

Wambo Shire River Improvement Trust

ANNUAL REPORT 2014–15

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. Bassingthwaighe and Cr. W. Koehler.

The first meeting of the Trust took place on the 4th of April 1960 where it was resolved to proceed with the Jingi Jingi 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. G. Moore 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
Civil Design Specialist
Western Downs Regional Council

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/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 meeting in the 18th June 2015.

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 inquiries 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 member for the trust through the Department of Natural Resources.
- 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 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 2014/2015 year, but due to wet weather and time constraints the programme was not started and will carry over into the 2015/2016 year.

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.***

Condamine River:-

- **Job No. 28 04 13 02** – This job will consist of reinstating the right hand bank in Lot 6 on RP161581 to a pre-existing level. The work would stop flows from breaking out of the river at a lower flow height than would normally be expected. The breakout was getting worse and eventually would have diverted a substantial amount of flow to shire roads Nos. 255 and 342 and to the Myall Creek. The work has not been started at this time.
- ***The work has been approved by DNR for construction The trust have 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 is to start in 2 weeks.***

1.2.5. Review of Proposed Forward Operations

- In the next financial year, the trust hopes to complete the works programme and if possible address some rehabilitation of various sections of creeks.
- 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 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 for a considerable time.
- 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 works program as it stands. There is a need to continue the current operations as there are a lot of locations across the trust area that require work.

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

Complete following sections:

- 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

Include the following statement:

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

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. George Moore	L.G. Appointment	1 July 1912 to 30 June 1916	1 July 1912
Cr. Greg Olm	L.G. Appointment	1 July 1912 to 30 June 1916	1 July 1912

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 2013/2014

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.

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 2014–15.

6. Governance – Human Resources

6.1. Staffing

The trust did not employ staff during the 2014–15 financial year.

6.2. Early retirement, redundancy and retrenchment

Not applicable, as the trust did not employ staff during the 2014–15 financial year.

7. Governance – Operations

7.1. Consultancies

The trust did not employ any consultants during the 2014–15 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.

7.4 Open Data

In accordance with the Annual Report Requirements 2014-15, 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 & Mines as soon as it is available.

8.1. Remuneration Disclosures

Provide details of:

- Remuneration paid to chairperson (total \$195).
- Remuneration paid to members (total \$150).

Complete the remuneration reporting form (at Attachment 3).



Signature of chairperson

Dated ____01 September 2015_____

Letter of Compliance – Attachment A to annual report

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

1st September 2015

Dear Minister

I am pleased to present the 2014–2015 Annual Report and financial statements for the Wambo Shire River Improvement Trust.

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



Cr. Greg Olm
Chairperson
Wambo Shire River Improvement Trust

Department of Natural Resources & Mines
REMUNERATION REPORTING FORM 2014–15

INFORMATION FOR THE MINISTER ON THE REMUNERATION ARRANGEMENTS FOR CHAIRS AND
MEMBERS OF STATUTORY AUTHORITIES AND OTHER BODIES
WITHIN THE NATURAL RESOURCES & MINES PORTFOLIO

REPORTING PERIOD: 1 JULY 2014 TO 30 JUNE 2015

NOTES: a. Complete one form for each Body within the Minister's Portfolio.
b. EVERY section MUST be completed with the exception of section 20, which is optional.
c. If the Body has been abolished in this financial year, please ensure that you record the termination date by amending the Reporting Period above, and provide the reason for its abolition or replacement in Section 20.

PLEASE RETURN REMUNERATION REPORTING FORM BY: FRIDAY, 31 JULY 2015

TO: Manager, Strategic Water Services, Department of Natural Resources & Mines at:

EMAIL

cassandra.aggett@dnrm.qld.gov.au

POST
Postal Address:
Level 15
61 Mary Street
PO Box 15216
CITY EAST QLD 4002

ENQUIRIES MAY BE DIRECTED TO: Senior Project Officer, Strategic Water Services on telephone 3199 7784.

1	NAME OF BODY:	Wambo Shire River Improvement Trust
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2.	FUNDING: (please tick one) <input checked="" type="checkbox"/> (* where the funding originates e.g. levies/water charges)	3.	APPOINTING AUTHORITY: (please tick one) <input checked="" type="checkbox"/> (i.e. as stated in the Act, Terms of Reference etc.)
	Qld State Government		Governor in Council
	Non-Government	<input checked="" type="checkbox"/>	Minister
<input checked="" type="checkbox"/>	Other (Local Government)		Other (please specify)

4	REMUNERATION CATEGORY OF BODY:	REGULATION, ADMINISTRATION AND ADVICE – LEVEL 3
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5.	NUMBER OF PART TIME (P/T) AND FULL TIME (F/T) MEMBERS ON THE BODY: (Include Chair as one of the Members. <u>Do not</u> include the Secretary unless he/she is a member as well. <u>Do not</u> include members on Sub-committees who are not Members of the trust)
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Male:	P/T: 2	F/T:	Female:	P/T:	F/T:	TOTAL:	2
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6.	EQUAL EMPLOYMENT OPPORTUNITY CENSUS	TARGET GROUP	Male	Female
	NUMBER OF MEMBERS BELONGING TO THE TARGET GROUPS IDENTIFIED IN THE <i>PUBLIC SERVICE ACT 2008</i>. (Please Indicate Numbers, e.g., 3)	Aboriginal and Torres Strait Islander People	0	0
		People with a Disability	0	0
		People with Non-English Speaking Backgrounds	0	0
		Women	—	0

7.	NUMBER OF MEMBERS <u>ACTUALLY</u> REMUNERATED <u>FEES</u> IN 2014–15:	Male:	Part/Time		Full Time	2
	(This does NOT include reimbursement of expenses)	Female:	Part Time		Full Time	

8.	TOTAL NUMBER OF SUB-COMMITTEES:	0			
9.	Total number of Members (includes the Chair) sitting on Sub-committees (e.g., if 1 Member is on 3 Sub-committees, this is counted as 1).		10.	Total number of <u>other</u> persons on all the Sub-committees	0

RECORD ALL MEETINGS FOR THE REPORTING PERIOD:

11.	TOTAL NUMBER OF MEETINGS FOR THE REPORTING PERIOD	Daily Meetings	1	Special Assignments	0	Sub-Committees	0	TOTAL :	1
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12.	AVERAGE FREQUENCY OF MEETINGS HELD:				13.	AVERAGE DURATION OF MEETINGS HELD:			
Please tick one ✓	Daily Meeting	Special Assignments	Sub-Committees		Please tick one ✓	Daily Meetings	Special Assignments	Sub-Committees	
Semi-monthly (or >12 per year)					< 2 hours	✓			
Monthly (or 12 per year)					2 – 4 hours				
Bi-monthly (or 6 per year)					> 4 hours				
Quarterly (or 4 per year)					(Only the <i>average</i> frequency of meetings held is required, e.g.: if a total of 6 meetings were held during the financial year, the average frequency of meetings would be 1 meeting every 2 months (i.e., bi-monthly))				
Bi-annually (or 2 per year)									
Annually									
As needed	✓								

RECORD ALL REMUNERATION AND EXPENSES PAID FOR THE REPORTING PERIOD:

14.	TOTAL AMOUNT PAID IN FEES AND ANNUAL ALLOWANCES (WITH DAILY APPROVED RATE INDICATED):			
(Total fees and annual allowances for both the Body and any Sub-Committees, which include daily meeting fees, special assignment fees, and annual allowances [This does <u>NOT</u> include Motor Vehicle or Travel Expenses]).				
Note: Please enter total amounts paid into the relevant cell (i.e., Full time or Part time Chair/Deputy Chair/Members) and record the daily rate entitlement in brackets following each 'total' entered e.g. \$1200 (\$300) – this would indicate that the member is entitled to a daily meeting fee of \$300 for meetings >4 hours duration and attended 4 of those meetings in the financial year.				
Fees approved by the then Minister for Natural Resources & Mines on 28 July 2014 are:				
	Chairperson	Directors		
Meeting of 4 hours or less duration	\$195	\$150		
Meeting of more than 4 hours duration	\$390	\$300		
Annual Allowance	Daily Meeting Fees	Special Assignment Fees	SUB-TOTAL	
_____	_____	_____	_____	

Chair	Full time	\$	\$	\$	\$
	Part time	\$	\$195 (\$195)	\$	\$195
Deputy Chair(s)	Full time	\$	\$	\$	\$
	Part time	\$	\$	\$	\$
Member (s)	Full time	\$	\$	\$	\$
	Part time	\$	\$150 (\$150)	\$	\$150

TOTAL

Total fees & annual allowances:

A =

\$345

15.

TOTAL OF ALL OTHER EXPENSES: (Including Sub-Committees)

TOTAL

Other expenses for both the Body and any Sub-Committees, which includes Motor Vehicle Expenses and Domestic Travelling and Relieving Expenses as approved by the Minister for Natural Resources and Mines on 28 July 2014.

B =

NIL

16.

GRAND TOTAL OF THE FEES, ALLOWANCES AND ALL OTHER EXPENSES PAID TO THE BODY

GRAND TOTAL

(Including Sub-Committee members)

A+B =

\$345

17.

TOTAL OF FINANCIAL SUPPORT PROVIDED BY THE DEPARTMENT OF NATURAL RESOURCES & MINES TO THE BODY FOR FEES AND EXPENSES

TOTAL

(Including Sub-Committee members)

NIL

18.

TOTAL OF FINANCIAL SUPPORT PROVIDED BY THE DEPARTMENT OF NATURAL RESOURCES & MINES TO THE BODY FOR GRANTS OR OTHER

TOTAL

(Including Sub-Committee members)

NIL

19.	CONTACT OFFICER:	Graham Parsons		POSITION :	SECRETARY
PHONE:	07 4679 4639	FACSIMILE:	07 4679 4098	E-MAIL:	GRAHAM.PARSONS@WDRC.QLD.GOV.AU
POSTAL ADDRESS:		P.O. Box 551 DALBY QLD 4405			

20.	ADDITIONAL INFORMATION: (To be completed only if additional information is required)

2	<u>CERTIFICATION:</u> I hereby certify that I have checked that all the relevant sections have been completed and that the information contained within this reporting form is correct and complies with the relevant Legislation and Government policy.						
<table> <tr> <td>GRAHAM PARSONS</td> <td>SECRETARY</td> <td>1 / 9 / 2015</td> </tr> <tr> <td>(Name of Authorising Officer)</td> <td>(Position)</td> <td>(Date)</td> </tr> </table>		GRAHAM PARSONS	SECRETARY	1 / 9 / 2015	(Name of Authorising Officer)	(Position)	(Date)
GRAHAM PARSONS	SECRETARY	1 / 9 / 2015					
(Name of Authorising Officer)	(Position)	(Date)					
<u>Provided correctly for the purpose of gaining Ministerial approval</u>							

Department of Natural Resources & Mines
REMUNERATION REPORTING FORM 2014–15

EXPLANATORY NOTES

**Reporting Period: 1 JULY 2014 TO 30 JUNE
2015**

NOTES: *The following numbers correspond with the numbers on the Remuneration Reporting Form*
The Remuneration Reporting Form is to be returned to the nominated officer so that
complete data in respect of each Statutory Body can be provided to the Minister.

1. State the name of the Statutory Body.
2. Seeks information regarding where the funding for the Body originates. This will identify the source of funding.
3. Seeks information regarding who has the power to appoint the members (as stated in the Act, Terms of Reference, etc.) to the Body.
4. Seeks information regarding the Remuneration Category of the Body. Contained within the document: "Remuneration for Part-time Chairs and Members of Government Boards, Committees and Statutory Authorities", administered by the Department of the Premier and Cabinet (DPC), there are four remuneration categories. These four categories provide consistency, clarity and equity in the payment of daily fees and annual allowances. Allocation to particular categories is based on the major functions and the impact of activities and decisions on government, industry and the community. These categories are Enterprise; Governance; Regulation, administration & advice; and Adjudication & Determination, with each category divided into three levels according to various indicators. All river improvement trusts are categorised as Regulation, administration and advice – Level 3.
5. Seeks information regarding the number of Full Time and Part Time members (including Chair and Deputy Chair, etc.) and the gender break-up on the Body.
6. Seeks information regarding the number of members and the gender break up on the Body belonging to the target groups identified in the *Public Service Act 2008*.
7. Seeks information regarding the number of Full Time and Part Time members (including Chair and Deputy Chair, etc.) within the gender break-up, **actually** remunerated **fees** (**not entitled** to be remunerated, but **actually** remunerated) throughout the reporting period on the Body.
8. Seeks information regarding the total number of Sub-Committees of the Body.
9. Seeks information regarding the total number of Members on the Body (includes the Chair) sitting on Sub-Committees (e.g., if 1 Member is on 3 Sub-Committees, this is only counted as 1).
10. Seeks information regarding the total number of other persons (that is, other than Members on the Body) sitting on Sub-Committees (e.g., if 1 Person is on 2 Sub-Committees, this is only counted as 1).
11. Seeks information regarding the total number of meetings held throughout the reporting period by the Body (broken down in to 3 categories being: **Daily Meetings** – that is, ordinary, annual and special meetings, including hearings of the body; **Special Assignments** – that is, special work commitments not related to

meetings, including conferences, seminars, inspections, interstate or overseas visits, consultations, investigations, writing of special reports, but excluding dinners, functions, openings, ceremonies, or social engagements unless the activity is an integral part of the member's duties (paid at the same rates as Daily Meetings); and **Sub-Committee Meetings**).

For example, 3 Daily meetings and 10 Sub-Committee meetings = 13 Total.

12. Seeks information regarding the average frequency of Daily Meetings, Special Assignments and Sub-Committee Meetings held by the Body.

For example, if six Daily Meetings were held throughout the reporting period, the average frequency would be 12 months divided by six meetings = two.

13. Seeks information regarding the average duration of the Daily Meetings, Special Assignments and Sub-Committee Meetings held by the Body.

For example, if three Daily Meetings occurred, one ran for one hour, another ran for three hours and the other ran for four hours, the average duration would be eight hours (1+3+4) divided by three Daily Meetings = 2.6 hours. Therefore, the average duration of Daily Meetings would be two to four hours.

14. Total allowances and fees paid to the Chair, Deputy Chair and Members of the Body and Sub-Committees throughout the reporting period. These should include, for the reporting period, daily meeting fees, special assignment fees, and annual allowances. Excluded are any travel costs and out of pocket expenses. The expenditure reflected here should indicate the amount the Members are paid to carry out work for the Body.

15. Total of all other expenses. This information should identify costs such as travelling costs (for example, air fares) and out of pocket expenses and all such expenses for both the Body and Sub-Committees other than fees and annual allowances for attending meetings. The expenditure reflected here should indicate all the other costs incurred to carry out the business of the Body. Expenditure in accordance with the fees and allowances decision of the former Minister for Natural Resources and Mines dated 28 July 2015 should be recorded here.

16. Grand Total cost of the Body for the reporting period. This will identify the grand total of all the fees, allowances and other expenses paid to the Chair, Deputy Chair and Members of the Body including Sub-Committees. This will allow identification of the total cost of the Body to the Government.

17. Seeks information about the total of financial support provided by the **Department of Natural Resources & Mines** to the Body for fees and expenses.

18. Seeks information about the total of financial support provided by the **Department of Natural Resources & Mines** to the Body for grants or other.

19. Seeks information about the person who completed the Remuneration Reporting Form. This will allow the Minister or DNRM to clarify any information provided on the Remuneration Reporting Form if necessary.

20. This section is where the person completing the Remuneration Reporting Form, if necessary, should detail any additional information or notes, such as the abolition of the Body, or any other significant change that occurred throughout the financial year.

21. Seeks information about the authorising person who has checked that all the relevant sections in the Remuneration Reporting Form have been completed and that the information detailed is correct and complies with relevant legislation and government policy.

ADDITIONAL NOTES

It is a requirement of the Government to record meetings held by and payments made to all full-time and part-time chairs and members of government boards, committees and statutory authorities. This information is to be retained by DNRM and reviewed annually by the Minister.

This Remuneration Reporting Form has been developed to collect all of the information that is necessary to provide a whole of portfolio report to the Minister. In order to continue to improve our service, please provide any constructive comments on this form.

FEES PAID TO BARRISTERS AND SOLICITORS

by the trust for financial year
1 July 2014 to 30 June 2015

NAME OF ENTITY: [insert name of trust]

NAME OF PORTFOLIO: Natural Resources & Mines

Name of Legal Firm(s) and Full name(s), Title(s) & Gender of <u>each</u> practitioner consulted – please also note if practitioner is a Barrister or Solicitor (details required for departmental reporting)	Number of briefs paid for and Date(s) when 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).

Please complete and return this form by Friday, 31 July 2015

TO: Manager, Strategic Water Services, Water Services Support,
Department of Natural Resources & Mines, both by post and by email,
as per the following contact information:

POST: Level 15, 61 Mary Street
PO Box 15216
CITY EAST QLD 4002

EMAIL: cassandra.aggett@dnrm.qld.gov.au

ENQUIRIES MAY BE DIRECTED TO: Senior Project Officer, WSS, on telephone 3199 7784 or
email cassandra.aggett@dnrm.qld.gov.au.

Annual Reporting 2014–15

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 why 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 <i>and attached</i> its budget for the next financial year¹?</p> <ul style="list-style-type: none"> If not, please provide reasons why and forward a copy of the budget documentation as soon as possible. If yes², 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 why³? If not at all, why not⁴? 	Yes
3	<p>At any stage during the financial year was the entity overdrawn at the bank⁵?</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 facility⁶? 	No

¹ A copy of the entity's budget should be returned to the department with the completed Prudential Statement.

² Please provide written commentary.

³ Please provide written commentary.

⁴ Please provide written commentary.

⁵ Note a director's duty concerning insolvent trading S.615 *Water Act 2000*.

⁶ Also, note s.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": <http://www.treasury.qld.gov.au/office/knowledge/docs/overdraft/index.shtml>

	<ul style="list-style-type: none"> Does the entity need to seek the Treasurer's approval⁷? 	
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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 operations⁸ 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? <p>(A copy of current policy may be requested)</p>	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.

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.

⁷ The entity should contact the Manager, Strategic Water Services, for advice on procedure.

⁸ Consider all aspects of the entity's business.

Accrual Accounting

Prior exemptions from the requirement to use accrual accounting methods are no longer granted to trusts remaining a statutory body.

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

No	Question	Yes/No/Other
1	For how many years in succession has your entity's gross revenue exceeded \$1,000,000?	None
2	<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
3	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
4	<p>If applicable, 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?	No.

Note:

If the entity is required to provide reasons in response to questions 2 and 4 above, please attach a written statement.

When responding to question 4 immediately above, the entity must state reasons for its inaction, if any.

Signed:


Chairperson

Wambo Shire River Improvement Trust

Date: __01 September 2015_____

Annual Reporting 2014–15
ENTITY INDEBTEDNESS STATEMENT

Name of Entity: [insert name of trust]

An entity which 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

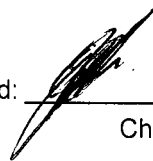
☒

The Indebtedness Statement must be dated and signed by the entity's Chairperson.

The Indebtedness Statement must include: -

- The term of the loan, when it was taken out and when final payment is due;
- The level of debt at the beginning of the current financial year (1 July);
- The level of debt at the close of the current financial year (30 June);
- State how the debt will be serviced in the coming financial year;
- Include how payments will be split between interest and principal;
- Include other commitments the entity may have for the current and coming financial years (include, for example, financial commitments the entity might have under existing or proposed contractual arrangements).

Signed: _____



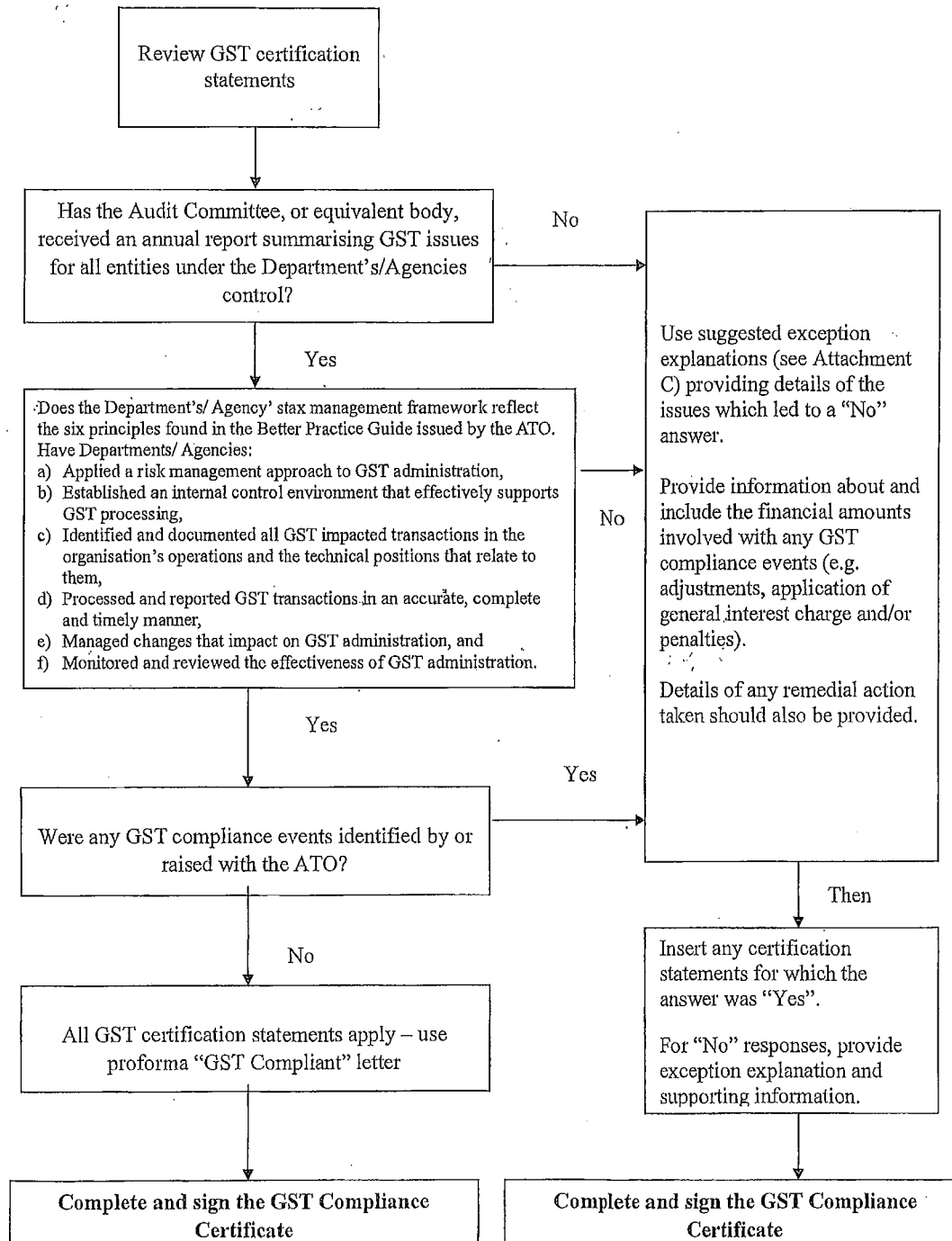
Chairperson

Wambo Shire River Improvement Trust

Date: __01 September 2015__

ATTACHMENT 7

Flowchart for completing annual GST compliance certificate



Template for completing annual GST compliance certificate

Certification Statement No.	Certification Statement	Exception Explanations
1	<p>Audit Committee, or equivalent body, received an annual report summarising GST issues.</p>	<p>"The [insert name of trust] is currently reviewing its audit governance arrangements to include an annual audit committee report summarising GST issues."</p>
2	<p>Agencies' tax management framework reflects the six principles found in the Better Practice Guide issued by the ATO such that agencies have:</p> <ul style="list-style-type: none"> a) Applied a risk management approach to GST administration, b) Established an internal control environment that effectively supports GST processing, c) Identified and documented all GST impacted transactions in the organisation's operations and the technical positions that relate to them, d) Processed and reported GST transactions in an accurate, complete and timely manner, e) Managed changes that impact on GST administration, and f) Monitored and reviewed the effectiveness of GST administration. 	<p>"The [insert name of trust] is currently reviewing the ATO Better Practice Guide principles and intends to have them fully implemented by DATE"</p> <p style="text-align: center;">OR</p> <p>"The [insert name of trust] has implemented principles (LIST PRINCIPLES HERE AND THE DATES IMPLEMENTED) and expect to have the remaining principles implemented by DATE"</p> <p style="text-align: center;">OR</p> <p>"The [insert name of trust] has noted the principles issued by the ATO and have decided to implement the following alternative strategies to assist in the management of GST obligations: (PROVIDE LISTING OF STRATEGIES)"</p> <p style="text-align: center;">OR</p> <p>"The [insert name of trust] does not intend to implement the principles outlined in the Better Practice Guide issued by the ATO/ANAO"</p>
3	<p>No GST compliance events were identified by or raised with the ATO.</p>	<p>"The [insert name of trust], as part of its ongoing review arrangements, identified the following GST issues that were raised with the ATO:</p> <ul style="list-style-type: none"> • LIST ISSUES HERE" <p style="text-align: right;">1. OR</p>

		<p>"The ATO raised the following GST issues requiring action on the part of the [insert name of trust]:</p> <ul style="list-style-type: none">• LIST ISSUES HERE" <p>2. PLUS</p> <p>"Where applicable, information on the financial impact of these GST issues (in the form of adjustments, general interest charges, penalties, etc) is provided as an attachment to this letter, plus details of remedial action required."</p>
4	<p>The Agency's tax management framework regularly reviews the inclusions into the exempt tax, fees and charges listing.</p>	<p>"The [insert name of trust] has not reviewed the inclusions into the exempt tax fees and charges listing."</p>