



HERBERT RIVER IMPROVEMENT TRUST

INGHAM

July 2015

HERBERT RIVER IMPROVEMENT TRUST

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HERBERT RIVER IMPROVEMENT TRUST

ANNUAL REPORT 2014–15

1. Introduction

1.1. Agency Role and Main Functions

The Herbert River Improvement Trust is constituted under the *River Improvement Trust Act 1940-1985* and was constituted by Order-in-Council dated 8 May 1942.

The function of the Trust is to provide for the protection and improvement of the bed and banks of rivers, the repair and prevention of damage to the bed and banks of rivers, the prevention of flooding and the prevention or mitigation of inundation of certain land by flood waters from rivers. The benefited area is the whole of the Shire of Hinchinbrook with the main focus of Trust activities being in the floodplain of the Herbert River which includes the main town of Ingham and the smaller communities of Halifax, Trebonne and several coastal centres as well as rural property.

The Trust is mindful of its obligations to maximise the safety of communities in the catchment, which has been demonstrated by the completion of works to regularise the Halifax levee works. The Trust is finalising further flood modelling of the lower reaches of the Herbert River to identify possible causes of increased flood heights in the lower Herbert in the past few years. The study includes public consultation and identification of measures to assist in alleviating the problem.

The Trust's principal place of business within the Herbert River Benefited Area is at the office of Herbert Valley Accounting and Tax, in Eddleston Drive, Cordelia, Via Ingham, North Queensland.

The Trust's postal address as at June 30 2015 is:

PO Box 162 Ingham Qld 4850

Telephone – 0408 771 678

Enquiries about this Annual Report can be made to the Trust Chairman, Mr Arthur Bosworth by phone 0419 703 591. Copies of this report can be viewed at the office of Herbert Valley Accounting and Tax, 69 Eddleston Drive, Cordelia and the Hinchinbrook Shire Council's website.

1.2. Operating Environment

1.2.1. Administration

The Trust held 11 Ordinary Meetings during the year, some of which also incorporated site inspections with landholders. The Trust participated in 7 Special Meetings which included attendance at the annual conference of the State Council of River Trusts at Ingham in October 2014.

The Trust Chair remains unchanged from the previous year and is Mr Arthur Bosworth. Trust members are also unchanged and Mr Gary Accornero and Mr Keith Phillips remain as community representatives. Councillors Wallis Skinner and David Carr have continued in their role as Council appointed representatives.

1.2.2. General

There were no personal contributions made to the Trust this year.

See Attachment 4: Fees Paid to Barristers and Solicitors

The Trust received a contribution of \$53,700.00 from Terrain Natural Resource Management to carry out stabilisation works along the Herbert River.

1.2.3. Review of Operations

The Trust concentrated on a works program that included a number of stream clearing projects to complete recovery work from Cyclone Yasi (2011). The cyclone left many of the creeks that provide essential drainage for urban and rural area blocked with debris (fallen trees) and it had become urgent that the work be completed. The availability of special grant funding finally enabled the work to be completed.

The Trust also carried out vegetation management works in the Herbert River at Halifax to help re-establish the design capacity of the town levee that protects the Halifax community. Lesser floods in the last 5 years had overtopped sections of the levee. It was 30 years since similar work was last done. Repairs were also completed on the levee itself where the overflows had caused problems.

River bank restoration was also completed at a number of sites to rehabilitate and revegetate bank erosion and slumps. This type of work continued to be a priority after the wet seasons.

1.2.4. Capital Works

The Trust's annual works program included stream clearing work to complete the recovery from Cyclone Yasi. The following problem sections were cleared:

Ripple Creek: 6km from Covell's Road to Quabba Road above the Ripple Creek floodgates

Boundary Creek: 3km from the road to Trebonne to the Herbert River

Lower Trebonne Creek: 5km section upstream of the junction with Palm Creek

Log, Cattle and Lannercost Creeks: minor sections and single blockages

With State Government permits and development approvals under the *Sustainable Planning Act 2009*, vegetation management was completed on the 4 sand islands from the Halifax Bridge to 5km downstream. The work improved the immunity of the town levee to overtopping and prepared the area for re-profiling of the bed in 2015/16.

Bank restoration work saw rock stabilisation completed at 3 sites, 2 adjacent to residences on Sheahan's Road and 1 on Gowrie Creek. Stream realignment was also completed at the Gowrie Creek Bridge, in the Stone River below Newton's Crossing and in Blue Butterfly Creek to provide drainage for Cordelia.

Hydraulic repairs were completed for both Catherina Creek and Ripple Creek floodgates.

The Alligator Ponds flood channel was upgraded by placing rock protection on the eastern bank. The flood channel had been in operation for over 25 years.

1.2.5. Review of Proposed Forward Operations

The Hinchinbrook Shire Council is committed to delivering river improvement and maintenance of the considerable river management infrastructure that protects the community and the extensive good agricultural land of the Herbert River valley and delta through the Herbert River Improvement Trust. The community has worked with the Trust since 1972 and continues to do so.

After two major floods in the last 8 years, the Trust has a forward program of works before it that will see further improvement and stabilisation of the Lower Herbert River in the Ingham and Halifax area and urgent improvements to the condition of major tributaries including the Stone River.

The 2016 wet season could of course cause a revision of priorities to deal with the outcome of any major flooding again in the Herbert.

1.2.6. External Scrutiny

No external scrutiny except for annual audit from Queensland Audit Office.

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 work of the Trust delivers outcomes with benefits for the Commonwealth, State and Local Governments. These outcomes include flood mitigation, restoration of flood damage, timely preventative removal of debris from watercourses and drainage lines after cyclones and extreme rainfall events and associated flooding. The work of the Trust includes river bank restoration, stream realignment and revegetation of river banks, all of which contribute to water quality improvement for the downstream environment.

These outcomes help address current government flood mitigation and natural resource management objectives for the Hinchinbrook community.

2.2. Other Whole-of-Government Plans / Specific Initiatives

The program of works completed in 2014/15 had a significant focus on recovery from Cyclone Yasi, community resilience and water quality improvement for the lower Herbert River delta and the Great Barrier Reef. The Trust was successful in attracting significant external funding from Commonwealth and State Governments that saw the Trust complete its annual works program with the outcomes and benefits described in 2.1.

2.3. Objectives and Performance Indicators

The Trust carried out priority works approved under its annual works program in 2014/15. Part of the funding was successfully sought and acquitted under Commonwealth and State Government programs. Those programs had a significant focus on community recovery and resilience after Cyclone Yasi and water quality improvement for the Great Barrier Reef.

The works done involved the community and saw community investment again in a program done for their wellbeing, security from flooding and the protection of National, State and Local Government infrastructure and protection of agricultural lands.

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

The main sources of Trust funding for 2014/15 were:

Hinchinbrook Shire Council Annual Precept	\$ 231,000.00
State Council of River Trusts Queensland	
and other Government Grants	\$ 427,688.47
Terrain Natural Resource Management	\$ 53,700.00

The Trust has no borrowings and has sufficient cash funds to meet commitments for 2015/16.

See Attachment 6: Entity Indebtedness Statement

4. Governance – Management and Structure

4.1. Organisational Structure

Listed hereunder are the membership details of the Trust for the period under review:

Chairperson – Mr Arthur Bosworth – full year (appointed 11 April 2013)

Members – Councillor Wallis Skinner – full year (appointed 17 May 2012)

Councillor David Carr – full year (appointed 17 May 2012)

The above are Hinchinbrook Shire Council appointed elected representatives.

Mr Gary Accornero – full year (appointed 11 April 2013)

Mr Keith Phillips – full year (appointed 11 April 2013)

Both these members were appointed by the Minister as community representatives.

4.2. Executive Management

Officers of the Trust for the year were:

Secretary – Mrs Leigh Carr – employed 17 July 2014

4.3. Related Entities

The Trust has no related entities.

4.4. Public Sector Ethics Act 1994

The Trust has complied with the *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*.

4.5. Public Interest Disclosures Act 2010

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

5. Governance – Risk Management and Accountability

5.1. Risk Management

See Attachment 5: Prudential Assessment Questionnaire

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 employs Mr Luke Rosadi to mow the levee at Halifax, and uses the services of private contractors, overseers and an engineer (Mr Tim Smith), where appropriate, to undertake both capital and maintenance works. This is a satisfactory and cost effective arrangement. Consultants are engaged from time to time to provide specialised services in technical design and studies for major projects. It is not an option for this Trust to retain full time specialist staff given the infrequency of major projects and the funds available for such services.

7. Governance – Operations

7.1. Consultancies

In 2014/15 the Trust engaged the following consultancies:

<u>Consultant</u>	<u>Purpose</u>	<u>Cost excl GST</u>
Payce Constructions Pty Ltd	Herbert River Sands Islands Survey – Halifax	\$13 007.37

7.2. Overseas Travel

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

7.3. Information Systems and Recordkeeping

For the reporting period, the Trust's information system and recordkeeping was conducted by Herbert Valley Accounting and Tax.

7.4. Open Data

In accordance with the Annual Report Requirements 2014/15, a number of annual reporting requirements will be published by the Department of Natural Resources and Mines 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 exemption granted by the Treasurer, special purpose financial statements have been prepared, 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 the Trust members for the year is as follows:

Meeting Fees

• Chairperson, Mr Arthur Bosworth	\$ 1 848.00
• Trust Member, Cr David Carr	\$ 1 456.00
• Trust Member, Cr Wallis Skinner	\$ 1 606.00
• Trust Member, Mr Gary Accornero	\$ 1 050.00
• Trust Member, Mr Keith Phillips	\$ 1 430.00

Mileage

• Chairperson, Mr Arthur Bosworth	\$ 413.07
• Trust Member, Cr David Carr	\$ 140.45
• Trust Member, Cr Wallis Skinner	\$ 159.84
• Trust Member, Mr Gary Accornero	\$ 53.28
• Trust Member, Mr Keith Phillips	\$ 83.37

See Attachment 3: Remuneration Reporting Form



Signature of Chairperson

Dated 2/8/17

**Herbert River Improvement
Trust**

ABN 64 454 924 781

**Financial Statements
For the year ended 30 June 2015**

Herbert River Improvement Trust

ABN 64 454 924 781

Detailed Profit and Loss Statement

For the year ended 30 June 2015

	2015 \$	2014 \$
Income		
Government Grants:		
HSC - Precept	231,000	220,000
State Council and other Government Grants	427,688	46,190
NDRRA		229,476
Conference	8,155	
Interest Received:		
Commonwealth Bank - Cheque Account	166	
Commonwealth Bank - Online Saver Account	8,750	
Commonwealth Bank		12,958
Project Income		374,957
Sundry Receipts:		
FNQ NRM Ltd	53,700	
	<u>729,458</u>	<u>883,581</u>
Expenses		
Administration Expenses:		
Insurance	12,572	13,192
Members' Fees and Expenses	9,583	12,640
Engineer	6,049	
Audit Fees	499	6,814
Conference		1,173
Miscellaneous	1,841	8,234
Bank Fees and Charges	144	
Depreciation:		
Natural Assets - Rocks and Embankments	743,567	
Structures - Flood Gates and Drainage	50,659	
Natural Assets and Structures		784,536
Capital Works:		
Porta's Diversion	46,692	
Blue Butterfly Creek - Cleaning	51,151	
Various Works		495,716
Lagoon Creek	5,000	
Maintenance (Trust Funded):		
Hydraulic Hosing Flood Gates	20,287	

The accompanying notes and compilation report forms part of these financial statements.

Herbert River Improvement Trust

ABN 64 454 924 781

Detailed Profit and Loss Statement

For the year ended 30 June 2015

	2015 \$	2014 \$
Halifax Levee - Mowing	310	
Halifax Levee - Electrical and Pumps	500	
Maintenance (Grant Funded):		
Ripple Creek - Cleaning	102,845	
Cattle Creek - Cleaning	10,865	
Trebonne Creek - Cleaning	93,692	
Gowrie Creek - Cleaning	36,026	
Boundary Creek	28,430	
Log Creek	1,000	
Sundry Expenses:		
Hinchinbrook Shire Council	22,930	31,467
Other	31	13,990
Conference	5,977	
	1,250,652	1,367,762
Net Profit (Loss)	(521,194)	(484,181)

The accompanying notes and compilation report forms part of these financial statements.

Herbert River Improvement Trust
ABN 64 454 924 781
Detailed Balance Sheet as at 30 June 2015

	Note	2015 \$	2014 \$
Current Assets			
Cash Assets			
Commonwealth Bank - Cheque Account		147,286	5,767
Commonwealth Bank - Online Saver		465,498	727,078
		612,784	732,845
Receivables			
GST Refundable		34,369	2,619
Receivables			11,035
		34,369	13,654
Total Current Assets		647,154	746,499
Non-Current Assets			
Property, Plant and Equipment			
Natural Assets - at Fair Value		37,178,357	36,888,605
Less: Accumulated Depreciation		(5,906,657)	(5,163,090)
Structures - at Fair Value		1,447,393	1,348,608
Less: Accumulated Depreciation		(379,413)	(328,754)
		32,339,680	32,745,369
Total Non-Current Assets		32,339,680	32,745,369
Total Assets		32,986,834	33,491,868
Current Liabilities			
Payables			
Unsecured:			
Payables		53,593	37,433
		53,593	37,433
Total Current Liabilities		53,593	37,433

The accompanying notes and compilation report forms part of these financial statements.

Herbert River Improvement Trust
ABN 64 454 924 781
Detailed Balance Sheet as at 30 June 2015

	Note	2015 \$	2014 \$
Total Liabilities		<u>53,593</u>	<u>37,433</u>
Net Assets		<u>32,933,241</u>	<u>33,454,435</u>
Equity			
Asset Revaluation Reserve		14,766,558	14,766,558
Accumulated Surplus		<u>18,166,683</u>	<u>18,687,877</u>
Total Equity		<u>32,933,241</u>	<u>33,454,435</u>

The accompanying notes and compilation report forms part of these financial statements.

Herbert River Improvement Trust

ABN 64 454 924 781

Notes to the Financial Statements

For the year ended 30 June 2015

Note 1: Summary of Significant Accounting Policies

The members have prepared the financial statements of the trust on the basis that the trust is a non-reporting entity because there are no users dependant on general purpose financial statements. The financial statements are therefore special purpose financial statements that have been prepared in order to meet the requirements of the information needs of the stakeholders.

The financial statements have been prepared in accordance with the significant accounting policies disclosed below, which the members have determined are appropriate to meet the purposes of preparation. Such accounting policies are consistent with the previous period unless stated otherwise.

The financial statements have been prepared on an accruals basis and are based on historical costs unless otherwise stated in the notes. The accounting policies that have been adopted in the preparation of the statements are as follows:

(a) Property, Plant and Equipment (PPE)

Property, Plant and Equipment are carried at cost or at independent or trustees' valuation. All assets, excluding freehold land and buildings are depreciated over the useful lives of the assets to the trust. Increases in the carrying amount arising on revaluation of land and buildings are credited to a revaluation reserve in members' equity. Decreases that offset previous increases of the same asset are charged against fair value reserves directly in equity; all other decreases are charged to the income statement. Each year the difference between depreciation based on the revalued carrying amount of the assets charged to the income statement and depreciation based on the asset's original cost is transferred from the revaluation reserve to retained earnings.

(b) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities on the balance sheet.

(c) Revenue and Other Income

Revenue is measured at the fair value of the consideration received or receivable.

Interest revenue is recognised using the effective interest rate method, which, for floating rate financial assets, is the rate inherent in the instrument.

Grants, contributions, donations and gifts that are non-reciprocal in nature are recognised as revenue in the year in which the Trust obtains control over them (usually at the time of receipt).

Where grants are received that are reciprocal in nature, revenue is progressively recognised as it is earned, according to the terms of the funding agreements.

(d) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST. Receivables and payables in the balance sheet are shown inclusive of GST.

(e) Trade and Other Payables

Trade and other payables, including bank borrowings and distributions payable, are recognised at the nominal transaction value without taking into account the time value of money.

Herbert River Improvement Trust

ABN 64 454 924 781

Compilation Report to Herbert River Improvement Trust

We have compiled the accompanying special purpose financial statements of Herbert River Improvement Trust, which comprise the balance sheet as at 30 June 2015, the profit and loss statement for the year then ended, a summary of significant accounting policies and other explanatory notes. The specific purpose for which the special purpose financial statements have been prepared is to provide information relating to the performance and financial position of the trust that satisfies the information needs of relevant stakeholders.

The Responsibility of the Trustees

The members are solely responsible for the information contained in the special purpose financial statements, the reliability, accuracy and completeness of the information and for the determination that the basis of accounting adopted is appropriate to meet their needs and for the purpose that the financial statements were prepared.

Our Responsibility

On the basis of information provided by the members, we have compiled the accompanying special purpose financial statements in accordance with the financial reporting framework described in Note 1 to the financial statements and APES 315 Compilation of Financial Information.

We have applied our expertise in accounting and financial reporting to compile these financial statements in accordance with the financial reporting framework described in Note 1 to the financial statements. We have complied with the relevant ethical requirements of APES 110 Code of Ethics for Professional Accountants.

Assurance Disclaimer

Since a compilation engagement is not an assurance engagement, we are not required to verify the reliability, accuracy or completeness of the information provided to us by management to compile these financial statements. Accordingly, we do not express an audit opinion or a review conclusion on these financial statements.

The special purpose financial statements were compiled exclusively for the benefit of the members who are responsible for the reliability, accuracy and completeness of the information used to compile them. We do not accept responsibility for the contents of the special purpose financial statements.



Herbert Valley Accounting and Tax

30 May, 2017

Herbert River Improvement Trust

ABN 64 454 924 781

Members' Declaration

The members declare that the Trust is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

The members declare that:

- (i) the financial statements and notes, present fairly the Trust's financial position as at 30 June 2015 and its performance for the year ended on that date in accordance with the accounting policies described in Note 1 to the financial statements; and
- (ii) financial assistance received has been expended in accord with the purposes for which it was given in the financial year.



R A Bosworth
Chairperson



L F Carr
Secretary

Date 2/8/17

Herbert River Improvement Trust

Budget

For the year ended 30 June 2016

2015-2016

<u>Income</u>		
0515	<u>Government Grants</u>	
0515.01	Dept of Natural Resources & Mines	\$175,000.00
0515.02	HSC - Precept	\$231,000.00
	Total	<u>\$406,000.00</u>
518	<u>Land Owner Contributions</u>	\$40,000.00
0575	<u>Interest Received</u>	
0575.01	Commonwealth Bank	\$150.00
	Total	<u>\$150.00</u>
0630	<u>Sundry Receipts</u>	
0630.01	GST	\$0.00
	Total	<u>\$0.00</u>
	<u>Total Income</u>	<u>\$446,150.00</u>

Expenses

1515	<u>Administration</u>	
1515.01	Insurance	\$15,000.00
1515.02	Members Fees and Expenses	\$12,000.00
1515.03	Engineer	\$45,000.00
1515.04	Audit	\$5,000.00
1515.05	Secretary/Accountant	\$12,000.00
1515.06		
1515.07		
1515.08		
1515.09		
1515.10		
1515.11		
1515.12		
1515.13		
1515.14		
1515.15	Miscellaneous	\$3,000.00
	Total	<u>\$92,000.00</u>
1545	<u>Bank Fees & Charges</u>	
1545.01	Fees & Charges	\$150.00
	Total	<u>\$150.00</u>
1850	<u>Capital Works</u>	
1850.01	Alligator Ponds Overflow	\$30,000.00
1850.02	Halifax Levee	\$25,000.00
1850.03		
1850.04		
1850.05	4 x Sand Islands - Profiling	\$194,646.00
1850.06	Various Works	\$30,000.00
1850.07		
1850.08	River Survey - Stream Investigations	\$20,000.00
1850.09		
1850.10	Catterina Creek	\$25,000.00
1850.11	Stone River	\$15,000.00
	Total	<u>\$339,646.00</u>

Expenses Con't

1865	<u>Maintenance (Trust Funded)</u>	
1865.01	Hydraulic Hosing Flood Gates	\$1,000.00
1865.02	Electrical Flood Gates	\$3,000.00
1865.03	Halifax Levee - Mowing	\$750.00
1865.04	Halifax Levee - Electrical & Mech Pumps	\$500.00
1865.05	Halifax Levee - Drainage Outlets	\$500.00
1865.06	River Islands - Vegetation Maintenance	\$5,000.00
1865.07		
1865.08		
1865.09		
1865.10		
	Total	<u><u>\$10,750.00</u></u>
1930	<u>Sundry Expenses</u>	
1930.01		
	Total	<u><u>\$0.00</u></u>
1999	<u>Suspense Account</u>	
1999.01	Hinchinbrook Shire Council	\$3,604.30
	Total	<u><u>\$3,604.30</u></u>
	<u>Total Expenses</u>	<u><u><u>\$446,150.30</u></u></u>

ATTACHMENT 3

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	POST
cassandra.aggett@dnrm.qld.gov.au	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:	Herbert River Improvement Trust
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2.	FUNDING: (please tick one) ✓ (* where the funding originates e.g. levies/water charges)	3.	APPOINTING AUTHORITY: (please tick one) ✓ (i.e. as stated in the Act, Terms of Reference etc.)
✓	Qld State Government		Governor in Council
	Non-Government	✓	Minister
	Other (*please specify)		Other (please specify)

4.	REMUNERATION CATEGORY OF BODY:	REGULATION, ADMINISTRATION AND ADVICE – LEVEL 3
----	--------------------------------	--

5.	NUMBER OF PART TIME (P/T) AND FULL TIME (F/T) MEMBERS ON THE BODY: (Include Chair as one of the Members. Do not include the Secretary unless he/she is a member as well. Do not include members on Sub-committees who are not Members of the trust)						
	Male:	P/T: 5	F/T: 0	Female:	P/T: 0	F/T: 0	TOTAL: 5

6.	EQUAL EMPLOYMENT OPPORTUNITY CENSUS	TARGET GROUP	Male	Female
	NUMBER OF MEMBERS BELONGING TO THE TARGET GROUPS IDENTIFIED IN THE PUBLIC SERVICE ACT 2008. (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 ACTUALLY REMUNERATED FEES IN 2014-15:	Male:	Part/Time	5	Full Time	0
	(This does NOT include reimbursement of expenses)	Female:	Part Time	0	Full Time	0

8.	TOTAL NUMBER OF SUB-COMMITTEES:				
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).	0	10.	Total number of other 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	11	Special Assignments	7	Sub-Committees	0	TOTAL:	18
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12.	AVERAGE FREQUENCY OF MEETINGS HELD:			
Please tick one ✓	Daily Meeting	Special Assignments	Sub-Committees	
Semi-monthly (or >12 per year)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Monthly (or 12 per year)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bi-monthly (or 6 per year)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Quarterly (or 4 per year)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bi-annually (or 2 per year)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
As needed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

13.	AVERAGE DURATION OF MEETINGS HELD:			
Please tick one ✓	Daily Meetings	Special Assignments	Sub-Committees	
< 2 hours	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2 – 4 hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
> 4 hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

(Only the average 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))

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 NOT 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	\$	\$1 278.00	\$570.00	\$1 848.00
Deputy Chair(s)	Full time	\$	\$	\$	\$
	Part time	\$	\$	\$	\$
Member(s)	Full time	\$	\$	\$	\$
	Part time	\$	\$4 242.00	\$1 300.00	\$5 542.00
					TOTAL
Total fees & annual allowances: A =					\$7 390.00

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 = \$850.01

16.

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

GRAND TOTAL

(Including Sub-Committee members)

A+B = \$8 240.01

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

(Including Sub-Committee members)

TOTAL

\$0

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

(Including Sub-Committee members)

TOTAL

\$427 688

19. CONTACT OFFICER:

Leigh Carr

POSITION:

SECRETARY

TELEPHONE:

0408 771 678

FACSIMILE:

E-MAIL:

POSTAL ADDRESS:

69 Eddleston Drive Cordelia Via Ingham QLD 4850

20. ADDITIONAL INFORMATION:

(To be completed only if additional information is required)

21. CERTIFICATION:

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.



Leigh Carr

Secretary

21 8 / 2017

Provided correctly for the purpose of gaining Ministerial approval

FEES PAID TO BARRISTERS AND SOLICITORS
by the trust for financial year
1 July 2014 to 30 June 2015

NAME OF ENTITY: Herbert River Improvement Trust

NAME OF PORTFOLIO: Natural Resources & Mines

Name of Legal Firm(s) and Full name(s), Title(s) & Gender of each 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) \$
NA	NA	NA	NA	NA

*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 <u>Friday, 31 July 2015</u>	
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: Herbert 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 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 facility? • Does the entity need to seek the Treasurer's approval? 	No

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. 	Low risk identified – no requirement for formal plans
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.

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?	NA (income less than \$1m)
2	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)? <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.	NA (income less than \$1m)
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?	NA (income less than \$1m)
4	If applicable, is the entity preparing for the introduction of accrual accounting into its operations? <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?	NA (income less than \$1m)

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

Herbert River Improvement Trust

Date:

2/8/17

Annual Reporting 2014–15

ENTITY INDEBTEDNESS STATEMENT

Name of Entity: Herbert River Improvement 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

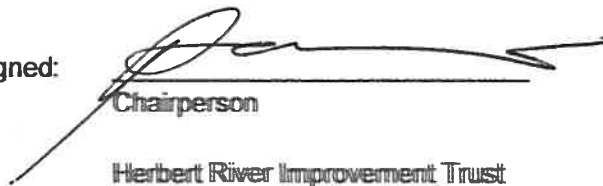
☒

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
Herbert River Improvement Trust

Date:

2/8/17

HERBERT RIVER IMPROVEMENT TRUST



PO Box 162 Ingham Qld 4850
ABN: 64 454 924 781

Telephone: 0408 771 678
Email: herbertvalleyaccountingandtax@bigpond.com

All correspondence to be addressed to the Trust Secretary

Our Ref: LFC

21 8 17

The Treasurer
Office of State Revenue
GPO Box 611
BRISBANE QLD 4001

Dear Sir/Madam

ANNUAL GOODS AND SERVICES TAX (GST) COMPLIANCE CERTIFICATE

During the 2014/15 financial year, the Herbert River Improvement Trust financial administration was performed by Herbert Valley Accounting and Tax. Although the systems and processes in place regarding GST issues changed, there have been no GST issues during this period.

Yours sincerely

Leigh F Carr

Secretary

Herbert River Improvement Trust