



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 29th October 2020

Commencing at 9.00am

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ORDER OF PROCEEDINGS

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

Expected attendance of this meeting is as follows:

Councillors		Staff/Consultants	
Cr SC O'Toole (Mayor)	-Full Meeting	Mr Matthew Magin (Chief Executive Officer)	-Whole Meeting
Cr R Avery	-Full Meeting	Mrs Michelle Clarke (Director Finance & Corporate Services)	-Whole Meeting
Cr RG Fuhrmeister	-Full Meeting	Mr Andrew Boardman (Director Infrastructure Services)	-As required for IFS
Cr R Lomman	-Full Meeting	Dr Digby Whyte (Director Environment & Regulatory Services)	-As required for ERS
Cr SS Scriven	-Full Meeting		
Cr ID Todd	-Full Meeting		
Cr W Winks	-Full Meeting		

4. **Leave of Absence**
5. (COM) Confirmation of Minutes of the **General Meeting held on 17 September, 2020.**
(COM) Confirmation of Minutes of the **Special Meeting held on 15 October, 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	<u>RADF APPLICATION - THALLON PROGRESS ASSOCIATION</u>	RADF Application for Placemaking in Thallon.	5
OCEO2	<u>INLAND QUEENSLAND ROAD ACTION PLAN (IQ-RAP)</u>	Continued funding of IQ-RAP for ongoing advocacy on behalf of Inland Qld road network	46
OCEO3	<u>TOURISM EVENTS APPLICATION - ST GEORGE GOLF CLUB</u>		70
OCEO4	<u>TOURISM EVENTS GRANT APPLICATION – THALLON PROGRESS ASSOCIATION</u>		80
OCEO5	<u>SPONSORSHIP REQUEST - ISOLATED CHILDREN'S PARENT'S ASSN</u>	St George Isolated Children's Parents Association (ICPA) have requested sponsorship for the 2020 Breaker Camp	89
OCEO6	<u>DONATION REQUEST - DIRRANBANDI PASTORAL & AGRICULTURAL ASSN</u>	Dirranbandi Pastoral & Agricultural Association (P&A) have requested a financial donation for the 2020 Dirranbandi Christmas in the Showgrounds	95
OCEO7	<u>DONATION REQUEST - ST GEORGE PONY CLUB</u>	St George Pony Club have requested a financial donation towards Bringing One Day Events to the West	101
OCEO8	<u>DONATION REQUEST - ST GEORGE BOXING CLUB</u>	St George Boxing Club, with Goondir Health Services being the auspicing organisation have requested a financial donation for Boxing Club Polo shirts and Singlets	108
OCEO9	<u>COMMUNITY EVENTS PROGRAM - BALONNE COMMUNITY NAIDOC WEEK CELEBRATIONS 2020</u>	St George Aboriginal Housing Company have requested sponsorship for the 2020 Balonne Communities NAIDOC Week Celebrations	120
OCEO10	<u>SITE SELECTION - PROPOSED DIRRANBANDI HOT BATHS</u>	Recommended Site for Dirranbandi Hot Baths located at Jack Dwyer Memorial Park properly described as Lot 56 SP101406, Dirranbandi, by the Chief Executive Officer.	126

OFFICER REPORT

TO: Council

SUBJECT: RADF Application - Thallon Progress Association

DATE: 16.10.20

AGENDA REF: OCE01

AUTHOR: Mariella Perez - Acting Community Development Officer

Sub-Heading

RADF Application for Placemaking in Thallon.

Executive Summary

The Thallon Progress Association requests \$14,253.00 from the Regional Arts Development Fund for the 'Placemaking in Thallon' project. The requested funds will go towards one (1) out of four (4) sculptures in this project.

Background

The Regional Arts Development Fund (RADF) is a state and local government partnership that supports local artists and arts and cultural activities in Queensland Communities. Arts Queensland requires that the assessment process for RADF investment involve a diversity of community members including a diversity of demographics as well as an internal assessment.

The 2019-20 RADF Grant Program Round 2 is now closed for further applications, however, this is an 'Out of Round' application. Council has received an application from the Thallon Progress Association for the "Placemaking in Thallon" project. The RADF requested funds will go towards one (1) out of four (4) sculptures in this project.

The Placemaking project gives an artistic expression of Thallon's History as a Railway Town. This piece is a single recycled metal sculpture portraying a Rail Fetter working on a rail track, to be located on Balonne Shire Council Land. The objective of this Placemaking Art Piece, is the demonstration of this history, acknowledging the role of the railway in the shire and entices the viewer to explore this history further. It acknowledges the connection with the Railway by the town.

This application was initially submitted in January 2020. The application was withdrawn due to insufficient supporting documentation after a preliminary assessment was conducted; the application was submitted again in September 2020, and an extensive preliminary assessment, including internal and external consultation, was conducted as well.

During the preliminary assessment, it was identified and recommended by the Community Development Officer & RADF Liaison Officer - Mariella Perez, that further planning surrounding the master plan and future of the placemaking arts in Thallon must be developed, as well as a community consultation program for the sculptures to be placed in the proposed locations, especially with the community members that will be directly impacted by this structure.

This application also notes that this project would eventually become a tourist attraction that promises to lengthen the tourist's stay. However, no documentation that supports the planning and development of this statement was provided.

This project aligns with one (1) of the four local RADF priorities:

Priority	Objective
Place <input checked="" type="checkbox"/>	<ul style="list-style-type: none"> To create opportunities for the development of public expressions of community identity, heritage, local stories, or artistic expression
Accessibility to quality touring productions and exhibitions. <input type="checkbox"/>	<ul style="list-style-type: none"> To engage touring productions and/or exhibitions to the region
Professional Development <input type="checkbox"/>	<ul style="list-style-type: none"> To nurture the creative and talented individuals in the Balonne Shire and encourage growth in their practice
Community Participation <input type="checkbox"/>	<ul style="list-style-type: none"> To foster personal, social and economic wellbeing and community connection by facilitating participation in arts and culture by all members of the community
	<ul style="list-style-type: none"> Involve different, new or emerging art forms for the Balonne Shire.
	<ul style="list-style-type: none"> Target participants from demographics and segments of the community who have not historically participated in RADF funded programs or projects.

The total budget for the project is \$19,363.00 with the requested RADF investment of \$14,253.00.

The compliance assessment of the application has been completed by Mariella Perez - Community Development Officer and RADF Liaison Officer. The application has been signed by the appropriate parties and the applicant has outlined how they will address any workplace health and safety issues, which indicates that they seek to enter into a 'Memorandum of Understanding' with Council regarding ownership of the sculpture once installed, which will make Council fully responsible for public liability, on-going maintenance and care.

It is also mentioned that the applicant has sought a letter from Balonne Shire Council (land owner's consent) confirming permission to locate this sculpture in the proposed location, however, there is no evidence of such document in the attachments of this application.

The application has been assessed by the RADF Reference Panel Chair in accordance with the Balonne Shire RADF program guidelines and obtained a score of 75 out of 100.

Link to Corporate Plan

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

Consultation (internal/external)

Internal

- Community Development Officer and RADF Liaison Officer – Mariella Perez
- Community Development & Cultural Services Manager – Elizabeth Jones
- Director of Infrastructure Services – Andrew Boardman
- Manager of Transport & Drainage – Brenton Judge
- Planning and Development Officer – Fiona Macleod
- Asset Management and GIS Coordinator – Adam Cassel

- CEO – Matthew Magin
- Manager of Tourism – Kim Wildman
- Reference Panel Chair – Cr Fuhrmeister
- Mayor of the Balonne Shire – Samantha O'Toole

External

- South West Queensland Regional Arts Officer

Legal Implications

- Public Liability will be Council's responsibility.
- No official document for Land Owner's Consent has been sighted.

Risk Implications

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

Policy Implications

Balonne Shire Arts and Cultural Policy 2015-2018

Financial and Resource Implications

Each year, Council participates in an Arts and Cultural Development program. The program is funded by Arts Queensland, through a program called Regional Arts Development Fund, along with Council's contribution, this program is able to support these projects for the community.

RADF Place Making Program (19-20 Surplus)	\$13,020.00
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In previous years, through the RADF Community Grants Program, Council has approved over fifteen (15) applications, with an approximate of over \$30,000.00 spent.

The Thallon Progress Association requests \$14,253.00 from the Regional Arts Development Fund for the 'Placemaking in Thallon' project.

There is insufficient Funding in the RADF 19-20 Place Making Program Surplus Fund for Council to approve the full amount requested, the funds for the RADF 19-20 Place Making Program Surplus will be as follows:

RADF 19-20 Place Making Program _____ (Allocated budget for the entire Balonne Shire)	\$13,020.00
Less requested funding _____	\$14,253.00
RADF 19-20 Place Making Program _____	- \$ 1,233.00



The remaining RADF 19-20 Place Making Program funds will be rolled over into the 2020-2021 RADF program. The RADF 20-21 funding has been approved by Arts Queensland and an agreement is currently being processed.

Options or Alternatives

1. Council approves \$3,500.00 to the Thallon Progress Association for the Placemaking in Thallon project from the 2019/20 RADF surplus fund, this being the highest amount for funding approved in the 19-20 financial year.

2. Council approves the awarded average of \$3,000.00 or other amount as decided by Council to the Thallon Progress Association for the Placemaking in Thallon project from the 2019/20 RADF surplus fund.
3. Council declines this application in total due to insufficient funds.
4. Council declines this application due to insufficient supporting documentation and evidence of planning and project development to meet the project objectives.

Attachments

1. 2020-10-16 - RADF - Out of Round - Placemaking in Thallon - External and Internal Consultation.pdf
[↓](#) 
2. 2020-10-16 - RADF 19-20 Application - Out of Round - Placemaking in Thallon - Thallon Progress Association.pdf [↓](#) 

Recommendation/s

That Council resolves to decline this application in total due to insufficient funds.

Elizabeth Jones

Community Development & Cultural Services Manager

RE: Thallon RADF application - background information



To: Mariella Perez, Mareea Lochel

Reply Reply All Forward ...

Fri 31/07/2020 11:59 AM

You replied to this message on 5/08/2020 8:32 AM.

This message is part of a tracked conversation. Click here to find all related messages or to open the original flagged message.

Hi Mariella,

Thank you for this... it is a very ambitious project but considering it only talks about sculptures it definitely needs more content that makes the visitor stay.. they have not mentioned story boards / didactics / interactivity that would lengthen a persons stay – the sculptures alone won't do that.

Is this something that has been discussed with them?

There are a heap of arts grants that are available at the moment that they could be applying for, including:

Creative to Go is for a project to be completed in the next few months – they could pitch their idea as an artist in residence project for Dion.

<https://www.arts.qld.gov.au/aq-funding/creative-to-go>

QASP – the artist can apply individually for funding to create the works – without the need for matched funding

<https://www.qld.gov.au/recreation/arts/funding/organisations/arts-showcase>

And there are a few FRRR grants that have opened also.

I hope this can be of use to the group.

Thanks

Slay Connected on FB: [SWQ Regional Arts](#)



FW: Follow up Thallon visit Sculpture Trail Locations.

Reply Reply All Forward ...

Tue 1/09/2020 12:46 PM

To Mariella Perez
Cc

Follow up. Start by Tuesday, 1 September 2020. Due by Tuesday, 1 September 2020.
You forwarded this message on 1/09/2020 3:06 PM.

Good Afternoon Ella,

Following our site inspection last week. Infrastructure Services wishes to advise that they have no preliminary objection for the following locations for the proposed locations of the sculptures:

	Latitude	Longitude
Site 1 (near railway track)	-28.635931	148.867979
Site 2 (near telecommunication exchange) (facing access road)	-28.635192	148.869079
Site 3 (near old bakery)	-28.634047	148.868828
Site 4 (old school)	-28.634270	18.867260

As discussed on site there will be a Road Corridor Permit for some locations proposed in the TMR Road Corridor however there is no major risks identified on site (show stoppers) and a relatively low risk of this being an issue for the Department of Transport & Main Roads.

Regards

[Redacted Signature]

Manager of Transport & Drainage

T: [Redacted] | M: [Redacted]

E: [Redacted]@balonne.qld.gov.au

Office: 193-199 Grey Street, St George Q 4487





Regional Arts Development Fund 2019 - 2020 Application Form

The Balonne Shire Council's *RADF Program Guidelines* are available at www.balonne.qld.gov.au
Please read them before completing this application form.

For any queries please ask Council's Liaison Officer
RADF Liaison Officer: Mareea Lochel
Phone 07 4620 8888
Email: Mareea.lochel@balonne.qld.gov.au

Please keep a copy of your application. If your application is successful, this will assist you to prepare the Outcome Report once your activity has finished. As part of the outcome report, you will also be required to report on outcomes from participant surveys, which will be provided with successful applicants' funding agreements.

Faxed applications will not be accepted

Return completed application and support material to Balonne Shire Council, PO BOX 201 St George QLD 4487 or council@balonne.qld.gov.au.

APPLICATION SUMMARY

1. APPLICANT DETAILS	
Applicant name (name of individual, group or organisation)	Thallon Progress Association Inc
Contact person for application (where applicant is a group or organisation)	Jane Corbett
Phone number	CONFIDENTIAL
Postal address	CONFIDENTIAL
Street address	CONFIDENTIAL
Email address	CONFIDENTIAL

2. PROJECT DETAILS	
Project name (10 words)	Placemaking in Thallon
Location of project	Cnr William and Railway Street, Thallon QLD
Start date (must commence after grant is approved)	October 2020
End date	September 2021
Total cost of project (from Section 6)	\$ 19,363
RADF Grant requested (from Section 6)	\$ 14,253
Outcome report due	30 September 2021

3. RADF FUNDING PRIORITIES - Which priorities does the project most align with (please tick, more than one priority can be selected)	
3.1 Balonne Shire Council RADF Priorities	<input checked="" type="checkbox"/>
Place <i>To create opportunities for the development of public expressions of community identity, heritage, local stories, or artistic expression</i>	<input checked="" type="checkbox"/>
Accessibility to quality touring productions and exhibitions <i>To engage touring productions and/or exhibitions to the region</i>	<input type="checkbox"/>
Professional Development <i>To nurture the creative and talented individuals in the Balonne Shire and encourage growth in their practice</i>	<input type="checkbox"/>
Community Participation <i>To foster personal, social and economic wellbeing and community connection by facilitating participation in arts and culture by all members of the community</i>	<input checked="" type="checkbox"/>
Involves different, new or emerging art forms for the Balonne Shire.	<input checked="" type="checkbox"/>
Targets participants from demographics or segments of the community who have not historically participated in RADF funded programs.	<input checked="" type="checkbox"/>
3.2 State RADF Priorities	<input checked="" type="checkbox"/>
Encouraging safe and inclusive communities	<input checked="" type="checkbox"/>
Building regions	<input checked="" type="checkbox"/>
Stimulating economic growth & innovation	<input checked="" type="checkbox"/>
Increasing workforce participation	<input type="checkbox"/>
Supporting disadvantaged Queenslanders	<input checked="" type="checkbox"/>
Conserving heritage	<input checked="" type="checkbox"/>

4. ABOUT THE PROJECT	
4.1 Which category for funding does the project best fit?	
Creative development of new work	<input checked="" type="checkbox"/>
Cultural tourism	<input checked="" type="checkbox"/>
Events/festival	<input type="checkbox"/>
Exhibitions/collection	<input type="checkbox"/>
Heritage protection/promotion	<input checked="" type="checkbox"/>
Performances	<input type="checkbox"/>
Workshop	<input type="checkbox"/>
4.2 Brief Project Description:	
Please use this section to describe the rationale and objectives of your project (maximum 200 words).	
<p>This Placemaking Project gives artistic expression of Thallon's History as a Railway Town. This piece is a single recycled metal Sculpture portraying a Rail Fetter working on a rail track, to be located on Balonne Shire Council Land.</p> <p>The laying of hundreds of mile of Track across an arid landscape led to the birth of Thallon. People of all industries were drawn to the area as a result of the railway line. The focus on Fetterers reflects the tradesman and artisans who in the late 1800 - early 1900's left their homes seeking a better life in Australia.</p> <p>The objective of this PlaceMaking Art Piece, is the demonstration of this history, acknowledging the role the Railway in the Shire and entices the viewer to explore this history further. It acknowledges the connection with the Railway by the Town.</p>	

4.3 How will this project benefit you, your community or artists/cultural workers?

Give a brief description about the results you expect from the project. Examples could be: skill development, community access, media coverage for your art form, professional development, innovation, new work, quality of life for the community.

Addressing State RADF priorities by encouraging safe inclusive communities through acknowledgement of the shared history, stimulating economic growth and innovation through encouraging visitors to explore this history and stay another day in the shire and supporting a disadvantaged drought affected community celebrate their history.

Balonne's corporate plan 2018-23 state a secondary priority is small town sustainability with a community goal Pursuit of active healthy lifestyles where cultures, traditions and the arts are celebrated.

Thallon's Community Dialogue 2015 referred to History and Artefacts, which led to the production of history booklets and in particular the Old Town Booklet which describes many of the skilled trades who came to the Balonne Shire and settled in Thallon creating a town.

The proposed Fettler Sculpture links this heritage to the subsequent naming of the town after Mr JF Thallon, Commissioner of Railways for QLD.

Many of the current members of the community started their working lives with the railway in Thallon, following in the footsteps of their fathers. This art will be very symbolic for the people of Thallon. Making an authentic PlaceMaking piece connecting to the local culture and giving validation to the local people as well as telling a story about the backbreaking work of laying these tracks.

Interpretative information relating to the sculpture will be available via the "Old Town" Thallon History Trail Booklet. In the future we plan to incorporate QR Coding which will link the sculpture and the historical information contained on a Website, and on the Council's Future Tourism website.

Media story about this Sculpture along with photos will be released at the completion of the project with recognition given of BSC and QLD Government's support.

This sculpture will be the first of four historical art pieces constructed by Dion Cross in Thallon. Funding for the others will be sought elsewhere.

4.4 Please estimate the following

Total number of activities involved (e.g. performance workshop etc) Unveiling of the sculpture

Total number of participants at event/activity 20

4.5 Please outline the steps you have taken to address the issues of workplace health and safety, public liability insurance, copyright and relevant licenses.

Dion Cross - the artist has his own business enterprise with PI Insurance.
Thallon Progress Association also holds PI Insurance Cover.

Placement of the Fettle Sculpture is subject to Council approval of the location.
BSC Brenton Judge has inspected the proposed location and indicated the preferred site.

Balonne Shire Council's Infrastructure Team have indicated they have no objection to the location for this sculpture at Site 1 (near Railway Track) Lat -28.635931 and Long 148.867979

We have sought a Letter from Balonne Shire Council confirming permission to locate this sculpture at Site 1. We also seek MOU with Council regarding ownership of the sculpture once installed.

5. LIST THE ARTISTS AND ARTS WORKERS INVOLVED.

Please remember to attach the following four documents from each artist or arts worker receiving RADF funding:

- Resume or CV
- Eligibility Checklist for each Professional and Emerging Professional Artist
- Letter of confirmation and
- Schedule of fees

How many people in total will be employed (paid) through the project? 1

How many volunteers (unpaid workers) will be involved with the project? 6

Name	Role or position in project	Rate of pay (\$/hr, \$/day or \$/week)	Total fee whole \$	Amount to be funded by RADF
Dion Cross	Artist	Contract	11,800	11,800
TOTAL (Transfer total salaries, fees and allowances to the expenditure column in the budget)			\$ 11,800	
TOTAL (Transfer total RADF amount to the RADF expenditure column in the budget)				\$11,800

6. PROJECT BUDGET

Please complete this budget template to account for all costs of your project. Round all amounts to whole dollars.

The amounts requested in the third column (RADF) show how much RADF funding you are seeking for each expenditure item.

Note: If you are GST registered Council will pay the grant plus GST. If you are registered for GST, your expenditure and income should be exclusive of GST. If you are not registered for GST, your expenditure should include the GST to be paid.

EXPENDITURE	TOTAL COST of each expenditure item.	RADF	INCOME Income includes in-kind contributions and the total RADF grant you are seeking	TOTAL COST of each income item
Salaries, Fees and Allowances	\$	\$	Earned Income	\$
Dion Cross Artist	11,800	11,800		
Production/Program Costs ¹	\$	\$	Participant Contribution:	\$
Foundation Footings	2453	2,453	Project Admin /Reporting	1200
Materials Rail Sleepers	1310			
Landscaping	1000			
Promotion, Documentation and Marketing	\$	\$	Contribution from Artists and Others (please note if this is in-kind)	\$
Media Releases	200		QRail in-kind materials	1310
Launch Photography	500		WORC landscaping	1000
History Booklets	1000			
Administration ²	\$	\$	Other Cash Grants, Sponsorship, Fundraising & Donations	\$
Project administration	900	N/A	History Booklets	1000
Project Reporting	300	N/A	In-Kind	
		N/A	Media Photography	700
RADF GRANT (total from column 3)		14,253	RADF GRANT (total from column 3)	14,253
TOTAL EXPENDITURE	19,363	N/A	TOTAL INCOME	19363

Budget Notes

When you have completed your budget the Total Expenditure and Total Income must be equal. The RADF grant should be listed twice – once in the income column and once in the expenditure column.

7. DOES YOUR COMMUNITY GROUP IDENTIFY AS BELONGING TO ONE OR MORE OF THE BELOW TARGET GROUPS ?(please tick)	
Aboriginal & Torres Strait Islander people	<input checked="" type="checkbox"/>
Older people (over 55 years of age)	<input checked="" type="checkbox"/>
People with a disability	<input checked="" type="checkbox"/>
Children (0 -11 year of age)	<input checked="" type="checkbox"/>
Young people (12-25 years of age)	<input checked="" type="checkbox"/>
People from culturally and linguistically diverse backgrounds	<input checked="" type="checkbox"/>
Women	<input checked="" type="checkbox"/>
Men	<input checked="" type="checkbox"/>
People who experience disadvantage	<input checked="" type="checkbox"/>

8. WHICH COMMUNITY GROUPS WILL SPECIFICALLY BENEFIT FROM THE PROJECT (please tick)	
Aboriginal & Torres Strait Islander people	<input checked="" type="checkbox"/>
Older people (over 55 years of age)	<input checked="" type="checkbox"/>
People with a disability	<input checked="" type="checkbox"/>
Children (0 -11 year of age)	<input checked="" type="checkbox"/>
Young people (12-25 years of age)	<input checked="" type="checkbox"/>
People from culturally and linguistically diverse backgrounds	<input checked="" type="checkbox"/>
Women	<input checked="" type="checkbox"/>
Men	<input checked="" type="checkbox"/>
People who experience disadvantage	<input checked="" type="checkbox"/>

9. RADF GRANT HISTORY	
Have you or your group/organisation previously applied for a RADF grant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If you were successful has that grant been successfully acquitted?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

10. AUSTRALIAN BUSINESS NUMBER (ABN) Details	
Will you/your organisation be responsible for the financial management of the grant if this application is successful?	<input checked="" type="checkbox"/> Yes – Provide your ABN details below <input type="checkbox"/> No – An auspicing body will be administering any grant that I receive on my/our organisation's behalf.
ABN:	59 412 532 398
In what name is the ABN registered?	Thallon Progress Association Inc
What is your trading name or professional name (if relevant)?	
Are you registered for GST?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

11. AUSPICED APPLICATION

Please note:

- Only complete this section if you are nominating an accountable organisation or individual to administer the grant on your behalf.

Who is your auspicing arrangement with?	<input type="checkbox"/> an incorporated organisation	<input type="checkbox"/> an individual with an ABN
Name of auspicing organisation or individual:		
Contact person for auspicing organisation:		
Position of contact person (if relevant):		
ABN of auspicing organization or		
Are you registered for GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Postal address of auspicing organisation or		
Telephone:	Work: ()	Fax: ()
Mobile:		Email:

12. CERTIFICATION

I, the undersigned, certify that:

I have read and will abide by the Balonne Shire Council's *RADF Guidelines* (together with any published revisions which are available at www.balonne.qld.gov.au)

The statements in this application are true and correct to the best of my knowledge, information and belief, and the supporting material is my own work or the work of the artists named in this application. I have read and understood the Information Privacy and Right to Information Statement below and agree to the use and disclosure of information as outlined in the Statement.

Information Privacy and Right to Information

The information you provide in your grant application will be used by the Council to process and assess your application and, if successful, to process, pay and administer your grant. The Council may contact other funding agencies to verify grants requested from other funding agencies in support of your project.

If your application is successful, the Council may disclose the following Information to Arts Queensland:

- the information you provide in your grant application
- the amount of funding you receive
- the information you provide in your outcome report and
- text and images relating to your funded activity.

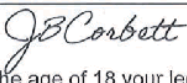
The Information may be used by the Council or Arts Queensland for reporting purposes, training, systems testing and process improvement. The information may be anonymised and used for statistical purposes.

The Information may be used by the Council or Arts Queensland for the promotion of RADF or the promotion of funding outcomes for arts and cultural development in Queensland. For this purpose, the Information and your contact details may be provided to Queensland Government Members of

Parliament, the media and other agencies who may contact you directly. The Council and Arts Queensland may also publish the Information in their Annual Reports or on their websites.

The Council and Arts Queensland treat all personal information in accordance with the *Information Privacy Act 2009*.

The provisions of the *Right to Information Act 2009* apply to documents in the possession of the Council or Arts Queensland.

Signature: 	Date: 06/09/2020
If you are under the age of 18 your legal guardian must also sign this application	
Name in full: Jane Corbett	
Position in group or organisation: (if applicable) Chairman - Thallon Progress Association Inc	

Certification by Auspicing Organisation/Individual	
Please note: Both the applicant and the auspicing organisation/individual are considered responsible for ensuring the acquittal of grants and both could be deemed ineligible to place further applications to RADF until all grants have been satisfactorily acquitted. I/my organisation agree/s to administer the grant that may be offered to the applicant on their behalf and that the information stated in 2.4 of this application is true and correct.	
Signature:	Date: / /
Name of Auspice Body:	
Contact person's name in full:	
Position in group or organisation: (if applicable)	

APPLICATION CHECKLIST

BEFORE YOU SUBMIT YOUR APPLICATION MAKE SURE:

- You have answered all sections on the Application form
- That your application includes:
 - ✓ The completed signed application form
 - ✓ All support material provide as attachments is labeled with your name and address.
 - ✓ You have indicated below those support materials which you have attached to this application
 - ✓ You have kept a copy of your application for your own records

Supporting Material (tick those support materials which you have attached to this application)

<input checked="" type="checkbox"/>	A resume or CV, no longer than one A4 page per person, for each professional or emerging professional artist and artswoker involved in your project / activity
<input checked="" type="checkbox"/>	An Eligibility Checklist for Professional and Emerging Professional Artists for each artist and artswoker involved in your project/activity
<input checked="" type="checkbox"/>	Written confirmation of the names and availability from the key artists, personnel and venue managers involved in the project, where appropriate
<input checked="" type="checkbox"/>	A quote/payment schedule for any paid artists or arts worker employed in the project
<input checked="" type="checkbox"/>	A quote for any travel, accommodation or project related expenses for which you are applying for RADF assistance

**RETURN COMPLETED APPLICATION AND SUPPORT MATERIAL TO
BALONNE SHIRE COUNCIL
PO Box 201 St George QLD 4487 or council@balonne.qld.gov.au**

Eligibility Checklist: Professional / Emerging Professional Artists

A separate Eligibility Checklist must be completed by each artist who will be paid salaries, fees or allowances from the RADF grant. Please make copies of this Checklist as required.

The purpose of the RADF Program is to support professional and emerging professional artists and artworkers to practise excellent art for and with communities for mutual development.

This checklist has been developed to ensure that the status of artists as 'professional' and 'emerging professional' is clearly identified.

Your responses to the questions below determine your status as an artist in regard to the RADF Program.

You need to tick **three** or more of the artistic merits below to qualify as an artist with a professional or emerging professional status.

If you cannot select a minimum of three of the artistic merits, you do not meet the eligibility requirements as a professional or emerging artist who can be funded by the RADF program.

In this case please contact your local RADF Liaison Officer to discuss alternative funding sources to support your arts activity/project.

Artist, or Artworker NAME: Dion Cross

Please tick the following artistic merits that apply to you

☐ I have professional arts and/or cultural qualifications

☒ I have an Australian Business Number (ABN)

CONFIDENTIAL ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

☒ I have devoted significant time to arts practice.

☒ I have been recognised as a professional by peers.

☒ I have held public exhibitions or given public performances (not as part of a competition).

☒ I have work held in public collections.

☒ I have won important national and/or international prizes or awards.

☒ I have held public discussions and/or have had articles written about my work.

☒ I have been commissioned or employed on the basis of art skills and/or earning income from sales of art work.

☐ I am a member of a professional association (or associations) as a professional artist.

Name/s of association/s:

☒ I am an artist whose artistic or cultural knowledge has been recognised as professional by peers or the cultural community.

☐ I am an artist whose artistic or cultural knowledge has developed through oral traditions.



Thallon Art History Trail

Concepts by Dion Cross



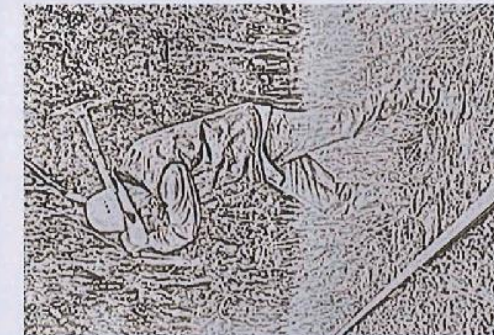
INTRODUCTION

Thallon is community rich in history and culture. The community is wanting to preserve that past through an "Art history trail". This concept design is for construction of 4 individual sculpture settings to help portray the past and tell the stories from the early settlement of Thallon.

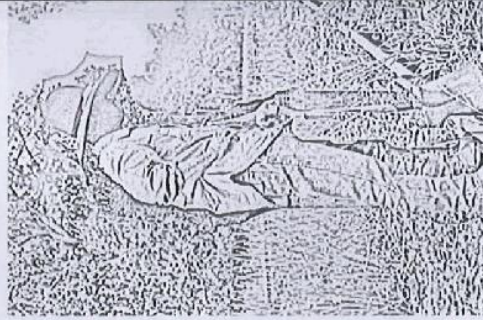
SCULPTURE SETTING #1

Two Fettleers working the line





This Rail worker is using a rail spike hammer.
The sculpture will be full size keeping under 2m in height



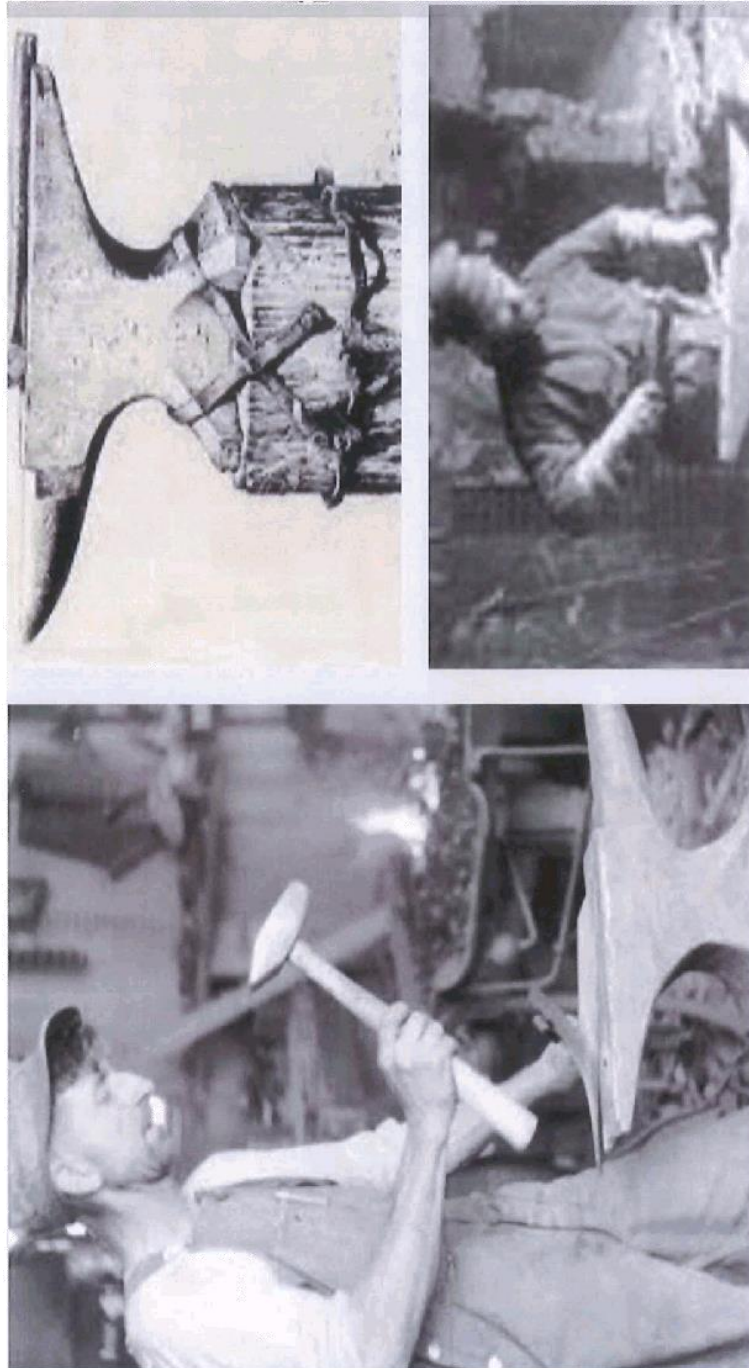
This sculpture shows the rail worker with shovel in hand waiting for his co-worker to finish spiking the line.
Full size sculpture under 2m in height



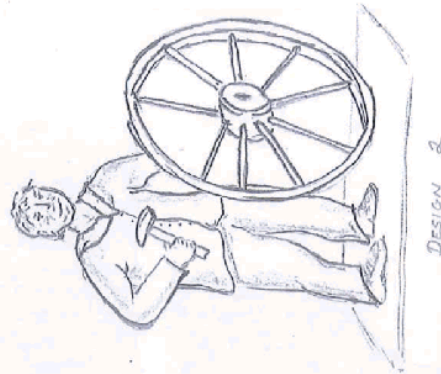
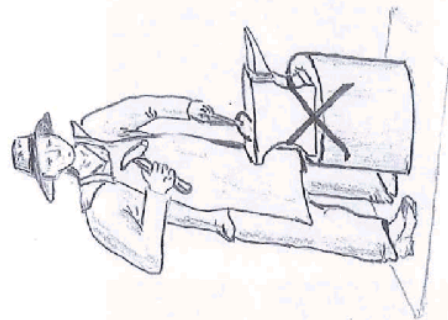
EXAMPLE OF A MOCK RAILWAY LINE

SCULPTURE SETTING #2

Rolph's General Blacksmiths



- Two different designs to choose from
- Design 1 shows Mr Rolph the Blacksmith working steel on an Anvil.
- Design 2 shows Mr Rolph working with a wagon wheel as he was also the towns wheelwright.

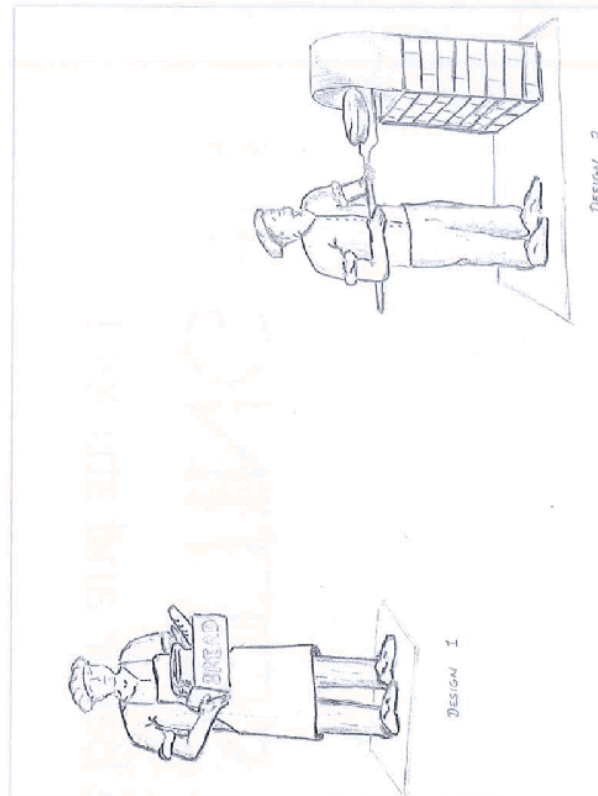


SCULPTURE SETTING #3

The Town Baker

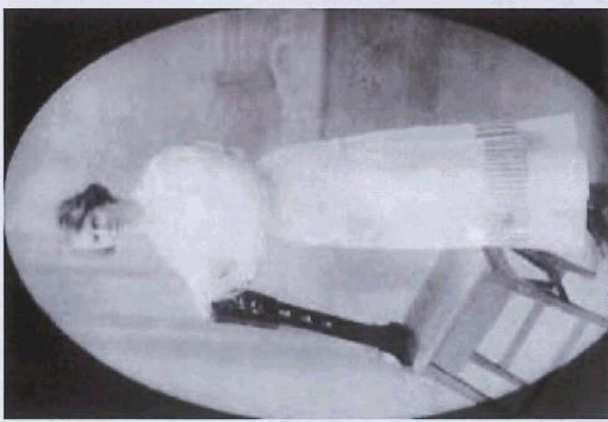


- Two different designs to choose from
- Design 1 shows the Baker holding an early bread tin full of baked goods
- Design 2 shows the Baker working with a bakers peel in front of a mock oven door

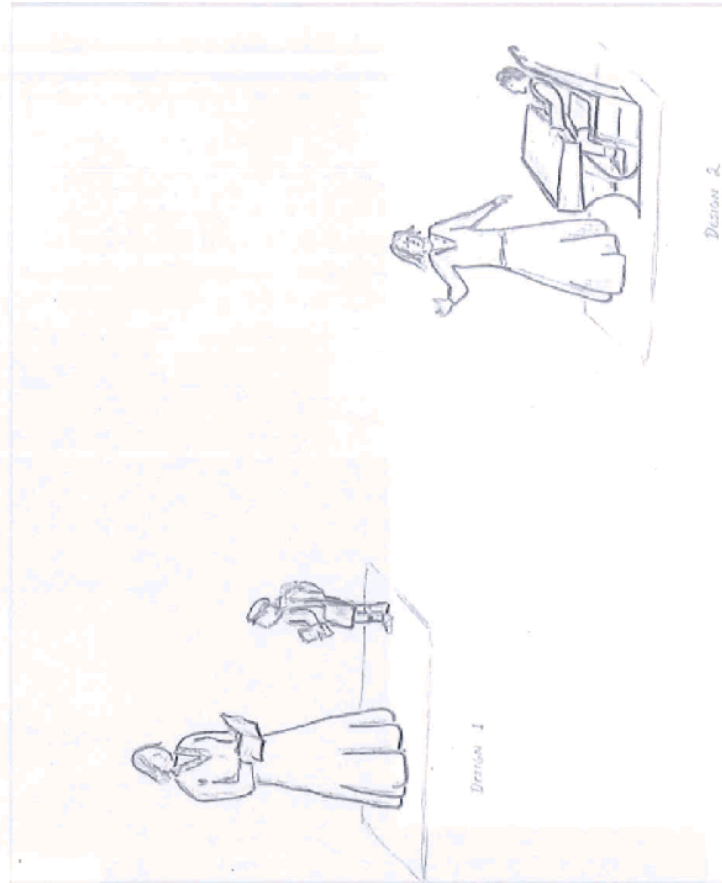


SCULPTURE SETTING #4

Teacher Gertrude Baker and student



- Two designs to choose from
- Design 1 shows the school teacher standing in front of a lad reading a book
- Design 2 shows the teacher standing delivering her lesson in front of a young lad sitting at an old student desk



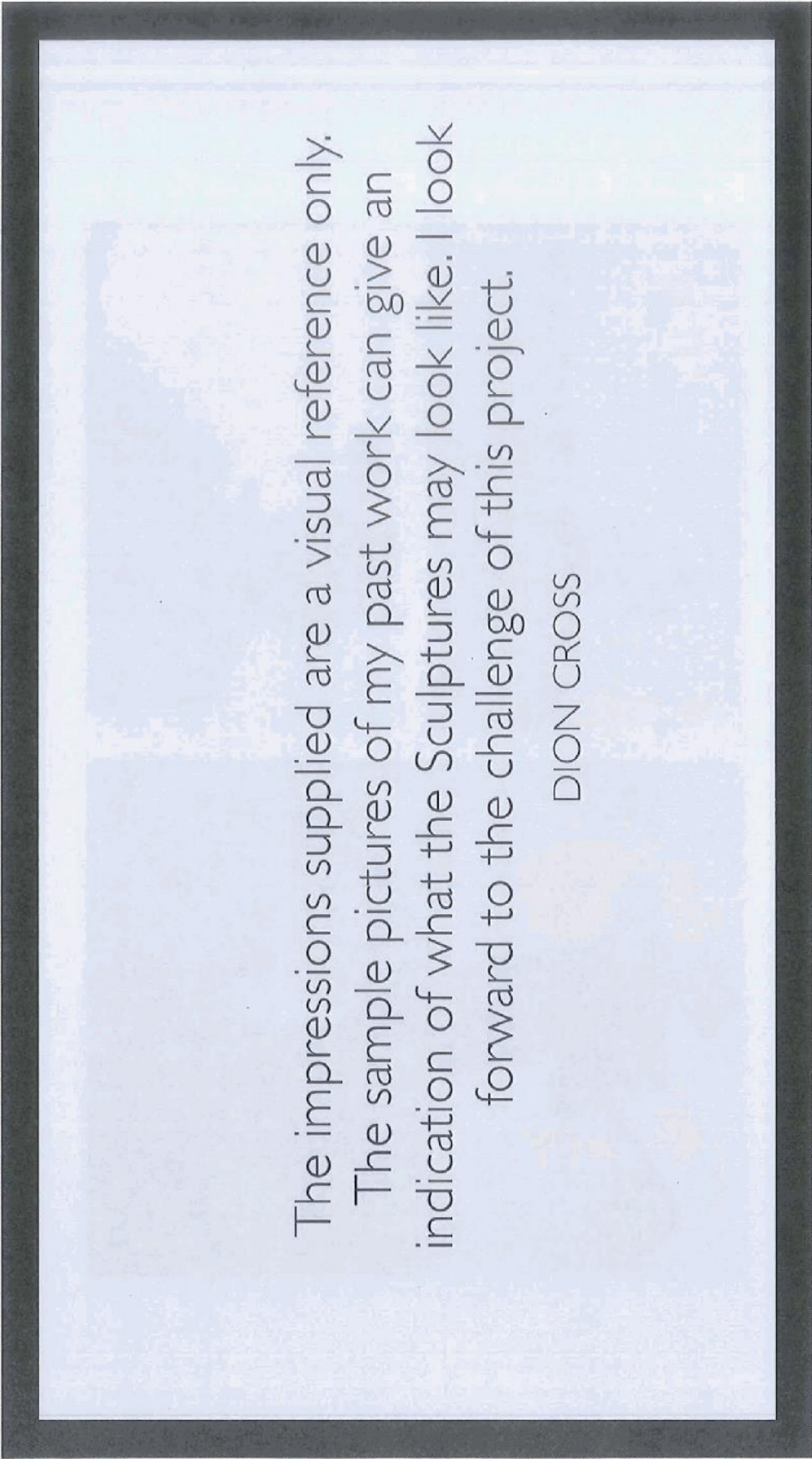
KEY ITEMS FROM COMMUNITY ENGAGEMENT

- Thallon's history and connection with the rail line including the development of the settlement and required services in the early days of Thallon
- Shows a broad display of the pioneering days of Thallon including the importance of both men and women in the community
- Celebrates the memories of the many workers that helped construct the rail
- Shows the conditions and hard work the early members of the town faced while building the community
- Preserves the history of the items used in the sculptures
- Helps inform the community and visitors about the history of Thallon

THE BUILD PROCESS

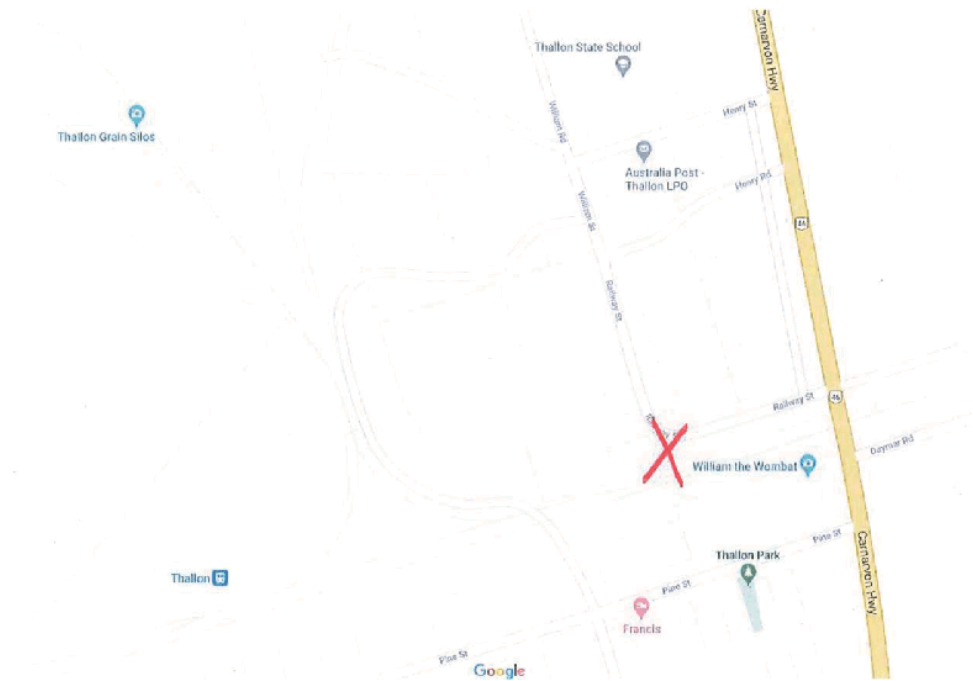
- Full steel construction
- Made with scrap steel including items, some collected from the area and old rail related items
- Full detail down to small features including facial features, buttons on clothing, boot laces etc
- Each individual human sculpture would weigh up to 150kg
- Each sculpture would be a maximum height of 1.95m
- The finish will be a clear coat over the natural rust to keep the raw look and promote the history of the scrap metal parts
- The sculptures will be mounted on a flat plate for easy mounting process onto foundation.





The impressions supplied are a visual reference only.
The sample pictures of my past work can give an
indication of what the Sculptures may look like. I look
forward to the challenge of this project.

DION CROSS



Invoice Date: 29 Mar 2020

Remit Payment To:
Dion Cross
283 Auburn Road
CHINCHILLA QLD 4413
crosscountry.dx@gmail.com
cross-country1@bigpond.com
ABN 22 729 784 274

Payment Details: D Cross BSB: 034-171 A/C: 233656

Payment Due Date: 30 Jun 2020

[illegible]

Price does not include any Crane lifts or machinery needed to unload and place in position at Thallon.

Amount Due	\$11,800.00
------------	-------------

Quote

Spierenburg Pty Ltd

ABN 11 603 638 124

PO Box 55, Thallon Qld 4497

0423 430 583 - 0427 142 100

janna.spierenburg@outlook.com

james.spierenburg@bigpond.com

TO: Thallon Progress Association

PO Box 30, Thallon Qld 4497

Phone:

DATE: 6/01/2020

JOB DESCRIPT Quote for Thallon Sculpture

QUOTE NUME 20-1

EFT TO:

Spierenburg Pty Ltd

BSB: 014-218

Account No: 2969-04091

Please add invoice number
to payment details.

DESCRIPTIONS	PRICE	GST	TOTAL Inc. GST
Prep and Level Site: Area approx 3m x 10m	\$800.00	\$80.00	\$880.00
2 x footings: 1m x 1m pads for sculptures to be mounted on	\$680.00	\$68.00	\$748.00
Supply and install gravel in and around railway line	\$500.00	\$50.00	\$550.00
Help mount sculptures	\$250.00	\$25.00	\$275.00
Thank you Spierenburg Pty Ltd.			

TOTAL Inc GST	\$2453.00
Gst Total	\$223.00



Artist CV

Dion Cross

'Cross Country'
283 Auburn Road
CHINCHILLA QLD 4413

M 0439 006 860

crosscountry.dx@gmail.com
cross-country1@bigpond.com

Profile

Self taught artist creating modern and unique metal sculptures from various types of materials. Recycled metals are the main ingredient of these creations, breathing new life into often discarded items.

Exhibitions & Competitions

- 2017 - Collective Dreams, Gallery 107, Dalby
- 2017 - Chinchilla Melon Festival Art Exhibition, Lapunyah Art Gallery, Chinchilla
- 2016 - Regional Art Awards, John Mullins Art Gallery, Miles
- 2016 - Rabo Bank Exhibition, Mitchell Art Gallery, Mitchell
- 2016 - Beef, Bells & Bottle Trees Festival Art Show, Miles
- 2015 - Regional Art Awards, Lapunyah Art Gallery, Chinchilla
- 2015 - John Mullins Art Gallery, Miles
- 2015 - Chinchilla Melon Festival Art Exhibition, Lapunyah Art Gallery, Chinchilla
- 2014 - "Colours of the Community", Regional Art Awards, Gallery 107, Dalby
- 2012 - Miles Christmas Exhibition, John Mullins Art Gallery, Miles
- 2011 - Miles Christmas Exhibition, John Mullins Art Gallery, Miles
- 2010 - Crossroads to the Future Exhibition, Dogwood Crossing Centre, Miles
- 2008 - Mitchell Landmark Art Show, Mitchell
- 2008 - "Out There", Arts West Inc 5th Biennial Exhibition & Competition, Longreach
- 2008 - Beef, Bells and Bottle Trees Festival Art Show, Miles
- 2007 - Chinchilla Agriculture & Pastoral Inc Competition, Chinchilla
- 2006 - Chinchilla Agriculture & Pastoral Inc Competition, Chinchilla

Commissions/Public Art

- 2017 - "A Slice of Chinchilla", Public Art displayed Chinchilla, Qld
- 2017 - "Artist Easel", Hugh Sawrey Festival, Public Art displayed Kogan, Qld
- 2016 - "Rusty", Horse Sculpture, Private Commission, Qld
- 2011 - "Flock of Cockatoo's", Private Commission, Cockatoo Coal, Qld
- 2010 - "Farmer & Dog", Public Art displayed Mungallala, Qld
- 2009 - "Emu Family", Emu and Chicks, Private Commission, Gympie, Qld
- 2009 - "Hugh Sawrey Horse & Rider, Kogan Artist Walk, Public Art displayed Kogan, Qld
- 2006 - "Bulldust", Bull Sculpture, Public Art displayed Mitchell, Qld

Awards

2017 - 1st Prize Spacial Construction
Chinchilla Melon Festival Art Exhibition, Lapunyah Art Gallery, Chinchilla
2016 - Highly Commended
Regional Art Awards, John Mullins Art Gallery, Miles
2016 - People's Choice
Rabo Bank Exhibition, Mitchell Art Gallery, Mitchell
2016 - 1st Prize Spacial Construction
Beef, Bells & Bottle Trees Festival Art Show, Miles
2015 - People's Choice
Regional Art Awards, Lapunyah Art Gallery, Chinchilla
2014 - 1st Prize
"Colours of the Community", Regional Art Awards, Gallery 107, Dalby
2008 - 1st Prize 3D Open Category
"Out There" Arts West Inc 5th Biennial Exhibition & Competition, Longreach
2007 - 1st Prize Metal Construction
Chinchilla Agriculture & Pastoral Inc Competition, Chinchilla
2006 - 1st Prize Metal Construction
Chinchilla Agriculture & Pastoral Inc Competition, Chinchilla

Publications

2009 - ABC Landmark - Stateline television program & ABC internet publications covering the Hugh Sawrey Kogan Artist's Walk. Official opening by the Governor General, Quentin Bryce.

OFFICER REPORT

TO: Council

SUBJECT: Inland Queensland Road Action Plan (IQ-RAP)

DATE: 19.10.20

AGENDA REF: OCE02

AUTHOR: Matthew Magin - Chief Executive Officer

Sub-Heading

Continued funding of IQ-RAP for ongoing advocacy on behalf of Inland Qld road network

Executive Summary

Balonne Shire Council have contributed to the ongoing work of RDA Townsville and North West for 5 years now and the need to continue to do so has been raised by many SWQ Mayors given the latest ask in terms of dollar contribution. RDA Townsville and North West are seeking \$7.5k from each SWQ council to retain our involvement in this project.

Background

BSC has been a financial supporter of the IQ-RTAP project for 5 years and contributed \$13,750 over that time see table below. Basically, the vision of IQ-RAP is to “increase the quality and accessibility of the road network contributing to Australia’s productivity, quality of life, safety and equity.”

Date	Details	Amount
26/6/2015	IQRAP Contribution	\$3,300.00
22/1/2016	IQRAP Consultancy	\$2,200.00
22/7/2016	IQRAP Contribution – Stage 2	\$5,500.00
23/11/2017	IQRAP Contribution – Stage 3	\$1,100.00
6/2/2019	IQRAP Contribution	\$1,650.00
	TOTAL	\$13,750.00

Link to Corporate Plan

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

Consultation (internal/external)

SWQLGA

Legal Implications

Nil

Risk Implications

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

Policy Implications

Roads are the largest single commitment across our Shire and all western Qld councils. IQ-RAP are claiming significant success for their advocacy efforts. Given the policy positions of SWQLGA/SWROC and WQAC around road funding it could have reputational and financial implications if we cut our support and miss out on future federal or state funding as a result.


Financial and Resource Implications

As above

Options or Alternatives

The only option is to continue funding albeit at a much higher level.

Attachments

1. 2020-09-09 - IQ-RAP 2020 21 Funding Proposal.pdf [↓](#) 

Recommendation/s

That Council resolves to discontinue funding for IQ-RAP and ask the Chief Executive Officer to write a letter of thanks to the IQ-RAP Chair for all the committee's efforts over the 5 years Balonne Shire Council has been involved.

Matthew Magin
Chief Executive Officer

IQ-RAP - A Regional Economic Development Initiative

2020/21 Partnership Proposal



Contents

- Progress to date
- Partnerships
- Scope of works
- Deliverables
- Timelines
- Governance
- Cost
- Benefits to be achieved

Progress to date - Key milestones 2013 - 2020

- 2013 December – convened a forum in Longreach to engage and assess interest in collaboration on road issues
- 2014 August – convened a forum in Mount Isa on the way forward
- 2015 – financial partners came on board, the first plan was developed
- 2016 February - **Inland Queensland Roads Action Plan 2016 launched** with 33 local governments, 5 RDAs and RACQ as partners
- 2016-2018 - advocacy based on the above Plan, work commenced on the update of the Plan
- 2018 August – **Inland Queensland Road Network Strategy 2018 launched** with 28 local governments, 5 RDAs and RACQ as partners
- 2018-2019 - advocacy based on the above Strategy
- 2020 – inclusion in the **Infrastructure Australia Infrastructure Priority List 2020**



Progress to date - \$1.4 billion in achievements by IQ-RAP and Partners to date

The following is based on HIG calculations in 2020 and 2018 of funding committed to IQ-RAP priorities as identified in the *Inland Queensland Roads Action Plan 2016* and the *Inland Queensland Road Network Strategy 2018*.

By RRTG region	\$million
Bowen Basin	188.2
Far North Queensland	76.2
Gladstone	44.7
North Queensland	147
North West Queensland	257
Outback Queensland	129.6
South West Queensland	90.3
Across various RRTGs / details tbc	331.3
Sub-Total	1,264.3
Approximate new funding committed in QTRIP 2016/17 and 2017/18 for projects in Blackall-Tambo, Diamantina, Mackay, Rockhampton, Whitsunday (Note 1)	93.3
Total	1,357.6

Note:

RDA has estimated the funding of projects in the areas of partners in IQ-RAP for the period 2016/17 and 2017/18

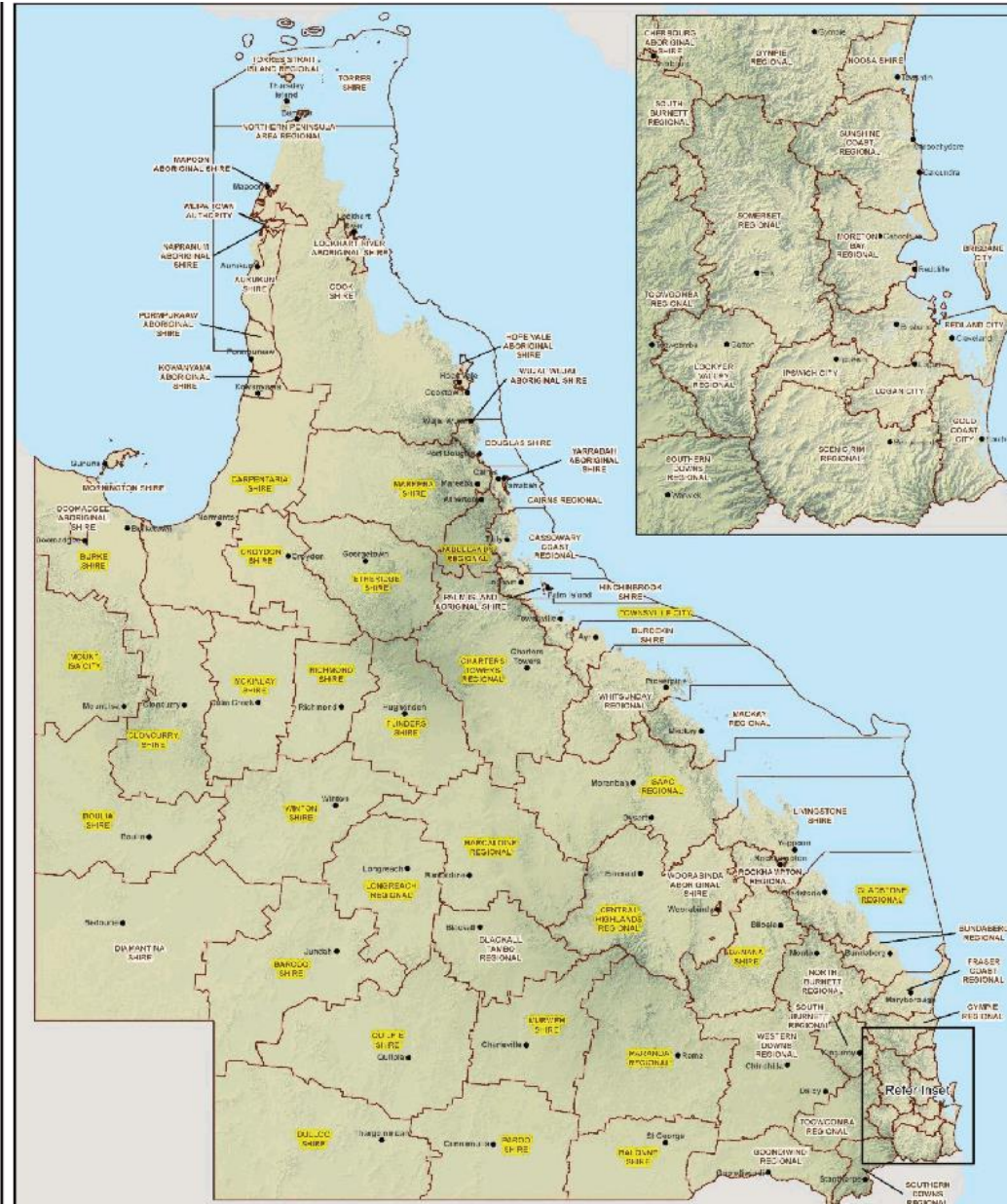




Partners - 34 at present, scope to include former partners and potentially new partners – noting that only strategic freight routes west of the Bruce Highway can be included



The current 28 IQ-RAP local government partners are highlighted in yellow on the map (Map from Dep of Local Government, Racing and Multicultural Affairs)



Scope of works – driven by our vision

The IQ-RAP vision - to increase the quality and accessibility of the road network contributing to Australia's productivity, quality of life, safety and equity outcomes.

IQ-RAP objectives:

- Sustainable **jobs** - in **local government, local businesses**
- Improved **safety** outcomes
- Improved **productivity** for businesses along supply chains
- **Resilience** and more reliable **connectivity** for the delivery of goods and services
- Improved infrastructure to support new private sector **investment – eg in tourism**
- Enhanced **competitiveness** of exporters



Scope of works - the road network will be re-confirmed*, a new gap analysis undertaken based on current data from TMR on road conditions (we will need to request this as in previous years) and a new MCA process will be undertaken to prioritise the road projects over 15+ years.

*** A road can be added if of strategic importance to freight movements**

From the 2018 Inland Queensland Road Network Strategy:

16,200 km of inland roads were assessed and the gap analysis identified:

- Nearly 3,000 km of strategically important roads require upgrading over 18 years
- More than 300 bridges and culverts require upgrading over 18 years

There is a mix of national, state and local roads:

- National - 16.8% of road length
- State – 69.8%
- Local – 13.4%

Multi-criteria assessment (MCA) was used to prioritise road projects into five year tranches based on agreed criteria:

- Economic value – added TraNSIT
- Safety – added AusRAP
- Strategic intent
- Access
- Social value

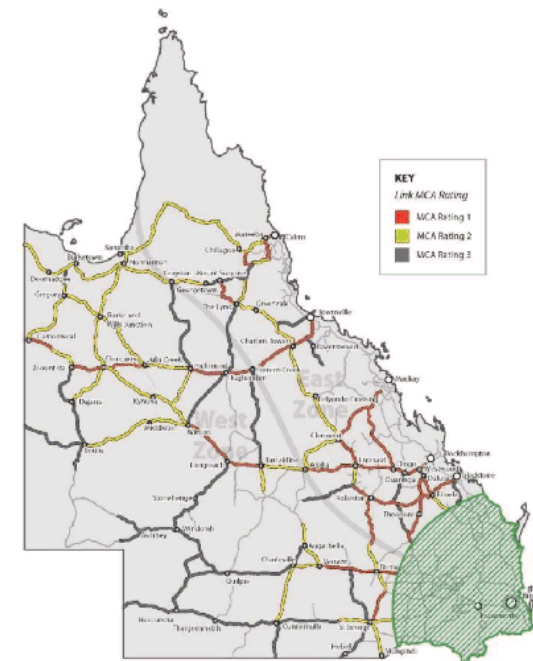


Scope of works - the IQRNS network map will be updated based on contributing councils, the identified network and the MCA process

From 2018:

- **Eastern and Western Zones**
- Prioritised works identified when to start and be completed
- Red = complete to vision standard within 4 years
- Yellow = complete to vision standard within 10 years#
- Grey = complete to vision standard within 15+ years#

(that is – could start soon but deliver projects over several years)



Scope of works - the strategic cost estimates will be updated for each road/ bridge project and also aggregated into RRTG level views over several years to assist with planning.

2018 IQRNS costs were:

RRTG	Strategic estimate \$m	Future investment \$m				
		1-4yrs	5-10yrs	11-15yrs	15+yrs	
Bowen Basin	1,252	82	500	670		
Far North	862	46	254	374	188	
Gladstone	61	-	17	44		
North Queensland	334	32	140	162		
East Zone sub-total	2,509	160	911	1,250	188	
North West	1,008	93	369	423	123	
Outback	797	69	281	404	43	
South West	833	78	326	344	85	
West Zone sub-total	2,638	240	976	1,171	251	
Total Proposed Investment	5,147	400	1,887	2,421	439	

The table above shows the estimate of the IQRNS upgrades excluding those identified in other programs such as QTRIP. Costs are all in \$2018 and are not discounted and are subject to planning and design considerations.

Deliverables in the past

- 2016 Inland Queensland Roads Action Plan
- 2016 Overview
- 2018 Inland Queensland Road Network Strategy
- 2018 IQRNS Appendices for each RRTG region
- 2018 Overview
- 2018 Corridors and Connectors
- 2018 IQRNS 2-page Flyer
- Over 100 presentation packs
- Media support
- Social media support
- Website support
- Stakeholder engagement 2015-2020
- Extensive advocacy in Canberra and Brisbane throughout 2016-2020
- Research and content writing 2015-2020
- Database management 2015-2020
- Project management including engagement of contractors, financial management, proposals, communications, WG coordination





Advocacy – achieving recognition and funding of IQ-RAP priorities

In September 2018, the Federal Opposition committed \$500million to IQ-RAP with the Opposition Leader Bill Shorten putting into his media release “Federal Labor’s commitment to making this substantial investment in Queensland’s vital roads and highways **follows the strong advocacy and work of the Inland Queensland Roads Action Project which brings together 28 local governments, five Regional Development Australia committees and RACQ**”

The LNP coalition then countered on 27 March with the announcement by the Deputy Prime Minister of ROSI (\$730 million with about \$500+ on IQ-RAP), the largest ever single commitment to funding of roads in western Queensland. IQ-RAP Deputy Chair Cr Jane McNamara was invited to the announcement.

In public forums the former Minister for Northern Australia **Senator Matt Canavan** frequently recognised the good work of the IQ-RAP to influence their decisions and complementing the work of CSIRO on TraNSIT including on the northern and beef roads.

In the last state election the LNP Party stated “**The LNP supports IQ-RAP because, like you, we want to build road and bridges Queensland needs....I want to commend the IQ-RAP Working Group along with the 33 supporting councils for their work and advocacy for increased funding in Inland Queensland..**”

In the same election the PHON Party stated in their policy statement “**One nation has met with the RACQ and Inland Queensland Road Action Plan Group (IQ-RAP) to discuss the future of our State. The Inland road network is in urgent need of funding and maintenance, as well as future-proofing against natural disasters. ..One Nation will work with IQ-RAP partnerships, Federal Government and State Government to prioritise the scope of works needed to repair our road infrastructure...and...commit to a program to upgrade and maintain inland regional Queensland roads...**”

[illegible][illegible]

14 August 2009
Ms. Nancy Reid
Chief Executive
Infrastructure &
Energy, 11/1/09
Cody, NM 87401

TABLE 1.1

EE Submission by the Individual User Privately

On behalf of the United Nations Development Assistance Project (UNAP) Working Group on Sustainable Development, including as co-organisers, five high level committees and panels, it is our wish to present the United Nations Development Assistance Project (UNAP) for consideration in the 2020 Infrastructure Priority List.

The following information addresses some of the topics raised in the discussed Research Template and Check List for the Stage 1 – Problem Identification and Prioritization.

4. The \mathcal{H}^1 norm

2. The project partners include all local governments, which is a first in local government in Australia, and the project is the first of its kind since the significant role of the corporation.

- QADAP covers 1.78 million km², that is, 10% of Australia's total area, not 10 times the size of Indonesia.
- 441,000 people live in the QADAP region, that is, 1.5% of the national population and more than double the population of the Northern Territory.

6. **Grass and/or Grazing Regions:** Product from the aggregated economic contribution of the individual local government areas, which is nearly the equivalent of the combined Gross State Product of Tasmania and the Northern Territory. This Grass and/or Grazing Product does not take into account the value of the land returned to industry and economically uses, which can reside in the local government areas but

5. \$75 million, the manual's **gross** expenditure productivity benefits as noted in the **PhD** List, is less than 0.1% of the **gross** economic output. **Industry** productivity and **energy** improvements should surpass this goal.

8. The WYBP region is a major exporter of coal, aluminum, beef, horticultural products, with sailing from from Vancouver the fastest to China from the west coast of Australia and Indonesia port offering fast access to Southeast Asia. The bulk of transportation is by air or water or several goods exports.

come from regional GDP with the ICMAF region and its neighbouring shires. Businesses that use the road network the main contributor. If we went to say conservatively that 60% of exports were from ICMAF local government areas - that would be \$40 billion. \$60 billion would be 0.17%. If our exporters have access to better connecting roads, to more major arterial corridors to ports, a 0.1% uplift in productivity seems more than reasonable to expect.

Regional Development
P.O. Box 10000, Dallas, TX 75210-0000
Tel: 214/767-2000 Fax: 214/767-2001
E-mail: info@rdm.org
Web: www.rdm.org
P.O. Box 10000, Fort Worth, TX 76110-0000
Tel: 817/335-6300 Fax: 817/335-6301
E-mail: info@rdm.org



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Deliverables in 2020/21

- A Progress Report Update on funding of IQ-RAP priorities (after QTRIP 2020 released)
- 2021 Inland Queensland Road Network Strategy (IQRNS)
- 2021 IQRNS Appendix for each RRTG region
- 2021 Overview document
- 2021 2-page Flyer
- A presentation pack for each partner to use
- Research and content writing for above documents to complement the technical work by Harrison Infrastructure Group
- After the launch of the new IQRNS
 - Media support
 - Social media support
 - Website support
 - Stakeholder briefings
 - Facilitation of advocacy in Canberra and Brisbane
- Database management
- Project management including engagement of contractors, financial management, proposals, communications, WG coordination, stakeholder engagement

Timelines – tentative until final partnerships and quotes confirmed

Action	Dates
RDA proposal to WG members to share with IQ-RAP partners based on WG discussions	3 September, 2020
RDA to support WG in letter to TMR seeking access to data	By 11 September
WG members to provide feedback from own RRTG members on renewals – in principle agreement?, can we go ahead and invoice ready for payment as soon as formally approved?	By 21 September
RDA to invoice 2020/21 partners	On 23 September
Partners to pay RDA	By 23 October
RDA to review the scope and budget based on funding and send to HIG to make a final quote	By 30 October
HIG to quote on specific scope based on above	By 6 November
WG to meet to discuss the scope, HIG quote and revised budget and provide advice on go ahead	By 13 November
Engage HIG to go ahead based on conditions set above, confirm deliverables and timelines; HIG to immediately approach TMR for specific data required based on partners on board	On 16 November
Tentatively – draft IQRNS – will be subject to the TMR approval for access to data and how quickly they provide it, the above timelines being met, timely responses for approvals along the way	Negotiate date for Feb/ March
Tentatively – final IQRNS content from HIG – as above	Negotiate date for April/ May
Design, layout, proof reading, PDF and online version, printing for advocacy meetings	1 month from above
Advocacy meetings – potentially use early preliminary reports from February, final version to be presented in May/ June	On-going

Governance

Working Group

- Reps from each RRTG, 1 RACQ, 1 RDA
- On average meet once per month by Zoom or teleconference
- Reps able to nominate alternate delegates to ensure each RRTG is represented at each meeting

Executive Group

Chair: Cr Rick Britton

Deputy Chair: Cr Jane McNamara

Updated Terms of Reference and second Deputy Chair to be elected in September

Secretariat – RDA Townsville and North West Queensland

Contributions to make IQ-RAP happen to date

2014	RRTGs contributed \$2,000 each in 2014
2014/15	33 Councils, 5 RDAs and RACQ each contributed \$5,000 each
2015/16	33 Councils, 5 RDAs and RACQ each contributed \$5,000 each
2016/17	No-one contributed financially
2017/18	28 Councils contributed \$1,000 each
2018/19	27 Councils contributed \$1,500 each
2019/20	No-one contributed financially

By total over 6 years \$470,000

27 Councils paid \$12,500 each; 1 Council paid \$11,000.
Councils in IQ-RAP stage 1 only paid \$10,000 each.
RDAs and RACQ paid \$10,000 each.

+ RDA TNWQ has contributed approx. \$500,000 in-kind

NOTE - in recent times the WG Executive Members have paid their own expenses to travel for advocacy.

NOTE - RDA TNWQ has provided extensive in-kind support through project management and advocacy services.

Budget 2020/21

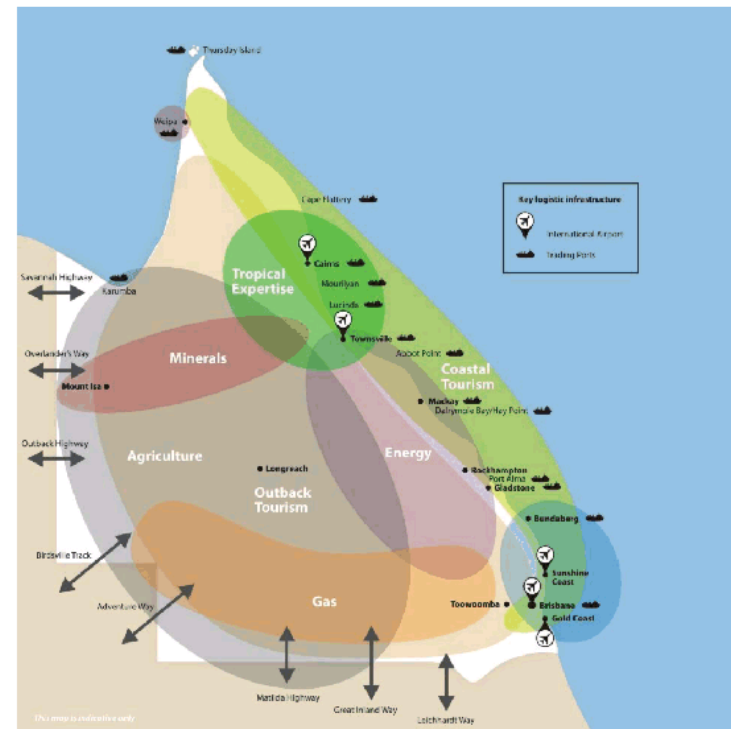
		GST Exclusive
Income	IQ-RAP Partners in 2020/21	235,100
Expenses	HIG Technical work	92,900
	Research, content writing and project management	48,000
	Marketing/ communications - manage production of collateral, website, social and traditional media, newsletters	30,000
	Travel for advocacy	20,000
	Graphic design, printing	10,000
	RDA overheads, book-keeper, admin	12,800
	Misc – postage, meeting expenses,	2,000
	Contingency (carried over to the next year if not required)	19,400
	Total expenses	235,100

Partnership contributions

Partners	GST Exclusive
IQ-RAP Partners who are renewing with the same road network	7,500
IQ-RAP Partners who are renewing but wish to add 1 strategic freight route	9,000
Returning Partners (using the same network as per IQ-RAP 2016)	11,000
New Partners	13,000

Benefits of investing in the IQRNS - to industries and communities

- **Jobs**
- **More sustainable local governments** and rural and remote towns
- **More resilient connectivity**
- **Safer roads for all members of the community**
- **Productivity improvements**
- **A reduction in horticultural wastage**
- **Increased business opportunities**
- **Opening up of new tourism opportunities**
- Mining companies will be able to move their over-mass sized equipment from ports to mine sites with **greater efficiency and safety**.
- Better roads will lead to greater efficiency and productivity for grain, horticultural, beef, mining and other **exporters** competing globally.
- **A reduction in dust and its impact** on crops, cattle, visibility, amenity and safety.



Benefits of investing in the IQRNS – Closing the gap on road deaths in metropolitan vs regional and remote areas



Road deaths per 100,000 persons in major cities vs regional and remote Australia (BITRE)





For more information

IQ-RAP Secretariat c/-



Glenys Schuntner
Chief Executive Officer
RDA Townsville and North West Queensland
Tel: 07 4410 3655
Mobile: 0417 198284
Email: ceo@rdanwq.org.au
Web: <http://www.rdanwq.org.au>



OFFICER REPORT

TO: Council

SUBJECT: Tourism Events Application - St George Golf Club

DATE: 17.10.20

AGENDA REF: OCEO3

AUTHOR: Kim Wildman - Tourism Manager

Tourism Events Grant Application – St George Golf Club

Executive Summary

Round 1 2021 Tourism Events Grant for Destination Event sponsorship request from the St George Golf Club for the Dragon Country Sandgreen Cup to be held on 4, 5 and 6 June 2021.

Background

First held in 2018 the Dragon Country Sandgreen Cup is the flagship annual tournament of the St George Golf Club.

The 2020 tournament, originally slated for May but postponed until early October due to COVID-19, attracted 150 competitors, who were accompanied to the event by at least one other person. Additionally, the event drew another 50 officials and support personnel from near and far bringing the total number of unique attendees to the tournament to 350 people. Of this number 65%, approximately 230 people, were from outside the Shire and stayed an average of 3 nights. Using Tourism Research Australia's estimated daily expenditure for the Balonne Shire (currently determined as \$130 per person per night) the 2020 tournament thus delivered **\$90,000** of direct economic benefits to the Shire.

The 2021 event, scheduled for 4, 5 and 6 June 2021, has been strategically positioned to take place the weekend before the Queensland Men's Sandgreen Championship which will be held in Cunnamulla. In doing this the St George Golf Club aims to not only attract more competitors but also encourage attendees to stay an additional 3 nights in the Balonne Shire bringing the total nights' stay for the event to 6 nights. Further strategies for how the Club plans to achieve this goal are detailed below.

Based solely on an increase in night's stay, the new estimated economic value of the tournament to the Shire is **\$179,000** (230 people x 6 nights x \$130 per person spend). Allowing for a marginal increase of 10% in competitor numbers, the number of unique attendees would increase to 380 people, 65% of which, approximately 250 people, coming from outside the Balonne Shire, the economic value of the event for 2021 could potentially rise to **\$195,000**.

The St George Golf Club has therefore submitted an application for a **Tier 2 Destination Event** for the 2021 Dragon Country Sandgreen Cup, requesting **\$3,000** in financial support.

FUNDING CRITERIA

The two main criteria for a Tier 2 Destination Event under the Tourism Events Grant Funding Program are that the event:

1. Generates in excess of \$200,000 economic impact; OR
2. Attracts between 1000-2000 unique attendees with substantial visitor numbers from outside the Shire.

Furthermore, the Tourism Events Grant stipulates three key funding priorities which the Dragon Country Sandgreen Cup plans on meeting as detailed below:

Increase visitation & length of stay of visitors to the Shire

The Dragon Country Sandgreen Cup attracts a large number of competitors from outside the Shire who come with their families to compete in the event. In hosting the tournament the weekend before the before the Queensland Men's Sandgreen Championship, held in Cunnamulla, the Club plans on increasing the number of night's stay in the Shire from 3 to 6. Strategies used to encourage competitors and their families to stay longer will include offering the St George Course to competitors to as a practice green to prepare for Cunnamulla and working with the Visitor Information Centre and local Tourism Operators to create a week-long program of tours and activities to entice visitors to stay longer to see the sights and attractions the Shire has to offer.

Generates positive state-wide or national media coverage

While the annual event to date has not achieve national media coverage, it continues to receive favourable state coverage through local and regional media such as through ABC Radio as well as through social media channels including Facebook. For the 2021 event the Golf Club plans to increase coverage through implementing a more proactive Marketing Plan which will include the creation of a professional flyer, media alerts and press releases, as well as additional posting to Social Media via Facebook and Instagram.

Stimulates the local economy through business partnerships

The St George Golf Club actively pursues local partnerships with Balonne-based businesses and community groups with all supplies including fuel, food, and trophies/prizes purchased locally.

Additionally, the Event Organisers have provided an adequate Event Management Plan including a Budget and Marketing Plan along with a sound Data Collection Plan and a Risk Assessment.

Going on 2019 figures the Dragon Country Sandgreen Cup more than qualifies for a Tier 3 Regional Events grant of \$2000. However, if the Golf Club implements the strategies detailed above to entice more competitors and encourage them to stay longer, the likelihood of the tournament achieving Tier 2 Destination Event status is very high.

As the main purpose of the Tourism Events Grant is to help Event Organisers grow and develop their events and that, with more assistance, the Dragon Country Sandgreen Cup has the potential to attract more competitors and visitors from outside the Shire, Council should consider approving the \$3,000 in financial support.

Link to Corporate Plan

Key Foundation Area	Key Program Area
<u>Economy</u>	Tourism growth and development

Consultation (internal/external)

Ross Brimblecombe, President St George Golf Club Inc.

Legal Implications

NA

Risk Implications

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

Policy Implications

NA

Financial and Resource Implications

The Tourism Events Grant Program has an approved annual budget of \$63,000 for the 2020/2021 Financial Year. As all tourism events for the latter half of 2020 were cancelled due to COVID-19, no funds have been allocated to date.

If Council resolves to grant the St George Golf Club the full \$3,000 requested, more than half of the total budget will remain available for Round 2 funding applications in 2021.

Council therefore has sufficient funds to support this application.

Annual Budget		\$63,000
Less pending requests		
St George Golf Club	\$3,000.00	
Total remaining		\$60,000

Options or Alternatives

Reduce the funding amount by offering the St George Golf Club \$2000 under the Tier 3 Regional Event.

Attachments

1. 01.10.2020-2021 Dragon Country Sandgreen Cup Tourism Events Grant Application.pdf  

Recommendation/s

That Council resolves to sponsor the St George Golf Club with \$3,000 from the Tourism Events Grant Funding Program for the 2021 Dragon Country Sandgreen Cup.

Matthew Magin
Chief Executive Officer



Tourism Events Grant Application Form

Ausspicing Organisation	
<i>Please complete if your organisation is NOT an incorporated legal entity</i>	
Ausspicing Organisation's Name:	
Postal Address:	
Contact Person:	
Phone:	
Email:	
ABN:	

Section 2: Event Details	
Event Name:	2021 Dragon Country Sandgreen Cup
Event Date/s:	4/5/6/ June (this will need to be confirmed)
Event Location/s:	St George Golf Club
Event Occurrence:	<input checked="" type="checkbox"/> Annual <input type="checkbox"/> Bi-annual <input type="checkbox"/> One off
Event Category Note: Please refer to the Tourism Events Grant Policy Section 5 'Definitions' for clarification of Categories and guidelines for determining Economic Impact.	<input type="checkbox"/> Major Event (generates > \$350,000 economic impact) <input checked="" type="checkbox"/> Destination Event (generates > \$200,000 economic impact) <input type="checkbox"/> Regional Event (generates > \$100,000 economic impact) <input type="checkbox"/> New Event Development Fund
What other Events are on in the Balonne Shire at this time?	
Brief Description of Event (max 250 words)	<p>The inaugural Dragon Country Sandgreen Cup was held in 2018. There was a significant increase in competitor numbers in 2019, despite the Corona Virus impacts of 2020, causing the event to be postponed until later in the year, we are again looking at increased numbers for our Event next weekend.</p> <p>The Event is strategically held the weekend before the Queensland Men's Sandgreen Championships, in an endeavour to capitalise on Competitors travelling to the Queensland titles and looking to practise on a Sandgreen Course. In 2021 Cunnamulla will host this event, enabling us our best opportunity to host a large number of these competitors.</p>



Tourism Events Grant Application Form

Will your Event (check only appropriate boxes)	<input checked="" type="checkbox"/> Increase visitation & length of stay of visitors to the Shire <input checked="" type="checkbox"/> Generate positive state-wide or national media coverage <input checked="" type="checkbox"/> Stimulate the local economy through business partnerships
How your Event will achieve the above benefits?	Competitors will arrive on Thursday or Friday, play in our Carnival on Friday/Saturday/Sunday. They are then most welcome to use the Course on the following days to practise in preparation for Cunnamulla. Facilitate tours, provide Shire information for activities which would entice them to remain in the Shire for a longer period. Encourage visitors to stay additional nights in any of the Shire towns. We will be providing regional coverage by all types of media. Numerous partnerships with local businesses as we have a local procurement policy relating to this event.

Section 3: Grant Request	
Total Amount of Funding Sought:	\$ 3000.00 <i>Note: The amount of requested should not be greater than 25% of the total event the expenditure budget.</i>
In-Kind Support Sought from Council:	<input type="checkbox"/> Fee Wavier <input type="checkbox"/> Other (provide details): <u>N/A</u>
Duration of Agreement Sought:	<input checked="" type="checkbox"/> One Year <input type="checkbox"/> Three Year <i>Note: Regional, Destination and Major Events are eligible to enter into three-year agreements with the Balonne Shire Council. These will be awarded at Council's discretion.</i>
Describe how the money will be used to enhance and/or promote your Event:	This is our premium opportunity to grow this event to a larger level. Advertising will be paramount, professional Flyers and increased media coverage will be utilised. We anticipate that Saturday's dinner will be Harry's Meats or something similar, providing a regional dining experience. <i>Note: Events Grant Funding will NOT be provided to remunerate the Event Organiser or for prize money, awards or activities associated with prizes and awards (e.g. trophies).</i>



Tourism Events Grant Application Form

Section 4: Budget

Provide as an attachment to this application or use the template below.

EVENT BUDGET

INCOME (Ticket Sales, Sponsorship, Entry Fees, etc.)

Item	Cash (\$)	In-Kind (\$)
Nominations	3,500	
Food sales	6,000	
Bar sales	7,000	
TOTAL INCOME	16,500	

EXPENDITURE (Venue Hire, Marketing, Contractors, Permits, etc; attach quotes)

Item	Cash (\$)	In-Kind (\$)
Advertising	1,000	
Food cost	6,000	
Trophies	5,000	
Bar cost	5,000	
Course preparation		2,000
Volunteer hours		2,800
Volunteer contribution to food		1,000
TOTAL EXPENDITURE	22,800	

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Tourism Events Grant Application Form

Section 5: Economic Impact	
Total expected unique attendees to the Event:	350 <i>Note: This includes participants, competitors, spectators, officials and support personnel. Unique attendance is the number of individuals who you anticipate will attend the event, counted once only, regardless of whether they attend multiple days or participate in multiple activities within the event.</i>
Estimated % Balonne Shire Residents:	65
Estimated % visitors from OUTSIDE Shire:	35
Average number of night's stay for visitors:	6
How will the Event support local businesses in the Balonne Shire?	Our partnerships with local Motels, Hotels, Coffee Shops, Tourist attractions, Food retailers, Fuel distributors and general retail shops will see all benefit from patronage.
Provide a summary of the goods and services (including value) that are likely to be sourced from local businesses in the Balonne Shire:	The Golf Club endeavours to fully support local business, as they in turn support us. Food, consumables associated with food service, Trophies and Alcohol are purchased locally wherever possible.

Section 6: Data Collection Plan	
<p>The economic impact on the Balonne Shire area generated by an event is important for future funding considerations. It is therefore important that Event Organisers capture as much data as possible before, during and after an event which can be used as evidence for future grant applications. For participants/competitors, this can be done through registrations prior to or on the day of the event. For spectators/attendees, this information can be sourced through ticket sales, gate counts, or surveys done on the day (minimum of 100 surveys or 10% of attendance figures; whichever is greater).</p>	
Provide a summary of how you intend on collecting attendee/ participant data for your Event:	When nominating competitors provide their home Club details as their Golf Link numbers are attached to their home Club. This year due to Covid, wrist bands will be mandatory as will be Registration forms including Health Declarations.



Tourism Events Grant Application Form

Section 7: Marketing Plan

Attach a copy of your Marketing Plan if you need more room

Is your Event listed with the Australian Data Warehouse?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Who is the target audience for your Event?	Golfers & their families looking for a Sandgreen Golfing experience.
Provide details on how you will market and promote your Event:	Professional flyers, radio interviews on 3 local radio stations, print media in our local paper, social media via Facebook & Instagram.

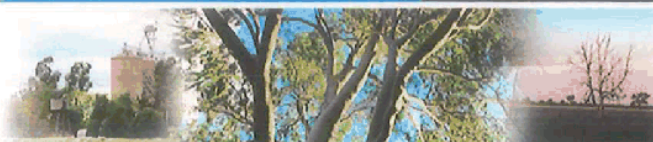
Section 8: Risk Management

Attach a copy of your Risk Management Plan if you need more room

What are the major risks associated with your Event?	Heart attack, falls, tripping, hit by Golf ball, Food poisoning. Corona Virus.
How will you mitigate these risks?	See Risk Assessment. Abide by all restrictions if Corona virus still an issue.

Section 9: Event Management

Outline the Organisation's experience in Event Management:	We have previously hosted 2 very successful Dragon Country Sandgreen Cups. We have also hosted State & District Golf events, a 60 year reunion and a 70th Anniversary Carnival.
Provide an outline of the Event Management structure (key personnel and relevant experience):	Mr Ross Brimblecombe & Mrs Bindy Mace head an extremely proactive and capable group of Golf Club Members & Associates.



Tourism Events Grant Application Form

Section 10: 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: ROSS BRIMBLECOMBE Name: BELINDA MACE
Position: PRESIDENT Position: PRESIDENT ASS.
Signature: [Signature] Signature: [Signature]
Date: 29/9/2020 Date: 29/09/2020

Checklist

<input checked="" type="checkbox"/>	Completed Application Form
<input checked="" type="checkbox"/>	Copy of Certificate of Incorporation
<input type="checkbox"/>	Copy of the Letter of Agreement from the Auspicing Organisation (if applicable)
<input type="checkbox"/>	Copy of the Auspicing Organisation's Certificate of Currency (if applicable)
<input checked="" type="checkbox"/>	Copy of Public Liability Insurance
<input checked="" type="checkbox"/>	Budget for the Event (if not filled out above)
<input checked="" type="checkbox"/>	Evidence from past events to support Economic Benefit (Destination & Major Events)
<input checked="" type="checkbox"/>	Data Collection Plan (if not filled out above)
<input checked="" type="checkbox"/>	Marketing Plan (if not filled out above)
<input checked="" type="checkbox"/>	Risk Management Plan (if not filled out above)

OFFICER REPORT

TO: Council

SUBJECT: Tourism Events Grant Application – Thallon Progress Association

DATE: 17.10.20

AGENDA REF: OCE04

AUTHOR: Kim Wildman - Tourism Manager

Tourism Events Grant Application – Thallon Progress Association

Executive Summary

Round 1 2021 Tourism Events Grant for Regional Event sponsorship request from the Thallon Progress Association for the 2021 Grazing at the Watering Hole event to be held on 13 March 2021.

Background

Grazing at the Watering Hole is a biennial event. It is a unique Outback, long table dining experience that features local food, wine, art and music all set against the backdrop of the magnificent "Watering Hole" mural on the Thallon GrainCorp Silos.

The inaugural event, held on the last weekend of September in 2018, drew a crowd of 120 guests. Initially the second event was planned for September 2020 but was postponed due to COVID-19 and will now be staged on 13 March 2021.

While it is important to the organisers to maintain the intimate atmosphere associated with this type of event, the organisers have decided to increase their attendee numbers, in particular tourist, for the 2021 event making 200 tickets available. In addition, some 50 volunteers from the Balonne Shire and beyond will be enlisted to staff the event bringing the total number of unique attendees to the event to 250. Of these it is estimated that 50%, approximately 125 people, will come from outside the Shire and stay an average of 2 nights.

Using Tourism Research Australia's estimated daily expenditure for the Balonne Shire (currently determined as \$130 per person per night) the 2021 event will deliver **\$32,000** of economic benefit to the Shire.

The Thallon Progress Association has submitted an application for a **Tier 3 Regional Event** for the 2021 Grazing at the Watering Hole event. requesting **\$2,000** in financial support. Additionally, they have requested a fee waiver for the McGeever Recreational/Campgrounds.

FUNDING CRITERIA

The two main criteria for a Tier 3 Regional Event under the new Tourism Events Grant Funding Program are that the event:

1. Generates, or has the **potential** to generate, in excess of \$100,000 economic impact annually
2. Attracts **up to** 1000 unique attendees, with significant visitor numbers from outside the Shire.

While delivering in excess of \$100,000 in economic impact is the goal of a Tier 3 Regional Event, which offers up to \$2,000 in financial support, the Tourism Events Policy states clearly that an event need only have “the potential” to deliver this amount. Therefore, Grazing at the Watering Hole qualifies as a Tier 3 Regional Event.

Grazing at the Watering Hole also meets three of Council’s key funding priorities as below:

Increase visitation & length of stay of visitors to the Shire

The Thallon Progress Association has been working with Palmers Coaches to create a package tour to bring in visitors from outside of the region for the event. Several advance bookings have already been made. The Progress Association is also working with the Visitor Information Centre to promote other attractions and sights/sites in the Shire to encourage travellers to stay longer.

Generates positive state-wide or national media coverage

The iconic setting of this event with the stunning GrainCorp Silos as the backdrop has ensured that this event has drawn strong media exposure. Articles about the event have appeared in Highlife Magazine, Goondiwindi Argus, and Queensland Country Life. The event also featured on the Channel 7 Weekender and ABC New Breakfast TV programs. Additionally, the Grazing at the Watering Hole has been listed online with both Tourism & Events Queensland and Southern Queensland Country Tourism. A comprehensive Marketing Plan has been created and a PR company contracted to promote and coordinate the 2021 event. Local, State and National media coverage will be activity pursued in the lead up to the event through targeted media releases along with web and social media content which will highlight drawcards for the 2021 event including MC Sammie O’Brien.

Stimulates the local economy through business partnerships

The Thallon Progress Association actively pursues local partnerships with Balonne-based businesses allocating \$14,000 of the event budget to pay for local produce, catering, entertainment and transportation.

Additionally, the Event Organisers have provided a detailed Event Management Plan which includes an Emergency Management Plan, along with a sound Data Collection Plan.

As the main purpose of the Tourism Events Grant is to help Event Organisers grow and develop their events and that, Council should consider approving the Thallon Progress Association’s request for \$2,000 in financial support and fee waiver for the 2021 Grazing at the Watering Hole event.

Link to Corporate Plan

Key Foundation Area	Key Program Area
<u>Economy</u>	Tourism growth and development

Consultation (internal/external)

Leanne Brosnan, Secretary Thallon Progress Association

Legal Implications

NA

Risk Implications

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

Policy Implications

NA

Financial and Resource Implications

The Tourism Events Grant Program has an approved annual budget of \$63,000 for the 2020/2021 Financial Year. As all tourism events for the latter half of 2020 were cancelled due to COVID-19, no funds have been allocated to date.

If Council resolves to grant the Thallon Progress Association the full \$2,000 requested, more than half of the total budget will remain available for Round 2 funding applications in 2021.

Annual Budget		\$63,000
Less pending requests		
St George Golf Club	\$3,000.00	
Thallon Progress Association	\$2,000.00	
Total remaining		\$58,000

Council therefore has sufficient funds to support this application.

If Council approves the fee waiver (\$120 for two days hire of the abolition facilities at the McGeever Recreational/Campgrounds and electricity costs of approximately \$250), the total financial and in-kind support offered would be approximately **\$2370**.

Options or Alternatives

Fund a lesser amount.

Attachments

1. 13.10.2020-Grazing at the Watering Hole Tourism Events Grant Application.pdf  

Recommendation/s

That Council resolves to:

1. Sponsor the Thallon Progress Association with \$2,000.00 from the Tourism Events Grant Funding Program for the 2021 Grazing at the Watering Hole event.
2. Council waives the fee for the hire of the Recreational/Campgrounds (including electricity) for 2 days in the sum of \$2370.00 for the 2021 Grazing at the Watering Hole event.

Matthew Magin

Chief Executive Officer



Tourism Events Grant Application Form

Auspecting Organisation

Please complete if your organisation is NOT an incorporated legal entity

Auspecting Organisation's Name:	
Postal Address:	
Contact Person:	
Phone:	
Email:	
ABN:	

Section 2: Event Details

Event Name:	Grazing at the Watering Hole
Event Date/s:	13th March 2021
Event Location/s:	McGeever Recreation/Campgrounds Thallon
Event Occurrence:	<input type="checkbox"/> Annual <input type="checkbox"/> Bi-annual <input type="checkbox"/> One off
Event Category Note: Please refer to the Tourism Events Grant Policy Section 5 'Definitions' for clarification of Categories and guidelines for determining Economic Impact.	<input type="checkbox"/> Major Event (generates > \$350,000 economic impact) <input type="checkbox"/> Destination Event (generates > \$200,000 economic impact) <input checked="" type="checkbox"/> Regional Event (generates > \$100,000 economic impact) <input type="checkbox"/> New Event Development Fund
What other Events are on in the Balonne Shire at this time?	19th - 21st March StGeorge 399,Battle on the Balonne 27th/28th Mar
Brief Description of Event (max 250 words)	Grazing at the Watering Hole is a biennial event. It is a unique outback, long table, dining experience that features local food, wine and music all set against the back drop of the magnificent "Watering Hole" mural on the Thallon Grain Corp Silos. The event will cater for 200 people and also features live music, art and fireworks.

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Tourism Events Grant Application Form

Will your Event (check only appropriate boxes)	<input checked="" type="checkbox"/> Increase visitation & length of stay of visitors to the Shire <input checked="" type="checkbox"/> Generate positive state-wide or national media coverage <input checked="" type="checkbox"/> Stimulate the local economy through business partnerships
How your Event will achieve the above benefits?	<p>*Attendees from out of the region and out of state coming to the Balonne Shire and staying at least 2 nights to attend event. e.g. Palmers Coaches Tour (see attached).</p> <p>*Local, State and National media coverage in lead up and after event.</p> <p>*Premier/representative invited to attend event, Sammie O'Brien MC.</p> <p>*Approximately half of attendees will be from outside Shire so spending on food, fuel and accommodation will boost local economy.</p> <p>*Partnerships/use/payment of local food producers, catering, winery, photographer and musicians.</p>

Section 3: Grant Request

Total Amount of Funding Sought:	\$2000 <i>Note: The amount of requested should not be greater than 25% of the total event the expenditure budget.</i>
In-Kind Support Sought from Council:	<input checked="" type="checkbox"/> Fee Wavier <input type="checkbox"/> Other (provide details): _____
Duration of Agreement Sought:	<input checked="" type="checkbox"/> One Year <input type="checkbox"/> Three Year <i>Note: Regional, Destination and Major Events are eligible to enter into three-year agreements with the Balonne Shire Council. These will be awarded at Council's discretion.</i>
Describe how the money will be used to enhance and/or promote your Event:	<p>Funding will be used to pay for a professional photographer (\$400) to capture images of the event to accompany media releases. It will also be used to pay for poster/program and menu printing and postal costs (\$500). The remaining funds (\$1100) will be put towards event styling and decor to enhance the experience of our guests.</p> <p><i>Note: Events Grant Funding will NOT be provided to remunerate the Event Organiser or for prize money, awards or activities associated with prizes and awards (e.g. trophies).</i></p>



Tourism Events Grant Application Form

Section 4: Budget

Provide as an attachment to this application or use the template below.

EVENT BUDGET

INCOME (Ticket Sales, Sponsorship, Entry Fees, etc.)

Item	Cash (\$)	In-Kind (\$)
TOTAL INCOME		

EXPENDITURE (Venue Hire, Marketing, Contractors, Permits, etc; attach quotes)

Item	Cash (\$)	In-Kind (\$)
TOTAL EXPENDITURE		

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Tourism Events Grant Application Form

Section 5: Economic Impact

Total expected unique attendees to the Event:	250 (inc 50 workers) <i>Note: This includes participants, competitors, spectators, officials and support personnel. Unique attendance is the number of individuals who you anticipate will attend the event, counted once only, regardless of whether they attend multiple days or participate in multiple activities within the event.</i>
Estimated % Balonne Shire Residents:	50%
Estimated % visitors from OUTSIDE Shire:	50%
Average number of night's stay for visitors:	2
How will the Event support local businesses in the Balonne Shire?	Through utilizing local food producers, catering, musicians, winery, courtesy bus and photographer. Via accommodation, food, fuel sales to attendees.
Provide a summary of the goods and services (including value) that are likely to be sourced from local businesses in the Balonne Shire:	Wine - Riversands Winery \$1000 Catering - Harry's BBQ Slow Cooked meats \$2615 The Farm House Salads and Desserts \$2500 Local Produce Grazing table \$4000 Local Photographer \$400 Local Musicians "When Sonny Getz Blue" \$2200 Local Courtesy Bus operators \$1320

Section 6: Data Collection Plan

The economic impact on the Balonne Shire area generated by an event is important for future funding considerations. It is therefore important that Event Organisers capture as much data as possible before, during and after an event which can be used as evidence for future grant applications. For participants/competitors, this can be done through registrations prior to or on the day of the event. For spectators/attendees, this information can be sourced through ticket sales, gate counts, or surveys done on the day (minimum of 100 surveys or 10% of attendance figures; whichever is greater).

Provide a summary of how you intend on collecting attendee/ participant data for your Event:	All tickets will be purchased electronically via our website. Post code data and other demographic information will be collected as part of ticket purchase. This will enable us to track where our attendees originate from and gather other relevant information.
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Tourism Events Grant Application Form

Section 7: Marketing Plan

Attach a copy of your Marketing Plan if you need more room

Is your Event listed with the Australian Data Warehouse?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Who is the target audience for your Event?	People from both within the Shire and State and further afield. Travelers interested in a unique Outback experience and followers of the new trend in Agrotourism. Examples include urban couples in their 30s and 40s, as well as retirees/empty nesters 55+. The local community including farmers enjoying the special event and a much needed injection of "pride of place" after years of drought.
Provide details on how you will market and promote your Event:	See marketing plan attached.

Section 8: Risk Management

Attach a copy of your Risk Management Plan if you need more room

What are the major risks associated with your Event?	Severe weather - rain or wind. See Risk Management Plan attached.
How will you mitigate these risks?	A large marquee from Cotton Growers has been tentatively booked if required.

Section 9: Event Management

Outline the Organisation's experience in Event Management:	Over the past 5 years the Thallon Progress Association Inc. has conducted a number of successful community events including the inaugural "Grazing at the Watering Hole" in 2018.
Provide an outline of the Event Management structure (key personnel and relevant experience):	See Event Management Plan

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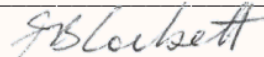


Tourism Events Grant Application Form

Section 10: 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>Leanne Brosnan</u>	Name: <u>Jane Corbett</u>
Position: <u>Secretary</u>	Position: <u>President</u>
Signature: <u></u>	Signature: <u></u>
Date: <u>18/08/2020</u>	Date: <u>18/08/2020</u>

Checklist

<input checked="" type="checkbox"/>	Completed Application Form
<input checked="" type="checkbox"/>	Copy of Certificate of Incorporation
<input type="checkbox"/>	Copy of the Letter of Agreement from the Auspicing Organisation (if applicable)
<input type="checkbox"/>	Copy of the Auspicing Organisation's Certificate of Currency (if applicable)
<input checked="" type="checkbox"/>	Copy of Public Liability Insurance
<input checked="" type="checkbox"/>	Budget for the Event (if not filled out above)
<input type="checkbox"/>	Evidence from past events to support Economic Benefit (Destination & Major Events)
<input type="checkbox"/>	Data Collection Plan (if not filled out above)
<input checked="" type="checkbox"/>	Marketing Plan (if not filled out above)
<input checked="" type="checkbox"/>	Risk Management Plan (if not filled out above)

OFFICER REPORT

TO: Council

SUBJECT: Sponsorship Request - Isolated Children's Parent's Assn

DATE: 16.10.20

AGENDA REF: OCE05

AUTHOR: Dani Kinnear - Community Development Officer

Sub-Heading

St George Isolated Children's Parents Association (ICPA) have requested sponsorship for the 2020 Breaker Camp

Executive Summary

This month Council has received four (4) requests from the Community Grants and Assistance Program. This being a sponsorship request from St George ICPA for the 2020 Breaker Camp.

Background

The St George ICPA run a camp every year, last year it was held in St George. As part of this camp, up to 40 school aged children in the Balonne region will be given the opportunity to learn new skills and be coached in sport, and science with specialized coaches. As a lot of the children are Distance Ed and home schooled children this is a wonderful time for them to not only learn new skills but also build friendships and socialize with their peers which some don't often get to do. The children will be in small groups that rotate through the activities each day. Night time activities are provided each night and being away from the St George area this year, the children will hopefully get the opportunity to play ten pin bowling, laser tag and indoor cricket and go to the movies amongst other activities to continue encouraging socializing and learning new skills.

For some of these kids it may be the first time they will have ever experienced these things that our city cousins often may get to do. These activities will also build resilience, develop new physical activity skills, encourage team building and provide opportunities for leadership and social responsibilities.

The Breaker camp is run by volunteers, mostly parents from the St George ICPA branch, and they rely on grants and donations for this camp to be made possible. Camp is also a great opportunity for these children's parents to be able to get off their properties or away from their small businesses and have a break, hence the name "Breaker Camp" - A break from the land, a break from the drought, a breakaway is good for the soul. This is not just a time away for kids but parents also.

St George ICPA are hoping to use the money from Council to give the children polo shirts again this year. These shirts will have the sponsors' logo on them,

St George ICPA have requested a donation of \$1,800 towards the 2020 Breaker Camp

Link to Corporate Plan

Key Foundation Area	Key Program Area
<u>Community</u>	Community spaces to connect, engage and learn

Consultation (internal/external)

Tracey Armstrong – St George ICPA

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 \$60,000 for Community grants and assistance which includes traffic management sponsorship. To date Council has committed **\$3,470.60** from this budget for 2020/21 financial year.

St George ICPA have requested \$1,800 as a donation towards their 2020 Breaker Camp.

Council has sufficient funds in the 2020/21 Community Grants and Assistance budget to donate St George ICPA

Annual Budget – Community Grants and Assistance including Traffic Management Sponsorship		\$60,000
Less approved/allocated requests	\$3,470.60	
Less pending requests		
Dirranbandi P & A	\$2,000	
St George Boxing Club	\$1,372.50	
St George Pony Club	\$3,000	
St George ICPA	\$1,800	
Total remaining		\$48,356.90

Options or Alternatives

Not Applicable

Attachments

1. Sponsorship request - St George ICPA [!\[\]\(1fd18b524d5424e49d618cba18b5cf0d_img.jpg\) !\[\]\(7462404f68a272b27cdfb7ddb881c55b_img.jpg\)](#)

Recommendation/s

That Council resolves to donate \$1,800 to St George ICPA for the 2020 Breaker Camp from the 2020/21 Community Grants and Assistance Budget.

Elizabeth Jones

Community Development & Cultural Services Manager



Community Grants and Assistance Application Form

Section 2: Project/Event/Activity Details	
Event/Project Name:	Breaker Camp 2020
Event/Project Location:	The Glennie School, Toowoomba
Event/Project Date:	7th-11th December 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) Note: Requests up to \$500 - CEO approval and over \$501 - Councillors Approval
Estimated Value Sought:	\$1800 Note: please complete Section 4: Budget, if requesting over \$1000
Brief Description of Event/Project - including what the funds will be used for (Max 250 Words):	<p>Up to 40 school aged children in our region will be given the opportunity to learn new skills and be coached in sport, and science with specialized coaches. As a lot of our children are Distance Ed and home schooled children this is a wonderful time for them to not only learn new skills but also build friendships and socialize with their peers which some don't often get to do. The children will be in small groups that rotate through the activities each day. Night time activities are provided each night and being away from the St George area this year, the children will hopefully get the opportunity to play ten pin bowling, laser tag and indoor cricket and go to the movies amongst other activities to continue encouraging socializing and learning new skills.</p> <p>For some of these kids it may be the first time they will have ever experienced these things that our city cousins often may get to do. These activities will also build resilience, develop new physical activity skills, encourage team building and provide opportunities for leadership and social responsibilities.</p> <p>Our camp is run by volunteers, mostly parents from our branch, and we rely on grants and donations for this camp to be made possible. Camp is also a great opportunity for these children's parents to be able to get off their properties or away from their small businesses and have a break, hence the name "Breaker Camp" - A break from the land, a break from the drought, a break away is good for the soul. This is not just a time away for kids but parents also.</p> <p>We are hoping to use the money from council to bless the children again this year with polo shirts. These shirts will have all our wonderful sponsors on them as a reminder of the heart of our community, wanting to encourage and champion our children.</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 type="checkbox"/> Yes, Which event and amount: _____ <input checked="" type="checkbox"/> No

29 October 2020



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:	Tracey Armstrong	Name:	Michelle Freshwater
Signature:	<i>TS Armstrong</i>	Signature:	<i>MD Freshwater</i>
Position:	President	Position:	Past President
Date:	09/09/2020	Date:	09/09/2020

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 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: Donation Request - Dirranbandi Pastoral & Agricultural Assn

DATE: 16.10.20

AGENDA REF: OCE06

AUTHOR: Dani Kinnear - Community Development Officer

Sub-Heading

Dirranbandi Pastoral & Agricultural Association (P&A) have requested a financial donation for the 2020 Dirranbandi Christmas in the Showgrounds

Executive Summary

This month Council has received four (4) requests from the Community Grants and Assistance Program. This being a donation request from Dirranbandi P & A for the 2020 Dirranbandi Christmas in the Showgrounds.

Background

The Dirranbandi P & A hold an annual Christmas celebration at the showgrounds, to bring the community together.

This year the event will be held on the 11th of December and will be a family orientated event with BBQ and drinks followed by a visit from Santa and goodie bags for all the Children.

Funds from Council will go towards Santa bags, jumping castle hire, face painting, BBQ and entertainment.

Dirranbandi P & A have received a showground hire charge fee waiver for this event and previously Council sponsored the Dirranbandi P& A \$1,000 for their 2019 Show from the Community Grants and Assistance program

Dirranbandi P & A have requested a donation of \$3,000 towards the 2020 Christmas in the showgrounds

Link to Corporate Plan

Key Foundation Area	Key Program Area
<u>Community</u>	Community well-being

Consultation (internal/external)

Megan Deshon – Dirranbandi P & A

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 \$60,000 for Community grants and assistance which includes traffic management sponsorship. To date Council has committed **\$3,470.60** from this budget for 2020/21 financial year.

Dirranbandi P & A have requested \$3,000 as a donation towards their Annual 2020 Dirranbandi Christmas in the Showgrounds

Council has sufficient funds in the 2020/21 Community Grants and Assistance budget to donate to Dirranbandi P & A, however it is recommended to donate \$2,000, given that Council has waived the showground hire fee for this event.

Due to the COVID 19 pandemic, not many events are being held, which means fewer sponsorship requests are coming into Council. Over recent years Council has sponsored community organisations for events and workshops up to \$1,000, with the exception for specialty events that attract and support the wider community. On these rare occasions Council has then sponsored between \$2,000 and \$3,000 from the Community Grants and Assistance program. The importance for community to gather and come together especially since there have been very few events this year, is the reason that an amount of \$2,000 is recommended.

Annual Budget – Community Grants and Assistance including Traffic Management Sponsorship		\$60,000
Less approved/allocated requests	\$3,470.60	
Less pending requests		
Dirranbandi P & A	\$2,000	
St George Boxing Club	\$1,372.50	
St George Pony Club	\$3,000	
St George ICPA	\$1,800	
Total remaining		\$48,356.90

Options or Alternatives

1. Council donates \$2,000 to Dirranbandi P& A for the 2020 Dirranbandi Christmas in the showgrounds from the 2020/21 Community Grants and Assistance Budget.

2. Council donates \$3,000 to Dirranbandi P & A for the 2020 Dirranbandi Christmas in the Showgrounds from the 2020/21 Community Grants and Assistance Budget.

Attachments

1. Sponsorship Request - Dirranbandi P & A [↓](#) 

Recommendation/s

That Council resolves to donate \$2,000 to Dirranbandi P & A for the 2020 Dirranbandi Christmas in the Showgrounds from the 2020/21 Community Grants and Assistance Budget.

Elizabeth Jones

Community Development & Cultural Services Manager



Community Grants and Assistance Application Form

Section 2: Project/Event/Activity Details	
Event/Project Name:	Christmas in the Showgrounds
Event/Project Location:	Dirranbandi Showgrounds
Event/Project Date:	Friday 11th December 2020
Assistance type:	<input type="checkbox"/> In Kind Support <input checked="" type="checkbox"/> Donations (up to \$3,000) <input type="checkbox"/> Sponsorships (up to \$3,000) <input type="checkbox"/> Fee waiver (over \$1,000) Note: Requests up to \$500 - CEO approval and over \$501 - Councillors Approval
Estimated Value Sought:	\$3000 Note: please complete Section 4: Budget, if requesting over \$1000
Brief Description of Event/Project - including what the funds will be used for (Max 250 Words):	Annual Christmas celebrations held at the show grounds to bring the community together. The evening will be family orientated event with a BBQ & drinks followed by a visit from Santa with goodie bags for the children. Funds will go towards Santa Bags, jumping castle, face painting, BBQ, entertainment.
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 type="checkbox"/> Yes, Which event and amount: _____ <input checked="" 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		BBQ	\$1500
Bar takings		Bar	
		Entertainment	\$2500
		Santa Bags	\$570
		Jumping Castle	\$165
		Face painting	\$250
Grant Requested from Council	\$3000	Lolly Drop	\$200
Other Revenue Sources			
TOTAL INCOME:	\$3000	TOTAL EXPENDITURE:	\$5185
In Kind Support:	\$2185		

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:	Ned Deshon	Name:	Megan Deshon
Signature:		Signature:	
Position:	Vice - President	Position:	Secretary
Date:	11-9-2020	Date:	11-9-2020

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 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: Donation Request - St George Pony Club

DATE: 16.10.20

AGENDA REF: OCE07

AUTHOR: Dani Kinnear - Community Development Officer

Sub-Heading

St George Pony Club have requested a financial donation towards Bringing One Day Events to the West

Executive Summary

This month Council has received four (4) requests from the Community Grants and Assistance Program. This being a donation request from St George Pony Club for Brining One Day Events to the West

Background

The St George Pony club has seen a gap where there are no “one day events” in the South west, which means that our St George Members and most pony club members in the south west have to travel in excess of 4 hours to attend a One Day event. After seeing this gap, St George Pony Club set a goal to host a one day competition event, however the cross country facilities and equipment in the rural areas do not meet the specifications to be able to host such event

St George Pony Club need to invest in specific safety items including protection vests to allow them to host these events.

If the St George Pony Club receive funding to purchase the critical items, they will then be in a position to host a One Day Event multiple times a year in addition to their existing annual Pony Club, rally days and regular gymkhanas. These one-day events would attract riders from all over the state.

St George Pony Club have requested a donation of \$3,000 towards Bringing One Day Events to the West

Link to Corporate Plan

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

Consultation (internal/external)

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

This project does not align with the community Grants and Assistance policy because the protection vest will be owned by The St George pony club in which capital is an ineligible sponsorship item.

For this specific project, it is recommended that an exemption is made on the basis that if these vests are purchased, the club then meets the specifications to host one day events. These events can be held multiple times per year and will bring in riders from outside the Shire, which brings money into the town and allows our members to participate in these events without having to travel so far. This will also help with more members being able to participate in these events as some members cannot afford to travel to the other one day events.

Financial and Resource Implications

The Community Grants and Assistance program has an approved annual budget of \$60,000 for Community grants and assistance which includes traffic management sponsorship. To date Council has committed **\$3,470.60** from this budget for 2020/21 financial year.

St George Pony Club have requested \$3,000 as a donation towards Bringing One Day Events to the West

If an exemption is confirmed, Council has sufficient funds in the 2020/21 Community Grants and Assistance budget to donate to St George Pony Club,

Annual Budget – Community Grants and Assistance including Traffic Management Sponsorship		\$60,000
Less approved/allocated requests	\$3,470.60	
Less pending requests		
Dirranbandi P & A	\$2,000	
St George Boxing Club	\$1,372.50	
St George Pony Club	\$3,000	
St George ICPA	\$1,800	
Total remaining		\$48,356.90

Options or Alternatives

1. Council resolves to not sponsor St George Pony club on the grounds that it does not align with the Community Grants and Assistance Policy

Attachments

1. Sponsorship Request - St George Pony Club  

Recommendation/s

That Council resolves to

- Make an exemption to Community Grants and assistance Policy for this project
- Donate \$3,000 to St George Pony Club towards Bringing One Day Events to the West from the 2020/21 Community Grants and Assistance Budget

Elizabeth Jones

Community Development & Cultural Services Manager



Community Grants and Assistance Application Form

Section 2: Project/Event/Activity Details	
Event/Project Name:	Bringing One Day Events to the West
Event/Project Location:	St George Pony Club Grounds
Event/Project Date:	2021
Assistance type:	<input type="checkbox"/> In Kind Support <input checked="" type="checkbox"/> Donations (up to \$3,000) <input type="checkbox"/> Sponsorships (up to \$3,000) <input type="checkbox"/> Fee waiver (over \$1,000) Note: Requests up to \$500 - CEO approval and over \$501 - Councillors Approval
Estimated Value Sort:	3000 Note: please complete Section 4: Budget, if requesting over \$1000
Brief Description of Event/Project - including what the funds will be used for (Max 250 Words):	<p>The Club received a GCBF grant in 2019 to repair and rebuild our cross country course and as such our members and volunteers have been working tirelessly to bring this to fruition.</p> <p>Project - to host official Pony Club competition such as One Day Events. The Club has a goal to host a One Day Event, unlike anything offered in South West Qld, because unfortunately the Pony Club cross country facilities in the rural areas do not meet specification in order to host such an event. Therefore we need to invest in specific safety items including protection vests to enable such events to take place.</p> <p>Our members are feeling increasingly socially isolated at the moment; 1. the ongoing drought means families are no longer financially able to maintain driving extensive distances to participate in competitions, and 2. COVID restrictions, coupled with the reluctance to travel unnecessarily is adding to this social isolation as we simply don't have any competitions or events on offer within a 200km radius.</p> <p>Currently our members, along with most of the Pony Club members in the South West, have to travel in excess of 4 hours to attend a One Day Event. We envisage that if we can obtain this funding to purchase the critical items to hold such a prestigious event, we will be in the position to host a One Day Event multiple times a year, in addition to our existing annual pony camp, rally days and regular gymkhanas.</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 checked="" type="checkbox"/> One-Off <input 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 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			
FRRR	2400		2400
Grant Requested from Council	3000	Protective vests	3000
Other Revenue Sources			
TOTAL INCOME:	5400	TOTAL EXPENDITURE:	5400
In Kind Support:			

Please ensure that budgets tally correctly and balance.

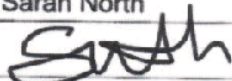
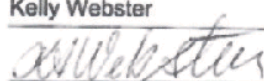


Community Grants and Assistance Application Form

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:	Sarah North	Name:	Kelly Webster
Signature:		Signature:	
Position:	Treasurer	Position:	Secretary
Date:	08.09.2020	Date:	08.09.2020

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 checked="" 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: _____



Edwards Saddleworld
 ABN: 70096764386
 152 Taylor Street, Toowoomba QLD 4350
 Ph: 0746331111, Fax: 0746341480,
 Email: edwards.saddleworld@icr.com.au

QUOTE 20-00011303

Sales Person: Karen M
 Date: 23 Jul 2020

CUSTOMER DETAILS			
Billing		Delivery	
NORTH SARAH	M:0419252118		
SARAH NORTH	Account#: AJ-213824		
2315 WAGOO RD	Available Loyalty Points: 668		
ST GEORGE QLD 4487			

Order Comments

WE HAVE GIVEN YOU 10% OFF

THANK YOU KAREN

Thank you for your purchase! If you are not 100% satisfied, please bring it back within 7 days of purchase for a full refund, exchange or credit note. After this period we will happily exchange or provide a credit note for you in our system.

****Please keep receipt as proof of purchase****

DESCRIPTION:	QTY:	UNIT PRICE: (INC TAX)	TOTAL: (EX TAX)	TOTAL: (INC TAX)
VIPA 3VEST PROTECTOR SML/REG (ID: 148309, S/WGCVIPA3S, GCVIPA3) Colour: BLACK / Size: SMALL	4	\$337.50	\$1,227.27	\$1,350.00 DISC: \$150.00 (10.0%)
VIPA 3VEST PROTECTOR XSMALL (ID: 148265, S/WGCVIPA3XS, GCVIPA3) Colour: BLACK / Size: Extra Small	4	\$337.50	\$1,227.27	\$1,350.00 DISC: \$150.00 (10.0%)
VIPA 3VEST PROTECTOR MED (ID: 133641, S/WGCVIPA3M, GCVIPA3) Colour: BLACK / Size: MED	4	\$337.50	\$1,227.27	\$1,350.00 DISC: \$150.00 (10.0%)
VIPA 3VEST PROTECTOR LGE/REG (ID: 133640, S/WGCVIPA3L, GCVIPA3) Colour: BLACK / Size: LARGE	4	\$337.50	\$1,227.27	\$1,350.00 DISC: \$150.00 (10.0%)

Freight: \$0.00 \$0.00

OUR DIRECT DEPOSIT DETAILS:

TOTAL ITEMS:	16	GRAND TOTAL:	\$4,909.08	\$5,400.00
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ACC Name: Edwards Saddleworld Toowoomba
 BSB: 084961
 ACC: 631576172

TOTAL PAID:	\$0.00
ROUNDING:	\$0.00
TOTAL DISCOUNT:	DISC: \$600.00 (10.0%)
TOTAL GST:	\$490.92
BALANCE DUE:	\$5,400.00

Thank You

OFFICER REPORT

TO: Council

SUBJECT: Donation Request - St George Boxing Club

DATE: 16.10.20

AGENDA REF: OCE08

AUTHOR: Dani Kinnear - Community Development Officer

Sub-Heading

St George Boxing Club, with Goondir Health Services being the auspicing organisation have requested a financial donation for Boxing Club Polo shirts and Singlets

Executive Summary

This month Council has received four (4) requests from the Community Grants and Assistance Program. This being a donation request from St George Boxing Club for Boxing Club polo Shirts and Singlets

Background

St George Boxing club – In the Box is a relatively new organisation, run by volunteers, has a member base of 30+ and is run in the old RSL building. It supports people of all ages and is gaining momentum and giving members the opportunity to be a part of club that promotes positive competition and staying healthy.

The club presently does not have any apparel to promote themselves or allow the members to present themselves and have a sense of pride in their club when attending competitions and events.

These shirts will be given to each of the members and will not be for resale.

Although St George Boxing Club is not incorporated, Goondir Health Services will be the auspicing organisation

St George Boxing Club have requested a donation of \$1,372.50 towards Boxing Club Polo Shirts and Singlets

Link to Corporate Plan

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

Consultation (internal/external)

Adam Cassel – St George Boxing Club

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 \$60,000 for Community grants and assistance which includes traffic management sponsorship. To date Council has committed **\$3,470.60** from this budget for 2020/21 financial year.

St George Boxing Club have requested \$1,372.50 as a donation towards Boxing Polo Shirts and Singlets

Council has sufficient funds in the 2020/21 Community Grants and Assistance budget to donate to St George Boxing Club

Annual Budget – Community Grants and Assistance including Traffic Management Sponsorship		\$60,000
Less approved/allocated requests	\$3,470.60	
Less pending requests		
Dirranbandi P & A	\$2,000	
St George Boxing Club	\$1,372.50	
St George Pony Club	\$3,000	
St George ICPA	\$1,800	
Total remaining		\$48,356.90

Options or Alternatives

Not Applicable

Attachments

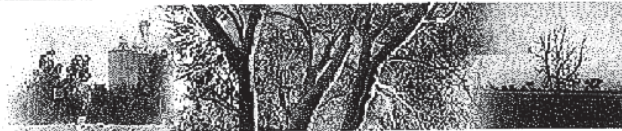
1. Donation Request - St George Boxing Club [↓](#) 

Recommendation/s

That Council resolves to donate \$1,372.50 to St George Boxing with Goondir Health Services being their auspicing organisation for their Boxing Shirts and Singlets from the 2020/21 Community Grants and Assistance Budget.

Elizabeth Jones

Community Development & Cultural Services Manager



Community Grants and Assistance Application Form

Section 2: Project/Event/Activity Details	
Event/Project Name:	Boxing Club Logo Polo Shirts and Singlets
Event/Project Location:	St George
Event/Project Date:	07/10/2020
Assistance type:	<input type="checkbox"/> In Kind Support <input checked="" type="checkbox"/> Donations (up to \$3,000) <input type="checkbox"/> Sponsorships (up to \$3,000) <input type="checkbox"/> Fee waiver (over \$1,000) Note: Requests up to \$500 - CEO approval and over \$501 - Councillors Approval
Estimated Value Sought:	\$1,372.50 Note: please complete Section 4: Budget, if requesting over \$1000
Brief Description of Event/Project - including what the funds will be used for (Max 250 Words):	<p>The St George Boxing club - ("In The Box" registered name), wishes to purchase a redesign of its logo, polo shirts and singlets and associated embroidery for its members.</p> <p>The club is a community venture and is staffed by volunteers with the view to helping people of all ages within the St George community.</p> <p>Currently there are about 30+ persons of all ages attending the club located in the old RSL building in St George.</p> <p>The club does not currently have any shirts, singlets or club clothing although it has been running for several years.</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 checked="" type="checkbox"/> One-Off <input 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 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			
		Logo Design	\$395
		Polo Shirts (35 @ \$33 each)	\$1155
		Singlets (35 @\$31.50 each)	\$1102.50
Sponsorship- Dencor Electrical	\$200	Freight	\$55
Sponsorship - Cooly Droughtmaster	\$200	Sponsor Artwork Formatting	\$60
Grant Requested from Council	\$1,372.50		
Other Revenue Sources	\$0.00		
Donation: A Cassel - Logo Design	\$395		
<small>Sponsor - In Kind Support - Council - Provision of Premises and Racing Equipment to use - Big Buddy</small>	\$\$\$\$		
Sponsorship - Maranoa Tyres	\$200		
Sponsorship - DMC Plumbing and Gas	\$200		
Sponsorship - GT's Pest Control	\$200		
TOTAL INCOME:	\$2,767.50	TOTAL EXPENDITURE:	\$2,767.50
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:	Owen HAMS	Name:	JOHN MORRIS
Signature:		Signature:	
Position:	Coach	Position:	COACH
Date:	7-10-20	Date:	7/10/20

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)

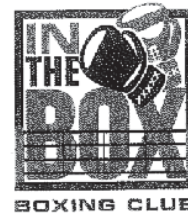
Office Use Only

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: _____



Date: 24/09/2020
To: Matthew Magin
Chief Executive Officer
Balonne Shire Council
St George Qld

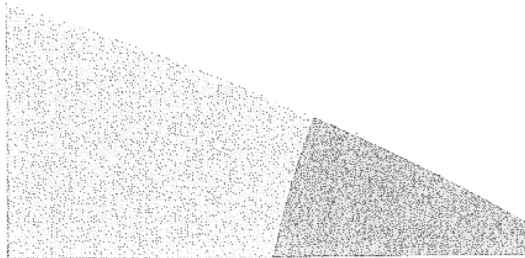
Dear Matthew,

The St George "In The Box" Boxing Club respectfully requests access to the Balonne Shire Councils Community Grants and Assistance program. The clubs registered name is "In The Box" boxing club.

The purpose of the grant application is to assist with the purchase of club polo shirts and singlets. This will include the club logo, any embroidery required and freight. The club does not currently have any club shirts.

The boxing club currently operates out of the old RSL building in Grey St, St George. It operates under the umbrella of the Goondir Health Services, "Big Buddy" program. This program has a focus on St George indigenous youth in the areas of: Promoting Life Skills, Mentorship, Education, and Improving Social Interaction.

The boxing club is run by volunteers and provides community support to anyone interested in learning boxing or just wanting the physical exercise.



Owen Hams - Coach
C/- St George Boxing Club
(In the old RSL Building)
St George.
07 4625 7513



There are currently 30 members who regularly attend the boxing club on Monday and Wednesday afternoons. Sessions run from 4.15pm to 5.15pm for juniors and 5.30pm to 7pm for everyone else.

The St George Boxing club regularly attends boxing events throughout the area including an upcoming boxing title event at Toowoomba in November 2020 where members of the St George boxing club will compete in the competition.

It is anticipated that the purchase of club shirts will increase the sense of club spirit, pride and comradeship and help promote the club, and the town of St George, in a positive and professional way within the wider community.

Any assistance the Balonne Shire Council can provide with this initiative would be greatly appreciated.

Sincerely,

Owen Hams – Volunteer Coach

Owen Hams - Coach
C/- St George Boxing Club
(In the old RSL Building)
St George.
07 4625 7513



ADMINISTRATION
4 Jimbour St, PO Box 559
Dalby QLD 4405
Ph: (07) 4679 5966
Fax: (07) 4662 6189

12th October 2020

To whom it may concern,

DALBY CLINIC
4 Jimbour St, PO Box 559
Dalby QLD 4405
Ph: (07) 4679 5900
Fax: (07) 4669 6071

GPTQ GP Registrar Training
Centre
Dental Training Centre

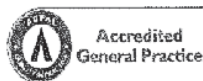
ST GEORGE CLINIC
127 Victoria St, PO Box 246
St George QLD 4487
Ph: (07) 4625 5040
Fax: (07) 4625 5070

GPTQ GP Registrar Training
Centre

Oakey Clinic
110 Campbell St, PO Box 517
Oakey QLD 4401
Ph: (07) 4691 3372
Fax: (07) 4691 3926

SOCIAL, EMOTIONAL WELL
BEING & STOLEN GENERATION
SERVICES
4 Jimbour St, PO Box 559
Dalby QLD 4405
Ph: (07) 4679 5900
Fax: (07) 4669 6071

www.goondir.org.au



ihca
supporting excellence
CERTIFICATION

AS/NZS ISO 9001:2008
QUALITY CERTIFIED
ORGANISATION

Letter of Support – In The Box Boxing

I write to confirm Goondir's support for the funding application of In The Box Boxing with Balonne Shire Council for the purpose of purchasing singlets and shirts for their participants.

Goondir ATSI Corporation for Health Services is an Aboriginal Medical Service providing holistic healthcare since 1994. Predominantly services are provided to Aboriginal and Torres Strait Islander People from Oakey in the South East to St George in far South East Queensland. Goondir operates medical facilities at Dalby, Oakey and St George as well as a Mobile Medical Clinic (MMC) to cover communities of Dirranbandi, Jandowae, Surat, Thallon, Chinchilla, Miles, Tara and surrounding regions. Goondir's vision is to improve the health and wellbeing of ATSI people to a standard at least equal to that of the broader Australian community.

Goondir also provides services aimed at improving the social determinants of health. Our Big Buddy program targets youth aged 12 – 17 years and works on the premise of SIMPLE – Social Inclusion, Mentorship, Promoting Life Skills and Education. Goondir has proudly partnered with In the Box Boxing to provide boxing sessions to the local youth who are engaged in Goondir's Big Buddy Program. In The Box Boxing is proving to be popular with the youth and invaluable in providing mentorship and positive outcomes for St George youth and the broader community.

We wish In the Box Boxing all the best with their funding application and look forward to seeing the group thriving.

If you require any additional information, please do not hesitate to call or email.

Regards,

Floyd Leedie
Chief Executive Officer



9 Barellan St, Stafford 4053
t: 61 7 3357 6432
m: 0414 957 692
e: paul@mushypea.com.au
www.mushypea.com.au

estimate

IN-THE-BOX BOXING CLUB
c/o Adam Cassel

Estimate No. ITB-500

Date: 8 September 2020

Dear Adam

Thank you for giving Mushypea the opportunity to quote on:

DESIGN AND ARTWORK FOR NEW IN-THE-BOX BOXING CLUB LOGO

1. Logo Design.	\$320.00
2. Final approved artwork to include one hourly change.	\$75.00
Total \$395.00	

Brief by customer email.

To avoid unnecessary extra hourly charges, please note (3. below) and be sure to supply all current logo details and any other required elements.

3. Client changes and alterations @ \$75 per hour.

PLEASE NOTE: Upon final approval by the client, full payment to Mushypea will be required before ready-to-print artwork can be released. In the case of non-payment or incomplete payment, the artwork will remain the intellectual property of Paul Russell at Mushypea until paid for in full.

I hope that this estimate meets with your approval and I look forward to hearing from you.

Regards

Paul Russell

Graphic Designer / Illustrator / Cartoonist

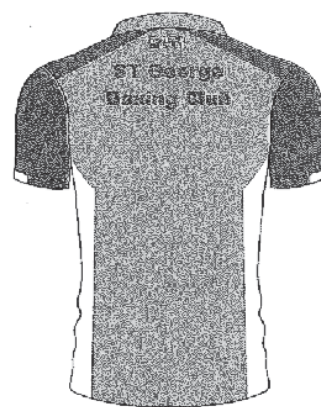
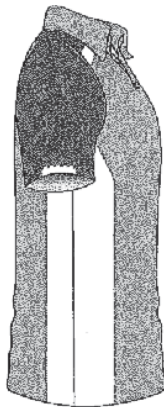


Build the Passion

QUOTE ARTWORK

Date:	23.9.20
Customer:	St George Boxing Club
Name:	Adam Cassel
Email:	adam.cassel@belmore.nhl.qc.ca
Phone:	0423357114
Garment Type:	Polo Shirt
Design Code:	CK_001

\$33.00



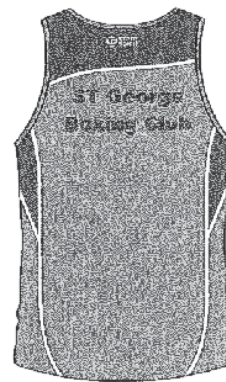
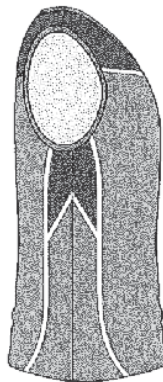


Build the Passion

QUOTE ARTWORK

Date:	23.9.20
Customer:	St George Boxing Club
Name:	Adam Cosset
Email:	Adam.cosset@stgeorgeboxingclub.com.au
Phone:	0423357114
Garment Type:	Polo Shirt
Design Code:	ST_002

\$31.50



Thank you for your call. Please see attached size charts. Update quote below.

Pricing is \$33 per polo and \$31.50 per singlet, freight is \$55

Artwork for sponsor logos \$60

Total for 35 x singlets, 35 x polos = \$2372.50 Price includes GST

Regards,

Melissa Pope



Team Spirit Sports
11 Zylpha Drive
South Kempsey NSW 2440
t: (02) 6529 0064
e: melissa@teamspiritsports.com.au

www.teamspiritsports.com.au



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OFFICER REPORT

TO: Council

SUBJECT: **Community Events Program - Balonne Community NAIDOC Week Celebrations 2020**

DATE: 16.10.20

AGENDA REF: OCE09

AUTHOR: Dani Kinnear - Community Development Officer

Sub-Heading

St George Aboriginal Housing Company have requested sponsorship for the 2020 Balonne Communities NAIDOC Week Celebrations

Executive Summary

This month Council has received one (1) request from the Community Events Program. This being a sponsorship request from St George Aboriginal Housing Company.

Background

NAIDOC Week celebrations are held across Australia each July, however due to COVID it was postponed, and The St George NAIDOC committee will now have the celebrations between the 8th-14th November 2020. This week is held to celebrate the history, culture, and achievements of Aboriginal and Torres Strait Islander peoples. NAIDOC is celebrated not only in Indigenous communities, but by Australians from all walks of life.

Balonne Communities NAIDOC Program – held on Sunday 8th November to Saturday 14 November 2020.

Sunday 08/11/20 –

- Cemetery Service and morning tea

Monday 09/11/20

- Flag Raising and Morning Tea at St George State School

Tuesday 10/11/20

- Art Show and Morning Tea and Indigicare

Wednesday 11/11/20

- Community Fun day
- Junior NAIDOC Awards

Thursday 12/11/2020

- NAIDOC celebrations with smaller schools – Dirranbandi, Thallon, Bollon, Hebel and Begonia

Friday 13/11/20

- Senior NAIDOC Awards Dinner

St George Aboriginal Housing Company have requested a donation of \$3,000 towards the 2020 Balonne Communities NAIDOC Week Celebrations

Link to Corporate Plan

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

Consultation (internal/external)

Jasmin Clevin – St George NAIDOC Committee

Mariella Perez – Balonne Shire Council

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

Council has an approved budget for Community Events (separate to the Community Grants and Assistance program). The purpose of the Community events program is to allocate funds for projects and activities such as: Australia Day, Seniors Week, NAIDOC week, Community Movie nights, and other events during the year

In the 2020/21 budget Council has allocated **\$15,000.00** to this program. **\$646.29** of this fund has been expended with a remaining balance of **\$14,353.71**.

St George Aboriginal Housing Company has requested **\$3,000.00** towards the local 2020 NAIDOC celebrations. Council provided \$2,000 in 2017, \$2,500 in 2018 and \$3,000 in 2019 towards the NAIDOC celebrations.


There are sufficient funds in the 2020/21 community events program for Council to contribute **\$3,000.00** towards the 2020 local NAIDOC celebration activities.

Annual Budget		\$15,000.00
Less approved/allocated requests	646.29	
Less pending requests		
NAIDOC Celebrations 2020	3,000.00	
Total remaining		\$11,353.71

Options or Alternatives

Not Applicable

Attachments

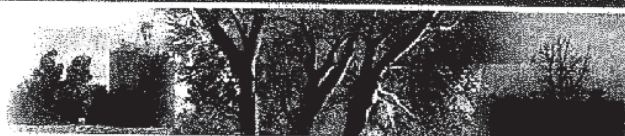
1. Sponsorship Request - 2020 NAIDOC week Celebrations [↓](#) 

Recommendation/s

That Council resolves to sponsor St George Aboriginal Housing Company with \$3,000 for the Balonne Communities NAIDOC Week Celebrations in 2020, from the 2020/21 Community Events Program.

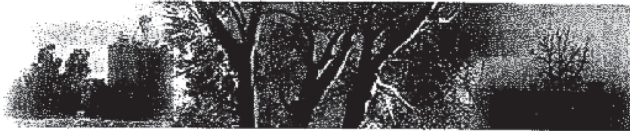
Elizabeth Jones

Community Development & Cultural Services Manager



Community Grants and Assistance Application Form

Section 2: Project/Event/Activity Details	
Event/Project Name:	Balonne Communities NAIDOC Week Celebrations 2020
Event/Project Location:	Various communities within the Balonne Shire Council Area
Event/Project Date:	8th- 14th November 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) Note: Requests up to \$500 - CEO approval and over \$501 - Councillors Approval
Estimated Value Sort:	\$3000 Note: please complete Section 4: Budget, if requesting over \$1000
Brief Description of Event/Project - including what the funds will be used for (Max 250 Words):	Balonne NAIDOC Week Celebrations will commence Sunday 8th November and end Saturday 14th November 2020. Sunday 8th November @ 9am- 11am- Cemetery Service & Morning Tea Monday 9th November @ 10am- 11am- Flag Raising and Morning Tea at St George State school Tuesday 10th November @ 10am- 11am- Art Show and Morning Tea at Indigicare Wednesday 11th November @ 9am- 3pm- Community Fun Day & Junior NAIDOC Awards Thursday 12th November @ 10am- 2pm- NAIDOC Celebrations with smaller schools- Dirranbandi, Thallon, Begonia, Hebel and Bollon. Friday 13th November @ 7pm- 10pm - Senior NAIDOC Awards Dinner
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 type="checkbox"/> Yes, Which event and amount: _____ <input checked="" type="checkbox"/> No

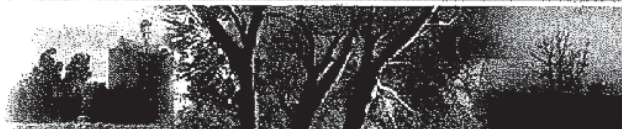


Community Grants and Assistance Application Form

Section 3: Budget - please complete if request is greater than \$1000.
All expenditure must be itemised in table below and must be supported by the budget in this section. Budget table:

Income (eg. Organisation's income, entry fees, In kind)		Expenditure (attach quotations) (eg. Venue Hire, Marketing, Contractors, Permits)	
Grant Funding Sources		Food	2000
		Resources	1000
Grant Requested from Council	3000		
Other Revenue Sources			
TOTAL INCOME:	3000	TOTAL EXPENDITURE:	3000
In Kind Support:			

Please ensure that budgets tally correctly and balance.



Community Grants and Assistance Application Form

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>Adrian Osburne</u>	Name: <u>James Lasserre</u>
Signature: <u>[Signature]</u>	Signature: <u>[Signature]</u>
Position: <u>Chair</u>	Position: <u>Executive Member</u>
Date: <u>14/10/20</u>	Date: <u>14/10/20</u>

Checklist (page 2)

- ☒ 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: Site Selection - Proposed Dirranbandi Hot Baths

DATE: 19.10.20

AGENDA REF: OCEO10

AUTHOR: Garnet Radford - Economic Development Officer

Sub-Heading

Recommended Site for Dirranbandi Hot Baths located at Jack Dwyer Memorial Park properly described as Lot 56 SP101406, Dirranbandi, by the Chief Executive Officer.

Executive Summary

Council is reviewing and evaluating five potential sites in Dirranbandi for the development and construction of the Dirranbandi Hot Baths. Suitable sites in Dirranbandi have been limited due to the need to avoid flooding, reserves, native title, and other aspects such as existing amenity and proximity to the town bore. A suitable site has been determined located in Jack Dwyer Memorial Park – Lot 56 SP101406.

This report seeks Council approval to develop and construct the Dirranbandi Hot Baths on Council owned Lot 56 SP101406 due to the advantages of this site, the constraints of other sites suggested and as recommended by the conceptual design and theme consultants (Spa Guru Consulting). Council owns this site and it is preferred over other sites that were investigated due to: available space to build the hot baths on the lot, close proximity to the water bore and water treatment facility, incorporate the drain, close proximity to the carpark, amenity with the river and no constraints such as Native Title, nature reserves, timing and infrastructure related costs in comparison to other sites.

Background

This project will construct a series of thermal hot baths to be located in Dirranbandi. Dirranbandi has a population of less than 700 people and is located in a flood-prone agricultural area. The aim of the project is to increase tourist numbers in the area by attracting those following the trail of hot springs in the region and to provide a facility to improve the amenity of Dirranbandi. The facility will also target local residents looking for an experience and therapeutic values offered.

The project involves the development and construction of the hot baths with consultation from Spa Guru Consulting who has been appointed as the project consultant for conceptual design and theme, site selection and project costings. Preliminary work will involve the finalisation of the site by Council, completion of the project design and approval of the design by Council, the procurement of materials, a tender process for a construction contractor and the engagement of the contractor. Construction works will include earth works, the preparation of footings and the site, excavation for the tanks, and the construction of footpaths. The project is made possible with a total of \$875,000 of grant funding from the Commonwealth Government Murray-Darling Basin Economic Development Program (MDBEDP).

The Jack Dwyer Memorial Park is considered one of the few sites that meet the site requirements:

1. The site needs to be close to town to ensure the largest number of tourists, residents and businesses have access to the baths
2. The site needs to take flooding into consideration with flood proofing implemented in the design
3. The site needs to provide an optimal visitor experience with existing and supporting amenity
4. The site ideally needs to be located within close proximity of the town bore reducing infrastructure related costs
5. The site needs to be one that is close to or within town limits and easily managed by a private operator in partnership with Council (proposed)
6. The site needs to have access to power
7. Given the timeline for achieving the project the site needs to minimise other aspects such as native title.
8. Free of land tenure and applicable reserve constraints



Figure 1: Potential Sites for Dirranbandi Hot Baths

Figure 1 Shows the potential sites that were investigated.

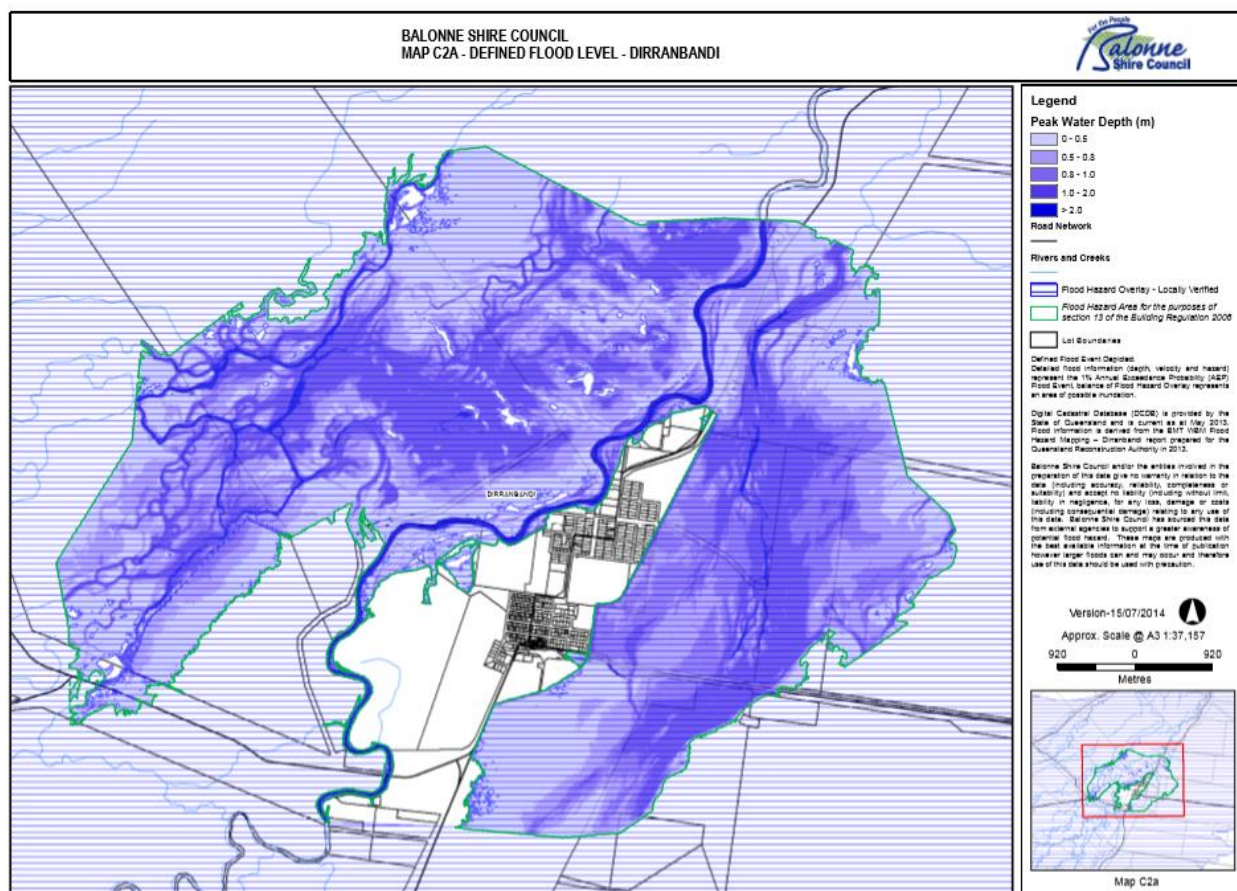
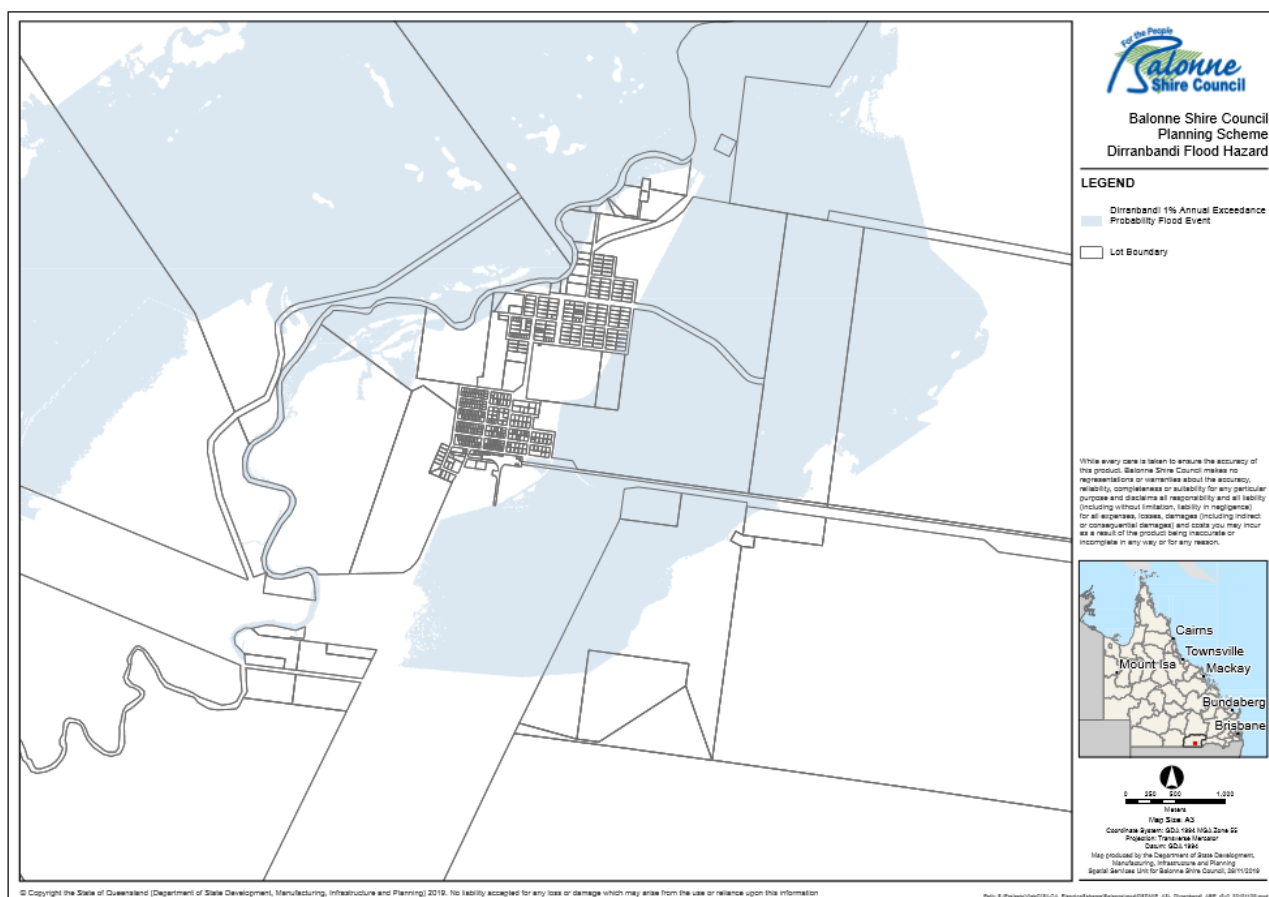
Site considered and evaluation summaries:

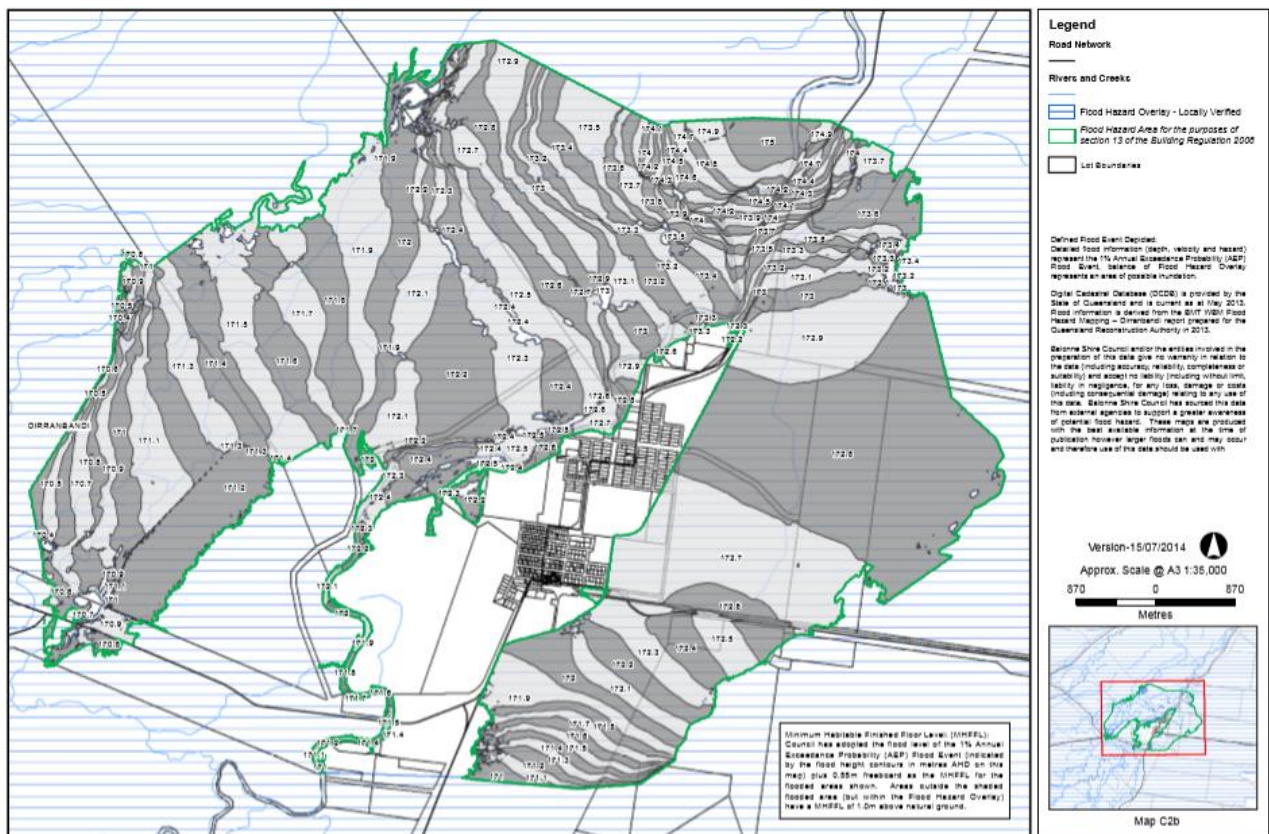
1. Rail and River Precinct – 12SP134265 – located within the Rail and River precinct. Challenges to theme, future planning, and expansion of the precinct. Visibility from the main road. Capital constraints on water infrastructure (distance to bore)
2. Near Dirranbandi Caravan Park – 1RP100720 – located in close proximity to the Dirranbandi Caravan Park. Constraint is a proposed road reserve through the property and after consultation with DNRME, the proposed use for the site would not be supported.
3. Jack Dwyer Memorial Park – Lot 55 D30622 – site is in the Jack Dwyer Memorial Park precinct of which Council is trustee of the site. The site is part of the reserve over Lot 55 was created on 3 September 1949, for 'Township' purposes – constraining and thus not supporting the construction of a baths even if relocatable – fixed footprint and also limited space to develop the baths.

4. Jack Dwyer Memorial Park – Lot 54 BLM1171 – site is in the Jack Dwyer Memorial Park. The Queensland Government are the owners of the site. Site has very positive attributes to house the baths, however, would require Council to acquire the site (acquisitions) thus creating both capital and project timing and completion constraints (estimated 12-month process). Consideration of this site for future expansion/growth. Close proximity to the town bore.
5. Jack Dwyer Memorial Park – Lot 56 SP1010406 – site is owned by Balonne Shire Council and in the Jack Dwyer Memorial Park precinct. No constraints such as capital, tenure, native title, and within close proximity to the town bore reducing infrastructure costs. Lot size can accommodate for the hot baths footprint and still maintain ample car parking.

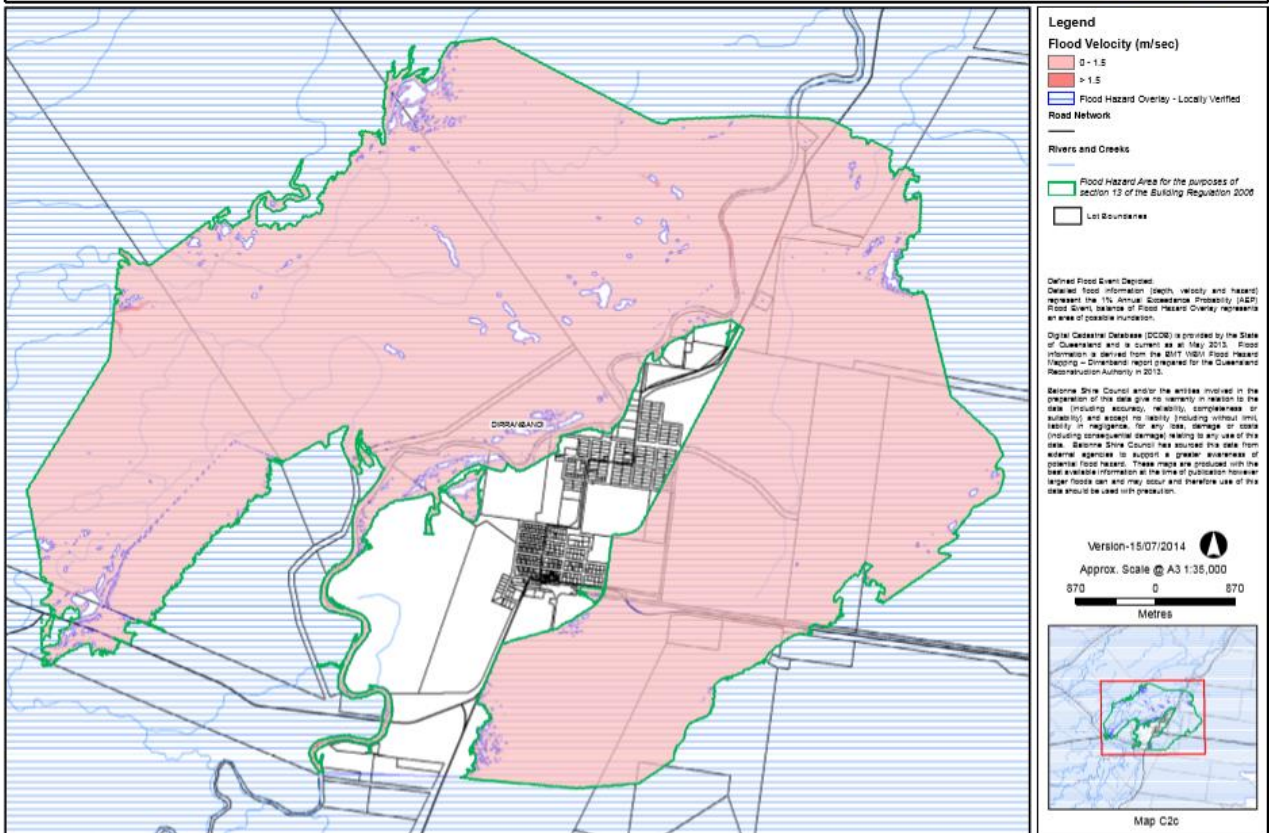


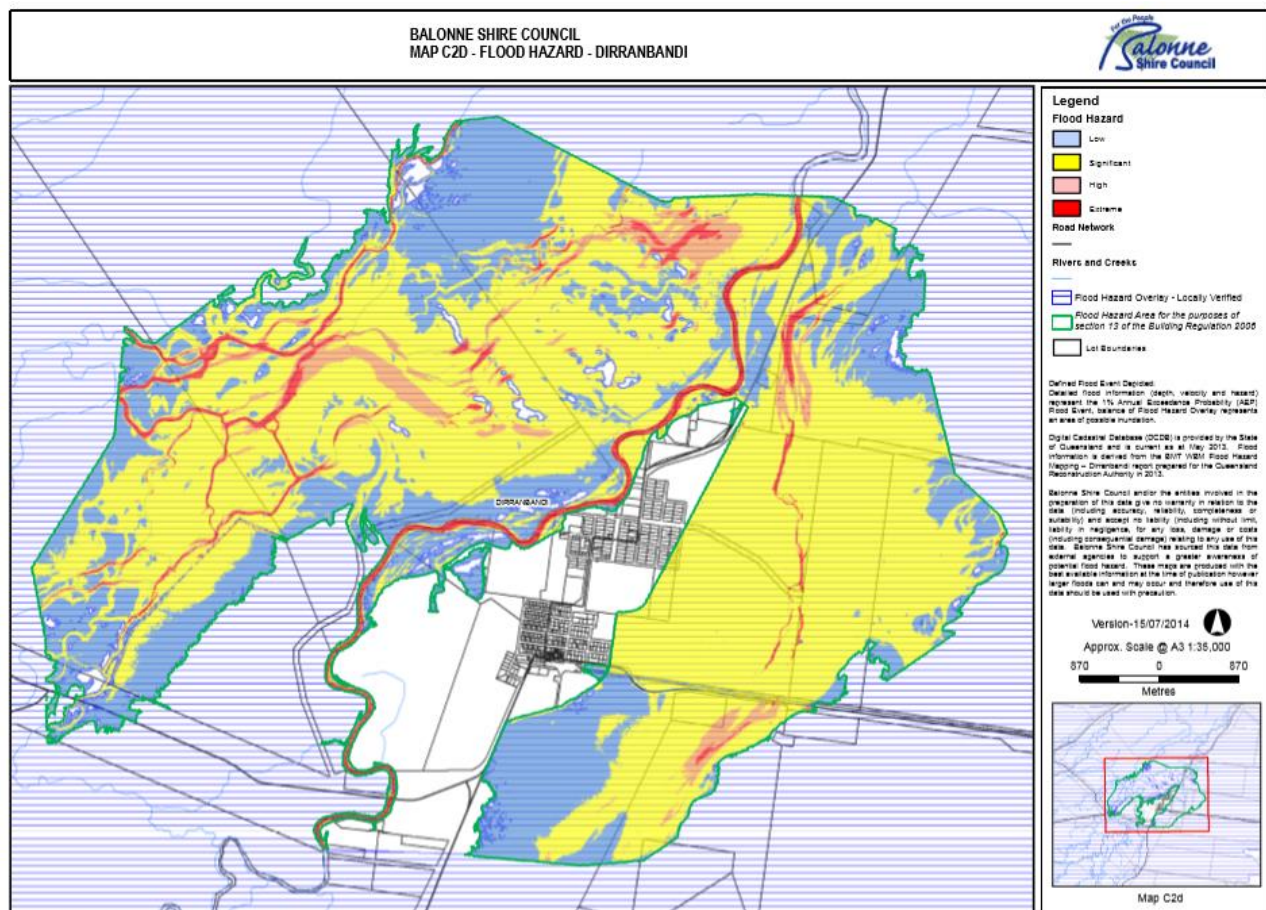
Figure 2: Aerial view of Jack Dwyer Memorial Park





BALONNE SHIRE COUNCIL
 MAP C2C - FLOOD VELOCITY - DIRRANBANDI





Link to Corporate Plan

Key Foundation Area	Key Program Area
<u>Economy</u>	Tourism growth and development

Consultation (internal/external)

- 4.1 BSC Councillors – Cr O'Toole, Cr Avery, Cr Todd
- 4.2 Spa Guru Consulting (Conceptual design and theme)
- 4.3 SMK Consultants (Surveying)
- 4.4 Janine York – Department of Natural Resources, Mines and Energy (land tenure, acquisitions, reserves – State owned land)
- 4.5 Jeremy Marshall – MacDonnells Law (Native Title and procedural rights)
- 4.6 Andrew Boardman, Adam Cassell, Peter Willey - BSC Infrastructure Services
- 4.7 Fiona Macleod – BSC Planning Officer
- 4.8 Andrea Killen – Murray-Darling Advisory Group and President Dirranbandi Progress Association
- 4.9 Jonathan Burrell – Murray-Darling Advisory Group, First Nation Community Member
- 4.10 Pam Crothers – Rail and River Precinct, Rail and River Arts Council
- 4.11 Barbra McMillan – Rural Transaction Centre, Visitor Information Centre
- 4.12 Nikki Pulfer – Dirranbandi Retreat and Caravan Park
- 4.13 Rebecca Lomman – Arcadia Communications (Business and Tourism Advisor)
- 4.14 Dirranbandi Fishing & Restocking Club
- 4.15 Mark and Julie Anderson – Dirranbandi Motor Inn
- 4.16 Kimberley Clark – Community Health Nurse

Legal Implications

Legal advice received regarding Native Title and procedural rights (can be viewed by Councillors on request).

Risk Implications

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

Policy Implications

There are no policy implications with the adoption of this report. The project is consistent with the objectives of the Corporate Plan to grow the economy and create community health and wellbeing.

Financial and Resource Implications

Planning approval and construction of the Dirranbandi Hot Baths is funded through grant monies with a total of \$875,000 of grant funding from the Commonwealth Government Murray-Darling Basin Economic Development Program (MDBEDP).

The project has approved variations with new milestone dates to complete project by 30 June 2021 with final milestone payment by 30/09/2021.

Options or Alternatives

A site adjacent to the Council owned site at Jack Dwyer Memorial Park and two other sites – Rail and River Precinct and a location between the Dirranbandi Caravan Park and Showgrounds were considered. These sites were problematic in terms of: purpose and local amenity, lot size and available space, Native Title, owned by the State Government with the lot being included in a dedicated nature reserve, a planned road reserve for one of the sites, the cost of infrastructure services that is distance from town bore and water treatment facility and the estimated time required for acquisition which is well beyond the timeframe of the grant milestones and conditions.

Attachments

1. Attachment 1 - Dirranbandi Baths-SpaGuru-Location Summary.pdf [↓](#) 
2. Attachment 2 - Detailed Survey Lots 56 and 54 (Jack Dwyer Park).pdf [↓](#) 

Recommendation/s

That Council resolves to:

1. locate the Dirranbandi Hot Baths Project on Lot 56 SP101406;
2. further consult with the Dirranbandi community on the concept and design; and
3. delegate to the Chief Executive Officer, under Section 257(1)(b) of the Local Government 2009, to complete all necessary phases of the project to meet the funding agreement timeframes and all applicable regulatory approval requirements.

Matthew Magin
Chief Executive Officer

Dirranbandi Thermal Baths

SITE CHOICE INPUTS

High level summary of key indicators toward Site Selection Process.

Summary re Location:

We understand there is consensus between all parties that River-side Location in proximity of Jack Dwyer Park is by far the preferable Dirranbandi location.

Specific Site Options:

We understand the potential area spans 3 titles:

A/ Council-owned site:

Current use:

Entry to Park, Fishing Club and Car Park, Water-Treatment Plant

B/ State-owned title:

Current use:

River-side walking path only continues through.

C/ Council Trustee for State Gov't:

Current Use:

Walking Path cuts through to exit park. Appears that half site is in private use (fenced paddock). Has very low levee rise impacting useable area.



A

B

C

Site Strengths & Weaknesses:

From our remote understanding, as visitation has not been possible at this time, the following is our summary of the strengths and weaknesses of each site:

Site A / Council-owned site – is the preferred option.

From our perspective this site appears to be the ideal option.

Strengths

The current car-park area will be ideal for bathing structures, with riverside ambience and sheltered by existing trees to provide an ambient peaceful experience with good deck views.

The reception and change, and novelty bathing structures can be allocated space behind the trees – enabling the bathing area to remain peacefully ambient.

The car-park for the fishing club and baths can be relocated closer to the park entrance.

The entry from adjacent car park will allow for practical entry from parking and an interesting and concise experiential journey to and within the facility can be created.

The car-park proximity to site will allow for easy access to be provided for users with limited ability, which is important from a community use perspective.

The site is close to bore and treatment plant for water services.

Has the benefit of no acquisition wait-time, cost to council or extra administrative inputs.

Weaknesses

Fishing Club will potentially be impacted by the necessity to move the car-park, possibly needing to further secure the boat-shed and participate in the change-of-use of the adjacent land required.

Site B / State-owned site –Is considered the second-best option.

We consider the state-owned site the second best option based on the information we have to date.

Strengths

Distance from entry and car-park still allow for reasonably practical entry from parking and an experiential journey to facility.

Limited ability personal access should still be able to be created.

The riverside available space is also ideal for baths, sheltered by existing trees to provide an ambient peaceful experience and deck views.

There is space away from the baths area (divided by trees) to create the reception/change facility and a novelty bathing attraction, adjacent to baths but not disturbing the baths' ambience.

Within reasonable proximity to bore and treatment plant to facilitate water services provision.

Weaknesses

Acquisition by council from State Government required.

Will require acquisition cost for council, extended wait times for due process and increased administrative time and inputs.

Site C/ Council as Trustee – least preferred option

Based on the limited information and visuals for this site that we have access to, to date, we consider this site has the most challenges for purpose.

Weaknesses

The readily available land allowance, sufficiently close to the river to ensure ambience and aspect, appears to be too small for purpose and a difficult shape to work with based on information to date.

Site is negatively impacted by the walking path, fenced off area and low levee.

Photography indicates a residential house may be adjacent to site.

Site is a longer walk from existing car-park and a long way to create an 'experiential journey'.

Distance from car-park would necessitate another access being created for less ambient visitors to be able to enter and park and access the baths.

Longer distance way from bore, treatment plant and water supply services, it appears services would need to cross the state-owned parcel.

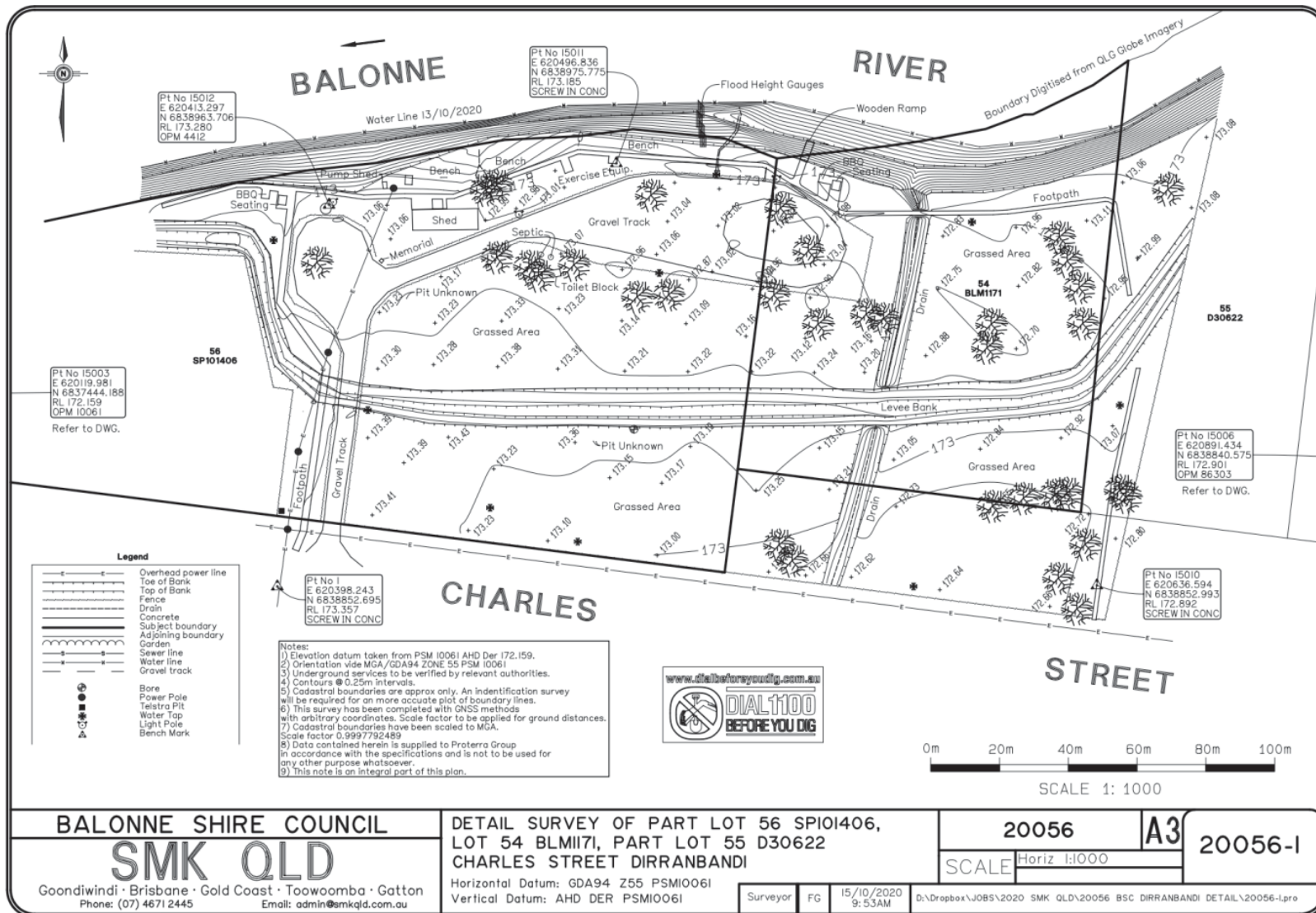
IN SUMMARY:

We recommend utilising the council-owned parcel (A) for a light-footprint relocatable infrastructure.

Should use of this site (A) not be possible then we advise that the state-owned site (B) adjacent be acquired.

Our perspective re the value of the third site may improve, but only if further information indicates an available larger footprint in river proximity for views and ambience, and practical considerations re services, limited ability access and levee are not as restrictive as are indicated at present.

ENDS



(FCS) FINANCE AND CORPORATE SERVICES

ITEM	TITLE	SUB HEADING	PAGE
FCS1	<u>CODE OF MEETING PRACTICE</u>	Amended Code of Meeting Practice as outlined by the department.	139
FCS2	<u>COUNCILLOR COMPLAINTS INVESTIGATION POLICY</u>	Councillor Complaints Investigation Policy as per the Department of Local Government Racing and Multi – Cultural Affairs guidelines	165
FCS3	<u>COUNCILLOR CODE OF CONDUCT</u>	Councillor Code of Conduct amended in accordance with Department of Local Government Racing and Multi-Cultural Affairs.	173
FCS4	<u>ACCEPTABLE REQUEST GUIDELINES</u>	Review of Current policy regarding Acceptable Request Guidelines, as per legislation changes.	186
FCS5	<u>WILD DOG EXCLUSION FENCING - CONTRACTORS PRE-QUALIFIED SUPPLIERS LIST</u>	Wild Dog Exclusion Fencing – Contractors Pre-Qualified Supplier List	203
FCS6	<u>MONTHLY FINANCIAL MANAGEMENT REPORT SEPTEMBER 2020</u>	Monthly Financial Management Report as at 30 September 2020 to be tabled at the meeting.	206
FCS7	<u>AUDIT & RISK COMMITTEE 9 OCTOBER 2020</u>	Audit & Risk Committee Meeting minutes 9 October 2020	207
FCS8	<u>PRE-QUALIFIED CONSULTANCY PANEL</u>	Pre-qualified Consultancy Panel	242

OFFICER REPORT

TO: Council

SUBJECT: Code of Meeting Practice

DATE: 19.10.20

AGENDA REF: FCS1

AUTHOR: Julie Hempstead - Administration Officer - Governance

Sub-Heading

Amended Code of Meeting Practice as outlined by the department.

Executive Summary

Code of Meeting Practice

Background

Council must adopt the Model Meeting Procedures issued by the Department of Local Government Racing and Multicultural Affairs (the Department) or may prepare to amend their own procedures. The attached Code of Meeting Practice has been amended to ensure that they are consistent with the requirements on the Model Meeting procedures, as outlined by the Department in September 2020.

The Code is in seven parts:

- PART 1 – Standing Orders
- PART 2 Model Meeting Procedures
- PART 3 - PRESCRIBED CONFLICTS OF INTEREST
- PART 4 - DECLARABLE CONFLICTS OF INTEREST
- PART 5. Reporting a suspected conflict of interest
- PART 6 Loss of quorum
- PART 7 Recording prescribed and declarable conflicts of interest

Link to Corporate Plan

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

Consultation (internal/external)

The department has consulted with Councils through the Local Government Association and Local Government Managers Australia. An outline of the procedure is on the Department website to assist in developing policies and procedures.

Legal Implications

Local Government Legislation (Councillor Code of Conduct) Amendment Regulation 2020 was passed on 4 August 2020.

Risk Implications

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

Policy Implications

The Code of Meeting Practice has been amended to ensure it is consistent with the Model Meeting Practice issued by the Department. Adoption of this policy will supersede the previous version of Councils Code of Meeting Practice.

Financial and Resource Implications

There may be cost implications for Council if there is an investigation. Costs may be recouped from the subject Councillor when appropriate.

Options or Alternatives

Nil

Attachments

1. Code of Meeting Practice Draft 29 October 2020 [!\[\]\(564903337f30b845a5f6979939a95fe6_img.jpg\) !\[\]\(6799d2cf9a6546bbe2fea4f3991acfa2_img.jpg\)](#)

Recommendation/s

That Council resolves to

1. Adopt the amended Code of Meeting Practice, as attached and rescind all previous versions.
2. Note the contents of the amended Code of Meeting Practice particularly in relation to the new provisions around Conflict of Interests in Parts 3 and 4.

Michelle Clarke

Director Finance & Corporate Services



Code of Meeting Practice – 29 October 2020

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Code of Meeting Practice – 29 October 2020

PART 1 – Standing Orders

1. Legislation

The Code of Meeting Practice provides written rules (standing orders) for the orderly conduct of Council, Standing and Advisory Committee meetings consistent with the relevant requirements of the *Local Government Act 2009* and Part 2, Division 1A of the *Local Government Regulation 2012*.

2. Principles

The Council has an obligation to act in accordance with the local government principles set out at Section 4 of the *Local Government Act 2009*, namely

- (a) transparent and effective processes, and decision-making in the public interest
- (b) sustainable development and management of assets and infrastructure, and delivery of effective services
- (c) democratic representation, social inclusion and meaningful community engagement
- (d) good governance of, and by, local government; and
- (e) ethical and legal behaviour of councillors and local government employees.

3. Scope

- 3.1 The Code of Meeting Practice applies to all meetings of Balonne Shire Council, including meetings of committees, and all participants in those meetings.
- 3.2 Any provision of the Code may be suspended by resolution of any meeting of Council. A separate resolution is required for any such suspension and must specify the application and duration of each suspension.
- 3.3 Where at a Council meeting a matter arises which is not provided for in this Code, such matters shall be determined by resolution of Council upon a motion which may be put without notice but otherwise in conformity with this Code.

4. Responsibility

- 3.4 The Chairperson who presides at a meeting is responsible for the conduct of the meeting.
- 3.5 The Chief Executive Officer is responsible for ensuring that notices, agendas, minutes and/or committee reports are prepared in accordance with the relevant legislation and the Code of Meeting Practice.

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3.6 Each person is responsible for their conduct at a Local Government meeting.

5. Before Council Meetings

5.1 Frequency of Meetings (s254 LGR)

The Council will meet once a month.

5.2 Dates

5.2.1 Council meets at 9.00 am on the third Thursday of each month.

5.2.2 Any change from the date of commencement time of a Council meeting shall be by resolution of the Council or, in emergency circumstances, by the authorisation of the Mayor.

5.2.3 Special Meeting of Council will be held in accordance with clause 5.2 and 5.3.

5.3 Notice of Meetings to Councillors (s254C LGR)

5.3.1 Written notice of each meeting or adjourned meeting of the Council will be given to each Councillor at **least two (2) calendar days** before the day of the meeting unless it is impracticable to give notice.

5.3.2 The written notice shall state the day and time of the meeting and for a special meeting – the object of the meeting.

5.4 Notice for Special Meeting

5.4.1 A special meeting is a meeting at which the only business that may be conducted is the business stated in the notice of meeting.

5.4.2 If the Mayor receives a request in writing signed by at least two (2) Councillors, the Mayor must call a special meeting of the Council to be held as soon as practicable but in any event within fourteen (14) days after the receipt of the request.

5.4.3 The Mayor or Chief Executive Officer may call a special meeting of the Council to be held as soon as practicable. The Mayor or CEO will notify the Councillors at least two (2) calendar days prior to the special meeting being held.

5.5 Public Notice of Meetings (s254B LGR)

5.5.1 Following the post-election meeting Council will publish the days and times of its general meetings.

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- 5.5.2 Council will display in its administration centre and libraries a notice of the days and times when its meetings will be held.
- 5.5.3 Council will publish any amendment to the timetable of its meetings via council's website and changes via social media.
- 5.5.4 The full public agenda will be published on Council's website by 5pm on the next business day after notice of meeting is given to Councillors (and prior to the council meeting).

5.6 Place of Meetings (s254B & 257 LGR)

- 5.6.1 Council meetings will be held at the Balonne Shire Council Administration Centre as outlined in its meeting schedule for the year.
- 5.6.2 Council may resolve to hold a particular meeting in another location provided public notice is given.

5.7 Post-Election Meetings (s175 (1) LGA & s256 LGR)

- 5.7.1 Council must hold a meeting within **fourteen (14) calendar days** after the conclusion of each quadrennial election.
- 5.7.2 Council must, by resolution, appoint a Deputy Mayor from its Councillors (other than the Mayor).
- 5.7.3 The Chief Executive Officer will chair the post-election meeting until the Mayor and Councillors have taken their oath of office.
- 5.7.4 Council must consider the day and time for holding other meetings at its post-election meeting.

6. Meetings

6.1 Chairperson

- 6.1.1 The Mayor will preside at any of Council's meetings, unless otherwise specified in a committee's terms of reference.
- 6.1.2 If the Mayor is absent, the Deputy Mayor will assume the Chair.
- 6.1.3 If the Deputy Mayor is absent a Councillor may be elected to the chair by the Councillors present at the meeting.
- 6.1.4 If at the time designated for holding the meeting no Chairperson is present, the first business of the meeting must be the election of a Chairperson to preside at the meeting.

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6.2 Duties of the Chairperson

The Chairperson has a duty to preserve order and ensure proceedings are conducted in a proper manner by:

- Determining that the meeting is properly constituted and a quorum is present
- Informing Councillors as to the business and objectives of the meeting
- Formulating for discussion and decision any proposed resolution (motion) that has been moved for consideration of the meeting
- Deciding whether proposed resolutions and amendments are in order
- Deciding points of order and other incidental matters that require a decision
- Facilitating an exchange of views and ideas on key issues before the meeting
- Confining discussion to within the scope of the meetings and within reasonable limits of time
- Preserving order at the meeting
- Serving the public interest
- Putting relevant questions to the meeting and conducting a vote (and where authorised, giving a casting vote)
- Declaring the result
- Ensuring a division is taken if properly requested
- Ensuring the record of minutes of the meeting is maintained
- Adjourning the meeting when circumstances justify that course
- Declaring the meeting closed when its business is complete.

6.3 Councillors

- 6.3.1 All Councillors have a responsibility to participate in council meetings, policy development and decision making, for the benefit of the Local Government area.
- 6.3.2 After a meeting of the Council has commenced, a Councillor must not enter, leave or withdraw from the meeting without first notifying the Chairperson.
- 6.3.3 Mobile telephones and audible pagers must be turned off or placed in silent mode in the meeting room.
- 6.3.4 confine their remarks to matters then under consideration and act with due decorum in order that the meeting is conducted in an efficient and effective manner. (For further details refer to the Councillor Code of Conduct)

7. Procedures for meetings

7.1 Order of Business

The order of business must be determined by resolution of Balonne Shire Council from time to time. The order of business may be altered for a particular meeting where the Councillors at the meeting pass a motion. Such a motion may be moved without notice.

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The regular order of business for **ordinary meetings** will be:-

- Opening Prayer
- Attendance
- Apologies
- Leave of Absence
- Confirmation of Minutes
- Business Arising
- Declaration of Material Personal Interest and Conflict of Interest
- Public Participation - Deputations
- Officers' Reports
- Confidential items
- Councillor Reports
- General Business
- Items for information only

7.2 Petitions

Any petition presented to a meeting of Council shall:

- a) be in legible writing or typewritten and contain a minimum of ten (10) signatures
- b) include the name and contact details of the Principal Petitioner (i.e., one person who is the organiser and who will act as the key contact for the issue) include the postcode of all petitioners, and
- c) have the details of the specific request/matter appear on each page of the petition.

Where a Councillor presents a petition to a meeting of Council no debate on or in relation to it shall be allowed and the only motion which may be moved is that the petition be received; or received and referred to a committee or officer for consideration and a report to Council; or not be received because it is deemed invalid.

Council will respond to the Principal Petitioner in relation to all petitions deemed valid.

7.3 Deputations

A deputation wishing to attend and address a meeting of Council shall apply in writing to the CEO not less than seven (7) business days before the meeting.

The CEO, on receiving an application for a deputation shall notify the Chairperson who shall determine whether the deputation may be heard. The CEO shall inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time shall be arranged for that purpose, and an appropriate time period allowed.

For deputations comprising three or more persons, only three persons shall be at liberty to address Council unless the Councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.



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If a member of the deputation other than the appointed speakers interjects or attempts to address the Council, the Chairperson may finalise the deputation.

The Chairperson may terminate an address by a person in a deputation at any time where:

- a) the Chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting,
- b) the time period allowed for a deputation has expired, or
- c) the person uses insulting or offensive language or is derogatory towards Councillors or staff members.

The CEO is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions, as appropriate.

7.4 Motions

7.4.1 Motion to be moved

- a) A Councillor is required to 'move' a motion and then another Councillor is required to 'second' the motion.
- b) When a motion has been moved and seconded, it shall become subject to the control of Council and shall not be withdrawn without the consent of Council.
- c) Other Councillors can propose amendments to the motion which must be voted on before voting on the final motion.
 - i. A motion brought before a meeting of Council in accordance with the Local Government Act 2009 or this Code shall be received and put to the meeting by the Chairperson. The Chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
 - ii. The Chairperson may call the notices of motion in the order in which they appear on the agenda, and where no objection is taken to a motion being taken as a formal motion, the Chairperson may put the motion to the vote without discussion.

7.4.2 Absence of Mover of Motion

Where a Councillor who has given notice of a motion is absent from the meeting of Council at which the motion is to be considered, the motion may be:

- moved by another Councillor at the meeting, or
- deferred to the next meeting.



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7.4.3 Motion to be seconded

A motion or an amendment to a motion shall not be debated at a meeting of Council unless or until the motion or the amendment is seconded, with the exception of Procedural Motions.

7.4.4 Amendment of Motion

An amendment to a motion shall be in terms which maintain or further clarify the intent of the original motion and do not contradict the motion.

Not more than one motion or one proposed amendment to a motion may be put before a meeting of Council at any one time.

Where an amendment to a motion is before a meeting of Council, no other amendment to the motion shall be considered until after the first amendment has been put.

Where a motion is amended by another motion, the original motion shall not be put as a subsequent motion to amend that other motion.

7.4.5 Speaking to motions and amendments

The mover of a motion or amendment shall read it and shall state that it is so moved but shall not speak to it until it is seconded.

The Chairperson will manage the debate by allowing the Councillor who proposed the motion the option of speaking first on the motion. The Chairperson will then call on any other Councillor who wishes to speak for or against the motion, until all Councillors who wish to speak have had the opportunity.

A Councillor may make a request to the Chairperson for further information before or after the motion or amendment is seconded.

A motion or amendment may be withdrawn by the mover thereof with the consent of Council, which shall be signified without debate, and a Councillor shall not speak upon such motion or amendment thereof after the mover has been granted permission by Council for its withdrawal.

The mover of a motion or amendment shall have the right to reply.

Where two or more Councillors indicate they may wish to speak at the same time, the Chairperson shall determine who is entitled to priority.

In accordance with Section 254J of the Local Government Regulation 2012, if a decision made at a meeting is inconsistent with a recommendation or advice given to Council by an advisor of the Council, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice. (Refer to 9.3 below)

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7.5 Procedural motions

7.5.1 Types of procedural motions

A Councillor at a meeting of Council may, during the debate of a matter at the meeting, move, as a procedural motion, without the need for a seconder the following motions:

- that the question/motion be now put
- that the motion or amendment now before the meeting be adjourned
- that the meeting proceed to the next item of business
- that the question lie on the table
- a point of order
- a motion of dissent against the Chairpersons decision
- that this report/document be tabled
- to suspend the rule requiring that (insert requirement)
- that the meeting stand adjourned

Eligible councillors may move a procedural motion that a councillor may participate in a meeting despite a **declarable conflict of interest**. (see ##) below.

7.5.2 Motion that the Question be put

A procedural motion, that the question be put, may be moved and where such a procedural motion is carried, the Chairperson shall immediately put the question to the motion or amendment to that motion under consideration. Where such procedural motion is lost, debate on the motion or amendment to that motion shall continue.

7.5.3 Motion to adjourn

The procedural motion, that the motion or amendment now before the meeting be adjourned, may specify a time or date, to which the debate shall be adjourned. Where no date or time is specified:

- a further motion may be moved to specify such a time or date, or
- the matter about which the debate is to be adjourned, shall be included in the business paper for the next meeting.

7.5.4 Motion to change order of business

Where a procedural motion, that the meeting proceed to the next item is carried, debate on the matter that is the subject of the motion shall cease and may be considered again by Council on the giving of notice in accordance with this Code.

7.5.5 Point of order

Any Councillor may ask the Chairperson to decide on a 'point of order' where it is believed that another Councillor:

- has failed to comply with proper procedures

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- is in contravention of the Local Government Act/Regulations, or
- is beyond the jurisdiction power of Council.

Points of order cannot be used as a means of contradicting a statement made by the Councillor speaking. Where a 'point of order' is moved, consideration of the matter to which the motion was moved shall be suspended pursuant to clause 10.2. The Chairperson shall determine whether the point of order is upheld.

Upon the question of order suddenly arising during the process of a debate, a Councillor may raise a point of order, and thereupon the Councillor against whom the point of order is raised, shall immediately cease speaking. Notwithstanding anything contained in these standing orders to the contrary, all questions or points of order at any time arising shall, until decided, suspend the consideration and decision of every other question.

7.5.6 Motion of dissent

A Councillor may move 'a motion of dissent' in relation to a ruling of the Chairperson on a point of order. Where such motion is moved, further consideration of any matter shall be suspended until after a ruling is made. Where a motion of dissent is carried, the matter to which the ruling of the Chairperson was made shall proceed as though that ruling had not been made. Where as a result of that ruling the matter was discharged as out of order, it shall be restored to the business paper and be dealt with in the normal course of business.

7.6 Questions

A Councillor may at a Council meeting ask a question for reply by another Councillor or an officer regarding any matter under consideration at the meeting. A Councillor or officer to whom a question is asked without notice may request that the question be taken on notice for the next Meeting.

The Chairperson may disallow a question which is considered inconsistent with an acceptable request or good order.

7.7 Conduct during Meetings

7.7.1 Code of Conduct

Councillors will conduct themselves in accordance with the principles of the Local Government Act 2009 and the standards of behavior set out in the Code of Conduct. The Chairperson may observe or be made aware of instances of possible unsuitable meeting conduct.

After a meeting of Council has been formally constituted and the business commenced, a Councillor shall not enter or leave from such meeting without first notifying the Chairperson.

No Councillor who is speaking shall be interrupted except upon a point of order being raised either by the Chairperson or by a Councillor.

When the Chairperson speaks during the process of a debate, the Councillor then speaking or offering to speak shall immediately cease speaking, and each Councillor present shall preserve strict silence so that the

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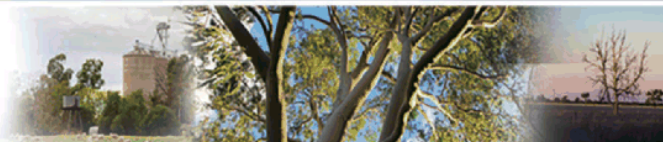
Chairperson may be heard without interruption.

7.8 Disorder

The Chairperson may adjourn the meeting of Council, where disorder arises at a meeting other than by a Councillor. On resumption of the meeting, the Chairperson shall move a motion, which shall be put without debate, to determine whether the meeting shall proceed. Where such a motion is lost, the Chairperson shall declare the meeting closed, and any outstanding matters referred to a future meeting.

7.9 Closed Meetings (s254J LGR)

- 7.9.1 The Council has limited powers under the Act and Regulations to close Council Meetings to the public.
- 7.9.2 In the interests of accountability and transparency, Council must specify the nature of the matter to be discussed and the reasoning of the Councillors for going into closed session.
- 7.9.3 If the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session and name the topic to be discussed and a brief explanation of why it is deemed necessary to take the issue into closed session.
- 7.9.4 If a closed session includes attendance by teleconference, the Councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation.
- 7.9.5 A resolution that a meeting be closed must state the nature of the matters to be considered while the meeting is closed.
- 7.9.6 Only procedural resolutions may be made during a closed meeting. The meeting must be reopened before any substantive resolution on the matter is made.
- 7.9.7 When the Council resolves to close the meeting to the public, The Chairperson may direct all persons other than Councillors and the Chief Executive Officer to leave the Council Chambers. The Chairperson may allow additional persons (including officers of the Council, and Legal and Technical Advisers) to remain in the meeting.
- 7.9.8 All other persons must immediately leave the Council Chambers.
- 7.9.9 A person failing to comply with a direction to leave the Council Chambers may be removed from the Council Chambers using reasonable necessary force. For the purpose of effecting the removal the Chairperson may call upon the assistance of a member of the Police Service.
- 7.9.10 Unless the Council, upon the resumption of its open meeting, resolves to the contrary, all matters discussed in a closed meeting must be kept confidential.



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- 7.9.11 The minutes of a Local Government must detail the matter discussed and reasoning for discussing the matter in closed session. The Local Government must also ensure that it complies with the statutory obligations associated with recording of passed resolutions.
- 7.9.12 A council meeting, standing or advisory committee cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the eligible councillors at the meeting must decide whether the councillor has a declarable conflict of interest in the matter.
- 7.9.13 Further the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the meeting and the council must:
- Delegate the matter;
 - Decide by resolution to defer to a later meeting
 - Decide by resolution to take no further action on the matter.

7.10 Method of Taking Vote

- 7.10.1 Before any matter is put to the vote, the Chairperson may direct that the motion or amendment be read again by the Chief Executive Officer.
- 7.10.2 The Chairperson must, in taking the vote on a motion or an amendment, put the question, first in the affirmative and then in the negative and may do so as necessary to form and declare an opinion as to whether the affirmative or the negative has the majority vote.
- 7.10.3 The Councillors will vote by a show of hands or as otherwise directed by the Chairperson. Any Councillor present that fails to vote is taken to have voted in the negative.

7.11 Voting and Decisions of Council

At a meeting of Council:

- voting must be open; and
- a question is decided by a majority of the votes of the Councillors present; and
- each Councillor present has a vote on each question to be decided and, if the votes are equal, the Councillor presiding has a casting vote; and
- if a Councillor present fails to vote, the Councillor is taken to have voted in the negative.

7.12 Disclosures of Interest

Councillors are ultimately responsible to disclose any material personal interest or conflict of interest on matters to be considered at council/committee meetings and comply with the relevant provisions of the Local Government Act and Regulations. Refer to Parts 2 -7 on how to declare and record interests.



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8. Attendance and Non-Attendance:

8.1 Quorum for a Meeting

- 8.1.1 The quorum for a meeting is **four (4)** Councillors. The Councillors must be present in the room for there to be a quorum and therefore leaving the room for disclosure of interests or other breaks may impact the meeting.
- 8.1.2 If a quorum is not present within fifteen (15) minutes after the time appointed for a meeting, the meeting may be adjourned to a later hour or another day within fourteen (14) calendar days after the adjournment.
- 8.1.3 A quorum does not apply to consideration of a declarable interest by eligible councillor/s. (see # below).

8.2 Councillor Presence at Council Meetings

Council may allow a person including a Councillor to take part in a meeting by audio or visual link by resolution of Council. *Audio or Audio-visual link* or other method - means 'real-time' communication that allows a person to take part in discussions as they happen.

- 8.2.1 A Councillor who is absent without Council leave from two (2) or more consecutive statutory meetings of Council over at least two (2) months, may see their office becoming vacant. (s162 (1) (e) LGA 2009)
- 8.2.2 A councillor who is absent without approved leave from meetings may be considered inappropriate conduct.
- 8.2.3 Leave is to be approved by the Mayor.

NOTE: Leave from Council Meetings will not be unreasonably withheld if valid reasons for leave are provided for approval.

8.3 Attendance of public and media at meetings

An area must be made available at the place where a meeting is to take place for members of the public and representatives of the media to attend the meeting and as many people as can reasonably be accommodated in the area must be permitted to attend the meeting.

If Council resolves that a meeting be closed to the public, the public and representatives of the media must be excluded from the meeting.



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8.4 Public participation at meetings

The Chairperson may invite a member of the public to take part in the proceedings of a meeting. During debate on a motion, the Chairperson may invite submissions, comments or questions from members of the public provided it is not irrelevant, offensive or unduly long.

9. Record of Meetings

9.1 Minutes and access to information (s254F LGR)

- 9.1.1 The Chief Executive Officer must ensure minutes of each meeting are taken under the supervision of the person presiding at the meeting.
- 9.1.2 Minutes of each meeting must include:
- the names of Councillors present at the meeting; and
 - if a division is called on a question – the names of all persons voting on the question and how they voted; and
 - each relevant report for the meeting, other than to the extent the relevant report contains information that is confidential to Council. (relevant report are those tabled at the ordinary meeting and not otherwise included in the public agenda)
 - reasons for particular decisions (9.3 below)
- 9.1.3 councillors may confirm the minutes (even if they were not present at the previous meeting) or if they had a prescribed or declarable interest in a matter considered, discussed or voted on at the previous meeting. (refer to Parts 2-7)
- 9.1.4 A copy of the minutes of each meeting must be made public and available by 5pm on the 10th day after the meeting is held (unless the minutes are sooner confirmed) and
- 9.1.5 when the minutes have been confirmed – must be available for purchase at the Council's public offices.

9.2 Amending Minutes

Minutes can only be amended at the time of confirmation to correct an inaccurate record of the meeting.

9.3 Recording of reasons for particular decisions (s254H LGR)

This section applies if a decision made at a meeting is inconsistent with a recommendation or advice given to the Council by an advisor of the Council and either or both of the following apply to the decision.

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- i. the decision is about entering into a contract the total value which is more than the greater of the following:
 - \$200,000 exclusive of GST;
 - 1% of the Council's net rate and utility charges as stated in the Council's audited financial statements included in the Council's most recently adopted annual report;

the decision is inconsistent with:

- i. the policy or approach ordinarily followed by the Council for the type of decision; or
- ii. a policy previously adopted by the Council by resolution, whether or not as required by an Act, and still in force.

Examples of decisions to which subsection (1) might apply-

- the grant of a licence, permit or approval, however named, under an Act or local law
- the grant of a concession, rebate or waiver in relation to an amount owed to the Council
- disposing of land or a non-current asset

The Chief Executive Officer must ensure the minutes of the meeting include a statement of the reasons for not adopting the recommendation or advice.

9.4 Participating in meetings by audio link or audio visual (S254K & 277A-277D LGR)

Council may allow a person to take part in a meeting by audio link or audio visual. A councillor taking part in a council meeting is taken to be present.

Council must ensure that a meeting is available for real-time viewing or listening by the public at one of council's offices is available if the meeting has been restricted to public access due to health and safety reasons associated with the public health emergency involving COVID-19. However, the Chair may decide by notice that the meeting is closed to the public under S277E.



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PART 2 Model Meeting Procedures

Part 2 of the Code of Meeting Practice for the Balonne Shire Council is based on the Model Meeting Procedures issued by the Department of Local Government, Racing and Multicultural Affairs – Revised September 2020

PURPOSE OF THE MEETING PROCEDURES

The purpose of the Model Meeting Procedures is to set out certain procedures to ensure the Local Government principles are reflected in the conduct of Local Government meetings and Local Government committee meetings. The model meeting procedures do not apply to meetings of council's Audit & Risk Committee.

It is not intended that the Model Meeting Procedures would deal with all aspects of meeting conduct but only those required to strengthen public confidence in Local Government to deal with the conduct of Councillors in meetings. Refer to Part 1 for standing orders and conduct of meetings. Parts 3 and 4 deal with prescribed and declarable interests.

BACKGROUND

In particular, as required under section 150F of the *Local Government Act 2009* (LGA) this document sets out:

- the process for how a Chairperson of a Local Government meeting may deal with instances of unsuitable meeting conduct by Councillors.
- the process for how suspected inappropriate conduct of a Councillor referred to the local government by the Independent Assessor (the Assessor) is to be dealt with at a Local Government meeting.

APPLICATION

The Balonne Shire Council has chosen to adopt the Model Meeting Procedures as Part 2 of its Code of Meeting Practice to ensure they are consistent.

Council must conduct its meetings in a manner that is consistent with both Part 1 and 2 of this Code of Meeting Practice.

PROCESSES

1. Process for dealing with unsuitable meeting conduct by a Councillor in a meeting

When dealing with an instance of unsuitable conduct by a Councillor in a meeting, the following procedures must be followed:

- 1.1. The Chairperson must decide whether or not unsuitable meeting conduct has been displayed by a Councillor.

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- 1.2. If the Chairperson decides the unsuitable meeting conduct has occurred, the Chairperson must consider the severity of the conduct and whether the Councillor has had any previous warnings for unsuitable meeting conduct issued. If the Chairperson decides the conduct is of a serious nature, refer to 1.7 for the steps to be taken.
- 1.3. If the Chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the Chairperson may request the Councillor take remedial actions such as:
 - 1.3.1. Ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct
 - 1.3.2. Apologising for their conduct
 - 1.3.3. Withdrawing their comments.
- 1.4. If the Councillor complies with the Chairperson's request for remedial action, no further action is required.
- 1.5. If the Councillor fails to comply with the Chairperson's request for remedial action, the Chairperson may warn the Councillor that failing to comply with the request may result in an order being issued.
- 1.6. If the Councillor complies with the Chairperson's warning and request for remedial action, no further action is required.
- 1.7. If the Councillor still continues to fail to comply with the Chairperson's request for remedial actions, the Chairperson may make one or more of the orders below:
 - 1.7.1. an order reprimanding the Councillor for the conduct
 - 1.7.2. an order requiring the Councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 1.8. If the Councillor fails to comply with an order to leave and stay away from the meeting, the Chairperson can issue an order that the Councillor be removed from the meeting by an appropriate officer. The meeting must be adjourned whilst the Councillor is being removed.
- 1.9. Following the completion of the meeting, the Chairperson must ensure:
 - 1.9.1. details of any order issued is recorded in the minutes of the meeting
 - 1.9.2. if it is the third (3rd) or more order within a 12-month period made against a Councillor or the Councillor has refused to leave following an order issued to leave the meeting, these matters are to be dealt with at the next meeting of the Local Government and treated as inappropriate conduct pursuant to the LGA
 - 1.9.3. the Chief Executive Officer is advised to ensure details of any order made must be updated in the Local Governments Councillor Conduct Register pursuant to the LGA.

Any Councillor aggrieved with an order issued by the Chairperson can move a motion of dissent for parts 1.1, 1.7 and 1.8 above.



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Note: Chairpersons of a meeting are carrying out a statutory responsibility under the LGA to manage and lead the meeting. As such, where a chairperson behaves inappropriately in a meeting, this involves a breach of trust placed in them as the chairperson of the meeting and may be dealt with as misconduct. The breach can be referred to the Office of the Independent Assessor (OIA) to be dealt with. However breaches of trust do not arise because councillors disagree with the chairperson's decision or ruling during a meeting.

2. Meeting process for dealing with suspected Inappropriate Conduct which has been referred to a Local Government

Pursuant to Chapter 5A Division 5 of the LGA, (Referral of conduct to local government) a referral from the Independent Assessor of inappropriate conduct or an instance of suspected inappropriate conduct may arise from circumstances under paragraph 1.9.2 of this document.

In either case, the council must complete an investigation into the alleged conduct:

- Consistent with any recommendations from the IA; and
- Consistent with the council's investigation policy; or
- In another way decided by resolution of council.

After the completion of the investigation, Council must decide in a council meeting, whether the councillor has engaged in inappropriate conduct, unless it has delegated responsibility for this decision under section 257 of the LGA.

When dealing with an instance of suspected inappropriate conduct which has been referred to a Local Government by the Independent Assessor:

- 2.1 The council must be consistent with the Local Government principle of transparent and accountable decision making in the public interest, by dealing with suspected inappropriate conduct in an open meeting of the Council. However, where the matter may directly affect the health and safety of the complainant due to the nature of the complaint, the Council may resolve to go into closed session under section 254J of the *Local Government Regulation 2012* (the LGR) to discuss the allegation.
- 2.2 The subject councillor has a declarable conflict of interest in the matter and is permitted by the council to remain in the meeting during the debate about whether the councillor engaged in inappropriate conduct and answer questions put to the subject councillor through the chairperson to assist the other councillors in making a decision. The permission to remain in the meeting for debate is on the condition that the subject councillors must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have committed inappropriate conduct and what, if any penalty to impose if the councillor is found to have committed inappropriate conduct.
- 2.3 Should the complainant be a councillor, that councillor may have a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in section 9. If the complainant councillor who has a declarable conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other councillors must decide how to deal with the conflict of

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interest under section 9. The complainant councillor can be ordered to leave the meeting place or conditions may be applied to allow that councillor to participate in either the debate, the vote or the decision on any disciplinary action to be applied.

- 2.4. The council must debate the issue and decide whether the accused councillor engaged in inappropriate conduct. If the council has lost quorum due to the number of conflicted councillors or another reason, the matter must be delegated consistent with section 257 of the LGA or deferred to another date when a quorum will be present.
- 2.5. If a decision is reached that the accused councillor has engaged in inappropriate conduct, then the councillors must decide what penalty or penalties from the orders detailed in 24.6, if any, to impose on the councillor. In deciding what penalty to impose, the council may consider any previous inappropriate conduct of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the council is reasonably satisfied is true.
- 2.6. The council may order that no action be taken against the councillor or make one or more of the following:
 - 2.6.1. an order that the councillor make a public admission that the councillor has engaged in inappropriate conduct
 - 2.6.2. an order reprimanding the councillor for the conduct
 - 2.6.3. an order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense
 - 2.6.4. an order that the councillor be excluded from a stated council meeting
 - 2.6.5. an order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor, for example that the councillor is ordered to resign from an appointment representing the local government on a state board or committee
 - 2.6.6. an order that if the councillor engages in the same type of conduct again, it will be treated as misconduct
 - 2.6.7. an order that the councillor reimburse the council for all or some of the costs arising from the councillor's inappropriate conduct.
- 2.7. A local government may not make an order under 2.6.3; 2.6.4; 2.6.5; 2.6.6 in relation to a person who is no longer a councillor.
- 2.8. The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the details of the decision.
- 2.9. The chairperson must ensure the meeting minutes reflect the resolution made.



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PART 3 - PRESCRIBED CONFLICTS OF INTEREST

(formerly material personal interest)

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a council or committee meeting (other than ordinary business matters). When dealing with a prescribed conflict of interest, councillors must abide by the following procedures:

- 3.1 A councillor who has notified the chief executive officer of a prescribed conflict of interest in a matter to be discussed in a council meeting must also give notice during the meeting.
- 3.2 A councillor who first becomes aware of a prescribed conflict of interest in a matter during a council meeting must immediately inform the meeting of the conflict of the interest.
- 3.3 When notifying the meeting of a prescribed conflict of interest, the following details must be provided:
 - if it arises because of a gift, loan or contract, the value of the gift, loan or contract
 - if it arises because of an application or submission, the subject of the application or submission
 - the name of any entity other than the councillor that has an interest in the matter
 - the nature of the councillor's relationship with the entity that has an interest in a matter
 - details of the councillor's and any other entity's interest in the matter.
- 3.4 The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice from the Minister to participate in the matter.
- 3.5 Once the councillor has left the area where the meeting is being conducted, the council can continue discussing and deciding on the matter at hand.

PART 4 - DECLARABLE CONFLICTS OF INTEREST

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at council or committee meetings that might lead to a decision that is contrary to the public interest (other than ordinary business matters).

A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the councillor may disclose their suspicion and the processes under section 150EW of the LGA.

When dealing with a declarable conflict of interest, councillors must abide by the following procedures:

- 4.1 A councillor who has notified the chief executive officer of a declarable conflict of interest in a matter to be discussed at a council meeting must also give notice during the meeting.



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- 4.2 A councillor who first becomes aware of a declarable conflict of interest in a matter during a council meeting must inform the meeting of the conflict of interest
- 4.3 When notifying the meeting of a declarable conflict of interest, councillors should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following details must be provided:
- the nature of the declarable conflict of interest
 - if it arises because of the councillor's relationship with a related party:
 - i. the name of the related party to the councillor
 - ii. the nature of the relationship of the related party to the councillor
 - iii. the nature of the related party's interest in the matter
 - if it arises because of a gift or loan from another person to the councillor or a related party:
 - i. the name of the other person
 - ii. the nature of the relationship of the other person to the councillor or related party
 - iii. the nature of the other person's interest in the matter
 - iv. the value of the gift or loan and the date the gift or loan was made.
- 4.4 After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.
- 4.5 If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision.
- 4.6 The other councillors at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the non-conflicted councillors. The non-conflicted councillors may impose conditions on the councillor under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The councillor must comply with any decision or condition imposed by the non-conflicted councillors.
- 4.7 In deciding on whether a councillor may participate in a decision about a matter in which the councillor has a declarable conflict of interest in a matter, only councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those councillors is less than a majority or less than a quorum for the meeting consistent with section 150ET of the LGA.
- 4.8 The councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairperson to assist the other councillors in making their decision. The subject councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.



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- 4.9 When deciding whether a councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the other councillors should consider the particular circumstances of the matter including, but not limited to:
- 4.9.1 how does the inclusion of the councillor in the deliberation affect the public trust
 - 4.9.2 how close or remote is the councillor's relationship to the related part
 - 4.9.3 if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received
 - 4.9.4 will the benefit or detriment the subject councillor or their related party stands to receive from the decision have major or minor impact on them
 - 4.9.5 how does the benefit or detriment the subject councillor stands to receive compare to others in the community
 - 4.9.6 how does this compare with similar matters that council has decided and have other councillors with the same or similar interests decided to leave the meeting
 - 4.9.7 whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 4.10 If the non-conflicted councillors cannot decide about the declarable conflict of interest of a councillor, they are taken to have decided that the councillor must leave and stay away from the meeting while the non-conflicted councillors discuss and vote on the matter.
- 4.11 A decision about a councillor who has a declarable conflict of interest in a matter applies in relation to the councillor for participating in the decision, and all subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the non-conflicted councillors decide that the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g. briefing sessions or workshops.
- 4.12 In making the decision under 4.6 and 4.9, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).
- 4.13 A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister.

PART 5. Reporting a suspected conflict of interest

- 5.1 If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that councillor is participating in a decision on that matter, the councillor must immediately inform the chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.
- 5.2 The chairperson then should ask the relevant councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the councillor agrees they have a conflict of interest, the councillor must follow the relevant procedures above.

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- 5.3 If the councillor believes they do not have a conflict of interest; they must inform the meeting of that belief and their reasons for that belief.
- 5.4 The non-conflicted councillors must then decide whether the councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have prescribed or declarable conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant procedures above.
- 5.5 If the councillors cannot reach a majority decision, then they are taken to have determined that the councillor has a declarable conflict of interest.

PART 6. Loss of quorum

- 6.1 In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the council must resolve to:
- delegate the consideration and decision on the matter, pursuant to section 257 of the LGA
 - defer the matter to a later meeting
 - not decide the matter and take no further action in relation to the matter.
- 6.2 All councillors including the conflicted councillors, may participate in deciding to delegate or defer a matter.
- 6.3 The council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.
- 6.4 If the matter cannot be delegated under an Act, the council should seek ministerial approval for the councillors to be able to consider and vote on the matter, subject to any conditions the Minister may impose.

PART 7. Recording prescribed and declarable conflicts of interest

When a councillor informs a meeting that they or another councillor have a prescribed or declarable conflict of interest in a matter the minutes of the meeting must record all of the relevant details of how the conflict of interest was dealt with, being:

- The name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest
- The particulars of the prescribed or declarable conflict of interest provided by the councillor
- The actions taken by a councillor after informing the meeting that they have or they reasonable suspect another councillor has a prescribed or declarable conflict of interest



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- Any decision then made by the eligible councillors
- Whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval
- The council's decision on what actions the councillor with a declarable conflict of interest must be taken along with the reasons of the decision
- The name of each councillor who voted on the matter and how each voted
- If the councillor has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a councillor's personal interest by someone other than the councillor, the name of each councillor who voted in relation to whether the councillor has a declarable conflict of interest, and how each of the councillors voted
- Where a decision has been made under section 4.6 above, the minutes must include the decision and reasons for the decision and the name of each eligible councillor who voted and how each eligible councillor voted.

OFFICER REPORT

TO: Council

SUBJECT: Councillor Complaints Investigation Policy

DATE: 19.10.20

AGENDA REF: FCS2

AUTHOR: Julie Hempstead - Administration Officer - Governance

Sub-Heading

Councillor Complaints Investigation Policy as per the Department of Local Government Racing and Multi – Cultural Affairs guidelines

Executive Summary

Councillor Complaint Investigation Policy

Background

The Local Government (Councillor Code of Conduct) Amendment Regulation 2020 was passed on the 4 August 2020 introducing a mandatory Code of Conduct for Councillors and a system for dealing with Councillor Complaints. The Department of Local Government Racing and Multi-Cultural Affairs (the department) developed an example Complaints Investigations Policy and requires Council to implement the new policies and processes.

Link to Corporate Plan

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

Consultation (internal/external)

The department has consulted with all Councils and the Local Government Association and the Local Government Managers Australia to aid in the development of new policies.

Legal Implications

The Local Government (Councillor Code of Conduct) Amendment Regulation 2020, will come into effect 12 October 2020.

Risk Implications

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

Policy Implications

The Councillor Complaints Investigations Policy will supersede Councils current policy.

Financial and Resource Implications

There may be associated costs with implementing the policy should an investigation be required. Council may recoup the costs of the investigation from the subject Councillor, where appropriate.

Options or Alternatives

Nil

Attachments

1. Councillor Complaints Investigation Policy [↓](#) 

Recommendation/s

That Council resolves to:

1. Adopt the Councillor Complaints Investigation Policy in accordance with the Local Government (Councillor Complaints) and Other Legislation Amendment Act, 2020; and
2. Note the contents of the Councillor Complaints Investigation Policy and requirements for individual Councillors, the Mayor, Chief Executive Officer and Independent Assessor.

Michelle Clarke

Director Finance & Corporate Services

Councillor Complaints Investigations Policy

1. POLICY STATEMENT

This is Balonne Shire Council's investigation policy for how complaints about the inappropriate conduct of councillors will be dealt with as required by the section 150AE of the *Local Government Act 2009* (the LGA). However, this policy does not relate to more serious councillor conduct.

2. COMMENCEMENT

The investigation policy was adopted by council resolution on 29 October 2020 and applies from 12 October 2020.

3. SCOPE

This investigation policy applies to investigations and determinations of a complaint about the alleged inappropriate conduct of a councillor/s which has been referred by the Independent Assessor.

4. DEFINITIONS

Assessor means the Independent Assessor appointed under section 150CV of the LGA

Behavioural standard means a standard of behaviour for councillors set out in the Code of Conduct for Councillors in Queensland approved under section 150E of the LGA

Conduct includes—

- (a) failing to act; and
- (b) a conspiracy, or attempt, to engage in conduct

Councillor conduct register means the register required to be kept by Council as set out in section 150DX of the LGA

Inappropriate conduct see section 150K of the LGA

Investigation policy, refers to this policy, as required by section 150AE of the LGA

Investigator means the person responsible under this investigation policy for carrying out the investigation of the suspected inappropriate conduct of a councillor or mayor

LGA means the *Local Government Act 2009*

Local government meeting means a meeting of—

- (a) a local government; or
- (b) a committee of a local government

Misconduct see section 150L of the LGA

Model procedures see section 150F of the LGA

Referral notice see section 150AC of the LGA

Tribunal means the Councillor Conduct Tribunal as established under section 150DK of the LGA

Unsuitable meeting conduct see section 150H of the LGA



Councillor Complaints Investigations Policy

5. CONFIDENTIALITY

Matters of suspected inappropriate conduct of a Councillor are confidential except as otherwise specifically provided for either in the LGA or this investigation policy.

Note: It must be kept in mind that the matter is an allegation only and not yet proven. Further, there will be circumstances where the detail of the referral will need to remain confidential to the local government. Any release of information that a councillor knows, or should reasonably know, to be confidential to the local government, may be contrary to section 171(3) of the LGA and dealt with as misconduct.

6. NATURAL JUSTICE

Any investigation of suspected inappropriate conduct of a councillor/s must be carried out in accordance with natural justice. An overview of the principles of natural justice follows.

Natural justice or procedural fairness refers to three key principles:

- that the person being investigated has a chance to have his or her say before adverse formal findings are made and before any adverse action is taken (fair hearing)
- that the investigator(s) should be objective and impartial (absence of bias)
- that any action taken is based on evidence (not suspicion or speculation).

A fair hearing means the councillor who is the subject of the suspected inappropriate conduct matter must be told of the case against them including any evidence and be provided with an opportunity to put their case in writing with the investigation report provided to the councillors as part of the meeting agenda.

An absence of bias means that any investigation must not be biased or be seen to be biased in any way. This principle embodies the concept of impartiality.

Ensuring decisions are based on evidence requires that the investigation should not be based on mere speculation or suspicion but instead must be based upon evidence material. A proper examination of all issues means the investigation must give a proper and genuine consideration to each party's case.

7. ASSESSORS REFERRAL

The council will receive from the assessor a referral notice about the suspected inappropriate conduct of a councillor/s. The referral notice will include details of the conduct and any complaint received about the conduct, state why the assessor reasonably suspects that the councillor has engaged in inappropriate conduct, and include information about the facts and circumstances that form the basis of the assessor's reasonable suspicion.

The referral notice may be accompanied by a recommendation from the assessor about how the local government may investigate or deal with the conduct. The recommendation of the assessor may be inconsistent with this policy.

The investigation must be conducted in a way consistent with:

- (i) any recommendation of the assessor
- (ii) to the extent that this policy is not inconsistent with the recommendation of the assessor – this investigation policy, or
- (iii) in another way the local government decides by resolution.

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Next Review Date>> ####



Councillor Complaints Investigations Policy

A resolution under subsection (iii) must state the decision and the reasons for the decision.

8. RECEIPT OF ASSESSORS REFERRAL

On receipt of a referral notice about the suspected inappropriate conduct of a councillor/s from the assessor, the council's chief executive officer will forward a copy of that referral notice to the mayor and all councillors, other than the councillor who is the subject of the complaint, or the complainant if the complainant is a councillor, as a confidential document.

Should the mayor or a councillor/s disagree with any recommendation accompanying the assessor's referral notice, or form the opinion that the complaint should be dealt with in a way other than under this policy, the mayor or councillor may request the matter be placed on the agenda of the next council meeting for the council to decide, by resolution, the appropriate process to investigate the complaint. Such a request must be made in accordance with the council's meeting procedure requirements.

9. INVESTIGATOR

If the suspected inappropriate conduct involves conduct where, in the circumstances, the mayor believes it is in the best interests of the investigation to refer the matter for external investigation, then the chief executive officer may refer the suspected inappropriate conduct to the president of the Councillor Conduct Tribunal (the Tribunal) or other entity to investigate and make recommendations to the council about dealing with the conduct.

If the suspected inappropriate conduct involves an allegation about the conduct of the mayor or the mayor as the complainant, then the chief executive officer may refer the suspected inappropriate conduct to the president of the Tribunal, or another entity, to investigate and make recommendations to the council about dealing with the conduct.

10. EARLY RESOLUTION

Before beginning an investigation, the investigator should consider whether the matter is appropriate for resolution prior to the investigation. This consideration can include any recommendations made by the assessor.

A matter is only appropriate for early resolution if the parties to the matter both voluntarily agree to explore early resolution. The investigator may engage an independent person with suitable qualifications or experience to facilitate this process.

If the matter cannot be resolved, the matter will then be investigated as outlined in this investigation policy.

If the matter is resolved prior to investigation, the investigator will advise the chief executive officer of this outcome. In turn, the chief executive officer will advise the mayor (if the mayor is not the investigator) and all councillors that the matter has been resolved. The chief executive officer will also update the councillor conduct register to reflect this.

11. TIMELINES

The investigator will make all reasonable endeavors to complete the investigation and provide a report for inclusion on the agenda of a council meeting no more than eight weeks after the receipt of the complaint.



Councillor Complaints Investigations Policy

Note: If the investigator is of the opinion that it may take longer than eight weeks to complete the investigation, the matter should be raised with the mayor (if the mayor is not the investigator) to seek an extension of time.

12. ASSISTANCE FOR THE INVESTIGATOR

If the mayor, or another councillor appointed by council resolution, is the investigator of a matter of suspected inappropriate conduct, the mayor or councillor may use section 170A of the LGA to seek assistance during the investigation.

The mayor is authorised by council to expend money as reasonably needed to engage contractors in accordance with the council's procurement policy.

13. POSSIBLE MISCONDUCT OR CORRUPT CONDUCT

If during the course of an investigation the investigator obtains information which indicates a councillor/s may have engaged in misconduct, the investigator must cease the investigation and advise the chief executive officer. The chief executive officer will then notify the assessor of the possible misconduct.

If during the course of an investigation, the investigator obtains information that indicates a councillor/s may have engaged in corrupt conduct, the investigator must cease the investigation and advise the chief executive officer. The chief executive officer will then notify the Crime and Corruption Commission of the possible corrupt conduct.

Instances of suspected misconduct or corrupt conduct may be referred back to the council if determined by the assessor or Crime and Corruption Commission to be inappropriate conduct.

14. COMPLETION OF INVESTIGATION

On the completion of an investigation, the investigator will provide a report to a council meeting outlining as appropriate:

- the investigation process
- any witnesses interviewed
- documents or other evidence obtained
- a statement of the relevant facts ascertained
- confirmation that the subject councillor has been provided with an opportunity to respond to the complaint and the evidence gathered
- the investigation findings
- a statement of any relevant previous disciplinary history
- any recommendations about dealing with the conduct
- a record of the investigation costs.

If there is a risk to the health and safety of the complainant, under s 254J of the LGR the council may resolve that the meeting be closed to the public for the councillors to consider the investigation report and any recommendations.

The council (with the exception of the councillor the subject of the investigation and the complainant, if another councillor) will consider the findings and recommendations of the investigator's report and decide whether the councillor has engaged in

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Councillor Complaints Investigations Policy

inappropriate conduct and, if so, what action it will take under section 150AH of the LGA. In accordance with s275(3) of the LGR, the resolution in relation to what action is to be taken as a result of the investigation must be made after the meeting has been re-opened to the public and the decision recorded in the meeting minutes. The chief executive officer is also required to ensure the details are entered into the councillor conduct register.

15. DISCIPLINARY ACTION AGAINST COUNCILLORS

If the council decides at the completion of the investigation that the councillor has engaged in inappropriate conduct, the council may:

- (i) order that no action be taken against the councillor, or
- (ii) make an order outlining action the councillor must undertake in accordance with section 150AH(1)(b) of the LGA.

16. NOTICE ABOUT THE OUTCOME OF THE INVESTIGATION

After an investigation is finalised, the council must give notice about the outcome of the investigation to the person who made the complaint about the councillor/s' conduct that was the subject of the investigation and the subject councillor.

17. COUNCILLOR CONDUCT REGISTER

The chief executive officer must ensure decisions about suspected inappropriate conduct of a councillor/s are entered into the councillor conduct register.

Where a complaint has been resolved under section 10 of this policy, or otherwise withdrawn by the complainant, the chief executive officer will update the register to reflect that the complaint was withdrawn.

18. EXPENSES

Council must pay any reasonable expenses of council associated with the investigation of suspected inappropriate conduct of a councillor including any costs of:

- the president of the Tribunal in undertaking an investigation for council
- an independent investigator engaged on behalf of, or by the Tribunal
- an independent investigator engaged on behalf of the local government
- travel where the investigator needed to travel to undertake the investigation, or to interview witnesses
- seeking legal advice
- engaging an expert.

Note: Council may order the subject councillor reimburse it for all or some of the costs arising from the councillor's inappropriate conduct. Any costs incurred by complainants or the subject councillors will not be met by council.

19. LEGAL PARAMETERS

Local Government Act, 2009



Councillor Complaints Investigations Policy

Local Government Regulations, 2012

20. ASSOCIATED DOCUMENTS

Code of Meeting Practice

Councillor Code of Conduct

Department of Local Government, Racing and Multicultural Affairs – Investigation Policy Example

<https://www.dlgrma.qld.gov.au/newsletters-and-brochures/bulletin-11-18.html>

OFFICER REPORT

TO: Council

SUBJECT: Councillor Code of Conduct

DATE: 19.10.20

AGENDA REF: FCS3

AUTHOR: Julie Hempstead - Administration Officer - Governance

Sub-Heading

Councillor Code of Conduct amended in accordance with Department of Local Government Racing and Multi-Cultural Affairs.

Executive Summary

Councillor Code of Conduct

Background

The Department of Local Government Racing and Multi-cultural Affairs has now released the Councillor Code of Conduct that sets the behavioural standards for Councillors in accordance with S150D and 150E of the Local Government Act.

A number of policies are required amendment with the new legislation and the introduction of the Code of Conduct. These include:-

- Councillor Complaints Investigations Policy
- Code of Meeting Practice
- Acceptable Request Guidelines

Link to Corporate Plan

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

Consultation (internal/external)

The Department of Local Government and Multi-Cultural Affairs consulted with the Local Government Association of Queensland and Local Government Managers Australia to advise Councils of the revised Local Government Legislation (Councillor Code of Conduct) Amendment Regulation 2020.

Legal Implications

The Code of Conduct is binding on all Councillors as a legislative requirement. Council may add to the Code of Conduct however it will not amend the Code.

Risk Implications

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

Policy Implications

The Code of Conduct will rescind the former Code of Conduct of 26 September 2018 (as attached)

Financial and Resource Implications

There are no financial or resource implications for adopting the Code of Conduct.

Options or Alternatives

Nil

Attachments

1. Queensland Councillor Code of Conduct August 2020 [↓](#) 

Recommendation/s

That the amended Code of Conduct enacted under the Local Government Act, 2009 be adopted by Council and noted by all Councillors.

Michelle Clarke

Director Finance & Corporate Services

Code of Conduct for Councillors in Queensland

Approved on 4 August 2020

| www.dlgrma.qld.gov.au |

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Purpose of the Code of Conduct

The Code of Conduct sets out the principles and standards of behaviour expected of Councillors and Mayors when carrying out their roles, responsibilities and obligations as elected representatives for their communities. By adhering to the behaviours set out below, Councillors will increase public confidence in local government and Council decisions.

Background

Under section 150D of the *Local Government Act 2009* (the LGA), the Minister for Local Government (the Minister) must make a Code of Conduct stating the standards of behaviour for Councillors in the performance of their responsibilities as Councillors. In addition to this, the Code of Conduct may contain anything the Minister considers necessary for, or incidental to, the standards of behaviour.

Before assuming public office, Councillors must understand and commit to complying with the local government principles and obligations of Councillors in accordance with section 169 of the LGA and 169 of the *City of Brisbane Act 2010* (CoBA), as well as the standards of behaviour set out in this Code of Conduct.

All Councillors are required to make a declaration of office under the applicable legislation. As part of that declaration, Councillors must declare that they will abide by this Code of Conduct.

The local government principles and values

The legislation is founded on five local government principles with which Councillors must comply while performing their roles as elected representatives. These principles are listed below:

1. Transparent and effective processes, and decision-making in the public interest
2. Sustainable development and management of assets and infrastructure, and delivery of effective services
3. Democratic representation, social inclusion and meaningful community engagement.
4. Good governance of, and by, local government
5. Ethical and legal behaviour of Councillors and local government employees.

This Code of Conduct provides a set of values that describe the types of conduct Councillors should demonstrate to ensure their compliance with the local government principles. These values are listed below:

1. In making decisions in the public interest, Councillors will:
 - make decisions in open council meetings
 - properly inform relevant personnel of all relevant information
 - make decisions in accordance with law and policy
 - commit to exercising proper diligence, care and attention.
2. To ensure the effective and economical delivery of services, Councillors will:
 - manage council resources effectively, efficiently and economically
 - foster a culture of excellence in service delivery.

3. In representing and meaningfully engaging with the community, Councillors will:
 - show respect to all persons
 - clearly and accurately explain Council's decisions
 - accept and value differences of opinion.
4. In exercising good governance, Councillors are committed to:
 - the development of open and transparent processes and procedures
 - keeping clear, concise and accessible records of decisions.
5. To meet the community's expectations for high level leadership, Councillors will:
 - be committed to the highest ethical standards
 - uphold the system of local government and relevant laws applicable.

This Code of Conduct also sets out standards of behaviour aimed at helping Councillors understand how the principles and values are put into practice while performing their official duties as elected representatives.

Each standard of behaviour is not intended to cover every possible scenario. However, they provide general guidance about the manner in which Councillors are expected to conduct themselves.

It is important to note that the principles, values and standards set out in the Code of Conduct are of equal importance.

Standards of behaviour

This Code of Conduct sets out the standards of behaviour applying to all Councillors in Queensland. The behavioural standards relate to, and are consistent with, the local government principles and their associated values.

The standards of behaviour are summarised as the three Rs, being:

- 1. RESPONSIBILITIES**
- 2. RESPECT**
- 3. REPUTATION.**

Each standard of behaviour includes, but is not limited to, several examples to guide Councillors in complying with the Code of Conduct when carrying out their role as elected officials. Councillors are to understand and comply with the following standards of behaviour as set out in the Code of Conduct listed below.

1. Carry out RESPONSIBILITIES conscientiously and in the best interests of the Council and the community

For example, Councillors will, at a minimum, have the following responsibilities:

- 1.1 Attend and participate meaningfully in all Council meetings, committee meetings, informal meetings, briefings, relevant workshops and training opportunities to assist them in fulfilling their roles other than in exceptional circumstances and/or where prior leave is given
- 1.2 Respect and comply with all policies, procedures and resolutions of Council

- 1.3 Use only official Council electronic communication accounts (e.g. email accounts) when conducting Council business
- 1.4 Report any suspected wrongdoing to the appropriate entity in a timely manner
- 1.5 Ensure that their behaviour or capacity to perform their responsibilities as a Councillor is not impaired by the use of substances that may put them or others at risk while performing their duties (for example, alcohol, illegal drugs or prescribed/non-prescribed and/or restricted substances)
- 1.6 Cooperate with any investigation being undertaken by the local government or other entity
- 1.7 Ensure that the Councillor's Advisor is aware of their obligations to comply with the standards of behaviour in the Code of Conduct for Councillor Advisors in Queensland.

2. Treat people in a reasonable, just, RESPECTFUL and non-discriminatory way

For example, Councillors will, at a minimum, act in the following ways:

- 2.1 Treat fellow Councillors, Council employees and members of the public with courtesy, honesty and fairness
- 2.2 Not use abusive, obscene or threatening language (either oral or written) or behaviour towards other Councillors, Council employees or members of the public
- 2.3 Have proper regard for other people's rights, obligations, cultural differences, safety, health and welfare.

3. Ensure conduct does not reflect adversely on the REPUTATION of Council

For example, Councillors will, at a minimum, conduct themselves in the following manner:

- 3.1 When expressing an opinion dissenting with the majority decision of Council, respect the democratic process by acknowledging that the Council decision represents the majority view of the Council
- 3.2 When making public comment, clearly state whether they are speaking on behalf of Council or expressing their personal views
- 3.3 At all times strive to maintain and strengthen the public's trust and confidence in the integrity of Council and avoid any action which may diminish its standing, authority or dignity.

Consequences of failing to comply with the Code of Conduct

Failure to comply with the standards of behaviour in this Code of Conduct, or other conduct prescribed in this code of conduct may give rise to a complaint against a Councillor's conduct and subsequent disciplinary action under the legislation.

A complaint about the conduct of a Councillor must be submitted to the Office of the Independent Assessor (OIA), who will assess the complaint and determine the category of the allegation. In order of least to most serious, the categories of complaint are **unsuitable meeting conduct**, **inappropriate conduct**, **misconduct**, and then **corrupt conduct**.

Unsuitable meeting conduct

Under the legislation, any conduct by a Councillor that is contrary to the standards of behavior in the Code of Conduct that occurs within a meeting of Council (including standing committee meetings), is dealt with as **unsuitable meeting conduct**.

Unsuitable meeting conduct by a Councillor is dealt with by the Chairperson of the meeting. It is important that the Chairperson deal with matters of unsuitable meeting conduct locally, and as efficiently and effectively as possible so that Council can continue with their business of making effective decisions in the public interest.

NOTE

Chairpersons of meetings are carrying out a statutory responsibility under the legislation to manage and lead the meeting. As such, where a Chairperson behaves inappropriately in a meeting this involves a serious breach of the trust placed in them as the Chairperson of the meeting and may be dealt with as misconduct (see right).

Inappropriate conduct

Under the legislation, any conduct by a Councillor that is contrary to the standards of behavior in the Code of Conduct or a policy, procedure or resolution of a Council, and is not unsuitable meeting conduct, misconduct or corrupt conduct is dealt with as **inappropriate conduct**.

The conduct of a Councillor is also inappropriate conduct if the conduct contravenes an order by the Chairperson of a meeting of Council for the Councillor to leave the meeting or is a series of conduct at Council meetings that leads to orders for the Councillor's unsuitable meeting conduct being made on three occasions within a period of one year. The local government is not required to notify the OIA and may deal with the conduct under section 150AG of the LGA (including Brisbane City Council).

The OIA is responsible for assessing allegations of suspected inappropriate conduct other than those arising from unsuitable meeting conduct. If the OIA chooses to refer the matter to the Council to deal with, the Council must deal with the matter as quickly and effectively as possible.

Misconduct

Councillors are required to comply with all laws that apply to local governments, this includes refraining from engaging in **misconduct**.

The OIA is responsible for assessing and investigating instances of suspected misconduct. The OIA may make an application to the Councillor Conduct Tribunal to be heard and determined.

The conduct of a Councillor is misconduct if the conduct:

- adversely affects, directly or indirectly, the honest and impartial performance of the Councillor's functions or exercise of the Councillor's powers, or
- is, or involves:
 - a breach of trust placed in the Councillor, either knowingly or recklessly
 - misuse of information or material acquired by the Councillor, whether the misuse is for the benefit of the Councillor or for the benefit or to the detriment of another person
 - a Councillor giving a direction to any Council employee (other than the Mayor giving direction to the Chief Executive Officer, or for Brisbane City Council, the Lord Mayor giving direction to the Chief Executive Officer and senior contract officers)
 - a release of confidential information outside of the Council
 - failure to declare a conflict of interest or appropriately deal with a conflict of interest in a meeting
 - attempting to influence a decision maker about a matter in which the Councillor has a conflict of interest
 - failure by a Councillor to report a suspected prescribed conflict of interest of another Councillor
 - failure to submit, update or review your registers of interests, or
- is a failure by the Councillor to comply with:
 - an order made by the Council or the Councillor Conduct Tribunal
 - any acceptable request guidelines of the Council made under the legislation
 - the reimbursement of expenses policy of the Council.

The conduct of a Councillor is also misconduct if the conduct leads to the Councillor being disciplined for inappropriate conduct on three occasions within a

period of one year or is conduct that is identified in an order of Council that will be dealt with as misconduct if the Councillor engages in the conduct again.

The conduct of a Councillor may also be misconduct if a Councillor purports to direct the Chief Executive Officer in relation to disciplinary action regarding the conduct of a Councillor Advisor.

Corrupt conduct

Corrupt conduct is defined by, and dealt with, under the *Crime and Corruption Act 2001*¹ and must be referred to the Crime and Corruption Commission (CCC). For a Councillor, corrupt conduct involves behaviour that:

- adversely affects or could adversely affect the performance of the Councillor's responsibilities, and
- involves the performance of the Councillor's responsibilities in a way that:
 - is not honest or impartial, or
 - involves a breach of the trust placed in the Councillor, or
 - involves the misuse of information acquired by the Councillor, and
- is engaged in for the purpose of providing a benefit or a detriment to a person, and
- if proven would be a criminal offence.

Councillors are reminded of their obligations under section 38 of the *Crime and Corruption Act 2001* to report suspected corrupt conduct.

The OIA has entered into a section 40² arrangement with the CCC which allows the OIA to commence investigation into some allegations of corrupt conduct and report the matters to the CCC on a monthly basis, to provide the CCC with the opportunity to assume responsibility for or monitor an investigation, should the CCC consider that appropriate.

Further information about the CCC's jurisdiction and other topics in relation to local government is available at <https://www.ccc.qld.gov.au/sites/default/files/Docs/Publications/CCC/Corruption-in-focus-Guide-2020.pdf> (Chapter 4).

¹Section 15, Crime and Corruption Act 2001

²Section 40, Crime and Corruption Act 2001

More information

The Department of Local Government, Racing and Multicultural Affairs website at www.dlgrma.qld.gov.au provides further information and resources for Councillors.

The Department also provides and facilitates training for Councillors and Council employees to assist them to develop the knowledge, skills and understanding necessary to undertake their roles and responsibilities effectively and in the best interests of their communities.

For more information, please contact your regional office within the Local Government Division of the Department of Local Government, Racing and Multicultural Affairs on:

Southern office

Phone: (07) 3452 6762

Email: southern@dlgrma.qld.gov.au

Northern office

Phone: (07) 4758 3472

Email: northern@dlgrma.qld.gov.au



Department of Local Government, Racing
and Multicultural Affairs

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20150057790

OFFICER REPORT

TO: Council

SUBJECT: Acceptable Request Guidelines

DATE: 19.10.20

AGENDA REF: FCS4

AUTHOR: Julie Hempstead - Administration Officer - Governance

Sub-Heading

Review of Current policy regarding Acceptable Request Guidelines, as per legislation changes.

Executive Summary

Acceptable Request Guidelines

Background

Council currently has Acceptable Request Guidelines policy in place. This policy was amended in accordance with current legislation reform Section 170AA of the Local Government Act 2009, giving Councillors administrative support staff employed by the CEO to assist Councillors in completing their duties. It has been updated in accordance with guidelines issued by the Department of Local Government Multicultural Affairs & Racing.

Link to Corporate Plan

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

Consultation (internal/external)

SLG

Legal Implications

Section 170AA of the Local Government Act, 2009 requires Council to have Acceptable Request Guidelines in place. New provisions have been provided to clarify directions/requests for information given to administrative support staff for Councillors.

Risk Implications

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

Policy Implications

The guidelines attached will replace the 21 March 2019 version.



Financial and Resource Implications

Nil

Options or Alternatives

Nil

Attachments

1. Acceptable Request Guidelines - amended with new legislative requirements [↓](#) 
2. Supporting information on administrative support to Councillors [↓](#) 

Recommendation/s

That Council resolves to adopt the amended Acceptable Request Guidelines in accordance with Section 170AA of the Local Government Act, 2009 and rescind all previous versions.

Michelle Clarke

Director Finance & Corporate Services



Acceptable Request Guidelines

1. POLICY STATEMENT

- 1.1 The purpose of these Guidelines is to inform Councillors of their obligations in dealing with Council employees and to provide a framework for constructive interactions between Councillors and council employees.
These Guidelines are adopted by Council as 'acceptable requests guidelines' under section 170A(6) of the Local Government Act 2009 (Qld) (LGA).
- 1.2 These Guidelines are a policy or procedure of Council the contravention of which:
 - (a) by a Councillor, may be 'misconduct' under the LGA; or
 - (b) by a Council employee, may involve disciplinary action being taken against the employee.
- 1.3 These Guidelines do not deal specifically with issues regarding attempts to influence Council employees. Under section 175(3) of the LGA, it is an offence for a Councillor who has a declarable interest, or prescribed conflict of interest in a matter, other than an ordinary business matter, to influence, or attempt to influence, a Council employee or a Council contractor who is authorised to decide or otherwise deal with the matter to do so in a particular way.
- 1.4 To ensure accountability and transparency, Council will provide Councillor administrative support staff to assist Councillors in completing their duties.

2. SCOPE

This policy applies to all Councillors and employees (including contractors) of Council.

3. PRINCIPLES

Councillors may require information or advice from Council employees including administrative support staff in order to perform their responsibilities under the LGA.

In order to uphold the integrity of the relationship between the elected and administrative elements of Council, these Guidelines specify:

- (a) the way in which Councillors may request information or advice from Councillor support staff, including the reasonable limits on requests that a Councillor may make;
 - (b) from whom within the organisation Councillors may request information or advice;
- and
- (c) the manner in which Council employees are to respond to Councillor requests for information or advice.

These Guidelines apply to all Councillors and Council employees. To the extent that a Councillor, other than the Mayor, makes a request for advice or information from a Council employee that does not comply with these Guidelines, that request is of no effect.

Document No. >>
Authorised by >> Chief Executive Officer

Initial Date of Adoption >> 15/03/2013
Latest Version Adopted: 29/10/2020
Next Review Date >> 29/10/2024



Acceptable Request Guidelines

4. RESPONSIBILITY

The Chief Executive Officer has a responsibility to ensure all staff are made aware of the Acceptable Request Guidelines. The Mayor will ensure that Councillors are made aware of their responsibilities under the Acceptable Request Guidelines. All staff and councillors have a responsibility to adhere to the guidelines and relevant legislative requirements. Councillor administrative support staff appointed by the Chief Executive Officer give the Mayor and Councillors administrative support. The Mayor and Councillors can directly request assistance without contacting the CEO.

5. DEFINITIONS

Action - An action that may be taken in relation to a Councillor request

An Action may include, for example, that:

- (a) the request be directed to another employee;
- (b) the scope of the request be re-drafted; or
- (c) the request be made in writing.

Councillor - An elected member of Council, including the Mayor.

Emergency - An event or situation that involves an imminent and definite threat requiring immediate action (whether before, during or after the event or situation).

LGA – Local Government Act 2009

LGR – Local Government Regulations 2012

Portfolio – Councillors that are assigned a portfolio area

Senior Executive Employee – means a Director and as outlined in Section 196(6) of the LGA

Technical advice - advice strictly limited to the mechanics or technicalities of a particular subject area of a Council employee's employment.

6. POLICY

Information or advice that a Councillor may request from a Council employee including an administrative support officer

6.1 Subject to clauses 6 and 7 of these Guidelines, a Councillor may ask a Council employee to:

- (a) provide advice to assist the Councillor to carry out his or her duties under the LGA; or
- (b) provide information that Council has access to, relating to Council.



Acceptable Request Guidelines

Information from publicly available sources and subscription services

- 6.2 Wherever practicable, Councillors are encouraged to obtain information themselves from publicly available sources without making a request under these Guidelines, such as:
- (a) Councillor SharePoint;
 - (b) Council's website; and
 - (c) State Government websites, including Queensland Globe.
- 6.3 Councillors are also encouraged to obtain information themselves from library and other services that Council has access to on a subscription basis, including the Local Government Association of Queensland.
- 6.3 Any requests from a Councillor about how to access or utilise the platforms referred to above should be directed to Director Finance & Corporate Services (or the Manager Corporate Services in their absence).
- 6.4 However, these guidelines recognise that requests for publicly available information can be made to any Council officer and need not comply with clauses 7 below, provided those requests are limited to Publicly Available Information.

Information/advice that cannot be requested

- 6.5 Section 170A(3) of the LGA provides that a Councillor may not request information:
- (a) that is a record of the regional conduct review panel or the Local Government Remuneration and Discipline Tribunal or Councillor Conduct Tribunal; or
 - (b) if disclosure of the information to the Councillor would be contrary to an order of a court or tribunal; or
 - (c) that would be privileged from production in a legal proceeding on the ground of legal professional privilege.
- 6.6 In addition, a Councillor may not request information or advice involving any of the following:
- (a) information or advice which is not of the type stated in clause 6.5 of these Guidelines;
 - (b) information which is a public interest disclosure under the Public Interest Disclosure Act 2010 (Qld);
 - (c) personal information under the Information Privacy Act 2009 (Qld);
 - (d) the employment records of a Council employee;
 - (e) matters relating to the conduct of any Councillor, including any complaint, referral or investigation about that conduct to the extent it is not Publicly Available Information;
 - (f) confidential information under the Crime and Corruption Act 2001 (Qld); and
 - (g) information about recruitment of an individual or a recruitment process for a particular role within Council.



Acceptable Request Guidelines

- 6.7 However, a Councillor may request information or advice that is confidential information of Council (other than information noted in clause 6.5 above or section 170A(3) of the LGA) or involves a confidential matter provided that:
- (a) the request is made under clause 7.3 of these Guidelines but only to the CEO (and no other Council officer); and
 - (b) any information is immediately returned to the CEO at his or her request
 - (c) Administrative support staff may provide assistance to Councillors by managing their calendars and appointments, answering phone calls. E-mails, photocopying or filing, or helping prepare for Council or community meetings
- 6.8 Clause 6.6(e) does not apply to a Councillor who is managing the investigation of suspected inappropriate conduct of other Councillors in accordance with Council's Councillor Complaints Investigation Policy adopted by Council under section 150AE of the LGA. (Note: which is usually the Mayor)

7. DIRECTIONS

- 7.1 Under no circumstances may a Councillor give a direction to a Council employee.

Direction Example:

A Chair of a Committee (or Portfolio Councillor) is not to direct a Council employee to perform works or change operational requirements (even if resolved by the Committee). In this example the Chair or Portfolio Councillor should liaise with the relevant Director and can request information on when or how works will be performed.

- 7.2 Despite clause 7.1, the Mayor may give a direction to the CEO or a Senior Executive Employee in accordance with section 170 of the LGA.

Mayoral directions to the CEO and/or Directors must be consistent with Council's Budget and Policies and recorded in a register kept by the CEO.

Manner in which a Councillor can request information from a Council employee

- 7.3 A Councillor may only request information from a Council employee if all of the following criteria are satisfied:
- (a) the request is made to:
 - (i) the CEO; or
 - (ii) the Director; or
 - (ii) Councillor administrative support staff
 - (A) the request is made in the spirit of these guidelines and in good faith;
 - (B) the request is appropriately recorded (if verbal)



Acceptable Request Guidelines

(C) the request would not involve an unreasonable use of a Council employee's time having regard to the resources available to Council.

Councillor requests

- 7.4 Councillors may request front line staff to record a customer service requests for the relevant Directorate to action. All customer service requests will be registered into Magiq.
- 7.5 The Chair of a Committee may request Councillor administrative support staff to add items to an agenda, liaise with guest speakers and check the agenda and venue of the meeting/s.
- 7.6 The Chair of a Committee may request a Director to report to a Committee on any subject matter relevant to the Committee's terms of reference.
- 7.8 A Chair of a Committee (or Portfolio Councillor) may request a Director to provide information relating to the Committee or Portfolio area.

Councillor escalation process

- 7.9 If a Councillor is dissatisfied with the administrative support provided they are to report to the CEO who is responsible for the day-to-day operations of council, and managing local government employees.
- 7.10 Councillors are, at all times, required to comply with the Code of conduct for Councillors in Queensland, for example by treating administrative staff with courtesy, honesty and fairness. Councillors should direct any concerns about the performance of administrative support staff to the CEO or other delegate and not direct criticism to employee themselves. It is not the role of a councillor to manage the performance of administrative support staff.

Escalation process for employees

- 7.11 If an employee has concerns about administrative support requests or directions made by a councillor they are to report immediately to their direct supervisor, their Director and/or CEO.
- 7.12 Administrative support staff are not required to action requests or directions that are not in accordance with the guidelines.

8. LEGAL PARAMETERS

These Guidelines are to be read in conjunction with the following legislative provisions and Council policies:

- (a) sections 4, 12, 13, 170, 170A, 170AA, and 171 of the Local Government Act 2009 (Qld) (LGA);
- (b) the Public Sector Ethics Act 1994 (Qld);

9. ASSOCIATED DOCUMENTS

Council's Employee and Councillor Codes of Conduct

Councillor Complaint Investigation Policy

Document No. >>

Authorised by >> Chief Executive Officer

Initial Date of Adoption >> 15/03/2013

Latest Version Adopted: 29/10/2020

Next Review Date>> 29/10/2024



Acceptable Request Guidelines

Department of Local Government, Racing and Multicultural Affairs – Councillor Administrative Support staff (October 2020)
<https://www.dlgrma.qld.gov.au/local-government/accountability/employee-support-for-councillors.html>

Document No. >>
Authorised by >> Chief Executive Officer

Initial Date of Adoption >> 15/03/2013
Latest Version Adopted: 29/10/2020
Next Review Date>> 29/10/2024

Supporting information for developing guidelines for the provision of councillor administration support staff

Legislative requirements commencing 12 October 2020 under s170AA
of the *Local Government Act 2009* and
s171A of the *City of Brisbane Act 2010*

September 2020



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Any references to legislation are not an interpretation of the law. They are to be used as a guide only. The information in this publication is general and does not take into account individual circumstances or situations. Where appropriate, independent legal advice should be sought.

An electronic copy of this report is available on the Department of Local Government, Racing and Multicultural Affairs' website at www.dlgma.qld.gov.au.



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Introduction

New Queensland Government reforms since 2017 have strengthened the transparency, accountability and integrity measures that apply to the system of local government in Queensland.

Many local governments provide administrative support to mayors and councillors which, in most cases, is provided by employees of the local government.

Both the *Local Government Act 2009* (LGA) and *City of Brisbane Act 2010* (COBA) include prohibitions on councillors giving direction to employees of the local government. These provisions may be perceived as restricting the ability of councillors to ask administrative support staff to undertake routine administrative functions such as typing, organising meetings and copying documents.

Changes to the LGA and COBA in effect from 12 October 2020 provide that a councillor may give a direction to a local government employee who provides administrative support to the councillor in accordance with guidelines made by the chief executive officer (CEO).

Changes to LGA and COBA

Guidelines about provision of administrative support to councillors

- (1) The chief executive officer may make guidelines about the provision of administrative support by local government employees to a councillor.
- (2) The guidelines must include—
 - (a) when a councillor may be provided with administrative support by a council employee; and
 - (b) how and when a councillor may give a direction to a council employee in relation to the provision of administrative support; and
 - (c) a requirement that a councillor may give a direction only if the direction relates directly to administrative support to be provided by the council employee under the guidelines.
- (3) A direction purportedly given by a councillor to a local government employee is of no effect if the direction does not comply with the guidelines.

Document purpose

Under the legislation, council CEOs may develop guidelines, suitable for their council's organisational circumstances, that clarify when and how councillors can direct councillor administrative support staff. For example, the guidelines may place reasonable limits on when (for example, during normal business hours) and clarify which administrative support duties councillors can direct employees to complete. This aims to promote accountability and integrity and to meet the community's expectations about the use of administrative support staff, and appropriate standards for interactions between councillors and local government employees.

This supporting information highlights matters that CEOs could consider when developing their council's guidelines.

Disclaimer

This document should not be used as a substitute for legal advice. It is provided by the Department of Local Government, Racing and Multicultural Affairs as an information source only.

Despite our best efforts the department accepts no responsibility for the accuracy or completeness of the information contained in this document.

You should make your own enquiries and obtain advice specific to your particular circumstances.

The department disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses (including direct and indirect losses), damages and costs you may incur as a result of the information in the guide being inaccurate or incomplete in any way and for any reason.

Role of administrative support staff

Administrative support staff are local government employees funded by councils to assist mayors and councillors meet the responsibilities of their roles and deliver important services and infrastructure for local communities.

Because all councils are different, administrative support staff may be involved in a range of activities including other responsibilities besides supporting a councillor or councillors.

CEO guidelines may clarify the specific types of tasks regarded as administrative that councillors can direct support staff to complete. Tasks may include the following:

- answering telephone calls
- managing email inbox and appointments calendar
- managing correspondence flows and drafting or typing replies to simple correspondence
- filing
- photocopying, printing and ordering stationery
- liaising with council about office maintenance or health and safety issues on behalf of the councillor
- room or travel bookings, for example booking council vehicles or meeting rooms
- driving councillors to meetings or official functions if required, not including personal appointments or campaign activities
- logging requests for service jobs from the community, for example requests for street or park maintenance
- locating information for councillors such as legislation, or information from council's website or other sources
- assisting with communication to the community through emails, e-newsletters, informational advice flyers about construction works, or other similar mediums, if the communication is objective, factual, informational, 'business as usual' and an efficient use of funds.

This list is not exhaustive, and CEOs may wish to add to, adapt or clarify the types of tasks below to suit their circumstances and how their council is organised.

Matters that councils should consider

The following section outlines matters that councils should consider when developing guidelines to manage administrative support staff for councillors. This aims to promote accountability and integrity to meet the community's expectations about the use of administrative support staff, and appropriate standards for interactions between councillors and council employees.

Councillors often face pressure to meet the high workload of their role, including balancing their council responsibilities with election campaigning or direct community engagement. However, administrative support staff are council employees, who ultimately report to the CEO or a council manager, as well as being subject to employee workplace agreements and employment conditions.

Support available to councillors

Considerations that can be covered in guidelines include the following:

- the hours when councillors can expect support (for example, during business hours only)
- expectations about how much support councillors will receive (for example, the number of staff and hours per week)
- if support staff are shared to provide support to multiple councillors, or may have other duties outside of providing councillor administrative support that may at times take priority, expectations around how support will be prioritised
- who is used as administrative support staff, and whether the councillor can provide input on which employees provide them support
- short-term arrangements for assistance in circumstances where the councillor needs, or workloads increase or when regular administrative support staff are on leave or resign
- where administrative support staff will be based, and whether they can be asked to work off-site or at a councillor's divisional office
- in what circumstances councillors can contact administrative support staff or other council employees for urgent information outside of hours
- how councillors can request 'urgent' information outside of hours and who from
- duties which councillors cannot expect support from administrative support staff including requests for advice best directed to senior council managers, or assistance with political or campaigning tasks.

Councils may wish to add other matters to suit their circumstances and how their council is organised.

Local government principles

To ensure the system of local government in Queensland is accountable, effective, efficient and sustainable, all mayors, councillors and council employees are required to carry out their responsibilities in accordance with the local government principles.

The principles highlight the essentials to local government performance that Queenslanders expect and deserve.

Councils should consider how guidelines for councillor administrative support staff can help give effect to and promote these principles:

- Transparent and effective processes, and decision-making in the public interest.

- Sustainable development and management of assets and infrastructure, and delivery of effective services.
- Democratic representation, social inclusion and meaningful community engagement.
- Good governance of, and by, local government.
- Ethical and legal behaviour of Councillors and local government employees.

Employee responsibilities

The guidelines should outline specific responsibilities of administrative support staff under the guidelines, for example to undertake administrative support tasks only.

The guidelines should consider whether training, information resources or other support should be provided to administrative support staff to ensure they are aware of their responsibilities and how they can raise concerns about directions given to them if required.

The guidelines may also consider, if relevant, how councillor administrative support staff should interact with councillor advisors of the councillor or interactions with friends, family members or campaign volunteers of the councillor.

Councillor escalation process

Council guidelines should outline how councillors can raise concerns if they are dissatisfied with the administrative support provided.

Points to note:

- The CEO is responsible for developing and implementing the guidelines, for managing the day-to-day operations of council, and managing local government employees.
- Under legislation, councillors are not allowed to direct the CEO or local government employees. Mayors are not allowed to direct local government employees, other than the CEO (and senior executive employees at Brisbane City Council), and only in accordance with adopted council policies.
- Councillors are, at all times, required to comply with the *Code of conduct for Councillors in Queensland*, for example by treating administrative staff with courtesy, honesty and fairness. Councillors should direct any concerns about the performance of administrative support staff to the CEO or other delegate and not direct criticism to employee themselves. It is not the role of a councillor to manage the performance of administrative support staff.

Escalation process for employees

Council guidelines should outline how administrative support staff or other local government employees can raise concerns about administrative support requests or directions made by a councillor.

Administrative support staff are not required to action requests or directions that are not in accordance with the guidelines. Councils may wish to provide in the guidelines advice to administrative support staff on recommended actions or processes if they believe they have received an inappropriate direction from a councillor.

Points to note:

- Processes should ensure that employees are not discouraged from raising concerns about whether directions from councillors are compliant.

- Council should consider how escalation processes interact with other council processes such as the council's investigation policy, council's code of conduct for employees, the *Code of Conduct for Councillors in Queensland* and *Code of Conduct for Councillor Advisors in Queensland*.

Compliance

Council's guidelines should consider the details of periodic reviews by the CEO to ensure they remain effective and meet the changing needs of council and councillors.

It may also consider, alongside council policies such as any use of information technology policies, whether and how the CEO will monitor councillor and administrative support staff compliance with the guidelines.

Note that a councillor's failure to follow any council guidelines about administrative support staff contravenes the behaviour standards set out under the *Code of conduct for councillors in Queensland* and is considered inappropriate conduct. Council employees, other councillors or members of the community may lodge complaints about suspected inappropriate conduct to the Office of the Independent Assessor.

More information

Find further information and resources for councillors, councillor advisors and council employees at www.dlgrma.qld.gov.au/lgresources.

Alternatively, please contact your regional office within the department:

Southern office

Phone: (07) 3452 6762

Email: southern@dlgrma.qld.gov.au

Northern office

Phone: (07) 4758 3472

Email: northern@dlgrma.qld.gov.au

Department of Local Government, Racing and Multicultural Affairs
Level 12, 1 William Street, Brisbane
tel 13 QGOV (13 74 68)
www.dlgrma.qld.gov.au

OFFICER REPORT

TO: Council

SUBJECT: Wild Dog Exclusion Fencing - Contractors Pre-Qualified Suppliers List

DATE: 17.10.20

AGENDA REF: FCS5

AUTHOR: Kelly Fontaine - Procurement Officer

Sub-Heading

Wild Dog Exclusion Fencing – Contractors Pre-Qualified Supplier List

Executive Summary

Supply of fencing contractors for the construction of Wild Dog Exclusion Fencing under Council's special rates scheme, and Murray Darling Basin Grant.

Background

The purpose of this report is to recommend that selected suppliers be appointed to a Panel of Pre-Qualified Suppliers for the construction of Wild Dog Exclusion Fences.

The Invitation to Tender (ITT) was advertised in the Vendor Panel Tender Portal on the 23rd September 2020 and the Warrego Watchman on Wednesday 23rd September 2020 with a closing date of 14th October, 2020.

Fencing Contractors were asked to provide their rates and provide their compliance requirements in Vendor Panel prior to being engaged for any project.

Landholders who wished to construct their own fence were offered an opportunity to provide a response to the ITT.

A total of 10 responses were received. 2 respondents are already part of Council's Pre-Qualified list of suppliers and only refreshed their prices or updated information. 3 response received were from landholders wishing to self-construct and the remaining 5 responses were new responses received.

Responses were received from:

- Sunset Group Australia Pty Ltd (already approved supplier)
- Balonne Fencing Services Pty Ltd (already approved supplier)
- The DHW Hill Family Trust (Self-constructing landholder)
- AJ & SJ Smith (Self-constructing landholder)
- B G Southern (Self-constructing landholder)
- Colemans High Security Fencing Pty Ltd (New supplier)

- RNCO.CO (New supplier)
- BSJ Rural Contractors (New supplier)
- SA Outback Company Pty Ltd (New supplier)
- Clean Management Solutions Pty Ltd (New supplier)

The preferred supplier lists will be utilised for the special rate scheme and the Murray Darling Basin Economic Development Program.

Link to Corporate Plan

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

Consultation (internal/external)

Landholder and supplier forums have been held

Councillors and Fencing Advisory Committee

State Development provided assistance to contractors to lodge their application via Vendor Panel

Legal Implications

Local Government Act and Regulations have been met and Vendor Panel utilised to ensure probity in the process.

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 Procurement Policy has been complied with.

Financial and Resource Implications

Quotations will be required for individual landholders based on their requirements.

Options or Alternatives

Nil.

Attachments

Nil

Recommendation/s

That Council resolves:

1. That the following contractors be appointed to the preferred supplier list for construction of wild dog exclusion fencing.
 - Sunset Group Australia Pty Ltd
 - Balonne Fencing Services Pty Ltd
 - The DHW Hill Family Trust

- AJ & SJ Smith
- B G Southern
- Colemans High Security Fencing Pty Ltd
- RNCO.CO
- BSJ Rural Contractors
- SA Outback Company Pty Ltd
- Clean Management Solutions Pty Ltd

Michelle Clarke

Director Finance & Corporate Services

OFFICER REPORT

TO: Council

SUBJECT: Monthly Financial Management Report September 2020

DATE: 19.10.20

AGENDA REF: FCS6

AUTHOR: Tracey Lee - Manager Finance Services

Sub-Heading

Monthly Financial Management Report as at 30 September 2020 to be tabled at the meeting.

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

Nil

Recommendation/s

That the monthly Financial Management Report for the period ending 30 September 2020, as attached, be received and noted.

Michelle Clarke
Director Finance & Corporate Services

OFFICER REPORT

TO: Council

SUBJECT: Audit & Risk Committee 9 October 2020

DATE: 20.10.20

AGENDA REF: FCS7

AUTHOR: Michelle Clarke - Director Finance & Corporate Services

Sub-Heading

Audit & Risk Committee Meeting minutes 9 October 2020

Executive Summary

The purpose of this report is to receive and note the Audit & Risk Committee meeting held on 9 October 2020.

Background

The Audit & Risk Committee met on 9 October 2020 to consider the financial statements and closing report from council's external auditors. The financial statements were unable to be finalised for certification by the Audit & Risk Committee and the closing report remained in draft. The Audit & Risk Committee therefore resolved to receive the financial statements and final closing report by flying minute. In addition, the Audit & Risk Committee were briefed on an Impairment Position Paper that addressed a disclosure in the financial statements due to the flood event in February 2020 and flood damage claim with the Queensland Reconstruction Authority.

The next step is to adopt the Annual Report 2019/20 by 12 November 2020.

Link to Corporate Plan

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

Consultation (internal/external)

Prosperity Advisors
Queensland Audit Office
James Gauvin Partners in Business
Audit & Risk Committee members
Asset Accountant (Stacey Lee)

Legal Implications

Section 105 of the Local Government Act 2009 requires Council to have an internal audit function. Council has established its Audit & Risk Committee in accordance with Section 211 of the Local Government Regulations 2012.

Risk Implications

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

Policy Implications

The audit identified a need for Council to develop a policy for applying indexation of valuation results. Council's Asset Accountant is currently working through this.

Financial and Resource Implications

The financial statements provide an overview of Council's financial performance for 2019/20. Council's cash holdings of increased to \$40.23m and Council debt increased as a result of borrowing for the WDEF Special Rate Loan Scheme (Round 1). Capital expenditure increased to \$8.72m (from \$5.94m in 2018/19). Council's total revenue increased to \$32.99m (from \$27.63m in 2018/19) and total expenses also increased in 2019/20 at \$29.93m (from \$24.85m in 2018/19).

5 year financial summary of revenue & expenses

Revenue	2015/16 \$'000	2016/17 \$'000	2017/18 \$'000	2018/19 \$'000	2019/20 \$'000
Rates, Levies and Charges (Net of Discounts)	\$9,311	\$9,472	\$9,789	\$10,470	\$10,478
Federal Assistance Grant	\$4,729	\$7,576	\$5,438	\$5,805	\$5,854
Other Grants, Subsidies & Contributions	\$4,578	\$5,348	\$5,802	\$7,048	\$8,892
Sales Revenue	\$4,220	\$4,145	\$3,144	\$2,803	\$6,582
Interest and Investment Revenue	\$529	\$425	\$584	\$683	\$389
Other Income	\$201	\$357	\$389	\$315	\$295
Fees and Charges	\$273	\$269	\$276	\$273	\$292
Rental Income	\$259	\$238	\$226	\$239	\$209
Capital Income	\$41	\$136	\$0	\$0	\$7
Total Revenue	\$24,141	\$27,966	\$25,648	\$27,636	\$32,998

Expenses	2015/16 \$'000	2016/17 \$'000	2017/18 \$'000	2018/19 \$'000	2019/20 \$'000
Employee Costs	\$5,906	\$6,113	\$6,126	\$6,285	\$6,927
Material, Services and Other Expenses	\$9,371	\$9,438	\$9,181	\$10,763	\$15,112
Depreciation	\$7,594	\$8,012	\$8,190	\$7,624	\$7,699
Borrowing Costs	\$217	\$220	\$212	\$184	\$198
Capital Expenses	\$0	\$0	\$294	\$1	\$0
Total Expenses	\$23,088	\$23,783	\$24,003	\$24,857	\$29,936

Options or Alternatives

Not applicable

Attachments

1. Audit & Risk Committee Minutes 9 October 2020 [↓](#) 
2. Closing Report - Audit 2019/20 [↓](#) 

Recommendation/s

That Council resolves to receive and note:

1. the minutes of the Audit & Risk Committee held on 9 October 2020; and
2. the closing report of the external auditors for the 2019/20 financial year; and
3. the financial statements for the 2019/20 financial year as certified by the Queensland Audit Office (under separate cover).

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

Friday 9th October 2020

Commencing at 2.05pm

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UNCONFIRMED

ORDER OF PROCEEDINGS

ATT1 ATTENDANCE

Mr J Hetherington (Independent Chair), Mr C Dreher, (Independent Member) Cr SC O'Toole (Mayor) and Cr ID Todd.

M Clarke, Director Finance & Corporate Services, T Lee, Manager Finance Services, A Boardman, Director Infrastructure Services

Via teleconference: P Vesely, Queensland Audit Office, L Maloney, Prosperity Advisors, J Gauvin, Partners in Business

LOA1 LEAVE OF ABSENCE

Matthew Magin

There were no conflicts of interest to declare.

COM1 CONFIRMATION OF MINUTES

Mayor O'Toole moved and Cr Todd seconded:

That the Minutes of the General Meeting held on 3 September, 2020 be confirmed.

CARRIED

BAM1 BUSINESS ARISING FROM MINUTES

An Impairment Position Paper was circulated to Audit & Risk Committee members as a flying minute and discussed at length at the Audit & Risk Committee with the Director of Infrastructure Services and James Gauvin from Partners in Business in attendance. The Impairment Position Paper was requested by external audit following the exit interview and review of the draft financial statements. This Position Paper addressed the flood event in February 2020 and assessed whether there was any impairment of the Shire road network. The final version of the Impairment Position Paper is to be circulated by flying minute for endorsement by the Audit & Risk Committee following feedback from Prosperity Advisors and the Queensland Audit Office who will sign off on the final disclosure note in the 2019/20 financial statements.

Audit & Risk Committee were also briefed on the proposed changes to the financial statements due to the new Accounting Standards for revenue recognition and noted that this had resulted in a material misstatement.

James Gauvin and Andrew Boardman left the meeting at 2.25pm

(REP) REPORTS

REP1 FINANCIAL STATEMENTS 2019/20

Financial Statements 2019/20

The Audit & Risk Committee resolved:

1. That the financial statements for 2019/20 be circulated by flying minute for endorsement by the Audit & Risk Committee for the Mayor and Chief Executive Officer to sign in order to meet the deadline for the Queensland Audit Office to sign the financial statements by 13 October 2020.

UNCONFIRMED

2. That the Committee note that Council will adopt its Annual Report at a special meeting proposed for 12 November 2020.

CARRIED

REP2

MANAGEMENT LETTER 2019/20

Final Management Letter 2019/20

The Audit & Risk Committee resolved:

That the tabled Draft Management Letter from Prosperity Advisors be noted and the final version be circulated by flying minute for the Audit & Risk Committee to note.

CARRIED

There being no further business, the Meeting closed, the time being 3.58pm.

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

.....
CHAIR



Balonne Shire Council 2020 Closing report

13 October 2020

Your ref:
Our ref: QSC2020: 5-200

SENSITIVE

13 October 2020

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

Dear Mr Magin

2020 Closing report

We present to you our closing report for Balonne Shire Council (the "Council") for the financial year ended 30 June 2020. It includes an analysis of areas of audit significance, identified audit misstatements, and other matters.

Our audit was conducted in accordance with our external audit plan issued 18 February 2020. We confirm that up to the date of this report we have maintained our independence obligations in relation to our conduct of this audit.

Based on the information that has been assessed as part of our audit, we expect to issue an unmodified audit opinion.

We will be issuing a report to parliament incorporating your council. In this report, we will comment on the results of our audit of your financial report, performance and sustainability matters, any significant internal control issues we identified, and the overall results of the local government sector, including, major transactions and events. This report is prepared in accordance with the *Auditor-General Act 2009*.

We are keen to hear your views about the audit services we provide and will seek your feedback via an online survey. This survey will help us understand what is working well and where there are opportunities for us to improve our engagement with you.

If you have any questions or would like to discuss the audit report, please contact myself or Alex Hardy on 07 3839 1755.

Yours sincerely



Luke Malone
Director

Enc.

cc. Councillor Samantha O'Toole , 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
Web www.qao.qld.gov.au
 Queensland Audit Office (QAO)

1. Summary

This closing report documents our audit of Balonne Shire Council's financial statements for the year ended 30 June 2020 including how we have responded to significant financial reporting risks.

The final audit opinion is subject to the completion of the financial statement audit process. Key aspects still to be finalised are included in outstanding audit matters below.

Highlights

**Expected audit opinion**
We expect to issue an unmodified opinion on the financial statements.

**Financial statement preparation process**

Year-end close process
● Partially implemented

Timeliness
● Timely

Quality
● Significant adjustments

**Internal control environment**

Control environment
● Effective

Risk assessment
● Effective

Control activities
● Effective

Information and communication
● Effective

Monitoring controls
● Effective

Refer to *Section 6* *Audit* issues for further details

**Materiality \$294,400**
Decrease of \$192,600 to planning materiality

**Estimated final fees \$43,600**

Outstanding audit matters

Item	Responsibility
Financial statements review—quality check over final version	Audit
Subsequent events update—review of transactions to date of signing	Management and Audit
Management representation letter—to be signed with the financial statements	Management
Financial report certification—signing of the financial statements by management following adoption by the council	Management and Audit
Roads-to-Recovery certification	Management and Audit



2. Key insights

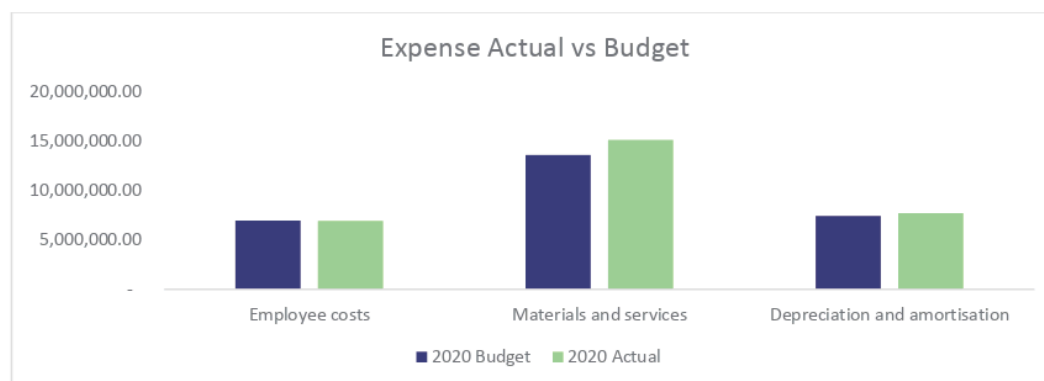
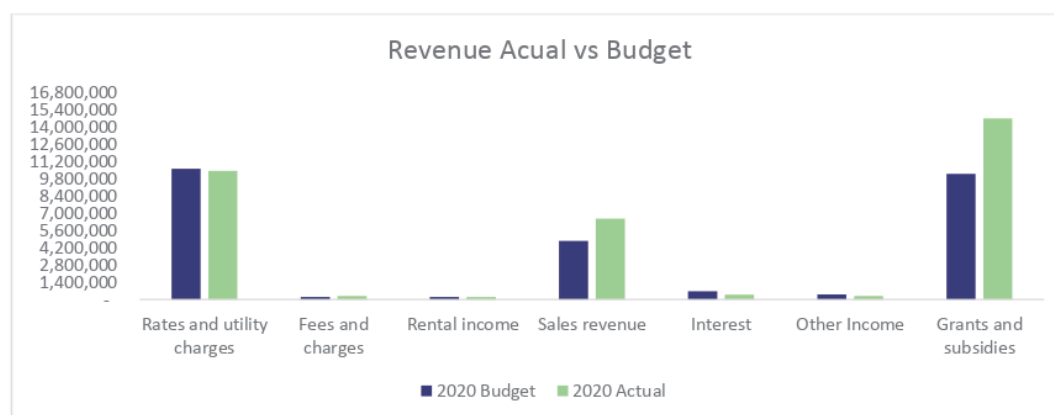
A comparison of Balonne Shire Council's financial results and balances as against the 2020 budget is shown below.

2020 Actual Financial Results:

Operating Surplus ratio	Net Financial Liability Ratio	Asset sustainability ratio
(9)x	(104)%	64%

2020 Annual Budget:

Operating Surplus ratio	Net Financial Liability Ratio	Asset sustainability ratio
(15)x	(69)%	54%



The actual operating surplus ratio is better than budget and is mainly driven by actual grant and subsidies being higher than the 2020 budget. This is attributable to additional grants received under the roads-to-recovery and wild dog fence grant scheme during 2020. It is also driven by an increase in sales revenue as additional DTMR work was performed by the Council during 2020. The net financial liability ratio is also better than budget as a result of significant additional cash received from grants and sales revenues during 2020.








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3. Financial statements overview

Statement of comprehensive income

Classes of transactions, account balances or disclosures	Change	Key drivers
Sales revenue \$6.58m	 \$3.8m 134%	The increase in sales revenue is due to a increase in the volume of contract works for the Department of Transport and Main Roads (DTMR) compared to the prior year.
Grants, subsidies, contributions, and donations \$14.7m	 \$1.8m 14%	The increase in grants, subsidies, contributions, and donations revenue is due to the receipt of an increased volume of state government grants R2R and wild dog fence projects.
Interest received \$0.38m	 \$0.29m 43%	The decrease in interest received is mainly driven by the decrease in interest rates for the term deposits and other investments Council held.
Employee benefits \$6.92m	 \$0.64m 10%	The prior year amount for employee benefits included a lower level of expenses relating to the road works. There was also a general salary increase of 3%.
Materials and Services \$15.1m	 \$4.4m 41%	The significant increase in materials and services expenses is due to several road works being conducted by the Council during 2019-2020. It includes restoration work of \$2.7m which is for the RPC Road work.

Statement of financial position



Classes of transactions, account balances or disclosures	Change	Key drivers
Cash and cash equivalents \$40.2m	 \$9m 29%	The increase in cash and cash equivalents is due to additional grants Council received during the year and additional borrowings for the wild dog fence project.
Receivables \$1.1m	 \$0.58m 33%	The decrease in receivables is reflective of stronger focus on collection during the year and lower outstanding balances at year end.
Contract Assets \$0.57m	 \$0.57m 100%	This is a new asset for 2020 as a result of the implementation of the new revenue accounting standards AASB 15 and 1058.
Property, plant and equipment \$302m	 \$0.65m 0.2%	There was no comprehensive valuation conducted in 2020. The increase is reflective of asset additions, offset by depreciation for 2020.

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3. Financial statements overview

Statement of financial position

Classes of transactions, account balances or disclosures	Change	Key drivers
Contract liabilities \$4.1m	 \$4.1m 100%	This is a new liability for 2020 as a result of the implementation of new revenue accounting standards AASB 15 and 1058. It represents the unearned revenue for certain grants that Council has received at year end.
Borrowings \$5.5m	 \$3m 130%	The increase in borrowings is attributable to the additional capital the Council borrowed during the year for the wild dog fence project.



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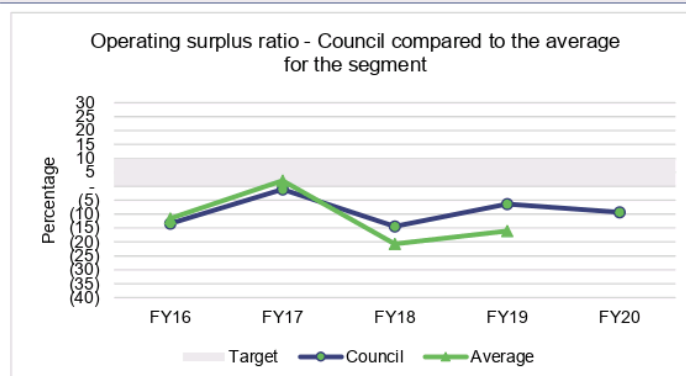
4. Financial sustainability assessment

The table below details our assessment of your financial sustainability and is based on the results of your asset sustainability, operating surplus and net financial liabilities ratios. Our likely 2020 assessment of council's overall financial sustainability risk is **moderate risk** ●

Refer to Appendix D for guidance on how these ratios are calculated and our financial sustainability risk rating definitions.

Operating surplus ratio

Commentary

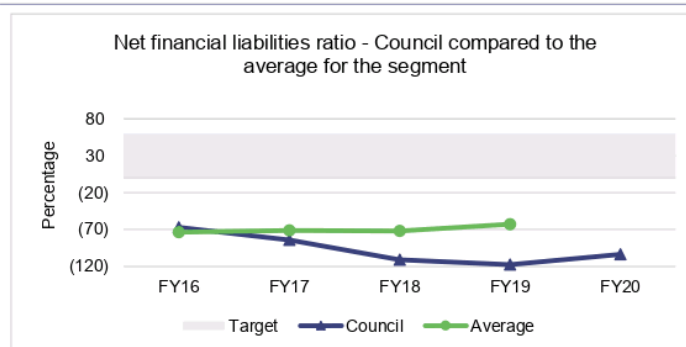


Council's five-year **average** operating ratio is -8.92%. This is outside the target range.

The average operating surplus ratio indicates that Council's operating surplus ratio suggests that council needs to consider increasing its own revenue source and reduce its expenditure to achieve the target. This could include considering the services council provides or the levels at which they are provided.

Net financial liabilities ratio

Commentary

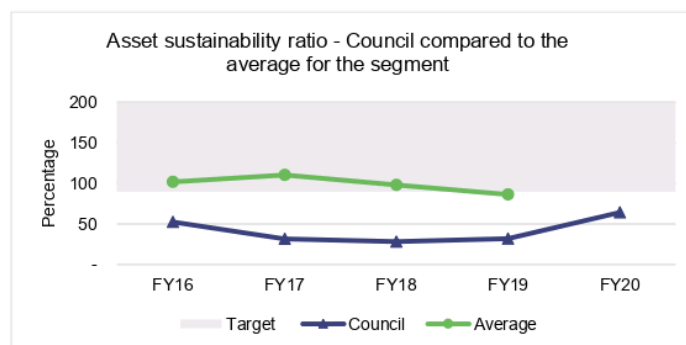


Council's net financial liabilities ratio as at 30 June 2020 is -103.5%.

The net financial liabilities ratio indicates that Council's capital structure appears adequate for its size. If council intends to obtain debt funding for future capital projects, its negative operating surplus ratio suggests council may experience difficulty in repaying this debt.

Asset sustainability ratio

Commentary



Council's average asset sustainability ratio is 64.2%. This is below the target range.

The average asset sustainability ratio indicates that Council may not be in a position to replace its assets as they near the end of their useful life. As such, council may encounter a reduction in the asset's service levels and/or useful lives compared to the assets' initial planned usage and estimated useful lives.

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5. Update on emerging risks

In our interim letter dated 8 July 2020, we had identified the potential areas of concerns and associated risks that arose from COVID-19. The table below provides our understanding of the impact areas of concern and associated risks had on Balonne Shire Council and our conclusions:

Area of concerns and associated risk	Audit conclusion
<p>Going concern</p> <p>Material uncertainties that cast significant doubt on the ability to continue as a going concern, such as the extent of the effect on future revenue and costs and the unknown duration of the event.</p> <p>Several revenue streams such as investment revenue, sale of goods and services and rental income may reduce. Timing of cash inflows may also be impacted.</p>	<p>The Council recorded a \$3m surplus for the year ended 30 June 2020.</p> <p>Council has \$5.5m borrowings and \$40.2m in cash and investment balances. Management does not consider that there is any material uncertainty in relation to Council's ability to continue as a going concern in the next twelve months.</p>
<p>'Everyday' internal controls</p> <p>Most entities have expanded to working from home to support social distancing. With any change in working arrangements comes an increased risk of controls failing, particularly manual controls and where controls previously operated with a high level of management oversight within an office environment.</p>	<p>From discussions with management, there is no material impact on "everyday" internal controls on the Balonne Shire Council. Council had 11 staff working remotely over a 6 week period due to COVID-19. All the control procedures in place are consistent with the prior year and the staff had no issues working remotely.</p>
<p>Information technology and cyber security</p> <p>Entities' exposure to cyber security risks increases in vulnerable and uncertain times as their resources are focused on being re-deployed to address critical matters. There is also a risk that identifying cyberattacks may be potentially delayed causing financial and/or reputational risks.</p>	<p>We confirmed with Council management that the overall information technology risks remained the same during the current year. There was no impact on the Council due to COVID-19 with respect to cyber security. However, Council was subject to a minor cyber attack (Phishing email) in June 2020. The Council has taken appropriate actions and reported the incident to the audit committee.</p>
<p>Valuation of property, plant and equipment</p> <p>Economic uncertainty may impact the ability of valuers to accurately perform comprehensive and/or desktop valuations and meet the fair value measurement requirements of AASB 13.</p>	<p>There was no comprehensive valuation performed by Council in 2020. An internal indexation review was completed with immaterial movement identified. There was no impact on the valuation of property, plant and equipment due to COVID-19 given Council's infrastructure assets are valued at depreciated replacement cost and no material long term impact from COVID-19 is expected on their fair values.</p>
<p>Accounting for leases</p> <p>As a result of COVID-19, some entities (those accounting for as a lessee in a lease) may receive 'rent holidays' and other exemptions from their lessors.</p> <p>This could have an impact on the accounting of the right of use assets and the associated liabilities.</p>	<p>There was no impact on the accounting of the right of use assets and the associated liabilities for Council as Councils has not received "rent holidays" and other exemption from their lessors and the all leased assets of the Council are low value.</p>
<p>Impairment of receivables</p> <p>There is an increased likelihood that debtors may take longer to pay and, in some instances, not be able to pay their obligations at all.</p>	<p>We performed substantive testing and an analysis of receivables including an assessment of the ageing report and performance of subsequent receipts testing. Only \$64,673 of the receivables balances are more than 90 days old. 77% of receivables were received after year-end to the date of our testing as at 17 September 2020.</p>



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5. Update on emerging risks (con'd)

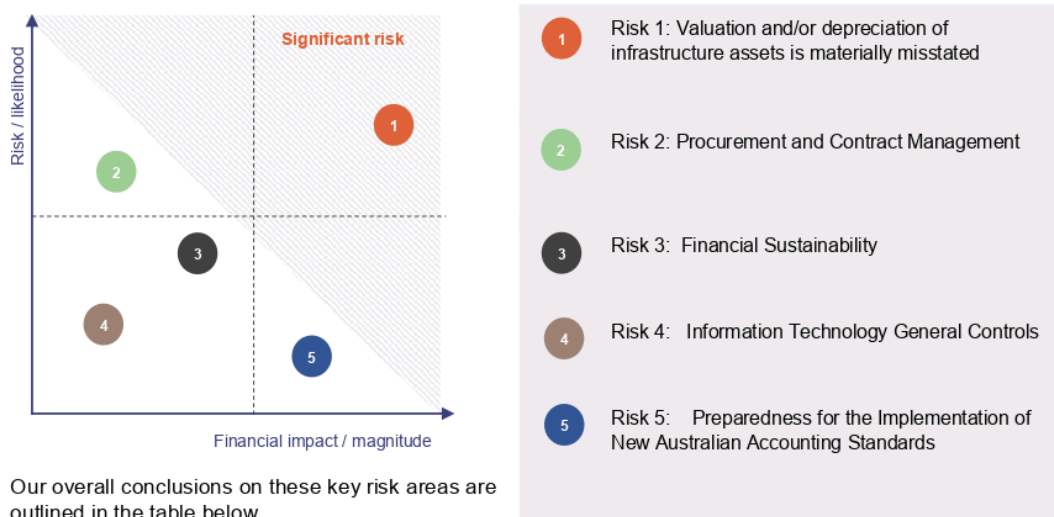
Area of concerns and associated risk	Audit conclusion
Fair value of financial assets and financial liabilities Financial assets and liabilities that are not quoted and/or highly illiquid assets are valued using a model that may use significant unobservable inputs. The current economic situation could negatively impact the assumptions and judgements used in these valuation models.	The Council's financial assets and liabilities are as follows: <ul style="list-style-type: none">• Cash and cash equivalents: \$40.2m• Receivables: \$1.1m• Payables: \$2.4m• Borrowings: \$5.5m These assets and liabilities are liquid assets. There is no significant unobservable inputs with respect to their carrying values.
Financial statement disclosure Several disclosures in the financial statements will be impacted.	The financial statements include notes with respect to the required COVID-19 disclosures as at 30 June 2020.



6. Audit conclusions

Areas of audit significance

We identified the areas of your financial report that we considered to be at significant risk of material error. The risk map below sets out the identified areas of audit significance.



Our overall conclusions on these key risk areas are outlined in the table below.

Risk	Description	Audit conclusion
1	<p>Valuation and/or depreciation of infrastructure assets is materially misstated</p> <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"> providing the valuer with incorrect and/or incomplete instructions the valuer not correctly applying the fair value principles in Australian Accounting Standards the valuer applying inappropriate rates to determine current replacement cost the valuer making incorrect assumptions about the remaining useful lives or not considering the condition of assets data and spreadsheet errors management incorrectly applying the revaluation increment/decrement in the asset register 	<p>No comprehensive valuation was conducted for any classes of infrastructure assets in 2019–20. An indexation assessment was considered for all classes of infrastructure assets.</p> <p>We assessed:</p> <ul style="list-style-type: none"> the appropriateness of indexation and assumptions adopted in determining fair value; and the appropriateness of useful life assumptions used in the calculation of depreciation. <p>The overall movement for PPE as a result of indexation is immaterial from 2019 to 2020.</p> <p>Council experienced a significant flood event in February 2020 that caused damage to the road network. Council has submitted claims of approximately \$20m at the current time in relation to funding to repair and reinstate the damaged roads. Further claims to QRA are expected to be made in coming months. Council has performed an assessment with respect to the impact of the damage on Council's carrying values of road assets. This assessment would indicate that the potential impairment / capital component of the damage on Council's road network written down value is approximately \$2.8m. The majority of the work to be performed is repairs and will be treated as such by Council in subsequent financial year. We are satisfied with the assessment performed and that no material impairment needs to be recognised at 30 June 2020, with appropriate disclosure made in the financial statements.</p>

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6. Audit conclusions

2	<p>Procurement and contract management risk</p> <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"> • Large supplier base with decentralised purchasing. • Undertakes large projects where legislative requirements guide tendering and probity processes. • Increase in vendor fraud attacks across Queensland 	<p>We obtained an understanding of Council's procedures around procurement and contract management and reviewed procurement undertaken in accordance with council's policy to identify any probity and related party issues.</p> <p>We tested the effectiveness of key controls for the period 1 July 2019 to 30 June 2020 over a sample of purchases and payments.</p> <p>Substantive testing included analytical review and vouching a sample of procurement items to supporting documentation.</p> <p>We have not identified any major deficiencies. We are satisfied with the procurement and risk management processes in place for the year ended 30 June 2020.</p>
3	<p>Financial sustainability</p> <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"> • Separate audit opinion issued; • Key inputs dependent on management judgement, and • Public interest in financial sustainability of Councils. 	<p>We reviewed the allocation of expenditure between capital and maintenance works and checked the mathematical accuracy of calculated ratios.</p> <p>One of the three primary financial sustainability indicators were weaker than minimum targets in the 2019/20 year.</p> <p>Financial sustainability for the Council has been assessed as moderate risk.</p> <p>Our recalculation of these ratios did not identify any material errors. Based on the audit work performed, we have reasonable assurance that the financial sustainability ratios disclosed in the financial statement is accurate and in accordance with the Financial Management (Sustainability) Guideline 2013.</p>
4	<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 has changed financial accounting system that including infrastructure assets management. The new system was implemented in May 2020.</p>	<p>We obtained an understanding of the IT control environment, with a focus on the systems relevant to financial reporting. Key areas included access security, monitoring of privileged user accounts and data recovery.</p> <p>The 2019/20 audit identified following weaknesses in the IT control environment:</p> <ul style="list-style-type: none"> • No formal IT incident & problem management policy in place. • Lack of formal IT Disaster Recovery Plan. <p>Other items reported in the previous year have been addressed by management.</p> <p>Migration and implementation of new IT system was successfully completed May 2020. We have completed our testing of the IT general controls in relation to the previous accounting system in place and confirmed the migration of data to the new accounting system was performed appropriately by management.</p>



6. Audit conclusions

5	<p>Preparedness for the Implementation of New Australian Accounting Standards</p> <p>The following standards are effective from 1 July 2019:</p> <ul style="list-style-type: none"> • AASB 15 'Revenue from Contracts with Customers' • AASB 1058 'Income of Not for Profit Entities'. • AASB 16 'Leases' <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 planning for transition to the new accounting standards increases the risk of material misstatements in the financial statements.</p>	<p>The Council implemented three new accounting standards (AASB 16 'Leases', AASB 15 <i>Revenue from contracts with customers</i> and AASB 1058 <i>Income of not for profit entities</i>) in their 2019–20 financial statements.</p> <p>As a result of the new accounting standards, Council recognised the following adjustments as outlined in Note 22 to the financial statements:</p> <p><i>Leases</i></p> <p>Council reviewed its leasing arrangements and there are no material leases in place for office equipment, motor vehicles or other leasing arrangements. There has been no adjustment recognised as a result of adopting this standard.</p> <p><i>Revenue</i></p> <p>On application of AASB 15 and AASB 1058 Council recorded deferred revenue of \$1.5m at 1 July 2019 and \$4.1m at 30 June 2020. This relates mainly to government grants where the performance obligation has not yet been met or work is not complete at year-end.</p> <p>We identified an audit adjustment of approximately \$496k at 1 July 2019 and \$1.02m at 30 June 2020 with respect to the certain grant funding based on the analysis provided by the Council. Council originally deferred these amounts, however, the grant agreements do not have sufficiently specific performance obligations and there is no specific asset being constructed by Council.</p> <p>These audit adjustments have been recognised by Council. Further details are recorded in Appendix B.</p>
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6. Audit conclusions

Other audit opinions

In conjunction with our 2019-20 audit of the council, we will issue audit opinions on special purpose financial reports prepared for the Roads to Recovery grant acquittal. This special purpose financial report is yet to be issued at the date of this report and is due by 31 October.

Final audit materiality

Our final audit materiality thresholds have changed since we communicated those in the external audit plan to reflect your year-end financial statement balances.

We used these thresholds in assessing misstatements.

Audit materiality

Our audit materiality thresholds have been reassessed based on your year-end financial statement balances and have changed since we communicated those in the external audit plan.

We used these thresholds in assessing misstatements.

Overall	Performance	Reported misstatements	Specific—property, plant & equipment
\$294,400	\$ 220,800	\$14,700	\$4.4m
per external audit plan \$487,000	per external audit plan \$365,000	per external audit plan \$24,400	per external audit plan \$4.4m

Evaluation of misstatements

At the date of this report, we have identified corrected misstatements related to the treatment of certain revenue streams of the new accounting standards.

Details of these corrected misstatements are included in Appendix B to this closing report.

Evaluation of disclosure misstatements

At the date of this report, we have identified misstatements in disclosures that required correction to the financial statements.

We have also identified misstatements in disclosures that have not been corrected in the financial statements. These uncorrected disclosure misstatements do not materially misstate the financial statements.






Details of these corrected and uncorrected disclosure misstatements are included in Appendix B to this closing report.



7. Audit issues

Internal controls

This table summarises our reporting on significant deficiencies/deficiencies in internal controls. See Appendix A for details.

	Number of significant deficiencies		Number of deficiencies		Rating
	Current year	Prior year unresolved	Current year	Prior year unresolved	
 Control environment <i>Structures, policies, attitudes and values that influence daily operations</i>	-	-	1	-	●
 Risk assessment <i>Processes for identifying, assessing and managing risk</i>	-	-	-	-	●
 Control activities <i>Implementation of policies and procedures to prevent or detect errors and safeguard assets</i>	-	-	-	1	●
 Information and communication <i>Systems to capture and communicate information to achieve reliable financial reporting</i>	-	-	-	2	●
 Monitoring activities <i>Oversight of internal controls for existence and effectiveness</i>	-	-	-	-	●

● **Effective**

No significant deficiencies identified

● **Partially effective**

One significant deficiency

● **Ineffective**

More than one significant deficiency

Financial reporting issues and other matters

This table summarises our financial reporting and other issues raised in the current year and those carried forward from prior years. See Appendix A for details.

	Financial reporting issues—risk ratings			Other matters*
	High	Moderate	Low	
Current year				
Unresolved	-	-	1	-
Resolved	-	1	-	-
Prior year				
Unresolved	-	-	-	1
Resolved	-	1	-	-

* We only track resolution of other matters where management has committed to address the item raised.

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8. Audit assessments

Effectiveness of financial statements preparation process

Our assessment of the effectiveness of your financial statement preparation process involved considering three components: your year-end close process, the timeliness of your financial statements, and the overall quality of your financial statements. We assessed these based on the criteria disclosed in the external audit plan. These are further explained below.

We assessed the outcomes of your year-end close processes, based on the dates outlined below, unless we agreed an earlier date in your financial reporting timetable.

Year-end close processes	Timeliness of certification of financial statements	Quality of draft financial statements
 <p>Your rating: ● Partially effective</p>	 <p>Your rating: ● Timely</p>	 <p>Your rating: ● Significant adjustments</p>
<p>We assessed the outcomes of your year-end close processes, based on the agreed dates in the external audit plan. Three of five key processes were completed on time:</p> <ul style="list-style-type: none"> finalising non-current asset valuations 30 April 2020 (Met ✓) Shell financial statements completed 30 April 2020 (Met ✓) Complex/contentious accounting issues resolved 29 September 2020 (Not met ✗) Work-papers reviewed and available for audit 9 September 2020 (Met ✓) Final draft financial statements completed 17 September 2020 (Not met ✗) 	<p>We assess the timeliness of financial statements by comparing the date the independent auditor's report was issued against the legislative deadline of 31 October.</p> <p>The impact of the February 2020 flood event has now been assessed by Council. We have finalised our testing with respect to the analysis performed by Council. We anticipate the issue of the financial statements to on the 13th of October, however, were the audit opinion to be issued after 1 October, but prior to 31 October this will result in an amber traffic light rather than green.</p>	<p>We assess the quality of financial statements based on the materiality of the adjustments (including material prior period adjustments) made to figures and note disclosures between the first draft of the financial statements provided to audit and the version that is certified. These adjustments included changes to treatment of certain revenue items, additional disclosure with respect to the February 2020 flood event and other disclosure changes.</p>

Our ratings criteria		
<p>● Effective All key milestones achieved</p>	<p>● Timely Audit opinion issued on or before 13 October 2020</p>	<p>● No adjustments No adjustments were required</p>
<p>● Partially effective Three to four milestones achieved</p>	<p>● Legally compliant Audit opinion issued between 14 October 2020 and 31 October 2020 or meet approved ministerial extension</p>	<p>● No significant adjustments Immaterial adjustments to financial statements</p>
<p>● Ineffective Less than three milestones achieved</p>	<p>● Untimely Audit opinion issued after 31 October 2020</p>	<p>● Significant adjustments Material adjustments to financial statement components were required</p>

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9. Other required information

We are required to report certain matters to those charged with governance. The table below provides a summary of the matters usually communicated at the end of our audit.

Matters for QAO to consider	How these were addressed
Disagreements with management	During our audit, we received full co-operation from management and had no unresolved disagreements over the application of accounting principles and the scope of our audit.
Significant difficulties	We did not encounter any significant difficulties/ significant difficulties were encountered during the audit.
Compliance with laws and regulations	We did not identify any instances of non-compliance with laws and regulations that may have a material effect on the financial report.
Matters significant to related parties	We did not note any significant matters in relation to related parties during the audit.
Changes to accounting policies	We confirm there were no significant changes to accounting policies during the period, except for those changes arising from the adoption of the new accounting standards.
Other matters significant to the oversight of the financial reporting process	We did not note any significant matters in relation to the financial reporting process during the audit.
Fraud and illegal acts	<p>We have made enquiries of management regarding:</p> <ul style="list-style-type: none"> • knowledge of any fraud or suspected or alleged fraud affecting the entity involving management, employees who have significant roles in internal control, or others where fraud could have a material effect on the financial report • knowledge of any allegations of fraud, or suspected fraud, affecting the financial information. <p>We did not become aware of any fraud or illegal acts during our audit.</p>
Other information in the entity's annual report	We have not undertaken audit procedures to verify other information in the entity's annual report as required by Australian Auditing Standard ASA 720 <i>The Auditor's Responsibilities Relating to Other Information</i> . Our review will examine whether annual report financial information and non-financial information is not inconsistent with the financial report.



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Appendix A1—Internal control deficiencies

The following table details control deficiencies and other matters identified since our last interim report dated 8 July 2020. It includes a response from those charged with governance.

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

 **Significant deficiency**  **Deficiency**  **Other matters**

Deficiencies

20CR-1 Policy on applying indexation valuation results **COSO Element: Control Environment**

Council has prepared a position paper to assess whether the carrying value of PPE not subject to comprehensive valuation materially reflects fair value. In conducting the assessment, Council has considered the movement in relevant market indices since the conduct of the last comprehensive valuation.

Despite the results being below 5% for all asset classes and Council's position paper concluded that the results of the assessment were not material and were not to be reflected in the fixed asset register and general ledger. Council does not have a policy to determine how indexation results are considered and reflected in the fixed asset register and general ledger.

Implication

The carrying value of assets may not materially reflect fair value, resulting in the financial statements being misstated.

QAO recommendation

We recommend that Council establish a policy to determine how indexation results are considered and reflected in the fixed asset register and general ledger.

Management response

Council appointed an Asset Accountant in July 2020. Management will develop a policy as recommended on how indexation results are considered and reflected in the fixed asset register and general ledger. Council met with QAO in February 2020 to outline its approach to valuations documented in its briefing paper of November 2019.

Responsible officer:	Michelle Clarke, Director Finance & Corporate Services
Status:	Work in progress
Action date:	31 December 2020

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Appendix A2—Financial reporting issues

The following table details control deficiencies and other matters identified since our last interim report dated 8 July 2020. It includes a response from those charged with governance.

Our risk ratings are as follows—refer to Financial reporting issues rating definitions for more detail.

 **High**  **Medium**  **Low**

Low risk issues

Classification of current and non-current borrowings is not correct

Observation

As a part of our testing of borrowings we identified that Council's classification of current and non-current borrowings is not consistent with the QTC confirmation with a variance of approximately \$170k. It is important that the correct classification of borrowings is recorded to accurately classify the balances in accordance with the AASB 101.

Under these requirements, liabilities are classified as 'current' when they are due to be settled within 12 months after the reporting date, or the entity does not have an unconditional right to defer settlement beyond 12 months after the reporting date.

Implication

The implication of the incorrect policy is an incorrectly presented breakdown of liabilities and inefficient cash flow management due to either holding too much or too little cash in non-interest-bearing accounts.

QAO recommendation

We recommend that Council review the borrowings balance on a monthly basis to determine when borrowings are deemed to be a current liability or a non-current liability which is consistent with the requirements of AASB 101.

Management response

Council notes the recommendation from QAO and will review the borrowings balance on a monthly basis.

Responsible officer:	Michelle Clarke, Director Finance & Corporate Services
Status:	Work in progress
Action date:	30 November 2020










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Appendix A3—Matters previously reported

The following table summarises all control deficiencies, financial reporting issues and other matters that we have raised this year and those issues raised in prior years but are not yet resolved.

Reference	Rating	Issue	Status/Comment action date
Internal control issues			
19IR-1		Privileged user accounts shared amongst different individuals	Resolved Council's new IT system was implemented in May and all users are allocated an individual account.
19IR-2		No formal IT incident & problem management policy in place	Work in progress The policy is currently being drafted by Council and is expected to be completed in early 2021.
19IR-3		Lack of formal IT security policy	Resolved The IT security policy has been finalised by Council.
19IR-4		Lack of formal IT Disaster Recovery Plan	Work in progress Council is currently preparing the updated IT Disaster Recovery Plan and is expected to be completed in Q2 2021.
19IR-5		Detailed contract registers to be developed	Work in progress Council is currently reviewing contracts and preparing a detailed contract register that is expected to be completed in early 2021.
Financial reporting issues			
19FR-1		Quality improvement of assessment performed for the new accounting standards	Resolved Council has completed the assessment of the new accounting standards impact.
Other matters			
18-FML-9		Excessive Leave Balances	Work in progress Management is continuing to work with staff to reduce leave balances within operational requirements. As at 30 June 2020, there are 7 employees with leave balances that are deemed to be excessive.

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Appendix A4—Our rating definitions



Internal controls rating definitions

	Definition	Prioritisation of remedial action
Significant deficiency 	<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"> the risk of material misstatement in the financial statements the risk to reputation the significance of non-compliance with policies and applicable laws and regulations the potential to cause financial loss including fraud, or where management has not taken appropriate timely action to resolve the deficiency. 	<p>This requires immediate management action to resolve.</p>
Deficiency 	<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>
Other matter 	<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 rating definitions

	Potential effect on the financial statements	Prioritisation of remedial action
High 	<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>
Medium 	<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>
Low 	<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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Appendix B—Misstatements



Summary of corrected misstatements

The following misstatements were identified during the audit and have subsequently been corrected by management in the financial statements

#	Details	Profit or loss	Balance sheet
		Increase/(decrease) \$000	Increase/(decrease) \$000
1	Grant - Capital	495	-
	Retained Earnings	-	(495)
	<i>Reversal of deferred revenue on transition at 1 July 2019 as no specific performance obligations and specific assets are identified in the contract to allow for deferral of revenue.</i>	-	-
2	Grant - Capital	1,002	-
	Contract liability	-	(1,002)
	<i>Reversal of deferred revenue at 30 June 2020 as no specific performance obligation and sufficient specific assets are included in the contract to allow for deferral of revenue.</i>	1,497	(1,497)
Total		1,497	(1,497)



Appendix B—Misstatements



Summary of uncorrected misstatements

During the course of our audit, we identified the following uncorrected misstatements. Management has concluded that these matters are not material and do not propose adjustment. Should the audit committee concur with management and elect not to adjust, we consider the misstatements are not material either to the financial statements as a whole or to individual line item presentations.

#	Details	Balance Sheet	Balance sheet
		decrease \$000	(Increase) \$000
1	Borrowings (current)	170	
	Borrowings (non-current)		(170)
	<i>Reclassification of current and non-current borrowings per AASB 101 requirements</i>		

Details	Balance	Balance sheet
	decrease \$000	(decrease) \$000
2	Property, plant and equipment	2,800
	Asset revaluation surplus	-
	<i>Recognition of impairment as the result of flood damage on the road network.</i>	



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Appendix C—Next year planning considerations

We identified the following financial reporting matters during the current year audit for consideration in planning next year's audit.

Next year audit planning considerations	Potential effect on financial statements	Potential effect on audit
AASB consideration of fair value measurement for not-for-profit entities holding land with restrictions. The Board is clarifying limited-scope proposals for additional disclosures by public sector not-for-profit entities in relation to restricted land held primarily for its service capacity. Valuers apply discounts when valuing council land that is subject to zoning restrictions.	Disclosure of the amounts of any material adjustments estimating the reduction to the current market buying price to reflect restrictions imposed on the use of the land.	Verification of any new proposed disclosures of the impacts of restrictions of use on the valuations.



Appendix D—Assessment of Financial Sustainability



Assessment of financial sustainability

Section 169(5) of the *Local Government Regulation 2012* outlines the following relevant measures of financial sustainability for all Queensland local governments must report on:

Sustainability measure	Purpose	How is it measured?	Target
Operating surplus ratio	The Operating Surplus Ratio indicates the extent to which operating revenues raised cover operating expenses.	<i>Net operating result/Total operating revenue (excluding capital items)</i>	Between 0% and 10% per annum
Net financial liabilities ratio	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).	<i>(Total Liabilities – current assets)/Total operating revenue</i>	< 60% per annum
Asset sustainability ratio	The Asset Sustainability Ratio indicates the extent to which assets are being replaced as they reach the end of their useful lives.	<i>Capital Expenditure on replacement of assets (renewals)/Depreciation</i>	> 90% per annum

We assigned a risk rating to each measure using the below criteria.

Risk rating measure for Individual Ratios	Operating surplus ratio	Net financial liabilities ratio	Asset sustainability ratio
Higher	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
Moderate	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
Lower	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

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Appendix D—Assessment of Financial Sustainability cont'd



Our assessment of financial sustainability risk factors does not take into account 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
Higher risk 	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.
Moderate risk 	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">• current net financial liabilities more than 80 per cent of operating revenue or• average asset sustainability ratio over the last 5 years is less than 50 per cent or• average operating deficits (losses) over the last five years of between two and 10 per cent of operating revenue or• realising two or more of the individual ratios for moderate risk assessments (per the table opposite).
Lower risk 	Lower risk of financial sustainability concerns based on current income, expenditure, asset investment and debt financing policies.



Appendix E— Auditor-General reports to parliament



A number of reports to parliament are currently in progress, which will be of interest to you. Below is a summary of recent reports to parliament that we consider relevant to your entity.

Report	Key themes
Effectiveness of audit committees in state government entities	<ul style="list-style-type: none">Audit committees should review the language and responsibilities in the audit committee charter to clearly define the committee's role, ensuring it is appropriate and specific to the entity.Audit committees should remain informed of the entity's core functions and systems, and the key risks and issues facing the entity. They should use this knowledge to focus the committee's attention throughout the year, and when developing the committee's annual workplan.
Report 2 8 September 2020	<ul style="list-style-type: none">Audit committees should review their performance annually and tailor the assessment to align with and measure their performance against the committee's annual workplan.Audit committee chairs and chief executive officers should communicate regularly about the key risks, issues and other matters facing the entity. They should also discuss outcomes from committee meetings, particularly those not attended by the chief executive officer.Chief executive officers should demonstrate their commitment to their audit committee. Where practicable, they should attend all meetings, as agreed with their audit committee chair, as an observer.Chief executive officers should support audit committee members to access appropriate training and other resources, to ensure adequate knowledge of the role and other subject matter areas relevant to committee discussions.All members of audit committees for Queensland state government entities should be independent of management and not an employee of the entity, or another Queensland state government entity.
Relevance: High	<p>Regional audit committees should consider how they can use technology to connect with a bigger pool of nominees to be members on their audit committee</p>



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Appendix E— Auditor-General reports to parliament



Report	Key themes
Report on Local Government 2019 Report 13 March 2020 Relevance: High	<p>This report focuses on key observations and findings from the 2018–19 financial audits of councils and joint organisations.</p> <p>Unqualified audit opinions were issued on the financial statements for 134 councils and 11 joint organisations. The audit opinion for Bayside's 2017–18 and 2018–19 financial statements were disclaimed. Three audits are still in progress and will be included in next year's report.</p> <p>The report highlights a number of areas where there has been improvement. There was a reduction in errors identified in council financial statements and high risk issues reported in audit management letters. More councils have audit, risk and improvement committees and internal audit functions. Risk management practices and fraud control systems have also improved.</p> <p>The report also found that councils could do more to be better prepared for the new accounting standards, asset management practices could be strengthened, and information technology controls and cyber security management could be improved.</p> <p>The Auditor-General recommended that the Office of Local Government within the Department of Planning, Industry and Environment develop a cyber security policy by 30 June 2021 to ensure a consistent response to cyber security risks across councils.</p>
Managing cyber security risks Report 3 October 2019 Relevance: High	<p>Protecting important information assets with secure systems is critical to Queensland's economic and security interests.</p> <p>This audit examined how effective entities are in managing their cyber security including the robustness of information controls and the extent to which their information assets and organisational processes are exposed to cyber security risks.</p> <p>Entities need to assess themselves to determine if they have a framework for managing cyber security risks, know what information assets they have, and know to what extent those information assets are exposed to cyber security risks. Having made such assessment, entities need to consider how relevant the report's other recommendations are for their risk appetite and exposure.</p>
Queensland State government entities: 2018-19 results of financial audits Report 8 November 2019 Relevance: High	<p>Entities need to consider further improvements in everyday controls, governance controls and financial statement processes by reviewing the effectiveness of controls over information systems, financial delegations and conflicts of interest for procurement processes, asset valuations and payroll monitoring.</p> <p>We have provided action points for these three areas for consideration. Our reports to parliament contain more detail on these actions and QAO engagement leaders are available to discuss how the actions can be applied to your entity.</p> <p>1. Assess and strengthen 'everyday' internal controls</p> <ul style="list-style-type: none"> • Procurement approvals and conflicts of interest management • Secure information systems • Checking vendor and employee bank account detail changes • Review reports and reconciliations • Explore use of real-time analysis to prevent and detect fraud <p>2. Assess and strengthen governance</p> <ul style="list-style-type: none"> • Monitor outstanding audit recommendations • Assess major infrastructure governance and resourcing • Ensure robust governance of data transfers to new systems <p>3. Improve financial reporting content and processes</p> <ul style="list-style-type: none"> • Deliver timely asset valuations and ensure assumptions are supported • Reflect impact of extreme weather and climate change in financial statements • Continue to improve processes and move forward financial statement approval

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Appendix F—Planned performance audits



Strategic audit plan

QAO prepares and publishes a strategic audit plan (SAP) by 30 June each year, which outlines the performance audits we plan to undertake in the next three years. Performance audits provide independent assurance that public resources are being used appropriately and that government programs are delivering on their objectives efficiently, effectively, and economically.

We have published our 2020–23 SAP on our [website](#). The following table outlines the planned audits where your agency has been identified as being in scope for the audit. We have also listed topics that are likely to be of interest to your entity.

Topic	Description	Year
Asset management in local government	This audit will assess if councils are effectively managing their infrastructure assets to maximise their service potential while minimising their total cost of ownership.	2020-21
Local government development applications and approvals	This audit will assess whether local governments' processes for development applications and approvals are efficient and effective and comply with relevant regulatory requirements.	2020-21
Effectiveness of local government audit committees	This audit will assess the effectiveness of audit committees in local governments.	2021-22
Capital asset management and planning	This audit will assess how efficiently and effectively the Queensland Government estimates and delivers its capital programs.	2021–22
Queensland Floods Commission of Inquiry	This audit will assess whether Queensland is better able to prevent and prepare for floods following the Queensland Floods Commission of Inquiry.	2021-22
Managing conflicts of interest in local government	This audit will assess how effectively councils manage and respond to conflicts of interest.	2022-23
Maintaining strong and prosperous regions	This audit will assess the Queensland Government's effectiveness in progressing the goals for strong and prosperous regions in its Queensland Plan.	2022-23



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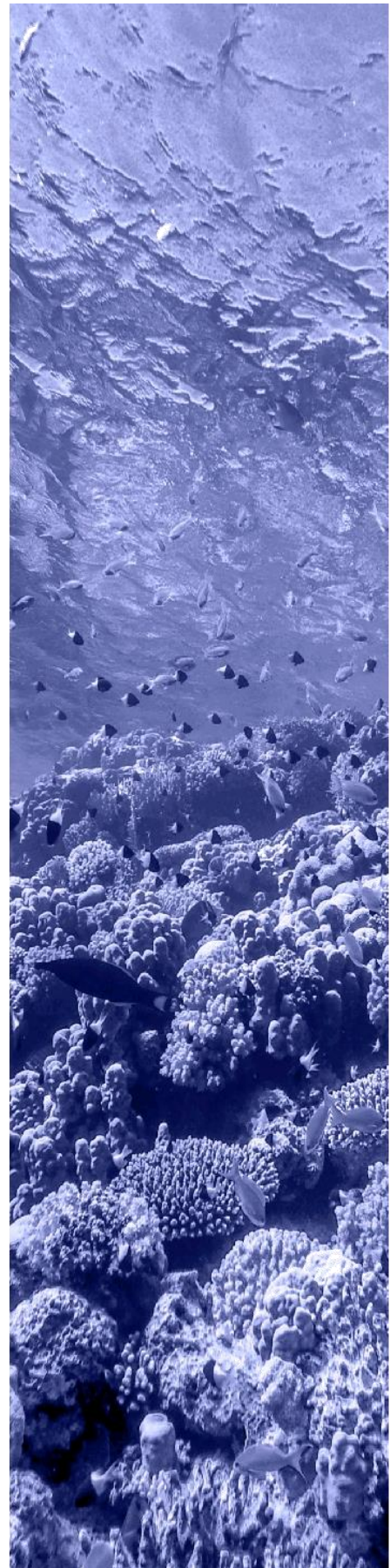
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Queensland
Audit Office

Better public services



OFFICER REPORT

TO: Council

SUBJECT: Pre-qualified Consultancy Panel

DATE: 17.10.20

AGENDA REF: FCS8

AUTHOR: Michelle Clarke - Director Finance & Corporate Services

Sub-Heading

Pre-qualified Consultancy Panel

Executive Summary

The purpose of this report is to appoint a panel of pre-qualified suppliers as consultants across a number of fields to assist council in the delivery of projects.

Background

Council called tenders for a panel of pre-qualified suppliers of consultants. The Request for Tender (RFT) was an open Tender publicly advertised and released and managed via Vendor Panel Public Tenders. Responses were received from Ninety-Eight (98) suppliers via Vendor Panel and one (1) supplier via email.

The categories of consultancy included: asset management, accounting & financial management, change management, strategic planning, community engagement & consultation, disaster management, economic development, governance risk & policy management and there were a range that were placed in a generic category.

Link to Corporate Plan

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

Consultation (internal/external)

Office of the CEO
Vendor Panel
Council Business Solutions

Legal Implications

The tender process was conducted in accordance with the Local Government Act and Regulations.

Risk Implications

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

Policy Implications

The recommendation is consistent with the requirements of the procurement policy.



Financial and Resource Implications

There is no cost of setting up the pre-qualified panel however it does allow for management to select from a panel of providers to assist with current or future projects and has tested the market.

Options or Alternatives

Adopt the recommendation or amend the panel of providers.

Attachments

1. Evaluation Report for Consultancy Pre Qualified Suppliers [↓](#) 
2. Evaluation report Minima (outside of Vendor Panel) [↓](#) 

Recommendation/s

That Council resolves to appoint the following suppliers on a pre-qualified panel of providers for appointment under their nominated categories in accordance with S232 of the Local Government Regulations 2012.

Category	Tenderer
Asset Management	APV Valuers & Asset Man. BDO Group CT Management Group Delos Delta Pty Ltd Leo Jensen Consulting Lonergans Marsh P/L T/A Assetval MBMPL Mead Perry Group Pavement Management Svces Peak Services Q Solutions Group

Accounting & Financial Management	BDO Group Bentley's (Qld) Pty Ltd CPR Group CT Management Group Delos Delta Pty Ltd Kerry Phillips Leo Jensen Consulting Lonergans McGrathNichol Advisory Mead Perry Group Pitcher Partners Q Solutions Group RSM Australia Vincents Chartered Accountants
Change Management	CT Management Group Delos Delta Pty Ltd Information Professionals Leo Jensen Consulting Lonergans Mead Perry Group Q Solutions Group
Community Engagement & Consultation	Arcadian Communications BDO Group

Michelle Clarke
Director Finance & Corporate Services

**EVALUATION REPORT
Specialised Consultancy Services
BSC 20/21 – T03**

TO:	Matthew Magin, Chief Executive Officer, Balonne Shire Council
FROM:	Debra Colledge, Director - Council Business Solutions
SUBJECT:	Evaluation Report - Request for Tender for Specialised Consultancy Services BSC 20/21 – T03
DATE:	17 th October, 2020

Purpose

The purpose of this report is to recommend the appointment of a consultancy firms to a Pre-Qualified Supplier list.

Background

The Request for Tender (RFT) was an open Tender publicly advertised and released and managed via Vendor Panel Public Tenders.

This arrangement has been tendered at the request of Balonne Shire Council.

Statutory Requirements

This Request for Tender activity and its evaluation were conducted in compliance with the *Local Government Act 2009* and the Local Government Regulation 2012.

Contract Type

Council determined that a Register of Pre-Qualified Suppliers the most effective for the needs of Council into the future.

Forum Clarifications

In line with probity requirements, all tender clarifications were processed electronically via the Vendor Panel Tender portal.

Evaluation Panel

The evaluation and scoring of responses for this RFT was undertaken by Matthew Magin, Chief Executive Officer Balonne Shire Council, Digby Whyte, Director Community and Environmental Sustainability Balonne Shire Council and Debra Colledge, Director Council Business Solutions, The evaluation was undertaken pursuant to normal probity conventions via an electronic Multi-Party Evaluation portal in Vendor Panel

Tenders Received

Responses were received from Ninety-Eight (98) suppliers via Vendor Panel and one (1) supplier via email. The submission made by email was late citing power outages. Upon investigation through BOM and several power service providers in that supplier's area, it was deemed to be true and the late submission was accepted. This submission was not able to be evaluated in Vendor Panel with the others and was evaluated separated utilising the attached Evaluation Scorecard.

The complete list of submissions received together with their aggregate scores is below.

Category	Tenderer	Tenderers Score
Asset Management	All About Assets	35.00
	APV Valuers & Asset Man.	47.50
	Asseton Group Pty Ltd	43.75
	BDO Group	81.25
	Block 5 Consulting	43.75
	CT Management Group	58.75
	Delos Delta Pty Ltd	50.00
	Findex Pty Ltd	41.25
	Gibsons Consulting	38.75
	Hendry Group	37.50
	Know-ledge Asset Mgmt	36.25
	Leeson Valuers	28.75
	Leo Jensen Consulting	52.50
	Lonergans	47.50
	Marsh P/L T/A Assetval	57.50
	MBMPL	58.25
	Mead Perry Group	45.00
	Minima Solutions	21.17
	OConnor Marsden & Assoc	36.25
	Pavement Management Svces	51.25
	Peak Services	45.00
	Project Delivery Managers	42.50
	Q Solutions Group	51.25
	Ramafin	42.50
	Recensed Mgmt Accounting	30.00
	Reinforcements Consulting	41.25
Accounting & Financial Management	AIT Specialists	25.00
	Aust. Meat Innovators	38.75
	BDO Group	81.25
	Bentley's (Qld) Pty Ltd	55.00
	CPR Group	55.00
	CT Management Group	58.75
	Delos Delta Pty Ltd	50.00
	Findex Pty Ltd	41.25
	Gavin Herbst Consulting	12.50
	Gibsons Consulting	38.75
	Kerry Phillips	50.00
	Leo Jensen Consulting	52.50
	Lonergans	47.50
	McAlisterSmiley Partners	38.75
	McGrathNichol Advisory	52.50
	Mead Perry Group	45.00
	Nexia Brisbane Audit	42.50
	OConnor Marsden & Assoc	36.25
	Pitcher Partners	45.00
	Project Delivery Managers	42.50
	Q Solutions Group	51.25

	Ramafin	42.50
	Recensed Mgmt Accounting	30.00
	Reinforcements Consulting	41.25
	RSM Australia	61.25
	Systems Thinking	35.00
	Consulting	56.25
	Vincent's Chartered	41.25
	Accountants	22.50
	Walsh Accounting	41.25
	Wide Bay Risk & Audit	22.50
Change Management	3SYS Owls	31.25
	CT Management Group	58.75
	Cyntropy	32.50
	Delos Delta Pty Ltd	50.00
	Equal Bytes	36.25
	Findex Pty Ltd	41.25
	Gibsons Consulting	38.75
	Information Professionals	50.00
	KLR Communications	38.75
	Know-ledge Asset Mgmt	36.25
	Leo Jensen Consulting	52.50
	Lonergans	47.50
	Mead Perry Group	45.00
	Project Delivery Managers	42.50
	Q Solutions Group	51.25
	Qld Corporate Comms	41.25
	Ramafin	42.50
	Reinforcements Consulting	41.25
	The Leaders Studio	28.25
	Uniforte Pty Ltd	36.25
Community Engagement & Consultation	3SYS Owls	31.25
	Alliance Community	37.50
	Planning	45.00
	Arcadian Communications	38.75
	Aust. Meat Innovators	81.25
	BDO Group	28.75
	C2Hills Investment	38.75
	Complete Crisis Solutions	35.00
	Connectag	55.00
	CPR Group	58.75
	CT Management Group	32.50
	Cyntropy	50.00
	Delos Delta Pty Ltd	42.50
	DeltaPearl Partners	52.50
	Engage & Create Cons.	61.25
	Ethos Urban	41.25
	Findex Pty Ltd	38.75
	Gibsons Consulting	38.75
	KLR Communications	52.50
	Leo Jensen Consulting	47.50
	Lonergans	45.00

	Mead Perry Group	45.00
	Otium Planning	42.50
	Project Delivery Managers	51.25
	Q Solutions Group	41.25
	Qld Corporate Comms	42.50
	Ramafin	41.25
	Reinforcements Consulting	
Disaster Management	3SYS Owls	31.25
	Complete Crisis Solutions	38.75
	CT Management Group	58.75
	Delos Delta Pty Ltd	50.00
	Ethos Urban	61.25
	Findex Pty Ltd	41.25
	Gibsons Consulting	38.75
	Ironside Risk Partners	45.75
	Leo Jensen Consulting	52.50
	Lonergans	47.50
	Mead Perry Group	45.00
	Project Delivery Managers	42.50
	Q Solutions Group	51.25
	Ramafin	42.50
	Reinforcements Consulting	41.25
	Strategic Disaster Solutions	35.00
Economic Development	Aust. Meat Innovators	38.75
	Block 5 Consulting	43.75
	C2Hills Investments	28.75
	Connectag	35.00
	CPR Group	55.00
	CT Management Group	58.75
	Dean Hassell Consulting	37.50
	Delos Delta Pty Ltd	50.00
	DeltaPearl Partners	42.50
	Ethos Urban	61.25
	Findex Pty Ltd	41.25
	Gibsons Consulting	38.75
	Leo Jensen Consulting	52.50
	Lonergans	47.50
	MS Advisors	50.00
	Macroplan	53.75
	McAlisterSmiley Partners	38.75
	Mead Perry Group	45.00
	Project Delivery Managers	42.50
	Q Solutions Group	51.25
	Ramafin	42.50
	Reinforcements Consulting	41.25
	Remplan	42.50
	UPRS	41.25
	Urban Economics	38.75
Governance, Risk & Policy Management	3SYS Owls	31.25
	Advanced Solutions Group	47.50
	Block 5 Consulting	43.75

	Capstone Asia/Pacific	42.50
	Complete Crisis Solutions	38.75
	Corporate Scorecard	45.00
	CPR Group	55.00
	CT Management Group	58.75
	Cyntropy	32.50
	Dean Hassell Consulting	37.50
	Delos Delta Pty Ltd	50.00
	Equal Bytes	36.25
	Findex Pty Ltd	41.25
	Gibsons Consulting	38.75
	Information Professionals	50.00
	Ironside Risk Partners	45.75
	Jasko Airport Services	31.25
	JLT Public Sector	52.75
	Leo Jensen Consulting	52.50
	Local Buy Probity & Project	47.50
	Lonergans	47.50
	MBMPL	56.25
	Mead Perry Group	45.00
	Nexia Brisbane Audit	42.50
	OConnor Marsden & Assoc	36.25
	Pitcher Partners	45.00
	Project Delivery Managers	42.50
	Q Solutions Group	51.25
	QMRC Risk	42.50
	Ramafin	42.50
	Reinforcements Consulting	41.25
	RSM Australia	61.25
	Wide Bay Risk & Audit	22.50
Strategic Planning	3SYS Owls	31.25
	BDO Group	81.25
	Block 5 Consulting	43.75
	C2Hills Investments	28.75
	CPR Group	55.00
	CT Management Group	58.75
	Cyntropy	32.50
	Dean Hassel Consulting	37.50
	Delos Delta Pty Ltd	50.00
	DeltaPearl Partners	42.50
	Engage & Create Cons.	52.50
	Equal Bytes	36.25
	Findex Pty Ltd	41.25
	Gibsons Consulting	38.75
	Hendry Group	26.25
	HRS Connect	47.50
	Information Professionals	50.00
	KLR Communications	38.75
	Leo Jensen Consulting	52.50
	Lonergans	47.50
	Macroplan	53.75

	Malesko	43.75
	MBMPL	56.25
	McAlisterSmiley Partners	38.75
	Mead Perry Group	45.00
	Otium Planning	45.00
	Principal Consulting Group	40.00
	Project Delivery Managers	42.50
	Q Solutions Group	51.25
	Ramafin	42.50
	Reinforcements Consulting	41.25
	Stafford Strategy	36.75
	The Leaders Studio	26.25
	Uniforte Pty Ltd	36.25
No Category Nominated	Carberry Environmental	40.00
	DRB Consulting	36.25
	EMA Consultancy Services	28.75
	Endlos Sustainability Cons.	18.75
	FieldForce Pty Ltd	38.75
	Gordon Global Solutions	42.50
	Guy Fletcher Wood	23.75
	HGB Pty Ltd	5.00
	ID Consulting	21.25
	Integran	45.00
	JDC	2.50
	Rounding Up	32.50
	Suttor & Associates	47.50
	Tracey Brunstrom & Hammond	61.25
Unable to assess	PVE Civil Solutions	Document would not open
	Alexander Coventry Brown	Provided Resume & Price Only
	Shane Comiskey	Did not provide info in most areas

Late Tenders

There was one late tender.

Evaluation Criteria

All tender activity, evaluation and processes were conducted in compliance with the *Queensland Local Government Act 2009 and the Local Government Regulation 2012*.

- **Mandatory Criteria:** Tender submissions were evaluated initially for their compliance against the mandatory criteria to identify submissions that were non-conforming with the immediate requirements of the RFT.
This included provision of requested information in relation to company information, insurances, financial information, and compliance to Response Schedules.
- **Qualitative Criteria:** Tender submissions were then assessed and scored against the qualitative criteria outlined in the RFT. The criteria and weightings were as follows:

- Technical Capacity 30%

- Management Systems 25%
- Financial Capacity & Solvency 15%
- Resources 10%
- Local Content 10%
- Pricing 10%

In order to ensure that Council has the best possible outcome for this panel arrangement the minimum passing score was set at 45.

Evaluation Results

A copy of the Vendor Panel Evaluation report is attached with all scores and comments included for reference.

Recommendation:

Council appoint the suppliers provided in this table for appointment under their nominated categories.

Category	Tenderer	Tenderers Score
Asset Management	APV Valuers & Asset Man.	47.50
	BDO Group	81.25
	CT Management Group	58.75
	Delos Delta Pty Ltd	50.00
	Leo Jensen Consulting	52.50
	Lonergans	47.50
	Marsh P/L T/A Assetval	57.50
	MBMPL	56.25
	Mead Perry Group	45.00
	Pavement Management	51.25
	Svces	45.00
	Peak Services	51.25
	Q Solutions Group	
Accounting & Financial Management	BDO Group	81.25
	Bentley's (Qld) Pty Ltd	55.00
	CPR Group	55.00
	CT Management Group	58.75
	Delos Delta Pty Ltd	50.00
	Kerry Phillips	50.00
	Leo Jensen Consulting	52.50
	Lonergans	47.50
	McGrathNichol Advisory	52.50
	Mead Perry Group	45.00
	Pitcher Partners	45.00
	Q Solutions Group	51.25
	RSM Australia	61.25
	Vincent's Chartered Accountants	56.25
Change Management	CT Management Group	58.75
	Delos Delta Pty Ltd	50.00
	Information Professionals	50.00
	Leo Jensen Consulting	52.50

	Lonergans	47.50
	Mead Perry Group	45.00
	Q Solutions Group	51.25
Community Engagement & Consultation	Arcadian Communications	45.00
	BDO Group	81.25
	CPR Group	55.00
	CT Management Group	58.75
	Delos Delta Pty Ltd	50.00
	Engage & Create Cons.	52.50
	Ethos Urban	61.25
	Leo Jensen Consulting	52.50
	Lonergans	47.50
	Mead Perry Group	45.00
	Orium Planning	45.00
	Q Solutions Group	51.25
Disaster Management	CT Management Group	58.75
	Delos Delta Pty Ltd	50.00
	Ethos Urban	61.25
	Ironside Risk Partners	45.75
	Leo Jensen Consulting	52.50
	Lonergans	47.50
	Mead Perry Group	45.00
	Q Solutions Group	51.25
Economic Development	CPR Group	55.00
	CT Management Group	58.75
	Delos Delta Pty Ltd	50.00
	Ethos Urban	61.25
	Leo Jensen Consulting	52.50
	Lonergans	47.50
	MS Advisors	50.00
	Macroplan	53.75
	Mead Perry Group	45.00
	Q Solutions Group	51.25
Governance, Risk & Policy Management	Advanced Solutions Group	47.50
	Corporate Scorecard	45.00
	CPR Group	55.00
	CT Management Group	58.75
	Delos Delta Pty Ltd	50.00
	Information Professionals	50.00
	Ironside Risk Partners	45.75
	JLT Public Sector	52.75
	Leo Jensen Consulting	52.50
	Local Buy Probity & Project	47.50
	Lonergans	47.50
	MBMPL	56.25
	Mead Perry Group	45.00
	Pitcher Partners	45.00
	Q Solutions Group	51.25
	RSM Australia	61.25
Strategic Planning	BDO Group	81.25

	CPR Group	55.00
	CT Management Group	58.75
	Delos Delta Pty Ltd	50.00
	DeltaPearl Partners	42.50
	Engage & Create Cons.	52.50
	HRS Connect	47.50
	Information Professionals	50.00
	Leo Jensen Consulting	52.50
	Lonergans	47.50
	Macroplan	53.75
	MBMPL	56.25
	Mead Perry Group	45.00
	Otium Planning	45.00
	Q Solutions Group	51.25
Category to be determined	Integran	45.00
	Suttor & Associates	47.50
	Tracey Brunstrom & Hammond	61.25

Recommendation for Approval

I, the undersigned, state that the information and recommendations listed above have been made in absolute compliance with the *Local Government Act 2009* and the *Local Government Regulation 2012*, and that to the best of my understanding, the said recommendation is honest, fair, equitable and professional.

Debra Colledge Director – Council Business Solutions	<i>DA Colledge</i> Signed 17 th October, 2020
--	---

Attachments:

1. Vendor Panel Multi-Party Evaluation Report
2. Evaluation Scorecard

Register of Pre-Qualified Suppliers for Specialised Consultancy Services

Scorecard for: AGGREGATE SCORES
 Tenderers Name: Minima Solutions
 Tender Number: BSC 20/21-T06

Selection Criteria	Weighting	MM	DW		DC					NOTES
		Score	Weighted Score	Score	Weighted Score	Score	Weighted Score	Score	Weighted Score	
Insert appropriate criteria and alter weightings to suit		(Out of 5)		(Out of 5)		(Out of 5)		(Out of 5)		
Technical Capacity	30%	2	3	3	4.5	2	3	2.3	0.7	
Resources	10%	2	1	2	1	1	0.5	1.7	0.16666667	
Systems - Mgmt, Enviro & QA	25%	3	3.75	2	2.5	2	2.5	2.3	0.6	
Financial Capacity & Solvency	15%	1	0.75	2	1.5	1	0.75	1.3	0.2	
Local	10%	1	0.5	2	1	1	0.5	1.3	0.1	
Pricing	10%	4	2	5	2.5	4	2	4.3	0.4	
Totals			11		13		9.25	13.33	22.17	

Rating Scale:

5 = Outstanding offer, greatly exceeds criterion

4 = Very good offer, exceeds criterion

3 = Good offer, no deficiencies, meets criterion

2 = Fair offer, few deficiencies, almost meets criterion

1 = Inadequate offer, many deficiencies, does not meet criterion

(IFS) INFRASTRUCTURE SERVICES

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OFFICER REPORT

TO: Council

SUBJECT: Alternative Energy Initiative

DATE: 20.10.20

AGENDA REF: IFS1

AUTHOR: Adam Cassel - Asset Management & GIS Co-ordinator

Sub-Heading

Alternative Energy Initiative

Executive Summary

To assist meeting Council's Corporate Plan requirements, council officers propose that the Balonne Shire Council undertake an Alternative Energy Initiative. To understand costing associated with commencing such a project, council officers have also obtained pricing to engage a consultant to undertake a pre-feasibility study into the Council's current energy position.

The purpose of the pre-feasibility study is to provide the Council with an evidence-based document on which the Council can base its strategic energy related decisions moving forward. The Alternative Energy Initiative is now at the stage where it needs to be formally adopted as a project by Council and a budget allocated and approved.

Background

1. January 2020 - Economic development initiatives invited by BSC CEO Matthew Magin. Subsequently an alternative energy proposal was put forward by Adam Cassel and accepted by CEO Matthew Magin. Mathew Magin advised Adam Cassel to continue with enquiries into the subject.
2. 12/03/2020 – Adam Cassel contacted Richard from the South Australia Government Department of Energy and Mining – Re: the large scale solar and battery storage complex.
29/05/2020 – Adam Cassel and Andrew Boardman have Teams meeting with:
 - John Fry - Area Manager South West Distribution – Ergon Energy Network | Energex
 - Michael Derrick – Networks Manager SW / Burnett – Ergon Energy Network | Energex
 - Shane Kmita – Senior Planning Engineer – Ergon Energy Network | Energex
 - Tim Biggar – Major Customer Manager – Ergon Energy Network | Energex
 - Jamie Glendenning – Ergon Energy Network | Energex
 - Glen Springall – Manager Network Connections
3. June 2020 – Adam Cassel make contact with numerous potential alternative energy consultants in preparation for going to market with RFQ.

- Constructive Energy – Ashley Bland FARL
 - GHD – Hires DEVASER
 - Peak Services – Jessica JONES
 - All Energy – Gareth FORDE (Non-Conforming Quote)
 - Limebranch – Andrew Chamberlin
 - RSM – Jacob Elkhishin
 - C & N Audit Services – Matt JONES (Conforming Quote)
4. June 2020 - RFQ developed by Adam Cassel.
 5. 10/07/2020 – Economic Development and Planning Group meeting. Floor 1 training room.
Attendees: Adam Cassel, Garnet Radford, Digby Whyte, Councillor's Samantha O'Tool, Richard Lomman, and Rod Avery. Alternative energy proposal discussed and RFQ to market undertaken to understand pricing.
 6. 13/07/2020 – Adam Cassel sent RFQ to prospective consultants.
 7. 31/07/2020 – Due date: 9 Quotes received.
 8. 14/09/2020 – Adam Cassel participate in Teams meeting regarding Bio Digestion energy sources:
Ben Suttor – Qld Cotton
Andrew Mackay – Regional Extensions Officer - Cotton Inf
Fiona Waterhouse – Utilitas (Bio Gas generation Company)
Garnet Radford - BSC
 9. 24/09/2020 – BSC Councillor Workshop
Alternative Energy Initiative discussed, to go to next Council meeting.

This alternative energy initiative project aligns with four (4) Key Foundation Areas of the Balonne Shire Councils Corporate Plan and aligns with five (5) program areas.

The Energy project is currently in stage one (1), the 'Initial' stage as per the Council's Project Governance Framework. With pricing obtained for the prefeasibility component of the second phase.

Link to Corporate Plan

Key Foundation Area	Key Program Area
<u>Environment</u>	Investment and adoption of sustainable and renewable solutions

Consultation (internal/external)

1. Councillors (Council Workshop and Economic Development and Planning Group)
2. Matthew Magin – Balonne Shire Council CEO
3. Andrew Boardman – Director of Infrastructure Services
4. Digby Whyte – Director of Environmental and Regulatory Services
5. Michelle Clark – Director of Finance and Corporate Services
6. Garnet Radford – Economic Development Officer
7. Peter Willey – Manager of Water Sewerage and Towns
8. Brenton Judge – Manager of Transport and Drainage
9. Elisa Toft – Administration Officer Records

10. Kerryn Suttor – Murray Darling Basin Authority Community Engagement Officer
11. Fiona Macleod – Planning and Development Officer
12. Richard from the South Australia Government Department of Energy and Mining
13. Ben Suttor – Qld Cotton
14. Andrew Mackay – Regional Extensions Officer - Cotton Inf
15. Ashley Bland FARL - Constructive Energy –
16. Hires Devaser - GHD
17. Jessica JONES - Peak Services
18. Mick Fullelove - Peak Services
19. Gareth FORDE – All Energy
20. Andrew Chamberlin - Limebranch
21. Jacob Elkhishin - RSM
22. Matt JONES - C & N Audit Services
23. Fiona Waterhouse – Utilitas (Bio Gas generation company)
24. John Fry - Area Manager South West Distribution – Ergon Energy Network | Energex
25. Michael Derrick – Networks Manager SW / Burnett – Ergon Energy Network | Energex
26. Shane Kmita – Senior Planning Engineer – Ergon Energy Network | Energex
27. Tim Biggar – Major Customer Manager – Ergon Energy Network | Energex
28. Jamie Glendenning – Ergon Energy Network | Energex
29. Glen Springall – Manager Network Connections
30. Allen Beahan – Electrical Engineer – NRG - Services Commercial Installation Service
31. Christine and Josh – Solaron - Domestic Installation Services
32. Matt Van Der Merwe – Renewable Development Manager - Risen Energy Solar Technology
33. LGAQ – Tim Hill – LG Sherlock

Legal Implications

Nil

Risk Implications

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

Policy Implications

An alternative energy policy(s) including building code requirements may be required to be developed. Procurement for the Pre-feasibility Study was undertaken in accordance the Procurement Policy.

Financial and Resource Implications

Pre-feasibility study

- Recommended Quote = 39,805 (Ex GST) – All Energy – Gareth Forde
- 2nd choice Quote = \$41,300 (Ex GST) – Limebranch – Andrew Chamberlin

Further funds required for the production of a “Strategic Plan” – allow approximately \$9,000

Total Budget Proposed = \$50,000

Staff time resources to continue with the alternative energy initiative.

Options or Alternatives

Council can either:

1. Approve the current Alternative Energy Initiative and \$50,000 budget.
2. Not proceed with an alternative energy pre-feasibility study.
3. Approve a different quote with a budget of a different value - higher or lower.
4. Re-define the scope of the work and go back to the market and attempt to achieve a cheaper option.

Attachments

1. Alternative Energy Initiative Project Proposal [↓](#) 

Recommendation/s

That Council resolves to:

1. Adopt the Alternative Energy Initiative as a formal Council project thus creating the “Alternative Energy Project”.
2. Increase its operational budget in accordance with S170(3) of the Local Government Regulations 2012 by \$50,000 for the Alternative Energy Project, Pre-feasibility study.

Andrew Boardman

Director Infrastructure Services

Alternative Energy Initiative
BSC Council Workshop – 24th September 2020



Council Workshop 24th September 2020

Study Guide Tip:

The most important document to read is the **"Quote Evaluation Report"** (See included below)

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Alternative Energy Initiative

Summary

In recent years there has been a shift towards alternative energy sources by households, industry, and government. The state government has recently announced it will put \$500 million into a “Clean Energy Fund”. The Qld Premier also announced “Three Queensland renewable energy corridors” which would support the deployment of new transmission infrastructure specifically targeting alternative energy needs.

High energy costs, the introduction of affordable alternative energy options, and the shift away from greenhouse gas emitting fuel sources to “clean green energy” has prompted the Balonne Shire Council Officer’s to explore the potential for energy supply alternatives across the shire.

In the current political and economic climate there appears considerable opportunity to gain external support and funding for alternative energy initiatives taken on by the Balonne Shire Council.

This type of alternative energy project aligns with four (4) Key Foundation Areas of the Balonne Shire Councils Corporate Plan and aligns with five (5) program areas.

The proposed “Alternative Energy” project is currently in stage one(1), the “Initial” stage as per the Council’s “Project Governance Framework”. As part of this Council workshop process, agreement will be sort to include the project in the next Council meeting. There, advice will be sort to move the project from stage one (1) to stage two (2), the “Select” stage.

To assist with this process Council officers have gone to market with a Request for Quote(RFQ) to perform a base study of the Council’s current state energy position. This is to ascertain costing estimates for stage two (2). As a result of that RFQ indications are that a stage two (2) “Pre-feasibility” study would cost approximately \$50k.

The positive feedback received from the market so far combined with the potential alternative energy advantages and, the possibility of receiving external funding for the project, highlight what may be a significant opportunity for the Balonne Shire Council to improve its operations and credentials in this space.

Balonne Shire Council Corporate Plan

The **Balonne Shire Council Corporate Plan 2018 – 2023**, outlines the future organisational direction and goals identified by Council. A Council “Alternative Energy Initiative” will strongly align with the following four (4) **Key Foundation Areas**:

2. Economy

2.3 – Value-add and diversification strategies

3. Environment

3.4 – Investment and adoption of sustainable and renewable solutions

4. Infrastructure and Planning

4.5 – Sustainable planning and development

5. Governance

5.5 – Financial management for long-term sustainability

5.8 Effective investment programs and innovative finance approaches

Purpose of Workshop Agenda Item:

The purpose of this agenda item is to:

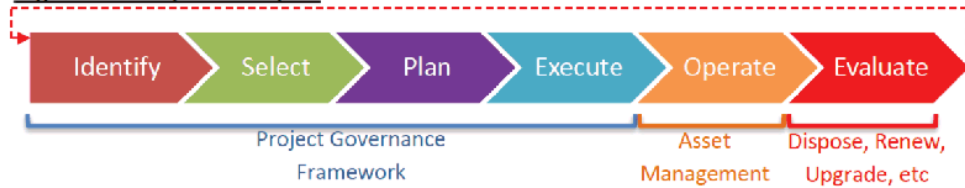
1. Facilitate discussion and consultation with Councillors regarding the work that has been done so far by Council officers relating the proposed “Alternative Energy Initiative” including the RFQ sent to market and the Quotes received in response.
2. Seek input from Councillors regarding the proposed “Alternative Energy Initiative” and gauge Councillors appetite and level of commitment for such a project.
3. Discuss budget and other constraints moving forward.
4. Seek approval to have the Alternative Energy Initiative project included in the next Council meeting for their consideration.

Project Governance Framework

The BSC Project Governance Framework is designed to deliver a structured approach for the investment decision making and delivery process.

The steps are:

Figure 1 - Project Lifecycle



Where are we now?

Stage 1 - The “Alternative Energy Initiative” project is currently at the “Identify” stage.

Council officers have initiated and completed preliminary ground work to establish likely industry Key Points of Contact (KPOC) and consultants, prepare business requirements for a request for quote, send the RFQ to market, receive quotes in response, assess and rank quotes producing preferred candidates and identifying budgets required prior to moving to stage two (2), “select”.

What’s next ?

Undertake consultation with Councillors and other stakeholders. Gain their input into the potential for the continuation of the proposed “Alternative Energy Initiative” project. If agreed, seek to have the project included in the next available Council meeting for further consideration and approval to move to stage two (2). At this point a preferred supplier may be selected from the quotes obtained and work can begin on the Pre-feasibility study.

History

1. January 2020 - Economic development initiatives invited by BSC CEO Matthew Magin.
Subsequently an alternative energy proposal was put forward by Adam Cassel and accepted by CEO Matthew Magin.

2. 12/03/2020 - Make contact with Richard from the South Australia Government Department of Energy and Mining – Re: the large scale solar and battery storage complex.

29/05/2020 – Have Teams meeting with:

John Fry - Area Manager South West Distribution – Ergon Energy Network | Energex
Michael Derrick – Networks Manager SW / Burnett – Ergon Energy Network | Energex
Shane Kmita – Senior Planning Engineer – Ergon Energy Network | Energex
Tim Biggar – Major Customer Manager – Ergon Energy Network | Energex
Jamie Glendenning – Ergon Energy Network | Energex
Glen Springall – Manager Network Connections

3. June 2020 – Make contact with numerous potential alternative energy consultants in preparation for going to market with RFQ.

- Constructive Energy – Ashley Bland FARL
- GHD – Hiresh DEVASER
- Peak Services – Jessica JONES
- All Energy – Gareth FORDE (Non-Conforming Quote)
- Limebranch – Andrew Chamberlin
- RSM – Jacob Elkhishin
- C & N Audit Services – Matt JONES (Conforming Quote)

4. June 2020 - RFQ developed by Adam Cassel.

5. 10/07/2020 – Economic Development and Planning Group meeting. Floor 1 training room.
Attendees: Adam Cassel, Garnet Radford, Digby Whyte, Councillor's Samantha O'Tool, Richard Lomman, and Rod Avery. Alternative energy proposal discussed and RFQ to market

approved.

6. 13/07/2020 – RFQ sent out to prospective consultants.
7. 31/07/2020 – Due date: 9 Quotes received.
8. 14/09/2020 – Teams meeting regarding Bio Digestion energy sources with:
 - Ben Suttor – Qld Cotton
 - Andrew Mackay – Cotton Info
 - Fiona Waterhouse – Utilitas
 - Garnet Radford - BSC
9. 24/09/2020 – BSC Councillor Workshop

Date: 13/07/2020

Request for Quote (RFQ)

BALONNE SHIRE ALTERNATIVE ENERGY PRE-FEASIBILITY STUDY

INTRODUCTION

The Balonne shire council is seeking to answer the following question:

Does alternative energy make sense for the Balonne Shire Council?

To find the answer the Balonne Shire Council (BSC) requests a quotation from suitably qualified consultants to undertake a pre-feasibility study on alternative energy options within the Shire.

The pre-feasibility study is intended to:

1. Analyse and describe the Balonne Shire Council's current energy position.
2. Identify, justify, and describe recommended alternative energy solutions.
3. Provide the Council with a comprehensive evidence-based document to which it can refer when making energy related decisions moving forward
4. Provide the Council with sufficient information to allow it to make strategic decisions regarding alternative energy solutions moving forward.

SCOPE

All alternative energy options are on the table.

The pre-feasibility study is to consider all towns, Council energy consuming infrastructure and, energy providers in the Balonne Shire Council geographical area.

Any quote must include:

- a) a breakdown and description of work stages and associated costs
- b) the name and qualifications of the person(s) completing the work
- c) a detailed description of all deliverables that will be produced
- d) a timeline for the stages of work and the planned final completion date
- e) information required to be provided by the Balonne Shire Council
- f) total cost.

REQUIREMENTS

1. It is expected that, as a minimum, each town within the shire have at least one site visit.
2. An Energy supply and consumption analysis be undertaken with observations, findings, and recommendations as outcomes. This should include, but not limited to, a breakdown and description of facilities and locations, costs, amount, and source of energy used.

3. Research and review related existing Council information and arrangements including energy bills, contracts, energy providers and any previous energy audits and alike undertaken by Council and its consultants.
4. Undertake exploration of alternative energy options which will include, but not be limited to:
 - a) Solar
 - b) Geothermal
 - c) Wind
 - d) Hydro
 - e) Hydrogen
 - f) Storage Options (i.e. Batteries / Hydrogen)
5. Considerations are to include:
 - a) Scale and type of installation
 - b) Location
 - c) Model (centralised/de-centralised)
 - d) Capital, operating and other costs
 - e) Savings and benefits
 - f) Operability and maintainability
 - g) Available business operating model (eg partnership, owner operate etc)
 - h) Environmental risks and benefits
 - i) External funding/grant options
6. Any further outcomes that could be realised:
 - a) Enabling commercial opportunities – e.g. anhydrous ammonia production or would there not be enough power generated
 - b) Community benefits – catalyst for community solar or hybrid
 - c) Would we also consider hybrid models – many Councils have, and farmers do (diesel/renewables)
 - d) What sort of qualitative benefits the Council could realise – green ratings/credentials, marketing purposes, box ticks – grants, CSR, sustainability objectives, attract investment if there is sufficient excess power?
 - e) Any flow on benefits such as the ability to generate hydrogen for use in Council vehicles
7. Any solar modelling should utilise PV Syst or HelioScope.
8. All documentation to include relevant technical explanations combined with simple explanations in layman's terms, diagrams, illustrations, photographs, charts, etc.
9. It is expected that the successful provider will provide contacts details for their nominated representative(s) who will be available for regular contact by the Council throughout the process.

DELIVERABLES

Project deliverables will include:

1. A comprehensive pre-feasibility study document (hardcopy and digital) that includes full details of the examination and results of the Councils current energy position and alternative energy options.
2. The short listing and prioritising of recommended alternative energy options illustrating both pros and cons, costs and benefits, timeframes, etc and, a detailed breakdown and description of each option to a level of detail sufficient for Council to base decisions on.
3. One face-to-face presentation to Council on study findings, at least one hours duration, by the person(s) who conducted the study and facilitate a Q&A component in that meeting.

CONTACT

Adam Cassel | Asset Management and GIS Coordinator – Infrastructure Services
Email: adam.cassel@balonne.qld.gov.au | Direct: (07) 4620 8854 | MB 0423 357 114
BALONNE SHIRE COUNCIL

Quote Evaluation report

ALTERNATIVE ENERGY - QUOTE EVALUATION REPORT

Re: BSC RFQ Alternative Energy – Quote’s Received Evaluation – 5th of August 2020

The Balonne Shire Council (BSC) is currently investigating its alternative energy position. To that end a “Request For Quote” (RFQ) has been sent to market and subsequent to that quotes have now been received from prospective applicants. The details are as follows.

10. January 2020 - Economic development initiatives invited by BSC CEO Matthew Magin. Subsequently an alternative energy proposal was put forward by Adam Cassel and accepted by CEO Matthew Magin.
11. June 2020 - RFQ developed by Adam Cassel.
12. 10/07/2020 – Economic Development and Planning Group meeting. Floor 1 training room.
Attendees: Adam Cassel, Garnet Radford, Digby Whyte, Councillor’s Samantha O’Tool, Richard Lomman, and Rod Avery. Alternative energy proposal discussed and RFQ to market approved.
13. 13/07/2020 – RFQ sent out to prospective consultants.
14. 31/07/2020 – Due date: 9 Quotes received.
The providers that submitted quotes are:
 - Constructive Energy – Ashley Bland FARL
 - GHD – Hires DEVASER
 - Peak Services – Jessica JONES
 - All Energy – Gareth FORDE (Non-Conforming Quote)
 - All Energy – Gareth FORDE (Conforming Quote)
 - Limebranch – Andrew Chamberlin
 - RSM – Jacob Elkhishin
 - C & N Audit Services – Matt JONES (Non-Conforming Quote)
 - C & N Audit Services – Matt JONES (Conforming Quote)

15. August 2020 - Quotes reviewed by Adam Cassel. The review process included allocating a "weighted score" to each quote based on the following criteria.

Criteria	Percentage Weight
Total Cost	30%
Meets Scope	40%
Estimated Completion Timeframe	10%
Experience/Qualifications	15%
No Additional Costs	3%
Standard of Quote	2%
Total	100%

The results of the quote review are as follows:

Rank	Provider Name	Weighted Score	Quoted Price (Ex GST)
1	All Energy – Gareth FORDE (Conforming Quote)	9.1	\$39,805.00
2	Limebranch – Andrew Chamberlin	9.085	\$41,300.00
3	Constructive Energy – Ashley Bland FARL	8.95	\$15,972.00
4	All Energy – Gareth FORDE (Non-Conforming Quote)	8.23	\$12,970.00
5	GHD – Hiresh DEVASER	8.23	\$19,960.00
6	Peak Services – Jessica JONES	7.94	\$26,360.00
7	RSM – Jacob Elkhishin	7	\$108,900.00
8	C & N Audit Services – Matt JONES (Conforming Quote)	6.8	\$189,929.32
9	C & N Audit Services – Matt JONES (Non-Conforming Quote)	5.8	\$181,948.50

NOTE: The planned BUDGET at the time of sending the RFQ was \$20,000.00

Note: A "Non-Conforming" quote is a quote that does not address all of the "Request For Quote" requirements. Sometimes providers include a non-conforming quote as alternative cheaper option with less requirements for consideration.

Recommendations

The budget be revisited by Council with the view to raising the budget to accommodate the quoted price of \$39,805 (Ex GST).

The recommended provider is:

1 - "All Energy" – Quote \$39,805 (Ex GST)

Gareth FORDE
Principal Engineer
ALL ENERGY PTY LTD
M: +61 (0) 437 249 745
E: gareth@allenergypl.com.au
W: www.allenergypl.com.au
ACN 169 802 555
ABN 95 169 802 555

Alternatively:

2 - "Limebranch Sustainable Business" – Quote \$41,300 (Ex GST)

Andrew Chamberlin
Director
andrew@limebranch.com
0412 242 316

If the current budget of \$20,000 applies then;

The recommended provider would be:

3 - "Constructive Energy" - \$15,972 (Ex GST)

Ashley Bland FARL
Managing Director
CONSTRUCTIVE ENERGY PTY LTD
ABN: 84 630 410 598
PO Box 789, Bathurst NSW 2795
M: 0488 033 301

Note: This option will require obtaining further information from "Constructive Energy" to confirm they can meet all the requirements of the RFQ. The quote submitted and preliminary discussions with Ashley Bland FARL indicate they can but, the written quote needs further refinement to specifically clarify and address the points outlined in the RFQ.

Reference Material

One-Drive Reference Material

"Council Workshop - Alternative Energy - Adam Cassel" Shared with you on Council SharePoint

1. Request For Quote

2. Quotes:

1. *All Energy Pty Ltd*
2. *Limebranch Sustainable Business*
3. *Constructive Energy*
4. *All Energy Pty Ltd (Non-Conforming Quote)*
5. *GHD*
6. *Peak Services*
7. *RSM*
8. *C&N Audit Services*
9. *C&N Audit Services (Non-Conforming Quote)*

3. Quote Evaluation Report

4. News Articles

- *Qld puts \$500m into clean energy fund*
- *BP announced it will grow its low carbon investments*
- *Australia's largest solar farm*
- *Palaszczuk announces investment in three Qld renewable energy corridors*
- *Map – Alternative Energy Sites in Queensland*
- *Graph – Renewable Energy Power Generation Share of Consumption*
- *Overview of Renewable Resources In Qld*
- *Al Tayer construction of MBR Solar Park – largest solar site in the world*
- *NSW Government plan to deliver electric vehicle fast chargers*

5. Other Information

- *What is a Pre-feasibility Study*
- *Alternative Energy Sites Map Qld*
- *Renewable Energy Consumption Graph Qld*
- *Renewable Energy Sources*
- *"Utilitas" Bio-Fuels*
- *Worlds Biggest Solar Farm "Al Tayer" MBR Solar Park*

Additional Reference Material

GOTO: **H:\MAPS\MapData\SOLAR** for additional reference material

OFFICER REPORT

TO: Council

SUBJECT: Formation of South West Queensland Water Group

DATE: 20.10.20

AGENDA REF: IFS2

AUTHOR: Peter Willey - Project Officer

Sub-Heading

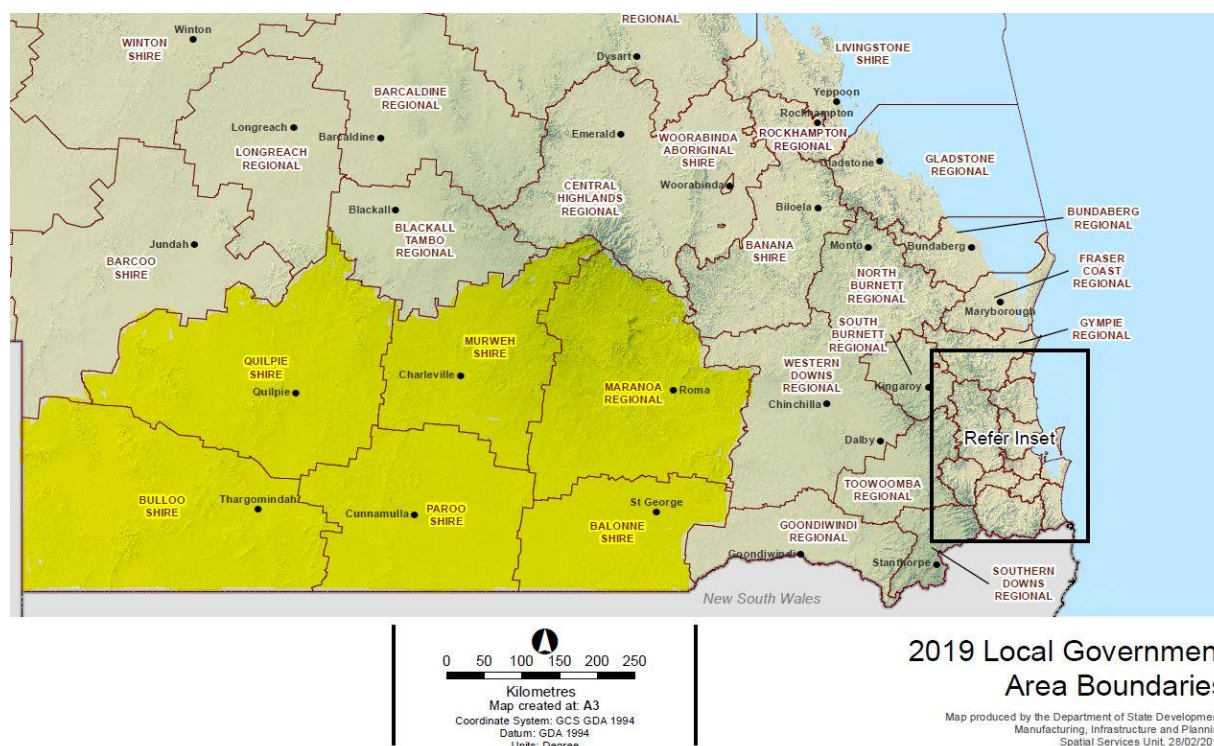
Formation of South West Queensland Water Group

Executive Summary

With the agreement to establish the South West Regional Organisation of Councils (SWROC) by merging existing advocacy groups, such as the South West Local Government Association (SWLGA) and South West Regional Economic Development Group (SWRED), it follows that a water group should be established amongst the same member Councils. This report seeks confirmation that Council support the formation of this group to collaborate on common water and sewerage issues across the shires.

Background

The SWROC comprises Maranoa, Balonne, Murweh, Quilpie, Paroo and Bulloo Shires.



Balonne Shire Council and Maranoa Regional Council currently form part of the Downs and Surat Basin (DASB) water group which was formed in 2016, along with Western Down Regional, Southern Downs Regional, Toowoomba Regional, and Goondiwindi Regional Councils.

The DASB Water Group is one of several Queensland Water Regional Alliance Program (QWRAP) groups established in the state. QWRAP is funded through the Queensland Government (DNRME) and operates in partnership with LGAQ and the Queensland Water Directorate (QLDwater) and provides a funding pool as an incentive for Councils to collaborate and explore ways to improve regional water and sewerage services.

The DASB group currently commencing a collaboration project on a cyber security audit which is a new requirement under the DWQMP. It is recommended that Council would remain in the DASB group until this project is completed if the SWROC group was formed.

Key Foundation Area	Key Program Area
<u>Infrastructure and Planning</u>	Protection and enhancement of water supply

Consultation (internal/external)

Legal Implications

Nil

Risk Implications

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

Policy Implications

As a condition of receiving funding under the QWRAP program, the DASB group was required to undertake a review of alternative regional water governance arrangements, with a view to optimizing regional collaboration. The review recommended a formal Regional Water Alliance as the optimum structure to promote collaboration and support communities across the region. It is anticipated that a newly formed SWROC water group would be expected to undertake a similar review if it were to access the bid pool funding under QWRAP

Financial and Resource Implications

The DASB technical steering group currently meet quarterly with each Council taking turns to host the meeting. The group receives funding under the QWRAP program to employ a part time regional Coordinator. Where bid pool funding under QWRAP does not cover the costs of collaboration projects, each member Council would be required to contribute to the unfunded portion.

Options or Alternatives

Council has the option of staying with the existing DASB water group or supporting the formation of a SWROC water group to align with the SWROC.

Attachments

Nil

Recommendation/s

That Council resolves to:

1. Support the formation of the South West Queensland Water Group through The South West Region of Council (SWROC).
2. If a South West Queensland Water Group is formed, retain membership in the Downs and Surat Basin (DASB) until current programs/projects are completed.

Andrew Boardman

Director Infrastructure Services

OFFICER REPORT

TO: Council

SUBJECT: Drought Community Program - Budget Adjustment

DATE: 20.10.20

AGENDA REF: IFS3

AUTHOR: Andrew Boardman - Director Infrastructure Services

Sub-Heading

Drought Community Program – Budget Adjustment

Executive Summary

To ensure the Drought Communities Program projects are completed and within budget it is proposed that the following budget adjustments are made:

- Move \$6,000 from DCP09 to DCP03
- Move \$9,000 from DCP09 to DCP06
- Move \$20,000 from DCP02 to DCP12
- Remaining budget from DCP07 to be moved to DCP06

Background

Drought Communities Program Funding are required to be completed by 31st December 2020. This program is 100% funded by the Australian Government.

The DCP budget was determined at the start of the program and as the program has progressed, a number of projects have had saving, other overruns. To accommodate this expenditure within the DCP projects, budget changes are proposed. The funding body has indicated no objections to the adjustment of budget amounts within approved projects.

the following budget changes are requested:

- \$4,000 budget allocation to be left in DCP09 Mungindi Park works, to complete works.
 - \$6,000 budget allocation to be moved from DCP09 Mungindi Park works, to DCP03 Thallon Park works in order to be completed.
 - \$9,000 budget allocation to be moved from DCP09 Mungindi Park works, to DCP06 Bollon Showgrounds – Power Masterplan & Toilet/Amenities Block Upgrade
 - Budget allocation that is left in DCP07 Bollon Aerodrome, to be moved to DCP06 Bollon Showgrounds, as the aerodrome project has now been completed and the left-over funding money allocated in DCP07 can be utilised effectively in DCP06.
 - \$20,000 budget allocation to be transferred from DCP02 – Dirranbandi Recreation Works at the Sports Centre, to DCP12 – Dirranbandi River and Rail Works
-

Link to Corporate Plan

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

Consultation (internal/external)

Director Infrastructure Services
Manager Water, Sewerage and Town
Project Officer
Funding Body

Legal Implications

Nil

Risk Implications

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

Policy Implications

Nil

Financial and Resource Implications

The Drought Community Projects are fully funded by the Australian Government. These proposed budget amendments have no impact on the financial position of Council.

Options or Alternatives

To leave budget as is or to adjust budget to suit project expenditure.

Attachments

Nil

Recommendation/s

That Council resolves to make the following adjustments to its capital budget for the Drought Community Projects:

- Move \$6,000 from DCP09 to DCP03
- Move \$9,000 from DCP09 to DCP06
- Move \$20,000 from DCP02 to DCP12
- Remaining budget from DCP07 to be moved to DCP06

Andrew Boardman

Director Infrastructure Services

Both locations have been checked for Native title (see attached advice). Lot 53 (Walter Austin Park) will have to be validated under the NTA future act regime. Lot 1 is assumed to have native title extinguished.

Council are awaiting formal response from DNRME if the Skate Park is consistent with permitted use on Lot 53. Lot 1 is Freehold.

Council officers have also obtained a skate park concept (shown below). This concept will have to go back to the community for consultation as to its suitability.



Link to Corporate Plan

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

Consultation (internal/external)

Bollon Community
Bollon State School
Director Infrastructure Services
DNRME
Environment and Regulatory Services
MacDonnells Law
Project Officer

Legal Implications

Native Title and Planning (Land Tenure)

Risk Implications

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

Policy Implications

Procurement Policy

Community Engagement Policy



Financial and Resource Implications

The location selected are in Councils control and no purchase is required.

Options or Alternatives

Skate Park Location: Lot 53 SP135745 or Lot 1 RP102795

Attachments

1. Bollon Skate Park Community Engagement [↓](#) 
2. Proposed skate park at Bollon - Native Title Considerations - Lot 54 SP135745 and Lot 1 RP102795 (separately enclosed) 

Recommendation/s

That Council resolves to:

1. Select Lot 53 SP135745, Walter Austin Park, as the preferred location to proceed with the Bollon Skate Park Project, providing Legislative Requirements are met (i.e. Native Title)
2. Consult with the Bollon Community for the proposed Bollon skate park concept layout, show below.



Bollon Skate Park – Concept Layout

Andrew Boardman

Director Infrastructure Services

COMMUNITY ENGAGEMENT SKATE PARK

On Tuesday 29 September 2020, the Communications Team visited Bollon and undertook a community survey on the proposed Skate Park.

The questions and responses (including percentages of respondents in favour of each option) as well as some general comments are included below:

Preamble to Questions

The Balonne Shire Council has secured \$160,000 in Federal Government funding to construct a small Skate Park in Bollon.

Local school children are working with Council to determine the design of the park and Council is seeking community input with regards to the location and why community members prefer that site location.

Following recent consultations Council sees two potential locations

1. The open area beside the Civic Centre (on the left-hand corner as you drive into town)
2. The far western corner of Walter Austin Park inside the Besser block levee, left of the memorial cenotaph and on the other side of the Christmas tree ***(Have mud maps to show sites)***

Question One

Which site do you prefer?

Open area beside Civic Centre	Walter Austin Park
41.6 per cent	58.4 per cent

It is clear that Walter Austin Park is the favoured site although it must be remembered that the children have opted for the Open area beside the Civic Centre.

However, what is generally acknowledged is that wherever the park is placed it requires clear and obvious signage particularly to attract travellers with children.

Question Two

Why do you prefer that location?

Open area beside Civic Centre	Walter Austin Park
An area where people congregate	I don't want it at Civic Centre because that area is used for stalls etc with events such as the flower show
Tennis is nearby	Toilets and other facilities already exist there
Near a cafe	Parents can have younger children in the park area while the older children are at the park which makes it easier to manage for parents
Has fencing	It is a popular and well used location
Not sure park is big enough	The skate facility is just what a park is used for
It is easy to see when you come into town	It means everything is in the one spot and children will not have to cross the road for the toilets
It is the site the children want	

Question Three

In your opinion, should the inclusion of basic amenities at either location for locals and visitors - such as access to toilets, a drinking fountain, seats and shade - be a priority or not a priority when considering the location of the Bollon Skate Park?

Priority	Not a priority
91.6 per cent	8.4 per cent

At face value the fact virtually all respondents believed the provision of the listed amenities should be a priority pushed the site very much in favour of Walter Austin Park.

However, it was argued by some that toilets existed at the Civic Centre which could be utilised and a café was nearby for drinks and food.

It was also suggested that the Progress Association had significant financial resources and/or could support the project by seeking a grant to cover a portion of the costs associated with providing a shade cloth at the Civic Centre.

Some concern was also expressed about Walter Austin Park flooding and the impact that could have on the facilities. Respondents also sought an assurance that adding to the park would not impact on the Christmas tree and allow for adequate green space to be retained.

One respondent suggested that the population was not sufficient for a Skate Park when compared with Dirranbandi and St George and they would much prefer to see a basketball hoop and backboard added to the park.

The team also spoke to six adults who were on a camping holiday with seven children in total. This group indicated that a well signposted skate park with attached amenities could encourage them to stop, if that had not been planning to anyway.

They stressed the importance of amenities nearby – toilets, picnic tables etc – as an important component.

It needs to be mentioned that an extended stay by such travellers can reap rewards in terms of increased sales in takeaway food and even as a result of visiting other venues which may have not been previously considered as part of a group's planned itinerary.

- **Nigel Tapp, Corporate Communications Coordinator**
30 September 2020

OFFICER REPORT

TO: Council

SUBJECT: Housing Management Framework

DATE: 20.10.20

AGENDA REF: IFS5

AUTHOR: Andrew Boardman - Director Infrastructure Services

Sub-Heading

Housing Management Framework

Executive Summary

Council officers have completed the Housing Management Framework and have been working with consultancy Peak Services to develop the housing asset management plans that is included. This Housing Management Framework inclusive of the Housing Asset Management plan is presented to Council for adoption.

Background

In February 2020 Council adopted the Transport and Water & Sewerage Asset Management plans. Council have been working with Peak Services to complete a housing asset management plan and have conducted asset conditions inspections and retain/replace strategies to finalise the plan. The Housing Asset Management Plan has been 'packaged' as part of a housing management framework that includes a housing strategy to guide Council in the management of the housing infrastructure.

It is critical Council adopt and implement asset management plans to guide its long-term financial position. It is also an area that Council has received a 'red traffic light' during its 2018/19 financial audit.

Link to Corporate Plan

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

Consultation (internal/external)

SLG
Peak Services

Legal Implications

Local Government Act 2009

Risk Implications

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

Policy Implications

Asset Management Policy
Purchasing Policy


Financial and Resource Implications

There is a financial impact from the housing asset management plan, this plan will be reviewed based on Council's direction with the framework and retain/replace strategy.

Options or Alternatives

No options/alternatives recommended.

Attachments

1. Housing Management Framework - October 2020 (separately enclosed) 

Recommendation/s

That Council resolves to adopt the attached Housing Management Framework in its entirety, inclusive of the Housing Management Strategy and Housing Asset Management Plan, recognising the operational Housing Management Directive as determined by SLG to meet operational requirements.

Andrew Boardman

Director Infrastructure Services

OFFICER REPORT

TO: Council

SUBJECT: Thallon Fuel - Tamaroo Application

DATE:

AGENDA REF: IFS6

AUTHOR: Andrew Boardman - Director Infrastructure Services

Sub-Heading

Thallon Fuel - Tamaroo Application

Executive Summary

Tamaroo Pty Ltd has approached Council for support to provide a fuel facility in Thallon. It is recommended that Council provide a letter of support for the development of a fuel facility on a suitable Lot or the development of a Lot to meet the community's needs.

Background

Thallon currently does not have a facility that provides both diesel and unleaded fuel to the community. Tamaroo Energy Pty Ltd has expressed interest to invest in Thallon to provide a fuel facility. Tamaroo has provided an application and specification of proposed infrastructure for Council's information (attached).

A fuel facility on Thallon is supported by the Thallon Progress Association.

Link to Corporate Plan

Key Foundation Area	Key Program Area
<u>Infrastructure and Planning</u>	Community infrastructure for existing and future needs

Consultation (internal/external)

Thallon Progress Association
Tamaroo Energy Pty Ltd
Planning Officer
Environment Health Coordinator
Manager Transport and Drainage
Department Transport and Main Roads

Legal Implications

Nil

Risk Implications

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

Policy Implications

Planning Scheme

Financial and Resource Implications

Nil

Options or Alternatives

Council can either provide or not provide a letter of support for a fuel facility in Thallon.

Attachments

1. Thallon Fuel - Tamaroo Application [↓](#) 

Recommendation/s

That Council resolves to:

1. Write a letter of support to Tamaroo Energy Pty Ltd that supports in principal the development of a fuel facility in Thallon, and
2. Advise that Council would prefer a new Lot development (planning compliant) or existing land use (a Lot previously used for a similar operation rather than use of the state road reserve.

Andrew Boardman

Director Infrastructure Services



APPLICATION SUPPORTING DOCUMENT

Tamaroo Energy Pty Ltd



Application supporting document encompassing Environmental management plan and statement of environmental effects

In relation to

Tamaroo Energy Pty Ltd
Warrego Highway
Yuleba
QLD 4427

Proposed site

Hill Street / Carnarvon Highway
Thallon
QLD 4497

Primary contact Patrick Lawson
Tel 0428 772227
Email sales@tamarooenergy.com.au

Proposed installation of Self Powered, Self-Bunded Diesel tank.

Tamaroo Energy Pty Ltd is a locally owned and operated company providing Fuels and Lubricants throughout the area.

Tamaroo Energy wish to increase their service levels to the Shire of Balonne by positioning a self-bunded tank which is specifically designed to hold Diesel and Petrol in separate internal compartments on land at Thallon.

The purpose of that facility would be to provide a robust Petroleum Fuel supply and service to the local township and also passing trade.

These units are fully contained, which provides a bund for the tank and also the filling points. The tank itself would be positioned close to the township of Thallon, at the side of the Carnarvon Highway. The land in question is a TMR Road Corridor, so in fitting with the development proposed

In addition to the unobtrusive paint colouring the aesthetics will be further assisted by the tank being set back from the roadway.

The tank is designed and built to Australian Standards (AS 1940, 1657, 1554 & 1692) which ensures that the item is fit for purpose. Documentation from the tank constructor is attached to the submission which details the build details.

The surface where the tank would be positioned will be prepared to ensure that any potential spill whilst refuelling vehicles would be captured. This would be achieved by the use of a "Sapphire Cleanwater Tank" coupled to an oil separator. Consequently, this allows for spillage far in excess of the tank volume to be captured on site This figure is far in excess of the 15 litres required under AS1940.

The same position is also used for the vehicles filling the storage tank to ensure that the area remains clean.

The unit is a self-bunded tank and is supplied fully compliant with section 5.9 of AS 1940 for **tanks with integral secondary containment**. The tank inlets are protected by the fitment of one way non return valves, secondary hand valves and blank caps. The connection points being protected by inbuilt bund areas.

All signage required for compliance to AS 1940 and Work Health and Safety Regulation 2011 schedules 11 & 13, which comprises of a "Hazchem", "Flamable Liquids", "Combustible Liquids" and "Restricted Area – Authorised personnel only" signs will be affixed to the tank wall.

With regards to the Character of the proposal, the proposed tank is coloured to not be obtrusive. The provision of a Diesel facility will bring benefits to the local area by providing a cost effective and reliable supply of fuel which is available 24 hours a day. The distance from the roadway is also conducive to the proposal being over 7 metres.

The tank is fabricated from Steel with the outer casing painted in a low reflective white paint. The tank build is incredibly robust and has a proven track record for sturdiness in many demanding environments and security features built in

Odour control has been factored by the tank manufacturer, the tank venting is fully compliant to AS 1940, raised and protected by vent covers to encourage odour dissipation. The system has been in operation for many years and has proven very effective.

Waste management is dealt with through the use of the bunds provided within the tank construction itself. Through careful use, the incident of spillage is a rare factor. To encourage the desired behaviours whilst operating the equipment Tamaroo Energy have specific procedures in place for use. However, should a spillage occur whilst filling the tank it would be contained within the tanks own self bunded system. To work in conjunction with that, the area where the vehicles will be filled, and deliveries made are within a bunded area as described above. This fully protects against any possible loss of product. All persons involved with the operation have received suitable training in their task and appropriate work instructions are in place.

Should any spill occur then this would be captured immediately using the bund area and separator system. The bund area itself will be cleaned out as required by use of a specialist contractor JJ Richards & Sons who operate under environmental licence and well-regulated disposal techniques. An Australian owned and operated company, they are readily accessible and already familiar with Tamaroo Energy. Any other refuse on site will be dealt with under agreement with the local council.

The acoustics of the operation have also been considered. The dispensing bowser itself generates little noise as it is powered by electric and is effectively the same type of bowser as used on service station forecourts. Power supply to the tank will be taken from an on-site system operating initially on Solar power with a back up generator system which will only operate as required. The generator system has been specifically sourced for its low noise output and is stored within a secure storage facility which is also bunded.

Safety measures employed to facilitate the proposal comprise of Spill Kit placed in vicinity of the tank and a fire extinguisher readily available. Bollards will be placed at the side of the tank to protect it from impact.

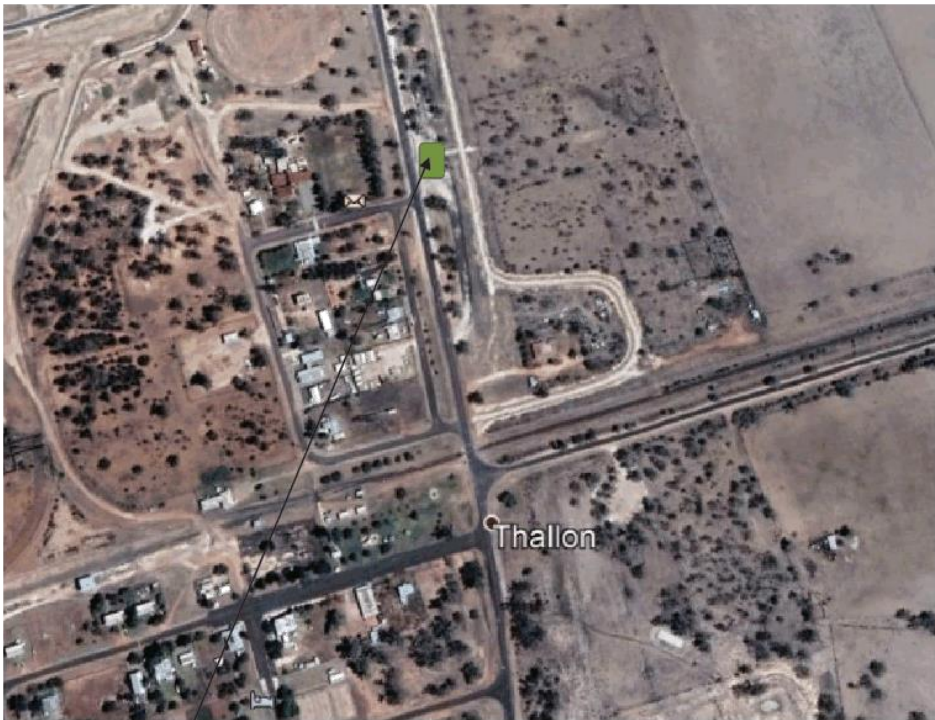
Separation distance from the closest protected place (ie place of work, office, warehouse etc) was cross referenced and is far in excess of the required distance of 7.5 metres. Factors around segregation of bowser distance from Petrol vents are attained by specific placement of the dispensing and payment equipment at the opposite end of the tank. All this equipment is designed and built to the highest standards for fuel operations and intrinsic standards.

The security of the area has been considered. Tamaroo Energy have sourced a system which will monitor the area at all times. This will be achieved by CCTV camera's overlooking the area of operation around the diesel tank which will operate on a sensor system. All equipment sourced is designed and manufactured to ensure that all elements can be

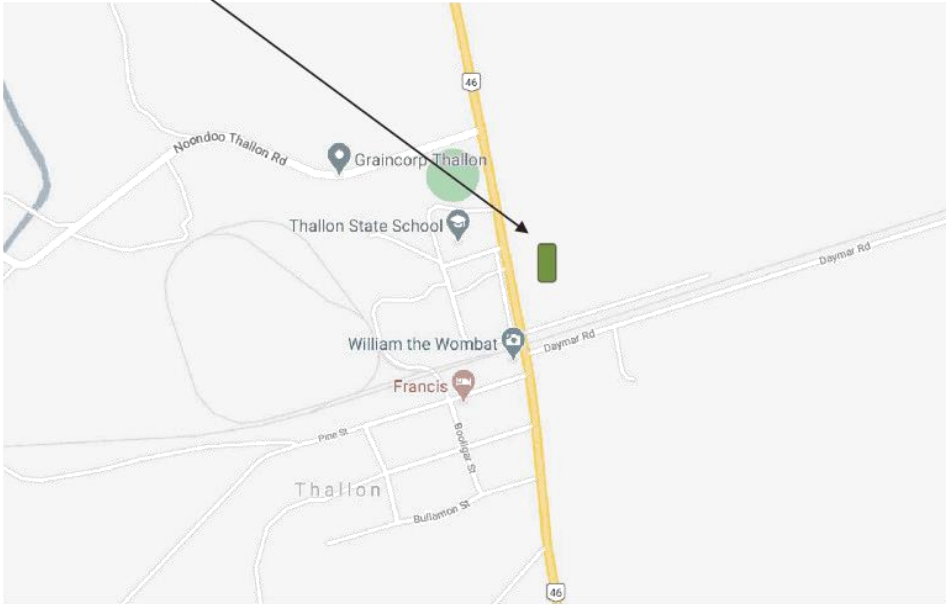
secured easily and then tamper proof. The facility will also have a Safety Management Plan to support, being provided by the supplier.

All persons involved with the use of the equipment shall have received sufficient training in all required facets of the operation.

Reference identification pictures



Proposed location

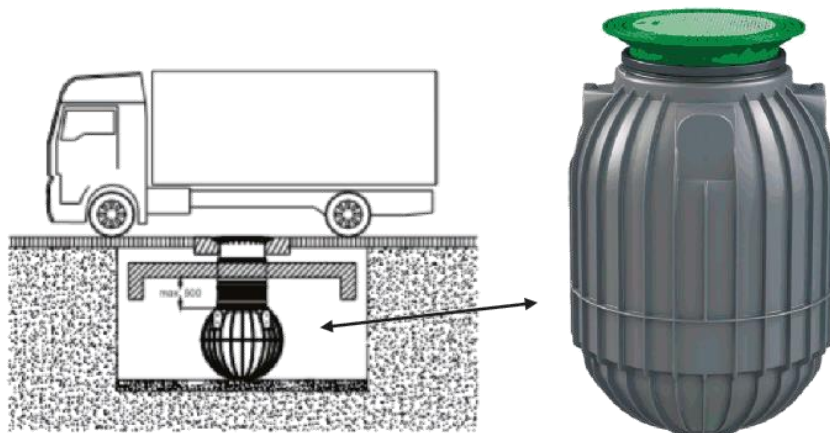


Proposed equipment

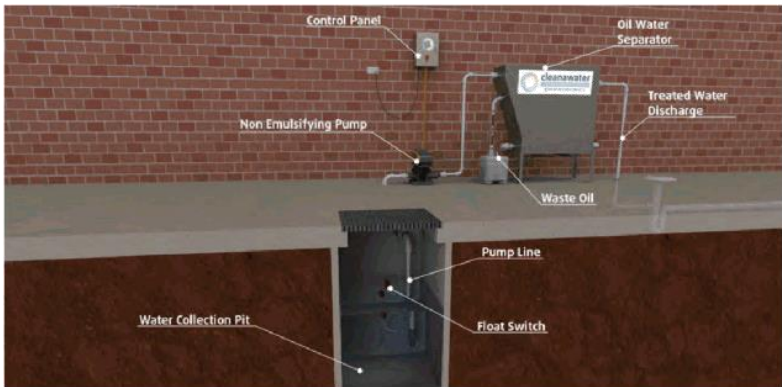
Tank



Bund system under vehicle fill area



Separator



Generator



Housing for Generator



Attachments

Tamaroo Energy – Customer Terminal

Tamaroo Energy – Dispensers

Tamaroo Energy – Generator

Tamaroo Energy – Sapphire Tank

Tamaroo Energy – Separator

Tamaroo Energy – Store

Tamaroo Energy – Tank detail

Tamaroo Energy – Tank



UNATTENDED FUEL RETAILING

The iPETRO Bank Terminal delivers a more reliable, robust and user friendly hardware and software solution to the Unattended Refueling Market.



For you, your subbies, your neighbour!

iPETRO Bank provides you with the means to not only control and record the dispensing of fuel to your own fleet, but also resell fuel to your sub contractors, customers or indeed other users in your region.

The iPETRO Bank terminal accepts a wide range of payment options allowing you to retail fuel to a wide range of customers.



All-in-One, Safe and Secure

We have incorporated the latest and greatest in terms of transaction security to ensure your customers information is kept secure. iPETRO Bank is fully PCI DSS compliant and fully National Measurement Institute of Australia (NMI) Approved.

iPETRO Bank is fitted with a range of innovative sensors to communicate to you, live, what is happening on site. GPS, Vibration Sensors, Temperature Sensors, Shock Sensors and Anti Tamper Sensors all provide you with powerful information to protect this valuable asset on site.



**24/7 Real-Time
iPETRO Cloud access!**

Complete Control at your fingertips

iPETRO Cloud Pro is the complete Cloud-Based Fluids Management package. Stock control, depot transactions, vehicle and mileage capture & on-road fuelling data accessible from any web enabled PC, tablet or smart phone in realtime.

Realtime data

iPETRO Bank, Integrated with an automatic tank gauge, will provide a complete reconciliation of your fuel inventory. iPETRO Cloud provides an array of consumption data including fuel delivered, fuel in stock and fuel dispensed to provide you with an accurate reconciliation of your fuel movements



Cut Your Fuel Costs

It's never been so easy to monitor the fuel costs of your business - total efficiency and piece of mind.



Save Money

Improve your fleets performance using real-time vehicle and driver statistical reports.



Monitor Every Litre

Total awareness of every litre of fuel delivered, pumped and consumed.



Greater Control

24/7 access to your depot stocks and fuelling systems - reduce stock losses.

THE iPETRO CLOUD SOLUTION

- Real-time vehicle and driver statistics reports.
- Greater control and security – 24/7 access to your depot stocks and fuelling systems.
- iPETRO Bank provides the functionality for setting up cards, processing and monitoring transactions and much more.
- Online reporting packages – transaction, card, stock and MPG reports in various formats including Excel and PDF.
- Online stock management with tank gauges linked directly into terminal and iPETRO Cloud Pro website.
- Import of non-depot transactions from fuel card suppliers to report 100% of fleet usage for MPG and transaction reports (Non Standard package).
- Single or multi-site fuel and stock management.
- Monitor live transactions against dip readings shown on iPETRO Cloud Pro.
- Suitable for fleets ranging from 2 – 10,000 vehicles.
- Protection from environmental issues – System highlights if stock levels change without a transaction taking place. (Nonstandard Package)
- Instant control of terminal and card access through secure broadband connection.
- iPETRO Bank terminal links directly with the majority of tank gauges on the market.

iPETRO BANK TERMINAL SPECIFICATIONS

Dimensions	Height: 850mm, Width: 357mm, Depth: 300mm
Printer	ZEBRA KR403 Receipt Printer
Cards Accepted	Financial Debit and Credit Cards, Local White Cards
Power	220-240V AC /50Hz.
Power Consumption	max. 30 Watts
Supported Protocols	Compac, Transponder, Dresser Wayne and others
Card Reader	Payment Express SCR200E
Communications	Industrial 4G Router
Compliance	National Measurement Institute (NMI)
Construction	316 Stainless Steel Endlosure

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petroind.com

PETRO Refueller

FLUIDS MANAGEMENT

The iPETRO Refueller offers a reliable refuelling solution that will endure in the most challenging working conditions thanks to its reliable and strong design.

Designed with the future in mind.

The reliable construction carries into the design of an easily serviceable hydraulic system with a robust electronics suite, which can store transaction information through power loss.

Tailored to you.

Multiple configurations are available, with different flow rates, pump options and products all supported by the iPETRO Refueller.

Seamless integration.

Optimized for the iPETRO FMS product range, the iPETRO Refueller is an economical and reliable solution for your fuel dispensing needs.



Easy Serviceability

Clever design enables efficient, economical and easy maintenance.



Cost Effective

High quality workmanship and cutting edge technology which won't break the bank.



Small Footprint

Gone are the days of large, chunky bowsers. The iPETRO Refueller utilises space efficiently, occupying minimal floorspace.



Fully Compliant

MID and ATEX certified with NMI approval.
NMI pattern number - NMI 5/6A/238

GENERAL SPECIFICATIONS:

- Anti-corrosive construction
- Self-priming pump with air eliminator
- DIN rail mounted modular electronics and power supply
- Positive displacement 2 piston volumeter
- FRAM transaction data storage
- Easy electronic calibration

Make the change.

The iPETRO Refueller is designed with the customer in mind. Carefully crafted to be versatile, the Refueller serves as an economical, robust, practical dispensing solution.

FLOW RATES:

SUCTION	Flow	Average
Low	45	45
High	80	72
PRESSURE		
Low	45	45
High	120	110

*Flow rates may vary in some applications.

TECHNICAL SPECIFICATIONS:

Construction Material	Powder coated mild steel
Configuration	Single product, 2 Nozzles (High flow or Low flow), 4 Displays
Product Types	Diesel, AdBlue®, ULP
Flow Rate	50LPM low flow, 120LPM high flow
Display	Modern backlit LCD retail displays
Keypad	16 Key membrane keypad
Totalizer	7 Digit mechanical counter per hose
Volume Meter	2 piston positive displacement meter, proportional valve, accuracy (\pm % 0.5)
Operational Environment	-30c/+80c
Nozzle	ZVA nozzle
Hose	Elaflex hose x 3m
Pump	240V, 50Hz. Ex rated pump
Electronic Controller	220V 50Hz. 100W

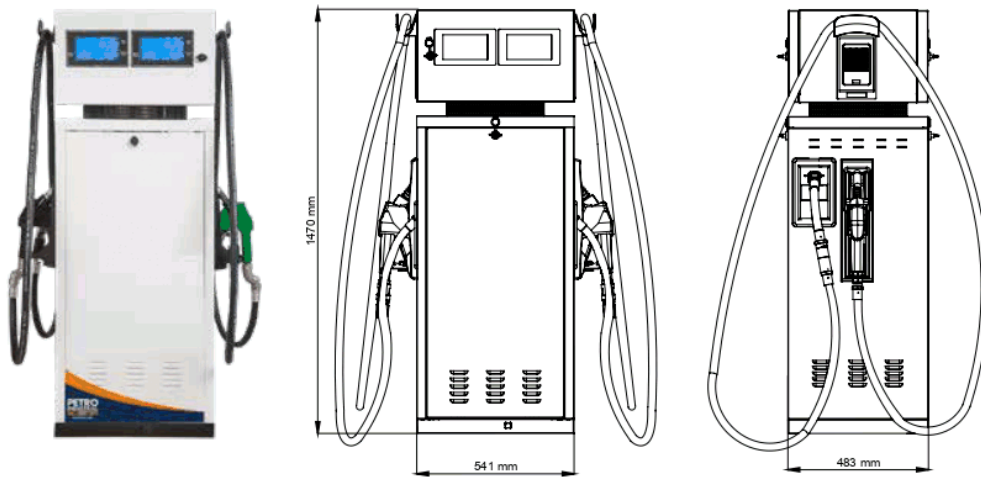


PRODUCT RANGE:

CODE	# Nozzles	Flow Rate	Actual Size (mm)	Shipping Size (mm)	Shipping Weight (kg)
REFUELLER-BOWSER-45	1	45LPM	1470 x 541 x 483	1880 x 770 x 530	250
REFUELLER-BOWSER-45/45	2	45/45LPM	1470 x 541 x 483	1880 x 770 x 530	250
REFUELLER-BOWSER-45/80	2	45/80LPM	1470 x 541 x 483	1880 x 770 x 530	250
REFUELLER-DISPENSER-80	1	80LPM	1470 x 541 x 483	1880 x 770 x 530	175
REFUELLER-DISPENSER-45/45	2	45/45LPM	1470 x 541 x 483	1880 x 770 x 530	175
REFUELLER-DISPENSER-45/120	2	45/120LPM	1470 x 541 x 483	1880 x 770 x 530	175
REFUELLER-DISPENSER-DEF-45/45	2	45/45LPM	1470 x 541 x 483	1880 x 770 x 530	175

*Flow rates may vary in some applications.

DIMENSIONS:



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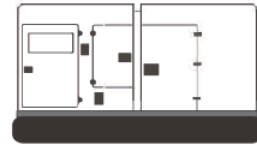
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petroind.com



Generator set
Sound-proof type
PR33C-SAE

SPECIFICATIONS



www.prpower.com

1 Standards & Conditions

Design Standards

The designs and the productions are in conformity with:

- Conformance Européenne (CE)
- China Compulsory Certification (CCC)
- ISO8528-5:2005
- GB/T2820.5-2009
- AS 3000-1997
- AS 3010.1-1988

Environmental Operating Conditions

- Installation place: Outdoors or indoors (well ventilated).
- Ambient temperature: -25°C to 50°C. The coolant heater is needed when the temperature is below 5°C
- Humidity: Less than 90%.
- Altitude: Below one thousand (1000) meters above sea level.

Factory Inspection

- Inspection items.
- Protection devices working test.
- Starting ability in normal temperature.
- 50% rated power load moment capability.
- Voltage deviation and speed variation: 0%, 25%, 50%, 75%, 100%, 110% Load.

Painting Process

- Painting process specifications and colors are based on the manufacturer's standard.
- The customer could also choose the color which the manufacturer offers.

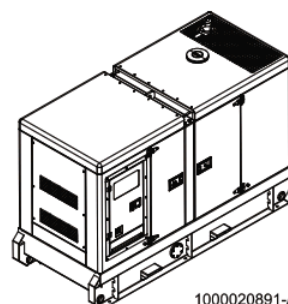
2 General Features

- Cummins engine 4B3.9-G2
- Close coupled to a Stamford alternator PI144G
- Microprocessor control module PLC-7420
- ABB main circuit breaker: 32A
- Rotate speed governor: Mechanical governor
- Excitation System: Self Excited SHUNT
- A.V.R. Model: AS480
- Key switch
- Emergency stop switch
- ATS (automatic transfer switch) receptacle
- Remote run connextor

- 2x12V/70AH sealed for life maintenance free battery
- Lockable battery isolator switch
- Powder coated canopy
- 50°C radiator
- Oil pump on the engine
- Non-returning valve for fuel inlet hose of the engine
- Steel base frame with forkslots
- Vibration isolators between the engine/alternator and base frame
- Dry type air filter
- Base fuel tank for 42 hours running
- Drain points for fuel tank
- Breather valve for fuel tank
- Operation Manual / Specifications

3 Equipment Specification

General technical data

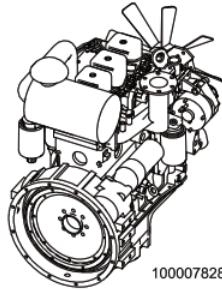


1000020891-AP1-B4

Model.....PR33C-SAE
 Structure type R
 Tank capacity 270L
 Dry weight..... 1364kg
 Noise level @7m 63.9dBA
 Dimensions L×W×H..... 2588x1080x1708mm
 Standby Power 33kVA/26kW
 Prime Power..... 30kVA/24kW

Voltage	380V	400V	415V	440V	
Ampere	45.6A	43.3A	41.7A	39.4A	
Genset Fuel Consumption					
Frequency/Load	25%	50%	75%	100%	110%
50Hz (L/h)	1.6	3.2	4.8	6.4	7.0

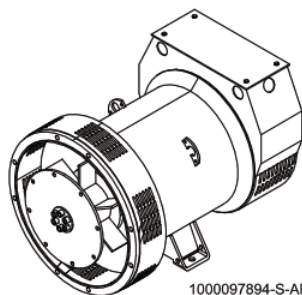
Diesel Engine



1000078284-AP1-A9

Engine Manufacturer/Brand.....	Cummins
Engine Model.....	4B3.9G2
Dimensions L×W×H.....	765×582×908mm
Dry Weigh (approx.)	308kg
Number of Cylinders.....	4
Bore.....	102mm
Stroke	120mm
Displacement.....	3.9L
Compression Ratio	16.5
Type of Injection	Direct injection
Intake System.....	Natural aspirated
Intake Resistance	≤4.98kPa
Cooling System	Water cooled
Fan	Pusher
Battery Voltage	12/24V
Type of Fuel.....	0# or -10# Light Diesel
Type of Oil	15W40-CF4
Oil Capacity	9.5L
Type of Coolant	Glycol mixture
Coolant Capacity	19.6L
Back Pressure	≤ 10.1kPa
Standby Power	27kW
Prime Power	24kW
Fuel Consumption(100%load)	229g/kW.h

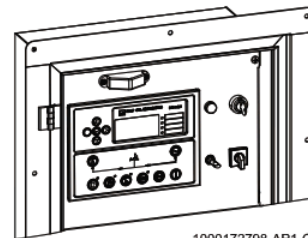
Alternator



1000097894-S-AP1-A1

Alternator Manufacturer/Brand	Stamford
Alternator Model	PI144G
Exciter.....	Brushless
Cooling Fan	Synthetic plastic
Windings.....	100% copper
Insulation Class	H
Winding Pitch.....	2/3
Terminals	12
Drip Proof	IP23
Altitude.....	≤1000m
Overspeed	2250rpm
Air Flow.....	0.100 m³/sec(50Hz), 0.122 m³/sec(60Hz)
Voltage Regulation	±1.0%
Total harmonic TGH / THCat no load < 1.5 % - on load < 5%	
Telephone Interference.....	THF<2%; TIF<50

PLC-7420 Control System



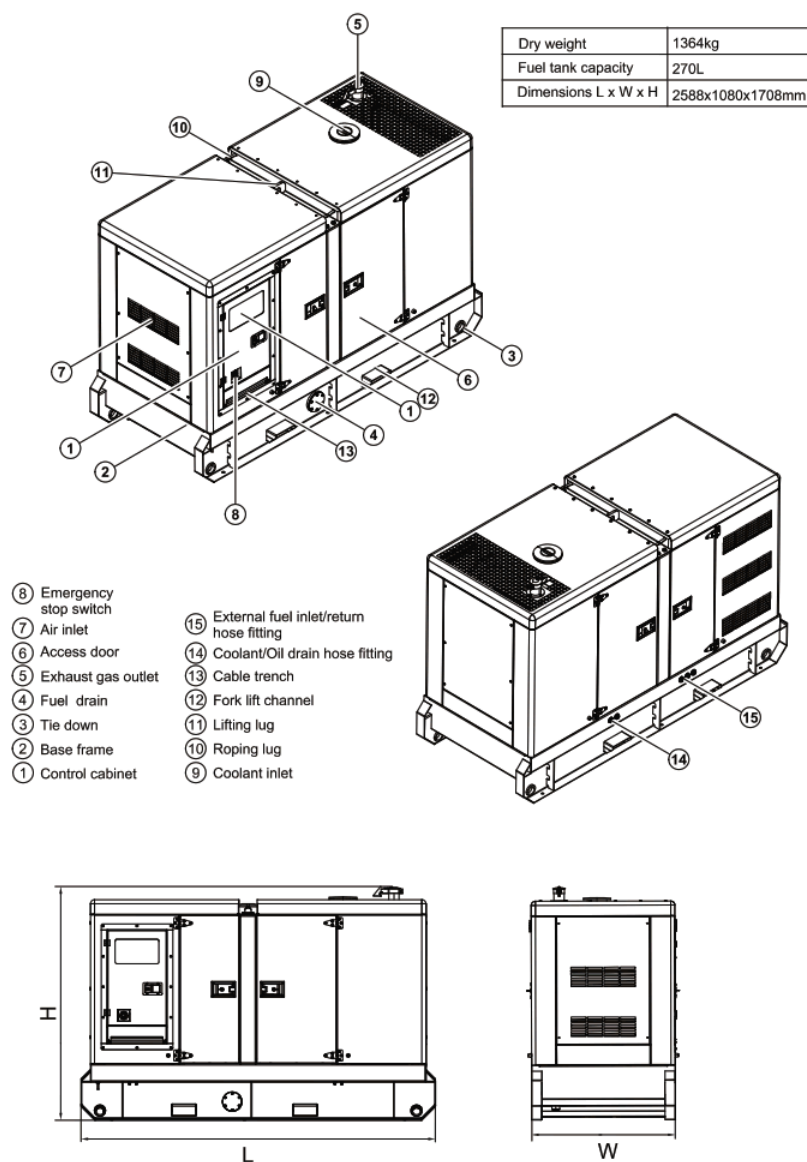
1000172798-AP1-C2

PLC-7420 is an advanced control module based on micro-processor, containing all necessary functions for protection of the genset and the breaker control. It can monitor the mains supply, and automatically start the engine when the mains is abnormal. Accurately measure various operational parameters and display all values and alarms information on the LCD. In addition, the control module can automatically shut down the engine and indicate the engine failure.

- Microprocessor control, with high stability and credibility
- Monitoring and measuring operational parameters of the mains supply and genset
- Indicating operation status, fault conditions, all parameters and alarms
- Multiple protections; multiple parameters display, like pressure, temp. etc.
- Manual, automatic and remote work mode selectable
- Real time clock for time and date display, overall runtime display, 250 log entries
- Overall power output display
- Integral speed/frequency detecting, telling status of start, rated operation, overspeed etc.
- Communication with PC via RS485 OR RS232 interface, using MODBUS protocol

4 Overall Dimensions

1000023506-DR2-D2



5 Control System

Control & Field wiring cabinet

Control Panel

Ref.	Description
1	Control cabinet lamp switch
2	Mains input changeover switch
3	Key switch
4	Charge indicator
5	Control cabinet lamp
6	Control module
7	Main circuit breaker
8	Live wire terminals
9	Neutral wire terminal
10	Ground wire terminal
11	Remote communication interface
12	ATS communication interface
13	Emergency stop switch

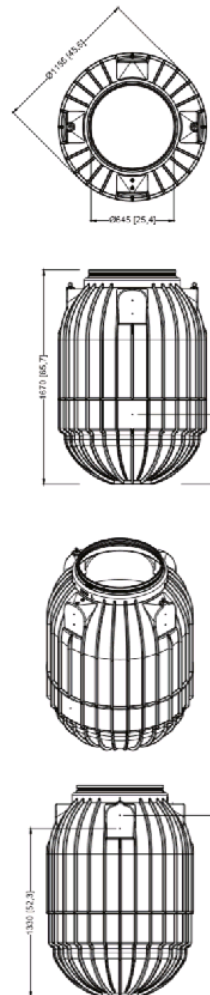
a	Button (next page)
b	Button (increase value / previous item)
c	Button (accept)
d	Button (previous page)
e	Button (decrease value / next item)
f	Button (transfer the load to the mains supply, when in Manual mode only)
g	Mains supply available LED
h	Stop / Reset button
i	Manual button (Manual control mode)
j	Mains supply on load LED
k	Test button (Test mode)
l	Auto button (Auto mode)
m	Genset on load LED
n	Mute/Lamp test button
o	Start button (Manual)
p	Genset available LED
q	Button (transfer the load to the genset, when in Manual mode only)
r	Alarm LED (4 alarm items)
s	LCD display
t	Control module name

1000172798-IT2-C2

1200L Sapphire Tank



bulbeck  **enviro**
CleanaWater



SPECIFICATIONS

MANUFACTURER:	GRAF AUSTRALIA
MODEL:	SAPPHIRE 1200L
MAX (MM)	1155
TOTAL HEIGHT (MM):	1670
MAX EARTH COVERING (MM) (WITHOUT GROUND-WATER, VEHICLE LOADING)	1200
EARTH COVERING (MM): WITH LOADING CAPACITY	400—1000
APPROXIMATE WEIGHT (TANK ONLY, NOT INCLUDING SHAFT OR LID):	58kg
TANK CONSTRUCTION	LLDPE

ACCESS COVER OPTIONS

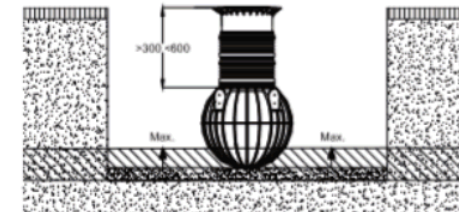
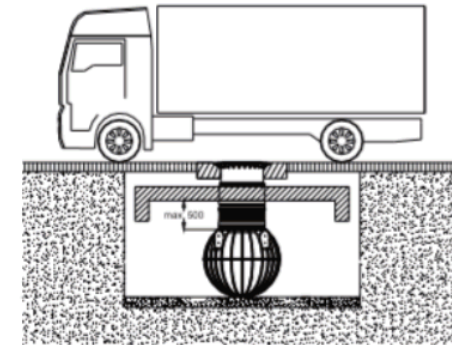
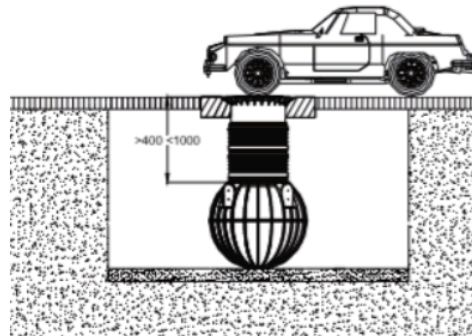
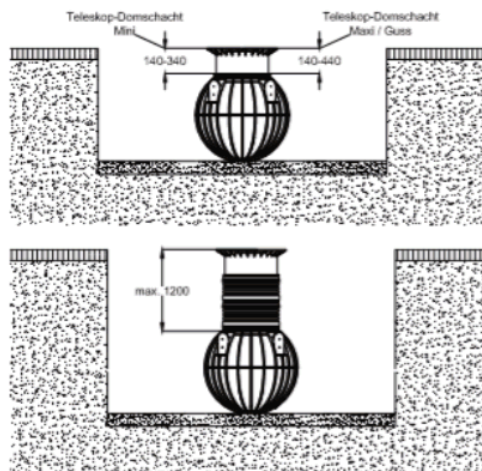
ACCESS COVER	CLASS	WEIGHT	CONFIGURATION
EXTENSION	N/A	6kg	Effective length 305mm
MINI TELESCOPIC DOME SHAFT WITH LID, SUITABLE FOR PEDESTRIAN LOADING	A (max. 150kg)	8.8kg	140mm-340mm
MAXI TELESCOPIC DOME SHAFT WITH LID, SUITABLE FOR PEDESTRIAN LOADING	A (max. 150kg)	15kg	140mm-440mm
TELESCOPIC DOME SHAFT WITH CAST IRON LID, SUITABLE FOR VEHICLE LOADING	B (max. 3.5t)	55kg	140mm-440mm
TELESCOPIC DOME SHAFT TRUCK	D	72.5kg	140mm-440mm

ADAPTOR TANK SQUARE 06.1122

RANGE OF INSTALLATION	DIAMETER	SQUARE OPENING
88mm—388mm	620mm	750mm

Bulbeck Enviro Pty Ltd | 1800 353 788 | 4 Channel Road, Mayfield West NSW 2304

1200L Sapphire Tank




bulbeck  **enviro**
CleanaWater[®]

Bulbeck Enviro Pty Ltd | 1800 353 788 | 4 Channel Road, Mayfield West NSW 2304

Cleanawater

TS1000 SS Oil Water Separator



 1800 353 788

www.cleanawater.com.au

Why are they used?

Cleanawater's TS series oil water separator packages are installed to remove oils, grease and free hydrocarbons from waste water. They are a standard, low cost, pre treatment system for industrial applications commonly used in Australasia.



Features

- Low cost packages available from \$4 per day*
- Small footprint – install to tight spaces
- Available with a selection of upgrades to suit site specific requirements
- Utilizes MPK coalescing media technology which is less prone to premature blockage
- No filter bag consumables required
- Removes hydrocarbons to 10ppm to exceed water authority regulations
- Commonly used as primary treatment for water recycling

Benefits

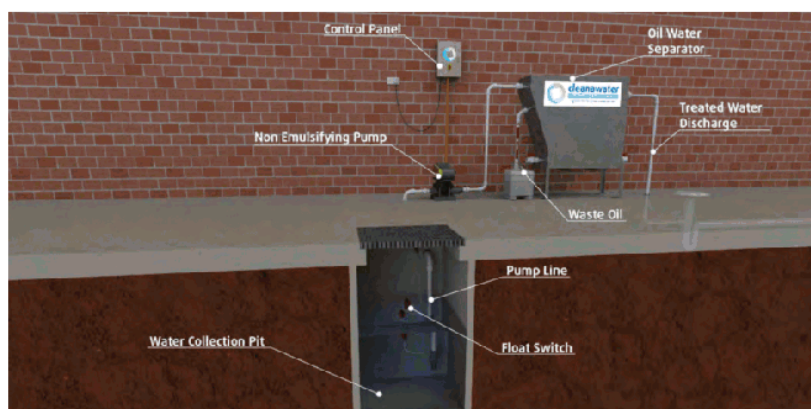
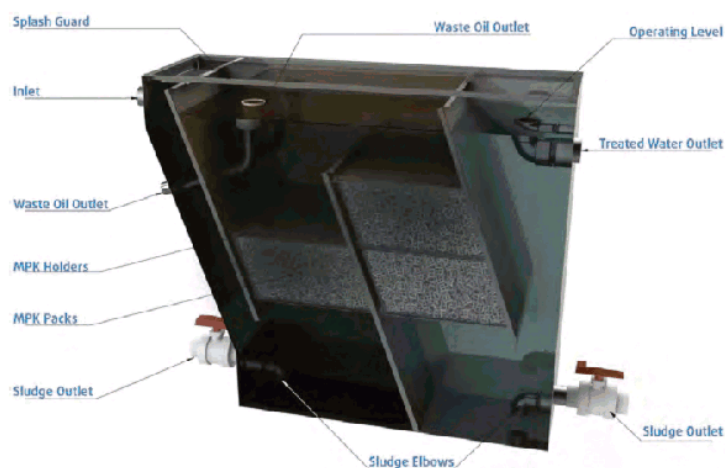
- Approved and appraised by all major metropolitan and regional authorities
- Turn key packages – easy and quick to install
- Avoid costly fines from authorities
- Avoid compromising the daily operations of your business
- Weatherproof for outdoor installation
- Automated operation and no consumables required
- Average working life of 20+ years

For more information call us on **1800 353 788** or visit **www.cleanawater.com.au**

TS1000 SS Oil Water Separator

How do they work?

Coalescing media packs are positioned in two stages to force free oil droplets to impinge on surface area. Upon impingement on media packs, droplets rise to the surface and are skimmed off into a waste oil container.



Typical Layout Detail

Systems generally are setup to pump oily water from a sump or tank for treatment and discharged to sewer, leach drains, evaporative ponds or holding tanks. Contact Cleanawater to discuss your application.

For more information call us on **1800 353 788** or visit **www.cleanawater.com.au**

Common Applications

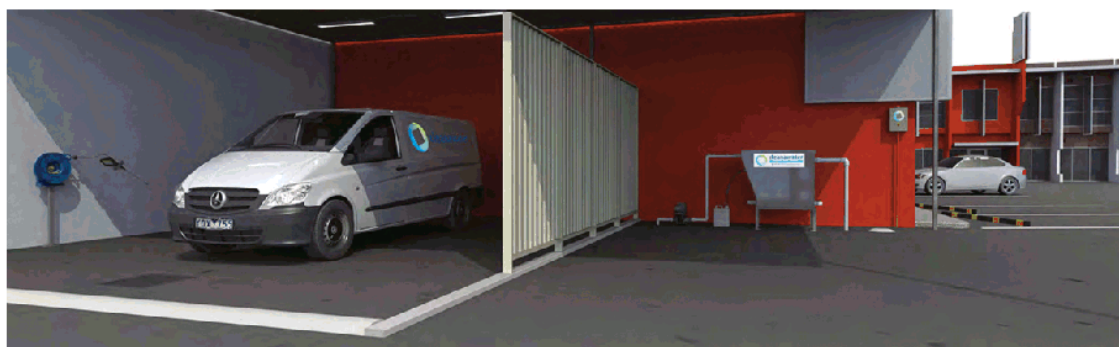
- ◆ Wash Down Bays
- ◆ Small to Large Industrial & Mechanical Workshops
- ◆ Mining Workshops
- ◆ Mining LV/HV Wash Down Bays
- ◆ Refuelling Areas
- ◆ Construction Sites
- ◆ Transformer Bunds
- ◆ Commercial Car Washes
- ◆ Vehicle & Equipment Wash Down Bays
- ◆ Truck & Heavy Vehicle Bays
- ◆ Service Stations
- ◆ AQIS Wash Down Facilities
- ◆ Hire Equipment Branches
- ◆ Food and Beverage Plants

Standard Inclusions List

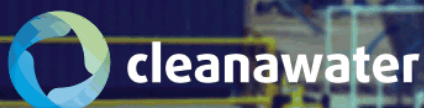
Item	Standard
Cleanawater Oil Water Separator	✓
Non Emulsifying Pump	✓
Float Switch	✓
Control Panel 240V	✓
Galvanized Support Frame	✓
20 Litre Waste Oil Drum	✓



* Additional accessories available to suit your specific application, contact Cleanawater on 1800 353 788 to discuss your requirements.



For more information call us on **1800 353 788** or visit **www.cleanawater.com.au**



TS1000 SS Oil Water Separator

Specifications

Model	TS1000 SS
System Info	
Dimensions	1150mm long x 360mm wide x 990mm high
Nominal Litres per Hour	1000 litres per hour
Maximum Litres per Hour	3000 litres per hour
Material	
Construction	304 SS
Shipping Weight / Operating Weight	50kg / 327kg
Pump Model	Helical Rotor / Diaphragm
Power	
Power Requirement	240V 10 amp
Power Usage	0.37kW
Performance	
Typical TPH Influent	< 5000-6000ppm*
Typical TPH Discharge (treated)	< 10 ppm*

* TPH, oil and grease results are typical and based on free hydrocarbons only, emulsified hydrocarbons may affect discharge results and additional filtration may be required.



Attractive Finance and Lease options available from \$4 per day.

For more information, contact Cleanawater on **1800 353 788**
or email info@cleanawater.com.au

For more information call us on **1800 353 788** or visit www.cleanawater.com.au



PETRO INDUSTRIAL



petroind.com

DANGEROUS GOODS STORES

PETRO Industrial has developed an extensive range of Dangerous Goods Stores for the secure, environmentally compliant and safe storage of all of your chemical, hydrocarbon, paint, thinners and other liquid requirements.

We have put a lot of research into designing a compliant range of stores ensuring you meet the strict environmental rules and regulations relating to Dangerous Goods Storage.

FEATURES:

- CSC plated (3M, 6M & 12M models).
- Fully bunded in accordance with AS1940 requirements.
- Galvanised removable grating for simple, easy cleaning of the bund over time.
- Full bore lockable bund drain / evacuation valve.
- All models have a quality 200 micron paint finish.
- Weatherproof ventilation in accordance with AS1940 requirements.
- Internal emergency door release.
- Lockable doors with keyed lock system;
- Strong, robust, heavy duty design.
- Forklift protector plates to protect the container when being moved.
- Fully secure and lockable.
- Weather and vermin proof.
- Weatherproof large ventilation grills located both at the top and the bottom of the container to remove dangerous fumes, reduce the temperature in the container and allow cross flow of air through the unit.



All PETRO Industrial 3M, 6M and 12M models are a two pallet wide design with an internal width of 2400mm and height of 2610 (above bund).



PETRO INDUSTRIAL



petroind.com

PRODUCT RANGE:

Model	Capacity			End Door Opening		Side Door Opening		Internal (mm)	External (mm)
	Tare Weight	Internal	Sump	Width	Height	Width	Height		
1.8m	780kg	5.4m ³	470L	1866	1621	N/A	N/A	1679 x 1872 x 1730	1830 x 1960 x 1990
2.4m	1050kg	10.4m ³	900L	2042	2106	N/A	N/A	2287 x 2112 x 2152	2438 x 2200 x 2445
3m	1700kg	17.8m ³	1150L	2398	2500	N/A	N/A	2840 x 2400 x 2610	2991 x 2494 x 2896
6m Open Side	3550kg	36.5m ³	2700L	2398	2496	5702	2483	5844 x 2400 x 2610	6058 x 2550 x 2896
6m 4 Doors	3200kg	36.7m ³	2550L	2500	2500	2400	2450	5844 x 2400 x 2610	6058 x 2600 x 2896
12m Side Doors	5350kg	75.2m ³	5660L	2450	2500	2400	2450	11978 x 2400 x 2610	12192 x 2600 x 2896

PETRO Contact Information

AUSTRALIA

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Factory 2, 106 Potassium Street
PO Box 407
Narangba QLD 4504
P: 07 3204 9558
E: sales@petroindustrial.com.au

INTERNATIONAL BRANCHES

South Africa

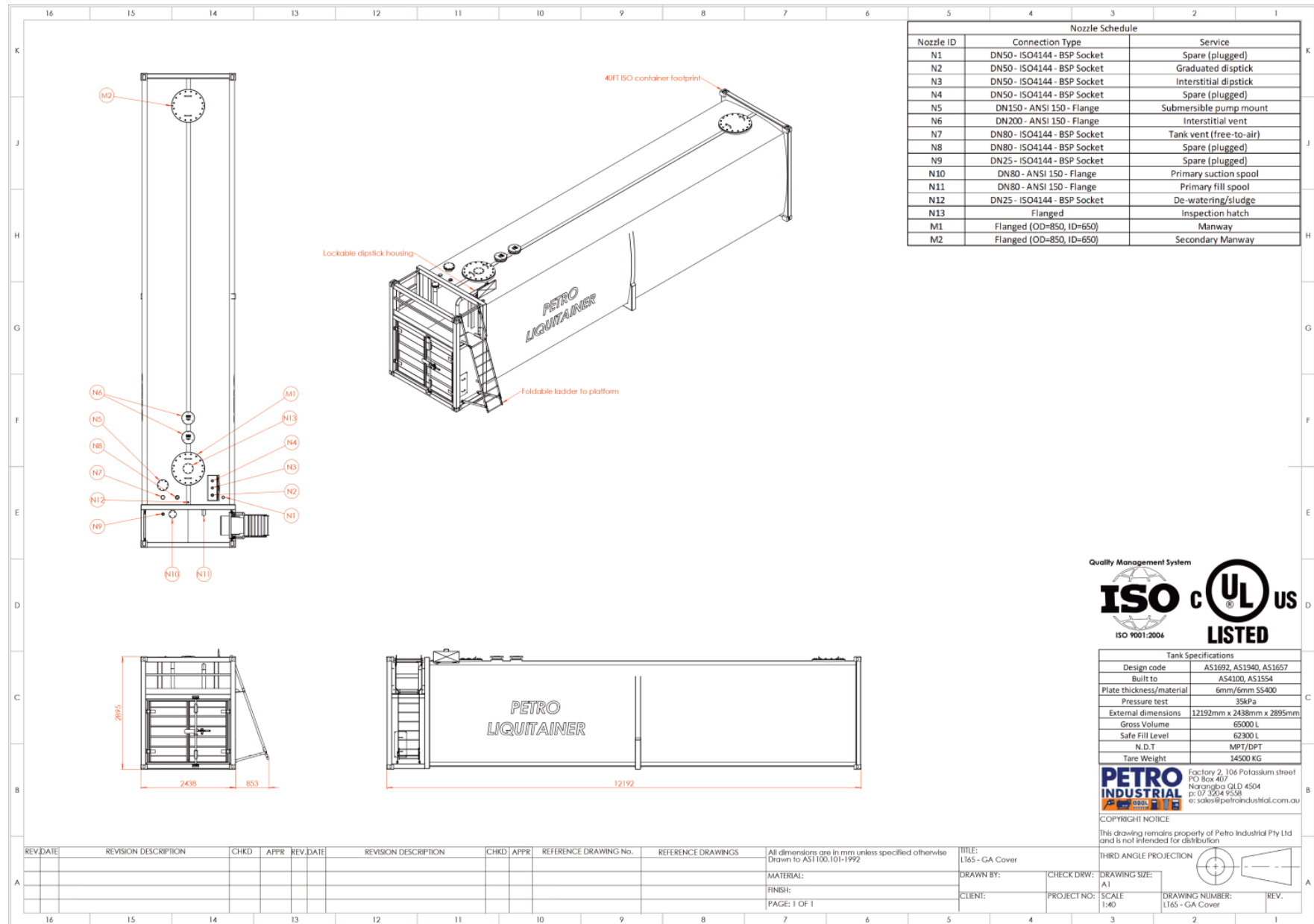
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P: +27 (0)11 864 7758
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F: +971 488 76932
E: salesuae@petroind.com



petroind.com



PETRO INDUSTRIAL



petroind.com



Self Bunded (Double Wall)

LIQUITAINER CONTAINERISED TANKS

Suitable for the Storage and Dispensing of Diesel, Lubricants, Kerosene and Petrol.



FEATURES:

- Integrated Bunded Pump Bay and Tank Access Platform design providing access to the full tank functionality in one convenient location on the tank.
- Unique rounded rectangular tank profile maximises the storage capacity of the tank and provides the strength of a cylindrical design.
- Rounded roof profile that will not pool water / snow or sand.
- CSC plated as 10ft / 20ft / 40ft / 48ft Standard Container.
- Dispensing Equipment housed within a lockable bunded pump bay housing.
- Lockable Container Doors with option for Roller Door.
- Supplied with Interstitial Emergency Relief Vent that will relieve the gap between the two tanks in the event of a fire.
- DN80 Fill Point c/w Camlock Male Fitting / Dust Cap / Fire Safe Full Bore Ball Valve / Wafer Style Non Return Valve.
- DN80 Suction Outlet c/w Anti Syphon Valve and Two Piece Full Bore Fire Safe Ball Valve.
- DN80 Mechanical Overfill Valve + 12V Battery Operated Overfill Alarm.
- 2 x 600mm manways with integrated tank access ladder assembly.
- Fold out AS1657 designed and approved access ladder.
- Removable plate to allow the linking of multiple tanks in tank farm applications.
- Full under tank visibility allows for regular visual inspect of the tank base and prevents the base rusting by providing for unrestricted air flow under the tank.
- Paint Colour RAL9003 Signal White/ Tanks are sandblasted to SA2 Standard. Hempel Marine Paint 3 Stage process. Primer Hempadur 1530. 2nd Coat Hempadur Hi-Build 4520. Final Coat Hemptane Enamel 55100 Finished dry film thickness no less than 180 um.
- Supplied with all required statutory safety decals for your region of operation.



PRODUCT RANGE:

Code	Capacity	Safe Fill Level	Length (m)	Width (m)	Height (m)	Weight (kg)	Container Footprint	Integrated Pump Bay
LT12	12,000L	11,240L	3	2,4	2,9	4500	10FT High Cube	Yes
LT20	20,000L	17,285L	3	2,4	2,9	4500	10FT High Cube	No
LT30	30,000L	29,350L	6	2,4	2,9	7500	20FT High Cube	Yes
LT38	38,000L	35,340L	6	2,4	2,9	7500	20FT High Cube	No
LT65	65,000L	65,570L	12	2,4	2,9	14500	40FT High Cube	Yes
LT75	75,000L	73,500L	12	2,4	2,9	14500	40FT High Cube	No



LT65 Tank Pump Bay and Ladder Assembly



LT30 Tank in Preparation and Customization



Liquitainer being used for Generators



Liquitainer Integrated Self Bunded Pump Bay



CERTIFICATIONS



Certificate of Compliance
#20120912-MH49221 for
UL 142, ULC-S601.



Decals manufactured to
comply with AS1319 and
AS2700.

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(ERS) ENVIRONMENT & REGULATORY SERVICES

ITEM	TITLE	SUB HEADING	PAGE
ERS1	<u>RL 106 - DEVELOPMENT APPLICATION FOR RECONFIGURING A LOT - BOUNDARY REALIGNMENT (TWO LOTS INTO TWO LOTS) LOCATED AT 112-114 & 116 ALFRED STREET, ST GEORGE QLD 4487 (DESCRIBED AS LOT 4 ON SP276756 AND LOT 5 ON SP276756)</u>	RL 106 Development Application for reconfiguring a lot – boundary realignment (two into two lots) at 112-114 & 116 Alfred Street, St George Qld 4487 (described as Lot 4 on SP276756 and Lot 5 on SP276756), by Council's planner.	328
ERS2	<u>MCU 187 - DEVELOPMENT APPLICATION FOR MATERIAL CHANGE OF USE - "TELECOMMUNICATIONS FACILITY" LOCATED AT 1 - 57 JANE STREET, DIRRANBANDI QLD 4486 (DESCRIBED AS LOT 1 ON RP100720)</u>	MCU 187 Development Application for Material Change of Use telecommunications facility at 1-57 Jane Street, Dirranbandi (Lot 1 on RP100720) by Council's planner.	344
ERS3	<u>BSC CLIMATE RESILIENCE POLICY STATEMENTS</u>	BSC Climate Resilience Policy Statements by the Director Environment and Regulatory Services.	366
ERS4	<u>STOCK ROUTE COMPLIANCE PRIORITY POLICY AND COMPLIANCE PROCEDURE</u>	Stock Route Compliance Priority Policy and Compliance Procedure by the Director Environment and Regulatory Services	372

OFFICER REPORT

TO: Council

SUBJECT: **RL 106 - Development Application for Reconfiguring a Lot - Boundary Realignment (two lots into two lots) located at 112-114 & 116 Alfred Street, St George QLD 4487 (described as Lot 4 on SP276756 and Lot 5 on SP276756)**

DATE: 19.10.20

AGENDA REF: ERS1

AUTHOR: Fiona Macleod - Planning & Development Officer

Sub-Heading

RL 106 Development Application for reconfiguring a lot – boundary realignment (two into two lots) at 112-114 & 116 Alfred Street, St George Qld 4487 (described as Lot 4 on SP276756 and Lot 5 on SP276756), by Council's planner.

Executive Summary

Council has received a properly made development application from Bennak Investments Pty Ltd for RL 106 - Development Application for Reconfiguring a Lot - Boundary Realignment (two lots into two lots) located at 112-114 & 116 Alfred Street, St George QLD 4487 (described as Lot 4 on SP276756 and Lot 5 on SP276756).

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 *Planning Act 2016* 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

Applicant:	Bennak Investments Pty Ltd Alex Benn
Owner of Land:	112-114 Alfred Street, St George: Bennak Investments Pty Ltd 116 Alfred Street, St George: Bennak Investments Pty Ltd
Land description:	Lot 4 on SP276756 Lot 5 on SP276756
Lot area:	Lot 4: 1615 sqm Lot 5: 1227 sqm

Zone/Precinct:	General Residential Zone
Overlay:	Nil
Proposal:	Reconfiguring a Lot - Boundary Realignment (Two Lots into Two Lots)
Proposal Assessment category:	Code Assessment
Referral/Concurrency Agencies:	Nil
Properly made date:	29 September 2020

PROPOSAL

The application seeks approval for a RL 106 - Development Application for Reconfiguring a Lot - Boundary Realignment (two lots into two lots) located at 112-114 & 116 Alfred Street, St George QLD 4487 (described as Lot 4 on SP276756 and Lot 5 on SP276756).

The proposed development involves the realignment of the common boundary between Lot 4 and 5 to incorporate the open space area to the rear of lot 5 into lot 4.

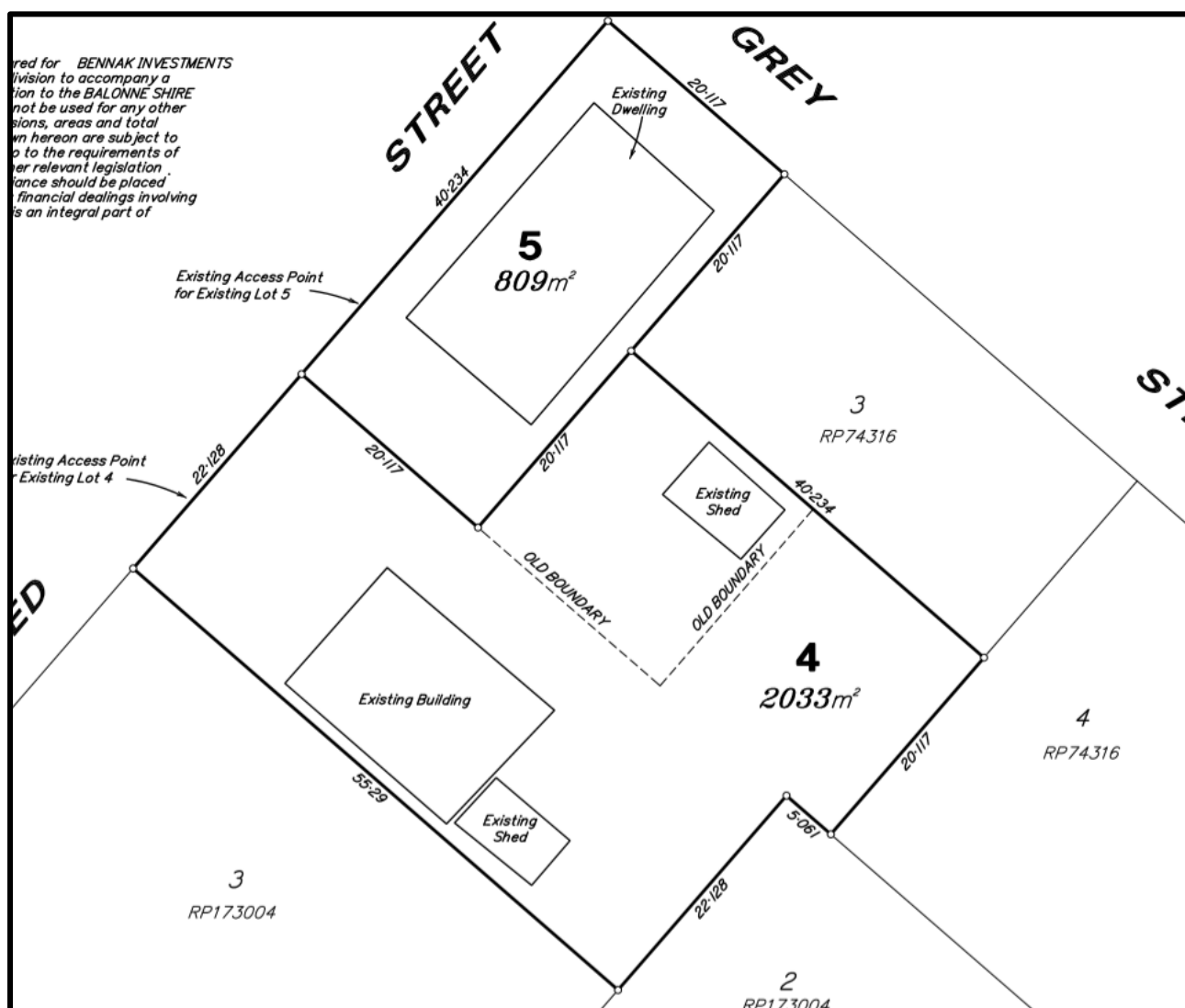


Figure 1: Plan of Proposed Boundary Realignment

Source: Application materials

The reconfiguration of the common boundary between the two lots will result in revised areas of 2033sqm (Lot 4) and 809sqm (Lot 5) respectively. The proposal will not change the existing permitted use of either lots, and both lots will continue to be utilised for health care premises purposes that have current associated development approvals (MCU 166 & MCU 177). No new buildings, structures, or infrastructure (roads or access points) are required as part of the boundary realignment.

Characteristics of the site:

The development site comprises the rearrangement of the boundary of two irregular (L shaped) land parcels that are located in the General Residential Zone of the *Balonne Shire Planning Scheme 2019*. The lots subject to the application are located in the township of St George.

The site is relatively flat with existing commercial activities (health care premises) occurring on both properties.



Figure 2: Aerial view – Development site

Source: Application materials



Figure 3: Site locality and zoning

Source: Balonne Planning Scheme 2019

Both land parcels are currently utilised for commercial purposes. Lot 5 has been developed for health care premises purposes (currently occupied by the COVID-19 Testing Clinic) and Lot 4 is used for health care premises also being the site of the St George Medical Centre. The existing activities occurring over the two land parcels are to continue and are not considered to be negatively impacted on as a result of the boundary realignment. Both lots have existing connections to a reticulated electricity supply and are connected to Council's water and sewerage system given the location of the properties within St George Township. Given the nature of the development for boundary realignment it is not considered that existing infrastructure connections will be impacted on.

The development site is surrounded by other land holdings used for a mix of commercial and residential purposes.

ASSESSMENT

The proposal constitutes a *reconfiguring a lot* as defined in the *Planning Act 2016*.

Reconfiguring a lot means:

- (a) creating lots by subdividing another lot; or
- (b) amalgamating 2 or more lots; or
- (c) rearranging the boundaries of a lot by registering a plan of subdivision under the *Land Act* or *Land Title Act*; or

- (d) *dividing land into parts by agreement rendering different parts of a lot immediately available for separate disposition or separate occupation, other than by an agreement that is—*
- (i) a lease for a term, including renewal options, not exceeding 10 years; or*
 - (ii) an agreement for the exclusive use of part of the common property for a community titles scheme under the Body Corporate and Community Management Act 1997; or*
- (e) *creating an easement giving access to a lot from a constructed road.*

Pursuant to Section 45 of the *Planning Act 2016*, a Code Assessable application is an assessment that must be carried out only -

- (a) against the assessment benchmarks in a categorising instrument for the development; and*
- (b) having regard to any matters prescribed by regulation.*

The Assessment Benchmarks applicable to the development assessment are:

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

After completing an assessment of the proposal against the Assessment Benchmarks, Council must make a decision about whether to approve or refuse this development application in accordance with Section 60 of the *Planning Act 2016*.

Assessment Benchmarks

Regional Plans

The *Maranoa Balonne Regional Plan 2009* 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 regional plan sets out desired regional outcomes, which identify aspirations for ecological sustainability for the region.

The *Darling Downs Regional Plan 2013* 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 *Balonne Shire Planning Scheme*, and specifically the strategic framework, appropriately advances the *Maranoa-Balonne Regional Plan 2009* and the *Darling Downs Regional Plan 2013* as they apply in the planning scheme area, and therefore an independent assessment of the proposal against these planning instruments is not required.

State Planning Policy

The development assessment must consider 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 5 Tables of assessment
- Part 7 Development Codes
 - Part 7.4.2 Reconfiguring a lot code

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 reconfiguring a lot in the proposed location as “Code Assessment.”

Part 7 Development Codes

7.4.2 Reconfiguring a lot code

The purpose of the reconfiguring a lot code is to:

- (a) *Facilitate the creation of lots to a size and dimension of that allows the zones to achieve the intended use.*
- (b) *Reconfiguring lots ensures that future lots are resilient from the impacts of flood and bushfire.*
- (c) *Reconfiguring lots does not adversely impact on the cultural heritage or biodiversity values (including MSES) of an area or water quality.*
- (d) *Reconfiguring lots does not adversely impact on the Shire’s economy.*
- (e) *ensure that the stock route network is maintained and protected from inappropriate development.*

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

- (a) *Reconfiguration of lots creates safe, functional and suitable lots that are consistent with the existing zone intent.*
- (b) *Reconfiguration of lots ensures that development can provide adequate access and services for all new lots.*
- (c) *Reconfiguration of lots does not lead to a loss of biodiversity and ecological connectivity.*
- (d) *Reconfiguration ensures the environmental values and quality of Queensland waters are protected and enhanced.*
- (e) *development does not conflict with the ongoing efficient and safe use of the stock route network by travelling stock.*
- (f) *Development does not inhibit the safe and efficient operation of pipelines.*

The proposed development for reconfiguring a lot for a boundary realignment complies with the Purpose and Outcomes of the reconfiguring a lot code because:

- The proposed boundary will create a safe and functional land configuration allowing for better management for the health care purposes on both properties;
- Does not involve clearing of vegetation and therefore the existing biodiversity and ecological connectivity and environmental values are protected;

- Does not involve the creation of any new lots and furthermore is not located near an identified Stock Route;
- The development site has adequate existing road accesses and is connected to onsite services adequate for the existing uses on the subject properties; and
- The proposed development will have no impact on the Shire's economy.

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

Performance outcomes	Response
PO1 The land is physically suitable for the anticipated future land use in terms flooding hazard, bushfire hazard and practical access.	✓ Both proposed reconfigured lots have existing access points from Alfred Street which will be unaffected by the proposal.
PO2 The proposed lots have a legal point of access from local or state-controlled road networks.	✓ Both Lots 4 & 5 have existing legal access from Alfred Street (local government road). There will be no change to the access as a result of the development.
PO3 The proposed lots are of a size and dimension to meet the outcomes for development in the zones in respect of: <ul style="list-style-type: none"> • preserving land for agriculture and animal production in the Rural zone. • achieving a safe and pleasant residential environment. • consistent with the nature and layout of existing subdivision patterns. • providing a variety of lot sizes for residential living, industry and commerce. 	✓ The development site is located in the General Residential zone and consist of two land parcels. The planning scheme permits reconfiguration of a lot in the general residential zone provided a minimum lot size of 800sqm is achieved (when connected to sewer network). Lot 4 has a proposed land area of 2033sqm which is above the permitted minimum lot size of 800sqm. Lot 5 has a proposed land area of 809sqm which meets the minimum lot size of 800sqm.
Site Layout	
PO4 Stormwater is controlled to minimise the environmental impacts of runoff from the development on the water quality of surface and ground water.	✓ As a result of the proposed reconfiguring a lot – boundary realignment there will be no change to the way stormwater is managed or stormwater runoff to water quality or ground water.
PO5 The impacts of development on matters of state environmental significance (identified in SPP mapping – Environment and Heritage – Biodiversity) are avoided or if avoidance is not possible, minimised.	N/A – The subject properties are not identified as having any matters of state environmental significance on them.
PO6 The proposed lots will not lead to diminished productivity of rural land.	N/A – The proposed boundary realignment is located within St George township in the General Residential Zone.

<p>PO7 A potable water supply and adequate sewerage services are available to each lot in a development that will be used for residential, commercial, or industrial purposes.</p>	<p style="text-align: right;">✓</p> <p>The development is to continue to be utilised for Commercial (Health Care Premises) purposes. Both lots have existing water and sewerage connections to Council's network given the properties location in St George township which are considered to continue to be adequate.</p>
<p>Flood</p>	
<p>PO8 Development located within areas containing a flood hazard responds to flooding potential and maintains personal safety at all times with regards to siting and layout.</p>	<p>N/A – The proposed development is for a reconfiguring a lot – boundary realignment. No new use is proposed, nor any buildings or structures are to be constructed.</p>
<p>Bushfire</p>	
<p>PO9.1 Where reconfiguration is undertaken in an urban area or is for urban purposes or smaller scale purposes, a separation distance from hazardous vegetation is established provided to achieve a radiant heat flux level of 29kW/m² at the edge of the proposed lot(s).</p> <p>PO9.2 Where reconfiguration is undertaken for other purposes, a building envelope of reasonable dimensions is provided on each lot which achieves radiant heat flux level of 29kW/m² at any point.</p>	<p>N/A – The development site is not located in an area identified as having hazardous vegetation.</p> <p>N/A – The development site is not located in an area identified as having hazardous vegetation.</p>
<p>PO10 Where reconfiguration is undertaken in an urban area or is for urban purposes, a constructed perimeter road with reticulated water supply is established between the lots and the hazardous vegetation and is readily accessible at all times for urban fire fighting vehicles.</p> <p>The access is available for both firefighting and maintenance/defensive works.</p>	<p>N/A – The development site is not located in an area identified as having hazardous vegetation. The proposed development is for reconfiguring a lot – boundary realignment with no new lots being created. Existing access to the properties will continue to be utilised. Given the properties location, both lots are connected to Council's Water Supply Network.</p>
<p>PO11 The access is available for both firefighting and maintenance/hazard reduction works.</p>	<p>N/A – The proposed development is for reconfiguring a lot – boundary realignment affecting properties largely devoid of vegetation, not subject to bushfire hazard and located within St George township. The development site is provided with existing accesses to Alfred Street and onsite open car parking areas located within the development site that provides fire breaks from existing built form and access for emergency vehicles if required during an emergency event.</p>
<p>PO12</p>	<p>N/A – The lots subject to the boundary realignment are not located in an area identified as having bushfire</p>

Where reconfiguration is undertaken for other purposes, a formed, all weather fire trail is provided between the hazardous vegetation and either the lot boundary or building envelope, and is readily accessible at all times for the type of fire fighting vehicles servicing the area. However, a fire trail will not be required where it would not serve a practical fire management purpose.	hazard. Specifically, the properties are largely devoid of vegetation and located within the township of St George. Existing access conditions onto the property are to remain and are considered sufficient for fire fighting vehicles.
PO13 The development design responds to the potential threat of bushfire and establishes clear evacuation routes which demonstrate an acceptable or tolerable risk to people.	N/A – The development site is not located in an area identified as having hazardous vegetation. Additionally, no changes to current commercial (health care premises) activities occurring on both properties are proposed. Therefore, the reconfiguration will not result in any increase risk to people occupying/visiting the development site.
PO14 Critical infrastructure does not increase the potential bushfire hazard.	N/A - The proposed development is for reconfiguring a lot – boundary realignment with no additional critical infrastructure to be added onto either properties.
Local heritage places	
PO15 Development maintains an intact context and setting that is compatible with the cultural heritage significance of the place.	✓ As a result of the proposed development there will be no change to context and setting of the area and any known cultural heritage significance in the immediate area.
Stock Route Network	
PO16 The stock route network identified in SPP mapping – Economic Growth – Agriculture – Stock Route is protected from encroachment by incompatible land uses and allows safe passage of stock traversing the stock route. Development does not adversely impact other stock route values including recreational, environmental and heritage.	N/A – The development site is not located near the Stock Route Network. Furthermore, no new lots are being created as the proposal is for a boundary realignment.
Petroleum Pipelines	
PO17 The integrity of pipelines carrying petroleum is maintained.	N/A – The development site does not contain a petroleum pipeline or pipeline easement.

Development Approval MCU 177

It is recognised that a current development approval exists over Lot 5 on SP276756 (being 116 Alfred Street, St George).

Specifically, the approval issued on 16th July 2020 was for Development Permit for Material Change of Use – Health Care Services (Dental Clinic), Caretakers Accommodation and Reconfiguring a Lot (Creation of Access Easement).

It is noted that the proposed uses, being the dental clinic and caretaker's accommodation are to be contained within the existing building on the property and therefore will not be impacted on by the proposed boundary realignment.

The creation of an access easement affecting both properties and associated car parking for the dental clinic will also not be encroached on by the boundary realignment (see Figure 4 below).

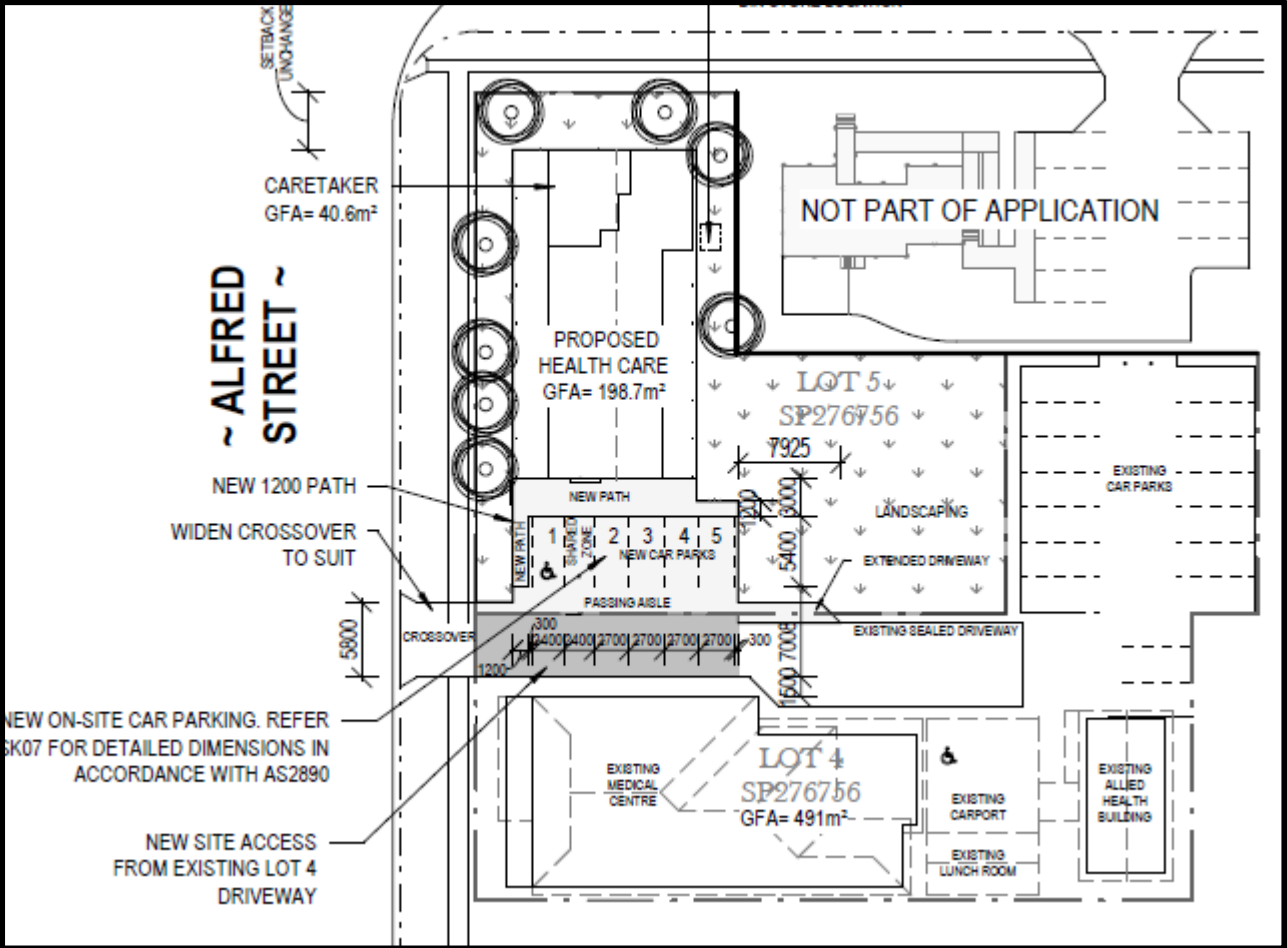


Figure 4: Development Approval Site Plan – MCU 177 Source: MCU 177 Decision Notice Approval

Referral Agencies

There were no referral agencies applicable for this application.

Public Notification and Submissions

Not applicable.

Link to Corporate Plan

Function	Key Program Area
Infrastructure and Planning	Sustainable planning and development

Consultation (internal/external)

Nil

Legal Implications

The *Planning Act 2016* and *Balonne Shire Planning Scheme 2019* apply.

Policy Implications

Council's planning policies apply.

Financial and Resource Implications

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

Attachments

1. Attachment 1 - RL 106 Proposal Plans.pdf  

Recommendation/s

That:

- a) Council receives this report.
- b) Council approves the development application RL 106 - Development Application for Reconfiguring a Lot - Boundary Realignment (two lots into two lots) located at 112-114 & 116 Alfred Street, St George QLD 4487 (described as Lot 4 on SP276756 and Lot 5 on SP276756), subject to the permit conditions listed below.

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. The land use rating category may change upon commencement of any new approved use on the site. Council's current Revenue Statement, which includes the minimum general rate levy for the approved use/s, can be viewed on the Council Website: <https://www.balonne.qld.gov.au/council/rates>.
- iii. A development permit for a Material Change of Use will be required for any activity or development on the approved lot(s) that does not comply with the accepted development criteria in the *Balonne Shire Planning Scheme 2019*.
- iv. The registered proprietor is responsible for gaining the approvals of any other Authorities having jurisdiction over any part of the works required to facilitate the approved development.
- v. New development on any of the approved lots must be provided with an adequate supply of electricity. In the event that an adequate supply of electricity cannot be achieved through efficient design and alternative energy technologies, a connection to the reticulated electricity network must be made available. Prospective purchasers and/or developers of the newly created lot/s are encouraged to contact the relevant electricity provider to determine the availability and costs associated with connecting to the reticulated network.

- vi. This approval lapses if a plan for the reconfiguration is not given to the Council within four (4) years of the approval taking effect.
- vii. The plan for the reconfiguration must be duly signed by the registered proprietor of the land and the surveyor, and submitted to Council for approval in a form acceptable to Council within the relevant period.

Unless otherwise stated all conditions shall be completed prior to the Council endorsing the relevant plan of survey.

- viii. All persons involved in the development, operation or use of the site have an obligation to take all reasonable and practical measures to prevent or minimise any biosecurity risk under the *Biosecurity Act 2014*.
- ix. 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.
- x. It is the responsibility of the developer to obtain all necessary permits and submit all necessary plans to the relevant authorities that are associated with the approved development, including any permits/approvals required by any State Agencies.
- xi. 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. Council should be contacted for advice in the event of any potential change in circumstances.

Approved development

- 1. The approved development is for a Reconfiguration of a Lot – Boundary Realignment (Two Lots into Two Lots) as shown on the approved plan.
- 2. The applicant shall contact Council to arrange a development compliance inspection prior to the endorsement of the survey plan.
- 3. Complete and maintain the approved development in accordance with:
 - (a) the development approval documents; and
 - (b) those parts of the approved development that have been specified in detail by the Council unless the Council agrees in writing that those parts will be adequately complied with by amended specifications.

General

- 4. The approved development is to be carried out generally in accordance with following approved plans and documents, as amended, and subject to the approval conditions. Where there is any conflict between the approval conditions and the details shown on the approved plans, the approval conditions prevail.

Drawing/report title:	Prepared by:	Date:	Reference no:	Version/issue:
Proposal Plan to accompany Reconfiguring of a Lot Proposal over Lots 4 & 5 on SP276759 112-& 116 Alfred Street	SMK Consultants Pty Ltd	23/09/20	20026-1	
Proposal Plan to accompany Reconfiguring of a Lot Proposal over Lots 4 & 5 on SP276759 112-& 116 Alfred Street – Arial View	SMK Consultants Pty Ltd	23/09/20	20026-1	

5. All works required to facilitate the development must be designed and constructed in accordance with:
 - (a) the development approval conditions;
 - (b) any relevant provisions of the applicable planning scheme;
 - (c) Council's standard designs for such work where such designs exist;
 - (d) any relevant Australian Standard that applies to that type of work; and
 - (e) 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.
6. All civil and related work is to be designed and supervised by Registered Professional Engineers of Queensland (RPEQ-Civil) who are competent in the construction of the works.
7. Existing buildings, structures, infrastructure and services located on the development site are not to encroach on proposed allotment boundaries.

Provision of Services

8. Each lot is to have a water supply adequate for the intended use.
9. All services installation, including onsite sewerage and water connections, must comply with:
 - (a) the development approval conditions;
 - (b) the relevant service provider's requirements and specifications;
 - (c) any relevant provisions in the planning scheme for the area;
 - (d) Council's standard designs for such work where such designs exist;
 - (e) any relevant Australian Standard that applies to that type of work; and
 - (f) any alternative specifications that the 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.
10. Any conflicts associated with proposed and existing services are to be forwarded by the developer to the appropriate controlling authority for approval of any proposed changes.

11. Infrastructure and services required in connection with the establishment of the approved development must be provided at no cost to Council.

Access & Roads

12. The landowner is responsible for the construction and maintenance of crossovers from the road carriageway to the property boundary and all internal vehicle access ways, and for obtaining any approvals that may be required and for complying with the applicable designs and standards.

Repair Damaged Infrastructure

13. Council and public utility services, infrastructure and assets must be located and protected at all times. Any damage to existing roads and infrastructure that is attributable to the development of the site must be immediately rectified in accordance with the asset owners' requirements and specifications and to the satisfaction of the asset owners' representative/s, and at no cost to Council.

No Cost to Council

14. All costs associated with the approved development are to be met by the developer, including costs of survey, easement preparation and registration, document lodgement, plan sealing and land transfers, unless there is specific agreement by other parties, including the Council, to meeting those costs.

Latest versions

15. 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 available at the time the first operational works or compliance approval is lodged with the assessment manager or approval agency for those types of works to be performed or approved, unless a regulation or law requires otherwise.

Rates and charges

16. All rates and charges of any description and all arrears of such rates and charges, together with interest outstanding thereon, on the land, due to Council, shall be paid prior to the Council endorsing the plan of survey.

Digby Whyte

Director Environment & Regulatory Services

OFFICER REPORT

TO: Council

SUBJECT: MCU 187 - Development Application for Material Change of Use -
"Telecommunications Facility" located at 1 - 57 Jane Street, Dirranbandi QLD
4486 (described as Lot 1 on RP100720)

DATE: 19.10.20

AGENDA REF: ERS2

AUTHOR: Fiona Macleod - Planning & Development Officer

Sub-Heading

MCU 187 Development Application for Material Change of Use telecommunications facility at 1-57 Jane Street, Dirranbandi (Lot 1 on RP100720) by Council's planner.

Overview

Council has received a properly made development application from Field Solutions Group C/- Out of the Woods Planning (Wendy Wood) for MCU 187 - Development Application for Material Change of Use - "Telecommunications Facility" located at 1 - 57 Jane Street, Dirranbandi QLD 4486 (described as Lot 1 on RP100720).

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 *Planning Act 2016* and any perceived conflict with the assessment benchmarks can be addressed by way of conditions of development approval.

Background

Applicant:	Field Solutions Group C/- Out of the Woods Planning (Wendy Wood)
Owner of Land:	Balonne Shire Council
Land description:	Lot 1 on RP100720
Lot area:	39.2180ha
Zone/Precinct:	Recreation and Open Space Zone
Overlays/State Interests:	Flood Hazard Overlay
Proposal:	Material Change of Use – Telecommunications Facility
Proposal Assessment category:	Code Assessment
Referral/Concurrency Agencies:	Nil

Properly made date:	14 October 2020
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PROPOSAL

The application seeks approval for MCU 187 - Development Application for Material Change of Use - "Telecommunications Facility" located at 1 - 57 Jane Street, Dirranbandi QLD 4486 (described as Lot 1 on RP100720)

The proposal involves the construction of a Telecommunication Facility which will form part of the Balonne Shire Council 'Digital Connectivity' project. Specifically, the intent of the project is to provide internet connectivity to remote areas within Balonne Shire Council area.

The result of the telecommunications facility will be to enable fixed wireless internet. Symmetrical bandwidth will be available with guaranteed speeds and unlimited usage for remote rural business in Balonne Shire.

The facility will comprise of the following:

- A 45 metal tower;
- A combination of Dual Pole Parabolic (Dishes) and Sector antennas to be attached to tower; and
- An enclosed control panel mounted at ground level.

The facility will have a footprint of approximately 25m x 25m and a formal agreement will be arranged with the landholder to define the area and terms of access.

(Refer to Attachment 1: Development Application - Proposal Plans)

Access to the site will be gained via an existing 8-metre-wide gravel crossover off the Theodore Street, an existing internal access track on the property will be continued to be utilised to access the proposed telecommunications facility site. The maximum vehicle size that will be accessing the development will be a medium rigid vehicle. The facility will require connection to existing electricity supply onsite.

It is anticipated the period of construction will be approximately one week. Once the facility is operational it will continuously operate unstaffed and generally only requires maintenance once a year over a period of one day.

Characteristics of the site:

The development site is located in the Recreation and Open Space Zone of the *Balonne Shire Planning Scheme 2019*, within the township of Dirranbandi. Access to site is gained via an existing access from Theodore Street.

The subject site is a large rectangular-shaped block that comprises a total area of 39.2180 hectares. The lots current land use is for racecourse, showground and sportsground purposes (known locally as Dirranbandi Showgrounds).

The proposed telecommunications facility will be located in the north eastern corner of the lot in close proximity to Theodore Street (**Refer to figure 1 – Site Plan**). The site is predominately undeveloped in this corner of the property and is devoid of vegetation.

Surrounding land uses are as follows:

- North: Theodore Street (Local Government Road Reserve)

- South: Lot 1 SP101418 – Rowan Street (Non - formed Local Government Road Reserve) and Lot 55 D30622 (vacant State Land – Dirranbandi Town Common)
- East: Lot 33 on BLM 432 – vacant land
- West: Jane Street (Formalised Local Government Road Reserve)



Figure 1: Development site

Source: QLD Globe

The site is currently used predominantly for showgrounds purposes which is to remain unaffected by the proposed development. The site is adjoined by other recreational and open space zoned land with road reserves separating the property from the general residential zoned land.

The proposed telecommunications facility will be located near the north east corner of the lot, south of Theodore Street. (Refer to figure 2 – Site Plan).

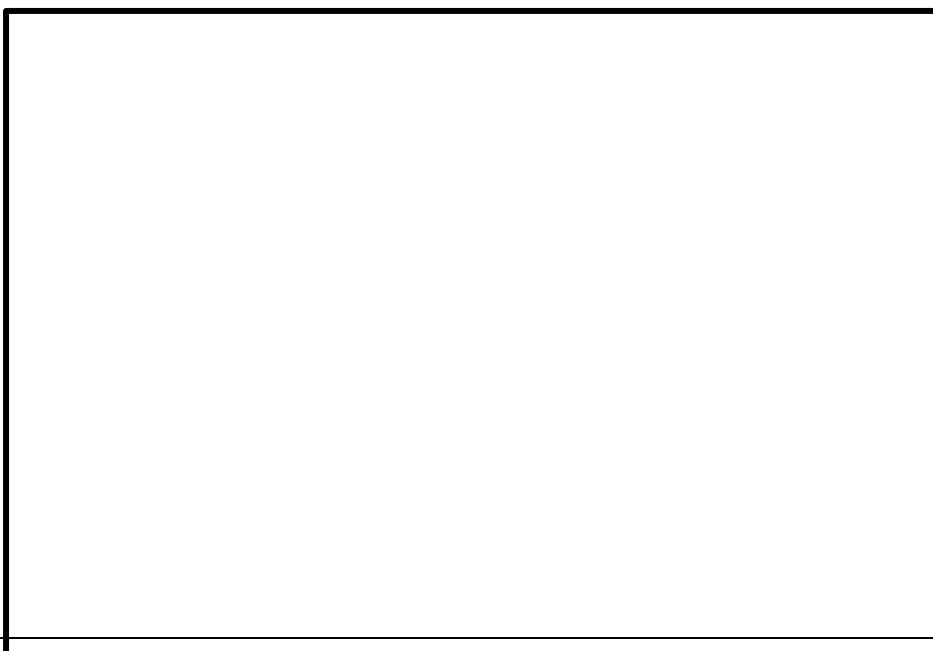




Figure 2: Site plan

Source: Application materials

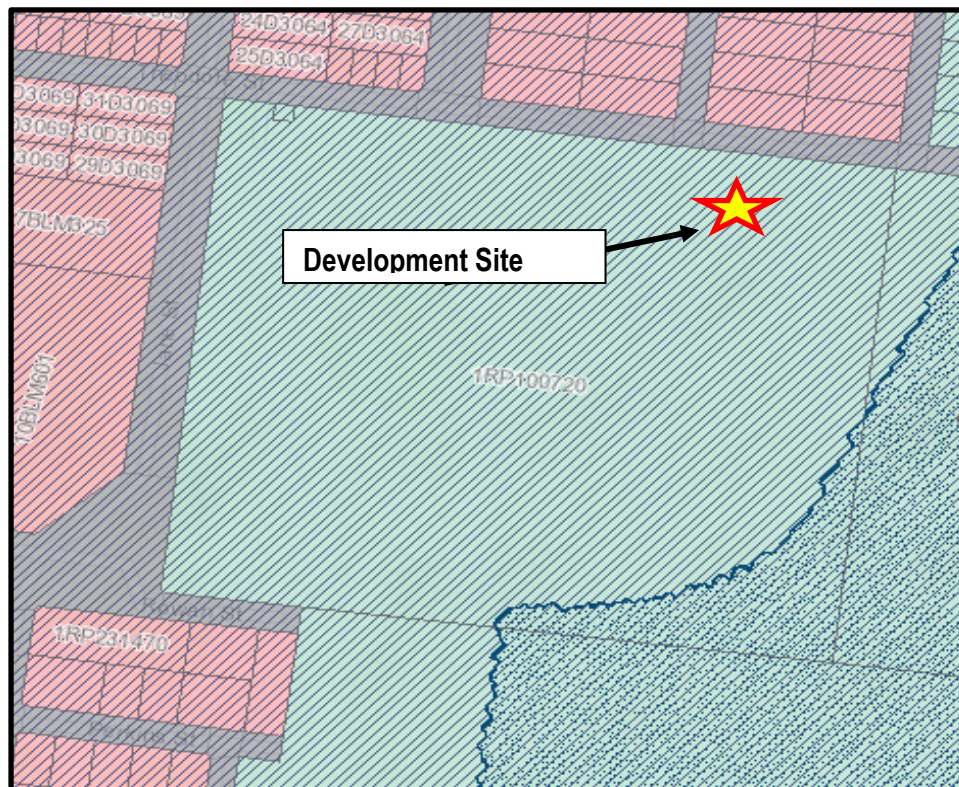
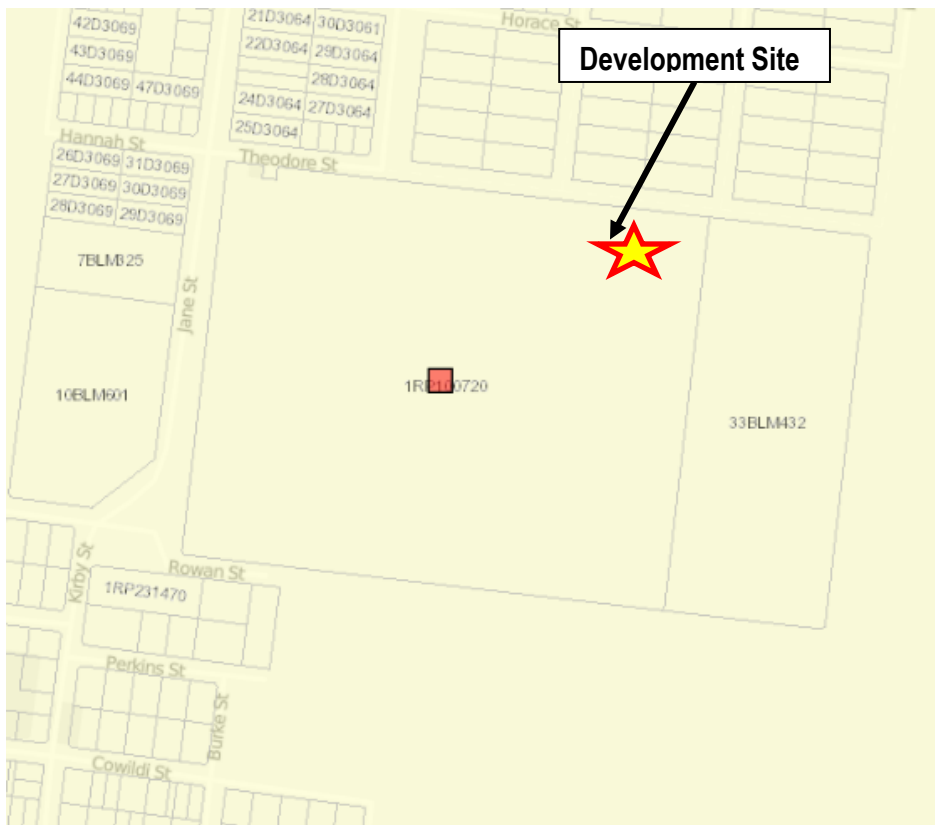


Figure 3: Zoning – Recreation and Open Space Zone **Source:** Balonne Shire Online Mapping Tool

Natural Hazards

The development site in its entirety is subject to flooding as identified on the Queensland State Planning Policy Interactive Mapping System (Flood hazard area - Level 1 - Queensland floodplain assessment overlay).



ASSESSMENT

The proposed use is defined as “Telecommunications facility” in the *Balonne Shire Planning Scheme 2019* (the Planning Scheme):

Premises used for systems that carry communications and signals by means of radio, including guided or unguided electromagnetic energy, whether such facility is manned or remotely controlled.

Pursuant to Section 45 of the *Planning Act 2016*, a Code Assessable application is an assessment that must be carried out only -

The Assessment Benchmarks applicable to the development assessment are:

After completing an assessment of the proposal against the Assessment Benchmarks, Council must make a decision about whether to approve or refuse this development application in accordance with Section 60 of the *Planning Act 2016*.

Assessment Benchmarks

Regional Plans

The *Maranoa Balonne Regional Plan 2009* 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 regional plan sets out desired regional outcomes, which identify aspirations for ecological sustainability for the region.

The *Darling Downs Regional Plan 2013* 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 *Balonne Shire Planning Scheme*, and specifically the strategic framework, appropriately advances the *Maranoa–Balonne Regional Plan 2009* and the *Darling Downs Regional Plan 2013* as they apply in the planning scheme area, and therefore an independent assessment of the proposal against these planning instruments is not required. Although this is the case, the regional planning outcomes sought to be achieved by these regional plans have been considered as part of the development assessment. The development proposal is consistent with both regional plans.

State Planning Policy

The development assessment must consider 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 6.2.4 Recreation and Open Space 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 land 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 Recreation and Open Space Zone.

Part 6.2.4 Recreation and Open Space zone code

The purpose of the recreation and open space zone code is to:

- (a) protect the areas within the Shire with the most significant ecological and landscape values including MSES areas, state forests, national parks, significant habitat, wetlands and waterways, wildlife corridors, timber reserves, regional parks and areas of high scenic amenity.
- (b) maintain public accessibility to publicly-owned open space consistent with the protection of the environmental values of the area.
- (c) provide recreation opportunities that are compatible and sustainable with the environmental values of the land.
- (d) ensure that buildings, structures and other developments are sympathetic to, and integrated with, the environment and values of the land.
- (e) protect areas and sites of MSES and conservation importance, including cultural and high landscape values.
- (f) ensure development does not inhibit the safe and efficient operation of pipelines.

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

- (a) where possible, development contributes to the provision of facilities for active sport and recreation to meet community needs, including playing fields, equestrian facilities, outdoor cultural facilities, educational activities, and outdoor courts.
- (b) structures ancillary to outdoor sport and recreation uses, such as clubhouses, shelters, amenity facilities, may be provided where appropriate.
- (c) development protects and enhances matters of state and local environmental significance, landscape values and ecological connectivity.

The proposed development complies with the Purpose and Outcomes of the Recreation and Open Space zone because:

- The telecommunications facility will allow the continuation of existing recreation activities occurring on the property;
- The location has been sited on the lot to ensure that biodiversity values and ecological connectivity associated with MSES, will not be encroached on;
- No pipelines are located within the vicinity of the proposed development;
- Given the nature of the proposed use, being for telecommunications purposes, existing activities located within the Recreation and Open Space Zone will not be negatively impacted. It is considered that the

use coexists with recreation and open space activities being that it has a small development footprint and once constructed, only needs to be accessed once a year for maintenance purposes; and

- The telecommunication tower is not located in an area on the property that will impact public accessibility.

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
For assessable development	
PO1 Buildings and other works are consistent with the scale of buildings in the area and do not adversely impact on the visual amenity of the area.	✓ While the proposed tower is to be 45 metres in height it is not considered to adversely impact on the visual amenity of the area given footprint, materials, and community benefit. Importantly noted an existing telecommunications facility is located centrally within Dirranbandi Township. The siting of the tower on the property has been considered to ensure substantial separation from surrounding residential uses.
PO2 Development is compatible with the environmental, open space and recreation values of the zone (including MSES and important protected areas of ecological significance).	N/A – The subject property to which the development is proposed is not identified as having any areas of MSES. Given the location of the tower on the property, in the corner away from the existing showgrounds infrastructure, it is considered that the dominant recreation uses and character of the site will be retained.
PO3 (a) There are no significant adverse impacts on amenity, public health or safety resulting from: (a) the siting, scale and design of buildings or other works. (b) waste water disposal. (c) permanent or temporary occupation of or access to areas subject to natural hazards.	✓ The proposed tower is located significant distance from the existing residential activities and furthermore is separated by road reserve which provides an additional buffer. The tower is proposed to be fully fenced whereby mitigating any health or safety risks. Given the nature of the facility, not additional waste water disposal impacts will occur on the property. As the tower is to be located within the Dirranbandi Town Levee, natural hazard impacts are minimal.
PO4 Development is to ensure the protection and maintenance of places and items of cultural heritage.	✓ The proposed development is sited not within 50 metres of a watercourse nor is in close proximity to any identified Local Heritage Places as identified in Schedule 5 of the Balonne Shire Planning Scheme.
PO5 Uses established in the Recreation and open space zone do not conflict with:	✓ The siting of the proposed development is not near any petroleum infrastructure or pipelines, stock routes and mining leases and claims.

(a) petroleum infrastructure that occurs on petroleum leases or under petroleum facility licences and pipeline licences. (b) the function of stock routes. (c) mining leases and claims.	
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Part 7.3.1 General development code

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 is located in an area on the property that will not impact on matters of national, state and local environmental significance, landscape values and ecological connectivity;
- The proposed development does not involve the demolition or removal of a local heritage place;
- The proposed development will not detract from the shire's unique building design and is consistent with the existing character of Dirranbandi township being that there is an existing telecommunications facility located centrally within the town area and furthermore the location of the proposed facility is situated in the corner of the lot of greatest distance from the populated residential area.

- The proposed development will be connected to electricity supply and has direct access to the road network;
- The proposed development will allow for adequate manoeuvring onsite to allow for safe and efficient access and egress from the site;
- The proposed development will not conflict with the ongoing efficient and safe use of the stock route network; and
- The development is appropriately separated from pipelines and will not impact on pipeline operations.

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
Site Layout	
PO1 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.	<p style="text-align: center;">✓</p> The proposed development for telecommunications tower and associated infrastructure footprint will be minimal in area, being 25 x 25 metres. The site coverage from the facility will be less than 1% of total site area. Given the small footprint of the development as well as being unmanned and only maintained once a year once constructed it is considered that the predominant recreational uses intended for the recreation and open space zone and surrounding localities will continue to be the dominant landscape of the area and the telecommunications facility will not change the local character of Dirranbandi Township.
PO2 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.	N/A – Given the nature of the development being for a telecommunications tower, once constructed the facility being unmanned landscaping is considered not necessary.
Building Design	
PO3 New development maintains the low-rise scale and character of the Shire.	<p style="text-align: center;">✓</p> While the proposed telecommunications facility will be 45 metres in height, it is not an uncommon feature within the Dirranbandi Township with an existing tower located in within the town area. For the facility to provide appropriate internet services to the community it is required to be of substantial height. The construction materials of the tower allow some transparency therefore reducing the visual bulk and scale of the facility. It is considered that the development will not negatively impact on the character of the Recreation and Open Space zone. Furthermore, the towers location has been sited at furthest proximity on the property from the residential area.

<p>PO4 New buildings or structures present a traditional façade to the street.</p>	<p style="text-align: center;">✓</p> <p>The proposed development for telecommunications facility cannot present a traditional façade to the street given the height and materials required for the use to successfully service the community. It is considered that given building footprint and transparency the tower will not cause unreasonable visual obstruction to the street.</p>
<p>PO5 Development is generally in accordance with existing setbacks within the locality.</p>	<p style="text-align: center;">✓</p> <p>Existing built form on the site fronting Theodore Street has been used as a benchmark with the proposed facility to be setback further from Theodore Street than existing buildings.</p>
<p>PO9 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>N/A – The proposed development does not propose any ancillary uses.</p>
<p>Ancillary Uses</p>	
<p>PO10 The proposed development accommodates sufficient car parking on site.</p>	<p style="text-align: center;">✓</p> <p>Once the facility is operational it will continuously operate unmanned and generally only requires maintenance once a year over one day. As such there will be minimal traffic generation therefore an official car parking area is considered unnecessary.</p>
<p>PO11 The proposed driveway is clear of all impediments.</p>	<p style="text-align: center;">✓</p> <p>There is will be no change to the existing access driveway location off Theodore Street, which is clear of impediments. If the application is to be approved by Council conditions of development approval will require the access be maintained in accordance with Balonne Shire Council (BSC) standards.</p>
<p>PO12 The location of driveways does not create a danger to the safety and efficiency of existing intersections.</p>	<p style="text-align: center;">✓</p> <p>The development site is located a significant distance from nearby intersections which will not impact or create any danger to the safety and efficiency to the existing intersections. The existing driveway off Theodore Street will continue to be utilised and given the nature of the use (being unmanned) existing road conditions are not considered to be compromised.</p>
<p>PO13 Access to, from and within the site:</p> <ul style="list-style-type: none"> • is adequate for the type and volume of traffic generated by the use. • does not adversely impact on the traffic network external to the site. • caters for safe pedestrian access. 	<p style="text-align: center;">✓</p> <p>If the application is to be approved by Council, conditions of development approval will require the existing crossover to be maintained in accordance with BSC standards.</p> <p>It is considered that the existing access to the development site is suitable for the activity given that once constructed the telecommunications facility will be</p>

<ul style="list-style-type: none"> provides for disabled access. 	<p>unmanned and only have vehicles to the site once a year.</p> <p>Given and nature and location of the development it is not considered necessary require pedestrian or disability access.</p>
Infrastructure and Services	
<p>PO14</p> <p>The development is supplied with an appropriate level of infrastructure to support the intended use.</p>	<p style="text-align: right;">✓</p> <p>The proposed development will be connected to an electricity supply.</p>
<p>PO15</p> <p>All development has an adequate supply of potable water and can provide for appropriate treatment and disposal of effluent and other wastewater.</p> <p>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 <i>Water Act 2000</i>.</p>	<p>N/A – The proposed development does not require connection water or sewerage supplies to operate.</p>
<p>PO16</p> <p>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.</p>	<p style="text-align: right;">✓</p> <p>The proposed development incorporates minimal hard surface areas and therefore stormwater runoff will be negligible. The proposed development does not require an effluent disposal system.</p>
<p>PO17</p> <p>Wastewater discharge to a waterway is avoided or managed in a way that maintains ecological processes, riparian vegetation, waterway integrity, and downstream ecosystem health.</p>	<p>N/A – The development will not result in any wastewater discharge given that it is an unmanned facility which transparent construction materials (lattice tower).</p>
BSC assets	
<p>PO18</p> <p>Structures and buildings do not adversely impact on BSC infrastructure.</p>	<p>N/A – The development is not in proximity to any BSC infrastructure. With respect to the local government road reserve being Theodore Street, the development will create no impact on this asset given the telecommunications facility will be unmanned and access to the site will be infrequent.</p>
Electricity infrastructure	
<p>PO29</p> <p>Development is separated from major electricity infrastructure or substations and incorporates buffers to maintain public health and safety,</p>	<p style="text-align: right;">✓</p> <p>The subject site is not located near major electricity infrastructure or substations.</p>

residential amenity and allow access to infrastructure for maintenance.	
Local heritage places	
PO30 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.	✓ The subject site is not located near a local heritage place.
Aviation facilities	
PO32 Development does not interfere with the function of air service facilities SPP mapping – Infrastructure – Strategic Airport and Aviation Facilities .	✓ The proposed development will not interfere with the function of the Dirranbandi airport. CASA requirements will need to be met at all times and a condition on any development approval issued will ensure applicable CASA requirements are met.

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.*

Whilst the telecommunications tower will be located in a flood hazard area the proposed development complies with the Purpose and Outcomes of the Flood Hazard Overlay Code because;

- The siting of the development on the property is in an area which is protected by the Dirranbandi Town Levee.
- It will not result in an unacceptable risk for persons or property and will not unduly burden disaster management response or recovery capacity and capabilities as once constructed the facility will operate unmanned (serviced intermittently through the year twice a year, unless otherwise warranted);

- The development is relatively small in scale in the overall context of the premises and therefore will not result in an undesirable impact on the extent and magnitude of flooding or potential for flood damage on-site or to other property;
- It will be designed so as to be resistant to flooding as far as practical and in accordance with the conditions of the development permit, the Building Code of Australia and the relevant Australian Standards;
- The proposed development will not pose any risks of hazardous materials being released; and
- Landforms and vegetation will be maintained.

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
Built Form	
PO1 Development is resilient to flood events by ensuring design and built form to account for the potential risks of flooding.	✓ The area of the property where the telecommunications facility is proposed is within the Dirranbandi Town Levee. Additionally, the proposed telecommunications facility is an unmanned facility once constructed. The structure will be designed to allow for flow of flood waters and will be resistant to flooding as far as practical and in accordance with the conditions of the development permit, the Building Code of Australia and the relevant Australian Standards.
Development siting and layout	
PO2 Development siting and layout, responds to flooding potential and maintains personal safety at all times.	N/A – The proposed development does not involve the creation of any new lots. Once the telecommunications facility is constructed the facility will be unmanned and will be serviced intermittently through the year (once a year, unless otherwise warranted) therefore signage indicating safe evacuation routes, hazard warning signage and depth indicators is considered unnecessary. Importantly, the area of the property where the development is proposed is protected by the Dirranbandi Town Levee.
Effects on flood behaviour	
PO3 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 ⁷ .	✓ The development is relatively small in scale in the overall context of the premises and design of the structure will unlikely increase in water flow velocity or flood level and will not increase the potential for flood damage on site or other properties. The proposed development will not involve any physical alteration to a watercourse or floodway including vegetation clearing.
Hazardous materials	

PO4 Development avoids the release of hazardous materials or contaminants into floodwaters.	N/A – The proposed development is for a telecommunications facility which is unlikely to release of hazardous materials or contaminants into floodwaters.
Disaster management responses	
PO5 The development supports, and does not unduly burden, disaster management response or recovery capacity and capabilities.	✓ Once constructed the proposed telecommunications facility will be unmanned. Therefore, will not result in an unacceptable risk for persons will not unduly burden disaster management response or recovery capacity and capabilities.
Community infrastructure	
PO6 Development involving community infrastructure (defined as Sensitive Land Uses and Community Oriented Uses under this planning scheme): (a) remains functional to serve community need during and immediately after a flood event. (b) is designed, sited and operated to avoid adverse impacts on the community or environment due to the impacts of flooding on infrastructure, facilities or access and egress routes. (c) retains essential site access during a flood event. (d) and is able to remain functional even when infrastructure or services may be compromised in a flood event.	N/A – The proposed development does not involve community infrastructure.

Referral Agencies

Not applicable.

Public Notification and Submissions

Not applicable.

Link to Corporate Plan

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

Consultation (internal/external)

Andrew Boardman – Director of Infrastructure Services

Legal Implications

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


Policy Implications

Council's planning policies apply

Financial and Resource Implications

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

Attachments

1. Attachment 1 - MCU 187 Proposal Plans.pdf [↓](#) 

Recommendation/s

That:

1. Council approves the development application MCU187 for a Material Change of Use – “Telecommunications Facility” on land located at 1-57 Jane Street, Dirranbandi, described as Lot 1 on RP100720 subject to the permit 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 2019 a “**Telecommunications Facility**” means premises used for systems that carry communications and signals by means of radio, including guided or unguided electromagnetic energy, whether such facility is manned or remotely controlled.
- iii. 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.
- iv. 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.
- v. 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.
- vi. An operational works application will be required to be submitted to and approved by Council for any cut exceeds 100m³ and/or filling works that exceed 500m³.

- vii. 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 - "Telecommunications Facility" as defined in the Planning Scheme and as shown on the approved plans.
2. A development permit for building works must be obtained prior to commencing construction of the telecommunications facility.
3. 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
067-B003A Issue A	Site Plan	13/10/2020
RQ5341-1-2 Revision A	Sample Drawing 45m RT40 General Arrangement	16/05/2018

4. During the course of constructing the works, 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

5. 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.
6. Prior to the commencement of the use, the applicant shall contact Council to arrange a development compliance inspection.

Applicable Standards

7. All works must comply with:
 - a) the development approval conditions;
 - b) any relevant provisions in the Planning Scheme
 - c) any relevant Australian Standard that applies to that type of work; and
 - d) 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

8. 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.

9. The developer is responsible for locating and protecting any Council and public utility services, infrastructure and assets that may be impacted on during construction of the development. Any damage to existing infrastructure (kerb, 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).

Safety

10. Any required obstacle lighting or marking is to be installed and maintained on the approved "Telecommunication Facility" in accordance with the Civil Aviation Safety Authority's (CASA) and *Manual of Standards Part 139 – Aerodromes*.

Waste Management

11. All waste generated from construction of the premises must be effectively controlled on-site before disposal. All waste must be disposed of in accordance with the *Environmental Protection (Waste Management) Regulation 2000*.
12. 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

13. Stormwater drainage is to be provided in accordance with:
 - a) Queensland urban drainage manual, 3rd Edition, Queensland Department of Energy and Water Supply, 2013;
 - b) Pilgrim, DH, (ed)., *Australian Rainfall & Runoff – A Guide to Flood Estimation*, Institution of Engineers, Australia, Barton, ACT, 1987; and
 - c) Class 1 and Class 10 buildings – National Construction Code, Volume 2.

Earthworks and Construction

14. 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

15. 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.
16. Lighting of the site, including any security lighting, shall be such that the lighting intensity does not exceed 8.0 lux at a distance of 1.5 metres from the site at any property boundary.
17. All lighting shall be directed or shielded so as to ensure that no glare directly affects nearby properties.

18. 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.
19. Unless otherwise approved in writing by the Council, approved hours of construction are restricted to Monday – Saturday 6.30am to 6.30pm – noise permitted. Work or business which causes audible noise must not be conducted from or on the subject land outside the above times or on Sundays or Public Holidays.

Services

20. The proposed development must be connected to an electricity supply that is adequate for the use.

Access

21. The landowner shall be responsible for the maintenance of vehicle crossovers from the road carriageway to the property boundary. 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.
22. Vehicle access and manoeuvring shall be maintained generally in accordance with *Balonne Shire Council's Private Property Entrance Policy* dated 15 January 2010 ensuring no damage to the roadway.
23. Vehicles entering and exiting the development site must be able to enter and leave in forward direction. Reversing out of the development site is not permitted. Vehicle manoeuvres in this regard are to be totally contained within the development site boundaries.

No Cost to Council

24. 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

25. 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.

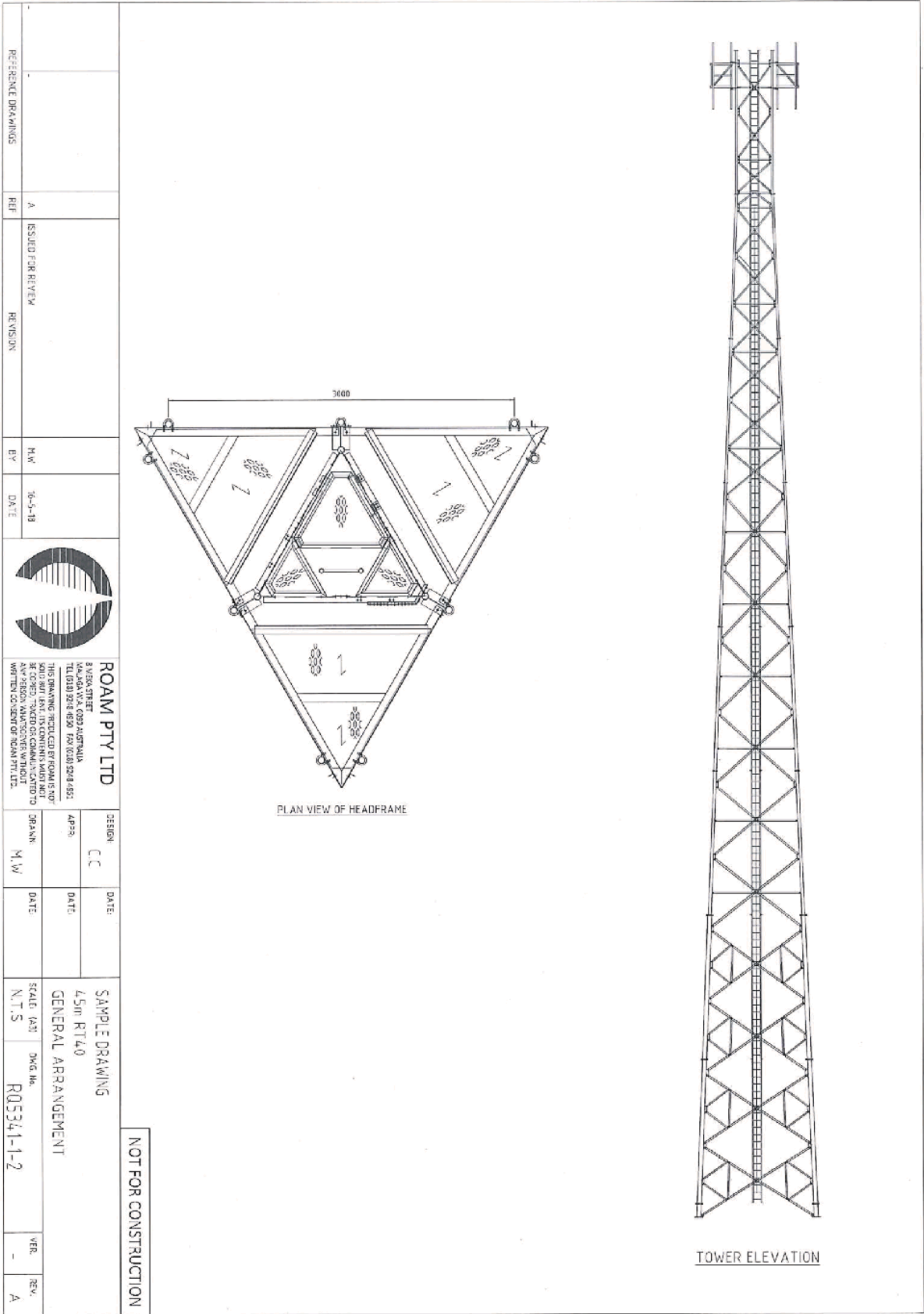
Application Documentation

26. 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



<p>Legend:</p> <ul style="list-style-type: none"> Proposed Infrastructure Location MSS Regulated Vegetation & Essential Habitat Access Pathway <p>Note: plan is not to scale</p>	<p>ABN 26 373 259 082</p> <p>14 Cobbold Lane</p> <p>WARROCHWOOD QLD 4558</p> <p>0418 405 006</p> <p>OUR OFFICE</p>	<p>SITE PLAN</p> <p>Dirranbandi Showgrounds Telecommunications Facility</p> <p>Lot 1 on RP100720</p> <p>1-57 Jane Street, Dirranbandi</p>		<p>Drawing No. 067-B003A</p> <p>Date 13/10/2020</p> <p>Issue A</p> <p>FIELD solutions</p> <p>TELECOMMUNICATIONS • SURVEYING • CIVIL</p>
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OFFICER REPORT

TO: Council

SUBJECT: BSC Climate Resilience Policy Statements

DATE: 20.10.20

AGENDA REF: ERS3

AUTHOR: Digby Whyte - Director Environment & Regulatory Services

Sub-Heading

BSC Climate Resilience Policy Statements by the Director Environment and Regulatory Services.

Executive Summary

Council was assessed by the Queensland Climate Resilient Council's (Q CRC) program as to how much its policy documents reflected policies or governance adapting to climate change, with findings prepared in a report and presented to Council. This would create a more resilient community as well as meet future grant and insurance expectations that Council was responding to climate change as a risk.

Despite climatic extremes and change being a regular feature of the region, there was little reference to adaptation and resilience to climate changes in council documents. The Q CRC report provided policy statement suggestions from 'basic' to 'advanced' for Council to formalise its climate adaptation and resilience. In most cases the 'basic' and 'intermediate' levels sit most comfortably with where Council is heading and are recommended here.

Background

Detailed assessments and reports on climate change adaptation governance were completed by the Local Government Association of Queensland and the Department of Environment and Science for all Queensland Councils as part of the Q CRC program. The program is a joint initiative running to June 2022 supporting Councils to take appropriate action to manage risks of climate extremes and changes. The reviews involved scanning Council corporate documents for key words, qualitative review of documents, as staff survey and face to face discussion.

The report to Council (Attachment: *Climate Change Adaptation Governance Assessment Report for BSC*) was delivered in 2018 and presented in a 'Report Back' workshop to Councillors in November 2019. Here it was highlighted that in addition to a more climate resilient community, there would be an increasing expectation that Councils formally plan and adapt for climate change in future grant criteria and in obtaining insurance.

Climate change adaptation is about how Balonne Shire plans for and adapts to climate change in the form of weather extremes, such as floods, heat waves, fire, and drought; and causes of climate change, such as the carbon footprint. While the focus was on the Shire, Council would also consider any national and global impacts of climate on external supplies or funding.

While several major city councils have declared 'Climate Emergencies' (Sydney, Melbourne, Hobart, ACT Government) or have zero-carbon strategies, Balonne Shire is used to planning for climate extremes as a feature of the outback.

The Q CRC assessment covered 10 documents that could express governance policy or direction related climate change adaptation. Apart from the Local Disaster Management Plan there was no reference in BSC documents to the key words: 'climate change', 'adaptation', or 'greenhouse gas emissions'.

The review measured governance at five levels: None-Basic-Intermediate-High-Advanced outlined in Table A. At the Council Climate Change Adaptation Governance Workshop on 8 October 2020 councillors considered options for 'Basic' and 'Intermediate' governance responses in all or selected documents. These would rapidly formalise and lift Council's standing.

Table A Governance Levels

Level	Indicator
No data	No document
None	No consideration of climate change
Basic	General statements about climate change
Intermediate	Prescribed guidance on one climate change issue/council function
High	Detailed inclusion limited to two climate change issues
Advanced	Climate change well considered with response to direct & indirect impacts & resourced

Implications and resourcing at these levels is relatively light and often involves inserting a sentence or two to existing documents to clearly align policy and activity. Because BSC is used to planning for climactic events the suggested policies are aligned to current or planned practice.

The Q CRC assessment and Council's policy statement options are outlined in Table B. The *Climate Change Adaptation Governance Assessment Report for BSC* provided examples of practical council policies at all five levels for all ten policy documents. Most of BSC's policy statement options are from those suggestions and adapted to BSC's context.

This report recommends Council adopts the intermediate level policy statements (in the fourth column) for all documents. In making its final selection Council may sometimes prefer the 'Basic' policy or to defer a document type (in column 2).

In most cases the policy statement is a statement of intent to be considered in documents as they are reviewed or updated. The planning scheme is intended to be reviewed in 12 months; the public risk register can be updated at any time. Suggested timing is in column six.

Table B Policy Statement Options

	Key Document Type	Level	Public Document and Policy Options	Other Actions	Date
1	Corporate Plan		<i>Corporate Plan 2018-2023; Operational Plan 2021/22</i>		
	LGAQ/DES Assessment	None			
	Option 1	Basic	CP: Environment Goal: "Council will develop a climate change adaptation policy for decision making"	Adopt QCRC resource tools Participate QCRC community	2021

	Option 2	Intermediate	CP: Environment Goal: "Council will mainstream climate change adaptation into decision making"	Use State guidelines Resource	2021/22
2	Financial Management		<i>Financial Policy 2020-21; Environmental Special Charges; Grants Policy</i>		
	LGAQ/DES Assessment	No data			
	Option 1	Basic	FP: "Council will identify how climate change may affect financial management"		2021
	Option 2	Intermediate	FP: "Council will identify how climate change and adaptation may affect financial management, including asset value, depreciation and exposure to increased extreme events"	Some evidence asset management has been aligned	2021/22
3	Public Risk Register		<i>Corporate Risk Register</i>		
	LGAQ/DES Assessment	No data			
	Option 1	Basic	CRR: "Council recognises climate change may exacerbate some risks or present new risks"	Scoping risks	2021
	Option 2		CRR: General statement plus "Potential increased drought or flooding impacts from climate change"	Land use planning, engineering solutions	2021
4	Asset Management		<i>Asset Management Plan; Procurement Policy; Housing Policy</i>		
	LGAQ/DES Assessment	None			
	Option 1	Basic	AMP: "Council recognises climate change is likely to affect asset life and functionality and this will be considered in asset management planning and reports"		2021
	Option 2	Intermediate	AMP: "Potential increased flooding from climate change will be reflected in flood modelling and adaptive strategies for road networks and town levies". HP: "Council housing will incorporate green energy design principles that respond to climate change weather extremes and reduce carbon footprint"		2021
5	Land Use Planning		<i>BSC Planning Scheme 2019-2024</i>		
	LGAQ/DES Assessment	None			
	Option 1	Basic	PS Intro: "Council recognises climate change may affect how planning is undertaken in the region and will meet the minimum State requirements"	Add during Scheme review in 12 months	2021/22
	Option 2	Intermediate	Objective or outcome, and hazard overlays, for mitigating floods, bushfires with reference to adaptation to climate change	Add during Scheme review in 12 months	2021/22

6	Disaster Management		<i>Local Disaster Management Plan</i>		
	LGAQ/DES Assessment	Basic	LDMP 2014 "Align...climate change adaption policy and actions with international and national reforms"		
	Option 1	Basic	LDMP: "Climate change is likely to exacerbate many of the known disaster risks relating to natural hazards"		2021
	Option 2	Intermediate	Descriptions of hazards (flood, heatwaves) include the projected impact of climate change (in <i>QLD Local Disaster Management Guidelines</i>)		2021
7	Green House Gas Emissions		<i>Environmental Sustainability Policy (develop); Light Vehicle Policy; St George Airport Master Plan</i>		
	LGAQ/DES Assessment	None			
	Option 1	Basic	Council will review potential for a 20 percent reduction in its carbon footprint (or greenhouse gas emissions) by 2025		2021/22
	Option 2	Intermediate	Council will reduce carbon emissions through alternatives to burning green waste by 2022. Council will reduce national grid power consumption by 20% through efficient and sustainable energy systems by 2025	Audit of baseline carbon footprint / energy costs Capture savings in financial reporting	2021/22
8	Climate Risk Management		<i>Risk Management Policy?</i> [higher level than Risk Register]		
	Assessment	No data			
		Basic	RMP: "Council recognises that climate change may exacerbate some risks and/or present new risks"		2021
		Intermediate	RMP "Council will include the ISO standard on climate change and infrastructure in its approach to risks to its assets"		2021/22
9	Adaption Planning		<i>Waste Strategy (develop); Water Use Policy;</i>		
	LGAQ/DES Assessment	None			
	Option 1	Basic	Exploration of one risk, for example: a. Flood analysis (towns or a town) includes adaptation planning (roles, activity, resources, triggers for action, monitoring) b. Waste strategy 2021 identifies recycling, reduced carbon emissions		2021
	Option 2	Intermediate	In-house scoping analysis of Councils risks relating to climate change and types of adaptation actions that may be required		2022
1	Climate Change Policy		<i>Environmental Sustainability Policy (develop);</i>		

	LGAQ/DES Assessment	None			
	Option 1	Basic 1	A broader ESP with inclusion of climate change may be sufficient		2021/22
	Option 2	Basic 2	ESP or CHP to include IPCC climate change scenarios (min RCP 8.5) with roles, actions, review triggers, activity to improve governance scores and community/stakeholder engagement		2022

Key Foundation Area	Key Program Area
<u>Environment</u>	Investment and adoption of sustainable and renewable solutions

Consultation (internal/external)

The Q CRC review consulted Council staff by survey and face to face. The review results were discussed with Council on 19 November 2019 and workshopped by Council on 8 October 2020.

Legal Implications

Nil relating to policy statements of intent

Risk Implications

Climate - Ineffective management of the economic and social impact of natural disasters.

Policy Implications

The policy statements on climate change resilience and adaptation apply to named policy documents.

Financial and Resource Implications

Implications are relatively modest at the basic and intermediate level of policy response to climate change and resilience. Some policy statements are general, others formalise current activity, and others may support grant funding.

Options or Alternatives

The report provides Council with a suite of policy statement options from 'none' to 'advanced' across ten policy document types. This paper recommends basic and intermediate policy responses.

Attachments

1. Q CRC Governance Assessment for Balonne Shire Council 2018.pdf (separately enclosed) 

Recommendation/s

That Council recommends the 'basic' and 'intermediate'-level climate change adaptation policy statements, outlined in Table B of this report, be incorporated into those policy documents when they are reviewed or funded.

Digby Whyte

Director Environment & Regulatory Services

OFFICER REPORT

TO: Council

SUBJECT: Stock Route Compliance Priority Policy and Compliance Procedure

DATE: 20.10.20

AGENDA REF: ERS4

AUTHOR: Digby Whyte - Director Environment & Regulatory Services

Sub-Heading

Stock Route Compliance Priority Policy and Compliance Procedure by the Director Environment and Regulatory Services

Executive Summary

This policy prioritises compliance under the Stock Route Management Act 2002 within Council resources and provides a fair compliance procedure.

Background

Council is required to manage the stock route network within the Shire and offences under the under the Stock Route Management Act 2002.

Given limited financial and staff resources, the attached Stock Route Compliance Priority Policy and Procedure aligns to the Queensland Draft Stock Route Management Strategies primary, secondary and negotiated stock route categories. The policy provides for four descending levels of priority dependant on resources, safety, and transitioning from historic use.

Associated with the policy is a procedure designed to achieve compliance through a fair and measured process where stock route neighbours and users have a good understanding of their responsibilities and acceptable options and an opportunity to first discuss and redress issues.

Link to Corporate Plan

Key Foundation Area	Key Program Area
<u>Environment</u>	Biosecurity, pest management and stock route planning

Consultation (internal/external)

Stock Route Management Strategy Consultation with DNRME and LGAQ
Councillor workshop 17 September 2020
Robyn Shapcott, Manager Rural Services and Compliance

Legal Implications

Council is required to manage stock routes in Balonne Shire under the Stock Route Management Act 2002

Risk Implications

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

Policy Implications

This policy and procedure sits under legislation, State policy, and Council's own Corporate Plan and Stock Route Management Plan.

Financial and Resource Implications

A key intent behind prioritising stock route compliance is to manage within financial and staff limits. Management and compliance are the responsibility of the Rural Services and Compliance section and its authorised officers.

Options or Alternatives

1. Full compliance with regular monitoring and following up all offences will put pressure on resources and may not allow for a smooth transition out of historic uses.
2. Reduced compliance would reduce Council's reputation and effectiveness in providing and managing a well-used and regarded stock route network in SW Queensland.

Attachments

1. Stock Route Compliance Priority Policy and Compliance Procedure.pdf [↓](#) 

Recommendation/s

That Council resolves to approve the Stock Route Compliance Priority Policy and Compliance Procedure.

Digby Whyte

Director Environment & Regulatory Services

Stock Route Compliance Priority Policy and Compliance Procedure

1. POLICY STATEMENT

The purpose of the BSC Stock Route Compliance Priority Policy and Procedure is to:

- a. Meet Council's obligations to manage the stock route network in the shire in accordance with the Queensland Stock Route Management Act 2002, Draft Queensland Stock Route Management Strategy 2020-2025 (SRMS), Council's Stock Route Management Plan, and Corporate Goals.
- b. Achieve stock route management and compliance in a way that is prioritised to achieve outcomes aligned to the primary, secondary, and negotiated priority stock route classifications in the SRMS, and within limited financial and staff resources
- c. Achieve compliance through a fair and measured process where users have a good understanding of their responsibilities and options.

2. PRINCIPLES

The Vision of the State's Draft Stock Route Management Strategy 2020-25 is: "The stock route network is managed for the responsible use for travelling stock while supporting the inherent natural and cultural values of the network"

The Balonne Shire Council Corporate Plan 2018 – 2023 states that the Environmental Goal is 'To enhance, protect and sustain the environment, ensuring a triple bottom line approach of balancing social and economic needs with environmental goals. This includes the environmental Program Area of 'Biosecurity, pest management and stock route planning'.

3. SCOPE

The policy is relevant to all users of stock routes from landholders to drovers and the public. It relates to all offences under the Queensland Stock Route Management Act 2002.

4. RESPONSIBILITY

Balonne Shire Council is responsible for management and compliance of stock routes under the oversight of the Department of Natural Resources Mines and Energy, and in conjunction with related legislation and bodies such as the Department of Transport and Main Roads

5. PRIORITY POLICY

The policy provides for four descending levels of priority dependant on resources, safety, and transitioning from historic use.

Level 1 - Ongoing Compliance

1. WDEF funded fencing must be on applicant's land/boundary
2. Boundary vegetation clearance not to be beyond 3m without approvals (eg WDEF 5m)
3. Boundary vegetation cleared to be removed from stock routes (by 'practical completion' of the fence for WDEF schemes)
4. 'Substantial' encroachments on primary stock routes eg cropping, grazing, tyres, buildings
5. Unauthorised fencing for agistment
6. Drover and agistment adherence to permit conditions
7. Specific issues identified for action by DNRME eg from satellite



Stock Route Compliance Priority Policy and Compliance Procedure

Level 2 – 2020/21 Staged Compliance with new wing and (soon) grid standards

1. 2020 Programme to check all past wings (ERS) and grids (IS) and determine staged priority for bringing to the new standard:
 - a. Immediate: key areas of safety eg siting, non-frangible components, and signage
 - b. Later: permits, minor safety aspects, potential grid removal

Level 3 – 2021 Formalise agreements for facilities and utilities

1. Program to inventory and formalise water and other agreements with neighbouring landholders, or to cease informal agreements

Level 4 – 2021-2023 Historical use of stock routes

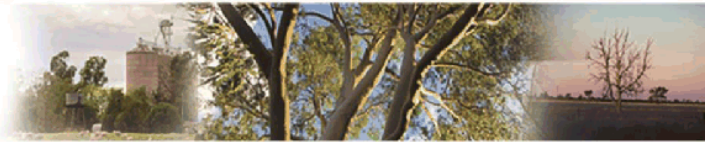
1. Develop a kit with options for landholders with unformed roads or boundary fences in stock routes, such as: permits to occupy, stopping, fencing with double unlocked gates, fence renewal on boundary, and withdrawing use
2. Develop a communications campaign on stock route compliance and options with expectations to come into compliance by a sunset date
3. Systematic identification of all unformed roads, fencing, cropping, and grazing
4. Systematic and consistent compliance process after sunset date.
5. Determination of Council level of maintenance for unformed roads.

7. LEGAL PARAMETERS

- Stock Route Management Act 2002
- Vegetation Management Act 1999
- Environmental Protection and Biodiversity Conservation Act 1999
- Nature Conservation Act 1992
- Natural Resources and Other Legislation Amendment Act 2019

8. ASSOCIATED DOCUMENTS

- Draft Queensland Stock Route Management Strategy 2020-2025
- Council's Stock Route Management Plan 2012-16 (currently being updated)
- BSC Corporate Plan 2018 - 2023



Stock Route Compliance Priority Policy and Compliance Procedure

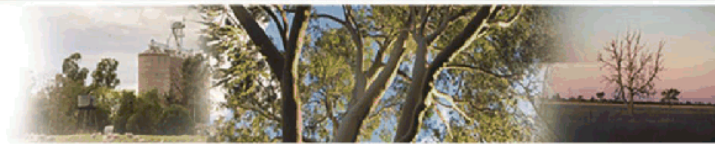
Stock Route Compliance Procedure

Under the BSC Stock Route Management Plan to achieve compliance Council will generally undertake the following course of actions:

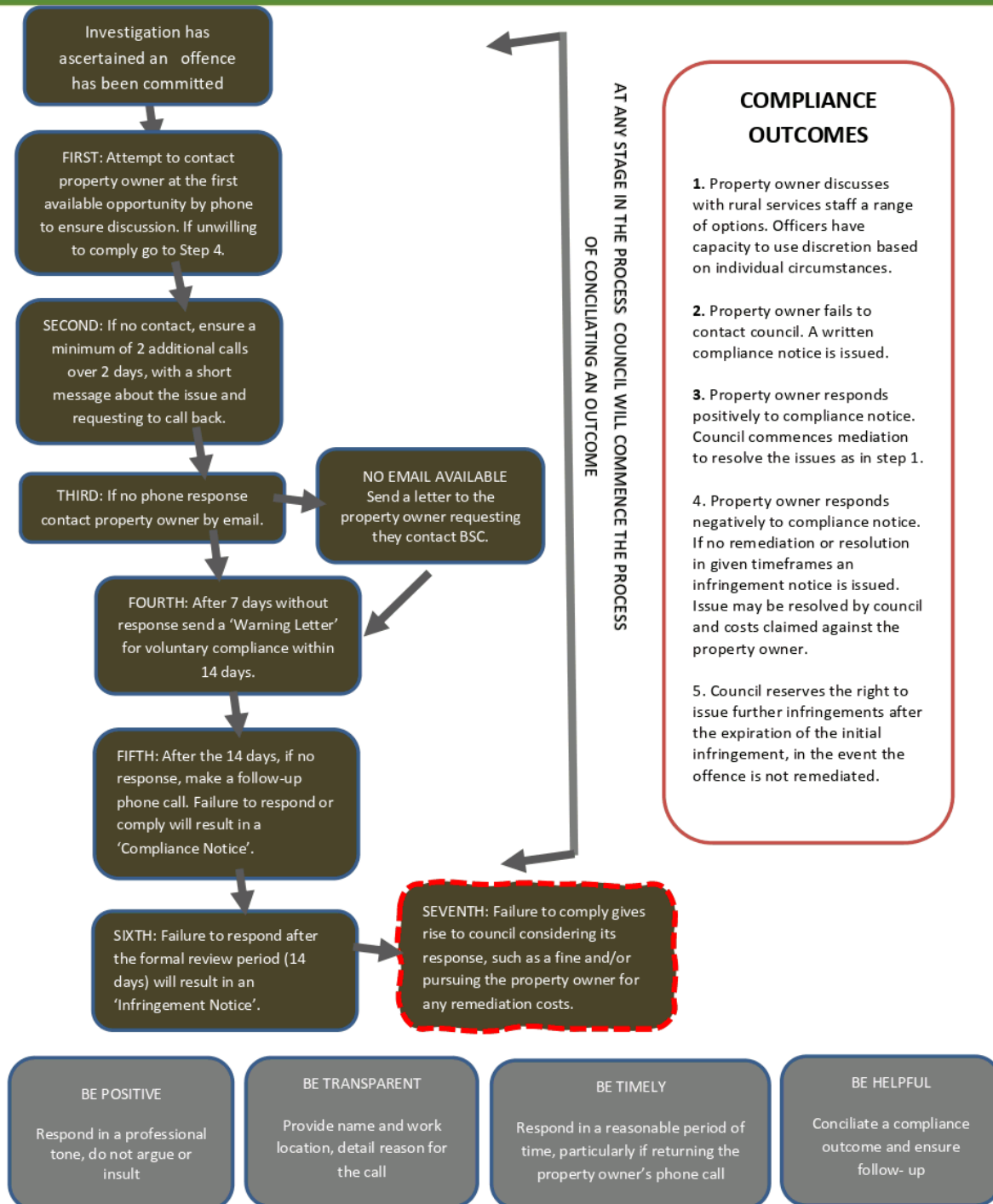
1. Clarify with the offender their obligations under the Act and negotiate with the offender for them to undertake necessary action set out in the Act.
2. Provide a verbal warning.
3. Provide a written warning.
4. Depending on the severity of the breach of compliance undertake appropriate actions (including legal action) to enforce compliance

The full process Council will take is outlined in the compliance flow chart attached.

The process is designed to ensure a consistent, fair, and staged approach to obtaining compliance from stock route neighbours and users.



Stock Route Compliance Priority Policy and Compliance Procedure



CONFIDENTIAL ITEMS

INFORMATION REPORTS

(IOCEO) OFFICE OF THE CEO

ITEM	TITLE	SUB HEADING	PAGE
IOCEO1	<u>MONTHLY REPORT COMMUNITY AND LIBRARY SERVICES</u>	September Monthly Report for Communities and Libraries	380
IOCEO2	<u>TOURISM SERVICES MONTHLY REPORT</u>	Balonne Shire Tourism Report for September 2020 as supplied by the Manager Tourism.	384
IOCEO3	<u>COMMUNICATIONS AND MEDIA MONTHLY REPORT</u>	Monthly report for Media and Communications – 05 September to 16 October 2020	393
IOCEO4	<u>ECONOMIC DEVELOPMENT UPDATE SEPTEMBER 2020</u>	Economic Development Update September 2020	396

OFFICER REPORT

TO: Council

SUBJECT: Monthly Report Community and Library Services

DATE: 16.10.20

AGENDA REF: IOCEO1

AUTHOR: Dani Kinnear - Community Development Officer

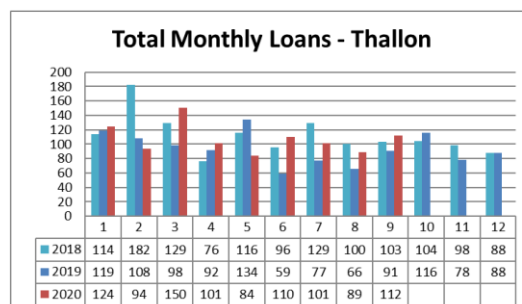
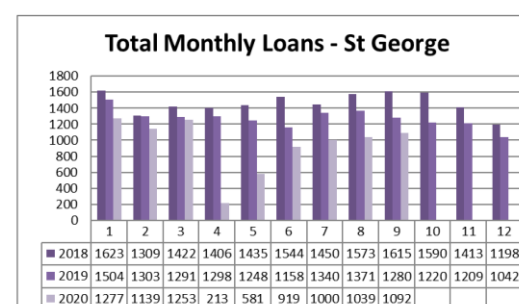
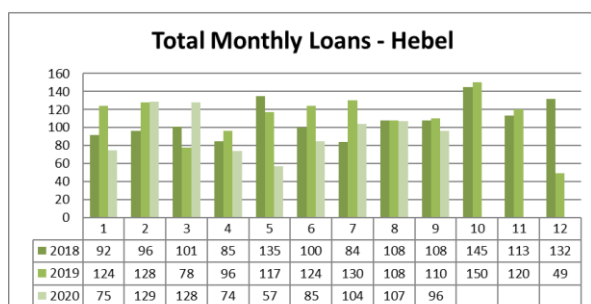
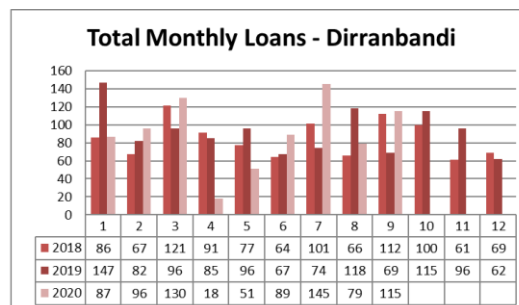
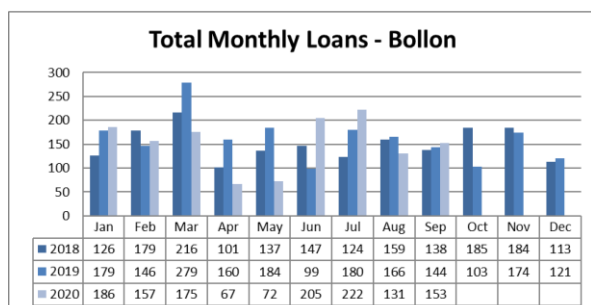
Sub-Heading

September Monthly Report for Communities and Libraries

Community and Libraries

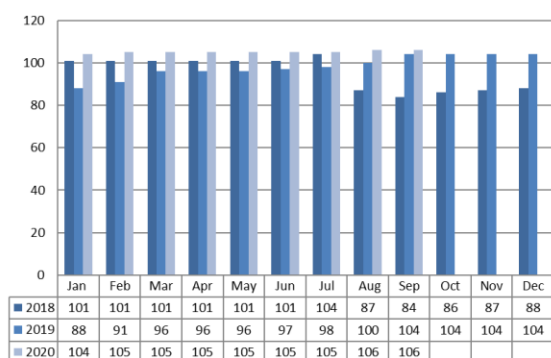
Library Services

Total Monthly loans

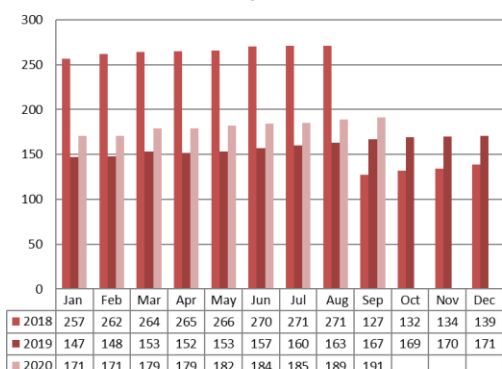


Total Monthly Membership

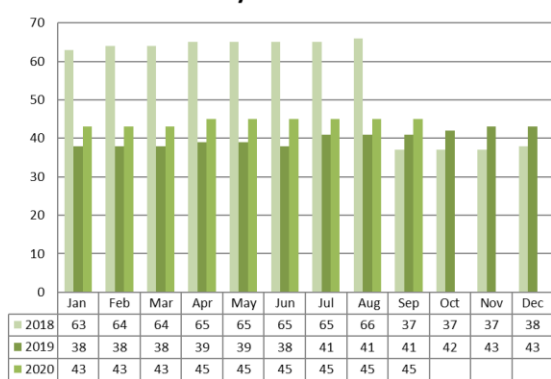
Bollon Library Member Numbers



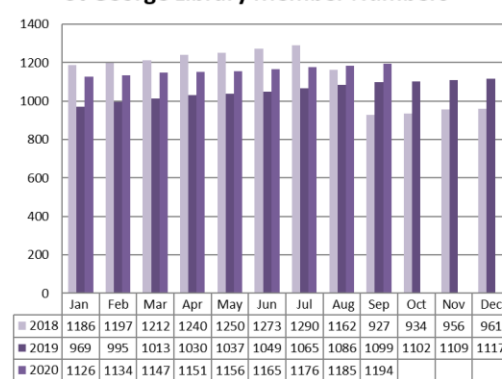
Dirranabandi Library Member Numbers



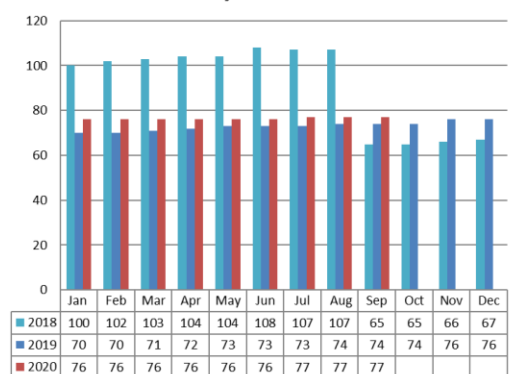
Hebel Library Member Numbers



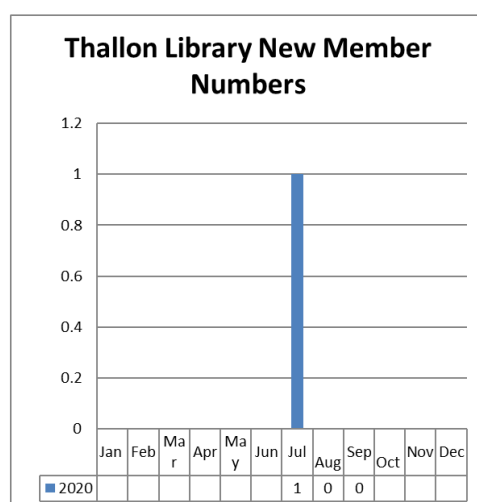
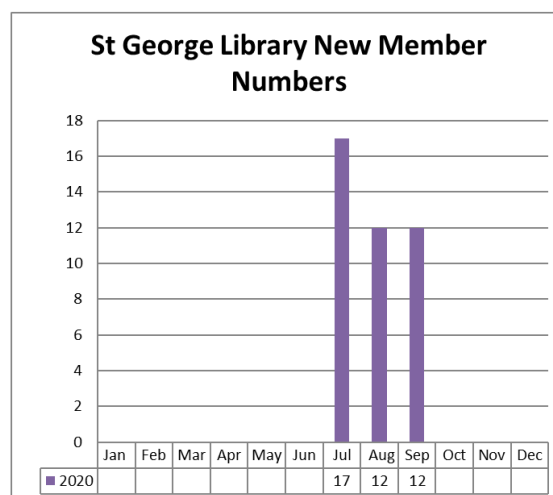
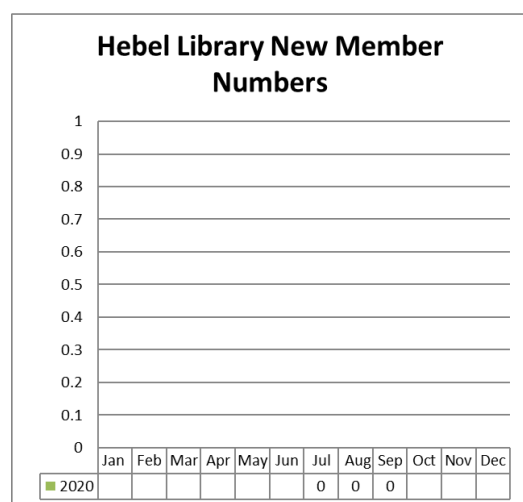
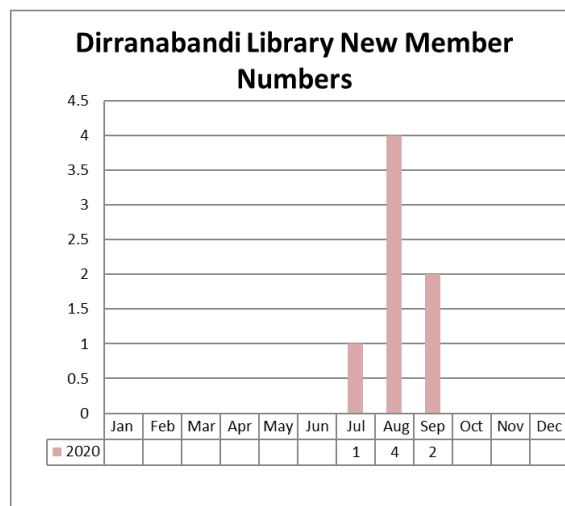
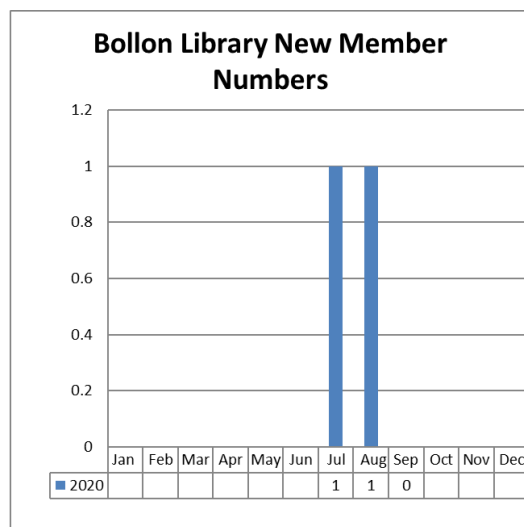
St George Library Member Numbers



Thallon Library Member Numbers



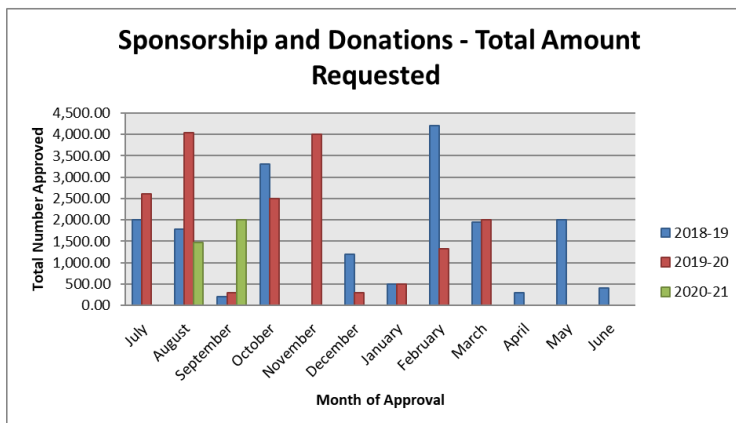
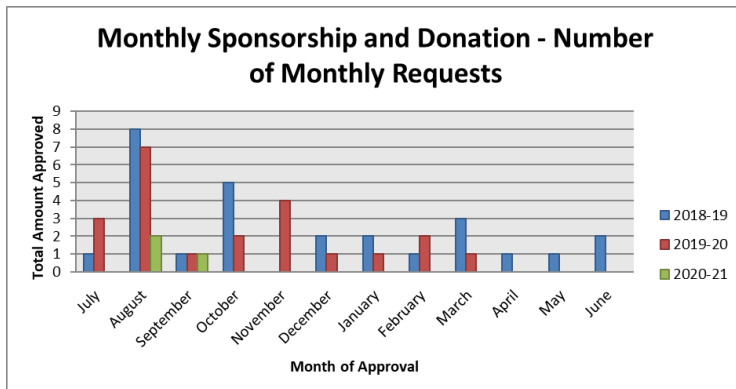
Monthly New Members



Community Grants and Assistance

In September 2020, Council had 1 sponsorship request from Dirranbandi Polocrosse for their Polocrosse Horsemanship Clinic to be held in Dirranbandi totalling \$2,000

As of 30 September 2020, Council has approved 3 applications for assistance through the 2020/21 Community Grants and Assistance program, totalling **\$3,470.60** for 2020/21. This compares with 11 applications with a total value of \$6,950 in 2019/20.



Attachments

Nil

Elizabeth Jones

Community Development & Cultural Services Manager

OFFICER REPORT

TO: Council

SUBJECT: Tourism Services Monthly Report

DATE: 17.10.20

AGENDA REF: IOCEO2

AUTHOR: Kim Wildman - Tourism Manager

Balonne Shire Tourism Report – September 2020

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

Tourism Projects & Activities

- The Business Mentoring Project focusing on social media has continued with mentoring sessions held every fortnight. The focus now is having a new Instagram account for Tourism up and running. Mentoring sessions to be completed by end of October. An application has been submitted for equipment and resources as part of the round 2 Project Funding for business mentoring program.
- The Cotton Farm/Vineyard Tour and Birdwatching tours have continued this month. The demand for the Cotton Farm/Vineyard Tour with up to 3 tours per week. A total of 218 people attended the Cotton/Vineyard Tour this month.

Marketing & Promotions

Shire Tourism Branding

The final draft of the Shire new St George Region Tourism Branding was approved unanimously at the September Council meeting. From the Shire's brand promise to our brand experience, the new branding is designed to connect with our key target audience, inspire our community and tell our unique story, while simultaneously maintaining consistency and leveraging on Regional, State and National tourism brands. The development of the resulting brand and creative was based on customer insights gained from consultation undertaken for the Balonne Shire Tourism & Events Strategy 2025 and an on-line visitor branding survey of 347 respondents, predominately from Queensland, New South Wales and Victoria. This new strategy will now guide all marketing and promotions for the Shire, including the redesign of the current St George & Surrounds Travellers Guide due to be updated and released in early 2021.



- As the next step of the branding process it is standard practice for Councils to create their own branded tourism website which is separate from the Corporate website. Balonne Shire Council is currently the only Council in the South West local government group to not have a tourism website. See Cunnamulla Tourism, Explore Bulloo, Visit Quilpie for local examples. The creation of separate tourism website was included as a KPI for the 2019/2020 Operational Plan, however the branding process needed to be completed first before a website was created. The Tourism Team is currently seeking quotes for the creation and design of a new St George Region branded website.
- With the Shire current promotional images well dated, Tourism Services Media/Coms teams are collaborating to fund and organise a professional photographer, Leeroy Todd, to come to the Shire in October to take a range of fresh, new images. These images will use on all Tourism and Corporate marketing collateral including the website, flyers, brochures, banners etc. The team will be seeking assistance from the local community to act as talent in the photographs.
- The Channel 9 Today program will be coming to St George to do the live crosses for the weather from the Balonne River on Wednesday 21 October. There will be six 2.30 minute crosses filmed throughout the morning which will provide the Shire with the perfect opportunity promote all the St George Region has to offer.

St George & Surrounds Facebook page

- Currently a total of 2711 followers (an increase of 60 followers) with 2491 likes (increase of 55 likes)

Most popular posts for September -

- Post promoting Kylie's final guest appearance at the Visitor Information Centre where she was greeting guests and a final chance to grab a selfie before she said goodbye to the Balonne Shire. This post saw a 2k reach, 118 post clicks, 63 reactions/comments and shares



St George and Surrounds

Published by Kim Wildman [?] · September 7 · 🌐

You loved our adventures with Kylie Minogue as we went 'Spinning Around' the Balonne Shire; now, it's time to snap 📸 your own pic with the star ☀️ herself!

Kylie will be making her final guest appearance at the St George Visitor Information Centre this Tuesday from 2pm, greeting guests and taking plenty of selfies before saying goodbye to the Balonne Shire.

Be sure to get in quick and take your happy snap! 📸 ☀️ ... [See More](#)



Welcome To Our Place Campaign

The Welcome To Our Place campaign has continued throughout the September school holidays. Postcards and coffee cup stickers were distributed to the Visitor Information Centre as well as local businesses. With the new branding being launched, the campaign will come to a close as the new brand is rolled out.

The Welcome To Our Place Facebook group and competition finished up at the end of September with selected photographs to be used in the new 2021 Balonne Shire Council Community calendar. A couple of the pictures shared are as below.



Reviews

Tripadvisor



474angela wrote a review Sep. 2020

📍Brisbane, Australia • 15 contributions • 9 helpful votes

...



Wine and cotton tour

Very helpful ladies in the centre who showed us what attractions were on in town. Went on the cotton & winery tour which was so informative and enjoyable. Learnt heaps directly from the the farmer.

[Read less](#) ▲

Date of experience: September 2020



Mark T wrote a review Sep. 2020

Brisbane, Australia • 741 contributions • 176 helpful votes



Very professional and helpful

The tourist information Centre in St George is a very professionally run organisation. The staff have always been helpful, knowledgeable and friendly. The Centre is clean, loaded with Greta info and maps. It is a must do for any traveler in the St George area.

[Read less](#) ▲

Date of experience: September 2020



Michelle C wrote a review Sep. 2020

5 contributions



A real highlight at the end of our 4 week outback Qld trip

The combined cotton farm/riversands winery tour was exceptional. The bus driver Harry, Scott at the cotton farm and Steve at the vineyard were all knowledgeable and passionate. It was great to be part of a "genuine" experience and supporting their local community for which they were ever so grateful. The lunch was fabulous too.

[Read less](#) ▲

Date of experience: September 2020



Jeanette M wrote a review Sep. 2020

8 contributions



Day Tour of Cotton Farm/Winery experience

Thoroughly enjoyed our day out visiting the cotton farm, getting information from the farmer with regards to water allocations etc.

The tour/tasting and lunch at the vineyard was a wonderful way to end the day.

Harry our tour guide was also very informative with local knowledge

[Read less](#) ▲

Date of experience: September 2020



Kezkate wrote a review Sep. 2020



Redcliffe, Australia • 26 contributions • 2 helpful votes



cotton farm and winery tour

I was recommended this tour by a fellow traveller, and it didn't disappoint. The knowledge that SNOW (tour guide and bus driver) shared with us was remarkable information about the day to day running and operations of a typical cotton farm in the area. I particularly enjoyed this, to see the big equipment needed and the costs that the farmers incurred for our cotton industry, I will always buy Australian cotton and Australian made from now on. I also enjoyed the tour of the vineyard, the knowledge that David shared with us was very interesting and gave me great insight into the wine industry. We enjoyed some tastings and some beautiful pumpkin soup, gourmet sandwiches and a delicious caramel slice for sweets. Well done to all involved, I loved this tour.

[Read less](#) ▲

Date of experience: September 2020



Anonymous_12 wrote a review Sep. 2020



Hobart, Australia • 26 contributions • 10 helpful votes



Good range of information and friendly enthusiastic staff

Good range of information and taste of sights to see around the area. The ladies suggested a 4 hr tour of a local cotton farm and winery with tasting and lunch included, proceeds go to charity. So glad we booked, was fascinating to learn about the cotton and grape industry,...

[Read more](#) ▼

Date of experience: September 2020



Watty wrote a review Sep. 2020



Brisbane, Australia • 5 contributions



Cotton & wine tour

Excellent cotton & wine tour. Personable, knowledgeable & friendly staff, great range of wines & lovely food. Great way to spend the morning.

[Read more](#) ▼

Date of experience: September 2020

Google My Business



Graham John Johnson



Very helpful & welcoming!



allan whitta



Stopped there for information and the staff were very helpful.



Mike Clegg



Great info

Tourism Organisation Representation

Outback Queensland Tourism Association (OQTA)

- CEO of OQTA, Ms Denise Brown, advised the Manager Tourism that the OQTA Board voted to accept the Balonne informing her of Council's intention to realign the region's tourism partnership with OQTA. However, membership could not be finalised until the AGM in late November.

Southern Queensland Country Tourism (SQCT)

- With membership of an RTO a requirement for the Balonne Shire Visitor Information Centre to maintain accreditation, membership with SQCT has been extended until 31 December 2020.

Adventure Way Promotions Group

- The next Adventure Way meeting is scheduled for 10 November in Thargomindah. A decision was made at the AGM on 8 September, for Balonne to share the Secretary/Treasurer position with Bulloo initially but with Bulloo to eventually take over this role.

The Great Inland Way

- The latest meeting for The Great Inland Way was held on 17 September 2020.

Meetings & Training

- Monthly Tourism Catch-Up meeting was held on 2 September
- Destination Q Virtual Conference 4 September
- Team Meeting – Office of the CEO 15 September
- Tourism Team Catch-Up meeting held on 24 September

Volunteer Projects & Activities

- Not all Volunteers have returned to the VIC. Those that have totalled 35.5 hours for September.

Shire Tourism Statistics – September 2020

St George Visitor Information Centre

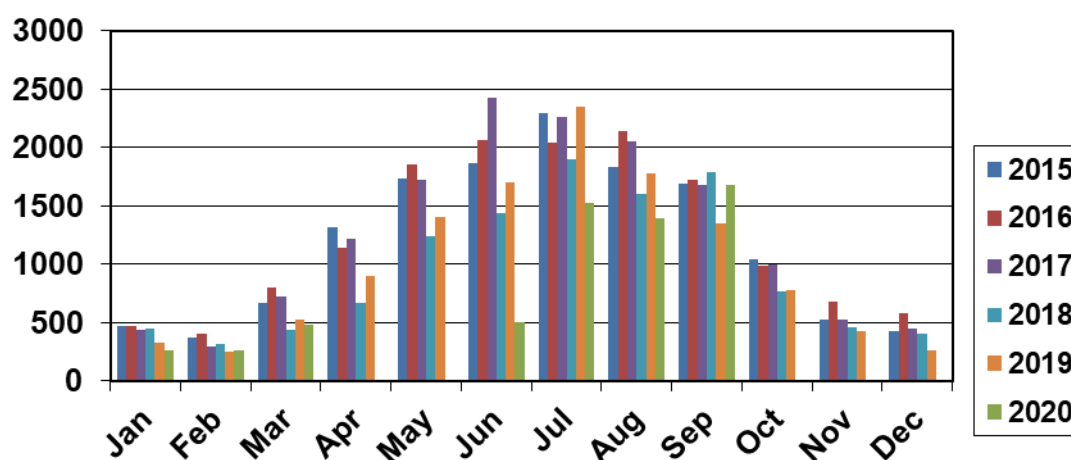
T There were 1684 visitors recorded for September through the Visitor Information Centre (VIC) in St George. This is an increase of 333 visitors compared to September 2019 where the total was 1351 visitors.

- Local Shire 127
- New South Wales 118

- Victoria 45
- Queensland 1364
- South Australia 24
- Northern Territory 2
- Australian Capital Territory 2
- Western Australia 0
- Tasmania 0
- Overseas/International 2

The VIC also received 87 tourism related phone enquiries, 1 Information Pack was sent out and 15 email/internet tourism related enquiries were made during September.

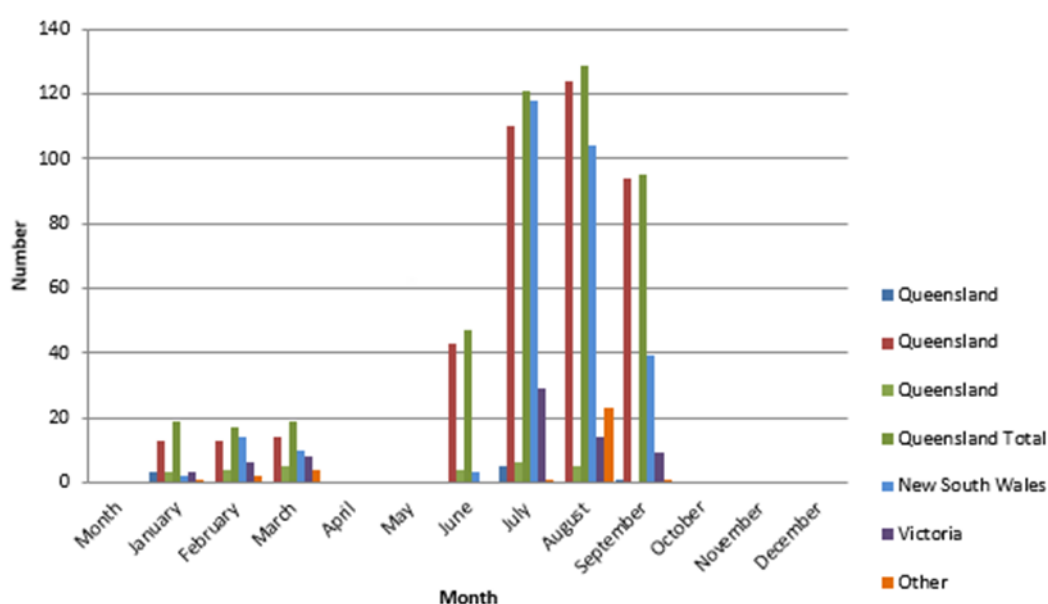
Visitor Numbers through Balonne Shire Visitor Information Centre

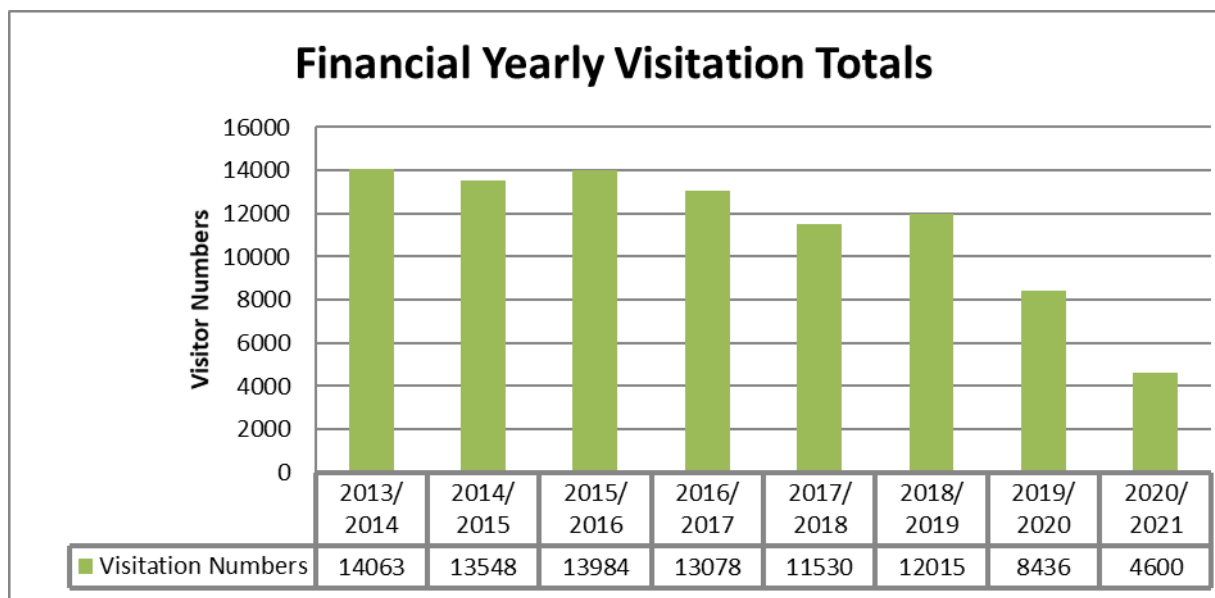
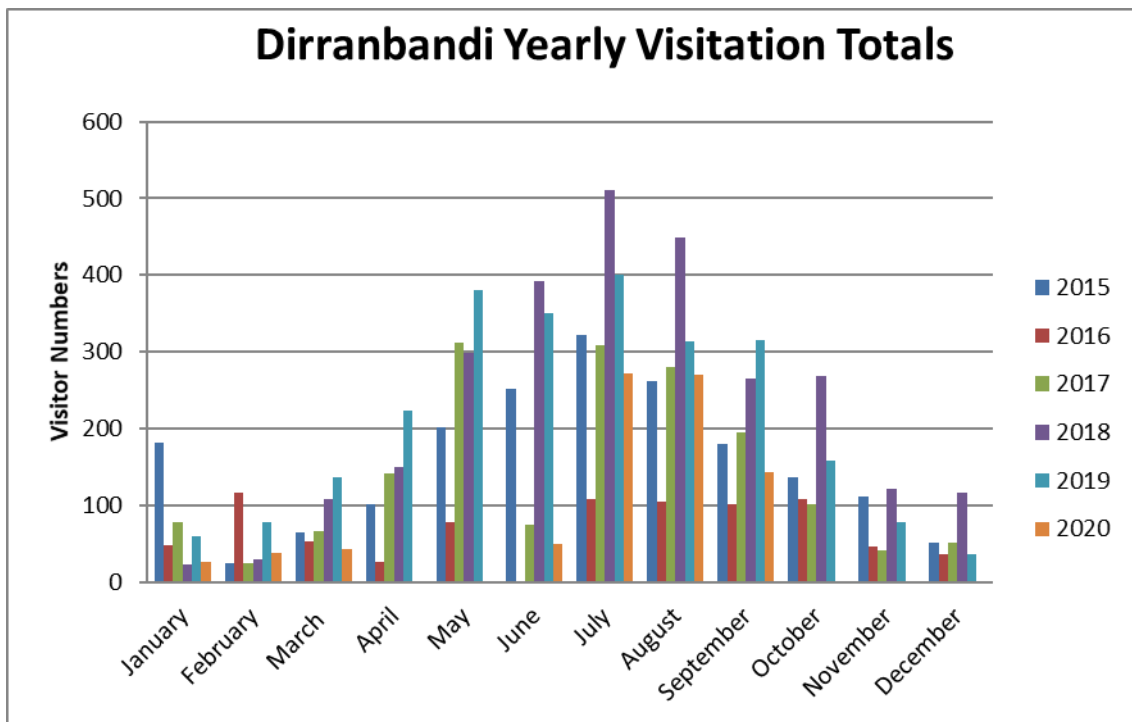


Dirranbandi RTC

There were 144 visitors recorded for September 2020 through the Dirranbandi Rural Transaction Centre (RTC). This is a decrease of 172 visitors compared to September 2019.

Dirranbandi Visitors 2020





Attachments

Nil

Matthew Magin
Chief Executive Officer

OFFICER REPORT

TO: Council

SUBJECT: Communications and Media Monthly Report

DATE: 17.10.20

AGENDA REF: IOCEO3

AUTHOR: Nigel Tapp - Corporate Communications Coordinator

Sub-Heading

Monthly report for Media and Communications – 05 September to 16 October 2020

Executive Summary

Communications Monthly Report for the period – 05 September to 16 October 2020

Media Releases	<ul style="list-style-type: none"> - Mungindi Fire Update, 3 September - Border Zone expansion to Moree “a sensible decision”, 4 September - Landfill cleanup: please leave it to the experts, 8 September - Funny Mummies Bring the Comic Pain Relief, 9 September - Library school holiday program announced, 14 September - Nominate your mates for the 2021 Australia Day Awards, 16 September - Children can become Rocket Scientists for a day, 18 September - St George to move to summer water restrictions soon, 18 September - Border Zone changes will allow Balonne Residents to go further, 25 September - Little plants making a big impact on Bush Tucker Garden, 25 September - Jump into summer with free swim at St George Pool. 2 October - Introducing ‘St George Region’: Balonne Shire’s new tourism brand. 7 October - Remote Australians deserve access to tertiary education. 12 October. - New participants sought for business mentoring program, 16 October
Media Monitoring	<p>During the reporting period Council had the following media stories published in newspapers/trade publications/special interest publication in online/print or both</p> <p>South West Newspaper: 21</p> <p>Big Rig Magazine: 2 (print and online)</p> <p>Goondiwindi Argus: 1</p> <p>LG Focus: 1</p> <p>Sydney Morning Herald: 1 (up to 8-10)</p> <p>InQueensland (online): 1</p> <p>North Queensland Register: 1</p>

	<p>Mayor (connectivity project and water restrictions) and Cr Scott Scriven (wild dog related activities) had interviews broadcast on 4RRR in week beginning 21st September</p> <p>Mayor undertook weekly report on 4SG on 7th, 14th, 21st and 28th September, 6th October, 13th October</p> <p>Mayor did interview with ABC Toowoomba re: water restrictions on 5th October</p>
Web uploads	<ul style="list-style-type: none"> - Tourism rebrand: creating collateral and transition to new social media material (Jorja) - Social media messaging for Pool Manager vacancy, Today Show coming to St George, construction works in St George and Mungindi, impounded dogs, Get Ready Queensland, Camerata Live, Dirranbandi Arts Council exhibition, Rugby Union, COVID-19 restriction changes, Water restrictions, It's Rocket Science, weather warnings, Border Zone changes, bush tucker garden, tourism events grants, jobs available, business webinars, Country Universities Centre webinar, Funny Mummies, school holiday program, Australia Day award nominations (Jorja). <p>Website redesign: creating draft site map, starting rewrite of content for Animals section in consultation with Local Laws team (Jorja).</p>
Social Media <ul style="list-style-type: none"> • Facebook • Twitter • Instagram 	<p>Figures from 4th September to 16th October</p> <p>Likes: 4,362. Up 41 since last reporting period. Total reach: 25,179 people in this reporting period.</p> <p>Followers: 369. Up by 12. Tweet impressions: 10,000. Down 2.6% in 28 days. Profile visits: 78. Up 21% in 28 days.</p> <p>Followers: 729. Up 21 in this reporting period. Reach: 434. Down 13.7% Looking to get Council verified on the platform but will require a copy of Balonne Shire's article of incorporation to make that happen.</p>
Corporate publications	<ul style="list-style-type: none"> - Council Update - Roadworks Update 14th September and 28th September, 12th October, 26th October - Water Usage Update 19th October - Watercooler Chat, Monday 7th September, 14th September, 21st September, 28th September, 6th October, 13th October, 20th October and 26th October editions. - Updated multi-language investment brochures/flyers - Clearing on Stock Routes and Road Reserves guide: complete. - Migration and Settlement Strategy messaging for social media: in progress -- Website updates to St George Library Hub page
Government Liaison	<ul style="list-style-type: none"> - Liaised with Emily Bradfield (Media Adviser David Littleproud) to discuss planned media release re: Dirranbandi Showground Update and pic when Minister in town for golf
Media Liaison	<ul style="list-style-type: none"> - Met with ABC to discuss Mayor being available for radio interviews - Liaised with 2WEB re interview in relation to wild dog related activities in the Shire (Interview with Scott Scriven at request of NSW Government agency)

	<ul style="list-style-type: none"> - Met with James Clark and Jennifer Pike to discuss council support/sponsorship/advertising requirements and expectations with SW Newspaper - Met with Barry Dixon to discuss current relationship with 4SG
Murray Darling Association Inc.	- Nil
Disaster Management Officer	- Nil
Advertising	<ul style="list-style-type: none"> - Placed job advertisements/public notices, tender for South West Newspaper - Placed tender advertisement with Courier-Mail/Toowoomba Chronicle - Created on-air advertisements for 4SG - Discussed future advertising requirements with Toowoomba Chronicle and placed Public Notice advert

Attachments

Nil

Michelle Clarke

Director Finance & Corporate Services

OFFICER REPORT

TO: Council

SUBJECT: Economic Development Update September 2020

DATE: 17.10.20

AGENDA REF: IOCEO4

AUTHOR: Garnet Radford - Economic Development Officer

Sub-Heading

Economic Development Update September 2020

Executive Summary

The purpose of the report is to update Council on Economic Development activity in the Balonne Shire during the month of September 2020. The main priorities for the month were the on-going delivery of major projects – Business Mentoring, Dirranbandi Hot Baths, major projects, COVID-19 business support and assistance, reporting and business support and following up on investment enquiries. Highlights in September include: submission of Milestone 3 MDBEDP Business Mentoring report (\$100,000), four business mentoring webinars facilitated, reimbursement of project funding mentoring program - \$21,754, four mentoring outcomes report received, visit from the Office of the Queensland Chief Entrepreneur, engagement opportunities with University of Southern Queensland, and Gilmour Space Technologies launch campaign.

Summary of activity during the month of September and Year to Date

Metric	Activity	Notes
New Business enquiries	1	Monthly business enquiries
YTD new business enquires	4	Year to date enquiries
Business engagement meetings	71	Meetings, calls in the month with key stakeholders and businesses
YTD Business meetings	183	Year to date client and stakeholder meetings
Follow up and value-add services (Referrals)	18	Introductions, referral of support services, key events & information to producers and businesses
YTD Referral services	64	Year to date referrals
Events and strategic meetings	21	Includes conference, chamber/progress associations, ED relevant events and strategic meetings/sessions
YTD Business events	56	
Investments – Pipeline*	71	Pipeline of “Active Projects” (includes some Priority)
Investments announced	0	Investments in month (Library Hub and CUC)
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 (estimated) in period

1.0 Monthly work program – activity and highlights

- Business Mentoring
 - Milestone 3 Business Mentoring report submitted - \$100,000
 - Feasibility study guidelines and expressions of interest – closes 1 October
 - Four webinars hosted in September, recorded (44 attendees total in Live session)
 - Funding reimbursed \$21,754 (MDEDP) and local fund spend \$22,627 (MDBEDP and co-contribution)
 - Four mentoring outcomes reports received (2 SME, 1 tourism, 1 horticulture)
 - Project funding Round 2 – 7 applications
- Dirranbandi Hot Baths
 - Community stakeholder Engagement
 - consultant/council officers and Councillors engagement
 - Site review, analysis, and follow-up
 - Request for surveys to survey property (3 quotes received)
 - Council update – separate report
- Round 1 and Round 2 of Queensland Adaption Grants- 15 approved \$133,034
- REDP Milestone 5 Phase 2 Report funds receipted - \$40,000
- SWRED Investment Attraction Steering Committee
- One new business enquiry - solar
- Referral services in month - 18
- Gilmour Space technologies Launch Campaign
- Updates to Thallon and Dirranbandi Progress Associations
- St George Chamber of Commerce

1.1 Project Summaries

- Business Mentoring Program
 - Milestone 3 Report submitted to the Department (\$100,000)
 - Project funding total expenditure \$41,842 (MDBEDP \$21,754), local spend MDBEDP \$11,491 and co-contribution \$11,136 = \$22,627
 - Webinars (4) – Take Control of Your Business, e-commerce, Take Control of Your Finances, Finance and Cash Flow Management
 - Round 1 Phase 2 – Project Funding – 7 applications
 - Feasibility Study expressions of interest – closes 1 October
 - EOI for additional hours (up to 5 Hours) – 4 approvals (20 hours)
 - Steering Committee meeting – 14 October
 - Round 2 mentoring expressions of interest – closes 16 October
 - Follow up on status of mentors and mentees
- Dirranbandi Thermal Springs (Hot Baths)
 - Consultant – stakeholder engagement
 - October Council report update

- Land tenure meeting with DNRME, site selected
 - Scope of works and request for quotes for surveying (3 quotes)
- COVID-19 Business Support and Recovery
 - Monitoring of Queensland Government directives and communication to local businesses and producers
 - Assistance re: seasonal workers/exemptions
 - St George Task Force Group – DAF, Growcom, Balonne Shire, stakeholders
 - Adaption Grant assistance
- Exclusion Fencing
 - Monitoring economic benefits
 - Target for recruiting for Round 2 Business Mentoring
- Inland Rail
 - Border Regions Organisation of Councils (BROC) inland rail workshops – rail and road upgrade proposals
 - Workshops with EY
- Investment Attraction
 - SWRED \$300k project – regional investment prospectus and marketing – scope of works for consultant
 - Follow up meeting (strategic plan and assistance) with meat works owners
 - Two-page investment fact sheet for LGAQ Trade and investment
 - Follow up on existing enquiries and priority projects
 - Updating of investment fact sheets for distribution
- Other
 - Referrals and introductions of contacts and services – 18
 - Letters of Support (Food and Fibre Conference 2021, Multicultural Affairs)
 - Sponsorship of Ag Advisors Breakfast 21 October

1.2 Events & Strategic Meetings

- Office of the Chief Entrepreneurship – visit and follow-up
- University of Southern Queensland Engagement Opportunities
- St George Chamber of Commerce
- Biohub opportunity
- Business Mentoring webinars - 4
- St George Workforce Group
- Progress Association Updates
- Advance Queensland
- SWRED investment attraction prospectus
- Agriculture – Queensland borders framework

1.3 Business Activity and Lead Generation

- One new investment enquiry in September - Solar
- Follow up on investment lead pipeline and priority projects
- Projects emerging from Murray-Darling Basin Economic Development Program Business Mentoring and business improvement scheme program.

1.4 Reporting

- Milestone 3 MDBEDP Business Mentoring submitted - \$100,000
- Progress Association Updates (2) – Thallon and Dirranbandi
- Weekly wrap updates (4)
- August 2020 Economic Development update
- Project Management – Business Mentoring and Dirranbandi Thermal Springs
- Economic Development Activity report; and
- Investment Summary Report

2.0 Investments/Projects

2.1 Existing Priority Projects Updates

Project	Status/Update
Thallon Grain Upgrade	All inland rail projects at Gate 2 – progressing to feasibility. Proponent – extension of mentoring hours
Thallon Freight Hub	BROC update received
Carrot Production	No further announcements at this stage
Mooramanna Feedlot	Exclusion Fencing roll out
Fucheng (Westmar)	No further announcements from the proponents
Horticulture expansion	Mentoring continuing with projects being identified. Developing value-add and diversification projects.
Truck Fuel Stop	No further activity on this project
Cluster Exclusion Fencing	Fencing roll out and capturing of economic outcomes
St George Aerodrome	No further update
St George Meat Processing	Follow up discussion in September with meatworks owner. Focus now on lamb and mutton.
Solar Farm St George	Workshop at September Council meeting on renewable and alternative energy

2.2 Investments Realised and Job Creation/Retention

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

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

Sector	Totals	Estimated timeframe*/stage	Totals
Agriculture	16	Late 2020	3
Aquaculture	3	Early 2021	24
Education/Training	3	Mid 2021	3
Energy	3	Feasibility	24
Food & Feed Processing	6	Concept	12
Health and Medical	1	Monitoring	5
Horticulture	9		
ICT	0		
Manufacturing	3		
Professional Services	2		
Property and Construction	2		
Retail/Wholesale	5		
Tourism	9		
Transport and Logistics	3		
Water	2		
Other	4		
Totals	71	Totals	71

3.0 Economic Development Activity

3.1 New Business Enquiries

In the month of September there was one new business enquiry - solar. 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	1	4	Agriculture	0	2
Expansion	0	0	Education/Training	0	0
Total	1	4	Energy	1	1
External	0	1	Health and Medical	0	0
Local	1	3	Horticulture	0	0
Total	1	4	ICT	0	0
			Indigenous	0	0
			Infrastructure	0	0
			Manufacturing	0	0
			Property	0	0
			Retail	0	0
			Tourism	0	1
			Transport and Logistics	0	0
			Other	0	0
			Total	1	4

3.2 Client Meetings

During the month, there were 71 Economic Development related meetings of which 36 were external and 35 were 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. Professional Services (23), Government (9), Agriculture (10), and

Horticulture (10) were the most represented sectors. St George (24) Roma (7), Dirranbandi (5), and Brisbane (5) were most represented.

Sector	Meetings	YTD		Location	Meetings	YTD
Agriculture	10	28		St George	24	43
Creative	0	0		Dirranbandi	5	22
Education/Training	0	1		Thallon	3	6
Energy	1	1		Mungindi	0	0
Government	3	22		Hebel	0	2
Health/Medical	6	9		Nindigully	0	0
Horticulture	10	20		Bollon	3	4
ICT	0	0		Brisbane	5	18
Indigenous	0	1		Gold Coast	4	6
Infrastructure	0	0		Goondiwindi	4	9
Manufact/Construct	1	3		Toowoomba	1	7
Not for Profit	7	13		Roma	7	24
Professional Services	23	56		Southern Downs	0	0
Retail	1	5		Western Downs	0	0
Tourism & Sport	6	19		Logan	1	5
Transport	0	1		Queensland Other	1	3
Other	4	4		Western Queensland	1	3
				Melbourne	0	1
				Sydney	1	3
				NSW Regional	3	12
				VIC Regional	4	9
				Canberra ACT	0	0
				South Australia	4	6
				Tasmania	0	0
				Western Australia	0	0
				International	0	0
Total	71	183		Total	71	183

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 18 business referrals and support services were recorded in the month of September. Business referrals and assistance included: ED services, grant information/support, introductions, and agribusiness support.

Sector	Sept 2020	YTD	Notes
Agriculture	7	14	Mentoring, feasibility study, grants, Letter of Support
Chamber & Progress Associations	0	2	
Education & Training	0	0	
Environmental	0	1	
Government	1	9	Letter of support
Health & Medical	2	5	Mentoring, feasibility and COVID

Horticulture	5	12	Mentoring, COVID, digital connectivity
Indigenous	0	0	
Industrial	0	0	
Manufacturing/construction	1	3	Mentoring
Not-For-Profit	0	4	
Retail	1	5	Mentoring
Professional Services	0	1	Mentoring
Tourism	0	4	Mentoring
Other	1	4	Follow up space firm
Total	18	64	

4.0 Events and Strategic Meetings

4.1 Relevant events attended/presented

In September, 21 business events were held either via videoconference/teleconference or in person. Two events the EDO presented at – Office of the Queensland Chief Entrepreneur visit and Engagement opportunities with University Southern Queensland.

Event	Date	Purpose
Office of Qld Chief Entrepreneur	2-Sep	Opportunities with OQCE and Balonne
SWRED	3-Sep	Investment Attraction Prospectus
BROC Inland Rail EY	3-Sep	EY Workshop and Updates
Office of Qld Chief Entrepreneur	7-Sep	Follow up opportunities - Digital
Thallon Progress Association	8-Sep	Progress Association
Access Community Services	8-Sep	Welcoming City program
Webinar #5 – e-commerce	10-Sep	Business mentoring
Dirranbandi Progress Association	11-Sep	AGM and update on MDB EDP projects
Queensland AgriTech	11-Sep	AgTech month
Gilmour Space Technologies	15-17 Sep	Launch campaign (Strife 75)
Utilitas Biohub	15-Sep	Bioenergy proposals
SG Chamber of Commerce meeting	16-Sep	Monthly meeting and BAH
Webinar #6 – Take Control of Finances	17-Sep	Business Mentoring Program
SWRED	17-Sep	Investment Attraction Prospectus
Access Community Services	18-Sep	Welcoming City Program
USQ Engagement Opportunities	21-Sep	Potential projects USQ and Balonne
Advance Queensland	23-Sep	Innovation/support to growth companies
BROC Inland Rail EY	23-Sep	Roads and Rail
Webinar #7 – Finance and Cash Flow	24-Sep	Business Mentoring program
COVID Economic Update	30-Sep	LGMA and CommBank
Agriculture and Qld Borders Task Force	30-Sep	Framework agriculture and border areas

4.2 Upcoming and proposed events/meetings

Event	Date	Purpose and Location	Cost
Webinar #8	1-Oct	Value-Added Agriculture (Fir for purpose)	MDBEDP
Access Community Services	7-Oct	Relocation of workers in Logan	nil

Agriculture and Queensland Borders Task Force	8-Oct	Strategy/framework for agriculture and horticulture next 12 months	
Chamber of Commerce	14-Oct	Chamber regular meeting	nil
Steering Committee	14-Oct	Regular meeting – business mentoring	nil
SQL Round table session	14-Oct	Business round table discussion – St George	nil
Ag Advisory Breakfast	21-Oct	Advisor ag services in shire	\$500
Access Services	21-Oct	Regional relocation assistance	nil
Trade Investment Queensland	29-Oct	Investment Attraction and Export services	nil
BROC Inland Rail Workshop	TBC	Gate 2 Prefeasibility Strategic Options	
Proposed Digital Connectivity Workshops	Oct-Nov	Update on digital connectivity – Agtech opportunities for producers	TBC
ecoBiz site visits	Nov	ecoBiz energy, water, and waste efficiency site visits with 10 Balonne Shire businesses	nil
Queensland AgTech Month	Nov	Queensland AgTech group	nil
RDA DDSW id Profile Training	11-Nov	Economic impact sessions – grants	Nil
Investment Attraction SWRED	TBC	Marketing and presentations regarding investment attraction events	TBC

Attachments

Nil

Matthew Magin
Chief Executive Officer

(IFCS) FINANCE AND CORPORATE SERVICES

ITEM	TITLE	SUB HEADING	PAGE
ICFS1	<u>MONTHLY REPORT</u>	Grants Monthly Information Report	405
ICFS2	<u>MONTHLY REPORT</u> <u>DIRECTOR FINANCE &</u> <u>CORPORATE SERVICES</u>	Monthly report for September/October - Finance and Corporate Services	419

OFFICER REPORT

TO: Council
SUBJECT: Monthly Report
DATE: 20.10.20
AGENDA REF: ICFS1
AUTHOR: Tiffany Kajewski - Project Officer

EXECUTIVE SUMMARY

Grants Monthly Information Report

SUMMARY

SUBMITTED

Full Business Case Grant Applications	3
Expression of Interest Grant Applications	0

IN PROGRESS

Full Business Case Grant Applications	0
Expression of Interest Grant Applications	0

SUCCESSFUL

Full Business Case Grant Applications	3
Expressions of Interest Grant Applications	0

UNSUCCESSFUL

Grant Applications	1
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UNSUCCESSFUL GRANTS REGISTER 20/21 FY	9
SUCCESSFUL GRANTS REGISTER 20/21 FY	11

Attachments

- 02 October 2020 - Grants Monthly Information Report.pdf [↓](#) 

Andrew Boardman

Director Infrastructure Services

Grants Officer - Information Report

For the month of September 2020

SUBMITTED

Submitted - Full Business Case Grant Applications

Program	Program Dept	Project	FBC Submitted Date	Amount Applied for \$	Council Funding \$	Other Funding \$	Total Project Cost \$
Community Grants Hub	Advancing Pest Animal and Weed Control Solutions Competitive Grant	Diversification of Weed Management through Cultural Burning	24/09/2020	\$2,000,000.00	\$322,000.00	0	\$2,322,000.00
DLGRMA - Multicultural Affairs	2020-21 Celebrating Multicultural Qld - Multicultural Events C M Q	Balonne Multicultural Festival	25/09/2020	\$9,000.00	\$2,250.00	0	\$11,250.00
TSA - Tyre Stewardship Australia	Low Traffic Crumb Rubber Road Fund	Whyenbah Bridge, Rubber Road Crumb	28/09/2020	\$75,000.00	\$75,000.00	0	\$75,000.00

Grants Officer - Information Report

For the month of September 2020

Submitted – Expression of Interest Grant Applications

Program	Program Dept	Project	EOI Submitted Date	Amount Applied for \$	Council Funding \$	Other Funding \$	Total Project Cost \$
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NIL

IN - P R O G R E S S

In-Progress – Full Business Case Grant Applications

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Grants Officer - Information Report

For the month of September 2020

Program	Program Dept	Project	FBC Due Date	Amount Applied for \$	Council Funding \$	Other Funding \$	Total Project Cost \$
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NIL

In-Progress – EOI Grant Applications

Program	Program Dept	Project	FBC Due Date	Amount Applied for \$	Council Funding \$	Other Funding \$	Total Project Cost \$
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Nil

Grants Officer - Information Report

For the month of September 2020

S U C C E S S F U L

Successful - Full Business Case Grant Applications

Program	Program Dept	Project	Amount Applied for \$	Approved Funding \$	Council Funding \$	Other Funding \$	Total Project Cost \$
Department of Infrastructure, Transport, Regional Development and Communications	Community Development Grant	Dirranbandi Showgrounds Revitalisation Project	\$70,000.00	\$70,000.00	\$2,510.00	-	\$72,510.00
Murray Darling Basin Economic Development Program	MDB EDP	River Park Upgrade Stages 2 & 3	\$239,000.00	\$239,000.00	-	+ additionally approved \$460,000 from LGGSP, BSC, CBCIF cross border funding	\$699,000.00

Grants Officer - Information Report

For the month of September 2020

Murray Darling Basin Economic Development Program	MDB EDP	Sculpture River Walk	\$68,000.00	\$68,000.00	-		\$68,000.00
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Successful – Expression of Interest Grant Applications

Nil

UN – SUCCESSFUL

Un-Successful – Grant Applications

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Grants Officer - Information Report

For the month of September 2020

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
Queensland Feral Pest Initiative Funding R 4	Queensland Government	Balonne Shire and Maranoa Regional Councils Collaborative Wild Dog Control Campaign	\$184,565.00	\$73,200.00	\$65,000.00	\$286,765.00	Sep-20	yes	Feedback requested - September 2020

Grants Officer - Information Report

For the month of September 2020

GRANTS SNAPSHOT – 2020/21 FINANCIAL YEAR

UNSUCCESSFUL GRANTS REGISTER 2020/21

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
BBRF4 - Community	Department of Infrastructure Transport, Regional Cities	Events Capability Strengthening Sessions	\$20,000.00	\$-	\$-	\$20,000.00	Jun-20	Yes	Feedback requested 27 May 2020

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Grants Officer - Information Report

For the month of September 2020

	& Infrastructure, Federal Gov								
BBRF4 - Community	Department of Infrastructure Transport, Regional Cities & Infrastructure, Federal Gov	Balonne Recreation and Activities Masterplan	\$300,000.00	\$-	\$-	\$300,000.00	Jun-20	Yes	Feedback requested 27 May 2020
BBRF4 - Infrastructure	Department of Infrastructure Transport, Regional Cities & Infrastructure, Federal Gov	Balonne Shire Wild Dog Exclusion Fencing	\$5,000,000.00	\$-	\$5,000,000.00 *Landholder co-contribution cash/in-kind	\$10,000,000.00	Jun-20	Yes	**Magiq 522516** Required additional evidence from landholders confirming works could take place on their land
Building Better Regions Round 4 - Infrastructure	Department of Infrastructure Transport, Regional Cities & Infrastructure, Federal Gov	Transport Corridor Upgrade Whyenbah Road - St George to Dirranbandi	\$6,567,000.00	\$-	\$-	\$6,567,000.00	Jun-20	Yes	Feedback Received - Magiq #525316
Tackling Tough Times Together	Foundation for Rural & Regional Renewal	Bollon Skate Park	\$150,000.00	\$0.00	\$0.00	\$150,000.00	Aug-20	yes	Feedback Requested 24/08/2020

Grants Officer - Information Report

For the month of September 2020

Murray Darling Basin Economic Development Program (MDBEDP ROUND 2)	Department of Agriculture, Federal, Gov.	WDEF - Wild Dog Exclusion Fencing, Mungindi	\$522,000.00	\$60,000.00	\$400,000.00	\$922,000.00	Aug-20	yes	Feedback Requested 24/08/2020, provided on website
Murray Darling Basin Economic Development Program – Round 2	Department of Agriculture, Federal Gov	Mungindi Water Security Plan **Joint application with MPSC	\$156,000.00	\$40,000.00	\$0.00	\$196,000.00	Aug-20	yes	Feedback Requested, was directed that feedback is supplied on the departments website.
Tackling Tough Times Together	Foundation for Rural & Regional Renewal	Solar Lights - Thallon Campgrounds to Hotel	18/05/1927	0/01/1900	0/01/1900	18/05/1927	Aug-20	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.
Queensland Feral Pest Initiative Funding R 4	Queensland Government	Balonne Shire and Maranoa Regional Councils Collaborative Wild Dog Control Campaign	\$184,565.00	\$73,200.00	\$65,000.00	\$286,765.00	Sep-20	yes	Feedback requested - September 2020

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Grants Officer - Information Report

For the month of September 2020

SUCCESSFUL GRANTS REGISTER - 2020/21 **all amounts are GST Excl. unless stated otherwise – List will be updated wit												
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
COVID W4Q	DLGRMA	Regional Tourism Projects	\$398,000.00	7/9/2020	6/30/2021	\$398,000.00	\$0.00	\$0.00	\$398,000.00	1, 2, 4, 5	1, 2, 4, 5	CP, EDP, LTFP,
COVID W4Q	DLGRMA	Regional Community Projects	\$282,000.00	7/9/2020	6/30/2021	\$282,000.00	\$0.00	\$0.00	\$282,000.00	1, 2, 4, 5	1, 2, 4, 5	CP, EDP, LTFP
COVID W4Q	DLGRMA	St George Swimming Pool Splash Pad - Stage 1	\$500,000.00	7/9/2020	6/30/2021	\$500,000.00	\$0.00	\$0.00	\$500,000.00	1, 2, 4, 5	1, 2, 4, 5	CP, EDP, LTFP,

Grants Officer - Information Report

For the month of September 2020

Regional Arts Development Fund (RADF)	RADF	TBC	\$20,000.00	TBC	TBC	\$20,000.00	\$0.00	\$0.00	\$20,000.00			
Murray Darling Basin Economic Development Program	MDB EDP	Sculpture River Walk	\$68,000.00	TBC – Currently Under Draft Agreement Processes	TBC	\$68,000.00	\$5,000.00	\$0.00	\$73,000.00	2, 4, 5	1, 2, 4, 5	EDP, CP, TP&S, TMS
Murray Darling Basin Economic Development Program	MDB EDP	River Park Upgrade Stages 2 & 3 (+ additionally approved \$460,000 from LGGSP, BSC, CBCIF cross border funding)	\$239,000.00	TBC - Currently Under Draft Agreement Processes	TBC	\$239,000.00	\$0.00	\$460,000.00	\$699,000.00	CP1, CP2, CP4, CP5	1, 2, 4, 5	EDP, CP, TP&S, TMS, AMP

Grants Officer - Information Report

For the month of September 2020

Regional University Centre Program	DESE	Balonne Regional University Centre	\$737,082.00	TBC - Currently Under Draft Agreement Processes	TBC					1,2,3,4,5	1,2,3,4,5	CP,EDP, ICTSP, LSP,CBDMP
Community Development Grants Program	Department of Infrastructure, Regional Development & Cities, Australian Government	Dirranbandi Showgrounds - Various as per showground users group	\$70,000.00	07/09/2020	31/01/2021	\$70,000.00	\$0.00	\$0.00	\$70,000.00	2, 4, 5	1, 2, 4, 5	EDP, CP, TP&S, TMS
Get Ready QLD 20-21	Queensland Reconstruction Authority, Qld Government	Guardian Website / Dashboard	\$10,660.00	TBC	30/06/2021	\$10,660.00	\$0.00	\$0.00	\$10,660.00			
Disaster Recovery Funding Arrangements (DRFA)	Queensland Reconstruction Authority (QRA)	Reconstruction Works for SW QLD Flooding Event, 20-26 Feb 2020			TBC	TBC	30/06/2020	TBC				

Grants Officer - Information Report

For the month of September 2020

Building Better Regions - Round 4	Department of Infrastructure, Transport, Regional Cities & Infrastructure, Federal Gov	St George Library Hub Precinct	\$6,000,000.00	31/10/2020	31/12/2022	\$5,340,000.00	\$340,000.00	\$0.00	\$5,340,000.00	1, 3, 4, 5	1, 2, 4, 5	EDP, CP, TP&S, LSSP, ICTSP, TMS, AMP
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OFFICER REPORT

TO: Council

SUBJECT: Monthly Report Director Finance & Corporate Services

DATE: 20.10.20

AGENDA REF: ICFS2

AUTHOR: Michelle Clarke - Director Finance & Corporate Services

Sub-Heading

Monthly report for September/October - Finance and Corporate Services

Land matters

- Follow up sent to Grain Corp awaiting lease documentation for Thallon campgrounds and cattle yards
- Digital Connectivity project and location of Dirranbandi tower confirmed for Showgrounds, preparing trustee lease
- St George Levee – 2 properties still pending signature (1 block wall and 1 earth levee)

IT Vision project

- Reporting module training completed in October
- Further training provided to Infrastructure Services supervisors on the use of Definitiv Payroll
- Project feedback provided to IT Vision as Phase 1 of implementation nears completion

Governance

- New provisions under the Local Government Act and Regulations came into effect 12 October – relevant policies and documentation has been updated and submitted to council 29 October together with changes made in InfoCouncil and to declaration forms
- Quarter 1 report is currently being populated by relevant staff for 2020/21 Operational Plan and will be presented to the November council meeting
- Annual report is nearing completion and will be presented to the 12 November Special council meeting
- Continuing to provide advice and support for CUC Balonne Ltd project, Regional Connectivity project and Dirranbandi Beautification scheme and Library Hub
 - Meeting held with Dirranbandi Beautification scheme participants on Friday 16 October and now liaising with McInnes Wilson to simplify the landholder agreement
 - Meeting held with Project Manager and team on Library Hub

Grants

- Grant financial reports for three programs underway near completion with Arabon Auditors to complete independent audit of acquittals
- Library hub funding agreement finalised and implementation commenced
- Reports submitted for Local Government Grants & Subsidies programs (SWRRTG Asset project and Mungindi Reserve)
- Works for Queensland monthly update submitted
- Revenue Recognition reports for RADF and Mungindi Murray Darling Basin Economic Development Program pending.

Complaints

- 1 complaint regarding access to St George Aerodrome resolved
- 5 administrative complaints received - asbestos/dilapidated building; gravel supply, road conditions (Middle Rd and Honeymah Lane) and MDB Dirran Beautification scheme funding – investigations complete and letters of response drafted
-

Staffing

- Tayla Lawson commenced as Administration Officer
- Governance Officer replacement currently underway
- Senior Finance Officer finished 16 October – recruitment currently underway
- 2 Administration Officers appointed internally (from temporary arrangements)
- Accountant position recruitment underway
- Administration officer – accounts payable appointed

Finance

- Rates discount period will end 31 October
- Impairment Position Paper on February Flood event completed
- Audit & Risk Committee held 9 October – minutes completed
- Financial statements certified
- Audit closing report received with no significant deficiencies, internal controls received all green lights, end of year process received an amber light, timeliness achieved a green light and misstatement resulted in a red light due to the new accounting standards and proposed treatment of revenue recognition of grant funding

Procurement

- Dirranbandi Beautification scheme evaluations found insufficient RFQs and quotes/tender back out closing 22 October
- Consultancy services pre-qualified suppliers report to council 29 October
- Finalising MDB WDEF project suppliers and orders
- Crime & Corruption Commission audit on procurement finalised by 30 September and pending response

The following graph indicates a steady number of requests for quote in the month of September/October and still approximate average for the last three months being 20. (Graph as at 20/10/2020).

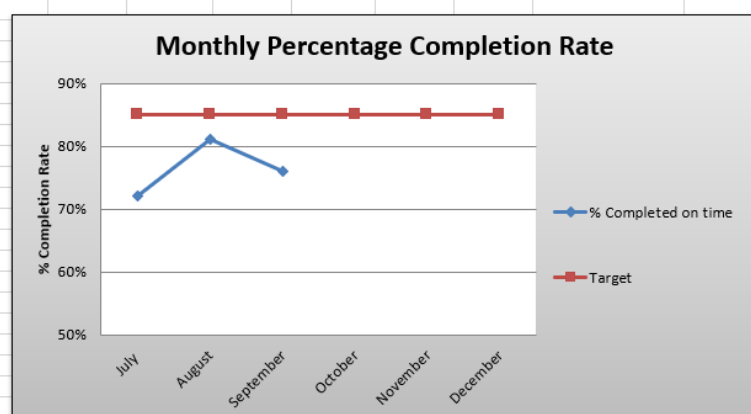
Requests by internal buyers per month (last 13 months)



Service requests

A total of 235 documents were created in Magiq for service requests for September with 178 completed on time giving a 76% average completion rate. This has decreased from the previous month. There was a significant number relating to rates enquiries (52), 36 relating to Animals, 17 relating to gravel and sealed roads and 11 internal requests relating to Information Technology. A total of 6 compliments registered for September.

	July	August	September
Total Documents	154	109	235
Completed on Time	111	88	178
Completed Late	7	1	19
Pending & Overdue	36	20	38
% completed on time	72%	81%	76%
% Completed overall	77%	82%	84%
Target	85%	85%	85%



Information Technology

Outages

No outages were experienced in the month of September

Active Directory Investigation

Fourier Technologies produced their report and have been engaged to repair the active directory.

WAN

Weekly updates with Field Solutions Group continue to ensure that the foundation work to support Council's network and expanding projects (library hub and CUC) continue

Project has started with FSG building BSC WAN and Virtual Firewall service.

Investigations conducted on connecting outer depots and locations pending Digital Connectivity Project.

Other key projects/meetings

Disaster Management

- LDMG meetings attended (1) 2 September

Risk module

Strategic risk assessment scheduled as councillor workshop following recommendation from Audit & Risk Committee

Q1 report for risks currently underway

Operational Plan – Q1 report currently underway

Budget 2021/22 – action plan currently being developed

Attachments

Nil

Michelle Clarke

Director Finance & Corporate Services

(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 September 2020.	424

OFFICER REPORT

TO: Council

SUBJECT: Department of Infrastructure Service's Monthly Report

DATE: 20.10.20

AGENDA REF: IIFS1

AUTHOR: Jenny Hatch - Casual Administration Officer

Executive Summary

From the Department of Infrastructure Services - reporting for the month of September 2020.

0701-Main Roads Works

- Maintenance work is detailed in the attached RMPC Supervisor's report.

0702-Private Works

- Nil

0400-Council Roads / Streets / Bridge Work

- Maintenance work is detailed in the attached Works Supervisor's report.

0440-Aerodromes

- Routine maintenance and inspections are ongoing.

0450-Plant and Equipment

- Details are included in the attached Workshop Supervisor's report.

0510-Housing

- Routine maintenance is ongoing.

0520-Recreation and Sport

- Maintenance work is detailed in the attached Town Works Supervisor's report.

0521-Swimming Pools

- Nil

0530-Parks and Gardens

- Maintenance work is detailed in the attached Town Works Supervisor's report.
- Routine maintenance is ongoing.

0535-Halls/Civic/Cultural Centres

- Maintenance work is detailed in the attached Town Works Supervisor's report.
- Routine maintenance is ongoing.

0555-Showgrounds

- Maintenance work is detailed in the attached Town Works Supervisor's report.
- Routine maintenance is ongoing.

0615-Cemeteries

- Maintenance work is detailed in the attached Town Works Supervisor's report.
- Routine maintenance and mowing is ongoing.

0620-Street Cleaning

- Maintenance work is detailed in the attached Town Works Supervisor's report.
- Routine maintenance is ongoing.

625-Public Conveniences

- Maintenance work is detailed in the attached Town Works Supervisor's report.

4000-Urban Wastewater

- 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

Current Tenders

- Nil

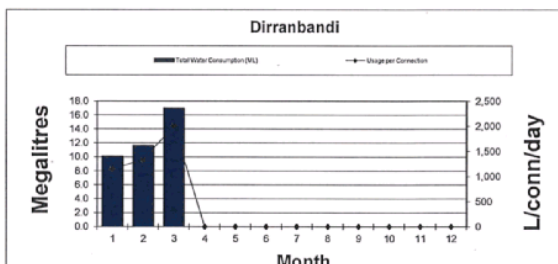
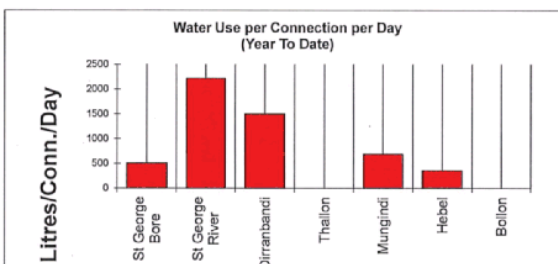
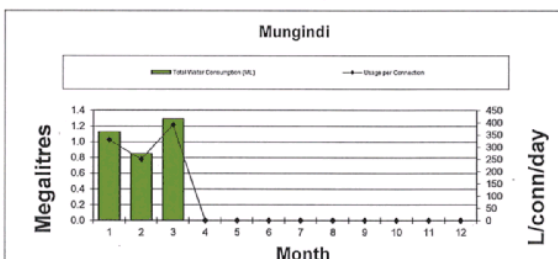
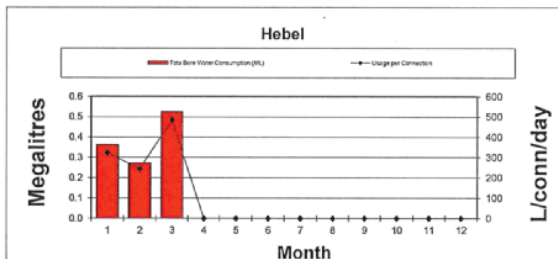
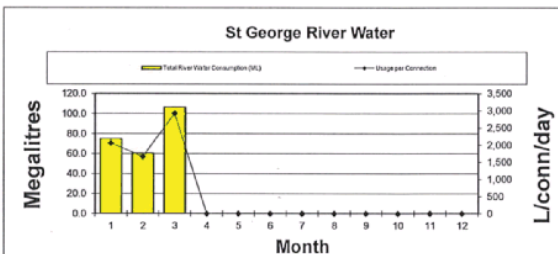
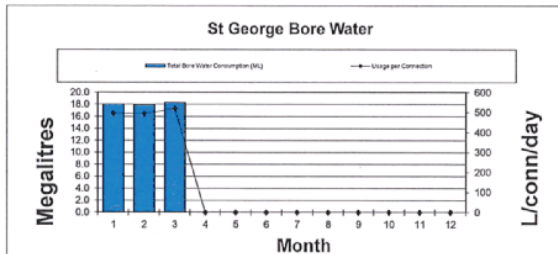
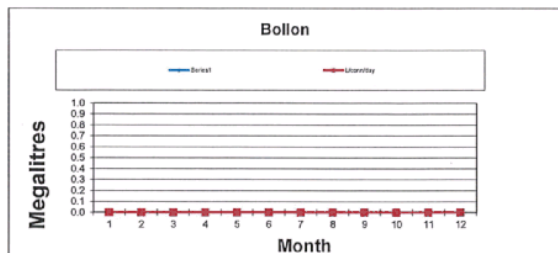
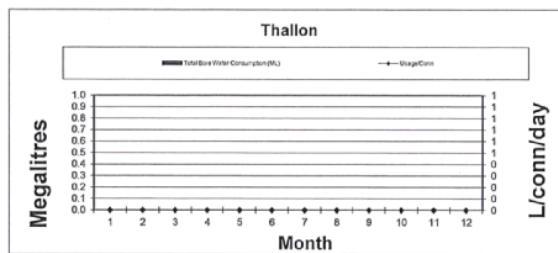
Attachments

1. Balonne Shire Council Water Usage 2020-2021 - Period Ending 30 September 2020.pdf [↓](#) 
2. Plant Maintenance Report - Period Ending 30 September 2020.pdf [↓](#) 
3. Road Construction Report - Period Ending 30 September 2020.pdf [↓](#) 
4. Road Maintenance Report - Period Ending 30 September 2020.pdf [↓](#) 
5. Town Maintenance Report - Period Ending 30 September 2020.pdf [↓](#) 

Andrew Boardman

Director Infrastructure Services

BALONNE SHIRE WATER USAGE 2020/21



Report of Workshop Supervisor - P. Gluzde

Period Ending 30/09/2020

392	MISCELLANEOUS PLANT		Replace the fuel pod pump and motor. Test and run the pump.
2504	HILUX 4X2 WORKMATE 463-SFV ROBERTSON	88,423 Kms	Carried out a 90,000 km service as per the coupon. Replaced the front brake pads and adjusted the rear brakes.
2513	Holden Colorado LS 4x2 786WQX	149,687 Kms	Carried out a 150,000 km service as per the coupon. Strip clean and adjusted the rear brakes. Replaced the timing belt and tensioner.
3020	Colorado 4x4 Utility 252-SWR Tom Hill		Carried out a diagnostic test and repaired the ABS fault on the left hand front wheel.
4014	HOLDEN COLORADO 4X4 CREWCAB 152-SKN	227,857 Kms	Carried out a 230,000 km service as per the coupon. Repaired wiring to engine temperature sender.
		227,852 Kms	Cleaned out the back of the ute and mounted the fuel pod to the tray.
4022	Colorado 4x4 Crew Cab - 212WGQ	103,939 Kms	Carried out a 105,000 km service as per the coupon. Adjusted the brakes. Replaced the air conditioner filter. Replaced the toolbox locks.
5007	Isuzu NPR 200/275 TIP St George	115,855 Kms	Carried out a 115,000 km service as per the coupon. Replaced the fan belts and EGR coolers. Ran a diagnostic check and carried out a forced DPD burn.
5008	ISUZU FRR600 CREW 108RRN	165,426 Kms	Carried out a 6 month service as per the coupon. Rotated the front tyres. Repaired an ABS fault and cleared the codes.
5011	Isuzu NPR275 Truck 183STR P&G	76,300 Kms	Carry out diagnostic check for faults. Repaired the EGR coolers.
		80,699 Kms	Carried out a forced DPD burn and rechecked for faults. Carried out a 80,000 km service as per the coupon. Repaired the mudguards.
5012	Isuzu NQR450 Crewcab 184STR J Lindores	179,619 Kms	Carried out a 180,000 km service as per the coupon. Repaired the reversing lights and alarm. Adjusted the brakes.
5014	ISUZU FVR1000 TRUCK - 590SVV	82,792 Kms	Carried out a 6 monthly service as per the coupon. Refitted the hoist ram and topped up the oil level.
5018	ISUZU FTR900 DC 250WNY	69,982 Kms	Checked the noise in the front cab mount and float truck to Roma for repairs to the cab mounts (warranty). Picked up and brought back to St George. Carried out a 70,000 km service.
5019	ISUZU TRAY TRUCK FRR SERIES - DIESEL - XQ70NY	1,805 Kms	Changed the tow mount and ball.
5505	CAT 140M GRADER C82158 TAYLOR	10,412.0 Hrs	Replace blade side shift ram hoses and test for leaks.

Report of Workshop Supervisor - P. Gluzde

Period Ending 30/09/2020

5507 JD 670G Grader 26707C

8,041.0 Hrs

Carried out a 250 hour service as per the manual.
Analysis (SOS) the engine oil, clean the radiators and adjust the moldboard wear strips.
Checked the front wiper motor.

5508 Cat 12M Grader 34862C Kingston

6,192.0 Hrs

Replaced grease lines to the front steering joints.
Tighten tappet cover bolts.

5509 CAT 12M GRADER 34863C STAINES

5,343.0 Hrs

Repair wiring short to air compressor clutch, clean out clutch assembly.
Replaced fuse and tested.

6500 CAT 910G Loader C272029 STG

3,524.0 Hrs

Freed up grease nipples and grease the machine.

6502 TEREX TRACKLOADER - SKID STEER

3,262.0 Hrs

Replaced idler hub and wheel on the left hand side of the machine.

7001 AMMANN AP240T3 ROLLER GEORGE KEMP

Released the parking brakes to allow for transport so as repairs can be carried out.

7509 FERRIS 5100Z MOWER C92864 THALLON

242.0 Hrs

Replaced the deck drive clutch, repaired the wiring to the clutch and tested.

7520 Ferris Zero Turn Mower - IS2100Z

617.0 Hrs

Rewired solenoid for starting circuit on the mower.
Test and check system.

7521 Ferris 1S51002 Zero turn 72" Mower

317.0 Hrs

Replaced wheel bolts and cleaned out the threads in the hub.

8016 AUSTECH PUMP TRAILER 246QSU

Replace the taillight assembly and tidy up the wiring.

8505 Howard EHD21052 201M Slasher

Adjust linkage to straighten the cutting height.
Adjust the guide wheel height.

Report of Shire Supervisors

Road Construction for Period Ending 30/09/2020

1 ST GEORGE TOWN

Assisted the Water and Sewerage Team in patching mains works in St George Town.

11 24A - Carnarvon Highway (Mungindi-St George) MRD Road

Rest Area cleaned on the Carnarvon Highway.
Completed stabilising patches on the Carnarvon Highway.
Repaired edge drop-off on the Carnarvon Highway with the bobcat and gravel.
Heavy grading on the Carnarvon Highway.

12 24B - Carnarvon Highway (St George - Surat) MRD Road

Slashing on the Carnarvon Highway completed.
Rest Area cleaned on the Carnarvon Highway.

13 31B - Barwon Highway (Talwood - Nindigully) MRD Road

Rest Area cleaned on the Barwon Highway.

14 35A - Moonie Highway (Dalby to St George) MRD Road

Completed stabilising on the Moonie Highway.
Jet Patcher surface corrections on the Moonie Highway.
Rest Area cleaned on the Moonie Highway.

15 36A - Balonne Highway (St George - Bollon) MRD Road

Shoulder grading on the Balonne Highway completed.
Slashing on the Balonne Highway.

16 36B - Balonne Highway (Bollon - Cunnamulla) MRD Road

Jet Patcher edge repairs on the Balonne Highway.
Guide post repairs on the Balonne Highway.
Shoulder grading on the Balonne Highway.
Guide post maintenance run along the rest of the Balonne Highway.
Slashing on the Balonne Highway.

21 CASTLEREAGH HWY (Dirranbandi-Hebel) MRD Road

Pre-mix surface correction on the Castlereagh Highway.
Guide post repairs on the Castlereagh Highway.
Removal of the abandoned car on the Castlereagh Highway.

Report of Shire Supervisors Road Maintenance for Period Ending 30/09/2020

0 PRIVATE WORKS

Planning with the Department of Transport and Mains Roads for the Noondoo-Thallon Road - 4001 pavement stabilisation.
Ongoing works on Whyenbah Road, St George - 1012 and Cubbie Road, Dirranbandi - 2004.
Preparation for next works package for Middle Road, St George - 3007, Teelba Road, St George - 1032 and Thomby Road, St George - 1033.

1001 Ballangarry Road Ongoing maintenance on Ballangarry Road, Thallon.	Shire Road
1004 Bimbil Completed maintenance on Bimbil Road, Thallon.	Shire Road
1013 Noondoo - Mungindi Completed maintenance on Noondoo-Mungindi Road, Thallon.	Shire Road
1020 Littleton Ongoing maintenance on Littleton Road, Thallon.	Shire Road
1029 Springwell Completed maintenance on Springwell Road, St George.	Shire Road
1031 Stubby Lane Completed maintenance on Stubby Lane, St George.	Shire Road
1048 Lower Plains Ongoing maintenance on Lower Plains Road, Dirranbandi.	Shire Road
1050 Eumerella South Completed maintenance on Eumerella South Road, Thallon.	Shire Road
2008 Habnarey Completed maintenance on Habnarey Road, Dirranbandi.	Shire Road
2012 Koomalah Ongoing maintenance on Koomalah Road, Dirranbandi.	Shire Road
2016 Narine Ongoing maintenance on Narine Road, Dirranbandi.	Shire Road
3015 Mulga Downs Ongoing maintenance on Mulga Downs Road, Bollon.	Shire Road
4003 Jakelwar - Goodooga Completed maintenance on the southern end of Jakelwar-Goodooga Road, Dirranbandi.	Shire Road
9999 Other Assisted with tender documents for the Roads to Recovery Sealing Program. Installation of traffic counters on various local roads which will be impacted by the upcoming wheat season.	

Report of Balonne Shire Town Works

30/09/2020

St George

Footpath	Maintenance and repairs were ongoing.
Town Streets	Street sweeping and rubbish removal was ongoing. Tree maintenance program is ongoing. Contractors have started pruning trees that required pruning from the service request process. Cleaned up fallen trees, tree limbs and green waste was removed after the storms went through St George. Cleaning of street drains. Footpath repairs was ongoing.
Aerodrome	Inspections and maintenance were ongoing as required.
Rowden Park - St G	Cleaning of facilities, mowing and weedeating 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. St George crew completed maintenance works that was normally completed by Work Camp due to their absence because of Covid-19 restrictions. Bench seats along the River Foreshore were painted.
Parks & Gardens	General maintenance of all parks was ongoing.
Showgrounds	Maintenance work was ongoing. Preparation and maintenance of the showground for the campdraft. New toilet block has arrived and will be installed after the campdraft. New metal post bollards were installed.
Cemetery	Mowing and weedeating of grounds was ongoing. Bench seating at the cemetery has been sanded and painted.
Public Toilets	Cleaning, sanitisation and maintenance were ongoing.
Sewerage	Gravity and Pumping System operating OK. Routine maintenance and operations continuing. 2 X Blocked gravity sewer/house connections - cleared by Bendy's Plumbing. Council 'jump-up' connection repaired whilst working on the blockages by Bendy's Plumbing.
River Water	Reticulation System operating OK. Routine maintenance and operations continuing. 1 X service repair.
Bore Water	Margaret Street river water mains replacement. Reticulation System operating OK. Routine maintenance and operations continuing. 2 X service repairs. Margaret Street bore water mains replacement.
Other	Levee Banks: Maintenance was ongoing. Pool: Cleaning of pool. Maintenance of pool grounds was ongoing.

Thallon

Town Streets	Mowing and whipper snipping continuing. Completed tree trimming in William Street and Hill Street. Completed spraying of round-up in town. Started to spray for weeds after the rain.
Works Depot	All plant and equipment serviced and cleaned. Cleaning of the yard and depot shed.
Parks & Gardens	Mowing and whipper snipping of Thallon Park completed. Cleaned the barbeques and tables.
Cemetery	Completed mowing and whipper snipping. Installation of the memorial rocks and concrete slab. Completed fertilising the grass and spraying the weeds.
Public Toilets	Completed cleaning all toilets in Thallon and Mungindi. Nidigully toilets have been cleaned by a contractor.
Rubbish Dump	Completed pushing up the green waste and scrap metal.
River Water	River water pump station has been installed and the pump is now running. Waiting on an electrician to sort out the faults.
Bore Water	2 X new 100mm sluice valves installed in Thallon to improve section isolation.
Thallon Sports Grou	Mowing and whipper snipping continuing. Sprayed for weeds in the sportsground and campground.
Meter Reading - Th	Read the raw water meter weekly in Thallon.

Mungindi

Meter Reading - Mu	Completed reading water meters from Moree Plains Shire.
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Dirranbandi

Footpath	Mowing and weedeating continues. Removed dead trees on the footpath. Cleaned up tree branches around town after the storm.
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Report of Balonne Shire Town Works

30/09/2020

Town Streets	Sweeping of the main street and emptying of the bins completed. Picked up rubbish around the streets. Mowing and weedeating continues. Completed requests for water services to be repaired. Repaired a water main in Kirby Street.
Works Depot	Mowed and weeded the council yard. Council yard has been kept clean and tidy. Cleaned the toilets and showers. Beeson's Electrical serviced the air conditioners in the office. Completing some hazard issues from a depot inspection report from The Department of Transport and Main Roads (TMR).
Aerodrome	Inspections and maintenance continued. Mowing and poisoning around the lights continues.
Parks & Gardens	Mowing and watering continued. Mowing, weedeating and trimming of the parks continue. Trees were planted in the Rural Transaction Centre Park for the Rail and River Precinct Project.
Showgrounds	Maintenance continues. Mowing and weedeating continues. Replaced the gas bottles on the toilets and shower donga at the showgrounds ready for bookings.
Cemetery	Plants have arrived for the cemetery that will fill in some bare areas where trees have previously been but have died.
Public Toilets	Inspections and cleaning continues.
Sewerage	Sewerage pump stations all working well. Inspections and cleaning of wet wells continue.
Rubbish Dump	Pushed up the rubbish dump, green waste and scrap steel areas weekly. Picked up rubbish around the dump.
Treated Water	Daily maintenance and inspections continue. Water Treatment Plant high lift pump no. 1 had foot valve rubbers and seals replaced. No. 1 pump is running well. Water Treatment Plant high lift pump no. 2 is still waiting on parts to arrive.
Other	Civic Centre: Mopped and cleaned the Civic Centre. Park toilets routine cleaned twice a week. Completed a playground hazard inspection. Beeson's Electrical serviced the air conditioners in the hall. Pool: Pool closed to the public. Daily checking and testing. Sports Complex: Order for new chairs and white board has arrived for the Dirranbandi Sports Complex building. Irrigation system for the sprinklers has been completed. Completed laying the turf to cover the area.

Hebel

Town Streets	Travelled to Hebel to empty the rubbish bins weekly. Completed any jobs that needed to be done. Border closure still in place. Sprayed around all street curves, signs and the hall building. Repaired a water service at the Hebel State School. Completed a footpath hazard inspection. Contractor Jack Taylor completed the town mowing in the streets.
Parks & Gardens	Mowing and whipper snipping continuing. Completed poisoning in the parks.
Public Toilets	Travelled to Hebel to clean toilets weekly.
Other	Civic Centre Hall: Mowing and whipper snipping continuing. Beeson's Electrical serviced the air-conditioners. Library: Mowing and whipper snipping continuing. Beeson's Electrical serviced the air-conditioners.

Bollon

Town Streets	Replaced the service line to 8 George Street. Repaired the service lines to Walter Austin Park.
Parks & Gardens	Continue to top dress in the park grounds. Cleaned up fallen tree limbs due to storm damage. Commenced tree pruning.
Showgrounds	New ablution block has been connected to the power supply and has been placed on stumps. Ground maintenance has been completed in readiness for the campdraft. The campdraft was a success.
Cemetery	Performed a burial of ashes at the Bollon Cemetery.

Report of Balonne Shire Town Works

30/09/2020

Public Toilets	Daily cleaning and sanitising of the public toilets. There is a large quantity of toilet paper being used due to the exceptional number of travellers and campers.
Bore Water	Bore water is running well.

(IERS) ENVIRONMENT & REGULATORY SERVICES

ITEM	TITLE	SUB HEADING	PAGE
IERS1	<u>MONTHLY REPORT</u> <u>ENVIRONMENT AND</u> <u>REGULATORY SERVICES</u>	The Environment and Regulatory Services Report for the month of September 2020 is presented for Council's information.	435

OFFICER REPORT

TO: Council

SUBJECT: Monthly Report Environment and Regulatory Services

DATE: 20.10.20

AGENDA REF: IERS1

AUTHOR: Michelle Walters - Administration Officer

Sub-Heading

The Environment and Regulatory Services Report for the month of September 2020 is presented for Council's information.

PLANNING AND DEVELOPMENT APPROVALS

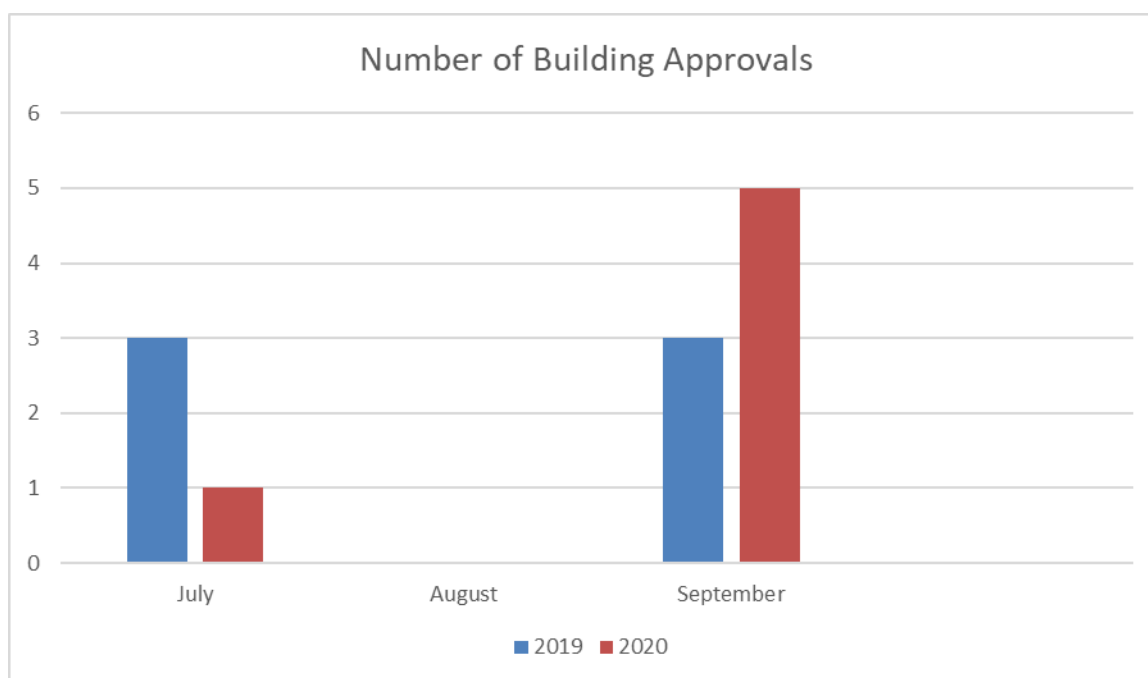
Value of Building Works

\$910 615 Value of building applications approved by Council certification for September

\$623 249 Value of building applications approved by private certification for 20/21

\$1 533 865 Total value of building certifications for 20/21

BA No	Applicant	Owner	Address	Lot & Plan	Builder	Class	Description	Value of Works	Approval Date
5222	Thomas McKay	Thomas McKay	168 Victoria St, ST GEORGE	33RP86222 0	Owner Builder	10a	New Carport	1,500.00	15.09.2020
5227	Private Cert - South West Building Certification	Doug Hemming	Castlereagh Hwy DIRRANBANDI	12BLM1070	WS & JM Chappel	8	New Farm Shed	25,000.00	24.06.2020
5228	Private Cert - South West Building Certification	David Purcell	50 Thuraggi Rd ST GEORGE	73SP14139 1	Ron Irwin	8	Awning	16,000.00	23.07.2020
5229	Jade Gaston	Jade Gaston	13120 Carnarvon Hwy ST GEORGE	5RP170430	Owner Builder	1a	new Dwelling	370,000.00	15.09.2020
5230	Brodie Irwin	Candice Cross	12839 Carnarvon Hwy ST GEORGE	18BLM1022	Brodie Irwin	1a	Extension to dwelling	514,115.00	10.09.2020
5231	George Jones	George Jones	60 Barlee St ST GEORGE	33RP22459 6	Jack Jones	10a	New Shed	25,000.00	15.09.2020
5232	Brodie Irwin	Candice Cross	12839 Carnarvon Hwy ST GEORGE	18BLM1022	Brodie Irwin	10b	New Swimming Pool		15.09.2020



Development Applications

Number	Development	Address	Application Stage
MCU 176	"Caravan Park"	77 Whytes Rd, St George	On Hold
MCU 185	"Intensive Animal Industry" (45,000SSU Sheep Feedlot)	'Ballandool Station', Ballandool Road Hebel	Information Request Part
MCU 186	"Community Use"	106-110 Alfred Street, St George	Referral Part
MCU 187	"Telecommunications Facility"	1-57 Jane Street, Dirranbandi	Decision Part
RL 106	Boundary realignment (two lots into two lots)	112-114 & 116 Alfred Street, St George	Decision Part
RL 107	Subdivision (two into three lots)	'Tarilla' Carnarvon Highway, St George	Application Part

- Economic Development and Planning Portfolio meetings held.

ENVIRONMENTAL SERVICES

Natural Environment:

- General health inspections were carried out.
- There were no notifiable diseases reported during September 2020
- There were three food recalls actioned in September 2020.

Local Laws:

- Signage has been installed for COVID-19 registration at all free camping grounds within the Shire. Signage still needs to be erected at the Waroo Bridge camping grounds.

Public Health:

- Council has helped promote community awareness on safe practices during COVID-19 when running events, weddings, workshops and other community gatherings
- A number of local events have been held successfully during September with COVID-19-safe plans.
- Council continues to support all organisations in the planning of events with their COVID-19-safe plans.

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.

Waste Management:

- All waste practices continue at a high standard at the St George Landfill.
- The illegal dumping of tyres project funded by the Department of Environment is currently underway.
- Identified sites are being cleared of the illegally dumped tyres.
- Hotspots are currently being investigated and cleared
- Council continues to send warning letters to community on illegal dumping
- Council is currently working with local industry to manage their end-of-life tyres
- A grant application was submitted for the use of crumb rubber on the Whyenbah Bridge.
- Industry will be bringing in their waste tyres to the St George landfill during October.

St George landfill

- The landfill site is presently operating in a reasonable condition.
- The new carboard burning area is operating well
- TMR have advised that concrete from the Thallon bridge will be disposed at the St George landfill, Nindigully waste facility in early October
- Construction work on a new drop-down area at the St George landfill is currently underway.

Dirranbandi landfill

- The landfill site is presently operating in a reasonable condition.

Thallon landfill

- The landfill site is currently operating in a good condition.

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 new bin transfer station is working well with the community of Nindigully

RURAL LANDS AND COMPLIANCE

Biosecurity and Environment

- Prepared and submitted a \$2m cultural burning application for the Pest Animals and Weeds Management Pipeline Program – Advancing Pest Animal and Weed Control Solutions Competitive Grant Round
- Drone Training.
- Noxious Plant Spraying (Cacti) Thallon Daymar Road.
- CCWI Maranoa-Moonie grant weed spraying progressing.
- Prep work for the Baiting campaign. Wild Dog Baiting Campaign signs placed around the Shire.
- 40 kg meat baits (Camp Six, Kinsale, Bindle,)
- Feral Scan App Zoom Meeting and Officer training
 - Landholder phone calls for Baiting campaign.
- Slip on spray units to be made available to farmers as part of CCWI weed grant (picture).



- Munya Lake site visit in conjunction with SWIC representatives and QMDCL.
- 5m boundary vegetation clearance brochure finalised and is on the website, applications are starting to be received.
- Cultural Burn in Thallon commenced and was a great success with QMDC, QFS, TMR, BSC Mayor, BSC CEO and BSC Rural Services Officer Lachlan Grundon and BSC Senior Rural Services & WDEF Officer Kevin Fontaine. 'Cultural burning' relates to practices developed by Aboriginal people to enhance the health of the land and its people. It can include burning or prevention of burning of Country for the health of plants and animals such as native grasses, emu, black grevillea, potoroo, bushfoods, threatened species or biodiversity in general. It may involve patch burning to create different fire intervals across the landscape or it could be used for fuel and hazard reduction. Fire may be used to gain better access to Country, to clean up important pathways, maintain cultural responsibilities and as part of culture heritage management.



Wild Dog Exclusion Fencing (WDEF)

Wild Dog Exclusion Fencing deliveries are ongoing when supplies are ready, and inspections are happening when required:

- “Shadelands” Delivery 100% Complete.
- Special Rate Scheme Round 2 are progressing well. Awaiting Adjoining Landholder Agreements
- Murray Darling Landholders are receiving their materials. One landholder yet to sign up
- Progress inspections ongoing.
- “Denholm” Delivery 100% complete.

- “Bidjonbah” Initial delivery.
- “South Katoota” Delivery parts 1 & 2.
- “Chesterfield” CCWI practical completion.
- “Eurobodella” Initial delivery.
- “Miegunyah” Initial delivery.

- “Bonathorne” Initial delivery.
- Kooroon Final Material Delivery 100% Complete.
- Mooramanna 50% Inspection.
- Rosehill, Tow Towri , Lone Pine , 25% Inspection and Revised wing inspection.
- Kelso Material Delivery.
- Euraba Material Delivery.
- Bidjonbah Steel Delivery.

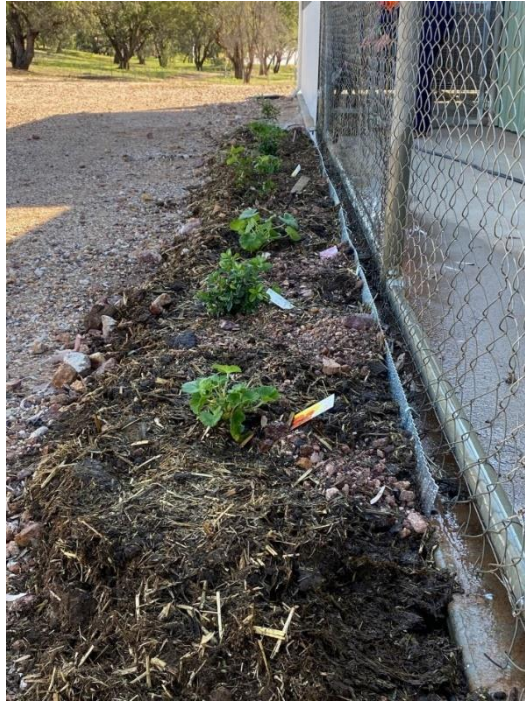
Stock Routes

- Stock Route Patrols and Compliance.
- Dareel Stock Route Compliance Investigation.
- Water Facility Inspections and Weed Spraying.
- Capital Works projects listed on Vendor Panel.
- Water Facility Inspections “Wodonga” & “Mundalee” with maintenance works to commence on tank surrounds.
- Bindle Reserve drive through inspection.
- Hoolavale Stock Route Compliance Investigation.
- Investigations are continuing as per the priority levels

Compliance/Local Laws

The Local Laws Officer has undertaken the following for the month of September:

- 26 Keeping of more than 2 dogs permit approved
- 7 Stock dog premise inspections completed
- 2 dogs impounded
- 2 cats rehomed
- 1 dog reunited with owner upon registration
- 2 welfare cases being investigated by officers
- 1 welfare referral sent to DAF
- 3 known cases of undertaking prescribed activity without approval in Dirranbandi
- Pound appearance: new garden strip (photo) maintained by volunteers. High School senior group considering mural painting.
- Patrols of neighbouring towns and follow up on non-registered dogs.
- Collaborating with Comms to organise a flyer for ‘Volunteer interest’ for pound keeping.



Financial and Resource Implications

Capital construction on stock routes (funded by DNRME) is complete, with operations progressing within approved budgets.

Attachments

Nil

Digby Whyte

Director Environment & Regulatory Services