



## Correspondence

### CORRESPONDENCE FOR INFORMATION

1. 1172432 \* 01-10-17  
Rsl - The Returned & Services League Of Australia - Home Hill Sub Branch  
  
Thank You - Road Closure Signage - Anzac Day.
2. 1172433 \* 01-10-17  
Rsl - The Returned & Services League Of Australia - Home Hill Sub Branch  
  
Thank You - Donation towards 'Home Hill Remembers' Book.
3. 1173346 \* 01-07-08  
Australian Local Government Women'S Association - Algwa  
  
2012 Australian Local Government Women's Association (Queensland Branch)  
Annual Members' Bursary.
4. 1173637 \* 01-07-08  
Local Government Association Of Qld Ltd (Lgaq)  
  
LGAQ Circular - 2012-104 - Expressions of Interest - Regional & Economic  
Development Advisory Group.
5. 1173638 \* 01-07-08 & 03-08-11M  
Local Government Association Of Qld Ltd (Lgaq)  
  
LGAQ Circular - 2012-105 - Economic Development Conference - Early Bird and  
Awards Closing Soon.
6. 1173658 \* 01-07-09  
North Queensland Local Government Association - Nqlga Executive  
  
Notice of NQLGA Conference - 8 to 10 August 2012 - Townsville - Call for Agenda  
Items.
7. 1173752 \* 01-07-08  
Local Government Association Of Qld Ltd (Lgaq)  
  
Election of LGAQ Policy Executive District Representatives - District Number 9 -  
Northern.

8. 1174277 \* 01-10-17  
St Francis Primary School  
  
Thank You for Sponsorship - Year 5 & Under Primary Unison Chorus - Burdekin Junior Eisteddfod.
9. 1174278 \* 01-10-17  
Ronald McDonald Children's Charities Of Australia  
  
Thank You for Contribution to McHappy Day 2012.
10. 1174466 \* 03-08-11M  
Australian Bureau Of Statistics - Qld  
  
Latest Estimated Resident Population (ERP) State and Territory Figures will be released 20 June 2012 and First 2011 Census Results on 21 June 2012.
11. 1174472 \* 01-07-09  
North Queensland Local Government Association - Nqlga Executive  
  
Date and Venue Change - North Queensland Local Government Association (NQLGA) Conference - Townsville - August, 2012.
12. 1174993 \* 01-07-08  
Local Government Association Of Qld Ltd (Lgaq)  
  
LGAQ Circular - 2012-109 - LGAQ Red Tape Reduction Taskforce - Call for Submissions.
13. 1175005 \* 01-08-09  
Office Of The Information Commissioner  
  
Providing Advice for Councillors and Local Government relating to legislation - "Right to Information Act 2009" and "Information Privacy Act 2009".
14. 1175053 \* 01-07-08  
Australasian Land And Groundwater Association - Alga  
  
Update on Progress of Constitutional Recognition of Local Government.
15. 1175054 \* 06-09-19  
Rosemary Menkens M P - Member For Burdekin  
  
Concerns regarding Kierle's Landing.
16. 1175424 \* 02-01-06  
Bonanno, Joyce  
  
Wheel Chair Access - Memorial Park, Home Hill - Joyce Bonanno.

17. 1175665 \* 03-08-11M  
COTA Queensland  
  
Age Friendly Environments Program.
18. 1176598 \* 12-01-02  
Mark Dreyfus QC M - Parliamentary Secretary For Climate Change And Energy Efficiency  
  
Information regarding effect of Australian Government's Climate Change Policies.
19. 1176656 \* 01-10-10  
Powerlink - Northern Regional Office  
  
Powerlink Queensland and the State's High Voltage Electricity Network.
20. 1176657 \* 01-10-17  
Penny, Jorja  
  
Thank You Donation - Burdekin Eisteddfod - Jorja Penny.
21. 1176699 \* 01-08-13  
Department Of The Premier And Cabinet - Brisbane  
  
Nominations - Public Service Medal - Australian Honours System.





Home Hill Sub Branch  
RSL Qld.  
P.O. Box 200  
Home Hill. 4806

**President** Herb Lennox 47821294  
**Secretary** Allan Petersen 47821170  
**Treasurer** John Edwards 47821849

Debra Gosper  
Burdekin Shire Council  
145 Young Street  
Ayr. 4807.

BURDEKIN SHIRE COUNCIL	
Folder No.	1/10/17
31 MAY 2012	
Document No.	.....

28<sup>th</sup> May 2012.

Dear Debra,

I refer to conversations I had with both you & Gary referring to the road closure signage for Anzac Day.

On the behalf of the Home Hill Sub Branch RSL Qld, I would like to say thanks to the council & the staff for the effort in total looking after & arranging for all the signs & permits. That has made the job for so few of us much easier.

There were some problems with the Dawn Service signage which as far as I am aware is now addressed for future services.

Thank you all.

Allan Petersen

*LEST WE FORGET*

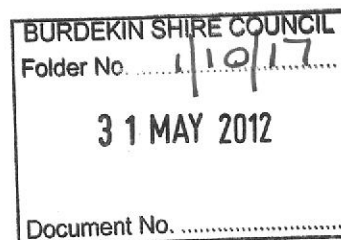
VIEW	ops	AGENDA	214
		DATE	26.6.12
NOTED		APPLIC #	
LAND #		PROP #	
ACTION		ACTION	
DEADLINE		DEADLINE	



Home Hill Sub Branch  
RSL Qld.  
P.O. Box 200  
Home Hill. 4806

**President** Herb Lennox 47821294  
**Secretary** Allan Petersen 47821170  
**Treasurer** John Edwards 47821849

Tony Vaccaro  
Burdekin Shire Council  
145 Young Street  
Ayr. 4807.



28<sup>th</sup> May 2012.

Re: your letter of 2<sup>nd</sup> May 2012

Dear Tony,

On behalf of the Home Hill RSL may I say thank you to the council for the generous donation towards the book "Home Hill Remembers"

At the present time it is being prepared for the printers.

You will be advised when it is finished & a launch date will be arranged.

Thanks again.

Allan Petersen

VIEW	DEV	AGENDA	C14
		DATE	26.6.12
NOTED		APPLIC #	
LAND #		PROP #	
ACTION		ACTION	
DEADLINE		DEADLINE	

*LEST WE FORGET*

**From:** Murray, Karen [KarenMurray@logan.qld.gov.au]  
[KarenMurray@logan.qld.gov.au]  
**Sent:** Wednesday, 6 June 2012 12:15 PM  
**Subject:** Presenting the 2012 Australian Local Government Women's Association (Queensland Branch) Annual Member's Bursary  
  
**Categories:** 00\_Inward

Good afternoon,

The Australian Local Government Women's Association (ALGWA) (Queensland Branch) has the pleasure in presenting their Annual Member's Bursary Application for 2012.

Each year the Association offers this Member's Bursary valued at \$1,500.00, to encourage our members, both male and female, to access professional development activities that will improve their knowledge and skills to better support the communities they represent.

Attached for your information is a letter of introduction, the Member's Bursary Application Form and an application form to join the Australian Local Government Women's Association (Queensland Branch).

It would be appreciated if you could distribute this information to your Council.

Applications close on Friday, 29 June 2012.

For further information on applying for the bursary or on becoming a member of ALGWA, please contact me on 3412 5380 or see our website <http://www.algwaqld.asn.au>

Regards

Karen Murray | Public Relations Officer | ALGWA (Qld Branch)  
07 3412 5380 | [karenmurray@logan.qld.gov.au](mailto:karenmurray@logan.qld.gov.au) | PO Box 3226 Logan City DC Qld 4114  
*"supporting and encouraging those involved or interested in local government"*

\*\*\*\*\*  
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related activities only. If your personal information will be passed onto a third party, Council will advise you of this disclosure, the purpose of the disclosure and reason why. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

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# ALGWA Queensland Branch

supporting and encouraging those involved or interested in Local Government

WEBSITE: [www.algwaqld.asn.au](http://www.algwaqld.asn.au)

ABN - 16 445 091 911

## TAX INVOICE

### ORDINARY MEMBERSHIP APPLICATION FORM

Please help us to help you be completing ALL sections of the Membership Form.

☐ Please affix Business Card

**ZONE:** Please pick

☐ Renewal of Membership

☐ New Member

(Mr / Miss / Mrs / Ms / Mayor / Deputy Mayor / Councillor)

**Surname:** \_\_\_\_\_

**Given Name:** \_\_\_\_\_

**Preferred Name:** \_\_\_\_\_

**Council:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

**Email:** \_\_\_\_\_

How would you like to receive ALGWA newsletters and communications:

☐ Electronic via email

☐ Hard copy via mail

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### MEMBERSHIP SUBSCRIPTION IS FOR THE PERIOD 1 JULY 2011 TO 30 JUNE 2012

☐ **\$78.00** (single membership)

**Cheques:** Should be made payable to: *ALGWA (Qld) Branch* and forwarded to:

Cr Daphne McDonald, Treasurer  
ALGWA (Qld) Branch  
113 Mallowa Drive  
PALM BEACH QLD 4221

**Direct Debit:** BSB: 014 636 ACCOUNT NO: 2558-25055  
(please email details of deposit to [admin@algwa.asn.au](mailto:admin@algwa.asn.au))

### Office Use Only

Receipt No:	<b>Privacy Act 1988 (Cwth)</b> Do you give permission for ALGWA (Qld Branch) to provide your contact details to members of this association or to include details in any publications? <input type="checkbox"/> YES <input type="checkbox"/> NO (if you do not agree, then your information will be kept private and confidential by ALGWA (Qld Branch))  <b>NOTE:</b> ALGWA (Qld) Inc hold public liability insurance.
Date:	
Cash/Cheque:	
Bank Transfer:	
Date:	



**Australian Local Government Women's Association  
Queensland Branch Inc**

**ANNUAL MEMBER'S BURSARY AWARD  
COVER SHEET**

**Personal Particulars**

Title \_\_\_\_\_ Surname \_\_\_\_\_ First Name \_\_\_\_\_

Postal Address \_\_\_\_\_  
\_\_\_\_\_

Contact Details Work \_\_\_\_\_ Home \_\_\_\_\_  
Email \_\_\_\_\_

**Applicant's Declaration**

1. I declare that I am a current financial member of ALGWA Qld Branch, and will remain a financial member for the duration of study for which this bursary is applicable to.
2. I declare that, to the best of my knowledge and belief, all the information provided in support of my application is true and correct.
3. I have provided the original and one copy of my application.
4. I have provided proof of my enrolment / intended course of study.
5. I have provided a copy of my current CV.
6. I declare that I am a current financial member of ALGWA Qld Branch, and will remain a financial member for the duration of study for which this bursary is applicable to.
7. I agree to undertake the professional development initiative stated in this application in the given timeframe and to a satisfactory level of performance as determined by the State Executive.
8. I agree to assist in the promotion of the **ALGWA Member's Bursary** in subsequent years (if required) and agree that details of my application may be used for future promotional purposes.
9. I understand that funds provided by this Member's Bursary shall be spent by 30 June 2013 and that I am required to meet the balance of the cost of study.
10. I understand that as the recipient, I am responsible for ensuring any components required under this Member's Bursary are provided as required.
11. I agree that if I fail to comply with any of the above conditions pertaining to this Member's Bursary, it may be cancelled and all outstanding monies will be debited in full to the undersigned.
12. I agree to provide a written report to the State Executive within 3 months of completing the professional development initiative identified in this application.

Attached original application and a copy

Yes ☐ No ☐

Attached current CV

Yes ☐ No ☐

Attached proof of membership

Yes ☐ No ☐

Applicant's signature

Date

Please complete this portion as it will be returned as acknowledgement of receipt of your application to the Australian Local Government Women's Association Queensland Branch Annual Member's Bursary Award.

*Please print your name and address in this space:*

*Date application received:  
(to be completed by ALGWA Qld)*



## *Australian Local Government Women's Association Queensland Branch Inc*

### **ANNUAL MEMBER'S BURSARY AWARD 2012 EXPLANATORY NOTES**

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The Queensland Branch of the Association has established an Annual Member's Bursary to encourage and assist all Local Government employees, both male and female, to further their education. One Member's Bursary will be awarded annually.

Members of ALGWA Queensland Branch who have demonstrated their commitment to undertake further studies directly related to the applicant's field of employment are eligible to apply for the Member's Bursary.

These studies may include a Diploma of Local Government Administration, Diploma of Planning or Diploma of Business (Frontline Management) conducted by Training Services, Local Government Association of Queensland, or other higher qualifications.

Proof of enrolment / details of intended course of study are required as part of your application.

Applicants must demonstrate an ability to make a positive contribution to their area of employment and their employer by further tertiary study.

The Member's Bursary may be awarded once only to any individual and there is no restriction on the number of eligible applications that may be made.

Applications shall be **typed** on the prescribed application form, together with relevant supporting documentation. The applicant's employer and/or relevant professional body must endorse applications. **No faxed or late applications will be accepted.** Your application will be deemed ineligible if you do not supply an original and two copies and/or is hand written.

The Selection Panel may use a 1 – 10 scale to quantitatively rate each applicant against the selection criteria - 0 fails to satisfy criteria; 1-2 minimally satisfies criteria; 3 partially satisfies criteria; 4 marginally does not satisfy criteria; 5 satisfies criteria; 6 marginally exceeds criteria; 7 superior satisfaction of criteria; 8-9 excellent satisfaction of criteria; 10 exceeds criteria markedly.

The Member's Bursary shall comprise:

- A cash amount of \$1,500.00 payable on presentation of tax invoice. The Training Institution must invoice ALGWA Qld for this amount with the balance of the cost of study invoiced to recipient / business / council responsible for the balance of payment.
- A Certificate or other appropriate award will be presented to the recipient or a proxy during the Annual Local Government Women's Association Annual Conference.

Applications close on **Friday, 29 June 2012** and should be returned to:

Karen Murray  
Public Relations Officer  
Australian Local Government Women's Association  
Queensland Branch Inc  
Private & Confidential  
C/- PO Box 3226  
Logan City DC Qld 4114  
Email: karenmurray@logan.qld.gov.au

## ***Employment Details***

Name of Employer:

Address:

Telephone:

Please detail your current position in Council / business, including the status of your employment (for example, part time/full time/fixed term/contract) including specific information.

What is your course / intended course of Study? *(Please specify the level)*

How will you be studying?

- ☐ Part Time
- ☐ Externally

With which Tertiary Institution are you enrolled / intend to enroll?

Demonstrate your ability to make a positive contribution to your Council.  
Please provide examples of how you do this, not a list of your responsibilities.  
(Value - 10 Points)

Please provide information relating to the relevance and benefit of the course to your employment and more broadly, to Local Government. Use this section to provide as much relevant information as possible, including examples to support your application  
(Value - 10 points)

Please provide a Letter of Endorsement from the Manager/Director of your Department/Branch in support of your application. The senior staff member must comment on 1) your application; 2) any major work achievements; and 3) must provide evidence of the contribution you will make, through your studies, to enhance your role in Council and to Local Government in general.  
(10 points)

Name .....

Position .....

Signature .....

Date .....

## *Referees*

Name

Position

Contact details

- Telephone number
- Email address

Name

Position

Contact details

- Telephone number
- Email address



# ALGWA Queensland Branch

*supporting and encouraging those involved or interested in Local Government*

WEBSITE: [www.algwaqld.asn.au](http://www.algwaqld.asn.au) ABN - 16 445 091 911

6 June 2012

Dear Sir/Madam

## **AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION (QUEENSLAND BRANCH) MEMBER'S BURSARY AWARD 2012**

The Australian Local Government Women's Association (ALGWA) (Queensland Branch) has pleasure in presenting their Annual Member's Bursary applications for 2012. Each year the Association offers this Member's Bursary valued at \$1,500.00, to encourage our members, both male and female, to access professional development activities that will improve their knowledge and skills to better support the communities they represent.

ALGWA (Queensland Branch) recognizes the important leadership roles our Members play within those communities as well as in their official capacity in the local government sector. It is proposed that by furthering education opportunities, it will raise the profile and promote professionalism within Local Government and the associated business sector.

The Member's Bursary provides the opportunity for an individual member to increase his or her ability through a Diploma or other higher qualifications which is directly related to the applicant's field of employment/interest.

Previous Winners of the Member's Bursary are ineligible to nominate. To be eligible to apply for this Bursary, you must be a financial member of the Australian Local Government Women's Association (Queensland Branch).

Applications to join ALGWA can be downloaded from our website at [www.algwaqld.asn.au](http://www.algwaqld.asn.au).

I therefore encourage all those interested to apply for the ALGWA (Queensland Branch) Member's Bursary Award 2012 to complete the attached form and return it by post prior to the **closing date - Friday, 29 June 2012**.

Yours faithfully,

*K Murray*

Karen Murray  
Public Relations Officer  
ALGWA Queensland Branch  
Private & Confidential  
C/- PO Box 3226  
Logan City DC Qld 4114  
Ph: 07 3412 5380  
Mob: 0411 869 069  
Email: [karenmurray@logan.qld.gov.au](mailto:karenmurray@logan.qld.gov.au)

# Circular

## Expressions of Interest - Regional & Economic Development Advisory Group

### For Information/Action

**Circular:** 2012-104

**Release Date:** Tuesday 5 June 2012

**Authorised by:** Greg Hallam PSM Executive Director

LGAQ invites expressions of interest from experienced professionals and elected members with an interest in regional and economic development.

LGAQ invites expressions of interest from experienced professionals and elected members with an interest in regional and economic development.

The Regional and Economic Development Advisory Group (REDAG) will be established to assist the LGAQ in policy development and in determining advocacy priorities for LGAQ to consider pursuing on behalf of members.

LGAQ Advisory Groups generally consist of a balanced representation of Local Government Councillors, Local Government Officers and representatives of relevant professional associations. The principal role of Advisory Groups is to facilitate the identification of issues to be considered, and ensure direct Local Government input into the policy development process.

### Make up of the group:

The Group will be made up of 10 - 12 members representing:

- A spread of geographical location
- A range of Council size and capacity
- A mixture of elected members and council staff and input from professional and industry bodies where appropriate
- Sound practice and expertise in Regional and Economic Development policy

### Chairperson:

The Chairperson will be drawn from the group and will be established by consensus for a term of 12 months.

### Meetings of the Group:

It is anticipated that the Group will be invited to meet for a whole day once per year at Local

# Circular

Government House in Brisbane. Additional communication will be via online communication and collaboration tools, video conferencing, teleconferencing, written correspondence and email.

**Expenses:**

Members of the Regional and Economic Development Advisory Group will be required to cover their own travel and related expenses. A small subsidy may be provided in exceptional cases at the discretion of LGAQ's General Manager (Advocacy).

Full details are provided in the [Terms of Reference](#) and applicants are requested to submit the attached [nomination form](#) and brief resume by Friday 15th June 2012.

Contact person: The LGAQ contact person for the group will be LGAQ's Principal Advisor – Regional & Economic Development, Angela Quain, on 3000 2212 ([angela\\_quain@lgaq.asn.au](mailto:angela_quain@lgaq.asn.au)).

# Circular

## Economic Development Conference - Early Bird and Awards Closing Soon!

### For Information/Action

**Circular:** 2012-105  
**Release Date:** Tuesday 5 June 2012  
**Authorised by:** Greg Hallam PSM Executive Director

Economic Development Australia (EDA) and Economic Development Agencies of New Zealand (EDANZ) will host the event in Cairns from 17th – 20th September.

LGAQ has helped to develop the first [International Economic Development Conference](#) focusing on local government needs and opportunities.

Entitled “Driving Economic Leadership in the Asian Century – Leveraging Local Prosperity and Wellbeing”, the event focuses on international links for those nurturing local economies.

A post conference Masterclass will take delegates through a step by step planning process and has been designed to help local governments in particular gain practical insights into leveraging genuine opportunities for their region.

Discounted [early bird registrations](#) are available only until **30 June 2012**.

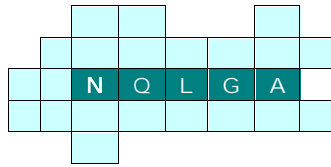
Presented at the event, Councils will again have the opportunity to gain national recognition for best practise at the annual [Awards for Excellence in Economic Development](#) on 18 September 2012 (**applications close on 26 June 2012**).

Award categories are as follows:

- Economic Development Strategic Planning Award (National or Regional)
- Economic Development Marketing Strategy Award
- Economic Development Partnerships Award
- Environmental Economic Innovation Award
- Community Economic Development Award
- Business/industry development Project Award
- Digital Productivity Award

# Circular

- Indigenous Economic Development Award
- Economic Development Leadership Award



# NORTH QUEENSLAND LOCAL GOVERNMENT ASSOCIATION

P.O. Box 974,  
AYR, QLD., 4807.

ABN: 96 975 058 935

Telephone: (07) 4783 9812

Facsimile: (07) 4783 9999

Email: [dianne.schultz@burdekin.qld.gov.au](mailto:dianne.schultz@burdekin.qld.gov.au)

Our Ref: DS: 01-07-09A

Friday 1<sup>st</sup> June, 2012.

Mr. Ken Holt  
Chief Executive Officer,  
Burdekin Shire Council,  
P.O. Box 974,  
AYR, Qld., 4807.  
[burdekinsc@burdekin.qld.gov.au](mailto:burdekinsc@burdekin.qld.gov.au) ;

Dear Ken,

Re: Notice of NQLGA Conference – Townsville – 8<sup>th</sup> to 10<sup>th</sup> August, 2012.

On behalf of the North Queensland Local Government Association (NQLGA), I write to invite representatives of Burdekin Shire Council to attend the next NQLGA Conference to be hosted by Townsville City Council at Rydges Southbank and Convention Centre, 17-29 Palmer Street, South Townsville from 8<sup>th</sup> to 10<sup>th</sup> August, 2012.

I attach the following documents:-

- |  |   |               |
|--|---|---------------|
| 1. Notice of Annual General Meeting                | - | Attachment 1. |
| 2. Notice of General Meeting                       | - | Attachment 2. |
| 3. Call for agenda items/motions for consideration | - | Attachment 3. |
| 4. Call for nominations for Executive positions    | - | Attachment 4. |
| 5. Call for nominations for host councils          | - | Attachment 5. |
| 6. Registration Information Sheet                  | - | Attachment 6. |

For the information of the many new councillors now serving in North Queensland, I would like to provide a brief overview of the association and its purposes.

North Queensland Local Government Association represents local governments in Queensland whose area, or part thereof, is north of Latitude 21. Most councils from Isaac to the south, Mount Isa to the west, and Torres Strait Island to the north are members of the association. Under the association's constitution, the aim of the association is "to render every possible assistance to the Local Governments constituted under the Local Government Act and who are affiliated with the association by taking whatever action is deemed advisable and which will tend to the development of North Queensland and the welfare of its residents."

The association holds one conference per year, and invites member councils in regional areas to host the event. Councillors, local and State government officers, major companies and organisations that deal with local governments, and other stakeholders usually attend the event. The programme for the conference includes the general meeting and the annual general meeting of the association, and a number of presentations from guest speakers who provide information and discuss current topics of interest to local governments (including LGAQ).

«Name»  
«Title»  
«Council»  
Friday 1<sup>st</sup> June, 2012.

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The NQLGA conference is a wonderful opportunity for councillors to network with other councillors from across North Queensland, and offers the following benefits:-

- An avenue to discuss issues of concern;
- Learn of new initiatives in Local Government;
- Presentations from Government Ministers and their departments which provide up to date information about current legislation, funding opportunities, projects, and plans for the future; and
- Presentations on interesting community events and projects.

I encourage you and/or your representatives, and your councillors to attend the conference in August, not only to support the NQLGA but also to take advantage of the opportunity to meet with the many new local government representatives in office in North Queensland.

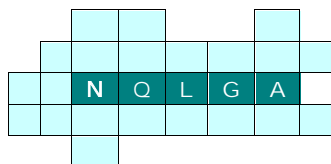
If you require any assistance or information in relation to the NQLGA conference, please contact my assistant, Mrs. Dianne Schultz on 4783 9812.

On behalf of the NQLGA I thank you for your support and look forward to seeing you at the conference in August, 2012.

Yours faithfully,

Ken Holt  
Secretary

Encs.



# NORTH QUEENSLAND LOCAL GOVERNMENT ASSOCIATION

P.O. Box 974,  
AYR, QLD., 4807.

ABN: 96 975 058 935

Telephone: (07) 4783 9812

Facsimile: (07) 4783 9999

Email: [dianne.schultz@burdekin.qld.gov.au](mailto:dianne.schultz@burdekin.qld.gov.au)

## ATTACHMENT 1

### NOTICE OF ANNUAL GENERAL MEETING

Friday 1st June, 2012.

Mr. Ken Holt  
Chief Executive Officer  
Burdekin Shire Council  
P.O. Box 974  
AYR Qld 4807

NOTICE is hereby given that the North Queensland Local Government Association will hold its next Annual General Meeting on Thursday 9<sup>th</sup> August, 2012, at Rydges Southbank Hotel and Convention Centre, 17-29 Palmer Street, South Townsville, during the NQLGA Conference to be hosted by Townsville City Council.

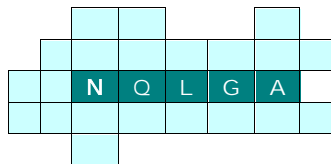
Business at the Annual General Meeting shall be as follows:-

1. Apologies.
2. Confirmation of Minutes of previous Annual General Meeting held in Clermont on 28<sup>th</sup> April, 2011.
3. Business arising out of Minutes.
4. Correspondence referred to the meeting by the Executive.
5. NQLGA Executive Report.
6. Financial Report.
7. Election of office bearers.
8. Annual subscriptions.
9. Secretarial Allowance.
10. General Business.

Under Clause 26 – Meetings and Procedures – of the NQLGA Constitution, “Each Local Government represented at a meeting of the Association shall be entitled to two (2) votes, to be exercised in the manner following:-

- a. If only one (1) delegate is present he shall be entitled to two (2) votes.
- b. If two (2) delegates are present, each delegate may have one (1) vote.”

Ken Holt  
Secretary



# NORTH QUEENSLAND LOCAL GOVERNMENT ASSOCIATION

P.O. Box 974,  
AYR, QLD., 4807.

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Telephone: (07) 4783 9812

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Email: [dianne.schultz@burdekin.qld.gov.au](mailto:dianne.schultz@burdekin.qld.gov.au)

## ATTACHMENT 2

### NOTICE OF GENERAL MEETING

Friday 1<sup>st</sup> June, 2012.

Mr. Ken Holt  
Chief Executive Officer,  
Burdekin Shire Council,  
P.O. Box 974,  
AYR, Qld., 4807.

NOTICE is hereby given that the North Queensland Local Government Association will hold its next General Meeting on Thursday 9<sup>th</sup> August, 2012, at Rydges Southbank Hotel and Convention Centre, 17-29 Palmer Street, South Townsville, during the NQLGA Conference to be hosted by Townsville City Council.

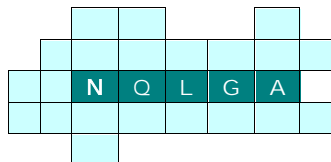
Business at the General Meeting shall be as follows:-

1. Apologies.
2. Confirmation of Minutes of previous General Meeting held in Clermont on 28<sup>th</sup> April, 2011.
3. Business arising out of Minutes.
4. Correspondence referred to the meeting by the Executive.
5. Business arising out of "Replies to Resolutions".
6. LAWMAC Report.
7. Nominations for hosting of 2013 and 2014 conferences.
8. Consideration of motions submitted by member Councils.
9. General Business.

Under Clause 26 – Meetings and Procedures – of the NQLGA Constitution, "Each Local Government represented at a meeting of the Association shall be entitled to two (2) votes, to be exercised in the manner following:-

- a. If only one (1) delegate is present he shall be entitled to two (2) votes.
- b. If two (2) delegates are present, each delegate may have one (1) vote."

Ken Holt  
Secretary



# NORTH QUEENSLAND LOCAL GOVERNMENT ASSOCIATION

P.O. Box 974,  
AYR, QLD., 4807.

ABN: 96 975 058 935

Telephone: (07) 4783 9812

Facsimile: (07) 4783 9999

Email: [dianne.schultz@burdekin.qld.gov.au](mailto:dianne.schultz@burdekin.qld.gov.au)

## ATTACHMENT 3

### CALL FOR AGENDA ITEMS

Friday 1<sup>st</sup> June, 2012.

Mr. Ken Holt  
Chief Executive Officer,  
Burdekin Shire Council,  
P.O. Box 974,  
AYR, Qld., 4807.

On behalf of the association, I call for motions for consideration at the NQLGA conference

The association will list all motions on the agenda for the General Meeting of the association to be held on Thursday 9<sup>th</sup> August, 2012. The association asks that you submit all agenda items (motions) in 'Word' format to [dianne.schultz@burdekin.qld.gov.au](mailto:dianne.schultz@burdekin.qld.gov.au) together with a short background statement on the subject matter which supports your motion, for inclusion in the official programme for the conference.

Under the operational guidelines as agreed between this Association and the Local Government Association of Queensland (LGAQ), the LGAQ is to handle any motion. Therefore, your motion should reflect that you are requesting action of the LGAQ. Also, if NQLGA adopts your motion and you wish NQLGA to refer it to the LGAQ Conference, you should also make this clear in your motion. Unless NQLGA requests LGAQ to refer the matter to the LGAQ Conference, LGAQ may handle the matter internally.

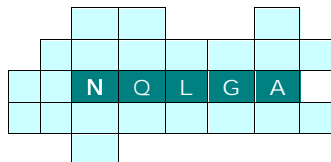
The deadline for lodgement of agenda items is Friday 6<sup>th</sup> July, 2012, to allow time for the association to collate all the information and prepare the programme ready for distribution. Once prepared, the association will place the programme on Burdekin Shire Council's website – [www.burdekin.qld.gov.au](http://www.burdekin.qld.gov.au) to allow each council an opportunity to discuss agenda items at their own council meeting prior to the NQLGA Conference.

For your information, I advise that the host council will provide delegates with a printed copy of the programme in their satchels at the conference.

If you require any further information in relation to the lodgement of agenda items, please contact Mrs. Dianne Schultz on 4783 9812.

I look forward to receiving your notice of motion by Friday 6<sup>th</sup> July, 2012.

Ken Holt  
Secretary



# NORTH QUEENSLAND LOCAL GOVERNMENT ASSOCIATION

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AYR, QLD., 4807.

ABN: 96 975 058 935

Telephone: (07) 4783 9812

Facsimile: (07) 4783 9999

Email: [dianne.schultz@burdekin.qld.gov.au](mailto:dianne.schultz@burdekin.qld.gov.au)

## ATTACHMENT 4

### CALL FOR NOMINATIONS FOR EXECUTIVE POSITIONS

Friday 1st June, 2012.

Mr. Ken Holt  
Chief Executive Officer  
Burdekin Shire Council  
P.O. Box 974  
AYR Qld 4807

Under Clause 10 of the Constitution of the North Queensland Local Government Association, management of the association is controlled as follows:-

"The control of the Association between meetings shall be vested in the Executive which shall consist of:-

President

Vice-President

Four (4) others

All of them shall be elected quadrennially, following the Local Government Quadrennial Elections, by the delegates at the Annual General Meeting of the Association."

NQLGA will hold its next Annual General meeting on Thursday 9<sup>th</sup> August, 2012 at the NQLGA conference being hosted by Townsville City Council at Rydges Southbank Hotel and Convention Centre, 17-29 Palmer Street, South Townsville. Therefore, on behalf of NQLGA, I call for nominations for the above positions. Nominations can be submitted prior to the Annual General Meeting by sending them to the association at the above address. Alternatively, the association will accept nominations at the Annual General Meeting on 9<sup>th</sup> August, 2012.

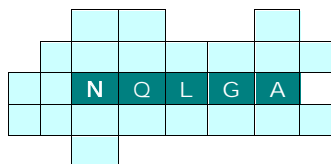
To enable member Councils to consider nominations, I advise that the commitment for an executive position usually consists of:-

- Participation in approximately 4 to 6 teleconferences each year to oversee management of the association and plan for annual conferences.
- President to chair all meetings of the association.
- Executive members to attend each annual conference and chair sessions.

Under Clause 10 of the Constitution, "a Secretary/Treasurer (or Secretary and Treasurer) shall also, following the Local Government Quadrennial Elections, be appointed quadrennially at the annual Meeting of the Association." Traditionally, the duties of Secretary/Treasurer of the association are the responsibility of the Chief Executive Officer of the newly appointed President's Council.

If you require any further information in relation to nominations for Executive positions, please contact Mrs. Dianne Schultz on 4783 9812.

Ken Holt  
Secretary



# NORTH QUEENSLAND LOCAL GOVERNMENT ASSOCIATION

P.O. Box 974,  
AYR, QLD., 4807.

ABN: 96 975 058 935

Telephone: (07) 4783 9812

Facsimile: (07) 4783 9999

Email: [dianne.schultz@burdekin.qld.gov.au](mailto:dianne.schultz@burdekin.qld.gov.au)

## ATTACHMENT 5

### CALL FOR NOMINATIONS FOR HOST COUNCILS FOR NQLGA CONFERENCES – 2013 AND 2014

Friday 1st June, 2012.

Mr. Ken Holt  
Chief Executive Officer  
Burdekin Shire Council  
P.O. Box 974  
AYR Qld 4807

The North Queensland Local Government Association will hold its next General Meeting on Thursday 9<sup>th</sup> August, 2012, at Rydges Southbank Hotel and Convention Centre, 17-29 Palmer Street, South Townsville, during the NQLGA Conference to be hosted by Townsville City Council.

One of the items on the agenda for the General Meeting is the calling of nominations from Councils to host the association's conferences in 2013 and 2014. The annual conferences are usually held on a Thursday and Friday, with the welcome function being held on the Wednesday evening. The dates for the conference are usually negotiated between the host Council and the NQLGA Executive.

On behalf of the association, I ask your Council to consider nominating as a host for one of the conferences in 2013 and 2014. Although the association's constitution does not stipulate where conferences are to be held, traditionally the association has adopted the practice of accepting nominations from councils to host conferences in smaller regional communities. This gives those smaller communities an opportunity to showcase their district and gain some economic benefits from the event.

For your information and to enable your local government to consider its options, I advise that the following Councils have hosted the NQLGA Conferences over the past twelve years:-

<u>Year</u>	<u>Conference</u>	<u>Host</u>
2012	August	Townsville City Council (Townsville)
2011	April	Isaac Regional Council (Clermont)
2010	November	Cairns Regional Council (Port Douglas)
	May	Carpentaria Shire Council (Normanton)
2009	November	Whitsunday Regional Council (Airlie Beach)
	May	Flinders Shire Council (Hughenden)
2008	November	Burdekin Shire Council (Home Hill)
	May	Richmond Shire Council (Richmond)
2007	November	Hinchinbrook Shire Council (Ingham)
	May	Mount Isa City Council (Mount Isa)
2006	November	Cardwell Shire Council
	May	Sarina Shire Council
2005	November	Carpentaria Shire Council

«Name»  
«Title»  
«Council»  
Friday 1<sup>st</sup> June, 2012.

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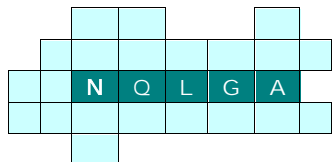
	May	Douglas Shire Council
2004	November	Charters Towers City Council
	May	Flinders Shire Council
2003	November	Atherton Shire Council
	May	Nebo Shire Council
2002	November	Bowen Shire Council
	May	Cook Shire Council
2001	November	Cardwell Shire Council
	May	Richmond Shire Council
2000	November	Burdekin Shire Council
	May	Mareeba Shire Council

If your Council wishes to nominate for a conference, can you please send your nomination in writing to the association at the above address.

I thank you in anticipation of your consideration of this matter.

If you wish to discuss this invitation, please don't hesitate to contact Mrs. Dianne Schultz on 47839812.

Ken Holt  
Secretary



# NORTH QUEENSLAND LOCAL GOVERNMENT ASSOCIATION

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Email: [dianne.schultz@burdekin.qld.gov.au](mailto:dianne.schultz@burdekin.qld.gov.au)

## ATTACHMENT 6

### REGISTRATION INFORMATION SHEET – NQLGA CONFERENCE – TOWNSVILLE – 8<sup>TH</sup> TO 10<sup>TH</sup> AUGUST, 2012.

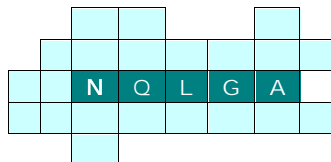
Friday 1st June, 2012.

Mr. Ken Holt  
Chief Executive Officer  
Burdekin Shire Council  
P.O. Box 974  
AYR Qld 4807

Please find attached a Registration Information Sheet.

Townsville City Council is currently finalising registration arrangements, and will forward the information to the association by the end of next week. The association will then forward the details on to all Councils and other interested parties.

Ken Holt  
Secretary



# NORTH QUEENSLAND LOCAL GOVERNMENT ASSOCIATION

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## NQLGA ANNUAL CONFERENCE

### DATES

Wednesday 8<sup>th</sup>, Thursday 9<sup>th</sup> and Friday 10<sup>th</sup> August, 2012

### VENUE

Rydges Southbank Hotel and Convention Centre,  
17-29 Palmer Street, South Townsville.

### HOST COUNCIL



Townsville City Council  
PO Box 1268, Townsville, QLD 4810  
Phone: 1300 878 001 Fax: 07 4727 9057  
Contact: Leisa Carter, Events and Protocol Officer  
[leisa.carter@townsville.qld.gov.au](mailto:leisa.carter@townsville.qld.gov.au)  
[www.townsville.qld.gov.au](http://www.townsville.qld.gov.au)

## REGISTRATION, FUNCTIONS AND ACCOMMODATION INFORMATION

- Registration fees for the 2012 NQLGA Conference are \$150.00 per person (Incl. GST). Delegates will be able to register on-line. Details to follow.
- Townsville City Council is currently finalising function arrangements. Details to follow.
- Townsville City Council has arranged accommodation deals with Rydges Southbank Hotel and Convention Centre for delegates and guests. Details to follow.
- Townsville has numerous other accommodation options within close proximity to the conference venue.
- Delegates will be responsible for their own transport arrangements.



4 June 2012

Chief Executive Officer  
MEMBER COUNCILS

## ELECTION OF LGAQ POLICY EXECUTIVE DISTRICT REPRESENTATIVES

### DISTRICT NO 9 (Northern)

At the close of nominations at 5.00pm Friday 1 June 2012, the following nominations have been received.

**Name:**

Cr Mansell (Rodger) Bow, Hinchinbrook Shire Council

Cr Jenny Hill, Townsville City Council

**Nominated by:**

Hinchinbrook Shire Council

Townsville City Council

Please note that these elections are being conducted in accordance with the Association's rules. Accordingly, the number of votes your Council is entitled to exercise is displayed on the ballot paper.

Attached is a **Ballot paper** to be completed and returned to me, in the enclosed envelope, as soon as possible, but to be received **NO LATER THAN 5.00PM FRIDAY 6 July 2012.**

The poll will be declared immediately after the votes are counted.

If you have any queries, please do not hesitate to contact me.

Yours sincerely



Greg Hallam PSM  
CHIEF EXECUTIVE OFFICER

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	CEO	DATE	26.6.12
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LAND #		PROP #	
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LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND LTD  
POLICY EXECUTIVE 2012 - 2016  
QUADRENNIAL ELECTION

DISTRICT NO 9 (Northern)

BALLOT PAPER

Record your vote by placing the figure 1 in the square opposite the name of the candidate for whom your Council vote. Leave the other squares blank.

<u>SURNAME</u>	<u>GIVEN NAMES</u>	<u>VOTES 2</u>
Bow	Mansell (Rodger)	<input type="checkbox"/>
Hill	Jennifer	<input type="checkbox"/>

Please complete and return to the Returning Officer in the enclosed envelope as soon as possible, but **NO LATER THAN 5.00PM FRIDAY 6 JULY 2012.**

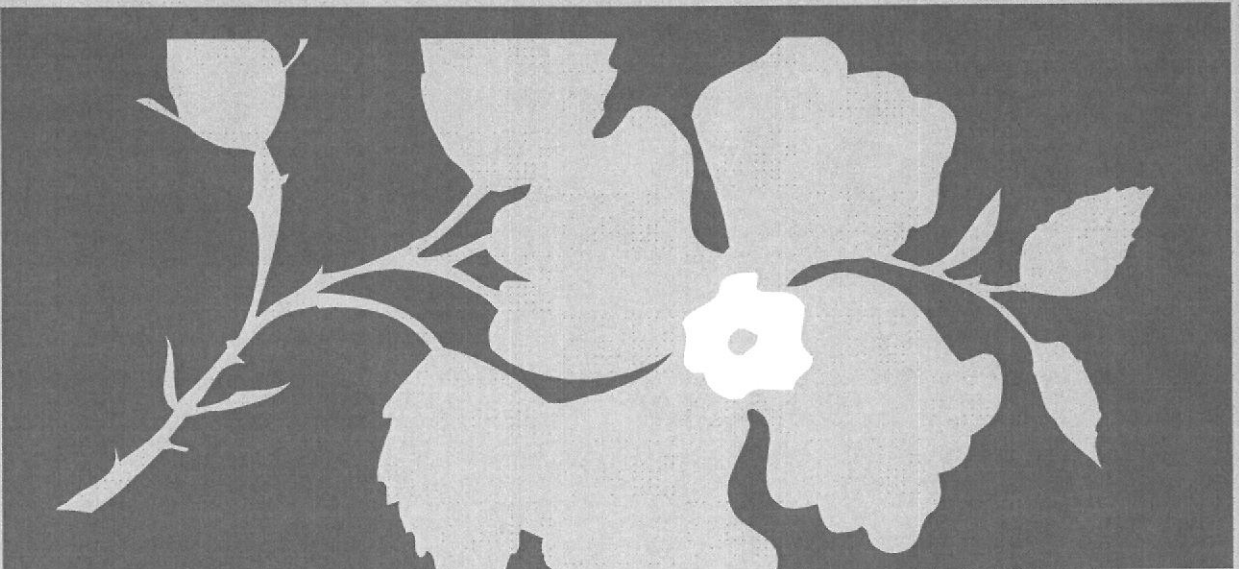
RETURNING OFFICER: MR GJ HALLAM PSM  
RETURNING OFFICER  
LOCAL GOVERNMENT ASSOCIATION OF QLD LTD  
PO BOX 2230  
FORTITUDE VALLEY BC QLD 4006

**N.B FAXED OR EMAILED BALLOTS WILL NOT BE  
ACCEPTED. REGISTERED POST OR BY HAND ONLY.**

+certificate kept on file.

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		DATE	26.6.12
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BURDEKIN SHIRE COUNCIL	
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- 8 JUN 2012	
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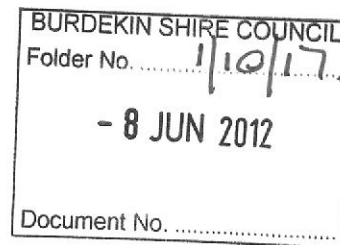
*Thank You*

BURDEKIN SHIRE COUNCIL

For sponsoring the Year 5 & Under Primary Unison Chorus  
in the Burdekin Junior Eisteddfod

From 45D at St Francis School

22 May 2012



November 2011

Dear Burdekin Shire Council,

On behalf of Ronald McDonald House Charities (RMHC) and McDonald's Australia, we would like to thank you for your generous contribution to McHappy Day 2011.

This was a big year for us as we celebrated the 20<sup>th</sup> Anniversary of McHappy Day and your generosity has helped us raise approximately \$3 million nationally. This money will contribute to programs supported by RMHC throughout Australia that directly help seriously ill children and their families.

The combined efforts of community and personalities across Australia helped raise this outstanding amount. The contribution you made to McHappy Day this year, the donation of your time and your willingness to support us, is much appreciated.

Once again, on behalf of all of us, a very big thank you for helping to make McHappy Day such a success and we look forward to your ongoing support in 2012.

Sincerely,

**Anna Colls**  
McHappy Day Event Manager  
McDonald's Ayr

Malcolm Coutts  
CEO,  
Ronald McDonald House Charities

+ certificate kept on file.

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## McHappy Day 2011

*Burdekin Shire Council*

Thank you for your involvement.

**Catriona Noble**  
CEO McDonald's Australia

**Malcolm Coutts**  
CEO Ronald McDonald House Charities Australia



**From:** Jessica Smith [jessica.smith@abs.gov.au] [jessica.smith@abs.gov.au]  
**Sent:** Friday, 8 June 2012 10:34 AM  
**Subject:** 2011 Census Data Release [SEC=UNCLASSIFIED]  
  
**Categories:** 00\_Inward

To the Attention of the Mayor

Following last year's 16th national Census of Population and Housing, which also marked 100 years of national Census taking in Australia, the Australian Bureau of Statistics (ABS) will release the latest Estimated Resident Population (ERP) state and territory figures on 20 June 2012 and the first 2011 Census results on 21 June 2012.

The ABS will be implementing a range of public communication activities around the release of ERP and Census results, and to inform people of the availability of Census products and services. This includes an announcement event at our Census Data Processing Centre (DPC) in Melbourne on 21 June 2012. A media release template is at Attachment B, should you wish to issue this in your area.

As you know, the Census represents a snapshot of Australia, providing vital information on where and how we live, and the characteristics of our communities. The June release will provide data on topics such as age, family, education, income, housing, transport, religion, ethnicity and more, from a single small area to an entire state/territory or all of Australia.

This release will also provide data for the Aboriginal and Torres Strait Islander population. The ABS received additional Council of Australian Governments funding to improve enumeration of the Aboriginal Torres Strait Islander population, including the population in remote areas across the northern Australia region. These results will therefore be of particular interest to Government and a range of stakeholders and communities.

This data informs population estimates used to allocate government funding, program and policy development, and decision making, allowing all levels of government, business, researchers and individuals to help plan for a brighter future.

Census data are free and publically available at the ABS website [www.abs.gov.au/census](http://www.abs.gov.au/census). 2011 data will be available using new, easy-to-use, online products to help people access and use data in a variety of formats, according to their needs.

I seek your support in promoting the availability of Census results and products to your colleagues and constituents, and encouraging people to access the information via our website. Key release dates are outlined at Attachment A.

Thank you for your support, of and participation in, the 2011 Census.



Yours Sincerely  
Brian Pink

Attachment A – Key 2011 Census data release dates

- 20 June 2012 – Estimated Resident Population (ERP) preliminary information available
- 21 June 2012 – First release Census data and geography available, along with a range of Census products (including Census Post Enumeration Survey results)
- July-September 2012 – Progressive release of new Census products and more detailed preliminary ERPs (state/territory regional totals and age/sex detailed breakdowns, and Indigenous/non-Indigenous state/territory estimates)
- 30 October 2012 – second release Census data and geography available
- 28 March 2013 – third release Census data and geography available
- June-August 2013 – Estimated Resident Population final information released

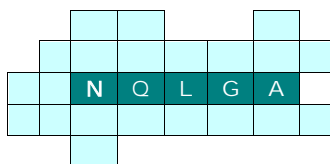
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Free publications and statistics available on [www.abs.gov.au](http://www.abs.gov.au)

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This email has been scanned by the Symantec Email Security.cloud service.  
For more information please visit <http://www.symanteccloud.com>

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# NORTH QUEENSLAND LOCAL GOVERNMENT ASSOCIATION

P.O. Box 974,  
AYR, QLD., 4807.

ABN: 96 975 058 935  
Telephone: (07) 4783 9812  
Facsimile: (07) 4783 9999  
Email: [dianne.schultz@burdekin.qld.gov.au](mailto:dianne.schultz@burdekin.qld.gov.au)

Our Ref: DS: 01-07-09A

Friday 1<sup>st</sup> June, 2012.

Mr. Ken Holt  
Chief Executive Officer,  
Burdekin Shire Council,  
P.O. Box 974,  
AYR, Qld., 4807.  
[burdekinc@burdekin.qld.gov.au](mailto:burdekinc@burdekin.qld.gov.au) ;

Dear Ken,

Re: Notice of NQLGA Conference – Townsville – 8<sup>th</sup> to 10<sup>th</sup> August, 2012.

I refer to the association's letter dated 6<sup>th</sup> December, 2011, advising that Townsville City Council would host the next North Queensland Local Government Association Conference on Magnetic Island from 11<sup>th</sup> to 13<sup>th</sup> July, 2012.

## Change of Date:

Unfortunately, due to the change of date for the Local Government Elections and the subsequent postponement of a number of training sessions and other State and regional events, the association has had to change its plans for the conference. In choosing an alternative date, the association considered a number of factors including:-

- LGAQ Councillor Induction Training Sessions now scheduled for May, June and July.
- Major local government conferences held during the year, e.g. LGAQ, Western Queensland Local Government Association, and Central Queensland Local Government Association.
- Suitable dates for Townsville City Council to host the conference.

The new dates for the conference are now 8<sup>th</sup> to 10<sup>th</sup> August, 2012.

## Change of Venue:

Another significant change is the venue. Member Councils will be aware that in the past the association has adopted the practice of holding conferences in smaller regional communities to afford the smaller Councils the opportunity to showcase their districts and gain some economic benefits. Although Townsville City Council is a city council, it had tendered its expression of interest to host a conference on Magnetic Island, which is a smaller regional community.

Despite significant efforts by Townsville City Council officers to obtain a venue on Magnetic Island or in other outlying communities within the district for alternative dates in 2012, they were unable to secure one. They were however able to secure a venue in the city. Therefore, the NQLGA Executive made the decision to allow Townsville City Council to host the conference in Townsville city.

«Name»  
«Title»  
«Council»

Friday 1<sup>st</sup> June, 2012.

---

By separate correspondence, the association will now proceed to send out the formal notice of conference and the following documents:-

- Notice of Annual General Meeting.
- Notice of General Meeting.
- Call for agenda items.
- A notice calling for nominations from member councils for hosting of the 2013 and 2014 conferences.
- A notice calling for nominations for positions on the Executive of the association, which will be voted on during the Annual General Meeting. Nominations will be called for:-
  - President;
  - Vice-President; and
  - Four Executive members.
- Registration Form for 2012 Conference – Townsville.

On behalf of the Executive, I apologise for any inconvenience caused by the change of date and venue.

If you require clarification of any of the matters raised in this letter, please contact my assistant Mrs. Dianne Schultz on 4783 9812.

Yours faithfully,

Ken Holt  
Secretary

# Circular

## LGAQ Red Tape Reduction Taskforce - Call for Submissions

### For Information/Action

**Circular:** 2012-109  
**Release Date:** Friday, 8 June 2012  
**Authorised by:** Greg Hallam PSM Executive Director

LGAQ has established a Taskforce to provide Local Government input to the new State Government's agenda of Red Tape Reduction.

The new State Government has set itself a priority target of a 20% reduction in regulation and Red Tape. The Premier, Rt Hon Campbell Newman MP has called upon Local Government to join this process by identifying regulation and compliance bottlenecks impacting on councils and the community. The new State Government sees this as an essential part of getting Queensland back on track.

Attached is a copy of the [Project Brief](#) for the LGAQ Red Tape Reduction Taskforce. Importantly, LGAQ is seeking to work with councils, professional associations, industry bodies and the Department of Local Government to ensure the widest possible input.

Because of the urgency involved LGAQ is planning to forward it's report to the State Government prior to the end of July 2012. The timeline for the Taskforce activity is as follows:

Call for Submissions – 8 June 2012

Submissions close – 27 June 2012

Taskforce meeting - 11 July 2012

LGAQ Submission lodged - 27 July 2012

LGAQ has already forwarded to relevant State Government Ministers [29 Briefing Notes](#) addressing a range of issues, a number including legislative and regulatory reform. The work of the Taskforce is to build on these Notes identifying further changes that can be made not only in State Government legislation but also at the council local law level.

You are hereby invited to lodge your submission via the attached submission [template](#) with any suggestions for legislative and regulatory change for consideration by the Taskforce. **Submissions close on 27 June 2012.**

# Circular

For further information please contact **Stephan Bohnen - Intergovernmental Relations Advisor** on  
(07) 3000 2203 or [stephan\\_bohnen@lgaq.asn.au](mailto:stephan_bohnen@lgaq.asn.au)

**Office of the Information Commissioner**  
Queensland

BURDEKIN SHIRE COUNCIL
Folder No. 1189
12 JUN 2012
Document No. ....

6 June 2012

Level 8  
Forestry House  
160 Mary Street  
Brisbane Q 4000  
  
PO Box 10143  
Adelaide Street  
Brisbane Q 4000

Cr B Lewis, Mayor of Burdekin  
PO Box 974  
Ayr Qld 4807

Phone (07) 3405 1111  
Fax (07) 3405 1122  
www.oic.qld.gov.au

ABN: 70 810 284 665

Dear Mr Mayor,

**What citizens' rights to information and privacy mean to you**

The Office of the Information Commissioner (OIC) has a statutory role in fostering understanding of the *Right to Information Act 2009* and the *Information Privacy Act 2009*. It also has a role in providing guidance, support and assistance to public sector agencies, Ministers, and Mayors.

Please find attached five key points about each piece of legislation which may be of assistance in your role; also attached is a guideline written specifically to assist Councillors or local government in using the *Information Privacy Act 2009*. I would appreciate it if you would distribute copies of these to each of your Councillors.

If at any time you have questions about the application of the legislation please do not hesitate to contact me. There can exist a perception that privacy legislation creates barriers to government business or prevents action from being taken by government. OIC is yet to find an example of the *Information Privacy Act 2009* preventing the legitimate business or actions of government; OIC is happy to assist when agencies perceive a problem.

Privacy and right to information requirements are most effectively and efficiently considered during the early stages of new projects and policies. OIC has produced several tools, available on the OIC website, to assist with achieving optimal outcomes. In addition, OIC regularly provides advice to state and local government on options to incorporate privacy and RTI considerations in new projects and policies.

If you have any questions, please contact me on 07 3405 1111. Further information on the role of OIC is available by visiting us online at [www.oic.qld.gov.au](http://www.oic.qld.gov.au).

Yours sincerely

*J Kinross*

Julie Kinross  
Information Commissioner

COPY ATTACH (COPY ATTACH FOR FILE)

VIEW	MAYOR	AGENDA	C14
OCCS	CEO	DATE	26.6.12
NOTED		APPLIC #	
LAND #		PROP #	
ACTION		ACTION	
DEADLINE		DEADLINE	

COPIES GIVEN TO COUNCILLORS



Office of the Information Commissioner  
Queensland

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## Applying the legislation

GUIDELINE – *Information Privacy Act 2009*

### **Councillors, the *Local Government Act 2009*, and the privacy principles**

The *Information Privacy Act 2009 (Qld)* (IP Act) contains a number of privacy principles which set out the rules for how personal information is to be collected, managed, used and disclosed by Queensland government agencies. Local government is required to comply with the privacy principles when dealing with personal information.

#### **Personal information**

Personal information is defined in section 12 of the IP Act. It is a very broad definition that encompasses any information about an individual who can be identified directly from the information, or whose identity can be reasonably ascertained by reference to other information. Information does not necessarily have to be true, or written down, to be personal information, and neither does it need to be sensitive or 'important'. The definition is limited in that an *individual* can only be a natural person,<sup>1</sup> meaning that companies, for example, do not have personal information and neither do deceased persons.

#### **Local Government under the IP Act**

Section 18(1)(a) provides that 'a local government' is an agency under the IP Act. Chapter 2 of the IP Act requires agencies to comply with the privacy principles, which include the Information Privacy Principles (IPPs),<sup>2</sup> the transfer out of Australia principles<sup>3</sup> and the rules relating to contracted service providers.<sup>4</sup>

#### **Who is required to comply?**

The *Local Government Act 2009 (Qld)* (LG Act) sets out the way in which local government is constituted and the nature and extent of its responsibilities and powers, and creates a system of local government which is accountable, effective, efficient and sustainable.<sup>5</sup> Section 11(1) of the LG Act provides that a local government is constituted by the councillors who are elected or appointed to the local government under the LG Act or the Local Government Electoral Act. Local government is defined in section 36 of the *Acts Interpretation Act 1954 (Qld)* as the Brisbane City Council or a local government or joint local government established under the LG Act.

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<sup>1</sup> Section 36, *Acts Interpretation Act 1954 (Qld)*.

<sup>2</sup> Section 27(1), IP Act.

<sup>3</sup> Section 33, IP Act.

<sup>4</sup> Chapter 2, part 4, IP Act.

<sup>5</sup> Section 3, LG Act.



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Section 18(1)(a) of the IP Act refers to 'a local government' as being an agency under that Act. Accordingly, councillors are part of a local government and are included in the coverage of the IP Act. This means that councillors, as well as local government administration, are obligated to comply with the privacy principles when dealing with personal information.

**Providing information to Councillors – use or disclosure?**

Because councillors are part of a local government, the provision of personal information by a local government employee to a councillor will constitute a 'use' and not a 'disclosure' under the IP Act. Use is defined in section 23(3) of the IP Act, and includes manipulating, searching or dealing with personal information, taking it into account when making a decision, or transferring it between sections of a local government with different functions.

Local government's use of personal information must comply with IPP 8, IPP 9, and IPP 10. IPP 8 requires information to be checked for accuracy before it is used, IPP 9 requires that only relevant personal information is used, and IPP 10 sets out the situations in which personal information may be used. These include:

- the purpose for which it was collected
- law enforcement
- to prevent a serious threat to life, health, safety or welfare
- where the person has agreed to another use than that for which the personal information was obtained; or
- the use is required or authorised by another law.

**IPP 10(1)(c) - use of personal information authorised or required by law**

Under IPP 10(1)(c) use of personal information for a purpose other than that for which it was collected is permitted if another law requires or authorises the other use. This includes where the law impliedly authorises or requires the other use, for example, where it is impossible to exercise a power given under legislation without using personal information.

The LG Act contains two provisions which would authorise a use involving the provision of personal information to a councillor:

**Section 13(3)(g) - chief executive officer's responsibilities under the LG Act**

Under section 13(3)(g) of the LG Act, the chief executive officer of a local government has responsibilities to respond to reasonable requests from councillors for:

- advice to help the councillor make a decision



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- information which relates to the local government and to which the local government has access.

Provision of information to councillors is a use of personal information which will be authorised under IPP 10(1)(c) as long as the information is provided in accordance with section 13(3)(g) of the LG Act. It must be limited only to personal information which:

- will assist a councillor to make a decision
- directly relates to a councillor's responsibilities to the local government.

### **Section 12(3) - councillor's obligations under the LG Act**

Section 12(3) of the LG Act gives councillors certain responsibilities, and places specific obligations on them, with regards to the local government and the community. Councillors may require access to personal information held by local government in order for the councillors to fulfil the roles in section 12(3) of the LG Act.

The provision of personal information for this objective will be authorised under IPP 10(1)(c). The authorisation will **only** extend to the type and amount of personal information *necessary* for the discharge of the responsibilities of the roles. To ensure compliance with IPP 10 the provision of personal information to councillors, either regularly or on specific request, will need to be assessed for the requisite degree of necessity.

These uses of personal information must comply with IPP 10. If the local government employee or the councillor passes the information outside of Council, this constitutes a 'disclosure' and this must comply with IPP 11. If councillors wish to use the personal information obtained in accordance with IPP 10(1)(c) and section 12(3) of the LG Act for a different purpose, that secondary use will have to be assessed for compliance with IPP 10.

### **Collection of personal information by Councillors**

When a Councillor collects personal information in their role as a part of local government they need to comply with Information Privacy Principles 1, 2 and 3. If Councillors are not acting in their role as a member of local government, for example, they are attending or hosting a campaign function, they do not need to comply with the privacy principles. However, in situations where a Councillor is performing a mixed role they should ensure the privacy principles are followed.

IPP 2 requires Councillors to take all reasonable steps when collecting personal information from individuals that the individuals are aware of:

- why the information is being collected
- any Act authorising its collection (if any); and
- anyone to whom it will be disclosed.



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Queensland

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Such steps must be taken before the personal information is collected if practicable, or otherwise as soon as practicable after collection.

This information can be provided verbally, in writing, or by way of appropriate signage. For example, if a Councillor is having photos or video taken at an event, placing signs regularly throughout the venue which explain that photos are being taken and what will be done with them will ensure compliance with IPP 2.

IPPs 1 and 3 state that only necessary and relevant personal information may be collected in a way that does not unreasonably intrude on an individual's private life.

This means that when a Councillor is asking an individual for personal information they should not ask for more than they need. There is a difference between personal information that is solicited by a Councillor and personal information that is voluntarily provided by a member of the community (non-solicited information). Individuals will often volunteer extra information which is not required or write with details not relevant to a Councillor's responsibilities, but receiving such additional information would not breach obligations under the privacy principles governing collection.

For additional information and assistance please refer to the OIC's privacy guidelines, or contact the Enquiries Service on 07 3234 7373 or email [enquiries@oic.qld.gov.au](mailto:enquiries@oic.qld.gov.au).

**This guide is introductory only, and deals with issues in a general way. It is not legal advice. Additional factors may be relevant in specific circumstances. For detailed guidance, legal advice should be sought.**

If you have any comments or suggestions on the content of this document, please submit them to [feedback@oic.qld.gov.au](mailto:feedback@oic.qld.gov.au)

*Published 6 July 2010 and Last Updated 4 June 2012*

*Changes to legislation after the update date are not included in this document*

## What citizens' legal rights to information and privacy mean for Councillors

Right to Information Act	Information Privacy Act
The RTI Act requires all documents of an agency, which includes local government, to be open unless there is a specified reason for them not to be e.g. Legal professional privilege.	The Privacy Principles govern how agencies collect, store, use, and disclose personal information. If an agency fails to comply with their privacy obligations there is capacity for the affected person to be awarded up to \$100,000 in compensatory damages.
The local government includes its Councillors, as set out in the <i>Local Government Act 2009</i> . This means that Councillor's documents are subject to the RTI Act.	The Privacy Principles apply to all personal information collected and held by a local government with some limited exceptions, such as information which is publicly available. This includes personal information collected and held by Councillors in their role as a Councillor, including correspondence and photographs.
The RTI Act requires disclosure of documents even if they may cause embarrassment to the government or may result in mischievous conduct by the applicant e.g. media publishing a misleading report.	Councillors are authorised to receive information from the chief executive of the local government under the Local Government Act. However Councillors must ensure that personal information is only used in accordance with the privacy principles.
The decision about whether to disclose information under the RTI Act must be made in accordance with legal requirements. The RTI Act safeguards the independence of decision-makers by making it an offence to direct them to make a decision they do not believe is correct.	Privacy considerations should be addressed early in policy and project development to ensure optimal outcomes and efficiencies. OIC can assist agencies to problem solve any issues as they arise.
The RTI Act gives a right of access to government information. The RTI Act intends that government information be released administratively as a matter of course unless there is a good reason not to. <i>Requested information should be released if at all possible without requiring a formal access application.</i>	Privacy is not about secrecy; it is about ensuring that personal information is protected in a way that allows government to carry out its functions.

[www.oic.qld.gov.au](http://www.oic.qld.gov.au)

### Enquiries Service

07 3234 7373

[enquiries@oic.qld.gov.au](mailto:enquiries@oic.qld.gov.au)



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Queensland

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AUSTRALIAN LOCAL  
GOVERNMENT ASSOCIATION



7 June 2012

Dear Mayor, Councillors and CEO

I am writing to update you on the progress of the Constitutional Recognition of Local Government and to enclose two copies of the final report of the Expert Panel appointed by the Government to examine options for the recognition of local government in the Australian Constitution.

The Australian Labor Party reached an agreement with the Greens and independents when forming Government in August 2010, to proceed towards a referendum on the recognition of local government. The Greens were instrumental in holding the ALP to its earlier election promise to proceed with the constitutional recognition of local government.

As part of this process, an 18 member Expert Panel was appointed in August 2011 to identify options for the constitutional recognition of local government and report on the level of support from stakeholders and the broader community. Chaired by former Chief Justice of the NSW Supreme Court, the Hon James Spigelman AC QC, the Expert Panel undertook a comprehensive process to assist the Government in identifying the best way forward for constitutional recognition. The process included preparing a discussion paper, writing to all councils seeking submissions and seeking submissions from the wider population. It also consulted constitutional experts, held forums in a number of locations around Australia and undertook polling to gauge community views in the issue. Councillor Paul Bell and I represented local government on the Panel.

ALGA, in consultation with its state associations, prepared a substantial submission to the Expert Panel, strongly arguing the case for financial recognition. ALGA's case was informed by the views of councils at the Constitutional Summit in Melbourne in 2008, extensive political consultation, expert strategic and constitutional advice, and independent research. The Expert Panel identified four possible forms of recognition: symbolic recognition, financial recognition, democratic recognition and recognition through federal cooperation, but concluded that financial recognition was the only viable option capable of success at a 2013 referendum and, of all the options, financial recognition had the broadest base of support among the political leadership at both Federal and State levels.

All members of the Expert Panel considered it appropriate that the Commonwealth's right to have a direct funding relationship with local government – when it is acting in the national interest – be acknowledged in the Australian Constitution. However, the Panel identified two pre-conditions for the referendum to succeed: firstly, for the Commonwealth to engage with State governments to achieve their support; and secondly, for a major nationally funded public awareness campaign, as highlighted in ALGA's submission.

The Expert Panel's report reinforced the case for change and its conclusions are an excellent development in outlining the need for constitutional recognition.

When releasing the Expert Panel's report on 22 December 2011, the Minister for Regional Australia, Regional Development and Local Government, the Hon Simon Crean, said the Australian Government's commitment to the recognition of local government was strong, and that it was vital to protect the Commonwealth's ability to directly fund local government thorough programs such as Roads to Recovery. ALGA welcomed the Panel's report.

Minister Crean undertook to consider the community's views and details of the report before responding in early 2012. At this time, however, local government is still waiting for the Commonwealth Government's response to the Report. We are concerned that as time elapses without the Commonwealth taking leadership on the issue and addressing the two steps set out by the Panel for the referendum to proceed, the chances of success at a 2013 referendum will be reduced. The reluctance of the Australian community to agree to amend the Constitution was recognised and identified by the Panel when it suggested the two specific actions by the Commonwealth to ensure the referendum had a chance of success.

We urge every council to take the time to read the Expert Panel's report and promote its findings to your communities. Each council has an essential role in the public awareness process and in reinforcing the important role and services councils provide. Almost 90% of councils have indicated to ALGA that they are behind the campaign and the financial recognition option. At our 2012 National General Assembly, to be held in Canberra from 17-20 June, Expert Panel Member Jim Soorley will talk more about the Panel's work and where we go from here.

I hope to see you there.

Yours sincerely,



Mayor Genia McCaffery  
President

COPY & ATTACH ✓

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	CEO	DATE	26.6.12
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LAND #		PROP #	
ACTION		ACTION	
DEADLINE		DEADLINE	

**ROSEMARY MENKENS MP**  
State Government Senior Whip  
MEMBER FOR BURDEKIN



Postal Address: SHOP 30 Centrepoint  
Ayr Qld 4807

Tel: 07 4783 2017  
1800 817 594  
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Thursday 7th June 2012

BURDEKIN SHIRE COUNCIL	
Folder No.	6/9/19
13 JUN 2012	
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Cr Bill Lewis  
Mayor  
Burdekin Shire Council  
PO Box 974  
AYR QLD 4807

Dear Cr Lewis *Bill*

I am writing on behalf of constituents who have contacted me a number of times in relation to the condition of Kierle's Landing. I have had many submissions about this site in the past and again more recently.

I am aware that this site is an unofficial boat ramp and is not a registered boat landing as such and that council had, in response to high demand, previously provided a cutting of the riverbank and gravel for easier access of patrons and that until permanent infrastructure is established it does remain difficult to maintain and prone to flood damage.

Therefore I would request on behalf of my constituents whether the Burdekin Shire Council would support improved boat launching facilities for this area, providing for the land-based infrastructure either at this site or in a more suitable nearby site. Also whether the council would be interested in submitting a proposal for consideration demonstrating the demand and providing land-based facilities to support the boat ramp.

If council would be able to provide this approval I would make representations to the relevant Minister for the construction of a boat ramp in this area.

Thank you for your time and consideration of this request and I look forward to your response.

Yours sincerely

*Rosemary Menkens*  
Rosemary Menkens

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	PROP #	
MAYOR	ACTION	
	DEADLINE	

**Rosemary Menkens MP**  
Member for Burdekin

Email: [burdekin@parliament.qld.gov.au](mailto:burdekin@parliament.qld.gov.au)

Councillor Uli Liessmann  
C/O Burdekin Shire Council  
Young St  
Ayr QLD 4807

1<sup>st</sup> June, 2012

Dear Councillor Liessmann

I am writing this letter as I am hoping you agree and would appreciate your support on the below matter. I would like to bring to your attention that in this modern day of 2012 there are still places in our town of Home Hill that are not accessible by wheelchair.

I would specifically like to make mention of Arch Dunn Memorial Park in Home Hill which even though it has recently been renovated and upgraded with disabled facilities is still unable to be accessed by wheelchairs due to high grass and no cement from path to seating.

I myself have tried to take my elderly father into the park on numerous occasions and continually find that I am unable to push the wheelchair into the park to gain access to the seating facilities.

All that would be required to fix this situation is a small section of concrete path from the path through to the seating facilities.

My father resides in the Home Hill Hospital and it is a pleasure of mine and his to be able to take him out of the Hospital for a trip to the park to have lunch. I believe that if this problem was fixed quite a few other residents of the hospital and the disabled community would make use of this facility.

I look forward to hearing from you in the near future and ask if you have any further queries regarding this matter to not hesitate in contacting me on 0438 822 519 as I would like for it to be brought to the attention of the Burdekin Shire Council at your earliest convenience.

Yours sincerely

Joyce Bonanno



COTA QUEENSLAND  
PO Box 15525  
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Level 1, 25 Mary St  
Brisbane QLD 4000  
[www.cotaqld.org.au](http://www.cotaqld.org.au)

BURDEKIN SHIRE COUNCIL
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15 JUN 2012
Document No. ....

P:(07) 3316 2999  
P: 1300 738 348  
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Mayor Bill Lewis  
PO Box 974  
AYR QLD 4807

Dear Mayor Bill Lewis,

By 2020 there will be twice as many people over the age of 65 as there were in 2006. COTA Queensland is working with all levels of government and other stakeholders to ensure that by this time people as they age are supported to be active and healthy and live in age-friendly communities.

The Age-friendly Environments program is an international effort by the World Health Organisation (WHO) to address the environmental and social factors that contribute to active and health ageing in societies. Recently COTA Queensland hosted a guest speaker Dr Alexandre Kalache to present information on how we can all achieve this.

Over the past year South Australia has played host to Dr Kalache through the state government's **Thinkers-In-Residence** program, which brings international experts from various disciplines to Adelaide. Dr Kalache has been sharing his knowledge and ideas on how to create an age-friendly city. This involves challenging negative perceptions about the consequences of an ageing population, raising awareness of positive contributions made by older people and developing opportunities for them to live richer, fuller lives.

COTA Queensland is looking forward to working with the Newman State Government and the recently elected local governments to ensure that Queensland, like South Australia, is recognised internationally as age-friendly.

We have enclosed a copy of Dr Kalache's lecture held in Brisbane for you and trust that you enjoy his inspirational and educative presentation. The transcript will be made available on our website [www.cotaqld.org.au](http://www.cotaqld.org.au)

We also invite you to subscribe to our monthly e-newsletter to stay informed on COTA Queensland's work including age-friendly environments [www.cotaqld.org.au/get-involved](http://www.cotaqld.org.au/get-involved).

Please do not hesitate to contact us should you require any additional information.

Kind Regards

Jill Lang  
Acting Chief Executive

*\* lecture kept on file.*

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**Cabinet Secretary**  
**Parliamentary Secretary for Climate Change and Energy Efficiency**  
**Parliamentary Secretary for Industry and Innovation**



15 June 2012

Cr Bill Lowis  
Burdekin Shire Council  
PO Box 974  
AYR QLD 4807

Dear Cr Lowis

It has been brought to my attention that a number of councils have been sent misleading information about the effect of the Australian Government's climate change policies on their operations.

A letter sent to councils in the week of 21 May 2012 by the Leader of the Opposition claimed that the carbon price would make it more expensive to run council trucks from 1 July 2012. This is not true. The Leader of the Opposition has also made misleading statements in the Parliament on this issue, aimed at spreading misinformation and fear.

The facts are that from 1 July 2012 on-road fuel costs will not increase as a result of the Government's Clean Energy Legislative Package. The Government's policy is to apply an effective carbon price on heavy on-road transport from 1 July 2014, but this is not part of the legislation the Government has enacted.

In relation to off-road fuel costs, from 1 July 2012 councils will actually pay less as a result of changes to fuel tax credits. Fuel tax credits will increase for off-road fuel use for local government road construction and maintenance vehicles currently entitled to 50 per cent credits. In particular, fuel tax credits for diesel and petrol will increase from 19.0715 cents per litre to 31.933 cents per litre for diesel and 32.623 for petrol. This represents a decrease in the effective fuel tax rate of around 13 cents per litre, compared to the 2011-12 financial year.

I have enclosed a copy of an Australian Taxation Office factsheet which contains further information on changes to fuel tax credit rates.

I trust that this information will address any confusion about the effect of the carbon price on transport fuel costs for local government. I also encourage you to forward this letter to councillors to ensure that they are correctly informed on this issue.

Yours sincerely

**MARK DREYFUS QC MP**

Copy: Mr Holt  
Chief Executive Officer

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# Fuel tax credits – changes from 1 July 2012

This fact sheet provides information about changes to fuel tax credit rates that apply from 1 July 2012, including the introduction of the carbon charge.

## CHANGES TO FUEL TAX CREDIT RATES

From 1 July 2012, fuel tax credit rates are changing. You may be affected by one or more of the following rate changes relating to:

- liquid fuels (eg diesel, petrol or fuel oil) used in some off-road business activities
- the introduction of a carbon charge
- heavy vehicles travelling on a public road
- gaseous fuels (eg liquefied petroleum gas (LPG))
- some blended liquid fuels.

Also, when calculating your fuel tax credits, you will need to use the rate that applied when you acquired the fuel. There is an exception to this, see 'Use the rate when the fuel was acquired' on page 2.

- For fuel tax credit rates for fuel acquired from 1 July 2012 (other than blended and gaseous fuels), refer to the table on page 3.

For fuel tax credit rates for blended fuels or gaseous fuels acquired from 1 July 2012, refer to our website at [www.ato.gov.au/fuelschemes](http://www.ato.gov.au/fuelschemes) and search for *Fuel tax credits rates and eligible fuels* (NAT 71563).

These rates take into account all changes listed above.

You will continue to claim your fuel tax credits on your business activity statement.

- ❗ Fuel is taxable if excise or customs duty is required to be paid on it. All gaseous and liquid fuels mentioned in this fact sheet are taxable fuel unless otherwise stated.

## LIQUID FUELS USED IN SOME OFF-ROAD BUSINESS ACTIVITIES

Liquid fuels are petrol, diesel and other combustible fossil fuels such as kerosene, mineral turpentine, white spirit, toluene, heating oil and some solvents. Fuel ethanol and biodiesel are not fossil fuels.

From 1 July 2012, the fuel tax credit rate will **increase** for liquid fuels used in off-road activities eligible since 1 July 2008 (currently 19.0715 cents per litre). These activities include (but are not limited to):

- construction
- manufacturing
- wholesale/retail
- property management
- landscaping.

The rates for fuels used in most off-road activities will be reduced by a carbon charge at the same time. Refer to the table on page 3 for fuel tax credit rates you will need to use from 1 July 2012.

## THE INTRODUCTION OF A CARBON CHARGE

Under new Clean Energy laws, from 1 July 2012 fuel tax credit rates will be reduced by a carbon charge for fuels and activities excluding those listed below.

### Fuels not affected by a carbon charge

The carbon charge will not affect the fuel tax credit rates for:

- fuels used in
  - heavy vehicles with a gross vehicle mass (GVM) greater than 4.5 tonne travelling on a public road – diesel vehicles acquired before 1 July 2006 can equal or exceed 4.5 tonne
  - specified activities in the agriculture, fishing or forestry industries
  - activities that do not involve combustion of the fuel – for example, fuel used to clean machinery or as a mould release agent
- renewable fuels such as biodiesel or fuel ethanol.

A carbon charge is an amount equal to the price of carbon emissions from the use of liquid or gaseous fuels. This charge varies for the different fuels depending on their carbon emissions.

Carbon charge amounts will increase annually, further reducing fuel tax credit rates over the next three years until 30 June 2015. The rates will then be adjusted every six months from 1 July 2015.

➤ For the fuel tax credit rates for fuel acquired from 1 July 2012, refer to the table on page 3. These rates take into account a carbon charge where applicable.

## HEAVY VEHICLES TRAVELLING ON PUBLIC ROADS

The fuel tax credit rate for heavy vehicles that use taxable fuel and travel on a public road is reduced by the road user charge, which is subject to change.

From 1 July 2012, after subtracting the road user charge of 25.5 cents per litre, the fuel tax credit rate for liquid fuels (for example, diesel or petrol) used in heavy vehicles is 12.643 cents per litre. For duty paid gaseous fuels (LPG, LNG and CNG) used in heavy vehicles travelling on a public road, the road user charge reduces any fuel tax credit entitlement to nil.

A heavy vehicle is one that has a gross vehicle mass (GVM) greater than 4.5 tonne. Diesel vehicles acquired before 1 July 2006 can equal 4.5 tonne GVM.

## USE THE RATE WHEN FUEL WAS ACQUIRED

It is important you use the correct rate for fuel you acquire and use in eligible business activities.

From 1 July 2012, you need to use the fuel tax credit rate in effect on the date you acquired the fuel. This may not necessarily be the rate in effect when you use the fuel or claim your fuel tax credits. This means you would use different rates for fuel used in the same activity if some of the fuel was acquired in periods that had different fuel tax credit rates.

❗ For heavy vehicles travelling on a public road, you need to use the rate in effect at the beginning of the tax period covered by your BAS.

## EXAMPLE

Bob is completing his July 2012 BAS. In June 2012, he purchases 5,000 litres of diesel for his front-end loader which he uses in July. Bob did not claim fuel tax credits for this fuel in his June BAS, so is claiming it in his July BAS instead. When calculating his fuel tax credits for his July BAS he will need to use the rate that applied when he purchased the fuel in June, which is 19.0715 cents per litre.

If he purchased the fuel after 1 July 2012, he would use the rate in effect in July 2012, which is 31.933 cents per litre.

You can use the rates in the table on page 3 for liquid fuels (such as petrol, diesel or fuel oil) you acquire from 1 July 2012. Other than the rate for heavy vehicles, the rates in the table account for all changes from 1 July 2012, including the carbon charge.

➤ For current and previous years' rates and rates for blended and gaseous fuels, visit our website at [www.ato.gov.au/fuelschemes](http://www.ato.gov.au/fuelschemes) and search for *Fuel tax credits rates and eligible fuels* (NAT 71563).

**TABLE: Fuel tax credit rates for liquid fuels from 1 July 2012 (excluding blended and gaseous fuels)**

Business use	Taxable liquid fuel	For fuel acquired from 1 July 2012
In a vehicle (including emergency vehicles) greater than 4.5 tonne GVM travelling on a public road – diesel vehicles acquired before 1 July 2006 can equal or exceed 4.5 tonne GVM.	Taxable liquid fuels – for example, diesel or petrol	12.643 cents per litre <sup>1</sup>
Specified off-road activities in: ■ agriculture ■ fishing ■ forestry.	Taxable liquid fuels – for example, diesel or petrol	38.143 cents per litre
Other off-road business activities where the fuel is combusted, for example: ■ mining ■ marine or rail transport (including emergency vessels) ■ nursing and medical ■ burner applications ■ electricity generation by commercial generation plant, stationary generator or a portable generator ■ construction ■ manufacturing ■ wholesale/retail ■ property management ■ landscaping.	Petrol	32.623 cents per litre <sup>2</sup>
	Diesel and other liquid fuels	31.933 cents per litre <sup>2</sup>
Non-combustible uses, such as: ■ fuel you use directly as a mould release ■ fuel you use as an ingredient in the manufacture of products not for combustible use.	Taxable liquid fuels – for example, diesel or petrol	38.143 cents per litre
Packaging fuels in containers of 20 litres or less for uses other than in an internal combustion engine.	Mineral turpentine, white spirit, kerosene or certain other fuels.	38.143 cents per litre
Supply of fuel for domestic heating.	Heating oil and kerosene	31.933 cents per litre <sup>2</sup>

1 This rate accounts for the road user charge, which is subject to change.

2 The rates for these activities account for the carbon charge, which varies for each fuel and is subject to change.

## GASEOUS FUELS

Gaseous fuels are liquefied petroleum gas (LPG), liquefied natural gas (LNG) and compressed natural gas (CNG).

Duty paid LPG, LNG or CNG refers to fuel that is supplied for transport use, but is subsequently used in eligible off-road activities.

From 1 July 2012, the fuel tax credit rates for duty paid gaseous fuels will change. The rates are affected by:

- an increase in the rates as part of a gradual phasing in of duty on gaseous fuels
- a reduction in the rates for some activities by a carbon charge.

You cannot claim fuel tax credits for gaseous fuels used in any vehicle travelling on a public road and in most circumstances, you cannot claim fuel tax credits for gaseous fuels used for non-transport purposes.

➤ You can find the fuel tax credit rates for gaseous fuels from 1 July 2012 (accounting for the carbon charge where applicable) on our website at **[www.ato.gov.au/fuelschemes](http://www.ato.gov.au/fuelschemes)** and search for *Fuel tax credits rates and eligible fuels* (NAT 71563).

## GASEOUS FUELS AND THE CARBON CHARGE

From 1 July 2012, the government intends to apply excise or customs duty equal to the carbon charge to CNG, LPG and LNG used for non-transport purposes.

➤ For more information about clean energy, visit our website at [www.ato.gov.au/fuelschemes](http://www.ato.gov.au/fuelschemes) and search for *Clean energy – changes to fuel tax credits and excise duty* (NAT 74087).

## BLENDED LIQUID FUELS

Blended fuels are blends of two or more liquid fuels, such as blends of biodiesel with diesel or blends of fuel ethanol with petrol.

From 1 July 2012, if you use blended fuels in activities affected by a carbon charge, the carbon charge will not apply to any renewable fuel component (such as, biodiesel or ethanol). This is because renewable fuels are not affected by the carbon charge.

For example, if you use a blend of biodiesel and diesel that contains 20% biodiesel (B20), your fuel tax credit rate will only be reduced by a carbon charge for 80% of the fuel – that is, the diesel component. This is because a carbon charge does not apply to biodiesel.

➤ For more information about the fuel tax credit rates for common fuel blends (accounting for the carbon charge where applicable), visit our website at [www.ato.gov.au/fuelschemes](http://www.ato.gov.au/fuelschemes) and search for *Fuel tax credits rates and eligible fuels* (NAT 71563).

## KEEP GOOD RECORDS

Now that many fuel tax credit rates are changing each year, it is even more important to keep good records of your fuel usage. You need to show the types of fuel you acquired and what activities you used each fuel for, such as whether it was used in on-road or off-road activities.

You also need to keep records of when the fuel was acquired as this will tell you what fuel tax credit rate to use for the fuel.

## ➤ MORE INFORMATION

For more information on fuel tax credits:

- visit our website at [www.ato.gov.au/fuelschemes](http://www.ato.gov.au/fuelschemes)
- phone **13 28 66** between 8.00am and 6.00pm, Monday to Friday.

For more information about clean energy, visit:

- our website at [www.ato.gov.au/cleanenergyfuture](http://www.ato.gov.au/cleanenergyfuture)
- the Department of Climate Change and Energy Efficiency website at [www.cleanenergyfuture.gov.au](http://www.cleanenergyfuture.gov.au)

You can phone the Telephone Typewriter Service (TTY) on **1300 130 478** if you have a hearing or speech impairment or phone the Translating and Interpreting Service (TIS) on **13 14 50** if you don't speak English.

## OUR COMMITMENT TO YOU

We are committed to providing you with accurate, consistent and clear information to help you understand your rights and entitlements and meet your obligations.

If you follow our information in this publication and it turns out to be incorrect, or it is misleading and you make a mistake as a result, we must still apply the law correctly. If that means you owe us money, we must ask you to pay it but we will not charge you a penalty. Also, if you acted reasonably and in good faith we will not charge you interest.

If you make an honest mistake in trying to follow our information in this publication and you owe us money as a result, we will not charge you a penalty. However, we will ask you to pay the money, and we may also charge you interest. If correcting the mistake means we owe you money, we will pay it to you. We will also pay you any interest you are entitled to.

If you feel that this publication does not fully cover your circumstances, or you are unsure how it applies to you, you can seek further assistance from us.

We regularly revise our publications to take account of any changes to the law, so make sure that you have the latest information. If you are unsure, you can check for more recent information on our website at [www.ato.gov.au](http://www.ato.gov.au) or contact us.

This publication was current at **May 2012**.



BURDEKIN SHIRE COUNCIL	
Folder No. ....	1/10/10
20 JUN 2012	
Document No. ....	

14 June, 2012

Mr Ken Holt  
CEO  
Burdekin Shire Council  
PO Box 974  
AYR QLD 4807

VIEW	DESIGN	AGENDA	C14
TECH	ops	DATE	26.6.12
NOTED		APPLIC #	
LAND #		PROP #	
ACTION		ACTION	
DEADLINE		DEADLINE	

Dear Mr Holt,

### Powerlink Queensland and the State's high voltage electricity network

Powerlink is the State Government Owned Corporation responsible for transmission of high voltage electricity from power stations to the distribution networks (Energex, Ergon Energy and Essential Energy), which in turn supply electricity to more than two million customers across Queensland. Powerlink also provides supply to a relatively small number of directly connected large consumers (eg. smelters, refineries).

Powerlink is focused on delivering its transmission services safely with an appropriate balance between reliability of supply and cost to consumers. Our track record is one of delivering this essential service reliably and developing any infrastructure in a timely way to ensure we meet electricity demand, at the lowest long run cost.

At Powerlink, we also recognise the importance of working closely with communities and stakeholders in the areas in which we operate our transmission network. We recognise that community members often turn to their elected representatives for information about matters that affect them, including electricity transmission.

As Powerlink has infrastructure in Burdekin Shire Council area, we thought it timely to invite you to visit our website at [www.powerlink.com.au](http://www.powerlink.com.au) for current information regarding projects in your electorate (see 'Key Projects' map on the home page).

We have also made available an online brochure that provides information about topics that are often of interest to community members regarding the provision of electricity transmission services.

This can be accessed via [www.powerlink.com.au/brochures/TransmissionOverview](http://www.powerlink.com.au/brochures/TransmissionOverview).

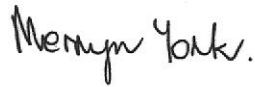
If you require further information about any of our activities, please contact our Manager External Communications, Nicole Maguire, on 3860 2580.

33 Harold Street, Virginia  
PO Box 1193, Virginia, Queensland 4014, Australia  
Telephone: (07) 3860 2111 Facsimile: (07) 3860 2100  
Website: [www.powerlink.com.au](http://www.powerlink.com.au)

Powerlink Queensland is the registered business name of the  
Queensland Electricity Transmission Corporation Limited  
ABN 82 078 849 233

We look forward to working with you and your community as we continue to plan, develop and maintain the electricity transmission grid to ensure an ongoing safe, efficient and reliable high voltage electricity supply in Queensland.

Yours sincerely,

A handwritten signature in black ink that reads "Merryn York." The signature is written in a cursive, flowing style.

Merryn York  
**CHIEF EXECUTIVE**

BURDEKIN SHIRE COUNCIL	
Folder No.	1/10/17
20 JUN 2012	
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VIEW		AGENDA	C14
		DATE	26.6.12
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Dear Burdekin dancing. it  
 Shire Council, was my  
 first  
 +thankyou for Cornpetition  
 the medals you from Jorja Pen  
 donated for the  
 Burdekin  
 Eisteddfod.

I receive d  
 two for highland



For reply please quote: PQ/MG – TF/12/11758 – DOC/12/95227

Department of the  
Premier and Cabinet

18 June 2012

Councillor Bill Lewis  
Mayor  
Burdekin Shire Council  
PO Box 974  
AYR QLD 4807

BURDEKIN SHIRE COUNCIL	
Folder No. ....	118/13
20 JUN 2012	
Document No. ....	

Dear Councillor Lewis

I write to invite nominations for the award of the Public Service Medal in the Australian Honours System.

The Public Service Medal acknowledges sustained, extraordinary service by employees of the Australian government and state, territory and local government employees.

Outstanding service can be shown through:

- service excellence to the public, or to external or internal clients
- innovation in program, project or policy development
- leadership, including as a member of a team
- the achievement of more efficient processes, improved productivity or better service delivery.

Nominations for the Australia Day 2013 Honours List are due by 1 August 2012. Late nominations will be considered for the next round of awards on Queen's Birthday 2013.

The selection process is competitive with nominations first examined by a committee, which I chair. The committee then submits its recommendations to the Premier who forwards them to the Governor-General.

I also encourage you to promote other Honours in the Order of Australia to ensure that Queenslanders worthy of an award are appropriately nominated. Previous recipients of awards may be considered for higher awards.

VIEW	MAYOR	AGENDA	214
	CEO	DATE	26.6.12
NOTED		APPLIC #	
LAND #		PROP #	
ACTION		ACTION	
DEADLINE		DEADLINE	

Executive Building  
100 George Street Brisbane  
PO Box 15185 City East  
Queensland 4002 Australia  
Telephone +61 7 3224 2111  
Facsimile +61 7 3229 2990  
Website [www.premiers.qld.gov.au](http://www.premiers.qld.gov.au)  
ABN 65 959 415 158

The nomination forms and completion details are attached and can be also obtained from the Australian Honours and Awards website at [www.itsanhonour.gov.au](http://www.itsanhonour.gov.au). Should you have any enquiries on this matter, please contact Mr Ross Sue See, Director, Protocol Queensland by email at [ross.suesee@premiers.qld.gov.au](mailto:ross.suesee@premiers.qld.gov.au) or on telephone (07) 3239 3731.

I look forward to receiving your nominations.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jon Grayson', written in a cursive style.

Jon Grayson  
**Director-General**

**\*Encl**

## PUBLIC SERVICE MEDAL NOMINATIONS

### COMPLETION DETAILS

If nominating please use the following headings:

**Nomination Statement** – Please include a brief summary of no more than 200 words outlining why a nominee should receive an award and how they have performed in an extra-ordinary manner and provided extra-ordinary public service.

**Service** – Details of the nominee's service which are considered particularly worthy of recognition. In what role(s) has the nominee excelled? Give positive details and describe comprehensively the nature of the occupation, i.e. policy, customer service, administration and the length of service. You should outline achievements in all positions they have held throughout their public service career, and not limit the nomination to their current position.

**Achievement** – How has the nominee demonstrated 'outstanding service'? Has the individual provided service excellence; shown innovation in program, project or policy development; excelled in leadership; or achieved more efficient processes, improved productivity or better service delivery?

**Impact** – How has the nominee's contribution impacted upon their organisation and its clients? What are the broader outcomes of the nominee's work or the significance of the nominee's efforts?

At least three referee reports should be provided, including (if appropriate) referees from outside the Public Service. References should be sought from persons of the highest calibre. Nomination guidelines are attached and we ask you to distribute to areas within your organisation. Enquiries and nominations should be addressed to:

Mr Ross Sue See MVO  
Director  
Protocol Queensland  
Department of the Premier and Cabinet  
PO Box 15185  
CITY EAST QLD 4002  
Telephone: (07) 3239 3731  
Email: ross.suesee@premiers.qld.gov.au

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# The Public Service Medal

*Formal recognition of outstanding service*

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**The Public Service Medal**, established in 1989, is awarded twice a year by the Governor-General.

It recognises those people who have consistently performed demanding jobs to the highest standards and have made a major contribution to the Australian community. The Public Service Medal is part of the official Australian system of honours and awards, and was established to recognise employees of the Australian Government and state, territory and local governments who have given outstanding service.

Outstanding service could be shown through:

- service excellence to the public, or to external or internal clients;
- innovation in program, project or policy development;
- leadership, including as a member of a team; or
- the achievement of more efficient processes, improved productivity or better service delivery.

The guidelines overleaf provide details on how to nominate someone for the Medal.

# Your Guide to Preparing Nominations for the Public Service Medal

## The award

Only 100 awards of the Public Service Medal (PSM) can be made in any calendar year. Of these, up to 30 can be awarded to employees of Australian Government agencies and the remainder are awarded by the states and territories as follows: NSW (22); VIC (17); QLD (11); WA (6); SA (6); TAS (3); ACT (3); and NT (2).

Recipients of the PSM are entitled to use the letters 'PSM' after their names to show that their outstanding service has been formally recognised.

## What is the medal awarded for?

The sole criterion for the award of the PSM is outstanding public service. "Outstanding service" includes service above and beyond the normal requirements of the position, a special achievement or success in the performance of duty in difficult or unusual circumstances, or sustained high level performance by an individual with a focus on outcomes and recognisable benefits to clients and the workplace. Long service should not be used as a basis for making nominations.

## Who is eligible?

All employees of the Australian Government and state, territory and local governments are eligible for the medal, except for members of the Defence Force and other uniformed services (police, fire services, ambulance services and emergency services) who are eligible for comparable awards\*. The PSM is not reserved for senior officers – it is open to all levels of the public service. Past awards have been made across a broad range of government services and locations.

The PSM may be awarded only once to each recipient. A person who has received a PSM and gives further distinguished service may be nominated subsequently for an award in the Order of Australia. Similarly, a person who has received an award in the Order of Australia is not excluded from receiving a PSM although at least five years should elapse between the announcement of awards, in accordance with established honours convention.

\* With regard to the suite of meritorious awards (Australian Police Medal, Australian Fire Services Medal, Public Service Medal, Emergency Services Medal, Ambulance Service Medal and the Australian Antarctic Medal) those eligible for one type of meritorious award would not be eligible for consideration for other comparable meritorious awards. Advice can be sought from the Australian Government PSM Secretariat (see contact details on next page).

### Citizenship

A person does not have to be an Australian citizen to be awarded the PSM. However, if the nominated person is not an Australian citizen, the Australian Government, in accordance with honours convention, must seek the agreement of the government of the country of citizenship before the award can be made. If the nominee is not an Australian citizen, the nomination should clearly indicate this, and if the nomination is recommended to the Governor-General, the Governor-General's office will arrange for the Australian Government to seek the appropriate agreement.

### Retired officers

Awards of the PSM may be made to former public servants.

### Posthumous awards

The PSM is not awarded posthumously.

## How should nominations be prepared?

### The nomination form

As the PSM is part of the official national honours system, it is important to provide full personal details of the nominee, including the full name and home address. All information provided is treated as confidential, and if the nomination is successful, the nominee will have the opportunity to advise whether they wish their address details to be published.

Full position details are required so that the PSM Committee can assess the nomination relative to the duties that would normally be expected of a person at a particular level. This is very important for the committee when comparing nominations.

The nomination statement must contain comprehensive information on the service or achievement for which the nomination is being made. A list of positions held over a number of years is not sufficient. Because the nomination will be considered alongside other nominations in what is essentially a competitive process, the committee needs to be given a clear idea of what the nominee has done to fulfil the criterion of outstanding service. It should not be assumed that the committee has a detailed knowledge of the area in which the nominee has worked, or a full understanding of the significance of certain achievements. The nominee's service should be put into context in the nomination statement.

### Referee support

To be properly considered by the committee, all nominations must be accompanied by referee statements which comment on the service of the nominee. It is also often appropriate to obtain referee statements from outside the agency, especially if the nominee is being nominated for outstanding service to a particular community or industry. If the nominee's service relates to the work of another agency, a referee statement from that agency may also help the committee in their consideration of the nomination. Three to four referee statements would be sufficient.

### Endorsement

Nominations should be made through the relevant Departmental Secretary or Chief Executive Officer who should then forward the nomination to the Secretary of the relevant PSM Committee at the address shown on the next page. The committee will note their endorsement of the nomination.

## How are nominations considered?

The various PSM Committees consider nominations for eligible employees.

Committees meet twice a year to consider nominations for the Australia Day and Queen's Birthday honours lists. Closing dates for nominations should be checked with individual Committee Secretariats but are generally 1 February and 1 August each year.

After considering the nominations, the committee recommends a list of proposed recipients to the responsible Minister or Premier, who then makes a recommendation to the Governor-General who has the authority to approve the awards.

Responsibility for contacting the proposed recipients rests with the Honours Secretariat at Government House, which arranges for the announcement of the awards to appear in the *Commonwealth of Australia Gazette*. Proposed recipients may decline an award if they wish. Some time after gazettal the recipient will be notified by Government House of the arrangements for them to receive their medal at an official investiture.

## Your Guide to Preparing Nominations for the Public Service Medal

### Public Service Medal Committee

#### Contacts

Nominations for the Public Service Medal for Australian Government and state, territory and local government employees, or queries concerning the nomination process, should be directed to the Public Service Medal Committee contact.

Details are set out below:

#### Australian Government

Secretary  
Public Service Medal Committee  
Awards and Culture Branch  
Department of the Prime Minister and Cabinet  
PO Box 6500  
CANBERRA ACT 2600

Telephone: 02 6271 5625  
[webmaster@itsanhonour.gov.au](mailto:webmaster@itsanhonour.gov.au)

#### States and Territories

##### NEW SOUTH WALES

Assistant Director-General  
Office of Protocol and Special Events  
Premier's Department  
GPO Box 5341  
SYDNEY NSW 2001

Telephone: 02 9228 4513  
[opse@premiers.nsw.gov.au](mailto:opse@premiers.nsw.gov.au)

##### VICTORIA

Protocol Officer  
Protocol and Special Events  
Department of Premier and Cabinet  
1 Treasury Place  
MELBOURNE VIC 3002

Telephone: 03 9651 5171

##### QUEENSLAND

Director  
Protocol Queensland  
Department of the Premier and Cabinet  
PO Box 15185  
CITY EAST QLD 4002

Telephone: 07 3239 3731 or 07 3224 4802  
[protocol@premiers.qld.gov.au](mailto:protocol@premiers.qld.gov.au)

##### WESTERN AUSTRALIA

Senior Policy Officer  
Public Service Medal Secretariat  
Ministry of Premier and Cabinet  
18th Floor  
197 St Georges Terrace  
PERTH WA 6000

Telephone: 08 9489 3118  
[publicservicemedal@dpc.wa.gov.au](mailto:publicservicemedal@dpc.wa.gov.au)

##### SOUTH AUSTRALIA

Manager - Parliamentary, Grants & Support Services  
Services Division  
Department of the Premier and Cabinet  
Level 16, State Administration Centre  
200 Victoria Square  
ADELAIDE SA 5000

Telephone: 08 8226 3606

##### TASMANIA

State Protocol Officer  
Department of the Premier and Cabinet  
GPO Box 123  
HOBART TAS 7001

Telephone: 03 6233 6703  
[protocol@dpac.tas.gov.au](mailto:protocol@dpac.tas.gov.au)

##### NORTHERN TERRITORY

Director  
Strategic Workforce Planning and Development  
Office of the Commissioner for Public Employment  
GPO Box 4371  
DARWIN NT 0801

Telephone: 08 8999 4137  
[swpd.ocpe@nt.gov.au](mailto:swpd.ocpe@nt.gov.au)

##### AUSTRALIAN CAPITAL TERRITORY

Manager  
Chief Minister's Support and Protocol  
Chief Minister's Department  
GPO Box 158  
CANBERRA ACT 2601

Telephone: 02 6205 0192  
[govtsupport@act.gov.au](mailto:govtsupport@act.gov.au)

Please complete the nomination  
form on next page.

# Public Service Medal

Nomination form for employees of the Australian Government and state, territory and local government employees.

The Information contained in this document will be held in confidence and is subject to the provisions of the Privacy Act.

## Details of person submitting nomination

Full name			
Occupation/APS position			
Business address			Postcode
Telephone (business)			
Signature		Date	e.g. 16/02/67

## Details of person being recommended for an award

Please complete the section below, and provide a nomination statement either on the back of this form or separately, taking the Guidelines into account.

Surname		Given Name(s)		Title	
Home address					Postcode
Telephone (home)					
Occupation/APS position					
Salary level					
Business address					Postcode
Telephone (business)					
Awards and/or degrees					
Date of birth		e.g. 04/07/67	Place of birth		
If born outside Australia Naturalisation Certificate details			OR	Country of Citizenship	

Note: Nominees should not be approached direct for naturalisation details.

## Referees

Please list the names of persons who have provided referee statements to support the nomination. At least three should be provided, including, if appropriate, referees from outside the public service.

Name		Name	
Position		Position	
Name		Name	
Position		Position	

## Nomination statement

**Please provide details of the nominee's service which are considered particularly worthy of recognition.** You could use the space below or you may wish to attach a separate statement. You should, however, consider the following questions in developing your nomination:

## Service

**In what role(s) has the nominee excelled?** You should give positive details and describe comprehensively the nature of the occupation(s) (i.e. policy, customer service, administration), and the length of service.

### *Achievement*

**How has the nominee demonstrated 'outstanding service'? Has the individual provided service excellence; shown innovation in program, project or policy development; excelled in leadership; or achieved more efficient processes, improved productivity or better service delivery? You should give details of key achievements that have resulted from the nominee's involvement.**

### *Impact*

**How has the nominee's contribution impacted upon their organisation and its clients? What are the broader outcomes of the nominee's work? This is an opportunity to describe in terms of the 'big picture' the significance of the nominee's efforts.**

*Other Comments*