Meeting Notice and Agenda

for the

General Meeting of the Council

to be held in the

Council Chambers, 118 Victoria Street, St George

on

Thursday 21st September 2017

Commencing at 9:00am

Table of Contents

ORDER OF PROCEEDINGS 2
(FCS) FINANCE AND CORPORATE SERVICES 24
(IFS) INFRASTRUCTURE SERVICES 321
(CES) COMMUNITY & ENVIRONMENTAL SERVICES 327
CONFIDENTIAL ITEMS 515
(CFCS) FINANCE AND CORPORATE SERVICES 515
(CIFS) INFRASTRUCTURE SERVICES 516
INFORMATION REPORTS 517
(ICEO) CHIEF EXECUTIVE OFFICER 517
(IFCS) FINANCE AND CORPORATE SERVICES 519
(IIFS) INFRASTRUCTURE SERVICES 606
(ICES) COMMUNITY & ENVIRONMENTAL SERVICES 619

ORDER OF PROCEEDINGS

1. **Opening**
2. **Council Prayer**
3. **Attendance**

Expected attendance of this meeting is as follows:

Councillors		**Staff/Consultants**	
Cr RW Marsh (Mayor)	-Full Meeting	Mr Matthew Magin (Chief Executive Officer)	-Whole Meeting
Cr RG Fuhrmeister	-Full Meeting	Mrs Michelle Clarke (Director Finance & Corporate Services)	-As required for FCS
Cr FM Gaske	-Full Meeting	Mr Ross Drabble (Director Infrastructure Services)	-As required for IFS
Cr SC O'Toole	-Full Meeting	Mr Jamie Gorry (Director Community & Environmental Services)	-As required for CES
Cr RI Paul	-Full Meeting		
Cr SS Scriven	-Full Meeting		
Cr ID Todd	-Full Meeting		

4. **Leave of Absence**
5. (COM) Confirmation of Minutes of the **General Meeting held on 17 August, 2017.**
   (COM) Confirmation of Minutes of the **Special Meeting held on 29 August, 2017.**
6. **Declaration of Conflicts of Interest**
7. **Deputations**

   Nil
8. **Councillor Reports**
9. **Meeting Business by Corporate Function**

   Chief Executive Officer

   Finance & Corporate Services

   Infrastructure Services

   Community & Environmental Services
10. **Confidential Items**

    Chief Executive Officer

    Finance & Corporate Services

    Infrastructure Services

    Community & Environmental Services
11. **General Business**
12. **Information Reports**

    Chief Executive Officer

    Finance & Corporate Services

Infrastructure Services

Community & Environmental Services

OFFICER REPORT

TO:	Council
SUBJECT:	**Border Region of Councils - Murray Darling Basin**
DATE:	12.09.17
AGENDA REF:	CEO1
AUTHOR:	Matthew Magin - Chief Executive Officer Michelle Clarke - Director Finance & Corporate Services

Executive Summary

The Border Region of Council's meeting requested member councils collaborate with the UNE Research Centre to develop a science based Murray Darling Basin Plan.

Background

The Mayor and Chief Executive Officer recently attended the Border Region of Council's meeting. The member councils agreed to take back to the next BROC meeting ideas and suggestions towards developing a science based Murray Darling Basin Plan in collaboration with the UNE Research Centre and Professor Paul Martin.

Professor Paul Martin recently attended a meeting at the MDBA, which provided an opportunity for MDBA to share some insights into a few of our key priorities, including the Basin Plan Evaluation and SDL Adjustment. He has provided the attached information and a video link to help explain the SDL Adjustment https://www.mdba.gov.au/basin-plan-roll-out/sustainable-diversion-limits.

It is suggested that member councils begin working on Basin Plan #2 (which has to be 'science based', negotiated and in place within 7 years). To lead and drive this initiative Council believes BROC should consider setting up a Basin Plan Review Task Force with membership comprising an elected member and an appropriate Council officer from each Council member, Murray Darling Association representative, UNE Research Centre and others as required. The Terms of Reference and resourcing of the Task Force are to be developed by BROC.

Link to Corporate Plan

Function	Key Program Area
River Country Stewardship	Environmental Management: To provide a level of environmental stewardship to protect our natural environment and contribute to the environmental health and well-being of the community.

Consultation (internal/external)

Border Region of Councils

Legal Implications

Not applicable

Policy Implications

Not applicable

Financial and Resource Implications

Not applicable

Attachments

1. 2017-09-05-MDBA BP Evaluation Factsheet.pdf ⇩
2. 2017-09-05-MDBA SDLAM Factsheet.pdf ⇩

Recommendation/s

That Council prepare a recommendation to take to the next Border Region of Councils meeting that a BROC Basin Plan Review Task Force be formed with membership comprising an elected member and an appropriate Council officer from each Council member, Murray Darling Association representative to contribute towards developing a science based Murray Darling Basin Plan in collaboration with the UNE Research Centre and Professor Paul Martin. The Terms of Reference and resourcing of the Task Force are to be developed by BROC.

Michelle Clarke
Director Finance & Corporate Services

Australian Government | MURRAY–DARLING BASIN AUTHORITY

Basin Plan Evaluation

Five years in to the Basin Plan, it's time to check how things are going...

The Basin Plan was designed to be adaptive – it has a monitoring and evaluation framework built into it.

Five years after the Basin Plan, the Murray–Darling Basin Authority (MDBA) is conducting a health check (interim evaluation).

The interim evaluation will focus on the implementation of the Basin Plan, and make recommendations to inform future implementation decisions.

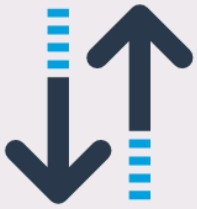
There are many different organisations involved in the delivery of the Basin Plan. The interim evaluation will consider a range of issues across the Basin and the work of all parties involved.

The MDBA has collaborated with agencies and has been scoping, collecting and analysing data that considers the impact of the Basin Plan.

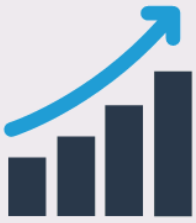
What we are considering



Is implementation on track?



What impacts are we seeing so far?



How can we improve implementation?

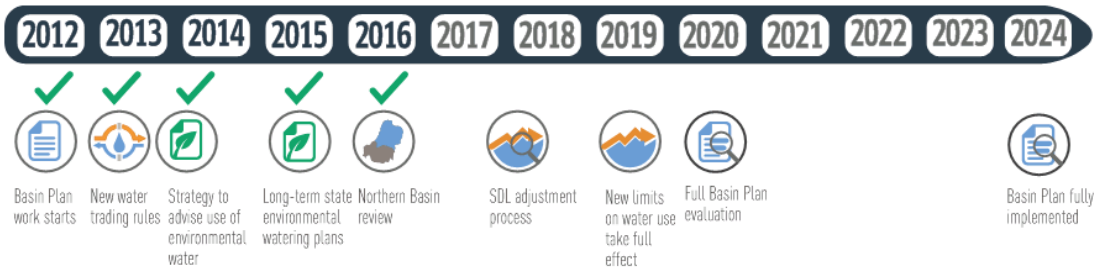
Basin Plan Evaluation

Is the Basin Plan on track?

The evaluation will cover all elements of Basin Plan implementation.

This includes:

- water recovery progress
- outcomes from the Commonwealth's investments in on and off-farm infrastructure improvements
- social and economic outcomes, both positive and negative
- environmental water management and delivery
- the implementation of water trading rules and the water quality and salinity management plan
- progress towards new water planning arrangements.



What evidence is being used?

Data from many different agencies is feeding in to the evaluation. Some examples include:

- measured changes in river flows
- monitoring of environmental watering outcomes
- detailed monitoring data from six very important environmental sites along the River Murray
- Australian eastern waterbird survey data
- aerial waterbird numbers survey – 37 important waterbird sites
- Coorong, Lower Lakes and Murray mouth waterbird ground survey – breeding, counts
- historical sustainable rivers audit data, extended into the present with fish surveys at 141 sites
- satellite imagery of vegetation condition, with field truthing and analysis
- ABS census data, gross value of irrigated (and non-irrigated) agricultural production data
- land value information
- data on participation in water recovery programs
- interviews and case studies.

What effect is the Basin Plan having?

The evaluation will examine the economic, environmental, social and cultural outcomes from the Basin Plan against what was expected to be seen five years in.

To do this properly, it will be critical to separate out the consequences and effects of the Basin Plan from other drivers of change.

For communities and economies, the evaluation is on three scales:

1. **Basin wide** – outcomes for population, production and employment.
2. **Region/catchment** – how much water has been recovered and how; and the outcomes for production, employment and community wellbeing.
3. **Community** – a closer look at the effects of water recovery in up to 50 irrigation dependent communities in the context of other data on social and economic conditions.

For Basin environments, the evaluation will report on the effects and effectiveness of environmental water delivery:

- whether water is being planned, prioritised and delivered in the best way
- how much, where, why and when it was delivered
- whether flows in rivers and to important floodplain wetlands have changed
- what the response of fish, waterbirds and floodplain plants has been so far.

Timeline for environmental health

As an example of why it takes so long to see long term change in the recovery of water-dependent ecosystems, the lifecycle of river red gums (an iconic and important species) is described below.



River red gum forests on low floodplains need to be inundated every 1–3 years. On higher floodplains, other woodland communities may cope with every 4–7 years.

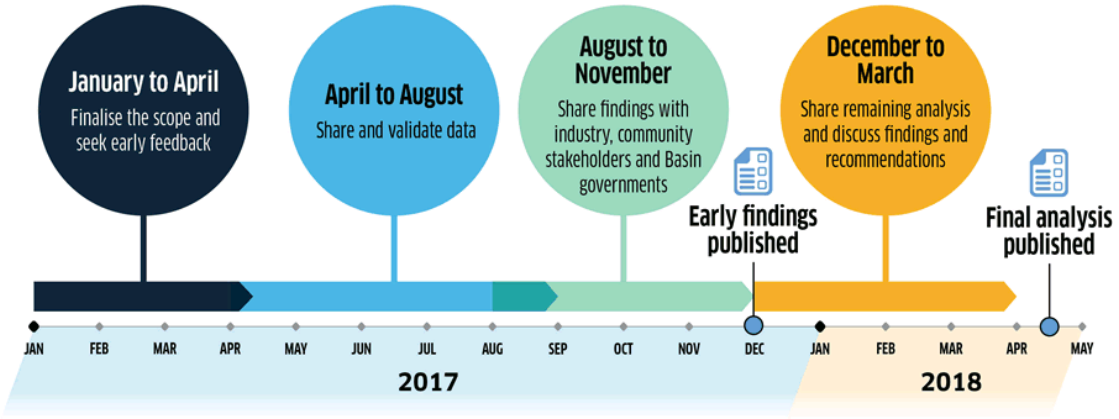
When conditions are right, trees drop seeds. Flood timing affects germination success – this needs to be in spring-early summer, as waters recede. If there is then a hot, dry period, most seedlings fail.

It then takes around 7–10 years for these trees to flower and produce viable seed. In this time, more water is occasionally needed to sustain health. Success is also affected by grazing and fire (red gums are very fire sensitive).

It is important to note that five years into implementation is too early to see the full benefits of more water for the environment. This is because, in many cases, it takes many more years for the environment to recover. The interim evaluation is a chance to assess whether we are heading in the right direction.

Like for social and economic information, it is important to be able to attribute the effects of the Basin Plan, and those of other things that affect environmental health – such as climate, feral animals or habitat clearance.

Evaluation timeline



For more information visit mdba.gov.au or call **1800 230 067**. To sign up for updates email **engagement@mdba.gov.au**.

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1800 230 067
engagement@mdba.gov.au

#1004

Australian Government

MURRAY–DARLING BASIN AUTHORITY

The Sustainable Diversion Limit Adjustment Mechanism

The Basin Plan is a flexible and adaptive plan that aims to achieve a healthy and productive river system.

Under the Basin Plan, there are a range of opportunities to optimise environmental outcomes. The Basin Plan sets Sustainable Diversion Limits, which are **how much water can be used** in the Murray–Darling Basin, while leaving enough water for the environment.

To provide flexibility, the Basin Plan includes an option to adjust the Sustainable Diversion Limits. If environmental outcomes can be reached with less water, **more water can remain in the system** for other users, including irrigated agriculture. Similarly, if farming practices can be made more efficient more water can be made available for the environment.

Basin governments have identified **a suite of projects** which make the delivery of water more efficient and flexible. A preliminary assessment by the Murray–Darling Basin Authority (MDBA) suggests through these projects, the amount of water that needs to be recovered for the environment will be reduced, returning **about 600 gigalitres (GL)** of water back to households, industry and irrigated agriculture.

Basin governments are also evaluating ways in which **up to 450 gigalitres (GL)** may be secured for the environment through programs that improve the efficiency of water use between now and 2024.

Basin governments will work in partnership to **provide information to communities about how they can contribute** to the design and implementation of these projects over the coming years.





Supply projects

Supply projects are new ways to manage the Basin's rivers to more efficiently deliver water for Basin Plan environmental outcomes, allowing more water for consumptive use.

Projects include environmental works, such as building or improving river or water management structures and changes to river operating rules, which achieve environmental outcomes, with less water.



Efficiency projects

Basin governments have commissioned a review of how to best design, target and resource efficiency measures to provide additional water for the environment.

Efficiency projects provide more water for the environment by making water delivery systems more effective. This can include replacing or upgrading on-farm irrigation, or lining channels to reduce water losses within an irrigation network.



Constraints projects

Constraints projects aim to overcome some of the physical barriers that impact delivering water in the system. Constraints projects can include changes to physical features such as crossings and bridges. They can also change river operating practices and rules.

Timeframe

The assessment of projects is **just the start of the process.** Basin state governments have until 2024 to design and implement the projects and will work with communities, industries and engineers to finalise the projects. Basin governments are committed to an **adaptive and flexible approach,** which will allow projects to be practically implemented over time.

The MDBA is currently finalising its assessment of the package of proposals and will be seeking **public input during October 2017.** This assessment will be a recommendation of how Sustainable Diversion Limits can change Basin-wide and at a catchment level in the southern Basin.

Feedback provided on the Sustainable Diversion Limit Adjustment Mechanism will be used to **refine the assessment and provide advice to the Australian Government Minister** for Agriculture and Water Resources.

Project specific feedback will be **provided to Basin state governments** to strengthen project design and implementation.

Once the Minister has considered the assessment and a decision has been made, any change to the Sustainable Diversion Limit will be tabled in Parliament.

Roles and responsibilities

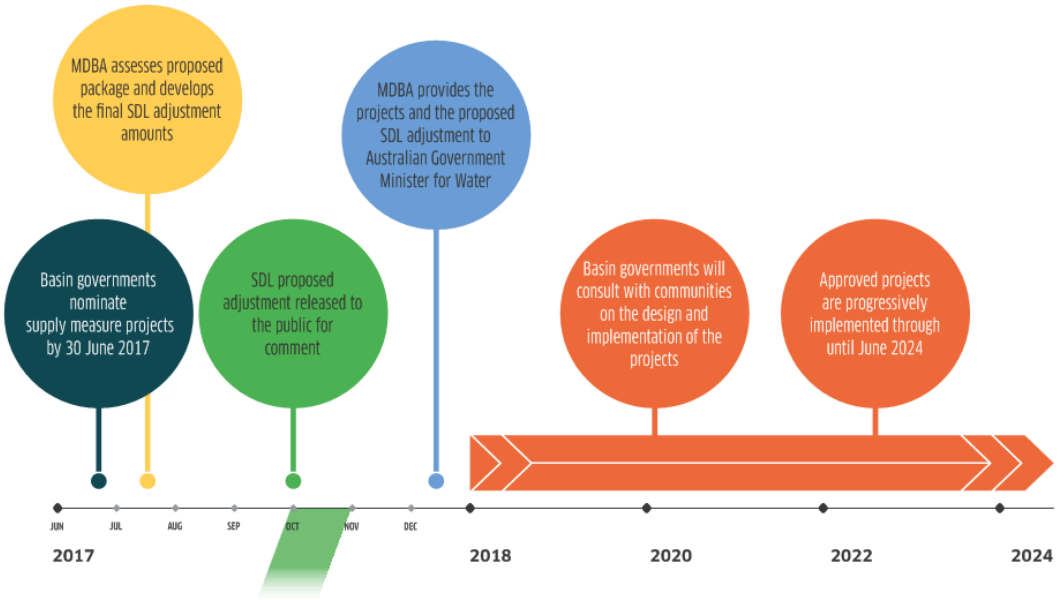
Sustainable Diversion Limit Adjustment Mechanism projects are **funded by the Australian Government.**

The Murray–Darling Basin Authority is focused on assessing the projects, and calculating and proposing the Sustainable Diversion Limit adjustment.

Basin state governments are responsible for delivering the projects at a local-level, including **consulting with communities and refining the detailed project design** and implementation.

The MDBA will monitor the integrity of the Sustainable Diversion Limit Adjustment Mechanism in **delivering the Basin Plan's environmental outcomes** by regularly assessing and reporting progress during implementation from 2018 to 2024.

SDL Adjustment Mechanism timing



Have your say

The Sustainable Diversion Limit Adjustment Mechanism assessment will be available for public comment from **2 October–3 November 2017**.

Information on the assessment will be available at **mdba.gov.au/SDLAM**.

Online information presentations will be run throughout the public comment period. To register or find out more email **engagement@mdba.gov.au** or call **1800 230 067**.

mdba.gov.au 1800 230 067 engagement@mdba.gov.au



#984

OFFICER REPORT

TO: Council

SUBJECT: **Murray Darling Association National Conference and Annual General Meeting**

DATE: 12.09.17

AGENDA REF: CEO2

AUTHOR: Michelle Clarke - Director Finance & Corporate Services

Executive Summary

Murray Darling Association 73rd National Conference and Annual General Meeting is to be held 11 – 13 October 2017.

Background

The Mayor is a member of the Murray Darling Association. The national conference and AGM will be held 11 – 13 October 2017. The theme for the conference is Our Plan Our Future. It will be held at Renmark, South Australia. The purpose of this report is to approve the Mayor's attendance on council's behalf.

Link to Corporate Plan

Function	Key Program Area
River Country Stewardship	Environmental Management: To provide a level of environmental stewardship to protect our natural environment and contribute to the environmental health and well-being of the community.

Consultation (internal/external)

Mayor

Legal Implications

Not applicable

Policy Implications

Not applicable

Financial and Resource Implications

Flights and accommodation are estimated at $2500.

Attachments

1. Murray Darling Association National Conference 2017.pdf ⇩

Recommendation/s

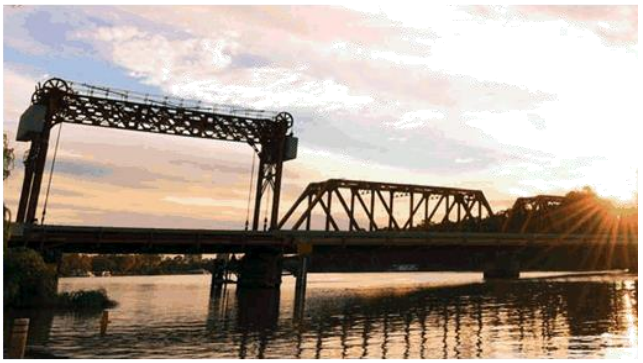
1. That council nominate the Mayor to attend the Murray Darling Association National Conference and Annual General Meeting being held on 11-13 October at Renmark, South Australia.
2. That in accordance with section 162(1)(e) of the Local Government Act 2009 leave of absence be granted to the Mayor for the period 11-13 October 2017.

Michelle Clarke
Director Finance & Corporate Services

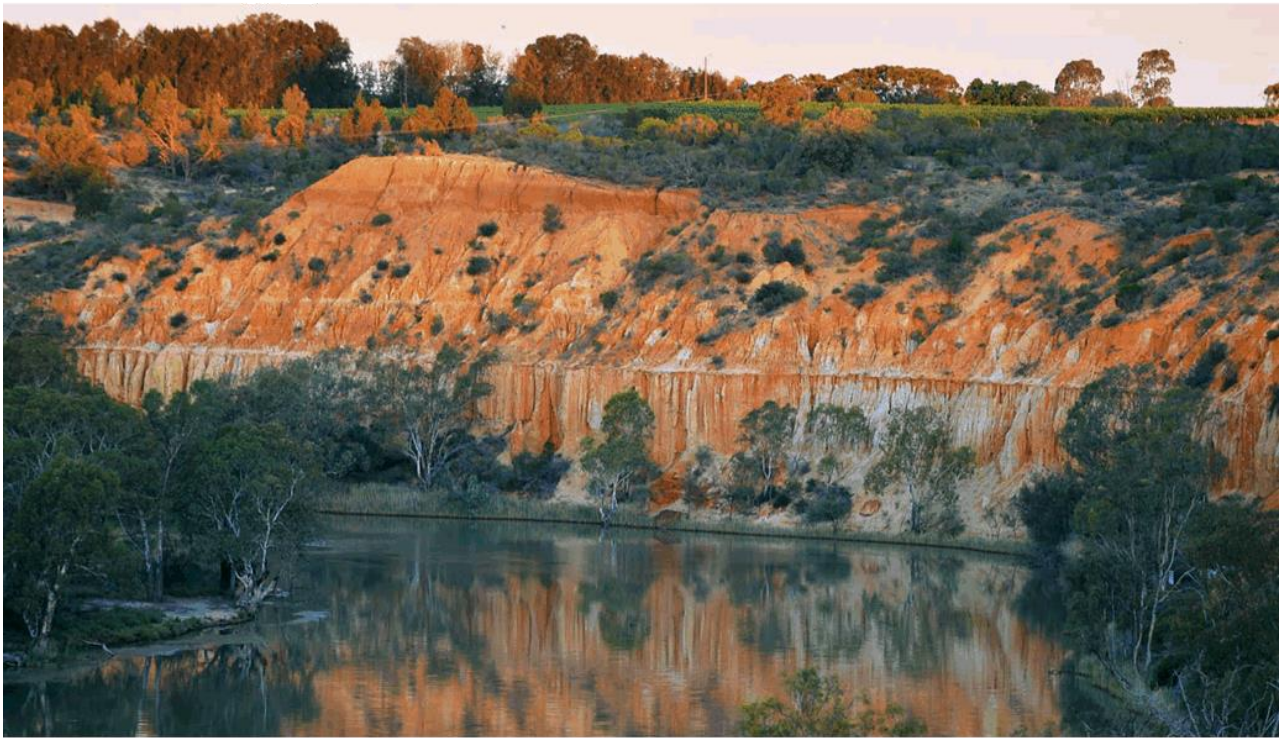
73rd National Conference
& Annual General Meeting

11-13 October 2017
Renmark Hotel Conference Rooms
Renmark SA





OUR PLAN **OUR FUTURE**



Renmark Paringa Council

Presented By:
The Murray Darling Association

Hosted By
Renmark Paringa Council



The 73rd National Conference and Annual General Meeting of the Murray Darling Association will be held in Renmark South Australia 11-13 October 2017. The theme of the conference is:

OUR PLAN **OUR FUTURE.**

The key role of local government is to plan for the future of our local communities ensuring that our resources are managed in a responsible, and sustainable way. And there are no more important resources than those shared among the councils and communities of the Murray-Darling Basin.

We recognise that the future of our communities is in our hands. Local government, the members of the MDA and the Basin community must plan and work together with our state and federal colleagues, developing strategies, making decision, and delivering projects that provide for a strong and healthy future.

Snowy 2.0, The Basin Plan, SDL adjustments, efficiency measures and supply projects. These are all strategies, decisions and projects that must meet the needs and the expectations of our nation now and into the future. To ensure the success of these projects, local government must take an active role in the planning and sharing local knowledge.

As the third level of government in Australia and the one most directly connected and engaged with the people we represent, local government has a key role in informing OUR PLAN **OUR FUTURE.**









WEDNESDAY 11 OCTOBER 2017

8:00 am	Conference registration	
9:00 am	Conference Opens Welcome and overview of the Day	Cr David Thurley, *National President MDA*
	Welcome to Country	First Nation Elder
	Welcome to Renmark Paringa Council	Mayor Neil Martinson *Renmark Paringa Council*
9:30 am	Opening Address	Introduction by The Hon Ian Hunter MLC *Minister for Water and the River Murray* The Hon Anne Ruston *Senator for South Australia* *Assistant Minister for Agriculture and Water Resources*
10.00 am	Planning for Change Challenges and Opportunities for Local Government Basin Plan 2017-2020	Mayor David O'Loughlin *President* *Australian Local Government Association*
10:30 am	MORNING TEA	
11:00 am	Snowy Hydro Limited The Plan for Snowy 2.0 Engineering water and energy security	Andrew Nolan *Manager of Water and Environment* *Snowy Hydro Limited*
11.45 am	Our Future at Work Student Presentation	Kingston on Murray Primary School
12:00 noon	Murray Darling Basin Authority Basin Plan Assessment 2017	Mr Phillip Glyde *Chief Executive Officer* *Murray Darling Basin Authority*
12:30 pm	LUNCH	
1:45 pm	Investments in On Farm Efficiencies Infrastructure and Technologies.	Paul Morris *First Assistant Secretary* *Dept of Agriculture and Water Resources*
2.15 pm	Adapting to new and emerging industries and trends in agriculture Almond Growers Industry Grape Growers	 *TBC* *TBC*
2.45 pm	ABR Explorer Planning for population movement, social and economic changes across the Basin	*TBC* *Australian Taxation Office*
3:00 pm	AFTERNOON TEA	
3:30 pm	National Carp Control Plan	Matt Barwick *Fisheries Research & Development Corp.*
4:00 pm	Presentation and debate on motions	Cr David Thurley, *National President MDA*
5:00 pm	Close	
6:00 pm	CIVIC RECEPTION 23rd Street Distillery	*Renmark Paringa Council*

This program may be subject to minor changes for scheduling, but we will endeavour to keep as close as possible to what appears here.

THURSDAY 12 OCTOBER 2017

9:00 am – 4:15 pm	Partners Tour	
9:00 am	Surprise Key Note Address	
9:30 am	The role of the barrages in achieving Basin Plan targets and outcomes. **Panel Session** This lively and informative session will see the leaders in their field discuss the role of the barrages – exploring the purpose, function and relevance of the five separate structures from the operational, scientific, political and community perspectives. An open Q&A will ensure the audience discovers everything you ever wanted to know but were too afraid to ask about these sometimes contentious and often misunderstood structures in our managed River system	**Andrew Reynolds** *Murray Darling Basin Authority* *Director of River Operations* **Tim Whetstone MP** *Member for Chaffey* **Bruce G Thom BA (Hons), PhD** *Wentworth Group of Scientists* **Andrew Beal** *Director of River Murray Operations* *Dept Environment Water and Natural Resources* *Host:* **Ashley Bland**
11:00 am	MORNING TEA	
11:30 am	Our Future at Work Student presentation	**Barmera Primary School**
11:45 am	M+S Group Accounting Farming in the Basin – Accounting for family futures	**Pete George** *Senior Partner*
12:30 pm	LUNCH	
1:45 pm	Investments in On Farm Efficiencies Infrastructure and Technologies.	**Paul Morris** *First Assistant Secretary* *Dept of Agriculture and Water Resources*
1.00 pm	Climate Change Adaptation – resources at hand!	**TBC**
2.30 pm	Making Every Drop Count Commonwealth Environmental Water Office	**David Papps** *Commonwealth Environmental Water Holder*
3:00 pm	AFTERNOON TEA	
3:30 pm	Murray Darling Association 73rd Annual General Meeting	*Welcome* **Cr Peter Hunter – Chair, R5**
5:00 pm	Close	
6:30 pm	ANNUAL GALA DINNER Renmark Club	*Sponsored by M+S Group Accounting*

After dinner guest speaker: accomplished young river man **JACKSON WICKHAM**
Australia Day Young Person of the Year 2015
SA Santos Regional Service Award 2017

FRIDAY 13 OCTOBER 2017

8:30am – 4:15pm	Riverlands Study Tour – MDA Region 5 Departs Visitor Information Centre, Murray Ave, Renmark.	*Locations include:* • *Chowilla Regulator* • *Calperum Station* • *Lunch on the picturesque Ral Ral Creek Riverbank* • *Renmark Irrigation Trust* • *Bert Dix Park & Lock 5.*



RIVERLANDS STUDY TOUR MDA REGION 5

We of the Riverland are proud of our community and its achievements. We are grateful for the cooperation between all levels of government, local irrigators and the community as a whole for their efforts to build the Social, Economic and Environmental Foundations for our unique and special region.

We hope that you will consider joining us for the 2017 Study Tour.

9am Leave Visitor Information Centre
Murray Avenue, Renmark (Opposite Renmark Hotel)

10:00 Chowilla Regulator
This is in the region touted in 1968 for the Chowilla Dam and you will be able to see the vast areas that would have been inundated, should that plan have been enacted. We will visit the newly installed regulator and hear from Senior personnel about how this enables flow regulation along the Chowilla Creek.

11:15 Calperum Station
This station is the centre for managing the vast areas of the Bookmark (Riverland) Biosphere, covering some 9,000km^2. Peter Cale is a scientist leading the efforts us some of the Landscape Management projects and scientific research being undertaken. See some of the incredible changes that have been made with a landscape that was decimated with overstocking and its gradual rehabilitation, with groups travelling many hundreds of kilometres to assist with the management plans and actions.

11:45 Lunch
on the picturesque Ral Ral Creek Riverbank

1:15 Renmark Irrigation Trust
Visit and hear how this grower owned irrigation group has partnered with the Commonwealth Environmental Water Holder and the Renmark Paringa Council to deliver environmental water through RIT pipelines to irrigate and rehabilitate local wetlands – all funded by the CEWH. Hear about how this links with Council development plans and the integration of these three bodies within our SEE Renmark 2020 Planning. Find out also about their efficiency measures over many years and how these have assisted growers and our river system.

2:00 Bert Dix Park and Lock 5
Visit this beautiful area and hear about the installation of both regulators and fish-ways to provide irrigation certainty for growers as well as assist fish passage and manage water flows. Then a visit to Lock 5, (which is close by) enables us a view and understand some of the history behind these structures and the planning/benefits around weir pool raising.

3:40 Finish at the Visitor Information Centre
Murray Avenue, Renmark.

This will conclude the Conference Activities but please consider extending your time in the Riverland of South Australia.

THE FLAVOUR SAFARI **PARTNER'S TOUR**

SMELL - LOOK - TASTE - LISTEN - FEEL

From dirt to the dish, taste the best produce and beverages the Riverland has to offer!

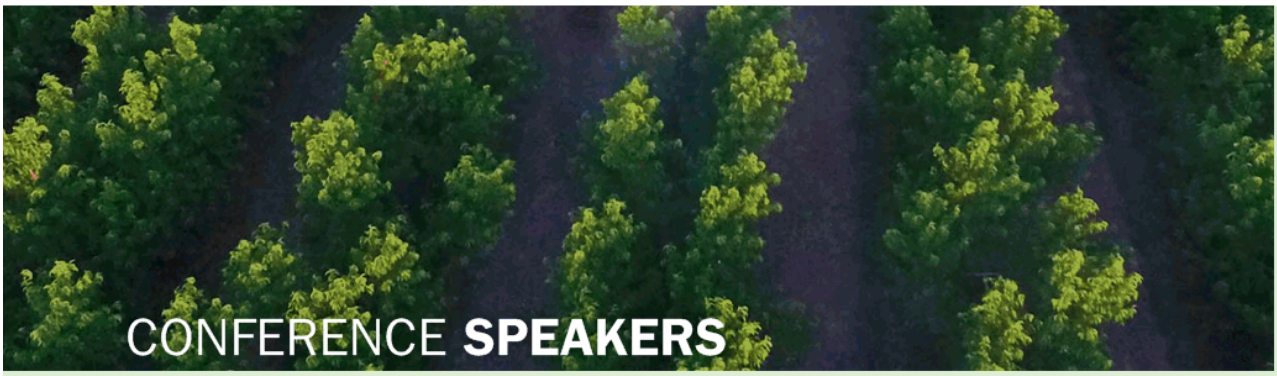
Get the chance to meet the growers, brewers, winemakers, distillers and producers of our district and experience a personalised behind the scenes tour of what goes into making the regions produce so good!

The Flavour Safari tour is being offered exclusively to partners of those attending the Murray Darling Association 73rd Annual General Meeting and National Conference in Renmark, South Australia.

Partner's tour includes:
- Mallee Estate Wines
- 23rd Street Distillery
- Almondco
- Sunfresh
- Wilkadene Woolshed Brewery

Departing from the Renmark Paringa Visitor Centre at 9am, the Flavour Safari offers you an all round Riverland tasting experience that you will savour for years to come.

Numbers are limited, so book early through www.mda.asn.au to avoid disappointment!



CONFERENCE **SPEAKERS**



IAN HUNTER MLC

Minister for Water and the River Murray

Ian was born in Broken Hill, and was first elected to the South Australian Legislative Council in 2006 and became a Minister in 2011. Ian is currently Minister for Sustainability, Environment and Conservation, Minister for Water and the River Murray and Minister for Climate Change. Ian's policy interests include science and science education, climate change and environmental sustainability, reconciliation and social justice.



CR DAVID O'LOUGHLIN

President, Australian Local Government Association

Cr O'Loughlin has served local government in the Adelaide area since 2003, and has served as Mayor of the inner metropolitan City of Prospect since 2006. David has served as President of the Local Government Association of South Australia (LGASA) and continues to serve on the Executive of LGASA. In November 2016 David was elected as President of the Australian Local Government Association, representing local communities and Councils at the highest levels of government, including Ministerial Councils and the Council of Australian Governments (COAG).



PAUL MORRIS

First Assistant Secretary, Department of Agriculture and Water Resources

Paul Morris has been a professional public servant in the agricultural, fisheries, forestry and resources areas for more than 30 years. He is currently head of the Water Division, Australian Government Department of Agriculture and Water Resources. Mr Morris has previously served as head of the Agricultural Competitiveness Taskforce in the Department of Prime Minister and Cabinet, Executive Director of the Australian Bureau of Agricultural and Resource Economics and Sciences ABARES and Executive Manager positions in the trade division of DAFF.



ANNE RUSTON

Senator for South Australia

Assistant Minister for Agriculture and Water Resources, Senator the Hon Anne Ruston, was elected to the senate in 2012, and was made chair of the Senate Environment and Communications Legislation Committee in 2014. Senator Ruston was appointed Assistant Minister of Agriculture and Water Resources in September 2015. Born and raised in Renmark, on the River Murray in South Australia, Anne is a proud member of the community where she still lives and works to this day. She is the only Senator for South Australia based in a regional area, and as a farmer herself, has been active in implementing irrigation efficiencies and reduced water use.

ANDREW NOLAN

Manager of Water and Environment, Snowy Hydro Limited

PHILLIP GLYDE

Chief Executive Officer, Murray-Darling Basin Authority

MATT BARWICK

Coordinator for the National Carp Control Plan

ANDREW REYNOLDS

Director of River Operations, Murray-Darling Basin Authority



BRUCE THOM BA (HONS), PHD

Wentworth Group of Scientists

Emeritus Professor Thom is a founding member of the Wentworth Group of Concerned Scientists. Recognising a prestigious academic career, in 2010 Professor Bruce Thom was awarded a member of the Order of Australia for his contribution to the ecological management of the coastal zone and as a contributor to public debate on natural resource policy.

ANDREW BEAL

Director of River Murray Operations, Department of Environment, Water and Natural Resources



TIM WHETSTONE

Member for Chaffey

Tim is a member of the South Australian Parliament, representing the electorate of Chaffey since 2010. Tim has a strong focus on regional development, agriculture and water policy and reform, becoming Shadow Minister for Investment and Trade in 2014. Prior to his election Tim was a Viticulturist and Horticulturalist, growing wine grapes and citrus at irrigated properties at Renmark and Overland Corner and has more than 20 years' experience as an exporter of primary produce. During this time he was also a Director of the Renmark Irrigation Trust and Chairman of South Australia Murray Irrigators.



JACKSON WICKHAM

18 year old Jackson has a love of all things paddle steamers. He has received the Rotary Youth of the year 2014, Australia Day Young Person of the Year 2015, and this year's SA Santos Regional Service Award, where Jackson was recognised for his outstanding involvement and leadership in his community.



EMMA BRADBURY

MDA Chief Executive Officer

Emma Bradbury was appointed CEO in May 2014. With almost 20 years' experience in business management in the coal mining sector, Emma moved to Victoria in 2006 where she owned and operated an irrigated mixed farming enterprise in Torrumbarry. Emma served as a councillor with the Shire of Campaspe from 2012-2016, and has broad experience in education, governance and strategic development. Emma holds a Bachelor of Social Science, a Graduate Diploma in Education and is a graduate of the Australian Institute of Company Directors.



ASHLEY BLAND

From a farming background, Ashley is now the Senior Manager Environment for Skillset. Initially involved in the design and construction of The Flannery Centre, Ashley has established Skillset Environment with a track record of delivering multi-million dollar programs to assist individuals and organisations with energy, waste and landscape management. Ashley is a lively facilitator and brings insight, wit and clarity to the presentation and panel discussions on complex enironmental issues.



PETE GEORGE

Senior Partner, M+S Group Accounting

Pete is Partner and Associate of M+S Group Accounting Pty Ltd and has been with the firm since 1990. Prior to becoming an Accountant, Pete was a Systems Analyst and Computer Programmer, fluent in four languages, and is both an aerobatics and Angel Flight Pilot in his spare time. As an accountant supporting farmers, families, and businesses across the Southern Connected Basin, Pete has a deep and personal commitment to ensuring that the resources of the Murray Darling Basin serve the needs of our communities and the natural environment for all generations yet to come.

DAVID PAPPS

Commonwealth Environmental Water Holder



CR DAVID THURLEY

MDA National President

Cr David Thurley, has been National President of the Murray Darling Association since 2014 and is a councillor with the Albury City Council. David is also an accomplished scientist, astronomer, and futurist. David's achievements and expertise in the treatment of waste water has seen him work for companies around the world, helping them to improve their water recycling. Under David's chairmanship the Murray Darling Association the MDA has continued to represent the interests of local government by building stronger relationships with our state and federal counterparts; and by working constructively with the relevant authorities including the MDBA to ensure local knowledge from across the Basin informs policy and planning decisions.

Please visit mda.asn.au for registration and accommodation options

Renmark Paringa Council

snowy hydro renewable energy

Australian Government

MURRAY–DARLING BASIN AUTHORITY

Russell Kennedy Lawyers

Australian Government Department of Agriculture and Water Resources

m+s group accounting

AUSTRALIAN INSTITUTE of COMPANY DIRECTORS





OUR PLAN **OUR FUTURE**







Additional copies of this document can be downloaded from www.mda.asn.au

Murray Darling Association 461-463 High Street, Echuca Vic 3564 | Ph 03 5480 3805 | Email admin@mda.asn.au

(FCS) FINANCE AND CORPORATE SERVICES

ITEM	TITLE	EXECUTIVE SUMMARY	PAGE
FCS1	**LGAQ ANNUAL CONFERENCE**	The LGAQ Annual Conference will be held in Gladstone 16 – 18 October 2017	25
FCS2	**ST GEORGE LEVEE BANK ADVISORY COMMITTEE MINUTES 23 AUGUST 2017**	Minutes of St George Levee Bank Advisory Committee 23 August 2017.	54
FCS3	**HUMAN RESOURCE POLICIES**	The enclosed HR policies are presented to Council for adoption: 1. Workplace Bullying, Sexual harassment and Discrimination 2. Support for Employees affected by Domestic and Family Violence	71
FCS4	**CHANGE OF OCTOBER MEETING DATE**	Change of Date for Council's meeting for October 2017	110
FCS5	**ENTERPRISE BARGAINING AGREEMENTS**	With the commencement of the new Industrial Relations Act 2016 on 1 March 2017 and the new Qld Local Government Industry Awards on 1 July 2017 Council is now committed to beginning the enterprise bargaining process. The length of time to complete the bargaining process is unknown however likely to be in Quarter 3 or 4 of 2017/18. Council's previous Certified Agreements have expired and in the past 2 years Council has applied the State Wage Case increases on employees' wages across the board.	112
FCS6	**AIRPORT MASTER PLAN AND EXPRESSIONS OF INTEREST**	Consideration of an Airport Master Plan and Expressions of Interest for Hangars at St George and Dirranbandi Aerodromes	115
FCS7	**GET READY QUEENSLAND GRANT PROGRAM**	Get Ready Queensland Grant Program	136
FCS8	**COUNCILLOR COMPLAINTS REVIEW BY QUEENSLAND GOVERNMENT**	Councillor Complaints Review by the Queensland Government.	140
FCS9	**LOCAL GOVERNMENT GRANTS & SUBSIDIES PROGRAM**	The Local Government Grants & Subsidies Program has been released for 2017/19.	303
FCS10	**ST GEORGE CHINESE COMMUNITY MEMORIAL**	St George Chinese Community Memorial	306
FCS11	**FINANCE MANAGEMENT REPORT FOR THE PERIOD ENDED 31 AUGUST 2017**	Finance Management Report for the period ended 31 August 2017.	312

OFFICER REPORT

TO: Council

SUBJECT: **LGAQ Annual Conference**

DATE: 11.09.17

AGENDA REF: FCS1

AUTHOR: Michelle Clarke - Director Finance & Corporate Services

Executive Summary

The LGAQ Annual Conference will be held in Gladstone 16 – 18 October 2017

Background

The LGAQ Annual Conference is an important opportunity for members to debate matters of importance across Queensland local government.

Delegates will have the opportunity to network with local government peers, state and federal government representatives, and industry stakeholders.

The theme is Waves of Change, Oceans of Opportunity. The Program includes a range of professional development opportunities on the Monday 16 October for elected members to choose from together with a DestinationQ Tourism Series and Regional Roads and Transport Group Assembly. Tuesday 17 October includes the official opening, key note speaker and a range of Council Show Cases. The conference concludes on Wednesday 18 October at 4.30pm.

Link to Corporate Plan

Function	Key Program Area
Inclusive & Ethical Governance	Corporate Governance: To provide effective organisational leadership through strategic planning, accountability and ethical standards of practice.

Consultation (internal/external)

Councillors

Legal Implications

Nil

Policy Implications

The recommendation is in accordance with Councillors Reimbursement of Expenses Policy.

Financial and Resource Implications

The registration fees are nil for 2 delegates. Travel and accommodation expenses is estimated at approximately $2,500 per person via Roma Airport.
Registration fees for observers is $1630 per person.

Attachments

1. 2017 Annual Conference Program.pdf ⇩

Recommendation/s

1. That council nominate two voting delegates to attend the 2017 LGAQ Annual Conference being held on 16-18 October at Gladstone.
2. That council nominate any additional councillor as an observer to attend the 2017 LGAQ Annual Conference being held on 16-18 October at Gladstone.
3. That in accordance with section 162(1)(e) of the Local Government Act 2009 leave of absence be granted to the attending Councillors for the period 16-18 October 2017 for the 2017 LGAQ Annual Conference at Gladstone.

Michelle Clarke
Director Finance & Corporate Services

LGAQ
LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND

121ST LGAQ ANNUAL CONFERENCE

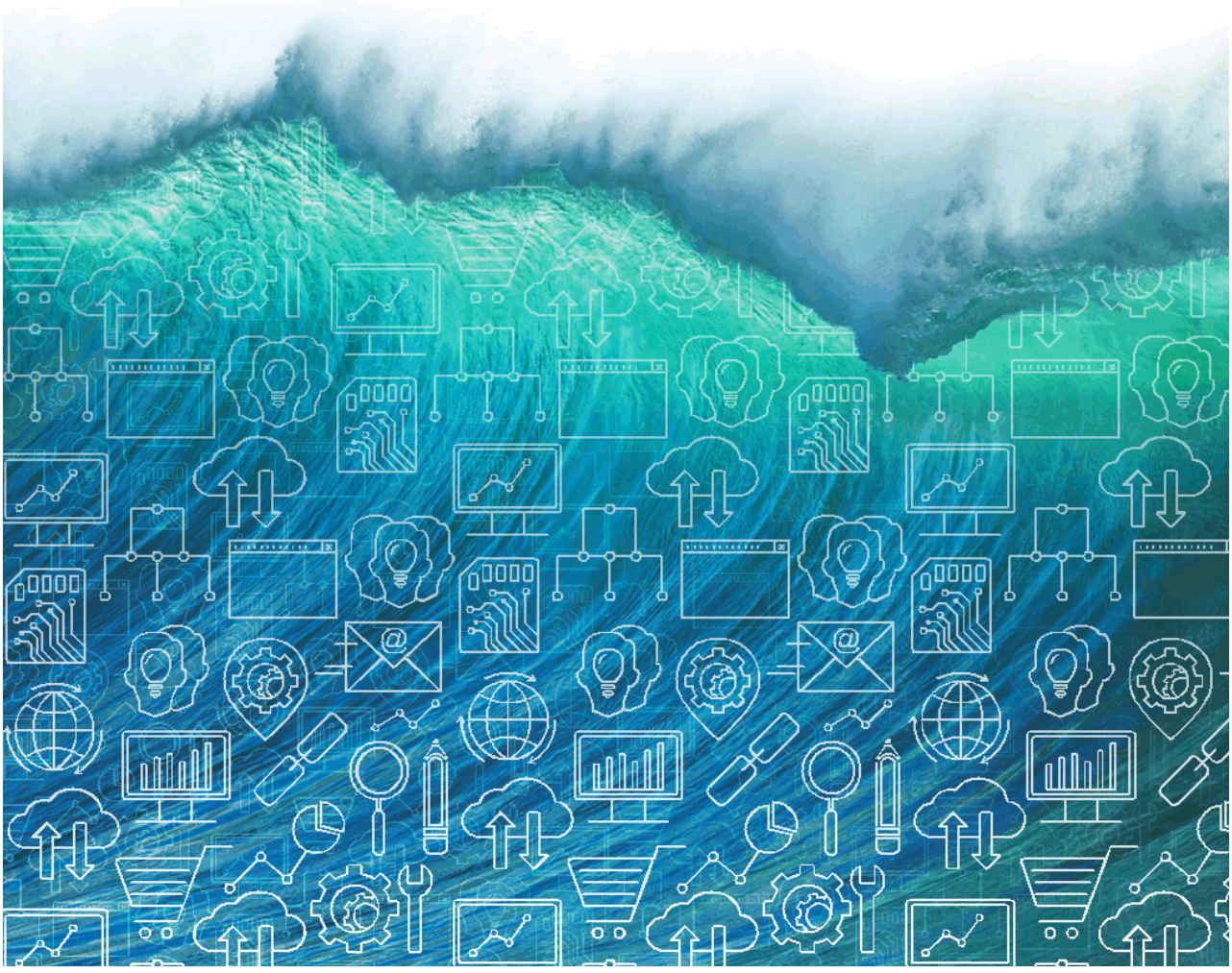
WAVES OF CHANGE OCEANS OF OPPORTUNITY

GLADSTONE
ENTERTAINMENT
CONVENTION CENTRE

56 GOONDOON ST
GLADSTONE

16-18 OCTOBER 2017

#LGAQ2017



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WELCOME TO THE LGAQ'S 121ST ANNUAL CONFERENCE

The LGAQ Annual Conference returns to Gladstone after a 30 plus year absence. It's a region which has massively transformed and is one of the leading industrial hubs in Australia.

Our theme for this year's event – Waves of Change, Oceans of Opportunity – is upbeat and optimistic. I believe this is entirely appropriate as it reflects the approach that local governments take in planning for the future of their communities. We will be challenged in our thinking by Peter Lewis, Kate Farrar and our international Amazon Web Services and Accenture speakers who will help launch LG Sherlock. Then there are some inspirational insights to be put to us by Zelda La Grange, former personal aide to Nelson Mandela. There are also four Council Showcases, the segment breakout sessions and much more.

The Conference program offers something for everyone.

The social program is also an opportunity to renew and reinforce those connections we have with each other as part of the local government family.

Make a special effort to attend this year's Conference in Gladstone. It promises to be well worthwhile.



Mayor Mark Jamieson
PRESIDENT



WELCOME TO GLADSTONE

Aside from the picture perfect beaches of Agnes Water and Seventeen Seventy, waves are not a phenomenon that is often associated with the Gladstone Region.

However, with reference to the theme for the 121st LGAQ Annual Conference, waves of change are an entity our region can readily relate to, as are oceans of opportunity.

The Gladstone Region has undergone dramatic changes in recent years, firstly coping with the rapid growth in population and resulting expansion of infrastructure caused by the LNG industry's arrival, before adapting to the quieter times experienced in the aftermath of its construction stage.

Waves of heightened industrial and construction activity are a familiar occurrence in our region, and one that has repeatedly brought with it exciting new opportunities for growth and progress.

Given that our region is one of Queensland's great industrial engine rooms, we consider Gladstone Harbour to be a gateway to the world and, literally, the oceans of opportunity over which our export commodities travel to all corners of the globe.

Reference to waves and oceans also evokes images of the Gladstone Region's magnificent shorelines and islands, the welfare of which continually drives Council and the region's stakeholders to find better ways for industry and nature to co-exist without disadvantage to either.

The Gladstone Region is a prime example of how successfully navigating the waves of change and capitalising on the oceans of opportunity can build a strong, robust community capable of working together to achieve sustainable growth and prosperity in all environments.

I hope you enjoy your stay in our region and that the sharing of ideas and knowledge at this conference serves as a beacon of light that guides all those attending through even the most treacherous of waters in their journey to bring quality local government services to their respective communities.

Cr Matt Burnett
MAYOR - GLADSTONE REGIONAL COUNCIL

SUNDAY
15 OCTOBER 2017

12.00pm – 5.00pm	**Policy Executive Meeting**
2.00pm – 5.00pm	**Registration** Delegates, observers, trade, corporate and accompanying persons Gladstone Entertainment Convention Centre 56 Goondoon Street, Gladstone
4.00pm – 4.30pm	**Trade and Sponsor Briefing**

MONDAY
16 OCTOBER 2017

8.30am – 5.00pm	**Registration** Delegates, observers, trade, corporate and accompanying persons Gladstone Entertainment Convention Centre 56 Goondoon Street, Gladstone
9.00am – 4.30pm	**Media and Comms Forum**
9.00am – 4.30pm	**Professional Development Streams**
8.45am – 10.45am	**DestinationQ Tourism Series – Working together to grow Queensland Jobs**
10.45am – 11.30am	**Morning Tea**
12.45pm – 2.00pm	**Lunch**
2.00pm – 4.00pm	**Regional Roads and Transport Group Assembly**
2.00pm – 5.00pm	**Indigenous Leaders Forum**
4.30pm – 5.00pm	**First Time Delegate Briefing**

5.30pm – 7.30pm	**Welcoming Ceremony** Gladstone Entertainment Convention Centre 56 Goondoon Street, Gladstone
5.30pm	**Opening Act - Cosentino** Experience for yourself the jaw-dropping talents of visual artist, Cosentino, in a spellbinding performance that pushes the boundaries of the possible. Cosentino's powerful presence and riveting showcase thrills audiences worldwide, making him one of Australia's most sought after international exports and the most viewed Australian magician ever.
5.40pm	**Welcome to Country** Richard Johnson Gooreng Gooreng Elder Port Curtis Coral Coast Traditional Owners made up of the Taribelang Bunda, Gurang, Byellee, and Gooreng Gooreng Language Groups
5.45pm	**Welcome to Gladstone** Cr Matt Burnett *Mayor – Gladstone Regional Council*
5.50pm	**Response** Mayor Mark Jamieson *President, LGAQ*
5.55pm	**Sponsor Address** Tim Fynes-Clinton *Managing Partner, King & Company*
6.00pm	**2017 LGAQ Journalism Award** Now in its sixth year of inception the LGAQ Regional Journalism Award is dedicated to showcasing excellence in reporting in regional Queensland. Aimed at highlighting the importance of rigorous reporting and analysis of government business decisions affecting Queensland communities, the award honours the memory of ABC journalists John Bean, Paul Lockyer and Gary Ticehurst. Listen to the official announcement of the 2017 winner, who will receive a $15,000 prize.
6.10pm – 7.30pm	**Networking Drinks** Trade Exhibition

TUESDAY

17 OCTOBER 2017

MEMBER COUNCIL DAY

8.00am	**Registration** Delegates, observers, trade, corporate and accompanying persons Gladstone Entertainment Convention Centre 56 Goondoon Street, Gladstone
8.30am	**Security Briefing** Master of Ceremonies – Mr Tim Cox, Journalist
8.31am	**Call to Order by the President**
8.33am	**Presentation of Policy Executive**
8.45am	**Official Opening** His Excellency the Honourable Paul de Jersey AC Governor of Queensland
8.52am	**Presidential Address** Mayor Mark Jamieson *President, LGAQ*
9.15am	**Keynote Address:** Peter Lewis *Executive Director, Essential – Media Consultancy*
10.00am	**Morning Tea**
10.30am	**Panel Session: Council Show Cases**

Digital Start Ups

Ipswich CC operates the FireStation 101 Innovation Hub. Each year they run a hackathon using a range of open government data. Sadly, not much Queensland data - but they have some good stories about how data from different sources can come together to provide unique and valuable insights and new learnings.
http://firestation101.com.au/ipswich-govhack/

Economic Development/Tourism

Scenic Rim 'Eat Local Week' provides an opportunity for local businesses to showcase the diversity of local produce, and is an initiative that drives positive tourism outcomes. Over $1m was generated in economic activity across 84 events attracting 23,000 people and was showcased on Landline last year.
http://www.abc.net.au/landline/content/2016/s4497729.htm

10.30am	**Panel Session: Council Show Cases (Continued)**

Rural Library Excellence

Tammy Hickey has worked at Cunnamulla Library for 6 years and previously worked as an admin/ tutor/ teacher aid at Cunnamulla State School for nine years, which put her in very good stead for her current position. Since being in this position, Tammy has partnered with a range of organisations to create many award winning programs, including an After School Reading Club which won the Queensland Public Libraries Association 2013 Big Ideas Award and a Glamour Photo Good Behaviour Initiative which was the winner of multiple awards in 2015 and 2016. Tammy manages three libraries within the Paroo Shire with Cunnamulla Library being the largest. Outside of work Tammy is a wildlife carer and has quite a menagerie of animals. Among them are two tawny frogmouth owls (which she hand feeds), a kangaroo, seven cats, two German Shepherd dogs and a horse. Tammy often has people come into the library to drop off dinner (mice etc.) for the tawnies. She loves her animals and her family, but her whole family knows the animals really are her number one priority!

Lockhart River Aboriginal Council – Establishing small business opportunities in the community

To promote economic development within the community through the establishment of localised small businesses, Council embarked on a program to assist workers performing work for council to utilise the skills applied in the performance of the work to set up their own business. The first "cab off the rank" was to assist a local grader operator to start his own construction and roadworks business by providing him guaranteed work during the formative period of the business, access to council equipment on a commercial basis and on-going business management assistance to meet the various governance requirements of owning and operating a small business.

Council will continue to look to host new service deliveries on behalf of other spheres of government and provide these services to the community with the goal of transitioning this capability that currently only resides in Council within the community into locally owned and operated small business.

11.55am	**Sponsor Address: Telstra**
12.00pm	**Keynote Address: A Global Consulting firm perspective on opportunities for councils to save money and improve performance** Marek Stepniak *Partner, McKinsey & Company*
12.30pm	**Lunch**
1.30pm	**Keynote Address: How Data Analytics and Artificial Intelligence is Changing Local Government** Simon Giles, *Global Cities Lead, Accenture, London* Geoff Barr, *Chief Evangelist Amazon Web Services (AWS), Seattle*

2.00pm	**Launch of LG Sherlock – The Sherlock Team**
2.20pm	**Council Forums** ***Analytics & Intuition and Big Data & Advocacy for Communities of all Sizes*** *(Councils can self select to any session – indicative grouping only)* Small – Rural, Remote & Indigenous Councils Medium – Resources & Regional Councils Large – SEQ & Coastal Councils
3.45pm	**Sponsor Address: Energy Queensland Ltd**
3.50pm	**LGM/LGW Member Update**
4.10pm	**Local Government Remuneration and Discipline Tribunal Update** Mr Col Meng *Chair, Local Government Remuneration and Discipline Tribunal*
4.30pm	**Keynote Address: Good morning Mr Mandela** Ms Zelda la Grange Former Presidential Aide to Nelson Mandela *Appears by arrangement with Great Expectation Speakers and Trainers*
5.00pm	**Program Concludes**
6.30pm for 7.00pm	**Gala Dinner** PCYC, 53 Yarroon Street, Gladstone *Gala Dinner: Hosted by Hastings Deering* ***Disco Revolution [Boogie Wonderland]*** *Immerse yourself in the sequin studded, satin-lined high glamour and finery of the Disco Revolution, the LGAQ's 2017 Boogie Wonderland Gala.* ***Dress:*** GOLD GLAMOUR *Strut your way into a 70's disco modern infusion of light, colour and sound and delight your senses with an exclusive appearance by Australia's Queen of Disco, the legendary Ms Marcia Hines.* *Supported by a stunning array of aerial artists.* *Marcia Hines delivers a raw, exciting, and unmissable performance of the music that speaks to every generation*
11.30pm	**Dinner Concludes**



WEDNESESDAY

18 OCTOBER 2017

YOUR COUNCIL DAY

8.30am	**Conference Resumes – housekeeping**
8.35am	**Cost-Sharing MOU Signing**
	In 2000, the LGAQ and the then Department of Main Roads consolidated cost-sharing practices into a single, consistent, state-wide agreement. Following a major review over a two-year period, a new Memorandum of Understanding (MOU) that builds upon the previous agreement has been finalised. This new MOU, which builds upon the foundations of the Roads and Transport Alliance, places greater emphasis on reaching agreement at the local level when determining cost-sharing arrangements for infrastructure located in state-controlled road corridors.
8.45am	**AGM/Motions (Debate)**
10.00am	**State Government Update**
	Hon Mark Furner MP *Minister for Local Government and* *Minister for Aboriginal and Torres Strait Islander Partnerships*
10.20am	**Morning Tea**
10.40am	**State Opposition Update**
	Mr Andrew Powell MP *Shadow Minister for Transport, Main Roads and Local Government*
11.00am	**Sponsor Address: Powerlink**
11.05am	**Debate**
12.10pm	**Tourism Address**
	Hon Kate Jones MP *Minister for Education and Minister for Tourism, Major Events and the Commonwealth Games*
12.30pm	**Lunch**

1.30pm	**Sponsor Address: Queensland Treasury Corporation**
1.35pm	**Peak Services Update** Mr Brent Reeman, *Managing Director*
1.55pm	**Debate**
3.45pm	**Keynote Address: What's On Your Bucket List?** Mr Seb Terry *Appears by arrangement with Great Expectation Speakers and Trainers*
4.30pm	**Plenary Concludes**



ELECTED MEMBER

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Elected members who choose to attend professional development workshops, have the option to undertake assessment and gain accreditation towards that unit/s from the LGA50712 Diploma of Local Government (Elected Members).

For further information or to book any of the courses listed, please contact our Members' Hotline on 1300 542 700 or email training@lgaq.asn.au

LGAQ'S ACCREDITED TRAINING COURSES ELECTED MEMBER PROFESSIONAL DEVELOPMENT	2017 DATES - TIMES	INVESTMENT PER PERSON GST FREE
LAND USE PLANNING FOR ELECTED MEMBERS Land use planning is a function of local government that places one of the greatest demands upon elected members and can be one of the most difficult areas to deal with. • Understand the purpose of land planning • Identify relevant legislation and understand its impact • Identify and understand local and regional planning instruments and issues • Define the role of elected members in land use planning • Understand the planning and development process	**Date:** Monday 16 October **Time:** 9.00am-4.30pm	**$880.00 pp** **$220.00 pp** (assessment)
EFFECTIVE DECISION MAKING FOR ELECTED MEMBERS This workshop focuses on decision making processes and the capabilities required by those in positions of authority within council. It recognises the impact of personal and community influences upon councillors when making clear and strong decisions. • Research factors impacting on problems • Develop a range of options • Evaluate options in relation to a range of factors • Effectively implement decisions	**Date:** Monday 16 October **Time:** 9.00am-4.30pm	**$530.00 pp** **$220.00 pp** (assessment)
RATES & CHARGES FOR ELECTED MEMBERS In making changes to rating provisions, councils must bear in mind legislative and regulatory requirements as well as existing council policies. Understand the principles and processes in levying rates and charges. • Identify major legislative and policy provisions impacting on rates • Understand rating structure options • Evaluate rating options	**Date:** Monday 16 October **Time:** 9.00am-4.30pm	**$530.00 pp** **$220.00 pp** (assessment)
MANAGE CONFLICT FOR ELECTED MEMBERS Identify common communication roadblocks, the sources of conflicts within the council and develop techniques for resolving conflict situations. • Assess the potential for conflict • Consider the conflict situation • Identify existing conflict • Carry out strategies to resolve conflict	**Date:** Monday 16 October **Time:** 9.00am-4.30pm	**$530.00 pp** **$220.00 pp** (assessment)

DESTINATIONQ TOURISM SERIES

WORKING TOGETHER TO GROW QUEENSLAND JOBS

Monday, 16th October 2017

8.45am – 10.45am **DestinationQ Tourism Series – Working together to grow Queensland Jobs**

Don't miss the opportunity to learn about how the tourism industry and all levels of government can work together to drive increased visitation and expenditure to help grow Queensland's $25 billion tourism industry.

The session will focus on how collaboration between and across all levels of government and the tourism industry can help:

- develop and deliver new tourism experiences;
- encourage and leverage investment in infrastructure; and
- support business innovation and resilience to grow jobs and regional economies.

You can also hear updates from and engage with the DestinationQ partners: the Queensland Department of Tourism, Major Events, Small Business and the Commonwealth Games; Tourism and Events Queensland; and the Queensland Tourism Industry Council. Guest speakers will also participate in an interactive panel session to share their thoughts on key industry trends and opportunities, as well as their insights about successful products and projects.



COUNCIL FORUMS

Monday, 16th October 2017

2.00pm – 5.00pm **Indigenous Leaders Forum**

Hosts: Cr Alf Lacey *(Mayor, Palm Island Aboriginal Shire Council)* and Cr Fred Gela *(Mayor, Torres Strait Island Regional Council)*

Since 2011, the Indigenous Leaders Forum has been a valuable way for Aboriginal and Torres Strait Islander councils to come together to discuss specific challenges and to put forward issues they would like the LGAQ to assist them in addressing.

The Forum is held twice-yearly.

Wednesday, 18 October 2017

2.00pm – 3.30pm **Council Forums**

Come and join with your council peers in one of three forums to discuss, share and debate key issues.

This year, these forums will be hosted by the LGAQ Policy Executive members. Join your local government colleagues in discussing the great debate about the value of big data and how it works to support local innovation to deliver solutions for local communities. The session will also provide an opportunity to discuss common issues and interests and emerging policy priorities that the LGAQ will be considering with the upcoming State Government Election. We encourage you to use the opportunity to talk to your Policy Executive members about how the LGAQ can better support your council in achieving its objectives for your communities.

Groups have been labelled based to reflect the scale of operations but are not exclusive or rigid in their definition. Please register for the forum that you believe will most interest your council – if you can't decide you are welcome to send delegates to separate forums.

Delegates/observers are welcome to attend any one of the forums:

SMALL:

RURAL AND REMOTE COUNCILS

Hosts: Cr Belinda Murphy, Cr Rob Chandler

INDIGENOUS COUNCILS

Hosts: Cr Alf Lacey and Cr Fred Gela

MEDIUM:

RESOURCE & REGIONAL COUNCILS

Hosts: Cr Anne Baker, Cr Ray Brown, Cr Cameron O'Neil, Cr Jack Dempsey, Cr Matt Burnett

LARGE:

COASTAL COUNCILS

Hosts: Cr Jenny Hill, Cr Bob Manning

SOUTH EAST QUEENSLAND COUNCILS

Hosts: Cr Matthew Bourke, Cr Mike Charlton, Cr Karen Williams

KEYNOTE SPEAKER PROFILES





HIS EXCELLENCY THE HONOURABLE
PAUL DE JERSEY AC
GOVERNOR OF QUEENSLAND

Kaye and Paul de Jersey are dedicated long-standing Queenslanders.

The Governor was born in Brisbane in 1948, the third son of school teacher parents Ronald and Moya (both now deceased).

His Excellency won a Commonwealth Scholarship to The University of Queensland, and graduated with degrees in Arts in 1969 and Laws (with Honours) in 1971. Also in December 1971, the Governor married Kaye Brown. His Excellency and Mrs de Jersey have three children and three grandchildren.

The Governor was called to the Bar at the end of 1971 and was appointed as Her Majesty's Counsel (QC) in 1981.

The Governor was appointed as a Judge of the Supreme Court of Queensland in 1985, when aged 36 years, becoming the 17th Chief Justice of Queensland on 17 February 1998, and served in that role for more than 16 years until 8 July 2014.

In recognition of his contribution to the Australian community, the Governor was appointed a Companion of the Order of Australia in 2000, and awarded a Centenary Medal in 2003. He holds honorary doctorates from The University of Queensland (2000) and the University of Southern Queensland (2008), and Griffith University (2014).

His Excellency was appointed the 26th Governor of Queensland on 29 July 2014.



MAYOR MARK JAMIESON
PRESIDENT
LGAQ

First elected in 2012, Mayor Mark Jamieson is currently serving his second term as mayor of Sunshine Coast Regional Council. During his first term, Mayor Jamieson led the development of a 20 year blueprint for a new economy for the Sunshine Coast, as well as the implementation of a new planning scheme.

Prior to his election as Mayor in 2012, Mark Jamieson enjoyed an extensive career in chief executive and senior leadership roles in the private sector, with both strategic and operational responsibilities for customer satisfaction, staff development, business performance and shareholder growth.

Mayor Mark Jamieson was elected as president of the Local Government Association of Queensland at the 120th LGAQ Annual Conference and will hold the position until 2020.



PETER LEWIS

EXECUTIVE DIRECTOR, ESSENTIAL

Peter has been a Director of Essential since 1999, and has over 20 years' experience in public affairs and media.

He has driven groundbreaking projects such as the successful Every Australian Counts campaign to gain bipartisan support for the National Disability Insurance Scheme. Peter provides regular public and media commentary on key issues, especially around the insights from our exclusive Essential Report.



MR COL MENG

CHAIR
LOCAL GOVERNMENT REMUNERATION AND DISCIPLINE TRIBUNAL

COLIN (COL) MENG - MEMBER (1 JULY 2014 TO 30 JUNE 2015) AND CHAIRPERSON (1 JULY 2015 TO 30 JUNE 2018)

Col Meng served as Mayor of Mackay Regional Council for a four-year term from 2008 to 2012 then as Queensland Boundaries Commissioner overseeing the de-amalgamation process of four local governments during 2013.

Mr Meng was Chair of Mackay Hospital and Health Service until June 2016, and has extensive local government, board and business experience in the Mackay region.

Col Meng was raised and educated in the Mackay region and has extensive involvement in a range of community organisations. He is a Past President of the Mackay Chamber of Commerce and the Mackay Golf Club and was Chairman of the Mackay Regional Area Consultative Committee for seven years.

Mr Meng has been a longstanding Member of the Australian Institute of Company Directors and the Australian Institute of Management. He brings to the Tribunal extensive knowledge of and experience in local government, community affairs, public administration, public sector ethics and public finance.

Mr Meng assumed the role of Chairperson on 1 July 2015.

Col Meng has been a member of Rotary for 40 years and is presently doing his third term as President.

Mr Meng is also back as President of Mackay Golf Club after 15 years.

MS ZELDA LA GRANGE

FORMER PRESIDENTIAL AIDE TO NELSON MANDELA



Zelda la Grange was born in apartheid South Africa. After her secondary education, she completed a 3-year National Diploma. She started her career in 1992 at the Department of State Expenditure, and in 1994 applied for a job in the Office of the first democratic Presidency.

In 1999, President Mandela hand-picked her from his personal staff to remain in his services beyond retirement.

Together with Professor Jakes Gerwel, Zelda was the only other founding staff member of the post-Presidential Office of Mr Nelson Mandela from where the Nelson Mandela Foundation was established. Zelda served President Mandela in various capacities over 19 years including Executive Personal Assistant, Spokesperson, Manager of Stakeholder relations, Aide-de-camp and Manager of his private office until his death on 5 December 2013.

Zelda has been awarded by a number of organisations for her dedication and service to the late Nelson Mandela. She currently serves as the Patron for the First for Women Foundation, non-executive Director of the non-profit organisation Healing Hands, and annually acts as a co-ordinator of Bikers for Mandela Day through which she pays tribute and disseminates the lessons learnt from her former boss in a charitable way. She is also a part-time employee of the Foundation for Professional Development where she presents leadership training. Zelda continues to inspire people through her speaking by sharing her life experiences.

On June 19th 2014 she published her memoirs entitled "Good Morning, Mr Mandela". It is a story of love and hope in which Zelda shares her life, and how serving Nelson Mandela for 19 years has had an impact on her life. She inspires through storytelling, and shares some of the most private and public moments during her time at the side of the international statesman.

In December 2014, her book was announced to be the 'Best Seller of the Year' in South Africa, and in 2015 in Brazil, with a population of over 200 million people, the book reached the top 10 best seller list. The book has been translated into ten languages and is distributed in 15 countries, in addition to all the Commonwealth nations.

In February 2016 New York based Maven Pictures' Trudie Styler, Celine Rattray and Jacqui Lewis obtained the rights of "Good Morning, Mr Mandela" for adaptation into film.



HON MARK FURNER MP

MINISTER FOR LOCAL GOVERNMENT AND MINISTER FOR ABORIGINAL AND TORRES STRAIT ISLANDER PARTNERSHIPS

Mark Furner has dedicated his adult life to serving local communities.

A husband, father of three, and grandfather of two, Mark cut his teeth as a truck driver before standing up for the rights of his fellow workers as an organiser with the Transport Workers Union.

The son of a nurse and a Queensland police officer, Mark moved from Chermside to Pine Rivers in the 1970s and has been a strong community voice in the local area and has been heavily involved in fundraising and volunteering ever since.

In 2007, Mark was elected to the Australian Senate where he served until June 2014. During that time Mark sat on many parliamentary committees including Law Enforcement, Health & Aging, and Economics. Mark was also privileged to lead a delegation to Afghanistan as chair of the Defence Sub-Committee.

At the 2015 State election, Mark was elected to represent the people of Ferny Grove in the Queensland Parliament. In February 2017, he was promoted to the Cabinet and is currently the Minister for Local Government and Aboriginal and Torres Strait Islander Partnerships.

Since then Mark has toured around Queensland visiting councils from Charleville to the Torres Strait, and has seen firsthand both the challenges and success stories that are unique to local government in this state.

MR ANDREW POWELL MP

SHADOW MINISTER FOR TRANSPORT, MAIN ROADS AND LOCAL GOVERNMENT



Andrew is committed to the Sunshine Coast and Moreton Bay regions because, let's face it, it's the best place in Queensland to live and work. And Andrew is determined, with your help, to keep it that way. It's why he lives here, in Palmwoods, with his wife Taryn and their five children and why he's worked hard over the past eight years as your member of parliament delivering for our amazing communities.

Andrew was born in Melbourne and spent his childhood moving between Brisbane, Melbourne and Sydney until his family finally settled in Burpengary. He completed secondary school at Redcliffe and gained degrees in Science and Arts at the University of Queensland.

He kicked off his career with the Defence Department in Canberra and, after a short time working overseas, returned to Queensland where he worked for the Department of the Premier and Cabinet and the Department of Child Safety. An increasing frustration with how our taxes were being spent, how government policy was being developed and delivered, and a sense that the Glass House electorate was missing out drove him to have a go at politics.

Andrew has had some fantastic roles since including a term as Minister for Environment and his current duties as Shadow Minister for Transport and Main Roads and Shadow Minister for Local Government, but nothing beats being the Member for Glass House. Together with the community Andrew has delivered improvements such as:

- a new overtaking lane and safety improvements on the D'Aguilar Highway;
- new traffic lights at Reed Street and Steve Irwin Way, Glasshouse Mountains;
- a new concrete bridge over the Mary River at Conondale;
- increased financial support for local schools, sporting and community groups;
- the installation of flashing school zone safety lights at many local schools; and
- improved local frontline services including a new police station at Maleny, additional police on the beat in Woodford, Palmwoods and Maleny and reductions in dental and surgery waiting lists.

But the job's not done and Andrew's as keen as ever to keep on delivering for our communities in the great Glass House electorate.



HON KATE JONES MP

MINISTER FOR EDUCATION AND MINISTER FOR TOURISM, MAJOR EVENTS AND THE COMMONWEALTH GAMES

Kate Jones is the Minister for Education and Minister for Tourism, Major Events and the Commonwealth Games in the Queensland Government.

Kate is passionate about ensuring access to quality education for everyone, no matter where they live.

She also stands with Queensland's tourism industry to attract a greater share of visitors and secure the best major events for the Queensland community.

Kate was elected to the seat of Ashgrove in 2015, having previously held the seat between 2006 and 2012 and served as Minister for Environment and Natural Resources in the Bligh Government.

Kate worked as an advisor in the Beattie Government before entering parliament.

She attended Kelvin Grove State High School and completed a Bachelor of Arts in Politics and Journalism at the Queensland University of Technology and a Masters in Environmental Law at Australian National University.

Kate lives in Ashgrove with her husband, Paul, and their two children.

MR BRENT REEMAN

MANAGING DIRECTOR AND CEO, PEAK SERVICES



Brent Reeman is the Managing Director and CEO of Peak Services, the new consolidated business for the five commercial entities of the Local Government Association of Queensland (LGAQ).

Peak Services is the entity formed to bring together Local Buy, Propel Partnerships, Resolute Information Technology, LGAQ Total Solutions and Local Government Infrastructure Services to improve service delivery to local government customers and their communities through solutions that are smart, efficient and cost-effective.

Prior to the launch of Peak in July 2017, Brent was the General Manager - Advance of the LGAQ, following his commencement with the organisation as Director - Business Enterprises in 2006. Over the past decade Brent has been responsible for strategic direction and oversight of LGAQ's commercial operations including the three insurance schemes that make up Local Government Mutual Services. Over this time Brent has serviced as a director or board member of each entity and represented the interest of the LGAQ as the shareholder.

Brent previously held a similar position with the Australian Industry Group for six years and has a background in strategy, general management and business development with large multi-national industrial companies including Brambles, CHEP Australia and Crown Materials Handling. Over his career he has served on a number of State Government boards and committees including the Queensland Workplace Health and Safety board and the State Disaster Management Group.



MR SEBASTIAN (SEB) TERRY

Known worldwide for pursuing an incredible list of 100 Things that he wants to achieve before he dies, Sebastian Terry's story is surprisingly not about a bucket list. It's about something more far reaching; permission, choice, growth and connection.

Affected by a curious mind and the death of a close friend, Sebastian experienced a moment in his life where he asked himself a simple question; 'Am I happy?' The answer was NO and so he decided to pen down a list of 100 Things that he'd always wanted to achieve.

Following his heart and armed with nothing but a list, Sebastian's incredible story has grown from an entertaining tale of adventure into a global philanthropic movement that engages a growing tribe of hundreds of thousands to not just set meaningful goals, but pull the trigger and achieve them - all whilst helping others do the same.

"I thought initially that it would take me 100 Things to reach a state of fulfilment but it's taken me 72 things to realise that 'ticks' are just the beginning. The key to growth and happiness is finding out who you are on a primal level and then being that person, each and every day."

Turned into a bestselling book ('100 Things'), a Discovery Channel documentary ('100 things to do before you die') and most recently a US-based reality TV show ('100 Things) where Sebastian travels the world helping complete strangers achieve their specific dreams, 100 Things inspires people and organisations to gain perspective, think big and be the best they can be on every level so that others can follow suit.

From marrying a stranger in Las Vegas, delivering a baby in Canada and even representing the Mauritian national rugby team at the African Championships (they won!), Sebastian's most profound moment was when he was first contacted by a suicidal stranger who needed help.

100 Things is no longer about one person, it's about everyone.

Guaranteed to make you laugh, cry and inspire motivation, the 100 Things keynote is like no other and will re-engage, connect and inspire your organisation to move forward as one.

ACCOMMODATION
(GST INCL)

Accommodation for Annual Conference is being organised by Corporate Traveller.

ACCOMMODATION CLICK HERE

A $10 booking fee will be added per person, per booking

CONFERENCE SHIRT
(COUNCIL DELEGATES/OBSERVERS ONLY)

Council delegates and observers will be issued with ONE shirt at conference.
These need to ordered on line as part of your conference registration.

The sizing is as follows:

Mens Modern Fit	S	M	L	XL	2XL	3XL	5XL
GARMENT ½ CHEST (CM)	52	55	58	62	65	71	79

Ladies Modern Fit	8	10	12	14	16	18	20	22	24
GARMENT ½ CHEST (CM)	46.5	49	52	54	56.5	59	62	65	68

Please select your size carefully as there won't be the opportunity to change your size once at conference.

CONFERENCE REGISTRATION (GST INCL)

Early Bird Registration – prior to and including 8 September 2017	
Council or State Government observer	$ 1430.00
5 or more observers from one council/Government department	$ 1320.00
Corporate (Private Sector)	$ 2860.00
After 8 September 2017	
Council or State Government observer	$ 1630.00
5 or more observers from one council/Government department	$ 1500.00
Corporate (Private Sector)	$ 3100.00
Early Bird One Day Registration – prior to and including 8 September 2017	
Council or State Government observer	$ 660.00
Corporate (Private Sector)	$ 1100.00
After 8 September 2017	
Council or State Government observer	$ 770.00
Corporate (Private Sector)	$ 1500.00

FUNCTIONS

Welcoming Ceremony (accompanying persons, day registrations and additional trade exhibitors)	$ 50.00
Dinner	
Gala Dinner – Wednesday evening (17 October 2017)	$ 150.00

Please note that the Welcoming Ceremony on the Monday evening is included in the conference fee for delegates, observers and corporates attending the full three days of conference.

Accompanying persons are welcome to attend the Welcoming Ceremony and Gala Dinner.

Register via links below or online at www.lgaq.asn.au under the Events Tab 121th LGAQ Annual Conference.

ANNUAL CONFERENCE REGISTRATION – CLICK HERE

Please refer to registration cancellation policies on www.lgaq.asn.au when making your registration.



ENQUIRIES

Conference:

Members Hotline – 1300 542 700 or email ask@lgaq.asn.au

Exhibition:

Simone Sakzewski
Trade and Liaison
Ph: 3000 2137 or Mob: 0409 343 269
Email: ssakzewski@localbuy.net.au

#LGAQ2017

OFFICER REPORT

TO: Council

SUBJECT: **St George Levee Bank Advisory Committee Minutes 23 August 2017**

DATE: 11.09.17

AGENDA REF: FCS2

AUTHOR: Michelle Clarke - Director Finance & Corporate Services

Executive Summary

Minutes of St George Levee Bank Advisory Committee 23 August 2017.

Background

The St George Levee Bank Advisory Committee met on 23 August 2017. The minutes are attached for council to receive and note.

Link to Corporate Plan

Function	Key Program Area
Strong & Resilient Communities	Disaster Management: To facilitate the development of disaster mitigation strategies and provide effective disaster and emergency planning and response services in conjunction with the community and emergency service organisations.

Consultation (internal/external)

St George Levee Bank Advisory Committee
MacDonnells Law
Urbis Valuers
GHD
Director Infrastructure Services
Landholders

Legal Implications

Not applicable

Policy Implications

Not applicable

Financial and Resource Implications

Not applicable

Attachments

1. Minutes St George Advisory Committee 20170823.pdf ⇩
2. Levee Section 6 Routine Maintenance.pdf ⇩
3. Stakeholder Infrastructure Issues Resolution Plan.pdf ⇩
4. Risk Assessment St George Levee August 2017.pdf ⇩

Recommendation/s

1. That the Minutes of the St George Levee Bank Advisory Committee dated 23 August 2017 be received and noted.

Michelle Clarke
Director Finance & Corporate Services

ST GEORGE LEVEE BANK ADVISORY COMMITTEE

DATE: 23 August 2017

TIME: 4.30pm

LOCATION: Balonne Shire Council Board Room

MINUTES

1. **Attendance**

Mrs Jane Parker, Chair, Mr Lindsay Davidson, Councillor Richard Marsh, Matthew Magin, Michelle Clarke, Ross Drabble

Observers: Cr S O'Toole, Cr S Scriven, Cr I Todd

2. **Apologies**

Mr Jeff Mulder

3. **Confirmation of minutes 11 January 2017**

Moved Mr Lindsay Davidson, seconded Cr Richard Marsh that the Minutes of the previous meeting dated 17 May 2017 be accepted as true and correct.

4. **Business Arising from Minutes**

As per agenda items

5. **Agenda items:**
6. **Updated Risk assessment/recommendations:**

Michelle Clarke advised the meeting that the risk assessment has been reviewed at two meetings since it was developed in December 2016. Responsibilities and target dates along with key actions have been added. A copy was tabled at the meeting.

Director of Infrastructure Services, Ross Drabble handed out a copy of S6 of the Operations Manual and a draft maintenance schedule and log of works that will be considered by Council at its meeting on 21 September 2017 and still needs to be costed and will be subject to budget constraints. He ran through the works program and the need to continue consultation with landholders and individual requirements/circumstances.

Mr Jeff Moon suggested that the height of the levee was 800mm above where the last flood came to and could be rounded off and the dirt used in lieu of ramps.

Mrs Jane Parker suggested that 1 ramp for 3 properties could be achieved by using gazetted road to gain access – this would be subject to owners consent.

Mr Jeff Moon said he had heard of all this before and nothing ever happened. The bank is currently in a very poor condition. Mrs Jane Parker said receipt of the planned chart of works was a positive note.

Mr Jeff Moon said that he would not sign easement agreements until all works were completed. Matthew Magin advised that works to undertake the necessary maintenance could commence without easement agreements being signed. Ross Drabble stated that the defects could be repaired regardless of easement agreements.

Mr Jeff Moon said he would not sign anything until it was all fixed to ensure it got done.

Ross Drabble said that the proposed maintenance work was as obliged under the operations manual , however still needed to be costed out and that the hand out today was at a high level view.

Moved Mrs Jane Parker, Seconded Mr Jeff Moon – that the maintenance schedule for the earth levee be accepted in good faith.

Mrs Jane Parker said the brick levee maintenance still needed to be addressed. Ross Drabble advised it was included in the Section 6 Operations Manual handed out.

Mr Jeff Moon asked how watering would be undertaken. Ross Drabble advised it would be in consultation with landholders with a view to re-establishing vegetation growth, which can be challenging.

Mr Jeff Moon said with the right soil you can get vegetation (although will not at present). Ross agreed that top soil was part of the proposed schedule of works to be placed on the levee.

Mrs Jane Parker suggested a review of the water allocation would be necessary.

Mr Jeff Moon suggested the height be reviewed and Ross Drabble said it would be different consideration for each property.

Mr Jeff Moon advised on behalf of Mr Jeff Mulder that he would like to maintain/mow his own property and that Mr Jeff Moon would also like to do the same.

7. **Update on process re: access to properties**

Michelle Clarke advised that a template for notice of entry has been developed and authorised officer ID and delegations updated.

8. **Legitimisation of levee constructions**

Michelle Clarke advised that valuation inspections were completed at the end of July and are still pending flood data from GHD to be finalised. Once received can commence with meetings with individual landholders. Survey plans and Form 9 and Form 18 Deed of Consent by Mortgagee under preparation. Mr Jeff Moon raised concern over the properties not being inspected on site. Michelle Clarke advised the valuations have been prepared in accordance with council's Solicitor instructions and the expertise of the Valuer and take into consideration the before and after levee status.

Mr Jeff Moon asked if compensation could be claimed for emotional stress. Michelle Clarke suggested individuals should seek their own legal advice. Mr Ross Drabble did elaborate on the Acquisition of Land Act in terms of disturbance and that often that is not tangible and difficult to quantify. Council was going to follow the Acquisition of Land Act requirements if agreement could be reached to sign under the Land Act. This could include a resumption agreement and/or compulsory acquisition process. If compulsory acquisition process occurs compensation is not a valid objection to delay the resumption. Landholders have 3 years for that if compulsory acquisition is required.

9. **General Business**

Mr Jeff Moon asked if any word on the banks being removed further down-stream as this will significantly improve risk of flooding in St George as water dropped once banks broke. Mrs Parker advised this was the Government decision at the time. Cr Richard Marsh advised that council had no information on this.

Mr Jeff Moon just wanted to know what about people who have already signed an easement agreement. Those people have no compensation, they did what council asked at the time. Michelle Clarke and Cr Richard Marsh advised that this was a matter between council and individuals.

Meeting closed 5.20pm

Next meeting: 20 September 2017

Section 6 Routine Maintenance

Like any large structure exposed to the elements, the levee system requires routine maintenance to ensure that any wear and tear is identified and repaired. The frequency of inspection and maintenance is left to Council's discretion but as a minimum it is suggested that a thorough inspection be carried out annually prior to the beginning of the wet season.

Key items to look for when inspecting the levee are described below.

6.1 Earthen Embankment

6.1.1 Soil Erosion

The levee batters may be subject to erosion due to the concentration of runoff in animal tracks, vehicle tracks, or by any action that creates a slight depression in the levee surface. The topsoil and vegetation acts as the first barrier against erosion, but if left unattended for long enough erosion could continue into the engineered earth structure below.

Depending on the density of vegetation at the levee toe it is possible that erosion may occur in the longitudinal toe drains. This is more likely in areas with frequent traffic and/or limited irrigation, and particular attention should be paid to the area between the Isles Street culvert and the Showgrounds.

ACTION: **Fill any tracks or depressions in the levee and to the extent practicable, reinstate a uniform surface profile. Pay close attention to the area behind culvert wing walls.**

ACTION: **Consider rip-rap lining of toe drains if vegetative cover is insufficient at preventing erosion.**

6.1.2 Invasive Vegetation

As per the easement agreements signed by residents, no trees are to be planted within the easement (3 m from levee toe) whilst it is further recommended that no large trees are planted at all within an additional 1.5 m from the edge of easement (ie. 4.5 m from levee toe). Trees, whether deliberately planted or naturally germinated, have the potential to encourage piping underneath the levee, as their roots can act as preferential pathways for water flow and encourage material loss (ie. piping).

ACTION: **Identify and remove all trees located within 3 m of the levee toe. On private land, encourage residents to remove trees located from 3 – 4.5 m from the levee toe.**

6.1.3 Permanent Structures on Levee

No permanent structures should be erected upon the levee. Slabs, footings, and other anchors into the compacted earth can promote ingress of water and potentially compromise the effectiveness of the levee.

ACTION: **Identify and remove any permanent structures erected atop the levee.**

6.1.4 Culvert Penstocks

The penstocks are designed to be robust and long-lasting, however they should be inspected periodically to ensure that they are damage free and function as designed.

ACTION: **Test each penstock to ensure it can be wound entirely up and down. Remove any debris or silt from the bottom sill. Inspect gaskets and bolts for deterioration and/or damage.**

ACTION: **Post-flood, inspect all penstocks for impact damage.**

6.2 Masonry Wall

6.2.1 Block Work Integrity

The block wall contains numerous openings through which vehicles pass on a daily basis. Although the wall is core-filled with concrete, the masonry blocks themselves can be susceptible to chipping and/or breaking through impact damage. The discrete nature of the block work allows damaged portions to be fairly easily removed and repaired but sufficient time must be allowed for any concrete work to achieve design strength prior to any loading (ie. flood water against the wall).

ACTION: **Inspect areas of vehicle traffic for impact damage.**

6.2.2 Construction Joints

Expansion joints are located approximately every 8 metres along the wall. The joint is formed by a Besser 20.09/20.10 control block combination (a tongue and groove arrangement), with a steel dowel passing longitudinally through a cut-out in the block. An elastomeric sealant (SikaFlex Pro) with a polyurethane backing rod permits movement and prevents the ingress of moisture. An improperly sealed joint will lead to leakage through the wall during a flood.

ACTION: **Inspect expansion joints for evidence (torn, cracked, or missing sealant) of a compromised seal and repair (remove and replace) as required.**

IMPORTANT: **The life of the sealed joint is highly dependent on the attention to detail during installation. Manufacturer's instructions should be followed explicitly.**

6.2.3 Driveway Openings (Floodplanks)

The Floodplank system has three external conditions that must be met for effective function:

- Smooth, level surfaces against which the rubber gaskets can seal;
- Wall anchors in place to allow compression to be applied to the vertical gaskets; and
- Clear access to the metal stanchion caps (beneath which the stanchions are affixed to the slab).

ACTION: **Inspect the surface against which the Floodplank will seal. Clean away any vegetation, dirt, or debris, especially from the driveway sill.**

ACTION: **Inspect to ensure wall anchors are present (2x eye bolts each side) and grouted firmly in to place.**

ACTION: **Inspect to ensure that the stanchion caps are visible and accessible, and that the void space beneath the cap has not become clogged with debris or silt.**

6.2.4 Cross-Wall Drainage (Screw-on Caps)

Screw-on PVC caps are required to seal 150mm PVC pipe that passes through the wall at the Sewage Pump Station and at 158 St George's Tce.

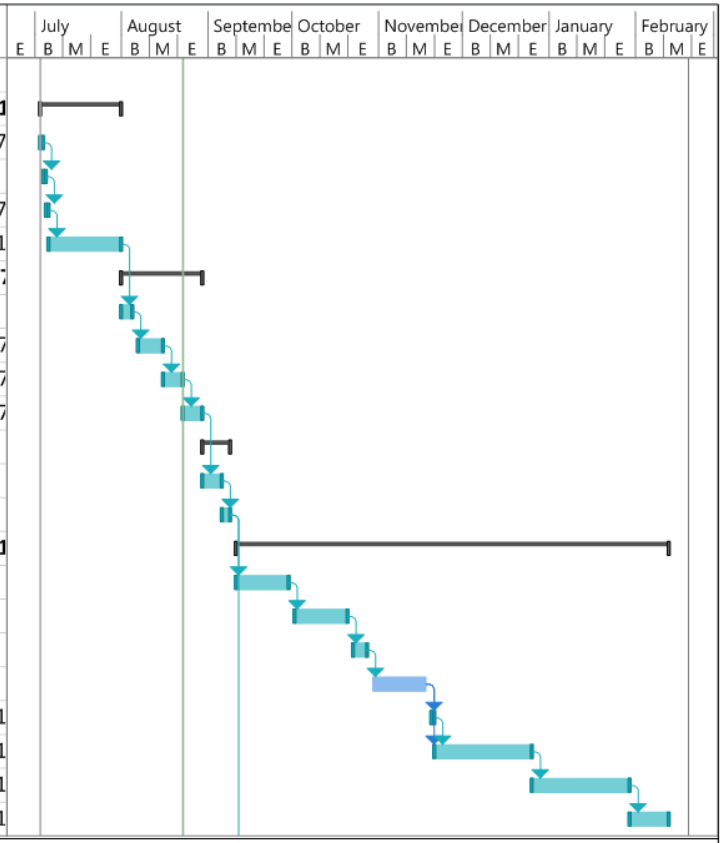
ACTION: **Inspect the pipe thread on *both sides* of the wall to ensure that a screw on cap can easily be applied.**

6.2.5 Permanent Structures Attached to Wall

No permanent structures should be affixed to the wall without Council's knowledge and approval. Small installations such as letterboxes and street numbers are generally permissible, but large structures must not be attached, as they may place an inappropriate load on the wall or otherwise interfere with its operation. This includes concrete footings and/or slabs, unless an appropriate debonding agent has been applied at the interface to allow differential movement.

ACTION: **Identify and remove any permanent structures that are affixed to the wall.**

ID	Task Mode	Task Name	Duration	Start	Finish
1					
2		**Scope Definition**	**21 days**	**Mon 3/07/17**	**Mon 31/07/1**
3		Site visit Campbell	1 day	Mon 3/07/17	Mon 3/07/17
4		Site visit Moon	1 day	Tue 4/07/17	Tue 4/07/17
5		Site visit Parker	1 day	Wed 5/07/17	Wed 5/07/17
6		Site visits other	18 days	Thu 6/07/17	Mon 31/07/1
7		**Project Definition**	**21 days**	**Tue 1/08/17**	**Tue 29/08/1**
8		Remediation	4 days	Tue 1/08/17	Fri 4/08/17
9		Maintenance	7 days	Mon 7/08/17	Tue 15/08/17
10		Capital	5 days	Wed 16/08/1	Tue 22/08/17
11		Project cost estimates	5 days	Wed 23/08/1	Tue 29/08/17
12		**Program Definition**	**8 days**	**Wed 30/08/1**	**Fri 8/09/17**
13		Program budget	5 days	Wed 30/08/1	Tue 5/09/17
14		Program schedule	3 days	Wed 6/09/17	Fri 8/09/17
15		**Works program**	**111 days?**	**Mon 11/09/1**	**Mon 12/02/1**
16		Levee erosion	15 days	Mon 11/09/1	Fri 29/09/17
17		Culvert penstocks	15 days	Mon 2/10/17	Fri 20/10/17
18		Gates & locks	5 days	Mon 23/10/1	Fri 27/10/17
19		Overland flow paths (property)	15 days	Mon 30/10/1	Fri 17/11/17
20		Mowing/cutting vegetation	1 day?	Mon 20/11/1	Mon 20/11/1
21		Watering system	25 days	Tue 21/11/17	Mon 25/12/1
22		Topsoil placement	25 days	Tue 26/12/17	Mon 29/01/1
23		Seeding	10 days	Tue 30/01/18	Mon 12/02/1

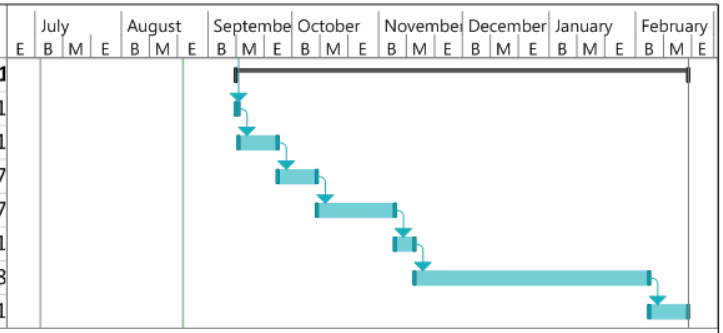


Project: Stakeholder Infrastructu
Date: Wed 23/08/17

Task	Inactive Summary	External Tasks
Split	Manual Task	External Milestone
Milestone	Duration-only	Deadline
Summary	Manual Summary Rollup	Progress
Project Summary	Manual Summary	Manual Progress
Inactive Task	Start-only	
Inactive Milestone	Finish-only	

Page 1

ID	Task Mode	Task Name	Duration	Start	Finish
24		**Construction**	**116 days**	**Mon 11/09/1**	**Mon 19/02/1**
25		Property ramps	1 day	Mon 11/09/1	Mon 11/09/1
26		Stakeholder consultation	10 days	Tue 12/09/17	Mon 25/09/1
27		Decision ramp	10 days	Tue 26/09/17	Mon 9/10/17
28		String ramp profiles	20 days	Tue 10/10/17	Mon 6/11/17
29		Review decision	5 days	Tue 7/11/17	Mon 13/11/1
30		Construct ramps	60 days	Tue 14/11/17	Mon 5/02/18
31		Other options	10 days	Tue 6/02/18	Mon 19/02/1



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Milestone	Duration-only	Deadline
Summary	Manual Summary Rollup	Progress
Project Summary	Manual Summary	Manual Progress
Inactive Task	Start-only	
Inactive Milestone	Finish-only	

Page 2

Job Name:	St George Levee Operation and Maintenance				Job No:	41/29229	Design: Levee					Client:	BSC		Date: 21/12/2016			
Location	Component	Sub Component	Hazards	Design Life Cycle Stage	Risk	Existing Control Measures	Initial Risk Rating			Potential Control Measures (Consider Hierarchy of Control - Elimination, Substitution, Isolation, Engineering Controls, Administrative Controls, PPE)	Responsibility	By When	Decision / Status	Residual Risk Rating			Comments
							C	L	RR					C	L	RR	
Design																	
All	All	All	Incorrect design	Investigation and Design	Completed	Completed	E	3	High	No Action Required				E	3	High	
							E	3	High					E	3	High	
General Construction																	
All	All	All	Accident during construction	Setup, Construction and Commissioning	Completed	Completed	E	3	High	No Action Required				E	3	High	
							E	3	High					E	3	High	
Maintenance																	
Stage 1	Driveway - earthfill	Warawee Entrance, Mitchell Street	Vehicle accident - pedestrian to vehicle	Operation & maintenance	injury to pedestrians during inspections of vehicle crossing, slip trip and fall	Working on Roads, PPE	C	1	Medium	SWMS needs to be developed for on road levee inspection	WHS	30/09/2017	Develop SWMS	C	1	Medium	WHS to obtain examples from other councils
Stage 1	Roadway filled with GeoDesign Barrier	Alfred Street	Vehicle accident - pedestrian to vehicle	Operation & maintenance	injury to pedestrians during inspections of vehicle crossing, assumes Geodesign is only deployed during flood, slip trip and fall	Working on Roads, PPE	C	1	Medium	SWMS needs to be developed for on road levee inspection	WHS	30/09/2017	Develop SWMS	C	1	Medium	WHS to obtain examples from other councils
Stage 1	Culvert with Penstock	293-295 Alfred St	Access required to penstock, operating penstock	Operation & maintenance	injury as a result of slip trip or fall on grassed slope, manual handing injury from test operation of penstock. Actuator used with generator - increases risk of fall	Council workers testing penstock, refer landowner mowing below for land owner maintenance	B	4	Medium	works programmed for good weather conditions and daylight to maximise safety (slippery under foot), SWMS needed to be developed. Handrails around headwalls to prevent medically treated injury - highly recommended. Consider need to install steps or other ground treatment to reduce slip trip hazard	DIS	30/09/2017	Determine if handrails are required. Investigate alternatives and implement decision within budget allocation.	B	4	Medium	Electric actuator used, needs generator, 2 persons for operation - DIS to complete hazard inspection and WHS to develop SWMS
Stage 1	Culvert with Penstock	285-297 Alfred St	Access required to penstock, operating penstock	Operation & maintenance	injury as a result of slip trip or fall on grassed slope, manual handing injury from test operation of penstock. Actuator used with generator - increases risk of fall	Council workers testing penstock, refer landowner mowing below for land owner maintenance	B	4	Medium	works programmed for good weather conditions and daylight to maximise safety (slippery under foot), SWMS needed to be developed. Handrails around headwalls to prevent medically treated injury - highly recommended. Consider need to install steps or other ground treatment to reduce slip trip hazard	DIS	30/09/2017	Determine if handrails are required. Investigate alternatives and implement decision within budget allocation.	B	4	Medium	Electric actuator used, needs generator, 2 persons for operation - DIS to complete hazard inspection and WHS to develop SWMS
Stage 1	Culvert with Penstock	Cunningham St	Access required to penstock, operating penstock	Operation & maintenance	injury as a result of slip trip or fall on grassed slope, manual handing injury from test operation of penstock. Actuator used with generator - increases risk of fall	Council workers testing penstock, refer landowner mowing below for land owner maintenance	B	4	Medium	works programmed for good weather conditions and daylight to maximise safety (slippery under foot), SWMS needed to be developed. Handrails around headwalls to prevent medically treated injury - highly recommended. Consider need to install steps or other ground treatment to reduce slip trip hazard	DIS	30/09/2017	Determine if handrails are required. Investigate alternatives and implement decision within budget allocation.	B	4	Medium	Electric actuator used, needs generator, 2 persons for operation - DIS to complete hazard inspection and WHS to develop SWMS
Stage 1	Culvert with Penstock	Herbert St	Access required to penstock, operating penstock	Operation & maintenance	injury as a result of slip trip or fall on grassed slope, manual handing injury from test operation of penstock. Actuator used with generator - increases risk of fall	Council workers testing penstock, refer landowner mowing below for land owner maintenance	B	4	Medium	works programmed for good weather conditions and daylight to maximise safety (slippery under foot), SWMS needed to be developed. Handrails around headwalls to prevent medically treated injury - highly recommended. Consider need to install steps or other ground treatment to reduce slip trip hazard	DIS	30/09/2017	Determine if handrails are required. Investigate alternatives and implement decision within budget allocation.	B	4	Medium	Electric actuator used, needs generator, 2 persons for operation - DIS to complete hazard inspection and WHS to develop SWMS
Stage 1	Culvert with Penstock	220-258 Alfred St (Georges Grapes)	Access required to penstock, operating penstock	Operation & maintenance	injury as a result of slip trip or fall on grassed slope, manual handing injury from test operation of penstock. Actuator used with generator - increases risk of fall	Council workers testing penstock, refer landowner mowing below for land owner maintenance	B	4	Medium	works programmed for good weather conditions and daylight to maximise safety (slippery under foot), SWMS needed to be developed. Handrails around headwalls to prevent medically treated injury - highly recommended. Consider need to install steps or other ground treatment to reduce slip trip hazard	DIS	30/09/2017	Determine if handrails are required. Investigate alternatives and implement decision within budget allocation.	B	4	Medium	Electric actuator used, needs generator, 2 persons for operation - DIS to complete hazard inspection and WHS to develop SWMS
Stage 1	Roadway 40 m gap on TMR road - earthfill	Balonne Highway at Bowen St	Vehicle accident - pedestrian to vehicle	Operation & maintenance	injury to pedestrians during inspections of vehicle crossing, slip trip and fall	Working on Roads, PPE, existing SWMS for working on TMR road	C	2	Medium		WHS		No action required	C	2	Medium	
Stage 1	3m gap - driveway - earthfill	Bowen St at Sewage Pump Station	Vehicle accident - pedestrian to vehicle	Operation & maintenance	injury to pedestrians during inspections of vehicle crossing, slip trip and fall	Working on Roads, PPE	C	1	Medium	SWMS needs to be developed for on road levee inspection	WHS	30/09/2017	Develop SWMS	C	1	Medium	Standard traffic management and staff training required
Stage 1	2 x 150 mm PVC pipe	Bowen St at Sewage Pump Station	Manual Handling	Operation & maintenance	injury during inspection of PVC, possible snake bite	PPE	B	1	Low	Normal precautions with snake, don't put hand up pipes without looking	WHS		No action required	B	1	Low	
Stage 1	Levee Surface Maintenance	276-296 Alfred (retirement village)	Mowing	Operation & maintenance	injury as a result of overturning of mower or other plant, either from slope or from slippery conditions	Levee less than 1.5 m high, maintained by Council, line trimmer	D	2	Medium	Continue with line trimmer - investigate use of mower with arm	DIS	Complete	New mower purchased.	D	2	Medium	New mower trialled and purchase near complete. Maintenance program underway. Notice of entry template prepared. Work Camp to be provided SWMS for use of whipper snippers when assisting with maintenance.
Stage 1	Levee Surface Maintenance	293-295 Alfred St - corner of levee	Mowing	Operation & maintenance	injury as a result of overturning of mower or other plant, either from slope or from slippery conditions	Levee 3m high, maintained by Council, line trimmer	D	2	Medium	Continue with line trimmer - investigate use of mower with arm	DIS	Complete	New mower purchased.	D	2	Medium	New mower trialled and purchase near complete. Maintenance program underway. Notice of entry template prepared. Work Camp to be provided SWMS for use of whipper snippers when assisting with maintenance.

FORM HS 040
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Version 3 - May 2010
1

Job Name:	St George Levee Operation and Maintenance			Job No:	41/29229		Design: Levee				Client:	BSC		Date: 21/12/2016				
Location	Component	Sub Component	Hazards	Design Life Cycle Stage	Risk	Existing Control Measures	Initial Risk Rating			Potential Control Measures (Consider Hierarchy of Control - Elimination, Substitution, Isolation, Engineering Controls, Administrative Controls, PPE)	Responsibility	By When	Decision / Status	Residual Risk Rating			Comments
							C	L	RR					C	L	RR	
Stage 1	Levee Surface Maintenance	289-291 Alfred	Mowing	Operation & maintenance	injury as a result of overturning of mower or other plant, either from slope or from slippery conditions	Levee 3-3.5 m high, maintained by landowner, slope steeper than other parts of levee	D	4	High	Potential for council to mow levee, confirm slope with survey. Individual risk assessment for each property reflecting equipment type, slope, conditions. Potential options include flatter slopes, gradual slope change at toe, alternative mower types. Also consider access ramp to allow access over levee.	DIS/DFCS		New Mower purchased. Easement agreement negotiations pending valuations with flood model data. Individual maintenance schedule with landholders (some complete)	D	4	High	New mower trialled and purchase near complete. Maintenance program underway. Notice of entry template prepared. Work Camp to be provided SWMS for use of whipper snippers when assisting with maintenance.
Stage 1	Levee Surface Maintenance	285-287 Alfred	Mowing	Operation & maintenance	injury as a result of overturning of mower or other plant, either from slope or from slippery conditions	Levee 3-3.5 m high, maintained by landowner, slope steeper than other parts of levee	D	4	High	Potential for council to mow levee, confirm slope with survey. Individual risk assessment for each property reflecting equipment type, slope, conditions. Potential options include flatter slopes, gradual slope change at toe, alternative mower types. Also consider access ramp to allow access over levee.	DIS/DFCS		Determine if mowers are required. Investigate alternatives and implement decision within budget allocation. Easement agreement negotiations pending. Individual maintenance schedule with landholders (some complete)	D	4	High	New mower trialled and purchase near complete. Maintenance program underway. Notice of entry template prepared. Work Camp to be provided SWMS for use of whipper snippers when assisting with maintenance.
Stage 1	Levee Surface Maintenance	281-283 Alfred	Mowing	Operation & maintenance	injury as a result of overturning of mower or other plant, either from slope or from slippery conditions	Levee 3-3.5 m high, maintained by landowner, slope steeper than other parts of levee	D	4	High	Potential for council to mow levee, confirm slope with survey. Individual risk assessment for each property reflecting equipment type, slope, conditions. Potential options include flatter slopes, gradual slope change at toe, alternative mower types. Also consider access ramp to allow access over levee.	DIS	Complete	New mower purchased	D	4	High	New mower trialled and purchase near complete. Maintenance program underway. Notice of entry template prepared. Work Camp to be provided SWMS for use of whipper snippers when assisting with maintenance.
Stage 1	Levee Surface Maintenance	277-279 + 273-275 Alfred	Mowing	Operation & maintenance	injury as a result of overturning of mower or other plant, either from slope or from slippery conditions	Levee 3-3.5 m high, maintained by landowner, boundary fence at toe of wet side of levee, steeper than 3 to 1 to miss trees	D	4	High	Potential for council to mow levee, confirm slope with survey. Individual risk assessment for each property reflecting equipment type, slope, conditions. Potential options include flatter slopes, gradual slope change at toe, alternative mower types. Also consider access ramp to allow access over levee.	DIS/DFCS	Complete	New mower purchased	D	4	High	Boundary at toe of wet side, may reduce need to traverse levee for overall property maintenance
Stage 1	Levee Surface Maintenance	Cunningham St - S bend in levee	Mowing	Operation & maintenance	injury as a result of overturning of mower or other plant, either from slope or from slippery conditions	Road Easement, council maintenance, levee 3.5 m high	D	4	High	Handrail on penstock headwall to reduce potential for accident falling over penstock wall, confirm slope with survey. Investigate use of mower with arm.	DIS	Complete	New mower purchased	D	4	High	
Stage 1	Levee Surface Maintenance	267-276 Alfred	Mowing	Operation & maintenance	injury as a result of overturning of mower or other plant, either from slope or from slippery conditions	Levee 3-3.5 m high, maintained by landowner	D	4	High	Potential for council to mow levee, confirm slope with survey. Individual risk assessment for each property reflecting equipment type, slope, conditions. Potential options include flatter slopes, gradual slope change at toe, alternative mower types. Also consider access ramp to allow access over levee.	DIS	Complete	New mower purchased.	D	4	High	Assume need for traversing levee with mower for maintenance of rear of property
Stage 1	Levee Surface Maintenance	261-265 Alfred	Mowing	Operation & maintenance	injury as a result of overturning of mower or other plant, either from slope or from slippery conditions	Levee 2-3 m high maintained by landowner	D	4	High	Note - pool backwash outlet needs to be incorporated into O&M plan, Potential for council to mow levee, confirm slope with survey. Individual risk assessment for each property reflecting equipment type, slope, conditions. Potential options include flatter slopes, gradual slope change at toe, alternative mower types. Also consider access ramp to allow access over levee.	DFCS		Easement agreement negotiations pending valuations with flood model data. Individual maintenance schedule with landholders (some complete)	D	4	High	Assume need for traversing levee with mower for maintenance of rear of property. Note pool outlet to be incorporated into O&M manual
Stage 1	Levee Surface Maintenance	257-259 Alfred	Mowing	Operation & maintenance	injury as a result of overturning of mower or other plant, either from slope or from slippery conditions	Levee 2-3 m high, maintained by landowner	D	4	High	Potential for council to mow levee, confirm slope with survey. Individual risk assessment for each property reflecting equipment type, slope, conditions. Potential options include flatter slopes, gradual slope change at toe, alternative mower types. Also consider access ramp to allow access over levee.	DIS	Complete	New mower purchased	D	4	High	Assume need for traversing levee with mower for maintenance of rear of property

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Version 3 - May 2010
2

Job Name:	St George Levee Operation and Maintenance				Job No:	41/29229	Design: Levee					Client:	BSC		Date: 21/12/2016			
Location	Component	Sub Component	Hazards	Design Life Cycle Stage	Risk	Existing Control Measures	Initial Risk Rating			Potential Control Measures (Consider Hierarchy of Control - Elimination, Substitution, Isolation, Engineering Controls, Administrative Controls, PPE)	Responsibility	By When	Decision / Status	Residual Risk Rating			Comments
							C	L	RR					C	L	RR	
Stage 1	Levee Surface Maintenance	255 Alfred - narrow block	Mowing	Operation & maintenance	injury as a result of overturning of mower or other plant, either from slope or from slippery conditions	Levee 2-3 m high, maintained by landowner	D	4	High	Potential for council to mow levee, confirm slope with survey. Individual risk assessment for each property reflecting equipment type, slope, conditions. Potential options include flatter slopes, gradual slope change at toe, alternative mower types. Also consider access ramp to allow access over levee.	DIS	Complete	New mower purchased	D	4	High	Assume need for traversing levee with mower for maintenance of rear of property
Stage 1	Levee Surface Maintenance	249-253 Alfred	Mowing	Operation & maintenance	injury as a result of overturning of mower or other plant, either from slope or from slippery conditions	Levee 2-3 m high, maintained by landowner	D	4	High	Potential for council to mow levee, confirm slope with survey. Individual risk assessment for each property reflecting equipment type, slope, conditions. Potential options include flatter slopes, gradual slope change at toe, alternative mower types. Also consider access ramp to allow access over levee.	DIS	Complete	New mower purchased	D	4	High	Assume need for traversing levee with mower for maintenance of rear of property
Stage 1	Levee Surface Maintenance	Herbert St - Stock Crossing	Mowing	Operation & maintenance	injury as a result of overturning of mower or other plant, either from slope or from slippery conditions	Road Easement, council maintenance, levee 2 m high, line trimmer used	D	4	High	Continue with line trimmer - investigate use of mower with arm	DIS	Complete	New mower purchased	D	4	High	
Stage 1	Levee Surface Maintenance	Herbert St - Stock Crossing	Stock using crossing	Operation & maintenance	injury to persons or animals as a result of walking up and over the levee	Road Easement, council maintenance, levee 2 m high, currently has fence to stop public traversing crossing	D	2	Medium	Gates, locks and maintenance program to be completed to stop public traversing across levee	DIS	30/09/2017	Inspection complete. Maintenance program underway.	D	2	Medium	Steep slopes not normally adopted for formal public crossing of levee
Stage 1	Levee Surface Maintenance	220-258 Alfred St (Georges Grapes)	Mowing	Operation & maintenance	injury as a result of overturning of mower or other plant, either from slope or from slippery conditions	Levee varies up to 2m high, council maintains this with line trimmer	D	2	Medium	Potential for council to mow levee, confirm slope with survey. Individual risk assessment for each property reflecting equipment type, slope, conditions. Potential options include flatter slopes, gradual slope change at toe, alternative mower types. Also consider access ramp to allow access over levee. Investigate use of mower with arm	DIS	Complete	New mower purchased	D	2	Medium	
Stage 2	Block and fence maintenance	Logan Lane	Manual Handling	Operation & maintenance	injury during blockwork or fence , slip trip and fall	inspection only	A	3	Low	JSEA for any maintenance if required, access agreement required (securing dogs etc)	WHS	30/09/2017	Develop JSEA	A	3	Low	Notice of entry template complete, authorised officer ID cards and delegations complete. Arrangements for workcamp to be finalised
Stage 2	Block and fence maintenance	Hutt St to Murchison St	Manual Handling	Operation & maintenance	injury during blockwork or fence , slip trip and fall	inspection only	A	3	Low	JSEA for any maintenance if required, access agreement required (securing dogs etc)	WHS	30/09/2017	Develop JSEA	A	3	Low	Notice of entry template complete, authorised officer ID cards and delegations complete. Arrangements for workcamp to be finalised
Stage 2	Block and fence maintenance	Murchison St to Barlee St	Manual Handling	Operation & maintenance	injury during blockwork or fence , slip trip and fall	inspection only	A	3	Low	JSEA for any maintenance if required, access agreement required (securing dogs etc)	WHS	30/09/2017	Develop JSEA	A	3	Low	Notice of entry template complete, authorised officer ID cards and delegations complete. Arrangements for workcamp to be finalised
Stage 2	Block and fence maintenance	Barlee St to Roe St	Manual Handling	Operation & maintenance	injury during blockwork or fence , slip trip and fall	inspection only	A	3	Low	JSEA for any maintenance if required, access agreement required (securing dogs etc)	WHS	30/09/2017	Develop JSEA	A	3	Low	Notice of entry template complete, authorised officer ID cards and delegations complete. Arrangements for workcamp to be finalised
Stage 2	Floodplank	Storage	Manual Handling	Operation & maintenance	injury during manual handling	Subcontracted to Flooding Solutions	A	3	Low	Subcontractor to do own JSEA	WHS	30/09/2017	Develop JSEA	A	3	Low	Notice of entry template complete, authorised officer ID cards and delegations complete. Arrangements for workcamp to be finalised
Stage 2	Culvert with Penstock	Gully behind scout den	Access required to penstock, operating penstock	Operation & maintenance	injury as a result of slip trip or fall on grassed slope, manual handing injury from test operation of penstock. Actuator used with generator - increases risk of fall	Council workers testing penstock, refer landowner mowing below for land owner maintenance, handrail currently fitted	A	4	Medium	works programmed for good weather conditions and daylight to maximise safety (slippery under foot), SWMS needed to be developed. Consider need to install steps or other ground treatment to reduce slip trip hazard	WHS/DIS	30/09/2017	Inspection assessment before 30/9/2017 required to determine if steps are required. Investigate alternaties and consider budget	A	4	Medium	Electric actuator used, needs generator, 2 persons for operation
Stage 2	Culvert with Penstock	2 Isles St	Access required to penstock, operating penstock	Operation & maintenance	injury as a result of slip trip or fall on grassed slope, manual handing injury from test operation of penstock. Actuator used with generator - increases risk of fall	Council workers testing penstock, refer landowner mowing below for land owner maintenance, handrail currently fitted	A	4	Medium	works programmed for good weather conditions and daylight to maximise safety (slippery under foot), SWMS needed to be developed. Consider need to install steps or other ground treatment to reduce slip trip hazard	WHS/DIS	30/09/2017	Inspection assessment before 30/9/2017 required to determine if steps are required. Investigate alternaties and consider budget	A	4	Medium	Electric actuator used, needs generator, 2 persons for operation
Stage 2	Culvert with Penstock	End of Isles St	Access required to penstock, operating penstock	Operation & maintenance	injury as a result of slip trip or fall on grassed slope, manual handing injury from test operation of penstock. Actuator used with generator - increases risk of fall	Council workers testing penstock, refer landowner mowing below for land owner maintenance, handrail currently fitted	A	4	Medium	works programmed for good weather conditions and daylight to maximise safety (slippery under foot), SWMS needed to be developed. Consider need to install steps or other ground treatment to reduce slip trip hazard	WHS/DIS	30/09/2017	Inspection assessment before 30/9/2017 required to determine if steps are required. Investigate alternaties and consider budget	A	4	Medium	Electric actuator used, needs generator, 2 persons for operation
Stage 2	Levee Surface Maintenance	Church St to Showgrounds Section	Mowing	Operation & maintenance	injury as a result of overturning of mower or other plant, either from slope or from slippery conditions	Levee varies up to 2m high, slopes into park on river edge, council mows this and uses line trimmer in steep parts	D	4	High	Continue with line trimmer - investigate use of mower with arm. Confirm slope to determine machine suitability	DIS	Complete	New mower purchased	D	4	High	
Extra Category	Extra	extra	what is the hazard	Operation & maintenance	what will happen if the hazard occurs	what does the current process do to control risk	A	3	Low	what extra things can we implement to control risk				A	3	Low	
Operation during flood																	
Stage 1	Driveway - earthfill	Warawee Entrance, Mitchell Street	Vehicle accident - pedestrian to vehicle	Operation & maintenance	injury to pedestrians during placement of earthfill	SWMS, spotter, method includes borrow from paddock, dumping with body truck, backhoe to place and compact	C	3	High		LDMG	30/11/2017	Development of Emergency Response Activiation Plan in consultation with LDMG	C	3	High	

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Version 3 - May 2010
3

Job Name:	St George Levee Operation and Maintenance				Job No:	41/29229	Design: Levee					Client:	BSC		Date: 21/12/2016			
Location	Component	Sub Component	Hazards	Design Life Cycle Stage	Risk	Existing Control Measures	Initial Risk Rating			Potential Control Measures (Consider Hierarchy of Control - Elimination, Substitution, Isolation, Engineering Controls, Administrative Controls, PPE)	Responsibility	By When	Decision / Status	Residual Risk Rating			Comments
							C	L	RR					C	L	RR	
Stage 1	Roadway filled with GeoDesign Barrier	Alfred Street	Manual Handling, interaction between pedestrian and vehicles handling GeoDesign	Operation & maintenance	injury as a result of mishandling Geodesign or contact with vehicle handling GeoDesign	SWMS (placement will require trucks, forklifts, manpower to install, pinch points, manual lifting, staff not accustomed to using this product)	C	4	High	Reconsider use of Geodesign to avoid man machine interaction - consider changing vertical alignment of road	DIS	30/06/2018	Investigate alternatives & implement with budget allocation.	C	4	High	Geodesign fabric at council depot
Stage 1	Culvert with Penstock	293-295 Alfred St	Access required to penstock, operating penstock	Operation & maintenance	injury as a result of slip trip or fall on grassed slope, manual handing injury from operation of penstock	SWMS, a number of days advance notice of flood so closure during daylight	B	5	High	works programmed for daylight to maximise safety but may be slippery under foot depending on weather, SWMS needed to be developed. Handrails around headwalls to prevent medically treated injury - highly recommended. Consider need to install steps or other ground treatment to reduce slip trip hazard	WHS	30/09/2017	Develop SWMS	B	5	High	Electric actuator used, needs generator, 2 persons for operation
Stage 1	Culvert with Penstock	285-297 Alfred St	Access required to penstock, operating penstock	Operation & maintenance	injury as a result of slip trip or fall on grassed slope, manual handing injury from operation of penstock	SWMS, a number of days advance notice of flood so closure during daylight	B	5	High	works programmed for daylight to maximise safety but may be slippery under foot depending on weather, SWMS needed to be developed. Handrails around headwalls to prevent medically treated injury - highly recommended. Consider need to install steps or other ground treatment to reduce slip trip hazard	WHS	30/09/2017	Develop SWMS	B	5	High	Electric actuator used, needs generator, 2 persons for operation
Stage 1	Culvert with Penstock	Cunningham St	Access required to penstock, operating penstock	Operation & maintenance	injury as a result of slip trip or fall on grassed slope, manual handing injury from operation of penstock	SWMS, a number of days advance notice of flood so closure during daylight	B	5	High	works programmed for daylight to maximise safety but may be slippery under foot depending on weather, SWMS needed to be developed. Handrails around headwalls to prevent medically treated injury - highly recommended. Consider need to install steps or other ground treatment to reduce slip trip hazard	WHS	30/09/2017	Develop SWMS	B	5	High	Electric actuator used, needs generator, 2 persons for operation
Stage 1	Culvert with Penstock	Herbert St	Access required to penstock, operating penstock	Operation & maintenance	injury as a result of slip trip or fall on grassed slope, manual handing injury from operation of penstock	SWMS, a number of days advance notice of flood so closure during daylight	B	5	High	works programmed for daylight to maximise safety but may be slippery under foot depending on weather, SWMS needed to be developed. Handrails around headwalls to prevent medically treated injury - highly recommended. Consider need to install steps or other ground treatment to reduce slip trip hazard	WHS	30/09/2017	Develop SWMS	B	5	High	Electric actuator used, needs generator, 2 persons for operation
Stage 1	Culvert with Penstock	220-258 Alfred St (Georges Grapes)	Access required to penstock, operating penstock	Operation & maintenance	injury as a result of slip trip or fall on grassed slope, manual handing injury from operation of penstock	SWMS, a number of days advance notice of flood so closure during daylight	B	5	High	works programmed for daylight to maximise safety but may be slippery under foot depending on weather, SWMS needed to be developed. Handrails around headwalls to prevent medically treated injury - highly recommended. Consider need to install steps or other ground treatment to reduce slip trip hazard	WHS	30/09/2017	Develop SWMS	B	5	High	Electric actuator used, needs generator, 2 persons for operation
Stage 1	Roadway 40 m gap on TMR road - earthfill	Balonne Highway at Bowen St	Vehicle accident - pedestrian to vehicle	Operation & maintenance	injury to pedestrians during placement of earthfill	Working on Roads, PPE, existing SWMS for working on TMR road, method includes borrow from paddock, dumping with body truck, backhoe to place and compact	C	1	Medium	Road Closures implemented, TMR approval required, traffic control, signage	DIS		Operators Manual identifies required works. Standard traffic management required. Emergency Response Activiation Plan in consultation with LDMG required	C	1	Medium	
Stage 1	3m gap - driveway - earthfill	Bowen St at Sewage Pump Station	Vehicle accident - pedestrian to vehicle	Operation & maintenance	injury to pedestrians during placement of earthfill	SWMS, spotter, method includes borrow from paddock, dumping with body truck, backhoe to place and compact	C	1	Medium	Road Closures implemented, traffic control, signage	DIS	30/11/2017	Operators Manual identifies required works. Standard traffic management required. Emergency Response Activiation Plan in consultation with LDMG required	C	1	Medium	
Stage 1	2 x 150 mm PVC pipe	Bowen St at Sewage Pump Station	Manual Handling	Operation & maintenance	injury during closure of PVC	PPE, screw on PVC cap	B	1	Low	Normal precautions with snake, don't put hand up pipes without looking, mesh to exclude vermin	WHS	30/09/2017	Develop SWMS	B	1	Low	
Stage 1	Levee Surface	Levee Crest	Surveillance Inspection	Operation & maintenance	injury as a result of overturning inspection vehicles, from slippery conditions, overturning down slope, drowning	Council Inspections, levee up to 3.5 m high, currenst SWMS requires inspection on foot, minimum 2 persons plus additional in vehicle to ferry between collection points, radio used for comms	C	1	Medium	Council preference to remain on foot to keep focus on levee integrity - review risk if vehicle inspection used. Need to resolve access with Landowners (dogs, stock etc)	DIS	30/09/2017	Inspection program to be developed and implemented.	C	1	Medium	Recommended practice is to use vehicle based inspections for quick response time, access to lighting and other tools, suggest use of ATV for traction on wet clay
	Split into individual properties - copy from above																Refer individual property crest and berm maintenance
	Levee surface	Flood Repairs	Excavator access	Operation & maintenance	Emergency repair access for excavator during flood, insufficient width, potential for machinery rollover	No risk mitigations provided, competent operator	D	3	High	Check gate width for access for suitable excavator, check levee width with survey, provide wider gates if needed. Identify suitable machine	DIS	30/09/2017	Master key system required. Notice of entry template complete. In lieu of wider gate - can remove fence and replace as required.	D	3	High	

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Version 3 - May 2010
4

Job Name:	St George Levee Operation and Maintenance				Job No:	41/29229	Design: Levee					Client:	BSC		Date: 21/12/2016			
Location	Component	Sub Component	Hazards	Design Life Cycle Stage	Risk	Existing Control Measures	Initial Risk Rating			Potential Control Measures (Consider Hierarchy of Control - Elimination, Substitution, Isolation, Engineering Controls, Administrative Controls, PPE)	Responsibility	By When	Decision / Status	Residual Risk Rating			Comments
							C	L	RR					C	L	RR	
Stage 2	Floodplank	Logan Lane - 213 Victoria Street (a) 4 m driveway	Manual Handling	Operation & maintenance	injury during installation, 15-30kg max weight, pinch points, manual handling, slip trip falls	install during daylight, have days of advance warning, two man lift if required, takes about 15 min per gap, PPE (gloves safety boots)	B	3	Medium	Need to agree closures with landowners as they will not longer have vehicle access to property	SES	30/11/2017	SES have co-ordinated drills. Emergency Response Activiation Plan in consultation with LDMG	B	3	Medium	LDMG group to discuss emergency action with landowners. Recommend trial placement of flood planks 20% per year so all planks are tested on 5 year rotation
Stage 2	Floodplank	Logan Lane - 213 Victoria Street (b) 4 m driveway	Manual Handling	Operation & maintenance	injury during installation, 15-30kg max weight, pinch points, manual handling, slip trip falls	install during daylight, have days of advance warning, two man lift if required, takes about 15 min per gap, PPE (gloves safety boots)	B	3	Medium	Need to agree closures with landowners as they will not longer have vehicle access to property	SES	30/11/2017	SES have co-ordinated drills. Emergency Response Activiation Plan in consultation with LDMG	B	3	Medium	LDMG group to discuss emergency action with landowners. Recommend trial placement of flood planks 20% per year so all planks are tested on 5 year rotation
Stage 2	Floodplank	12 Logan Lane 3 m driveway	Manual Handling	Operation & maintenance	injury during installation, 15-30kg max weight, pinch points, manual handling, slip trip falls	install during daylight, have days of advance warning, two man lift if required, takes about 15 min per gap, PPE (gloves safety boots)	B	3	Medium	Need to agree closures with landowners as they will not longer have vehicle access to property	SES	30/11/2017	SES have co-ordinated drills. Emergency Response Activiation Plan in consultation with LDMG	B	3	Medium	LDMG group to discuss emergency action with landowners. Recommend trial placement of flood planks 20% per year so all planks are tested on 5 year rotation
Stage 2	Floodplank	10 Logan Lane (a) 3 m driveway	Manual Handling	Operation & maintenance	injury during installation, 15-30kg max weight, pinch points, manual handling, slip trip falls	install during daylight, have days of advance warning, two man lift if required, takes about 15 min per gap, PPE (gloves safety boots)	B	3	Medium	Need to agree closures with landowners as they will not longer have vehicle access to property	SES	30/11/2017	SES have co-ordinated drills. Emergency Response Activiation Plan in consultation with LDMG	B	3	Medium	LDMG group to discuss emergency action with landowners. Recommend trial placement of flood planks 20% per year so all planks are tested on 5 year rotation
Stage 2	Floodplank	10 Logan Lane (b) 1 m personnel access	Manual Handling	Operation & maintenance	injury during installation, 15-30kg max weight, pinch points, manual handling, slip trip falls	install during daylight, have days of advance warning, two man lift if required, takes about 15 min per gap, PPE (gloves safety boots)	B	3	Medium	Need to agree closures with landowners as they will not longer have vehicle access to property	SES	30/11/2017	SES have co-ordinated drills. Emergency Response Activiation Plan in consultation with LDMG	B	3	Medium	LDMG group to discuss emergency action with landowners. Recommend trial placement of flood planks 20% per year so all planks are tested on 5 year rotation
Stage 2	Floodplank	6-8 Logan Lane 3 m driveway	Manual Handling	Operation & maintenance	injury during installation, 15-30kg max weight, pinch points, manual handling, slip trip falls	install during daylight, have days of advance warning, two man lift if required, takes about 15 min per gap, PPE (gloves safety boots)	B	3	Medium	Need to agree closures with landowners as they will not longer have vehicle access to property	SES	30/11/2017	SES have co-ordinated drills. Emergency Response Activiation Plan in consultation with LDMG	B	3	Medium	LDMG group to discuss emergency action with landowners. Recommend trial placement of flood planks 20% per year so all planks are tested on 5 year rotation
Stage 2	Roadway 30 m gap in Council Road - earthfill	Hutt Street	Vehicle accident - pedestrian to vehicle	Operation & maintenance	injury to pedestrians during placement of earthfill	SWMS, spotter, method includes borrow from paddock, dumping with body truck, backhoe to place and compact	C	1	Medium	Road Closures implemented, traffic control, signage	SES	30/11/2017	SES have co-ordinated drills. Emergency Response Activiation Plan in consultation with LDMG	C	1	Medium	
Stage 2	Floodplank	158 St Georges Tce (a) 4 m driveway	Manual Handling	Operation & maintenance	injury during installation, 15-30kg max weight, pinch points, manual handling, slip trip falls	install during daylight, have days of advance warning, two man lift if required, takes about 15 min per gap, PPE (gloves safety boots)	B	3	Medium	Need to agree closures with landowners as they will not longer have vehicle access to property	SES	30/11/2017	SES have co-ordinated drills. Emergency Response Activiation Plan in consultation with LDMG	B	3	Medium	LDMG group to discuss emergency action with landowners. Recommend trial placement of flood planks 20% per year so all planks are tested on 5 year rotation
Stage 2	150 mm PVC cap	158 St Georges Tce (b)	Manual Handling	Operation & maintenance	injury during closure of PVC	PPE, screw on PVC cap	B	1	Low	Normal precautions with snake, don't put hand up pipes without looking, mesh to exclude vermin				B	1	Low	
Stage 2	Roadway 30 m gap in Council Road - earthfill	Murchison St	Vehicle accident - pedestrian to vehicle	Operation & maintenance	injury to pedestrians during placement of earthfill	SWMS, spotter, method includes borrow from paddock, dumping with body truck, backhoe to place and compact	C	1	Medium	Road Closures implemented, traffic control, signage	DIS	30/11/2017	Emergency Response Activiation Plan in consultation with LDMG. Standard traffic control measure to apply	C	1	Medium	
Stage 2	Floodplank	152-153 St Georges Tcs 3 m driveway	Manual Handling	Operation & maintenance	injury during installation, 15-30kg max weight, pinch points, manual handling, slip trip falls	install during daylight, have days of advance warning, two man lift if required, takes about 15 min per gap, PPE (gloves safety boots)	B	3	Medium	Need to agree closures with landowners as they will not longer have vehicle access to property	SES	30/11/2017	SES have co-ordinated drills. Emergency Response Activiation Plan in consultation with LDMG	B	3	Medium	LDMG group to discuss emergency action with landowners. Recommend trial placement of flood planks 20% per year so all planks are tested on 5 year rotation
Stage 2	Floodplank	150 St Georges Tcs 3 m driveway	Manual Handling	Operation & maintenance	injury during installation, 15-30kg max weight, pinch points, manual handling, slip trip falls	install during daylight, have days of advance warning, two man lift if required, takes about 15 min per gap, PPE (gloves safety boots)	B	3	Medium	Need to agree closures with landowners as they will not longer have vehicle access to property	SES	30/11/2017	SES have co-ordinated drills. Emergency Response Activiation Plan in consultation with LDMG	B	3	Medium	LDMG group to discuss emergency action with landowners. Recommend trial placement of flood planks 20% per year so all planks are tested on 5 year rotation
Stage 2	Floodplank	148 St Georges Tcs 3 m driveway	Manual Handling	Operation & maintenance	injury during installation, 15-30kg max weight, pinch points, manual handling, slip trip falls	install during daylight, have days of advance warning, two man lift if required, takes about 15 min per gap, PPE (gloves safety boots)	B	3	Medium	Need to agree closures with landowners as they will not longer have vehicle access to property	SES	30/11/2017	SES have co-ordinated drills. Emergency Response Activiation Plan in consultation with LDMG	B	3	Medium	LDMG group to discuss emergency action with landowners. Recommend trial placement of flood planks 20% per year so all planks are tested on 5 year rotation
Stage 2	Floodplank	146 St Georges Tcs 3 m driveway (a)	Manual Handling	Operation & maintenance	injury during installation, 15-30kg max weight, pinch points, manual handling, slip trip falls	install during daylight, have days of advance warning, two man lift if required, takes about 15 min per gap, PPE (gloves safety boots)	B	3	Medium	Need to agree closures with landowners as they will not longer have vehicle access to property	SES	30/11/2017	SES have co-ordinated drills. Emergency Response Activiation Plan in consultation with LDMG	B	3	Medium	LDMG group to discuss emergency action with landowners. Recommend trial placement of flood planks 20% per year so all planks are tested on 5 year rotation
Stage 2	Floodplank	146 St Georges Tcs 3 m driveway (b)	Manual Handling	Operation & maintenance	injury during installation, 15-30kg max weight, pinch points, manual handling, slip trip falls	install during daylight, have days of advance warning, two man lift if required, takes about 15 min per gap, PPE (gloves safety boots)	B	3	Medium	Need to agree closures with landowners as they will not longer have vehicle access to property	SES	30/11/2017	SES have co-ordinated drills. Emergency Response Activiation Plan in consultation with LDMG	B	3	Medium	LDMG group to discuss emergency action with landowners. Recommend trial placement of flood planks 20% per year so all planks are tested on 5 year rotation

FORM HS 040
C = Consequence, L = Likelihood, RR = Risk Ranking
NB: Consequence should be assessed first so that the likelihood rating is the likelihood of the selected consequence occurring.

Version 3 - May 2010
5

Job Name:	St George Levee Operation and Maintenance				Job No:	41/29229	Design: Levee				Client:	BSC		Date: 21/12/2016			
Location	Component	Sub Component	Hazards	Design Life Cycle Stage	Risk	Existing Control Measures	Initial Risk Rating			Potential Control Measures (Consider Hierarchy of Control - Elimination, Substitution, Isolation, Engineering Controls, Administrative Controls, PPE)	Responsibility	By When	Decision / Status	Residual Risk Rating			Comments
							C	L	RR					C	L	RR	
Stage 2	Floodplank	144 St Georges Tcs 3 m driveway (a)	Manual Handling	Operation & maintenance	injury during installation, 15-30kg max weight, pinch points, manual handling, slip trip falls	install during daylight, have days of advance warning, two man lift if required, takes about 15 min per gap, PPE (gloves safety boots)	B	3	Medium	Need to agree closures with landowners as they will not longer have vehicle access to property	SES	30/11/2017	SES have co-ordinated drills. Emergency Response Activiation Plan in consultation with LDMG	B	3	Medium	LDMG group to discuss emergency action with landowners. Recommend trial placement of flood planks 20% per year so all planks are tested on 5 year rotation
Stage 2	Floodplank	144 St Georges Tcs 3 m driveway (b)	Manual Handling	Operation & maintenance	injury during installation, 15-30kg max weight, pinch points, manual handling, slip trip falls	install during daylight, have days of advance warning, two man lift if required, takes about 15 min per gap, PPE (gloves safety boots)	B	3	Medium	Need to agree closures with landowners as they will not longer have vehicle access to property	SES	30/11/2017	SES have co-ordinated drills. Emergency Response Activiation Plan in consultation with LDMG	B	3	Medium	LDMG group to discuss emergency action with landowners. Recommend trial placement of flood planks 20% per year so all planks are tested on 5 year rotation
Stage 2	Floodplank	142 St Georges Tcs 4 m driveway (a)	Manual Handling	Operation & maintenance	injury during installation, 15-30kg max weight, pinch points, manual handling, slip trip falls	install during daylight, have days of advance warning, two man lift if required, takes about 15 min per gap, PPE (gloves safety boots)	B	3	Medium	Need to agree closures with landowners as they will not longer have vehicle access to property	SES	30/11/2017	SES have co-ordinated drills. Emergency Response Activiation Plan in consultation with LDMG	B	3	Medium	LDMG group to discuss emergency action with landowners. Recommend trial placement of flood planks 20% per year so all planks are tested on 5 year rotation
Stage 2	Floodplank	142 St Georges Tcs 1 m personnel access (b)	Manual Handling	Operation & maintenance	injury during installation, 15-30kg max weight, pinch points, manual handling, slip trip falls	install during daylight, have days of advance warning, two man lift if required, takes about 15 min per gap, PPE (gloves safety boots)	B	3	Medium	Need to agree closures with landowners as they will not longer have vehicle access to property	SES	30/11/2017	SES have co-ordinated drills. Emergency Response Activiation Plan in consultation with LDMG	B	3	Medium	LDMG group to discuss emergency action with landowners. Recommend trial placement of flood planks 20% per year so all planks are tested on 5 year rotation
Stage 2	Floodplank	140 St Georges Tcs 3 m driveway	Manual Handling	Operation & maintenance	injury during installation, 15-30kg max weight, pinch points, manual handling, slip trip falls	install during daylight, have days of advance warning, two man lift if required, takes about 15 min per gap, PPE (gloves safety boots)	B	3	Medium	Need to agree closures with landowners as they will not longer have vehicle access to property	SES	30/11/2017	SES have co-ordinated drills. Emergency Response Activiation Plan in consultation with LDMG	B	3	Medium	LDMG group to discuss emergency action with landowners. Recommend trial placement of flood planks 20% per year so all planks are tested on 5 year rotation
Stage 2	Floodplank	138 St Georges Tcs 1 m personnel access (a)	Manual Handling	Operation & maintenance	injury during installation, 15-30kg max weight, pinch points, manual handling, slip trip falls	install during daylight, have days of advance warning, two man lift if required, takes about 15 min per gap, PPE (gloves safety boots)	B	3	Medium	Need to agree closures with landowners as they will not longer have vehicle access to property	SES	30/11/2017	SES have co-ordinated drills. Emergency Response Activiation Plan in consultation with LDMG	B	3	Medium	LDMG group to discuss emergency action with landowners. Recommend trial placement of flood planks 20% per year so all planks are tested on 5 year rotation
Stage 2	Floodplank	138 St Georges Tcs 1 m personnel access (b)	Manual Handling	Operation & maintenance	injury during installation, 15-30kg max weight, pinch points, manual handling, slip trip falls	install during daylight, have days of advance warning, two man lift if required, takes about 15 min per gap, PPE (gloves safety boots)	B	3	Medium	Need to agree closures with landowners as they will not longer have vehicle access to property	SES	30/11/2017	SES have co-ordinated drills. Emergency Response Activiation Plan in consultation with LDMG	B	3	Medium	LDMG group to discuss emergency action with landowners. Recommend trial placement of flood planks 20% per year so all planks are tested on 5 year rotation
Stage 2	Roadway 30 m gap in Council Road - earthfill	Barlee St	Vehicle accident - pedestrian to vehicle	Operation & maintenance	injury to pedestrians during placement of earthfill	SWMS, spotter, method includes borrow from paddock, dumping with body truck, backhoe to place and compact	C	1	Medium	Road Closures implemented, traffic control, signage	DIS	30/11/2017	Emergency Response Activiation Plan in consultation with LDMG. Standard traffic control measure to apply	C	1	Medium	
Stage 2	4 m driveway - earthfill	Rowden Park Tennis Club Entrance	Vehicle accident - pedestrian to vehicle	Operation & maintenance	injury to pedestrians during placement of earthfill	SWMS, spotter, method includes borrow from paddock, dumping with body truck, backhoe to place and compact	C	1	Medium		SES	30/11/2017	SES have co-ordinated drills. Emergency Response Activiation Plan in consultation with LDMG	C	1	Medium	
Stage 2	1 m personnel access - earthfill	Rowden Park Grandstand Entrance	Vehicle accident - pedestrian to vehicle	Operation & maintenance	injury to pedestrians during placement of earthfill	SWMS, spotter, method includes borrow from paddock, dumping with body truck, backhoe to place and compact	C	1	Medium		SES	30/11/2017	SES have co-ordinated drills. Emergency Response Activiation Plan in consultation with LDMG	C	1	Medium	
Stage 2	1 m personnel access - earthfill	Rowden Park Toilet Block Entrance	Vehicle accident - pedestrian to vehicle	Operation & maintenance	injury to pedestrians during placement of earthfill	SWMS, spotter, method includes borrow from paddock, dumping with body truck, backhoe to place and compact	C	1	Medium		SES	30/11/2017	SES have co-ordinated drills. Emergency Response Activiation Plan in consultation with LDMG	C	1	Medium	
Stage 2	Roadway 50 m gap in Council Road - earthfill	Corner Church St and St Georges Tce	Vehicle accident - pedestrian to vehicle	Operation & maintenance	injury to pedestrians during placement of earthfill	SWMS, spotter, method includes borrow from paddock, dumping with body truck, backhoe to place and compact	C	1	Medium	Road Closures implemented, traffic control, signage	DIS	30/11/2017	Emergency Response Activiation Plan in consultation with LDMG. Standard traffic control measure to apply	C	1	Medium	
Stage 2	Culvert with Penstock	Gully behind scout den	Access required to penstock, operating penstock	Operation & maintenance	injury as a result of slip trip or fall on grassed slope, manual handing injury from operation of penstock	SWMS, a number of days advance notice of flood so closure during daylight, handrails already installed	A	5	Medium	works programmed fordaylight to maximise safety but wearther may result in conditions being slippery under foot, SWMS needed to be developed. Consider need to install steps or other ground treatment to reduce slip trip hazard	SES	30/11/2017	SES have co-ordinated drills. Emergency Response Activiation Plan in consultation with LDMG	A	5	Medium	Electric actuator used, needs generator, 2 persons for operation
Stage 2	Culvert with Penstock	2 Isles St	Access required to penstock, operating penstock	Operation & maintenance	injury as a result of slip trip or fall on grassed slope, manual handing injury from operation of penstock	SWMS, a number of days advance notice of flood so closure during daylight, handrails already installed	A	5	Medium	works programmed fordaylight to maximise safety but wearther may result in conditions being slippery under foot, SWMS needed to be developed. Consider need to install steps or other ground treatment to reduce slip trip hazard	SES	30/11/2017	SES have co-ordinated drills. Emergency Response Activiation Plan in consultation with LDMG	A	5	Medium	Electric actuator used, needs generator, 2 persons for operation

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Version 3 - May 2010
6

Job Name:	St George Levee Operation and Maintenance			Job No:	41/29229	Design: Levee					Client:	BSC		Date: 21/12/2016			
Location	Component	Sub Component	Hazards	Design Life Cycle Stage	Risk	Existing Control Measures	Initial Risk Rating			Potential Control Measures (Consider Hierarchy of Control - Elimination, Substitution, Isolation, Engineering Controls, Administrative Controls, PPE)	Responsibility	By When	Decision / Status	Residual Risk Rating			Comments
							C	L	RR					C	L	RR	
Stage 2	Culvert with Penstock	End of Isles St	Access required to penstock, operating penstock	Operation & maintenance	injury as a result of slip trip or fall on grassed slope, manual handing injury from operation of penstock	SWMS, a number of days advance notice of flood so closure during daylight, handrails already installed	A	5	Medium	works programmed fordaylight to maximise safety but wearther may result in conditions being slippery under foot, SWMS needed to be developed. Consider need to install steps or other ground treatment to reduce slip trip hazard	SES	30/11/2017	SES have co-ordinated drills. Emergency Response Activiation Plan in consultation with LDMG	A	5	Medium	Electric actuator used, needs generator, 2 persons for operation
Stage 2	Block and fence	Logan Lane	Surveillance Inspection	Operation & maintenance	injury during blockwork or fence , slip trip and fall, snakes etc around with floodwaters	inspection only	B	3	Medium	PPE (long trousers, gaiters, boots etc) for snakes	DIS	30/09/2017	Inspection program to be developed and implemented.	B	3	Medium	
Stage 2	Block and fence	Hutt St to Murchison St	Surveillance Inspection	Operation & maintenance	injury during blockwork or fence , slip trip and fall, snakes etc around with floodwaters	inspection only	B	3	Medium	PPE (long trousers, gaiters, boots etc) for snakes	DIS	30/09/2017	Inspection program to be developed and implemented.	B	3	Medium	
Stage 2	Block and fence	Murchison St to Barlee St	Surveillance Inspection	Operation & maintenance	injury during blockwork or fence , slip trip and fall, snakes etc around with floodwaters	inspection only	B	3	Medium	PPE (long trousers, gaiters, boots etc) for snakes	DIS	30/09/2017	Inspection program to be developed and implemented.	B	3	Medium	
Stage 2	Block and fence	Barlee St to Roe St	Surveillance Inspection	Operation & maintenance	injury during blockwork or fence , slip trip and fall, snakes etc around with floodwaters	inspection only	B	3	Medium	PPE (long trousers, gaiters, boots etc) for snakes	DIS	30/09/2017	Inspection program to be developed and implemented.	B	3	Medium	
Stage 2	Levee Surface	Church St to Showgrounds Section	Surveillance Inspection	Operation & maintenance	injury as a result of overturning inspection vehicles, from slippery conditions, overturning down slope, drowning	Council Inspections, levee up to 2 m high, currenst SWMS requires inspection on foot, minimum 2 persons plus additional in vehicle to ferry between collection points, radio used for comms	C	1	Medium	Council preference to remain on foot to keep focus on levee integrity - review risk if vehicle inspection used. Need to resolve access with Landowners (dogs, stock etc)	DIS/DFCS		Easement agreement negotiations pending valuations with flood model data. Individual maintenance schedule with landholders (some complete)	C	1	Medium	Recommended practice is to use vehicle based inspections for quick response time, access to lighting and other tools, suggest use of ATV for traction on wet clay
Extra Category	Extra	extra	what is the hazard	Operation & maintenance	what will happen if the hazard occurs	what does the current process do to control risk	A	3	Low	what extra things can we implement to control risk				A	3	Low	
Operation Post Flood (similar to pre flood - removal of floodplank, opening penstocks, removal of earthfill, inspection of levee etc)																	
Extra Category	Extra	extra	what is the hazard	Operation & maintenance	what will happen if the hazard occurs	what does the current process do to control risk	A	3	Low	what extra things can we implement to control risk				A	3	Low	
Extra Category																	
				Operation & maintenance			A	3	Low					A	3	Low	
JM Name & Signature:						Staff Involved in Risk Assessment: Jon Williams (GHD), Debbie Green (SES Local Controller - BSC Pay Manager), Ben Gardiner, SES Deputy Local Controller - BSC Safety Advisor), Chris Wilson BSC Engineering Technical Officer, Levee Advisory Committee for part (Jane Parker, Jeff Moon, Jeff Mulder, Lindsay Davidson), Cr Scott Scriven, Mayor Marsh, Cr Robert Paul, Cr Ian Todd, Michelle Clarke BSC)											

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Version 3 - May 2010
7

OFFICER REPORT

TO: Council

SUBJECT: **Human Resource Policies**

DATE: 13.09.17

AGENDA REF: FCS3

AUTHOR: Ramona Maciel - Human Resouces Manager

Executive Summary

The enclosed HR policies are presented to Council for adoption:

1. Workplace Bullying, Sexual harassment and Discrimination
2. Support for Employees affected by Domestic and Family Violence

Background

Bullying, sexual harassment and discrimination are significant workplace issues that impact on workplace efficiency and employees' physical and mental health. Council supports a workplace that is free from bullying, harassment and discrimination and supports equality of opportunity and values diversity in employment. Council also recognises that, as an employer, there are general duties to protect the health and safety of all employees and others in the workplace.

Balonne Shire Council recognises that employees sometimes face situations of violence or abuse in their personal life that may affect their attendance or performance at work. Council is committed to providing support to staff that experience domestic and family violence.

This report completes the milestone in the Operational Plan to develop appropriate policies for Workplace Harassment and Bullying.

Link to Corporate Plan

Function	**Key Program Area**
Inclusive & Ethical Governance	Corporate Governance: To provide effective organisational leadership through strategic planning, accountability and ethical standards of practice. **Human Resource Services:**

	Development of policies as below in accordance with relevant legislation : 1. Workplace bullying, Sexual harassment and Discrimination 2. Support for employees affected by Domestic and Family Violence

Consultation (internal/external)

Matthew Magin, Chief Executive Officer
Michelle Clarke, Director Finance and Corporate Services
Ross Drabble. Director Infrastructure Services
Jamie Gorry, Director Community and Environmental Sustainability

Training and awareness will be provided to all employees so they are aware of, understand, and comply with their obligations and responsibilities.

Advice received after the councillor workshop from the LGAQ is that there is no capacity for Council to require employees to first exhaust annual leave and sick leave with respect to domestic violence (DV) provided for in the Industrial Relations Act 2016 (IR Act). The link to the section in the IR Act re DV is below:

https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/I/IndustRelA16.pdf (Page 78, 79, 80)

Legal Implications

The adoption of these policies will meet Council's legislative requirements under the Industrial Relations Act 2016 and related legislation.

Policy Implications

The adoption of the Workplace Bullying, Sexual harassment and Discrimination policy will supersede the Workplace Harassment and Anti-Discrimination & EEO policies.

Financial and Resource Implications

Council may incur additional cost when approving leave in addition to current entitlements under the Domestic Family Violence policy. Note: The leave entitlement for Domestic Violence does not accrue or appear as an employee entitlement.

Council has sought quotations to assist with training of all staff from Peak Services that will include some face to face and some on line training resources. Funding will come from councils' operational budget for training.

Attachments

1. Workplace bullying, sexual harassment and discrimination draft.pdf ⇩
2. Workplace Bullying, Sexual Harassment and Discrimination complaint form.pdf ⇩
3. Domestic and family violence policy draft.pdf ⇩
4. Fact Sheet Domestic and Family Violence.pdf ⇩
5. Domestic and Family Violence referral pack.pdf ⇩

Recommendation/s

That Council adopt the following Human Resource policies:

1. Workplace bullying, Sexual harassment and Discrimination
2. Support for employees affected by Domestic and Family Violence

Michelle Clarke
Director Finance & Corporate Services

Council Policy - Draft

WORKPLACE BULLYING, SEXUAL HARASSMENT AND DISCRIMINATION

1. Purpose

To maintain a positive, constructive and healthy workplace culture free from the negative impacts of workplace bullying, sexual harassment, and inappropriate behaviours, at any level of the organisation and where all staff are treated with dignity, courtesy and respect.

To ensure that Balonne Shire Council and its employees are aware of, understand, and comply with relevant State and Federal legislation covering workplace bullying, sexual harassment, and discrimination.

Any person that breaches this administration policy may be subject to Council's disciplinary procedures.

2. Scope

This policy applies to all Councillors and employees employed by or engaged with Balonne Shire Council, including; contractors and volunteers who are acting on Council's behalf.

3. Relevant Legislation

- Queensland Anti-Discrimination Act 1991
- Industrial Relations Act 2016
- Criminal Law Act 1986
- Equal Employment Opportunity Regulations 1995
- Sex Discrimination Act 1984
- Age Discrimination Act 2004
- Racial Discrimination Act 1975
- Disability Discrimination Act 1992
- Human Rights and Equal Opportunity Act 1986
- Workplace Health & Safety Act 2011

4. Related documents

- Discipline Management Directive

5. Policy

Council believes that all employees should work in an environment free of bullying, harassment, and discrimination, which are unacceptable forms of behaviour that will not be tolerated under any circumstances.

These behaviours breach the conduct standards outlined in the Council's *Code of Conduct*, in particular, section 4.1 - 'Integrity and Impartiality'. It is the responsibility of all Councillors, and Council staff including managers, supervisors and employees, to ensure that individuals are not subjected to any form of bullying, sexual harassment, or discrimination.

Council has a legal obligation to provide employees with a safe workplace, free of discrimination, unacceptable risks, or practices that expose employees to an unsafe working

environment and workplace related injuries/illnesses. Harassment of any person during their employment (that is, during work hours, at Council related functions – social or work related), or on Council business is against the law.

Balonne Shire Council is an equal opportunity employer and applies merit based selection techniques for the appointment and promotion of staff. All employees are treated on the basis of merit without regard to race, sex, age, marital status or any other factor not applicable to the position.

A workplace which is fair and free of bullying, harassment, and discrimination is more productive and better able to meet organisational goals and objectives.

6. Vicarious Liability

Instances of workplace bullying, sexual harassment, or discrimination leaves Balonne Shire Council , as an employer, as well as managers exposed to liabilities through legal action for negligence in vicariously exposing employees to an unsafe/unsatisfactory working environment; unless Council can show it has taken reasonable steps to prevent it. Balonne Shire Council owes a duty of care to employees to provide a safe work environment.

Managers and supervisors therefore must ensure that all employees are treated fairly and are not subject to any of these behaviours. They must also ensure that people who make complaints, or who are witnesses, are not victimised in any way.

Any reports of discrimination, bullying, victimisation, sexual harassment and vilification will be treated seriously and investigated promptly, confidentially and impartially.

7. Meaning of Workplace Bullying

An employee is bullied in the workplace if:

1. while the employee is at work, an individual or group of individuals repeatedly behaves unreasonably towards
    - the employee, or
    - a group of employees of which the employee is a member; and
2. that behaviour creates a risk to the health and safety of the employee.

You can be bullied by:

- your employer
- your co-worker
- a group of your co-workers
- someone who works for you
- a client or customer
- a member of the public

A single incident of bullying behaviour is not considered to be workplace bullying. Nevertheless, single incidents of bullying type behaviour should not be ignored or allowed. Well-managed intervention in response to single incidents will help prevent the situation from escalating. Single incidents of inappropriate behaviour may still amount to misconduct.

Acts of workplace bullying covers a wide scope of behaviours ranging from subtle intimidation to more aggressive tactics. Examples of behaviour, whether intentional or unintentional, that may be workplace bullying if they are repeated, unreasonable and creates a risk to health and safety include but are not limited to:

- Abusing a person loudly, usually when others are present
- Yelling, screaming or offensive language
- Physical abuse
- Repeated threats of dismissal or other severe punishment for no reason
- Constant ridicule and being put down
- Leaving offensive messages on email or the telephone
- Sabotaging a person's work, for example, by deliberately withholding or supplying incorrect information, hiding documents or equipment, not passing on messages and getting a person into trouble in other ways
- Maliciously excluding and isolating a person from workplace activities
- Persistent and unjustified criticisms, often about petty, irrelevant or insignificant matters
- Humiliating a person through gestures, sarcasm, criticism and insults, often in front of Customers, management or other workers
- Spreading gossip or false, malicious rumours about a person with an intent to cause the person harm
- Psychological harassment
- Intimidation
- Assigning meaningless tasks unrelated to the job
- Giving employees impossible jobs
- Deliberately changed work rosters to inconvenience particular employees

8. Meaning of Sexual Harassment

Sexual harassment is unwelcome, uninvited conduct that is offensive from the point of view of the recipient, regardless of any "innocent" intent on the part of the alleged offender. This conduct need only happen once to be considered sexual harassment.

Sexual harassment happens if a person:

(a) subjects another person to an unsolicited act of physical intimacy; or
(b) Makes unsolicited demand or request (whether directly or by implication) for sexual favours from the other person; or
(c) Makes a remark with sexual connotations relating to the other person; or
(d) Engages in any other unwelcome conduct of a sexual nature in relation to the other person;

and the person engaging in the conduct does so:

e) with the intention of offending, humiliating or intimidating the other person or
f) in circumstances where a reasonable person would have anticipated that the other person would be offended, humiliated or intimidated by the conduct.

Examples of sexual harassment may include, but are not limited to the following:

- Displays of offensive or pornographic material, including posters, photographs, calendars, cartoons, etc.
- Offensive material downloaded from the internet.
- Offensive communications, including e-mail messages, screensavers, letters, phone calls, etc.

- Humour such as sexual jokes.
- Uninvited and unnecessary physical contact or gestures such as patting, pinching, deliberate brushing against someone.
- Innuendo, including suggestive or derogatory comments.
- Sexual propositions.
- Unwelcome and uncalled for remarks or insinuations about a person's sex or private life.
- Suggestive comments about a person's appearance or body.
- Sexual harassment may occur in circumstances where a reasonable person would have anticipated that the person harassed would be offended, humiliated or intimidated.

9. Meaning of Discrimination

A person is discriminated against if treated less favourably than another person. If the basis for that less favourable treatment is prohibited under state or federal law, then unlawful discrimination may have occurred.

Discrimination can be both direct and indirect. *Direct discrimination* occurs if a person treats or proposes to treat, someone with an attribute less favourably than the person treats or would treat someone without that attribute, in circumstances that are the same or not materially different.

For example, it would be direct discrimination for an employee to be denied promotion on the ground of their parental status or family responsibilities.

Indirect discrimination is where a policy, rule or practice, which seems fair because it applies to everyone equally, actually results in some people being treated unfairly. This is because some people, or groups of people, are unable or less able to comply with the rule or are disadvantaged because of it.

Examples of Indirect Discrimination could be:
A public building, while fitted with lifts, has a set of six steps at the front entrance. Entry for those needing to use the lift is through the back entrance near the industrial bins. *(Those using a wheelchair can't get into the building from the front entrance.)*

A requirement for a job is that all applicants have ten years' experience in the field. (*A young person could be well qualified but is ineligible for the job.*)

It is not necessary to consider whether the person who discriminated, whether directly or indirectly, considered the treatment to be less favourable, or was aware of the discrimination. Motive for discrimination is irrelevant.

10. Equal Employment Opportunity (EEO)

EEO is the right to be considered for a job, training opportunity or other benefit for which a person is skilled or qualified. A commitment to EEO means that staff selection, promotions, transfers, training and development must be accurate, fair, accountable, systematic and based on merit. The Council aims to promote the achievement of employment equity by ensuring that merit and equity form the basis of all decisions that affect staff.

11. Reasonable Management Actions

It is important to differentiate between a person's legitimate authority at work, and workplace bullying or harassment. As set out in Council's Code of Conduct, all employers have a legal right to direct and control how work is done, and managers, coordinators, supervisors have a responsibility to monitor workflow and give feedback on performance, so long as the management action is undertaken in a reasonable manner. Management actions and performance issues should be dealt with in a constructive way that does not involve personal insults or derogatory remarks.

For this procedure reasonable management actions may include, but are not limited to, legitimate:

- Performance management processes;
- Action taken to transfer or retrench a worker;
- A decision not to provide a promotion in connection with the worker's employment;
- Disciplinary actions;
- Allocated work in compliance with systems and policies;
- Injury and illness processes;
- Business processes, such as workplace change or restructuring
- Attendance at meetings

However, these management actions may still be relevant to the procedure where:

- Managerial actions are primarily used to offend, intimidate, humiliate or threaten workers;
- Processes create an environment where workplace bullying is more likely to occur

12. What to do if you feel you have been bullied, sexually harassed or discriminated against?

Workplace bullying, sexual harassment, and discrimination are considered to be inappropriate behaviour and will not be tolerated under any circumstances. There are a number of ways to try to deal with these behaviours.

Informal Process

Firstly, if you feel comfortable, try to talk with the harasser. It may be appropriate for you to attempt to resolve the issue by telling the offender that his/her behaviour is unacceptable and that you want it stopped. If the person knows it is distressing it will often stop the behaviour.

Formal Process

If you are not comfortable with raising the matter directly with the other party, or should informal resolution be unsuccessful, Council has established a procedure, which is designed to stop the workplace bullying, sexual harassment or discrimination, and ensure that the person reporting the incident is not victimised or penalised for making a complaint. In cases of workplace bullying, a confidential Workplace Bullying, Sexual harassment and Discrimination form should be filed with Human Resources at the time of lodging the grievance.

Anytime during this process, Council advocates for staff to contact the Employee Assistance Program (EAP) for support.

Nothing in this procedure prevents a complaint of bullying, harassment or discrimination from being raised with the relevant Union, and allowing the complainant being represented by an officer of that Union.

A complaint of bullying, harassment or discrimination may be lodged with:

- Immediate Supervisor, Manager or Director; or
- Human Resources; or
- Chief Executive Officer; or
- As harassment or discrimination is a breach of the *Queensland Anti-Discrimination Act 1991*, any employee is entitled to go directly to the Commission for advice on seeking redress under this Act.

A person receiving a complaint of bullying, harassment or discrimination will:

- Decide, in consultation with the complainant, whether the matter can be resolved at the "local" level or whether it should be referred to a more senior level of management.
- Assure the complainant that all details of the complaint will be received in confidence and allow the person to decide on procedure. However, the complainant should be aware that once Human Resources or Management are aware of your concerns, they are compelled by their duty of care to act on behalf of Council to prevent the behaviour from continuing or reoccurring.
- Make sure no information regarding the complaint is discussed outside of this policy.

All complaints of workplace bullying, sexual harassment, and discrimination made against another person within Council will be viewed with the utmost seriousness. Depending on the circumstances surrounding the complaint, it may be necessary for Council to conduct an investigation into incidents and/or allegations of harassment / discrimination. Investigations will be conducted by an appropriate officer (i.e. Human Resources or other duly appointed officer)

An investigation generally involves, collecting information about the complaint and then making a finding based on the available information as to whether or not the alleged behaviour occurred. Once a finding is made, the investigator will make recommendations. The outcomes of the investigation and recommendations made by the investigator will be reviewed and appropriate action taken to resolve the complaint.

If Council considers it appropriate for the safe and efficient conduct of an investigation, concerned employees may be required not to report for work during the period of an investigation. Council may also provide alternative duties or work during the investigation period. Generally, employees will be paid their normal pay during any such period.

13. Appeals for Redress

If either party to the complaint or grievance feels the grievance procedure has not been followed properly, or the outcome is inappropriate, an appeal may be submitted to the Chief Executive Officer (CEO). The CEO will look at the way the grievance was handled and the resulting disciplinary action taken. If the grievance has been handled properly and the final decision was fair, the CEO will take no further action. However, if the CEO determines the grievance was not handled properly, then the CEO will conduct further investigation or will arrange for someone, other than the original person or team who conducted the initial

investigations, to carry out an independent review of the grievance. If either party is still not satisfied after submitting an appeal to the CEO, they may then submit an appeal with an external agency, such as:

- Queensland Industrial Relations Commission (QIRC)
- Anti-discrimination Commission Queensland
- Department of Justice and Attorney General – Workplace Health & Safety Queensland
- Queensland Workplace Rights Ombudsman
- Respective Union

14. Responsibilities

14.1 Responsibilities of Managers and Supervisors

- Recruit, promote, train, and develop employees on the basis of merit and performance and free from any discriminatory assumptions;
- Ensure that Human Resources practices are applied fairly, consistently and without bias;
- Role-model non-discriminatory behaviour and practices within the workplace at all times;
- Regularly monitor the working environment to ensure that it is free from sexually explicit or offensive material;
- Responsibly act upon any behaviour within the working environment that may be construed as bullying, sexual harassment or discriminatory,;
- Ensure that complaints of unlawful behaviour are treated seriously and investigated promptly, fairly and impartially and that those complainants are not victimised in any way; and
- Ensure that the principles of EEO, anti-discrimination are applied in all procedures and workplace decisions.
- Any reports of discrimination, victimisation, sexual harassment and bullying will be treated seriously and investigated, confidentially and impartially as per Balonne Shire's Complaint Handling Procedure.

14.2 Responsibilities of all Council employees

- Ensure they understand, respect and apply this policy;
- Ensure they do not engage in any unlawful conduct towards other employees,
- customers/clients or others with whom they come into contact through work;
- Ensure they do not aid, abet or encourage other persons to engage in unlawful conduct;
- Follow the complaint procedure in this Policy if they experience any unlawful conduct;
- Report any unlawful conduct they see occurring to others in the workplace in accordance with the complaint procedure in this Policy; and
- Maintain confidentiality if they are involved in the complaint procedure.
- Employees should be aware that they can be held legally responsible for their unlawful conduct. Further, employees who aid, abet or encourage other persons to engage in unlawful conduct, can also be legally liable.

15. Confidentiality

All information provided by parties will be handled confidentially. Confidentiality is essential when dealing with allegations of bullying, sexual harassment and discrimination. Only those with a legitimate need to know, such as supervisors, will be notified of any allegations of bullying, harassment or discrimination. Only people directly involved in the assessment or resolution of the complaint will have access to information about the complaint, subject to legal requirements for disclosure. Support is available under the policy for affected staff through the Employee Assistance Program

Manager Responsible for Review: Manager Human Resources

CURRENT APPROVAL: **21/09/2017**
DUE FOR REVISION: **20/09/2021**

Workplace Bullying, Sexual Harassment and Discrimination Complaint Form

To lodge an informal or formal complaint of Workplace Bullying, Sexual Harassment or Discrimination, complete this form and forward to Human Resources marked CONFIDENTIAL.

PERSONAL INFORMATION

Last Name:	First Name:
Department:	Location:
Telephone (ext):	Mobile:
Supervisor:	Manager:
Preferred method of contact:	
Are you the person affected by this complaint? ☐ Yes ☐ No	
If yes, do you have a disability or other special need? ☐ Yes ☐ No	
If yes, please specify:	

COMPLAINT DETAILS

Date(s) of alleged workplace bullying, sexual harassment or discrimination:

Person(s) against whom the complaint is being filed:

State your complaint (attach additional sheets if necessary):

Please provide the names and contact details of anyone who is can provide relevant information regarding your complaint:

Please detail any informal process you have utilised in an attempt to resolve the issue (i.e. approached the person whom you are making a complaint against directly, spoken to your supervisor, sought guidance from a contact officer etc) :

Have you raised this or a related complaint before? ☐ Yes ☐ No

If yes, who did you speak to and what was the outcome of the complaint?

REMEDY SOUGHT

☐ No further action to be taken

What would you consider to be a successful or acceptable resolution to your complaint?

ACKNOWLEDGMENT

By completing and submitting this form, I am initiating a complaint which I request Human Resources to investigate in accordance with Balonne Shire Council's Workplace bullying, Sexual harassment and Discrimination Policy.

I certify that the information provided is true and accurate to the best of my knowledge.

Signature: Date:

SUPPORT FOR EMPLOYEES AFFECTED BY DOMESTIC AND FAMILY VIOLENCE

1. Purpose

To provide information on the support and options available for Balonne Shire Council employees who are affected by domestic and family violence.

2. Scope

This policy applies to employees of Balonne Shire Council. Part-time employees will have leave provisions applied pro-rata.

3. Relevant Legislation

- Domestic and Family Violence Protection Act 2012
- Work Health and Safety Act 2011
- Industrial Relations Act 2016

4. Definitions

Domestic and family violence has the same meaning as domestic violence as defined in the Domestic and Family Violence Protection Act 2012.

5. Policy

Balonne Shire Council is strongly committed to providing a healthy and safe working environment for all employees. It is recognised that employees sometimes face difficult situations in their work and personal life, such as domestic and family violence, that may affect their attendance, performance at work or safety.

Domestic and Family Violence occurs when one person in a relationship uses violence and abuse to maintain power and control over the other person. This can include behaviour that is physically, sexually, emotionally, psychologically or economically abusive, threatening, coercive or aimed at controlling or dominating the other person through fear. Domestic and Family Violence can affect people of all cultures, religions, ages, genders, sexual orientations, educational backgrounds and income levels.

Balonne Shire Council leaders, managers, supervisors and all employees are committed to making Balonne Shire Council a great place to work. Balonne Shire Council can make a significant difference to employees affected by Domestic and Family Violence by providing appropriate safety and support measures.

Domestic and Family Violence is unacceptable in any setting, including the workplace. Any Balonne Shire Council employee who perpetrates violence and abuse from the workplace, including by telephone, fax, mail, email, internet or social media may be subject to disciplinary action.

All employees have a responsibility to follow the code of conduct, promoting a work environment free from any form of violence and supporting those who are affected by Domestic and Family Violence. Fostering a workplace culture where employees affected by Domestic and Family Violence are supported in the workplace, contributes to a healthy and safe working environment for all.

6. Confidentiality and Disclosure

Balonne Shire Council employees have the right to choose whether, when and to whom they disclose information about being affected by Domestic and Family Violence. This policy does not override any legal obligations to disclose information.

Information disclosed by an employee in relation to Domestic and Family Violence will be kept confidential, except to the extent that disclosure is required or permitted by law.

7. Awareness raising

Balonne Shire Council will provide awareness training on Domestic violence. All employees are strongly encouraged to complete the program. Council will also ensure that information on support options are made available to employees.

8. Support options available to employees

There are a number of support options available to assist employees affected by Domestic and Family Violence. In relation to clauses 8.3 to 8.6, these arrangements should be reviewed at regular intervals to ensure that they are appropriate.

8.1 Documentation

When considering the support options outlined below:

a) Proof of family domestic violence may be required, and can be in the form of an agreed document issued by the police service, a court, a doctor, district nurse, counsellor, a Family Domestic Violence Support Service, lawyer or a statutory declaration from the employee.
b) any related communications must be conducted in a sensitive and non-judgmental manner. Any documentation sighted must be returned to the employee unless the employee requests otherwise.

8.2 Leave entitlement

a) A Balonne Shire Council full time employee - not a casual, who is affected by Domestic Family Violence is entitled to 10 days per year of paid leave. A long term casual employee is entitled to 10 days per year unpaid leave, and a short term casual employee is entitled to 2 days per year unpaid leave.
b) The reasons may include, but are not limited to, attending medical, legal, police or counselling appointments; attending court and other legal proceedings; and organising alternative accommodation and care or education arrangements for the purposes of attending to matters arising from Domestic Family Violence or supporting the person affected by Domestic and Family Violence.
c) Leave should be granted where the Chief Executive Officer is satisfied that the employee requires leave because the employee is affected by Domestic and Family Violence.
d) The employee does not have to use other leave entitlements before accessing this leave. This leave can be taken as consecutive days, single days or a fraction of a day.
e) The employee may also access further paid or unpaid leave, including sick/ carers leave or other accrued time to attend to matters arising from Domestic and Family Violence -this will be in accordance with the Industrial Relations Act 2016.

8.3 Work performance and attendance

a) Work performance or attendance may be influenced by factors not connected with work. Employees will be supported and encouraged to raise concerns about their personal circumstances, including whether Domestic and Family Violence is a contributing factor to work performance and attendance.
b) It may also be necessary to include additional support and provide reasonable workplace and role adjustments for a period of time. Regular reviews, a return to work plan and a performance improvement process may still be required.

8.4 Flexible working arrangements

Balonne Shire Council will provide employees affected by Domestic and Family Violence with access to flexible working arrangements. Employees are encouraged to discuss their request for flexible working arrangements with their managers in the first instance.

8.5 Counselling support services

Balonne Shire Council will offer the Employee Assistance Program to all employees and their immediate family members. The EAP offers free and confidential support services through face-to-face, telephone and online counselling.

8.6 Other workplace support and role adjustments

Balonne Shire Council may also consider:
a) workplace safety needs and arrangements to protect the employee and colleagues following a risk assessment, including increased security measures
b) supporting employees to have the workplace included in a Domestic Violence Order issued by the courts, where appropriate
c) providing other support and reasonable adjustments in the workplace, such as:
- job redesign or changes to duties
- changes to working hours or patterns of work
- alternative suitable employment in other teams, offices and locations, where appropriate
- changes to email address and telephone numbers
- secure parking.

9. Responsibilities

9.1 Responsibilities of Managers and Supervisors

- Model behavior that promotes a work environment free from any form of violence
- actively participate in Domestic and Family Violence related learning and development activities to effectively communicate and manage any domestic violence arising in the workplace
- encourage employees to actively participate in Domestic and Family Violence related learning and development activities
- sensitively communicate with employees affected by Domestic and Family Violence
- take prompt and appropriate action to address any reports of employees affected by Domestic and Family Violence

- ensure appropriate levels of support are provided to employees affected by Domestic and Family Violence
- ensure appropriate management of work performance and monitoring of attendance issues.

9.2 Responsibilities of all Council employees

- Model behavior that promotes a work environment free from any form of violence
- actively participate in Domestic and Family Violence related learning and development activities
- sensitively communicate with colleagues affected by Domestic and Family Violence
- ensure colleagues are aware of available support services and encourage colleagues to seek assistance.

10. Resources

- Domestic Family Violence Fact Sheet
- Domestic and Family Violence Referral Pack
- https://www.communities.qld.gov.au/gateway/end-domestic-family-violence/resources

Manager Responsible for Review: Manager Human Resources

CURRENT APPROVAL: 21/09/2017
DUE FOR REVISION: 20 /09/2021

Fact Sheet - Domestic and family violence leave

What is domestic and family violence leave?

Domestic and family violence leave is available as part of the Queensland Employment Standards provisions of the *Industrial Relations Act 2016* (Qld) (the Act) for employees who have experienced domestic and family violence and as a result, require leave.

What can domestic and family violence leave be used for?

Leave may be used for a variety of reasons including:

- recovering from an injury caused by the violence
- attending an appointment related to the violence (eg. counselling, legal advice, medical treatment or police matters)
- preparing for a court appearance related to the violence
- attending court for a proceeding related to the violence
- finding alternative housing
- organising child care or the education of a child.

Is domestic and family violence leave paid or unpaid?

Domestic and family violence leave may be paid or unpaid depending on how much leave is taken and the way in which the employee is employed.

What is the entitlement to paid leave?

Full-time employees, who are not casuals, are entitled to a maximum of 10 days paid domestic and family violence leave per year.

Part-time employees are entitled to a proportion of the full-time entitlement based on hours worked (pro rata).

What is the entitlement to unpaid leave?

A long term casual employee* is entitled to a maximum of 10 days unpaid domestic and family violence leave per year. A short term casual employee is entitled to a maximum of two days unpaid domestic and family violence leave per year.

If an employee has used their entitlement to paid or unpaid leave, they may be granted additional unpaid leave.

Are there any restrictions on the amount of leave that may be accrued or used?

There is no qualifying period of employment that must be worked before an employee is eligible for domestic and family violence leave.

If an employee does not use domestic and family violence leave one year it is not carried over to the next year. The leave may be used at any time throughout the year including as consecutive days, separate days or parts of days.

What must an employee do to access domestic and family violence leave?

An employee must notify the employer that leave is required. If possible, the notification should occur before leave is taken, where this is not possible, the employee should notify their employer as soon as possible.

Is an employee required to provide proof of the domestic and family violence when applying for leave?

If an employee applies for domestic and family violence leave, an employer may ask the employee to provide proof to support the employee's application.

The Act recognises that it may be difficult to find proof of domestic and family violence and lists a range of the types of evidence an employee could give to an employer, including written advice or a statutory declaration.

Sensitive and confidential treatment of domestic and family violence leave applications

Employers must treat every application for domestic and family violence leave with sensitivity. Information included in an employee's application will be kept confidential unless an employer is required to take further action, such as where the violence threatens the health and safety of others in the workplace.

Resource pack

DOMESTIC AND FAMILY VIOLENCE REFERRAL REFERENCES



November 2016

Queensland Government

Contents

Support services contact list 4

Regional areas 5

Regional referral contact list

- Brisbane 6
- South East 7
- South West 8
- North Coast 8
- Central Queensland 9
- North Queensland 9
- Far North Queensland 10

Situation 1 Imminent risk of harm 11

Situation 2 Wishing to leave abusive relationship 12

Situation 3 Assistance to obtain domestic violence order 13

Situation 4 Breaches to domestic violence orders—imminent risk of harm 14

Situation 5 Breaches to domestic violence orders—not at imminent risk of harm 15

Situation 6 Family law matters 16

Situation 7 Refused Legal Aid 17

Situation 8 Concern for another 18

Situation 9 Homelessness 19

Support services contact list

If an individual seeks help relating to a domestic and family violence matter:

- **listen and be empathetic**
- **affirm they're seeking help**
- **direct them to one of the special helplines or regional support services funded by the Queensland Government.**

Staff at these services are trained and experienced at working through the often complex issues associated with domestic and family violence and can connect them with the right range of supports including counselling, legal and court support, and accommodation.

In dealing with an individual, you need to be clear that you:

- cannot provide legal advice
- cannot advocate on the person's behalf, including making further phone calls
- cannot guarantee any particular outcomes.

This document also includes references (including email and phone numbers) to key support services relating to particular scenarios involving domestic violence (go to page 11). This includes where a person may be at imminent risk of harm, or may require housing support or legal assistance.

Further information and resources:

A full list of domestic and family violence services is available at **www.qld.gov.au/domesticfamilyviolence**. This includes regional domestic and family violence services, court services, legal services and accommodation support services.

The Queensland Government is dedicated to helping prevent domestic and family violence. Further information about domestic and family violence can be found on www.qld.gov.au/community/getting-support-health-socialissue/about-domestic-family-violence:

- what is domestic and family violence
- the signs of domestic and family violence
- how to get help for someone who you think may be the victim of domestic and family violence.

The Queensland Government funds a number of helplines to provide immediate support to people experiencing domestic and family violence.

DVConnect Womensline 1800 811 811
24 hours, 7 days a week
Assists women and their children to obtain safe refuge accommodation, counselling and referral to other support services.

DVConnect Mensline 1800 600 636
9 am to midnight, 7 days a week
Provides counselling, information and referral to men affected by domestic violence. Assists both male victims as well as men who are seeking help to stop their abusive behaviour.

Elder Abuse Helpline 1300 651 192
9 am to 5 pm, Monday to Friday
Provides information and support to older people who experience elder abuse.

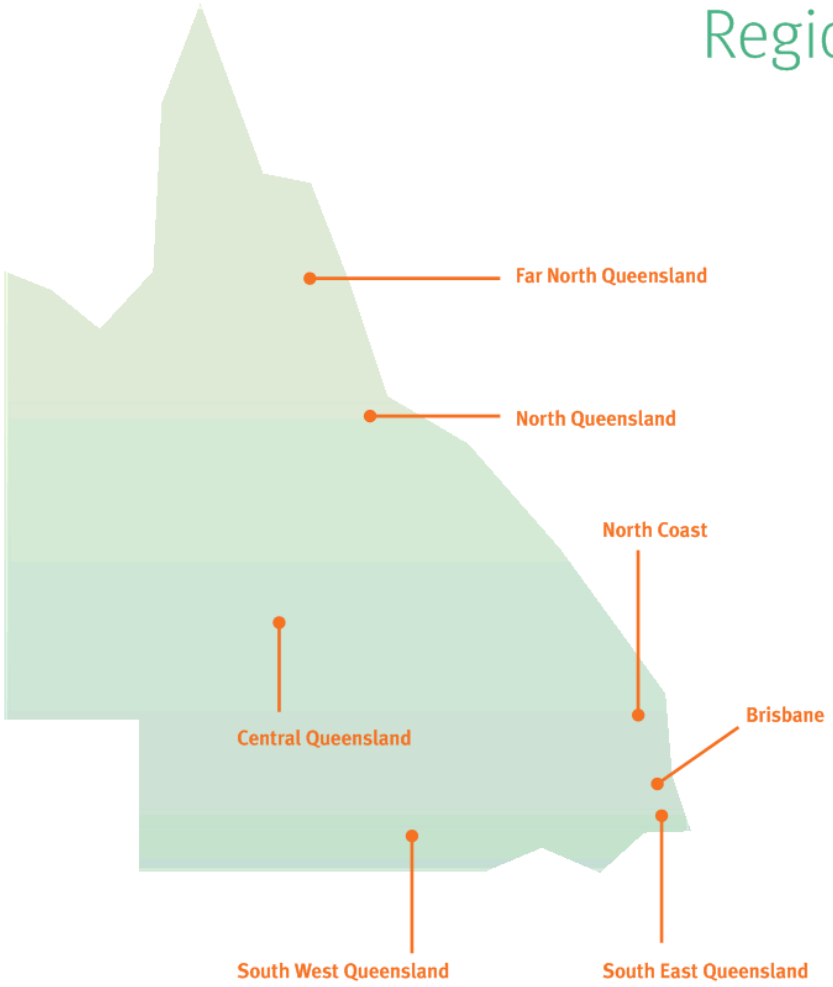
Sexual Assault Helpline 1800 010 120
9 am to midnight, 7 days a week
Provides counselling, information and referral to people who have experienced sexual assault.

The federal government also funds a national helpine:

1800 RESPECT 1800 737 732
24 hours, 7 days a week
This national service provides crisis and trauma counselling to people affected by domestic, family and sexual violence.

Policelink 131 444
24 hours, 7 days a week
Policelink is the main police contact number and can be used to report crimes or if a person feels threatened or in danger.

Regional areas



In an emergency situation, always call the police on 000 (triple zero).

The Queensland Government also funds a range of regional domestic and family violence support services that provide assistance including referral, counselling and support to people affected by domestic and family violence, including children.

For the full list of regional services and contact details go to:

www.qld.gov.au/domesticfamilyviolence

National relay service:

If you are deaf, or have a hearing or speech impairment, contact:

TTY users:
133 677

Speak and Listen users:
1300 555 727

SMS relay service: text
0423 677 767

Translator Interpreter Service National:

If you require an interpreter, TIS National can provide an interpreter immediately over the phone.

Call **131 450**

Regional referral contact list

Brisbane		
Area	**Support service**	**Contact**
Annerley	Women's Legal Service	(07) 3392 0644 1800 677 278
Bracken Ridge	Sandgate and Bracken Ridge Action Group	(07) 3269 0277
	Brisbane Domestic Violence Service (North Brisbane Safer Lives Stronger Families)	(07) 3029 7000
Brisbane CBD	Legal Aid Queensland	1300 651 188
	Legal Aid Women's Domestic Violence Court Assistance Service Court support	(07) 3238 3562 (07) 3247 5437
	DVConnect Mensline	1800 600 636
	Immigrant Women's Support Service	(07) 3846 3490
Buranda	Anglicare Southern Queensland	(07) 3028 4600
Fortitude Valley	Centacare Family and Relationship Services Brisbane Domestic Violence Program	(07) 3252 4371
Greenslopes	Carinity Communities (Talera)	(07) 3397 7287
Holland Park	Holland Park Court Support	(07) 3156 2323
Inala	Brisbane Domestic Violence Service (Brisbane South West Safer Lives Stronger Families)	(07) 3029 7000
Sandgate	CRDVS Inc. Sandgate Court Support	(07) 5498 9533
Spring Hill	Relationships Australia (Family Violence Prevention Program)	(07) 3328 5500
West End	Brisbane Domestic Violence Service (Brisbane South)	(07) 3217 2544

South East		
Area	**Support service**	**Contact**
Beenleigh	Domestic and Family Violence Outreach Service (Beenleigh, Eagleby and Northern Gold Coast) – Counselling – Administration	 (07) 3807 6226 (07) 3807 9922
	Centacare Family and Relationship Services (Beenleigh Domestic Violence Court Assistance)	(07) 3807 7622
Logan Central	Working Against Violence Support Service (WAVSS) – Regional Domestic and Family Violence Service	(07) 3808 5566
Mermaid Waters	Centacare Family and Relationship Services – Men's Perpetrator Behaviour Change Program	(07) 5527 7211
Redlands	WAVSS Domestic and Family Violence Service Redlands	(07) 3286 7766
Slacks Creek	YFS – Domestic and Family Violence Prevention Service	(07) 3826 1500
Beaudesert	YFS – Beaudesert Domestic Violence Support Service	(07) 3826 1500
Southport	Domestic Violence Regional Service Gold Coast – Counselling – Administration	 (07) 5532 9000 (07) 5591 4222

South West		
Area	**Support service**	**Contact**
Cunnamulla	Far West Indigenous Family Violence Service	(07) 4655 8800
Goodna/ Springfield/ Lockyer Valley	Domestic Violence Action Centre	(07) 3816 3000
Ipswich	Domestic Violence Action Centre	(07) 3816 3000
	Men's Stopping Violence Program, UnitingCare Community	(07) 3816 9600
Roma	Centacare Safer Families Support Service	1300 477 433
Toowoomba	Domestic and Family Violence Prevention Service	1300 364 277
	Domestic Violence Action Centre (Toowoomba and Darling Downs)	(07) 4617 7670

North Coast		
Area	**Support service**	**Contact**
Caboolture	Caboolture Domestic Violence Service	(07) 5498 9533
Cooroy	Cooroy Family Support Centre	(07) 5447 7747
Lawnton	CRDVS Inc Pine Rivers Service	(07) 5498 9533
Maroochydore	Suncoast Cooloola Outreach Prevention and Education (SCOPE)	(07) 5430 9300
	Sunshine Coast P.R.A.D.O.	(07) 3252 4371
	UCC Sunshine Coast Integrated Family Safety Response Service	(07) 3250 1900
Redcliffe	CRDVS Inc. Redcliffe Service Outlet	(07) 5498 9533

Central Queensland		
Area	**Support service**	**Contact**
Bundaberg	EDON Place Domestic Violence Court Support Service	(07) 4153 6820
Emerald	Emerald Centacare CQ	1300 523 985
Gladstone	Gladstone Women's Health Centre	(07) 4979 1456
Longreach	RAQ Family Violence Counselling and Support Service	(07) 4926 9726
Maryborough	Maryborough/Hervey Bay Domestic and Family Violence	(07) 4194 0172
Murgon	South Burnett CTC Wondin-dee	(07) 4162 7788
	Graham House Older Wiser Stronger Program	(07) 4169 8410
Rockhampton	Helem Yumba Central Queensland Healing Centre	(07) 4931 8600
	RAQ Family Violence Counselling and Support Service	(07) 4926 9726
South Burnett	The South Burnett Domestic Violence Service	(07) 4162 9000

North Queensland		
Area	**Support service**	**Contact**
Ayr	LWB DFV Burdekin Service	1800 015 664
Cannonvale	Whitsunday Domestic and Family Violence Counselling and Court Support Service	(07) 4946 2999
Charters Towers	LWB DFV Charters Towers/Flinders Service	1800 015 664
	Charters Towers Neighbourhood Centre	(07) 4787 4797
Ingham	Safer Families Service	(07) 4776 1822
Mackay	Domestic Violence Resource Centre	(07) 4957 3888
Mount Isa	North Queensland Domestic Violence Resource	(07) 4743 0946
Townsville	North Queensland Domestic Violence Resource Service	(07) 4721 2888

Far North Queensland		
Area	**Support service**	**Contact**
Atherton	Court Support Service	(07) 4091 5100
Cairns	Cairns Regional Domestic Violence Service	(07) 4033 6100
	Keeping Women Safe in their Home Technology Trial	(07) 4033 6100
	Go Forward for Men (Men's Perpetrator Program)	1300 364 277 or (07) 4052 7900
Cassowary Coast	Cassowary Coast Domestic and Family Violence	(07) 4068 1004
Cooktown	Cooktown District Community Centre (Aboriginal and Torres Strait Islander Family Violence Counselling Service)	(07) 4069 6098
Bamaga/Injinoo	Northern Peninsula Area Healing Centre	(07) 4069 3811
Mossman Gorge	Douglas Shire Indigenous Family Violence Counselling and Support Service	(07) 4098 3244
Pormpuraaw	Pormpur Paanth Aboriginal Community Healing Centre	(07) 4060 4105
Tablelands	Tablelands Domestic Violence Service	1300 909 250 or (07) 4033 6100
Thursday Island	Mura Kosker Indigenous Domestic and Family Violence Counselling	(07) 4069 1663
Weipa/Bamaga/ Kowanyama/ Lockhart River	Remote Indigenous Child Witnesses of Domestic Violence Support Service	(07) 4030 0900
	Weipa North West Cape Healing Service	(07) 4069 9272

Situation 1

Imminent risk of harm

Individual makes contact and is in an abusive relationship or has recently left an abusive relationship and either fears they are at imminent risk of harm or has been harmed or involved in a violent incident.

Full index of services and contact details:
www.qld.gov.au/emergency/emergencies-services

Emergency Response 000
24 hours, 7 days a week
If someone is in imminent danger or has been the immediate victim of violence, police should be contacted on 000 immediately. Other emergency services such as ambulance for injuries, or fire services for accidents can also be contacted as needed through 000.

Policelink 131 444
24 hours, 7 days a week
www.police.qld.gov.au/programs/policelink
Policelink is the main police contact number and can be used to report crimes or if a person feels threatened or in danger. Trained call operators will be able to appropriately obtain any information needed to assist the caller. There are also forms available to make online submissions to police.

DVConnect Womensline 1800 811 811
24 hours, 7 days a week
Assists women and their children to obtain safe refuge accommodation, counselling and referral to other support services. Advice should be provided that this is the service provider contracted by the Queensland Government to provide crises domestic and family violence services.

DVConnect Mensline 1800 600 636
9am to midnight, 7 days a week
Provides counselling, information and referral to men affected by domestic violence. Assists both male victims as well as men who are seeking help to stop their abusive behaviour. Advice should be provided that this is the service provider contracted by the Queensland Government to provide crises domestic and family violence services.

Situation 2

Wishing to leave abusive relationship

Individual makes contact and is either in an abusive relationship or has just left an abusive relationship, is not at risk of imminent harm but wants assistance to safely leave the relationship or the home.

Full index of services and contact details:
www.qld.gov.au/community/getting-support-health-social-issue/domestic-family-violence-getting-help

DVConnect Womensline 1800 811 811
24 hours, 7 days a week
Assists women and their children to obtain safe refuge accommodation, counselling and referral to other support services. Advice should be provided that this is the service provider contracted by the Queensland Government to provide crises domestic and family violence services.

DVConnect Mensline 1800 600 636
9am to midnight, 7 days a week
Provides counselling, information and referral to men affected by domestic violence. Assists both male victims as well as men who are seeking help to stop their abusive behaviour. Advice should be provided that this is the service provider contracted by the Queensland Government to provide crises domestic and family violence services.

Elder Abuse Helpline 1300 651 192
9am to 5pm, Monday to Friday
www.eapu.com.au
Provides information and support to older people who experience elder abuse.

Sexual Assault helpline 1800 010 120
9am to midnight, 7 days a week
www.dvconnect.org/sexual-assault-helpline/sexual-assault-helpline
Provides counselling, information and referral to people who have experienced sexual assault.

1800Respect 1800 737 732
24 hours, 7 days a week
www.1800respect.org.au
National service providing crisis and trauma counselling 24 hours a day, 7 days a week, to people affected by sexual assault, domestic violence or family violence.

Situation 3

Assistance to obtain domestic violence order (DVO)

An individual makes contact seeking assistance with the process for obtaining a domestic violence order and/or legal representation in court proceedings.

Full index of services and contact details (including regional services):
www.qld.gov.au/community/getting-support-health-social-issue/counselling-support-advice

Legal Aid Queensland 1300 651 188
8.30 am to 5 pm, Monday to Friday
www.legalaid.qld.gov.au

In Queensland, Legal Aid Queensland (LAQ) offers free legal advice about a range of legal matters and can provide legal help to financially disadvantaged Queenslanders. Information and support material is available online through the Legal Aid website.

Community legal centres
A full listing of Community legal centres (CLC) is available online at **www.communitylegalqld.org.au/find-legal-help/find-centre**

CLCs give free legal advice and can provide information, referrals, casework and representation to the community. The Queensland Association of Independent Legal Services (QAILS) is the state based peak body representing CLCs throughout Queensland.

Women's Legal Service
07 3392 0670 **or** 1800 677 278 (toll free)
9.30 am to 1.30 pm, Monday, Tuesday, Thursday
1 pm to 4 pm, Wednesday
www.wlsq.org.au

Women's Legal Service (WLS) is staffed and run by women specifically for women and provides free legal information, advice and referrals throughout Queensland. All advice given by WLS is individual and confidential.

Court Network 1800 267 671 (toll free)
9 am to 5 pm, Monday to Friday
www.courtnetwork.com.au

Provides personal support, non-legal information and referral to those in contact with the justice system. The Court Network telephone information and referral service can assist people preparing to attend court. This assistance might involve provision of information about court procedures, referral to legal services, assist in organising interpreters and making arrangements to ensure someone's safety when they are at court.

Queensland Police Service prosecutors
Contact local police station: **www.police.qld.gov.au/station-locator/station_locator.asp**

Police prosecutors may assist and represent applicants seeking domestic violence orders (DVO) if formally requested. Formal request is simply in writing. Applicants should be advised to identify the police station that supports the Magistrate's Court in which the DVO application is to be heard and request to meet with the police prosecutor.

Situation 4

Breaches to domestic violence orders —imminent risk of harm

An individual with a current domestic violence order (DVO) makes contact because the perpetrator has been breaching the DVO and has been harmed or is at imminent risk of harm. Breach of a DVO is a crime and should be reported.

Full index of services and contact details:
www.qld.gov.au/emergency/emergencies-services

Emergency Response 000

24 hours, 7 days a week

If someone is in imminent danger or has been the immediate victim of violence, police should be contacted on 000 immediately. Other emergency services such as ambulance for injuries, or fire services for accidents can also be contacted as needed through 000.

Policelink 131 444

24 hours, 7 days a week

www.police.qld.gov.au/programs/policelink

Policelink is the main police contact number and can be used to report crimes or if a person feels threatened or in danger. Trained call operators will be able to appropriately obtain any information needed to assist the caller. There are also forms available to make online submissions to police.

Local Police

www.police.qld.gov.au/station-locator/station_locator.asp

The local police station can be located through the police station locator on the Queensland Police Service website.

Situation 5

Breaches to domestic violence orders —not at imminent risk of harm

An individual with a current domestic violence order (DVO) makes contact because the perpetrator has been breaching the DVO but is not at imminent risk of harm. Breach of a DVO is a crime and should be reported.

Policelink 131 444
24 hours, 7 days a week
www.police.qld.gov.au/programs/policelink
Policelink is the main police contact number and can be used to report crimes or if a person feels threatened or in danger. Trained call operators will be able to appropriately obtain any information needed to assist the caller. There are also forms available to make online submissions to police.

Local Police
www.police.qld.gov.au/station-locator/station_locator.asp
The local police station can be located through the police station locator on the Queensland Police Service website.

Legal Aid Queensland 1300 651 188
8.30 am to 5 pm, Monday to Friday
www.legalaid.qld.gov.au
In Queensland, Legal Aid Queensland (LAQ) offers free legal advice about a range of legal matters and can provide legal help to financially disadvantaged Queenslanders. Information and support material is available online through the Legal Aid website.

Community legal centres
A full listing of Community legal centres (CLC) is available online at **www.communitylegalqld.org.au/find-legal-help/find-centre**

CLCs give free legal advice and can provide information, referrals, casework and representation to the community. The Queensland Association of Independent Legal Services (QAILS) is the state based peak body representing CLCs throughout Queensland.

Women's Legal Service
07 3392 0670 or 1800 677 278 (toll free)
9.30 am to 1.30 pm, Monday, Tuesday, Thursday
1 pm to 4 pm, Wednesday
www.wlsq.org.au
Women's Legal Service (WLS) is staffed and run by women specifically for women and provides free legal information, advice and referrals throughout Queensland. All advice given by WLS is individual and confidential.

Situation 6

Family law matters

An individual who has left an abusive relationship and has a domestic violence order in place makes contact seeking assistance with family law proceedings, such as custody matters or property settlements.

Full index of services and contact details (including regional services):
www.qld.gov.au/community/getting-support-health-social-issue/counselling-support-advice

Legal Aid Queensland 1300 651 188
8.30 am to 5 pm, Monday to Friday
www.legalaid.qld.gov.au

In Queensland, Legal Aid Queensland (LAQ) offers free legal advice about a range of legal matters and can provide legal help to financially disadvantaged Queenslanders. Information and support material is available online through the Legal Aid website.

Community legal centres
A full listing of Community legal centres (CLC) is available online at
www.communitylegalqld.org.au/find-legal-help/find-centre

CLCs give free legal advice and can provide information, referrals, casework and representation to the community. The Queensland Association of Independent Legal Services (QAILS) is the state based peak body representing CLCs throughout Queensland.

Women's Legal Service
07 3392 0670 **or** 1800 677 278 (toll free)
9.30 am to 1.30 pm, Monday, Tuesday, Thursday
1 pm to 4 pm, Wednesday
www.wlsq.org.au

Women's Legal Service (WLS) is staffed and run by women specifically for women and provides free legal information, advice and referrals throughout Queensland. All advice given by WLS is individual and confidential.

Court Network 1800 267 671 (toll free)
9 am to 5 pm, Monday to Friday
www.courtnetwork.com.au

Provides personal support, non-legal information and referral to those in contact with the justice system. The Court Network telephone information and referral service can assist people preparing to attend court. This assistance might involve provision of information about court procedures, referral to legal services, assist in organising interpreters, making arrangements to ensure someone's safety when they are at court.

Situation 7

Refused Legal Aid

An individual makes contact who has left an abusive relationship and is seeking assistance with the process for obtaining a Domestic Violence order, breach of a domestic violence order or family court proceedings but has been refused Legal Aid.

Legal Aid Queensland 1300 651 188
8.30 am to 5 pm, Monday to Friday
www.legalaid.qld.gov.au

In Queensland, Legal Aid Queensland (LAQ) offers free legal advice about a range of legal matters and can provide legal help to financially disadvantaged Queenslanders. Information and support material is available online through the Legal Aid website.

Community legal centres
A full listing of Community legal centres (CLC) is available online at
www.communitylegalqld.org.au/find-legal-help/find-centre

CLCs give free legal advice and can provide information, referrals, casework and representation to the community. The Queensland Association of Independent Legal Services (QAILS) is the state based peak body representing CLCs throughout Queensland.

Women's Legal Service
07 3392 0670 or 1800 677 278 (toll free)
9.30 am to 1.30 pm, Monday, Tuesday, Thursday
1 pm to 4 pm, Wednesday
www.wlsq.org.au

Women's Legal Service (WLS) is staffed and run by women specifically for women and provides free legal information, advice and referrals throughout Queensland. All advice given by WLS is individual and confidential.

Court Network 1800 267 671 (toll free)
9 am to 5 pm, Monday to Friday
www.courtnetwork.com.au

Provides personal support, non-legal information and referral to those in contact with the justice system. The Court Network telephone information and referral service can assist people preparing to attend court. This assistance might involve provision of information about court procedures, referral to legal services, assist in organising interpreters, making arrangements to ensure someone's safety when they are at court.

Situation 8

Concern for another

An individual makes contact raising fears for an adult relative or friend in an abusive relationship (e.g. son, daughter, parent, sibling).

The individual may be referred to contact these services below directly, they do not need to be advised to on-refer the information to the potential victim. The support services will provide assistance to people about how to support their relative or friend.

Information and references to help someone support another person experiencing domestic and family violence can be found at **www.qld.gov.au/community/getting-support-health-social-issue/support-domestic-family-violence-victim**

Full index of services and contact details (including regional services):
www.qld.gov.au/community/getting-support-health-social-issue/counselling-support-advice

DVConnect Womensline 1800 811 811
24 hours, 7 days a week
Assists women and their children to obtain safe refuge accommodation, counselling and referral to other support services. Advice should be provided that this is the service provider contracted by the Queensland Government to provide crises domestic and family violence services.

DVConnect Mensline 1800 600 636
9am to midnight, 7 days a week
Provides counselling, information and referral to men affected by domestic violence. Assists both male victims as well as men who are seeking help to stop their abusive behaviour. Advice should be provided that this is the service provider contracted by the Queensland Government to provide crises domestic and family violence services.

Elder Abuse Helpline 1300 651 192
9am to 5pm, Monday to Friday
www.eapu.com.au
Provides information and support to older people who experience elder abuse.

Sexual Assault helpline 1800 010 120
9am to midnight, 7 days a week
www.dvconnect.org/sexual-assault-helpline/sexual-assault-helpline
Sexual Assault helpline is provided by DVConnect to offer telephone support and counselling to anyone—women, men and young people—who has been sexually assaulted or abused and for anyone who is concerned or suspects someone they care about might have been assaulted or abused.

Situation 9

Homelessness

An individual who has left an abusive relationship and accessed crisis accommodation makes contact because they are now homeless or facing homelessness.

Full index of services and contact details (including regional services):
www.qld.gov.au/housing/emergency-temporary-accommodation/emergency-accommodation

Homeless Persons Information Queensland (HPIQ) 1800 474 753 (1800 HPIQLD)

Will provide information about where to find support, accommodation, meals or showers. Services for single people over 16, mothers with children, fathers with children, families, couples, those experiencing homelessness or at risk of homelessness.

Brisbane Homelessness Service Collaborative
07 3036 4444
www.bhsc.net.au

Works together to find sustainable solutions for people who are homeless or those who might become homeless without support. Services available include information, support, advocacy, health, recreational and employment services.

HART 4000 Homelessness Assessment and Referral Team (Brisbane) 07 3004 0100
www.newfarmneighbourhood.org/homelessness

Assessment and referral team that works closely with anyone who may be homeless or at risk of homelessness. Provides advocacy and support, direct referrals to crises accommodation, assistance with community and social housing, case management and information and referrals to other related services such as legal advice, drug and alcohol services, emergency relief agencies and disability services.

The Salvation Army 1300 363 622
www.salvos.org.au

Provides accommodation and related support for homeless persons, refuges for women and their children, crises and medium term accommodation for homeless women, men and youth, and community houses.

OFFICER REPORT

TO: Council

SUBJECT: **Change of October meeting date**

DATE: 31.08.17

AGENDA REF: FCS4

AUTHOR: Michelle Clarke - Director Finance & Corporate Services

Executive Summary

Change of Date for Council's meeting for October 2017

Background

Council meets on 3rd Thursday of each month. This report recommends change of the October 2017 meeting date due to the LGAQ Conference held in the 3rd week of October.

Link to Corporate Plan

Function	Key Program Area
Inclusive & Ethical Governance	Corporate Governance: To provide effective organisational leadership through strategic planning, accountability and ethical standards of practice.

Consultation (internal/external)

Chief Executive Officer

Legal Implications

Council must publish its meeting dates and times in the local newspaper and on its website and notify promptly of any change.

Policy Implications

Nil

Financial and Resource Implications

Nil

Attachments

Nil

Recommendation/s

1. That council change its Ordinary Meeting date from 19 October to 26 October 2017.

Michelle Clarke
Director Finance & Corporate Services

OFFICER REPORT

TO: Council

SUBJECT: **Enterprise Bargaining Agreements**

DATE: 11.09.17

AGENDA REF: FCS5

AUTHOR: Debbie Green - Manager Payroll, Costing & Administration

Executive Summary

With the commencement of the new Industrial Relations Act 2016 on 1 March 2017 and the new Qld Local Government Industry Awards on 1 July 2017 Council is now committed to beginning the enterprise bargaining process. The length of time to complete the bargaining process is unknown however likely to be in Quarter 3 or 4 of 2017/18. Council's previous Certified Agreements have expired and in the past 2 years Council has applied the State Wage Case increases on employees' wages across the board.

Background

Since the Labour Party came into office in 2015 and subsequent amendments to the Industrial Relations Act, the Government issued instructions to the Queensland Industrial Relations Commission to review the Local Government Industrial Award (the Modernised Award that joined the former State and Federal Awards).The review has now been completed and the Qld Local Government Industry award has been split into Streams A, B and C.

Council's two Certified Agreements (Enterprise Bargaining Agreements) expired in June 2015.

Since the expiration of Council's Certified Agreements the QIRC adopted State Wage Case Adjustments to take effect from 1st September 2015 and 2106. At the September 2015 and October 2016 general meetings Council passed a motion to implement an Administrative Arrangement to pay this increase to all staff effective 1st July 2015 and 1st September 2016 respectively.

The QIRC has adopted a further State Wage Case Adjustment decision of the Fair Work Commission, increasing awards by 3.3%. This wage increase took effect from 1st September, 2017 and currently applies to all State Award employees (with or without our Enterprise Bargaining Agreement). The report recommends that it be applied to all staff with a view to negotiating the first increase of the Enterprise Bargaining Agreement from the beginning of the new financial year.

Link to Corporate Plan

Function	Key Program Area
Inclusive & Ethical Governance	Financial Management: To ensure the long term viability of the Shire

	and provide accountability in financial management.

Consultation (internal/external)

Chief Executive Officer
LGAQ have been providing regular updates on the changing IR & QIRC landscape.
Advice received after the councillor workshop from the LGAQ confirms that the Officers Certified Agreement makes no provision for a further pay increase as a result of the State Wage Decision. The State Certified Agreement does make provision however, as discussed, the State Wage Decision 2017 only refers to Modern Awards. The awards captured under the State Certified Agreement are not modern awards. Accordingly LGAQ advise council is not obliged to pass on the increased as a result of this decision given the wording in cl 3.1 (c). The link to the State Wage Case Decision is below:
http://www.qirc.qld.gov.au/qirc/resources/pdf/swc/2017/b16_b19_2017_gr.pdf

Legal Implications

In summary, the legal implications can be summarised as: -

1. The ordinary precedence of legal instruments applies. That is, (in descending order of superiority), the Industrial Relations Act takes priority, then Certified Agreements (in so far as they vary the Awards), then the Awards.
2. The basic operation of the IR Act is that a Certified Agreement will continue in force until such time as it is replaced. While Council's EBA's have nominally expired, they remain in place until such time as they are replaced with a new agreement.
3. The QIRC decision amends the underlying awards. The amendments become legally binding unless EBA's override the operation of the award.
4. Both EBA's need to be read in conjunction with the underlying award to ascertain the impact of the QIRC's wage decision. The Employees' award EBA is very clear that amendments to the Award after its nominal expiry date will not absorb future award increases. In other words, the State Wage Case Adjustment must be passed on to staff. The Officers' award EBA is less clear, though the consensus interpretation is that future award adjustments do not automatically pass on the staff.
5. An administrative arrangement is a voluntary agreement that records what & how a workplace will deal with periods between the nominal expiry of a certified agreement to the commencement of a replacement agreement, particularly if there is some delay between the dates of expiry of the old EBA to the commencement of the new.
6. Council is legally obliged to pass on the State Wage Case adjustment when authorised under its Certified Agreements.

The implications of this are that the State Wage Case adjustment must be passed on to State Award employees and as such, will be paid in the first full pay period in September. It is arguable that the State Wage Case adjustment need not be passed on to Federal Award employees. The question of passing on the State Wage Case adjustment to Federal Award staff is one that would most likely find its way into the Commission for conciliation and arbitration if Council decided not to, particularly in light of Council's decision last year. Council may wish to avoid this prospect entirely, by agreeing to pass on the wage adjustment. At best, paying the State Wage Case adjustment would be considered as an over award payment within the life of the preserved Officers (Federal Award) EBA.

Policy Implications

Nil

Financial and Resource Implications

Returning to the concept of an Administrative Arrangement, the terms of the agreement would enable Council to negotiate the wage rise to staff, and whether or not it absorbs the State Wage Case adjustment. This means Council may be able to keep check on the financial costs to Council. Without an Administrative Arrangement, Council would just 'wear' the financial cost of its direct affect.

Council's operational budget did include provision for a 3% variance in wages.

Attachments

Nil

Recommendation/s

That Council resolve not to pass on the State Wage Case increase to employees (both State and Federal under both current Enterprise Bargaining Arrangements) due to the impending Enterprise Bargaining process.

Michelle Clarke
Director Finance & Corporate Services

OFFICER REPORT

TO: Council

SUBJECT: **Airport Master Plan and Expressions of Interest**

DATE: 12.09.17

AGENDA REF: FCS6

AUTHOR: Michelle Clarke - Director Finance & Corporate Services

Executive Summary

Consideration of an Airport Master Plan and Expressions of Interest for Hangars at St George and Dirranbandi Aerodromes

Background

Council's Operational Plan includes a milestone to commence development of an Airport Master Plan for the Balonne Shire by 30 June 2018. A draft terms of reference (see attached) has been prepared with a view to calling for quotations to include in the 2018/19 budget.

In the short term expressions of interest were called for interested parties in hangars at the St George and Dirranbandi Aerodrome. 6 EOIs were received (see attached). St George aerodrome land is owned by the Balonne Shire Council and the Dirranbandi aerodrome land is a trustee lease over State land.

The report recommends that hangars be developed in accordance with the attached policy which take into consideration planning, building and leasing requirements. The final placement of each hangar and legal documentation will need to be negotiated on a case by case basis with flexibility to develop the Airport Master Plan.

A map of the airport at St George showing a proposed subdivision/development of the area is attached. This is not a registered plan but an initial proposal in two stages. To progress the development would require development approval to subdivide, survey plans and registration fees.

Link to Corporate Plan

Function	Key Program Area
Prosperity For All	Commercial Services: To undertake commercial works within the scope of Council's expertise in an efficient and cost effective manner.

Consultation (internal/external)

Arrangements for the Dirranbandi Aerodrome will require consultation and approval from the Department of Natural Resource and Management for a trustee lease.

Legal Implications

All hangars will need to meet civil aviation, planning and building requirements. A lease and/or licence would be drawn up for a hangar prior to construction.

Council may enter into a lease agreement with a third party, disposing of its interest in land where it is used as an airport or for related purposes if it is in the public interest to dispose of the interest in land without tender or auction and the disposal is otherwise in accordance with sound contracting principles Council called for expressions of interest from the community to comply with these provisions. (Section 236 of the Local Government Regulations 2012).

Policy Implications

The Aerodrome Hangar Policy is proposed as a guide to receiving further expressions of interest and the criteria to consider as part of the approval process.

Financial and Resource Implications

There are likely legal fees associated with preparation of lease documentation and survey fees if a survey plan is required with the lease. Trustee lease application fees will apply for Dirranbandi Aerodrome.

The proposed Airport Master Plan would be considered with the 2018/19 budget.

Attachments

1. 2017-09-08- Expression of interest hangers Hemming _11111655.pdf ⇩
2. 2017-09-08-Benn EOI Aerodrome Hangar scan0006.pdf ⇩
3. 2017-09-08-Precision Aerial EOI Aerodrome Hangar_0006.pdf ⇩
4. 2017-09-12-O'Toole Balonne Airservices EOI Aerodrome Hangar_0029.pdf ⇩
5. Don Cramer - EOI - Aerodrome Hanger - 820.pdf ⇩
6. Robert Gracie - Sagn Pty Ltd - EOI - Hangar -29.pdf ⇩
7. St George Airport Masterplan Terms of Reference.pdf ⇩
8. AerodromeHangarPolicy2017.pdf ⇩
9. MapsofAirport.pdf ⇩

Recommendation/s

1. That Council call for expression of interest to develop a St George Airport Master Plan based on the attached Terms of Reference for consideration in the 2018/19 budget.
2. That the Aerodrome Hangar Policy be adopted by council.
3. That the Expressions of Interest for Hangars at the St George and Dirranbandi Aerodromes be assessed against the Aerodrome Hangar Policy and a plan for their location be re-submitted to council for approval.

Michelle Clarke
Director Finance & Corporate Services

EXPRESSION OF INTEREST

AERODROME HANGAR



Name:	Doug Hemming
Business Name:	DR + JJ Hemming PTY LTD
Address:	7785 "Bonathorne" Dirranbandi Q 4486
Phone:	0428259727
Mobile:	0428259727
Email:	appletreefeedlot@gmail.com
Select which aerodrome: ☑	☐ St George ☒ Dirranbandi
Interest:	☒ Hangar ☒ Taxi way/hardstand area ☐ Other, please specify: Hanger with area to mix on
Number of Aircraft	1
Wing span	~~30~~ 18m
Size of Proposed Hangar	20m x 30m.
Size of entire area proposed:	50m x 50

As a signatory to this form I understand that this is an expression of interest only and Council has absolute discretion whether to proceed to negotiation with interested parties. The EOI does not constitute an approval and relevant building or planning approvals may be required together with appropriate lease documentation to complete the process.

D Hemming ---------- ----------

Signature/s

Dated: 8/9/17

Chief Executive Officer
Balonne Shire Council
PO Box 201
St George Qld 4487
Or can be emailed to council@balonne.qld.gov.au

Expressions of interest will close at 5pm Friday 9 September 2017.

For further information contact Aerodrome Manager, Chris Wilson on (07) 4620 8888.

For the People Balonne Shire Council

EXPRESSION OF INTEREST

AERODROME HANGER



Name:	Alex Benn
Business Name:	St George Medical Centre
Address:	116 Alfred St, St George
Phone:	07 46 255744
Mobile:	0427 576 878
Email:	alexbenn@stgmed.com.au
Select which aerodrome: ☑	☑ St George ☐ Dirranbandi
Interest:	☑ Hanger ☑ Taxi way/hardstand area ☐ Other, please specify:
Number of Aircraft	up to 4
Wing span	10m
Size of Proposed Hanger	15 x 20
Size of entire area proposed:	500 m^2

As a signatory to this form I understand that this is an expression of interest only and council has absolute discretion whether to proceed to negotiation with interested parties. The EOI does not constitute an approval and relevant building or planning approvals may be required together with appropriate lease documentation to complete the process.

---------- ----------

Signature/s

Dated: 8-9-17

Chief Executive Officer
Balonne Shire Council
PO Box 201
St George Qld 4487
Or can be emailed to council@balonne.qld.gov.au

Expressions of interest will close at 5pm on Friday 9 September 2017. For further information please contact Aerodrome Manager, Chris Wilson on (07) 4620 8888.

EXPRESSION OF INTEREST

AERODROME HANGAR



Name:	JASON SPEEDY
Business Name:	ST GEORGE AERIAL SPRAYING PTY LTD T/A PRECISION AERIAL ST GEORGE
Address:	HANGAR 3, AERODROME PO BOX 471, ST GEORGE 4487
Phone:	07 46255366
Mobile:	0428 553 106
Email:	ops@precisionaerial.com.au
Select which aerodrome: ☑	☐ St George ☒ Dirranbandi
Interest:	☒ Hangar ☒ Taxi way/hardstand area ☒ Other, please specify: CONCRETE PAD IN FRONT OF HANGAR.
Number of Aircraft	2
Wing span	20metres
Size of Proposed Hangar	22m x 32m
Size of entire area proposed:	1144m²

As a signatory to this form I understand that this is an expression of interest only and Council has absolute discretion whether to proceed to negotiation with interested parties. The EOI does not constitute an approval and relevant building or planning approvals may be required together with appropriate lease documentation to complete the process.

Signature/s ---------- ----------

Dated: 8/9/17

Chief Executive Officer
Balonne Shire Council
PO Box 201
St George Qld 4487
Or can be emailed to council@balonne.qld.gov.au

Expressions of interest will close at 5pm Friday 9 September 2017.

For further information contact Aerodrome Manager, Chris Wilson on (07) 4620 8888.

EXPRESSION OF INTEREST

AERODROME HANGER



Name:	Jason Stooke
Business Name:	Balonne Airwork
Address:	8 Scot St. St. George
Phone:	0746251660
Mobile:	0429 892 538
Email:	jason@balonneairwork.com
Select which aerodrome: ☑	☑ St George ☑ Dirranbandi
Interest:	☑ Hanger ☑ Taxi way/hardstand area ☐ Other, please specify:
Number of Aircraft	3
Wing span	12m, - 18m.
Size of Proposed Hanger	St. George Hangar 25m x 40m Dirranbandi. 15m x 12m.
Size of entire area proposed:	St. George 30m x 50m Flexible on area. Dirranbandi. 40m x 40m Flexible on area.

As a signatory to this form I understand that this is an expression of interest only and council has absolute discretion whether to proceed to negotiation with interested parties. The EOI does not constitute an approval and relevant building or planning approvals may be required together with appropriate lease documentation to complete the process.

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Signature/s

Dated: 24/8/17

Chief Executive Officer
Balonne Shire Council
PO Box 201
St George Qld 4487
Or can be emailed to council@balonne.qld.gov.au

Expressions of interest will close at 5pm on Friday 9 September 2017. For further information please contact Aerodrome Manager, Chris Wilson on (07) 4620 8888.

EXPRESSION OF INTEREST

AERODROME HANGER



Name:	DON CRAMER.
Business Name:	ST GEORGE ENGINEERING
Address:	LOT 2/430 SALMON ROAD ST, GEORGE
Phone:	0409 699115 0746 251555
Mobile:	n
Email:	DONCRAMER@MAC, COM
Select which aerodrome: ☑	☑ St George ☐ Dirranbandi
Interest:	☑ Hanger DISCUSSION ON HOSTING AN ANNUAL FLY IN @ ST. GEORGE AIRPORT. ☐ Taxi way/hardstand area ☑ Other, please specify: ALSO CONDUCTING COMMERCIAL FLIGHT TRAINING & TOURIST FLIGHTS (ULTRALIGHT).
Number of Aircraft	VARIOUS.
Wing span	n
Size of Proposed Hanger	32m x 13,5m.
Size of entire area proposed:	900 sqm. (APPROX).

As a signatory to this form I understand that this is an expression of interest only and council has absolute discretion whether to proceed to negotiation with interested parties. The EOI does not constitute an approval and relevant building or planning approvals may be required together with appropriate lease documentation to complete the process.

Signature/s

Dated: 08,09,17.

Chief Executive Officer

EXPRESSION OF INTEREST

AERODROME HANGER



Name:	Robert Gracie
Business Name:	Sagm. Pty Ltd.
Address:	P.O Box 5 St George. 4487
Phone:	0746254253
Mobile:	0419755922
Email:	robertgracie@bigpond.com
Select which aerodrome: ☑	☑ St George ☐ Dirranbandi
Interest:	☑ Hanger ☐ Taxi way/hardstand area ☐ Other, please specify:
Number of Aircraft	2
Wing span	14 m
Size of Proposed Hanger	20 x 20 x 3
Size of entire area proposed:	400 m^2

As a signatory to this form I understand that this is an expression of interest only and council has absolute discretion whether to proceed to negotiation with interested parties. The EOI does not constitute an approval and relevant building or planning approvals may be required together with appropriate lease documentation to complete the process.

Signature/s

Dated: 9-9-17

Chief Executive Officer
Balonne Shire Council
PO Box 201
St George Qld 4487
Or can be emailed to council@balonne.qld.gov.au

BALONNE SHIRE COUNCIL
RECEIVED
12 SEP 2017

Expressions of interest will close at 5pm on Friday 9 September 2017. For further information please contact Aerodrome Manager, Chris Wilson on (07) 4620 8888.



MR MATTHEW MAGIN
Our Ref: FM:MM 30826

TERMS OF REFERENCE FOR DEVELOPMENT OF AN AIRPORT MASTERPLAN FOR ST GEORGE AERODROME ON BEHALF OF THE BALONNE SHIRE COUNCIL

INTRODUCTION

This Terms of Reference is provided to outline the requirements for the development of an Airport Master Plan for the St George Aerodrome.

Balonne Shire Council (BSC) is seeking submissions from suitably qualified consultants, which accurately address the desired outcomes, as defined in this Terms of Reference.

This Terms of Reference constitutes an invitation to treat, and as such, will form the basis of an agreement with the selected Consultant. The successful Consultant will be notified in writing of their appointment.

BACKGROUND

The Balonne Shire is located in South-West Queensland on the New South Wales border some 500 kilometres from the east coast of Australia. Balonne is a region of surprising diversity and unique attractions and is known for its rich native bird and animal life, fishing, wide open spaces, beautiful waterways and wetlands, fertile soils and many historic buildings.

Our Shire covers an area of 31,119km^2 of land and is home to an estimated 5,000 people.

Residents enjoy relaxed country living, a great climate and easy access to major regional cities namely, Roma, Goondiwindi, Moree and Toowoomba which all lie within a 400km radius to which St George (the main business and service centre town for the shire) geographically is a junction to major east-west and north-south highways.

The Balonne's most important asset is its water. The shire is located on the junction of two major waterways, the Maranoa River from the northwest, and the Balonne River, part of the Condamine / Murray Darling Basis System. The river ways, dams and rivers not only sustain a significant irrigation sector, they form very valuable tourism attractions as well as contributing significantly to the outdoor lifestyle of residents.

The agricultural sector predominates in the Shire, maintaining its dominance of the economy. The activities in this sector are grazing cattle and sheep, dryland cropping and a robust irrigated crop sector. There is also an expanding intensive animal and horticultural industry given climate suitability and distance from major transportation networks.

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Our other key assets are our people and our laidback lifestyle. The warmth of local hospitality, combined with everything else the Balonne has to offer, ensures visitors and residents alike enjoy their time in our beautiful region.

Balonne Shire Council is proactive in pursuing sustainable economic development to create wealth, employment, educational opportunities and enhance the lifestyle of our residents and visitors.

PURPOSE OF THE ASSIGNMENT

The purpose of the consultancy is to provide the Balonne Shire Council and key stakeholders and prospective investors with a clear understanding of the long term plan for the St George Aerodrome from 2018 to 2035. This consultancy is not designed to produce a detailed business case for development of the airport, but estimated high level financials will need to be provided.

TASKS TO BE CARRIED OUT

This Master Plan consultancy follows the methodology of the Australian Airports Association Regional Airport Master Planning Guideline. As such the project is divided into four Stages as follows:

Stage 1 -Situation Analysis - Where are we now?

The Balonne Shire has a population of 5,000 people. Principle towns are St George with 2,647 people and Dirranbandi with 711 people. Roma and Goondiwindi are the nearest regional centres with respective populations of 6,906 people (Roma) and 5,629 people (Goondiwindi). .

The local economy is dominated by agribusiness, especially growing and processing of cotton, grain and horticulture. Other agricultural operations include grazing of sheep, cattle and goats and intensive animal industry (cattle feedlots). The local economy is significant nationally in cotton with Cubbie station located in the shire.

The Balonne Shire Council is the owner of the airport. The St George airport is located 2km south-east of the township of St George. It is a Code 3, instrument non-precision approach sealed runway 1520m long by 30m wide with PAL+AFRU activated runway edge, taxiway and apron lighting plus a helicopter landing and lift-off area. . Toilets, electricity and water are on site. There is no fuel available.

The terminal building is 12.0m by 5.0m of wooden construction. There is a passenger waiting area and toilet facilities. Part of the terminal building is used by the local RPT ground handling staff for passenger check-in. Council cleans the public area of the aerodrome terminal.

St George is serviced by a twice- weekly RPT service.

Several hangars have been constructed on long term leases.

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Site details are shown in Appendix 1.

The Aerodrome is currently zoned Town Zone - Industrial Precinct.

Stage 2 - Future Direction - Where do we want to be?

The Balonne Shire Council's vision is for the St George Aerodrome to be a thriving and profitable multi-use airport which makes a strategic contribution to the community and the economy. The Airport is currently underutilised and with generous land areas available, is in a position to expand a number of potential uses. Without limiting activities, possibilities include:

- Industrial uses such as transport and storage,
- Pilot training
- Recreational flying
- Light aircraft and helicopter maintenance
- Commercial airfreight
- Charter operations.
- Drone operation and maintenance

Ultimately, we need to answer the question, "What is the highest and best use of the land?"

Although currently 100 per cent owned by the Shire, consideration should be given to either a joint venture or sale of the Aerodrome, especially if this outcome brings significant benefits to the Balonne economy and community. Consideration needs to be given to the timing of the ownership decision.

The Master Plan will need to demonstrate research on similar facilities. Consideration will need to be given to key stakeholders and any potential opposition there may be to the expansion embedded in the Master Plan.

Stage 3 - Strategy Development - How do we get there?

In this section of the Master Plan critical airport planning parameters will need to be documented by benchmarking against similar or larger airports. Estimates will need to be made of numbers of aircraft and their type, timing of peak operations, seasonality, origins and destinations, approach procedures and security requirements. Identification of key requirements for airport development will be required.

The following strategies, plans and concepts will be required:

- Airport land use
- Facilities development
- Environmental management
- Airport safeguarding.

Stage 4 - Implementation Plan - How do we ensure arrival?

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The Implementation Plan will list the specific actions to be undertaken and the trigger points for each action. A broad indication of the timing for each action will also be required. Cost estimates for key projects and possible funding sources should be listed.

BSC is not looking for a business case for airport development. Decisions will need to be made regarding the spatial layout of different facilities, including commercial hangars, recreational hangars, roadways and any form of industrial development. The recommended spatial plan is therefore a key outcome for this consultancy.

DELIVERABLES EXPECTED

Minimum deliverables expected include, but not limited to, the following:

- Findings from Initial meeting with Project Steering Committee and agreed scope
- Consultation with key stakeholders at all four stages of the consultancy
- Draft Master Plan
- Presentation to steering committee
- Final report
- Presentation to steering committee

All items to be in approved hard copy and digital format.

SCOPE OF ASSIGNMENT

The tasks and expected deliverables detailed above are provided as a minimum requirement only and as such should not restrict the submission of additional appropriate and relevant activities that would enhance the assignment.

CONSULTANCY METHODOLOGY

- Respondents are to briefly and clearly describe the understanding of the objectives, scope, challenges and deliverables of the assignment.
- Respondents are to briefly describe the methodology for undertaking the assignment, clearly demonstrating how outcomes/deliverables will be achieved and how you will engage stakeholders.
- Respondents should identify any aspects considered to be kept confidential, and detail reasons why the information should be considered confidential.
- Provide details of your Professional Indemnity and Public Liability insurance, including the insurer, any limits or per claim or aggregate basis and expiry date.

CONSULTANT QUALIFICATIONS

The Consultancy proposal should outline the following:

- Past experience of prime consultant relevant to this consultancy
- Referees
- Nominated staff and their skills relevant to tasks involved
- Other consultants involved and their areas of competence

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If response is as part of a consortium please identify the prime consortium respondent and identify all other consortium parties/partners.

FINANCIAL REQUIREMENTS

Consultants are to provide details of the company's financial and commercial capability.

All quotations should be presented in the following format:

A. Consultancy Input:

No. of days_____ Daily rate (per consultant) $_____ Total $_____

B. Expenses:

O/N Accommodation: No. of nights_____ Total $_____

Air: No. return flights_____ Total $_____

Road: No. of kms_____ Total $_____

(Above Expenses may be claimed where consultant is located in excess of 150 km from project base.)

PROPOSED MILESTONES AND DELIVERABLES

The Consultant is to outline a schedule of key milestones and deliverables.

TIME FRAMES

Council would like to consider the proposals with a view to budget in 2018/19. The Consultant would be expected to outline key milestone time-frames, commencing after 1 July 2018 with the understanding that:

- work must commence on the assignment within 2 weeks of written confirmation of appointment (following adoption of council's budget for 2018/19);
- the assignment must be completed within 3 months of its commencement;
- final presentation must be conducted within 2 weeks of the release of the Draft Strategy Report.

PAYMENT DETAILS

Payment will be arranged upon satisfactory attainment of agreed milestones and deliverables.

The Consultant will not be entitled to be paid for any part of the consultancy services, which the BSC have certified as not having been performed in accordance with this Terms of Reference.

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The Consultant will promptly perform or perform again any part of the consultancy services certified as not being performed in accordance with this Terms of Reference, and the BSC may defer payment for that part of the consultancy services until the Group has certified that the services have been performed or performed again in accordance with this Terms of Reference.

The Consultant will be entitled to be paid a total of $..... (plus GST) for provision of the consultancy services as follows -

$..... with authority to proceed and the balance of $..... upon delivery of the final Master Plan completed in accordance with this contract, to the Principal.

The BSC will only reimburse the Consultant for other "expenses" that have been incurred by the Consultant with the BSC's prior consent.

CONTRACT MATERIAL

Title to and intellectual property rights in all contract material, including each and every stage of design and production of it, will upon its creation, be transferred to the BSC.

Note: "intellectual property rights" means all copyright, patents and all rights in relation to inventions, trademarks and designs.

PROJECT REVIEW & MANAGEMENT

The Consultant will -

a) consult regularly with the BSC Project Manager throughout the performance of the consultancy services; and
b) attend meetings and briefings with the BSC Project Manager as reasonably required by the BSC.

The BSC will review and assess project outcomes and documentation produced by the Consultant prior to payment of consultancy services.

CONFLICT OF INTEREST

The Consultant warrants that, to the best of their knowledge, they do not, and is not likely to have any conflict of interest in the performance of this consultancy. If a conflict or risk of conflict of interest arises, the Consultant will immediately give notice of the conflict of interest, or the risk of it, to the BSC.

DEFAULT OF THE CONSULTANT AND TERMINATION

If the Consultant fails to comply with any of the terms and conditions set out herewith, the BSC may suspend payments and require the Consultant to show cause why the agreement should not be terminated.

If the BSC suspends payments, the BSC must -

a) give the Consultant notice of the suspension, specifying the reason; and

b) require the Consultant to show cause within 14 days of the notice why the agreement should not be terminated.

If the Consultant fails to show cause within the period specified in the notice to the satisfaction of the BSC, the BSC may without prejudice to any other rights, terminate the agreement by notice to the Consultant as of the date specified in the notice.

Upon termination of the agreement, all money which has been paid, and all money to be paid for work done to the date of the termination, will be in full and final satisfaction of all claims by the Consultant.

CONTACT PERSON

For further information, please contact:

Matthew Magin
Chief Executive Officer
Balonne Shire Council
PO Box 201, ST GEORGE QLD 4487
Ph: 07) 4620 8888
Email: council@balonne.qld.gov.au



Aerodrome Hangar Policy

1. POLICY STATEMENT

This policy provides guidance to Council and Council's officers when considering formal expressions of interest from interested parties for the lease of land to develop hangars or aviation related business activities on council controlled aerodrome land. Council encourages proposals from developers which have the potential to provide significant employment and economic benefits to the Shire.

2. PRINCIPLES

The primary objectives are the Aerodrome Hangar Policy are to:

(a) provide certainty for lease holders at Balonne Shire Council Aerodromes in terms of private and commercial hangar development by ensuring that all development issues are considered when applying for planning approval and that the amenity of the Balonne Shire Council Aerodromes are preserved;

(b) ensure that private and commercial hangars are constructed with appropriate materials;

(c) ensure that private and commercial hangars proposed to be constructed are assessed against minimum design standards as set out in this policy; and

(d) any development does not impact on the safe and efficient operation of the aerodrome/s.

3. SCOPE

This policy applies to the following aerodromes situated within the Balonne Shire Council local government area:

- St George Aerodrome
- Dirranbandi Aerodrome
- Bollon Aerodrome

4. RESPONSIBILITY

The Airport Manager is responsible for receiving requests for hangars within aerodrome land under the control of the Balonne Shire Council and submitted to Council for consideration. Council will approve applications for erection of hangars and ancillary structures within aerodrome land under the control of the Balonne Shire Council that meet the criteria outlined in this policy.

5. DEFINITIONS

The following are definitions that may be used as part of this policy are in addition to the definitions included in the Balonne Shire Council Planning Scheme.

"Council" means the Balonne Shire Council.
"Lessee/Licensee" means the lessee or licensee within a leased or licensed area.
"Agreement" means a lease or licence agreement within an aerodrome controlled by the Balonne Shire Council
"Scheme" means Balonne Shire Council Planning Scheme

Document No. >> Doc ID ### Version No.###
Authorised by >> Director Finance & Corporate Services

Initial Date of Adoption >> 21/09/2017
Latest Version Adopted: 21/09/2017
Next Review Date>> 21/09/2019

DRAFT



Aerodrome Hangar Policy

6. POLICY

6.1 Private and Commercial Hangar Development

6.1.1 Setbacks

Building setbacks will apply as per the Queensland Building Code.

6.1.2 Building Materials to be Used

All hangars are to be clad to a minimum standard of factory applied non reflective painted steel to the walls and roof.

6.1.3 Building Height

All hangars are to have a maximum wall height of 4.5 metres.

6.1.4 Car Parking

For private hangars all vehicles are to be parked entirely within the leased area or in the public car parking area provided on the aerodrome site.

For commercial hangars car parking bays are to be provided within the leased area at a minimum rate of one bay per employee. The general public utilising the services of the commercial hangar are to use the public car parking facility unless additional car parking is provided.

6.1.5 Fuel Storage

Aviation fuel and combustible chemicals are not to be stored on a lease area without Council approval. (note: may require development approval and/or an environmentally relevant activity)

6.1.6 Ablutions

Developers of hangars are not obligated to provide private ablution facilities within the hangar.

6.1.7 Storage of Equipment

Storage of all equipment used in the operation of the private hangar is to be contained within the hangar(s) at all times.

6.1.8 Signage

Prior to any signage being erected on a commercial hangar site, a signage application is to be submitted to and approved by the Shire.

6.1.9 Maintenance of Buildings and Surrounds

DRAFT

The Lessee/Licensees/operators of hangar sites shall maintain the hangar in a neat and tidy manner and ensure the surrounding lease site is kept free of disused materials and rubbish.

6.1.10 Use of Hangar

No person shall use a private hangar site for commercial or industrial purposes or for human habitation.

No person shall use a commercial hangar for human habitation or use outside of the lease terms and conditions.

6.1.11 Lease or Licence Agreements

All agreements at Balonne Shire aerodromes shall be prepared by Council's Solicitors and shall be executed by the Chief Executive Officer under delegated authority pursuant to the Local Government Act 2009.

The Chief Executive Officer or his/her nominated representative shall be authorised to negotiate a suitable rental determined on a commercial basis, with the rental amount determined in consideration of a valuation conducted by Council's consultant valuers. The rental amount shall be adjusted annually in line with the Consumer Price Index (CPI), and reviewed to market every time an option is requested or as agreed by the Lessee/Licensee and Council.

The Lessee/Licensee shall be required to hold a current Public Liability Insurance cover of a minimum $20 million, which specifically indemnifies the interest of Balonne Shire Council against any damage that may arise out of the conduct of the business activities proposed. Such cover shall be varied at the discretion of Council and the Lessee shall be required to provide proof of renewals / currency annually to Council.

The Lessee/Licensee shall pay all legal costs associated with the preparation and execution of agreement documentation.

The Lessee/Licensee must observe all security and operational requirements for the Aerodrome/s as contained in the Aerodrome Manual and any requirements of CASA and the Manual of Standards Part 139. Council will provide a copy of the relevant sections of the Manual upon execution of any agreement.

6.1.12 Access

St George Aerodrome is a Certified Aerodrome and the Licensee must have the correct ASIC card to go airside. Airside access to the GA Apron will be via the Personnel Gates alongside Jones Air fence.

6.1.13 Termination – Removal of Structures

Council may terminate a lease or licence agreement:

- for any breaches of the security provisions of the Aerodrome Manual/s; or
- for any breaches of conditions of a lease or licence agreement; or
- should council wish to proceed with an Airport Master Plan and the structure interferes with the long term strategic operation of the aerodrome.

The Lessee/Licensee must remove any structure and all associated property from the site at the Lessee/Licensee's expense if Council terminates the agreement or does not renew or grant a new lease or licence.



Aerodrome Hangar Policy

7. LEGAL PARAMETERS

Balonne Shire Council Planning Scheme

Civil Aviation Act 1988

8. ASSOCIATED DOCUMENTS

Balonne Shire Aerodrome Operations Manual

DRAFT

Document No. >> Doc ID ### Version No.###
Authorised by >> Director Finance & Corporate Services

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Latest Version Adopted: 21/09/2017
Next Review Date>> 21/09/2019


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OFFICER REPORT

TO: Council

SUBJECT: **Get Ready Queensland Grant Program**

DATE: 12.09.17

AGENDA REF: FCS7

AUTHOR: Michelle Clarke - Director Finance & Corporate Services

Executive Summary

Get Ready Queensland Grant Program

Background

Council has received correspondence advising we will receive $10,660 in grant funding for 2017/18 Get Ready Queensland. The program is provided to help communities prepare for natural disasters.

Council has a quotation from Flooding Solutions Advisory Group for our annual service fee for installation and service of the flood barrier seals in St George and Bollon. The Bollon community have recently requested an update and practice session on the roles and responsibilities and the steps to prepare in the event of a flood. SES and Council will work together to arrange this session in October/November. The remainder of the Get Ready Queensland funding could be utilised for this purpose together with a range of education and promotional activities in our other townships.

Link to Corporate Plan

Function	Key Program Area
Strong & Resilient Communities	Disaster Management: To facilitate the development of disaster mitigation strategies and provide effective disaster and emergency planning and response services in conjunction with the community and emergency service organisations.

Consultation (internal/external)

SES – propose the Flooding Solutions proposal.
Community & Environmental Sustainability – had proposed some electronic signage for township/s to promote important community messages.

Legal Implications

Council's Risk Assessment of the St George Levee identified the need to conduct annual drills and servicing of the flood levee barriers and maintain communication with landholders.

Policy Implications

Not applicable

Financial and Resource Implications

Council has limited funding available for levee bank contingencies. The quotation is from Flooding Solutions is $6243.60.

Attachments

1. Quotation Flooding Solutions M - St George Bollon Levee - 05.09.17.pdf ⇩
2. Deputy Premier - Grant - Get ready Queensland - Approved.msg ⇩

Recommendation/s

1. That the Get Ready Queensland Grant Funding in the sum of $10,660 be utilised for the Flooding Solutions flood barrier servicing and community information days in St George and Bollon.
2. That the remainder of the funding be utilised for community information for Dirranbandi, Thallon and Hebel.

Michelle Clarke
Director Finance & Corporate Services

Flooding Solutions
ADVISORY GROUP

5th September 2017

Debbie Green
Balonne Shire Council
PO Box 2014
ST GEORGE QLD 4487

ST GEORGE LEVEE & BOLLON LEVEE - ANNUAL SERVICE FEE PROPOSAL

- Two men, estimated time to complete, two and a half days (includes travel, food and accommodation) – October/November 2017

Service to include:

- Check all flood barrier seals and lubricate stanchions and wall connector adjustment mechanisms.
- Check all barrier deployment zones are as per installation and suitable for barrier deployment.
- Check all ground connection covers for alignment.
- Inventory check of Floodplank and Geodesign flood barriers.
- Deployment training of Council/SES volunteers.

FEE SCHEDULE

Sub Total	$ 5,676.00
GST	$ 567.60
TOTAL	**$ 6,243.60**

Note: All activities will be recorded on individual checklists for each section of the system (see example attached).

Terms: 14 days Nett

Keith Jackson
Director

Flooding Solutions Advisory Group Pty Ltd
PH: (+612) 4474 4711 | FX: (+612) 4474 4105 | EM: info@floodingsolutions.com.au
14 Page St. Moruya NSW 2537 Australia | www.floodingsolutions.com.au | ABN 67 121748 347

Queensland Government

Deputy Premier
Minister for Transport and
Minister for Infrastructure and Planning

1 William Street
PO Box 15009 City East
Queensland 4002 Australia
Telephone +61 7 3719 7100
Email deputy.premier@ministerial.qld.gov.au

ABN 90 856 020 239

Our ref: MBN17/1047

8 September 2017

Councillor Richard Marsh
Mayor
Balonne Shire Council
PO Box 201
ST GEORGE QLD 4487

Dear Councillor Marsh

I am pleased to advise that I have approved the release of the 2017–18 Get Ready Queensland grant program.

As the state's dedicated disaster recovery organisation responsible for disaster resilience and mitigation policy, the Queensland Reconstruction Authority (QRA) has taken over administrative responsibility for the 2017–18 Get Ready Queensland grant program from the Department of Infrastructure, Local Government and Planning.

As you are no doubt aware, the Get Ready Queensland program is a year-round, all-hazards, resilience building initiative to help communities prepare for natural disasters.

This year the program will provide $2 million in state funding to help local governments improve their communities' resilience and aligns with QRA's mission to make Queensland the most disaster resilient state in Australia.

I am pleased to advise your council will receive $10,660 in 2017–18 Get Ready Queensland grant funding.

If you require any further information on this matter, please contact Ms Kasey Donald, Director, Strategic Engagement, QRA on 3008 7202 or by email at getreadyqld@qld.gov.au.

Yours sincerely

JACKIE TRAD MP
DEPUTY PREMIER
Minister for Transport and
Minister for Infrastructure and Planning

OFFICER REPORT

TO: Council

SUBJECT: **Councillor Complaints Review by Queensland Government**

DATE: 12.09.17

AGENDA REF: FCS8

AUTHOR: Michelle Clarke - Director Finance & Corporate Services

Executive Summary

Councillor Complaints Review by the Queensland Government.

Background

In April 2016, an independent Councillor Complaints Review Panel (the Panel) was appointed to review the arrangements for dealing with complaints about the conduct of local government councillors and provide a report and recommendations on its findings.

The Panel provided its report and recommendations in January 2017 and the Government's response to the recommendations was tabled in Parliament on 20 July 2017 by Minister for Local Government and Minister for Aboriginal and Torres Strait Islander Partnerships.

The necessary legislative changes are yet to be implemented and the report is provided for councillors information only. The most important thing to note is that it includes a recommendation to remove the Chief Executive Officer from the assessment process and create an independent body empowered to assess complaints.

Link to Corporate Plan

Function	Key Program Area
Inclusive & Ethical Governance	Corporate Governance: To provide effective organisational leadership through strategic planning, accountability and ethical standards of practice.

Consultation (internal/external)

Department of Infrastructure, Local Government & Planning

Legal Implications

No changes have been made to legislation however the response to the report indicates the changes that are likely to be legislated in the future.

Policy Implications

Not applicable

Financial and Resource Implications

Not applicable

Attachments

1. 2017-07-01 councillor-complaints-review-report-government-response.pdf ⇩
2. 2017-07-01 councillor-complaints-review-report.pdf ⇩

Recommendation/s

1. That the Councillor Complaints Review Report and Queensland Government response be noted.

Michelle Clarke
Director Finance & Corporate Services

Queensland Government response to the report by the independent councillor complaints review panel, 'Councillor Complaints Review: A fair, effective and efficient framework'

July 2017

Chapter/topic	Recommendation	Queensland Government response
Assessment, investigation and hearing of complaints **(Independent Assessor)**	**4.1 Preliminary assessments** – The *Local Government Act 2009* (LG Act) be amended to provide that the 'preliminary assessment' of any complaint against a councillor should be made by an Independent Assessor, and not by a council CEO, or the department's chief executive.	The government **supports** the establishment of a statutory Independent Assessor to assess complaints and carry out investigations.
Assessment, investigation and hearing of complaints	**4.2 The Ombudsman** – The Panel does not recommend any additional involvement of the Ombudsman in the complaints handling process. However, it notes that the Ombudsman may review complaints about the administrative actions of a council dealing with inappropriate conduct matters.	The government **supports** the Ombudsman having no additional involvement in the complaints handling process. No action is required to address this response.
Inappropriate conduct **(Independent Assessor)**	**4.3 The way a complaint is made** – Complaints against councillor conduct should be made on a standardised form that requests the complainant to provide details of any supporting evidence and/or witnesses, and such other material as the Independent Assessor specifies. It should also explain the purpose and scope of the complaints system and explain the appropriate ways in which complaints about matters, other than councillor conduct, may be made. The standard form should contain a declaration that the complainant is acting in good faith and has provided information that is correct and true to the best of their knowledge. It should contain a warning that it is an offence to provide any information to the Independent Assessor that the complainant knows is false or misleading in a material particular.	The government **supports** developing a standardised form (not incorporating a declaration) that can be used for the making of written complaints. Despite this, the government wants to foster a culture that encourages complaints to be made, and thereby wishes to ensure that the way a complaint can be made is consistent with the way the Crime and Corruption Commission (CCC) and Ombudsman allow complaints to be made. This includes making a complaint in writing, by phone, by fax, email or in person.
Assessment, investigation and hearing of complaints **(Independent Assessor)**	**4.4 The way a complaint is made** – The LG Act should be amended to allow the form to be prescribed by the Independent Assessor.	The government **supports in principle** that a complaint should provide a certain level of detail, however, it needs not necessarily be made in a prescribed form as discussed in the response to recommendation 4.3 above.

Chapter/topic	Recommendation	Queensland Government response
Assessment, investigation and hearing of complaints **(Independent Assessor)**	**4.5 Anonymous complaints** – Only those anonymous complaints that provide enough information to action a complaint against a councillor for possible inappropriate conduct or misconduct should be dealt with under the complaints process. Where the complaint cannot be actioned without further information, it should be dismissed.	The government **supports** that anonymous complaints should be allowed and that the Independent Assessor has an administrative process to decide if further investigation is or is not warranted.
Assessment, investigation and hearing of complaints **(Administration and governance)**	**4.6 Frivolous or vexatious complaints** – The offence in section 176C(8)—a person must not make a complaint about the conduct of a councillor if the complaint is substantially the same as a complaint the person has already made and the person has been warned not to repeat it—be deleted. In its place, the Act be amended to include a section making it an offence for a person to: (a) make repeated complaints about a councillor — (i) vexatiously; or (ii) not in good faith; or (iii) primarily for a mischievous purpose; or (iv) recklessly or maliciously; or (b) counsel or procure another person to make a complaint about a councillor as mentioned in paragraph (a).	The government **supports in principle** strengthening the processes and penalties for dealing with frivolous or vexatious complaints. The government supports the introduction of an offence for a person making a frivolous or vexatious complaint without a reasonable excuse, whether the complaint is repeated or not.
Assessment, investigation and hearing of complaints **[Councillor Conduct Tribunal (CCT)]**	**4.7 Frivolous or vexatious complaints** – The Tribunal also be given jurisdiction in relation to this offence. That the maximum penalty that the Tribunal can impose be 50 penalty units. An order can also be made for reimbursement of costs of the Independent Assessor and the Tribunal.	The government **supports in principle** strengthening the processes and penalties for dealing with frivolous or vexatious complaints. The government supports that the Independent Assessor should be able to prosecute a person making a frivolous or vexatious complaint without reasonable excuse and that the prosecution of the offence should remain with the Magistrates Court as a summary offence. The government also supports the Independent Assessor having a process for identifying and preventing multiple frivolous or vexatious complaints by adding the complainant to a register of frivolous/vexatious complainants.

Chapter/topic	Recommendation	Queensland Government response
Assessment, investigation and hearing of complaints **(Independent Assessor)**	**4.8 Council must be informed of complaint** – On assessing a complaint about a councillor, the Independent Assessor should notify the relevant council about the complaint.	The government **supports in principle** the council being informed of a complaint at the appropriate time. However, there are some complaints where the council should not be informed until the investigation has been completed (e.g. where corrupt conduct is being investigated by the CCC).
Assessment, investigation and hearing of complaints **(Independent Assessor)**	**4.9 Investigative powers of the Independent Assessor** – The Independent Assessor be given the same powers as an investigator is given in section 214 of the LG Act, subject to the same requirements of section 213 to provide natural justice.	The government **does not support** the Independent Assessor being able to require a person to attend a hearing under section 214 of the LG Act. Section 214 is about requiring witnesses to attend full hearings before the CCT (i.e. similar to a subpoena to appear before a court hearing). It would be more appropriate for the Independent Assessor to have investigatory powers, such as the power to require a person to attend and answer questions at a nominated time/place. Consequently, the Department of Infrastructure, Local Government Planning (DILGP) will investigate methods of ensuring that the Independent Assessor has sufficient investigative powers to carry out its functions, which are aligned with the investigatory powers of other investigators.
Assessment, investigation and hearing of complaints **(Independent Assessor)**	**4.10 Independent Assessor may initiate investigations** – The Independent Assessor may initiate own-motion investigations of councillor conduct if sufficient cause arises during the course of another investigation, or if the Independent Assessor considers it in the public interest to do so.	The government **supports** the Independent Assessor having the power to initiate an investigation or make a preliminary assessment without having received a formal complaint.
Assessment, investigation and hearing of complaints **(Independent Assessor)**	**4.11 Independent Assessor may initiate investigations** – The Tribunal may provide the Independent Assessor with information about a councillor's conduct that the Tribunal considers should be brought to the attention of the Independent Assessor for possible investigation by the Independent Assessor.	The government **supports** the CCT being able to share information and intelligence about possible inappropriate conduct, misconduct or corrupt conduct with the Independent Assessor, subject to appropriate protections.

Chapter/topic	Recommendation	Queensland Government response
Assessment, investigation and hearing of complaints **(Independent Assessor)**	**4.12 Functions of the Independent Assessor** – The Independent Assessor be given a statutory guarantee of independence in relation to decision-making and: • be responsible for assessing whether complaints against councillors are trivial, vexatious or frivolous – or for another reason, should be dismissed • refer corruption complaints to the CCC, and investigate such complaints that are referred back by the CCC • investigate allegations of inappropriate conduct and misconduct, being armed with appropriate powers to do so • be able to initiate investigations into possible misconduct • have an appropriate complaints management system, including provision for internal review of decisions • refer allegations of inappropriate conduct to councils • prosecute allegations of misconduct.	The government **supports** the Independent Assessor being a statutory office, which reports directly to the relevant Minister. The government broadly supports the proposed functions, noting that legislative amendments will incorporate provisions appropriate for the Independent Assessor to carry out its functions.
Inappropriate conduct **(Administration and governance)**	**5.1 Codes of Conduct and meeting procedure** – There should be a uniform, mandatory Code of Conduct for local government councillors in Queensland and a model code of meeting procedure.	The government **supports** the development of a Code of Conduct and model meeting procedures, but will determine, during the development of the Code, whether it can be uniform across all councils. The government also supports continued breaches (i.e. three breaches within a 12 month period) of the Code of Conduct being defined as misconduct, which will be referred by the Independent Assessor to the CCT to deal with and impose potentially more serious penalties.
Inappropriate conduct **(Administration and governance)**	**5.2 Codes of Conduct and meeting procedure** – A Code of Conduct should be developed by the LGLG and approved by the Minister.	The government **supports in principle** the development of a Code of Conduct, which would be prescribed by legislation. However, administratively, the Code would be developed by DILGP in consultation with the Local Government Liaison Group (LGLG).

Chapter/topic	Recommendation	Queensland Government response
Inappropriate conduct **(Administration and governance)**	**5.3 Codes of Conduct and meeting procedure** – Regulation 254 of the LG Reg, the declaration of office that s.169 of the LG Act requires councillors to make before assuming office, be amended to include a statement that the councillor will abide by the Code of Conduct.	The government **supports in principle** the Code of Conduct being prescribed by legislation and requiring councillors to make a declaration that they will abide by the Code of Conduct.
Inappropriate conduct **(Administration and governance)**	**5.4 Codes of Conduct and meeting procedure** – DILGP, LGAQ and LGMA should develop the model code of meeting procedure.	The government **supports in principle** the development of model meeting procedures. However, the model would be developed by DILGP in consultation with Local Government Association of Queensland (LGAQ) and Local Government Managers Australia (LGMA), as it would need to be approved by the Director-General of DILGP.
Inappropriate conduct **(Administration and governance)**	**5.5 Codes of Conduct and meeting procedure** – Councils be required to adopt meeting standing orders, based on the model code of meeting procedure.	The government **supports in principle** the development of model meeting procedures. However, to allow for flexibility with councils of different sizes and compositions, the government proposes requiring that councils either adopt the model meeting procedures, or adopt procedures that are consistent with them.
Inappropriate conduct **(Administration and governance)**	**5.6 Breaches of codes in a meeting are not inappropriate conduct** – Breaches of a meeting code or Code of Conduct in a meeting should not be classified as inappropriate conduct. Such conduct breaches should be dealt with immediately by the chair of the meeting (council or committee) who, as appropriate, should be able to require a withdrawal (of words said), an apology (for what had been said or done), or to remove the offending councillor from the remainder of the council or committee meeting.	The government **supports in principle** that breaches of the codes be dealt with immediately in a manner similar to the role of the Speaker in Parliament. However, DILGP will consult further about how this would interact with the definition of 'inappropriate conduct' as there may need to be some follow up action if the breach of conduct is not dealt with in the meeting.
Inappropriate conduct **(Administration and governance)**	**5.7 Repeated contrary conduct in meetings** – A council may determine that a councillor's serious or repeated contrary conduct in meetings or committee meetings should be treated as inappropriate conduct and dealt with as such.	The government **supports** that serious or repeated breaches of conduct in meetings be dealt with as inappropriate conduct. This recommendation would need to be addressed in conjunction with the response to recommendations 5.6 and 5.8.

Chapter/topic	Recommendation	Queensland Government response
Inappropriate conduct **(Administration and governance)**	**5.8 Definition of inappropriate conduct extended** – The definition of 'inappropriate conduct' in section 176(4) of the LG Act be amended as follows: • The two examples (a) and (b) be deleted and in their place be inserted: (a) serious or repeated conduct contrary to the code of conduct or meeting practice in formal council or committee meetings (b) a failure by the councillor to comply with a direction to leave a meeting of the local government or its committees by the chairperson presiding at the meeting (c) failure to comply with the council's other policies, codes or resolutions (d) offensive or disorderly behaviour as a councillor that happens outside formal council meetings (e) failure to work respectfully and constructively with other councillors or staff (f) exerting or attempting to exert inappropriate influence over staff (g) repeated unreasonable requests for information (contrary to council guidelines); or (h) exercising or purporting to exercise an unauthorised power, duty or function.	The government **supports in principle** changing the definition of 'inappropriate conduct' to include breaches of the Code of Conduct. However, the government does not support the addition of paragraphs (f) and (h), as these aspects of the definition are covered by the definition of 'corrupt conduct' and must be referred to the CCC.

Chapter/topic	Recommendation	Queensland Government response
Inappropriate conduct **(Administration and governance)**	**5.9 Council to determine inappropriate conduct and may obtain advice** – Section 181 of the LG Act be deleted and, in its place, the new section 181 should recognise: • That complaints about inappropriate conduct are to be determined by the council. • • That the council may seek advice from a council Conduct Advisory Committee established under the LG Reg or from a member of the Tribunal selected by the President of the Tribunal. • That councils consider the formation of a Conduct Advisory Committee to provide it with advice, when requested by the council, when an inappropriate conduct complaint against a councillor has to be determined by the council. • A councillor whose conduct is being considered must cooperate with the council, the committee or the Tribunal member. Failure to do so could result in a misconduct complaint.	The government **supports in principle** that complaints about inappropriate conduct (other than conduct within a meeting) be determined by council. However, the government also supports that a council can resolve to delegate its decision-making powers, in respect to inappropriate conduct, to either the Mayor or an appropriate committee of the council. The government also supports that a council should be able to seek advice from any person or entity it considers necessary, including an advisory committee established by the council. Conduct within a meeting will be dealt with in accordance with the response to recommendation 5.6.

Chapter/topic	Recommendation	Queensland Government response
Inappropriate conduct **(Definition of inappropriate conduct)**	**5.10 Possible disciplinary orders for inappropriate conduct** – That the council, if it decides to take disciplinary action against the councillor, may make one or more of the following orders that it considers appropriate in the circumstances: • Censure of the councillor. • Formal reprimand. • Requirement for an apology. • Mandatory training or counselling. • Councillor to be excluded for up to two meetings of the council. • Councillor removed from any position representing the council, and not to chair or attend committees or other specified meetings for up to two months. • Payment of costs attributed to the actions of the councillor. • An order that any repeat of the inappropriate conduct be referred to the Tribunal as misconduct. Where an order is made that the councillor be excluded from council meetings, such absence shall not trigger a vacancy under section 162(1)(e) of the LG Act.	The government **supports in principle** that the council be able to make orders in responding to inappropriate conduct. However, the government's position is that, excluding the councillor for up to two meetings of the council is a serious consequence for inappropriate conduct and could lead to abuse of process and failure of representative democracy. Consequently, the government would support this being considered as a misconduct consequence because the CCT process would include a right of appeal.
Inappropriate conduct **(Definition of inappropriate conduct)**	**5.11 Non-compliance with orders** – Councillors against whom a complaint of inappropriate conduct has been upheld may not participate in council or committee meetings until any disciplinary order imposed has been paid or otherwise discharged. Section 162 of the LG Act (when a councillor's office becomes vacant) would apply in relation to such resulting non-attendance.	The government **does not support** this recommendation because the penalty seems excessive compared with the degree of non-compliance. The government supports there being a penalty for non-compliance, but suggests that non-compliance should amount to misconduct and be dealt with by the CCT.

Chapter/topic	Recommendation	Queensland Government response
Inappropriate conduct **(Definition of conduct types)**	**5.12(1) Non-compliance with orders** – That section 153 of the LG Act (qualifications of councillors) be amended to disqualify for four years a person who, as a result of their failure to comply with an order of the council following a finding of inappropriate conduct, has ceased to be a councillor as a result of the operation of section 162(1)(e) of the LG Act.	The government **does not support** this recommendation because the penalty seems excessive compared with the degree of non-compliance. The government supports there being a penalty for non-compliance, but suggests that non-compliance should amount to misconduct and be dealt with by the CCT.
Inappropriate conduct **(Administration and governance)**	**5.12(2) Councils to have process for dealing with inappropriate conduct complaints** – Councils develop and include a process for dealing with inappropriate conduct in their complaints management system. This should be in accordance with the principles of natural justice.	The government **supports** that councils should develop and comply with a process for dealing with inappropriate conduct.
Inappropriate conduct **(Independent Assessor)**	**5.13 Role of Independent Assessor referring inappropriate conduct complaints to council** – The Independent Assessor, when referring a complaint about inappropriate conduct to the council, should indicate how serious the inappropriate conduct might be, whether any further information needed to be obtained before the complaint could be dealt with, and whether mediation might be appropriate and by whom. The Independent Assessor should also recommend to the council whether it should deal with the matter itself, refer it for advice to its Conduct Advisory Committee, or refer it for advice (and possible further investigation) to a Tribunal member.	The government **supports** the Independent Assessor being able to advise council on how a matter should be dealt with. The council should follow this advice, or specify, in its resolution about the decision, why the advice was not followed.
Inappropriate conduct **(Administration and governance)**	**5.14 Costs of Tribunal member** – Where councils elect to use a Tribunal member to investigate and make recommendations about a complaint of inappropriate conduct, the council should pay the member's costs.	The government **supports** that council pays the costs of using the services of a CCT member in investigating and considering inappropriate conduct.

Chapter/topic	Recommendation	Queensland Government response
Inappropriate conduct **(Administration and governance)**	**5.15 Possible appeal system** – Twelve months after the proposed system commences, the LGLG should review the way councils have been adjudicating inappropriate behaviour matters with a view of determining whether it is necessary and desirable to introduce an appeal system, such as that described in this report.	The government **supports** a review after 12 months, but notes that this would ultimately be a matter for the LGLG, as a whole, to determine their priorities.
Misconduct **(Definition of conduct types)**	**6.1 Extended definition of misconduct** – The definition of misconduct [section. 176(3)(b) of the LG Act] should encompass: (i) the performance of the councillor's responsibilities, or the exercise of the councillor's powers, in a way that is not honest or is not impartial (ii) a breach of the trust placed in the councillor (iii) a misuse of information or material acquired in or in connection with the performance of the councillor's responsibilities, whether the misuse is for the benefit of the councillor or someone else (iv) unauthorised use of council staff or resources for private purposes (v) use of information obtained as a councillor to the financial detriment of the council or the public interest (vi) failure to cooperate with the council, Conduct Advisory Committee or Tribunal delegate during inappropriate conduct proceedings or to comply fully with a penalty for inappropriate conduct (vii) third or subsequent finding of inappropriate conduct during council term (viii) bullying or harassment (ix) failure to declare and resolve conflict of interest at a meeting in a transparent and accountable way (x) seeking gifts or benefits of any kind (xi) improper direction or attempted direction of staff (xii) deliberate release of confidential information.	The government **supports in principle** changing the definition of 'misconduct'. The government supports a definition of misconduct that allows for allegations of 'corrupt conduct' under of the *Crime and Corruption Act 2001* (CC Act) that are referred by the CCC to the Independent Assessor to be dealt with as misconduct, if appropriate. Any complaint that a public official reasonably suspects involves, or may involve, corrupt conduct must be referred to the CCC. The government supports that the Independent Assessor and the CCT should be able to respond to matters that are corrupt conduct but not sufficiently serious to warrant a full CCC investigation. In these circumstances, the CCC may still direct or monitor the investigation. In relation to (ix), the government will further investigate ways of ensuring conflicts of interest at a meeting are dealt with in a transparent and accountable way.

Chapter/topic	Recommendation	Queensland Government response
Misconduct **(Definition of conduct types)**	**6.2 LG Act offences are also misconduct** – A further clause should be added to section 176(3) of the LG Act to provide that an offence against sections 171(1), 171A(2) and (3), 171B(2), 172(5) and 176C(8) may be dealt with as misconduct.	The government **partially supports** this recommendation, as the definition of misconduct may be sufficient to include conduct potentially captured by these offences. The government supports the CCC's jurisdiction over corrupt conduct being maintained and that conduct, which would ordinarily constitute corrupt conduct, being notified to the CCC. A person who is convicted of any of these offences [apart from section 176C(8)] is disqualified from being a councillor for a period of four years, therefore it is imperative that a decision to deal with such conduct as misconduct, instead of by way of criminal prosecution, only be made after proper consultation with the CCC.
Misconduct **(Definition of conduct types)**	**6.3 Complaints against former councillors** – Section 176A of the LG Act (application to former councillors) should be amended to provide that a complaint has to be made within six months of the person ceasing to be a councillor.	The government **supports in principle** amending the processes for dealing with complaints against former councillors. The government does not support imposing a blanket time limitation on when a complaint may be made, as complaints about serious conduct issues, such as misconduct or corrupt conduct, might warrant investigation – even if they come to light sometime after the person ceases to be a councillor. However, the Independent Assessor should have the power to take no further action in relation to an allegation against a former councillor if it is not in the public interest or a justifiable use of public resources.

Chapter/topic	Recommendation	Queensland Government response
Misconduct **(Definition of conduct types)**	**6.4 Penalties for misconduct** – Section 180 of the LG Act be amended to provide the following penalties for misconduct: One or more of the following: • Mandatory training or counselling. • An order that the councillor reimburse the local government and/or pay up to 50 penalty units. • An order that a councillor may not remain as or become deputy mayor or a committee chair for the remainder of the term. • Councillor to be excluded for up to three meetings of the council. • Councillor removed from any position representing the council for a period of up to three months. • Councillor not to attend committees and/or other specified meetings for a period of up to three months • An order suspending the councillor (without pay) for a period of up to three months. • A recommendation to the Minister that the councillor be suspended for more than three months and up to six months (without pay) or dismissed. • A recommendation that DILGP prosecute the councillor for an offence under the LG Act. Where an order is made that the councillor be excluded from council meetings, such absence shall not trigger a vacancy under section 162(1)(e) of the LG Act.	The government **supports in principle** providing for a range of penalties for breaches of conduct that amount to misconduct. However, the government does not support the CCT making an order suspending the councillor (without pay) for a period of up to three months, as suspension from office is a power that should only be exercised by the Governor in Council based on a recommendation of the Minister. See also the government's response to recommendation 9.1 regarding the prosecution of offences. In addition, see the government's response to recommendations 6.5 and 6.6. The CCT could order that a councillor be excluded from council meetings or recommend that a councillor be suspended or dismissed due to wilful noncompliance with an order. The CCT should also be able to order that a councillor apologise or be subject to an official reprimand. The government **supports** the recommendation that an order for exclusion of a councillor should not trigger a vacancy under section 162(1)(e) of the LG Act. During drafting of the legislation, the government may consider additional options for inclusion as an appropriate penalty.

Chapter/topic	Recommendation	Queensland Government response
Misconduct **(Definition of conduct types)**	**6.5 Non-compliance with orders** – A councillor, who is the subject of an order by the CCT in relation to a misconduct finding, may not attend a council meeting until such time as the councillor has complied fully with the order. Section 162 of the LG Act (when a councillor's office becomes vacant) would apply in relation to such resulting non-attendance.	The government **does not support** this recommendation because an automatic exclusion seems excessive compared with the degree of non-compliance. The government proposes that non-compliance with an order would be misconduct and could result in a more serious order being applied by the CCT for the non-compliance.
Misconduct **(Definition of conduct types)**	**6.6 Non-compliance with orders** – Section 153 of the LG Act (qualifications of councillors) be amended to disqualify, for seven years, a person who, as a result of their failure to comply with an order of the Tribunal following a finding of misconduct, has ceased to be a councillor as a result of the operation of section 162(1)(e) of the LG Act.	The government **does not support** this recommendation because an automatic disqualification seems excessive compared with the degree of non-compliance. The government proposes that non-compliance with an order would be misconduct and could result in a more serious order being applied by the CCT for the non-compliance.
Corrupt conduct **(Independent Assessor)**	**7.1 Independent Assessor's role in corruption complaints** – The LG Act be amended to deem the Independent Assessor to be the holder of an appointment in a unit of public administration for the purposes of the *Crime and Corruption Act 2001* (CC Act), and that such complaints about corruption, that the CCC would otherwise have directed back to DILGP or to councils, should be sent instead to the Independent Assessor.	The government **supports** the Independent Assessor being the assessor and investigator of complaints and that the interaction of the CCC with councillor complaints be through the Independent Assessor and not the Director-General of DILGP.
Corrupt conduct **(Independent Assessor)**	**7.2 Independent Assessor's role in corruption complaints** – Section 182(2) of the LG Act be amended to substitute the Independent Assessor for the department's chief executive as the public official dealing with corruption complaints.	The government **supports** the Independent Assessor being the public official who works with the CCC on councillor complaints and not the Director-General of DILGP.

Chapter/topic	Recommendation	Queensland Government response
Election issues **(Administration and governance)**	**8.1 Complainant must not publicise complaint during election caretaker period** – The LG Act be amended to provide that, during the local government caretaker period before an election, it is an offence for a person who has made a complaint alleging inappropriate conduct, misconduct or corrupt conduct of a councillor or candidate for election, or an associate of the complainant, to disclose information that the complaint has been made, or disclose any detail of the complaint. The CCT has jurisdiction to hear a complaint under this section and may impose a penalty of up to 50 penalty units.	The government **will consider** this recommendation as part of its broader consideration of the CCC's report, *Publicising allegations of corrupt conduct: Is it in the public interest?* (the CCC report). The CCC report recommended that the CC Act be amended to make it an offence for any person to publicise allegations of corrupt conduct against a councillor or candidate during a local government election period. The CCC's proposal is still currently under consideration.
Election issues **(Independent Assessor)**	**8.2 Offence to give false information to Independent Assessor** – Section 234 (1)(f) (false or misleading information) of the LG Act be amended to substitute 'Independent Assessor' for 'a regional conduct review panel'. The CCT has jurisdiction to hear a complaint under this section and may impose a penalty of up to 50 penalty units.	The government **supports in principle** changing the offence to refer to the Independent Assessor. However, any prosecution should be considered by a court of relevant jurisdiction.
Offences in the Act **(Independent Assessor)**	**9.1 Recommendations for prosecution of offences** – Both the Independent Assessor and the Tribunal have the power to make recommendations to DILGP that a councillor or former councillor be prosecuted for an offence under the LG Act.	The government **does not support** this recommendation. However, the government supports prosecutions being made by the Independent Assessor rather than the Independent Assessor and CCT referring matters to the department for prosecution. As the investigating body, the Independent Assessor should have sufficient authority to bring any prosecutions.
Offences in the Act **(Definition of conduct types)**	**9.2 Misuse of information offence** – Section 171(1) of the LG Act be amended to read: A person who is, or has been, a councillor must not use information that was acquired as a councillor to gain, directly or indirectly, a financial advantage for the person or someone else. Maximum penalty—100 penalty units or two years imprisonment.	The government **does not support** this recommendation because it would remove the offence that a councillor must not use privileged information to cause detriment to the local government.

Chapter/topic	Recommendation	Queensland Government response
Offences in the Act **(Definition of conduct types)**	**9.3 Additional misconduct offence** – The definition of misconduct in section 176(3)(b) of the LG Act be amended to include: Cause financial detriment to the local government.	The government **does not support** this recommendation because a councillor using privileged information to cause detriment to the local government is a serious matter and should be an offence and not merely misconduct.
Natural justice, procedural fairness and confidentiality **(Councillor Conduct Tribunal)**	**10.1 Procedural rules** – Section 213(3) of the LG Act, requiring review panels and the tribunal to comply with any procedural rules prescribed under a regulation, be retained. One year after the proposed CCT commences, its President should consider whether to recommend to the Minister the adoption of a regulation prescribing procedural rules for the CCT.	The government **partially supports** this recommendation as it supports retaining section 213(3) of the LG Act. However, there should be no restriction on the procedural rules being prescribed by a regulation. In addition, the government considers that the President should have discretion as to how and when he/she considers recommending to the relevant Minister that procedural rules be prescribed.
Natural justice, procedural fairness and confidentiality **(Councillor Conduct Tribunal)**	**10.2 Legal representation** – Section 213(2)(c) of the LG Act, giving the regional conduct review panels and tribunal power to refuse to allow a person to be represented by a legal practitioner be amended to read: Where it considers it desirable to do so in the interests of justice, may allow a person to be attended by a legal practitioner.	The government **supports in principle** allowing legal representation only where the CCT considers it desirable, but specific drafting of the provision will be guided by similar provisions included in other Queensland Government legislation.
Natural justice, procedural fairness and confidentiality **(Councillor Conduct Tribunal)**	**10.3 Standard of proof** – Section 179(5) of the LG Act, which establishes that the standard of proof in misconduct hearing is the balance of probabilities, be retained.	The government **supports** retaining section 179(5) of the LG Act.
Natural justice, procedural fairness and confidentiality **(Councillor Conduct Tribunal)**	**10.4 Reasons** – Section 179(6) of the LG Act, that requires the panel or tribunal to keep a written record of the hearing, be amended to add: (c) the reasons for its decision.	The government **supports in principle** requiring the CCT to keep reasons for its decision, however specific drafting of the provision will be guided by similar provisions included in other Queensland Government legislation.

Chapter/topic	Recommendation	Queensland Government response
Natural justice, procedural fairness and confidentiality **(Councillor Conduct Tribunal)**	**10.5 Appeals** – The provisions of the LG Act limiting appeals, be amended to permit appeals to the District Court for decisions of the proposed Tribunal on misconduct matters on questions of law only, and for jurisdictional error.	The government **supports in principle** allowing for an appeal against a decision of the CCT. However, the government **supports** that an appeal should also be permitted on the merits of the matter and not just on a question of law or jurisdictional error. An appropriate body to conduct reviews and appeals will be identified.
Natural justice, procedural fairness and confidentiality **(Councillor Conduct Tribunal)**	**10.6 Councillor as complainant** – That subsections 177A(4)(5) and (6), which require a complainant who is also a councillor to appear before the panel or tribunal to confirm the complaint, be deleted as several other recommendations of the Panel will make it redundant.	The government **supports in principle** making consequential amendments to remove obsolete and redundant provisions.
Role of the Minister and the department **(Administration and governance)**	**11.1 Local Government Liaison Group** – DILGP establish the Local Government Liaison Group to coordinate the provision of advice for local government councillors on the interpretation of relevant legislative provisions, and to provide assistance and training in areas such as declarations of interests, declarations of material interests and conflicts of interest. The group should provide advice to the Minister, through DILGP, on governance issues such as the proposed Code of Conduct. And it should include the CCC, the Ombudsman, the Auditor-General and the Independent Assessor, together with the LGAQ and the LGMA.	The government **supports** establishing the LGLG as an administrative action.
Reconstituting the complaints authorities **(Councillor Conduct Tribunal)**	**12.1 Local Government Conduct Tribunal** – the functions of the Local Government Remuneration and Discipline Tribunal and the regional conduct review panels be transferred to the proposed CCT.	The government **supports** reconstituting the Local Government Remuneration and Discipline Tribunal as the CCT and removing the need for the regional conduct review panels. However, see the government's response to recommendations 12.2 and 12.4.

Chapter/topic	Recommendation	Queensland Government response
Reconstituting the complaints authorities **(Councillor Conduct Tribunal)**	**12.2 Councillor Conduct Authority** – The Local Government Remuneration and Discipline Tribunal be reconstituted as the Councillor Conduct Authority with the Councillor Conduct Tribunal as one of its two constituent parts, the other being the Independent Assessor.	The government **supports in principle** the reconstitution of the Local Government Remuneration and Discipline Tribunal as the CCT. However, the creation of a new statutory authority is not required to achieve this objective.
Reconstituting the complaints authorities **(Independent Assessor)**	**12.3 Authority's chief executive** – The Independent Assessor be the chief executive officer of the Councillor Conduct Authority.	The government **supports in principle** the creation of a statutory role for the Independent Assessor, reporting directly to the relevant Minister. However, the creation of a new statutory authority is not required to achieve this objective.
Reconstituting the complaints authorities **(Councillor Conduct Tribunal)**	**12.4 Transfer of tribunal's responsibilities** – The former tribunal's responsibilities for establishing categories of local governments and deciding to which category each local government belongs, be transferred to DILGP, and its responsibility for deciding the remuneration that is payable to the mayors, deputy mayors and councillors be transferred to the Queensland Independent Remuneration Tribunal (QIRT).	The government **partially supports** this recommendation as it supports the responsibility for deciding remuneration being separated from the disciplinary function of the CCT. However, the government will consult further about the appropriate body to determine the remuneration of local government councillors.
Reconstituting the complaints authorities **(Independent Assessor)**	**12.5 Statutory appointment of Independent Assessor and Tribunal President** The Independent Assessor and the President of the new Tribunal be statutory appointments, and that both should be appointed for fixed-terms of up to five years. Other sessional members of the Tribunal be appointed for three year terms by the Minister, on the recommendation of the President of the Tribunal.	The government **partially supports** this recommendation as it supports the appointment of the Independent Assessor and CCT members as statutory appointments, but all significant appointments should be approved by the Governor in Council, not by the Minister.

Chapter/topic	Recommendation	Queensland Government response
Reconstituting the complaints authorities **(Councillor Conduct Tribunal)**	**12.6 Qualifications of Tribunal members** – A person who is to be appointed to the Tribunal must have extensive knowledge of, and experience in, one or more of the following: • Local government. • Investigations. • Law. • Public administration. • Public sector ethics. • Public finance.	The government **supports** the requirement for certain qualifications for CCT members.
Reconstituting the complaints authorities **(Councillor Conduct Tribunal)**	**12.7 Rules for Tribunal** – The president should draw up and publish on the website the rules governing the way Tribunal hearings are conducted.	The government **supports** the publication of practice directions to govern how CCT hearings are conducted.
Reconstituting the complaints authorities **(Independent Assessor)**	**12.8 Independent Assessor's decisions about councillors to be published** – Section 181A of the LG Act (records about complaints) be amended to provide in sub-section (1) that the section also concerns complaints received by the Independent Assessor that are referred to the council to be dealt with as inappropriate conduct and relevant misconduct decisions by the proposed Tribunal.	The government **supports in principle** publication of decisions subject to appropriate protections.
Reconstituting the complaints authorities **(Administration and governance)**	**12.9 CEOs must publish disciplinary decisions** – Section 181A(2)(a) of the LG Act (records about complaints) be amended by substituting 'and' for 'or'.	The government **supports in principle** publication of decisions.
Reconstituting the complaints authorities **(Councillor Conduct Tribunal)**	**12.10 Authority to publish complaints decisions on website** – The CCA establish a website where all the Tribunal's decisions, and the reasons for them, are published and where decisions of councils concerning inappropriate conduct are also published. Decisions by the Independent Assessor dismissing complaints that are trivial, vexatious etc. should also be published in summary form.	The government **supports in principle** the publication of the CCT's decisions, subject to appropriate protections and provided those decisions are not subject to confidentiality due to an overlap with an ongoing investigation by the CCC. The government considers that councils should be responsible for publishing their own decisions, but the CCT website could link to the council decisions.

Chapter/topic	Recommendation	Queensland Government response
Reconstituting the complaints authorities **(Administration and governance)**	**12.11 Authority to publish complaints decisions on website** – The publication of information about new councillor complaints should be suspended during the caretaker period before a council election.	The government **will consider** this recommendation as part of its broader consideration of the CCC's report. The CCC report recommended that the CC Act be amended to make it an offence for any person to publicise allegations of corrupt conduct against a councillor or candidate during a local government election period. The CCC's proposal is still currently under consideration.
Reconstituting the complaints authorities **(Brisbane City Council)**	**12.12 Brisbane City Council** – The disciplinary system provided for in the *City of Brisbane Act 2010* be aligned with that proposed for the LG Act.	The Queensland Government **supports in principle** the systems being aligned between the two Acts, but proposes that changes be made to the LG Act in the first instance and the system be rolled out to the City of Brisbane Act within six months if, after review and consultation with Brisbane City Council, this is desirable.

Abbreviations:

CC Act = *Crime and Corruption Act 2001*

CCC = Crime and Corruption Commission

CCT = Councillor Conduct Tribunal

DILGP = Department of Infrastructure, Local Government and Planning

LG Act = *Local Government Act 2009*

LGAQ = Local Government Association of Queensland

LGLG = Local Government Liaison Group

LGMA = Local Government Managers Australia

QIRT = Queensland Independent Remuneration Tribunal

COUNCILLOR COMPLAINTS REVIEW

A fair, effective and efficient framework

REPORT BY THE INDEPENDENT COUNCILLOR COMPLAINTS REVIEW PANEL

DR DAVID SOLOMON AM | NOEL PLAYFORD OAM | GARY KELLAR PSM

January 2017



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CONTENTS

About the Councillor Complaints Review Panel 7
List of terms 8
Chapter 1 A fair, effective and efficient framework 9
Framework Highlights 9
Goal 9
An improved model 9
Strategic directions 9
Discussion of key elements 10
Summary of components 14
Chapter 2 Current policy and legislative framework 18
Principles and standards of conduct 18
Setting standards 19
Registers of interests 20
New audit requirements 20
Disciplinary matters 20
Processing complaints 21
Making a complaint 21
Timeframes 21
Preliminary assessments 21
Inappropriate conduct 22
Misconduct 22
Disciplinary orders 22
Corrupt conduct 23
Brisbane City Council 23
Role of the Crime and Corruption Commission 23
Role of the Ombudsman 23
Role of the Minister 23
Chapter 3 Background, terms of reference and methodology 25
Issues 25
Stage 1 25
Stage 2 27
Stage 3 27
Analysis of data 27

Chapter 4 Making complaints, assessment, investigation and hearing 29
The role of the council CEO 29
The Ombudsman 30
The way in which a complaint is made 31
Anonymity 33
Frivolous or vexatious complaints 34
Duty to inform council 36
Investigations 36
Prosecutions 39
Chapter 5 Inappropriate conduct 41
Behaviour in council and committee meetings 41
Codes of conduct 42
Other conduct breaches 43
Disciplinary orders for inappropriate conduct 43
Adjudicator for inappropriate conduct 44
Review 45
Chapter 6 Misconduct 48
Defining misconduct 49
Temporal limitations on misconduct 50
Disciplinary orders for misconduct 51
Adjudicator for misconduct 52
Prosecution of misconduct complaints 53
Chapter 7 Corrupt conduct 55
Chapter 8 Election issues 56
Publicising allegations 57
Donations and campaign funds 59
Chapter 9 Offences in the Act 60
Chapter 10 Natural justice, procedural fairness and confidentiality 63
Hearings 63
Legal representation 64
Standard of proof 65
Reasons 65
Appeals 66
Natural justice for complainants 67
Protection against reprisals 68
Confidentiality and publicity 69

Chapter 11 Role of the Minister and the department 71
Monitoring performance 71
Advice and education 72
Local Government Liaison Group 74
Chapter 12 Reconstituting the complaints authorities 75
Composition of the Tribunal 75
The office of the Independent Assessor 78
Publication of Tribunal and council disciplinary decisions 79
Timelines 80
Brisbane City Council's complaints system 81
Cost effectiveness 82
Appendix 1—Recommendations 84
Appendix 2—Panel terms of reference 93
Appendix 3—Summary of complaints data 100
Appendix 4—Ideas and lessons from other states 104
Appendix 5—Brisbane City Council disciplinary system 112
Appendix 6—Proposed councillor complaints process 118
Appendix 7—Draft code of conduct 121
Appendix 8—Legislation 124

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As always in such reviews, the gathering of information, its analysis and discernment for meaningful conclusions can only be achieved with the effective cooperation of stakeholders, which in this case included Queensland and interstate government departments and agencies, elected local government officials, council management and staff, private individuals and community groups, and local government peak bodies and professional associations.

The willingness of these contributors to provide access to relevant material, to offer candid insights into current practices and informed suggestions for improvement is gratefully acknowledged and appreciated.

In particular the Panel owes its thanks to Graham Sansom, Adjunct Professor, University of Technology Sydney for his invaluable research on interstate models, preparation of the Discussion Paper, and learned input into the Panel's deliberations on good governance practice as well as this report.

Special thanks also go to the Department of Infrastructure, Local Government and Planning for resourcing the Panel's administrative needs. The unfailing support of Project Manager Ms Anita Kapernick was critical to the processing and analysis of the wide range of submissions received as well as to the expeditious compilation of the review documentation and is greatly appreciated.

30 January 2017

The Honourable Jackie Trad MP
Deputy Premier, Minister for Infrastructure,
Local Government and Planning
PO Box 15009
CITY EAST QLD 4002

Dear Deputy Premier

On 21 April 2016, you announced our appointment as an independent panel to review the councillor conduct and complaints policy and process. The review was to 'examine the statutory provisions relating to complaints to assess the effectiveness of the current legislative and policy framework and make recommendations about policy, legislative and operational changes required to improve the system of dealing with complaints about councillors' conduct.'

Having completed the review we now provide you with our report. It includes our recommendations for changes in the system of dealing with complaints about councillors' conduct and our reasons for proposing them.

Yours sincerely

David Solomon AM
Chair

Noel Playford OAM

Gary Kellar PSM

Level 12, 1 William Street
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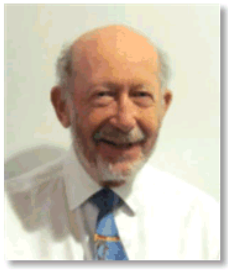
ABOUT THE COUNCILLOR COMPLAINTS REVIEW PANEL



David Solomon AM, B.A., Ll.B. (Hons), Litt. D. (ANU) D. Univ. (Griffith) was a political and legal journalist in Canberra for 29 years until he was appointed Chair of the Electoral and Administrative Review Commission (EARC) in 1992. When EARC was abolished he became a contributing editor with the *Courier-Mail*. On his retirement he chaired an inquiry into Freedom of Information that resulted in the enactment of the *Queensland Right to Information Act 2009*. He was the Queensland Integrity Commissioner for five years from 2009-14. He has written and co-authored 11 books on government, politics, the High Court and constitutional law, including *Making of an Australian Prime Minister* (with Laurie Oakes in 1973), *Australia's Government and Parliament* (1973), *Elect the Governor-General!* (1976) and *The Political High Court* (1999). He is an Adjunct Professor at the University of Queensland.



Gary Kellar PSM has had a long and successful career in Queensland local government, beginning with 15 years fulfilling various roles within the Department of Local Government before taking up the position of Chief Executive Officer at Logan City Council, where he led that Council's organisation for over 25 years. Established as a dedicated professional with a strong academic and practical outlook, Gary has served on a wide range of government and professional working groups and committees in developing legislative and practice frameworks for local government.

Since 2005 Gary has conducted a successful management consulting business with local government as its primary client base. His long association with Local Government Managers Australia (Queensland), including his tenure as a past president, provides a solid foundation for his appointment to the Panel.



Noel Playford OAM has been involved with Queensland local government for over 30 years following his election as a councillor in 1982. Since then he has spent ten years as a councillor and 11 years as Mayor of Noosa. He has frequently represented local government interests as a member of ministerial and inter-governmental working groups, and was president of the Local Government Association of Queensland from 2000 until he stood down from Noosa Council in 2004. He later returned as Mayor of Noosa for two years to oversee the re-establishment of Noosa Council following its successful de-amalgamation in 2013.

Although Noel is no longer an elected member, he continues his long association with local government in his role as Chair of Local Government Mutual Services, which provides liability cover, asset protection and workers' compensation to local government throughout Queensland.

LIST OF TERMS

BCC	Brisbane City Council
CCRP	Brisbane City Council's Councillor Conduct Review Panel
CEO	Chief Executive Officer of a council
CoBA	*City of Brisbane Act 2010*
CAC	Conduct Advisory Committee
the Panel	Councillor Complaints Review Panel
CCA	Councillor Conduct Authority
the Tribunal	Councillor Conduct Tribunal: the new reconstituted Tribunal
CC Act	*Crime and Corruption Act 2001*
CCC	Crime and Corruption Commission
COI	conflict of interest
the Department	Department of Infrastructure, Local Government, and Planning
EARC	Electoral and Administrative Review Commission
FTEs	full-time equivalents
ICAC	Independent Commission Against Corruption
the tribunal	Local Government Remuneration and Discipline Tribunal
LG Act	*Local Government Act 2009*
LG Reg	Local Government Regulation 2012
LGAQ	Local Government Association of Queensland
LGLG	Local Government Liaison Group
LGMA	Local Government Managers Australia (Queensland)
MP	members of parliament
MPI	material personal interest
Ombudsman Act	Ombudsman Act 2001
PID	public interest disclosure
PID Act	*Public Interest Disclosure Act 2010*
RCRP	Regional Conduct Review Panel
OLG	State Office of Local Government
VCAT	Victorian Civil and Administrative Tribunal

CHAPTER 1
A FAIR, EFFECTIVE AND EFFICIENT FRAMEWORK

FRAMEWORK HIGHLIGHTS

Goal

A streamlined complaints system that is fairer, more efficient and more effective.

An improved model

- An independent Councillor Conduct Authority (CCA) containing both the office of the Independent Assessor to receive, categorise, investigate and if necessary prosecute complaints, and also a reconstituted Councillor Conduct Tribunal (the Tribunal) to determine misconduct matters.
- Inappropriate conduct matters to be determined by councils, although they may seek advice from a council-appointed Conduct Advisory Committee or a Tribunal member.
- More detailed definitions of misconduct and inappropriate conduct and more powers for the Tribunal and councils to impose appropriate penalties or orders.
- A mandatory uniform Code of Conduct for councillors and a model code of meetings procedures.
- The Department of Infrastructure, Local Government and Planning (the Department) to establish a Local Government Liaison Group (LGLG) to promote good governance and ethical conduct.

Strategic directions

- Create a new Independent Assessor to replace council chief executive officers (CEOs), mayors and the Department, in deciding whether a complaint about councillor conduct involves misconduct or inappropriate conduct, or should be treated as frivolous, vexatious, lacking in substance or is about another matter.
- Reduce the number of unwarranted or misdirected complaints by requiring complaints to be lodged on a standard form that collects essential basic information, defines clearly what may constitute a councillor conduct complaint, and provides advice on how other concerns can be handled in a different way.
- Devolve responsibility for handling complaints of inappropriate conduct to councils; subject to new procedures and safeguards.
- Merge the existing Regional Conduct Review Panels (RCRP) and the Local Government Remuneration and Discipline Tribunal (the tribunal) to form the new Tribunal – the current tribunal's remuneration function to be given to the Queensland Independent Remuneration Tribunal.
- Give the Independent Assessor power to speedily investigate complaints about councillor conduct (replacing the Department's role) and to prosecute complaints of substance before the Tribunal.
- Clarify the definitions of inappropriate conduct and misconduct.
- Expand the range of disciplinary orders and penalties for inappropriate conduct and misconduct available to councils and the new Tribunal.
- Increase natural justice and fairness for all concerned and introduce a limited right of appeal.
- Introduce a uniform state-wide Code of Conduct for councillors, plus a requirement for all councils to adopt a set of meeting procedures consistent with a model code of meeting procedure and the Code of Conduct.
- Retain the Department's role in prosecuting in the courts specific offences under the *Local Government Act 2009* (LG Act).
- Strengthen the role of the Department in promoting good governance and ethical conduct, and facilitate coordination amongst related agencies and entities by establishing a LGLG.

DISCUSSION OF KEY ELEMENTS

On 21 April 2016 the Deputy Premier and Minister for Infrastructure, Local Government and Planning and Minister for Trade and Investment, the Hon. Jackie Trad MP, announced the appointment of an independent Councillor Complaints Review Panel (the Panel) to review the arrangements for dealing with complaints about the conduct of local government councillors.

The Deputy Premier said:

> The review will examine the statutory provisions relating to complaints to assess the effectiveness of the current legislative and policy framework and make recommendations about policy, legislative and operational changes required to improve the system of dealing with complaints about councillors' conduct.[1]

The Panel was chaired by Dr. David Solomon AM, a former Queensland Integrity Commissioner. The other members were Mr. Noel Playford, OAM, nominated by the Local Government Association of Queensland (LGAQ), and Mr. Gary Kellar PSM, nominated by Local Government Managers Australia (Queensland) (LGMA).

In announcing the review, the Deputy Premier told Parliament that the complaints procedures:

> … have not been comprehensively reviewed since they were introduced in 2009. This review is timely to ensure there is a modern, fair, transparent and accountable system in place to manage complaints. This review follows a request from Local Government Managers Australia which wrote to me recently to express concerns about the role of local governments' chief executive officers in the preliminary assessment and general management of complaints. The Local Government Association of Queensland has also sought changes to the way in which complaints are dealt with under the *Local Government Act 2009*, including the current inability to seek a review of those decisions and the need to better ensure natural justice is afforded to all parties.

It is important to note the limited nature of this inquiry. The system being examined relates only to complaints about the conduct of councillors, including mayors – it is not about decisions of councils, such as planning decisions that may be reviewed under other legislation. Nor is it about the activities of council employees. The Panel's terms of reference are set out in full in Appendix 2.

The Panel conducted extensive consultations with, and surveys of, local government councils and other institutions involved in the operation of the current complaints system. It also sought public submissions, as well as conducting its own research. After reviewing the operation of the current system, we were convinced that although making minor adjustments to the complaints-handling system could result in some improvements, more fundamental changes were required. We decided to recommend major changes to the way the current system operates so as to improve its fairness, its effectiveness and its efficiency, and to make it more responsive and accountable. Our proposals would require substantial changes to the way complaints are processed and investigated and how alleged infractions are addressed. We also propose the introduction of a limited appeals process in misconduct matters.

The Panel's proposals and the reasons for making them are explained in detail in the following 11 chapters, which set out the major elements in the new recommended system;

1 Queensland Legislative Assembly, Hansard, 21 April 2016, p. 1318.

how they differ from the existing procedures; and how they would deliver a new system that is fairer, more efficient and more effective (refer to Table 1 for a summary).

The starting point for these reforms is the creation of the office of an Independent Assessor. At present the initial assessment of councillor complaints falls mainly to council CEOs and the Department. The decision maker must first decide whether a complaint is frivolous, vexatious, lacking in substance or about another matter, or whether it does raise an issue of inappropriate conduct or misconduct. Making such decisions can give rise to a clear conflict of interest for CEOs in assessing a complaint against one of their own councillors – one of their employers. Equally, assessment independent from the Department will more clearly separate the other oversight roles the Department has in dealing with offences under the LG Act. The Panel received overwhelming support for the proposition that this function should be transferred to an Independent Assessor.

The Panel believes the assessment process will be greatly improved if people making complaints do so using an approved form – as happens with other agencies such as the Ombudsman and the Crime and Corruption Commission (CCC). The form would prompt complainants to provide enough information to allow an informed assessment of the complaint. It would also ensure that the person making the complaint is provided with information about the conduct complaints process and about other options that might be available to deal with their concerns. Finally it would ask them for a declaration that they are acting in good faith, and they would be reminded that providing false or misleading information is an offence.

At present some complaints of inappropriate conduct and all complaints of misconduct are investigated by the Department before being given to mayors (in the case of inappropriate conduct), RCRPs or the tribunal (in the case of misconduct) to be dealt with. This can be a very lengthy process, partly because the LG Act does not give the Department adequate investigative powers.

The Panel believes that responsibility for investigating complaints should be transferred to the Independent Assessor who should be given adequate powers to conduct investigations. At the moment the LG Act gives the RCRPs and the tribunal full inquisitorial powers, but they rarely, if ever, use them. The Panel believes the Independent Assessor should share these powers.

At present, complaints about inappropriate conduct by councillors are dealt with by mayors and the disciplinary order that can be made is insubstantial – issuing a reprimand. The Panel considers that the full council, rather than the mayor, should determine the issue of inappropriate conduct and set the penalty; also that the range of conduct falling into the category of inappropriate conduct should be expanded, as should the orders that can be made. In a serious case, for example, the council could exclude the councillor from meetings and/or from any position representing the council, and require them to repay costs involved in dealing with the complaint. In making its decisions, the council should be able to seek advice from either a Conduct Advisory Committee (CAC) (a small committee of community leaders, which the council may appoint at its discretion) or a member of the Tribunal, who would have investigative powers.

However, individual breaches of meeting procedure should be treated as such by the chair of the meeting, and not labelled and penalised as inappropriate conduct.

The Panel also decided that the definition of misconduct, and the disciplinary orders that could be made, need to be expanded. The extended definition will make it clearer to councillors what constitutes misconduct.

Increasing the range of penalties will ensure that the Tribunal can match an offence with an appropriate penalty.

The proposed definitions of inappropriate conduct and misconduct are set out as part of Table 2 (Proposed classification of conduct and disciplinary orders/penalties) at the end of this chapter. Major additions to the existing definitions include:

- For inappropriate conduct: offensive or disorderly behaviour as a councillor, which happens outside formal council meetings; exerting, or attempting to exert, inappropriate influence over staff; and exercising, or purporting to exercise, an unauthorised power, duty or function.
- For misconduct: unauthorised use of council staff or resources for private purposes, bullying or harassment, and seeking gifts or benefits of any kind.

The penalties for inappropriate conduct and misconduct have also been varied by increasing their scope and potential severity.

The Panel also considers there will be benefits if a uniform Code of Conduct is reintroduced and made mandatory. The LG Act has previously contained a provision for a Code of Conduct but this was inexplicably dropped in 2009. There is now general agreement that a code should be introduced. This is particularly important now because there is a very high turnover of councillors – at each of the last two elections about half of those elected had no previous experience on a council.

This has led the Department to increase its programs to educate and inform people standing for councils and provide induction for those elected. The LGAQ and LGMA are also active in providing assistance for their respective members.

However, the Panel believes there would be considerable value in the creation of the LGLG (Local Government Liaison Group), with the Department, the CCC, the Ombudsman, the Auditor-General, the LGAQ and the LGMA all represented, to encourage good governance and ethical conduct by councillors, and to coordinate the provision of assistance to councillors in meeting their responsibilities under the LG Act. This would include providing information about declarations of interest, conflicts of interest, declarations of material personal interest, audit requirements and the interpretation of provisions in the legislation. The Panel includes in an appendix to this report a draft of a suggested Code of Conduct for councillors, but this should be reviewed and properly drafted by the LGLG before it is submitted to the Minister for approval (Appendix 7—Draft code of conduct).

The Panel's proposals would largely remove the Department from the councillor complaints process, though the Department would still retain responsibility for prosecuting breaches of the specific offences defined in the LG Act. It would also be responsible for advising the Minister if the Tribunal recommends the long-term suspension of a councillor for misconduct[2].

The Panel is recommending that the statutory authority that is at presently constituted by the Local Government Remuneration and Discipline Tribunal be transformed into a Councillor Conduct Authority (CCA)[3]. This would be comprised of the Independent Assessor (who would be the Authority's CEO) and the Councillor Conduct Tribunal (which would be an amalgam of the former tribunal and the RCRPs). Having a single Tribunal, which would sit with three members to hear misconduct complaints, will greatly reduce inconsistencies in hearing procedures that have been a feature of the current system.

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[2] Flowcharts are provided in Appendix 6—Proposed councillor complaints

[3] Refer to Figure 3 - Proposed structure of Councillor Conduct Authority

The former tribunal's responsibilities for recommending the remuneration of councillors should be transferred to the Queensland Independent Remuneration Tribunal which sets salaries and allowances for members of parliament (MP).

To ensure their independence and accountability, both the Independent Assessor and the president of the Tribunal would be statutory appointments, though the president would be only part-time.

The present disciplinary system specifically excludes appeals, though some matters can be reviewed by the Ombudsman – for example, the way a CEO deals with a complaint. The Panel considers that in misconduct matters there should be an appeal on questions of law to the District Court, which also should be given jurisdiction to determine a claim that the Tribunal has acted beyond its jurisdiction.

The Panel considers that the model it is proposing is in every respect superior to the current system. It will allow complaints to be dealt with more effectively, more efficiently, in a more timely manner, and with a greater degree of fairness. It will reduce the time spent on complaints that are vexatious, frivolous, lacking in substance or about another matter, and lower their number. Processing complaints through investigation and prosecution will be speedier. The adjudicative system will be improved through the redefinition of misconduct and inappropriate conduct and the introduction of a more appropriate range of penalties. Councils, rather than mayors, will determine inappropriate conduct matters. Introducing a code of conduct and other governance measures will make councillors more aware of their obligations. The system will be efficient, effective, fair and transparent, far simpler than that it replaces, and will produce a more timely response to genuine complaints.

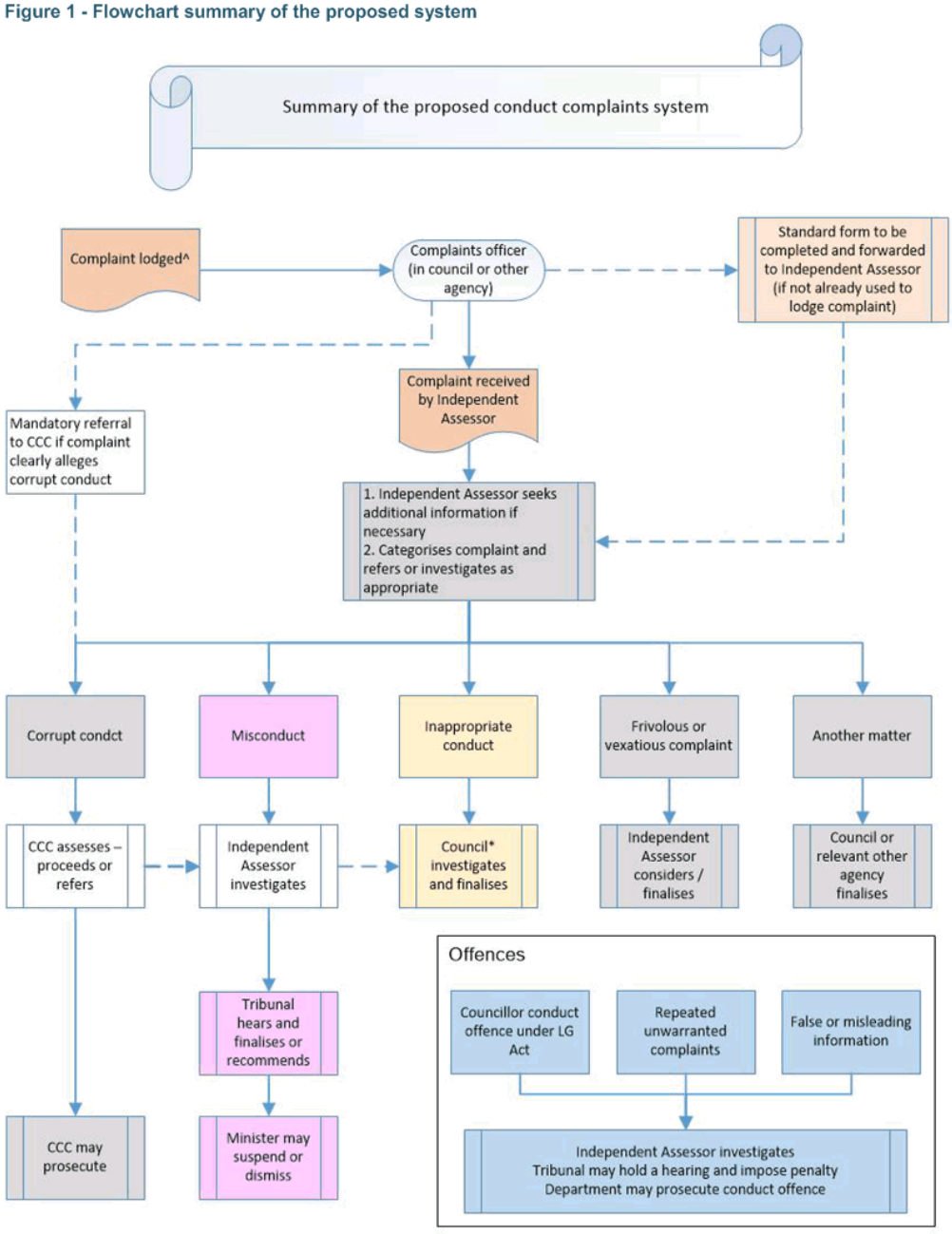
A consolidated list of the Panel's recommendations is provided in Appendix 1.

SUMMARY OF COMPONENTS

Table 1 - Key components of the proposed arrangements

Component	Actor/s	Notes
Making and receiving councillor conduct complaints	• Anyone with good reason may make a complaint. • Complaints may be received by the council concerned, Independent Assessor, the Department, CCC or another agency.	• Conduct complaints must be made on the standard form. • If necessary, receiving agency seeks completion of the standard form and/or essential additional information. • Mandatory referral to CCC if complaint clearly alleges corruption. • Matters that are clearly not conduct complaints to be referred to relevant area of council or other agency, otherwise receiving agency forwards to Independent Assessor.
Categorisation and investigation of complaints	• Independent Assessor	• Preliminary assessment of complaints. • Complaints categorised as corrupt, misconduct, inappropriate conduct, frivolous/vexatious or another matter. • Independent Assessor forwards for further action, investigates misconduct, or finalises frivolous/vexatious matters.
Breach of meeting code in a formal meeting (not to be treated as 'complaints' or inappropriate conduct unless serious and/or repeated – see below)	• Chair of meeting or council vote. • Council vote to take action on serious and/or repeated breaches constitutes a complaint.	• Increased range and potential severity of disciplinary orders.
Inappropriate conduct (see Table 2 for definition)	• Depending on advice of Independent Assessor, council may investigate itself, or refer to CAC or a Tribunal member. • Council then makes determination and applies a disciplinary order.	• Responsibility fully delegated to councils. • Council must have standard procedures to investigate and determine conduct complaints. • First step may be mediation. • Increased range and severity of penalties.
Misconduct (including specific offences under the LG Act)	• Independent Assessor investigates, determines need for a Tribunal hearing, and 'prosecutes' case at the hearing. • Specific offences under the LG Act referred to the Department for prosecution.	• Tribunal to be reconstituted as hearings arm of new part of the CCA. • Tribunal hearings may be inquisitorial rather than adversarial, using existing investigative powers under LG Act. • Abolish separate system of RCRP.
Corrupt conduct	• CCC – no change	• Independent Assessor becomes unit of public administration for CCC referrals.
Mandatory Code of Conduct	• Minister on advice of LGLG	• Uniform across state. • Sets out principles, expected standards of behaviour and processes to be followed in cases of inappropriate conduct. • Robust but respectful debate in meetings is not a breach.
Model code of meeting procedure	• Minister on advice of LGLG	• Provides a basic framework and defines unacceptable behaviour in formal meetings that warrants disciplinary action. • Councils may adapt/expand but not include provisions that are inconsistent with the basic framework or the Code of Conduct.
LGLG	• The Department, LGAQ, LGMA, CCC, Ombudsman, QAO	• LGLG to facilitate coordinated action and advice to promote sound, ethical local governance, and advise the Minister on specific issues as required.

Figure 1 - Flowchart summary of the proposed system



^All complaints and outcomes to be posted on council and Independent Assessor/Tribunal websites
*Council must have formal procedures, it may form a Conduct Advisory Committee and seek its advice, or engage a Tribunal member to investigate and make a recommendation

Table 2 - Proposed classification of conduct and disciplinary orders and penalties

Type of breach	Decision maker	Disciplinary orders/penalties*
Breach of meeting procedures: • Behaviour contrary to the Code of Conduct or code of meetings procedure in full council or formal committee meetings	Chair of meeting/ council vote	• Withdrawal/apology as ordered and/or exclusion from meeting
Inappropriate conduct: • Serious or repeated conduct contrary to the code of conduct or meeting practice in formal council or committee meetings. • A failure by the councillor to comply with a direction to leave a meeting of the local government or its committees by the meeting chairperson. • Failure to comply with the council's other policies, codes or resolutions. • Offensive or disorderly behaviour as a councillor that happens outside formal council meetings. • Failure to work respectfully and constructively with other councillors or staff. • Exerting or attempting to exert inappropriate influence over staff. • Repeated unreasonable requests for information (contrary to council guidelines). • Exercising, or purporting to exercise, an unauthorised power, duty or function.	Decision by vote of full council following appropriate internal investigation and/or on the advice of council's CAC or a Tribunal member	One or more of the following: • Censure of the councillor. • Formal reprimand. • Requirement for an apology. • Mandatory training or counselling. • Councillor to be excluded for up to two meetings of the council. • Councillor removed from any position representing the council and not to chair or attend committees or other specified meetings for up to two months. • Payment of costs attributed to the actions of the councillor. • An order that any repeat of the inappropriate conduct be referred to the Tribunal as misconduct. In all instances a councillor against whom a complaint of inappropriate conduct has been upheld may not participate in council or committee meetings until any disciplinary order imposed has been discharged in full, section s. 162(1)(e) of the LG Act would apply. Where an order is made that the councillor be excluded from council meetings such an absence shall not trigger a vacancy under s. 162(1)(e) of the LG Act.
Misconduct: • The performance of the councillor's responsibilities, or the exercise of the councillor's powers, in a way that is not honest or is not impartial. • A breach of the trust placed in the councillor. • A misuse of information or material acquired in, or in connection with, the performance of the councillor's responsibilities, whether the misuse is for the benefit of the councillor or someone else. • Unauthorised use of council staff or resources for private purposes. • Use of information obtained as a councillor to the financial detriment of the council or the public interest. • Failure to cooperate with the council, CAC or Tribunal member during inappropriate	Tribunal	One or more of the following: • Mandatory training or counselling. • An order that the councillor reimburses the local government and/or pay up to 50 penalty units. • An order that a councillor may not remain or become deputy mayor, or a committee chair for the remainder of the term. • Councillor to be excluded for up to three meetings of the council. • Councillor removed from any position representing the council for a period of up to three months. • Councillor not to attend committees and/or other specified meetings for a period of up to three months. • An order suspending the councillor (without pay) for a period of up to three months. • A recommendation to the Minister that the councillor be suspended for more than three months and up to six months (without pay), or dismissed. • A recommendation that the Department prosecute the councillor for an offence under the LG Act.

Type of breach	Decision maker	Disciplinary orders/penalties*
conduct proceedings, or to comply fully with a penalty for inappropriate conduct. • Third or subsequent finding of inappropriate conduct during council term. • Bullying or harassment. • Failure to declare and resolve conflict of interest at a meeting in a transparent and accountable way. • Seeking gifts or benefits of any kind. • Improper direction or attempted direction of staff. • Deliberate release of confidential information. • Prosecutable offences under the LG Act (where available disciplinary orders are deemed sufficient or a prosecution is unlikely to succeed).		In all instances a councillor against whom a complaint of misconduct has been upheld may not participate in council or committee meetings until any disciplinary order imposed has been discharged in full (unless they have lodged an appeal), s. 162(1)(e) of the LG Act would apply. Where an order is made that the councillor be excluded from council meetings, such absence shall not trigger a vacancy under s. 162(1)(e) of the LG Act.
Prosecutable offences (conduct)^ • Misuse of information obtained as a councillor for financial advantage (personally or by a close associate) (s. 171). • Misuse of inside information for the financial benefit of the councillor or a close associate (s. 171A). • Failure to lodge/maintain accurate register of interests (s. 171B(2)). • Failure to declare and resolve material personal interest in a transparent and accountable way (s. 172(5)).	Court	• Fine and/or imprisonment as per LG Act. • Disqualification for up to 10 years as per LG Act (s.153).
Prosecutable offences (other)# • Making repeated frivolous or vexatious complaints. • Knowingly providing false or misleading information to the Independent Assessor or the Tribunal.	Tribunal	• Up to 50 penalty units

* All findings, disciplinary orders and penalties to be recorded in council minutes at the first available meeting, and published on the council website.
^ These are existing offences.
# These are new or modified offences proposed by the Panel.

CHAPTER 2
CURRENT POLICY AND LEGISLATIVE FRAMEWORK

> The state's overall objective is to maintain public confidence in transparent, accountable, well-governed, efficient and effective local government; to hold councillors to high standards of ethical and legal behaviour which puts the public interest ahead of their own individual interest; and to deter councillors from poor behaviour or abuse of their positions of trust…[4]

Local government in Queensland is established and governed by legislation of the Queensland Parliament – principally, the LG Act and the *City of Brisbane Act 2010* (CoBA). In most respects the provisions of the two acts are similar and reference in this report is made to the CoBA only where its provisions differ significantly from those of the LG Act.

The LG Act defines local governments (councils) as elected bodies that are responsible for the good rule and local government of a part of Queensland, and empowers them to do anything that is necessary or convenient to achieve that. Councillors must make sound decisions for the benefit of the entire local government area, and for the current and future interests of its residents.

Councillors hold public office and hold a position of trust. Trust in all levels of government is fundamental to building and maintaining a stable, law-abiding, prosperous and mutually cooperative community. Integral to public trust in local government is the notion that councillors should abide by high standards of behaviour, ethics, integrity, transparency and accountability.

PRINCIPLES AND STANDARDS OF CONDUCT

Councillors, like MPs, are democratically elected, and ultimately accountable to their constituents through the ballet box. However, there are few parallels between the discipline, scrutiny and penalties imposed on local government councillors in Queensland, and the behavioural requirements (in so far as there are any) to which members of the Commonwealth and state parliaments are subject. The MPs set their own standards to be supervised by Parliamentary Ethics Committees. Councillors have theirs determined by state legislation.

The LG Act aims to foster a culture of personal integrity and accountability for elected officials consistent with community expectations. It sets out the standards of behaviour expected of councillors through provisions about the:

- Local government principles (s. 4).
- Responsibilities of councillors [section also includes extra responsibilities for mayors] (s. 12).
- Obligations of councillors (s. 169–173).
- Conduct and performance of councillors (s. 176).[5]

The local government principles are:

a) Transparent and effective processes, and decision-making in the public interest.
b) Sustainable development and management of assets and infrastructure, and delivery of effective services.
c) Democratic representation, social inclusion and meaningful community engagement.

[4] Refer to Appendix 2 – Panel of Terms of reference, first page.

[5] These sections of the LG Act, and other relevant sections, are set out in detail in Appendix 8.

d) Good governance of, and by, local government.
e) Ethical and legal behaviour of councillors and local government employees.

Under s. 12 of the LG Act, a councillor must represent the current and future interests of the residents of the local government area and, among other things, is accountable to the community for the council's performance. He or she must provide high quality leadership to the council and community, and ensure that the council complies with its legislative obligations.

Sections 169–173 focus in particular on:

- Proper use and protection of 'inside' information acquired as a councillor (s. 171A).
- Maintaining a correct register of interests (s. 171B).
- Declaring and dealing with a material personal interest in matters before council, and dealing with potential conflicts of interest (s. 172 and 173).

These sections create offences and breaches of the LG Act may be prosecuted. Some of the penalties that could be imposed by a court are severe – for example, using insider information could result in a fine of up to 1,000 penalty units (about $120,000) or up to two years imprisonment. However prosecutions under these provisions are rare.[6]

Some offences may fall within the definition of corrupt conduct as set out in s. 15 of the *Crime and Corruption Act 2001* (CC Act). Examples of possible corrupt conduct include abuse of public office; bribery; extortion; fraud, stealing or forgery; perverting the course of justice; an offence relating to an electoral donation; and loss of revenue of the state. The Panel notes that this definition is currently under review by the Department of Justice and Attorney-General.

Setting standards

Most complaints about councillor behaviour concern either inappropriate conduct or misconduct. These are defined in s. 176(3) and (4), and are regarded as disciplinary matters.

Chapter 6, Division 6 of the LG Act deals with 'Conduct and performance of councillors'. It includes s. 176, mentioned above, and it explains in s. 176(1):

> This division is about dealing with complaints about the conduct and performance of councillors, to ensure that –
>
> (a) Appropriate standards of conduct and performance are maintained; and
> (b) A councillor who engages in misconduct or inappropriate conduct is disciplined.

Much of this report will be concerned with the provisions of this division of the LG Act, its implementation, enforcement and effectiveness.

Many of the 'standards' imposed on local government councillors in Queensland are expressed in imprecise terminology or have little relevance to an accusation of misconduct. For example, one of the definitions of 'misconduct' is:

> … conduct, or a conspiracy, or attempt to engage in conduct, of or by a councillor - (a) That adversely affects, or could adversely affect (either directly or indirectly) the honest and impartial performance of the councillor's

[6] The Department has prosecuted only once since the current provisions under the LG Act commenced in 2009 for a breach in maintaining an accurate register of interests. Between 2006 and 2009 there were four prosecutions relating to the register of interests (1), election gift register (1), and material personal interests (2).

responsibilities or exercise of the councillor's powers.[7]

The councillor's responsibilities, referred to in subsection (a) above, are set out in part in s. 12, and include matters that are not measurable or whose failure to achieve (for example, providing high quality leadership to the local government and the community[8]) could almost never result in a finding of misconduct.

Quoted at the beginning of this chapter was a sentence from the terms of reference for the Panel. It referred to an objective of deterring councillors from 'poor behaviour'. Whatever this means, the question arises as to whether this is an appropriate matter for disciplinary proceedings or rather one that needs to be considered by voters at a forthcoming election for councillors.

There is currently no statutory code of conduct imposed on councillors, other than the matters referred to above, under the heading 'Principles and standards of conduct', although s. 176(3) could be seen as a 'code of conduct' expressed in the negative. In 2006 the LG Act was amended to introduce a requirement for councils to adopt a code of conduct for councillors. This requirement was removed in the 2009 amendments to the LG Act, though some councils voluntarily maintain a code. Brisbane City Council (BCC) retains its code of conduct for councillors, although the legislative requirement for it to have one was removed in 2012.

Registers of interests

Councillors are required to complete a register of interests containing financial and non-financial matters prescribed in the regulations. Any changes to a councillor's interest have to be recorded within 30 days. The register is made available to the public by the council.

In this instance, the matters required to be declared are almost identical to those required of Queensland MPs.

New audit requirements

From 1 July 2016, all local governments are required to identify and report on related party transactions in their audited financial statements. These statements are included in the council's tabled annual report, making them public documents.

This mandatory accounting standard requires councils to disclose relationships and transactions between themselves and the people and organisations that are closely connected to councillors, CEOs and senior executives. These disclosures are intended to improve transparency and accountability.

In a submission to the Panel, the Acting Auditor-General said that if managed well, this accounting standard has the potential to:

- Improve accountability, improving public awareness of related parties.
- Redress some concerns about poorly managed registers of interest.
- Reduce vexatious and frivolous complaints regarding conflicts of interest.

DISCIPLINARY MATTERS

'Misconduct' is defined by s. 176(3) to include use of a councillor's powers or authority in a way that is not honest or impartial; a breach of trust; misuse of information or material for the benefit of the councillor or someone else; failure to comply with a chairperson's direction to leave a council meeting; refusal to comply with a direction of a RCRP or the tribunal; repeated inappropriate conduct; release of confidential information; and failure to deal appropriately with a real or perceived conflict of interest.

Misconduct also includes failure to record or update the councillor's register of interests in the prescribed form and timeframe; prohibited

[7] s. 176(3).
[8] s. 12(3)(b).

use of inside information; and failure to declare and/or deal appropriately with a material personal interest at a council meeting.[9]

'Inappropriate conduct' is broadly defined by s. 176(4) of the LG Act as conduct that is not appropriate for a councillor, but which is not 'misconduct'. Examples given by the Act include failure to comply with council procedures and behaving in an offensive or disorderly way at a council meeting.

PROCESSING COMPLAINTS

Making a complaint

Under the LG Act anyone – including a member of the public, a mayor, councillor, a council CEO, or a council employee – may lodge a complaint about councillor conduct to the council, the Department or the CCC. Complaints may be made anonymously and the LG Act does not prescribe a particular format for complaints, or require presentation of supporting evidence.[10]

Timeframes

The LG Act does not specifically prescribe timeframes within which complaints about the conduct of a councillor may be made.[11] It does, however, set some parameters as follows:

- A complaint may be made about a former councillor if the person was a councillor when the conduct is alleged to have happened and the complaint is made within two years after the person stopped being a councillor; nevertheless the relevant decision-maker has the discretion to decide to take no further action in relation to such a complaint if they consider it is in the public interest to do so.
- If there is evidence that a councillor may have committed a specific offence under the LG Act and court action is being considered, the proceedings must be started either:
    - Within one year after the offence was committed or
    - Within six months after the offence comes to the complainant's knowledge, but within two years after the offence was committed.

Preliminary assessments

The current system is based on a two-tier approach. Complaints about inappropriate conduct are normally handled by the council concerned, whilst allegations of misconduct or corrupt conduct must be referred to the department or CCC.

In both cases most complaints are first considered by the council's CEO, who makes a preliminary assessment. This could conclude that the complaint is: about a frivolous matter or made vexatiously; lacking in substance; or really about 'another matter' (e.g. a more general complaint about council decisions or services). In those cases the complaint would not proceed, or may be referred elsewhere, and the complainant notified accordingly.

If the preliminary assessment concludes that the complaint has substance and is indeed about inappropriate conduct, misconduct or corrupt conduct, then the CEO must refer the complaint for further action as follows:

- Complaints about inappropriate conduct on the part of any councillor other than the mayor or deputy mayor – to the mayor.
- Complaints about misconduct by any councillor – to the Department.

[9] Some of these could fall within the defined offences mentioned above, in ss. 169-173.
[10] Other complaints handling agencies such as the Queensland Ombudsman and the Human Rights Commission provide complaint forms and guidelines for complainants to use. These help ensure that a complaint contains sufficient information to enable the relevant decision maker decide whether it is in the public interest to further investigate the complaint.
[11] By comparison, the Queensland Ombudsman will generally not deal with a complaint if the person complaining has known about the matter for more than 12 months.

- Complaints where there is a reasonable suspicion of corrupt conduct – to the CCC.

If the complaint is about the mayor or deputy mayor, or is made by the mayor or the CEO, the preliminary assessment must be undertaken by the Department chief executive rather than the council CEO.

Inappropriate conduct

For allegations of inappropriate conduct, the mayor is responsible for making a decision on the action required. He or she may impose either or both of the following disciplinary orders:

- An order reprimanding the councillor.
- An order that any repeat of the inappropriate conduct will be treated as misconduct and referred to an RCRP.

However, if the complaint is about inappropriate conduct of the mayor or deputy mayor, or made by the mayor or the CEO, the Department's chief executive decides what, if any, action will be taken and, if the complaint is upheld, whether one or both of the orders above will be made.

Misconduct

The Department's chief executive must consider complaints about misconduct and decide whether:

- The complaint should be dismissed on the basis that it is frivolous, vexatious or misconceived; lacking in substance; or otherwise an abuse of process.[12]
- The complaint is really about inappropriate or corrupt conduct rather than misconduct.
- The complaint is truly about misconduct and should be further investigated with a view to referral to either an RCRP or the tribunal.

RCRPs are established by the Department, whilst members of the tribunal are appointed by the Governor in Council. The Department decides whether a complaint will be referred to an RCRP or the tribunal.

Disciplinary orders

Under s. 180 of the LG Act an RCRP may order or recommend one or more of the following disciplinary actions:

- An order that the councillor be counselled about the misconduct, and how not to repeat the misconduct.
- An order that the councillor make an admission of error or an apology.
- An order that the councillor participate in mediation with another person.
- A recommendation to the Department's chief executive to monitor the councillor or the local government for compliance with the LG Act.
- An order that the councillor reimburse the local government.
- A recommendation to the CCC or the police commissioner that the councillor's conduct be further investigated.
- An order that the councillor pay to the local government an amount of not more than the monetary value of 50 penalty units (approximately $6,100).

The tribunal is expected to deal with more serious forms of misconduct. It may impose the same disciplinary orders as an RCRP, but can also order the councillor to forfeit payments or privileges. In addition, the tribunal may recommend to the Minister that the councillor be suspended or dismissed.

RCRP and tribunal hearings are intended to be straightforward and swift. The standard of proof is the balance of probabilities, which applies in civil matters, rather than the criminal standard of 'beyond reasonable doubt'. An accused councillor must be given adequate notice of a hearing and the principles of natural justice and a fair hearing must apply. Legal representation is at the

[12] An abuse of process usually refers to the situation where the complainant is essentially repeating the same complaint that has already been dealt with by some other lawful process.

discretion of the RCRP or tribunal and is usually considered unnecessary, but anecdotal evidence suggests it is becoming more common.

In recent years most cases of misconduct have been referred to RCRPs, with comparatively few being referred to the tribunal. Disciplinary orders have been largely at the lower end of the range, and no recommendations have been made to the Minister for suspension or dismissal.

Corrupt conduct

Allegations involving a reasonable suspicion of corrupt conduct must be referred to the CCC, which may decide to take action itself or to refer them to the Department. The Department may consider prosecution through the courts, or in less serious cases refer the matter to an RCRP or the tribunal to hear and determine.

Brisbane City Council

Similar arrangements apply under the CoBA, except that BCC operates its own Councillor Conduct Review Panel (CCRP) and does not refer matters to the tribunal.

ROLE OF THE CRIME AND CORRUPTION COMMISSION

The CCC's jurisdiction is restricted to circumstances where the alleged conduct would, if proved, amount to a criminal offence (which includes offences under the LG Act).

If a council receives a complaint and the CEO reasonably suspects corrupt conduct, the complaint must be referred to the CCC. An exception is where the council has a pre-existing arrangement with the CCC under s. 40 of the CC Act and the complaint relates to a 'level 3' (relatively minor) matter, in which case the council must simply maintain a record of the complaint that may later be audited by the CCC.

In addition, the CCC's corruption prevention function provides a platform to make comment and provide guidance to council CEOs and councillors in managing complaints in a transparent and open manner.[13]

ROLE OF THE OMBUDSMAN

The Queensland Ombudsman is not authorised to investigate councillor conduct as such and nor can the Minister refer such matters to the Ombudsman.

Moreover, the Queensland Ombudsman cannot investigate administrative action (including imposition of disciplinary orders) taken by the tribunal or an RCRP, because the *Ombudsman Act 2001* (Ombudsman Act) prohibits the Ombudsman from investigating administrative action taken by a tribunal, or a member of a tribunal, in the performance of the tribunal's deliberative functions.[14]

However, the Ombudsman may investigate administrative action taken by councils and the Department, including how they deal with conduct complaints. Since July 2011, the Ombudsman has dealt with 87 cases that to some extent involved a complaint about councillor conduct.

ROLE OF THE MINISTER

As noted above, in cases of serious misconduct the Minister may act on a recommendation from the tribunal that s/he should advise the Governor in Council to suspend or dismiss a councillor.

In addition, and under another part of the LG Act (s. 122(b) or (c)), the Minister may act on advice from the Department to seek the suspension or dismissal of a councillor,

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[13] See *Codes of conduct for councillors: A guide for councillors and CEOs*, Prevention Pointer Series, Number 2, May 2004; and *The Councillor Conduct Guide: For representatives elected under the Queensland Local Government Act 2009*, July 2013.
[14] *Ombudsman Act 2011*, s. 16(2)(a).

provided the Minister has followed the process prescribed and reasonably believes that:

- The councillor has seriously or continuously breached the local government principles or
- Is incapable of performing their responsibilities.

No councillor has been suspended or dismissed using these powers since they were introduced in 2009.

CHAPTER 3
BACKGROUND, TERMS OF REFERENCE AND METHODOLOGY

On its appointment, the Panel sought information from the Department about the complaints handling system. It also sought input from all Queensland councils, from the LGAQ, the LGMA, the CCC, the Auditor-General, the Queensland Ombudsman and the Integrity Commissioner. In addition, the Department engaged a researcher, Adjunct Professor Graham Sansom, former Director of the Australian Centre of Excellence for Local Government at the University of Technology, Sydney, to assist in reviewing all relevant material, including the way interstate jurisdictions handled complaints against local government councillors. Twenty-two formal submissions were received throughout the preliminary consultation.

Subsequently, the Panel circulated a Discussion Paper to all interested parties and publicly advertised its availability, seeking further submissions on a series of possible options for improving the system, while making it clear it was prepared to consider all proposals that were provided to it. The Panel received 115 formal submissions from stakeholders including councils, members of the community, community groups, councillors and mayors.

At the same time it sought further information from councils about complaints they had received and processed, but which had not been captured in the statistics made available by the Department and by the CCC. The Panel members also held meetings with key stakeholders to discuss the operations of the current complaints handling system and how it could be improved. In addition, the Panel held a seminar at the 2016 LGAQ Annual Conference to provide an update and additional opportunity for councillors and council CEOs to provide feedback.

Much of the complaints data was published in the Discussion Paper and is reproduced in the appendices (Appendix 3—Summary of complaints data). Also included are data received from councils about complaints received directly by them. That information is incomplete. Just over 40 councils responded to the Panel's request for this information. Nevertheless the Panel is confident it can safely use the material that is provided to indicate the nature of the complaints handled at the council level.

The previous chapter outlined the way the system is presently intended to operate. However its current complexity is best indicated by the flow chart on the following page (Figure 2).

ISSUES

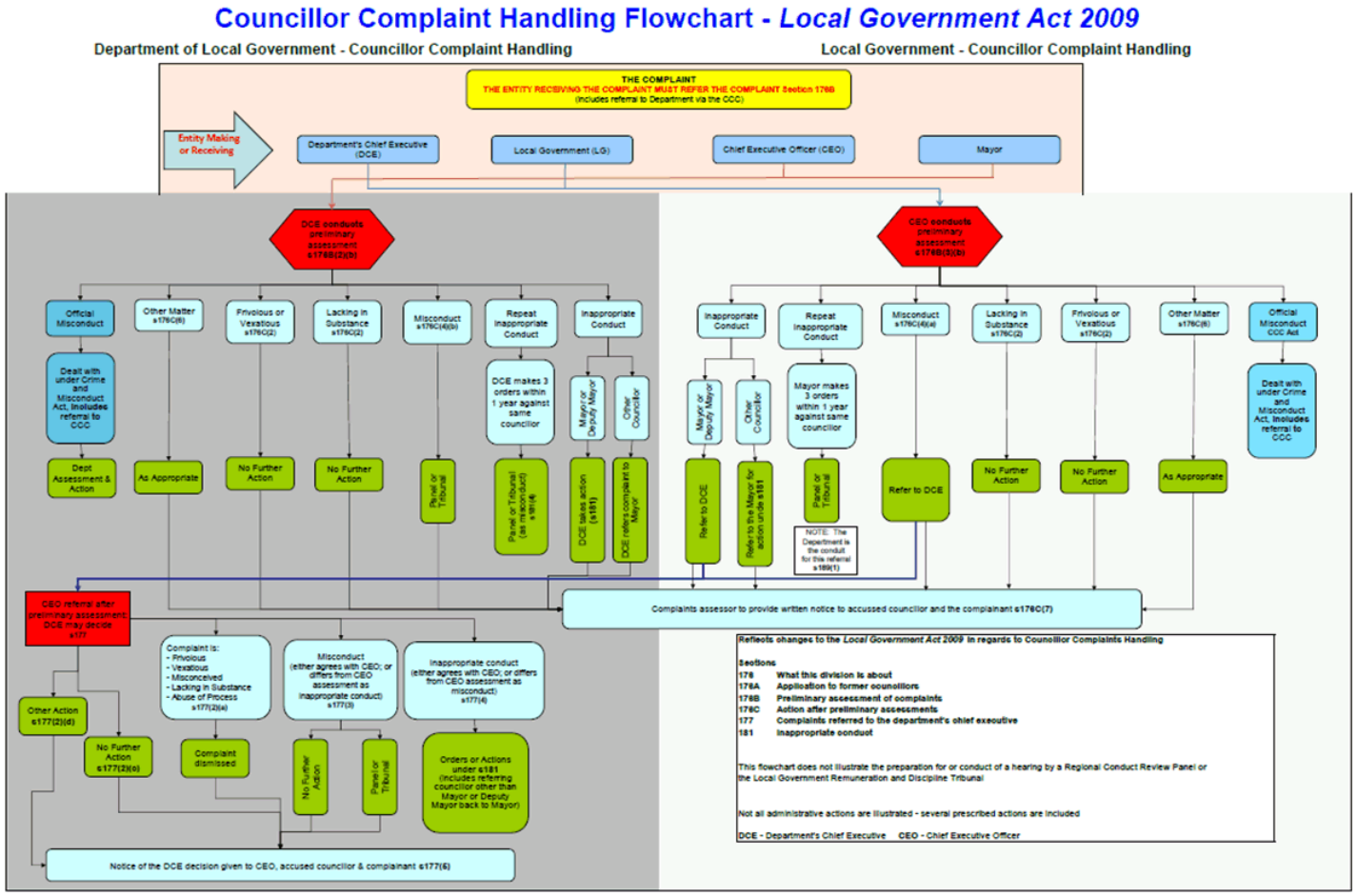
Concerns and issues with the current complaints system were identified in several stages during the review.

STAGE 1

Initially, a range of issues were provided to the Panel from the government as part of the terms of reference. These were informed by the Department's experiences with the complaints handling system. The issues it identified included:

- Legislative concerns: lack of clarity in the definitions of inappropriate conduct and misconduct and other legislative anomalies.
- Natural justice concerns: inconsistent hearing processes used by RCRPs and the tribunal, problems with legal representation and the absence of entitlements for complainants. There is no right to appeal.

Figure 2 - Flow chart of the current complaints management system



- Effectiveness concerns: the Department has weak investigative powers and is unable to require timely compliance with requests for information and documents. There are a high number of unsubstantiated complaints. When findings of misconduct are made serious penalties are not imposed. There is a low incidence of prosecutions for serious offences, partly due to investigations either taking too long or not yielding sufficient evidence.
- Efficiency concerns: the current system is cumbersome and complex to administer. Significant Departmental resources are used to deal with complaints, with a disproportionate amount applied to allegations of inappropriate conduct.
- Conflicts of interest: CEOs of local governments are placed in a conflicted role by the LG Act's provisions requiring them to undertake preliminary assessment of complaints about the conduct of mayors and other councillors who are their employers.
- Complexity: the current process requires multiple steps and involves a range of alternative pathways dependent on who makes the complaint, who the complaint is about and the nature of the alleged conduct.

STAGE 2

The Panel, after its initial discussions, identified in its Discussion Paper these additional concerns arising from there being insufficient clarity in the complaints system:

- The purpose of the complaints system is very broadly defined: to ensure that 'appropriate standards' of conduct and performance are maintained, and that councillors who contravene those standards are disciplined. But in the absence of a commonly applied code of conduct, 'appropriate standards' are only defined by exception (neither inappropriate conduct nor misconduct) and 'performance' is not defined at all.
- The system attempts to deal with multiple types of complaints, including complaints about behaviour in council meetings and complaints by members of the public, staff and other councillors.
- There is no mandatory or model code of conduct, nor one for meeting procedures.
- The result seems to be a very large number of complaints, many of which lack substance or derive from disagreements and disputes rather than unsatisfactory conduct as such, or which are motivated by political considerations, particularly in the lead up to elections.

STAGE 3

Subsequently, the Panel's surveys and continued discussions revealed further problems with the complaints handling system. Among the significant issues raised were:

- The need for a mechanism that could fast-track preliminary assessments and allow early dismissal of repeated, frivolous, vexatious or political purpose complaints.
- The possibility of imposing penalties or other consequences on those who lodge repeated frivolous, vexatious and unsubstantiated complaints.
- A requirement that complainants read and sign a coversheet explaining what is and what isn't an offence.
- Whether to legislate timeframes to improve timeliness of complaint handling.
- Consideration of mechanisms to encourage informal internal resolution of disputes and/or mediation.
- Consideration of whether restrictions could be placed on the public release of complaints.
- Whether anonymous complaints should be accepted.

ANALYSIS OF DATA

The Departmental data covered complaints received by the Department in the two financial years from 1 July 2014 to 30 June

2016. Of the 396 complaints only 30 (12%) were ultimately upheld by the Department's chief executive, an RCRP or the tribunal leading to a penalty being imposed. A similar number (31) were settled by providing information to the complainant, 52 were referred to another agency, such as the Ombudsman, while 131 were not sustained because they lacked substance or credibility or were able to be dismissed after preliminary assessment.[15] The tables demonstrate that many of the complaints that are received should be filtered out at a very early stage, not necessarily because they are not significant but because they are fundamentally requests for information, or they are the expression of grievances, or they need to be dealt with through other channels.

The time taken to deal with complaints has been unsatisfactory. During the two-year period under review it took the Department an average of 61 days to assess and investigate a matter and refer it to another body, if that was required, and it took 117 days on average to finalise a matter. This included the time taken to conduct investigations, often involving the use of external investigators, and for an RCRP or the tribunal to convene and conduct hearings.

The two major areas of complaints were: (a) conflict of interest and failing to declare interests or maintain accurate registers, and (b) breach of trust and lack of honest and/or impartial performance of duties. These are areas where many councillors appear to need more guidance.

The tribunal and the RCRPs in practice relied on the Department to tell them the particulars of misconduct they were to judge. In the Panel's view, this was contrary to the intent of the law. The LG Act empowered the tribunal and the RCRPs to conduct their own investigations, much as civil law investigating magistrates do. The LG Act gave the tribunal and RCRPs substantial inquisitorial powers. For the most part, these have not been used – certainly not in the manner apparently intended by parliament.

The costs of hearings (including investigations that lead to a hearing) are borne by the council against whose member misconduct has been alleged. Over the two year period these amounted to almost $300,000. It is possible that a council can be burdened with a $30-50,000 bill for an external investigation, which cannot generally be anticipated and budgeted for.

Allegations about corruption must be referred to the CCC (as required by the CC Act). While allegations about corrupt conduct in the local government sector have comprised about eight per cent of all corrupt conduct allegations received by the CCC since July 2014, only about one-eighth of these concern the personal conduct of councillors – the remainder are about council staff or council decisions. The figures show a recent decline in the number of allegations. This probably results from changes in the CC Act tightening the definition of corrupt conduct and requiring allegations to be made by means of a statutory declaration. Of the 70 allegations against councillors received by the CCC in 2014-15, it retained only five for further investigation, referred three to the Department to investigate (under CCC monitoring), referred 19 to the Department to be dealt with, and took no further action on 43.

[15] The full tables are in Appendix 3—Summary of complaints data along with CCC data.

CHAPTER 4
MAKING COMPLAINTS, ASSESSMENT, INVESTIGATION AND HEARING

Anyone wanting to complain about the conduct of a local government councillor has a number of choices about where to lodge the complaint. They can submit it to the council itself; through the mayor or the council office; to the state government, through the Minister or the Department (perhaps using the services of their local MP); or send it to the Ombudsman or the CCC.

Some complaints may be filtered out of the councillor complaints system when they are received because they do not involve councillor conduct, but are simply airing general grievances, or are requests for information, or are directed at a council decision (for example, on planning matters – where an appeal may be possible under the *Sustainable Planning Act 2009*[16]) or are concerned with the actions or inactions of council staff.

But if a complaint is about a councillor it is then the responsibility of the council's CEO to determine first whether it is about a frivolous matter or made vexatiously or is lacking in substance. If it is none of these, the CEO then decides whether the complaint is about inappropriate conduct, misconduct, corrupt conduct or another matter (e.g. a general complaint).

The CEO then refers complaints about inappropriate conduct to the mayor (unless the complaint is about the mayor, in which case it is then referred to the Department chief executive), complaints about misconduct to the Department chief executive, and complaints about corrupt conduct to the CCC which may, and often does, refer such complaints to the Department chief executive as the relevant 'public official' to deal with as appropriate, or in some circumstances refers it back to the council to deal with in accordance with an established protocol it has developed with the particular council.

The very beginnings of the complaint-handling process outlined here are controversial. The major issues identified in the Panel's Discussion Paper and/or in submissions concern:

1. The role of the council CEO.
2. The way in which a complaint is made.
3. Whether a complaint can be made anonymously.
4. Frivolous or vexatious complaints.
5. Investigations.
6. Prosecutions.

THE ROLE OF THE COUNCIL CEO

The Discussion Paper said the requirement for CEOs to undertake preliminary assessments of complaints, as well as monitor the adequacy of registers of interests and possible corrupt conduct 'can lead to perceptions of bias and severely prejudice their relationships with the mayor and councillors – sometimes leading to their dismissal'. It said that perhaps as a consequence, questions had been raised about the quality of many preliminary assessments by CEOs. It also said that CEOs may be placed in a similarly difficult position because of their responsibilities under the CC Act to report suspected corrupt conduct to the CCC.

Later the paper raised several options for removing from CEOs the requirement that they make preliminary assessments of complaints, and in particular, giving that task to an Independent Assessor.

[16] From mid-2017 this will be replaced by the *Planning Act 2016*

There was near unanimous support for this proposal from those who made submissions, and no opposition to it.

The main problem discussed was that the relationship between the CEO and the council was compromised by the CEO being responsible for making these preliminary assessments.

As the Queensland Ombudsman put it in his submission, the councillor conduct processes should 'recognise the inherent conflict, and potential bias, associated with a council CEO investigating alleged misconduct and corrupt conduct by a councillor'.

One of the options mentioned in the Discussion Paper was the appointment by councils, individually or in groups, of a local Independent Assessor to make preliminary assessments. This attracted little support. One council expressed concern that such a system could lead to variations between regions in the assessment and handling of complaints; the assessor might not place the appropriate importance or priority in the assessment of complaints; could easily lose sight of objectivity; it could be problematic in smaller regions where some mayors or councillors had a high public profile; independence and neutrality could be a challenge in smaller regions; depending on where the assessor came from, knowledge of local government and the relevant rules and regulations could be an issue; conversely, if the assessor was too far removed, understanding the local political issues and local environment could be an issue.

Notwithstanding the last point, there was strong support for a centralised Independent Assessor. One council said any councillor complaints system needed to be:

- Independent of direct local government involvement.
- Streamlined and efficient.
- Able to focus on dealing with councillor complaints.
- Able to access staff with core skills and relevant experience, and be.
- Fair and consider the principles of natural justice.

A key advantage of a centralised system would be the consistent application of assessment standards state-wide.

The Panel considers that council CEOs should be removed from their present role as preliminary assessors of complaints about councillor conduct, both because CEOs may be compromised in carrying out this task and because the task would be seen to be more objectively performed by an Independent Assessor.

The Panel recommends:

That the LG Act be amended to provide that the 'preliminary assessment' of any complaint against a councillor should be made by an Independent Assessor, and not by a council CEO, or the Department's chief executive (sub-sections (ss.) 148H(2), 176B, 176C, 177 and 177A).

In later parts of this report, the Panel will make recommendations about the nature of the office of the Independent Assessor, including its powers.

THE OMBUDSMAN

The Panel's Discussion Paper in dealing with options for the investigation of misconduct complaints, raised the issue of the involvement of the Queensland Ombudsman, in a manner similar to that employed in South Australia where the Ombudsman, after completing investigations, makes recommendations to councils as to what actions they should take (they almost invariably do as he suggests). However several submissions in response to the Discussion Paper suggested that the Ombudsman could be involved in the preliminary assessment process, as well as in

investigations. It is therefore appropriate that the Ombudsman's possible role be considered here.

A number of submissions supported the idea of using the Ombudsman in both roles (assessor and investigator) but most were opposed. Discussing what might be called the South Australian option, one submission argued this proposal would amount to a turn-around of the Ombudsman's jurisdiction and enable binding recommendations to be made. The view that it would not be desirable or realistic to involve the Ombudsman was supported by the LGAQ.

The Queensland Ombudsman's function is to investigate administrative actions of agencies. An administrative action is any action about a matter of administration.[17]

The Ombudsman Act defines agencies to include local councils. During the 2015-16 year the Ombudsman received 1,687 complaints about councils. Relatively few complaints, however, concerned individual councillors. The Ombudsman has informed the Panel that in the five years since July 2011, the office received just 87 cases involving 'complaints broadly about councillor conduct matters' of which 33 concerned just one councillor while the remainder were spread across 30 councils.

The Ombudsman said a preliminary analysis of these cases showed they generally fell into the following categories:

- Preliminary assessments undertaken by CEOs.
- Preliminary assessments undertaken by the Department's chief executive.
- Whether the complaint relates to a decision by the CEOs or Department's chief executive about conduct that is frivolous, vexatious or lacking in substance, or the categories of inappropriate conduct, misconduct or corrupt conduct or another matter.
- Whether the complaint relates to conduct in a council or committee meeting.
- Disciplinary action taken by a mayor, RCRP, tribunal or for the CCRP.

While the Ombudsman can investigate most decisions that cannot be appealed[18] the Ombudsman may not investigate administrative action taken by a tribunal in performance of the tribunal's deliberative functions.[19] This therefore excludes investigation of the administrative actions of RCRPs and the tribunal.

The Ombudsman continues to investigate how council CEOs and the Department deal with councillor complaints. The Ombudsman is obliged to send allegations of corruption to the CCC.

The Panel does not recommend any additional involvement of the Ombudsman in the complaints handling process. However it notes that the Ombudsman may review complaints about the administrative actions of a council dealing with inappropriate conduct matters.

THE WAY IN WHICH A COMPLAINT IS MADE

At present, complaints may be made in any way acceptable to the CEO, the Department or the CCC (which has strict requirements, set down in legislation). Under the LG Act, anyone may lodge a complaint about councillor conduct to the council, the Department or the CCC. Complaints may be made anonymously and the LG Act does not prescribe a particular format for complaints, or require presentation of supporting evidence. Other complaints handling agencies such as

[17] *Ombudsman Act 2001*, s. 7(1)

[18] s. 14(2).
[19] s. 16(2)(a).

the Queensland Ombudsman and the Human Rights Commission provide complaint forms and guidelines for complainants to use. These help ensure that a complaint contains sufficient information to enable the relevant decision maker decide whether it is in the public interest[20] to further investigate the complaint.

The Panel's Discussion Paper suggested, as an option for change, that complainants should be required to complete a standard form detailing the grounds for their complaint, and to provide as much supporting evidence as possible, so that a preliminary assessment could be made on the basis of the information provided, and without further investigation, as to whether there was a possible case of inappropriate conduct, misconduct or corruption.

It also suggested that the standard form should explain the purpose and scope of the complaints system, and indicate alternative pathways by which the complainant's concerns might be addressed if the matter is not one of councillor conduct.

Again, this proposal attracted support. As the LGMA commented, this 'would have the effect of weeding out complaints that have no basis – thereby mitigating the workload issue'. In a similar vein, the LGAQ remarked, 'The biggest problem with the current system is the lack of filtering of complaints at the front end which results in the system being overloaded. Therefore an effective triage system at the front end is the key to an improved system dealing with councillor complaints'.

A properly designed standard form would make it possible for the Independent Assessor to deal with many complaints 'on the papers' as well as determining what matters required further investigation if the complaint was to proceed. Complaints would also be able to be dealt with in a more timely manner.

The Independent Assessor should be empowered to prescribe the standard form following consultation with the LGLG.

Adoption of the proposed standard form should result in the following procedures and consequences:

- The processing of a complaint would not commence until it had been properly submitted in the prescribed form and received by the Independent Assessor (this would not apply where a complainant clearly alleges corrupt conduct, in which case the recipient is required to forward it to the CCC if they have a reasonable belief that the alleged conduct could constitute corruption. Nor would it apply where the complaint is about another matter).

Where a complaint is submitted to an entity other than the Independent Assessor:

- If it is on the prescribed form, the complaint should be referred to the Independent Assessor.
- If not on the form, the entity should send the complainant the standard form to complete and forward to the Independent Assessor.
- If it is anonymous it should be referred to the Independent Assessor.

The Panel recommends:

That complaints against councillor conduct should be made on a standardised form that requests the complainant to provide details of any supporting evidence, and/or witnesses and such other material as the Independent Assessor specifies. It should also explain the purpose and scope of the complaints system and explain the appropriate ways in which complaints about matters other than councillor conduct may be made.

[20] Employing the criteria in the LG Act

The standard form should contain a declaration that the complainant is acting in good faith and has provided information that is correct and true to the best of their knowledge. It should contain a warning that it is an offence to provide any information to the Independent Assessor that the complainant knows is false or misleading in a material particular.[21]

The LG Act should be amended to allow the form to be prescribed by the Independent Assessor.

ANONYMITY

A number of submissions raised the question of whether complaints made in the manner described above could be anonymous.

There are several technical and practical problems with allowing anonymous complaints to be considered, along with some political and philosophical ones. One mayor, said:

> I am deeply concerned about the way complaints can be made. They may be made anonymously and without presentation of supporting evidence. I and my fellow councillors have been the victims of several vexatious, frivolous and complaints lacking substance and it seems to me that pub talk and perceived issues are taken just as seriously as if they were supported by a factual brief of evidence. A solution would be to require all complaints to be made in writing and be supported by evidence in the first place.

A member of an RCRP criticised the current practice of the Department in accepting and acting upon anonymous complaints. He said:

> Whilst I acknowledge the importance of protecting the identity of complainants, particularly where they might be council employees, this situation does provide an undue opportunity for politically-motivated complaints, particularly by existing councillors against other councillors.
>
> I have been involved in a number of cases where complaints were anonymous, and in all these I had reason to believe the above provided motivation for making the complaint.
>
> Also, not being able to address the complainant does raise concerns about natural justice for the accused.

The LGAQ Ethics and Integrity Advisor, goes even further. She said that to eliminate frivolous, vexatious and often political complaints before election campaigns, all complaints to the Department and the CCC, should be accompanied by a signed statutory declaration by the complainant.

The Liberal-National Government in 2012 established a review into the *Crime and Misconduct Act 2001* that was conducted by former High Court Justice Ian Callinan and University of Queensland Professor Nicholas Aroney (Callinan/Aroney review). Their review recommended that all complaints to the CCC should be made in the form of a statutory declaration, thus eliminating anonymity and making it possible to more easily prosecute sham complaints. However the current CCC policy is to allow anonymity. Its complaints form allows complainants to give themselves an alias with contact details so that they can be asked for further information if necessary.

The CCC is in a unique position. Its task is to identify and prosecute corruption and major crime. Receiving anonymous tip-offs may

[21] This warning is dependent on an amendment to s. 234 of the LG Act amending subsection (1)(f) to replace 'a regional conduct review panel' with 'the Independent Assessor'.

assist it.[22] However the councillor complaints system is a system designed to deal with complaints about councillor behaviour. Any investigations are based initially on the evidence that can be provided by complainants. The assessor and later the investigator may need to obtain further information from the complainant.

As will be seen, there is a desire on the part of some respondents to the Panel's surveys that attempts should be made in some cases at mediation. Others believe that the accused councillor is entitled in a hearing to challenge the evidence of the accuser. Neither can be done if the complaint is anonymous. That is particularly the case when the complainant is another councillor. Under the LG Act at present, before conducting a hearing, an RCRP or the tribunal 'must require the complainant to appear before the panel or tribunal to confirm the complaint' if the complainant is a councillor.[23] A councillor/complainant would avoid this by making an anonymous complaint.

Another issue that will be considered in a later chapter is the publicity that may be given to complaints and the damage that may be caused to a councillor who ultimately is demonstrated not to have been guilty of inappropriate conduct or misconduct.

One submitter commented:

> I suggest that all complainants have to sign an oath/declaration that they are making a complaint in good faith and that they will be bound by any reasonable requirements that are included in the complaint-handling process, including the requirement to not disclose details of the complaint to anyone who does not have an official role in handling the complaint. Potential complainants should be warned about the risks and possible implications of making defamatory statements.

The Panel, after considering all these issues, considered that while there were considerable advantages in requiring complainants to identify themselves, there could be occasions when a complaint by someone who wished to remain anonymous could result in misconduct by a councillor being revealed, leading to that person being dealt with as appropriate by the Tribunal.

The Panel recommends:

That only those anonymous complaints that provide enough information to action a complaint against a councillor for possible inappropriate conduct or misconduct should be dealt with under the complaints process. Where the complaint cannot be actioned without further information, it should be dismissed.

FRIVOLOUS OR VEXATIOUS COMPLAINTS

The Discussion Paper included the suggestion that there should be higher penalties for frivolous or vexatious complaints that have been found to lack substance and are then either repeated without justification, or have been made and timed deliberately to inflict unwarranted damage on the subject councillor.

It is currently an offence for someone to make a complaint about a councillor that is substantially the same as one they have made before, if the complainant was advised by the CEO or Department that the previous complaint had been assessed as frivolous, vexatious or lacking in substance. Any prosecution for this offence would have to be launched by the Department – probably in the Magistrates Court. However the maximum

[22] Several years ago the CCC received one such tip-off about the 'Tahitian Prince' scam. As it happened, it did not follow it up and it was the Department of Health that eventually uncovered it.
[23] s. 177A(5)(a).

penalty is only 10 penalty units – about $1200. Also, there is no definition of what constitutes 'substantially the same' complaint. Yet in some instances – notably during election campaigns – even a single well-timed vexatious complaint can be very damaging.

The LGAQ submission said:

> In order to combat the problem of increases in frivolous and vexatious complaints in the lead up to local government elections, there is merit in considering increasing the penalties for complaints found to be frivolous or vexatious in the six months preceding the elections. The LGAQ is also investigating the possibility of appointing an electoral monitor as an additional mechanism to discourage frivolous and vexatious complaints.

One council raised the possibility of a lodgement fee, reimbursable if the complaint is upheld, as a strengthened deterrent against vexatious complaints, or some form of penalty if the complaint is found to be vexatious, or, perhaps, repeatedly so.

The CC Act also deals with frivolous complaints in a manner similar to that under the LG Act. However the maximum penalty under the CC Act is 85 penalty units (about $10,000) or one year's imprisonment.[24] A similar penalty applies under the CC Act if:

- the person—
  - (a) makes a complaint to the commission—
    - (i) vexatiously; or
    - (ii) not in good faith; or
    - (iii) primarily for a mischievous purpose; or
    - (iv) recklessly or maliciously; or
  - (b) counsels or procures another person to make a complaint to the commission as mentioned in paragraph (a).[25]

Similar penalties also apply under the CC Act for 'stating anything to the commission the person knows is false or misleading in a material particular'[26] or giving a document to the commission the person knows is false or misleading in a material particular.[27] It appears that very few prosecutions occur.

In addition to these possible penalties the person is also liable to pay compensation to the CCC for the cost of any investigation or other action taken by it because of the false information.

The offences in ss. 216A, 217 and 218 in the CC Act are not mirrored in the LG Act. However, it is possible that a complaint alleging corruption that is made under the LG Act but referred (as it must be) to the CCC would make the person liable under the CC Act if the document contained material satisfying the description in one or more of these sections in the CC Act.

The very high penalties available under the CC Act are no doubt intended to act as a deterrent and it is difficult to imagine any penalties at the higher end of the scale actually being imposed. In any event, the warning is generally sufficient. On the other hand, the penalty under the LG Act (10 penalty units) for frivolous complaints where the complainant has been warned off after making an earlier complaint in similar terms, is probably unconvincing, given that the Department is unlikely to pursue a prosecution when such a small sum is at stake.

[24] s. 216.

[25] s. 216A
[26] s. 217
[27] s. 218

The Panel considers that the present penalty under the LG Act for repeated frivolous complaints should be increased, and also that the offences concerning meretricious complaints should be expanded to reflect those in the CC Act in s. 216A, 217 and 218 of that Act.

Given that these offences all arise from misuse of the complaints process it would be possible for the proposed Tribunal also to be empowered to deal with these matters and to impose fines and cost-recovery orders. If that were so, the Tribunal should be permitted to impose fines to a maximum of 50 penalty units (about $6,000) as well as to require reimbursement of costs.

The Panel recommends:

That the offence in s. 176C(8) – a person must not make a complaint about the conduct of a councillor if the complaint is substantially the same as a complaint the person has already made and the person has been warned not to repeat it – be deleted.

In its place the Act be amended to include a section making it an offence for a person to:

(a) make repeated complaints about a councillor —

(v) vexatiously; or

(vi) not in good faith; or

(vii) primarily for a mischievous purpose; or

(viii) recklessly or maliciously; or

(c) counsel or procure another person to make a complaint about a councillor as mentioned in paragraph (a).

That the Tribunal also be given jurisdiction in relation to this offence and that the maximum penalty that the Tribunal can impose be 50 penalty units. An order can also be made for reimbursement of costs of the Independent Assessor and the Tribunal.

DUTY TO INFORM COUNCIL

The Panel anticipates that once the proposed new system of receiving complaints is established, the Independent Assessor will be the primary recipient of complaints, through its website and otherwise, although some complaints will still come through councils and the Department. The Independent Assessor should inform a council when a complaint is received about one of its councillors and if it has been dismissed as being vexatious etc. or is considered to be about inappropriate conduct, misconduct or corruption, or is to be investigated before an assessment can be made.

The Panel recommends:

That on assessing a complaint about a councillor, the Independent Assessor should notify the relevant council about the complaint.

INVESTIGATIONS

At present, once it has been determined that a complaint should not be dismissed for any of the reasons specified in the Act (e.g., as being vexatious) an investigation is undertaken by the Department (or through an agent engaged by the Department) to determine whether the allegation involves possible inappropriate conduct or misconduct. If the allegation, on its face, concerns possible corruption it must be sent directly to the CCC which may dismiss it, refer it back to the Department or a council for further investigation (and possibly report back to the CCC) or itself carry out an investigation.

As noted in the previous chapter, the Department's investigative powers in relation to complaints about councillor conduct are not clearly defined and potentially limit its capacity to investigate as thoroughly as required. Generally, the Department relies on s. 115 of the LG Act to conduct its investigations using

either Departmental officers or contracted external investigators.

The section says:

> To monitor and evaluate a local government's or councillor's performance and compliance, the department's chief executive may—
> (a) examine the information contained in the local government's records and operations; or
> (b) otherwise carry out an investigation of the local government's or councillor's performance and compliance.

There are few powers here, other than the ability for the Department to examine a council's books including records such as declarations of interest that councillors must provide. The Department has often had difficulty trying to force councillors accused of misconduct to respond to allegations that have been made against them.

Its lack of real powers may in part explain why its investigations often take a long time.

Section 115 may be contrasted with the extensive powers possessed by such organisations as the CCC and the Queensland Ombudsman that can compel witnesses to attend hearings, answer questions and provide documents.

But such powers actually exist within the LG Act itself. Chapter 7, Part 1, of the Act is headed 'Way to hold a hearing'. Section 214 provides:

> (1) The investigator may require a person, by giving them a written notice, to attend a hearing as a witness in order to—
> (a) give evidence; or
> (b) produce specified documents.
> (2) The person must—
> (a) attend at the time and place specified in the notice; and
> (b) continue to attend until excused by the investigator; and
> (c) take an oath or make an affirmation if required by the investigator; and
> (d) answer a question that the person is required to answer by the investigator, unless the person has a reasonable excuse; and
> (e) produce a document that the person is required to produce by the investigator, unless the person has a reasonable excuse.
>
> Maximum penalty—35 penalty units.

The 'investigator' referred to in this part of the LG Act is not the Department. It is any of the RCRPs or the tribunal. However these powers, which were introduced into the LG Act in 2009, do not appear to have been utilised.

It seems that many of the problems the Department (and the tribunal and RCRPs) have faced in investigating and determining the outcome of complaints would have been resolved more quickly and satisfactorily if the Department's investigators had possessed these powers, or if the RCRPs or tribunal had used them.

The problems with the operation of the present system (leaving aside for the moment whether it is working as it was designed to) were explained in a submission by the tribunal.

It said:

> One aspect of the existing procedures which frequently delays resolution of allegations against councillors is the absence of a requirement that the complaint be put to the councillor in the first instance for a substantive response. This will mean that any investigation of

the complaint will necessarily involve consideration of whether all elements of the alleged offence have been or can be established even though the councillor, if asked, would not contest some or perhaps all of the matters alleged. In other words, what is needed is a procedure which will identify, at the earliest opportunity, the matters which are actually in dispute.

It can also mean that allegations arrive at the Tribunal without any indication of the extent (if any) to which allegations are contested or as to what facts will be contested by the councillor at the hearing of the complaint. This means that, if the councillor is to be called upon to defend the allegation, the Tribunal must first be satisfied that, in the absence of evidence or submissions to the contrary from the councillor, the allegations would be made out.

There will be some instances where the councillor is able to provide a complete response to the allegations. Obtaining that response at an early stage would enable matters to be resolved expeditiously and without incurring unnecessary expense for all parties concerned.

In order to ensure that this works in practice, it is submitted that there should be a statutory obligation imposed on councillors to provide, within a definite period, a substantive response to the allegations, together with copies of any relevant documentation. Failure to do so should then constitute misconduct for which the councillor is liable to prosecution in addition to the existing allegations (though any such prosecution would form part of the same proceedings).

The Panel notes that these powers already exist in s. 214 in the LG Act, but are only available to the RCRPs and the tribunal. The Panel considers that they should be available both to the Independent Assessor and to the new Tribunal. The Tribunal would be able to use them if, in the hearing of a complaint, it decides it needs more information that has been provided to it by the Independent Assessor.

The Panel recommends:

That the Independent Assessor be given the same powers as an investigator is given at a hearing in s. 214 of the LG Act, subject to the same requirements of s. 213 to provide natural justice.

The Independent Assessor should be enabled to initiate own-motion investigations – that is, investigations that are not in response directly to an external complaint about councillor conduct. The need for such a power could arise in a number of ways. For example, during the investigation of a complaint against a councillor the Independent Assessor could find information suggesting misconduct or even an offence under the LG Act that has not been complained about. Or the investigation could point to misconduct or worse by another councillor.

Similarly, the Tribunal could be provided with information that would warrant the investigation by the Independent Assessor of a councillor other than the councillor whose conduct they are judging. The Tribunal would not be able to conduct this investigation as it would be limited to investigating the councillor whose matter is before them.

However information detrimental to persons other than councillors should not be further investigated by the Independent Assessor, who instead should pass it to the relevant authorities – e.g. the CCC or the police commissioner. If the Independent Assessor obtains information that could reasonably be considered to amount to corruption, the CCC must be informed.

The Panel recommends:

That the Independent Assessor may initiate own-motion investigations of councillor conduct if sufficient cause arises during the course of another investigation, or if the Independent Assessor considers it in the public interest to do so.

The Tribunal may provide the Independent Assessor with information about a councillor's conduct that the Tribunal considers should be brought to the attention of the Independent Assessor for possible investigation by the Independent Assessor.

PROSECUTIONS

The tribunal's submission, under the heading 'Who investigates and prosecutes complaints?' also said:

> Efficiency in dealing with complaints will best be achieved if these tasks are performed by someone with sufficient levels of knowledge, skill and experience. There are insufficient numbers of complaints to expect that those attributes can be found or developed within any one council or group of councils sharing resources. Accordingly, it would be preferable for these functions to be centralised in an office dealing with complaints on a state-wide basis.

The Queensland Ombudsman, in his submission, said his preference was:

> … that a statutory officer be able to assess and, where necessary, investigate and prosecute allegations of misconduct against councillors. The statutory officer should:
> - Be given statutory guarantee of independence in relation to decision-making.
> - Have the ability to decline to investigate vexatious or frivolous complaints.
> - The ability to refer inappropriate conduct complaints to councils to deal with and corruption matters to the CCC.
> - Have appropriate investigative and prosecutorial powers.
> - Be subject to statutory recognition of the duty to afford procedural fairness.
> - Have a duty to report to the Minister if a reasonable view is formed that the Minister should take action under either the LG Act or CoBA.
> - Have an appropriate complaints management system, including provision for internal review of decisions.
> - Be supported by a duty on council CEOs to report all new allegations of inappropriate conduct and misconduct to the officer.
> - Be empowered to conduct audits in relation to compliance with the above duty.

There is established precedent for an entity being both an investigator and a prosecutor. This is the way, for example, that the Legal Services Commission is structured and operated. That commission also includes an internal mechanism for reviewing the investigation, as suggested by the Ombudsman.

The Panel will discuss the nature of the office of the Independent Assessor, its staffing and related matters in Chapter 12.

The Panel recommends:

That the Independent Assessor be given a statutory guarantee of independence in relation to decision-making and:

- **Be responsible for assessing whether complaints against councillors are vexatious or frivolous, or for another reason, should be dismissed.**

- **Refer corruption complaints to the CCC and investigate such complaints that are referred back by the CCC.**
- **Investigate allegations of inappropriate conduct and misconduct, being armed with appropriate powers to do so.**
- **Be able to initiate investigations into possible misconduct.**
- **Have an appropriate complaints management system, including provision for internal review of decisions.**
- **Refer allegations of inappropriate conduct to councils.[28]**
- **Prosecute allegations of misconduct.[29]**

[28] The reasons for this part of the recommendation will be dealt with in the following chapter.
[29] Consequential amendments will be required, inter alia, to ss. 148H(2), 177, 177A and 182.

CHAPTER 5
INAPPROPRIATE CONDUCT

'Inappropriate conduct' is currently defined in the following terms in the LG Act s. 176(4):

Inappropriate conduct is conduct that is not appropriate conduct for a representative of a local government, but is not misconduct, including for example –

(a) a councillor failing to comply with the local government's procedures; or
(b) a councillor behaving in an offensive or disorderly way in a meeting of the local government or any of its committees.

The Panel's Discussion Paper noted that there was a widespread view that the terms 'inappropriate conduct' and 'misconduct' required clearer definition. This included the question of what constituted repeated inappropriate conduct that had to be dealt with as misconduct – s. 176(3)(c) includes in the definition of misconduct that is a repeat of inappropriate conduct that the mayor or the Department's chief executive has ordered to be referred to an RCRP.

The penalty provisions of the LG Act make it clear that the conduct complained of is not of a serious nature. It is primarily a behavioural problem. The mayor or the Department's chief executive may make an order reprimanding the councillor for the inappropriate conduct, and/or an order that any repeat of the inappropriate conduct be referred to an RCRP as misconduct.

If the inappropriate conduct happens during a meeting of the council or its committees, the chairperson of the meeting can:

- Order that the inappropriate conduct be noted in the minutes of the meeting.
- Order that the councillor leave the meeting for the remainder of the meeting.
- Order that they be removed if the councillor refuses to leave.

Only a few of the responses to the Discussion Paper dealt with inappropriate conduct, but those that did mostly agreed on the need for more clarity. One confidential submission from a community group commented:

> This definition is so vague that it is open to subjective opinion and evaluation, and it is to a great degree vulnerable to the political and other circumstances that might differ considerably from one council to another, and within a council from one time to another.

The penalties for inappropriate conduct listed above are clearly insubstantial. This possibly explains why in most cases the person who has to decide whether a councillor's conduct has been inappropriate is the mayor, acting alone. No appeal against a decision of inappropriate conduct, or against the penalty imposed, is available.

The Panel considers the disciplinary system governing inappropriate conduct by councillors needs to be changed in three ways:

1. The types of conduct falling within the description and definition of inappropriate conduct needs to be changed and clarified.
2. The penalties available need to be increased.
3. The mayor should be replaced as the adjudicator of complaints.

BEHAVIOUR IN COUNCIL AND COMMITTEE MEETINGS

BCC submitted:

> … Council believes that it is critical that conduct of Councillors at a meeting of Council or its committees under rules which relate specifically to the conduct of those meetings, such as the Meetings Local Law 2001, should remain outside the Councillors complaint system. The

disciplinary process under that local law is timely, responsive, and streamlined.

The Panel agrees that breaches of a meeting code or code of conduct in a meeting should not be classified as inappropriate conduct. Rather they should be regarded as conduct that is contrary to the council's code of meeting procedure. Such conduct breaches should be dealt with immediately by the chair of the meeting (council or committee) who, as appropriate, should be able to require a withdrawal (of words said), an apology (for what had been said or done) or to remove the offending councillor from the remainder of the council or committee meeting.

The Panel also considers that the council itself may decide whether such meeting conduct is so serious, or so repeated, that it does need to be treated as inappropriate conduct and dealt with as such.

For this recommendation to be adopted, it would be necessary for all councils to put in place specific meeting standing orders, which give force to a model code of meeting procedure.

CODES OF CONDUCT

The *Local Government Act 1993* required councils to adopt a code of conduct for councillors. This requirement was removed from the 2009 LG Act, though the Panel has been unable to ascertain why this occurred. The CoBA retained the requirement for a code of conduct for Brisbane City councillors until that Act was amended in 2012. However, like many other councils the BCC retains a code of conduct for councillors.

In its Discussion Paper one of the options suggested by the Panel was a requirement that all councils adopt codes of conduct and meetings procedure. There was strong (though not unanimous) support for the adoption of a code of conduct. The meetings procedure proposal was largely ignored, although the tribunal supported the adoption of both a standard code of conduct for all councillors and the adoption of standard meeting procedures, via a local law, as occurred with the BCC. Also, the LGMA supported 'the introduction of a code of conduct by all councils which would set a standard for councillor conduct at meetings and in the community. Our preference would be for the development of a basic, standard template that councils can adjust upwards to suit local needs.'

The Ombudsman supported 'the provision of a model code of conduct and the development or enhancement of model policies about council meeting procedures, how to deal with conflicts of interest, how to complete a register of interest and about other topics that give rise to the overwhelming majority of complaints against councillors'.[30]

The LGAQ saw 'merit in reintroducing the requirement for a code of conduct to demonstrate the importance of holding councillors to high standards of ethical and legal behaviour'. The LGAQ provided the Panel with an existing model code, and asked that it be involved in the drafting of a new code.

Codes of conduct are increasingly being used to set standards of ethical behaviour for public and governmental organisations. Such codes have been adopted in Queensland, for example, by the parliament, the cabinet and the public service. The Panel considers that there should be a uniform, mandatory Code of Conduct for local government councillors in Queensland and a model code of meeting practice; the latter setting minimum standards and capable of being modified by individual councils. The Code of Conduct should be developed by the LGLG (see Chapter 11) and approved by the Minister. The model code of

[30] As to the matters other than the codes, see the discussion in Chapter 12.

meeting procedure should be developed by the Department in conjunction with the LGAQ and the LGMA.

In New South Wales and South Australia there is a standard, mandatory code of conduct to be applied by all councils which sets out conduct principles and distinguishes between behavioural breaches and misconduct. In Victoria, there is a requirement for each council to have a councillor code of conduct that incorporates prescribed provisions and all councillors are required to make a declaration that they will abide by the code (see Appendix 4—Ideas and lessons from other states). The Panel considers there should be a similar requirement in Queensland that councillors should make a declaration that they will abide by the Code of Conduct.

OTHER CONDUCT BREACHES

In addition to failing to comply with the local government's procedures, the two inappropriate conduct matters referred to in s. 176(4) of the LG Act (see above), there are several other conduct breaches that the Panel considers should be treated as inappropriate conduct. These are:

- Serious or repeated conduct contrary to the code of conduct or meeting practice in formal council or committee meetings.
- A failure by the councillor to comply with a direction to leave a meeting of the local government or its committees by the chairperson presiding at the meeting.
- Failure to comply with the council's other policies, codes or resolutions.
- Offensive or disorderly behaviour as a councillor that happens outside formal council meetings.
- Failure to work respectfully and constructively with other councillors or staff.
- Exerting or attempting to exert inappropriate influence over staff.
- Repeated unreasonable requests for information (contrary to council guidelines).
- Exercising, or purporting to exercise, an unauthorised power, duty or function.

These breaches would normally be the subject of complaints which would be passed through to the Independent Assessor by the council, or made directly to the Independent Assessor, who would determine whether the councillor had a case to answer and then refer them back to the council for investigation and disciplinary action if warranted.

DISCIPLINARY ORDERS FOR INAPPROPRIATE CONDUCT

There was widespread agreement in those submissions that considered the disciplinary orders that are available for use in a case of inappropriate conduct, in that they should be broadened and in some cases increased in severity. The LGAQ, for example, supported the suggestion that there should be tougher disciplinary orders for inappropriate conduct (and for misconduct). It also suggested there should be better mechanisms for enforcing disciplinary orders, 'for example by requiring councillors against whom a complaint has been upheld not to participate in council meetings until the penalty has been paid'. The Panel agrees.

The disciplinary order needs to be matched against the conduct or behaviour that has been objected to. Given the broader range of matters that the Panel proposes should be considered as inappropriate conduct, it considers that the following be included in the range of available disciplinary orders:

- Censure of the councillor.
- Formal reprimand.
- Requirement for an apology.
- Mandatory training or counselling.
- Councillor to be excluded for up to two meetings of the council.
- Councillor removed from any position representing the council, and not to chair

or attend committees or other specified meetings for up to two months.
- Payment of costs attributed to the actions of the councillor.
- An order that any repeat of the inappropriate conduct be referred to the Tribunal as misconduct.

Where the council orders the councillor to be excluded from council meetings for two months, such absence shall be deemed not to trigger a vacancy under s. 162(1)(e) of the LG Act.

To enforce orders made by councils, the Panel proposes that a councillor should be suspended until such time as any order is complied with. Where the councillor persisted in defying the order and missed two or more consecutive ordinary meetings of the council over at least two months, such absence would trigger loss of office under s. 162(1)(e) of the LG Act. The Panel also proposes that s.153 of the LG Act be amended to provide that a councillor who loses office in such circumstances following an order by a council in an inappropriate conduct matter, should be disqualified from standing for election to a council for four years.

ADJUDICATOR FOR INAPPROPRIATE CONDUCT

The Panel considers that in all cases of inappropriate conduct it should be for the council to make the final decision as to whether conduct has been inappropriate and what the penalty should be. The council's consideration of inappropriate conduct matters must be open and transparent.

One of the submissions the Panel received that dealt with this general issue was from a member of an RCRP:

> I believe the inappropriate conduct complaints should be handled as close as possible to the source. Local factors that provide background can be readily assessed. If the role of handling these cases were taken away from a mayor, then a certain amount of 'flavour of the case' would disappear. There are no doubt some cases where a mayor has had to act against a political ally or sought to undermine an opponent. Remedies may be available for some of those types of cases. That situation, of itself, does not justify a transfer of the jurisdiction away from local governments to another tribunal.

In the Panel's view, when such situations (and other difficult local problems) arise, the council should be able to seek the advice of either of two external bodies, while retaining the responsibility for the ultimate decisions that have to be made.

The Panel is proposing that a council may establish a CAC (Conduct Advisory Committee) made up of respected people from the community (local or regional) to provide advice on inappropriate conduct matters.[31] They would be chosen not by the mayor or CEO, but by the council. CACs would have an independent chair and from three to five members. Meetings of the CAC would normally be closed[32], though the meeting of the council considering its recommendation(s) would be open to the public.

Alternatively, the council could ask that a member of the Tribunal be appointed to undertake an investigation if required and recommend to the council what its decision should be. The member would be appointed by the president of the Tribunal.

The costs of the Tribunal member would be borne by the relevant council.

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[31] Local Government Regulation 2012, regs. 264 and 265 provide for councils to appoint advisory committees.
[32] LG Reg 275(1)(h).

A councillor whose conduct is being considered must cooperate with the council, the CAC or the Tribunal member. Failure to do so could result in a misconduct complaint.

The Independent Assessor, when referring a complaint about inappropriate conduct to the council, should indicate how serious the inappropriate conduct might be, whether any further information needed to be obtained before the complaint could be dealt with, and whether mediation might be appropriate and by whom. The Independent Assessor should also recommend to the council whether it should deal with the matter itself, refer it for advice to its CAC, or refer it for advice (and possible further investigation) to a Tribunal member.

Any councillor (including the mayor) who is the subject of a complaint must step aside from all decision-making in relation to the process.

The council CEO must inform the Independent Assessor of all council decisions on inappropriate conduct matters, place them on a public register and record them in the council's annual report, in accordance with regulation 186 in the Local Government Regulation 2012 (LG Reg).

REVIEW

The Panel considered whether a councillor should be able to appeal against an inappropriate conduct finding and/or the penalty imposed by a council. It also considered how an appeal system would operate. It decided that any appeal would have to be to the Tribunal – no other body would be appropriate.

If there were to be an appeal system, the Panel believes there should be no automatic right of appeal. Rather, a councillor would have to apply for leave to appeal. The application would be directed to the president of the Tribunal who would consider such matters as whether in the individual case there appeared to be a miscarriage of justice; whether the appeal would raise matters of general system-wide importance; and whether the penalty imposed appeared out of proportion to the offending conduct. If the president granted leave, the appeal would then be considered by a three-member hearing of the Tribunal, based on papers provided by the council and the councillor.

However the Panel decided that it would be premature to establish an appeal system for inappropriate conduct at this stage. There is no reason to believe that councils will not apply the principles of natural justice and reach appropriate decisions, particularly as they will be able to seek advice from their own CAC or from a member of the Tribunal.

The Panel recommends that 12 months after the system comes into operation, the LGLG should review its operation and consider whether an appeal system such as that described above should be introduced.

The Panel recommends:

That there should be a uniform, mandatory Code of Conduct for local government councillors in Queensland and a model code of meeting procedure.

A Code of Conduct should be developed by the LGLG and approved by the Minister.

That regulation 254 of the LG Reg, the declaration of office that s. 169 of the LG Act requires councillors to make before assuming office, be amended to include a statement that the councillor will abide by the Code of Conduct.

The Department, LGAQ and LGMA should develop the model code of meeting procedure.

That councils be required to adopt meeting standing orders, based on the model code of meeting procedure.

That breaches of a meeting code or code of conduct in a meeting should not be classified as inappropriate conduct. Such conduct breaches should be dealt with immediately by the chair of the meeting (council or committee) who, as appropriate, should be able to require a withdrawal (of words said), an apology (for what had been said or done) or to remove the offending councillor from the remainder of the council or committee meeting.

That a council may determine that a councillor's serious or repeated contrary conduct in meetings or committee meetings should be treated as inappropriate conduct and dealt with as such.

That the definition of 'inappropriate conduct' in s. 176(4) be amended as follows—

The two examples (a) and (b) be deleted and in their place be inserted:

a) Serious or repeated conduct contrary to the code of conduct or meeting practice in formal council or committee meetings.
b) A failure by the councillor to comply with a direction to leave a meeting of the local government or its committees by the chairperson presiding at the meeting.
c) Failure to comply with the council's other policies, codes or resolutions.
d) Offensive or disorderly behaviour as a councillor that happens outside formal council meetings.
e) Failure to work respectfully and constructively with other councillors or staff.
f) Exerting or attempting to exert inappropriate influence over staff.
g) Repeated unreasonable requests for information (contrary to council guidelines).
h) Exercising or purporting to exercise an unauthorised power, duty or function.

That s. 181 of the LG Act be deleted and in its place the new section 181 should recognise:

- That complaints about inappropriate conduct are to be determined by the council.
- That the council may seek advice from a council CAC established under the LG Reg or from a member of the Tribunal selected by the president of the Tribunal.
- That councils consider the formation of a CAC to provide it with advice, when requested by the council, when an inappropriate conduct complaint against a councillor has to be determined by the council.
- That a councillor whose conduct is being considered must cooperate with the council, the committee or the Tribunal member. Failure to do so could result in a misconduct complaint.

That the council, if it decides to take disciplinary action against the councillor, may make one or more of the following orders that it considers appropriate in the circumstances:

- A censure of the councillor.
- A formal reprimand.
- A requirement for an apology.
- Mandatory training or counselling.
- Councillor to be excluded for up to two meetings of the council.
- Councillor removed from any position representing the council and not to chair or attend committees or other specified meetings for up to two months.
- Payment of costs attributed to the actions of the councillor.

- An order that any repeat of the inappropriate conduct be referred to the Tribunal as misconduct.

Where an order is made that the councillor be excluded from council meetings, such absence shall not trigger a vacancy under s. 162(1)(e) of the LG Act.

That councillors against whom a complaint of inappropriate conduct has been upheld may not participate in council or committee meetings until any disciplinary order imposed has been paid or otherwise discharged. Section 162 of the LG Act (When a councillor's office becomes vacant) would apply in relation to such resulting non-attendance.

That s. 153 of the LG Act (Qualifications of councillors) be amended to disqualify for four years a person who as a result of their failure to comply with an order of the council following a finding of inappropriate conduct has ceased to be a councillor as a result of the operation of s. 162(1)(e) of the LG Act.

That councils develop and include a process for dealing with inappropriate conduct in their complaints management system. This should be in accordance with the principles of natural justice.

That the Independent Assessor, when referring a complaint about inappropriate conduct to the council, should indicate how serious the inappropriate conduct might be, whether any further information needed to be obtained before the complaint could be dealt with, whether mediation might be appropriate and by whom. The Independent Assessor should also recommend to the council whether it should deal with the matter itself, refer it for advice to its CAC, or refer it for advice (and possible further investigation) to a Tribunal member.

That where councils elect to use a Tribunal member to investigate and make recommendations about a complaint of inappropriate conduct, the council should pay the member's costs.

That 12 months after the proposed system commences, the LGLG should review the way councils have been adjudicating inappropriate conduct matters with a view to determining whether it is necessary and desirable to introduce an appeal system such as that described in this report.

CHAPTER 6
MISCONDUCT

'Misconduct' is currently defined in s. 176(3) of the LG Act:

Misconduct is conduct, or a conspiracy or attempt to engage in conduct, of or by a councillor—

(a) that adversely affects, or could adversely affect, (either directly or indirectly) the honest and impartial performance of the councillor's responsibilities or exercise of the councillor's powers; or

(b) that is or involves—

  (i) the performance of the councillor's responsibilities, or the exercise of the councillor's powers, in a way that is not honest or is not impartial; or

  (ii) a breach of the trust placed in the councillor; or

  (iii) a misuse of information or material acquired in or in connection with the performance of the councillor's responsibilities, whether the misuse is for the benefit of the councillor or someone else; or

  (iv) a failure by the councillor to comply with a direction to leave a meeting of the local government or its committees by the chairperson presiding at the meeting; or

  (v) a refusal by the councillor to comply with a direction or order of the regional conduct review panel (RCRP) or tribunal about the councillor; or

(c) that is a repeat of inappropriate conduct that the mayor or the department's chief executive has ordered to be referred to the regional conduct review panel under s. 181(2); or

(d) that contravenes s. 171(3) or 173(4).

As noted in the previous chapter, the Panel's Discussion Paper said there was a widespread view that the terms 'inappropriate conduct' and 'misconduct' required clearer definition and in some instances stronger disciplinary orders. In response, the tribunal said in a submission that the provision in the LG Act sets out a number of particular categories of conduct but suffers from the lack of a broader 'catch-all' component. It continued:

> That sometimes results in conduct which is considered to involve a serious breach of duty, but cannot comfortably fit into one of the categories in the definition, being characterised as a 'breach of trust' (s. 176(3)(b)(ii), apparently on the basis that the councillor was trusted to do the right thing but failed to do so and thereby breached the trust placed in him.
>
> It is therefore suggested that the definition should be expressed in more general terms. It is acknowledged that such a definition may, in some respects, be less certain in its meaning, but that is inevitable in a definition intended to have a broader operation, rather than merely identifying particular aspects of misconduct and making no provision for regulating conduct which falls outside those particular circumstances.

On the other hand, the Queensland Ombudsman, wrote:

> I do not believe that the definition of misconduct in the LG Act and the equivalent CoBA provision need elaboration. The definition of misconduct is well understood legally. I fear that altering it could produce unintended consequences.

The Panel's view is that the general terms of the definition in s. 176(3)(a) – that is, conduct 'that adversely affects, or could adversely affect, (either directly or indirectly) the honest

and impartial performance of the councillor's responsibilities or exercise of the councillor's powers' – does not need to be changed. It also considers that sub-clause 176(3)(b)(ii) – conduct that is or involves 'a breach of the trust placed in the councillor' – is an additional 'catch-all' provision, because the trust to which it refers is the requirement for a councillor to act in the public interest, not the interest of the councillor or any of her or his associates.[33]

Nevertheless, the Panel does consider the specific types of misconduct detailed in s. 176(3)(b) need to be expanded to include additional identifiable types of misconduct that might occur. Spelling them out may make framing a complaint against a councillor simpler. Equally important, the additional matters will make clear to councillors behaviour that will be considered as misconduct and hopefully reduce the chances of a councillor offending.

However the present definition contains one matter that the Panel believes should be treated as inappropriate conduct, rather than misconduct. Section 176(4)(b) currently includes this provision:

(iv) a failure by the councillor to comply with a direction to leave a meeting of the local government or its committees by the chairperson presiding at the meeting.

In Chapter 5 the Panel proposed that breaches of a meeting code in council and committee meetings should not be classified as inappropriate conduct but should be dealt with immediately by the chair of the meeting. It considers that as a result of this reclassification, failure to comply with a direction to leave the meeting should be treated as inappropriate conduct rather than misconduct. It notes that the disciplinary orders that may now be made for inappropriate conduct now include some that were previously available only for a misconduct finding. It also notes that repeated behaviour of the type described here would be treated as misconduct.

The Panel also considers the range of penalties available when there is a finding of misconduct should be increased. This could make it more likely that appropriate penalties are imposed. There is a general view in some of the submissions received that the present tribunal and RCRPs appear to have been reluctant to impose penalties that meet the circumstances of the misconduct and were not severe enough to act as a deterrent.

The Panel also considers that there is a need to reconstitute the bodies currently adjudicating misconduct complaints – the tribunal and the RCRPs (see Chapter 12).

DEFINING MISCONDUCT

As mentioned above, the Panel considers that the range of specific offences that are detailed in s. 176(3)(b) should be expanded. It proposes that the definition should encompass:

(i) The performance of the councillor's responsibilities, or the exercise of the councillor's powers, in a way that is not honest or is not impartial.
(ii) A breach of the trust placed in the councillor.
(iii) A misuse of information or material acquired in or in connection with the performance of the councillor's responsibilities, whether the misuse is for the benefit of the councillor or someone else.
(iv) Unauthorised use of council staff or resources for private purposes.
(v) Use of information obtained as a councillor to the financial detriment of the council or the public interest.

[33] See David Lusty, *'Revival of the common law offence of misconduct in public office'*, (2014) 38 Crim LJ 337.

(vi) Failure to cooperate with the council, CAC or Tribunal member during inappropriate conduct proceedings or to comply fully with a penalty for inappropriate conduct.
(vii) Third or subsequent finding of inappropriate conduct during council term.
(viii) Bullying or harassment.
(ix) Failure to declare and resolve conflict of interest at a meeting in a transparent and accountable way.
(x) Seeking gifts or benefits of any kind.
(xi) Improper direction or attempted direction of staff.
(xii) Deliberate release of confidential information.

In Chapter 9, the Panel discusses the offences created in the LG Act that may be prosecuted in a court.

These are:

- Use of information obtained as a councillor for financial advantage (personal or a close associate).
- Misuse of inside information for the financial benefit of the councillor or a close associate.
- Failure to lodge/maintain accurate register of interests.
- Failure to declare and resolve material personal interest in a transparent and accountable way.

The Panel considers that these also may be considered to be misconduct and at the discretion of the Independent Assessor, may be brought before the Tribunal and judged as misconduct where the Independent Assessor considers that the conduct is not at the most serious end of the range and the penalties provided for misconduct would be more appropriate than the penalties provided for the offence in the Act. The Independent Assessor would also consider the likelihood, or otherwise, of the Department bringing a prosecution.

At the other end of the scale, the Independent Assessor should also have the discretion to have a minor misconduct matter treated as inappropriate conduct, and send this back to the council for resolution in accordance with the procedures laid down.

TEMPORAL LIMITATIONS ON MISCONDUCT

Section 176A of the LG Act deals with the way complaints against former councillors should be managed. The section says, in part:

Application to former councillors
(1) This division applies to a complaint about the conduct of a person who is no longer a councillor if—
    a. the person was a councillor when the relevant conduct is alleged to have happened; and
    b. the complaint is made within 2 years after the person stopped being a councillor.
(2) However, an entity dealing with the complaint under this division may decide to take no further action in relation to the complaint, despite any contrary requirement of this division, if the entity considers the decision is in the public interest.

The Panel considered whether s. 176A serves any real purpose. Any criminal offence or any of the statutory offences in the LG Act relating to conduct that occurred before a person ceased to be a councillor would still be able to be pursued. In relation to misconduct matters any lengthy delay before proceedings are commenced would most likely see the complaint dismissed in the public interest.

On the other hand a member of an RCRP said in his submission:

> My view is that if an allegation of misconduct is made against a former councillor, then provided it is received

> within a reasonable time, it should be processed. … Whether or not the complaint should be made within two years after the person ceased to be a councillor is debatable. I believe a shorter period, namely 12 months, is appropriate. However, I do not believe that substantial misconduct should be ignored because the individual did not stand for re-election or was defeated. An individual (formerly a councillor) might seek election for a subsequent term and their prior conduct (including any finding of 'misconduct') should be available.

On balance, the Panel generally agrees with this submission but considers that the period during which a complaint can be made should be reduced from two years to six months.

DISCIPLINARY ORDERS FOR MISCONDUCT

Section 180 of the LG Act provides for two ranges of disciplinary orders where a councillor is found guilty of misconduct – a lesser range of orders that may be imposed by an RCRP and a somewhat higher range that may be imposed by the tribunal.

The penalties that can be imposed by the RCRPs include counselling of the councillor, requiring an apology, an order for mediation, a recommendation that the councillor's behaviour be monitored, an order for reimbursement, a recommendation for further investigation and an order that the councillor pay the local government up to 50 penalty units – almost $6,100.

If an RCRP considers a higher penalty is warranted it must report the matter to the tribunal for it to take disciplinary action.

The tribunal can make essentially the same orders as the RCRPs. Additionally it can order that the councillor forfeit an allowance, benefit, payment or privilege. Importantly, it can also recommend to the Minister that the councillor be suspended for a specified period, either wholly or from performing particular functions, or that the councillor be dismissed.

In its Discussion Paper, the Panel pointed out that in recent years most cases of misconduct have been referred to RCRPs, with comparatively few being referred to the tribunal. It said that disciplinary orders had been largely at the lower end of the range, and no recommendations had been made to the Minister for suspension or dismissal.

One submission received from a council in response to the Panel's Discussion Paper said:

> A system that delivers clearer offences or a more substantive nature that both can be, and will be, enforced is desirable. This does not necessarily mean more offences. In fact the argument could be made for fewer offences. It is more pertinent that serious offences can be identified and dealt with. Under the current system there has been concern that inadequate penalties have been applied. It is considered that serious offences that are upheld should have meaningful penalties attached.

The Panel agrees. In proposing additional specific misconduct offences its purpose is to identify the specific misconduct that needs to be targeted. In this part of the chapter it suggests penalties that are more 'meaningful' than many of those currently available.

The Panel proposes that the following disciplinary orders or recommendations, that include some of the orders that are currently available, should apply, specifically one or more of the following:

- Mandatory training or counselling.
- An order that the councillor reimburse the local government and/or pay up to 50 penalty units.

- An order that a councillor may not remain as or become deputy mayor or a committee chair for the remainder of the term.
- Councillor to be excluded for up to three meetings of the council.
- Councillor removed from any position representing the council for a period of up to three months.
- Councillor not to attend committees and/or other specified meetings for a period of up to three months.
- An order suspending the councillor (without pay) for a period of up to three months.
- A recommendation to the Minister that the councillor be suspended for more than three months and up to six months (without pay) or dismissed.
- A recommendation that the Department prosecute the councillor for an offence under the LG Act.

Where an order is made that the councillor be excluded from council meetings, such absence shall not trigger a vacancy under s. 162(1)(e) of the LG Act.

The main effect of these proposals, if adopted, would be to give the Tribunal the additional powers:

(a) To suspend the councillor for a period up to three months (this would impose a significant penalty, given that councillors are paid as if they were engaged full-time on council work).
(b) To demote, or prevent the promotion of the councillor within the council hierarchy for the remainder of the council's term.
(c) To remove the councillor from any position representing the council.
(d) To recommend to the Department that the councillor be prosecuted for an offence under the Act. Suspension of the councillor for a period greater than three months (which would include dismissal) can also be recommended, but would require the approval of the Minister (as at present).

To assist with enforcement of the Tribunal's orders, a councillor should be suspended until such time as any order is complied with. The councillor's absence would trigger loss of office under s. 162(1)(e) of the LG Act if it extended over two months. The Panel also proposes that s.153 of the LG Act be amended to provide that a councillor who loses office in such circumstances following an order by the Tribunal in a misconduct matter, should be disqualified from standing for election to a council for seven years.

ADJUDICATOR FOR MISCONDUCT

The present system of having two bodies to adjudicate on complaints against councillors adds unnecessary complexity to the system. While the RCRPs can hand out only minor penalties, and the tribunal those penalties at the top of the range, there is in fact considerable overlap between the two jurisdictions. The tribunal has not made much use of the higher penalties, though of course this may be because the offences considered by it have not warranted them.

The RCRPs were originally intended to have members from many parts of the state, but this geographical spread has not been achieved. In fact, the term 'regional' is essentially misleading and a misnomer.

A disadvantage of the bifurcation of responsibility for determining and penalising misconduct is that the likelihood of a uniform application of the law is reduced. And this is done for no obvious reason.

The Panel considers that the functions of the RCRPs and the tribunal should be merged, as should the two entities, to become the Councillor Conduct Tribunal. The composition of this Tribunal and the qualifications of its members are discussed in Chapter 12.

PROSECUTION OF MISCONDUCT COMPLAINTS

The Panel received helpful submissions from senior members of the RCRPs, and from the tribunal about the way in which the two bodies receive and deal with complaints about misconduct. This is a summary of those submissions.

The RCRPs

The Department prepares the allegation and notifies the respondent councillor and the complainant when it refers the complaint to an RCRP. The panel assesses the documents provided by the Department and often 'redraws or modifies the terms of the allegation' notifying the Department so that the new allegation is included in the formal Notice of Hearing. The regional panels grant extra time to a councillor to provide any material they wish to a panel and adjourn for that to take place. The majority of hearings are conducted on the papers, mainly those provided by the Department, and sometimes provided by the councillor after being informed of the exact allegation being considered.

The tribunal

The tribunal receives matters from the Department, initiates further inquiries through the Department if necessary, and then proceeds to a hearing if it considers it appropriate. The process of making further inquiries requires consideration of the allegations and supporting evidence by the tribunal and the identification of areas where further investigation and clarification are required. There may be successive steps in that process, each dependent on the outcome of the last. The hearing does not involve evidence being adduced by a prosecutor, as there is no entity to take that role.

The tribunal's submission included this comment, which would appear to apply equally to the RCRPs:

> The Tribunal should not be placed in the role of de facto prosecutor/interrogator as well as then determining the outcome of the hearing. Councillors will almost inevitably be left with the impression that the Tribunal is not an independent body hearing the complaint impartially.

The second sentence may well explain why the tribunal and the RCRPs rejected the role of interrogator. However, as suggested earlier in this report, in acting in this way the tribunal and the regional panels have ignored and acted contrary to the intentions of the parliament as expressed in the LG Act.

Part 7, Chapter 1 of the LG Act is directed to the RCRPs and the tribunal. It tells them the 'Way to hold a hearing'. It provides them with investigative powers (describing the RCRPs and tribunal, for the purposes of the chapter, as 'the investigator'). What it does is to make the RCRPs and the tribunal inquisitorial bodies. Had they accepted this role there would have been no need for them to seek help from the Department in obtaining more information and there could have been fewer problems with councillors delaying responding to requests for information or documents, because the investigatory bodies could have required the rapid production of the information they sought.

Despite these powers, there is a strong argument that there should be a 'prosecutor' to assist the Tribunal in its consideration of allegations of misconduct and, if the hearings become 'live', (that is, go beyond a determination based on the papers provided by the prosecutor) to lead the questioning of any participants in a hearing. This role needs to be undertaken by the primary investigator, the Independent Assessor.

The Panel recommends:

The definition of misconduct in s. 176(3)(b) should encompass:

(i) The performance of the councillor's responsibilities, or the exercise of the

councillor's powers, in a way that is not honest or is not impartial.

(ii) A breach of the trust placed in the councillor.

(iii) A misuse of information or material acquired in or in connection with the performance of the councillor's responsibilities, whether the misuse is for the benefit of the councillor or someone else.

(iv) Unauthorised use of council staff or resources for private purposes.

(v) Use of information obtained as a councillor to the financial detriment of the council or the public interest.

(vi) Failure to cooperate with the council, CAC or Tribunal member during inappropriate conduct proceedings or to comply fully with a penalty for inappropriate conduct.

(vii) Third or subsequent finding of inappropriate conduct during council term.

(viii) Bullying or harassment.

(ix) Failure to declare and resolve conflict of interest at a meeting in a transparent and accountable way.

(x) Seeking gifts or benefits of any kind.

(xi) Improper direction or attempted direction of staff.

(xii) Deliberate release of confidential information.

A further clause should be added to s. 176(3) to provide that an offence against ss. 171(1), 171A(2) and (3), 171B(2), 172(5) and 176C(8) may be dealt with as misconduct.

Section 176A (Application to former councillors) should be amended to provide that a complaint has to be made within six months of the person ceasing to be a councillor.

That s. 180 be amended to provide the following penalties for misconduct:

- Mandatory training or counselling.
- An order that the councillor reimburse the local government and/or pay up to 50 penalty units.
- An order that a councillor may not remain as or become deputy mayor or a committee chair for the remainder of the term.
- Councillor to be excluded for up to three meetings of the council.
- Councillor removed from any position representing the council for a period of up to three months.
- Councillor not to attend committees and/or other specified meetings for a period of up to three months.
- An order suspending the councillor (without pay) for a period of up to three months.
- A recommendation to the Minister that the councillor be suspended for more than three months and up to six months (without pay) or dismissed.
- A recommendation that the Department prosecute the councillor for an offence under the LG Act.

Where an order is made that the councillor be excluded from council meetings, such absence shall not trigger a vacancy under s. 162(1)(e) of the LG Act.

That a councillor who is the subject of an order by the Tribunal in relation to a misconduct finding may not attend a council meeting until such time as the councillor has complied fully with the order. Section 162 of the LG Act (When a councillor's office becomes vacant) would apply in relation to such resulting non-attendance.

That s. 153 of the LG Act (Qualifications of councillors) be amended to disqualify for seven years a person who as a result of their failure to comply with an order of the Tribunal following a finding of misconduct has ceased to be a councillor as a result of the operation of s. 162(1)(e) of the LG Act.

CHAPTER 7
CORRUPT CONDUCT

Under the CC Act s. 38 and 40, and the LG Act s. 182, council CEOs are required to refer to the CCC all complaints that in the opinion of the CEO raise a reasonable suspicion of corruption. The Department's chief executive is also required to report allegations of corrupt conduct to the CCC. Corruption is defined in s. 15 of the CC Act and requires that the alleged conduct would, if proved, amount to a criminal offence, including simple offences under the LG Act. The corrupt conduct must relate directly to the performance of the official duties of a councillor. If a council CEO is uncertain whether the terms of a complaint justify a 'reasonable suspicion', they should in the first instance refer the matter to the Independent Assessor for preliminary assessment.

Most allegations about corrupt conduct by councillors are made directly to the CCC, rather than coming through CEOs or the Department chief executive.

During the 2014-15 financial year the CCC assessed only 70 allegations against councillors.

Of those, the CCC:

- Retained five matters (seven per cent) for investigation.
- Referred three matters (five per cent) to the Department, subject to close monitoring of follow-up action.
- Referred 19 matters (27%) to the department, requiring no further advice.
- Took no further action on 43 allegations (61%).

The Panel's terms of reference raised just one matter concerning the CCC and corrupt conduct. It was in these terms:

> Amendments to the legislation defining the role of the Crime and Corruption Commission, designed to narrow its operational focus to the investigation of the most serious cases of corrupt conduct and to reduce the number of trivial complaints handled by the commission has, and may continue to increase the demand on Departmental time and resources in dealing with complaints of misconduct and have an adverse impact on its ability to deal effectively and in a timely fashion with all complaints referred to it.

The Panel's proposal to create the position of an Independent Assessor will require that the LG Act be amended to provide that the assessor should be a holder of an appointment in a unit of public administration. The transfer of complaint investigations from the Department to the assessor will mean that the CCC will refer those investigations that would previously have been sent to the Department, go instead to the Independent Assessor, who will be better equipped with investigative powers to deal with them. It is also likely that complaints that the CCC would have sent back to councils will go instead to the Independent Assessor.

The Panel recommends:

That the LG Act be amended to deem the Independent Assessor to be the holder of an appointment in a unit of public administration for the purposes of the CC Act and that such complaints about corruption that the CCC would otherwise have directed back to the Department or to councils should be sent instead to the Independent Assessor.

That s. 182(2) of the LG Act be amended to substitute the Independent Assessor for the Department's chief executive as the public official dealing with corruption complaints.

CHAPTER 8
ELECTION ISSUES

The Panel's Discussion Paper, when analysing CCC complaints data, noted that 'spikes in allegations appear to coincide with council elections'. The CCC and its predecessors have long been aware of the fact that elections (state as well as council) prompt corruption complaints, apparently for political purposes. They allow political opponents to get publicity for the fact that 'x is being investigated by the CCC', a statement that is thought to be politically damaging to 'x'. For a long time, the CCC and its predecessors have issued warnings and tried to persuade people not to this tactic during the election period as part of a political campaign. Their pleas have not been marked with great success.

One of the Callinan/Aroney review recommendations[34], which was enacted, was to require people lodging corruption complaints with the CCC to complete a statutory declaration. This requirement was removed by the subsequent Labor Government.

The LGAQ's Ethics and Integrity Advisor, suggested in her submission that signed statutory declarations should also be required of people complaining against councillors, 'to eliminate frivolous, vexatious and often political complaints before election campaigns'. She also proposed:

> … no such complaints should be able to be made and actioned during the actual election period itself when the council is in caretaker mode.
>
> Because of the time taken for the relevant bodies to review these complaints there is often considerable negative press and outcomes for would be candidates who are subsequently found to be innocent of these actions or procedures, but whose political futures have been destroyed or their integrity and honesty portrayed in a negative light. In this manner justice is not done or seen to be done.

The LGAQ, in its submission, said:

> In order to combat the problem of increases in frivolous and vexatious complaints in the lead up to local government elections, there is merit in considering increasing the penalties for complaints found to be frivolous or vexatious in the six months preceding the elections. The LGAQ is also investigating the possibility of appointing an electoral monitor as an additional mechanism to discourage frivolous and vexatious complaints.

The LGAQ also supported the proposal for a requirement that complaints should be accompanied by a statutory declaration, saying, 'This is a matter of natural justice: no one should be subjected to an anonymous complaint'.

In Chapter 4, the Panel considered suggestions there be a requirement for statutory declarations, but did not agree. It accepted there were circumstances where anonymous complaints should be accepted. However it did recommend that penalties should be introduced for frivolous and vexatious complaints, such matters to be determined by the Tribunal. This issue is discussed further in Chapter 10.

In Chapter 4 the Panel noted the provision in the CC Act that makes it an offence for 'stating anything to the commission the person knows is false or misleading in a

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[34] 2013 Review of the *Crime and Misconduct Act 2001* (Qld)

material particular' or giving a document to the commission the person knows is false or misleading in a material particular.[35] The LG Act contains a similar provision in s. 234 – false or misleading information. It begins:

(1) A person commits an offence if the person gives information for this Act (either orally or in a document), that the person knows is false or misleading in a material particular, to any of the following persons –

The maximum penalty is 100 penalty units. The persons listed include an RCRP and the tribunal. This provision should be amended to include the Independent Assessor (replacing the RCRP).

This is another offence that could be brought within the jurisdiction of the Tribunal to adjudicate, with a lower penalty, along with those other offences mentioned in Chapter 4.

The fact that this provision exists, should provide a disincentive for some of the complaints that are made recklessly at election time. The nature of the offence should be included as a warning to complainants on the standardised form on which complaints must be made.

The Panel considered the suggestion that complaints should not be received during the election period, but does not consider that this would be helpful if it contributed to prohibiting valid complaints.

PUBLICISING ALLEGATIONS

As mentioned above, the CCC and its predecessors in title have recommended various ways in which this general problem might be overcome but none of their proposals has been accepted by government.

In 2016, the CCC once again examined whether, on balance, it was in the public interest to make allegations of corrupt conduct public and, if not, what legislative and other options were available to prevent it.

The CCC's report was tabled in parliament on 12 December 2016. While the CCC's study was broadly based, and directed at state as well as local government elections, its data only allowed it to draw firm conclusions (and make recommendations) about the local government elections. It found that there were significant spikes of corrupt conduct complaints made during the period immediately before local government elections. But it also found that the overwhelming majority of those complaints were baseless.

The CCC said it received significantly more allegations per month against councillors or mayors during the 2008, 2012 and 2016 election periods (on average, 27 a month) than in the equivalent months in non-election years (on average, 12 a month). That is well over double the number of complaints each month that were received during the election period.

And of the complaints that were made, 69% did not contain sufficient evidence to allow the CCC to reasonably conclude that the conduct alleged might amount to a criminal offence or disciplinary breach.

The report said, 'It is open to conclude that a large number of allegations received by the CCC in the lead up to local government elections are baseless and merely designed to effect electoral damage on political opponents'.[36]

The CCC proposed the introduction of a new offence directed at people or organisations

[35] s. 217.

[36] CCC report, *Publicising allegations of corrupt conduct: is it in the public interest?* para. 192.

that publicise one of the following without first notifying the CCC and allowing the CCC at least three months to determine whether the allegations have merit:

a) Allegations of corrupt conduct against a councillor or candidate during a local government election period.
b) The fact that a complaint (whether or not it involves corrupt conduct) has been, will be or may be made to the CCC against a councillor or candidate during a local government election period.

The penalties proposed would mirror those for complaints made to the CCC that are frivolous, or vexatious, or not made in good faith, or primarily for a mischievous purpose or reckless or malicious, namely 85 penalty units (about $100,000), or one year's imprisonment.

The CCC report pointed out that the problem was about publishing allegations of corrupt conduct, 'that is, unproven, untested allegations made against identified individuals'.[37] It pointed out that publicising such allegations could negatively affect the CCC's ability to detect and investigate allegations:

> Making public an allegation of corruption before the CCC has ascertained whether it has merit can result in the destruction of evidence, fabrication of a false explanation, interference with witnesses and absconding of subject officers.[38]

It also made the point that publicising baseless allegations of corruption risked damaging a person's reputation:

> This risk is amplified in contemporary society where mass communication methods mean that allegations are instantaneously and widely transmitted, and stay on the public record in perpetuity.[39]

Further, damage could also be done to the public's trust in their institutions of government.[40]

The CCC's approach to the problem is controversial in that it concentrates on the act of publicising. The mainstream media regard this as an attack on it.

The CCC's proposal may be contrasted with the law in Western Australia. Its *Local Government Act 1995* provides in s. 5.123 – 'Confidentiality':

(1) A person who –
   (a) makes a complaint during a campaign period; or
   (b) performs a function under this Act in respect of a complaint made during a campaign period; or
   (c) as a result of anything done under this Division, becomes aware of any detail of a complaint made during a campaign period knowing it to be relevant to the complaint, and during the campaign period discloses information that the complaint has been made, or discloses any detail of the complaint, commits an offence.

This law targets the leaker, and particularly the person who made the initial complaint. It is not directed at the publisher of the information, which these days is as likely to be social media as newspapers, radio or television.

The Panel believes the CCC correctly identifies the very real problem that arises from the publicising of corruption and other complaints against councillors or candidates during election periods. However it considers

[37] Para 175.
[38] Para. 179.
[39] Para. 182.
[40] Para 186.

that the response by the WA legislature is more likely to be effective.

The Panel considers that the LG Act should be amended to include a new offence for a person who has made a complaint alleging inappropriate conduct, misconduct or corrupt conduct of a councillor or candidate for election during a campaign period, or an associate of the complainant, to disclose information that the complaint has been made, or discloses any detail of the complaint. That offence should be one where the proposed new Tribunal should also have jurisdiction, though any fine that the Tribunal could impose should be set at a lower level than that which a court could order.

In Chapter 10, the Panel considers publication of complaints made to the Independent Assessor.

DONATIONS AND CAMPAIGN FUNDS

Over the years the CCC has conducted several investigations into allegations of corruption related to local government elections. In response to the CCC report in December 2015 on 'Transparency and accountability in local government' the government announced in July 2016 that it would introduce into parliament a series of measures designed to improve transparency and accountability in local government electoral disclosure requirements. Some of these were directed at specific issues raised by a CCC investigation into allegations concerning the way electoral campaign funds are handled.

Significantly, the amending legislation will require that, as with state government elections, all donations over $500 must be declared and that an online, real-time system will be adopted for the disclosure of donations. This should allow interested parties to discover the origin of financial support provided to all candidates.

The legislation was introduced on 1 December 2016 and will be considered by a parliamentary committee which is due to report back to the Legislative Assembly in March 2017.

The Panel recommends:

That the LG Act be amended to provide that during the local government caretaker period before an election, it is an offence for a person who has made a complaint alleging inappropriate conduct, misconduct or corrupt conduct of a councillor or candidate for election, or an associate of the complainant, to disclose information that the complaint has been made, or disclose any detail of the complaint. The Tribunal has jurisdiction to hear a complaint under this section and may impose a penalty of up to 50 penalty units.

Section 234 (1)(f) (False or misleading information) be amended to substitute 'Independent Assessor' for 'a Regional Conduct Review Panel'. The Tribunal has jurisdiction to hear a complaint under this section and may impose a penalty of up to 50 penalty units.

CHAPTER 9
OFFENCES IN THE ACT

The LG Act details four misconduct offences that can lead to a councillor facing substantial fines and even imprisonment. These are set out in s. 171(1) (Use of information by councillors), 171A(2) and (3) (Prohibited conduct by councillor in possession of inside information), 171B(2) (Obligation of councillor to correct register of interests) and 172(5) (Councillor's material personal interest at a meeting). Additionally there is an offence directed at complainants in s. 176C(8) (a person must not make a complaint about the conduct of a councillor if the complaint is substantially the same as a complaint the person has already made and the person has been warned not to repeat it).[41]

The Department has prosecuted only once since 2009, for a breach of maintaining an accurate register of interests. Between 2006 and 2009 there were four prosecutions – one relating to the register of interests, one concerning the election gift register and two about material personal interests.

The Panel's terms of reference suggest that there has been a low incidence of prosecutions for serious offences, 'partly due to investigations either taking too long or not yielding sufficient evidence'.

The Panel considers that its proposals to have investigations carried out by the Independent Assessor, if clothed with sufficient powers, will overcome both problems.

However the decision to undertake a prosecution is generally one for the Department to make, unless the CCC has conducted an investigation and decides that it will press charges.

The Panel has reviewed the offences in the LG Act to assess whether they are necessary, whether new offences should be created and whether any changes should be made to them.

It considers that even though the offences are seldom prosecuted, it is important that they remain in the LG Act so that if the serious breaches of councillor conduct that they detail occur, severe penalties can be imposed. Merely treating such breaches as misconduct would not provide a sufficient deterrent. However at the lower end of offending, prosecution under the Act may not be justified, in which case they should be able to be treated as misconduct and dealt with by the Tribunal.

An allegation that a councillor had breached one of these provisions would normally be dealt with at first instance by the Independent Assessor who, after investigation, would decide whether it should be dealt with by the Tribunal. If the alleged breach was sufficiently serious, the Tribunal, rather than making a misconduct finding, could instead recommend to the Department that the councillor be prosecuted.

The Independent Assessor, rather than referring the matter to the Tribunal, could instead decide to recommend to the Department that a prosecution should be launched. Whether the recommendation for prosecution came from the Independent Assessor or the Tribunal, the Department would obtain and act on Crown Law advice about whether to prosecute. In the event that it decided against prosecution it would return the matter to the Independent Assessor or the Tribunal (whichever had recommended prosecution) to be dealt with as misconduct.

One of the factors affecting prosecution is that the Tribunal determines misconduct offences

[41] The sections are collated in Appendix 8—Legislation.

on the balance of probabilities but a prosecution will require a court to determine guilt beyond reasonable doubt. Hence the nature and quality of the evidence will be a factor in deciding whether the matter is treated as an offence under the LG Act or alternatively as misconduct.

The Panel proposes several minor amendments to the current offences.

Section 171 concerns use of information by councillors, ss. (1) is in these terms:

> A person who is, or has been, a councillor must not use information that was acquired as a councillor to—
> (a) gain, directly or indirectly, a financial advantage for the person or someone else; or
> (b) cause detriment to the local government.
>
> Maximum penalty—100 penalty units or 2 years imprisonment.

The Panel considers the offence covered by (b), 'cause detriment to the local government', too vague. It should be amended to 'cause financial detriment to the local government' and be treated as misconduct.[42]

In Chapter 4, the Panel recommended:

> That the offence in s. 176C(8) – a person must not make a complaint about the conduct of a councillor if the complaint is substantially the same as a complaint the person has already made and the person has been warned not to repeat it – be deleted.

And that in its place the LG Act be amended to include a section making it an offence for a person to:

> (a) Make repeated complaints about a councillor —
> (i) Vexatiously.
> (ii) Not in good faith.
> (iii) Primarily for a mischievous purpose.
> (iv) Recklessly or maliciously.
> (b) Counsel or procure another person to make a complaint about a councillor as mentioned in point (a).

And further, that the Tribunal be given jurisdiction in relation to this offence and that the maximum penalty the Tribunal can impose be 50 penalty units. An order can also be made for reimbursement of costs of the Independent Assessor and the Tribunal.

In Chapter 8, dealing with the offence in s. 234 – false or misleading information – the Panel recommended:

> That s. 234 (1)(f) be amended to substitute 'Independent Assessor' for 'a Regional Conduct Review Panel'.

Also in Chapter 8, the Panel recommended:

> That the LG Act be amended to provide that during the local government caretaker period before an election, it is an offence for a person who has made a complaint alleging inappropriate conduct, misconduct or corrupt conduct of a councillor or candidate for election, or an associate of the complainant, to disclose information that the complaint has been made, or disclose any detail of the complaint.

And that in both these cases, the Tribunal should be given jurisdiction and be able to impose a penalty of up to 50 penalty units.

The Panel recommends:

That both the Independent Assessor and the Tribunal have the power to make recommendations to the Department that a

[42] The Panel notes this may also be corrupt conduct under the CC Act.

councillor or former councillor be prosecuted for an offence under the LG Act.

That s. 171(1) be amended to read:

> **A person who is, or has been, a councillor must not use information that was acquired as a councillor to gain, directly or indirectly, a financial advantage for the person or someone else.**
>
> **Maximum penalty—100 penalty units or two years imprisonment.**

That the definition of misconduct in s. 176(3)(b) of the LG Act be amended to include:

> **Cause financial detriment to the local government.**

CHAPTER 10
NATURAL JUSTICE, PROCEDURAL FAIRNESS AND CONFIDENTIALITY

The Panel's terms of reference raise a number of concerns about natural justice and procedural fairness in dealing with complaints about councillor conduct. These include:

- Inconsistent hearing processes used by different RCRPs.
- Inconsistent hearing processes used by RCRPs and the tribunal.
- A trend of hearings to allow legal representation for accused councillors, but for complainants not to be required to attend and/or to have no legal representation.
- Where legal representation is granted, a tendency for the hearing to become more adversarial and formal, rather than inquisitorial and informal.

Other issues raised in submissions received by the Panel include:

- The absence of appeal rights.
- The absence of a right to attend RCRP or tribunal hearings for either the accused councillor or the complainant.
- The standard of proof at hearings is the balance of probabilities rather than beyond reasonable doubt.
- The possibility of reprisals against complainants.

HEARINGS

The LG Act contains two provisions governing the hearings conducted by RCRPs and the tribunal. Section 179 gives the RCRPs and the tribunal authority to conduct all or part of a hearing on the documents before them, and without the parties or witnesses appearing if the RCRP or tribunal 'considers it appropriate in all the circumstances' or if the parties agree.[43] In fact the RCRP or the tribunal makes the decision in the absence of the parties. According to an RCRP member, most hearings are held without the appearance of parties or witnesses.

The other provision concerning hearings is in Chapter 7, Part 1 of the LG Act. This has been referred to in earlier chapters in relation to the powers it gives the RCRPs and the tribunal to hold inquisitorial hearings.

Section 179(3) says the hearings must be conducted in the way set out in that chapter, while s. 214, which deals with witnesses at hearings, says only that the RCRP and tribunal may use its inquisitorial powers.

What the RCRPs and tribunal must do is[44]:

(a) Observe natural justice but
(b) Act as quickly and informally as is consistent with a fair and proper consideration of the issues raised in the hearing.

The section then goes on to give examples of what procedures the RCRP or tribunal may adopt[45]:

(a) Act in the absence of a person who has been given reasonable notice of the hearing.
(b) Receive evidence by statutory declaration.
(c) Refuse to allow a person to be represented by a legal practitioner.
(d) Disregard the rules of evidence.
(e) Disregard any defect, error, omission or insufficiency in a document.
(f) Allow a document to be amended.
(g) Adjourn a hearing.

Sub-section 3 requires the RCRP or tribunal to comply with any procedural rules

[43] s. 179(4).
[44] s. 213(1).
[45] s. 213(2).

prescribed under a regulation. However no such regulation has been made.

Given the variety of complaints that can come before a hearing, and the requirements for the RCRPs and the tribunal to act quickly and informally, it is hardly surprising that there should be the inconsistencies of approach mentioned in the terms of reference.

Moreover, a member from an RCRP said he had:

> ... difficulty in accepting that a Regulation could be effectively used to standardise tribunal and panel hearings.
>
> There is presently a fairly standard procedure which involves perusing the documents received, ascertaining if additional material is required, having a preliminary meeting to consider required statutory issues, drafting and forwarding a Notice of Hearing to the department to issue, receiving and considering any documentation from the councillor and conducting the hearing.
>
> If a Regulation were to be used for this purpose, it would need to be sufficiently flexible for particular circumstances in particular cases.
>
> The question of adequate training is, in my view, vital.

The Panel has previously recommended that the RCRPs and the tribunal should in effect be amalgamated into a new Tribunal. The Panel considers that this new arrangement would reduce the inconsistencies in the way the adjudicative system operates. The use of a regulation to further standardise procedures should remain an option, and should be further considered by the Tribunal's president after the proposed new system has been in operation for at least a year.

LEGAL REPRESENTATION

Section 213(2)(c) gives RCRPs and the tribunal power to 'refuse to allow a person to be represented by a legal practitioner'. An RCRP member said in his submission:

> I have permitted legal representation in three cases since the (RCRP) Panel was introduced. It is explained to the councillor that any legal representative is present to act as a support person only, he has no right to cross examine any witness called and he cannot make any statement to the (RCRP) Panel, unless asked. He is there solely as a support person and can provide advice to the councillor and, if required, the (RCRP) Panel will adjourn for that purpose.
>
> ... I have not noticed any increase in the adversarial nature of those three hearings nor have I perceived those hearings were more adversarial in nature. I can imagine a Hearing could become more adversarial and formal but I have not experienced that scenario.

Similarly, another member of an RCRP said he was in favour of restricting lawyer's involvement 'to that of support person rather than a legal representative'. The reasons he gave included:

- Legal representation generally adds costs and time to complaints.
- It risks moving the perspective of the RCRPs towards a more formal legal process rather than how they should operate – quickly and informally.
- In his experience, often the legal representation could not be regarded as value-for-money and added nothing to the proceedings.

The explanatory notes provided to parliament when the 2009 amendments to the LG Act were introduced included the following comment:

> The investigator[46] may refuse a person to have legal representation. However, rights to natural justice must be maintained. Due to the practical rather than technical nature of the tribunals, panels, commissions and committees, the desire to reduce costs for all involved and the need for decisions to be made quickly, the usual practice is to hold the hearing without legal representation.

The way the sub-section is currently worded suggests rather that the norm is that legal representation is permitted. It says the RCRP or tribunal may 'refuse to allow a person to be represented by a legal practitioner'. The parliament's policy would be more clearly expressed if the sub-section said the RCRP or tribunal may, 'where it considers it desirable to do so in the interests of justice, allow a person to be represented by a legal practitioner'. That would change the emphasis and, in the Panel's view, make it clear that only in exceptional cases could a person be represented by a legal practitioner. Indeed, if the practice should be as both the RCRP members described it, the word 'represented' should be replaced by 'attended' – which better describes the role allowed by the RCRPs on which they sat. The sub-section would then read, 'when it considers it desirable in the interests of justice, allow a person to be attended by a legal practitioner'.

STANDARD OF PROOF

Section 179(5) establishes the standard of proof required in misconduct hearings. It says, 'the standard of proof in the hearing is the balance of probabilities'.

There were few comments on this provision. One defended it on the grounds that the criminal test of 'beyond reasonable doubt' should not apply to those who hold offices of public trust, particularly for what might seem to be minor breaches.

However a submission by BCC's Leader of the Opposition argued that:

> If fines are going to be imposed, the standard of proof should be 'beyond reasonable doubt' as the current standard of proof is not appropriate where fines of up to $6000 are allowed without any right of appeal.

The Panel considers that it is appropriate that misconduct matters should be determined on the balance of probabilities. The introduction of the higher test would make it more difficult for a tribunal 'to act as quickly and informally as is consistent with a fair and proper consideration of the issues raised in the hearing' as the Act requires. Introducing limited appeal rights meets the objection raised by the BCC Leader of the Opposition.

REASONS

Section 179(6) provides:

> The regional conduct RCRP or tribunal must keep a written record of the hearing, in which it records—
>
> (a) the statements of the councillor and all witnesses; and
>
> (b) any reports relating to the councillor that are tendered at the hearing.

What it does not do is require the RCRP or tribunal to publish the reasons for its decision. Because it is not a court, it is under no legal obligation to provide reasons unless legislation specifically requires it to do so.[47]

[46] That is, the RCRP or the tribunal.

[47] *Public Service Board v Osmond* (1986) 159 CLR 656

The Department's website points out that the tribunal and the RCRPs must observe natural justice in conducting the hearing:[48]

> Natural justice generally rests on three principles—that the councillor is sufficiently informed about the allegations made against them; that they are given a reasonable opportunity to respond to the allegations (e.g. by written submission or in person); and that tribunal or RCRP members have no personal interest in the outcome of the hearing (i.e. no conflict of interest or bias).

The Panel recognises that there is a further aspect of the natural justice concept: that as a matter of fairness, there should be a duty to provide reasons for decisions so people affected can decide whether the decision has been lawfully made and why they have not succeeded; whether there are grounds for review or appeal; and to assess the strength of the case against them should they seek review or appeal. Without reasons, the review functions of courts and other review bodies would also be frustrated.

The Panel understands that the RCRPs and the tribunal have, as a matter of practice, included their reasons when making decisions.

However it considers that the requirement for reasons to be given should be written into the LG Act.

APPEALS

Section 176(9) says:

> A decision under this part by any of the following persons is not subject to appeal—
>
> (a) a regional conduct review panel;
> (b) the tribunal;
> (c) the chief executive officer;
> (d) a mayor;
> (e) a deputy mayor;
> (f) the chairperson of a meeting;
> (g) the department's chief executive.

Section 244 says about decisions not subject to appeal:

> (1) If a provision of this Act declares a decision to be not subject to appeal, that means the decision—
>
> (a) can not be appealed against, challenged, reviewed, quashed, set aside, or called into question in any way (including under the Judicial Review Act, for example); and
> (b) is not subject to any writ or order of a court on any ground.
>
> Examples:
> - A person may not bring any proceedings for an injunction to stop conduct that is authorised by the decision.
> - A person may not bring any proceedings for a declaration about the validity of conduct that is authorised by the decision.
>
> (2) A decision includes—
>
> (a) conduct related to making the decision; and
> (b) a failure to make a decision.
>
> (3) A ***court*** includes a tribunal or another similar entity.

While these provisions appear definitive, recent decisions of the High Court have determined that legislation cannot prevent a state Supreme Court from reviewing decisions where jurisdictional error can be demonstrated.[49] In 2014, Supreme Court Justice Alan Wilson, relying on a High Court

[48] (s. 213(1)

[49] In particular, *Kirk v Industrial Court of New South Wales* (2010) 239 CLR 531.

decision, granted an application by a Brisbane City councillor to declare void and set aside orders that had been made by the Brisbane City Council CCRP, notwithstanding the existence in the CoBA of provisions identical to ss. 176(9) and 244 in the LG Act.

Jurisdictional error is a fairly narrow ground of appeal. Several submissions received by the Panel suggested appeals should be available more generally, against decisions of the RCRPs and tribunal.

An RCRP member said:

> It is correct that no right of appeal exists against a determination by a Panel. This should be modified so there is an appeal solely on a question of law, to QCAT or the District Court. The Supreme Court has an inherent right to consider if there has been a jurisdictional error.

The Queensland Ombudsman said:

> … in my view, the absence of a right of appeal in the current schemes is a significant flaw. The provision of rights of appeal would contribute to the development of good procedures, the fair treatment of individuals and to the quality of panel decision making.

The tribunal said it generally supported the 'idea of spelling out the appeal rights (via judicial review or elsewhere) of a party dissatisfied with the decision of the body ultimately responsible for deciding the complaint'.

The Panel considers that there should be a limited right of appeal in misconduct matters that have been determined by the proposed new Tribunal. It considers such appeals should be limited to questions of law only, and that the appeal should lie to the District Court. It considers the District Court should also be given jurisdiction to determine appeals where jurisdictional error is raised, rather than these being taken to the Supreme Court. The Panel's preference for the District Court is dictated in part by cost issues – the Johnston case referred to above cost the BCC $100,000, after it was ordered to pay two-thirds of Cr. Johnston's costs.

NATURAL JUSTICE FOR COMPLAINANTS

Several submissions argued that complainants, as well as accused councillors, were entitled to natural justice. They considered that those who brought complaints should be entitled to be informed of the way their complaints were being progressed, and were perhaps entitled to be present (and perhaps to participate) in disciplinary hearings.

The natural justice principles set out above deal only with the rights of the person accused. This is not surprising. The investigation and prosecution of an allegation is removed from the accuser who may be contacted to provide evidence to support their claim. Even so, the current system does provide that the complainant must be notified in writing of any hearing that is being conducted into the complaint and must be informed of the decision reached by the RCRP or tribunal.

However if the person lodging the complaint is also a councillor, the LG Act says the RCRP or the tribunal 'must require the complainant to appear before the panel or tribunal to confirm the complaint'.[50] The Panel is unaware of whether this has ever occurred. It serves little purpose. It is a provision that might encourage a councillor complainant to make their complaint anonymously.

The Panel is recommending several changes that make this provision redundant and

[50] s. 177A(4)(5)(6).

therefore proposes that ss. (4), (5) and (6) of s. 177A be removed.

PROTECTION AGAINST REPRISALS

The Discussion Paper said there was concern that complainants – particularly council staff – are not adequately protected against harassment or other forms of reprisal by a councillor whilst a complaint is being processed.

It pointed out that where a CEO identifies that a complaint involves a public interest disclosure (PID) as defined by the *Public Interest Disclosure Act 2010* (PID Act), the council must ensure the complainant is protected from reprisals and maintain the confidentiality of the complainant, unless authorised to disclose information under the Act. A person who suffers reprisal may report the matter to the police and may bring proceedings for damages. The maximum fine for taking reprisal is 167 penalty units (about $20,000) or two years imprisonment.

In relation to complaints against councillors, protection under the PID Act is, however, only available to council employees and councillors. They can make complaints about the following conduct and receive the same protections (ss. 13, 18):

- Maladministration.
- Misuse of public resources.
- Danger to public health or safety .
- Danger to the environment.

However anybody, whether a public officer or not, can make a disclosure about the following and receive the protections under the PID Act (s. 12):

- Danger to the health or safety of a person with a disability.
- Danger to the environment.
- A reprisal.

PID complaints about:

- Maladministration can be made either to the council CEO or to the Queensland Ombudsman.
- Misuse of public resources can be made to the CEO or to the Queensland Audit Office.
- Danger to public health and safety to the CEO or the Health Quality and Complaints Commission.
- Danger to the environment to the CEO or the Department of Environment and Resource Management.

However complaints that cannot be classified as PIDs, are not protected under the PID Act nor the LG Act.

A number of submissions from former councillors and community members expressed concern about either the possibility of reprisals or reprisals they believed had occurred, and advocated greater protection for complainants. Obtaining evidence of misconduct from council staff was difficult where staff feared reprisals. Concern was also expressed about the CEO being possibly conflicted through his supervision of PID complaints.

An RCRP member commented briefly:

> There should exist protection for a person making a complaint against a councillor, subject to a penalty (through the Magistrates Court) for making a false or frivolous complaint. The concern would be that some persons with a genuine complaint might be dissuaded from making a complaint in those circumstances. The independence of the arbiter, being a court, should be of assistance in that regard.

If the harasser is a councillor, the recourse is to make a complaint to the Independent Assessor.

CONFIDENTIALITY AND PUBLICITY

The Panel's terms of reference refer to the absence of a requirement for confidentiality about the making of complaints. They also refer to 'emerging environmental issues including the use of social and digital media and the way in which the use of digital media (smartphones, tablets, recording capacity) has impacted the way in which councillors conduct the business of council'.

Clearly the technology referred to in the second matter has impacted on the first.

There are two aspects to confidentiality that are relevant here. First, there is the question of the identity of the complainant. Second, there is the complaint itself, which would normally identify the councillor who is the subject of the complaint.

In Chapter 4, the Panel examined the issue of anonymous complaints and concluded that while there were considerable advantages in requiring complainants to identify themselves, there could be occasions when a complaint by someone who wished to remain anonymous could result in misconduct by a councillor being revealed, leading to that person being dealt with, as appropriate, by the Tribunal.

It proposed that anonymous complaints that provide enough information to action a complaint against a councillor, should be dealt with under the complaints process. Where the complaint cannot be actioned without further information from the complainant, it should be dismissed.

Under the current complaints system, where the complainant is prepared to put his or her name to the complaint, the likelihood of being able to have their name remain confidential will depend on where the complaint is lodged. The CCC keeps the names of complainants confidential. The Department normally does so, though the Panel received one submission which claimed that the Department had notified councillors of the identity of complainants, and another which said the Department had sent correspondence to complainants to the council address where it could be opened and entered into the council system.

The system proposed by the Panel should give informants more confidence that their names will not become public, at least in the initial stages (when the complaint may be dismissed without ever having been referred to the accused councillor). This will be so in particular if the complaint is made directly to the Independent Assessor. It is expected that this would become the norm as the system becomes known. This is because the Independent Assessor would have an interactive website where complaints could be lodged on the standard form, and other recipients of complaints such as council CEOs and the Department, would refer complainants to that site.

The complainant's name will be known to the Independent Assessor, however. This knowledge will enable the Independent Assessor to assist in deciding whether a particular complaint is vexatious, mischievous, not made in good faith etc. and whether the complainant has previously made such complaints.

Keeping confidential the complaint itself, and the name of the accused councillor, will be less easily achieved. As discussed in Chapter 8, a complaint is sometimes made at election time for the very purpose of revealing that 'councillor x' is under investigation. The complaint may be little more than a mud-throwing exercise.

Most (though not all) of the submissions received by the Panel on this issue wanted confidentiality to be maintained.

A major problem, as many submissions acknowledged, is that the complainant is not bound by privacy laws, though in an extreme

case complainants could be caught by the laws of defamation. While the Independent Assessor may decide that a complaint is vexatious, frivolous etc. and dispose of it quickly, if there is any substance to the complaint it will have to be investigated whether the complainant respects a request that it should remain confidential or not. And of course it can be made public by the complainant or an associate without the identity of the complainant being revealed, and spread widely using social media, even if ignored by the mainstream media.

It must be acknowledged that almost any complaints system can be misused for political (in the broadest sense of that term) purposes.

The confidentiality issue is discussed again in Chapter 12, which includes recommendations about the publication (and the withholding of publication before council elections) of details of complaints and decisions about them.

The Panel recommends:

Procedural rules:
That s. 213(3) of the LG Act, requiring RCRPs and the tribunal to comply with any procedural rules prescribed under a regulation, be retained. One year after the proposed Tribunal commences, its president should consider whether to recommend to the Minister the adoption of a regulation prescribing procedural rules for the Tribunal.

Legal representation:
That s. 213(2)(c) of the LG Act, giving the RCRPs and tribunal power to refuse to allow a person to be represented by a legal practitioner be amended to read:

> **Where it considers it desirable to do so in the interests of justice, may allow a person to be attended by a legal practitioner.**

Standard of proof:
That s. 179(5) of the LG Act, which establishes that the standard of proof in misconduct hearing is the balance of probabilities, be retained.

Reasons:
That s. 179(6) of the LG Act, that requires the panel or tribunal to keep a written record of the hearing, be amended to add:

> **(c) The reasons for its decision.**

Appeals:
That the provisions of the LG Act limiting appeals, be amended to permit appeals to the District Court from decisions of the proposed Tribunal on misconduct matters on questions of law only, and for jurisdictional error.

That ss. 177A(4)(5) and (6), which require a complainant who is also a councillor to appear before the panel or tribunal to confirm the complaint, be deleted as several other recommendations of the Panel will make it redundant.

CHAPTER 11
ROLE OF THE MINISTER AND THE DEPARTMENT

At present, the Department plays a central role in the councillor complaints system. It is responsible for investigation and, where appropriate, preparing materials to allow RCRPs or the tribunal to adjudicate on complaints. It provides administrative support to the RCRPs and the tribunal. In addition, where it directly receives complaints, it has an initial role in assessing those complaints where inappropriate conduct or corrupt conduct may be involved. It is also responsible for investigating corruption complaints referred to it by the CCC.

The Panel's terms of reference under the heading 'Efficiency concerns', say:

- Despite the legislative intent to deliver a simple, timely, cost effective and independent system of investigating and hearing complaints and disciplining councillors found to have engaged in misconduct, the current system is cumbersome and complex to administer.
- Significant Departmental resources are used to deal with complaints, with a disproportionate amount applied to allegations of inappropriate conduct.

The Panel considers that the proposals it has outlined in this report would, if implemented, satisfactorily address both these concerns.

The Panel's recommendations would impose several new responsibilities on the Department, while removing others. The Department would be responsible for the process leading to the appointment of the Independent Assessor and of the president of the new Tribunal. It would also have to engage in a pre-selection process for choosing the other part-time members of the Tribunal. The CCA (Councillor Conduct Authority), the umbrella organisation proposed to hold and service the Independent Assessor and the Tribunal, would need Departmental administrative support, as do the tribunal and RCRPs at present.[51]

Chapter 9 detailed the offence provisions in the LG Act and explained the Department's responsibility for determining whether any prosecutions should be commenced. This role would continue.

MONITORING PERFORMANCE

The Department's involvement with the proper conduct of councils and councillors will not then cease, however. Chapter 5 of the LG Act is headed 'Monitoring and enforcing the Local Government Acts', and Part 1 deals with 'Local governments'. Its purpose is to allow the Minister, on behalf of the state:

(a) To gather information to monitor and evaluate whether a local government or a councillor:
    (i) is performing their responsibilities properly; or
    (ii) is complying with the Local Government Acts; and
(b) if the information shows that the local government or councillor is not performing their responsibilities properly, or is not complying with the Local Government Acts—to take remedial action.[52]

The Department's role is to gather information to monitor a local government's or councillor's performance and compliance[53], to give information to the Minister if the local government or councillor is not performing their responsibilities properly or not complying with the Acts and make any recommendations to the Minister about what remedial action to take.[54] The Department's chief executive can

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[51] The proposed arrangements are detailed in Chapter 12: Reconstituting the complaints authorities.
[52] s. 113(1).
[53] s. 115.
[54] s. 116.

appoint an advisor to a local government[55] or a financial controller.[56]

The Minister, with the approval of the Governor in Council, may suspend or dismiss a councillor and dissolve a local government, appointing an interim administrator in its place.[57] The power to suspend or dismiss arises in one of three ways.[58] If:

1. The tribunal recommends under section 180 that a councillor be suspended or dismissed.
2. The Minister reasonably believes that a councillor has seriously or continuously breached the local government principles.
3. The Minister reasonably believes that a councillor is incapable of performing their responsibilities.

Only the first of these flows from the disciplinary procedures set down in the Act, culminating in a recommendation from the tribunal. The other two are for the Minister to determine, no doubt on the advice of the Department. The Minister's decision cannot be appealed, but it has to be given effect by means of a regulation which would be subject to parliamentary scrutiny and possible disallowance.

The Panel notes that the Minister's powers to suspend or dismiss an individual councillor in ss. 122(1)(b) and (c) are in addition to the power that arises from a recommendation of the tribunal. There are no preconditions for the exercise of the power in the circumstances of (b) and (c) other than those stated in the section. There is no requirement for any kind of hearing to determine whether the councillor has committed an offence deserving of suspension or dismissal.

[55] s. 117.
[56] s. 118.
[57] ss. 122-3.
[58] s. 122(1).

The Panel's Discussion Paper noted that the Department's investigative powers in s. 115:

> … are not clearly defined and potentially limit its capacity to investigate matters thoroughly. There is no clear authority to require persons to produce documents, give assistance or answer questions, nor any penalty for non-compliance with an investigation.

The Panel has proposed that the Independent Assessor should have enhanced powers, based on the powers given to the RCRPs and tribunal. It is not necessary for the Panel to make a recommendation about whether the powers in s. 115 should also be enhanced as this issue now falls outside its terms of reference, the Department having been removed as an investigator of councillor complaints (if, that is, the Panel's recommendations are adopted – otherwise it would recommend that the powers be significantly increased).

ADVICE AND EDUCATION

A number of submissions sought better education and guidance for councillors on these matters, and improved training for councillors and mayors concerning their duties generally.

For example, some of those who made submissions to the Panel expressed concern that registers of interest were complex documents and it was not always clear to a councillor that a particular interest was required to be registered. Similarly, while the LG Act defines the concepts that are involved in 'material personal interest', it is not always apparent to councillors whether they need to declare a particular interest.

However the LGAQ Ethics and Integrity Advisor said there was no real excuse for elected representatives or CEOs not to be well informed. She said:

> The LGAQ runs very comprehensive workshops called elected member updates which are offered for all councils after an election. These are also repeated during the council term. Any changes to the Local Government Act are discussed, and for all newly elected councillors and mayors the Act and its requirements are discussed in detail. These workshops are also run for indigenous councils who often have conflicting problems with adhering to some of the tenants under the Act with regard to cultural differences and the fact that they are endeavouring to sometimes accommodate to demanding requirements for open and transparent financial outcomes to which they are not accustomed.
>
> As the LGAQ Ethics and Integrity Advisor I have attended and contributed to many of these meetings. Any changes to the Act or understanding of the requirements of conflicts of interest (COI), declarations of material personal interest (MPI), registers of assets or gifts, inappropriate conduct, misconduct or fraud are discussed and appropriate actions that need to be taken in order to comply are debated ….
>
> In addition the LGAQ has this year appointed three mayoral mentors and had knowledgeable staff available to advise on more operational matters.

The LGMA, discussing proposed changes to the complaints system, said in its submission:

> … success of the changes to the system will be enhanced if they are accompanied by comprehensive training of councillors and officers, and include a requirement for assessing persons and bodies to include an educative element. This would be in the form of case notes or articles outlining the consideration given to matters and the reason for determination. In this way we provide greater clarity to all parties and also enhance the deterrent value of the process.

The Panel is conscious of the contribution of the LGAQ and LGMA in advancing the knowledge and skills of their respective members. However it considers that under the LG Act, the primary responsibility for enhancing the quality of local government lies with the Department.

The Department is well aware of its responsibilities in this regard and seeks to meet them. In conjunction with the last local government elections in March 2016 it held pre-election public information sessions in 89 locations for over 780 participants, at a cost of over $130,000. After the elections it conducted a councillor induction program involving 67 councils, for over 590 participants, costing over $150,000. The need for induction programs appears to be increasing with about half of all councillors at the past two elections being first-time councillors, compared to less than one in three in 2008 and one in eight in 2004.

The Department's general responsibility for administering the Acts is reinforced and made explicit in the sections referred to above requiring it to monitor and evaluate the performance of councils and councillors and giving the Department and its Minister powers to take remedial and corrective action, including dismissing individual councillors or even whole councils, as well as prosecuting offences in the Acts.

The Panel considers the Department will be better able to undertake this role if it is relieved of its present role(s) in the councillor complaints system, as proposed in this report. At present the Department is often seen in the role of prosecutor, preparing the briefs of evidence based on which RCRPs and the tribunal make their decisions about misconduct by councillors. Absent of that role, the Department would be in a better position

to be regarded as an independent, neutral expert, and provide advice in that capacity.

There are a number of particular matters on which its advice would be appreciated, essentially involving its understanding of the meaning of provisions in local government legislation. In particular, there would appear to be a demand for information about completing declarations of interest forms. In the Queensland Parliament, which requires MPs to file very similar documents, MPs obtain advice from the Clerk of the Parliament. For local government, advice should be provided centrally, rather than through 77 CEOs, whose grasp of the intricacies of what is required may not be uniform. The Department is in a better position to provide advice on many of the problem areas and perhaps could do so through telephone hotlines and through interactive computer programs, as well as guides available in print and on the internet. Other issues on which generic advice should be made available include COIs and declarations of MPIs. As suggested by the LGMA, some of this could be done through case notes or articles.

LOCAL GOVERNMENT LIAISON GROUP

Other bodies should and would also play a role, and some are required to.
For example, the CCC has produced several guides relevant to local government as part of its corruption prevention activities, including *The Councillor Conduct Guide* and *Managing Conflicts of Interest in the Public Sector (Toolkit)*. The Callinan/Aroney review resulted in this corruption prevention responsibility being dropped from the CC Act, however the present government has now restored it. The Ombudsman also produces some documents relevant to local government. It is also likely that the Audit Office will conduct educational campaigns to allow for the proper implementation of the new mandatory accounting standard for local government.

As will be discussed in Chapter 12, the Tribunal should also contribute through the publication on its website of decisions and reasons from the Tribunal on misconduct matters, and decisions by councils on inappropriate conduct complaints.

Given the Department's overall responsibilities under the Local Government Acts, it should provide the leadership in promoting greater knowledge among councillors of their duties and responsibilities. It should establish a coordinating group, the LGLG, which would include the CCC, the Ombudsman, the Auditor-General and the Independent Assessor, together with the LGAQ and the LGMA.

An early task for the LGLG should be to consider the ramifications of the new audit requirements mentioned in Chapter 2. This could include changes to the LG Act and regulations to expand the role of audit committees to include monitoring performance and the quality of governance.

However the first task of the LGLG should be to draft and recommend to the Minister a uniform, mandatory Code of Conduct for councillors.

The Panel recommends:

That the Department establish the LGLG to coordinate the provision of advice for local government councillors on the interpretation of relevant legislative provisions, and to provide assistance and training in areas such as declarations of interests, declarations of MPIs and COIs. The group should provide advice to the Minister, through the Department, on governance issues such as the proposed Code of Conduct. And it should include the CCC, the Ombudsman, the Auditor-General and the Independent Assessor, together with the LGAQ and the LGMA.

CHAPTER 12
RECONSTITUTING THE COMPLAINTS AUTHORITIES

The Panel is recommending fundamental changes to the way in which complaints against councillors are received, considered, investigated, prosecuted and determined, together with new systems designed to make it easier for councillors to understand their obligations under the Local Government Acts and to avoid offending conduct.

Central to the changes to the disciplinary system is the creation of an office of the Independent Assessor, to take responsibility for assessing complaints from council CEOs and the Department and then, if necessary, for investigating them. Inappropriate conduct complaints would then be sent to councils to be dealt with. Misconduct complaints would be investigated by the Independent Assessor and then referred to the new Tribunal that would be an amalgam of the present tribunal and the RCRPs.

The existing statutory authority (the tribunal) would be reconstituted and have two elements: the Independent Assessor and the Tribunal. The statutory authority should be renamed the CCA (Councillor Conduct Authority), a title that reflects its functions of conduct complaints handling and adjudication.

Both the Independent Assessor and the president of the Tribunal should be statutory appointments with fixed terms of up to five years. The Independent Assessor would be the chief executive of the authority.

Refer to Figure 3 for the proposed structure of CCA.

The present tribunal has several non-disciplinary functions and the Panel believes these should be transferred to other, more appropriate, bodies. These other functions include establishing categories of local governments, deciding to which category each local government belongs and deciding the remuneration that is payable to the mayors, deputy mayors and councillors in each of those categories. The Panel believes the task of putting councils into categories should be taken over by the Department, while the Queensland Independent Remuneration Tribunal, which sets the salaries, allowances and entitlements of current and former Queensland MPs should also set the salaries of elected local government members.

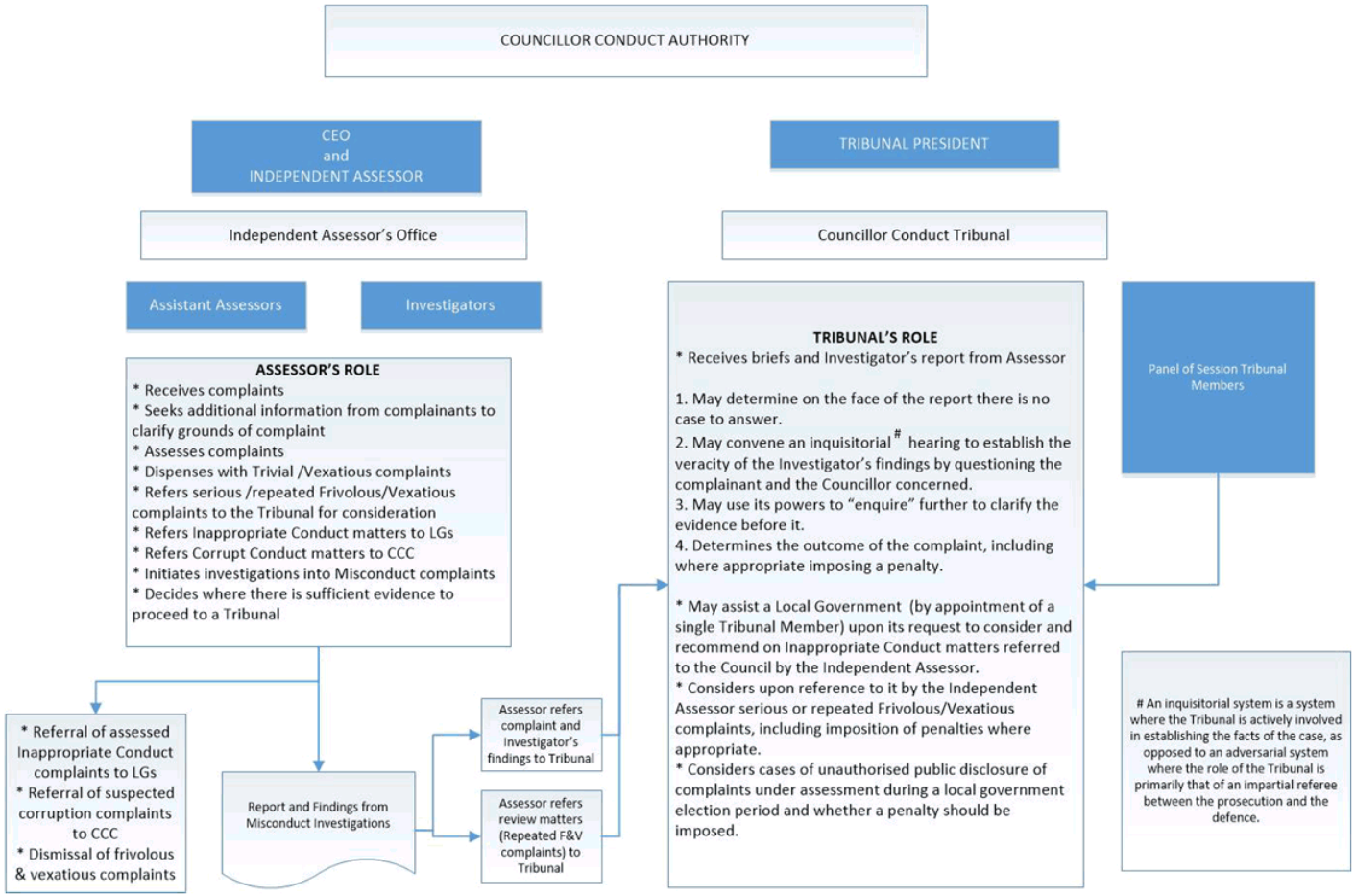
The LG Act also allows the Minister to direct the tribunal to undertake other functions[59], though this power has not been used.

COMPOSITION OF THE TRIBUNAL

The proposed composition of the Tribunal was discussed in Chapter 6. It should be headed by a president; a statutory appointment. It is expected this role would be part-time, probably less than half time. Additionally there would be a number of other part-time, sessional members appointed by the Minister on the recommendation of the president, to sit on the Tribunal as determined by the president. A hearing panel of the Tribunal would be constituted by three members - a chair (the president, if part of the panel) and two members. All would be assigned by the president.

[59] s. 183(2)(d).

Figure 3 - Proposed structure of Councillor Conduct Authority



Chapter 6, Part 3 of the LG Act is currently concerned with the establishment of the tribunal and Part 4 with the RCRPs. The tribunal is currently made up of three qualified people appointed by the Governor in Council[60] while each RCRP is constituted by at least three members that the Department's chief executive chooses from a pool of 22 members, who have been appointed by the chief executive[61]. The qualifications for selection for the tribunal and RCRPs are almost identical. A person must have extensive knowledge of and experience in, one or more of the following:

- local government, community affairs
- investigations
- law
- public administration
- public sector ethics or
- public finance.

Additionally, a person appointed to the tribunal could be qualified by virtue of having knowledge and experience of industrial relations. There is an additional escape clause allowing for the appointment of anyone with 'other knowledge and experience' that the Governor in Council or chief executive considers appropriate.[62] There are a large number of disqualifying factors including holding various public sector positions, being a member of a political party and being a contractor or consultant to a local government.

The Panel considers most of these factors of qualification or disqualification should also apply to the proposed amalgamated Tribunal, though it does not consider it necessary to include the catch all provision of 'knowledge and experience' that is considered 'appropriate'. Either specific qualifications are desirable or the Minister/chief executive should be able to choose anyone they think appropriate. The Panel's strong preference is that the areas of knowledge and experience should be spelt out, as it is vital that the complaints system be administered by people with demonstrable qualifications for the role.

The new Tribunal is intended to be very different from its two predecessors, the tribunal and the RCRPs. This should be reflected in the qualifications that its members must have. In the Panel's view it is no longer appropriate, for the reasons expressed in the preceding paragraph, that it be sufficient that a member have 'extensive knowledge and experience in' either (a) community affairs or (b) industrial relations. The qualifications required of members should be relevant to what they are required to do as Tribunal members.

In relation to the new Tribunal, the Panel considers it essential that its president should have legal qualifications, though it should not be necessary that they hold a current practicing certificate. The Panel believes the president should be a statutory appointment, though the position would be only part-time. The president should be appointed to hold office for up to five years. The other members of the Tribunal should be appointed by the Minister, on the recommendation of the president after consultation with the LGLG. They would be sessional appointments, and take part in Tribunal hearings as required by the president. There are currently 22 members of the RCRPs. It should not be necessary to appoint as many members of the Tribunal. Members should be appointed for three year (renewable) terms.

A Tribunal misconduct hearing would normally be constituted by three members. The president would chair the hearing if they were a member.

The Tribunal would continue to have the powers set out in Chapter 7, Part 1 of the LG Act ('Way to hold a hearing'). The powers

[60] s. 184(1)
[61] s. 189(1) and (2).
[62] s. 184(2) and s. 189(3)

specified for conducting investigations by the Tribunal should be exercised if at any time during the hearing the Tribunal considers it needs more information than has been provided to it by the Independent Assessor.

One of the first tasks of the president should be to draw up a set of rules that would govern the way Tribunal hearings would be conducted. The general parameters are set in the legislation, but as the complaints about inconsistent hearing processes used by the RCRPs and tribunal demonstrate, they are not sufficient. The Panel in Chapter 10 recommended that for at least a year, procedural rules for the Tribunal should not be set using the regulation-making power in s. 213(3) of the LG Act, because rules made in that way would be too difficult to amend. Nevertheless it is concerned that general rules should be set down. The rules should be published, not least so that those who become involved in Tribunal matters will know what to expect.

THE OFFICE OF THE INDEPENDENT ASSESSOR

The Independent Assessor would also be a statutory appointment, and would be the chief executive of the CCA. The office of the Independent Assessor would be responsible for assessing all complaints lodged in relation to councillor conduct and where necessary investigating and prosecuting misconduct complaints against councillors. It would also provide registry facilities for the Tribunal, which in all other respects would operate completely independently of the Independent Assessor.

Staffing of the Independent Assessor's office would probably be about that currently engaged in the Department in complaints assessment and investigation – about eight full-time equivalents (FTEs). The Department would continue to provide that authority's funding and administrative support. Despite this link back to the Department, the authority's independence would be guaranteed through the appointment of the Independent Assessor and the president of the Tribunal by the Governor in Council.

The Panel has been provided by the Department with information about its investigations in the 2015-16 financial year (see Table 3).

It will be seen that departmental costs of $820,100 are based on the equivalent of 7.5 FTEs and that a further $108,000 was spent on contractors carrying out investigations. Only $72,900 was recovered from councils in 2015-16, although that figure has been much higher in some recent years.

Provided it has proper investigative powers, the office of the Independent Assessor should be able to deal with the present level of complaints with the same or a slightly reduced staffing level, even allowing for the additional preliminary assessments that it would undertake (presently done by council CEOs). It should also have less resort to outside contractors to carry out expensive investigations.

On the other hand, recreation of the Tribunal as the authority will not be cost neutral as there will be some additional charges such as corporate support and accommodation. Nevertheless the Panel considers that these additional costs will be outweighed by the savings that will result from a reduction in the number of complaints and the introduction of more efficient and effective ways of investigating and processing them.

Table 3 – Department councillor conduct complaints costings for the 2015-16 financial year

Aspect	Stage	Amount ($)
FTE costs • Strategic oversight - 0.25 x FTE • Assessment and overall coordination of complaints process - 2 x FTE	Before referral to panel/tribunal & overall process	820 100
• Investigation of complaints - 3 x FTE	Pre- and post-referral to panel/tribunal	
• Complaints referral and secretariat (panels/tribunal) - 2 x FTE • Administrative support - 0.25 x FTE	Referral and post-referral	
Contractors (investigations)	Pre- and post-referral to panel/tribunal	108 000
Sitting fees (tribunal and panel members)*	Post-referral to panel/tribunal	57 000
Annual licence (complaints management database - Resolve Express)	Overall process	35 000
Other expenses (e.g. travel, venue hire, postage)#	Overall process	17 400
Total expended		**1 037 500**
(Less) costs recovered from councils		*- 72 900*
Net expenses^		**964,600**

*Tribunal costs incorporate time spent on both its remuneration and discipline functions.

Does not include costs for departmental phones, computers, stationery

^Net expenses reflects the actual level of resourcing at present, not necessarily the optimum level.

At least initially, the Panel considers that the Independent Assessor's office should be staffed by employees seconded from the Department. This has the advantage of allowing for the continued investigation of complaints being handled within the Department's system at the time of the establishment of the Independent Assessor.

In the medium term, staff would be employed directly by the office.

PUBLICATION OF TRIBUNAL AND COUNCIL DISCIPLINARY DECISIONS

Two submissions received by the Panel claimed that the writers have had difficulty accessing reports of disciplinary matters from some councils. This is despite the fact that the LG Act specifies that decisions of the RCRPs and the tribunal concerning complaints of misconduct by councillors must be communicated to the CEO of the local government concerned; that the CEO must keep a record of all complaints received as well as their outcome; and that this record must be available for inspection at the local government's public office or on the local government's website.[63]

The section at present gives the CEO a choice between making the record available at the council office or putting it on the website. There is no reason why the record should not be available in both places. The Panel recommends that the word 'or' in s. 181A(2)(a) should be replaced by the word 'and'.

[63] s. 181A.

The section at present deals only with complaints received by the CEO. It should be amended to include complaints received by the Independent Assessor that are referred to the council to be dealt with as inappropriate conduct and relevant misconduct decisions by the proposed Tribunal.

The decisions of the Tribunal should be made available not just to those directly affected (that is, the complainant and the accused councillor), as well as to the relevant council, but more generally.

The Panel considers that the CCA should have a website where all the decisions of the Tribunal, and the reasons for them, are published so that they are available to anyone with an interest in them and to the world at large. The Independent Assessor's decisions would also be published there. Decisions of councils concerning inappropriate conduct should also be published on this website as well as on the council's website and in its public records.

The Independent Assessor should not publish information about a complaint until such time as it has determined whether it is to be treated as a misconduct or inappropriate conduct matter, or that no further action is to be taken on the complaint because it is vexatious etc. or relates to another matter. Complaints that are sent to the CCC as involving corruption should not be published but dealt with under normal CCC procedures.

The name of the complainant would not be disclosed publicly. The public interest is in the publication of the fact of the complaint and that it was either dismissed for lack of substance of there appear to be grounds for it being made.

However, it would help prevent politically motivated complaints not to publish information about complaints, and in particular the identity of the councillor whose conduct is being questioned, during the caretaker period immediately before council elections. Publication of complaints by the Independent Assessor on the CCA website and by the council on its website should therefore be suspended during this period.

TIMELINES

One of the most worrying statistics reported in the Panel's Discussion Paper was in Departmental data about the time it took for the Department to process allegations that it received. During the past two financial years it took on average 61 days to assess and investigate a matter and refer it to another body if required, and 117 days to finalise a matter. Yet of the 396 allegations, only 30 were ultimately upheld leading to penalties being applied.

As the Discussion Paper pointed out, there were no time limits on the various stages of the process, particularly the preliminary assessment stage that determines whether there is a case to answer. It commented that the handling of significant complaints may be delayed due to processing of others that lack substance, or reflect personal disputes or are made for purely political purposes and that extended delays can occur while investigations and hearings are carried out, or because matters are referred from one pathway and organisation to another.

One of the options canvassed in the Discussion Paper was to 'set timelines for processing complaints, with scope for extensions to be approved if warranted'.

Commenting on the complaint times set out above, the LGAQ said:

> Time is of the essence in resolving complaints. The average of 178 days (61 days to assess and investigate a matter and 117 days to finalise a matter) is far too long. Reducing the time it takes to resolve complaints may require more resources but may also be able to be

> achieved through the introduction of an effective triage system at the front end to filter out matters at an early stage, a tightening of criteria for lodging a complaint and other streamlining of the system. The length of time taken to resolve a complaint which is ultimately not upheld creates a perception of guilt or unjustified speculation, particularly from political opponents and/or the complainant, as to a potential outcome.

The Panel agrees with these remarks and considers that the system it is proposing will reduce the time taken for initial assessment of complaints, with a flow-on effect on the time needed for investigations and processing by councils (for inappropriate conduct) or the Tribunal (for misconduct).

The Panel considers that it is not practical to set timelines for the various processes of complaint handling. Some complaints will be resolved quickly and easily, while others may require forensic examination. Nevertheless the Panel considers that the first decision that has to be made by the Independent Assessor, namely, whether a complaint is about a frivolous matter or made vexatiously, is lacking in substance or about another matter, can be determined quickly and on the papers (aided by the use of the complaints forms the Panel has proposed should be introduced). Depending on the volume of complaints, this initial decision should be made within a fortnight of receipt of the complaint (the Department has taken steps to reduce the former timeline and currently aims for ten working days).

However it won't be until the Independent Assessor has been operating for some time that realistic targets can be set. The Independent Assessor's first annual report should include an analysis of its activities including the time taken to assess complaints, and targets it proposes to match in the future.[64]

BRISBANE CITY COUNCIL'S COMPLAINTS SYSTEM

Currently special arrangements apply under the CoBA. In 2012 the powers of the tribunal to determine disciplinary matters were transferred to the BCC's own CCRP. The CCRP is appointed by the council. The CEO determines whether complaints should be heard by the CCRP.[65]

The Queensland Ombudsman in a submission said that a positive aspect of the CCRP was:

> … that it does not involve the extent of the fragmentation of decision-making points between CEOs, the director-general of the department, RCRPs, the tribunal and mayors, which is a feature of the scheme for other councils. It is likely that the current division of decision-making responsibilities in the non-BCC scheme adds unnecessary complexity to the system and inefficiencies in time and cost.

However this Panel has recommended changes to the system that would remove the fragmentation that concerned the Ombudsman. It would introduce two changes that make the system applying to every other council in Queensland superior to that applying to the BCC.

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[64] The Queensland Ombudsman and the Information Commissioner set their own targets for handling inquiries and report annually on how well they meet them.

[65] The processes of the BCC's disciplinary system were detailed in the Panel's Discussion Paper, and the relevant section is reproduced as in the appendices (Appendix 5). The same appendix contains a submission from the council's CEO explaining and outlining the benefits of the system, followed by extracts from a submission by the council's leader of the opposition.

The first is to remove from the council CEO the responsibility of assessing complaints that are made against councillors and determining whether they are frivolous, vexatious or otherwise lacking in substance, or another matter, and deciding whether they should be dealt with as inappropriate conduct or misconduct. Almost universally, those submissions to this Panel that dealt with this issue were concerned with the conflicted position of the CEO in dealing with complaints against councillors who are, literally, his employers. The second is to amalgamate the functions of the RCRPs and the tribunal.

The Panel's recommendations are intended to deliver an independent, fair and effective system for dealing with complaints against councillors throughout the state, and it would be anomalous for the largest local government to retain a separate system that does not meet these criteria and appears designed to do otherwise. The Panel notes that under the system we are proposing the BCC could establish its own CAC to make recommendations to the council concerning inappropriate conduct, and would retain its local law for meeting practice. However decisions categorising or dismissing complaints and determining whether they involved inappropriate conduct, misconduct or corrupt conduct would be transferred to the Independent Assessor who would also take responsibility (away from the CEO) for determining whether a particular complaint should be dealt with by the council itself as inappropriate conduct, or by the Tribunal, as misconduct.

COST EFFECTIVENESS

The major recommendations of this report will improve the efficiency, efficacy and effectiveness of the councillor complaints system. They should also result in a process that is more cost effective than the existing system.

The creation of the office of the Independent Assessor will have a profound effect on the working of the system. Removing the initial assessment responsibility from council CEOs will free many of them from a burden that is conflicted and time consuming. Making the Independent Assessor responsible for investigating as well as assessing complaints will remove what the Department has acknowledged is for it a major problem, particularly in relation to inappropriate conduct allegations.

The Department was ill-equipped, in not having the necessary powers, for its role in the complaints system. Replacing the assessment and investigatory roles by an Independent Assessor that does have the appropriate powers will mean that complaints will be able to be assessed more quickly and effectively than has been possible to date. The Department has regularly had to employ (expensive) outside contractors to conduct investigations, but those contractors have also been handicapped because they lacked adequate powers to obtain vital information.

The Independent Assessor should be able to do most of its investigations in-house, though it may require specialist assistance in some instances (for example, tracking financial dealings). But its powers should allow it to do more with fewer investigators, and more quickly, as it will be able to require witnesses to respond to its enquiries. That is a formula for lower costs.

Redefining the disciplinary offences, as proposed by the Panel, will mean that the Independent Assessor will be able to frame accusations of inappropriate conduct or misconduct more accurately, avoiding the waste of resources that has occurred under the present system when complaints have not always been well-targeted. Combining the tribunal and the RCRPs will also result in efficiencies as well as reducing inconsistencies in the hearings that are conducted. Significantly, the new Tribunal

should use the powers it is given in the LG Act to conduct its own inquiries if it discovers that the material provided to it by the Independent Assessor is insufficient to determine the matter before it. This should result in a saving of time and resources.

The report contains many recommendations aimed at improving governance and making councillors more aware of their duties and responsibilities. Success here would reduce resort to the disciplinary system and its costs.

The Panel recommends:

That the functions of the tribunal and the RCRPs be transferred to the proposed Tribunal.

That the tribunal be reconstituted as the CCA with the Tribunal as one of its two constituent parts, the other being the Independent Assessor.

That the Independent Assessor be the chief executive officer of the CCA.

That the former tribunal's responsibilities for establishing categories of local governments and deciding to which category each local government belongs, be transferred to the Department, and its responsibility for deciding the remuneration that is payable to the mayors, deputy mayors and councillors be transferred to the Queensland Independent Remuneration Tribunal.

That the Independent Assessor and the president of the new Tribunal be statutory appointments, and that both should be appointed for fixed terms of up to five years. That other sessional members of the Tribunal be appointed for three year terms by the Minister, on the recommendation of the president of the Tribunal.

That a person who is to be appointed to the Tribunal must have extensive knowledge of and experience in, one or more of the following:

- **Local government.**
- **Investigations.**
- **Law.**
- **Public administration.**
- **Public sector ethics.**
- **Public finance.**

That the president should draw up and publish on the website the rules governing the way Tribunal hearings are conducted.

That s. 181A of the LG Act – 'Records about complaints' - be amended to provide in ss. (1) that the section also concerns complaints received by the Independent Assessor that are referred to the council to be dealt with as inappropriate conduct and relevant misconduct decisions by the proposed Tribunal.

That s. 181A(2)(a) of the LG Act (Records about complaints) be amended by substituting 'and' for 'or'.

That the CCA establish a website where all the Tribunal's decisions and the reasons for them are published and where decisions of councils concerning inappropriate conduct are also published. Decisions by the Independent Assessor dismissing complaints that are trivial, vexatious etc. should also be published in summary form.

That the publication of information about new councillor complaints should be suspended during the caretaker period before a council election.

That the disciplinary system provided for in the CoBA be aligned with that proposed for the LG Act.

APPENDIX 1—RECOMMENDATIONS

CHAPTER 4: ASSESSMENT, INVESTIGATION AND HEARING OF COMPLAINTS

Preliminary assessments

4.1 The LG Act be amended to provide that the 'preliminary assessment' of any complaint against a councillor should be made by an Independent Assessor, and not by a council CEO, or the Department's chief executive (ss. 148H(2), 176B, 176C, 177 and 177A).

The Ombudsman

4.2 The Panel does not recommend any additional involvement of the Ombudsman in the complaints handling process. However it notes that the Ombudsman may review complaints about the administrative actions of a council dealing with inappropriate conduct matters.

The way a complaint is made

4.3 Complaints against councillor conduct should be made on a standardised form that requests the complainant to provide details of any supporting evidence, and/or witnesses and such other material as the Independent Assessor specifies. It should also explain the purpose and scope of the complaints system and explain the appropriate ways in which complaints about matters other than councillor conduct may be made.

The standard form should contain a declaration that the complainant is acting in good faith and has provided information that is correct and true to the best of their knowledge. It should contain a warning that it is an offence to provide any information to the Independent Assessor that the complainant knows is false or misleading in a material particular.

4.4 The LG Act should be amended to allow the form to be prescribed by the Independent Assessor.

Anonymous complaints

4.5 Only those anonymous complaints that provide enough information to action a complaint against a councillor for possible inappropriate conduct or misconduct should be dealt with under the complaints process. Where the complaint cannot be actioned without further information, it should be dismissed.

Frivolous or vexatious complaints

4.6 The offence in s. 176C(8) – a person must not make a complaint about the conduct of a councillor if the complaint is substantially the same as a complaint the person has already made and the person has been warned not to repeat it – be deleted.

In its place the Act be amended to include a section making it an offence for a person to:

(a) make repeated complaints about a councillor —
  (i) vexatiously; or
  (ii) not in good faith; or
  (iii) primarily for a mischievous purpose; or
  (iv) recklessly or maliciously; or

(b) counsel or procure another person to make a complaint about a councillor as mentioned in point (a).

4.7 The Councillor Conduct Tribunal (the Tribunal) also be given jurisdiction in relation to this offence. That the maximum penalty that the Tribunal can impose be 50 penalty units. An order can also be made for reimbursement of costs of the Independent Assessor and the Tribunal.

Council must be informed of complaint

4.8 On assessing a complaint about a councillor, the Independent Assessor should notify the relevant council about the complaint.

Investigative powers of the Independent Assessor

4.9 The Independent Assessor be given the same powers as an investigator is given in s. 214 of the Act, subject to the same requirements of s. 213 to provide natural justice.

Independent Assessor may initiate investigations

4.10 The Independent Assessor may initiate own-motion investigations of councillor conduct if sufficient cause arises during the course of another investigation, or if the Independent Assessor considers it in the public interest to do so.

4.11 The Tribunal may provide the Independent Assessor with information about a councillor's conduct that the Tribunal considers should be brought to the attention of the Independent Assessor for possible investigation by the Independent Assessor.

Functions of the Independent Assessor

4.12 The Independent Assessor be given a statutory guarantee of independence in relation to decision-making and:

- Be responsible for assessing whether complaints against councillors are trivial, vexatious or frivolous, or for another reason, should be dismissed.
- Refer corruption complaints to the CCC, and investigate such complaints that are referred back by the CCC.
- Investigate allegations of inappropriate conduct and misconduct, being armed with appropriate powers to do so.
- Be able to initiate investigations into possible misconduct.
- Have an appropriate complaints management system, including provision for internal review of decisions.
- Refer allegations of inappropriate conduct to councils.
- Prosecute allegations of misconduct.

CHAPTER 5: INAPPROPRIATE CONDUCT

Codes of conduct and meeting procedure

5.1 There should be a uniform, mandatory Code of Conduct for local government councillors in Queensland and a model code of meeting procedure.

5.2 A Code of Conduct should be developed by the Local Government Liaison Group (LGLG) and approved by the Minister.

5.3 Regulation 254 of the LG Reg, the declaration of office that s. 169 of the LG Act requires councillors to make before assuming office, be amended to include a statement that the councillor will abide by the Code of Conduct.

5.4 The Department, LGAQ and LGMA should develop the model code of meeting procedure.

5.5 Councils be required to adopt meeting standing orders, based on the model code of meeting procedure.

Breaches of codes in a meeting are not inappropriate conduct

5.6 Breaches of a meeting code or code of conduct in a meeting should not be classified as inappropriate conduct. Such conduct breaches should be dealt with immediately by the chair of the meeting (council or committee) who, as appropriate, should be able to require a withdrawal (of words said), an apology (for what had been said or done) or to remove the offending councillor from the remainder of the council or committee meeting.

Repeated contrary conduct in meetings

5.7 A council may determine that a councillor's serious or repeated contrary conduct in meetings or committee meetings should be treated as inappropriate conduct and dealt with as such.

Definition of inappropriate conduct extended

5.8 The definition of 'inappropriate conduct' in s. 176(4) of the LG Act be amended as follows. The two examples (a) and (b) be deleted and in their place be inserted:

(a) Serious or repeated conduct contrary to the code of conduct or meeting practice in formal council or committee meetings.
(b) A failure by the councillor to comply with a direction to leave a meeting of the local government or its committees by the chairperson presiding at the meeting.
(c) Failure to comply with the council's other policies, codes or resolutions.
(d) Offensive or disorderly behaviour as a councillor that happens outside formal council meetings.
(e) Failure to work respectfully and constructively with other councillors or staff.
(f) Exerting or attempting to exert inappropriate influence over staff.
(g) Repeated unreasonable requests for information (contrary to council guidelines).
(h) Exercising, or purporting to exercise, an unauthorised power, duty or function.

Council to determine inappropriate conduct and may obtain advice

5.9 Section 181 of the LG Act be deleted and in its place the new s. 181 should recognise:

- That complaints about inappropriate conduct are to be determined by the council.
- That the council may seek advice from a council Conduct Advisory Committee (CAC) established under the LG Reg or from a member of the Tribunal selected by the president of the Tribunal. That councils consider the formation of a CAC to provide it with advice, when requested by the council, when an inappropriate conduct complaint against a councillor has to be determined by the council.
- A councillor whose conduct is being considered must cooperate with the council, the committee or the Tribunal member. Failure to do so could result in a misconduct complaint.

Possible disciplinary orders for inappropriate conduct

5.10 That the council, if it decides to take disciplinary action against the councillor, may make one or more of the following orders that it considers appropriate in the circumstances:

- Censure of the councillor.

- Formal reprimand.
- Requirement for an apology.
- Mandatory training or counselling.
- Councillor to be excluded for up to two meetings of the council.
- Councillor removed from any position representing the council, and not to chair or attend committees or other specified meetings for up to two months.
- Payment of costs attributed to the actions of the councillor.
- An order that any repeat of the inappropriate conduct be referred to the Tribunal as misconduct.

Where an order is made that the councillor be excluded from council meetings, such absence shall not trigger a vacancy under s. 162(1)(e) of the LG Act.

Non-compliance with orders

5.11 That councillors against whom a complaint of inappropriate conduct has been upheld may not participate in council or committee meetings until any disciplinary order imposed has been paid or otherwise discharged. Section 162 of the LG Act (When a councillor's office becomes vacant) would apply in relation to such resulting non-attendance.

5.12 Section 153 of the LG Act (Qualifications of councillors) be amended to disqualify for four years a person who as a result of their failure to comply with an order of the council following a finding of inappropriate conduct has ceased to be a councillor as a result of the operation of s. 162(1)(e) of the LG Act.

Councils to have process for dealing with inappropriate conduct complaints

5.12 Councils develop and include a process for dealing with inappropriate conduct in their complaints management system. This should be in accordance with the principles of natural justice.

Role of Independent Assessor referring inappropriate conduct complaints to council

5.13 The Independent Assessor, when referring a complaint about inappropriate conduct to the council, should indicate how serious the inappropriate conduct might be, whether any further information needed to be obtained before the complaint could be dealt with, whether mediation might be appropriate and by whom. The Independent Assessor should also recommend to the council whether it should deal with the matter itself, refer it for advice to its CAC, or refer it for advice (and possible further investigation) to a Tribunal member.

Costs of Tribunal member

5.14 Where councils elect to use a Tribunal member to investigate and make recommendations about a complaint of inappropriate conduct, the council should pay the member's costs.

Possible appeal system

5.15 Twelve months after the proposed system commences, the LGLG should review the way councils have been adjudicating inappropriate conduct matters with a view to determining whether it is necessary and desirable to introduce an appeal system such as that described in this report.

CHAPTER 6: MISCONDUCT

Extended definition of misconduct

6.1 The definition of misconduct (s. 176(3)(b) of the LG Act) should encompass:

(i) The performance of the councillor's responsibilities, or the exercise of the councillor's powers, in a way that is not honest or is not impartial.
(ii) A breach of the trust placed in the councillor.
(iii) A misuse of information or material acquired in or in connection with the performance of the councillor's responsibilities, whether the misuse is for the benefit of the councillor or someone else.
(iv) Unauthorised use of council staff or resources for private purposes.
(v) Use of information obtained as a councillor to the financial detriment of the council or the public interest.
(vi) Failure to cooperate with the council, CAC or Tribunal member during inappropriate conduct proceedings or to comply fully with a penalty for inappropriate conduct.
(vii) Third or subsequent finding of inappropriate conduct during council term.
(viii) Bullying or harassment.
(ix) Failure to declare and resolve conflict of interest at a meeting in a transparent and accountable way.
(x) Seeking gifts or benefits of any kind.
(xi) Improper direction or attempted direction of staff.
(xii) Deliberate release of confidential information.

LG Act offences are also misconduct

6.2 A further clause should be added to s. 176(3) of the LG Act to provide that an offence against ss. 171(1), 171A(2) and (3), 171B(2), 172(5) and 176C(8) may be dealt with as misconduct.

Complaints against former councillors

6.3 Section 176A of the LG Act (Application to former councillors) should be amended to provide that a complaint has to be made within 6 months of the person ceasing to be a councillor.

Penalties for misconduct

6.4 Section 180 of the LG Act be amended to provide the following penalties for misconduct. One or more of the following:

- Mandatory training or counselling.
- An order that the councillor reimburse the local government and/or pay up to 50 penalty units.
- An order that a councillor may not remain as or become deputy mayor or a committee chair for the remainder of the term.
- Councillor to be excluded for up to three meetings of the council.
- Councillor removed from any position representing the council for a period of up to three months.
- Councillor not to attend committees and/or other specified meetings for a period of up to three months.
- An order suspending the councillor (without pay) for a period of up to three months.
- A recommendation to the Minister that the councillor be suspended for more than three months and up to six months (without pay) or dismissed.

- A recommendation that the Department prosecute the councillor for an offence under the LG Act.

Where an order is made that the councillor be excluded from council meetings, such absence shall not trigger a vacancy under s. 162(1)(e) of the LG Act.

Non-compliance with orders

6.5 A councillor who is the subject of an order by the Tribunal in relation to a misconduct finding may not attend a council meeting until such time as the councillor has complied fully with the order. Section 162 of the LG Act (When a councillor's office becomes vacant) would apply in relation to such resulting non-attendance.

6.6 Section 153 of the LG Act (Qualifications of councillors) be amended to disqualify for seven years a person who as a result of their failure to comply with an order of the Tribunal following a finding of misconduct has ceased to be a councillor as a result of the operation of s. 162(1)(e) of the LG Act.

CHAPTER 7: CORRUPT CONDUCT

Independent Assessor's role in corruption complaints

7.1 The LG Act be amended to deem the Independent Assessor to be the holder of an appointment in a unit of public administration for the purposes of the CC Act and that such complaints about corruption that the CCC would otherwise have directed back to the Department or to councils should be sent instead to the Independent Assessor.

7.2 Section 182(2) of the LG Act be amended to substitute the Independent Assessor for the Department's chief executive as the public official dealing with corruption complaints.

CHAPTER 8: ELECTION ISSUES

Complainant must not publicise complaint during election caretaker period

8.1 The LG Act be amended to provide that during the local government caretaker period before an election, it is an offence for a person who has made a complaint alleging inappropriate conduct, misconduct or corrupt conduct of a councillor or candidate for election, or an associate of the complainant, to disclose information that the complaint has been made, or disclose any detail of the complaint. The Tribunal has jurisdiction to hear a complaint under this section and may impose a penalty of up to 50 penalty units.

Offence to give false information to Independent assessor

8.2 Section 234 (1)(f) (False or misleading information) of the LG Act be amended to substitute 'Independent Assessor' for 'a regional conduct review panel'. The Tribunal has jurisdiction to hear a complaint under this section and may impose a penalty of up to 50 penalty units.

CHAPTER 9: OFFENCES IN THE ACT

Recommendations for prosecution of offences

9.1 Both the Independent Assessor and the Tribunal have the power to make recommendations to the Department that a councillor or former councillor be prosecuted for an offence under the Act.

Misuse of information offence

9.2 Section 171(1) of the LG Act be amended to read:

A person who is, or has been, a councillor must not use information that was acquired as a councillor to gain, directly or indirectly, a financial advantage for the person or someone else.

Maximum penalty—100 penalty units or two years imprisonment.

Additional misconduct offence

9.3 The definition of misconduct in s. 176(3)(b) of the LG Act be amended to include:

Cause financial detriment to the local government.

CHAPTER 10: NATURAL JUSTICE, PROCEDURAL FAIRNESS AND CONFIDENTIALITY

Procedural rules

10.1 Section 213(3) of the LG Act, requiring RCRPs and the tribunal to comply with any procedural rules prescribed under a regulation, be retained. One year after the proposed Tribunal commences, its president should consider whether to recommend to the Minister the adoption of a regulation prescribing procedural rules for the Tribunal.

Legal representation

10.2 Section 213(2)(c) of the LG Act, giving the RCRPs and tribunal power to refuse to allow a person to be represented by a legal practitioner be amended to read:

Where it considers it desirable to do so in the interests of justice, may allow a person to be attended by a legal practitioner.

Standard of proof

10.3 Section 179(5) of the LG Act, which establishes that the standard of proof in misconduct hearing is the balance of probabilities, be retained.

Reasons

10.4 Section 179(6) of the LG Act, that requires the panel or tribunal to keep a written record of the hearing, be amended to add:

(c) The reasons for its decision.

Appeals

10.5 The provisions of the LG Act limiting appeals, be amended to permit appeals to the District Court from decisions of the proposed Tribunal on misconduct matters on questions of law only, and for jurisdictional error.

Councillor as complainant

10.6 Subsections 177A(4)(5) and (6), which require a complainant who is also a councillor to appear before the panel or tribunal to confirm the complaint, be deleted as several other recommendations of the Panel will make it redundant.

CHAPTER 11: ROLE OF THE MINISTER AND THE DEPARTMENT

Local Government Liaison Group

11.1 The Department establish the LGLG to coordinate the provision of advice for local government councillors on the interpretation of relevant legislative provisions, and to provide assistance and training in areas such as declarations of interests, declarations of material interests and conflicts of interest. The group should provide advice to the Minister, through the Department, on governance issues such as the proposed Code of Conduct. And it should include the CCC, the Ombudsman, the Auditor-General and the Independent Assessor, together with the LGAQ and the LGMA.

CHAPTER 12: RECONSTITUTING THE COMPLAINTS AUTHORITIES

Local Government Conduct Tribunal

12.1 The functions of the tribunal and the RCRPs be transferred to the proposed Tribunal.

Councillor Conduct Authority

12.2 The tribunal be reconstituted as the Councillor Conduct Authority (CCA) with the Tribunal as one of its two constituent parts, the other being the Independent Assessor.

Authority's chief executive

12.3 The Independent Assessor be the chief executive officer of the CCA.

Transfer of tribunal's responsibilities

12.4 The former tribunal's responsibilities for establishing categories of local governments and deciding to which category each local government belongs, be transferred to the Department, and its responsibility for deciding the remuneration that is payable to the mayors, deputy mayors and councillors be transferred to the Queensland Independent Remuneration Tribunal.

Statutory appointment of Independent Assessor and Tribunal president

12.5 The Independent Assessor and the president of the new Tribunal be statutory appointments, and that both should be appointed for fixed terms of up to five years. Other sessional members of the Tribunal be appointed for three year terms by the Minister, on the recommendation of the president of the Tribunal.

Qualifications of Tribunal members

12.6 A person who is to be appointed to the Tribunal must have extensive knowledge of and experience in, one or more of the following:

- Local government.
- Investigations.
- Law.
- Public administration.
- Public sector ethics.
- Public finance.

Rules for Tribunal

12.7 The president should draw up and publish on the website the rules governing the way Tribunal hearings are conducted.

Independent Assessor's decisions about councillors to be published

12.8 Section 181A of the LG Act (Records about complaints) be amended to provide in ss. (1) that the section also concerns complaints received by the Independent Assessor that are referred to the council to be dealt with as inappropriate conduct and relevant misconduct decisions by the proposed Tribunal.

CEOs must publish disciplinary decisions

12.9 Section 181A(2)(a) of the LG Act (Records about complaints) be amended by substituting 'and' for 'or'.

Authority to publish complaints decisions on website

12.10 The CCA establish a website where all the Tribunal's decisions and the reasons for them are published and where decisions of councils concerning inappropriate conduct are also published. Decisions by the Independent Assessor dismissing complaints that are trivial, vexatious etc. should also be published in summary form.

12.11 The publication of information about new councillor complaints should be suspended during the caretaker period before a council election.

Brisbane City Council

12.12 The disciplinary system provided for in the CoBA be aligned with that proposed for the LG Act.

APPENDIX 2—PANEL TERMS OF REFERENCE

The following is a copy of the Terms of Reference for the review.

The *Local Government Act 2009* (the LGA) and the *City of Brisbane Act 2010* (CoBA) is designed to foster a culture of personal integrity and accountability for elected officials and open and transparent decision-making in the public interest (LGA sections 4, 12, 169—173, 176; CoBA sections 4, 14, 169—175, 178).

Where the performance or conduct of local governments or councillors is in question, the Act provides for a range of graduated State responses comprising a continuum of educative, preventative, monitoring and enforcement strategies in addition to dismissal and dissolution. These latter are actions of 'last resort' when behaviour or performance standards cannot be improved through corrective measures (LGA sections 113-124; CoBA sections 110-113).

Available strategies include facilitation, capacity building, performance evaluation and reporting, remedial action and advice, and monitoring and enforcement (e.g. Chief Executive powers to monitor compliance with the Act to ensure the proper and efficient delivery of local government service, to appoint an adviser or financial controller and Ministerial powers to direct a Mayor to take action and to enforce compliance with the Act). The Minister also has the power to suspend a Mayor and/or a Councillor and to recommend to the Governor in Council to dismiss a Mayor and/or a Councillor.

The Act also prescribes the process for dealing with complaints about Councillor conduct, including the disciplinary process (LGA sections 176B—193, 212—215; CoBA 179-189, 205-208). It aims to have inappropriate conduct dealt with locally (except in certain circumstances) and serious and dismissible breaches dealt with by independent entities. The expectation is that inappropriate conduct will be dealt with quickly and cost effectively by local governments and that the system for disciplinary hearings for misconduct will be swift, simple and independent.

The State's overall objective is to maintain public confidence in transparent, accountable, well-governed, efficient and effective local government; to hold Councillors to high standards of ethical and legal behaviour which puts the public interest ahead of their own individual interests; and to deter Councillors from poor behaviour or abuse of their positions of trust.

A brief summary of the system established by the legislation for managing the Councillor conduct complaints and disciplinary process is **attached**.

The purpose of the review is to

1. Assess how well or otherwise, the current legislative and policy framework for dealing with complaints about Councillor conduct achieves these policy objectives; and
2. Recommend, if necessary, policy, legislative and operational changes to better achieve these objectives.

Review drivers

Timeliness:

- The current framework for dealing with Councillor conduct has been in operation for six years. The Act established the Local Government Remuneration and Discipline Tribunal and provided for the appointment of regional conduct review panels to hear complaints.

Legislative concerns:

- Legislative anomalies compromise or confuse processes

- Lack of clarity in definitions of inappropriate conduct and misconduct (including what constitutes repeat inappropriate conduct to be dealt with as misconduct)

Natural justice concerns:
- Inconsistent hearing processes used by different regional conduct review panels
- Inconsistent hearing processes used by panels and the Local Government Remuneration and Discipline Tribunal
- Trend of hearings to allow legal representation for accused councillors but where complainants are not required to attend and/or have no legal representation
- No appeals against or reviews of decisions made about complaints

Effectiveness concerns:
- Weak investigative powers — no clear authority for the Department to require persons to produce documents, give assistance or answer questions nor any penalty for non-compliance with an investigation into alleged inappropriate conduct, misconduct or corrupt conduct by a councillor
- High number of unsubstantiated complaints
- Non-imposition of serious penalties by the tribunal and RCRPs
- Low incidence of prosecutions for serious offences, partly due to investigations either taking too long or not yielding sufficient evidence

Efficiency concerns:
- Despite the legislative intent to deliver a simple, timely, cost effective and independent system of investigating and hearing complaints and disciplining councillors found to have engaged in misconduct, the current system is cumbersome and complex to administer
- Significant Departmental resources are used to deal with complaints, with a disproportionate amount applied to allegations of inappropriate conduct

Environmental factors:
- Amendments to the legislation defining the role of the Crime and Corruption Commission, designed to narrow its operational focus to the investigation of the most serious cases of corrupt conduct and to reduce the number of trivial complaints handled by the Commission has, and may continue to increase the demand on Departmental time and resources in dealing with complaints of misconduct and have an adverse impact on its ability to deal effectively and in a timely fashion with all complaints referred to it
- Chief Executive Officers (CEO) of local governments are placed in a conflicted role by the Act's provisions requiring them to undertake preliminary assessment of complaints about the conduct of Mayors and other Councillors (analogous to the Director-General of a Department being required to assess the ethical conduct of a Minister or Member of Parliament)

Complexity:
- The current process requires multiple steps and involves a range of alternative pathways dependent on who makes the complaint, who the complaint is about, and the nature of the alleged conduct. A flowchart of the current process is at **Attachment 2.**

Inconsistency e.g. reviewability of preliminary assessment of complaints:
- The Department's Chief Executive (DCE) can make a different decision about complaints referred as possible misconduct however the legislation makes no provision for the Mayor to make a different decision about complaints referred as possible inappropriate conduct and there is no provision for review of the DCE's preliminary assessment of a complaint, other than a hearing by the Tribunal / RCRP.
- The result is that a complaint about alleged misconduct by a councillor is considered either
  - twice (by the CEO and DCE) before, if relevant, being referred to a Tribunal / Panel hearing — if the complaint is made by someone other than the Mayor or CEO; or

- once (by the DCE only) before being heard, if required, by a Tribunal/Panel — if the complaint is made by the Mayor or CEO

- Similarly a complaint about alleged inappropriate conduct may be considered either:
  - twice (by the CEO and DCE) before disciplinary action, if any, is taken by the DCE — if the accused councillor is a Mayor or Deputy Mayor ; or
  - once (by the CEO only) before disciplinary action is taken by the mayor — if the accused Councillor is not a Mayor or Deputy Mayor.

Investigative process

- The Department's investigative powers in relation to complaints about Councillor conduct are not clearly defined and potentially limit its capacity to investigate as thoroughly as required
- Generally, the Department relies on section 115 of the Act to conduct its investigations using either Departmental officers or contracted external investigators
- Issues for consideration include the:
  - scope of investigative powers required to enable the Department to best undertake this role
  - resourcing and capacity advantages and disadvantages of a strengthened and dedicated in-house investigative function versus Departmental project management of contracted investigators.

Hearing and determination options

- The Tribunal or a Panel must observe natural justice but act as quickly and informally as is consistent with a fair and proper consideration of the issues raised in a hearing where the standard of proof is the balance of probabilities. It may for example:
  - refuse representation by a legal practitioner or disregard rules of evidence
  - require witnesses to appear and give evidence or provide documents
- The Act requires the Department to provide the assistance that the Tribunal/Panel needs to effectively perform its responsibilities which has the potential to compromise the independence, actual or perceived, of the hearing and disciplinary process
- Where the Tribunal/Panel accedes to an accused Councillor's request for legal representation, an increasingly common scenario is that the conduct of the hearing tends to become more adversarial and formal rather than inquisitorial and informal
- The Tribunal/Panel may require all parties and other witnesses to appear before it. In some cases the Tribunal / Panel has heard from the accused Councillor and the Councillor's legal representative but has not asked the complainant to appear or has not afforded the complainant an opportunity to also be legally represented. This has the potential to compromise the observance of natural justice, actual or perceived, of the hearing and disciplinary process.

Role of Review Panel

The independent Review Panel is established to assess, in accordance with the Terms of Reference, how well or otherwise the current legislative and policy framework for dealing with complaints about Councillor conduct under the relevant provisions of the *Local Government Act 2009* (LG Act) and the *City of Brisbane Act 2010* (CoB Act) is working. The Review Panel will determine, in consultation with the Department, the detailed methodology for the review.

The Review Panel will prepare a report for consideration by the State government which will include recommendations, as determined, about policy, legislative and operational changes to improve the current process and framework.

The Review Panel will consider all aspects of the framework, including but not limited to:

- appropriate levels of responsibility and accountability for local governments in setting and dealing with breaches of standards for councillor conduct
- categories of Councillor conduct other than those that are under the jurisdiction of the justice system

- triggers or points at which the public interest demands or requires intervention by the State consistent with the State's position of minimum intervention in the operation of a democratically elected sphere of government.
- the most effective and efficient way to deliver fair and defensible outcomes that are in the public interest
- ensuring the provision of natural justice and procedural fairness for Councillors and complainants including legal representation for parties to a complaint
- emerging environmental issues including the use of social and digital media and the way in which use of digital media (smartphones, tablets, recording capacity) has impacted the way in which Councillors conduct the business of Council
- specific issues raised by stakeholders, including but not limited to:
  - appropriate levels of investigative powers for investigating agencies (local government or Department)
  - the role of Council Chief Executive Officers (CEOs) arising from the statutory complaints assessment process under the LGA Act provisions
  - the complexity of existing processes and the impact on timeliness for dealing with complaints
  - appeal mechanisms and rights of review
  - penalties where a complaint is substantiated or sustained
  - provisions in relation to disqualification from being a Councillor
- analysis of submissions received through a public consultation process and engagement with stakeholders
- provision of report with recommendations to the State government within agreed timeframes.

Methodology

1. Analysis of Departmental data about the complaints process
2. Analysis of any data collected or held by individual local governments about their dealings with complaints about Councillor conduct e.g. preliminary assessment
3. Comparative/desktop review and assessment of other jurisdictions' (Australia and overseas) approach to dealing with Councillor conduct complaints and discipline
4. A public submission process
5. Consultation with key stakeholders including:
   a. Local Government Remuneration and Discipline Tribunal
   b. Regional Conduct Review Panels
   c. Crime and Corruption Commission
   d. Local Government Association of Queensland
   e. Local Government Managers Australia (Queensland)
   f. Mayors and CEOs
   g. Senior Departmental staff.
6. Provide a final report on policy, legislative and operational options/recommendations.

ATTACHMENT 1 TO THE TERMS OF REFERENCE

COUNCILLOR CONDUCT STANDARDS AND COMPLAINTS MANAGEMENT — SUMMARY OF POLICY INTENT AND PROCESS

Councillor conduct standards

The primary accountability of a local government is to its community, and its decisions must be made with regard to the benefit of the entire local government area and the current and future interests of its residents.

The *Local Government Act 2009* (the Act) articulates the integrity, accountability and transparency requirements for local governments. One important area of focus is councillor conduct, setting high standards of ethical and legal behaviour and promoting open and honest decisions in the public interest ahead of the private interests of councillors.

The Act aims to foster a culture of personal integrity and accountability for elected officials consistent with community expectations about high standards of transparent decision-making and makes councillors and mayors responsible for achieving the purpose and principles of local government.

Councillors, by virtue of being elected and holding the office of councillor, are individually and collectively bound by:

- the purpose and principles of local government
- responsibilities and powers of local government
- financial sustainability criteria
- any other obligations under local government legislation.

There is no legislative requirement for local governments to develop or abide by local codes of conduct for councillors, though they may choose to do so.

Managing complaints about councillor conduct

The system for managing complaints about councillor conduct is based on a two-tier approach whereby complaints about less serious behaviour (inappropriate conduct) are dealt with locally and complaints about serious and dismissible breaches (misconduct or corrupt conduct) are dealt with by independent entities.

A complaint about councillor conduct must first be considered by the Chief Executive Officer (CEO) (preliminary assessment) who must assess whether the complaint is: about a frivolous matter or made vexatiously; about inappropriate conduct, misconduct, corrupt conduct or another matter (e.g. a general complaint); or lacking in substance. The CEO then refers complaints, other than those decided to be frivolous, vexatious or lacking in substance, to the appropriate entity to deal with as follows:

- complaints about inappropriate conduct to the mayor (unless the complaint is about the mayor, when it is then referred to the deputy mayor)
- complaints about misconduct to the Department's Chief Executive (DCE)
- complaints about corrupt conduct to the Crime and Corruption Commission (CCC) which may, and often does, refer such complaints to the DCE as the relevant 'public official' to deal with as appropriate.

Inappropriate conduct

The expectation is that local governments will deal with inappropriate conduct internally—a quicker and more cost effective response than referral to the Department.

Exceptions are:

- complaint made by the mayor or CEO—referred to DCE for preliminary assessment and any subsequent action

- inappropriate conduct by the mayor or deputy mayor—referred to DCE for disciplinary action; or the DCE may decide that the complaint is about misconduct rather than inappropriate conduct.

Misconduct
The DCE must consider complaints referred about misconduct and decide whether he/she:
- agrees the complaint is about misconduct
- the complaint is about inappropriate conduct rather than misconduct
- the complaint be dismissed on the basis that it is frivolous, vexatious or misconceived; lacking in substance; or otherwise an abuse of process
- no further action or some other action be taken in relation to the complaint.

If the DCE agrees the complaint is about misconduct, the DCE must determine the relative seriousness of the alleged conduct and refer the matter either to a regional conduct review panel (Panel) or the Local Government Remuneration and Discipline Tribunal (Tribunal).

These two entities have important functions including conducting hearings, investigations, deciding liability and penalty and making recommendations. The tribunal may make recommendations about suspension and dismissal of an individual councillor to the Minister.

Corrupt conduct
The DCE may decide to prosecute allegations of corrupt conduct, referred by the CCC, through the courts or refer the matter as a complaint about misconduct to a Panel or the Tribunal to hear and determine.

Misconduct disciplinary hearings (Panel or Tribunal)
The intent is that the system of disciplinary hearings be simple, swift and independent to maintain public confidence and minimise any disruption to council operations.

A councillor must be correctly notified about the hearing of a misconduct complaint concerning him/her. There is a common law principle that no person is to be condemned without a fair hearing and that the person is to be given enough time to prepare a response to allegations, and a forum in which to give the response.

A Panel or the Tribunal must hear a matter to ensure the accused councillor's right to natural justice is upheld. The standard of proof for proceedings is established as the balance of probabilities as this is the standard of proof for other civil matters.

Taking disciplinary action
A Panel is able to make orders for penalties such as for counselling, an apology or admission of error from the councillor or that the Department monitor the councillor.

The Tribunal may make any order that a Panel has the power to make. In addition, the Tribunal can order that a councillor reimburses money or forfeits payments or privileges. The Tribunal can also recommend to the Minister that the councillor be suspended or dismissed.

ATTACHMENT 2 TO THE TERMS OF REFERENCE

Refer to Figure 2 in Chapter 2.

APPENDIX 3—SUMMARY OF COMPLAINTS DATA

The Panel has reviewed available Departmental data on the operation of the complaints system. It has also received information from the CCC and undertaken a survey of complaints data from Queensland councils. Forty-three responses were received from councils.

DEPARTMENTAL DATA

The Panel has referenced complaints data compiled by the Department from 1 July 2014. Prior to this date, complaints data was not recorded in a sufficiently specific manner to enable comparison. During the period 1 July 2014 to 30 June 2016 the Department received a total of 210 complaints comprising 396 separate allegations (Table 4). The complaints referred to the department came from 44 of the state's 77 councils. More than half originated from only nine councils.

Grounds for complaints were wide-ranging, but there are two prominent themes:
1. Conflict of interest and failing to declare interests or maintain accurate registers.
2. Breach of trust and lack of honest and/or impartial performance of duties.

Table 4 - Types of Allegations from 1 July 2014 to 30 June 2016

Type of allegation	2014/2015	2015/2016	Total
Corrupt conduct			
Incorrect register of interests	5	10	15
Failure to declare material personal interest	13	9	22
Other	17	77	94
Subtotal	**35**	**96**	**131**
Misconduct			
Lack of honest and/or impartial performance	9	6	15
Breach of trust	24	5	29
Conflict of interest	19	9	28
Other	21	63	84
Subtotal	**73**	**83**	**156**
Inappropriate conduct			
Failure to comply with council procedures	6	11	17
Other	36	56	92
Subtotal	**42**	**67**	**109**
Total	**150**	**246**	**396**

Department data for the period (Table 5) also shows that only 30 complaints (12% of the total received) were ultimately upheld (by the Department's chief executive, a review panel (RCRP) or the tribunal), leading to penalties being applied. Furthermore, during those two years, it took on average 61 days to assess and investigate a matter and refer it to another body if required, and 117 days to finalise a matter. This included the time taken to conduct investigations (often involving the engagement of external investigators) and for a review panel (RCRP) or the tribunal to convene and conduct hearings.

Table 5 also indicates that the system for dealing with councillor conduct complaints is being burdened with many matters that should be filtered out at a very early stage – not necessarily because they are of no significance but because they are fundamentally requests for information or airing of grievances, or need to be addressed through other channels.

Table 5 - Complaint allegations finalised by the department from 1 July 2014 to 30 June 2016

Outcome	Number	Percentage of total
Complaints finalised under the CC Act		
Lacks credibility	1	<1%
Lacks substance	17	7%
No further action	8	3%
Unjustifiable resources	6	2%
Subtotal	**32**	**13%**
Complaints finalised under the LG Act		
Information was provided to an enquirer and no further action was required	31	13%
Matter referred to another agency	52	21%
No jurisdiction under LG Act or CC Act	11	5%
Dismissed or diverted after preliminary assessment	69	28%
Dismissed by a review panel (as misconceived)	7	3%
Otherwise not sustained	10	4%
Lapsed or withdrawn	3	1%
Subtotal unsustained or diverted	**183**	**75%**
Complaints sustained	**30**	**12%**
Total	**245**	**100%**

CRIME AND CORRUPTION COMMISSION DATA

Allegations of corrupt conduct in the local government sector since July 2014 comprised approximately eight per cent of all allegations made to the CCC[66]. Only about one per cent of all allegations received related to councillors. The CCC's statistics indicate that most allegations of corruption against councillors are made directly to the CCC rather than by way of complaints to either the council CEO or the department.

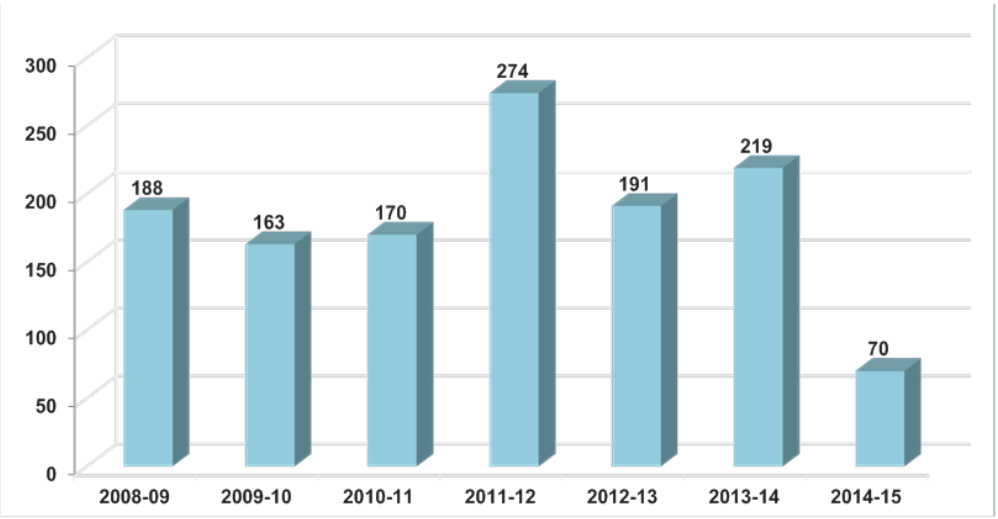
Error! Reference source not found. shows the number of allegations against councillors received by the CCC from 1 July 2008 to 30 June 2015. Spikes in allegations appear to coincide with council elections. However, it should be noted that in all years many more allegations of corruption were made to the CCC about council officers than councillors. For the period 2008–09 to 2014–15, the CCC received 1275 allegations about councillors, and 4784 about staff.

Of note is the steady decline in the number of allegations against councillors since 2012, which coincides with an overall reduction in the number of public sector complaints received by the CCC. This is likely due to amendments to the CC Act which commenced on 1 July 2014. In particular the

[66] One complaint may involve several or more specific allegations.

tighter definition of corrupt conduct; the raising of the threshold to notify the CCC of corrupt conduct by public officials; and the imposition of a statutory declaration to accompany a complaint. Perceptions about the nature of the CCC's role may also have changed due to amendments requiring the CCC to focus on more serious cases of corrupt conduct and systemic corrupt conduct.

Figure 4 - Allegations of corrupt conduct received by year against councillors



During the 2014-15 financial year the CCC assessed only 70 allegations against councillors.

Of those, the CCC:

- Retained five matters (seven per cent) for investigation
- Referred three matters (five per cent) to the department, subject to close monitoring of follow-up action.
- Referred 19 matters (27%) to the department, requiring no further advice.
- Took no further action on 43 allegations (61%).

COUNCIL SURVEY DATA

Councils were requested to provide data for councillor conduct complaints made to council from 1 July 2014 to 30 June 2016. The total number of councils invited to complete survey was 77 and the number of responses was 43. The response rate for the survey was 55%.

It is worth noting that during that period, 44 of the 77 councils had forwarded complaints to the Department.

Of the councils who completed the survey, the following figures were obtained for the period:

- 30 councils advised they have an active and current code of conduct.
- The total number of councillor conduct complaints received was 206.
- The total number of frivolous, vexatious and lacking in substance complaints was 87.
- 45 complaints were able to be dismissed on the face of the matter.
- 78 complaints were decided as being about inappropriate conduct, of these:

- Three occurred in the context of an official council meeting or committee meeting.
- 29 were dealt with by the mayor.
- 11 were referred to the Department for preliminary assessment because they were about the conduct of the mayor or deputy mayor.
- Eight were referred to the Department for preliminary assessment because they were made by the mayor or CEO.

- 36 complaints were decided as being misconduct at preliminary assessment by councils.
- The number of referrals to the CCC (on suspicion of corrupt conduct):
  - 2013-14 – zero.
  - 2014-15 – seven.
  - 2015-16 – eight.
- Resources expended by councils to manage complaints about councillor conduct:
  - Reported FTE positions required:

Answer Options	Response Percent	Response Count
0 - 0.1 of an FTE	61.8%	21
0.11 - 0.25 of an FTE	26.5%	9
0.26 - 0.5 of an FTE	5.9%	2
greater than 0.5 of an FTE	5.9%	2

  - Total reported financial costs (other than staff) to councils was $311,826

Breakdown of financial costs over zero	
$5,000	$109,000
$35,000	$7,200
$36,625	$50,000
$1	$1,000
$3,000	$10,000
$5,000	$50,000

APPENDIX 4—IDEAS AND LESSONS FROM OTHER STATES

To help identify options for change, the Panel explored arrangements for handling councillor conduct complaints in four other states: Victoria, South Australia, New South Wales and Western Australia. This was not a comprehensive study, but the research did identify a number of ideas and lessons that have been taken into account in preparing the Panel's report, and those findings are summarised below.

It should be noted at the outset that adjustments to current legislation and/or practice are ongoing in all four states. Also, in every case allegations of corrupt conduct are handled separately by an equivalent to Queensland's CCC.

SUMMARY OBSERVATIONS

- The need to address councillor conduct within a broader policy framework aimed at promoting good governance, including opportunities and requirements for councillors to improve their awareness and knowledge of sound practices.
- The vital importance of having a system to deal with conduct complaints that produces timely outcomes through cost-effective and transparent processes that are seen to be fair and reasonable, and that can be managed within available resources at both local and state levels.
- The need to handle councillor conduct complaints in a manner that reflects their status as democratically elected representatives, and that ensures natural justice, including reasonable appeal rights.
- The value of introducing a mandatory uniform or model code of councillor conduct, informed by a set of conduct principles, as a starting point for establishing desired patterns of behaviour, together with the processes necessary to handle unacceptable conduct.
- A trend to substantial devolution of responsibility to individual councils, with a range of options for them to handle unacceptable conduct and complaints, but also with mechanisms to ensure that councils obtain independent advice when necessary.
- The benefits of having independent, statutory offices at the state level to handle more serious misbehaviour and complaints; but equally the need to avoid creating multiple pathways that overlap and generate confusion of purpose.
- The importance of minimising legalistic procedures and maximising use of inquisitorial as opposed to adversarial hearings of complaints.
- At the same time, the need to define inappropriate conduct and misconduct in sufficient detail to enable all parties to understand what is intended and the standards against which conduct will be judged.
- The need for a broad range of sanctions and penalties at all levels in the hierarchy of improper conduct, so that effective action can be taken commensurate with the particular circumstances of each case.
- The desirability of having procedures or sanctions that discourage improper use of the complaints system during election campaigns.

VICTORIA

Victoria's arrangements place significant responsibilities on councils themselves, and enable them to impose quite substantial penalties for unacceptable conduct, but also include a centralised system for dealing with more serious matters. Key elements of the system are as follows:

- A detailed set of councillor conduct principles as outlined in the box below.

Victoria's principles of councillor conduct

It is a primary principle of councillor conduct that, in performing the role of a councillor, a councillor must:

- Act with integrity.
- Impartially exercise his or her responsibilities in the interests of the local community.
- Not improperly seek to confer an advantage or disadvantage on any person.

In addition to acting in accordance with the primary principle of councillor conduct, a councillor must:

- Avoid conflicts between his or her public duties as a councillor and his or her personal interests and obligations.
- Act honestly and avoid statements (whether oral or in writing) or actions that will or are likely to mislead or deceive a person.
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other councillors, council staff and other persons.
- Exercise reasonable care and diligence and submit himself or herself to the lawful scrutiny that is appropriate to his or her office.
- Endeavour to ensure that public resources are used prudently and solely in the public interest.
- Act lawfully and in accordance with the trust placed in him or her as an elected representative.
- Support and promote these principles by leadership and example and act in a way that secures and preserves public confidence in the office of councillor.

- Each council must have a councillor code of conduct that incorporates prescribed provisions, plus an internal disputes resolution procedure.
- All councillors must make a declaration that they will abide by the code of conduct.
- A threefold definition of 'misconduct', 'serious misconduct' and 'gross misconduct', matched to escalating penalties (see Table 6).
- A statutory position of principal council conduct registrar, who establishes conduct panels to consider allegations of 'misconduct' or 'serious misconduct' (but not if they consider the allegations to be frivolous, vexatious, misconceived or lacking in substance; or that there is insufficient evidence; or that the council concerned has already taken sufficient or appropriate steps to resolve the matter).
- A statutory position of chief municipal inspector, who heads an office that both investigates complaints and conducts governance audits, and who is responsible for initiating proceedings before a conduct panel or the Victorian Civil and Administrative Tribunal (VCAT) in cases of serious or gross misconduct.

The Victorian legislation and arrangements were updated a year ago. However, the current review of the Local Government Act is proposing a further amendment that would greatly simplify the definition of conflict of interest. This would simply state that a conflict of interest exists where:

- The councillor has, or could reasonably be taken to have, a conflict between their personal interests and the public interest that could result in a decision contrary to the public interest.
- The councillor or a person with whom they are closely associated stands to gain a benefit or suffer a loss depending on the outcome of the decision (a 'material conflict of interest').

A breach of conflict of interest would be subject to disciplinary action for serious misconduct

through a councillor conduct panel, at the discretion of the chief municipal inspector. The maximum penalty would be six months suspension with loss of the councillor allowance for that period. However, a 'material conflict-of-interest' could be prosecuted in a court as a criminal offence with a maximum fine of 120 penalty units and disqualification from being a councillor for eight years.

Table 6 - Victorian penalties for code and misconduct breaches

Type	Definition	Reviewed by	Available penalties
Breach of code of councillor conduct		Council (through its internal resolution process and conducted by an independent arbiter).	• Apology as ordered. • Councillor not to attend up to two meetings of the council. • Removal for up to two months from any position representing the council, chairing or attending committees or any other specified meeting.
Misconduct	• Failure to comply with the council's internal resolution procedure, or with a written direction given by the council. • Repeated contravention of any of the councillor conduct principles.	Conduct panel established by principal council conduct registrar (members selected from a list of persons approved by the Minister).	• Reprimand. • Apology as ordered. • 'Leave of absence' for up to two months (allowance still paid but no expenses or use of council equipment).
Serious misconduct	• Failure to attend a conduct panel hearing, to give a panel any requested information, to comply with a direction of a panel. • Continued or repeated misconduct after a finding has been made. • Bullying; improper direction of staff. • Unlawful release of confidential information.	Conduct panel established by the principal council conduct registrar (members selected from a list of persons approved by the Minister)	• As above, plus councillor may not become a mayor or committee chair for the remainder of the term. • Suspension for up to six months (no allowance, ceases to be a councillor). • Prosecution for specific offences under the Act.
Gross misconduct	• Behaviour that demonstrates that a councillor is not of good character or is otherwise not a fit and proper person to hold the office of councillor.	VCAT.	• As above, plus disqualification for up to eight years (two terms). • Prosecution for specific offences under the Act.

SOUTH AUSTRALIA

Arrangements in South Australia are considerably more decentralised and somewhat looser than those of the other three states. Ultimately, responsibility rests with councils themselves, except for corrupt conduct, which is handled by the Independent Commission Against Corruption (ICAC). Another distinctive feature is the extensive involvement of the Ombudsman, who not only investigates cases of alleged misconduct but also makes binding recommendations as to the action councils should take.

Principal elements of the South Australian system are as follows:

- A standard, mandatory code of conduct to be applied by all councils, which sets out conduct principles (see box below), defines 'behavioural' breaches and misconduct, and indicates the processes to be followed.

South Australia's principles of councillor conduct

- Council members in South Australia have a commitment to serve the best interests of the people within the community they represent and to discharge their duties conscientiously, to the best of their ability, and for public, not private, benefit at all times.
- Council members will work together constructively as a council and will uphold the values of honesty, integrity, accountability and transparency, and in turn, foster community confidence and trust in local government.
- As representatives of open, responsive and accountable government, council members are committed to considering all relevant information and opinions, giving each due weight, in line with the council's community consultation obligations.
- In the performance of their role, council members will take account of the diverse current and future needs of the local community in decision-making, provide leadership and promote the interests of the council.
- Council members will make every endeavour to ensure that they have current knowledge of both statutory requirements and best practice relevant to their position. All councils are expected to provide training and education opportunities that will assist members to meet their responsibilities under the *Local Government Act 1999*.
- Council members will comply with all legislative requirements of their role and abide by this code of conduct.

- A focus on the knowledge and skills expected of councillors, as well as behaviour, and the need to for councils to provide training and education opportunities – professional development for councillors is now mandatory in South Australia.
- Every council is expected to adopt procedures for dealing with alleged 'behavioural' breaches, such as failure to comply with all council policies, codes and resolutions; failure to act respectfully; failure to deal responsibly with information; and bullying or harassment.
- Complaints may be investigated and resolved in any manner that the council deems appropriate, including a mediator or conciliator, the Local Government Governance Panel (established by the Local Government Association), a regional governance panel or an independent investigator.
- A wide-ranging definition of misconduct that includes: failure to act honestly and with due care and diligence; divulging confidential information; improper direction of staff; being influenced by gifts and benefits; failure to maintain accurate registers of gifts and benefits, interests and campaign donations; conflict of interest; and misuse of council resources.
- Investigations into alleged misconduct are carried out by the Ombudsman, who makes a determination and recommends appropriate action.
- Councils must pass resolutions to give effect to any recommendations received from the Ombudsman.
- Councillors may be prosecuted if they fail to comply with the council's orders, and councils may be prosecuted for failing to give effect to the Ombudsman's recommendation.

NEW SOUTH WALES

The New South Wales arrangements are perhaps the most complex and legalistic. Investigation, decision-making and imposition of penalties in relation to more serious matters is largely centralised in the State Office of Local Government (OLG). Some key features are as follows:

- Every council must adopt a code of conduct and procedures for its administration that incorporate the provisions of the model code and model code procedures respectively – the code covers conduct by both councillors and staff.
- It is a breach of the code to make complaints for an improper purpose, or to take detrimental or reprisal action against a complainant or a person administering the code (see box below).
- Councils must also have a complaints coordinator, who cannot be the general manager (CEO), plus a panel of suitably qualified conduct reviewers who undertake preliminary assessment and in some cases further investigation of conduct complaints.
- Investigation of complaints may also be undertaken by a conduct review panel convened case-by-case as required.
- Very limited sanctions are available to councils for code breaches – essentially only publicity of the adverse conduct, an apology or formal censure, and/or a request to the OLG that the matter be taken further as 'misconduct'.
- There are separate but overlapping procedures under the Act for 'misconduct' – typically involving the most serious breaches of the code and/or repeated disruptive behaviour over an extended period – that are undertaken by the OLG and may be initiated by the OLG itself, by a request to the OLG from a council, or following a report by the Ombudsman or ICAC.
- The Act also dictates separate procedures for non-disclosure of pecuniary interests, which can lead ultimately to proceedings in the NSW Civil and Administrative Tribunal and suspension or disqualification, but with a right of appeal to the Supreme Court.
- An alternative channel for action by the Minister is to issue a performance improvement order, whereby failure to comply can result in suspension. These orders were originally intended to deal with the performance of councils as a whole, but can now be applied to individual councillors.
- Councillors may be suspended (by the Minister) or dismissed (by the Governor) for 'serious corrupt conduct' following initiation of criminal proceedings or a recommendation by the ICAC.
- There are extensive provisions for appeal or seeking a review of decisions at all levels, which can and do lead to uncertainty of outcomes, as well as protracted delays in finalising matters and administering sanctions.

Recent research by the Local Government Association (NSW) has raised a number of concerns regarding the code of conduct. Underlying issues were firstly, the large number of councillor-to-councillor complaints and to a lesser extent complaints between councillors and general managers; secondly, the excessive involvement of a small minority of councillors; and thirdly the potential for high levels of reputational damage to both councils and individuals.

Specific concerns focused on:

- The undue breadth and generality of the general conduct standards in the model code.
- Too many phrases and concepts in the model code that are open to intentional or unintentional misinterpretation.
- Insufficient independence of the complaint assessment and investigation process.
- An inappropriate role for the mayor in matters of complaint management.
- The varying quality of conduct reviewers.

- The role of OLG, especially its inadequate response capability (due to limited resources – relatively little use is made of contractors) and hence lengthy delays in finalising matters.
- An inadequate range of sanctions incommensurately applied.

Extract from the NSW code of conduct

Complaints made for an improper purpose

8.2 You must not make a complaint or cause a complaint to be made under this code for an improper purpose.

8.3 For the purposes of clause 8.2, a complaint is made for an improper purpose where it is trivial, frivolous, vexatious or not made in good faith, or where it otherwise lacks merit and has been made substantially for one or more of the following purposes:

(a) to intimidate or harass another council official
(b) to damage another council official's reputation
(c) to obtain a political advantage
(d) to influence a council official in the exercise of their official functions or to prevent or disrupt the exercise of those functions
(e) to influence the council in the exercise of its functions or to prevent or disrupt the exercise of those functions
(f) to avoid disciplinary action under this code
(g) to take reprisal action against a person for making a complaint under this code except as may be otherwise specifically permitted under this code
(h) to take reprisal action against a person for exercising a function prescribed under the procedures for the administration of this code except as may be otherwise specifically permitted under this code
(i) to prevent or disrupt the effective administration of this code.

Detrimental action

8.4 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for a complaint they have made under this code except as may be otherwise specifically permitted under this code.

8.5 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for any function they have exercised under this code except as may be otherwise specifically permitted under this code.

8.6 For the purposes of clauses 8.4 and 8.5 detrimental action is an action causing, comprising or involving any of the following:

(a) injury, damage or loss
(b) intimidation or harassment
(c) discrimination, disadvantage or adverse treatment in relation to employment
(d) dismissal from, or prejudice in, employment
(e) disciplinary proceedings.

WESTERN AUSTRALIA

Like other states, Western Australia has a multi-tiered system for handling unacceptable behaviour by councillors. It distinguishes between:

- Disputes, disciplinary matters and code of conduct contraventions that are resolved by councils themselves.
- Breaches of the Local Government (Rules of Conduct) Regulations that are referred to a state-wide standards panel for determination.
- Offences under the Local Government Act or other laws that are adjudicated by the Department of Local Government and Communities or the State Administrative Tribunal.
- Corrupt and criminal conduct that falls within the ambit of the WA Corruption and Crime Commission.

The standards panel comprises three members: an officer of the Department of Local Government and Communities who is the presiding member; a person who has experience as a member of a council; and a person with relevant legal knowledge. The panel does not have investigative powers: findings and decisions are made on the basis of the information it receives.

Breaches of the Rules of Conduct are broadly similar to what the LG Act (Queensland) defines as inappropriate conduct. However, the rules are set out in significantly more detail in order to enable breaches to be identified with little or no investigation – the aim being swift and predictable decision-making by the standards panel.

This approach has broad support across local government, but concerns about some aspects of its operation and effectiveness recently led to a substantial review. A consultation paper, including proposals for change and other issues for comment was released in November 2015. Following consideration of submissions and further discussions, amendments to the Regulations are now being prepared.

The consultation paper highlighted the vital importance of situating the rules of conduct within a clear policy framework. It set out a number of key principles (see box below).

The consultation paper went on to propose four key directions for change:

1. Amending the regulations to improve clarity and alignment with policy intent (including finding alternative ways to handle trivial or inconsequential breaches of the rules).
2. Improving guidance material and complaint documentation.
3. Encouraging mediation and conciliation as an alternative to complaints about interpersonal disputes.
4. Codifying standards panel procedures and practice and simplifying reporting.

Suggested policy principles for improving Western Australia's arrangements

- The minor breach system should be driven by the policy objective: early intervention to address inappropriate behaviour by individual council members which may otherwise impair local government integrity and performance, bring local government into disrepute, or escalate to serious council dysfunction.
- To the extent possible, the Rules of Conduct should capture significant dysfunctional, disruptive or deceptive conduct (unless dealt with in other legislation) which poses an organisational risk to local government.
- A formal finding of a minor breach may be an over-reaction to trivial and inconsequential misbehaviour that is better dealt with in other ways.
- Council members and prospective complainants should have access to guidance about types of behaviour that do or do not constitute a minor breach for each regulation, clear requirements for a complaint of minor breach, and information about the way in which the standards panel conducts its business.
- Alternatives to the use of the complaints system need to be encouraged.
- Where regulatory prohibition of specific types of dysfunctional conduct is not feasible, training, coaching, enforcement of local codes of conduct and peer feedback will be necessary to bring about attitudinal change.

The consultation paper also canvassed a number of other possible improvements, including:

- Greater devolution of responsibility from the state-wide panel to individual councils.
- An automated online system for making and registering complaints.
- Reducing the allowable period between the event giving rise to a complaint and the lodgement of the complaint.
- Requiring complainants to indicate what action, if any, they have taken to address their concern other than lodging a complaint.
- Mandatory recording of council and committee meetings.
- Stronger sanctions where the councillor's behaviour has significant adverse consequences for the local government.
- Extending the application of behavioural rules to election candidates, with complaints being progressed if the candidate concerned is elected.

The last point appears to be aimed in part at reducing the spike in complaints during election campaigns that has raised concerns in several jurisdictions – specifically that complaints against sitting councillors are being used as a political weapon by their opponents. In this regard, s. 5.123(1) of the WA Local Government Act already makes it an offence to disclose the existence of, or any detail about, a complaint made during a campaign period. It is understood that as yet no such offences have been recorded, but the local government association is keen to maximise requirements to keep complaints confidential.

APPENDIX 5—BRISBANE CITY COUNCIL DISCIPLINARY SYSTEM

PART 1 – EXTRACT OF DISCUSSION PAPER: APPENDIX C TO THE DISCUSSION PAPER

The process for handling councillor conduct complaints under the CoBA is broadly the same as that under the LG Act, but with some important variations.

First, a complaint about the conduct of councillors at a meeting of the council or its committees has no effect. Instead, the BCC *Meetings Local Law 2001* sets out rules of procedure at meetings.

Under s186A of CoBA the chair of a meeting may deal with disorderly conduct that contravenes those rules by making:

- an order that the councillor's conduct be noted in the minutes of the meeting
- an order that the councillor leave the place where the meeting is being held (including any area set aside for the public), and stay out of the place for the rest of the meeting
- if the councillor fails to comply with an order under paragraph (b) to leave a place—an order that the councillor be removed from the place.

A failure to comply with the order of the chair to leave the meeting can be referred to a councillor conduct review panel as potential misconduct.

In addition, the *Meetings Local Law 2001* allows the Council Chamber by resolution to suspend a councillor from the chamber and all council meeting places for eight days.

Second, all preliminary assessments of complaints are carried out by BCC's CEO, unless the CEO is the complainant, in which case the assessment is made by the department.

Third, the council has its own councillor conduct review panel, members of which are appointed by the council itself on such conditions (including remuneration and allowances) as it considers appropriate. The term of appointment is up to four years, but may be extended.

Essentially anyone may be appointed to the conduct review panel, provided they are not:

- a councillor of a local government, or a nominee for election as a councillor
- an employee or contractor of the council, or a consultant engaged by the council
- a member of an Australian Parliament or a nominee for election as a member of an Australian Parliament
- a member of a political party
- someone with a conviction for an indictable offence that is not an expired conviction
- an insolvent under administration (within the meaning of the *Corporations Act 2001*, s9)
- a type of person prescribed under a regulation.

The councillor conduct review panel investigates complaints and conducts hearings. A complainant must appear before the panel to confirm his or her complaint, but failure to do so by a councillor is not deemed to constitute inappropriate conduct or misconduct.

Preliminary assessments that conclude a complaint has substance and relates to inappropriate conduct or misconduct must be referred to the conduct review panel.

It may alter the preliminary assessment, whether made by either the council CEO or the department, without conducting a hearing, and also order that the complaint, or a part of the complaint, be dismissed or struck out if it considers the complaint or part is:

- frivolous, vexatious or misconceived
- lacking in substance, or
- otherwise an abuse of process.[67]

However, if the conduct review panel dismisses or strikes out the complaint or part of the complaint in this way, it must give written notice of that decision to the council's CEO or the department's chief executive, the accused councillor and the complainant.

The council's conduct review panel has the same authority as that given to both the regional conduct review panels and the tribunal under the LG Act. It may make any one or more of the following orders or recommendations that it considers appropriate in view of the circumstances relating to the misconduct or inappropriate conduct:

- an order that the councillor be counselled about the misconduct or inappropriate conduct, and how not to repeat the misconduct or inappropriate conduct
- an order that the councillor make an admission of error or an apology
- an order that the councillor participate in mediation with another person
- a recommendation to the department's chief executive to monitor the councillor or the council for compliance with the local government related laws
- an order that the councillor reimburse the council
- a recommendation to the Minister that the councillor be suspended for a stated period
- a recommendation to the CCC or the police commissioner that the councillor's conduct be further investigated
- an order that the councillor pay to the council an amount of not more than the monetary value of 50 penalty units (about $6100).

Fourth, the council itself is the responsible Unit of Public Administration to follow-up matters referred by the CCC.

Investigations and prosecutions

For matters referred by the CCC for investigation, depending upon the nature of the matter the following areas of council conduct the investigation:

- human resource matters usually go to the Chief Human Resources Officer
- most other matters go to the council's Ethical Standards Unit (which has trained investigators on staff).

External investigators may also be appointed under the direction of one of the above. Otherwise, the council's conduct review panel will conduct an investigation. It can seek support from council through its secretariat to access staff, experts and relevant documents.

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[67] An abuse of process usually refers to the situation where the complainant is essentially repeating the same complaint that has already been dealt with by some other lawful process.

If an offence is committed in respect of a local law or a statute within the jurisdiction of the council, then prosecutions are authorised by the Manager, Compliance and Regulatory Services with advice from the Brisbane City Legal Practice, under delegation from the council chamber.

PART 2 – SUBMISSION FROM BRISBANE CITY COUNCIL'S CEO

Brisbane City Council ABN 72 002 765 795

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Dedicated to a better Brisbane

21 September 2016

Dr David Solomon AM
Chair, Councillor Complaints Review Panel
c/- The Project Manager
PO Box 15000
CITY EAST QLD 4002

Email: complaintsreviewpanel@dilgp.qld.gov.au

Dear Dr Solomon

Thank you for your letter of 17 August 2016 and for the opportunity to comment on the discussion paper entitled *Issues and options for Queensland's councillor conduct complaints policy, legislation and operations* (the paper).

Council's view is that the current system for processing Councillor conduct complaints under the combination of *Council's Meetings Local Law 2001* and the *City of Brisbane Act 2010* (CBA 2010), as set out in Attachment C of the paper, works efficiently. Apart from the need to strengthen enforcement provisions, from Council's perspective there is nothing that currently requires alteration.

In particular, Council believes that it is critical that conduct of Councillors at a meeting of Council or its committees under rules which relate specifically to the conduct of those meetings, such as the *Meetings Local Law 2001*, should remain outside the Councillor conduct complaint system. The disciplinary process under that local law is timely, responsive, and streamlined.

For conduct which occurs outside of meetings, the CBA 2010 provisions are, in almost all cases, effective and appropriate.

The preliminary assessment by me as Council's Chief Executive Officer (CEO) has and continues to work very well, and closely aligns with my responsibility to report possible corrupt conduct and manage public interest disclosures. Such synergies would not be available if the assessment were undertaken by an external body as proposed.

Council also believes that its own independent conduct review panel is also working well and should continue to assess conduct complaints referred by me as CEO and remain empowered to make a broad range of orders or recommendations, ranging from counselling or the provision of an apology, to more rigorous orders for reimbursement or payment to Council.

.../2

The effectiveness of Council's present system is evidenced by our own statistics. In 2010, when the system was introduced and included the ability to complain about Councillor behaviour, including that in meetings and committees, a high volume of complaints was received. Of those 122 complaints were assessed as being either frivolous or vexatious; and 40 complaints were referred to a BCC Councillor Conduct Review panel as either possible inappropriate conduct or misconduct. The majority of those complaints were from one complainant.

Since the exclusion of conduct during meetings and committees in 2012, for the period July 2013 to June 2016, 15 complaints have been assessed as being either frivolous, vexatious or without substance and 10 complaints were referred to a BCC Councillor Conduct Review Panel as either possible inappropriate conduct or misconduct.

This drop in complaints is directly linked to Councillors no longer being able to submit complaints about other Councillors at meetings through this process and reflects a better understanding by Councillors of their role outside council and committee meetings.

The only drawback identified to date, relates the enforcement of one of the Councillor Conduct Review Panel Orders namely the order that a payment of up to 50 penalty units be paid by the offending Councillor under section 183(2) CBA 2010. These orders can be difficult to enforce if the Councillor fails to voluntarily make payment as it is not clear whether any failure to pay such an ordered amount can result in debt recovery action being undertaken, or whether Council is obliged to only deal with that failure to pay by a further complaint of misconduct (which will undoubtedly result in another order to pay).

The paper poses many questions dealing with matters which are already accommodated in Council's existing system, such as the fact that Council has chosen to have a Code of Conduct, adopted a local law on the topic of meetings, and undertakes a preliminary assessment of complaints through its CEO.

Accordingly, Council will not respond to your three suggested approaches, instead Council reiterates that the current system applicable to Brisbane City Council works well, and that no amendment is necessary or desirable at this time except as outlined above.

Council thanks the Panel for the opportunity to make this comment.

Yours sincerely

Colin Jensen
CHIEF EXECUTIVE OFFICER

Ref: CO20354-2016

PART 3 – EXTRACT FROM SUBMISSION FROM THE LEADER OF THE OPPOSITION IN BRISBANE CITY COUNCIL

Scrap the whole system

Firstly we would like to point out that State and Federal members of Parliament are not subject to such complaints' procedures. We question whether it is necessary.

State Members have been involved in far more fraud than Councillors. We mention the jailing of Don Lane, Brian Austin and Leisha Harvey after the Fitzgerald inquiry, as well as Gordon Nuttall in recent times. There were others recommended for prosecution who were never tried because of ill health – Russ Hinze at State level and Mal Colston at Federal level.

We are not aware of any Brisbane City Council equivalents.

So the first submission we make is that the whole system should be scrapped and councillors should be given the respect that State and Federal members receive and not treated as inherently untrustworthy people who are a lower grade of elected officials.

On the assumption that the Government is not about to scrap the Councillor Complaints system, we make further submissions.

Political bias

The problem we see is that the Brisbane City Council is a political council and we believe this leads to bias in dealing with complaints. The Annual Reports of the Brisbane City Council show 100 % of the orders made about Councillors' conduct during Council or committee meetings were made against the ex LNP Independent Councillor Johnston or ALP Councillors. We also believe that inquiry would reveal that all complaints against LNP councillors have been dismissed and the only orders made under section 183 of the CoBA were against Labor or independent councillors.

Attachment A is the references to Councillors conduct in the Brisbane City Council Annual reports since 2007-08.

We therefore do not support the Council appointing the tribunal to handle complaints against Brisbane City Councillors. We believe that those appointed would be more likely to favour the LNP Councillors and not the Opposition. Therefore we favour either an independent body being formed by the State government or the local government department.

Likewise the Brisbane City Council CEO should not be involved in assessing complaints at any stage. This should be the role of an independent body.

Penalties should NOT be able to be varied by Council.

In addition, the penalties imposed by the panel or the new independent body should not be able to be varied by Council. The tribunal are the independent body who make these decisions and the politically dominated Brisbane City Council should not have the right to vary the penalties.

APPENDIX 6—PROPOSED COUNCILLOR COMPLAINTS PROCESS

Figure 5 - Administrative process for complaints received by local governments

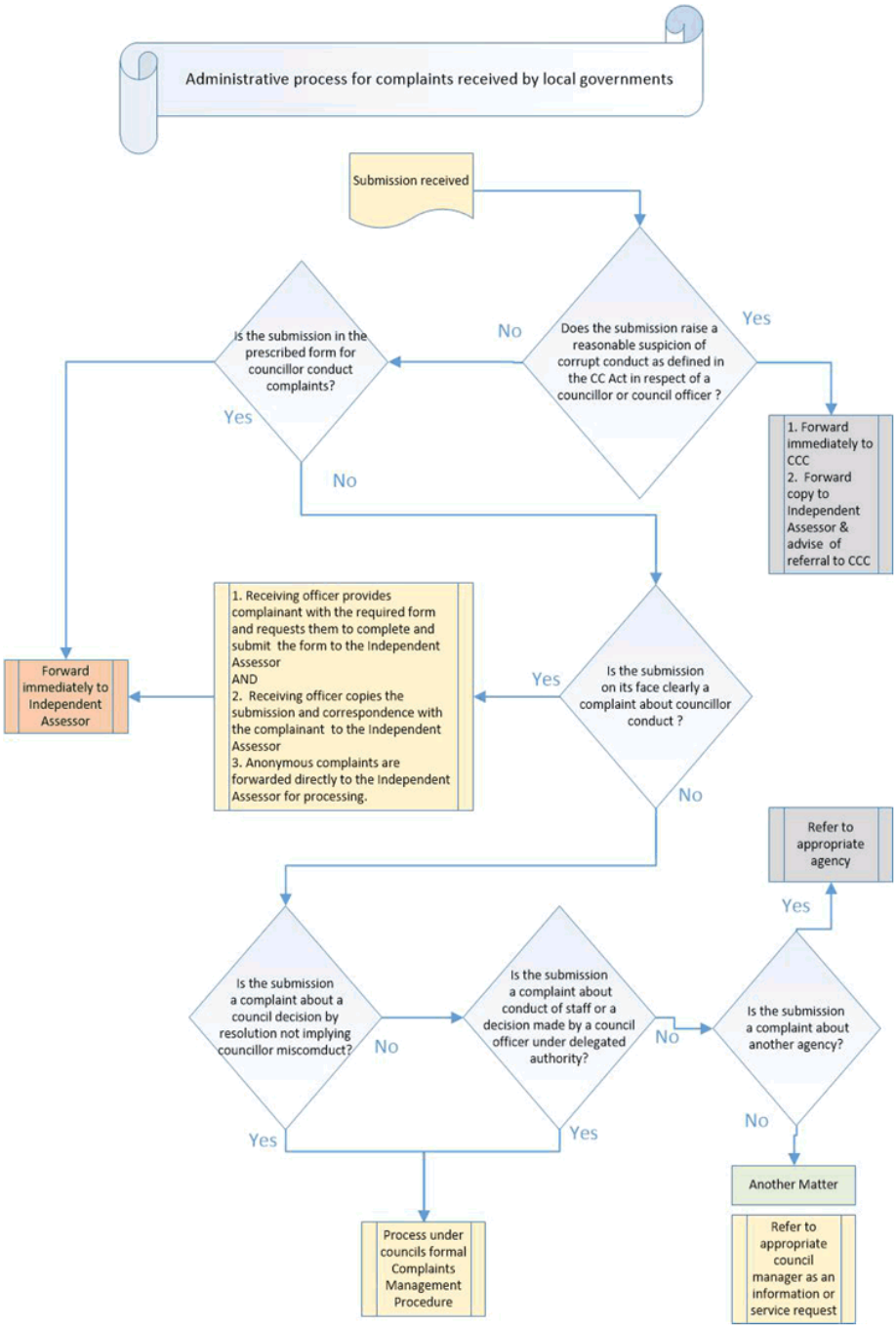
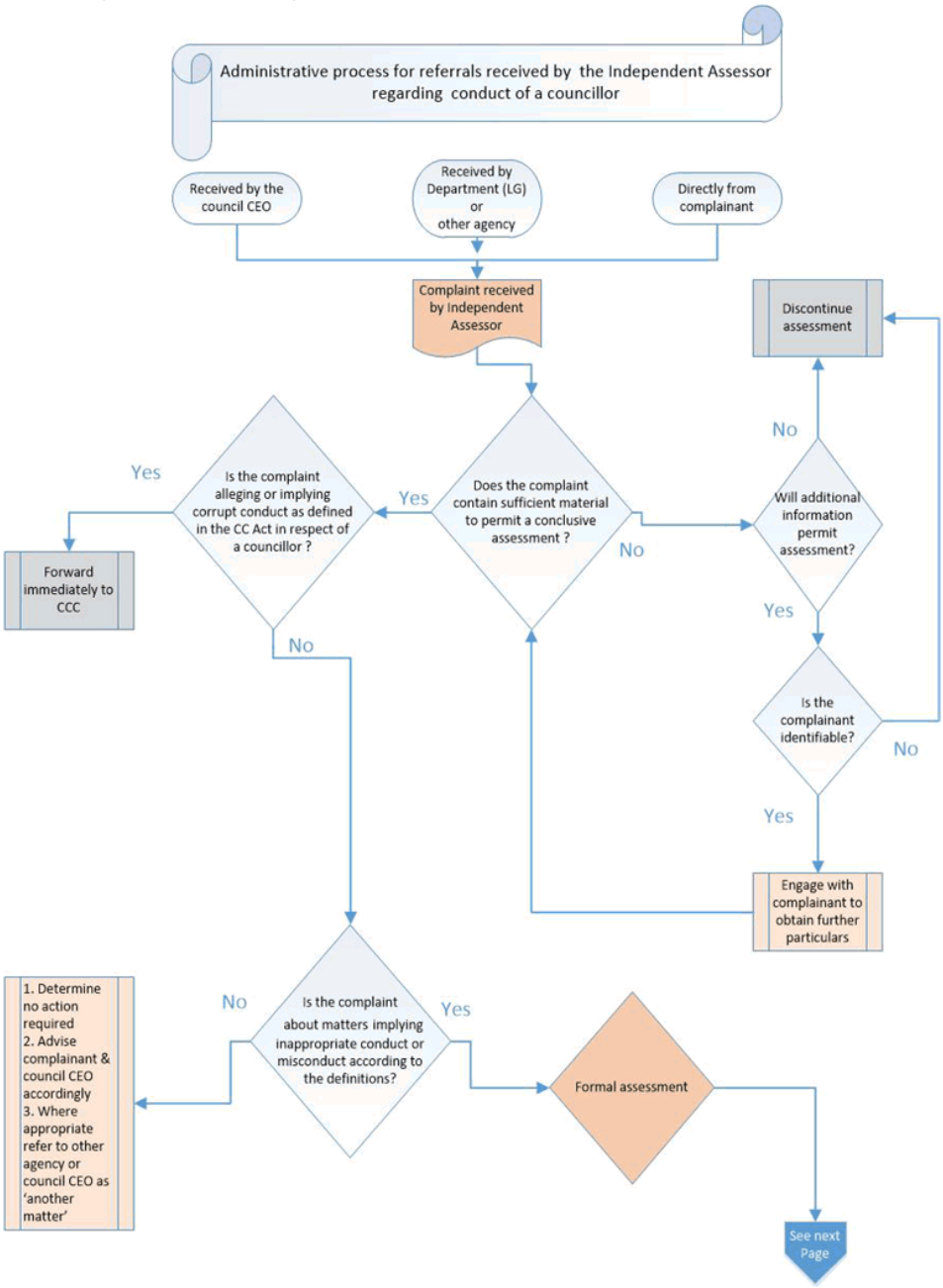
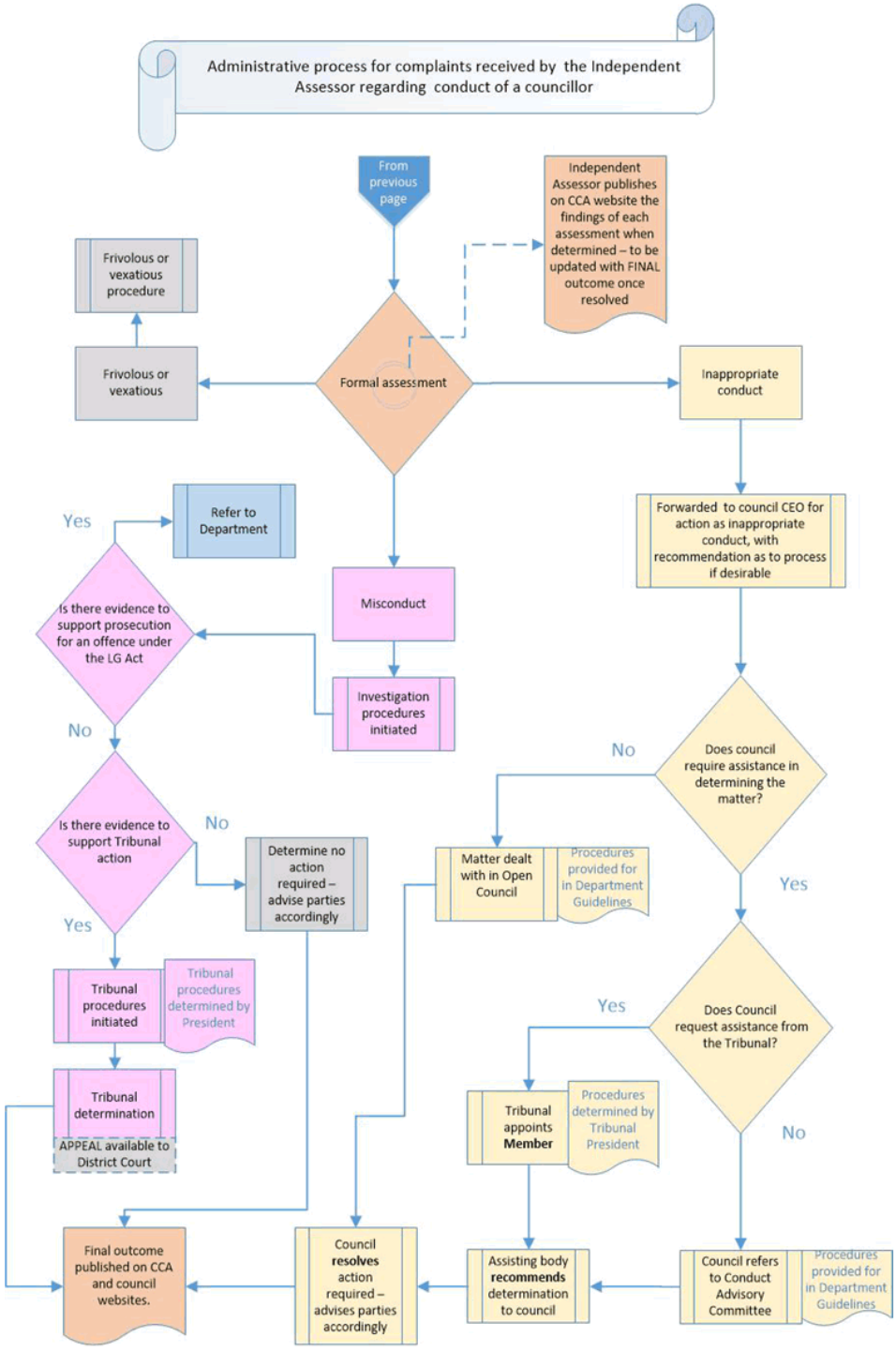


Figure 6 - Administrative process for referrals received by the Independent assessor regarding conduct of a councillor (*continued over page*)




Administrative process for complaints received by the Independent Assessor regarding conduct of a councillor
From previous page
Independent Assessor publishes on CCA website the findings of each assessment when determined – to be updated with FINAL outcome once resolved
Frivolous or vexatious procedure
Frivolous or vexatious
Formal assessment
Inappropriate conduct
Refer to Department
Yes
Forwarded to council CEO for action as inappropriate conduct, with recommendation as to process if desirable
Misconduct
Is there evidence to support prosecution for an offence under the LG Act
Investigation procedures initiated
No
No
Does council require assistance in determining the matter?
Is there evidence to support Tribunal action
No
Determine no action required – advise parties accordingly
Matter dealt with in Open Council
Procedures provided for in Department Guidelines
Yes
Yes
Tribunal procedures initiated
Tribunal procedures determined by President
Yes
Does Council request assistance from the Tribunal?
Tribunal determination
APPEAL available to District Court
Tribunal appoints Member
Procedures determined by Tribunal President
No
Final outcome published on CCA and council websites.
Council resolves action required – advises parties accordingly
Assisting body recommends determination to council
Council refers to Conduct Advisory Committee
Procedures provided for in Department Guidelines

APPENDIX 7—DRAFT CODE OF CONDUCT

In Chapter 5 the Panel recommended that there should be a uniform, mandatory code of conduct for local government councillors in Queensland and a model code of meeting procedure. This is a draft drawn from submissions to the Panel and experiences in other states. It should be reviewed and properly drafted by the LGLG before it is submitted to the Minister for approval.

PURPOSE

This Code of Conduct (the Code) sets out:

- Principles and standards of behaviour expected of councillors, including mayors and deputy mayors, in carrying out their functions as public officials.
- Procedures that councils must put in place, consistent with the provisions of the *Local Government Act 2009*, (as amended), to promote compliance with this code and to handle breaches of its provisions.

It is the responsibility of councillors and councils to ensure that they are familiar with, and apply, the principles, standards and procedures set out in this Code at all times. Councils are expected to cooperate with the Department and the Local Government Liaison Group (LGLG) to offer opportunities for professional development that will assist councillors to understand and meet their responsibilities.

Councillors must make a written commitment to abide by those principles, standards and procedures at the time they take office.

PART 1—CONDUCT PRINCIPLES AND STANDARDS

- Councillors must observe the following conduct principles and the required standards of behaviour set out in Parts 2, 3 and 4.
- The conduct principles are to be taken into account when councils or other agencies consider alleged breaches of this Code.

Councillors will at all times:

- Act lawfully and in accordance with the trust placed in them as an elected representative.
- Exercise their responsibilities impartially, conscientiously and to the best of their ability in the best interests of the community they represent and the wider public interest.
- Work together constructively as a council and uphold the values of mutual respect, honesty, integrity, accountability and transparency.
- Take all necessary steps to avoid conflicts between their public duties as a councillor and their personal interests and obligations.
- Ensure that public resources are used prudently and solely in the public interest.
- Never use their position to confer an improper advantage or disadvantage on any person, especially themselves or their close associates.
- Deal responsibly with information received in their capacity as councillors.
- Provide accurate information to the council and to the public.
- Seek to avoid making statements (whether oral or in writing) or actions that will or are likely to mislead or deceive other people, or that fail to show respect for others.

- Treat all persons with respect and in a non-discriminatory manner, with due regard to their diverse opinions, beliefs, rights and responsibilities.
- Exercise due care and diligence and submit themselves to the lawful scrutiny that is appropriate to their office.
- Make every effort to ensure that they have current knowledge of both statutory requirements and best practice relevant to their position.
- Advance these principles by leadership and example, and act in a way that secures public confidence in the office of councillor and the role of elected local government.

PART 2—CONDUCT IN COUNCIL OR COMMITTEE MEETINGS

2.1 Required standards

- Councillors will act to ensure that individually and collectively they meet reasonable community expectations concerning their behaviour during formal council or committee meetings.
- Councillors will at all times comply with any local law, code, rules or policies adopted by their council relating to the conduct of meetings.
- Discussion and debate between councillors and with staff and other persons participating in meetings will be conducted in a polite and respectful manner, with the intention of making wise decisions in the public interest.
- Councillors will respect and act promptly in accordance with any ruling or order made by the chair of the meeting, or by a vote of the council.
- Robust debate during meetings that is conducted with respect and honesty is not a breach of this Code.

2.2 Responding to breaches

- It is the responsibility of councils to adopt an appropriate local law, code or procedures to set and moderate standards of behaviour in formal meetings, consistent with this Code and relevant provisions of the Act and/or Regulation.
- The local law, code or procedures must ensure that the chair of meetings has the necessary authority to control meetings, and that processes are in place to take appropriate action when councillors fail to meet the standards of behaviour established under this part.
- Serious or repeated failure by a councillor to meet the standards of behaviour expected under this part shall be treated as inappropriate conduct.

PART 3—INAPPROPRIATE CONDUCT

- Councillors must not engage in inappropriate conduct as defined under the Act.
- Councils must adopt and apply a complaints management process for identifying instances of inappropriate conduct and handling allegations and complaints received that meets the requirements of the Act and/or Regulation.
- As part of that process, councils should consider establishing a Conduct Advisory Committee (CAC) under section 257 of the Act, including an independent chair and other members with relevant expertise.
- Subject to the Act, a council may:
    - Deal with an alleged breach or complaint in a meeting of all councillors (except the subject of the allegation or complaint) in accordance with its complaints management process or
    - Refer an alleged breach or complaint to its CAC for investigation and advice as to any disciplinary action that may be required or

    - Request the Councillor Conduct Tribunal (the Tribunal) to appoint a member to undertake or oversee an investigation into an alleged breach or complaint and recommend the action council should take.
- Before taking action on a complaint, a council must give due consideration to any advice received from the Independent Assessor regarding the process to be followed, and that advice must be tabled at a public meeting of the council.
- As an initial step, the council, committee or Tribunal member may seek to mediate the complaint, either directly or by engaging an independent mediator.
- The council is responsible for all costs involved in the work of the committee or Tribunal member, and must provide any information or assistance that the committee or Tribunal member may reasonably require.
- Within four weeks of receiving the findings and recommendation of the committee or Tribunal member, the chief executive officer must table a detailed report on the matter at a public meeting of the council.
- If the council decides not to implement part or all of the recommendation, it must make public, including on its website, the reasons for its decision, and also forward a copy of its decision and that explanation to the committee or Tribunal.
- If the council concludes that a councillor has engaged in inappropriate conduct, it must impose a disciplinary order in accordance with the Act.

PART 4—MISCONDUCT

- Councillors must not engage in misconduct as defined under the Act.
- Allegations of misconduct will be reviewed by the Independent Assessor and, if appropriate, referred to the Tribunal in accordance with the Act.
- Council must provide any information or assistance that the Independent Assessor or the Tribunal may reasonably require to investigate the complaint and/or conduct a hearing.
- In the event that the Independent Assessor or the Tribunal determines that a complaint should be investigated as inappropriate conduct rather than misconduct, the council is responsible for handling the matter in accordance with Part 3 of this Code.
- Councillors found to have engaged in misconduct will be liable for one or more of the penalties set out in the Act.

PART 5—OFFENCES UNDER THE ACT

- Certain forms of unacceptable conduct by councillors constitute specific offences under the Act; these may be prosecuted in a court of law and attract heavy financial penalties and/or imprisonment.
- However, in some instances the Independent Assessor may decide that these offences are relatively minor and should be treated as misconduct, in which case they would be prosecuted before the Tribunal and lesser penalties will apply.
- Two other offences may be prosecuted before the Tribunal:
    - Knowingly providing false or misleading information (fine only).
    - Making repeated trivial or vexatious complaints (fine only).

APPENDIX 8—LEGISLATION

PART 1 – EXTRACTS OF RELEVANT LEGISLATION

4 Local government principles underpin this Act

(1) To ensure the system of local government is accountable, effective, efficient and sustainable, Parliament requires—

(a) anyone who is performing a responsibility under this Act to do so in accordance with the local government principles; and

(b) any action that is taken under this Act to be taken in a way that—

(i) is consistent with the local government principles; and

(ii) provides results that are consistent with the local government principles, in as far as the results are within the control of the person who is taking the action.

(2) The ***local government principles*** are—

(a) transparent and effective processes, and decision-making in the public interest; and

(b) sustainable development and management of assets and infrastructure, and delivery of effective services; and

(c) democratic representation, social inclusion and meaningful community engagement; and

(d) good governance of, and by, local government; and

(e) ethical and legal behaviour of councillors and local government employees.

12 Responsibilities of councillors

(1) A councillor must represent the current and future interests of the residents of the local government area.

(2) All councillors of a local government have the same responsibilities, but the mayor has some extra responsibilities.

(3) All councillors have the following responsibilities—

(a) ensuring the local government—

(i) discharges its responsibilities under this Act; and

(ii) achieves its corporate plan; and

(iii) complies with all laws that apply to local governments;

(b) providing high quality leadership to the local government and the community;

(c) participating in council meetings, policy development, and decision-making, for the benefit of the local government area;

(d) being accountable to the community for the local government's performance.

(4) The mayor has the following extra responsibilities—

(a) leading and managing meetings of the local government at which the mayor is the chairperson, including managing the conduct of the participants at the meetings;

(b) preparing a budget to present to the local government;

(c) leading, managing, and providing strategic direction to, the chief executive officer in order to achieve the high quality administration of the local government;

(d) directing the chief executive officer and senior executive employees, in accordance with the local government's policies;

(e) conducting a performance appraisal of the chief executive officer, at least annually, in the way that is decided by the local government (including as a member of a committee, for example);

(f) ensuring that the local government promptly provides the Minister with the information about the local government area, or the local government, that is requested by the Minister;

(g) being a member of each standing committee of the local government;

(h) representing the local government at ceremonial or civic functions.

(5) A councillor who is not the mayor may perform the mayor's extra responsibilities only if the mayor delegates the responsibility to the councillor.

(6) When performing a responsibility, a councillor must serve the overall public interest of the whole local government area.

Division 6 Conduct and performance of councillors

176 What this division is about

(1) This division is about dealing with complaints about the conduct and performance of councillors, to ensure that—

(a) appropriate standards of conduct and performance are maintained; and

(b) a councillor who engages in misconduct or inappropriate conduct is disciplined.

(2) In summary—

(a) misconduct is dealt with by the regional conduct review panel or tribunal; and

(b) inappropriate conduct is dealt with by the mayor or the department's chief executive.

(3) ***Misconduct*** is conduct, or a conspiracy or attempt to engage in conduct, of or by a councillor—

(a) that adversely affects, or could adversely affect, (either directly or indirectly) the honest and impartial performance of the councillor's responsibilities or exercise of the councillor's powers; or

(b) that is or involves—

(i) the performance of the councillor's responsibilities, or the exercise of the councillor's powers, in a way that is not honest or is not impartial; or

(ii) a breach of the trust placed in the councillor; or

(iii) a misuse of information or material acquired in or in connection with the performance of the councillor's responsibilities, whether the misuse isfor the benefit of the councillor or someone else; or

(iv) a failure by the councillor to comply with a direction to leave a meeting of the local government or its committees by the chairperson presiding at the meeting; or

(v) a refusal by the councillor to comply with a direction or order of the regional conduct review panel or tribunal about the councillor; or

(c) that is a repeat of inappropriate conduct that the mayor or the department's chief executive has ordered to be referred to the regional conduct review panel under section 181(2); or

(d) that contravenes section 171(3) or 173(4).

(4) ***Inappropriate conduct*** is conduct that is not appropriate conduct for a representative of a local government, but is not misconduct, including for example—

(a) a councillor failing to comply with the local government's procedures; or

(b) a councillor behaving in an offensive or disorderly way in a meeting of the local government or any of its committees.

(5) It is irrelevant whether the conduct that constitutes misconduct was engaged in—

(a) within Queensland or elsewhere; or

(b) when the councillor was not exercising the responsibilities of a councillor.

(6) A ***regional conduct review panel*** is a body, created under this Act, that is responsible for hearing and deciding a complaint of misconduct by a councillor.

(7) The ***tribunal*** is a body, created under this Act, that is responsible (amongst other things) for hearing and deciding the most serious complaints of misconduct by a councillor.

(8) To remove any doubt, a councillor may be dealt with for an act or omission that constitutes misconduct under this Act, and also dealt with for the same act or omission—

(a) as the commission of an offence; or

(b) under the Crime and Corruption Act.

(9) A decision under this part by any of the following persons is not subject to appeal—

(a) a regional conduct review panel;

(b) the tribunal;

(c) the chief executive officer;

(d) a mayor;

(e) a deputy mayor;

(f) the chairperson of a meeting;

(g) the department's chief executive.

176A Application to former councillors

(1) This division applies to a complaint about the conduct of a person who is no longer a councillor if—

(a) the person was a councillor when the relevant conduct is alleged to have happened; and

(b) the complaint is made within 2 years after the person stopped being a councillor.

(2) However, an entity dealing with the complaint under this division may decide to take no further action in relation to the complaint, despite any contrary requirement of this division, if the entity considers the decision is in the public interest.

(3) An entity that makes a decision under subsection (2) must give the entity that made the complaint, and the accused person, a written notice that states—

(a) no further action will be taken in relation to the complaint; and

(b) the reasons for the decision.

(4) For applying this division to a complaint about a person who is no longer a councillor, a reference to a councillor is taken to be a reference to the person.

176B Preliminary assessments of complaints

(1) This section applies if any of the following make or receive a complaint about the conduct or performance of a councillor of a local government—

(a) the local government;

(b) the department's chief executive;

(c) the mayor;

(d) the chief executive officer of the local government.

(2) If the mayor or the chief executive officer makes the complaint—

(a) the person who receives the complaint must refer the complaint to the department's chief executive; and

(b) the department's chief executive must conduct a preliminary assessment of the complaint.

(3) If any other entity makes the complaint—

(a) the person who receives the complaint must refer the complaint to the chief executive officer; and

(b) the chief executive officer must conduct a preliminary assessment of the complaint.

(4) A ***preliminary assessment*** is an assessment of a complaint about the conduct or performance of a councillor to decide whether the complaint—

(a) is about a frivolous matter or was made vexatiously; or

(b) is about inappropriate conduct, misconduct, corrupt conduct under the Crime and Corruption Act or another matter (including a general complaint against the local government, for example); or

(c) is lacking in substance.

(5) This section does not apply to a complaint about corrupt conduct referred to the department's chief executive by the CCC.

176C Action after preliminary assessments

(1) This section applies if the chief executive officer or the department's chief executive (each a ***complaints assessor***) conducts a preliminary assessment of a complaint about the conduct or performance of a councillor.

(2) The complaints assessor may decide no further action need be taken in relation to the complaint if the preliminary assessment is—

(a) that the complaint is about a frivolous matter or was made vexatiously; or

(b) that the complaint is lacking in substance.

(3) If the preliminary assessment is that the complaint is about inappropriate conduct, the complaints assessor must—

(a) if the complaints assessor is the chief executive officer—

(i) for a complaint about conduct of the mayor or deputy mayor—refer the complaint to the department's chief executive; or

(ii) for a complaint about conduct of a councillor (other than the mayor or deputy mayor)—refer the complaint to the mayor for the mayor to take disciplinary action under section 181; or

(b) if the complaints assessor is the department's chief executive—

(i) for a complaint about the conduct or performance of a councillor (other than the mayor or deputy mayor) made by any person other than the mayor—refer the complaint to the mayor; or

(ii) otherwise—take disciplinary action under section 181.

(4) If the preliminary assessment is that the complaint is about misconduct, the complaints assessor must refer the complaint to—

(a) if the complaints assessor is the chief executive officer—the department's chief executive; or

(b) if the complaints assessor is the department's chief executive—the regional conduct review panel or the tribunal.

(5) If the preliminary assessment is that the complaint is about corrupt conduct under the Crime and Corruption Act, the complaints assessor must deal with the complaint in compliance with that Act.

(6) If the preliminary assessment is that the complaint is about another matter, the complaints assessor must deal with the complaint in an appropriate way.

(7) After acting under subsection (2) to (6), the complaints assessor must give the entity that made the complaint, and the accused councillor, a written notice that states—

(a) the type of complaint that the assessor has assessed the complaint as; and

(b) the action (if any) that is proposed to be taken in relation to the complaint; and

(c) if the complaint was about a frivolous matter, was made vexatiously or was lacking in substance—that it is an offence under subsection (8) for a person to make a complaint that is substantially the same as a complaint that the person has previously made.

(8) A person must not make a complaint about the conduct or performance of a councillor if—

(a) the complaint is substantially the same as a complaint that the person has previously made; and

(b) the complaints assessor has given the person a notice that complies with subsection (7).

Maximum penalty for subsection (8)—10 penalty units.

177 Complaints referred to the department's chief executive

(1) This section applies if the chief executive officer refers a complaint to the department's chief executive under section176C.

(2) Despite the preliminary assessment of the chief executive officer, the department's chief executive may decide that—

(a) the complaint be dismissed if the department's chief executive considers the complaint or part is—

(i) frivolous, vexatious or misconceived; or

(ii) lacking in substance; or

(iii) otherwise an abuse of process; or

(b) the complaint is about inappropriate conduct rather than misconduct or about misconduct rather than inappropriate conduct; or

(c) no further action be taken in relation to the complaint; or

(d) some other action be taken in relation to the complaint.

(3) If the department's chief executive agrees or decides the complaint is about misconduct, the department's chief executive may refer the complaint to the regional conduct review panel or tribunal.

(4) If the department's chief executive agrees or decides the complaint is about inappropriate conduct, the department's chief executive must take disciplinary action under section 181.

(5) If the department's chief executive acts under subsection (2)or (3), the department's chief executive must give written notice of the decision to the chief executive officer, the accused councillor and the entity that made the complaint.

177A Preliminary dealings with complaints before hearing

(1) This section applies if the department's chief executive refers a complaint of misconduct to a regional conduct review panel or the tribunal.

(2) The regional conduct review panel or the tribunal may, without conducting a hearing of the complaint, order the complaint, or a part of the complaint, be dismissed or struck out if the panel or tribunal considers the complaint or part is—

(a) frivolous, vexatious or misconceived; or

(b) lacking in substance; or

(c) otherwise an abuse of process.

(3) If the regional conduct review panel or the tribunal acts under subsection (2), the panel or tribunal must give written notice of the order to all the following—

(a) the chief executive officer (if any) who originally assessed the complaint;

(b) the department's chief executive;

(c) the accused councillor;

(d) the entity that made the complaint.

(4) Subsection (5) applies if the complainant is also a councillor.

(5) Before conducting a hearing of the complaint—

(a) the regional conduct review panel or the tribunal must require the complainant to appear before the panel or tribunal to confirm the complaint; and

(b) the complainant must comply with the requirement made under paragraph (a).

(6) Despite section 176(3) and (4), a failure of a councillor to comply with a requirement under subsection (5)(a) is not misconduct or inappropriate conduct.

178 Notifying councillor of the hearing of a complaint of misconduct

(1) At least 7 days before the hearing of a complaint of misconduct by a regional conduct review panel or the tribunal, the department's chief executive must give the accused councillor a written notice about the hearing.

(2) The notice must state—

(a) the misconduct that is alleged to have been engaged in by the councillor; and

(b) the time and date when the hearing is to begin; and

(c) the place where the complaint is to be heard.

(2) If all reasonable attempts to give the notice to the councillor have failed, the department's chief executive may—

(a) publish the notice, at least 7 days before the hearing is to begin—

(i) in a newspaper that is circulating in the local government area; and

(ii) on the department's website; or

(b) direct the local government to publish the notice on the local government's website at least 7 days before the hearing is to begin.

179 Hearing and deciding complaints

(1) This section is about the hearing of a complaint of misconduct by a regional conduct review panel or the tribunal.

(2) A regional conduct review panel or the tribunal may hear complaints of misconduct by a number of councillors in the same hearing, unless the defence of any of the councillors may be prejudiced.

(3) The hearing must be conducted in the way set out in chapter 7, part 1.

(4) The regional conduct review panel or tribunal may decide all or part of the hearing from the documents brought before the regional conduct review panel or tribunal, without the parties or the witnesses appearing, if—

(a) the regional conduct review panel or tribunal considers it appropriate in all the circumstances; or

(b) the parties agree.

(5) The standard of proof in the hearing is the balance of probabilities.

(5) The regional conduct review panel or tribunal must keep a written record of the hearing, in which it records—

(a) the statements of the councillor and all witnesses; and

(b) any reports relating to the councillor that are tendered at the hearing.

180 Taking disciplinary action

(1) This section applies if, after hearing a complaint of misconduct, the regional conduct review panel or tribunal decides that the councillor engaged in misconduct.

(2) The regional conduct review panel may make any 1 or more of the following orders or recommendations that it considers appropriate in view of the circumstances relating to the misconduct—

(a) an order that the councillor be counselled about the misconduct, and how not to repeat the misconduct;

(b) an order that the councillor make an admission of error or an apology;

(c) an order that the councillor participate in mediation with another person;

(d) a recommendation to the department's chief executive to monitor the councillor or the local government for compliance with the Local Government Acts;

(e) an order that the councillor reimburse the local government;

(f) a recommendation to the CCC or the police commissioner that the councillor's conduct be further investigated;

(g) an order that the councillor pay to the local government an amount of not more than the monetary value of 50 penalty units.

(3) However, if the regional conduct review panel considers that more serious disciplinary action should be taken, the regional conduct review panel must report the matter to the tribunal for the tribunal to take disciplinary action.

(4) The tribunal may make any order or recommendation that it considers appropriate in view of the circumstances relating to the misconduct.

(5) For example, the tribunal may make any 1 or more of the following orders or recommendations—

(a) an order that the councillor be counselled about the misconduct, and how not to repeat the misconduct;

(b) an order that the councillor make an admission of error or an apology;

(c) an order that the councillor participate in mediation with another person;

(d) a recommendation to the department's chief executive to monitor the councillor or the local government for compliance with the Local Government Acts;

(e) an order that the councillor forfeit an allowance, benefit, payment or privilege;

(f) an order that the councillor reimburse the local government;

(g) a recommendation to the Minister that the councillor be suspended for a specified period, either wholly or from performing particular functions;
Examples of particular functions—
• attending council meetings or offices
• representing the council at public functions

(h) a recommendation to the Minister that the councillor be dismissed;

(i) a recommendation to the CCC or the police commissioner that the councillor's conduct be further investigated;

(j) an order that the councillor pay to the local government an amount of not more than the monetary value of 50 penalty units.

(6) A recommendation mentioned in subsection (5)(g) may include a recommendation about the details of the suspension.

(7) When deciding what disciplinary action is appropriate in view of the circumstances relating to the misconduct, the regional conduct review panel or tribunal may consider—

(a) any misconduct of the councillor in the past; and

(b) any allegation made in the hearing that was admitted, or was not challenged.

(8) However, the regional conduct review panel or tribunal may consider an allegation that was not admitted, or was challenged, only if the regional conduct review panel or tribunal is satisfied that the allegation is true.

(9) The degree to which the regional conduct review panel or tribunal must be satisfied depends on the consequences, that are adverse to the councillor, of finding the allegation to be true.

181 Inappropriate conduct

(1) Subsections (2) and (3) apply if, under section 176C(3) or 177(4), a complaint is referred to the mayor or the department's chief executive to take disciplinary action against a councillor for inappropriate conduct.

(2) The mayor or department's chief executive may make either or both of the following orders that the mayor or department's chief executive considers appropriate in the circumstances—

(a) an order reprimanding the councillor for the inappropriate conduct;

(c) an order that any repeat of the inappropriate conduct be referred to the regional conduct review panel as misconduct.

(3) If the mayor or the department's chief executive makes 3 orders under subsection (2) about the same councillor within the 1 year, the mayor or the department's chief executive must refer the repeated inappropriate conduct by the councillor to a regional conduct review panel or the tribunal.

(4) If the mayor or the department's chief executive refers repeated inappropriate conduct by the councillor to a regional conduct review panel or the tribunal under subsection (3)—

(a) the matter is taken to be a complaint about misconduct; and

(b) the panel or tribunal must conduct a hearing of the complaint; and

(c) sections 178 to 180 apply for the hearing of the complaint; and

(d) the repeated inappropriate conduct by the councillor is taken to be misconduct.

(5) If inappropriate conduct happens in a meeting of the local government or its committees, the chairperson of the meeting may make any 1 or more of the following orders that the chairperson considers appropriate in the circumstances—

(a) an order that the councillor's inappropriate conduct be noted in the minutes of the meeting;

(b) an order that the councillor leave the place where the meeting is being held (including any area set aside for the public), and stay out of the place for the rest of the meeting;

(c) if the councillor fails to comply with an order made under paragraph (b) to leave a place—an order that the councillor be removed from the place.

181A Records about complaints

(1) The chief executive officer must keep a record of—

(a) all complaints received by the chief executive officer under this part; and

(b) the outcome of each complaint, including any disciplinary action or other action that was taken in relation to the complaint.

(2) The chief executive officer must ensure that the public may inspect the part of the record that relates to outcomes of complaints—

(a) at the local government's public office; or

(b) on the local government's website.

(3) However, subsection (2) does not apply to the record of a complaint that—

(a) the chief executive officer or the department's chief executive has assessed as being about a frivolous matter, having been made vexatiously or lacking in substance;
or

(b) is a public interest disclosure within the meaning of the *Public Interest Disclosure Act 2010*.

182 Department's chief executive is public official for Crime and Corruption Act

(1) A local government is a unit of public administration for the Crime and Misconduct Act.

(2) For any complaint of, or information or matter involving, corrupt conduct under the Crime and Corruption Act by a councillor, a reference to a public official in the Crime and Corruption Act, section 46(2), is taken to be a reference to the department's chief executive.

Part 3 The tribunal

183 Establishing the tribunal

(1) The Local Government Remuneration and Discipline Tribunal (the ***tribunal***) is established.

(2) As well as the responsibilities mentioned in section 176, the tribunal is responsible for—

(a) establishing the categories of local governments; and

(b) deciding which category each local government belongs to; and

(c) deciding the maximum amount of remuneration that is payable to the councillors in each of the categories; and

(d) any other functions that the Minister directs the tribunal to perform.

184 Members of tribunal

(1) The tribunal is made up of 3 qualified persons who are appointed by the Governor in Council.

(2) A person is qualified to be a member only if the person—

(a) has extensive knowledge of, and experience in, 1 or more of the following—

(i) local government;

(ii) community affairs;

(iii) industrial relations;

(iv) investigations;

(v) law;

(vi) public administration;

(vii) public sector ethics;

(viii)public finance; or

(b) has other knowledge and experience that the Governor in Council considers appropriate.

(3) However, a person is not qualified to be a member of the tribunal if the person—

(a) is a councillor of a local government; or

(b) is a nominee for election as a councillor; or

(c) accepts an appointment as a councillor; or

(d) is an employee of a local government; or

(e) is a contractor of a local government; or

(f) is a consultant engaged by a local government; or

(g) is a member of an Australian Parliament; or

(h) is a nominee for election as a member of an Australian Parliament; or

(i) is a member of a political party; or

(j) has a conviction for an indictable offence that is not an expired conviction; or

(k) is an insolvent under administration (within the meaning of the Corporations Act, section 9); or

(l) is a type of person prescribed under a regulation.

(4) The Governor in Council must appoint 1 of the members to be the chairperson of the tribunal.

(5) A member may be appointed for a term of not longer than 4 years.

(6) However, a member may be reappointed.

(7) A person stops being a member if the person—

(a) completes a term of office but is not reappointed; or

(b) resigns by signed notice of resignation given to the Minister; or

(c) is removed as a member by the Governor in Council for misbehaviour or physical or mental incapacity; or

(d) is not qualified to be a member under subsection (3).

185 Remuneration and appointment conditions of members

(1) A member of the tribunal is entitled to be paid the remuneration and allowances decided by the Governor in Council.

(2) A member of the tribunal holds office on the other conditions that the Governor in Council decides.

(3) If a commissioner, other than the president, under the Industrial Relations Act is appointed as a member, the person is not entitled to any remuneration or allowances in addition to the person's salary or allowances as a commissioner.

(4) However, the person is entitled to be paid any expenses reasonably incurred by the person in performing the responsibilities of a member.

186 Costs of tribunal to be met by local government

The local government must pay the costs of the tribunal in relation to a complaint of misconduct of a councillor, including the remuneration, allowances and expenses paid to members of the tribunal.

187 Conflict of interests

(1) This section applies if a member of the tribunal has any interest that may conflict with a fair and impartial hearing of a complaint made against an accused councillor.

(2) The member must not take part, or take further part, in any consideration of the matter. Maximum penalty—35 penalty units.

(3) As soon as practicable after the member becomes aware that this section applies to the member, the member must inform the department's chief executive.

Maximum penalty—35 penalty units.

188 Assistance from departmental staff

The department's chief executive must make available to the tribunal the staff assistance that the tribunal needs to effectively perform its responsibilities.

Part 4 Regional conduct review panels

189 Appointing members of regional conduct review panels

(1) A regional conduct review panel is constituted by at least 3 members that the department's chief executive chooses from a pool of members.

(2) The department's chief executive must appoint a pool of members for a regional conduct review panel for the different regions of the State decided by the department's chief executive.

(3) A person is qualified to be a member of the pool of members only if the person—

(a) has extensive knowledge of, and experience in, 1 or more of the following—

(i) local government;

(ii) community affairs;

(iii) investigations;

(iv) law;

(v) public administration;

(vi) public sector ethics;

(vii) public finance; or

(b) has the other qualifications and experience that the department's chief executive considers appropriate.

(4) However, a person is not qualified to be a member of the pool of members if the person—

(a) is a councillor of a local government; or

(b) is a nominee for election as a councillor; or

(c) accepts an appointment as a councillor; or

(d) is an employee of a local government; or

(e) is a contractor of a local government; or

(f) is a consultant engaged by a local government; or

(g) is a member of an Australian Parliament; or

(h) is a nominee for election as a member of an Australian Parliament; or

(i) is a member of a political party; or

(j) has a conviction for an indictable offence that is not an expired conviction; or

(k) is an insolvent under administration (within the meaning of the Corporations Act, section 9); or

(l) is a type of person prescribed under a regulation.

(5) A member may be appointed for a term of not longer than 4 years.

(4) However, a member may be reappointed.

(5) A person stops being a member if the person—

(a) completes a term of office but is not reappointed; or

(b) resigns by signed notice of resignation given to the department's chief executive; or

(c) is removed as a member by the department's chief executive for misbehaviour or physical or mental incapacity; or

(d) is not qualified to be a member under subsection (4).

190 Remuneration and appointment conditions of members

(1) A member of a regional conduct review panel is entitled to be paid the remuneration and allowances decided by the department's chief executive.

(2) A member of a regional conduct review panel holds office on the other conditions that the department's chief executive decides.

191 Costs of regional conduct review panels to be met by local government

The local government must pay the costs of a regional conduct review panel in relation to a complaint of misconduct of a councillor, including the remuneration, allowances and expenses paid to members of the regional conduct review panel.

192 Conflict of interests

(1) This section applies if a member of a regional conduct review panel has any interest that may conflict with a fair and impartial hearing of a complaint made against an accused councillor.

(2) The member must not take part, or take further part, in any consideration of the matter.

Maximum penalty—35 penalty units.

(3) As soon as practicable after the member becomes aware that this section applies to the member, the member must inform the department's chief executive.

Maximum penalty for subsection (3)—35 penalty units.

193 Assistance from departmental staff

The department's chief executive must make available to the regional conduct review panel the staff assistance that the regional conduct review panel needs to effectively perform its responsibilities.

Chapter 7 Other provisions

Part 1 Way to hold a hearing

212 What this part is about

(1) This part sets out the way to hold a hearing under this Act.

(2) The person or other entity that is conducting the hearing is called the investigator in this part.

213 Procedures at hearing

(1) When conducting a hearing, the investigator must—

(a) observe natural justice; but

(b) act as quickly and informally as is consistent with a fair and proper consideration of the issues raised in the hearing.

(2) For example, the investigator may—

(a) act in the absence of a person who has been given reasonable notice of the hearing; or

(b) receive evidence by statutory declaration; or

(c) refuse to allow a person to be represented by a legal practitioner; or

(d) disregard the rules of evidence; or

(e) disregard any defect, error, omission or insufficiency in a document; or

(f) allow a document to be amended; or

(g) adjourn a hearing.

(3) However, the investigator must comply with any procedural rules prescribed under a regulation.

(4) A hearing is not affected by a change of the members of an entity that is the investigator.

214 Witnesses at hearings

(1) The investigator may require a person, by giving them a written notice, to attend a hearing as a witness in order to—

(a) give evidence; or

(b) produce specified documents.

(2) The person must—

(a) attend at the time and place specified in the notice; and

(b) continue to attend until excused by the investigator; and

(c) take an oath or make an affirmation if required by the investigator; and

(d) answer a question that the person is required to answer by the investigator, unless the person has a reasonable excuse; and

(e) produce a document that the person is required to produce by the investigator, unless the person has a reasonable excuse.

Maximum penalty—35 penalty units.

(3) A person has a reasonable excuse for failing to answer a question or produce a document if answering the question or producing the document might tend to incriminate the person.

(4) A person who attends as a witness is entitled to—

(a) the witness fees that are prescribed under a regulation; or

(b) if no witness fees are prescribed, the reasonable witness fees decided by the investigator.

215 Contempt at hearing

A person must not—

(a) insult the investigator in a hearing; or

(b) deliberately interrupt a hearing; or

(c) take part in a disturbance in or near a place where the investigator is conducting a hearing; or

(d) do anything that would be a contempt of court if the investigator were a court.

Maximum penalty—50 penalty units.

266 Approved forms

The department's chief executive may approve forms for use under this Act.

268 Process for administrative action complaints

(1) A local government must adopt a process for resolving administrative action complaints.

(2) An ***administrative action complaint*** is a complaint that—

(a) is about an administrative action of a local government, including the following, for example—

(i) a decision, or a failure to make a decision, including a failure to provide a written statement of reasons for a decision;
(ii) an act, or a failure to do an act;
(iii) the formulation of a proposal or intention;
(iv) the making of a recommendation; and

(b) is made by an affected person.

(3) An ***affected person*** is a person who is apparently directly affected by an administrative action of a local government.

(4) A regulation may provide for the process for resolving complaints about administrative actions of the local government by affected persons.

PART 2 – SUMMARY TABLE OF CURRENT OFFENCES

Topic	Description of offence	Penalty
Use of Information by councillors LG Act: s171(1) CoBA: s173	A person who is, or has been, a councillor must not use information that was acquired as a councillor to— gain, directly or indirectly, a financial advantage for the person or someone else; or cause detriment to local government.	Maximum penalty – 100 penalty units or 2 years imprisonment. NOTE: A person automatically ceases to be a councillor when convicted of an offence under s.171 of LG Act or s173 of CoBA that is an 'integrity offence'.
Prohibited conduct by councillor in possession of inside information LG Act: s171A(2) & (3) CoBA: s173A(1)(2)(3)	(1) This section applies to a person (the insider) who is, or has been, a councillor if the insider— acquired inside information as a councillor; and knows, or ought reasonably to know, that the inside information is not generally available to the public. (2) The insider must not cause the purchase or sale of an asset if knowledge of the inside information would be likely to influence a reasonable person in deciding whether or not to buy or sell the asset. (3) The insider must not cause the inside information to be provided to another person the insider knows, or ought reasonably to know, may use the information in deciding whether or not to buy or sell an asset.	Maximum penalty – 1000 penalty units or 2 years imprisonment.
Obligation of councillor to correct register of interests LG Act: s171B(2) CoBA: s173B(2)	The councillor must, in the approved form, inform the chief executive officer of the particulars of the interest or the change to the interest within 30 days after the interest arises or the change happens.	If the councillor fails to comply with subsection (2) intentionally – 100 penalty units Otherwise – 85 penalty units

Topic	Description of offence	Penalty
Councillor's material personal interest at a meeting LG Act: s172(5) CoBA s174(5)	The councillor must – inform the meeting of the councillor's material personal interest in the matter; and leave the meeting room (including any area set aside for the public), and stay out of the meeting room while the matter is being discussed and voted on.	If a councillor votes on the matter with an intention to gain a benefit, or avoid a loss, for the councillor or someone else – 200 penalty units or 2 years imprisonment Otherwise – 85 penalty units.
Action after preliminary assessments LG Act: s176C(8) CoBA: s180(7)	A person must not make a complaint about the conduct or performance of a councillor if – the complaint is substantially the same as a complaint that the person has previously made; and the complaints assessor has given the person the required notice	Maximum penalty – 10 penalty units.
Note: A person cannot be a councillor for 4 years if convicted of an 'integrity offence'. This includes offences against s171, s171A(2) or (3) and s172(5) of the LG Act, or their equivalents under CoBA; and against s171B(2) of the LG Act, or its equivalent under CoBA, if paragraph (a) of the penalty applies.		
Witnesses at hearings LG Act: s214(2) CoBA: s180(7)	A person must: – Attend at the time and place specified in the notice – Continue to attend until excused by the investigator – Take an oath and make an affirmation if required by the investigator – Answer a question a question that the person is required to answer (unless the person has a reasonable excuse) – Produce a document that the person is required to produce (unless the person has a reasonable excuse).	Maximum penalty – 35 penalty units.
Contempt at hearing LG Act: s215	A person must not: – Insult the investigator in a hearing – Deliberately interrupt a hearing – Take part in a disturbance in or near a place where the investigator is conducting a hearing – Do anything that would be a contempt of court if the investigator were a court.	Maximum penalty – 50 penalty units
False or misleading information LG Act: s234(1)	A person must not give information that the person knows is false or misleading to any of the following: – The Minister – The department's chief executive – The chief executive officer – An authorised person – The change commission – A regional conduct review panel – The tribunal – The grants commission.	Maximum penalty – 100 penalty units

OFFICER REPORT

TO: Council

SUBJECT: **Local Government Grants & Subsidies Program**

DATE: 12.09.17

AGENDA REF: FCS9

AUTHOR: Michelle Clarke - Director Finance & Corporate Services

Executive Summary

The Local Government Grants & Subsidies Program has been released for 2017/19.

Background

The Local Government Grants & Subsidies Program is now open for project proposals and closes on 6 October 2017. The two year program is available for a range of projects types:

- Water infrastructure
- Sewerage infrastructure
- Social & Cultural infrastructure
- Asset Management
- Security & Community Safety infrastructure
- Economic & Tourism infrastructure
- Disaster Resilience & Preparedness

This report provides a list of recommended project proposals for council's consideration.

Link to Corporate Plan

Function	Key Program Area
Inclusive & Ethical Governance	Financial Management: To ensure the long term viability of the Shire and provide accountability in financial management.

Consultation (internal/external)

Senior Leadership Group
Community Safety Committee

Legal Implications

Not applicable

Policy Implications

Not applicable

Financial and Resource Implications

The funding is for 60% subsidy and projects are to be completed by 30 June 2019. Approved projects must have a full project plan submitted and only direct eligible project costs may be claimed.

Attachments

1. LGGSP Funding Proposed Projects 2017-2019.pdf ⇩

Recommendation/s

1. That council endorse the attached project proposals for submission in the 2017-19 Local Government Grants & Subsidies Program.

Michelle Clarke
Director Finance & Corporate Services

Local Government Grants and Subsidy Program 2017-2019

Project Name	Project Type	Project Sub-Type	2017/18 Council Budget	Proposed 2018/19 Council Budget	Other funding secured	Total Cost of project	40% contribution required by council	60% subsidy applied - funding from LGGSP	Project is consistent with the aims & objectives of the program	Project demonstrates understanding of whole of asset life costs and ability to manage such	Project demonstrates community & economic need, financial soundness & value for money	Projects have the capacity to delivery within the required timeframes.	Other comments	Relevant Council Department
Implementation of CCTV Strategy	Security & Community Safety infrastructure	security cameras	$10,000		$50,000	$150,000	$60,000	$90,000	contribute to building safe, caring and connected communities, enhancing access to infrastructure & services	CCTV strategy and ICT strategy supports renewal and replacement of security infrastructure and to keep abreast of changing	Community need has been identified in the CCTV strategy based on crime statistics	CCTV Strategy is in place and fully costed	Telstra funding	Finance & Corporate Services
Dirranbandi Water Treatment Plant (WTP)	Water infrastructure	upgrades to components of water infrastructure that will reduce operating costs and/or extend life of existing		$220,000		$550,000	$220,000	$330,000	meet community needs, contributing to sustainable & liveable communities	Project augments the existing Dirranbandi WTP as part of lifecycle capacity and performance upgrade	There are performance reliability issues associated with the existing infrastructure	Project involves upgrades to existing infrastructure.	Strategic project identified in March 2016 Feasibility Report by MJM Environmental	Infrastructure Services
St George River Water Infrastructure	Water infrastructure	upgrades to components of water infrastructure that will reduce operating costs and/or extend life of existing infrastructure		$100,000		$250,000	$100,000	$150,000	meet community needs, contributing to sustainable & liveable communities	Upgrade to the existing St George river water pump and associated infrastructure to reduce operating costs and extend the life of the existing	Security of river water supply will be improved if the system is upgraded. This has application for general and emergency uses	Project involves upgrades to existing infrastructure.	Strategic project that creates additional system storage, and only source of firefighting water if pumps fail	Infrastructure Services
Beardmore Dam Recareational Precinct	Economic & Tourism infrastructure	facilities such as camping grounds, heritage or natural attractions	$25,000 ($15K for RV strategy & $10k inkind)	$55,000		$200,000	$80,000	$120,000	align with state regional & local priorities	Site chosen for this project will facilitate renewal and replacement of aging community infrastrucuture and reinvigorate the Beardmore Dam recreational area, which was damaged in 2012 floods and subsequently temporarily abandoned as recreational reserve.	This project Aligns with the Balonne Shire Tourism Strategy, as well as State Tourism objectives in the drive tourism and RV friendly space.			Community & Environmental Sustainability
Cultural Centre Precinct	Social & Cultural Infrastructure	community centres, halls, libraries, heritage sites, museums, cultural centres	$1,000,000		$1,190,000	$5,000,000	$2,190,000	$3,000,000	meet community needs, contributing to sustainable & liveable communities	Site chosen for this project will facilitate renewal and replacement of aging community infrastrucuture and reinvigorate CBD		Business plan and preliminary concept designs are currently being developed with existing funds.	REDP funding currently in place for part of project	Community & Environmental Sustainability

OFFICER REPORT

TO: Council

SUBJECT: **St George Chinese Community Memorial**

DATE: 12.09.17

AGENDA REF: FCS10

AUTHOR: Michelle Clarke - Director Finance & Corporate Services

Executive Summary

St George Chinese Community Memorial

Background

Graham Perrett MP, Federal Member for Moreton has written to council advising that a Steering Committee to work on the St George Chinese Community Memorial project has been formed. See attached correspondence for council's information.

Link to Corporate Plan

Function	Key Program Area
Wise Planning & Design	Community Planning: To provide a framework to manage growth whilst encouraging a sense of community pride, belonging and well-being.

Consultation (internal/external)

Graham Perrett MP
Cr Robyn Fuhrmeister
Council's Cemetery Records

Legal Implications

Not applicable

Policy Implications

Not applicable

Financial and Resource Implications

Council has not committed any funding to this project however has offered in kind support to assist.

Attachments

1. Graham Perrett MP - Proposal of St George Chinese Memorial -044.pdf ⇩

Recommendation/s

That council receive and note the correspondence from Graham Perrett MP outlining the Steering Committee for the St George Chinese Community Memorial Project.

Michelle Clarke
Director Finance & Corporate Services



Graham **Perrett MP** FEDERAL MEMBER FOR MORETON

16 August 2017

Cr Richard Marsh
Mayor
Balonne Shire Council
PO Box 201
St George QLD 4487

Richard

Dear Cr Marsh,

It was a pleasure to meet you and the Balonne Shire Council on 21 July in St George to discuss the proposal for a St George Chinese Community Memorial.

I would like to offer you a progress update on the formation of a Steering Committee for the project. The first meeting of this Committee, where responsibilities will be allocated, is due to be held on 21 August 2017.

Please see enclosed a draft proposal of the project for you information.

I look forward to working with you further in delivering this memorial project in the St George community.

Yours sincerely,

Graham Perrett MP
Federal Member for Moreton

CC. Mr David Littleproud MP, Federal Member for Maranoa

BALONNE SHIRE COUNCIL
RECEIVED
21 AUG 2017

To	Copy	Orig	For
Mayor			Information
Council			Reply
CEO			Comments
DCCS			Report to
DHPE			
DTS			Attn
SAO			
PayO			
SRS			
CDEO			

File

Fighting for the Southside

07 3344 2622 graham.perrett.mp@aph.gov.au www.grahamperrett.net.au
Suite 106 Times Square 250 McCullough Street Sunnybank QLD 4109 PO Box 419 Sunnybank QLD 4109

Proposed St George Chinese Community Memorial Committee (in Partnership with the Balonne Shire Council)

Background

The Australians of Chinese Heritage War Memorial Project commenced in 2010 under the auspices of the Sunnybank RSL. While the project was initially suggested by Graham Perrett MP the vast bulk of the work was done by Chinese Community Leaders (particularly those located on the Southside of the city of Brisbane). This project was all about honouring the past and present involvement of the Australians of Chinese Heritage in the Australian Defence Force (ADF).

A committee was formed to advance the Australians of Chinese Heritage War Memorial Project that included Chinese community leaders (including serving ADF personnel), RSL representatives and Graham Perrett.

The committee decided that the project would have two aspects:

(a) Designing and constructing a physical monument, which is located at the Veterans Memorial Garden at Sunnybank RSL, 19 Gager Street, Sunnybank.
(b) Creating bursaries named in honour of Australians of Chinese Heritage in the Defence Forces that are awarded annually to local school students who win an essay competition based on telling the story of an ADF veteran of Chinese heritage.

The choice of physical monument was decided via a design competition where the winning designer received $1,000 prize money. The competition rules stressed that the aim of the memorial was to remember the past and recognise the significant contribution that Chinese ADF personnel had made and continue to make to the Australian community.

The ongoing bursaries are funded via the committee's annual fundraising activities and allocated according to essay competitions.

The fundraising, bursary process and annual rededication ceremony are all undertaken under the auspices of the Sunnybank Sub-Branch RSL.

Background to St George Project

Graham Perrett was born and raised in St George. When visiting St George in January 2016 with David Lee, the then leader of the Taiwan Economic and Cultural Office in Australia, Robert Buchan told us the story of many Chinese grave markers being destroyed in a grass fire in the 1970's. Upon telling several Moreton Chinese community leaders that there were consequently many unmarked graves in the St George cemetery, the leaders suggested that aspects of the Chinese Heritage War Memorial Project be replicated in St George.

DRAFT

Proposal for St George Project

1. Form a Steering Committee

The first meeting of the Proposed St George Chinese Community Memorial Committee (in consultation with the Balonne Shire Council) will take place on Monday 21st August at 11am in the office of Graham Perrett MP, Suite 106, Sunnybank Times Square, 250 McCullough Street, Sunnybank.

The following people have been invited to the meeting and have been asked to consider nominating for the following roles:

- **Chairman: Jack Sun** (m: 0413 421 076, e: jacksun@npas.net.au) {Past President, Lions Club of Brisbane Chinese Inc.}
- **Honorary Advisor: Lewis Lee OAM** (m: 0423 498 300, e: lewis@lewismpleearchitect.com) {Chair, Australians of Chinese Heritage War Memorial Committee, Sunnybank RSL}
- **Secretary: Vicky Yu** (m: 0411 018 833, e: acig@cultureindustrygroup.com.au) {President, Qld Chinese Forum}
- **Treasurer: Richard Huang** (m: 0400 252 288, e: richard.qcda@gmail.com) {President, Qld Chinese Development Association}
- **Executive: Michael Ma** (m: 0433 111 519, e: michael@chinesecentre.com.au) {Secretary-General, Qld Chinese United Council}
- **Executive: Melody Chen** (m: 0411 591 476, e: melody@wamci.org.au) {Life Honorary President, World Arts & Multi-Culture Inc.}
- **Executive: Simon Tang** (m: 0426 696 830, e: jiaweitang@msn.com) {President, Australia Qld Fujian Association}

It is proposed that the meeting also consider appointing the following patrons to the project:

a) **Honorary Patron: Richard Marsh** (Mayor of Balonne Shire Council)
b) **Honorary Patron: David Littleproud MP** (Federal LNP Member for Maranoa)
c) **Honorary Patron: Graham Perrett MP** (Federal Labor Member for Moreton)

2. Steering Committee Investigate a Memorial Design Competition

It is proposed that the appointed Steering Committee work towards running a design competition for a culturally appropriate memorial to be constructed in the St George cemetery.

It is proposed that the Steering Committee appoint a panel of judges to draw up assessment criteria for the design competition. The winning design could include some of the following features:-

- appropriate cultural relevance and sensitivity i.e. to the St George and Chinese-Australian communities;
- use of colour and materials, i.e. does the design achieve harmony, consistent with Feng Shui principles;

- does the design compliment the surrounds of a bush cemetery;
- an innovative design with interesting and thoughtful choice of materials and a simple construction methodology that supports easy construction; and
- following construction, will the memorial be simple and easy to maintain and able to survive the elements?

3. **Fundraising Dinner in Sunnybank to Announce the Winner of the Memorial Design Competition**

Following the judging and final selection of the design competition it is proposed that the appointed Steering Committee hold a fundraising dinner to announce the overall Winner and Finalists.

Whilst it is proposed that the location for the fundraising dinner be in Sunnybank, it would be hoped that the finalists and winner could attend.

4. **Fundraising Dinner in St George and Inspection of the St George Cemetery**

The Steering Committee will visit St George to hold a fundraising dinner with the Balonne Shire Council, representatives from the St George community of Chinese descent and interested locals.

The Steering Committee will inspect the St George cemetery and participate in a weekend of tourism activities.

5. **Construction and Official Opening of the Memorial in the St George Cemetery**

Engage an appropriate local construction business to construct the memorial in the St George cemetery.

Official Opening to be attended by official guests, the Steering Committee and as many members of the Queensland community of Chinese descent as possible.

6. **Conferral of Bursaries Acknowledging the Contribution of Chinese Australians to the Balonne District**

Schools in the Balonne Shire will be invited to participate in an essay competition where students acknowledge the contributions of the Chinese Australians in the Balonne Shire. Winners of the essay competition to be awarded a bursary annually.

DRAFT

OFFICER REPORT

TO:	Council
SUBJECT:	**Finance Management Report for the period ended 31 August 2017**
DATE:	13.09.17
AGENDA REF:	FCS11
AUTHOR:	Karen Searle - Manager Financial Services

Executive Summary

Finance Management Report for the period ended 31 August 2017.

Attachments

1. MonthlyFinanceReport for August 2017.pdf ⇩

Recommendation/s

That the monthly Financial Management Report for the period ending 31 August 2017, as tabled, be received and noted.

Michelle Clarke
Director Finance & Corporate Services

Finance Report

Month Ending 31 August 2017



Table of Contents

Statement of Comprehensive Income & Commentary	1
Operating Statement	4
Statement of Cash Flows	5
Statement of Financial Position and Notes	6

Balonne Shire Council
Statement of Comprehensive Income
For the period ended 31 August 2017

	Note	2017/2018 Actual	2017/2018 Budget	%
Income				
Revenue				
Recurrent revenue				
Rates, levies and charges	**1**	5,384,787	9,696,905	56%
Fees and charges	**2**	24,170	236,300	10%
Rental income	**3**	8,098	272,000	3%
Interest received	**4**	73,751	415,550	18%
Sales revenue	**5**	302,254	3,497,000	9%
Other income	**6**	33,989	117,100	29%
Grants, subsidies, contributions and donations	**7**	785,282	5,527,310	14%
Total recurrent revenue		**6,612,331**	**19,762,165**	**33%**
Capital revenue				
Grants, subsidies, contributions and donations	**8**	145,832	5,530,554	3%
Total capital revenue		**145,832**	**5,530,554**	**3%**
Total revenue		**6,758,163**	**25,292,719**	**27%**
Capital income	**13**	0	0	
Total income		**6,758,163**	**25,292,719**	**27%**
Expenses				
Recurrent expenses				
Employee benefits	**9**	(936,315)	(6,250,000)	15%
Materials and services	**10**	(1,482,896)	(10,680,940)	14%
Finance costs	**11**	(4,824)	(203,321)	2%
Depreciation and amortisation	**12**	0	(7,980,753)	0%
Total recurrent expenses		**(2,424,035)**	**(25,115,014)**	**10%**
Capital Expenses		0	0	
Total expenses		**(2,424,035)**	**(25,115,014)**	**10%**
		0	**0**	
Total comprehensive income for the year		**4,334,128**	**177,705**	

Statement of Comprehensive Income

For the period ended 31 August 2017

General

A commentary with regards to the Statement of Comprehensive Income is provided for Council information. As a general rule, actuals should now be at 16.68% of budget. Where there are significant variances a brief explanation is provided. The numbers below, relate to the note numbers on the statement.

1 Rates, levies and Charges

Rates and charges were issued on 16 August 2017 and discount closed on Friday 15 September 2017.

2 Fees and Charges

The fees and charges collected to date include Rate Search Fees ($3,034), Planning ($2,370) Pool Inspection ($1,137), Building Fees ($2,668), Showgrounds ($2,371) and Cemetery Fees ($8,731)

3 Rental Income

Under budget, due to some rental/lease agreements not yet due.

4 Interest Received

On target.

5 Sales Revenue

Claims of $220,000 for RPC works on Carnarvon Highway and $65,835 for RMPC have been made for works completed this financial year.

6 Other Income

Currently on target, with Animal Registrations and VIC sales making up the bulk of the revenue.

7 Recurrent Grants and Subsidies

Recurrent Grants received to date relate to Library Programs and DAFF Funding and FAGS.

8 Capital Grants and Subsidies

Funding received to date include Drought Communities and Bus Shelter.

9 Employee Benefits

Under budget, partially offset by vacancies.

10 Materials and Services

Currently slightly under budget. This is partly due to projects not commenced or due to be started as yet. Whilst some projects may have had purchase orders raised, the goods haven't been received and therefore the expenditure is currently not recognised.

11 Finance Costs

Expenditure to date relates to bank fees. This budget figure is predominately interest on loans, which are paid each quarter.

12 Depreciation

Depreciation for current financial year will not be calculated until audit is complete.

Balonne Shire Council
Operating Statement
For the year ended 30 June 2018
Period ended 31 August 2017

	Actual	17/18 Budget
Operating Revenue		
General Rates	3,293,613	6,508,620
Garbage	537,487	1,059,000
Sewer	556,048	1,109,000
Water	970,353	1,902,000
Special Charges	102,310	208,600
Less: Discount	(58,330)	-1,054,315
Pensioner Subsidy	(16,694)	-36,000
Flood Rebate	0	0
	5,384,787	**9,696,905**
Fees and Charges	24,170	236,300
Interest	73,751	415,550
Rent income	8,098	272,000
Recoverable Works	302,254	3,497,000
Other	33,989	117,100
	442,262	**4,537,950**
Contributions	0	18,400
Subsidies and Grants	785,282	5,508,910
	785,282	**5,527,310**
Total Operating Revenues	**6,612,331**	**19,762,165**
Operating Expenditure		
Community	257,849	2,724,666
Corporate	176,507	(848,521)
Emergency Services	34,316	256,500
Environment	275,060	3,057,903
Building and Development	14,776	286,500
Cleansing	0	11,700
Plant	249,578	3,062,500
Recoverable Works	268,287	2,940,000
Roads & Streets	975,540	11,427,416
Urban Waste Water	30,729	696,000
Water	141,393	1,500,350
Total Expenses	**2,424,035**	**25,115,014**
OPERATING CAPABILITY BEFORE CAPITAL	**4,188,296**	**(5,352,849)**
Capital Items		
Sale of non-current assets	0	0
Contributions	0	30,000
Subsidies and Grants	145,832	5,500,554
TOTAL COMPREHENSIVE INCOME	**4,334,128**	**177,705**

Balonne Shire Council
Statement of Cash Flows

period ending 31 August 2017

	Actual	Budget 17/18
Cash flows from operating activities:		
Receipts from customers	3,898,122	13,561,805
Payments to suppliers and employees	(3,089,913)	(16,908,950)
	808,209	**(3,347,145)**
Interest received	73,751	415,550
Rental income	8,098	272,000
Non-capital grants and contributions	785,282	5,528,310
Borrowing costs	(3,596)	(190,811)
Net cash inflow (outflow) from operating activities	**1,671,744**	**2,677,904**
Cash flows from investing activities:		
Payments for property, plant and equipment	(572,932)	(10,641,500)
Payments for intangible assets	0	0
Net movement on loans and advances	0	0
Proceeds from sale of property, plant and equipment	0	0
Grants, subsidies, contributions and donations	145,832	5,530,554
Net cash inflow (outflow) from investing activities	**(427,100)**	**(5,110,946)**
Cash flows from financing activities		
Proceeds from borrowings	0	0
Repayment of borrowings	0	(272,310)
Net cash inflow (outflow) from financing activities	**0**	**(272,310)**
Net increase (decrease) in cash held	**1,244,644**	**(2,705,352)**
Cash at beginning of reporting period	**21,715,236**	**17,239,322**
Cash at end of reporting period	**22,959,880**	**14,533,970**

Balonne Shire Council
Statement of Financial Position

As at 31 August 2017

	Note	Actual	2017/2018
Current Assets			
Cash and cash equivalents	1	22,860,460	14,533,970
Trade and other receivables	2	5,592,265	1,678,229
Inventories	3	215,744	198,368
Other financial assets	4	73,227	92,450
Total current assets		**28,741,696**	**16,503,017**
Non-current Assets			
Property, plant and equipment	5	260,189,598	258,102,908
Capital works in progress	6	1,261,770	5,604,550
Total non-current assets		**261,451,368**	**263,707,458**
TOTAL ASSETS		**290,193,064**	**280,210,475**
Current Liabilities			
Trade and other payables	7	300,502	344,787
Borrowings	8	255,497	272,310
Employee Entitlements	9	1,656,226	1,657,348
Other	10	(111,909)	7,699
Total current liabilities		**2,100,316**	**2,282,144**
Non-current Liabilities			
Borrowings	11	2,925,379	2,613,269
Employee Entitlements	12	163,065	168,485
Total non-current liabilities		**3,088,444**	**2,781,754**
TOTAL LIABILITIES		**5,188,760**	**5,063,898**
NET COMMUNITY ASSETS		**285,004,304**	**275,146,577**
Community Equity			
Shire capital	13	80,627,788	75,078,144
Asset revaluation reserve	14	197,400,285	195,216,579
Other reserves	15	6,976,229	4,851,854
TOTAL COMMUNITY EQUITY		**285,004,302**	**275,146,577**

Balonne Shire Council
Statement of Financial Position

As at 31 August 2017

1	**Cash and Cash Equivalents**	**22,860,459.91**
	Cash in Hand	600.00
	Operating Account	4,960,065.72
	Heritage Bank Account	0.00
	QTC Cash Fund	14,317,010.01
	Cash Reserve Account	3,582,784.18
2	**Trade and Other Receivables**	**5,592,265.11**
	Rates Receivable	4,664,141.54
	Debtors Receivable	918,497.18
	Doubtful Debts	(6,000.00)
	State Pensioner Subsidy	19,710.69
	Suspense Accounts and Accruals	(4,084.30)
3	**Inventories**	**215,744.35**
	Provision for Obsolete Stock	288
	Stores and Materials	184,492.27
	VIC Inventory	30,964.56
4	**Other Financial Assets**	**73,226.50**
	Prepaid Expenses (Invoices paid 16/17 relating to 17/18)	72,874.50
	FBT Instalment (to be journalled 30 June)	0.00
	Bottle Deposits	352.00
5	**Property Plant & Equipment**	**260,189,598.00**
6	**Works in Progress**	**1,261,770.00**
7	**Trade & Other Payables**	**300,501.52**
	Accrued Expenses	6,050
	Creditors Payable	200,446.73
	Legal Fees (Ngurampa and other ratepayers)	(80,154.70)
	State Fire Services	174,159.49
8	**Borrowings - Current**	**255,497.39**
	QTC Loan - Administration Building	80,481.59
	QTC Loan - Bridges	36,889.51
	QTC Loan - Depot	103,634.20
	QTC Loan - Water	34,492.09
9	**Employee Entitlements - Current**	**1,656,225.66**
	Employee Entitlement - Long Service Leave	914,905.28
	Employee Entitlement - Annual Leave	691,057.62
	Employee Entitlement - RDO	27,729.65
	Employee Entitlement - TOIL	22,533.11
10	**Other**	**- 111,909.07**
	Staff Social Club	7,425.86
	Travelling Stock	0.00
	Payroll Suspense	0.00
	GST Suspense Account	(119,215)
	Advance Wages Suspense	(120)
11	**Borrowings - NonCurrent**	**2,925,379.32**
	QTC Loan - Administration Building	1,668,740.21
	QTC Loan - Bridges	180,633.66
	QTC Loan - Depot	360,831.06
	QTC Loan - Water	715,174.39
12	**Employee Entitlements - Non Current**	**163,064.71**
	Employee Entitlement - Long Service Leave	163,064.71
13	**Shire Capital**	**80,627,788.00**
14	**Asset Revaluation Reserve**	**197,400,285.00**
15	**Other Reserves**	**6,976,229.30**
	Capital - Future Infrastructure Works	617,796.04
	Capital - Building Purposes	1,000,000.00
	Capital - Plant Replacement	150,000.00
	Capital - Urban Waste Water	2,517,211.46
	Capital - Water	2,383,656.69
	Capital - Cleansing	277,353.58
	Operating - RADF	17,318.00
	Operating - Dirranbandi Swimming Pool	11,693.83
	Operating - Bollon Bush Nurses	1,199.70

(IFS) INFRASTRUCTURE SERVICES

ITEM	TITLE	EXECUTIVE SUMMARY	PAGE
IFS1	**QWRAP BRIEFING**	Ownership and management of urban water and sewerage services (WSS) by Queensland councils has been brought into question by a number of national studies. In other Australian jurisdictions, management of WSS is undertaken by large authorities that are usually state-owned. Internationally, regionalisation and corporatisation of WSS has been increasing for three decades. The Queensland Water Regional Alliances Program (QWRAP) was created in 2012 by the LGAQ and Queensland Water Directorate (qldwater) in response to three national reviews calling for reform of the Queensland's council WSS. The program seeks to review costs and benefits of regional approaches and to encourage collaboration among councils. To date, five regions encompassing over 30 councils have agreed to participate in QWRAP including the Downs and Surat Basin (DASB) group which agreed to a Terms of Reference in 2016. The attached briefing prepared by qldwater provides a background to the development of the QWRAP, an update on progress to date in the DASB region and a description of the proposed direction of the group. All councils in the DASB region are being asked to reconfirm ongoing participation in the Program as matching funding is available for QWRAP projects selected by the group.	322

OFFICER REPORT

TO: Council

SUBJECT: **QWRAP Briefing**

DATE: 12.09.17

AGENDA REF: IFS1

AUTHOR: Peter Willey - Project Officer

Executive Summary

Ownership and management of urban water and sewerage services (WSS) by Queensland councils has been brought into question by a number of national studies. In other Australian jurisdictions, management of WSS is undertaken by large authorities that are usually state-owned. Internationally, regionalisation and corporatisation of WSS has been increasing for three decades.

The Queensland Water Regional Alliances Program (QWRAP) was created in 2012 by the LGAQ and Queensland Water Directorate (*qldwater*) in response to three national reviews calling for reform of the Queensland's council WSS. The program seeks to review costs and benefits of regional approaches and to encourage collaboration among councils. To date, five regions encompassing over 30 councils have agreed to participate in QWRAP including the Downs and Surat Basin (DASB) group which agreed to a Terms of Reference in 2016.

The attached briefing prepared by qldwater provides a background to the development of the QWRAP, an update on progress to date in the DASB region and a description of the proposed direction of the group. All councils in the DASB region are being asked to reconfirm ongoing participation in the Program as matching funding is available for QWRAP projects selected by the group.

Background

Following approaches from both LGAQ and qldwater to provide a QWRAP update to Council, a written briefing was requested by the CEO prior to any delegation attending Council. The attached briefing was prepared in response to that request.

Link to Corporate Plan

Function	Key Program Area
Wise Planning & Design	Water & Sewerage: To provide efficient safe water supplies and environmentally sound waste water disposal systems.

Consultation (internal/external)

Matthew Magin – CEO, Balonne Shire Council
Arron Hieatt, Principal Advisor – Advocacy. Water & Sewerage Infrastructure @ LGAQWater

Rob Fearon, qldwater – The Queensland Water Directorate.

Legal Implications

Nil

Policy Implications

In 2011, national reviews by Infrastructure Australia, the National Water Commission and Productivity Commission recommended restructuring WSS in regional Queensland. These recommendations have been reiterated recently by Infrastructure Australia, the Australian Water Association, and Infrastructure Partnerships Australia. In response, the Queensland Water Regional Alliances Program (QWRAP) was created by LGAQ and *qldwater* in 2012 with funding from the Department of Energy and Water Supply. QWRAP acknowledges the current and emerging challenges facing the urban water sector and investigates different regional approaches for addressing them.

Financial and Resource Implications

QWRAP funding from DEWS is available through a bid-pool arrangement managed by LGAQ and is available for regional QWRAP projects with matching investment from participating councils. A requirement for accessing the funding is that the participating councils must undertake an investigation that allows them to 'consider at least three alternative models for regional management of water and sewerage services' at Councillor level.

Attachments

1. Queensland Water Regional Alliance Program - QWRAP - Briefing to Balonne Shire Council September 2017.docx ⇩

Recommendation/s

That the attached briefing be noted.

Ross Drabble
Director Infrastructure Services

Queensland
Water Regional Alliance Program

Queensland Water Regional Alliances Program
- Briefing -

Balonne Shire Council
September 2017

Overview
Ownership and management of urban water and sewerage services (WSS) by Queensland councils has been brought into question by a number of national studies. In other Australian jurisdictions, management of WSS is undertaken by large authorities that are usually state-owned. Internationally, regionalisation and corporatisation of WSS has been increasing for three decades.

The Queensland Water Regional Alliances Program (QWRAP) was created in 2012 by the LGAQ and Queensland Water Directorate (*qldwater*) in response to three national reviews calling for reform of the Queensland's council WSS. The program seeks to review costs and benefits of regional approaches and to encourage collaboration among councils. To date, five regions encompassing over 30 councils have agreed to participate in QWRAP including the Downs and Surat Basin (DASB) group which agreed to a Terms of Reference in 2016.

This briefing provides a background to the development of the QWRAP, an update on progress to date in the DASB region and a description of the proposed direction of the group. All councils in the DASB region are being asked to reconfirm ongoing participation in the Program as matching funding is available for QWRAP projects selected by the group.

Background

National and International Water Sector Reform

In many western countries, WSS that were owned and managed by local governments from the 19th century have been restructured since the 1990's resulting in more widespread regionalisation and corporatisation. In Australia, corporatisation and commercialisation on a 'not-for-profit' basis were recommendations of the 'competition reforms' of the 1990s and many utilities were restructured as a result. Consequently, regional statutory authorities are now the typical model for urban services (i.e. water treatment and supply and sewage collection, treatment and disposal) in all jurisdictions except in regional Queensland and country NSW.

Despite restructuring of how WSS are managed, in most jurisdictions, local governments remain the owners of WSS meaning local communities retain control of WSS. Internationally, there are numerous models under which council-owners individually or jointly create entities to manage WSS while retaining ultimate ownership. Outsourcing aspects of management is also common but successful privatisation or ownership by the private sector is rare (with the notable exception of England and Wales). This model is typical of most Australian jurisdictions (including South East Queensland) except that ownership rests with State or Territory Governments.

Queensland Reform?

In 2011, national reviews by Infrastructure Australia, the National Water Commission and Productivity Commission recommended restructuring WSS in regional Queensland. These recommendations have been reiterated recently by Infrastructure Australia, the Australian Water Association, and Infrastructure Partnerships Australia. In response, the Queensland Water Regional Alliances Program (QWRAP) was created by LGAQ and *qldwater* in 2012 with funding from the Department of Energy and Water Supply. QWRAP acknowledges the current and emerging challenges facing the urban water sector and investigates different regional approaches for addressing them.

Continuing local government ownership underpins QWRAP which investigates alternative modes of collaboration and regional management. Diverse drivers impact on the success of regional structures and in Queensland, the large number of small, isolated communities can make regional approaches difficult. Unfortunately, the costs to sustain small isolated WSS remain high regardless of the model adopted and QWRAP seeks to create an ongoing dialogue as to how they should be supported. Other factors also impact regionalisation scale including water sources, climate variability, historical asset development and cultural and social norms. Councils participating in QWRAP work together to better understand the drivers and pressures unique to their region and how management of WSS might be improved by working together.

Success of QWRAP to date

Despite the challenges to regionalisation in Queensland four regions in addition to DASB are participating in the program. Three of the four have developed a formal regional alliance and all have derived cost savings and customer service benefits from collaborative action. As well as economies of scale, common advantages have been cooperative and focussed strategic management and planning and regional advocacy with regulators and funding organisations. QWRAP has demonstrated that regionalisation is an important consideration for Queensland councils but that the optimal model depends on local conditions and communities.

QWRAP has been supported financially by the Queensland government for five years through three successive governments. The funding for the current QWRAP round expires in June 2018 but the Department of Energy and Water Supply is committed to continue the program (subject to treasury support). Existing regional groups have joined qldwater and LGAQ in advocating for continuation of the program with the current government and in advocacy approaches around the upcoming election,

Progress is the DASB Region
In the DASB area a QWRAP technical group was created in 2016 with representatives from Maranoa, Goondiwindi, Balonne, Western Downs, Southern Downs and Toowoomba Regional Councils. A Terms of Reference (TOR) was agreed by the participating councils with aim of allowing DASB councils to take a proactive approach to regional collaboration and ensure future business solutions are appropriate to their unique communities and avoid having an inappropriate solution imposed by Central Government in Canberra or Brisbane. The objective is to determine whether regional approaches can benefit all participating councils and also to inform councils in responding to recurrent criticism of the local government urban water sector.

To date the group has engaged a part time regional coordinator and collaborated on negotiating alignment of auditing mandatory Drinking Water Quality Management Plans. This project provided savings for all participating councils as it allowed for joint procurement and shared establishment costs. Research undertaken by the group led to the production of common Demand Management Resources which councils can use in future campaigns. Both of these projects required no direct funding from participating councils.

The group has also reviewed a number of potential projects for further action including opportunities for collaborative sewer relining, development of a regional SCADA framework and standards, a common asset management methodology and joint review of unit rates. Terms of reference for an external review of alternative regional models for the DASB area has also been scoped. None of these projects have been commenced as they require funding contributions from participating councils to match funds from a QWRAP.

Future Directions for DASB Councils
QWRAP funding from DEWS is available through a bid-pool arrangement managed by LGAQ and is available for regional QWRAP projects with matching investment from participating councils. A requirement for accessing the funding is that the participating councils must undertake and investigation that allows them to 'consider at least three alternative models for regional management of water and sewerage services' at councillor level.

The DASB technical group is seeking agreement to pursue identified projects that have been projected to provide savings and other regional benefits and to commence the investigation of alternative institutional models. Projects have been scoped for development of regional SCADA framework and standards, joint sewer relining and for the institutional investigation. Each of these projects may require funding from participating councils in the order of $2,000-$5,000 (which would be matched by QWRAP funding). Councils may opt in or out of individual projects at their own discretion but a critical mass of supporting participants is needed for each project.

Implications for Balonne Shire Council
The aim of this brief and the presentation to Council is to provide sufficient information to allow decisions to be made on the following questions:

1. Will Council continue participation in regional collaboration and commit funding to undertake projects (of their choosing) that have been identified at a regional level?
2. Will Council participate and contribute to a regional investigation of alternative institutional models (in order to enable access to QWRAP funding)?
3. Will Council continue participating if another council in the region (e.g. Toowoomba) elects not to continue in the QWRAP process?

(CES) COMMUNITY & ENVIRONMENTAL SERVICES

ITEM	TITLE	EXECUTIVE SUMMARY	PAGE
CES1	**MCU 159 APPLICATION FOR A MATERIAL CHANGE OF USE - TELECOMMUNICATIONS FACILITY - 'KENDAL' 3750 CASTLEREAGH HIGHWAY, ST GEORGE LOT 2 BLM806197**	Council has received a development application from NBN for a Material Change of Use for telecommunications facility located at 'Kendal' 3750 Castlereagh Highway, St George described as Lot 2 on BLM806197.	329
CES2	**COMMUNITY DONATION, SPONSORSHIP AND GRANTS PROGRAM**	Council has received two requests for assistance under the Community Donation, Sponsorship and Grants program.	421
CES3	**REQUEST FOR SITING VARIATION, 136-138 ST GEORGES TERRACE ST GEORGE BEING LOT 31 ON RP847066**	The purpose of this report is for Council to consider a siting variation for a proposed garden shed to be located at 136-138 St Georges Terrace, St George being Lot 31 RP847066.	427
CES4	**LOCAL LAW - REPEAL OF LOCAL LAWS**	To understand and commit to the Local Law adopting process contained in attachment 1 and the associated proposed workshop with King & Co.	434
CES5	**QMDC ABORIGINAL RANGERS SPRAYING TEAM - PREFERRED SUPPLIER FOR ELEMENT 5 TMR ROAD RESERVE SPRAYING 2017/18**	Due to the lack of qualified and suitably equipped spraying contractors within the Balonne Shire Council, the Manager of Rural Services is seeking support to continue the use of the QMDC Aboriginal Ranger Spray Team for spraying operations on Department of Transport and Main Roads (TMR) controlled roads under Element 5 funding – this team has been working with BSC as a contractor for two years. Not only are these sprayers' very efficient and effective, but this also provides employment opportunities for indigenous workers living in the St George community. Currently the Balonne Shire Council has policies and protocols in place to tender for contracts under the vendor panel (Preferred Suppliers), however in some cases agencies such as QMDC (a Not-for-Profit) are utilised to complete funded projects like weed eradication for natural resource management outcomes.	443
CES6	**RL 91 - APPLICATION FOR RECONFIGUATION OF A LOT - BOUNDARY REALIGNMENT (3 INTO 2 LOTS) - 8-10 SCOTT STREET & 52 ST GEORGES TERRACE, ST GEORGE AFFECTING LAND DESCRIBED AS LOT 2 ON RP86667, LOT 6 ON RP107223 AND LOT 2 ON**	Council has received a development application from the owner for Reconfiguration of a Lot specifically boundary realignment (3 into 2 lots) located at 8-10 Scott Street & 52 St Georges Terrace, St George affecting land described as Lot 2 on RP86667, Lot 6 on RP107223 and Lot 2 on RP77209.	446

RP77209

CES7 **REGIONAL ARTS DEVELOPMENT FUND OUT OF ROUND FUNDING**

The Regional Arts Development Fund (RADF) is a state and local government partnership that supports local artist and arts and cultural activities in Queensland Communities. Council received three applications out-of-round funding requests. These applications have been assessed by the RADF Reference Panel and have been determined to comply with the appropriate assessment criteria as detailed through the Balonne Shire RADF Program. 482

OFFICER REPORT

TO:	Council
SUBJECT:	**MCU 159 Application for a Material Change of Use - Telecommunications Facility - 'Kendal' 3750 Castlereagh Highway, St George Lot 2 BLM806197**
DATE:	28.08.17
AGENDA REF:	CES1
AUTHOR:	Fiona Macleod - Planning & Development Officer

Executive Summary

Council has received a development application from NBN for a Material Change of Use for telecommunications facility located at 'Kendal' 3750 Castlereagh Highway, St George described as Lot 2 on BLM806197.

Background

Applicant:	NBN C/- Visionstream Pty Ltd
Owner Of Land:	Douglas J Slack
Land description & Area:	Lot 2 on Plan BLM806197 (2314.41 hectares lot area)
Zone / Precinct :	Rural Zone
Overlay:	Flood Hazard Overlay
Proposal:	Material Change of Use – Telecommunications Facility
Proposal Assessment category:	Code Assessment
Referral / Concurrency Agencies:	None

PROPOSAL

The proposal is for a fixed wireless facility for NBN telecommunications purposes. The existing operation of the site is for agricultural purposes which are to remain given that the facility is to occupy a minimal area (namely 224 square metres) which will be leased from the landholder. It is anticipated that the activities occurring on the site will be of minimal impact post construction as the site will be unmanned apart from monitoring and maintenance of the facility which is to occur only a few times annually.

Specific details of the NBN Tower (Telecommunications Facility) are;

- 1 x 70 metre lattice tower;
- 2 x 1800mm parabolic dish antennas for transmission purposes, at elevations of 52m and 65m on the structure;
- 1 x outdoor cabinet to house associated equipment at the base of the lattice tower. The outdoor unit will be installed on an elevated steel platform;
- 2.4 metre high chain link security compound fence (compound area 14m x 16m) with a 3m wide access gate; and
- Ancillary equipment associated with the operation of the facility, including cable trays, cabling, safe access methods, bird proofing, earthing, electrical works and air-conditioning equipment.

The facility is to have a footprint of 224m^2 and will be contained by a fenced compound which is to be leased over two consecutive periods not exceeding 10 years by the landholder.

The site is surrounded by predominantly agricultural activities given that adjoining properties are also located within the Rural Zone. The siting of the telecommunications facility is setback considerably off all boundaries and therefore it is considered that impacts to surrounding properties will be largely unchanged from existing conditions. It is noted that the nearest residence to the proposed facility exceeds 850 metres as the crow flies from the site whereby being considered an appropriate separation distance between the uses (**see Figure 1 and Attachment 1** for development location within lot).

Once, constructed it is considered that vehicle movements on an off the site will be limited to maintenance whereby existing conditions (with the exception of visual) remaining. Specifically, all abutting properties to the lot are currently utilised for agricultural purposes and it is considered given the zoning of the subject site and surrounding land (Rural) will remain for this purpose in the imminent future.

With respect to vehicle assess for the site, it is proposed that a new 180 metre long access track which connects with the Castlereagh Highway will be constructed. Further details regarding access will be discussed later in this report.

No vegetation is proposed to be removed to facilitate the development as the siting of the facility is to be located within an existing cleared area.

The required MCU development application is considered to fall within a 'Telecommunication Facility Use' under the current *Balonne Shire Council Planning Scheme 2006* and is therefore identified as code assessable under the tables of assessment for the Rural Zone.

Figure 1 – Locality Plan of proposed Telecommunications Facility (Tower) on property - Lot 2 on Plan BLM806197



Legend	
★	Subject Site
●	Approximate location of proposed Telecommunications Facility (NBN Tower)

ASSESSMENT

The application is subject to Code Assessment and therefore requires assessment against the applicable State Planning Policy (SPP) and codes to which the application relates within *Balonne Shire Planning Scheme 2006*. The following is an assessment of the proposal's compliance with the SPP and Rural Zone Code and Flood Hazard Overlay Code of the current scheme.

State Planning Policy

Under SPA s 313 Council must consider code assessable development applications against the State Planning Policies. The *State Planning Policy (SPP) – July 2017* presents State interests in five themes, of which one can be applied to this application: State Interest – planning for safety and resilience to hazards. Provided below is an assessment against the relative assessment benchmarks of the state interest that has been identified as applicable to this development.

- **Planning for safety and resilience to hazards**
  The site is identified within the *Balonne Shire Council Planning Scheme 2006* as being subject to the Flood Hazard Overlay. The Flood Hazard Overlay Code contained in the scheme appropriately integrates the assessment benchmarks for planning for safety and resilience to hazards contained in the SPP which must be considered. Accordingly, assessment against the Flood Hazard Overlay code relevant criteria will occur later in this report.

Balonne Shire Council Planning Scheme 2006

Rural Zone Code

The proposed telecommunications facility (NBN tower) is to be located in a largely agricultural area in the Rural Zone. It is considered, given after construction the facility will be unmanned and the area of occupation being only 224sqm, that the existing and future surrounding rural activities will not be prejudiced by the development. The facility will not create any negative impacts to the environment being that it is low impact and will be located on a concrete slab. The operation is limited to being a wireless hub facility that will provide a critical connection between the fixed fibre facility "St George South" and the fixed wireless facility "Dirranbandi". The proposed facility will work with adjoining facilities to provide NBN fixed wireless services to approximately 400 premises in Dirranbandi area. As a result of the development, limited infrastructure is required and therefore impacts to existing infrastructure are considered to be minimal and may only occur during the construction phase. The area is located in the flood hazard overlay and appropriate mitigation measures have been considered in the design. Further detail on this aspect is described later in the report. While the structure will be visible given the substantial height, the operation is not considered to adversely impact on the existing operations of the zone. Importantly, the development will not emit any air / noise pollutions. It is recognised in addition that telecommunications facilities are not uncommon in rural areas around Balonne Shire.

On the basis of the above, the proposed development is considered to be consistent with the Overall Outcomes sought for development in the Rural Zone Code.

The proposed development is also considered to comply with the applicable requirements of the Rural Zone Code and the following outlines of the proposal's compliance with the Rural Zone Code in the instances where performance solutions are considered appropriate.

A. For all of the Rural Zone

Performance Criterion 1 – Electricity

Premises are provided with a supply of electricity adequate for the activity.

As stated in the attached planning report, electricity is to be sourced from an existing three phase power pole via underground power to the facility. In the unlikely event that power is not available to the site; a temporary

power supply would be required in the form of a generator. As expected, any upgrades to existing power facilities will be at the applicant's expense. A note on any approval will be included will summarise that connection to electricity lies within ergon energy's jurisdiction and not Council's.

Performance Criterion 4 – Stormwater/Inter-Allotment Drainage
Stormwater is collected and discharged so as to:
(a) protect the stability of buildings or the use adjacent land;
(b) prevent the waterlogging of nearby land;
(c) protect and maintain environmental values; and
(d) to ensure that safety and efficiency on the state-controlled road is not compromised.

Given the proposed facility incorporates very minimal hard surfaces, and any hard surfaces are over a limited area, limited if no stormwater runoff will occur on the site. Regardless, to ensure no negative impacts occur to the environment during the construction phase appropriate stormwater conditions are included.

Performance Criterion 5 – Vehicle Access
Vehicle access is provided to a standard appropriate for the use.

The proposed development does not include any new formalised access roads. It is considered that access to the facility will be via Castlereagh Highway. From Castlereagh Highway to the site within the property, a 180 metre crushed gravel access track will be created. It is importantly recognised that this will be entirely on private property (freehold land). This access is considered to be sufficient to accommodate vehicles onsite and allow for movement off the site in a forwards direction as once the telecommunications facility has been constructed there will be limited vehicles entering the site with the exception for maintenance purposes. In addition Council's Civil Engineer/Project Officer has confirmed that subject to appropriate conditions pertaining to sight distance, width of access, crossover surface and pavement depth the development raises no concerns regarding access.

Performance Criterion 7 – Parking and Manoeuvring
Vehicle parking and service vehicle provision is adequate for the use whilst ensuring both safe and functional operation for motorists and pedestrians.

Schedule 2 of *Balonne Shire Council Planning Scheme 2006* does not stipulate a statutory minimum car parking requirement for a 'Telecommunication Facility' use. Accordingly, it is at the discretion of Council as to the number of car parking spaces required. The applicant's proposal requests a full waiver of car parking spaces. It is considered this can be justified given after construction of the development the traffic generated onsite will be limited to maintenance vehicles which are estimated to visit the facility 1-2 times per year. On this basis it is considered that formal provision of car parking spaces would be onerous and therefore no car parking is to be provided for the facility.

Performance Criterion 13 – Aerodrome Safety and Obstruction
The development of premises does not cause an obstruction or other potential hazard to aircraft movement associated with the aerodrome by way of:
a) The physical intrusion of buildings or other structures into the Obstacle Limitation Surface;
b) Attracting birds or bats to the area which could cause or contribute to bird strike hazard
c) Providing very bright lighting or lighting similar to aerodrome lighting which can affect communication facilities;
d) Emissions that may affect pilot visibility or aircraft operations; or
f) Transient intrusions into the aerodromes operational space.

The location of the development is considerable distance from the St George and Dirranbandi aerodromes and further on Map R6 – Obstacle Limitation Surfaces of the Balonne Shire Council Planning Scheme, is not identified within the Obstacle Limitation Surfaces. It is considered given the operation of the use that bats and birds will not be attracted to the site and wildlife conditions will remain as per existing. Furthermore, the application was discussed with Chris Wilson – Councils Technical Officer who discussed the proposal with Graham Oehlerich- CASA Aerodrome Safety Inspector who has reiterated that the NBN tower is of significant distance out of the obstacle limitation surface whereby not being a concern and therefore will not negatively impact on the St George aerodrome existing conditions / operations. However, given the height of the tower and safety of airspace in Balonne Shire it is recommended that a condition be included on any permit that issues requiring safety lighting be placed on the tower once constructed.

Performance Criterion 22 – Air Emissions
Air emissions from the premises do not cause environmental harm or nuisance to adjoining properties or sensitive land uses.

The proposed development being for a NBN tower is not considered to create any air emissions or odour.

Regardless of the above, a condition will be included on any permit that issues requiring that emissions comply with the *Environmental Protection (Air) Policy 2008*.

Performance Criterion 23 – Noise Emissions
Noise emissions from the premises do not cause environmental harm or nuisance to adjoining properties or sensitive land uses.

The only time where noise emissions will occur will be during the period of construction of the facility (approximately 10 weeks). After construction has been completed the only anticipated noise from the site will be from the air-conditioning equipment. It is considered that this noise will be at a low level to a domestic air conditioning unit whereby no environmental harm or nuisance will occur to adjoining properties or sensitive land uses.

Regardless of the above, a condition will be included on any permit that issues requiring that noise emissions comply with the *Environmental Protection (Noise) Policy 2008* and the hours of operation during construction will also be enforced on any permit that issues by way of condition.

Performance Criterion 31- Protected Areas
Development is undertaken to ensure areas of significant biodiversity and habitat value are protected.

While the proposal is located within a protected area identified on R3 – Protected Areas Map, the proposal is located within a cleared area of the lot largely devoid of vegetation. No vegetation is proposed to be removed to facilitate the development. Furthermore, the facility footprint is limited to 224sqm. On this basis, significant biodiversity and habitat value will continue to be protected and not impacted on by the facility.

C. Specific Land Uses: i. Telecommunications Facility
Performance Criterion 69 – Visual Impact
Development is visually integrated with its landscape or townscape so as to not be visually dominant or unduly visually obtrusive.

The location of the proposed facility is considered to not be visually dominant of the landscape or unduly visually obtrusive. Importantly, the subject site is located out of town (approximately 37km south west of St George and 34 km north east of Dirranbandi, as the crow flies) where the allotments sizes are larger and occupied with primarily agricultural activities over residential / sensitive land uses which are generally clustered

in towns within Balonne Shire. Given the nature of the existing use on the lot and surrounding lots being for rural purposes there is suitable separation from residences, namely there is not a residence within an 850 metre radius of the tower. It is importantly noted in addition that an existing 90 metre telecommunications facility is located 290 metres west of the proposed location for the NBN tower on the opposite side of the Castlereagh Highway.

As stated in the planning report submitted with the application, Telecommunications facilities need to be located in or near the area for which they are designated to provide or improve coverage, or in this instance, be located within close proximity and line of sight to adjoining network facilities. Whilst the proposal may be visible from certain view corridors within the area and along Castlereagh Highway, it is considered that the design and location as described above will not visually dominate or be unduly visually obtrusive.

Flood Hazard Overlay Code

While the proposed telecommunications facility is to occur on a lot that is identified as being affected by the Flood Hazard Overlay, it is considered that the overall outcomes of the Flood Hazard Overlay Code are met. The proposed development for an NBN tower does not include any ancillary caretaker residence or sensitive land uses. Regardless, any future development of this nature on the site would be required to comply with the flood hazard overlay and minimum finished floor level requirements which would be captured in a building application in the instance that planning approval would not be required. It is considered that given the ongoing use of the site will be for rural purposes, the number of people onsite affected by a flood event will remain as per current conditions as the facility is to be unmanned when construction is completed. Therefore, the development will not create any increased burden to emergency services. No natural features of the land i.e. natural ground levels, vegetation, is to be altered or blocked as part of the proposal and therefore it is considered that the natural process of water flow over the land will continue as per the current situation.

On the basis of the above, the proposed telecommunications facility is considered to be consistent with the Overall Outcomes sought for the Flood Hazard Overlay Code.

The proposed telecommunications facility is also considered to comply with the applicable requirements of the Flood Hazard Overlay Code. The following outlines of the proposal's compliance with the relevant Codes Performance Criteria.

Performance Criterion 1- Built Form

Development is resilient to flood events by ensuring design and built form account for the potential risks of flooding.

The proposed telecommunications facility is to have a compound fence surrounding the area which is to be constructed of chain links. It is considered that any flood waters will not be impeded by the fencing. The proposed facility is to be located on an elevated steel platform to reduce the risk of flooding affecting the ground level equipment. It is considered that the platform will allow the flow through of flood waters. No residential or sensitive land uses are proposed as part of the development. On the basis of the above it is considered that flood waters have been appropriately mitigated in the design of the telecommunication facility.

Performance Criterion 2 – Development Siting and Layout

Development sting and layout responds to flooding potential and maintains personal safety at all times.

It is recognised that given the proposal is not for residential purposes, nor will create any new lots and will operate on an unmanned basis (with the exception of occasional site visits by persons for maintenance), that signage for emergency routes is not required for personal safety as if the site were to become subject to a flood event there would be no persons onsite that would be physically isolated.

Performance Criterion 3 – Effects on flood behaviour
Development directly, indirectly and cumulatively avoids any increase in water flow velocity or flood level, and does not increase the potential for flood damage either on site or on other properties.

The proposed facility will not block or divert floodwaters in a manner that increases the flood height or velocity onsite or on other properties. Importantly, the outdoor cabinet with equipment is to be located on an elevated steel platform to reduce the risk of flooding affecting equipment. Both the steel platform and compound fence will allow the flow of floodwaters through the site whereby not increasing the potential for flood damage on either the site or surrounding properties. The construction works for the development do not involve any excavation or filling nor any physical alteration to a watercourse or floodway.

Performance Criterion 5 – Disaster management responses
The development supports, and does not unduly burden, disaster management response or recovery capacity and capabilities.

It is considered given the nature of the use proposed, for telecommunications facility purposes, that there will be no people onsite therefore in a flood event no additional risk is added to the site. As stated previously, the structure is to be located on an elevated steel platform to reduce the risk of flooding affecting equipment. The platform is anticipated to also allow the natural flow through of flood waters.

Performance Criterion 6 – Community Infrastructure
Development involving community infrastructure (defined as Sensitive Land Uses and Community Oriented Uses under this Scheme):

a) *Remains functional to serve community need during and immediately after a flood event;*
b) *Is designed, sited and operated to avoid adverse impacts on the community or the environment due to the impacts of flooding on infrastructure, facilities or access and egress routes;*
c) *Retains essential site access during a flood event;*
d) *And is able to remain functional even when other infrastructure or services may be compromised in a flood event.*

No part of the proposal is considered to be a sensitive land use i.e. residence or community oriented use. To mitigate the potential for flooding to impact on the infrastructure (telecommunications facility) causing failure, the proposal includes provision of an elevated steel platform to protect the electrical equipment in the event of a flood i.e. all equipment to be located on the platform above the floodwaters. The height of the platform on the plans submitted is not noted. The flood hazard overlay stipulates for the site that MHFFL be located 1 metre above natural ground level. While the tower does not have a mandatory requirement to meet this, as it is not a habitable structure, NBN have advised in the planning report that the final height of the elevated steel platform can be confirmed by Council in accordance with the MHFFL. Accordingly, a note will be included on the approval that Council recommend the elevated steel platform be a minimum 1 metre above natural ground in accordance with the Flood Hazard Overlay Mapping in the *Balonne Shire Council Planning Scheme 2006* to minimise inundation in a flood event.

State Assessment – Referral Agencies
The application was not required to be referred to any external referral agencies.

Link to Corporate Plan

Function	Key Program Area
Wise Planning & Design	Development Assessment: To provide appropriate controls to ensure and encourage balanced quality development of the Shire and

	protection of the environment.

Consultation (internal/external)

Civil Engineer/Project Officer – Bill Kirby
Technical Officer – Chris Wilson
General Manager, Airport Operation Support Pty Ltd, CASA Aerodrome Safety Inspector – Graham Oehlerich
Director Community and Environmental Sustainability – Jamie Gorry

Legal Implications

The *Planning Act 2016* and Council's planning scheme apply.

Policy Implications

Council's planning policies apply.

Financial and Resource Implications

Nil

Attachments

1. Attachment 1 - Planning Application (Complete) ⇩

Recommendation/s

That:

1. Council receives this report.

2. Council approves the development application MCU 159 Application for a Material Change of Use - Telecommunications Facility - 'Kendal' 3750 Castlereagh Highway, St George Lot 2 BLM806197

DEVELOPMENT PERMIT CONDITIONS

Approved Plans and Supporting Documentation

3. The development must be carried out generally in accordance with the Balonne Shire Council stamped/approved plan(s) and supporting documentation referenced in the table below which forms part of this approval, unless otherwise specified by any condition of this approval.

Plan/Document number	Plan/Document name	Date
4STG-54-05-DIRN-C2	Overall Site Plan	18/07/2017
4STG-54-05-DIRN-C3	Site Setout Plan	18/07/2017
4STG-54-05-DIRN-C4	Site Elevation	18/07/2017
4STG-54-05-DIRN-C5	Allotment Plan	18/07/2017
4STG-54-05-DIRN-A1	NBN Antenna Configuration & Setout Plan	18/07/2017

Approved Development

4. The approved development is for a Material Change of Use MCU 159 Application for a Material Change of Use - Telecommunications Facility - 'Kendal' 3750 Castlereagh Highway, St George Lot 2 BLM806197 as shown on the approved plans.

5. All conditions of the approval shall be complied with before the change occurs (prior to the commencement of the use) and while the use continues, unless otherwise noted within the conditions.

6. All costs associated with compliance with these conditions shall be the responsibility of the developer unless otherwise noted.

Hours of Operation

7. Construction hours for the development are restricted to 6.30am to 6.30pm Monday to Saturday inclusive. Construction activities are not permitted on Sunday's and Public Holidays.

Safety

8. Install, operate and maintain remote monitored obstacle lighting generally in accordance with

the Civil Aviation Safety Authority's (CASA) Manual of Standards (MOS).

Avoiding Nuisance

9. Any lighting shall be directed or shielded so as to ensure that no glare directly affects nearby properties.

10. The site shall be maintained in a clean and orderly state, at all times to Council's satisfaction.

11. Noise emissions from the development shall not cause environmental harm of nuisance to adjoining properties or "Sensitive Land Uses" in accordance with the *Environmental Protection (Noise) Policy 2008*.

12. Air emissions from the development shall not cause environmental harm of nuisance to adjoining properties or "Sensitive Land Uses" in accordance with the *Environmental Protection (Air) Policy 2008*.

Waste Management

13. All waste generated from construction of the premises must be effectively controlled onsite before disposal. All waste must be disposed of in accordance with the *Environmental Protection (Waste Management) Regulation 2000*.

Environmental - Stormwater – Drainage

14. There must be no increase in any silt loads or contaminants in any overland flow from the property during the development process and after development has been completed.

15. During construction, soil erosion and sediment shall be managed in accordance with *Schedule 7: "Standards for Construction Activity" of the Balonne Shire Planning Scheme 2006*.

Access, Parking & Manoeuvring

16. Horizontal and Vertical Sight distance at access point to Castlereagh Highway must not be less than 110 metres.

17. Width of tower access road must be adequate at the Castlereagh Highway access turnout for intended maximum size vehicle during tower construction and maintenance and a minimum width of 25 metres at the Castlereagh Highway edge of shoulder.

18. Vehicle crossover surface must not be higher than Castlereagh Highway existing table drain at the table drain invert.

19. Minimum pavement depth of 300 mm is required on the access road for a distance of not less than 25 metres from Castlereagh Highway edge of shoulder or to the shire road boundary.

20. Vehicle access and manoeuvring shall be maintained in accordance with relevant criteria of Schedule *2: "Standards for Roads, Car Parking, Access and Manoeuvring Areas"* of the *Balonne Shire Planning Scheme*.

21. The developer shall be responsible for construction and maintenance of vehicle crossovers from

the road carriageway to the property boundary and for obtaining any approvals that may be required, and for complying with the applicable designs and standards.

22. Ensure loading and unloading operations are conducted wholly within the site and vehicles enter and exit the site in a forward direction.

NOTES:

- *This permit does not constitute any authority to carry out any building work, operational work or a different use to what is currently established and permitted under this approval unless all relevant permits are obtained.*

- *Nothing in this permit hereby issued approves the clearing of native vegetation.*

- *The Balonne Shire Council Planning Scheme 2006 identifies the site as being affected by the Flood Hazard Overlay. Specifically, Map R8 – B3 Page 6 of 10 identifies the minimum habitable finished floor level (MHFFL) for the site to be 1.0 metre above natural ground. Accordingly it is advised by Council that the proposed elevated steel platform be constructed at minimum to this height to minimise the potential of inundation to the telecommunications facility in a flood event.*

- *Connection to the electricity supply network will require separate consent from Ergon Energy. Council has no jurisdiction over this infrastructure.*

- *This development approval does not authorise any activity that may harm Aboriginal cultural heritage. Under the Aboriginal Cultural Heritage Act 2003 you have a duty of care in relation to such heritage. Section 23(1) provides that 'A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage. It may therefore be prudent for you to carry out searches, consultation, or a cultural heritage assessment to ascertain in the presence or otherwise of Aboriginal cultural heritage. Further information on cultural heritage responsibilities of developers can be obtained from the Department of Aboriginal and Torres Strait Islander Partnerships.*

Jamie Gorry
Director Community and Environmental Services

27 July 2017

Chief Executive Officer
Balonne Shire Council
PO Box 201
ST GEORGE QLD 4487

Dear Sir/Madam,

Proposed National Broadband Network Fixed Wireless Facility at 3750 Castlereagh Highway, St George QLD 4487 (Lot 2 on BLM806197).

nbn has engaged Ericsson as the equipment vendor and project manager to establish the infrastructure required to facilitate the fixed wireless component of the **nbn™** network. Ericsson has in turn engaged Visionstream to act on its behalf in relation to the establishment of the required fixed wireless network infrastructure.

The **nbn™** network is an upgrade to Australia's existing telecommunications network. It is designed to provide Australians with access to fast, affordable and reliable internet and landline phone services.

nbn plans to upgrade the existing telecommunications network in the most cost-efficient way using best-fit technology and taking into consideration existing infrastructure.

To enable the provision of these services to the local community, **nbn** has undertaken a thorough analysis of potential site alternatives and during this process has attempted to select the most appropriate site. Factors such as the ability to meet the required coverage and technical objectives, opportunities for co-location, the surrounding landscape and community needs have all been carefully considered as part of this selection process.

Based on this assessment, **nbn** determined that the above address would be the most appropriate location to establish a facility so as to provide high speed wireless broadband coverage to St George and surrounding areas.

Please find enclosed an application for a planning permit and supporting information for a proposed telecommunications facility comprising a 70.0 metre lattice tower and two (2) radio communications dishes to be located on the lattice tower. Proposed works also include ancillary components at the above address which will form part the **nbn™** fixed wireless infrastructure.

The application is accompanied by:

- Town planning report;
- Proposed plans;
- Applicable codes;
- Signed owners consent form;
- Site photographs; and
- A copy of the relevant title and easement searches.

Payment for the sum of $1,820.00 will be made direct to the assessment manager via Credit Card payment. We trust that you have all the necessary information to commence your assessment of this application.

If you have any queries regarding this application please do not hesitate to call Laura Daly on (07) 3169 8328 or alternatively email on Laura.Daly@visionstream.com.au

Yours Sincerely,



Laura Daly
Town Planner

DA Form 1 – Development application details

Approved form (version 1.0 effective 3 July 2017) made under section 282 of the Planning Act 2016.

This form **must** be used to make a development application **involving code assessment or impact assessment**, except when applying for development involving building work.

For a development application involving **building work only**, use *DA Form 2 – Building work details*.

For a development application involving **building work associated with any other type of assessable development**, use this form (*DA Form 1*) **and** parts 4 to 6 of *DA Form 2 – Building work details.*

Unless stated otherwise, all parts of this form **must** be completed in full and all required supporting information **must** accompany the development application.

One or more additional pages may be attached as a schedule to this development application if there is insufficient space on the form to include all the necessary information.

This form and any other form relevant to the development application must be used to make a development application relating to strategic port land and Brisbane core port land under the *Transport Infrastructure Act 1994*, and airport land under the *Airport Assets (Restructuring and Disposal) Act 2008.* For the purpose of assessing a development application relating to strategic port land and Brisbane core port land, any reference to a planning scheme is taken to mean a land use plan for the strategic port land, Brisbane port land use plan for Brisbane core port land, or a land use plan for airport land.

Note: *All terms used in this form have the meaning given under the Planning Act 2016, the Planning Regulation 2017, or the Development Assessment Rules (DA Rules).*

PART 1 – APPLICANT DETAILS

1) Applicant details	
Applicant name(s) *(individual or company full name)*	nbn C/- Visionstream Pty Ltd
Contact name *(only applicable for companies)*	Laura Daly
Postal address *(P.O. Box or street address)*	PO Box 5452
Suburb	West End
State	QLD
Postcode	4101
Country	Australia
Contact number	(07) 3169 8328
Email address *(non-mandatory)*	Laura.daly@visionstream.com.au
Mobile number *(non-mandatory)*	
Fax number *(non-mandatory)*	
Applicant's reference number(s) *(if applicable)*	nbn – Dirranbandi North

2) Owner's consent
2.1) Is written consent of the owner required for this development application?
☒ Yes – the written consent of the owner(s) is attached to this development application ☐ No – proceed to 3)

Queensland Government

PART 2 – LOCATION DETAILS

3) Location of the premises *(complete 3.1) or 3.2), and 3.3) as applicable)*

***Note**: Provide details below and attach a site plan for any or all premises part of the development application. For further information, see DA Forms Guide: Relevant plans.*

3.1) Street address and lot on plan

☐ Street address **AND** lot on plan *(all lots must be listed)*, ***or***

☐ Street address **AND** lot on plan for an adjoining or adjacent property of the premises *(appropriate for development in water but adjoining or adjacent to land e.g. jetty, pontoon; all lots must be listed).*

a)	Unit No.	Street No.	Street Name and Type	Suburb
		3750	Castlereagh Highway	St George QLD
	Postcode	Lot No.	Plan Type and Number *(e.g. RP, SP)*	Local Government Area(s)
	4487	2	BLM806197	Balonne Shire Council
b)	Unit No.	Street No.	Street Name and Type	Suburb
	Postcode	Lot No.	Plan Type and Number *(e.g. RP, SP)*	Local Government Area(s)

3.2) Coordinates of premises *(appropriate for development in remote areas, over part of a lot or in water not adjoining or adjacent to land e.g. channel dredging in Moreton Bay)*

***Note**: Place each set of coordinates in a separate row. Only one set of coordinates is required for this part.*

☒ Coordinates of premises by longitude and latitude

Longitude(s)	Latitude(s)	Datum	Local Government Area(s) *(if applicable)*
-28.36460	148.48985	☐ WGS84 ☒ GDA94 ☐ Other:	Balonne Shire Council

☐ Coordinates of premises by easting and northing

Easting(s)	Northing(s)	Zone Ref.	Datum	Local Government Area(s) *(if applicable)*
		☐ 54 ☐ 55 ☐ 56	☐ WGS84 ☐ GDA94 ☐ Other:	

3.3) Additional premises

☐ Additional premises are relevant to this development application and their details have been attached in a schedule to this application

☒ Not required

4) Identify any of the following that apply to the premises and provide any relevant details

☐ In or adjacent to a water body or watercourse or in or above an aquifer	
Name of water body, watercourse or aquifer:	
☐ On strategic port land under the *Transport Infrastructure Act 1994*	
Lot on plan description of strategic port land:	
Name of port authority for the lot:	
☐ In a tidal area	
Name of local government for the tidal area *(if applicable)*:	
Name of port authority for tidal area *(if applicable)*:	
☐ On airport land under the *Airport Assets (Restructuring and Disposal) Act 2008*	
Name of airport:	
☐ Listed on the Environmental Management Register (EMR) under the *Environmental Protection Act 1994*	
EMR site identification:	

☐ Listed on the Contaminated Land Register (CLR) under the *Environmental Protection Act 1994*	
CLR site identification:	

5) Are there any existing easements over the premises?

Note: Easement uses vary throughout Queensland and are to be identified correctly and accurately. For further information on easements and how they may affect the proposed development, see DA Forms Guide.

☐ Yes – All easement locations, types and dimensions are included in plans submitted with this development application

☒ No

PART 3 – DEVELOPMENT DETAILS

Section 1 – Aspects of development

6.1) Provide details about the first development aspect

a) What is the type of development? *(tick only one box)*

☒ Material change of use ☐ Reconfiguring a lot ☐ Operational work ☐ Building work

b) What is the approval type? *(tick only one box)*

☒ Development permit ☐ Preliminary approval ☐ Preliminary approval that includes a variation approval

c) What is the level of assessment?

☒ Code assessment ☐ Impact assessment *(requires public notification)*

d) Provide a brief description of the proposal *(e.g. 6 unit apartment building defined as multi-unit dwelling, reconfiguration of 1 lot into 3 lots)*:

Material Change of Use (Development Permit) for Telecommunications Facility

e) Relevant plans

***Note**: Relevant plans are required to be submitted for all aspects of this development application. For further information, see DA Forms guide: Relevant plans.*

☒ Relevant plans of the proposed development are attached to the development application

6.2) Provide details about the second development aspect

a) What is the type of development? *(tick only one box)*

☐ Material change of use ☐ Reconfiguring a lot ☐ Operational work ☐ Building work

b) What is the approval type? *(tick only one box)*

☐ Development permit ☐ Preliminary approval ☐ Preliminary approval that includes a variation approval

c) What is the level of assessment?

☐ Code assessment ☐ Impact assessment *(requires public notification)*

d) Provide a brief description of the proposal *(e.g. 6 unit apartment building defined as multi-unit dwelling, reconfiguration of 1 lot into 3 lots)*

e) Relevant plans

***Note**: Relevant plans are required to be submitted for all aspects of this development application. For further information, see DA Forms Guide: Relevant plans.*

☐ Relevant plans of the proposed development are attached to the development application

6.3) Additional aspects of development

☐ Additional aspects of development are relevant to this development application and the details for these aspects that would be required under Part 3 Section 1 of this form have been attached to this development application

☒ Not required

Section 2 – Further development details

7) Does the proposed development application involve any of the following?	
Material change of use	☒ Yes – complete division 1 if assessable against a local planning instrument
Reconfiguring a lot	☐ Yes – complete division 2
Operational work	☐ Yes – complete division 3
Building work	☐ Yes – complete *DA Form 2 – Building work details*

Division 1 – Material change of use

***Note**: This division is only required to be completed if any part of the development application involves a material change of use assessable against a local planning instrument.*

8.1) Describe the proposed material change of use			
Provide a general description of the proposed use	Provide the planning scheme definition *(include each definition in a new row)*	Number of dwelling units *(if applicable)*	Gross floor area (m^2) *(if applicable)*
Telecommunications Facility	Telecommunications Facility	N/A	224sqm

8.2) Does the proposed use involve the use of existing buildings on the premises?
☐ Yes
☒ No

Division 2 – Reconfiguring a lot

***Note**: This division is only required to be completed if any part of the development application involves reconfiguring a lot.*

9.1) What is the total number of existing lots making up the premises?

9.2) What is the nature of the lot reconfiguration? *(tick all applicable boxes)*	
☐ Subdivision *(complete 10))*	☐ Dividing land into parts by agreement *(complete 11))*
☐ Boundary realignment *(complete 12))*	☐ Creating or changing an easement giving access to a lot from a construction road *(complete 13))*

10) Subdivision 10.1) For this development, how many lots are being created and what is the intended use of those lots:				
Intended use of lots created	Residential	Commercial	Industrial	Other, please specify:
Number of lots created				

10.2) Will the subdivision be staged?	
☐ Yes – provide additional details below ☐ No	
How many stages will the works include?	
What stage(s) will this development application apply to?	

11) Dividing land into parts by agreement – how many parts are being created and what is the intended use of the parts?				
Intended use of parts created	Residential	Commercial	Industrial	Other, please specify:
Number of parts created				

12) Boundary realignment 12.1) What are the current and proposed areas for each lot comprising the premises?			
Current lot		Proposed lot	
Lot on plan description	Area (m^2)	Lot on plan description	Area (m^2)

12.2) What is the reason for the boundary realignment?

13) What are the dimensions and nature of any existing easements being changed and/or any proposed easement? *(attach schedule if there are more than two easements)*				
Existing or proposed?	Width (m)	Length (m)	Purpose of the easement? *(e.g. pedestrian access)*	Identify the land/lot(s) benefitted by the easement

Division 3 – Operational work

***Note**: This division is only required to be completed if any part of the development application involves operational work.*

14.1) What is the nature of the operational work?		
☐ Road work	☐ Stormwater	☐ Water infrastructure
☐ Drainage work	☐ Earthworks	☐ Sewage infrastructure
☐ Landscaping	☐ Signage	☐ Clearing vegetation
☐ Other – please specify:		

14.2) Is the operational work necessary to facilitate the creation of new lots? *(e.g. subdivision)*
☐ Yes – specify number of new lots:
☐ No

14.3) What is the monetary value of the proposed operational work? *(include GST, materials and labour)*
$

PART 4 – ASSESSMENT MANAGER DETAILS

15) Identify the assessment manager(s) who will be assessing this development application
Balonne Shire Council
16) Has the local government agreed to apply a superseded planning scheme for this development application?
☐ Yes – a copy of the decision notice is attached to this development application ☐ Local government is taken to have agreed to the superseded planning scheme request – relevant documents attached ☒ No

PART 5 – REFERRAL DETAILS

17) Do any aspects of the proposed development require referral for any referral requirements? ***Note**: A development application will require referral if prescribed by the* Planning Regulation 2017.
☒ No, there are no referral requirements relevant to any development aspects identified in this development application – proceed to Part 6
Matters requiring referral to the **chief executive of the Planning Regulation 2017:** ☐ Clearing native vegetation ☐ Contaminated land *(unexploded ordnance)*

☐ Environmentally relevant activities (ERA) *(only if the ERA have not been devolved to a local government)*
☐ Fisheries – aquaculture
☐ Fisheries – declared fish habitat area
☐ Fisheries – marine plants
☐ Fisheries – waterway barrier works
☐ Hazardous chemical facilities
☐ Queensland heritage place *(on or near a Queensland heritage place)*
☐ Infrastructure – designated premises
☐ Infrastructure – state transport infrastructure
☐ Infrastructure – state transport corridors and future state transport corridors
☐ Infrastructure – state-controlled transport tunnels and future state-controlled transport tunnels
☐ Infrastructure – state-controlled roads
☐ Land within Port of Brisbane's port limits
☐ SEQ development area
☐ SEQ regional landscape and rural production area or SEQ Rural living area – community activity
☐ SEQ regional landscape and rural production area or SEQ Rural living area – indoor recreation
☐ SEQ regional landscape and rural production area or SEQ Rural living area – residential development
☐ SEQ regional landscape and rural production area or SEQ Rural living area – urban activity
☐ Tidal works or works in a coastal management district
☐ Urban design
☐ Water-related development – taking or interfering with water
☐ Water-related development – removing quarry material *(from a watercourse or lake)*
☐ Water-related development – referable dams
☐ Water-related development – construction of new levees or modification of existing levees *(category 2 or 3 levees only)*
☐ Wetland protection area

Matters requiring referral to the **local government:**
☐ Airport land
☐ Environmentally relevant activities (ERA) *(only if the ERA have been devolved to local government)*
☐ Local heritage places

Matters requiring referral to the **chief executive of the distribution entity or transmission entity:**
☐ Electricity infrastructure

Matters requiring referral to:
- The **chief executive of the holder of the licence**, if not an individual
- The **holder of the licence**, if the holder of the licence is an individual

☐ Oil and gas infrastructure

Matters requiring referral to **the Brisbane City Council:**
☐ Brisbane core port land

Matters requiring referral to the **Minister under the Transport Infrastructure Act 1994:**
☐ Brisbane core port land
☐ Strategic port land

Matters requiring referral to the **relevant port operator:**
☐ Brisbane core port land (below high-water mark and within port limits)

Matters requiring referral to the **chief executive of the relevant port authority:**
☐ Land within limits of another port

Matters requiring referral to the **Gold Coast Waterways Authority:**
☐ Tidal works, or development in a coastal management district in Gold Coast waters

Matters requiring referral to the **Queensland Fire and Emergency Service:**
☐ Tidal works, or development in a coastal management district

18) Has any referral agency provided a referral response for this development application?		
☐ Yes – referral response(s) received and listed below are attached to this development application ☒ No		
Referral requirement	Referral agency	Date of referral response
Identify and describe any changes made to the proposed development application that was the subject of the referral response and the development application the subject of this form, or include details in a schedule to this development application *(if applicable).*		

PART 6 – INFORMATION REQUEST

19) Information request under Part 3 of the DA Rules

☒ I agree to receive an information request if determined necessary for this development application

☐ I do not agree to accept an information request for this development application

***Note**: By not agreeing to accept an information request I, the applicant, acknowledge:*

- *that this development application will be assessed and decided based on the information provided when making this development application and the assessment manager and any referral agencies relevant to the development application are not obligated under the DA Rules to accept any additional information provided by the applicant for the development application unless agreed to by the relevant parties*
- *Part 3 of the DA Rules will still apply if the application is an application listed under section 11.3 of the DA Rules.*

Further advice about information requests is contained in the DA Forms Guide.

PART 7 – FURTHER DETAILS

20) Are there any associated development applications or current approvals? *(e.g. a preliminary approval)*

☐ Yes – provide details below or include details in a schedule to this development application

☒ No

List of approval/development application references	Reference number	Date	Assessment manager
☐ Approval ☐ Development application			
☐ Approval ☐ Development application			

21) Has the portable long service leave levy been paid? *(only applicable to development applications involving building work or operational work)*

☐ Yes – the yellow local government/private certifier's copy of the receipted QLeave form is attached to this development application

☐ No – I, the applicant will provide evidence that the portable long service leave levy has been paid before the assessment manager decides the development application. I acknowledge that the assessment manager may give a development approval only if I provide evidence that the portable long service leave levy has been paid

☒ Not applicable

Amount paid	Date paid (dd/mm/yy)	QLeave levy number (A, B or E)
$		

22) Is this development application in response to a show cause notice or required as a result of an enforcement notice?

☐ Yes – show cause or enforcement notice is attached

☒ No

23) Further legislative requirements

Environmentally relevant activities

23.1) Is this development application also taken to be an application for an environmental authority for an **Environmentally Relevant Activity (ERA)** under section 115 of the *Environmental Protection Act 1994*?

☐ Yes – the required attachment (form EM941) for an application for an environmental authority accompanies this development application, and details are provided in the table below

☒ No

***Note**: Application for an environmental authority can be found by searching "EM941" at www.qld.gov.au. An ERA requires an environmental authority to operate. See www.business.qld.gov.au for further information.*

Proposed ERA number:		Proposed ERA threshold:	
Proposed ERA name:			

☐ Multiple ERAs are applicable to this development application and the details have been attached in a schedule to this development application.

Hazardous chemical facilities

23.2) Is this development application for a **hazardous chemical facility**?

☐ Yes – *Form 69: Notification of a facility exceeding 10% of schedule 15 threshold* is attached to this development application

☒ No

***Note**: See www.justice.qld.gov.au for further information.*

Clearing native vegetation

23.3) Does this development application involve **clearing native vegetation** that requires written confirmation the chief executive of the *Vegetation Management Act 1999* is satisfied the clearing is for a relevant purpose under section 22A of the *Vegetation Management Act 1999*?

☐ Yes – this development application is accompanied by written confirmation from the chief executive of the *Vegetation Management Act 1999* (s22A determination)

☒ No

***Note**: See www.qld.gov.au for further information.*

Environmental offsets

23.4) Is this development application taken to be a prescribed activity that may have a significant residual impact on a **prescribed environmental matter** under the *Environmental Offsets Act 2014*?

☐ Yes – I acknowledge that an environmental offset must be provided for any prescribed activity assessed as having a significant residual impact on a prescribed environmental matter

☒ No

***Note**: The environmental offset section of the Queensland Government's website can be accessed at www.qld.gov.au for further information on environmental offsets.*

Koala conservation

23.5) Does this development application involve a material change of use, reconfiguring a lot or operational work within an assessable development area under Schedule 10, Part 10 of the Planning Regulation 2017?

☐ Yes

☒ No

***Note**: See guidance materials at www.ehp.qld.gov.au for further information.*

Water resources

23.6) Does this development application involve **taking or interfering with artesian or sub artesian water, taking or interfering with water in a watercourse, lake or spring, taking overland flow water or waterway barrier works**?

☐ Yes – the relevant template is completed and attached to this development application

☒ No

***Note**: DA templates are available from www.dilgp.qld.gov.au.*

23.7) Does this application involve **taking or interfering with artesian or sub artesian water, taking or interfering with water in a watercourse, lake or spring, or taking overland flow water** under the *Water Act 2000*?

☐ Yes – I acknowledge that a relevant water authorisation under the *Water Act 2000* may be required prior to

commencing development

☒ No

***Note**: Contact the Department of Natural Resources and Mines at www.dnrm.qld.gov.au for further information.*

Marine activities

23.8) Does this development application involve **aquaculture, works within a declared fish habitat area or removal, disturbance or destruction of marine plants?**

☐ Yes – an associated resource allocation authority is attached to this development application, if required under the *Fisheries Act 1994*

☒ No

***Note**: See guidance materials at www.daf.qld.gov.au for further information.*

Quarry materials from a watercourse or lake

23.9) Does this development application involve the **removal of quarry materials from a watercourse or lake** under the *Water Act 2000?*

☐ Yes – I acknowledge that a quarry material allocation notice must be obtained prior to commencing development

☒ No

***Note**: Contact the Department of Natural Resources and Mines at www.dnrm.qld.gov.au for further information.*

Quarry materials from land under tidal waters

23.10) Does this development application involve the **removal of quarry materials from land under tidal water** under the *Coastal Protection and Management Act 1995?*

☐ Yes – I acknowledge that a quarry material allocation notice must be obtained prior to commencing development

☒ No

***Note**: Contact the Department of Environment and Heritage Protection at www.ehp.qld.gov.au for further information.*

Referable dams

23.11) Does this development application involve a **referable dam** required to be failure impact assessed under section 343 of the *Water Supply (Safety and Reliability) Act 2008* (the Water Supply Act)?

☐ Yes – the 'Notice Accepting a Failure Impact Assessment' from the chief executive administering the Water Supply Act is attached to this development application

☒ No

***Note**: See guidance materials at www.dews.qld.gov.au for further information.*

Tidal work or development within a coastal management district

23.12) Does this development application involve **tidal work or development in a coastal management district**?

☐ Yes – the following is included with this development application:

- ☐ Evidence the proposal meets the code for assessable development that is prescribed tidal work *(only required if application involves prescribed tidal work)*
- ☐ A certificate of title

☒ No

***Note**: See guidance materials at www.ehp.qld.gov.au for further information.*

Queensland and local heritage places

23.13) Does this development application propose development on or adjoining a place entered in the **Queensland heritage register** or on a place entered in a local government's **Local Heritage Register**?

☐ Yes – details of the heritage place are provided in the table below

☒ No

***Note**: See guidance materials at www.ehp.qld.gov.au for information requirements regarding development of Queensland heritage places.*

Name of the heritage place:		Place ID:	

Brothels

23.14) Does this development application involve a **material change of use for a brothel**?

☐ Yes – this development application demonstrates how the proposal meets the code for a development application for a brothel under Schedule 3 of the *Prostitution Regulation 2014*

☒ No

Decision under section 62 of the *Transport Infrastructure Act 1994*
23.15) Does this development application involve new or changed access to a state-controlled road?
☐ Yes - this application will be taken to be an application for a decision under section 62 of the *Transport Infrastructure Act 1994* (subject to the conditions in section 75 of the *Transport Infrastructure Act 1994* being satisfied) ☒ No

PART 8 – CHECKLIST AND APPLICANT DECLARATION

24) Development application checklist	
I have identified the assessment manager in question 15 and all relevant referral requirement(s) in question 17 ***Note**: See the Planning Regulation 2017 for referral requirements*	☒ Yes
If building work is associated with the proposed development, Parts 4 to 6 of *Form 2 – Building work details* have been completed and attached to this development application	☐ Yes ☒ Not applicable
Supporting information addressing any applicable assessment benchmarks is with development application ***Note**: This is a mandatory requirement and includes any relevant templates under question 23, a planning report and any technical reports required by the relevant categorising instruments (e.g. local government planning schemes, State Planning Policy, State Development Assessment Provisions). For further information, see DA Forms Guide: Planning Report Template.*	☒ Yes
Relevant plans of the development are attached to this development application ***Note**: Relevant plans are required to be submitted for all aspects of this development application. For further information, see DA Forms Guide: Relevant plans.*	☒ Yes
The portable long service leave levy for QLeave has been paid, or will be paid before a development permit is issued *(see 21))*	☐ Yes ☒ Not applicable

25) Applicant declaration
☒ By making this development application, I declare that all information in this development application is true and correct ☒ Where an email address is provided in Part 1 of this form, I consent to receive future electronic communications from the assessment manager and any referral agency for the development application where written information is required or permitted pursuant to sections 11 and 12 of the *Electronic Transactions Act 2001* ***Note**: It is unlawful to intentionally provide false or misleading information.*
Privacy – Personal information collected in this form will be used by the assessment manager and/or chosen assessment manager, any relevant referral agency and/or building certifier (including any professional advisers which may be engaged by those entities) while processing, assessing and deciding the development application. All information relating to this development application may be available for inspection and purchase, and/or published on the assessment manager's and/or referral agency's website. Personal information will not be disclosed for a purpose unrelated to the *Planning Act 2016*, Planning Regulation 2017 and the DA Rules except where: • such disclosure is in accordance with the provisions about public access to documents contained in the *Planning Act 2016* and the Planning Regulation 2017, and the access rules made under the *Planning Act 2016* and Planning Regulation 2017; or • required by other legislation (including the *Right to Information Act 2009*); or • otherwise required by law. This information may be stored in relevant databases. The information collected will be retained as required by the *Public Records Act 2002.*

PART 9 – FOR OFFICE USE ONLY

Date received: | | Reference number(s): | |

Notification of engagement of alternative assessment manager	
Prescribed assessment manager	
Name of chosen assessment manager	
Date chosen assessment manager engaged	
Contact number of chosen assessment manager	
Relevant licence number(s) of chosen assessment manager	

QLeave notification and payment *Note: For completion by assessment manager if applicable*	
Description of the work	
QLeave project number	
Amount paid ($)	
Date paid	
Date receipted form sighted by assessment manager	
Name of officer who sighted the form	

The *Planning Act 2016,* the Planning Regulation 2017 and the DA Rules are administered by the Department of Infrastructure, Local Government and Planning. This form and all other required development application materials should be sent to the assessment manager.

Individual owner's consent to the making of a development application under the *Planning Act 2016*

I, **Douglas John Slack** as owner of premise identified as follows **Lot 2 on Crown Plan BLM806197** consent to the making of a development application under the *Planning Act 2016* by **nbn** C/- Visionstream Pty Ltd on the premise described above for the purposes of: Material Change of Use (Development Permit) Telecommunication Facility.

Doug. Slack.

(Douglas John Slack)

Signed on the 24th. day of July 20 17

The Planning Act 2016 is administered by the Department of Infrastructure, Local Government and Planning, Queensland Government.

PPZ_0034_43 (B) Version#1 10.12.09

Planning Report

Proposed Fixed Wireless Facility

3750 Castlereagh Highway

St George QLD 4487

NBN SITE REFERENCE: NBN – DIRRANBANDI NORTH



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Contents

	Executive Summary	5
1.	**INTRODUCTION**	**7**
2.	**BACKGROUND**	**8**
2.1	nbn and the National Broadband Network	8
2.2	What is Fixed Wireless and how is it different to Mobile Broadband?	8
2.3	The Fixed Wireless Network – Interdependencies	8
3.	**SITE SELECTION**	**10**
3.1	Identification of areas requiring Fixed Wireless coverage	10
3.2	Site Selection Parameters	10
3.3	Candidate Sites	11
4.	**SUBJECT SITE & SURROUNDS**	**13**
4.1	Preferred Nominated Candidate	13
4.2	Site Context	13
5.	**THE PROPOSAL**	**15**
5.1	Facility and Equipment Details	15
5.2	Site Selection	18
6.	**CURRENT PLANNING CONTROLS**	**19**
6.1	Commonwealth Legislation	19
6.2	Queensland Planning Legislation and Guidelines	20
6.3	Local Government Regulatory Framework	24
7.	**OTHER ENVIRONMENTAL CONSTRAINTS AND OPPORTUNITIES**	**28**
7.1	Visual Impact	28
7.2	Heritage	28
7.3	Electrical Interference and Grounding of the Facility	28
7.4	Erosion, Sedimentation Control and Waste Management	29
7.5	Traffic Generation	29
7.6	Utility Services	29
7.7	Noise	29
7.8	Flora and Fauna	30
7.9	Endangered Species	30
7.10	Social and Economic Impacts	30
7.11	Public Safety	30
7.12	The Public Interest and the Benefits of Telecommunications	31
8.	**CONCLUSION**	**32**
Appendix A – Proposed Plans		**33**

Appendix B – Site Photographs	**34**
Appendix C – Applicable Local Codes and Comments	**41**
Appendix D – Copy of title	**42**

Executive Summary

Proposal	**nbn** propose to install a new fixed wireless facility at St George comprised of the following: ▪ 70m lattice tower; ▪ 2 X parabolic dish antennas; ▪ 1 X outdoor units (ODU) on elevated steel platform (outdoor cabinets); ▪ 2.4m high chainlink security compound fencing; and ▪ Ancillary equipment associated with operation of the facility, including cable trays, cabling, safe access methods, bird proofing, earthing, electrical works and air-conditioning equipment. All equipment will be located within a 224m² compound, enclosed by a 2.4 metre high chainlink fence. Not including any construction variations, the facility will not exceed a total height of 70.0 metres above ground level.
Purposes	The proposed facility is for transmission purposes only, providing an essential link between the **nbn™** Fixed Wireless facility "St George South" and the **nbn™** Fixed Wireless facility "Dirranbandi". The proposed facility will work with adjoining facilities to provide **nbn™** Fixed Wireless services to Dirranbandi.
Property Details	**Lot & Plan No:** Lot 2 on BLM806197 **Street Address:** 3750 Castlereagh Highway, St George QLD 4487 **Overall Site Area:** 2314.4 ha **Property Owners:** Douglas John Slack
Town Planning Scheme	**Council:** Balonne Shire Council **Planning Scheme**: Balonne Shire Council Planning Scheme (2006) **Zone:** Rural Zone **Overlays:** Bushfire Hazard Overlay, Good Quality Agricultural Land Overlay, Flood Overlay and Protected Area Overlay **Use Definition:** Telecommunications Facility
Application	Use and development of the land for the purposes of construction & operation of a Telecommunications Facility (Fixed Wireless facility)
Applicant	**nbn** c/- Visionstream Pty Ltd PO Box 5452 West End QLD 4101 Contact: Laura Daly Phone: (07) 3169 8328 Email: laura.daly@visionstream.com.au

1. INTRODUCTION

nbn has engaged Ericsson as the equipment vendor and project manager to establish the infrastructure required to facilitate the fixed wireless component of the National Broadband Network (**nbn™**). Ericsson has in turn engaged Visionstream to act on its behalf in relation to the establishment of the required fixed wireless network infrastructure.

The **nbn™** is an upgrade to Australia's existing telecommunications network. It is designed to provide Australians with access to fast, affordable and reliable internet and landline phone services.

nbn™ plans to upgrade the existing telecommunications network in the most cost-efficient way using best-fit technology and taking into consideration existing infrastructure.

To support the Fixed Wireless component of this network, **nbn** requires a fixed wireless transmission site at St George to provide fixed wireless internet coverage to the greater Balonne Shire area. An in-depth site selection process was undertaken in the area prior to confirming the site as the preferred location. This process matched potential candidates against four key factors, namely:

- Town planning considerations (such as zoning, surrounding land uses, environmental significance and visual impact);
- The ability of the site to provide transmission links between adjoining **nbn™** Fixed Wireless facilities in the area;
- Construction feasibility; and
- The ability for **nbn** to secure a lease agreement with the landowner.

The facility will be located at 3750 Castlereagh Highway, St George QLD 4487, more formally known as Lot 2 on BLM806197. This application seeks planning consent for:

- a 70m high lattice tower;
- radio transmission equipment; and
- ancillary equipment shelter.

This submission will provide assessment in respect of the relevant planning guidelines, and demonstrates site selection on the basis of:

- The site is designed so as to be appropriately located and sited so as to minimise visual impact on the immediate and surrounding areas;
- The proposal is designed to comply with the *Balonne Shire Council Planning Scheme (2006)*;
- The site is designed to achieve the required transmission links between adjoining **nbn™** Fixed Wireless facilities;
- The proposal is designed to operate within the regulatory framework of Commonwealth, State and Local Government; and
- The facility is designed to operate within all current and relevant standards and is regulated by the Australian Communications and Media Authority.

2. BACKGROUND

2.1 **nbn** and the National Broadband Network

nbn is the organisation responsible for overseeing the upgrade of Australia's existing telecommunications network and for providing wholesale services to retail service providers. The **nbn™** is designed to provide Australians with access to fast, affordable and reliable internet and landline phone services.

nbn plans to upgrade the existing telecommunications network in the most cost-efficient way using best-fit technology and taking into consideration existing infrastructure.

The **nbn™** fixed wireless network will use cellular technology to transmit signals to and from a small antenna fixed on the outside of a home or business, which is pointed directly towards the fixed wireless facility.

nbn™'s fixed wireless network is designed to offer service providers with wholesale access speeds of up to 50Mbps for downloads and 25Mbps for uploads.[1]

2.2 What is Fixed Wireless and how is it different to Mobile Broadband?

The **nbn™** fixed wireless network, which uses advanced technology commonly referred to as LTE or 4G, is engineered to deliver services to a fixed number of premises within each coverage area. This means that the bandwidth per household is designed to be more consistent than mobile wireless, even in peak times of use.

Unlike a mobile wireless service where speeds can be affected by the number of people moving into and out of the area, the speed available in a fixed wireless network is designed to remain relatively steady.

2.3 The Fixed Wireless Network – Interdependencies

Although fixed wireless facilities are submitted to Council as standalone developments from a planning perspective, they are highly interdependent. Each fixed wireless facility is connected to another to form a chain of facilities that link back to the fibre network. This is called the 'transmission network'.

The transmission network requires line of sight from facility to facility until it reaches the fibre network. The fixed wireless network will remain unconnected without the transmission network and a break in this chain can have flow on effects to multiple communities.

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[1] **nbn** is designing the **nbn** to provide these speeds to our wholesale customers, telephone and internet service providers. End user experience including the speeds actually achieved over the **nbn** depends on some factors outside **nbn** control like equipment quality, software, broadband plans and how the end user's service provider designs its network.

The proposed Fixed Wireless facility at St George is a "Wireless Hub" site, refer to **Figure 1**. This **nbn** Fixed Wireless facility will provide a critical connection between the **nbn™** Fixed Wireless facility "St George South" and the **nbn™** Fixed Wireless facility "Dirranbandi". The proposed facility will work with adjoining facilities to provide **nbn™** Fixed Wireless services to approximately 400 premises in Dirranbandi.

The character of the Fixed Wireless network is visually demonstrated through **Figure 1** below.

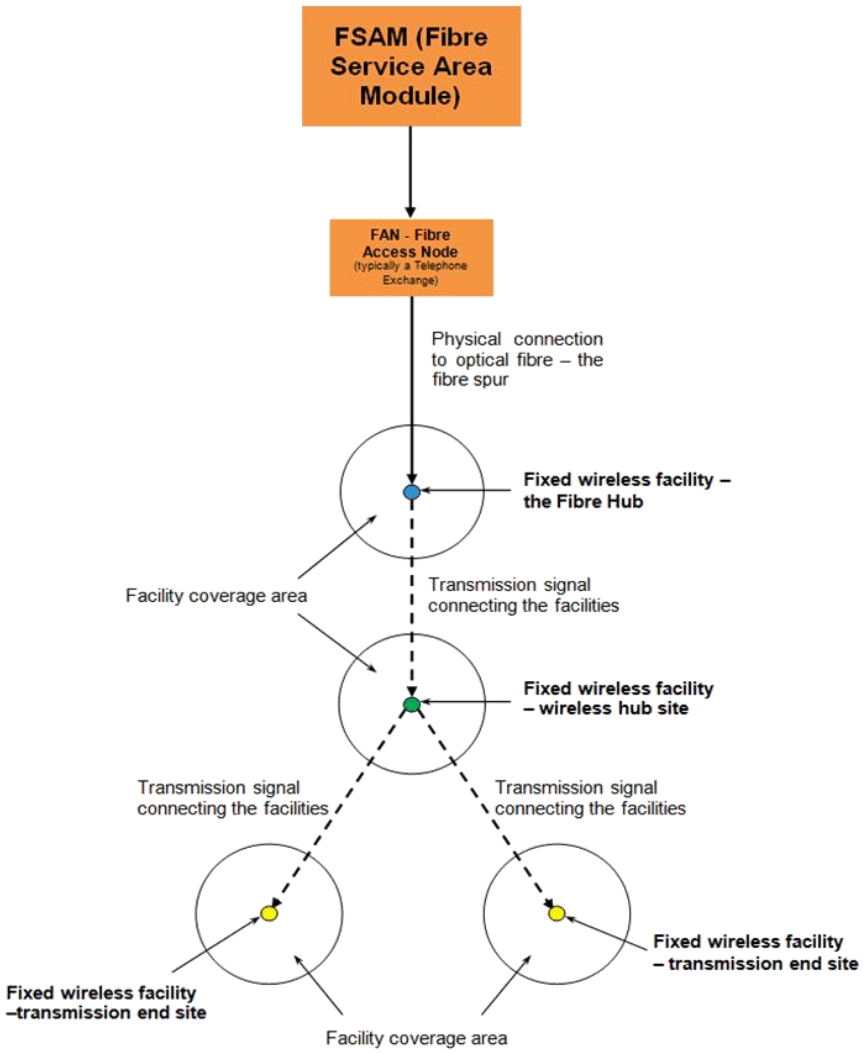

Figure 1 - The fixed wireless network

3. SITE SELECTION

Planning for a new fixed wireless broadband facility is a complex process. **nbn** conducts a rigorous multi-stage scoping process, as outlined below.

3.1 Identification of areas requiring Fixed Wireless coverage

nbn™ Fixed Wireless locations are determined by a number of factors including the availability of both the **nbn™** Fibre transit network and the availability of Point of Interconnect (POI) facilities to allow for the installation of **nbn™** fibre equipment. **nbn** uses a number of methods to identify those parts of Australia that require Fixed Wireless coverage. When an area is identified as requiring Fixed Wireless coverage, investigations are undertaken to determine the measures required to provide this coverage.

nbn has identified a requirement to provide a transmission only, Fixed Wireless facility at St George. This facility will provide a critical connection between the **nbn™** Fixed Wireless facility "St George South" and the **nbn™** Fixed Wireless facility "Dirranbandi". The proposed facility will work with adjoining facilities to provide **nbn™** Fixed Wireless services to approximately 400 premises in Dirranbandi.

3.2 Site Selection Parameters

nbn generally identifies an area where the requirement for a Fixed Wireless facility would be highest, a 'search area.' A preliminary investigation of the area is then undertaken, in conjunction with planning and property consultants, radiofrequency engineers and designers in order to identify possible locations to establish a facility.

Generally speaking, new sites must be located within, or immediately adjacent to, the identified search area in order to be technically feasible. However, while the operational and geographical aspects of deploying new facilities are primary factors, there are also many other issues that influence network design, which have to be resolved in parallel.

Some of the issues that may be considered include visual amenity, potential co-location opportunities, the availability and suitability of land as well as a willing site provider, occupational health and safety, construction issues (including structural and loading feasibility and access for maintenance purposes), topographical constraints affecting network line of site, legislative policy constraints, environmental impacts, and cost implications.

The number, type and height of facilities required to complete the Fixed Wireless network are largely determined by the above operational, geographical and other factors discussed that influence final network design. These compounding factors often severely restrict the available search area within which a facility can be established to provide Fixed Wireless internet services to a local community.

3.3 Candidate Sites

3.3.1 Opportunities to Co-locate

A search of the Radio Frequency National Site Archive (RFNSA) shows there are two existing facilities within the vicinity of the St George area. The closest facility is approximately 280m west, however the available heights on the existing Telstra 91m guyed mast were not technically feasible to achieve the required transmission links, thus co-location was not considered viable. Furthermore, there is an existing 70m Optus facility approximately 4.6km to the north-west, which is considered too far away to be technically feasible and as such co-location was not a viable option **(Figure 2).**

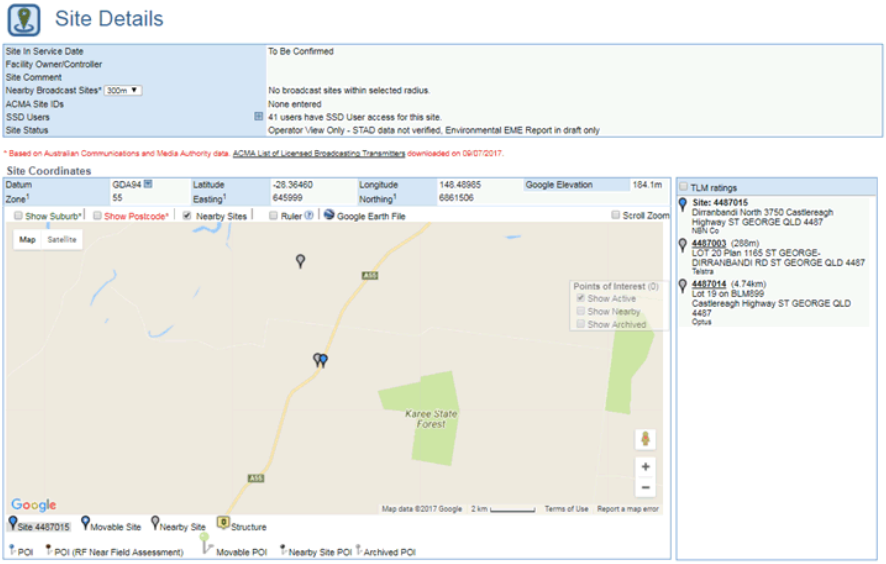

Figure 2 - Opportunities to Co-locate

3.3.2 Existing Structures

Where possible, **nbn** have looked for opportunities to utilise other forms of existing infrastructure to 'co-site'. As stated above using desktop analysis and site inspection, no opportunities for 'co-siting' were identified.

3.3.3 Greenfield Candidates

Following the identification of the search area, several candidate sites were examined. Each candidate was assessed based on the ability to meet the transmission objectives and site considerations detailed above. A total of two (2) candidates were selected for in-depth investigation including an on-site inspection, as per **Figure 3** below.

nbn endeavours to avoid locating search areas in close proximity to residential localities and potentially sensitive land uses, where practicable. The two (2) candidates examined are located between the St George and Dirranbandi townships, and the land is characterised by medium and large rural allotments.



Figure 3 - nbn Candidate Sites (Source: Google Earth 2017)

A summary of the two candidates that were proposed is set out below, including a description of the opportunities and constraints that each site afforded.

Candidate	Address and Lot Number	Facility Type	Description
A	Castlereagh Highway, St George QLD 4487 (Lot 20 on BLM1165)	91m Telstra Guyed Mast	Candidate A has an existing 91m Telstra Guyed Mast on site. The available heights on the existing Telstra 91m guyed mast were not considered to be technically feasible to achieve the transmission link required to Dirranbandi and St George South. As such, co-location was not considered viable in this instance. On this basis, Candidate A was discounted.
B	3750 Castlereagh Highway, St George QLD 4487 (Lot 2 on BLM806197)	New 70m lattice tower	This site was selected as the prime candidate and has been discussed throughout this report.

4. SUBJECT SITE & SURROUNDS

4.1 Preferred Nominated Candidate

A preferred nominated candidate was selected for the proposed facility, based on the transmission objectives, planning and environmental issues, potential community sensitive uses, and engineering criteria, as noted in Section 3.2 of this report. In this case, Candidate B (a new 70.0m lattice tower at 3750 Castlereagh Highway, St George) was considered the best option, and was selected as **nbn**'s proposal site.

The proposal is for the construction of a new 70m lattice tower, as well as the installation of associated infrastructure on the site at Lot 2 on BLM806197. The site is owned by *Douglas John Slack*.

The site is governed by, and subject to the requirements of the *Balonne Shire Council Planning Scheme (2006)*. In accordance with the planning scheme, the proposal is defined as a Telecommunications Facility, and the site itself is located within the Rural Zone. Pursuant to the planning scheme, the proposed telecommunications facility requires a Code Assessable material change of use development application within the Rural Zone.

4.2 Site Context

The site is described as Lot 2 on BLM806197, located at 3750 Castlereagh Highway, St George QLD 4487. The lot is 2314.4 hectares in size and is situated between the St George and Dirranbandi townships **(Figure 4)**. The proposal has been sited and designed to maintain the character of the area, whilst meeting the transmission requirements of the **nbn™** network.

Access to the site will be via a new 180m access track which connects to the Castlereagh Highway. Furthermore, environmental disturbance will be minimal as the subject site is located within an existing cleared area **(Figure 5)**.

A number of site photographs have been taken and are included as **Appendix B**.



Figure 4 – Site Context, within the wider region (Source: Google Earth 2017)



Figure 5 – Site Context, within the local region (Source: Google Earth 2017)

5. THE PROPOSAL

5.1 Facility and Equipment Details

5.1.1 Equipment to be installed

nbn proposes to construct a new fixed wireless broadband facility, within a fenced compound area. The specific components of the proposed installation are described below:

- One (1) 70m lattice tower;
- Two (2) 1800mm parabolic dish antennas for transmission purposes, at elevations of 52m and 65m on the structure;
- A 2.4m high chainlink security compound fence (compound area 14m, x 16m), with 3m wide access gate;
- One (1) outdoor cabinet to house associated equipment at the base of the lattice tower. The outdoor unit will be installed on an elevated steel platform; and
- Ancillary equipment associated with operation of the facility, including cable trays, cabling, safe access methods, bird proofing, earthing, electrical works and air-conditioning equipment.

The newly proposed facility is to be located within a 224m^2 fenced compound, enclosed by a 2.4m high chainlink fence, comprising the facility itself and associated equipment housings. Not including any construction variations, the facility will not exceed a total height of 70m above ground level.

The proposal is to be contained within a total lease area of 224m^2. It is confirmed that the first lease for this site will not exceed a period of ten (10) years. There is also a second consecutive lease which will run for a period of ten (10) years exactly. As the use is occurring on lease land, and a single lease will not exceed this ten (10) year period, the proposal is not subject to a reconfiguring a lot development application.

Figure 6 represents an example of a lattice tower, while **Figure 7** represents an example of a parabolic dish.

Figure 8 identifies the specific site on the subject property where the proposed development is to be located.

Please refer to the proposal plans **(Appendix A)** for further technical detail in respect of the **nbn** equipment to be installed.

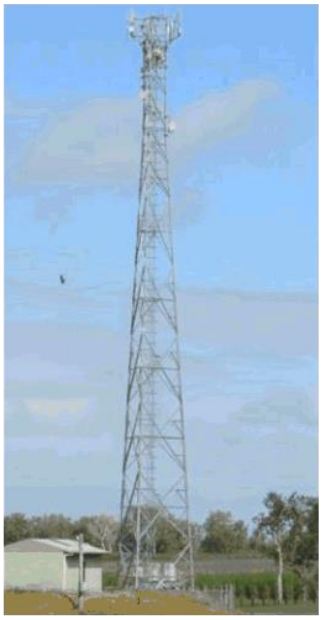

Figure 6 Example of a lattice tower



Figure 7 - Example of a parabolic dish antenna

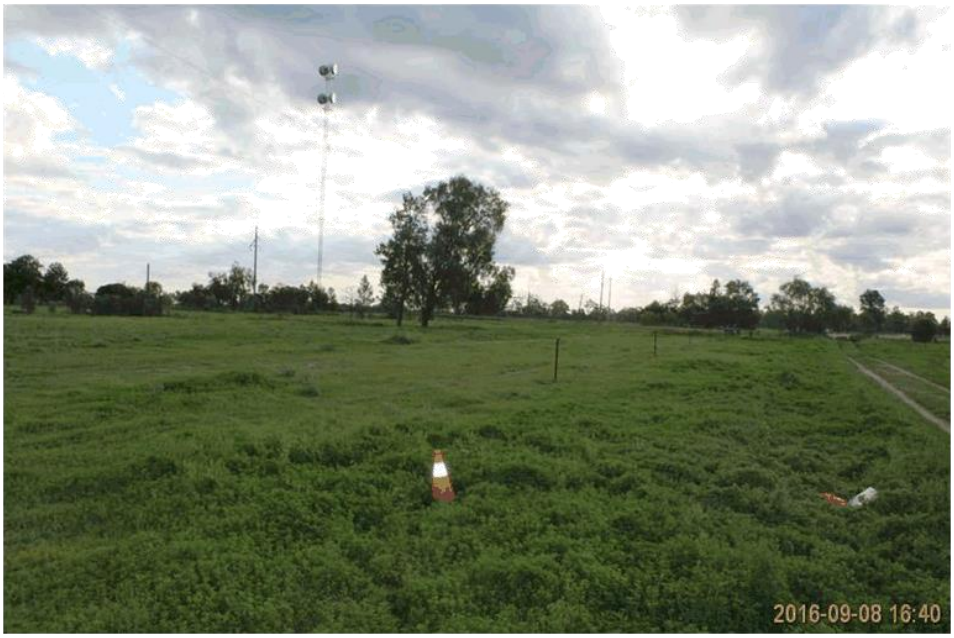

Figure 8 - Proposed lattice tower location on subject land

5.1.2 Access and Parking Details

Access to the site will be via a new 180m access track which connects to Castlereagh Highway. The site access is considered to be appropriate given the **nbn** facility will not be a significant generator of traffic. Once operational, the facility will require an annual maintenance visit, and will remain unattended at all other times. As the facility generates minimal trips per year, it is considered that traffic interference will be negligible.

During the construction phase, a truck will be used to deliver the equipment and a crane will be utilised to lift most of the equipment into place. Any traffic impacts associated with construction will be of a short-term duration and are not anticipated to adversely impact on the surrounding road network. In the unlikely event that road closure is required, **nbn** will apply to the relevant authorities for permission.

A total construction period of approximately ten weeks (including Civil works and network integration and equipment commissioning) is anticipated. Construction activities will involve four basic stages:

- Stage 1 (Week 1) – Site preparation works, including field testing, excavation and construction of foundations;
- Stage 2 (Weeks 2, 3 and 4) – Construction of the lattice tower;
- Stage 3 (Weeks 5 and 6) – Construction of the equipment shelter and fences;
- Stage 4 (Weeks 7 – 10) – Installation of antennas and radio equipment, as well as equipment testing.

Once operational, the facility will function on a continuously unstaffed basis and will typically only require maintenance works once a year, for approximately one day per year.

5.1.3 Utility Service Details

Electricity will be sourced from an existing three phase power pole via underground power to the facility. Please refer to the proposal plans **(Appendix A)** for further details. In the unlikely event that power is not available to the site, a temporary power supply would be required in the form of a generator. Upgrades to the existing power facilities will be at the applicant's expense.

5.1.4 Construction and Noise

Noise and vibration emissions associated with the proposed facility are expected to be limited to the construction phase outlined above. Noise generated during the construction phase is anticipated to be of short duration and accord with the standards outlined in the relevant EPA guidelines. Construction works are planned only to occur between the hours of 7.00am and 6.00pm.

There is expected to be some low level noise from the ongoing operation of air conditioning equipment associated with the equipment shelter, once installed. Noise emanating from the air conditioning equipment is expected to be at a comparable level to a domestic air conditioning installation, and should generally accord with the background noise levels prescribed by relevant guidelines.

5.2 Site Selection

- In the absence of feasible co-location options, this candidate was considered the most suitable from a town planning standpoint. The proposal provides appropriate separation to residential dwellings in the locality, maintaining the existing and future amenity of the area;
- The site is not located within close proximity to any sensitive land uses or residential dwellings, thus does not impact on the amenity of the locality;
- The proposed site will achieve the required transmission links between adjoining **nbn™** Fixed Wireless facilities;
- To construct the site will require minimal earthworks and there is a suitable level of access and power supply; and
- The proposal is considered consistent with the existing land use (agricultural land) and will not preclude future development of the site.

6. CURRENT PLANNING CONTROLS

6.1 Commonwealth Legislation

As a licensed telecommunications carrier, **nbn** must operate under the provisions of the *Telecommunications Act 1997* and the following supporting legislation:

- *The Telecommunications Code of Practice 1997*;
- *The Telecommunications (Low-impact Facilities) Determination 1997* (as amended); and
- *The Environment Protection and Biodiversity Conservation (EPBC) Act 1999.*

6.1.1 The Telecommunications Act

This legislation establishes the criteria for 'low impact' telecommunication facilities. If a proposed facility satisfies the requirements of a 'low impact' facility, the development is exempt from the planning approval process.

Further clarification of the term 'low impact' is provided in the *Telecommunications Act 1997* and the *Telecommunications (Low Impact Facilities) Determination 1997*, which was gazetted subsequent to the Act. The *Telecommunications (Low Impact Facilities) Determination 1997* establishes certain facilities, which cannot be considered 'low impact' facilities.

The proposed facility is not low impact under the definitions contained in the Commonwealth legislation. Planning consent is therefore required for the proposed facility.

6.1.2 Telecommunications Code of Practice 1997

Under the *Telecommunications Act 1997*, the Government established the *Telecommunications Code of Practice 1997*, which sets out the conditions under which a carrier must operate.

Section 2.11 of the *Telecommunications Code of Practice 1997* sets out the design, planning and installation requirements for the carriers to ensure the installation of facilities is in accordance with industry 'best practice'. This is required to:

> *"... minimise the potential degradation of the environment and the visual amenity associated with the facilities."* [Section 2.11(3)]

The siting and design of the proposal has taken place in accordance with Section 3 (Planning and Siting) of the Australian Standard – Siting of Radio Communications Facilities (AS 3516.2).

Furthermore, following an assessment of the available options, it became evident that there were no suitable existing telecommunications facilities or other structures (including buildings or power poles) located within the search area that could provide the required site objective/co-location opportunities.

6.1.3 The Telecommunications (Low-impact Facilities) Determination 1997

The *Telecommunications (Low-impact Facilities) Determination 1997* identifies both the type of facilities that can be "Low-impact", and the areas in which these facilities can be installed. Importantly, this current facility is not defined as a "low impact facility" and is therefore subject to State and Territory Planning Laws and Regulation. In this specific instance, the provisions of the *Planning Act 2016* and the *Balonne Shire Planning Scheme (2006)* will be applicable to the proposal.

6.1.4 The Environment Protection and Biodiversity Conservation Act 1999

The Environment Protection and *Biodiversity Conservation (EPBC) Act 1999* obliges telecommunications carriers to consider 'matters of national environmental significance'. Under this legislation, an action will require approval from the Minister of Environment if the action has or is likely to have an impact on a matter of 'national environmental significance'. According to the *EPBC Act 1999*, there are seven matters of national significance which must be considered.

All relevant EPBC matters have been considered. It is not anticipated that the proposal will have a significant impact on any matters of national environmental significance. Accordingly, approval from the Minister of Environment is not required in this instance.

6.2 Queensland Planning Legislation and Guidelines

As identified in Section 6.1.3 of this report, the proposed facility does not fall within the definition of the Telecommunications (Low-impact Facilities) Determination 1997. It is therefore subject to State planning instruments and regulation in addition to the Commonwealth regulatory framework.

There are a number of State Government provisions which could potentially apply to the proposed **nbn™** facility. These include:

- The Planning Act 2016;
- State Planning Policy; and
- Referral Agencies.

6.2.1 The Planning Act 2016

The Planning Act 2016 (the Planning Act) is Queensland's principal planning legislation that coordinates planning at a local, state and regional levels. The Planning Act came into effect on 3 July 2017, replacing the previous *Sustainable Planning Act 2009.*

Where a telecommunications facility is not considered a low-impact facility, it is subject to the provisions of the relevant State planning provisions. The proposed facility is not defined as a "low impact facility" and is therefore subject to the Planning Act 2016.

The purpose of the Planning Act is to establish an efficient, effective, transparent, integrated, coordinated, and accountable system of land use planning, development assessment and related matters that facilitates the achievement of ecological sustainability. Ecological sustainability is a balance that integrates –

a) *the protection of ecological processes and natural systems at local, regional, State, and wider levels; and*
b) *economic development; and*
c) *the maintenance of the cultural, economic, physical and social wellbeing of people and communities.*

The Planning Act identifies the following hierarchy between the statutory planning documents within Queensland:

- State planning policy
- Regional plans
- Local government planning schemes

Chapter 3, Part 4 of the Planning Act sets out the Development Assessment Rules (DA Rules) for the development assessment process, where integrating State and local government assessment and approval processes for development. The proposed facility involves a "material change of use" of the premises and is subject to the provisions of the local planning scheme – the *Balonne Shire Council Planning Scheme 2006*.

Pursuant to Chapter 3 of the Planning Act and in accordance with the *Balonne Shire Council Planning Scheme 2006*, the proposed telecommunications facility requires a Code assessable development application and therefore a development permit is required to be obtained prior to the commencement of the proposal.

6.2.2 State Planning Policies (SPPs)

The State Planning Policy (SPP) is a statutory instrument that identifies matters of State interest in land use planning development within Queensland. A state interest is defined under the Planning Act as an interest that the Planning Minister considers:

- affects an economic or environmental interest of the state or a part of the state; and
- affects the interest of ensuring that the purpose of the Act is achieved.

The SPP, effective 3 July 2017, now identifies 17 state interests in land use planning and development categorised into five themes relating to:

- liveable communities and housing;
- economic growth;
- environment and heritage;
- safety and resilience to hazards; and
- infrastructure.

Under the Act, each local government planning scheme needs to set out integrated state, regional and local planning and development assessment policies for an entire local government area. The SPP supports this by setting down the state interests that apply to plan making, and that should be given effect through each local government planning scheme.

It is intended that the SPP be reflected in Council's planning schemes. However, as this is a relatively new instrument, and many Councils are still operating on planning schemes written prior to the release of the SPP, assessment against the SPP may need to be considered. As the *Balonne Shire Council Planning Scheme 2006* was written prior to the release of the SPP an assessment against the applicable themes of the SPP has been provided in **Table 2** below.

Table 2 – Assessment of State Planning Policy

State interests	Comments
Economic growth	
Mining and extractive resources	**Not Applicable -** The proposal is not a mine, will not impact on any extractive resources, and is not located within a Key Resource Area.
Environment and heritage	
Biodiversity	**Not Applicable -** The proposed site contains biodiversity areas. Notwithstanding, the proposal will be located wholly outside of these biodiversity areas, thus no further assessment is required.
Coastal environment	**Not Applicable -** The site is not located within a coastal environment.
Water quality	**Not Applicable -** The proposed telecommunications facility is not within proximity to any waterways or wetlands. All works associated with this proposed development will be confined to existing property and no impacts to any waterways or wetlands are anticipated. The telecommunications facility does not produce pollutants, and as such there are no anticipated impacts.
Hazards and safety	
Emissions and hazardous activities	**Not Applicable -** The proposed use is not defined as a sensitive land use under

	the SPP. In addition, the telecommunications facility will not emit noise or air emissions.
Natural hazards, risk and resilience	**Not Applicable -** The site is not affected by any of the following natural hazard areas under the SPP mapping: a) bushfire hazard areas, or b) landslide hazard areas, or c) coastal hazard areas including erosion prone areas and storm tide inundation areas. Notwithstanding, the subject site is located within a flood hazard area – level 1 on the *SPP Mapping.* The *Balonne Shire Council Planning Scheme (2006)* has appropriately included a Flood Overlay which mitigates impact of flooding on development. As such, no assessment against the provisions is required in this instance.
Transport infrastructure	**Not Applicable -** The proposed use is not located within 400 metres of a public passenger transport facility or a future public passenger transport facility.
Strategic airports and aviation facilities	**Not Applicable -** The site is not located in the vicinity of any airport or aviation facilities.

6.2.3 Referral Agencies

A referral agency is an agency that has jurisdiction over a matter in a Development Application if referral to that agency is triggered under Schedule 10 of the Planning Regulation 2017 (the Planning Reg).

The State Assessment and Referral Agency (SARA) within the Department of Infrastructure, Local Government and Planning (DILGP) is the single referral agency for all development applications where the Chief Executive of the Planning Act has a jurisdiction as either the Assessment Manager or referral agency. It is noted that there are still a number of other entities that exist outside of SARA, that still hold jurisdiction for their own referral agency triggers. Where referral to one of these agencies is required, SARA are not involved and referral is undertaken to the agency directly in accordance with the requirements under the Planning Act.

The proposed development does not require a referral to SARA.

6.3 Local Government Regulatory Framework

In addition to relevant Commonwealth and State Government regulatory requirements, the proposed facility is also subject to the Local Government regulatory framework. In this instance, the relevant Local Government regulatory framework is the *Planning Act 2016* compliant *Balonne Shire Council Planning Scheme 2006*.

6.3.1 Balonne Shire Council Planning Scheme (2006)

This application is seeking to obtain a development permit for a Telecommunications Facility, which is defined under the *Balonne Shire Council Planning Scheme (2006)* as:

> *"Any line, equipment, apparatus, tower, antenna, or other structure or thing used by the holder of a carrier's licence under the Telecommunications Act 1997 (Aust) as part of a system or network which carries, or is intended to carry, communications by electromagnetic energy."*

The proposal includes the installation of a telecommunications facility which will extend telecommunications services throughout the locality. In this regard, the proposal is in line with the defined use of a Telecommunication Facility and will require assessment against the relevant provisions outlined in the *Balonne Shire Council Planning Scheme (2006)*.

Pursuant to the *Balonne Shire Council Planning Scheme*, the subject site is located within the Rural Zone and the following overlays:

- Bushfire Hazard Overlay;
- Flood Hazard Overlay;
- Good Quality Agricultural Land Overlay; and
- Protected Area Overlay.

The proposed telecommunications facility will trigger a **Code Assessable** development application where located within the Rural Zone and will be subject to assessment against the following applicable planning codes:

- Rural Zone Code; and
- Flood Hazard Overlay Code.

An assessment against these provisions is provided in **Appendix C**. It is considered that the proposal is generally in accordance with the intent of the *Balonne Shire Council Planning Scheme (2006)* and applicable codes.

6.3.1 Zoning

The proposed telecommunications facility is located within the Rural Zone **(Figure 9)**. The zoning is considered appropriate for the proposal, as it will not preclude from future rural or residential activities operating over the subject site and will not detract from the existing or intended amenity.

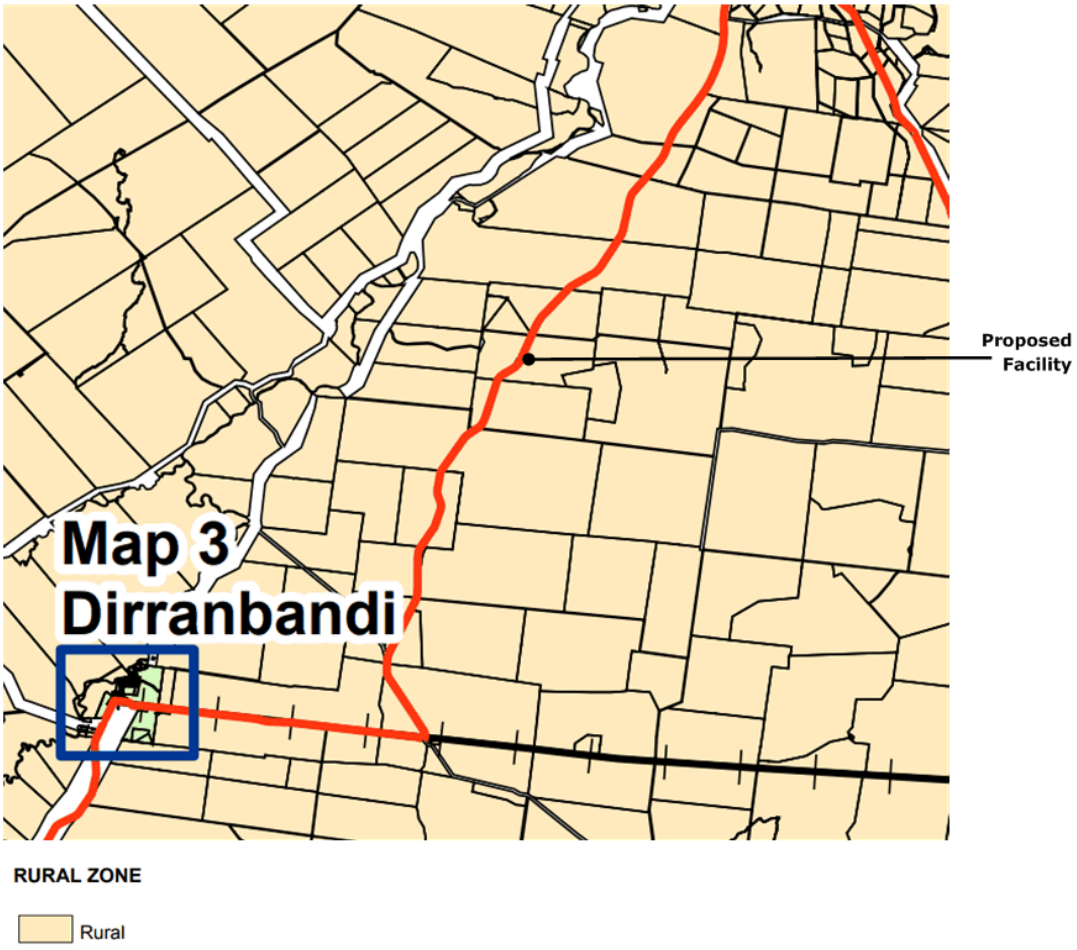

Figure 9: Zoning Map
(Source: Balonne Shire Council Planning Scheme 2006)

6.3.2 Overlays

Following a review of the planning scheme codes, the following overlays are applicable to the proposed development.

Flood Hazard Overlay

The proposed telecommunications facility is located within the Flood Hazard Overlay (flood hazard overlay – locally verified) **(Figure 10)**. It is considered that the proposed facility will not increase the risk of flood hazard present on the site and the proposal is designed to operate on an unstaffed basis, thus not placing any additional risk to users of the site. Notwithstanding, an elevated steel platform has been proposed to reduce the risk of flooding affecting the ground level equipment. It is noted that compliance with the Flood Hazard Overlay Code has been demonstrated in **Appendix C.**

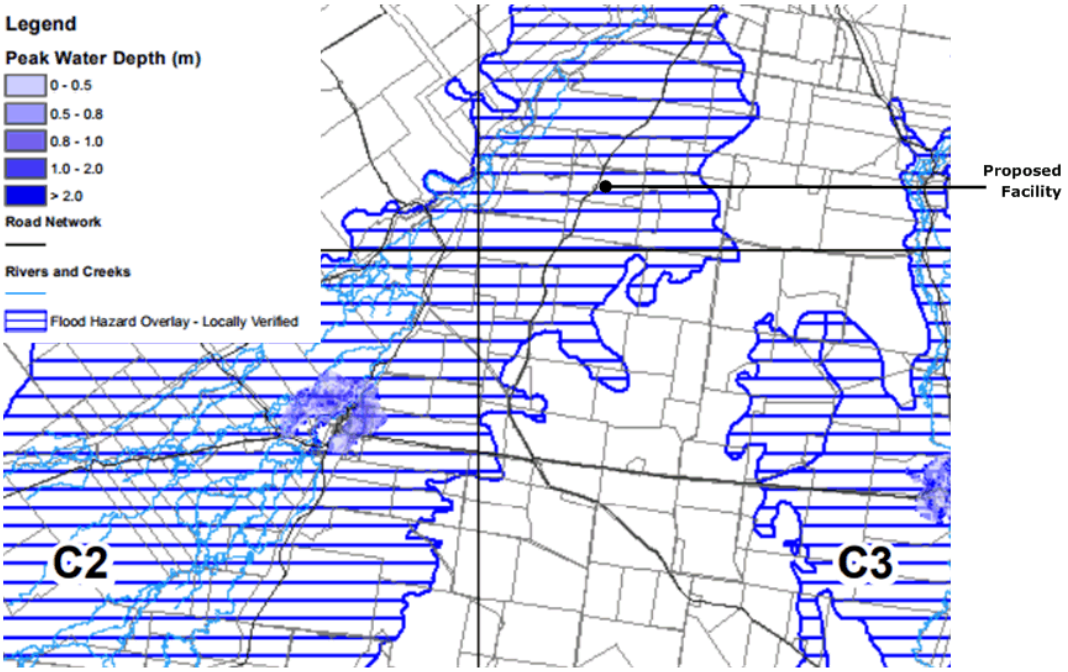

Figure 10: Flood Hazard Overlay
(Source: Balonne Shire Council Planning Scheme 2006)

Protected Area Overlay

The subject site is contained within the protected area **(Figure 11)**. The proposal will be located within an existing cleared area and the site contains minimal on site vegetation. On this basis, the amenity of the locality will not be adversely impacted by the proposed facility. An assessment against the protected areas criteria has been appropriately addressed in the Rural Zone Code in **Appendix C.**

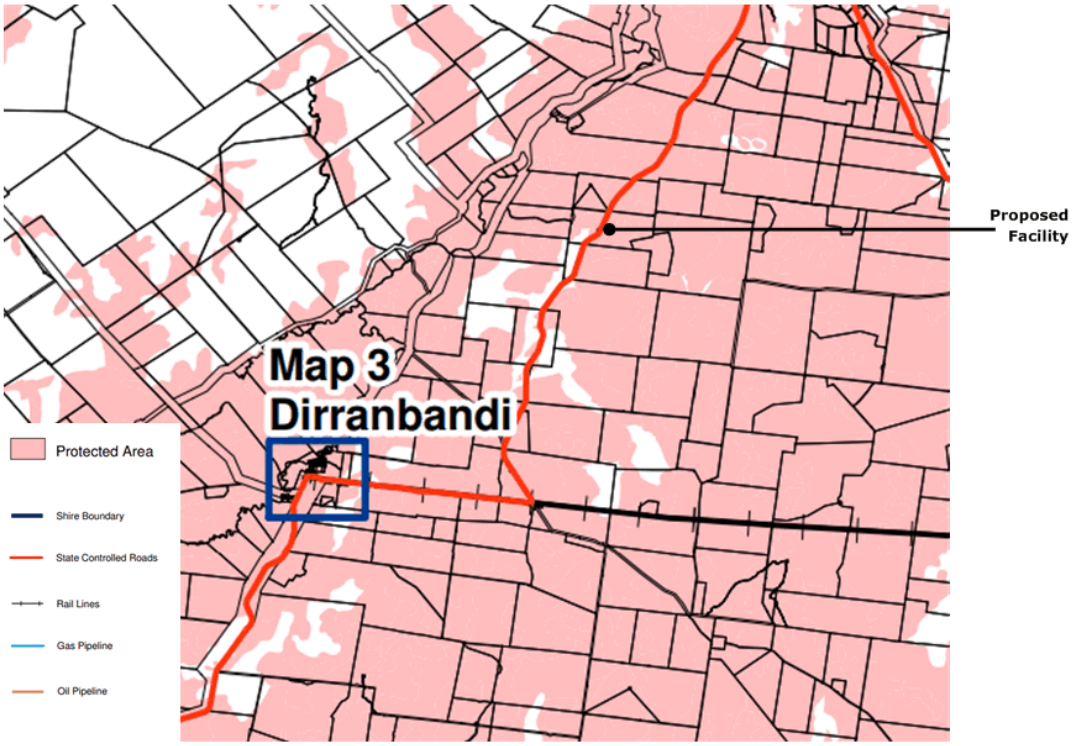

Figure 11: Protected Areas Overlay
(Source: Balonne Shire Council Planning Scheme 2006)

7. OTHER ENVIRONMENTAL CONSTRAINTS AND OPPORTUNITIES

7.1 Visual Impact

7.1.1 Setting and Location

nbn has endeavoured to achieve a balance between providing services and minimising any visual impact on the community and local environment. Telecommunications facilities need to be located in or near the area for which they are designated to provide or improve coverage, or in this instance, be located within close proximity and line of sight to adjoining network facilities. The site was selected based on consideration of town planning matters, transmission objectives and the ability to mitigate impacts on the areas visual amenity. As such, the siting of the proposed lattice tower on the subject property is considered appropriate.

The subject property and adjoining properties are characterised by large rural allotments used for agricultural purposes. There is an existing 91m guyed mast to the west of the proposed facility, thus grouping together existing infrastructure and not significantly altering the visual amenity of the locality. Furthermore, the subject site is located between the Dirranbandi and St George Townships, thus achieves suitable separation from residential dwellings and sensitive land uses. Whilst the proposal may be visible from certain view corridors within the area and along Saint George Dirranbandi Road, it is considered that the proposal's setbacks, design and location will not result in a significant visual impact on the rural character of the area.

7.1.2 Design

The proposed 70m lattice tower is the smallest structure capable of meeting transmission and operational objectives. The design and construction materials are consistent with similar lattice towers identified elsewhere in the region.

While the structure may be visible from some aspects, based on the siting the proposed development will not result in adverse impacts on the visual amenity in the local area, or the prevailing rural and landscape form elsewhere in St George.

7.2 Heritage

In order to determine any possible natural or cultural values of state or national significance associated with the site, a search was conducted through the relevant Heritage Registers. There are no known items of cultural, historical or environmental heritage significance located in the vicinity of the proposal site.

7.3 Electrical Interference and Grounding of the Facility

The **nbn™** fixed wireless network is licensed by the Australian Communications and Media Authority (ACMA) for the exclusive use of the OFDMA9800 frequency band. As

nbn is the exclusive licensee of this sub-band, emissions from **nbn™** equipment within the frequency band should not cause interference.

Filters will also help to ensure that each facility meets the ACMA specifications for emission of spurious signals outside the **nbn** frequency allocations. **nbn** intends to promptly investigate any interference issues that are reported.

The facility is also designed to be grounded to the relevant Australian Standards – that is, the facility will be 'earthed'.

7.4 Erosion, Sedimentation Control and Waste Management

All erosion and sediment control mitigation measures will be detailed in construction plans and will comply with the Building Code of Australia and local Council standards. In addition, contractors must comply with the '**nbn** Construction Specification' that requires contractors to undertake the necessary erosion and sediment control measures in order to protect the surrounding environment. On completion of the installation, the site will be restored and reinstated to an appropriate standard. No waste which requires collection or disposal will be generated by the operation of the facility.

7.5 Traffic Generation

After the construction period, the only traffic generated by the base station will be that associated with maintenance vehicles. In this respect, it is estimated that maintenance of the facility will generate only one visit per year and it will remain unattended at all other times. The traffic generation will therefore be minimal and not sufficient to create any adverse impacts in this regard or by creating a demand for parking facilities.

7.6 Utility Services

All services required for the ongoing operation of the base station are capable of being provided to the facility without impacting on the supply or reliability of these services to any existing consumers in the locality. No stormwater, sewerage or waste management facilities are required.

7.7 Noise

Noise and vibration emissions associated with the proposed facility will be limited to the initial construction phase. There will be some low level noise from the ongoing operation of air conditioning equipment associated with the equipment shelter, once installed. Noise emanating from the air conditioning equipment is at a comparable level to a domestic air conditioning installation, and will generally accord with the background noise levels prescribed by Australian Standard AS1055.

7.8 Flora and Fauna

In order to determine any possible natural flora and fauna significance associated with the site, a search was conducted through the relevant environmental searches. It is not anticipated that the proposal will have a significant impact on any items of flora or fauna significance.

7.9 Endangered Species

In order to determine any possible Endangered Species associated with the site, a search was conducted through the relevant environmental searches. **nbn** was not able to identify known Endangered Species located in the vicinity of the proposal site.

7.10 Social and Economic Impacts

Access to fast internet is an essential service in modern society. Initially, small to medium business customers accounted for a significant part of the demand for broadband technology, but internet services have now been embraced by the general public. Usage of internet services continues to widen as new technologies become progressively more affordable and accessible for the wider community.

The proposed development should provide significantly enhanced fixed wireless internet coverage to Dirranbandi. This is expected to be of particular benefit for residential dwellings and businesses in the locality.

The new **nbn™** is designed to provide the community with access to fast and reliable internet services. A reliable internet service is important to help promote the economic growth of communities, and the facility is anticipated to have significant social and economic benefits for the local community.

7.11 Public Safety

7.11.1 Radiofrequency Emissions

In relation to public safety and specifically Electromagnetic Emissions (EME) and public health, **nbn** operates within the operational standards set by the Australian Communication and Media Authority (ACMA) and Australian Radiation Protection and Nuclear Safety Agency (ARPANSA). ARPANSA is a Federal Government agency incorporated under the Health and Ageing portfolio and is charged with the responsibility for protecting the health and safety of both people and the environment from the harmful effects of radiation (ionising and non-ionising).

All **nbn** installations are designed and certified by qualified professionals in accordance with all relevant Australian Standards. This helps to ensure that the **nbn** facility does not result in any increase in the level of risk to the public.

As previously noted, the proposed facility has not been designed to provide wireless broadband services to the immediate area, however it will be used to connect other Fixed Wireless facilities into the **nbn™** network. As there is no requirement for panel antennas the facility will not generate any additional EME within the area. Thus, no EME report has been attached with this application.

7.11.2 Access

The proposed facility will have restrictions aimed at preventing public access, including a secured compound fence with a locked gate and warning signs placed around the facility.

7.12 The Public Interest and the Benefits of Telecommunications

The proposed **nbn™** facility is expected to have significant benefit for the Balonne Shire area. **nbn** believes that the public interest would be served by approval of the proposal, given benefits for enhanced internet coverage in the area. The facility is expected to have benefits for local residents and businesses within the district.

7.12.1 Other Benefits of Reliable Broadband Services

There are numerous other benefits of telecommunications connectivity, as follows:[2]

- There are many potential educational benefits justifying the implementation of the **nbn™.** Curriculum and data sharing, increased availability and accessibility of research materials, and virtual classroom environments are good examples. Such elements are particularly beneficial within a tertiary education context.

- Businesses can, through internet usage, increase efficiency through time, resource and monetary savings. Improved internet services effectively remove physical distance and travel time as a barrier to business.

- Improvements to internet services may also be of benefit for local employees, by enabling telecommuting and home business. The telecommuting trend is heavily reliant on access to fast internet services, and is anticipated to continually increase in popularity.

The public benefits of access to fast internet have been widely acknowledged for many years. Reliable internet access is now more than ever an integral component of daily life, so much so that its absence is considered a social disadvantage.

[2] End user experience including the speeds actually achieved over the **nbn** depends on some factors outside **nbn**'s control like the end user's equipment quality, software, broadband plans and how the end user's service providers designs its network.

8. CONCLUSION

nbn proposes to install a new fixed wireless broadband facility at 3750 Castlereagh Highway, St George QLD 4487 (Lot 2 on BLM806197). The proposed **nbn** network facility, comprising of a 70m lattice tower, two (2) transmission dish antennas and ancillary equipment has been sited in the most appropriate location given the context of the local area and **nbn** transmission objectives – providing broadband service to the Balonne Shire region.

In conjunction with Visionstream, **nbn** has undertaken an assessment of the relevant planning and technical matters, as required by Commonwealth, State and Local legislation, environmental, operational, and public safety requirements.

As a result of this process, **nbn** considers that the proposed facility is suitable for its location, given the following:

- The site has been assessed as a viable option for the effective delivery of **nbn™** coverage and transmission objectives for the search area;
- The development proposal is the most appropriate option from a town planning perspective, given there are no suitable co-location options and the site is located in a rural area;
- The facility is not anticipated to have an adverse impact on local environmental values for the subject site and surrounding area;
- The **nbn™** proposal will not interfere with future development due to the small footprint of the compound and location along the western boundary;
- The proposed development will not prejudice the existing or future uses of the site;
- The proposed facility will provide a structure on which other telecommunications carriers can co-locate in the future, if required; and
- The proposed development will have a number of significant economic and social benefits as outlined in previous sections of this report.

Based on the above, we respectfully request that Balonne Shire Council approve the application and issue a development permit for a material change of use for a telecommunications facility at this location, subject to reasonable and relevant conditions, in accordance with the plans attached in **Appendix A**.

Appendix A – Proposed Plans

DATE OF ISSUE		13.07.17	18.07.17
DRAWING PACKAGE VERSION		1	2
GENERAL			
4STG-54-05-DIRN-T1	COVER SHEET	01	02
4STG-54-05-DIRN-C1	SITE SPECIFIC NOTES	01	02
4STG-54-05-DIRN-C2	OVERALL SITE PLAN	01	02
4STG-54-05-DIRN-C3	SITE SETOUT PLAN	01	02
4STG-54-05-DIRN-C4	SITE ELEVATION	01	02
4STG-54-05-DIRN-C5	ALLOTMENT PLAN	01	02
ELECTRICAL			
RF AND TX CONFIGURATIONS AND EME EXCLUSION ZONES			
4STG-54-05-DIRN-A1	NBN ANTENNA CONFIGURATION & SETOUT PLAN	01	02
STRUCTURAL			
CIVIL			
TOWER DESIGN			
LEASE			
DISTRIBUTION			
ERICSSON	MATS DAHLSTEDT	E	E
VISIONSTREAM	ROBYN TANG / SOE TUT	E	E

LEGEND> E (EMAIL); F (Fax); M (Mail); H (Hand); C (Courier)

SITE No: 4STG-54-05-DIRN

DIRRANBANDI NORTH

3750 CASTLEREAGH HWY
ST GEORGE
QLD 4487

RFNSA SITE No: 4487015

Australia's broadband network

PROJECT SUMMARY

NBN GREENFIELD
NBN 70m LATTICE TOWER
NBN OUTDOOR CABINETS ON ELEVATED STEEL PLATFORM (HEIGHT TBC)

Client: nbn

Client: ERICSSON

Client:

Project:
NATIONAL BROADBAND NETWORK
SITE No: 4STG-54-05-DIRN
DIRRANBANDI NORTH
3750 CASTLEREAGH HWY
ST GEORGE
QLD 4487

PRELIMINARY

Rev	Date	Revision Details	CAD
02	18.07.17	ERICSSON REVIEW	AK
01	13.07.17	PRELIMINARY	SS

visionstream
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Tel- (03) 9258 5700 Fax- (03) 9563 7481
www.visionstream.com.au

DRAFTED BY: SS
CHECKED BY: JM
APPROVED BY: AL

Drawing Title:
COVER SHEET

Drawing No. 4STG-54-05-DIRN-T1
Revision 02

A3

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SITE INFORMATION:

1. SITE ADDRESS
   3750 CASTLEREAGH HWY, ST GEORGE, QLD 4487.

2. GENERAL
   THE CONTRACTOR SHALL COMPLY WITH ALL RELEVANT NBN CONSTRUCTION STANDARDS, AUSTRALIAN STANDARDS AND SPECIFICATIONS.

3. SITE ACCESS
   SITE OWNER TO BE CONTACTED PRIOR TO ACCESSING SITE.
   NBN SITE IS SOUTH OF ST GEORGE. FROM ST GEORGE, TRAVEL SOUTH TOWARDS DIRRANBANDI USING CARNARVON HIGHWAY FOR ABOUT 8km. THEN TURN RIGHT USING CASTLEREAGH HWY. CONTINUE ON CASTLEREAGH HWY FOR ABOUT 37km. NBN SITE IS 165m ON THE LEFT. ACCESS TO NBN SITE VIA NEW CROSSOVER AND SET OF FARM GATES.
   NBN CONTRACTOR TO INSTALL:
   - LOCK INLINE WITH COMPOUND GATE LOCKING SYSTEM (1-OFF)
   - NEW ACCESS GATE LOCKING SYSTEM (1-OFF)

4. EQUIPMENT
   NBN OUTDOOR CABINET (1-OFF SSC-02 TO BE INSTALLED WITHIN NBN LEASE AREA ON ELEVATED STEEL PLATFORM (HEIGHT TBC).

5. STRUCTURE
   NBN 70m LATTICE TOWER.

6. ANTENNA ACCESS
   PARABOLIC ANTENNA ACCESS VIA LATTICE TOWER MOUNTED ACCESS LADDER WITH FALL ARREST OR EWP (BY QUALIFIED PERSONNEL ONLY).

7. EXISTING SERVICES
   THE CONTRACTOR SHALL IDENTIFY AND CONFIRM THE LOCATION OF ALL RELEVANT EXISTING SERVICES AS REQUIRED PRIOR TO THE COMMENCEMENT OF WORKS.

8. EXISTING SITE HAZARDS
   THE FOLLOWING HAZARDS ARE PRESENT ON SITE:
   - ELECTRICAL CABLING AND/OR TRIP HAZARDS
   - MANUAL HANDLING
   - WORKING AT HEIGHT
   - EXISTING OVERHEAD ELECTRICAL CABLES
   - FLOOD PRONE AREA

9. ELECTRICAL SUPPLY
   NEW POWER SUPPLY SHALL BE PROVIDED IN LIAISON WITH THE POWER SUPPLY AUTHORITY (ERGON ENERGY).

10. TRANSMISSION LINK
    REFER TO NBN ANTENNA CONFIGURATION ON DRAWING A1 FOR DETAILS.

11. SITE SPECIFIC INFORMATION
    NBN CONTRACTOR TO SUPPLY AND INSTALL:
    - ELEVATED STEEL PLATFORM (HEIGHT TBC SUBJECT TO FLOOD RECORD BY COUNCIL)
    - CROSSOVER WITH CULVERT (DESIGN TBC AS PER COUNCIL REQUIREMENT)

12. WIND LOAD PARAMETERS

SITE TOPOGRAPHICAL DATA		
REGION	TERRAIN CATEGORY	TOPOGRAPHIC MULTIPLIER
A4	2.5	TBC

13. SITE SIGNAGE REQUIREMENTS
    THE CONTRACTOR TO SUPPLY AND INSTALL:
    - MERCS-1, 1500mm AGL, REFER TO NBN-STD-0025
    - MERCS-2, AFFIX TO SITE ACCESS GATE, REFER TO NBN-STD-0025
    - HAZARDOUS VOLTAGE SIGN, REFER TO ERICSSON NBN RAN INSTALLATION DESIGN/CONSTRUCTION SPECIFICATION
    - CLIMBING FALL ARREST DEVICE SIGN, REFER TO ERICSSON NBN RAN INSTALLATION DESIGN/CONSTRUCTION SPECIFICATION
    - SITE ENQUIRY

Client: nbn

Client: ERICSSON

Client:

Project:
NATIONAL BROADBAND NETWORK
SITE No: 4STG-54-05-DIRN
DIRRANBANDI NORTH
3750 CASTLEREAGH HWY
ST GEORGE
QLD 4487

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02	18.07.17	ERICSSON REVIEW	AK
01	13.07.17	PRELIMINARY	SS

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CHECKED BY: JM
APPROVED BY: AL

Drawing Title:
SITE SPECIFIC NOTES

Drawing No. 4STG-54-05-DIRN-C1
Revision 02

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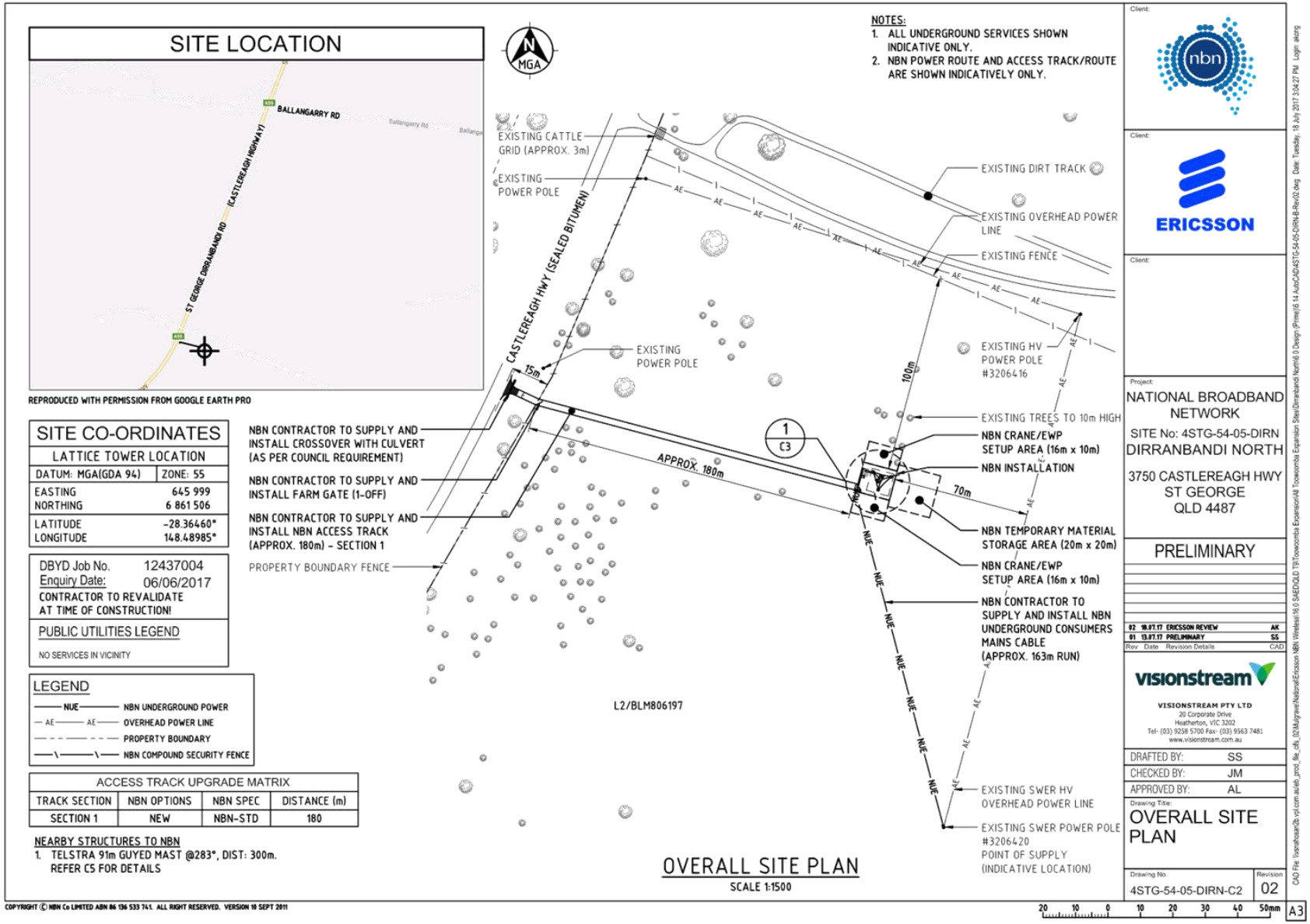
20 10 0 10 20 30 40 50mm A3

CAD File: \\vsnahosan2b.vpl.com.au\eb_prod_file_cifs_02\Mulgrave\National\Ericsson NBN Wireless\16.0 SAED\QLD T9\Toowoomba Expansion\All Toowoomba Expansion Sites\Dirranbandi North\6.0 Design (Prime)\6.14 AutoCAD\4STG-54-05-DIRN-B-Rev02.dwg Date: Tuesday, 18 July 2017 3:04:26 PM Login: akong


SITE LOCATION
BALLANGARRY RD
ST GEORGE DIRRANBANDI RD (CASTLEREAGH HIGHWAY)
REPRODUCED WITH PERMISSION FROM GOOGLE EARTH PRO
SITE CO-ORDINATES
LATTICE TOWER LOCATION
DATUM: MGA(GDA 94) ZONE: 55
EASTING 645 999
NORTHING 6 861 506
LATITUDE -28.36460°
LONGITUDE 148.48985°
DBYD Job No. 12437004
Enquiry Date: 06/06/2017
CONTRACTOR TO REVALIDATE AT TIME OF CONSTRUCTION!
PUBLIC UTILITIES LEGEND
NO SERVICES IN VICINITY
LEGEND
NUE NBN UNDERGROUND POWER
AE AE OVERHEAD POWER LINE
PROPERTY BOUNDARY
NBN COMPOUND SECURITY FENCE
ACCESS TRACK UPGRADE MATRIX
TRACK SECTION | NBN OPTIONS | NBN SPEC | DISTANCE (m)
SECTION 1 | NEW | NBN-STD | 180
NEARBY STRUCTURES TO NBN
1. TELSTRA 91m GUYED MAST @283°, DIST: 300m. REFER C5 FOR DETAILS
MGA
NOTES:
1. ALL UNDERGROUND SERVICES SHOWN INDICATIVE ONLY.
2. NBN POWER ROUTE AND ACCESS TRACK/ROUTE ARE SHOWN INDICATIVELY ONLY.
EXISTING CATTLE GRID (APPROX. 3m)
EXISTING POWER POLE
CASTLEREAGH HWY (SEALED BITUMEN)
EXISTING DIRT TRACK
EXISTING OVERHEAD POWER LINE
EXISTING FENCE
EXISTING POWER POLE
EXISTING HV POWER POLE #3206416
15m
100m
EXISTING TREES TO 10m HIGH
NBN CONTRACTOR TO SUPPLY AND INSTALL CROSSOVER WITH CULVERT (AS PER COUNCIL REQUIREMENT)
NBN CONTRACTOR TO SUPPLY AND INSTALL FARM GATE (1-OFF)
NBN CONTRACTOR TO SUPPLY AND INSTALL NBN ACCESS TRACK (APPROX. 180m) - SECTION 1
PROPERTY BOUNDARY FENCE
1
C3
APPROX. 180m
NBN CRANE/EWP SETUP AREA (16m x 10m)
NBN INSTALLATION
70m
NBN TEMPORARY MATERIAL STORAGE AREA (20m x 20m)
NBN CRANE/EWP SETUP AREA (16m x 10m)
NBN CONTRACTOR TO SUPPLY AND INSTALL NBN UNDERGROUND CONSUMERS MAINS CABLE (APPROX. 163m RUN)
L2/BLM806197
EXISTING SWER HV OVERHEAD POWER LINE
EXISTING SWER POWER POLE #3206420
POINT OF SUPPLY (INDICATIVE LOCATION)
OVERALL SITE PLAN
SCALE 1:1500
Client:
nbn
ERICSSON
Project:
NATIONAL BROADBAND NETWORK
SITE No: 4STG-54-05-DIRN
DIRRANBANDI NORTH
3750 CASTLEREAGH HWY
ST GEORGE
QLD 4487
PRELIMINARY
02 18.07.17 ERICSSON REVIEW AK
01 13.07.17 PRELIMINARY SS
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DRAFTED BY: SS
CHECKED BY: JM
APPROVED BY: AL
Drawing Title:
OVERALL SITE PLAN
Drawing No. 4STG-54-05-DIRN-C2
Revision 02
A3
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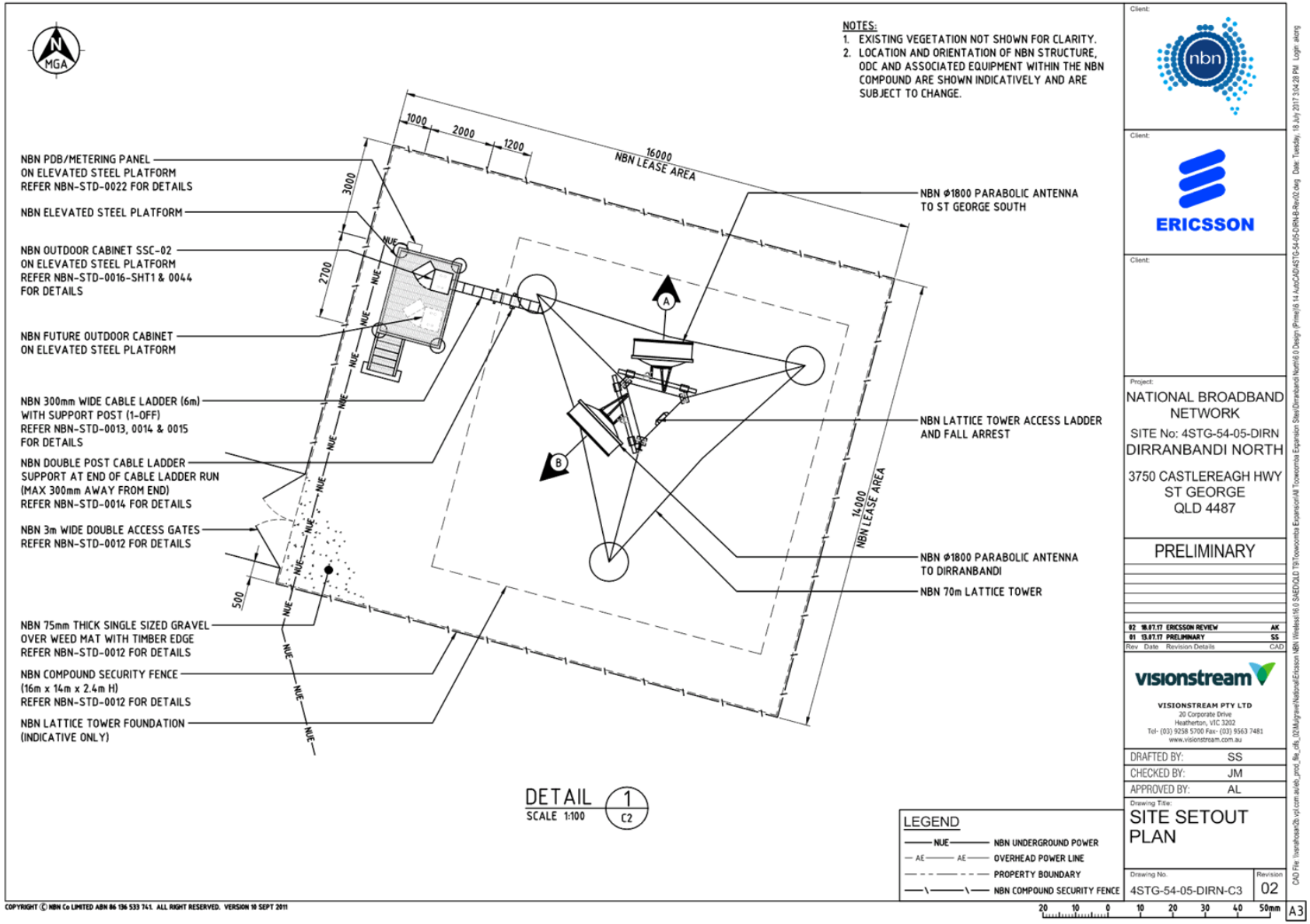

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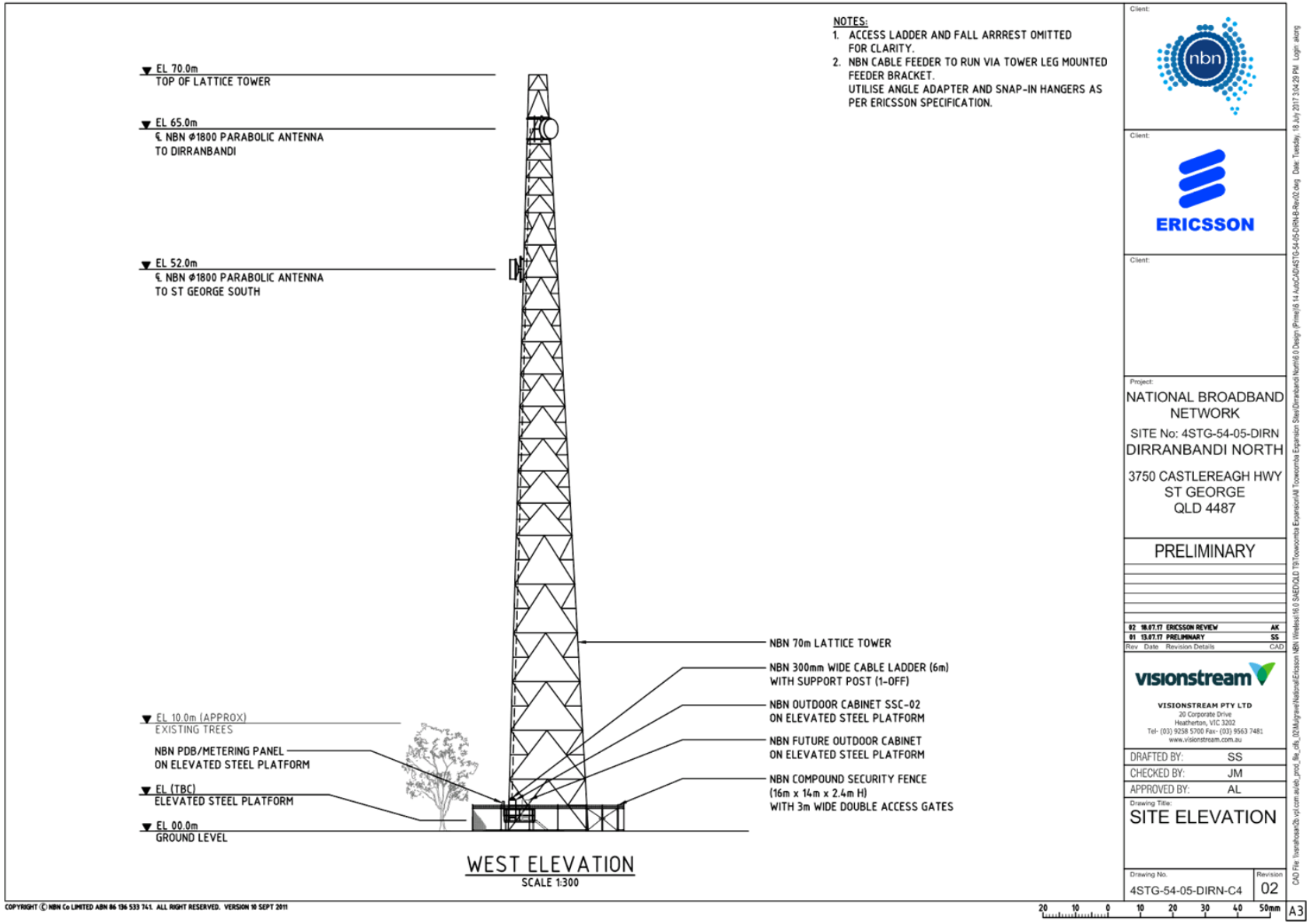
NOTES:
1. ACCESS LADDER AND FALL ARRREST OMITTED FOR CLARITY.
2. NBN CABLE FEEDER TO RUN VIA TOWER LEG MOUNTED FEEDER BRACKET. UTILISE ANGLE ADAPTER AND SNAP-IN HANGERS AS PER ERICSSON SPECIFICATION.
EL 70.0m
TOP OF LATTICE TOWER
EL 65.0m
℄ NBN Ø1800 PARABOLIC ANTENNA
TO DIRRANBANDI
EL 52.0m
℄ NBN Ø1800 PARABOLIC ANTENNA
TO ST GEORGE SOUTH
EL 10.0m (APPROX)
EXISTING TREES
NBN PDB/METERING PANEL
ON ELEVATED STEEL PLATFORM
EL (TBC)
ELEVATED STEEL PLATFORM
EL 00.0m
GROUND LEVEL
NBN 70m LATTICE TOWER
NBN 300mm WIDE CABLE LADDER (6m)
WITH SUPPORT POST (1-OFF)
NBN OUTDOOR CABINET SSC-02
ON ELEVATED STEEL PLATFORM
NBN FUTURE OUTDOOR CABINET
ON ELEVATED STEEL PLATFORM
NBN COMPOUND SECURITY FENCE
(16m x 14m x 2.4m H)
WITH 3m WIDE DOUBLE ACCESS GATES
WEST ELEVATION
SCALE 1:300
Client:
nbn
Client:
ERICSSON
Client:
Project:
NATIONAL BROADBAND NETWORK
SITE No: 4STG-54-05-DIRN
DIRRANBANDI NORTH
3750 CASTLEREAGH HWY
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SITE ELEVATION
Drawing No.
4STG-54-05-DIRN-C4
Revision
02
A3
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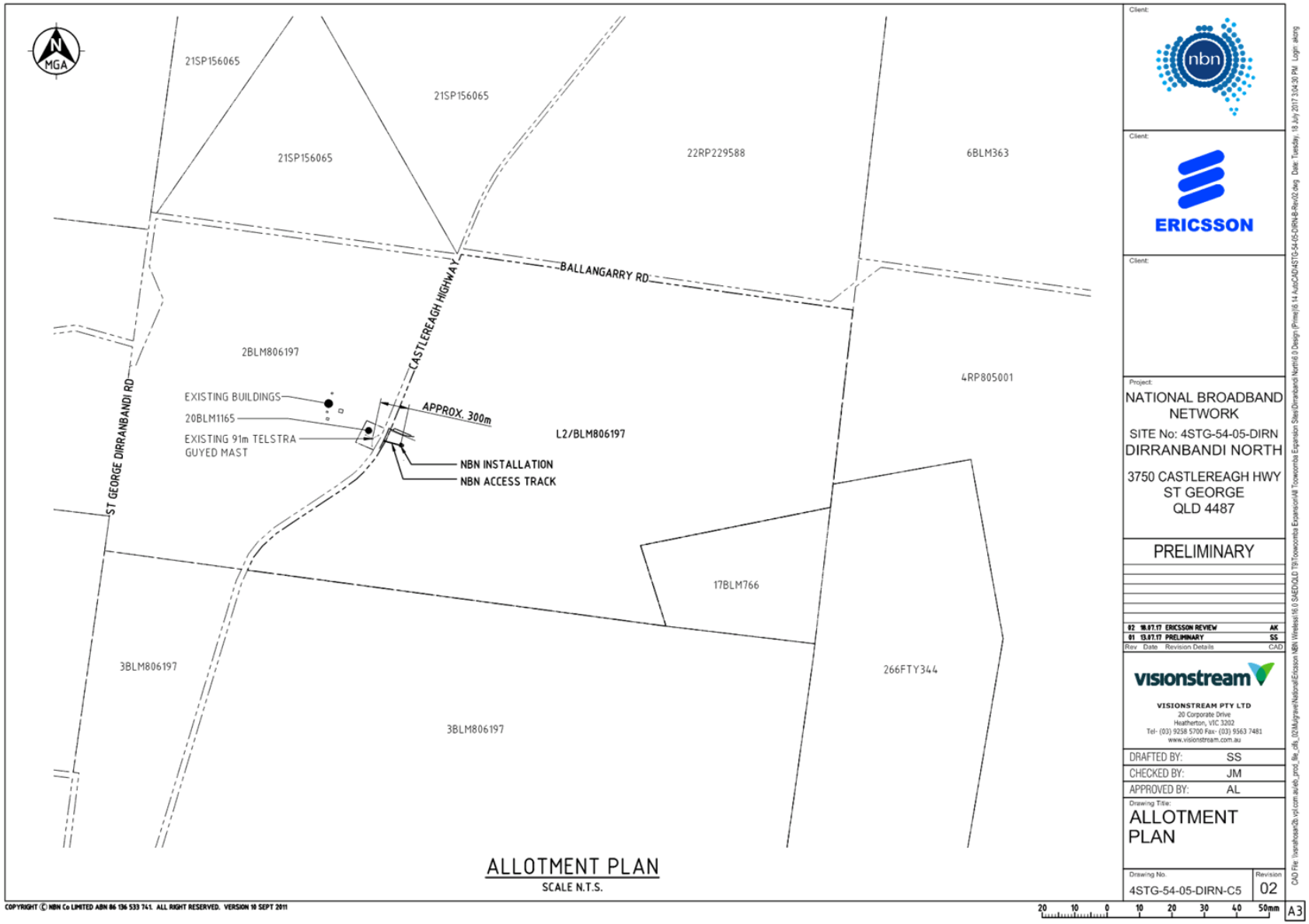
N
MGA
21SP156065
21SP156065
21SP156065
22RP229588
6BLM363
BALLANGARRY RD
CASTLEREAGH HIGHWAY
ST GEORGE DIRRANBANDI RD
2BLM806197
4RP805001
EXISTING BUILDINGS
20BLM1165
EXISTING 91m TELSTRA GUYED MAST
APPROX. 300m
L2/BLM806197
NBN INSTALLATION
NBN ACCESS TRACK
17BLM766
266FTY344
3BLM806197
3BLM806197
ALLOTMENT PLAN
SCALE N.T.S.
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Client:
nbn
Client:
ERICSSON
Client:
Project:
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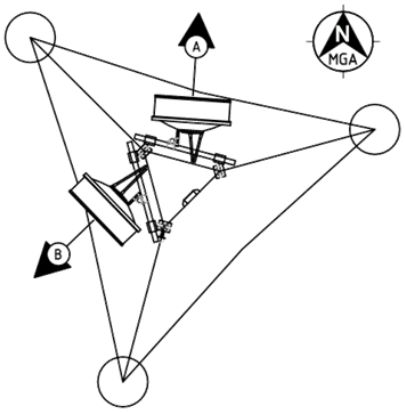
Drawing Title:
ALLOTMENT PLAN
Drawing No.
4STG-54-05-DIRN-C5
Revision
02
20 10 0 10 20 30 40 50mm
A3

NBN ANTENNA CONFIGURATION

SECTOR	SYMBOL	TX ANTENNA DETAIL						MAIN FEEDER DETAIL		
		TYPE	DIMENSION	℄ HEIGHT	AZIMUTH (TN)	DESTINATION	QTY RAU	TYPE	QTY	OVERALL LENGTH
A	A	PARABOLIC	⌀1800	52.0m	4°	ST GEORGE SOUTH	1	LDF1-50	1	60.0m
B	B	PARABOLIC	⌀1800	65.0m	226°	DIRRANBANDI	1	LDF1-50	1	73.0m

NOTE:
1. SUBJECT TO CHANGE.



ANTENNA SETOUT PLAN
SCALE 1:100

Client:

Client:

ERICSSON

Client:

Project:
NATIONAL BROADBAND NETWORK
SITE No: 4STG-54-05-DIRN
DIRRANBANDI NORTH
3750 CASTLEREAGH HWY
ST GEORGE
QLD 4487

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01	13.07.17	PRELIMINARY	SS

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CHECKED BY: JM
APPROVED BY: AL

Drawing Title:
NBN ANTENNA CONFIGURATION & SETOUT PLAN

Drawing No. 4STG-54-05-DIRN-A1
Revision 02

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20 10 0 10 20 30 40 50mm A3

CAD File: \\vsnahosan2b.vpl.com.au\eb_prod_file_cifs_02\Mulgrave\National\Ericsson NBN Wireless\16.0 SAED\QLD T9\Toowoomba Expansion\All Toowoomba Expansion Sites\Dirranbandi North\6.0 Design (Prime)\6.14 AutoCAD\4STG-54-05-DIRN-B-Rev02.dwg Date: Tuesday, 18 July 2017 3:04:30 PM Login: akong

Appendix B – Site Photographs

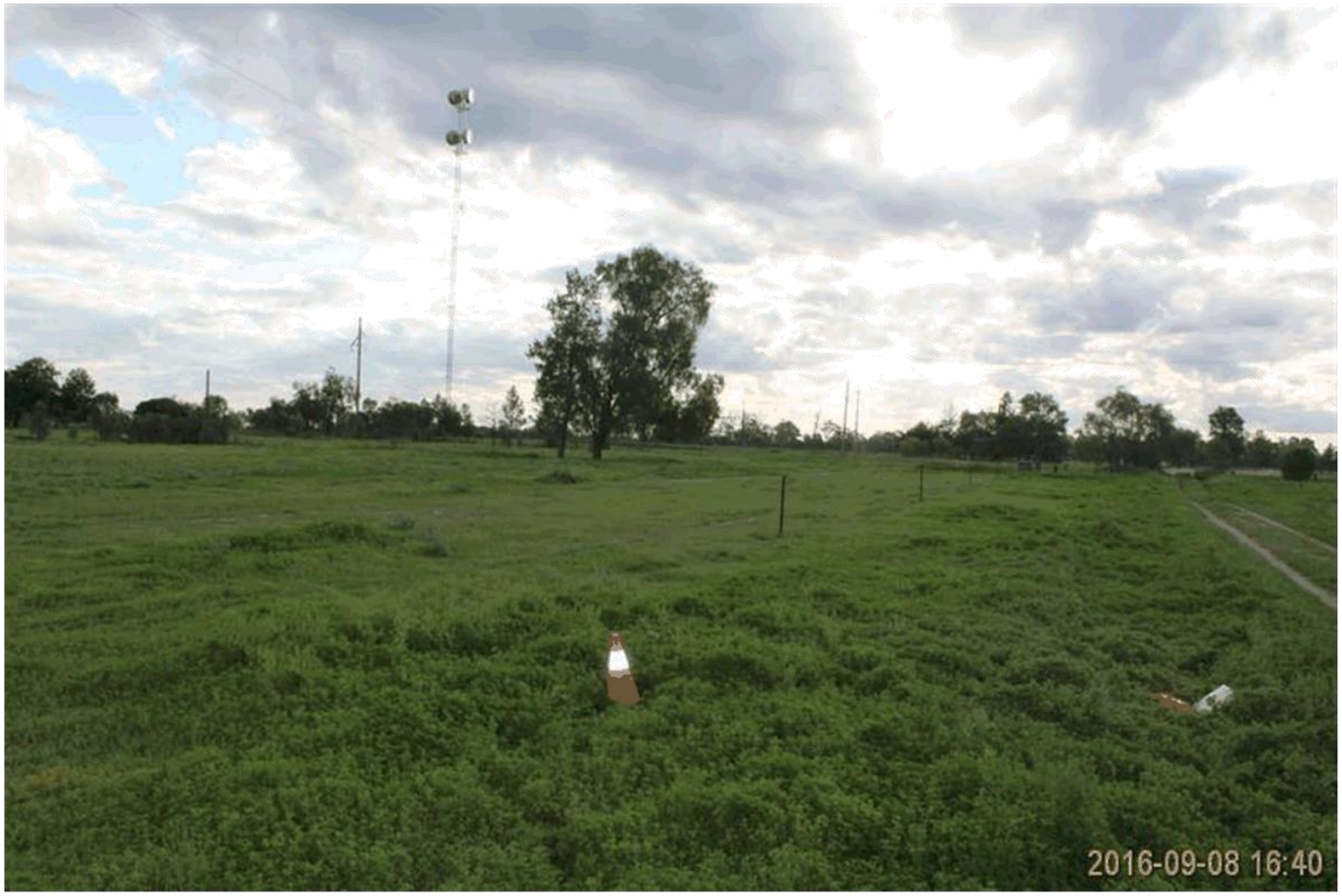

Photo 1 – Proposed compound location



Photo 2 – Site Access off Saint George Dirranbandi Road



Photo 3 – View from proposed compound, facing north



Photo 4 – View from proposed compound, facing east



Photo 5 – View from proposed compound, facing south



Photo 6 – View from proposed compound, facing west

Appendix C – Applicable Local Codes and Comments

Division 3 - Rural Zone Code

RURAL ZONE CODE		
Performance Criteria	**Acceptable Solutions**	**Applicants Response**
Infrastructure		
PC 1 Electricity Premises are provided with a supply of electricity adequate for the activity.	AS 1.1 Premises have a supply of electricity	**Complies** - Electricity will be sourced from an existing three phase power pole via both overhead and underground power to the facility. Please refer to the proposal plans **(Appendix A)** for further details.
PC 2 Water Supply Premises are provided with an adequate volume and supply of water for the activity.	AS 2.1 Premises are connected to Council's reticulated water system and have a rain water tank connected to the premises with a minimum capacity of 22 500 litres; or	**Not Applicable –**The proposal for a telecommunications facility. All services required for the ongoing operation of the base station are capable of being provided to the facility without impacting on the supply or reliability of these services to any existing consumers in the locality. No stormwater, sewerage, water or waste management facilities are required.
	AS 2.2 An approved water allocation as provided by the relevant agency and have a rain water tank connected to the premises with a minimum capacity of 45 000 litres.	Refer to above.
	AS 2.3 Premises has an on site storage of 20 000 litres of water for fire fighting purposes.	**Performance Outcome** - Supply of water for firefighting is not considered necessary for the proposal. There are no existing dwellings within proximity to the site. Furthermore, this facility is designed and constructed to operate on a continual unmanned basis. Operation of this facility will not result is any additional heat, sparks or naked flames, thus does not pose any additional fire risk. As such, water supply for firefighting is not considered necessary in this instance.

RURAL ZONE CODE		
Performance Criteria	**Acceptable Solutions**	**Applicants Response**
PC 3 Effluent Disposal To ensure that public health and environmental values are preserved, all premises provide for the treatment and disposal of effluent and other waste water.	AS 3.1 Premises have on - site effluent disposal systems designed and constructed by the applicant in accordance with Schedule 5: "Standards for Sewerage Supply	**Not Applicable** –The proposal for a telecommunications facility. All services required for the ongoing operation of the base station are capable of being provided to the facility without impacting on the supply or reliability of these services to any existing consumers in the locality. No stormwater, sewerage, water or waste management facilities are required.
PC 4 Stormwater/Inter-Allotment Drainage Stormwater is collected and discharged so as to: (a) protect the stability of buildings or the use adjacent land; (b) prevent the waterlogging of nearby land; (c) protect and maintain environmental values; and (d) to ensure that safety and efficiency on the state-controlled roads is not compromised.	AS 4.1 Stormwater/inter-allotment drainage is collected and discharged in accordance with Schedule 6: "Stormwater Drainage Standards"	**Not Applicable** – The proposed telecommunications facility incorporates very minimal hard surfaces and therefore will generate insignificant stormwater runoff from the site. As such, the proposal does not require connection to the stormwater network.
PC 5 Vehicle Access Vehicle access is provided to a standard appropriate for the use.	AS 5.1 Access roads are to be sealed and are to connect into the existing road network. Access is to be designed and constructed by the applicant in accordance with Schedule 2: "Standards for Roads, Car parking, Access and Access and Manoeuvring Areas".	**Not Applicable** – The proposed development does not involve new access roads. Notwithstanding, the proposal includes a new crushed gravel access track to the facility, which will be connected to Castlereagh Highway and contained wholly within private property.
PC 7 Parking and Manoeuvring Vehicle parking and service vehicle provision is adequate for the use whilst ensuring both safe and functional operation for motorists and pedestrians.	AS 7.1 All uses provide vehicle parking in accordance with Schedule 2: "Standards for Roads, Car Parking, Access and Manoeuvring Areas".	**Alternate Solution** - The traffic generated by the telecommunications facility is limited to maintenance vehicles which are estimated to visit the facility 1-2 times per year. As such, there is minimal traffic generation from the facility. On this basis, no car parking is proposed for the

RURAL ZONE CODE		
Performance Criteria	**Acceptable Solutions**	**Applicants Response**
		facility.
	AS 7.2 All service vehicle manoeuvring is in accordance with Schedule 2: "Standards for Roads, Car Parking, Access and Manoeuvring Areas".	Refer to above.
PC 8 Roads All weather road access is provided between the premises and the existing road network.	AS 8.1 Roads are designed and constructed by the applicant in accordance with Schedule 2: "Standards for Roads, Car Parking, Access and Manoeuvring Areas"	**Not Applicable** – The proposal does not involve the construction of a road. As such, this element of criteria is not applicable.
PC 9 State Controlled Roads State Controlled Roads are maintained and enhanced as a link between major centres.	AS 9.1 No direct access to State controlled roads is permitted except at designated intersections as identified on Planning Scheme Map R1 – State Controlled Roads	**Not Applicable** – The proposal does not involve access to a state controlled road. Whilst the Planning Scheme Map identifies the Castlereagh Highway as a state-controlled road, this road is not identified as state-controlled on the State DA Mapping system. As such, this element of criteria is not applicable.
PC 10 Development Adjacent to Highways Development adjacent to State Controlled Roads is located to ensure safe and efficient use of the highway and maintain the integrity of the highway as a commuter link.	AS 10.1 No development is established within a 100 metre buffer either side of the Carnarvon, Balonne, Moonie and Barwon Highways and other State Controlled Roads as identified in Planning Scheme Map R1 – State Controlled Roads	**Not Applicable** – The proposal does not involve development within proximity to the Carnarvon, Balonne, Moonie or Barwon Highways. As such, this element of criteria is not applicable.
PC 11 Noise Sensitive Development Noise sensitive developments (residential, educational and community) must ensure that road traffic noise levels are appropriately managed to achieve acceptable levels of amenity.	AS 11.1 No solution specified.	**Not Applicable** – The development does not involve noise sensitive developments. As such, this element of criteria is not applicable.
PC 12 Development in the Vicinity of Aerodrome Development in the vicinity of an aerodrome: a) does not adversely affect the operation of the aerodrome;	AS 12.1 Buildings and structures within 100 metres of the boundary of an aerodrome are less than 7.5 metres in height at any point above	**Not Applicable** – The proposal is not within proximity to an aerodrome. As such, this element of criteria is not applicable.

RURAL ZONE CODE		
Performance Criteria	**Acceptable Solutions**	**Applicants Response**
b) is designed and located to achieve a suitable standard of amenity for the proposed activity; and c) does not restrict the future operational demands of the aerodrome.	natural ground level.	
PC 13 Aerodrome Safety and Obstruction The development of premises does not cause an obstruction or other potential hazard to aircraft movement associated with the aerodrome by way of: a) the physical intrusion of buildings or other structures into the Obstacle Limitation Surface; b) attracting birds or bats to the area which could cause or contribute to bird strike hazard; c) providing very bright lighting or lighting similar to aerodrome lighting which can distract or confuse pilots; d) interfering with navigation or communication facilities; e) emissions that may affect pilot visibilityor aircraft operations; or f) transient intrusions into the aerodromes operational space.	AS 13.1 No solution specified	**Not Applicable** – The proposal is not within proximity to an aerodrome. As such, this element of criteria is not applicable.
PC 14 Gas and Oil Pipelines Buildings are located at an appropriate distance from pipelines to ensure community safety and operation of the use is not compromised.	AS 14.1 No habitable structure is constructed within the buffer established 200 metres either side off the gas and oil pipeline corridors as identified in Planning Scheme Map P1.	**Not Applicable** – The proposal is not within proximity to oil or gas pipelines. As such, this element of criteria is not applicable.
PC 15 Refuse Tips and Effluent Treatment Plants Premises are located at an appropriate distance from refuse tips and effluent treatment plants to ensure community safety and operation of the uses are not compromised.	AS 15.1 Premises are not constructed within 500 metres of any boundary of a refuse tip or an effluent treatment plant.	**Not Applicable** – The proposal is not within 500m of a refuse tip or effluent treatment plant. As such, this element of criteria is not applicable.

RURAL ZONE CODE		
Performance Criteria	**Acceptable Solutions**	**Applicants Response**
PC 16 Rail Corridors Development is at an appropriate distance from the rail corridor so as not to prejudice safety, speed or intended role of the existing and proposed rail corridors.	AS 16.1 The minimum buffer for residential, business, commercial and public facility uses are 100 metres from an existing or proposed rail corridors as identified on Planning Scheme Map P1.	**Not Applicable –** The subject site is not within proximity to existing or future rail corridors. As such, this element of criteria is not applicable.
PC 17 Noise Attenuation Development adjoining the rail corridor is protected from the impact of noise.	AS 17.1 No solution specified	**Not Applicable –** The subject site does not adjoin the rail corridor. As such, this element of criteria is not applicable.
PC 18 Electricity Transmission Line Easement – Vegetation Transmission lines within an Electricity transmission line easement are protected from vegetation.	AS 18.1 Planted vegetation within an Electricity transmission line easement shall have a mature height not exceeding 2.5 metres as shown in Schedule 3: "Power and Electricity Easements"	**Not Applicable –** The proposal does not involve vegetation planting within an electricity transmission line easement. As such, this element of criteria is not applicable.
	AS 18.2 No part of planted vegetation at its mature size, is located closer than 2.5 metres to an electricity transmission line as shown in Schedule 3: "Power and Electricity Easements"	**Not Applicable –** The proposal does not involve vegetation planting within an electricity transmission line easement. As such, this element of criteria is not applicable.
PC 19 Electricity Transmission LineEasement – Separation Distance Buildings and "community orientated uses" are located a minimum distance from lines to ensure community safety.	AS 19.1 Buildings and Community orientated uses maintain a minimum separation distance from the most proximate boundary of an Electricity transmission line easement in accordance with Schedule 3 "Power and Electricity Easements".	**Not Applicable –** The proposal is not within proximity to an electricity transmission line easement.
Environment		
PC 20 Watercourses Development ensures the maintenance of riparian areas and water quality including protection from off-site transfer of sediment.	AS 20.1 A minimum 10 metre wide buffer area is provided extending from the high bank of any watercourse. Buffer areas include a cover of vegetation, including grasses.	**Not Applicable –** The proposal is located more than 10m from a watercourse. As such, this element of criteria is not applicable.
PC 21 Deleted	AS 21.1 No solution specified.	**Not Applicable.**
PC 22 Air Emissions Air emissions from premises do	AS 22.1 No solution specified	**Complies -** The proposal will not generate any air emissions

RURAL ZONE CODE		
Performance Criteria	**Acceptable Solutions**	**Applicants Response**
not cause environmental harm or nuisance to adjoining properties or sensitive land uses		or odour.
PC 23 Noise Emissions Noise emissions from premises do not cause environmental harm or nuisance to adjoining properties or sensitive land uses	AS 23.1 No solution specified.	**Complies -** There is expected to be some low level noise from the ongoing operation of air conditioning equipment associated with the equipment cabinets. Noise emanating from the air conditioning equipment is expected to be at a comparable level to a domestic air conditioning installation. As such, there will be no environmental harm or nuisance caused by the proposal.
PC 24 Water Quality The standard of effluent and/or stormwater runoff from premises ensures the quality of surface water is suitable for: a) the biological integrity of aquatic ecosystems; b) recreational use; c) supply as drinking water after minimal treatment; d) agricultural use; or e) industrial use	AS 24.1 No solution specified	**Not Applicable** – The proposed telecommunications facility incorporates very minimal hard surfaces and therefore will generate insignificant stormwater runoff from the site. As such, the proposal does not require connection to the stormwater network.
PC 25 Excavation and Filling Excavation and filling of land ensures: a) that both the amenity and safety of users of the site and adjacent land holdings; and b) soil erosion is kept to a minimum with remedial works.	AS 25.1 Batters have a minimum slope of 25%, are terraced at every rise of 1.5 metres and each terrace has a minimum depth of 750mm; and	**Complies** – Any proposed excavation and filling will comply with the acceptable outcome. Any requirements can be conditioned by council in accordance with the acceptable outcomes.
	AS 25.2 Excavation and filling within 1.5 metres of any site boundary is battered or retained by a wall that does not exceed 1 metre in height; and	**Complies** – Any proposed excavation and filling will comply with the acceptable outcome. Any requirements can be conditioned by council in accordance with the acceptable outcomes.
	AS 25.3 Excavation and filling is undertaken in accordance	**Complies** – Any proposed excavation and filling will

RURAL ZONE CODE		
Performance Criteria	**Acceptable Solutions**	**Applicants Response**
	with Schedule 7: "Standards for Construction Activity".	comply with the acceptable outcome. Any requirements can be conditioned by council in accordance with the acceptable outcomes.
PC 26 Construction Activities Both erosion control and silt collection measures are undertaken so as to ensure protection of environmental values during construction.	AS 26.1 During construction, soil erosion and sediment is managed in accordance with Schedule 7: "Standards for Construction Activity".	**Complies -** All erosion and sediment control mitigation measures will be detailed in construction plans and will comply with the Building Code of Australia and local Council standards. In addition, contractors must comply with the '**nbn** Construction Specification' that requires contractors to undertake the necessary erosion and sediment control measures in order to protect the surrounding environment. On completion of the installation, the site will be restored and reinstated to an appropriate standard. No waste which requires collection or disposal will be generated by the operation of the facility.
PC 27 Separation of Incompatible Land Uses Separation distances are provided to ensure: (a) the future of surrounding uses; (b) infrastructure items are protected from incompatible development; (c) an appropriate standard of amenity andpublic safety; and (d) conflict arising from incompatible uses is minimised.	AS 27.1 For Sensitive land uses and rural activities other than Intensive Animal Industry: Minimum separation between sensitive land uses and rural activities comply with the "Buffer Area Design Criteria" as contained in Table 2 of section 3.47 of SPP1/92 – Planning Guideline – "Separating Agricultural and Residential Land Uses."	**Not Applicable –** The proposal does not reflect a sensitive land use or rural activity. Thus, this element of criteria is not applicable.
	AS 27.2 For Sensitive Land Uses: Minimum separation distances to Intensive Animal Industries are as stated in Schedule 10: "Separation Distances for Intensive Animal Industries".	**Not Applicable –** The proposal does not reflect a sensitive land use or rural activity. Thus, this element of criteria is not applicable.
	AS 27.3 For all other than Extractive Industries: Buildings,	**Not Applicable –** The proposal does not reflect a

RURAL ZONE CODE		
Performance Criteria	**Acceptable Solutions**	**Applicants Response**
	structures and outdoor activity areas maintain a minimum separation distance to Extractive Industries as stated in Schedule 11: "Separation Distances for Extractive Industries".	sensitive land use or rural activity. Thus, this element of criteria is not applicable.
PC 28 Good Quality Agricultural Land Good Quality Agricultural Land areas as identified in Planning Scheme Map R4 –Good Quality Agricultural Land are conserved and managed for the longer term and protected from development that may lead to its alienation or diminished productivity	AS 28.1 No solution specified.	**Complies –** The subject site is contained within the good quality agricultural land area. Notwithstanding, the proposal will not impact on existing or future agricultural or farming uses and will not alienate or diminish productivity. Furthermore, the facility is limited to a small compound (224sqm) of the 2314.4ha site, thus is not anticipated to have any affect on the existing agricultural activity.
PC 29 St George Irrigation Area The St George Irrigation Area as identified in Planning Scheme Map R7 – St George Irrigation Area, is conserved and protected from development that may lead to damage or loss of irrigation infrastructure.	AS 29.1 No solution specified	**Not Applicable –** The subject site is not contained within the St George Irrigation Area. As such, this element of criteria is not applicable.
PC 30 Vegetation Retention Development retains vegetation for the: a) protection of scenic quality; b) protection of general habitat; c) protection of soil quality; and d) establishment of open space corridors and networks	AS 30.1 No solution specified	**Complies –** The proposal does not involve the removal of any vegetation.
PC 31 Protected Areas Development is undertaken to ensure areas of significant biodiversity and habitat value are protected.	AS 31.1 A minimum separation distance of 100 metres is provided to protected areas as identified on Planning Scheme Map R3 –Protected Areas	**Performance Outcome –** The proposal is located within a protected area on R3 – Protected Areas Map. Whilst being located in a protected area, the proposal is located within an existing cleared area Furthermore, the compound is limited to a small area (224sqm) of the overall site

RURAL ZONE CODE		
Performance Criteria	**Acceptable Solutions**	**Applicants Response**
		area (2314.4ha). On this basis, the amenity of the locality will not be adversely impacted by the proposed facility and the biodiversity and habitat value of the locality will be protected.
PC 32 Sloping Land Development is undertaken to ensure: a) vulnerability to landslip erosion and land degradation is minimised; and b) Safety of persons and property is not compromised.	AS 32.1 Development is not undertaken on slopes greater than 15%.	**Complies –** The subject site contains a slope less than 15%.
PC 33 Bushfire Hazard Area Development maintains the safety of people and property by avoiding areas of High or Medium Bushfire hazard or mitigating the risk through: (a) the siting of buildings ensuring setbacks from hazardous vegetation are maximised and elements least susceptible to fire are sited closest to the bushfire hazard; and (b) the provision of firebreaks to ensure adequate setbacks between Buildings, structures and Hazardous vegetation	AS 33.1 Development is not undertaken in Bushfire hazard areas as identified as High and Medium hazard on Planning Scheme Map R4 – Bushfire Hazard Areas; or	**Not Applicable –** The subject site is not located within a bushfire area. As such, this element of criteria is not applicable.
	AS 33.2 For Development in areas of High or Medium bushfire hazard as identified on Planning Scheme Map R4 – Bushfire Hazard Areas and on lots greater than 2500m2 : Buildings and Structures: (i) are sited within the lowest bushfire hazard area; (ii) achieve minimum setback distances from hazardous vegetation of 1.5 times the predominant mature canopy tree height or 10 metres, which ever is the greater; and (iii) achieve a setback distance from any retained vegetation strips or small areas of vegetation of 10 metres.	**Not Applicable –** The subject site is not located within a bushfire area. As such, this element of criteria is not applicable.
	AS 33.3 For Development in areas of High or Medium bushfire hazard as identified on Planning Scheme Map R4 – Bushfire Hazard Areas and on lots less than or equal to 2500m2 : No solution specified	**Not Applicable –** The subject site is not located within a bushfire area. As such, this element of criteria is not applicable.
	AS 33.4 For Development in areas of High or Medium	**Not Applicable –** The subject site is not located within a

RURAL ZONE CODE		
Performance Criteria	**Acceptable Solutions**	**Applicants Response**
	bushfire hazard as identified on Planning Scheme Map R4 – Bushfire Hazard Areas, firebreaks or fire maintenance trails are provided in accordance with Schedule 12: "Standards for Roads in Bushfire Hazard Areas. Firebreaks and Fire Maintenance Trails'.	bushfire area. As such, this element of criteria is not applicable.
PC 34 Character Buildings Development adjacent to buildings identified as heritage or character buildings within Schedule 9 incorporates design features, materials and details that blend with the existing character.	AS 34.1 No solution specified	**Not Applicable –** The subject site is not within proximity to any character buildings.
PC 35 Cultural Heritage The significance of known places of indigenous and/or cultural heritage value is retained.	AS 35.1 A minimum separation distance of 20 metres is provided from the MCU and/or operational work to known indigenous and/or cultural heritage sites	**Not Applicable –** The subject site is not within proximity to indigenous or cultural heritage sites.
PC 36 Rural Outbuildings Rural amenity is to be maintained.	AS 36.1 Outbuildings are to be located a minimum of 100 metres from any boundary; and	**Not Applicable –** The proposal does not involve rural outbuildings.
	AS 36.2 The size of residential outbuildings is to be restricted to structures 8.5 metres in height and 250m2 in floor area.	**Not Applicable –** The proposal does not involve rural outbuildings.
PC 37 Rural Outbuildings Buffers Adequate buffers are provided to protect the Rural Residential Precinct from Agricultural and Industrial Activities, whilst also ensuring the integrity and viability of such industries is maintained.	AS 37.1 No solution specified	**Not Applicable –** The proposal does not involve rural outbuildings.
i. Telecommunications Facility		
PC 69 Visual Impact Development is visually integrated with its landscape or townscape so as to not be visually dominant or unduly	AS 69.1 No solution specified	**Complies - nbn** has endeavoured to achieve a balance between providing services and minimising any visual impact on the

RURAL ZONE CODE		
Performance Criteria	**Acceptable Solutions**	**Applicants Response**
visually obtrusive.		community and local environment. Telecommunications facilities need to be located in or near the area for which they are designated to provide or improve coverage, or in this instance, be located within close proximity and line of sight to adjoining network facilities. The site was selected based on consideration of town planning matters, transmission objectives and the ability to mitigate impacts on the areas visual amenity. As such, the siting of the proposed lattice tower on the subject property is considered appropriate. The subject property and adjoining properties are characterised by large rural allotments used for agricultural purposes and there is an existing 90m guyed mast approximately 290m west of the proposed facility. The subject site is located on the outskirts of the St George and Dirranbandi townships, thus achieves suitable separation from residential dwellings and sensitive land uses. Whilst the proposal may be visible from certain view corridors within the area and along the road corridor, it is considered that the proposal's setbacks, design and location will not result in a significant visual impact on the rural character and will not visually dominant or unduly visually obtrusive.

Part 6, Division 1- Flood Hazard Overlay Code

FLOOD HAZARD OVERLAY CODE		
Performance Criteria	**Acceptable Solutions**	**Applicants Response**
PC 1 Built form Development is resilient to flood events by ensuring design and built form account for the potential risks of flooding.	AS1.1 Habitable floors (including extensions and/or redevelopment) are built to at least the Minimum Habitable Finished Floor Level (MHFFL) specified for the subject lot.	**Not Applicable** – The proposal does not involve habitable floors and the use is for a telecommunications facility, which will operate on an unmanned basis.
	AS1.2 The design and layout of buildings used for residential purposes minimise risk from flooding by providing parking and other low intensity, non habitable uses at ground level.	**Not Applicable** – The proposal does not reflect a residential use. As such, this element of criteria is not applicable.
	AS1.3 The maximum building height for a dwelling house is 8.5m.	**Not Applicable** – The proposal does not reflect a residential use. As such, this element of criteria is not applicable.
	AS1.4 The maximum site coverage for residential outbuildings does not exceed 5% of the total site area.	**Not Applicable** – The proposal does not reflect a residential use. As such, this element of criteria is not applicable.
	AS1.5 Boundary fences do not impede the flow of floodwater.	**Complies** – The proposed compound fence will be chain link and allows for floodwater to flow through.
	AS1.6 Non-residential uses and structures: a) are built above the minimum habitable finished floor level; or b) allow for flow through of flood waters.	**Complies** – It is considered that the proposed telecommunications facility will not increase the risk of flood hazard present on site and the proposal is designed to operate on an unmanned basis, thus not placing any additional risk to users of the site. Furthermore, the proposal has been located on an elevated steel platform to reduce the risk of flooding affecting the ground level equipment. The steel platform will allow for flow through of flood waters.

FLOOD HAZARD OVERLAY CODE		
Performance Criteria	**Acceptable Solutions**	**Applicants Response**
	AS1.7 Materials stored on-site: a) are those that are readily able to be moved in a flood event; b) where capable of creating a safety hazard by being shifted by flood waters, are contained in order to minimise movement in times of flood.	**Not Applicable –** The proposed outdoor cabinet with equipment is located on an elevated steel platform and will not create a safety hazard.
PC 2 Development siting and layout Development siting and layout responds to flooding potential and maintains personal safety at all times.	Where not located in Limited Residential Precinct4 AS2.1 New lots are: a) located outside the overlay area; b) are demonstrated to be above the flood level 5 identified for the site; or c) located on the highest part of the site to minimise entrance of floodwaters.	**Not Applicable –** The proposal does not involve new lots. As such, this element of criteria is not applicable.
	AS2.2 Road and/or pathway layout ensures residents are not physically isolated from the adjacent flood free urban areas6 and provides a safe and clear evacuation route path: a) by locating entry points into the reconfiguration above the flood level and avoiding cul-de-sac or other nonpermeable layouts; and b) by direct and simple routes to main carriageways that allow trafficable access up to a maximum flood depth of 300mm.	**Not Applicable -** The proposal does not involve new roads or pathways.
	AS2.3 Signage is provided on site (regardless of whether land is in public or or private ownership): a) indicating the position and path of all safe evacuation routes off the site; and b) if the site contains or is within 100m of a floodable waterway, hazard warning signage and depth indicators are also provided at key hazard points, such as at floodway crossings or entrances to	**Performance Outcome –** Given the proposal is a non-residential use and will operate on an unstaffed basis, it is not considered that signage for emergency routes is required.

FLOOD HAZARD OVERLAY CODE		
Performance Criteria	**Acceptable Solutions**	**Applicants Response**
	lowlying reserves.	
PC 3 Effects on flood behaviour Development directly, indirectly and cumulatively avoids any increase in water flow velocity or flood level, and does not increase the potential for flood damage either on site or on other properties	AS3.1 Development does not block or divert floodwaters in a manner that increases flood level or velocity on site or on other properties.	**Complies** - The proposed telecommunications facility will not block or divert floodwaters in a manner that increases flood level or velocity on site or on other properties. Furthermore, the proposed outdoor cabinet with equipment is located on an elevated steel platform to reduce the risk of flooding affecting equipment. The steel platform will allow for flow through of flood waters and does not block or divert floodwaters.
	AS3.2 Works do not involve any physical alteration to a watercourse or floodway including vegetation clearing.	**Complies** – The proposed works on site will not involve alteration to a watercourse or floodway.
	For operational works where located within the Residential Precinct or Limited Residential Precinct AS3.3 Development involves no net increase in filling on site.	**Not Applicable** – The proposal does not involve a site located in the residential precinct or limited residential precinct.
	For operational works in all other zones/precincts AS3.4 Works (including buildings and earthworks) either: a) do not involve a net increase in filling greater than 500m3 (compacted); or b) do not result in any reductions of on-site flood storage capacity and contain within the subject site any changes to depth /duration /velocity of flood waters; or c) do not change flood characteristics outside the subject site in ways that result in:	**Not Applicable** – The proposal does not operational works.

FLOOD HAZARD OVERLAY CODE		
Performance Criteria	**Acceptable Solutions**	**Applicants Response**
	i. loss of flood storage; ii. loss of/changes to flow paths; iii. acceleration or retardation of flows; or any reduction in flood warning times elsewhere on the floodplain.	
PC 4 Hazardous materials Development avoids the release of hazardous materials or contaminants into floodwaters.	Material Change of Use AS4.1 Materials manufactured or stored on site are not hazardous or noxious, or comprise materials that may cause a detrimental effect on the environment if discharged in a flood event; OR	**Not Applicable** – The proposal does not involve hazardous material. Notwithstanding, the equipment shelter is located on an elevated steel platform to prevent the intrusion of floodwaters.
	AS4.2 Where a MHFFL is adopted (refer to Maps R8 B1b, B3b, C2b, C3b and C3f), structures used for the manufacture or storage of hazardous materials are: a) located above the MHFFL level; or b) designed to prevent the intrusion of floodwaters.	**Not Applicable** – The proposal does not involve hazardous material. Notwithstanding, the equipment shelter is located on an elevated steel platform to prevent the intrusion of floodwaters.
	AS4.3 If a specific MHFFL for the site is not adopted, hazardous materials and their manufacturing equipment are located on the highest part of the site to enhance flood immunity and are designed to prevent the intrusion of floodwaters.	**Not Applicable** – The proposal does not involve hazardous material. Notwithstanding, the equipment shelter is located on an elevated steel platform to prevent the intrusion of floodwaters.
PC 5 Disaster management responses The development supports, and does not unduly burden, disaster management response or recovery capacity and capabilities.	AS5.1 Development does not: a) increase the number of people calculated to be at risk from flooding; b) increase the number of people likely to need evacuation; c) shorten flood warning times; and, d) impact on the ability of traffic to use evacuation routes, or unreasonably increase traffic volumes on evacuation routes.	**Complies** - It is considered that the proposed telecommunications facility will not increase the risk of flood hazard present on site and the proposal is designed to operate on an unstaffed basis, thus not placing any additional risk to users of the site. Furthermore, the proposal has been located on an elevated steel platform to reduce the risk of flooding affecting the ground level equipment. The

FLOOD HAZARD OVERLAY CODE		
Performance Criteria	**Acceptable Solutions**	**Applicants Response**
		steel platform will allow for flow through of flood waters.
PC 6 Community infrastructure Development involving community infrastructure (defined as Sensitive Land Uses and Community Oriented Uses under this Scheme): a) remains functional to serve community need during and immediately after a flood event; b) is designed, sited and operated to avoid adverse impacts on the community or the environment due to the impacts of flooding on infrastructure, facilities or access and egress routes; c) retains essential site access during a flood event; d) and is able to remain functional even when other infrastructure or services may be compromised in a flood event;	Where not located within the Resilient Residential Precinct AS6.1 Sensitive Land Uses and Community Oriented Uses are not located on land inundated during a 1% AEP flood event. OR	**Not Applicable** – The site is not contained within the resilient residential precinct.
	AS6.2 Sensitive Land Uses and Community Oriented Uses incorporate an area on site above the MHFFL with sufficient space to accommodate the likely population of the development in safety for a relatively short time until flooding subsides or people can be evacuated. AND	**Not Applicable** – The proposal does not involve a sensitive land use or community orientated use which requires space to accommodation the population in a flood event.
	AS6.3 Sensitive Land Uses and Community Oriented Uses have direct access to low hazard evacuation routes as defined in Table 10. AND	**Not Applicable** – The proposal does not involve a sensitive land use or community orientated use which requires space to accommodation the population in a flood event.
	AS6.4 Any components of infrastructure that are likely to fail to function or may result in contamination when inundated by flood, such as electrical switch gear and motors, telecommunications connections, or water supply pipeline air values are: a) located above the MHFFL for the site; b) designed and constructed to exclude floodwater intrusion/infiltration; AND	**Complies - nbn** acknowledges that the proposed compound is subject to the flood hazard overlay – locally verified. Accordingly, **nbn** have proposed that the equipment shelter is to be located on an elevated steel platform to protect the electrical infrastructure in the event of a flood. The final height of the elevated steel platform can be confirmed by Council in accordance with the MHFFL. It is noted that the proposal is for a telecommunications facility and does not require habitable floor levels, however we will await confirmation from

FLOOD HAZARD OVERLAY CODE		
Performance Criteria	**Acceptable Solutions**	**Applicants Response**
		Council for the required height.
	AS6.5 Infrastructure is designed and constructed to resist hydrostatic and hydrodynamic forces as a result of inundation by a flood.	**Complies –** The proposed infrastructure will be designed and constructed to resist hydrostatic and hydrodynamic forces.
	AS6.6 The following uses are not located on land inundated during a 0.5% AEP flood event a) emergency shelters; and b) police facilities.	**Not Applicable** – The proposal does not involve a emergency shelter or police facility.
	AS6.7 The following uses are not located on land inundated during a 0.2% AEP flood event a) correctional facilities; b) emergency services; c) power stations; and d) major switch yards.	**Not Applicable** – The proposal does not involve a correctional facility, emergency service, power station or major switch yard.

Appendix D – Copy of title

CURRENT TITLE SEARCH

DEPT OF NATURAL RESOURCES AND MINES, QUEENSLAND

Request No: 24235700
Search Date: 12/09/2016 11:14

Title Reference: 50333218
Date Created: 31/10/2000

Previous Title: 40026671

REGISTERED OWNER

Dealing No: 712200460 04/02/2009

DOUGLAS JOHN SLACK

ESTATE AND LAND

Estate in Fee Simple

LOT 2 CROWN PLAN BLM806197
Local Government: BALONNE

For exclusions / reservations for public purposes refer to
Plan CP BLM806197

EASEMENTS, ENCUMBRANCES AND INTERESTS

1. Rights and interests reserved to the Crown by
   Deed of Grant No. 40026671 (Lot 2 on CP BLM806197)

2. MORTGAGE No 712200461 04/02/2009 at 11:43
   NATIONAL AUSTRALIA BANK LIMITED A.B.N. 12 004 044 937

ADMINISTRATIVE ADVICES

Dealing	Type	Lodgement Date	Status
710943412	VEG NOTICE VEGETATION MANAGEMENT ACT 1999	28/08/2007 15:26	CURRENT

UNREGISTERED DEALINGS - NIL

CERTIFICATE OF TITLE ISSUED - No

Caution - Charges do not necessarily appear in order of priority

** End of Current Title Search **

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Requested By: D-ENQ CITEC CONFIRM

OFFICER REPORT

TO: Council

SUBJECT: **Community Donation, Sponsorship and Grants program**

DATE: 12.09.17

AGENDA REF: CES2

AUTHOR: Mareea Lochel - Community & Business Development Officer

Executive Summary

Council has received two requests for assistance under the Community Donation, Sponsorship and Grants program.

Background

The Balonne Shire Council is committed to assisting community organisations whose activities provide benefit to Balonne Shire's communities. The application process for the Community Donation, Sponsorship and Grants program is designed to ensure that all assistance is provided in an equitable and accountable manner for projects and events that meet the cultural, community, education and recreational needs of the Balonne Shire.

This month Council received two requests from the St George & District Fishing & Restocking Club Inc and St George Art Group Incorporated.

The St George & District Fishing & Restocking Club is a non-profit organisation who raises funds for stocking the Balonne river systems with native fish. The St George & District Fishing & Restocking Club Inc. annual Fishing Club Competition will be held over the October long weekend. The club has three levels of sponsorship Gold $500, Silver $250 and Bronze $100. Council has previously supported this event as a Silver level sponsor.

Each year the St George Art Group hold an art exhibition called "*Brush Strokes*". The exhibition displays artworks from 20 different artists living and working within the Balonne Shire. This year the St George Art Groups are seeking assistance from local business to support the event through monetary support. The Art Group has three levels of sponsorship Gold $1,000, Silver $500 and Bronze $250.

Link to Corporate Plan

Function	Key Program Area
Strong & Resilient Communities	Community Lifestyle: To foster community pride and social interaction for all groups within our community with access to well serviced community hubs and facilities.

Consultation (internal/external)

Not applicable

Legal Implications

Not applicable

Policy Implications

Balonne Shire Council Community Sponsorship, Donation and Grants Policy

Financial and Resource Implications

Council Community Donations Sponsorship and Grants program has an approved annual budget of $18,000. Council has approved/allocated $7,832.20 of these funds resulting in **$10,167.80 remaining for future requests.**

St George & District Fishing & Restocking Club Inc has three levels of sponsorship:

- Gold $500
- Silver $250
- Bronze $100

The St George & District Fishing & Restocking Club did not submit an application for assistance under the Community Drought Fund. Since 2012 Council has been an annual Silver sponsor ($250) for this event.

St George Art Group has three levels of sponsorship:

- Gold $1,000
- Silver $500
- Bronze $250

The St George Art Group did not submit an application for assistance under the Community Drought Fund. Council has support the Art Group through the RADF program for various workshops over the years. In 2016 the Art Group requested assistance from Council under the Community Donation, Sponsorship and Grants. The request for $300 was approved to help with the cost to erect temporary lighting for the 2016 exhibition.

There are sufficient funds in the program for the requested amounts.

Annual Budget		$18,000.00
Less approved/allocated requests	7,832.20	
Less pending requests		
St George & District Fishing & Restocking Club	250.00	
St George Art Group	250.00	
Total remaining		**9,667.80**

Attachments

1. St George and District Fishing - Restocking Club - Request for Sponsorship -344.pdf ⇩
2. St George Arts Group - Request -Donation -933.pdf ⇩

Recommendation/s

That Council resolves to approve the Community Donations Sponsorship and Grants application as follows:

APPLICANT	PROJECT	AMOUNT APPROVED
St George & District Fishing & Restocking Club	Annual Fishing Competition	$250
St George Art Group	Brush Strokes Art Exhibition	$250

Jamie Gorry
Director Community and Environmental Services

ST GEORGE & DISTRICT FISHING & RESTOCKING CLUB INC.

PO BOX 540
ST GEORGE QLD 4487

BALONNE SHIRE COUNCIL
RECEIVED
11 AUG 2017
For
Information
Reply
Comments
Report to
Attn

9th August 2017

Balonne Shire Council
PO Box 201
ST GEORGE QLD 4487

Dear Sir,

It is once again time to start preparing for our annual Fishing Club Competition, being held over the October long weekend. To achieve our goal of bringing an entertaining, fun filled family outing we need your valuable support.

We are a non-profit organisation and funds raised go into stocking the Balonne river systems with native fish. We completed our annual restocking, in January this year, with the release of 50000 Yellowbelly fingerlings.

Our competition will start Friday 29th September taking early nominations from 1pm. Weigh-ins will be held throughout the weekend, with the presentations on Sunday 1st October after the final weigh in at 12pm. We'll also have a bar and BBQ operating over the weekend. Great prizes are up for grabs.

Attached, you will find the sponsorship packages that are available for the 2017 Fishing Competition. The packages are structured to promote your business in conjunction with the Fishing Club. If you require further information in relation to what we can provide your business, please contact Warren, Club President, on 0419 861 319.

Kind Regards

Warren Whitaker
President



ST GEORGE & DISTRICT FISHING & RESTOCKING CLUB INC.

PO BOX 540
ST GEORGE QLD 4487

Gold Sponsorship $500.00

Corporate Exposure before the 2017 St George Fishing Competition

- Highlighted as a gold sponsor on all advertising and promotional materials

Corporate Exposure during the 2017 St George Fishing Competition

- Sponsors logo will be promoted during the competition and on the Program for the event
- Acknowledgement by Master of Ceremony as a Gold Sponsor during the Festival
- Exposure to various key Business people and visitors during the Competition
- Placement of suitable signage or promotional products during the Competition
- Framed Certificate recognising the sponsor
- Opportunity to have a display of promotional or sale goods during the Competition.

Silver Sponsorship $250.00

Corporate Exposure before the 2017 St George Fishing Competition

- Listed on all advertising and promotional materials

Corporate Exposure during the 2017 St George Fishing Competition

- Sponsors logo will be promoted during the Competition
- Acknowledgement by Master of Ceremony during the Competition
- Exposure to various key Business people and visitors during the Competition
- Placement of suitable signage or promotional products during the Competition
- Framed Certificate recognising the sponsor
- Opportunity to have a display of promotional or sale goods during the Festival

Bronze Sponsorship $100.00

Corporate Exposure before the 2017 St George Fishing Competition

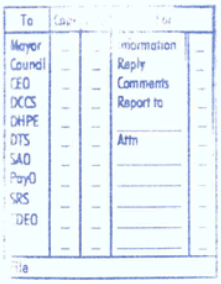
- Listed on promotional materials

Corporate Exposure during the 2017 St George Fishing Competition

- Acknowledgement by Master of Ceremony during the Competition
- Exposure to various key Business people and visitors during the Competition
- Placement of suitable signage or promotional products during the Competition
- Certificate recognising the sponsor

Bank Account Details	
Bank:	Westpac Banking Corporation
BSB:	034 213
Account:	136 847

BALONNE SHIRE COUNCIL
RECEIVED
- 6 SEP 2017



St. George Art Group Incorporated
President: B. Wippell
Secretary: C. Carson
Treasurer: K. Hetherington

31st August 2017

Mr Richard Marsh
Balonne Shire Council
Victoria Street
St. George Qld 4487

Dear Richard,

Each year the St George Art Group hold the Brush Strokes art exhibition displaying artworks from 20 different artists living and working within the Balonne Shire. Opening night is Friday night with an official opener and drinks and finger food supplied by a local caterer. The exhibition concludes on Saturday afternoon. The venue is the Annex of the St George Cultural Centre.

In previous years we have displayed over 100 paintings and have had a very successful record of sales. The event is well supported by locals and visitors alike. Brush Strokes has been running for 5 years and is a wonderful way to showcase the artistic talent of the area. It is a wonderful addition to the community calendar of the area.

This year we have decided to ask local businesses to assist us with the running of this event through monetary sponsorships demonstrating your support. We would appreciate any donation you are able to supply. There are a number of levels of sponsorship. Gold ($1000), Silver ($500) and Bronze ($250) to give you some ideas. We have also decided to include an unspecified category if you find that this is more suitable.

Sponsors will receive wide ranging advertising through local newspapers, flyers and radio station programs as well as inclusion in our program during the exhibition. Our program is professionally designed by a graphic designer who is also a member of our group.

This exhibition has grown and improved markedly through the years and we are constantly striving for a higher level of professionalism and greater community support.

Thank you for your attention and we look forward to hearing from you in the near future.

Kind regards,

Cathy Carson
Secretary

"Oorana"
Dirranbandi Qld 4486

OFFICER REPORT

TO:	Council
SUBJECT:	**Request for siting variation, 136-138 St Georges Terrace St George being Lot 31 on RP847066**
DATE:	30.08.17
AGENDA REF:	CES3
AUTHOR:	Fiona Macleod - Planning & Development Officer

Executive Summary

The purpose of this report is for Council to consider a siting variation for a proposed garden shed to be located at 136-138 St Georges Terrace, St George being Lot 31 RP847066.

Background

On 11th August 2017 Council received correspondence from Mr Andrew McKay (owner) requesting a siting variation for a proposed garden shed at 136-138 St Georges Terrace, St George described as Lot 31 RP847066 (**see Attachment 1**).

Specifically, the site is located within the Town Zone - Residential Precinct. Total site area is 1042 square metres and given the location of the property, on the corner of St Georges Terrace and Barlee Streets, the property has dual street frontages. Current features of the site are a single storey residence (**see Figure 1**).



Legend	
★	136-138 St Georges Terrace, St George
▬	Approximate location of proposed garden shed

Figure 1. 136-138 St Georges Terrace incl. approximate location of proposed garden shed.

The primary site frontage is recognised as St Georges Terrace given that the existing house faces this street.

The length of the property boundaries interfacing with both St Georges Terrace and Barlee Streets are as following;

- St Georges Terrace = approximately 36 metres
- Barlee Street = approximately 29 metres

The owner intends to construct a garden shed amounting to a total area of 9 square metres (3m x 3m) which will be 2.1 metres in height to be located in the western (front) setback of the property interfacing with St Georges Terrace. It should be noted that given the area of the structure, no building approval will be required to be obtained prior to constructing the shed.

The applicants' site drawing (**see Attachment 2**) identifies the following setbacks off boundaries for the proposed garden shed;

- West (Front) Boundary – St Georges Terrace = 7.4 metres
- South (Side) Boundary – No. 140 St Georges Terrace = 0.1 metre
- North (Side) Boundary – Barlee Street = approximately 32.9 metres
- East (Rear) Boundary – 4 Barlee Street = approximately 18.6 metres

The proposed shed is sited to generally align with the front of the existing dwelling, with an encroachment forward of the dwelling of approximately 1.5 metres.

The siting variation request seeks approval to locate a shed 0.1 metre from a side (south) property boundary that has a street frontage with St Georges Terrace.

Under the Balonne Shire Planning Scheme 2006 the following proposals apply:

- Residential outbuildings are to be located a minimum of 6 metres from the boundary fronting the public road and a minimum of 1.5 metres from any other boundary; and
- The size of residential outbuildings is to be restricted to structures 5 metres in height and 80 square metres in floor area.

Under the Queensland Development Code (QDC) the following proposals apply:

- For a corner lot, the minimum road setbacks are 6m.
- No building or structure over 2m high is built within a 9m by 9m truncation at the corner of the 2 road frontages.

The proposals described in the Balonne Shire Planning Scheme and QDC seek the following outcomes:

- Maintain residential amenity
- Facilitates an acceptable streetscape, appropriate for:
    - The bulk of the building or structure
    - The road boundary setbacks of neighbouring buildings or structures
    - The outlook and views of neighbouring residents
    - Nuisance and safety to the public

It is considered that the variation of the setback to the side boundary interfacing with No. 140 St Georges Terrace will not create any unreasonable amenity impacts to surrounding residences, create a vehicle traffic safety issue nor change the streetscape of the immediate area.

Specifically, the sheds proposed location will not directly interface with any residential dwelling rather the driveway of the neighbouring property and is to be a total 2.1 metres in height and therefore amenity of the abutting properties will not be compromised by any overlooking, overshadowing or visual bulk.

This siting variation request does not meet the proposals described in the Balonne Shire Planning Scheme or the QDC specifically with regards to the setback. However, this variation does not compromise the outcomes of residential amenity, streetscape, character of surrounding building siting's, and public safety.

On the basis of the above it is considered that the garden shed will not create any unreasonable impacts to the site or surrounds and therefore it is recommended approval be granted of the siting variation.

Link to Corporate Plan

Function	Key Program Area
Wise Planning & Design	Development Assessment: To provide appropriate controls to ensure and encourage balanced quality development of the Shire and protection of the environment.

Consultation (internal/external)

Bryan Payne – Building Certifier
Jamie Gorry – Director of Community and Environmental Sustainability

Legal Implications

The *Planning Act 2016*, Council's Planning Scheme and the Queensland Development Codes (QDC) apply.

Policy Implications

Council's Planning Policies apply.

Financial and Resource Implications

Nil

Attachments

1. Attachment 1 - 136-138 St Georges Terrace Siting Variation Request Letter.pdf ⇩
2. Attachment 2 - 136-138 St Georges Terrace Garden Shed Site Plan.pdf ⇩

Recommendation/s

That:

1. Council receives this report.

2. Council approve the proposed siting variation, allowing construction of the proposed garden shed to a minimum distance of 0.1 metres from the southern side boundary of the property at 136-138 St Georges Terrace, St George.

Jamie Gorry
Director Community and Environmental Services

Doc: 31533

Andrew McKay

136 St Georges Terrace

ST George QLD 4487

Mob: 0491 228422

11-Aug-17

To: Balonne Shire Council

118 Victoria St

St George QLD 4487

Re: Siting Variation

Dear councilors

We are seeking the relaxation of the siting law with respect to the location of a garden shed at 136 St Georges Terrace, St George. This is a corner block at the intersection of Barlee Street and St Georges Terrace.

The dimensions the garden shed are 3m x 3m x 2.1m (W x L x H), under $10m^2$ in area.

The proposed location (refer attached) is set back approximately 7.4m from the St Georges Terrace boundary of the property. The siting variation sort is to locate the shed within the standard 1.5m from the side boundary. The distance sort is 10cm from the side boundary that adjoins 140 St George Terrace.

Compelling factors:

The shed is currently located at the rear of the property. The aim of relocating this shed is to free up private space at the rear of the property. Being a corner block, the majority of the outdoor space fronts the roadways and is open to public view.

Shed drainage will remain within the property with the shed roof running water towards the front and rear of our property and not towards the near fence neighbor.

No drains, sewerage or water lines will be covered by the proposed siting.

Locating the shed the standard 1.5m from the boundary would require the removal of a substantial and well established tree (in excess of 5m high). It would also require alteration to an existing raised garden bed on the property.

Current use of land immediately on the neighbor side of this boundary fence is the driveway access to the rear of the neighboring property.

Could you please put forward this request at the next council meeting?

I can be contacted at the above number should further information be required.

Regards



Andrew McKay

Balonne Shire Council



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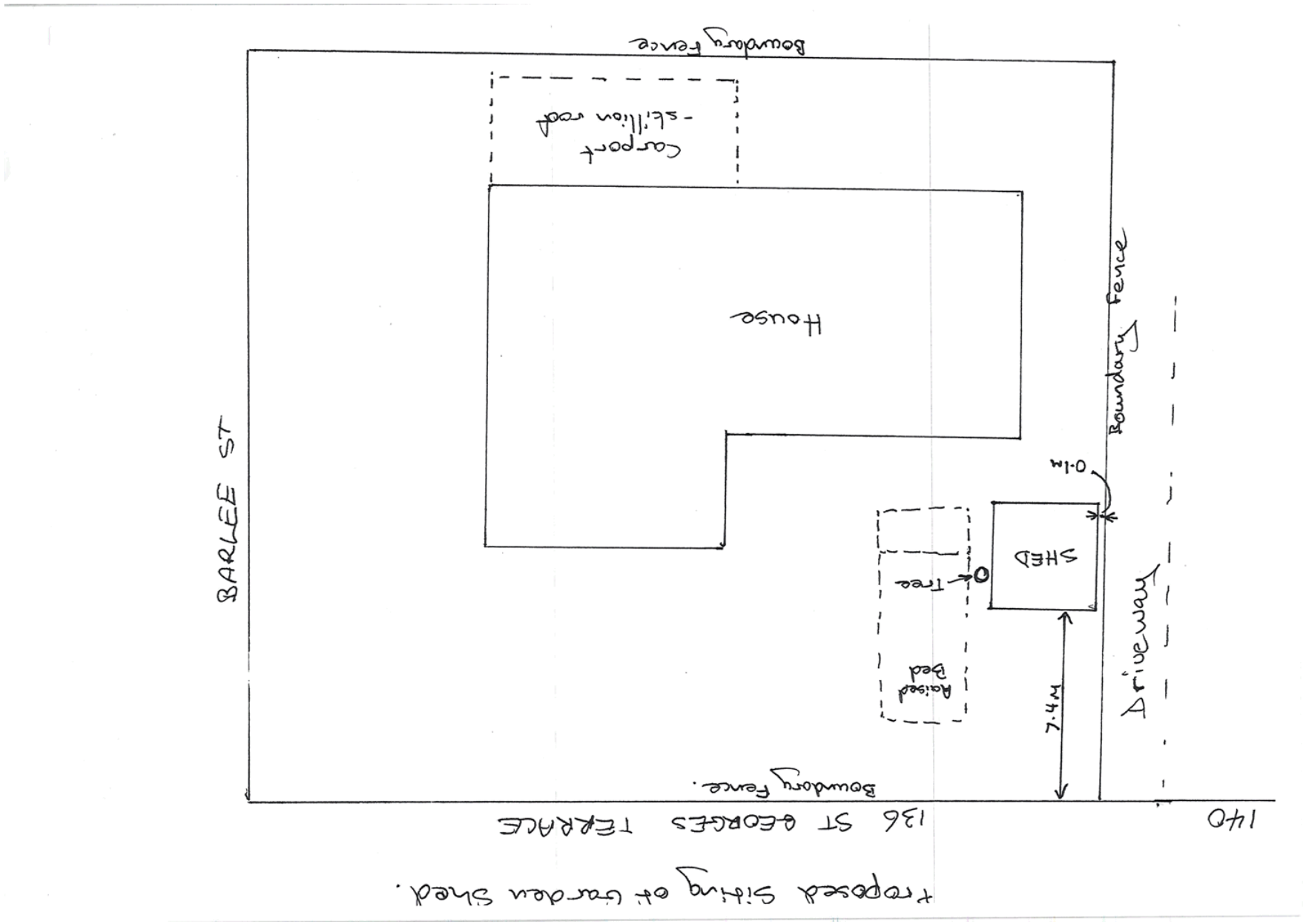
Page 1 of 1


Boundary Fence
Carport - skillion roof
House
BARLEE ST
Boundary Fence
0.1m
SHED
Tree
Raised Bed
7.4M
Driveway
Boundary Fence.
136 ST GEORGES TERRACE
140
Proposed siting of Garden Shed.

OFFICER REPORT

TO: Council

SUBJECT: **Local Law - Repeal of Local Laws**

DATE: 12.09.17

AGENDA REF: CES4

AUTHOR: Di Francisco - Environmental Health Officer

Executive Summary

To understand and commit to the Local Law adopting process contained in attachment 1 and the associated proposed workshop with King & Co.

Background

Council is currently working with Mr James Neilson (King & Co Solicitors) in regard to adopting the new Local Laws and their supporting Subordinate Local Laws. It is important to note that Council's current Local Laws are out of date, and significantly impact our risk of successful enforcement.

Council will be briefed by Mr James Neilson at the Council Information Session planned for 5 October 2017 on the content and key elements of the proposed new Local Laws.

Link to Corporate Plan

Function	Key Program Area
Inclusive & Ethical Governance	Corporate Governance: To provide effective organisational leadership through strategic planning, accountability and ethical standards of practice.

Consultation (internal/external)

Mr James Neilson (King & Co), Mr Jamie Gorry – Director Community & Environmental Sustainability, Mrs Michelle Clarke – Director Finance & Corporate Services, Council's Authorised Officers who regulate these local laws.

Legal Implications

Under the Local Government Act 2009, section 29 (1), Council may decide (by resolution) its own process for making a local law to the extent that the process is not inconsistent with the relevant requirements of the Act. A local law making process resolution is attached (see document 61285). Council is required to adopt the local law making process resolution in its entirety at a meeting of Council. A further report will be submitted to Council following the workshop on the 5th of October.

Policy Implications

Nil

Financial and Resource Implications

In 2016/17 financial year $20,000.00 was to be taken from the Corporate Legal Budget for this process. This amount was not carried over during the 2017/18 budgeting process. Finance and Corporate Services can cover the $20,000 from savings in other areas. Additional cost is expected due to the complexity and time taken to complete the review.

Attachments

1. Local Law Making Process Resolution -557.pdf ⇩

Recommendation/s

Council attend the information Briefing/Workshop Session to be held on the 5th of October by King & Co.

Jamie Gorry
Director Community and Environmental Services

LOCAL LAW MAKING PROCESS RESOLUTION

Part A—Introduction

For the purposes of section 29(1) of the *Local Government Act 2009*, the local government's process for making each local law of the local government is the process detailed below.

The process—

(a) applies to the making of—

(i) each local law that incorporates a model local law; and

(ii) each local law that is a subordinate local law; and

(iii) each other local law; but

(b) does not apply to a local law that is an interim local law.

Part B—Making a local law that incorporates a model local law

The process (model local law making process) stated in this Part B must be used to make a local law that incorporates a model local law into the local laws of the local government.

Step 1 — By resolution, propose to incorporate the model local law.

Step 2 — If the model local law contains an anti-competitive provision, comply with the procedures prescribed under a regulation for the review of anti-competitive provisions.

Step 3 If there is an existing local law about a matter in the model local law that would be inconsistent with the matter in the model local law—amend or repeal the existing local law so that there is no inconsistency.

Step 4 — By resolution, incorporate the model local law.

Step 5 — Let the public know that the local law has been made, by publishing notice of the making of the local law in accordance with the requirements of section 29B(1) to (4) inclusive of the *Local Government Act 2009*.

Step 6 — As soon as practicable after the notice is published in the gazette, ensure that a copy of the local law may be inspected and purchased at the local government's public office.

Step 7 — Within 14 days after the notice is published in the gazette, give the Minister—

(a) a copy of the notice; and

(b) a copy of the local law in electronic form; and

(c) if the local law contains 1 or more anti-competitive provisions—

(i) advice of each anti-competitive provision; and

(ii) the reasons for their inclusion.

Step 8 — Update the local government's register of its local laws.

Part C—Making an "other" local law

The process (other local law making process) stated in this Part C must be used to make a local law (a proposed local law) other than—

(a) a model local law; or

(b) an interim local law; or

(c) a subordinate local law.

Step 1 — By resolution, propose to make the proposed local law.

Step 2 — Consult with relevant government entitles about the overall State interest in the proposed local law.

Step 3 — Consult with the public about the proposed local law for at least 21 days (the consultation period) by—

(a) publishing a notice (a consultation notice) about the proposed local law at least once in a newspaper circulating generally in the local government's area; and

(b) displaying the consultation notice in a conspicuous place at the local government's public office from the first day of the consultation period until the end of the last day of the consultation period; and

(c) making a copy of the proposed local law available for inspection at the local government's public office during the consultation period; and

(d) making copies of the proposed local law available for purchase at the local government's public office during the consultation period.

The consultation notice must state the following—

(a) the name of the proposed local law; and

(b) the purpose and general effect of the proposed local law; and

(c) the length of the consultation period and the first and last days of the period; and

(d) that written submissions by any person supporting or objecting to the proposed local law may be made and given to the local government on or before the last day of the consultation period stating—

(i) the grounds of the submission; and

(ii) the facts and circumstances relied on in support of the grounds.

If the local government decides, by resolution, that the proposed local law only amends an existing local law to make an insubstantial change, the local government may proceed to step 6 without satisfying step 3 or step 5.

Step 4 — If the proposed local law contains an anti-competitive provision, comply with the procedures prescribed under a regulation for the review of anti-competitive provisions. For avoidance of doubt, step 3, and this step 4, may be undertaken contemporaneously.

Step 5 — Accept and consider every submission properly made to the local government.

A submission is properly made to the local government if it —

(a) is the written submission of any person about the proposed local law; and

(b) states—

(i) the grounds of the submission; and

(ii) the facts and circumstances relied on in support of the grounds; and

(c) is given to the local government on or before the last day of the consultation period.

Step 6 By resolution, decide whether to—

(a) proceed with the making of the proposed local law as advertised; or

(b) proceed with the making of the proposed local law with amendments; or

(c) make the proposed local law as advertised; or

(d) make the proposed local law with amendments; or

(e) not proceed with the making of the proposed local law.

If the local government resolves to proceed with the making of the proposed local law with amendments, and the amendments are substantial, the local government may again —

(a) consult with the public at step 3; and

(b) accept and consider every submission properly made to the local government at step 5.

For the avoidance of doubt, if an amendment changes an anti-competitive provision, the local government must again comply with the procedures prescribed under a regulation for the review of anti-competitive provisions for the amended anti-competitive provision.

Step 7 — Let the public know that the local law has been made, by publishing notice of the making of the local law in accordance with the requirements of section

29B(1) to (4) inclusive of the *Local Government Act 2009*.

Step 8 — As soon as practicable after the notice is published in the gazette, ensure that a copy of the local law may be inspected and purchased at the local government's public office.

Step 9 — Within 14 days after the notice is published in the gazette, give the Minister—

(a) a copy of the notice; and

(b) a copy of the local law in electronic form; and

(c) if the local law contains 1 or more anti-competitive provisions—

(i) advice of each anti-competitive provision; and

(ii) the reasons for their inclusion.

Step 10— Update the local government's register of its local laws.

Part D—Making a subordinate local law

The process (subordinate local law making process) stated in this Part D must be used to make a subordinate local law (a proposed subordinate local law).

The local government may start the process for making a subordinate local law even though the process for making the local law (including a model local law) on which the subordinate local law is to be based (the proposed authorising law) has not finished.

The local government may use steps 1 to 5 of the subordinate local law making process (other than actually making the subordinate local law) before the proposed authorising law is made if—

(a) in making the proposed authorising law, the local government has to satisfy—

(i) the model local law making process; or

(ii) the other local law making process; and

(b) if the proposed authorising law is made under the other local law making process—the notice about the subordinate local law under step 2 of the subordinate local law making process is published no earlier than the notice about the proposed authorising law under step 3 of the other local law making process is published.

For the avoidance of doubt, a subordinate local law made by the local government using the process detailed in this Part D may provide for the local government to, from time to time, by resolution, reference or incorporate information.

For example, under the *Local Government Regulation 2012,* the competition policy guidelines for the identification of anti-competitive provisions are a document made by the department and available for inspection on the department's website.

Step 1 — By resolution, propose to make the proposed subordinate local law.

Step 2 — Consult with the public about the proposed subordinate local law for at least 21 days (the consultation period) by—

(a) publishing a notice (also a consultation notice) about the proposed subordinate local law at least once in a newspaper circulating generally in the local government's area; and

(b) displaying the consultation notice in a conspicuous place in the local government's public office from the first day of the consultation period until the end of the last day of the consultation period; and

(c) making a copy of the proposed subordinate local law available for inspection at the local government's public office during the consultation period; and

(d) making copies of the proposed subordinate local law available for purchase at the local government's public office during the consultation period.

The consultation notice must state the following—

(a) the name of the proposed subordinate local law; and

(b) the name of—

(i) the local law allowing the proposed subordinate local law to be made; or

(ii) if the local government has started the process for making a subordinate local law even though the process for making the proposed authorising law on which the subordinate local law is to be based has not finished — the proposed authorising law; and

(c) the purpose and general effect of the proposed subordinate local law; and

(d) the length of the consultation period and the first and last days of the period; and

(e) that written submissions by any person supporting or objecting to the proposed subordinate local law may be made and given to the local government on or before the last day of the consultation period stating—

(i) the grounds of the submission; and

(ii) the facts and circumstances relied on in support of the grounds.

If the local government decides, by resolution, that the proposed subordinate local law only amends an existing subordinate local law to make an

insubstantial change, and the amendment does not affect an anti-competitive provision, the local government may proceed to step 5 without satisfying any of step 2 to step 4 inclusive.

Step 3 — If the proposed subordinate local law contains an anti-competitive provision, comply with the procedures prescribed under a regulation for the review of anti-competitive provisions. For avoidance of doubt, step 2, and this step 3, may be undertaken contemporaneously.

Step 4 — Accept and consider every submission properly made to the local government.

A submission is properly made to the local government if it—

(a) is the written submission of any person about the proposed subordinate local law; and

(b) states—

(i) the grounds of the submission; and

(ii) the facts and circumstances relied on in support of the grounds; and

(c) is given to the local government on or before the last day of the consultation period.

Step 5 — By resolution, decide whether to—

(a) proceed with the making of the proposed subordinate local law as advertised; or

(b) proceed with the making of the proposed subordinate local law with amendments; or

(c) make the proposed subordinate local law as advertised; or

(d) make the proposed subordinate local law with amendments; or

(e) not proceed with the making of the proposed subordinate local law.

If the local government resolves to proceed with the making of the proposed subordinate local law with amendments, and the amendments are substantial, the local government may again —

(a) consult with the public at step 2; and

(b) accept and consider every submission properly made to the local government at step 4.

For the avoidance of doubt, if an amendment changes an anti-competitive provision, the local government must again comply with the procedures prescribed under a regulation for the review of anti-competitive provisions for the amended anti-competitive provision.

Step 6 — Let the public know that the subordinate local law has been made, by publishing notice of the making of the subordinate local law in accordance with the requirements of section 29B(1) to (4) inclusive of the *Local Government Act 2009*.

Step 7 — As soon as practicable after the notice is published in the gazette, ensure that a copy of the subordinate local law may be inspected and purchased at the local government's public office.

Step 8 — Within 14 days after the notice is published in the gazette, give the Minister—

(a) a copy of the notice; and

(b) a copy of the subordinate local law in electronic form; and

(c) if the subordinate local law contains 1 or more anti-competitive provisions—

(i) advice of each anti-competitive provision; and

(ii) the reasons for their inclusion.

Step 9 — Update the local government's register of its local laws.

612085_1

OFFICER REPORT

TO:	Council
SUBJECT:	**QMDC Aboriginal Rangers spraying team - Preferred supplier for Element 5 TMR road reserve spraying 2017/18**
DATE:	12.09.17
AGENDA REF:	CES5
AUTHOR:	Karl Hempstead - Manager Rural Services

Executive Summary

Due to the lack of qualified and suitably equipped spraying contractors within the Balonne Shire Council, the Manager of Rural Services is seeking support to continue the use of the QMDC Aboriginal Ranger Spray Team for spraying operations on Department of Transport and Main Roads (TMR) controlled roads under Element 5 funding – this team has been working with BSC as a contractor for two years.

Not only are these sprayers' very efficient and effective, but this also provides employment opportunities for indigenous workers living in the St George community. Currently the Balonne Shire Council has policies and protocols in place to tender for contracts under the vendor panel (Preferred Suppliers), however in some cases agencies such as QMDC (a Not-for-Profit) are utilised to complete funded projects like weed eradication for natural resource management outcomes.

Background

The QMDC Aboriginal Rangers have provided excellent support for Rural Services and RMPC operations regarding the eradication of Velvety tree pair, Mimosa, African box thorn, and Mother of Millions on TMR controlled roads over the past two years under Element 5 funding.

The Aboriginal Rangers have also supported Rural Services in the control of Parthenium at Tarilla and Bindle reserve with excellent results. A good example of their service is recognisable on the Moonie Highway through to the Western Downs Regional Council border with 90% eradication of the Velvety Tree Pair on TMR road reserves; this was in coordination with RMPC crews and the Shires Lands Officers.

Given the experience of the QMDC Aboriginal Ranger crew it would be prudent to continue their services and possibly revisit the tendering of spraying contracts in the future. At this stage there are no preferred suppliers (Weed eradication) under the current vendor panel.



Link to Corporate Plan

Function	Key Program Area
River Country Stewardship	Environmental Management: To provide a level of environmental stewardship to protect our natural environment and contribute to the environmental health and well-being of the community.

Consultation (internal/external)

Jamie Gorry – Director Community and Environmental Sustainability.
Jason Parkes- RMPC Supervisor
QMDC Aboriginal Rangers

Legal Implications

Nil

Policy Implications

In accordance with Balonne Shire Council policy regarding preferred suppliers (Contractors) under current vendor panel.

Financial and Resource Implications

Main Roads Queensland has awarded the Balonne Shire Council a further $90,000 under Element 5 project funding to continue targeting declared weed pests on TMR controlled roads within the Shire for the 2017/18 financial year.

QMDC Rangers per day cost **$880.00 per day** including GST – this includes plant (1 x vehicle with double quick spray and 600litre tank). 3 x on ground officers. Chemical is purchases as required under Element 5 funding.

RMPC crew estimated BSC costs are at $1,200.00 per day including 2 x council staff – 1 x Truck and spray unit.

Attachments

Nil

Recommendation/s

That Balonne Shire Council resolve to utilise the QMDC Aboriginal Rangers in addition to RMPC crews to ensure full eradication of declared weeds on TMR controlled roads within the Balonne Shire Councils borders through the Element 5 program during the 2017/18 financial year.

Jamie Gorry
Director Community and Environmental Services

OFFICER REPORT

TO:	Council
SUBJECT:	**RL 91 - Application for Reconfiguation of a Lot - Boundary Realignment (3 into 2 Lots) - 8-10 Scott Street & 52 St Georges Terrace, St George affecting land described as Lot 2 on RP86667, Lot 6 on RP107223 and Lot 2 on RP77209**
DATE:	12.09.17
AGENDA REF:	CES6
AUTHOR:	Fiona Macleod - Planning & Development Officer

Executive Summary

Council has received a development application from the owner for Reconfiguration of a Lot specifically boundary realignment (3 into 2 lots) located at 8-10 Scott Street & 52 St Georges Terrace, St George affecting land described as Lot 2 on RP86667, Lot 6 on RP107223 and Lot 2 on RP77209.

Background

Applicant:	Jason & Samantha O'Toole
Owner Of Land:	Jason S & Samantha C O'Toole Ivyval Pty Ltd
Land description & Area:	Lot 2 on RP86667 (1227 square metres) Lot 6 on RP107223 (195 square metres) Lot 2 on RP77209 (2028 square metres)
Zone / Precinct :	Town Zone – Residential Precinct
Overlay:	None
Proposal:	Reconfiguration of a Lot – Boundary Realignment
Proposal Assessment category:	Code Assessment
Referral / Concurrency Agencies:	None

PROPOSAL

The proposal seeks to realign the common boundary between two lots and amalgamate another lot into one of two lots.

Specifically, the lots that will be affected as part of the boundary realignment and amalgamation are as follows;

- Lot 2 on RP77209 (52 St Georges Terrace) – Residential
- Lot 2 on RP86667 (8-10 Scott Street) – Residential
- Lot 6 on RP107223 (10 Scott Street) – Vacant (proposed to be amalgamated into Lot 2 on RP107223)

The proposed realignment is done so with the intent to provide more open space to the rear of 8-10 Scott Street. The formalisation of amalgamating 10 Scott Street as part of this development application is done as the size of this existing lot is not considered to be a viable block of land on its own.

The existing lots affected by the proposal currently operate as residences with both properties having a single storey dwelling occupying the sites.

It is importantly recognised, that the existing buildings and infrastructure will be retained and remain unaltered and the current land uses will continue. It is importantly recognised, no new lots will be created as a result of the proposal.

Figure 1 – Proposed boundary realignment – Lot 2 on BLM747 and Lot 2 on BLM893



Legend	
★	Lot 2 on RP86667, 8 – 10 Scott Street
★	Lot 6 on RP107223, 10 Scott Street (proposed to be amalgamated into Lot 2 on RP86667)
★	Lot 2 on RP77209, 52 St Georges Terrace
	Existing Boundary Proposed for Realignment
	Approximate proposed new boundary

The *Planning Act 2016* (PA) Schedule 2 – Dictionary, defines reconfiguring a lot as rearranging the boundaries of a lot by registering a plan of subdivision under the Land Act or Land Title Act and the definition of development includes reconfiguring a lot. The proposal is therefore assessed against the provisions of the *Balonne Shire Planning Scheme 2006* (planning scheme) and may be conditioned to meet the requirements of the scheme.

ASSESSMENT

The application is subject to Code Assessment and therefore requires assessment against the applicable codes to which the application relates within Balonne Shire Planning Scheme. The following is an assessment of the proposal's compliance with the Reconfiguring a Lot Code of the current scheme.

State Planning Policy

Under SPA s 313 Council must consider code assessable development applications against the State Planning Policies. The *State Planning Policy (SPP) – July 2017* presents State interests in five themes, of which none can be applied directly to this application given the proposal is for a boundary realignment and is provided with existing infrastructure services in an area not effected by state overlays.

Balonne Shire Council Planning Scheme 2006

Town Zone Code

The proposal meets the overall outcomes for the Town Zone. Importantly, the proposal will not result in any conflict between adjoining land uses as the existing uses onsite will be retained for residential purposes and the proposal only provides for the boundary realignment, no development (i.e. material change of use, operational works, building work) is included. The boundary realignment has considered the setback requirements for existing structures on the properties in the plan and where applicable has incorporated the setbacks into the proposed new boundary location to comply.

Reconfiguring a Lot Code

The proposed boundary realignment is not considered to fragment the land any further beyond existing conditions. Importantly, the reconfiguration of the lots will still allow for adequate private open space and use for residential purposes consistent with the zoning of the land. The realignment incorporates consideration of existing structures and setback requirements therefore it is not considered that either parcel of land will be compromised as a result of the boundary realignment. In regards to transportation, access to the properties will remain as per existing conditions.

With respect to Infrastructure, no infrastructure is proposed as part of the boundary realignment given there are existing dwellings on both properties which are to remain. Given the current use on both sites for residential purposes and location within St George Township, infrastructure requirements i.e. electricity, water, sewerage, access are already provided therefore, given no additional lots are being created no new infrastructure will be required. Should development occur in the future on either properties, a development application is likely whereby further consideration to the adequacy of supply of infrastructure will be considered and appropriately addressed. Council's Infrastructure department have viewed the proposed boundary realignment and have raised no concerns.

The proposed development is considered to be consistent with the Overall Outcomes sought for development in the Reconfiguration of a Lot Code.

The proposed development is also considered to comply with the applicable requirements of the Reconfiguration of a Lot Code. The following assessment outlines the proposal's compliance with the Reconfiguration of a Lot Code in the instances where performance criteria are considered appropriate.

Minimum Lot Size

Performance Criterion 5 – Residential Precinct – Minimum Lot Size

Lots within the Residential Precinct are of sufficient size to accommodate residential uses, consistent with the local character and allow for adequate effluent disposal.

The proposed boundary realignment and amalgamation are to result in two lots with the following sizes;

- 8-10 Scott Street = 2206 square metres
- 52 St Georges Terrace = 1244 square metres

Under the current *Balonne Shire Council Planning Scheme (2006)* the minimum lot size stipulated for lots in the Residential Precinct is 800 square metres in a reticulated sewerage area and a minimum width to depth ratio of 1:5. It is considered that the proposed lots area and layout as a result of the boundary realignment considerably exceed minimum lot size requirements and continue to general accord with the character of lots in the surrounding area.

For Town and Rural Zones

Performance Criterion 8 – Layout and Design
The reconfiguration of lots:
(a) ensures safe and liveable communities;
(b) ensures safe and legible vehicle and pedestrian movement areas and roads;
(c) integrates with adjoining land; and
(d) ensures and protects environmental values, significant features, open space areas and areas of high conservation or landscape value.

The proposed lots will retain the residential amenity of the area and will not have an adverse impact to surrounding land uses, including the nearby Commercial Zone. Specifically, the existing residential uses on the site are to remain. Any future development on the reconfigured area will be subject to further development approval to ensure that the design suits the context of both the site and surrounds. The proposal integrates with the adjoining land uses being of similar lot sizes and will not create any changed vehicle and pedestrian movement areas and roads. Additionally, the boundary realignment is not over any environmentally significant land and therefore the existing visual conditions of both properties will remain largely unchanged.

Performance Criterion 12 – Electricity
Each lot is provided with an adequate supply of electricity.

It is considered that given no new lots are being created and the lots are to be continued to be utilised for their existing uses i.e. residences that are already established, the current supply of electricity to each lot will be sufficient. Furthermore, the proposal does not propose any additional dwellings or other uses that would require an increased supply of electricity beyond current conditions.

Both 8-10 Scott Street and 52 St Georges Terrace have existing single dwellings onsite which have existing effluent disposal systems.

Performance Criterion 14 – Water Supply
Each lot has an adequate volume and supply of water, which is also adequate for fire fighting purposes.

As stated throughout the report, the boundary realignment will not change the current land use of the two lots affected by the proposal. Importantly, given the location of the lots within St George Township, an existing water supply is provided to the properties by way of connection to the towns reticulated system. Given no buildings or structures are proposed as a result of the boundary realignment, it is considered the proposed lots as a result of the reconfiguration would not require any supply of water beyond the existing conditions.

Both 8-10 Scott Street and 52 St Georges Terrace have single dwellings onsite which have connection to Council's reticulated water supply system.

Performance Criterion 15 – Effluent Disposal
Each lot provides for the treatment and disposal of effluent and other waste water to ensure the protection of public health and environmental values.

It is anticipated given current operation of the lots associated with the boundary realignment that existing effluent and other waste water disposal is adequate. Importantly, no new lots are being created and the realignment will not result in the lots being used for different purposes beyond existing operations.

Both 8-10 Scott Street and 52 St Georges Terrace have single dwellings onsite which have existing connection to Council's reticulated sewerage system.

Performance Criteria 16 – Stormwater
Stormwater is collected and discharged so as to:
(a) Protect the stability of buildings or use of adjacent land; and
(b) Protect and maintain environmental values.
(c) To ensure that safety and efficiency on the state-controlled roads is not compromised.

It is considered that given that the boundary realignment proposes no new buildings or operational works on the lots that the existing stormwater collection and discharge for the lots will not be altered and continues to be adequate.

Performance Criterion 17 – Vehicle Access
Vehicle access is provided to each lot to ensure safe and functional operation for motorists and pedestrians.

There is to be no changes to the existing vehicle access to the proposed lots as a result of the boundary realignment. 52 St Georges Terrace will maintain access to the site off St Georges Terrace and 8-10 Scott Street will continue to obtain access via Wippell Court. In addition the application has been discussed with Council's Infrastructure department who have cited no concerns with the boundary realignment in regards to the existing access conditions to the properties.

State Assessment – Referral Agencies
Pursuant to Schedule 10, Division 4, Subdivision 2, Table 4 of the *Planning Regulation 2017*, the application was not required to be referred to any external referral agencies.

Link to Corporate Plan

Function	Key Program Area
Wise Planning & Design	Development Assessment: To provide appropriate controls to ensure and encourage balanced quality development of the Shire and protection of the environment.

Consultation (internal/external)
Director of Infrastructure Services – Ross Drabble

Legal Implications
The *Planning Act 2016* and Council's planning scheme apply.

Policy Implications
Council's planning policies apply.

Financial and Resource Implications

Nil

Attachments

1. Attachment 1 - RL 91 (Boundary Realignment 3 into 2 Lots) Application Documentation.pdf ⇩

Recommendation/s That:

1. Council receives this report.

2. Council approves the development application for a RL 91 - Application for Reconfiguation of a Lot - Boundary Realignment (3 into 2 Lots) - 8-10 Scott Street & 52 St Georges Terrace, St George affecting land described as Lot 2 on RP86667, Lot 6 on RP107223 and Lot 2 on RP77209 subject to the permit conditions listed below;

DEVELOPMENT PERMIT CONDITIONS

1. Compliance with the facts and circumstances set out in the application and all Council By-laws being adhered to and generally in accordance with the approved plan (except where varied by conditions of approval).

2. All outstanding rates and charges shall be paid prior to the submission to Council of the Plan of Survey.

3. Comply with all conditions of this approval prior to submitting the Plan of Subdivision to Council for endorsement unless otherwise agreed in writing by Council.

4. Maintain the approved development being Reconfiguring a Lot – Boundary Realignment (3 into 2) in accordance with the approved plan:

Plan/Document Number	Plan/Document Name	Date
217078 Prepared by SMK Consultants Pty Ltd.	PLAN OF PROPOSED BOUNDARY REALIGNMENT BETWEEN LOT 2 ON RP86667, LOT 6 ON RP107223 & LOT 2 ON RP77209	11/08/2017

Engineering

5. Submit to Council a certificate signed by a licensed surveyor, stating that after the completion of all works associated with the subdivision, survey marks, including permanent survey marks, were reinstated where necessary and all survey marks are in their correct position, in accordance with the Plan of Survey.

6. Where deemed necessary by Council, the relocation of services within the subject land shall be undertaken by the developer at no cost to Council.

NOTES:

- *This permit does not constitute any authority to carry out any building work, operational work or a different use to what is currently established unless all relevant permits are obtained.*

Jamie Gorry
Director Community and Environmental Services

DA Form 1 – Development application details

Approved form (version 1.0 effective 3 July 2017) made under section 282 of the Planning Act 2016.

This form **must** be used to make a development application **involving code assessment or impact assessment**, except when applying for development involving building work.

For a development application involving **building work only**, use *DA Form 2 – Building work details*.

For a development application involving **building work associated with any other type of assessable development**, use this form (*DA Form 1*) **and** parts 4 to 6 of *DA Form 2 – Building work details*.

Unless stated otherwise, all parts of this form **must** be completed in full and all required supporting information **must** accompany the development application.

One or more additional pages may be attached as a schedule to this development application if there is insufficient space on the form to include all the necessary information.

This form and any other form relevant to the development application must be used to make a development application relating to strategic port land and Brisbane core port land under the *Transport Infrastructure Act 1994*, and airport land under the *Airport Assets (Restructuring and Disposal) Act 2008.* For the purpose of assessing a development application relating to strategic port land and Brisbane core port land, any reference to a planning scheme is taken to mean a land use plan for the strategic port land, Brisbane port land use plan for Brisbane core port land, or a land use plan for airport land.

Note: *All terms used in this form have the meaning given under the Planning Act 2016, the Planning Regulation 2017, or the Development Assessment Rules (DA Rules).*

PART 1 – APPLICANT DETAILS

1) Applicant details	
Applicant name(s) *(individual or company full name)*	Jason & Samantha O'Toole
Contact name *(only applicable for companies)*	
Postal address *(P.O. Box or street address)*	PO Box 552
Suburb	St. George
State	Qld
Postcode	4487
Country	Australia
Contact number	(07) 4625 4521
Email address *(non-mandatory)*	samantha@balonneairwork.com
Mobile number *(non-mandatory)*	0428 887 100
Fax number *(non-mandatory)*	
Applicant's reference number(s) *(if applicable)*	

2) Owner's consent
2.1) Is written consent of the owner required for this development application?
☒ Yes – the written consent of the owner(s) is attached to this development application ☐ No – proceed to 3)

Queensland Government

PART 2 – LOCATION DETAILS

3) Location of the premises *(complete 3.1) or 3.2), and 3.3) as applicable)*

***Note**: Provide details below and attach a site plan for any or all premises part of the development application. For further information, see DA Forms Guide: Relevant plans.*

3.1) Street address and lot on plan

☒ Street address **AND** lot on plan *(all lots must be listed)*, ***or***

☐ Street address **AND** lot on plan for an adjoining or adjacent property of the premises *(appropriate for development in water but adjoining or adjacent to land e.g. jetty, pontoon; all lots must be listed).*

a)	Unit No.	Street No.	Street Name and Type	Suburb
		8	Scott Street	St. George
	Postcode	Lot No.	Plan Type and Number *(e.g. RP, SP)*	Local Government Area(s)
	4487	2	RP86667	Balonne Shire Council
b)	Unit No.	Street No.	Street Name and Type	Suburb
		52	St. George Terrace	St. George
	Postcode	Lot No.	Plan Type and Number *(e.g. RP, SP)*	Local Government Area(s)
	4487	2	RP77209	Balonne Shire Council

3.2) Coordinates of premises *(appropriate for development in remote areas, over part of a lot or in water not adjoining or adjacent to land e.g. channel dredging in Moreton Bay)*

***Note**: Place each set of coordinates in a separate row. Only one set of coordinates is required for this part.*

☐ Coordinates of premises by longitude and latitude

Longitude(s)	Latitude(s)	Datum	Local Government Area(s) *(if applicable)*
		☐ WGS84 ☐ GDA94 ☐ Other:	

☐ Coordinates of premises by easting and northing

Easting(s)	Northing(s)	Zone Ref.	Datum	Local Government Area(s) *(if applicable)*
		☐ 54 ☐ 55 ☐ 56	☐ WGS84 ☐ GDA94 ☐ Other:	

3.3) Additional premises

☒ Additional premises are relevant to this development application and their details have been attached in a schedule to this application

☐ Not required

4) Identify any of the following that apply to the premises and provide any relevant details

☐ In or adjacent to a water body or watercourse or in or above an aquifer

Name of water body, watercourse or aquifer:

☐ On strategic port land under the *Transport Infrastructure Act 1994*

Lot on plan description of strategic port land:

Name of port authority for the lot:

☐ In a tidal area

Name of local government for the tidal area *(if applicable)*:

Name of port authority for tidal area *(if applicable)*:

☐ On airport land under the *Airport Assets (Restructuring and Disposal) Act 2008*

Name of airport:

☐ Listed on the Environmental Management Register (EMR) under the *Environmental Protection Act 1994*

EMR site identification:

☐ Listed on the Contaminated Land Register (CLR) under the *Environmental Protection Act 1994*

CLR site identification:

5) Are there any existing easements over the premises?

Note: Easement uses vary throughout Queensland and are to be identified correctly and accurately. For further information on easements and how they may affect the proposed development, see DA Forms Guide.

☐ Yes – All easement locations, types and dimensions are included in plans submitted with this development application

☒ No

PART 3 – DEVELOPMENT DETAILS

Section 1 – Aspects of development

6.1) Provide details about the first development aspect

a) What is the type of development? *(tick only one box)*

☐ Material change of use ☒ Reconfiguring a lot ☐ Operational work ☐ Building work

b) What is the approval type? *(tick only one box)*

☒ Development permit ☐ Preliminary approval ☐ Preliminary approval that includes a variation approval

c) What is the level of assessment?

☒ Code assessment ☐ Impact assessment *(requires public notification)*

d) Provide a brief description of the proposal *(e.g. 6 unit apartment building defined as multi-unit dwelling, reconfiguration of 1 lot into 3 lots)*:

Reconfiguration of three (3) lots in two (2) lots subdivision and boundary realignment.

e) Relevant plans

***Note**: Relevant plans are required to be submitted for all aspects of this development application. For further information, see DA Forms guide: Relevant plans.*

☒ Relevant plans of the proposed development are attached to the development application

6.2) Provide details about the second development aspect

a) What is the type of development? *(tick only one box)*

☐ Material change of use ☐ Reconfiguring a lot ☐ Operational work ☐ Building work

b) What is the approval type? *(tick only one box)*

☐ Development permit ☐ Preliminary approval ☐ Preliminary approval that includes a variation approval

c) What is the level of assessment?

☐ Code assessment ☐ Impact assessment *(requires public notification)*

d) Provide a brief description of the proposal *(e.g. 6 unit apartment building defined as multi-unit dwelling, reconfiguration of 1 lot into 3 lots)*

e) Relevant plans

***Note**: Relevant plans are required to be submitted for all aspects of this development application. For further information, see DA Forms Guide: Relevant plans.*

☐ Relevant plans of the proposed development are attached to the development application

6.3) Additional aspects of development

☐ Additional aspects of development are relevant to this development application and the details for these aspects that would be required under Part 3 Section 1 of this form have been attached to this development application

☐ Not required

Section 2 – Further development details

7) Does the proposed development application involve any of the following?	
Material change of use	☐ Yes – complete division 1 if assessable against a local planning instrument
Reconfiguring a lot	☒ Yes – complete division 2
Operational work	☐ Yes – complete division 3
Building work	☐ Yes – complete *DA Form 2 – Building work details*

Division 1 – Material change of use

***Note**: This division is only required to be completed if any part of the development application involves a material change of use assessable against a local planning instrument.*

8.1) Describe the proposed material change of use			
Provide a general description of the proposed use	Provide the planning scheme definition *(include each definition in a new row)*	Number of dwelling units *(if applicable)*	Gross floor area (m^2) *(if applicable)*

8.2) Does the proposed use involve the use of existing buildings on the premises?		
☐ Yes		
☐ No		

Division 2 – Reconfiguring a lot

***Note**: This division is only required to be completed if any part of the development application involves reconfiguring a lot.*

9.1) What is the total number of existing lots making up the premises?	
Three (3)	
9.2) What is the nature of the lot reconfiguration? *(tick all applicable boxes)*	
☒ Subdivision *(complete 10))*	☐ Dividing land into parts by agreement *(complete 11))*
☒ Boundary realignment *(complete 12))*	☐ Creating or changing an easement giving access to a lot from a construction road *(complete 13))*

10) Subdivision 10.1) For this development, how many lots are being created and what is the intended use of those lots:				
Intended use of lots created	Residential	Commercial	Industrial	Other, please specify:
Number of lots created	Two (2)			

10.2) Will the subdivision be staged?	
☐ Yes – provide additional details below ☒ No	
How many stages will the works include?	
What stage(s) will this development application apply to?	

11) Dividing land into parts by agreement – how many parts are being created and what is the intended use of the parts?				
Intended use of parts created	Residential	Commercial	Industrial	Other, please specify:
Number of parts created				

12) Boundary realignment

12.1) What are the current and proposed areas for each lot comprising the premises?

Current lot		Proposed lot	
Lot on plan description	Area (m^2)	Lot on plan description	Area (m^2)
2/ RP77209	2028	6	2206 approx.*
2/ RP86667	1227	5	1244 approx.*
6/ RP107223	195	**Area subject to change at time of survey*	

12.2) What is the reason for the boundary realignment?

Realignment of boundary for subdivision of three (3) existing lots (2/ RP77209, 2/ RP86667 & 6/ RP107223) into two (2)

13) What are the dimensions and nature of any existing easements being changed and/or any proposed easement? *(attach schedule if there are more than two easements)*

Existing or proposed?	Width (m)	Length (m)	Purpose of the easement? *(e.g. pedestrian access)*	Identify the land/lot(s) benefitted by the easement

Division 3 – Operational work

***Note**: This division is only required to be completed if any part of the development application involves operational work.*

14.1) What is the nature of the operational work?

☐ Road work	☐ Stormwater	☐ Water infrastructure
☐ Drainage work	☐ Earthworks	☐ Sewage infrastructure
☐ Landscaping	☐ Signage	☐ Clearing vegetation
☐ Other – please specify:		

14.2) Is the operational work necessary to facilitate the creation of new lots? *(e.g. subdivision)*

☐ Yes – specify number of new lots:	
☐ No	

14.3) What is the monetary value of the proposed operational work? *(include GST, materials and labour)*

$

PART 4 – ASSESSMENT MANAGER DETAILS

15) Identify the assessment manager(s) who will be assessing this development application

Balonne Shire Council

16) Has the local government agreed to apply a superseded planning scheme for this development application?

☐ Yes – a copy of the decision notice is attached to this development application

☐ Local government is taken to have agreed to the superseded planning scheme request – relevant documents attached

☒ No

PART 5 – REFERRAL DETAILS

17) Do any aspects of the proposed development require referral for any referral requirements?

***Note**: A development application will require referral if prescribed by the* Planning Regulation 2017.

☒ No, there are no referral requirements relevant to any development aspects identified in this development application – proceed to Part 6

Matters requiring referral to the **chief executive of the Planning Regulation 2017:**

☐ Clearing native vegetation ☐ Contaminated land *(unexploded ordnance)* ☐ Environmentally relevant activities (ERA) *(only if the ERA have not been devolved to a local government)* ☐ Fisheries – aquaculture ☐ Fisheries – declared fish habitat area ☐ Fisheries – marine plants ☐ Fisheries – waterway barrier works ☐ Hazardous chemical facilities ☐ Queensland heritage place *(on or near a Queensland heritage place)* ☐ Infrastructure – designated premises ☐ Infrastructure – state transport infrastructure ☐ Infrastructure – state transport corridors and future state transport corridors ☐ Infrastructure – state-controlled transport tunnels and future state-controlled transport tunnels ☐ Infrastructure – state-controlled roads ☐ Land within Port of Brisbane's port limits ☐ SEQ development area ☐ SEQ regional landscape and rural production area or SEQ Rural living area – community activity ☐ SEQ regional landscape and rural production area or SEQ Rural living area – indoor recreation ☐ SEQ regional landscape and rural production area or SEQ Rural living area – residential development ☐ SEQ regional landscape and rural production area or SEQ Rural living area – urban activity ☐ Tidal works or works in a coastal management district ☐ Urban design ☐ Water-related development – taking or interfering with water ☐ Water-related development – removing quarry material *(from a watercourse or lake)* ☐ Water-related development – referable dams ☐ Water-related development – construction of new levees or modification of existing levees *(category 2 or 3 levees only)* ☐ Wetland protection area
Matters requiring referral to the **local government:**
☐ Airport land ☐ Environmentally relevant activities (ERA) *(only if the ERA have been devolved to local government)* ☐ Local heritage places
Matters requiring referral to the **chief executive of the distribution entity or transmission entity:** ☐ Electricity infrastructure
Matters requiring referral to: • The **chief executive of the holder of the licence**, if not an individual • The **holder of the licence**, if the holder of the licence is an individual ☐ Oil and gas infrastructure
Matters requiring referral to **the Brisbane City Council:** ☐ Brisbane core port land
Matters requiring referral to the **Minister under the Transport Infrastructure Act 1994:** ☐ Brisbane core port land ☐ Strategic port land
Matters requiring referral to the **relevant port operator:** ☐ Brisbane core port land (below high-water mark and within port limits)
Matters requiring referral to the **chief executive of the relevant port authority:** ☐ Land within limits of another port
Matters requiring referral to the **Gold Coast Waterways Authority:** ☐ Tidal works, or development in a coastal management district in Gold Coast waters
Matters requiring referral to the **Queensland Fire and Emergency Service:**
☐ Tidal works, or development in a coastal management district

18) Has any referral agency provided a referral response for this development application?		
☐ Yes – referral response(s) received and listed below are attached to this development application ☒ No		
Referral requirement	Referral agency	Date of referral response
Identify and describe any changes made to the proposed development application that was the subject of the referral response and the development application the subject of this form, or include details in a schedule to this development application *(if applicable)*.		

PART 6 – INFORMATION REQUEST

19) Information request under Part 3 of the DA Rules

☒ I agree to receive an information request if determined necessary for this development application

☐ I do not agree to accept an information request for this development application

***Note**: By not agreeing to accept an information request I, the applicant, acknowledge:*

- *that this development application will be assessed and decided based on the information provided when making this development application and the assessment manager and any referral agencies relevant to the development application are not obligated under the DA Rules to accept any additional information provided by the applicant for the development application unless agreed to by the relevant parties*
- *Part 3 of the DA Rules will still apply if the application is an application listed under section 11.3 of the DA Rules.*

Further advice about information requests is contained in the DA Forms Guide.

PART 7 – FURTHER DETAILS

20) Are there any associated development applications or current approvals? *(e.g. a preliminary approval)*

☐ Yes – provide details below or include details in a schedule to this development application

☒ No

List of approval/development application references	Reference number	Date	Assessment manager
☐ Approval ☐ Development application			
☐ Approval ☐ Development application			

21) Has the portable long service leave levy been paid? *(only applicable to development applications involving building work or operational work)*

☐ Yes – the yellow local government/private certifier's copy of the receipted QLeave form is attached to this development application

☐ No – I, the applicant will provide evidence that the portable long service leave levy has been paid before the assessment manager decides the development application. I acknowledge that the assessment manager may give a development approval only if I provide evidence that the portable long service leave levy has been paid

☒ Not applicable

Amount paid	Date paid (dd/mm/yy)	QLeave levy number (A, B or E)
$		

22) Is this development application in response to a show cause notice or required as a result of an enforcement notice?

☐ Yes – show cause or enforcement notice is attached

☒ No

23) Further legislative requirements

Environmentally relevant activities

23.1) Is this development application also taken to be an application for an environmental authority for an **Environmentally Relevant Activity (ERA)** under section 115 of the *Environmental Protection Act 1994*?

☐ Yes – the required attachment (form EM941) for an application for an environmental authority accompanies this development application, and details are provided in the table below

☒ No

***Note**: Application for an environmental authority can be found by searching "EM941" at www.qld.gov.au. An ERA requires an environmental authority to operate. See www.business.qld.gov.au for further information.*

Proposed ERA number:		Proposed ERA threshold:	
Proposed ERA name:			

☐ Multiple ERAs are applicable to this development application and the details have been attached in a schedule to this development application.

Hazardous chemical facilities

23.2) Is this development application for a **hazardous chemical facility**?

☐ Yes – *Form 69: Notification of a facility exceeding 10% of schedule 15 threshold* is attached to this development application

☒ No

***Note**: See www.justice.qld.gov.au for further information.*

Clearing native vegetation

23.3) Does this development application involve **clearing native vegetation** that requires written confirmation the chief executive of the *Vegetation Management Act 1999* is satisfied the clearing is for a relevant purpose under section 22A of the *Vegetation Management Act 1999*?

☐ Yes – this development application is accompanied by written confirmation from the chief executive of the *Vegetation Management Act 1999* (s22A determination)

☒ No

***Note**: See www.qld.gov.au for further information.*

Environmental offsets

23.4) Is this development application taken to be a prescribed activity that may have a significant residual impact on a **prescribed environmental matter** under the *Environmental Offsets Act 2014*?

☐ Yes – I acknowledge that an environmental offset must be provided for any prescribed activity assessed as having a significant residual impact on a prescribed environmental matter

☒ No

***Note**: The environmental offset section of the Queensland Government's website can be accessed at www.qld.gov.au for further information on environmental offsets.*

Koala conservation

23.5) Does this development application involve a material change of use, reconfiguring a lot or operational work within an assessable development area under Schedule 10, Part 10 of the Planning Regulation 2017?

☐ Yes

☒ No

***Note**: See guidance materials at www.ehp.qld.gov.au for further information.*

Water resources

23.6) Does this development application involve **taking or interfering with artesian or sub artesian water, taking or interfering with water in a watercourse, lake or spring, taking overland flow water or waterway barrier works**?

☐ Yes – the relevant template is completed and attached to this development application

☒ No

***Note**: DA templates are available from www.dilgp.qld.gov.au.*

23.7) Does this application involve **taking or interfering with artesian or sub artesian water, taking or interfering**

with water in a watercourse, lake or spring, or taking overland flow water under the *Water Act 2000*?

☐ Yes – I acknowledge that a relevant water authorisation under the *Water Act 2000* may be required prior to commencing development
☒ No
***Note**: Contact the Department of Natural Resources and Mines at www.dnrm.qld.gov.au for further information.*

Marine activities

23.8) Does this development application involve **aquaculture, works within a declared fish habitat area or removal, disturbance or destruction of marine plants?**

☐ Yes – an associated resource allocation authority is attached to this development application, if required under the *Fisheries Act 1994*
☒ No
***Note**: See guidance materials at www.daf.qld.gov.au for further information.*

Quarry materials from a watercourse or lake

23.9) Does this development application involve the **removal of quarry materials from a watercourse or lake** under the *Water Act 2000*?

☐ Yes – I acknowledge that a quarry material allocation notice must be obtained prior to commencing development
☒ No
***Note**: Contact the Department of Natural Resources and Mines at www.dnrm.qld.gov.au for further information.*

Quarry materials from land under tidal waters

23.10) Does this development application involve the **removal of quarry materials from land under tidal water** under the *Coastal Protection and Management Act 1995*?

☐ Yes – I acknowledge that a quarry material allocation notice must be obtained prior to commencing development
☒ No
***Note**: Contact the Department of Environment and Heritage Protection at www.ehp.qld.gov.au for further information.*

Referable dams

23.11) Does this development application involve a **referable dam** required to be failure impact assessed under section 343 of the *Water Supply (Safety and Reliability) Act 2008* (the Water Supply Act)?

☐ Yes – the 'Notice Accepting a Failure Impact Assessment' from the chief executive administering the Water Supply Act is attached to this development application
☒ No
***Note**: See guidance materials at www.dews.qld.gov.au for further information.*

Tidal work or development within a coastal management district

23.12) Does this development application involve **tidal work or development in a coastal management district**?

☐ Yes – the following is included with this development application:
  ☐ Evidence the proposal meets the code for assessable development that is prescribed tidal work *(only required if application involves prescribed tidal work)*
  ☐ A certificate of title
☒ No
***Note**: See guidance materials at www.ehp.qld.gov.au for further information.*

Queensland and local heritage places

23.13) Does this development application propose development on or adjoining a place entered in the **Queensland heritage register** or on a place entered in a local government's **Local Heritage Register**?

☐ Yes – details of the heritage place are provided in the table below
☒ No
***Note**: See guidance materials at www.ehp.qld.gov.au for information requirements regarding development of Queensland heritage places.*

Name of the heritage place:		Place ID:	

Brothels

23.14) Does this development application involve a **material change of use for a brothel**?

☐ Yes – this development application demonstrates how the proposal meets the code for a development application for a brothel under Schedule 3 of the *Prostitution Regulation 2014*
☒ No

Decision under section 62 of the *Transport Infrastructure Act 1994*

23.15) Does this development application involve new or changed access to a state-controlled road?

☐ Yes - this application will be taken to be an application for a decision under section 62 of the *Transport Infrastructure Act 1994* (subject to the conditions in section 75 of the *Transport Infrastructure Act 1994* being satisfied)
☒ No

PART 8 – CHECKLIST AND APPLICANT DECLARATION

24) Development application checklist	
I have identified the assessment manager in question 15 and all relevant referral requirement(s) in question 17 ***Note**: See the Planning Regulation 2017 for referral requirements*	☒ Yes
If building work is associated with the proposed development, Parts 4 to 6 of *Form 2 – Building work details* have been completed and attached to this development application	☐ Yes ☒ Not applicable
Supporting information addressing any applicable assessment benchmarks is with development application ***Note**: This is a mandatory requirement and includes any relevant templates under question 23, a planning report and any technical reports required by the relevant categorising instruments (e.g. local government planning schemes, State Planning Policy, State Development Assessment Provisions). For further information, see DA Forms Guide: Planning Report Template.*	☒ Yes
Relevant plans of the development are attached to this development application ***Note**: Relevant plans are required to be submitted for all aspects of this development application. For further information, see DA Forms Guide: Relevant plans.*	☒ Yes
The portable long service leave levy for QLeave has been paid, or will be paid before a development permit is issued *(see 21))*	☐ Yes ☒ Not applicable

25) Applicant declaration

☒ By making this development application, I declare that all information in this development application is true and correct

☒ Where an email address is provided in Part 1 of this form, I consent to receive future electronic communications from the assessment manager and any referral agency for the development application where written information is required or permitted pursuant to sections 11 and 12 of the *Electronic Transactions Act 2001*

***Note**: It is unlawful to intentionally provide false or misleading information.*

Privacy – Personal information collected in this form will be used by the assessment manager and/or chosen assessment manager, any relevant referral agency and/or building certifier (including any professional advisers which may be engaged by those entities) while processing, assessing and deciding the development application.
All information relating to this development application may be available for inspection and purchase, and/or published on the assessment manager's and/or referral agency's website.
Personal information will not be disclosed for a purpose unrelated to the *Planning Act 2016*, Planning Regulation 2017 and the DA Rules except where:

- such disclosure is in accordance with the provisions about public access to documents contained in the *Planning Act 2016* and the Planning Regulation 2017, and the access rules made under the *Planning Act 2016* and Planning Regulation 2017; or
- required by other legislation (including the *Right to Information Act 2009*); or
- otherwise required by law.

This information may be stored in relevant databases. The information collected will be retained as required by the *Public Records Act 2002.*

PART 9 – FOR OFFICE USE ONLY

Date received: | Reference number(s):

Notification of engagement of alternative assessment manager	
Prescribed assessment manager	
Name of chosen assessment manager	
Date chosen assessment manager engaged	
Contact number of chosen assessment manager	
Relevant licence number(s) of chosen assessment manager	

QLeave notification and payment *Note: For completion by assessment manager if applicable*	
Description of the work	
QLeave project number	
Amount paid ($)	
Date paid	
Date receipted form sighted by assessment manager	
Name of officer who sighted the form	

The *Planning Act 2016,* the Planning Regulation 2017 and the DA Rules are administered by the Department of Infrastructure, Local Government and Planning. This form and all other required development application materials should be sent to the assessment manager.

Company owner's consent to the making of a development application under the *Planning Act 2016*

I, WILLIAM JOHN SCHURMANN

[*Insert name in full.*]

Director of the company mentioned below.

and I, JANETTE MARY SCHURMANN

[*Insert name in full.*

[*Insert position in full—i.e. another director, or a company secretary.*]

Delete the above two boxes where there is a sole director/secretary for the company giving the owner's consent.

Of IVYVAL PTY LTD A.C.N. 135 848 207

[*Insert name of company and ACN.*]

the company being the owner of the premises identified as follows:

LOT 2 ON RP77209

consent to the making of a development application under the *Planning Act 2016* by:

SAMANTHA O'TOOLE

The Planning Act 2016 is administered by the Department of Local Government, Infrastructure and Planning, Queensland Government.

Applicant template 11.0
Version 1.0—3 July 2017

on the premises described above for:

RECONFIGURATION OF A LOT – 3 INTO 2 BOUNDARY REALIGNMENT

Company seal *[if used]*

[*Delete the above where company owner's consent must come from both director and director/secretary.*]

Company Name and ACN: IVYVAL PTY LTD A.C.N. 135 848 207	
..... Signature of Director	..... Signature of Director/Secretary
11/8/17 ..... Date	11/8/17 ..... Date

[Delete the above where there is a sole director/secretary for the company giving the owner's consent.]

SMK
CONSULTANTS
Surveying – Irrigation – Environmental
ABN 63 061 919 003

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Goondiwindi QLD 4390
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www.smk.com.au
Other offices: Gatton, Brisbane, Miles, Moree

Our Ref: 217078 – TJJ
Thursday, 17 August 2017

The Chief Executive Officer
Goondiwindi Regional Council,
LMB 3007,
INGLEWOOD QLD 4387

Dear Sir,

RE: DEVELOPMENT APPLICATION FOR THE RECONFIGURATION OF A LOT THREE (3) LOTS INTO TWO (2) LOTS SUBDIVISION – LOT 2 ON RP86667, LOT 6 ON RP107223 & LOT 2 RP77209, ST.GEORGE, QLD, 4487

Additional Premises Schedule

The following table is to accompany the above mentioned application and refers to Part 2 – Location Details Question 3.3) Additional Premises.

a)	Unit No.	Street No.	Street Name and Type	Suburb
		8	Scott Street	St. George
	Postcode	Lot No.	Plan Type and Number *(e.g. RP, SP)*	Local Government Area(s)
	4487	6	RP107223	Balonne Shire Council

Yours faithfully

T Jobling

Tom Jobling
BURP STUDENT (UNE)
SMK CONSULTANTS PTY LTD
Encl.

SMK
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Other offices: Gatton, Brisbane, Miles, Moree

Our Ref 217078 – TJJ
21 August 2017

The Chief Executive Officer
Balonne Shire Council,
PO Box 201,
ST.GEORGE QLD 4487

Dear Sir,

RE: DEVELOPMENT APPLICATION FOR THE RECONFIGURATION OF A LOT THREE (3) LOTS INTO TWO (2) LOTS SUBDIVISION – LOT 2 ON RP86667, LOT 6 ON RP107223 & LOT 2 RP77209, ST.GEORGE, QLD, 4487

Site Details:	**Lot 2 on RP86667, Lot 2 on RP77209 & Lot 6 on RP107223**
Site Address:	**8 Scott Street, St George Qld, 4487**
Total Site Area:	**3450 m^2**
Lot 2/RP86667:	**1227 m^2**
Lot 2/RP77209:	**2028m^2**
Lot 6/RP107223:	**195m^2**
Site Zoning:	**Residential Precinct**
Owners:	**Lot 2/RP77209: Ivyval Pty Ltd** **Lot 2/RP86667 & Lot 6/RP107223: Jason Scott O'Toole & Samantha Cathleen O'Toole**
Applicant:	**SMK Consultants Pty on behalf of Jason & Samantha O'Toole**

We refer to the above matter and confirm that we act on behalf of Samantha O'Toole. They are the applicant of the above described land. They have instructed us to prepare the attached application on their behalf. Attached to support the Assessment of the application under the provisions of the Balonne Planning Scheme July 2014 are the following:

- DA Form 1
- DA Applicant Template – Owner's Consent (Company)
- Proposal Plan: 217078 – 1
- DA – Matters of Interest Maps
- Cheque for $1,200.00, being the prescribed fee for the RCOL application (Code Assessment)

Table of Contents

1. The Proposed Development 3

2. The Site 3

3. Site Access 3

4. Surrounding Land Uses 3

5. Services 3

6. Planning Requirements 4

Part 4 – Zones – Town Zone Code 4

Table 4.1 – Performance Criteria for the Town Zone Code 5

Part 5.4 Reconfiguring a Lot Code 9

Table 5.4.3 Performance Criteria for the RCOL Code 9

7. State Development Assessment Provisions 11

1. The Proposed Development

The proposed development is for the approval of a Reconfiguration of a Lot – 3 lots into 2 Boundary Realignment, our client wishes to amalgamate the existing Lot 2/ RP86667 & Lot 6/RP107223 as well as the vacant area located at the back of Lot 2/ RP77209, as shown in Proposal Plan 217078 – 1 . The remaining land in Lot 2/RP77209 will create a new smaller lot. The new boundary will be constructed 1.5 metres from the furthest extent of the existing shed in Lot 2/RP77209 as per the Balonne Shire Planning Scheme, the proposed new lot sizes are subject to change upon the completion of the survey.

2. The Site

The site is located in the Residential Precinct of St. George, it is located close to the Commercial Precinct, the site is level and the lots are currently used for the residential purposes and contain a number of dwellings and outbuildings across the subject lots, the land proposed to be amalgamated from Lot 2/RP77209 is vacant land. This proposal will not change the land use and will not impact the amenity of the surrounding land uses. The site is located near the CBD of the town of St George, the subject lots have frontage to St Georges Terrace, Wippell Court and Scott Street.

3. Site Access

All existing access points will be maintained and no new access will be created as a result of this proposal. The new lots will maintain access from the St Georges Terrace and Wippell Court. Lot 2 on RP77209 will maintain existing access onto the St Georges Terrace and the proposed new amalgamated lot from Lot 2 on RP86667, Lot 6 on RP107223 and Lot 2 on RP77209 will maintain access from Wippell Court.

4. Surrounding Land Uses

The site is located in the Residential Precinct and all adjoining land is located in the Residential Precinct. The surrounding land contains areas that are zoned in the Commercial Precinct; there is also a small section zoned in the Open Space and Recreation Precinct in the surrounding area. This proposal will not impact these sites and not have an adverse impact on the surrounding land uses and the differing zones within the area.

5. Services

All of the lots included in this proposal are connected to appropriate water, access, reticulated electricity, telecommunications and effluent disposal. No changes will be made to these services and the existing infrastructure will be retained. The location of these services can be found on the Proposal Plan: 217078 – 1.

6. Town Planning Requirements – Balonne Shire Council

Part 4 – Zones – Town Zone Code

Overall Outcomes for the Town Zone Code

1. The overall outcomes are the purpose of the Town Zone Code.
2. The code seeks to ensure that development within the Town Zone:
   a) The site is located in the Residential precinct of the town of St George and is the surrounding land uses include areas zoned for Commercial use, the proposal will support these zones and the businesses within them.
   b) The heritage, character and amenity of the residential zone will not be impacted by this proposal.
   c) The safety and convenience of pedestrians will not be affected by this proposal.
   d) The proposal will have no adverse impact on Good Quality Agricultural Land
   e) Existing services such as water, roads, sewerage and electricity are all in connected and no new connections are required for this proposal.
   f) The location, design and operation of this proposal is suitable for the residential zone it is located in, the proposal will protect and enhance the commercial zone scale, intensity, form and character.
   g) This proposal will maintain the environment within the Residential zone and the surrounding Commercial zone.
   h) The proposal does not prejudice or impact adversely on other uses including those within other zones, in particular the Commercial zone.
   i) The existing access to the road network will not be changed as a result of this proposal and any traffic that is generated as a result of the proposal will not have an adverse impact on the road network or any state – controlled roads.
   j) This proposal will not impact any areas or sites of conservation importance.
   k) The proposal will occur in an orderly and logical sequence to achieve an efficient provision of infrastructure.
   l) Both of the existing lots are connected to the Council's reticulated water supply, effluent and waste disposal, stormwater disposal and reticulated electricity. No new connections are required as a result of this proposal.
   m) No adverse impacts will occur upon any infrastructure as a result of this proposal.
3. The code also seek to ensure that development within the Limited Residential precinct:
   a) There are no changes to be made to the existing dwellings or outbuildings for this proposal.
   b) The proposal is for an urban purpose and located in the Residential zone of St. George town.
   c) The proposal reduces the number of lots from three (3) to two (2) and realigns the boundaries.
4. The code also seek to ensure that development within the Resilient Residential precinct:
   a) The proposal will not place additional vulnerable persons at risk of flooding and the site is located in the area protected by the St George Levee.

Table 4.1 – Performance Criteria & Acceptable Solutions for the Town Zone Code

Performance Criteria	Acceptable Solution	Proposal
A. For all of the Town Zone		
1. Infrastructure		
PC 1 Electricity Premises are provided with a supply of electricity adequate for the activity.	**AS 1.1** Premises have a reticulated supply of electricity	The existing premises on Lot 2/ RP86667 and Lot 2/RP77209 are both connected to a reticulated supply of electricity. No new premises are included in this proposal.
PC 2 Water Supply Premises are provided with an adequate volume and supply of water for the activity	**AS 2.1** Premises are connected to Council's reticulated water system and have a rain water tank connected to the premises with a minimum capacity of 22 500 litres; **AS 2.2** An approved water allocation as provided by the relevant agency and have a rain water tank connected to the premises with a minimum capacity of 45 000 litres.	The existing premises on Lot 2/ RP86667 and Lot 2/RP77209 are both connected to Council's reticulated supply water system. No new premises are included in this proposal. This satisfies **AS 2.1.**
PC 3 Effluent Disposal To ensure that public health and environmental values are preserved, all premises provide for the treatment and disposal of effluent and other waste water.	**AS 3.1** The premises are connected to the Council's reticulated sewerage system by the applicant; or **AS 3.2** Premises have on - site effluent disposal systems designed and constructed by the applicant in accordance with Schedule 5: "Standards for Sewerage Supply".	The existing premises on Lot 2/ RP86667 and Lot 2/RP77209 are both connected to Council's reticulated sewerage system. No new premises are included in this proposal. This satisfies **AS 3.1.**
PC 4 Stormwater/Inter-Allotment Drainage Stormwater is collected and discharged so as to: (a) protect the stability of buildings or the use adjacent land; (b) prevent the waterlogging of nearby land; (c) protect and maintain environmental values; and (d) to ensure that safety and efficiency of state-controlled roads is not compromised.	**AS 4.1** Stormwater/inter-allotment drainage is collected and discharged in accordance with Schedule 6: "Standards for Stormwater Drainage".	No changes will be made to the stormwater drainage; all stormwater will be collected and discharged in accordance with Schedule 6: "Standards for Stormwater Drainage".
PC 5 Vehicle Access Vehicle access is provided to a standard appropriate for the use and provided by the applicant.	**AS 5.1** Access roads are to be sealed and connect into the existing road network. Access is to be designed and constructed in accordance with Schedule 2: "Standards for Roads, Car parking, Access and Access and Manoeuvring Areas".	All existing access points will be retained as a part of this proposal, no new access points are proposed. The existing access points are all constructed in accordance with Schedule 2: "Standards for Roads, Car parking, Access and Access and Manoeuvring Areas". This satisfies **AS 5.1.**
PC 6 Density The density of residential activities does not impact adversely on the residential amenity of the town.	**For Dwelling House:** **AS 6.1** No more than 1 (one) dwelling house per lot.	Each of the proposed lot will only have 1 (one) dwelling.

Performance Criteria	Acceptable Solution	Proposal
PC 7 Parking and Manoeuvring Vehicle parking and service vehicle provision is adequate for the use whilst ensuring both safe and functional operation for motorists and pedestrians.	**AS 7.1** All uses provide vehicle parking in accordance with Schedule 2: "Standards for Roads, Car Parking, Access and Manoeuvring Areas". **AS 7.2** All service vehicle manoeuvring is in accordance with Schedule 2: "Standards for Roads, Car Parking, Access and Manoeuvring Areas".	No changes will be made to the existing car parking. This satisfies **AS 7.1.**
PC 8 Roads All weather road access is provided between the premises and the existing road network and must be provided by the applicant.	**AS 8.1** Roads are designed and constructed in accordance with Schedule 2: "Standards for Roads, Car Parking, Access and Manoeuvring Areas".	No new roads are included in this proposal; all existing roads are designed and constructed in accordance with Schedule 2: "Standards for Roads, Car Parking, Access and Manoeuvring Areas".
PC 9 State Controlled Roads State Controlled Roads are maintained and enhanced as a link between major areas.	**AS 9.1** No direct access to State Controlled Roads is permitted except at designated intersections as identified on Map R1 –State Controlled Roads	Both of the proposed lots have will keep their existing access, no direct access to a state – controlled road is included in this proposal.
PC 10 Development Adjacent to State Controlled Roads Development adjacent to State Controlled Roads is located to ensure safe and efficient use of the highway and maintain the integrity of the highway as a commuter link.	**AS 10.1** No development is established within a 100 metre buffer either side of the Carnarvon, Balonne, Barwon and Moonie Highways and other State Controlled Roads as identified in Map R1 –State Controlled Roads.	This development is not adjacent to a state controlled road; it is not located within 100 metres of a state controlled road.
PC 11 Noise Sensitive Development Noise sensitive developments (residential, educational and community) must ensure that road traffic noise levels are appropriately managed to achieve acceptable levels of amenity.	**AS 11.1** No solution specified.	This proposal is not a noise sensitive development and there will be no inappropriate levels of noise generated as a result of the reconfiguration of the lots.
2. Environment		
PC 18 Watercourses Development ensures the maintenance of riparian areas and water quality including protection from off-site transfer of sediment.	**AS 18.1** A minimum 10 metre wide buffer area is provided extending from the high bank of any watercourse. Buffer areas include a cover of vegetation, including grasses.	No changes will be made to watercourses in the area; the proposal will not impact any riparian areas or water quality in the area.
PC 19 Protected Areas Development is undertaken to ensure areas of significant biodiversity and habitat value are protected.	**AS 19.1** A minimum separation distance of 100 metres is provided to protected areas as identified on Planning Scheme Map R3 – Protected Areas.	This site will not impede any protected areas identified on Planning Scheme Map R3 – Protected Areas.

Performance Criteria	Acceptable Solution	Proposal
PC 22 Air Emissions Air emissions from premises do not cause environmental harm or nuisance to adjoining properties or sensitive land uses.	**AS 22.1** No solution specified.	No air emissions from both of the proposed lots will cause any nuisance to the adjoining properties or any sensitive land uses.
PC 23 Noise Emissions Noise emissions from premises do not cause environmental harm or nuisance to adjoining properties or sensitive land uses.	**AS 23.1** No solution specified.	No noise emissions from both of the proposed lots will cause any nuisance to the adjoining properties or any sensitive land uses.
PC 24 Water Quality The standard of effluent and/or stormwater runoff from premises ensures the quality of surface water is suitable for: (a) the biological integrity of aquatic ecosystems; (b) recreational use; (c) supply as drinking water after minimal treatment; (d) agricultural use; or industrial use	**AS 24.1** No solution specified.	Water quality will not be affected by this proposal, the standard if effluent and/or stormwater runoff from premises will ensure the quality of surface water.
B. For the Residential Precinct and the Resilient Residential Precinct **a) Residential Development – Dwelling House and Dual Occupancy**		
PC 29 Height The height of residential buildings is compatible with and complementary to the character of the urban environment.	**AS 29.1** The height of a dwelling house or dual occupancy does not exceed 8.5 metres from natural ground level.	No changes to the height of any dwellings will be made; all dwellings will not exceed 8.5 metres from natural ground level.
PC 30 Site Coverage and Setbacks (a) Residential building design and siting Maintains the character of the locality in terms of building bulk. (b) Residential buildings are located to ensure the local amenity and streetscape are protected and enhanced.	**AS 30.1** Residential buildings do not exceed the site coverage thresholds as follows: • Dwelling House - 50% • Dual occupancy - 40% • Site coverage of outbuildings not to exceed 15% of remaining area. For Dual Occupancies: **AS 30.2** Setback is not less than 6 metres from any road frontage; or **AS 30.3** Setback is within 20% of the existing setbacks of adjoining properties; and **AS 30.4** Side boundary clearances of not less than 1.5 metres and rear boundary clearance of not less than 6 metres from property boundaries.	No changes will be made to the site coverage or any residential buildings, the existing buildings will satisfy **AS 30.1.**
PC 31 Residential Amenity **For Dual Occupancies:** The location and design of dual occupancies provides for adequate privacy, sunlight, ventilation and open	**AS 31.1** No solution specified.	The proposed development does not include any dual occupancies, the proposal will retain the residential amenity.

Performance Criteria	Acceptable Solution	Proposal
space.		
PC 32 Landscaping For Dual Occupancies: Landscaping on the site should be: (a) visually pleasing and create an attractive environment; (b) located to take account of the Direction of the breezes and sun; and (c) located to give privacy and buffering from any potential incompatible uses (d) Located to avoid interference with electricity lines and infrastructure. (e) Constructed so as not to block visibility at intersections on the state – controlled road.	**AS 32.1** No solution specified.	The proposed development will not include any dual occupancies, the existing landscaping will be retained.
b) Residential Development – Residential Outbuildings		
PC 33 Residential Outbuildings Residential amenity is to be maintained.	**AS 33.1** Residential outbuildings are to be located a minimum of 6 metres from the boundary fronting the public road and a minimum of 1.5 metres from any other boundary; and **AS 33.2** The size of residential outbuildings is to be restricted to structures 5 metres in height and 80 square metres in floor area.	The proposed new boundary as shown in Proposal Plan 217078 – 1 will be located more than 1.5 from the existing shed, all outbuildings will remain more than 6 metres from the boundary fronting public road and no new outbuildings are to be constructed for this proposal.

PC 12 – 15, 25 – 28 & 33 – 81 are not applicable to this proposal.

PART 5.4 RECONFIGURING A LOT CODE

5.4.2 Overall Outcomes for the Reconfiguring a Lot Code

(i) The overall outcomes are the purpose of the code;

(ii) The Reconfiguring a Lot Code seeks to ensure that are that the location, size and design of lots:

(a) The location, size and design of the lots are designed to suit the Reconfiguration of a Lot Code and the Residential Zone.

(b) All existing urban design outcomes will be retained as a result of this proposal.

(c) Areas and/or features of environmental significance will not be impacted as a result of this proposal.

(d) No fragmentation of Good Quality Agricultural Land will occur as a result of this proposal.

(e) All existing infrastructure and services will be retained.

(f) Reticulated water supply and effluent disposal is connected to the existing dwellings, no changes will be made to these connections and no new connections are required.

Table 5.4.3 Performance Criteria for the Reconfiguring a Lot Code

Performance Criteria	Acceptable Solution	Proposal
Minimum Lot Size		
PC 5 Residential Precinct – Minimum Lot Size Lots within the Residential precinct are of sufficient size to accommodate residential uses, consistent with the local character and allow for adequate effluent disposal.	**AS 5.1** All lots have: (a) a minimum area of 800 sq. metres when in a reticulated sewerage area; (b) a minimum area of 4000 sq. metres where not in a reticulated sewerage area; (c) a minimum width to depth ratio of 1:5	All lots are above the minimum area of 800 sq. metres for a reticulated sewerage area. This satisfies **AS 5.1** (a).
For Town and Rural Zones		
PC 8 Layout and Design The reconfiguration of lots: (a) ensures safe and liveable communities; (b) Ensures safe and legible vehicle and pedestrian movement areas and roads; (c) integrates with adjoining land; and (d) ensures and protects environmental values, significant features, open space areas and areas of high conservation or landscape value.	**AS 8.1** No solution specified.	The proposed lots will retain the residential amenity and not have an adverse impact on the surrounding land uses including the Commercial zone. The proposal integrates with the adjoining land uses and does not impact any areas of environment significance or areas of high conservation.
PC 9 Siting of Buildings and Structures Lot size, layout and design ensures futures uses are able to comply with separation distances for buildings and structures in respect of: (a) watercourses; (b) ridgelines and escarpments; (c) cultural heritage places; (d) protected areas; (e) Key Resource Areas; and (f) Mining Leases.	**AS 9.1** No solution specified	No changes will be made to the siting of buildings and structures, the proposed new boundary will be constructed more than 1.5 metres from any existing dwellings, outbuildings and structures.

Performance Criteria	Acceptable Solution	Proposal
PC 11 Street Lighting Street lighting is provided: (a) to ensure safety of vehicles, cyclists and pedestrians; and (b) to an appropriate engineering standard.	**AS 11.1** Street lighting is designed and constructed in accordance with Schedule 2: "Standards for Roads, Car parking Access and Manoeuvring Areas".	Street lighting will not be changed as a result of this proposal; the site will continue to satisfy **AS 11.1.**
PC 12 Electricity Each lot is provided with an adequate supply of electricity.	**AS 12.1** Each lot is connected to the reticulated electricity supply.	Both of the proposed lots are connected to the reticulated electricity supply.
PC 14 Water Supply Each lot has an adequate volume and supply of water, which is also adequate for fire fighting purposes	**AS 14.1** Each lot is connected to Council's reticulated water supply system by the applicant in accordance with Schedule 4: "Standards for Water Supply".	Both of the proposed lots are connected to the Council's reticulated water supply.
PC 15 Effluent Disposal Each lot provides for the treatment and disposal of effluent and other waste water to ensure the protection of public health and environmental values.	**AS 15.1** Each lot is connected to Council's reticulated sewerage system, by the applicant, in accordance with Schedule 5: "Standards for Sewerage Supply".	Both of the proposed lots are connected to the Council's reticulated effluent supply. This satisfies **AS 15.1.**
PC 16 Stormwater Stormwater is collected and discharged so as to: (a) protect the stability of buildings or use of adjacent land; and (b) Protect and maintain environmental values. (c) To ensure that safety and efficiency on the state-controlled roads is not compromised.	**AS 16.1** Stormwater is collected and discharged in accordance with Schedule 6: "Standards for Stormwater Drainage".	No changes will be made to stormwater discharge or the collection of stormwater as a result of this proposal.
PC 17 Vehicle Access Vehicle access is provided to each lot to ensure safe and functional operation for motorists and pedestrians.	**AS 17.1** Each lot has vehicle access to a formed road. Access is to be designed and constructed, by the applicant, in accordance with Schedule 2: "Standards for Roads, Car Parking, Access and Manoeuvring Areas".	Existing vehicle access will be retained to both of the proposed lots. This will satisfy **AS 17.1.**
PC 18 Roads, Firebreaks and Fire Maintenance Trails Adequate all weather road access is provided between each lot and the existing road network. In high and medium bushf ire hazard areas, adequate road access is provided for fire fighting/other emergency vehicles and for safe evacuation.	**AS 18.1** Roads are designed and constructed by the applicant, in accordance with Schedule 2: "Standards for Roads, Car Parking, Access and Manoeuvring Areas". For lots in high and medium bushf ire hazard areas as identified on Planning Scheme Map R4 – Bushfire Hazard Areas. **AS 18.2** Roads, firebreaks and fire maintenance trails are designed and constructed by the applicant in accordance with Schedule 12: "Standards for Roads in Bushfire Hazard Areas, Firebreaks and Fire Maintenance Trails"	The existing road network will be retained and no new roads will be constructed. The site is not located in high to medium bushfire area and the existing roads have been constructed in accordance with Schedule 2: "Standards for Roads, Car Parking, Access and Manoeuvring Areas".

PC 1 – 4, 6 & 7, 10, 13 & 19 – 21 are not applicable to this proposal.

7. State Development Assessment Provisions (SDAP)

The proposed development does not trigger any State Development Assessment Provisions (SDAP) it will not require assessment against any SDAP codes in SDAP version 2.1 August 2017.

We submit that the proposal complies with the Reconfiguration of a Lot code requirements and that there are sound planning grounds for the proposal to be approved with conditions.

We hereby request Council's favourable consideration of the above proposal. Should you have any queries in relation to this matter please contact the writer.

Yours faithfully

T Jobling

Tom Jobling
BURP STUDENT (UNE)
SMK CONSULTANTS PTY LTD

State Assessment and Referral Agency

Date: 11/08/2017

Queensland Government

Department of Infrastructure
Local Government
and Planning

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Matters of Interest for all selected Lot Plans

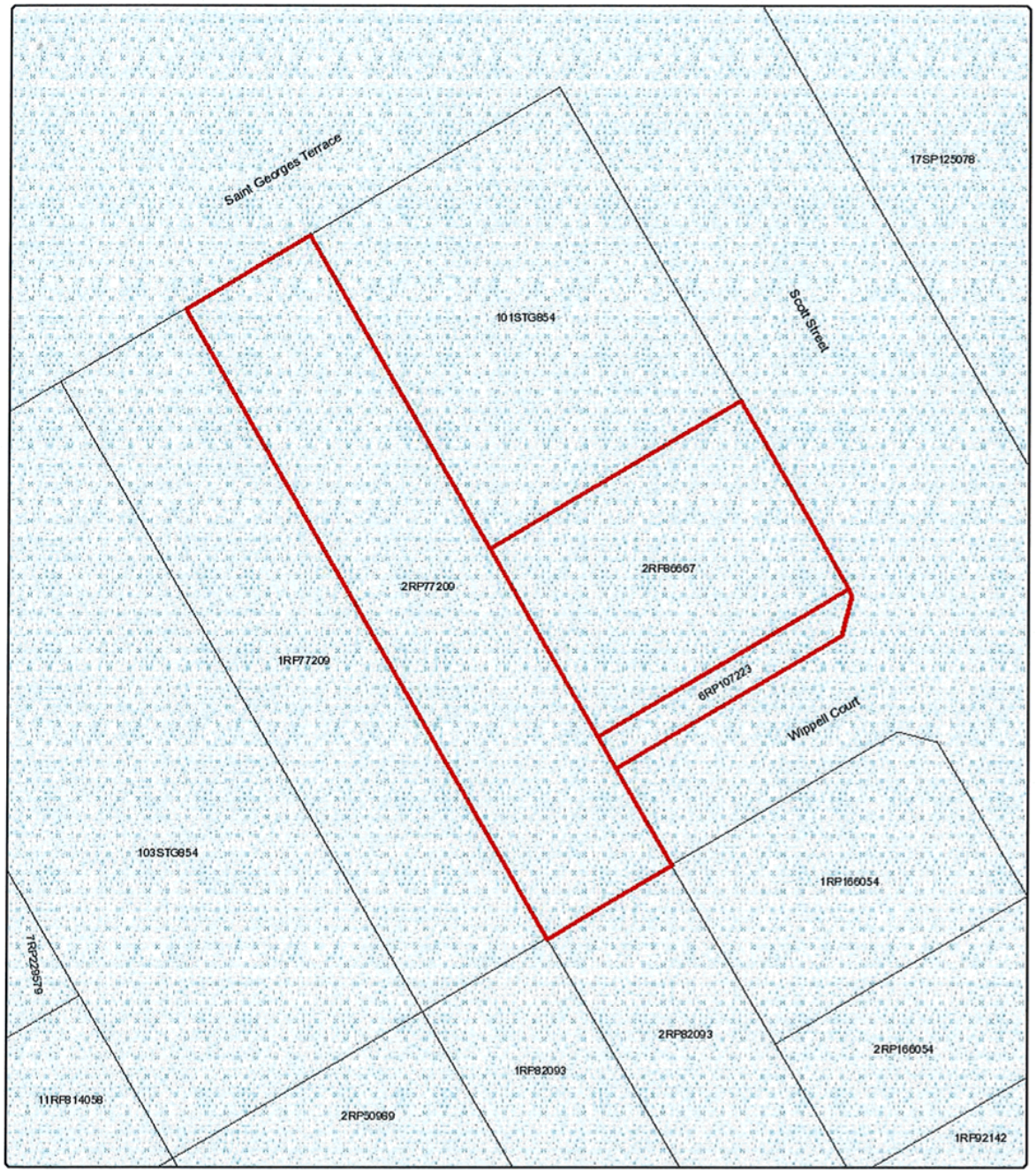
Water resource planning area boundaries
Great artesian water resource plan area

Matters of Interest by Lot Plan

Lot Plan: 2RP77209 (Area: 2028 m^2)
Water resource planning area boundaries
Great artesian water resource plan area

Lot Plan: 6RP107223 (Area: 195 m^2)
Water resource planning area boundaries
Great artesian water resource plan area

Lot Plan: 2RP86667 (Area: 1227 m^2)
Water resource planning area boundaries
Great artesian water resource plan area



State Assessment and Referral Agency

Date: 11/08/2017

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Department of Infrastructure Local Government and Planning

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Legend

Water resource planning area boundaries

Water resource planning area boundaries

0 10 20 30 40

Metres

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Local Government
and Planning

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Legend

Great artesian water resource plan area

Great artesian water resource plan area

N

0 10 20 30 40

Metres

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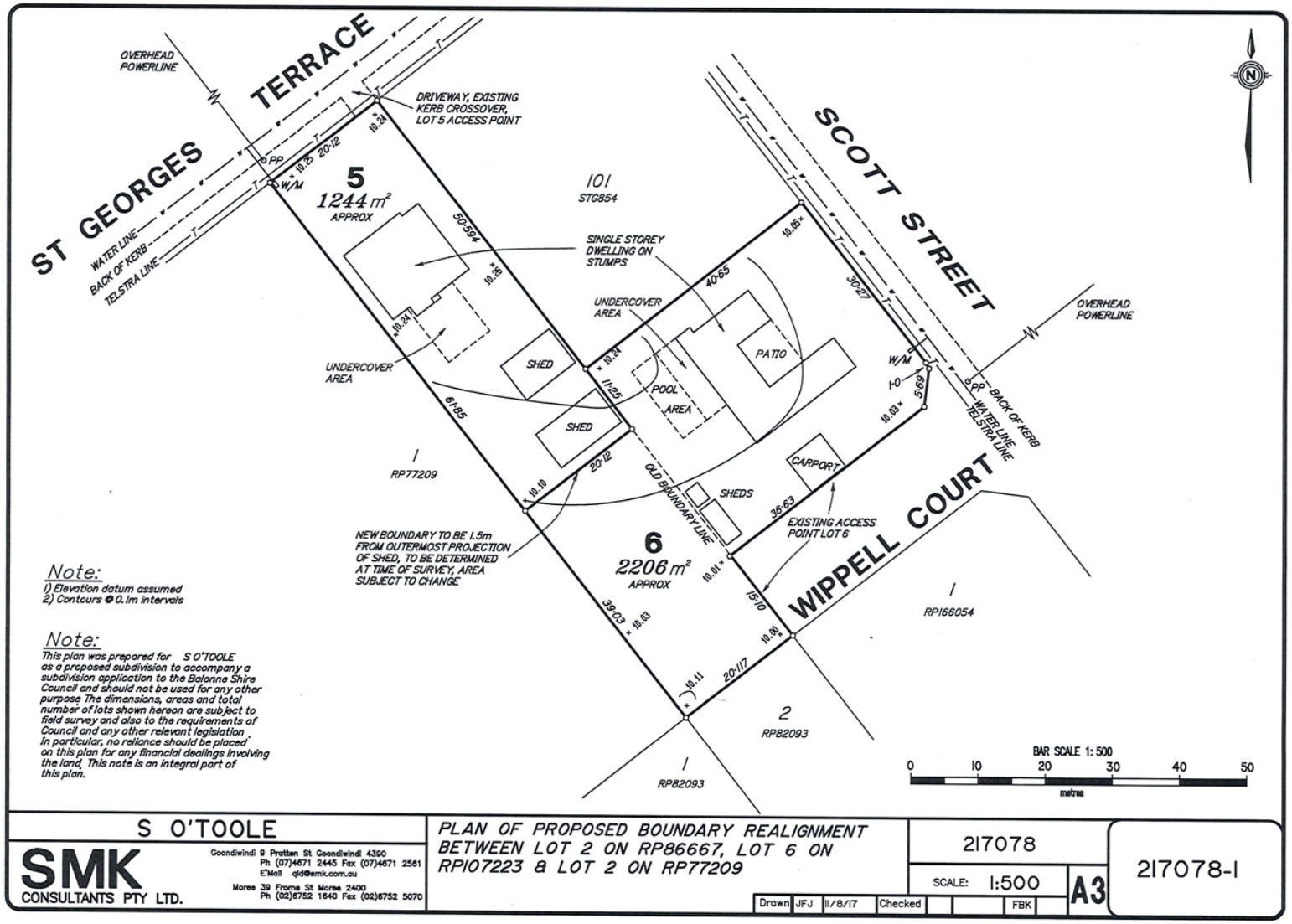


Note:

1) Elevation datum assumed
2) Contours @ 0.1m intervals

Note:

This plan was prepared for S O'TOOLE as a proposed subdivision to accompany a subdivision application to the Balonne Shire Council and should not be used for any other purpose. The dimensions, areas and total number of lots shown hereon are subject to field survey and also to the requirements of Council and any other relevant legislation. In particular, no reliance should be placed on this plan for any financial dealings involving the land. This note is an integral part of this plan.

S O'TOOLE

SMK CONSULTANTS PTY LTD.

Goondiwindi 9 Prattan St Goondiwindi 4390
Ph (07)4671 2445 Fax (07)4671 2561
E'Mail qld@smk.com.au

Moree 39 Frome St Moree 2400
Ph (02)6752 1640 Fax (02)6752 5070

PLAN OF PROPOSED BOUNDARY REALIGNMENT BETWEEN LOT 2 ON RP86667, LOT 6 ON RP107223 & LOT 2 ON RP77209

217078

SCALE: 1:500

A3

217078-1

Drawn JFJ 11/8/17 Checked FBK

OFFICER REPORT

TO: Council

SUBJECT: **Regional Arts Development Fund _Out of round funding**

DATE: 12.09.17

AGENDA REF: CES7

AUTHOR: Mareea Lochel - Community & Business Development Officer

Executive Summary

The Regional Arts Development Fund (RADF) is a state and local government partnership that supports local artist and arts and cultural activities in Queensland Communities. Council received three applications out-of-round funding requests. These applications have been assessed by the RADF Reference Panel and have been determined to comply with the appropriate assessment criteria as detailed through the Balonne Shire RADF Program.

Background

The guidelines for the Balonne Shire RADF program allow Council to accept out-of-round applications. During the month of August three applications for funding have been received that incorporate the engagement of professional artists to carry out a quick quilting workshop in Dirranbandi, additional creative processes for the Hairy Nose Wombat sculpture in Thallon and a vocal skills development workshop followed by a comedy cabaret performance in St George.

"*Quick Quilt Workshop*" was submitted by Aussie Quick Quilt. This workshop is a one day workshop that will engage professional to work with community members providing instruction and skill development to produce a quilt in one day. Aussie Quick Quilts is a new applicant to the Balonne RADF program and the project aligns with the local priority that projects "targets participants from demographics or segments of the community who have not historically participated in RADF funded programs".

"*Back from the Brink – Saving a Town and a Species*" was submitted by Thallon Progress Association. This is part of a larger project to erect a Giant Northern Hairy Nose Wombat sculpture in the park at Thallon. The funds will be used to cover an additional creative process that is required to ensure the sculpture is an accurate/anatomically correct. Council has provided **$7,703** in cash support for this project under the 2015/2016 RADF Placemaking-Public Art in Balonne. Council has also committed to providing in-kind support to site and mount the sculpture to the maximum value of **$15,000**.

"*Tiffany and Maddison's Botox Party*" was submitted by St George Arts Council. The funding will be used for a vocal skills development workshop by the cast of *Tiffany and Maddison's Botox Party*. A comedy musical performance will also be held in St George. Celebrating being "comfortable in your own skin" St George Arts Council has arranged for beauty retailers, health and wellbeing agencies to be in the annex of the Cultural

Centre before the performance to offer 15 minute make-over or advise and support regarding health and beauty.

The applications have been assessed by the contractor RADF Assistant Liaison Officer, BSC Community and Libraries Co-ordinator and members of the reference panel members. Arts Queensland requires that the assessment process for RADF investment involve a diversity of community members including a diversity of demographics

Link to Corporate Plan

Function	Key Program Area
Wise Planning & Design	Community Planning: To provide a framework to manage growth whilst encouraging a sense of community pride, belonging and well-being.

Consultation (internal/external)

Balonne Shire RADF Reference Panel
- Liz Hill, Contract Assistant Liaison Officer
- Fiona Gaske, Panel member
- Flo Cau
- Jane Kirby
- Gerry Grant

Legal Implications

Not applicable

Policy Implications

Balonne Shire Arts and Cultural Policy 2015 - 2018

Financial and Resource Implications

Please note that a RADF funding year is 1 October to 30 September each year.

Grants have been obtained for Arts and Cultural Development within the Balonne Shire through Arts Queensland. Councils' contribution of $12,060.00 allowed Council to obtain a direct grant from Arts Queensland of $31,000 for the 2016/17. Additional to this grant Council had a surplus of $817 from the 2015/16 funding year.

This being the case the total funds available for RADF during the 2016/17 period is $ 43,877.00. These funds have been allocated as follows:

Contract liaison Officer	$5,000
Place-making project	$23,877
Community Grants program	$15,000
Total	**$43,877**

There have been three funding rounds under the Balonne RADF community grants program. Council has approved $9,955 during these rounds (no applications received in round 3), resulting in $5,045 remaining in this program.

Community Grants total allocation	$15,000
Less round 1 approved applications	$6,335

Less round 2 approved applications	$3,620
Remaining RADF	**$5,045**

The total out-of-round funding requested exceeds the remaining RADF community grants program available. The Reference Panel have assessed the applications against the assessment criteria and provided the following recommendations for Council consideration:

APPLICANT	PROJECT	AMOUNT REQUESTED	RADF LIAISON OFFICER ASSESSMENT (max score 16)	RADF PANEL'S TOTAL ASSESSMENT (max score 90)	TOTAL SCORE (max score 106)	RECOMMENDATION
Belinda Saville	Quick Quilt Workshop Dirranbandi	$2,500	16	66	82	$2,500
Thallon Progress Association	Back from the Brink	$3,020	15	60	75	$1,645
St George Arts Council	Tiffany & Maddison's Botox Party	$900	15	61	76	$900
TOTAL		**$6,420**				**$5,045**

Attachments

1. RADF 2016-2017 Aussie Quick Quilts Dirranbandi.docx ⇩
2. RADF 2016-2017 Application Form -Botox Party.docx ⇩
3. TPA - Out of Round_RADF 2016-2017 Application Form - Updated Mar 2017.doc ⇩

Recommendation/s

That:

1. That Council ratify and approve the RADF applications from Aussie Quick Quilts, Thallon Progress Association and St George Arts Council as follows:

APPLICANT	PROJECT	AMOUNT APPROVED
Aussie Quick Quilts	Quick Quilt Workshop Dirranbandi	$2,500
Thallon Progress Association	Back from the Brink	$1,645
St George Arts Council	Tiffany & Maddison's Botox Party	$900
TOTAL		**$5,045**

Jamie Gorry
Director Community and Environmental Services

- The Balonne Shire Council's *RADF Program Guidelines* are available at **www.balonne.qld.gov.au** Please read them before completing this application form.
- For any queries please ask the Balonne Shire Council's contractor RADF Assistant Liaison Officer, Liz Hill liz@stgeorgeqld.com 0428 259 299
- Please keep a copy of your application. If your application is successful, this will assist you to prepare the Outcome Report once your activity has finished. As part of the outcome report, you will also be required to report on outcomes from participant surveys, which will be provided with successful applicants' funding agreements.
- Faxed applications will not be accepted.

RETURN COMPLETED APPLICATION AND SUPPORT MATERIAL TO
BALONNE SHIRE COUNCIL
PO Box 201 St George QLD 4487 or council@balonne.qld.gov.au

1.0 APPLICANT DETAILS		
Applicant name	Belinda Saville	
Applicant structure (please indicate the appropriate structure with a tick)	Individual applicant with an ABN	
	Individual applicant without and ABN (auspicing required)	
	Unincorporated group(auspicing required)	
	Incorporated group	
	Company limited by guarantee	
Name of auspicing organization or individual (if applicable)	Leanne Ballschmieter	
Contact person for application	Leanne Ballschmieter	
Phone number of contact person	0404 573 765	
Postal address of applicant	PO BOX 153 Dirranbandi	
Street address of applicant		
Email address of applicant	Hbsaville1@bigpond.com	

2.0 PROJECT DETAILS	
Project name (10 words)	Aussie Quick Quilt Workshop
Brief project description (30 words)	*The grant will be used towards the* ***costs of*** 1 day quilting workshops. We wish to engage a professional arts worker to work with community members providing instruction and developing skills.
Location of project	Dirranbandi
Does your project involve partners?	*Please list partners*
Project start date (must commence after grant is approved)	October 7
Project end date	October 7
Total cost of project from Section 4.3	$7375
RADF Grant requested from Section 4.3	$2 500.00

2.1 RADF FUNDING PRIORITIES	
Please tick the box of the category that best describes the objective of your project. (Please tick one box only. If your project delivers on more than one outcome, please tick the primary objective)	
PROJECT CATEGORY	✓
Place Your Project creates opportunities for the development of public expressions of community identity, heritage, local stories, or artistic expression	x
Accessibility to quality touring productions and exhibitions Your project delivers opportunities for the community to experience professional performances and exhibitions that would be available to metropolitan audiences	x
Professional Development Your project delivers opportunities to nurture the creative and talented individuals in the Balonne Shire and encourage growth in their practice	
Community Participation Your project delivers opportunities to foster personal, social and economic wellbeing and community connection by facilitating participation in arts and culture by all members or the community	x
Your project involves different, new or emerging art forms for the Balonne Shire.	x
Your projects targets participants from demographics or segments of the community who have not historically participated in RADF funded programs.	x

2.2 RADF GRANT HISTORY		
Have you or your group/organisation previously applied for a RADF grant?	Yes x☐	No ☐
If you were successful has that grant been successfully acquitted?	Yesx ☐	No ☐

2.3 AUSTRALIAN BUSINESS NUMBER (ABN) DETAILS	
Will you/your organisation be responsible for the financial management of the grant if this application is successful?	☐ Yes – Provide your ABN details below x☐ No – An auspicing body will be administering any grant that I receive on my/our organisation's behalf. Complete section 2.4 below
What is your ABN?:	
In what name is the ABN registered?	
What is your trading name or professional name (if relevant)?	
Are you registered for GST?	☐ Yes ☐ No

2.4 AUSPICED APPLICATION		
Please note: ▪ All individuals who do not have an ABN, groups/collectives or unincorporated organisations must nominate an individual with an ABN or incorporated organisation to take responsibility for any grant that may be offered. ▪ Only complete this section if you are nominating an accountable organisation or individual to administer the grant on your behalf who will also be responsible for submitting a financial report at the end of the project.		
Who is your auspicing arrangement with?	☐ an incorporated organisation	x☐ an individual with an ABN
Name of auspicing organisation or individual:	Leanne Ballschmieter	
Contact person for auspicing organisation:		

Position of contact person (if relevant):			
ABN of auspicing organization or	78778582236		
Are you registered for GST?	x☐ Yes ☐ No		
Postal address of auspicing organisation or individual:	PO Box 522		
Suburb/Town:	Agnes Water	State:QLD	Postcode: 4677
Telephone:	Work: ( )	Home: ( )	Fax: ( )
Mobile:	0404573765	Email:	leanne@aussiequickquilt.com
Certification of Auspicing Organisation/Individual Details			**Go to 6.2**

3. ABOUT THE PROJECT

Project Summary

3.1 What is your project?
In fewer than 100 words, tell us about your proposed activity: what will you do?; where will you do it?; when will you do it?; and how will you do it?

1 day quilting workshop. We wish to engage professional arts workers to work with community members providing instruction and developing skills. This workshop expands skills already gained in previous workshops and allows new comers to join in to learn a new skill set. Everyone leaves with a great sense of achievement and self-confidence.
The Aussie Quick Quilt team came to our area last year and were funded through Centrecare Drought relief. The impact it had on our community was amazing, not only on the day but it flowed on to our Dirranbandi Show with many quilts being entered.

3.2 Who do you expect to be involved in your project?
In fewer than 100 words, tell us about who you plan on targeting as participants or audience for your activity?; how you plan to engage and communicate with them about your project?; and how many people you expect to be involved?

This workshop is planned so any member of the community can attend regardless of age, gender or skill set. The Aussie Quick Quilt team are extremely experienced in involving everyone. Through their facebook and web page we expect to fill these classes easily. This will also be shared throughout the area via bulk emails, personal sharing of facebook and other forms of advertising.

3.3 What are the major benefits/outcomes that you expect from your project?

In fewer than 250 words, tell us about the benefits/outcomes you expect from your project under the headings of:

✓ **Impact:** How many people will attend?; How many artsworkers will be employed or trained?

✓ **Quality:** Does your project provide an experience not usually available in rural communities? How do you know that there is a demand in the community for this type of experience?

✓ **Reach:** Will your project target any groups who do not usually participate in arts projects such as young people, men, indigenous people, or people with a disability?; Does your project involve new or emerging art forms?

✓ **Viability:** Does your project include external partners? Is your organisation contributing funding? Have you considered any ongoing costs that your project might generate and how they would be covered?

Reach:

This Workshop has been advertised for Balonne Shire community in the first instance, residents have been contacted and invited to attend to fill any final slots. The one-day workshops can cater for up to 15 participants. The workshops offer instruction for both male and female participants aged 9 – 90 with various skill levels.

There has been great community feedback and enthusiasm to hold this workshop from both participants of past workshops and those who have seen the results and would now like to do the beginners workshop, identifying the need for combined beginners and advanced day. However should the need arise Aussie Quick Quilt are willing to extend this to two workshops at their cost.

Quality:

Contribution to artist development or arts organisation development; through textile art.
Personnel involved with the expertise and experience to deliver artistic or cultural objectives.

Values:

Value for money;
Financial and in kind support from others/partners;
Value of investment (in-kind)
Aussie quick quilt will also put Balonne shire council and RADF on their website and mention our area as much as possible through media.

3.4 How do you plan on measuring the success of your project?

Provide a brief list of measures that you will use to assess the success of your project such as attendance numbers; demographic breakdown of participants; number of artists employed; participant satisfaction survey, percentage of the funding provided by non-RADF partners etc.

Gauging reaction through facebook posts, likes, shares etc
Also at the end of the workshops a questionnaire is provided to all participants to gauge reations

3.5 Please estimate the following

__1___ Total number of activities involved (e.g. performances, workshops etc.)
___15-20__ Total number of participants at event/activity

3.6 Please outline the steps you have taken to address the issues of workplace health and safety, public liability insurance, copyright and relevant licences.

Workshop related public liability, copyright, relevant licences, and workplace health and safety throughout the workshop are covered by the workshop provider, Aussie Quick Quilts, and a WHS talk is conducted prior to commencement of workshop. If necessary I can request a copy of their public liability cover.

Public liability relating to the shire hall is covered by Council under our hall hire agreement

4. PROJECT MANAGEMENT

All applicants must complete this section

4.1 LIST EACH STAGE OF THE PROJECT FROM START TO FINISH Write a date in the column beside each stage to indicate when you expect to complete that stage of the project.

Project Stage	Expected Completion Date
Organize 8 hour workshop	**done**
Organise Advanced Workshop	**done**
Confirm tutor availability	**done**
Confirm hall hire	**ASAP**
Organize RADF paperwork	**done**
Complete the RADF Outcome Report (no later than 8 weeks after the finish date)	**18/11/17**

4.2 List the artists and artsworkers involved.

You must demonstrate that award rates or industry recommended rates of pay will be made to arts and cultural workers involved in the project. If you are paying only a portion of the recommended rate of pay because the professionals involved in the project are contributing their time as an in-kind contribution, please list the total rate of pay in the table below and then note any in-kind contribution on the income section of the budget (please attach an extra page if necessary).

Please remember to attach the following four documents from each artist or artsworker receiving RADF funding:

- Resume or CV
- Eligibility Checklist for each Professional and Emerging Professional Artist
- Letter of confirmation and
- Schedule of fees

How many people in total will be employed (paid) through the project? _____

How many volunteers (unpaid workers) will be involved with the project? _____

Name	Role or position in project	Rate of pay ($/hr, $/day or $/week)	Total fee whole $	Amount to be funded by RADF
Leanne Ballschmieter	Lead Tutor	$75/h	$750	750
Emily Klein	LeadTutor	$75/h	$750	750
Ralf Ballschmieter	Tutor and workshop Director	$35/h	$350	350
TOTAL (Transfer total salaries, fees and allowances to the expenditure column in the budget)			$1850	
TOTAL (Transfer total RADF amount to the RADF expenditure column in the budget)				$1850

4.3 Project Budget – Income and Expenses

Please complete this budget template to account for all costs of your project. Round all amounts to whole dollars. Enter all other grants for which you have applied and mark an asterisk against those grants which have already been approved. The amounts requested in the third column (RADF) show how much RADF funding you are seeking for each expenditure item.

Note: If you are GST registered (see 2.3) Council will pay the grant plus GST. If you are registered for GST, your expenditure and income should be exclusive of GST. If you are not registered for GST, your expenditure should include the GST to be paid.

EXPENDITURE	**TOTAL COST** of each expenditure item.	**RADF**	**INCOME** Income includes in-kind contributions and the total RADF grant you are seeking	**TOTAL COST** of each income item
Salaries, Fees and Allowances			Earned Income	
Tutor Fees	$1850	1850		
Travel and Accommodation	$650	$650		
Production/Program Costs[1]			Participant Contribution: No x $	
Hall Hire	150		Participants fees 15 x $245	$3675
Catering	150			
Quilt Packs x 15 @ $295	$4425			
Promotion, Documentation and Marketing			Contribution from Artists and Others	
Flyer/Printing	50		Cooksmart catering	$150
			Aussie quick quilt donation	$750
Administration[2]			Other Cash Grants, Sponsorship, Fundraising & Donations	
Insurance	50	n/a	Sydney Sewing Centre	$150
Admin	50	n/a	In-Kind	
		n/a	Hall Hire	$150
RADF GRANT (total from column 3)		$2500	RADF GRANT (total from column 3)	**$2500**
TOTAL EXPENDITURE	$7375		**TOTAL INCOME**	**$7375**

4.4 Budget Notes

When you have completed your budget the Total Expenditure and Total Income must be equal. The RADF grant should be listed twice – once in the income column and once in the expenditure column.

5. CERTIFICATION

5.1 All Applicants

I, the undersigned, certify that:

I have read and will abide by the Balonne Shire Council's *RADF Guidelines* together with any published revisions which are available at www.balonne.qld.gov.au

The statements in this application are true and correct to the best of my knowledge, information and belief, and the supporting material is my own work or the work of the artists named in this application.
I have read and understood the Information Privacy and Right to Information Statement below and agree to the use and disclosure of information as outlined in the Statement.

Information Privacy and Right to Information

The information you provide in your grant application will be used by the Council to process and assess your application and, if successful, to process, pay and administer your grant. The Council may contact other funding agencies to verify grants requested from other funding agencies in support of your project.

If your application is successful, the Council may disclose the following Information to Arts Queensland:

- the information you provide in your grant application
- the amount of funding you receive
- the information you provide in your outcome report and
- text and images relating to your funded activity.

The Information may be used by the Council or Arts Queensland for reporting purposes, training, systems testing and process improvement. The information may be anonymised and used for statistical purposes.

The Information may be used by the Council or Arts Queensland for the promotion of RADF or the promotion of funding outcomes for arts and cultural development in Queensland. For this purpose, the Information and your contact details may be provided to Queensland Government Members of Parliament, the media and other agencies who may contact you directly. The Council and Arts Queensland may also publish the Information in their Annual Reports or on their websites.

The Council and Arts Queensland treat all personal information in accordance with the *Information Privacy Act 2009*.
The provisions of the *Right to Information Act 2009* apply to documents in the possession of the Council or Arts Queensland.

Signature: If you are under the age of 18 your legal guardian must also sign this application		**Date: 10**/ 08 / 17
Name in full: Belinda Saville		
Position in group or organisation: (if applicable)		

5.2 Certification by Auspicing Organisation/Individual		
Please note: Both the applicant and the auspicing organisation/individual are considered responsible for ensuring the acquittal of grants and both could be deemed ineligible to place further applications to RADF until all grants have been satisfactorily acquitted.		
I/my organisation agree/s to administer the grant that may be offered to the applicant on their behalf and that the information stated in 2.4 of this application is true and correct.		
Signature:		**Date: 10** / 08 /17
Name of Auspice Body:	Leanne Ballschmieter	

Contact person's name in full:	
Position in group or organisation: (if applicable)	

6. APPLICATION CHECKLIST

BEFORE YOU SUBMIT YOUR APPLICATION MAKE SURE:

- You have answered all sections on the Application form
- That your application includes:

✓ The completed signed application form
✓ All support material provide as attachments is labeled with your name and address.
✓ You have indicated below those support materials which you have attached to this application
✓ You have kept a copy of your application for your own records

All Applicants

☐	A resume or CV, no longer than one A4 page per person, for each professional or emerging professional artist and artsworker involved in your project / activity
☐	An Eligibility Checklist for Professional and Emerging Professional Artists for each artist and artsworker involved in your project/activity
☐	Written confirmation of the names and availability from the key artists, personnel and venue managers involved in the project, where appropriate
☐	Referee for application. Please provide the contact details of an individual who can verify your project and the applicant. The referee will be approached in the instance the assessors are unfamiliar with the applicant or required further verification of the project. The referee should be able to provide relevant comment in support of your application. Referee Name: _____ Referee contact ph number and email:_____ Relationship to the applicant group or individual _____

Where applicable to your project, please also provide the following essential support material:

☐	Written letters of support and confirmation from relevant communities and organisations for projects involving Aboriginal people; Torres Strait Islanders; people from culturally and linguistically diverse backgrounds; people with a disability; children and young people. The letters are essential for applications involving these groups within the community.
☐	Letters of interest from: a publisher; an event organiser; a gallery; a performance venue; a music producer; or any other presenting body to support applications for funding the creation of an arts or cultural product.

RETURN COMPLETED APPLICATION AND SUPPORT MATERIAL TO
BALONNE SHIRE COUNCIL
PO Box 201 St George QLD 4487 or council@balonne.qld.gov.au

Eligibility Checklist: Professional / Emerging Professional Artists

A separate Eligibility Checklist must be completed by each artist who will be paid salaries, fees or allowances from the RADF grant. Please make copies of this Checklist as required.

The purpose of the RADF Program is to support professional and emerging professional artists and artsworkers to practise excellent art for and with communities for mutual development.

This checklist has been developed to ensure that the status of artists as 'professional' and 'emerging professional' is clearly identified.

Your responses to the questions below determine your status as an artist in regard to the RADF Program.

You need to tick **three** or more of the artistic merits below to qualify as an artist with a professional or emerging professional status.

If you cannot select a minimum of **three** of the artistic merits, you do not meet the eligibility requirements as a professional or emerging artist who can be funded by the RADF program.

In this case please contact your local RADF Liaison Officer to discuss alternative funding sources to support your arts activity/project.

Artist, or Artsworker NAME: _____

Please tick the following artistic merits that apply to you

☐ I have professional arts and/or cultural qualifications

☐ I have an Australian Business Number (ABN)

☐ I have devoted significant time to arts practice.

☐ I have been recognised as a professional by peers.

☐ I have held public exhibitions or given public performances (not as part of a competition).

☐ I have work held in public collections.

☐ I have won important national and/or international prizes or awards.

☐ I have held public discussions and/or have had articles written about my work.

☐ I have been commissioned or employed on the basis of art skills and/or earning income from sales of art work.

☐ I am a member of a professional association (or associations) as a professional artist.

Name/s of association/s:

☐ I am an artist whose artistic or cultural knowledge has been recognised as professional by peers or the cultural community.

☐ I am an artist whose artistic or cultural knowledge has developed through oral traditions.

- The Balonne Shire Council's *RADF Program Guidelines* are available at **www.balonne.qld.gov.au** Please read them before completing this application form.
- For any queries please ask the Balonne Shire Council's contractor RADF Assistant Liaison Officer, Liz Hill liz@stgeorgeqld.com 0428 259 299
- Please keep a copy of your application. If your application is successful, this will assist you to prepare the Outcome Report once your activity has finished. As part of the outcome report, you will also be required to report on outcomes from participant surveys, which will be provided with successful applicants' funding agreements.
- Faxed applications will not be accepted.

RETURN COMPLETED APPLICATION AND SUPPORT MATERIAL TO
BALONNE SHIRE COUNCIL
PO Box 201 St George QLD 4487 or council@balonne.qld.gov.au

1.0 APPLICANT DETAILS		
Applicant name	St George Arts Council Inc.	
Applicant structure (please indicate the appropriate structure with a tick)	Individual applicant with an ABN	
	Individual applicant without and ABN (auspicing required)	
	Unincorporated group(auspicing required)	
	Incorporated group	YES
	Company limited by guarantee	
Name of auspicing organization or individual (if applicable)	St George Arts Council	
Contact person for application	David Jackson	
Phone number of contact person	0409131255	
Postal address of applicant	PO Box 662, St George 4487	
Street address of applicant	N/A	
Email address of applicant	stgeorgeartscouncil@gmail.com	

2.0 PROJECT DETAILS	
Project name (10 words)	Tiffany and Maddison's Botox Party (Perf and W/Shop)
Brief project description (30 words)	The grant will be used to partially absorb the costs of presenting the popular comedy cabaret Botox Party! and a vocal skills development workshop for the whole community and outlying townships.
Location of project	Balonne Skills Centre/ SGSHS and St George Cultural Centre
Does your project involve partners?	Arts Queensland through Playing Queensland, local health and beauty retailers and agencies, schools, churches and performance groups, St George Tourism Info Office.
Project start date (must commence after grant is approved)	01/09/17
Project end date	Tuesday October 24th at 7.30 pm (Performance Time)
Total cost of project from Section 4.3	$ 2000
RADF Grant requested from Section 4.3	$ 900

2.1 RADF FUNDING PRIORITIES
Please tick the box of the category that best describes the objective of your project. (Please tick one box only. If

your project delivers on more than one outcome, please tick the primary objective)	
PROJECT CATEGORY	✓
Place Your Project creates opportunities for the development of public expressions of community identity, heritage, local stories, or artistic expression	
Accessibility to quality touring productions and exhibitions Your project delivers opportunities for the community to experience professional performances and exhibitions that would be available to metropolitan audiences	YES
Professional Development Your project delivers opportunities to nurture the creative and talented individuals in the Balonne Shire and encourage growth in their practice	
Community Participation Your project delivers opportunities to foster personal, social and economic wellbeing and community connection by facilitating participation in arts and culture by all members or the community	
Your project involves different, new or emerging art forms for the Balonne Shire.	
Your projects targets participants from demographics or segments of the community who have not historically participated in RADF funded programs.	

2.2 RADF GRANT HISTORY		
Have you or your group/organisation previously applied for a RADF grant?	Yes ☒	No ☐
If you were successful has that grant been successfully acquitted?	Yes ☒	No ☐

2.3 AUSTRALIAN BUSINESS NUMBER (ABN) DETAILS	
Will you/your organisation be responsible for the financial management of the grant if this application is successful?	☒ Yes – Provide your ABN details below ☐ No – An auspicing body will be administering any grant that I receive on my/our organisation's behalf. Complete section 2.4 below
What is your ABN?:	5 6 6 8 2 3 1 7 8 5 9
In what name is the ABN registered?	**St George Arts Council Inc.**
What is your trading name or professional name (if relevant)?	**St George Arts Council Inc.**
Are you registered for GST?	☒ Yes ☐ No

2.4 AUSPICED APPLICATION

Please note:

- All individuals who do not have an ABN, groups/collectives or unincorporated organisations must nominate an individual with an ABN or incorporated organisation to take responsibility for any grant that may be offered.
- Only complete this section if you are nominating an accountable organisation or individual to administer the grant on your behalf who will also be responsible for submitting a financial report at the end of the project.

Who is your auspicing arrangement with?	☒ an incorporated organisation	☐ an individual with an ABN
Name of auspicing organisation or individual:	St George Arts Council	
Contact person for auspicing organisation:	David Jackson	
Position of contact person (if relevant):	**President**	

ABN of auspicing organization or	5 6 6 8 2 3 1 7 8 5 9		
Are you registered for GST?	☒ Yes ☐ No		
Postal address of auspicing organisation or individual:	PO Box 662, St George 4487		
Suburb/Town:	St George	State: QLD	Postcode: 4487
Telephone:	Work: ( )	Home: ( )	Fax: ( )
Mobile:	0409131255	Email:	stgeorgeartscouncil@gmail.com
Certification of Auspicing Organisation/Individual Details			☐**Go to 6.2**

3. ABOUT THE PROJECT

Project Summary

3.1 What is your project?

#FirstWorldWhiteGirls debuted in Brisbane in July 2014 and since then has been performed across Australia including a tour of regional Queensland in April 2016. In early 2017, a new show, Tiffany and Maddison's Botox Party, was developed, proving very popular at the Adelaide Fringe and Brisbane Comedy Festivals. It's highly accessible with broad appeal, an excellent vehicle for the development of audiences, as part of a longer term strategy to create a sustainable presenting and arts engagement model for the region. The performance will be presented in the St George Cultural Centre on Tuesday October 24th at 7.30 pm. In the afternoon, prior to the performance, the experienced cast will provide a workshop focusing of skills development in the areas of voice, interpretation of lyrics, stage presence, vocal techniques including breathing and projection. Workshop to be held 3:30 – 4:30 pm Tuesday October 24 in the Balonne Skills Centre. At the performance St George beauty retailers and health and wellbeing agencies will be available in the annex for 15 minute make-overs and to offer advice and support regarding heath and beauty, in keeping with the theme of the night, Also the SGAC will run the bar, another way to raise funds for this and future productions and workshops. The night will celebrate being 'comfortable in your own skin'.

Blurb:
Since their sell-out season in 2014, #FirstWorldWhiteGirls have been making audiences squirm with delight with their hilariously narcissistic brand of slick comedy and catchy vocals. And now they are back with #FirstWorldWhiteGirls: Botox Party! - that further satirises first world entitlement and the self-obsessed "me" generation.

#FirstWorldWhiteGirls are throwing the most exclusive party in town and you're invited. Grab a botox cocktail and join the girls for an outrageous hour of confessions, makeovers, celebrity worship and backstabbing in this hilarious celebration of first world vanity.

Take a peek into the lifestyles of the rich and heinous, set to a soundtrack of original comic songs exposing the struggles of our age - quinoa enemas, Snapchat filters, accidental sexting, foetus facials and the Refugee Diet.

It features popular actor Judy Hainsworth and Meggan Hickey who will also provide live piano accompaniment.

Don't miss this chance to see just how offensive privilege can be.

'Glamour, glitz, witty lyrics, great songs … and plenty of political incorrectness ★★★★1/2" Clothesline

"A fluid one-hour comedic routine that does not falter in consistently delivering quality laughs and unabridged talent" Artshub

http://www.artour.com.au/artists/firstworldwhitegirls-botox-party

3.2 Who do you expect to be involved in your project?
In fewer than 100 words, tell us about who you plan on targeting as participants or audience for your activity?; how you plan to engage and communicate with them about your project?; and how many people you expect to be involved?

The performance is general admission (teens to adults) and will be suitable to a wide audience base. We have calculated a minimum patronage of 50 adults (@22/Head average ticket price at the box office) as our income. Arts Council aims to increase it's audience and membership base by offering contemporary and engaging works for younger people.

Senior students from the local high school will also be able to access the performance AND workshop experience and apply this knowledge in their studies and future careers.

The workshop will be FREE and for members of the whole community and outlying townspeople can also come in for the workshop and then see the performance that night. (A maximum of 30 people will be allowed.) The school does not have a fully qualified music teacher and the skills and inspiration that can be provided by Barb Lowing is significant and will assist them with the Term 4 auditions for the musical, which will happen next year. In addition to this it will allow the current classroom music teacher to assess the capabilities of the students coming from Year 6 up to year 12 and obtain professional advice on how to best cater for performers in this remote setting. The session will be film and later re-viewed for on-going professional learning at the school.

3.3 What are the major benefits/outcomes that you expect from your project?
In fewer than 250 words, tell us about the benefits/outcomes you expect from your project under the headings of:

✓ **Impact:**

Given the comparatively small performance fee being charged, the people of St George will receive a very high quality cabaret show and workshop experience for minimum investment by Council. A total of 4 arts workers/performers are employed and we do not need to pay individual fees, only one lump sum of $1, 750. The performance will cater specifically for women and provide them (and teenagers) with the opportunity to be exposed to the beauty services of St George, with an uplifting message, delivered though satire and comedy. This event will also open up an excellent tourist possibility in conjunction with St George Tourism, who are very supportive of the Arts Council.

✓ **Quality:**

St George Arts Council are keen to encourage new and younger audiences to live theatre events, townspeople are often unable to travel to Toowoomba or other centres to visit live performance and/or workshops so this opportunity will be invaluable. With young families, distance and cost are often contributing factors to non-attendance at cultural events.

As the workshop will be on the afternoon of the performance, smaller towns can come in for the day, take advantage of the workshop, have dinner and then watch the performance.

✓ **Reach:**

Singing and performance skills can be utilised by a wide range of professions. The skills of self-confidence, stance, breath control, dealing with nerves, and delivery of words and lyrics are able to be transferred to many occupations and recreational activities. There are many students in the Learning Support centre at the high school who could access the workshop and performance. We encourage highly talented Indigenous artists and we will be making them feel very welcome to come along and participate in a non-threatening environment. All players will be welcome.

✓ **Viability:**

The president of the Arts Council is well-aware of the calibre and professional nature of the performance which is currently being advertised and toured as part of the ArTour program. By taking the performance now we receive special competitive performance rates as they are on an established, and Arts Queensland tour. The producer has had decades of experience in touring schools and adult productions into the regions and understands the challenges that regional and remote people face in the arts, particularly live arts. This show is something completely different in style to what St George is used to and will be an exciting event for the town.

3.4 How do you plan on measuring the success of your project?
Provide a brief list of measures that you will use to assess the success of your project such as attendance numbers; demographic breakdown of participants; number of artists employed; participant satisfaction survey, percentage of the funding provided by non-RADF partners etc.

SGAC will provide a printed survey to audience members on the night. In addition to this, members will be re-emailed a generic survey which is currently being developed and will be sent out to audience and Arts Council members at 'A Night with Opera Queensland'. We will compare survey results with those taken on late August. This will also assist us to program the best possible shows for 2018 and beyond.

The current Arts Council president once worked at Queensland Arts Council and is well versed in acquittal writing for major projects and Government departments (2005-2010) See Curriculum Vitae attached.

3.5 Please estimate the following

2 Total number of activities involved (e.g. performances, workshops etc.)

30 Total number of participants at the workshop

50 – 150 at the performance, however it is impossible to have a set number for this…

3.6 Please outline the steps you have taken to address the issues of workplace health and safety, public liability insurance, copyright and relevant licences.

We have carried out a Risk Assessment for the tour and performances. We have Public Liability Insurance. WIV Presents has permission to use the script and the music, as all are the creation of Judy Hainsworth.

We will be working in partnership with BSC regarding WHS and we have our own public indemnity insurance policy.

When selling tickets, we will work though the BSC for appropriate permissions.

4. PROJECT MANAGEMENT

All applicants must complete this section

4.1 LIST EACH STAGE OF THE PROJECT FROM START TO FINISH Write a date in the column beside each stage to indicate when you expect to complete that stage of the project.

Project Stage	**Expected Completion Date**
Establish Event (Book venues, advertising, Try Booking, engage beauty/heath agencies)	20 September 2017
Workshop arrangements finalized and distributed to the community	20 September 2017
Advertising Campaign	1 October 2017
Workshop Delivery – Balonne Skills Centre	Tuesday October 24th at 3:30 - 4:30 PM
Performance Event – Beauty / heath displays/make-overs	Tuesday October 24th at 7.30 pm
Acquittal	Fri 3 October 2017
Complete the RADF Outcome Report (no later than 8 weeks after the finish date)	

4.2 List the artists and artsworkers involved.

You must demonstrate that award rates or industry recommended rates of pay will be made to arts and cultural workers involved in the project. If you are paying only a portion of the recommended rate of pay because the professionals involved in the project are contributing their time as an in-kind contribution, please list the total rate of pay in the table below and then note any in-kind contribution on the income section of the budget (please attach an extra page if necessary).

Please remember to attach the following four documents from each artist or artsworker receiving RADF funding:

- Resume or CV
- Eligibility Checklist for each Professional and Emerging Professional Artist
- Letter of confirmation and
- Schedule of fees

How many people in total will be employed (paid) through the project? _____

How many volunteers (unpaid workers) will be involved with the project? _____

Name	**Role or position in project**	**Rate of pay ($/hr, $/day or $/week)**	**Total fee whole $**	**Amount to be funded by RADF**
Judy Hainsworth	Performer	N/A	N/A	N/A
Meg Hickey	Performer	N/A	N/A	N/A
Max Radvan	Performer – Instrumentalist	N/A	N/A	N/A
Barb Lowing	Workshop Artist	N/A	N/A	N/A
Lewis Jones	Producer	N/A	N/A	N/A
TOTAL (Transfer total salaries, fees and allowances to the expenditure column in the budget)			$ N/A	
TOTAL (Transfer total RADF amount to the RADF expenditure column in the budget)				$ 1, 750

4.3 Project Budget – Income and Expenses

Please complete this budget template to account for all costs of your project. Round all amounts to whole dollars. Enter all other grants for which you have applied and mark an asterisk against those grants which have already been approved. The amounts requested in the third column (RADF) show how much RADF funding you are seeking for each expenditure item.

Note: If you are GST registered (see 2.3) Council will pay the grant plus GST. If you are registered for GST, your expenditure and income should be exclusive of GST. If you are not registered for GST, your expenditure should include the GST to be paid.

EXPENDITURE	**TOTAL COST** of each expenditure item.	**RADF**	**INCOME** Income includes in-kind contributions and the total RADF grant you are seeking	**TOTAL COST** of each income item
Salaries, Fees and Allowances			Earned Income	
Performance Fee	1750	650	Box Office (50@$22)	1, 100
Production/Program Costs[1]			Participant Contribution: No x $ind	
Consumables for vocal workshop and provision of performance event	100	100	Workshop (in-Kind WIV)	400
			St George Arts Council Project Coordination (In-kind)	350
			Venue Hire (In-kind, BSC)	100
Promotion, Documentation and Marketing			Contribution from Artists and Others	
Advertising	150	150	Printing (in-Kind BSC)	100
Administration[2]			Other Cash Grants, Sponsorship, Fundraising & Donations	
		n/a	Donations from local beauty retailers (In-kind)	150
		n/a	In-Kind	
		n/a		
RADF GRANT (total from column 3)		900	RADF GRANT (total from column 3)	900
TOTAL EXPENDITURE	2000		**TOTAL INCOME**	**2000**

4.4 Budget Notes

When you have completed your budget the Total Expenditure and Total Income must be equal. The RADF grant should be listed twice – once in the income column and once in the expenditure column.

5. CERTIFICATION

5.1 All Applicants

I, the undersigned, certify that:

I have read and will abide by the Balonne Shire Council's *RADF Guidelines* together with any published revisions which are available at www.balonne.qld.gov.au

The statements in this application are true and correct to the best of my knowledge, information and belief, and the supporting material is my own work or the work of the artists named in this application.
I have read and understood the Information Privacy and Right to Information Statement below and agree to the use and disclosure of information as outlined in the Statement.

Information Privacy and Right to Information

The information you provide in your grant application will be used by the Council to process and assess your application and, if successful, to process, pay and administer your grant. The Council may contact other funding agencies to verify grants requested from other funding agencies in support of your project.

If your application is successful, the Council may disclose the following Information to Arts Queensland:

- the information you provide in your grant application
- the amount of funding you receive
- the information you provide in your outcome report and
- text and images relating to your funded activity.

The Information may be used by the Council or Arts Queensland for reporting purposes, training, systems testing and process improvement. The information may be anonymised and used for statistical purposes.

The Information may be used by the Council or Arts Queensland for the promotion of RADF or the promotion of funding outcomes for arts and cultural development in Queensland. For this purpose, the Information and your contact details may be provided to Queensland Government Members of Parliament, the media and other agencies who may contact you directly. The Council and Arts Queensland may also publish the Information in their Annual Reports or on their websites.

The Council and Arts Queensland treat all personal information in accordance with the *Information Privacy Act 2009*.
The provisions of the *Right to Information Act 2009* apply to documents in the possession of the Council or Arts Queensland.

Signature: If you are under the age of 18 your legal guardian must also sign this application		**Date:** / /
Name in full:	David Fitzroy Jackson	
Position in group or organisation: (if applicable)	President St George Arts Council	

5.2 Certification by Auspicing Organisation/Individual		
Please note: Both the applicant and the auspicing organisation/individual are considered responsible for ensuring the acquittal of grants and both could be deemed ineligible to place further applications to RADF until all grants have been satisfactorily acquitted.		
I/my organisation agree/s to administer the grant that may be offered to the applicant on their behalf and that the information stated in 2.4 of this application is true and correct.		
Signature:		**Date: 31** /08 /2017
Name of Auspice Body:	St George Arts Council	
Contact person's name in full:	David Fitzroy Jackson	

Position in group or organisation: (if applicable)	President St George Arts Council

6. APPLICATION CHECKLIST

BEFORE YOU SUBMIT YOUR APPLICATION MAKE SURE:

- You have answered all sections on the Application form
- That your application includes:

✓ The completed signed application form
✓ All support material provide as attachments is labeled with your name and address.
✓ You have indicated below those support materials which you have attached to this application
✓ You have kept a copy of your application for your own records

All Applicants

☒	A resume or CV, no longer than one A4 page per person, for each professional or emerging professional artist and artsworker involved in your project / activity
☒	An Eligibility Checklist for Professional and Emerging Professional Artists for each artist and artsworker involved in your project/activity
☒	Written confirmation of the names and availability from the key artists, personnel and venue managers involved in the project, where appropriate
☐	Referee for application. Please provide the contact details of an individual who can verify your project and the applicant. The referee will be approached in the instance the assessors are unfamiliar with the applicant or required further verification of the project. The referee should be able to provide relevant comment in support of your application. Referee Name: Mr Lewis Jones Referee contact ph number and email: www.wivpresents.com 0411 24 54 59 Relationship to the applicant group or individual Theatre producer – Women in Voice Presents

Where applicable to your project, please also provide the following essential support material:

☐	Written letters of support and confirmation from relevant communities and organisations for projects involving Aboriginal people; Torres Strait Islanders; people from culturally and linguistically diverse backgrounds; people with a disability; children and young people. The letters are essential for applications involving these groups within the community.
☐	Letters of interest from: a publisher; an event organiser; a gallery; a performance venue; a music producer; or any other presenting body to support applications for funding the creation of an arts or cultural product.

RETURN COMPLETED APPLICATION AND SUPPORT MATERIAL TO
BALONNE SHIRE COUNCIL
PO Box 201 St George QLD 4487 or council@balonne.qld.gov.au

Eligibility Checklist: Professional / Emerging Professional Artists

A separate Eligibility Checklist must be completed by each artist who will be paid salaries, fees or allowances from the RADF grant. Please make copies of this Checklist as required.

The purpose of the RADF Program is to support professional and emerging professional artists and artsworkers to practise excellent art for and with communities for mutual development.

This checklist has been developed to ensure that the status of artists as 'professional' and 'emerging professional' is clearly identified.

Your responses to the questions below determine your status as an artist in regard to the RADF Program.

You need to tick **three** or more of the artistic merits below to qualify as an artist with a professional or emerging professional status.

If you cannot select a minimum of **three** of the artistic merits, you do not meet the eligibility requirements as a professional or emerging artist who can be funded by the RADF program.

In this case please contact your local RADF Liaison Officer to discuss alternative funding sources to support your arts activity/project.

Artist, or Artsworker NAME: Women in Voice Presents

Please tick the following artistic merits that apply to you

☒ I have professional arts and/or cultural qualifications

☒ I have an Australian Business Number (ABN)

4	9	2	9	1	5	6	8	8	9	2	

☒ I have devoted significant time to arts practice.

☒ I have been recognised as a professional by peers.

☒ I have held public exhibitions or given public performances (not as part of a competition).

☒ I have work held in public collections.

☒ I have won important national and/or international prizes or awards.

☒ I have held public discussions and/or have had articles written about my work.

☒ I have been commissioned or employed on the basis of art skills and/or earning income from sales of art work.

☒ I am a member of a professional association (or associations) as a professional artist.

Name/s of association/s: Ex-Queensland Arts Council, in schools touring manager (Brisbane), ArTour/Playing QLD, Arts Queensland, MEAA.

☒ I am an artist whose artistic or cultural knowledge has been recognised as professional by peers or the cultural community.

☐ I am an artist whose artistic or cultural knowledge has developed through oral traditions.

- The Balonne Shire Council's *RADF Program Guidelines* are available at **www.balonne.qld.gov.au** Please read them before completing this application form.
- For any queries please ask the Balonne Shire Council's contractor RADF Assistant Liaison Officer, Liz Hill liz@stgeorgeqld.com 0428 259 299
- Please keep a copy of your application. If your application is successful, this will assist you to prepare the Outcome Report once your activity has finished. As part of the outcome report, you will also be required to report on outcomes from participant surveys, which will be provided with successful applicants' funding agreements.
- Faxed applications will not be accepted.

RETURN COMPLETED APPLICATION AND SUPPORT MATERIAL TO
BALONNE SHIRE COUNCIL
PO Box 201 St George QLD 4487 or council@balonne.qld.gov.au

1.0 APPLICANT DETAILS		
Applicant name	Thallon Progress Association Inc.	
Applicant structure (please indicate the appropriate structure with a tick)	Individual applicant with an ABN	
	Individual applicant without and ABN (auspicing required)	
	Unincorporated group(auspicing required)	
	Incorporated group	X
	Company limited by guarantee	
Name of auspicing organization or individual (if applicable)		
Contact person for application	Leanne Brosnan	
Phone number of contact person	0427598029	
Postal address of applicant	PO Box 30 Thallon 4497	
Street address of applicant		
Email address of applicant	mossrocks2@bigpond.com	

2.0 PROJECT DETAILS	
Project name (10 words)	Back from the Brink – Saving a Town and a Species.
Brief project description (30 words)	The project involves the creative processes required to ensure the Giant Wombat Sculpture, which is the centre piece of our Back from the Brink Project is anatomically correct.
Location of project	Thallon Town Park.
Does your project involve partners?	The Wombat Foundation and the Department of Environment and Heritage Protection Threatened Species Unit (see letters of support)
Project start date (must commence after grant is approved)	October 1st, 2017
Project end date	October 20th, 2017
Total cost of project from Section 4.3	$68091.80
RADF Grant requested from Section 4.3	$3020

2.1 RADF FUNDING PRIORITIES	
Please tick the box of the category that best describes the objective of your project. (More than one objective can be selected)	
PROJECT CATEGORY	✓
Place Your Project creates opportunities for the development of public expressions of community identity, heritage, local stories, or artistic expression	✓
Accessibility to quality touring productions and exhibitions Your project delivers opportunities for the community to experience professional performances and exhibitions that would be available to metropolitan audiences	
Professional Development Your project delivers opportunities to nurture the creative and talented individuals in the Balonne Shire and encourage growth in their practice	
Community Participation Your project delivers opportunities to foster personal, social and economic wellbeing and community connection by facilitating participation in arts and culture by all members or the community	✓
LOCAL PRIORITIES	
Your project involves different, new or emerging art forms for the Balonne Shire.	✓
Your projects targets participants from demographics or segments of the community who have not historically participated in RADF funded programs.	✓

2.2 RADF GRANT HISTORY		
Have you or your group/organisation previously applied for a RADF grant?	Yes ☒	No ☐
If you were successful has that grant been successfully acquitted?	Yes ☒	No ☐

2.3 AUSTRALIAN BUSINESS NUMBER (ABN) DETAILS	
Will you/your organisation be responsible for the financial management of the grant if this application is successful?	☒ Yes – Provide your ABN details below ☐ No – An auspicing body will be administering any grant that I receive on my/our organisation's behalf. Complete section 2.4 below
What is your ABN?:	59412532398
In what name is the ABN registered?	**Thallon Progress Association Inc.**
What is your trading name or professional name (if relevant)?	
Are you registered for GST?	☐ Yes ☒ No

2.4 AUSPICED APPLICATION		
Please note: ▪ All individuals who do not have an ABN, groups/collectives or unincorporated organisations must nominate an individual with an ABN or incorporated organisation to take responsibility for any grant that may be offered. ▪ Only complete this section if you are nominating an accountable organisation or individual to administer the grant on your behalf who will also be responsible for submitting a financial report at the end of the project.		
Who is your auspicing arrangement with?	☐ an incorporated organisation	☐ an individual with an ABN
Name of auspicing organisation or individual:		
Contact person for auspicing organisation:		

Position of contact person (if relevant):			
ABN of auspicing organization or			
Are you registered for GST?	☐ Yes ☐ No		
Postal address of auspicing organisation or individual:			
Suburb/Town:		State:	Postcode:
Telephone:	Work: ( )	Home: ( )	Fax: ( )
Mobile:		Email:	
Certification of Auspicing Organisation/Individual Details			**Go to 6.2**

3. ABOUT THE PROJECT

Please detail how your project aligns with the selected priorities in Section 2.1

Project Summary

3.1 What is your project?

In fewer than 100 words, tell us about your proposed activity: what will you do; where will you do it; when will you do it; and how will you do it?

This project is part of the much larger Back from the Brink attraction that comprises a Giant, playground certified Northern Hairy Nosed Wombat sculpture, accompanying informational signage, video and Northern Hairy Nosed Wombat Merchandise. The signage, video and merchandise elements are all fully funded and completed. Construction of the giant, playground certified sculpture of a Northern Hairy Nosed Wombat has commenced and has funding. The RADF funds requested are to cover an additional creative process that was required to ensure the sculpture is as accurate/anatomically correct (see email attached) as possible. It will ensure the artistic integrity of the sculpture, which benefits the community by celebrating an unique part of Thallon's History through Art. The Northern Hairy Nosed Wombat Sculpture will be the only one of its kind in the World and the project fosters personal, social and economic wellbeing and community connection by facilitating participation in arts and culture by all members of the community. Its placement in the Thallon Town Park means it is accessible and can be enjoyed by the whole community.

3.2 Who do you expect to be involved in your project?
In fewer than 100 words, tell us about who you plan on targeting as participants or audience for your activity; how you plan to engage and communicate with them about your project; and how many people you expect to be involved?

The entire Thallon community will be invited to "Welcome William Home to Thallon" on Friday October 20th, specifically students from Thallon State School have been invited to participate and also members of the local Thallon Daymar CWA branch. The Launch event encourages participation by segments of the community that may not have historically taken part in RADF funded projects. The project will also be shared with a much larger audience through coverage via social and traditional media including filming via the ABC Back Roads Program (which regularly attracts 1 million viewers to each episode).

3.3 What are the major benefits/outcomes that you expect from your project?
In fewer than 250 words, tell us about the benefits/outcomes you expect from your project under the headings of:
✓ **Impact:** How many people will attend?; How many arts workers will be employed or trained?
✓ **Quality:** Does your project provide an experience not usually available in rural communities? How do you know that there is a demand in the community for this type of experience?
✓ **Reach:** Will your project target any groups who do not usually participate in arts projects such as young people, men, indigenous people, or people with a disability; Does your project involve new or emerging art forms?
✓ **Viability:** Does your project include external partners? Is your organisation contributing funding? Have you considered any ongoing costs that your project might generate and how they would be covered?

The project's aim is to provide long term sustainability for the town of Thallon by diversifying its economy through Art and tourism and bringing a sense of well- being to the community through the enlivening effect increased visitor numbers will have on the town. It will provide a boost for local businesses which will increase revenue and drive employment growth (see attached Event Impact Calculator Produced by Balonne Shire Council). The project will also raise the profile of and funds for the critically endangered Northern Hairy Nosed Wombat.

Impact: The Project creates opportunities for the development of public expressions of community identity, heritage and local stories as it highlights an important part of Thallon's history and its unique connection to the critically endangered Northern Hairy Nosed Wombat.
The project will have extensive impact not only through the involvement of the Thallon community but via the large extended audience reached through social and traditional media coverage. The project has involved five art workers being employed to create and complete William.
Quality: The Sculpture is a "one off" and has been carefully designed to be anatomically accurate. Art of this scale is not usually available in rural communities. The need for this attraction was identified through a Community Consultative Meeting conducted in March 2015. Community and feedback will be gathered via surveys conducted on the day of the Launch Event.
Reach: The project fosters personal, social and economic wellbeing and community connection by facilitating participation in arts and culture by all members of the community.
For example, students from Thallon State School, who will play a pivotal part in the Launch Event have participated in a number of activities related to Northern Hairy Nosed Wombats (see attached photo from 2016 "Hairy Nosed Day") so will understand the significance of the Artwork to the town. Members of Thallon CWA will be invited to participate in the Launch as will members of the broader Thallon Community (including Indigenous representatives). They can then access and enjoy the Sculpture at any time because of its location in the Town Park. This includes the ability to climb the Sculpture (which is playground certified) via rock climbing niches.
Viability: The project has only been possible through the formation of strong partnerships. Many of which are not in the Arts sector. These include, The Wombat Foundation and The Department of Environment and Heritage Protection. As previously mentioned, from a total budget of $68091.80 only $3020 remains to be funded. The Thallon Progress Association has organized all grant funding as well as attracting sponsorship from The Wombat Foundation and donations to cover merchandise from local business. The sales of merchandise will be used to fund purchase of future merchandise and as the Giant Wombat Sculpture is designed to last up to 40 years with very little maintenance, ongoing costs are expected to be minimal.

3.4 How do you plan on measuring the success of your project?
Provide a brief list of measures that you will use to assess the success of your project such as attendance numbers; demographic breakdown of participants; number of artists employed; participant satisfaction survey, percentage of the funding provided by non-RADF partners etc.
Short term.
~number of participants that attend Welcome ceremony.
~comments on social media.
~comments by community members.

Medium term.
~increased visitor numbers to Thallon.
~dollar value of merchandise sold.

Long term.
~funds generated as a result of the project for conservation of Northern Hairy Nosed Wombats.
~increased business turnover and employment in Thallon.

3.5 Please estimate the following

1 - Total number of activities involved (e.g. performances, workshops etc.)
100 - Total number of participants at event/activity

3.6 Please outline the steps you have taken to address the issues of workplace health and safety, public liability insurance, copyright and relevant licences.
The Thallon Progress Association has $20 000 000 Public Liability Policy. The Giant Northern Hairy Nosed Wombat Sculpture is playground certified by an Engineer. It adheres to height restrictions and siting and erection will be overseen by Balonne Shire Council Facilities Coordinator Chris Wilson. Additionally soft fall and edging surrounding the Wombat meets requirements set down by Council (see playground engineer certification attached).

4. PROJECT MANAGEMENT

All applicants must complete this section

4.1 LIST EACH STAGE OF THE PROJECT FROM START TO FINISH Write a date in the column beside each stage to indicate when you expect to complete that stage of the project.

Project Stage	Expected Completion Date
Information Sign design and production	**completed**
Merchandise design and purchase	**completed**
Informational Video production	**completed**
Wombat Sculpture Design	**completed**
Wombat Sculpture Construction	**October 1st 2017**
Site works and softfall	**October 1st 2017**
Erection of Information Sign	**October 1st 2017**
Delivery, Siting and Erection of Wombat Sculpture	**October 20th 2017**
Welcome/Launch Event	**October 20th 2017**
Complete the RADF Outcome Report (no later than 8 weeks after the finish date)	**November 30th 2017**

4.2 List the artists and arts workers involved.

You must demonstrate that award rates or industry recommended rates of pay will be made to arts and cultural workers involved in the project. If you are paying only a portion of the recommended rate of pay because the professionals involved in the project are contributing their time as an in-kind contribution, please list the total rate of pay in the table below and then note any in-kind contribution on the income section of the budget (please attach an extra page if necessary).

Please remember to attach the following four documents from each artist or artsworker receiving RADF funding:

- Resume or CV
- Eligibility Checklist for each Professional and Emerging Professional Artist
- Letter of confirmation and
- Schedule of fees

How many people in total will be employed (paid) through the project? 5

How many volunteers (unpaid workers) will be involved with the project? 1

Name	Role or position in project	Rate of pay ($/hr, $/day or $/week)	Total fee whole $	Amount to be funded by RADF
David Joffe	Artistic Director Nature Works		$3020	$3020
TOTAL (Transfer total salaries, fees and allowances to the expenditure column in the budget)			$3020	
TOTAL (Transfer total RADF amount to the RADF expenditure column in the budget)				$3020

4.3 Project Budget – Income and Expenses

Please complete this budget template to account for all costs of your project. Round all amounts to whole dollars. Enter all other grants for which you have applied and mark an asterisk against those grants which have already been approved. The amounts requested in the third column (RADF) show how much RADF funding you are seeking for each expenditure item.

Note: If you are GST registered (see 2.3) Council will pay the grant plus GST. If you are registered for GST, your expenditure and income should be exclusive of GST. If you are not registered for GST, your expenditure should include the GST to be paid.

EXPENDITURE	**TOTAL COST** of each expenditure item.	**RADF**	**INCOME** Income includes in-kind contributions and the total RADF grant you are seeking	**TOTAL COST** of each income item
Salaries, Fees and Allowances			Earned Income	
David Joffe	3020	3020	FRRR	10000
			Balonne Shire Council	7703
			Wombat Foundation	6600
			Community Benefit Fund	32492.80
Production/Program Costs[1]			Participant Contribution: No x $ind	
Nature Works	39000			
Softfall	16592.80			
Promotion, Documentation and Marketing			Contribution from Artists and Others	
Sign Production & Erection	1539		Francis Hotel	2440
Promotional Video	500		Thallon Progress Association	836
Logo & Merchandise	2440			
Administration[2]			Other Cash Grants, Sponsorship, Fundraising & Donations	
5000		n/a		
		n/a	In-Kind	
		n/a		5000
RADF GRANT (total from column 3)		3020	RADF GRANT (total from column 3)	**3020**
TOTAL EXPENDITURE	68091.80		**TOTAL INCOME**	**68091.80**

4.4 Budget Notes

When you have completed your budget the Total Expenditure and Total Income must be equal. The RADF grant should be listed twice – once in the income column and once in the expenditure column.

5. CERTIFICATION

5.1 All Applicants

I, the undersigned, certify that:

I have read and will abide by the Balonne Shire Council's *RADF Guidelines* together with any published revisions which are available at www.balonne.qld.gov.au

The statements in this application are true and correct to the best of my knowledge, information and belief, and the supporting material is my own work or the work of the artists named in this application.
I have read and understood the Information Privacy and Right to Information Statement below and agree to the use and disclosure of information as outlined in the Statement.

Information Privacy and Right to Information

The information you provide in your grant application will be used by the Council to process and assess your application and, if successful, to process, pay and administer your grant. The Council may contact other funding agencies to verify grants requested from other funding agencies in support of your project.

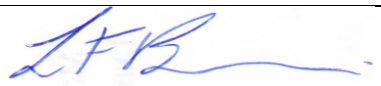
If your application is successful, the Council may disclose the following Information to Arts Queensland:

- the information you provide in your grant application
- the amount of funding you receive
- the information you provide in your outcome report and
- text and images relating to your funded activity.

The Information may be used by the Council or Arts Queensland for reporting purposes, training, systems testing and process improvement. The information may be anonymised and used for statistical purposes.

The Information may be used by the Council or Arts Queensland for the promotion of RADF or the promotion of funding outcomes for arts and cultural development in Queensland. For this purpose, the Information and your contact details may be provided to Queensland Government Members of Parliament, the media and other agencies who may contact you directly. The Council and Arts Queensland may also publish the Information in their Annual Reports or on their websites.

The Council and Arts Queensland treat all personal information in accordance with the *Information Privacy Act 2009*.
The provisions of the *Right to Information Act 2009* apply to documents in the possession of the Council or Arts Queensland.

Signature: If you are under the age of 18 your legal guardian must also sign this application		**Date: 24 / 08 / 17**
Name in full:	Leanne Brosnan	
Position in group or organisation: (if applicable)	**Secretary and Project Manager**	

5.2 Certification by Auspicing Organisation/Individual		
Please note: Both the applicant and the auspicing organisation/individual are considered responsible for ensuring the acquittal of grants and both could be deemed ineligible to place further applications to RADF until all grants have been satisfactorily acquitted.		
I/my organisation agree/s to administer the grant that may be offered to the applicant on their behalf and that the information stated in 2.4 of this application is true and correct.		
Signature:		**Date:** / /
Name of Auspice Body:		
Contact person's name in full:		
Position in group or organisation: (if applicable)		

6. APPLICATION CHECKLIST

BEFORE YOU SUBMIT YOUR APPLICATION MAKE SURE:

- You have answered all sections on the Application form
- That your application includes:

✓ The completed signed application form
✓ All support material provide as attachments is labeled with your name and address.
✓ You have indicated below those support materials which you have attached to this application
✓ You have kept a copy of your application for your own records

All Applicants

☒	A resume or CV, no longer than one A4 page per person, for each professional or emerging professional artist and arts worker involved in your project / activity www.natureworks.com.au
☒	An Eligibility Checklist for Professional and Emerging Professional Artists for each artist and artsworker involved in your project/activity
☐	Written confirmation of the names and availability from the key artists, personnel and venue managers involved in the project, where appropriate
☒	Referee for application. Please provide the contact details of an individual who can verify your project and the applicant. The referee will be approached in the instance the assessors are unfamiliar with the applicant or required further verification of the project. The referee should be able to provide relevant comment in support of your application. Referee Name: Jacqui Mills Referee contact ph number and email: jacqueline@wombatfoundation.com 0415640211 Relationship to the applicant group or individual - Director The Wombat Foundation.

Where applicable to your project, please also provide the following essential support material:

☒	Written letters of support and confirmation from relevant communities and organisations for projects involving Aboriginal people; Torres Strait Islanders; people from culturally and linguistically diverse backgrounds; people with a disability; children and young people. The letters are essential for applications involving these groups within the community.
☐	Letters of interest from: a publisher; an event organiser; a gallery; a performance venue; a music producer; or any other presenting body to support applications for funding the creation of an arts or cultural product.

RETURN COMPLETED APPLICATION AND SUPPORT MATERIAL TO
BALONNE SHIRE COUNCIL
PO Box 201 St George QLD 4487 or council@balonne.qld.gov.au

Eligibility Checklist: Professional / Emerging Professional Artists

A separate Eligibility Checklist must be completed by each artist who will be paid salaries, fees or allowances from the RADF grant. Please make copies of this Checklist as required.

The purpose of the RADF Program is to support professional and emerging professional artists and artsworkers to practise excellent art for and with communities for mutual development.

This checklist has been developed to ensure that the status of artists as 'professional' and 'emerging professional' is clearly identified.

Your responses to the questions below determine your status as an artist in regard to the RADF Program.

You need to tick **three** or more of the artistic merits below to qualify as an artist with a professional or emerging professional status.

If you cannot select a minimum of **three** of the artistic merits, you do not meet the eligibility requirements as a professional or emerging artist who can be funded by the RADF program.

In this case please contact your local RADF Liaison Officer to discuss alternative funding sources to support your arts activity/project.

Artist, or Arts worker NAME: David Joffe

Please tick the following artistic merits that apply to you

☒ I have professional arts and/or cultural qualifications

☒ I have an Australian Business Number (ABN)

2	2	0	6	1	8	5	5	5	2	5

☒ I have devoted significant time to arts practice.

☒ I have been recognised as a professional by peers.

☐ I have held public exhibitions or given public performances (not as part of a competition).

☒ I have work held in public collections.

☐ I have won important national and/or international prizes or awards.

☒ I have held public discussions and/or have had articles written about my work.

☒ I have been commissioned or employed on the basis of art skills and/or earning income from sales of art work.

☐ I am a member of a professional association (or associations) as a professional artist.

Name/s of association/s:

☐ I am an artist whose artistic or cultural knowledge has been recognised as professional by peers or the cultural community.

☐ I am an artist whose artistic or cultural knowledge has developed through oral traditions.

CONFIDENTIAL ITEMS

(CFCS) FINANCE AND CORPORATE SERVICES

ITEM	TITLE	EXECUTIVE SUMMARY	PAGE
CCFS1	**INQUIRY INTO THE INTEGRITY OF THE WATER MARKET IN THE MURRAY-DARLING BASIN**	This item will be discussed in closed session in accordance with section 275 of the Local Government Regulation 2012.	
CCFS2	**COMMUNITY RATES SUPPORT PROGRAM 2017/2018**	This item will be discussed in closed session in accordance with section 275 of the Local Government Regulation 2012.	

(CIFS) INFRASTRUCTURE SERVICES

ITEM	TITLE	EXECUTIVE SUMMARY	PAGE
CIFS1	**TENDER BSC17/18-T03 - DISPOSAL OF SURPLUS VEHICLES**	This item will be discussed in closed session in accordance with section 275 of the Local Government Regulation 2012.	

INFORMATION REPORTS

(ICEO) CHIEF EXECUTIVE OFFICER

ITEM	TITLE	EXECUTIVE SUMMARY	PAGE
ICEO1	**COMMUNICATIONS OFFICER MONTHLY REPORT**	Communications Officer Monthly Report for the month of August 2017.	518

OFFICER REPORT

TO: Council

SUBJECT: **Communications Officer Monthly Report**

DATE: 12.09.17

AGENDA REF: ICEO1

AUTHOR: Julie Davies - Communications Officer

Executive Summary

Communications Officer Monthly Report for the month of August 2017.

Communications Activities: 1-31 August 2017

Media Releases	- Councils support Northern Basin review - Balonne Shire blindsided by water buyback - Council to auction off excess and obsolete stock - Council turns focus to economic development - Distributed media release from MDA Inc. re water buyback
Web uploads	- Employment page updated Administration officer – procurement and casual pool attendants – and uploaded position descriptions - 6 promotional sliders – Econ Development roadshow, Lemondrops, Animal registrations, Rates, Auction and link to St George website for events. - Updated Councillor ROI - Uploaded media releases
Social Media **- Facebook** **- Twitter** **- Instagram**	**Figures from 1 August-31 August 2017** Likes: 1684, increase of 2.99% since 1 August. Average daily reach: 17,628 Most popular post: Carousel of pictures promoting Dirranbandi – 7400 Followers: 107 – 20.22% increase. Impressions (Reach) for month: 9993 Followers: 107 – 17.5% increase.
Corporate Publications	- Began laying out Annual Report
Government Liaison	- Liaised with LGAQ regarding visit to Balonne Shire in September.

Attachments

Nil

Matthew Magin
Chief Executive Officer

(IFCS) FINANCE AND CORPORATE SERVICES

ITEM	TITLE	EXECUTIVE SUMMARY	PAGE
ICFS1	**MONTHLY REPORT - FINANCE & CORPORATE SERVICES**	Monthly Report for Finance & Corporate Services	520
ICFS2	**WHS MONTHLY REPORT**	WHS Monthly Information Report	523
ICFS3	**FINANCE INFORMATION REPORT FOR THE PERIOD ENDED 31 AUGUST 2017**	Finance Information Report for the period ended 31 August 2017.	528

OFFICER REPORT

TO: Council

SUBJECT: **Monthly Report - Finance & Corporate Services**

DATE: 11.09.17

AGENDA REF: ICFS1

AUTHOR: Michelle Clarke - Director Finance & Corporate Services

Executive Summary

Monthly Report for Finance & Corporate Services

Complaints

- A number of allegations received in August 2017 from 1 complainant relating to extractive industries are currently being investigated with Community & Environment. Legal advice is pending. Two operations have advised they have ceased.
- 5 complaints received in September 2017 relating to not paying within 30 days.

Implementation of the ICT Strategy

- Telstra internet upgrade has been a success. There are no noticeable changes for basic web searches however our web based applications such as InterPlan have increased response rates 10 fold, making it far more efficient to operate. We have also been able to take advantage of the new contract between Telstra and Local buy reducing the monthly fee to $1500 (more than ½ the cost under the previous arrangement).
- Wireless upgrade has now been completed to the Works Depot

CCTV

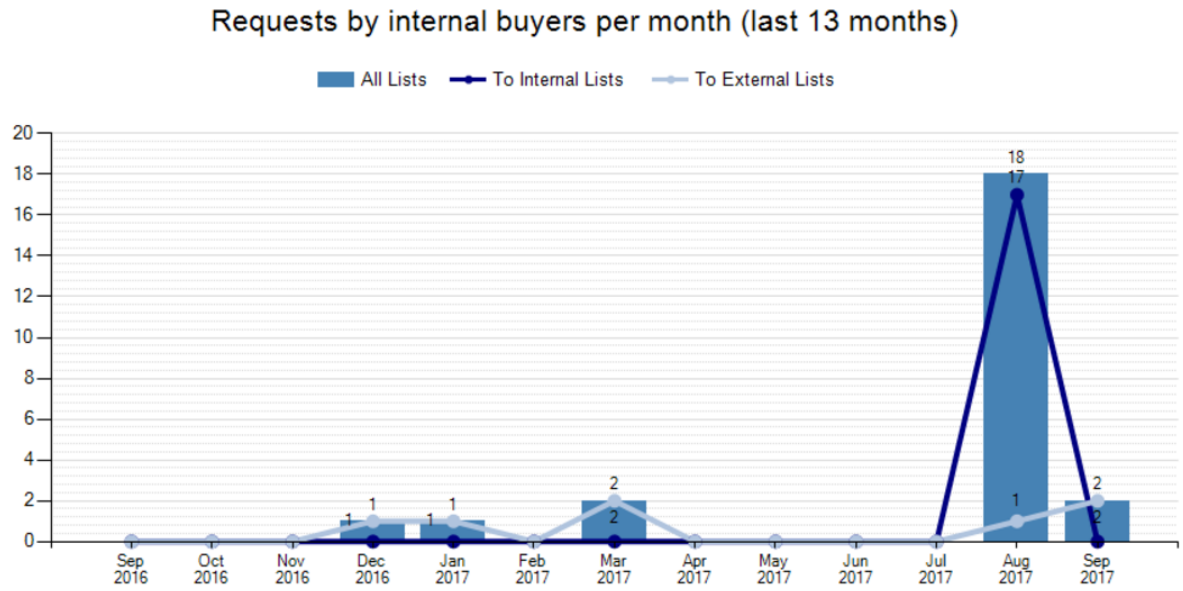
- Funding from Telstra for $50,000 – quotations obtained from their preferred supplier AFN.

Staffing

- In August we appointed a casual Customer Service Officer that has proven to be invaluable with the number of staff we have had on leave and/or sick leave.
- The role of Procurement Co-ordinator has been put on hold and we are currently advertising for a permanent Administration officer- Procurement
- Christmas Closedown circulated to all staff – indoor from 22/12 reopen 2/1 and outdoor from 15/12 – re-start 4/1 with roster of staff over closedown

Wet n Dry Plant Hire Preferred Supplier Arrangement

The following graph indicates staff have commenced using Vendor Panel to seek quotations under our preferred supplier arrangement for wet and dry plant hire. The internal list (dark blue line) is our preferred supplier arrangement and the external list (light blue line) is the Local Buy supplier list.



Purchasing

Tender documentation is near complete for preferred supplier arrangements for:

- Trades (including building, electrical, maintenance, fencing)
- Gravel & materials

A formal quotation through local buy for Bitumen seal will result in an arrangement

The Department of State Development has offered to assist local suppliers to register in Tender Box and Vendor Panel. All gravel & material suppliers will need to supply from licensed/approved sites and will have 3 months to obtain relevant approvals.

Stores Transition

- Auction completed on 9 September 2017
- Jenene Judge will finish with council on 15 September 2017 and has done an amazing job in completing the store transition.

St George Levee

- Valuations are pending flood model data from GHD
- **Bollon Levee** –3 outstanding landholders have re-engaged King & Co and DNRM

Other key projects/meetings

Audit Committee meeting scheduled for 20 September and Independent Audit Chair inducted.

Enterprise Bargaining – LGAQ presentation and list of items for review completed.

Risk module - JLT our insurers have provided a demonstration of the free risk module available for our use.

Budget

The Operational Projects for 2017/18 are tracking within budget. Some changes will be put to the budget review including a $32,000 saving for the Risk Module as we have been able to secure the JRS Risk Module at no cost from our insurers JLT. The Customer After Hours Call Centre is due to commence by end of October. The Levee Bank Contingencies will continue to incur costs into the future. A majority of the IT projects are now complete.

Corporate and Financial Services Directorate 2017/2018

Job No	Description	Actuals	Budget	Comments
205 - GENERAL ADMINISTRATION				
0205-0442-0000	IR/HR Consultancy	0.00	40,000.00	
205-	**HR/IR**	**0.00**	**40,000.00**	
0205-0441-0000	Levee Bank Contingencies	54,607.16	150,000.00	Expenditure to date has been on valuations, legal expenses and survey plans
0205-0448-0000	Asset Valuations	0.00	8,000.00	Scheduled 3rd quarter
0205-0444-0000	Replacement and New PC's/Laptops	11,566.99	24,800.00	Nearing completion
0205-0449-0000	ICT Strategy	24,675.75	20,000.00	Complete
0205-0453-0000	Corporate/Community Plan	8,875.87	20,000.00	Consultant Engaged
0205-0454-0000	Business Continuity Plan	0.00	4,900.00	
0205-0455-0000	Upgrade Exchange	0.00	6,500.00	
0205-0461-0000	Risk Module	0.00	32,800.00	
0205-0462-0000	Customer After Hours Call Centre	0.00	5,000.00	
205-2447	**Corporate Services Operational Projects**	**99,725.77**	**272,000.00**	
0205-0931-0000	Backup Server Replacement + Rack	0.00	14,000.00	
0205-0932-0000	Fibre Optic Cable to Works Depot - Disaster Recovery Centre	0.00	20,000.00	Works complete, finalisation of expenditure to be completed
0205-0933-0000	Replacement Photocopier - VIC	3,742.00	6,500.00	Complete
205-4100	**Corporate Services Capital Projects**	**3,742.00**	**40,500.00**	

Attachments

Nil

Michelle Clarke
Director Finance & Corporate Services

OFFICER REPORT

TO: Council

SUBJECT: **WHS Monthly Report**

DATE: 12.09.17

AGENDA REF: ICFS2

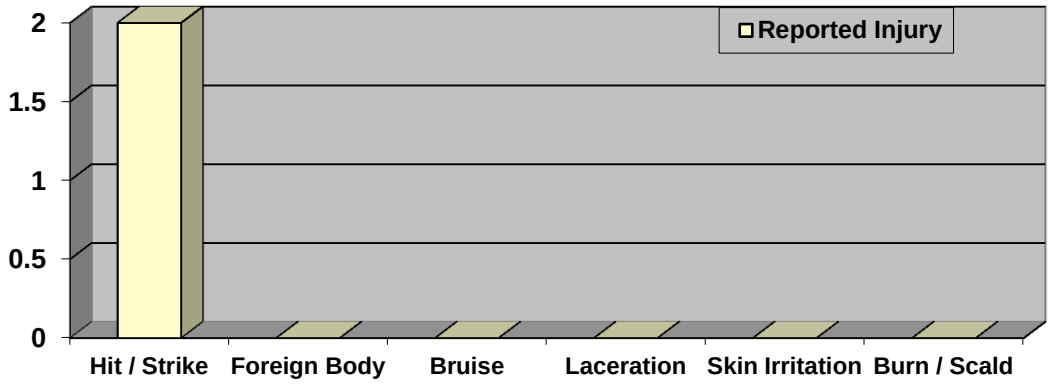
AUTHOR: Ben Gardiner - Safety Advisor

Executive Summary

WHS Monthly Information Report

Injury Summary

Financial Year 2017 – 2018 (to date)



There were 2 incidents reported from the 1st of July 2017 to the 31st of August 2017. Both were a hit / strike injury and only minor injuries resulted. Overall the numbers of incidents have reduced in the last six months.

Safety Inductions, Training & Information Sessions

Activity	Staff Involved	
	July	August
Safety Inductions	8	5
Fuel Cards	60 (approx.)	
Credit Card	60 (approx.)	
Diploma & Cert III	2	2
Stores Info sessions	60 (approx.)	
Traffic Management Implementation	1	
LGMA Supervisors Training	12	
IWPEA	1	
Bitumen Seal Workshop		1
Heritage & Environmental Workshop		25 (approx.)

There has been other training and conferences attended by staff that are not recorded here. SLG have been asked to improve their notification and recording of training and conference attendance to contribute to this report.

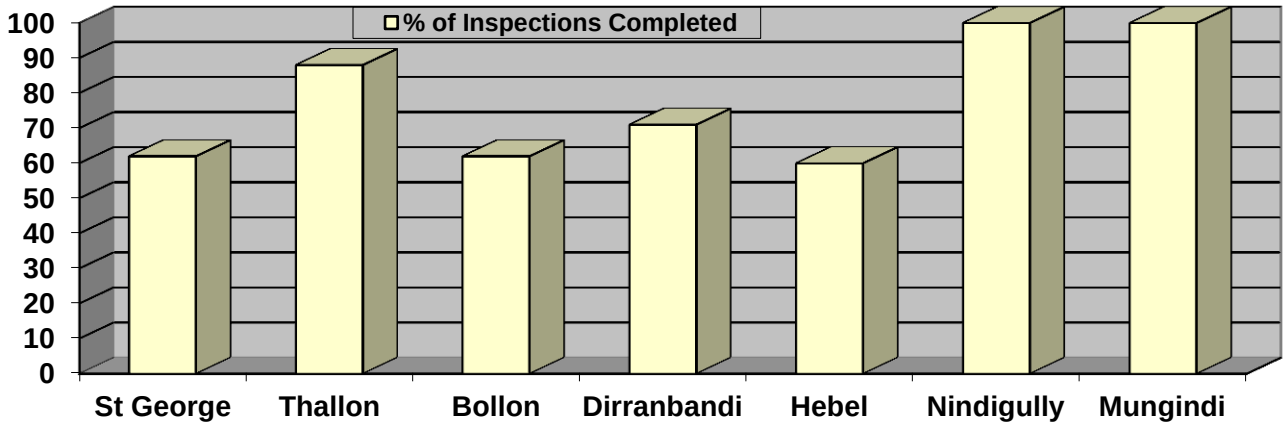
Calibrations, Inspections and Testing

- Inspections of all Emergency Lighting - completed in February
- Height Safety Equipment - completed in August
- Oxygen Detectors - completed in August

Worksite Hazard Inspections

We are over 60% completed in a majority of our inspections.

The following graph shows percentage of completed inspections after the end of the 2nd quarter on the 30th of June 2017.



Take 5 and Toolbox Talks

Consistently receiving weekly Take 5's from across the board, this is a big improvement on previous months.

Compliance

There were no notifiable events during the month of August.

Workplace Health and Safety Committee Meeting

On the 30th of August the Workplace Health and Safety Committee held their quarterly meeting. The minutes are attached.

Attachments

1. Workplace Health and Safety Committee Minutes August 2017 ⇩

Michelle Clarke
Director Finance & Corporate Services

BALONNE SHIRE COUNCIL
WORKPLACE HEALTH AND SAFETY COMMITTEE
MINUTES OF A MEETING HELD IN THE COUNCIL ADMIN BUILDING, VICTORIA STREET, ST GEORGE on Wednesday the 30th of August 2017 at 2:30pm.

ATTENDANCE	Mr Matthew Magin (CEO/Chair), Mr Ross Drabble (DIS), Mr Jamie Gorry (DCES), Mrs Michelle Clarke (DFCS), Mr Ben Gardiner (SA), Mr Karl Hempstead (WHSR), Mr Peter Campbell (WHSR), Mrs Debbie Green (WHSR) & Mr Chris Dixon (WHSR). Minute taker - Mrs Kathy Claxton
APOLOGIES	Mr Malcolm Ross (WHSR)
ABSENT	
MEETING OPENING	Meeting was opened at 2:34pm.
PREVIOUS MINUTES	All attendees were given a copy of the last minutes. Karl Hempstead moved that the minutes of the previous meeting (31st of May 2017) be confirmed as true and correct. This was seconded by Debbie Green. **CARRIED**
BUSINESS ARISING	**Peter Campbell** had a point from last meeting regarding the River Water Pumping Station behind the St George Showground with Mr R Drabble advising that the area at risk has been locked out. Peter commented that if Hutt St were to fail at any time, he has instructed his crew not to turn on anything at the old pump station on as it is not safe to do so.
SAFETY ADVISOR'S REPORT	Mr B Gardiner supplied all Committee Members with a copy of the report.
NOTICE OF ACCIDENTS OR INCIDENTS	2 work injuries were reported from the 31st of May 2017 to the 30th of August 2017.
NOTICE OF HAZARD REPORTS	Nil Reported **Ben Gardiner** showed the group how many Hazard Inspections have been

	completed along with the Take5's and Toolbox Talks. These numbers have increased since the last meeting and inspections are now up over 60% complete. Once we have all of the initial inspections completed, Ben along with the Senior Leaders will be able to reduce to number of inspections according to their risk ratings.
REVIEW WH&S PROCEDURES	**PPE – Orange Work Shirts** **Peter Campbell** asked if there could be some trials into different colour shirts to see if another colour is cooler in the hotter temperatures. Matthew Magin explained that Ben Gardiner will be collecting any available research from studies that have been previously undertaken by any Universities or even Local Governments to provide feedback to the committee. Main considerations will be focused on whether the colour and weight of the material have any bearing on the wearer staying cooler in the climate we work in. **Ben Gardiner** asked if Council was going to sell our Breathing Apparatus gear in the upcoming auction. All agreed that this sale of this equipment should go ahead with Ben looking to find out an expected reserve price for Council. **Legionnaires style cap –** Ben Gardiner provided the committee with a sample and it was decided to source a supplier and make them available to staff. They will be orange in colour and have the BSC logo on the front.
REPORT BY SAFETY REPRESENTATIVES	**Karl Hempstead** reported that the workshop staff has seen an improvement in the cleanliness of plant and vehicles with up to 70% of the being reasonably clean.
GENERAL BUSINESS	Ben Gardiner asked Mr Ross Drabble if it was possible to supply an organisational structure as some staff have indicated that they do not know who their supervisor is now. **Next Meeting** 2:30pm, Wednesday, 29th of November 2017.
MEETING CLOSURE	There being no further business. The meeting closed, and the time of 3:15pm.
RESIGNATION	At the time of writing the minutes Ben Gardiner received a letter from Peter Campbell resigning as a Safety Representative from the Safety Committee effective immediately.

OFFICER REPORT

TO:	Council
SUBJECT:	**Finance Information Report for the period ended 31 August 2017**
DATE:	12.09.17
AGENDA REF:	ICFS3
AUTHOR:	Karen Searle - Manager Financial Services

Executive Summary

Finance Information Report for the period ended 31 August 2017.

"Enter Heading"

Attachments

1. FinanceInformationReport August 2017.pdf ⇩

Michelle Clarke
Director Finance & Corporate Services

Finance Information Report

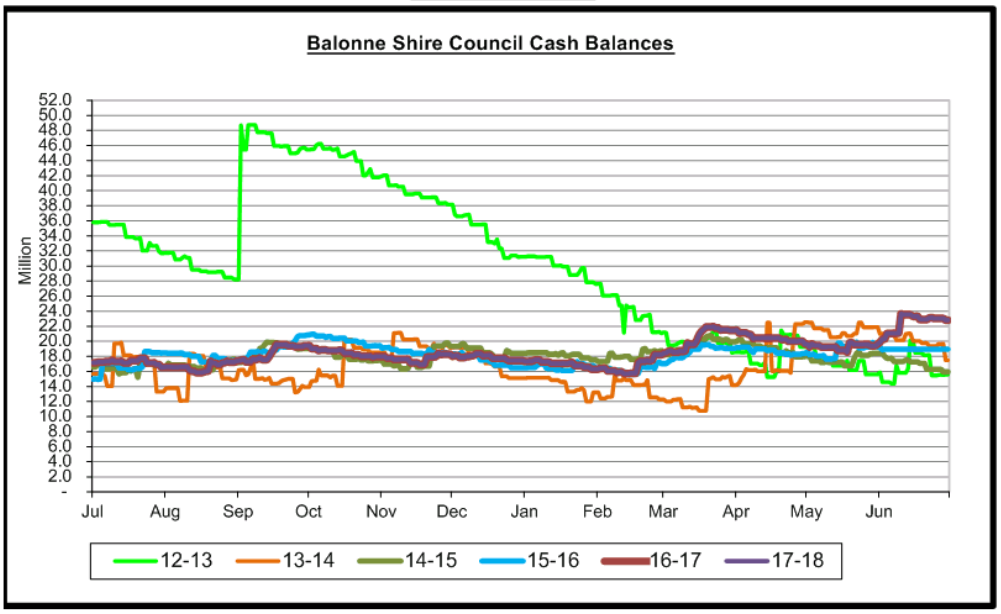
Month Ending 31 July 2017



Table of Contents

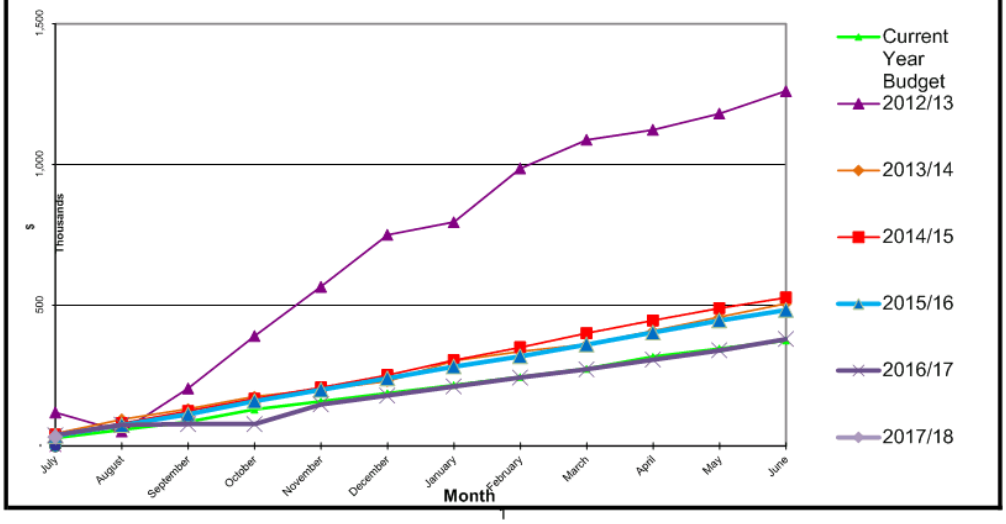
Cash Balances Graphs	1
Working Capital Report	2
Revenue and Expenditure	3
Trust Account	10
Rates Status Report	11
Job Graphs	13
Road Maintenance	26
RMPC Road Cost Summary	28
Plant Running Costs	30
Concessions and Donations	36
Rating Concessions	38

Balonne Shire Council Cash Management Report
July 31, 2017



Cash Fund Balance			
Operational Fund:	**Balance**		
Cash on Hand	200.00	**Short Term Deposits:-**	
Cash at Bank	4,006,876.39	QTC	14,423,476.46
Short Term Deposits	18,234,445.86	Investments	-
Total Funds	**$22,241,522.25**	Reserve Account	3,810,969.40
Trust Fund:		**Total**	**18,234,445.86**
Cash at Bank	**$257,714.06**		

Investment Interest Revenue		
	YTD	**Budget Full Year**
Investment Interest	31,298.51	$375,000.00



Balonne Shire Council Working Capital Report

31 July 2017

Available Funds		
Total Cash Available - Cash At Bank		**$ 22,241,524.00**
Represented By:		
Reserves		
Asset Replacement - Carried Forward Program Balances		
General Fund Infrastructure Reserve	617,796	
Sewerage Program Reserve	2,087,393	
Water Program Works Reserve	1,781,365	
Cleansing Program Reserve	314,419	4,800,973
Constrained Work Reserve (unspent Capital Grants)		
		-
Reserve for Future Recurrent Expenditure (Unspent Operational Grants)		
Dirranbandi Pool Committee (Surplus Funds)	32,362	
RADF Funding	17,318	
Bollon Bush Nursing Reserve - Building Expenditure	1,200	
		50,879
Total Cash Backed Reserves		**$ 4,851,852**
Unspent Current Grants Received		
Provisions - Staff Entitlements - Current Entitlements	$ 1,600,506	
Provisions - Staff Entitlements - Non Current Entitlements (40%)	$ 103,080	$ 1,703,586
Shire Funds - Unallocated Working Capital (Cash)		**$ 15,686,085**

Revenue and Expenditure Report - Balonne Shire Council

(Accounts: 0100-0002-0000 to 7900-7201-0000. 9% of year elapsed. All Accounts. Excludes Committed Costs. To Level 4.)

USER: SEARLE

Financial Year Ending 2018 - (Budget for Full Year)

Version: 2017.3.2.1

	REVENUE			EXPENSE			SURPLUS / (DEFICIENCY)		
	31 Jul 2017	%	Budget	31 Jul 2017	%	Budget	31 Jul 2017	%	Budget
0044-0001 BALONNE SHIRE COUNCIL									
0100-0002 FINANCE GENERAL									
0110-0003 URBAN RATES									
0110-0003 URBAN RATES	0.00	---%	1,337,670	12.85	0%	163,460	(12.85)	0%	1,174,210
0120-0003 RURAL RATES									
0120-0003 RURAL RATES	(37,308.86)	-1%	5,182,950	(1,032.14)	0%	519,095	(36,276.72)	-1%	4,663,855
0130-0003 CHARGES ON LAND/LEGAL FEES									
0130-0003 CHARGES ON LAND/LEGAL FEES	0.00	---%	3,000	0.00	---%	0	0.00	---%	3,000
0150-0003 INVESTMENTS									
0150-0003 INVESTMENTS	31,298.51	8%	375,000	0.00	---%	0	31,298.51	8%	375,000
0170-0003 GRANTS GENERAL									
0170-0003 GRANTS GENERAL	0.00	---%	4,750,720	0.00	---%	0	0.00	---%	4,750,720
0100-0002 FINANCE GENERAL	(6,010.35)	0%	11,649,340	(1,019.29)	0%	682,555	(4,991.06)	0%	10,966,785
0200-0002 ADMINISTRATION/CORPORATE									
0205-0003 CORPORATE SERVICES									
0205-0003 CORPORATE SERVICES	174,840.07	7%	2,655,200	653,405.72	12%	5,491,529	(478,565.65)	17%	(2,836,329)
0206-0003 COUNCILLORS SERVICES									
0206-0003 COUNCILLORS SERVICES	0.00	---%	0	36,948.79	8%	473,950	(36,948.79)	8%	(473,950)
0210-0003 STORES ADMINISTRATION									
0210-0003 STORES ADMINISTRATION	1,856.65	19%	10,000	48,575.28	32%	151,000	(46,718.63)	33%	(141,000)
0200-0002 ADMINISTRATION/CORPORATE	176,696.72	7%	2,665,200	738,929.79	12%	6,116,479	(562,233.07)	16%	(3,451,279)
0300-0002 PLANNING & DEVELOPMENT									
0310-0003 DEVELOPMENT - PLANNING									
0310-0003 DEVELOPMENT - PLANNING	0.00	---%	30,000	1,152.51	1%	181,500	(1,152.51)	1%	(151,500)
0320-0003 DEVELOPMENT -									
0320-0003 DEVELOPMENT -	1,504.09	5%	30,500	1,456.64	1%	104,500	47.45	0%	(74,000)

Revenue and Expenditure Report - Balonne Shire Council

(Accounts: 0100-0002-0000 to 7900-7201-0000. 9% of year elapsed. All Accounts. Excludes Committed Costs. To Level 4.)

USER: SEARLE

Financial Year Ending 2018 - (Budget for Full Year)

Version: 2017.3.2.1

	REVENUE			EXPENSE			SURPLUS / (DEFICIENCY)		
	31 Jul 2017	%	Budget	31 Jul 2017	%	Budget	31 Jul 2017	%	Budget
0340-0003 ECONOMIC DEVELOPMENT									
0340-0003 ECONOMIC DEVELOPMENT	0.00	---%	0	11,948.52	32%	37,000	(11,948.52)	32%	(37,000)
0350-0003 TOURISM SERVICES									
0350-0003 TOURISM SERVICES	0.00	---%	1,500	0.00	---%	81,000	0.00	---%	(79,500)
0355-0003 VISITOR SERVICES									
0355-0003 VISITOR SERVICES	5,481.21	12%	44,800	23,248.34	9%	253,200	(17,767.13)	9%	(208,400)
0360-0003 LAND DEVELOPMENT									
0360-0003 LAND DEVELOPMENT	0.00	---%	0	0.00	---%	0	0.00	---%	0
0300-0002 PLANNING & DEVELOPMENT	6,985.30	7%	106,800	37,806.01	6%	657,200	(30,820.71)	6%	(550,400)
0400-0002 TRANSPORT & DRAINAGE									
0401-0003 WORKS FINANCE									
0401-0003 WORKS FINANCE	0.00	---%	4,232,114	0.00	---%	0	0.00	---%	4,232,114
0405-0003 WORKS ADMINISTRATION									
0405-0003 WORKS ADMINISTRATION	53,621.66	5%	1,040,000	113,128.86	6%	1,923,620	(59,507.20)	7%	(883,620)
0410-0003 ROADS									
0410-0003 ROADS	0.00	---%	0	183,212.43	3%	6,500,000	(183,212.43)	3%	(6,500,000)
0415-0003 STREETS									
0415-0003 STREETS	0.00	---%	0	52,700.77	3%	1,655,000	(52,700.77)	3%	(1,655,000)
0420-0003 BRIDGES									
0420-0003 BRIDGES	0.00	---%	0	368.20	0%	187,676	(368.20)	0%	(187,676)
0425-0003 STORMWATER DRAINAGE									
0425-0003 STORMWATER DRAINAGE	0.00	---%	0	0.00	---%	239,300	0.00	---%	(239,300)
0430-0003 WORKS DEPOTS									
0430-0003 WORKS DEPOTS	0.00	---%	0	13,913.82	4%	360,640	(13,913.82)	4%	(360,640)
0440-0003 AERODROMES									
0440-0003 AERODROMES	0.00	---%	32,100	3,386.85	1%	302,600	(3,386.85)	1%	(270,500)

Revenue and Expenditure Report - Balonne Shire Council

(Accounts: 0100-0002-0000 to 7900-7201-0000. 9% of year elapsed. All Accounts. Excludes Committed Costs. To Level 4.)

USER: SEARLE

Financial Year Ending 2018 - (Budget for Full Year)

Version: 2017.3.2.1

	REVENUE			EXPENSE			SURPLUS / (DEFICIENCY)		
	31 Jul 2017	%	Budget	31 Jul 2017	%	Budget	31 Jul 2017	%	Budget
0450-0003 PLANT & EQUIPMENT									
0450-0003 PLANT & EQUIPMENT	254,361.67	7%	3,450,000	136,842.90	4%	3,062,500	117,518.77	30%	387,500
0460-0003 FLOOD MITIGATION									
0460-0003 FLOOD MITIGATION	0.00	---%	84,000	0.00	---%	229,900	0.00	---%	(145,900)
0400-0002 TRANSPORT & DRAINAGE	307,983.33	3%	8,838,214	503,553.83	3%	14,461,236	(195,570.50)	3%	(5,623,022)
0500-0002 COMMUNITY & CULTURAL									
0501-0003 COMMUNITY DEVELOPMENT									
0501-0003 COMMUNITY DEVELOPMENT	0.00	---%	12,000	16,351.55	4%	368,770	(16,351.55)	5%	(356,770)
0502-0003 FLOOD RECOVERY SERVICES									
0502-0003 FLOOD RECOVERY SERVICES	0.00	---%	0	0.00	---%	0	0.00	---%	0
0505-0003 LIBRARIES									
0505-0003 LIBRARIES	25,000.00	99%	25,300	9,990.98	4%	271,750	15,009.02	-6%	(246,450)
0510-0003 HOUSING									
0510-0003 HOUSING	4,170.50	2%	200,000	1,419.43	1%	266,880	2,751.07	-4%	(66,880)
0515-0003 PUBLIC COMMUNICATION									
0515-0003 PUBLIC COMMUNICATION	0.00	---%	0	(11.63)	-1%	1,500	11.63	-1%	(1,500)
0520-0003 SPORT & RECREATION									
0520-0003 SPORT & RECREATION	0.00	---%	5,500	7,713.79	6%	134,000	(7,713.79)	6%	(128,500)
0521-0003 SWIMMING POOLS									
0521-0003 SWIMMING POOLS	0.00	---%	45,000	2,616.18	1%	507,000	(2,616.18)	1%	(462,000)
0522-0003 TENNIS COURTS									
0522-0003 TENNIS COURTS	0.00	---%	1,000	(2.02)	0%	19,708	2.02	0%	(18,708)
0525-0003 ARTS & HISTORY									
0525-0003 ARTS & HISTORY	0.00	---%	1,240,800	10,273.00	4%	230,058	(10,273.00)	-1%	1,010,742
0530-0003 PARKS & GARDENS									
0530-0003 PARKS & GARDENS	0.00	---%	500	25,035.03	4%	575,000	(25,035.03)	4%	(574,500)

	REVENUE			EXPENSE			SURPLUS / (DEFICIENCY)		
	31 Jul 2017	%	Budget	31 Jul 2017	%	Budget	31 Jul 2017	%	Budget
0535-0003 HALLS & CULTURAL CENTRES									
0535-0003 HALLS & CULTURAL CENTRES	0.00	---%	10,000	2,596.25	1%	326,300	(2,596.25)	1%	(316,300)
0545-0003 COMMUNITY ASSISTANCE									
0545-0003 COMMUNITY ASSISTANCE	0.00	---%	0	3,935.00	9%	41,500	(3,935.00)	9%	(41,500)
0550-0003 EMERGENCY SERVICES									
0550-0003 EMERGENCY SERVICES	0.00	---%	21,000	42.72	0%	42,000	(42.72)	0%	(21,000)
0555-0003 SHOWGROUNDS									
0555-0003 SHOWGROUNDS	575.45	2%	30,000	1,403.91	0%	434,000	(828.46)	0%	(404,000)
0560-0003 WORK PROGRAM									
0560-0003 WORK PROGRAM	0.00	---%	0	264.44	1%	37,500	(264.44)	1%	(37,500)
0575-0003 YOUTH DEVELOPMENT									
0575-0003 YOUTH DEVELOPMENT	0.00	---%	0	0.00	---%	5,000	0.00	---%	(5,000)
0580-0003 SAFER COMMUNITIES									
0580-0003 SAFER COMMUNITIES	0.00	---%	0	0.00	---%	17,500	0.00	---%	(17,500)
0585-0003 SKILLING QUEENSLANDERS									
0585-0003 SKILLING QUEENSLANDERS	0.00	---%	0	0.00	---%	0	0.00	---%	0
0500-0002 COMMUNITY & CULTURAL	29,745.95	2%	1,591,100	81,628.63	2%	3,278,466	(51,882.68)	3%	(1,687,366)
0600-0002 ENVIRONMENT & HEALTH SERVICES									
0605-0003 DOMESTIC ANIMAL CONTROL									
0605-0003 DOMESTIC ANIMAL CONTROL	8,075.53	10%	83,750	12,934.36	6%	207,220	(4,858.83)	4%	(123,470)
0610-0003 VERMIN CONTROL									
0610-0003 VERMIN CONTROL	0.00	---%	0	0.00	---%	5,000	0.00	---%	(5,000)
0612-0003 URBAN FIRE CONTROL									
0612-0003 URBAN FIRE CONTROL	0.00	---%	0	0.00	---%	4,902	0.00	---%	(4,902)
0615-0003 CEMETERIES									
0615-0003 CEMETERIES	4,985.90	11%	45,000	4,029.28	4%	101,200	956.62	-2%	(56,200)

	REVENUE			EXPENSE			SURPLUS / (DEFICIENCY)		
	31 Jul 2017	%	Budget	31 Jul 2017	%	Budget	31 Jul 2017	%	Budget
0625-0003 PUBLIC TOILETS									
0625-0003 PUBLIC TOILETS	0.00	---%	0	922.53	1%	77,680	(922.53)	1%	(77,680)
0630-0003 WASTE MANAGEMENT									
0630-0003 WASTE MANAGEMENT	0.00	---%	0	0.00	---%	275	0.00	---%	(275)
0635-0003 NATURAL ENVIRONMENT									
0635-0003 NATURAL ENVIRONMENT	0.00	---%	1,500	0.00	---%	87,500	0.00	---%	(86,000)
0640-0003 HEALTH INSPECTION									
0640-0003 HEALTH INSPECTION	0.00	---%	7,450	1,712.53	2%	111,000	(1,712.53)	2%	(103,550)
0645-0003 PUBLIC HEALTH FACILITIES									
0645-0003 PUBLIC HEALTH FACILITIES	0.00	---%	23,000	(1.96)	0%	32,250	1.96	0%	(9,250)
0655-0003 RURAL SERVICES									
0655-0003 RURAL SERVICES	86,078.98	25%	344,000	22,353.81	3%	825,716	63,725.17	-13%	(481,716)
0600-0002 ENVIRONMENT & HEALTH SERVICES	99,140.41	20%	504,700	41,950.55	3%	1,452,743	57,189.86	-6%	(948,043)
0700-0002 COMMERCIAL SERVICES									
0705-0003 PRIVATE WORKS									
0705-0003 PRIVATE WORKS	(109.57)	0%	41,000	10,891.66	27%	40,000	(11,001.23)	<-999%	1,000
0713-0003 MAIN ROADS FLOOD DAMAGE									
0713-0003 MAIN ROADS FLOOD DAMAGE	0.00	---%	0	0.00	---%	0	0.00	---%	0
0720-0003 MAIN ROADS RPC									
0720-0003 MAIN ROADS RPC	201,432.33	12%	1,700,000	12,588.69	1%	1,500,000	188,843.64	94%	200,000
0725-0003 MAIN ROADS RMPC									
0725-0003 MAIN ROADS RMPC	0.00	---%	1,750,000	32,974.81	2%	1,400,000	(32,974.81)	-9%	350,000
0726-0003 MAIN ROADS MAINTENANCE									
0726-0003 MAIN ROADS MAINTENANCE	0.00	---%	0	0.00	---%	0	0.00	---%	0
0727-0003 MAIN ROADS MINOR WORKS									
0727-0003 MAIN ROADS MINOR WORKS	0.00	---%	0	6,398.97	---%	0	(6,398.97)	---%	0

	REVENUE			EXPENSE			SURPLUS / (DEFICIENCY)		
	31 Jul 2017	%	Budget	31 Jul 2017	%	Budget	31 Jul 2017	%	Budget
0750-0003 STATE FIRE SERVICES									
0750-0003 STATE FIRE SERVICES	0.00	---%	0	0.00	---%	4,000	0.00	---%	(4,000)
0755-0003 THALLON RURAL FIRE BRIGADE									
0755-0003 THALLON RURAL FIRE BRIGADE	0.00	---%	7,650	0.00	---%	7,600	0.00	---%	50
0700-0002 COMMERCIAL SERVICES	201,322.76	6%	3,498,650	62,854.13	2%	2,951,600	138,468.63	25%	547,050
4000-0002 SEWERAGE									
4110-0003 SEWERAGE CHARGES									
4110-0003 SEWERAGE CHARGES	0.00	---%	1,114,000	0.00	---%	110,900	0.00	---%	1,003,100
4140-0003 DEBT MANAGEMENT									
4140-0003 DEBT MANAGEMENT	0.00	---%	0	0.00	---%	0	0.00	---%	0
4410-0003 SEWERAGE									
4410-0003 SEWERAGE	0.00	---%	397,630	11,927.55	2%	696,000	(11,927.55)	4%	(298,370)
4000-0002 SEWERAGE	0.00	---%	1,511,630	11,927.55	1%	806,900	(11,927.55)	-2%	704,730
5000-0002 WATER SUPPLY									
5110-0003 WATER CHARGES									
5110-0003 WATER CHARGES	(353.87)	0%	1,843,000	(35.39)	0%	183,200	(318.48)	0%	1,659,800
5115-0003 EXCESS WATER CHARGES									
5115-0003 EXCESS WATER CHARGES	0.00	---%	72,000	0.00	---%	7,000	0.00	---%	65,000
5120-0003 WATER SALES									
5120-0003 WATER SALES	0.00	---%	1,000	0.00	---%	0	0.00	---%	1,000
5125-0003 WATER OTHER INCOME									
5125-0003 WATER OTHER INCOME	0.00	---%	18,000	0.00	---%	0	0.00	---%	18,000
5130-0003 GRANTS & SUBSIDIES									
5130-0003 GRANTS & SUBSIDIES	0.00	---%	0	0.00	---%	0	0.00	---%	0
5140-0003 DEBT MANAGEMENT									
5140-0003 DEBT MANAGEMENT	0.00	---%	0	0.00	---%	36,850	0.00	---%	(36,850)

Revenue and Expenditure Report - Balonne Shire Council

(Accounts: 0100-0002-0000 to 7900-7201-0000. 9% of year elapsed. All Accounts. Excludes Committed Costs. To Level 4.)

Financial Year Ending 2018 - (Budget for Full Year)

	REVENUE			EXPENSE			SURPLUS / (DEFICIENCY)		
	31 Jul 2017	%	Budget	31 Jul 2017	%	Budget	31 Jul 2017	%	Budget
5410-0003 URBAN WATER SUPPLIES									
5410-0003 URBAN WATER SUPPLIES	0.00	---%	900	22,358.91	2%	1,432,000	(22,358.91)	2%	(1,431,100)
5420-0003 WATER INSPECTIONS									
5420-0003 WATER INSPECTIONS	60.00	1%	7,500	0.01	0%	20,000	59.99	0%	(12,500)
5430-0003 WATER QUALITY TESTING									
5430-0003 WATER QUALITY TESTING	0.00	---%	0	0.00	---%	6,500	0.00	---%	(6,500)
5440-0003 WATER CONNECTIONS									
5440-0003 WATER CONNECTIONS	700.00	14%	5,000	1,687.80	34%	5,000	(987.80)	---%	0
5000-0002 WATER SUPPLY	406.13	0%	1,947,400	24,011.33	1%	1,690,550	(23,605.20)	-9%	256,850
6000-0002 WASTE MANAGEMENT									
6110-0003 CLEANSING CHARGES									
6110-0003 CLEANSING CHARGES	(133.22)	0%	1,065,000	(13.33)	0%	105,900	(119.89)	0%	959,100
6430-0003 CLEANSING SERVICES									
6430-0003 CLEANSING SERVICES	0.00	---%	8,000	48,116.11	5%	1,004,700	(48,116.11)	5%	(996,700)
6000-0002 WASTE MANAGEMENT	(133.22)	0%	1,073,000	48,102.78	4%	1,110,600	(48,236.00)	128%	(37,600)
0044-0001 BALONNE SHIRE COUNCIL	816,137.03	2%	33,386,034	1,549,745.31	5%	33,208,329	(733,608.28)	-413%	177,705
TOTAL REVENUE & EXPENDITURE	816,137.03	2%	33,386,034	1,549,745.31	5%	33,208,329	(733,608.28)	-413%	177,705

Trust Account - Balonne Shire Council

(Accounts: 9900-0001-0000 to 9912-5192-0000. All Report Groups. 11% of year elapsed)

Financial Year Ending 2018

User: SEARLE Version: 2017.3.2.1

		31 Jul 2017 DEBIT	31 Jul 2017 CREDIT
9900-3102	Cash at Bank (Trust)	256,839.06	
9901-5190	Security Deposits		57,981.06
9902-5190	Development Application Bonds		54,350.00
9907-5190	Sale of Land Arrears of Rates		0.00
9908-5190	Security Gtee- Water Conn/Extensions		7,596.51
9909-5190	Sundry		4,378.02
9910-5190	Road Work Bond		18,000.00
9911-5190	Tender Deposits		114,533.47
9912-5192	ACU Cadets		0.00
	TRUST ACCOUNT TOTALS	256,839.06	256,839.06

Time : 12:40:08 PM Page 1 of 1 Date: 8/08/2017

BALONNE SHIRE COUNCIL
PROPERTY RATES AND CHARGES STATUS REPORT AS AT 31/7/2017

Rate/Charge		Debit Arrears B'fwd	Arrears Interest B'fwd	Unallocated Receipts B'fwd	Total Arrears B'fwd	Arrears Write-offs	Levy 2017/2018	Dr Supp Levy 2017/2018	Cr Supp. Levy 2017/2018	Interest Levy 2017/2018	Pensioner State Subsidy	Pensioner Council Remission	Discount Allowed	Write-offs 2017/2018	Cash Receipt	Arrears 31/07/2017	Arrears as % of 2017/2018 Levy + 2015/2016 Arrears
Urban Rate	St. George	33,659.91	3,068.65		36,728.56		0.00	0.00	0.00	0.00	17.13	12.85	0.00	0.00	2,003.04	34,695.54	94.46%
	Thallon	3,231.05	521.40		3,752.45		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	203.89	3,548.56	94.57%
	Mungindi	1,625.01	233.72		1,858.73		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	90.95	1,767.78	95.11%
	Dirranbandi	3,312.72	699.47		4,012.19		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	67.41	3,944.78	98.32%
	Hebel	492.98	71.24		564.22		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	564.22	100.00%
	Bollon	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Rural Rate	Rural	2,509.20	849.31		3,358.51		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	156.88	3,201.63	95.33%
Sewerage	St. George	27,651.28	2,694.31		30,345.59		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,145.96	28,199.63	92.93%
	Dirranbandi	12,062.87	2,059.17		14,122.04		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,966.60	12,155.44	86.07%
	Bollon	5,106.11	204.12		5,310.23		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	545.26	4,764.97	89.73%
Cleansing	St. George	20,061.91	1,979.34		22,041.25		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,573.54	20,467.71	92.86%
	Thallon	666.50	97.15		763.65		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.74	760.91	99.64%
	Mungindi	5,152.45	688.42		5,840.87		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	327.21	5,513.66	94.40%
	Dirranbandi	41,333.85	7,113.25		48,447.10		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,976.66	45,470.44	93.86%
	Hebel	105.00	6.58		111.58		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	111.58	100.00%
	Bollon	84.00	3.72		87.72		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21.76	65.96	75.19%
	Rural	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,285.88	-3,285.88	0.00	0.00%
Water	St. George	64,857.66	5,813.58		70,671.24		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,705.54	64,965.70	91.93%
	Thallon	3,075.72	397.94		3,473.66		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	384.46	3,089.20	88.93%
	Mungindi	7,748.78	887.49		8,636.27		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	336.05	8,300.22	#DIV/0!
	Dirranbandi	2,828.07	580.52		3,408.59		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	483.60	2,924.99	85.81%
	Hebel	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.25	-1.25	#DIV/0!
	Bollon	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,338.48	-4,338.48	#DIV/0!
	Rural	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Excess Water	St. George	260.72	33.61		294.33		0.00	0.00	0.00	0.00			0.00	0.00	0.00	294.33	100.00%
	Thallon	0.00	0.00		0.00		0.00	0.00	0.00	0.00			0.00	0.00	0.00	0.00	0.00%
	Mungindi	262.50	16.54		279.04		0.00	0.00	0.00	0.00			0.00	0.00	32.68	246.36	88.29%
	Dirranbandi	861.00	56.99		917.99		0.00	0.00	0.00	0.00			0.00	0.00	53.93	864.06	94.13%
	Hebel	0.00	0.00		0.00		0.00	0.00	0.00	0.00			0.00	0.00	0.00	0.00	0.00%
	Bollon	0.00	0.00		0.00		0.00	0.00	0.00	0.00			0.00	0.00	0.00	0.00	0.00%
	Rural	136.50	6.75		143.25		0.00	12.65	21.00	0.00			0.00	0.00	13.45	121.45	90.03%
Qld Emergency Manage		24,674.29	4,088.34		28,762.63		0.00	0.00	0.00	0.00			0.00	0.00	1,310.73	27,451.90	95.44%
Thallon Town Rural Fire		2,982.00	176.56		3,158.56		0.00	12.65	21.00	0.00			0.00	0.00	242.45	2,907.76	92.30%
Legal Fees		50,193.34	6,629.77		56,823.11		0.00	0.00	0.00	0.00			0.00	0.00	5,078.43	51,744.68	91.06%
Domestic Animal Spec		0.00	142.69		142.69		0.00	68.40	68.40	0.00			0.00	0.00	-2,816.14	2,958.83	2073.61%
Feral Animal Special		200.00	12.18		212.18		0.00	0.00	0.00	0.00			0.00	0.00	0.00	212.18	100.00%
Environmental Levy			0.00		0.00		0.00	0.00	0.00	0.00			0.00	0.00	233,386.09	-233,386.09	#DIV/0!
Unallocated Receipts B'fwd				-211,387.12													
Unallocated Receipts 15/16																----------	
		315,135.42	**39,132.81**	**-211,387.12**	**142,881.11**	**0.00**	**0.00**	**93.70**	**110.40**	**0.00**	**17.13**	**12.85**	**0.00**	**3,285.88**	**257,347.02**	**93,588.65**	**#VALUE!**
								Outstanding	**31/07/2017**	**71.25%**							
								Outstanding	**31/07/2016**	**54.84%**							

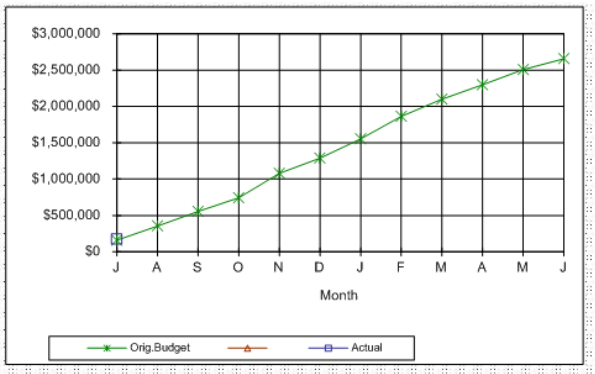
BALONNE SHIRE COUNCIL
PROPERTY RATES AND CHARGES STATUS REPORT AS AT 31/7/2017

RATEGROUP	FUND	ARREARS RATES	ARREARS INTEREST	LEVIES RATES	LEVIES DR SUPP.	LEVIES CR SUPP.	LEVIES INTEREST	RECEIPTS	DISCOUNT	WRITE OFFS	SUBSIDY GOVERNMENT	SUBSIDY COUNCIL	UNALLOCATED RECEIPTS	BALANCE	Arrears as % of 2017/2018 Levy + 2016/2017 Arrears
1 ST.GEORGE															
	GENERAL	33,659.91	3,068.65	0.00	0.00	0.00	0.00	2,003.04	0.00	0.00	17.13	12.85	0.00	34,695.54	94.46%
	QLD EMERGENCY MANAGE	5,289.64	484.38	0.00	0.00	0.00	0.00	433.35	0.00	0.00	0.00	0.00	0.00	5,340.67	92.49%
	LEG/CHGS	9,069.88	1,530.15	0.00	0.00	0.00	0.00	220.82	0.00	0.00	0.00	0.00	0.00	10,379.21	97.92%
	SEWERAGE	27,651.26	2,694.31	0.00	0.00	0.00	0.00	2,145.98	0.00	0.00	0.00	0.00	0.00	28,199.63	92.93%
	GARBAGE	20,061.91	1,979.34	0.00	0.00	0.00	0.00	1,573.54	0.00	0.00	0.00	0.00	0.00	20,467.71	92.86%
	WATER	64,857.66	5,813.58	0.00	0.00	0.00	0.00	5,705.54	0.00	0.00	0.00	0.00	0.00	64,965.70	91.93%
	EX WATER	260.72	33.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	294.33	100.00%
	DOMESTIC ANIMAL SPEC	1,407.00	78.01	0.00	0.00	0.00	0.00	109.89	0.00	0.00	0.00	0.00	0.00	1,375.12	92.60%
	Unallocated Rates Receipts												-167,651.03	-167,651.03	
	GROUP TOTAL	**162,258.00**	**15,682.03**	**0.00**	**0.00**	**0.00**	**0.00**	**12,192.14**	**0.00**	**0.00**	**17.13**	**12.85**	**-167,651.03**	**-1,933.12**	**-18.79%**
2 THALLON															
	GENERAL	3,231.05	521.40	0.00	0.00	0.00	0.00	203.89	0.00	0.00	0.00	0.00	0.00	3,548.56	94.57%
	QLD EMERGENCY MANAGE	282.70	40.47	0.00	0.00	0.00	0.00	0.81	0.00	0.00	0.00	0.00	0.00	322.36	99.75%
	LEG/CHGS	561.51	27.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	589.42	100.00%
	GARBAGE	666.50	97.15	0.00	0.00	0.00	0.00	2.74	0.00	0.00	0.00	0.00	0.00	760.91	99.64%
	WATER	3,075.72	397.94	0.00	0.00	0.00	0.00	384.46	0.00	0.00	0.00	0.00	0.00	3,089.20	88.93%
	EX WATER	251.01	31.95	0.00	0.00	0.00	0.00	29.33	0.00	0.00	0.00	0.00	0.00	253.63	89.63%
	THALLON RURAL FIRE	126.00	7.97	0.00	0.00	0.00	0.00	10.74	0.00	0.00	0.00	0.00	0.00	123.23	91.98%
	DOMESTIC ANIMAL SPEC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-2,187.86	-2,187.86	#DIV/0!
	Unallocated Rates Receipts														
	GROUP TOTAL	**8,194.49**	**1,124.79**	**0.00**	**0.00**	**0.00**	**0.00**	**631.97**	**0.00**	**0.00**	**0.00**	**0.00**	**-2,187.86**	**6,499.45**	**91.14%**
3 MUNGINDI															
	GENERAL	1,625.01	233.72	0.00	0.00	0.00	0.00	90.95	0.00	0.00	0.00	0.00	0.00	1,767.78	95.11%
	QLD EMERGENCY MANAGE	5,286.71	577.42	0.00	0.00	0.00	0.00	600.31	0.00	0.00	0.00	0.00	0.00	5,257.82	89.75%
	LEG/CHGS	7,507.77	917.29	0.00	0.00	0.00	0.00	688.71	0.00	0.00	0.00	0.00	0.00	7,736.35	91.83%
	GARBAGE	5,152.45	688.42	0.00	0.00	0.00	0.00	327.21	0.00	0.00	0.00	0.00	0.00	5,513.66	94.40%
	WATER	7,748.78	887.49	0.00	0.00	0.00	0.00	336.05	0.00	0.00	0.00	0.00	0.00	8,300.22	96.11%
	EX WATER	262.50	16.54	0.00	0.00	0.00	0.00	32.68	0.00	0.00	0.00	0.00	0.00	246.36	88.29%
	DOMESTIC ANIMAL SPEC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-10,230.27	-10,230.27	#DIV/0!
	Unallocated Rates Receipts														
	GROUP TOTAL	**27,577.22**	**3,320.88**	**0.00**	**0.00**	**0.00**	**0.00**	**2,075.91**	**0.00**	**0.00**	**0.00**	**0.00**	**-10,230.27**	**18,591.92**	**89.96%**
4 DIRRANBANDI															
	GENERAL	3,312.72	699.47	0.00	0.00	0.00	0.00	67.41	0.00	0.00	0.00	0.00	0.00	3,944.78	98.32%
	QLD EMERGENCY MANAGE	6,760.01	1,032.31	0.00	0.00	0.00	0.00	332.72	0.00	0.00	0.00	0.00	0.00	7,459.60	95.73%
	LEG/CHGS	20,000.60	3,843.34	0.00	0.00	0.00	0.00	2,542.39	0.00	0.00	0.00	0.00	0.00	21,301.55	89.34%
	SEWERAGE	12,062.67	2,658.17	0.00	0.00	0.00	0.00	1,966.60	0.00	0.00	0.00	0.00	0.00	12,755.44	86.07%
	GARBAGE	41,333.85	7,113.25	0.00	0.00	0.00	0.00	2,976.66	0.00	0.00	0.00	0.00	0.00	45,470.44	93.86%
	WATER	2,828.07	580.52	0.00	0.00	0.00	0.00	483.60	0.00	0.00	0.00	0.00	0.00	2,924.99	85.81%
	EX WATER	861.00	56.99	0.00	0.00	0.00	0.00	53.93	0.00	0.00	0.00	0.00	0.00	864.06	94.13%
	DOMESTIC ANIMAL SPEC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-16,731.85	-16,731.85	#DIV/0!
	Unallocated Rates Receipts														
	GROUP TOTAL	**87,159.12**	**15,385.05**	**0.00**	**0.00**	**0.00**	**0.00**	**8,423.31**	**0.00**	**0.00**	**0.00**	**0.00**	**-16,731.85**	**77,389.01**	**90.18%**
5 HEBEL															
	GENERAL	483.19	67.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	550.71	100.00%
	Qld Emergency Manage	492.98	71.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	564.22	100.00%
	LEG/CHGS	444.00	60.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	504.14	100.00%
	GARBAGE	4,690.07	621.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,311.74	100.00%
	WATER	105.00	6.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	111.58	100.00%
	DOMESTIC ANIMAL SPEC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1.25	-1.25	#DIV/0!
	Unallocated Rates Receipts	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
	GROUP TOTAL	**6,215.24**	**827.15**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**-1.25**	**7,041.14**	**100.00%**
6 BOLLON															
	GENERAL	507.96	18.91	0.00	0.00	0.00	0.00	0.36	0.00	0.00	0.00	0.00	0.00	526.51	99.93%
	QLD EMERGENCY MANAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
	LEG/CHGS	2,541.46	92.12	0.00	0.00	0.00	0.00	390.08	0.00	0.00	0.00	0.00	0.00	2,243.50	85.19%
	SEWERAGE	1,507.05	56.19	0.00	0.00	0.00	0.00	181.08	0.00	0.00	0.00	0.00	0.00	1,382.16	89.42%
	GARBAGE	5,106.11	204.12	0.00	0.00	0.00	0.00	545.26	0.00	0.00	0.00	0.00	0.00	4,764.97	89.73%
	WATER	84.00	3.72	0.00	0.00	0.00	0.00	21.76	0.00	0.00	0.00	0.00	0.00	65.96	75.19%
	DOMESTIC ANIMAL SPEC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-4,338.48	-4,338.48	#DIV/0!
	Unallocated Rates Receipts	0.00		0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00			
	GROUP TOTAL	**9,746.58**	**375.06**	**0.00**	**0.00**	**0.00**	**0.00**	**1,138.54**	**0.00**	**0.00**	**0.00**	**0.00**	**-4,338.48**	**4,644.62**	**80.31%**
7 RURAL															
	GENERAL	2,484.34	281.65	0.00	159.96	268.30	0.00	-18.54	0.00	0.42	0.00	0.00	0.00	2,675.77	100.68%
	QLD EMERGENCY MANAGE	2,509.20	849.31	0.00	0.00	0.00	0.00	156.88	0.00	0.00	0.00	0.00	0.00	3,201.63	95.33%
	LEG/CHGS	3,668.54	291.73	0.00	34.23	167.45	0.00	227.43	-13.33	0.00	0.00	0.00	0.00	3,612.95	94.41%
	GARBAGE	0.00	1.35	0.00	0.00	984.83	0.00	-904.72	-80.11	0.00	0.00	0.00	0.00	1.35	-0.14%
	WATER	0.00	0.00	0.00	0.00	0.00	0.00	-3,285.88	0.00	3,285.88	0.00	0.00	0.00	0.00	0.00%
	EX WATER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
	THALLON RURAL FIRE	136.50	6.75	0.00	12.65	21.00	0.00	13.45	0.00	0.00	0.00	0.00	0.00	121.45	90.03%
	DOMESTIC ANIMAL SPEC	3,186.31	142.69	0.00	68.40	68.40	0.00	370.17	0.00	0.00	0.00	0.00	0.00	2,959.83	88.88%
	FERAL ANIMAL SPECIAL	200.00	12.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	212.18	100.00%
	ENVIRONMENTAL LEVY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-32,245.35	-32,245.35	#DIV/0!
	Unallocated Rates Receipts	0.00		0.00			0.00				0.00	0.00			
	GROUP TOTAL	**12,184.89**	**1,585.66**	**0.00**	**275.24**	**1,509.98**	**0.00**	**-3,441.21**	**-93.44**	**3,286.30**	**0.00**	**0.00**	**-32,245.35**	**-19,461.19**	**98.74%**
	REPORT TOTAL	**313,335.54**	**38,300.62**	**0.00**	**275.24**	**1,509.98**	**0.00**	**21,020.66**	**-93.44**	**3,286.30**	**17.13**	**12.85**	**-233,386.09**	**92,771.83**	**79.28%**
	GENERAL	13,985.56	1,826.12	0.00	159.96	268.30	0.00	574.34	0.00	0.42	0.00	0.00	0.00	15,128.58	98.34%
	QLD EMERGENCY MANAGE	24,674.29	4,088.34	0.00	0.00	0.00	0.00	1,310.73	0.00	0.00	0.00	0.00	0.00	27,451.90	95.44%
	LEG/CHGS	50193.34	6629.77	0	0	0	0	5078.43	0	0	0	0	0	51744.68	91.06%
	SEWERAGE	45,918.64	5,461.01	0.00	34.23	167.45	0.00	4,640.10	-13.33	0.00	0.00	0.00	0.00	46,619.66	90.97%
	GARBAGE	124,215.86	14,840.33	0.00	0.00	984.83	0.00	9,034.41	-80.11	0.00	0.00	0.00	0.00	129,117.06	93.51%
	WATER	10,837.57	1,501.62	0.00	0.00	0.00	0.00	-2,466.23	0.00	3,285.88	0.00	0.00	0.00	11,519.54	93.36%
	EX WATER	251.01	31.95	0.00	0.00	0.00	0.00	29.33	0.00	0.00	0.00	0.00	0.00	253.63	89.63%
	THALLON RURAL FIRE	2,982.00	176.56	0.00	12.65	21.00	0.00	242.45	0.00	0.00	0.00	0.00	0.00	2,907.76	92.30%
	DOMESTIC ANIMAL SPEC	3,186.31	142.69	0.00	68.40	68.40	0.00	370.17	0.00	0.00	0.00	0.00	0.00	2,959.83	88.88%
	FERAL ANIMAL SPECIAL	200.00	12.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	212.18	100.00%
	ENVIRONMENTAL LEVY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-233,386.09	-233,386.09	#DIV/0!
	Unallocated Rates Receipts			0.00			0.00								
	FUND SUMMARY TOTAL	**276,444.58**	**34,710.57**	**0.00**	**275.24**	**1,509.98**	**0.00**	**18,813.73**	**-93.44**	**3,286.30**	**0.00**	**0.00**	**-233,386.09**	**54,527.73**	**71.25%**
			Outstanding	**31/07/2017**	**71.25%**		**Outstanding**	**31/07/2016**	**54.84%**		**Outstanding**	**0/01/1900**	**0.00%**		

Balonne Shire Council as at 31 July 2017 Maintenance/Operations

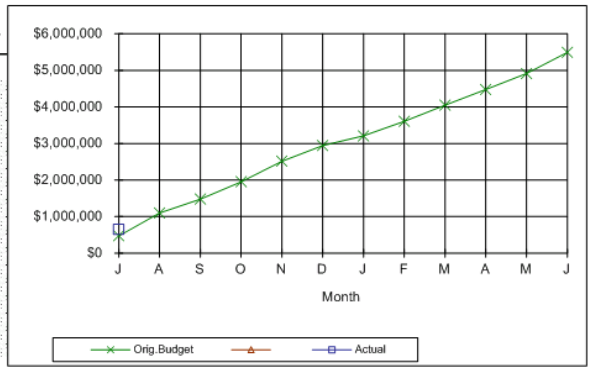
0205-0003- Administration Revenue

Month	Orig.Budget	Actual
J	$158,318	$174,840
A	$353,951	
S	$554,503	
O	$741,819	
N	$1,078,904	
D	$1,287,955	
J	$1,554,236	
F	$1,863,258	
M	$2,098,708	
A	$2,296,639	
M	$2,506,186	
J	$2,655,200	



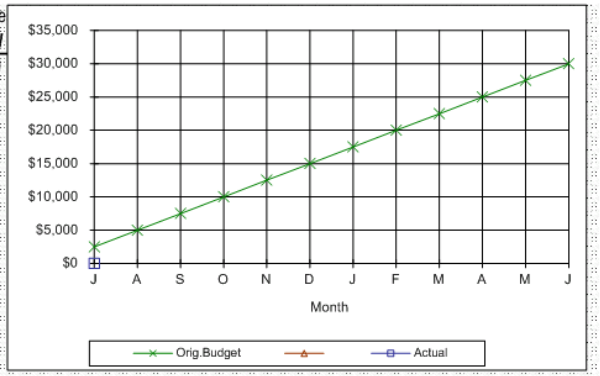
205-0003 Administration Expenditure

Month	Orig.Budget	Actual
J	$476,192	$653,405
A	$1,102,586	
S	$1,481,810	
O	$1,953,972	
N	$2,516,774	
D	$2,945,927	
J	$3,206,576	
F	$3,606,928	
M	$4,045,051	
A	$4,476,999	
M	$4,912,303	
J	$5,491,529	



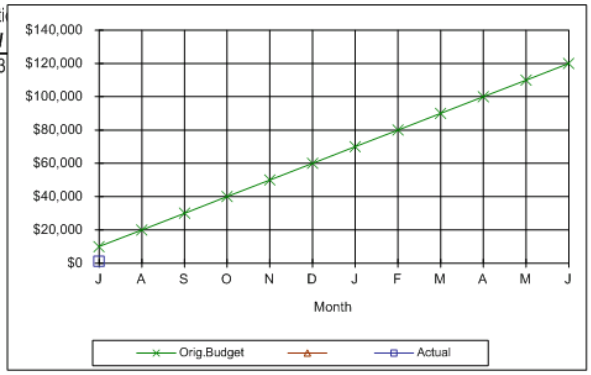
0310-1302- Planning/Development Fees/Charge

Month	Orig.Budget	Actual
J	$2,500	$0
A	$5,000	
S	$7,500	
O	$10,000	
N	$12,500	
D	$15,000	
J	$17,500	
F	$20,000	
M	$22,500	
A	$25,000	
M	$27,500	
J	$30,000	



0310-2227- Planning/Development Mtce/Operati

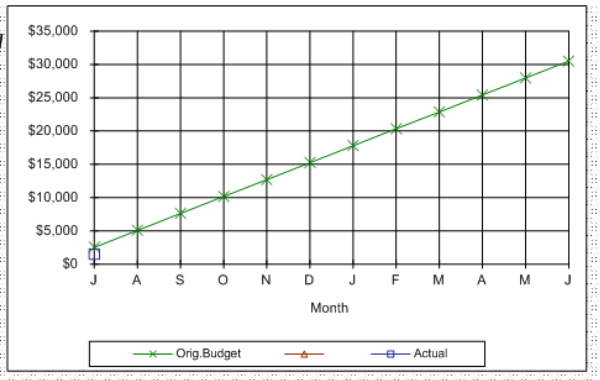
Month	Orig.Budget	Actual
J	$10,000	$1,153
A	$20,000	
S	$30,000	
O	$40,000	
N	$50,000	
D	$60,000	
J	$70,000	
F	$80,000	
M	$90,000	
A	$100,000	
M	$110,000	
J	$120,000	



Balonne Shire Council as at 31 July 2017 Maintenance/Operations

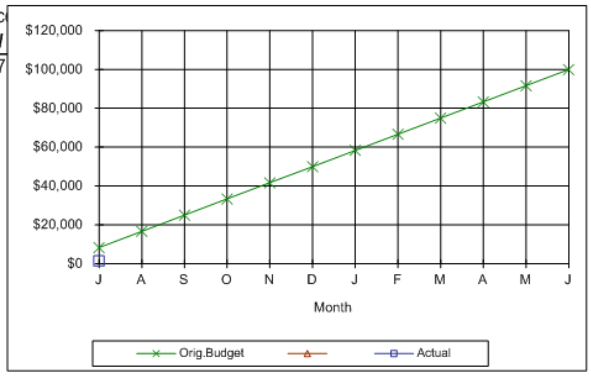
0320-1300 Building Fees

Month	Orig.Budget	Actual
J	$2,542	$1,504
A	$5,083	
S	$7,625	
O	$10,167	
N	$12,708	
D	$15,250	
J	$17,792	
F	$20,333	
M	$22,875	
A	$25,417	
M	$27,958	
J	$30,500	



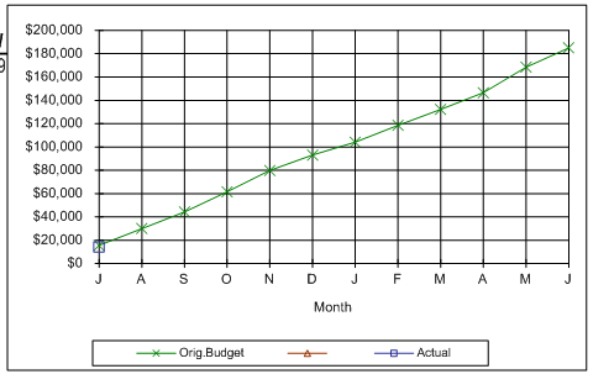
0320-2227- Building/Plumbing Development Mtc

Month	Orig.Budget	Actual
J	$8,333	$1,457
A	$16,667	
S	$25,000	
O	$33,333	
N	$41,667	
D	$50,000	
J	$58,333	
F	$66,667	
M	$75,000	
A	$83,333	
M	$91,667	
J	$100,000	



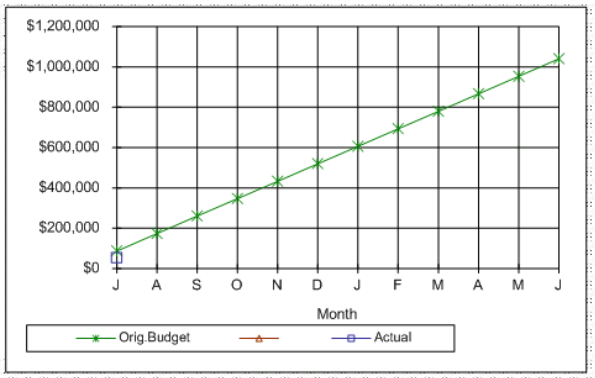
0355-2227- Visitor Services Mtce/Operations

Month	Orig.Budget	Actual
J	$15,452	$14,009
A	$29,950	
S	$44,248	
O	$61,445	
N	$79,740	
D	$92,955	
J	$104,052	
F	$118,429	
M	$132,077	
A	$146,417	
M	$168,441	
J	$185,000	



405-0003 Works Administration - Revenue

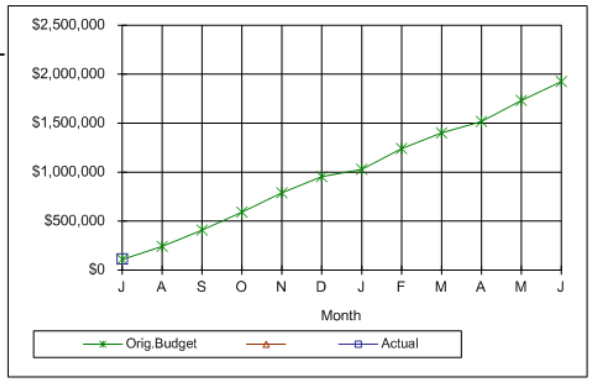
Month	Orig.Budget	Actual
J	$86,667	$53,621
A	$173,333	
S	$260,000	
O	$346,667	
N	$433,333	
D	$520,000	
J	$606,667	
F	$693,333	
M	$780,000	
A	$866,667	
M	$953,333	
J	$1,040,000	



Balonne Shire Council as at 31 July 2017 Maintenance/Operations

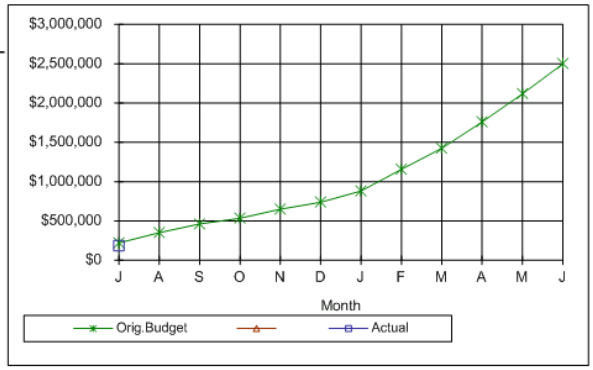
405-0003 Works Administration - Expenditure

Month	Orig.Budget	Actual
J	$108,071	$113,129
A	$242,503	
S	$408,439	
O	$590,710	
N	$787,442	
D	$953,476	
J	$1,028,406	
F	$1,240,347	
M	$1,400,399	
A	$1,517,478	
M	$1,731,039	
J	$1,923,620	



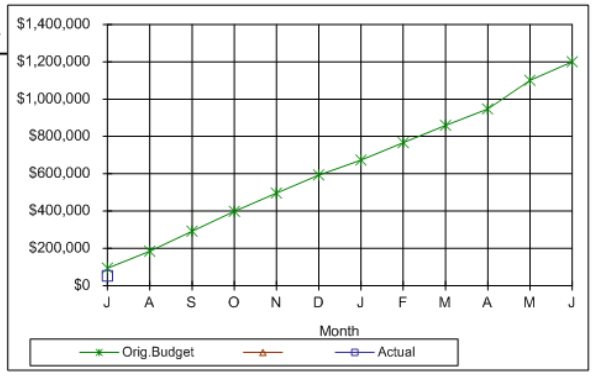
0410-2227- Roads Maintenance/Operations

Month	Orig.Budget	Actual
J	$219,780	$183,212
A	$352,890	
S	$461,589	
O	$534,934	
N	$648,444	
D	$738,767	
J	$880,765	
F	$1,156,384	
M	$1,425,162	
A	$1,759,923	
M	$2,116,750	
J	$2,500,000	



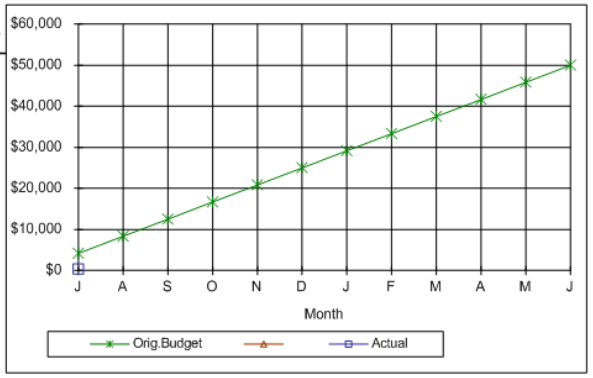
0415-2227- Streets Maintenance/Operations

Month	Orig.Budget	Actual
J	$93,831	$52,701
A	$183,861	
S	$291,539	
O	$397,900	
N	$496,531	
D	$592,926	
J	$672,973	
F	$766,919	
M	$858,772	
A	$947,415	
M	$1,100,695	
J	$1,200,000	



0420-2227- Bridge Maintenance/Operations

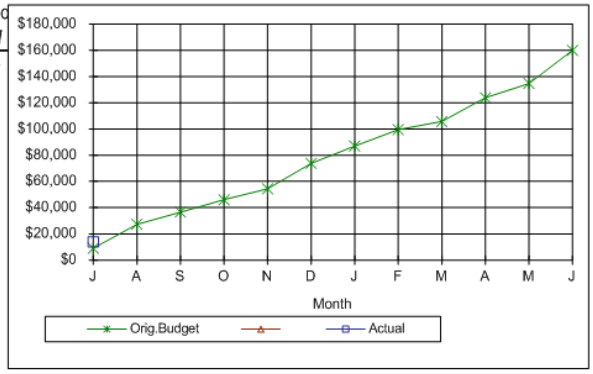
Month	Orig.Budget	Actual
J	$4,167	$368
A	$8,333	
S	$12,500	
O	$16,667	
N	$20,833	
D	$25,000	
J	$29,167	
F	$33,333	
M	$37,500	
A	$41,667	
M	$45,833	
J	$50,000	



Balonne Shire Council as at 31 July 2017 Maintenance/Operations

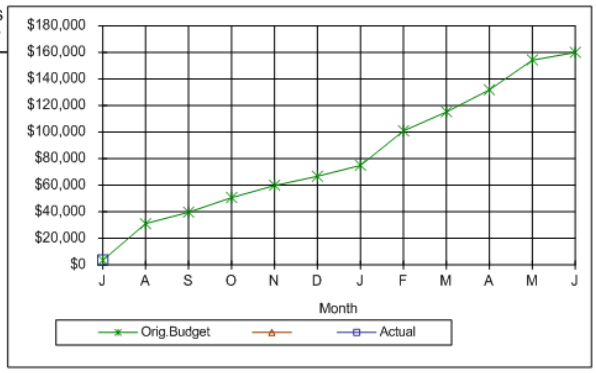
0430-2227- Works Depots Maintenance/Operatio

Month	Orig.Budget	Actual
J	$9,028	$13,914
A	$27,309	
S	$36,599	
O	$46,057	
N	$54,439	
D	$73,743	
J	$87,021	
F	$99,507	
M	$105,744	
A	$123,828	
M	$134,673	
J	$160,000	



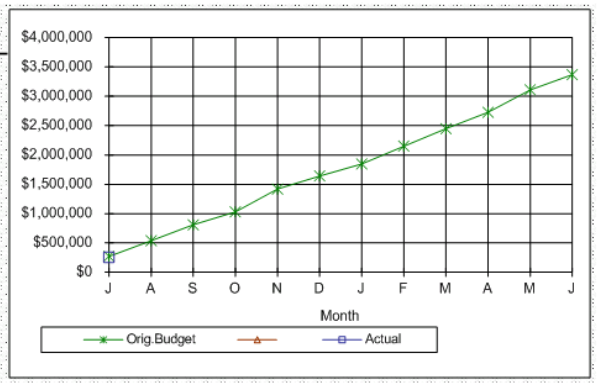
0440-2227- Aerodrome Maintenance/Operations

Month	Orig.Budget	Actual
J	$3,441	$3,387
A	$30,944	
S	$39,536	
O	$50,549	
N	$59,781	
D	$66,628	
J	$74,943	
F	$100,827	
M	$115,201	
A	$131,910	
M	$154,219	
J	$160,000	



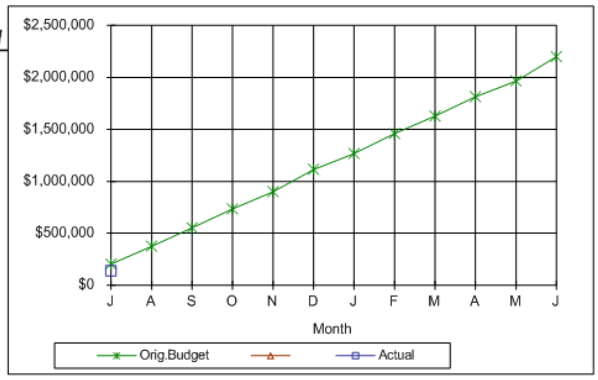
450-1810 Plant Oncosts/Plant Hire

Month	Orig.Budget	Actual
J	$269,274	$253,783
A	$537,683	
S	$809,816	
O	$1,030,373	
N	$1,418,420	
D	$1,640,817	
J	$1,845,725	
F	$2,150,128	
M	$2,447,396	
A	$2,727,273	
M	$3,112,372	
J	$3,368,000	



0450-2219- Plant Maintenance/Operations

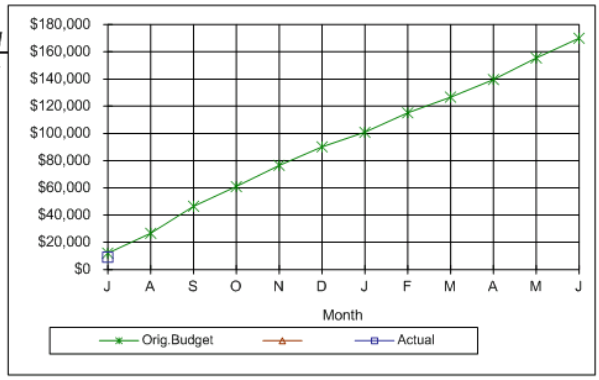
Month	Orig.Budget	Actual
J	$203,730	$136,787
A	$375,509	
S	$552,985	
O	$734,170	
N	$899,552	
D	$1,114,051	
J	$1,266,583	
F	$1,459,082	
M	$1,628,885	
A	$1,814,810	
M	$1,966,526	
J	$2,200,000	



Balonne Shire Council as at 31 July 2017 Maintenance/Operations

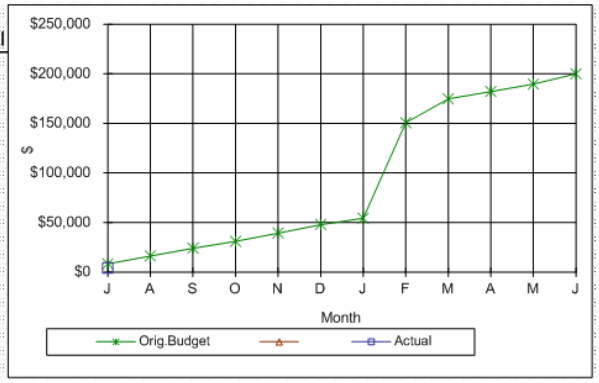
0505-2227- Libraries - Maintenance/Operations

Month	Orig.Budget	Actual
J	$11,988	$8,934
A	$26,536	
S	$46,524	
O	$60,974	
N	$76,472	
D	$90,135	
J	$100,889	
F	$115,167	
M	$126,704	
A	$139,629	
M	$155,468	
J	$170,000	



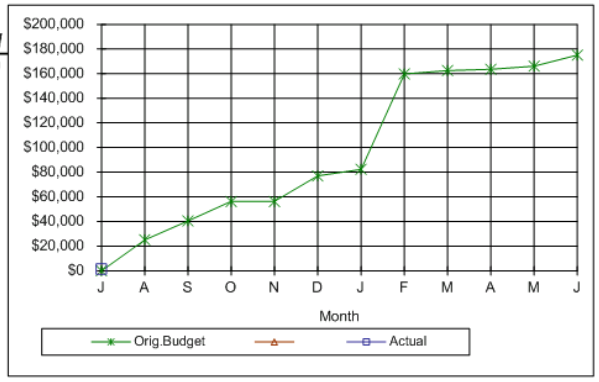
0510-1710- Housing - Rent Revenue

Month	Orig.Budget	Actual
J	$8,344	$4,171
A	$16,129	
S	$24,063	
O	$31,104	
N	$39,417	
D	$48,040	
J	$54,289	
F	$150,710	
M	$174,976	
A	$182,145	
M	$189,761	
J	$200,000	



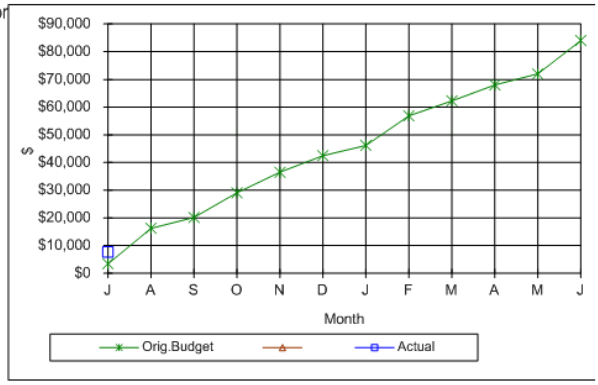
0510-2227- Housing - Maintenance/Operations

Month	Orig.Budget	Actual
J	$0	$1,419
A	$25,080	
S	$40,541	
O	$56,242	
N	$56,242	
D	$77,012	
J	$82,337	
F	$159,857	
M	$162,489	
A	$163,556	
M	$166,070	
J	$175,000	



0520-2227- Sport & Rec - Maintenance/Operation

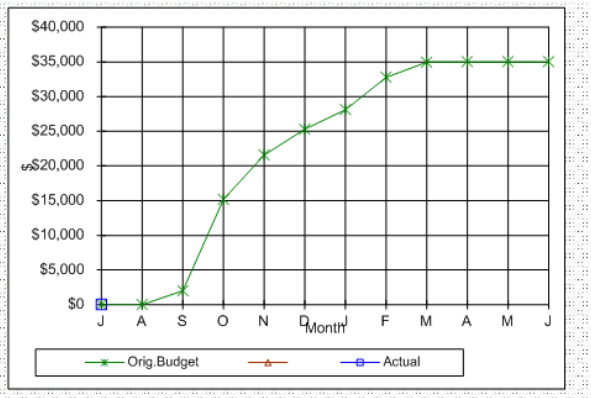
Month	Orig.Budget	Actual
J	$3,430	$7,714
A	$16,266	
S	$20,118	
O	$29,034	
N	$36,471	
D	$42,439	
J	$46,188	
F	$56,875	
M	$62,255	
A	$67,992	
M	$71,966	
J	$84,000	



Balonne Shire Council as at 31 July 2017 Maintenance/Operations

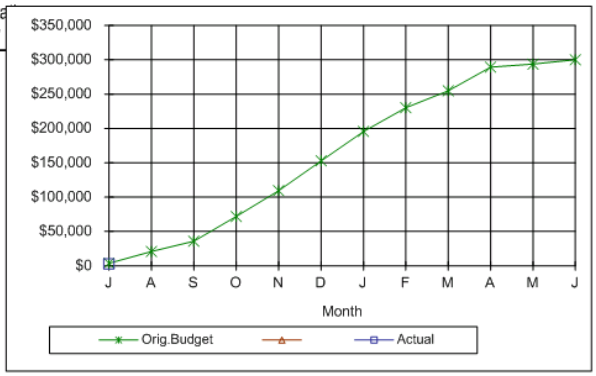
0521-1305- Swimming Pools Hire Charges

Month	Orig.Budget	Actual
J	$0	$0
A	$0	
S	$1,990	
O	$15,171	
N	$21,565	
D	$25,290	
J	$28,101	
F	$32,780	
M	$34,946	
A	$35,000	
M	$35,000	
J	$35,000	



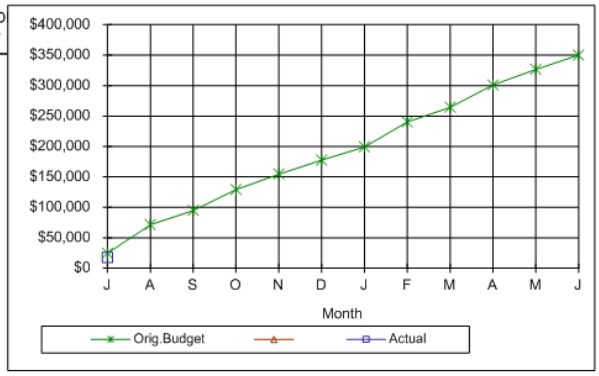
0521-2227- Swimming Pools Maintenance/Opera

Month	Orig.Budget	Actual
J	$3,785	$2,616
A	$21,001	
S	$35,879	
O	$71,895	
N	$109,558	
D	$152,908	
J	$195,532	
F	$230,127	
M	$254,849	
A	$289,186	
M	$293,666	
J	$300,000	



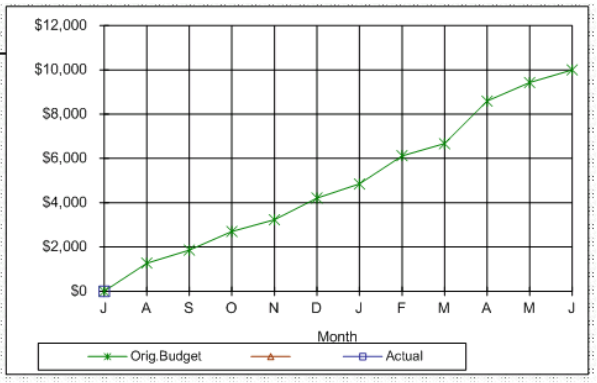
0530-2227- Park/Gardens Maintenance/Operatio

Month	Orig.Budget	Actual
J	$24,554	$17,263
A	$71,448	
S	$94,681	
O	$128,956	
N	$154,462	
D	$177,467	
J	$199,157	
F	$240,371	
M	$264,417	
A	$301,066	
M	$326,549	
J	$350,000	



0535-1305- Halls/Civic Centre Hire Charges

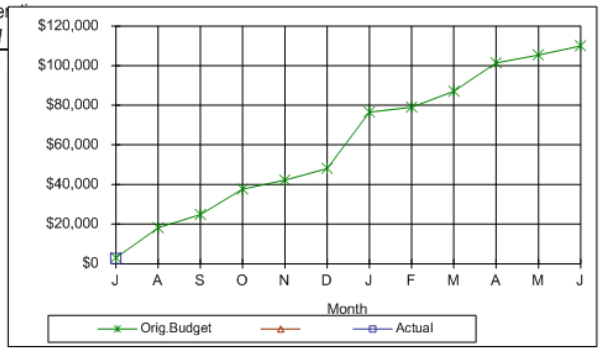
Month	Orig.Budget	Actual
J	$0	$0
A	$1,274	
S	$1,866	
O	$2,702	
N	$3,234	
D	$4,215	
J	$4,849	
F	$6,125	
M	$6,673	
A	$8,593	
M	$9,435	
J	$10,000	



Balonne Shire Council as at 31 July 2017 Maintenance/Operations

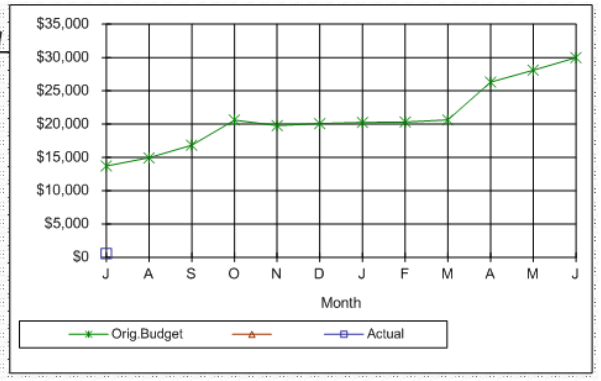
0535-2227- Halls/Civic Centre Maintenance/Oper

Month	Orig.Budget	Actual
J	$2,987	$2,596
A	$18,178	
S	$24,772	
O	$37,634	
N	$42,271	
D	$48,121	
J	$76,522	
F	$78,975	
M	$87,076	
A	$101,423	
M	$105,429	
J	$110,000	



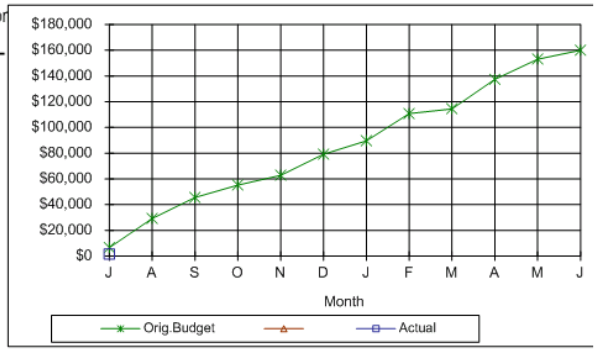
0555-1305- Showground Hire Charges

Month	Orig.Budget	Actual
J	$13,708	$575
A	$14,925	
S	$16,837	
O	$20,604	
N	$19,779	
D	$20,068	
J	$20,231	
F	$20,324	
M	$20,630	
A	$26,323	
M	$28,097	
J	$30,000	



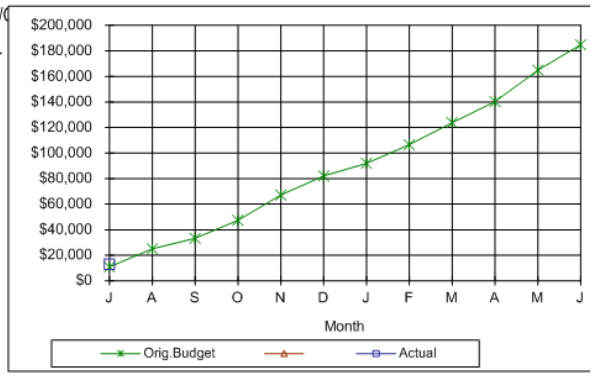
0555-2227- Showgrounds Maintenance/Operation

Month	Orig.Budget	Actual
J	$6,530	$1,404
A	$29,124	
S	$45,459	
O	$55,187	
N	$62,784	
D	$79,186	
J	$89,520	
F	$110,761	
M	$114,410	
A	$137,374	
M	$153,001	
J	$160,000	



0605-2227- Urban Animal Control - Maintenance/

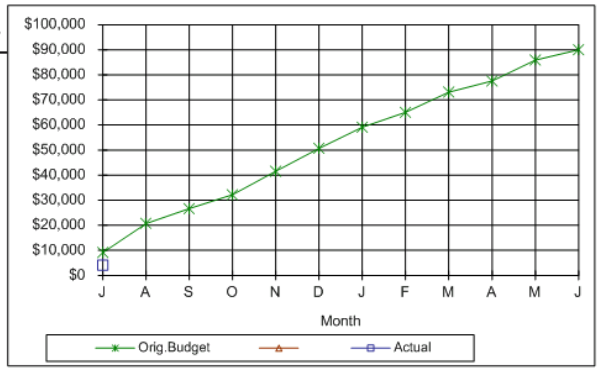
Month	Orig.Budget	Actual
J	$10,804	$12,888
A	$24,928	
S	$33,182	
O	$47,483	
N	$67,089	
D	$81,989	
J	$92,034	
F	$106,645	
M	$123,798	
A	$140,286	
M	$164,954	
J	$185,000	



Balonne Shire Council as at 31 July 2017 Maintenance/Operations

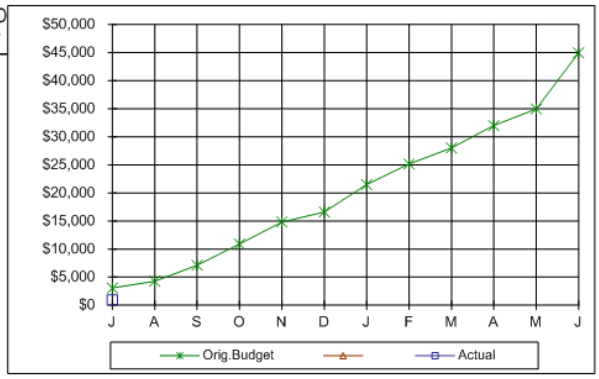
0615-2227- Cemetery Maintenance/Operations

Month	Orig.Budget	Actual
J	$9,120	$4,029
A	$20,729	
S	$26,609	
O	$32,183	
N	$41,511	
D	$50,653	
J	$59,058	
F	$65,039	
M	$73,070	
A	$77,539	
M	$85,931	
J	$90,000	



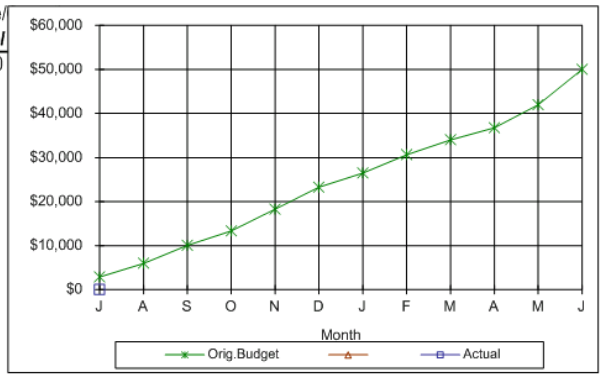
0625-2227- Public Conveniences Maintenance/O

Month	Orig.Budget	Actual
J	$3,077	$923
A	$4,290	
S	$7,130	
O	$10,912	
N	$14,824	
D	$16,608	
J	$21,519	
F	$25,178	
M	$28,030	
A	$32,014	
M	$34,962	
J	$45,000	



0635-2214- Natural Environment - Maintenance/

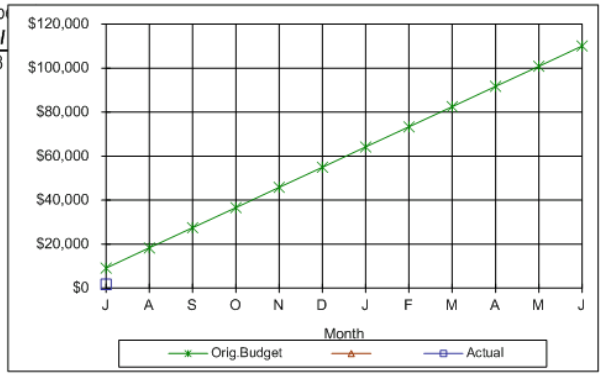
Month	Orig.Budget	Actual
J	$2,858	$0
A	$5,967	
S	$10,021	
O	$13,324	
N	$18,259	
D	$23,260	
J	$26,488	
F	$30,631	
M	$34,023	
A	$36,743	
M	$41,955	
J	$50,000	



Balonne Shire Council as at 31 July 2017 Maintenance/Operations

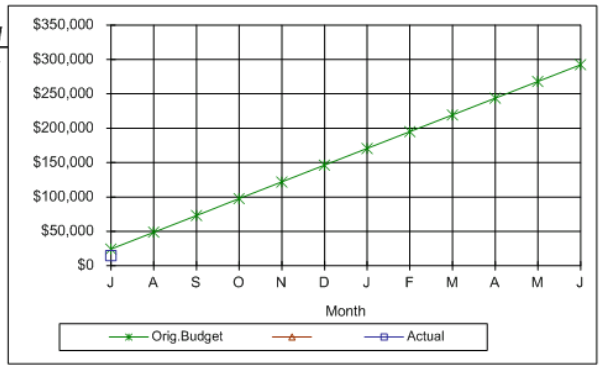
0640-2227- Health Inspection - Maintenance/Op

Month	Orig.Budget	Actual
J	$9,167	$1,713
A	$18,333	
S	$27,500	
O	$36,667	
N	$45,833	
D	$55,000	
J	$64,167	
F	$73,333	
M	$82,500	
A	$91,667	
M	$100,833	
J	$110,000	



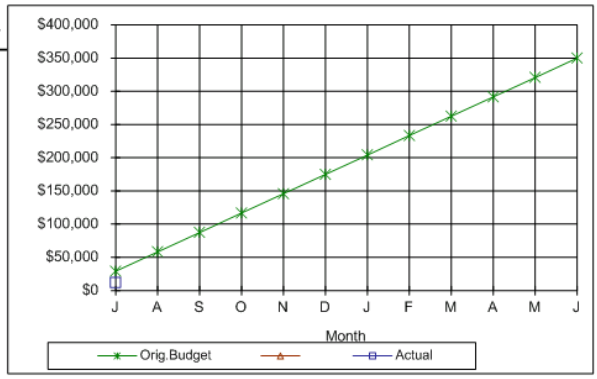
0655-2214- Rural Services Operations

Month	Orig.Budget	Actual
J	$24,375	$14,434
A	$48,750	
S	$73,125	
O	$97,500	
N	$121,875	
D	$146,250	
J	$170,625	
F	$195,000	
M	$219,375	
A	$243,750	
M	$268,125	
J	$292,500	



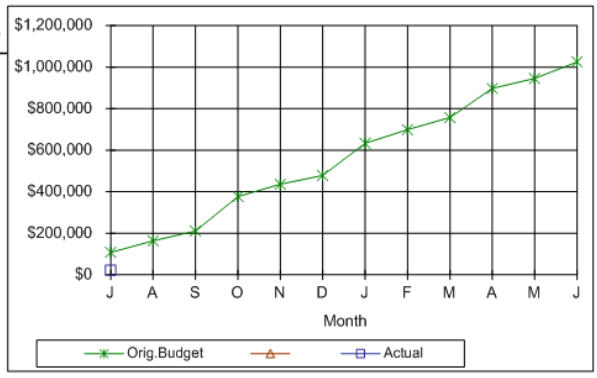
4410-2227- Sewerage Maintenance/Operations

Month	Orig.Budget	Actual
J	$29,167	$11,928
A	$58,333	
S	$87,500	
O	$116,667	
N	$145,833	
D	$175,000	
J	$204,167	
F	$233,333	
M	$262,500	
A	$291,667	
M	$320,833	
J	$350,000	



5410-2227- Water Maintenance/Operations

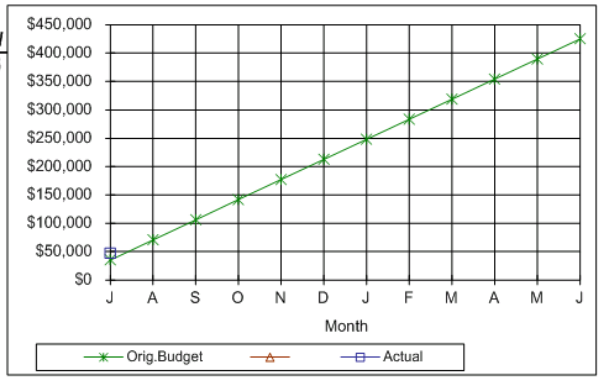
Month	Orig.Budget	Actual
J	$108,572	$22,359
A	$163,345	
S	$211,305	
O	$376,676	
N	$435,862	
D	$478,394	
J	$633,838	
F	$698,513	
M	$756,753	
A	$897,411	
M	$945,086	
J	$1,025,000	



Balonne Shire Council as at 31 July 2017 Maintenance/Operations

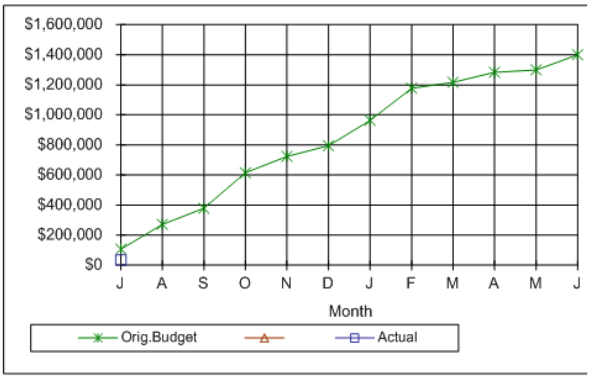
6430-2216- Landfill Maintenance

Month	*Orig.Budget*	*Actual*
J	$35,417	$47,166
A	$70,833	
S	$106,250	
O	$141,667	
N	$177,083	
D	$212,500	
J	$247,917	
F	$283,333	
M	$318,750	
A	$354,167	
M	$389,583	
J	$425,000	



0725-2214- RMPC

Month	*Orig.Budget*	*Actual*
J	$106,437	$32,975
A	$270,809	
S	$379,088	
O	$615,334	
N	$723,761	
D	$794,874	
J	$962,864	
F	$1,177,112	
M	$1,215,829	
A	$1,283,962	
M	$1,298,801	
J	$1,400,000	



Balonne Shire Council as at 31 July 2017 Capital Expenditure

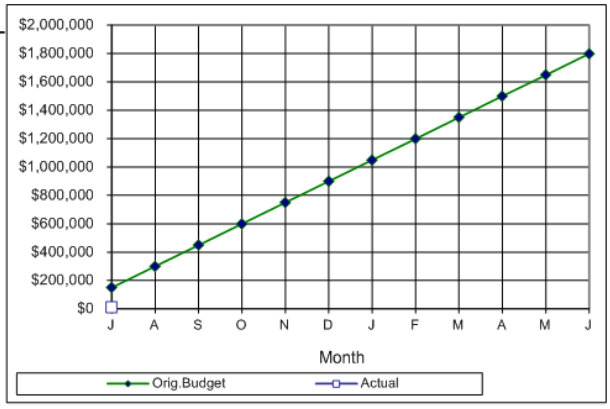
410 - 4933 Roads

Month	*Orig.Budget*	*Actual*
J	$285,667	$9,336
A	$571,333	
S	$857,000	
O	$1,142,667	
N	$1,428,333	
D	$1,714,000	
J	$1,999,667	
F	$2,285,333	
M	$2,571,000	
A	$2,856,667	
M	$3,142,333	
J	$3,428,000	



415 - 4933 Streets

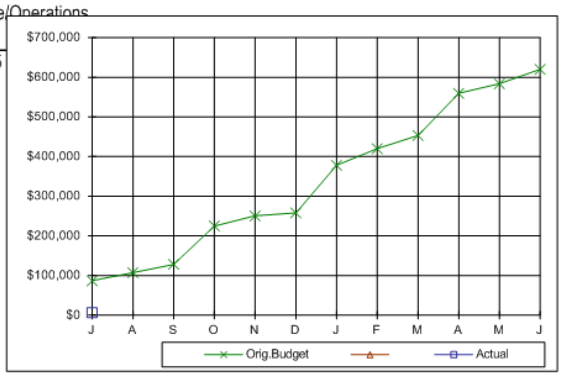
Month	*Orig.Budget*	*Actual*
J	$149,833	$11,014
A	$299,667	
S	$449,500	
O	$599,333	
N	$749,167	
D	$899,000	
J	$1,048,833	
F	$1,198,667	
M	$1,348,500	
A	$1,498,333	
M	$1,648,167	
J	$1,798,000	



Balonne Shire Council as at 31 July 2017 Water Maintenance/Operations

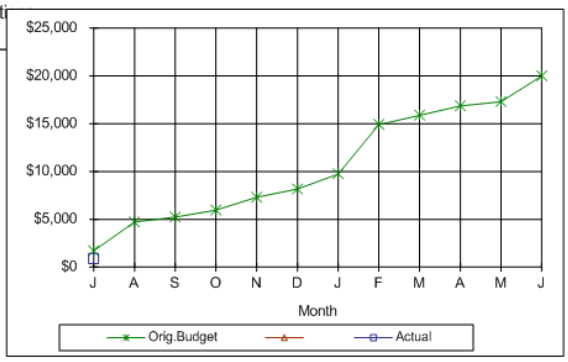
5410-2227-1000 St George Riverwater Maintenance/Operations

Month	Orig.Budget	Actual
J	$86,527	$6,405
A	$107,216	
S	$128,029	
O	$224,696	
N	$250,178	
D	$257,862	
J	$378,014	
F	$419,922	
M	$452,851	
A	$559,301	
M	$583,348	
J	$620,000	



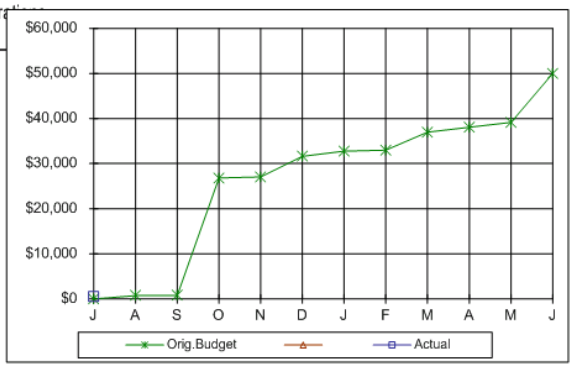
5410-2227-2000 Thallon Water Maintenance/Operati

Month	Orig.Budget	Actual
J	$1,693	$874
A	$4,728	
S	$5,239	
O	$5,966	
N	$7,296	
D	$8,159	
J	$9,739	
F	$14,916	
M	$15,887	
A	$16,861	
M	$17,305	
J	$20,000	



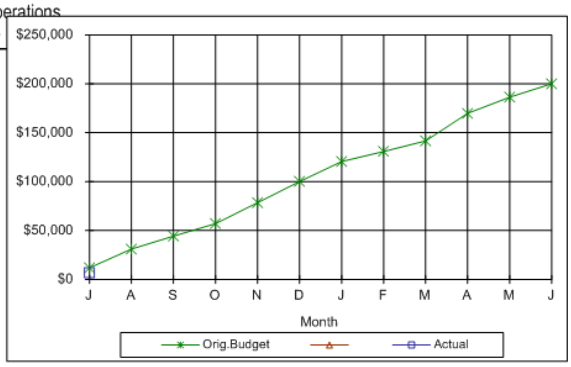
5410-2227-3000 Mungindi Water Maintenance/Opera

Month	Orig.Budget	Actual
J	$0	$510
A	$752	
S	$804	
O	$26,803	
N	$27,059	
D	$31,642	
J	$32,787	
F	$32,996	
M	$36,993	
A	$38,069	
M	$39,147	
J	$50,000	



5410-2227-4000 Diranbandi Water Maintenance/Operations

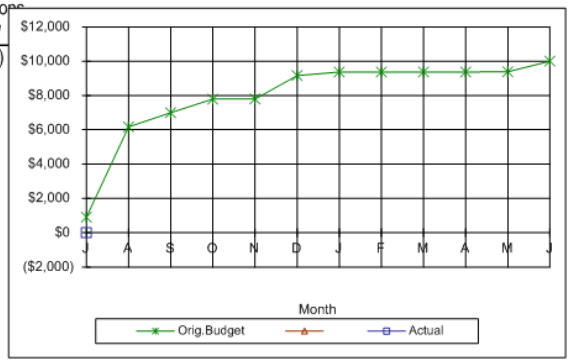
Month	Orig.Budget	Actuals
J	$11,824	$6,788
A	$31,069	
S	$44,242	
O	$57,251	
N	$78,487	
D	$100,198	
J	$120,572	
F	$130,947	
M	$141,697	
A	$169,709	
M	$186,325	
J	$200,000	



Balonne Shire Council as at 31 July 2017 Water Maintenance/Operations

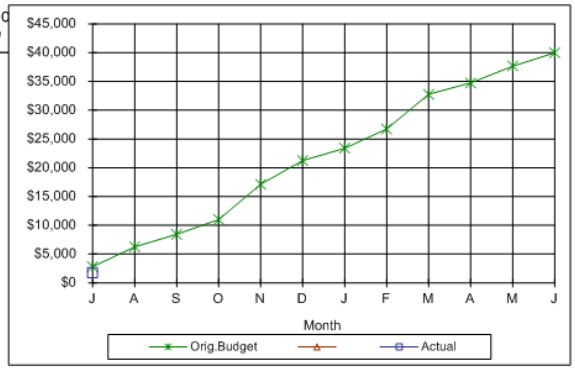
5410-2227-5000 Hebel Water Maintenance/Operations

Month	*Orig.Budget*	*Actual*
J	$911	($4)
A	$6,172	
S	$6,995	
O	$7,786	
N	$7,795	
D	$9,159	
J	$9,372	
F	$9,372	
M	$9,372	
A	$9,372	
M	$9,389	
J	$10,000	



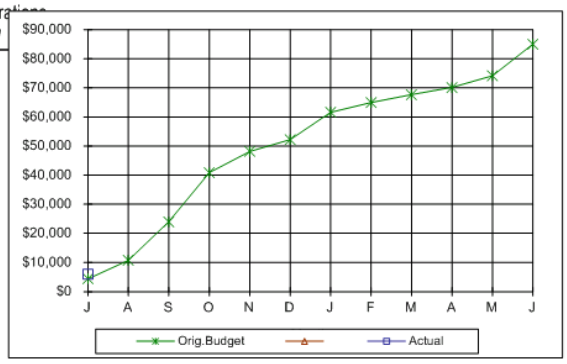
5410-2227-6000 Bollon Water Maintenance/Operatio

Month	*Orig.Budget*	*Actual*
J	$2,800	$1,781
A	$6,270	
S	$8,440	
O	$10,985	
N	$17,128	
D	$21,246	
J	$23,412	
F	$26,742	
M	$32,764	
A	$34,735	
M	$37,674	
J	$40,000	



5410-2227-7000 St George Bore Maintenance/Opera

Month	*Orig.Budget*	*Actual*
J	$4,407	$6,004
A	$10,776	
S	$24,003	
O	$40,874	
N	$48,189	
D	$52,234	
J	$61,628	
F	$64,990	
M	$67,680	
A	$70,143	
M	$74,154	
J	$85,000	



Total Job Costs - Balonne Shire Council

Accounts - 0001-0001-0000 to 0001-5301-0000. 11% of year elapsed.

User: SEARLE | **Financial Year Ending 2018** | Version: 2017.6.29.1

Job No	Description	Previous Years Exp	%Est	This Year Exp	%Est	Current Periods Exp	%Est	Committed Exp	%Est	Total Exp	%Est	Estimates Original	Current	% Change	Next Yr
0001-0001	STREET MTCE - ST GEORGE			34,232.16		23,612.81				57,844.97					
0001-0002	STREET MTCE - THALLON			2,336.65		2,168.35				4,505.00					
0001-0003	STREET MTCE - MUNGINDI			2,402.90		1,992.96				4,395.86					
0001-0004	STREET MTCE - DIRRANBANDI			4,540.79		4,269.03				8,809.82					
0001-0005	STREET MTCE - HEBEL			(0.01)		317.03				317.02					
0001-0006	STREET MTCE - BOLLON			6,280.36		4,092.28				10,372.64					
0001-1001	BALLANGARRY ROAD			23,978.63		18,393.63				42,372.26					
0001-1006	BUCKINBAH ROAD			894.36						894.36					
0001-1012	DUNKERRY ROAD					10,556.57				10,556.57					
0001-1013	NOONDOO-MUNGINDI ROAD			2,353.11						2,353.11					
0001-1016	THOMPSONS ROAD					4,959.02				4,959.02					
0001-1018	GUNNINDADDY ROAD			501.36						501.36					
0001-1019	KOOROON ROAD			3,565.15		16,992.82				20,557.97					
0001-1020	LITTLETON ROAD					2,028.83				2,028.83					
0001-1024	PINE PARK ROAD					882.11				882.11					
0001-1025	JOHNSTON (RACECOURSE) ROAD			256.57						256.57					
0001-1027	COMMISSIONERS POINT ROAD			721.79		664.31				1,386.10					
0001-1028	SATUR ROAD			9,694.97						9,694.97					
0001-1032	TEELBA ROAD					7,286.25				7,286.25					
0001-1035	SALMON ROAD					26.50				26.50					
0001-1036	TRACKERS CROSSING ROAD			8,776.24						8,776.24					
0001-1037	ULA ULA ROAD			16,784.29		791.02				17,575.31					
0001-1038	WAGOO ROAD			642.02						642.02					
0001-1041	TALWOOD-MUNGINDI ROAD			834.34						834.34					
0001-1042	WHYENBAH ROAD			5,622.45						5,622.45					
0001-1060	OLD DAREEL ROAD			676.55						676.55					
0001-1064	ST GEORGE-NOONDOO ROAD			906.57						906.57					
0001-2001	BALLANDOOL ROAD			301.09						301.09					
0001-2002	BOOLIGAR ROAD					122.13				122.13					
0001-2004	CUBBIE ROAD			367.22						367.22					
0001-2005	DAVIRTON ROAD			511.99						511.99					
0001-2008	HABNAREY ROAD					4,984.25				4,984.25					
0001-2010	HOOLAVALE ROAD			302.31						302.31					
0001-2016	NARINE ROAD			934.89						934.89					
0001-2022	WOOLERBILLA ROAD			412.47		5,505.33				5,917.80					

Total Job Costs - Balonne Shire Council

Accounts - 0001-0001-0000 to 0001-5301-0000. 11% of year elapsed.

User: SEARLE | **Financial Year Ending 2018** | Version: 2017.6.29.1

Job No	Description	Previous Years Exp	%Est	This Year Exp	%Est	Current Periods Exp	%Est	Committed Exp	%Est	Total Exp	%Est	Estimates Original	Current	% Change	Next Yr
0001-3004	CASHEL VALE ROAD			42,290.01						42,290.01					
0001-3013	KULKI ROAD					6,608.73				6,608.73					
0001-3017	NORTH KULKI ROAD			436.59		388.72				825.31					
0001-3019	POWRUNNA ROAD			35,231.08		15,020.01				50,251.09					
0001-3025	UNITY ROAD					10,048.92				10,048.92					
0001-3026	WOOLERINA ROAD					7,683.06				7,683.06					
0001-4003	JAKELWAR-GOODOOGA ROAD			24,236.38		26,922.42				51,158.80					
0001-5201	BALLANDOOL BRIDGE (RD 2022)			368.20						368.20					
	Report Group Total:			231,393.48		176,317.09				407,710.57					
	Grand Total:			**231,393.48**		**176,317.09**				**407,710.57**					

Balonne Shire Council Financial Year Ending 2018 Printed(SEARLE): 08-08-2017 1:23:16 PM

ROAD	NAME	ACT.	DESCRIPTION	JOB COSTS($)	MEAS.UP(Units)	MEAS.UP($)	PROFIT($)	PROFIT(%)
11	MUNGINDI/ST.GEORGE 24A	440	Rest Area Servicing	946.49	0.00	0.00	-946.49	
		502	Repair Signs (ex Guide Signs)	3329.09	0.00	0.00	-3329.09	
		512	Repair/Replace Guide Markers	3671.92	0.00	0.00	-3671.92	
				7947.50	0.00	0.00	-7947.50	
12	ST.GEORGE/SURAT 24B	407	Herbicide Spraying	2832.21	0.00	0.00	-2832.21	
		440	Rest Area Servicing	344.61	0.00	0.00	-344.61	
		502	Repair Signs (ex Guide Signs)	1482.31	0.00	0.00	-1482.31	
		512	Repair/Replace Guide Markers	717.80	0.00	0.00	-717.80	
				5376.93	0.00	0.00	-5376.93	
13	TALWOOD/NINDIGULLY 31B	103	Edge Repair with Emulsion/Aggr	7248.86	0.00	0.00	-7248.86	
		440	Rest Area Servicing	352.96	0.00	0.00	-352.96	
		512	Repair/Replace Guide Markers	804.00	0.00	0.00	-804.00	
		514	Repair Guide Markers	1055.43	0.00	0.00	-1055.43	
				9461.25	0.00	0.00	-9461.25	
14	DALBY-ST.GEORGE MOONIE HWY 35A	103	Edge Repair with Emulsion/Aggr	2794.37	0.00	0.00	-2794.37	
		105	Pothole Patching (Premix)	854.04	0.00	0.00	-854.04	
		407	Herbicide Spraying	2389.33	0.00	0.00	-2389.33	
		440	Rest Area Servicing	496.04	0.00	0.00	-496.04	
		502	Repair Signs (ex Guide Signs)	1444.35	0.00	0.00	-1444.35	
		514	Repair Guide Markers	1122.26	0.00	0.00	-1122.26	
				9100.39	0.00	0.00	-9100.39	
15	ST.GEORGE/BOLLON 36A	101	Edge Repair (Manual)	6112.46	0.00	0.00	-6112.46	
		103	Edge Repair with Emulsion/Aggr	10143.17	0.00	0.00	-10143.17	
		440	Rest Area Servicing	788.86	0.00	0.00	-788.86	
		512	Repair/Replace Guide Markers	2488.92	0.00	0.00	-2488.92	
				19533.41	0.00	0.00	-19533.41	
16	BOLLON/CUNNAMULLA 36B	101	Edge Repair (Manual)	2195.98	0.00	0.00	-2195.98	
				2195.98	0.00	0.00	-2195.98	
19	MITCHELL/ST.GEORGE 355	103	Edge Repair with Emulsion/Aggr	8491.58	0.00	0.00	-8491.58	
		512	Repair/Replace Guide Markers	2444.63	0.00	0.00	-2444.63	
				10936.21	0.00	0.00	-10936.21	
21	ST.G-HEBEL CASTLEREAGH HWY 37A	103	Edge Repair with Emulsion/Aggr	0.00	0.00	0.00	0.00	

Balonne Shire Council Financial Year Ending 2018 Printed(SEARLE): 08-08-2017 1:23:16 PM

ROAD NAME	ACT.	DESCRIPTION	JOB COSTS($)	MEAS.UP(Units)	MEAS.UP($)	PROFIT($)	PROFIT(%)
	111	Surf.Correct.Premix (Mech)	1572.63	0.00	0.00	-1572.63	
	139	Other Bituminous Work	3837.93	0.00	0.00	-3837.93	
	440	Rest Area Servicing	824.02	0.00	0.00	-824.02	
	502	Repair Signs (ex Guide Signs)	2584.39	0.00	0.00	-2584.39	
			8818.97	0.00	0.00	-8818.97	
		Meas.Up Job Costs	0.00		0.00	0.00	
		No Meas.Up Job Costs	73370.64				
		Grand Totals	73370.64	0.00	0.00	-73370.64	

Plant Running Costs

Balonne Shire Council

From Plant No: 215 To Plant No: 9010 Report Group ALL

No.	Plant Description	TYRES/B	FUEL/LU	PARTS	WORKSH	REGO/IN	OP.WAG			Total Exp	Total Rev	Profit/Loss	Total Perf.	Life Exp	Life Rev	Life Perf
215	Cat 428D B/Hoe	0.00	101.09	82.22	0.00	0.00	0.00	0.00	0.00	183.31	138.55	-44.76	-24.42%	365,402.75	428,170.87	17.18%
216	Cat 428C 4WD Backhoe	0.00	202.19	934.84	761.24	0.00	0.00	0.00	0.00	1,898.27	255.00	-1,643.27	-86.57%	371,179.96	405,317.62	9.20%
259	Grid Roller Coates 12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	120,775.65	169,573.85	40.40%
284	Trailer (Not Registered)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	1,552.34	0.00	-100.00%
285	6 X 4 Box Trailer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	6,667.19	0.00	-100.00%
291	Trailer & Crate BK7224	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	14,728.81	0.00	-100.00%
292	Kara Kar 10x5 Trailer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	18,476.97	0.00	-100.00%
293	Trailer Tandem (Not	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	1,770.62	0.00	-100.00%
294	Fuel Trailer 2600 Litres	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	33,978.01	0.00	-100.00%
295	Fuel Trailer 2600 Litres	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	22,790.02	0.00	-100.00%
296	Fuel Trailer 2600 Litres	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	26,062.06	570.18	-97.81%
297	Generator Trailer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	39,572.55	313.76	-99.21%
298	STG Ride On Mower	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	6,137.70	0.00	-100.00%
300	Sign Trailer OR0585	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	12,826.92	0.00	-100.00%
301	Water Equip Trailer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	6,453.46	0.00	-100.00%
303	Sludge Trailer Large	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	7,048.28	0.00	-100.00%
304	Box Trailer Fuel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	13,619.31	0.00	-100.00%
305	Water Pump Trailer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	10,065.63	0.00	-100.00%
306	Fuel Tanker 5000 Litres	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	209.71	0.00	-100.00%
307	Fuel Tanker 2800 Litres	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	833.33	0.00	-100.00%
308	Overhead Fuel Tank	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	247.95	0.00	-100.00%
312	Westbrook 8x5 Trailer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	13,440.18	0.00	-100.00%
313	Mower Trailer AR4087	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	13,382.76	0.00	-100.00%
314	7x4 Single Axle Trailer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	5,532.40	0.00	-100.00%
315	P/Spray Trailer AG3608	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	9,581.90	0.00	-100.00%
318	8X5 Sign Trailer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	4,331.00	0.00	-100.00%
319	6X4 Box Trailer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	9,071.38	0.00	-100.00%
322	Transportable Living	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	3,359.73	2,555.95	-23.92%
324	Melin MFF401V Portable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	2,847.94	0.00	-100.00%
325	Traymark Caravan 6-8	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	22,432.69	6,921.76	-69.14%
327	6X4 Box Trailer BA-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	5,794.95	0.00	-100.00%
328	Tandem Box Trailer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	12,485.94	96.00	-99.23%
330	Traymark Caravan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	23,846.97	25,566.76	7.21%
340	Aspinall Sweeper	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	45,379.10	0.00	-100.00%

Plant Running Costs

Balonne Shire Council

From Plant No: 215 To Plant No: 9010 Report Group ALL

No.	Plant Description	TYRES/B	FUEL/LU	PARTS	WORKSH	REGO/IN	OP.WAG			Total Exp	Total Rev	Profit/Loss	Total Perf.	Life Exp	Life Rev	Life Perf
371	Workshop	0.00	0.00	1,047.81	1,219.10	0.00	22,280.51	0.00	0.00	24,547.42	27,605.76	3,058.34	12.46%	5,944,789.34	5,213,719.21	-12.30%
372	Soil Laboratory	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	81,725.70	43,548.75	-46.71%
374	Plumbing Unit	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	745,079.68	859,922.92	15.41%
392	Miscellaneous Plant	0.00	192.85	-0.01	1,266.83	0.00	0.00	0.00	0.00	1,459.67	0.00	-1,459.67	-100.00%	742,704.60	178,753.10	-75.93%
393	Shorco Trench Shoring	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	156.51	0.00	-100.00%
394	Slashers Tractor Drawn	0.00	0.00	38.82	644.13	0.00	0.00	0.00	0.00	682.95	0.00	-682.95	-100.00%	210,203.76	66,776.03	-68.23%
395	Broom Rotary Dirran	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	66,437.12	3,127.38	-95.29%
397	Viewcube CCTV	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	3,961.88	0.00	-100.00%
398	Hill Water Snorter -	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	30,722.99	30.00	-99.90%
399	Water Tank Pump &	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	3,915.14	729.00	-81.38%
400	Emulsion Tank -STG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	36,472.96	0.00	-100.00%
403	Line Marking Machine	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	28,260.03	0.00	-100.00%
404	Quik Spray 95BE600FF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	10,425.47	0.00	-100.00%
406	Quik Spray BSBE 600	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	9,118.32	20.48	-99.78%
407	Flextool Brick Saw	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	2,048.30	0.00	-100.00%
1507	Prado VX 793SOE DTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,094.76	1,094.76	0.00%	98,495.20	85,087.18	-13.61%
1508	Toyota Prado GXL GXL	0.00	357.71	21.69	519.98	0.00	0.00	0.00	0.00	899.38	0.00	-899.38	-100.00%	59,048.29	28,895.15	-51.07%
1509	Prado VX 540WYK CEO	0.00	54.40	0.00	0.00	0.00	0.00	0.00	0.00	54.40	5,455.80	5,401.40	9,929.04%	8,230.06	9,232.72	12.18%
1708	Omega Wagon - Holden	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	64,235.22	82,043.02	27.72%
1709	Commodore Berlina	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	59,376.22	81,327.50	36.97%
1712	Holden Commodore	0.00	65.33	0.00	0.00	0.00	0.00	0.00	0.00	65.33	1,072.97	1,007.64	1,542.38%	32,002.55	31,934.63	-0.21%
1713	Holden Calais Sedan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	813.82	813.82	0.00%	4,737.55	16,835.18	255.36%
2502	HILUX 2WD 583MXD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	80,393.88	121,741.56	51.43%
2504	HILUX 4X2 WORKMATE	0.00	69.65	57.95	519.98	0.00	0.00	0.00	0.00	647.58	667.06	19.48	3.01%	62,008.64	60,044.00	-3.17%
2506	Colorado LX4x2 250-	0.00	0.02	0.00	0.00	0.00	0.00	0.00	0.00	0.02	0.00	-0.02	-100.00%	72,403.37	60,959.44	-15.81%
2507	Colorado Lx4x2 253-	0.00	69.49	0.00	0.00	0.00	0.00	0.00	0.00	69.49	0.00	-69.49	-100.00%	57,765.41	50,178.25	-13.13%
2508	Ford Ranger 4x2	0.00	64.17	0.00	0.00	0.00	0.00	0.00	0.00	64.17	1,286.81	1,222.64	1,905.31%	41,221.35	30,846.26	-25.17%
2509	Ford Ranger 4X2	336.21	75.36	0.00	0.00	0.00	0.00	0.00	0.00	411.57	1,235.44	823.87	200.18%	53,189.85	39,639.34	-25.48%
2510	Toyota Hilux 4x2 XTRA	0.00	149.26	0.00	0.00	0.00	0.00	0.00	0.00	149.26	1,230.62	1,081.36	724.48%	8,363.27	5,310.02	-36.51%
2511	Hilux 4x2 554WYK K	0.00	92.54	0.00	0.00	0.00	0.00	0.00	0.00	92.54	1,221.57	1,129.03	1,220.05%	4,481.82	2,857.80	-36.24%
2512	Hilux 4X2 553WYK W&S	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	752.64	752.64	0.00%	7,323.92	3,746.80	-48.84%
2513	Holden Colorado LS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	6,439.95	10,456.08	62.36%
3015	HILUX 4X4 577MXD A	0.00	77.02	0.00	0.00	0.00	0.00	0.00	0.00	77.02	1,476.18	1,399.16	1,816.62%	94,632.37	96,405.98	1.87%
3018	Colorado 4x4 Tipper	0.00	56.29	0.00	234.23	0.00	0.00	0.00	0.00	290.52	1,331.34	1,040.82	358.26%	77,520.42	75,960.34	-2.01%

Plant Running Costs

Balonne Shire Council

From Plant No: 215 To Plant No: 9010 Report Group ALL

No.	Plant Description	TYRES/B	FUEL/LU	PARTS	WORKSH	REGO/IN	OP.WAG			Total Exp	Total Rev	Profit/Loss	Total Perf.	Life Exp	Life Rev	Life Perf
3020	Colorado 4X4 Utility	0.00	276.59	0.00	0.00	0.00	0.00	0.00	0.00	276.59	1,420.53	1,143.94	413.59%	89,833.07	57,533.43	-35.96%
3021	Colorado 4x4 Utility 252-	0.00	67.93	0.00	0.00	0.00	0.00	0.00	0.00	67.93	224.87	156.94	231.03%	91,699.19	66,839.47	-27.11%
3022	Holden Single Cab 4x4	0.00	63.32	0.00	107.16	0.00	0.00	0.00	0.00	170.48	847.74	677.26	397.27%	5,857.24	3,761.31	-35.78%
3514	Holden Colorado S/Cab	0.00	53.19	38.80	0.00	0.00	0.00	0.00	0.00	91.99	1,460.53	1,368.54	1,487.71%	111,617.47	81,013.82	-27.42%
3515	Toyota Hilux XCab 4X4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,055.71	1,055.71	0.00%	67,024.51	50,647.90	-24.43%
3516	Hilux XCab 4x4 176TZJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	129.38	129.38	0.00%	70,227.43	43,279.81	-38.37%
3517	Holden Colarado XCab -	0.00	39.34	0.00	0.00	0.00	0.00	0.00	0.00	39.34	1,805.19	1,765.85	4,488.69%	33,886.38	22,526.21	-33.52%
3518	Holden Colarado XCab	0.00	66.94	0.00	0.00	0.00	0.00	0.00	0.00	66.94	1,359.72	1,292.78	1,931.25%	27,684.20	20,904.20	-24.49%
3519	Holden Colarado XCab -	0.00	112.07	38.80	0.00	0.00	0.00	0.00	0.00	150.87	1,921.70	1,770.83	1,173.75%	30,211.50	28,892.01	-4.37%
4007	FORD RANGER D/CAB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	23,989.02	500.44	-97.91%
4013	HILUX 4X4 D/CAB SES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	32,699.29	0.00	-100.00%
4014	Holden Colorado 4X4	0.00	160.63	903.26	1,515.46	0.00	0.00	0.00	0.00	2,579.35	1,791.77	-787.58	-30.53%	115,617.78	89,493.56	-22.60%
4017	Hilux 4x4 D/Cab	0.00	36.57	0.00	0.00	0.00	0.00	0.00	0.00	36.57	652.47	615.90	1,684.17%	70,254.65	47,756.68	-32.02%
4018	Hilux 4x4 Dual Cab	0.00	224.49	0.00	0.00	0.00	0.00	0.00	0.00	224.49	1,500.71	1,276.22	568.50%	62,492.82	34,106.83	-45.42%
4019	Hilux 4x4 Dual Cab	0.00	163.01	0.00	421.84	0.00	0.00	0.00	0.00	584.85	1,780.46	1,195.61	204.43%	60,301.19	28,289.37	-53.09%
4020	Toyota Hilux 4X4 D/Cab	0.00	285.93	0.00	0.00	0.00	0.00	0.00	0.00	285.93	2,214.56	1,928.63	674.51%	48,377.61	26,743.31	-44.72%
4021	Toyota Hilux 4X4 D/Cab	0.00	72.61	0.00	0.00	0.00	0.00	0.00	0.00	72.61	1,934.03	1,861.42	2,563.59%	56,428.32	21,417.43	-62.04%
4022	Colorado 4x4 Crewcab	0.00	67.15	0.00	0.00	0.00	0.00	0.00	0.00	67.15	1,686.41	1,619.26	2,411.41%	7,907.35	17,382.54	119.83%
4023	Colarado 4X4 D/Cab	0.00	129.64	0.00	351.34	0.00	0.00	0.00	0.00	480.98	1,040.02	559.04	116.23%	7,906.97	8,884.08	12.36%
4024	Colorado 4X4 D/Cab	0.00	0.02	0.00	0.00	0.00	0.00	0.00	0.00	0.02	985.28	985.26	926,300.00%	2,569.18	3,120.06	21.44%
5002	Schwarze 6500XL	0.00	385.44	0.00	1,720.32	0.00	0.00	0.00	0.00	2,105.76	9,207.66	7,101.90	337.26%	458,594.28	768,947.72	67.67%
5003	W/OFF - W/Star 4800	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	731,182.06	875,831.23	19.78%
5004	ISUZU FRR TRUCK 697-	0.00	301.08	0.00	0.00	0.00	0.00	0.00	0.00	301.08	5,185.19	4,884.11	1,622.20%	194,714.78	469,000.56	140.87%
5005	ISUZU FVZ 1400	0.00	484.62	15.42	138.17	0.00	0.00	0.00	0.00	638.21	9,910.05	9,271.84	1,452.79%	649,403.49	1,055,926.58	62.60%
5006	3.5T D/Cab Truck	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	169,859.80	130,054.30	-23.43%
5007	Isuzu NPR 200/275 TIP	0.00	67.83	431.41	1,346.82	0.00	0.00	0.00	0.00	1,846.06	1,516.21	-329.85	-17.87%	114,335.34	215,481.43	88.46%
5008	ISUZU FRR600 CREW	41.09	121.23	0.00	0.00	0.00	0.00	0.00	0.00	162.32	2,113.37	1,951.05	1,201.98%	218,163.04	271,274.51	24.34%
5009	ISUZU FRR600 TRUCK	0.00	408.25	0.00	234.23	0.00	0.00	0.00	0.00	642.48	4,132.69	3,490.21	543.24%	230,958.81	225,332.76	-2.44%
5010	ISUZU FRR 5000	0.00	70.52	0.00	0.00	0.00	0.00	0.00	0.00	70.52	2,474.60	2,404.08	3,409.08%	98,341.64	156,356.26	58.99%
5011	Isuzu NPR275 Truck	0.00	77.05	97.26	1,047.00	0.00	0.00	0.00	0.00	1,221.31	1,480.79	259.48	21.25%	100,525.19	146,688.43	45.92%
5012	Isuzu NQR450	1,864.76	31.18	292.23	1,611.37	0.00	0.00	0.00	0.00	3,799.54	1,761.35	-2,038.19	-53.64%	148,841.54	319,032.55	114.34%
5013	Cement Spreader Truck	0.00	0.00	0.00	2,154.42	0.00	0.00	0.00	0.00	2,154.42	6,750.00	4,595.58	213.31%	272,471.44	488,076.33	79.13%
5014	Isuzu FVR1000 Truck	0.00	300.44	0.00	0.00	0.00	276.32	0.00	0.00	576.76	2,540.91	1,964.15	340.55%	191,203.75	162,142.47	-15.20%
5015	Isuzu FXZ1500	0.00	0.00	0.00	1,064.10	0.00	0.00	0.00	0.00	1,064.10	2,544.87	1,480.77	139.16%	321,430.27	391,696.81	21.86%

Plant Running Costs

Balonne Shire Council

From Plant No: 215 To Plant No: 9010 Report Group ALL

No.	Plant Description	TYRES/B	FUEL/LU	PARTS	WORKSH	REGO/IN	OP.WAG			Total Exp	Total Rev	Profit/Loss	Total Perf.	Life Exp	Life Rev	Life Perf
5016	Isuzu NPR275 Truck	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,364.96	3,364.96	0.00%	74,110.47	177,124.07	139.00%
5017	Isuzu NPR400 Crew	0.00	122.45	22.42	468.46	0.00	0.00	0.00	0.00	613.33	3,304.70	2,691.37	438.81%	123,187.85	197,218.70	60.10%
5018	Isuzu FTR900 D/C	0.00	0.00	0.00	1,566.98	0.00	552.66	0.00	0.00	2,119.64	1,491.58	-628.06	-29.63%	12,103.34	33,584.43	177.48%
5505	CAT 140M GRADER	0.00	0.00	298.70	759.87	0.00	0.00	0.00	0.00	1,058.57	11,352.00	10,293.43	972.39%	766,266.01	1,096,501.28	43.10%
5507	JD 670G Grader	0.00	1,435.88	0.00	740.39	0.00	0.00	0.00	0.00	2,176.27	19,140.00	16,963.73	779.49%	358,867.79	513,770.67	43.16%
5508	Cat 12M Grader	0.00	572.56	51.38	1,068.55	0.00	0.00	0.00	0.00	1,692.49	18,242.40	16,549.91	977.84%	267,245.80	354,649.68	32.71%
5509	Cat 12M Grader	0.00	0.00	114.41	176.32	0.00	0.00	0.00	0.00	290.73	11,616.00	11,325.27	3,895.46%	241,515.28	361,586.58	49.72%
5510	Cat 12M Grader	0.00	236.53	298.70	423.16	0.00	0.00	0.00	0.00	958.39	12,804.00	11,845.61	1,235.99%	173,820.11	220,973.80	27.13%
5600	CAT STABILISER	0.00	228.60	1,010.84	5,366.35	0.00	276.32	0.00	0.00	6,882.11	13,000.00	6,117.89	88.90%	657,708.42	1,725,561.00	162.36%
6003	JD 4720	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	73,717.72	67,023.64	-9.08%
6004	JD 6830 TRACTOR	0.00	73.58	0.00	0.00	0.00	0.00	0.00	0.00	73.58	0.00	-73.58	-100.00%	203,673.37	265,969.78	30.59%
6005	Case Maxfarm 60	0.00	0.00	0.00	311.93	0.00	0.00	0.00	0.00	311.93	80.00	-231.93	-74.35%	74,300.77	51,820.60	-30.26%
6006	JD5085M Tractor	0.00	0.00	0.00	394.76	0.00	0.00	0.00	0.00	394.76	326.40	-68.36	-17.32%	83,456.41	82,352.46	-1.32%
6500	CAT 910G Loader	0.00	103.28	0.00	117.11	0.00	0.00	0.00	0.00	220.39	0.00	-220.39	-100.00%	99,303.37	30,585.80	-69.20%
6501	VOLVO BL71	0.00	173.87	0.00	522.72	0.00	0.00	0.00	0.00	696.59	4,749.80	4,053.21	581.86%	242,823.05	291,375.00	19.99%
6502	Terex Trackloader	0.00	0.00	0.00	1,274.21	0.00	0.00	0.00	0.00	1,274.21	640.00	-634.21	-49.77%	221,186.07	164,472.85	-25.64%
6503	Volvo BL71B Backhoe	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	170.00	170.00	0.00%	100,690.39	64,858.15	-35.59%
6504	NEW JCB 426HT	0.00	201.59	-1.53	326.60	0.00	0.00	0.00	0.00	526.66	2,200.00	1,673.34	317.73%	16,352.83	27,360.75	67.32%
7000	AMMANN AP240T3	0.00	127.91	0.00	246.84	0.00	0.00	0.00	0.00	374.75	5,600.00	5,225.25	1,394.33%	355,136.09	374,686.94	5.51%
7001	AMMANN AP240T3	0.00	228.44	0.00	236.63	0.00	0.00	0.00	0.00	465.07	7,800.00	7,334.93	1,577.17%	284,424.45	333,126.81	17.12%
7002	AMMANN VIB ROLLER	0.00	101.09	277.37	0.00	0.00	0.00	0.00	0.00	378.46	0.00	-378.46	-100.00%	33,739.79	111,491.58	230.45%
7003	AMMANN AP240T3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	288,344.04	509,080.96	76.55%
7004	Dynapac CA5000D	0.00	457.19	0.00	680.34	0.00	0.00	0.00	0.00	1,137.53	9,680.00	8,542.47	750.97%	175,594.63	322,666.80	83.76%
7005	Dynapac Smooth Drum	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
7503	JD LA125 LA125	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	6,847.27	10,288.11	50.25%
7505	Dixon ZTR Mower 30"	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	17,538.91	9,406.06	-46.37%
7506	Dixon ZTR Mower 30"	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	5,705.70	1,257.91	-77.95%
7507	DIXON ZTR42	0.00	0.00	0.00	234.23	0.00	0.00	0.00	0.00	234.23	0.00	-234.23	-100.00%	11,336.66	4,438.01	-60.85%
7509	Ferris 5100Z Mower	0.00	50.89	0.00	87.30	0.00	0.00	0.00	0.00	138.19	161.82	23.63	17.10%	55,758.13	59,127.20	6.04%
7510	Ferris 5100Z Mower	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	716.48	716.48	0.00%	47,414.69	44,184.03	-6.81%
7511	FERRIS IS5100Z	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	61,731.48	35,597.05	-42.34%
7512	FERRIS IS2500Z	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	80,355.76	52,090.38	-35.18%
7513	DIXON ZTR30 MOWER	0.00	25.87	0.00	0.00	0.00	0.00	0.00	0.00	25.87	240.53	214.66	829.76%	22,626.27	23,908.01	5.66%
7514	HUSQVARNA RZ4222F	0.00	0.00	0.00	33.29	0.00	0.00	0.00	0.00	33.29	342.10	308.81	927.64%	18,941.47	22,041.75	16.37%

Plant Running Costs

Balonne Shire Council

From Plant No: 215 To Plant No: 9010 Report Group ALL

No.	Plant Description	TYRES/B	FUEL/LU	PARTS	WORKSH	REGO/IN	OP.WAG			Total Exp	Total Rev	Profit/Loss	Total Perf.	Life Exp	Life Rev	Life Perf
7515	Ferris IS5100Z Zero	0.00	0.00	0.00	43.42	0.00	0.00	0.00	0.00	43.42	141.52	98.10	225.93%	31,207.41	17,701.86	-43.28%
7516	Ferris IS1500ZC Zero	0.00	43.13	0.00	502.60	0.00	0.00	0.00	0.00	545.73	2,600.57	2,054.84	376.53%	71,528.81	47,879.70	-33.06%
7517	Husqvarna Z242F 42"	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	422.42	0.00	-100.00%
8000	Hills Water Snorter	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	39,136.34	127.50	-99.67%
8001	Westbrook	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	13,121.19	0.00	-100.00%
8002	Westbrook Trailer 8x5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	5,721.68	0.00	-100.00%
8003	Westbrook Tlr 8x5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	7,343.00	0.00	-100.00%
8004	Laser Trailer- Taylor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	2,118.00	0.00	-100.00%
8005	Transtank TT2 2000LTR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	8,713.56	0.00	-100.00%
8006	PORTABLE TRAFFIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	28,830.50	139,587.20	384.17%
8007	TRAFFIC LIGHTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	25,135.81	127,856.00	408.66%
8008	Tandem Trailer Dirran	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	5,238.89	0.00	-100.00%
8009	Petro 4500L Fuel Tank	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	10,738.75	0.00	-100.00%
8010	Petro 4500L Fuel Tank	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	7,710.42	7,192.95	-6.71%
8011	Petro 4500L Fuel Tank	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	6,610.51	0.00	-100.00%
8012	Portable Traffic Lights	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	13,580.79	7,480.00	-44.92%
8013	Portable Traffic Lights	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	12,414.80	7,480.00	-39.75%
8014	Crown CD305-3Forklift	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	275.40	275.40	0.00%	34,849.38	47,762.10	37.05%
8015	Crown CD305-3 Forklift	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	22,550.02	826.20	-96.34%
8016	AUSTECH PUMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	19,803.16	0.00	-100.00%
8017	Paveline CES421 Trailer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	35,778.72	0.00	-100.00%
8018	Westbrook Trailer 10x6	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	5,918.94	0.00	-100.00%
8019	Variable Message	0.00	0.00	123.28	0.00	0.00	0.00	0.00	0.00	123.28	0.00	-123.28	-100.00%	12,540.62	0.00	-100.00%
8020	Variable Message	0.00	0.00	123.28	0.00	0.00	0.00	0.00	0.00	123.28	0.00	-123.28	-100.00%	13,740.01	0.00	-100.00%
8021	Skid Steer Trailer	0.00	0.00	73.87	402.87	207.72	0.00	0.00	0.00	684.46	0.00	-684.46	-100.00%	35,876.26	0.00	-100.00%
8022	Petro 2000L Kerosene	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	12,161.00	0.00	-100.00%
8023	CD150M PERKINS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	33,466.12	0.00	-100.00%
8024	Pipe Trailer 931QVW	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	5,734.10	0.00	-100.00%
8025	Boat & Trailer - St	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	23,668.44	0.00	-100.00%
8026	10x6 Flatbed Trailer -	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	7,254.44	0.00	-100.00%
8028	Aspinall Trailer -	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	2,051.95	0.00	-100.00%
8029	Aspinall Trailer 842QWV	0.00	0.00	0.00	0.00	207.72	0.00	0.00	0.00	207.72	0.00	-207.72	-100.00%	948.29	0.00	-100.00%
8030	Bonne SE6R Rotary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	4,695.98	0.00	-100.00%
8031	King Caravan 297QXZ	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	11,048.91	4,283.20	-61.23%

Plant Running Costs

Balonne Shire Council

From Plant No: 215 To Plant No: 9010 Report Group ALL

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8032	King Caravan 298QXZ	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	10,132.86	4,264.00	-57.92%
8033	King Caravan 299QXZ	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	12,283.22	9,371.40	-23.71%
8034	King Caravan 672QZQ	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	1,262.39	1,561.80	23.72%
8035	King Caravan 673QZQ	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	1,890.77	5,188.10	174.39%
8036	King Caravan 675QZQ	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	1,127.66	0.00	-100.00%
8037	King Caravan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	3,433.53	0.00	-100.00%
8038	King Caravan 677QZQ	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	1,533.33	126.60	-91.74%
8039	King Caravan 674QZQ	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	1,788.36	0.00	-100.00%
8040	CD 150M	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	17,197.03	0.00	-100.00%
8041	Westbrook Trailer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	3,975.34	0.00	-100.00%
8042	King Caravan 642UCV	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	7,820.94	0.00	-100.00%
8043	King Caravan 643UCV	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	7,870.50	759.60	-90.35%
8044	JD XUV855D Gator	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	7,400.36	4,025.88	-45.60%
8045	W/OFF Moore 28,000l	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	6,120.90	0.00	-100.00%
8046	Shermac MTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	3,495.12	0.00	-100.00%
8500	Silvan 131RS6 6ft	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	17,447.20	0.00	-100.00%
8503	Howard EDH210	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	6,163.35	0.00	-100.00%
8504	Howard EHD21052	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	6,088.31	0.00	-100.00%
8505	Howard EHD21052	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	5,198.70	0.00	-100.00%
9000	Fuel Pod 400L - #4019	0.00	790.27	0.00	0.00	0.00	0.00	0.00	0.00	790.27	0.00	-790.27	-100.00%	1,251.76	0.00	-100.00%
9001	Fuel Pod 400L - #3021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	117.10	0.00	-100.00%
9002	Fuel Pod 400L - #4016	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
9003	Fuel Pod 400L - #4018	0.00	887.76	0.00	0.00	0.00	0.00	0.00	0.00	887.76	0.00	-887.76	-100.00%	1,028.82	0.00	-100.00%
9004	Fuel Pod 400L - 4020	0.00	368.33	0.00	0.00	0.00	0.00	0.00	0.00	368.33	0.00	-368.33	-100.00%	1,626.48	0.00	-100.00%
9005	Fuel Pod 400L - #5009	0.00	461.87	0.00	0.00	0.00	0.00	0.00	0.00	461.87	0.00	-461.87	-100.00%	461.87	0.00	-100.00%
9006	Fuel Pod 800L - #5012	0.00	776.83	0.00	0.00	0.00	0.00	0.00	0.00	776.83	0.00	-776.83	-100.00%	776.83	0.00	-100.00%
9007	Fuel Pod 400l #5018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
9009	Fuel Pod 400L #4014	0.00	443.82	0.00	0.00	0.00	0.00	0.00	0.00	443.82	0.00	-443.82	-100.00%	443.82	0.00	-100.00%
9010	Fuel Pod 200L #5006	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
	Totals:	**2,242.06**	**13,606.18**	**6,393.22**	**32,862.65**	**415.44**	**23,385.81**	**0.00**	**0.00**	**78,905.36**	**249,107.35**	**170,201.99**	**215.70%**	**20,931,808.06**	**22,701,804.20**	**8.46%**

Note: report does include inactive plant as they may have current year values

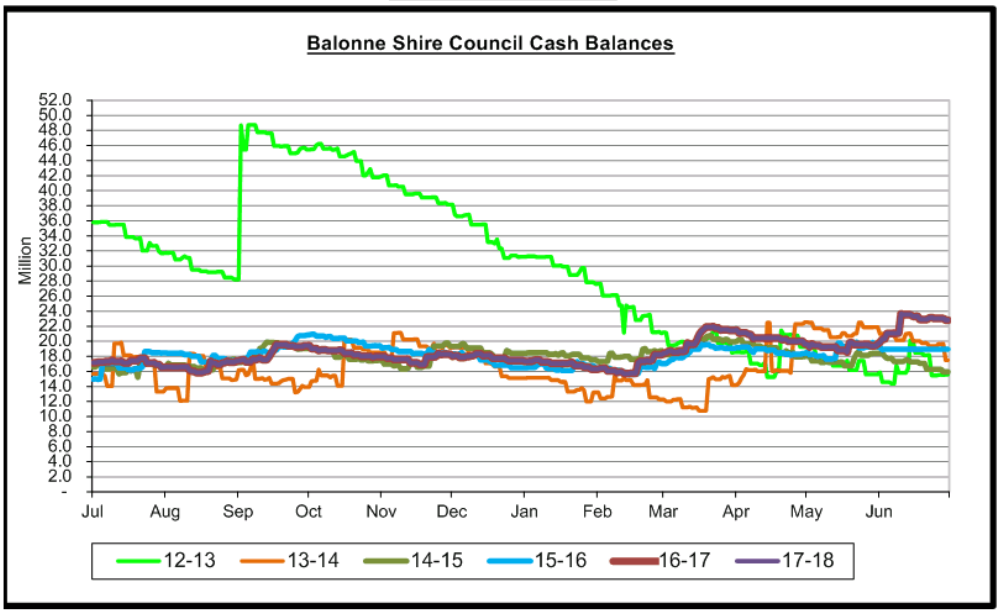
Balonne Shire Council -Donations as at 310/7/17

Date	Organisation	Summary	Amount
25/07/2017	Balonne Shire Council	VIC Sales	10.00
25/07/2017	Thallon Progress Association	Thallon Silos	1,075.00
26/07/2017	Bollon Charity Rodeo	Donation	250.00
26/07/2017	Hebel Rodeo Association	Donaiton	300.00
26/07/2017	St George Cotton Growers	Donation	300.00
26/07/2017	Weengallon Pink Ladies Day	Donation-Pink Ladies Day	2,000.00
	July Total		**3,935.00**
	TOTAL		**3,935.00**

Balonne Shire Council - Concessional Hire as at 31/07/17

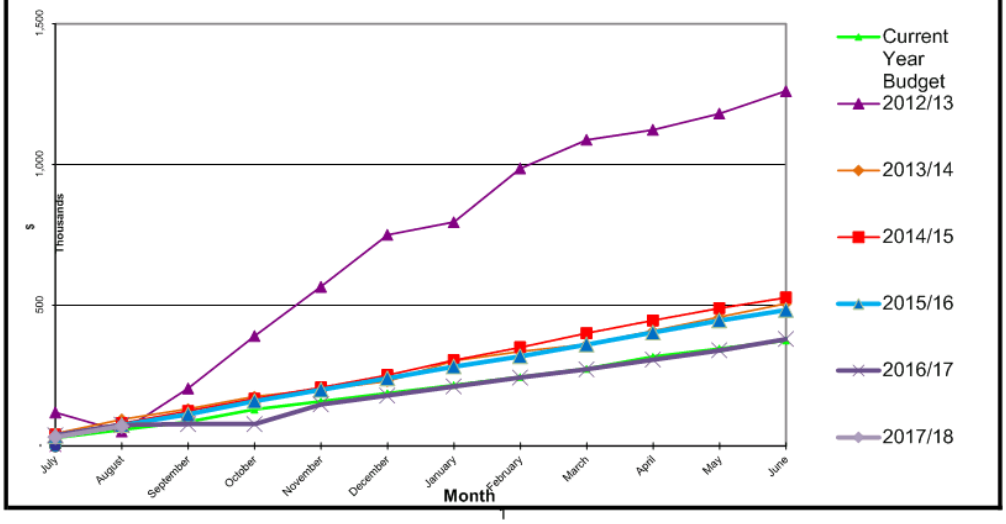
Date	Organisation	Summary	Amount
	Nil		
	July Totals		**0.00**
	TOTAL		**0.00**

Balonne Shire Council Cash Management Report
August 31, 2017



Cash Fund Balance			
Operational Fund:	**Balance**		
Cash on Hand	200.00	**Short Term Deposits:-**	
Cash at Bank	4,960,064.16	QTC	14,317,010.01
Short Term Deposits	17,899,794.19	Investments	-
Total Funds	**$22,860,058.35**	Reserve Account	3,582,784.18
Trust Fund:		**Total**	**17,899,794.19**
Cash at Bank	**$254,039.98**		

Investment Interest Revenue		
	YTD	**Budget Full Year**
Investment Interest	70,251.64	$375,000.00



Balonne Shire Council Working Capital Report

31 August 2017

Available Funds			
Total Cash Available - Cash At Bank			**$ 23,145,840.00**
Represented By:			
Reserves			
Asset Replacement - Carried Forward Program Balances			
	Building Purposes	1,000,000	
	Plant Renewal	150,000	
	General Fund Infrastructure Reserve	617,796	
	Sewerage Program Reserve	2,517,211	
	Water Program Works Reserve	2,383,657	
	Cleansing Program Reserve	277,354	6,946,018
Constrained Work Reserve (unspent Capital Grants)			
			-
Reserve for Future Recurrent Expenditure (Unspent Operational Grants)			
	Dirranbandi Pool Committee (Surplus Funds)	11,694	
	RADF Funding	17,318	
	Bollon Bush Nursing Reserve - Building Expenditure	1,200	
			30,212
Total Cash Backed Reserves			**$ 6,976,229**
Unspent Current Grants Received			
Provisions - Staff Entitlements - Current Entitlements		$ 1,661,160	
Provisions - Staff Entitlements - Non Current Entitlements (40%)		$ 66,441	$ 1,727,601
Shire Funds - Unallocated Working Capital (Cash)			**$ 14,442,010**

Revenue and Expenditure Report - Balonne Shire Council

(Accounts: 0100-0002-0000 to 7900-7201-0000. 17% of year elapsed. All Accounts. Excludes Committed Costs. To Level 4.)

USER: SEARLE

Financial Year Ending 2018 - (Budget for Full Year)

Version: 2017.3.2.1

	REVENUE			EXPENSE			SURPLUS / (DEFICIENCY)		
	31 Aug 2017	%	Budget	31 Aug 2017	%	Budget	31 Aug 2017	%	Budget
0044-0001 BALONNE SHIRE COUNCIL									
0100-0002 FINANCE GENERAL									
0110-0003 URBAN RATES									
0110-0003 URBAN RATES	573,956.17	43%	1,337,670	21,922.72	13%	163,460	552,033.45	47%	1,174,210
0120-0003 RURAL RATES									
0120-0003 RURAL RATES	2,719,225.72	52%	5,182,950	23,222.73	4%	519,095	2,696,002.99	58%	4,663,855
0130-0003 CHARGES ON LAND/LEGAL FEES									
0130-0003 CHARGES ON LAND/LEGAL FEES	390.09	13%	3,000	0.00	---%	0	390.09	13%	3,000
0150-0003 INVESTMENTS									
0150-0003 INVESTMENTS	70,251.64	19%	375,000	0.00	---%	0	70,251.64	19%	375,000
0170-0003 GRANTS GENERAL									
0170-0003 GRANTS GENERAL	631,733.25	13%	4,750,720	0.00	---%	0	631,733.25	13%	4,750,720
0100-0002 FINANCE GENERAL	3,995,556.87	34%	11,649,340	45,145.45	7%	682,555	3,950,411.42	36%	10,966,785
0200-0002 ADMINISTRATION/CORPORATE									
0205-0003 CORPORATE SERVICES									
0205-0003 CORPORATE SERVICES	392,734.31	15%	2,655,200	1,048,060.90	19%	5,491,529	(655,326.59)	23%	(2,836,329)
0206-0003 COUNCILLORS SERVICES									
0206-0003 COUNCILLORS SERVICES	0.00	---%	0	80,678.22	17%	473,950	(80,678.22)	17%	(473,950)
0210-0003 STORES ADMINISTRATION									
0210-0003 STORES ADMINISTRATION	5,118.48	51%	10,000	57,968.80	38%	151,000	(52,850.32)	37%	(141,000)
0200-0002 ADMINISTRATION/CORPORATE	397,852.79	15%	2,665,200	1,186,707.92	19%	6,116,479	(788,855.13)	23%	(3,451,279)
0300-0002 PLANNING & DEVELOPMENT									
0310-0003 DEVELOPMENT - PLANNING									
0310-0003 DEVELOPMENT - PLANNING	2,370.00	8%	30,000	9,362.04	5%	181,500	(6,992.04)	5%	(151,500)
0320-0003 DEVELOPMENT -									
0320-0003 DEVELOPMENT -	3,947.27	13%	30,500	5,414.21	5%	104,500	(1,466.94)	2%	(74,000)

Revenue and Expenditure Report - Balonne Shire Council

(Accounts: 0100-0002-0000 to 7900-7201-0000. 17% of year elapsed. All Accounts. Excludes Committed Costs. To Level 4.)

USER: SEARLE

Financial Year Ending 2018 - (Budget for Full Year)

Version: 2017.3.2.1

	REVENUE			EXPENSE			SURPLUS / (DEFICIENCY)		
	31 Aug 2017	%	Budget	31 Aug 2017	%	Budget	31 Aug 2017	%	Budget
0340-0003 ECONOMIC DEVELOPMENT									
0340-0003 ECONOMIC DEVELOPMENT	0.00	---%	0	44,754.82	121%	37,000	(44,754.82)	121%	(37,000)
0350-0003 TOURISM SERVICES									
0350-0003 TOURISM SERVICES	0.00	---%	1,500	469.30	1%	81,000	(469.30)	1%	(79,500)
0355-0003 VISITOR SERVICES									
0355-0003 VISITOR SERVICES	11,411.74	25%	44,800	46,970.97	19%	253,200	(35,559.23)	17%	(208,400)
0360-0003 LAND DEVELOPMENT									
0360-0003 LAND DEVELOPMENT	0.00	---%	0	0.00	---%	0	0.00	---%	0
0300-0002 PLANNING & DEVELOPMENT	17,729.01	17%	106,800	106,971.34	16%	657,200	(89,242.33)	16%	(550,400)
0400-0002 TRANSPORT & DRAINAGE									
0401-0003 WORKS FINANCE									
0401-0003 WORKS FINANCE	205,048.75	5%	4,232,114	0.00	---%	0	205,048.75	5%	4,232,114
0405-0003 WORKS ADMINISTRATION									
0405-0003 WORKS ADMINISTRATION	129,994.84	12%	1,040,000	243,958.46	13%	1,923,620	(113,963.62)	13%	(883,620)
0410-0003 ROADS									
0410-0003 ROADS	0.00	---%	0	541,336.10	8%	6,500,000	(541,336.10)	8%	(6,500,000)
0415-0003 STREETS									
0415-0003 STREETS	0.00	---%	0	143,085.12	9%	1,655,000	(143,085.12)	9%	(1,655,000)
0420-0003 BRIDGES									
0420-0003 BRIDGES	0.00	---%	0	368.20	0%	187,676	(368.20)	0%	(187,676)
0425-0003 STORMWATER DRAINAGE									
0425-0003 STORMWATER DRAINAGE	0.00	---%	0	345.62	0%	239,300	(345.62)	0%	(239,300)
0430-0003 WORKS DEPOTS									
0430-0003 WORKS DEPOTS	0.00	---%	0	33,388.44	9%	360,640	(33,388.44)	9%	(360,640)
0440-0003 AERODROMES									
0440-0003 AERODROMES	185.45	1%	32,100	13,057.74	4%	302,600	(12,872.29)	5%	(270,500)

Revenue and Expenditure Report - Balonne Shire Council

(Accounts: 0100-0002-0000 to 7900-7201-0000. 17% of year elapsed. All Accounts. Excludes Committed Costs. To Level 4.)

USER: SEARLE

Financial Year Ending 2018 - (Budget for Full Year)

Version: 2017.3.2.1

	REVENUE			EXPENSE			SURPLUS / (DEFICIENCY)		
	31 Aug 2017	%	Budget	31 Aug 2017	%	Budget	31 Aug 2017	%	Budget
0450-0003 PLANT & EQUIPMENT									
0450-0003 PLANT & EQUIPMENT	499,056.45	14%	3,450,000	249,577.74	8%	3,062,500	249,478.71	64%	387,500
0460-0003 FLOOD MITIGATION									
0460-0003 FLOOD MITIGATION	(16,668.00)	-20%	84,000	0.00	---%	229,900	(16,668.00)	11%	(145,900)
0400-0002 TRANSPORT & DRAINAGE	817,617.49	9%	8,838,214	1,225,117.42	8%	14,461,236	(407,499.93)	7%	(5,623,022)
0500-0002 COMMUNITY & CULTURAL									
0501-0003 COMMUNITY DEVELOPMENT									
0501-0003 COMMUNITY DEVELOPMENT	0.00	---%	12,000	30,266.09	8%	368,770	(30,266.09)	8%	(356,770)
0502-0003 FLOOD RECOVERY SERVICES									
0502-0003 FLOOD RECOVERY SERVICES	0.00	---%	0	0.00	---%	0	0.00	---%	0
0505-0003 LIBRARIES									
0505-0003 LIBRARIES	25,000.00	99%	25,300	33,369.63	12%	271,750	(8,369.63)	3%	(246,450)
0510-0003 HOUSING									
0510-0003 HOUSING	8,097.68	4%	200,000	11,303.86	4%	266,880	(3,206.18)	5%	(66,880)
0515-0003 PUBLIC COMMUNICATION									
0515-0003 PUBLIC COMMUNICATION	0.00	---%	0	(0.01)	0%	1,500	0.01	0%	(1,500)
0520-0003 SPORT & RECREATION									
0520-0003 SPORT & RECREATION	0.00	---%	5,500	25,268.86	19%	134,000	(25,268.86)	20%	(128,500)
0521-0003 SWIMMING POOLS									
0521-0003 SWIMMING POOLS	0.00	---%	45,000	21,757.57	4%	507,000	(21,757.57)	5%	(462,000)
0522-0003 TENNIS COURTS									
0522-0003 TENNIS COURTS	0.00	---%	1,000	758.77	4%	19,708	(758.77)	4%	(18,708)
0525-0003 ARTS & HISTORY									
0525-0003 ARTS & HISTORY	0.00	---%	1,240,800	42,928.93	19%	230,058	(42,928.93)	-4%	1,010,742
0530-0003 PARKS & GARDENS									
0530-0003 PARKS & GARDENS	0.00	---%	500	82,796.72	14%	575,000	(82,796.72)	14%	(574,500)

Revenue and Expenditure Report - Balonne Shire Council

(Accounts: 0100-0002-0000 to 7900-7201-0000. 17% of year elapsed. All Accounts. Excludes Committed Costs. To Level 4.)

USER: SEARLE

Financial Year Ending 2018 - (Budget for Full Year)

Version: 2017.3.2.1

	REVENUE			EXPENSE			SURPLUS / (DEFICIENCY)		
	31 Aug 2017	%	Budget	31 Aug 2017	%	Budget	31 Aug 2017	%	Budget
0535-0003 HALLS & CULTURAL CENTRES									
0535-0003 HALLS & CULTURAL CENTRES	27.27	0%	10,000	21,140.61	6%	326,300	(21,113.34)	7%	(316,300)
0545-0003 COMMUNITY ASSISTANCE									
0545-0003 COMMUNITY ASSISTANCE	0.00	---%	0	10,902.07	26%	41,500	(10,902.07)	26%	(41,500)
0550-0003 EMERGENCY SERVICES									
0550-0003 EMERGENCY SERVICES	0.00	---%	21,000	373.11	1%	42,000	(373.11)	2%	(21,000)
0555-0003 SHOWGROUNDS									
0555-0003 SHOWGROUNDS	2,371.00	8%	30,000	33,942.57	8%	434,000	(31,571.57)	8%	(404,000)
0560-0003 WORK PROGRAM									
0560-0003 WORK PROGRAM	0.00	---%	0	584.06	2%	37,500	(584.06)	2%	(37,500)
0575-0003 YOUTH DEVELOPMENT									
0575-0003 YOUTH DEVELOPMENT	0.00	---%	0	0.00	---%	5,000	0.00	---%	(5,000)
0580-0003 SAFER COMMUNITIES									
0580-0003 SAFER COMMUNITIES	0.00	---%	0	0.00	---%	17,500	0.00	---%	(17,500)
0585-0003 SKILLING QUEENSLANDERS									
0585-0003 SKILLING QUEENSLANDERS	0.00	---%	0	0.00	---%	0	0.00	---%	0
0500-0002 COMMUNITY & CULTURAL	35,495.95	2%	1,591,100	315,392.84	10%	3,278,466	(279,896.89)	17%	(1,687,366)
0600-0002 ENVIRONMENT & HEALTH SERVICES									
0605-0003 DOMESTIC ANIMAL CONTROL									
0605-0003 DOMESTIC ANIMAL CONTROL	34,127.58	41%	83,750	29,305.16	14%	207,220	4,822.42	-4%	(123,470)
0610-0003 VERMIN CONTROL									
0610-0003 VERMIN CONTROL	0.00	---%	0	0.00	---%	5,000	0.00	---%	(5,000)
0612-0003 URBAN FIRE CONTROL									
0612-0003 URBAN FIRE CONTROL	0.00	---%	0	329.60	7%	4,902	(329.60)	7%	(4,902)
0615-0003 CEMETERIES									
0615-0003 CEMETERIES	8,731.34	19%	45,000	10,266.91	10%	101,200	(1,535.57)	3%	(56,200)

Revenue and Expenditure Report - Balonne Shire Council

(Accounts: 0100-0002-0000 to 7900-7201-0000. 17% of year elapsed. All Accounts. Excludes Committed Costs. To Level 4.)

USER: SEARLE

Financial Year Ending 2018 - (Budget for Full Year)

Version: 2017.3.2.1

	REVENUE			EXPENSE			SURPLUS / (DEFICIENCY)		
	31 Aug 2017	%	Budget	31 Aug 2017	%	Budget	31 Aug 2017	%	Budget
0625-0003 PUBLIC TOILETS									
0625-0003 PUBLIC TOILETS	0.00	---%	0	3,884.75	5%	77,680	(3,884.75)	5%	(77,680)
0630-0003 WASTE MANAGEMENT									
0630-0003 WASTE MANAGEMENT	0.00	---%	0	0.00	---%	275	0.00	---%	(275)
0635-0003 NATURAL ENVIRONMENT									
0635-0003 NATURAL ENVIRONMENT	170.00	11%	1,500	10,015.59	11%	87,500	(9,845.59)	11%	(86,000)
0640-0003 HEALTH INSPECTION									
0640-0003 HEALTH INSPECTION	2,981.00	40%	7,450	9,989.76	9%	111,000	(7,008.76)	7%	(103,550)
0645-0003 PUBLIC HEALTH FACILITIES									
0645-0003 PUBLIC HEALTH FACILITIES	0.00	---%	23,000	4,186.30	13%	32,250	(4,186.30)	45%	(9,250)
0655-0003 RURAL SERVICES									
0655-0003 RURAL SERVICES	170,149.48	49%	344,000	46,338.01	6%	825,716	123,811.47	-26%	(481,716)
0600-0002 ENVIRONMENT & HEALTH SERVICES	216,159.40	43%	504,700	114,316.08	8%	1,452,743	101,843.32	-11%	(948,043)
0700-0002 COMMERCIAL SERVICES									
0705-0003 PRIVATE WORKS									
0705-0003 PRIVATE WORKS	16,321.02	40%	41,000	14,683.88	37%	40,000	1,637.14	164%	1,000
0713-0003 MAIN ROADS FLOOD DAMAGE									
0713-0003 MAIN ROADS FLOOD DAMAGE	0.00	---%	0	0.00	---%	0	0.00	---%	0
0720-0003 MAIN ROADS RPC									
0720-0003 MAIN ROADS RPC	220,098.33	13%	1,700,000	135,267.75	9%	1,500,000	84,830.58	42%	200,000
0725-0003 MAIN ROADS RMPC									
0725-0003 MAIN ROADS RMPC	65,835.00	4%	1,750,000	111,731.32	8%	1,400,000	(45,896.32)	-13%	350,000
0726-0003 MAIN ROADS MAINTENANCE									
0726-0003 MAIN ROADS MAINTENANCE	0.00	---%	0	0.00	---%	0	0.00	---%	0
0727-0003 MAIN ROADS MINOR WORKS									
0727-0003 MAIN ROADS MINOR WORKS	0.00	---%	0	6,604.10	---%	0	(6,604.10)	---%	0

Revenue and Expenditure Report - Balonne Shire Council

(Accounts: 0100-0002-0000 to 7900-7201-0000. 17% of year elapsed. All Accounts. Excludes Committed Costs. To Level 4.)

USER: SEARLE

Financial Year Ending 2018 - (Budget for Full Year)

Version: 2017.3.2.1

	REVENUE			EXPENSE			SURPLUS / (DEFICIENCY)		
	31 Aug 2017	%	Budget	31 Aug 2017	%	Budget	31 Aug 2017	%	Budget
0750-0003 STATE FIRE SERVICES									
0750-0003 STATE FIRE SERVICES	0.00	---%	0	1,704.56	43%	4,000	(1,704.56)	43%	(4,000)
0755-0003 THALLON RURAL FIRE BRIGADE									
0755-0003 THALLON RURAL FIRE BRIGADE	3,738.73	49%	7,650	61.13	1%	7,600	3,677.60	>999%	50
0700-0002 COMMERCIAL SERVICES	305,993.08	9%	3,498,650	270,052.74	9%	2,951,600	35,940.34	7%	547,050
4000-0002 SEWERAGE									
4110-0003 SEWERAGE CHARGES									
4110-0003 SEWERAGE CHARGES	556,793.97	50%	1,114,000	7,929.67	7%	110,900	548,864.30	55%	1,003,100
4140-0003 DEBT MANAGEMENT									
4140-0003 DEBT MANAGEMENT	0.00	---%	0	0.00	---%	0	0.00	---%	0
4410-0003 SEWERAGE									
4410-0003 SEWERAGE	113.64	0%	397,630	30,729.40	4%	696,000	(30,615.76)	10%	(298,370)
4000-0002 SEWERAGE	556,907.61	37%	1,511,630	38,659.07	5%	806,900	518,248.54	74%	704,730
5000-0002 WATER SUPPLY									
5110-0003 WATER CHARGES									
5110-0003 WATER CHARGES	918,296.05	50%	1,843,000	12,579.25	7%	183,200	905,716.80	55%	1,659,800
5115-0003 EXCESS WATER CHARGES									
5115-0003 EXCESS WATER CHARGES	54,082.31	75%	72,000	801.69	11%	7,000	53,280.62	82%	65,000
5120-0003 WATER SALES									
5120-0003 WATER SALES	0.00	---%	1,000	0.00	---%	0	0.00	---%	1,000
5125-0003 WATER OTHER INCOME									
5125-0003 WATER OTHER INCOME	0.00	---%	18,000	0.00	---%	0	0.00	---%	18,000
5130-0003 GRANTS & SUBSIDIES									
5130-0003 GRANTS & SUBSIDIES	0.00	---%	0	0.00	---%	0	0.00	---%	0
5140-0003 DEBT MANAGEMENT									
5140-0003 DEBT MANAGEMENT	0.00	---%	0	0.00	---%	36,850	0.00	---%	(36,850)

Revenue and Expenditure Report - Balonne Shire Council

(Accounts: 0100-0002-0000 to 7900-7201-0000. 17% of year elapsed. All Accounts. Excludes Committed Costs. To Level 4.)

Financial Year Ending 2018 - (Budget for Full Year)

	REVENUE			EXPENSE			SURPLUS / (DEFICIENCY)		
	31 Aug 2017	%	Budget	31 Aug 2017	%	Budget	31 Aug 2017	%	Budget
5410-0003 URBAN WATER SUPPLIES									
5410-0003 URBAN WATER SUPPLIES	0.00	---%	900	138,202.66	10%	1,432,000	(138,202.66)	10%	(1,431,100)
5420-0003 WATER INSPECTIONS									
5420-0003 WATER INSPECTIONS	240.00	3%	7,500	0.01	0%	20,000	239.99	-2%	(12,500)
5430-0003 WATER QUALITY TESTING									
5430-0003 WATER QUALITY TESTING	0.00	---%	0	405.35	6%	6,500	(405.35)	6%	(6,500)
5440-0003 WATER CONNECTIONS									
5440-0003 WATER CONNECTIONS	1,470.00	29%	5,000	2,784.90	56%	5,000	(1,314.90)	---%	0
5000-0002 WATER SUPPLY	974,088.36	50%	1,947,400	154,773.86	9%	1,690,550	819,314.50	319%	256,850
6000-0002 WASTE MANAGEMENT									
6110-0003 CLEANSING CHARGES									
6110-0003 CLEANSING CHARGES	538,171.00	51%	1,065,000	8,506.92	8%	105,900	529,664.08	55%	959,100
6430-0003 CLEANSING SERVICES									
6430-0003 CLEANSING SERVICES	608.63	8%	8,000	56,222.21	6%	1,004,700	(55,613.58)	6%	(996,700)
6000-0002 WASTE MANAGEMENT	538,779.63	50%	1,073,000	64,729.13	6%	1,110,600	474,050.50	<-999%	(37,600)
0044-0001 BALONNE SHIRE COUNCIL	7,856,180.19	24%	33,386,034	3,521,865.85	11%	33,208,329	4,334,314.34	>999%	177,705
TOTAL REVENUE & EXPENDITURE	7,856,180.19	24%	33,386,034	3,521,865.85	11%	33,208,329	4,334,314.34	>999%	177,705

Trust Account - Balonne Shire Council

(Accounts: 9900-0001-0000 to 9912-5192-0000. All Report Groups. 20% of year elapsed)

Financial Year Ending 2018

User: SEARLE Version: 2017.3.2.1

		31 Aug 2017 DEBIT	31 Aug 2017 CREDIT
9900-3102	Cash at Bank (Trust)	254,039.98	
9901-5190	Security Deposits		60,129.70
9902-5190	Development Application Bonds		54,350.00
9907-5190	Sale of Land Arrears of Rates		0.00
9908-5190	Security Gtee- Water Conn/Extensions		7,596.51
9909-5190	Sundry		4,630.30
9910-5190	Road Work Bond		12,800.00
9911-5190	Tender Deposits		114,533.47
9912-5192	ACU Cadets		0.00
	TRUST ACCOUNT TOTALS	254,039.98	254,039.98

Time : 2:36:37 PM Page 1 of 1 Date: 12/09/2017

BALONNE SHIRE COUNCIL
PROPERTY RATES AND CHARGES STATUS REPORT AS AT 31/8/2017

Rate/Charge		Debit Arrears B'fwd	Arrears Interest B'fwd	Unallocated Receipts B'fwd	Total Arrears B'fwd	Arrears Write-offs	Levy 2017/2018	Dr Supp Levy 2017/2018	Cr Supp. Levy 2017/2018	Interest Levy 2017/2018	Pensioner State Subsidy	Pensioner Council Remission	Discount Allowed	Write-offs 2017/2018	Cash Receipt	Arrears 31/08/2017	Arrears as % of 2017/2018 Levy + 2015/2016 Arrears
Urban Rate	St. George	33,659.91	3,068.65		36,728.56		398,056.18	11,526.32	11,369.51	696.16	8,304.69	10,315.78	13,782.14	0.00	140,106.80	263,128.30	60.40%
	Thallon	3,231.05	521.40		3,752.45		25,740.20	0.00	0.00	72.34	664.50	850.00	687.66	0.00	6,171.23	21,191.60	71.68%
	Mungindi	1,625.01	233.72		1,858.73		4,303.36	101.30	101.30	35.37	0.00	0.00	0.00	0.00	2,914.65	3,282.81	52.97%
	Dirranbandi	3,312.72	699.47		4,012.19		17,809.18	203.61	229.41	78.93	0.00	0.00	0.00	0.00	9,020.70	12,853.80	58.76%
	Hebel	483.19	67.52		550.71		1,656.42	0.00	0.00	10.61	0.00	0.00	0.00	0.00	631.30	1,586.44	71.53%
	Bollon	507.96	18.91		526.87		6,366.18	0.00	0.00	10.01	0.00	0.00	0.00	0.00	3,301.24	3,601.82	52.18%
Rural Rate	Rural	132,641.25	18,896.20		151,537.45		2,725,065.64	136,110.60	146,657.44	2,741.19	885.68	850.00	69,083.35	266.51	640,773.28	2,156,938.62	75.19%
Sewerage	St. George	27,651.28	2,694.31		30,345.59		412,088.40	18,639.75	18,639.75	571.27	3,608.31	0.00	14,348.11	0.00	148,540.63	276,508.21	62.42%
	Dirranbandi	12,062.87	2,059.17		14,122.04		77,270.50	511.45	511.45	253.06	31.34	0.00	3,007.12	0.00	31,607.67	56,999.47	62.20%
	Bollon	1,507.05	56.19		1,563.24		27,027.00	0.00	0.00	28.28	0.00	0.00	1,415.70	0.00	13,841.42	13,361.40	46.69%
Cleansing	St. George	20,061.91	1,979.34		22,041.25		360,226.50	20,491.86	20,349.31	414.42	205.22	0.00	13,213.58	0.00	132,683.99	236,721.93	61.84%
	Thallon	666.50	97.15		763.65		17,589.00	0.00	0.00	15.20	335.50	0.00	900.90	0.00	8,360.56	8,770.89	47.75%
	Mungindi	5,152.45	688.42		5,840.87		10,080.00	317.00	317.00	110.38	0.00	0.00	528.00	0.00	5,713.99	9,789.26	61.06%
	Dirranbandi	41,333.85	7,113.25		48,447.10		156,492.26	1,972.59	1,972.59	925.45	0.00	0.00	5,921.45	0.00	63,343.80	136,599.56	66.35%
	Hebel	4,690.07	621.67		5,311.74		14,811.72	0.00	0.00	103.26	46.30	0.00	748.35	0.00	6,712.22	12,719.85	62.89%
	Bollon	5,106.11	204.12		5,310.23		46,015.26	0.00	0.00	97.08	0.00	0.00	1,981.70	0.00	19,390.57	30,050.30	58.44%
	Rural	3,668.54	291.73		3,960.27		32,912.00	184.20	1,174.04	74.53	82.98	0.00	1,100.97	0.00	10,548.89	24,224.12	67.37%
Water	St. George	64,857.66	5,813.58		70,671.24		640,059.84	22,014.72	22,115.52	1,316.98	20.00	0.00	22,024.70	0.00	222,687.48	467,215.08	65.62%
	Thallon	3,075.72	397.94		3,473.66		35,696.52	0.00	0.00	62.88	0.00	0.00	1,608.01	0.00	14,950.15	22,674.90	57.80%
	Mungindi	7,748.78	887.49		8,636.27		39,619.14	1,752.18	24,104.79	168.33	0.00	0.00	892.85	0.00	8,514.84	16,663.44	78.69%
	Dirranbandi	2,828.07	580.52		3,408.59		19,858.74	0.00	602.80	60.28	0.00	0.00	583.04	0.00	5,922.53	16,219.24	71.37%
	Hebel	105.00	6.58		111.58		231.00	0.00	0.00	2.25	0.00	0.00	0.00	0.00	73.50	271.33	78.69%
	Bollon	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
	Rural	0.00	1.35		1.35		14,366.56	264.80	6,198.43	0.03	0.00	0.00	256.51	0.00	1,704.88	6,472.92	76.75%
Excess Water	St. George	260.72	33.61		294.33		15,519.36	2,343.08	5,639.64	5.92			393.95	0.00	3,559.10	8,570.00	68.43%
	Thallon	0.00	0.00		0.00		0.00	0.00	0.00	0.00			0.00	0.00	0.00	0.00	0.00%
	Mungindi	262.50	16.54		279.04		693.00	21.00	21.00	5.09			0.00	0.00	411.57	565.56	57.88%
	Dirranbandi	861.00	56.99		917.99		2,110.50	42.57	42.57	17.86			0.00	0.00	857.49	2,188.86	71.85%
	Hebel	0.00	0.00		0.00		0.00	0.00	0.00	0.00			0.00	0.00	0.00	0.00	0.00%
	Bollon	0.00	0.00		0.00		0.00	0.00	0.00	0.00			0.00	0.00	0.00	0.00	0.00%
	Rural	0.00	0.00		0.00		5,171.58	0.00	0.00	0.00			477.76	3,285.88	1,013.75	394.19	7.62%
Qld Emergency Manage		208,950.59	29,555.16		238,505.75		3,297,332.00	149,334.29	159,374.01	4,413.62			88,822.67	266.51	870,932.48	2,570,189.99	72.81%
Thallon Town Rural Fire		10,837.57	1,501.62		12,339.19		80,168.82	4,095.26	30,347.23	234.53			2,347.60	3,285.88	19,010.22	41,846.87	62.94%
Legal Fees		13,985.56	1,826.12		15,811.68		158,177.57	4,570.42	4,947.67	299.80			0.00	0.93	65,434.52	108,476.35	62.37%
Domestic Animal Spec		0.00	31.95		31.95		3,735.12	0.00	0.00	5.12			105.65	0.00	737.79	2,928.75	77.64%
Feral Animal Special		2,982.00	176.56		3,158.56		14,899.50	378.57	431.07	59.58			0.00	0.00	5,973.01	12,092.13	66.94%
Environmental Levy			142.69		142.69		84,109.26	4,143.45	4,464.10	53.11			0.00	1.60	19,649.66	64,333.15	76.60%
Unallocated Receipts B'fwd				-211,387.12													
Unallocated Receipts 15/16																**3,837.57**	
		614,116.89	**80,339.92**	**-211,387.12**	**483,069.69**	**0.00**	**8,745,258.31**	**379,019.02**	**459,610.63**	**12,942.92**	**14,184.52**	**12,015.78**	**244,231.77**	**7,107.31**	**2,485,095.91**	**6,613,268.71**	**70.53%**
								Outstanding	**31/08/2017**	**69.03%**							
								Outstanding	**31/08/2016**	**54.84%**							

BALONNE SHIRE COUNCIL

PROPERTY RATES AND CHARGES STATUS REPORT AS AT 31/8/2017

RATEGROUP	FUND	------ARREARS------ RATES	INTEREST	-------LEVIES-------- RATES	DR SUPP.	CR SUPP.	INTEREST	RECEIPTS	DISCOUNT	WRITE OFFS	--------SUBSIDY-------- GOVERNMENT	COUNCIL	UNALLOCATED RECEIPTS	BALANCE	Arrears as % of 2017/2018 Levy + 2016/2017 Arrears
1 ST.GEORGE															
	GENERAL	33,659.91	3,068.65	398,056.18	11,526.32	11,369.51	896.16	140,106.80	13,782.14	0.00	8,304.69	10,315.78	0.00	263,128.30	60.40%
	QLD EMERGENCY MANAGE	5,289.64	484.38	79,035.39	2,695.70	2,685.40	108.26	35,252.28	0.00	0.00	0.00	0.00	0.00	49,675.69	58.49%
	LEG/CHGS	9,069.88	1,530.15	0.00	0.00	0.00	205.70	1,333.15	0.00	0.00	0.00	0.00	0.00	9,472.58	87.66%
	SEWERAGE	27,651.26	2,694.31	412,088.40	18,639.75	18,639.75	571.27	148,540.63	14,348.11	0.00	3,608.31	0.00	0.00	276,508.21	62.42%
	GARBAGE	20,061.91	1,975.34	360,226.50	20,491.86	20,349.31	414.42	132,683.99	13,213.58	0.00	205.22	0.00	0.00	236,721.53	61.84%
	WATER	64,857.66	5,813.58	640,059.84	22,014.72	22,115.52	1,316.98	222,687.48	22,024.70	0.00	20.00	0.00	0.00	467,215.08	65.62%
	EX WATER	260.72	33.61	15,519.36	2,343.08	5,639.64	5.92	3,559.10	393.95	0.00	0.00	0.00	0.00	8,570.00	68.43%
	DOMESTIC ANIMAL SPEC	1,407.00	78.01	9,187.50	294.00	294.00	27.85	3,682.58	0.00	0.00	0.00	0.00	0.00	7,017.78	65.58%
	Unallocated Rates Receipts												-47,176.73	-47,176.73	
	GROUP TOTAL	**162,258.00**	**15,682.03**	**1,914,173.17**	**78,005.43**	**81,093.13**	**3,346.56**	**687,846.01**	**63,762.48**	**0.00**	**12,138.22**	**10,315.78**	**-47,176.73**	**1,271,132.84**	**62.15%**
2 THALLON															
	GENERAL	3,231.05	521.40	25,740.20	0.00	0.00	72.34	6,171.23	687.66	0.00	664.50	850.00	0.00	21,191.60	71.68%
	QLD EMERGENCY MANAGE	282.70	40.47	5,359.24	0.00	0.00	6.25	2,128.50	0.00	0.00	0.00	0.00	0.00	3,560.16	62.58%
	LEG/CHGS	561.51	27.91	0.00	0.00	0.00	11.84	0.00	0.00	0.00	0.00	0.00	0.00	601.26	100.00%
	GARBAGE	666.50	97.15	17,589.00	0.00	0.00	15.20	8,360.56	900.90	0.00	335.50	0.00	0.00	8,770.89	47.75%
	WATER	3,075.72	397.94	35,696.52	0.00	0.00	62.88	14,950.15	1,608.01	0.00	0.00	0.00	0.00	22,674.90	57.80%
	EX WATER	251.01	31.95	3,570.80	0.00	0.00	5.12	981.69	104.86	0.00	0.00	0.00	0.00	2,772.33	71.84%
	THALLON RURAL FIRE	126.00	7.97	609.00	0.00	0.00	2.44	210.65	0.00	0.00	0.00	0.00	0.00	534.76	71.74%
	DOMESTIC ANIMAL SPEC	lots	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,008.90	-1,008.90	#VALUE!
	Unallocated Rates Receipts														
	GROUP TOTAL	**8,194.49**	**1,124.79**	**88,564.76**	**0.00**	**0.00**	**176.07**	**32,802.78**	**3,301.43**	**0.00**	**1,000.00**	**850.00**	**-1,008.90**	**59,097.00**	**60.89%**
3 MUNGINDI															
	GENERAL	1,625.01	233.72	4,303.36	101.30	101.30	35.37	2,914.65	0.00	0.00	0.00	0.00	0.00	3,282.81	52.97%
	QLD EMERGENCY MANAGE	5,288.71	577.42	0.00	0.00	0.00	109.43	600.31	0.00	0.00	0.00	0.00	0.00	5,367.25	89.94%
	LEG/CHGS	7,507.77	917.29	16,020.95	646.40	646.40	154.90	9,125.06	775.23	0.00	167.75	0.00	0.00	14,532.87	59.07%
	GARBAGE	5,152.45	688.42	10,080.00	317.00	317.00	110.38	5,713.99	528.00	0.00	0.00	0.00	0.00	9,789.26	61.06%
	WATER	7,748.78	887.49	39,619.14	1,752.18	24,104.79	168.33	8,514.84	892.85	0.00	0.00	0.00	0.00	16,663.44	63.92%
	EX WATER	262.50	16.54	693.00	21.00	21.00	5.09	411.57	0.00	0.00	0.00	0.00	0.00	665.56	57.88%
	DOMESTIC ANIMAL SPEC	lots	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-4,479.48	-4,479.48	#VALUE!
	Unallocated Rates Receipts														
	GROUP TOTAL	**27,577.22**	**3,320.88**	**70,716.45**	**2,837.88**	**25,190.49**	**583.50**	**27,280.42**	**2,196.08**	**0.00**	**167.75**	**0.00**	**-4,479.48**	**45,721.71**	**60.67%**
4 DIRRANBANDI															
	GENERAL	3,312.72	699.47	17,809.18	203.61	229.41	78.93	9,020.70	0.00	0.00	0.00	0.00	0.00	12,853.80	58.76%
	QLD EMERGENCY MANAGE	6,760.01	1,032.31	0.00	0.00	0.00	151.32	332.72	0.00	0.00	0.00	0.00	0.00	7,610.92	95.81%
	LEG/CHGS	20,000.60	3,843.34	111,179.95	1,087.46	1,087.46	436.89	41,084.46	4,007.91	0.00	1,169.83	0.00	0.00	89,198.58	65.85%
	SEWERAGE	12,062.67	2,058.17	77,270.50	511.45	511.45	253.08	31,607.67	3,007.12	0.00	31.34	0.00	0.00	56,999.47	62.20%
	GARBAGE	41,333.85	7,113.25	156,492.26	1,972.59	1,972.59	925.45	63,343.80	5,921.45	0.00	0.00	0.00	0.00	136,599.56	66.35%
	WATER	2,828.07	580.52	19,858.74	0.00	602.80	60.28	5,922.53	583.04	0.00	0.00	0.00	0.00	16,219.24	71.37%
	EX WATER	861.00	56.99	2,110.50	42.57	42.57	17.86	857.49	0.00	0.00	0.00	0.00	0.00	2,188.86	71.85%
	DOMESTIC ANIMAL SPEC	0.00	0.00	38.90	0.00	0.00	0.00	30.27	0.00	0.00	0.00	0.00	0.00	8.63	22.19%
	Unallocated Rates Receipts												-4,880.86	-4,880.86	
	GROUP TOTAL	**87,159.12**	**15,385.05**	**384,760.03**	**3,817.68**	**4,446.28**	**1,923.79**	**152,199.64**	**13,519.52**	**0.00**	**1,201.17**	**0.00**	**-4,880.86**	**316,798.20**	**65.49%**
5 HEBEL															
	GENERAL	3,593.00	445.39	8,507.45	0.00	0.00	81.11	2,305.64	272.91	0.00	132.90	170.00	0.00	9,745.50	77.18%
	Qld Emergency Manage	483.19	67.52	1,656.42	0.00	0.00	10.61	631.30	0.00	0.00	0.00	0.00	0.00	1,586.44	71.53%
	LEG/CHGS	492.98	71.24	0.00	0.00	0.00	11.34	0.00	0.00	0.00	0.00	0.00	0.00	575.56	100.00%
	GARBAGE	444.00	60.14	1,248.00	0.00	0.00	10.13	504.40	57.20	0.00	20.80	0.00	0.00	1,179.87	66.95%
	WATER	4,690.07	621.67	14,811.72	0.00	0.00	103.26	6,712.22	748.35	0.00	46.30	0.00	0.00	12,719.85	62.89%
	DOMESTIC ANIMAL SPEC	105.00	6.58	231.00	0.00	0.00	2.25	73.50	0.00	0.00	0.00	0.00	0.00	271.33	78.69%
	Unallocated Rates Receipts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-33.76	-33.76	
	GROUP TOTAL	**9,808.24**	**1,272.54**	**26,454.59**	**0.00**	**0.00**	**218.70**	**10,227.06**	**1,078.46**	**0.00**	**200.00**	**170.00**	**-33.76**	**26,044.79**	**69.05%**
6 BOLLON															
	GENERAL	2,141.67	65.58	25,478.90	0.00	0.00	37.65	8,472.26	806.72	0.00	930.30	1,190.00	0.00	16,324.52	58.88%
	QLD EMERGENCY MANAGE	507.96	18.91	6,366.18	0.00	0.00	10.01	3,301.24	0.00	0.00	0.00	0.00	0.00	3,601.82	52.18%
	LEG/CHGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
	SEWERAGE	2,541.46	92.12	32,779.30	0.00	0.00	46.52	15,258.28	1,536.21	0.00	469.70	0.00	0.00	18,195.21	51.31%
	GARBAGE	1,507.05	56.19	27,027.00	0.00	0.00	28.28	13,841.42	1,415.70	0.00	0.00	0.00	0.00	13,361.40	46.69%
	WATER	5,106.11	204.12	46,015.26	0.00	0.00	97.08	19,390.57	1,981.70	0.00	0.00	0.00	0.00	30,050.30	58.44%
	DOMESTIC ANIMAL SPEC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
	Unallocated Rates Receipts	0.00	3.72	619.50	0.00	0.00	1.43	284.72	0.00	0.00	0.00	0.00	0.00	423.93	
	GROUP TOTAL	**11,804.25**	**440.64**	**138,286.14**	**0.00**	**0.00**	**220.97**	**60,548.49**	**5,740.33**	**0.00**	**1,400.00**	**1,190.00**	**0.00**	**81,957.18**	**54.37%**
7 RURAL															
	GENERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
	QLD EMERGENCY MANAGE	132,641.25	18,896.20	2,725,065.64	136,110.60	146,657.44	2,741.19	640,773.28	69,083.35	266.51	885.68	850.00	0.00	2,156,938.62	75.19%
	LEG/CHGS	2,484.34	281.65	43,647.80	1,589.81	1,931.56	50.37	12,185.85	0.00	0.93	0.00	0.00	0.00	33,915.63	73.57%
	GARBAGE	2,506.20	846.31	0.00	0.00	0.00	64.78	161.53	0.00	0.00	0.00	0.00	0.00	3,261.76	95.28%
	WATER	3,668.54	291.73	32,912.00	184.20	1,174.04	74.53	10,548.89	1,100.97	0.00	82.98	0.00	0.00	24,224.12	67.37%
	EX WATER	0.00	1.35	14,366.56	264.80	6,198.43	0.03	1,704.88	256.51	0.00	0.00	0.00	0.00	6,472.92	76.75%
	THALLON RURAL FIRE	0.00	0.00	5,171.58	0.00	0.00	0.00	1,013.75	477.76	3,285.88	0.00	0.00	0.00	394.19	7.62%
	DOMESTIC ANIMAL SPEC	0.00	0.00	164.32	0.00	0.00	0.00	7.11	0.79	0.00	0.00	0.00	0.00	156.42	95.19%
	FERAL ANIMAL SPECIAL	136.50	6.75	1,449.00	21.00	73.50	2.66	452.59	0.00	0.00	0.00	0.00	0.00	1,089.91	70.66%
	ENVIRONMENTAL LEVY	3,186.31	142.69	84,070.36	4,143.45	4,464.10	53.11	22,805.70	0.00	1.60	0.00	0.00	0.00	64,324.52	73.82%
	Unallocated Rates Receipts	0.00	12.18	5,075.00	264.09	225.01	4.21	1,492.90	0.00	0.00	0.00	0.00	0.00	3,837.57	
	GROUP TOTAL	**144,626.14**	**20,481.86**	**2,911,922.26**	**142,557.95**	**160,724.08**	**2,990.88**	**691,146.39**	**70,919.38**	**3,554.92**	**968.66**	**850.00**	**0.00**	**2,294,615.66**	**74.94%**
	REPORT TOTAL	**451,427.46**	**57,707.79**	**5,534,877.40**	**227,218.94**	**271,453.98**	**9,460.47**	**1,662,050.79**	**160,517.68**	**3,554.92**	**17,075.80**	**13,375.78**	**-57,579.73**	**4,095,367.38**	**68.81%**
	GENERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
	QLD EMERGENCY MANAGE	208,950.59	29,555.16	3,297,332.00	149,334.29	159,374.01	4,413.82	840,304.91	88,822.67	266.51	13,712.74	16,914.83	0.00	2,570,189.99	72.81%
	LEG/CHGS	13985.56	1826.12	158177.57	4570.42	4947.67	299.8	65434.52	0	0.93	0	0	0	108476.35	62.37%
	SEWERAGE	24,674.29	4,088.34	0.00	0.00	0.00	554.41	2,427.71	0.00	0.00	0.00	0.00	0.00	26,889.33	91.72%
	GARBAGE	50,193.34	6,629.77	556,047.65	19,727.21	19,727.21	1,054.68	204,883.37	19,892.23	0.00	5,247.84	0.00	0.00	383,902.00	62.53%
	WATER	45,918.64	5,461.01	532,293.95	21,833.91	22,681.20	950.52	208,671.99	20,470.70	0.00	843.59	0.00	0.00	355,790.55	60.95%
	EX WATER	124,215.86	14,840.33	917,522.16	24,589.11	30,603.54	2,616.06	334,503.09	33,068.72	0.00	66.30	0.00	0.00	685,521.87	65.09%
	THALLON RURAL FIRE	10,837.57	1,501.62	80,168.82	4,095.26	30,347.23	234.53	19,010.22	2,347.60	3,285.88	0.00	0.00	0.00	41,846.87	62.94%
	DOMESTIC ANIMAL SPEC	251.01	31.95	3,735.12	0.00	0.00	5.12	988.80	105.65	0.00	0.00	0.00	0.00	2,928.75	72.80%
	FERAL ANIMAL SPECIAL	2,982.00	176.56	14,899.50	378.57	431.07	59.58	5,973.01	0.00	0.00	0.00	0.00	0.00	12,092.13	66.94%
	ENVIRONMENTAL LEVY	3,186.31	142.69	84,109.26	4,143.45	4,464.10	53.11	22,835.97	0.00	1.60	0.00	0.00	0.00	64,333.15	73.80%
	Unallocated Rates Receipts	200.00	12.18	5,075.00	264.09	225.01	4.21	1,492.90	0.00	0.00	0.00	0.00	0.00	3,837.57	
	FUND SUMMARY TOTAL	**485,395.17**	**64,265.73**	**5,649,361.03**	**228,916.31**	**272,801.04**	**10,372.64**	**1,704,526.49**	**164,707.57**	**3,554.92**	**19,870.47**	**16,914.83**	**0.00**	**4,255,808.56**	**69.03%**
			Outstanding	**31/08/2017**	**69.03%**		**Outstanding**	**31/08/2016**	**54.84%**						

Balonne Shire Council as at 31 August 2017 Maintenance/Operations

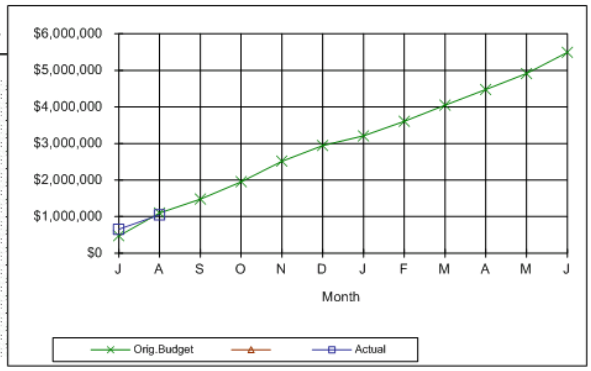
0205-0003- Administration Revenue

Month	Orig.Budget	Actual
J	$158,318	$174,840
A	$353,951	$392,734
S	$554,503	
O	$741,819	
N	$1,078,904	
D	$1,287,955	
J	$1,554,236	
F	$1,863,258	
M	$2,098,708	
A	$2,296,639	
M	$2,506,186	
J	$2,655,200	



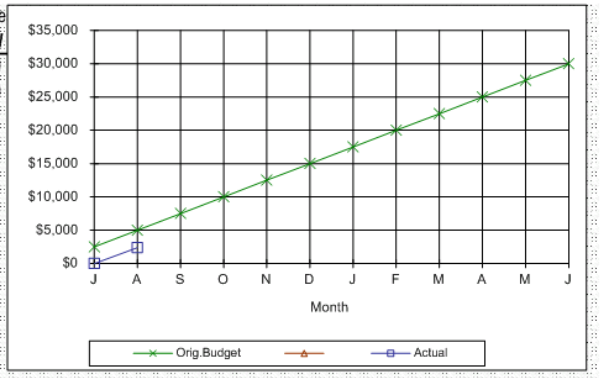
205-0003 Administration Expenditure

Month	Orig.Budget	Actual
J	$476,192	$653,405
A	$1,102,586	$1,048,061
S	$1,481,810	
O	$1,953,972	
N	$2,516,774	
D	$2,945,927	
J	$3,206,576	
F	$3,606,928	
M	$4,045,051	
A	$4,476,999	
M	$4,912,303	
J	$5,491,529	



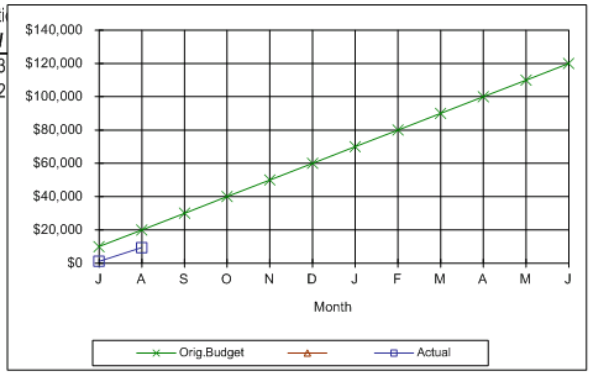
0310-1302- Planning/Development Fees/Charge

Month	Orig.Budget	Actual
J	$2,500	$0
A	$5,000	$2,370
S	$7,500	
O	$10,000	
N	$12,500	
D	$15,000	
J	$17,500	
F	$20,000	
M	$22,500	
A	$25,000	
M	$27,500	
J	$30,000	



0310-2227- Planning/Development Mtce/Operati

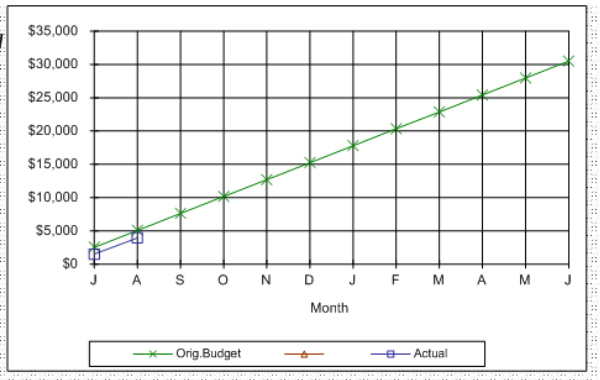
Month	Orig.Budget	Actual
J	$10,000	$1,153
A	$20,000	$9,362
S	$30,000	
O	$40,000	
N	$50,000	
D	$60,000	
J	$70,000	
F	$80,000	
M	$90,000	
A	$100,000	
M	$110,000	
J	$120,000	



Balonne Shire Council as at 31 August 2017 Maintenance/Operations

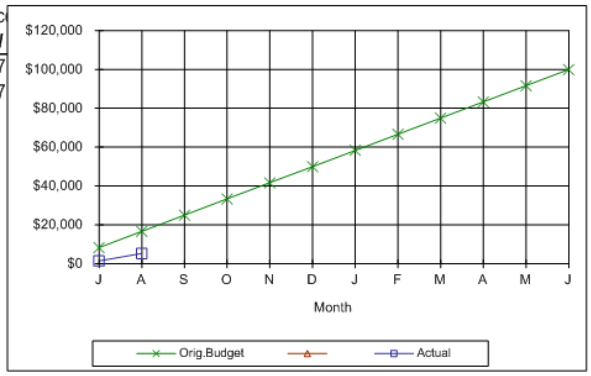
0320-1300 Building Fees

Month	Orig.Budget	Actual
J	$2,542	$1,504
A	$5,083	$3,947
S	$7,625	
O	$10,167	
N	$12,708	
D	$15,250	
J	$17,792	
F	$20,333	
M	$22,875	
A	$25,417	
M	$27,958	
J	$30,500	



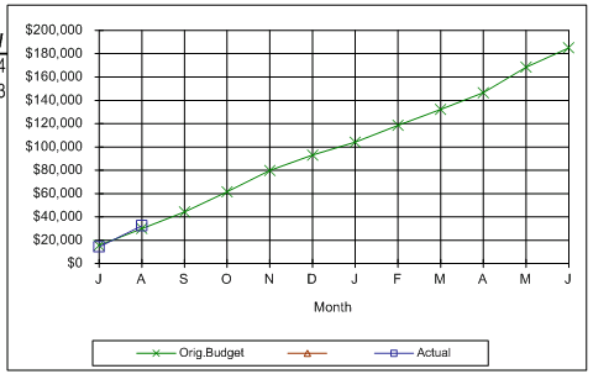
0320-2227- Building/Plumbing Development Mtc

Month	Orig.Budget	Actual
J	$8,333	$1,457
A	$16,667	$5,307
S	$25,000	
O	$33,333	
N	$41,667	
D	$50,000	
J	$58,333	
F	$66,667	
M	$75,000	
A	$83,333	
M	$91,667	
J	$100,000	



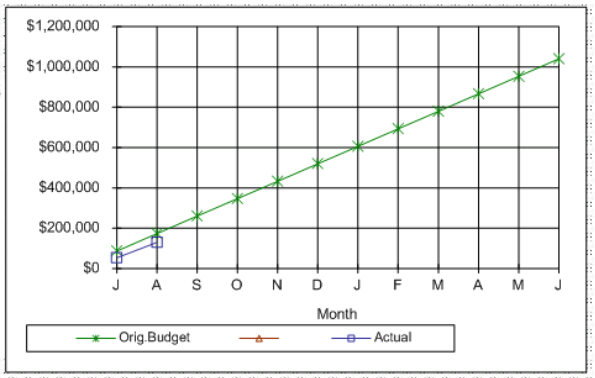
0355-2227- Visitor Services Mtce/Operations

Month	Orig.Budget	Actual
J	$15,452	$14,134
A	$29,950	$32,383
S	$44,248	
O	$61,445	
N	$79,740	
D	$92,955	
J	$104,052	
F	$118,429	
M	$132,077	
A	$146,417	
M	$168,441	
J	$185,000	



405-0003 Works Administration - Revenue

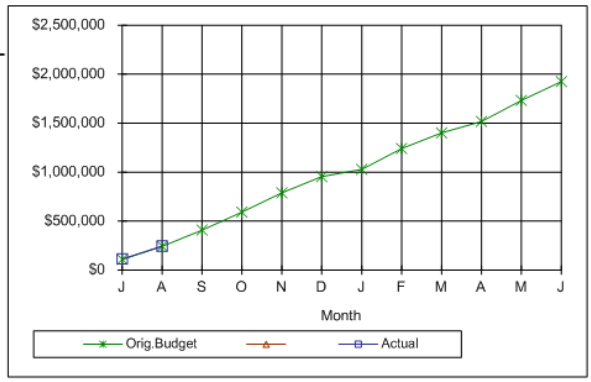
Month	Orig.Budget	Actual
J	$86,667	$53,621
A	$173,333	$129,995
S	$260,000	
O	$346,667	
N	$433,333	
D	$520,000	
J	$606,667	
F	$693,333	
M	$780,000	
A	$866,667	
M	$953,333	
J	$1,040,000	



Balonne Shire Council as at 31 August 2017 Maintenance/Operations

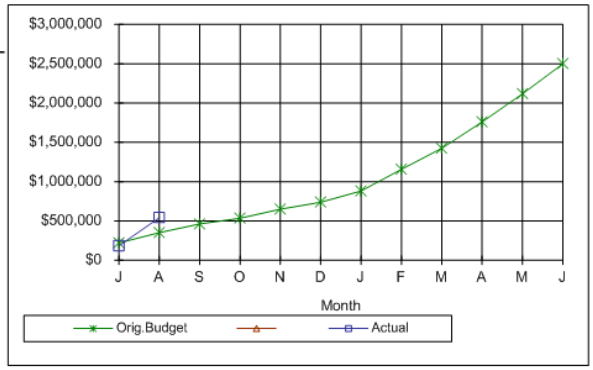
405-0003 Works Administration - Expenditure

Month	Orig.Budget	Actual
J	$108,071	$113,129
A	$242,503	$243,958
S	$408,439	
O	$590,710	
N	$787,442	
D	$953,476	
J	$1,028,406	
F	$1,240,347	
M	$1,400,399	
A	$1,517,478	
M	$1,731,039	
J	$1,923,620	



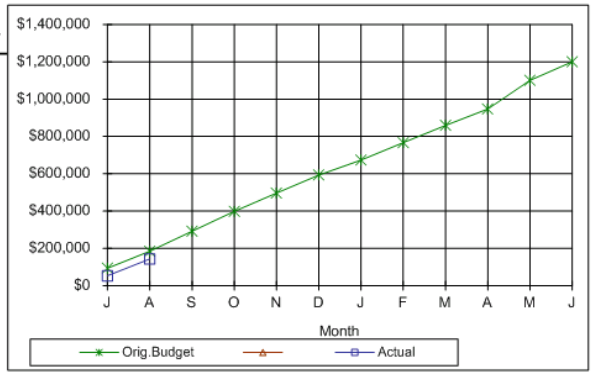
0410-2227- Roads Maintenance/Operations

Month	*Orig.Budget*	*Actual*
J	$219,780	$183,212
A	$352,890	$541,336
S	$461,589	
O	$534,934	
N	$648,444	
D	$738,767	
J	$880,765	
F	$1,156,384	
M	$1,425,162	
A	$1,759,923	
M	$2,116,750	
J	$2,500,000	



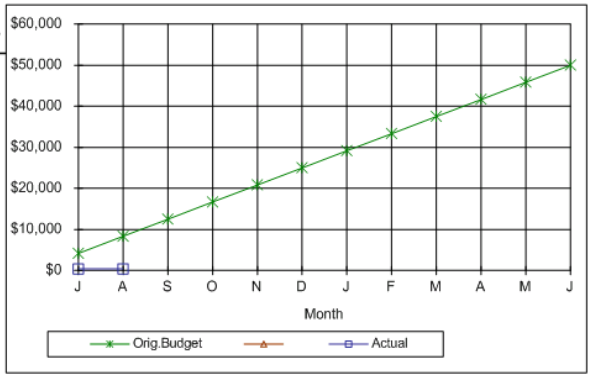
0415-2227- Streets Maintenance/Operations

Month	*Orig.Budget*	*Actual*
J	$93,831	$52,701
A	$183,861	$143,085
S	$291,539	
O	$397,900	
N	$496,531	
D	$592,926	
J	$672,973	
F	$766,919	
M	$858,772	
A	$947,415	
M	$1,100,695	
J	$1,200,000	



0420-2227- Bridge Maintenance/Operations

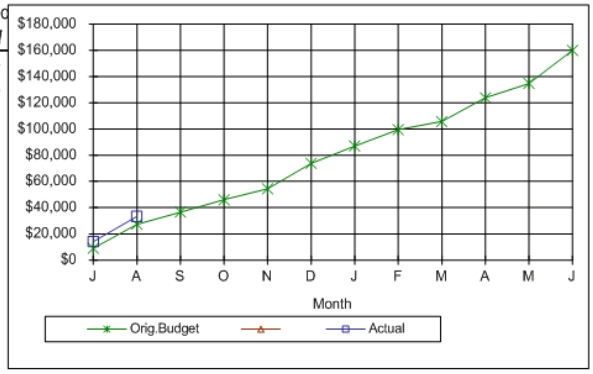
Month	*Orig.Budget*	*Actual*
J	$4,167	$368
A	$8,333	$368
S	$12,500	
O	$16,667	
N	$20,833	
D	$25,000	
J	$29,167	
F	$33,333	
M	$37,500	
A	$41,667	
M	$45,833	
J	$50,000	



Balonne Shire Council as at 31 August 2017 Maintenance/Operations

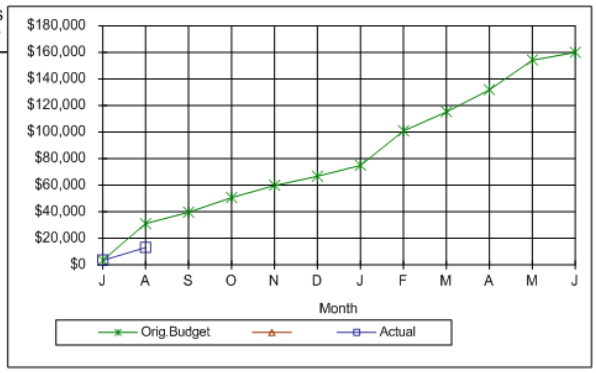
0430-2227- Works Depots Maintenance/Operatio

Month	Orig.Budget	Actual
J	$9,028	$14,074
A	$27,309	$33,388
S	$36,599	
O	$46,057	
N	$54,439	
D	$73,743	
J	$87,021	
F	$99,507	
M	$105,744	
A	$123,828	
M	$134,673	
J	$160,000	



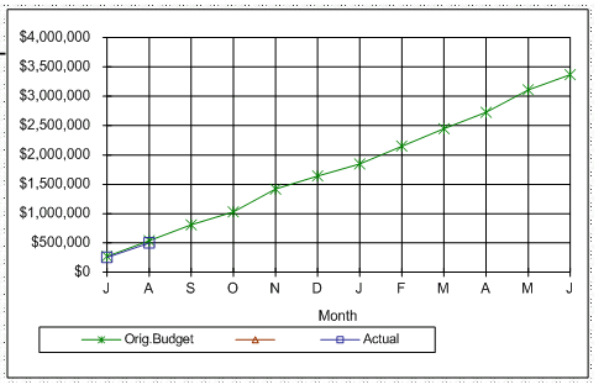
0440-2227- Aerodrome Maintenance/Operations

Month	Orig.Budget	Actual
J	$3,441	$3,387
A	$30,944	$13,058
S	$39,536	
O	$50,549	
N	$59,781	
D	$66,628	
J	$74,943	
F	$100,827	
M	$115,201	
A	$131,910	
M	$154,219	
J	$160,000	



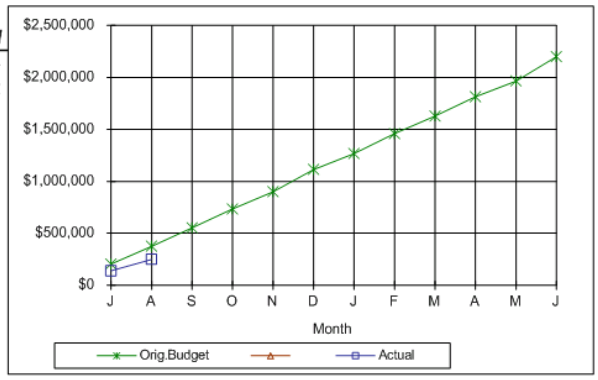
450-1810 Plant Oncosts/Plant Hire

Month	Orig.Budget	Actual
J	$269,274	$253,783
A	$537,683	$498,335
S	$809,816	
O	$1,030,373	
N	$1,418,420	
D	$1,640,817	
J	$1,845,725	
F	$2,150,128	
M	$2,447,396	
A	$2,727,273	
M	$3,112,372	
J	$3,368,000	



0450-2219- Plant Maintenance/Operations

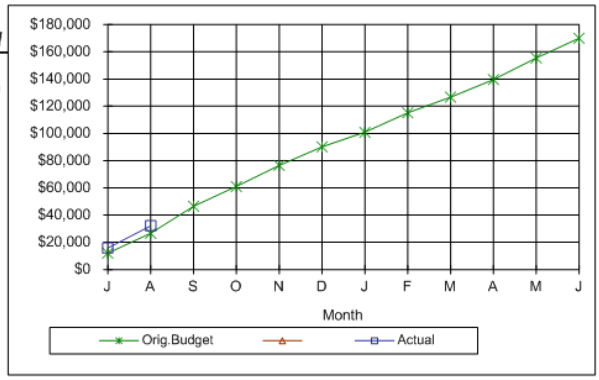
Month	Orig.Budget	Actual
J	$203,730	$138,864
A	$375,509	$249,292
S	$552,985	
O	$734,170	
N	$899,552	
D	$1,114,051	
J	$1,266,583	
F	$1,459,082	
M	$1,628,885	
A	$1,814,810	
M	$1,966,526	
J	$2,200,000	



Balonne Shire Council as at 31 August 2017 Maintenance/Operations

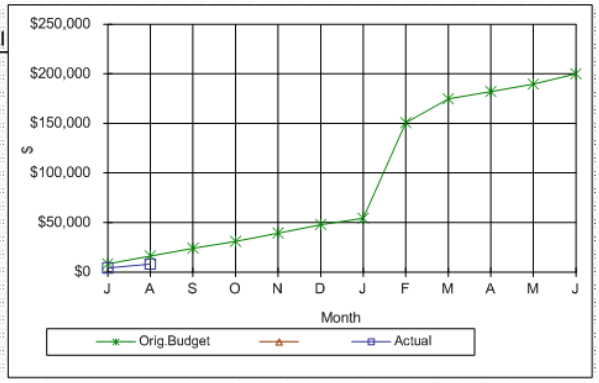
0505-2227- Libraries - Maintenance/Operations

Month	Orig.Budget	Actual
J	$11,988	$15,831
A	$26,536	$32,059
S	$46,524	
O	$60,974	
N	$76,472	
D	$90,135	
J	$100,889	
F	$115,167	
M	$126,704	
A	$139,629	
M	$155,468	
J	$170,000	



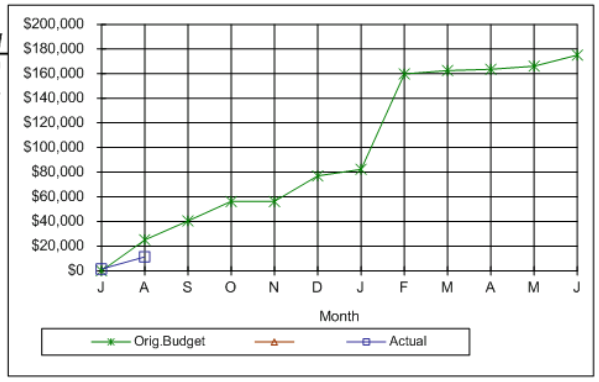
0510-1710- Housing - Rent Revenue

Month	Orig.Budget	Actual
J	$8,344	$4,171
A	$16,129	$8,098
S	$24,063	
O	$31,104	
N	$39,417	
D	$48,040	
J	$54,289	
F	$150,710	
M	$174,976	
A	$182,145	
M	$189,761	
J	$200,000	



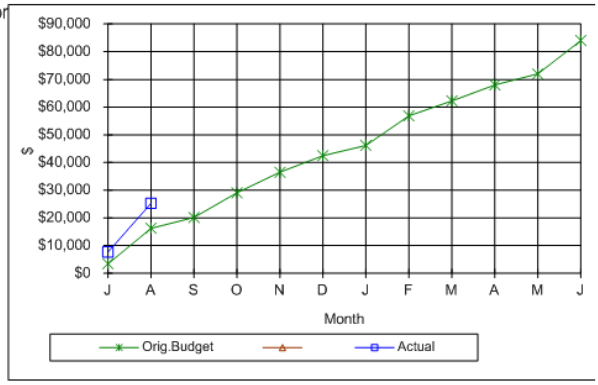
0510-2227- Housing - Maintenance/Operations

Month	Orig.Budget	Actual
J	$0	$1,419
A	$25,080	$11,304
S	$40,541	
O	$56,242	
N	$56,242	
D	$77,012	
J	$82,337	
F	$159,857	
M	$162,489	
A	$163,556	
M	$166,070	
J	$175,000	



0520-2227- Sport & Rec - Maintenance/Operation

Month	Orig.Budget	Actual
J	$3,430	$7,714
A	$16,266	$25,269
S	$20,118	
O	$29,034	
N	$36,471	
D	$42,439	
J	$46,188	
F	$56,875	
M	$62,255	
A	$67,992	
M	$71,966	
J	$84,000	



Balonne Shire Council as at 31 August 2017 Maintenance/Operations

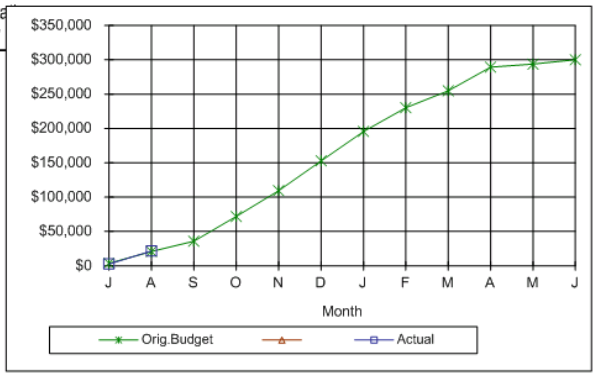
0521-1305- Swimming Pools Hire Charges

Month	Orig.Budget	Actual
J	$0	$0
A	$0	$0
S	$1,990	
O	$15,171	
N	$21,565	
D	$25,290	
J	$28,101	
F	$32,780	
M	$34,946	
A	$35,000	
M	$35,000	
J	$35,000	



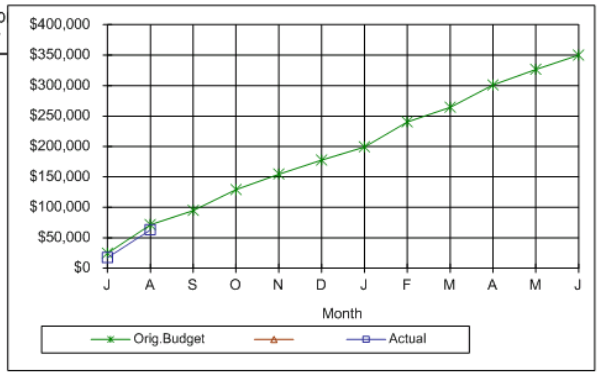
0521-2227- Swimming Pools Maintenance/Opera

Month	Orig.Budget	Actual
J	$3,785	$2,616
A	$21,001	$21,758
S	$35,879	
O	$71,895	
N	$109,558	
D	$152,908	
J	$195,532	
F	$230,127	
M	$254,849	
A	$289,186	
M	$293,666	
J	$300,000	



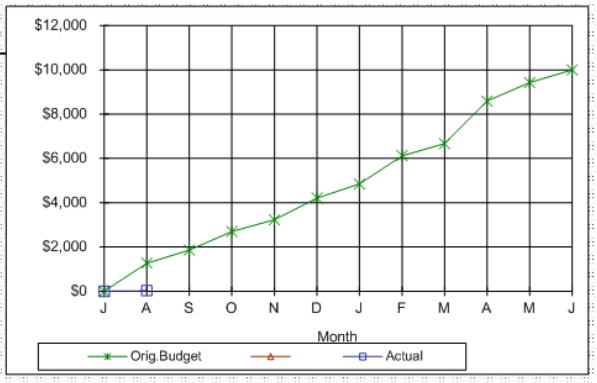
0530-2227- Park/Gardens Maintenance/Operatio

Month	Orig.Budget	Actual
J	$24,554	$17,263
A	$71,448	$62,860
S	$94,681	
O	$128,956	
N	$154,462	
D	$177,467	
J	$199,157	
F	$240,371	
M	$264,417	
A	$301,066	
M	$326,549	
J	$350,000	



0535-1305- Halls/Civic Centre Hire Charges

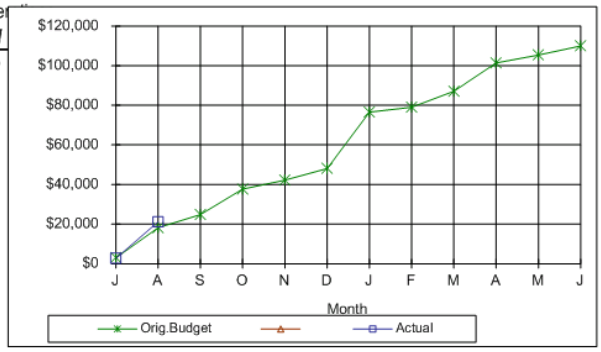
Month	Orig.Budget	Actual
J	$0	$0
A	$1,274	$27
S	$1,866	
O	$2,702	
N	$3,234	
D	$4,215	
J	$4,849	
F	$6,125	
M	$6,673	
A	$8,593	
M	$9,435	
J	$10,000	



Balonne Shire Council as at 31 August 2017 Maintenance/Operations

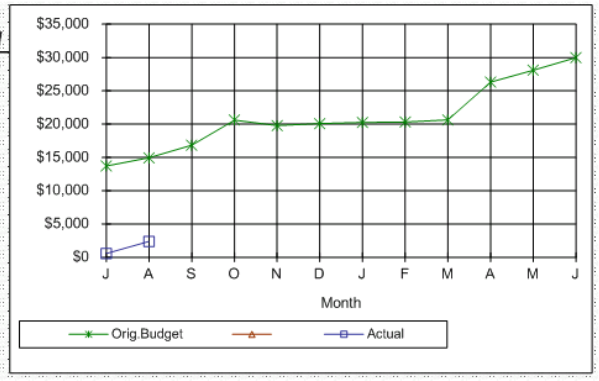
0535-2227- Halls/Civic Centre Maintenance/Oper

Month	Orig.Budget	Actual
J	$2,987	$2,665
A	$18,178	$21,141
S	$24,772	
O	$37,634	
N	$42,271	
D	$48,121	
J	$76,522	
F	$78,975	
M	$87,076	
A	$101,423	
M	$105,429	
J	$110,000	



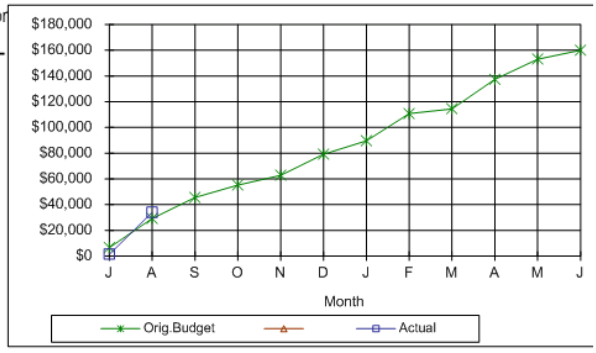
0555-1305- Showground Hire Charges

Month	Orig.Budget	Actual
J	$13,708	$575
A	$14,925	$2,371
S	$16,837	
O	$20,604	
N	$19,779	
D	$20,068	
J	$20,231	
F	$20,324	
M	$20,630	
A	$26,323	
M	$28,097	
J	$30,000	



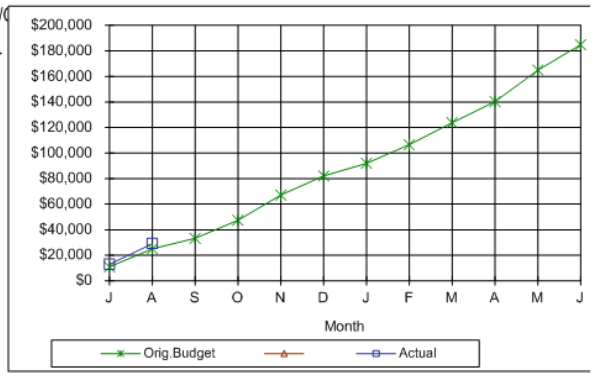
0555-2227- Showgrounds Maintenance/Operation

Month	Orig.Budget	Actual
J	$6,530	$1,404
A	$29,124	$33,943
S	$45,459	
O	$55,187	
N	$62,784	
D	$79,186	
J	$89,520	
F	$110,761	
M	$114,410	
A	$137,374	
M	$153,001	
J	$160,000	



0605-2227- Urban Animal Control - Maintenance/

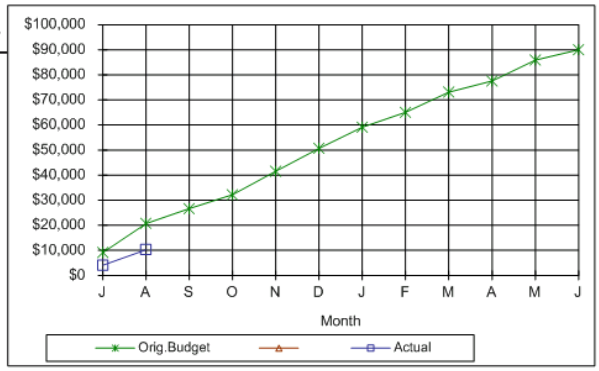
Month	Orig.Budget	Actual
J	$10,804	$12,888
A	$24,928	$29,145
S	$33,182	
O	$47,483	
N	$67,089	
D	$81,989	
J	$92,034	
F	$106,645	
M	$123,798	
A	$140,286	
M	$164,954	
J	$185,000	



Balonne Shire Council as at 31 August 2017 Maintenance/Operations

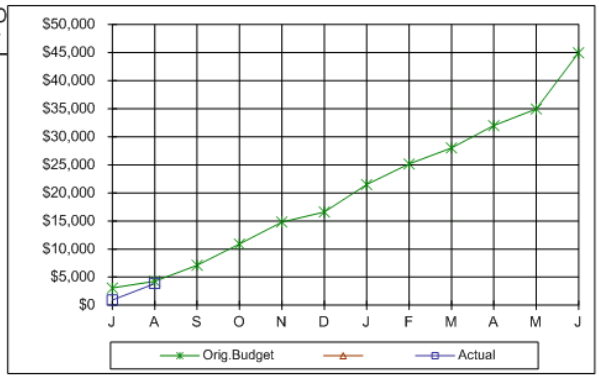
0615-2227- Cemetery Maintenance/Operations

Month	*Orig.Budget*	*Actual*
J	$9,120	$4,029
A	$20,729	$10,267
S	$26,609	
O	$32,183	
N	$41,511	
D	$50,653	
J	$59,058	
F	$65,039	
M	$73,070	
A	$77,539	
M	$85,931	
J	$90,000	



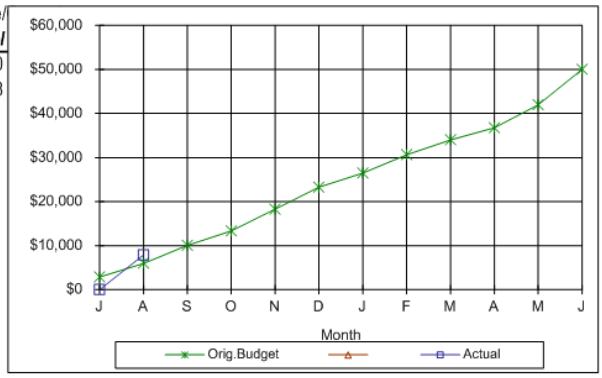
0625-2227- Public Conveniences Maintenance/O

Month	*Orig.Budget*	*Actual*
J	$3,077	$923
A	$4,290	$3,885
S	$7,130	
O	$10,912	
N	$14,824	
D	$16,608	
J	$21,519	
F	$25,178	
M	$28,030	
A	$32,014	
M	$34,962	
J	$45,000	



0635-2214- Natural Environment - Maintenance/

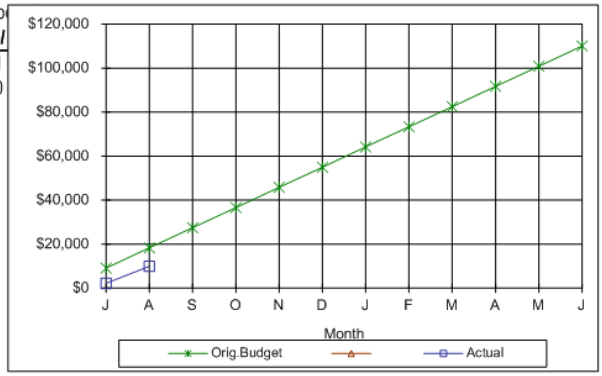
Month	*Orig.Budget*	*Actual*
J	$2,858	$0
A	$5,967	$7,878
S	$10,021	
O	$13,324	
N	$18,259	
D	$23,260	
J	$26,488	
F	$30,631	
M	$34,023	
A	$36,743	
M	$41,955	
J	$50,000	



Balonne Shire Council as at 31 August 2017 Maintenance/Operations

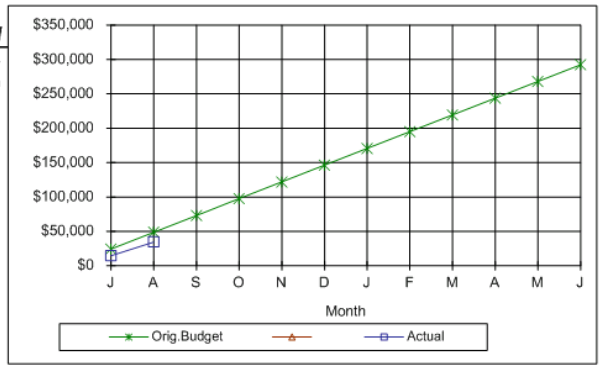
0640-2227- Health Inspection - Maintenance/Op

Month	Orig.Budget	Actual
J	$9,167	$2,211
A	$18,333	$9,990
S	$27,500	
O	$36,667	
N	$45,833	
D	$55,000	
J	$64,167	
F	$73,333	
M	$82,500	
A	$91,667	
M	$100,833	
J	$110,000	



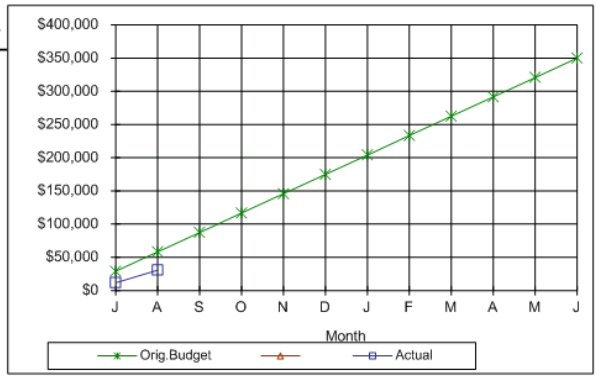
0655-2214- Rural Services Operations

Month	Orig.Budget	Actual
J	$24,375	$14,434
A	$48,750	$34,439
S	$73,125	
O	$97,500	
N	$121,875	
D	$146,250	
J	$170,625	
F	$195,000	
M	$219,375	
A	$243,750	
M	$268,125	
J	$292,500	



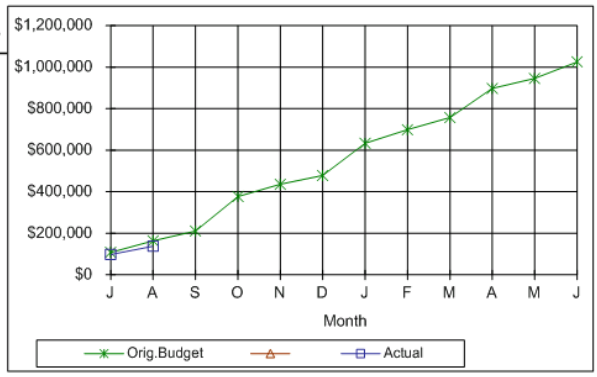
4410-2227- Sewerage Maintenance/Operations

Month	Orig.Budget	Actual
J	$29,167	$11,928
A	$58,333	$30,729
S	$87,500	
O	$116,667	
N	$145,833	
D	$175,000	
J	$204,167	
F	$233,333	
M	$262,500	
A	$291,667	
M	$320,833	
J	$350,000	



5410-2227- Water Maintenance/Operations

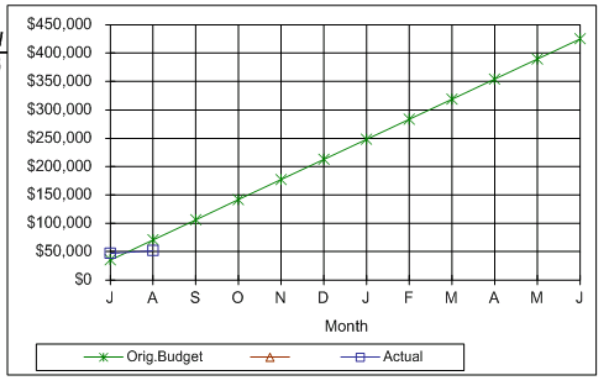
Month	Orig.Budget	Actual
J	$108,572	$98,045
A	$163,345	$138,203
S	$211,305	
O	$376,676	
N	$435,862	
D	$478,394	
J	$633,838	
F	$698,513	
M	$756,753	
A	$897,411	
M	$945,086	
J	$1,025,000	



Balonne Shire Council as at 31 August 2017 Maintenance/Operations

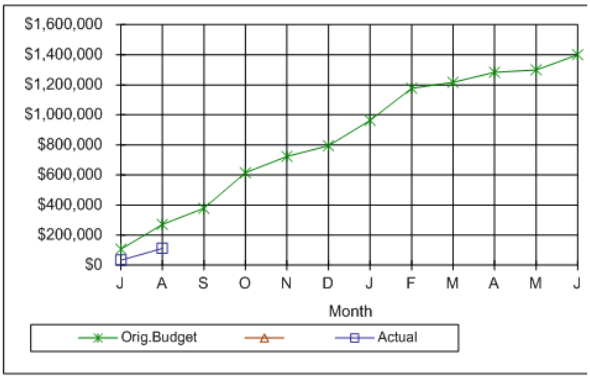
6430-2216- Landfill Maintenance

Month	*Orig.Budget*	*Actual*
J	$35,417	$47,166
A	$70,833	$51,661
S	$106,250	
O	$141,667	
N	$177,083	
D	$212,500	
J	$247,917	
F	$283,333	
M	$318,750	
A	$354,167	
M	$389,583	
J	$425,000	



0725-2214- RMPC

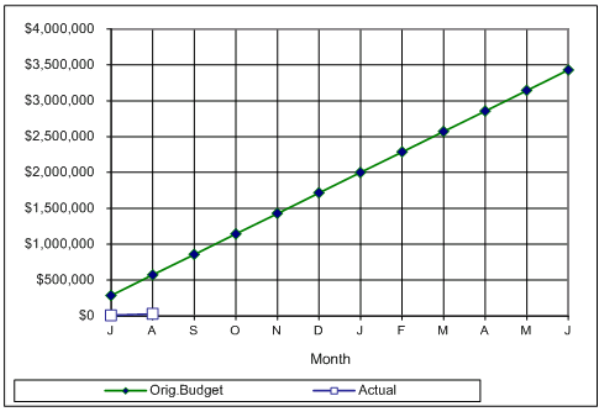
Month	*Orig.Budget*	*Actual*
J	$106,437	$33,295
A	$270,809	$111,731
S	$379,088	
O	$615,334	
N	$723,761	
D	$794,874	
J	$962,864	
F	$1,177,112	
M	$1,215,829	
A	$1,283,962	
M	$1,298,801	
J	$1,400,000	



Balonne Shire Council as at 31 August 2017 Capital Expenditure

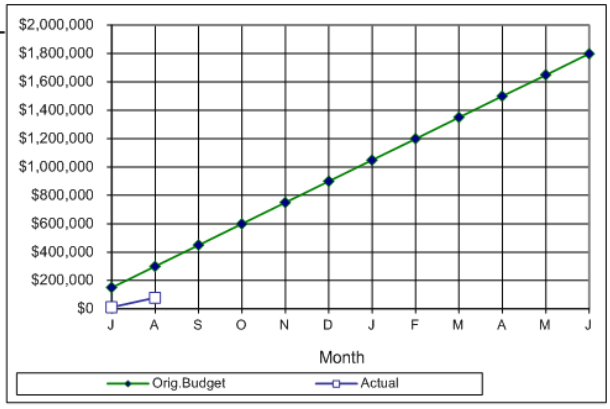
410 - 4933 Roads

Month	Orig.Budget	Actual
J	$285,667	$9,336
A	$571,333	$27,801
S	$857,000	
O	$1,142,667	
N	$1,428,333	
D	$1,714,000	
J	$1,999,667	
F	$2,285,333	
M	$2,571,000	
A	$2,856,667	
M	$3,142,333	
J	$3,428,000	



415 - 4933 Streets

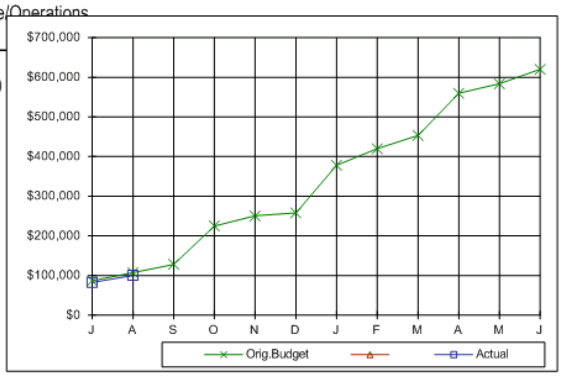
Month	Orig.Budget	Actual
J	$149,833	$11,014
A	$299,667	$78,537
S	$449,500	
O	$599,333	
N	$749,167	
D	$899,000	
J	$1,048,833	
F	$1,198,667	
M	$1,348,500	
A	$1,498,333	
M	$1,648,167	
J	$1,798,000	



Balonne Shire Council as at 31 August 2017 Water Maintenance/Operations

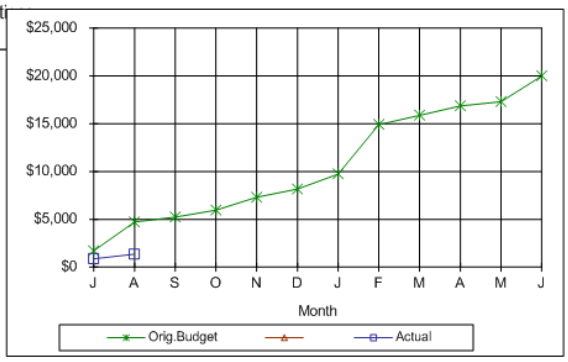
5410-2227-1000 St George Riverwater Maintenance/Operations

Month	*Orig.Budget*	*Actual*
J	$86,527	$82,091
A	$107,216	$100,040
S	$128,029	
O	$224,696	
N	$250,178	
D	$257,862	
J	$378,014	
F	$419,922	
M	$452,851	
A	$559,301	
M	$583,348	
J	$620,000	



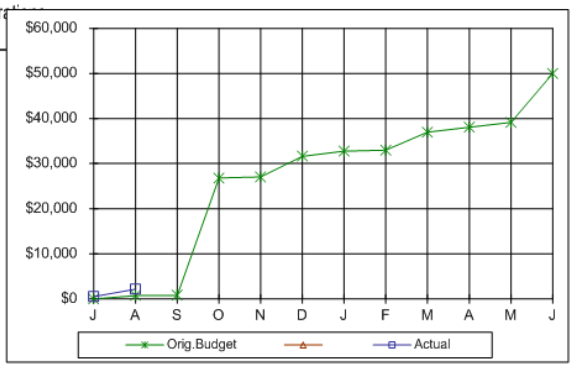
5410-2227-2000 Thallon Water Maintenance/Operati

Month	*Orig.Budget*	*Actual*
J	$1,693	$874
A	$4,728	$1,358
S	$5,239	
O	$5,966	
N	$7,296	
D	$8,159	
J	$9,739	
F	$14,916	
M	$15,887	
A	$16,861	
M	$17,305	
J	$20,000	



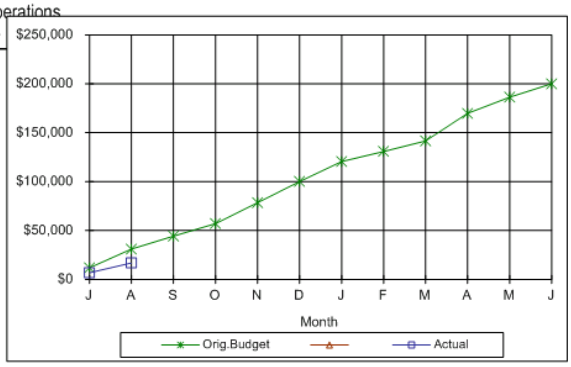
5410-2227-3000 Mungindi Water Maintenance/Opera

Month	*Orig.Budget*	*Actual*
J	$0	$510
A	$752	$2,148
S	$804	
O	$26,803	
N	$27,059	
D	$31,642	
J	$32,787	
F	$32,996	
M	$36,993	
A	$38,069	
M	$39,147	
J	$50,000	



5410-2227-4000 Diranbandi Water Maintenance/Operations

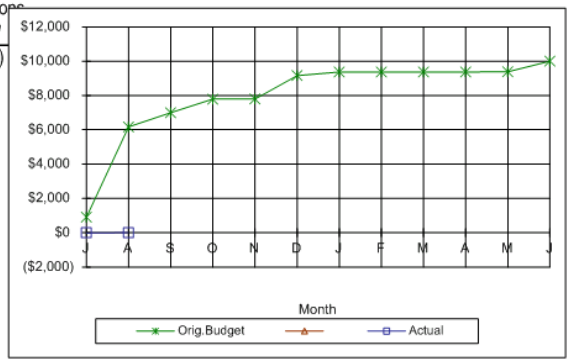
Month	*Orig.Budget*	*Actuals*
J	$11,824	$6,788
A	$31,069	$16,950
S	$44,242	
O	$57,251	
N	$78,487	
D	$100,198	
J	$120,572	
F	$130,947	
M	$141,697	
A	$169,709	
M	$186,325	
J	$200,000	



Balonne Shire Council as at 31 August 2017 Water Maintenance/Operations

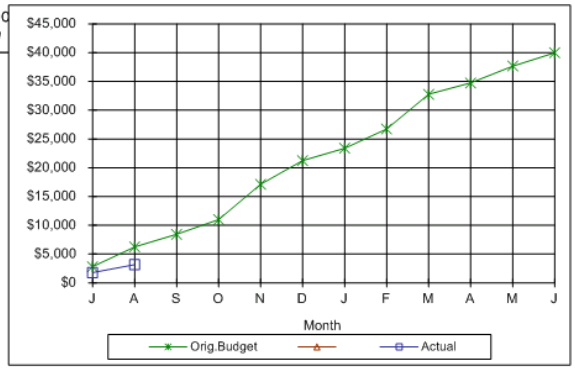
5410-2227-5000 Hebel Water Maintenance/Operations

Month	*Orig.Budget*	*Actual*
J	$911	($4)
A	$6,172	$0
S	$6,995	
O	$7,786	
N	$7,795	
D	$9,159	
J	$9,372	
F	$9,372	
M	$9,372	
A	$9,372	
M	$9,389	
J	$10,000	



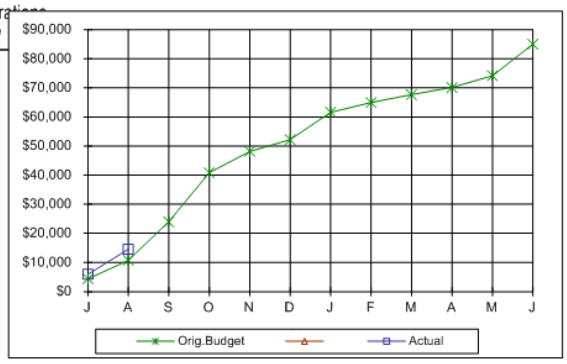
5410-2227-6000 Bollon Water Maintenance/Operatio

Month	*Orig.Budget*	*Actual*
J	$2,800	$1,781
A	$6,270	$3,166
S	$8,440	
O	$10,985	
N	$17,128	
D	$21,246	
J	$23,412	
F	$26,742	
M	$32,764	
A	$34,735	
M	$37,674	
J	$40,000	



5410-2227-7000 St George Bore Maintenance/Opera

Month	*Orig.Budget*	*Actual*
J	$4,407	$6,004
A	$10,776	$14,540
S	$24,003	
O	$40,874	
N	$48,189	
D	$52,234	
J	$61,628	
F	$64,990	
M	$67,680	
A	$70,143	
M	$74,154	
J	$85,000	



Total Job Costs - Balonne Shire Council

Accounts - 0001-0001-0000 to 0001-5301-0000. 11% of year elapsed.

User: SEARLE | **Financial Year Ending 2018** | Version: 2017.6.29.1

Job No	Description	Previous Years Exp	%Est	This Year Exp	%Est	Current Periods Exp	%Est	Committed Exp	%Est	Total Exp	%Est	Estimates Original	Current	% Change	Next Yr
0001-0001	STREET MTCE - ST GEORGE			34,232.16		23,612.81				57,844.97					
0001-0002	STREET MTCE - THALLON			2,336.65		2,168.35				4,505.00					
0001-0003	STREET MTCE - MUNGINDI			2,402.90		1,992.96				4,395.86					
0001-0004	STREET MTCE - DIRRANBANDI			4,540.79		4,269.03				8,809.82					
0001-0005	STREET MTCE - HEBEL			(0.01)		317.03				317.02					
0001-0006	STREET MTCE - BOLLON			6,280.36		4,092.28				10,372.64					
0001-1001	BALLANGARRY ROAD			23,978.63		18,393.63				42,372.26					
0001-1006	BUCKINBAH ROAD			894.36						894.36					
0001-1012	DUNKERRY ROAD					10,556.57				10,556.57					
0001-1013	NOONDOO-MUNGINDI ROAD			2,353.11						2,353.11					
0001-1016	THOMPSONS ROAD					4,959.02				4,959.02					
0001-1018	GUNNINDADDY ROAD			501.36						501.36					
0001-1019	KOOROON ROAD			3,565.15		16,992.82				20,557.97					
0001-1020	LITTLETON ROAD					2,028.83				2,028.83					
0001-1024	PINE PARK ROAD					882.11				882.11					
0001-1025	JOHNSTON (RACECOURSE) ROAD			256.57						256.57					
0001-1027	COMMISSIONERS POINT ROAD			721.79		664.31				1,386.10					
0001-1028	SATUR ROAD			9,694.97						9,694.97					
0001-1032	TEELBA ROAD					7,286.25				7,286.25					
0001-1035	SALMON ROAD					26.50				26.50					
0001-1036	TRACKERS CROSSING ROAD			8,776.24						8,776.24					
0001-1037	ULA ULA ROAD			16,784.29		791.02				17,575.31					
0001-1038	WAGOO ROAD			642.02						642.02					
0001-1041	TALWOOD-MUNGINDI ROAD			834.34						834.34					
0001-1042	WHYENBAH ROAD			5,622.45						5,622.45					
0001-1060	OLD DAREEL ROAD			676.55						676.55					
0001-1064	ST GEORGE-NOONDOO ROAD			906.57						906.57					
0001-2001	BALLANDOOL ROAD			301.09						301.09					
0001-2002	BOOLIGAR ROAD					122.13				122.13					
0001-2004	CUBBIE ROAD			367.22						367.22					
0001-2005	DAVIRTON ROAD			511.99						511.99					
0001-2008	HABNAREY ROAD					4,984.25				4,984.25					
0001-2010	HOOLAVALE ROAD			302.31						302.31					
0001-2016	NARINE ROAD			934.89						934.89					
0001-2022	WOOLERBILLA ROAD			412.47		5,505.33				5,917.80					

Time : 1:22:33 PM | Page 1 of 2 | Date: 8/08/2017

Total Job Costs - Balonne Shire Council

Accounts - 0001-0001-0000 to 0001-5301-0000. 11% of year elapsed.

User: SEARLE

Financial Year Ending 2018

Version: 2017.6.29.1

Job No	Description	Previous Years Exp	%Est	This Year Exp	%Est	Current Periods Exp	%Est	Committed Exp	%Est	Total Exp	%Est	Estimates Original	Current	% Change	Next Yr
0001-3004	CASHEL VALE ROAD			42,290.01						42,290.01					
0001-3013	KULKI ROAD					6,608.73				6,608.73					
0001-3017	NORTH KULKI ROAD			436.59		388.72				825.31					
0001-3019	POWRUNNA ROAD			35,231.08		15,020.01				50,251.09					
0001-3025	UNITY ROAD					10,048.92				10,048.92					
0001-3026	WOOLERINA ROAD					7,683.06				7,683.06					
0001-4003	JAKELWAR-GOODOOGA ROAD			24,236.38		26,922.42				51,158.80					
0001-5201	BALLANDOOL BRIDGE (RD 2022)			368.20						368.20					
	Report Group Total:			231,393.48		176,317.09				407,710.57					
	Grand Total:			**231,393.48**		**176,317.09**				**407,710.57**					

Balonne Shire Council Financial Year Ending 2018 Printed(SEARLE): 12-09-2017 2:56:01 PM

ROAD	NAME	ACT.	DESCRIPTION	JOB COSTS($)	MEAS.UP(Units)	MEAS.UP($)	PROFIT($)	PROFIT(%)
11	MUNGINDI/ST.GEORGE 24A	103	Edge Repair with Emulsion/Aggr	11424.52	31.50	18900.00	7475.48	65.43
		143	Pavement Repairs Grav Mech Min	15010.17	180.00	19800.00	4789.83	31.91
		407	Herbicide Spraying	6517.15	7000.00	17850.00	11332.85	173.89
		440	Rest Area Servicing	1457.96	2708.00	2708.00	1250.04	85.74
		502	Repair Signs (ex Guide Signs)	3329.09	12.00	5760.00	2430.91	73.02
		512	Repair/Replace Guide Markers	3823.77	75.00	5625.00	1801.23	47.11
				41562.66	10006.50	70643.00	29080.34	
12	ST.GEORGE/SURAT 24B	143	Pavement Repairs Grav Mech Min	7722.89	270.00	29700.00	21977.11	284.57
		407	Herbicide Spraying	2832.21	3000.00	7650.00	4817.79	170.11
		440	Rest Area Servicing	407.60	940.20	940.20	532.60	130.67
		502	Repair Signs (ex Guide Signs)	1482.31	4.00	1920.00	437.69	29.53
		512	Repair/Replace Guide Markers	717.80	60.00	4500.00	3782.20	526.92
				13162.81	4274.20	44710.20	31547.39	
13	TALWOOD/NINDIGULLY 31B	101	Edge Repair (Manual)	575.04	1.85	1618.75	1043.71	181.50
		103	Edge Repair with Emulsion/Aggr	7248.86	16.00	9600.00	2351.14	32.43
		407	Herbicide Spraying	121.44	300.00	765.00	643.56	529.94
		440	Rest Area Servicing	532.64	795.00	795.00	262.36	49.26
		512	Repair/Replace Guide Markers	804.00	30.00	2250.00	1446.00	179.85
		514	Repair Guide Markers	1055.43	40.00	600.00	-455.43	-43.15
				10337.41	1182.85	15628.75	5291.34	
14	DALBY-ST.GEORGE MOONIE HWY 35A	103	Edge Repair with Emulsion/Aggr	3978.08	11.00	6600.00	2621.92	65.91
		105	Pothole Patching (Premix)	854.04	1.00	1560.00	705.96	82.66
		407	Herbicide Spraying	7553.49	4000.00	10200.00	2646.51	35.04
		440	Rest Area Servicing	702.35	820.00	820.00	117.65	16.75
		502	Repair Signs (ex Guide Signs)	1676.55	0.00	0.00	-1676.55	
		512	Repair/Replace Guide Markers	0.00	30.00	2250.00	2250.00	
		514	Repair Guide Markers	1122.26	30.00	450.00	-672.26	-59.90
				15886.77	4892.00	21880.00	5993.23	
15	ST.GEORGE/BOLLON 36A	101	Edge Repair (Manual)	7898.25	9.00	7875.00	-23.25	-0.29
		103	Edge Repair with Emulsion/Aggr	10867.55	21.00	12600.00	1732.45	15.94
		143	Pavement Repairs Grav Mech Min	10880.48	160.00	17600.00	6719.52	61.76
		440	Rest Area Servicing	788.86	1045.20	1045.20	256.34	32.49
		502	Repair Signs (ex Guide Signs)	446.66	0.00	0.00	-446.66	
		512	Repair/Replace Guide Markers	3434.77	36.00	2700.00	-734.77	-21.39
				34316.57	1271.20	41820.20	7503.63	
16	BOLLON/CUNNAMULLA 36B	101	Edge Repair (Manual)	2195.98	3.00	2625.00	429.02	19.54

Balonne Shire Council Financial Year Ending 2018 Printed(SEARLE): 12-09-2017 2:56:01 PM

ROAD	NAME	ACT.	DESCRIPTION	JOB COSTS($)	MEAS.UP(Units)	MEAS.UP($)	PROFIT($)	PROFIT(%)
		405	Clearing	1861.29	0.00	0.00	-1861.29	
				4057.27	3.00	2625.00	-1432.27	
19	MITCHELL/ST.GEORGE 355	103	Edge Repair with Emulsion/Aggr	10205.58	28.00	16800.00	6594.42	64.62
		111	Surf.Correct.Premix (Mech)	1166.26	1.85	1110.00	-56.26	-4.82
		121	Crack Treatment (Emulsion/Agg)	4389.82	0.00	0.00	-4389.82	
		512	Repair/Replace Guide Markers	2444.63	30.00	2250.00	-194.63	-7.96
				18206.29	59.85	20160.00	1953.71	
21	ST.G-HEBEL CASTLEREAGH HWY 37A	103	Edge Repair with Emulsion/Aggr	13706.11	25.00	15000.00	1293.89	9.44
		111	Surf.Correct.Premix (Mech)	1572.63	4.00	2400.00	827.37	52.61
		139	Other Bituminous Work	4551.40	5083.65	5083.65	532.25	11.69
		407	Herbicide Spraying	717.80	0.00	0.00	-717.80	
		429	Other Roadside Work	2367.41	3783.68	3783.68	1416.27	59.82
		440	Rest Area Servicing	2027.41	555.00	555.00	-1472.41	-72.63
		502	Repair Signs (ex Guide Signs)	2353.82	10.00	4800.00	2446.18	103.92
				27296.58	9461.33	31622.33	4325.75	
22	NOONDOO/THALLON ROAD 3514	323	Repair Conc.Culvs,Pipes & Pits	1364.53	2469.90	2469.90	1105.37	81.01
		407	Herbicide Spraying	1074.14	0.00	0.00	-1074.14	
		502	Repair Signs (ex Guide Signs)	3649.60	4.00	1920.00	-1729.60	-47.39
				6088.27	2473.90	4389.90	-1698.37	
			Meas.Up Job Costs	160748.37		253479.38	92731.01	63.42
			No Meas.Up Job Costs	10166.26				
			Grand Totals	170914.63	33624.83	253479.38	82564.75	

Plant Running Costs

Balonne Shire Council

From Plant No: 215 To Plant No: 9010 Report Group ALL

No.	Plant Description	TYRES/B	FUEL/LU	PARTS	WORKSH	REGO/IN	OP.WAG			Total Exp	Total Rev	Profit/Loss	Total Perf.	Life Exp	Life Rev	Life Perf
215	Cat 428D B/Hoe	0.00	101.09	411.74	0.00	0.00	0.00	0.00	0.00	512.83	1,180.65	667.82	130.22%	365,732.27	429,212.97	17.36%
216	Cat 428C 4WD Backhoe	0.00	202.19	2,402.43	2,789.66	0.00	0.00	0.00	0.00	5,394.28	255.00	-5,139.28	-95.27%	374,675.97	405,317.62	8.18%
259	SOLD - Grid Roller	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	120,775.65	169,573.85	40.40%
284	Trailer (Not Registered)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	1,552.34	0.00	-100.00%
285	6 X 4 Box Trailer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	6,667.19	0.00	-100.00%
291	Trailer & Crate BK7224	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	14,728.81	0.00	-100.00%
292	Kara Kar 10x5 Trailer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	18,476.97	0.00	-100.00%
293	Trailer Tandem (Not	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	1,770.62	0.00	-100.00%
294	Fuel Trailer 2600 Litres	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	33,978.01	0.00	-100.00%
295	Fuel Trailer 2600 Litres	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	22,790.02	0.00	-100.00%
296	Fuel Trailer 2600 Litres	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	26,062.06	570.18	-97.81%
297	Generator Trailer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	39,572.55	313.76	-99.21%
298	STG Ride On Mower	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	6,137.70	0.00	-100.00%
300	Sign Trailer OR0585	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	12,826.92	0.00	-100.00%
301	Water Equip Trailer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	6,453.46	0.00	-100.00%
303	Sludge Trailer Large	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	7,048.28	0.00	-100.00%
304	Box Trailer Fuel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	13,619.31	0.00	-100.00%
305	Water Pump Trailer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	10,065.63	0.00	-100.00%
306	Fuel Tanker 5000 Litres	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	209.71	0.00	-100.00%
307	Fuel Tanker 2800 Litres	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	833.33	0.00	-100.00%
308	Overhead Fuel Tank	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	247.95	0.00	-100.00%
312	Westbrook 8x5 Trailer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	13,440.18	0.00	-100.00%
313	Mower Trailer AR4087	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	13,382.76	0.00	-100.00%
314	7x4 Single Axle Trailer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	5,532.40	0.00	-100.00%
315	P/Spray Trailer AG3608	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	9,581.90	0.00	-100.00%
318	8X5 Sign Trailer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	4,331.00	0.00	-100.00%
319	6X4 Box Trailer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	9,071.38	0.00	-100.00%
322	Transportable Living	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	3,359.73	2,555.95	-23.92%
324	Melin MFF401V Portable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	2,847.94	0.00	-100.00%
325	Traymark Caravan 6-8	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	22,432.69	6,921.76	-69.14%
327	6X4 Box Trailer BA-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	5,794.95	0.00	-100.00%
328	Tandem Box Trailer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	12,485.94	96.00	-99.23%
330	Traymark Caravan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	23,846.97	25,566.76	7.21%
340	Aspinall Sweeper	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	45,379.10	0.00	-100.00%

Plant Running Costs

Balonne Shire Council

From Plant No: 215 To Plant No: 9010 Report Group ALL

No.	Plant Description	TYRES/B	FUEL/LU	PARTS	WORKSH	REGO/IN	OP.WAG			Total Exp	Total Rev	Profit/Loss	Total Perf.	Life Exp	Life Rev	Life Perf
371	Workshop	0.00	0.00	2,206.05	4,571.23	0.00	55,977.64	0.00	0.00	62,754.92	60,763.04	-1,991.88	-3.17%	5,982,996.84	5,246,876.49	-12.30%
372	Soil Laboratory	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	81,725.70	43,548.75	-46.71%
374	Plumbing Unit	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	745,079.68	859,922.92	15.41%
392	Miscellaneous Plant	0.00	721.99	705.43	3,543.54	0.00	45.08	0.00	0.00	5,016.04	0.00	-5,016.04	-100.00%	746,334.12	178,753.10	-76.05%
393	Shorco Trench Shoring	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	156.51	0.00	-100.00%
394	Slashers Tractor Drawn	0.00	0.00	139.90	644.13	0.00	0.00	0.00	0.00	784.03	0.00	-784.03	-100.00%	210,304.84	66,776.03	-68.25%
395	Broom Rotary Dirran	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	66,437.12	3,127.38	-95.29%
397	Viewcube CCTV	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	3,961.88	0.00	-100.00%
398	Hill Water Snorter -	3,132.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,132.34	0.00	-3,132.34	-100.00%	33,855.33	30.00	-99.91%
399	Water Tank Pump &	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	3,915.14	729.00	-81.38%
400	Emulsion Tank -STG	0.00	291.99	530.16	726.78	0.00	0.00	0.00	0.00	1,548.93	0.00	-1,548.93	-100.00%	38,021.89	0.00	-100.00%
403	Line Marking Machine	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	28,260.03	0.00	-100.00%
404	Quik Spray 95BE600FF	0.00	0.00	168.11	0.00	0.00	0.00	0.00	0.00	168.11	0.00	-168.11	-100.00%	10,593.58	0.00	-100.00%
406	Quik Spray BSBE 600	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	9,118.32	20.48	-99.78%
407	Flextool Brick Saw	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	2,048.30	0.00	-100.00%
1507	Prado VX 793SOE DTS	0.00	207.98	0.00	0.00	0.00	0.00	0.00	0.00	207.98	2,736.90	2,528.92	1,215.94%	98,703.18	86,729.32	-12.13%
1508	Toyota Prado GXL GXL	30.82	357.71	445.75	519.98	0.00	0.00	0.00	0.00	1,354.26	547.42	-806.84	-59.58%	59,503.17	29,442.57	-50.52%
1509	Prado VX 540WYK CEO	0.00	558.85	502.78	700.56	0.00	0.00	0.00	0.00	1,762.19	7,097.94	5,335.75	302.79%	9,937.85	10,874.86	9.43%
1708	Omega Wagon - Holden	0.00	0.00	0.00	234.23	0.00	0.00	0.00	0.00	234.23	0.00	-234.23	-100.00%	64,469.45	82,043.02	27.26%
1709	Commodore Berlina	0.00	0.00	0.00	234.23	0.00	0.00	0.00	0.00	234.23	0.00	-234.23	-100.00%	59,610.45	81,327.50	36.43%
1712	Holden Commodore	752.21	306.66	0.00	1,033.54	0.00	0.00	0.00	0.00	2,092.41	2,658.75	566.34	27.07%	34,029.63	33,520.41	-1.50%
1713	Holden Calais Sedan	0.00	246.06	0.00	0.00	0.00	0.00	0.00	0.00	246.06	2,174.15	1,928.09	783.59%	4,983.61	18,195.51	265.11%
2502	HILUX 2WD 583MXD	0.00	0.00	0.00	234.23	0.00	0.00	0.00	0.00	234.23	0.00	-234.23	-100.00%	80,628.11	121,741.56	50.99%
2504	HILUX 4X2 WORKMATE	30.81	366.83	79.64	519.98	0.00	0.00	0.00	0.00	997.26	1,987.33	990.07	99.28%	62,358.32	61,364.27	-1.59%
2506	Colorado LX4x2 250-	0.00	420.51	64.07	468.46	0.00	0.00	0.00	0.00	953.04	1,841.26	888.22	93.20%	73,356.39	62,800.70	-14.39%
2507	Colorado Lx4x2 253-	0.00	116.14	0.00	351.34	0.00	0.00	0.00	0.00	467.48	0.00	-467.48	-100.00%	58,163.40	50,178.25	-13.73%
2508	Ford Ranger 4x2	0.00	224.50	0.00	0.00	0.00	0.00	0.00	0.00	224.50	1,286.81	1,062.31	473.19%	41,381.68	30,846.26	-25.46%
2509	Ford Ranger 4X2	336.21	236.18	127.67	133.84	0.00	0.00	0.00	0.00	833.90	3,132.48	2,298.58	275.64%	53,612.18	41,536.38	-22.52%
2510	Toyota Hilux 4x2 XTRA	30.82	414.02	43.71	117.11	0.00	0.00	0.00	0.00	605.66	2,817.20	2,211.54	365.15%	8,819.67	6,896.60	-21.80%
2511	Hilux 4x2 554WYK K	0.00	273.06	0.00	86.82	0.00	0.00	0.00	0.00	359.88	3,038.14	2,678.26	744.21%	4,749.16	4,674.37	-1.57%
2512	Hilux 4X2 553WYK W&S	0.00	95.63	0.00	0.00	0.00	0.00	0.00	0.00	95.63	2,348.66	2,253.03	2,355.99%	7,419.55	5,342.82	-27.99%
2513	Holden Colorado LS	0.00	89.95	0.00	0.00	0.00	0.00	0.00	0.00	89.95	1,471.30	1,381.35	1,535.69%	6,529.90	11,927.38	82.66%
3015	HILUX 4X4 577MXD A	0.00	293.88	170.95	936.92	0.00	0.00	0.00	0.00	1,401.75	2,644.53	1,242.78	88.66%	95,957.10	97,574.33	1.69%
3018	Colorado 4x4 Tipper	0.00	190.40	0.00	819.80	0.00	0.00	0.00	0.00	1,010.20	3,090.92	2,080.72	205.97%	78,240.10	77,719.92	-0.66%

Plant Running Costs

Balonne Shire Council

From Plant No: 215 To Plant No: 9010 Report Group ALL

No.	Plant Description	TYRES/B	FUEL/LU	PARTS	WORKSH	REGO/IN	OP.WAG			Total Exp	Total Rev	Profit/Loss	Total Perf.	Life Exp	Life Rev	Life Perf
3020	Colorado 4X4 Utility	0.00	507.10	0.00	0.00	0.00	0.00	0.00	0.00	507.10	1,685.41	1,178.31	232.36%	90,063.58	57,798.31	-35.82%
3021	Colorado 4x4 Utility 252-	0.00	302.96	64.55	517.98	0.00	0.00	0.00	0.00	885.49	1,211.48	325.99	36.81%	92,516.75	67,826.08	-26.69%
3022	Holden Single Cab 4x4	0.00	341.11	0.00	107.16	0.00	0.00	0.00	0.00	448.27	2,582.30	2,134.03	476.06%	6,135.03	5,495.87	-10.42%
3514	Holden Colorado S/Cab	0.00	213.00	260.14	1,574.02	0.00	0.00	0.00	0.00	2,047.16	3,743.26	1,696.10	82.85%	113,572.64	83,296.55	-26.66%
3515	Toyota Hilux XCab 4X4	226.93	148.49	0.00	409.90	0.00	0.00	0.00	0.00	785.32	2,857.83	2,072.51	263.91%	67,809.83	52,450.02	-22.65%
3516	Hilux XCab 4x4 176TZJ	672.41	152.70	30.82	117.11	0.00	0.00	0.00	0.00	973.04	129.38	-843.66	-86.70%	71,200.47	43,279.81	-39.21%
3517	Holden Colarado XCab -	0.00	528.72	0.00	0.00	0.00	0.00	0.00	0.00	528.72	3,756.83	3,228.11	610.55%	34,375.76	24,477.85	-28.79%
3518	Holden Colarado XCab	728.46	405.75	0.00	1,351.14	0.00	0.00	0.00	0.00	2,485.35	4,066.44	1,581.09	63.62%	30,102.61	23,610.92	-21.57%
3519	Holden Colarado XCab -	0.00	813.87	38.80	671.03	0.00	0.00	0.00	0.00	1,523.70	5,368.33	3,844.63	252.32%	31,584.33	32,338.64	2.39%
4007	FORD RANGER D/CAB	0.00	92.66	0.00	0.00	0.00	0.00	0.00	0.00	92.66	0.00	-92.66	-100.00%	24,081.68	500.44	-97.92%
4013	HILUX 4X4 D/CAB SES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	32,699.29	0.00	-100.00%
4014	Holden Colorado 4X4	30.82	699.33	1,765.91	1,801.22	0.00	0.00	0.00	0.00	4,297.28	5,310.36	1,013.08	23.57%	117,335.71	93,012.15	-20.73%
4017	Hilux 4x4 D/Cab	0.00	461.07	63.07	0.00	0.00	0.00	0.00	0.00	524.14	3,301.21	2,777.07	529.83%	70,742.22	50,405.42	-28.75%
4018	Hilux 4x4 Dual Cab	0.00	706.91	0.00	0.00	0.00	0.00	0.00	0.00	706.91	3,565.52	2,858.61	404.38%	62,975.24	36,171.64	-42.56%
4019	Hilux 4x4 Dual Cab	0.00	512.13	25.69	527.59	0.00	0.00	0.00	0.00	1,065.41	4,478.17	3,412.76	320.32%	60,781.75	30,987.08	-49.02%
4020	Toyota Hilux 4X4 D/Cab	0.00	804.86	2.86	519.98	0.00	0.00	0.00	0.00	1,327.70	5,027.46	3,699.76	278.66%	49,419.38	29,556.21	-40.19%
4021	Toyota Hilux 4X4 D/Cab	372.63	493.83	428.85	1,932.39	0.00	0.00	0.00	0.00	3,227.70	4,193.46	965.76	29.92%	59,583.41	23,676.86	-60.26%
4022	Colorado 4x4 Crewcab	0.00	306.07	0.00	0.00	0.00	0.00	0.00	0.00	306.07	4,229.97	3,923.90	1,282.03%	8,146.27	19,926.10	144.60%
4023	Colarado 4X4 D/Cab	0.00	593.82	0.00	585.57	0.00	0.00	0.00	0.00	1,179.39	3,499.32	2,319.93	196.71%	8,605.38	11,343.38	31.82%
4024	Colorado 4X4 D/Cab	0.00	450.92	0.00	16.53	0.00	0.00	0.00	0.00	467.45	2,572.68	2,105.23	450.36%	3,036.61	4,707.46	55.02%
5002	Schwarze 6500XL	0.00	1,309.07	3,164.14	4,213.11	0.00	0.00	0.00	0.00	8,686.32	23,514.16	14,827.84	170.70%	465,174.84	783,254.22	68.38%
5003	W/OFF - W/Star 4800	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	731,182.06	875,831.23	19.78%
5004	ISUZU FRR TRUCK 697-	0.00	1,006.75	0.00	402.87	0.00	0.00	0.00	0.00	1,409.62	22,001.48	20,591.86	1,460.81%	195,823.32	485,816.85	148.09%
5005	ISUZU FVZ 1400	0.00	2,027.24	247.19	1,072.81	0.00	0.00	0.00	0.00	3,347.24	33,870.09	30,522.85	911.88%	652,112.52	1,079,886.62	65.60%
5006	3.5T D/Cab Truck	0.00	0.00	0.00	234.23	0.00	0.00	0.00	0.00	234.23	0.00	-234.23	-100.00%	170,094.03	130,054.30	-23.54%
5007	Isuzu NPR 200/275 TIP	0.00	256.03	835.99	1,346.82	0.00	0.00	0.00	0.00	2,438.84	5,409.28	2,970.44	121.80%	114,928.12	219,374.50	90.88%
5008	ISUZU FRR600 CREW	41.09	605.38	36.61	621.54	0.00	0.00	0.00	0.00	1,304.62	7,413.96	6,109.34	468.29%	219,305.34	276,575.10	26.11%
5009	ISUZU FRR600 TRUCK	0.00	1,142.07	50.86	234.23	0.00	0.00	0.00	0.00	1,427.16	10,849.92	9,422.76	660.25%	231,798.78	232,049.99	0.11%
5010	ISUZU FRR 5000	0.00	70.52	0.00	1,574.01	0.00	0.00	0.00	0.00	1,644.53	4,312.95	2,668.42	162.26%	99,915.65	158,194.61	58.33%
5011	Isuzu NPR275 Truck	0.00	243.16	97.26	1,047.00	0.00	0.00	0.00	0.00	1,387.42	5,274.63	3,887.21	280.18%	100,691.30	150,482.27	49.45%
5012	Isuzu NQR450	1,864.76	358.22	292.23	1,845.60	0.00	0.00	0.00	0.00	4,360.81	5,988.45	1,627.64	37.32%	149,402.81	323,259.65	116.37%
5013	Cement Spreader Truck	0.00	515.60	1,215.51	4,681.52	0.00	0.00	0.00	0.00	6,412.63	6,750.00	337.37	5.26%	276,729.65	488,076.33	76.37%
5014	Isuzu FVR1000 Truck	0.00	300.44	0.00	173.67	0.00	276.32	0.00	0.00	750.43	4,447.06	3,696.63	492.60%	191,377.42	164,048.62	-14.28%
5015	Isuzu FXZ1500	0.00	99.60	462.29	1,115.63	0.00	0.00	0.00	0.00	1,677.52	4,330.52	2,653.00	158.15%	322,043.69	393,482.46	22.18%

Plant Running Costs

Balonne Shire Council

From Plant No: 215 To Plant No: 9010 Report Group ALL

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5016	Isuzu NPR275 Truck	25.69	394.04	0.00	1,774.03	0.00	0.00	0.00	0.00	2,193.76	9,720.47	7,526.71	343.10%	76,304.23	183,479.58	140.46%
5017	Isuzu NPR400 Crew	0.00	299.40	720.42	629.06	0.00	0.00	0.00	0.00	1,648.88	8,140.67	6,491.79	393.71%	124,223.40	202,054.67	62.65%
5018	Isuzu FTR900 D/C	0.00	325.18	116.03	1,566.98	0.00	552.66	0.00	0.00	2,560.85	4,437.39	1,876.54	73.28%	12,544.55	36,530.24	191.20%
5505	CAT 140M GRADER	0.00	1,705.35	1,792.35	6,761.48	0.00	0.00	0.00	0.00	10,259.18	31,838.40	21,579.22	210.34%	775,466.62	1,116,987.68	44.04%
5507	JD 670G Grader	0.00	2,824.13	0.00	2,560.70	0.00	0.00	0.00	0.00	5,384.83	41,580.00	36,195.17	672.17%	362,076.35	536,210.67	48.09%
5508	Cat 12M Grader	0.00	3,500.00	350.08	2,806.43	0.00	0.00	0.00	0.00	6,656.51	43,633.92	36,977.41	555.51%	272,209.82	380,041.20	39.61%
5509	Cat 12M Grader	0.00	1,834.56	737.52	7,197.21	0.00	0.00	0.00	0.00	9,769.29	38,676.00	28,906.71	295.89%	248,936.97	388,646.58	56.12%
5510	Cat 12M Grader	0.00	3,653.81	952.67	2,999.92	0.00	0.00	0.00	0.00	7,606.40	33,792.00	26,185.60	344.26%	180,468.12	241,961.80	34.07%
5600	CAT STABILISER	0.00	368.28	1,178.48	5,366.35	0.00	276.32	0.00	0.00	7,189.43	13,000.00	5,810.57	80.82%	658,015.74	1,725,561.00	162.24%
6003	JD 4720	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	73,717.72	67,023.64	-9.08%
6004	JD 6830 TRACTOR	0.00	193.39	0.00	2,115.63	0.00	0.00	0.00	0.00	2,309.02	1,950.40	-358.62	-15.53%	205,908.81	267,920.18	30.12%
6005	Case Maxfarm 60	0.00	0.00	0.00	311.93	0.00	0.00	0.00	0.00	311.93	80.00	-231.93	-74.35%	74,300.77	51,820.60	-30.26%
6006	JD5085M Tractor	0.00	34.13	183.85	622.68	0.00	0.00	0.00	0.00	840.66	2,966.40	2,125.74	252.87%	83,902.31	84,992.46	1.30%
6500	CAT 910G Loader	0.00	155.65	0.00	1,339.78	0.00	0.00	0.00	0.00	1,495.43	170.00	-1,325.43	-88.63%	100,578.41	30,755.80	-69.42%
6501	VOLVO BL71	0.00	606.34	0.00	3,236.13	0.00	0.00	0.00	0.00	3,842.47	11,549.80	7,707.33	200.58%	245,968.93	298,175.00	21.22%
6502	Terex Trackloader	0.00	151.39	816.75	1,391.32	0.00	0.00	0.00	0.00	2,359.46	1,040.00	-1,319.46	-55.92%	222,271.32	164,872.85	-25.82%
6503	Volvo BL71B Backhoe	89.89	191.88	0.00	0.00	0.00	0.00	0.00	0.00	281.77	1,147.50	865.73	307.25%	100,972.16	65,835.65	-34.80%
6504	NEW JCB 426HT	0.00	297.62	43.62	326.60	0.00	0.00	0.00	0.00	667.84	2,200.00	1,532.16	229.42%	16,494.01	27,360.75	65.88%
7000	AMMANN AP240T3	0.00	1,462.32	0.00	1,307.75	0.00	0.00	0.00	0.00	2,770.07	16,700.00	13,929.93	502.87%	357,531.41	385,786.94	7.90%
7001	AMMANN AP240T3	190.31	1,045.11	1,214.60	3,623.15	0.00	0.00	0.00	0.00	6,073.17	21,900.00	15,826.83	260.60%	290,032.55	347,226.81	19.72%
7002	AMMANN VIB ROLLER	0.00	101.09	277.37	0.00	0.00	0.00	0.00	0.00	378.46	1,200.00	821.54	217.07%	33,739.79	112,691.58	234.00%
7003	AMMANN AP240T3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	288,344.04	509,080.96	76.55%
7004	Dynapac CA5000D	0.00	2,127.35	0.00	1,378.77	0.00	0.00	0.00	0.00	3,506.12	26,180.00	22,673.88	646.69%	177,963.22	339,166.80	90.58%
7005	Dynapac Smooth Drum	0.00	0.00	24.66	702.69	0.00	0.00	0.00	0.00	727.35	0.00	-727.35	-100.00%	727.35	0.00	-100.00%
7503	JD LA125 LA125	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	6,847.27	10,288.11	50.25%
7505	Dixon ZTR Mower 30"	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	17,538.91	9,406.06	-46.37%
7506	Dixon ZTR Mower 30"	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	5,705.70	1,257.91	-77.95%
7507	DIXON ZTR42	0.00	22.94	45.29	468.46	0.00	0.00	0.00	0.00	536.69	0.00	-536.69	-100.00%	11,639.12	4,438.01	-61.87%
7509	Ferris 5100Z Mower	0.00	50.89	0.00	87.30	0.00	0.00	0.00	0.00	138.19	463.44	325.25	235.36%	55,758.13	59,428.82	6.58%
7510	Ferris 5100Z Mower	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	856.28	856.28	0.00%	47,414.69	44,323.83	-6.52%
7511	FERRIS IS5100Z	0.00	38.83	0.00	0.00	0.00	0.00	0.00	0.00	38.83	215.52	176.69	455.03%	61,770.31	35,812.57	-42.02%
7512	FERRIS IS2500Z	0.00	0.00	526.16	0.00	0.00	0.00	0.00	0.00	526.16	555.01	28.85	5.48%	80,881.92	52,645.39	-34.91%
7513	DIXON ZTR30 MOWER	0.00	53.82	0.00	0.00	0.00	0.00	0.00	0.00	53.82	488.14	434.32	806.99%	22,654.22	24,155.62	6.63%
7514	HUSQVARNA RZ4222F	0.00	0.00	0.00	334.10	0.00	0.00	0.00	0.00	334.10	628.10	294.00	88.00%	19,242.28	22,327.75	16.03%

Plant Running Costs

Balonne Shire Council

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7515	Ferris IS5100Z Zero	0.00	43.40	0.00	43.42	0.00	0.00	0.00	0.00	86.82	357.04	270.22	311.24%	31,250.81	17,917.38	-42.67%
7516	Ferris IS1500ZC Zero	0.00	191.81	254.02	921.38	0.00	0.00	0.00	0.00	1,367.21	4,078.30	2,711.09	198.29%	72,350.29	49,357.43	-31.78%
7517	Husqvarna Z242F 42"	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	422.42	0.00	-100.00%
7518	Razor Back Ride On	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
8000	Hills Water Snorter	0.00	0.00	0.00	165.87	0.00	0.00	0.00	0.00	165.87	0.00	-165.87	-100.00%	39,302.21	127.50	-99.68%
8001	Westbrook	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	13,121.19	0.00	-100.00%
8002	Westbrook Trailer 8x5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	5,721.68	0.00	-100.00%
8003	Westbrook Tlr 8x5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	7,343.00	0.00	-100.00%
8004	Laser Trailer- Taylor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	2,118.00	0.00	-100.00%
8005	Transtank TT2 2000LTR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	8,713.56	0.00	-100.00%
8006	PORTABLE TRAFFIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	28,830.50	139,587.20	384.17%
8007	TRAFFIC LIGHTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	25,135.81	127,856.00	408.66%
8008	Tandem Trailer Dirran	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	5,238.89	0.00	-100.00%
8009	Petro 4500L Fuel Tank	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	10,738.75	0.00	-100.00%
8010	Petro 4500L Fuel Tank	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	7,710.42	7,192.95	-6.71%
8011	Petro 4500L Fuel Tank	0.00	0.00	0.00	578.54	0.00	0.00	0.00	0.00	578.54	0.00	-578.54	-100.00%	7,189.05	0.00	-100.00%
8012	Portable Traffic Lights	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	13,580.79	7,480.00	-44.92%
8013	Portable Traffic Lights	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	12,414.80	7,480.00	-39.75%
8014	Crown CD305-3Forklift	0.00	0.00	988.71	0.00	0.00	0.00	0.00	0.00	988.71	275.40	-713.31	-72.15%	35,838.09	47,762.10	33.27%
8015	Crown CD305-3 Forklift	0.00	0.00	762.70	0.00	0.00	0.00	0.00	0.00	762.70	0.00	-762.70	-100.00%	23,312.72	826.20	-96.46%
8016	AUSTECH PUMP	0.00	0.00	0.00	1,229.70	0.00	0.00	0.00	0.00	1,229.70	0.00	-1,229.70	-100.00%	21,032.86	0.00	-100.00%
8017	Paveline CES421 Trailer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	35,778.72	0.00	-100.00%
8018	Westbrook Trailer 10x6	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	5,918.94	0.00	-100.00%
8019	Variable Message	0.00	0.00	123.28	0.00	0.00	0.00	0.00	0.00	123.28	0.00	-123.28	-100.00%	12,540.62	0.00	-100.00%
8020	Variable Message	0.00	0.00	123.28	0.00	0.00	0.00	0.00	0.00	123.28	0.00	-123.28	-100.00%	13,740.01	0.00	-100.00%
8021	Skid Steer Trailer	0.00	0.00	73.87	402.87	207.72	0.00	0.00	0.00	684.46	0.00	-684.46	-100.00%	35,876.26	0.00	-100.00%
8022	Petro 2000L Kerosene	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	12,161.00	0.00	-100.00%
8023	CD150M PERKINS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	33,466.12	0.00	-100.00%
8024	Pipe Trailer 931QVW	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	5,734.10	0.00	-100.00%
8025	Boat & Trailer - St	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	23,668.44	0.00	-100.00%
8026	10x6 Flatbed Trailer -	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	7,254.44	0.00	-100.00%
8028	Aspinall Trailer -	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	2,051.95	0.00	-100.00%
8029	Aspinall Trailer 842QWV	0.00	0.00	0.00	0.00	207.72	0.00	0.00	0.00	207.72	0.00	-207.72	-100.00%	948.29	0.00	-100.00%
8030	Bonne SE6R Rotary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	4,695.98	0.00	-100.00%

Plant Running Costs

Balonne Shire Council

From Plant No: 215 To Plant No: 9010 Report Group ALL

No.	Plant Description	TYRES/B	FUEL/LU	PARTS	WORKSH	REGO/IN	OP.WAG			Total Exp	Total Rev	Profit/Loss	Total Perf.	Life Exp	Life Rev	Life Perf
8031	King Caravan 297QXZ	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	11,048.91	4,283.20	-61.23%
8032	King Caravan 298QXZ	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	10,132.86	4,264.00	-57.92%
8033	King Caravan 299QXZ	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	12,283.22	9,371.40	-23.71%
8034	King Caravan 672QZQ	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	1,262.39	1,561.80	23.72%
8035	King Caravan 673QZQ	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	1,890.77	5,188.10	174.39%
8036	King Caravan 675QZQ	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	1,127.66	0.00	-100.00%
8037	King Caravan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	3,433.53	0.00	-100.00%
8038	King Caravan 677QZQ	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	1,533.33	126.60	-91.74%
8039	King Caravan 674QZQ	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	1,788.36	0.00	-100.00%
8040	CD 150M	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	17,197.03	0.00	-100.00%
8041	Westbrook Trailer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	3,975.34	0.00	-100.00%
8042	King Caravan 642UCV	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	7,820.94	0.00	-100.00%
8043	King Caravan 643UCV	0.00	0.00	363.27	0.00	0.00	0.00	0.00	0.00	363.27	84.40	-278.87	-76.77%	8,233.77	844.00	-89.75%
8044	JD XUV855D Gator	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	7,400.36	4,025.88	-45.60%
8045	W/OFF Moore 28,000l	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	6,120.90	0.00	-100.00%
8046	Shermac MTS	0.00	0.00	0.00	461.43	0.00	0.00	0.00	0.00	461.43	0.00	-461.43	-100.00%	3,956.55	0.00	-100.00%
8500	Silvan 131RS6 6ft	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	17,447.20	0.00	-100.00%
8503	Howard EDH210	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	6,163.35	0.00	-100.00%
8504	Howard EHD21052	0.00	0.00	0.00	292.79	0.00	0.00	0.00	0.00	292.79	0.00	-292.79	-100.00%	6,381.10	0.00	-100.00%
8505	Howard EHD21052	0.00	0.00	0.00	409.90	0.00	0.00	0.00	0.00	409.90	0.00	-409.90	-100.00%	5,608.60	0.00	-100.00%
9000	Fuel Pod 400L - #4019	0.00	-457.31	0.00	0.00	0.00	0.00	0.00	0.00	-457.31	0.00	457.31	0.00%	4.18	0.00	-100.00%
9001	Fuel Pod 400L - #3021	0.00	444.05	0.00	0.00	0.00	0.00	0.00	0.00	444.05	0.00	-444.05	-100.00%	561.15	0.00	-100.00%
9002	Fuel Pod 400L - #4016	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
9003	Fuel Pod 400L - #4018	0.00	1,277.12	0.00	0.00	0.00	0.00	0.00	0.00	1,277.12	0.00	-1,277.12	-100.00%	1,418.18	0.00	-100.00%
9004	Fuel Pod 400L - 4020	0.00	-259.12	0.00	0.00	0.00	0.00	0.00	0.00	-259.12	0.00	259.12	0.00%	999.03	0.00	-100.00%
9005	Fuel Pod 400L - #5009	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	-100.00%
9006	Fuel Pod 800L - #5012	0.00	776.83	0.00	0.00	0.00	0.00	0.00	0.00	776.83	0.00	-776.83	-100.00%	776.83	0.00	-100.00%
9007	Fuel Pod 400l #5018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
9009	Fuel Pod 400L #4014	0.00	465.98	0.00	0.00	0.00	0.00	0.00	0.00	465.98	0.00	-465.98	-100.00%	465.98	0.00	-100.00%
9010	Fuel Pod 200L #5006	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
	Totals:	**8,556.20**	**46,105.26**	**28,750.14**	**100,775.39**	**415.44**	**57,128.02**	**0.00**	**0.00**	**241,730.45**	**616,718.97**	**374,988.52**	**155.13%**	**21,092,704.72**	**23,069,415.82**	**9.37%**

Note: report does include inactive plant as they may have current year values

Balonne Shire Council - Concessional Hire as at 31/08/17

Date	Organisation	Summary	Amount
	Nil		
	July Totals		**0.00**
	August Totals		**0.00**
	TOTAL		**0.00**

Balonne Shire Council -Donations as at 31/08/17

Date	Organisation	Summary	Amount
25/07/2017	Balonne Shire Council	VIC Sales	10.00
25/07/2017	Thallon Progress Association	Thallon Silos	1,075.00
26/07/2017	Bollon Charity Rodeo	Donation	250.00
26/07/2017	Hebel Rodeo Association	Donaiton	300.00
26/07/2017	St George Cotton Growers	Donation	300.00
26/07/2017	Weengallon Pink Ladies Day	Donation-Pink Ladies Day	2,000.00
	July Total		**3,935.00**
4/08/2017	Dirranbandi Hospital Auxiliary	Donation	500.00
7/08/2017	Mungindi Raft Races	Return of Donation	- 500.00
11/08/2017	St George Cotton Growers	Bronze Sponsorship	300.00
11/08/2017	St George & District Chamber	Donation - Workshop	1,000.00
18/08/2017	Balonne Seniors	Gift Basket	197.20
23/08/2017	Queensland Cotton	Donation	200.00
25/08/2017	Balonne Ballet	Donation	2,000.00
	August Total		**3,697.20**
	TOTAL		**7,632.20**

JULY

Organisation	Address	Assessment	August 2017 Rebate 1/2 year	February 2018 Rebate 1/2 year	Rebate full year	Approval Date	Annual Rebate & Discount Amount	Amended Rebates: August 2017 Rebate 1/2 year	Amended Rebates: February 2018 Rebate 1/2 year	Amended Rebates: Rebate full year
Charitable/Community 50%										
Corp of the Synod of Diocese of Brisbane St Anne Anglican Church	21 Garah St, Thallon	01609-00000-000	$64.26	$64.26	$128.53	20/07/2017	$223.20	$128.52	$128.52	$257.04
Corp of the Synod of Diocese of Brisbane Anglican Parish St George	133-135 Victoria St, St George	00766-00000-000	$219.04	$219.04	$438.08	20/07/2017	$814.22	$438.08	$438.08	$876.16
Corp of the Synod of Diocese of Brisbane St Mark's Anglican Church	49-55 Moore St, Dirranbandi	00240-00000-000	$152.39	$152.39	$304.79	20/07/2017	$481.57	$304.79	$304.79	$609.58
QCWA Dirranbandi	22-24 Kirby St, Dirranbandi	00367-00000-000	$109.52	$109.52	$219.04	20/07/2017	$357.72	$219.04	$219.04	$438.08
Dirranbandi Progress Assoc Inc	28-34 Cowildi St, Dirranbndi	00270-00000-000	$1,139.44	$1,139.44	$2,278.87	20/07/2017	$3,785.62	$2,278.87	$2,278.87	$4,557.74
The Scout Assoc of Aust	1-3 Church St, St George	00971-00000-000	$109.52	$109.52	$219.04	20/07/2017	$357.72	$219.04	$219.04	$438.08
The Uniting Church in Aust	10-12 Barlee St, St George	01228-00000-000	$109.52	$109.52	$219.04	20/07/2017	$415.17	$219.04	$219.04	$438.08
The Presbyterian Church of Qld	56-60 Grey St, St George	01151-00000-000	$261.91	$261.91	$523.82	20/07/2017	$942.10	$523.81	$523.81	$1,047.62
St George Christian Assembly	32 Henry St, St George	01090-00000-000	$152.39	$152.39	$304.79	20/07/2017	$481.57	$304.79	$304.79	$609.58
Sport/Recreation 25%										
St George Bowls Club	141 Victoria St, St George	00651-00002-000	$140.51	$140.51	$281.01	20/07/2017	$576.16	$281.01	$281.01	$562.02
Bollon Tennis Club	1-7 Mary St, Bollon	00070-00000-000	$155.57	$155.57	$311.13	20/07/2017	$677.46	$311.13	$311.13	$622.26
Dirranbandi Golf Club	Gold Club Rd, Dirranbandi	00427-50000-000	$98.20	$98.20	$196.40	20/07/2017	$428.44	$196.40	$196.40	$392.80
Dirranbandi Pony Club	Ida Street, Dirranbandi	00339-00001-000	$0.00	$0.00	$0.00	20/07/2017	$0.00	$0.00	$0.00	$0.00
Total			**$2,712.26**	**$2,712.26**	**$5,424.53**		**$9,540.96**	**$5,424.52**	**$5,424.52**	**$10,849.04**
			2712.27							

Assessment 1151 1/2 Rebate changed to $261.90
Assessment 651-00002 1/2 Rebate changed to $140.50

AUGUST

Organisation	Address	Assessment	August 2017 Rebate 1/2 year	February 2018 Rebate 1/2 year	Rebate full year	Approval Date	Annual Rebate & Discount Amount	August 2017 Rebate 1/2 year	February 2018 Rebate 1/2 year	Rebate full year
Charitable/Community 50%										
Care Balonne Association Inc	59 Church Street, St George	00985-20000-000	$184.28	$184.28	$368.55	17/08/2017	$631.13	$368.55	$368.55	$737.10
Care Balonne Association Inc	61 Church Street, St George	00985-25000-000	$184.28	$184.28	$368.55	17/08/2017	$631.13	$368.55	$368.55	$737.10
Care Balonne Association Inc	63 Church Street, St George	00985-30000-000	$184.28	$184.28	$368.55	17/08/2017	$631.13	$368.55	$368.55	$737.10
Congregation of Jehovah's Witnesses	14 Robert Street, St George	01268-00000-000	$152.39	$152.39	$304.79	17/08/2017	$481.57	$304.79	$304.79	$609.58
Q.C.W.A St George	73 Victoria Street, St George	00791-00000-000	$152.39	$152.39	$304.79	17/08/2017	$491.65	$304.79	$304.79	$609.58
Sport/Recreation 25%										
Total			**$857.61**	**$857.61**	**$1,715.22**		**$2,866.63**	**$1,715.23**	**$1,715.23**	**$3,430.46**
			$857.62							
Combined Total			**$3,569.87**	**$3,569.87**	**$7,139.75**		**$12,407.59**	**$7,139.75**	**$7,139.75**	**$14,279.50**
			$3,569.89							

SEPTEMBER

Organisation	Address	Assessment	August 2017 Rebate 1/2 year	February 2018 Rebate 1/2 year	Rebate full year	Approval Date	Annual Rebate & Discount Amount
Charitable/Community 50%							
Bollon District Childrens Residence	36 Main Street Bollon Qld 4488	00045-00000-000	$1,752.30	$1,752.30	$3,504.60		
Sport/Recreation 25%							
Dirranbandi Court Sports Assoc Inc	45-57 Jane Street Dirranbandi Qld 4486	00389-00001-000	$152.39	$152.39	$304.78		
Total			**$1,752.30**	**$1,752.30**	**$3,504.60**		**$0.00**

Combined Total	**$5,322.17**	**$5,322.17**	**$10,644.35**

Running Balance **$17,784.10**

(IIFS) INFRASTRUCTURE SERVICES

ITEM	TITLE	EXECUTIVE SUMMARY	PAGE
IIFS1	**MONTHLY REPORT FOR THE SEPTEMBER 2017 COUNCIL MEETING**	From the Director of Infrastructure Services - reporting for the month of August.	607

OFFICER REPORT

TO: Council

SUBJECT: **Monthly Report for the September 2017 Council Meeting**

DATE: 11.09.17

AGENDA REF: IIFS1

AUTHOR: Catherine Rogan - Administration Officer

Executive Summary

From the Director of Infrastructure Services - reporting for the month of August.

0701-Main Roads Works

- Maintenance work carried out on behalf of the Department of Transport and Main Roads (DTMR) during the month is detailed in the attached RMPC Supervisor's Report.
- Road widening works on the Carnarvon Highway are completed, with the final bitumen seal and line marking to be done.

0702-Private Works

- Nil

0400-Council Roads / Streets / Bridge Works

- Maintenance work is detailed in the attached Works Supervisor's Report.
- Work commenced on the 28th of August on the TIDs – Bollon-Dirranbandi Road – Reconstruction and Seal – Ch 35-Ch 46.7. Procurements have been completed. 20,000 cubic metres of material has been stockpiled ready for crushing. Subgrade preparation has commenced from the Bollon end. The project is expected to have duration of 10 to 12 weeks with the objective of completing the works early in the financial year and before the wet season.
- Work on the Bollon block wall levee is now 50% complete. The levee foundation was completed late August with construction of the block wall now underway and has an expected completion timeframe of two weeks. Earthworks and street raising is expected to take a further five weeks to complete. Procurement is underway for the earthern levee extension. This is a Community Recovery Funded (CRF) project.
- The grader operations plan for gravel road maintenance and re-sheeting capital works is progressing satisfactorily. New procurements based on longer-term wet hire contracts with Vendorpanel suppliers are planned for September
- Work is expected to commence shortly on the Roads to Recovery (R2R) re-sheeting work on Middle Road.

0440-Aerodromes

- Maintenance work is detailed in the Town Works Supervisor's Report attached.

0450-Plant and Equipment

- Purchase and sale of plant and equipment, as identified in the plant replacement program, is now on schedule.
- Tender (BSC17/18 T03) for the four vehicles that were not accepted at the June 2017 council meeting was advertised in the Balonne Beacon, the Council website and other social media on the 3rd of August 2017 and closed on the 24th August 2017. This tender will be presented to the September 2017 Council Meeting.
- Tractor 6001 was sold at auction in August for $9,550.
- Council's plant replacement programme included the purchase of a new mower. A Razorback 4wd mower (model # CMX227H) was purchased on the 16th of August 2017 and has now been delivered.

0510-Housing

- Routine maintenance is ongoing.

0520-Recreation and Sport

- Maintenance work is detailed in the attached Town Works Supervisor's Report.
- Wildman Building is progressing with the final design work and planning earthworks for the design and construction of Dirranbandi sports and change rooms, utility and canteen facilities (BSC16/17 T27). Works are scheduled to commence mid-September 2017.

0521-Swimming Pools

- Maintenance work is detailed in the attached Town Works Supervisor's Report.
- Advertisements have been placed in the Balonne Beacon for lifeguards for the 2017/18 swimming pool season.
- Leak location at the Dirranbandi swimming pool has been confirmed. Quotes for repairs are now being finalised.

0530-Parks and Gardens

- Maintenance work is detailed in the attached Town Works Supervisor's Report.
- Grey Street North Stage 3 design project scope has been revised. Discussions have been held with local contractors.
- Section 1 (the Australian Hotel to St George Hotel) of the walkway replacement at the river foreshore is open for use. Section 2 (the BBQ area to the Australian Hotel) of the foreshore walkway upgrade (including the compliant disability ramp) was completed on the 28th of August 2017. The disability ramp requires the fabrication and installation of handrails to suit the ramp alignment. These works will be treated as a variation to the existing contract. Additional works to be funded by the Works for Queensland project allocation will include tables and chairs, retaining walls, an irrigation system and landscaping.

0535-Halls/Civic/Cultural Centres

- Routine maintenance is ongoing.
- The Works for Queensland projects are underway. The Thallon Library building works have been completed subject to the delivery of new shelving. Hebel Library verandah and ablutions contract has been issued and approval is currently underway. The carpeting and installation of new shelving at the Bollon Library is programmed for the 11th of September 2017. Installation of air-conditioning at the Bollon Civic Centre, Thallon Hall and the Dirranbandi Civic Centre supper room has been completed.

0555-Showgrounds

- Maintenance work is detailed in the Town Works Supervisor's Report attached.

- Fabrication of the new stables at the St George Showground by WorkCamp is in progress. Construction is scheduled to commence after the local Campdraft in September 2017.
- The St George Showground Apex Bar has been stripped of cladding with the new footing and flooring design awaiting approval.

0615-Cemeteries

- Maintenance work is detailed in the Town Works Supervisor's Report attached.
- Routine maintenance, including mowing, is ongoing.

0620-Street Cleaning

- Maintenance work is detailed in the Town Works Supervisor's Report attached

625-Public Conveniences

- Maintenance work is detailed in the Town Works Supervisor Report's attached.

4000-Urban Waste Water

- Maintenance work is detailed in the Town Works Supervisor's Report attached.
- St George Effluent Reuse project – draft legal documents have been reviewed, amended and returned to Allan Neale's solicitor. Consultants are finalising the Land and Water Management Plan and CAR dam design. The Lateral Irrigator has been ordered and is due for delivery in September 2017. An application has been made to Ergon Energy to upgrade the power supply to the site.

5000-Urban Water

- Maintenance work is detailed in the Town Works Supervisor's Report attached.
- Monthly consumption figures are given in the attached reports.
- Installation of the river water smart meters is nearing completion with the CBD area still to be done.

Capital/Special Maintenance Works Progress

As per the attached Infrastructure Directorate 2016/2017 spreadsheet.

- Site works on the masonry block wall for the Bollon Levee Extension are now 50% complete..

Meetings / Training

- The monthly TMR/Balonne RMPC meeting was attended by TMR and Council representatives.

Current Tenders

- BSC 17/18 – T03 – Disposal of Surplus Vehicles – Lot 1

Attachments

1. Town Maintenance Reports - IFS - Sep 2017 Council Meeting.pdf ⇩
2. Plant Maintenance Report - Period End 31 Aug 2017.pdf ⇩
3. Balonne Shire Water Usage 2017-18 - Period End 31 Aug 2017.pdf ⇩
4. Infrastructure Directorate 2017-18 Report - Period End 31 Aug 2017.pdf ⇩
5. Road Maintenance Report - Period End 31 Aug 2017.pdf ⇩
6. Road Construction Report - Period End 31 Aug 2017.pdf ⇩

Ross Drabble
Director Infrastructure Services

Report of Balonne Shire Town Works
31/08/2017

St George

Footpath	The St George River Foreshore footpath upgrade and new disability ramp have been constructed. Handrails for the ramp are to be installed and retaining walls constructed in September and October as part of the Works for Queensland program.
Town Streets	Street sweeping and rubbish removal is ongoing.
Aerodrome	Maintenance is ongoing as required.
Rowden Park - St G	Cleaning of facilities, mowing and weed-eating of grounds is ongoing as required.
Riverbank Park - St.	Mowing and weed-eating is ongoing.
Parks & Gardens	General maintenance of parks is ongoing.
Showgrounds	Mowing and cleaning is ongoing.
Cemetery	Mowing and weeding is ongoing.
Public Toilets	Cleaning and maintenance is ongoing.
Sewerage	1 x house connection blockage was attended to by Bendy's Plumbing Service. The sewerage treatment plant hydrovar pressure pump was sent away for repairs. It has now been returned and is operational. One of the centrifugal pumps at the St George Pool has been replaced. Another pump has been ordered for standby.
River Water	8 x service repairs and 1 x main repair was carried out.
Bore Water	Council had 1 x service repair, 2 x main repairs and 1 x new connection.

Thallon

Town Streets	Mowing and whippersnipping is complete. Mowing at Nindigully was completed. Trimming of trees around town streets is in progress.
Plant & Equipment	All plant and equipment was serviced and cleaned.
Parks & Gardens	Mowing and whippersnipping has been completed. Sprinkler maintenance is in progress. A hole was dug for wombat feature in the park.
Cemetery	Mowing and whippersnipping is complete. Grave and plaque maintenance is complete..
Public Toilets	Park toilets were cleaned and serviced. The Mungindi and Nindigully toilets were cleaned by contractors.
Rubbish Dump	Pushing up of green waste and rubbish has been completed.
River Water	Thallon raw water meter was read on a daily basis. Meters at the Mungindi Hospital and at the bridge were also read.
Bore Water	Thallon bore water meter was read on a daily basis.
Thallon Sports Grou	Mowing and whippersnipping was completed. Toilets and showers were cleaned. Sprinklers were replaced where needed. New septic system was installed.
Other	Workshop and yard was cleaned.

Dirranbandi

Footpath	Mowing and weedeating continued.
Town Streets	Street sweeping and emptying of bins, along with slashing and weedeating is continuing. Loose rubbish has been picked up around local streets.
Aerodrome	Inspections and maintenance continued. Some slashing was completed.
Parks & Gardens	Mowing and watering continued, along with weedeating and trimming parks. Sprinklers were replaced and repaired as needed.
Showgrounds	Mowing, weed eating and general maintenance continued. Prepared showground for the campdraft carnival.
Public Toilets	Inspections and cleaning continued. Cleaned truck stop and Noondoo truck stop also.
Sewerage	A sewerage rising main break was repaired in Dirranbandi. Sewerage pump stations are all working well. Inspections and cleaning of wet wells continued. Mowing around pump sewage stations continued. There were three sewerage jump up blockages.
Rubbish Dump	Weekly pushing up of rubbish was completed. Rubbish was picked up around the dump.
Treated Water	Daily maintenance and inspections continued along with mowing around water pump station and water testing. Water service was replaced. There were three water service repairs.
Other	Civic centre was mopped and cleaned. The pool is closed. Leak has been found in the return pipe and quotes for repairs are out. Pool should be open by the end of September 2017. Council yard was cleaned, mowed and tidied.

Hebel

Town Streets	Bins were emptied twice each week. Streets were slashed and weedeated.
Parks & Gardens	Mowing and weedeating continued.
Public Toilets	Cleaning of toilets was completed.

Bollon

Town Streets	Town streets were cleaned and tidied. Holes in footpath require attention - filling in. Some street trees require trimming.
Aerodrome	Inspections were completed.

Report of Balonne Shire Town Works
31/08/2017

Parks & Gardens	Watering and mowing has been completed.
Showgrounds	Tap was replaced at the showgrounds. Toilets and showers were inspected and cleaned.
Cemetery	Cemetery grounds were mowed.
Public Toilets	Public toilets and showers were cleaned.
Rubbish Dump	Rubbish was pushed up on a weekly basis.
Camping Grounds	Free Camp Wallam Creek - area was cleaned, tidied and mowed. Road to Free Camp area is rough and requires attention (watering and rolling).

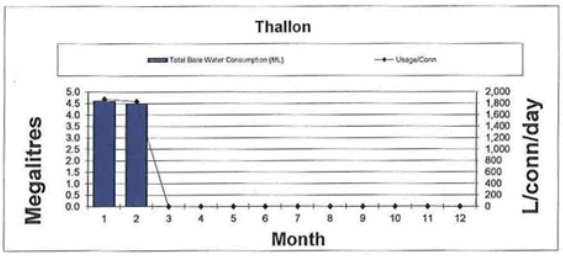
Report of Workshop Supervisor - P. Gluzde
Period Ending 31/08/2017

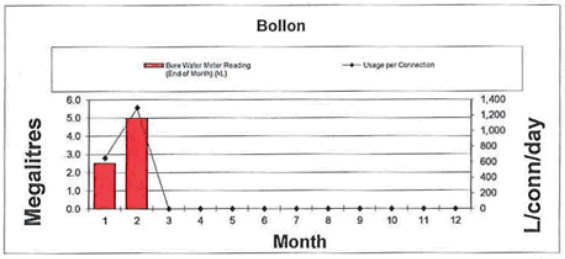
216	**CAT 428C 4WD BACKHOE 573-EEI**	
		Refitted hydraulic control valve. Replaced hydraulic hoses on boom.
371	**WORKSHOP**	
		Tidied up workshop.
392	**MISCELLANEOUS PLANT**	
		Repaired small plant.
2506	**COLORADO LX 4X2- 250SWR**	
		Replaced spot lights and fitted toolbox to tray.
2507	**COLORADO LX4X2**	
		Cleaned and tidied vehicle.
3015	**HILUX 4X4 577MXD JEFFREY TAYLOR**	
	90,770 Kms	Carried out 90,000km service as per coupon. Stripped and cleaned rear brakes and adjusted.
3018	**Colorado 4x4 Tipper Ute 175-RQQ Spackman**	
	106,319 Kms	Removed dash and cleaned out air conditioner evaporator then reassembled.
3021	**COLORADO 4X4 UTILITY 252SWR**	
	114,155 Kms	Removed dash, cleaned and freed up heater control cables. Reassembled dash.
3514	**Holden Colorado S/Cab 4X4 803SOE P Gluzd**	
	90,060 Kms	Carried out 90,000km service as per coupon. Refitted coolant pipe to oil cooler, replaced front wheel bearings, stripped and cleaned rear brakes and changed coolant.
4014	**HOLDEN COLORADO 4X4 CREWCAB 152-SKN**	
		Replaced fuel hose to pod. Repaired air leaks on air compressor.
4017	**Hilux 4x4 D/Cab 927TCU - Ben Gardiner**	
	90,390 Kms	Carried out 90,000km service as per coupon. Stripped, cleaned and adjusted rear brakes.
4019	**Toyota Hilux Dual Cab 4x4 - R Steadman**	
	60,609 Kms	Carried out 60,000km service as per coupon. Tightened bullbar bolts, stripped and cleaned rear adjust brakes and adjusted.
4020	**Toyota Hilux 4X4 D/Cab - Grader**	
	51,031 Kms	Carried out 50,000km service as per coupon. Stripped and cleaned rear brakes, repaired head lights and number plate light.
4021	**Toyota Hilux 4X4 D/Cab - Grader**	
	38,731 Kms	Carried out 40,000km service as per coupon, repaired covers for fuel tank, repaired wiring for rear lights and adjusted brakes.
4023	**Colorado 4X4 D/Cab 796WQX**	
	21,347 Kms	Carried out 20,000km service as per coupon.
5002	**SCHWARZE 6500XL SWEEPER 204-KKO R BECKMANN**	
	112,370 Kms	Repaired hydraulic oil leak and air leak in seat. Checked water pump motor. Carried out repairs to engine wiring system for shut down.
5008	**ISUZU FRR600 CREW 108RRN**	
	111,291 Kms	Carried out 110,000km service as per coupon. Cleaned out radiators and repaired driver's seat controls.
	111,895 Kms	Replaced beacon lights.
5009	**ISUZU FRR600 TRUCK 840-MEM MTCE**	
	104,373 Kms	Repaired air leak and replaced tow hitch with ball assembly.

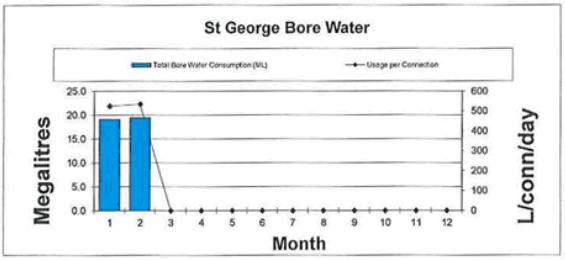
Report of Workshop Supervisor - P. Gluzde
Period Ending 31/08/2017

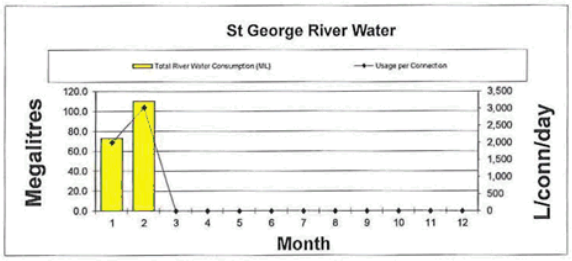
5010	**ISUZU FRR 5000 TRUCK 308-RZW S PEARS**	
	43,826 Kms	Carried out 45,000km service as per manual. Fitted new tyres to drive, cleaned radiators, repaired broken exhaust bracket and checked air conditioner system.
5012	**Isuzu NQR450 Crewcab 184STR J LIndores**	
		Jump start and charge batteries. Checked noise in front suspension.
5016	**Isuzu NPR 275 Truck 961 - TMT Dirranbandi**	
	71,959 Kms	Carried out 70,000km service as per manual. Cleaned out radiators, cleaned evaporator for air conditioner system and tightened belts.
5505	**CAT 140M GRADER C82158 TAYLOR**	
	8,398.0 Hrs	Checked and adjusted pressure in blade lift accumulators.
5507	**JD 670G Grader 26707C**	
	4,257.0 Hrs	Carried out 250 hour service as per manual. SOS engine oil.
5508	**Cat 12M Grader 34862C Kingston**	
	2,434.0 Hrs	Repaired grease lines and ordered parts for next service.
5510	**CAT 12M GRADER 37658C**	
	1,792.0 Hrs	Carried out 250 hour service as per manual, cleaned radiators and SOS engine oil.
6004	**JD 6830 TRACTOR C94530 St George**	
	2,544.0 Hrs	Checked coolant leak on engine. Replaced coolant header tank and topped up coolant.
	2,599 Kms	Replaced broken windscreen.
6500	**CAT 910G Loader C272029 STG**	
	3,260.0 Hrs	Carried out 250 hour service as per manual. Tightened all belts, cleaned out radiators, repaired lights and freed up grease nipples.
6501	**VOLVO BL71 BACKHOE C94648 STG**	
	3,538.0 Hrs	Carried out 500 hour service as per manual. Freed up grease nipples, checked electrical problem with gear change on gear joy stick.
7000	**AMMANN AP240T3 ROLLER C83933**	
	818.0 Hrs	Carried out 250 hour service as per manual, checked dirve shaft bolts and greased.
7005	**Dynapac Smooth Drum Roller - 51254C**	
	5.0 Hrs	Removed pad foot shells and scrapers and fitted scrapers for drum.
7516	**Ferris IS1500ZC Zero Turn Mower St G**	
	1,067.0 Hrs	Replaced mower blade and greased.
8011	**PETROL 4500L FUEL TANK**	
		Replaced fuel pump.
8016	**AUSTECH PUMP TRAILER 246QSU**	
		Carried out repairs to hose reel. Replaced hose reels with a new one. Made up brackets for spare tyre.
8504	**Howard EHD21052 201M Slasher**	
		Replaced safety chains and blades.
8505	**Howard EHD21052 201M Slasher**	
		Replaced guide wheels.

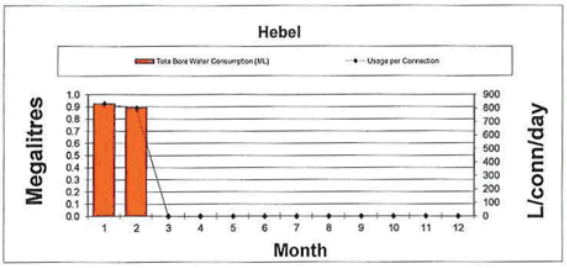
BALONNE SHIRE WATER USAGE 2017/18

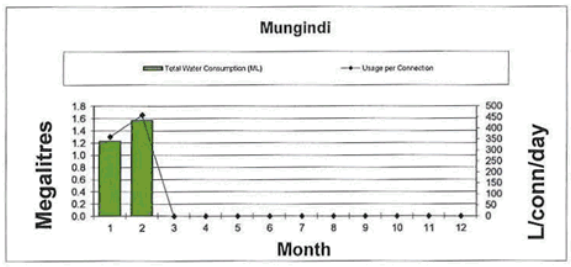


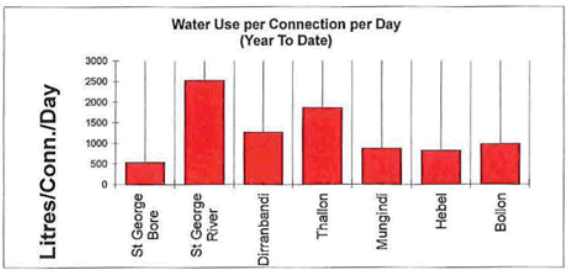


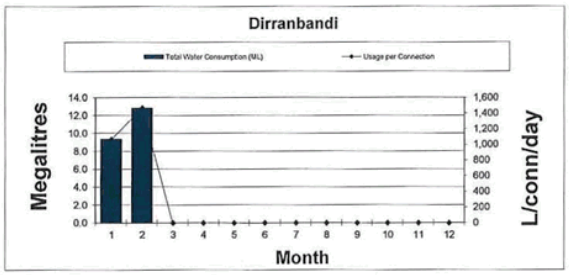












For September 2017 Meeting.

Infrastructure Directorate 2017/2018

Job No	Description	Actuals	Budget	Comments
205 - GENERAL ADMINISTRATION				
0205-0935-0000	Master Key System	0.00	45,000	St George Depot, St George Pool, St George Showgrounds, Rowden Park, St George Aerodrome and St George Cultural Centre plans are currently being implemented.
205-4100	Corporate Services Capital Projects	0.00	45,000	
410 - INFRASTRUCTURE ROADS				
0051-4003-0000	C/O RTR - Jakelwar-Goodooga Bitumen Reseal Ch 30.87 - 31.68	-0.00	50,000	Carryover to 2017/2018. Completed.
0052-4003-0000	C/O RTR - Jakelwar-Goodooga Stormwater Drainage	0.00	15,000	Carryover to 2017/2018.Yet to commence.
0051-3028-0000	C/O Secret Plains Gravel Sheet	0.00	30,000	Carryover to 2017/2018. Yet to commence.
0058-4002-0000	TIDS - Bollon-Dirranbandi Reconstruction & Seal Ch 35 - 46.7	13,330.46	1,800,000	Works commenced 28th of August 2017. Procurement completed, material has been stockpiled. Subgrade preparation has commenced from Bollon end.
0058-2016-0000	RTR - Narine Gravel Resheet 2km	0.00	90,000	Yet to commence.
0058-1006-0000	RTR - Chelmer Gravel Resheet 4km	0.00	180,000	Yet to commence.
0058-2001-0000	RTR - Ballandool Gravel Resheet 3.5km	0.00	158,000	Yet to commence.
0058-1018-0000	RTR - Gunnindaddy Gravel Resheet 10 km	0.00	450,000	Yet to commence.
0058-2004-0000	RTR - Cubbie Gravel Resheet 3km	0.00	135,000	Yet to commence.
0058-3007-0000	RTR - Middle Gravel Resheet 5km	0.00	225,000	Quotations have been sought & close on 7th September 2017
0058-2010-0000	RTR - Hoolavale Gravel Resheet 4km	0.00	180,000	Yet to commence.
0058-1001-0000	RTR - Ballangarry Bridge approaches	0.00	85,000	To be included in NDRRA submission.
410-4100	Total Road Capital Projects	13,330.46	3,398,000	
415 - INFRASTRUCTURE STREETS				
0061-1133-0000	C/O BOR Murchison Street St George - Kerb & Channel	97.84	180,000	Carryover to 2017/2018. Construction sheduled to commence September 2017.
0415-0935-0000	C/O DCP Grey Street Stage 3	0.00	200,000	Early works to commence in September 2017.
0060-1103-0000	BOR Andrew Street St George - Kerb & Channel	199.10	432,000	Carryover to 2017/2018.Works scheduled to commence in September 2017.
0415-0936-0000	REDP St George CBD & River Foreshore Upgrade (17/18 financial year component)	0.00	310,000	Yet to commence.
0068-1105-0000	REDP St George Kerb & Channel Arthur & Kenny Lane (17/18 financial year component)	0.00	444,000	Works scheduled to commence late 2017 or early 2018.
0415-0937-0000	REDP Dirranbandi Rail & River Precinct Stage 1 (17/18 financial year component)	0.00	232,000	Carryover to 2017/2018. Yet to commence.
415-4100	Total Street Capital Projects	296.94	1,798,000	
425 - INFRASTRUCTURE STORM WATER DRAINAGE - U'GROUND				
0425-0932-0000	C/O BOR Murchison Street St George - Drainage	0.00	100,000	Carryover to 2017/2018. Works scheduled to commence in October 2017.
425-4100	Total Storm Water Drainage Capital Projects	0.00	100,000	
430 - INFRASTRUCTURE WORKS DEPOT				
0430-0936-0000	St George Washdown Bay Upgrade	0.00	35,000	Yet to commence.
430-4100	Total Works Depot Capital Projects	0.00	35,000	
440 - AERODROMES				
0440-0931-0000	Dirranbandi 10mx10m Concrete Slab for chemical loading	0.00	10,000	Yet to commence.
440-4100	Total Aerodrome Capital Projects	0.00	10,000	
450 - INFRASTRUCTURE PLANT & EQUIPMENT				
0450-0901-8001	4WD Mower for Levee Maintenance	23,068.73	22,000	Mower has been purchased & delivered. Job completed.
450-4100	Total Plant & Equipment Capital Projects	23,068.73	22,000	
460 - FLOOD MITIGATION				
0460-0933-0000	C/O - CRF Bollon Flood Levee Extension	15,147.03	285,000	50% complete. Levee foundation completed. Block wall construction underway. Earthworks & street raising yet to commence.
460-4100	Total Flood Mitigation	15,147.03	285,000	
505 - LIBRARIES				
0505-0931-0000	C/O - W4Q Thallon Library Upgrade	23,587.74	45,000	Works completed subject to delivery & installation of new shelving.
0505-0932-0000	C/O - W4Q Bollon Library Upgrade	79.63	10,000	New carpeting & shelvin programmed for September 2017.
0505-0933-0000	C/O - W4Q Hebel Library Upgrade	24,581.45	45,000	Contract awarded & approval is currently in progress.
505-4100	Total Housing	48,248.82	45,000	
510 - HOUSING				
0510-0441-0000	19 Alfred Street - Replace Fence	0.00	6,000	Currently seeking quotations.
410-2447-	Total Housing	0.00	6,000	
521 - INFRASTRUCTURE SWIMMING POOLS				
0521-0441-0000	Dirranbandi Waterproof Shed Shelving	0.00	2,000	Yet to commence.
0521-0442-0000	Dirranbandi Filtration Piping	0.00	25,000	Leak has been confirmed. Quotes for repairs are now being sought.
0521-0445-0000	St George Pool Bund & Pump	0.00	5,000	Yet to commence.
521-2447	Total Swimming Pool Operation Projects	0.00	32,000	
0521-0931-0000	Dirranbandi Pool - Pool Cleaner	0.00	7,000	Yet to commence
0521-0932-0000	St George Pool - Replace Dual Chlorine Tanks & Bund	0.00	15,000	Yet to commence

Infrastructure Directorate 2017/2018

Job No	Description	Actuals	Budget	Comments
521-4100	Total Swimming Pool Capital Projects	0.00	22,000	
530 - INFRASTRUCTURE PARKS & GARDENS				
0530-0441-0000	Rowden Park - Concrete around Grandstand & Changerooms	0.00	4,000	Negotiations commenced in July 2017.
0530-0442-0000	Develop Strategic Plan for Rowden Park	0.00	20,000	Yet to commence.
530-2447	Total Parks & Garden Operation Projects	0.00	24,000	
0530-0940-0000	C/O W4Q Dirrranbandi Sports Oval Amenities	3,110.64	600,000	Contract awarded. Works due to commence mid-August 2017.
0530-0941-0000	C/O W4Q St George River Foreshore Footpath	179,968.08	260,000	Carryover to 2017/2018. Section 1 is complete & open. Section 2 is complete. Additional works to be done & funded by Works 4 Qld project allocation
0530-0938-0000	C/O Silo Viewing Platform	16,419.10	20,000	Works complete.
0530-0942-0000	Christmas Lighting	0.00	18,000	Expected purchase date to be in September 2017.
0530-0943-0000	Rowden Park Changeroom roof sealing	0.00	15,000	Investigations commenced in July 2017 & are still in progress.
530-4100	Total Parks & Gardens Capital Projects	199,497.82	913,000	
535 - INFRASTRUCTURE HALLS/CIVIC/CULTURAL CENTRES				
0535-0938-0000	C/O - W4Q Thallon Hall Airconditioning	23,479.64	50,000	Job completed.
0535-0939-0000	C/O - W4Q Bollon Civic Airconditioning	30,079.62	50,000	Contractor engaged. Works completed end of July 2017.
0535-0940-0000	C/O - W4Q Hebel Hall Airconditioning	79.62	50,000	Works were completed in July 2017.
0535-0941-0000	C/O - W4Q St George Cultural Centre Kitchen Roof Upgrade	53,202.12	65,000	Works completed mid-August 2017.
0535-0942-0000	C/O - W4Q Dirranbandi Civic Centre Supper Room Airconditioning	0.00	39,500	Works completed in June 2017.
0535-0943-0000	St George Cultural Centre Crockery Cabinet	0.00	8,500	Yet to commence.
535-4100	Total Hall/Civic/Cultural Centre Capital Projects	106,841.00	263,000	
555 - INFRASTRUCTURE SHOWGROUNDS				
0555-0445-0000	C/O - Dirrranbandi Showground Power Upgrade	0.00	30,000	In progress
0555-0447-0000	Hebel Showgrounds - Fencing upgrade	0.00	5,000	Materials have been ordered through Elders Dirranbandi and are awaiting delivery to Hebel.
555-2447	Total Showgrounds Operation Projects	0.00	35,000	
0555-0930-0000	C/O DCP -St George Showground - Steel Stables	1,083.40	40,000	Fabrication of steel frame has commenced by WorkCamp. Removal of existing stable & new stable construcion is planned for after September's Campdraft.
0555-0933-0000	C/O Apex Bar Refurbishment	933.00	30,000	Dismantling of fascia completed in July. Timber footings have perished & new footings are being installed causing a delay to the project.
0555-0934-0000	Thallon Showgrounds - replace septic	12,745.64	15,000	Works to commence late August 2017.
555-4100	Total Showgrounds Capital Projects	14,762.04	85,000	
615 - CEMETERY				
0615-0933-0000	St George Cemetery - 1 concrete plinth	0.00	22,500	Yet to commence.
615-4100	Total Cemetery Capital Projects	0.00	22,500	
625 - PUBLIC CONVENIENCES				
0625-0441-0000	Bollon Public Conveniences - replace ceilings with mini ORB	0.00	4,000	Currently seeking quotations.
625-4100	Total Public Conveniences Operational Projects	-	4,000	
4410 - INFRASTRUCTURE URBAN WATER WASTE				
4410-0938-0000	C/O BOR - St George STP - Effluent Reuse	1,169.42	430,000	Legal documents have been reviewed, amended and returned to Solicitor. Consultants are finalising plans and CAR dam design. Lateral irrigator ordered and due for delivery in September 2017. Power upgrade application lodged.
4410-4120	Total Water Waste Capital Projects	1,169.42	430,000	
5410 - INFRASTRUCTURE URBAN WATER SUPPLY				
5410-0441-0000	Report - Old St George River Water Pump Station - Investigation to	0.00	5,000	Yet to commence.
5410-0442-0000	Report - Dirranbandi WTP additional storage requirement assessm	0.00	10,000	Yet to commence.
5410-2447-0000	Total Water Operation Projects	0.00	15,000	
5410-0937-0000	C/O Water Main Replacement - Arthur Street (Barlee to Grey)	6,858.03	45,000	Works complete early in new financial year.
5410-0940-0000	C/O Water Main Replacement - Barlee Street (Arthur to Wilson)	824.95	30,000	Works complete early in new financial year.
5410-0931-0000	C/O River Water Meters - Stage 2 - Installation	55,644.68	150,000	Carryover to 2017/2018. Works commenced in June 2017 & are now nearing completion with the CBC area still to be done.
5410-0946-0000	River Main Replacement - Church Street (Arthur to Victoria)	0.00	260,000	Yet to commence.
5410-0947-0000	River Main Replacement - Arthur Street (Grey to Church)	1,014.59	210,000	Works to commence early September 2017.
5410-0948-0000	River Water Main and Hydrant Upgrades - Henry Street	0.00	40,000	Yet to commence.
5410-0949-0000	Unlined River Water Fitting Replacement Program	0.00	50,000	Yet to commence.
5410-0950-0000	Dirranbandi Water Tower - new access ladders	0.00	25,000	Yet to commence.
5410-0951-0000	Dirranbandi WTP - new access ladders	0.00	15,000	Yet to commence.
5410-4150	Total water Supply Capital Projects	64,342.25	825,000	

Report of Shire Supervisors
Road Maintenance for Period Ending 31/08/2017

Road to Recovery (RTR) - planning is underwary for various gravel re-sheeting jobs.

1001 Ballangarry **MRD Road**
Gravel maintenance grading has been completed.

1009 Dalkeith **Shire Road**
Gravel maintenance grading has been completed.

1012 Dunkerry **Shire Road**
Gravel maintenance grading has been completed.

1020 Littleton **Shire Road**
Gravel maintenance grading has been completed.

1024 Pine Park **Shire Road**
Gravel maintenance grading has been completed.

1032 Teelba **Shire Road**
Gravel maintenance grading is on-going.

1057 Lochnagar **Shire Road**
Gravel maintenance grading has been completed.

2006 Denholm **Shire Road**
Gravel maintenance grading has been completed.

3007 Middle Road **Shire Road**
Road to Recovery (RTR) - The planning and sourcing of quotes took place with an expected commencement timeframe of early September 2017.
Gravel maintenance grading is on-going.

3008 Fernlee **Shire Road**
Gravel maintenance grading is on-going.

3019 Powrunna **Shire Road**
Gravel maintenance grading has been completed.

3022 Rutherglen **Shire Road**
Gravel maintenance grading has been completed.

4002 Bollon - Dirranbandi **Shire Road**
Transport Infrastructure Development Scheme (TIDS) - Bollon-Dirranbandi Road Reconstruction and Seal Ch35-Ch46.7 - The pushing up of 40,000 cubic metres of gravel at Corack pit commenced at the end of August 2017. Road formation commenced at the end of August 2017 also. The crusher is scheduled to start during the first week in September 2017 with an estimated completion date of late November to early December 2017.

4003 Jakelwar - Goodooga **Shire Road**
Gravel maintenance grading has been completed.

Report of Shire Supervisors
Road Construction for Period Ending 31/08/2017

11	**24A - Carnarvon Highway (Mungindi-St George)**	**MRD Road**
	Crew undertook spraying of weeds around guideposts, pavement repairs as well as edge repairs using the jetpatcher.	
13	**31B - Barwon Highway (Talwood - Nindigully)**	**MRD Road**
	Crew undertook spraying of weeds around guideposts.	
15	**36A - Balonne Highway (St George - Bollon)**	**MRD Road**
	Crew undertook pavement repairs and edge repairs using the jetpatcher.	
19	**355 - Mitchell - St George**	**MRD Road**
	Crew undertook edge repairs using the jetpatcher.	
21	**CASTLEREAGH HWY (Dirranbandi-Hebel)**	**MRD Road**
	Crew undertook shoulder resheet works, spraying of weeds around guideposts and edge repairs using the jetpatcher.	
22	**Thallon-Noondoo**	**MRD Road**
	Crew undertook culvert repairs and spraying of weeds around guideposts.	
1042	**Whyenbah**	**Shire Road**
	Crew undertook slashing of road shoulders.	
1064	**St George - Noondoo Road**	**Shire Road**
	Crew undertook slashing of road shoulders.	

(ICES) COMMUNITY & ENVIRONMENTAL SERVICES

ITEM	TITLE	EXECUTIVE SUMMARY	PAGE
ICES1	**MONTHLY REPORT**	The Community & Environmental Sustainability Report for the month of August 2017 is presented for Council's consideration.	620
ICES2	**MONTHLY REPORT**	Manager of Rural Services report for August 2017 is presented to Council for information.	632
ICES3	**SUBMITTED MINUTES FROM COMMUNITY GROUPS IN BALONNE**	Community Groups and organisations throughout the Balonne Shire have submitted their minutes to Council for Councillors' information.	636

OFFICER REPORT

TO: Council

SUBJECT: **Monthly Report**

DATE: 12.09.17

AGENDA REF: ICES1

AUTHOR: Jamie Gorry - Director Community and Environmental Services

Executive Summary

The Community & Environmental Sustainability Report for the month of August 2017 is presented for Council's consideration.

PLANNING AND DEVELOPMENT APPROVALS

Value of Building Works

Council's building certifier has approved no building applications for the month of August 2017.

The value of building applications approved by private certification is $3 453 843 for the year so far.

In total building applications – to the value of $3 049 100 has been approved so far this financial year.

Development Applications

- A development application for a material change of use (MCU) 159 has been received from the applicant for 3750 Castlereagh Highway, St George. This application is at the Decision Part.
- A development application for a reconfiguration of a lot (RL) 91 has been received from the owner of 8-10 Scott Street, St George. The application is at the Decision Part.

ENVIRONMENTAL SERVICES

Natural Environment

- The Regional Waste Plan is currently underway. This project has been awarded to Mr Troy Uren, U-Rent, Toowoomba. Troy and Council's EHO carried out site inspections on 26 & 27 August 2017..
- General health inspections carried out.
- There were no Notifiable diseases reported during August 2017
- There were two food recalls actioned during August 2017.

Public Health

- Renewal letter for Food Licences and Out Door Dining Permits have been sent out. Renewals are currently being received and actioned.

Waste Water Services

- Council's sewerage treatment plants are currently operating in a good condition..

Urban Water Supplies

- Weekly microbiological samples of St George's bore water supply were taken and tested.

- Samples were taken and tested from all other towns during the period.

Waste Management

- The new waste collection is running smoothly.
- More waste education is planned over the next few weeks with the St George State High School.

.

St George landfill

- The landfill site is presently operating in a reasonable condition.
- The design and construction of the new trench due for excavation in two months is currently being reviewed with Infrastructure Engineers.
-

Dirranbandi landfill

- The landfill site is presently operating in a reasonable condition.

Thallon landfill

- The landfill site at Thallon is currently operating in a good condition.
- New signage quotations are currently being sought

Bollon landfill

- The landfill site at Bollon is currently operating in a good condition.
- New signage quotation are currently being sought

Hebel landfill

- The landfill site at Hebel is currently operating in a good condition.

Nindigully landfill

- The landfill site at Nindigully is currently operating in a good condition
- Operational works at the site is expected to be carried out in September. Compaction of waste streams will ensure better access within the site. A contractor from Council's preferred suppliers list has been appointed.

LOCAL LAWS

Animal Control

Information	Other Animal	Cat	Dog	Year to date from July 2017	
Registered Animals				779	
Impoundments			2		4
Euthanized		4			
Reunited with owners			2		2
Status not determined /other					
Rehomed			1		2
Other Animals					

WORKCAMP

Dirranbandi	465
St George	458

BALONNE SHIRE VISITOR INFORMATION CENTRE REPORT
AUGUST 2017

Visitation to the Balonne Shire

AUGUST 2017

There were 2,056 visitors recorded for August 2017 through the Visitor Information Centre (VIC) in St George, which is a decrease of 84 visitors when compared to 2,140 visitors in August 2016.

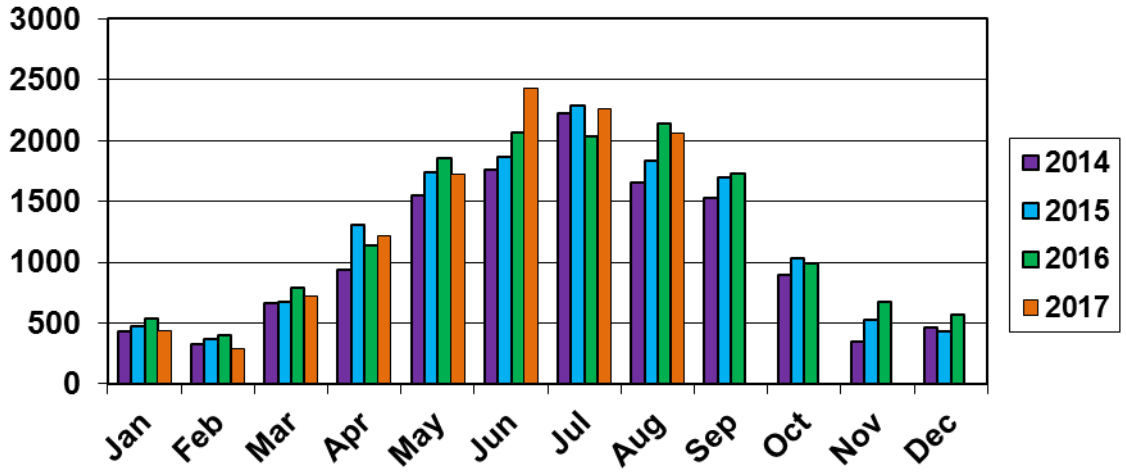
The following is a breakdown of the location of the visitors.

- Local Shire: 142
- Queensland: 398
- New South Wales: 520
- Western Australia: 62
- Victoria: 493
- Other Australia: 234
- Overseas: 20

The VIC also received 63 tourism related phone enquiries, 13 Information Packages and St George and Surrounds Brochures sent out and 31 email/internet tourism related enquiries during May.

There has been 58 Free Camping related enquiries for the month of August, at the Visitor Information Centre.

Visitor Numbers through
Balonne Shire Visitor Information Centre



QUEENSLAND INFORMATION CENTRES ACCREDITATION AUDIT

The Balonne Shire Visitor Information Centre (VIC) had its annual audit on Monday, 21 August 2017. Balonne Shire VIC, had a minor correct with a survey document however all Policies and Procedures are up to date and are up to the QICA Audit standard. This is a great achievement for our Centre.

VISITOR INFORMATION CENTRE
The Balonne Shire Visitor Information Centre was closed Saturday, 9 September 2017 due to not being able to source a volunteer. Unfortunately this is the first unforeseen closure this year.

VOLUNTEER PROJECT AND ACTIVITIES

- Volunteers staffed the Visitor Information Centre for 90.25 hours of the 216 hours it was open during August.

TOURISM DEVELOPMENT PROJECTS & ACTIVITIES

- The St George Street Map is finalised and will be issued to local businesses and operators during the end of August/beginning of September, just waiting on the last few adjustments to the locations of attractions.
- The update of the St George and Surrounds will be undertaken this month with Cranbrook Press, following the new Queensland (under the Tourism and Events Queensland) branding guidelines that Southern Queensland Country has endorsed, waiting on draft brochure to be sent through.
- Officers are drafting a Tourism Marketing Plan for the next 3 years in conjunction with our Key Performance Indicators (KPIs) that are in our Tourism Strategy.
- Officers are currently drafting a Brochure Management and Display Agreement Policy as part of the recommended criteria for the Queensland Accredited Information Centres Policies.
- The Tourism Development Officer and DCES will be undertaking cross-border promotions with New South Wales Councils and VICs. Towards the end of October 2017.
- The Tourism Development Officer will be undertaking some project work with our Operators and local businesses in the coming months to develop cross-relations and better understanding of the Tourism Industry.
- South West Regional Economic Development (SWRED), Orienting Communities Workshop will be held on Tuesday, 10 October 2017.

DIRRANBANDI RURAL TRANSACTION CENTRE (RTC)

AUGUST 2017
There were 210 visitors recorded for August 2017 through the Dirranbandi Rural Transaction Centre (RTC), which is an increase of 105 visitors (or a 50% increase), when compared to 105 visitors in August 2016.
The following is a breakdown of the location of the visitors.

- Local Shire: 16
- Queensland: 54
- New South Wales: 35
- Victoria: 68
- Other Australia: 37
- Overseas: 0

TOURISM ORGANISATION REPRESENTATION

The Great Inland Way Promotions Group

- The Great Inland Way Meeting is to be held in October.

Adventure Way Promotions Group

- The next Adventure Way Meeting will be held on Tuesday, 7 November 2017 via teleconference at 10am.

Southern Queensland Country Tourism (SQCT)

- The information and newsletters have been forwarded out to our Operators for their information.

Outback Queensland Tourism Association (OQTA)

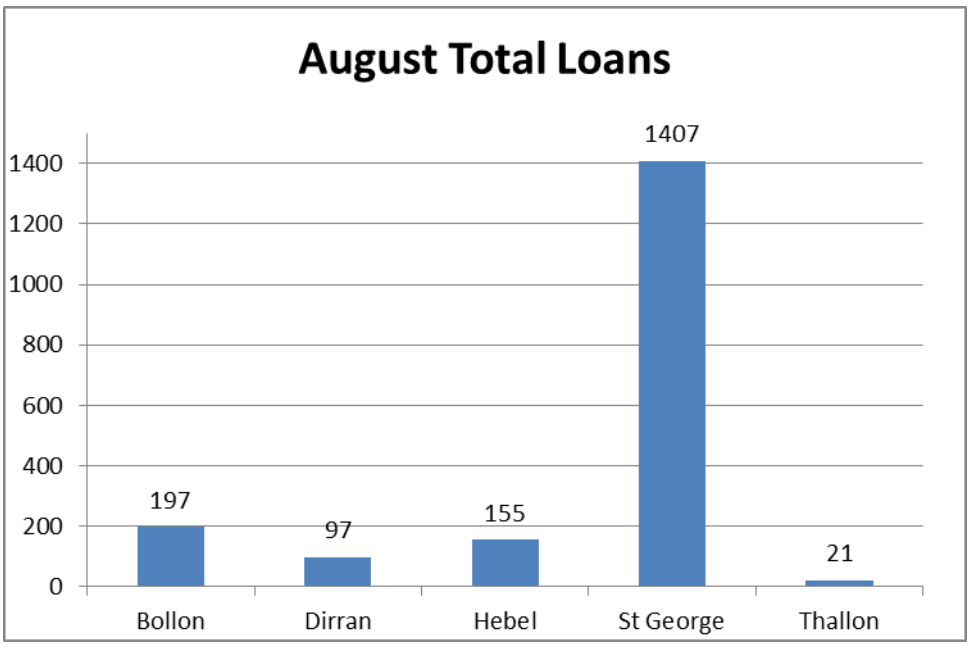
- The Tourism Development Officer has undertaken a marketing opportunity with OQTA for the spring launch in Social Media and brochure marketing.

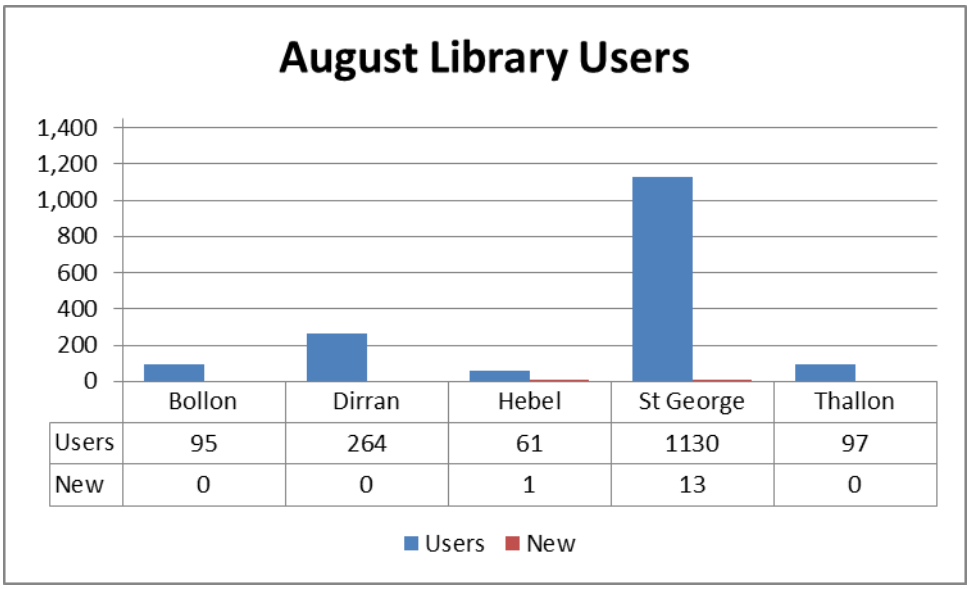
MEETINGS AND TRAINING

- The Tourism Development Officer and Tourism Service Officer will be attending Round Three of the Certificate IV in Travel and Tourism held from 13-17 November 2017 in Roma.
- Tourism Service Officer attended the Bettering Balonne 2 day Customer Service and Visual Merchandising on Thursday, 17 and Friday, 18 August 2017.
- Both Tourism Service Officers attended the Bettering Balonne Merchandising and Pricing Workshop held on Tuesday, 5 September 2017.
- Queensland Information Centre Association (QICA) Audit for the Visitor Information Centre's Accreditation was held on Monday, 21 August 2017.
- The Balonne Shire Tourism Meetings will be held on the following dates:
    - Tuesday, 26 September 2017
    - Thursday, 12 October 2017
    - Tuesday, 5 December 2017
- The Adventure Way Meetings are proposed to be held on the following dates:
    - Tuesday, 7 November 2017
    - Tuesday, 23 January 2018
    - Tuesday, 17 April 2018
    - Tuesday, 29 May 2018 (AGM Meeting)
- There is a proposed Business and Operators Workshop with USQ in St George on the 10 October 2017. This will incorporate an update from Jim Cavaye, Jane Summers and Cr Gaske on the South West Regional Economic Development (SWRED) tourism projects that are ongoing.

LIBRARY SERVICES

BSC Library Stats & Commentary
August 2017





- Story time this month was "Let's have a tree party" which Di Francisco came and she read some stories and then helped the children plant some plants to keep in the library so the children can watch them grow.
- Sunshine playgroup came to visit and did activities and a story "Going on a bear hunt".
- Thallon Stats look very low as there has been no internet due to the renovations that are happening.

COMMUNITY AND LIBRARIES

- Fabulous Lemon Drops – Monday 11 September
  - The HOPE project sponsored this event
  - he Fabulous Lemon Drops are a children interactive entertainment group specialising in musical entertainment for children aged 0 to 8 years old
  - Two free concerts held in St George at the Cultural Centre at 10 am & 11am
  - 150 children attended this event.
- Community Safety Group

    - Unconfirmed minutes from the meeting held 3 August attached
- School Holiday Programs.
    - In week one of the September School holidays two STEM based activities will be held in the St George Library.
    - In addition to these programs the CBDO will assist St George Aboriginal Housing in delivering a STEM based program.
    - Programs are: building a rubber band powered car; magic star and monster bookmarks.

Attachments

1. BSC Community Safety Minutes 3 August 2017.docx ⇩

Jamie Gorry
Director Community and Environmental Services

MINUTES: **BSC COMMUNITY SAFETY MEETING**
DATE **03 August 2017**
TIME: **7:15am – 8:30am**
LOCATION: **MERINO MOTOR INN, ST GEORGE**

Chair: Councillor Ian Todd

ITEM	DISCUSSION
Meeting Opened at	7:15am
Attendance	Balonne Shire Council Councillor Ian Todd Councillor Fiona Gaske Mayor Richard Marsh Matthew Magin, CEO Jamie Gorry, DCES Mareea Lochel, CBDO Di Francisco , EHO St George Police Paul Tabrett, Senior Sergeant, Officer in Charge St George Hospital Elesia Greive Guests Kamal Mutistapa, Clinical Worker – Drug Arm Australia
Apologies	Andrew Sampson, Acting Senior Sergeant Officer In Charge Adam Osbourne, Police Liaison Officer Michelle Clarke, DCFS
Confirmation of previous minutes	Moved minutes from previous meeting held on 06 July 2017 be accepted. **Moved:** Matthew Magin **Seconded:** Cr Gaske
Rolling Actions Update **a. CCTV** **b. Balonne Shire ICE program - phase 2** **c. Community Safety Group Strategic intent**	**a. CCTV** • Under the Works for Queensland program, Council has submitted a request for funding ($50,000) for CCTV in St George. Outcome of the submission should be known in 2 to 3 weeks • Michelle Clarke to follow up with Main Roads and Telstra regarding funding **b. Balonne Shire ICE program - phase 2 (education/awareness forum)** • Dirranbandi/Bollon Forum has been postponed until after the ICE forums hosted by David Littleproud. • New date will be in September **c. Community Safety Group Strategic intent.**

	• Draft of the safety strategy was distributed to group for feedback ***ACTION –*** *Mareea to distribute an electronic copy of the strategy to the group for comments.*
Drug & Alcohol Counsellor – Kamal Musitapa	Kamal has been engaged by Drug Arm Australia. The Drug and Alcohol Treatment Service is funded for two years. It is a free service for anyone over the age of 16. Access to the program can be self-referral, referral from GP or primary health worker or other providers. It is initial 12 week program with the option to be seen up to 4 consecutive, 12 week programs which approximately equates to one year of continued treatment. Kamal is based in the St George Medical Centre Wednesday – Friday however he does not have an "office space" on Monday & Tuesday. ***ACTION*** – • Council *to feature a story about the Drug & Alcohol Treatment Service in the next community newsletter.* • *Michelle to identify & investigate the feasibility to use a Council owned building/office for the Drug & Alcohol Treatment Service.* • *Elesia to link Kamal with the Allied Service team at the St George Hospital*
David Littleproud – ICE Forum	David Littleproud MP will be hosting a series of ICE forums throughout the Maranoa electorate. A forum has been scheduled for St George on Monday 28 August, 6pm at the St George Cultural Centre. It is paramount that there is a good turnout at the forum to ensure that the PHN funding for ICE programs is expended in the region. ***ACTION*** *- Everyone promote forum throughout their networks*
General Business	**Community Toolkit** This item to return to the active status in the rolling action sheet as Community checklist ***ACTION*** *– Jamie to follow up with Sport & Rec Qld regarding, Sport & Rec having any information that can be provided to the sports clubs about drug, alcohol & safety requirements*. **Theft at St George Caravan parks** At a recent tourism meeting it was indicated that "Grey Nomads" were bypassing St George because of reports on social media stating that St George has a high theft rate at the caravan parks. Paul advised that a few years ago St George did have a high rate of opportunistic thefts at caravan parks. However QPS have implemented an awareness program informing visitors to lock up valuables. Over the past few years the rate has decreased. ***ACTION*** – • *Paul to provide the statistics on crime/theft in Caravan Parks in the St George.* • *Council to promote the drop in crime rate.*

	Dementia Friendly communities Cr Gaske advised that Terri-lee Mills from Warrawee would like to encourage St George to be a Dementia Friendly community. ***ACTION*** *-– Terri-lee Mills from Warrawee be invited to the next meeting to provide an overview on Dementia Friendly community*
Next Meeting	Thursday 7 September 2017
Meeting closed	Meeting Closed at 8.15am

…… ……...

Chairman – Councillor Ian Todd **Date of Approval**

Balonne Shire Council

BSC COMMUNITY SAFETY – ROLLING ACTION TABLE 2017

ROLLING ACTION TABLE	ASSIGNED TO	DATE ASSIGNED	DATE DUE	OPEN	CLOSED	COMMENTS/STATUS
Community ~~ToolKit~~ Checklist A) In partnership with Sport & Rec Qld, develop a checklist for sporting organisations and business in the region. The kit to include examples of drug and alcohol policies, procedures, the matrix and drug testing support information.	BSC	08/06/16	**active**	✓		• Jamie to follow up with Sport & Rec Qld regarding, Sport & Rec having any information that can be provided to the sports clubs about drug, alcohol & safety requirements
CCTV Cameras – installation of extra cameras throughout the community	BSC St George Police	08/06/16	**ONGOING**	✓		• Ongoing • Council to liaise with Telstra and DTMR for funding • Michelle to provide update at Sept meeting
Balonne shire ICE program – Phase 2 St George	St George Police & BSC	02/11/16	**15 May 2017**	✓		• Dirranbandi/Bollon education forum postponed until Sept .
Community Safety Group - intent	BSC & QPS			✓		• Mareea to provide group with electronic copy of intent for feedback
Ice Forum – David Littleproud MP	BSC	6/7/17	**28 August**	✓		• Ice Forum hosted by David Littleproud MP • Group to actively promote forum throughout networks
Theft in Caravan Parks in St George	QPS & BSC	3/8/17	**ASAP**	✓		• Paul to provide the statistics on crime/theft in the caravan parks in St George. • Council to promote the drop in crime rate.
Dementia Friendly Communities	BSC	03/08/17	**7/09/17**			• Terri-lee Mills from Warrawee be invited to the next meeting to provide an overview on Dementia Friendly community
Drug & Alcohol Counsellor – Kamal Musitapa	BSC	03/08/17	**ASAP**	✓		• Council to feature a story about the

ROLLING ACTION TABLE	ASSIGNED TO	DATE ASSIGNED	DATE DUE	OPEN	CLOSED	COMMENTS/STATUS
						Drug & Alcohol Treatment Service in the next community newsletter. • Michelle to identify & investigate the feasibility to use a Council owned building/office for the Drug & Alcohol Treatment Service. • Elesia to link Kamal with the Allied Service team at the St George Hospital

OFFICER REPORT

TO: Council

SUBJECT: **Monthly Report**

DATE: 12.09.17

AGENDA REF: ICES2

AUTHOR: Karl Hempstead - Manager Rural Services

Executive Summary

Manager of Rural Services report for August 2017 is presented to Council for information.

Stock Routes General/Drovers

With no rain events occurring in recent months, the stock route network pasture is diminishing quickly. As per the last reporting period it would be prudent that no further travel permits are issued until rain events occur and regenerate feed on ground.

Pest Animals

WILD DOGS AND OTHER FERAL ANIMALS
Minimal baiting over the reporting period with only factory baits being delivered to landholders.

Pest Plants

QMDC WEED SPRAYING PROGRAM
Weed eradication and spraying programs ceased until at least mid-September, or first significant spring/summer rain events.

CORAL CACTUS – "BOOLIGAR"
Ongoing biocontrol releases & monitoring

PARTHENIUM
Ongoing monitoring.

WASH DOWN BAY
No utilisation during reporting period.

Town Commons and Firebreaks

Monitoring all Shire commons – again commons like the stock route network are suffering due to lack of rainfall. DE pasturing of stock on town commons may occur if the situation continues to decline.

Vehicle Usage

The Rural Service Department Utility Number 3515 has travelled 1600 km this reporting period.

General

August reporting period has been much the same as July with focus on the exclusion fencing funding EOIs and mapping. The Rural services has been assisting land holders on how to place road wings across Shire Controlled roads and TMR controlled roads including the installation of road siren deterrents.



Kooroon dog fence



Kooroon



Chelmer



Wild dog fence and wings crossing the Bollon/ Cunnamulla Road Completed
Weonia fence crossing – Bob Brown.

A biosecurity meeting in conjunction with Agforce was held on Wednesday 23rd to discuss the current Pimelea outbreak and on farm biosecurity plans. Funding has been sourced to allow the scientific unit to try to develop an inoculation to prevent stock from being affected by the plant; an amount of $150,000 has been allocated to hopefully deliver an inoculation.

Biosecurity and NSW Local Land Services inspected the Booligar Coral Cactus cochineal release on Thursday 31st August. The bugs have been aggressive in their movement which is a tick the box to eradicate the infestation sooner than expected. It is likely that the infestation will be completely affected within at least two years, which will reduce the use of herbicides which is a financial godsend for the landowner and for the

networking organisations. The Shire drone has been updated to commence flying and mapping tasks and is likely to be used ASAP on road construction sites and other weed related projects.


Affected area by cochineal


Cochineal bug on infected area


Affected area






Boys and their toys

Wild dog activity seems to be slowing down and it is not known at this stage if the exclusion fencing is the cause of less activity – however the drought probably is causing less activity in the region also. Feral pig activity has also had a noticeable decline which is goodm, but any major rain event in the future will certainly increase the problem again.

The Manager of Rural Services has been busy organising the next Army visit on the 19th September with at least 8 recovery units and other support vehicles being utilised. The Showgrounds has been booked to accommodate the soldiers during their visit. A map of existing car wrecks and stock route infrastructure (old wind mills U/S) that needs to be removed has been completed.

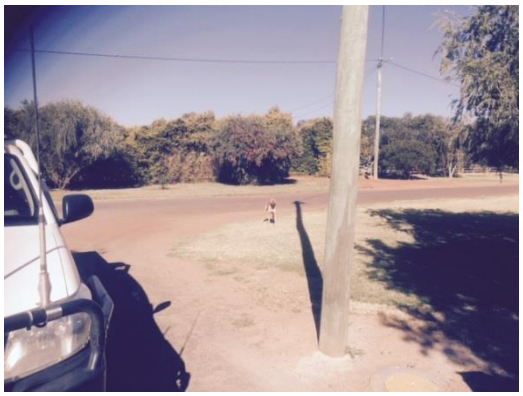
Town dog activity (Compliance) has been well managed over the reporting period and the discount registration period ending on the 31st of the month. There has been an increase in applications for more than two dogs that have not in the past been completed – this is one issue that the Manager of Compliance is dealing with, and is a sign of improved enforcement.



Dog found along Terrace by tourist



Dog captured by Manager



Taken before capture

Attachments

Nil

Jamie Gorry
Director Community and Environmental Services

OFFICER REPORT

TO: Council

SUBJECT: **Submitted minutes from Community Groups in Balonne**

DATE: 12.09.17

AGENDA REF: ICES3

AUTHOR: Mareea Lochel - Community & Business Development Officer

Executive Summary

Community Groups and organisations throughout the Balonne Shire have submitted their minutes to Council for Councillors' information.

Biosecurity Queensland - Wild Dog Barrier Fence Panel

Attachment 1: Minutes from meeting held 24 August 2017
Attachment 2: WDBF June Report
Attachment 3: WDBF bid
Attachment 4: WDBF Fact Sheet

Balonne Shire Family & Domestic Violence Prevention Panel

Attachment 5: Minutes meeting held 25 August 2017

Balonne Community Kids

Attachment 6: Minutes meeting held 21 August 2017

Bollon and District Community Group

Attachment 7: Minutes meeting held 21 July 2017

Thallon Progress Association

Attachment 8: Minutes meeting held 6 July 2017

Attachment 9: August update.

Attachments

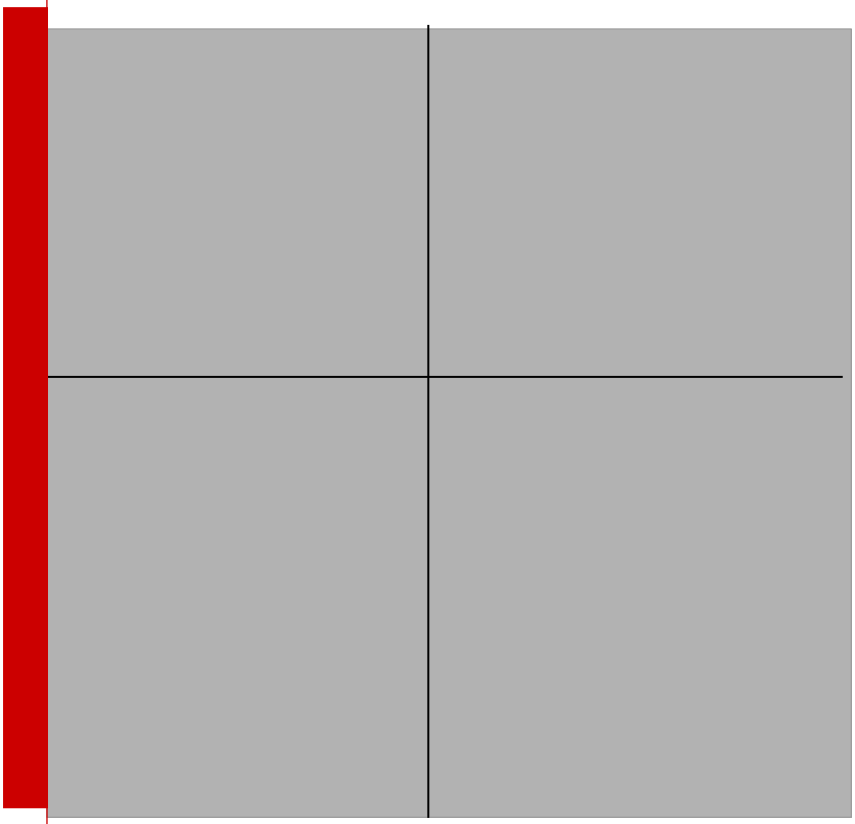
1. 170824 WDBF Panel Meeting Minutes.docx ⇩
2. WDBF Report June 2017 - Panel.doc ⇩
3. WDBF 16_17_May _18 Bid (panel meeting).pdf ⇩
4. WDBF Fact Sheet - 2016.docx ⇩

5. Balonne Shire Family and Domestic Violence Prevention Panel - minutes 25 August.docx ⇩
6. Balonne Community Kids_minutes 21 August 2017.doc ⇩
7. Bollon District Community Group 21st July Draft minutes.docx ⇩
8. TPA July 6th Meeting minutes.docx ⇩
9. TPA August update include ANZ seeds of renewal grant proposal (4).docx ⇩

Jamie Gorry
Director Community and Environmental Services

Record of Meeting

Biosecurity Queensland
Wild Dog Barrier Fence Panel
24 August 2017
Roma



Attendees:

Wendy Newman	Councillor	Maranoa Regional Council
Scott Scriven	Councillor	Balonne Shire Council
Bob Hall	Councillor	Quilpie Shire Council
Lloyd Harth	Representative	AgForce
Kevin Strong	Manager Operations	DAF
John Robertson	General Manager	DAF

Apologies

Nil

Observers

Paul Gray	Project Manager	DAF

Chairpersons Welcome

John Robertson acted as interim Chair of the new WDBF Panel for this meeting.

John welcomed the new members to the Panel Meeting for 2017.

Election of chair

Nominations were called for Chairperson

Wendy Newman was nominated by the members.

Wendy accepted the nomination and was elected unopposed.

Moved: Bob Hall **Seconded:** Lloyd Harth **Accepted**

Terms of Reference

Panel members reviewed the Term of Reference for the Wild Dog Barrier Fence Panel

Minor updates and changes made to the Terms of Reference. (see revised ToR attached)

Moved: Lloyd Harth **Seconded:** Scott Scriven **Accepted**

Overview of WDBF Operations

For the benefit of the new Panel members, a PowerPoint presentation of the background and operations of the Wild Dog Barrier Fence Project was presented.

Discussion and clarification ensued during and following presentation.

PowerPoint presentation is available for panel member use at representative forums on request from WDBF Project Manager.

Minutes of Previous meeting

Minutes of the previous meeting held on 10 November 2015 in Roma were tabled.

Action items were read and discussed.

That the minutes be accepted as presented

Moved: Lloyd Harth **Seconded:** Kevin Strong **Accepted**

Agriculture & Environment Committee Inquiry and Report - John Robertson

The Queensland Parliamentary Agriculture & Environment Committee resolved to hold an inquiry into barrier fences in Queensland on 28 October 2015, in accordance with its public works power under section 94 of the *Parliament of Queensland Act 2001*. The inquiry examined:

- the costs to maintain existing barrier fences
- the effectiveness of barrier fences at protecting stock and crops from attacks by wild dogs, rabbits and other introduced species
- their unintended impacts on native species
- recent upgrades to sections of the wild dog fence by the Department of Agriculture and Fisheries (DAF), and
- whether barrier fences should be expanded to other areas of the State to protect stock.

The Committees report was tabled in the Queensland Parliament in June 2017.

John Robertson gave a brief overview of the Agriculture and Environment Committee Report and recommendations. Six recommendations were made by the Committee

Recommendation 1

The committee recommends that the Wild Dog Barrier Fence and the Rabbit Fence continue to be actively maintained as major components of Queensland's control strategies for wild dogs and rabbits.

Recommendation 2

That the organisation responsible for the Rabbit Fence develop a strategy for state-wide control of rabbit populations, with an approach similar to the Wild Dog Management Strategy 2011-16.

Recommendation 3

That the Government review the management structure of the Darling Downs Moreton Rabbit Board and its capacity to meet the objectives of the organisation.

Recommendation 4

That the Department of Agriculture and Fisheries consider the merits and a cost-benefit analysis of the proposal to extend the wild dog barrier fence northwards from the Windorah area to within the area of the Longreach Regional Council.

Recommendation 5

That the Queensland Government maintain the Feral Pest Initiative Committee, including its capacity to consider how cluster fencing fits into the broader dog management scheme, and whether there is any merit in repositioning or extending barrier fencing.

Recommendation 6

That the Department of Agriculture and Fisheries include the New South Wales Border Fence Maintenance Board in any future consultation regarding wild dog control strategy and barrier fence construction.

The Minister for Agriculture and Fisheries is preparing a response to the recommendations.

Action: The Chair of the WDBF Panel will be consulted with in preparing the departmental response.

Budget Report - Kevin Strong

End of financial year 2016-17 data show a small overspend for the WDBF budget of approximately $39K. This overspend has been covered by the Department of Agriculture and Fisheries.

Budget for financial year 2017-18 comprises $1,155,112 precepted from the nine contributing local governments – matched by $1,155,112 from the Department of Agriculture and Fisheries.

A CPI increase of 1.7% was applied for the 2017-18 budget.

A balanced budget of $2,310,224 has been loaded into the departmental financial system for 2017-18 financial year.

Planned Capital Works program for WDBF replacement for 2017-18 financial year covers 61.8 km of fence reconstruction at an estimated cost of - $958.480. This work will be divided between WDBF workforce and external contractors.

Application has been made to the Departmental Minor Works program for a replacement accommodation unit - $70 000. (yet to be approved)

Application has been made to the Departmental Heavy Plant and Equipment program for replacement of 4 Polaris Rangers, 1 Dozer, & 1 Grader - $985,000. (yet to be approved)

That the Budget Report be accepted as presented

Moved: Bob Hall **Seconded:** Scott Scriven **Accepted**

The formula for calculation of the distribution of precept collections is calculated on the numbers of 'protected' livestock in the contributing local government areas.

These figures are gleaned from the Australian Bureau of Statistics (ABS) Livestock census, conducted every five years. The latest figures from the ABS should be available for the calculation of the 2018-19 WDBF contributions.

Operational Report - Paul Gray

Operational report covered

- Patrolling and regular maintenance of the WDBF.
- Replacement of last section of electric fence, near Windorah, with conventional netting fence completed in April 2017.
- Ongoing Capital Works Program targeting approximately 50 km per year. This financial year's plan targets approximately 60 km of fence reconstruction.

- Replacing rusted foot-netting material by trenching.
- WDBF & contract graders.
- Minor Works and Heavy Plant and Equipment replacement programs for machinery and accommodation units.

That the Operational Report be accepted as presented

Moved: Lloyd Harth **Seconded:** Bob Hall **Accepted**

General Business

Biosecurity Plan. Some properties are now requiring an on-farm Biosecurity Pla. WDBF will develop our own Biosecurity Plan which will include: washdown, how you operate, firearms, chemicals etc, for provision to landholders along the WDBF who may require this information. **(Paul Gray)**

Include in email to panel members: minutes, operational report and also budget report

"Frequently Asked Questions" "Quick Interesting Facts" - might be handy to have – Paul to send around a sheet. More publicity about the Wild Dog Barrier Fence. Attendance at Field Days.

How do you know that the WDBF is working? A complex question to answer as there are a lot of influencing factors.

- The WDBF is well maintained with an ongoing reconstruction program,
- The level of landholder control of wild dogs on the protected side of the fence, and
- The influence of cluster fences.

Major pig problem at "Brindley Park". Maranoa Regional Council to work with local land owners on a solution. Ongoing feral pig damage is becoming very expensive and a serious threat to the integrity of the WDBF in this area.

General Business

The next WDBF Panel meeting will be held on 12 April 2018 at Roma Research Station Conference Room followed by a field visit to the WDBF for available Panel members.

Meeting Close

The meeting was closed at 12.20 pm

Wild Dog Barrier Fence

Operational Report



June 2017

WDBF Report

Operational Report

1.0 Patrolling

Patrols continue to be inspected and maintained on a weekly to fortnightly basis. Some of the regular patrol duties are replacing unserviceable floodways and clearing of debris after a rain event, patching holes, replacing netting rusted off at ground level, controlling regrowth, removing obstructions from the maintenance road, restraining broken wires and replacing broken posts.

Thargomindah Patrol

Over 110 floodways have been replaced on this patrol in the past 6 months, 17 of which were between No16 camp and the Kiee Grid. Rusty aprons were replaced through the rocked section in the Wilson Channels.
Late last year this patrol received consistent rain between July and October. Despite many attempts Thargomindah patrolmen were only able to access the fence from the Bullo River, north to the Kiee Grid during this wet period. South of the river was blocked by flooded creeks and boggy areas, at that time patrolling was only achievable with a polaris running in each direction from access points.
The NSW boarder to Yellow Water hole (south of Thyangra camp) was finally inspected mid-October, incurring only very minor damage. Despite the consistent falls over the many weeks most of the creeks and channels had run relatively clean, and the flood gates only requiring resetting back inline to the fence.
A long floodway in the new Yakara fence was washed down, it was reinstated back in good condition and all materials were salvaged. The Bulloo River floodway on Thyangra has been completely upgraded with new netting and long logs. Patrolmen are now concentrating on rusty floodway aprons and cutting out white wood suckers in the Pinidary area.



Windorah Patrol

Windorah patrolmen installed 84 Maxi steels pickets, 7 woods and bag tied off 800 metres of fence, 450 metres at the Kyabra/Raymore boundary and 350 metres south of the camp on Raymore.
Patrolmen have replaced a number of rotted strainer posts between Cooma and Raymore.
The Windorah fence was also subjected to heavy rains last year. The Coonavilla and Coonaberry Channels on Plevna ran several times causing headaches to patrolmen causing the need to back track around flooded creeks. Considerable time was spent cleaning out and resetting these floodgates. The Kyabra creek also overflowed and restricted access to the area for a number of weeks.
Floodway maintenance continues throughout this patrol having 30 floodways replaced recently.

Adavale Patrol

Adavale patrolmen have cut out numerous Mulga suckers that had begun to grow along the fence line between Bulloo Lakes and Trinadad, much of this work was performed from a polaris due to wet conditions.
The Adavale patrolmen are concentrating on rusty floodway aprons. Wet conditions last year restricted access to some areas on Bulloo Lakes, Leopardwood Park and Milo. The Thunda creek floodway on Clifton washed over but was a simple repair.
Patrolmen concentrated their efforts in the Milo/Leopardwood Park area to repair numerous blow holes and washed out rill caused by storm rain. Many floodways have been upgraded in the Wichilo Creek area and from the Cannaway gate, east through to Adavale.



Tambo Patrol

Tambo patrolmen have been concentrating on replacing rusty floodway aprons. The main channel and both outer channels of McFarlaine Creek near the Landsborough Highway have been upgraded with new aprons and battens.
Patrolmen had to spend 2 days at the Blackwater channels raking out debris and resetting floodways. The main channel was impassable at that time.
Three gates have been replaced along the Forrest Hill, Milray and Mount Eddinborough fences, steel stay assemblies were installed instead of timber. Several floodways have been upgraded in the Mount Eddinborough fence with the assistance of the grader.



Morven Patrol

Cattle damage has been predominant through this patrol. Barbed wire was run 500mm high in an attempt to reduce cattle pressure along a section of the new Yandarlo fence. Cattle from North Queensland have been trucked down and released on Yandarlo, these cattle would rarely be contained by fences and unfortunately show little respect to the new fence.
Patrolmen from the Morven patrol spent a couple of days renewing the main floodgate across Windeyer creek, most of the flood crossings on the northern end of this patrol required cleaning and resetting after the rain earlier this year. Rusted sections through Mount view and Angellala Downs have been trenched out and replaced. Patrolmen continue to spray woody weeds and suckers along the patrol.




Injune Patrol

Fires on Mt Hutton lit by the grazier to burn off had spread south through the fence and burnt 10 running posts and the stay that anchors the Injune River floodgate, 400 meters of netting was heat affected. Temporary repairs were initially made as access into the area was expected to be blocked due to coming rain, repairs have since been completed. Patrolman were assisted by the landholder on Warndoo to replace 150mtrs of fence that comes under constant pressure from cattle. The landholder supplied the timber running posts and a Bobcat with a digger.
Patrolmen replaced a number of floodways from Kooragan Rd to Wallhollow and a number of rotted strainer posts between Caslee and Wallhallow, 200mtrs was also reposted through Wallhallow.
Injune patrol also has had a number of areas damaged by cattle and was subjected to broken wires. 15 meters of 600mm netting was trenched into the ground to replace rusted material on Mt Maria.




Wallumbilla Patrol

Wallumbilla patrolmen in preparedness for the upgrade along Durham Downs cut and barked 100 strainer posts. Floodways from Durham to Pamaroo have been upgraded.
1.5kms of fence was reposted north of Pickanjinnie, deteriorated timber posts were cut out and replaced with steel pickets. Two grids in the area were cleaned out due to a build up of debris mostly dropped in by the mines vehicles. Patrolmen on the Wallumbilla patrol have battled increase pig activity on Brindley Park and Bora, the pigs have been hitting the netting at ground level trying to weaken its hold in the ground.
Cattle damage has been prevalent throughout the Wallumbilla patrol costing the patrolmen many hours.




Chinchilla Patrol

Storms that produced high winds from Cyclone Debbie created considerable damage on the Chinchilla Patrol from the Leichhardt Highway through to Flynn's camp north of Columboola. Approximately 60 trees had been blown over the fence line over a 20km section, requiring a team of patrolmen 4 days to cut and remove the debris and reinstate the fence.
Chinchilla patrolmen continue with their vegetation management, spraying suckers and floodways and brush cutting heavier regrowth areas. This activity is repeated a

number of times a year, the regrowth this year has flourished from consistent rains over the past 6 months.





General

As mentioned previously Patrolmen have been used to make up the work crews for the Capital Works upgrades. Most times over half the work force from the Eastern or Western sections of the fence will be involved. The remaining patrolmen have been given the responsibility to inspect and maintain all patrols. The patrols are run on alternate weeks so to ensure the high level of fence integrity continues. This situation generally is in place from a fortnight to a month at a time, then reverting back to standard operation giving patrols the opportunity to catch up.

Rains for the last half of 2016 caused many access restrictions to the fence and this makes daily operations and work planning difficult. The use of Polaris ATV's to access wet areas has been necessary across the entire length through this period.

Since completion of the Capital Work Program (CWP) for the 16/17 financial year all resources are being concentrated on regular patrolling and maintenance, this will continue until we begin the 17/18 CWP.

2.0 Electric Fence

In the early 1980s the decision was made to reconstruct the overgrown and severely degraded wild dog barrier fence and realign the fence between Tambo and Windorah in south west Queensland.
In order to complete and establish a dog-proof fence 2250 km long, many sections were constructed as electric fence as a temporary stop-gap measure.
During the last 35 years of continual maintenance and upgrading of the wild dog barrier fence, the electric fence sections have gradually been replaced with conventional 1.8 m netting fence.
This year, April 2017, the last 30 km section of electric fence has been replaced with netting.
Patrolmen that checked the Electric fence will now be able to channel their resources into other areas along the fence. Although reasonably effective the majority of the time the electric fence was time consuming when trying to track down a fault.





3.0 Parthenium

Patrol vehicles and machinery continue to undergo wash downs whenever travelling into and out of affected areas.
Patrolmen continue to monitor Parthenium around the Pleasant Creek area on Lambert and regularly spray floodways and access roads.
There had been some outbreaks of Parthenium along Pleasant creek between Lambert and Mt Edinburgh and a small section on Caranna. Patrolmen sprayed to contain and eradicate it along our maintenance road and by pass tracks.

4.0 Accommodation

WDBF staff continues to accommodate 2 Government houses in Quilpie and 1 in Roma.

5.0 Reconstruction

2015/2016

Location	Work No:	Shire	Section	Description	Status
Yakara	1	Bulloo	BH4	Reposting 10km contractors	Complete
Thyangra	2	Bulloo	BH7	Reposting 5km	Complete
Bulloo Lakes	3	Quilpie	BH26	Upgrade 4kms	Complete
Bulloo Lakes	4	Quilpie	BH26	Upgrade 6kms	Complete
Barakula State Forest	5	WDRC		Upgrade 4kms	Complete
Yandarlo	6	Blackall Tambo Region	BH236	Upgrade 13kms	Complete
Forest Hill/Allawah	7	Blackall Tambo Region	BH1A	Upgrade 5.5kms	Carry Over
Thyangra	8	Bulloo	BH7	Upgrade 4kms	Complete
Simmie	9	Maranoa		Upgrade Fence/Flood Gates 400mts	Complete

46.9km

2016/2017

Location	Work No:	Shire	Section	Description	Status
Forest Hill/Allawah	1	Blackall Tambo Region	BH1A	Upgrade 5.5kms	Complete
Retreat/Oakham	2	Barcoo Shrire	BH34/35	Upgrade 17.5 km contractors	Complete
Retreat/Kalabra	3	Barcoo Shrire	BH35	Upgrade 7.3 km contractors	Complete
Retreat/Kalabra	4	Barcoo Shrire	BH35	Upgrade 5.2 km	Complete
Retreat/Corrib	5	Barcoo Shrire	BH33	Upgrade 4 km	Complete
Kooringa Dwns/Durham	6	Maranoa	BH342	Upgrade 6 km	Complete
Kooringa Dwns/Sawpit	7	Maranoa	BH342/341	Upgrade 2.6 km	Complete

48.1km

2018/2019

Location	Work No:	Shire	Section	Description	Status
Mt Macquarie	1	Blackall Tambo Region	BH6	Upgrade 9.5km	Not started
Mt Macquarie	2	Blackall Tambo Region	BH6	Upgrade 9.5km	Not started
Plevna Downs	3	Quilpie	BH13A	Upgrade 15km contractors	Not started
Mt View/Angellala Dns	4	Murweh	BH250/250A	Upgrade 11km contractors	Not started
Warida	5	Maranoa	BH255	Upgrade 7.5km	Not started
Caranna/Lynbrydon	6	Blackall Tambo Region	BH15	Upgrade 5km	Not started
Trinadad/Milo	7	Quilpie	BH28/29	Upgrade 4km	Not started

61.5kms

6.0 Trenching

The Patrolmen working the Chinchilla Patrol used the Komatsu dozer to trench out and replace 4.1kms of rusted netting west from Auburn Rd, north of Chinchilla.
450mm netting was attached to the bottom of the existing marsupial netting and hung into the trench before burial. A further 1.2km of rusted netting was replaced west of the Dogwood Ck using the John Deere Tractor.
800 meters of 450mm netting was trenched into the ground in December, between the Barakula State Forest and Fairy Lands, patrolmen used the Kamatsu dozer to do the trenching.
With the assistance off a local contract Grader 2.5kms of rusted netting has been replaced between Yapunah and Nobbs road north of Chinchilla.
Total 8.4kms

7.0 Flood/Fire repair

The impact from Cyclone Debbie was minimal, falls from 70mm to 150mm were recorded along the eastern part of the WDBF from Roma to Jimbour, numerous trees were blown over the fence. Some floodgate damage and washed out windrow was sustained, patrolmen had all repairs complete within 2 weeks.



8.0 Graders

After wet conditions improved last year the eastern grader completed from the Glen Olive Rd through to Palestine/Hendon Pk boundary, as the machine travelled along the fence it assisted patrolmen to replace sections of deteriorated netting from the belly wire down and below the ground. The Eastern grader has now finished both sides of Hendon Park and completed on the inside of the fence from Woonoona house to 3kms northwest of the Cornwall house before relocating to Durham Downs where preparation grading started for the Durham Downs job.
The machine has now worked 6319hrs.

The western grader completed both sides of the fence from the Woomerlang grid back to the Bulloo lakes/Leopardwood boundary, then from Gundry/Milo, river crossing to 80km waterhole.
Whilst in the Adavale area it was working on areas of bad water erosion. The machine was then relocated to Milray camp, some 250km by truck, in preparation for the Forrest Hill/Allawah job.
The western grader was used on the Allawah job and then completed both sides from Milray to Jynoomah. The grader was then moved to Hammond Downs on the Windorah Patrol for a priority job. Corrective work was required to fix blow holes and eroded windrow for approximately 35kms. The Grader was then moved to Raymore to repair the storm damage from early this year.
The machine has now worked 5404hrs.

9.0 Contract Graders

A contract grader from the Chinchilla area has been engaged for corrective work along the WDBF on the eastern and western sides of Yapunah camp, the earthwork involves windrowing approximately 10kms of fence were rust has been exposed from recent rains. The operator will also assist patrolmen in trenching out and replacing 2.5kms of rusted netting east of the camp.
A contract grader from Quilpie was engaged for corrective work along the WDBF on Trinadad, the earthwork involved reconstructing drains and banks along the way as a windrow was thrown along the base of the fence for approximately 35kms.

10.0 Grids/Gates

TMR replaced the WDBF Grid on the Leichhardt Highway North of Miles at no cost to the WDBF.

Maranoa in conjunction with Santos replaced the Grid and assemblies on the Blythdale North Road.

Robert Bell at Silverleigh, Drillham has applied to install a grid to his entrance.

APLNG (ORIGIN) have applied for approval to install a gateway on Hamilton Park South.

11.0 Openings in WDBF for pipelines and optical fibre cable

Santos CSG Pty Ltd have applied to install numerous temporary gates for the purpose to install flowlines as part of ongoing development.

An inspection was carried out earlier this year on the fence realignment south of the Sibelco mine site. The construction of the new fence met WDBF standards.

12.0 Work Place Health and Safety

Issue	Action	Yet to be completed
Review SOP for radio procedure	Revised	Completed
Risk Assessments for remote area work	Revising	On going
Condition of Vehicles and Trailers	Develop Monthly Vehicle and Trailer Check	Completed
Review safe operating procedures for machinery equipment and tools	Reviewing risk assessments	On going

13.0 Accidents/Near misses

NIL

14.0 Training

- **Chainsaw:** Current for majority
- **First aid:** Current for all
- **Firearms:** 7 Employees trained
- **Wash down training (Parthenium):** To be refreshed every 12 Months
- **4WD training:** to be advised
- **Chemical Usage:** Current for majority
- **ATV Training:** Current
- **Code of Conduct:** Current/ refresher require within 12 months



15.0 Staff

Three new patrolman have started in the past 6 months, on the Adavale, Thargomindah and Wallumbilla Patrols.

Roma

Project Manager
Assistant Operations Officer/ Patrolmen
Assistant Operations Officer/ Patrolmen
Grader Operator
6 x Patrolman

Quilpie

Senior Operations Officer
Assistant Operations Officer
Assistant Operations Officer/ Grader Operator
7 x Patrolman

16.0 Equipment

Dozer

The Komatsu dozer finished working east from Yapunyah camp to Hoares Road clearing regrowth building banks and trenching netting into the ground. The machine was then transported to Walhallow where it has started working west doing the same work.

The Cat dozer was transported in from Milo for a service and minor repairs, it has now been transported to Trinadad to commence clearing regrowth and bank restoration.

Camps

Installation of the new camp for Pinadary is complete, solar panels and a 12v system were fitted to run LED lighting, water pumps and a 12v DC upright fridge. The existing veranda was replaced with steel bearers and joists and Mod board instead of timber.

An application has been submitted through the Minor Works program to construct another Donga and amenities room. The new accommodation will replace a dilapidated caravan at the Woomerlang camp.

Mod board (plastic composite board) has been purchased to replace verandas at Plevna, Cooma and Taylors where the timber boards have perished.



Polaris Rangers

The last 2 remaining petrol Polaris Rangers were recently replaced, an application through the heavy Plant and Equipment program was submitted to upgrade with the new model diesel side by side (3 seater) Polaris Rangers. The crew cabs were purchased to transport staff to perform flood restoration in 2010. Since they have been impracticable, lacking in clearance and reliability.

An application under the Heavy Plant and Equipment funding is underway for the replacement of 4 more Polaris Rangers as the remaining fleet is aging. The Rangers were originally purchased to replace 3 and 4 wheeler ATVs, used for flood

restoration. They have now found their way into reconstruction and upgrade jobs as well.



Patrol Vehicles

The WDBF maintains a fleet of 12 operational vehicles, this necessitates a turnover of a number of vehicles annually. 8 of these vehicles have been changed over in the past 12 months. Each vehicle undergoes a new fit out involving changing over radios, aerials, duel battery systems, tool boxes and various fencing equipment.



ACCOUNT	YTD BUDGET $	YTD ACTUAL $	YTD BUDGET $	YTD ACTUAL $	YTD BUDGET $	YTD ACTUAL $		Actual end of 2016_17 expenditure	Proposed 2017_18 Bid $
	8100283 - (Base)		8100284 - (Trust)		8100285				
Expenses									
Employee related expenses									
510000 - Salaries & Wages	482,591.27	428,476.18	482,591.27	428,476.10	965,182.54	856,952.28		$856,952.28	$988,578.00
510021 - Salary Recoveries Workers Compensation	0.00	-491.28	0.00	-491.27	0.00	-982.55		-$982.55	$0.00
514003 - Locality Allowance	1,356.57	1,510.82	1,356.57	1,510.76	2,713.14	3,021.58		$3,021.58	$2,703.00
514020 - Other Allowances	84,999.96	83,643.69	84,999.96	83,643.70	169,999.92	167,287.39		$167,287.39	$175,000.00
515000 - Recreation Leave Expense	53,381.42	50,494.16	53,381.42	50,494.20	106,762.84	100,988.36		$100,988.36	$109,806.00
515001 - Leave Loading Expense	0.00	6,954.67	0.00	6,954.71	0.00	13,909.38		$13,909.38	$0.00
515002 - Special Leave Expense	0.00	519.05	0.00	519.04	0.00	1,038.09		$1,038.09	$0.00
515003 - Annual Leave On-cost Expense	0.00	-7,750.13	0.00	-7,750.08	0.00	-15,500.21		-$15,500.21	$0.00
516000 - LSL Levy Expense	10,191.37	12,500.08	10,191.37	12,500.04	20,382.74	25,000.12		$25,000.12	$20,874.00
516002 - Long Service Leave Claims On-cost	0.00	-173.43	0.00	-173.42	0.00	-346.85		-$346.85	$0.00
517001 - Q Super Employer Contr Accum Plan	61,530.41	63,851.83	61,530.41	63,851.57	123,060.82	127,703.20		$127,703.20	$126,044.00
520500 - Workers Compensation Premiums	3,871.58	3,832.07	3,871.58	3,832.03	7,743.16	7,664.10		$7,664.10	$7,930.00
520504 - Staff Training & Devt External Costs	3,000.00	1,165.91	3,000.00	1,165.91	6,000.00	2,331.82		$2,331.82	$20,000.00
520507 - Protective Equipment	1,250.04	2,718.95	1,250.04	2,718.89	2,500.08	5,437.84		$5,437.84	$5,000.00
520550 - Other Employee Expenses	-116,083.96	-28,243.72	-54,126.96	-28,243.73	-170,210.92	-56,487.45		-$56,487.45	-$109,260.00
524031 - Property Operating Lease/Rentals -Employee Housing	0.00	15,245.47	0.00	15,245.44	0.00	30,490.91		$30,490.91	$30,000.00
Subtotal for: Employee related expenses	**586,088.66**	**634,254.12**	**648,045.66**	**634,253.89**	1,234,134.32	**1,268,508.01**		$1,268,508.01	$1,376,675.00
Supplies & services									
523021 - Contractors Non Prof Services	0.04	6,465.00	0.04	6,465.00	0.08	12,930.00		$12,930.00	$30,000.00
524000 - Electricity & Gas	5,499.96	9,196.14	5,499.96	9,196.14	10,999.92	18,392.28		$18,392.28	$18,000.00
524004 - Property Cleaning - Other	0.00	1,009.98	0.00	1,009.95	0.00	2,019.93		$2,019.93	$1,500.00
524011 - Property Rates	1,500.00	1,328.78	1,500.00	1,328.76	3,000.00	2,657.54		$2,657.54	$2,000.00
524014 - Property Security - Other	0.00	47.50	0.00	47.50	0.00	95.00		$95.00	
524015 - Property Security - DPW	0.00	102.00	0.00	102.00	0.00	204.00		$204.00	
524020 - Property Maintenance Grounds	0.00	42.50	0.00	42.50	0.00	85.00		$85.00	
524025 - Property Repairs & Maintenance	5,000.04	11,265.81	5,000.04	11,265.74	10,000.08	22,531.55		$22,531.55	$20,000.00
524027 - Maintenance Plant & Equipment	502.00	233,423.44	200,502.00	233,423.44	201,004.00	466,846.88		$466,846.88	$421,961.91
524032 - Property Repairs and Maint - Residences	0.00	1,397.50	0.00	1,397.50	0.00	2,795.00		$2,795.00	$15,000.00
524061 - Liquid Gas Expense	2,499.96	898.98	2,499.96	898.92	4,999.92	1,797.90		$1,797.90	$1,500.00
525000 - Motor Vehicles Fuel Oil	54,999.72	48,316.18	54,999.72	48,316.11	109,999.44	96,632.29		$96,632.29	$100,000.00
525002 - Motor Vehicles Hire Q Fleet	96,662.52	98,988.51	96,662.52	98,988.47	193,325.04	197,976.98		$197,976.98	$190,857.00
525003 - Motor Vehicles Insurance Excess	0.00	1,125.00	0.00	1,125.00	0.00	2,250.00		$2,250.00	$1,500.00
525006 - Motor Vehicles Repairs & Maintenance	30,000.00	17,452.64	30,000.00	17,452.58	60,000.00	34,905.22		$34,905.22	$30,000.00
525008 - Motor Vehicles Insurance Fees	3,999.96	2,387.58	3,999.96	2,387.58	7,999.92	4,775.16		$4,775.16	$8,000.00
525009 - Motor Vehicles Registration Fees	3,500.04	3,286.92	3,500.04	3,286.94	7,000.08	6,573.86		$6,573.86	$8,000.00
525016 - Motor Vehicles Tolls & Incidentals	0.00	3.61	0.00	3.61	0.00	7.22		$7.22	
525018 - Repairs & Maintenance - Heavy Equipment	0.00	15,969.92	0.00	15,969.89	0.00	31,939.81		$31,939.81	$30,000.00
525019 - Repairs & Maintenance - Other Transport	0.00	5,479.56	0.00	5,479.50	0.00	10,959.06		$10,959.06	$15,000.00
525025 - Motor Vehicle Accessories	0.00	1,283.69	0.00	1,283.69	0.00	2,567.38		$2,567.38	$2,000.00
525026 - Motor Vehicles Tyres	0.00	307.96	0.00	307.96	0.00	615.92		$615.92	$1,000.00
525027 - Motor Vehicles - New Fitout	0.00	103.49	0.00	103.48	0.00	206.97		$206.97	$1,000.00
525028 - Workshop Consumables	0.00	7,249.16	0.00	7,249.10	0.00	14,498.26		$14,498.26	$15,000.00
526001 - Travel Allowances (No Payroll Tax)	3,000.00	1,927.13	3,000.00	1,927.12	6,000.00	3,854.25		$3,854.25	$3,000.00
526005 - Travel Accommodation & Meals	999.96	3,903.31	999.96	3,903.28	1,999.92	7,806.59		$7,806.59	$8,000.00
528006 - Computer Consumables	99.96	0.00	99.96	0.00	199.92	0.00		$0.00	
529003 - Telephone & Fax - Office	619.08	3,070.89	619.08	3,379.13	1,238.16	6,450.02		$6,450.02	$8,000.00
529008 - Telephone - Mobile	6,989.04	0.00	6,989.04	0.00	13,978.08	0.00		$0.00	
529009 - Communications - Other	0.00	474.00	0.00	474.00	0.00	948.00		$948.00	$1,000.00
529013 - Telecommunications Equipment	5,000.04	1,131.73	5,000.04	1,131.73	10,000.08	2,263.46		$2,263.46	$5,000.00
530010 - Entertainment NonEmployee No Alcohol	0.00	0.00	0.00	0.00	0.00	0.00		$0.00	
530011 - Refreshments & Light Meals	500.04	145.42	500.04	145.40	1,000.08	290.82		$290.82	$1,000.00
530012 - Equipment Rental Operating Lease	9,999.96	0.00	9,999.96	0.00	19,999.92	0.00		$0.00	
530013 - Freight & Cartage (incl.Railway Charges)	5,000.04	5,223.63	5,000.04	5,223.62	10,000.08	10,447.25		$10,447.25	$10,000.00
530022 - Miscellaneous Expense	-603,722.96	-244,905.70	-255,678.96	-244,905.72	-859,401.92	-489,811.42		-$489,811.42	-$589,219.90
530023 - Corporate Credit Card Unallocated	0.00	0.01	0.00	-0.01	0.00	0.00		$0.00	
530024 - Photocopying/Multi-Functional Device Charges	99.96	119.58	99.96	119.54	199.92	239.12		$239.12	$250.00
530026 - Postage	249.96	-350.31	249.96	-350.33	499.92	-700.64		-$700.64	$1,000.00
530035 - Stores & Stationery	200.04	151.80	200.04	151.78	400.08	303.58		$303.58	$500.00
530036 - Paper Plain & Coloured Card Supplies	99.96	38.95	99.96	38.94	199.92	77.89		$77.89	$200.00
530037 - Toner Purchased Non Maintenance Agree	0.00	144.55	0.00	144.54	0.00	289.09		$289.09	$500.00
530058 - Maps Graphics & Photos Supplies	0.00	45.00	0.00	45.00	0.00	90.00		$90.00	$200.00
530101 - Administration Fee	50.04	85.76	50.04	85.74	100.08	171.50		$171.50	$200.00
530122 - Plant & Equipment Maintenance	24,999.96	2,956.99	24,999.96	2,956.93	49,999.92	5,913.92		$5,913.92	$10,000.00
530134 - Workplace Health & Safety	0.00	1,545.05	0.00	1,545.03	0.00	3,090.08		$3,090.08	$5,000.00
530136 - Portable & Attractive Equipment -Depreciation	5,000.00	2,415.46	5,000.00	2,415.46	10,000.00	4,830.92		$4,830.92	
530146 - Books & Publications	0.00	68.18	0.00	68.18					
530168 - Materials	0.00	-7,436.12	0.00	-7,436.12	0.00	-14,872.24		-$14,872.24	$0.00
530206 - Armoury Consumables	300.00	455.46	300.00	455.45	600.00	910.91		$910.91	$1,000.00
530233 - Agriculture Chemicals	1,250.04	907.67	1,250.04	907.64	2,500.08	1,815.31		$1,815.31	$2,000.00
530242 - Fuels and Oils (Non Motor Vehicles)	0.00	22.59	0.00	22.58	0.00	45.17		$45.17	$300.00
530304 - Plant and Equipment <$5000	0.00	13,872.23	0.00	13,872.20	0.00	27,744.43		$27,744.43	$20,000.00
810002 - Program Specific Training Expenses	0.00	3,096.00	0.00	3,096.00	0.00	6,192.00		$6,192.00	$2,000.00
810014 - Depreciation Expense	266,494.79	0.00	266,494.79	0.00	532,989.58	0.00		$0.00	
810040 - Int Service Charge-Std Workplace Pack	1,610.00	1,665.79	1,610.00	1,665.79	3,220.00	3,331.58		$3,331.58	$3,220.00
810041 - Int Serv Charge-Network Connectivity	211.80	456.84	211.80	456.84	423.60	913.68		$913.68	$885.00
810043 - Int Service Charge-ITP DiscretionaryServ	381.96	0.00	381.96	0.00	763.92	0.00		$0.00	
Subtotal for: Supplies & services	**-66,402.09**	**258,363.74**	**481,641.91**	**258,671.10**	415,239.82	**517,034.84**			
Depreciation, amortisation and deferred									
548001 - Depn Exp - Buildings	0.00	23,589.66	0.00	23,589.61	0.00	47,179.27		$47,179.27	$47,757.84
548002 - Depreciation Expense Infrastructure	0.00	189,414.40	0.00	189,414.35	0.00	378,828.75		$378,828.75	$389,803.90
548003 - Depreciation Expense Plant & Equipment	267.72	51,233.59	0.00	51,166.62	267.72	102,400.21		$102,400.21	$94,633.25
Subtotal for: Depreciation, amortisation and deferred	**267.72**	**264,237.65**	**0.00**	**264,170.58**	267.72	**528,408.23**			
Miscellaneous expenses									
530002 - Bank Charges	0.00	46.50	0.00	46.56	0.00	93.06		$93.06	
573008 - Non-QGIF Insurance	5,000.04	0.00	5,000.04	0.00	10,000.08	0.00		$0.00	
Subtotal for: Miscellaneous expenses	**5,000.04**	**46.50**	**5,000.04**	**46.56**	10,000.08	93.06			
Asset writedowns, losses and decrements									
550000 - Bad Debts Expense	0.00	151.74	0.00	151.73	0.00	303.47		$303.47	
555004 - Impairment Loss Plant & Equipment	0.00	0.00	0.00	0.00	0.00	0.00		$0.00	
Subtotal for: Asset writedowns, losses and decrements	**0.00**	**151.74**	**0.00**	**151.73**	0.00	303.47		$303.47	
Subtotal for: Expenses	**524,954.33**	**1,157,053.75**	**1,134,687.61**	**1,157,293.86**	1,659,641.94	2,314,347.61			
Revenue									
User Charges									
415043 - Rent Received	0.00	-2,885.00	0.00	-2,885.00	0.00	-5,770.00		-$5,770.00	-$5,000.00
Subtotal for: User Charges	**0.00**	**-2,885.00**	**0.00**	**-2,885.00**	0.00	-5,770.00			
Revenues from Government									
490000 - Appropriation Revenue Controlled	-524,954.07	-1,134,954.07	-1,134,687.42	-1,134,688.00	-1,659,641.49	-2,269,642.07		-$2,269,642.07	-$2,310,224.00
Subtotal for: Revenues from Government	**-524,954.07**	**-1,134,954.07**	**-1,134,687.42**	**-1,134,688.00**	-1,659,641.49	-2,269,642.07			
Subtotal for: Revenue	**-524,954.07**	**-1,137,839.07**	**-1,134,687.42**	**-1,137,573.00**	-1,659,641.49	-2,275,412.07	-615,770.6		
Subtotal for: 8100283	**0.25**	**19,214.68**	**0.19**	**19,720.86**	0.44	38,935.54		$38,935.54	
Total	**0.25**	**19,214.68**	**0.19**	**19,720.86**	0.44	38,935.54		$38,935.54	$0.00

Report Criteria Entered:
2017
Cost Collector:
8100283 - Wild Dog Barrier Fence (Base)
Profit Centres:
<All Profit Centres>
Project:

WDBF past 12 months

Km of fence replaced

- Approximately 50kms upgraded through Capital works in progress program.
- Approximately 13kms of recon through patrol work.
- 20kms of rusted netting at ground level replaced.

Km of grading undertaken

- Both machines have worked an average of 465Hrs.
- Approximately 900-1200kms. (this is calculated at 300kms each side of the fence)
- Both machines have worked with the reconstruction teams for approximately 6 months throughout the year.

Number of posts replaced

- Approximately 5530 steel pickets Split between Upgrades and Patrol maintenance.
- Approximately 500 wooden posts Split between Upgrades and Patrol Maintenance.
- Approximately 22 gate assemblies – (11 gateways)

Total km driven by operational Vehicles

- Approximately 240,000kms - (8 vehicles x 600km/week x 50 weeks).
- Approximately 100,000kms - supervisors and grader operators - (4 vehicles x 500km/week x 50 weeks)
-

Other Facts

Number of landholders along the fence

- approximately 220 on the inside
- approximately 130 on the outside
- 9 State Forests

20 staff maintains 2500kms of fence line

- 8 x 2 man patrols
- 28 camps from 60kms to 120kms apart

2 depots Roma/Quilpie and equipment

- 2 Graders
- 2 Dozers
- 2 Tractors
- 1 Truck
- 6 Caravans
- 6 Polaris Rangers
- 20 Trailers



Date: 25th August 2017

1. **Present:** Cait Fitzpatrick, Jen Weatherall, Sarah McGee, Mareea Lochel

   Apologies: Alison Fisher, Cath McQuillan

2. Previous minutes read –true & correct

3. Financial budget discussed – we have no funding

Standing Agenda/ Action Items:

4. May Events feedback – all in all was successful, Vera from the bowls club is organising another bowls night in aid of DV awareness (Mareea to forward info), the footy club Women in League raised $5000 for Rize Up foundation.

   NNNE Signs – Jen to get info from Cunnamulla re: signs – size, cost, picture, to forward to council seeking implementation of these signs at sporting grounds. Jen to forward to Mareea
   WRD – carried over to next meeting
   ICE forum – BSF&DVPP to make statement regarding ICE and rising DV incidents, for example: "DV is increasing due to drug and alcohol use. There are not enough support agencies, counsellors or education in community, schools and families". Sarah to ask school if they can put ICE Forum info on LED screen for weekend.

Mareea to ask if we can have a permanent spot in council newsletter with NNNE slogan and BSF&DVPP teardrop image – Sarah to forward teardrop image

Other Business:

- River Dragon festival 29th Sep – 1st Oct – see attached
- Free Mental Health Week workshops – see attached
- Wednesday 13th September Mens Shed breakfast with guests for MH
- R u ok day 14th September at Stevie Jeans

- **Meeting Closed**: 11.00am **Next Meeting**: 15th September 10am Care Balonne

Balonne Community Kids

Meeting Record – Monday, 21st August, 2017

Attendees, Tina Kirby, Cait Fitzpatrick, Jess Bail, Sarah Wardrop, Chrissy Southward, Bronwyn Taylor, Debbie Bradfield, Laureena Todd, Vicky Parker, Marli Smit, Jennifer Blokland, Alison Fisher

Apologies; Lara Waters, Brendan Redinger, Allen Stanley, Tess Worboys, Ella Worboys, Lara Waters, Sam Davis, Kellie Davis, Geradine Rigby

Minutes from the previous meeting

Agenda

BCK Fun Day feedback

AEDC data

Transition plans

OT

Business Arising;

- ***BCK Fun Day Feedback*** – numbers were up from previous year, range of activities. Suggestions for next time – petting zoo, ask HS Ag students to bring animals down, tooth fairy/reading bug, Dr Karen check-up , video otoscope

- ***AEDC Data*** – Vicky shared community data; characteristics of each domain/areas of 'at risk' and 'vulnerable': data shows a decrease in the number of children 'on track': need to keep educating the community/families around early education. Vision screeners done in Prep this year. Share with BSC to include with the Community Plan

- ***Transition Plans*** – Circus (both Kindy groups – NCC Thursday); other dates prior to Week 7 (13th Nov); Transition Statement PD – dates for Mellissa Kidd Week 2 or 3 Term 4?

    - St Pats – CT visit each group and then invite each group once to the school; parent and child to visit over 5 days (over a fortnight)

    - SGSS – set up a timetable and share with NCC and Kindy for tweeking

- ***OT*** - screening has involved a questionnaire filled in by parent, concerns some parents aren't filling out correctly – what is age appropriate? Concerns some children slipping through the system.

- 4 year old checks flyer to be sent to Jenny B for editing/updating.

- ***Care Balonne Child Protection Week Colour Run*** – Saturday 30th September during the Dragon Festival; volunteers to help out with the run needed. Children's movie night at amphitheatre on Friday, 13th October for Mental Health Week.

- **Next meeting** – Monday, 9th October, 2017 – Melissa Kidd PD

- Meeting closed at 4:40pm.

Bollon and District Community Group Inc.
General Meeting
21st July
Bollon Civic Centre
Main Street Bollon QLD 4488

Meeting Open: 4.13pm

Welcome : President welcomed all members

PRESENT: Secretary Victoria Nancarrow, President Carly Lowe, Treasurer Ba Mitchell, Vice President Michael Nancarrow Balonne Shire Councillour Scott Scriven, Care Balonne Manager Robyn Fuhrmeister, Sandra Sumner, Vanessa Sumner, Rebecca Halliday, Barbara Halliday, Lynden Goddard, Bec Steer, Elva Bailey, Pat Bailey, Larry Wilson, Graeme Winks, Sue Tinkler, Cherie and David Tattam, Cassie Love,

APOLOGIES: Blondie Wilson, Balonne Shire Councillor Samantha O'Toole and Balonne Shire Council Deputy Mayor Fiona Gaske

MINUTES FROM PREVIOUS MEETINGS: 9th June 2017

Motion moved that the minutes from the previous meeting as read are a true and accurate record.

Moved-Victoria Nancarrow **Second**- Barbara Halliday

Matters arising from previous minutes:

- Street Lights on Jane Street: Ergon Energy has advised secretary Victoria Nancarrow that installation of street lights is a council matter.
  Action: Enquiry to be presented to the Balonne Shire Council

CORRESPONDENCE:

Inwards:

- Andrew Bakon- Department of housing- Market appraisal for sale of properties, vacant property clarification, CHAFR 2015/2016 assessment
- Balonne Shire Visitor Centre- Heritage Centre advertisment
- Ray White Rural St George- Rental inspection reports, letter confirming rental adjustment to $5 a week,
- Inland Legal- Expression of interest letters to tenants, Cost disclosure documents, Client agreement

- Care Balonne- Robyn Fuhrmeister- Coming to bollon and discussing the community housing options
- Bodkin Accounting- Implications for selling capital Assets
- InLand Legal - Expression of Interest to purchase rental with offer
- Bollon Aboriginal Corporation – Due to Inability to source funding to pay out Community Housing liability to the Department of Housing has withdrawn offer
- Balonne Shire Council- Facility Booking Form for civic centre and meeting use
- Ergon- Face to Face meeting-Lights for Jane Street
- Michael Walker- Toowoomba Glass- Reply quote
- Office of Fair Trading- Incorporation Annual return of association form

Outgoing:

- Tenants- hand delivered- Expression of interest documents from Inland Legal.
- Andrew Bakon- Department of housing- Contingent liability urgency, sale of rentals , vacant property ownership clarification,
- Care Balonne- Transferring Bollon community housing to Care Balonne.
- Inland Legal – engagment of services
- Michael Walker- Toowoomba Glass – Quote request for entrance doors to Heritage Centre
- Bodkin Accounting- Implications for selling capital assets
- Balonne Shire Council Visitor Centre- acceptance of the advert with amendments
- Ray White Rural St George- Confirmation request of rental increase letter, confirmation for rental maintenance to occur after inspections.
-

Inwards and Outgoing correspondence was accepted and acknowledged"

Moved: Victoria Nancarrow **Second:** Bec Steer

TREASURER'S REPORT:

Last meetings figures
General Account: Opening: $ 91,669.52
Closing: $ $90,704.26
Rent Account: Opening: $ 55,364.13
Closing: $ 43.364.13
Rural Term: Opening $ 33,388.25
Closing $33,569.93

" Motion moved that the financial report is a true and accurate record as presented".

Moved: Ba Mitchell **Second:** Bec Steer

Accounts to be paid

"A motioned moved that accounts are to be paid and cheques ratified for payment."

Moved: Larry Wilson **Second:** Bec Steer

Ba Mitchell moved Graeme Winks second carried
Term Deposit account after maturity on 30th July 2017 close and funds be transferred over to the CBA rental cheque account in preparation for sale or transfer of Bollon Properties.

Balonne Shire Council Report: Special Guest Councillor Scott Scriven

- New dual bins have been received
- Bollon Cemetery Levee funds in council budget. Can the $60,000 be used for another community project?
- Main Road/Wallam Street levee upgrade: commencement date and project timeframe

  - Councillor Scott Scriven reported on the funding allocated for Bollon Cemetery levee wall. The previous figure contributed by council was notated at $60,000 this was incorrect and Councillor Scriven amended that incorrection at the meeting stating Balonne Shire Council contributed $40,000 and the grant funding was $60,000. Councillor Scriven advised the meeting that in the Balonne Shire Council June minutes he moved that the $40,000 be allocated for a Bollon Community Project.
  - Councillor Scott Scriven advised the meeting that council has a new system in place for community groups contacting council as concerns have been raised correspondence is not being tabled appropriately. Group minutes now to be emailed direct to Mareea Lochel with all documents being Cc'd to CEO Mr Magin and Councillor Scriven. Any concerns will be tabled and followed up by Mareea. All actions for the Balonne Shire Council tabled at meetings to be collated in a rollling action list and sent with minutes.
  - Main Road/Wallam Street Upgrade- Councillor Sriven reported there has been a few planning issues and the project is on hold but it will commence in the near future.
  - Balonne Shire Council will be holding their monthly meeting in Bollon on the 7th September and afterwards there will be a community consultation set for 10am where community members can offer any ideas for projects or talk about any community concerns with the CEO, Mayor and Councillors.

Heritage Centre News

Air conditioners have been installed- No invoice received as yet

Quote for glass entrance doors has been received
A quote for sliding doors was received from Michael Walker Branch Manager of GJ Glass and Aluminium Toowoomba
Action: Vanessa Sumner moved and Sue Tinkler second to accept and install the sliding doors quoted at $5,500 inc gst and installation by GJames Glass and Aluminium.

Report: Numbers visiting and general feedback. Volunteer assistance who to see and what days? Elva reported $1008.80 had been recevied in donations from travellers.

- Barb Halliday asked Care Balonne manager Robyn Fuhrmeister about the location of the skillion extension paperwork for the Heritage Center submitted a few years ago.

No corresondence has been received since and no one can find the paperwork in council. Robyn Fuhrmeister will investigate this matter

- Barb Halliday moved Bec Steer second Carried to contact council and ask for premission to have a skillion installed next to the Heritage Centre and ask for assistance to apply for grant funding on the project.
- Barb Halliday enquired about the possibility of the brick wall around Walter Austin Park being continued behind the Heritage Centre. Councillor Scriven reported this isn't possible but Balonne Shire Council will engage contractors to install a spoon drain that will allow water to drain away to another area.

Community Housing:

It must be noted that Bec Steer, Rebecca Halliday and Vanessa Sumner exited the meeting at this point due to a conflict of interest in one or more of the properties.

- Inland Legal has been engaged to assist the Bollon and District Community Group in transferring and selling the Bollon community rental houses. Expression of Interest letters were delivered to all tenants.
- The outcome has seen an offer being presented. Approval has been verbally given that this offer is accepted by the Department of Housing until written confirmation is received
  Action required by the Bollon and District Community Group members, to go forward with this offer:
- Does the Community Group accept the offer?
  Barb Halliday moved Graeme Winks Second Carried that the offer be accepted
- Deposit- on the expression of interest letters 10% deposit was specified but there is no legal requirment that a deposit be set at that amount. To continue what would the community group move to accept
  1. Require a 10% deposit
  2. Agree for a small deposit to be paid on signing with a larger amount required to be paid on an unconditional date (ie when finance is received)
  3. Agree to a lower deposit
  David Tattam moved and Michael Nancarrow second carried that

- Housing exit must be complete by 30th September. Selling or transferring properties to a likeminded registered community organisation must be finalised by 17th August

  ### Special Guest Robyn Fuhrmeister-Care Balonne Manager

  Transferring Bollon community houses to Care Balonne. What's involved
  Action: Michael Nancarrow moved Larry Wilson second Carried that public tenders be offered first on all community houses except the house under offer. If this contract does not contiune than it will be placed for public tender as well. Contact Andrew Bakon from the Department of Housing and report on any received expression of interests on the community housing before proceeding forwarding.
  Sue Tinkler asked about the timeframe and how long will the transfer take.
  Ba Mitchell reported the Department of Housing will handle the entire process of the transfer.

Cemetery

Rememberance wall and sign upgrade: 2017-2018 donation box funds to be used as moved in 29th March Minutes.
Volunteers needed for project, any suggestions of a date and time for a community consultation.

- Sue Tinkler has advised she has all the information on the current sign and the community group will need to contact Balonne Shire Council and request an update of names and plots.
- It was suggested that an advert be placed to form a subcommittee that can source information and gather ideas for the next meeting.

Other Business:

Bollon Civic Centre- It was reported that only the dining room were having air conditioners installed. David Tattam president of the Bollon Charity Rodeo Association stated in the Bollon showgrounds user group minutes the main hall and supper room were having air conditioner installed. Can this matter be clarified by council?
It has also been reported that the sound system, lights, fans and tables in the civic center need upgrading. Would it be possible for council to source a grant to have these items replaced or repaired.

Sue Tinkler moved Larry Wilson second that the committee write to John Beardmore and ask if he may be willing to donate the big sign near Boolba to Bollon for use as an advertising board. Relocation to be organised by Bollon and District Community Group members, possibly as a busy bee.

Meeting Closed: 5.42pm
Next meeting: TBA

Agenda & Actions from Thallon Meeting July 6th

Thank you everyone for making the time to come to this meeting. The purpose of today is to bring everyone up to speed with a number of "shovel ready" projects in Thallon. The Thallon Community has driven these projects and are determined to make a sustainable future for the town we love. Our aim today is to share our vision with you and seek your support and assistance in making this a reality.

10:30 am Recreation Grounds

- View Silos – via planned viewing platform, discuss planned signage, silos Launch Plans.
- Council to ensure bollards placed at bottom of earthen ramp to stop people driving onto levy bank – also need bollards to define viewing platform.
- Council and Care Balonne have agreed to fund launch as per amount in Community Grant Application. Mareea Lochel to contact Leanne to finalise arrangements. Leanne to provide Mareea with updated Launch Program.
- Discussion re needing to keep existing Quiet Place to Rest sign as Silos Viewing signs are to be mounted on it and new Town Signs don't have any facility for advertising attractions in the town.
- Robbie Paul asked Ross Drabble to follow up with Tayla.
- examine facilities and signage at current camping area.

  ~signage (conflicting info about camping and free camping).
  ~needs to be welcoming and give clear info on who needs to pay and how many nights they can stay.
  ~review key system as people are not always locking up power boxes.
  ~people don't need power but need to use ablution block.
  ~nothing to entice people to camp area (need BBQ, Fire pits, picnic tables, shared kitchen area on existing cement slab)
  ~need sign that is large version of Thallon Map Pad.
- Jamie and Ross to return to Thallon on 2:30pm Tuesday 11th to scope out improvements to existing camp site that can be achieved within budget constraints.
- Leanne to ask Ray for his camp kitchen plan. Leanne then needs to contact Michelle Walters from Council to organise formal building plan and application.
- Tayla and Raelene to visit Thallon – tentatively on Tuesday 11th with Jamie and Ross to look at signage and produce a signage plan to amalgamate some current signage on Carnarvon Highway.

- Dump point and septic to be moved to allow easier access for caravans – money has been already allocated in budget to fund this.

Discussion

- Given expected increase in visitor numbers where are best site/sites what additional facilities and signage are required?

~short term: showers & toilets for truck stop North of Railway Line,

- Leanne to email Council on behalf of the Progress Association to ask that they raise possibility of ablution block being built at existing truck stop with Main Roads at the next RMPT?

~upgrade facilities at existing caravan park, See above

~apply for temporary parking in area SE of pub (East of Tennis Courts)

- Not discussed – needs to be addressed in the future with Council.

~medium/long term: possible Moonie River caravan parking area, ensuring riparian area is protected with paths and bollards stopping tourists parking right on bank, additional Truck parking area West of Carnarvon Highway and South of the Railway line.

- Not discussed - needs to be addressed in the future with Council.

11:00am Francis Hotel – m.tea supplied by Hotel.

- Show current Photo ex, Wombat merchandise, sign and video, historical pics and publications in hotel.
- Wombat Project – location in Park, signage, and Council's role in siting.
- Giant playground certified Wombat sculpture expected to arrive in Thallon on September 8th around lunch time.
- Leanne to send Chris Wilson contact information for Company making Wombat and also Leichardt Garden Centre in Goondiwindi so he can arrange footings and landscaping time frame. Council to also provide assistance with unloading Wombat and erection of signage.
- Robyn F and Tayla both talked about the need to plant shade trees near the Wombat.

- ANZAC Memorial and Paving (Chris Wilson, Robbie Paul, Ray and Shirl)
- Chris Wilson gave ok for Progress to receive in kind assistance from Lindsay Flick in the form of using his loader for preparation work (stressed need to be specific about exactly what assistance is required)
- Work Camp to be engaged to assist where applicable
- Mareea Lochel to provide letter of support from Council to Progress Association for the ANZAC Project.
- Leanne to complete Saluting our Service Grant for plaque, pavers and landscaping work.
- History Trails Project – signage location and quotes
- Discussed with Tayla – Leanne to send her electronic versions of information and quotes and Tayla to advise Leanne if grant funding becomes available
- How can Council assist with the promotion of these tourism projects - Trip Advisor, Wiki Camps, need to upgrade Thallon's online information and pictures now that these projects are on line.
- Samantha O'Toole to send Leanne tips on maximising Hotel's FB page to link with Chamber of Commerce and Balonne Shire FB page to co promote events in the Shire.
- Wiki Camps and Trip Advisor not discussed in detail Leanne to follow up with Tayla and also boosting Thallon's profile on SQCT.
- Sign in Park doesn't give a lot of information on Thallon.
- Tayla suggested a sticker insert be made which provides detailed up to date information about all the attractions in Thallon.
- 10km signs
- Not discussed – Leanne to follow up further with Tayla and Raelene when they next visit Thallon.
- Move notice board in Park to near Shop/Post Office
- Leanne to follow up with Jamie Gory to see what is required.

Attendees

Council: Robyn Fuhrmeister, Tayla Kruger, Robbie Paul, Samantha O'Toole, Mareea Lochel , Jamie Gory, Chris Wilson , Matthew Magin

Thallon Community: Shirl & Geoff Southern, Leanne Brosnan, Robyn Montgomery, Lisa Cleary, Darren Kelly, Lindsay Flick, Bryan Guppy, Ray Stalhutt, Robert Johnson.

August Update

Silos

- **Check payments from Council and Care Balonne have gone into Progress Account. – they have been invoiced for $1075 each for launch to cover BBQ and Entertainment.**
- Scott Troutman paid $650
- **Have Fishing Club given Progress Invoice to facilitate payment ($1500).**
- Artist's final invoice paid $26653
- **Has Chantel McCalister's invoice been paid for $2400 – funded through RFDS drought funding program.**
- **Has last $5000 from Grain Corp been paid into Progress Account?**
- Email of thanks needs to be sent to Darren Kelly, Brad Foster, Brad Clarke and Luke O'Donnell in Grain Corp once final payment is received as they went above and beyond with assisting with Council and media and in completion of viewing platform (supplying labour, white rock, crusher dust and chains). I am happy to write these.
- Arts Queensland Grant $20 000 needs to be acquitted, I am happy to do this.
- Important to get Silos merchandise produced and available for sale before momentum is lost. As Progress has copyright to images we are the only one able to sell for profit legally unless we grant permission.
- See quote and excel re merchandise – for costings.
- **Options to be discussed.**

1. Progress Association funds merchandise (at present we only have $307 surplus from Silos Project) and asks Hotel to sell it for us – Hotel collects $ and gives back to Progress (as occurs with History Booklets)
2. Progress funds merchandise – sells to Hotel with margin added to fund future merchandise purchase and Hotel sells and keeps $.
3. Progress grants permission for Hotel to sell merchandise and they fund it and sell it and keep $.

- Balonne Shire Council wanted image so they could produce merchandise and sell it in StGeorge and Progress could purchase from them. I informed them in writing that Progress had copyright and that we would be happy to have them on sell merchandise we produced however they declined.

- **Council wants Progress to provide them with written permission to use Silo Images for not for profit tourism publications** eg. StGeorge and Surrounds Brochure and online promotion – I am able to write this (will seek wording advice from Grain Corp Head Office) if Progress is happy to grant it.
- Additional Silo Viewing Area signs have arrived in StGeorge and should be put up on back of existing sign and under Quiet Place to Rest signs in next few days.
- Signs that require Main Roads Permission will take longer.
- In the process of putting together interpretative sign wording and pics – Becky Green who designed Nindigully Landcare Signs and Wombat Sign has agreed to assist (will cost approximately $900) and Sign itself will be approximately $600 - Council had initially agreed to fund the cost of this sign but I need confirm this is still the case otherwise grant funding will need to be sort to cover it (see ANZ Seeds for Renewal)

Wombat

- Working on details for siting and erecting with Chris Wilson from Council and company making William.
- Finalising plan for William's trip out to Thallon but will possibly need to be delayed from planned arrival in early September due to above (phone conference with The Wombat Foundation and other stakeholers to discuss Wednesday August 2nd).
- **The Wombat Foundation has committed $6600 towards the project – this should be in Progress Account in next few days. Could a receipt of $ please be emailed to me so I can pass on to them.**
- Leaves shortfall of $1650 due to Company's GST error (see final invoice) and there will be an additional cost of approx $400 for engineering from Company that Council has insisted on.
- Will provide more detailed update on this for September meeting.

ANZ Seeds of Renewal Grant.

Subject to TPA approval, Richard Crook has agreed to prepare submission for this grant**.** It has a maximum of $15 000. The grant application proposal includes:

1. Signage for Caravan Park – **Large information Sign** based on Map Pad and including information for Users (to replace confusing and unsatisfactory signage on ablution block – see attached quote and mock up). Council to install.
2. **White rock (300 m3)** to increase "all weather" area in Camping Ground & provide U turn access to Dump point. **It is proposed that this be an in- kind contribution from the Thallon community.** Council to spread**.**

3. **Landscaping plants and irrigation** for small areas to improve aesthetics and future shade, council to install.

4. Alternate funding for Silos **Viewing Platform Interpretative Sign**.(see quote attached), council to install.

5. Funding of 3 x **10km Ahead blue and white facilities signs** for Carnarvon Highway and Noondo-Thallon Road. (see attached Talwood example) Thallon's would have 6 icons (which is max allowable) diesel fuel, caravan/camping, accommodation, meals, bbq/park, public toilets. Council to install.

6. Funding of 3 **large Tourism Signs** advertising silos for Barwon, Castlereagh Highway and Carnarvon Highway. (see attached example). Council to install.

7. Also possible **seed funding source for future merchandise** –subject to quote on large tourism signs. Co- funding of merchandise cost would be well regarded.

ANZAC Memorial

- At July 6th meeting Chris Wilson gave ok for Progress to receive in kind assistance from Lindsay Flick in the form of using his loader for preparation work (stressed need to be specific about exactly what assistance is required)

- Work Camp to be engaged to assist where applicable

- Mareea Lochel to provide letter of support from Council to Progress Association for the ANZAC Project. - **Has this happened or do we need to email Mareea to request this?**

- I will complete Saluting our Service Grant for plaque, pavers and landscaping work. (will use existing quotes as Wagner's declined to requote for 45 names and suggested to allow for a 4% cost to increase from 42 names ($90). Will get onto this in near future once all follow up from Silos is complete.

Signage Plan

- Jamie Gory advised on July 11th meeting in Thallon that Tayla Kruger is to complete signage plan to combine caravan and RV Friendly Signage and seek approval to install new tourism signage (photographic)
- **Plan needs to be shared with and ratified by Thallon Progress Association.**
- **In the interim Quiet Place to Rest signs will stay with Silos Viewing Banner and Attractions banners in place. (may be TMR regulation issues with this – Lindsay to work with Council to solve)**
- **New signs in Tayla's plan need to have space for Silo Viewing banner and also removable event banners.**
- Once this plan for new signage is completed and TMR approval given New Entrance Signs and Tourism Signs will go up and one Quiet Place to rest sign with attractions banners will go up in Caravan Park – to compliment proposed Map Pad Sign. Suitable location to be found for other one but it is to be kept in Thallon Council Depot until then.

RMPC (Road Maintenance Projects Committee)

- I have emailed Council requesting that they raise possibility of an ablution block being installed at existing Truck stop as discussed at meeting on July 6th – have had no response.

Work Camp Request

- I have emailed Council requesting Work Camp regularly maintain Caravan and Camping grounds – as instructed by Jamie Gory at meeting on July 11th – have had no response.