



# **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 19th March 2020**

**Commencing at 9:00am**

## **Table of Contents**

ORDER OF PROCEEDINGS .....	2
MEETING BUSINESS BY CORPORATE FUNCTION .....	3
(OCEO) OFFICE OF THE CEO .....	3
(FCS) FINANCE AND CORPORATE SERVICES .....	19
(IFS) INFRASTRUCTURE SERVICES .....	125
(ERS) ENVIRONMENT & REGULATORY SERVICES .....	129
CONFIDENTIAL ITEMS .....	156
INFORMATION REPORTS .....	157
(IOCEO) OFFICE OF THE CEO .....	157
(IFCS) FINANCE AND CORPORATE SERVICES .....	189
(IIFS) INFRASTRUCTURE SERVICES .....	255
(IERS) ENVIRONMENT & REGULATORY SERVICES .....	265

# ORDER OF PROCEEDINGS

1. **Opening**
2. **Council Prayer**
3. **Attendance** Expected attendance of this meeting is as follows:

<b>Councillors</b>		<b>Staff/Consultants</b>	
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)	-Whole Meeting
Cr FM Gaske	-Full Meeting	Mr Andrew Boardman (Director Infrastructure Services)	-As required for IFS
Cr SC O'Toole	-Full Meeting	Dr Digby Whyte (Director Environment & Regulatory Services)	-As required for ERS
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 20 February, 2020. Confirmation of Minutes**
6. **Declaration of Conflicts of Interest**
7. **Deputations** Nil
8. **Councillor Reports**
9. **Meeting Business by Corporate Function**
  - Office of the CEO
  - Finance & Corporate Services
  - Infrastructure Services
  - Environment & Regulatory Services
10. **Confidential Items**
  - Office of the CEO
  - Finance & Corporate Services
  - Infrastructure Services
  - Environment & Regulatory Services
11. **General Business**
12. **Information Reports**
  - Office of the CEO
  - Finance & Corporate Services
  - Infrastructure Services
  - Environment & Regulatory Services



# MEETING BUSINESS BY CORPORATE FUNCTION

## (OCEO) OFFICE OF THE CEO

ITEM	TITLE	SUB HEADING	PAGE
OCEO1	<b><u>SPONSORSHIP REQUEST - ST GEORGE GOLF CLUB</u></b>	St George Golf Club have requested sponsorship from the Community Grants and Assistance Fund.	4
OCEO2	<b><u>COMMUNITY GRANTS AND ASSISTANCE PROGRAM - BOLLON POLOCROSSE</u></b>	Bollon Polocrosse Association has requested sponsorship from the community grants and assistance program.	10
OCEO3	<b><u>SPONSORSHIP REQUEST - ST PATRICKS P &amp; F</u></b>	St Patricks P&F have requested sponsorship to for five students to attend the Somerset Literacy Festival.	14

## OFFICER REPORT

**TO:** Council

**SUBJECT:** Sponsorship Request - St George Golf Club

**DATE:** 12.03.20

**AGENDA REF:** OCEO1

**AUTHOR:** Dani Kinnear - Community Development Officer

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### Sub-Heading

St George Golf Club have requested sponsorship from the Community Grants and Assistance Fund.

### Executive Summary

Council has received a request for financial sponsorship from St George Golf Club for the 2020 Dragon Country Sandgreen Cup.

### Background

St George Golf Club have requested sponsorship of \$2,700 for the 2020 Dragon Country Sandgreen Cup to be held on the 29<sup>th</sup>-31<sup>st</sup> May 2020.

This is an annual event and attracts players from within the Balonne Shire as well as from surrounding areas and interstate. This event showcases St George Golf Club's facilities and encourages tourism by attracting visitors from outside of the Shire. In 2019, 300 rounds of golf were played.

The sponsorship funds will go towards the locally produced emu egg trophies for the championship winners. In 2018 Council provided St George Golf Club with sponsorship to the value of \$4,200. This sponsorship was funded through the Community Grants and Assistance program and the Community Events fund. In 2019, St George Golf Club was approved sponsorship of \$4,200 from the Community Grants and Assistance program.

Council has implemented a Tourism Events grants program that supports events with a tourism focus. The club could potentially receive more funding through this program than the Community Grants and Assistance program.

### Link to Corporate Plan

Key Foundation Area	Key Program Area
<u>Community</u>	Healthy and active lifestyles

### Consultation (internal/external)

Ross Brimblecombe – St George Golf Club

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## Legal Implications

N/A

## Risk Implications

Community Service - Inability to achieve Council's vision and mission to deliver community services and meet current and future needs.

## Policy Implications

Community Grants and Assistance policy.

The applicant has stated in their application that this event is to encourage Tourism to the region, which would align with the objectives of the Tourism Event Grant program. The Community Grants and Assistance program objective is to support local community focused activities.

## Financial and Resource Implications

The Community Grants and Assistance program has an approved annual budget of \$20,000 for Community grants and Assistance. Council has approved/allocated \$15,580 of these funds leaving \$4,420 remaining for future requests.

St George Golf Club have requested \$2,700 sponsorship towards their 2020 Dragon Country Sandgreen Cup.

Due to this drought and tough economic conditions, local businesses are not able to sponsor or support local events, Council has seen an increase in the number of sponsorship requests and the amounts being requested. To ensure that as many community groups and organisations are support as possible, Council has had to (at times) approve a lesser amount then requested by the applicant.

Considering all of this, Council does not have sufficient funds to support the full \$2,700 sponsorship requested. It is recommended a lesser amount of \$1,000 from the Community Grants and Assistance Program by approved. Council will then have \$1,090 remaining for the rest of the financial year for the anticipated requests this financial year.

Annual Budget – Community Grants and Assistance		\$20,000
Less approved/allocated requests	\$15,580.00	
Less pending requests		
Bollon Polocrosse	\$1,000.00	
St George Golf Club	\$1,000.00	
St Patricks School	\$1,330.00	
<b>Total remaining</b>		<b>\$1,090.00</b>

## Options or Alternatives

1. That Council resolves not to sponsor St George Golf Club from the 2019/20 Dragon Country Sandgreen Cup and support them with a Tourism Events grant application.
2. That Council resolves to Sponsor St George Golf club \$1,000 for their 2020 Dragon Country Sandgreen Cup from the 2019/20 Community Grants and Assistance Budget.

## **Attachments**

1. Sponsorship request - St George Golf Club [↓](#)

## **Recommendation/s**

That Council resolves to Sponsor St George Golf club \$1,000 for their 2020 Dragon Country Sandgreen Cup from the 2019/20 Community Grants and Assistance Budget.

Mareea Lochel

**Community & Business Development Officer**



## Community Grants and Assistance Application Form

Section 2: Project/Event/Activity Details	
Event/Project Name:	Dragon Country Sandgreen Cup
Event/Project Location:	ST George Golf Club 280 Wagoo Road St George Qld 4487
Event/Project Date:	29th, 30th & 31st May 2020
Assistance type:	<input type="checkbox"/> In Kind Support <input type="checkbox"/> Donations (up to \$3,000) <input checked="" type="checkbox"/> Sponsorships (up to \$3,000) <input type="checkbox"/> Fee waiver (over \$1,000) <small>Note: Requests up to \$500 - CEO approval and over \$501 - Councillors Approval</small>
Estimated Value Sort:	<b>\$2,700</b> <small>Note: please complete Section 4: Budget, if requesting over \$1000</small>
Brief Description of Event/Project - Including what the funds will be used for (Max 250 Words):	<p>The St George Golf Club will be holding their annual Dragon Country Sandgreen Cup again in 2020 and will attract players from within the Balonne Shire as well as surrounding areas and interstate. This event was created to showcase our golf facilities and to encourage tourism within the shire. At this event in 2019 over 300 rounds of golf was played. As a club we envisage 2020 will be another successful year of growth for this event.</p> <p>The sponsorship contribution will enable the golf club to again purchase the locally produced engraved emu eggs for the championship winners of the Sandgreen Cup.</p>
Is this a New or Existing Event/Project:	<input checked="" type="checkbox"/> Existing <input type="checkbox"/> New
Is this a one-off or Annual Event/Project:	<input type="checkbox"/> One-Off <input checked="" type="checkbox"/> Annual
Have you applied for funding through the Community Assistance and Grants program in the last 12 months:	<input checked="" type="checkbox"/> Yes, Which event and amount: <u>2019 Dragon Country Sandgreen Cup</u> <input type="checkbox"/> No



## Community Grants and Assistance Application Form

### Section 3: Budget - please complete if request is greater than \$1,000

All amounts are to be shown in whole dollars and include GST.

(Attach a separate budget if insufficient space below)

Income (eg. Organisation's income, entry fees, In kind)		Expenditure (attach quotations) (eg. Venue Hire, Marketing, Contractors, Permits)	
Grant Funding Sources		6 carved emu eggs	\$2,700
Grant Requested from Council	\$2,700		
Other Revenue Sources			
TOTAL INCOME:	\$2,700	TOTAL EXPENDITURE:	\$2,700
In Kind Support:			

Please ensure that budgets tally correctly and balance.



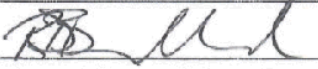
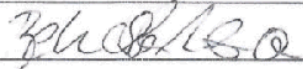


## Community Grants and Assistance Application Form

### Section 5: DECLARATION

I certify that the information provided in this application is true and correct and that I am authorised to make this application on behalf of the organisation.

(Note: This application form must be signed by two executive officers of the incorporated body accepting legal and financial responsibility for Council's assistance)

Name:	<b>Ross Brimblecombe</b>	Name:	<b>Bindy Mace</b>
Signature:		Signature:	
Position:	<b>President (Members)</b>	Position:	<b>President (Associates)</b>
Date:	<b>06/02/2020</b>	Date:	<b>06/02/2020</b>

### Checklist (Please Tick)

<input checked="" type="checkbox"/>	I have read and understood the Community Grants and Assistance Policy
<input checked="" type="checkbox"/>	All required sections of the application form completed and signed by 2 approved officers
<input checked="" type="checkbox"/>	Section 3 – Budget is completed (if request amount is over \$1,000)
<input checked="" type="checkbox"/>	Copy of Public Liability Certificate of Insurance attached
<input checked="" type="checkbox"/>	Copy of Certificate of Incorporation attached
<input checked="" type="checkbox"/>	Copy of required quotes, permits/approvals attached (if applicable)
<input type="checkbox"/>	Completed creditor information form (if applicable)

### Office Use Only

Approval up to \$500

Approval is hereby provided for the purpose of the above mentioned in accordance with the Community Grants and Assistance Policy

Approval amount: \_\_\_\_\_

\_\_\_\_\_  
Chief Executive Officer or delegate

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

## OFFICER REPORT

**TO:** Council

**SUBJECT:** Community Grants and Assistance Program - Bollon Polocrosse

**DATE:** 10.03.20

**AGENDA REF:** OCE02

**AUTHOR:** Dani Kinnear - Community Development Officer

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### Sub-Heading

Bollon Polocrosse Association has requested sponsorship from the community grants and assistance program.

### Executive Summary

Council has received a request for financial support in the form of sponsorship from Bollon Polocrosse Association for their 2020 Bollon Polocrosse Carnival.

### Background

Bollon Polocrosse Association have requested \$2,000 in sponsorship towards the 2020 Bollon Polocrosse Carnival to be held on the 2<sup>nd</sup> and 3<sup>rd</sup> May 2020. It is a major event for the small town and is a popular family fun weekend with attendees from all over the State.

This request is to cover the costs of having the Queensland Ambulance Service present during the weekend.

In 2019 Council provided Bollon Polocrosse Association with a financial contribution of \$200 towards their polocrosse carnival.

### Link to Corporate Plan

Key Foundation Area	Key Program Area
<u>Community</u>	Healthy and active lifestyles

### Consultation (internal/external)

Amy Brown – Bollon Polocrosse Association

### Legal Implications

N/A

### Risk Implications

Community Service - Inability to achieve Council's vision and mission to deliver community services and meet current and future needs.



## Policy Implications

Community Grants and Assistance Policy

## Financial and Resource Implications

The Community Grants and Assistance program has an approved annual budget of \$20,000 for Community Grants and Assistance. Council has approved/allocated \$15,580 of these funds leaving \$4,420 remaining for future requests for the 2019/20 financial year.

Bollon Polocrosse Association has requested \$2,000 sponsorship from the community grants and assistance program.

Council has available funds however there are numerous sponsorship and assistance requests anticipated to be submitted from the community over the next few months.

This financial year Council has observed an increase in the number and level of sponsorship/financial assistance requested from the community. Anecdotal evidence indicates that is due to the ongoing drought and a depressed local economy. This month Council has received three applications for sponsorship. This report tables one of the three applications.

Considering the above, Council has sufficient funds to support a \$1,000 contribution from the 2019/20 Community Grants and Assistance Fund.

Annual Budget – Community Grants and Assistance		\$20,000
Less approved/allocated requests	\$15,580.00	
Less pending requests		
Bollon Polocrosse	\$1,000.00	
St George Golf Club	\$1,000.00	
St Patricks School	\$1,330.00	
<b>Total remaining</b>		<b>\$1,090.00</b>

## Options or Alternatives

## Attachments

1. Request for Sponsorship - Bollon Polocrosse [↓](#)

## Recommendation/s

That Council resolves to sponsor Bollon Polocrosse with \$1, 000 for their 2020 Polocrosse Carnival from the 2019/20 Community grants and assistance program.

Mareea Lochel

**Community & Business Development Officer**



## Community Grants and Assistance Application Form

Section 2: Project/Event/Activity Details	
Event/Project Name:	Bollon Polocrosse Carnival 2020
Event/Project Location:	Bollon Showgrounds
Event/Project Date:	2nd & 3rd May 2020
Assistance type:	<input type="checkbox"/> In Kind Support <input type="checkbox"/> Donations (up to \$3,000) <input checked="" type="checkbox"/> Sponsorships (up to \$3,000) <input type="checkbox"/> Fee waiver (over \$1,000) <i>Note: Requests up to \$500 - CEO approval and over \$501 - Councillors Approval</i>
Estimated Value Sort:	<b>\$2,000</b> <i>Note: please complete Section 4: Budget, if requesting over \$1000</i>
Brief Description of Event/Project - including what the funds will be used for (Max 250 Words):	<p>The Bollon polocrosse carnival is a major event for our small town which helps to bring our community together. Although our club members have declined over recent years with the drought and declining population we are still a very active club. Our annual carnival is renown for being well run and a popular family fun weekend with great facilities. We have competitors attended from as far west as Thargominda. As far east as Warwick and even from NSW. The coucil's assistance is always appreciated and this sponosrship of \$2,000 will be used to help cover the costs of QLD Ambulance being on site for our carnival weekend.</p>
Is this a New or Existing Event/Project:	<input type="checkbox"/> Existing <input checked="" type="checkbox"/> New
Is this a one-off or Annual Event/Project:	<input type="checkbox"/> One-Off <input checked="" type="checkbox"/> Annual
Have you applied for funding through the Community Assistance and Grants program in the last 12 months:	<input type="checkbox"/> Yes, Which event and amount: _____ <input checked="" type="checkbox"/> No



## Community Grants and Assistance Application Form

### Section 5: DECLARATION

I certify that the information provided in this application is true and correct and that I am authorised to make this application on behalf of the organisation.  
(Note: This application form must be signed by two executive officers of the incorporated body accepting legal and financial responsibility for Council's assistance)

Name: <u>Amy Brown</u>	Name: <u>Liam Gibson</u>
Signature: <u>[Signature]</u>	Signature: <u>[Signature]</u>
Position: <u>TREASURER-Bolton Polocrosse</u>	Position: <u>President Bolton Polocrosse club</u>
Date: <u>19/02/2020</u>	Date: <u>18/02/20</u>

### Checklist (Please Tick)

- ☒ I have read and understood the Community Grants and Assistance Policy
- ☒ All required sections of the application form completed and signed by 2 approved officers
- ☒ Section 3 – Budget is completed (if request amount is over \$1,000)
- ☒ Copy of Public Liability Certificate of Insurance attached
- ☒ Copy of Certificate of Incorporation attached
- ☒ Copy of required quotes, permits/approvals attached (if applicable)
- ☒ Completed creditor information form (if applicable)

### Office Use Only

Approval up to \$500  
Approval is hereby provided for the purpose of the above mentioned in accordance with the Community Grants and Assistance Policy

Approval amount: \_\_\_\_\_

Chief Executive Officer or delegate

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



## OFFICER REPORT

**TO:** Council

**SUBJECT:** Sponsorship Request - St Patricks P & F

**DATE:** 10.03.20

**AGENDA REF:** OCE03

**AUTHOR:** Dani Kinnear - Community Development Officer

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### Sub-Heading

St Patricks P&F have requested sponsorship to for five students to attend the Somerset Literacy Festival.

### Executive Summary

Council has received a request for financial sponsorship from St Patricks P&F for the 2020 Somerset Literacy Festival.

### Background

Council has received a request from St Patrick's P & F for a donation towards the cost to send five selected year 5 and 6 students to the 2020 Somerset Celebration of Literature. This annual festival provides educational and cultural experiences to students to enhance their love of reading and writing. The 2020 festival will be held on 18th to the 20th March at the Somerset College, Mudgeeraba Gold Coast.

Council has provided support to St Patrick's for this event in 2017, 2018 and 2019.

### Link to Corporate Plan

Key Foundation Area	Key Program Area
<u>Community</u>	Vibrant creative arts, music, local history and culture

### Consultation (internal/external)

Jennifer Street – St Patricks School

### Legal Implications

Not Applicable

### Risk Implications

Community Service - Inability to achieve Council's vision and mission to deliver community services and meet current and future needs.

## Policy Implications

Community Grants and Assistance Policy

## Financial and Resource Implications

The Community Grants and Assistance program has an approved annual budget of \$20,000 for Community grants and Assistance. Council has approved/allocated \$15,580 of these funds leaving \$4,420 remaining for future requests for the 2019/20 financial year.

St Patrick's P & F has requested sponsorship of **\$1,330** to assist with the cost of attending this year's Literacy Festival. In 2017 through the Community Sponsorship, Donation and Grants program Council approved a donation of \$1,084.00. In 2018 Council approved a donation of \$1,000, and in 2019 Council approved \$1,375 to assist St Patrick School with the cost of sending students to the festival.

Council has sufficient funds to support St Patricks P & F with \$1,330 from the 2019/20 Community Grants and assistance budget.

Annual Budget – Community Grants and Assistance		\$20,000
Less approved/allocated requests	\$15,580.00	
Less pending requests		
Bollon Polocrosse	\$1,000.00	
St George Golf Club	\$1,000.00	
St Patricks School	\$1,330.00	
<b>Total remaining</b>		<b>\$1,090.00</b>

## Options or Alternatives

Not Applicable

## Attachments

1. Sponsorship Request from St Patricks P &F [↓](#)

## Recommendation/s

That Council resolves to approve the sponsorship of \$1,330 to St Patricks P & F to send 5 students to the Somerset Literacy Festival from the 2019/20 Community Grants and Assistance Budget

Mareea Lochel

**Community & Business Development Officer**



## Community Grants and Assistance

### Application

<b>Brief Description of Event/Project:</b> <b>(Max 250 words)</b>	<p>5 students are selected to attend the Somerset Literacy Festival. They travel to the Gold Coast and attend a private workshop with Australian Illustrator, Georgia Norton Lodge. She will teach students her techniques for drawing for 1 1/2 hours.</p> <p>The students then attend 5 interactive author sessions the following day. We will be seeing a range of Australian authors including Andrew Daddo, Adrian Beck, Remy Lai, TC Shelly and Bruce Whatley.</p> <p>The students gain a deeper understanding of literacy through the author sessions. They get to opportunity to meet them, one on one and engage in a conversation, ask questions and get their books signed.</p> <p>On returning to school, students will make a display in the library and talk to the upper classes about their experience.</p> <p>We believe that our students, who are interested in reading, writing and literature, should be given the opportunity to enhance their understanding of Literature and love for books through direct contact with professionals in the field. Our western location can be a barrier to accessing these types of events. Through this initiative, we are intending to foster and nurture a love of literature for those students who have an interest in this area.</p>
<b>Describe the Economic and/or Social Benefit to Balonne Shire:</b>	<p>We believe that the connection with a community of literacy enthusiasts is difficult to access and the more events that promote reading and writing as a fun, engaging activity or even as a profession, can only have a positive effect on our community, especially in our ever-evolving, digital world.</p>
<b>Describe how Council's Contribution will be acknowledged:</b>	<p>social media posts and submit article to the Balonne Beacon acknowledging the contribution</p>
<b>Is this a new or existing event/project:</b>	<p>existing event</p>
<b>Is this a 'one off' or Annual event/project:</b>	<p>annual event</p>
<b>Event date/Project start &amp; completion date:</b>	<p>18.03.2020 to 20.03.2020</p>



## Community Grants and Assistance

Application

### Budget – Major Events and Projects

All amounts are to be shown in whole dollars and include GST.

(Attach a separate budget if insufficient space below)

Income (eg. Organisation's income, entry fees, in kind)		Expenditure (attach quotations) (eg. Venue Hire, Marketing, Contractors, Permits)	
Grant Funding Sources		Accommodation/food & festival entry (including private workshop & authors sessions)	\$4930
Gran			
Grant Requested from Council	\$1330		
Other Revenue Sources			
Participate Fee @ \$240	\$3600		
<b>TOTAL INCOME</b>	<b>\$4930</b>	<b>TOTAL EXPENDITURE</b>	<b>\$4930</b>

Please ensure that budgets tally correctly and balance.

Document No. >> 39264 Version No.1.0.1

Authorised by >> Director Finance & Corporate Services and Director of Community & Environmental Services

Initial Date of Adoption >> 21 December 2017

Latest Version Adopted: 21 December 2017

Next Review Date >> December 2019





## Community Grants and Assistance

Application

### DECLARATION

I certify that the information provided in this application is true and correct and that I am authorised to make this application on behalf of the organisation.

(Note: This application form must be signed by two executive officers of the incorporated body accepting legal and financial responsibility for Council's assistance)

Name: Mrs Cassie Love

Name: Brendan Redinger

Position: P/F President

Position: Principal - St Patrick's

Signature: 

Signature: 

Date: 6/3/20

Date: 6/3/20

### SUPPORTING DOCUMENTATION

Please ensure that all required attachments are provided to allow for consideration of your application:

- ☒ Application form fully completed and signed by two approved officers
- ☒ Copy of Public Liability Certificate of Currency
- ☐ Copy of Certificate of Incorporation
- ☐ Copy of relevant quotes
- ☐ Copy of required permits/approvals
- ☐ Other – please specify: \_\_\_\_\_

Document No. >> 36264 Version No.1.0.1

Authorised by >> Director Finance & Corporate Services and Director of Community & Environmental Services

Initial Date of Adoption >> 21 December 2017

Latest Version Adopted: 21 December 2017

Next Review Date >> December 2019



## **(FCS) FINANCE AND CORPORATE SERVICES**

ITEM	TITLE	SUB HEADING	PAGE
FCS1	<b><u>ICT STEERING COMMITTEE MINUTES 13 FEBRUARY 2020</u></b>	Minutes of the ICT Steering Committee held 13 February 2020	20
FCS2	<b><u>AUDIT &amp; RISK COMMITTEE 18 FEBRUARY 2020</u></b>	Audit & Risk Committee minutes of 18 February 2020	25
FCS3	<b><u>MONTHLY FINANCIAL MANAGEMENT REPORT FEBRUARY 2020</u></b>	Monthly Financial Management Report as at 29 February 2020.	108
FCS4	<b><u>HUMAN RIGHTS POLICY</u></b>	Human Rights Policy	119

## OFFICER REPORT

**TO:** Council

**SUBJECT:** ICT Steering Committee Minutes 13 February 2020

**DATE:** 06.03.20

**AGENDA REF:** FCS1

**AUTHOR:** Michelle Clarke - Director Finance & Corporate Services

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### Sub-Heading

Minutes of the ICT Steering Committee held 13 February 2020

### Executive Summary

The ICT Steering Committee met on 13 February 2020 and is presented for council to receive and note.

### Background

The ICT Steering Committee considered:

- ICT Strategy Progress report and work is progressing on a view of this strategy as the digital connectivity project across the shire improves options for connectivity.
- Cybersecurity risk and an action plan to consider the risk and implement appropriate strategies to mitigate any threat to council's information technology.
- First draft of budget 2020/21 were considered and will be presented to council in future workshops and for final adoption on 25 June 2020.
- Progress report on the new Enterprise Resource Planning system replacing council's financial management system.

### Link to Corporate Plan

Key Foundation Area	Key Program Area
<u>Infrastructure and Planning</u>	Digital connectivity for business and industry growth and social connectedness

### Consultation (internal/external)

Queensland Audit Office  
Audit & Risk Committee

### Legal Implications

Not applicable

## **Risk Implications**

Information Technology - Disruption to services, inefficiencies or breaches of Council's obligations arising from system and infrastructure failures

## **Policy Implications**

Not applicable

## **Financial and Resource Implications**

Not applicable

## **Options or Alternatives**

Not applicable

## **Attachments**

1. ICT Steering Committee 13022020 [↓](#)

## **Recommendation/s**

That Council resolves:

1. to receive and note the ICT Steering Committee minutes and
2. re-affirm with the external auditors and Queensland Audit Office that it has addressed the risks and provided the resources to progress the new enterprise resource planning system with a Go Live date 15-20 May 2020.

Michelle Clarke

**Director Finance & Corporate Services**

UNCONFIRMED



## **MINUTES**

**of the**

**ICT Committee Meeting**

**held in the**

**Council Chambers, 118 Victoria Street, St George**

**on**

**Thursday 13th February 2020**

**Commencing at 9.00am**

### **Table of Contents**

ORDER OF PROCEEDINGS.....	2
(REP) REPORTS.....	2

# UNCONFIRMED

## ORDER OF PROCEEDINGS

### ATT1 ATTENDANCE

Cr F Gaske ( Deputy Mayor and Chair) Cr R Marsh (Mayor), Cr I Todd and Cr S Scriven

Mr Matthew Magin (Chief Executive Officer), Mrs Michelle Clarke (Director Financial & Corporate Services), Mr Peter Smith (IT Project Manager), Mr Cameron Kelly (Information Technology Officer), Kerryn Suttor (Project Officer), Mr Andrew Boardman (Director Infrastructure Services).

### LOA1 LEAVE OF ABSENCE

Nil

### COM1 CONFIRMATION OF MINUTES

That the Minutes of the General Meeting held on 12 November, 2019 were confirmed by Council on 19 December 2020.

### BAM1 BUSINESS ARISING FROM MINUTES

Nil

## (REP) REPORTS

### REP1 ICT STRATEGY PROGRESS REPORT

ICT Strategy Progress Report 6 February 2020

Cr Todd moved and Cr Scriven seconded:

That the Council receive and note the ICT Strategy Progress report dated 6 February 2020.

CARRIED

### REP2 CYBERSECURITY RISK - QUEENSLAND AUDIT REPORT 2019

QAO Recommendations – Managing cyber security risks (Report 3: 2019–20)

Cr Marsh moved and Scriven seconded:

That Council receive and note the Queensland Audit Office Recommendations on Managing cyber security risks and commentary included in the attached action plan.

CARRIED

### REP3 BUDGET 2020/21

ICT Budget 2020/21

Cr Scriven moved and Cr Todd seconded:

That Council receive and note the budget 'bid' items for the 2020/21 ICT budget.

CARRIED

### REP4 ICT GENERAL UPDATE

ICT General Update

## UNCONFIRMED

Cameron Kelly provided an update and on the future opportunities with the digital connectivity project in the Shire for both council and the community.

Cr Marsh moved and Cr Todd seconded:

That Council receive and note the recent changes in ICT Service provision.

CARRIED

REP5

### **NEW ENTERPRISE RESOURCE PLANNING SYSTEM - SYNERGY SOFT PROJECT**

Progress report on the new ERP – Synergy Soft and Altus Project

Cr Scriven moved and Cr Marsh seconded:

That Council confirm with the external auditors and Queensland Audit Office that it has addressed the risks and provided the resources to progress the new enterprise resource planning system with a Go Live date 15-20 May 2020.

CARRIED

Cr Marsh moved and Cr Todd seconded:

The ICT Steering Committee thanked Peter Smith for his years of service to Council (with this being the last ICT Steering Committee of this term of Council).

There being no further business, the Meeting closed, the time being 10.20am.

Confirmed at a Meeting of the ICT Committee held on .

.....  
**DEPUTY MAYOR**

## OFFICER REPORT

**TO:** Council

**SUBJECT:** Audit & Risk Committee 18 February 2020

**DATE:** 06.03.20

**AGENDA REF:** FCS2

**AUTHOR:** Michelle Clarke - Director Finance & Corporate Services

---

### Sub-Heading

Audit & Risk Committee minutes of 18 February 2020

### Executive Summary

The Audit & Risk Committee met on 18 February 2020 and are presented for council to receive and note.

### Background

The Audit & Risk Committee met on 18 February 2020 and considered the following:

- Financial audit results of the Balonne Shire from 2015-16 through to 2018-19
- Risk management progress report
- Financial statements maturity model
- External audit plan
- Queensland Audit Office briefing paper
- Terms of Reference for the Audit & Risk Committee (see attached)
- Audit Progress report February 2020; and
- Infrastructure Assets – proposed valuation and depreciation review work
- Business continuity plan (see attached)
- Cybersecurity risk including a proposal to implement the Australian cyber security centre's essential eight mitigation strategies.
- Internal Audit report including the Internal Audit Plan for 2020-21

The Audit & Risk committee also considered financial delegations, ICT user permissions, asset sustainability ratios and internal controls surrounding creditor payments.

### Link to Corporate Plan

Key Foundation Area	Key Program Area
<u>Governance</u>	Financial management for long-term sustainability

### Consultation (internal/external)

Queensland Audit Officer

---

Prosperity Advisors (external auditors)  
Arabon Audit & Assurance (internal auditors)  
Senior Leadership Group

## **Legal Implications**

S210 Local Government Regulations 2012 – The Audit Committee is required to review the auditor-general's report and auditor-general's observation report about the local government's financial statements for the preceding financial year. The External Audit Plan is the first step in this process and must be signed off by 28 February 2020.

## **Risk Implications**

Financial Impact - Inability to achieve financial sustainability and meet current and future needs of the community.

## **Policy Implications**

The report recommends adoption of the Business Continuity Plan, revised Terms of Reference for the Audit & Risk Committee and adoption of the eight mitigation strategies for cyber security.

## **Financial and Resource Implications**

Nil

## **Options or Alternatives**

Nil

## **Attachments**

1. Minutes Audit Committee 18022020 [↓](#)
2. Amended Terms of Reference V2 19032020 [↓](#)
3. BCP Final 18022020\_MC.pdf [↓](#)
4. 2020 ACTION PLAN-Financial Statements11022020.pdf [↓](#)
5. 20200218\_FINAL External Audit Plan.pdf [↓](#)
6. Amended Internal Audit Plan [↓](#)

## **Recommendation/s**

That Council resolves to receive and adopt the Audit & Risk Committee minutes including:

- a. the amended Audit & Risk Committee's Terms of Reference, as attached
- b. the Business Continuity Plan 2020, as attached
- c. the financial statements action plan for 2019/20, as attached
- d. the External Audit Plan 2019/20, as attached
- e. the amended Internal Audit Plan 2019/20 – 2020/21, as attached

Michelle Clarke  
**Director Finance & Corporate Services**



UNCONFIRMED



## **MINUTES**

**of the**

**Audit & Risk Committee Meeting**

**held in the**

**Council Chambers, 118 Victoria Street, St George**

**on**

**Tuesday 18th February 2020**

**Commencing at 10.00am**

### **Table of Contents**

ORDER OF PROCEEDINGS.....	2
(REP) REPORTS.....	2

# UNCONFIRMED

## ORDER OF PROCEEDINGS

### ATT1 ATTENDANCE

Mr James Hetherington (Independent Chair), Cr RW Marsh (Mayor), Cr FM Gaske, Mr Craig Dreher (Independent Member)

Mr Matthew Magin (Chief Executive Officer), Mrs Michelle Clarke (Director Financial & Corporate Services), Mr Andrew Boardman (Director Infrastructure Services) and Mr Digby Whyte (Director Environment and Regulatory Services)

Via Teleconference Luke Maloney, Prosperity Advisors and Peter Vesely Queensland Audit Office

### LOA1 LEAVE OF ABSENCE

Brendan Macrae, Internal Auditor

### COM1 CONFIRMATION OF MINUTES

#### **Committee Recommendation:**

Cr Gaske moved and Craig Dreher seconded:

That the Minutes of the General Meeting held on 10 December, 2019 be confirmed.

CARRIED

### BAM1 BUSINESS ARISING FROM MINUTES

Mr Hetherington opened the meeting acknowledging that it was the last meeting of the Audit and Risk Committee with its current membership with the local government elections to take place on 28 March. He thanked Cr Gaske (who will not be re-standing for election) and the Mayor (whose return will depend on the election result). He also thanked Craig Dreher our newest independent member of the Audit & Risk Committee and acknowledged the work of management to get to where we are today. It has taken some time be we are starting to see some progress.

## (REP) REPORTS

### REP1 LOCAL GOVERNMENT ENTITIES RESULTS OF FINANCIAL AUDITS 2018-19

Balonne Shire Council Financial Audits History

Cr Gaske congratulated management on the progress made to date and the improvements since 2015/16 audit result.

#### **Committee Recommendation:**

Cr Gaske moved and Cr Marsh seconded:

That the Council receive and note the Audit results for 2015-16 to 2018-19.

CARRIED

### REP2 RISK MANAGEMENT PROGRESS REPORT

Progress Report on Risk Management December 2019 to February 2020

#### **Committee Recommendation:**

Cr Marsh moved and Cr Gaske seconded:

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That the Council receive and note the strategic risk report, as attached and the progress on the implementation of risk management across the organisation.

CARRIED

REP3 **FINANCIAL STATEMENTS MATURITY MODEL**

Queensland Audit Office Financial Statements Maturity Model

**Committee Recommendation:**

Cr Gaske moved and Craig Dreher seconded:

1. That the Council receive and note the financial statements maturity model self-assessment; and
2. The financial statements action plan for 2019/20 be adopted.

CARRIED

REP4 **EXTERNAL AUDIT PLAN 2019/20**

The 2019/20 External Audit Plan

**Committee Recommendation:**

Cr Gaske moved and Cr Marsh seconded:

That the Council receive and adopt the External Audit Plan 2019/20.

CARRIED

Cr Gaske left the meeting at 10.57am and returned at 11.00am

REP5 **QAO BRIEFING PAPER FEBRUARY 2020**

Queensland Audit Office Briefing Paper February 2020

**Committee Recommendation:**

Craig Dreher moved and Cr Marsh seconded:

That the Council receive and note the Queensland Audit Briefing Paper February 2020, as attached.

CARRIED

REP6 **TERMS OF REFERENCE AUDIT & RISK COMMITTEE 2020**

Amended Terms of Reference for the Audit & Risk Committee 2020

**Committee Recommendation:**

Cr Gaske moved and Cr Marsh seconded:

That the Council adopt:

1. the amended Terms of Reference to include provision for a flying minute to ensure that decisions can be made by Council in a timely manner; and
2. delete clause 3 from the Terms of Reference; and
3. that management undertake a review of clause 14 and options available for an annual report. This review to include the option to adopt an annual Operational Plan for the Audit & Risk Committee to report progress against.

CARRIED

## UNCONFIRMED

REP7

### **AUDIT PROGRESS REPORT FEBRUARY 2020**

Audit Progress Report February 2020

#### **Committee Recommendation:**

Craig Dreher moved and Cr Gaske seconded:

That the Council receive and note the Audit Progress report for February 2020.

CARRIED

REP8

### **INFRASTRUCTURE ASSETS - PROPOSED VALUATION AND DEPRECIATION REVIEW WORK**

Audit Consultation Paper discussed with Queensland Audit Office 7 February 2020

#### **Committee Recommendation:**

Cr Marsh moved and Cr Gaske seconded:

That the Council receive and note the intention of management to not undertake a comprehensive revaluation for the 2019-20 infrastructure assets, as all assets have been comprehensively revalued within the last 5 years. Indexation will be considered for all infrastructure assets and applied to the carrying value as appropriate and the review of depreciation will include a review of the useful lives with the final recommendations to be presented in a position paper.

CARRIED

REP9

### **BUSINESS CONTINUITY PLAN 2020**

Final Business Continuity Plan for adoption

#### **Committee Recommendation:**

Cr Gaske moved and Craig Dreher seconded:

That the Council adopt the Business Continuity Plan 2020, as attached.

CARRIED

REP10

### **CYBERSECURITY RISK - QUEENSLAND AUDIT OFFICE REPORT**

QAO Recommendations – Managing cyber security risks (Report 3: 2019–20)

#### **Committee Recommendation:**

Cr Gaske moved and Cr Marsh seconded:

That the Council receive and note the Cyber Security Risk Queensland Audit Report and management's proposal to implement the Australian Cyber Security Centre's essential eight mitigation strategies.

CARRIED

REP11

### **INTERNAL AUDIT REPORT**

Internal Audit reports 18/02/2020

#### **Committee Recommendation:**

Craig Dreher moved and Cr Marsh seconded:

That the Council:

1. receive and note the verbal progress report for the Plant Management and Capital Works

## UNCONFIRMED

internal audits and

2. review the Internal Audit Plan and proposed Internal Audits for 2019-20 to include the Review of Grants Management and the 2021-20 to include Fraud and Risk Management Framework.

CARRIED

### GENERAL BUSINESS

The Chair questioned oversight of delegations and whether the Audit & Risk Committee should have a role in the oversight of delegations from the CEO to council officers. Is a risk assessment required and is there adequate segregation of duties.

The Director of Finance & Corporate Services provided a verbal overview of how the financial delegations are structured. There are currently approximately 25 positions that have delegated financial authority. They range from the CEO at \$1m, Directors at \$50,000, Director Infrastructure Services at \$500,000 and Manager Roads & Transport; Manager Water & Towns at \$50,000. All operational areas have a delegation of \$5,000 or \$1,000 depending on the area of responsibility. All purchases must be made in accordance with the purchasing policy and relevant legislation; all must be within budget and tenders are in most cases determined by council. There are also additional controls in place in terms of authorisation of an invoice and a check of payments at the point of the EFT transfer.

The Chair was satisfied that no further report was required for the Audit & Risk Committee.

The Chair queried the process for ICT user permissions. The Director of Finance & Corporate Services advised that there is a process in place for security levels to be selected by the relevant Director (and/or CEO) and signed off for IT to implement. These are documented and an audit trail of master file/user permissions is signed off by the Director Finance & Corporate Services on a monthly basis and available for external audit.

The Chair requested that Council consider some additional asset sustainability ratios as recommended in the Internal Audit Report on Capital Works to improve the oversight and reporting of maintenance works relevant to depreciation.

The Chair requested that management urgently revise the internal controls surrounding creditor payments due to a recent invoice being paid to the incorrect account.

There being no further business, the Meeting closed, the time being 12.20pm.

Confirmed at a Meeting of the Audit and Risk Committee held on

.....  
CHAIR



# Terms of Reference

## Audit and Risk Committee

### 1. PURPOSE

The Balonne Shire Council Audit and Risk Committee is constituted to fulfil Council's legislative requirement to: -

- (a) Monitor and review:
  - i. The integrity of financial documents;
  - ii. The internal audit function; and
  - iii. The effectiveness and objectivity of the local government internal auditors; and
  - iv. The risk, control and compliance frameworks.
- (b) Make recommendations to the local government about any matter that the Audit and Risk Committee considers need action or improvement.

Nothing in these terms of reference shall limit or prevent the Audit and Risk Committee fulfilling its statutory function.

### 2. MEMBERSHIP

- Independent Chair holding significant experience and skills in financial matters, to be appointed by Council resolution
- Mayor
- Councillor holding portfolio responsibility for Finance
- 1 independent member, holding significant experience and skills in financial matters, to be appointed by Council resolution

### 3. ADVISORS

Council's Chief Executive Officer and Departmental Directors are appointed as advisors to the Committee.

The Committee may invite other personnel / consultants as an advisor as may be reasonable for it to discharge its terms of reference.

Advisors are not members of the Committee.

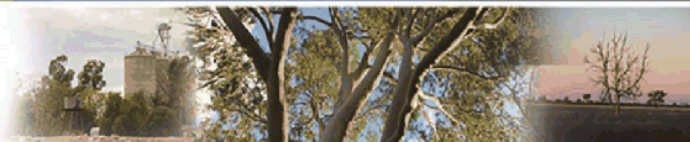
### 4. FREQUENCY OF MEETINGS

In accordance with s 211 of the Local Government Regulations 2012, the committee must meet at least twice in each financial year.

1 Document No. >> (Insert Magiq Doc ID 26178) Version No.2  
Authorised by >> Council

Initial Date of Adoption >> 21/03/2014  
Latest Version Adopted: 19/03/2020  
Next Review Date>> 18/07/2021





# Terms of Reference

## Audit and Risk Committee

The Committee is empowered to determine its meeting frequency, time and venue of meetings and on average meets at least four times per calendar year.

### 5. MINUTES OF MEETINGS

Following a meeting of the Audit & Risk Committee a written report about the matters reviewed at the meeting and the committee recommendations are to be presented at the next ordinary meeting of council. [S211]

If there are decisions required between meetings of the Audit & Risk Committee and it is impractical to call for a committee meeting then the Chair may authorise a flying minute via email and/or teleconference for the Audit & Risk Committee members to agree on a recommendation to be reported to the next ordinary meeting of council.

### 6. QUORUM

The Committee Quorum shall be any three members.

### 7. CHARTER

In undertaking the above responsibilities, the committee may carry out the following:

#### A. FINANCIAL STATEMENTS

- Review the appropriateness of accounting policies adopted by the Council and ensure the accounting policies adopted are relevant to the Council and its specific circumstances.
- Review the appropriateness of significant assumptions and critical judgements made by management, particularly around estimations which impact on reported amounts of assets, liabilities, income and expenses in the financial statements.
- Review the financial statements for compliance with prescribed accounting and other requirements.
- Review, with management and external auditors, the results of the external audit and any significant issues identifies.
- Exercise scepticism by questioning and seeking full and adequate explanations for any unusual transactions and their presentation in the financial statements.
- Ensure that assurance with respect to the accuracy and completeness of the financial statements is given by management.

#### B. INTERNAL CONTROL

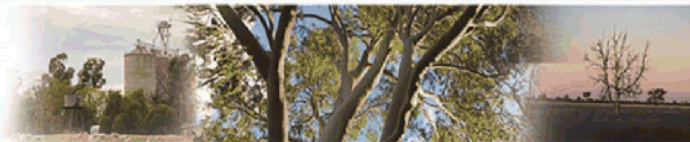
- Understand the scope of internal and external auditors' review of internal control and obtain reports on significant findings and recommendations, together with management's responses.

#### C. INTERNAL AUDIT

- Have final authority to review and approve the annual internal audit plan and all major changes to the plan.
- Monitor the effectiveness of the internal audit function on an ongoing basis.
- Receive and review Internal Audit reports.
- Review the findings and recommendations of internal audit and the response to them by management.
- Review the implementation of internal audit recommendations accepted by management.

2 Document No. >> (Insert Magiq Doc ID 26178) Version No.2  
 Authorised by >> Council

Initial Date of Adoption >> 21/08/2014  
 Latest Version Adopted >> 19/03/2020  
 Next Review Date >> 18/07/2021



# Terms of Reference

## Audit and Risk Committee

### D. EXTERNAL AUDIT

- Review the findings and recommendations of external audit (including from performance audits) and the response to them by management.
- Review the implementation of external audit recommendations accepted by management and where issues remain unresolved ensure that satisfactory progression is being made to mitigate the risk associated with audit's findings.
- The appointment of the external auditor is controlled by the Auditor General and not by Council. The Committee therefore has limited opportunity to influence the scope of work of the auditor.
- Review the external auditors' proposed audit scope and approach.
- Monitor the progress of actions proposed in relation to significant findings and recommendations made by the external auditors.
- The Audit and Risk Committee will act as a forum for the consideration of external audit findings and will ensure that they are balanced with the views of management.

### E. COMPLIANCE

- Review the effectiveness of the system for monitoring compliance with laws and regulations and the results of management's investigation and follow-up of any instances of noncompliance.
- Review the findings of any examinations by regulatory agencies and any auditor observations.

### F. RISK MANAGEMENT

- Review Council's framework for managing and monitoring enterprise wide risk and evaluate whether management have addressed, considered and managed risks throughout the organisation.
- Gain an understanding of the current areas of greatest strategic, financial and operational risk and how management is managing these effectively.
- Regularly review the Council's Risk Register to identify areas of significant risk and determine if appropriate controls or treatments are being applied to eliminate or mitigate those risks.
- Identify areas of risk not adequately addressed or not identified in current action plans and recommend investigation into those areas for Risk Assessment purposes.

### 8. SELECTION OF COMMITTEE MEMBERS

The selection criteria and process for the appointment of the independent external members shall ordinarily be as follows:

1. The Council shall seek nominations from persons interested in being appointed to the available position. All nominees who satisfy the conditions of this charter shall be eligible for appointment.
2. The eligible persons will be interviewed by a Panel comprising the Mayor, Deputy Mayor and the Council's Chief Executive Officer who shall make recommendations to the Council.
3. Successful applicants will be required to undergo a police check.
4. Following receipt of recommendations from the Panel, the Council may appoint the independent external member by resolution.





# Terms of Reference

## Audit and Risk Committee

### 9. TERM OF OFFICE

To allow for knowledge continuity the independent external members will be appointed for the term of two years, after which they will be eligible for extension or re-appointment for a further two years at the Council's discretion, following a review of their performance.

The maximum number of consecutive terms an independent external member can be a member of the committee without the need for calling for further nominations is two (2) terms.

### 10. VACANCY

In the case of resignation from the committee by an independent external member, the Council is to appoint another independent external member as soon as is possible in accordance with the process set out above.

### 11. CONFLICTS OF INTEREST

Members are required to declare any interests that could constitute a real, potential or perceived conflict of interest with respect to participation on the committee. The declaration must be made on appointment to the committee and in relation to specific agenda items at the outset of each committee meeting, and be updated as necessary. Members of the Audit and Risk Committee must conduct themselves in a way which is considered appropriate and promotes a culture of ethical behaviour.

### 12. CONFIDENTIALITY

All information acquired during a member's term of office on the Audit and Risk Committee is confidential to Balonne Shire Council and should not be disclosed either during the memberships or after termination (by whatever means) to third parties except as permitted by law and with prior clearance from the Chair of the committee.

### 13. REPORTING AND PERFORMANCE

The Audit and Risk Committee will complete an annual review of the Internal Audit charter, Internal Audit Plan and the Audit & Risk Committee's Terms of Reference. The Audit & Risk Committee may consider the following:

- Agree on performance criteria by which the performance of the Audit & Risk Committee will be assessed;
- Assess the effectiveness of the Committee as a whole and the performance of individual Committee members;
- Review implementation of action plans and audit recommendations in response to areas identified for improvement.



# Terms of Reference

## Audit and Risk Committee

### 14. REMUNERATION

The independent members of the Committee will be entitled to reimbursement of out of pocket expenses for attendance at the Audit and Risk Committee meetings. Any professional fees will be at the discretion of the council.

### 15. REVIEW

The Audit and Risk Committee may recommend to council amendments to the terms of reference and membership at any time.

### 16. LEGAL PARAMETERS

*Local Government Act 2009 (Qld), ss105 and 265*  
*Local Government Regulation 2012 (Qld), ss207-211*

### 17. ASSOCIATED DOCUMENTS

Internal Audit Charter  
Internal Audit Plan  
Code of Conduct for Councillors  
Code of Conduct for Employees

Established: 21<sup>st</sup> March 2014 (CFS3)  
18<sup>th</sup> July 2014 (CFS4) amended  
21<sup>st</sup> April 2016 (GEN6 & CFS6) amended  
20 April 2017  
18 July 2019  
19 March 2020



# Business Continuity Plan 2020

## Contents

OBJECTIVES OF THE PLAN .....	2
WHAT IS A DISASTER? .....	2
WHAT IS A BUSINESS CONTINUITY PLAN? .....	2
LOCATION OF PLAN .....	2
EMERGENCY PACK .....	3
MANAGEMENT STRUCTURE .....	3
CRISIS CENTRE & ALTERNATIVE WORK LOCATIONS .....	3
CRISIS CENTRE FACILITIES .....	9
ROLE OF THE BUSINESS CONTINUITY TEAM .....	11
TEAM MEETING .....	11
DETERMINING PRIORITIES .....	11
COMMUNICATIONS .....	12
ICT IMPLICATIONS .....	12
APPENDICES .....	18
APPENDIX A - TELEPHONE REDIRECTION AUTHORISATION .....	18
APPENDIX B - SERVICES AND SUPPLY CONTACT LIST .....	19
APPENDIX C – IT AND KEY STAFF CONTACT DETAILS .....	20
APPENDIX C BALONNE SHIRE COUNCIL NETWORK .....	21
APPENDIX C CYBER SECURITY RISK .....	22
APPENDIX C - CYBER SECURITY RISK .....	23
APPENDIX D – STATIONERY ORDER .....	24
APPENDIX F – BUSINESS CONTINUITY TEAM ACTIVITY LOG .....	25
APPENDIX G - MEDIA RELEASE .....	26
APPENDIX H .....	27
APPENDIX I .....	29
APPENDIX J .....	31
APPENDIX K .....	33
APPENDIX L .....	35

## OBJECTIVES OF THE PLAN

The objective of this Business Continuity Plan is to provide a readily accessible, useable and thorough document which enables Balonne Shire Council to:

- Follow an agreed, tried and systematic approach for the management of any disaster/event that has or will most likely disrupt the proper/prudent/safe operation of the Council
- Implement procedures to maintain essential services through the disaster recovery periods
- Re-establish services and operations as quickly and efficiently as possible
- Minimise the effect on the community, staff, contractors, volunteers and Council
- Identify those more critical aspects of Council Services which may be exposed to risk from natural or manmade disasters
- Define present actions which will minimise loss or damage should disaster/event occur
- Adopt strategies to maintain Councils services through periods of disruption to Information Technology and related operations.
- Recover lost accommodations, equipment and facilities as soon as possible
- This plan will be reviewed on an annual basis by the Senior Leadership Group

## WHAT IS A DISASTER?

A disaster is a serious disruption of the functioning of Balonne Shire Council causing widespread human, material, economic or environmental disruption or losses. This business continuity plan focuses on the possible damage or destruction of the Council Administration Building, 112-118 Victoria Street St George Qld 4487, however this plan can be adapted to a similar occurrence in another worksite.

## WHAT IS A BUSINESS CONTINUITY PLAN?

Preventative measures using alternative premises, redundant hardware, software, data centres and other facilities to ensure that a business can continue operations during a natural or man-made disaster and if not, to restore business operations as quickly as possible when the disaster/event has passed.

## LOCATION OF PLAN

Copies of this plan are stored in the following locations

- Balonne Shire Council, 112-118 Victoria Street St George Ph: 4620 8888
- Off site with Chief Executive Officer ,0400 359 090, Kilroy Street, St George
- Works Depot 191-193 Grey Street St George Ph: 4620 8855
- Off site with Director Finance & Corporate Services, 0428255252, 5 Kilroy Street, St George

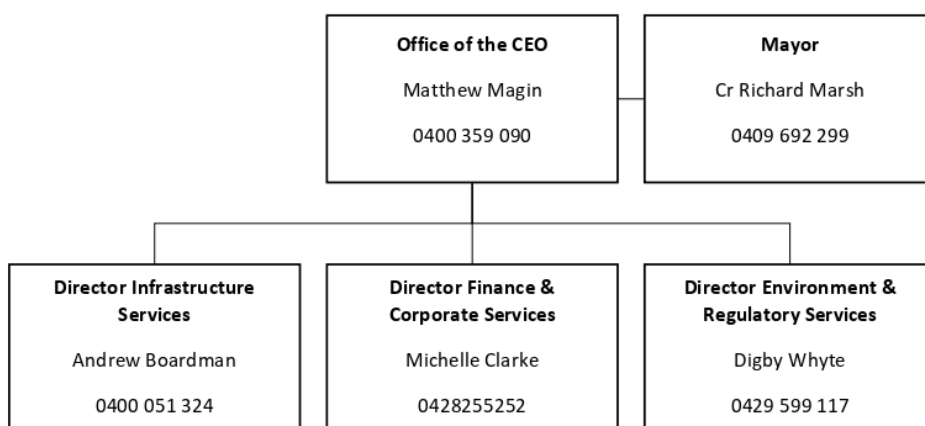
## EMERGENCY PACK

An emergency pack contains the documents and resources necessary to assist in business recovery. The contents of the emergency pack can be found in Appendix L. The emergency pack will be kept at the above locations to ensure it is accessible to management.

## MANAGEMENT STRUCTURE

The following management hierarchy shall be employed in the event of an emergency. The CEO will automatically become the Chairperson of The Business Continuity Team (the Team). In the event of a natural disaster where the CEO is required to be the Local Disaster Co-ordinator the Director Finance & Corporate Services or any member of the Council's senior management team, then the Council Officer with the highest authority as per the figure below will assume the role.

The Business Continuity Team shall comprise of the permanent members detailed in the figure below.



- The Business Continuity Team will administer Council's response to any disasters or events affecting Council operations and the implementation of this Business Continuity Plan.
- The Business Continuity Team shall have the ability to co-opt other members to the Team or adapt membership based on the nature of the emergency.

## CRISIS CENTRE & ALTERNATIVE WORK LOCATIONS

A crisis centre will be established in a suitable location as determined by the CEO who will inform the Team of the location.

Pursuant to the recommendations in the ICT Strategic Plan 2017 -2022 Section 4.1 the proposed crisis centre will be:

**St George Works Depot**  
**191-193 Grey Street**



Phone: 4620 8855

If the St George Works Depot is not available then alternatives may include the Disaster Co-ordination Centre and/or Cultural Centre.

The Crisis Centre will be the location of meetings for the Team. The Crisis Centre will be equipped with adequate facilities and resources to allow the Team to implement the Business Continuity Plan.

- **Table 1** is a list of alternative sites for the crisis centre or alternative temporary work locations for individual parts of Council operations.
- **Table 2** provides details of facilities at the sites.
- **Table 3** is a map of the Crisis Centre.

The existing telephone number of the Council 07 4620 8888 and facsimile number 07 4620 8889 are to be redirected immediately to the Crisis Centre. Appendix A should be signed by the CEO or authorised person and sent to Telstra or Council's alternate provider Field Solutions Group within 24 hours.

Customer Service Officers may be assigned to the Crisis Centre, effective the next working day, to assist the Team with all telephone enquiries, communication and correspondence.

**Table 1**

St George	Administration Building	118 Victoria Street	07 4620 8888
	Disaster/Training Rooms	118 Victoria Street	07 4620 8888
	Works Depot	191-193 Grey Street	07 4620 8855
	Balonne Visitor Information Centre	114 St George's Terrace	07 4620 8877
	Cultural Centre	112 Victoria Street	
	Library (Old Webster's Building)	110 Victoria Street	07 4625 3375
Thallon	Works Depot	42-44 Hill Street	07 4625 9095
	Hall & Library	41-43 William Street	07 4625 9103
Dirranbandi	Works Depot	66-68 Railway St	07 4625 8422
	Hall	30-32 Kirby Street	
Hebel	Library	39-41 William Street	4625 8937
	Hall	40-50 William Street	
Bollon	Works Depot	81-87 Main Street	0427 256 184
	Hall & Library	14-16 Main Street	07 4625 6055

Page 4 of 35

Document No. >> (Insert Magiq Doc ID 137005) Version No 1  
Authorised by >> Director Finance & Corporate Services  
Balonne Shire Council – Business Continuity Plan 2020

Initial Date of Adoption >> 19/03/2020  
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Next Review Date>> 19/03/2021

**Table 2**

Location	Ownership / Contact	Number of Rooms	Meeting Room Yes/No	Toilet Facilities Yes/NO	Kitchen Facilities Yes/No	IT Connectivity	Power Points	Telephone Lines	Comments
Administration Building St George	Council	Many	Yes	Yes	Yes	Yes – Telstra 10/10 Ethernet Lite and Telstra Business Broadband	Many	6 x ISDN lines TO Pabx & 3 pstn lines	
Disaster/Training Rooms St George	Council	5	Yes	Yes	Yes	Connected to Admin Building	Many	8 phones lines via Admin Bulding	
Works Depot St George	Council	Many	Yes	Yes	Yes	Connected to Admin Building via 1Gb wireless connection	Many	Phones connected via Admin Building wireless	
Visitor Information Centre St George	Council	2	No	Yes	Yes	Connected to Admin Building via wireless connection	Many	Phones connected via Admin Building wireless	
St George Library St George	Council	4	Yes	Yes	Yes	Phones connected via Admin Building wireless NBN connection	Many	1 NBN phone line	
St George Cultural Centre	Council	2	No	Yes	Yes	No	Many	No	

<i>Thallon Works Depot</i>	Council	2	No	Yes	No	No	Many	1 pstn line	
<i>Thallon Hall &amp; Library</i>	Council	2	No	Yes	Yes	Skymuster NBN	Many	1 pstn line	
<i>Dirranbandi Works Depot</i>	Council	Many	No	Yes	Yes	ADSL1	Many	2 pstn line	Depot has sleeping quarters and meal rooms and office
<i>Dirranbandi Hall</i>	Council	Many	?	Yes	Yes	No	Many	No	
<i>Hebel Library</i>	Council	1	No	Yes	No	Skymuster NBN	Many	1 pstn line	
<i>Hebel Hall</i>	Council	?	?	Yes	Yes	No	Many	No	
<i>Bollon Works Depot</i>	Council	?	?	Yes	Yes	No	Many	No	Depot has sleeping quarters and meal rooms

Page 6 of 35

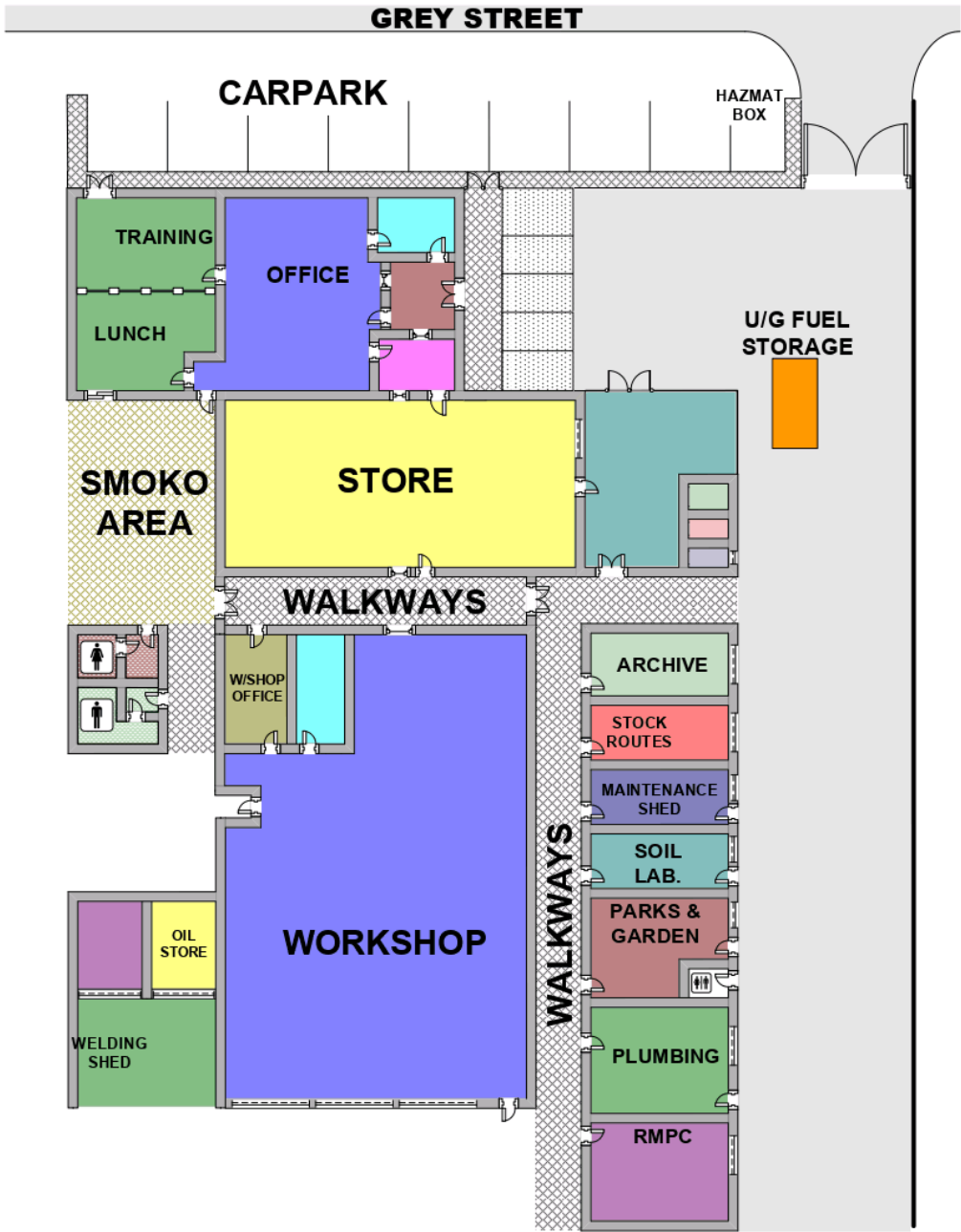
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 Balonne Shire Council – Business Continuity Plan 2020

Initial Date of Adoption >> 19/03/2020  
 Latest Version Adopted: 18/06/2019  
 Next Review Date>> 19/03/2021



Bollon Hall & Library	Council	?	?	Yes	Yes	Skymuster NBN	Many	1 pstn line	
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Table 3 – Crisis Centre – Works Depot



## CRISIS CENTRE FACILITIES

Immediately upon occupation of the Crisis Centre, the CEO or delegate should review the circumstances and make arrangements with the following team members for adequate supplies of the following items to be available within 24 hours and delivered to crisis centre (as required)

**Table 4**

<b>Telephones</b>		<b>Responsible Officer</b>
# of Telephone Lines	Telstra Account Number 0760728000 Contact Telstra Account Exec – Mere Varani Phone - 07 3437 0136 Mere.varani@team.telstra.com	Information Technology Officer
# of Handsets	PABX System & Handsets Comtel Toowoomba 07 4639 8999	Information Technology Officer
<b>Fax</b>		
# of Fax line	Telstra Account Number 0760728000 Contact Telstra Account Exec – Mere Varani Phone - 07 3437 0136 Mere.varani@team.telstra.com	Information Technology Officer
# of Fax Machine	Downs Office Equipment – Toowoomba 07 4639 3944	Procurement Co-ordinator
<b>Computers</b>		
# of Desktop or Laptops	Shire Networks – Toowoomba Peter Morris or Darren Hagarty Phone – 07 4642 0008 <a href="mailto:helpdesk@shirenetworks.com.au">helpdesk@shirenetworks.com.au</a>	Information Technology Officer
# of Multifunctional printer / scanner / copier including cartridges	Ricoh Multifunction Printers Downs Office Equipment – Toowoomba	Procurement Co-ordinator
<b>Servers</b>		
# of Physical Servers	Shire Networks – Toowoomba Peter Morris or Darren Hagarty Phone – 07 4642 0008 <a href="mailto:helpdesk@shirenetworks.com.au">helpdesk@shirenetworks.com.au</a>	Information Technology Officer
<b>Furniture</b>		

# of Desks # of Chairs # of Whiteboards	50 folding/portable tables are available 200 chairs are available via the Disaster training room and Cultural centre 1 whiteboard is available	Procurement Co-ordinator
<b>Refreshments</b>		
Adequate Supply	Local suppliers are available on call for refreshments including IGA, Foodworks, 5Star Handystore and others	Procurement Co-ordinator

## ROLE OF THE BUSINESS CONTINUITY TEAM

The Team will act as Council's immediate response group, establishing priorities, organising and directing Council's resources and providing information to staff and members of the public. The Team will assemble upon the instructions of the CEO or the nominated delegate. The Team will assemble at the nominated premises which will be known as the Crisis Centre.

## TEAM MEETING

If possible, the CEO or delegate and the Team will perform a visual inspection of the disaster area prior to the Team meeting to determine the extent of the damage.

The Mayor, Councillors and designated employees may be requested to attend the first Team meeting.

## DETERMINING PRIORITIES

All Council's priorities will be determined by the Team and will be communicated to the Council, the public and any other organisation required. In order to do this each Manager or relevant staff member will provide the Team with the following information updated as required:

- staff, plant and equipment available
- property and communication systems available
- summary of operations temporarily and permanently effected by the disaster or event
- estimate of resources needed to restore the effected operations
- timeframe for recovery to partial and full operations
- location of operations not effected by the disaster or event
- list of operations needing relocation

To assist with this process, the following appendices detail:

- Appendix B Services and Supply Contact List
- Appendix C IT Contact Details
- Appendix D Stationery Order

The Team will determine the best allocation of available resources to meet the Council's service priorities. The overall coordination of the recovery will be the responsibility of the CEO or delegate of the Team.

A record of the activities of the Team will be kept in an activity log. A suggested template of the log can be found in Appendix F.

## COMMUNICATIONS

Only the Mayor, CEO or delegated person of the Team is permitted to speak with the media. Council should release a statement to the media immediately (depending on the circumstances). Appendix G is an example of such a media release.

All communications should be coordinated through the Team who is responsible for:

- The allocation of communication resources
- All news releases to the media
- All communications to employees
- All communications to insurance companies
- All communications regarding recovery strategies

## ICT IMPLICATIONS

Without having business continuity plans and testing them regularly, Council risks not being able to recover systems in a timely way because of a lack of guidance for staff on what is required to bring systems back online. As a result, critical services may be unavailable for longer than is necessary, depending on the scale of the disruption.

*"From an ICT perspective business continuity involves disaster recovery planning and contingency planning, data recovery, risk management, backups, redundancy, replication and emergency response. Effective business continuity planning allows an organisation to continue to operate during a serious incident or crisis and to recover appropriately following such an incident. As implied information security deals with risks associated with securing digital information on the." Source: Balonne Shire Council ICT Strategic Plan 2017-2022*

*"Council will develop an ICT service continuity management plan in line with our business continuity management plan. It will ensure that, in the event of a failure, infrastructure and services can be recovered, individually and collectively, within agreed time frames. These plans are usually driven by the business areas and supported by the ICT providers. Plans will be agreed by the ICT Committee, SLG and the business owner/s.*

*Testing and validation are critical activities that need to be diligently performed in order to assure that the resiliency of ICT systems are not compromised. A regular testing regime will be included in the continuity plan and tests will be conducted annually, and reports provided to the ICT Committee and SLG." Source: Balonne Shire Council ICT Strategic Plan 2017-2022*

In line with the above provisions of the ICT Strategic Plan, the controls around identified risks in Appendix C and H are to be developed and tested in line with business requirements.

To assist in the development of testing regimes, the following appendices are provided guidance for:

- Appendix C provides a guide for Cybersecurity risks
- Appendix I provides a guide to the different requirements for each service areas Maximum Acceptable Outage.
- Appendix J provides details of the ICT Resource requirements for each service area.
- Appendix K provides details of IT applications requirements for each service area.

Page 12 of 35

## RISK CONTINGENCY PLANS

### **Building Incident**

*Partial loss of building due to fire, earthquake or vehicle collision*

- Initiate an Incident Response Plan
- Secure equipment, furniture etc.
- Undertake assessment of damage, obtain quotes and engage suppliers
- Where damage to critical IT infrastructure occurs refer to IT failure contingencies and response plan
- Where damage to critical machinery occurs obtain temporary replacement from hire firm (refer to Vendor Panel for list of suppliers)
- Inform Local Government Mutual and LG Assets and make claim

### **Building Incident**

*Total loss of building due to fire or earthquake*

- Initiate an Incident Response Plan
- Salvage equipment, furniture etc.
- Implement diversion to mobile phones
- Relocate staff to another facility – refer to IT failure contingencies for IT related incident
- Where possible relocate critical equipment to alternate site to ensure basic operation of services
- Source replacement items immediately from a preferred supplier
- Engage preferred supplier for replacement of equipment and restoration of IT data/software systems etc
- Notify community of alternate site via local radio and notices on community notice boards
- Inform Local Government Mutual and LG Assets and make claim
- Undertake assessment of damage, obtain quotes and engage suppliers

## ***IT incident***

### ***Complete IT Hardware Failure***

- Initiate an Incident Response Plan
- Assess scope of damage and engage preferred suppliers to source hardware replacement/repair and determine the outage time
- Engage offsite recovery option if applicable
- Inform the community (if they will be impacted)
- Instigate manual or recovery processes for key functions:
  - Payroll
  - Receipting
  - Creditor payments
  - Email management
- Re-establish and bring all information up to date
- Inform LG Assets and make claim if appropriate

## ***IT incident***

### ***IT Software failure***

- Assess scope of damage and engage preferred suppliers to source software replacement/repair and determine the outage time.
- Instigate manual or recovery processes for key functions if required:
  - Payroll
  - Receipting
  - Creditor payments
  - Email management
- Re-establish and bring all information up to date.

## ***Telecommunication outage***

### ***Telecommunication failure***

- Maintain adequate mobile communications
- Set up phone diversion to mobiles through supplier
- If outage is greater than 24 hours notify community
- Utilise after hours service if required through Peak Services

Page 14 of 35



## **Electrical outage**

### *Electrical failure*

- Ensure enough UPS capacity to allow for critical transfer of communications to alternative sources
- Utilise laptops with battery capacity for short term
- Start and run emergency generators

## **Terrorism**

### *Bomb Threat*

- Contact police.
- Where outage is greater than 2 hours implement diversion to mobile phones.

## **Criminal Activity**

### *Theft and malicious hacking*

- Contact police.
- Source replacement items immediately from a preferred supplier.
- Engage preferred supplier for replacement of equipment and restoration of IT data/software systems etc.
- Where critical IT outage occurs refer to IT failure contingencies above.
- Implement counselling or disciplinary action for staff after investigation is completed (if required).

## **Criminal Activity**

### *Fraud*

- Contact police.
- Identify nature of fraud and its impact on operations.
- Implement counselling or disciplinary action for staff after investigation is completed (if required).

Page 15 of 35

## **Water damage**

### **Flood/Inundation**

- Initiate Incident Response Plan.
- Secure equipment, furniture etc
- Where outage is greater than 2 hours:
  - implement diversion to mobile phones.
  - begin planning for relocation of staff to another facility if event timeframe is expected to be long term.
- Relocate critical equipment to alternate site to ensure basic operation of services.
- Notify community.
- Undertake assessment of damage, obtain quotes and engage suppliers.
- Where relocation takes place and/or critical IT outage occurs refer to IT failure contingencies and recovery response plan.

### **Key staff not available**

#### *Illness/Injury*

- Where there are staff off work for other purposes, contact those staff to determine availability to work.
- Source temporary staff from labour hire agencies.
- Seek assistance from neighbouring Council's or outside staff resources.

### **Key staff not available**

#### *Pandemic*

- Where there are staff away from work for other purposes, contact those staff to determine availability to work.
- Source temporary staff from labour hire agencies.
- Seek assistance from neighbouring Council's or outside staff resources.

### **Key staff not available**

#### *Sudden loss of key personnel*

Page 16 of 35

- Seek assistance from local Councils and/or external support providers until the recruitment of a replacement.
- Reprioritise work program, reschedule works to match available resources.

### **Key staff not available**

#### *Inability to attract suitable key personnel*

- Seek assistance from local Councils and/or external support providers until the recruitment of a replacement.
- Reprioritise work program, reschedule works to match available resources.

### **Loss of corporate knowledge**

#### *Key staff exiting the organisation*

- Regular review and updating of documented procedures, processes and job tasks for all positions.

### **Industrial action**

#### *Industrial dispute*

- Utilise the services of an independent facilitator to hear and suggest resolutions to grievances.
- If a resolution cannot be found, and as a last resort strike action occurs, notify the community that the office/depot will be closed.

### **Contract work not carried out**

#### *Contractor failure*

- Council undertake works or short-term contract with alternate supplier whilst contract being re let.

Page 17 of 35

Document No. >> (Insert Magiq Doc ID 137005) Version No 1  
 Authorised by >> Director Finance & Corporate Services  
 Balonne Shire Council – Business Continuity Plan 2020

Initial Date of Adoption >> 19/03/2020  
 Latest Version Adopted: 18/06/2019  
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## APPENDICES

### APPENDIX A - TELEPHONE REDIRECTION AUTHORISATION

(DATE)

**URGENT**

Balonne Shire Council

Telstra Business  
and/or Field  
Solutions Group  
*[insert address  
details]*

Dear Sir/Madam

**Re: Telephone Number Change - Redirect**

Due to an unforeseen event that has occurred to Council, this letter is to request **Telstra Australia and/or Field Solutions Group** to redirect the current Balonne Shire Council telephone number (07) 4620 8888 and facsimile number 07 4620 8889, to the *(Insert name and address of Crisis Centre)*.

Council will require the change effective immediately and will notify **Telstra and/or Field Solutions Group** when the situation changes.

Thank you for your co-operation in this matter.

Yours faithfully

**CEO/ Delegate**

## APPENDIX B -SERVICES AND SUPPLY CONTACT LIST

Service	Contact Name	Contact Number
QLD Fire Brigade	Goondiwindi Command	07 4671 8112
QLD Police	Police Link	131444
Insurance Broker	JLT	07 30005510
Lawyers	McInnes Wilson	07 3231 0628
Security Company	Amentco – Troy Delaforce	0458 008 875
Telephone equipment suppliers	Comtel Toowoomba	07 4639 8999
Telstra connections	Account Exec – Mere Varani	07 3437 0136
Local Papers	Balonne Beacon	(02) 9288 3000
Radio Contact	ABC Radio	139 994
Electricity Company	Ergon Energy	13 22 96 (Faults)
Water	Balonne Shire Council	0409 846281
Portable Toilets	Myla Motors	07 4625 4186
Portable Generators	Myla Motors	07 4625 4186
Office Furniture	Downes	
Protective clothing	St George Ag & Eng	07 4625 3353
Cleaners		
IT Support	Shire Networks	07 4642 0008
Temporary Storage Facilities	Balonne Shire Council Works Depot	
Removalists	South West Removals	07 46224578
Locksmiths	Cohoes Toowoomba P/L Assa Abloy	07 46327266 07 33735200
Office Furniture Suppliers	Downs Office Equipment	07 4639 3944
Office Partition Installers	Downs Office Equipment	07 4639 3944
Stationary & Office Suppliers	Downs Office Equipment	07 4639 3944
Electrical Contractor	Cameron Barker Beesons	07 46254496 0428 253431
Plumber	Scotts Plumbing & Gas	07 46251018

## APPENDIX C – IT AND KEY STAFF CONTACT DETAILS

Service	Contact Name	Contact Number
Information Technology Officer	Cameron Kelly	0427 091 372
Project Manager – IT Vision	Peter Smith	0427 660 881
Information Services (additional staff)	Shire Networks	07 4642 0008
Telstra	Account Exec – Mere Varani	07 3437 0136
Field Solutions Group	Greg	0428 495 342
Peak Services – After Hours Phone Service		07 3000 2148

Page 20 of 35

Document No. >> (Insert Magiq Doc ID 137005) Version No 1  
 Authorised by >> Director Finance & Corporate Services  
 Balonne Shire Council – Business Continuity Plan 2020

Initial Date of Adoption >> 19/03/2020  
 Latest Version Adopted: 18/06/2019  
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Document No. >> (Insert Magiq Doc ID 137005) Version No 1  
 Authorised by >> Director Finance & Corporate Services  
 Balonne Shire Council – Business Continuity Plan 2020

Page 21 of 35

## APPENDIX C CYBER SECURITY RISK

### Essential Eight Maturity Model



Mitigation Strategy	Maturity Level One	Maturity Level Two	Maturity Level Three
<b>Application whitelisting</b>	An application whitelisting solution is implemented on all workstations to restrict the execution of executables to an approved set. An application whitelisting solution is implemented on all servers to restrict the execution of executables, software libraries, scripts and installers to an approved set.	An application whitelisting solution is implemented on all workstations to restrict the execution of executables, software libraries, scripts and installers to an approved set. An application whitelisting solution is implemented on all servers to restrict the execution of executables, software libraries, scripts and installers to an approved set.	An application whitelisting solution is implemented on all workstations to restrict the execution of executables, software libraries, scripts and installers to an approved set. An application whitelisting solution is implemented on all servers to restrict the execution of executables, software libraries, scripts and installers to an approved set. Microsoft's latest recommended block rules are implemented to prevent application whitelisting bypasses.
<b>Patch applications</b>	Security vulnerabilities in applications and drivers assessed as extreme risks are patched, updated or mitigated within one month of the security vulnerability being identified by vendors, independent third parties, system managers or users. Applications that are no longer supported by vendors with a patch or update for security vulnerabilities are updated or replaced with vendor-supported versions.	Security vulnerabilities in applications and drivers assessed as extreme risks are patched, updated or mitigated within 45 hours of the security vulnerability being identified by vendors, independent third parties, system managers or users. Applications that are no longer supported by vendors with patches or updates for security vulnerabilities are updated or replaced with vendor-supported versions.	Security vulnerabilities in applications and drivers assessed as extreme risks are patched, updated or mitigated within 45 hours of the security vulnerability being identified by vendors, independent third parties, system managers or users. An automated mechanism is used to confirm and record that deployed applications and driver patches or updates have been installed, applied successfully, and remain in place. Applications that are no longer supported by vendors with patches or updates for security vulnerabilities are updated or replaced with vendor-supported versions.
<b>Configure Microsoft Office macros</b>	Microsoft Office macros are allowed to execute, but only after prompting users for approval. Microsoft Office macros security settings cannot be changed by users.	Only signed Microsoft Office macros are allowed to execute. Microsoft Office macros in documents originating from the Internet are blocked. Microsoft Office macros security settings cannot be changed by users.	Microsoft Office macros are only allowed to execute in documents from trusted locations where the source is limited to personnel whose risk has been assessed and approved in writing. Microsoft Office macros in documents originating from the Internet are blocked. Microsoft Office macros security settings cannot be changed by users.
<b>User application hardening</b>	Web browsers are configured to block or disable support for Flash content.	Web browsers are configured to block or disable support for Flash content. Web browsers are configured to block web advertisements. Web browsers are configured to block ads from the Internet.	Web browsers are configured to block or disable support for Flash content. Web browsers are configured to block web advertisements. Web browsers are configured to block ads from the Internet. Microsoft Office is configured to disable support for Flash content. Microsoft Office is configured to prevent activation of Object Linking and Embedding packages.
<b>Restrict administrative privileges</b>	Privileged access to systems, applications and information is validated when first requested. Policy security controls are used to prevent privileged users from disabling, browsing the web and obtaining files via online services.	Privileged access to systems, applications and information is validated when first requested and also stated on an annual or more frequent basis. Policy security controls are used to prevent privileged users from disabling, browsing the web and obtaining files via online services.	Privileged access to systems, applications and information is validated when first requested and also stated on an annual or more frequent basis. Privileged access to systems, applications and information is limited to that required for personnel to undertake their duties. Technical security controls are used to prevent privileged users from disabling, browsing the web and obtaining files via online services.
<b>Patch operating systems</b>	Security vulnerabilities in operating systems and firmware assessed as extreme risks are patched, updated or mitigated within one month of the security vulnerability being identified by vendors, independent third parties, system managers or users. Operating systems for workstations, servers and ICT equipment that are no longer supported by vendors with patches or updates for security vulnerabilities are updated or replaced with vendor-supported versions.	Security vulnerabilities in operating systems and firmware assessed as extreme risks are patched, updated or mitigated within 45 hours of the security vulnerability being identified by vendors, independent third parties, system managers or users. Operating systems for workstations, servers and ICT equipment that are no longer supported by vendors with patches or updates for security vulnerabilities are updated or replaced with vendor-supported versions.	Security vulnerabilities in operating systems and firmware assessed as extreme risks are patched, updated or mitigated within 45 hours of the security vulnerability being identified by vendors, independent third parties, system managers or users. An automated mechanism is used to confirm and record that deployed operating systems and firmware patches or updates have been installed, applied successfully, and remain in place. Operating systems for workstations, servers and ICT equipment that are no longer supported by vendors with patches or updates for security vulnerabilities are updated or replaced with vendor-supported versions.
<b>Multi-factor authentication</b>	Multi-factor authentication is used to authenticate all users of remote access solutions. Multi-factor authentication is used to authenticate all users of the following authentication factors: passwords with at least one character, Universal 2nd Factor security keys, physical one-time password tokens, biometrics, smart cards, mobile app or authenticator tokens, SMS messages, email, voice calls or software tokens.	Multi-factor authentication is used to authenticate all users of remote access solutions. Multi-factor authentication is used to authenticate all privileged users and any other positions of trust. Multi-factor authentication is used to authenticate all users of the following authentication factors: passwords with at least one character, Universal 2nd Factor security keys, physical one-time password tokens, biometrics, smart cards or mobile app or authenticator tokens.	Multi-factor authentication is used to authenticate all users of remote access solutions. Multi-factor authentication is used to authenticate all privileged users and any other positions of trust. Multi-factor authentication is used to authenticate all users when using laptops or mobile devices. Multi-factor authentication is used to authenticate all users of the following authentication factors: passwords with at least one character, Universal 2nd Factor security keys, physical one-time password tokens, biometrics or smart cards.
<b>Daily backups</b>	Backups of important information, software and configuration settings are performed monthly. Backups are stored for between one to three months. Partial restoration of backups is tested on an annual or more frequent basis.	Backups of important information, software and configuration settings are performed weekly. Backups are stored daily, or more frequently, but in a non-replicable and non-erasable manner. Backups are stored for between one to three months. Full restoration of backups is tested on an annual or more frequent basis. Partial restoration of backups is tested on a quarterly or more frequent basis.	Backups of important information, software and configuration settings are performed at least daily. Backups are stored daily, or more frequently, but in a non-replicable and non-erasable manner. Backups are stored for between one to three months. Full restoration of backups is tested on an annual or more frequent basis. Partial restoration of backups is tested on a quarterly or more frequent basis.

cyber.gov.au

2

ACSC Australian Cyber Security Centre

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## APPENDIX D – STATIONERY ORDER

Downs Office Equipment and/or St George Newsagency

Number	Item Description	Unit
5	Pens	25
10	A4 Paper	1 box 4 reams
5	A3 paper	1 box 4 reams
25	Notepads	1
5	Whiteboard markers	Box 5
1	Manilla Folders	Box 50

Page 24 of 35

Document No. >> (Insert Magiq Doc ID 137005) Version No 1  
Authorised by >> Director Finance & Corporate Services  
Balonne Shire Council – Business Continuity Plan 2020

Initial Date of Adoption >> 19/03/2020  
Latest Version Adopted: 18/06/2019  
Next Review Date>> 19/03/2021

## APPENDIX F – BUSINESS CONTINUITY TEAM ACTIVITY LOG

This template is designed to be reproduced on a computer, whiteboards or butchers' paper so that all can keep track of the situation. A permanent record of the register should be kept for review and insurance purposes.

Action Needed	Requested by	Referred to	Time completed

## APPENDIX G - MEDIA RELEASE

**(DATE)**

Mayor: Councillor XXXX  
CEO: XXXX

FOR IMMEDIATE RELEASE

# MEDIA RELEASE <TITLE>

---

On (insert day and date) at approximately (insert time) a (insert type of disaster) (insert extent of damage) (insert council name and building).

The cause of the disaster is unknown and is being investigated by [insert name of organisations/services]

Council will be open for business with reduced services on (insert time, day and date) at (insert name and address of new location).

The contact number for Council will remain as 07 4620 8888 and may be diverted to our after hours call centre.

Further information will be released concerning the situation as it becomes available.

Council thanks the Community for their understanding and patience during this difficult time.

**CEO/ Delegate**



## APPENDIX H

Risk Number	Risk Issue	Responsible Person	Controls
59	Building incident – partial loss of building	Director Finance & Corporate Services	Ensure adequate insurance cover in place including business interruption and general property
59	Building incident – partial loss of building	Safety Advisor	Ensure regular maintenance of and training of staff in the use of portable fire fighting equipment
59	Building incident – partial loss of building	Safety Advisor	Ensure emergency evacuation procedures in place and reviewed regularly.
59	Building incident – partial loss of building	Town Supervisor	Ensure regular testing and tagging of all electrical equipment
59	Building incident – partial loss of building	Serviced by Wormald	Ensure adequate and audible alarms and smoke detectors.
59	Building incident – partial loss of building	Preferred suppliers available via Vendor Panel	Set up agreement with suitable supplier for 24 hour repairs and replacement for key plant and equipment
59	Building incident – partial loss of building	Director Finance & Corporate Services	Source alternative site (if location and equipment have been damaged)
60	Building Incident – total loss of building	Director Finance & Corporate Services	Ensure adequate insurance cover in place including business interruption and general property
60	Building Incident – total loss of building	Safety Advisor	Ensure regular maintenance of and training of staff in the use of portable fire fighting equipment
60	Building Incident – total loss of building	Safety Advisor	Ensure emergency evacuation procedures in place and reviewed regularly.
60	Building Incident – total loss of building	Town Supervisor	Ensure regular testing and tagging of all electrical equipment
60	Building Incident – total loss of building	Serviced by Wormald	Ensure adequate and audible alarms and smoke detectors.
60	Building Incident – total loss of building	Preferred supplier list available via Vendor Panel	Set up agreement with suitable supplier for 24 hour repairs and replacement for key plant and equipment

Document No. >> (Insert Magiq Doc ID 137005) Version No 1  
 Authorised by >> Director Finance & Corporate Services  
 Balonne Shire Council – Business Continuity Plan 2020

Page 27 of 35  
 Initial Date of Adoption >> 19/03/2020  
 Latest Version Adopted: 18/06/2019  
 Next Review Date>> 19/03/2021

60	Building Incident – total loss of building	Director Finance & Corporate Services	Source alternative site (if location and equipment have been damaged)
61	Complete IT Hardware failure	CSO	Ensure a regular maintenance and replacement program for server
61	Complete IT Hardware failure	CSO	Review arrangements to ensure suppliers will provide 2hour critical response times
61	Complete IT Hardware failure	CSO	Regular backups of IT system, daily, monthly and end of year, with offsite storage of backup tapes
61	Complete IT Hardware failure	CSO	Investigate all program media and license numbers and email passwords are stored offsite
61	Complete IT Hardware failure	CSO	Maintain a secure system that minimises risk from hacking or other attack
61	Complete IT Hardware failure	CSO	Maintain appropriate insurance coverage for IT infrastructure
62	Complete Software failure	CSO	Ensure a regular maintenance and replacement program for server Regular backups of IT system, daily, monthly and end of year with offsite storage of backup tapes.
62	Complete Software failure	CSO	Regular testing of backup tapes
62	Complete Software failure	CSO	Ensure all program media and license numbers and email passwords are stored offsite
62	Complete Software failure	CSO	Maintain a secure system that minimises risk from hacking or other attack.
63	Complete Telecommunications failure	CSO	Review contractual arrangements with suppliers to ensure 24hour response time to critical failures.
64	Complete Electrical failure.	CSO	Ensure backup of IT system
64	Complete Electrical failure.	CSO	Initiate diversion of phones to mobiles after a reasonable timeframe and after seeking information expected outage timeframe.

Page 28 of 35

Document No. >> (Insert Magiq Doc ID 137005) Version No 1  
 Authorised by >> Director Finance & Corporate Services  
 Balonne Shire Council – Business Continuity Plan 2020

Initial Date of Adoption >> 19/03/2020  
 Latest Version Adopted: 18/06/2019  
 Next Review Date>> 19/03/2021

## APPENDIX I

### Summary of Council Services and Maximum Acceptable Outage (MAO)

The table below provides a summary of services currently being provided by Council (source Annual Report 2018) and general operations.

The Maximum Acceptable Outage (MAO) indicates the amount of time that each function could typically be rendered inoperable without causing significant impacts to be felt by the immediate stakeholder(s) of each function or service. This time frame is defined as the Maximum Acceptable Outage (MAO).

**[Please note the colour coded sections are for illustrative purposes only. Management will need to assess the relevant recovery timeline that is applicable to each function and service and complete the table below.]**

Departments	Recovery timeline							
	Immediately (within 4 hrs)	8 hours	24 hours	48 hours	3 days	7 days	15 days	30 days
Built Asset Maintenance								
Disaster Management								
Community Recovery/Safety								
IT Infrastructure								
Public Health								
Waste Management								
Environmental Management								
Compliance & Local Laws								
Records Management								
Finance								
HR and Payroll								
Pest and Weed Management								
Tourism & Economic Development								

Document No. >> (Insert Magiq DocID 137005) Version No 1  
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 Balonne Shire Council – Business Continuity Plan 2020

Initial Date of Adoption >> 19/03/2020  
 Latest Version Adopted: 18/06/2019  
 Next Review Date>> 19/03/2021

Page 29 of 35

Rural Services								
Council								

## APPENDIX J

### ICT Resource Requirements

Function	Normal Staff Level (FTE)	Min. staff required	Min. Computers / Laptops	Min. Workstations (incl. Phone)	Min. Printers/ Copiers	Current Operating site	Secondary Recovery site	Workarounds
Office of the CEO	1	1	1	1	1	1	1	Lap top and portable printer
Communities	5	2	1	4	0	5		Can share printer with other areas
Libraries	5	5	5	1	1	5		
Tourism (Visitor Information Centre)	2	2	2	2	1	2		
Economic Development	1	0	1 (lap top)	1 (mobile)	0	0		Can share equipment and printers from other areas
Elected Members	7	1 (Mayor)	7	0	0	1	1	
Corporate & Finance Services	14	10	5 (lap tops)	5 work stations and phones	1	14	10	

Document No. >> (Insert Magiq Doc ID 137005) Version No 1  
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 Balonne Shire Council – Business Continuity Plan 2020

Initial Date of Adoption >> 19/03/2020  
 Latest Version Adopted: 18/06/2019  
 Next Review Date>> 19/03/2021

Page 31 of 35

Infrastructure Services	50	25	5 (lap tops)	5 work stations and phones	1	10	10	
Environment & Regulatory Services	5	3	2 lap tops	3 workstations and phones	1			Can share printer with other areas
Rural Services	5	2	1 lap top	1 phone	0			



## APPENDIX K

### IT Applications

IT Application	Maximum Acceptable Outage	Recovery Point Objective	Manual Workarounds	Workaround Timeframe
Civica Practical Computer System (Finance System)	1 day	To ensure that receipting and/or payment of creditors can be achieved manually while business is being re-established	Manual receipting EFT Payments and manual journals	½ day
IT Vision Synergy Soft (pending Finance System)	As above			
Magiq (Records Management System)	5 days	That all records are kept and maintained for future reference. Cloud solutions and OneDrive will assist with recovery arrangements.	Cloud solutions and One Drive; Manual hard copy records maintained until systems are up and running	1 day
InfoCouncil (Council reports, minutes and agendas)	10 days	That ordinary council meetings agendas are prepared and minutes recorded for key decision making	Use of Word and/or manual hard copy records will be utilised under InfoCouncil is back up and running Historical records may not be available	1 day
CAMMs strategy (Cloud – performance management and risk module)	15 days	That performance management and risk management reporting can be performed – low priority as this is a quarterly function	This is a cloud solution so with internet connection will be able to be maintained	1 day with internet connection

Page 33 of 35

Document No. >> (Insert Magiq Doc ID 137005) Version No 1  
 Authorised by >> Director Finance & Corporate Services  
 Balonne Shire Council – Business Continuity Plan 2020

Initial Date of Adoption >> 19/03/2020  
 Latest Version Adopted: 18/06/2019  
 Next Review Date>> 19/03/2021

Reflect (RMPC Asset Management)	10 days	That a record of RMPC works for Main Roads and/or flood damage can be recorded to meet QRA and Main Road requirements	Manual photos, GPS and site inspections can document required records for roads infrastructure	½ day
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## APPENDIX L

### EMERGENCY PACK

#### LOCATION OF EMERGENCY PACK

- *Works Depot – Store Room, Grey Street St George*
- *DFCS House 5 Kilroy Street St George*

#### CONTENTS OF EMERGENCY PACK

Hard copies of:

- Business Continuity Plan and Local Disaster Plan.
- List of staff names and contact details including mobile numbers
- Councillor contact details
- Copy of Templates (including templates of printed forms)
- List and location of Vital Records
- Two reams of Council Letterhead
- Box of envelopes
- Basic stationery items
- Shire Map
- Thumb drive with copies of the above documents save on it.

Emergency Packs (hard copy and electronic) must be collected and updated annually with the plan to ensure contents are current and accurate (eg. Staff list, contact details, phone numbers, and updated templates on thumb drives)

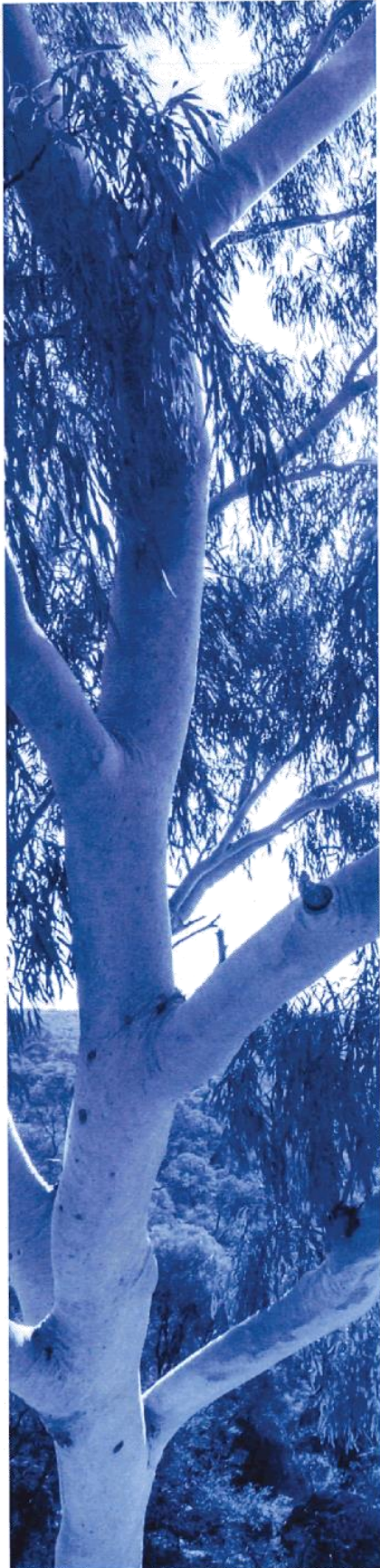
**ACTION PLAN 2019-20****General purpose financial statements, the audit process and annual reports**

<b>Action</b>	<b>Responsible Officer</b>	<b>Target Date</b>	<b>Status</b>
Review of the prior year's processes - what worked? What needs improvement?	Director Finance & Corporate Services and Manager Finance Services	10/02/2020	Complete
Review of upcoming issues - for example, are assets due for a comprehensive revaluation? Are there any changed accounting standard requirements that will impact council's financial statements?	Director Finance & Corporate Services and Manager Finance Services	30/03/2020	Attend Tropical Financial Statements workshop Toowoomba 9-10 March Desk top review of asset register completed and provided to External Audit Depreciation Review position paper prepared (copy to Audit Committee - June) Related Parties requirements to be provided to External Audit
Staffing requirements – does council have sufficient staff with competencies in all the required areas? Can extra expertise be brought in when it is needed? Does this need to be booked in ahead of time? Has succession planning and leave been considered?	Director Finance & Corporate Services	30/06/2020	Asset Accountant recruitment in progress Contract Accountant working on Budget 2020/21 Assistance with Rate Modelling in progress Assistance with Capitalisation of assets in progress Additional assistance will be sought for new IT System, as required Senior Finance Officer now embedded
Contentious/complex/emerging issues – aim to clear these with Queensland Audit Office (QAO) as early as possible materiality levels.	Director Finance & Corporate Services and Manager Finance Services	30/09/2020	Draft External Audit Plan received
Prepare a formal financial report preparation plan which details the proposed timelines and who is responsible for each component Negotiate early with QAO the timing of the audit and work to this date	Director Finance & Corporate Services and Manager Finance Services	30/04/2020 09/09/2020	Shell financials are outsourced – initial contact made Timing included in External Audit Plan Preparation plan to be completed
Consider having valuations made at a date prior to 30 June (e.g. 31 March) then making adjustments for	Manager Finance Services	30/04/2020	

Action	Responsible Officer	Target Date	Status
any material changes between that date and the end of financial year			
Ensure control over the valuation process is maintained and underlying assumptions are understood by finance staff - challenge the valuations	Director Finance & Corporate Services, Director Infrastructure Services Manager Finance Services	30/03/2020	Work has commenced
Establish regular month end processes and monthly financial reporting, so that year-end processes and reporting become quick and automatic	Manager Finance Services	Ongoing	End of month embedded Documented procedures developed Manager Finance and Senior Finance Officer ensure end of month processes completed
Consider early closes	Manager Finance Services		Will be considered with new finance system for May 2020
Involve council's internal audit function in the financial statement process, where appropriate and possible.	Director Finance & Corporate Services and Manager Finance Services	30/06/2020	Internal Auditor included in all Audit & Risk Committee meetings
Produce "shell" general purpose financial statements and make them available to audit prior to year-end. Provide these to your internal audit function/audit committee for review. "Shell" financial statements do not rely on the availability of current year figures. They involve rolling the prior year figures into the comparative columns; updating the accounting policy notes for any changes in accounting standards or council policies; and updating other key disclosure notes for known events/significant transactions.	Director Finance & Corporate Services and Manager Finance Services	30/04/2020	
Ensure that interim and final working papers are prepared for all balance sheet items and major expenditure items. All working papers should be prepared in an orderly manner, and be reviewed by appropriate officers. Working papers need to reconcile to the appropriate line items in the financial statements.	Manager Finance Services	30/06/2020	Working papers to be provided following Interim Audit on 2 March

Action	Responsible Officer	Target Date	Status
Ensure rigorous analytical reviews are undertaken and appropriate action is taken if necessary	Director Finance & Corporate Services		Not currently available Dashboards possible with new finance system
Ask the internal audit function or another independent person to review the financial statements and supporting work papers prior to presenting them to the audit committee	Director Finance & Corporate Services and Manager Finance Services	30/09/2020	Council's financial statements will be quality assured through internal audit and/or independent professional
Present the financial statements to council's audit committee for endorsement prior to presentation for audit.	Director Finance & Corporate Services	30/08/2020	An Audit Committee will be scheduled in consultation with the External Auditors and timeliness of the financial statements preparation
Ensure availability of key staff during audit	Director Finance & Corporate Services	Ongoing	All relevant staff assisted interim audit
Run the annual report process in parallel with the financial statement process. If the audit of the general purpose financial statements is not completed until close to 31 October then the body of the annual report will be ready. In this way the Auditor-General signed general purpose financial statements and the current year sustainability statement can be simply inserted into the rest of the document.	Director Finance & Corporate Services, Manager Finance Services and Communications Officer	Council meeting to be set	Separate action plan to be developed Audit review of Annual report required by 12 October.





## **Balonne Shire Council**

**2020 External audit plan**  
**18 February 2020**

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Your ref:

Our ref: BSC 2020: 2-500 LM/AH

## SENSITIVE

18 February 2020

Mr M Magin  
Chief Executive Officer  
Balonne Shire Council  
PO Box 201  
ST GEORGE QLD 4487

Dear Mr Magin

### **2020 External audit plan**

We present to you our external audit plan for Balonne Shire Council for the financial year ending 30 June 2020. It includes an analysis of key audit risks, our planned audit response, the financial reporting and audit deliverables timetable and other matters.

The purpose of the audit is to express opinions on the 2020 financial statements and the 2020 current year financial sustainability statement. Our audit of the financial report does not relieve management from its responsibilities to:

- prepare financial statements in accordance with the applicable reporting framework
- develop internal controls to prepare financial statements free from material misstatement
- comply with prescribed legislative requirements, and
- provide full and free access to our auditors to all documents and property of your entity.

We formulated this audit plan based on our understanding of Balonne Shire Council business and the sector it operates in. Our plan focuses on the material components of your financial report. It targets those areas that have, in our view, the highest risks of material misstatement due to fraud or error. We reassess our audit program throughout the year to address any emerging risks and to ensure our audit effort remains focused.

If you have any questions or would like to discuss the audit plan, please contact me on 3007 1900.

Yours sincerely



Luke Malone  
Partner, Prosperity Audit Services

Enc.

cc. Councillor Richard Marsh, Mayor, Balonne Shire Council  
Mr James Hetherington, Audit Committee Chair, Balonne Shire Council

Queensland Audit Office  
Level 14, 53 Albert Street, Brisbane Qld 4000  
PO Box 15396, City East Qld 4002

Phone 07 3149 6000  
Email [qao@qao.qld.gov.au](mailto:qao@qao.qld.gov.au)  
Web [www.qao.qld.gov.au](http://www.qao.qld.gov.au)  
 Queensland Audit Office (QAO)

# 1. Summary



This audit plan documents our preliminary assessment of Balonne Shire Council's business and financial reporting risks, and our audit response for your significant risks. Our audit does not guarantee that every amount and disclosure in the financial statements is error-free. However, it does identify the significant errors and omissions, which might adversely affect users of your financial statements.

Our audit may also consider your accountability for the use of public moneys, which our assessment of:

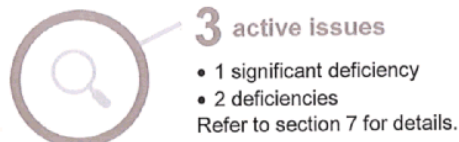
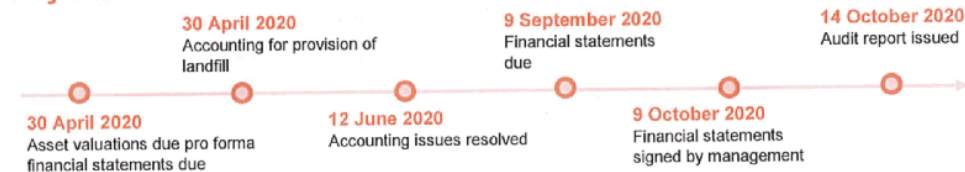
- compliance with relevant acts, regulations, government policies and prescribed requirements
- acts or omissions that result in a waste of public resources
- and the probity and propriety of matters associated with the management of Balonne Shire Council.

## Highlights

### Key financial reporting risks



### Key milestones



**\$0.49 million**

Overall materiality

**\$43.6 thousand**

Audit fees

## Audit team



**Luke Malone**  
Prosperity Audit Services  
Partner  
T: 07 3007 1900  
E: lmalone@prosperity.com.au



**Alex Hardy**  
Prosperity Audit Services  
Associate Director  
T: 07 3007 1900  
E: ahardy@prosperity.com.au



**Carolyn Dougherty**  
Audit Director  
T: 07 3149 6129  
E: carolyn.dougherty@qao.qld.gov.au



**Peter Vesely**  
Audit Manager  
T: 07 3419 6066  
E: peter.vesely@qao.qld.gov.au

## 2. Your business environment



In developing our audit plan, we have held discussions with management, reviewed management and financial reporting, considered previously identified issues and performed analyses of relevant trends. We identified the following key insights that have informed our audit response.

### Key developments

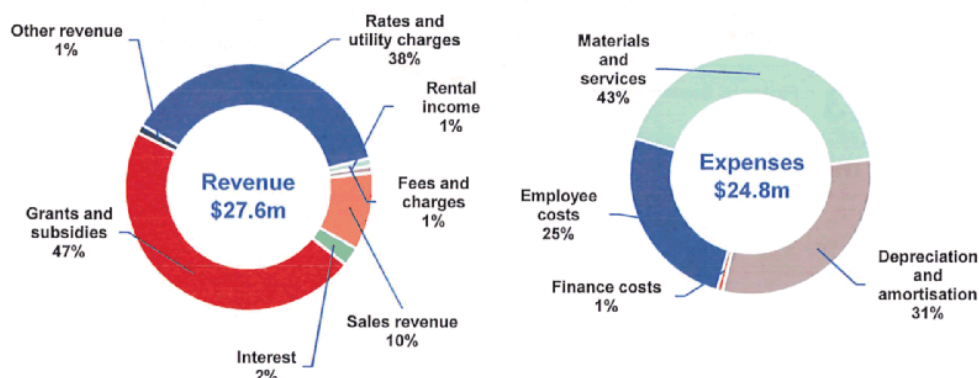
- Wild Dog Exclusion Fence Project Progress (\$4.1m received)
- Implementation of new accounting system and migration of accounting records

### Council objectives

- Connected, innovative communities, where economies are strong and opportunities are abundant.
- To invest in people, ignite ideas, meet our challenges and grow prosperity.

### Statement of Comprehensive Income

The graph illustrates Council's revenue and expense line items based on actual 2018–19 audited balances.



#### Revenue

- \$2m increase in overall revenue in comparison to 2017-2018, attributable to an increase in grants and subsidies in 2018-2019 with additional grants received relating to:
  - Digital Connectivity Project (\$0.50m)
  - Wild Dog Exclusion Fencing Grant (\$0.80m)
  - Increase Financial assistance grants of \$0.4m

#### Expenses

- Increase in material and services expenditures of \$1.5m is the main reason for the overall increase of \$857k in expenses in 2018-2019 compared to 2017-2018. This is due to increase operational grant funding received in FY2019, which allowed for more spending on council projects.
- The increase is offset by decrease in the gain/loss of asset disposal of PPE in 2018-2019 of \$250k.

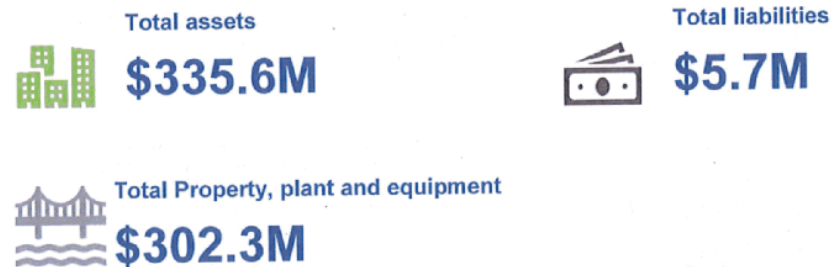




## 2. Your business environment (continued)

### Statement of Financial Position

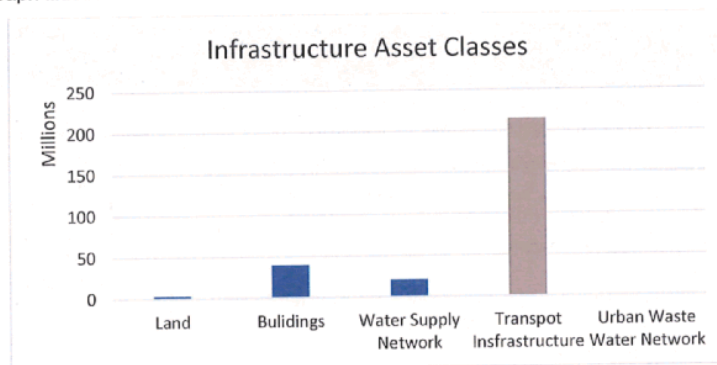
The following illustrates Council's assets, liabilities and equity based on actual 2018–19 balances.



### Property, plant and equipment—Infrastructure assets

Property, plant and equipment (\$302.3M) is the most significant line item in the Statement of Financial Position. Infrastructure Assets makes up 93% of the Council's total PPE. Infrastructure Assets include land, buildings, water supply network, transport infrastructure and urban waste water network.

The following graph illustrates the breakdown of the infrastructure asset subclasses.



The following shows the average remaining useful life of infrastructure assets for Council and a comparison for its segment.

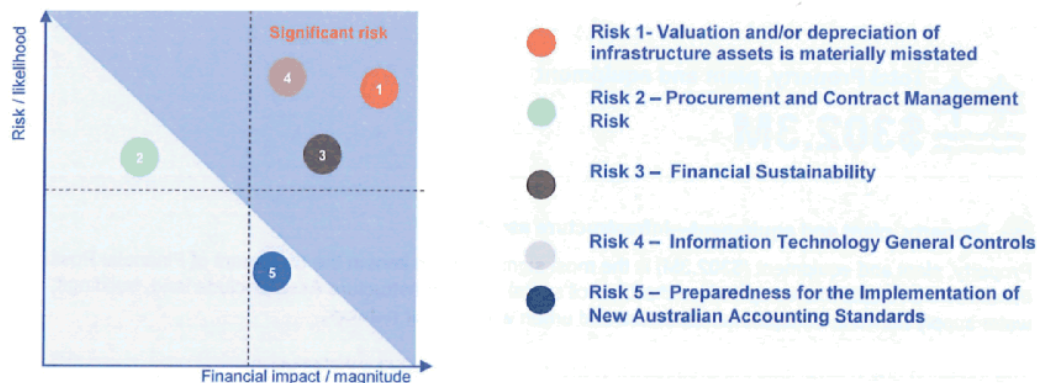


### 3. Areas of audit significance



We have identified items that are significant to or are at an elevated level of risk to the financial statements. Risk is assessed in terms of the level of inherent risk (for example, likelihood of occurring), and the financial impact (magnitude).

The chart below displays our risk assessment of the identified areas of audit significance in terms of risk (what could go wrong) and magnitude (the financial impact if it went wrong). The table outlines the nature of the risk and the type of planned audit procedures to address the risk.



1	Valuation/depreciation of infrastructure assets is materially misstated	Our responses to the risk
	<p>The valuation of complex physical assets is inherently complex and susceptible to material misstatement. Misstatements can arise from:</p> <ul style="list-style-type: none"> <li>providing the valuer with incorrect and/or incomplete instructions</li> <li>the valuer not correctly applying the fair value principles in Australian Accounting Standards</li> <li>the valuer applying inappropriate rates to determine current replacement cost</li> <li>the valuer making incorrect assumptions about the remaining useful lives or not considering the condition of assets</li> <li>data and spreadsheet errors</li> <li>management incorrectly applying the revaluation increment/decrement in the asset register.</li> </ul> <p>Management have indicated that no comprehensive revaluation will be conducted for infrastructure assets in the 2019–20 year as all assets has been comprehensively revalued within the last 5 years. Indexation will be considered for all infrastructure assets and applied to the carrying value as appropriate.</p> <p>We note that Council is conducting a review of depreciation and the useful lives of infrastructure assets.</p>	<p>We will assess:</p> <ul style="list-style-type: none"> <li>the appropriateness of valuation techniques and assumptions adopted in determining fair value including indexation rates used.</li> <li>the appropriateness of useful life assumptions used in the calculation of depreciation.</li> </ul>





2	<b>Procurement and Contract Management Risk</b>	<b>Our responses to the risk</b>
	<p>The Council spends a substantial amount each year to procure goods and services and enters into numerous contracts which vary in nature, size and complexity:</p> <ul style="list-style-type: none"> <li>• Large supplier base with decentralised purchasing.</li> <li>• Undertakes large projects where legislative requirements guide tendering and probity processes.</li> <li>• Increase in vendor fraud attacks across Queensland.</li> </ul>	<p>We will assess:</p> <ul style="list-style-type: none"> <li>• controls over procurement and contract management and assess compliance with legislative requirements</li> <li>• controls over credit cards and councillor reimbursements</li> <li>• vendor Masterfile change controls</li> <li>• automated authorisation workflows</li> <li>• completeness of related parties and compliance with disclosure requirements.</li> </ul> <p>We will also perform targeted analytics over expenditure.</p>
3	<b>Financial Sustainability</b>	<b>Our responses to the risk</b>
	<p>Due to a limited rate base, Council has traditionally relied on external grants and subsidies to ensure ongoing financial sustainability. The following items also heighten the audit risk in relation to financial sustainability:</p> <ul style="list-style-type: none"> <li>• Separate audit opinion issued;</li> <li>• Key inputs dependent on management judgement, and</li> <li>• Public interest in financial sustainability of Councils.</li> </ul>	<p>We will assess:</p> <ul style="list-style-type: none"> <li>• the appropriateness of assumptions used in determining the relevant financial information for these calculations, including renewals, depreciation and operating and capital classifications.</li> </ul>
4	<b>Information Technology General Controls</b>	<b>Our responses to the risk</b>
	<p>Australian Auditing Standards require the auditor to understand the Council's control activities and obtain an understanding of how it has responded to risks arising from Information Technology (IT).</p> <p>Council is currently in the process of changing financial accounting system of which including infrastructure assets management. The new system is expected to be implemented in May 2020. We strongly recommend Council consider deferring the implementation to 1 July 2020 as implementing the new system late in the financial year is likely to create significant risk that the statutory audit timetable may not be met. Implementing the new system at that stage of the financial year will create additional impost on management's time at a key time of the year.</p> <p>Management has further advised us that they are considering operating both systems at the same time from May 2020 and the financial statements will be prepared within the current Practical accounting system.</p>	<p>For all systems relevant to financial reporting, we will:</p> <ul style="list-style-type: none"> <li>• update our understanding of the IT general controls and IT dependencies and identify related risks relevant to our audit approach</li> <li>• understand, evaluate and where appropriate validate the IT general controls management has implemented to address these risks.</li> <li>• For example: access security, monitoring of privileged user accounts' activities, system software acquisition, change and maintenance, data processing recovery.</li> </ul>



### 3. Areas of audit significance (continued)



5	Preparedness for the Implementation of New Australian Accounting Standards	Our responses to the risk
	<p>The following standards are effective from 1 July 2019:</p> <ul style="list-style-type: none"> <li>• AASB 15 'Revenue from Contracts with Customers'</li> <li>• AASB 16 'Leases'</li> <li>• AASB 1058 'Income of Not for Profit Entities'.</li> </ul> <p>It is important the Council assesses the impact of these new standards and is adequately prepared for the first time adoption. This includes potential changes to systems, processes, policies and training of staff.</p> <p>Inadequate plan for transitioning to the new accounting standards increases the risk of material misstatements in the financial statements.</p>	<p>We will:</p> <ul style="list-style-type: none"> <li>• assess Council's compliance with AASB 15,16 and 1058</li> <li>• review disclosures of the quantitative and qualitative impact of new accounting standards in the 2019–2020 financial statements.</li> </ul>

#### Management override of controls and risk of fraud in revenue recognition

A further area of audit significance is the risk of material misstatement of the financial report due to fraud. We will obtain sufficient appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through implementing appropriate responses.

Management override of controls and risk of fraud in revenue recognition are always pervasive risks to the financial statements, and we have planned testing to respond to these risks. Our assessment of the risk of management override of controls includes how those charged with governance (including elected officials) exercise oversight of management's processes for identifying and responding to risk of fraud and the internal control that management has established to mitigate these risks.

Our audit response will be a combination of controls and substantive-based testing and include:

- evaluating and testing key controls over manual journals and the extent of segregation of duties
- evaluating and testing IT general controls and application controls over relevant system generated reports
- assessing material accounting estimates and one-off items for management bias
- evaluating and testing effectiveness of key controls over revenue recognition
- testing a sample of revenue transactions during the year
- performing analytical procedures over revenue recognition.

We will also build an element of unpredictability into our work program meaning management will not be aware of all procedures prior to their execution.



## 4. Other audit considerations



### Financial sustainability reports

We audit the sustainability ratios that are included in your current year financial sustainability statement to determine whether they are accurately calculated based on the council's general purpose financial report and the requirements set out in the *Financial Management (Sustainability) Guideline 2013*.

Our responsibility does not extend to forming an opinion on the appropriateness or relevance of the reported ratios nor on the council's future sustainability.

**Note:** over the last few years QAO have made several recommendations to the Department of Local Government, through our various Reports to Parliament, about reviewing the financial sustainability ratios and target ranges. The department has indicated publicly that such a review will take place, but as yet we do not know when this will occur.

### Commonwealth certificates

Each year, we are required under Part 8 of the *National Land Transport Act 2014* and sub section 6.2(b) of the *Roads To Recovery Funding Conditions 2019* agreement to provide an audit opinion on the Roads to Recovery grant acquittal.

### Council election

Local government general elections will be held on the 28 March 2020.

The caretaker period will commence at the time of close of nominations and continue until the conclusion of the election. During the "caretaker mode", councillors and council officers are required to avoid actions and decisions which could be perceived as influencing voters or having a significant impact on the incoming council. It is expected that the areas of council operations impacted will be major policy decisions including approving new projects, entering into material contracts and significant changes to policies.

We will review procurement decisions and council approvals as a part of our audit. We will also consider revised registers of interests and key management personnel declarations provided by the councillors.





## 5. Materiality



The determination of what is material to a financial report informs the nature, timing and extent of audit procedures for individual financial statement components and supports our evaluation of identified misstatements. Audit materiality involves considering both quantitative and qualitative aspects. It relies heavily on our need to apply professional judgement based on our assessment of users of the financial statements

Our audit planning materiality thresholds are disclosed below. These thresholds will be assessed throughout our audit process and are subject to change should the underlying benchmark change significantly.



### Thresholds

We establish audit materiality thresholds to guide what and how we will conduct audit procedures.

- Overall—we consider information is material if its misstatement or omission could affect the decisions of the users of the financial statements, or the discharge of accountability by management.
- Performance—is an amount less than overall materiality. We use this to reduce the likelihood that the cumulative effect of any undetected misstatements will exceed materiality. We apply this to particular classes of transactions, account balances or disclosures.
- Reported misstatements—the level we record and report potential misstatements to management. We consider these misstatements individually and cumulatively to assess whether the financial statements are materially correct. Items below this level are clearly trivial.
- Specific—we set for particular account balances based upon relevant factors that could be reasonably expected to influence the economic decisions of users. In setting a specific materiality threshold for PPE, the threshold is limited to the valuation impacts connected to the relevant PPE asset classes as these do not directly affect the operating statement but rather the statement of other comprehensive income and the asset revaluation surplus.

### Benchmarks

We have considered materiality, taking into account a range of benchmarks. Based on our preliminary assessment of the risks, we have used **1% of Total Expenses** as our benchmark.

As council is a not for profit entity, we consider this benchmark to be the most relevant due to the significant public interest in your reported results.

### Recording differences arising from movements in asset valuations

Management may choose not to post revaluation adjustments as they consider that the changes in fair value of property, plant and equipment are not material. We continue to encourage management to not make immaterial adjustments. However, we are required to report differences between valuations and recorded amounts if they exceed our misstatement materiality. These differences will be reported as part of our closing report and management representation process.

### Financial Sustainability

For the current year financial sustainability statement, we assess materiality on a mix of qualitative and quantitative factors, including the percentage deviation from the target range.

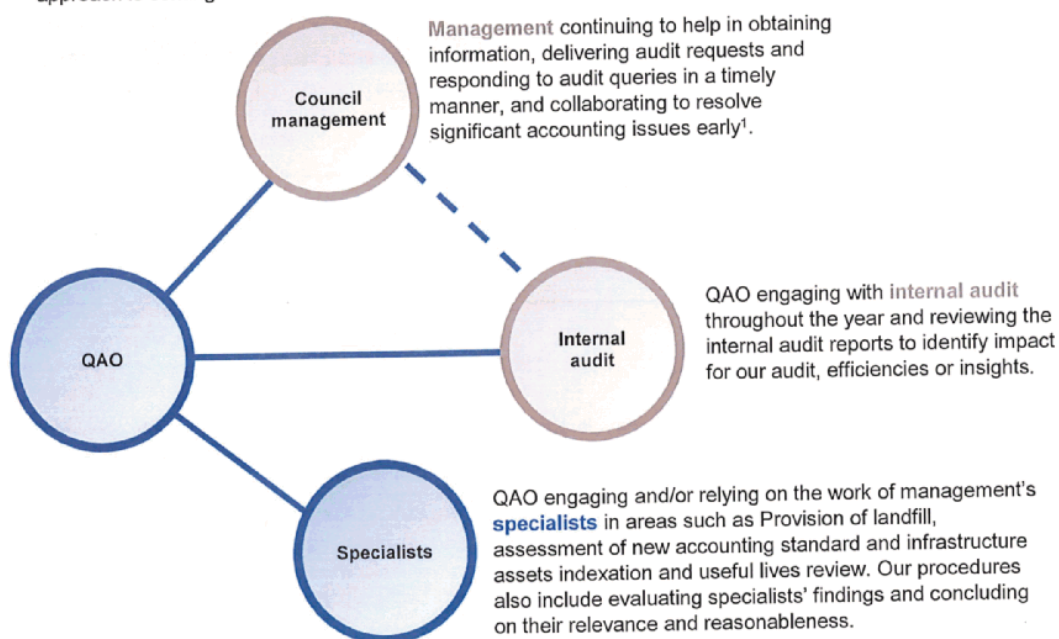


## 6. Coordinating our effort



### Working with you

Delivering a successful audit requires collaboration with various stakeholders. We appreciate the positive engagement we have had with management over several years. The ongoing success of this collaborative approach is contingent on:



### Accounting issues for resolution

In conjunction with management, we have identified the following key accounting issues that will require resolution this year. They are also shown in the Key Milestones section:

Issue	Details	Position paper due date	
		Management	QAO
Landfill Provision	Review of provision of landfill and position paper	31 May 2020	12 June 2020
New Accounting Standards	Implementation of new accounting standard assessment	30 April 2020	31 May 2020
Infrastructure assets valuation and indexation	Indexation and useful lives review of infrastructure	30 April 2020	31 May 2020

### Internal audit

We plan to engage with internal audit throughout the audit process and review all internal audit reports to identify implications and efficiencies or insights for our audit.



## 7. Prior year issues



### Deficiencies in internal control

This table summarises the number of unresolved significant deficiencies and deficiencies in internal control that have been identified in prior audits. See over page for details.

	Control issues	
	Significant control deficiencies	Control deficiencies
Not yet due	-	2
Overdue	-	-
Resolved pending audit verification	1	-
Resolved	-	-

Where we identify deficiencies in internal controls, we determine the impact on our audit approach, considering whether additional audit procedures are necessary to address the risk of material misstatement in the financial statements.





## 7. Prior year issues (continued)



### Significant deficiencies, deficiencies and other matters

Our risk ratings are as follows—refer to [Appendix A](#) for our rating definitions for more detail.

Significant deficiency
 Deficiency
 Other matters

Component	Issue	Status update
<b>Significant deficiencies</b>		
Sustainability Property, plant and equipment	<p>18-FML-6 Asset management policy not being reviewed regularly</p> <p>It was noted that Council's Asset Management Policy is not being reviewed and updated regularly. It was also noted that there was no clear link between the Asset Management Policy and the Council's capital works and maintenance programs. Refer prior year closing report for details.</p> <p>Whilst an asset management policy has been adopted by the Council in July 2018, the management is yet to adopt a long term strategic asset management plan.</p>	<p><b>Work in progress</b></p> <p>Management has made good progress on implementation of an Asset Management policy with adoption of the Asset Management plan for Transport network. Water &amp; sewer proposed was completed by November 2019. Management proposes recruitment of an Asset Accountant to improve its financial accounting for assets.</p>
<b>Deficiencies</b>		
Non-current physical assets	<p>18-FML-5 Timely recording of fixed assets in the fixed asset Register</p> <p>On examination of the fixed assets register and general ledger we identified that capitalisation of fixed asset additions, disposal of fixed assets, and the depreciation entries are not recorded in the fixed asset register until year end.</p>	<p><b>Work in progress</b></p> <p>WIP capitalisation was advancing well in the first half of the 18/19 financial year however due to the loss of a key staff member, progress stalled. Council will look to rectify this matter with the possible appointment of an Asset Accountant.</p>
Provisions (liabilities)	<p>18-FML-9 Excessive Leave Balances</p> <p>There are currently 18 (19 during interim FY19) staff with leave balances that are deemed to be excessive as at year end 2018-19.</p>	<p><b>Work in progress</b></p> <p>Management is continuing to work with staff to reduce leave balances within operational requirements.</p>



## 8. Timeliness and key reporting deadlines

We have engaged with management to establish the following timeline and key financial and audit reporting deadlines which have been agreed with Director Finance & Corporate Services. Strong collaboration will ensure that these deliverables are mutually achievable by management and audit.

<b>Planning</b>	
External audit plan	28 February 2020
<b>Interim</b>	
Interim testing visit	2 March 2020
Interim management report	31 May 2020
Draft proforma financial statements *	30 April 2020
Feedback on proforma financial statements	31 May 2020
Accounting papers on known accounting issues*	
- New accounting standards	30 April 2020
- Accounting for provision of Landfill	31 May 2020
Feedback on accounting papers	
- New accounting standards	31 May 2020
- Accounting for provision of Landfill	12 June 2020
Asset indexation and useful lives review completed*	30 April 2020
Asset valuation and depreciation review completed reviewed by audit	31 May 2020
<b>Final</b>	
Year end visit	19 September 2020
Final workpapers available*	9 September 2020
Complete draft financial statements to audit*	9 September 2020
QAO clearance (closing report)	4 October 2020
Audit committee clearance	9 October 2020
Management signs financial statements	9 October 2020
QAO signs financial statements	12 October 2020
Audit review of Annual Report	12 October 2020
Final management report	12 October 2020
Report to parliament on Local Government audits	February 2021

Note: Council deadline      Audit deadline      \*measurable milestones

We recommend that you monitor these agreed timeframes and report to us any slippages that might result in a change to this timetable as soon as possible.

Please review, sign and return this page to Luke Malone by 28 February 2020. This will allow us to schedule our resources for your audit.

Name Matthew Magin  
Chief Executive Officer

Signed 

Date 14/02/2020

## 9. Audit fees



Our proposed audit fee (exclusive of GST) is **\$43,600** (2019: \$42,600) for Balonne Shire Council. This is based on our planned audit program. We will bill our fee progressively as we complete each stage of our work.

Our fee estimate can be affected by:

- the effectiveness of your internal control environment
- the quality of draft financial statements and supporting workpapers
- significant accounting issues not raised with the audit team during planning
- the standard and timeliness of internal audit work
- whether the milestones are achieved within the agreed timeframes
- the availability of your management and staff, and the timeliness of their responses to audit issues.

We will discuss any anticipated variations to our fee with you during the audit.



## 10. Our reports to parliament

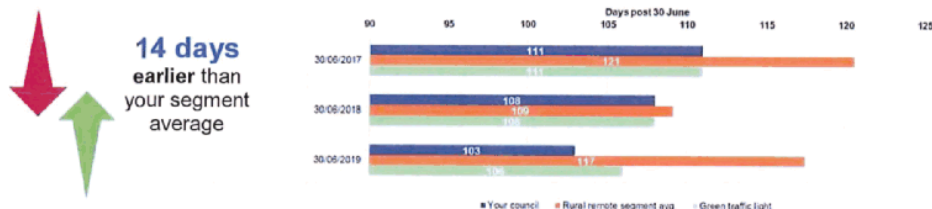


### Report to parliament

On an annual basis, we report the results of our financial audits to parliament. These reports include our evaluation of the timeliness and quality of financial reporting and the strength of councils' internal controls. These reports also contain wider learnings, better practice observations, and recommendations that you may find of benefit. All entities specifically referenced in a report are invited to comment on these reports as part of our normal processes.

The timeliness of local government financial reporting is always a key focus area. Last year we assessed councils' ability to have their audit opinions issued by 14 October 2019. Fifty-eight councils achieved this milestone. This means more communities are getting relevant information about their council's performance in a timely manner.

The following graph shows how Balonne Shire Council compares to other Rural Remote councils.



As part of our 2019-20 audit, we will be analysing your:

- month end reporting processes
- contract employment conditions
- waste levy management
- national competition policy
- systems for compliance with legislation.






# 11. Our audit assessments












## Effectiveness of financial statements preparation process

Our assessment of the effectiveness of your financial statements preparation process involves considering three components: your year end close processes, the timeliness of your financial statements, and the overall quality of your draft financial statements. We assess these based on the criteria below.

 <b>Year end close processes</b>	 <b>Timeliness</b>	 <b>Quality of draft financial statements</b>
<p>We will assess the outcomes of your year end close processes based on the agreed dates in your financial reporting timetable. This ensures a timely audit clearance of the financial statements at year end. We look at the dates for:</p> <ul style="list-style-type: none"> <li>• finalising non-current asset valuations (Target 30 April)</li> <li>• preparing complete pro forma financial statements (Target 30 April)</li> <li>• resolving known accounting issues (Target 31 May)</li> <li>• reviewed final working papers ready for audit</li> <li>• final draft financial statements ready for audit.</li> </ul>	<p>We will assess the date we issue our audit opinion against the benchmark we have established as timely, being approximately two weeks before the statutory deadline of 31 October. Finalising your audit in a timely manner facilitates you publishing your annual report and this aligns with the local government principles enshrined in the <i>Local Government Act 2009</i>.</p>	<p>We will assess the quality of your financial statements in terms of adjustments you make to reported balances and notes between the first draft of the financial statements and the final version we certify. This includes adjustments to current year, prior year and other disclosures. This is an indicator of how effective your review of the financial statements is at identifying and correcting errors.</p>

## Our ratings criteria

<p> <b>Fully implemented</b> All key processes completed by the planned date</p>	<p> <b>Timely</b> Audit opinion issued on or before 13 October 2019</p>	<p> <b>No adjustments</b> No adjustments were required</p>
<p> <b>Partially implemented</b> Three to four key processes completed by the planned date</p>	<p> <b>Legally compliant</b> Audit opinion issued between 14 and 31 October 2019 (inclusive) or met approved ministerial extension</p>	<p> <b>No significant adjustments</b> Immaterial adjustments to financial statements</p>
<p> <b>Not implemented</b> Less than three key processes completed by the planned date</p>	<p> <b>Untimely</b> Audit opinion issued after 31 October 2019</p>	<p> <b>Significant adjustments</b> Material adjustments to financial statement components</p>

## Prior year assessment

 Partially implemented	 Timely	 No adjustments
---	--	---



## 11. Our audit assessments (continued)



### Internal control assessment

Our rating of internal control deficiencies categorised into the Committee of the Sponsoring Organisations of the Treadway Commission (COSO) internal controls framework, allows management to gauge their relative importance and prioritise remedial actions.

We consider a deficiency to be significant where immediate remedial action is required. The framework identifies five components that need to be present and operating together for a successful internal control system.

<b>Control environment</b> <i>Structures, policies, attitudes and values that influence daily operations</i>	<b>Risk assessment</b> <i>Processes for identifying, assessing and managing risk</i>	<b>Control activities</b> <i>Implementation of policies and procedures to prevent or detect errors and safeguard assets</i>	<b>Information &amp; communication</b> <i>Systems to capture and communicate information to achieve reliable financial reporting</i>	<b>Monitoring activities</b> <i>Oversight of internal controls for existence and effectiveness</i>

Where we identify deficiencies in internal controls, we determine the impact on our audit approach, considering whether additional audit procedures are necessary to address the risk of material misstatement in the financial statements.

Based on the nature, type and assessment of internal control deficiencies we identify, we will then assess the effectiveness of your internal controls in line with the table below.

Rating	Description (assessed per element)
● Effective	No significant deficiencies identified
● Partially effective	One significant deficiency identified
● Ineffective	More than one significant deficiency identified

Note: Our rating criteria for issues is explained in Appendix A.





## 11. Our audit assessments (continued)



### Financial sustainability assessment

Councils consistently achieving modest operating surpluses over the long term whilst having regard to asset management and community service level needs are considered financially sustainable.

 <b>Operating surplus ratio</b>	 <b>Net financial liabilities ratio</b>	 <b>Asset sustainability ratio</b>
<p>The operating surplus ratio indicates the extent to which operating revenues raised cover operating expenses.</p> <p>Calculated as:</p> <p><i>Net operating result/Total operating revenue (excluding capital items)</i></p> <p>The Financial Management (Sustainability) Guideline 2013 has set <b>the target of between 0 per cent and 10 per cent.</b></p> <p>Generating healthy levels of revenues can be used to offset past or future operating deficits or to fund proposed capital expenditure and/or debt repayments, and is less likely to compromise the levels of service expected by the community.</p>	<p>The net financial liabilities ratio indicates the extent to which operating revenues (including grants and subsidies) can cover net financial liabilities (usually loans and leases).</p> <p>Calculated as:</p> <p><i>(Total Liabilities – current assets)/ Total operating revenue</i></p> <p>The Financial Management (Sustainability) Guideline 2013 has set <b>the target as not greater than 60 per cent.</b></p> <p>Councils that have net financial liabilities that are greater than 60 per cent of operating revenue have limited capacity to increase loan borrowings and may experience stress in servicing current debt.</p>	<p>The asset sustainability ratio indicates the extent to which assets are being replaced as they reach the end of their useful lives.</p> <p>Calculated as:</p> <p><i>Capital Expenditure on replacement of assets (renewals)/ Depreciation Expense</i></p> <p>The Financial Management (Sustainability) Guideline 2013 has set <b>the target as greater than 90 per cent.</b></p> <p>Achieving this target, indicates that the council is renewing and replacing its assets at a greater rate than they are wearing out.</p>





## 11. Our audit assessments (continued)



### Assessment of financial sustainability

We assign a risk rating to each ratio using the criteria below.

Risk rating measure for Individual Ratios	Operating surplus ratio	Net financial liabilities ratio	Asset sustainability ratio
<b>Higher</b>	Less than negative 10% (i.e. losses)  Insufficient revenue is being generated to fund operations and asset renewal	More than 80%  Potential long term concern over ability to repay debt levels from operating revenue	Less than 50%  Insufficient spending on asset replacement or renewal resulting in reduced service levels and increased burden on future ratepayers
<b>Moderate</b>	Negative 10% to zero  A risk of long term reduction in cash reserves and inability to fund asset renewals	60% to 80%  Some concerns over the ability to repay debt from operating revenue	50% to 90%  Irregular spending or insufficient asset management practices creating a backlog of maintenance/renewal work
<b>Lower</b>	More than zero (i.e. surpluses)  Well positioned to fund operations and asset renewals	Less than 60%  No concern over the ability to repay debt from operating revenue	More than 90%  Likely to be sufficiently replacing or renewing assets as they reach the end of their useful lives




Our assessment of financial sustainability risk factors does not consider council's long-term forecasts or credit assessments undertaken by Queensland Treasury Corporation. We calculate the overall financial sustainability risk assessment using the ratings determined for each measure using the criteria in the table below.

Risk level	Detail of risk
<b>Higher risk</b> 	Higher risk of sustainability issues arising in the short to medium term if current operating income and expenditure policies continue, as indicated by average operating deficits (losses) of more than 10 per cent of operating revenue.
<b>Moderate risk</b> 	Moderate risk of sustainability issues over the longer term if current debt financing and capital investment policies continue, as indicated by: <ul style="list-style-type: none"> <li>current net financial liabilities more than 80 per cent of operating revenue or</li> <li><b>average</b> asset sustainability ratio less than 50 per cent or</li> <li><b>average</b> operating deficits (losses) over the last five years of between two and 10 per cent of operating revenue or</li> <li>realising two or more of the individual ratios for moderate risk assessments (per the table above).</li> </ul>
<b>Lower risk</b> 	Lower risk of financial sustainability concerns based on current income, expenditure, asset investment and debt financing policies.






## Appendix A—our rating definitions for use

### Internal control rating definitions

	Definition	Prioritisation of remedial action
<b>Significant deficiency</b> 	<p>A significant deficiency is a deficiency, or combination of deficiencies, in internal control that requires immediate remedial action.</p> <p>Also, we increase the rating from a deficiency to a significant deficiency based on:</p> <ul style="list-style-type: none"> <li>the risk of material misstatement in the financial statements</li> <li>the risk to reputation</li> <li>the significance of non-compliance with policies and applicable laws and regulations</li> <li>the potential to cause financial loss including fraud, or</li> <li>where management has not taken appropriate timely action to resolve the deficiency.</li> </ul>	<p>This requires immediate management action to resolve.</p>
<b>Deficiency</b> 	<p>A deficiency arises when internal controls are ineffective or missing, and are unable to prevent, or detect and correct, misstatements in the financial statements. A deficiency may also result in non-compliance with policies and applicable laws and regulations and/or inappropriate use of public resources.</p>	<p>We expect management action will be taken in a timely manner to resolve deficiencies.</p>
<b>Other matter</b> 	<p>An other matter is expected to improve the efficiency and/or effectiveness of internal controls, but does not constitute a deficiency in internal controls. If an other matter is not resolved, we do not consider that it will result in a misstatement in the financial statements or non-compliance with legislative requirements.</p>	<p>Our recommendation may be implemented at management's discretion.</p>

### Financial reporting issues

	Potential effect on the financial statements	Prioritisation of remedial action
<b>High</b> 	<p>We assess that there is a high likelihood of this causing a material misstatement in one or more components (transactions, balances and disclosures) of the financial statements, or there is the potential for financial loss including fraud.</p>	<p>This requires immediate management action to resolve.</p>
<b>Medium</b> 	<p>We assess that there is a medium likelihood of this causing a material misstatement in one or more components of the financial statements.</p>	<p>We expect management action will be taken in a timely manner.</p>
<b>Low</b> 	<p>We assess that there is a low likelihood of this causing a material misstatement in one or more components of the financial statements.</p>	<p>We recommend management action to resolve; however, a decision on whether any action is taken is at management's discretion.</p>



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Carolyn Dougherty  
T: 07 3149 6129  
M: carolyn.dougherty@qao.qld.gov.au

T: (07) 3149 6000  
M: qao@qao.qld.gov.au  
W: qao.qld.gov.au  
53 Albert Street, Brisbane Qld 4000  
PO Box 15396, City East Qld 4002

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## **Four Year Internal Audit Plan**

**for**

**Balonne Shire Council**

**2019 to 2022**

October 2018

(Amended March 2020)



## **Introduction**

The Internal Audit function is an integral part of Council's assurance and governance framework. It is designed to provide stakeholders with assurance that business processes are operating appropriately and effectively in accordance with organisational and legislative requirements.

The purpose of Council's Internal Audit function is to objectively evaluate the organisation's business processes, work practices and systems of internal control that have been adopted to manage business risks, to report upon opportunities for improvement and to recommend enhancements to improve effectiveness.

The internal audit planning process considers the strategic risks to Council and identifies areas that require or would benefit from internal audit activity.

Internal Audit operates across all levels of Council and reports to the Chief Executive Officer. To ensure the internal audit activity is directed to areas of most benefit, a number of Council processes have been selected for review over the next 4 years and are incorporated into this internal audit plan.

The Four Year Internal Audit Plan will be reviewed at least annually to ensure the projects continue to reflect the areas of greatest importance to Council.

## **Overview of internal audit plan development**

The internal audit plan has been developed by:

- taking account of the risks identified by Council in its Draft Risk Registers where possible
- review of corporate documents,
- reflecting on Council's current organisational change initiatives,
- using internal audit's experience in the local government sector to identify other areas of risk which may warrant attention, and
- discussing potential focus areas with Council's management.

It is important that internal audit is cognisant of the work being undertaken and planned by management to continue to reduce and mitigate risks and leave sufficient time for these initiatives, systems and controls to be embedded before undertaking internal audit projects and assessing effectiveness of controls.

### **Risk-focused internal audit coverage**

Council has commenced identifying its operational and strategic risks but have not completed any assessments or documented the control measures adopted to mitigate these risks. As Council's risk management framework is still being developed consideration of council's risk has been limited when developing the internal audit plan.

We have also considered previous internal audit projects completed, external audit activity and future focus areas of regulatory bodies such as QAO and the CCC.

Future focus areas for QAO are:

- Managing cyber security risks (18/19)
- Managing the costs of local government services (18/19)
- Establishing effective audit committees (19/20)
- Asset management in local government (19/20)
- Development applications and approvals (20/21)
- Managing conflicts of interest (20/21)

On the CCC watchlist for 18/19 are:

- Record keeping requirements for complaints management
- Councillors interests and use of information

Previous internal audit projects completed are:

#### **2015**

- Garbage Services
- Private Works
- Water Supply
- Credit Cards and Travel Claims
- Local Laws
- Budget

#### **2016**

- Libraries/Halls/Showground/Pool
- Major Fees & Charges
- Community Grants
- Council Housing
- Plant Hire Rates

## **2017**

- Store/Purchasing/Contractors
- Portable & Attractive Items
- Purchasing and Procurement
- Human Resources

### **Scope of internal audit activities**

#### ***Assurance activities***

Internal audit assurance activities include audits with the following orientation:

##### *Compliance*

- Compliance with legislative requirements, Council policies and procedures;
- Adequacy and effectiveness of internal financial and operational controls including information technology system controls;
- Recording, control and use of Council assets; and
- Efficiency, effectiveness, and adherence to ethical standards in respect of Council's business activities, systems and processes in line with the Council's statutory responsibilities, stated objectives and strategic plan.

##### *Performance improvement*

- Improve the economy, efficiency and effectiveness of Council's operations in areas such as improving service delivery, better contract and project management, eliminating waste, reducing costs or increasing revenue.

#### ***Advisory services***

Internal audit advises Council and management on a range of matters including:

##### *New programs, systems and processes*

- Providing advice on the development of new programs and processes and/or significant changes to existing programs and processes particularly including the design of appropriate controls.

##### *Risk management*

- Assisting management to identify risks and develop risk mitigation and monitoring strategies as part of the enterprise risk management framework; and
- Monitoring and reporting on the implementation of risk mitigation strategies.



*Fraud control*

- Assisting management to identify the risks of fraud and develop fraud prevention and monitoring strategies; and
- Monitoring and reporting on the implementation and maintenance of the Council's Fraud Control Plan.

In addition to the above, Internal Audit may be required to carry out special reviews from time to time at the direction of the Chief Executive Officer.

**Attachment A1** details the projects and other activities to be undertaken by internal audit over the next 4 years.

**Internal audit performance indicators**

- Internal audit plan submitted by 30 June
- Final audit reports issued within 30 working days of completing audit
- Number of audits completed against the approved internal audit plan >80%
- CEO annual assessment of the internal audit function
- Results of client satisfaction surveys (completed after each internal audit activity by the relevant Divisional Head)
- Number of recommendations agreed by management >80%

**Attachment A1 Internal Audit Activities 2019 to 2022**

Operational Risks	Department	Project Scope	Timing & Indicative Hours
2018-19 Financial Year			
		<p><b>Review of wild dog payments</b></p> <p><i>To ensure payments are:</i></p> <ul style="list-style-type: none"> <li><i>in accordance with council policy and approved rates</i></li> <li><i>approved and authorised by an appropriate officer</i></li> <li><i>for actual scalps from animals caught within the council boundary</i></li> <li><i>made only on behalf of registered trappers to authorized syndicate groups (retainer payments only)</i></li> </ul> <p><b>Review of fuel cards and corporate cards</b></p> <p><i>To ensure:</i></p> <ul style="list-style-type: none"> <li><i>the effectiveness of key controls in place to mitigate significant fuel and corporate card expenditure risks and test these controls to ensure card expenditure is authorised, accurate, supported and incurred for council purposes only</i></li> <li><i>effective monitoring activities are in place</i></li> <li><i>compliance with current policies and procedures relating to the use of fuel and credit cards</i></li> </ul>	<p><b>COMPLETED</b></p> <p><b>60</b></p>

**Attachment A1 Internal Audit Activities 2019 to 2022**

Operational Risks	Department	Project Scope	Timing & Indicative Hours
		<b>Review of Fleet Management</b>  <i>To consider controls and practices associated with:</i> <ul style="list-style-type: none"> <li>• <i>the allocation/utilisation of fleet for delivery of internal and external works (maximise Council owned plant usage and optimise contractor hire)</i></li> <li>• <i>compilation of plant rates</i></li> <li>• <i>ensuring compliance with legislation and policies</i></li> <li>• <i>fleet maintenance and replacement</i></li> </ul>	<b>COMPLETED 60</b>
		Internal audit planning	8
		Follow up of outstanding improvement recommendations	8
		Management meetings	6
		Audit Committee reporting	8
		<b>TOTAL HOURS for 2018/19</b>	<b>150</b>

**Attachment A1 Internal Audit Activities 2019 to 2022**

Operational Risks	Department	Project Scope	Timing & Indicative Hours
2019-20 Financial Year			
		<b>Review of Capital Management</b> <i>To consider the processes in place to assess, revise and forecast the projects/activities to be included in the capital works programme to ensure the compilation of the programme is based on robust decision-making and valid, justified organisational needs.</i>  <i>To assess the mechanism in place to monitor and report on the financial status of all capital works projects.</i>	<b>COMPLETED</b> 60
		<b>Review of Grants Management</b> <i>Assess grant funding management practices by reviewing processes to identify and apply for grants, monitor grant spending and report on grant compliance.</i>	<b>March</b> 60
		<b>Internal Audit Planning</b>	<b>8</b>
		<b>Follow up of outstanding improvement recommendations</b>	<b>8</b>
		<b>Management meetings</b>	<b>6</b>
		<b>Audit Committee reporting</b>	<b>8</b>
		<b>TOTAL HOURS for 2019/20</b>	<b>150</b>

**Attachment A1 Internal Audit Activities 2019 to 2022**

Operational Risks	Department	Project Scope	Timing & Indicative Hours
<b>2020-21 Financial Year</b>			
		<b>Review of Fraud Management and Risk Management Framework</b> <i>To consider the processes and practices in place to prevent, detect and respond to fraud and determine whether council effectively manages the risk of fraud occurring and remaining undetected.</i>	<b>September 60</b>
		<b>Review of Progress on Improving Overall Risk Management Practices</b> <i>To consider overall maturity of risk management practices.</i>	
		<b>Review of Leasing Arrangements (Council as lessee and lessor)</b> <i>To consider processes and internal controls associated with entering, managing, recording, monitoring, renewing leasing arrangements</i>	<b>March 60</b>
		<b>Internal Audit Planning</b>	<b>8</b>
		<b>Follow up of outstanding improvement recommendations</b>	<b>8</b>
		<b>Management meetings</b>	<b>6</b>
		<b>Audit Committee reporting</b>	<b>8</b>
		<b>TOTAL HOURS 2020/21</b>	<b>150</b>

**Attachment A1 Internal Audit Activities 2019 to 2022**

Operational Risks	Department	Project Scope	Timing & Indicative Hours
<b>2021-22 Financial Year</b>			
		<b>Review Contracts Management</b> <i>To consider:</i> <ul style="list-style-type: none"> <li><i>the effectiveness of key controls to guide compliance with current policies and procedures relating to Council's tendering and contract management processes</i></li> <li><i>whether Council is demonstrably achieving value for money from their goods and services contracts, and in their decisions to extend, renew or re-tender their contracts.</i></li> <li><i>Whether Council rigorously monitors evaluates current supplier performance against contractually agreements</i></li> </ul>	<b>September</b> <b>60</b>
		<b>Review of Customer Requests Management</b> <i>To consider processes and procedures in place for capturing, managing and monitoring service requests, information requests and complaints, including monitoring and reporting procedures</i>	<b>March</b> <b>60</b>
		<b>Internal Audit Planning</b>	<b>8</b>
		<b>Follow up of outstanding improvement recommendations</b>	<b>8</b>
		<b>Management meetings</b>	<b>6</b>
		<b>Audit Committee reporting</b>	<b>8</b>
		<b>TOTAL HOURS 2021/22</b>	<b>150</b>



**Attachment A1 Internal Audit Activities 2019 to 2022**

Operational Risks	Department	Project Scope	Timing & Indicative Hours
<p style="text-align: center;"><b>SUBSTITUTABLE PROJECTS</b></p> <ul style="list-style-type: none"> <li>• Operating and capital budgeting processes</li> <li>• Financial planning, long term forecasting, modelling and use of ratios</li> <li>• Legislation compliance framework</li> <li>• Maturity and effectiveness of risk management framework</li> <li>• ICT environment</li> <li>• Asset Management framework</li> <li>• Setting of fees and charges (cost recovery)</li> <li>• Management of WH&amp;S</li> <li>• Cash handling processes</li> <li>• Internal management reporting (including reporting to Council)</li> <li>• Software asset management</li> <li>• Help desk management</li> <li>• Information and records management</li> <li>• Tax obligations – GST and FBT</li> <li>• Payroll</li> <li>• Procurement</li> </ul>			

## OFFICER REPORT

TO: Council

SUBJECT: Monthly Financial Management Report February 2020

DATE: 09.03.20

AGENDA REF: FCS3

AUTHOR: Tracey Lee - Manager Finance Services

---

### Sub-Heading

Monthly Financial Management Report as at 29 February 2020.

### Link to Corporate Plan

Key Foundation Area	Key Program Area
<u>Governance</u>	Financial management for long-term sustainability

### Risk Implications

Financial Impact - Inability to achieve financial sustainability and meet current and future needs of the community.

### Attachments

1. Monthly Finance Report February 2020.pdf [↓](#)

### Recommendation/s

That the monthly Financial Management Report for the period ending 31 January 2020, as attached, be received and noted.

Michelle Clarke  
**Director Finance & Corporate Services**

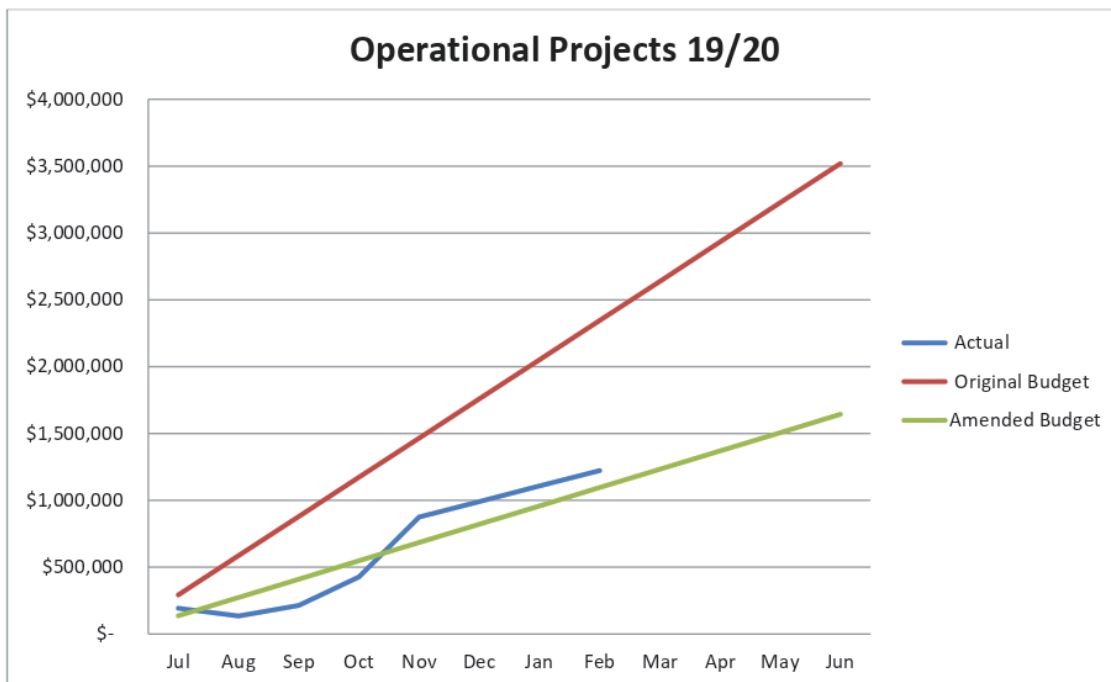
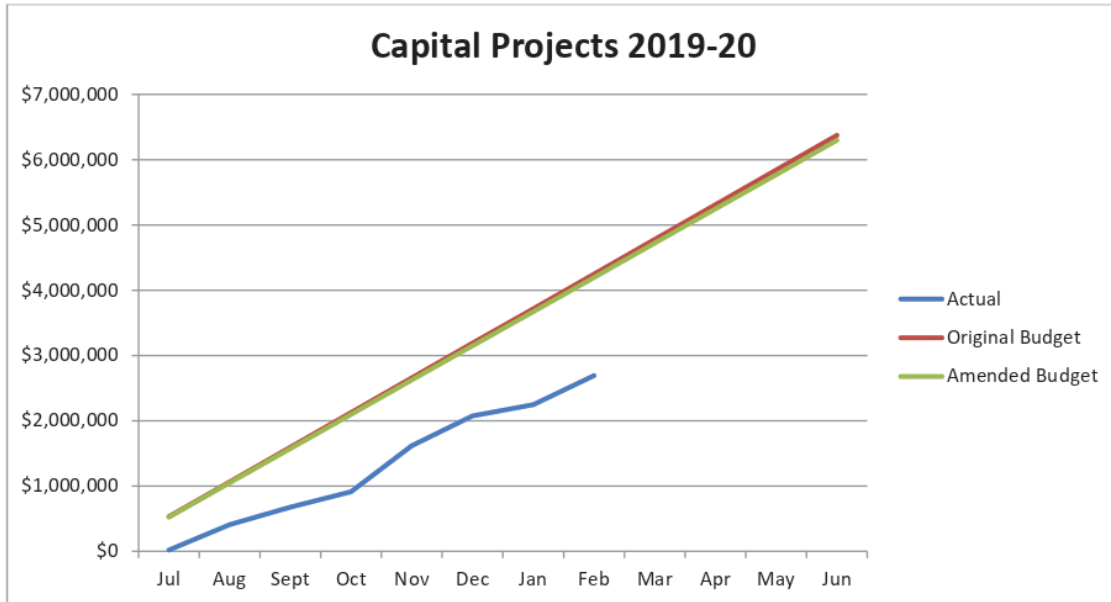
# Financial Management Report

Month Ending 29 February 2020

## Table of Contents

Projects Actuals vs Budget Graphs	2
Statement of Comprehensive Income & Commentary	3
Statement of Financial Position & Commentary	6
Statement of Cash Flows	9
Key Performance Indicators	10

**CAPITAL AND OPERATIONAL PROJECTS ACTUALS VS BUDGET**  
**As at 29 February 2020**



Refer to Capital and Operation Projects Report located in the Finance Information Reports Section for additional project information.

Balonne Shire Council  
Statement of Comprehensive Income  
For the period ended 29 February 2020  
67% of Year Expired

	Note	2019/20 Actual	2019/20 Original Budget	2019/20 Amended Budget - 2nd Quarter	%
<b>Income</b>					
<b>Revenue</b>					
Recurrent revenue					
Rates, levies and charges	1	10,869,788	10,640,140	10,615,140	102%
Fees and charges	2	194,877	208,860	220,710	88%
Rental income	3	145,273	213,000	193,000	75%
Interest received	4	308,651	673,250	673,250	46%
Sales revenue	5	3,923,385	4,762,000	5,185,150	76%
Other income	6	105,329	423,700	223,700	47%
Grants, subsidies, contributions and donations	7	6,976,495	7,397,677	11,722,956	60%
<b>Total recurrent revenue</b>		<b>22,523,798</b>	<b>24,318,627</b>	<b>28,833,906</b>	<b>78%</b>
<b>Capital revenue</b>					
Grants, subsidies, contributions and donations	8	1,816,931	2,838,160	5,148,335	35%
<b>Total capital revenue</b>		<b>1,816,931</b>	<b>2,838,160</b>	<b>5,148,335</b>	<b>35%</b>
<b>Total revenue</b>		<b>24,340,729</b>	<b>27,156,787</b>	<b>33,982,241</b>	<b>72%</b>
Capital income	13	7,160	0	0	
<b>Total income</b>		<b>24,347,889</b>	<b>27,156,787</b>	<b>33,982,241</b>	<b>72%</b>
<b>Expenses</b>					
<b>Recurrent expenses</b>					
Employee benefits	9	(4,368,486)	(6,957,806)	(9,589,266)	46%
Materials and services	10	(8,456,995)	(13,572,415)	(16,110,820)	52%
Finance costs	11	(121,512)	(153,045)	(193,045)	63%
Depreciation and amortisation	12	(4,849,276)	(7,417,364)	(7,417,364)	65%
<b>Total recurrent expenses</b>		<b>(17,796,269)</b>	<b>(28,100,630)</b>	<b>(33,310,495)</b>	<b>55%</b>
Capital Expenses		0	0	0	
<b>Total expenses</b>		<b>(17,796,269)</b>	<b>(28,100,630)</b>	<b>(33,310,495)</b>	<b>53%</b>
<b>Total comprehensive income for the year</b>		<b>6,551,620</b>	<b>(943,843)</b>	<b>671,746</b>	

## **Statement of Comprehensive Income**

### **For the period ended 29 February 2020**

#### **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 67% of the budget. Where there are significant variances from budget a brief explanation is provided.

#### **1 Rates, levies and Charges**

The second rates and charges levy with respect to 1 January 2020 to 30 June 2020 was issued on the 12<sup>th</sup> February. The full levy value was recognised as income in February, however as rates payments are made and discounts are applied this reduces the value reported on this line item.

#### **2 Fees and Charges**

Ahead of budget by 21%. Planning and Buildings Development Fees, Hire Charges – St George Pool, Stock Routes & Agistment Fees and Water Connection Fees have all exceeded their full budget allocations. These items will need a budget review in May.

#### **3 Rental Income**

Ahead of budget by 8% as Bollon BN Clinic Lease paid in full for the year.

#### **4 Interest Received**

Behind budget by 21% as a result of decreasing interest rate percentage. The first term deposit of \$5M is due to mature with interest paid on maturity, thus interest should be recognised in the March statements. This term deposit will be reinvested for a further 3 months. Further \$5M will be invested in April to try to generate more interest revenue.

#### **5 Sales Revenue**

Ahead of budget by 9%, funding received in 2019/20 which partially relates to works completed in the 2018/19 financial year. In addition, Council has been successful in securing an increase to DTMR contract funding. Budget adjustments as part of the February review has brought this more in line.

#### **6 Other Income**

Behind budget by 20%. A contributing factor to this result is the budgeting of \$110,000 for the WDEF admin charge which was based on a \$7M loan scheme. A budget adjustment is required based on the results of the completion of Round 1 of the WDEF Special Rates Loans Scheme.

#### **7 Recurrent Grants and Subsidies**

Behind budget by 7% a result of milestone payment timing. Impacted by the advanced payment of the FAG's annual allocation. For further information relating to grants refer to Grant reports included in the Monthly Finance Information Report.



**8 Capital Grants and Subsidies**

Behind budget by 32%. Revenue from RTR Projects will be received towards the end of the financial year. Other grant funding will be received as work is completed and milestone claims are submitted.

**9 Employee Benefits**

Behind budget by 21%. Most likely due to some staff vacancies.

**10 Materials and Services**

Behind budget by 15%. Impact is spread across a number of functions of Council. It is expected to be a timing difference.

**11 Finance Costs**

**12 Depreciation**

Balonne Shire Council  
Statement of Financial Position

As at 29 February 2020

	YTD Actuals	2019/20 Original Budget	Amended Budget - 2nd Quarter
<b>Current Assets</b>			
Cash and cash equivalents	6,670,770	5,783,409	11,058,836
QTC Cash Fund	16,446,208	13,593,439	13,593,439
Investments	14,571,638	7,206,156	15,000,000
Rates Outstanding	5,134,657	230,730	230,730
Trade and other receivables	613,761	3,212,816	1,506,000
Inventories	248,699	215,581	215,581
Other financial assets	64,277	73,227	73,227
<b>Total current assets</b>	<b>43,750,010</b>	<b>30,315,358</b>	<b>41,677,813</b>
<b>Non-current Assets</b>			
Property, plant and equipment	292,760,743	261,067,662	293,989,924
Capital works in progress	9,042,813	688,838	7,631,011
Intangible asset	0	7,172,000	200,000
<b>Total non-current assets</b>	<b>301,803,556</b>	<b>268,928,500</b>	<b>301,620,935</b>
<b>TOTAL ASSETS</b>	<b>345,553,566</b>	<b>299,243,858</b>	<b>343,298,748</b>
<b>Current Liabilities</b>			
Trade and other payables	1,196,086	655,466	655,466
Borrowings	175,387	309,485	309,485
Provisions	1,747,689	1,687,011	1,687,011
Other	(68,426)	7,176	7,176
<b>Total current liabilities</b>	<b>3,050,736</b>	<b>2,659,138</b>	<b>2,659,138</b>
<b>Non-current Liabilities</b>			
Borrowings	5,545,800	9,225,301	5,600,000
Provisions	556,603	150,899	609,701
<b>Total non-current liabilities</b>	<b>6,102,403</b>	<b>9,376,200</b>	<b>6,209,701</b>
<b>TOTAL LIABILITIES</b>	<b>9,153,139</b>	<b>12,035,338</b>	<b>8,868,839</b>
<b>NET COMMUNITY ASSETS</b>	<b>336,400,427</b>	<b>287,208,520</b>	<b>334,429,909</b>
<b>Community Equity</b>			
Shire capital	84,972,580	79,739,111	83,202,062
Asset revaluation reserve	242,155,172	199,306,073	242,155,172
Other reserves	9,272,675	8,163,336	9,272,675
<b>TOTAL COMMUNITY EQUITY</b>	<b>336,400,427</b>	<b>287,208,520</b>	<b>334,629,909</b>

## **Statement of Financial Position**

### **For the period ended 29 February 2020**

#### **General**

A commentary with regards to the Statement of Financial Position is provided for Council information. Where there are significant variances from budget a brief explanation is provided.

#### **ASSETS:**

##### **Cash and Cash Equivalents**

Due to the receipt of advanced project funding, Council has surplus cash holdings. The finance department is currently implementing an investment strategy. Council invested \$5M in November with Westpac and a further \$5M was invested with Westpac on 31 January for 3 months. The November \$5M term deposit will be reinvested in March and a further \$5M term deposit will be invested in April.

##### **Investments**

Refer to comments under Cash and Cash Equivalents above.

##### **Rates Outstanding**

As at 5 March 2020 Council's outstanding rate percentage was 38.35%. Rates discount period for the second levy finishes on 13 March which will see the outstanding percentage drop significantly. For more information in relation to outstanding rate arrears refer to the Rates Status Report in the monthly finance information report.

##### **Trade and Other Receivables**

Council's Debtor balance makes up most of the Trade and Other Receivables total. As at 31 January 2020 Council's outstanding Debtor balance was \$450,830 of which \$429,140 is outstanding 30 days or less.

##### **Property, Plant and Equipment**

##### **Capital Works in Progress**

The value of this line item will reduce as capital projects that have been completed are taken up as assets in the system. \$3,671,195 was capitalised on 6 March with an approximate of \$1.7M to be further capitalised in March.

#### **LIABILITIES:**

##### **Trade and Other Payables**

This line is influenced by March invoices being entered into the Creditors system in February which will be paid in March. As well as the receipt of funds collected for the State Fire Levy.

**Borrowings**

**Provisions**

**Other**

This line item as at 29 February was affected by payroll costs for February that were not paid until March.

**COMMUNITY EQUITY:**

**Other Reserves**

This item relates to funds held as both externally and internally restricted cash. It includes unspent grant monies as well as funds put aside by Council for future infrastructure asset replacement.

Balonne Shire Council  
Statement of Cash Flows

	YTD Actual as at 29 February 2020	2019/2020 Original Budget	2019/2020 Proposed Budget - 2nd Quarter
<b>Cash flows from operating activities:</b>			
Receipts from customers	11,560,753	8,841,540	16,244,700
Payments to suppliers and employees	(13,014,739)	(21,650,479)	(23,359,470)
	<b>(1,453,986)</b>	<b>(12,808,939)</b>	<b>(7,114,770)</b>
Interest received	308,651	673,250	673,250
Rental income	145,273	213,000	193,000
Non-capital grants and contributions	7,022,273	7,277,677	11,722,956
Borrowing costs	(115,243)	(136,035)	(176,035)
<b>Net cash inflow (outflow) from operating activities</b>	<b>5,906,968</b>	<b>-4,781,047</b>	<b>5,298,401</b>
<b>Cash flows from investing activities:</b>			
Payments for property, plant and equipment	(4,284,025)	(6,842,160)	(6,296,512)
Payments for intangible assets	0	0	0
Net movement on loans and advances	0	0	0
Proceeds from sale of property, plant and equipment	7,160	119,000	253,000
Grants, subsidies, contributions and donations	1,771,153	2,838,160	5,148,335
<b>Net cash inflow (outflow) from investing activities</b>	<b>(2,505,712)</b>	<b>(3,885,000)</b>	<b>(895,177)</b>
<b>Cash flows from financing activities</b>			
Proceeds from borrowings	3,183,017	7,154,033	7,154,033
Repayment of borrowings	(120,721)	(272,313)	(272,313)
<b>Net cash inflow (outflow) from financing activities</b>	<b>3,062,296</b>	<b>6,881,720</b>	<b>6,881,720</b>
<b>Net increase (decrease) in cash held</b>	<b>6,463,552</b>	<b>(1,784,327)</b>	<b>11,284,944</b>
<b>Cash at beginning of reporting period</b>	<b>31,225,064</b>	<b>28,367,331</b>	<b>28,367,331</b>
<b>Cash at end of reporting period</b>	<b>37,688,616</b>	<b>26,583,004</b>	<b>39,652,275</b>

### Key Performance Indicators - Monthly Reporting

Ratio	Description	Formula	Target	Status	Feb-20	Comments
Operating Cash Ratio	Number of months operating expenditure covered by working cash held	$\frac{\text{Cash Held - Restricted Cash}}{(\text{Total Operating Expense} - \text{Depreciation}) / \text{Number of Periods}}$	Target greater than or equal to 1 month	✓	17.56	
Operating Performance Ratio	This ratio provides an indication of Council's cash flow capabilities	$\frac{\text{Net Cash from Operations} + \text{Interest Revenue and Expense}}{\text{Cash Operating Revenue} + \text{Interest Revenue}}$	Target greater than or equal to 20%	✓	51.34	
Operating Efficiency Ratio	This ratio provides an indication of Council's ability to fund its operations	$\frac{\text{Total Operating Income}}{\text{Total Operating Expenses}}$	Target greater than or equal to 1	✓	1.27	
Operating Surplus Ratio	An indicator of which the extent to which revenues raised cover operational expenses only or are available for capital funding purposes or other purposes	$\frac{\text{Net Result (excluding capital items)}}{\text{Total Operating Revenue (excluding capital items)}}$	Target between 0 - 10%	✓	0.21	
Asset Sustainability Ratio	An approximation of the extent to which the infrastructure assets managed are being replaced as these reach the end of their useful lives.	$\frac{\text{Capital Expenditure on the Replacement of Assets (renewals)}}{\text{Depreciation Expense}}$	Target greater than or equal to 90%	✗	31.28	23.09 as at 31 January 2020
Net Financial Liabilities Ratio	An indicator of the extent to which the net financial liabilities can be serviced by its operating revenue	$\frac{\text{Total Liabilities - Current Assets}}{\text{Total Operating Revenue (excluding capital items)}}$	Target less than or equal to 60%	✓	-1.54	



## OFFICER REPORT

**TO:** Council

**SUBJECT:** Human Rights Policy

**DATE:** 12.03.20

**AGENDA REF:** FCS4

**AUTHOR:** Kimi Waterson - Administration Officer - Governance

---

### Sub-Heading

Human Rights Policy

### Executive Summary

The Human Rights Policy, pursuant to the Queensland *Human Rights Act 2019*, has been developed to ensure proper consideration is given to human rights in all actions and decisions made by Council. This policy is to provide key information on the *Human Rights Act 2019*, how human rights are relevant in the work environment and what obligations public entities have under the act.

### Background

The Queensland *Human Rights Act 2019* commenced 1 January 2020. The Act contains 23 distinct human rights that the Queensland Parliament specifically seeks to protect and promote.

Public entities must uphold these rights when they make decisions, create laws, set policies and provide services.

The main objectives of the Act are:

- (a) To protect and promote human rights; and
- (b) To help build a culture in the Queensland public sector that respects and promotes human rights; and
- (c) To help promote a dialogue about the nature, meaning and scope of human rights.

The intended outcomes of this policy include:

- Ensuring Council upholds its obligations under the *Human Rights Act 2019* as a public entity.
- Acknowledging the value of the *Human Rights Act 2019* and the importance of promoting a human rights culture within the organisation.
- Establishing an understanding of the 23 human rights that are protected in the Act, to ensure proper consideration is given to human rights when actions and decisions are made by Council and when elected members and employees are carrying out their duties and responsibilities.
- Promoting a human rights culture within the organisation.
- Maintaining high standards of behaviour and sound ethical judgement that is at all times compliant with the Act and respectful of human rights.
- Building a strong capacity to effectively assess, consider, respond and resolve human rights complaints.

This policy applies to all elected members, employees and consultants.

## Link to Corporate Plan

Key Foundation Area	Key Program Area
<u>Governance</u>	High levels of accountability and compliance

## Consultation (internal/external)

Queensland Human Rights Commission  
Local Government Association of Queensland  
Senior Leadership Group (SLG)

## Legal Implications

The Policy supports compliance with legislative requirements.

## Risk Implications

Reputation - Inadequate engagement and assessment of the impact of external and internal stakeholders on our community, viability and productive capacity.

## Policy Implications

Upon adoption, the Policy will be displayed on Council's website, and training provided to staff. Current policies and procedures will be reviewed to see whether they need to be updated to deal with the issue of compatibility with human rights. It will also be referred to HR to ensure it is included in staff inductions and annual re-inductions and the code of conduct. A review of Council's complaints handling processes will be required to incorporate mechanisms for responding to complaints lodged with Council under the Act.

## Financial and Resource Implications

Provision of training to Councillors and employees regarding what are human rights and the obligations applying to public entities under the Act. Establishment of resources, such as promotional posters, factsheets, and brochures, that assist with promoting human rights compliance across the organisation. Provision of adequate information to the public about human rights and what avenues are available for human rights complaints.

## Options or Alternatives

Nil

## Attachments

1. 2020.03.09 - Human Rights Policy Draft.pdf [↓](#)

## Recommendation/s

That Council resolves to adopt the attached Human Rights Policy to ensure compliance with the Queensland *Human Rights Act 2019* and to ensure Council upholds its obligations, as a public entity, under Act.

Michelle Clarke

**Director Finance & Corporate Services**



# Human Rights Policy

## 1. POLICY STATEMENT

The purpose of this Policy is to ensure Balonne Shire Council, as a public entity, upholds its obligations under the Queensland *Human Rights Act 2019*, and is committed to creating and maintaining a work environment which promotes, protects and has a culture that is respectful of human rights, and gives proper consideration to human rights when making decisions and carrying out all functions and responsibilities.

## 2. PRINCIPLES

The Queensland *Human Rights Act 2019* commenced 1 January 2020. The Act contains 23 distinct human rights that the Queensland Parliament specifically seeks to protect and promote.

Public entities must uphold these rights when they make decisions, create laws, set policies and provide services.

The main objectives of the Act are:

- (a) To protect and promote human rights; and
- (b) To help build a culture in the Queensland public sector that respects and promotes human rights; and
- (c) To help promote a dialogue about the nature, meaning and scope of human rights.

The main objective of this policy is to provide key information on the *Human Rights Act 2019*, how human rights are relevant in the work environment and what obligations public entities have under the act.

The intended outcomes of this policy include:

- Ensuring Council upholds its obligations under the *Human Rights Act 2019* as a public entity.
- Acknowledging the value of the *Human Rights Act 2019* and the importance of promoting a human rights culture within the organisation.
- Establishing an understanding of the 23 human rights that are protected in the Act, to ensure proper consideration is given to human rights when actions and decisions are made by Council and when elected members and employees are carrying out their duties and responsibilities.
- Promoting a human rights culture within the organisation.
- Maintaining high standards of behaviour and sound ethical judgement that is at all times compliant with the Act and respectful of human rights.
- Building a strong capacity to effectively assess, consider, respond and resolve human rights complaints.

## 3. SCOPE

This policy applies to all elected members, employees, volunteers, contractors and consultants.

## 4. RESPONSIBILITY

The Administration of this policy is the responsibility of the Chief Executive Officer, Directors, Managers and Supervisors who are responsible for ensuring that this policy is understood and applied by all Councillors and Staff.

## 5. DEFINITIONS

For definitions please refer to the Queensland *Human Rights Act 2019*

## 6. POLICY

Document No. >> (Insert Magiq Doc ID ####) Version No.###  
Authorised by >> Director ###

Initial Date of Adoption >> ####  
Latest Version Adopted: ###  
Next Review Date>> ####

# Human Rights Policy

## 6.1 Overview

Human rights protect the dignity and worth of all human beings regardless of background, what you look like, what you think, what you believe or any other status or characteristic.

The Human Rights Act 2019 requires all public entities in Queensland to act compatibly with human rights and to give proper consideration to human rights before making a decision.

Compatible with human rights is defined in section 8 of the Act. Section 8 says that an act or decision will be compatible with human rights if:

- (a) it does not limit a human right, or
- (b) it limits a human right only to the extent that is reasonable and demonstrably justifiable, in accordance with section 13 of the Act.

This means that every act, policy or decision by Council must be assessed for compatibility with these rights.

## 6.2 Human Rights

Under the Act, human rights apply to all individuals and only to individuals.

The Act protects a broad spectrum of human rights which can be broadly described as a right to:

1. Recognition and equality before the law.
2. Right to life.
3. Protection from torture and cruel, inhuman or degrading treatment
4. Freedom from forced work 13
5. Freedom of movement
6. Freedom of thought, conscience, religion and belief.
7. Freedom of expression 20
8. Peaceful assembly and freedom of association 23
9. Taking part in public life 25
10. Property rights 28
11. Privacy and reputation 30
12. Protection of families and children 34
13. Cultural rights – generally 36
14. Cultural rights – Aboriginal peoples and Torres Strait Islander peoples 38
15. Right to liberty and security of person 40
16. Humane treatment when deprived of liberty 43
17. Fair hearing 46
18. Rights in criminal proceedings 50
19. Children in the criminal process 53



# Human Rights Policy

20. Right not to be tried or punished more than once 55
21. Retrospective criminal laws 57
22. Right to education.
23. Right to health services

Under the Act, section 58(1), it is unlawful for a public entity:

- (a) to act or make a decision in a way that is not compatible with human rights; or
- (b) in making a decision, to fail to give proper consideration to a human right relevant to the decision.

## 6.3 Considering Human Rights

To give proper consideration to human rights, the Act requires a public entity to:

- (a) identify the human rights that may be affected by the decision; and
- (b) consider whether the decision would be compatible with human rights

To carry out these responsibilities, when acting or making decisions should follow these steps should be undertaken.

Step 1: Identify relevant rights - Look through rights protected under the Act to see which are relevant.

- Rights may be broader than they first seem. If you are unsure which rights are relevant, the Queensland Human Rights Commission's *Public Entity Toolkit* contains some common policy triggers for human rights assessment. You can find it at [www.qhrc.qld.gov.au/your-responsibilities](http://www.qhrc.qld.gov.au/your-responsibilities).

Step 2: Consider the impact - Will your act or decision limit or restrict any of the relevant rights you've identified?

- No: if rights are not being limited, you are acting or making decisions compatibly with human rights.
- Yes: if human rights are being limited, or if you are unsure, you should move to step 3.

Step 3: Determine whether the limit is reasonable and justified - Ask yourself the following questions about the act or decision being proposed:

- Is it lawful? - What law or regulation allows you to limit a person's rights? If you can't identify a law or regulation, then you may not be able to limit rights.
- Is there a purpose? - What is the aim of the limitation? Does it achieve a legitimate purpose?
- Is it rational? - Will what you are doing effectively achieve your purpose?
- Is it necessary? - Is this the least restrictive way to achieve your purpose?
- Is it fair and balanced? - Do the benefits outweigh the harm caused by the limitation?

If you answer yes to all these questions, your act or decision is likely to be compatible with human rights.

If the act or decision appears incompatible, modify it if possible then reassess for compatibility.

If the act or decision limits human rights, but is assessed as compatible, then you will need to document your justification for the act or decision, and the process used to consider human rights.

## 6.3 Complaints

Document No. >> (Insert Magiq Doc ID ####) Version No.###  
Authorised by >> Director ###

Initial Date of Adoption >> ####  
Latest Version Adopted: ###  
Next Review Date>> ####



# Human Rights Policy

A person may make a complaint to the Queensland Human Rights Commission about an alleged contravention of section 58(1) of the Act by a public entity. However, such a complaint may only be made if the person has firstly made a complaint to the public entity about the alleged contravention.

Where such a complaint is made to a local government, it has 45 business days in which to respond to the complaint. After this time frame has lapsed, section 65 of the Act allows for the complaint to be progressed to the Queensland Human Rights Commission.

The process outlined in the Balonne Shire Council's Administrative Complaints Policy will be followed when responding to a human rights complaint.

## 7. LEGAL PARAMETERS

Queensland Human Rights Act 2019

Public Sector Ethics Act 2019

Local Government Act 2009

Local Government Regulation, 2012

Crime and Corruption Act, 2001

Public Interest Disclosure Act 2010

Ombudsman Act 2001

Information Privacy Act 2009

Integrity Act 2009

Anti-Discrimination Act 1991

Industrial Relations Act 2016

Disability Services Act 2006

## 8. ASSOCIATED DOCUMENTS

Councillors Code of Conduct

Employee Code of Conduct

Administrative Complaints Management Policy

Public Interest Disclosure Policy

Grievance Management Policy

Community Engagement Policy

Induction Manual



# (IFS) INFRASTRUCTURE SERVICES

ITEM	TITLE	SUB HEADING	PAGE
IFS1	<u>KLINGE LANE - PROPOSAL FOR A SHARED ZONE</u>	Klinge Lane – Proposal for a Shared Zone	126

## OFFICER REPORT

**TO:** Council

**SUBJECT:** Klinge Lane - Proposal for a Shared Zone

**DATE:** 09.03.20

**AGENDA REF:** IFS1

**AUTHOR:** Brenton Judge - Manager Transport and Drainage

---

### Sub-Heading

Klinge Lane – Proposal for a Shared Zone

### Executive Summary

Balonne Shire Council has reviewed the Klinge Lane speed environment and the number of users (pedestrians and vehicles) that use the area. The site serves as access to the Council, the St George Primary School and the Heart of Australia Truck. The road has numerous community members egressing the site and the Council recommendation is to implement a shared speed zone, for the safety of the community.

### Background

Klinge Lane has been identified by Balonne Shire to be a safety hazard. The lane predominately serves as a carpark adjacent to the Balonne Shire Council and opposite the St George Primary School, the lane often hosts the Heart of Australia Truck and experiences a high number of pedestrian traffic on the lane in addition to vehicle traffic. The current residential speed limit is 50km/hr which has been identified to be too fast for this shared environment.

### Link to Corporate Plan

Key Foundation Area	Key Program Area
<u>Infrastructure and Planning</u>	Safe, efficient and connected transport networks

### Consultation (internal/external)

Director of Infrastructure Services

### Legal Implications

Revised enforceable speed limit on the parking section of Klinge Lane

### Risk Implications

Reputation - Inadequate engagement and assessment of the impact of external and internal stakeholders on our community, viability and productive capacity.

## **Policy Implications**

Speed Limit Review must be submitted to the local Speed Management Committee (SMC) for endorsement

## **Financial and Resource Implications**

\$10,000 for installation of Shared Traffic Zone in accordance with MUTCD Part 4

## **Options or Alternatives**

The alternative option that exists is to reduce the speed limit to 40km/hr. This option doesn't provide the option for pedestrians and vehicles to share the road.

## **Attachments**

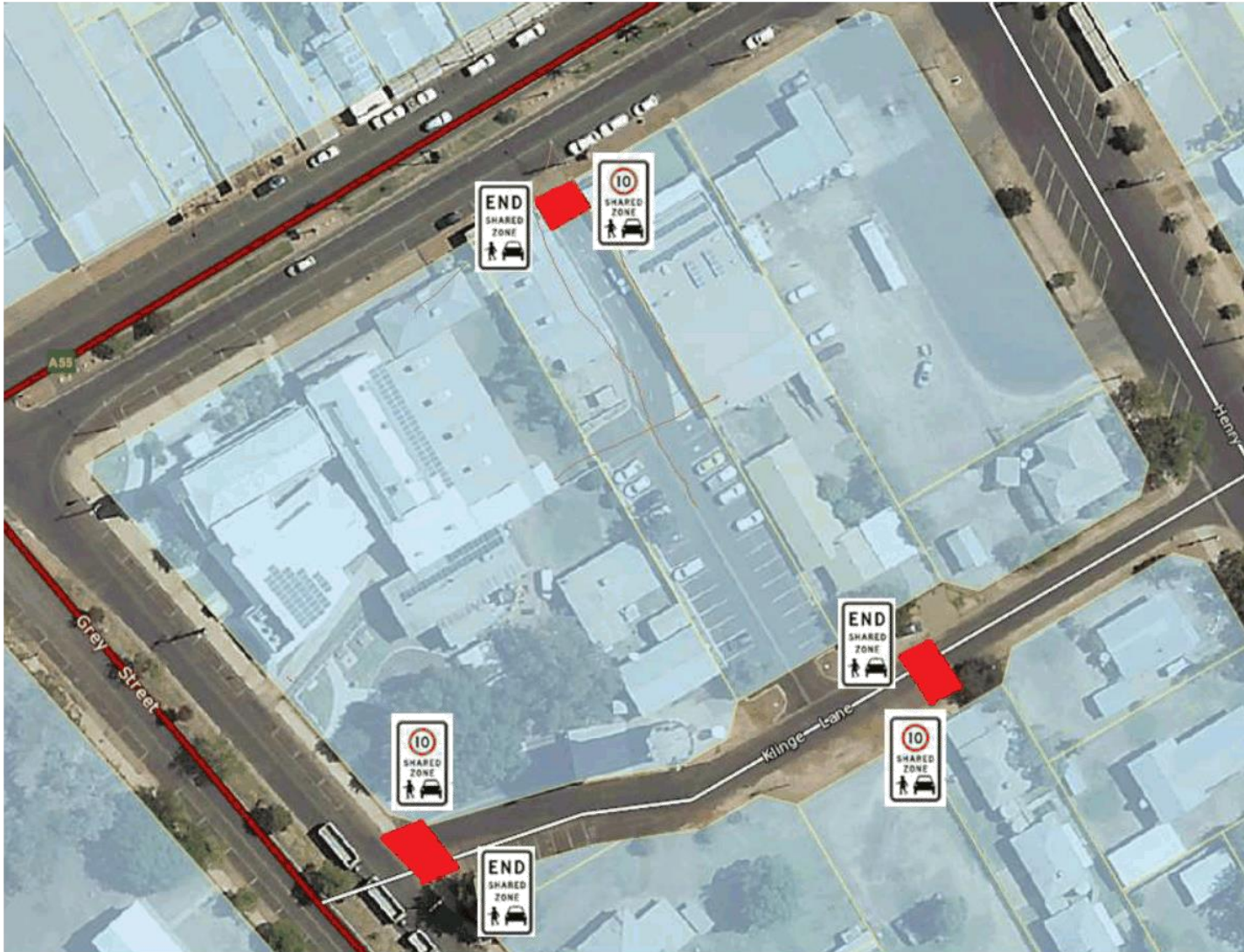
1. Shared Zone - Klinge Lane [↓](#)

## **Recommendation/s**

That Council resolves to host a Speed Management Committee meeting to endorse a speed review of Klinge Lane to make the environment a Shared Zone.

Andrew Boardman

**Director Infrastructure Services**



## (ERS) ENVIRONMENT & REGULATORY SERVICES

ITEM	TITLE	SUB HEADING	PAGE
ERS1	<u>MCU 176 - DEVELOPMENT APPLICATION FOR MATERIAL CHANGE OF USE - "TOURIST PARK"</u>	MCU 176 development application for material change of use – "Tourist Park"	130

## OFFICER REPORT

**TO:** Council

**SUBJECT:** MCU 176 - Development Application for Material Change of Use - "Tourist Park"

**DATE:** 12.03.20

**AGENDA REF:** ERS1

**AUTHOR:** Michelle Walters - Administration Officer

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### Sub-Heading

MCU 176 development application for material change of use – "Tourist Park"

### Executive Summary

Council has received a properly made development application from Riversands Vineyards PL C/- David Blacket, for a Material Change of Use – "Tourist Park" (Caravan Park – Fifteen (15) Self-contained RV Accommodation Sites) MCU 176 - Development Application for Material Change of Use - "Tourist Park", properly described as Lot 20 on RP806119 and Lot 1 on BEL531.

The development application is subject to code assessment and must be assessed against the assessment benchmarks (to the extent relevant) provided by Section 45 of the *Planning Act 2016* and any matters prescribed by regulation. The *Development Assessment Rules* set out the procedural requirements that Council must follow in the development assessment process.

The application is generally consistent with the assessment benchmarks provided by the *Balonne Shire Planning Scheme 2019* and any perceived conflict with the assessment benchmarks can be addressed by way of conditions of development approval and having regard to the relevant matters.

### Background

<b>Applicant:</b>	Riversands Vineyards PL C/- David Blacket
<b>Owner of Land:</b>	Riversands Vineyards Pty Ltd (TTE)
<b>Land description:</b>	Lot 20 on RP806119 and Lot 1 on BEL531
<b>Lot area:</b>	Lot 20: 6.01ha Lot 1: 18.21ha
<b>Zone/ Precinct:</b>	Rural Zone
<b>Overlays:</b>	Flood Hazard Overlay
<b>Proposal:</b>	Material Change of Use – "Tourist Park" (Caravan Park - Fifteen (15) Self-contained RV Accommodation Sites)
<b>Proposal Assessment category:</b>	Code Assessment
<b>Properly made date:</b>	7 February 2020



## PROPOSAL

The application seeks approval for a Material Change of Use – "Tourist Park" (Caravan Park - Fifteen (15) Self-contained RV Accommodation Sites) to be located at 53-71 Whytes Road, St George QLD 4487, properly described as Lot 20 on RP806119 and Lot 1 on BEL531. The site is currently used as a vineyard and winery and is more commonly known as Riversands Vineyards or Riversands Wines.

It is proposed that an existing underutilised area of vineyard (approximately 4,350m<sup>2</sup>), which is located along the western property boundary and directly adjacent to the Balonne River, would be set aside as a dedicated area for fully self-contained Recreational Vehicles (RVs). The maximum number able to use this area will be restricted to 15 vehicles per night, and for a maximum stay of three (3) consecutive nights.

No clearing of existing vegetation is proposed nor any alterations to the existing landscape. Amenities and infrastructure will not be provided for use by caravan park visitors. The caravan park will be marketed to fully self-contained RV's only and is intended to support the existing primary use of the premises as a vineyard. The proposed use is ancillary to the existing vineyard and there will be no changes to existing vineyard operations as a result of the proposed RV parking.

It is expected that the busiest time of the year for the use of the caravan park will be during peak tourist season running from April through to September, being the end of peak season for the vineyard operations (grape picking time).

RVs will have access to the site via the existing gravel driveway from Whytes Road. No visitor amenities are proposed to be constructed as part of the proposed development.

### **Characteristics of the site:**

The development site is located in the Rural Zone of the *Balonne Shire Planning Scheme 2019* and is located approximately 3km south of township of St George. Access to site is gained via an existing gravel driveway from Whytes Road.

The subject site consists of two rural land parcels comprising a total area of 24.22ha. The site is currently occupied by a vineyard and large outbuilding (associated with the vineyard) which includes a wine cellar door /shop.

The site adjoins the Balonne River to the west and other rural zone/agricultural activities to the south, north and east.



**Figure 1: Site Locality**

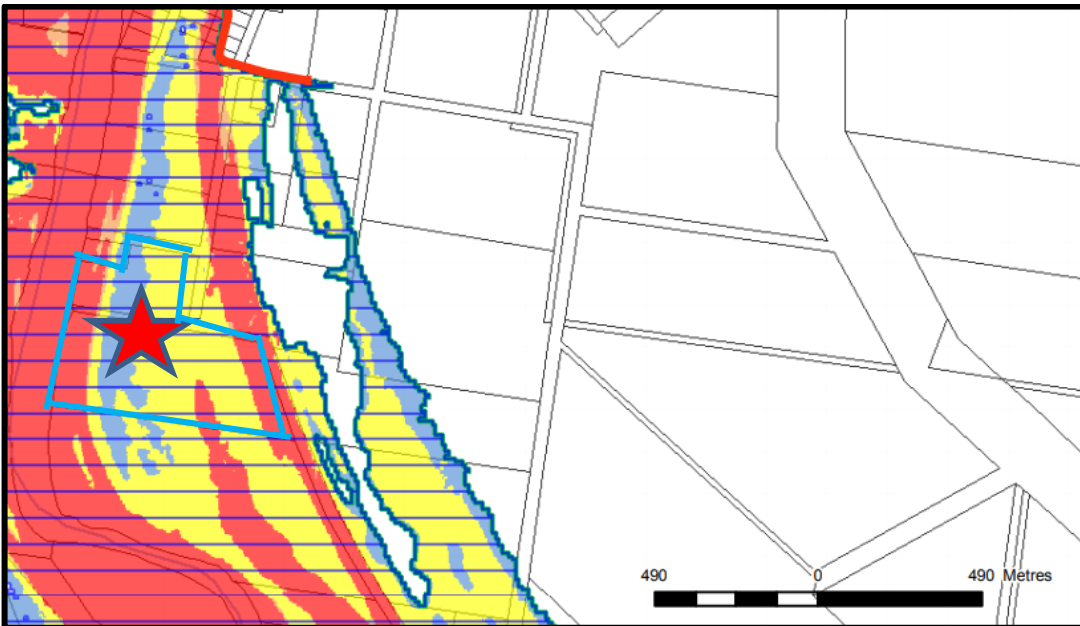
**Source: QLD Globe**



**Figure 2: Zoning Map: Rural Zone**

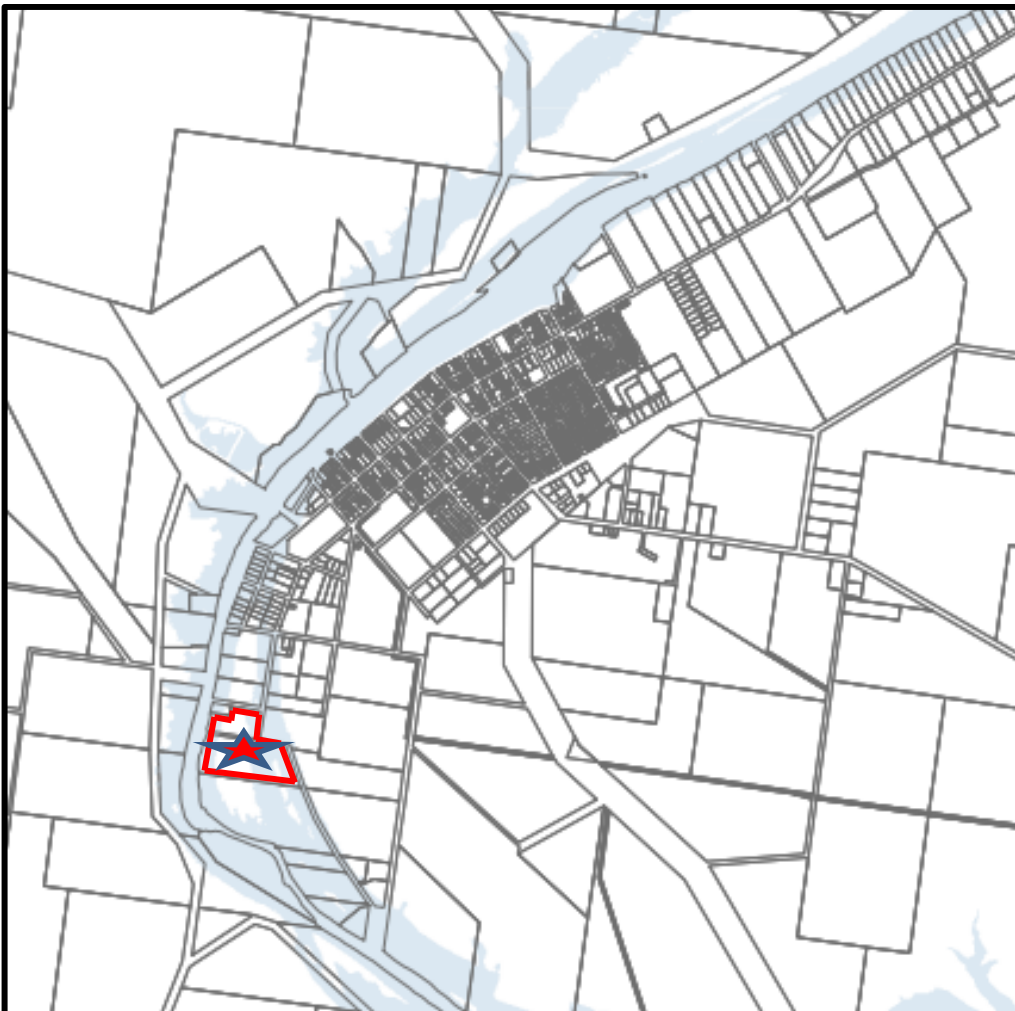
**Source: Balonne Shire Online Mapping**

Areas of the subject site are identified as susceptible to flooding on the Planning Scheme Map B3D - St George Flood Hazard Map and Planning Scheme Map St George Flood Hazard, 11.5m (gauge g043053) flood event. An assessment of the development proposal against the Flood Hazard Overlay Code is provided later in the report.



**Figure 3:** St George Flood Hazard MapB3d

**Source:** Balonne Planning Scheme 2019



**Figure 4:** St George 11.5m (gauge g043053) Flood Event

**Source:** Balonne Shire Planning Scheme 2019

## ASSESSMENT

The proposal constitutes a *Material change of use* as defined in the *Planning Act 2016* (being *the start of a new use of the premises*).

The proposed use is defined as a “Tourist Park” in the *Balonne Shire Planning Scheme 2019* (the Planning Scheme):

**Tourist Park:** *Means premises used to provide for accommodation in caravans, self-contained cabins, tents and similar structures for the public for short term holiday purposes.*

*The use may include, where ancillary, a manager’s residence and office, kiosk, amenity buildings, food and drink outlet, or the provision of recreation facilities for the use of occupants of the tourist park and their visitors, and accommodation for staff.*

*Examples include: Camping ground, caravan park, holiday cabins*

The proposed use requires a development permit to be issued by Council prior to the commencement of use.

A code assessable application is an assessment that must be carried out against the Assessment benchmarks prescribed by the *Planning Regulation 2017*, in this case being;

- the *Maranoa-Balonne Regional Plan* and *Darling Downs Regional Plan*;
- the *State Planning Policy*; and
- the *Balonne Shire Planning Scheme*.

### **Assessment Benchmarks**

#### Maranoa-Balonne Regional Plan

The Maranoa-Balonne Regional Plan is a statutory planning instrument intended to assist in managing change and shaping the prospects of rural communities in the Maranoa and Balonne regional council areas. The proposed development is consistent with the desired regional outcomes of the plan. By increasing and diversifying accommodation options in the largest urban centre of the region, the development will support local tourism and contribute to the local economy.

#### Darling Downs Regional Plan

The *Darling Downs Regional Plan* was adopted in October 2013 and covers the local government areas of Balonne, Goondiwindi, Maranoa, Southern Downs, Toowoomba and Western Downs.

The intent of the Darling Downs Regional Plan is to provide direction to resolve competing state interests relating to the agricultural and resources sectors, and to enable the growth potential of the region’s towns. It seeks to maximise opportunities for co-existence of resources and agricultural land uses.

The proposed development maintains the intent of the *Darling Downs Regional Plan* because it will promote and continue to support the regions agricultural industry without compromising the productive use of key mining resources.

### State Planning Policy

A development application must be considered against the State Planning Policies to the extent they have not been appropriately integrated within, or are inconsistent with, the Balonne Shire Planning Scheme. As the Balonne Shire Planning Scheme appropriately integrates all relevant aspects of the State Planning Policy, a separate assessment of the application against this planning instrument is not required.

### Balonne Shire Planning Scheme 2019

The relevant sections of the *Balonne Shire Planning Scheme 2019* are:

- Part 4 Local Government Infrastructure Plan
- Part 5 Tables of assessment
- Part 6 Zones
  - Part 6.2.5 Rural zone code
- Part 7 Development Codes
  - Part 7.3.1 General development code
  - Part 7.4.3 Flood hazard overlay code

#### Part 4 - Local Government Infrastructure Plan

The Balonne Shire Council does not have a Local Government Infrastructure Plan for infrastructure charging.

#### Part 5 - Tables of assessment

The Tables of Assessment identify the category of development, the category of assessment and the assessment benchmarks for assessable development in the planning scheme area. The Tables of Assessment identify the level of assessment for the proposed use in the proposed location as “Code Assessment.”

#### Part 6 - Zones

Zones organise the planning scheme area in a way that facilitates the location of preferred or acceptable land uses. The subject site is located in the Rural Zone.

#### Part 6.2.5 Rural Zone Code

The purpose of the rural zone code is to:

- (a) primarily accommodate grazing and value-adding rural uses (such as cropping) where they do not conflict with petroleum leases or facilities or stock routes.
- (b) ensure the productive capacity of agricultural and associated rural industries that rely on Important Agricultural Areas (IAA) land and identified as IAA as shown on [SPP mapping – Economic Growth, Agriculture](#) is maximised and maintained while protecting biodiversity values including MSES and also allowing for farm diversification and value adding industries to occur in the rural area.
- (c) maintain the character and amenity of the rural and natural environment.
- (d) encourage tourism development where it can value-add to the viability of rural enterprises, does not diminish biodiversity values including MSES and avoids impacts of flooding and bushfire.

- (e) *ensure that the stock route network is maintained and protected from inappropriate or incompatible development.*
- (f) *ensure development protects extractive resources development from reverse amenity impacts resulting from existing and proposed rural uses and, also protects new rural uses from impacts of existing or future extractive industries by maintaining separation distances or buffers.*
- (g) *ensure development does not obstruct the safe and efficient operation of pipelines.*
- (h) *enables the development and supply of renewable energy such as solar farms, geothermal energy, bioenergy, hydropower and wind at the regional, local and individual scale in appropriate locations.*

*The purpose of the code will be achieved through the following outcomes:*

- (a) *the zone primarily accommodates grazing and value-adding rural uses where they do not conflict with petroleum leases or facilities or stock routes.*
- (b) *new small-scale tourist developments are accommodated where they:*
  - i are associated with and do not threaten the viability of existing rural uses.*
  - ii assist with maintaining the viability of existing rural production enterprises.*
  - iii support and add to the quality of experiences on the Adventure Way and Great Inland Way.*
  - iv protect extractive resources of local and state significance and operating extractive industry from encroachment by incompatible uses.*
- (c) *new extractive industries are established only where they do not impact on the viability of existing agricultural, residential and tourist uses.*
- (d) *biodiversity values and ecological connectivity associated with MSES are protected and maintained.*
- (e) *development is serviced with infrastructure including formal road access, and is appropriate for the level of risk associated with any flood and bushfire hazard.*

The proposed development complies with the Purpose and Outcomes of the Rural Zone because;

- The area of land proposed for the tourist park (caravan park) represents a small percentage of the site (approximately 4,350m<sup>2</sup>) in comparison to the overall land area of 24.22ha and therefore will not threaten the viability of existing rural activities onsite.
- The proposed development will support onsite farm diversification and value-add to the viability the existing vineyard operations onsite.
- The proposed development will not adversely impact on the subject property which is identified as an Important Agricultural Area and is not located near a stock route network.
- Clearing of existing vegetation is not proposed and no permanent buildings or infrastructure will be constructed as part of the development. Therefore existing biodiversity values (MSES vegetation) and ecological connectivity, character and the amenity of the rural and natural environment will be maintained.
- The site has an existing formed gravel vehicle access which is considered appropriate to service the proposed use.
- The proposed development will support and add to the quality of experiences on the Adventure Way and Great Inland Way.
- Conditions of development approval can imposed to ensure adequate onsite water supply is provided for fire-fighting purposes.
- Flood impacts will be avoided as;



- No permanent infrastructure/buildings will be constructed onsite;
- Conditions of the development approval will require the operator to evacuate visitors at the site in accordance with the Local Disaster Management Group orders during a significant flood event;
- No tent camping will be permitted; and
- The busiest time for the caravan park will typically be outside of the wet season therefore posing minimal risk to visitors staying onsite.

The Code's relevant Performance Criteria are shown below, in order to more easily view structured and detailed consideration of relevant issues—

Performance outcomes	Response
<b>For assessable development</b>	
<b>PO1</b> Proposed uses established in the Rural zone do not conflict with existing rural land uses or the biodiversity (including MSES), scenic and community values of the area.	<p style="text-align: right;">✓</p> <p>The proposed use will be subordinate to the existing use and will not detract from the vineyard operations onsite.</p> <p>No clearing of existing vegetation is proposed, nor will any permanent infrastructure be constructed in the MSES, therefore the scenic and existing landscape values of the site will be maintained.</p>
<b>PO2</b> Uses established in the Rural zone do not conflict with: <ul style="list-style-type: none"> <li>(a) petroleum infrastructure that occurs on petroleum leases or under petroleum facility licences and pipeline licences.</li> <li>(b) the function of stock routes.</li> <li>(c) mining leases and claims.</li> </ul>	<p style="text-align: right;">✓</p> <p>The subject site does not contain any petroleum pipeline infrastructure or adjoin a stock route.</p> <p>Although the subject site is within a priority agricultural area, the proposed development is not for a resource activity and therefore does not conflict with the <i>Regional Planning Interests Act</i>.</p>
<b>PO3</b> Tourist uses that support the primary rural uses on the site are limited in scale and do not threaten the viability of traditional rural uses.	<p style="text-align: right;">✓</p> <p>The existing rural uses onsite will not be threatened by the development as;</p> <ul style="list-style-type: none"> <li>• The area of land proposed for the tourist park (caravan park) represents a small percentage of the site (approximately 4,350m<sup>2</sup>) in comparison to the overall land area being 24.22ha;</li> <li>• The site area designated for the Tourist park is currently underutilised in the vineyard operation; and</li> <li>• The number of tourist sites will be capped at fifteen per vehicles per night.</li> </ul> <p>The proposed development will support the existing rural activities onsite by encouraging more visitors to the vineyard/cellar door shop front and the wider Balonne region.</p>

<p><b>PO4</b> Extractive industry is adequately separated from sensitive land uses to minimise potential for nuisance or complaint.</p>	<p>Not applicable. The proposed development is not for an extractive industry.</p>
<p><b>PO5</b> Development is connected to an appropriate level of infrastructure services.</p>	<p style="text-align: center;">✓</p> <p>The proposed development will utilise the existing gravel access to the property from Whytes Road which is considered appropriate for the proposed use.</p> <p>The subject site does not have access to reticulated water and sewerage supply networks.</p> <p>The proposed development does not make provisions for access/connections to onsite water supply systems or wastewater disposal systems and electricity. The proposed development is being marketed to fully self-contained RV accommodation which have amenities contained within the vehicles.</p> <p>If the application is to be approved by Council, conditions of the development approval will impose;</p> <ul style="list-style-type: none"> <li>• A requirement for providing adequate onsite water supply water for fire-fighting purposes;</li> <li>• No discharge of blackwater onsite; and</li> <li>• Grey water (from sinks and showers) to be contained within the property boundaries and not discharged to the adjacent river.</li> </ul>
<p><b>PO6</b> Development is located to protect sensitive land uses from the impacts of previous activities that may cause risk to people or property including land containing former mining activities and hazards e.g. disused underground mines, tunnels and shafts. <b>Note:</b> A geotechnical assessment report prepared by a suitably qualified and experienced person will assist in demonstrating the achievement of the performance outcome where a possible risk from former mining activities is identified through local knowledge, a pre-development ground inspection, Schedule 4 – Online Mapping Resources – Mines Online Maps, or other sources.</p>	<p>Not applicable. The subject site is not known to have disused underground mines, tunnels and shafts that could pose risks to visitors staying on the site.</p>
<p><b>PO7</b> Renewable energy facilities are located and designed to avoid adverse impacts on sensitive uses including impacts on privacy, safety, noise, odour and fumes by lighting and traffic generation.</p>	<p>Not applicable. The proposed development is not for a renewable energy facility.</p>

### Part 7 – Development codes

Development codes are codes for assessment where identified as an applicable code in Part 5 – Tables of Assessment. The following use code is applicable for the proposed development:

#### Part 7.3.1 General development code

This code applies to assessing a material change of use for all development if identified in the Tables of Assessment.

The purpose of the General development code is to ensure that development in the Shire is located, designed and managed in a safe and efficient manner.

*The purpose of the code will be achieved through the following overall outcomes:*

- (a) Development is located to protect and enhance matters of national, state and local environmental significance, landscape values and ecological connectivity.*
- (b) Development has a safe and efficient site layout.*
- (c) Development does not detract from the Shire's unique building design, is complementary to the scale of neighbouring uses, and contributes to the character of the street and the locality.*
- (d) Development on local heritage places:*
  - i. does not result in the demolition or removal of a local heritage place, unless there is no practical reason and feasible alternative.*
  - ii. conserves the physical features, fabric and contents that contribute to the cultural heritage significance of the local heritage place.*
  - iii. safeguards archaeology and archaeological potential, and ensures they are appropriately investigated and artefacts appropriately managed.*
- (e) An appropriate level of servicing and infrastructure is provided to new development and is connected to BSC's infrastructure where available.*
- (f) The site layout protects adjoining amenity, allows access around the building, allows sufficient areas for parking and manoeuvring on the site and safe and efficient access and egress.*
- (g) Assets of the BSC are protected.*
- (h) Any planned earthworks ensure that existing drainage regimes are maintained.*
- (i) Development does not conflict with the ongoing efficient and safe use of the stock route network by travelling stock.*
- (j) Development does not inhibit the safe and efficient operation of pipelines.*

The proposed development complies with the Purpose and Outcomes of the General Development Code because;

- The proposed development will not impact on matters of national, state and local environmental significance, landscape values and ecological connectivity.
- The proposed development site is not located in the near vicinity of a local heritage place.
- The proposed development will not detract from the shire's unique building design and does not involve any permanent buildings or works that would adversely impact on the existing character and streetscape of the immediate area.
- The development site is located outside of Council's reticulated service areas and only self-contained accommodation vehicles will be accepted at the site and as a result the use will not require connections to reticulated services.
- The development site provides suitable access to a formed road that will be maintained to service the proposed use.

- The proposed development will be contained within a designated area of the overall site which will allow sufficient room for vehicle access and parking. The subject site is a large rural holding which will facilitate manoeuvring on the site and safe and efficient access and egress.
- The proposed development will have no impacts on the shire stock route network and will be limited in capacity therefore not causing any significant increase in the use of Council's local road network (Whytes Road).
- The proposed development has been designed and sited to create a safe and efficient site layout.

The Code's relevant Performance Criteria are shown below, in order to more easily view structured and detailed consideration of relevant issues—

Performance outcomes	Acceptable outcomes
<b>Site Layout</b>	
<b>PO1</b> The size and bulk of new buildings associated with development maintains and enhances the intended local character of the zone by avoiding over-development of the site, and allowing for development at a consistent scale, siting and intensity to nearby development.	✓ The area of land proposed for the tourist park (caravan park) represents a small percentage of the site approximately 4,350m <sup>2</sup> , equating to less than 2% site coverage.  The proposed development does not involve construction of permanent buildings or infrastructure and the number of tourist vehicles permitted at the site at any one time will be capped at fifteen vehicles per night. The proposed development will not result in over-development of the site and will maintain the intended character of the zone and not interfere with existing operations onsite.
<b>PO2</b> Landscaping is provided to enhance the visual appeal of the development and soften the appearance of the built form. The majority of landscaping is to be undertaken on the principal street frontage of the development.	✓ The existing landscaping will be retained which will enhance the visual appeal of the proposed development for visitors to enjoy the natural surroundings while staying at the site.
<b>Building Design</b>	
<b>PO3</b> New development maintains the low-rise scale and character of the Shire.	Not applicable. The proposed development does not propose any buildings.
<b>PO4</b> New buildings or structures present a traditional façade to the street.	Not applicable. The proposed development does not propose any buildings.
<b>PO5</b> Development is generally in accordance with existing setbacks within the locality.	Not applicable. The proposed development does not propose any buildings.
<b>Dual Occupancies and Multiple Dwellings</b>	
<b>PO6</b> The design, appearance and form of development for Dual Occupancy or a Multiple Dwelling reflects a high standard and permanent form of accommodation that	Not applicable. The proposed development is not for dual occupancies and multiple dwellings

<p>complements the character of existing residential development in the Shire.</p> <p>Editor's note— Dwellings having the appearance of relocatable dwellings or other temporary structures are discouraged and unlikely to meet this performance outcome. However, this provision is not intended to preclude creative or adaptive building design outcomes where exhibiting strong architectural merit and visual appeal.</p>	
<p><b>PO7</b></p> <p>Building scale, form and site layout is consistent with existing prevalent residential architectural features and site layouts (e.g. location of building at the front of the lot, parking at the side or rear of dwellings, one larger building rather than multiple small buildings).</p> <p>Editor's note— Dwellings having the appearance of relocatable dwellings or other temporary structures are generally discouraged and unlikely to meet the performance outcome. However, this provision is not intended to preclude creative or adaptive building design outcomes where exhibiting strong architectural merit and visual appeal.</p>	
<p><b>PO8</b></p> <p>Landscaping is provided for site presentation privacy and shade.</p>	
<b>Ancillary Uses</b>	
<p><b>PO9</b></p> <p>Other than where located in the Rural zone, buildings and structures for ancillary uses and activities such as sheds are subordinate in use and size to the primary use of the premises.</p>	<p>Not applicable. No buildings are proposed as part of the development.</p>
<b>Access, manoeuvring and parking</b>	
<p><b>PO10</b></p> <p>The proposed development accommodates sufficient car parking on site.</p>	<p style="text-align: center;">✓</p> <p>The proposed use will be contained within a designated are of the site approximately 4,350m<sup>2</sup> in size, which will allow sufficient room for vehicle parking.</p>
<p><b>PO11</b></p> <p>The proposed driveway is clear of all impediments.</p>	<p style="text-align: center;">✓</p> <p>The proposed development will utilise the existing gravel access to the property from Whytes Road which is considered appropriate for the proposed use.</p> <p>The proposed development will not create a significant increase in traffic numbers on the Whytes Road as the number of tourist sites will be capped at 15 vehicles per night and the use is seasonal and therefore is not expected to operate at full capacity year-round.</p>
<p><b>PO12</b></p> <p>The location of driveways does not create a danger to the safety and efficiency of existing intersections.</p>	
<p><b>PO13</b></p> <p>Access to, from and within the site:</p> <ul style="list-style-type: none"><li>• is adequate for the type and volume of traffic generated by the use.</li><li>• does not adversely impact on the traffic network external to the site.</li><li>• caters for safe pedestrian access.</li></ul>	

<ul style="list-style-type: none"> <li>provides for disabled access.</li> </ul>	
<b>Infrastructure and Services</b>	
<b>PO14</b> The development is supplied with an appropriate level of infrastructure to support the intended use.	✓ The proposed development does not propose any telecommunications and electricity supplies to be accessed by the visitors staying at the site as the RV's are fully self-contained which generally will be powered by small generator or solar.
<b>PO15</b> All development has an adequate supply of potable water and can provide for appropriate treatment and disposal of effluent and other wastewater. Note: If the development is not connected to a reticulated water supply network, there is no guarantee of reliability or availability of water from watercourses, overland flow or underground water for new non-stock and domestic development across the Balonne Shire. This is because access to water is subject to the limitations and appropriate authorisation under the Water Act 2000.	✓ The proposed development does not make provisions for access/connections to onsite water supply as the proposed development is being marketed to fully self-contained RV accommodation which have water tanks contained within the vehicles for amenities.  If the application is to be approved by Council, conditions of the development approval will require the development to provide adequate onsite water supply water for fire-fighting purposes.
<b>PO16</b> Stormwater is collected and discharged to ensure no impacts on adjoining landowners, BSC or State infrastructure while also ensuring environmental values of waters in the Shire are maintained.	✓ As result of the proposed development, it is unlikely there will be any increase in stormwater runoff as there is no increase in impervious areas proposed. Due to the nature of the development involving only temporary accommodation vehicles, it will not be operational during periods of significant rain or major wet weather events.
<b>PO17</b> Wastewater discharge to a waterway is avoided or managed in a way that maintains ecological processes, riparian vegetation, waterway integrity, and downstream ecosystem health.	✓ Wastewater from the development is expected to be minimal being only from the RV showers and sinks which can be discharged onto the ground. As result of the discharge of this wastewater it is unlikely to have an impact onto the eco system.  If the application is to be approved by Council, conditions of the development approval will impose requirements for; <ul style="list-style-type: none"> <li>No discharge of blackwater onsite; and</li> <li>Grey water (from sinks and showers) discharge to be contained within the property boundaries and not discharged/directed into any waterways.</li> </ul>
<b>BSC assets</b>	
<b>PO18</b> Structures and buildings do not adversely impact on BSC infrastructure.	Not applicable. No structures or buildings, invert crossing(s) or new driveways are proposed as part of the development.
<b>Development location in a Bushfire Hazard Area</b>	



<b>PO19</b> A vulnerable use is not established or materially intensified where there are unacceptable risks to people or property from a Bushfire Hazard.	Not applicable. The proposed development is not for a vulnerable use.
<b>PO20</b> Emergency services and uses providing community support services are able to function effectively during and immediately after a bushfire hazard event.	Not applicable. The proposed development does not involve emergency services and uses providing community support services.
<b>PO21</b> Development involving hazardous materials manufactured or stored in bulk is not located in bushfire prone area.	Not applicable. The proposed development does not involve hazardous materials.
<b>PO22</b> Development in a bushfire prone area as identified on <a href="#">SPP mapping – Safety and Resilience to Hazards, Bushfire prone area</a> makes adequate provision of water supply for fire-fighting requirements.	✓ The subject site is located within the Potential Impact Buffer and contains small scattered areas of Medium to High Potential Bushfire Intensity under the State Planning Policy. However, the site has direct access to local road network and conditions of the development approval will require adequate onsite water supply for fire-fighting requirements. The development proposes to cater for self-contained RVs only and does not include any permanent buildings. This type of vehicle should allow for visitors to relocate from the site quickly and easily if required.
<b>Development located in a Flood Hazard Area – Reconfiguring a Lot</b>	
<b>PO23</b> Development located within areas containing a flood hazard (as identified in <a href="#">Schedule 4 – Flood hazard overlay map</a> ) responds to flooding potential and maintains personal safety at all times, with regard to siting and layout.	Not applicable. The proposed development is not for a reconfiguring a lot.
<b>PO24</b> Development involving essential community infrastructure remains functional to meet community needs during and after flood events.	Not applicable. The proposed development does not involve essential community infrastructure.
<b>Stock Route Network</b>	
<b>PO25</b> Development on or lots fronting the stock route network <a href="#">SPP mapping – Economic Growth, Agriculture, Stock Route Network</a> does not compromise the connectivity and integrity of the network and protects ongoing, efficient and safe use by travelling stock by:	Not applicable. The subject site does not adjoin a stock route network.

<ul style="list-style-type: none"> <li>• maintaining the extent of the stock route network.</li> <li>• maintaining access to watering facilities and other stock route infrastructure.</li> <li>• providing safe passage of stock traversing the stock route.</li> <li>• allowing practical solutions for stock to move across transport and other linear infrastructure safely.</li> </ul>	
<b>PO26</b> Development does not result in encroachment by incompatible land uses (especially residential, sensitive commercial or community uses) along the stock route network. Non-rural uses are setback and buffered from the stock route network to mitigate impacts.	
<b>PO27</b> Development does not result in a loss of the primary use for moving stock and other uses associated with the stock route network including recreational, environmental and heritage values.	
<b>Petroleum pipeline</b>	
<b>PO28</b> The integrity and function of high-pressure pipelines carrying petroleum and gas is maintained.	Not applicable. The subject site does not contain any petroleum pipelines.
<b>Electricity infrastructure</b>	
<b>PO29</b> Development is separated from major electricity infrastructure or substations and incorporates buffers to maintain public health and safety, residential amenity and allow access to infrastructure for maintenance.	Not applicable. The subject site is not located near major electricity infrastructure or a substation.
<b>Local heritage places</b>	
<b>PO30</b> Development contributes to the retention of a local heritage place, facilitates their adaptive reuse, but does not result in a change that is incompatible with conserving the cultural heritage significance of the place.	Not applicable. The subject site is not located near a local heritage place or cultural heritage significance place.
<b>Biodiversity</b>	
<b>PO31</b> Development:	Not applicable. No buildings or structures are proposed to be constructed as part of the development.

<p>(a) is located to avoid significant adverse impacts on matters of state environmental significance</p> <p>(b) facilitates the protection and enhancement of matters of state environmental significance</p> <p>(c) protects and enhances ecological connectivity.</p>	
<b>Aviation facilities</b>	
<p><b>PO32</b> Development does not interfere with the function of air service facilities <a href="#">SPP mapping – Infrastructure – Strategic Airport and Aviation Facilities</a>.</p>	Not applicable. The subject site is not located with near the St George airport nor will the proposed development interfere with the function of the air services facilities.
<b>Home based business</b>	
<p><b>PO33</b> The development comprises only a minor portion of an existing residential premise.</p>	Not applicable. The proposed development is not for a home-based business.
<p><b>PO34</b> The use does not generate greater traffic loads than reasonably associated with residential premises.</p>	
<p><b>PO35</b> The use is operated in such a way as to not disrupt the residential amenity of the area.</p>	
<b>Abandoned mines</b>	
<p><b>PO36</b> Development is located to protect sensitive land uses from the impacts of previous activities that may cause risk to people or property including land containing former mining activities and hazards e.g. disused underground mines, tunnels and shafts.</p> <p>Note: A geotechnical assessment report prepared by a suitably qualified and experienced person will assist in demonstrating the achievement of the performance outcome where a possible risk from former mining activities is identified through location knowledge, a pre-development ground inspection, Schedule 4 – Online Mapping Resources – Mines Online Maps, or other sources.</p>	Not applicable. The subject site is not known to have disused underground mines, tunnels and shafts that could pose risks to visitors staying on the site.

#### 7.4.3 Flood hazard overlay code

*The purpose of the Flood hazard overlay code is to:*

- (a) *Provide for the assessment of the suitability of development in the Flood hazard overlay area to ensure that risk to life, property, community, economic activity and the environment during flood events is minimised.*
- (b) *Ensure that development does not increase the potential for flood damage on-site or to other property.*

The purpose of the code will be achieved through the following overall outcomes:

- (a) The development siting, layout, and access responds to the risk of the flood hazard and minimises risk to personal safety.
- (b) The development is resilient to flood events by ensuring siting and design accounts for the potential risks of flood hazards to property.
- (c) The development supports, and does not unduly burden, disaster management response or recovery capacity and capabilities.
- (d) The development directly, indirectly and cumulatively avoids an unacceptable increase in severity of the flood hazard and does not significantly increase the potential for damage on the site or to other properties.
- (e) The development avoids the release of hazardous materials as a result of a flood event.
- (f) Natural processes and the protective function of landforms and/or vegetation are maintained in natural hazard areas.

The proposed development complies with the Purpose and Outcomes of the Flood Hazard Overlay Code because:

- The proposed development does not involve any alterations to the existing built form or landscape that would affect the characteristics of floodwaters on or surrounding the site.
- The proposed development will not result in any permanent occupants residing at the site. Visitor stays will be strictly limited to fully self-contained accommodation vehicles, which will be permitted to stay a maximum of three consecutive days/nights.
- Due to the nature of the accommodation being strictly functional motor homes used for only short term stays, visitors should be able to relocate from the site with short notice via the existing site access to the local road network, which is considered suitable for the proposed use.
- The proposed use is not of a nature to cause the release of hazardous materials during a flood event or otherwise.
- Evacuation measures can be implemented through the operation of the development to avoid undue burden being placed on disaster management response and recovery capacity and capabilities.
- Conditions of approval can impose obligations on the development operator to maintain an awareness of local disaster management plans and practices and make visitors aware of the potential for an evacuation and to implement these practices, if necessary, during a flood event.

The Code's relevant Performance Criteria are shown below, in order to more easily view structured and detailed consideration of relevant issues—

Performance outcomes:	Response:
<b>Built Form</b>	
<b>PO1</b> Development is resilient to flood events by ensuring design and built form to account for the potential risks of flooding.	<div style="text-align: center;">✓</div> Buildings or structures (including new fencing) are not proposed to be constructed as part of the proposed development.  If the application is to be approved by Council, conditions of the development approval will require the operator to

	evacuate visitors at the site in accordance with the Local Disaster Management Group orders during a significant flood event.
<b>Development siting and layout</b>	
<b>P02</b> Development siting and layout, responds to flooding potential and maintains personal safety at all times.	<p style="text-align: right;">✓</p> The proposed development does not involve the creation of any new lots or construction of permanent buildings or structures.  If the application is to be approved by Council, conditions of the development approval will require signage to be erected advising of evacuation routes from the site.
<b>Effects on flood behaviour</b>	
<b>P03</b> 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 <sup>7</sup> .	<p style="text-align: right;">✓</p> As result of the development there will be no change to flood characteristics onsite including; <ul style="list-style-type: none"> <li>• Changes to flows paths, velocities or depths;</li> <li>• Increase in flood storage; and</li> <li>• Block or divert flood water in any manner that increases levels or velocities.</li> </ul> The proposed development does not propose any clearing of existing vegetation, alterations to the adjacent watercourse or operational works involving filling and excavation.  Visitors will be provided with sufficient warning in order to vacate the premises ahead of any major flooding event on the property  If the application is to be approved by Council, conditions of the development approval will require the operator to evacuate visitors at the site in accordance with the Local Disaster Management Group orders during a significant flood event.
<b>Hazardous materials</b>	
<b>P04</b> Development avoids the release of hazardous materials or contaminants into floodwaters.	<p style="text-align: right;">✓</p> The proposed development is unlikely to release hazardous materials or contaminants into floodwaters as the use will introduce only operational vehicles that can be removed from the site during any significant flood event.
<b>Disaster management responses</b>	

<p><b>P05</b> The development supports, and does not unduly burden, disaster management response or recovery capacity and capabilities.</p>	<p style="text-align: right;">✓</p> <p>The use of the tourist park will strictly be limited to functional, fully self-contained motor homes that are used for short term, temporary stays (max. 3 consecutive nights). The number of visitors permitted to stay at the site at any one time will be limited to 15 RVs. The restriction on the type and number of accommodation vehicles and provision of a suitable vehicle access route to the local road network will enable visitors to vacate the site promptly if required.</p> <p>As the development is ancillary to the existing vineyard on the site, peak operational periods of the tourist park are expected to coincide with peak periods of the vineyard operations, which typically occur outside the wet season, and thus there is a reduced risk of the proposed use being subject to a significant flood event.</p> <p>Despite this, if approved, conditions of approval can be imposed to ensure the development operator adheres to and implements a flood evacuation plan to avoid risks to visitors and additional and unnecessary pressures being placed on emergency services.</p> <p>The development does not involve any alterations to the existing built form or landscape and therefore is not expected to. affect existing floodwater characteristics or shorten flood warning times.</p>
<p><b>Community infrastructure</b></p>	
<p><b>P06</b> Development involving community infrastructure (defined as Sensitive Land Uses and Community Oriented Uses under this planning scheme):</p> <ul style="list-style-type: none"> <li>(a) remains functional to serve community need during and immediately after a flood event.</li> <li>(b) is designed, sited and operated to avoid adverse impacts on the community or environment due to the impacts of flooding on infrastructure, facilities or access and egress routes.</li> <li>(c) retains essential site access during a flood event.</li> <li>(d) and is able to remain functional even when infrastructure or services may be compromised in a flood event.</li> </ul>	<p style="text-align: right;">✓</p> <p>The proposed development is not a sensitive land use or a community orientated use. The proposal does not involve the construction of any permanent buildings or structures.</p>

## Link to Corporate Plan

Key Foundation Area	Key Program Area
<u>Infrastructure and Planning</u>	Sustainable planning and development

## Consultation (internal/external)

Matthew Magin, CEO, BSC

Digby Whyte, Director Environment and Regulatory Services, BSC

Di Francisco, Environmental Health Officer, BSC

## Legal Implications

The *Planning Act 2016* and Council's planning scheme apply.

## Risk Implications

Community Service - Inability to achieve Council's vision and mission to deliver community services and meet current and future needs.

## Policy Implications

Council's planning policies apply.

## Financial and Resource Implications

Nil. Recommended conditions of approval must be completed at no cost to Council.

## Options or Alternatives

As the application is code assessable any option by Council to delay the decision would require permission of the applicant. A decision to reverse the planner's recommendation to approve the application would require Councillors to express their reasons under Section 273 of the Local Government Regulations.

## Attachments

1. Council Report - Blacket Site Plan.pdf [↓](#)

## Recommendation/s

That:

1. Council receives this report.
2. Council approves the development application Material Change of Use – "Tourist Park" (Caravan Park – Fifteen (15) Self-contained RV Accommodation Sites) MCU 176 - Development Application for Material Change of Use - "Tourist Park", properly described as Lot 20 on RP806119 and Lot 1 on BEL531, subject to the conditions listed below.

## DEVELOPMENT PERMIT CONDITIONS

### Preamble

---



- (i) The relevant planning scheme for this development is *Balonne Shire Planning Scheme 2019*. All references to the 'Planning Scheme' and 'Planning Scheme Schedules' within these conditions refer to the above Planning Scheme.
- (ii) Under the Balonne Shire Planning Scheme a "Tourist Park" means *premises used to provide for accommodation in caravans, self-contained cabins, tents and similar structures for the public for short term holiday purposes. The use may include, where ancillary, a manager's residence and office, kiosk, amenity buildings, food and drink outlet, or the provision of recreation facilities for the use of occupants of the tourist park and their visitors, and accommodation for staff.*

*Examples include: Camping ground, caravan park, holiday cabins*

- (i) The *Environmental Protection Act 1994* states that a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. Environmental harm includes environmental nuisance. In this regard, persons and entities involved in the operation of the approved development are to adhere to their 'general environmental duty' to minimise the risk of causing environmental harm to adjoining premises.
- (ii) All Aboriginal Cultural Heritage in Queensland is protected under the *Aboriginal Cultural Heritage Act 2003* and penalty provisions apply for any unauthorised harm. Under the legislation a person carrying out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage. This applies whether or not such places are recorded in an official register and whether or not they are located in, on or under private land. The developer is responsible for implementing reasonable and practical measures to ensure the Cultural Heritage Duty of Care Guidelines are met and for obtaining any clearances required from the responsible entity.
- (iii) It is the responsibility of the developer to obtain all necessary permits and submit all necessary plans and policies to the relevant authorities for the approved use.
- (iv) The land use rating category for the site may change upon commencement of any approved use on the site. Council's current Revenue Statement, which includes the minimum general rate levy for the approved use/s is available on the Council website: [www.balonne.qld.gov.au](http://www.balonne.qld.gov.au)
- (v) An operational works application will be required to be submitted to and approved by Council for:
  - (i) Operational works that is excavation and/or filling where there would be a change 1m or more in the level of any part of the land or where any drainage path is affected; or
  - (ii) Operational works for urban purposes that involve disturbing more than 2,500m<sup>2</sup> of land.
- (vi) In completing an assessment of the proposed development, Council has relied on the information submitted in support of the development application as true and correct. Any change to the approved plans and documents may require a new or changed development approval. It is recommended to contact Council for advice in the event of any potential change in circumstances.

## Use

1. The approved development is a Material Change of Use - "Tourist Park" (Caravan Park - Fifteen (15) Self-contained RV Accommodation Sites) as defined in the Planning Scheme and as shown on the approved plan.

2. Tent camping or Recreation Vehicles (i.e caravans, motorhomes/vans etc) that are not fully self-contained are not permitted to stay at the Tourist Park (Caravan Park).
3. The Tourist Park must not be occupied by more than fifteen (15) vehicles per night at any one time or for a period exceeding three (3) consecutive days.
4. The area designated as 'Caravan Park Area' is to be generally located in accordance with the approved drawing No: 001 – Site Plan, dated 09/03/2020, and must be established entirely within the property boundaries.
5. The 'Caravan Park Area' is to be clearly delineated on the site via the use of signage and/or other demarcation (i.e fenced/roped off/stones etc)
6. The approved development is to be carried out generally in accordance with the following approved plans/documents and subject to approval conditions. Where there is any conflict between the approval conditions and the details shown on the approved plans, the approval conditions prevail.

Plan/Document Number:	Plan/Document Name:	Date:
001	Site Plan	09/03/2020

7. During the course of establishing the approved use, the developer shall ensure that all works are carried out by appropriately qualified persons and the developer and the persons carrying out and supervising the work shall be responsible for all aspects of the works, including public and worker safety, and shall ensure adequate barricades, signage and other warning devices are in place at all times.

### **Compliance inspection**

8. All conditions relating to the establishment of the approved development must be fulfilled prior to the approved use commencing, unless otherwise noted in these conditions.
9. Prior to the commencement of the use, the applicant shall contact Council to arrange a development compliance inspection.

### **Applicable Standards**

10. All works must comply with:
  - (i) the development approval conditions;
  - (ii) any relevant provisions in the Planning Scheme
  - (iii) any relevant Australian and Austroads Standards, and the National Construction Code that applies to that type of work; and
  - (iv) any alternative specifications that Council has agreed to in writing and which the developer must ensure do not conflict with any requirements imposed by any applicable laws and standards.

### **Development works**

11. The developer shall ensure that all approved works are carried out by appropriately qualified persons and the developer and the persons carrying out and supervising the work shall be responsible for all aspects of the works, including public and worker safety, and shall ensure adequate barricades, signage and other warning devices are in place at all times.

12. The developer is responsible for locating and protecting any Council and public utility services, infrastructure and assets that may be impacted on during the establishment of the development. Any damage to existing infrastructure (road pavement, existing underground assets, etc.) that is attributable to the progress of works on the site or vehicles associated with the development of the site shall be immediately rectified in accordance with the asset owners' requirements and specifications and to the satisfaction of the asset owners' representative(s).

### **Waste Management**

13. Any waste generated from the establishment of the development must be effectively controlled on-site before disposal. All waste must be disposed of in accordance with the *Environmental Protection (Waste Management) Regulation 2000*.
14. All waste generated on-site must be managed in accordance with the waste management hierarchy as detailed in the *Waste Reduction & Recycling Act 2011*.

### **Stormwater Drainage**

15. Post-development stormwater runoff flows from the development site are not to exceed predevelopment stormwater runoff flows to adjoining properties or roads.
16. No nuisance ponding of stormwater is to be created within the vicinity of the approved development or to adjacent properties or roads.
19. Appropriate pollution control devices and/or methods shall be implemented to ensure that no contamination or silting of creeks or other waterways result from the stormwater generated from the approved development facility.

### **Earthworks and Construction**

17. During construction, erosion controls and silt collection measures are to be put in place to protect environmental values and mitigate potential impacts to adjoining properties and roadway/s.

### **Avoiding Nuisance**

18. No nuisance is to be caused to adjoining properties and occupiers by the way of noise smoke, dust, rubbish, contaminant, stormwater discharge or siltation at any time during or after the establishment of the approved development.
19. All lighting shall be directed or shielded so as to ensure that no glare directly affects nearby properties.
20. The area and its surrounds shall be kept in an orderly fashion, free of rubbish and clear of weeds and long grasses. The approved development and the premises are to be maintained in a clean and tidy condition and not to pose any health and safety risks to the community.
21. 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*.

22. Air emissions from the development shall not cause environmental harm or nuisance to adjoining properties or "Sensitive Land Uses" in accordance with the *Environmental Protection (Air) Policy 2008*.

### **Provision of services**

23. The proposed development must be provided with access to a reliable water supply for firefighting purposes prior to the commencement of, and for the duration of the approved use.

### **Waste Water**

24. Black water (i.e. toilet water) must not be discharged.
25. Grey water (i.e. shower and sink waste water) discharge must be contained entirely within the property boundaries and must not be discharged or directed into the adjacent watercourse (Balonne River).
26. Grey water must not cause unreasonable odours and any ponding or run-off must not cause a danger or health risk to any persons onsite or the environment.

### **Access**

27. The developer shall be responsible for construction and maintenance of vehicle crossovers from the road carriageway (Whytes Road) to the property boundary and for obtaining any approvals that may be required, and for complying with the applicable designs and standards. Should any damage be caused at the approved access location, it is the landowner's responsibility to ensure this is reinstated. Any repair works are to be undertaken in consultation with Council and at the landowner's expense.
28. An all-weather internal access road must be provided between the existing road network (Whytes Road) and the designated Caravan Park area.
29. An all-weather internal access road must be provided and maintained between the existing road network (Whytes Road) and the designated Caravan Park area to provide access and egress for all RVs.
30. Designated RV parking areas are to be all-weather gravel.

### **Emergency Events**

31. When the Balonne Local Disaster Management Group moves to 'Lean Forward Stage' for an event relevant to the site, a written notice from the operator of the Tourist Park must be given to all caravan park visitors advising of the pending event.
32. When the Balonne Local Disaster Management Group moves to 'Stand Up Stage' all caravan park visitors must be evacuated from the property. The operator of the Tourist Park remains responsible for ensuring this action occurs.
33. A Flood Evacuation Management Plan is to be prepared prior to the commencement of the use, having regard to the site characteristics and management procedures in the event of a flood. The operator of the Tourist Park is responsible for ensuring all visitors to the site are aware of the Flood Evacuation Management Plan, its content, and the procedures that need to be followed in a major flood event.
34. A Bushfire Management Plan is to be prepared prior to the commencement of the use, having regard to the site characteristics and management procedures in the event of a bushfire. The operator of the

Tourist Park is responsible for ensuring all visitors to the site are aware of the Bushfire Management Plan, its content, and the procedures that need to be followed in a bushfire event.

35. Signage is to be provided onsite to inform all visitors of the evacuation route to exit the site in the event of an emergency.

#### **No Cost to Council**

36. The developer is responsible for meeting all costs associated with the approved development unless there is specific agreement by other parties, including the Council, to meeting those costs. This includes the costs of any services and infrastructure required in connection with the establishment of the development.

#### **Latest versions**

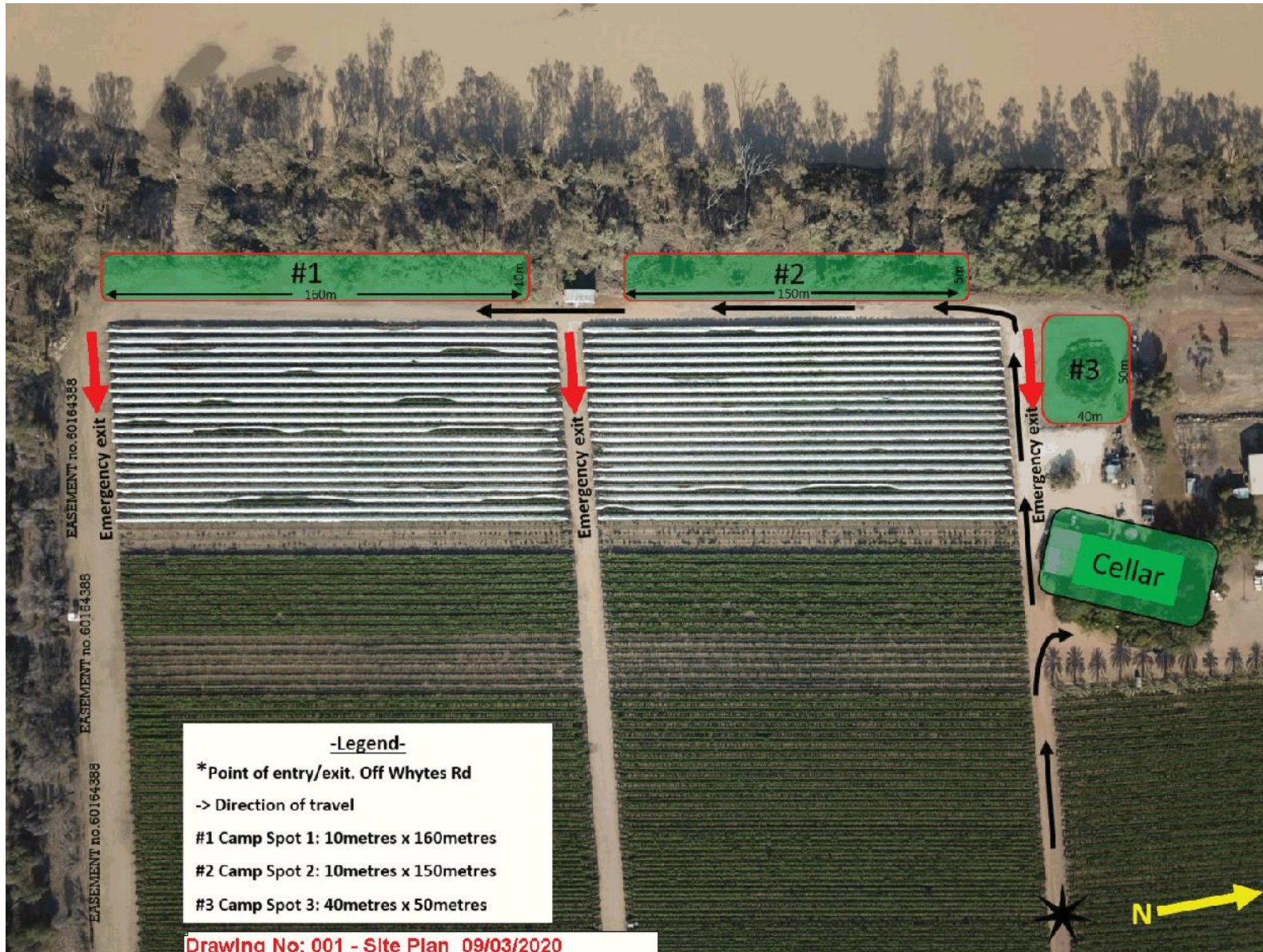
37. Where another condition refers to a specific published standard, manual or guideline, including specifications, drawings, provisions and criteria within those documents, that condition shall be deemed as referring to the latest versions of those publications that are publicly available at the commencement of the development works, unless a regulation or law requires otherwise.

#### **Application Documentation**

38. It is the developer's responsibility to ensure that all entities associated with this Development Approval have a legible copy of the Decision Notice, Approved Plans and Approved Documents bearing 'Council Approval'.

Digby Whyte

**Director Environment & Regulatory Services**



**CONFIDENTIAL ITEMS - NIL**



# INFORMATION REPORTS

## (IOCEO) OFFICE OF THE CEO

ITEM	TITLE	SUB HEADING	PAGE
IOCEO1	<b><u>MONTHLY REPORT - COMMUNITIES</u></b>	The Community & Libraries Report for the month of February 2020 is presented for Council's information	158
IOCEO2	<b><u>ECONOMIC DEVELOPMENT UPDATE FEBRUARY 2020</u></b>		178
IOCEO3	<b><u>TOURISM SERVICES MONTHLY REPORT</u></b>	Balonne Shire Tourism Report for February 2020 as supplied by the Manager Tourism.	184

## OFFICER REPORT

**TO:** Council

**SUBJECT:** Monthly Report - Communities

**DATE:** 10.03.20

**AGENDA REF:** IOCEO1

**AUTHOR:** Dani Kinnear - Community Development Officer

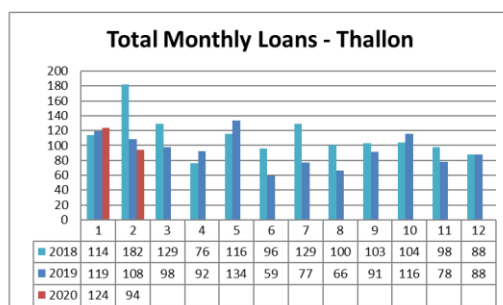
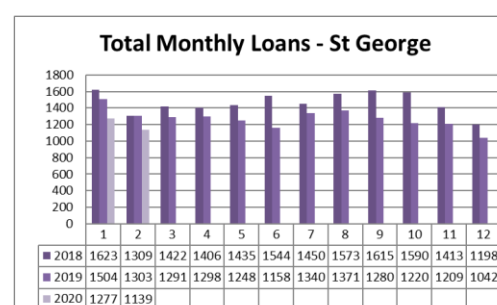
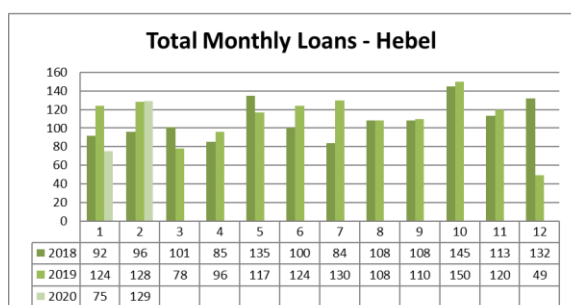
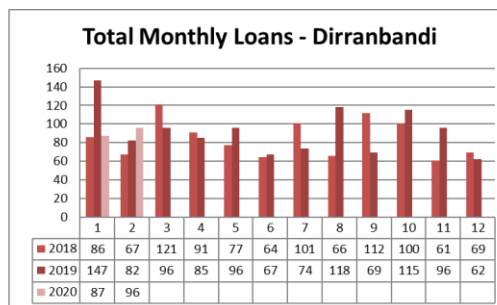
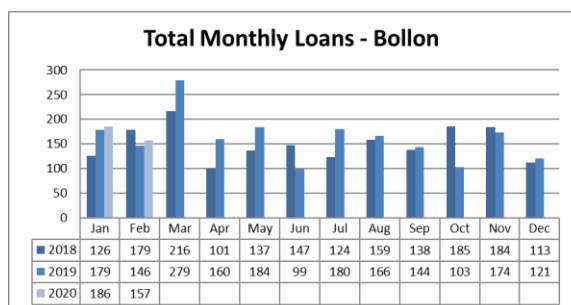
### Sub-Heading

The Community & Libraries Report for the month of February 2020 is presented for Council's information

### Community and Libraries

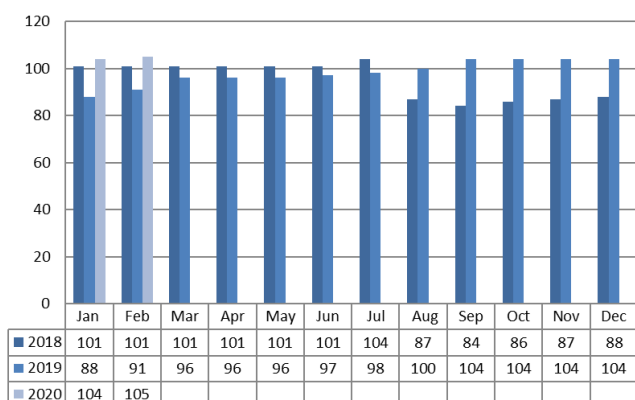
#### Library Services

#### Total Monthly loans

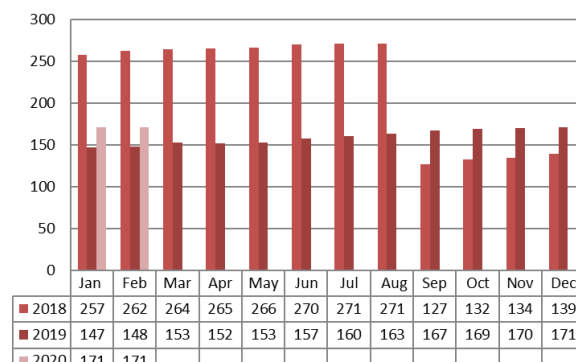


## Total Monthly Membership

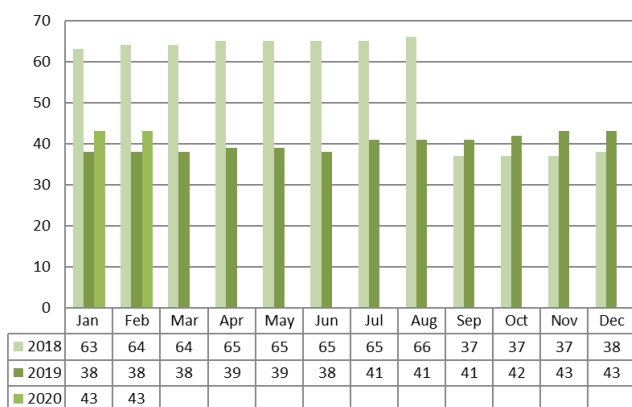
**Bollon Library Member Numbers**



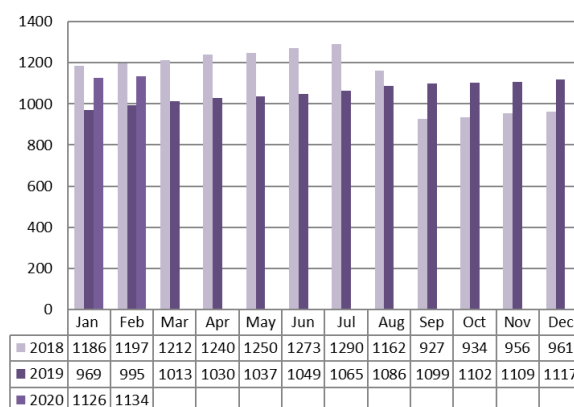
**Dirranabandi Library Member Numbers**



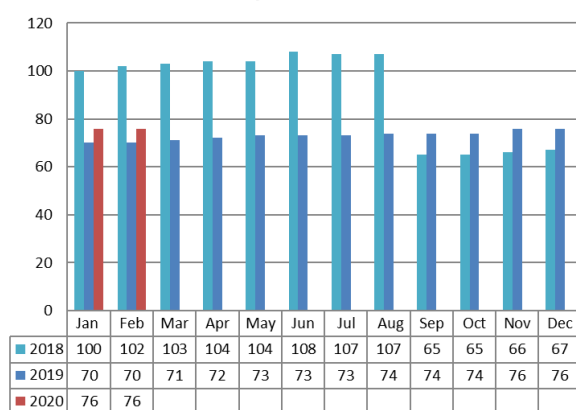
**Hebel Library Member Numbers**



**St George Library Member Numbers**



**Thallon Library Member Numbers**



## **Total of E-resources usage for the Balonne Shire 2019-20 Q2**

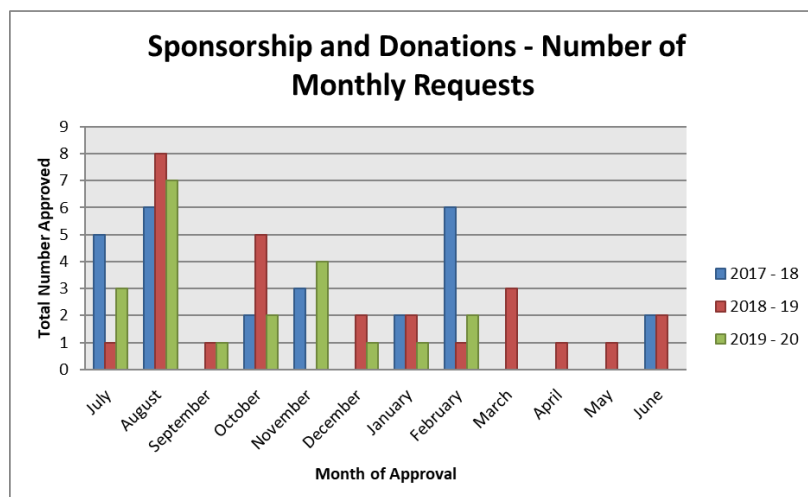
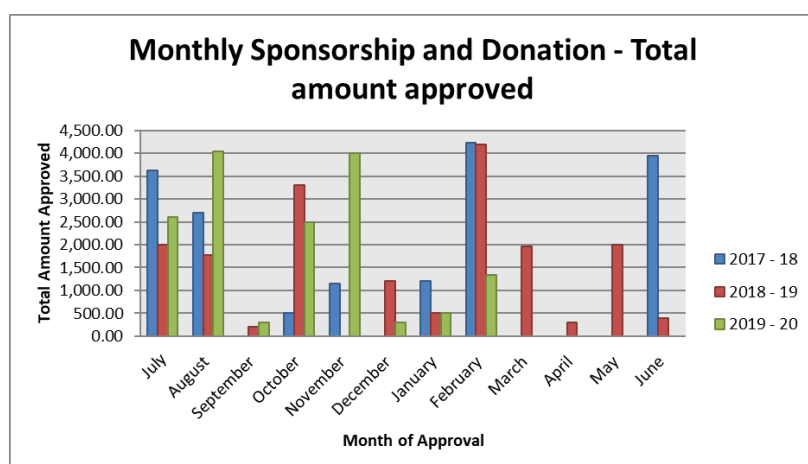
Number of eAudiobooks loaned	835
Number of eBooks loaned	267
Number of electronic services downloaded	164
Total E-resources	1266

## Individual service totals

Bolinda eAudio	814
Bolinda eBook	128
OverDrive eAudio	21
OverDrive eBook	139
Freegal – Downloads	0
Freegal – Streaming	0
RB Digital	164

## Community Grants and Assistance – as at 29 February 2020

As at 29 February 2020 Council has approved a total of 21 requests for assistance through the Community Grants and Assistance program totalling **\$15,580** (compared to this time last year of 20 applications with the total value of \$13,180). Council has also approved 4 requests for funding of community traffic management plans to the total of **\$5,659**



## Multicultural Development

In February 2020 Council's Multicultural Development Officer attended a Evaluation Workshop in Thargomindah, which was facilitated by Welcoming Cities and Fieldworx. Bulloo and Paroo Shire Councils, are also a part of the Celebrating Multicultural Qld Regional program were also in attendance. A combined action plan and evaluation plan for the 3 Councils were designed during the workshop (see attached). Each Council is now able to use that to create their individual plans.

### **Community Groups/Organisation Meeting Minutes**

- Thallon Progress Assn February 2020 Minutes
- Chamber of Commerce January 2020 Minutes
- Welcoming Cities Evaluation report CMQ regional Partnership Feb 2020

### **Attachments**

1. Thallon Progress Assn February 2020 Minutes [↓](#)
2. Chamber of Commerce January 2020 Minutes [↓](#)
3. Welcoming Cities Evaluation Plan CMQ regional Partnerships Feb 2020 [↓](#)

Mareea Lochel

**Community & Business Development Officer**

Thallon Progress Association (TPA)		
Minutes		
Meeting Details		
Date	Tuesday, February 4th	
Location	Thallon HACC Building	
Meeting Opened	7.15pm	
Attendees	Jane Corbett (JC), Leanne Brosnan (LB) Secretary, Liz Hill (LH) Minutes Secretary, Brian Guppy Vice President (BG), Wayne Satour Treasurer (WS), Richard Marsh Mayor (RM,) Kim Wildman (KW), Andrew Boardman (AB) Libba Brosnan, Mariella Perez, Janna Spierenburg, Richard Crook, Var Vutoro, Graham and Eileen Dixon.	
Apologies	Matthew Magin, Christine Allen, Michael McDonnell, Shirley Southern, David Hill, Robbie Paul	
Chairperson	Jane Corbett (JC)	
Previous Minutes	JC moved the previous minutes are a true and accurate record, 2 <sup>nd</sup> Graham Dixon	
Acronyms	(TCS) Thallon Community Services Ltd, (BSC) Balonne Shire Council, (CWA) QCWA Branch Thallon Daymar	
Topic	Discussion	Action
Business Arising from previous meeting	<b>1. Cemetery Remembrance Garden</b> <ul style="list-style-type: none"> <li>\$15,000 allocated for this project.</li> <li>Subcommittee - JC, SS, MM, LH, DH &amp; Lena B</li> <li>Stage 1 – Arched Entry – Lena to provide quote from Cross Engineering.</li> <li>JC to determine area via Andrew Boardman with BSC Planning.</li> <li>Stage 2 onwards could be rock bollards, river water, concrete plinth bedding for head stones.</li> <li>Melanie O'Flynn provided suggestion for a plaque to reference previous graves in the area. <i>"In memory of Thelma May McCasker (died 22 February 1917, aged 3) and the other people buried in this area in the early days of Thallon, whose names are now unknown."</i></li> </ul>	<b>1. Hold until JC organizes a meeting to review.</b>
	<b>2. Be Connected Project and Grants</b> <ul style="list-style-type: none"> <li>LH applied for funding for Building Digital Skills \$5,000 -purchase of a Laptop Computer and reimbursement of Volunteer activity for one on one sessions 25 x\$100.</li> <li>And \$1,500 for Win Salmon to deliver "Confidence to Engage with Computers" workshop series 4 x 2hr sessions - First Session March 3<sup>rd</sup>.</li> </ul>	<b>2. Circulate Flyers to Community.</b>
	<b>3. ANZAC Paving Project</b> <ul style="list-style-type: none"> <li>Postponed until March due to heat. Working Bee to assist once dates finalised. RS &amp; BW was going to work out the levels. Ask BT re depth for soil removal.</li> <li>RS to email BT in February to finalise date towards end of March for completion of project.</li> <li>WW2 Commemorative pavers at Bullamon Plains), plain pavers at Thallon Grains, we also have donated bedding sand and road base. (if completed by ANZAC day we need to invite Johnsons and Marty Sullivan to attend as a thank you in appreciation.)</li> <li>Paver Invoice \$1203.26, allowing \$631.74 towards site preparation.</li> </ul>	<b>3. BW &amp; BJ to organise with RS Lindsay Flick and JS. Community volunteers and KM volunteered Mungindi Team support.</b>

	<ul style="list-style-type: none"> <li>• Future stages of commemorative pavers to be considered once current project is completed.</li> </ul> <p><b>4. Tourism</b></p> <ul style="list-style-type: none"> <li>• Part of Camp ground is on land purchased by Grain Corp from Aurizon. BSC working with GrainCorp to arrange peppercorn lease.</li> <li>• Suggestion if would be good to utilise former bridge pylons for seating/fire pits in Camp Ground.</li> <li>• Kim Wildman spoke re potential future Community management of Camp Ground and also Shire Promo Video (Welcome Mate parody) including Josh Arnold.</li> <li>• LB emailed request to Chris Dixon and Peter Willey re Community Notice Board to be moved from Park to Camp Ground. No reply</li> <li>• Large rocks will not be placed along drain until arrangements for lease are finalised.</li> <li>• Follow up on Solar Lights at Thallon Depot waiting to be installed subject to funding – does we need to pursue avenue to fund? Can AB or RM provide any options to move forward on this before start of tourist season.</li> <li>• William's shade structure – LB seeking funding through FRRR TTT Grant application Feb 25th. Need to complete BA through Council. They have provided LOS. Leanne also sort letters from other Community organisations.</li> <li>• Follow up on BW proposal to promote Thallon via radio segment with Rod Quinn ABC</li> <li>• BG said Grey Nomads wanting to do more things to extend their stay. Discussions on: - Bird Watching, walking to the River, Existing Walk/Drive History Trails, Old Bullamon, Experience of Harvest and Picking, Lights on the Silos and HR 3D experience, photography masterclass of Astronomy and Silos.</li> <li>• LB in discussions with Kim Wildman from BSC re photography masterclass at Silos and also signage for Old Town, Roads of Yesterday and Rail History Trails.</li> <li>• Kim Wildman spoke re Grey Nomad volunteer program has BSC support, with BG agreeing to coordinate. List of projects sent through to Council. KW to discuss with BG.</li> <li>• KW provided info re Land Tenure for "Roads of Yesterday Trail" LB to contact re permissions for signage.</li> <li>• BG organised and pd for Cartoscope Maps distributed for free all-over Western Downs that feature silos on front cover.</li> <li>• Suggest community look at selling food, craft, art/photography to tourists (TCS has sought grant through BBR Community Stream to help facilitate plan and mentor).</li> </ul> <p><b>5. Merchandise</b></p> <ul style="list-style-type: none"> <li>• BSC were going to update Thallon postcard however a mutual decision has been reached that they will continue to sell TPA Wombat and Silos Postcards to represent Thallon instead.</li> <li>• This is subject to VIC reviewing its agreement re merchandise which is up for renewal in March.</li> </ul>	<p><b>4. AB willing to talk to TMR re 22 ex-Pylons. LB to send AB an email.</b></p> <p><b>AB to establish the boundary for Council portion of Camp grounds.</b></p> <p><b>KW to email further details through re organization for video.</b></p> <p><b>LB to send to AB the details on the shade structure.</b></p> <p><b>LB to compile a list of ideas and recirculate to committee and then forward final list to KW.</b></p> <p><b>JC moved GD seconded TPA order 192 Tea towels and 300 Silos Postcards 2<sup>nd</sup> GD</b></p>
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	<p><b>11. Launch Thallon's McGreever Recreation Ground/ANZAC Day Saturday, April 25<sup>th</sup>.</b></p> <ul style="list-style-type: none"> <li>• Sign completed and in Thallon. DH organising erection and cover with LS and AB.</li> <li>• Very positive response from family re launch to be held in conjunction with ANZAC Day 2020.</li> <li>• McGeever family have emailed asking for details of event and also ANZAC formalities.</li> <li>• Meeting decided M/tea at Rec Grounds 10:30am followed by Launch at 11:00am</li> <li>• MO'F is preparing a new series of photo's for photo display at the Hotel in April.</li> </ul> <p><b>12.Dunga Derby</b></p> <ul style="list-style-type: none"> <li>• Now looking at March 2020, should also enable more participants.</li> </ul> <p><b>13. ANZAC and History Trail Booklets</b></p> <ul style="list-style-type: none"> <li>• There are still a good number of WW2 booklets at Hotel.</li> <li>• TPA consider future sales to be handled like other merchandise. ANZAC Booklets \$5 each. History Trail booklets \$1. (consider raising to \$2 to cover future printing costs.)</li> <li>• LB spoke to veterans' affairs and they suggested possible funding for ANZAC booklets through Saluting our Service Grant.</li> <li>• LB made submission for \$500 to cover cost of printing History Trail booklets by BSC through their in-kind category in Community Grants – unsuccessful as it didn't meet guidelines. BSC are supposed to be emailing list of possible grants to cover future printing costs. We need to ensure we have WW1 booklets done at least for ANZAC Day.</li> </ul> <p><b>14.Committee Records, funds and Constitution.</b></p> <ul style="list-style-type: none"> <li>• JC was to ask WS for box of records and old minute books.</li> </ul> <p><b>15. Community Garden Project</b></p> <ul style="list-style-type: none"> <li>• LB passed on CA and MR contacts to Joanne Tanner as she was willing to help coordinate, JT contact CA.</li> <li>• LB spoke to CA last week and she assured her she would be contacting JT and CWA to kick project off this year.</li> <li>• Possibility to use TRAIC funding to further enhance this project.</li> <li>• Highways and Byways are featuring project in their Newsletter.</li> </ul> <p><b>16. Loss of Dr Service and Mungindi Ambulance Primary Health Care Project.</b></p> <ul style="list-style-type: none"> <li>• Mungindi Ambulance were considering cross border accreditation as suggested by AL.</li> <li>• JC met with Alex Benn from StGeorge Medical Centre on Tues 5<sup>th</sup> and they have indicated that if they can recruit another Dr they would be interested in providing a service to Thallon.</li> </ul>	<p><b>11.</b> <b>LB to email BSC for TPA's Road closure request for funds and get permission from BSC community (Dani) to get it to Council Meeting</b> <b>JS to check with P&amp;C re M/tea</b> <b>LB to draw up Draft Flyer.</b> <b>Check with RS to confirm before publishing.</b></p> <p><b>13.Need WW1 and History booklets.</b></p> <p><b>14. JC proposes subcommittee to organize. Endorsed by the meeting.</b></p> <p><b>15.Committee - Jo Tanner, Gina Vuniula and others from the town to maintain the gardens. JC to talk to CA.</b></p> <p><b>16. KM - Emergency info Poster offer - to be placed at the Camping Grounds, Hotel, Library and Community Hub.</b></p>
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	<ul style="list-style-type: none"> <li>BSC has indicated their support if tenure of HACC building permits.</li> <li>JC working with SWQ Primary Health network and StGeorge Medical Centre to provide Dr. &amp; received email from StGeorge Medical Centre who hope to have something in place for Thallon early next year.</li> <li>Primary Health Checks Mungindi Ambulance 11<sup>th</sup> December CWA building and Emergency posters still in train.</li> </ul> <p><b>17. Community Hub</b></p> <ul style="list-style-type: none"> <li>Council is waiting on Churches of Christ to confirm in writing re lease.</li> </ul> <p><b>18. Dedicated email address for TPA</b> – <a href="mailto:secretarytpa@gmail.com">secretarytpa@gmail.com</a> <a href="mailto:presidenttpa@gmail.com">presidenttpa@gmail.com</a> <a href="mailto:treasurertpa@gmail.com">treasurertpa@gmail.com</a> these addresses could transfer to new executive and carry an historical trail on discussions.</p> <p><b>19.. Railway House and large Railway Good Shed</b></p> <ul style="list-style-type: none"> <li>QR indicated they would consider renting house in short term. RC submitted 3 EOs on behalf of members of Thallon Community and waiting response from Jack Casey at QR.</li> <li>Approx. \$30 k to move house &amp; \$40k to move Goods Shed Council approval would be required for both.</li> </ul> <p><b>20. Australia Day nominations submitted to BSC.</b></p> <ul style="list-style-type: none"> <li>Tackling Tough Times nominated for Event of the Year.</li> </ul> <p><b>21. BSC TRAIC FUNDING \$15,000 for projects in Thallon.</b></p> <ul style="list-style-type: none"> <li>Review/Renew Community Dialogue <b>Saturday March 7<sup>th</sup></b> Feldman &amp; Associates.</li> <li>Dani Kinnear from BSC co-ordinating day with TPA and Feldman Associates.</li> <li>Community Flyer for event was approved by meeting.</li> <li>Other projects include provide subsidy for combined Xmas lunch, some ideas for funding include first aide training, community garden engagement, pink day for cricket.</li> <li>RC &amp; LB tabled 2-page summary for meeting's approval – circulate to broader community before Dialogue.</li> </ul>	<p><b>Ray Stahlhut, Robert Johnson, Wayne Satour, NSW Ambulance Social Club to fund</b></p> <p><b>KM to provide PHC flyers for mail and posters to advertise.</b></p> <p><b>17. RM - BSC still to work out process re Community Hub.</b></p> <p><b>19. Jack Casey is to work out a rental process to TCS until such time as the properties are sold which at this stage will be for removal not in situ due to subdivision/contamination/services issues.</b></p> <p><b>21. Flyers Confirmed LB RC to reduce summary further to list achievements on the front page and future plans.</b></p>
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	<ul style="list-style-type: none"> <li>Does BSC require further community consultation?</li> </ul> <p><b>Basketball Hoops</b></p> <ul style="list-style-type: none"> <li>BSC is investigating to fund 2 new hoops for tennis courts.</li> </ul> <p><b>28. Audit</b></p> <ul style="list-style-type: none"> <li>SB completing and WS submitting to auditor.</li> </ul>	Ready to submit.
Treasurer's Report	<p><i>Please see Treasurer's report attached.</i></p> <p><i>Balances at 30<sup>th</sup> Jan 2020</i></p> <p><i>CBA # 5417               \$ 31443.86</i></p> <p><i>Tennis Club # 9800     \$ 9133.64</i></p> <p><i>Thallon Funds # 7506   \$ 6933.38</i></p> <p><i>Invoices for payment</i></p> <ul style="list-style-type: none"> <li><i>Christmas Tree Reds Meats \$275</i></li> <li><i>Public liability insurance DIB \$800 (includes Association &amp; William but not Club House)</i></li> <li><i>Art Craft McGeever Sign \$778.7</i></li> <li><i>Hotel Francis \$589.91</i></li> </ul> <p><i>Income</i></p> <ul style="list-style-type: none"> <li><i>\$17,250 GATWH first payment QLD Govt</i></li> <li><i>Be Connected \$5,000</i></li> <li><i>Rural Aide \$4,581</i></li> <li><i>Redland Bay Rotary Merchandise \$305.35, \$561.46 and \$61.26</i></li> </ul> <p><i>Memberships due \$15 family and \$10 individual – 28 financial members</i></p>	WS moved, 2 <sup>nd</sup> BW the payments be ratified and financial report be accepted.
Inward Correspondence:	<ul style="list-style-type: none"> <li>Minister for Communication Paul Fletcher re mobile Black Spots.</li> <li>2020 Balonne Shire Event Calendrer and A to Balonne Tourism Flyer.</li> <li>Tyrrell McGeever email re launch</li> <li>Ben Thallon emails re pavers</li> <li>Graeme Millar emails re bore water tests.</li> <li>2020 Balonne Shire Digital Events and Workshops.</li> <li>BSC email re Grey Nomad Volunteer Project</li> <li>BSC re funding for Basketball hoops</li> <li>BSC re Park Fence</li> <li>Emails re Community Dialogue</li> </ul>	

	<ul style="list-style-type: none"> <li>• BSC request for LOS for BBR grants</li> <li>• Email from David Littleproud's Office re Women's Weekly Article.</li> <li>• Emails regarding Community Dialogue.</li> <li>• Thallon TripAdvisor Review.</li> <li>• Emails re William's Shade.</li> <li>• Tennis Club emails</li> <li>• Emails re Rec Ground Club House Commercial Kitchen</li> <li>• Emails re History Booklets.</li> <li>• Emails re Be Connected</li> <li>• Emails re Rail Heritage Trail</li> <li>• Emails re land tenure for History and Rail Trail</li> <li>• Email re postcards</li> <li>• Emails re merchandise.</li> <li>• Emails re Australia Day nominations</li> <li>• Emails re Christmas Tree.</li> <li>• Association INC &amp; Collection Act Form - forms to be completed after AGM</li> </ul>	
<b>Outward Correspondence-</b>	<ul style="list-style-type: none"> <li>• As above.</li> <li>• LOS BSC BBR Tourism and Events</li> <li>• LOS TCS BBR Community Stream Applications.</li> <li>• Request to BSC re Club House Lino and Septic</li> <li>• Request to BSC re History Trail Booklets.</li> <li>• Request to QR re Heritage Rail Trail</li> <li>• Condolences to Bill Galagher's family</li> </ul>	<b>LB moved that correspondence be received and outward be endorsed, 2nd: Libba Brosnan</b>
<b>General Business</b>	<ol style="list-style-type: none"> <li>1. <b>Ongoing issues for farmers and small business in accessing drought support.</b> BG spoke about issues.</li> <li>2. <b>Steam Train Visit Goondiwindi and bus to Thallon and Dirranbandi</b>– LH has received email re visit on 3<sup>rd</sup> May 2020.</li> <li>3. <b>Rotary Bendigo supported Thallon community</b> – funded Christmas tree.</li> <li>4. <b>Traffic Management</b> – New Road Closure procedure Traffic management plan to be drawn up and road closure has to be administered by Professional. BSC has allocated community grant funds to assist the compliance.</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>LB to write letter to Federal and State member. Also Email to chamber commerce.</b></li> <li>2. <b>Discuss at March Meeting.</b></li> </ol>

	<p><b>5. Naming/Launch of new bridge.</b> BW spoke of need to get this right and for Community to have input.</p> <p><b>6. Congratulations given to Guppy for making front page of QLD Country Life.</b></p> <p><b>7. Vale Bill Gallagher.</b> JC spoke of need to acknowledge Bill's passing and his contribution as former TPA President.</p> <p><b>8. First aid course at Thallon</b> needs 5 people to confirm to go ahead. Dates TBC end of March early April. Request a night time.</p> <p><b>9. Unwind with Wire - Lifeline workshop - 22 February Flyer to be produced.</b></p> <p><b>10. Discussion of fencing Stockroutes and National Parks –</b> BW spoke re Boundary fences eg VIC example.</p>	<p><b>5. Project name is Bullamon Bridge.</b> LB to find out QLD process on Naming policy</p> <p><b>8. LH to send out email seeking EOI on Numbers Required</b></p> <p><b>9. LH to follow up re distribution of flyer</b></p> <p><b>10. No Info from QLD Government at this stage.</b></p>
	<p>Meeting Closed: 9.05 pm</p> <p>Next Meeting - Tuesday, March 3<sup>rd</sup> 7:00pm – AGM (subject to audit) followed by General Meeting</p> <p>Subject to Council approval for Community Hub.</p>	





## MINUTES OF THE GENERAL MEETING

8<sup>th</sup> January 2020

Held at Vanderfield, Thallon Road, St George

<b>PRESENT:</b> Mary-Ann Crowe, Natasha Beardmore, John Travers, Alex Benn, Ben Lawson, Jeff Moon, Ian Hannah, Robyn Fuhrmeister, Mayor Richard Marsh, Terry Salmon, Garnet Radford, Kate Pini, Trent Challenger, Sam O'Toole	<b>APOLOGIES</b> Bec Lorimer, Candice Cross, Amy Mutch, Liz Hill, Steve & Deb Burns, David Blacket, Kerry Suttor, Leanne Brummell
<b>CHAIRPERSON:</b> Alex Benn	<b>NOTE TAKER:</b> Natasha Beardmore
<b>MEETING OPENED:</b> 12.00 pm	<b>MEETING CLOSED:</b> 1.20pm
<b>AGENDA:</b> As set	

AGENDA ITEM	DISCUSSION / COMMENTS	ACTIONS OR FOLLOW UP REQUIRED
<b>CONFIRMATION OF MINUTES</b>	The minutes from 13 <sup>th</sup> November 2019 are a true and correct record. Moved: Samantha O'Toole Seconded: Mary-Ann Crowe CARRIED	
<b>BUSINESS ARISING</b>		
<b>Gift Card Program</b>	<ul style="list-style-type: none"> <li>- Sam O'Toole gave an update on roll-out of Gift Cards</li> <li>- Any businesses that have not yet expressed interest are encouraged to participate</li> <li>- Email – <a href="mailto:admin@stgeorgecoc.org.au">admin@stgeorgecoc.org.au</a></li> <li>- Thank you to the committee members for their help in the activation process.</li> <li>- Has been well utilised over Christmas</li> <li>- Waiting for report from Cards4All about the total spend, will distribute once available</li> <li>- Can be bulk loaded – 2 day turnaround – best way to do multiple cards</li> <li>- Post Offices yet to come on board</li> <li>- St Luke's Anglican Church will be doing a fundraiser and using the gift cards as a way to distribute funds</li> <li>- Have had a better response when approached face to face</li> </ul>	
<b>Peter Homan CEO SQCT Visit</b>	<ul style="list-style-type: none"> <li>- 16<sup>th</sup> January 2020</li> <li>- Robyn Fuhrmeister gave an overview of what Peter and SQCT will be doing for our region</li> <li>- Chamber to host in information evening with Peter at the Riversands Winery on Thursday 16<sup>th</sup> January 2020</li> <li>- Peter to address BSC and local businesses/community about the benefits of low cost camping</li> </ul>	
<b>INWARD CORRESPONDENCE</b>	Incoming Emails <ul style="list-style-type: none"> <li>- Held Over</li> </ul>	



## MINUTES OF THE GENERAL MEETING

8<sup>th</sup> January 2020

Held at Vanderfield, Thallon Road, St George

<b>OUTWARD CORRESPONDENCE</b>	Outgoing Emails - Held Over	
<b>CONFIRMATION OF CORRESPONDENCE</b>	That inward correspondence be received and outward correspondence be confirmed Moved: Seconded:	
<b>TREASURER'S REPORT AND MEMBERSHIP UPDATE</b>	Account balances agree with the bank statement with the addition of outstanding cheques and deposits and account to be passed for payment. Moved: Sam O'Toole Seconded: Kate Pini CARRIED	
<b>GENERAL BUSINESS</b>		
<b>Ian Hannah – Support for Small Business</b>	<ul style="list-style-type: none"> <li>- Ian sees that the next tipping points for the local economy will be feed price increasing and the decrease in stock value due to excess supply in sale yards</li> <li>- No sub soil moisture for 2020 wheat crop</li> <li>- Has been to BSC with suggestions, looking for support/suggestions from others to help with ideas to help small business</li> </ul>	
<b>Water</b>	<ul style="list-style-type: none"> <li>- Old pump station now setup</li> <li>- Sunwater/Mallawa update happening tomorrow</li> <li>- Hutt Street pump good for another metre</li> <li>- Hospital pump ready to go</li> <li>- Level 4 currently with meeting tomorrow to discuss implementing levels 5 &amp; 6</li> <li>- Once Council allocation is reached and if unable to purchase any water, pumps will be turned off</li> <li>- Bore water will pumped into the 2meg storage tank for fire/aircon/sistern use</li> </ul>	
<b>Trent Challenger - St George 399</b>	<ul style="list-style-type: none"> <li>- Back in 2020 ~ 5<sup>th</sup>-7<sup>th</sup> April</li> <li>- Motorsport Aust have given 3 year agreement</li> <li>- SEQORRA running again</li> <li>- Nominations start in February</li> </ul>	
<b>Garnet Radford</b>	<ul style="list-style-type: none"> <li>- Tourism Grant opens 01/02/2020</li> <li>- Business After Hours proposed for end of February at the St George Medical Centre</li> <li>- Received 30 EOI's for Business Mentoring</li> <li>- Council Procurement workshop coming up</li> <li>- Update again at February meeting</li> </ul>	
<b>NEXT MEETING</b>	<b>Next General Meeting will be held at midday on Wednesday 12<sup>th</sup> February 2020</b>	
<b>CHAIRPERSON / PRESIDENT</b>	Signed: _____	Date    /    /



## Welcoming Cities Evaluation Workshop Report – February 2020

### Background

The Celebrating Multicultural Queensland Partnerships Program is an initiative of the Queensland State Government. The aim of the Program is *to work together with local communities to demonstrate strategies that strengthen regional welcome and inclusion*. The key objective is to *foster sustainable participation of migrants and refugees in regional communities through demonstration projects involving partnerships between local government and community-based delivery partners*.

The Queensland Government has partnered three Councils in South-West Queensland to deliver these demonstration projects over three years commencing 2019. Partnering Councils are:

- Paroo Shire Council
- Bulloo Shire Council
- Balonne Shire Council

*Welcoming Cities*, have been funded by the Queensland Government to support Councils in delivery and impact measurement. Fieldworx were contracted by Welcoming Cities to facilitate a workshop with the three Councils to build their evaluation skills and collaboratively develop a grounded evaluation framework.

This report documents the outcomes of the workshop held during February 2020 in Thargomindah.





## The workshop

Councils were at various stages of program planning and implementation. Therefore, time was spent at the outset of the workshop clarifying Councils aspirations, their vision for change and the key activities they were planning. A Theory-of-Change was used as a framework for this process. Interestingly, there were significant similarities in terms of challenges and opportunities across the three Shires, as well as variances in priority and approach.

One of the consistent challenges identified was the vast geography of each Council and the relatively small towns that make up their jurisdiction. Therefore, it was agreed that focus should be placed on specific towns/communities within the broader Council remit. The towns recommended are below, however any final decisions about the selection of these towns will need to be made by respective Councils.

- St George within Balonne Shire Council
- Thargomindah within Bulloo Shire
- Cunnamulla and Eulo within Paroo Shire

It was recommended during the workshop that we use terminology of 'new community members' as a more inclusive way of describing people moving our towns rather than migrants and refugees. This terminology has been used in this report.

The information below has been developed from the Theory-of-Change process used in the workshop. Importantly, this is provided as a guide for Councils. Each Council may choose to make adjustments, additions and omissions to suit their Shires needs.

## Our mission

To create opportunities for people to have a future in our community (St. George/Thargomindah/Cunnamulla and Eulo)





### Our aspirations

We want people to want to live our communities (St. George/Thargomindah/Cunnamulla and Eulo)

We want local people to welcome and accept new people to our community (St. George/Thargomindah/Cunnamulla and Eulo)

### Our strategies, actions and expected outcomes

Our actions	Our expected outcomes
<b>Encourage young families to move to our communities</b> <ul style="list-style-type: none"><li>• Develop a survey to understand the needs of business, immigrants and refugees</li><li>• Provide accessible attraction information about the support and services available using various mediums such as video and websites (eg <a href="http://www.liveoutback.com.au">www.liveoutback.com.au</a>)</li><li>• Focus strategies on a particular cultural group/s, as well as broad invitation (eg Myanmar in St George)</li></ul>	<ul style="list-style-type: none"><li>• Prospective new community members can access the information they need to make a decision to move here</li></ul>
<b>Create opportunities for building social connections</b> <ul style="list-style-type: none"><li>• Welcoming resources for new community members eg welcome events, resident handbooks, Buddy program</li></ul>	<ul style="list-style-type: none"><li>• </li></ul>
<b>Understand and leverage housing opportunities and address barriers</b> <ul style="list-style-type: none"><li>• Develop localised community responses</li></ul>	<ul style="list-style-type: none"><li>• </li></ul>





<b>Get businesses on board, not just Council</b> <ul style="list-style-type: none"><li>• Build capacity and capability of employers to employ new community members</li><li>• Include thinking about employing new community members as part of business diversification</li><li>• Facilitate Chamber of Commerce conversations about potential growth</li><li>• Build connections with migration agents</li></ul>	<ul style="list-style-type: none"><li>• New community members will have access to employment, services, support and friendship</li><li>• Better business conditions and services</li></ul>
<b>Promote the positive impact new community members have on our communities</b> <ul style="list-style-type: none"><li>• Develop a series of videos and media releases to tell stories in the region and beyond</li><li>• Living books</li><li>• Community education on the benefits of the pros/cons, working focus groups</li></ul>	<ul style="list-style-type: none"><li>• The current community will welcome new community members</li></ul>
<b>Celebrate our cultures and diversity</b> <ul style="list-style-type: none"><li>• Imagery in diversity in Councils marketing</li><li>• A regular celebration on community cultures including food, flags, facts</li></ul>	
<b>Build awareness and understanding of our Aboriginal cultures and history</b> <ul style="list-style-type: none"><li>• Children interviewing Elders to create a resource and surface stories</li><li>• Support existing Aboriginal owned organisations around well-being, tourism and their other priorities</li></ul>	





### Impact evaluation framework

	Baseline (2020)	Year 1 (2021)	Year 2 (2022)
<b>Shift in knowledge and attitudes in the community</b>	Level of support for new community members among the existing community	% increase (target will depend on baseline)	% increase (target will depend on baseline)
<b>Employers expand their recruitment process to include new community members</b>	Number of employers who employ new community members	At least 1 business employs at least 1 new community member	At least 1 business employs at least 1 new community member
<b>Population increase in identified towns</b>	<ul style="list-style-type: none"><li>Number of families living in identified communities</li><li>Number of families from an international country of origin</li></ul>	<p>At least 1 new family</p> <p>Maintained</p>	<p>At least 1 new family</p> <p>At least 2 more families (or 4 individuals)</p>
<b>Increase in councils <i>Welcoming Cities</i> accreditation level</b>	Committed	Established	Excel





## OFFICER REPORT

TO: Council

SUBJECT: Economic Development Update February 2020

DATE: 09.03.20

AGENDA REF: IOCEO2

AUTHOR: Garnet Radford - Economic Development Officer

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### Executive Summary

#### Economic Development Update February 2020

The purpose of the report is to update Council on Economic Development activity in the Balonne Shire during the month of February 2020.

- Meet with local businesses, key local stakeholders, local producers, business decision makers and local champions to work on existing and new commercial opportunities;
- Meet key regional stakeholders relevant to economic development projects;
- Update on key inward investment and expansion projects and activities for the period;
- Provide value-added services and business support to clients; and
- Marketing to prospective investors and identify further investment opportunities.

Summary of activity during the month of February and Year to Date is below:

Metric	Activity	Notes
New Business enquiries	1	Monthly business enquiries
YTD new business enquires	22	Year to date enquiries
Business engagement meetings	51	Meetings in the month with key stakeholders,
YTD Business meetings	272	Year to date client and stakeholder meetings
Follow up and value-add services (Referrals)	46	Introductions, event notifications, mentoring and one-on-one assistance
YTD Referral services	219	Year to date referrals
Events and strategic meetings	5	Includes conference, chamber/progress associations, ED relevant events and strategic meetings/sessions
YTD Business events	47	Relevant events attended and/or presented at
Investments – Pipeline	63	Pipeline of “Active Projects” (includes some Priority)
Investments realised	0	Investments in month
Investments YTD	0	Year to date investments announced in FY
Value of investments	\$0m	\$ value of investments in month
Investments \$ YTD	\$0m	Total value of investments Year to date in FY
Jobs created	0	Jobs created (announced) in period
YTD Jobs	0	Jobs created (announced) year to date

## **1.0 Work Program Highlights/Activity**

- AgInvestment Workshop Goondiwindi (6 delegates from Balonne Shire);
- Business Mentoring – Assessment of mentors, workshops announced;
- Murray Darling Advisory Group Update Meeting;
- EDO Update presentation to St George Chamber of Commerce;
- Prefeasibility project work – Draft completed;
- Completion of Milestone quarterly report REDP and submitted;
- Update of investment and expansion project summary;
- Tourism event application support;
- Economic modelling for grant application – Mungindi Ranger program;
- Further support to space industry stakeholders;
- Further information provided to a space company; and
- Buy Balonne Gift Card Program – Bollon online in February.

### **1.1 Events & Strategic Meetings**

- Murray Darling Advisory Group Update – 4 February
- St George Chamber of Commerce Executive meeting - 5 February
- AgInvestment Workshop Goondiwindi – 11 February
- St George Chamber of Commerce, EDO presentation – 19 February
- Path to Advanced Manufacturing Workshop Toowoomba – 21 February
- Rural Financial Counselling Dirranbandi event – 21 February

### **1.2 Business Activity and Lead Generation**

- Tourism project expansion

### **1.3 Reporting**

- REDP Quarterly report;
- January 2020 Economic Development update;
- Economic Development Activity report;
- Investment Summary Report; and
- Business Mentoring Project Management Table

## **Attachments**

1. Supporting Document Economic Development Update February 2020.pdf [↓](#)

Matthew Magin  
**Chief Executive Officer**

## 2.0 Investments/Projects

### 2.1 Existing Priority Projects Updates

Project	Status/Update
Thallon Grain Upgrade	DITCRD Submission into Country Lines Improvement Program via Council of Mayors (awaiting outcome). Proponent selected for the Business Mentoring program.
Thallon Freight Hub	DITCRD Submission into Country Lines Improvement Program via Council of Mayors (assisted with submission)
Carrot Production	Further follow up with the owners and supply chain.
Mooramanna Feedlot	Project to progress – exclusion fencing approvals however drought still leaves some uncertainty
Fucheng (Westmar)	Followed up with Goondiwindi Council - no further announcements from Fucheng and no further to report from Goondiwindi Council
Horticulture expansion	Working with 2 existing proponents on greenhouse projects for the area. Work continuing on migrant worker program. Two existing businesses selected for the mentoring program and process of matching mentors.
Truck Fuel Stop	Awaiting further updates
Cluster Exclusion Fencing	Special rate Round 1 completed. Murray Darling fencing funding to occur in early February. Employment opportunities and flow on effects being considered (supply chain, construction, pre-feasibility opportunities)
St George Aerodrome	Awaiting further direction on masterplan and project management from funding.
St George Meat Processing	EDO working on migrant worker pipeline in the event the project commences. EDO preparing updated information for site owners
Solar Farm St George	No further update. New opportunity with another private group – grid solar project.

### 2.2 Project Pipeline Status – “Active” Projects (Includes Priority Projects)

Sector	Totals	Estimated timeframe*/stage	Totals
Agriculture	12	Current	3
Aquaculture	3	Early 2020	6
Education/Training	3	Mid 2020	5
Energy	3	Late 2020	6
Food & Feed Processing	6	Early 2021	5
Health and Medical	1	Feasibility	24
Horticulture	9	Concept	9
ICT	1	Monitoring	5
Manufacturing	3		
Professional Services	2		
Property and Construction	2		
Retail/Wholesale	3		
Tourism	9		
Transport and Logistics	1		
Water	2		
Other	3		
<b>Totals</b>	<b>63</b>	<b>Totals</b>	<b>63</b>

### 2.3 Investments Realised and Job Creation/Retention

For the month of February, no new announcements were made.

Investments	YTD	Project Value \$	YTD	Jobs	YTD
0	0	\$0	\$0m	0	0

### 3.0 Economic Development Activity

#### 3.1 New Business Enquiries

In the month of February, there was one new business enquiry. In addition to the priority projects, the EDO will continue to follow up and report on existing business enquiries.

Enquiries	Totals	YTD		Sector	Totals	YTD
New	0	15		Agriculture	0	8
Expansion	1	7		Education/Training	0	0
<b>Total</b>	<b>0</b>	<b>22</b>		Energy	0	1
External	0	12		Health and Medical	0	0
Local	1	10		Horticulture	0	4
<b>Total</b>	<b>1</b>	<b>22</b>		ICT	0	1
				Indigenous	0	0
				Infrastructure	0	0
				Manufacturing	0	2
				Property	0	1
				Retail	0	0
				Tourism	1	3
				Transport and Logistics	0	0
				Other	0	2
				<b>Total</b>	<b>1</b>	<b>22</b>

#### 3.2 Client Meetings

During the month, there were 51 Economic Development meetings of which 30 were external and 21 local. The purpose of these meetings is to engage and meet with key stakeholders, business champions, investment enablers and investors and business owners directly to promote the Shire and identify business opportunities. Government (13), Agriculture (9), Not For Profit (6) and Tourism, Sport (6) were the most represented sectors. St George (13), Toowoomba (7) and Roma (7) were the regions most represented.

Sector	Meetings	YTD		Location	Meetings	YTD
Agriculture	9	53		St George	13	75
Creative	1	1		Dirranbandi	3	40
Education/Training	0	4		Thallon	2	9
Energy	0	0		Mungindi	0	5
Government	13	32		Hebel	0	4
Health/Medical	1	7		Nindigully	0	3
Horticulture	1	14		Bollon	3	3

ICT	0	6		Brisbane	3	26
Indigenous	1	7		Gold Coast	5	17
Infrastructure	0	3		Goondiwindi	1	5
Manufacturing	0	5		Toowoomba	7	19
Not for Profit	6	29		Roma	7	17
Professional Services	4	37		Southern Downs	0	4
Retail	4	29		Western Downs	0	2
Tourism & Sport	6	36		Logan	0	7
Transport	0	2		Queensland Other	2	7
Other	4	6		Western Queensland	0	3
				Melbourne	1	4
				Sydney	0	3
				NSW Regional	1	7
				VIC Regional	0	0
				South Australia	2	6
				Tasmania	0	0
				Western Australia	0	0
				International	0	4
<b>Total</b>	<b>51</b>	<b>272</b>		<b>Total</b>	<b>51</b>	<b>272</b>

### 3.3 Referrals

Referrals are regarding introductions to government programs, advisors, mentors and other persons or government programs to assist local business growth and expansion. A total of 27 businesses were referred programs in the month of January. Outcomes will be tracked and reported on from these referrals.

Sector	Feb. 2020	YTD	Notes
Agriculture	17	54	Ag events and mentoring
Chamber & Progress Associations	4	17	Buy From the Bush Qld
Education & Training	0	2	Grant funding
Environmental	0	0	
Government	5	15	AusIndustry, State Development, Small Business Training
Health & Medical	0	3	
Horticulture	2	15	Skills and HR, Hort opportunities – partner
Indigenous	4	4	Indigenous ED program, Consulting
Industrial	0	2	
Manufacturing	2	8	Manufacturing programs
Not For Profit	3	7	Migration, Rural Aid, Rural Fin Consultants
Retail	2	26	Gift Cards Bollon
Professional Services	1	6	Software consulting
Tourism	3	26	Assistance to local operator
Other	3	7	Space and Transport and Logistics
<b>Total</b>	<b>46</b>	<b>219</b>	

#### 4.0 Events and Strategic Meetings

##### 4.1 Relevant events attended/presented

Event	Date	Purpose
St George Chamber of Commerce Executive Meeting	5-Feb	Executive, planning meeting
AgInvestment Workshop	11-Feb	AgInvestment options, business mentoring – Goondiwindi (6 delegates from Balonne Shire)
St George Chamber of Commerce AGM	19-Feb	Monthly meeting and EDO presentation (6-month update)
Path to Advanced Manufacturing	21-Feb	Workshop on manufacturing and support services in Toowoomba
Rural Financial Counselling – Dirranbandi	21-Feb	RFCS supporting producers and businesses in Dirranbandi event. Council sponsor.

##### 4.2 Upcoming and proposed events

Event	Date	Purpose and Location	Cost
Business Mentoring workshops (various)	9-Mar	Introductory mentoring workshops – St George	Budget
Business Services roadshow	10-Mar	AusIndustry and other business service providers – St George	nil
Buy From the Bush Qld Roadshow	10-11 Mar	Buy From the Bush Qld – St George and Dirranbandi	TBC
Chamber of Commerce	11-Mar	Monthly Chamber meeting	nil
EDO Forum	11-12 Mar	Regional EDO Forum Chinchilla	\$200
Business Mentoring workshops (various)	12-Mar	Introductory mentoring workshops – Dirranbandi	Budget
Digital Tech Workshops	12-13 Mar	Online marketing workshops with USQ and Care Balonne	TBC
Chamber Business After Hours	17-Mar	St George Medical Centre	nil
Skilling Queenslanders for Work	17-Mar	Due dates for workforce training programs	nil
LoRaWan Field Day	TBC	Cotton Info AgTech Workshop and Field day – Benelong	nil
Excel for Grazing Enterprises	24-Mar	Ag Connect – St George	nil
QODE	24-25 Mar	Innovation Queensland Government – Brisbane	\$400
Social Media Training	26-Mar	ASBAS training	\$18/person
Business Mentoring	26-27 Mar	One-on-one sessions business mentoring	nil
TAFE – Rural Support Training	26-28 Mar	TAFE Training Courses – St George	TBC
Agtech20 Mungindi	1-Apr	AgTech day – Mungindi Cropping Group	\$45
Balonne Shire and State Government Procurement	21-22 April	Procurement opportunities with Council and Queensland Government – St George and Dirranbandi	nil

## OFFICER REPORT

**TO:** Council

**SUBJECT:** Tourism Services Monthly Report

**DATE:** 09.03.20

**AGENDA REF:** IOCEO3

**AUTHOR:** Kim Wildman - Tourism Manager

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### Balonne Shire Tourism Report – February 2020

Balonne Shire Tourism Report for February 2020 as supplied by the Manager Tourism.

#### Tourism Projects & Activities

- Work has continued on the development of a Balonne Shire Pub Trail and a Tree Trail. Both projects are envisaged to be completed early in the New Year.
- The position descriptions, application forms and web content for the new Grey Nomad Visitor Services Ambassador Program have been completed. It is hoped that the program, which will launch in early March, will alleviate volunteering resource gaps while simultaneously promoting and attracting visitors to their regions. Trail programs have been set up in St George and Thallon.
- Due to flooding and ongoing rain, the installation of the new Shire Entry Signs, expected to be completed by the end of February, has been held up. Once the flood waters recede, the brick layer will lay the base and the signs installation will be completed.
- The Draft Tourism & Events Strategy 2025, developed by Krista Hauritz Tourism + Events, was presented to Council and then unanimously adopted at the February Council Meeting. The purpose of this strategy is to collectively share the long-term vision and strategic direction for tourism and events in the Balonne Shire. It provides the framework to collaboratively maximise the economic benefits of tourism and events, while managing the environmental and social impacts, including benefits for the local community. Krista will return to the Shire to present the strategy to the community at an official launch of Friday 20 March.
- A combined RADF and Tourism Events Grant Information Session was held in St George on Thursday 20 March. Round 2 of the new Tourism Events Grants is open. Funding is available across three categories – Regional Events (up to \$2000), Destination Events (up to \$3000) and Major Events (up to \$6000) – for pre-existing Shire events, with additional one-off funding of up to \$2000 for the development of new tourism events.

#### Marketing & Promotions

##### St George & Surrounds Facebook page

- Currently a total of 1005 likes (an increase of 37 likes) with 1019 followers (increase of 37 followers)
- Most popular posts for February -
  - A post regarding the water flowing in the Balonne River again in St George with a 3.4K reach, 444 post clicks, 363 reactions / comments & shares.



- A post promoting Pelican Rest Tourist Park in St George with a 2.7K reach, 589 post clicks, 115 reactions / comments & shares.

#### Balonne Shire Council Instagram account

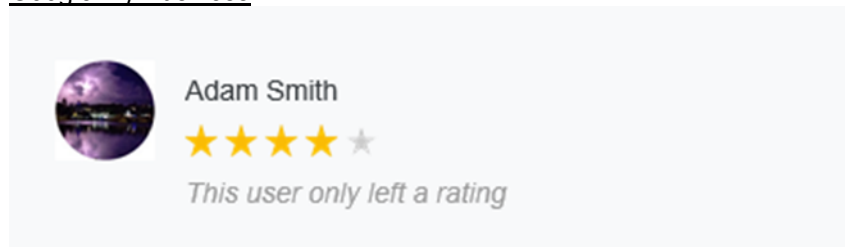
- Currently a total of 509 followers; an increase of 31 followers since the end of January.
- Most liked post for February was a photograph taken during the filming of the new Welcome Mate Tourism Campaign filming of a horse along with the locals in the front bar of the Nindigully Pub with 67 likes.

#### Welcome Mate Campaign

- Due to the flood, the decision was made to hold off the launch of the Shire's new Welcome Mate Tourism Marketing Campaign with the promotions now set to start on Monday 3 March.
- In the meantime, the webpage, with all the details including the Terms & Conditions, was finalised and published, the Welcome Mate bags were packed and special promotional polo shirts ordered for the staff and volunteers at the Visitor Information Centre.
- The first media release will go out on Tuesday 3 March and will be followed by radio, social media, print and digital promotions.
- The Manager Tourism travelled around the Shire with Small Town Culture filming pieces in each of the Shire's 7 towns which will feature in a new St George Matesong which will form the second part of the promotions for the Welcome Mate Program. The video along with a press release will go out on Monday 9 March.
- The Manager Tourism continued working with Chamber and local Tourism Operators to ensure they are involved in the program and ready to roll out the Welcome Mat for our mates.
- As part of the campaign a special promotion will be run which will offer the first 500 visitors from outside the Shire who go to the St George Visitor Information Centre and say the phrase "I'll be your mate" a special "Welcome Mate Pack".

## **Reviews**

#### Google My Business



## **Tourism Organisation Representation**

#### Southern Queensland Country Tourism (SQCT)

- The information and newsletters have been forwarded out to our Operators for their information.

#### Adventure Way Promotions Group

- The next meeting is scheduled for 10 March.

#### The Great Inland Way

- The latest meeting for The Great Inland Way was held on 20 February 2020.

## **Meetings & Training**

- The next Balonne Shire Tourism meeting is scheduled for 17 March 2020 to be held at the Riverland's Motor Inn.

- The Manager Tourism attended a free Industry Tourism Investment Discussion in Roma on Wednesday 19 February presented by the Australian Industry Group. The forum featured local business success stories from Karen Penfold – Four Daughters Premium Black Angus, Meryl Eddie – Boobook Ecotours Outback, and Cory Heathwood – Brisbane Airport Corporation.

## Volunteer Projects & Activities

- Volunteers staffed the Visitor Information Centre for 37.5 hours of the 180 hours it was open during February 2020.

## Shire Tourism Statistics – February 2020

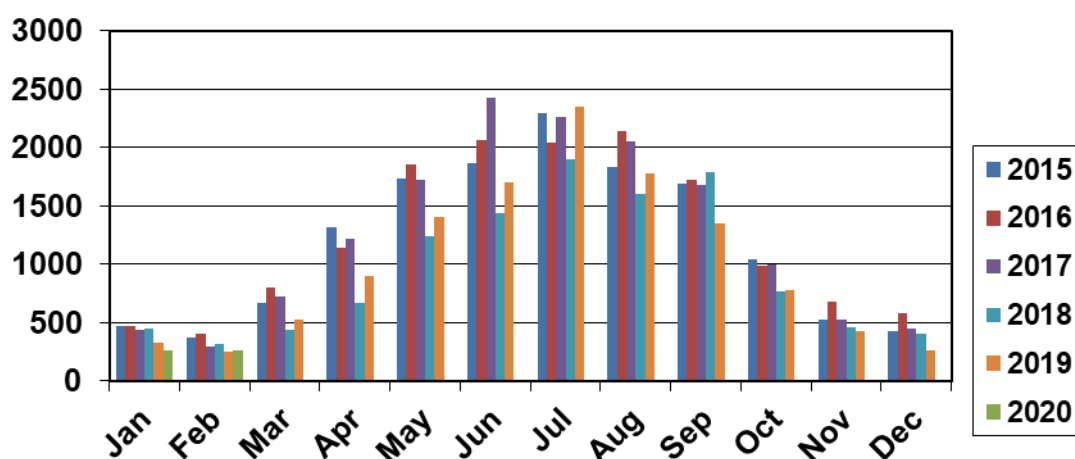
### St George Visitor Information Centre

There were 261 visitors recorded for February 2020 through the Visitor Information Centre (VIC) in St George. This is an increase of 11 compared to February 2019.

The following is a breakdown of the location of the visitors.

○ Local Shire	106
○ New South Wales	30
○ Victoria	4
○ Queensland	94
○ South Australia	3
○ Northern Territory	7
○ Australian Capital Territory	1
○ Western Australia	3
○ Tasmania	3
○ Overseas/International	10

The VIC also received 55 tourism related phone enquiries, 2 Information Packs were sent out and 7 email/internet tourism related enquiries were made during February.



### Dirranbandi RTC

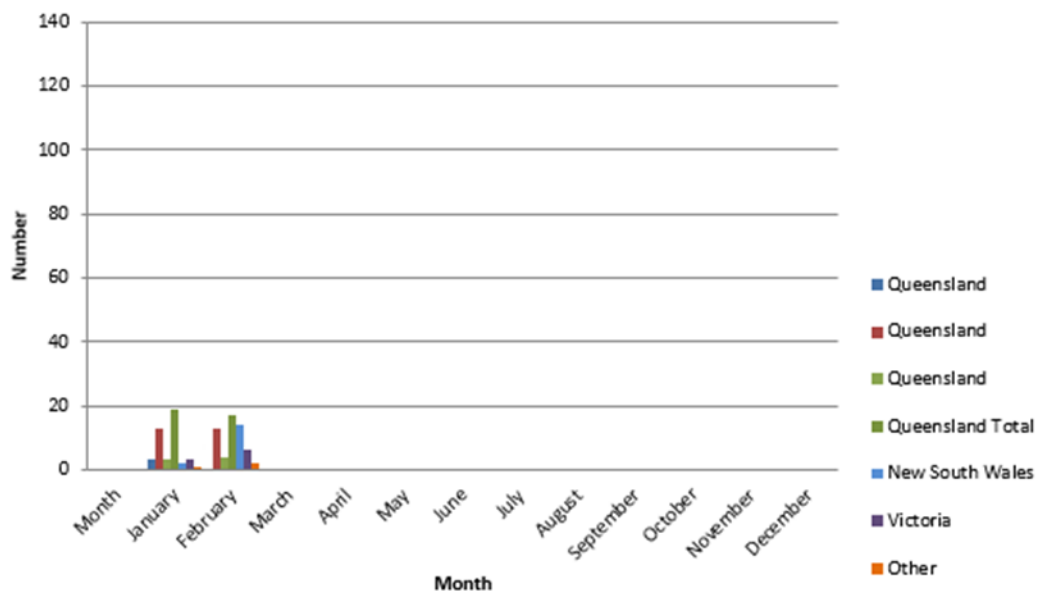
There were 39 visitors recorded for February 2020 through the Dirranbandi Rural Transaction Centre (RTC). This is a decrease of 33 compared to January 2020.

The following is a breakdown of the location of the visitors.

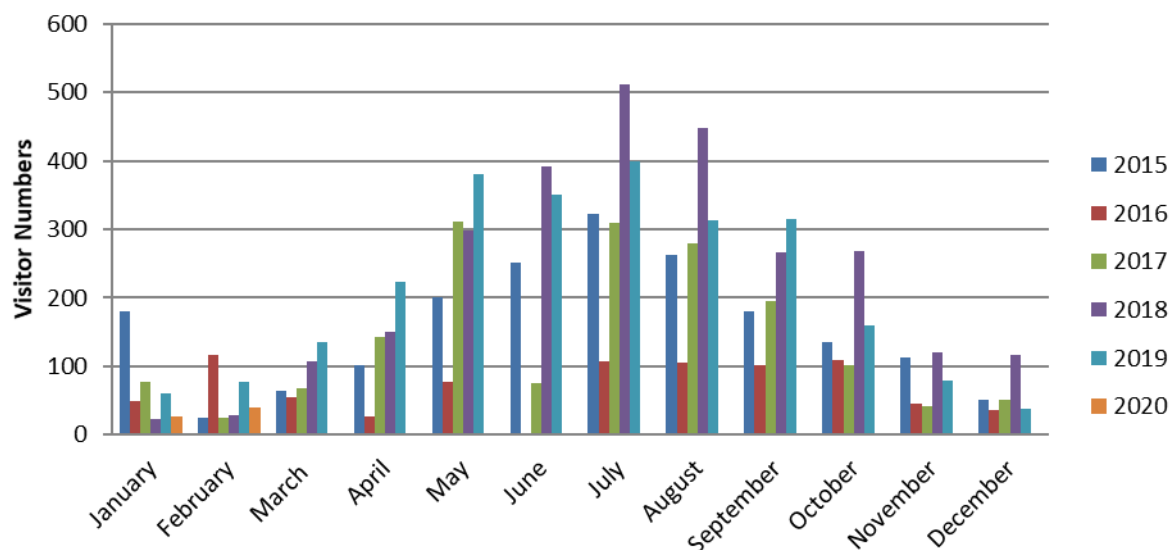
○ Queensland:	17
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- New South Wales: 14
- Victoria: 6
- Other Australia: 2
- Overseas: 0

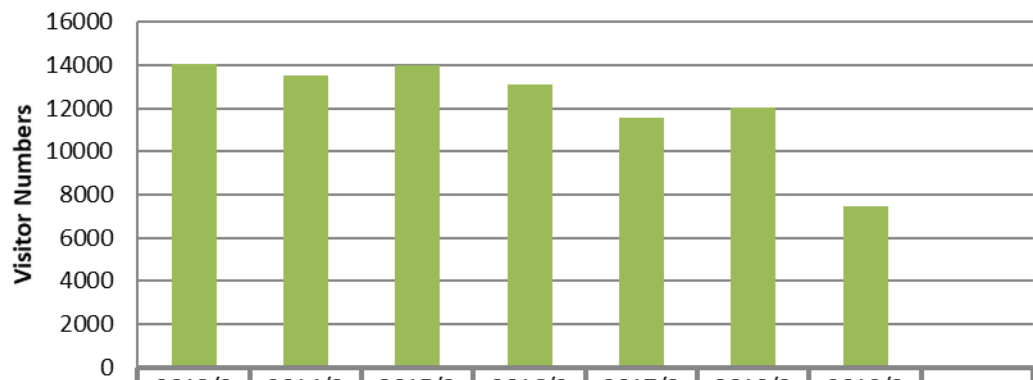
### Dirranbandi Visitors 2020



### Dirranbandi Yearly Visitation Totals



## Financial Yearly Visitation Totals



■ Visitation Numbers	14063	13548	13984	13078	11530	12015	7461	
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## Attachments

Nil

Matthew Magin

**Chief Executive Officer**

## **(IFCS) FINANCE AND CORPORATE SERVICES**

<b>ITEM</b>	<b>TITLE</b>	<b>SUB HEADING</b>	<b>PAGE</b>
ICFS1	<b><u>MONTHLY REPORT ON GRANTS FEBRUARY 2020</u></b>	Grants information from 8 February 2020 to 4 March 2020.	190
ICFS2	<b><u>MONTHLY REPORT DIRECTOR FINANCE &amp; CORPORATE SERVICES</u></b>	Monthly report for Finance and Corporate Services	196
ICFS3	<b><u>MONTHLY FINANCE INFORMATION REPORT FEBRUARY 2020</u></b>	Monthly Finance Information Report February 2020	200

## OFFICER REPORT

TO: Council

SUBJECT: **Monthly Report on Grants February 2020**

DATE: 09.03.20

AGENDA REF: ICFS1

AUTHOR: Stephanie Price - Grants Officer

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### Grants Information Report

Grants information from 8 February 2020 to 4 March 2020.

#### Summary

Submitted Full Business Case	5
Submitted Expression of Interest	0
In-Progress Full Business Case	1
In-progress Expression of Interest	1
Successful Full Business Case	2
Successful Expression of Interest	0
Un-successful Grant Applications	2

#### Attachments

1. 19 March - Grants Monthly Information Report.pdf [↓](#)

Michelle Clarke

**Director Finance & Corporate Services**

# Grants Officer - Information Report

8 February 2020 – 4 March 2020

## Submitted - Full Business Case Grant Applications

Program	Program Dept	Project	FBC Due Date	Date FBC Submitted	FBC Outcome Due Date	Amount Applied for \$	Council Funding \$	Other Funding \$	Total Project Cost \$	BSC Corporate Plan - Community Priority - Please see Key	BSC Corporate Plan Foundation Area - Please see Key	BSC Plans and Strategy Alignment - Please see Key
Tackling Tough Times Together	Foundation for Rural & Regional Renewal	Bollon Park and River Land Revitalisation	25/02/2020	23/02/2020	Approx. May 2020	\$60,000.00	\$10,000.00 **in 2019/20 budget for sprinkler \$2,500.00 **in-kind for installation	\$0.00	\$72,500.00	CP1, CP2, CP4, CP5	1, 2, 4	EDP, CP, TP&C, TMS, RVS
Murray Darling Basin Economic Development Program - Round 2	Department of Agriculture, Federal Gov	Mungindi Water Security Plan **Joint application with MPSC	20/02/2020	19/02/2020	Approx. April 2020	\$156,000.00	\$40,000 **BSC and MPSC in-kind	0	\$196,000.00	2, 4, 5	1, 2, 3, 4, 5	EDP, CP, DWQMP, AMP
Murray Darling Basin Economic Development Program - Round 2	Department of Agriculture, Federal Gov	Mungindi Sculpture River Walk **Joint application with MPSC	20/02/2020	17/02/2020	Approx. April 2020	\$68,000.00	\$5,000.00 **in-kind MPSC	0	\$73,000.00	2, 4, 5	1, 2, 4, 5	EDP, CP, TP&S, TMS
Murray Darling Basin Economic Development Program - Round 2	Department of Agriculture, Federal Gov	Wild Dog Exclusion Fencing (Mungindi)	20/02/2020	13/02/2020	Approx. April 2020	\$522,000.00	\$60,000 **for admin / travel part of 'usual' BSC expenses - no need for amendment to budget	\$400,000 **landholders co-contribution cash or in-kind	\$922,000.00	2, 3, 4, 5	1, 2, 3, 4, 5	EDP, CP, BP
Murray Darling Basin Economic Development Program - Round 2	Department of Agriculture, Federal Gov	Mungindi River Park Stage 2 & 3	20/02/2020	14/02/2020	Approx. April 2020	\$239,000.00	\$10,000 **for admin 'usual' expenses	\$276,000 **LGCSF 2019-21	\$525,000.00	CP1, CP2, CP4, CP5	1, 2, 4, 5	EDP, CP, TP&S, TMS, AMP

## Submitted - Expression of Interest Grant Applications

Nil

## In-Progress - Full Business Case Grant Applications

Program	Program Dept	Project	FBC Due Date	Amount Applied for \$	Council Funding \$	Other Funding \$	Total Project Cost \$	BSC Corporate Plan - Community Priority - Please see Key	BSC Corporate Plan Foundation Area - Please see Key	BSC Plans and Strategy Alignment - Please see Key
Tackling Tough Times Together	Foundation for Rural & Regional Renewal	Bollon Skate Park	28/05/2020	TBC	-	-	TBC	1, 2, 4, 5	1, 2, 4, 5	EDP, CP, TP&S, TMS



# Grants Officer - Information Report

8 February 2020 – 4 March 2020

## In-Progress – EOI Grant Applications

Program	Program Dept	Project	EOI Due Date	Amount Applied for \$	Council Funding \$	Other Funding \$	Total Project Cost \$	BSC Corporate Plan - Community Priority - Please see Key	BSC Corporate Plan Foundation Area - Please see Key	BSC Plans and Strategy Alignment - Please see Key
Activate Infrastructure Fund	Department of Housing & Public Works, QLD Gov	TBC <ul style="list-style-type: none"> <li>Dirran Sports Court</li> <li>St George River Foreshore Footpath</li> <li>Splash Pad / Heating</li> </ul>	Opens March 2020 * to discuss projects with Sport & Rec Adviser	TBC	TBC	TBC	TBC	TBC	TBC	TBC

## Successful - Full Business Case Grant Applications

Program	Program Dept	Project	Amount Applied for \$	Approved Funding \$	Council Funding \$	Other Funding \$	Total Project Cost \$	BSC Corporate Plan - Community Priority - Please see Key	BSC Corporate Plan Foundation Area - Please see Key	BSC Plans and Strategy Alignment - Please see Key
Advance QLD Engaging Science Grants	Department of Environment & Science (DES), QLD Gov	Balonne - Its Rocket Science	\$7,550.00	\$7,550.00	\$0.00	\$0.00	\$7,755.00	CP1, CP3	1, 5	CP
Drought Communities Program \$1m ext Dec 19	Department of Infrastructure Transport, Regional Cities & Infrastructure, Federal Gov	Balonne Community Infrastructure Projects	\$1,000,000.00	\$1,000,000.00	\$0.00	\$0.00	\$0.00	2, 4, 5	1, 2, 4, 5	EDP, CP, AMP

## Successful – Expression of Interest Grant Applications

Nil

## Un-Successful – Grant Applications

Year of the Outback Tourism Events Program	Department of Premier & Cabinet, QLD Gov	<ul style="list-style-type: none"> <li>St George Showgrounds Access &amp; Water Upgrades</li> </ul>	\$82,500.00	\$7,500.00 (in-kind)	0	\$82,500	February 2020	Yes	Not to date
Activate Infrastructure Initiative	Department of Housing & Public Works (DHPW), QLD Gov	St George Pool - Splash Pad / Pool Heating	\$850,000.00	\$0.00	\$0.00	\$850,000.00	<b>Activate Infrastructure Initiative</b>	Department of Housing & Public Works (DHPW), QLD Gov	St George Pool - Splash Pad / Pool Heating
New South Wales Cross-Border IS Fund	Planning, Industry and Environment - NSW Gov	<ul style="list-style-type: none"> <li>Hebel - Goodooga Road</li> </ul>	\$667,460.00	\$0.00	\$0.00	\$667,460.00	<b>New South Wales Cross-Border IS Fund</b>	Planning, Industry and Environment - NSW Gov	Hebel - Goodooga Road

# Grants Officer - Information Report

8 February 2020 – 4 March 2020

## GRANTS SNAPSHOT – 2019/20 FINANCIAL YEAR

### UNSUCCESSFUL GRANTS REGISTER 2019/20

Program	Program Dept	Project	Amount Applied for \$	Council Funding \$	Other Funding \$	Total Project Cost \$	Date Outcome Received	Feedback Requested	Feedback Received and filed *magiq number
Tackling Tough Times Together	Foundation for Rural & Regional Renewal	Solar Lights - Thallon Campgrounds to Hotel	\$10,000.00	\$0.00	\$0.00	\$10,000.00	Oct-19	Yes	**FRRR called 03/03/2020 - nothing wrong with this particular application, however projects that are potentially more favourable include funding requests 1) by a community group 2) for a community owned asset 3) items utilised by community 4) specific community request. This is dependent on amount of applications received in that specific round. They suggested that it would be a good idea to consider asking community groups to apply if feasible. If not then to show evidence of the community use and support for project. If it is Council asset and Council land explain why Council cannot afford in own budget.
Community Swimming Grants Program	Australian Sports Commission - Federal Gov	Subsidised Swim Session / Lessons	\$10,000.00	\$0.00	\$0.00	\$10,000.00	Jan-20	Yes	**Magiq 137481** In regards to the Balonne Council specifically this application met eligibility requirements and addressed each of our criteria. However, due to the large number of competitive applications it did not proceed to the shortlist stage. Applications that progressed provided strong detail regarding how the activity increased physical activity levels, reduced barriers and addressed sustainability factors to ensure ongoing impact beyond the funded activity.
Rural Aid 10 Towns Makeover Initiative	Rural Aid Australia	Bollon Main Street Beautification Project	Minimum \$100,000 over 5 years	\$0.00	\$0.00	\$300,000.00	Oct-19	Yes	**Magiq 137482** Your application was strong and it is difficult to identify any particular reason/s why your town was not a finalist.
Year of the Outback Tourism Events Program	Department of Premier & Cabinet - QLD Gov	St George Showgrounds Access & Water Upgrades	\$82,500.00	\$7,500 (in-kind)	\$0.00	\$82,500.00	Feb-20	Yes	**Dept called 12/02/2020 stating that even though IS projects were eligible, event projects were assessed more favourably
Activate Infrastructure Initiative	Department of Housing & Public Works (DHPW), QLD Gov	St George Pool - Splash Pad / Pool Heating	\$850,000.00	\$0.00	\$0.00	\$850,000.00	Feb-20	Yes	**Teleconference booked for 3 March 2020
New South Wales Cross-Border IS Fund	Planning, Industry and Environment - NSW Gov	Hebel - Goodooga Road	\$667,460.00	\$0.00	\$0.00	\$667,460.00	Feb-20	Yes	**Magiq 137320** "The NSW government has already committed to funding the upgrade for the NSW section of the road, therefore further NSW government investment cannot be justified"

# Grants Officer - Information Report

8 February 2020 – 4 March 2020

SUCCESSFUL GRANTS REGISTER 2019/20 **all amounts are GST Excl. unless stated otherwise												
Program	Program Dept	Project	Amount Applied For \$	Project commence date as per agreement	Project completion date as per agreement	Approved Funding \$	Council Funding \$	Other Funding \$	Total Project Cost \$	BSC Corporate Plan - Community Priority - Please see Key	BSC Corporate Plan Foundation Area - Please see Key	BSC Plans and Strategy Alignment - Please see Key
Tackling Tough Times Together	Foundation for Rural & Regional Renewal	Restoration of Nindigully Boomerangs	\$20,000.00	16/07/2019	15/01/2021	\$19,900.00	\$0.00	\$0.00	\$19,900.00	CP2, CP4	1, 2	EDP, CP, TP&S, TMS
Celebrating Multicultural Queensland Program	Department of Local Government, Racing & Multicultural Affairs	Multicultural Development in the Balonne Shire (MDO Role and Projects)	\$300,000.00	25/10/2019	30/09/2022	\$300,000.00	\$0.00	\$0.00	\$300,000.00	CP1, CP4, CP5	1	EDP, CP, TP&S
Tackling Regional Adversity through Integrated Care (TRAIC)	Department of Health	Building Stronger Communities	\$60,000.00	16/10/2019	31/10/2020	\$60,000.00	\$0.00	\$0.00	\$0.00	CP1, CP2, CP3, CP4, CP5	1, 2, 5	EDP, CP
Advance QLD Engaging Science Grants	Department of Environment & Science (DES), QLD Gov	Balonne - Its Rocket Science	\$7,550.00	27/06/2020	12/07/2020	\$7,755.00	\$0.00	\$0.00	\$7,755.00	CP1, CP3	1, 5	CP
Drought Communities Program \$1m ext Dec 19	Department of Infrastructure Transport, Regional Cities & Infrastructure, Federal Gov	Balonne Community Infrastructure Projects	\$1,000,000.00	1/01/2020	31/12/2020	\$1,000,000.00	\$0.00	\$0.00	\$0.00	2, 4, 5	1, 2, 4, 5	EDP, CP, AMP

# Grants Officer - Information Report

8 February 2020 – 4 March 2020

## KEY for Plan and Strategy Alignments

### Key - Foundation Area

1	Community
2	Economy
3	Environment
4	Infrastructure & Planning
5	Governance

### Key - Community Priority

CP1	Youth Retention
CP2	Small Town Sustainability
CP3	Skilling & Training
CP4	Value-add & Diversification
CP5	Shared Vision

### Key - BSC Plans & Strategies

10 Year Capital Works Program	10VCWP	Community Plan	CP	Library Strategic Plan	LSP	St George CBD Master Plan	CBDMP
10 Year Plant Renewal Program	10YPRP	Community Safety Strategy	CSS	Local Disaster Management Plan	LDMP	Stock Route Management Plan	SRMP
Asset Management Plan	AMP	Drinking Water QMP	DWQMP	Long Term Financial Plan	LTFP	Tourism Marketing Strategy	TMS
Biosecurity Plan	BP	Economic Development Plan	EDP	Recreational Vehicle Strategy	RVS	Tourism Policy & Strategy	TP&S
CCTV Strategy	CCTV	ICT Strategic Plan	ICTSP	River Foreshore Master Plan	RFMP	Waste Reduction & Recycling Plan	WR&RP

## OFFICER REPORT

**TO:** Council

**SUBJECT:** Monthly Report Director Finance & Corporate Services

**DATE:** 07.03.20

**AGENDA REF:** ICFS2

**AUTHOR:** Michelle Clarke - Director Finance & Corporate Services

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### Sub-Heading

Monthly report for Finance and Corporate Services

### St George Levee

Progress depending on landholders, further follow up has been sent

- Three earth levee matters are continuing and pending bank consent
- 1 block wall levee documentation pending
- 4 block wall levee matters still to finalise

### Land matters

- Further follow up made with Graincorp on Peppercorn leases for Thallon cattle yards and low cost camping area
- Thallon HACC building hired by St George Medical Centre, Memorandum of Understanding pending
- St George Netball courts has been referred to Council's solicitors to prepare a trustee lease

### Complaints

- No administrative complaints received in February

### Staffing

- Creditors Officer appointed
- Casual administration officer appointed
- Asset Accountant position advertisement underway
- Team Building and Planning day was held with all FCS staff on 4 February

### Rates

- Rates discount period ends 13 March 2020
- Synergysoft training session held on rates
- Currently preparing a briefing paper on water tariffs for council consideration with budget 2020/21

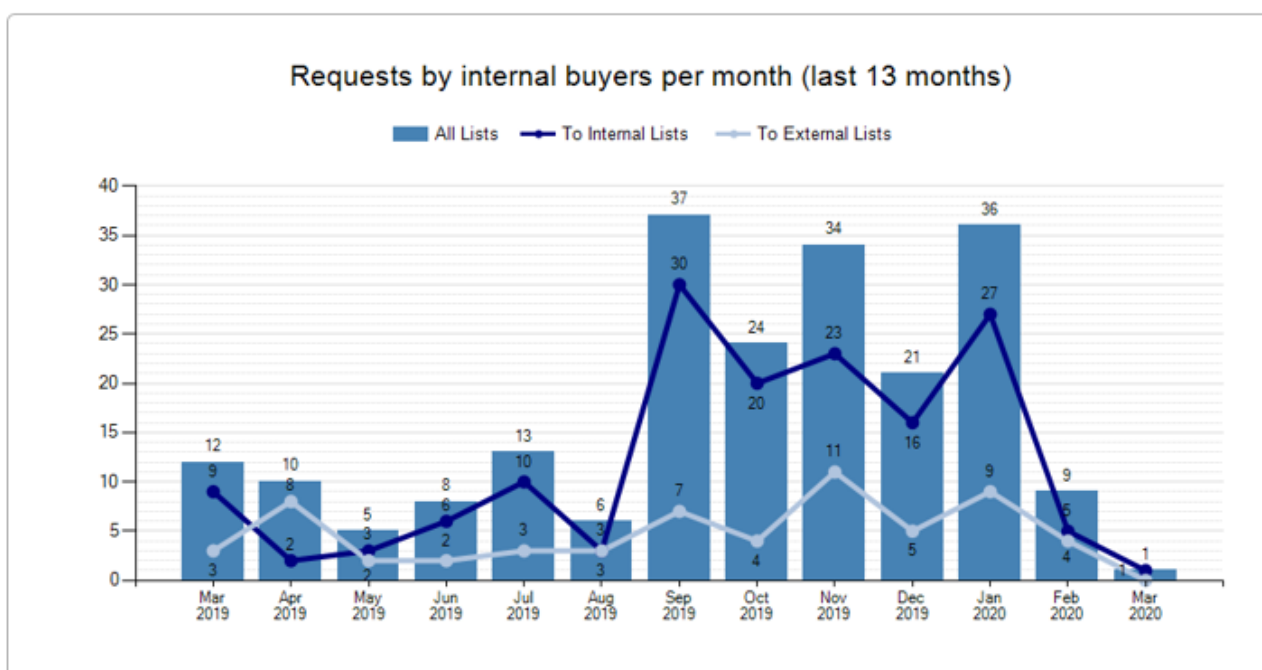
### Finance

- Round 2 of WDEF special rates scheme has been advertised

- Capitalisation of assets work performed
- Draft 2020/21 budget underway
- FBT workshop attended in preparation for FBT return
- Audit & Risk Committee held 18 February
- External audit has been deferred to 14 April due to the flood event
- External audit plans agreed to for Council and SWLGA
- Meetings held with Infrastructure Services with regards to the asset register
- Manager Finance, Director Infrastructure and Director Finance & Corporate Services attended Tropical Finance workshop held in Toowoomba 9 March and Finance Professionals Group on 10 March with Department of Local Government Racing & Multicultural Affairs, Queensland Treasury and Queensland Audit. DIS and DFCS presenting to the Finance Professionals Group on the South West Regional Roads Group Regional Asset Management Strategy – funded by the DLGRMA Local Government Grants & Subsidies program.

## Procurement

- Continuing to work with Environment & Regulatory services for procurement of Murray Darling Basin Grant program for \$5m
- Preferred supplier arrangement in place for Road Building Materials and Wet and Dry Plant Hire
- Murray Darling Dirranbandi Beautification project – assisted set up for Vendor Panel and advice on grant documentation
- Assisted with contract for Digital Connectivity Project Stages 3 and 4 together with Facility Agreements for towers on council land
- The following graph shows a dip in the use of Vendor Panel in February. This is due to the wild dog exclusion special rate scheme round 1 completing, the flood event and renewal of the preferred supplier arrangements.



## St George Aerodrome

- Progress report completed for funding body
- Quotations accepted for planning, design and survey works
- Advice obtained from Planner on subdivision works
- Signage installed

- New licence agreement prepared for new site to allow removal of shipping containers

### IT Vision project

- Finance and Payroll modules fell behind with the flood event however:
- Dates have been revised in consultation with staff and IT Vision with minimal impact
- Chart of Accounts near complete
- Data cleansing continues across all modules

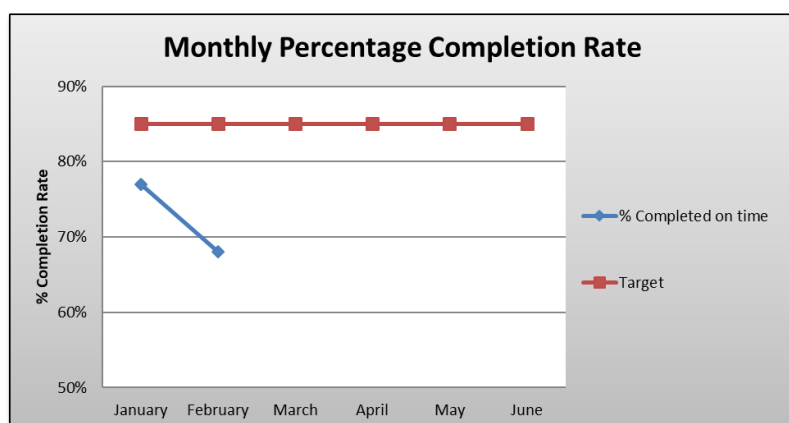
### Information Technology

- New phones have arrived and will be rolled out across the organisation. FSG have now installed the switches to enable this
- Fibre has now been installed as part of the digital connectivity project with FSG to enable roll out for the first Stage
- New tablets were ordered for Infrastructure and enabled to assist with flood damage reporting
- Quotations have been obtained for new computers for Councillors and a new contract entered into to take advantage of government contract pricing
- Technical assistance provided for teleconferencing for Local Disaster Management Group meetings
- Outage investigated at Infrastructure Services depot in St George due to storm and rain events

### Service requests

A total of 105 documents were created in Magiq for service requests for February with 71 completed on time giving a 68% average completion rate. This is well below the target of 85%. Some of this may be due to the flood event. Council received no recorded compliments in February, however did receive some positive feedback with regards to the flood event and the way it was handled.

	January	February
Total Documents	53	105
Completed on Time	41	71
Completed Late	10	6
Pending & Overdue	2	28
% completed on time	77%	68%
% Completed overall	96%	74%
Target	85%	85%



### Flood Event

- The Local Disaster Management Group met on at least 17 occasions and completed 15 situation reports for the District Disaster Management Group.



- Council utilised the Guardian Emergency Management System and administrative and technical staff were trained to improve the recording of road closures, flood damage and requests for action. The system also records all situation reports, media and documentation relevant to the event.
- Council recorded 27 requests for action and 6 enquiries during the flood event.
- All communities received regular community notices as circumstances changed and these were posted on town notices boards. Queensland Police and Queensland Fire & Emergency Services assisted with letterbox drops in St George leading up to the peak of the flood event. Care Balonne and Council have worked together on the Community Recovery plan and actions.

### **Other key projects/meetings**

**Risk module** – Governance Institute of Australia Post Graduate Diploma in Risk Management and Corporate Governance has been commenced by the Director Finance & Corporate Services. This project requires delivery of a real live risk management project in the workplace that will assist in improving council's risk culture and implementation of its risk management framework.

### **Operational Plan**

Directorates have been requested to commence the first draft of their Operational Plan for 2020/21

### **Insurance Portfolio**

Meetings have been scheduled for March to complete declarations and finalise asset lists for insurance purposes

**Council election action plan** to induct incoming councillors is underway and will be implemented following the 28 March election – once the poll is declared.

**Staff Breakfast** – preparing for staff breakfast on 19 March 2020

### **Attachments**

Nil

Michelle Clarke

**Director Finance & Corporate Services**

## OFFICER REPORT

TO: Council

SUBJECT: Monthly Finance Information Report February 2020

DATE: 09.03.20

AGENDA REF: ICFS3

AUTHOR: Tracey Lee - Manager Finance Services

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### Sub-Heading

Monthly Finance Information Report February 2020

### Attachments

1. Monthly Finance Information Report Feb 2020.pdf [↓](#)

Michelle Clarke

**Director Finance & Corporate Services**

# Finance Information Report

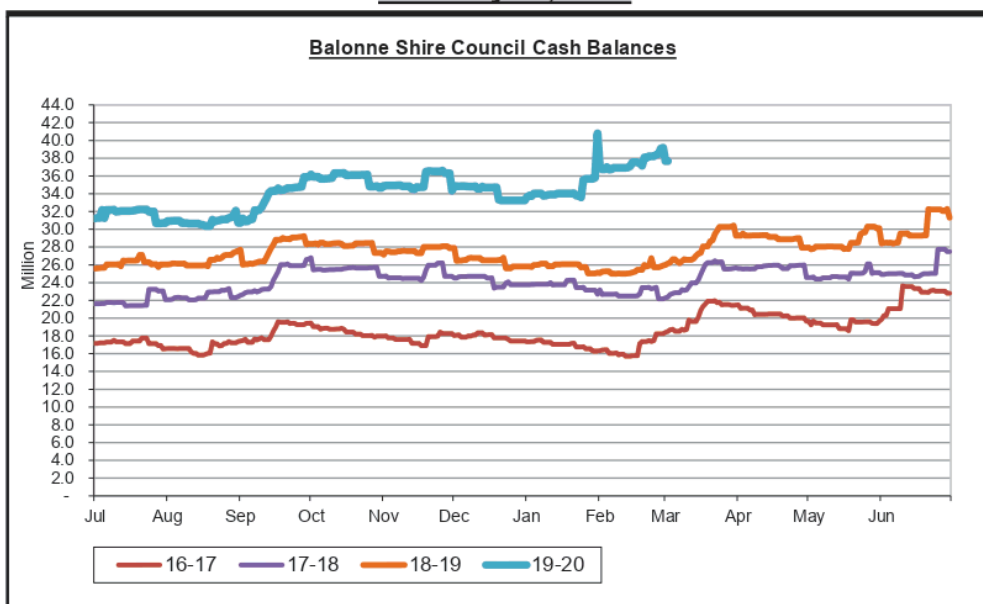
Month Ending 29 February 2020

## Table of Contents

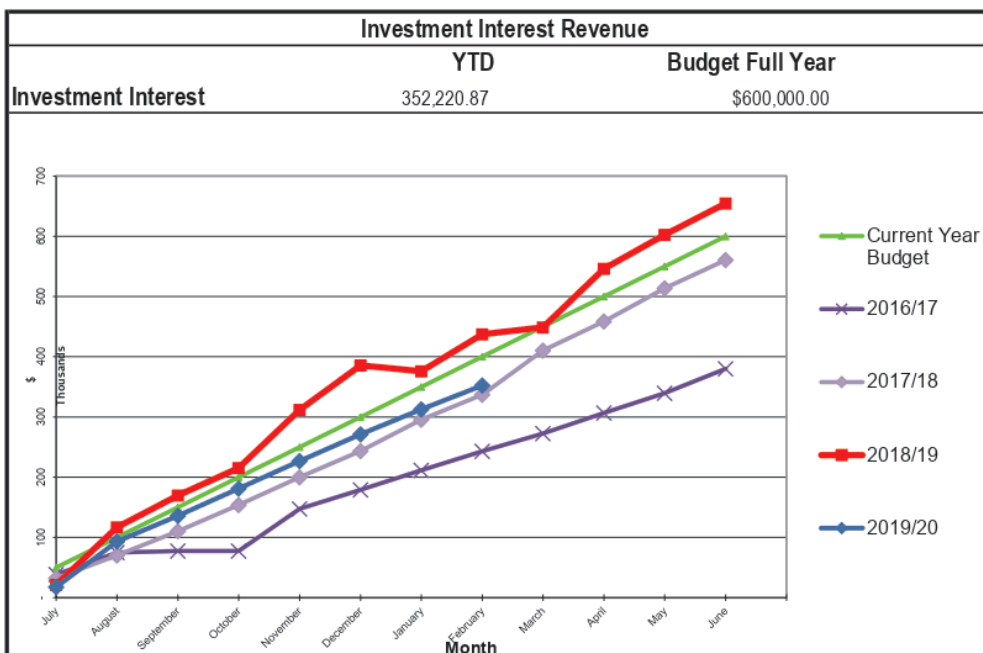
Cash Balances Graphs	2
Revenue and Expenditure	3
Rates Status Report	23
Capital and Operational Grants Report	24
Job Graphs	28
Road Maintenance	41
RMPC Road Cost Summary	43
Concessions and Donations	46
Information Graphs	48
Capital and Operational Projects Report	50

## Balonne Shire Council Cash Management Report

### February 29, 2020



Cash Fund Balance			
<b>Operational Fund:</b>	<b>Balance</b>		
Cash on Hand	1,200.00	<b>Short Term Deposits:-</b>	
Cash at Bank	6,669,570.37	QTC	16,446,208.10
Short Term Deposits	31,017,846.15	Investments	10,000,000.00
<b>Total Funds</b>	<b>\$37,688,616.52</b>	Reserve Account	4,571,638.05
<b>Trust Fund:</b>		<b>Total</b>	<b>31,017,846.15</b>
Cash at Bank	\$229,326.63		



**Revenue and Expenditure Report - Balonne Shire Council**  
( Accounts: 0100-0002-0000 to 7900-7201-0000. 67% of year elapsed. All Accounts. Excludes Committed Costs. To Details. )

**Financial Year Ending 2020 - (Budget for Full Year)**

Version: 2019.9.3.1

	REVENUE			EXPENSE			SURPLUS / ( DEFICIENCY )		
	29 Feb 2020	%	Budget	29 Feb 2020	%	Budget	29 Feb 2020	%	Budget
0170-2447 DROUGHT COMMUNITIES PROJECTS				0.00	---	0			
<b>0170-0003 GRANTS GENERAL</b>	<b>2,445,675.25</b>	<b>45%</b>	<b>5,451,735</b>	<b>0.00</b>	<b>---</b>	<b>0</b>	<b>2,445,675.25</b>	<b>45%</b>	<b>5,451,735</b>
<b>0100-0002 FINANCE GENERAL</b>	<b>9,729,249.16</b>	<b>73%</b>	<b>13,385,735</b>	<b>371,944.23</b>	<b>51%</b>	<b>726,700</b>	<b>9,357,304.93</b>	<b>74%</b>	<b>12,659,035</b>
<b>0200-0002 ADMINISTRATION/CORPORATE</b>									
<b>0205-0003 CORPORATE SERVICES</b>									
0205-1300 Search Fees	9,520.00	79%	12,000						
0205-1351 Printing/Stationery/Misc	1,064.73	106%	1,000						
0205-1352 Sale of Misc Surplus Equipment	198.00	40%	500						
0205-1354 Council Documents	0.00	---	100						
0205-1355 Contribution Funding - Website	0.00	---	0						
0205-1610 LGGSP - Regional Asset Mgmt Strategy	212,520.00	100%	212,520						
0205-1621 Traineeship Subsidy	0.00	---	25,000						
0205-1622 Paid Parental Leave Subsidy-Ctrlink	13,330.80	95%	14,000						
0205-1633 Grant - Drought Support	0.00	---	0						
0205-1634 REDP GRANT - GRANTS OFFICER	0.00	---	100,000						
0205-1650 State Fire Services Commission	0.00	---	11,000						
0205-1670 Superannuation Contribution Refunds	0.00	---	500						
0205-1810 Oncost Recovery	1,826,057.95	69%	2,650,000						
0205-1901 Gain/Loss Sale of Fixed Asset	0.00	---	0						
0205-1902 Insurance Recoupment	4,286.36	36%	12,000						
0205-1903 Insurance Workers Comp. Recoupment	9,658.07	97%	10,000						
0205-1905 Land Gain/Loss Sale of Fixed Asset	0.00	---	0						
0205-1910 Gain on Revaluation Assets	0.00	---	0						
0205-2101 Salaries/Wages				1,133,221.44	69%	1,650,000			
0205-2102 Annual Leave Accrual				460,697.92	77%	600,000			
0205-2103 Long Service Leave Accrual				50,434.87	50%	100,000			
0205-2104 Sick Leave				165,012.30	83%	200,000			
0205-2105 Superannuation				445,152.99	71%	630,000			
0205-2106 Admin Training				44,842.33	60%	75,000			
0205-2107 Public Holidays				137,132.19	64%	215,000			
0205-2108 Recruitment Expenses				23,682.62	59%	40,000			
0205-2110 FBT Expense-Corp Serv Staff Only				0.00	---	35,010			
0205-2112 Parental Leave				21,021.63	105%	20,000			
0205-2113 Attendance Bonus - All Staff				0.00	---	0			
0205-2202 Advertising-Corporate Services				11,814.83	118%	10,000			
0205-2203 Audit Fees				24,351.63	54%	45,000			
0205-2204 Bank Charges				6,268.39	57%	11,000			
0205-2205 Civic Receptions and Entertainment				13,255.23	156%	8,500			

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Page 2

Date: 03-03-2020

**Revenue and Expenditure Report - Balonne Shire Council**  
( Accounts: 0100-0002-0000 to 7900-7201-0000. 67% of year elapsed. All Accounts. Excludes Committed Costs. To Details. )

**Financial Year Ending 2020 - (Budget for Full Year)**

Version: 2019.9.3.1

	REVENUE			EXPENSE			SURPLUS / ( DEFICIENCY )		
	29 Feb 2020	%	Budget	29 Feb 2020	%	Budget	29 Feb 2020	%	Budget
0205-2207 Conferences and Deputations				13,091.83	44%	30,000			
0205-2209 Computer Services				119,297.14	82%	145,000			
0205-2211 Electricity-118 Victoria Street				30,009.90	86%	35,000			
0205-2214 Insurance-Wrkers Compensation Excess				401.12	80%	500			
0205-2215 Insurance - Workers Compensation				71,798.69	100%	72,000			
0205-2216 Insurance - Public Risk				0.00	---	0			
0205-2217 Insurance - Other				226,672.06	100%	227,000			
0205-2218 Insurance Workers Comp Claim Paymts				13,824.17	138%	10,000			
0205-2219 Internal Audit				15,894.89	64%	25,000			
0205-2220 Citizenship Ceremonies				0.00	---	100			
0205-2221 Legal Expenses				22,271.75	45%	50,000			
0205-2222 Postage-Corporate Services				7,678.75	44%	17,500			
0205-2223 Printing and Stationery-Corporate Se				36,847.75	105%	35,000			
0205-2225 Rates-Charges-118 Victoria				301.04	100%	300			
0205-2226 Websters Building Maintenance				0.00	---	0			
0205-2227 Maintenance/Operations				93,001.09	60%	155,000			
0205-2228 Subscriptions				68,251.36	100%	68,000			
0205-2229 Telephone-Corporate Services				27,825.80	93%	30,000			
0205-2230 Vehicle Expenses-MFA & CEO				15,241.28	33%	46,000			
0205-2231 Valuation Fees-DNR				1,099.40	37%	3,000			
0205-2235 Cents Rounding Expense				0.98	10%	10			
0205-2236 Meals on Wheels Building				0.00	---	0			
0205-2270 Workplace Health/Safety				130,228.50	81%	160,000			
0205-2274 IR/HR Expense				19,615.31	49%	40,000			
0205-2301 Depreciation Corporate Services				46,049.24	58%	80,000			
0205-2302 Amortisation of Software				3,089.23	---	0			
0205-2402 Bad Debts - Rates				0.00	---	5,000			
0205-2403 Bad Debts - Other				0.00	---	1,000			
0205-2407 QTC Finance Cost Corporate				66,234.05	85%	77,574			
0205-2447 Operational Projects				140,996.80	38%	368,410			
0205-2448 Office Equipment Write-Off				0.00	---	0			
0205-2450 REDP - GRANTS OFFICER				51,929.33	52%	100,000			
0205-2510 C & C Rental Concessional				33,150.00	65%	50,700			
<b>0205-0003 CORPORATE SERVICES</b>	<b>2,076,635.91</b>	<b>68%</b>	<b>3,048,620</b>	<b>3,791,689.83</b>	<b>69%</b>	<b>5,471,604</b>	<b>(1,715,053.92)</b>	<b>71%</b>	<b>(2,422,984)</b>
<b>0206-0003 COUNCILLORS SERVICES</b>									
0206-2101 Councillors' Remuneration				255,219.17	59%	432,556			
0206-2207 Conferences and Deputations-Council				26,811.65	107%	25,000			
0206-2210 Council Elections				0.00	---	25,000			
0206-2213 Misc Meeting Expenditure				12,039.42	109%	11,000			

**Revenue and Expenditure Report - Balonne Shire Council**
  
 ( Accounts: 0100-0002-0000 to 7900-7201-0000. 67% of year elapsed. All Accounts. Excludes Committed Costs. To Details. )

**Financial Year Ending 2020 - (Budget for Full Year)**

Version: 2019.9.3.1

	REVENUE			EXPENSE			SURPLUS / ( DEFICIENCY )		
	29 Feb 2020	%	Budget	29 Feb 2020	%	Budget	29 Feb 2020	%	Budget
0206-2217 Councillors Accident Insurance				0.00	---	750			
0206-2227 Maintenance/Operations				1,162.95	12%	10,000			
0206-2230 Travelling Expenses-Councillors				1,757.13	59%	3,000			
<b>0206-0003 COUNCILLORS SERVICES</b>	<b>0.00</b>	<b>---</b>	<b>0</b>	<b>296,990.32</b>	<b>59%</b>	<b>507,306</b>	<b>(296,990.32)</b>	<b>59%</b>	<b>(507,306)</b>
<b>0210-0003 STORES ADMINISTRATION</b>									
0210-1810 Oncosts-Stores	17,812.26	51%	35,000						
0210-1901 Gain/Loss on Sale of Surplus Stock	0.00	---	0						
0210-2227 Maintenance/Operations				0.00	---	100			
0210-2233 Stocktake Variation				0.00	---	0			
0210-2447 Operational Projects				0.00	---	0			
<b>0210-0003 STORES ADMINISTRATION</b>	<b>17,812.26</b>	<b>51%</b>	<b>35,000</b>	<b>0.00</b>	<b>---</b>	<b>100</b>	<b>17,812.26</b>	<b>51%</b>	<b>34,900</b>
<b>0200-0002 ADMINISTRATION/CORPORATE</b>	<b>2,094,448.17</b>	<b>68%</b>	<b>3,083,620</b>	<b>4,088,680.15</b>	<b>68%</b>	<b>5,979,010</b>	<b>(1,994,231.98)</b>	<b>69%</b>	<b>(2,895,390)</b>
<b>0300-0002 PLANNING &amp; DEVELOPMENT</b>									
<b>0310-0003 DEVELOPMENT - PLANNING</b>									
0310-1302 Development Planning Fees/Charges	11,422.00	114%	10,000						
0310-1400 Fines	0.00	---	0						
0310-2106 Training				0.00	---	5,000			
0310-2221 Legal Fees-Planning				5,520.20	55%	10,000			
0310-2227 Maintenance/Operations				23,233.67	31%	75,000			
0310-2447 Operational Projects				12,214.60	41%	30,000			
<b>0310-0003 DEVELOPMENT - PLANNING</b>	<b>11,422.00</b>	<b>114%</b>	<b>10,000</b>	<b>40,968.47</b>	<b>34%</b>	<b>120,000</b>	<b>(29,546.47)</b>	<b>27%</b>	<b>(110,000)</b>
<b>0320-0003 DEVELOPMENT -</b>									
0320-1300 Building Search Fees	436.50	22%	2,000						
0320-1302 Swimming Pool Inspection Fee	1,936.37	55%	3,500						
0320-1304 Building Fees/Permits	15,583.50	104%	15,000						
0320-1305 House Removal Inspection Fees	0.00	---	0						
0320-1400 Fines	0.00	---	0						
0320-2106 Training				0.00	---	2,500			
0320-2227 Maintenance/Operations				23,462.33	34%	70,000			
0320-2447 Operational Projects				0.00	---	2,000			
<b>0320-0003 DEVELOPMENT -</b>	<b>17,956.37</b>	<b>88%</b>	<b>20,500</b>	<b>23,462.33</b>	<b>31%</b>	<b>74,500</b>	<b>(5,505.96)</b>	<b>10%</b>	<b>(54,000)</b>
<b>0340-0003 ECONOMIC DEVELOPMENT</b>									
0340-1622 Subsidy - State	0.00	---	0						
0340-1623 Grant-Federal-Operational	0.00	---	0						
0340-1624 Grant - Murray Darling Program	0.00	---	0						



**Revenue and Expenditure Report - Balonne Shire Council**  
( Accounts: 0100-0002-0000 to 7900-7201-0000. 67% of year elapsed. All Accounts. Excludes Committed Costs. To Details. )

**Financial Year Ending 2020 - (Budget for Full Year)**

Version: 2019.9.3.1

	REVENUE			EXPENSE			SURPLUS / ( DEFICIENCY )		
	29 Feb 2020	%	Budget	29 Feb 2020	%	Budget	29 Feb 2020	%	Budget
0340-1634 REDP GRANT - ECONOMIC DEVEL	75,000.00	100%	75,000						
0340-1635 MDB EDP - BUSINESS MENTORING	220,000.00	61%	360,000						
0340-2101 Salaries/Wages				0.00	---	0			
0340-2106 Training				0.00	---	0			
0340-2110 FBT Expense - Eco Dev				0.00	---	0			
0340-2201 Precepts - Economic Development				0.00	---	0			
0340-2214 General Expenses				25,366.56	40%	63,400			
0340-2447 Operational Projects				(4,268.43)	-16%	27,000			
0340-2449 Murrumbidgee Program				0.00	---	0			
0340-2450 REDP - ECONOMIC DEVELOPMENT				96,955.69	46%	211,000			
0340-2451 MDB EDP - BUSINESS MENTORING				5,600.36	2%	360,000			
<b>0340-0003 ECONOMIC DEVELOPMENT</b>	<b>295,000.00</b>	<b>68%</b>	<b>435,000</b>	<b>123,654.18</b>	<b>19%</b>	<b>661,400</b>	<b>171,345.82</b>	<b>-76%</b>	<b>(226,400)</b>
<b>0350-0003 TOURISM SERVICES</b>									
0350-1610 FRRR NINDIGULLY BOOMERANG GRANT	19,900.00	100%	19,900						
0350-1622 Subsidy - State-Operational	9,068.00	36%	25,000						
0350-1631 Contribution - Advertising	(359.09)	-21%	1,700						
0350-1632 Subsidy - Capital	0.00	---	0						
0350-2201 Tourism Memberships				15,273.62	95%	16,000			
0350-2214 General Expenses				737.06	37%	2,000			
0350-2447 Operational Projects				79,479.92	38%	208,000			
<b>0350-0003 TOURISM SERVICES</b>	<b>28,608.91</b>	<b>61%</b>	<b>46,600</b>	<b>95,490.60</b>	<b>42%</b>	<b>226,000</b>	<b>(66,881.69)</b>	<b>37%</b>	<b>(179,400)</b>
<b>0355-0003 VISITOR SERVICES</b>									
0355-1351 VIC Sales	22,763.57	57%	40,000						
0355-1352 VIC Internet Charges	0.00	---	100						
0355-1353 VIC Refreshment Sales	63.26	18%	350						
0355-1354 VIC Craft Revenue	3,707.68	62%	6,000						
0355-1901 VIC Profit/Loss Sale of Assets	0.00	---	0						
0355-2106 VIC Training - Staff				4,345.67	54%	8,000			
0355-2202 VIC Advertising				1,226.60	61%	2,000			
0355-2227 VIC Maintenance/Operations				213,764.10	64%	335,000			
0355-2228 VIC Cost of Sales				22,518.79	70%	32,000			
0355-2229 VIC Internet Service Expenditure				0.00	---	200			
0355-2230 VIC Refreshments - Cost of Sales				39.16	10%	400			
0355-2233 VIC Craft Expenditure				2,736.84	55%	5,000			
0355-2301 Depreciation VIC				9,151.68	61%	15,000			
0355-2447 VIC Operational Projects				1,178.61	8%	15,000			
0355-2448 VIC Equipment Writeoff				0.00	---	0			

**Revenue and Expenditure Report - Balonne Shire Council**
  
 ( Accounts: 0100-0002-0000 to 7900-7201-0000. 67% of year elapsed. All Accounts. Excludes Committed Costs. To Details. )

Financial Year Ending 2020 - (Budget for Full Year)

Version: 2019.9.3.1

	REVENUE			EXPENSE			SURPLUS / ( DEFICIENCY )		
	29 Feb 2020	%	Budget	29 Feb 2020	%	Budget	29 Feb 2020	%	Budget
<b>0355-0003 VISITOR SERVICES</b>	<b>26,534.51</b>	<b>57%</b>	<b>46,450</b>	<b>254,961.45</b>	<b>62%</b>	<b>412,600</b>	<b>(228,426.94)</b>	<b>62%</b>	<b>(366,150)</b>
<b>0360-0003 LAND DEVELOPMENT</b>									
0360-1351 LFR Gain on Sale of Land	7,160.07	---	0						
0360-2228 Legal Costs for Land				567.00	---	0			
<b>0360-0003 LAND DEVELOPMENT</b>	<b>7,160.07</b>	<b>---</b>	<b>0</b>	<b>567.00</b>	<b>---</b>	<b>0</b>	<b>6,593.07</b>	<b>---</b>	<b>0</b>
<b>0300-0002 PLANNING &amp; DEVELOPMENT</b>	<b>386,681.86</b>	<b>69%</b>	<b>558,550</b>	<b>539,104.03</b>	<b>36%</b>	<b>1,494,500</b>	<b>(152,422.17)</b>	<b>16%</b>	<b>(935,950)</b>
<b>0400-0002 TRANSPORT &amp; DRAINAGE</b>									
<b>0401-0003 WORKS FINANCE</b>									
0401-1351 Sales Miscellaneous	0.00	---	0						
0401-1611 FAGS Grant Roads	607,520.25	37%	1,626,239						
0401-1612 TIDS Grant State Capital	199,865.76	45%	440,000						
0401-1615 R2R Grant Capital	0.00	---	1,712,175						
0401-1616 Capital Grant - CBD Beautification	0.00	---	0						
0401-1617 Capital Grant - Bus Shelter	0.00	---	0						
0401-1624 Capital Grants - Building our Region	0.00	---	0						
0401-1626 Noondoo-Thallon Rd Freight Subsidy	0.00	---	0						
0401-1627 REDP GRANT-DIRRRAN RAIL & RIVER	0.00	---	0						
0401-1628 REDP GRANT-ST GEORGE RIVER	0.00	---	0						
0401-1629 REDP GRANT-STG STORMWATER IS	0.00	---	0						
0401-1631 Developer Contribution-Roadworks-Cap	0.00	---	0						
0401-1633 Flood Damage 2017	0.00	---	0						
0401-1637 FD 2012 Flood -Project Consult Claim	0.00	---	0						
0401-1638 FD 2011 Flood -Project Consult Claim	0.00	---	0						
0401-2621 FD Flood Damage 2011 Project Mngment				0.00	---	0			
0401-2623 FD Flood Damage 2012 Project Mngment				0.00	---	0			
<b>0401-0003 WORKS FINANCE</b>	<b>807,386.01</b>	<b>21%</b>	<b>3,778,414</b>	<b>0.00</b>	<b>---</b>	<b>0</b>	<b>807,386.01</b>	<b>21%</b>	<b>3,778,414</b>
<b>0405-0003 WORKS ADMINISTRATION</b>									
0405-1351 Training Recoupment	0.00	---	0						
0405-1621 Traineeship Subsidy	0.00	---	0						
0405-1810 Oncosts	621,796.60	65%	950,000						
0405-2101 Salaries/Wages				713,427.50	59%	1,200,000			
0405-2106 Training				149,579.90	88%	170,000			
0405-2108 Wet Weather				(10.96)	0%	10,000			
0405-2111 FBT Expense - Technical Services				0.00	---	30,000			
0405-2202 Works Advertising				4,901.92	49%	10,000			
0405-2227 Maintenance/Operations				72,921.19	73%	100,000			

**Revenue and Expenditure Report - Balonne Shire Council**
  
 ( Accounts: 0100-0002-0000 to 7900-7201-0000. 67% of year elapsed. All Accounts. Excludes Committed Costs. To Details. )

**Financial Year Ending 2020 - (Budget for Full Year)**

Version: 2019.9.3.1

	REVENUE			EXPENSE			SURPLUS / ( DEFICIENCY )		
	29 Feb 2020	%	Budget	29 Feb 2020	%	Budget	29 Feb 2020	%	Budget
0405-2230 Travelling Expenses				70,971.59	57%	125,000			
0405-2270 Workplace Health/Safety				0.00	---	0			
0405-2274 Enterprise Bargaining - State				0.00	---	0			
0405-2301 Depreciation Works Admin				1,442.67	40%	3,600			
0405-2302 Amortisation of Software				0.00	---	0			
0405-2447 Operational Projects				0.00	---	0			
0405-2510 Tech Concessional Rental				41,809.90	91%	46,000			
<b>0405-0003 WORKS ADMINISTRATION</b>	<b>621,796.60</b>	<b>65%</b>	<b>950,000</b>	<b>1,055,043.71</b>	<b>62%</b>	<b>1,694,600</b>	<b>(433,247.11)</b>	<b>58%</b>	<b>(744,600)</b>
<b>0410-0003 ROADS</b>									
0410-1901 Gain/Loss on Road Swap	0.00	---	0						
0410-2227 Maintenance/Operations				1,572,998.89	63%	2,500,000			
0410-2279 Flood Damage 2017				13,255.00	100%	13,255			
0410-2280 FD Flood Damage Emergent Feb 2020				0.00	---	0			
0410-2282 FD Flood Damage Restoration Feb 2012				0.00	---	0			
0410-2283 FD Flood Damage 2013				0.00	---	0			
0410-2301 Depreciation Roads				2,625,762.10	66%	3,953,857			
0410-2447 Operational Projects				32,293.18	54%	60,000			
<b>0410-0003 ROADS</b>	<b>0.00</b>	<b>---</b>	<b>0</b>	<b>4,244,309.17</b>	<b>65%</b>	<b>6,527,112</b>	<b>(4,244,309.17)</b>	<b>65%</b>	<b>(6,527,112)</b>
<b>0415-0003 STREETS</b>									
0415-2227 Maintenance/Operations				503,061.14	50%	1,000,000			
0415-2280 FD Flood Damage Emergent Feb 2020				0.00	---	0			
0415-2301 Depreciation Streets				318,720.54	71%	451,926			
0415-2447 Operational Projects				0.00	---	0			
<b>0415-0003 STREETS</b>	<b>0.00</b>	<b>---</b>	<b>0</b>	<b>821,781.68</b>	<b>57%</b>	<b>1,451,926</b>	<b>(821,781.68)</b>	<b>57%</b>	<b>(1,451,926)</b>
<b>0420-0003 BRIDGES</b>									
0420-2227 Maintenance/Operations				0.00	---	50,000			
0420-2301 Depreciation Bridges				94,029.35	72%	131,381			
0420-2407 QTC Finance Cost Bridges				6,966.04	70%	10,000			
<b>0420-0003 BRIDGES</b>	<b>0.00</b>	<b>---</b>	<b>0</b>	<b>100,995.39</b>	<b>53%</b>	<b>191,381</b>	<b>(100,995.39)</b>	<b>53%</b>	<b>(191,381)</b>
<b>0425-0003 STORMWATER DRAINAGE</b>									
0425-1610 Grant - State-Capital	0.00	---	0						
0425-2227 Maintenance/Operations				6,818.98	17%	40,000			
0425-2301 Depreciation Drainage				139,427.49	69%	202,643			
0425-2407 QTC Finance Cost Drainage				0.00	---	0			
0425-2447 Operational Projects				0.00	---	0			

**Revenue and Expenditure Report - Balonne Shire Council**
  
 ( Accounts: 0100-0002-0000 to 7900-7201-0000. 67% of year elapsed. All Accounts. Excludes Committed Costs. To Details. )

**Financial Year Ending 2020 - (Budget for Full Year)**

Version: 2019.9.3.1

	REVENUE			EXPENSE			SURPLUS / ( DEFICIENCY )		
	29 Feb 2020	%	Budget	29 Feb 2020	%	Budget	29 Feb 2020	%	Budget
<b>0425-0003 STORMWATER DRAINAGE</b>	0.00	---	0	146,246.47	60%	242,643	(146,246.47)	60%	(242,643)
<b>0430-0003 WORKS DEPOTS</b>									
0430-2227 Maintenance/Operations				101,469.45	56%	180,000			
0430-2301 Depreciation Depots				67,310.27	61%	110,000			
0430-2407 QTC Finance Cost Works Depots				10,907.90	72%	15,215			
0430-2447 Operational Projects				0.00	---	0			
<b>0430-0003 WORKS DEPOTS</b>	0.00	---	0	179,687.62	59%	305,215	(179,687.62)	59%	(305,215)
<b>0440-0003 AERODROMES</b>									
0440-1306 Lease Charges	8,099.20	40%	20,000						
0440-1308 Airport Fees	260.00	---	0						
0440-1351 STG Automatic Weather Station Revenue	0.00	---	0						
0440-1610 Capital Grant - Aerodrome	0.00	---	200,000						
0440-1620 Operating Grant - Aerodrome	0.00	---	0						
0440-1636 FD Claim - Aerodrome	0.00	---	0						
0440-2227 Maintenance/Operations				74,762.59	47%	160,000			
0440-2301 Depreciation Aerodromes				88,054.38	59%	150,000			
0440-2447 Operational Projects				39,448.32	---	0			
0440-2451 FD STG AERODROME 2011				0.00	---	0			
<b>0440-0003 AERODROMES</b>	8,359.20	4%	220,000	202,265.29	65%	310,000	(193,906.09)	215%	(90,000)
<b>0450-0003 PLANT &amp; EQUIPMENT</b>									
0450-1613 Grant - Qld Disaster Resilience Fund	25,878.00	30%	86,260						
0450-1622 Federal Fuel Subsidy	16,133.00	27%	60,000						
0450-1630 CTP Loyalty Bonus	3,000.00	---	0						
0450-1810 Plant Oncosts	47,779.26	68%	70,000						
0450-1850 Plant Hire - Capital Works	98,382.79	55%	180,000						
0450-1851 Plant Hire - Current Works	1,678,349.58	73%	2,300,000						
0450-1901 Gain/Loss on Sale of Fixed Assets	0.00	---	0						
0450-1902 QT Rego Refunds	0.00	---	2,000						
0450-2219 Motor Vehicle/Plant Operations				1,079,828.12	57%	1,900,000			
0450-2228 Cost of Equipment Sales				0.00	---	2,500			
0450-2301 Depreciation Plant				412,331.16	63%	650,000			
0450-2447 Floating Plant & Loose Tools				16,779.87	34%	50,000			
0450-2448 Plant Write-off				0.00	---	0			
<b>0450-0003 PLANT &amp; EQUIPMENT</b>	1,869,522.63	69%	2,698,260	1,508,939.15	58%	2,602,500	360,583.48	377%	95,760
<b>0460-0003 FLOOD MITIGATION</b>									
0460-1622 EMQ House Raising Grant	0.00	---	0						

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Page 8

Date: 03-03-2020

**Revenue and Expenditure Report - Balonne Shire Council**  
( Accounts: 0100-0002-0000 to 7900-7201-0000. 67% of year elapsed. All Accounts. Excludes Committed Costs. To Details. )

**Financial Year Ending 2020 - (Budget for Full Year)**

Version: 2019.9.3.1

	REVENUE			EXPENSE			SURPLUS / ( DEFICIENCY )		
	29 Feb 2020	%	Budget	29 Feb 2020	%	Budget	29 Feb 2020	%	Budget
0460-1623 Levee Construction Grant (DLG)	0.00	---	0						
0460-1624 Royalties for Regions Stage 2 Levee	0.00	---	0						
0460-2227 Maintenance/Operations				13,129.29	26%	50,000			
0460-2301 Depreciation Flood Mitigation				60,120.18	66%	91,000			
0460-2447 Operational Projects				0.00	---	0			
<b>0460-0003 FLOOD MITIGATION</b>	<b>0.00</b>	<b>---</b>	<b>0</b>	<b>73,249.47</b>	<b>52%</b>	<b>141,000</b>	<b>(73,249.47)</b>	<b>52%</b>	<b>(141,000)</b>
<b>0400-0002 TRANSPORT &amp; DRAINAGE</b>	<b>3,307,064.44</b>	<b>43%</b>	<b>7,646,674</b>	<b>8,332,517.95</b>	<b>62%</b>	<b>13,466,377</b>	<b>(5,025,453.51)</b>	<b>86%</b>	<b>(5,819,703)</b>
<b>0500-0002 COMMUNITY &amp; CULTURAL</b>									
<b>0501-0003 COMMUNITY DEVELOPMENT</b>									
0501-1351 Community Events - Cash Sales	23,123.35	100%	23,150						
0501-1610 M/Cultural Develop Officer & Project	0.00	---	0						
0501-1623 Grant - Operational	3,000.00	300%	1,000						
0501-1624 BALONNE REMEMBERS - End of WW1 Cent	(3,000.00)	---	0						
0501-1625 CELEBRATING MULTICULTURAL QLD	0.00	---	3,800						
0501-1626 MULTICULTURAL DEVELOPMENT	0.00	---	0						
0501-1627 EMPOWERING OUR COMMUNITY	23,750.00	55%	42,900						
0501-1628 MDB EDP-Dirran Business Impr Scheme	230,000.00	100%	230,000						
0501-1629 BALONNE ITS ROCKET SCIENCE	3,877.50	---	0						
0501-1631 Grant-Get Ready Qld	11,256.33	102%	11,000						
0501-1632 Subsidy - Capital	0.00	---	0						
0501-1634 Grant - SW Hospital and Health Serv	33,613.64	23%	147,000						
0501-1635 BUILDING STRONGER COMMUNITIES	60,000.00	100%	60,000						
0501-2101 Salaries/Wages				151,166.98	76%	200,000			
0501-2106 Training				4,191.35	42%	10,000			
0501-2201 Concessional Rent				0.00	---	0			
0501-2202 Community Services-Advertising				512.72	34%	1,500			
0501-2227 Maintenance/Operations				11,776.13	>999%	1,000			
0501-2301 Depreciation Community Development				108.63	91%	120			
0501-2447 Operational Projects				557,028.80	45%	1,225,400			
0501-2448 MDB EDP-Dirran Business Impr Scheme				9,245.70	4%	230,000			
<b>0501-0003 COMMUNITY DEVELOPMENT</b>	<b>385,620.82</b>	<b>74%</b>	<b>518,850</b>	<b>734,030.31</b>	<b>44%</b>	<b>1,668,020</b>	<b>(348,409.49)</b>	<b>30%</b>	<b>(1,149,170)</b>
<b>0502-0003 FLOOD RECOVERY SERVICES</b>									
0502-2101 Salaries/Wages				0.00	---	0			
<b>0502-0003 FLOOD RECOVERY SERVICES</b>	<b>0.00</b>	<b>---</b>	<b>0</b>	<b>0.00</b>	<b>---</b>	<b>0</b>	<b>0.00</b>	<b>---</b>	<b>0</b>
<b>0505-0003 LIBRARIES</b>									
0505-1305 LIB Internet Charges	0.00	---	0						

**Revenue and Expenditure Report - Balonne Shire Council**
  
 ( Accounts: 0100-0002-0000 to 7900-7201-0000. 67% of year elapsed. All Accounts. Excludes Committed Costs. To Details. )

**Financial Year Ending 2020 - (Budget for Full Year)**

Version: 2019.9.3.1

	REVENUE			EXPENSE			SURPLUS / ( DEFICIENCY )		
	29 Feb 2020	%	Budget	29 Feb 2020	%	Budget	29 Feb 2020	%	Budget
0505-1306 Photocopying Charges	3.27	33%	10						
0505-1401 Library - Miscellaneous	0.00	---	50						
0505-1610 CMQ MDO & PROJECTS	50,000.00	100%	50,000						
0505-1611 Grant - Murray Darling Basin EcDevel	75,000.00	100%	75,000						
0505-1620 Subsidy - State	27,708.32	49%	56,564						
0505-2106 Training				480.71	16%	3,000			
0505-2226 Dirran Rural Transaction Library Con				35,633.67	71%	50,000			
0505-2227 Maintenance/Operations				137,252.10	76%	180,000			
0505-2301 Depreciation Libraries				2,628.50	56%	4,700			
0505-2302 Amortisation of Software				(85.00)	-8%	1,020			
0505-2447 Operational Projects				22,391.39	59%	37,655			
0505-2451 Dirran RTC E-Tech Upgrade				4,622.85	6%	75,000			
0505-2452 M/Cultural Develop Officer & Project				1,269.43	---	0			
<b>0505-0003 LIBRARIES</b>	<b>152,711.59</b>	<b>84%</b>	<b>181,624</b>	<b>204,193.65</b>	<b>58%</b>	<b>351,375</b>	<b>(51,482.06)</b>	<b>30%</b>	<b>(169,751)</b>
<b>0510-0003 HOUSING</b>									
0510-1710 Rent Revenue	115,173.66	82%	140,000						
0510-1901 Gain/Loss on Sale of Fixed Assets	0.00	---	0						
0510-2227 Maintenance/Operations				57,944.47	45%	130,000			
0510-2228 Cost of House Sales				4,589.25	---	0			
0510-2301 Depreciation Housing				58,515.18	66%	88,000			
0510-2447 Operational Projects				16,807.20	42%	40,000			
<b>0510-0003 HOUSING</b>	<b>115,173.66</b>	<b>82%</b>	<b>140,000</b>	<b>137,856.10</b>	<b>53%</b>	<b>258,000</b>	<b>(22,682.44)</b>	<b>19%</b>	<b>(118,000)</b>
<b>0515-0003 PUBLIC COMMUNICATION</b>									
0515-1610 Grant - State	0.00	---	0						
0515-1611 Grant - MDB EDP Digital Connectivity	920,000.00	92%	1,000,000						
0515-1612 Test	0.00	---	0						
0515-2227 Maintenance/Operations				2,142.74	86%	2,500			
0515-2301 Depreciation Public Communication				0.00	---	0			
0515-2447 Operational Projects				3,820.00	---	0			
0515-2448 MDB EDP-Digital Connectivity Project				58,854.08	6%	920,000			
0515-2449 BOR4 - Digital Connectivity				7,653.39	---	0			
<b>0515-0003 PUBLIC COMMUNICATION</b>	<b>920,000.00</b>	<b>92%</b>	<b>1,000,000</b>	<b>72,470.21</b>	<b>8%</b>	<b>922,500</b>	<b>847,529.79</b>	<b>&gt;999%</b>	<b>77,500</b>
<b>0520-0003 SPORT &amp; RECREATION</b>									
0520-1305 Hire Charges	4,066.74	74%	5,500						
0520-1611 Dirranbandi Multipurpose Sports	0.00	---	0						
0520-1621 Subsidy - State-Operational	0.00	---	0						
0520-1622 Subsidy - State-Capital	0.00	---	0						

**Revenue and Expenditure Report - Balonne Shire Council**  
( Accounts: 0100-0002-0000 to 7900-7201-0000. 67% of year elapsed. All Accounts. Excludes Committed Costs. To Details. )

**Financial Year Ending 2020 - (Budget for Full Year)**

Version: 2019.9.3.1

	REVENUE			EXPENSE			SURPLUS / ( DEFICIENCY )		
	29 Feb 2020	%	Budget	29 Feb 2020	%	Budget	29 Feb 2020	%	Budget
0520-2227 Maintenance/Operations				96,537.90	80%	120,000			
0520-2301 Depreciation Sport & Recreation				23,032.56	29%	79,000			
0520-2447 Operational Projects				3,595.55	40%	9,000			
<b>0520-0003 SPORT &amp; RECREATION</b>	<b>4,066.74</b>	<b>74%</b>	<b>5,500</b>	<b>123,166.01</b>	<b>59%</b>	<b>208,000</b>	<b>(119,099.27)</b>	<b>59%</b>	<b>(202,500)</b>
<b>0521-0003 SWIMMING POOLS</b>									
0521-1305 Hire Charges - St George Pool	30,261.74	108%	28,000						
0521-1306 Hire Charges - Dirranbandi Pool	3,287.64	66%	5,000						
0521-1611 Grant - MDB EDP Dirran Thermal Baths	350,000.00	45%	775,000						
0521-1622 Subsidy - State - Capital	0.00	---	0						
0521-1635 Dept Education Dirran Pool Contribut	5,000.00	100%	5,000						
0521-2106 Training - Volunteers Only				11,055.40	92%	12,000			
0521-2202 Swimming Pool Advertising				0.00	---	1,000			
0521-2227 Maintenance/Operations				291,267.03	80%	365,000			
0521-2229 Dirran Pool Committee				0.00	---	2,500			
0521-2301 Depreciation Pools				81,117.01	66%	122,000			
0521-2407 QTC Finance Cost Pools				0.00	---	0			
0521-2447 Operational Projects				0.00	---	0			
0521-2448 Dirran - Thermal Hot Baths				393.85	---	0			
<b>0521-0003 SWIMMING POOLS</b>	<b>388,549.38</b>	<b>48%</b>	<b>813,000</b>	<b>383,833.29</b>	<b>76%</b>	<b>502,500</b>	<b>4,716.09</b>	<b>2%</b>	<b>310,500</b>
<b>0522-0003 TENNIS COURTS</b>									
0522-1305 Hire Charges	218.18	55%	400						
0522-2227 Maintenance/Operations				5,492.63	78%	7,000			
0522-2301 Depreciation Tennis Courts				7,588.39	51%	15,000			
0522-2447 Operational Projects				0.00	---	0			
<b>0522-0003 TENNIS COURTS</b>	<b>218.18</b>	<b>55%</b>	<b>400</b>	<b>13,081.02</b>	<b>59%</b>	<b>22,000</b>	<b>(12,862.84)</b>	<b>60%</b>	<b>(21,600)</b>
<b>0525-0003 ARTS &amp; HISTORY</b>									
0525-1351 Revenue - Sale of St George's Bridge	0.00	---	100						
0525-1352 Revenue - River Country	0.00	---	100						
0525-1620 Subsidy - State - RADF	46,000.00	184%	25,000						
0525-1622 Subsidy -State	0.00	---	0						
0525-1632 Subsidy - Capital	0.00	---	0						
0525-2101 Salaries/Wages				0.00	---	0			
0525-2208 Contributions - R.A.D.F				23,029.50	66%	35,000			
0525-2227 Maintenance/Operations				5,667.68	81%	7,000			
0525-2228 Expenditure - Sale of History Books				0.00	---	100			
0525-2301 Depreciation Arts				9,224.94	63%	14,600			
0525-2447 Operational Projects				0.00	---	0			



**Revenue and Expenditure Report - Balonne Shire Council**  
( Accounts: 0100-0002-0000 to 7900-7201-0000. 67% of year elapsed. All Accounts. Excludes Committed Costs. To Details. )

**Financial Year Ending 2020 - (Budget for Full Year)**

Version: 2019.9.3.1

	REVENUE			EXPENSE			SURPLUS / ( DEFICIENCY )		
	29 Feb 2020	%	Budget	29 Feb 2020	%	Budget	29 Feb 2020	%	Budget
<b>0525-0003 ARTS &amp; HISTORY</b>	<b>46,000.00</b>	<b>183%</b>	<b>25,200</b>	<b>37,922.12</b>	<b>67%</b>	<b>56,700</b>	<b>8,077.88</b>	<b>-26%</b>	<b>(31,500)</b>
<b>0530-0003 PARKS &amp; GARDENS</b>									
0530-1305 Hire Charges	50.00	33%	150						
0530-1610 Get Playing Places and Spaces	0.00	---	0						
0530-1620 Subsidy - Capital - Cavanough Park	0.00	---	0						
0530-1621 Traineeship Subsidy	0.00	---	35,000						
0530-1633 FD Jan 2011 Restoration Work Claim	0.00	---	0						
0530-2101 Salaries/Wages-Parks & Garden Superv				98,714.58	70%	142,000			
0530-2102 Salaries/Wages-Parks & Gardn Trainee				2,079.28	5%	41,000			
0530-2227 Maintenance/Operations				325,759.36	65%	500,000			
0530-2280 FD Flood Damage Restoration Feb 2020				720.00	---	0			
0530-2301 Depreciation Parks & Gardens				44,557.53	42%	105,000			
0530-2447 Operational Projects				65,918.84	40%	165,000			
<b>0530-0003 PARKS &amp; GARDENS</b>	<b>50.00</b>	<b>0%</b>	<b>35,150</b>	<b>537,749.59</b>	<b>56%</b>	<b>953,000</b>	<b>(537,699.59)</b>	<b>59%</b>	<b>(917,850)</b>
<b>0535-0003 HALLS &amp; CULTURAL CENTRES</b>									
0535-1305 Hire Charges	3,468.35	69%	5,000						
0535-1611 Grant - Federal-Capital	0.00	---	0						
0535-1620 Subsidy - State	0.00	---	0						
0535-2227 Maintenance/Operations				81,057.25	54%	150,000			
0535-2301 Depreciation Halls				49,965.87	56%	90,000			
0535-2447 Operational Projects				2,801.72	93%	3,000			
0535-2510 Caretaker Concessional Rental				7,820.00	65%	11,960			
<b>0535-0003 HALLS &amp; CULTURAL CENTRES</b>	<b>3,468.35</b>	<b>69%</b>	<b>5,000</b>	<b>141,644.84</b>	<b>56%</b>	<b>254,960</b>	<b>(138,176.49)</b>	<b>55%</b>	<b>(249,960)</b>
<b>0545-0003 COMMUNITY ASSISTANCE</b>									
0545-2208 Donations				21,239.20	106%	20,000			
0545-2209 Water & Waste Flood Rebate				0.00	---	0			
0545-2210 Rate Rebates / Remissions				20,899.68	139%	15,000			
0545-2447 Operational Projects				0.00	---	0			
0545-2820 Concessions Granted				(145.45)	-2%	6,000			
<b>0545-0003 COMMUNITY ASSISTANCE</b>	<b>0.00</b>	<b>---</b>	<b>0</b>	<b>41,993.43</b>	<b>102%</b>	<b>41,000</b>	<b>(41,993.43)</b>	<b>102%</b>	<b>(41,000)</b>
<b>0550-0003 EMERGENCY SERVICES</b>									
0550-1351 SES Miscellaneous Revenue	0.00	---	0						
0550-1610 Grant - State-Operational	18,813.56	90%	21,000						
0550-2101 Emergency Services Call-Out				0.00	---	1,000			
0550-2227 Maintenance/Operations				42,237.49	211%	20,000			
0550-2301 Depreciation Emergency Services				13,995.66	56%	25,000			

**Revenue and Expenditure Report - Balonne Shire Council**  
( Accounts: 0100-0002-0000 to 7900-7201-0000. 67% of year elapsed. All Accounts. Excludes Committed Costs. To Details. )

**Financial Year Ending 2020 - (Budget for Full Year)**

Version: 2019.9.3.1

	REVENUE			EXPENSE			SURPLUS / ( DEFICIENCY )		
	29 Feb 2020	%	Budget	29 Feb 2020	%	Budget	29 Feb 2020	%	Budget
0550-2447 Operational Projects				0.00	---	0			
0550-2450 FLOOD ACTIVATION 2020				8.47	---	0			
<b>0550-0003 EMERGENCY SERVICES</b>	<b>18,813.56</b>	<b>90%</b>	<b>21,000</b>	<b>56,241.62</b>	<b>122%</b>	<b>46,000</b>	<b>(37,428.06)</b>	<b>150%</b>	<b>(25,000)</b>
<b>0555-0003 SHOWGROUNDS</b>									
0555-1305 Hire Charges	20,164.73	81%	25,000						
0555-1611 MDB EDP Dirran Showgrounds Irrigatio	65,000.00	93%	70,000						
0555-1620 Subsidy - State	0.00	---	0						
0555-1621 Subsidy - Federal - Capital	0.00	---	0						
0555-2227 Maintenance/Operations				117,962.20	74%	160,000			
0555-2236 Operating Leases				0.00	---	0			
0555-2301 Depreciation Showgrounds				76,942.56	44%	175,000			
0555-2447 Operational Projects				12,044.14	46%	26,300			
0555-2449 Dirran Showgrounds Irrigation Upgrad				131.42	---	0			
<b>0555-0003 SHOWGROUNDS</b>	<b>85,164.73</b>	<b>90%</b>	<b>95,000</b>	<b>207,080.32</b>	<b>57%</b>	<b>361,300</b>	<b>(121,915.59)</b>	<b>46%</b>	<b>(266,300)</b>
<b>0560-0003 WORK PROGRAM</b>									
0560-2101 Salaries/Wages-WORK-BSC Employees				0.00	---	0			
0560-2447 Operational Projects				5,812.17	19%	30,000			
<b>0560-0003 WORK PROGRAM</b>	<b>0.00</b>	<b>---</b>	<b>0</b>	<b>5,812.17</b>	<b>19%</b>	<b>30,000</b>	<b>(5,812.17)</b>	<b>19%</b>	<b>(30,000)</b>
<b>0575-0003 YOUTH DEVELOPMENT</b>									
0575-2227 Maintenance/Operations				0.00	---	0			
0575-2447 Operational Projects				10,273.00	68%	15,000			
<b>0575-0003 YOUTH DEVELOPMENT</b>	<b>0.00</b>	<b>---</b>	<b>0</b>	<b>10,273.00</b>	<b>68%</b>	<b>15,000</b>	<b>(10,273.00)</b>	<b>68%</b>	<b>(15,000)</b>
<b>0580-0003 SAFER COMMUNITIES</b>									
0580-1630 Telstra/LGAQ Contribution	25,874.00	48%	53,500						
0580-2227 Maintenance/Operations				2,740.41	34%	8,000			
0580-2301 Depreciation Safer Communities				6,273.89	57%	11,000			
0580-2447 Operational Projects				0.00	---	0			
<b>0580-0003 SAFER COMMUNITIES</b>	<b>25,874.00</b>	<b>48%</b>	<b>53,500</b>	<b>9,014.30</b>	<b>47%</b>	<b>19,000</b>	<b>16,859.70</b>	<b>49%</b>	<b>34,500</b>
<b>0585-0003 SKILLING QUEENSLANDERS</b>									
0585-1622 Subsidy State - Operational	0.00	---	0						
<b>0585-0003 SKILLING QUEENSLANDERS</b>	<b>0.00</b>	<b>---</b>	<b>0</b>	<b>0.00</b>	<b>---</b>	<b>0</b>	<b>0.00</b>	<b>---</b>	<b>0</b>
<b>0500-0002 COMMUNITY &amp; CULTURAL</b>	<b>2,145,711.01</b>	<b>74%</b>	<b>2,894,224</b>	<b>2,716,361.98</b>	<b>48%</b>	<b>5,709,355</b>	<b>(570,650.97)</b>	<b>20%</b>	<b>(2,815,131)</b>
<b>0600-0002 ENVIRONMENT &amp; HEALTH SERVICES</b>									

**Revenue and Expenditure Report - Balonne Shire Council**
  
 ( Accounts: 0100-0002-0000 to 7900-7201-0000. 67% of year elapsed. All Accounts. Excludes Committed Costs. To Details. )

Financial Year Ending 2020 - (Budget for Full Year)

Version: 2019.9.3.1

	REVENUE			EXPENSE			SURPLUS / ( DEFICIENCY )		
	29 Feb 2020	%	Budget	29 Feb 2020	%	Budget	29 Feb 2020	%	Budget
<b>0605-0003 DOMESTIC ANIMAL CONTROL</b>									
0605-1110 Domestic Animal Special Rates	29,654.67	99%	30,000						
0605-1130 Interest on Arrears Domestic Animals	146.29	73%	200						
0605-1201 Other Animal Registrations Urban	978.00	98%	1,000						
0605-1202 Impounding Fees Domestic Animals	355.00	24%	1,500						
0605-1203 Animal Registrations	38,889.05	100%	39,000						
0605-1307 Infringement Notices/Fines/Legal Fees	12,534.20	81%	15,500						
0605-1351 Miscellaneous Dog Charges	8.19	8%	100						
0605-2106 Training Compliance				14,788.14	148%	10,000			
0605-2202 Advertising-Dog&Cat				0.00	---	0			
0605-2226 Pound Facility Maintenance				3,124.28	104%	3,000			
0605-2227 Maintenance/Operations				196,780.24	97%	202,000			
0605-2301 Depreciation Domestic Animal Control				836.93	67%	1,250			
0605-2447 Operational Projects				3,231.94	14%	22,500			
0605-2510 LL Concessional Rental				0.00	---	0			
<b>0605-0003 DOMESTIC ANIMAL CONTROL</b>	<b>82,565.40</b>	<b>95%</b>	<b>87,300</b>	<b>218,761.53</b>	<b>92%</b>	<b>238,750</b>	<b>(136,196.13)</b>	<b>90%</b>	<b>(151,450)</b>
<b>0610-0003 VERMIN CONTROL</b>									
0610-2227 Maintenance/Operations				314.21	21%	1,500			
0610-2447 Operational Projects				0.00	---	0			
<b>0610-0003 VERMIN CONTROL</b>	<b>0.00</b>	<b>---</b>	<b>0</b>	<b>314.21</b>	<b>21%</b>	<b>1,500</b>	<b>(314.21)</b>	<b>21%</b>	<b>(1,500)</b>
<b>0612-0003 URBAN FIRE CONTROL</b>									
0612-2227 Maintenance/Operations				1,422.00	36%	4,000			
0612-2301 Depreciation Fire Control				735.47	82%	900			
<b>0612-0003 URBAN FIRE CONTROL</b>	<b>0.00</b>	<b>---</b>	<b>0</b>	<b>2,157.47</b>	<b>44%</b>	<b>4,900</b>	<b>(2,157.47)</b>	<b>44%</b>	<b>(4,900)</b>
<b>0615-0003 CEMETERIES</b>									
0615-1306 Cemetery Charges	33,501.86	84%	40,000						
0615-2227 Maintenance/Operations				56,932.40	71%	80,000			
0615-2301 Depreciation Cemeteries				3,530.98	59%	6,000			
0615-2447 Operational Projects				0.00	---	0			
<b>0615-0003 CEMETERIES</b>	<b>33,501.86</b>	<b>84%</b>	<b>40,000</b>	<b>60,463.38</b>	<b>70%</b>	<b>86,000</b>	<b>(26,961.52)</b>	<b>59%</b>	<b>(46,000)</b>
<b>0625-0003 PUBLIC TOILETS</b>									
0625-1620 Subsidy - State	0.00	---	0						
0625-2227 Maintenance/Operations				30,804.95	68%	45,000			
0625-2301 Depreciation Public Convenience				16,879.29	65%	26,000			
0625-2447 Operational Projects				358.53	14%	2,500			

**Revenue and Expenditure Report - Balonne Shire Council**
  
 ( Accounts: 0100-0002-0000 to 7900-7201-0000. 67% of year elapsed. All Accounts. Excludes Committed Costs. To Details. )

Financial Year Ending 2020 - (Budget for Full Year)

Version: 2019.9.3.1

	REVENUE			EXPENSE			SURPLUS / ( DEFICIENCY )		
	29 Feb 2020	%	Budget	29 Feb 2020	%	Budget	29 Feb 2020	%	Budget
<b>0625-0003 PUBLIC TOILETS</b>	0.00	---	0	48,042.77	65%	73,500	(48,042.77)	65%	(73,500)
<b>0630-0003 WASTE MANAGEMENT</b>									
0630-1306 Disposal Fees	0.00	---	0						
0630-2301 Depreciation Waste Management				203.93	68%	300			
0630-2630 Contribution - Cleansing Program				0.00	---	0			
<b>0630-0003 WASTE MANAGEMENT</b>	0.00	---	0	203.93	68%	300	(203.93)	68%	(300)
<b>0635-0003 NATURAL ENVIRONMENT</b>									
0635-1202 EPA Licence Fees	0.00	---	1,200						
0635-1620 Subsidy-State-Capital	0.00	---	0						
0635-2106 Training				6,631.04	111%	6,000			
0635-2214 General Expenses				33,114.19	83%	40,000			
0635-2228 EPA Licence Fees				752.86	3%	24,000			
0635-2301 Depreciation Environmental Health				0.00	---	0			
0635-2447 Operational Projects				(2,903.73)	-7%	42,000			
<b>0635-0003 NATURAL ENVIRONMENT</b>	0.00	---	1,200	37,594.36	34%	112,000	(37,594.36)	34%	(110,800)
<b>0640-0003 HEALTH INSPECTION</b>									
0640-1202 Registration/Premises/Health	7,090.00	71%	10,000						
0640-1351 Sundry Revenue	699.30	---	0						
0640-1621 Traineeship Subsidy	0.00	---	0						
0640-2106 Training				0.00	---	0			
0640-2111 FBT Expense - Health/Environment				0.00	---	0			
0640-2202 Health Department Advertising				0.00	---	1,000			
0640-2221 Legal Expenses				0.00	---	0			
0640-2227 Maintenance/Operations				67,423.56	59%	115,000			
0640-2301 Depreciation Healthy Environment				0.00	---	0			
0640-2447 Operational Projects				0.00	---	0			
0640-2510 CES Concessional Rental				15,842.67	67%	23,660			
<b>0640-0003 HEALTH INSPECTION</b>	7,789.30	78%	10,000	83,266.23	60%	139,660	(75,476.93)	58%	(129,660)
<b>0645-0003 PUBLIC HEALTH FACILITIES</b>									
0645-1306 Bollon BN Clinic Lease	22,000.00	96%	23,000						
0645-2227 Maintenance/Operations				4,562.55	91%	5,000			
0645-2301 Depreciation Public Health				4,995.92	50%	10,000			
0645-2447 Operational Projects				0.00	---	0			
<b>0645-0003 PUBLIC HEALTH FACILITIES</b>	22,000.00	96%	23,000	9,558.47	64%	15,000	12,441.53	156%	8,000
<b>0655-0003 RURAL SERVICES</b>									

**Revenue and Expenditure Report - Balonne Shire Council**  
( Accounts: 0100-0002-0000 to 7900-7201-0000. 67% of year elapsed. All Accounts. Excludes Committed Costs. To Details. )

**Financial Year Ending 2020 - (Budget for Full Year)**

Version: 2019.9.3.1

REVENUE				EXPENSE			SURPLUS / ( DEFICIENCY )		
	29 Feb 2020	%	Budget	29 Feb 2020	%	Budget	29 Feb 2020	%	Budget
0655-1110 Feral Animal Special Rates	163,690.54	96%	170,000						
0655-1130 Interest on Arrears Feral Animal	62.06	6%	1,000						
0655-1150 WDEF - Interest Revenue	0.00	---	0						
0655-1203 Sale Impounded Stock/Impounding Fees	2,626.58	99%	2,650						
0655-1204 Sale of Minor Plant	0.00	---	0						
0655-1307 Wild Dog Forum Registrations	0.00	---	0						
0655-1308 Wild Dog Exclusion Fencing Funding	(7,000.00)	---	0						
0655-1351 Stock Routes & Agistment Fees	11,539.30	115%	10,000						
0655-1611 MDB EDP - WDEF Project	3,000,000.00	100%	3,000,000						
0655-1620 Subsidy -State-Stock Routes Facility	0.00	---	113,500						
0655-1621 Traineeship Subsidy	0.00	---	0						
0655-1622 REDP GRANT - STRATEGIC FENCING	0.00	---	146,620						
0655-1625 QMDC Grant	0.00	---	0						
0655-1630 DAFF Project-Balonne Shire	0.00	---	43,000						
0655-1680 Stock Routes Claims - Major Works	0.00	---	0						
0655-2106 Training Rural Lands				8,731.95	109%	8,000			
0655-2201 Precepts				117,987.00	46%	255,000			
0655-2204 WDEF - Interest Expense				0.00	---	0			
0655-2214 Operations				208,177.36	69%	300,000			
0655-2215 Major Works - Stock Routes				0.00	---	0			
0655-2216 Wild Dog Bounty				52,339.09	150%	35,000			
0655-2228 Wild Dog Forum Expenses				0.00	---	0			
0655-2301 Depreciation Rural Services				7,928.16	61%	13,000			
0655-2308 WDEF - Project				141,543.57	142%	100,000			
0655-2444 Wild Dog Retainer				0.00	---	45,000			
0655-2445 Wild Dog Baiting				29,127.17	117%	25,000			
0655-2447 Operational Projects				238,428.86	6%	4,049,000			
0655-2448 DAFF Project - Balonne Shire Council				1,918.61	4%	43,000			
0655-2449 REDP - STRATEGIC FENCING *INACTIVE*				0.00	---	0			
0655-2450 REDP - STRATEGIC FENCING				(3,357.85)	-1%	293,240			
0655-2451 MDB EDP - WDEF Project				17,783.78	---	0			
0655-2510 SRO Concessional Rental				5,085.14	30%	16,900			
<b>0655-0003 RURAL SERVICES</b>	<b>3,170,918.48</b>	<b>91%</b>	<b>3,486,770</b>	<b>825,692.84</b>	<b>16%</b>	<b>5,183,140</b>	<b>2,345,225.64</b>	<b>-138%</b>	<b>(1,696,370)</b>
<b>0600-0002 ENVIRONMENT &amp; HEALTH SERVICES</b>	<b>3,316,775.04</b>	<b>91%</b>	<b>3,648,270</b>	<b>1,286,055.19</b>	<b>22%</b>	<b>5,854,750</b>	<b>2,030,719.85</b>	<b>-92%</b>	<b>(2,206,480)</b>
<b>0700-0002 COMMERCIAL SERVICES</b>									
<b>0705-0003 PRIVATE WORKS</b>									
0705-1354 Profit /Loss on Private Works	0.00	---	1,000						
0705-1355 Private Works Revenue	1,836.85	7%	25,000						

**Revenue and Expenditure Report - Balonne Shire Council**
  
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**Financial Year Ending 2020 - (Budget for Full Year)**

Version: 2019.9.3.1

	REVENUE			EXPENSE			SURPLUS / ( DEFICIENCY )		
	29 Feb 2020	%	Budget	29 Feb 2020	%	Budget	29 Feb 2020	%	Budget
0705-1356 Private Works - Staff	4,051.44	27%	15,000						
0705-1357 Private Works - DTMR	0.00	---	0						
0705-2214 Private Works				16,115.61	64%	25,000			
0705-2215 Private Works - Staff				4,053.97	54%	7,500			
0705-2216 Private Works - DTMR				0.00	---	0			
<b>0705-0003 PRIVATE WORKS</b>	<b>5,888.29</b>	<b>14%</b>	<b>41,000</b>	<b>20,169.58</b>	<b>62%</b>	<b>32,500</b>	<b>(14,281.29)</b>	<b>-168%</b>	<b>8,500</b>
<b>0713-0003 MAIN ROADS FLOOD DAMAGE</b>									
0713-1363 DMR Claim-Flood Damage-2012-Restor	0.00	---	0						
0713-2278 DMR Flood Damage - Feb 2020-Emerg				0.00	---	0			
<b>0713-0003 MAIN ROADS FLOOD DAMAGE</b>	<b>0.00</b>	<b>---</b>	<b>0</b>	<b>0.00</b>	<b>---</b>	<b>0</b>	<b>0.00</b>	<b>---</b>	<b>0</b>
<b>0720-0003 MAIN ROADS RPC</b>									
0720-1356 DMR Claim	2,291,056.21	79%	2,900,000						
0720-2214 RPC Works				1,578,937.01	69%	2,300,000			
<b>0720-0003 MAIN ROADS RPC</b>	<b>2,291,056.21</b>	<b>79%</b>	<b>2,900,000</b>	<b>1,578,937.01</b>	<b>69%</b>	<b>2,300,000</b>	<b>712,119.20</b>	<b>119%</b>	<b>600,000</b>
<b>0725-0003 MAIN ROADS RMPC</b>									
0725-1356 DMR Claim	1,603,217.07	73%	2,200,000						
0725-2214 RMPC Works				1,230,663.98	75%	1,650,000			
<b>0725-0003 MAIN ROADS RMPC</b>	<b>1,603,217.07</b>	<b>73%</b>	<b>2,200,000</b>	<b>1,230,663.98</b>	<b>75%</b>	<b>1,650,000</b>	<b>372,553.09</b>	<b>68%</b>	<b>550,000</b>
<b>0726-0003 MAIN ROADS MAINTENANCE</b>									
0726-1356 DMR Claims	0.00	---	0						
0726-2214 Bulk Maintenance Works				0.00	---	0			
<b>0726-0003 MAIN ROADS MAINTENANCE</b>	<b>0.00</b>	<b>---</b>	<b>0</b>	<b>0.00</b>	<b>---</b>	<b>0</b>	<b>0.00</b>	<b>---</b>	<b>0</b>
<b>0727-0003 MAIN ROADS MINOR WORKS</b>									
0727-1356 DMR Claims	0.00	---	20,000						
0727-2214 Minor Works				18,775.51	94%	20,000			
<b>0727-0003 MAIN ROADS MINOR WORKS</b>	<b>0.00</b>	<b>---</b>	<b>20,000</b>	<b>18,775.51</b>	<b>94%</b>	<b>20,000</b>	<b>(18,775.51)</b>	<b>---</b>	<b>0</b>
<b>0750-0003 STATE FIRE SERVICES</b>									
0750-2225 Rates-Fire Levy				7,075.93	107%	6,600			
<b>0750-0003 STATE FIRE SERVICES</b>	<b>0.00</b>	<b>---</b>	<b>0</b>	<b>7,075.93</b>	<b>107%</b>	<b>6,600</b>	<b>(7,075.93)</b>	<b>107%</b>	<b>(6,600)</b>
<b>0755-0003 THALLON RURAL FIRE BRIGADE</b>									
0755-1120 Levy - Thallon Fire	7,562.48	100%	7,600						
0755-1130 Interest on Arrears- Thallon Fire	37.18	74%	50						
0755-2208 Contributions Thallon RFB				3,116.98	46%	6,840			

**Revenue and Expenditure Report - Balonne Shire Council**  
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**Financial Year Ending 2020 - (Budget for Full Year)**

Version: 2019.9.3.1

	REVENUE			EXPENSE			SURPLUS / ( DEFICIENCY )		
	29 Feb 2020	%	Budget	29 Feb 2020	%	Budget	29 Feb 2020	%	Budget
0755-2410 Discount Allowed-Thallon Fire				380.40	50%	760			
<b>0755-0003 THALLON RURAL FIRE BRIGADE</b>	<b>7,599.66</b>	<b>99%</b>	<b>7,650</b>	<b>3,497.38</b>	<b>46%</b>	<b>7,600</b>	<b>4,102.28</b>	<b>&gt;99%</b>	<b>50</b>
<b>0700-0002 COMMERCIAL SERVICES</b>	<b>3,907,761.23</b>	<b>76%</b>	<b>5,168,650</b>	<b>2,859,119.39</b>	<b>71%</b>	<b>4,016,700</b>	<b>1,048,641.84</b>	<b>91%</b>	<b>1,151,950</b>
<b>0800-0002 DISASTER MANAGEMENT</b>									
<b>0805-0003 DISASTER MANAGEMENT</b>									
0805-1613 Grant - Qld Disaster Resilience Fund	0.00	---	25,878						
0805-1620 NATURAL DISASTER RESILIENCE	0.00	---	140,000						
0805-2214 General Expenses				3,616.71	---	0			
0805-2447 Operational Projects				0.00	---	200,000			
0805-2450 QRDF - SWQ Disaster Officer				50,467.27	---	0			
<b>0805-0003 DISASTER MANAGEMENT</b>	<b>0.00</b>	<b>---</b>	<b>165,878</b>	<b>54,083.98</b>	<b>27%</b>	<b>200,000</b>	<b>(54,083.98)</b>	<b>159%</b>	<b>(34,122)</b>
<b>0800-0002 DISASTER MANAGEMENT</b>	<b>0.00</b>	<b>---</b>	<b>165,878</b>	<b>54,083.98</b>	<b>27%</b>	<b>200,000</b>	<b>(54,083.98)</b>	<b>159%</b>	<b>(34,122)</b>
<b>4000-0002 SEWERAGE</b>									
<b>4110-0003 SEWERAGE CHARGES</b>									
4110-1120 Sewerage Charges	1,164,962.93	100%	1,160,000						
4110-1130 Interest on Arrears - Gross Levy	2,556.51	51%	5,000						
4110-2410 Discount Allowed				60,589.13	61%	100,000			
<b>4110-0003 SEWERAGE CHARGES</b>	<b>1,167,519.44</b>	<b>100%</b>	<b>1,165,000</b>	<b>60,589.13</b>	<b>61%</b>	<b>100,000</b>	<b>1,106,930.31</b>	<b>104%</b>	<b>1,065,000</b>
<b>4140-0003 DEBT MANAGEMENT</b>									
4140-2406 QTC Finance Cost Sewer				0.00	---	0			
<b>4140-0003 DEBT MANAGEMENT</b>	<b>0.00</b>	<b>---</b>	<b>0</b>	<b>0.00</b>	<b>---</b>	<b>0</b>	<b>0.00</b>	<b>---</b>	<b>0</b>
<b>4410-0003 SEWERAGE</b>									
4410-1351 Sales Miscellaneous	0.00	---	2,000						
4410-1620 Subsidy - State-Capital Effluent Reu	0.00	---	0						
4410-2227 Maintenance/Operations				171,710.56	54%	320,000			
4410-2301 Depreciation Sewer				169,454.26	54%	315,548			
4410-2447 Operational Projects				0.00	---	0			
4440-2227 New Connections				0.00	---	5,000			
<b>4410-0003 SEWERAGE</b>	<b>0.00</b>	<b>---</b>	<b>2,000</b>	<b>341,164.82</b>	<b>53%</b>	<b>640,548</b>	<b>(341,164.82)</b>	<b>53%</b>	<b>(638,548)</b>
<b>4000-0002 SEWERAGE</b>	<b>1,167,519.44</b>	<b>100%</b>	<b>1,167,000</b>	<b>401,753.95</b>	<b>54%</b>	<b>740,548</b>	<b>765,765.49</b>	<b>180%</b>	<b>426,452</b>
<b>5000-0002 WATER SUPPLY</b>									
<b>5110-0003 WATER CHARGES</b>									



**Revenue and Expenditure Report - Balonne Shire Council**  
( Accounts: 0100-0002-0000 to 7900-7201-0000. 67% of year elapsed. All Accounts. Excludes Committed Costs. To Details. )

**Financial Year Ending 2020 - (Budget for Full Year)**

Version: 2019.9.3.1

	REVENUE			EXPENSE			SURPLUS / ( DEFICIENCY )		
	29 Feb 2020	%	Budget	29 Feb 2020	%	Budget	29 Feb 2020	%	Budget
5110-1120 Water Charges - Gross Levy	1,924,330.34	100%	1,925,000						
5110-1130 Interest on Arrears - Gross Levy	5,882.24	49%	12,000						
5110-2410 Discount Allowed - Water Charges				98,539.75	60%	165,000			
<b>5110-0003 WATER CHARGES</b>	<b>1,930,212.58</b>	<b>100%</b>	<b>1,937,000</b>	<b>98,539.75</b>	<b>60%</b>	<b>165,000</b>	<b>1,831,672.83</b>	<b>103%</b>	<b>1,772,000</b>
<b>5115-0003 EXCESS WATER CHARGES</b>									
5115-1120 Excess Water Charges- Gross Levy	89,923.29	120%	75,000						
5115-1130 Interest on Arrears -Gross Levy	252.59	13%	2,000						
5115-2410 Discount Allowed				5,834.15	65%	9,000			
<b>5115-0003 EXCESS WATER CHARGES</b>	<b>90,175.88</b>	<b>117%</b>	<b>77,000</b>	<b>5,834.15</b>	<b>65%</b>	<b>9,000</b>	<b>84,341.73</b>	<b>124%</b>	<b>68,000</b>
<b>5120-0003 WATER SALES</b>									
5120-1351 Cash Sales	0.00	---	0						
<b>5120-0003 WATER SALES</b>	<b>0.00</b>	<b>---</b>	<b>0</b>	<b>0.00</b>	<b>---</b>	<b>0</b>	<b>0.00</b>	<b>---</b>	<b>0</b>
<b>5125-0003 WATER OTHER INCOME</b>									
5125-1633 Misc Equipment Sales	0.00	---	0						
5125-1635 Water Tower Rental-Mobile Phones etc	0.00	---	10,000						
<b>5125-0003 WATER OTHER INCOME</b>	<b>0.00</b>	<b>---</b>	<b>10,000</b>	<b>0.00</b>	<b>---</b>	<b>0</b>	<b>0.00</b>	<b>---</b>	<b>10,000</b>
<b>5130-0003 GRANTS &amp; SUBSIDIES</b>									
5130-1621 Subsidy - Operational - State	0.00	---	0						
5130-1622 Subsidy-Operational-Federal	0.00	---	0						
5130-1625 Subsidy-State-Capital	0.00	---	330,000						
<b>5130-0003 GRANTS &amp; SUBSIDIES</b>	<b>0.00</b>	<b>---</b>	<b>330,000</b>	<b>0.00</b>	<b>---</b>	<b>0</b>	<b>0.00</b>	<b>---</b>	<b>330,000</b>
<b>5140-0003 DEBT MANAGEMENT</b>									
5140-2407 QTC Finance Cost Water				22,368.37	67%	33,246			
<b>5140-0003 DEBT MANAGEMENT</b>	<b>0.00</b>	<b>---</b>	<b>0</b>	<b>22,368.37</b>	<b>67%</b>	<b>33,246</b>	<b>(22,368.37)</b>	<b>67%</b>	<b>(33,246)</b>
<b>5410-0003 URBAN WATER SUPPLIES</b>									
5410-1631 Contribution - Cash STG High School	0.00	---	1,000						
5410-2202 Water Notifications - Advertising				0.00	---	2,000			
5410-2221 Legal Fees				0.00	---	0			
5410-2227 Maintenance/Operations				691,974.50	68%	1,025,000			
5410-2229 Water-Community Education				0.00	---	0			
5410-2301 Depreciation Water				402,852.81	86%	469,519			
5410-2447 Operational Projects				0.00	---	0			
<b>5410-0003 URBAN WATER SUPPLIES</b>	<b>0.00</b>	<b>---</b>	<b>1,000</b>	<b>1,094,827.31</b>	<b>73%</b>	<b>1,496,519</b>	<b>(1,094,827.31)</b>	<b>73%</b>	<b>(1,495,519)</b>

**Revenue and Expenditure Report - Balonne Shire Council**  
( Accounts: 0100-0002-0000 to 7900-7201-0000. 67% of year elapsed. All Accounts. Excludes Committed Costs. To Details. )

**Financial Year Ending 2020 - (Budget for Full Year)**

Version: 2019.9.3.1

REVENUE				EXPENSE				SURPLUS / ( DEFICIENCY )			
29 Feb 2020		%	Budget	29 Feb 2020		%	Budget	29 Feb 2020		%	Budget
5420-0003 WATER INSPECTIONS											
5420-1300	Special Meter Reading Fee	1,209.16	64%	1,900							
5420-1400	Fines & Penalties	18,191.15	83%	22,000							
5420-2214	General Expenses/Meter Reading				26,223.32	52%	50,000				
5420-0003 WATER INSPECTIONS		19,400.31	81%	23,900	26,223.32 52%		50,000	(6,823.01) 26%		(26,100)	
5430-0003 WATER QUALITY TESTING											
5430-2214	General Expenses				935.03	16%	6,000				
5430-2447	Operational Projects				0.00	---	0				
5430-0003 WATER QUALITY TESTING		0.00	---	0	935.03 16%		6,000	(935.03) 16%		(6,000)	
5440-0003 WATER CONNECTIONS											
5440-1350	Connection Fees	5,759.00	137%	4,200							
5440-2214	General Expenses				236.35	5%	4,500				
5440-0003 WATER CONNECTIONS		5,759.00	137%	4,200	236.35 5%		4,500	5,522.65 <-999%		(300)	
5000-0002 WATER SUPPLY		2,045,547.77	86%	2,383,100	1,248,964.28 71%		1,764,265	796,583.49 129%		618,835	
6000-0002 WASTE MANAGEMENT											
6110-0003 CLEANSING CHARGES											
6110-1120	Cleansing Charges - Gross Levy	1,127,255.18	100%	1,130,000							
6110-1130	Interest on Arrears - Gross Levy	2,985.77	50%	6,000							
6110-1630	Contribution - General Fund	0.00	---	0							
6110-2214	Pensioner Concession Cleansing				0.00	---	0				
6110-2410	Discount Allowed - Cleansing				59,040.77	60%	98,000				
6110-0003 CLEANSING CHARGES		1,130,240.95	99%	1,136,000	59,040.77 60%		98,000	1,071,200.18 103%		1,038,000	
6430-0003 CLEANSING SERVICES											
6430-1306	Disposal Fees - Waste	8,473.48	85%	10,000							
6430-1351	Sundry Revenue	0.00	---	500							
6430-1352	Scrap Metal Sales	100.00	10%	1,000							
6430-2202	Advertising-Cleansing				0.00	---	0				
6430-2214	Annual Town Clean-up				0.00	---	0				
6430-2215	Refuse Collection (Contract)				333,251.58	63%	526,000				
6430-2216	Landfill Maintenance				211,744.31	50%	427,500				
6430-2217	Hazardous Waste				0.00	---	0				
6430-2301	Depreciation Garbage				2,504.40	50%	5,000				
6430-2447	Operational Projects				246.56	0%	65,000				
6430-0003 CLEANSING SERVICES		8,573.48	75%	11,500	547,746.85 54%		1,023,500	(539,173.37) 53%		(1,012,000)	

**Revenue and Expenditure Report - Balonne Shire Council**
  
 ( Accounts: 0100-0002-0000 to 7900-7201-0000. 67% of year elapsed. All Accounts. Excludes Committed Costs. To Details. )

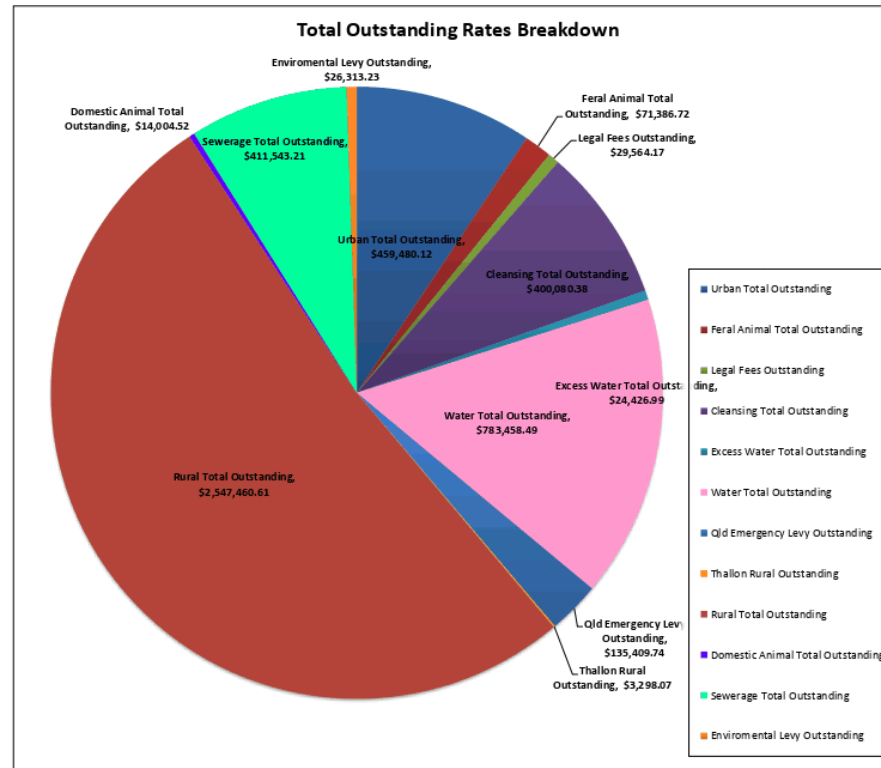
Financial Year Ending 2020 - (Budget for Full Year)

Version: 2019.9.3.1

	REVENUE			EXPENSE			SURPLUS / ( DEFICIENCY )		
	29 Feb 2020	%	Budget	29 Feb 2020	%	Budget	29 Feb 2020	%	Budget
6000-0002 WASTE MANAGEMENT	1,138,814.43	99%	1,147,500	606,787.62	54%	1,121,500	532,026.81	>999%	26,000
0044-0001 BALONNE SHIRE COUNCIL	29,239,572.55	71%	41,249,201	22,505,372.75	55%	41,073,705	6,734,199.80	>999%	175,496
<b>TOTAL REVENUE &amp; EXPENDITURE</b>	<b>29,239,572.55</b>	<b>71%</b>	<b>41,249,201</b>	<b>22,505,372.75</b>	<b>55%</b>	<b>41,073,705</b>	<b>6,734,199.80</b>	<b>&gt;999%</b>	<b>175,496</b>

**Balonne Shire Council Rate Status Report  
As at 05/03/2020**

Total Outstanding Rate Percentage		38.35%
Total Outstanding Rate Percentage Prior Year		19.48%
Total Outstanding Rate Amount	\$	4,750,179.64
Total Outstanding Rate Amount Prior Year	\$	2,421,663.17
Total Outstanding Percentage not including - Brisbane Petroleum		38.04%
Total Outstanding Amount not including - Brisbane Petroleum	\$	4,712,054.24
Total Outstanding Amount for Brisbane Petroleum		38,125.40
Amount Outstanding with R&R	\$	82,400.44
Number of case files		33
Amount Outstanding with R&R passed the demand stage	\$	73,212.72
Number of case files		25
Payment Arrangement Amount	\$	82,688.31
Number of payment arrangements		133
Rates paid for the current month	\$	1,154,854.36
Total credit account amount (Unallocated Receipts)	-\$	134,609.16





CAPITAL & OPERATIONAL GRANT, SUBSIDIES, CONTRIBUTIONS AND DONATIONS REPORT

MIS-1010																							
Revenue GL	Job Cost No.	Grant Program	Grant Type	Project Name	Project Manager	Approved Funding	MIS / Collaboration Contribution	Total Project Cost	Total Expend to Date	Year to Date	Project commencement date (as per agreement)	Project completion date (as per agreement)	Milestone	Due Date	Amount	Completed	Notes	Budget Amount (USD)	Actual Due Date	Actual Sent	Expenditure to Date	Unexpended / Unbudgeted	
OFFICE OF THE CEO																							
0170-1632-0000	0350-0601-0000	2019/21 WGL - DLGRBA	Cap	Balonne Shire Entry Signs	Nim Wilman	\$ 120,000.00	\$ -	\$ 120,000.00	\$ 60,000.00	\$ -	Jun-16	20-Jun-20	Monthly Reporting - remainder as set from the date						\$ 60,000.00			\$ 24,267.50	\$ 95,732.50
0340-1634-0000	0340-0452-0000	REDP - CNRME	Op	Project 10 - Economic Development Officer	Matthew Magan	\$ 450,000.00	\$ 162,000.00	\$ 612,000.00	\$ 300,000.00	\$ 75,000.00	20-Mar-16	20-Apr-20	1	2019-03-16	\$ 100,000.00	Agreed extension to MP due date 20/03/2020							
													2	2019-03-16	\$ 100,000.00								
													3	2019-03-16	\$ 100,000.00								
													4	2019-03-16	\$ 100,000.00								
													5	2019-03-16	\$ 100,000.00								
0340-1635-0000	0340-0451-0000	MDR EDP - DAW	Op	Business Mentoring	Garnet Radford	\$ 450,100.00	\$ -	\$ 450,100.00	\$ 220,000.00	\$ 220,000.00	28-Oct-19	15-Jun-21	1	2019-10-28	\$ 100,000.00	Agreed extension to MP due date 28/10/2020							
													2	2019-10-28	\$ 100,000.00								
													3	2019-10-28	\$ 100,000.00								
													4	2019-10-28	\$ 100,000.00								
													5	2019-10-28	\$ 100,000.00								
0350-1610-0000	0350-0442-0000	Tooling, Youth, Water, Together - 19855	Cap	Restoration of Noddy's Blowering	Nim Wilman	\$ 19,900.00	\$ -	\$ 19,900.00	\$ 19,900.00	\$ 19,900.00	10-Jul-19	8-Feb-21	1	2019-07-10	\$ 19,900.00	Agreed extension to MP due date 08/02/2021				\$ -	\$ -		
0350-1622-0000			Op	Subsidy - State - Operational		\$ -	\$ -	\$ -	\$ -	\$ 8,066.00										\$ -	\$ -		
0350-1631-0000			Op	Advertising Contribution		\$ -	\$ -	\$ -	\$ -	\$ 359.00											\$ -	\$ -	
0501-1623-0000			Op	Grant - Operational - \$ Flat Rate Day	Dani Kinross	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00											\$ -	\$ -	
0501-1624-0000			Op	Grant - Operational - \$ Flat Rate Day	Dani Kinross	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00											\$ -	\$ -	
0501-1624-0000			Op	Subsidy - Therapeutic Community Program	Maree Lohet	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	1-Nov-19	1-Nov-19									\$ -	\$ -	
0501-1625-0000			Op	Celebrating Multicultural Q&A 19-19		\$ -	\$ -	\$ -	\$ -	\$ -											\$ -	\$ -	
0501-1626-0000	0501-0462-0000	Multicultural Affairs & Citizenship Program - Data	Op	Multicultural Development Officer	Maree Lohet	\$ 50,000.00	\$ -	\$ 50,000.00	\$ 50,000.00	\$ -	1-Apr-19	20-Jun-20	1	2019-04-01	\$ 50,000.00	Agreed extension to MP due date 20/06/2020							
0501-1627-0000	0501-0463-0000	Empowering Our Community - SmartStart	Op	Workshops / On Farm Projects	Dani Kinross	\$ 50,000.00	\$ -	\$ 50,000.00	\$ 26,250.00	\$ 23,750.00	1-Apr-19	30-Jun-20	1	2019-04-01	\$ 25,000.00	Agreed extension to MP due date 30/06/2020							
0501-1628-0000	0501-0468-0000	MDR EDP - DAW	Cap	Disbandment Business Improvement Scheme	Rory Butler / Digby Whyte	\$ 492,000.00	\$ -	\$ 492,000.00	\$ 230,000.00	\$ 230,000.00	23-Sep-19	4-Aug-21	1	2019-09-23	\$ 100,000.00	Agreed extension to MP due date 04/08/2021							
0501-1629-0000	0501-0469-0000	AGS Ripping Scheme Grant	Op	Balonne's Ripped Scheme	Maree Lohet	\$ 7,750.00	\$ -	\$ 7,750.00	\$ -	\$ -	28-Jun-20	12-Jul-20	1	2020-06-28	\$ 7,750.00	Agreed extension to MP due date 12/07/2020							
0501-1631-0000	0501-0469-0000	Get Ready Queensland - Q&A	Op	Get Ready Balance - Family Fun Day		\$ 10,660.00	\$ -	\$ 10,660.00	\$ 702.00	\$ 11,362.00													
0501-1634-0000			Op	2019 Employer & Health Services		\$ 20,000.00	\$ -	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00													
0501-1635-0000			Op	Building Stronger Communities		\$ 60,000.00	\$ -	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00													
0505-1611-0000			Op	Grant - Murray Darling Basin & Grant		\$ -	\$ -	\$ -	\$ -	\$ 75,000.00													
0505-1620-0000			Op	Subsidy State		\$ -	\$ -	\$ -	\$ -	\$ 27,738.32													
0505-1620-0000	0505-0444-0000	SLQ	Op	Fast SF Farmer		\$ 18,623.31	\$ -	\$ 18,623.31	\$ -	\$ -													
0505-1610-0000	0505-0452-0000	Celebrating Multicultural Queensland and Progress - DLGRBA	Op	Multicultural Development Officer & Projects	Maree Lohet	\$ 50,000.00	\$ -	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	20-Oct-19	30-Aug-20	1	2019-10-20	\$ 50,000.00	Agreed extension to MP due date 30/08/2020							
													2	2019-10-20	\$ 50,000.00								
													3	2019-10-20	\$ 50,000.00								
													4	2019-10-20	\$ 50,000.00								
													5	2019-10-20	\$ 50,000.00								
0505-1620-0000	0505-0460-0000	Healthy Wetlands - 19855	Op	Sustainable Multicultural Hub	Matthew Magan	\$ 104,545.50	\$ -	\$ 104,545.50	\$ 102,944.22	\$ -	31-Aug-19	31-Oct-19	1	2019-08-31	\$ 102,944.22	Agreed extension to MP due date 31/10/2019							
0505-1621-0000	0505-0461-0000	MDR EDP - DAW	Op	Disbandment RTC & Technology Upgrade	Rory Butler / Digby Whyte	\$ 82,475.00	\$ -	\$ 82,475.00	\$ 75,000.00	\$ -	17-Sep-19	4-Aug-21	1	2019-09-17	\$ 75,000.00	Agreed extension to MP due date 04/08/2021							
0505-1611-0000	0505-0468-0000	MDR EDP - DAW	Op	Digital Connectivity	Rory Butler / Digby Whyte	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 500,000.00	\$ 500,000.00	23-Sep-19	3-Nov-20	1	2019-09-23	\$ 500,000.00	Agreed extension to MP due date 03/11/2020							
0505-1611-0000	0505-0468-0000	MDR EDP - DAW	Cap	Disbandment Thermal Hot Springs	Peter Wiley	\$ 875,000.00	\$ -	\$ 875,000.00	\$ 350,000.00	\$ 350,000.00	23-Sep-19	3-Nov-20	1	2019-09-23	\$ 350,000.00	Agreed extension to MP due date 03/11/2020							
0505-1620-0000			Op	RAEP		\$ 25,000.00	\$ -	\$ 25,000.00	\$ 46,000.00	\$ 46,000.00											\$ -	\$ -	
0505-1622-0000			Op	Subsidy State		\$ -	\$ -	\$ -	\$ -	\$ -											\$ -	\$ -	
0505-1610-0000			Op	SES Subsidy		\$ -	\$ -	\$ -	\$ -	\$ 18,815.56											\$ -	\$ -	
0505-1611-0000	0505-0469-0000	MDR EDP - DAW	Cap	Disbandment Showgrounds Vegetation Upgrade	Chris Down	\$ 70,000.00	\$ -	\$ 70,000.00	\$ 65,000.00	\$ 65,000.00	18-Sep-19	5-Feb-20	1	2019-09-18	\$ 65,000.00	Agreed extension to MP due date 05/02/2020							
0505-1611-0000	0505-0451-0000	MDR EDP - DAW	Op	WetDry Exclusion Fencing	Digby Whyte / Matthew Magan	\$ 5,000,000.00	\$ -	\$ 5,000,000.00	\$ 1,000,000.00	\$ 3,000,000.00	24-Sep-19	18-Mar-22	1	2019-09-24	\$ 1,000,000.00	Agreed extension to MP due date 18/03/2022							
0505-1613-0000	0505-0450-0000	Queensland Disaster Resilience Fund - Q&A	Op	WGLGA Regional Disaster Resilience Officer	Matthew Magan	\$ 310,817.00	\$ -	\$ 310,817.00	\$ -	\$ -	11-Jul-19	30-Jun-20	1	2019-07-11	\$ 310,817.00	Agreed extension to MP due date 30/06/2020							
0350-0469-0000			Op	Building Better Regions Future - Q&A		\$ 55,000.00	\$ -	\$ 55,000.00	\$ -	\$ -	1-Jul-19	30-Jun-20	1	2019-07-01	\$ 55,000.00	Agreed extension to MP due date 30/06/2020							

MILESTONE LEGEND

1. Milestone to be reviewed 2021

2. Milestone to be reviewed 2021

3. Milestone to be reviewed 2021

4. Milestone to be reviewed 2021

5. Milestone to be reviewed 2021

6. Milestone to be reviewed 2021

7. Milestone to be reviewed 2021

8. Milestone to be reviewed 2021

9. Milestone to be reviewed 2021

10. Milestone to be reviewed 2021

11. Milestone to be reviewed 2021

12. Milestone to be reviewed 2021

13. Milestone to be reviewed 2021

14. Milestone to be reviewed 2021

15. Milestone to be reviewed 2021

16. Milestone to be reviewed 2021

17. Milestone to be reviewed 2021

18. Milestone to be reviewed 2021

19. Milestone to be reviewed 2021

20. Milestone to be reviewed 2021

FINANCE & CORPORATE SERVICES																			
0170-601-0000		FAGS	Op	General Purpose Grant		\$ 4,000,000.00	\$ -	\$ -	\$ -	\$ 4,302,180.00	\$ 1,519,386.20					\$ 4,168,735.00		\$ -	\$ -
0401-601-0000				Marshall Road Grant		\$ 1,588,096.00	\$ -	\$ -	\$ -	\$ 1,602,938.00	\$ 607,520.20					\$ 1,628,239.00		\$ -	\$ -
0170-603-0000		REDF	Cap	REDF Capital Funding		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ 142,000.00	\$ -	\$ -	\$ -
0170-603-0000			Cap	Federal Funding - Capital		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ 306,000.00	\$ -	\$ -	\$ -
0205-602-0000			Op	Trainee Subsidy						\$ 16,000.00	\$ -					\$ 35,000.00	\$ -	\$ -	\$ -
0205-602-0000			Op	Post Parental Leave Subsidy						\$ 13,330.80	\$ -					\$ 14,000.00	\$ -	\$ -	\$ -
0205-603-0000	0205-045-0000	REDF - DNRME	Op	Project 11 - Grants Officer	Michelle Clarke	\$ 300,000.00	\$ 162,000.00	\$ 462,000.00	\$ 200,000.00	\$ -	20-Mar-18	30-Apr-20				\$ 100,000.00	30/04/2021	\$ 86,661.45	\$ 375.53
0300-602-0000			Op	Trainee Subsidy (GST Excluded)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ 35,000.00	\$ -	\$ -	\$ -
0500-600-0000			Op	Taraka LGQA Contribution						\$ 25,836.00	\$ -					\$ 53,550.00	\$ -	\$ -	\$ -
0500-000-0000	0500-000-0000	State Communities Fund Round 3 - CMA	Cap	Balonne Shire CCTV	Michelle Clarke	\$ 53,550.00	\$ -	\$ 53,550.00	\$ 50,872.00	\$ -	5-Apr-19	30-Jun-20				\$ -	20/06/2020	\$ 35,490.96	\$ 16,059.04
INFRASTRUCTURE SERVICES																			
0170-603-0000	0521-003-0000	201719 WQ - CLGRMA	Cap	St George Thermal Hot Springs	Peter Wiley	\$ 700,000.00	\$ -	\$ 700,000.00	\$ -	\$ 605,000.00	Jul-17	30-Sep-2019	Monthly Reporting	Final reports submitted - awaiting confirmation from CLGRMA for final payment figure	\$ 134,000.00	\$ 835,000.00	\$ 85,000.00		
0170-603-0000	0550-003-0000	201921 WQ - CLGRMA	Cap	Balonne Shire Stonegrange Maintenance	Andrew Boardman	\$ 50,000.00	\$ -	\$ 50,000.00	\$ 25,000.00	\$ -	Jun-16	30-Jun-20	Monthly Reporting		\$ 25,000.00	\$ -	\$ -	\$ 50,000.00	
0170-603-0000	0410-005-0000	201921 WQ - CLGRMA	Cap	Diamonds Rising Sewerage Main	Peter Wiley	\$ 260,000.00	\$ -	\$ 260,000.00	\$ 260,000.00	\$ -	Jun-16	30-Jun-20	Monthly Reporting	Council Meeting date extended	\$ 260,000.00	\$ -	\$ -	\$ 260,000.00	
0170-603-0000	0401-003-0000	201921 WQ - CLGRMA	Cap	St George & Diamond Water Main	Peter Wiley	\$ 500,000.00	\$ -	\$ 500,000.00	\$ 250,000.00	\$ -	Jun-16	31-Mar-20	Monthly Reporting		\$ 250,000.00		\$ 207,064.76	\$ 302,935.24	
0170-603-0000	0170-043-0000	Get in the Game Get Paying Places and Spaces	Cap	Roxburgh Park Club Playground	Chris Dixon	\$ 147,261.00	\$ -	\$ 147,261.00	\$ 100,000.00	\$ 321,267.00	1-Jan-19	30-Sep-20	Monthly Reporting	Final reports submitted - awaiting confirmation from CLGRMA for final payment figure	\$ 100,000.00	30/08/2020	\$ -	\$ -	\$ -
0170-603-0000	0170-045-0000	Drought Communities Program A and B and 5th Dec 19	Cap	Balonne Community S Projects	Andrew Boardman	\$ 1,000,000.00	\$ -	\$ 1,000,000.00	\$ -	\$ -	1-Jan-20	31-Dec-20	Monthly Reporting	Final reports submitted - awaiting confirmation from CLGRMA for final payment figure	\$ -	16/03/2021	\$ -	\$ -	\$ -
0205-601-0000	0205-043-0000	201921 LGSP - CLGRMA	Op	Asset Management Strategy	Andrew Boardman	\$ 306,400.00	\$ 306,400.00	\$ 1,012,000.00	\$ 212,520.00	\$ 212,520.00	1-Jul-19	30-Jun-21	Monthly Reporting		\$ 212,520.00	\$ -	\$ -	\$ 306,400.00	
0401-601-0000		Department of Infrastructure Transport, Regional Development and Roads	Cap	R2R Grant Capital						\$ -			Monthly Reporting		\$ 1,712,175.00	\$ -	\$ -	\$ -	
0440-601-0000	0440-003-0000	Building Our Region 06 (BOR6) - C53MFP	Cap	St George Industrial Estate for Airside Services	Andrew Boardman	\$ 1,200,000.00	\$ -	\$ 1,200,000.00	\$ 500,000.00	\$ -	11-Jan-19	29-Mar-21	Monthly Reporting	Final reports submitted - awaiting confirmation from CLGRMA for final payment figure	\$ 500,000.00	28/08/2021	\$ 7,774.00	\$ 992,226.00	
0401-601-0000		TDS	Op	TDS 201920						\$ 199,886.76			Funds Paid Quarterly		\$ 440,000.00	\$ -	\$ -	\$ -	
0450-601-0000			Cap	Grant - Q&D Disaster Resilience Fund						\$ 25,836.00			Monthly Reporting		\$ 66,000.00	\$ -	\$ -	\$ -	
0450-602-0000			Op	Federal Fuel Subsidy						\$ 16,108.00			Monthly Reporting		\$ 60,000.00	\$ -	\$ -	\$ -	
0450-603-0000			Op	CTP Loyalty Bonus						\$ 3,000.00			Monthly Reporting		\$ -	\$ -	\$ -	\$ -	
0450-601-0000	0450-001-0014	Queensland Disaster Resilience Fund - Q&D	Cap	Disaster Recovery - Co-ordination & Operational Back up Supply (Generators)	Andrew Boardman	\$ 86,260.00	\$ -	\$ 86,260.00	\$ -	\$ -	16-Jul-19	30-Jun-20	Monthly Reporting	Final reports submitted - awaiting confirmation from CLGRMA for final payment figure	\$ -	16/03/2021	\$ -	\$ 86,260.00	\$ -
0501-601-0000			Cap	Diamond Multi-purpose Sports		\$ -	\$ -	\$ -	\$ -	\$ -			Monthly Reporting		\$ -	\$ -	\$ -	\$ -	
0501-603-0000		Department of Education	Op	Diamond Pool Contribution		\$ 5,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00			Monthly Reporting		\$ 5,000.00		\$ -	\$ -	
0805-600-0000	0805-047-0000	NDRP - GRN	Cap?	Balonne Shire Flood Warning Gauge 05	Andrew Boardman	\$ 200,000.00	\$ -	\$ 200,000.00	\$ 80,000.00	\$ -	24-Aug-18	15-Oct-19	Monthly Reporting	Final reports submitted - awaiting confirmation from CLGRMA for final payment figure	\$ 140,000.00	15/09/2020	\$ 5,485.70	\$ 194,554.30	
0130-600-0000			Cap	Subsidy - State - Capital		\$ -	\$ -	\$ -	\$ -	\$ -			Monthly Reporting		\$ 300,000.00	\$ -	\$ -	\$ -	
0130-600-0000	0410-005-0000	201719 LGSP - CLGRMA	Cap	Diamond Water Treatment Plant Upgrade	Peter Wiley	\$ 360,000.00	\$ 200,000.00	\$ 560,000.00	\$ 96,000.00	\$ -	8-Oct-17	30-Sep-2019	Monthly Reporting	Final reports submitted - awaiting confirmation from CLGRMA for final payment figure	\$ -		\$ 19,456.76	\$ 580,543.20	
0410-601-0000		Department of Education	Op	St George High School Contribution		\$ 1,000.00	\$ -	\$ 1,000.00	\$ 854.38	\$ -			Monthly Reporting		\$ 1,000.00	\$ -	\$ -	\$ -	
020-000-0000	201921 LGSP - CLGRMA		Cap	Mungindi River Park - Stage 2 & 3	Chris Dixon	\$ 276,000.00	\$ 48,000.00	\$ 324,000.00	\$ -	\$ -	1-Jul-19	30-Jun-21	Monthly Reporting	Final reports submitted - awaiting confirmation from CLGRMA for final payment figure	\$ -		\$ -	\$ 276,000.00	
ENVIRONMENTAL & REGULATORY SERVICES																			
0510-601-0000	0501-045-0000	Building Our Region 06 (BOR6) - C53MFP	Cap?	Balonne Shire Digital Connectivity Project	KARIN Subur Digital Wfgrs	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 500,000.00	\$ -	11-Jan-19	30-Sep-20	Monthly Reporting	Final reports submitted - awaiting confirmation from CLGRMA for final payment figure	\$ -	30/08/2020	\$ 370,621.60	\$ 1,629,378.40	
0550-100-0000		Communities Combating Pests & Weeds	Op	W DEP	Taylor Wills	\$ 800,000.00	\$ -	\$ 800,000.00	\$ 800,000.00	\$ -	21-Jun-19	30-Jun-20	Monthly Reporting	Final reports submitted - awaiting confirmation from CLGRMA for final payment figure	\$ -		\$ -	\$ -	
0550-100-0000		Communities Combating Pests & Weeds	Op	Weed Management	Taylor Wills	\$ 300,000.00	\$ -	\$ 300,000.00	\$ 200,000.00	\$ -	21-Jun-19	30-Jun-20	Monthly Reporting	Final reports submitted - awaiting confirmation from CLGRMA for final payment figure	\$ -		\$ -	\$ -	
0550-600-0000		REDF	Op	Subsidy State-Grass Route Facility		\$ -	\$ -	\$ -	\$ -	\$ -			Monthly Reporting	Final reports submitted - awaiting confirmation from CLGRMA for final payment figure	\$ 113,500.00		\$ -	\$ -	

0655-1622-0000	0655-0240-0000	REC'D - DNR/ME	Op	Project 9 - Strategic Planning	Digby Whyte	\$ 753,100.00	\$ 1,306,000.00	\$ 2,041,100.00	\$ 436,980.00	\$ -	20-Mar-16	20-Apr-19	<table><tr><td>2</td><td>20706-2019</td><td>\$ 145,620.00</td><td>2'</td></tr><tr><td>4</td><td>21119-2019</td><td>\$ -</td><td>2'</td></tr><tr><td>5</td><td>21120-2019</td><td>\$ -</td><td></td></tr><tr><td>6</td><td>21121-2019</td><td>\$ -</td><td></td></tr><tr><td>7</td><td>20705-2019</td><td>\$ 145,620.00</td><td></td></tr></table>	2	20706-2019	\$ 145,620.00	2'	4	21119-2019	\$ -	2'	5	21120-2019	\$ -		6	21121-2019	\$ -		7	20705-2019	\$ 145,620.00		\$ 145,620.00	30/09/2020	\$ 143,240.00	\$ 1,387,858.75
2	20706-2019	\$ 145,620.00	2'																																		
4	21119-2019	\$ -	2'																																		
5	21120-2019	\$ -																																			
6	21121-2019	\$ -																																			
7	20705-2019	\$ 145,620.00																																			
0655-1630-0000	0655-0441-0000	Queensland Forest Plant Initiative	Op	DART - All 4 Belling	Taylor W R 4	\$ 215,000.00	\$ -	\$ 215,000.00	\$ 64,500.00	\$ -	2018	20-Feb-20	Taylor W R 4 dealing with reporting	\$ 43,000.00																							
Total						\$ 6,798,547.83												Total \$ 16,671,287.65																			

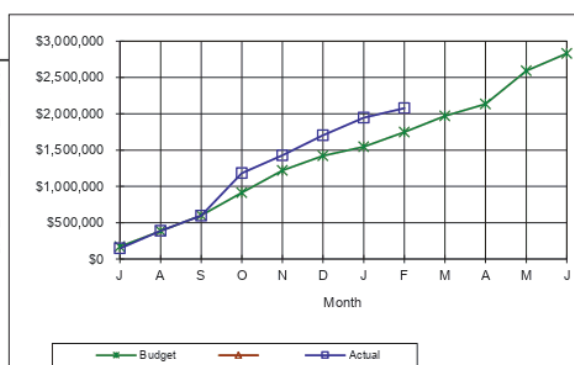
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# Balonne Shire Council as at 29 February 2020 Maintenance/Operations

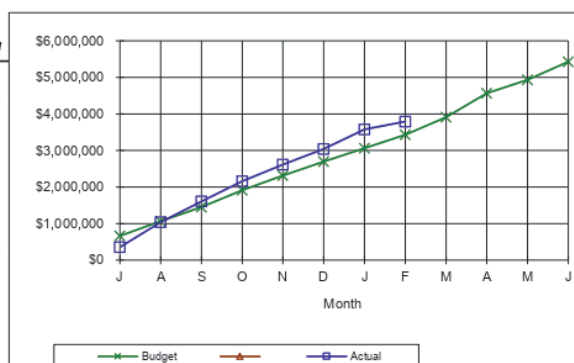
## 0205-0003- Administration Revenue

Month	Budget	Actual
J	\$171,390	\$145,208
A	\$384,984	\$390,226
S	\$599,741	\$597,590
O	\$914,372	\$1,184,361
N	\$1,219,634	\$1,426,859
D	\$1,420,298	\$1,702,931
J	\$1,547,531	\$1,945,989
F	\$1,747,800	\$2,076,636
M	\$1,970,706	
A	\$2,133,494	
M	\$2,591,199	
J	\$2,831,600	



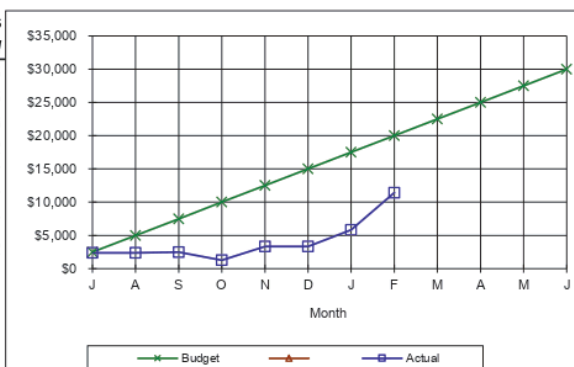
## 205-0003 Administration Expenditure

Month	Budget	Actual
J	\$661,784	\$354,538
A	\$1,061,501	\$1,035,719
S	\$1,448,469	\$1,603,357
O	\$1,911,098	\$2,160,168
N	\$2,312,755	\$2,615,616
D	\$2,692,811	\$3,039,727
J	\$3,061,215	\$3,574,514
F	\$3,431,013	\$3,791,690
M	\$3,913,710	
A	\$4,565,983	
M	\$4,929,689	
J	\$5,427,594	



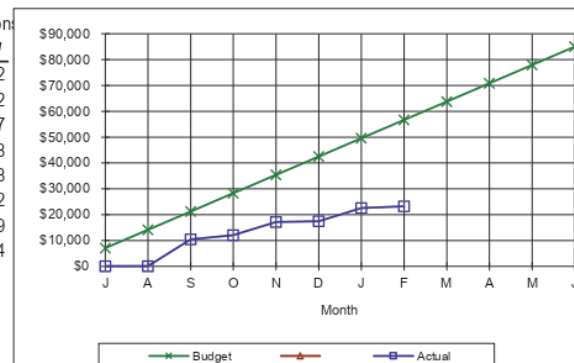
## 0310-1302- Planning/Development Fees/Charges

Month	Budget	Actual
J	\$2,500	\$2,386
A	\$5,000	\$2,386
S	\$7,500	\$2,496
O	\$10,000	\$1,272
N	\$12,500	\$3,317
D	\$15,000	\$3,317
J	\$17,500	\$5,817
F	\$20,000	\$11,422
M	\$22,500	
A	\$25,000	
M	\$27,500	
J	\$30,000	



## 0310-2227- Planning/Development Mtce/Operations

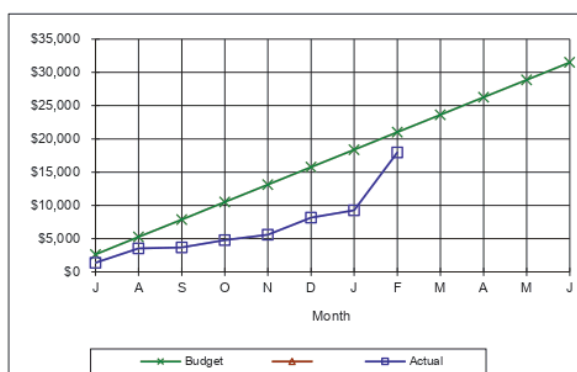
Month	Budget	Actual
J	\$7,083	\$102
A	\$14,167	\$102
S	\$21,250	\$10,417
O	\$28,333	\$12,038
N	\$35,417	\$17,208
D	\$42,500	\$17,432
J	\$49,583	\$22,599
F	\$56,667	\$23,234
M	\$63,750	
A	\$70,833	
M	\$77,917	
J	\$85,000	



# Balonne Shire Council as at 29 February 2020 Maintenance/Operations

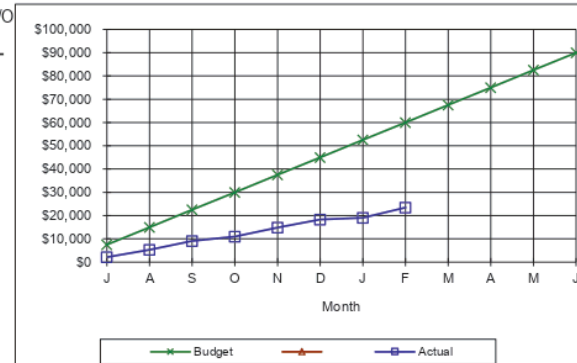
## 0320-0003 Building Fees

Month	Budget	Actual
J	\$2,625	\$1,376
A	\$5,250	\$3,526
S	\$7,875	\$3,672
O	\$10,500	\$4,779
N	\$13,125	\$5,585
D	\$15,750	\$8,172
J	\$18,375	\$9,251
F	\$21,000	\$17,956
M	\$23,625	
A	\$26,250	
M	\$28,875	
J	\$31,500	



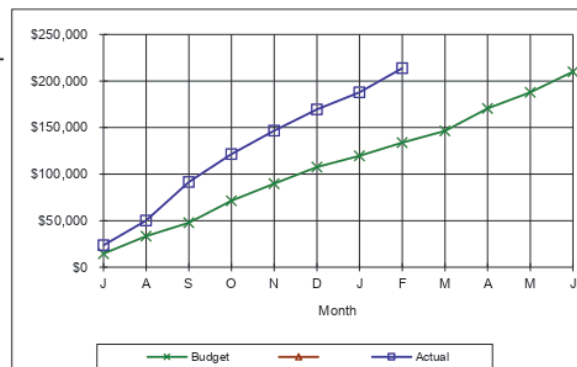
## 0320-2227- Building/Plumbing Development Mtce/O

Month	Budget	Actual
J	\$7,500	\$2,144
A	\$15,000	\$5,349
S	\$22,500	\$9,073
O	\$30,000	\$10,954
N	\$37,500	\$14,895
D	\$45,000	\$18,360
J	\$52,500	\$19,062
F	\$60,000	\$23,462
M	\$67,500	
A	\$75,000	
M	\$82,500	
J	\$90,000	



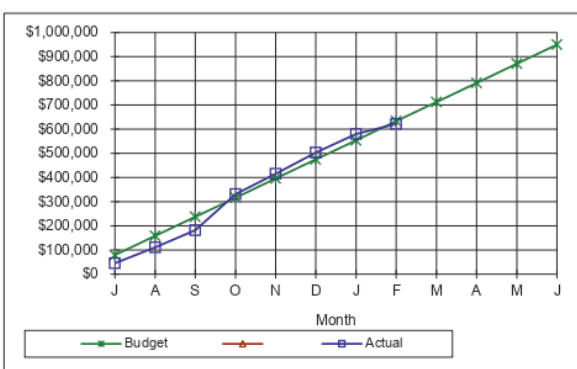
## 0355-2227- Visitor Services Mtce/Operations

Month	Budget	Actual
J	\$14,588	\$23,546
A	\$33,424	\$50,203
S	\$47,865	\$91,621
O	\$71,429	\$121,615
N	\$89,818	\$146,728
D	\$107,483	\$169,585
J	\$119,576	\$187,861
F	\$133,830	\$213,764
M	\$146,433	
A	\$170,558	
M	\$187,747	
J	\$210,000	



## 405-0003 Works Administration - Revenue

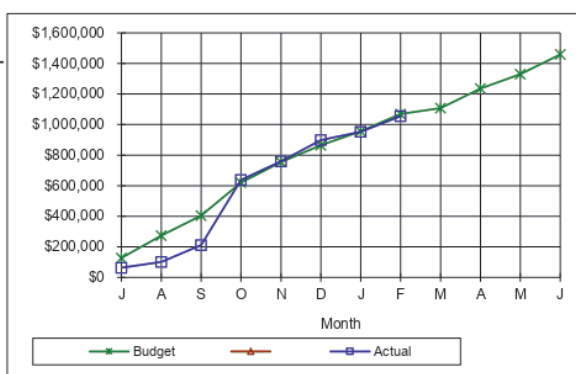
Month	Budget	Actual
J	\$79,167	\$45,398
A	\$158,333	\$111,203
S	\$237,500	\$181,884
O	\$316,667	\$331,123
N	\$395,833	\$414,738
D	\$475,000	\$502,875
J	\$554,167	\$580,026
F	\$633,333	\$621,797
M	\$712,500	
A	\$791,667	
M	\$870,833	
J	\$950,000	



# Balonne Shire Council as at 29 February 2020 Maintenance/Operations

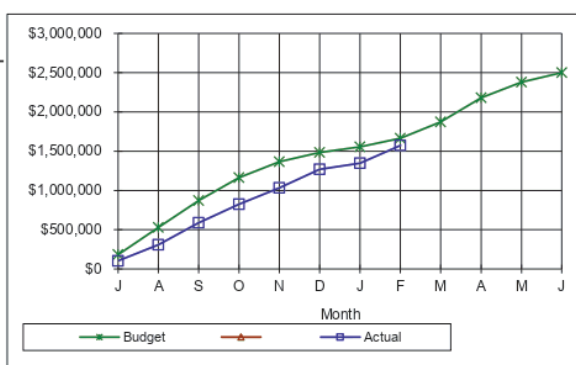
## 405-0003 Works Administration - Expenditure

Month	Budget	Actual
J	\$127,129	\$63,522
A	\$274,150	\$101,493
S	\$403,968	\$211,954
O	\$620,917	\$638,098
N	\$754,564	\$759,554
D	\$865,524	\$898,613
J	\$955,706	\$953,263
F	\$1,069,296	\$1,055,044
M	\$1,108,014	
A	\$1,235,975	
M	\$1,330,519	
J	\$1,458,600	



## 0410-2227- Roads Maintenance/Operations

Month	Budget	Actual
J	\$182,178	\$104,160
A	\$529,736	\$307,511
S	\$870,487	\$588,927
O	\$1,164,387	\$825,807
N	\$1,364,719	\$1,033,951
D	\$1,484,396	\$1,269,398
J	\$1,553,701	\$1,347,425
F	\$1,662,603	\$1,572,999
M	\$1,872,646	
A	\$2,181,643	
M	\$2,380,209	
J	\$2,500,000	



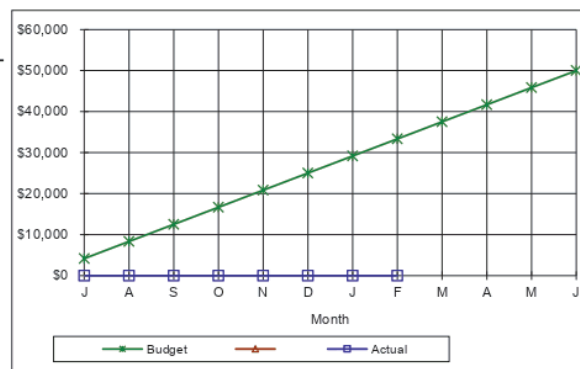
## 0415-2227- Streets Maintenance/Operations

Month	Budget	Actual
J	\$47,508	\$31,573
A	\$128,987	\$91,501
S	\$177,559	\$170,321
O	\$303,258	\$233,278
N	\$386,907	\$292,657
D	\$466,125	\$353,156
J	\$532,009	\$416,879
F	\$614,254	\$503,061
M	\$681,420	
A	\$764,997	
M	\$890,806	
J	\$960,000	



## 0420-2227- Bridge Maintenance/Operations

Month	Budget	Actual
J	\$4,167	\$0
A	\$8,333	\$0
S	\$12,500	\$0
O	\$16,667	\$0
N	\$20,833	\$0
D	\$25,000	\$0
J	\$29,167	\$0
F	\$33,333	\$0
M	\$37,500	
A	\$41,667	
M	\$45,833	
J	\$50,000	



## Balonne Shire Council as at 29 February 2020 Maintenance/Operations

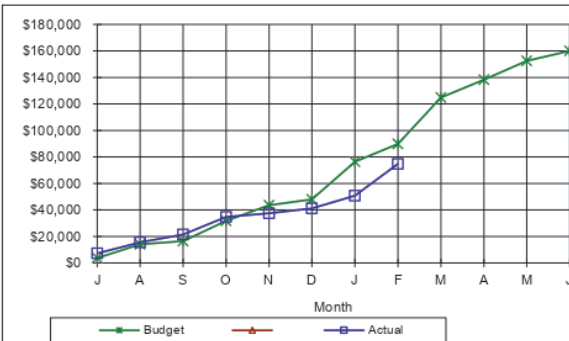
### 0430-2227- Works Depots Maintenance/Operations

Month	Budget	Actual
J	\$15,253	\$4,942
A	\$36,186	\$23,576
S	\$53,388	\$34,117
O	\$68,562	\$43,761
N	\$87,774	\$59,344
D	\$98,919	\$65,544
J	\$109,633	\$81,505
F	\$132,159	\$101,469
M	\$145,554	
A	\$162,151	
M	\$169,641	
J	\$180,000	



### 0440-2227- Aerodrome Maintenance/Operations

Month	Budget	Actual
J	\$3,666	\$7,208
A	\$14,135	\$15,466
S	\$16,446	\$21,479
O	\$31,753	\$34,670
N	\$43,633	\$37,489
D	\$48,001	\$41,071
J	\$76,373	\$50,784
F	\$89,788	\$74,763
M	\$124,891	
A	\$138,181	
M	\$152,420	
J	\$160,000	



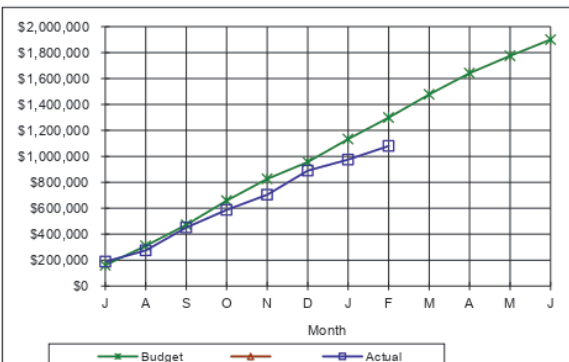
### 450-1810 Plant Oncosts/Plant Hire

Month	Budget	Actual
J	\$261,997	\$193,015
A	\$514,464	\$412,294
S	\$780,664	\$790,301
O	\$1,095,599	\$1,005,058
N	\$1,334,168	\$1,267,904
D	\$1,530,512	\$1,504,429
J	\$1,654,803	\$1,594,946
F	\$1,859,426	\$1,824,512
M	\$2,072,687	
A	\$2,444,980	
M	\$2,648,383	
J	\$2,870,000	



### 0450-2219- Plant Maintenance/Operations

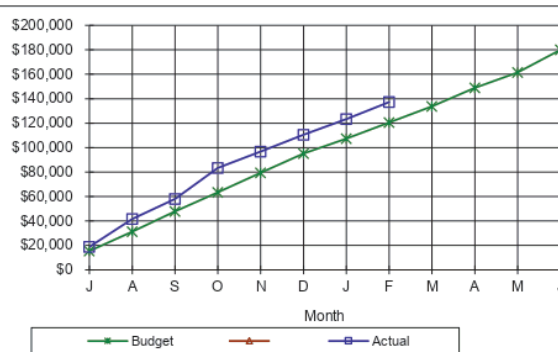
Month	Budget	Actual
J	\$160,183	\$188,292
A	\$310,105	\$275,030
S	\$471,460	\$452,041
O	\$657,746	\$586,245
N	\$825,826	\$703,938
D	\$955,666	\$889,844
J	\$1,132,732	\$975,451
F	\$1,298,299	\$1,079,828
M	\$1,476,677	
A	\$1,641,130	
M	\$1,774,636	
J	\$1,900,000	



## Balonne Shire Council as at 29 February 2020 Maintenance/Operations

### 0505-2227- Libraries - Maintenance/Operations

Month	Budget	Actual
J	\$15,418	\$18,825
A	\$31,221	\$41,677
S	\$47,794	\$58,117
O	\$63,423	\$83,327
N	\$79,340	\$96,684
D	\$95,120	\$110,542
J	\$107,326	\$123,340
F	\$120,516	\$137,252
M	\$133,774	
A	\$149,002	
M	\$161,482	
J	\$180,000	



### 0510-1710- Housing - Rent Revenue

Month	Budget	Actual
J	\$3,789	\$3,477
A	\$7,357	\$25,510
S	\$11,268	\$30,106
O	\$16,346	\$52,496
N	\$20,127	\$56,914
D	\$24,308	\$69,424
J	\$86,648	\$101,914
F	\$89,808	\$115,174
M	\$93,259	
A	\$121,248	
M	\$126,256	
J	\$160,000	



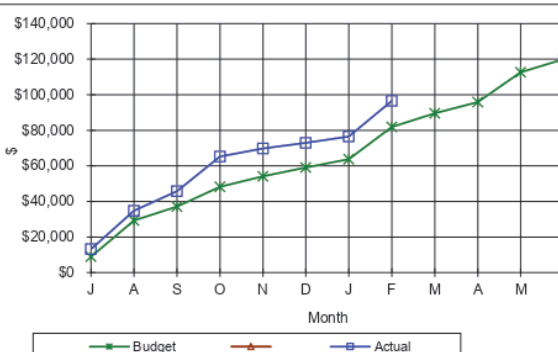
### 0510-2227- Housing - Maintenance/Operations

Month	Budget	Actual
J	\$2,428	\$1,364
A	\$19,337	\$14,461
S	\$26,350	\$23,776
O	\$34,096	\$29,572
N	\$35,983	\$30,489
D	\$48,877	\$30,723
J	\$57,307	\$43,524
F	\$75,182	\$57,944
M	\$99,075	
A	\$109,444	
M	\$117,476	
J	\$130,000	



### 0520-2227- Sport & Rec - Maintenance/Operations

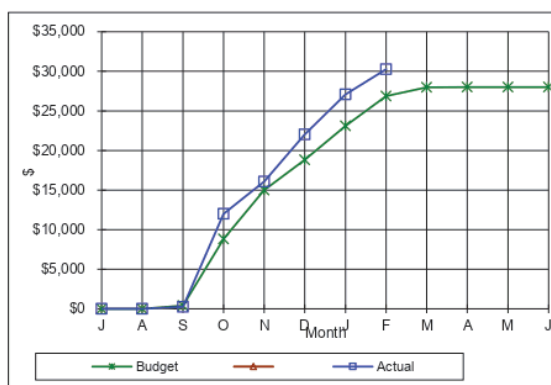
Month	Budget	Actual
J	\$8,916	\$13,196
A	\$29,207	\$34,784
S	\$37,034	\$45,789
O	\$48,171	\$65,201
N	\$54,161	\$69,726
D	\$59,135	\$72,963
J	\$63,792	\$76,482
F	\$81,836	\$96,538
M	\$89,605	
A	\$95,909	
M	\$112,643	
J	\$120,000	



## Balonne Shire Council as at 29 February 2020 Maintenance/Operations

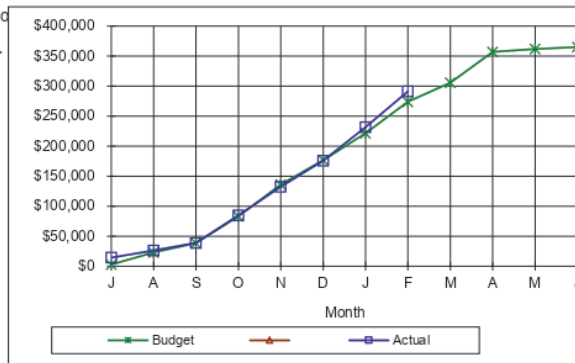
### 0521-1305- Swimming Pools Hire Charges

Month	Budget	Actual
J	\$0	\$0
A	\$0	\$0
S	\$402	\$255
O	\$8,813	\$12,003
N	\$14,998	\$16,077
D	\$18,820	\$22,032
J	\$23,109	\$27,091
F	\$26,870	\$30,262
M	\$27,987	
A	\$28,000	
M	\$28,000	
J	\$28,000	



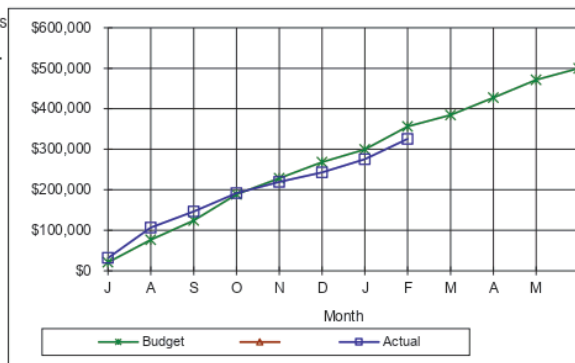
### 0521-2227- Swimming Pools Maintenance/Operations

Month	Budget	Actual
J	\$2,752	\$14,235
A	\$22,891	\$26,172
S	\$38,249	\$38,992
O	\$83,353	\$84,811
N	\$136,035	\$132,429
D	\$176,671	\$175,922
J	\$221,624	\$231,734
F	\$273,905	\$291,267
M	\$305,476	
A	\$356,905	
M	\$361,983	
J	\$365,000	



### 0530-2227- Park/Gardens Maintenance/Operations

Month	Budget	Actual
J	\$20,993	\$31,756
A	\$76,441	\$106,802
S	\$124,363	\$146,441
O	\$188,730	\$191,518
N	\$228,380	\$219,532
D	\$268,073	\$243,094
J	\$299,364	\$275,424
F	\$356,568	\$325,759
M	\$384,669	
A	\$427,636	
M	\$471,552	
J	\$500,000	



### 0535-1305- Halls/Civic Centre Hire Charges

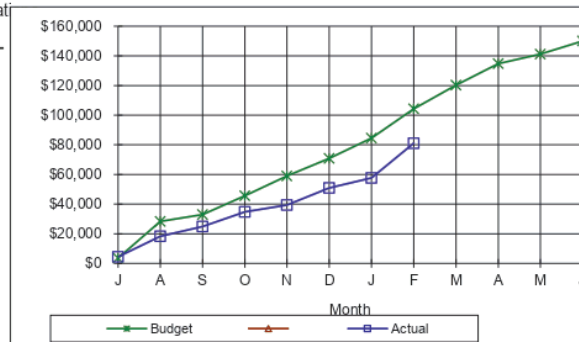
Month	Budget	Actual
J	\$0	\$241
A	\$37	\$510
S	\$1,847	\$1,540
O	\$2,046	\$1,590
N	\$2,121	\$1,840
D	\$2,521	\$2,544
J	\$2,769	\$2,986
F	\$3,220	\$3,468
M	\$4,798	
A	\$5,613	
M	\$6,633	
J	\$7,000	



## Balonne Shire Council as at 29 February 2020 Maintenance/Operations

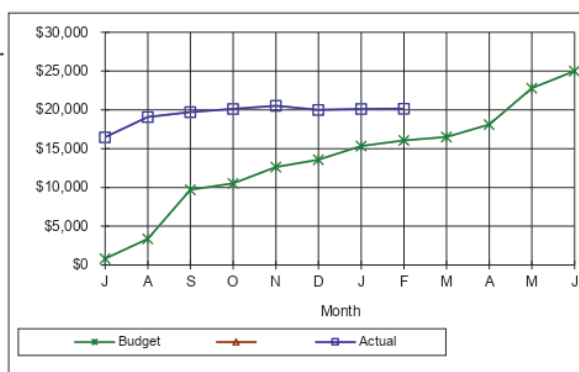
0535-2227- Halls/Civic Centre Maintenance/Operations

Month	Budget	Actual
J	\$3,565	\$4,447
A	\$28,279	\$18,303
S	\$32,876	\$24,826
O	\$45,662	\$34,746
N	\$58,910	\$39,395
D	\$70,845	\$50,887
J	\$84,551	\$57,670
F	\$104,279	\$81,057
M	\$120,265	
A	\$134,777	
M	\$141,210	
J	\$150,000	



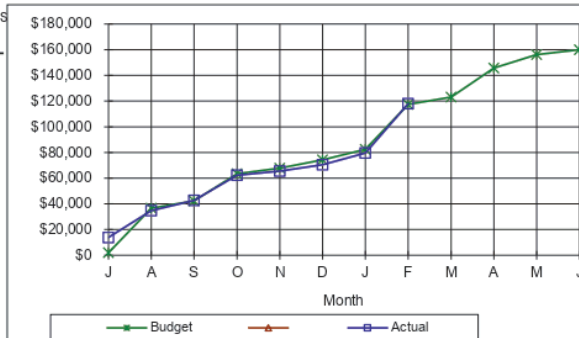
0555-1305- Showground Hire Charges

Month	Budget	Actual
J	\$823	\$16,480
A	\$3,391	\$19,097
S	\$9,698	\$19,706
O	\$10,528	\$20,129
N	\$12,618	\$20,524
D	\$13,579	\$19,993
J	\$15,347	\$20,132
F	\$16,069	\$20,165
M	\$16,488	
A	\$18,121	
M	\$22,797	
J	\$25,000	



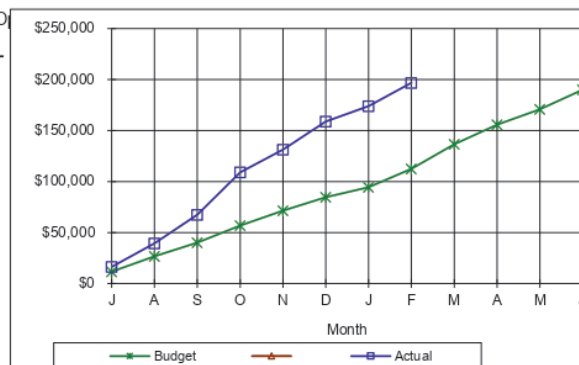
0555-2227- Showgrounds Maintenance/Operations

Month	Budget	Actual
J	\$1,947	\$13,890
A	\$36,622	\$34,763
S	\$42,298	\$42,793
O	\$63,338	\$62,320
N	\$67,729	\$65,453
D	\$74,180	\$70,503
J	\$82,485	\$79,608
F	\$117,358	\$117,962
M	\$123,041	
A	\$145,695	
M	\$156,130	
J	\$160,000	



0605-2227- Urban Animal Control - Maintenance/Operations

Month	Budget	Actual
J	\$11,613	\$16,325
A	\$26,731	\$39,443
S	\$40,162	\$67,341
O	\$56,908	\$109,097
N	\$71,342	\$131,283
D	\$84,517	\$158,872
J	\$94,472	\$173,924
F	\$112,304	\$196,780
M	\$136,508	
A	\$155,807	
M	\$170,815	
J	\$190,000	

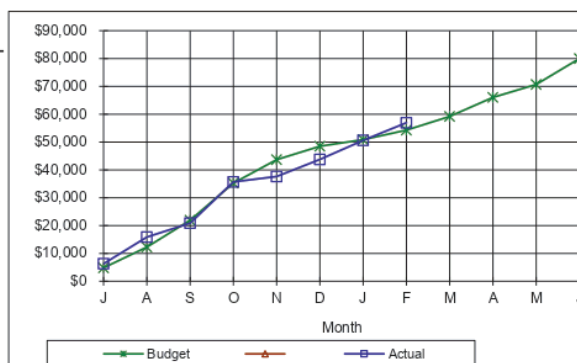




## Balonne Shire Council as at 29 February 2020 Maintenance/Operations

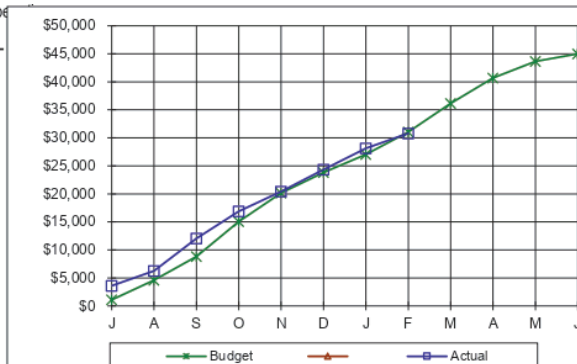
### 0615-2227- Cemetery Maintenance/Operations

Month	Budget	Actual
J	\$4,810	\$6,279
A	\$12,257	\$15,836
S	\$21,941	\$20,838
O	\$35,266	\$35,649
N	\$43,652	\$37,604
D	\$48,523	\$43,725
J	\$50,886	\$50,622
F	\$54,255	\$56,932
M	\$59,170	
A	\$66,029	
M	\$70,650	
J	\$80,000	



### 0625-2227- Public Conveniences Maintenance/Operations

Month	Budget	Actual
J	\$1,090	\$3,600
A	\$4,592	\$6,240
S	\$8,839	\$12,058
O	\$15,065	\$16,876
N	\$20,166	\$20,408
D	\$23,837	\$24,320
J	\$27,026	\$28,148
F	\$31,035	\$30,805
M	\$36,140	
A	\$40,687	
M	\$43,633	
J	\$45,000	



### 0635-2214- Natural Environment - Maintenance/Operations

Month	Budget	Actual
J	\$0	\$5,116
A	\$5,766	\$9,661
S	\$7,537	\$14,961
O	\$10,165	\$20,665
N	\$14,227	\$23,963
D	\$18,359	\$29,421
J	\$21,642	\$30,608
F	\$24,050	\$33,114
M	\$27,115	
A	\$30,189	
M	\$36,194	
J	\$40,000	



## Balonne Shire Council as at 29 February 2020 Maintenance/Operations

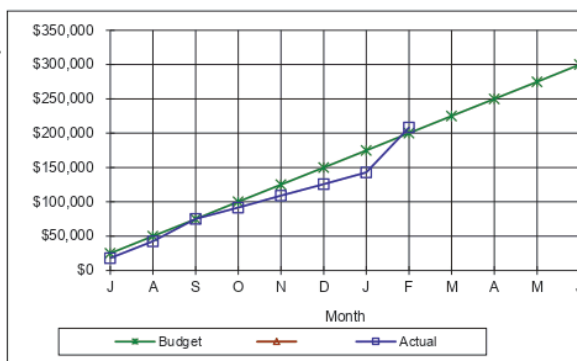
### 0640-2227- Health Inspection - Maintenance/Operations

Month	Budget	Actual
J	\$9,583	\$7,304
A	\$19,167	\$13,279
S	\$28,750	\$27,940
O	\$38,333	\$38,379
N	\$47,917	\$45,908
D	\$57,500	\$54,091
J	\$67,083	\$57,550
F	\$76,667	\$67,424
M	\$86,250	
A	\$95,833	
M	\$105,417	
J	\$115,000	



### 0655-2214- Rural Services Operations

Month	Budget	Actual
J	\$25,000	\$18,046
A	\$50,000	\$42,432
S	\$75,000	\$75,134
O	\$100,000	\$91,742
N	\$125,000	\$109,019
D	\$150,000	\$125,935
J	\$175,000	\$142,833
F	\$200,000	\$208,177
M	\$225,000	
A	\$250,000	
M	\$275,000	
J	\$300,000	



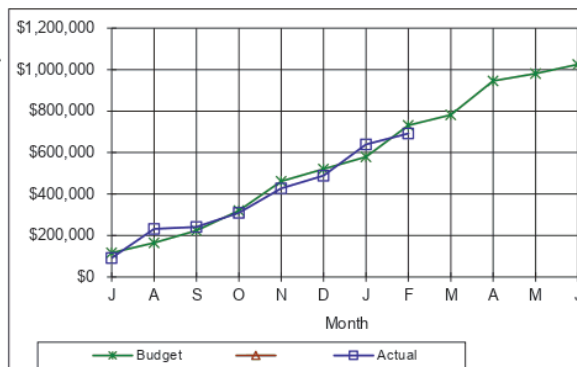
### 4410-2227- Sewerage Maintenance/Operations

Month	Budget	Actual
J	\$26,667	\$23,366
A	\$53,333	\$43,602
S	\$80,000	\$63,548
O	\$106,667	\$95,431
N	\$133,333	\$112,436
D	\$160,000	\$130,256
J	\$186,667	\$153,642
F	\$213,333	\$171,711
M	\$240,000	
A	\$266,667	
M	\$293,333	
J	\$320,000	



### 5410-2227- Water Maintenance/Operations

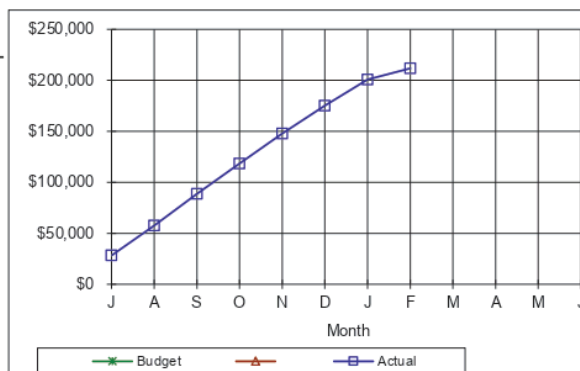
Month	Budget	Actual
J	\$116,685	\$91,962
A	\$164,478	\$232,190
S	\$224,158	\$240,878
O	\$319,937	\$309,880
N	\$460,999	\$427,271
D	\$520,913	\$488,323
J	\$579,853	\$639,028
F	\$730,863	\$691,975
M	\$781,716	
A	\$945,098	
M	\$981,410	
J	\$1,025,000	



# Balonne Shire Council as at 29 February 2020 Maintenance/Operations

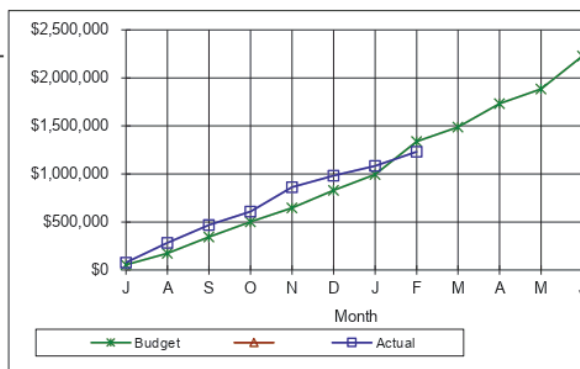
6430-2216- Landfill Maintenance

Month	Budget	Actual
J		\$28,241
A		\$57,539
S		\$88,761
O		\$118,343
N		\$147,744
D		\$175,269
J		\$200,671
F		\$211,744
M		
A		
M		
J		



0725-2214- RMPC

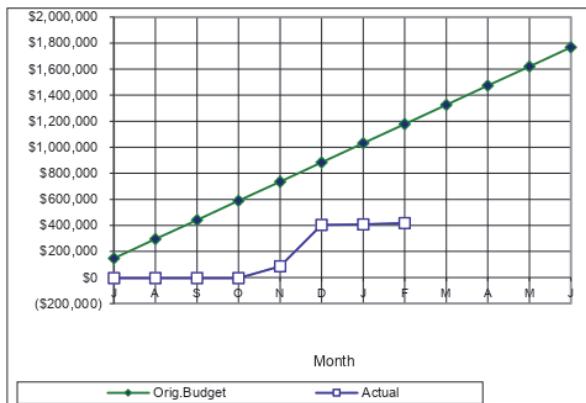
Month	Budget	Actual
J	\$54,546	\$78,157
A	\$174,791	\$283,398
S	\$343,052	\$467,305
O	\$502,767	\$609,296
N	\$645,399	\$863,498
D	\$829,243	\$982,020
J	\$993,800	\$1,084,730
F	\$1,338,210	\$1,230,664
M	\$1,487,112	
A	\$1,732,501	
M	\$1,885,112	
J	\$2,229,000	



## Balonne Shire Council as at 29 February 2020 Capital Expenditure

410 - 4933 Roads

Month	Orig.Budget	Actual
J	\$147,301	(\$5,040)
A	\$294,602	(\$5,040)
S	\$441,903	(\$5,040)
O	\$589,204	(\$5,040)
N	\$736,505	\$87,245
D	\$883,806	\$404,721
J	\$1,031,107	\$407,665
F	\$1,178,408	\$418,196
M	\$1,325,709	
A	\$1,473,010	
M	\$1,620,311	
J	\$1,767,612	



415 - 4933 Streets

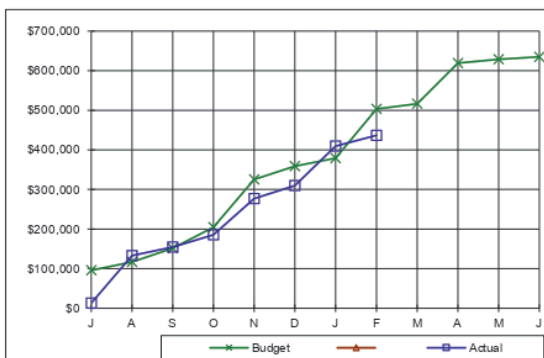
Month	Budget	Actual
J	\$67,750	\$0
A	\$135,500	\$0
S	\$203,250	\$12,040
O	\$271,000	\$90,900
N	\$338,750	\$113,075
D	\$406,500	\$124,011
J	\$474,250	\$135,424
F	\$542,000	\$155,225
M	\$609,750	
A	\$677,500	
M	\$745,250	
J	\$813,000	



## Balonne Shire Council as at 29 February 2020 Water Maintenance/Operations

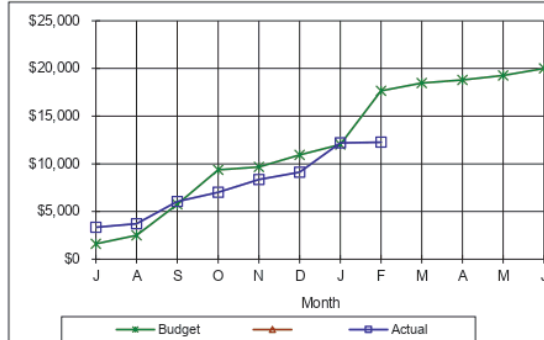
### 5410-2227-1000 St George Riverwater Maintenance/Operations

Month	Budget	Actual
J	\$95,849	\$13,003
A	\$116,807	\$133,086
S	\$151,669	\$154,778
O	\$204,930	\$185,330
N	\$325,434	\$276,942
D	\$358,832	\$309,942
J	\$378,974	\$409,372
F	\$503,358	\$436,688
M	\$516,628	
A	\$619,346	
M	\$628,952	
J	\$635,000	



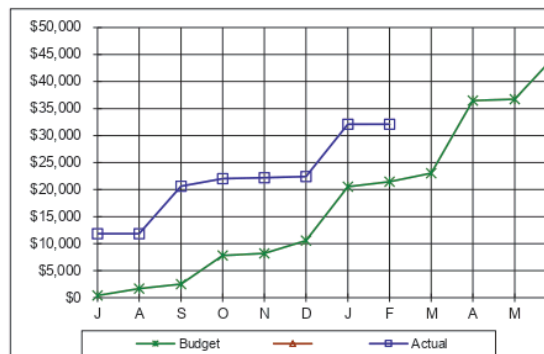
### 5410-2227-2000 Thallon Water Maintenance/Operations

Month	Budget	Actual
J	\$1,616	\$3,349
A	\$2,511	\$3,711
S	\$5,748	\$6,042
O	\$9,366	\$7,028
N	\$9,678	\$8,353
D	\$10,934	\$9,125
J	\$12,021	\$12,210
F	\$17,647	\$12,266
M	\$18,482	
A	\$18,797	
M	\$19,274	
J	\$20,000	



### 5410-2227-3000 Mungindi Water Maintenance/Operations

Month	Budget	Actual
J	\$396	\$11,845
A	\$1,668	\$11,845
S	\$2,494	\$20,643
O	\$7,799	\$22,044
N	\$8,216	\$22,223
D	\$10,557	\$22,405
J	\$20,532	\$32,107
F	\$21,470	\$32,107
M	\$23,025	
A	\$36,491	
M	\$36,752	
J	\$45,000	



### 5410-2227-4000 Dirranbandi Water Maintenance/Operations

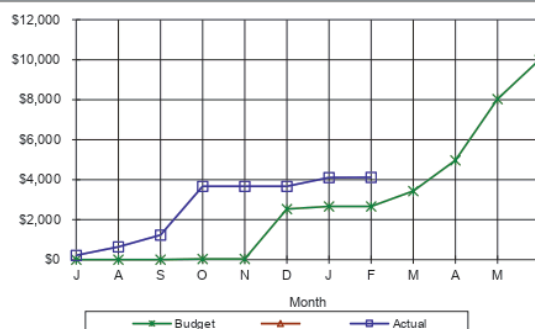
Month	Budget	Actuals
J	\$7,521	\$56,031
A	\$18,779	\$69,742
S	\$35,688	\$37,103
O	\$60,103	\$55,253
N	\$70,995	\$65,908
D	\$83,136	\$78,455
J	\$99,196	\$93,947
F	\$111,187	\$104,221
M	\$130,643	
A	\$156,583	
M	\$172,054	
J	\$190,000	



## Balonne Shire Council as at 29 February 2020 Water Maintenance/Operations

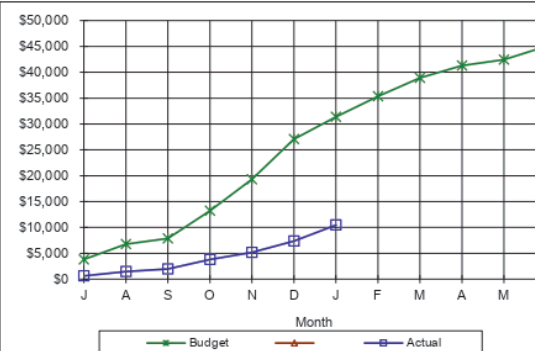
5410-2227-5000 Hebel Water Maintenance/Operations

Month	Budget	Actual
J	\$0	\$218
A	\$0	\$636
S	\$0	\$1,236
O	\$42	\$3,668
N	\$42	\$3,668
D	\$2,537	\$3,668
J	\$2,665	\$4,100
F	\$2,665	\$4,115
M	\$3,432	
A	\$4,972	
M	\$8,032	
J	\$10,000	



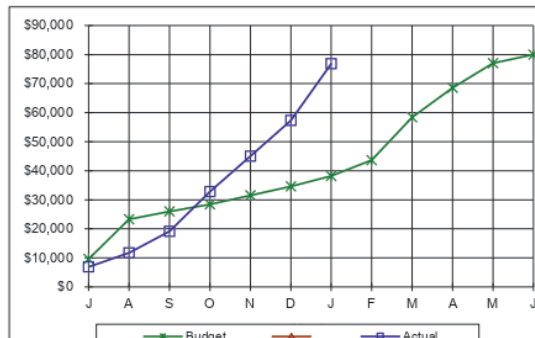
5410-2227-6000 Bollon Water Maintenance/Operations

Month	Budget	Actual
J	\$3,807	\$624
A	\$6,767	\$1,458
S	\$7,849	\$1,958
O	\$13,211	\$3,775
N	\$19,307	\$5,154
D	\$27,089	\$7,374
J	\$31,345	\$10,451
F	\$35,327	
M	\$38,925	
A	\$41,311	
M	\$42,438	
J	\$45,000	



5410-2227-7000 St George Bore Maintenance/Operations

Month	Budget	Actual
J	\$9,605	\$6,891
A	\$23,260	\$11,711
S	\$25,992	\$19,119
O	\$28,395	\$32,782
N	\$31,484	\$45,024
D	\$34,568	\$57,355
J	\$38,209	\$76,841
F	\$43,679	
M	\$58,397	
A	\$68,524	
M	\$77,058	
J	\$80,000	



Job Costing 2019.9.3.1		Total Job Costs				Period 18				Page - 1			
Balonne Shire Council		Accounts - 0001-0001-0000 To 0001-8301-0000				Financial Year Ending 2020				Printed(JACKSON): 02-03-2020 12:57:14 PM			
Job/Item	Description	---Previous Years---		---This Year---		---Current Periods---		---Committed---		---Total---		---Estimates---	
		Expenditure	% Est	Expenditure	% Est	Expenditure	% Est	Expenditure	% Est	Expenditure	% Est	Original	Current % Change Next Year
0001-0001	STREET MTCE - ST GEORGE			291315.74		25229.06		54222.55		370777.35			
0001-0002	STREET MTCE - THALLON			23197.66		1669.52				24867.18			
0001-0003	STREET MTCE - MUNGINDI			7889.52		724.84				8614.36			
0001-0004	STREET MTCE - DIRRANBANDI			49819.19		6616.51				56435.70			
0001-0005	STREET MTCE - HEBEL			8890.87		915.47				9806.34			
0001-0006	STREET MTCE - BOLLON			36447.16		6952.53				43399.69			
0001-0009	STREET MTCE - NINDIGLILY			654.81						654.81			
0001-1001	BALLANGARRY ROAD			84026.34				215.73		84242.07			
0001-1003	BEITANA ROAD			4573.39						4573.39			
0001-1008	CHELMER ROAD			63060.89		1830.60				64891.49			
0001-1009	DALKEITH ROAD			48194.17		5942.94		910.55		55047.66			
0001-1011	DINGADEE ROAD			734.36						734.36			
0001-1012	DUNNERRY ROAD			7728.56						7728.56			
0001-1013	NOONDOO-MUNGINDI ROAD			49444.59				2202.63		52148.22			
0001-1016	THOMPSONS ROAD			17988.82		5141.65				23130.47			
0001-1018	GUNNINDADDY ROAD			1547.84				2202.63		4751.47			
0001-1019	ROOROOON ROAD			42508.91		5729.16				48248.07			
0001-1020	LITTLETON ROAD			9999.92						9999.92			
0001-1022	WILSON ROAD			142.34						142.34			
0001-1024	PINE PARK ROAD			6646.20				4271.51		10917.71			
0001-1026	RAMALLIS ROAD			18520.54						18520.54			
0001-1027	COMMISSIONERS POINT ROAD			22984.62						22984.62			
0001-1028	BATUR ROAD			4925.53		1268.73				6204.26			
0001-1031	STUBBY LANE			8898.16		294.83				9192.99			
0001-1032	TEELBA ROAD			86612.59		7023.89				93637.48			
0001-1033	THOMBY ROAD			5856.78		7290.42		3171.08		16318.28			
0001-1034	THUNGABY ROAD			10256.28						10256.28			
0001-1035	BALMOW ROAD			2549.22		1016.93				4566.15			
0001-1036	TRACKERS CROSSING ROAD			12127.03		1109.77				23236.80			
0001-1037	ULA ULA ROAD			6047.87		1201.94		2232.98		9482.79			
0001-1038	WAGOO ROAD			35954.89						35954.89			
0001-1039	WANGANUI LANE					363.50				363.50			
0001-1040	WARRIE ROAD			720.95						720.95			
0001-1041	TALWOOD-MUNGINDI ROAD			1179.73						1179.73			
0001-1042	WHYENBAH ROAD			100091.22		121.38		862.93		101075.62			
0001-1043	HOLLIMOUNT RD			9596.12		9232.05		6276.80		25105.97			
0001-1050	EUMERELLA SOUTH ROAD			1919.99						1919.99			
0001-1055	PALTRIDGE ROAD			1252.19						1252.19			
0001-1060	OLD DAREEL ROAD			212.08						212.08			
0001-1063	WILLOWTHAL ROAD			421.74						421.74			
0001-1064	ST GEORGE-NOONDOO ROAD			7346.12		19926.34				27272.46			
0001-1065	NORTH BUNDLE ROAD			719.30						719.30			
0001-2002	BOOLIGAR ROAD			2055.23						2055.23			
0001-2003	DIAMOND TANK ROAD			1155.42						1155.42			
0001-2004	CUBBIE ROAD			80082.33		1197.11				81279.44			
0001-2006	DENHOLM ROAD			6982.20						6982.20			
0001-2007	EURABA ROAD			29514.48				77.06		29591.54			
0001-2009	HEBEL-GOODDOOGA ROAD			14829.85						14829.85			
0001-2011	KILCUMMIN ROAD			12682.19						12682.19			
0001-2016	NARINE ROAD			23772.09						23772.09			
0001-2021	OPENBAH ROAD					135.88				135.88			
0001-2022	WOOLERBILLA ROAD			26299.20				2362.79		28662.09			
0001-2049	GOLF CLUB ROAD -DIRRANBANDI							22.69		22.69			
0001-2050	ABATTOIR ACCESS ROAD -DIRRAN			339.01						339.01			
0001-3002	BYRA ROAD			2986.69						2986.69			
0001-3003	CARDIFF ROAD			2859.19				8622.11		11482.30			
0001-3004	CASHEL VALE ROAD			121929.26						121929.26			
0001-3006	CRESCENT VALE ROAD			0.00									
0001-3007	MIDDLE ROAD			30911.82		14140.97		4561.21		49614.00			
0001-3008	FERNSIDE ROAD			94897.54						94897.54			
0001-3010	HONEYMAN LANE			466.23		295.35		171.62		933.20			
0001-3013	KULKI ROAD			2311.43						2311.43			
0001-3015	MULGA DOWNS ROAD					5924.55		8405.19		13729.74			
0001-3019	POKUNNA ROAD			78700.52						78700.52			
0001-3021	RUNNEMEE ROAD			65240.28						65240.28			
0001-3022	RUTHERGLEN ROAD			1462.91						1462.91			
0001-3024	TAMINGEY ROAD							18.67		18.67			
0001-3026	WOOLERINA ROAD			41477.36		35528.56				77015.92			
0001-3030	MUNDALIE ROAD			8417.01						8417.01			
0001-4002	BOLLON-DIRRANBANDI			20666.96		2705.71				23472.67			
0001-4003	JAKELNAR-GOODDOOGA ROAD			118473.06		458.98				118932.04			
0001-4004	MITCHELL-BOLLON ROAD			24015.26				77.06		24092.32			
Grand Totals :				1947145.17		170420.17		102900.79		2220466.13			



Balonne Shire Council

Financial Year Ending 2020

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ROAD NAME	ACT.	DESCRIPTION	JOB COSTS(\$)	MEAS.UP(Units)	MEAS.UP(\$)	PROFIT(\$)	PROFIT(%)
11 MUNGINDI/ST.GEORGE 24A	111	Surf.Correct.Premix (Mech)	6796.79	5.55	3396.60	-3400.19	-50.03
	112	Surface Correct Emulsion Aggre	3440.86	6.00	4770.00	1329.14	38.63
	121	Crack Treatment (Emulsion/Agg)	2196.42	6.00	4896.00	2699.58	122.91
	139	Other Bituminous Work	1789.25	1584.96	1584.96	-204.29	-11.42
	143	Pavement Repairs Grav Mech Min	71163.56	1187.50	130625.00	59461.44	83.56
	153	Insitu-Stabilisation-Minor-Jet	104547.56	567.00	144585.00	40037.44	38.30
	405	Clearing	11824.11	14120.92	14120.92	2296.81	19.42
	429	Other Roadside Work	2666.13	0.00	0.00	-2666.13	
	440	Rest Area Servicing	7215.56	8471.26	8471.26	1255.70	17.40
	502	Repair Signs (ex Guide Signs)	6442.55	11.00	5280.00	-1162.55	-18.04
	512	Replace Guide Markers	6996.10	113.00	8701.00	1704.90	24.37
	903	Inspection-Forward List Works	1519.67	0.20	500.00	-1019.67	-67.10
	970	Ongoing Lic. Fee/Mtce Cost MMS	11396.87	5000.00	5000.00	-6396.87	-56.13
			237995.43	31073.39	331930.74	93935.31	
12 ST.GEORGE/SURAT 24B	105	Pothole Patching (Premix)	1098.81	0.00	0.00	-1098.81	
	112	Surface Correct Emulsion Aggre	2585.60	5.00	3975.00	1389.40	53.74
	139	Other Bituminous Work	542.91	882.36	882.36	339.45	62.52
	143	Pavement Repairs Grav Mech Min	63224.08	651.00	71610.00	8385.92	13.26
	153	Insitu-Stabilisation-Minor-Jet	42207.73	192.00	48960.00	6752.27	16.00
	229	Other Unsealed Shoulder Work	9326.53	12586.68	12586.68	3260.15	34.96
	323	Repair Conc.Culvs,Pipes & Pits	7027.42	8009.28	8009.28	981.86	13.97
	429	Other Roadside Work	7236.62	0.00	0.00	-7236.62	
	440	Rest Area Servicing	6716.58	5901.30	5901.30	-815.28	-12.14
	502	Repair Signs (ex Guide Signs)	907.54	3.00	1440.00	532.46	58.67
	512	Replace Guide Markers	2571.53	75.00	5775.00	3203.47	124.57
			143445.35	28305.62	159139.62	15694.27	
13 TALWOOD/NINDIGULLY 31B	323	Repair Conc.Culvs,Pipes & Pits	2215.68	2215.68	2215.68	0.00	0.00
	440	Rest Area Servicing	1756.25	2523.64	2523.64	767.39	43.69
	512	Replace Guide Markers	1892.42	14.00	1078.00	-814.42	-43.04
			5864.35	4753.32	5817.32	-47.03	
14 DALBY-ST.GEORGE MOONIE HWY 35A	139	Other Bituminous Work	2843.36	0.00	0.00	-2843.36	
	143	Pavement Repairs Grav Mech Min	23283.66	789.00	86790.00	63506.34	272.75
	323	Repair Conc.Culvs,Pipes & Pits	8552.04	11784.06	11784.06	3232.02	37.79
	429	Other Roadside Work	3593.68	2322.40	2322.40	-1271.28	-35.38
	440	Rest Area Servicing	12374.86	13524.81	13524.81	1149.95	9.29
	502	Repair Signs (ex Guide Signs)	7437.39	8.00	3840.00	-3597.39	-48.37
	512	Replace Guide Markers	2404.16	25.00	1925.00	-479.16	-19.93
	903	Inspection-Forward List Works	4624.14	1.80	4500.00	-124.14	-2.68
	1031	Edge Repair Emulsion/Aggregate	7017.74	6.00	3672.00	-3345.74	-47.68
			72131.03	28461.07	128358.27	56227.24	

Balonne Shire Council

Financial Year Ending 2020

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ROAD NAME	ACT.	DESCRIPTION	JOB COSTS(\$)	MEAS.UP(Units)	MEAS.UP(\$)	PROFIT(\$)	PROFIT(%)
15 ST.GEORGE/BOLLON 36A	101	Edge Repair (Manual)	10790.01	10.77	9606.84	-1183.17	-10.97
	103	Edge Repair with Emulsion/Aggr	15649.88	23.50	4982.00	-10667.88	-68.17
	112	Surface Correct Emulsion Aggre	16873.27	30.00	23850.00	6976.73	41.35
	121	Crack Treatment (Emulsion/Agg)	7027.78	12.00	9792.00	2764.22	39.33
	143	Pavement Repairs Grav Mech Min	68868.89	995.00	109450.00	40581.11	58.93
	216	Heavy Shoulder Grading - Rural	86995.63	23.34	107130.60	20134.97	23.14
	323	Repair Conc.Culvs,Pipes & Pits	34026.12	39354.49	39354.49	5328.37	15.66
	429	Other Roadside Work	18211.41	10312.62	10312.62	-7898.79	-43.37
	440	Rest Area Servicing	1457.94	1561.14	1561.14	103.20	7.08
	502	Repair Signs (ex Guide Signs)	4726.35	9.00	4320.00	-406.35	-8.60
	512	Replace Guide Markers	992.76	0.00	0.00	-992.76	
	514	Repair Guide Markers	491.96	0.00	0.00	-491.96	
	903	Inspection-Forward List Works	5275.79	2.60	6500.00	1224.21	23.20
	1031	Edge Repair Emulsion/Aggregate	13030.16	30.00	18360.00	5329.84	40.90
			284417.95	52364.46	345219.69	60801.74	
16 BOLLON/CUNNAMULLA 36B	101	Edge Repair (Manual)	6290.96	7.05	6288.60	-2.36	-0.04
	112	Surface Correct Emulsion Aggre	3779.13	6.00	4770.00	990.87	26.22
	216	Heavy Shoulder Grading - Rural	127567.06	17.25	79177.50	-48389.56	-37.93
	405	Clearing	3255.40	5436.60	5436.60	2181.20	67.00
	429	Other Roadside Work	8517.52	0.00	0.00	-8517.52	
	512	Replace Guide Markers	1503.02	40.00	3080.00	1576.98	104.92
	1031	Edge Repair Emulsion/Aggregate	23679.30	21.20	12974.40	-10704.90	-45.21
			174592.39	5528.10	111727.10	-62865.29	
17 THE BORDER-CARNARVON HWY CONNE	143	Pavement Repairs Grav Mech Min	14386.80	140.00	15400.00	1013.20	7.04
	429	Other Roadside Work	1090.19	0.00	0.00	-1090.19	
	502	Repair Signs (ex Guide Signs)	183.31	2.00	960.00	776.69	423.70
	1031	Edge Repair Emulsion/Aggregate	5773.13	10.00	6120.00	346.87	6.01
			21433.43	152.00	22480.00	1046.57	
19 MITCHELL/ST.GEORGE 355	103	Edge Repair with Emulsion/Aggr	1535.80	0.00	0.00	-1535.80	
	143	Pavement Repairs Grav Mech Min	6147.83	0.00	0.00	-6147.83	
	216	Heavy Shoulder Grading - Rural	10607.12	0.00	0.00	-10607.12	
	221	Resheeting - Shoulder	0.00	0.00	0.00	0.00	
	229	Other Unsealed Shoulder Work	6243.72	7371.80	7371.80	1128.08	18.07
	429	Other Roadside Work	1373.40	0.00	0.00	-1373.40	
	502	Repair Signs (ex Guide Signs)	1310.37	4.00	1920.00	609.63	46.52
	512	Replace Guide Markers	3207.10	40.00	3080.00	-127.10	-3.96
	903	Inspection-Forward List Works	5103.52	1.60	4000.00	-1103.52	-21.62
	1031	Edge Repair Emulsion/Aggregate	3580.55	15.00	9180.00	5599.45	156.39
			39109.41	7432.40	25551.80	-13557.61	

Balonne Shire Council

Financial Year Ending 2020

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ROAD NAME	ACT.	DESCRIPTION	JOB COSTS(\$)	MEAS.UP(Units)	MEAS.UP(\$)	PROFIT(\$)	PROFIT(%)
21 ST.G-HEBEL CASTLEREAGH HWY 37A	101	Edge Repair (Manual)	10635.67	13.12	11703.04	1067.37	10.04
	103	Edge Repair with Emulsion/Aggr	3903.14	6.00	1272.00	-2631.14	-67.41
	105	Pothole Patching (Premix)	2036.08	1.22	1941.02	-95.06	-4.67
	111	Surf.Correct.Premix (Mech)	36995.77	29.80	18237.60	-18758.17	-50.70
	112	Surface Correct Emulsion Aggre	15916.05	29.50	23452.50	7536.45	47.35
	139	Other Bituminous Work	7198.21	0.00	0.00	-7198.21	
	143	Pavement Repairs Grav Mech Min	119923.37	1978.30	217613.00	97689.63	81.46
	216	Heavy Shoulder Grading - Rural	76704.97	12.00	55080.00	-21624.97	-28.19
	323	Repair Conc.Culvs,Pipes & Pits	8542.45	5951.30	5951.30	-2591.15	-30.33
	405	Clearing	5931.13	6924.70	6924.70	993.57	16.75
	407	Herbicide Spraying	0.00	0.00	0.00	0.00	
	440	Rest Area Servicing	7430.73	8799.37	8799.37	1368.64	18.42
	502	Repair Signs (ex Guide Signs)	15072.40	29.00	13920.00	-1152.40	-7.65
	512	Replace Guide Markers	8052.14	104.00	8008.00	-44.14	-0.55
	903	Inspection-Forward List Works	2621.88	1.40	3500.00	878.12	33.49
			320963.99	23879.71	376402.53	55438.54	
22 NOONDOO/THALLON ROAD 3514	112	Surface Correct Emulsion Aggre	13917.13	24.00	19080.00	5162.87	37.10
	143	Pavement Repairs Grav Mech Min	41326.51	665.00	73150.00	31823.49	77.01
	405	Clearing	2246.30	0.00	0.00	-2246.30	
	502	Repair Signs (ex Guide Signs)	2488.01	7.00	3360.00	871.99	35.05
	903	Inspection-Forward List Works	730.29	0.40	1000.00	269.71	36.93
			60708.24	696.40	96590.00	35881.76	
		Meas.Up Job Costs	1306615.56		1603217.07	296601.51	81.50
		No Meas.Up Job Costs	54046.01				
		Grand Totals	1360661.57	182646.47	1603217.07	242555.50	

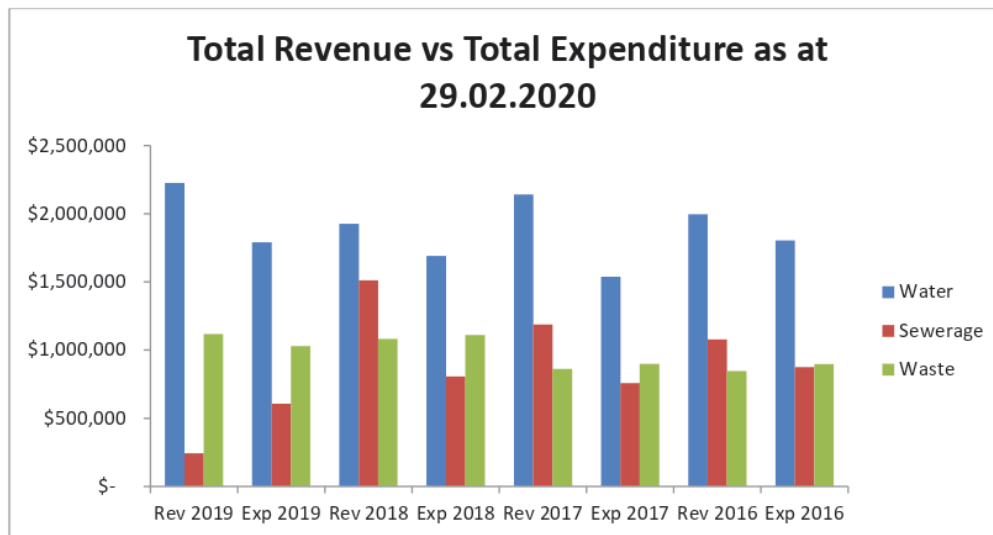
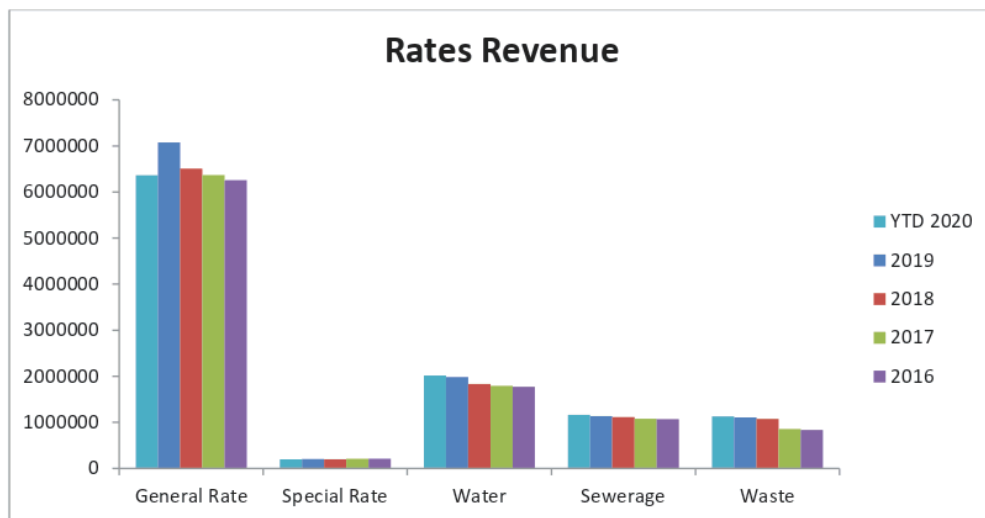
## Balonne Shire Council - Concessional Hire as at 29/02/2020

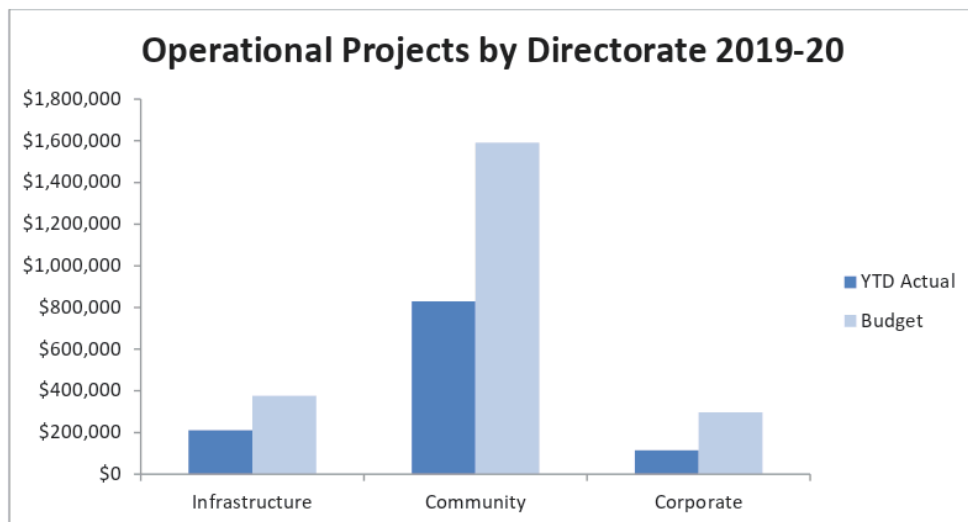
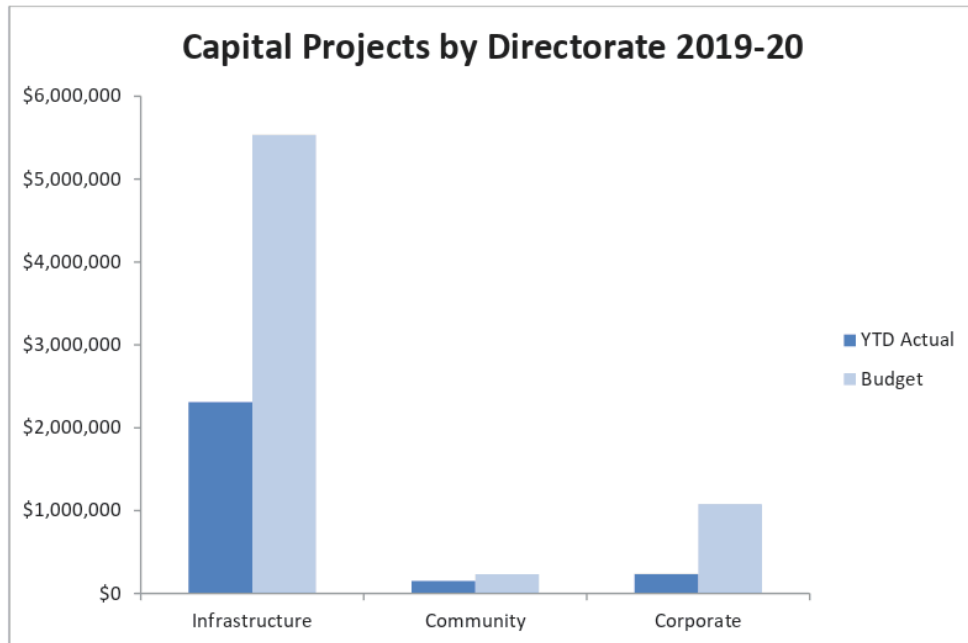
Organisation	Summary	Amount
8/07/2019	St George Community & Allied Health	45.45
<b>July Totals</b>		<b>45.45</b>
<b>August Totals</b>	No Transactions	<b>0.00</b>
<b>September Totals</b>	No Transactions	<b>0.00</b>
<b>October Totals</b>	No Transactions	<b>0.00</b>
26/11/2019	Queensland Murray Darling Committee Inc	100.00
<b>November Totals</b>		<b>100.00</b>
<b>December Totals</b>	No Transactions	<b>0.00</b>
<b>January Totals</b>	No Transactions	<b>0.00</b>
<b>February Totals</b>	No Transactions	<b>0.00</b>
<b>March Totals</b>		
<b>April Totals</b>		
<b>May Totals</b>		
<b>June Totals</b>		
<b>TOTAL</b>		<b>145.45</b>

## Balonne Shire Council -Donations as at 29/02/2020

Date	Organisation	Summary	Amount
2/07/2019	St George Pony & Riding Club	Community Grants & Assistance	1,000.00
2/07/2019	St George Tennis Club Inc	Community Grants & Assistance	600.00
22/07/2019	Balonne Boar Buster Inc	Community Grants & Assistance	1,000.00
	<b>July Total</b>		<b>2,600.00</b>
2/08/2019	Dirranbandi & Districts Little Athletics	Community Grants & Assistance	500.00
6/08/2019	St George & District Fishing	Donation	200.00
7/08/2019	St George High School	Community Grants & Assistance	100.00
15/08/2019	Dirranbandi P-10 State School	Community Grants & Assistance	1,000.00
15/08/2019	QC ANV Charity Fund Inc	Community Grants & Assistance	200.00
15/08/2019	St George & District Rugby Union Club	Community Grants & Assistance	1,000.00
30/08/2019	QCWA - Thallon - Daymar Branch	Community Grants & Assistance	1,000.00
	<b>August Total</b>		<b>4,000.00</b>
9/09/2019	St George & District Fishing	Community Grants & Assistance	50.00
20/09/2019	St Patrick's Fete Committee	Community Grants & Assistance	300.00
	<b>September Total</b>		<b>350.00</b>
23/10/2019	South West Emus	Community Grants & Assistance	500.00
31/10/2019	St George RSL Sub-Branch	Community Grants & Assistance	2,000.00
	<b>October Total</b>		<b>2,500.00</b>
12/11/2019	Thallon Progress Association	Community Grants & Assistance	500.00
21/11/2019	Qld Blue Light Association - Dirranbandi	Community Assistance Grant	500.00
21/11/2019	St George & District Chamber of Commerce Inc	Community Assistance Grant	3,200.00
27/11/2019	Bush Disciples	Community Assistance Grant	2,200.00
	<b>November Total</b>		<b>6,400.00</b>
13/12/2019	St George Cotton Growers Assoc	Community Assistance Grant	300.00
	<b>December Total</b>		<b>300.00</b>
28/01/2020	Rural Solutions Queensland Inc	Community Assistance Grant	500.00
	<b>January Total</b>		<b>500.00</b>
25/02/2020	Mungindi Community Preschool	Sponsorship	330.00
25/02/2020	Netball Queensland Darling Downs	Sponsorship	1,000.00
25/02/2020	St George RSL Sub - Branch	Traffic Management Sponsorship	1,200.00
25/02/2020	Tri St George Inc	Traffic Management Sponsorship	2,059.20
	<b>February Total</b>		<b>4,589.20</b>
	<b>March Total</b>		
	<b>April Total</b>		
	<b>May Total</b>		
	<b>June Total</b>		
	<b>TOTAL</b>		<b>16,150.00</b>

## Information Graphs







Capital Projects 2019/20																			
		Asset Type (New, Upgrade, Renewal)	YTD Actuals As At 03/03/2020	Total - Multi-Year Project Budget	2019/20 Original Budget	2019/20 1st Qtr Amended	2019/20 2nd Qtr Amended					2020/21 Project Budget	2021/22 Project Budget	2022/23 Project Budget	PROJECT DETAILS			Comments	
							Budget	Budget	Budget	Funding	19/20 Expenditure				Restricted Cash	% Complete	Date Commenced		Date Finished
170 - WVP Projects																			
	0170-0453-0000	CO - DCP - Thralion & St G Comm		\$ 11,228			\$ 11,228	\$ 11,228	\$ 11,228							100%	1/03/2019	13/09/2019	Works complete
	0170-4933-0000	Drought Communities - WVP Projects		\$ 11,228	\$ -	\$ -	\$ 11,228	\$ 11,228	\$ 11,228	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
205 - GENERAL ADMINISTRATION																			
	0205-0033-0000	Telephone System	R	\$ 20,086		\$ 35,000	\$ 35,000	\$ 35,000		\$ 35,000						50%	21/10/2019		Ordered and awaiting installation
	0205-0934-0000	New ERP IT System	U	\$ 143,931	\$ 300,000	\$ 200,000	\$ 200,000	\$ 200,000		\$ 200,000		\$ 100,000				25%	25/09/2019		Project has commenced
	0205-0935-0000	VMware Hosts	R	\$ 20,443		\$ 23,000	\$ 23,000	\$ 23,000		\$ 23,000						100%	23/10/2019		Completed
	0205-4933-0000	Corporate Services Capital Projects		\$ 184,460	\$ 300,000	\$ 258,000	\$ 258,000	\$ 258,000	\$ -	\$ 258,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -				
350 - TOURISM																			
	0350-0931-0000	Shire Entry Signage (H423 19-21)	R	\$ 68,803	\$ 120,000	\$ 108,000	\$ 108,000	\$ 120,000	\$ 48,000	\$ 12,000	\$ 60,000	\$ -				70%			Design approved by Council & currently being manufactured
	0350-0447-0000	Recreational Vehicle Strategy (signage)	N	\$ 912		\$ 10,000	\$ 10,000	\$ 10,000		\$ 10,000									Progress to begin in November
	0350-4933-0000	Tourism Capital Projects		\$ 69,715	\$ 120,000	\$ 118,000	\$ 118,000	\$ 130,000	\$ 48,000	\$ 22,000	\$ 60,000	\$ -	\$ -	\$ -	\$ -				
410 - INFRASTRUCTURE ROADS																			
	0054-1035-0000	TIDS - Salmon Bypass Bitumen Reseal	R	\$ 221,100		\$ 240,000	\$ 240,000	\$ 240,000	\$ 120,000	\$ 120,000						95%	15/10/2019		Works completed - awaiting intersection linemarking
	0054-4002-0000	TIDS - Bolton-Dimandandi Road Bitumen Reseal	R	\$ 27,835		\$ 340,000	\$ 340,000	\$ 340,000	\$ 170,000	\$ 170,000						0%			All material purchased - Works will resume after flood activity resolves
	0054-1064-0000	TIDS - St George/Noonoo Road Stabilisation (Bitumen reseal & maintenance works)	R	\$ 181,742		\$ 300,000	\$ 300,000	\$ 300,000	\$ 150,000	\$ 150,000						80%	30/09/2019		Works completed - awaiting intersection linemarking
		RDR - Road Projects to be Advised	R			\$ 913,160	\$ 913,160	\$ 913,160	\$ 913,160							10%			RDR project proposals announced in DEC council meeting. Teesba rd, Jakeswarr/Goodooga rd, Chelmer rd, Ongeawind rd, gravel rd corner programme - outstanding project proposals to go to the next council meeting
	0410-4933-0000	Dimandandi River Portion Carpark	N	\$ 13,333		\$ 60,000	\$ 60,000	\$ 60,000		\$ 60,000						80%			Works completed
	0410-4933-0000	Road Capital Projects		\$ 444,010	\$ -	\$ 1,853,160	\$ 1,853,160	\$ 1,853,160	\$ 1,353,160	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -				
415 - INFRASTRUCTURE STREETS																			
	0415-0933-0000	White Rock Nindigully Truckstop Area	U	\$ 10,736		\$ 30,000	\$ 30,000	\$ 12,500		\$ 12,500						100%	17/12/2019	20/12/2019	Works complete
	0415-0934-0000	Footpath and Kerb Repairs	R	\$ 70,713		\$ 80,000	\$ 80,000	\$ 80,000		\$ 80,000						60%	1/07/2019		Works underway. Ongoing as prioritised
	0415-0938-0000	CO - REDP - St George CBD & River Foreshore Upgrade	U	\$ -	\$ 425,000	\$ 142,000	\$ 142,000	\$ -								N/A	N/A	N/A	
	0415-0935-0000	Dimandandi Footpath (Kitty Street, 324 metres)	R	\$ 73,776		\$ 80,000	\$ 80,000	\$ 80,000		\$ 80,000						100%	7/10/2019	25/10/2019	Works complete
	0415-4933-0000	Total Street Capital Projects		\$ 155,225	\$ 425,000	\$ 332,000	\$ 332,000	\$ 172,500	\$ -	\$ 172,500	\$ -	\$ -	\$ -	\$ -	\$ -				
425 - DIMANDANDI STORMWATER IMPROVEMENT																			
	0425-0933-0000	CO - Dimandandi Stormwater Improvements	R	\$ 11,311			\$ 20,000	\$ 20,000		\$ 20,000						60%	11/02/2019		3 driveway crossings completed. Remaining components delivered. Project on hold until Q1 budget review
	0425-4933-0000	Total Dimandandi Stormwater Capital Projects		\$ 11,311	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -				
430 - INFRASTRUCTURE WORKS DEPOT																			
	0430-0933-0000	New Roof over Dimandandi Depot Office	R	\$ 10,119		\$ 15,000	\$ 15,000	\$ 15,000		\$ 15,000						0%			Works completed
	0430-0934-0000	Water and Sewer Shed Concrete Apron	U	\$ 12,425		\$ 50,000	\$ 50,000	\$ 50,000		\$ 50,000						20%			Contractor engaged to design. Procurement for construction to follow
	0430-0935-0000	Underground Power Upgrade at Bolton Depot Shed	U	\$ -		\$ 10,000	\$ 10,000	\$ -		\$ -						N/A	N/A	N/A	Job completed last financial year from operational budget
	0430-0937-0000	Dimandandi Depot Back Fence Replacement	R	\$ 3,253		\$ 15,000	\$ 15,000	\$ 15,000		\$ 15,000						30%			
	0430-4933-0000	Total Works Depot Capital Projects		\$ 25,797	\$ -	\$ 90,000	\$ 90,000	\$ 80,000	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -				Works completed
440 - AERODROMES																			
	0440-0935-0000	BOR4 - St George General Aviation Project (\$M over 3 years)	N	\$ 12,596															All procurement has been sorted - finalised successful contractor/consultants for design and surveying
					\$ 1,065,000	\$ 765,000	\$ 765,000	\$ 765,000	\$ 200,000	\$ 65,000	\$ 500,000	\$ 300,000				25%	1/07/2019		Purchase orders to be sent out - currently being delayed with flood management priorities around the site
	0440-4933-0000	Aerodromes Capital Projects		\$ 12,596	\$ 1,065,000	\$ 765,000	\$ 765,000	\$ 765,000	\$ 200,000	\$ 65,000	\$ 500,000	\$ 300,000	\$ -	\$ -	\$ -				

Capital Projects 2019/20																		
			Asset Type (New, Upgrade, Renewal)	YTD Actuals As At 03/03/2020	Total - Multi-Year Project Budget	2019/20 Original Budget	2019/20 1st Qtr Amended	2019/20 2nd Qtr Amended				2020/21 Project Budget	2021/22 Project Budget	2022/23 Project Budget	PROJECT DETAILS			Comments
						Budget	Budget	Budget	Funding	19/20 Expenditure	Restricted Cash				% Complete	Date Commenced	Date Finished	
450 - PLANT & EQUIPMENT																		
	0450-0901-0001	Workshop Hoist	R	\$ 15,493		\$ 20,000	\$ 20,000	\$ 15,500		\$ 15,500					100%	1/07/2019	30/09/2019	Hoist received. Completed
	0450-0901-0002	Workshop Oil Hose Reel Gantry & Drum Storage Spill Container	R	\$ 5,282		\$ 8,500	\$ 8,500	\$ 8,500		\$ 8,500					100%	1/07/2019	30/09/2019	Gantry and spill container received and installed
	0450-0901-0003	Toyota Prado (Replace 1907)	R	\$ 60,307		\$ 40,000	\$ 40,000	\$ 58,000		\$ 58,000					50%			Works completed
	0450-0901-0004	C/O - Water & Sewerage Truck Replacement	R	\$ -		\$ 40,000	\$ -	\$ -		\$ -		\$110,000			0%	N/A	N/A	Budget item for 2020-2021
	0450-0901-0005	Toyota Hilux 4WD S/Cab (Replace 3015)	R	\$ 53,386		\$ 40,000	\$ 40,000	\$ 46,500		\$ 46,500					50%			Works completed
	0450-0901-0006	Holden Colorado S/Cab 4x4 (Replace 3021)	R	\$ 53,386		\$ 40,000	\$ 40,000	\$ 46,500		\$ 46,500					50%			Works completed
	0450-0901-0007	Holden Colorado D/Cab 4x4 (Replace 4014)	R	\$ 46,261		\$ 40,000	\$ 40,000	\$ 51,500		\$ 51,500					50%			Works completed
	0450-0901-0008	Iscuz FR8000 Truck (Replace R60PC Truck 5004)	R	\$ -		\$ 130,000	\$ 130,000	\$ 130,000		\$ 130,000					0%			Tender awarded
	0450-0901-0009	Iscuz P/VZ1400 (Replaces Jetcatcher Truck 5005)	R	\$ -		\$ 300,000	\$ 300,000	\$ 340,000		\$ 300,000					50%			Tender awarded - awaiting delivery July 2020
	0450-0901-0010	Dixon ZTR 30"	R	\$ -		\$ 4,000	\$ 4,000	\$ -		\$ -					80%			Works completed
	0450-0901-0011	Dixon ZTR 30"	R	\$ 6,135		\$ 4,000	\$ 4,000	\$ 6,750		\$ 6,750					80%			Works completed
	0450-0901-0012	Dixon ZTR 42" Mulcher	R	\$ 6,135		\$ 5,000	\$ 5,000	\$ 6,250		\$ 6,250					80%			Works completed
	0450-0901-0013	Holden Colorado D/Cab 4x2 (Replace 2506)	R	\$ 46,413		\$ -	\$ 40,000	\$ 51,500		\$ 51,500					50%			Works completed
	0450-0901-0014	QDRF Disaster Recovery Generators	R	\$ -		\$ 40,000	\$ 40,000	\$ 40,000		\$ 40,000					0%			Council workshop planned for November 2019 to confirm project scope (due to reduced funding amount)
	0450-4901-0000	Total Plant & Equipment Capital Projects		\$ 296,798	\$ -	\$ 671,500	\$ 711,500	\$ 801,000	\$ 40,000	\$ 721,000	\$ -	\$ 110,000	\$ -	\$ -				
510 - HOUSING																		
	0510-4933-0000	19 Alfred St Staff Residence - Kitchen Replacement	U	\$ 362		\$ 30,000	\$ 30,000	\$ 30,000		\$ 30,000					20%			Awarded to Daman Kings Building. Will commence FEB/20
	0510-4933-0000	Total Housing Capital Projects		\$ 362	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -				
521 - SWIMMING POOL																		
	0521-4933-0000	C/O W 42 - Thermal Springs	N	\$ 830,333	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 300,000		\$ 450,000				100%	1/07/2019	6/12/2019	Works completed
	0521-0934-0000	MDB EDP - Dandenong and Hot Springs	N	\$ -	\$ -	\$ -	\$ 775,000	\$ -	\$ -						10%			businesses
	0521-4933-0000	Total Swimming Pool Capital Projects		\$ 830,333	\$ 750,000	\$ 750,000	\$ 1,525,000	\$ 750,000	\$ 300,000	\$ -	\$ 450,000	\$ -	\$ -	\$ -				this will be taken to May council meeting for further progressions and approvals
	0521-0448-0001	MDB-Hot Batho-Project Management		\$ -			\$ 87,500	\$ 87,500	\$ 87,500						35%	4/09/2019		
	0521-0448-0002	MDB-Hot Batho-Preliminaries		\$ 394			\$ 40,000	\$ 40,000	\$ 40,000						40%	26/07/2019		
	0521-0448-0003	MDB-Hot Batho-Works/Pool		\$ -			\$ 47,500	\$ 47,500	\$ 47,500						40%	4/09/2019		
	0521-0448-0004	MDB-Hot Batho-Equipment		\$ -			\$ 350,000	\$ 350,000	\$ 350,000	0					98%	1/03/2019	13/09/2019	
	0521-0448-0005	MDB-Hot Batho-Pipework		\$ -			\$ 250,000	\$ 250,000	\$ 250,000						95%	4/09/2019		
	0521-0448-0006	MDB-Hot Batho-Completions		\$ -			\$ -	\$ -	\$ -			\$100,000			0%			
	0521-2448-0000	Ditran Thermal Hot Batho Capital Projects		\$ 394		\$ -	\$ 775,000	\$ 775,000	\$ 775,000	\$ -	\$ -	\$ 100,000	\$ -	\$ -				
	0530-4933-0000	Total Swimming Pool Capital Projects		\$ 830,727	\$ 750,000	\$ 750,000	\$ 2,300,000	\$ 1,525,000	\$ 1,075,000	\$ -	\$ 450,000	\$ 100,000	\$ -	\$ -				
530 - INFRASTRUCTURE PARKS & GARDENS																		
	0530-0931-0000	Water Austin Park Sprinkler System	N	\$ -		\$ 10,000	\$ 10,000	\$ 10,000		\$ 10,000					90%			Materials collected from supplier - Electrical installation quote received. Installation costs will be in 20/21 budget proposals
	0530-0934-0000	St George River Foreshore Canoe Ramp Extension	U	\$ 8,614		\$ 15,000	\$ 15,000	\$ 8,650		\$ 8,650					100%	1/07/2019	17/12/2019	Works completed
	0530-0442-0000	Rouden Park		\$ 5,623														Change room exhaust fans complete 0530-0934-0001 Power to score board complete 0530-0934-0002
	0530-0940-0000	C/O - Dandenong Sports Oval Amenities	N	\$ 27,780				\$ 17,200		\$ 17,200					100%	30/04/2017		Works complete
	0530-0935-0000		R															Dripper line installed - tree planting will recommence thanks to significant rainfall - was on hold due to dry weather
	0530-0932-0000	Thelon Irrigation Drinker Line Replacement		\$ 4,825		\$ 8,500	\$ 8,500	\$ 8,500		\$ 8,500					35%	4/09/2019		
	0530-0936-0000	St George Christmas Lights	N	\$ 34,551		\$ 35,000	\$ 35,000	\$ 35,000		\$ 35,000					100%	26/07/2019	13/12/2019	Works complete
	0530-0936-0000	Dandenong Civic Centre Park Playground Fence	N	\$ 7,434		\$ 10,000	\$ 10,000	\$ 10,000		\$ 10,000					100%	4/09/2019	19/10/2019	Works complete
	0530-0933-0000	Rouden Park - Reinstatement of Playground		\$ 17,273			\$ 17,273	\$ 17,273		\$ -	17273				100%	1/03/2019	24/10/2019	Works complete
	0530-0938-0000	St George River Foreshore Footpath Extension (Rotary Park to food signage)	N	\$ 57,465		\$ 70,000	\$ 70,000	\$ 57,500		\$ 57,500					100%	4/09/2019	30/09/2019	Works complete
	0530-0937-0000	Rotary Park Playground Softfall and Artificial Turf	U	\$ -		\$ 60,000	\$ 60,000	\$ 60,000		\$ 60,000					0%			Works set to commence JAN 2020. Currently being organised
	0530-4933-0000	Total Parks & Gardens Capital Projects		\$ 163,664	\$ -	\$ 208,500	\$ 225,773	\$ 224,123	\$ -	\$ 206,850	\$ 17,273	\$ -	\$ -	\$ -				

Capital Projects 2019/20																			
		Asset Type (Eve, Upgrade, Renewal)	YTD Actuals As At 03/03/2020	Total - Multi-Year Project Budget	2019/20 Original Budget	2019/20 1st Qtr Amended	2019/20 2nd Qtr Amended				2020/21 Project Budget	2021/22 Project Budget	2022/23 Project Budget	PROJECT DETAILS			Comments		
					Budget	Budget	Budget	Funding	1920 Expenditure	Restricted Cash				% Complete	Date Commenced	Date Finished			
505 - SHOWGROUNDS																			
0656-0933-0000	Balonne Shire Showgrounds Maintenance (W4Q3 19-21)	N	\$ -	\$ 50,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 20,000	\$ -	\$ 25,000	\$ 5,000			15%			Projects to be confirmed. Bolton & Heibel planning		
0656-0934-0000	Decking around Baloon Showground Campstaff Office	U	\$ 12,966		\$ 12,000	\$ 12,000	\$ 12,000		\$ 12,000				100%	2/09/2019	20/09/2019		Works Complete		
0580-4933-0000	Showgrounds Capital Projects		\$ 12,966	\$ 50,000	\$ 57,000	\$ 57,000	\$ 57,000	\$ 20,000	\$ 12,000	\$ 25,000	\$ 5,000	\$ -	\$ -						
0556-0449-0001	MOB EDP-Diman SG Project Management		\$ -		\$ 7,000	\$ 7,000	\$ 7,000										Yet to commence - quotations received		
0556-0449-0002	MOB EDP-Diman SG Water Tank		\$ 131		\$ 3,000	\$ 3,000	\$ 3,000										Yet to commence - quotations received		
0556-0449-0003	MOB EDP-Diman SG Pipe Work		\$ -		\$ 30,000	\$ 30,000	\$ 30,000										Yet to commence - quotations received		
0556-0449-0004	MOB EDP-Diman SG Equipment		\$ -		\$ 26,000	\$ 26,000	\$ 26,000										Yet to commence - quotations received		
0556-0449-0005	MOB EDP-Diman SG Electrical		\$ -		\$ 4,000	\$ 4,000	\$ 4,000										Yet to commence - quotations received		
0656-4933-0000	Diman Showgrounds Irrigation Upgrade		\$ 131	\$ -	\$ -	\$ 70,000	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
	Total Showgrounds Capital Projects		\$ 13,097	\$ 50,000	\$ 57,000	\$ 127,000	\$ 127,000	\$ 90,000	\$ 12,000	\$ 25,000	\$ 5,000								
500 - SAFER COMMUNITIES																			
0580-0931-0000	BOR - 2 CCTV Phase 2	N	\$ 37,759		\$ 53,500	\$ 53,500	\$ 53,500	\$ 53,500						90%		27/09/2019	Camera's installed Bolton & Dimanband. Additional equipment to be purchased if approved		
0580-4933-0000	Total Safer Communities Capital Projects		\$ 37,759	\$ -	\$ 53,500	\$ 53,500	\$ 53,500	\$ 53,500		\$ -	\$ -	\$ -	\$ -						
015 - CEMETERIES																			
0615-0933-0000	2 x St George Lawn Cemetery Beams and Headstones	N	\$ 32,212		\$ 40,000	\$ 40,000	\$ 40,000		\$ 40,000					100%	2/09/2019	27/09/2019	Works complete		
0615-0934-0000	Thallon Cemetery Remembrance Area	N	\$ -		\$ 15,000	\$ 15,000	\$ 15,000		\$ 15,000					0%			Meeting with the Thallon Progress Ass'n Sub Committee to discuss plans scheduled for 11 November 2019		
0615-4933-0000	Total Cemetery Capital Projects		\$ 32,212	\$ -	\$ 55,000	\$ 55,000	\$ 55,000	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ -						
055 - RURAL LANDS																			
0656-0933-0000	Capital Works - FV61159 - V12521 Mulga View - Night Yard	R	\$ 12,372		\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000									Project completed		
0656-0934-0000	Capital Works - FV4039 - V12844 Donard - Replace Night Yard	R	\$ 9,342		\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000									Project completed		
0656-0935-0000	Capital Works - FV6485 - V12730 Clearwater - Dam De-silting & Night Yard	R	\$ 27,475		\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000									Project works complete - awaiting invoice		
0656-0936-0000	Capital Works - FV44703 - V10642 Bredie - Water Point Upgrade	U	\$ 6,077		\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000									Contractor engaged and project commenced, due to be completed by end of Q3FY		
0656-0937-0000	Capital Works - FV60815 - Bugumah - Water Point & Facilities Upgrade	U	\$ 24,241		\$ 44,500	\$ 44,500	\$ 44,500	\$ 44,500									Project nearing completion, with works to be completed by end of Q3FY		
0656-4933-0000	Total Rural Lands Capital Projects		\$ 79,607	\$ -	\$ 113,500	\$ 113,500	\$ 113,500	\$ 113,500	\$ -	\$ -	\$ -	\$ -	\$ -						
4410 - SEWERAGE																			
4410-0933-0000	CO - ST George STP - Sewer Screen with 3.5mm Gauge	R	\$ -		\$ -	\$ -	\$ -							0%	2/01/2019		Project on hold pending condition assessment report		
4410-0934-0000	CO - St George - Service & Repair STP Primary SED Tank	U	\$ -		\$ 20,000	\$ 20,000		\$ 20,000						0%	2/01/2019		Vendor Panel		
4410-0935-0000	CO - St George STP - Replace Existing Downstream Manhole	R	\$ -		\$ 10,000	\$ 10,000		\$ 10,000						10%	11/02/2019		Have received quotes. Works progressing		
4410-0936-0000	Dimanband Rising Sewerage Main Replacement (W4Q3 19-21)	R	\$ -	\$ 530,000	\$ 477,000	\$ 477,000	\$ 477,000	\$ 212,000		\$ 265,000	\$ 53,000	\$ -	\$ -				Procurement for design services being issued January 2020		
4410-4933-0000	Total Sewerage Capital Projects		\$ -	\$ 530,000	\$ 477,000	\$ 507,000	\$ 507,000	\$ 212,000	\$ 30,000	\$ 265,000	\$ 53,000	\$ -	\$ -						
5410 - INFRASTRUCTURE URBAN WATER SUPPLY																			
5410-0933-0000	Burke Street - Dimanband Water Main Replacement	R	\$ 23,442		\$ 30,000	\$ 30,000	\$ 30,000	\$ 12,000		\$ 18,000				100%	15/07/2019	27/09/2019	Works complete		
5410-0934-0000	Charles Street - Dimanband Water Main Replacement	R	\$ 21,356		\$ 30,000	\$ 30,000	\$ 30,000	\$ 12,000		\$ 18,000				100%	15/07/2019	6/09/2019	Works complete		
5410-0936-0000	Coastal Street - Dimanband Water Main Replacement	R	\$ 79,634		\$ 80,000	\$ 80,000	\$ 80,000	\$ 40,000		\$ 40,000				70%	15/07/2019		works completed		
5410-0937-0000	Honcho Street - Dimanband Water Main Replacement	R	\$ 27,830		\$ 30,000	\$ 30,000	\$ 30,000	\$ 12,000		\$ 18,000				100%	15/07/2019	13/09/2019	Works complete		
5410-0938-0000	Penkins Street - Dimanband Water Main Replacement	R	\$ 38,847		\$ 50,000	\$ 50,000	\$ 50,000	\$ 25,000		\$ 25,000				85%	15/07/2019		works completed		
	St George & Dimanband Water Main, Fitting and Service Replacement (W4Q3 19-21)			\$ 500,000	\$ 450,000	\$ 450,000	\$ -	\$ -		\$ -	\$ -								
5410-0940-0000	St Georges Terrace - St George Bore Water Main Replacement	R	\$ -		\$ 80,000	\$ 80,000	\$ 80,000	\$ 42,000		\$ 38,000				0%			Works yet to commence		
5410-0941-0000	St Georges Terrace - St George River Water Main Replacement	R	\$ 12,394		\$ 120,000	\$ 100,000	\$ 100,000	\$ 40,000	\$ -	\$ 60,000				0%			Works commenced - Civil Pipe Supplies		
5410-0942-0000	Scott Street - St George River Water Main Replacement	R	\$ 47,770		\$ 50,000	\$ 50,000	\$ 50,000	\$ 20,000	\$ 3,000	\$ 27,000				60%			Works Completed		
5410-0943-0000	River Water Fitting Replacement	R	\$ 6,610		\$ 50,000	\$ 50,000	\$ 50,000		\$ 50,000					0%			As required		
5410-0944-0000	Dimanband Showground Watering System Upgrade	U																	
			\$ -		\$ 40,000	\$ 40,000	\$ 40,000	\$ 30,000	\$ 10,000					30%			Tank has been delivered and is ready to be installed		
5410-0951-0000	CO - Dimanband WTP - New Access Ladders	N												0%	1/1/2018		Currently awaiting fitting works to be done		
5410-0952-0000	CO - LGG&SP - Dimanband WTP Upgrade	U			\$ 15,000	\$ 15,000			\$ 15,000					0%	1/1/2018		Design completed Procurement awarded to Cross Engineering		
			\$ 65,396		\$ -	\$ 550,000	\$ 550,000	\$ 520,000	\$ -					30%	1/10/2018		Funding extension approved to 30 June 2020. Design consultant engaged and has commenced preliminaries		
5410-4933-0000	Total Water Supply Capital Projects		\$ 323,280	\$ 500,000	\$ 1,010,000	\$ 1,555,000	\$ 1,105,000	\$ 753,000	\$ 78,000	\$ 244,000	\$ -	\$ -	\$ -				Construction tenders will commence within 3 weeks. Advertising in Balonne Beacon starting Monday, 18th Jan 2020		
TOTAL CAPITAL WORKS			\$ 2,691,385	\$ 3,740,000	\$ 6,842,160	\$ 9,125,661	\$ 7,831,011	\$ 3,039,660	\$ 2,081,000	\$ 1,544,000	\$ 668,000	\$ -	\$ -						

Operational Projects 2019/20																	
				2019/20 Original	2019/20 1st Qtr Amended	2019/20 2nd Qtr Amended								Project Details			
			YTD Actuals As At 03/03/2020	Budget	Budget	Budget	Funding	19/20 Expenditure	Restricted Cash	2020-21 Budget	2021-22 Budget	2022-23 Budget	2023-24 Budget	% Complete	Date Commenced	Date Finished	Comments
205 - GENERAL ADMINISTRATION																	
	0205-0448-0001	Pull-up Banners x 2	\$0	\$1,500	\$1,500	\$1,500		\$1,500						0%			
	0205-0448-0002	Branded Tear Drop Flags x 2	\$640	\$1,500	\$1,500	\$1,500		\$1,500						100%		30/11/2019	
	0205-0448-0003	Branded 2in1 Compendiums & iPad Sleeve x 100	\$0	\$2,000	\$2,000	\$2,000		\$2,000						0%			
		<b>Communications</b>	<b>\$640</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>				
	0205-0447-0016	Microsoft Office	\$11,407	\$23,437	\$23,437	\$23,437		\$23,437						50%	1/10/2019		Installing Office 365
	0205-0447-0001	Councilor Mobile Phones	\$0	\$9,303	\$9,303	\$9,303		\$9,303						0%			Proposed expenditure April 2020
	0205-0447-0002	Councilor Laptops/Tablets	\$0	\$24,262	\$24,262	\$24,262		\$24,262						0%			Proposed expenditure April 2020
	0205-0447-0003	Replacement CEO & Director Laptops	\$5,967	\$12,000	\$12,000	\$12,000		\$12,000						50%	1/11/2019		DEIS & CEO
	0205-0444-0000	Replacement PC	\$17,854	\$12,000	\$12,000	\$12,000		\$12,000						90%	1/07/2019		Replacement of Window 7 PCs
	0205-0447-0004	Rack Mount Server UPS	\$0	\$2,300	\$2,300	\$2,300		\$2,300						100%			Completed
	0205-0447-0005	VIC Wireless Connection	\$482	\$1,700	\$1,700	\$1,700		\$1,700						100%			Additional costs to be allocated here
	0205-0447-0006	Replacement Servers	\$4,103	\$2,500	\$4,500	\$4,500		\$4,500						100%			Completed
	0205-0447-0007	Projector Disaster Training Room	\$1,839	\$2,000	\$2,000	\$2,000		\$2,000						95%		6/12/2019	Invoice yet to be paid
	0205-0447-0008	New Switches	\$0	\$4,000	\$4,000	\$4,000		\$4,000						0%			
	0205-0447-0009	Rack at Depot	\$0	\$2,800	\$2,800	\$2,800		\$2,800						0%			
	0205-0447-0010	Lift Phone	\$0	\$3,350	\$3,350	\$3,350		\$3,350						10%			Order placed
	0205-0447-0011	Depot PCs	\$3,678	\$4,000	\$4,000	\$4,000		\$4,000						100%			Completed
	0205-0447-0012	Replacement Mobile Phones	\$1,411	\$9,000	\$9,000	\$9,000		\$9,000						25%			
	0205-0447-0013	Replacement Printer St George Library	\$2,813	\$2,738	\$2,738	\$2,738		\$2,738						100%		1/09/2019	Project completed
	0205-0449-0000	ICT Strategy Review	\$0	\$8,000	\$8,000	\$8,000		\$8,000						0%			
	0205-0447-0014	Writeback & Weld Survey and Onground Reporting - 2 x iPads	\$0	\$3,000	\$3,000	\$3,000		\$3,000						100%			
	0205-0447-0015	Rural Lands & Compliance Printer / Scanner / Copier	\$3,075	\$3,000	\$3,000	\$3,000		\$3,000						100%		1/10/2019	
	0205-0445-0000	Asset Labels - Floating Plant & Loose Tools	\$0	\$8,000	\$8,000	\$8,000		\$8,000						0%			Sourcing supplier
	0205-0441-0000	Lease Bank Contingencies	\$65,093	\$120,000	\$120,000	\$120,000		\$120,000						70%			3 matters currently underway
	0205-0448-0000	Asset Valuations	\$0	\$8,000	\$8,000	\$8,000		\$8,000						15%			Depreciation review completed
	0205-2447-0000	Corporate Services Operational Projects	\$116,341	\$276,416	\$272,416	\$268,416	\$0	\$362,416	\$0	\$0	\$0	\$0	\$0				
310 - PLANNING																	
	0310-0445-0000	Planning Scheme introduction and education	\$0	\$8,000	\$8,000	\$8,000		\$8,000									Approved by Minister and Council. Operational from 10.01.2020
	0310-0448-0000	Native Title/LUA Development - legal and support	\$603	\$12,000	\$12,000	\$10,000		\$12,000									Not yet commenced
	0310-0449-0000	Audit of Queries Implementation - legal requirement	\$11,711	\$10,000	\$10,000	\$10,000		\$10,000									Largely completed. Awaiting plan adoption
	0310-2447-0000	Planning Operational Projects	\$12,215	\$30,000	\$30,000	\$30,000	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0				
320 - BUILDING																	
	0320-0445-0000	Building Educational Resources	\$0	\$2,000	\$2,000	\$2,000		\$2,000									Achieved on Council website at no cost
	0320-2447-0000	Building Operational Projects	\$0	\$2,000	\$2,000	\$2,000	\$0	\$2,000	\$0	\$0	\$0	\$0	\$0				
340 - ECONOMIC DEVELOPMENT																	
	0340-0446-0000	Subscriptions and Memberships	\$4,288	\$22,000	\$22,000	\$22,000		\$22,000									Accruals for 18/19 affecting this line item
	0340-0448-0000	Bettering Balonne	\$0	\$5,000	\$5,000	\$5,000		\$5,000									
	0340-0451-0000	MEB EOP - Business Mentoring	\$5,715	\$0	\$0	\$50,000		\$50,000		\$139,100							
	0340-2447-0000	Economic Development Operational Projects	\$4,288	\$27,000	\$27,000	\$27,000	\$35,000	\$22,000	\$0	\$139,100	\$0	\$0	\$0	\$0			
350 - TOURISM																	
	0350-0444-0000	Tourism Marketing	\$10,233	\$25,500	\$25,500	\$25,500		\$25,500									On track
	0350-0448-0000	Shire Tourism Brochure	\$8,404	\$22,500	\$22,500	\$22,500		\$22,500									On track
	0350-0446-0000	Shire Town Maps & Publications	\$2,321	\$5,000	\$5,000	\$5,000		\$5,000									New St George Maps underway
	0350-0443-0000	Tourism and Events Donations/Assistance	\$10,273	\$50,000	\$50,000	\$50,000		\$50,000									3 Events funded in 1st round
	0350-0449-0000	Tourism & Events Strategy	\$36,745	\$25,000	\$25,000	\$25,000	\$85,000	\$85,000		\$30,000			\$30,000				On track
		Welcome to Shire Marketing Campaign			\$20,000	\$20,000		\$20,000									
	0350-2447-0000	Tourism Operational Projects	\$67,976	\$128,000	\$128,000	\$208,000	\$85,000	\$123,000	\$0	\$30,000	\$0	\$0	\$0	\$30,000			

Operational Projects 2019/20																	
			YTD Actuals As At 03/03/2020	2019/20 Original	2019/20 1st Qtr Amended	2019/20 2nd Qtr Amended				2020-21 Budget	2021-22 Budget	2022-23 Budget	2023-24 Budget	Project Details			Comments
				Budget	Budget	Budget	Funding	19/20 Expenditure	Restricted Cash					% Complete	Date Commenced	Date Finished	
355 - VISITOR INFORMATION CENTRE																	
	0355-0448-0000	IVC Volunteer Expenses	\$1,179	\$4,000	\$4,000	\$4,000		\$4,000									On track
	0355-0447-0000	Enclosed Weatherproof Storage Room	\$0	\$4,000	\$4,000	\$11,000		\$11,000									On hold
	0355-2447-0000	WC Operational Projects	\$1,179	\$8,000	\$8,000	\$15,000	\$0	\$15,000	\$0	\$0	\$0	\$0	\$0				
410 - ROADS																	
	0410-0447-0000	Traffic Counters	\$32,293	\$30,000	\$30,000	\$30,000		\$30,000						100%	15/08/2019	17/12/2019	Works completed
	0410-0448-0000	Gravel Pit Safety Management Systems and Training	\$0	\$30,000	\$30,000	\$30,000		\$30,000						0%			Awaiting information from SWRRG
	0410-2447-0000	Roads Operational Projects	\$32,293	\$60,000	\$60,000	\$60,000	\$0	\$60,000	\$0	\$0	\$0	\$0	\$0				
450 - PLANT																	
	0450-0448-0000	Floating Plant & Loose Tools	\$14,784	\$30,000	\$30,000	\$30,000		\$30,000						10.00%			Purchased as required
	0450-0447-0000	Fleet GPS	\$1,233	\$50,000	\$50,000	\$50,000		\$50,000						90%	15/08/2019		All 3 devices now implement in vehicles - awaiting Brentons finalisation. Currently in TRIAL MODE
	0450-0448-0000	Fleet Servicing Software	\$822	\$15,000	\$15,000	\$15,000		\$15,000						100%	1/07/2019	31/07/2019	Software purchased. Period invoicing to occur
	0450-2447-0000	Total Plant Operational Projects (Floating Plant & Loose Tools)	\$16,639	\$95,000	\$95,000	\$95,000	\$0	\$95,000	\$0	\$0	\$0	\$0	\$0				
501 - COMMUNITY DEVELOPMENT																	
	0501-0444-0000	Community Safety Group	\$350	\$3,000	\$3,000	\$3,000		\$3,000									Meetings held bi-monthly/ No meeting in January
	0501-0447-0000	Community Events Programs	\$8,002	\$15,000	\$15,000	\$15,000		\$15,000									Australia Day event delivered
	0501-0446-0000	Belconn Community Calendar	\$7,128	\$7,500	\$7,500	\$7,500		\$7,500									Completed
	0501-0463-0000	Empowering our Communities (2 On Farm events, 1 drought wellbeing support events & 2 Drought support events)	\$39,551	\$23,750	\$42,900	\$42,900	\$23,750		\$19,150								Completed
	0501-0443-0000	Belconn Young Leaders Bursary	\$0	\$7,000	\$7,000	\$7,000		\$7,000									nominations round open now
	0501-0445-0000	Digital Connectivity Project (Grant)	\$386,834	\$1,000,000	\$1,000,000	\$1,000,000	\$600,000		\$600,000					10%	1/11/2019		BOR4 \$1M Contract signed. MOBEED \$60,000 contract to December Council ending
	0501-0452-0000	Belconn in Step	\$72,037	\$150,000	\$150,000	\$150,000	\$147,900		\$2,100								
	0501-2447-0000	Community Development Operational Projects	\$1,033,992	\$1,206,250	\$1,225,400	\$1,225,400	\$878,850	\$35,500	\$521,250	\$0	\$0	\$0	\$0				
	0501-0448-0001	MOBEED-Diran Impr. Sch-Project	\$9,246	\$30,000	\$30,000	\$30,000	\$30,000	\$0	\$0	\$20,000							
	0501-0448-0002	MOBEED-Diran Impr. Sch-MarkEquip	\$0	\$200,000	\$200,000	\$200,000	\$0	\$0	\$60,000	\$20,000							
	0501-2448-0000	MOBEED-Diran Business Impr Scheme	\$9,246	\$0	\$230,000	\$230,000	\$230,000	\$0	\$0	\$60,000	\$20,000	\$0	\$0				
		Total Community Development Operational Projects	\$923,147	\$1,206,250	\$1,455,400	\$1,455,400	\$898,850	\$35,500	\$521,250	\$80,000	\$20,000	\$0	\$0				
505 - LIBRARIES																	
	0505-0448-0000	Pop-up Art Gallery	\$6	\$2,000	\$2,000	\$2,000		\$2,000									Local artworks & Photography on display in January/February
	0505-0445-0000	Digital Literacy	\$247	\$10,000	\$10,000	\$10,000		\$10,000									Program promotion undertaken in January
	0505-0446-0000	General Library Programs	\$7,137	\$10,000	\$10,000	\$10,000		\$10,000									Range of school holiday activities delivered
	0505-0450-0000	Deadly Digital	\$8,408	\$10,000	\$10,000	\$10,000		\$10,000									Digital story telling workshop held on 13.01.2020
	0505-0444-0000	First 5 Forever	\$75	\$5,655	\$5,655	\$5,655	\$5,655										Storytime activities promoted this month
	0505-2447-0000	Library Operational Projects	\$15,873	\$37,655	\$37,655	\$37,655	\$5,655	\$22,000	\$10,000	\$0	\$0	\$0	\$0				
	0505-0451-0001	MOB-Diran RTG Installation Work	\$0	\$1,000	\$1,000	\$1,000	\$1,000										
	0505-0451-0002	MOB-Diran RTG Tech Training	\$0	\$6,000	\$6,000	\$6,000	\$6,000										
	0505-0451-0003	MOB-Diran Hardware Software	\$0	\$58,700	\$58,700	\$58,700	\$58,700										
	0505-0451-0004	MOB-Diran Project Management	\$4,623	\$9,300	\$9,300	\$9,300	\$9,300										
	0505-2451-0000	Diran RTG E-Tech Upgrade	\$4,623	\$0	\$75,000	\$75,000	\$75,000	\$0	\$0	\$7,500	\$0	\$0	\$0				
		Total Library Operation Projects	\$20,496	\$37,655	\$112,655	\$112,655	\$88,655	\$22,000	\$10,000	\$0	\$0	\$0	\$0				
510 - HOUSING																	
	0510-0447-0000	Asset Management Software and Pickup	\$17,266	\$40,000	\$40,000	\$40,000		\$40,000						0%	1/07/2019		Supplier to test, assess, meeting confirmed for March before PO is issued
	0505-2451-0000	Diran RTG E-Tech Upgrade	\$17,266	\$40,000	\$40,000	\$40,000	\$0	\$40,000	\$0	\$0	\$0	\$0	\$0				

Operational Projects 2019/20																	
			YTD Actuals As At 03/03/2020	2019/20 Original Budget	2019/20 1st Qtr Amended Budget	2019/20 2nd Qtr Amended				2020-21 Budget	2021-22 Budget	2022-23 Budget	2023-24 Budget	Project Details			Comments
				Budget	Budget	Budget	Funding	19/20 Expenditure	Restricted Cash					% Complete	Date Commenced	Date Finished	
915 - PUBLIC COMMUNITIES FACILITIES																	
0515-0448-0001	MOBEP-DyCon-Project Management		\$59,070		\$50,000	\$50,000	\$50,000										
0515-0448-0002	MOBEP-DyCon-Pop Towers		\$0		\$870,000	\$870,000	\$870,000										
0515-0448-0003	MOBEP-DyCon-Telco Contributions		\$0							\$80,000							
0515-2448-0000	Total Public Communities Facilities		\$59,070	\$0	\$920,000	\$920,000	\$920,000	\$0	\$0	\$80,000	\$0	\$0	\$0				
920 - SPORT & RECREATION																	
0520-0447-0000	Urrumbidgee Multi-Purpose Sporting Complex Meeting Room and Kitchen Air-Conditioning		\$3,596	\$9,000	\$9,000	\$9,000		\$9,000						100%	12/09/2019	22/10/2019	works complete
0520-2447-0000	Sport & Recreation Operational Projects		\$3,596	\$9,000	\$9,000	\$9,000	\$0	\$9,000	\$0	\$0	\$0	\$0	\$0				
930 - INFRASTRUCTURE PARKS & GARDENS																	
0530-0441-0001	Tree Planting in Arthur Street (St George)		\$5,424	\$15,000	\$15,000	\$15,000		\$15,000						35%	4/09/2019		recommence now that we have received significant rainfall
0530-0441-0002	Tree Maintenance of Stone Street Trees		\$40,185	\$40,000	\$40,000	\$40,000		\$40,000						90%	4/09/2019		Works underway
0530-0445-0000	Thalson Street Tree Replacement		\$871	\$4,000	\$4,000	\$4,000		\$4,000						35%	30/09/2019		recommence now that we have received significant rainfall
0530-0442-0001	Rowden Park Change Room Exhaust Fans		\$3,709	\$4,000	\$4,000	\$4,000		\$4,000						25%	9/09/2019		Works completed
0530-0442-0002	Power for Rowden Park Scoreboard		\$1,918	\$2,000	\$2,000	\$2,000		\$2,000						100%	7/10/2019	8/10/2019	Works completed
0530-0443-0001	JG Hill Park Irrigation Solenoids		\$7,004	\$6,000	\$6,000	\$6,000		\$6,000						100%	4/09/2019	11/10/2019	Works completed
0530-0443-0003	Railway Park Irrigation Solenoids		\$3,480	\$4,000	\$4,000	\$4,000		\$4,000						100%	4/09/2019	27/09/2019	Works underway
0530-0441-0003	Bush Tucker Garden		\$3,330	\$15,000	\$15,000	\$15,000		\$15,000						15%			Recommence now that we have received significant rainfall
0530-0444-0001	St George River Foreshore Planning		\$0	\$20,000	\$20,000	\$20,000		\$20,000						10%			Recommence now that we have received significant rainfall
0530-0444-0002	St George CBD Planning		\$0	\$20,000	\$20,000	\$20,000		\$20,000						10%			Recommence now that we have received significant rainfall
0530-0444-0003	Rowden Park Master Plan		\$0	\$15,000	\$15,000	\$15,000		\$15,000						10%			Recommence now that we have received significant rainfall
0530-0443-0002	JG Hill Park Toilet Demolition		\$0	\$15,000	\$0	\$0		\$0						N/A			Project not proceeding
0530-0448-0000	Bolton RV and Streetscaping Master Plan		\$0	\$20,000	\$20,000	\$20,000		\$20,000						10%			Recommence now that we have received significant rainfall
0530-2447-0000	Total Parks & Garden Operational Projects		\$65,926	\$180,000	\$165,000	\$165,000	\$0	\$165,000	\$0	\$0	\$0	\$0	\$0				
935 - HALLS AND CIVIC CENTRES																	
0535-0447-0000	Bolton Civic Centre Tables		\$2,802	\$3,000	\$3,000	\$3,000		\$3,000						100%		13/12/2019	Works complete. Tables received
0535-2447-0000	Halls and Civic Centres Operational Projects		\$2,802	\$3,000	\$3,000	\$3,000	\$0	\$3,000	\$0	\$0	\$0	\$0	\$0				
955 - INFRASTRUCTURE SHOWGROUNDS																	
0555-0447-0002	Urethane Application to Bolton Showgrounds Polycarbonate Fields		\$0	\$6,300	\$6,300	\$6,300		\$6,300						0%			Urethane ordered via NATA GRAY from Midge Down - Awaiting delivery
0555-0447-0001	Bolton Showground Power Master Plan		\$0	\$5,000	\$5,000	\$5,000		\$5,000						0%			Going out to Vendor Panel January 2020
0555-0448-0002	Dimaband Showground Luncheon Pavilion Cupboard Replacement		\$7,164	\$5,000	\$5,000	\$5,000		\$5,000						100%		13/12/2019	Works completed
0555-0448-0001	Dimaband Showground Power Masterplan		\$0	\$5,000	\$5,000	\$5,000		\$5,000						0%			Yet to commence
0555-0448-0000	Hotel Showground Arena Paneling Replacement		\$4,680	\$5,000	\$5,000	\$5,000		\$5,000						90%	31/07/2019		Works completed
0555-2447-0000	Showgrounds Operational Projects		\$12,044	\$26,300	\$26,300	\$26,300	\$0	\$26,300	\$0	\$0	\$0	\$0	\$0				
960 - WORK CAMP																	
0560-0447-0000	WORK CAMP Program		\$5,869	\$30,000	\$30,000	\$30,000		\$30,000									Materials purchased this month
0560-2447-0000	WORK CAMP Program		\$5,869	\$30,000	\$30,000	\$30,000	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0				
975 - YOUTH COUNCIL																	
0575-0448-0000	Youth Council		\$0	\$5,000	\$5,000	\$5,000		\$5,000									No discussions held in January. Discussions with School
0575-0447-0000	Chippy Program		\$10,273	\$10,000	\$10,000	\$10,000		\$10,000									No action this month
0575-2447-0000	Youth Council		\$10,273	\$15,000	\$15,000	\$15,000	\$0	\$15,000	\$0	\$0	\$0	\$0	\$0				

Operational Projects 2019/20																
			YTD Actuals As At 03/03/2020	2019/20 Original Budget	2019/20 1st Qtr Amended Budget	2019/20 2nd Qtr Amended			2020-21 Budget	2021-22 Budget	2022-23 Budget	2023-24 Budget	Project Details			Comments
						Budget	Funding	19/20 Expenditure	Restricted Cash				% Complete	Date Commenced	Date Finished	
005 - ANIMAL CONTROL																
0605-0448-0000	Microchipping Assistance Programs		\$37	\$5,000	\$5,000	\$5,000		\$5,000								Continuing as required
0605-0445-0000	Registration Compliance Inspections		\$2,770	\$9,000	\$9,000	\$9,000		\$9,000								Completed: 176 dogs registered after deadline (1263 total)
0605-0446-0000	Pound Equipment and duress alarm		\$428	\$7,500	\$7,500	\$7,500		\$7,500								Investigating personal reasons
0605-0447-0000	Pensioner Dog Assistance Programs		\$364	\$1,000	\$1,000	\$1,000		\$1,000								Continuing as required
0605-2447-0000	Animal Control Operational Projects		\$3,596	\$22,500	\$22,500	\$22,500	\$0	\$22,500	\$0	\$0	\$0	\$0	\$0			
025 - PUBLIC CONVENIENCES																
0625-0447-0000	Handgully Dump Point Maintenance (now includes disposal)		\$359	\$2,500	\$2,500	\$2,500		\$2,500					15%	26/09/2019		Maintenance as required. Ongoing
0625-2447-0000	Public Conveniences Operational Projects		\$359	\$2,500	\$2,500	\$2,500	\$0	\$2,500	\$0	\$0	\$0	\$0	\$0			
035 - NATURAL ENVIRONMENT																
0635-0448-0000	Wetlands Management Program/Survey		\$2,904	\$5,000	\$5,000	\$5,000		\$5,000								Credit note for costs allocated in 18/19 affecting this line. Program underway
0635-0449-0000	Gravel pit signage		\$0	\$6,000	\$6,000	\$6,000		\$6,000								Planning phase
0635-0448-0000	Tree Day		\$0	\$1,000	\$1,000	\$1,000		\$1,000								completed
0635-2447-0000	Project Manager - ERA Licence		\$0	\$0	\$30,000	\$30,000		\$30,000								
0635-2447-0000	Natural Environment Operational Projects		\$2,904	\$12,000	\$12,000	\$12,000	\$0	\$12,000	\$0	\$0	\$0	\$0	\$0			
065 - RURAL SERVICES																
0655-0442-0000	Washdown Facility Maintenance		\$1,327	\$8,000	\$8,000	\$8,000		\$8,000								Maintenance items completed Q2FY EOI planning Q3
0655-0447-0000	Book Route Fencing		\$5,129	\$15,000	\$15,000	\$15,000		\$15,000								Continuing. Seeking quotes for 3km at Thoragga Reserve
0655-0443-0000	Balonne Shire Wild Dog Exclusion Fencing - 4-BAJQ25V (funded in 18/19)		\$221,099	\$800,000	\$800,000	\$800,000		\$800,000								Landholders signed up and progressing; slight delay on materials
0655-0444-0000	Wild Dog Exclusion Fencing and Pest and Weed management activities (Grant Moore & Maroon River Catchment Areas Weed Management - 4-BAJQ24Y2 funding received 18/19)		\$2,438	\$200,000	\$200,000	\$200,000		\$200,000								Awaiting more rain for effective weed mapping
0655-0448-0000	Book Route Fire Breaks		\$978	\$18,000	\$18,000	\$18,000		\$18,000								Scheduled Q4, or after a rain event
0655-0450-0000	Biosecurity Plan education/training		\$6,440	\$8,000	\$8,000	\$8,000		\$8,000								Electronic version on website and printed copies circulated. Training to be scheduled Q3/4
0655-2447-0000	Rural Services Operational Projects		\$237,411	\$1,049,000	\$1,049,000	\$1,049,000	\$0	\$49,000	\$1,000,000	\$0	\$60,000	\$0	\$0			Awarded to 35 of 69 landholder applications in November. Material lists and quotes commenced February 2020
			\$1,997													
0655-0451-0001	MOB EOP WDEF - Admin															
0655-0451-0002	MOB EOP WDEF - Project Management		\$4,797		\$40,000	\$40,000	\$40,000									Substantial. Hiring half-time WDEF administrator
			\$6,267													
0655-0451-0003	MOB EOP WDEF - Consult/Legal Fees				\$20,000	\$20,000	\$20,000									Continuing
0655-0451-0004	MOB EOP WDEF - Travel		\$4,863													Will increase as fencing implemented
0655-0451-0005	MOB EOP WDEF - Materials		\$0		\$1,470,000	\$1,470,000	\$1,470,000		\$800,000	\$600,000						Materials lists being developed in February 2020
0655-0451-0008	MOB EOP WDEF - Labour				\$1,470,000	\$1,470,000	\$1,470,000		\$800,000	\$600,000						Will commence about June 2020
0655-2451-0000	MOB EOP - WDEF Project		\$17,924	\$0.00	\$3,000,000	\$3,000,000	\$3,000,000	\$0	\$1,000,000	\$1,000,000	\$0	\$0				
0655-2451-0000	Total Rural Services Operational Projects		\$295,335	\$1,049,000.00	\$4,049,000	\$4,049,000	\$3,000,000	\$49,000	\$1,000,000	\$1,000,000	\$0	\$0	\$0			
085 - DISASTER MANAGEMENT																
0805-0447-0000	Pest, Gougers C/O		\$0	\$200,000	\$200,000	\$200,000		\$140,000								
0805-2447-0000	Disaster Management		\$0	\$200,000	\$200,000	\$200,000		\$140,000								
								\$60,000		\$3,000,000	\$3,000,000	\$0	\$0			
0430 - WASTELANDFILL																
0430-0448-0000	Waste Education Program		\$117	\$5,000	\$5,000	\$5,000		\$5,000								Ryans ASC sent Feb 20
0430-0445-0000	Signage - Local Lairs		\$247	\$1,000	\$1,000	\$1,000		\$1,000								Underway
0430-0447-0000	Annual Site Clean Up		\$0	\$25,000	\$25,000	\$25,000		\$25,000								Scheduled for Q3
0430-0448-0000	Fire Mitigation for Landfills		\$0	\$1,000	\$1,000	\$1,000		\$1,000								Yet to commence
0430-0444-0000	Landfill Fencing and Maintenance		\$490	\$3,000	\$3,000	\$3,000		\$3,000								As required
0430-0443-0000	Bi-Monthly Maintenance of Disposed Landfill		\$2,878	\$30,000	\$30,000	\$30,000		\$30,000								Progressing - December complete
0430-2447-0000	Total Waste/Landfill Operational Projects		\$863	\$65,000	\$65,000	\$65,000		\$65,000	\$0	\$0	\$0	\$0	\$0			
Grand Total Operational Projects			\$1,222,455	\$3,521,615	\$7,754,765	\$8,327,765	\$5,499,305	\$1,231,210	\$1,591,250	\$3,169,100	\$3,120,000	\$0	\$30,000			



## (IIFS) INFRASTRUCTURE SERVICES

ITEM	TITLE	SUB HEADING	PAGE
IIFS1	<u>DEPARTMENT OF INFRASTRUCTURE SERVICE'S MONTHLY REPORT</u>	From the Department of Infrastructure Services - reporting for the month of February 2020.	256

## OFFICER REPORT

**TO:** Council

**SUBJECT:** Department of Infrastructure Service's Monthly Report

**DATE:** 09.03.20

**AGENDA REF:** IIFS1

**AUTHOR:** Billie Spackman - Administration Officer

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### Executive Summary

From the Department of Infrastructure Services - reporting for the month of February 2020.

#### 0701-Main Roads Works

- Maintenance work carried out during the month on behalf of Transport and Main Roads (TMR) is detailed in the attached RMPC Supervisor's report.
- Design for the realignment of the Thallon Bridge commenced in November 2018. Work commenced early January. Clearing and grubbing and stripping of topsoil were undertaken and completed early January. Excavation for side-track instillation and excavation for subgrade were completed. Final trim of subgrade in preparation for subgrade stabilisation was completed late January. Sub base installed late February and ready for stabilisation. Works placed on hold due to wet weather and flooding
- CHUP widening program on the Carnarvon Highway (24B) commenced late June 2019. The initial seal on the construction job has been 100% Completed, second coat seal was partially completed late February with the remaining second coat seal and line marking due for completion mid-March.

#### 0702-Private Works

- Nil

#### 0400-Council Roads / Streets / Bridge Work

- Maintenance work is detailed in the attached Works Supervisor's report.

#### 0440-Aerodromes

- Maintenance work is detailed in the attached Town Works Supervisor's report.

#### 0450-Plant and Equipment

- Details are included in the attached Workshop Supervisor's report.

#### 0510-Housing

- Nil

#### 0520-Recreation and Sport

- Maintenance work is detailed in the attached Town Works Supervisor's report.
- Remaining defect rectifications are progressing at the Dirranbandi Sports Oval Amenities building.

#### 0521-Swimming Pools

- Maintenance work is detailed in the attached Town Works Supervisor's report.

#### 0530-Parks and Gardens

- Maintenance work is detailed in the attached Town Works Supervisor's report.

#### 0535-Halls/Civic/Cultural Centres

- Routine maintenance is ongoing.

**0555-Showgrounds**

- Maintenance work is detailed in the attached Town Works Supervisor's report.

**0615-Cemeteries**

- Maintenance work is detailed in the attached Town Works Supervisor's report.
- Routine maintenance and mowing are ongoing.

**0620-Street Cleaning**

- Maintenance work is detailed in the attached Town Works Supervisor's report.

**625-Public Conveniences**

- Maintenance work is detailed in the attached Town Works Supervisor report.

**4000-Urban Waste Water**

- Maintenance work is detailed in the attached Town Works Supervisor's report.

**5000-Urban Water**

- Maintenance work is detailed in the attached Town Works Supervisor's report.
- Monthly consumption figures are given in the attached reports.

**Capital/Special Maintenance Works Progress**

- Nil

**Meetings / Training**

- Weekly IS Meetings
- Animal Hazard Management Training

**Current Tenders**

- Nil

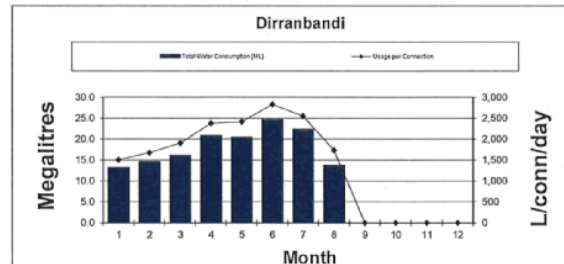
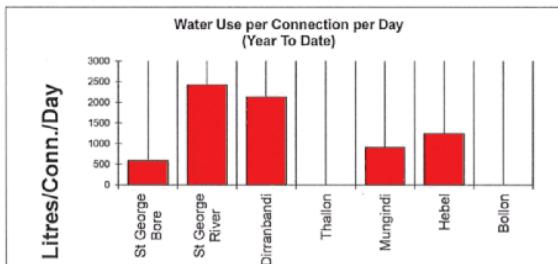
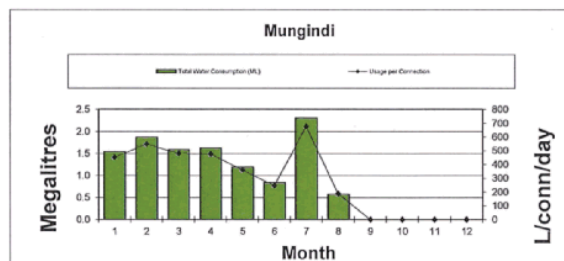
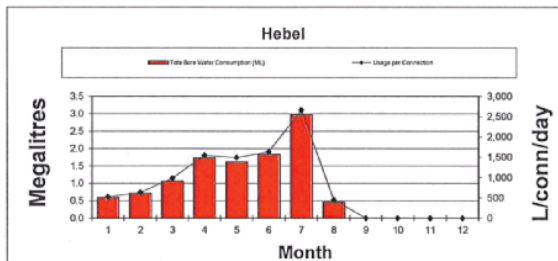
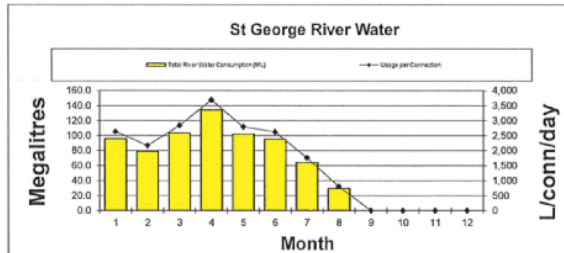
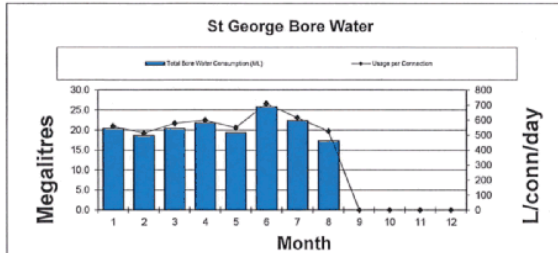
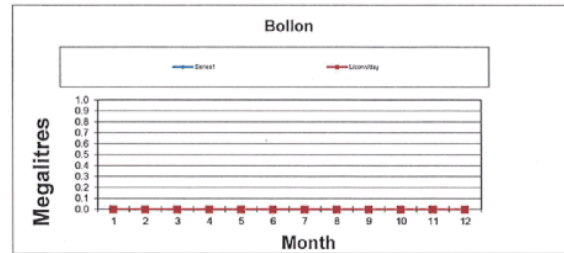
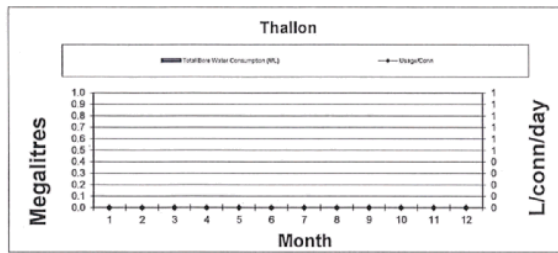
**Attachments**

1. Balonne Shire Water Usage 2019-2020 - Period Ending 29 February 2020.pdf [↓](#)
2. Plant Maintenance Report - Period Ending 29 February 2020.pdf [↓](#)
3. Road Construction Report - Period Ending 29 February 2020.pdf [↓](#)
4. Road Maintenance Report - Period Ending 29 February 2020.pdf [↓](#)
5. Town Maintenance Report - Period Ending 29 February 2020.pdf [↓](#)

Andrew Boardman

**Director Infrastructure Services**

## BALONNE SHIRE WATER USAGE 2019/20



## Report of Workshop Supervisor - P. Gluzde

### Period Ending 29/02/2020

215	CAT 428D BACKHOE - C26414 W ROSS	
1,936.0 Hrs	Replaced engine fan belts, test ran and recheck tension of belts.	
297	FUEL TRAILER 2600 LITRES QXQ-674	
1,133.0 Hrs	Serviced and repaired door locks and latches.	
340	ASPINALL SWEEPER TRAILER - 867 QIE - STG TOW	
	Repaired trailer wiring to plug and brakes	
392	MISCELLANEOUS PLANT	
	Servicing small plant and repairs.	
1507	Prado VX 793SOE DIS	
	Washed and cleaned Prado.	
2504	HILUX 4X2 WORKMATE 463-SFV ROBERTSON	
83,821 Kms	Replaced battery and checked charge rate, test drove, checked belts and fuses.	
3015	HILUX 4X4 577MXD JEFFREY TAYLOR	
126,427 Kms	Removed all gear from tray, cleaned down, prepared for change over	
3020	Colorado 4x4 Utility 252-SWR Tom Hill	
190,012 Kms	Carried out 190,000km service as per coupon, replaced windscreen washer motor, checked vibration when driving, replaced one-wheel rim.	
3519	Holden Colorado XCab - Works S'Visor	
120,898 Kms	Carried out 120,000km service as per coupon, repair air conditioner system, diagnostic check for faults and clear, repaired ABS wheel sensor wiring.	
4024	Colorado 4x4 D/Cab 903WZR (DCES)	
88,549 Kms	Repaired battery terminals and jump-started engine.	
5004	ISUZU FRR TRUCK 697-MRY RMPC	
195,840 Kms	Carried out diagnostic check on DPD system, carried out forced burn, test drove.	
5007	Isuzu NPR 200/275 TIP St George	
112,119 Kms	Carried out six-month service as per coupon, Diagnostic check DPD faults, cleaned radiators, repairing wiring for brake lights. Ordered new EGR coolers and gaskets for repairs.	
5008	ISUZU FRR600 CREW 108RRN	
158,042 Kms	Carried out six-month service as per coupon, cleaned out radiators, repaired wiring for cab tilt system, and tightened fan belts, carried out repairs to mudguards.	
5011	Isuzu NPR275 Truck 183STR P&G	
72,426 Kms	Sent truck to Halpin Motors for air conditioner repairs; carried out six-month service as per coupon, carried out DPD burn.	
5012	Isuzu NQR450 Crewcab 184STR J Lindores	
167,313 Kms	Repaired wiring for DPD sensors and switches, carried out diagnostic check, cleared faults, carried out forced DPD burn, test ran vehicle.	
167,426 Kms	Carried out six-month service as per coupon, cleaned radiators, repaired mudguards.	
5014	ISUZU FVR1000 TRUCK - 590SVV	
81,425 Kms	Carried out six-month service as per coupon, cleaned radiators, replaced mudflaps, repaired left hand front bearing cap.	
5505	CAT 140M GRADER C82158 TAYLOR	
10,147.0 Hrs	Carried out 250hr. service as per manual, SOS engine oil, cleaned radiators, replaced moldboard wear strips.	
5508	Cat 12M Grader 34862C Kingston	
5,347.0 Hrs	Carried out 250hr service as per manual, clean radiators, SOS engine oil and check moldboard.	

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**Report of Workshop Supervisor - P. Gluzde**  
**Period Ending 29/02/2020**

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<b>5509</b>	<b>CAT 12M GRADER 34863C STAINES</b>	
4,860.0 Hrs	Carried out 250 hr service as per manual.	
<b>7001</b>	<b>AMMANN AP240T3 ROLLER GEORGE KEMP</b>	
2,598.0 Hrs	Carried out 500hr. service as per manual, checked reason for power loss, repaired turbo fittings and hoses, tightened engine fan belts.	
2,639.0 Hrs	Repaired wiring connection to alternator.	
<b>7516</b>	<b>Ferris IS1500ZC Zero Turn Mower St G</b>	
1,799.0 Hrs	Removed broken bolts from spindles, replaced cutting blades, repaired coolant leak and top up coolant, carried out repairs to deck frame.	
1,806.0 Hrs	Repaired deck drive belt tensioner and belts; replaced drive belts for hydraulic pumps.	
1,810.0 Hrs	Replaced cutting blades, repaired oil cooler bracket and mounting.	
1,823.0 Hrs	Replaced cutting blades.	
<b>7520</b>	<b>Ferris Zero Turn Mower - IS2100Z</b>	
	Replaced cutting blades, carried out repairs to deck.	

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## Report of Shire Supervisors Road Construction for Period Ending 29/02/2020

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### 0 PRIVATE WORKS

Levy Bank Structure erected and permanent levy bank repairs and night watch  
Clean up of Bridge and town streets as water receded.

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#### 11 24A - Carnarvon Highway (Mungindi-St George) MRD Road

Crew undertook guidepost replacements. Jet patcher completed pothole and surface correction. Servicing of rest areas were also completed. Flood water and road closures due to 2020 flood also clearing of debris and silt.

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#### 12 24B - Carnarvon Highway (St George - Surat) MRD Road

Crew undertook the servicing of rest areas and pothole patching.  
Servicing rest areas  
Flood water and road closures due to 2020 Flood Also Clearing of debris and silt

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#### 14 35A - Moonie Highway (Dalby to St George) MRD Road

Replaced guideposts  
Servicing of rest areas  
Flood water and road closures due to 2020 Flood Also Clearing of debris and silt

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#### 19 355 - Mitchell - St George MRD Road

Crew undertook Pavement repairs stabilisation edge repairs and heavy shoulder grading.  
Flood water and road closures due to 2020 Flood Also Clearing of debris and silt

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#### 21 CASTLEREAGH HWY (Dirranbandi-Hebel) MRD Road

Flood water and road closures due to 2020 Flood Also Clearing of debris and silt  
Flood water and road closures due to 2020 Flood Also Clearing of debris and silt



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## Report of Shire Supervisors Road Maintenance for Period Ending 29/02/2020

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### 0 PRIVATE WORKS

Closing and monitoring local Roads due to flooding including town & and clean up of Bridge & River foreshore

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<b>1009 Dalkeith</b>	<b>Shire Road</b>
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Medium formation maintenance grading on gravel roads Ch - 0 -16.66 (Complete)

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<b>1032 Teelba</b>	<b>Shire Road</b>
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Medium formation Grading Ch - 0 -62.12 (Complete)

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<b>1037 Ula Ula</b>	<b>Shire Road</b>
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Medium formation maintenance grading on gravel roads Ch - 0 - 12.9 (Complete)

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<b>1043 Hollymount</b>	<b>Shire Road</b>
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Medium formation maintenance grading on gravel roads Ch - 0 - 21.92 (Complete)

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<b>3007 Middle Road</b>	<b>Shire Road</b>
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Medium formation maintenance grading on gravel Roads - Ch - 0 - 51.78 (ongoing)

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<b>3026 Woolerina</b>	<b>Shire Road</b>
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Medium formation maintenance grading on gravel roads Ch - 0- 87.0 (Complete)

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# Report of Balonne Shire Town Works

## 29/02/2020

### St George

	Water and sewerage crew have done a magnificent job the last few months, a lot of long days and overtime trying to maintain the water supply to the town during the drought and then the same during the flood and flood recovery.
Footpath	Maintenance and repairs were ongoing
Town Streets	Street sweeping and rubbish removal was ongoing. Tree maintenance program is on going Dripper irrigation system was utilised again Flood recovery clean up commenced
Aerodrome	Inspections and maintenance were ongoing as required.
Rowden Park - St G	Cleaning of facilities, mowing and weed eating of grounds was ongoing as required.
Riverbank Park - St.	The Rock wall below the Riverview on the River Foreshore is ongoing. Mowing and whipper snipping was ongoing by the W.O.R.K Camp and Council staff. Electrical systems for the cod sculpture and BBQs were removed due to flooding Closed ski ramp toilets due to flooding
Parks & Gardens	General maintenance of all parks was ongoing.
Showgrounds	Maintenance work was on going
Cemetery	Mowing and weed-eating of grounds was ongoing.
Public Toilets	Cleaning and maintenance were ongoing.
Sewerage	Gravity and pumping systems are operating okay. Routine maintenance and operations are continuing. Unblocked sewerage pump at number 4 sewerage pump station. Replaced same pump a few weeks later.
River Water	Reticulation system operating okay. Routine maintenance and operations are continuing. We had 2 service repairs.
Bore Water	Reticulation system operating okay. Routine maintenance and operations are continuing. We had one service repair and 1 main repair.
Other	Levee bank maintenance ongoing

### Thallon

Town Streets	Mowing and whipper snipping is in progress. Spraying roundup in Thallon and Mungindi is in progress. Trees from storms have been cleaned up.
Works Depot	All plant and equipment were serviced and cleaned. Yard and shed have been cleaned.
Parks & Gardens	Mowing and whipper snipping in Thallon and Mungindi have been completed. Cleaned BBQ's and tables. Repaired a service leak in the park. Repaired lights and BBQ in the park
Cemetery	Mowing, whipper snipping, and plaque maintenance were completed.
Rubbish Dump	Pushed up green waste and scrap metal. Excavated dirt for old concrete and utilised material levy band.
Thallon Sports Grou	Mowing and whipper snipping were completed Cleaned toilets and showers

### Mungindi

Public Toilets	Cleaning of Thallon and Mungindi toilets were completed Nindigully toilets were cleaned by a contractor
River Water	Read meters from Moree Plains Shire Double checked meter reading Mungindi and repaired meter.

### Dirranbandi

Footpath	Mowing and weed eating continue.
Town Streets	Sweeping of main street and emptying of bins was completed. Slashing and weed eating of streets continue. Picked up loose rubbish around streets. Due to flooding picked up local town bins n empty them for the elders.
Works Depot	Mowing and weeding council yard. Clean toilets and showers. Keep council yard tidy. New back fence had been completed by W.O.R.K camp. Shade roof has been put over Dirranbandi office building completed by Safeway.
Aerodrome	Inspections and maintenance continue. Mowing completed n weed trimming around lights. Poisoning around lights n buildings.
Parks & Gardens	Mowing and watering continue. Weed eating and trimming of parks continue.
Showgrounds	Maintenance continues. Mowing and weed eating is continues.
Cemetery	Slashing and mowing continue.
Public Toilets	Inspections and cleaning continue. Cleaned Noondoo truck stop toilets. Cleaned Dirranbandi truck stop toilets and showers.
Sewerage	Sewerage pump stations all working well. Inspections and cleaning of wet wells continue. Mowing of pump sewage stations on going.
Rubbish Dump	Pushing up green waste n scrap metal area n rubbish dump edges once a week completed. Pick up rubbish around the dump.
Treated Water	Daily maintenance and inspections continue. Mowing of water pump station continues. Water testing continues.
Other	Mopped and cleaned out civic centre. Plumbing completed in art craft room renewed basin n cabinet. Renewed hand basin in hairdresser salon n plumbed in. Two new recycle air cons put in at hairdresser salon completed. Pool open and working well. Water testing daily. Cleaning out toilets and showers weekly.

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## Report of Balonne Shire Town Works

### 29/02/2020

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#### Hebel

Town Streets	Travel to Hebel to empty rubbish bins weekly and any jobs needed to be done.
Parks & Gardens	Mowing and weed eating continue.
Showgrounds	Mow and weed eating.
Public Toilets	Travel to Hebel to clean toilets weekly.

#### Bollon

Footpath	Cleaning of mud debris off footpath along Wallam Creek has commenced.
Aerodrome	Require spare batteries for solar runway lights, 8 in total. Dead kangaroos removed from toilet cubicles and cleaned.
Parks & Gardens	Clean up is underway from floodwater at Walter Austin Park. Bottom wire to be replaced and strain to hold broken netting. Dangerous tree limbs were removed overhanging at Fernlee Road and Cashelvale Road. Levelling completed in Walter Austin Park in preparation for grass seeding.
Cemetery	Dangerous doolan tree has been cut down due to being split and a risk of falling on campers or bystanders.  Removed dead trees in Belmore Street for re planting.
Public Toilets	Walter Austin Park shower block was flooded out. Cleaned and disinfected from mud debris.
Bore Water	Flow meter organised to be looked at by an electrician.
Other	Major dust storms have seen a lot of cleaning in this public facility. Investigating a machine that will clean the floors properly.  Cemetery road requires urgent attention due to being washed away in flooding.

## **(IERS) ENVIRONMENT & REGULATORY SERVICES**

ITEM	TITLE	SUB HEADING	PAGE
IERS1	<b><u>FEBRUARY MONTHLY REPORT ENVIRONMENT AND REGULATORY SERVICES</u></b>	The Environment and Regulatory Services Report for the month of February 2020 is presented for Council's information.	266

## OFFICER REPORT

**TO:** Council

**SUBJECT:** February Monthly Report Environment and Regulatory Services

**DATE:** 09.03.20

**AGENDA REF:** IERS1

**AUTHOR:** Michelle Walters - Administration Officer

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### Sub-Heading

The Environment and Regulatory Services Report for the month of February 2020 is presented for Council's information.

## PLANNING AND DEVELOPMENT APPROVALS

### Value of Building Works

Council's building certifier has approved building applications to the value of **\$0** for the month of February 2020.

The value of building applications approved by private certification is **\$444,308** for the financial year.

In total building applications to the value of **\$838,308** have been approved so far this financial year.

No approvals for February.

### Development Applications

Balonne Shire Council has engaged planners with Maranoa Regional Council to service development applications. Those ready for Council decision are reported separately.

- A development application for a material change of use (MCU) 167 has been received from the owner for a Caravan Park (RV Low Cost Camping) at 2-18 Charles Street, Dirranbandi. The application has been withdrawn.
- A development application for a material change of use (MCU) 172 has been received from the owner for an Industry & Operational Works at 11526 Carnarvon Highway, St George. The application has lapsed.
- A development application for a material change of use (MCU) 174 has been received from the owner for a "Dwelling House" at 93 Victoria St, St George. The application now at the applicant appeal period.
- A development application for a material change of use (MCU) 175 has been received from the owner for a "low impact industry workshop shed and a Caretaker's residence" at 92 Victoria St, St George. The application is at the referral stage.
- A development application for material change of use (MCU) 176 has been received from the owners for "caravan park" at 77 Whytes Road, St George. The application is at the information period.

## **ENVIRONMENTAL SERVICES**

### **Natural Environment:**

- General health inspections were carried out.
- There were no notifiable diseases reported during February 2020
- There were four food recalls actioned in February 2020

### **Local Laws:**

- Under the current Model and Subordinate Local Laws Council staff continue to inspect permit conditions for extra dog permits, stock dog permits and the keeping of other animals
- Council continues to support residents who apply for extra dog permits with de-sexing and micro-chipping

### **Public Health:**

- Food Licences and Outdoor Dining Permits are currently being audited and inspections are continuing.

### **Wastewater Services:**

- Wastewater analysis continues each month.

### **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.
- Council continues to help residents by testing rain water for E.coli

### **Waste Management:**

- All waste practices continue at a high standard at the St George Landfill.
- Currently Council and the contractor are looking at options for the pumping of water should a rain event occur
- Council has submitted two funding applications in relation to illegal dumping. Council has been successful in obtain both grants. One grant is for the clean-up of the tyres and the other is for an officer to assist with the management and data collection over the next twelve months period.
- Council has submitted another funding application together with Maranoa Regional Council on the Regional Transport Fund for the transport of tyres. This grant is for the value of \$250,000.
- A tyre area has been located at the St George landfill, ready for the influx of tyres when Council carries out the clean-up of road reserves and gravel pits
- The Annual Shire Town clean up is scheduled for 2-6 March 2020. A contractor has been engaged and flyers regarding this service are currently being delivered.

### **St George landfill**

- The landfill site is presently operating in a reasonable condition.

### **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.
- Soil was excavated from the landfill to help with the Thallon levy.

### **Bollon landfill**

- The landfill site at Bollon is currently operating in a good condition.

### Hebel landfill

- The landfill site at Hebel is currently operating in a good condition.

### Nindigully landfill

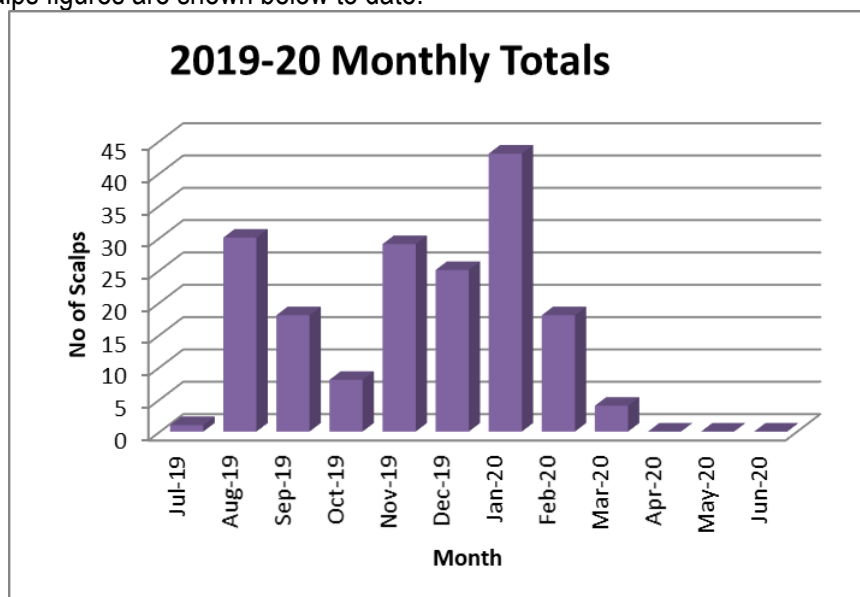
- The landfill site at Nindigully is currently operating in a good condition. –
- Council engaged with the community regarding the continuing practices at the site.

## RURAL LANDS AND COMPLIANCE

### Stock Routes

Council's team has a steady month undertaking a range of duties. Some of these included:

- 1080 Baiting Campaign will commence on the 12-15 May 2020
- Council completed projects associated with the Queensland Feral Pest Initiative
- Various stock route patrols have been undertaken to assess any flood damage to the facilities
- Capital works – Clearwater Dam De-silting, Clonard and Mulga View Night Yard are completed and finalising the acquittals for these projects. Still to finalise when weather permits are Bindle and Burgurrah Water Facility upgrades.
- Bindle Reserve has been inspected and Officers are currently consulting local community regarding fishing hut removal
- DrumMUSTER will be held on Friday, 1 May 2020 at the Springwell Road collection yard.
- Officers have issued letters of warning to landholders who have temporary fences on our Stock Routes and are requesting these be removed within set timeframes.
- We have issued 3 grazing permits over the December-February period and have 2 applications for assessment when Officers can access the locations to undertake Pasture Assessments.
- The Wild Dog Advisory Committee (WDAC) held a meeting on Tuesday, 11 February 2020 with Officers attending from NSW, Goondiwindi, Biosecurity Queensland, AgForce and relevant Syndicate representatives.
- 2020-2021 State Capital Works Stock Route Facility Expression on Interests are currently being assessed by the Department of Natural Resources, Mines and Energy (DNRME). DNRME have advised the new requirements around facility inspections and asset management every 6 months and would like Council to provide a 3-5 year maintenance program within their Stock Route Management Plan.
- Wild Dog Scalps figures are shown below to date.





## **Compliance/Local Laws**

- Regular Local Laws patrols carried out in St George, Bollon, Dirranbandi, Thallon and Mungindi

## **Wild Dog Exclusion Fencing (WDEF)**

- SPECIAL RATE SCHEME – Round 1: Officers have undertaken 5 out of 22 Work Health and Safety Inductions for the project. By week ending 15 March 2020, there will be 8 landholders who have received their materials ready for construction.
- SPECIAL RATE SCHEME – Round 2: Application for the Special Rate Scheme Round 2 close on Tuesday, 14 April 2020 at 3pm. Officers have had 21 phone calls relating to the Special Rate Scheme and the application form. Sarah Holt is available to assist Landholders with completing and submitting their applications.
- COMMUNITIES COMBATING PESTS AND WEED IMPACTS DURING DROUGHT: Landholders are progressing, we have one landholder currently at 50% completed new fence and other landholders are progressing slowly. Council has an extension available for landholders who are participating due to the weather and delay in delivery of materials. One inspection took place on the 6 March 2020 for 50% completion. Inspections of initial site and 25% completion still to take place on the other 9 properties.
- MURRAY DARLING BASIN ECONOMIC DEVELOPMENT PROGRAM: Landholders have been emailed all the relevant information for them to submit to Council to go through the procurement processes involved. Phone contact has been made with 28 of the 37 Landholders to further progress their application and answer any relevant queries landholders have around supplying the information to Council.
- REGIONAL ECONOMIC DIVERSIFICATION PROGRAM: The three clusters under this program are progressing. The Cluster with Maranoa Regional Council is almost completed with the Certified Engineer assessing the Exclusion Fence Wings during March.  
East Thomby Cluster is at approximately 70% completed with new exclusion fence. Officers are yet to do 50% completion inspections of the new fence for sign-off of their progress report.  
Homestead/Winji-jimi Cluster are now progressing slowly. They have completed a detailed Biosecurity Plan for the cluster and are now ordering materials.
- Officers have been investigating a complaint from a local landholder that has come in regarding a cluster fence funded under a program external to the Council's programs, where the integrity and maintenance of the fence from a cluster landholder has failed. Council is working with the funding body and landholders to get this cluster repaired and their monitoring plans put into action.

## **Pest Plants**

- No progress this month due to recent rain event, weed spraying normally commences in the cooler months however with the rain conditions and moisture spraying may commence sooner.
- COMMUNITIES COMBATING PESTS AND WEED IMPACTS DURING DROUGHT: The funding for the Moonie and Maranoa River Catchments Weed Management end date has been extended due to the drought conditions. This project will commence in the next month and an implementation plan will be put in place for the relevant Officers to progress the on-ground and aerial surveys, Landholder education and Weed Management Plans (for individual properties).

## **Financial and Resource Implications**

Operations and capital construction are progressing within approved budgets.

## **Attachments**

Nil

Digby Whyte

**Director Environment & Regulatory Services**