attachments 5 and 6

Also please note:

- Prudential Assessment Questionnaire (Attachment 5) is to be completed, signed and returned to the QAO and DNRM along with the financial statements.
- Certified Entity Indebtedness Statement (Attachment 6) is to be completed, signed and returned to the QAO and DNRM along with the financial statements. If your trust has no debts, a *nil report* is still required.
- QAO has advised that AASB 1055 (Budgetary Reporting) in the financial statements does not apply to trusts, in that the budgets are not required to be tabled with the annual report.

3.2 Breakdown of funds spent on trust assets

In this section, provide details (in accordance with financial statements) on the following:

Capital works grants \$	Capital works completed \$	Repairs due to flood \$	Restoration of assets (excl. flood) \$	Maintenance work on assets \$
<i>Nil</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>

4. Governance – management and structure

4.1. Organisational Structure

Composition of the Wambo Shire River Improvement Trust:

- As per the Wambo Shire River Improvement Trust's constitution, a total of three [3] members may be appointed to the board.

- Of the above members, [1] is to be appointed by the Minister following advertisement and a merit selection process, and [2] local government members are to be appointed by each constituent local government (*Western Downs Regional Council*). The trust members nominate one of the existing members to be elected as chairperson

Currently appointed members:

Name	Position	Current term	First appointed
<i>Public Member of the Trust</i>	<i>This position has been advertised</i>		
Cr. Andrew Smith	L.G. Appointment	1 April 2016 to 30 June 2020	1 April 2016
Cr. Greg Olm	L.G. Appointment	1 April 2016 to 30 June 2020	1 July 2012

During the 2014–15 reporting period, the following members left their position on the trust:

- Mr. Ray Little

4.2. Executive Management

The trust is self-managed.

4.3. Related Entities

The trust has no related entities.

4.4. Public Sector Ethics Act 1994

When appointed, members of the trust are reminded of their obligations to the trust and are given access to the publication, *Welcome Aboard: A Guide for Members of Queensland Government Boards, Committees and Statutory Authorities*.

The Wambo Shire River Improvement Trust has in place a Code of Conduct and has complied with the Public Sector Ethics Act 1994

4.5. Public Interest Disclosures Act 2010

In relation to these procedures, the Trust has not received any requests for Public Interest Disclosure in 2016/2017

The trust has adopted by resolution the procedures accessible at the following website of the Department of Natural Resources & Mines: <http://www.dnrm.qld.gov.au/water/qld-river-improvement-trusts>

5. Governance – risk management and accountability

5.1. Risk Management

Completed copy of the Prudential Assessment Questionnaire (See Attachment 5) is attached. *Queensland Treasury provides a Guide to Risk Management here:*
<http://www.treasury.qld.gov.au/office/knowledge/docs/risk-management-guide/index.html>

5.2. Audit committee

The trust undertakes the role of the audit committee ensuring the appropriate accounting standards are used and that there is proper examination of the trust's financial arrangements.

5.3. Internal audit

When required, the trust undertakes internal audit functions. There is nothing in this regard to report for 2016–17.

5.4. External scrutiny

The trust has not been reviewed by any external entities (apart from the Auditor-General's report on the financial statements) during the reporting period.

6. Governance – human resources

6.1. Workforce planning and performance (staffing)

The trust did not employ staff during the 2016-2017 financial year.

6.2. Early retirement, redundancy and retrenchment

Not applicable, as the trust did not employ staff during the 2016-2017 financial year.

7. Governance – operations

7.1. Consultancies

The trust did not employ any consultants during the 2016–17 financial year.

7.2. Overseas travel

No overseas travel on trust business was undertaken by members of the trust.

7.3. Information systems and recordkeeping

The trust has complied with all of its obligations under the Public Records Act 2002, including making, managing, keeping and preserving public records.

- All records are kept by the Western Downs Regional Council through their record handling system, which includes Technology One for electronic filing and Civica Authority for financials for 2016-17. The Trust has approved a separate accounting system for the 2017-18 financial year. The end of year statements will still be compiled by the staff at Western Downs Regional Council.

7.4 Open data

In accordance with the Annual Report Requirements 2016–17, a number of annual reporting requirements will be published by DNRM on behalf of the trust through Queensland Government Open Data including consultancies, overseas travel, Queensland language services policy, and government bodies.

8. Financial statements

In accordance with the Financial Accountability Act 2009 and the Financial and Performance Management Standard 2009, general purpose financial statements have been prepared by the trust, certified by the chairperson and secretary and submitted to the Queensland Audit Office for audit. A copy of the auditor's report will be submitted to the Department of Natural Resources and Mines as soon as it is available.

8.1. Remuneration Disclosures

- Remuneration paid to chairperson (total \$) 108.
- Remuneration paid to members (total \$) 96

Further information on remuneration and meetings is provided at Attachment 3.



Signature of chairperson

Dated 07.09.2017.

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GOVERNMENT BODIES (STATUTORY BODIES AND OTHER ENTITIES)

Wambo Shire River Improvement Trust						
Act or instrument	River Improvement Trust Act 1940					
Function	E.g. To protect and improve rivers, repair and prevent damage to rivers and prevent or mitigate flooding of land by riverine floods. The primary role of a trust is to plan, design, finance, undertake and maintain stream improvement works for the benefit of the community within its river improvement area.					
Achievements	None					
Financial reporting	Not exempted from audit by the Auditor-General. Transactions of the entity are accounted for in the financial statements, which are audited by distance audit procedures.					
Remuneration						
Position	Name	Meetings attended (insert number)		Approved annual or daily fee (half daily fee paid if under 4 hrs)	Approved sub-committee fees if applicable	Actual fees received
Chair		over 4 hrs		\$390 daily	N/A	Nil
		under 4 hrs				
Member (Deputy Chair)		over 4 hrs		\$300 daily	N/A	216
		under 4 hrs	1			
Member		over 4 hrs		\$300 daily	N/A	192
		under 4 hrs	1			
Member		over 4 hrs				
		under 4 hrs				
Member		over 4 hrs				
		under 4 hrs				
Member		over 4 hrs				
		under 4 hrs				
Total remuneration paid (add actual fees received column)						\$408
No. scheduled meetings	1 Include total no. meetings scheduled e.g. 12. List sub-committee meetings separately.					
Average duration (please tick one) ✓	Daily meetings		Sub-committees (if applicable)			
	< 2 hours	✓	< 2 hours			
	> 2 to < 4 hours		> 2 to < 4 hours			
	> 4 hours		> 4 hours			
Total out of pocket expenses	\$408.00 Include total \$ cost for Chair and all members. 'Out of pocket' expenses are outlined in the Remuneration Procedures for part-time Chairs and members of Queensland Government bodies, and includes motor vehicle expenses, travel expenses. Do not include consultancies.					

Wambo Shire River Improvement Trust - Additional information				
Appointing authority	Minister for Natural Resources and Mines – community members Western Downs Regional Council – local government representatives			
Remuneration category	Regulation, Administration and Advice – Level 3			
Funding <i>(please tick all applicable) ✓</i>	<input type="checkbox"/>	Qld State Government	<i>(please specify)</i>	
	<input type="checkbox"/>	Non-government	<i>(please specify) e.g. Levies / water charges / rates</i>	
	<input checked="" type="checkbox"/>	Other	<i>Local Government</i>	
Equal employment opportunity census <i>(please indicate numbers, e.g. 3)</i>	Target group		Male	Female
	Aboriginal and Torres Strait Islander People		0	0
	People with a disability		0	0
	People with non-English speaking background		0	0
	Women		—	

Contact officer & position	Graham Parsons Secretary
Telephone	Mob.0409 976 466
Email	wamboshirerivertrust@gmail.com
Additional information if required	

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FEES PAID TO BARRISTERS AND SOLICITORS

Name of entity: Wambo Shire River Improvement Trust

Name of portfolio: Natural Resources & Mines

Name of legal firm(s) and Full name(s) & title(s) of <u>each</u> practitioner consulted – please also note if practitioner is a barrister or solicitor (details required for departmental reporting)	No. of briefs paid for and Date(s) briefs were provided	Legal category of service* (please select from list below)	Location of legal service	Amount paid (Inc. GST) \$
				Nil

***Legal categories:** Litigation, Prosecutions and Advocacy, Commercial Law, Project and Construction, Property, Intellectual Property, Public Law, Administrative Law, Workplace Law, Native Title, Child Welfare, Legal Advice on agency, Management/Corporate, Other legal services (please specify).

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PRUDENTIAL ASSESSMENT QUESTIONNAIRE

Name of entity: Wambo Shire River Improvement Trust

In order to assess the entity's financial position, the entity is required to complete **ALL SECTIONS** in the following statement which is to be signed and dated by the Chairperson of the entity at the relevant time.

The statement must accompany the annual financial statements of the entity, prepared and submitted to the QAO, as soon as possible after 30 June in each financial year.

If the entity is required to state reasons or provide written commentary, the entity is asked to please attach all written responses and return with completed statement.

No.	Question	Yes/No/Other
1	<p>Has the entity developed and attached its budget for the next financial year?</p> <ul style="list-style-type: none"> • If not, please provide reasons and forward a copy of the budget documentation as soon as possible, noting that this must be provided to DNRM by 31 August¹. • If yes, was there a material variation of actual results recorded in the financial statements compared with the budget forecasts made at the beginning of the financial year? 	Yes
2	<p>Did the entity prepare monthly bank reconciliation statements during the financial year?</p> <ul style="list-style-type: none"> • If not monthly, how frequently were they prepared and why? • If not at all, why not? 	Yes
3	<p>At any stage during the financial year was the entity overdrawn at the bank?</p> <ul style="list-style-type: none"> • If yes, state reasons why. • Is the entity aware that it requires the Treasurer's approval to operate an account with an overdraft facility²? • Does the entity need to seek the Treasurer's approval³? 	No

¹ This is a requirement under section 13 of the *River Improvement Trust Act 1940*.

² Also, note section 31 of the *Statutory Bodies Financial Arrangements Act 1982*.
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/S/StatutryBodA82.pdf> and "Overdraft Facilities—Operational Guidelines for the Public Sector": <https://www.treasury.qld.gov.au/publications-resources/overdraft/index.php>

A statutory body may operate a deposit and withdrawal account to the extent necessary or convenient for its day to day operations. However, the account may only be operated with an overdraft facility with the prior approval of the Treasurer.

³ The entity should contact the Manager, Catchment Programs, for advice on procedure.

No	Question	Yes/No/Other
4	<p>Did the entity draw down any loan borrowings during the financial year?</p> <ul style="list-style-type: none"> • If DNRM authorised loan borrowings and the entity has subsequently drawn down funds from the QTC, did the entity meet all its loan repayments on time? • Did the entity draw down any further debt during the year? • Was the further draw down approved by DNRM? • If so, how much (\$) and note the terms) and when approved. 	No
5	<p>Taking into account the nature and scope of its operations and its size, has the entity undertaken a risk management assessment to ensure the entity is protected from unacceptable costs or losses?</p> <ul style="list-style-type: none"> • If the entity has discovered it is exposed to risk, has the entity taken action or put plans in place to avoid, minimise, control and manage the risk? • If yes, please outline the actions taken and/or the key elements of these plans in an attachment to this questionnaire. 	No
6	<p>Does the entity have current cover for public liability and professional indemnity insurance?</p> <ul style="list-style-type: none"> • Are the entity's insurance premiums paid up to date? • Is the current level of insurance cover appropriate? • Has the entity recently reviewed the adequacy of its insurance cover? (A copy of current policy may be requested) 	Yes

Note

If the entity is to respond with a written statement to any of the matters mentioned above, the entity must also include in the written statement the action taken by it to remedy the situation.

If the entity has not taken any action to remedy the situation, the entity must state the reasons for its inaction.

(Prudential assessment questionnaire continues over page)

Accrual Accounting

If your entity has a total gross revenue of \$1,000,000 or more—

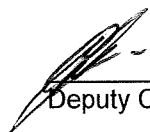
No	Question	Yes/No/Other
7	For how many years in succession has your entity's gross revenue exceeded \$1,000,000?	No
8	<p>Are there any specific and exceptional factors that account for gross revenue exceeding \$1,000,000 that are unlikely to occur on an ongoing basis in future years (e.g. a special two-year subsidy program that is not expected to be ongoing)?</p> <ul style="list-style-type: none">If so, please outline the nature of these exceptional revenue factors and state when these factors will no longer have an observable effect on gross revenue in your balance sheets.	None
9	Has the entity, as part of its annual financial planning, assessed the growth in its operations and evaluated the impacts of cash accounting versus the accrual accounting framework?	No
10	<p>If not already transitioned from cash accounting, is the entity preparing for the introduction of accrual accounting into its operations?</p> <ul style="list-style-type: none">If yes, by which date does the entity anticipate to have fully implemented accrual accounting methods?If not, why not? (noting that this is a requirement under the <i>Financial reporting requirements for Queensland Government agencies</i> published by the Treasury department)	No

Note:

If the entity is required to provide reasons in response to questions 8 and 10 above, please **attach a written statement**.

When responding to question 10 above, the entity must **state reasons for its inaction**, if any.

Signed:



Deputy Chairperson

Wambo Shire River Improvement Trust

Date:

07.09.2017

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ENTITY INDEBTEDNESS STATEMENT

Name of entity: Wambo Shire River Improvement Trust

An entity that has outstanding loans is required to prepare an entity indebtedness statement to accompany its end of year financial statements presented for audit.

Does the entity have outstanding loans?

(Indicate with a tick - ✓)

Yes

☐

No


☒

This statement must be dated and signed by the entity's Chairperson.

If YES above is ticked, please address the following:

1	The term of the loan, when it was taken out and when final payment is due:
2	The level of debt at the beginning of the current financial year (1 July):
3	The level of debt at the close of the current financial year (30 June):
4	State how the debt will be serviced in the coming financial year:
5	How the payments will be split between interest and principal:
6	Other commitments the entity may have for the current and coming financial years (e.g. financial commitments the entity might have under existing or proposed contractual arrangements):
7	Additional information if required:

Signed:


Deputy Chairperson

Wambo Shire River Improvement Trust

Date:

07.09.2017.