



# **Meeting Notice and Agenda**

**for the**

**General Meeting of the Council**

**to be held in the**

**Disaster Training Room, 118 Victoria Street, St George**

**on**

**Thursday 19th November 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:

| <b>Councillors</b>    |               | <b>Staff/Consultants</b>                                    |                      |
|-----------------------|---------------|---|----------------------|
| 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 29 October, 2020.**  
(COM) Confirmation of Minutes of the **Special Meeting held on 12 November, 2020.** **Confirmation of Minutes**
6. **Declaration of Conflicts of Interest**
7. **Deputations**  
Nil
8. **Councillor Reports**
9. **Meeting Business by Corporate Function**  
Office of the CEO  
Finance & Corporate Services  
Infrastructure Services  
Environment & Regulatory Services
10. **Confidential Items**  
Office of the CEO  
Finance & Corporate Services  
Infrastructure Services  
Environment & Regulatory Services
11. **General Business**
12. **Information Reports**  
Office of the CEO  
Finance & Corporate Services

Infrastructure Services

Environment & Regulatory Services

# MEETING BUSINESS BY CORPORATE FUNCTION

## (OCEO) OFFICE OF THE CEO

| ITEM  | TITLE  | SUB HEADING   | PAGE |
|-------|--|---|------|
| OCEO1 | <b><u>SPONSORSHIP REQUEST -<br/>ST GEORGE CHRISTMAS<br/>CARNIVAL MARKETS</u></b>         | The Chamber of Commerce have requested a financial sponsorship for the 2020 Christmas Carnival Markets in the St George Show Grounds.                 | 5    |
| OCEO2 | <b><u>SPONSORSHIP REQUEST -<br/>BOLLON CHRISTMAS<br/>TREE</u></b>                        | The Queensland Country Women's Association (QCWA) have requested a financial sponsorship for the 2020 Christmas Tree in Bollon.                       | 12   |
| OCEO3 | <b><u>DONATION REQUEST -<br/>THALLON CHRISTMAS<br/>TREE</u></b>                          | The Thallon Progress Association has requested a financial donation for the 2020 Christmas Tree in Thallon.   | 21   |
| OCEO4 | <b><u>ST GEORGE SWIMMING<br/>POOL - FACILITY<br/>BOOKINGS/FEES &amp;<br/>CHARGES</u></b> | Amendment of the booking process and the fees and charges for the hire of the St George Swimming Pool for local clubs and non-for-profit user groups. | 31   |



## OFFICER REPORT

**TO:** Council

**SUBJECT:** Sponsorship Request - St George Christmas Carnival Markets

**DATE:** 06.11.20

**AGENDA REF:** OCE01

**AUTHOR:** Mariella Perez - Community Development Officer

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### Sub-Heading

The Chamber of Commerce have requested a financial sponsorship for the 2020 Christmas Carnival Markets in the St George Show Grounds.

### Executive Summary

This month, Council has received three (3) requests from the Community Grants and Assistance Program. This being a sponsorship request from the Chamber of Commerce for the Christmas Carnival Markets in the Showgrounds.

### Background

The St George & District Chamber of Commerce Christmas Carnival has been held annually for over 11 years. It is held in December and has been greatly supported by the St George community and surrounding areas. This year the event will be held on the 12<sup>th</sup> of December and will be a family orientated event with live entertainment, drinks, and activities; It is an important date on the St George calendar which not only supports our local businesses but is also a family friendly event.

The committee feels that this year, due to COVID-19 impacts on the town and businesses, the Christmas Carnival will struggle to source other sponsorship/s, however, it is even more important to boost morale in the community. The event will be organised and hosted by an array of community groups and organisations that have forgone their usual scheduled fundraising events throughout 2020.

Funds sought from Council will be used to assist in covering the costs associated with entertainment displays and marketing on the night. Chamber of Commerce have also applied for a showgrounds, tables and chairs hire fee waiver for this event and in previous years Council sponsored \$2,000 for the Christmas Carnival from the Community Grants and Assistance program.

Chamber of Commerce has requested a donation of \$3,000.00 towards the 2020 Christmas Carnival Markets in the Showgrounds.

### Link to Corporate Plan

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

## Consultation (internal/external)

Kate Pini – Chamber of Commerce

## 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 **\$11,643.10** from this budget for 2020/21 financial year.

The Chamber of Commerce have requested \$3,000 as sponsorship towards their Annual 2020 Christmas Carnival Markets in the Showgrounds

Council has sufficient funds in the 2020/21 Community Grants and Assistance budget to sponsor the Chamber of Commerce for this event, however, it is important to keep in mind that Council has also waived the hire fee for the St George Showground, tables and chairs for this event.

Due to COVID-19, not many events were held for most part of the year, however, now that restrictions are easing, the prediction is that more applications will come through for the 20/21 financial year, which means more sponsorship are going to be requested of 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 \$3,000 is recommended.

|  |                    |
|--|--------------------|
| Annual Budget – Community Grants and Assistance including Traffic Management Sponsorship | \$60,000           |
| Less Approved/Allocated requests   | \$11,643.10        |
| Total budget remaining – Nov 2020  | \$48,456.9         |
| Less Pending requests – Nov 2020   |                    |
| Chamber of Commerce  | \$3,000.00         |
| Thallon Progress Association   | \$1,000.00         |
| QCWA Bollon  | \$1,000.00         |
| <b>Total remaining</b>   | <b>\$43,356.90</b> |

## Options or Alternatives

1. Council sponsors \$3,000 to the Chamber of Commerce for the 2020 Christmas Carnival Markets in the showgrounds from the 2020/21 Community Grants and Assistance Budget.
2. Council sponsors \$2,000 to the Chamber of Commerce for the 2020 Christmas Carnival Markets in the Showgrounds from the 2020/21 Community Grants and Assistance Budget.

## Attachments

1. 2020-10-30 - Chamber of Commerce - Christmas Carnival Markets - Community Grants and Assistance.pdf [↓](#)

## Recommendation/s

That Council resolves to sponsor \$3,000 to the Chamber of Commerce for the 2020 Christmas Carnival Markets in the showgrounds from the 2020/21 Community Grants and Assistance Budget.

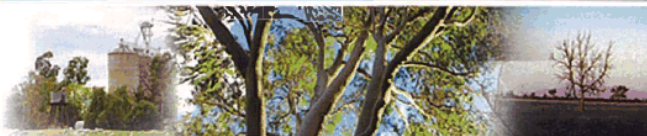
Elizabeth Jones

**Community Development & Cultural Services Manager**



## Community Grants and Assistance Application Form

| Section 2: Project/Event/Activity Details   |   |
|---|---|
| Event/Project Name:   | Christmas Carnival Markets  |
| Event/Project Location:   | St George Show Grounds  |
| Event/Project Date:   | 12th December 2020  |
| Assistance type:  | <input type="checkbox"/> In Kind Support<br><input type="checkbox"/> Donations (up to \$3,000)<br><input checked="" type="checkbox"/> Sponsorships (up to \$3,000)<br><input type="checkbox"/> Fee waiver (over \$1,000)<br><i>Note: Requests up to \$500 - CEO approval and over \$501 - Councillors Approval</i>  |
| Estimated Value Sought:   | 3000<br><i>Note: please complete Section 4: Budget, if requesting over \$1000</i>   |
| Brief Description of Event/Project - including what the funds will be used for (Max 250 Words):         | <p>The St George &amp; District Chamber of Commerce Christmas Carnival has been held annually for over 11 years. It is held in December and has been greatly supported by the St George community and also surrounding areas.</p> <p>It is an important date on the St George calendar which not only supports our local businesses but is also a wonderful family friendly event. The committee feels that this year, due to COVID impacts on the town and businesses that the Christmas Carnival may struggle to source other sponsorship but is even more important to boost moral in the community. The event will be organised and hosted by an array of community groups and organisations that have forgone their usual scheduled fundraising events throughout 2020.</p> <p>Funds sought from Council will be used to assist in covering the costs associated with entertainment, displays and marketing on the night. Request assistance to cover Fireworks and Band Entertainment as large expenses.</p> <p>Seek \$5,000 for the event as sponsorship from the Balonne Shire Council.</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: _____<br><input checked="" type="checkbox"/> No   |



## Community Grants and Assistance Application Form

| <b>Section 3: Budget - please complete if request is greater than \$1,000</b><br>All amounts are to be shown in whole dollars and include GST.<br>(Attach a separate budget if insufficient space below) |      |  |      |
|--|------|--|------|
| Income<br>(eg. Organisation's income, entry fees, in kind)   |      | Expenditure (attach quotations)<br>(eg. Venue Hire, Marketing, Contractors, Permits) |      |
| Grant Funding Sources  |      |  |      |
| Council Sponsorship  | 3000 | Fireworks display  | 3000 |
|  |      | Entertainment  | 1500 |
|  |      | Christmas Trees/Marketing  | 500  |
|  |      |  |      |
|  |      |  |      |
| Grant Requested from Council   | 3000 |  |      |
| Other Revenue Sources  | 2000 |  |      |
| Stall Rentals  |      |  |      |
| Donations  |      |  |      |
| Other Business Sponsorship   |      |  |      |
|  |      |  |      |
|  |      |  |      |
| <b>TOTAL INCOME:</b>   | 5000 | <b>TOTAL EXPENDITURE:</b>  | 5000 |
| 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:      | John Travers | Name:      | Mary-Ann Crowe |
| Signature: |              | Signature: |                |
| Position:  | President    | Position:  | Secretary      |
| Date:      | 30/10/2020   | Date:      | 30/10/2020     |

### 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 type="checkbox"/>            | Section 3 – Budget is completed (if request amount is over \$1,000)                       |
| <input type="checkbox"/>            | Copy of Public Liability Certificate of Insurance attached                                |
| <input 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: \_\_\_\_\_



## CERTIFICATE OF PLACEMENT

In our capacity as insurance broker to The Insured shown below, we confirm that the following insurance contract has been arranged, the details of which are correct as at the Issue Date.

|  |  |                     |            |
|--|--|---------------------|------------|
| ISSUE DATE:                            | 4 November 2020  |                     |            |
| THE INSURED:                           | St George & District Chamber of Commerce Inc.                      |                     |            |
| POLICY TYPE:                           | Public & Products Liability  |                     |            |
| INSURER/S:                             | Liberty International Underwriters Pty Ltd                         |                     |            |
| POLICY NUMBER:                         | SYCAS19431779  |                     |            |
| LIMIT OF INDEMNITY:                    | <b>Public &amp; Products Liability</b>                             |                     |            |
|  | Public liability any one occurrence                                |                     | 20,000,000 |
|  | Products liability in the aggregate during the period of insurance |                     | 20,000,000 |
| TERRITORIAL & GEOGRAPHICAL LIMITATION: | Australia Wide   |                     |            |
| EXPIRY DATE:                           | 30 <sup>th</sup> June 2021   | (at 4pm local time) |            |

This certificate is provided for information purposes and is accurate based on our records at the time it is issued. We are under no obligation to inform you of any subsequent changes to the insurance contract or our records. This certificate confers no rights on the certificate holder. All coverage described is subject to the terms, conditions and limitations of the insurance policy and is issued as a matter of record only. It does not amend, extend or alter the coverage provided by the policy in any way.

Kind regards



**ALAN MORAN** Diploma Fin. Serv. (Broking)  
AUTHORISED REPRESENTATIVE

Direct: (07) 3237 8616  
Mobile: 0421 634 487  
[alanmoran@austcover.com.au](mailto:alanmoran@austcover.com.au)

## OFFICER REPORT

**TO:** Council

**SUBJECT:** Sponsorship Request - Bollon Christmas Tree

**DATE:** 06.11.20

**AGENDA REF:** OCE02

**AUTHOR:** Mariella Perez - Community Development Officer

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### Sub-Heading

The Queensland Country Women's Association (QCWA) have requested a financial sponsorship for the 2020 Christmas Tree in Bollon.

### Executive Summary

This month, Council has received three (3) requests from the Community Grants and Assistance Program. These requests being sponsorship and donations towards Christmas festivities in Bollon, Thallon and St George.

### Background

The Bollon QCWA Christmas Tree is a long running event that is the highlight of the social calendar for the Bollon district. It is the only event that brings the whole community together and is greatly looked forward to as it marks the end of the school year with boarding school children returning home and the Christmas spirit shared by all on the banks of the Wallam.

It is very important to continue this event and draw everyone together particularly in this year of COVID when there have been reduced opportunities for gatherings. The amount of \$1000 would help Bollon QCWA to defray the costs of running this event and allow them to keep charges to a minimum as everyone is still enduring the effects of the prolonged drought as well as assisting them with costs incurred by COVID restrictions.

The Bollon Queensland Country Women's Association have requested sponsorship of \$1000 towards the 2020 Bollon Christmas Tree.

### Link to Corporate Plan

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

### Consultation (internal/external)

Victoria Nancarrow – Queensland Country Women's Association (Bollon).

### Legal Implications

Not Applicable

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## 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 **\$11,643.10** from this budget for 2020/21 financial year.

The Queensland Country Women's Association have requested \$1,000 as sponsorship towards their Annual 2020 Christmas Tree in Bollon.

Council has sufficient funds in the 2020/21 Community Grants and Assistance budget to sponsor the Queensland Country Women's Association for this event.

Due to COVID-19, not many events were held for most part of the year, however, now that restrictions are easing, the prediction is that more applications will come through for the 20/21 financial year, which means more sponsorship are going to be requested of 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 \$1,000 is recommended.

|  |                    |
|--|--------------------|
| Annual Budget – Community Grants and Assistance including Traffic Management Sponsorship | \$60,000           |
| Less Approved/Allocated requests   | \$11,643.10        |
| Total budget remaining – Nov 2020  | \$48,456.9         |
| Less Pending requests – Nov 2020   |                    |
| Chamber of Commerce  | \$3,000.00         |
| Thallon Progress Association   | \$1,000.00         |
| QCWA Bollon  | \$1,000.00         |
| <b>Total remaining</b>   | <b>\$43,356.90</b> |

## Options or Alternatives

1. Council sponsors \$1,000 to the Queensland Country Women's Association for the 2020 Christmas Tree in Bollon from the 2020/21 Community Grants and Assistance Budget.
2. Council sponsors \$500 to the Queensland Country Women's Association for the 2020 Christmas Tree in Bollon from the 2020/21 Community Grants and Assistance Budget.

## Attachments

1. 2020-10-30 - Bollon QCWA - Christmas Tree - Community Grants and Assistance Application Form.pdf [↓](#)

## **Recommendation/s**

That Council resolves to sponsor \$1,000 to the Queensland Country Women's Association for the 2020 Christmas Tree in Bollon 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:   | BOLLON QCWA CHRISTMAS TREE  |
| Event/Project Location:   | WALTER AUSTIN PARK, BOLLON  |
| Event/Project Date:   | 12/12/20  |
| Assistance type:  | <div> <input type="checkbox"/> In Kind Support           <input type="checkbox"/> Fee Waiver (over \$1,000)         </div> <div> <input checked="" type="checkbox"/> Sponsorships (up to \$3,000)           <input type="checkbox"/> Traffic Management Sponsorship         </div> <p><i>Note: - Requests up to \$500: CEO approval/ Requests over \$501 require Councillors Approval.<br/>- The maximum amount of assistance through the sponsorships program is of \$3,000.</i></p>   |
| Estimated Value Sought:   | \$1000<br><i>Note: please complete Section 4: Budget, if requesting over \$1000</i>   |
| Brief Description of Event/Project - including what the funds will be used for (Max 250 Words):         | <p>The Bollon QCWA Christmas Tree is a long running event that is the highlight of the social calendar for the Bollon district. It is the only event that brings the whole community together and is greatly looked forward to as it marks the end of the school year with boarding school children returning home and the Christmas spirit shared by all on the banks of the Wallam. It is very important to continue this event and draw everyone together particularly in this year of COVID when there have been reduced gatherings.</p> <p>\$1000 would help us defray the costs of running this event and allow us to keep charges to a minimum as everyone is still enduring the effects of the prolonged drought as well as assisting us with costs incurred by COVID restrictions.</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: _____<br><input checked="" type="checkbox"/> No   |



## Community Grants and Assistance Application Form

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

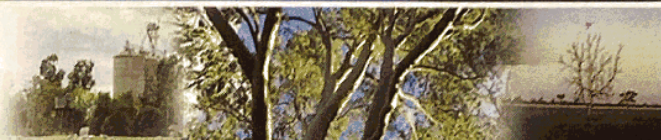
All amounts are to be shown in whole dollars and include GST.

(Attach a separate budget if insufficient space below)

| Income<br>(eg. Organisation's income, entry fees, in kind) |             | Expenditure (attach quotations)<br>(eg. Venue Hire, Marketing, Contractors, Permits) |             |
|--|-------------|--|-------------|
| Grant Funding Sources                                      |             | Gifts, wrapping, biscuits for over 70's  | 2000        |
|  |             | BBQ  | 850         |
|  |             | Covid costs  | 200         |
|  |             | Bar  | 3000        |
|  |             | Advertising, etc   | 50          |
|  |             |  |             |
| Grant Requested from Council                               | 1000        |  |             |
| Other Revenue Sources                                      |             |  |             |
| Raffles  | 600         |  |             |
| Bar  | 4000        |  |             |
| Entry  | 500         |  |             |
|  |             |  |             |
|  |             |  |             |
| <b>TOTAL INCOME:</b>                                       | <b>6100</b> | <b>TOTAL EXPENDITURE:</b>  | <b>6100</b> |
| 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:      | DIANA NORTH | Name:      | VICTORIA NANCARROW |
| Signature: |             | Signature: |                    |
| Position:  | TREASURER   | Position:  | PRESIDENT          |
| Date:      | 05/11/20    | Date:      | 05/11/20           |

### 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 (If not incorporated - Provide details of Auspicing organisation) |
| <input type="checkbox"/>            | Copy of required quotes, permits/approvals attached (if applicable) <i>CLP to follow</i>                        |
| <input type="checkbox"/>            | Completed creditor information form (if applicable) <i>already held by BSC</i>                                  |

### 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: \_\_\_\_\_



Queensland  
Country Women's Association

The CEO  
Balonne Shire Council  
ST GEORGE QLD 4487

05 November 2020

Dear Sir

RE: Community Grant Application

Please find attached an Application Form for your Community Grants Program for our annual Christmas Tree event. Also attached is a Certificate of Currency for insurance and a copy of the Letters Patent re the incorporation of the QCWA.

We have lodged forms for the hire of Walter Austin Park in Bollon with your office and are awaiting receipt of the Community Liquor Permit for the event which we will forward to you as soon as we have it to hand.

Hoping our application will be viewed favourably.

Yours sincerely

Diana G North (Treasurer)  
Bollon QCWA  
PO Box 53  
BOLLON QLD 4488  
07 4625 6182

*Connecting Women Across Queensland*



## Insurance

31 March 2020

1/52 Merivale Street  
South Brisbane  
QLD 4101  
Tel: 07 3840 5505  
Fax: 07 3840 5656

GPO Box 186  
Brisbane  
QLD 4001  
[www.eldersinsurance.com.au](http://www.eldersinsurance.com.au)

| Certificate of Currency     |  |
|-----------------------------|--|
| Name of Insured             | QUEENSLAND COUNTRY WOMEN'S ASSOCIATION |
| Interested Party            |  |
| Policy Number               | 40 PLX 2014712                         |
| Type of Policy              | LIABILITY INSURANCE                    |
| Insurer/Underwriter         | QBE INSURANCE (AUSTRALIA) LIMITED      |
| Cover effective from        | 31 <sup>st</sup> MARCH 2020            |
| Cover expires 4.00 pm       | 31 <sup>st</sup> MARCH 2021            |
| Description of risk insured | PUBLIC AND PRODUCTS LIABILITY          |
| Risk address                | ANYWHERE IN AUSTRALIA                  |
| Sum Insured                 | \$20,000,000                           |

The above information is extracted from our issued insurance policy and is certified as correct.

Please refer to the Policy and Schedule documents for complete details of the insurance evidenced by this Certificate of Currency

Page 1 of 1



This is to certify that this is true  
copy of the original which have  
sighted *Sams*

( ) JULIE MICHELLE LAING (JP QUA)

The Under Secretary, Chief Secretary's Department.

ENTERED on Record by me, in the Register of Patents, No. 16  
day of *July*, A.D. 1926. *Page 167* this *sketched*  
*W. B. Green*

at Government House, Brisbane, this *thirtieth* day of *July* in the year of Our Lord  
one thousand nine hundred and *twenty-six* and in the *seventeenth* year of Our Reign.

A. J. Jones



## OFFICER REPORT

**TO:** Council

**SUBJECT:** Donation Request - Thallon Christmas Tree

**DATE:** 06.11.20

**AGENDA REF:** OCE03

**AUTHOR:** Mariella Perez - Community Development Officer

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### Sub-Heading

The Thallon Progress Association has requested a financial donation for the 2020 Christmas Tree in Thallon.

### Executive Summary

This month, Council has received three( 3) requests from the Community Grants and Assistance Program. This being a donation request of \$1000 from the Thallon Progress Association for the Christmas Tree Event in Thallon.

### Background

The Thallon Christmas Tree has become an important yearly tradition in Thallon and grows in popularity each year. It promotes social well-being and community connectedness by providing an opportunity for the whole community to come together and celebrate. It is a special night for young and old, with Santa in attendance and Christmas Carols provided by the local Fijian Choir.

The funding applied for under this application will be used to purchase Christmas Cakes for the Community, which also helps to raise funds for the St George Lions Club. Meat, salad and bread are purchased to provide a BBQ and watermelon and ice-cream are also purchased for the children. Providing free food means cost is not a barrier for any members of the community participating in this wonderful event.

Thallon Progress Association have requested donation of \$1000 towards the Christmas Tree in Thallon.

### Link to Corporate Plan

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

### Consultation (internal/external)

Jane Corbett – Thallon Progress Association Inc.

### 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 **\$11,643.10** from this budget for 2020/21 financial year.

The Thallon Progress Association has requested \$1,000 as sponsorship towards their Annual 2020 Christmas Tree in Thallon. In 2019, the requested amount for the Thallon Christmas Tree was of \$500.

Council has sufficient funds in the 2020/21 Community Grants and Assistance budget to sponsor the Thallon Progress Association for this event.

Due to COVID-19, not many events were held for most part of the year, however, now that restrictions are easing, the prediction is that more applications will come through for the 20/21 financial year, which means more sponsorship requests are going to be coming through 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 \$1,000 is recommended.

|  |                    |
|--|--------------------|
| Annual Budget – Community Grants and Assistance including Traffic Management Sponsorship | \$60,000           |
| Less Approved/Allocated requests   | \$11,643.10        |
| Total budget remaining – Nov 2020  | \$48,456.9         |
| Less Pending requests – Nov 2020   |                    |
| Chamber of Commerce  | \$3,000.00         |
| Thallon Progress Association   | \$1,000.00         |
| QCWA Bollon  | \$1,000.00         |
| <b>Total remaining</b>   | <b>\$43,356.90</b> |

## Options or Alternatives

1. Council sponsors \$1,000 to the Thallon Progress Association for the 2020 Christmas Tree in Thallon from the 2020/21 Community Grants and Assistance Budget.
2. Council sponsors \$500 to the Thallon Progress Association for the 2020 Christmas Tree in Thallon from the 2020/21 Community Grants and Assistance Budget.

## Attachments

1. 2020-10-30 - Thallon Progress Association - Christmas Tree - Community Grants and Assistance Application Form.pdf [📄](#)

## **Recommendation/s**

That Council resolves to sponsor \$1,000 to the Thallon Progress Association for the 2020 Christmas Tree in Thallon 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:   | Thallon Christmas Tree  |
| Event/Project Location:   | Thallon   |
| Event/Project Date:   | Saturday, December 5th  |
| Assistance type:  | <input type="checkbox"/> In Kind Support<br><input checked="" type="checkbox"/> Donations (up to \$3,000)<br><input type="checkbox"/> Sponsorships (up to \$3,000)<br><input type="checkbox"/> Fee waiver (over \$1,000)<br>Note: Requests up to \$500 - CEO approval and over \$501 - Councillors Approval   |
| Estimated Value Sort:   | \$1000<br>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):         | The Thallon Christmas Tree has become an important yearly tradition in Thallon and grows in popularity each year. It promotes social well being and community connectedness by providing an opportunity for the whole community to come together and celebrate. It is a special night for young and old, with Santa in attendance and Christmas Carols provided by the local Fijian Choir. The funding applied for under this application will be used to purchase Christmas Cakes for the Community, which also helps to raise funds for the StGeorge Lions Club. Meat, salad and bread are purchased to provide a BBQ and water melon and ice-cream are also purchased for the children. This means cost is not a barrier for any members of the community participating in this wonderful event. |
| Is this a New or Existing Event/Project:  | <input checked="" type="checkbox"/> Existing <input type="checkbox"/> New   |
| Is this a one-off or Annual Event/Project:  | <input type="checkbox"/> One-Off <input checked="" type="checkbox"/> Annual   |
| Have you applied for funding through the Community Assistance and Grants program in the last 12 months: | <input checked="" type="checkbox"/> Yes, Which event and amount: 2019 Thallon Christmas Tree - \$500<br><input type="checkbox"/> No   |



## Community Grants and Assistance Application Form

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

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

*(Attach a separate budget if insufficient space below)*

| Income<br><i>(eg. Organisation's income, entry fees, in kind)</i> |  | Expenditure (attach quotations)<br><i>(eg. Venue Hire, Marketing, Contractors, Permits)</i> |  |
|---|--|---|--|
| Grant Funding Sources   |  |   |  |
|   |  |   |  |
|   |  |   |  |
|   |  |   |  |
|   |  |   |  |
|   |  |   |  |
| Grant Requested from Council                                      |  |   |  |
| Other Revenue Sources   |  |   |  |
|   |  |   |  |
|   |  |   |  |
|   |  |   |  |
|   |  |   |  |
|   |  |   |  |
| TOTAL INCOME:   |  | TOTAL EXPENDITURE:  |  |
| 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)*

|                   |   |                   |  |
|-------------------|---|-------------------|--|
| <b>Name:</b>      | Jane Corbett  | <b>Name:</b>      | Leanne Brosnan   |
| <b>Signature:</b> |  | <b>Signature:</b> |  |
| <b>Position:</b>  | President   | <b>Position:</b>  | Secretary  |
| <b>Date:</b>      | 22/10/2020  | <b>Date:</b>      | 22/10/2020   |

### 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 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: \_\_\_\_\_

**QUEENSLAND**  
Associations Incorporation Act 1981  
Section 12

Form 2

Incorporation Number: IA14843

## Certificate of Incorporation

This is to certify that

**THALLON PROGRESS ASSOCIATION INCORPORATED**

is, on and from the tenth day of March 1995  
incorporated under the Associations Incorporation Act 1981.

Dated this tenth day of March 1995



Delegate of Director-General



CERTIFICATE



Australian Government  
Australian Business Register

## Australian Business Register

|   |   |
|---|---|
| Australian business number(ABN)                             | : 59 412 532 398                              |
| Entity name   | : THALLON PROGRESS ASSOCIATION INC            |
| ABN Status  | : Registered                                  |
| ABN Registration Date                                       | : 12 March 2014                               |
| Postal Address  | : BULLAMON PLAINS<br>THALLON QLD 4497         |
| Business Address  | : BULLAMON PLAINS THALLON<br>THALLON QLD 4497 |
| Type of Entity  | : Incorporated Entity                         |
| Industry Code (ANZSIC)                                      | : 69210                                       |
| Trustee Name<br>(See reverse for additional trustee names.) | : not applicable                              |





8 January 2020

**Policy number**  
**142AN01992COM**  
**Period of Insurance**  
**From 13 December 2019**  
**To 4pm on 13 December 2020**

## Your Business Pack Certificate of Currency

This Certificate of Currency has been issued by the Insurer and confirms that on the Date of Issue the Policy is current for the Period of Insurance and Sums Insured and other limits as shown herein.

This Certificate of Currency is issued as a matter of information only and confers no rights upon its holder. This Certificate of Currency does not form part of the terms and conditions of the Policy and does not amend, extend, replace or alter the terms, conditions, definitions, limitations and exclusions noted therein.

This Certificate of Currency is provided as a summary only of the cover provided and is current only at the Date of Issue. The Policy may be subsequently altered or cancelled in accordance with its terms after the Date of Issue of this notice without further notice to the holder of this notice.

Certain words used in this document and the Policy have special meanings. The General Definitions Section of the Product Disclosure Statement (PDS) contains such terms. Please read the PDS, the Schedule and any other documents that form part of the Policy for the terms and conditions of cover:

|                       |   |
|-----------------------|---|
| <b>Date of Issue:</b> | 8 January 2020  |
| <b>Insurer</b>        | Allianz Australia Insurance Limited<br>ABN 15 000 122 850<br>AFS Licence No. 234708 (Allianz)<br>2 Market Street, Sydney NSW 2000 |

|                |                              |
|----------------|------------------------------|
| <b>Details</b> |                              |
| Insured(s)     | Thallon Progress Association |
| Trading as     | Thallon Progress Association |
| Business       | Progress Association         |

# Situation

Po Box 30 THALLON QLD 4497

## Liability

| Description   | Limit of Liability |
|---|--------------------|
| Public Liability any one Occurrence   | \$20,000,000       |
| Products Liability any one Occurrence and in the aggregate any one Period of Insurance                    | \$20,000,000       |
| Property in Physical or Legal Control any one Occurrence and in the aggregate any one Period of Insurance | \$250,000          |

Cover is provided anywhere within the Territorial Limits, including Australia or its external territories and the Situations and any other Australian locations set out in this document. Refer to the Product Disclosure Statement (PDS) for full details.

Kind regards,



Richard Feledy  
**Managing Director**  
**Allianz Australia Limited**

## OFFICER REPORT

**TO:** Council

**SUBJECT:** St George Swimming Pool - Facility bookings/Fees & Charges

**DATE:** 09.11.20

**AGENDA REF:** OCE04

**AUTHOR:** Mariella Perez - Community Development Officer

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### Sub-Heading

Amendment of the booking process and the fees and charges for the hire of the St George Swimming Pool for local clubs and non-for-profit user groups.

### Executive Summary

The Facility Bookings process is currently under review for all Council facilities. An amendment of the booking process, and fees and charges for the hire of the St George Swimming Pool for clubs and non-for-profit user groups is required to streamline the hiring process of this facility.

### Background

The Facility Bookings process is currently under review for all Council facilities. An internal stakeholder committee has been formed to assess the current process of external bookings of Council facilities that will result in a councillor workshop, new policy, terms of hire, fees and charges and procedures.

One of the issues identified during a review of the current St George Swimming Pool facility booking system was how not for profit groups hire the facility. It was observed that rather than going back and forth with a fee waiver, facility bookings form, request for community donation and hire agreement to obtain access to the facility, an amend to the Fees & Charges 2020-21 could reduce the red tape for the St George Swimming Pool with schools, clubs and non-for-profit user groups that use this facility every season. The hirer would still need to adhere to the terms and conditions of hire (see attached), pay a security deposit, have appropriate insurance and qualified lifeguards on site.

The amendment to the current process with the inclusion of the amended conditions of hire will benefit the community, with a streamlined process that is accessible and clear to these groups and the broader community.

### 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)

Internal:

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Director of Finance and Corporate Services – Michelle Clarke  
 Manager Water, Sewerage & Towns – Peter Willey  
 Community Development & Cultural Services Manager – Elizabeth Jones  
 Casual Administration Officer – Jacquie Addison

## Legal Implications

The 'Conditions of Hire of The St George Swimming Pool' include all the requirements for all hirers to provide evidence and documentation for the responsible use and hire of the facility.

These conditions include public liability insurance, cleaning conditions, what happens if damages to infrastructure and guidelines that protect the hirer as well as Council from any future events.

## Risk Implications

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

## Policy Implications

- 'Conditions of Hire of The St George Swimming Pool'
- 'Fees & Charges 2020-21'

## Financial and Resource Implications

Council is in essence forgoing revenue in hire fees of up to \$8000 per season, however, is also reducing expenditure because the requirement for the hirers to provide their own lifeguard means Council is not paying for staff to be present.

The amendment to the Fees & Charges 2020-21 for the hire of the St George Swimming Pool for clubs and non-for-profit community groups to a value of \$0, is a benefit for Council as well as for the community. A security deposit will still apply to all facility bookings, as outlined in the Fees & Charges 2020-21. The security deposit will be refunded following a satisfactory inspection of the facility and once the key to the facility is returned to Council.

| <b>SWIMMING POOL - St George</b>  |          |
|---|----------|
| Adult – Entry Fee   | \$3.00   |
| Adult ( <u>Non Swimming</u> ) – Entry Fee   | \$1.00   |
| Age 2 and under – Entry Fee   |          |
| Child (Ages 2 and under 18) – Entry Fee (includes when under school supervision)  | \$1.50   |
| Child ( <u>Non Swimming</u> ) (Ages 2 and under 18) – Entry Fee   | \$0.50   |
| Adult - Pension Seniors Card  | \$1.50   |
| Hire by Schools or Swimming Club for club meetings and events- Lifeguard Required per hour  | \$40.00  |
| Hire for Swimming Coaching - during pool opening hours (maximum of 2 lanes at any one time) per hour per lane                               | \$0.00   |
| Casual Hirers (minimum charge) (outside public swimming hours) ((Not applicable to Schools or Swimming Club) - Lifeguard Required) per hour | \$40.00  |
| Hire for Swimming Coaching -(outside of pool opening hours) per hour  | \$0.00   |
| Lifeguard (Ordinary Working Day) per hour   | \$40.00  |
| Lifeguard - Saturday - (Minimum 3 Hours) fee per hour   | \$56.50  |
| Lifeguard - Sunday - (Minimum 3 Hours) fee per hour   | \$76.50  |
| Lights per hour   | \$11.00  |
| Replacement Keys (A lost key may result in all locks needing to be replaced.)   |          |
| Replacement locks   |          |
| Season Ticket - Adult   | \$160.00 |
| Season Ticket – Child (Ages 2 and under 18)   | \$90.00  |
| Season Ticket - Family  | \$280.00 |
| Season Ticket - Pension Seniors Card (including Gold)   | \$110.00 |
| <b>Part season tickets are not available. Debtor Accounts will not be issued for Season Passes</b>  |          |

## Options or Alternatives

Nil

## Attachments

1. 2020-11-06 - St George Swimming Pool Hire Form and Conditions 2020-21.pdf [↓](#)

## Recommendation/s

That Council amend the 2020/21 fees and charges in accordance with Section 97 and Section 262(3)(c) of the Local Government Act 2009 for the hire of the St George Swimming Pool for clubs and non-for-profit seasonal user groups to a value of \$0, subject to the hirer complying with the conditions of hire and payment of a security deposit.

Peter Willey

**Project Officer**

## BALONNE SHIRE COUNCIL

### CONDITIONS OF HIRE OF THE ST GEORGE SWIMMING POOL

#### General Conditions

1.
  - a. A set of **keys** shall be made available to seasonal hirers of The St. George Swimming Pool. (*i.e. St. George Swimming Club, Schools*) It is the responsibility of each Organisation to **secure all doors and entrances**, and switch off lighting and power (where applicable) at the conclusion of each function.
  - b. **Duplication of keys is prohibited** without the express approval of an Authorised Officer. Keys not returned will be charged for at the cost of replacement. Where it is necessary for security purposes to change locks as a result of the non-return of keys, the cost of same will be charged to the hirer.
2. The responsibility for **cleaning** of The St. George Swimming Pool is as follows:-
  - a. The **Hirer** shall, to the satisfaction of the Authorised Officer/s **collect all refuse** accumulated on the premises during the function (including in the toilets/showers and dressing rooms) and deposit same in the rubbish bins provided by Council.
  - b. The **Hirer** shall be responsible for immediate cleanup of any out of the ordinary occurrences (eg sickness, spilt food or drink) which is necessary for the continued hygienic operation of the pool.
  - c. The **Hirer** shall carry out the required cleanup prior to the conclusion of each period of use.
  - d. The Council will be responsible for cleaning of toilets, showers and dressing rooms. (Not including collection of refuse.)
  - e. The **Council** will be responsible for the supply of toilet paper etc. to the toilets.

If Council Staff are required to attend to refuse collection or cleaning which should have been attended to as per items a. and b. above, the charge applicable and payable by the hirer, shall be calculated at \$126.00 per person per hour.

3. The **Hirer is responsible for any damage** that is caused to the facilities during the period of hire. Hirers, other than seasonal hirers, will be required to lodge a **refundable security deposit of \$285.00** with the Council prior to use of The St. George Swimming Pool. The cost of any repairs of damage caused to the facilities during the period of hire shall be deductible from the security deposit.

+9

4. Strictly **NO ALCOHOL** is to be consumed on the premises.
5. **No Council owned furniture, fixtures or equipment** shall be removed from any building without the prior approval of an Authorised Officer.
6. Any organisation hiring the St. George Swimming Pool is required to submit the **name of a responsible person** who can liaise with and be contacted by Council, should any circumstances arise where it is necessary to communicate with the Hirer.
7. Council Employees shall not be called out by the Hirer to perform any work on any facility without approval of the Authorised Officer.
8. It is compulsory for all hirers of the St. George Swimming Pool to carry **insurance against Public Liability** for the duration of their use. The organisation or person hiring the facilities is required to complete a form of **INDEMNITY** in favour of **COUNCIL** against any claim for damages, injury or loss which may occur as a result of their use of The St. George Swimming Pool. (Refer to Hire Agreement form)  
**PROOF OF SUFFICIENT PUBLIC LIABILITY INSURANCE COVER (MINIMUM \$10,000,000) MUST BE PROVIDED PRIOR TO ANY USE OF THE ST. GEORGE SWIMMING POOL.**

**CONDITIONS OF HIRE OF THE ST GEORGE SWIMMING POOL**

**Specific Conditions to Ensure the Safety of Users**

9. When hiring the St George Swimming Pool it is **compulsory to have qualified Pool Lifeguard/s present.**

- a. Up to 25 people – 1 Pool Lifeguard Required
- b. Over 25 people – 1 Lifeguard and 1 Bronze Medallion or 2 Pool Lifeguards required.
- c. If swimmer numbers exceed 100, the ratio must be one Lifeguard per 100 swimmers.

**A copy of the Pool Lifeguard Certificate/s must be attached to Hire Application Form.**

10. It is the responsibility of the Hirer to ensure that the 'Emergency Action Plan' for the St George Pool is clearly understood and implemented in the case of an emergency. Copy is attached. In particular the hirer must be familiar with;

- Evacuation procedures and assembly areas in the case of a fire, explosion, bomb threat, chemical spill or leak.
- Locations of rescue and first aid equipment
- Requirement to close the pool during electrical storms
- Routine for dealing with major incidents such as suspected drowning, spinal injury, cardiac incident
- Routine for dealing with minor incidents such as overcrowding, disorderly behaviour

A copy of the Emergency Action Plan is attached.

11. **The Hirer must obey the following pool rules:**

- Obey all signs. They are placed for your safety and comfort
- No diving unless under the supervision of a qualified instructor, as there are large areas of shallow depths.
- ALL children under 10 years of age must be directly supervised by an adult
- People with communicable infectious diseases shall not use the swimming pool.
- Immunosuppressed individuals should not use the swimming pool
- Children should use the toilet before entering the pool
- Do not use soap, detergent or any other substance in the pool
- Do not climb up, or onto any fence or partition of roof within the pool area.
- People wearing contact lenses should remove them before entering the pool
- Children under 4 years must wear a swimming diaper whilst in the pool



**BALONNE SHIRE COUNCIL**

**CONDITIONS OF HIRE OF THE ST GEORGE SWIMMING POOL**

**Hire Charges**

12. a. **Hire charges** shall be set annually by the Council.  
b. The hirer shall pay to the Pool Attendants the applicable hire charges by cash or cheque, or alternative may make payment by alternative methods at Council's Office, 118 Victoria St, St George :-

**POOL HIRE CHARGES 2020/2021**

|  |   |
|--|---|
| Hire by Schools or Swimming Club                               | \$40.00 per hour for club meetings and events \$3.00 per adult and \$1.50 per child during school lessons -<br><b>Lifeguard Required</b>                                      |
| Casual Hirers (minimum charge) (outside public swimming hours) | \$40.00 per hour (Not applicable to Schools or Swimming Club) - <b>Lifeguard Required</b>   |
| Lifeguard  | \$40.00 per hour (Ordinary Working Day)   |
| Lifeguard  | \$55.00 (Saturday Minimum 3 Hours)  |
| Lifeguard  | \$75.00 (Sunday Minimum 3 Hours)  |
| Lights   | \$11 per hour   |
| Replacement locks  | At Cost   |
| Replacement Keys   | At Cost   |
|  | NOTE: A lost key may result in all locks needing to be replaced.  |
| Hire for Swimming Coaching                                     | No charge per hour per lane during pool opening hours (maximum of 2 lanes at any one time)<br>No charge per hour outside of pool opening hours –<br><b>Lifeguard Required</b> |

\*\* Prices include 10% Goods and Services Tax.

**AUTHORISED OFFICERS**

Andrew Boardman (Director of Infrastructure Services)  
Natalia Hautala (Pool Operator)

**All correspondence should be addressed to:**

CEO  
Balonne Shire Council  
PO Box 201  
ST GEORGE QLD 4487

PH: 07 4620 8888  
FAX: 07 4620 8889





**BALONNE SHIRE COUNCIL  
HIRE AGREEMENT FOR THE ST. GEORGE SWIMMING POOL**

|   |            |   |
|---|------------|---|
| NAME OF CLUB OR ORGANISATION:   |            |   |
| ADDRESS:  |            |   |
| NAME OF LIAISON OFFICER:  |            | PHONE:  |
| TYPE OF FUNCTION:   |            |   |
| DATE OF FUNCTION: (ATTACH SEPARATE SHEET IF INSUFFICIENT SPACE)   | TIME FROM: | TO:   |
|   |            |   |
|   |            |   |
|   |            |   |
|   |            |   |
|   |            |   |
|   |            |   |
| INSURER - LEGAL LIABILITY:  |            | COVER \$:   |
| MAXIMUM SWIMMER NUMBER AT ANY ONE TIME:   |            | <b>NOTE: UP TO 25 = 1 LIFEGUARD REQUIRED</b><br><b>26 to 100 = 1 LIFEGUARD &amp; 1 BRONZE MEDALLION (min)</b><br><b>OVER 100 PEOPLE = 2 LIFEGUARDS REQUIRED</b> |
| NAME OF SUPERVISING PERSON/S HOLDING LIFEGUARD or BRONZE MEDALLION CERTIFICATES (please attach a copy of certificate/s to this form.) |            |   |
| 1.  |            |   |
| 2.  |            |   |

**THE ATTACHED CONDITIONS OF HIRE AND EMERGENCY ACTION PLAN FORM PART OF THIS AGREEMENT – PLEASE READ THEM CAREFULLY AND ENSURE THAT THEY ARE UNDERSTOOD**

On behalf of the applicant I agree to the attached Conditions of Hire and certify that the information provided above is true and correct to the best of my knowledge and further, on behalf of the applicant, I hereby indemnify the Council of the Shire of Balonne against any claim whatsoever arising from my/our use of the premises.

|                         |       |
|-------------------------|-------|
| SIGNATURE OF APPLICANT: | DATE: |
| SIGNATURE OF WITNESS:   | DATE: |

**Note: Seasonal Hirers must complete this application form each season.**

|                              |       |
|------------------------------|-------|
| SIGNATURE OF POOL ATTENDANT: | DATE: |
|------------------------------|-------|

**OFFICE USE ONLY**

|   |   |
|---|---|
| APPLICATION RECEIVED DATE:  | COPIED FOR POOL: <input type="radio"/> Yes <input type="radio"/> No |
| PROOF OF INSURANCE ATTACHED: <input type="radio"/> Yes <input type="radio"/> No   | TOTAL FEES \$      REC NO.  |
| COPY OF LIFEGUARD CERTIFICATES/S ATTACHED: <input type="radio"/> Yes <input type="radio"/> No / <input type="radio"/> 1 <input type="radio"/> 2 |   |
| CASUAL HIRERS ONLY – SECURITY DEPOSIT \$285   | REC NO.:  |

# EMERGENCY ACTION PLAN FOR ST GEORGE POOL



**BALONNE SHIRE COUNCIL  
HIRE AGREEMENT FOR THE ST. GEORGE SWIMMING POOL**

**ROUTINE AQUATIC EMERGENCY PROCEDURES**

- MINOR INCIDENT – Supervisors and Life Guards are trained in First Aid, all Incidents are to be reported on an Incident Report Form.
- OVERCROWDING – Restrictions to numbers of swimmers applies as per Operation Guidelines.
- DISORDERLY BEHAVIOR – Offenders Description Form (4) to be filled out and Supervisor's Authority to refuse entry of offenders if necessary call Police.
- CHEMICAL IRREGULARITIES – as per Operation Guidelines if necessary close pool.
- LACK OF WATER CLARITY – as per Operation Guidelines if necessary close pool.

**MAJOR INCIDENTS** - Incidents considered to be life threatening

- SUSPECTED DROWNING – Call 000 Immediately, then treat casualty as per Lifeguard Training.
- SUSPECTED SPINAL INJURY – Call 000 Immediately, then treat casualty as per Lifeguard Training.
- CARDIAC INCIDENT – Call 000 Immediately, then treat casualty as per Lifeguard Training.
- CHEMICAL SPILL OR LEAK – as per Operation Guidelines, Evacuate or close pool if necessary.

**RESCUE AND FIRST AID EQUIPMENT**

- LIST OF EQUIPMENT – as per Operation Guidelines.
- LOCATION OF EQUIPMENT – First Aid Kit, Spine Board and Rescue Tube will be located on the pool deck.

**EMERGENCY SERVICES**

- LIST OF RELEVANT EMERGENCY SERVICES – Listed on Emergency Evacuation Procedure as per Operation Guidelines, keep list near phone.
- CONTACT DETAILS FOR EACH SERVICE – Listed on Emergency Evacuation Procedure as per Operation Guidelines, keep list near phone.
- CALL OUT PROCEDURES -- Listed on Emergency Evacuation Procedure as per Operation Guidelines.

**EVACUATION**

- FIRE – Follow Emergency Evacuation Procedure.
- BOMB THREAT -- Follow Emergency Evacuation Procedure.
- CHEMICAL SPILL OR LEAK – Follow Emergency Evacuation Procedure.

**PRACTISING EMERGENCY PROCEDURES**

- TRAINING AND SIMULATIONS -- To be done at regular intervals throughout the season and Training Attendance Sheet to be filled out by all participants and Supervisors.

## **EMERGENCY PROCEDURE FOR HAZARDOUS SUBSTANCE SPILLAGE**

1. Contact your Supervisor;
2. Read appropriate Material Safety Data Sheet (MSDS);
3. Control the spill where possible;
4. Contact Emergency Services when spill becomes uncontrollable or presents a danger to the health of the personnel and the environment.

## **EMERGENCY EVACUATION PROCEDURE (FIRE OR BOMB)**

1. Raise alarm – **Phone 000** Fire Brigade / Police;
2. Notify Fire Wardens and **ALL** Staff / Visitors to evacuate building;
3. **DO NOT PANIC**;
4. Engage Fire Extinguishers to control fire if safe to do so;
5. Fire Wardens / Staff to ensure all visitors to evacuate to Emergency Assembly Point;
6. All Staff to leave building and Assemble at Emergency Assembly Point;
7. **DO NOT** re-enter building until directed.

### **CONTACT LIST:**

|  |   |                            |
|--|---|----------------------------|
| <b>QLD FIRE &amp; RESCUE AUTHORITY</b> | - | <b>Ph: 000</b>             |
| <b>POLICE</b>                          | - | <b>Ph: 000 / 46255 036</b> |
| <b>HOSPITAL</b>                        | - | <b>Ph: 46202 222</b>       |
| <b>ST GEORGE MEDICAL CENTRE</b>        | - | <b>Ph: 46255 344</b>       |

## (FCS) FINANCE AND CORPORATE SERVICES

| ITEM | TITLE   | SUB HEADING  | PAGE |
|------|---|--|------|
| FCS1 | <b><u>QUARTERLY<br/>PERFORMANCE REPORT-<br/>QUARTER 1- 2020/21</u></b>                          | Quarterly Performance Report- Quarter 1- 2020/21   | 42   |
| FCS2 | <b><u>QUARTER 1 2020-21<br/>OPERATIONAL RISK<br/>STATUS REPORT</u></b>                          | Q1 Operational Risk Status Report  | 99   |
| FCS3 | <b><u>CALENDAR OF COUNCIL<br/>MEETINGS 2021</u></b>   | Calendar of Ordinary meetings 2021   | 101  |
| FCS4 | <b><u>BUDGET AMENDMENT -<br/>REVENUE RECOGNITION<br/>QRRRF - FLOOD<br/>MONITORING</u></b>       | Amendment to Budget and Revenue Recognition – QRRRF – Flood Monitoring Project                         | 103  |
| FCS5 | <b><u>MONTHLY FINANCIAL<br/>MANAGEMENT REPORT<br/>OCTOBER 2020</u></b>                          | Monthly Financial Management Report as at 31 October 2020 to be tabled at the meeting.                 | 106  |
| FCS6 | <b><u>BUDGET AMENDMENT<br/>AND REVENUE<br/>RECOGNITION -<br/>INNOVATION LIBRARY<br/>HUB</u></b> | Amendment to Budget and Revenue Recognition – Innovation Library Hub – Building Better Regions Round 4 | 124  |

## OFFICER REPORT

**TO:** Council

**SUBJECT:** Quarterly Performance Report- Quarter 1- 2020/21

**DATE:** 10.11.20

**AGENDA REF:** FCS1

**AUTHOR:** Tayla Lawson - Administration Officer - Governance

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### Sub-Heading

Quarterly Performance Report- Quarter 1- 2020/21

### Executive Summary

The Quarterly Performance Report for – Quarter 1- 2020/21 is presented to Council for Adoption

### Background

The Chief Executive Officer must present a written assessment of the Local Government progress towards implementing the annual operational plan of not more than three months.

The progress report for Quarter 1 (1 July to 30 September 2020) is provided under separate cover.

Each section provides an overview of performance in a graphical layout. Traffic lights give an indication of the performance for Quarter 4

- Green lights generally have no commentary as they are on track
- Amber lights indicate that the action or KPI requires monitoring
- Red traffic light indicates that the target has not been met, work has not commenced or the KPI has not been achieved

### Link to Corporate Plan

| Key Foundation Area | Key Program Area                              |
|---------------------|---|
| <u>Governance</u>   | Effective strategic planning and partnerships |

### Consultation (internal/external)

All directors have been given the opportunity to provide commentary on the progress the Milestones and Key Performance Indicators within the Operational Plan.

### Legal Implications

The report complies with Section 174 (3) Local Government Regulation 2012.

## **Risk Implications**

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

## **Policy Implications**

Not Applicable

## **Financial and Resource Implications**

Not Applicable

## **Options or Alternatives**

NIL

## **Attachments**

1. Organisational Performance Report - Quarter 1 Final.pdf [↓](#)

## **Recommendation/s**

That Council resolves to adopt the Quarterly Performance Report for Quarter 1 of 2020/21, as tabled, in accordance with, Section 174 (3) of the Local Government Regulations 2012.

Michelle Clarke

**Director Finance & Corporate Services**





# Organisational Performance Report

Balonne Shire Council

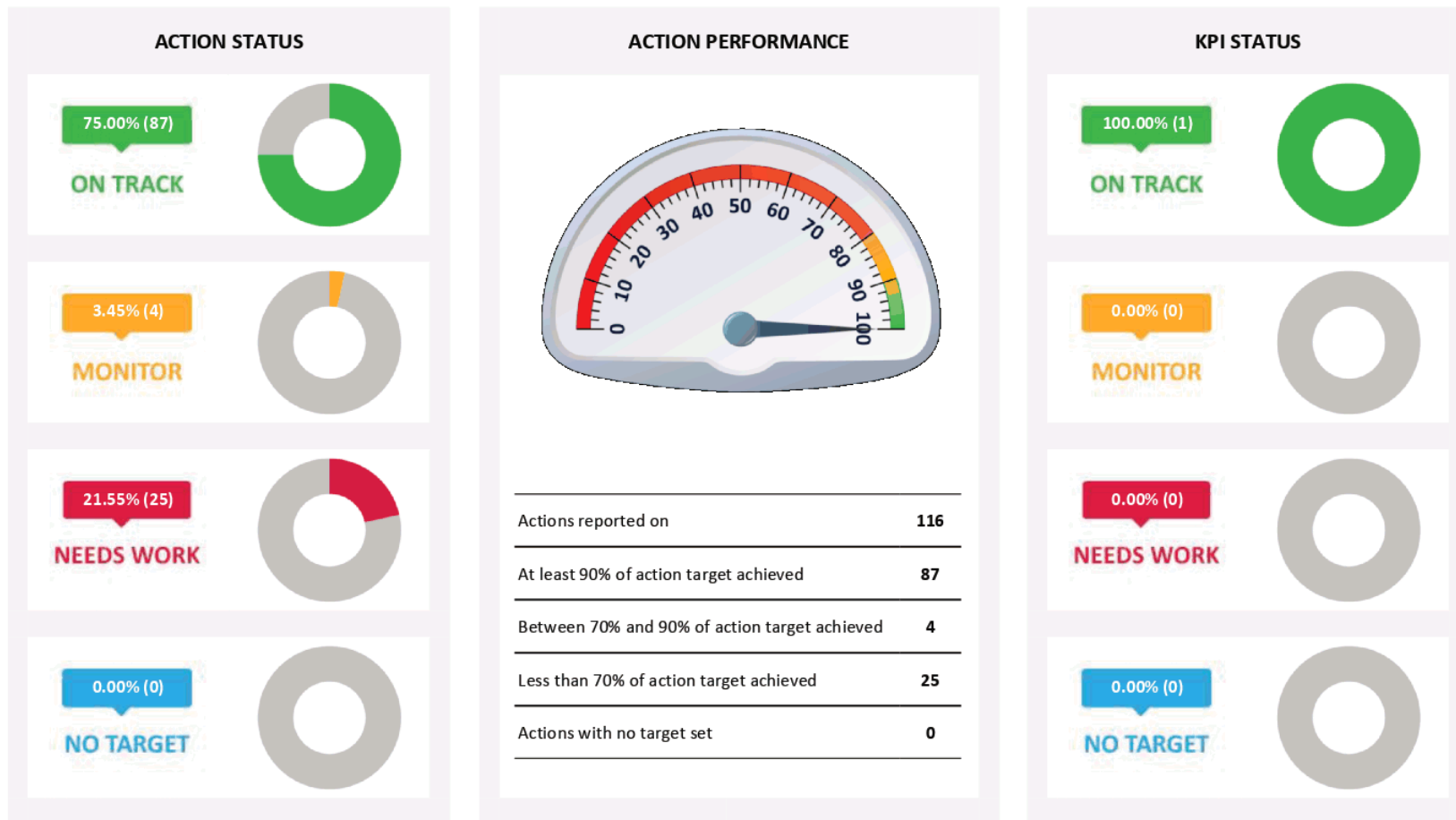
camms**strategy**

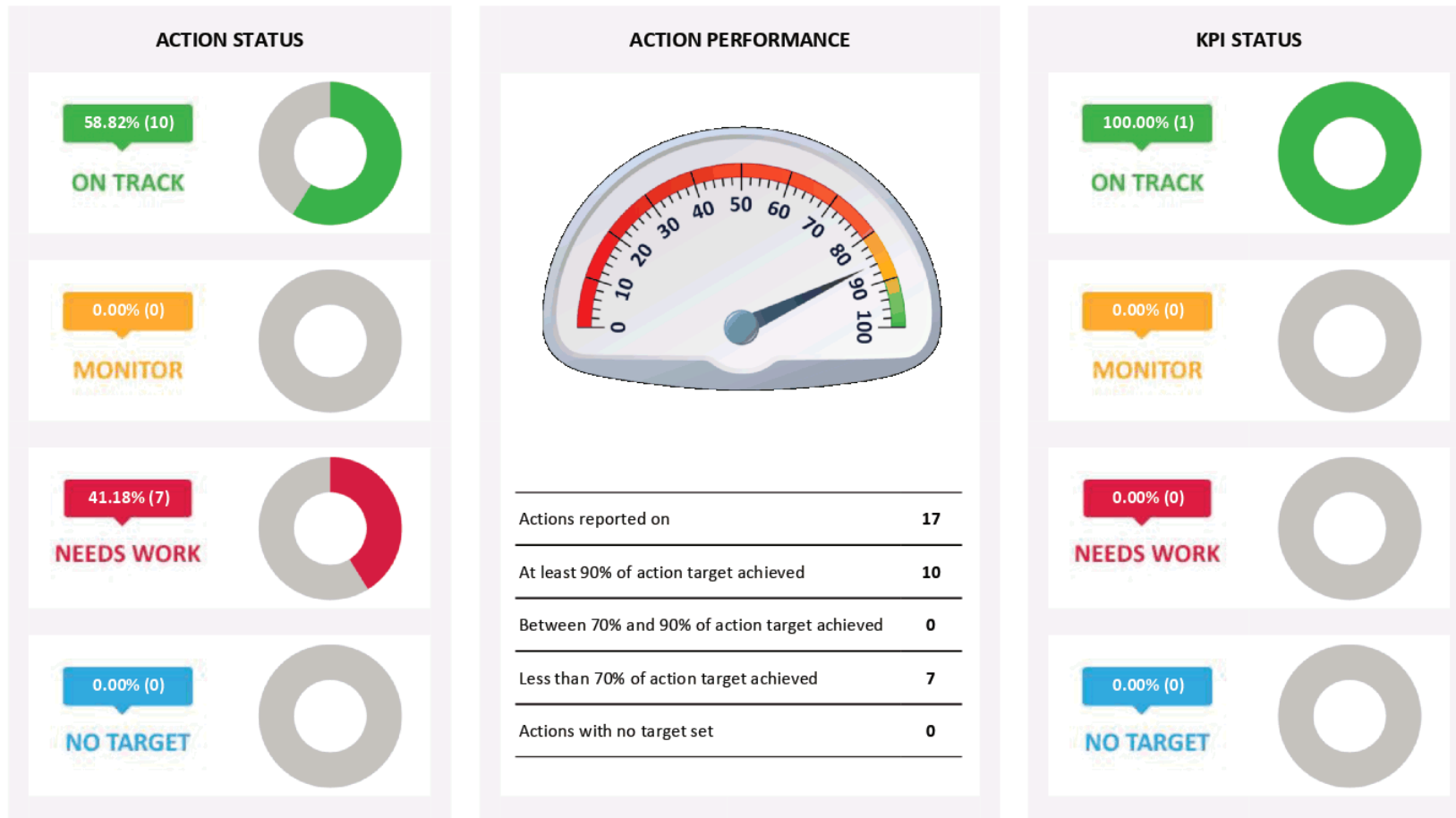
*Print Date: 10-Nov-2020*

**Date Range: 01/07/2020 - 30/09/2020**













[cammsstrategy.com](https://cammsstrategy.com)

## OVERVIEW SUMMARY











**GOAL: COMMUNITY**

## PERFORMANCE OVERVIEW



| KEY FOUNDATION AREA   |  | Actions Monitor   |           | KPI   |           |
|---|--|---|-----------|---|-----------|
| 1.1 Pursuit of active and healthy lifestyles where cultures, traditions and the arts are celebrated, including the provision of safe and welcoming spaces to connect, engage and learn. |  |  |           | -   |           |
| Program   |  | Action Performance  |           | KPI Performance   |           |
| 1.1.1 Community spaces to connect, engage and learn   |  |  | Off Track |  | On Track  |
| 1.1.2 Healthy and active lifestyles   |  |  | On Track  |  | Off Track |
| 1.1.3 Strong community organisations  |  | -   |           |  | On Track  |
| 1.1.4 Vibrant creative arts, music, local history and culture   |  |  | Monitor   |  | On Track  |
| 1.1.5 Community Well-being  |  |  | On Track  |  | On Track  |
| 1.1.6 Disaster management   |  |  | Monitor   |  | On Track  |







## ACTION AND KPI SUMMARY

| Goal: Pursuit of active and healthy lifestyles where cultures, traditions and the arts are celebrated, including the provision of safe and welcoming spaces to connect, engage and learn. |  |   |               |            |          |            |        |  |
|---|--|---|---------------|------------|----------|------------|--------|--|
| Program: Community spaces to connect, engage and learn  |  |   |               |            |          |            |        |  |
| Action  | Responsibility   | Progress Comment  | Action Status | Start Date | End Date | % Complete | Target | Status   |
| 1.1.1.1 Continued council involvement in WORK program   | Elizabeth Jones - Manager Community Development and Multicultural Services | No involvement due to COVID19                                     | Not Started   | 01/07/20   | 30/06/21 | 0.00       | 25.00  |  NEEDS WORK |
| 1.1.1.2 Engage with the community to contribute to Place-making and/or future community planning  | Fiona Macleod - Planning & Development Officer                             | No engagement with the community has taken place in this quarter. | Not Started   | 01/07/20   | 30/06/21 | 0.00       | 25.00  |  NEEDS WORK |

| Performance Measures   | Unit | Trend  | Period Performance |        |   | YTD Performance |        |   |
|--|------|--|--------------------|--------|---|-----------------|--------|---|
|  |      |  | Target             | Actual | Indicator   | Target          | Actual | Indicator   |
| 5% increase of youth participation in council initiated activities and initiatives   | %    |  | 5.00               | 5.00   |  ON TRACK  | 5.00            | 5.00   |  ON TRACK  |
| Its Rocket Science was held and youth activities engaged in all main townships.  |      |  |                    |        |   |                 |        |   |
| Cultural activities/initiatives are implemented and/or supported   | #    |  | 3.00               | 4.00   |  ON TRACK | 3.00            | 4.00   |  ON TRACK |
| Cultural activities have been implemented<br>Funny Mummies September<br>2 more events are under way for Nov<br>RADF funded Camerata Orchestra evening. |      |  |                    |        |   |                 |        |   |

## Program: Healthy and active lifestyles

| Action  | Responsibility                                   | Progress Comment  | Action Status | Start Date | End Date | % Complete | Target | Status  |
|---|--|---|---------------|------------|----------|------------|--------|---|
| 1.1.2.1 Actively seek opportunities to pursue Beardmore Dam Recreation Area         | Matthew Magin - Chief Executive Officer          | Partnership with Sun water, will go to council for adoption | In Progress   | 01/07/20   | 30/06/21 | 75.00      | 25.00  | <br>ON TRACK   |
| 1.1.2.2 Investigate options and initiate the leasing of the St George Swimming Pool | Peter Willey - Manager Water, Sewerage and Towns | Lease specification prepared for review                     | In Progress   | 01/07/20   | 30/06/21 | 15.00      | 25.00  | <br>NEEDS WORK |

| Performance Measures   | Unit | Trend  | Period Performance |        |   | YTD Performance |        |   |
|--|------|--|--------------------|--------|---|-----------------|--------|---|
|  |      |  | Target             | Actual | Indicator   | Target          | Actual | Indicator   |
| 90% capital projects completed within budget and on time A         | %    |  | 90.00              | 20.00  | <br>NEEDS WORK | 90.00           | 20.00  | <br>NEEDS WORK |
| Projects are being planned/organised and progressing               |      |  |                    |        |   |                 |        |   |
| 90% of operational projects completed within budget and on time. A | %    |  | 90.00              | 20.00  | <br>NEEDS WORK | 90.00           | 20.00  | <br>NEEDS WORK |
| Projects are being planned/organised and progressing               |      |  |                    |        |   |                 |        |   |

**Program: Strong community organisations**


No actions specified for this period

| Performance Measures   | Unit | Trend | Period Performance |        |               | YTD Performance |        |               |
|--|------|-------|--------------------|--------|---------------|-----------------|--------|---------------|
|  |      |       | Target             | Actual | Indicator     | Target          | Actual | Indicator     |
| 100% of all community groups and organisations are supported by the Balonne Shire Council  | %    | ↔     | 25.00              | 25.00  | ✓<br>ON TRACK | 25.00           | 25.00  | ✓<br>ON TRACK |
| Interagency Forums have been attended by CDOs.<br>User group meetings and community group meetings e.g. Progress associations have been supported.   |      |       |                    |        |               |                 |        |               |
| Number of community meetings attended in each township per annum   | #    | ↓     | 1.75               | 2.00   | ✓<br>ON TRACK | 1.75            | 2.00   | ✓<br>ON TRACK |
| Each township has had Council representation.<br>Showground and facilities user group meetings and progress association meetings. Hebel has not been visited but has a representative on user group that met in Dirranbandi. |      |       |                    |        |               |                 |        |               |
| Number of forward looking initiatives/programs instigated  | #    | ↔     | 2.00               | 2.00   | ✓<br>ON TRACK | 2.00            | 2.00   | ✓<br>ON TRACK |
| Work camp schedule reviewed following COVID restrictions<br>Blue tree project completed in St George in Oct  |      |       |                    |        |               |                 |        |               |

**Program: Vibrant creative arts, music, local history and culture**

| Action   | Responsibility   | Progress Comment   | Action Status | Start Date | End Date | % Complete | Target | Status        |
|--|--|--|---------------|------------|----------|------------|--------|---------------|
| 1.1.4.1 Develop Balonne Shire as a multicultural welcoming community | Dani Kinnear - Community Development/Multicultural Development Officer | Community consultations to help with developing a welcoming and attraction Strategy<br>The draft strategy went to a Council workshop and we now have to go back to the community for feedback.<br>Make our place your place merchandise ordered and recieved to start making up the welcoming packs. | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 0.00   | ✓<br>ON TRACK |









| Action  | Responsibility  | Progress Comment  | Action Status | Start Date | End Date | % Complete | Target | Status  |
|---|---|---|---------------|------------|----------|------------|--------|---|
| 1.1.4.2 Continuation of the Digital Literacy Program  | Elizabeth Jones - Manager<br>Community Development and Multicultural Services | Program under review.<br>Digital literacy program being rolled out to Staff prior to being rolled out to community.                   | In Progress   | 01/07/20   | 30/06/21 | 10.00      | 0.00   | <br>ON TRACK   |
| 1.1.4.3 Continue to organise, host or assist in delivering the Annual Community Events Program              | Elizabeth Jones - Manager<br>Community Development and Multicultural Services | Australia Day being organised and award nominations have been promoted to the community.  | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 0.00   | <br>ON TRACK   |
| 1.1.4.4 Commence implementation of the new library innovation hub St George with Federal Government Funding | Elizabeth Jones - Manager<br>Community Development and Multicultural Services | Temporary Library building secured by lease. Planning for move to same underway.<br>Project management tender and contract finalised. | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 0.00   | <br>ON TRACK   |
| 1.1.4.5 Investigate and deliver a Bollon Library Upgrade and Relocation                                     | Matthew Magin - Chief Executive Officer                                       | prepared registered of interest to go out to interested stake holders   | In Progress   | 01/07/20   | 30/06/21 | 10.00      | 25.00  | <br>NEEDS WORK |



| Performance Measures   | Unit | Trend | Period Performance |        |                 | YTD Performance |        |                 |
|--|------|-------|--------------------|--------|-----------------|-----------------|--------|-----------------|
|  |      |       | Target             | Actual | Indicator       | Target          | Actual | Indicator       |
| 100% of RADF monies distributed  | %    | ↑     | 25.00              | 33.00  | ✓<br>ON TRACK   | 25.00           | 33.00  | ✓<br>ON TRACK   |
| Thus far approximately \$10,000 has been distributed from available funds                                      |      |       |                    |        |                 |                 |        |                 |
| 5% increase in library loans   | %    | ↓     | 5.00               | 2.10   | ✗<br>NEEDS WORK | 5.00            | 2.10   | ✗<br>NEEDS WORK |
| Total of 4585 items loaned down from the same time last year 5324  |      |       |                    |        |                 |                 |        |                 |
| 5% increase in library users   | %    | ↓     | 5.00               | 2.10   | ✗<br>NEEDS WORK | 5.00            | 2.10   | ✗<br>NEEDS WORK |
| An average of 2.1% increase in member numbers across all sites.  |      |       |                    |        |                 |                 |        |                 |
| Increase and diversify library function by 10%   | %    | ↓     | 2.50               | 1.00   | ✗<br>NEEDS WORK | 2.50            | 1.00   | ✗<br>NEEDS WORK |
| Due to lack of staffing and proposed move to temporary accommodations this has not been activated this quarter |      |       |                    |        |                 |                 |        |                 |
| Maintain local artist content in pop up gallery  | %    | ↑     | 25.00              | 25.00  | ✓<br>ON TRACK   | 25.00           | 25.00  | ✓<br>ON TRACK   |
| Quilt display 100% local artisans  |      |       |                    |        |                 |                 |        |                 |
| Number of initiatives that nurture cultural diversity and inclusion instigated                                 | #    | ↑     | 0.50               | 1.00   | ✓<br>ON TRACK   | 0.50            | 1.00   | ✓<br>ON TRACK   |
| Celebrating cultures in the library spaces   |      |       |                    |        |                 |                 |        |                 |

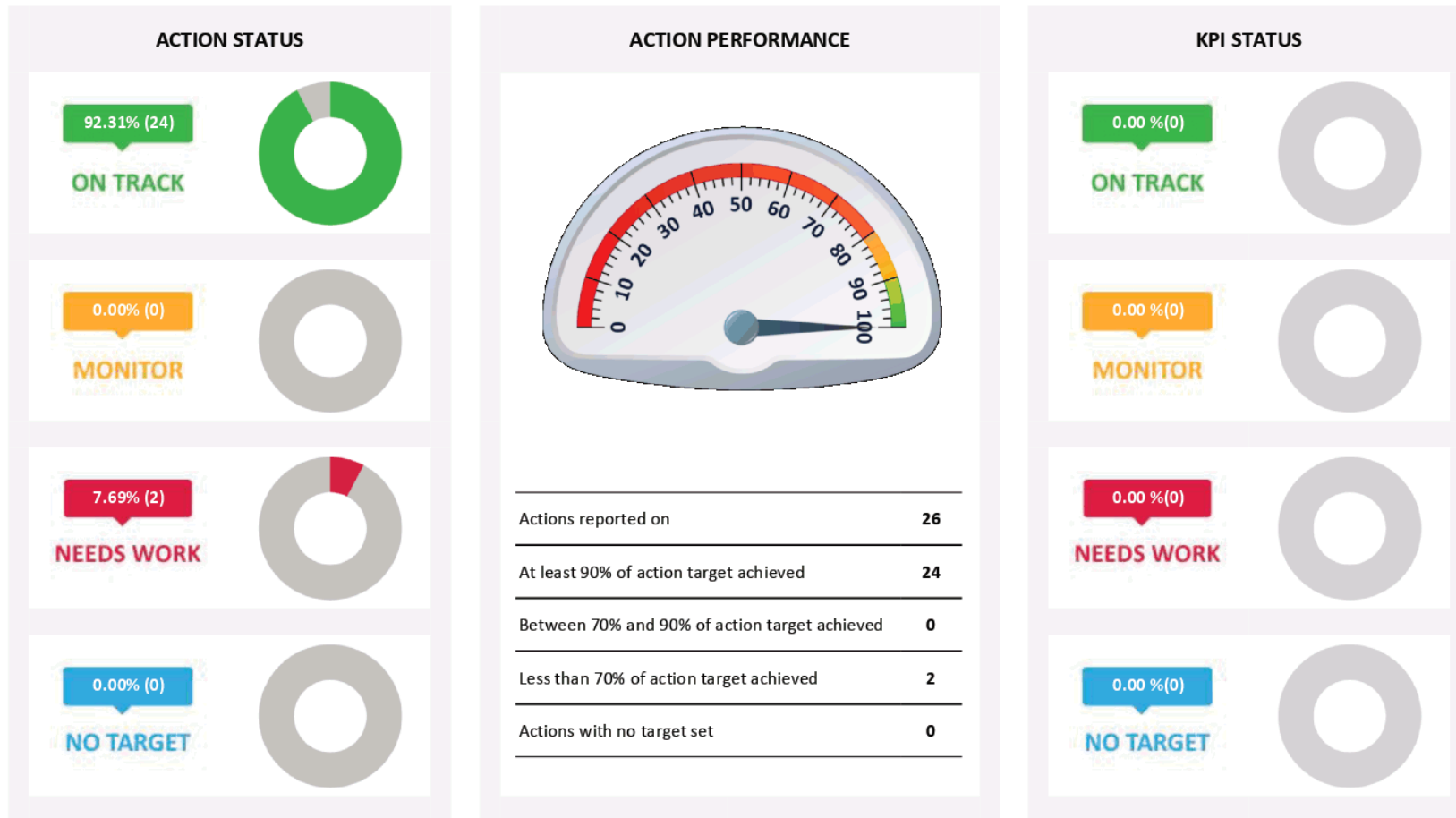
## Program: Community Well-being

| Action   | Responsibility   | Progress Comment  | Action Status | Start Date | End Date | % Complete | Target | Status        |
|--|--|---|---------------|------------|----------|------------|--------|---------------|
| 1.1.5.1 Coordinate and facilitate Balonne community collective and well-being project outcomes | Elizabeth Jones - Manager Community Development and Multicultural Services | Initial meeting with Balonne Shire Council and new CEO of SWH&HS organised to negotiate outcomes. | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  | ✓<br>ON TRACK |















| Performance Measures  | Unit | Trend | Period Performance |        |            | YTD Performance |        |            |
|---|------|-------|--------------------|--------|------------|-----------------|--------|------------|
|   |      |       | Target             | Actual | Indicator  | Target          | Actual | Indicator  |
| 100% compliance for all inspections for licensed of premises under the council's local laws or legislation        | %    | ↑     | 25.00              | 100.00 | ON TRACK   | 25.00           | 100.00 | ON TRACK   |
| All inspections on food premises have been compliant.   |      |       |                    |        |            |                 |        |            |
| 100% mosquito baiting programs are completed  | %    | ↓     | 25.00              | 0.00   | NEEDS WORK | 25.00           | 0.00   | NEEDS WORK |
| this programs begins in January and runs to June each year.   |      |       |                    |        |            |                 |        |            |
| A minimum of 4 Balonne Community Collective meetings are held per annum   | #    | ↓     | 1.00               | 0.00   | NEEDS WORK | 1.00            | 0.00   | NEEDS WORK |
| no activity this quarter due to lack of staffing  |      |       |                    |        |            |                 |        |            |
| A minimum of 4 Community Safety Group meetings are held per annum   | #    | ↓     | 1.00               | 0.00   | NEEDS WORK | 1.00            | 0.00   | NEEDS WORK |
| No activity due to lack of staffing   |      |       |                    |        |            |                 |        |            |
| Number of food premises that are non-compliant  | #    | ↔     | 0.00               | 0.00   | ON TRACK   | 0.00            | 0.00   | ON TRACK   |
| Food premises inspections have been successful  |      |       |                    |        |            |                 |        |            |
| Number of non-compliance action plans commenced in respect of non-compliant licensed food premises                | #    | ↔     | 0.00               | 0.00   | ON TRACK   | 0.00            | 0.00   | ON TRACK   |
| All food businesses compliant   |      |       |                    |        |            |                 |        |            |
| Number of non-compliant water samples (E. Coli & Chem)  | #    | ↔     | 0.00               | 0.00   | ON TRACK   | 0.00            | 0.00   | ON TRACK   |
| Water Sampling has shown no E.coli present.   |      |       |                    |        |            |                 |        |            |
| Number of non-compliant water samples for "Drinking Water Quality Management Plan" (Legionella, P.Fas, Naegleria) | #    | ↔     | 0.00               | 0.00   | ON TRACK   | 0.00            | 0.00   | ON TRACK   |
| Proactive public health notifications (food notifications, water alerts, etc.)                                    | #    | ↑     | 2.00               | 10.00  | ON TRACK   | 2.00            | 10.00  | ON TRACK   |
| All notifications have been sent to business. This notification is via email.                                     |      |       |                    |        |            |                 |        |            |

| Program: Disaster management   |   |   |               |            |          |            |        |  |
|--|---|---|---------------|------------|----------|------------|--------|--|
| Action   | Responsibility  | Progress Comment  | Action Status | Start Date | End Date | % Complete | Target | Status   |
| 1.1.6.1 Complete the review and update of the Local Disaster Management Plan under the South West Local Government Council project   | Matthew Magin - Chief Executive Officer                 | No progress this quarter. Project held in abeyance due to initial consultant disengaging from the project in late June. Advice & extension sought from QRA; and arranging procurement to engage suitable replacement. | In Progress   | 01/07/20   | 30/06/21 | 15.00      | 25.00  |  NEEDS WORK   |
| 1.1.6.2 Plan Local Disaster Management Group meetings and coordinate DM exercise   | Kathy Claxton - CEO Support Officer                     | A total of 2 LDMG meetings were held in relation to COVID19 pandemic. A COVID19 Tier 5 desktop exercise was held in house with LDMG members on 7th August 2020  | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  |  ON TRACK     |
| 1.1.6.3 Educate public on and promote community resilience   | Kathy Claxton - CEO Support Officer                     | Ongoing Covid-19 messaging through media releases and social media. Ongoing discussions with get ready Queensland in preparation for "Get Ready Week".  | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  |  ON TRACK     |
| 1.1.6.4 All Town levees are mowed and maintained in accordance with operation and maintenance manuals.   | Peter Willey - Manager Water, Sewerage and Towns        | All town levees have been mowed regularly within this quarter   | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  |  ON TRACK     |
| 1.1.6.5 Revise and complete the Draft Pandemic Plan to ensure consistent with the February 2020 Business Continuity Plan<br>Adopt and implement an Information Technology Disaster Recovery Plan | Michelle Clarke - Director Finance & Corporate Services | Initial consultation has taken place with the Local Disaster Management Group and Senior Leadership Group.  | In Progress   | 01/07/20   | 30/06/21 | 50.00      | 25.00  |  ON TRACK     |
| 1.1.6.6 Geotechnical inspection completed at least annually and corrective actions undertaken on all Town Levees   | Brenton Judge - Manager of Transport and Drainage       | Geotechnical inspection has not taken place this quarter.   | Not Started   | 01/07/20   | 30/06/21 | 0.00       | 25.00  |  NEEDS WORK |
| 1.1.6.7 Adopt and implement an Information Technology Disaster Recovery Plan   | Michelle Clarke - Director Finance & Corporate Services | No progress has been made this quarter. To commence by January 2021.  | Not Started   | 01/07/20   | 30/06/21 | 0.00       | 25.00  |  NEEDS WORK |

| Performance Measures                  | Unit | Trend | Period Performance |        |   | YTD Performance |        |   |
|---------------------------------------|------|-------|--------------------|--------|---|-----------------|--------|---|
|                                       |      |       | Target             | Actual | Indicator   | Target          | Actual | Indicator   |
| Produce flood information publication | #    | ↔     | 0.00               | 0.00   | <br>ON TRACK | 0.00            | 0.00   | <br>ON TRACK |
| No flood information published.       |      |       |                    |        |   |                 |        |   |

**GOAL: ECONOMY**

## PERFORMANCE OVERVIEW

|   |  |   |                             |  |
|---|--|---|-----------------------------|--|
| <b>KEY FOUNDATION AREA</b><br>2.1 Strong economic growth where SMEs (Small to Medium Enterprises) and agriculture-related businesses thrive, with a focus on improved connectivity, skilling, diversification and innovation. |  |  | <b>Actions<br/>On Track</b> | <b>KPI</b><br>-  |
| <b>Program</b>  |  | <b>Action Performance</b>   |                             | <b>KPI Performance</b>   |
| 2.1.1 Initiatives to build the Food and Fibre Leaders Profile   |  |  | On Track                    |  On Track |
| 2.1.2 Investment attraction and partnership   |  |  | On Track                    |  On Track |
| 2.1.3 Value-add and diversification strategies  |  |  | On Track                    |  On Track |
| 2.1.4 Skilling, training and innovation   |  |  | On Track                    |  On Track |
| 2.1.5 Business incubation and support   |  |  | On Track                    |  On Track |
| 2.1.6 Tourism growth and development  |  |  | On Track                    | -  |
| 2.1.7 Cross-regional partnerships   |  |  | On Track                    |  On Track |



## ACTION AND KPI SUMMARY




Goal: Strong economic growth where SMEs (Small to Medium Enterprises) and agriculture-related businesses thrive, with a focus on improved connectivity, skilling, diversification and innovation.

**Program: Initiatives to build the Food and Fibre Leaders Profile**

| Action  | Responsibility                                | Progress Comment   | Action Status | Start Date | End Date | % Complete | Target | Status  |
|---|---|--|---------------|------------|----------|------------|--------|---|
| 2.1.1.1 Promotion of the capability of the food and fibre businesses              | Garnet Radford - Economic Development Officer | TSBE, Update of Industry Fact Sheet snapshots (data and dates) - horticulture, cotton and cereals, cattle and sheep, small livestock supply chain opportunities, Inland Rail workshops, Regional Freights Options with Wellcamp, business mentoring program, overseas buyer, identifying key events for the sectors.                                       | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  | <br>ON TRACK |
| 2.1.1.2 Advocacy and support to businesses regarding key issues and opportunities | Garnet Radford - Economic Development Officer | Advocacy to DAF, Queensland Health re: COVID-19 restrictions and essential worker exemptions, Task Force - Border Councils, DAF, AgForce and Growcom long term framework border strategies, employment for all sectors and key groups to assist in relocation programs, impacts of COVID, grant assistance   | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  | <br>ON TRACK |
| 2.1.1.3 Build key and work with existing partnerships and networks                | Garnet Radford - Economic Development Officer | Renewal of TSBE 2020-21 membership, ongoing contact with DAF, State Development, AusIndustry, Department of Employment and Small Business Training, Trade and Investment Queensland, AgForce, Growcom, peak industry associations (Horticultural Australia), MLA, RDC and local cotton and fruit and vegetable associations. USQ Engagement Opportunities. | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  | <br>ON TRACK |

| Performance Measures  | Unit | Trend | Period Performance |        |               | YTD Performance |        |               |
|---|------|-------|--------------------|--------|---------------|-----------------|--------|---------------|
|   |      |       | Target             | Actual | Indicator     | Target          | Actual | Indicator     |
| Attendance at meetings and networking events related to food and fibre  | #    | ↑     | 0.25               | 4.00   | ✓<br>ON TRACK | 0.25            | 4.00   | ✓<br>ON TRACK |
| Inland rail workshop sessions (2), Regional Freight Options, Borders Task Force (1), Queensland Agtech,         |      |       |                    |        |               |                 |        |               |
| Develop marketing collateral on behalf of the food and fibre businesses   | #    | ↔     | 0.50               | 0.50   | ✓<br>ON TRACK | 0.50            | 0.50   | ✓<br>ON TRACK |
| Industry collateral updated 2020 and some data.   |      |       |                    |        |               |                 |        |               |
| Procurement events and opportunities presented to the Food and fibre businesses                                 | #    | ↔     | 1.50               | 3.00   | ✓<br>ON TRACK | 1.50            | 3.00   | ✓<br>ON TRACK |
| Three business development opportunities to food and fibre businesses (cotton and meat)                         |      |       |                    |        |               |                 |        |               |
| Strategic and cost-effective Council led annual memberships and advocacy on behalf of Food and Fibre businesses | #    | ↑     | 0.50               | 1.00   | ✓<br>ON TRACK | 0.50            | 1.00   | ✓<br>ON TRACK |
| TSBE membership renewed for 20-21. Advocacy to peak groups and government departments.                          |      |       |                    |        |               |                 |        |               |







| Program: Investment attraction and partnership   |   |  |               |            |          |            |        |               |
|--|---|--|---------------|------------|----------|------------|--------|---------------|
| Action   | Responsibility                                | Progress Comment   | Action Status | Start Date | End Date | % Complete | Target | Status        |
| 2.1.2.1 Identify investment opportunities and facilitate development   | Garnet Radford - Economic Development Officer | Four investment enquiries in Quarter 1 (meat processing, export supply chain, solar and tourism development). EDO following up on existing/priority major projects and pipeline of enquiries.  | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  | ✓<br>ON TRACK |
| 2.1.2.2 Proactively engage with industry stakeholders, key institutions, South West Regional Economic Development Group (SWRED) and Government | Garnet Radford - Economic Development Officer | Strong partnerships have been developed with Trade and Investment Queensland, State Development, LGAQ Trade and Investment, economic development agencies, industry associations (TSBE) and industry with regards to promotion and attracting investment to the shire. | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  | ✓<br>ON TRACK |

| Action  | Responsibility                                | Progress Comment   | Action Status | Start Date | End Date | % Complete | Target | Status  |
|---|---|--|---------------|------------|----------|------------|--------|---|
| 2.1.2.3 Develop marketing collateral for inward investment purposes   | Garnet Radford - Economic Development Officer | Update of Investment Attraction/Industry Fact Sheets (data and date), developed 2 page investment attraction snapshot for Trade Investment Queensland and LGAQ Trade and Invest. SWRED approved for funding for regional investment attraction prospectus and shire prospectus. Expected completion in Quarter 4 20-21.  | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 0.00   | <br>ON TRACK |
| 2.1.2.4 Promote Balonne shire for Investment opportunities  | Garnet Radford - Economic Development Officer | Distribution of investment fact sheets and collateral to investors, investment partners including LGAQ, Trade and Investment Queensland. Regional investment projects. Highlight opportunities and projects in the shire to local industry leaders and their networks. To develop with SWRED regional and shire investment prospectus and marketing plan.  | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  | <br>ON TRACK |
| 2.1.2.5 Work with local business to expand and prioritise existing investment attraction projects and enquiries | Garnet Radford - Economic Development Officer | Working with key partners, commercial agents and professional service providers to assist with the investment enquiries and opportunities. Local business expansion, working with key partners including State Development and programs such as the business mentoring program, various grant assistance to referrals/introductions with those that can assist. 64 referrals/introductions in Q1 | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  | <br>ON TRACK |

| Performance Measures   | Unit | Trend | Period Performance |        |                 | YTD Performance |        |                 |
|--|------|-------|--------------------|--------|-----------------|-----------------|--------|-----------------|
|  |      |       | Target             | Actual | Indicator       | Target          | Actual | Indicator       |
| Attendance at targeted events regionally and nationally  | #    | ↑     | 1.50               | 6.00   | ✓<br>ON TRACK   | 1.50            | 6.00   | ✓<br>ON TRACK   |
| Limited scope due to COVID-19 restrictions. Regional Freight options session (Wellcamp), SWRED Regional Investment (2), EDO Regional discussion (2), COVID Economic Update, SWRED Carbon farming |      |       |                    |        |                 |                 |        |                 |
| Development of Inward investment collateral  | #    | ↑     | 1.00               | 3.00   | ✓<br>ON TRACK   | 1.00            | 3.00   | ✓<br>ON TRACK   |
| Inward Investment Collateral updated. SWRED Regional and shire investment prospectus commenced. LGAQ 2 page investment attraction document completed.  |      |       |                    |        |                 |                 |        |                 |
| Establishments of an economic development committee  | #    | ↑     | 1.00               | 1.00   | ✓<br>ON TRACK   | 1.00            | 1.00   | ✓<br>ON TRACK   |
| Economic Development action group draft EOI completed.   |      |       |                    |        |                 |                 |        |                 |
| Facilitating in investor related events/activities   | #    | ↓     | 1.00               | 4.00   | ✓<br>ON TRACK   | 1.00            | 4.00   | ✓<br>ON TRACK   |
| Follow up on enquiries, priority projects and new enquireis for the quarter (4)  |      |       |                    |        |                 |                 |        |                 |
| Meetings with prospective investors  | #    | ↓     | 4.50               | 16.00  | ✓<br>ON TRACK   | 4.50            | 16.00  | ✓<br>ON TRACK   |
| Sixteen (16) investment related meetings with prospective and existing investment enquiries in the quarter.  |      |       |                    |        |                 |                 |        |                 |
| Number of inward investment and local expansion project enquiries  | #    | ↑     | 3.00               | 3.00   | ✓<br>ON TRACK   | 3.00            | 3.00   | ✓<br>ON TRACK   |
| Regular inquiries received and acted on  |      |       |                    |        |                 |                 |        |                 |
| Number of Inward investments and local expansion projects announced.   | #    | ↓     | 1.00               | 0.00   | ✗<br>NEEDS WORK | 1.00            | 0.00   | ✗<br>NEEDS WORK |
| no projects announced in the quarter.  |      |       |                    |        |                 |                 |        |                 |
| Presentations to prospective investors   | #    | ↑     | 1.50               | 3.00   | ✓<br>ON TRACK   | 1.50            | 3.00   | ✓<br>ON TRACK   |
| Three presentations to investors and investment enablers in the quarter.   |      |       |                    |        |                 |                 |        |                 |
| Regional inward investment attraction projects   | #    | ↓     | 0.50               | 0.50   | ✓<br>ON TRACK   | 0.50            | 0.50   | ✓<br>ON TRACK   |
| SWRED investment prospectus, investment collateral, FDI training and four new enquiries.   |      |       |                    |        |                 |                 |        |                 |




Program: Value-add and diversification strategies







| Action  | Responsibility                                | Progress Comment  | Action Status | Start Date | End Date | % Complete | Target | Status  |
|---|---|---|---------------|------------|----------|------------|--------|---|
| 2.1.3.1 Advocate and identify programs and initiatives to support value-add and diversification (including adjustment and transition of reduced water from MDBP). | Garnet Radford - Economic Development Officer | Projects and programs identified with key partners. Some of these projects at the business level are being developed and employed through the business mentoring program.   | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  | <br>ON TRACK |
| 2.1.3.2 Work with local businesses on value-add and diversification strategies  | Garnet Radford - Economic Development Officer | Partnering with key partners and businesses to help identify and develop value-add and diversification opportunities with businesses and agribusinesses. Features prominently in the business mentoring program Round 1 - 30 participants. Eighteen of the participants have developed action plans and projects with mentors to either value-add, diversify or both. | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  | <br>ON TRACK |



| Performance Measures   | Unit | Trend  | Period Performance |        |   | YTD Performance |        |   |
|--|------|--|--------------------|--------|---|-----------------|--------|---|
|  |      |  | Target             | Actual | Indicator   | Target          | Actual | Indicator   |
| Programs identified and referred on to local businesses and agribusiness                           | #    |  | 6.00               | 20.00  | <br>ON TRACK | 6.00            | 20.00  | <br>ON TRACK |
| Over twenty relevant government programs supporting local businesses and agribusinesses.           |      |  |                    |        |   |                 |        |   |
| Support to local businesses for value –add and diversification                                     | #    |  | 4.50               | 8.00   | <br>ON TRACK | 4.50            | 8.00   | <br>ON TRACK |
| A minimum of eight businesses supported looking to diversify and/or value-add to their operations. |      |  |                    |        |   |                 |        |   |

**Program: Skilling, training and innovation**

| Action  | Responsibility                                | Progress Comment  | Action Status | Start Date | End Date | % Complete | Target | Status  |
|---|---|---|---------------|------------|----------|------------|--------|---|
| 2.1.4.1 Implement the Country University Education Facility (St George and Dirranbandi) and then incorporate into the Library Innovation hub, St George | Garnet Radford - Economic Development Officer | Country Universities Centre to open early 2021 in the Disaster Management Centre and then transition into the new library hub. Project Manager and IT in discussions with St George and Dirranbandi re: connectivity and CUC IT requirements. | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  | <br>ON TRACK |







| Action  | Responsibility                                | Progress Comment  | Action Status | Start Date | End Date | % Complete | Target | Status   |
|---|---|---|---------------|------------|----------|------------|--------|--|
| 2.1.4.2 Support the Chamber of Commerce and Progress Associations to deliver business training programs and events                        | Garnet Radford - Economic Development Officer | Updates and/or attendance at Dirranbandi Progress Association (2), Thallon Progress Association (2) and St George and District Chamber of Commerce (3) meetings. Analysis and reporting of Buy Balonne Gift Card program, delivery of business mentoring program and business webinars. Business After Hours event for the Chamber in August. | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  |  ON TRACK |
| 2.1.4.3 Support Bettering Balonne and other organisations providing business training to local businesses                                 | Garnet Radford - Economic Development Officer | Information on relevant webinars and business training distributed to database. Chamber, State Development and Council to review Bettering Balonne and training requirements. Business mentoring Round 1 included 8 business training webinars available to all businesses in the shire and recorded.   | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  |  ON TRACK |
| 2.1.4.4 Identify and advocate for programs and services to provide opportunities in the community for upskilling, training and innovation | Garnet Radford - Economic Development Officer | Working with key employment and training providers on skilling needs and programs and providing advocacy to businesses based on skill requirements.   | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  |  ON TRACK |

| Performance Measures   | Unit | Trend  | Period Performance |        |  | YTD Performance |        |  |
|--|------|--|--------------------|--------|--|-----------------|--------|--|
|  |      |  | Target             | Actual | Indicator  | Target          | Actual | Indicator  |
| Number of applications made to access workforce development program funding                  | #    |    | 1.50               | 4.00   |  ON TRACK   | 1.50            | 4.00   |  ON TRACK   |
| Four known applications to access worker incentive programs and training funding.            |      |  |                    |        |  |                 |        |  |
| Number of businesses referred to workforce development and training programs                 | #    |  | 6.00               | 19.00  |  ON TRACK | 6.00            | 19.00  |  ON TRACK |
| Nineteen (19) businesses referred to employment and training. Seven horticultural producers. |      |  |                    |        |  |                 |        |  |
| Number of training and skilling programs offered in the Balonne Shire                        | #    |  | 2.00               | 2.00   |  ON TRACK | 2.00            | 2.00   |  ON TRACK |
| business webinars and training programs referred from training and skilling partners         |      |  |                    |        |  |                 |        |  |





| Program: Business incubation and support   |   |   |               |            |          |            |        |   |
|--|---|---|---------------|------------|----------|------------|--------|---|
| Action   | Responsibility                                | Progress Comment  | Action Status | Start Date | End Date | % Complete | Target | Status  |
| 2.1.5.1 Advocate for, and, support programs that provide business incubation (including mentoring and support) | Garnet Radford - Economic Development Officer | Round 1 mentoring services conducted in Q1. Thirty participating businesses with direct one on one mentoring, webinars and project funding. Round 2 to commence in Q2. Other opportunities for support through the Mentoring for Growth program, Entrepreneurs Programme and the Advance Queensland programs. Referral services to these programs (eligibility and criteria).   | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  | <br>ON TRACK |
| 2.1.5.2 Number of businesses supported – start-up and existing businesses                                      | Garnet Radford - Economic Development Officer | Support to businesses and agribusinesses in Q1 through the business mentoring program, various enquiries and requests and referral of government grants, programs relevant to the business' industry and needs, and on-going support such as supply chain development, business development opportunities and partnerships (e.g. Government assistance, Buy Balonne Gift Card). | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  | <br>ON TRACK |







| Performance Measures  | Unit | Trend  | Period Performance |        |   | YTD Performance |        |   |
|---|------|--|--------------------|--------|---|-----------------|--------|---|
|   |      |  | Target             | Actual | Indicator   | Target          | Actual | Indicator   |
| Attendance at Chamber of Commerce meetings and related events   | #    |    | 2.00               | 4.00   | <br>ON TRACK   | 2.00            | 4.00   | <br>ON TRACK   |
| 3 chamber meetings attended and one business after hours event  |      |  |                    |        |   |                 |        |   |
| Number of business support events facilitated in the Shire with partners  | #    |  | 2.00               | 9.00   | <br>ON TRACK | 2.00            | 9.00   | <br>ON TRACK |
| Seven business webinars in the quarter, USQ Engagement opportunities, Office of Queensland Chief Entrepreneur presentation,   |      |  |                    |        |   |                 |        |   |
| Support and liaise with the St George and District Chamber of Commerce, local Progress Associations   | #    |  | 12.00              | 12.00  | <br>ON TRACK | 12.00           | 12.00  | <br>ON TRACK |
| Support to the Chamber (3 meetings), Buy Balonne Gift Card program analysis and support, business after hours, 3 Progress Associations and support to Chamber members |      |  |                    |        |   |                 |        |   |

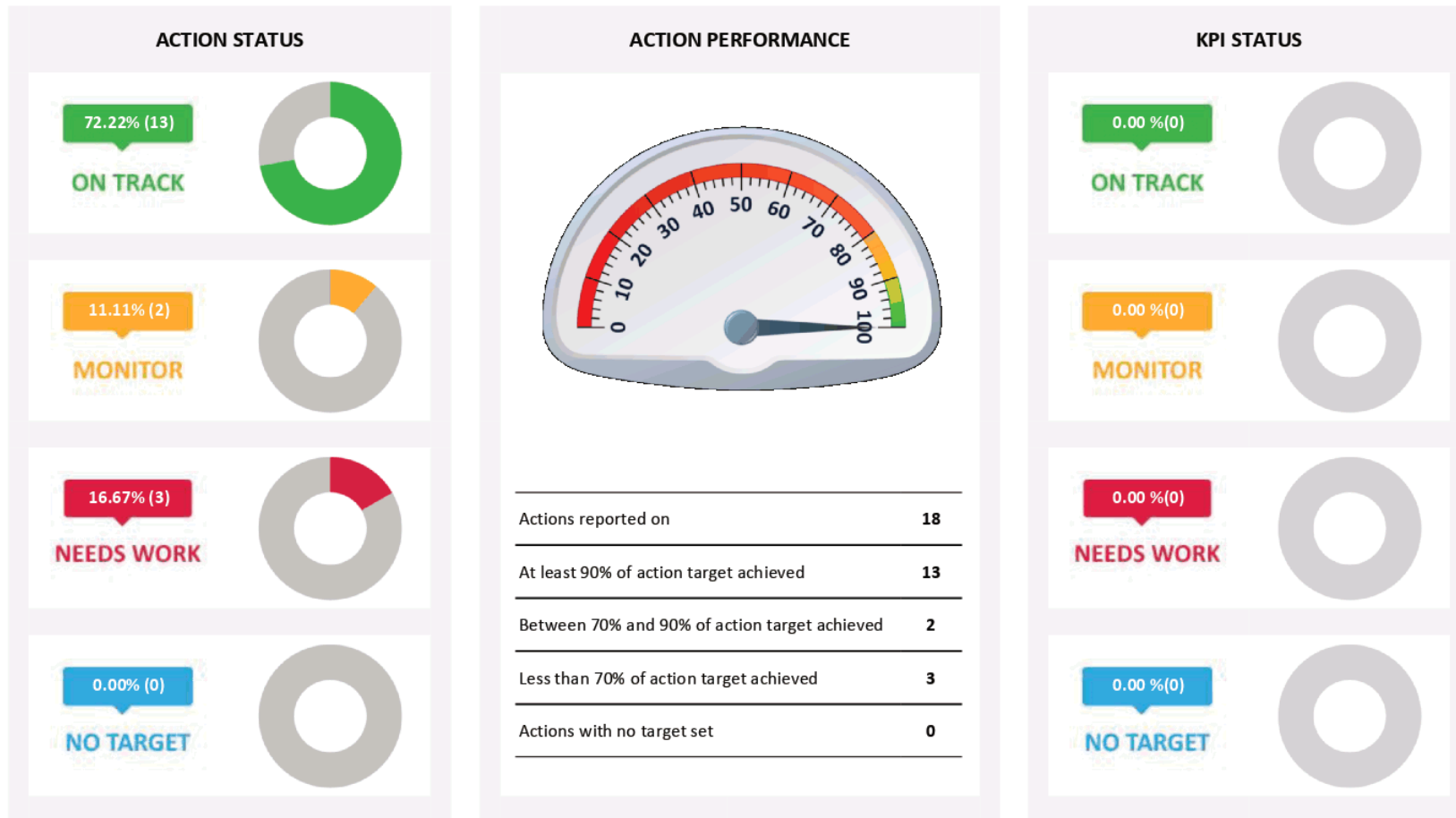


| Program: Tourism growth and development  |                                  |  |               |            |          |            |        |   |
|--|----------------------------------|--|---------------|------------|----------|------------|--------|---|
| Action   | Responsibility                   | Progress Comment   | Action Status | Start Date | End Date | % Complete | Target | Status  |
| 2.1.6.1 Market the Balonne Shire and its Tourism Products                      | Kim Wildman - Manager of Tourism | Well underway. Welcome To Our Place launched in June and ran through until the end of the October long-weekend. Work has now started on the new Travellers' Guide due to be launched in early 2021. As part of this our new Tourism Branding will be integrated into the new campaign.   | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  | <br>ON TRACK   |
| 2.1.6.2 Review new Tourism & Events Strategy Action Plan                       | Kim Wildman - Manager of Tourism | Initially held up due to COVID but now well underway. Progress has been made on the Actions for 2021/2022 with Priority 3.1, Brand Development, already completed.   | In Progress   | 01/07/20   | 30/06/21 | 1.00       | 25.00  | <br>NEEDS WORK |
| 2.1.6.3 Create and deliver new Tourism Branding Strategy for the Balonne Shire | Kim Wildman - Manager of Tourism | New branding strategy for the Shire has been delivered. It will now be rolled out as part of the 2021 Marketing Campaign.  | Completed     | 01/07/20   | 30/06/21 | 100.00     | 25.00  | <br>ON TRACK   |
| 2.1.6.4 Create and deliver new tourism products for the Shire                  | Kim Wildman - Manager of Tourism | Three (3) new driving itineraries have been developed and delivered while work has started on the new Mungindi Sculpture walk.   | In Progress   | 01/07/20   | 30/06/21 | 1.00       | 25.00  | <br>NEEDS WORK |
| 2.1.6.5 Support Shire's Tourism Operators in COVID-19 Recovery & beyond        | Kim Wildman - Manager of Tourism | Support by way of information sharing and advice on processes and procedures and impacts to businesses and events is ongoing both in person and via phone/email communication. The Manager Tourism also continues to work as part of the Shire's recovery team. Beyond this a new eNewsletter for Tourism Operators has been created and will be launched by the end of October. | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  | <br>ON TRACK   |
| 2.1.6.6 Facilitate and manage Tourism Events Grant                             | Kim Wildman - Manager of Tourism | Applications for Round 1 of the Tourism Events Grant for events held between 1 January and 30 June have been received. These will go to Council at the October meeting.  | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  | <br>ON TRACK |














## Program: Cross-regional partnerships

| Action  | Responsibility                                     | Progress Comment  | Action Status | Start Date | End Date | % Complete | Target | Status  |
|---|--|---|---------------|------------|----------|------------|--------|---|
| 2.1.7.1 Participate in regional groups including South West Local Government Association of Queensland, Border Regions of Council, South West Regional Economic Development, South West & Darling Downs Council of Mayors | Matthew Magin - Chief Executive Officer            | Continual participation with relevant associations councils and mayors, establishment of SWROC              | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  | <br>ON TRACK |
| 2.1.7.2 Attend or send delegate to Regional Road Group meetings and advocate for funding infrastructure in the Shire  | Andrew Boardman - Director Infrastructure Services | Attended or had delegate attend all meetings to date  | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  | <br>ON TRACK |
| 2.1.7.3 Represent the region and advocate on behalf of local business entities  | Matthew Magin - Chief Executive Officer            | Representation at chamber of commerce events and report SWROC, LGAQ   | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  | <br>ON TRACK |
| 2.1.7.4 Work with food and fibre businesses on regional collaboration and opportunities   | Garnet Radford - Economic Development Officer      | Working with food leaders Australia on supply chain opportunities for agriculture and horticulture produce. | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  | <br>ON TRACK |



| Performance Measures   | Unit | Trend  | Period Performance |        |   | YTD Performance |        |   |
|--|------|--|--------------------|--------|---|-----------------|--------|---|
|  |      |  | Target             | Actual | Indicator   | Target          | Actual | Indicator   |
| Attendance at stakeholder meetings and events  | #    |   | 1.50               | 10.00  | <br>ON TRACK  | 1.50            | 10.00  | <br>ON TRACK  |
| EDO Regional discussions (2), Office of the Queensland Chief Entrepreneur, Relocation programs (2), State Development update, Progress Associations (3), RDA DDSW update, USQ Engagement Opportunities, Advance Queensland |      |  |                    |        |   |                 |        |   |
| Increase in number of cross-regional economic growth initiatives   | %    |  | 0.00               | 0.00   | <br>ON TRACK | 0.00            | 0.00   | <br>ON TRACK |
| No attendance  |      |  |                    |        |   |                 |        |   |












**GOAL: ENVIRONMENT**





## PERFORMANCE OVERVIEW

| KEY FOUNDATION AREA  |  |   |   |
|--|--|---|---|
| 3.1 To enhance, protect and sustain the environment, ensuring a triple bottom line approach of balancing social and economic needs with environmental goals. |  |            | Actions<br>On Track   |
|  |  |   | KPI<br>-  |
| Program  |  | Action Performance  | KPI Performance   |
| 3.1.1 Best practice waste management and recycling   |  |  On Track  |  On Track  |
| 3.1.2 Effective water planning   |  |  On Track  |  On Track  |
| 3.1.3 Biosecurity, pest management and stock route planning  |  |  On Track  |  On Track  |
| 3.1.4 Investment and adoption of sustainable and renewable solutions   |  | -   |  Off Track |
| 3.1.5 Strong partnerships with stakeholder groups and government   |  | -   |  On Track  |
| 3.1.6 Advocacy for a triple bottom line approach   |  |  On Track  | -   |
| 3.1.7 Community education programs   |  |  On Track |  On Track |
| 3.1.8 Wastewater and sewerage services that protect public health and the environment  |  |  Monitor | -   |


## ACTION AND KPI SUMMARY








| Goal: To enhance, protect and sustain the environment, ensuring a triple bottom line approach of balancing social and economic needs with environmental goals. |   |  |               |            |          |            |        |  |
|--|---|--|---------------|------------|----------|------------|--------|--|
| Program: Best practice waste management and recycling  |   |  |               |            |          |            |        |  |
| Action   | Responsibility                                  | Progress Comment   | Action Status | Start Date | End Date | % Complete | Target | Status   |
| 3.1.1.1 Complete and implement Waste Recycling Plan as required by legislation   | Dianne Francisco - Environmental Health Officer | Waste Recycling plan is currently under review   | In Progress   | 01/07/20   | 30/06/21 | 28.00      | 25.00  |  ON TRACK |
| 3.1.1.2 Complete illegal dumping project   | Dianne Francisco - Environmental Health Officer | project well underway - education of industry, community has been completed<br>industry clean up will be completed in October 2020<br>Roadside clean up underway<br>Public land, reserves, and gravel pit clean up to be completed in October 2020 | In Progress   | 01/07/20   | 30/06/21 | 62.00      | 25.00  |  ON TRACK |




| Performance Measures   | Unit | Trend  | Period Performance |        |  | YTD Performance |        |  |
|--|------|--|--------------------|--------|--|-----------------|--------|--|
|  |      |  | Target             | Actual | Indicator  | Target          | Actual | Indicator  |
| 1 annual shire clean-up is conducted per annum   | #    |    | 0.00               | 0.00   |  ON TRACK   | 0.00            | 0.00   |  ON TRACK   |
| Is conducted in March 2021   |      |  |                    |        |  |                 |        |  |
| 100% kerb side waste and recycling bins collected as scheduled   | %    |    | 25.00              | 100.00 |  ON TRACK   | 25.00           | 100.00 |  ON TRACK   |
| Kerb side collection is running as scheduled.  |      |  |                    |        |  |                 |        |  |
| 100% of non-conformance issues with licensing provisions for landfill are resolved within defined timeframes | %    |  | 25.00              | 100.00 |  ON TRACK | 25.00           | 100.00 |  ON TRACK |
| Licensing issues for landfills have been completed when required.  |      |  |                    |        |  |                 |        |  |
| 5% improved options for Waste Reduction and Recycling techniques and services                                | %    |  | 1.25               | 1.25   |  ON TRACK | 1.25            | 1.25   |  ON TRACK |
| Reached desired target   |      |  |                    |        |  |                 |        |  |

| Program: Effective water planning  |  |  |               |            |          |            |        |  |
|--|--|--|---------------|------------|----------|------------|--------|--|
| Action   | Responsibility                                     | Progress Comment   | Action Status | Start Date | End Date | % Complete | Target | Status   |
| 3.1.2.1 Dirranbandi Water Treatment Plant completed in consultation with the Dirranbandi community | Andrew Boardman - Director Infrastructure Services | WTP Complete - Awaiting final Ergon Upgrade                              | In Progress   | 01/07/20   | 30/06/21 | 90.00      | 25.00  |  ON TRACK   |
| 3.1.2.2 Review water security for each township as part of DWQMP review                            | Peter Willey - Manager Water, Sewerage and Towns   | Early stages of water security review for each township.                 | In Progress   | 01/07/20   | 30/06/21 | 10.00      | 25.00  |  NEEDS WORK |
| 3.1.2.3 Advocate on behalf of the community in relation to Murray Darling Basin issues             | Matthew Magin - Chief Executive Officer            | Regular attendance of meetings and teleconference with the mayor         | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  |  ON TRACK   |
| 3.1.2.4 Review Drinking Water Quality Management Plan annually                                     | Peter Willey - Manager Water, Sewerage and Towns   | Early research and review of drinking water and quality management plan. | In Progress   | 18/09/20   | 30/06/21 | 15.00      | 25.00  |  NEEDS WORK |

| Performance Measures   | Unit | Trend  | Period Performance |        |  | YTD Performance |        |  |
|--|------|--|--------------------|--------|--|-----------------|--------|--|
|  |      |  | Target             | Actual | Indicator  | Target          | Actual | Indicator  |
| Water restrictions are initiated in accordance with Council policy | %    |  | 25.00              | 25.00  |  ON TRACK | 25.00           | 25.00  |  ON TRACK |

| Program: Biosecurity, pest management and stock route planning |  |   |               |            |          |            |        |  |
|--|--|---|---------------|------------|----------|------------|--------|--|
| Action   | Responsibility                                       | Progress Comment  | Action Status | Start Date | End Date | % Complete | Target | Status   |
| 3.1.3.1 Participate in Regional Pest Management Planning       | Robyn Shapcott - Manager Rural Services & Compliance | Ongoing throughout the year with state and regional stakeholders. | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  |  ON TRACK |

| Action  | Responsibility                                       | Progress Comment   | Action Status | Start Date | End Date | % Complete | Target | Status   |
|---|--|--|---------------|------------|----------|------------|--------|--|
| 3.1.3.2 Successful implementation of Wild Dog Exclusion Fence funding agreements for Round 2 of the Special Rates Scheme                                    | Robyn Shapcott - Manager Rural Services & Compliance | Signing up of landholders will commence next quarter, however all information for the applications is completed.                                   | In Progress   | 01/07/20   | 30/06/21 | 35.00      | 25.00  |  ON TRACK   |
| 3.1.3.3 Effective management, implementation and construction of the Wild Dog Exclusion Fence Scheme  | Robyn Shapcott - Manager Rural Services & Compliance | All WDEF Construction and implementation is progress well, Officers are monitoring all aspects of the fencing along with the biodiversity.         | In Progress   | 01/07/20   | 30/06/21 | 35.00      | 25.00  |  ON TRACK   |
| 3.1.3.4 Implement the Biosecurity Plan for Balonne Shire including the formation of the Pest Working Group and Wild Dog Management Plan                     | Robyn Shapcott - Manager Rural Services & Compliance | Deferred to quarter 2. Working with the DERS on getting membership to the Pest Working Group. Formulating the Terms of Reference for the PWG.      | In Progress   | 01/07/20   | 30/06/21 | 10.00      | 25.00  |  NEEDS WORK |
| 3.1.3.5 Develop and Implement a 5 year Balonne Shire Stock Route Network Management Plan in conjunction with the Queensland Stock Route Management Strategy | Robyn Shapcott - Manager Rural Services & Compliance | Officers finalising draft plan to go to Council in either December or January.   | In Progress   | 01/07/20   | 30/06/21 | 30.00      | 25.00  |  ON TRACK   |
| 3.1.3.6 Implementation of the Feral Scan App for the compliance and monitoring of our Wild Dog Scalp Bounty and Retainer Policy                             | Robyn Shapcott - Manager Rural Services & Compliance | Officers have attended training and are assisting landholders/trappers on a regular basis. More training/workshopping will commence with the Expo. | In Progress   | 01/07/20   | 30/06/21 | 75.00      | 25.00  |  ON TRACK   |
| 3.1.3.7 Review and maintain the Balonne Shire Grid & Exclusion Fence Wing Policy  | Andrew Boardman - Director Infrastructure Services   | Drafted and workshopped with Council, will take to a community consultation session.   | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  |  ON TRACK   |
| 3.1.3.8 Seek and implement grants for natural resource management and plant pest control  | Robyn Shapcott - Manager Rural Services & Compliance | Applying for funding for NRM & Pest weed controls.   | In Progress   | 18/09/20   | 30/06/21 | 35.00      | 25.00  |  ON TRACK   |

| Performance Measures                       | Unit | Trend  | Period Performance |        |  | YTD Performance |        |  |
|--|------|--|--------------------|--------|--|-----------------|--------|--|
|  |      |  | Target             | Actual | Indicator  | Target          | Actual | Indicator  |
| Number of Grazing/Agistment Permits Issued | #    |  | 5.00               | 0.00   |  ON TRACK | 5.00            | 0.00   |  ON TRACK |
| No permits have been issued to date.       |      |  |                    |        |  |                 |        |  |

| Performance Measures  | Unit | Trend | Period Performance |        |            | YTD Performance |        |            |
|---|------|-------|--------------------|--------|------------|-----------------|--------|------------|
|   |      |       | Target             | Actual | Indicator  | Target          | Actual | Indicator  |
| 1 animal inspection program is conducted per annum  | #    | ↔     | 0.00               | 0.00   | ON TRACK   | 0.00            | 0.00   | ON TRACK   |
| March 2021  |      |       |                    |        |            |                 |        |            |
| 25 % increase in WDEF fencing erected in the Shire  | %    | ↑     | 25.00              | 25.00  | ON TRACK   | 25.00           | 25.00  | ON TRACK   |
| Fencing is increasing with 4 Special Rate Scheme Round 1 landholders completed, 10 CCWI Landholders completed and Special Rate Scheme Round 2 and MDBEDP WDEF Project materials and signups almost completed. |      |       |                    |        |            |                 |        |            |
| 90% of all service requests relating to animal control are responded to within 10 business days   | %    | ↔     | 90.00              | 90.00  | ON TRACK   | 90.00           | 90.00  | ON TRACK   |
| Service Requests relating to animal control are responded to within the designated timeframe  |      |       |                    |        |            |                 |        |            |
| 90% of Capital Projects completed within budget and on time   | %    | ↓     | 90.00              | 0.00   | NEEDS WORK | 90.00           | 0.00   | NEEDS WORK |
| ERS has no BSC capital works. There are 6 DNRME capital works for stock route assets under 'Operational Projects'. These are being progressed.  |      |       |                    |        |            |                 |        |            |
| 90% of Operational Projects completed within budget and on time. D  | %    | ↓     | 90.00              | 15.00  | NEEDS WORK | 90.00           | 15.00  | NEEDS WORK |
| Half of the 14 ERS projects are already progressing, especially REDP, CCWI and MDEDP (and SRS2) WDEF and the illegal tyre dumping projects.   |      |       |                    |        |            |                 |        |            |
| 95% of service requests relating to Wild Dog Exclusion Fence are responded to within 10 business days   | %    | ↓     | 95.00              | 95.00  | ON TRACK   | 95.00           | 95.00  | ON TRACK   |
| Number of baiting program is delivered within budget  | #    | ↔     | 0.00               | 0.00   | ON TRACK   | 0.00            | 0.00   | ON TRACK   |
| 2nd quarter   |      |       |                    |        |            |                 |        |            |
| Number of dangerous dogs declared   | #    | ↔     | 0.00               | 0.00   | ON TRACK   | 0.00            | 0.00   | ON TRACK   |
| Number of properties participating in strategic wild dog baiting or control programs  | %    | ↓     | 12.50              | 0.00   | NEEDS WORK | 12.50           | 0.00   | NEEDS WORK |
| Not until Quarter 2   |      |       |                    |        |            |                 |        |            |
| Number of travelling stock permits issued   | #    | ↑     | 5.00               | 0.00   | ON TRACK   | 5.00            | 0.00   | ON TRACK   |
| Non issued to date.   |      |       |                    |        |            |                 |        |            |
| Number of wild dog scalps surrendered and compliant to Council  | #    | ↑     | 125.00             | 106.00 | ON TRACK   | 125.00          | 106.00 | ON TRACK   |
| 118 scalps to date received within Balonne Shire and are compliant  |      |       |                    |        |            |                 |        |            |



| Performance Measures   | Unit | Trend | Period Performance |          |            | YTD Performance |          |            |
|--|------|-------|--------------------|----------|------------|-----------------|----------|------------|
|  |      |       | Target             | Actual   | Indicator  | Target          | Actual   | Indicator  |
| Number of Wing Exclusion Fence Applications received and implemented for the Wild Dog Exclusion Fence Scheme and Funding | #    | ↓     | 1.25               | 3.00     | ON TRACK   | 1.25            | 3.00     | ON TRACK   |
| 3 funding applications have been applied for.  |      |       |                    |          |            |                 |          |            |
| Pest animal and weed monitoring compliance inspections undertaken within the Wild Dog Exclusion Fences                   | #    | ↓     | 1.25               | 3.00     | ON TRACK   | 1.25            | 3.00     | ON TRACK   |
| Practical completion of fences within timeframes and budget  | %    | ↓     | 23.75              | 23.75    | ON TRACK   | 23.75           | 23.75    | ON TRACK   |
| 14 fencings signed off   |      |       |                    |          |            |                 |          |            |
| Property area of noxious weed spraying completed within budget constraints   | Ha   | ↑     | 3,750.00           | 1,500.00 | NEEDS WORK | 3,750.00        | 1,500.00 | NEEDS WORK |
| progressing with DTMR funding and CCWI Funding spraying of pest weeds.   |      |       |                    |          |            |                 |          |            |

#### Program: Investment and adoption of sustainable and renewable solutions

No actions specified for this period

| Performance Measures   | Unit | Trend | Period Performance |        |            | YTD Performance |        |            |
|--|------|-------|--------------------|--------|------------|-----------------|--------|------------|
|  |      |       | Target             | Actual | Indicator  | Target          | Actual | Indicator  |
| Number of development applications for sustainable and renewable energy developments | #    | ↔     | 0.25               | 0.00   | NEEDS WORK | 0.25            | 0.00   | NEEDS WORK |
| No applications received   |      |       |                    |        |            |                 |        |            |

#### Program: Strong partnerships with stakeholder groups and government

No actions specified for this period




| Performance Measures   | Unit | Trend | Period Performance |        |               | YTD Performance |        |               |
|--|------|-------|--------------------|--------|---------------|-----------------|--------|---------------|
|  |      |       | Target             | Actual | Indicator     | Target          | Actual | Indicator     |
| Evidence of collaborative approaches including partnerships and engagement   | #    | ↔     | 0.25               | 0.25   | ✓<br>ON TRACK | 0.25            | 0.25   | ✓<br>ON TRACK |
| Worked with DNRME on 5m boundary vegetation clearance policy. Worked with DES on landfill audit and solutions to not burning green waste. Significant landholder partnerships for WDEF. Landholder and QMDCL engagement for CCWI weed control. WDAC committee. |      |       |                    |        |               |                 |        |               |
| Number of strategic communication responses (written and face-to-face) to advocate for balanced environmental management laws and reform   | #    | ↑     | 1.25               | 3.00   | ✓<br>ON TRACK | 1.25            | 3.00   | ✓<br>ON TRACK |
| LGAQ re State stock route strategy and boundary clearance policy.<br>DNRME re boundary clearance policy.<br>DES re waste management policy.  |      |       |                    |        |               |                 |        |               |

**Program: Advocacy for a triple bottom line approach**



| Action   | Responsibility                                  | Progress Comment  | Action Status | Start Date | End Date | % Complete | Target | Status        |
|--|---|---|---------------|------------|----------|------------|--------|---------------|
| 3.1.6.1 Maintain/collect information required to meet Council's obligations regarding Environmentally Relevant Activities and associated Annual Returns/Reporting. | Dianne Francisco - Environmental Health Officer | Regular communication with Government bodies in relation to environmentally relevant activities and associated annual returns | In Progress   | 01/07/20   | 30/06/21 | 30.00      | 25.00  | ✓<br>ON TRACK |

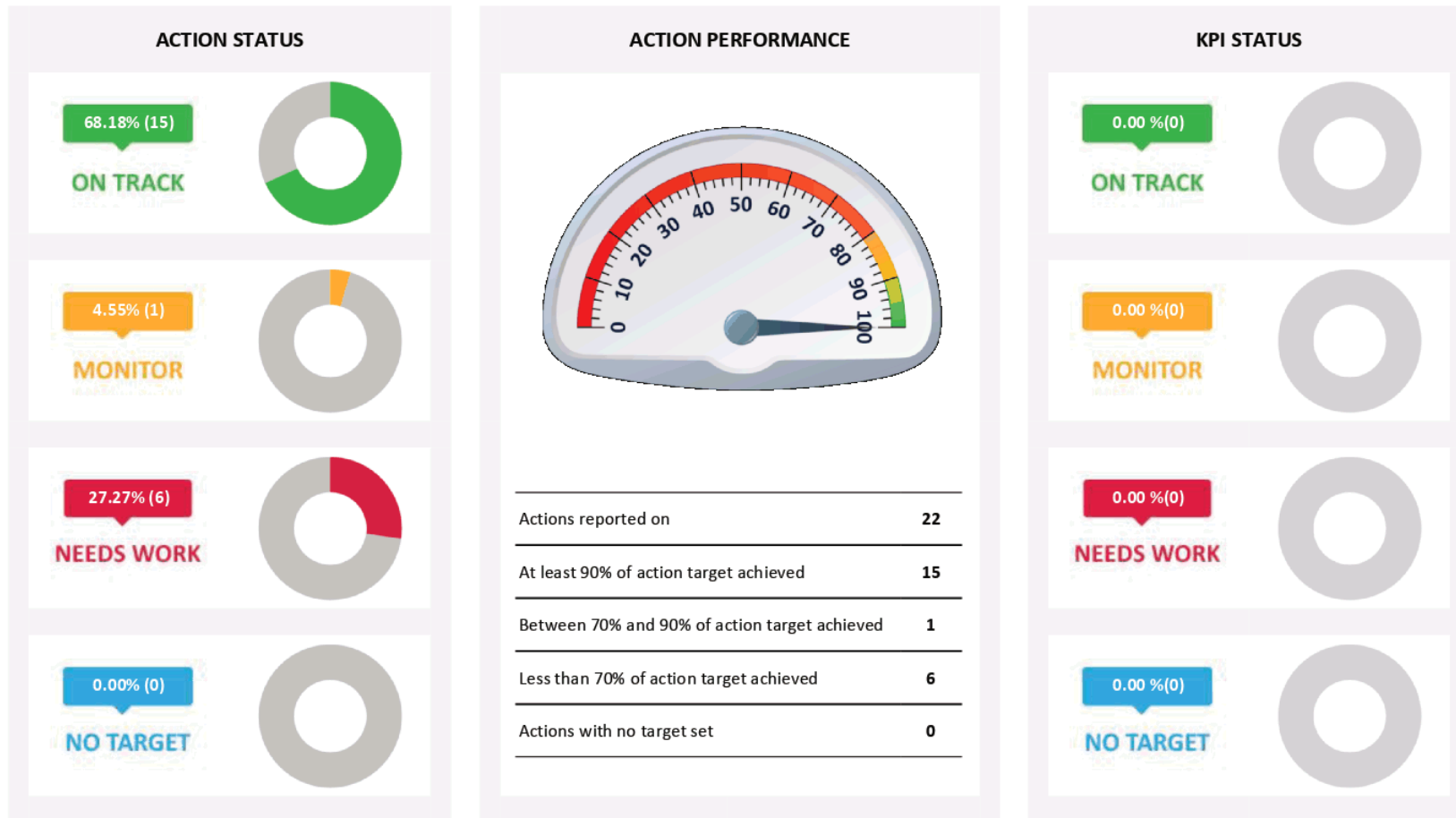
**Program: Community education programs**

| Action  | Responsibility                                  | Progress Comment   | Action Status | Start Date | End Date | % Complete | Target | Status        |
|---|---|--|---------------|------------|----------|------------|--------|---------------|
| 3.1.7.1 Promote recycling through the contract refuse collection and initiate public education regarding the benefits | Dianne Francisco - Environmental Health Officer | Commencement of recycling through contract refuse and regular public education communicated. | In Progress   | 01/07/20   | 30/06/21 | 45.00      | 25.00  | ✓<br>ON TRACK |















| Performance Measures   | Unit | Trend  | Period Performance |        |   | YTD Performance |        |   |
|--|------|--|--------------------|--------|---|-----------------|--------|---|
|  |      |  | Target             | Actual | Indicator   | Target          | Actual | Indicator   |
| Forums, attendance at meetings and other community engagement programs | #    |  | 1.00               | 10.00  | <br>ON TRACK | 1.00            | 10.00  | <br>ON TRACK |
| 10 meetings attended over this quarter via zoom .                      |      |  |                    |        |   |                 |        |   |

**Program: Wastewater and sewerage services that protect public health and the environment**






| Action   | Responsibility                                   | Progress Comment  | Action Status | Start Date | End Date | % Complete | Target | Status   |
|--|--|---|---------------|------------|----------|------------|--------|--|
| 3.1.8.1 Maintain sewage treatment facilities in accordance with operational requirements       | Peter Willey - Manager Water, Sewerage and Towns | Treatment facilities inspected as per operational requirement.  | In Progress   | 01/07/20   | 30/06/21 | 20.00      | 25.00  | <br>MONITOR |
| 3.1.8.2 Implement a water & sewerage replacement/maintenance program within budget constraints | Peter Willey - Manager Water, Sewerage and Towns | Further communication and meetings with infrastructure services | In Progress   | 01/07/20   | 30/06/21 | 20.00      | 25.00  | <br>MONITOR |

**GOAL: INFRASTRUCTURE & PLANNING**













## PERFORMANCE OVERVIEW

| KEY FOUNDATION AREA   |  | Actions   |           | KPI   |           |
|---|--|---|-----------|---|-----------|
| 4.1 Effective town planning and infrastructure design to support the Shire's needs with a focus on visionary planning to suit changing needs into the future. |  |  | On Track  |  | Off Track |
| Program   |  | Action Performance  |           | KPI Performance   |           |
| 4.1.1 Safe, efficient and connected transport networks  |  |  | Monitor   |  | On Track  |
| 4.1.2 Community infrastructure for existing and future needs  |  |  | On Track  |  | Off Track |
| 4.1.3 Protection and enhancement of water supply  |  |  | On Track  |  | On Track  |
| 4.1.4 Sustainable development and Planning  |  |  | Off Track |  | On Track  |
| 4.1.5 Digital connectivity for business and industry growth and social connectedness  |  |  | On Track  |  | On Track  |
| 4.1.6 Technology investment for data-led change (to achieve cost savings and efficiency)  |  |  | On Track  |  | On Track  |


## ACTION AND KPI SUMMARY

| Goal: Effective town planning and infrastructure design to support the Shire's needs with a focus on visionary planning to suit changing needs into the future. |   |  |               |            |          |            |        |  |
|---|---|--|---------------|------------|----------|------------|--------|--|
| Program: Safe, efficient and connected transport networks   |   |  |               |            |          |            |        |  |
| Action  | Responsibility  | Progress Comment   | Action Status | Start Date | End Date | % Complete | Target | Status   |
| 4.1.1.1 Maintain St George, Dirranbandi and Bollon Aerodromes and implement the procedures as set out in the required Aerodrome Operating Procedures/Manual     | Brenton Judge - Manager of Transport and Drainage       | Maintenance and operations continuing  | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  |  ON TRACK     |
| 4.1.1.2 Establish and maintain Department Transport & Main Roads accreditation.   | Andrew Boardman - Director Infrastructure Services      | Gap analysis and review carried out, consultant engaged and assisting get systems and procedures in place. | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  |  ON TRACK     |
| 4.1.1.3 Implement a footpath replacement /maintenance program within budget constraints   | Chris Dixon - Town Supervisor                           | Due to workload with grant funding, this work will commence in April 2021.                                 | Not Started   | 01/07/20   | 30/06/21 | 0.00       | 25.00  |  NEEDS WORK   |
| 4.1.1.4 Dirranbandi Aerodrome Subdivision Planning completed  | Andrew Boardman - Director Infrastructure Services      | No Progress yet.   | Not Started   | 01/07/20   | 30/06/21 | 0.00       | 25.00  |  NEEDS WORK   |
| 4.1.1.5 Completion of 2020-2021 road capital works projects funded by Roads to Recovery and TIDS, on time and on budget   | Brenton Judge - Manager of Transport and Drainage       | Road to Recover Projects, Planned and Scheduled. Design Contract Tenders are under evaluation              | In Progress   | 01/07/20   | 30/06/21 | 30.00      | 25.00  |  ON TRACK     |
| 4.1.1.6 Implement Building our Regions Project – St George General Aviation Project   | Michelle Clarke - Director Finance & Corporate Services | Design and survey works complete. Construction due to commence Q2-3.                                       | In Progress   | 01/07/20   | 30/06/21 | 50.00      | 25.00  |  ON TRACK   |
| 4.1.1.7 Develop and implement an Annual Street sweeping program within budget constraints   | Peter Willey - Manager Water, Sewerage and Towns        | Annual street sweeping program is currently in progress and under review.                                  | In Progress   | 01/07/20   | 30/06/21 | 10.00      | 25.00  |  NEEDS WORK |










| Action   | Responsibility                                    | Progress Comment   | Action Status | Start Date | End Date | % Complete | Target | Status   |
|--|---|--|---------------|------------|----------|------------|--------|--|
| 4.1.1.8 Develop and implement an annual reseal program | Brenton Judge - Manager of Transport and Drainage | This years reseal programme developed. 4 year programme yet to be developed. | In Progress   | 01/07/20   | 30/06/21 | 10.00      | 25.00  |  NEEDS WORK |

| Performance Measures  | Unit | Trend | Period Performance |        |  | YTD Performance |        |  |
|---|------|-------|--------------------|--------|--|-----------------|--------|--|
|   |      |       | Target             | Actual | Indicator  | Target          | Actual | Indicator  |
| 100% of all aerodrome inspections are completed   | %    | ↔     | 25.00              | 25.00  |  ON TRACK | 25.00           | 25.00  |  ON TRACK |
| 100% of Inspections are undertaken in accordance with the MOS   |      |       |                    |        |  |                 |        |  |
| 100% of footpath inspections are completed per annum  | %    | ↔     | 25.00              | 25.00  |  ON TRACK | 25.00           | 25.00  |  ON TRACK |
| 100% of non-conformance arising from safety and technical inspections are completed within defined timeframes | %    | ↔     | 25.00              | 25.00  |  ON TRACK | 25.00           | 25.00  |  ON TRACK |
| 100% of non-conformances are rectified / planned to be rectified as per budgetary and resource constraints.   |      |       |                    |        |  |                 |        |  |
| 100% TIDs, R2R, RMPC and QRA claims are completed within defined timeframes                                   | %    | ↑     | 25.00              | 100.00 |  ON TRACK | 25.00           | 100.00 |  ON TRACK |
| 90% of Road user requests for action are completed in acceptable timeframes within budget constraints         | %    | ↑     | 90.00              | 92.00  |  ON TRACK | 90.00           | 92.00  |  ON TRACK |
| 92% of requests are actioned within timeframes and budgetary constraints                                      |      |       |                    |        |  |                 |        |  |
| Attend 4 Regional Road Group meetings per annum   | %    | ↔     | 25.00              | 25.00  |  ON TRACK | 25.00           | 25.00  |  ON TRACK |
| These have been attended  |      |       |                    |        |  |                 |        |  |



**Program: Community infrastructure for existing and future needs**

| Action   | Responsibility                                     | Progress Comment   | Action Status | Start Date | End Date | % Complete | Target | Status   |
|--|--|--|---------------|------------|----------|------------|--------|--|
| 4.1.2.1 Finalise a Master Planning for Rowden Park and St George CBD | Andrew Boardman - Director Infrastructure Services | Drafts complete to go to Council and back to community consultation. | In Progress   | 01/07/20   | 30/06/21 | 60.00      | 25.00  |  ON TRACK |

| Action  | Responsibility                                     | Progress Comment  | Action Status | Start Date | End Date | % Complete | Target | Status   |
|---|--|---|---------------|------------|----------|------------|--------|--|
| 4.1.2.2 Finalise Master Plan for Beardmore Dam                      | Andrew Boardman - Director Infrastructure Services | Draft being finalised   | In Progress   | 01/07/20   | 30/06/21 | 40.00      | 25.00  |  ON TRACK   |
| 4.1.2.3 Develop Master Plans for Bollon and Dirranbandi Showgrounds | Andrew Boardman - Director Infrastructure Services | Power Master Plans Completed  | Completed     | 01/07/20   | 30/06/21 | 100.00     | 25.00  |  ON TRACK   |
| 4.1.2.4 Renewal of Dirranbandi Footpath – Kirby Street completed    | Chris Dixon - Town Supervisor                      | Due to workload with grant funding projects , commencement will begin in January 2021 | Not Started   | 01/07/20   | 30/06/21 | 0.00       | 25.00  |  NEEDS WORK |










| Performance Measures   | Unit | Trend  | Period Performance |        |  | YTD Performance |        |  |
|--|------|--|--------------------|--------|--|-----------------|--------|--|
|  |      |  | Target             | Actual | Indicator  | Target          | Actual | Indicator  |
| 90% capital projects completed within budget and on time A         | %    |  | 90.00              | 20.00  |  NEEDS WORK | 90.00           | 20.00  |  NEEDS WORK |
| Projects are being planned/organised and progressing               |      |  |                    |        |  |                 |        |  |
| 90% of operational projects completed within budget and on time. A | %    |  | 90.00              | 20.00  |  NEEDS WORK | 90.00           | 20.00  |  NEEDS WORK |
| Projects are being planned/organised and progressing               |      |  |                    |        |  |                 |        |  |
| Park & Playground inspections are completed annually               | %    |  | 25.00              | 25.00  |  ON TRACK   | 25.00           | 25.00  |  ON TRACK   |

**Program: Protection and enhancement of water supply**


| Action  | Responsibility                                   | Progress Comment  | Action Status | Start Date | End Date | % Complete | Target | Status   |
|---|--|---|---------------|------------|----------|------------|--------|--|
| 4.1.3.1 Maintain a critical customer register and finalise procedures to notify when disruption to water supply | Peter Willey - Manager Water, Sewerage and Towns | Critical customer register and procedures being reviewed every quarter. | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  |  ON TRACK |
| 4.1.3.2 Implement a water asset replacement /maintenance program within budget constraints                      | Peter Willey - Manager Water, Sewerage and Towns | Water asset maintenance program is currently underway.                  | In Progress   | 01/07/20   | 30/06/21 | 20.00      | 25.00  |  MONITOR  |



| Action   | Responsibility                                   | Progress Comment | Action Status | Start Date | End Date | % Complete | Target | Status  |
|--|--|------------------|---------------|------------|----------|------------|--------|---|
| 4.1.3.3 Maintain water assets in accordance with asset management plan | Peter Willey - Manager Water, Sewerage and Towns |                  | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  | <br>ON TRACK |

| Performance Measures  | Unit | Trend  | Period Performance |        |   | YTD Performance |        |   |
|---|------|--|--------------------|--------|---|-----------------|--------|---|
|   |      |  | Target             | Actual | Indicator   | Target          | Actual | Indicator   |
| 100% compliance with Water Safety Act                           | %    |  | 100.00             | 100.00 | <br>ON TRACK | 100.00          | 100.00 | <br>ON TRACK |
| 90% of capital projects completed within budget and on time     | %    |  | 90.00              | 90.00  | <br>ON TRACK | 90.00           | 90.00  | <br>ON TRACK |
| 90% of operational projects completed within budget and on time | %    |  | 90.00              | 90.00  | <br>ON TRACK | 90.00           | 90.00  | <br>ON TRACK |

**Program: Sustainable development and Planning**

| Action  | Responsibility                                 | Progress Comment  | Action Status | Start Date | End Date | % Complete | Target | Status  |
|---|--|---|---------------|------------|----------|------------|--------|---|
| 4.1.4.1 Review the 2019 Planning Scheme for the Balonne Shire | Fiona Macleod - Planning & Development Officer | currently compiling a working list of potential amendments to the scheme which have been highlighted as a result of assessment against the scheme. anticipated councillor workshops and formal amendment to occur 21/22 financial year. | In Progress   | 01/07/20   | 30/06/21 | 1.00       | 25.00  | <br>NEEDS WORK |

| Performance Measures  | Unit | Trend | Period Performance |              |               | YTD Performance |              |               |
|---|------|-------|--------------------|--------------|---------------|-----------------|--------------|---------------|
|   |      |       | Target             | Actual       | Indicator     | Target          | Actual       | Indicator     |
| 100% enforcement of swimming pool legislation                                   | %    | ↔     | 100.00             | 100.00       | ✓<br>ON TRACK | 100.00          | 100.00       | ✓<br>ON TRACK |
| All pool safety request are actioned in a timely manner                         |      |       |                    |              |               |                 |              |               |
| 100% of all development applications are processed within statutory timeframes. | %    | ↔     | 100.00             | 100.00       | ✓<br>ON TRACK | 100.00          | 100.00       | ✓<br>ON TRACK |
| Number of building applications received  | #    | ↑     | 3.00               | 14.00        | ✓<br>ON TRACK | 3.00            | 14.00        | ✓<br>ON TRACK |
| Number of development applications received                                     | #    | ↑     | 3.00               | 10.00        | ✓<br>ON TRACK | 3.00            | 10.00        | ✓<br>ON TRACK |
| Value of building applications received   | \$   | ↑     | 250,000.00         | 1,794,962.00 | ✓<br>ON TRACK | 250,000.00      | 1,794,962.00 | ✓<br>ON TRACK |

**Program: Digital connectivity for business and industry growth and social connectedness**

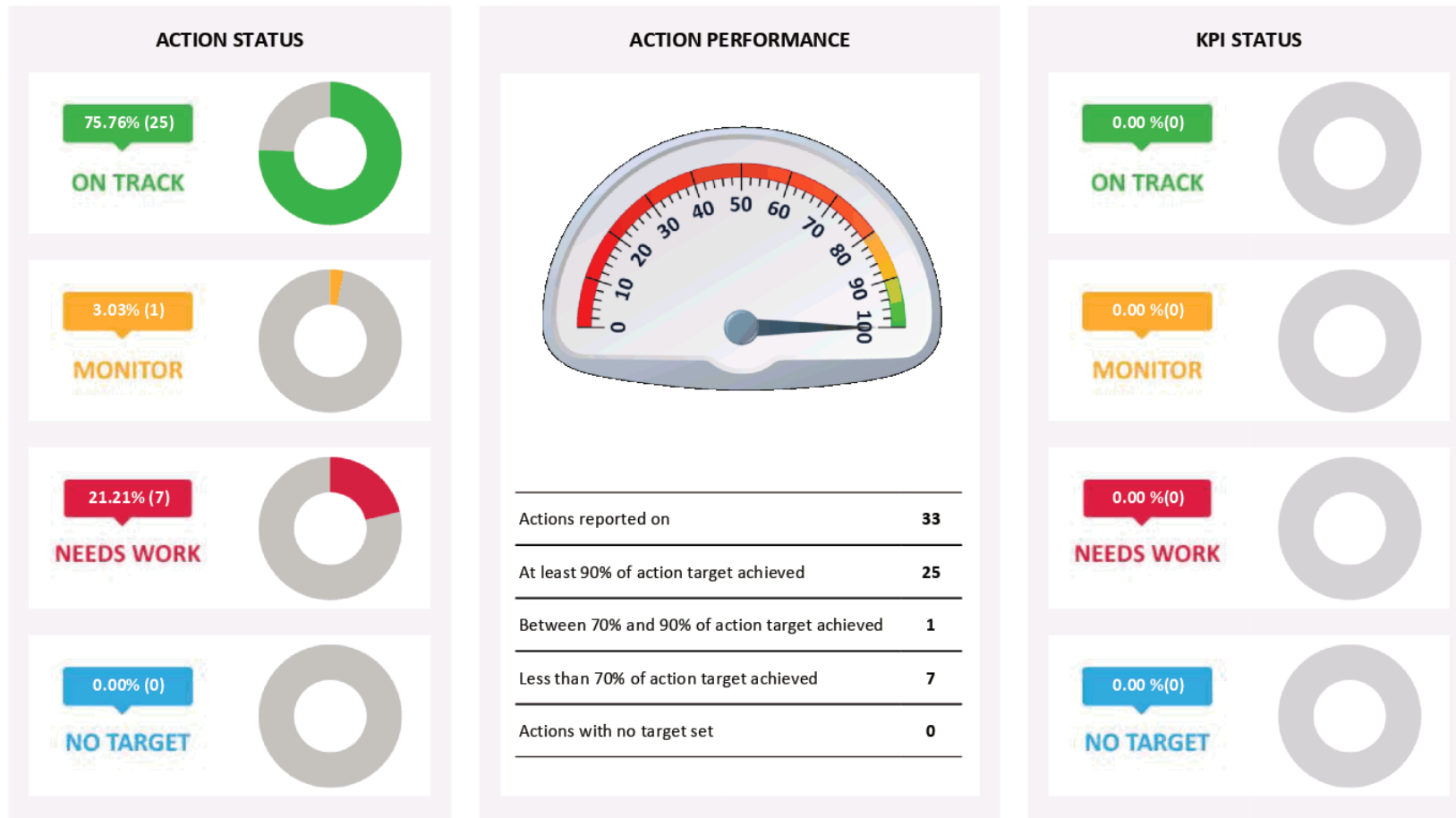
| Action   | Responsibility                  | Progress Comment | Action Status | Start Date | End Date | % Complete | Target | Status        |
|--|---------------------------------|------------------|---------------|------------|----------|------------|--------|---------------|
| 4.1.5.1 Roll out of Digital Connectivity across the Balonne Shire  | Kerryn Suttor - Project Officer |                  | In Progress   | 01/07/20   | 30/06/21 | 75.00      | 25.00  | ✓<br>ON TRACK |
| 4.1.5.2 Communication and engagement with Telcos and other providers   | Kerryn Suttor - Project Officer |                  | Completed     | 01/07/20   | 30/06/21 | 100.00     | 25.00  | ✓<br>ON TRACK |
| 4.1.5.3 Identification and adoption of digital connectivity related technologies for the agricultural sector | Kerryn Suttor - Project Officer |                  | In Progress   | 01/07/20   | 30/06/21 | 75.00      | 25.00  | ✓<br>ON TRACK |

| Performance Measures  | Unit | Trend | Period Performance |        |               | YTD Performance |        |               |
|---|------|-------|--------------------|--------|---------------|-----------------|--------|---------------|
|   |      |       | Target             | Actual | Indicator     | Target          | Actual | Indicator     |
| 40% of Shire area with improved digital connectivity  | %    | ↔     | 10.00              | 10.00  | ✓<br>ON TRACK | 10.00           | 10.00  | ✓<br>ON TRACK |
| Business surveys to gauge impact from digital connectivity – improvements and challenges  | #    | ↑     | 0.50               | 0.50   | ✓<br>ON TRACK | 0.50            | 0.50   | ✓<br>ON TRACK |
| No surveys conducted at this stage on digital connectivity. Plans for digital connectivity, impacts of COVID, multicultural and confidence. |      |       |                    |        |               |                 |        |               |
| Farmers expanding/diversifying due to digital connectivity  | #    | ↑     | 1.25               | 3.00   | ✓<br>ON TRACK | 1.25            | 3.00   | ✓<br>ON TRACK |
| Three farmers in the business mentoring Round 1 diversifying through digital connectivity.  |      |       |                    |        |               |                 |        |               |


















**Program: Technology investment for data-led change (to achieve cost savings and efficiency)**

| Action  | Responsibility                                | Progress Comment   | Action Status | Start Date | End Date | % Complete | Target | Status        |
|---|---|--|---------------|------------|----------|------------|--------|---------------|
| 4.1.6.1 Advocating for new technologies and investment as a result of increased connectivity                    | Garnet Radford - Economic Development Officer | With the investment in digital connectivity, exploring opportunities for producers, graziers and businesses to identify and adopt new technologies. Various channels to assist including mentoring, Agtech and digital connectivity workshops, webinars and sessions. Online and e-commerce diversification opportunities and working with five of these businesses through the mentoring program. | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  | ✓<br>ON TRACK |
| 4.1.6.2 Advocating for and leveraging regional co- investment (i.e. SWRED) with regards to digital connectivity | Garnet Radford - Economic Development Officer | Identifying grant and funding opportunities to increase and improve digital connectivity in the shire. Additional co-investment with key stakeholders.   | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  | ✓<br>ON TRACK |
| 4.1.6.3 Application of Smart Regions principles in new builds and infrastructure planning decisions             | Garnet Radford - Economic Development Officer | Smart Regions principles encouraged in new builds and infrastructure planning.   | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  | ✓<br>ON TRACK |

| Performance Measures   | Unit | Trend | Period Performance |            |               | YTD Performance |            |               |
|--|------|-------|--------------------|------------|---------------|-----------------|------------|---------------|
|  |      |       | Target             | Actual     | Indicator     | Target          | Actual     | Indicator     |
| Leads and business enquiries with regards to digital technology either inward investment or local business expansion | #    | ↑     | 1.50               | 4.00       | ✓<br>ON TRACK | 1.50            | 4.00       | ✓<br>ON TRACK |
| Four SMEs expanded as a result of digital means and e-commerce opportunities.  |      |       |                    |            |               |                 |            |               |
| Leveraging additional investment from digital connectivity   | \$   | ↑     | 250,000.00         | 250,000.00 | ✓<br>ON TRACK | 250,000.00      | 250,000.00 | ✓<br>ON TRACK |
| No funding leveraged in Q1. Rollout of tower development with Field Solutions Group                                  |      |       |                    |            |               |                 |            |               |

**GOAL: GOVERNANCE**



## PERFORMANCE OVERVIEW

|   |  |  |                  |
|---|--|--|------------------|
| <b>KEY FOUNDATION AREA</b>  |             | <b>Actions<br/>On Track</b>  | <b>KPI<br/>-</b> |
| 5.1 To develop an effective governance framework that drives enhanced organisational performance through project management, financial sustainability, performance management and community engagement. |  |  |                  |
| <b>Program</b>  | <b>Action Performance</b>  | <b>KPI Performance</b>   |                  |
| 5.1.1 Active community and stakeholder engagement   |  On Track   |  On Track   |                  |
| 5.1.2 Effective strategic planning and partnerships   |  Off Track  |  On Track   |                  |
| 5.1.3 Excellence in service delivery and project management   |  On Track   |  Off Track  |                  |
| 5.1.4 High levels of accountability and compliance  |  On Track   |  Monitor    |                  |
| 5.1.5 Financial management for long-term sustainability   |  On Track   |  Monitor    |                  |
| 5.1.6 Safe and healthy workplace environment  |  On Track   |  On Track   |                  |
| 5.1.7 Engaged employees in meaningful, productive work  |  Monitor   |  Off Track |                  |
| 5.1.8 Effective investment programs and innovative finance approaches   |  On Track |  On Track |                  |

## ACTION AND KPI SUMMARY

Goal: To develop an effective governance framework that drives enhanced organisational performance through project management, financial sustainability, performance management and community engagement.

### Program: Active community and stakeholder engagement







| Action   | Responsibility  | Progress Comment  | Action Status | Start Date | End Date | % Complete | Target | Status  |
|--|---|---|---------------|------------|----------|------------|--------|---|
| 5.1.1.1 Ensure all new policies and/or policy reviews include reference to Council's adopted Community Engagement Framework              | Julie Hempstead - Administration Officer - Governance   | Have updated Council policy register. Council policies are currently under review   | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  | <br>ON TRACK |
| 5.1.1.2 Develop comprehensive community and council grants list through a process of consultation and workshops including prioritization | Michelle Clarke - Director Finance & Corporate Services | Shovel ready list of grants will be presented to Councillor workshop 5 November. Community consultation still to be identified for relevant grant proposals. Interim staffing arrangements while substantive incumbent on extended leave. | In Progress   | 21/09/20   | 30/06/21 | 30.00      | 25.00  | <br>ON TRACK |

| Performance Measures   | Unit | Trend | Period Performance |        |            | YTD Performance |        |            |
|--|------|-------|--------------------|--------|------------|-----------------|--------|------------|
|  |      |       | Target             | Actual | Indicator  | Target          | Actual | Indicator  |
| 100% of service requests acknowledged within 3 working days  | %    | ↔     | 100.00             | 100.00 | ON TRACK   | 100.00          | 100.00 | ON TRACK   |
| Acknowledgement email sent within three days of receiving request  |      |       |                    |        |            |                 |        |            |
| 4 Community newsletters  | #    | ↑     | 1.00               | 1.00   | ON TRACK   | 1.00            | 1.00   | ON TRACK   |
| 5% increase in compliments   | %    | ↑     | 5.00               | 5.00   | ON TRACK   | 5.00            | 5.00   | ON TRACK   |
| Increase from 4 compliments total to 13 total  |      |       |                    |        |            |                 |        |            |
| 5% increase in social media following  | %    | ↓     | 5.00               | 1.37   | NEEDS WORK | 5.00            | 1.37   | NEEDS WORK |
| Our social media following is beginning an upward trend and it will take some time to see significant improvement as people are only beginning to now recognising we are posting more often and material of more interest  |      |       |                    |        |            |                 |        |            |
| 5% increase in website hits  | %    | ↑     | 5.00               | 49.46  | ON TRACK   | 5.00            | 49.46  | ON TRACK   |
| Over the past quarter we've had: <ul style="list-style-type: none"> <li>• 12,204 individual users</li> <li>• 18,566 website sessions – equating to 1.52 sessions per user</li> <li>• Each person is visiting 2.01 pages on our website (on average) when they visit.</li> <li>• 65.87% bounce rate – meaning people open the homepage and exit before interacting with the site (this is the number we need to pay attention to in our redesign)</li> </ul> Meaning we are up by: <ul style="list-style-type: none"> <li>• Users: 49.46%</li> <li>• Sessions: 49.04%</li> <li>• Bounce rate: 10.24%</li> </ul> |      |       |                    |        |            |                 |        |            |
| 90% of service requests completed within 10 working days   | %    | ↑     | 90.00              | 81.00  | MONITOR    | 90.00           | 81.00  | MONITOR    |
| The average completed on time rate is 81%  |      |       |                    |        |            |                 |        |            |








Program: Effective strategic planning and partnerships

















| Action  | Responsibility  | Progress Comment  | Action Status | Start Date | End Date | % Complete | Target | Status   |
|---|---|---|---------------|------------|----------|------------|--------|--|
| 5.1.2.1 Undertake an Information Communications and Technology Strategic Review   | Michelle Clarke - Director Finance & Corporate Services | ICT Standing Committee have requested that the review be expanded to include Digital connectivity across the Shire. Quotations proposed once managed services has been put into place for IT in Q3. | Not Started   | 01/07/20   | 30/06/21 | 0.00       | 25.00  |  NEEDS WORK |
| 5.1.2.2 Provide professional development opportunities to councillors within budget constraints   | Matthew Magin - Chief Executive Officer                 | Councillor workshops and trainings weekly   | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  |  ON TRACK   |
| 5.1.2.3 Seek support and advice from partnerships with Local Government Managers Australia, Local Government Association Queensland including State and Federal Governments | Matthew Magin - Chief Executive Officer                 | Regular attendance meetings   | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  |  ON TRACK   |

| Performance Measures  | Unit | Trend  | Period Performance |        |  | YTD Performance |        |  |
|---|------|--|--------------------|--------|--|-----------------|--------|--|
|   |      |  | Target             | Actual | Indicator  | Target          | Actual | Indicator  |
| 100% of council minutes are published on council's website within 10 days                     | %    |  | 100.00             | 100.00 |  ON TRACK | 100.00          | 100.00 |  ON TRACK |
| Target achieved   |      |  |                    |        |  |                 |        |  |
| 100% of monthly service request reports are delivered to councillors                          | %    |  | 100.00             | 100.00 |  ON TRACK | 100.00          | 100.00 |  ON TRACK |
| Monthly Service Request reports are sent to Senior Leadership Group monthly - not Councillors |      |  |                    |        |  |                 |        |  |


**Program: Excellence in service delivery and project management**







| Action   | Responsibility  | Progress Comment  | Action Status | Start Date | End Date | % Complete | Target | Status  |
|--|---|---|---------------|------------|----------|------------|--------|---|
| 5.1.3.1 Manage Council buildings and facilities in accordance with asset management plans              | Adam Cassel - Asset Management & GIS Co-ordinator       | All Council asset Management Plans are currently under review and development. Refer Consultant - John SING - "REMAFIN"<br>Includes:<br><br>Transport Services AMP 2020<br>Water AMP 2020 (includes water and waste water)<br>Housing AMP - Draft 2020<br>Building AMP - outdated                           | In Progress   | 01/07/20   | 30/06/21 | 20.00      | 25.00  | <br>MONITOR    |
| 5.1.3.2 Manage and Maintain records to keep Asset Management Plans current                             | Adam Cassel - Asset Management & GIS Co-ordinator       | Existing record maintenance is ongoing. Recording of new records is ongoing.  | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  | <br>ON TRACK   |
| 5.1.3.3 Works for Queensland Projects 19-21 completed within defined timeframes                        | Andrew Boardman - Director Infrastructure Services      | Projects planned and underway   | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  | <br>ON TRACK   |
| 5.1.3.4 implementation of Plant and Fleet Asset Management Plan  | Brenton Judge - Manager of Transport and Drainage       | Contacted John Sing   | In Progress   | 01/07/20   | 30/06/21 | 10.00      | 25.00  | <br>NEEDS WORK |
| 5.1.3.5 Finalise Phase 2 to implement new Enterprise Business Management system                        | Michelle Clarke - Director Finance & Corporate Services | Operational risks have been added to CAMMs along with strategic risks. Reporting to Audit & Risk Committee proposed at end of Q1. Council undertaking a strategic risk review on 5 November. Enterprise Risk Framework has some recommended amendments that are currently underway - to be finalised in Q2. | In Progress   | 01/07/20   | 30/06/21 | 75.00      | 25.00  | <br>ON TRACK   |
| 5.1.3.6 Finalisation and implementation of the Project Governance Framework                            | Kerryn Suttor - Project Officer                         |   | In Progress   | 01/07/20   | 30/06/21 | 50.00      | 25.00  | <br>ON TRACK |
| 5.1.3.7 Deliver and finalise Local Community Infrastructure & Roads Projects within defined timeframes | Andrew Boardman - Director Infrastructure Services      | Projects planned and underway   | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  | <br>ON TRACK |

| Action   | Responsibility  | Progress Comment  | Action Status | Start Date | End Date | % Complete | Target | Status   |
|--|---|---|---------------|------------|----------|------------|--------|--|
| 5.1.3.8 Finalise SWRRTG Joint Project for Asset Management                         | Michelle Clarke - Director Finance & Corporate Services | The project team with the SWRRTG have now appointed Sheppard Services to implement the asset management bureau services. Infrastructure Services have commenced specifications for asset condition assessments. | In Progress   | 01/07/20   | 30/06/21 | 50.00      | 25.00  |  ON TRACK |
| 5.1.3.9 Works for Queensland COVID-19 Projects completed within defined timeframes | Andrew Boardman - Director Infrastructure Services      | Projects planned and underway   | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  |  ON TRACK |

| Performance Measures  | Unit | Trend  | Period Performance |        |  | YTD Performance |        |  |
|---|------|--|--------------------|--------|--|-----------------|--------|--|
|   |      |  | Target             | Actual | Indicator  | Target          | Actual | Indicator  |
| 100% of administrative action complaints are acknowledged within 3 working days             | %    |  | 100.00             | 100.00 |  ON TRACK   | 100.00          | 100.00 |  ON TRACK   |
| 5 new complaints in Q1 all acknowledged within 3 days                                       |      |  |                    |        |  |                 |        |  |
| 90% of administrative action complaint investigations are completed within 30 business days | %    |  | 90.00              | 90.00  |  ON TRACK   | 90.00           | 90.00  |  ON TRACK   |
| 4 complaints resolved, 1 still pending  |      |  |                    |        |  |                 |        |  |
| Number of internal requests for service – IT help desk                                      | #    |  | 0.00               | 350.00 |  NEEDS WORK | 0.00            | 350.00 |  NEEDS WORK |
| A large number of Legacy system and system changes  |      |  |                    |        |  |                 |        |  |
| Number of outages in computer services  | #    |  | 0.00               | 10.00  |  NEEDS WORK | 0.00            | 10.00  |  NEEDS WORK |



**Program: High levels of accountability and compliance**









| Action   | Responsibility  | Progress Comment                 | Action Status | Start Date | End Date | % Complete | Target | Status   |
|--|---|----------------------------------|---------------|------------|----------|------------|--------|--|
| 5.1.4.1 Annual review of CEO and Directorate Delegations are completed | Julie Hempstead - Administration Officer - Governance | Reviews to commence next quarter | Not Started   | 01/07/20   | 30/06/21 | 0.00       | 25.00  |  NEEDS WORK |

| Action   | Responsibility  | Progress Comment   | Action Status | Start Date | End Date | % Complete | Target | Status  |
|--|---|--|---------------|------------|----------|------------|--------|---|
| 5.1.4.2 Delivery quarterly reports on Council's Enterprise Risk Management framework to the Audit & Risk Committee                           | Michelle Clarke - Director Finance & Corporate Services | Strategic risk management has been recorded to Council audit and risk committee.<br>Operational risk actions are currently being reported by Council officers in this quarter.   | In Progress   | 01/07/20   | 30/06/21 | 70.00      | 25.00  | <br>ON TRACK     |
| 5.1.4.3 Ensure all new policies and/or policy reviews include reference to Council's adopted Human Rights Policy where required.             | Julie Hempstead - Administration Officer - Governance   | All policies will be under review this year and will reference the Human Rights policy as required.  | In Progress   | 01/07/20   | 30/06/21 | 10.00      | 0.00   | <br>ON TRACK     |
| 5.1.4.4 Implement Local Government Reform recommendations, as required   | Michelle Clarke - Director Finance & Corporate Services | New policies, code of meeting practice and councillor code of conduct adopted on October council meeting. New register of interest forms circulated to councillors and SLG. All forms and minute documentation updated to reflect new requirements. New policies and information to be finalised on website and staff awareness completed. | In Progress   | 01/07/20   | 30/06/21 | 90.00      | 25.00  | <br>ON TRACK     |
| 5.1.4.5 Promote a dialogue about the nature, meaning and scope of human rights and provide key information sessions across the organisation. | Michelle Clarke - Director Finance & Corporate Services | No progress made this quarter - training has been limited by COVID restrictions.   | Not Started   | 01/07/20   | 30/06/21 | 0.00       | 25.00  | <br>NEEDS WORK   |
| 5.1.4.6 Develop an Information Technology Incident and problem management policy and procedure   | Cameron Kelly - Information Technology Officer          | ICT Strategic Frameworks under development for ICT Committee to review and comment.  | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  | <br>ON TRACK     |
| 5.1.4.7 Develop an Information Technology Security Policy  | Cameron Kelly - Information Technology Officer          | ICT Strategic Frameworks under development for ICT Committee to review and comment.  | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  | <br>ON TRACK     |
| 5.1.4.8 Develop a contract register consistent with Audit requirements   | Kelly Fontaine - Procurement                            | Initial meeting with Vendor Panel Customer Success Manager held 5/8/2020. Relevant information passed along to DCFS.   | In Progress   | 01/07/20   | 30/06/21 | 5.00       | 25.00  | <br>NEEDS WORK |

| Performance Measures   | Unit | Trend | Period Performance |        |   | YTD Performance |        |   |
|--|------|-------|--------------------|--------|---|-----------------|--------|---|
|  |      |       | Target             | Actual | Indicator   | Target          | Actual | Indicator   |
| 100% compliance with statutory and corporate requirements  | %    | ↔     | 100.00             | 100.00 | <br>ON TRACK   | 100.00          | 100.00 | <br>ON TRACK   |
| All new local government legislative reforms have been implemented.                                |      |       |                    |        |   |                 |        |   |
| 100% of delegations register is maintained   | %    | ↔     | 100.00             | 100.00 | <br>ON TRACK   | 100.00          | 100.00 | <br>ON TRACK   |
| Target achieved  |      |       |                    |        |   |                 |        |   |
| 100% of Right to Information applications are completed within statutory timeframes                | %    | ↔     | 100.00             | 100.00 | <br>ON TRACK   | 100.00          | 100.00 | <br>ON TRACK   |
| No RTI application requests made   |      |       |                    |        |   |                 |        |   |
| Number of councillor complaints  | #    | ↔     | 0.00               | 0.00   | <br>ON TRACK   | 0.00            | 0.00   | <br>ON TRACK   |
| Nil complaints received  |      |       |                    |        |   |                 |        |   |
| Number of staff complaints   | #    | ↔     | 0.00               | 2.00   | <br>NEEDS WORK | 0.00            | 2.00   | <br>NEEDS WORK |
| 2 complaints received this quarter and they were resolved without any disciplinary action required |      |       |                    |        |   |                 |        |   |

**Program: Financial management for long-term sustainability**

| Action  | Responsibility  | Progress Comment  | Action Status | Start Date | End Date | % Complete | Target | Status  |
|---|---|---|---------------|------------|----------|------------|--------|---|
| 5.1.5.1 Accounting manual is reviewed and up to date consistent with new Finance Management IT System         | Tracey Lee - Manager Financial Services                 | A number of accounting procedures have been updated to be consistent with the new business system and will continue to be progressed with the bedding down of the new system. | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  | <br>ON TRACK   |
| 5.1.5.2 Review single point of procurement to ensure appropriate service levels provided to all Directorates. | Michelle Clarke - Director Finance & Corporate Services | Single point procurement and appropriate service levels have been reviewed and action is now completed.   | Completed     | 01/07/20   | 30/06/21 | 100.00     | 0.00   | <br>ON TRACK |

| Performance Measures  | Unit | Trend | Period Performance |        |   | YTD Performance |        |   |
|---|------|-------|--------------------|--------|---|-----------------|--------|---|
|   |      |       | Target             | Actual | Indicator   | Target          | Actual | Indicator   |
| 90% of internal and external audit recommendations are completed within defined timeframes                    | %    | ↑     | 90.00              | 70.00  | <br>MONITOR    | 90.00           | 70.00  | <br>MONITOR    |
| 1 recommendation implemented and 3 remaining to be completed by end of Q3                                     |      |       |                    |        |   |                 |        |   |
| A minimum of 4 Audit Committee meetings held per annum  | #    | ↑     | 1.00               | 2.00   | <br>ON TRACK   | 1.00            | 2.00   | <br>ON TRACK   |
| 2 meetings held in Q1   |      |       |                    |        |   |                 |        |   |
| Creditors paid within 30 days   | %    | ↔     | 100.00             | 98.00  | <br>MONITOR    | 100.00          | 98.00  | <br>MONITOR    |
| Minimum invoices are not being received until the following month after statement reconciliation              |      |       |                    |        |   |                 |        |   |
| No more than 5% debtors in excess of 90 days  | %    | ↓     | 5.00               | 13.31  | <br>NEEDS WORK | 5.00            | 13.31  | <br>NEEDS WORK |
| Debtor balance greater than 90 days as at 30 September was \$94,163.98 which is affected by SPER receivables. |      |       |                    |        |   |                 |        |   |














**Program: Safe and healthy workplace environment**

| Action  | Responsibility  | Progress Comment | Action Status | Start Date | End Date | % Complete | Target | Status  |
|---|---|------------------|---------------|------------|----------|------------|--------|---|
| 5.1.6.1 Undertake a minimum of one audit on job sites per fortnight to ensure compliance with WHS requirements            | Ben Gardiner -<br>Safety Advisor -<br>SES Local Contoller |                  | In Progress   | 01/07/20   | 30/06/21 | 90.00      | 25.00  | <br>ON TRACK   |
| 5.1.6.2 Update all emergency evacuation plans and mapping to reflect new office refurbishments across council's assets    | Ben Gardiner -<br>Safety Advisor -<br>SES Local Contoller |                  | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  | <br>ON TRACK   |
| 5.1.6.3 Ensure Hazard Inspections outstanding and Action Items are reported on a monthly basis to Senior Leadership Group | Ben Gardiner -<br>Safety Advisor -<br>SES Local Contoller |                  | In Progress   | 01/07/20   | 30/06/21 | 90.00      | 25.00  | <br>ON TRACK |

| Performance Measures   | Unit | Trend | Period Performance |        |               | YTD Performance |        |               |
|--|------|-------|--------------------|--------|---------------|-----------------|--------|---------------|
|  |      |       | Target             | Actual | Indicator     | Target          | Actual | Indicator     |
| 10% reduction in injuries from previous year                           | %    | ↓     | 2.50               | 2.50   | ✓<br>ON TRACK | 2.50            | 2.50   | ✓<br>ON TRACK |
| 100% completion of WHS annual plan                                     | %    | ↑     | 25.00              | 25.00  | ✓<br>ON TRACK | 25.00           | 25.00  | ✓<br>ON TRACK |
| Total overhaul and Review of Plan in progress                          |      |       |                    |        |               |                 |        |               |
| 100% of all hazard inspections completed within defined time frames    | %    | ↑     | 100.00             | 100.00 | ✓<br>ON TRACK | 100.00          | 100.00 | ✓<br>ON TRACK |
| All of my designated inspections are completed on time.                |      |       |                    |        |               |                 |        |               |
| Tool box – Take 5s are circulated weekly and monitored for completion  | %    | ↑     | 90.00              | 90.00  | ✓<br>ON TRACK | 90.00           | 90.00  | ✓<br>ON TRACK |
| Take 5's are sent out nearly every week and completions are monitored. |      |       |                    |        |               |                 |        |               |



**Program: Engaged employees in meaningful, productive work**










| Action  | Responsibility  | Progress Comment   | Action Status | Start Date | End Date | % Complete | Target | Status          |
|---|---|--|---------------|------------|----------|------------|--------|-----------------|
| 5.1.7.1 Four staff newsletters published per annum  | Kathy Claxton - CEO Support Officer                   | Watercooler chat publication issued on a weekly basis.   | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  | ✓<br>ON TRACK   |
| 5.1.7.2 Commence review of Enterprise Bargaining Agreement and consultation with employees                                  | Debbie Green - Manager Corporate Services             | Preliminary discussions commenced in SLG meetings  | In Progress   | 01/07/20   | 30/06/21 | 10.00      | 25.00  | ⚠<br>NEEDS WORK |
| 5.1.7.3 Deliver at least 1 training session in council's CAMMs planning & performance management and risk management system | Julie Hempstead - Administration Officer - Governance | New employees are trained a s part on induction. Refresher training given as employees request it. | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  | ✓<br>ON TRACK   |
| 5.1.7.4 Senior Leadership Group develop a Workforce Planning Strategy   | Matthew Magin - Chief Executive Officer               | Preparation are underway for SLG   | In Progress   | 01/07/20   | 30/06/21 | 25.00      | 25.00  | ✓<br>ON TRACK   |

| Performance Measures  | Unit | Trend | Period Performance |        |   | YTD Performance |        |   |
|---|------|-------|--------------------|--------|---|-----------------|--------|---|
|   |      |       | Target             | Actual | Indicator   | Target          | Actual | Indicator   |
| 10% improvement in staff satisfaction   | %    | ↔     | 10.00              | 0.00   | <br>NEEDS WORK   | 10.00           | 0.00   | <br>NEEDS WORK   |
| No surveys conducted during this reporting period   |      |       |                    |        |   |                 |        |   |
| 100% of all new starters receive a staff induction and meet the CEO                                       | %    | ↑     | 25.00              | 100.00 | <br>ON TRACK     | 25.00           | 100.00 | <br>ON TRACK     |
| 5% decrease in council's overall leave liability  | %    | ↓     | 5.00               | (5.21) | <br>ON TRACK     | 5.00            | (5.21) | <br>ON TRACK     |
| 5.21% decrease for the period 01/07/2020-30/09/2020. Report based only on Annual and Long Service Leave   |      |       |                    |        |   |                 |        |   |
| 5% decrease in staff turnover   | %    | ↓     | 5.00               | 250.00 | <br>NEEDS WORK   | 5.00            | 250.00 | <br>NEEDS WORK   |
| Staff turnover for Q1 (5 emp) increased by 250% from the turnover in 2019/20-Q1 (2 emp)                   |      |       |                    |        |   |                 |        |   |
| 80% Performance Appraisals completed on time  | %    | ↔     | 80.00              | 0.00   | <br>NEEDS WORK   | 80.00           | 0.00   | <br>NEEDS WORK   |
| 0% of CEO officers appraisals completed   |      |       |                    |        |   |                 |        |   |
| Conduct fortnightly supervisor/co-ordinator and monthly team meetings - Finance and Corporate Services    | #    | ↓     | 3.00               | 2.00   | <br>NEEDS WORK   | 3.00            | 2.00   | <br>NEEDS WORK   |
| 2 meetings held in Q1   |      |       |                    |        |   |                 |        |   |
| Conduct fortnightly supervisor/co-ordinator and monthly team meetings - Infrastructure Services           | #    | ↓     | 3.00               | 3.00   | <br>ON TRACK     | 3.00            | 3.00   | <br>ON TRACK     |
| Fortnight supervisor meetings are continuing as well as regular IS team meetings                          |      |       |                    |        |   |                 |        |   |
| Conduct fortnightly supervisor/coordinator and monthly team meetings- Environment and Regulatory Services | #    | ↔     | 3.00               | 3.00   | <br>ON TRACK    | 3.00            | 3.00   | <br>ON TRACK    |
| Achieved for quarter  |      |       |                    |        |   |                 |        |   |
| Number of disciplinary matters substantiated  | #    | ↔     | 0.00               | 1.00   | <br>NEEDS WORK | 0.00            | 1.00   | <br>NEEDS WORK |

**Program: Effective investment programs and innovative finance approaches**



| Action  | Responsibility   | Progress Comment   | Action Status | Start Date | End Date | % Complete | Target | Status   |
|---|--|--|---------------|------------|----------|------------|--------|--|
| 5.1.8.1 Continue to seek grant funding, implement and monitor the Wild Dog Exclusion Fencing Scheme   | Digby Whyte - Director Environment & Regulatory Services | \$1.2m GTIF Nature River Walks (SG & Bollon) including riparian restoration, bird hide, boardwalk, Ed. submitted (unsuccessful)<br>\$2m APAWCS (DAWE) Cultural Burning (3 years) submitted<br>Five NRM grants outlined to Council for priority decision for 2021 MDEDP. \$4m WDEF given priority.<br>Trainee in CALM appointed | In Progress   | 01/07/20   | 30/06/21 | 1.00       | 25.00  |  NEEDS WORK |
| 5.1.8.2 Asset Register is monitored and reviewed annually to ensure appropriate depreciation is applied to Council's assets and WIP is capitalized in a timely manner | Michelle Clarke - Director Finance & Corporate Services  | Asset Accountant is currently on track with review of the asset register in preparation for upload into the new financial system (synergy soft)  | In Progress   | 01/07/20   | 30/06/21 | 75.00      | 25.00  |  ON TRACK   |

| Performance Measures   | Unit | Trend   | Period Performance |        |   | YTD Performance |        |   |
|--|------|---|--------------------|--------|---|-----------------|--------|---|
|  |      |   | Target             | Actual | Indicator   | Target          | Actual | Indicator   |
| Credit cards reconciliations are completed by responsible officers within agreed timeframes              | %    |   | 25.00              | 25.00  |  ON TRACK  | 25.00           | 25.00  |  ON TRACK  |
| Regular communication with staff to return completed statements by end of the month                      |      |   |                    |        |   |                 |        |   |
| Fuel Cards and Fuel Sheet reconciliations are completed by responsible officers within agreed timeframes | %    |   | 25.00              | 25.00  |  ON TRACK  | 25.00           | 25.00  |  ON TRACK  |
| Regular follow ups with staff to obtain job numbers  |      |   |                    |        |   |                 |        |   |
| Number of successful grant applications achieved for council   | #    |  | 1.00               | 12.00  |  ON TRACK | 1.00            | 12.00  |  ON TRACK |
| 12 successful applications   |      |   |                    |        |   |                 |        |   |



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## OFFICER REPORT

**TO:** Council

**SUBJECT:** Quarter 1 2020-21 Operational Risk Status Report

**DATE:** 10.11.20

**AGENDA REF:** FCS2

**AUTHOR:** Julie Hempstead - Administration Officer - Governance

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### Sub-Heading

Q1 Operational Risk Status Report

### Executive Summary

The Operational Risk Status Report – Quarter 1 -2020/21 is presented to Council for adoption.

### Background

The Audit & Risk Committee have requested that management finalise an appropriate quarterly report on operational and strategic risks. The attached Quarter 1 report is presented to indicate to Council the level of operational risk across the organisation. All teams were consulted and asked to assess the effectiveness of existing controls and any new treatments or risk mitigation strategies to further reduce the risk. Relevant officers across the Council have updated their risk progress actions contained throughout the report.

The progress Risk Status Report - Quarter 1 (1 July to 30 September 2020) is provided under separate cover.

### Link to Corporate Plan

| Key Foundation Area | Key Program Area                              |
|---------------------|---|
| <u>Governance</u>   | Effective strategic planning and partnerships |

### Consultation (internal/external)

All Directors have been given the opportunity to provide commentary on the Risk Actions and Controls.

### Legal Implications

The report complies with section 164 (1) of the Local Government Regulation 2012 where Council is required to keep a written record of the risks its operations are exposed to and the control measures adopted to manage the risks.

### Risk Implications

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

## **Policy Implications**

The risk assessments were completed in accordance with the Enterprise Risk Management Framework. CAMMs Risk Module has been utilised to manage the reporting process similar to Council's Performance management quarterly report. The Enterprise Risk Management Framework is currently being revised and updated. The framework will be the subject of a separate report.

## **Financial and Resource Implications**

Council must identify any financial management risk as part of its assessment of operational risk. Council's recent external audit was satisfied with its overall internal control environment.

## **Options or Alternatives**

NIL

## **Attachments**

1. Risk Status Report (separately enclosed)

## **Recommendation/s**

That Council resolves to adopt the quarterly Risk Status Report for Quarter 1 of 2020/21 as tabled in accordance with section 164 (1) of the Local Government Regulations 2012.

Michelle Clarke

**Director Finance & Corporate Services**

## OFFICER REPORT

TO: Council

SUBJECT: **Calendar of Council meetings 2021**

DATE: 10.11.20

AGENDA REF: FCS3

AUTHOR: Tayla Lawson - Administration Officer - Governance

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### Sub-Heading

Calendar of Ordinary meetings 2021

### Executive Summary

The purpose of this report is to adopt Council's meeting calendar for 2021

### Background

Council must publish in the paper circulating in the Local Government area the proposed meeting schedule for the calendar year. The following schedule of meetings is proposed for 2021.

| Council Meeting Calendar 2021 | Date |                        |
|-------------------------------|------|------------------------|
| January                       | 21   |                        |
| February                      | 18   |                        |
| March                         | 18   |                        |
| April                         | 15   |                        |
| May                           | 20   |                        |
| June                          | 17   |                        |
| June                          | 24   | Budget Special Meeting |
| July                          | 15   |                        |
| August                        | 19   |                        |
| September                     | 16   |                        |
| October                       | 28   |                        |
| November                      | 18   |                        |
| December                      | 16   |                        |

### Link to Corporate Plan

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

## **Consultation (internal/external)**

Councillors and SLG

## **Legal Implications**

Section 254B(1) Council must publish at least once in each year notice of the days and times when its ordinary meetings will be held in the Shire. Recently the legislation changed to state that the notice must be published on council's website and any other ways council considers it appropriate. It is proposed that an advertisement also be included in newspapers circulating in the area.

## **Risk Implications**

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

## **Policy Implications**

Nil

## **Financial and Resource Implications**

Minor advertising fees for the placement of the advertisement/s.

## **Options or Alternatives**

Dates and times maybe amended – any changes during the calendar year will need a notice and advertised.

## **Attachments**

Nil

## **Recommendation/s**

That Council resolves to adopt its calendar of ordinary meetings for 2021 to commence at 9am, as follows:

Michelle Clarke

**Director Finance & Corporate Services**

## OFFICER REPORT

**TO:** Council

**SUBJECT:** Budget Amendment - Revenue Recognition QRRRF - Flood Monitoring

**DATE:** 10.11.20

**AGENDA REF:** FCS4

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

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### Sub-Heading

Amendment to Budget and Revenue Recognition – QRRRF – Flood Monitoring Project

### Executive Summary

The purpose of this report is to amend the Budget for 2020/21 to acknowledge Queensland Resilience Funding for a Flood Monitoring Project.

### Background

Council has successfully achieved funding for flood monitoring cameras and gauges across the Shire to improve the monitoring of flood ways, rivers and roads. The total cost of the project is \$588,000 and is to be completed by 30 June 2022. An initial payment has been received in the sum of \$158,400 and a co-contribution from council in the sum of \$60,000. The bulk of the works will take place in 2021/22 financial year.

### Link to Corporate Plan

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

### Consultation (internal/external)

Local Disaster Management Group  
Field Solutions Group  
Infrastructure Services  
Queensland Reconstruction Authority

### Legal Implications

Disaster Management Act 2003  
Council may amend its budget under Section 170(3) of the Local Government Regulations 2012 at any time during the year.

### Risk Implications

Climate - Ineffective management of the economic and social impact of natural disasters.

## Policy Implications

The project is consistent with Council's strategy to improve information for council operations and for members of the public in the lead up and during a flood event to monitor river flows and flood crossings. The project is consistent with the Local Disaster Management Plan for the Balonne Shire and its communications sub plan.

## Financial and Resource Implications

The grant funding received totals \$528,000 with 30% received upfront, 60% to be claimed up to completion at 30 June 2022 and the final 10% to be claimed up to 30 June 2023.

|  | YTD<br>Actuals<br>As At<br>03/03/2020 | Total - Multi-<br>Year Project<br>Budget | 2020/21 Budget              |                                    |                                     |  | 2021/22<br>Project<br>Budget | 2022/23<br>Project<br>Budget |
|--|---------------------------------------|--|-----------------------------|------------------------------------|-------------------------------------|--|------------------------------|------------------------------|
|  |                                       |  | Budget (total for<br>20/21) | Funding from<br>external<br>source | 2020/21<br>Council's<br>Expenditure | Restricted Cash<br>(from prior<br>years) |                              |                              |
| CARRY OVER FROM ORIGINAL BUDGET 2020-21                          |                                       | \$ 4,987,500                             | \$ 9,326,134                | \$ 3,597,160                       | \$ 4,486,850                        | \$ 1,242,124                             | \$ 110,000                   |                              |
| <b>Disaster Resilience and Risk Reduction</b>                    |                                       |  |                             |                                    |                                     |  |                              |                              |
| BALSC.0013.1920M.QRF- Balonne River Height<br>Monitoring Project |                                       | \$ 588,000                               | \$ 218,400                  | \$ 158,400                         | \$ 60,000                           |  | \$ 352,800                   | \$ 76,800                    |

In accordance with the accounting standards the revenue recognition assessment is attached.

## Options or Alternatives

Move the \$60,000 co-contribution from Council to 2021/22 financial year.

## Attachments

1. Revenue Recognition Assessment QRRRF [↓](#)

## Recommendation/s

That Council resolves to:

1. amend the Budget 2020/21 in accordance with S170(3) of the Local Government Regulations 2012 as follows:

### CAPITAL PROJECTS 2020/21

|  | YTD<br>Actuals<br>As At<br>03/03/2020 | Total - Multi-<br>Year Project<br>Budget | 2020/21 Budget              |                                    |                                     |  | 2021/22<br>Project<br>Budget | 2022/23<br>Project<br>Budget |
|--|---------------------------------------|--|-----------------------------|------------------------------------|-------------------------------------|--|------------------------------|------------------------------|
|  |                                       |  | Budget (total for<br>20/21) | Funding from<br>external<br>source | 2020/21<br>Council's<br>Expenditure | Restricted Cash<br>(from prior<br>years) |                              |                              |
| CARRY OVER FROM ORIGINAL BUDGET 2020-21                          |                                       | \$ 4,987,500                             | \$ 9,326,134                | \$ 3,597,160                       | \$ 4,486,850                        | \$ 1,242,124                             | \$ 110,000                   |                              |
| <b>Disaster Resilience and Risk Reduction</b>                    |                                       |  |                             |                                    |                                     |  |                              |                              |
| BALSC.0013.1920M.QRF- Balonne River Height<br>Monitoring Project |                                       | \$ 588,000                               | \$ 218,400                  | \$ 158,400                         | \$ 60,000                           |  | \$ 352,800                   | \$ 76,800                    |

2. note the revenue recognition assessment that revenue will be recognised as received.

Michelle Clarke

**Director Finance & Corporate Services**





## REVENUE RECOGNITION CHECKLIST

|                       |   |
|-----------------------|---|
| <b>PROJECT:</b>       | Queensland Resilience and Risk Reduction Fund |
| <b>GRANT FUNDING:</b> | Queensland Reconstruction Authority           |

| Question  | Answer   |
|---|--|
| Q: Is there a contract with customer              | Yes, the funding agreement forms the basis of a contract with QRA  |
| Q: Are there identifiable performance obligations | Project Funding to Council in accordance with Project Funding Schedules.<br><b>No, while the funding agreement is for capital works it is unlikely that this is specific enough to create a specific performance obligation. The project must be completed by 30/06/2022</b> |
| Q: Determine transaction price                    | \$588000   |
| Q: Allocate transaction price                     | Milestone payments are made up of 30% upon signing the agreement; 60% of project funding may be made via multiple payment claims, Final claim must be made by 31/06/2023   |
| Q: Recognise revenue                              | Revenue will be recognised as council receives the funding. This project will have revenue and expenditure over multiple years as per the amended budget.  |

|   | YTD Actuals As At 03/03/2020 | Total - Multi-Year Project Budget | 2020/21 Budget           |                              |                               |                                    | 2021/22 Project Budget | 2022/23 Project Budget |
|---|------------------------------|-----------------------------------|--------------------------|------------------------------|-------------------------------|------------------------------------|------------------------|------------------------|
|   |                              |                                   | Budget (total for 20/21) | Funding from external source | 2020/21 Council's Expenditure | Restricted Cash (from prior years) |                        |                        |
| CARRY OVER FROM ORIGINAL BUDGET 2020-21                         |                              | \$ 4,987,500                      | \$ 9,326,134             | \$ 3,597,160                 | \$ 4,486,850                  | \$ 1,242,124                       | \$ 110,000             |                        |
| <b>Disaster Resilience and Risk Reduction</b>                   |                              |                                   |                          |                              |                               |                                    |                        |                        |
| BAL SC 0013 1920M QRF - Salonne River Height Monitoring Project |                              | \$ 588,000                        | \$ 218,400               | \$ 158,400                   | \$ 60,000                     |                                    | \$ 302,800             | \$ 76,800              |

### Reference Documentation:

DOC ID 538386

Completed by:

Director Finance & Corporate Services

Date: 10/11/2020

## OFFICER REPORT

TO: Council

SUBJECT: Monthly Financial Management Report October 2020

DATE: 12.11.20

AGENDA REF: FCS5

AUTHOR: Tracey Lee - Manager Finance Services

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### Sub-Heading

Monthly Financial Management Report as at 31 October 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

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

### Recommendation/s

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

Michelle Clarke  
**Director Finance & Corporate Services**

# Financial Management Report

Period Ending 31 October 2020

## Table of Content

|                                       |    |
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# BALONNE SHIRE COUNCIL

## Statement of Income and Expenditure

For the period ended 31 October 2020  
34% of Year Expired

|   |    | YTD Actuals<br>20/21 | Original Budget<br>20/21 | %    | Note |
|---|----|----------------------|--------------------------|------|------|
| <b>Operating Revenue</b>                |    |                      |                          |      |      |
| Rates and Utility Charges               | \$ | 5,704,494            | 11,689,600               | 49%  | 1    |
| Less: Discount Allowed                  | \$ | - 504,139            | (1,005,300)              | 50%  |      |
|   | \$ | <b>5,200,355</b>     | <b>10,684,300</b>        | 49%  |      |
|   |    |                      |                          |      |      |
| Fees and Charges                        | \$ | 103,047              | 208,600                  | 49%  | 2    |
| Interest                                | \$ | 117,638              | 429,300                  | 27%  | 4    |
| Interest - Wild Dog Loans               | \$ | -                    | -                        |      |      |
| Rental Income                           | \$ | 94,784               | 211,000                  | 45%  | 3    |
| Recoverable Works                       | \$ | 1,399,203            | 2,006,500                | 70%  | 5    |
| Other Income                            | \$ | 510,095              | 1,206,300                | 42%  | 6    |
| Contributions                           | \$ | -                    | 12,500                   | 0%   |      |
| Grants and Subsidies                    | \$ | 1,370,311            | 14,756,400               | 9%   | 7    |
| <b>Total Operating Revenues</b>         | \$ | <b>8,795,432</b>     | <b>29,514,900</b>        |      |      |
|   |    |                      |                          |      |      |
| <b>Operating Expenditure</b>            |    |                      |                          |      |      |
| Employee Costs                          | \$ | 2,946,894            | 6,900,000                | 43%  | 9    |
| Materials and Services                  | \$ | 6,604,208            | 20,178,300               | 33%  | 10   |
| Finance Costs                           | \$ | 55,452               | 137,000                  | 40%  | 11   |
| Depreciation                            | \$ | 2,428,433            | 7,285,300                | 33%  | 12   |
|   | \$ | <b>12,034,988</b>    | <b>34,500,600</b>        | 35%  |      |
|   |    |                      |                          |      |      |
| <b>OPERATING RESULT</b>                 | \$ | <b>(3,239,555)</b>   | <b>(4,985,700)</b>       |      |      |
|   |    |                      |                          |      |      |
| <b>Capital Items</b>                    |    |                      |                          |      |      |
| Sale of Non-Current Assets              | \$ | -                    | -                        | 0%   |      |
| Contributions                           | \$ | -                    | -                        | 0%   |      |
| Capital Grants, and Subsidies           | \$ | 7,044,521            | 4,839,300                | 146% | 8    |
|   |    |                      |                          |      |      |
| <b>INCREASE IN OPERATING CAPABILITY</b> | \$ | <b>3,804,966</b>     | <b>(146,400)</b>         |      |      |

## **Statement of Comprehensive Income**

### **For the period ended 31 October 2020**

#### **General**

A commentary with regards to the Statement of Comprehensive Income is provided for Council information. As a general rule, actuals should now be at 34% of the budget.

Where there are significant variances from budget a brief explanation is provided.

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

The first rates and charges levy with respect to 1 July 2020 to 31 December 2020 was issued on the 31<sup>st</sup> October. The full levy value was recognised as income in August.

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

Ahead of budget by 15% which equates to \$31,290 additional revenue being received to date. This is likely to balance out as the year progresses.

#### **3 Rental Income**

Ahead of budget by 11% which equates to \$23,210 additional revenue being received to date. This is likely to balance out as the year progresses.

#### **4 Interest Received**

Behind budget by 7% as a combined result of the October interest not being allocated at time of preparing the financial statements and declining interest rates.

#### **5 Sales Revenue**

Ahead of budget by 35% this is due to the timing of claims being submitted and additional funding.

#### **6 Other Income**

Ahead budget by 8% as a result of annual dog registrations being received. This is likely to balance out as the year progresses.

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

Behind budget by 25% a result of milestone payment timing. Impacted by the advanced 50% payment of the FAG's annual allocation which was received in June.

#### **8 Capital Grants and Subsidies**

Ahead of budget by 112% as a result of the funds being received for the Local Roads Community Infrastructure grant, Covid-19 Works for Queensland funding and Disaster Recovery Funding which was not included in the original budget as there was no signed agreement at the time. These grants

have been included in separate budget revision reports to Council, however the budget line item cannot be changed until a full budget review is adopted by Council.

**9 Employee Benefits**

Ahead of budget by 9% due to an increase in the number of staff. A budget review for additional staff costs to be included in the next budget revision.

**10 Materials and Services**

**11 Finance Costs**

Ahead of budget by 6% as a result of the interest for the WDEF Special Rates Loan Scheme not being correctly budgeted for in original budget. A budget revision will be required to correct.

**12 Depreciation**

Depreciation expenditure is still being manually allocated based on budget allocation due to fixed assets not currently in the new business system. Assets will be loaded into the system once a cleanse of the data has occurred now that the 19/20 general purpose financial statements and audit have been complete. There is unlikely to be a material difference between the allocations.

# BALONNE SHIRE COUNCIL

## Statement of Financial Position

As at 31 October 2020

|                                      |           | YTD Actuals<br>20/21 | Original Budget<br>20/21 |
|--------------------------------------|-----------|----------------------|--------------------------|
| <b>Current Assets</b>                |           |                      |                          |
| Cash and Equivalents                 | \$        | 43,213,369           | 33,749,029               |
| Trade Receivables                    | \$        | 389,114              | 2,311,730                |
| Inventories                          | \$        | 329,641              | 215,581                  |
| Contract Assets                      | \$        | 957,094              | -                        |
| Other Current Assets                 | \$        | 73,895               | 73,227                   |
| <b>Total Current Assets</b>          | <b>\$</b> | <b>44,963,113</b>    | <b>36,349,567</b>        |
| <b>Non-Current Assets</b>            |           |                      |                          |
| Receivables                          | \$        | -                    | -                        |
| Property, Plant and Equipment        | \$        | 304,841,010          | 311,211,594              |
| <b>Total Non-Current Assets</b>      | <b>\$</b> | <b>304,841,010</b>   | <b>311,211,594</b>       |
| <b>TOTAL ASSETS</b>                  | <b>\$</b> | <b>349,804,123</b>   | <b>347,561,161</b>       |
| <b>Current Liabilities</b>           |           |                      |                          |
| Trade and Other Payables             | \$        | 219,642              | 655,466                  |
| Loans                                | \$        | 366,590              | 130,925                  |
| Loans - Wild Dog Fencing             | \$        | -                    | -                        |
| Provisions                           | \$        | 1,819,257            | 1,728,063                |
| Contract Liability                   | \$        | 5,167,199            |                          |
| Other Liabilities                    | \$        | 2,300                | 7,176                    |
| <b>Total Current Liabilities</b>     | <b>\$</b> | <b>7,574,988</b>     | <b>2,521,630</b>         |
| <b>Non-Current Liabilities</b>       |           |                      |                          |
| Loans                                | \$        | 1,941,536            | 2,044,376                |
| Loans - Wild Dog Fencing             | \$        | 3,204,034            | 7,356,000                |
| Provisions                           | \$        | 775,668              | 154,671                  |
| <b>Total Non-Current Liabilities</b> | <b>\$</b> | <b>5,921,238</b>     | <b>9,555,047</b>         |
| <b>TOTAL LIABILITIES</b>             | <b>\$</b> | <b>13,496,226</b>    | <b>12,076,677</b>        |
| <b>NET COMMUNITY ASSETS</b>          | <b>\$</b> | <b>336,307,897</b>   | <b>335,484,484</b>       |
| <b>Community Equity</b>              |           |                      |                          |
| Shire Capital                        | \$        | 39,604,678           | 39,604,678               |
| Accumulated Surplus                  | \$        | 44,437,672           | 45,561,298               |
| Other Reserves                       | \$        | 10,110,374           | 8,163,336                |
| Revaluation Reserve                  | \$        | 242,155,172          | 242,155,172              |
| <b>TOTAL COMMUNITY EQUITY</b>        | <b>\$</b> | <b>336,307,897</b>   | <b>335,484,484</b>       |

## **Statement of Financial Position**

### **As at 31 October 2020**

#### **General**

A commentary with regards to the Statement of Financial Position is provided for Council information.

Where there are significant variances from budget a brief explanation is provided.

#### **ASSETS:**

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

Due to the receipt of advanced project funding, Council has surplus cash holdings. Council as at 31 October is holding \$318,396 of loan funds cash committed for the WDEF Special Rates Loan Scheme (Round 1) which is still yet to be expensed.

##### **Investments**

Council currently has two term deposits invested with Westpac, \$5M due to mature 30 October at 1.05% and \$5M due to mature 17 September at 0.7%.

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

This line is influenced by the rates levy being run and now receivable. This will reduce as rates payments are received. The outstanding sundry debtors balance in excess of 90 days was \$116,735.13 as at 31 October.

##### **Contract Assets**

The value in this line item is a result of adopting the new revenue recognition standard and relates to expenditure which will be funded by grant revenue upon submission of milestone claims.

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

#### **LIABILITIES:**

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

##### **Borrowings**

The current loans liability will reduce throughout the year as repayments are made quarterly.

##### **Provisions**

The provision balance has increased as a result of EOY adjustments for employee leave accruals and landfill restoration.



**Contract Liability**

The value of this line item is a result of adopting the new revenue recognition standard and relates to revenue in advance of performance obligations being met.

**Other****COMMUNITY EQUITY:****Other Reserves**

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

## BALONNE SHIRE COUNCIL

### Statement of Cash Flows

For the period ended 31 October 2020

|  | YTD Actuals<br>20/21  | Original Budget<br>20/21 |
|--|-----------------------|--------------------------|
| <b>Cash flows from operating activities:</b>               |                       |                          |
| Receipts from customers                                    | \$ 7,481,040          | 13,900,700               |
| Payments to suppliers and employees                        | \$ (10,713,841)       | (26,960,216)             |
|  | <b>\$ (3,232,801)</b> | <b>(13,059,516)</b>      |
| Rental Income  | \$ 94,784             | 211,000                  |
| Interest Received  | \$ 117,638            | 429,300                  |
| Operating Grants and Contributions                         | \$ 1,370,311          | 14,768,900               |
| Borrowing Costs  | \$ (106,655)          | (137,000)                |
| <b>Net cash inflow (outflow) from operating activities</b> | <b>\$ -1,756,724</b>  | <b>2,212,684</b>         |
| <b>Cash flows from investing activities:</b>               |                       |                          |
| Payments for Property, Plant and Equipment                 | \$ (2,253,856)        | (9,326,134)              |
| Proceeds from Sale of Property, Plant and Equipment        | \$ 0                  | 0                        |
| Capital Grants and Subsidies                               | \$ 7,044,521          | 4,839,300                |
| <b>Net cash inflow (outflow) from investing activities</b> | <b>\$ 4,790,665</b>   | <b>(4,486,834)</b>       |
| <b>Cash flows from financing activities:</b>               |                       |                          |
| Proceeds from Borrowings                                   | \$ -                  | 4,000,000                |
| Repayment of Borrowings                                    | \$ (59,721)           | (125,485)                |
| <b>Net cash inflow (outflow) from financing activities</b> | <b>\$ (59,721)</b>    | <b>3,874,515</b>         |
| <b>Net increase (decrease) in cash held</b>                | <b>\$ 2,974,219</b>   | <b>1,600,365</b>         |
| Cash at beginning of reporting period                      | \$ 40,239,150         | 32,148,667               |
| <b>Cash at end of reporting period</b>                     | <b>\$ 43,213,369</b>  | <b>33,749,029</b>        |

**BALONNE SHIRE COUNCIL**  
**Financial Sustainability Ratios**

For the period ended 31 October 2020

| Ratio                           | Description  | Formula   | Target                                  | Status | YTD Actuals<br>20/21 | Original Budget<br>20/21 |
|---------------------------------|--|---|---|--------|----------------------|--------------------------|
| Operating Cash Ratio            | Number of months operating expenditure covered by working cash held  | $\frac{\text{Cash Held - Restricted Cash}}{(\text{Total Operating Expense} - \text{Depreciation}) / \text{Number of Periods}}$          | Target greater than or equal to 1 month | ✓      | 13.78                | 14.42                    |
| Operating Performance Ratio     | This ratio provides an indication of Council's cash flow capabilities  | $\frac{\text{Net Cash from Operations} + \text{Interest Revenue and Expense}}{\text{Cash Operating Revenue} + \text{Interest Revenue}}$ | Target greater than or equal to 20%     | ✗      | -18.00               | 18.00                    |
| Operating Efficiency Ratio      | This ratio provides an indication of Council's ability to fund its operations  | $\frac{\text{Total Operating Income}}{\text{Total Operating Expenses}}$   | Target greater than or equal to 1       | ✗      | 0.73                 | 0.86                     |
| Operating Surplus Ratio         | An indicator of which the extent to which revenues raised cover operational expenses only or are available for capital       | $\frac{\text{Net Result (excluding capital items)}}{\text{Total Operating Revenue (excluding capital items)}}$                          | Target between 0 - 10%                  | ✗      | -36.83               | -16.89                   |
| Asset Sustainability Ratio      | An approximation of the extent to which the infrastructure assets managed are being replaced as these reach the end of their | $\frac{\text{Capital Expenditure on the Replacement of Assets (renewals)}}{\text{Depreciation Expense}}$                                | Target greater than or equal to 90%     | ✗      | 12.49                | 67.29                    |
| Net Financial Liabilities Ratio | An indicator of the extent to which the net financial liabilities can be serviced by its operating revenue                   | $\frac{\text{Total Liabilities - Current Assets}}{\text{Total Operating Revenue (excluding capital items)}}$                            | Target less than or equal to 60%        | ✓      | -3.58                | -85.78                   |

## Capital Projects 2020/21

| COSTING ACCOUNT                           |   | Asset Type (New, Upgrade, Renewal) | YTD Actuals As At 31/10/2020 | Total - Multi-Year Project Budget | 2020/21 Budget           |                              |                               |                                    | PROJECT DETAILS |                |               | Comments  |
|---|---|------------------------------------|------------------------------|-----------------------------------|--------------------------|------------------------------|-------------------------------|------------------------------------|-----------------|----------------|---------------|---|
|   |   |                                    |                              |                                   | Budget (total for 20/21) | Funding from external source | 2020/21 Council's Expenditure | Restricted Cash (from prior years) | % Complete      | Date Commenced | Date Finished |   |
| GENERAL ADMINISTRATION                    |   |                                    |                              |                                   |                          |                              |                               |                                    |                 |                |               |   |
| ITCP02                                    | Phase 2 New ERP IT Vision Project   | R - PE                             | \$ 13,039                    | \$ 400,000                        | \$ 76,500                |                              | \$ 100,000                    |                                    | 10%             |                |               | Project has not yet commenced - finalising all of Phase 1 first                         |
| ITCP04                                    | Replace RcoH Admin Office   | R - PE                             | \$ -                         |                                   | \$ 17,000                |                              | \$ 17,000                     |                                    | 10%             |                | 23/10/2019    | Quotations underway   |
|   |   |                                    | \$ 13,039                    | \$ 400,000                        | \$ 93,500                | \$ -                         | \$ 117,000                    | \$ -                               |                 |                |               |   |
| INFRASTRUCTURE ROADS                      |   |                                    |                              |                                   |                          |                              |                               |                                    |                 |                |               |   |
| 21TIDS2009                                | TIDS, Hebel-Goodooga Road Bitumen Resheet   | R                                  | \$ -                         |                                   | \$ 250,000               | \$ 125,000                   | \$ 125,000                    |                                    |                 |                |               |   |
| 21TIDS4004                                | TIDS, Bolton-Mitchell Road Bitumen Resheet  | R                                  | \$ -                         |                                   | \$ 275,000               | \$ 137,500                   | \$ 137,500                    |                                    |                 |                |               |   |
| 21TIDS1042                                | TIDS, Whyerbah Rd Bitumen Resheet   | R                                  | \$ -                         |                                   | \$ 300,000               | \$ 150,000                   | \$ 150,000                    |                                    |                 |                |               |   |
| 21TIDS1019                                | TIDS, Kooroon Road Bitumen Resheet  | R                                  | \$ -                         |                                   | \$ 75,000                | \$ 37,500                    | \$ 37,500                     |                                    |                 |                |               |   |
| 21TIDS4002                                | TIDS, Bolton-Dirranbandi Road Bitumen Reseal  | R                                  | \$ -                         |                                   | \$ 450,000               | \$ 225,000                   | \$ 225,000                    |                                    |                 |                |               |   |
| 21TIDS1064                                | TIDS, St George-Noondoo Road Bitumen Reseal   | R                                  | \$ -                         |                                   | \$ 600,000               | \$ 300,000                   | \$ 300,000                    |                                    |                 |                |               |   |
| R2R2021                                   | R2R - Road Projects to be Advised   | R                                  | \$ -                         |                                   | \$ 913,160               | \$ 913,160                   |                               |                                    |                 |                |               |   |
|   |   |                                    | \$ -                         | \$ -                              | \$ 2,863,160             | \$ 1,888,160                 | \$ 975,000                    | \$ -                               |                 |                |               |   |
| LOCAL ROADS COMMUNITY INFRASTRUCTURE FUND |   |                                    |                              |                                   |                          |                              |                               |                                    |                 |                |               |   |
| LRCIP01                                   | LRCI-Thallon Tennis Courts  | R                                  | \$ 7,030                     |                                   | \$ 30,000                | \$ 21,000                    |                               |                                    |                 |                |               |   |
| LRCIP03                                   | LRCI-Bolton Skate Park  | N                                  | \$ -                         |                                   | \$ 160,000               | \$ 112,000                   |                               |                                    |                 |                |               |   |
| LRCIP04                                   | LRCI-4 Dirranbandi Community Projects   | N                                  | \$ -                         |                                   | \$ 100,000               | \$ 70,000                    |                               |                                    |                 |                |               |   |
| LRCIP02                                   | LRCI-Showgrounds  | U                                  | \$ -                         |                                   | \$ 120,000               | \$ 84,000                    |                               |                                    |                 |                |               |   |
| LRCIP06                                   | LRCI-St George Swimming Pool Splash Park (Stage 2)                                  | N                                  | \$ 3,897                     |                                   | \$ 600,000               | \$ 420,000                   |                               |                                    |                 |                |               |   |
| LRCIP05                                   | LRCI-CCTV and Disaster Management Building Repairs                                  | U                                  | \$ -                         |                                   | \$ 130,450               | \$ 91,315                    |                               |                                    |                 |                |               |   |
|   |   |                                    | \$ 10,927                    |                                   | \$ 1,140,450             | \$ 798,315                   |                               |                                    |                 | 1/07/2020      | 31/12/2021    | \$798,315 revenue expected 2020/21 and the remaining 30% in 2021/22 subject to progress |
| INFRASTRUCTURE STREETS                    |   |                                    |                              |                                   |                          |                              |                               |                                    |                 |                |               |   |
| SCP05                                     | Footpath and Kerb Repairs   | R                                  | \$ -                         |                                   | \$ 80,000                |                              | \$ 80,000                     |                                    | 60%             | 1/07/2019      |               |   |
| SCP06                                     | Footpath Upgrade Alfred Street, Balonne Street, Church St along St Patrick's School | U                                  | \$ -                         |                                   | \$ 42,500                |                              | \$ 42,500                     |                                    |                 |                |               |   |
| SCP07                                     | Footpath & Kerb Upgrade - Victoria Street-Rowe Street-Barlee Street                 | U                                  | \$ -                         |                                   | \$ 18,200                |                              | \$ 18,200                     |                                    |                 |                |               |   |
| SCP08                                     | Dirranbandi Footpath Upgrades   | U                                  | \$ -                         |                                   | \$ 86,000                |                              | \$ 86,000                     |                                    |                 |                |               |   |
|   |   |                                    | \$ -                         | \$ -                              | \$ 226,700               | \$ -                         | \$ 226,700                    | \$ -                               |                 |                |               |   |
| COVID-19 WORKS FOR QUEENSLAND             |   |                                    |                              |                                   |                          |                              |                               |                                    |                 |                |               |   |
| IACP03                                    | BaISC-W4QC20-1 Regional Tourism Projects  | N                                  | \$ 714                       |                                   | \$398,000                | \$398,000                    |                               |                                    |                 | 1/07/2020      | 30/06/2020    |   |
| IACP04                                    | BaISC-W4QC20-2 Regional Community Projects  | N                                  | \$ 8,173                     |                                   | \$282,000                | \$282,000                    |                               |                                    |                 | 1/07/2020      | 30/06/2020    |   |
| IACP01                                    | BaISC-W4QC20-3 St George Swimming Pool Splash Park (Stage 1)                        | N                                  |                              |                                   | \$500,000                | \$500,000                    |                               |                                    |                 | 1/07/2020      | 30/06/2020    |   |
|   |   |                                    | \$ 8,886                     |                                   | \$1,180,000              | \$1,180,000                  |                               |                                    |                 |                |               |   |
| DIRRANBANDI STORMWATER IMPROVEMENT        |   |                                    |                              |                                   |                          |                              |                               |                                    |                 |                |               |   |
| SWCP01                                    | Dirranbandi Stormwater Drainage/Culverts  | U                                  | \$ -                         |                                   | \$ 60,000                |                              | \$ 60,000                     |                                    |                 |                |               |   |
|   |   |                                    | \$ -                         | \$ -                              | \$ 60,000                | \$ -                         | \$ 60,000                     | \$ -                               |                 |                |               |   |
| INFRASTRUCTURE WORKS DEPOT                |   |                                    |                              |                                   |                          |                              |                               |                                    |                 |                |               |   |
| WDCP06                                    | Water & Sewerage Depot - Large Shed   | N                                  | \$ -                         |                                   | \$ 50,000                |                              | \$ 50,000                     |                                    |                 |                |               |   |
|   |   |                                    | \$ -                         | \$ -                              | \$ 50,000                | \$ -                         | \$ 50,000                     | \$ -                               |                 |                |               |   |
| LIBRARIES                                 |   |                                    |                              |                                   |                          |                              |                               |                                    |                 |                |               |   |
| LBCEP01                                   | Bolton Library Relocation Project   | R                                  | \$ -                         |                                   | \$ 100,000               |                              | \$ 100,000                    |                                    |                 |                |               |   |
| AERODROMES                                |   |                                    |                              |                                   |                          |                              |                               |                                    |                 |                |               |   |
| APCP03                                    | St George Aerodrome Linemarking   | R                                  | \$ -                         |                                   | \$ 15,000                |                              | \$ 15,000                     |                                    |                 |                |               |   |
| APCP01                                    | C/O BOR4 - St George General Aviation Project (\$1M over 3 years)                   | N                                  | \$ 20,626                    | \$ 1,065,000                      | \$ 765,000               | \$ 200,000                   | \$ 89,877                     | \$ 475,123                         | 25%             | 1/07/2019      |               | Milestone payment due \$200,000 20/21; \$300,000 due 29/3/21                            |
|   |   |                                    | \$ 20,626                    | \$ 1,065,000                      | \$ 780,000               | \$ 200,000                   | \$ 104,877                    | \$ 475,123                         |                 |                |               |   |
| INFRASTRUCTURE SWIMMING POOLS             |   |                                    |                              |                                   |                          |                              |                               |                                    |                 |                |               |   |
| CCCP03                                    | St George Pool CCTV Security System   | R                                  | \$ -                         |                                   | \$ 5,000                 |                              | \$ 5,000                      |                                    |                 |                |               |   |
| SPCP02                                    | St George Swimming Pool Eyewash Facility  | R                                  | \$ -                         |                                   | \$ 5,000                 |                              | \$ 5,000                      |                                    |                 |                |               |   |

## Capital Projects 2020/21

| COSTING ACCOUNT                           |   | Asset Type<br>(New, Upgrade, Renewal) | YTD Actuals<br>As At<br>31/10/2020 | Total - Multi-Year Project Budget | 2020/21 Budget           |                              |                               |                                    | PROJECT DETAILS |                |               | Comments                                |
|---|---|---------------------------------------|------------------------------------|-----------------------------------|--------------------------|------------------------------|-------------------------------|------------------------------------|-----------------|----------------|---------------|---|
|   |   |                                       |                                    |                                   | Budget (total for 20/21) | Funding from external source | 2020/21 Council's Expenditure | Restricted Cash (from prior years) | % Complete      | Date Commenced | Date Finished |   |
| SPCP03                                    | St George Swimming Pool Filter Pipework   | R                                     | \$ -                               | -                                 | \$ 10,000                |                              | \$ 10,000                     |                                    |                 |                |               |   |
| SPCP04                                    | St George Swimming Pool Lane Ropes  | R                                     | \$ -                               | -                                 | \$ 6,000                 |                              | \$ 6,000                      |                                    |                 |                |               |   |
| SPCP05                                    | St George Swimming Pool Repair Toilet Floors  | R                                     | \$ -                               | -                                 | \$ 10,000                |                              | \$ 10,000                     |                                    |                 |                |               |   |
|   |   |                                       | \$ -                               | \$ -                              | \$ 36,000                | \$ -                         | \$ 36,000                     | \$ -                               |                 |                |               |   |
| <b>PLANT &amp; EQUIPMENT</b>              |   |                                       |                                    |                                   |                          |                              |                               |                                    |                 |                |               |   |
| PECP151                                   | Toyota Hilux X/ Dual Cab 4x4 (New Position)   | N - PE                                | \$ -                               | -                                 | \$ 60,000                |                              | \$ 60,000                     |                                    |                 |                |               |   |
| PECP152                                   | Toyota Hilux X/ Dual Cab 4x4 (Berlina)  | R - PE                                | \$ -                               | -                                 | \$ 40,000                |                              | \$ 40,000                     |                                    |                 |                |               |   |
| PECP153                                   | Toyota Hilux X/ Dual Cab 4x4 (Colarado)   | R - PE                                | \$ -                               | -                                 | \$ 40,000                |                              | \$ 40,000                     |                                    |                 |                |               |   |
| PECP154                                   | Toyota Hilux X/ Dual Cab 4x4  | R - PE                                | \$ -                               | -                                 | \$ 40,000                |                              | \$ 40,000                     |                                    |                 |                |               |   |
| PECP155                                   | Toyota Hilux X/ Dual Cab 4x4  | R - PE                                | \$ -                               | -                                 | \$ 40,000                |                              | \$ 40,000                     |                                    |                 |                |               |   |
| PECP156                                   | Toyota Hilux X/ Dual Cab 4x4  | R - PE                                | \$ -                               | -                                 | \$ 40,000                |                              | \$ 40,000                     |                                    |                 |                |               |   |
| PECP157                                   | Toyota Hilux X/ Dual Cab 4x4  | R - PE                                | \$ -                               | -                                 | \$ 40,000                |                              | \$ 40,000                     |                                    |                 |                |               |   |
| PECP158                                   | Toyota Landcruiser VX (CEO vehicle replacing Calais)  | R - PE                                | \$ -                               | -                                 | \$ 90,000                |                              | \$ 90,000                     |                                    |                 |                |               |   |
| PECP159                                   | Isuzu FRR500 - Sweeper  | R - PE                                | \$ -                               | -                                 | \$ 300,000               |                              | \$ 300,000                    |                                    |                 |                |               |   |
| PECP1511                                  | Isuzu FRR60-Dual Cab Tipper (Crane)   | R - PE                                | \$ -                               | -                                 | \$ 120,000               |                              | \$ 120,000                    |                                    |                 |                |               |   |
| PECP1512                                  | Ferris IS5100Z Zero-Turn Mower 72"  | R - PE                                | \$ -                               | -                                 | \$ 25,000                |                              | \$ 25,000                     |                                    |                 |                |               |   |
| PECP1513                                  | Ferris IS5100Z Zero-Turn Mower 72"  | R - PE                                | \$ 26,891                          |                                   | \$ 25,000                |                              | \$ 25,000                     |                                    | 0%              | N/A            | N/A           |   |
| PECP1514                                  | Ferris IS5100Z Zero-Turn Mower 60"  | R - PE                                | \$ 26,891                          |                                   | \$ 25,000                |                              | \$ 25,000                     |                                    | 0%              |                |               |   |
| PECP1515                                  | Trailer - Pavement Emulsion Spraying  | R - PE                                | \$ -                               | -                                 | \$ 75,000                |                              | \$ 75,000                     |                                    | 90%             |                |               |   |
| PECP1510                                  | Water & Sewerage Truck  | N - PE                                | \$ -                               | -                                 | \$ 140,000               |                              | \$ 140,000                    |                                    |                 |                |               |   |
|   |   |                                       | \$ 53,782                          | \$ -                              | \$ 1,100,000             | \$ -                         | \$ 1,100,000                  | \$ -                               |                 |                |               |   |
| <b>SWIMMING POOL</b>                      |   |                                       |                                    |                                   |                          |                              |                               |                                    |                 |                |               |   |
| SPCP06                                    | St George Swimming Pool Chemical Shed   | N                                     | \$ 2,429                           |                                   | \$ 15,000                |                              | \$ 15,000                     |                                    |                 |                |               |   |
| SPCP07                                    | St George Swimming Pool Recoating   | R                                     | \$ -                               | -                                 | \$ 80,000                |                              | \$ 80,000                     |                                    |                 |                |               |   |
|   |   |                                       | \$ 2,429                           | \$ -                              | \$ 95,000                | \$ -                         | \$ 95,000                     |                                    |                 |                |               |   |
| <b>DIRRANBANDI THERMAL SPRINGS</b>        |   |                                       |                                    |                                   |                          |                              |                               |                                    |                 |                |               |   |
| SPOP4001                                  | C/O - Dirran Thermal Hot Baths Capital Projects   | N                                     | \$ 4,582                           | \$ 875,000                        | \$ 875,000               | \$ 525,000                   |                               | \$ 350,000                         |                 |                |               |   |
| <b>INFRASTRUCTURE PARKS &amp; GARDENS</b> |   |                                       |                                    |                                   |                          |                              |                               |                                    |                 |                |               |   |
| DCP06                                     | C/O - DCP - Bolton Showgrounds  | U                                     | \$ 1,915                           | \$ 48,000                         | \$ 48,000                |                              | \$ 48,000                     |                                    |                 |                |               |   |
| DCP05                                     | C/O - DCP Bolton Master Plan - Implement Stage 1  | U                                     | \$ -                               | \$ 100,000                        | \$ 79,587                |                              | \$ 79,587                     |                                    |                 |                |               |   |
| DCP11                                     | C/O - DCP - St George River Foreshore - Amphitheatre sleepers, Bridge at Canoe Ramp, Lighting at Murray Cod   | U                                     | \$ 65,250                          | \$ 256,000                        | \$ 225,878               |                              | \$ 225,878                    |                                    |                 |                |               |   |
| DCP08                                     | C/O DCP - St George Showgrounds Toilet Block  | U                                     | \$ 54,094                          | \$ 100,000                        | \$ 100,000               | \$ 100,000                   | \$ -                          |                                    |                 |                |               |   |
| DCP01                                     | C/O DCP - Water Pump  | R                                     | \$ -                               | \$ 150,000                        | \$ 111,248               |                              | \$ 111,248                    |                                    |                 |                |               |   |
| DCP02                                     | C/O - DCP - Dirranbandi Recreation  | N                                     | \$ 43,453                          | \$ 100,000                        | \$ 42,876                |                              | \$ 42,876                     |                                    |                 |                |               |   |
| DCP12                                     | C/O - DCP - Dirranbandi River and Rail  | N                                     | \$ -                               | \$ 80,000                         | \$ 80,000                |                              | \$ 80,000                     |                                    |                 |                |               |   |
| DCP09                                     | C/O - DCP - Mungindi Park   | N                                     | \$ 12,405                          | \$ 53,000                         | \$ 21,985                |                              | \$ 21,985                     |                                    |                 |                |               |   |
| DCP03                                     | C/O DCP - Thallon Park Playground fence   | N                                     | \$ 42,842                          | \$ 75,000                         | \$ 19,699                |                              | \$ 19,699                     |                                    |                 |                |               |   |
|   | Total of Drought Community Program (to complete 31/12/2020)   |                                       | \$ 219,958                         | \$ 962,000                        | \$ 729,273               | \$ 100,000                   | \$ 629,273                    |                                    |                 |                |               |   |
| WSCP14                                    | Cross Border Mungindi River Park Stage 2 & 3 (Merge together) LGSP - DLGRMA Mungindi River Park Stage 2 & 3   | U                                     | \$ 145,269.01                      | \$ 460,000                        | \$ 460,000               | \$ 414,000                   | \$ 46,000                     |                                    |                 |                |               | Cross Border monies only just announced |
| PGCP12                                    | River water Pump Shed - Jack Dwyer Park - Dirranbandi   | N                                     | \$ -                               |                                   | \$ 15,000                |                              | \$ 15,000                     |                                    |                 |                |               |   |
| PGCP1101                                  | C/O FRRR-TTTT Bolton Park and River Land Revitalisation Project (incl. Walter Austin Irrigation installation, funding is for electrical installation) | U                                     | \$ -                               | \$ 92,000                         | \$ 92,000                | \$ 60,000                    | \$ 32,000                     |                                    |                 |                |               |   |
|   |   |                                       | \$ 145,269.01                      | \$ 552,000                        | \$ 567,000               | \$ 474,000                   | \$ 93,000                     | \$ -                               |                 |                |               |   |
| <b>SHOWGROUNDS</b>                        |   |                                       |                                    |                                   |                          |                              |                               |                                    |                 |                |               |   |
| SGCP01                                    | C/O - Balonne Shire Showgrounds Maintenance (W4Q3 19-21)  | N                                     | \$ 31,877                          | \$ 50,000                         | \$ 38,665                | \$ 20,000                    | \$ 5,000                      | \$ 13,665                          | 15%             |                |               | Need to know if rolling over to 20/21   |
|   |   |                                       | \$ 31,877                          | \$ 50,000                         | \$ 38,665                | \$ 20,000                    | \$ 5,000                      | \$ 13,665                          |                 |                |               |   |

## Capital Projects 2020/21

| COSTING ACCOUNT                   |   | Asset Type<br>(New, Upgrade, Renewal) | YTD Actuals<br>As At<br>31/10/2020 | Total - Multi-<br>Year Project<br>Budget | 2020/21 Budget              |                                 |                                  |                                       | PROJECT DETAILS |                |               | Comments   |
|-----------------------------------|---|---------------------------------------|------------------------------------|--|-----------------------------|---------------------------------|----------------------------------|---------------------------------------|-----------------|----------------|---------------|--|
|                                   |   |                                       |                                    |  | Budget (total for<br>20/21) | Funding from<br>external source | 2020/21 Council's<br>Expenditure | Restricted Cash<br>(from prior years) | % Complete      | Date Commenced | Date Finished |  |
| SAFER COMMUNITIES                 |   |                                       |                                    |  |                             |                                 |                                  |                                       |                 |                |               |  |
| CCCP02                            | C/O BOR - 2 CCTV Phase 2  | N                                     | \$ -                               | \$ 53,500                                | \$ 13,336                   |                                 |                                  | \$ 13,336                             | 90%             |                | 27/09/2019    | Variation approved to 30/11/2020 - final steps underway to complete    |
|                                   |   |                                       | \$ -                               | \$ 53,500                                | \$ 13,336                   | \$ -                            | \$ -                             | \$ 13,336                             |                 |                |               |  |
| CEMETERIES                        |   |                                       |                                    |  |                             |                                 |                                  |                                       |                 |                |               |  |
| CEMCP01                           | 2 x St George Lawn Cemetery Beams and Headstones  | N                                     | \$ -                               |  | \$ 40,000                   |                                 | \$ 40,000                        |                                       | 100%            | 2/09/2019      | 27/09/2019    |  |
| CEMCP02                           | Thallon Cemetery Remembrance Area   | N                                     | \$ -                               |  | \$ 15,000                   |                                 | \$ 15,000                        |                                       | 0%              |                |               |  |
|                                   |   |                                       | \$ -                               |  | \$ 55,000                   | \$ -                            | \$ 55,000                        | \$ -                                  |                 |                |               |  |
| SEWERAGE                          |   |                                       |                                    |  |                             |                                 |                                  |                                       |                 |                |               |  |
| SSCP01                            | C/O - ST George STP - Screw Screen with 3.5mm Gauge   | R                                     | \$ -                               |  | \$ 25,000                   |                                 | \$ 25,000                        |                                       | 0%              | 2/01/2019      |               |  |
| SSCP02                            | C/O - St George - Service & Repair STP Primary SED Tank                                       | U                                     | \$ -                               |  | \$ 20,000                   |                                 | \$ 20,000                        |                                       | 0%              | 2/01/2019      |               |  |
| SSCP03                            | C/O - St George STP - Replace Existing Downstream Manhole                                     | R                                     | \$ -                               |  | \$ 10,000                   |                                 | \$ 10,000                        |                                       | 10%             | 11/02/2019     |               |  |
| SSCP04                            | C/O - Dirranbandi Rising Sewerage Main Replacement (W4Q3 19-21)                               | R                                     | \$ -                               | \$ 530,000                               | \$ 530,000                  | \$ 265,000                      | \$ -                             | \$ 265,000                            | 0%              |                |               | Carried over from 19/20 Works for Queensland - no expenditure to date? |
| SSCP05                            | Bollon Sewerage Treatment Plant & Rising Main   | R                                     | \$ -                               |  | \$ 50,000                   |                                 | \$ 50,000                        |                                       |                 |                |               |  |
|                                   |   |                                       | \$ -                               | \$ 530,000                               | \$ 635,000                  | \$ 265,000                      | \$ 105,000                       | \$ 265,000                            |                 |                |               |  |
| INFRASTRUCTURE URBAN WATER SUPPLY |   |                                       |                                    |  |                             |                                 |                                  |                                       |                 |                |               |  |
| WSCP09                            | River Main Fitting Program for the Balonne Shire  | R                                     | \$ 3,158                           |  | \$ 50,000                   |                                 | \$ 50,000                        |                                       |                 |                |               |  |
| WSCP151                           | St George Bore Water Main Replacement - Beardmore Place                                       | R                                     | \$ 32,618                          |  | \$ 45,000                   |                                 | \$ 45,000                        |                                       |                 |                |               |  |
| WSCP152                           | St George Bore Water Main Replacement - Church Street   | R                                     | \$ 40                              |  | \$ 40,000                   |                                 | \$ 40,000                        |                                       |                 |                |               |  |
| WSCP153                           | St George Bore Water Main Replacement - Grey Street/Thallon Road/Buchan Bypass to Rimmer Road | R                                     | \$ -                               |  | \$ 100,000                  |                                 | \$ 100,000                       |                                       |                 |                |               |  |
| WSCP154                           | St George Bore Water Main Replacement - Margaret Street                                       | R                                     | \$ 24,584                          |  | \$ 45,000                   |                                 | \$ 45,000                        |                                       |                 |                |               |  |
| WSCP155                           | St George Bore Water Main Replacement - Sandylands Road                                       | R                                     | \$ 7,262                           |  | \$ 50,000                   |                                 | \$ 50,000                        |                                       |                 |                |               |  |
| WSCP156                           | St George Bore Water Main Replacement - St George's Terrace                                   | R                                     | \$ 260                             |  | \$ 40,000                   |                                 | \$ 40,000                        |                                       |                 |                |               |  |
| WSCP161                           | St George River Water Main Replacement - Isles Street   | R                                     | \$ -                               |  | \$ 25,000                   |                                 | \$ 25,000                        |                                       |                 |                |               |  |
| WSCP162                           | St George River Water Main Replacement - McDonnell Avenue                                     | R                                     | \$ -                               |  | \$ 55,000                   |                                 | \$ 55,000                        |                                       |                 |                |               |  |
| WSCP163                           | St George River Water Main Replacement - St George's Terrace                                  | R                                     | \$ 74                              |  | \$ 60,000                   |                                 | \$ 60,000                        |                                       |                 |                |               |  |
| WSCP164                           | St George River Water Main Replacement - Church Street  | R                                     | \$ 223                             |  | \$ 60,000                   |                                 | \$ 60,000                        |                                       |                 |                |               |  |
| WSCP165                           | St George River Water Main Replacement - Margaret Street                                      | R                                     | \$ 27,709                          |  | \$ 55,000                   |                                 | \$ 55,000                        |                                       |                 |                |               |  |
| WSCP166                           | St George River Water Main Replacement - Sandylands Road                                      | R                                     | \$ 9,438                           |  | \$ 55,000                   |                                 | \$ 55,000                        |                                       |                 |                |               |  |
| WSCP167                           | St George River Water Main Replacement - Beardmore Place                                      | R                                     | \$ 39,181                          |  | \$ 55,000                   |                                 | \$ 55,000                        |                                       |                 |                |               |  |
| WSCP07                            | C/O - St George & Dirranbandi Water Main, Fitting and Service Replacement (W4Q3 19/21)        | R                                     | \$ 255                             | \$ 500,000                               | \$ 250,000                  | \$ 125,000                      | \$ -                             | \$ 125,000                            |                 |                |               |  |
|                                   |   |                                       | \$ 144,803                         | \$ 500,000                               | \$ 985,000                  | \$ 125,000                      | \$ 735,000                       | \$ 125,000                            |                 |                |               |  |
|                                   |   |                                       | \$ 656,179                         | \$ 4,987,500                             | \$ 10,482,634               | \$ 4,777,160                    | \$ 4,486,850                     | \$ 1,242,124                          |                 |                |               |  |

## Operational Projects 2020/21

|                        |  |                                    |  | 2020-21 Budget |              |                                |                                       | Project Details |                |               |   |
|------------------------|--|------------------------------------|--|----------------|--------------|--------------------------------|---------------------------------------|-----------------|----------------|---------------|---|
| COSTING ACCOUNT        |  | YTD Actuals<br>As At<br>31/10/2020 | Total - Multi-<br>Year Project<br>Budget | Budget 20/21   | Funding 2021 | 2020-21 Council<br>Expenditure | Restricted Cash (from<br>prior years) | % Complete      | Date Commenced | Date Finished | Comments  |
| GENERAL ADMINISTRATION |  |                                    |  |                |              |                                |                                       |                 |                |               |   |
| ITOP03                 | Telephone System   | \$ 986.70                          |  | \$ 2,500       |              | \$ 2,500                       |                                       | 100%            |                |               | Headsets x 10 ordered and additional headsets ordered for councillors (funding not yet recognised)  |
| ITOP04                 | Conferencing System  | \$ -                               |  | \$ 15,000      |              | \$ 15,000                      |                                       | 0%              |                |               | Team room (video conferencing/audio)<br>Boardroom/Disaster training room dual screen/camera<br>Admin Training Room video conferencing/audio                     |
| ITOP05                 | Magiq Upgrade  | \$ 5,915.00                        |  | \$ 22,000      |              | \$ 22,000                      |                                       | 80%             |                |               | Near completion - once completed expenditure will be finalised  |
| ITOP06                 | Replacement PCs (+ 1 for IS)                                     | \$ -                               |  | \$ 27,500      |              | \$ 27,500                      |                                       | 0%              |                |               | 11 x laptop PC combos across organisation - delayed pending instal of 19/20 assets which are now complete   |
| ITOP07                 | File Server Upgrade  | \$ -                               |  | \$ 4,500       |              | \$ 4,500                       |                                       | 0%              |                |               | Upgrade file server calls 80" \$50.00 each = \$3500 + \$1000 for migration  |
| ITOP08                 | WAN Upgrade to outlying depots & libraries                       | \$ -                               |  | \$ 50,000      |              | \$ 50,000                      |                                       | 0%              |                |               | Including virtual firewall and infrastructure with FSG - has commenced  |
| ITOP09                 | Replacement Mobile phones (NB CEO Office x 2)                    | \$ -                               |  | \$ 9,000       |              | \$ 9,000                       |                                       | 0%              |                |               | Upgrade/replace existing staff mobiles 30 smartphones (6 phones) Replace 9 x iphone 5/SE with newer @ \$100 each - not required until existing stock rolled out |
| ITOP02                 | C/O ICT Strategy Review  | \$ -                               |  | \$ 8,000       |              | \$ 8,000                       |                                       | 0%              |                |               | ICT Committee has requested wider review including Digital strategy for the Shire. This may require additional funding.   |
| DMOP01                 | C/O Levee Bank Contingencies                                     | \$ 561                             |  | \$ 45,000      |              | \$ 45,000                      |                                       | 0%              |                |               | Pending final agreements to be signed   |
| FCSOP02                | Asset Valuations   | \$ -                               |  | \$ 8,000       |              | \$ 8,000                       |                                       | 0%              |                |               | Will commence in Q1 2021  |
|                        |  | \$ 7,462                           | \$ -                                     | \$ 191,500     | \$ -         | \$ 191,500                     |                                       |                 |                |               |   |
| AERODROME              |  |                                    |  |                |              |                                |                                       |                 |                |               |   |
| APOP02                 | St George Aerodrome Generator Exhaust System                     | \$ -                               |  | \$ 3,000       |              | \$ 3,000                       |                                       |                 |                |               |   |
| APOP03                 | St George Aerodrome Safety Compliance Tree Trimming OLS          | \$ -                               |  | \$ 40,000      |              | \$ 40,000                      |                                       |                 |                |               |   |
| APOP04                 | St George Aerodrome Helipad Lighting                             | \$ -                               |  | \$ 10,000      |              | \$ 10,000                      |                                       |                 |                |               |   |
| APOP05                 | Dirranbandi Aerodrome Subdivision Planning                       | \$ -                               |  | \$ 40,000      |              | \$ 40,000                      |                                       |                 |                |               |   |
| APOP06                 | Dirranbandi Aerodrome Non Compliance Issues                      | \$ -                               |  | \$ 15,000      |              | \$ 15,000                      |                                       |                 |                |               |   |
|                        |  | \$ -                               | \$ -                                     | \$ 108,000     | \$ -         | \$ 108,000                     |                                       |                 |                |               |   |
| ECONOMIC DEVELOPMENT   |  |                                    |  |                |              |                                |                                       |                 |                |               |   |
| EDOP05                 | Subscriptions and Memberships                                    | \$ 1,613                           |  | \$ 50,000      |              | \$ 50,000                      |                                       |                 |                |               | Includes SWRED and SWQLGA may increase depending on way forward.  |
| CDOP06                 | C/O MDBEP Dirranbandi Beautification Scheme                      | \$ 195,041                         |  | \$ 462,640     | \$ -         | \$ 112,000                     | \$ 350,640                            |                 |                |               | \$42,000 21/22 Due 4/8/21   |
| EDOP02                 | C/O Murray-Darling Basin Economic Development Business Mentoring | \$ 61,171                          | \$ 499,100                               | \$ 460,000     | \$ 139,100   |                                | \$ 320,900                            |                 |                |               | Received \$360,000 in 2019-2020 Financial Year, Some to COVID-19 Recovery - need to complete by 15/6/2021   |
| EDOP01                 | Bettering Balonne  | \$ -                               |  | \$ 5,000       |              | \$ 5,000                       |                                       |                 |                |               |   |
| EDOP06                 | Consultancy - Business Case for Investment Fund                  | \$ -                               |  | \$ 40,000      |              | \$ 40,000                      |                                       |                 |                |               | Proposed consultancy for investment fund/program or catalyst project  |
| EDOP07                 | Advocacy Program   | \$ -                               |  | \$ 10,000      |              | \$ 10,000                      |                                       |                 |                |               | Council advocacy program - Canberra and Brisbane  |
| EDOP81                 | Events and Conferences   | \$ 47                              |  | \$ 5,000       |              | \$ 5,000                       |                                       |                 |                |               | COVID-19 Business Recovery and Ag and Hort Connections  |
| EDOP82                 | Sponsorship  | \$ -                               |  | \$ 5,000       |              | \$ 5,000                       |                                       |                 |                |               | COVID-19 Business Recovery  |

## Operational Projects 2020/21

| COSTING ACCOUNT                   |  | YTD Actuals As At 31/10/2020 | Total - Multi-Year Project Budget | 2020-21 Budget |              |                             |                                    | Project Details |                |               | Comments   |
|-----------------------------------|--|------------------------------|-----------------------------------|----------------|--------------|-----------------------------|------------------------------------|-----------------|----------------|---------------|--|
|                                   |  |                              |                                   | Budget 20/21   | Funding 2021 | 2020-21 Council Expenditure | Restricted Cash (from prior years) | % Complete      | Date Commenced | Date Finished |  |
| EDOP83                            | Advertising  | \$ -                         |                                   | \$ 3,000       |              | \$3,000                     |                                    |                 |                |               | COVID-19 Business Recovery   |
| EDOP84                            | Marketing & Promotion  | \$ -                         |                                   | \$ 5,000       |              | \$5,000                     |                                    |                 |                |               | COVID-19 Business Recovery   |
| EDOP09                            | Marketing Collateral   | \$ -                         |                                   | \$ 3,000       |              | \$3,000                     |                                    |                 |                |               | Investment Fact Sheets Updated versions  |
|                                   |  | \$ 257,872                   | \$ 499,100                        | \$ 1,048,640   | \$ 139,100   | \$ 238,000                  | \$ 671,540                         |                 |                |               |  |
| <b>TOURISM</b>                    |  |                              |                                   |                |              |                             |                                    |                 |                |               |  |
| TOP02                             | Tourism Marketing  | \$ 5,412                     |                                   | \$ 26,000      |              | \$ 26,000                   |                                    |                 |                |               |  |
| TOP06                             | Shire Tourism Brochure   | \$ 3,373                     |                                   | \$ 30,000      |              | \$ 30,000                   |                                    |                 |                |               |  |
| TOP04                             | Shire Town Maps & Publications   | \$ -                         |                                   | \$ 5,200       |              | \$ 5,200                    |                                    |                 |                |               |  |
| TOP01                             | Tourism and Events Donations/Assistance  | \$ -                         |                                   | \$ 63,000      |              | \$ 63,000                   |                                    |                 |                |               |  |
| TOP07                             | C/O- Tourism & Events Strategy   | \$ 206                       | \$ 55,000                         | \$ 17,680      |              |                             | \$ 17,680                          |                 |                |               |  |
| TOP09                             | C/O- Welcome to Mate Marketing Campaign  | \$ -                         | \$ 20,000                         | \$ 7,260       |              | \$ 7,260                    |                                    |                 |                |               |  |
| TOP05                             | Recreation Vehicle Strategy Review   | \$ -                         |                                   | \$ 20,000      |              | \$ 20,000                   |                                    |                 |                |               |  |
|                                   |  | \$ 8,991                     | \$ 75,000                         | \$ 169,140     | \$ -         | \$ 151,460                  | \$ 17,680                          |                 |                |               |  |
| <b>VISITOR INFORMATION CENTRE</b> |  |                              |                                   |                |              |                             |                                    |                 |                |               |  |
| VICOP02                           | VIC Volunteer Expenses   | \$ -                         |                                   | \$ 4,100       |              | \$ 4,100                    |                                    |                 |                |               |  |
|                                   |  | \$ -                         | \$ -                              | \$ 4,100       | \$ -         | \$ 4,100                    | \$ -                               | \$ -            |                |               |  |
| <b>ROADS</b>                      |  |                              |                                   |                |              |                             |                                    |                 |                |               |  |
| LROP03                            | TMR Prequalifications  | \$ 16,350.00                 |                                   | \$ 100,000     |              | \$ 100,000                  |                                    |                 |                |               |  |
| LROP02                            | C/O Gravel Pit Safety Management Systems and Training                          | \$ -                         |                                   | \$ 30,000      |              | \$ 30,000                   |                                    | 5%              |                |               |  |
|                                   |  | \$ 16,350                    | \$ -                              | \$ 130,000     | \$ -         | \$ 130,000                  | \$ -                               |                 |                |               |  |
| <b>PLANT</b>                      |  |                              |                                   |                |              |                             |                                    |                 |                |               |  |
| 14501510                          | Floating Plant & Loose Tools   | \$ 6,542                     |                                   | \$ 30,000      |              | \$ 30,000                   |                                    |                 |                |               |  |
| 14501520                          | C/O Fleet GPS  | \$ 166                       |                                   | \$ 50,000      |              | \$ 50,000                   |                                    |                 | 15/08/2019     |               |  |
|                                   |  | \$ 6,708                     | \$ -                              | \$ 80,000      | \$ -         | \$ 80,000                   | \$ -                               |                 |                |               |  |
| <b>COMMUNITY DEVELOPMENT</b>      |  |                              |                                   |                |              |                             |                                    |                 |                |               |  |
| CDOP18                            | Community Safety Group   | \$ -                         |                                   | \$ 3,000       |              | \$ 3,000                    |                                    |                 |                |               |  |
| CDOP05                            | Community Events Programs  | \$ 3,783                     |                                   | \$ 15,000      |              | \$ 15,000                   |                                    |                 |                |               |  |
| CDOP04                            | Balonne Community Calendar   | \$ -                         |                                   | \$ 7,500       |              | \$ 7,500                    |                                    |                 |                |               |  |
| CDOP19                            | Community Sponsorship Donation & Grants Program (including traffic management) | \$ 11,783                    |                                   | \$ 60,000      |              | \$ 60,000                   |                                    |                 |                |               |  |
| LB707                             | Celebrating Multicultural Queensland Program - Regional Partnerships           | \$ 17,998                    | \$ 300,000                        | \$ 200,000     | \$ 100,000   | \$ 2,143                    | \$ 97,857                          |                 |                |               | 3 year project concludes 30/9/22 - additional funds to receive - 31/10/21 \$50,000, 30/04/22 \$40,000, 31/10/22 \$10,000 |
| CDOP14                            | Building Stronger Communities - TRAIC Grant                                    | \$ -                         |                                   | \$ 55,780      |              | \$ -                        | \$ 55,780                          |                 |                |               | Project expires 31/10/2020 \$60,000 received 19/20 budget  |
| CDOP20                            | Balonne Young Leaders Bursary  | \$ -                         |                                   | \$ 11,010      | \$ 4,010     | \$ -                        | \$ 7,000                           |                 |                |               | JT Fundraising Auction/Peak Services/Beast Sale - To be carried over for 5 years commencing 2019/20 to 2022/23           |
| CDOP08                            | Balonne in Step  | \$ 46,933                    |                                   | \$ 150,000     | \$ 147,900   | \$ -                        | \$ 2,100                           |                 |                |               |  |
|                                   |  | \$ 80,497                    | \$ 300,000                        | \$ 502,290     | \$ 251,910   | \$ 87,643                   | \$ 162,737                         |                 |                |               |  |
| <b>DIGITAL CONNECTIVITY</b>       |  |                              |                                   |                |              |                             |                                    |                 |                |               |  |
| DCOP01                            | C/O - MDB- EDP Digital Connectivity Project                                    | \$ -                         | \$ 1,000,000                      | \$ 910,940     | \$ 80,000    |                             | \$ 830,940                         |                 |                |               |  |
| DCOP02                            | C/O BOR 4 DSDMP Digital Connectivity Project (Grant)                           | \$ 2,606                     | \$ 1,000,000                      | \$ 613,166     | \$ 500,000   |                             | \$ 113,166                         |                 |                |               | Note: Collaborative Contribution from FSG  |
|                                   |  | \$ 2,606                     | \$ 2,000,000                      | \$ 1,524,106   | \$ 580,000   | \$ -                        | \$ 944,106                         |                 |                |               |  |



## Operational Projects 2020/21

|                                   |  |                              |                                   | 2020-21 Budget |               |                             |                                    | Project Details |                |               | Comments  |
|-----------------------------------|--|------------------------------|-----------------------------------|----------------|---------------|-----------------------------|------------------------------------|-----------------|----------------|---------------|---|
| COSTING ACCOUNT                   |  | YTD Actuals As At 31/10/2020 | Total - Multi-Year Project Budget | Budget 20/21   | Funding 20/21 | 2020-21 Council Expenditure | Restricted Cash (from prior years) | % Complete      | Date Commenced | Date Finished |   |
| LIBRARIES                         |  |                              |                                   |                |               |                             |                                    |                 |                |               |   |
| LB704                             | Popup Art Gallery                                    | \$ -                         |                                   | \$ 2,000       |               | \$ 2,000                    |                                    |                 |                |               |   |
| LB708                             | Balonne its Rocket Science                           | \$ 3,525                     |                                   | \$ 4,134       | \$ 3,878      |                             | \$ 256                             |                 |                |               | Project ends 12/7/20 \$3877.50 due 12/8/20                      |
| LB701                             | Digital Literacy                                     | \$ -                         |                                   | \$ 10,000      |               | \$ 10,000                   |                                    |                 |                |               |   |
| LB702                             | General Library Programs                             | \$ -                         |                                   | \$ 10,000      |               | \$ 10,000                   |                                    |                 |                |               |   |
| LB709                             | Hebel Library - replacement of air-conditioner       | \$ -                         |                                   | \$ 4,000       |               | \$ 4,000                    |                                    |                 |                |               |   |
| LB700                             | First 5 Forever                                      | \$ -                         |                                   | \$ 5,655       | \$ 5,655      |                             |                                    |                 |                |               | Project ends 30 June 2021                                       |
|                                   |  | \$3,525                      | \$ -                              | \$ 35,789      | \$ 9,533      | \$ 26,000                   | \$ 256                             |                 |                |               |   |
| LB706                             | C/O MDB Dirran RTC E-Tech Upgrade                    | \$ -                         |                                   | \$ 74,770      | \$ -          | \$ 74,770                   | \$ -                               |                 |                |               |   |
|                                   |  | \$3,525                      | \$ -                              | \$ 110,599     | \$ 9,533      | \$ 100,770                  | \$ 256                             |                 |                |               |   |
| SPORT & RECREATION                |  |                              |                                   |                |               |                             |                                    |                 |                |               |   |
| SWIMMING POOLS                    |  |                              |                                   |                |               |                             |                                    |                 |                |               |   |
| SPOP02                            | Dirranbandi - Pool & Playground Bollards             | \$ -                         |                                   | \$ 8,000       |               | \$ 8,000                    |                                    |                 |                |               |   |
|                                   |  | \$-                          | \$-                               | \$8,000        | \$-           | \$8,000                     | \$-                                |                 |                |               |   |
| INFRASTRUCTURE PROJECT GOVERNANCE |  |                              |                                   |                |               |                             |                                    |                 |                |               |   |
| IAOP101                           | Project Governance Framework - Identify Phase        | \$ -                         |                                   | \$ 10,000      |               | \$ 10,000                   |                                    |                 |                |               |   |
| IAOP102                           | Project Governance Framework - Select phase          | \$ 1,480                     |                                   | \$ 50,000      |               | \$ 50,000                   |                                    |                 |                |               |   |
| IAOP02                            | C/O Asset Management Strategy with SWRRTG            | \$ 38,400                    | \$ 1,012,000                      | \$ 1,012,000   | \$ 641,306    | \$ 58,174                   | \$ 312,520                         |                 |                |               |   |
|                                   |  | \$39,880                     | \$ 1,012,000                      | \$ 1,072,000   | \$ 641,306    | \$ 118,174                  | \$ 312,520                         |                 |                |               | H:\EXECUTIVE\DFCS\2020\AssetManagementCouncil Contribution.xlsx |
| INFRASTRUCTURE PARKS & GARDENS    |  |                              |                                   |                |               |                             |                                    |                 |                |               |   |
| PGOP07                            | C/O- DCP Internal Audit                              | \$ -                         |                                   | \$ 3,000       | \$ 3,000      |                             |                                    |                 |                |               |   |
| SROP02                            | Rowden Park - Rainwater Tank                         | \$ -                         |                                   | \$ 7,500       |               | \$ 7,500                    |                                    |                 |                |               |   |
| PGOP08                            | Tree Maintenance & Replacement of Dead Shire Trees   | \$ 375                       |                                   | \$ 80,000      |               | \$ 80,000                   |                                    |                 |                |               |   |
| PGOP09                            | Tree Planting in Arthur Street (St George)           | \$ -                         |                                   | \$ 15,000      |               | \$ 15,000                   |                                    | 35%             | 4/09/2019      |               |   |
| PGOP10                            | Thallon Street Tree Replacement                      | \$ 818                       |                                   | \$ 4,000       |               | \$ 4,000                    |                                    | 35%             | 30/09/2019     |               |   |
| PGOP11                            | Bush Tucker Garden - Layout & Construct Finalisation | \$ 5,045                     |                                   | \$ 15,000      |               | \$ 15,000                   |                                    | 15%             |                |               |   |
| PGOP12                            | C/o St George River Foreshore Planning               | \$ -                         |                                   | \$ 20,000      |               | \$ 20,000                   |                                    | 10%             |                |               |   |
| PGOP13                            | C/O St George CBD Planning                           | \$ -                         |                                   | \$ 20,000      |               | \$ 20,000                   |                                    | 10%             |                |               |   |
| SROP03                            | C/O Rowden Park Master Plan                          | \$ -                         |                                   | \$ 15,000      |               | \$ 15,000                   |                                    | 10%             |                |               |   |
| PGOP14                            | Thallon Christmas Lights                             | \$ -                         |                                   | \$ 15,000      |               | \$ 15,000                   |                                    |                 |                |               |   |
| PGOP15                            | St George Christmas Lights                           | \$ 15,174                    |                                   | \$ 35,000      |               | \$ 35,000                   |                                    |                 |                |               |   |

## Operational Projects 2020/21

| COSTING ACCOUNT                   |  | YTD Actuals As At 31/10/2020 | Total - Multi-Year Project Budget | 2020-21 Budget |               |                             |                                    | Project Details |                |               | Comments   |
|-----------------------------------|--|------------------------------|-----------------------------------|----------------|---------------|-----------------------------|------------------------------------|-----------------|----------------|---------------|--|
|                                   |  |                              |                                   | Budget 20/21   | Funding 20/21 | 2020-21 Council Expenditure | Restricted Cash (from prior years) | % Complete      | Date Commenced | Date Finished |  |
| PGOP16                            | Bollon Christmas Lights  | \$ 5,755                     |                                   | \$ 15,000      |               | \$ 15,000                   |                                    |                 |                |               |  |
| PGOP17                            | Dirranbandi Christmas Lights   | \$ 25                        |                                   | \$ 15,000      |               | \$ 15,000                   |                                    |                 |                |               |  |
| PGOP18                            | C/O Beardmore Dam Master Plan  | \$ -                         |                                   | \$ 20,000      |               | \$ 10,000                   | \$ 10,000                          |                 |                |               | Final report due 13/12/21  |
| PGOP06                            | C/O Bollon RV and Streetscaping Master Plan  | \$ 10,640                    |                                   | \$ 20,000      |               | \$ 20,000                   |                                    | 10%             |                |               |  |
|                                   |  | \$37,831                     | \$ -                              | \$ 299,500     | \$ 3,000      | \$ 286,500                  | \$ 10,000                          |                 |                |               |  |
| <b>HALLS AND CIVIC CENTRES</b>    |  |                              |                                   |                |               |                             |                                    |                 |                |               |  |
| SRPOP4                            | Dirranbandi Multi Purpose Sport Centre - Whiteboard & Chairs for meeting room  | \$ 3,301                     |                                   | \$ 5,000       |               | \$ 5,000                    |                                    |                 |                |               |  |
|                                   |  | \$3,301                      | \$ -                              | \$ 5,000       | \$ -          | \$ 5,000                    | \$ -                               |                 |                |               |  |
| <b>INFRASTRUCTURE SHOWGROUNDS</b> |  |                              |                                   |                |               |                             |                                    |                 |                |               |  |
| SGOP05                            | St George Showgrounds Amenities Bore Water Connection  | \$ 4,052                     |                                   | \$ 4,000       |               | \$ 4,000                    |                                    |                 |                |               |  |
|                                   |  | \$4,052                      | \$ -                              | \$ 4,000       | \$ -          | \$ 4,000                    | \$ -                               |                 |                |               |  |
| <b>WORK CAMP</b>                  |  |                              |                                   |                |               |                             |                                    |                 |                |               |  |
| CDOP01                            | WORK CAMP Program  | \$ 2,497                     |                                   | \$ 30,000      |               | \$ 30,000                   |                                    |                 |                |               |  |
|                                   |  | \$2,497                      | \$ -                              | \$ 30,000      | \$ -          | \$ 30,000                   | \$ -                               |                 |                |               |  |
| <b>YOUTH COUNCIL</b>              |  |                              |                                   |                |               |                             |                                    |                 |                |               |  |
| CDOP03                            | Youth Council (PCYC project)   | \$ -                         |                                   | \$ 5,000       |               | \$ 5,000                    |                                    |                 |                |               |  |
| CDOP02                            | Chappy Program   | \$ -                         |                                   | \$ 10,000      |               | \$ 10,000                   |                                    |                 |                |               |  |
|                                   |  | \$- \$ -                     | \$ -                              | \$ 15,000      | \$ -          | \$ 15,000                   | \$ -                               |                 |                |               |  |
| <b>NATURAL ENVIRONMENT</b>        |  |                              |                                   |                |               |                             |                                    |                 |                |               |  |
| NEOP03                            | Gravel pit signage Stage 2   | \$ -                         |                                   | \$ 6,000       |               | \$ 6,000                    |                                    |                 |                |               | Scheduled March 2021   |
|                                   |  | \$- \$ -                     | \$ -                              | \$ 6,000       | \$ -          | \$ 6,000                    | \$ -                               |                 |                |               |  |
| <b>RURAL SERVICES</b>             |  |                              |                                   |                |               |                             |                                    |                 |                |               |  |
| WOP21                             | C/O Wild Dog Exclusion Fencing and Pest and Weed management activities (Grant Moonie & Maranoa River Catchment Areas Weed Management - 4-BA2D4Y2 funding received 18/19) | \$ 21,541                    | \$ 200,000                        | \$ 191,247     |               |                             | \$ 191,247                         | 65%             |                |               | Landholders surveyed and spraying underway. Aerial survey scheduled November.      |
| WOP702                            | C/O Wild Dog Exclusion Fencing REDP - Strategic Fencing Project 9  | \$ 2,722                     | \$ 733,100                        | \$ 293,240     | \$ 293,240    |                             |                                    | 90%             |                |               | 95% Comp. Minor gaps to complete.  |
| WOP11                             | C/O Wild Dog Exclusion Fence - CCWI - Round 1  | \$ 1,233                     | \$ 800,000                        | \$ 306,500     |               |                             | \$ 306,500                         | 100%            |                |               | Completed. Finalising inspections & payments                                       |
| WOP08                             | Stock Routes - Diamond Tank - Desilt Dam and Compact with Bentonite  |                              |                                   | \$ 15,000      | \$ 15,000     |                             |                                    | 0%              |                |               | Funding cancelled as rain event filled dam. To be removed at next budget revision. |
| STOCK01                           | Stock Routes - Bullawarrie - Replace existing Night Yard & Asset Protection Yard   | \$ 14,428                    |                                   | \$ 12,500      | \$ 12,500     |                             |                                    | 100%            |                |               | Completed  |
| STOCK02                           | Stock Routes - Glencoe - Replace existing Night Yard & Asset Protection Yard   | \$ 9,694                     |                                   | \$ 10,000      | \$ 10,000     |                             |                                    | 100%            |                |               | Completed  |
| STOCK03                           | Stock Routes - Mundalee - Requires new Asset Protection Yard   | \$ -                         |                                   | \$ 3,000       | \$ 3,000      |                             |                                    | 0%              |                |               | Not funded by DNRME - Council will fund out of Misc Fencing budget.                |
| STOCK04                           | Stock Routes - Vincents Valley (Wild Horse) - Replacement of trough, reconnection and removal  | \$ -                         |                                   | \$ 2,500       | \$ 2,500      |                             |                                    | 50%             |                |               | Will be completed in November  |

## Operational Projects 2020/21

| COSTING ACCOUNT                         |  | YTD Actuals As At 31/10/2020 | Total - Multi-Year Project Budget | 2020-21 Budget      |                    |                             |                                    | Project Details |                |               | Comments  |
|---|--|------------------------------|-----------------------------------|---------------------|--------------------|-----------------------------|------------------------------------|-----------------|----------------|---------------|---|
|   |  |                              |                                   | Budget 20/21        | Funding 2021       | 2020-21 Council Expenditure | Restricted Cash (from prior years) | % Complete      | Date Commenced | Date Finished |   |
| STOCK05                                 | Burgorah Water Facility/Reserve Stage 2                        | \$ -                         |                                   | \$ 25,000           | \$ 25,000          |                             |                                    | 0%              |                |               | Will be completed in November   |
|   |  | \$49,617                     | \$ 1,733,100                      | \$ 898,987          | \$ 361,240         | \$ -                        | \$ 497,747                         |                 |                |               |   |
| WDPOP10                                 | MDB EDP - WDEF Project   | \$ 1,262,976                 | \$ 5,000,000                      | \$ 3,580,838        | \$ 1,000,000       |                             | \$ 2,580,838                       |                 |                |               | Landholders signed up and materials are being delivered to most properties in partial deliveries.           |
|   |  | \$1,312,594                  | \$ 6,733,100                      | \$ 4,439,825        | \$ 1,361,240       | \$ -                        | \$ 3,078,585                       |                 |                |               |   |
| <b>WASTE/LANDFILL</b>                   |  |                              |                                   |                     |                    |                             |                                    |                 |                |               |   |
| WMOP7                                   | Waste Direction Strategy for Landfills                         | \$ -                         |                                   | \$50,000            | \$50,000           |                             |                                    |                 |                |               | Preparing brief. Reporting March 2021   |
| NEOP05                                  | C/O. Balonne Illegal Dumping Project                           | \$ 1,180                     | \$ 57,500                         | \$47,486            | \$11,500           |                             | \$35,986                           |                 |                |               | 1 tyre wall removed, 2nd tyre wall scheduled Nov. Tyres in gravel pits and roadsides scheduled Nov/Dec 2020 |
| NEOP04                                  | C/O - Illegal Dumping Compliance Officer                       | \$ 29,514                    | \$ 129,460                        | \$ 115,362          | \$ 77,676          |                             | \$ 37,686                          |                 |                |               | Engaged June. Vehicle leased. All milestones being completed to schedule                                    |
|   |  | \$30,693                     | \$ 186,960                        | \$ 212,848          | \$ 139,176         | \$ -                        | \$ 73,672                          |                 |                |               |   |
| <b>WATER</b>                            |  |                              |                                   |                     |                    |                             |                                    |                 |                |               |   |
| WSOP01                                  | Bollards and Valves - Water Supply                             | \$ -                         |                                   | \$15,000            |                    | \$15,000                    |                                    |                 |                |               |   |
| WSOP02                                  | Additional River Water Meter Reading                           | \$ -                         |                                   | \$50,000            |                    | \$50,000                    |                                    |                 |                |               |   |
| WSOP03                                  | Durrbanbandi Storm Water System Investigation                  | \$ -                         |                                   | \$50,000            |                    | \$50,000                    |                                    |                 |                |               |   |
| WSOP04                                  | Mungindi Bore Business Case                                    | \$ -                         |                                   | \$120,000           | \$120,000          |                             |                                    |                 |                |               |   |
| WSOP05                                  | River Meter Replacement Programme                              | \$ 26,572                    |                                   | \$50,000            |                    | \$50,000                    |                                    |                 |                |               |   |
|   |  | \$26,572                     | \$ -                              | \$ 285,000          | \$ 120,000         | \$ 165,000                  | \$ -                               |                 |                |               |   |
| <b>SEWERAGE</b>                         |  |                              |                                   |                     |                    |                             |                                    |                 |                |               |   |
| SSOP01                                  | Bollon Sewer Condition Report                                  | \$ -                         |                                   | \$30,000            |                    | \$30,000                    |                                    |                 |                |               |   |
| SSOP02                                  | Sewerage, Groundwater Monitoring Bores (Water Quality Testing) | \$ 196                       |                                   | \$30,000            |                    | \$30,000                    |                                    |                 |                |               |   |
| SSOP03                                  | St George Pump Station 3 Rising Main Design                    | \$ -                         |                                   | \$15,000            |                    | \$15,000                    |                                    |                 |                |               |   |
|   |  | \$196                        | \$ -                              | \$ 95,000           | \$ -               | \$ 95,000                   | \$ -                               |                 |                |               |   |
| <b>Grand Total Operational Projects</b> |  | <b>\$1,891,243</b>           | <b>\$10,806,160</b>               | <b>\$10,340,508</b> | <b>\$3,245,265</b> | <b>\$1,824,147</b>          | <b>\$5,271,096</b>                 |                 |                |               |   |

## OFFICER REPORT

**TO:** Council

**SUBJECT:** Budget Amendment and Revenue Recognition - Innovation Library Hub

**DATE:** 11.11.20

**AGENDA REF:** FCS6

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

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### Sub-Heading

Amendment to Budget and Revenue Recognition – Innovation Library Hub – Building Better Regions Round 4

### Executive Summary

Council received the funding agreement to confirm the announcement of the Innovation Library Hub with funding of \$5m towards the development. The purpose of this report is to amend the Budget 2020/21 to recognise the expenditure and revenue due in 2020/21 financial year.

### Background

The Innovation Library Hub is a significant project for the Balonne Shire Council and successfully achieved \$5m in funding from the Building Better Regions Round 4. Council has a \$1m building reserve fund that can be considered for allocation in the final stages for fit out and completion of the project (if required). A Project Manager – Complete Urban has been engaged to manage the project. The design phase is about to go out for tender to complete the architectural design and prepare appropriate drawings ready for the construction phase.

### Link to Corporate Plan

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

### Consultation (internal/external)

Project team (internal stakeholders from Communities, Office of the CEO and Finance & Corporate Services)  
Department of Industry Science Energy & Resources  
Peak Services (assisting to finalise the funding agreement)

### Legal Implications

Council may amend its budget under Section 170(3) of the Local Government Regulations 2012 at any time during the year.

### Risk Implications

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

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## Policy Implications

Not applicable

## Financial and Resource Implications

The total grant funding approved is \$5m with the following budget implications:

| AMENDED Capital Projects 2020/21        |               |                                       |                              |                                   |                          |                              |                               |                                    |                        |
|---|---------------|---------------------------------------|------------------------------|-----------------------------------|--------------------------|------------------------------|-------------------------------|------------------------------------|------------------------|
|   | GL/Work Order | Asset Type<br>(New, Upgrade, Renewal) | YTD Actuals As At 03/03/2020 | Total - Multi-Year Project Budget | 2020/21 Budget           |                              |                               |                                    | 2021/22 Project Budget |
|   |               |                                       |                              |                                   | Budget (total for 20/21) | Funding from external source | 2020/21 Council's Expenditure | Restricted Cash (from prior years) |                        |
| CARRY OVER FROM ORIGINAL BUDGET 2020-21 |               |                                       |                              | \$ 4,987,500                      | \$ 9,326,134             | \$ 3,597,160                 | \$ 4,486,850                  | \$ 1,242,124                       | \$ 110,000             |
| <b>LIBRARIES</b>                        |               |                                       |                              |                                   |                          |                              |                               |                                    |                        |
| BBRFIV000300 Library Innovation Hub     |               |                                       |                              | \$ 6,000,000                      | \$ 3,000,000             | \$ 3,000,000                 |                               | \$ 1,000,000                       | \$ 2,000,000           |

In accordance with the accounting standards the revenue recognition assessment is attached. Claims may be made as each milestone is achieved. The first milestone is due 31/03/2021 with a report due 30/04/2021.

## Options or Alternatives

Council may choose to remove the \$1m in funding set aside as restricted cash.

## Attachments

1. Revenue Recognition Checklist Library Innovation Hub [↓](#)

## Recommendation/s

That Council resolves to amend the capital works budget 2020/21 in the sum of \$3m for the Library Innovation Hub in St George utilising Building Better Regions Round 4 funding.

| AMENDED Capital Projects 2020/21        |               |                                       |                              |                                   |                          |                              |                               |                                    |                        |
|---|---------------|---------------------------------------|------------------------------|-----------------------------------|--------------------------|------------------------------|-------------------------------|------------------------------------|------------------------|
|   | GL/Work Order | Asset Type<br>(New, Upgrade, Renewal) | YTD Actuals As At 03/03/2020 | Total - Multi-Year Project Budget | 2020/21 Budget           |                              |                               |                                    | 2021/22 Project Budget |
|   |               |                                       |                              |                                   | Budget (total for 20/21) | Funding from external source | 2020/21 Council's Expenditure | Restricted Cash (from prior years) |                        |
| CARRY OVER FROM ORIGINAL BUDGET 2020-21 |               |                                       |                              | \$ 4,987,500                      | \$ 9,326,134             | \$ 3,597,160                 | \$ 4,486,850                  | \$ 1,242,124                       | \$ 110,000             |
| <b>LIBRARIES</b>                        |               |                                       |                              |                                   |                          |                              |                               |                                    |                        |
| BBRFIV000300 Library Innovation Hub     |               |                                       |                              | \$ 6,000,000                      | \$ 3,000,000             | \$ 3,000,000                 |                               | \$ 1,000,000                       | \$ 2,000,000           |

Michelle Clarke

**Director Finance & Corporate Services**



## REVENUE RECOGNITION CHECKLIST

|   |  |
|---|--|
| <b>PROJECT:</b>                                   | Library Innovation Hub   |
| <b>GRANT FUNDING:</b>                             | Building Better Regions Round 4 - Department of Industry, Science, Energy & Resources  |
| <b>Question</b>                                   | <b>Answer</b>  |
| Q: Is there a contract with customer              | Yes, the funding agreement forms the basis of a contract with QRA  |
| Q: Are there identifiable performance obligations | Project Funding to Council in accordance with Project Funding Schedules.<br><b>Yes, the funding agreement is for capital works specifically relating to the construction of the Library Innovation Hub. Therefore, it is specific enough to create a specific performance obligation. The project must be completed by 30/06/2022</b>  |
| Q: Determine transaction price                    | \$5,000,000  |
| Q: Allocate transaction price                     | The Grant will be paid in arrears as agreed milestones are achieved, based on actual eligible expenditure. Payments are subject to satisfactory progress on the project and compliance by the Grantee with its obligations under this Agreement.<br>A final payment of at least 10 per cent of the Grant will be withheld until the Grantee submits a satisfactory end of project report demonstrating end of project reporting obligations have been met. |
| Q: Recognise revenue                              | Revenue will be recognised as council expends the funding however timing may vary depending on claims. This project will have revenue and expenditure over multiple years as per the amended budget.   |

### AMENDED Capital Projects 2020/21

|   | GL Work Order | Asset Type (New, Upgrade, Renewal) | YTD Actuals As At 03/03/2020 | Total - Multi-Year Project Budget | 2020/21 Budget           |                              |                               |                                    | 2021/22 Project Budget |
|---|---------------|------------------------------------|------------------------------|-----------------------------------|--------------------------|------------------------------|-------------------------------|------------------------------------|------------------------|
|   |               |                                    |                              |                                   | Budget (total for 20/21) | Funding from external source | 2020/21 Council's Expenditure | Restricted Cash (from prior years) |                        |
| CARRY OVER FROM ORIGINAL BUDGET 2020/21 |               |                                    |                              | \$ 4,987,500                      | \$ 9,326,134             | \$ 3,597,163                 | \$ 4,486,050                  | \$ 1,242,124                       | \$ 110,000             |
| <b>LIBRARIES</b>                        |               |                                    |                              |                                   |                          |                              |                               |                                    |                        |
| BBKHIV000300 Library Innovation Hub     |               |                                    |                              | \$ 6,000,000                      | \$ 3,000,000             | \$ 3,000,000                 |                               | \$ 1,000,000                       | \$ 2,000,000           |

Reference Documentation: DOC ID 538476

Completed by:

Director Finance & Corporate Services

Date: 10/11/2020

## (IFS) INFRASTRUCTURE SERVICES

| ITEM | TITLE  | SUB HEADING  | PAGE |
|------|--|--|------|
| IFS1 | <b><u>HEBEL GOODOOGA ROAD<br/>PROJECT &amp; TIDS BUDGET<br/>ADJUSTMENT</u></b> | Hebel Goodooga Road Project & TIDS Budget Adjustment | 128  |
| IFS2 | <b><u>AMENDMENT TO<br/>TEMPORARY TRANSFER<br/>OF CAP POLICY</u></b>            | Amendment to Temporary Transfer of CAP Policy        | 134  |

## OFFICER REPORT

**TO:** Council

**SUBJECT:** Hebel Goodooga Road Project & TIDS Budget Adjustment

**DATE:** 10.11.20

**AGENDA REF:** IFS1

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

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### Sub-Heading

Hebel Goodooga Road Project & TIDS Budget Adjustment

### Executive Summary

It is proposed that Transport Infrastructure Development Scheme (TIDS) funding be redistributed as Council's contribution to the Hebel Goodooga Road project funded through the Australian Government's Heavy Vehicle Safety Productivity Program (HVSP). The reallocation of funds is to invest in the project as per the funding requirements. It is proposed that \$600,000 from St George – Noondoo Rd TIDS and \$300,000 from Whyenbah Road TIDS be reallocated to Hebel – Goodooga Road (HVSP) resulting in a \$900,000 increase in the project allocation.

### Background

Balonne Shire Council have been successful in acquiring \$667,460 of Heavy Vehicle Safety and Productivity Program Round Seven Funding to upgrade the Hebel – Goodooga Road. This funding requires an equivalent co-contribution from Council to be eligible for the funding.

Council have also experienced significant flood damage around the Shire which has resulted in some of this year's planned Transport Infrastructure Development Scheme (TIDS) Projects being disrupted by the Disaster Recovery Funding Arrangement works taking place in proposed work locations.

### Link to Corporate Plan

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

### Consultation (internal/external)

South West Regional Road Group  
Director of Infrastructure Services  
Chief Executive Officer  
Senior Leadership Group



## Legal Implications

None

## Risk Implications

1

## Policy Implications

None

## Financial and Resource Implications

Council are required to reallocate funds to co-contribute Hebel – Goodooga Rd Bitumen Seal Upgrade Project. Council are required to co-contribute funds to be eligible for the grant and propose reallocation of the TIDS funds for this co-contribution.

| Capital Projects 2020/21   |  |                                       |                                   |                          |                              |                               |
|----------------------------|--|---------------------------------------|-----------------------------------|--------------------------|------------------------------|-------------------------------|
|                            |  | Asset Type<br>(New, Upgrade, Renewal) | Total - Multi-Year Project Budget | 2020/21 Budget           |                              |                               |
|                            |  |                                       |                                   | Budget (total for 20/21) | Funding from external source | 2020/21 Council's Expenditure |
| 410 - INFRASTRUCTURE ROADS |  |                                       |                                   |                          |                              |                               |
|                            | TIDS, Hebel-Goodooga Road Bitumen Resheet    | R                                     |                                   | \$ 250,000               | \$ 125,000                   | \$ 125,000                    |
|                            | TIDS, Bollon-Mitchell Road Bitumen Resheet   | R                                     |                                   | \$ 275,000               | \$ 137,500                   | \$ 137,500                    |
|                            | TIDS, Whyenbah Rd Bitumen Resheet            | R                                     |                                   | \$ 300,000               | \$ 150,000                   | \$ 150,000                    |
|                            | TIDS, Kooroon Road Bitumen Resheet           | R                                     |                                   | \$ 75,000                | \$ 37,500                    | \$ 37,500                     |
|                            | TIDS, Bollon-Dirranbandi Road Bitumen Reseal | R                                     |                                   | \$ 450,000               | \$ 225,000                   | \$ 225,000                    |
|                            | TIDS, St George-Noondoo Road Bitumen Reseal  | R                                     |                                   | \$ 600,000               | \$ 300,000                   | \$ 300,000                    |
|                            | R2R - Road Projects to be Advised            | R                                     |                                   | \$ 913,160               | \$ 913,160                   |                               |
|                            | Road Capital Projects                        |                                       | \$ -                              | \$ 2,863,160             | \$ 1,888,160                 | \$ 975,000                    |

| AMENDED Capital Projects 2020/21             |               |                                       |                              |                                   |                          |                              |                               |
|--|---------------|---------------------------------------|------------------------------|-----------------------------------|--------------------------|------------------------------|-------------------------------|
|  | GL/Work Order | Asset Type<br>(New, Upgrade, Renewal) | YTD Actuals As At 03/03/2020 | Total - Multi-Year Project Budget | 2020/21 Budget           |                              |                               |
|  |               |                                       |                              |                                   | Budget (total for 20/21) | Funding from external source | 2020/21 Council's Expenditure |
| CARRY OVER FROM ORIGINAL BUDGET 2020-21      |               |                                       |                              | \$ 4,987,500                      | \$ 9,326,134             | \$ 3,597,160                 | \$ 4,486,850                  |
| <b>INFRASTRUCTURE ROADS (Amended)</b>        |               |                                       |                              |                                   |                          |                              |                               |
| TIDS, Hebel-Goodooga Road Bitumen Resheet    | R             |                                       |                              |                                   | \$ -                     | \$ -                         | \$ -                          |
| TIDS, Bollon-Mitchell Road Bitumen Resheet   | R             |                                       |                              |                                   | \$ 275,000               | \$ 137,500                   | \$ 137,500                    |
| TIDS, Whyenbah Rd Bitumen Resheet            | R             |                                       |                              |                                   | \$ -                     | \$ -                         | \$ -                          |
| TIDS, Kooroon Road Bitumen Resheet           | R             |                                       |                              |                                   | \$ 75,000                | \$ 37,500                    | \$ 37,500                     |
| TIDS, Bollon-Dirranbandi Road Bitumen Reseal | R             |                                       |                              |                                   | \$ 450,000               | \$ 225,000                   | \$ 225,000                    |
| TIDS, St George-Noondoo Road Bitumen Reseal  | R             |                                       |                              |                                   | \$ -                     | \$ -                         | \$ -                          |
| R2R - Road Projects to be Advised            | R             |                                       |                              |                                   | \$ 913,160               | \$ 913,160                   |                               |
| Hebel – Goodooga Bitumen Seal Project        | U             |                                       |                              |                                   | \$ 1,817,460             | \$ 1,242,460                 | \$ 575,000                    |

## Options or Alternatives

None

## Attachments

- 2020-21 Balonne Shire Council Transport Infrastructure Development Scheme Contribution Project Allocation.pdf [↓](#)

## **Recommendation/s**

That Council resolves to amend its capital budget in accordance with S170(3) of the Local Government Regulations 2012 as follows:

1. Reduce the Project Value of:
  - a) TIDS – St George – Noondoo Road by \$600,000 (\$300,000 Council Contribution and \$300,000 Transport Infrastructure Development Scheme Contribution)
  - b) TIDS – Whyenbah Road by \$300,000 (\$150,000 Council Contribution and \$150,000 Transport Infrastructure Development Scheme Contribution)
  - c) TIDS – Hebel – Goodooga Gravel Resheet by \$250,000 (\$125,000 Council Contribution and \$125,000 Transport Infrastructure Development Scheme Contribution)
2. Create the Project Hebel – Goodooga Road Bitumen Seal as follows:
  - d) \$1,817,460 Hebel – Goodooga Rd Bitumen Seal Project (\$667,460 HVSPF Contribution, \$575,000 Transport Infrastructure Development Scheme Contribution & \$575,000 Council Contribution)

Andrew Boardman

**Director Infrastructure Services**

**South West Regional Road & Transport Group – PROGRAM CHANGE REQUEST FORM**

| Change Request Details                      |   | Description  |               |      |            |
|---|---|--------------|---------------|------|------------|
| Council Name                                | Balonne Shire Council                       | Officer Name | Brenton Judge | Date | 23/10/2020 |
| TMR Business Program                        | TIDS - Roads Alliance                       |              |               |      |            |
| Description of Requested Change and reason. | Budget savings achieved on previous project |              |               |      |            |

| Funding Adjustment -2020/21 TIDS Project Allocation |                    |   |   |                           |                           |                           |                           |                           |
|---|--------------------|---|---|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Financial Year                                      | TMR Project Number | Road Name   | Start Chainage<br>Finish Chainage   | Existing Total Allocation | Existing TMR Contribution | Proposed Total Allocation | Proposed TMR Contribution | TMR Contribution Variance |
| 20/21   |                    | Bollon – Dirranbandi Rd<br>(Bitumen Reseal)   | (0 - 2.48km) (32 - 35.05km) (52.37 - 57.5km)<br>(57.5 - 62.5km) (67.5 - 72.1km)<br><b>Added Chainage to Scope 90.28 – 92.23km</b> | No Change<br>\$500,000    | No Change<br>\$225,000    | No Change<br>\$500,000    | No Change<br>\$225,000    | No Change<br>\$0          |
| 20/21   |                    | Kooroon Rd<br>(Gravel Resheet)  | (19.66 - 31.28km) (31.28 - 35.47km)<br>(35.47 - 36.63km)  | No Change<br>\$75,000     | No Change<br>\$37,500     | No Change<br>\$75,000     | No Change<br>\$37,500     | No Change<br>\$0          |
| 20/21   |                    | Mitchell – Bollon Rd<br>(Gravel Resheet)  | 192.1 - 198.92<br><b>Added Chainage to Scope 204.12 - 204.85 Bitumen Reseal</b>   | No Change<br>\$275,000    | No Change<br>\$137,500    | No Change<br>\$275,000    | No Change<br>\$137,500    | No Change<br>\$0          |
| 20/21   |                    | St George – Noondoo Rd<br>(Bitumen Reseal)  | (5.41 -20.41km) (20.41 - 40.41km)<br>(40.41 - 45.41km) (60.41 - 68.13km)  | <b>\$600,000</b>          | <b>\$300,000</b>          | <b>\$0</b>                | <b>\$0</b>                | <b>-\$300,000</b>         |
| 20/21   |                    | Hebel – Goodooga Rd<br>(Gravel Resheet)<br><b>Change of Scope to a Bitumen Seal Upgrade</b> | 0 – 6.24km  | <b>\$250,000</b>          | <b>\$125,000</b>          | <b>\$1,150,000</b>        | <b>\$575,000</b>          | <b>+\$450,000</b>         |

**South West Regional Road & Transport Group – PROGRAM CHANGE REQUEST FORM**

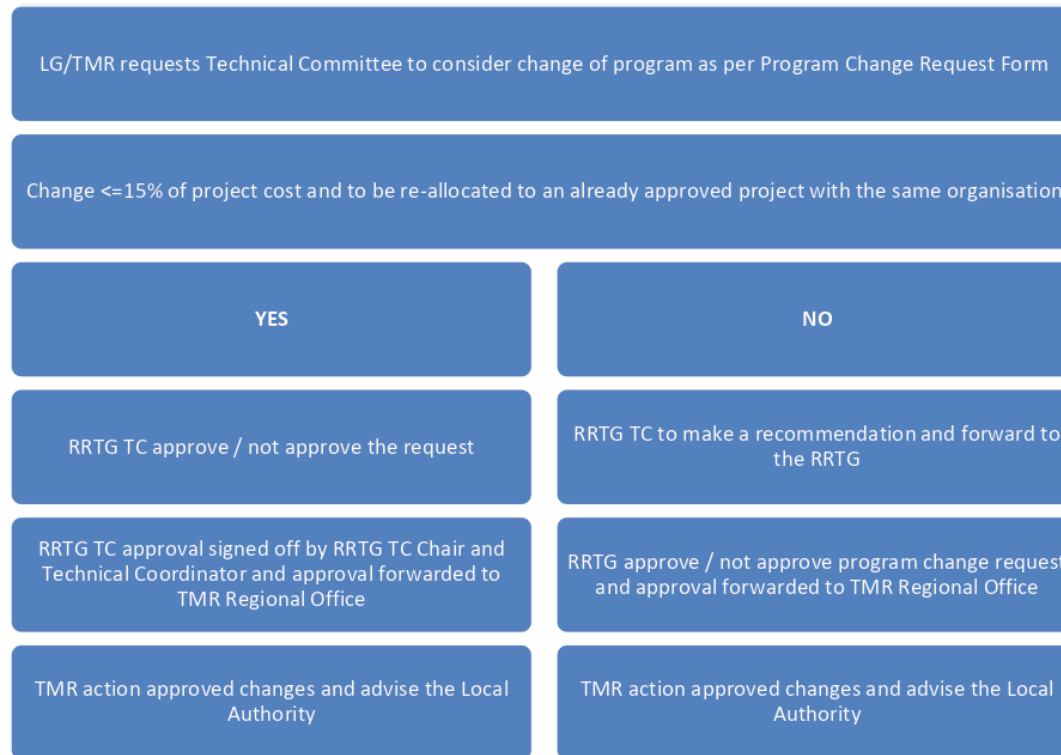
|               |  |   |  |                  |                  |                  |                  |                  |
|---------------|--|---|--|------------------|------------------|------------------|------------------|------------------|
| 20/21         |  | Noondoo – Mungindi Rd<br>(Gravel Resheet) | (2.4 - 8.51km) (8.51 - 17.21 km) (17.21 - 22.31km) (28.21 - 49.27km)                   | No Change<br>\$0 | No Change<br>\$0 | No Change<br>\$0 | No Change<br>\$0 | No Change<br>\$0 |
| 20/21         |  | Whyenbah Rd<br>(Gravel Resheet)           | (21.26 - 23.92km) (28.5 - 37.73km) (37.73 - 40.69km) (40.69 - 53.7km) (68.7 - 70.63km) | \$300,000        | \$150,000        | \$0              | \$0              | -\$150,000       |
| <b>TOTALS</b> |  |   |  |                  | <b>975,000</b>   |                  | <b>975,000</b>   | <b>\$0</b>       |

| Approval Details                    |                  |      |  |
|-------------------------------------|------------------|------|--|
| Recommendation by SWRRTG-TC         |                  | Date |  |
| SWRRTG – TC Chair Name              | Cameron Hoffman  |      |  |
| Approved by SWRRTG                  |                  | Date |  |
| SWRRTG Chair Name                   | Stuart Mackenzie |      |  |
| Form submitted to TMR South West by |                  | Date |  |

Approved from to be submitted to TMR South West Region Office – Attn Manager (Program Dev and Performance)

**South West Regional Road & Transport Group – PROGRAM CHANGE REQUEST FORM**

**PROCESS FLOWCHART**



## OFFICER REPORT

**TO:** Council

**SUBJECT:** Amendment to Temporary Transfer of CAP Policy

**DATE:** 10.11.20

**AGENDA REF:** IFS2

**AUTHOR:** Peter Willey - Project Officer

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### Sub-Heading

Amendment to Temporary Transfer of CAP Policy

### Executive Summary

The Temporary Transfer of CAP Policy and Procedure is periodically reviewed. The proposed amendment to Policy section 2 Principles is to clarify that revenue raised from CAP sales will be retained for water purposes.

### Background

The Temporary Transfer of CAP Policy and Procedure was adopted by Council at its February 2019 meeting.

### Link to Corporate Plan

| Key Foundation Area                | Key Program Area                           |
|------------------------------------|--|
| <u>Infrastructure and Planning</u> | Protection and enhancement of water supply |

### Consultation (internal/external)

Councillors – Balonne Shire Council  
Senior Management – Balonne Shire Council

### Legal Implications

The proposed amendment is based on Council being permitted to retain the revenue for water purposes.

### Risk Implications

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

### Policy Implications

The proposed amendment is intended to clarify the principles of the CAP Policy

### Financial and Resource Implications

The proposed amendment to the policy is intended to clarify where revenue raised by CAP sales will expended.

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## **Options or Alternatives**

The proposed amendment is the insertion of "Revenue raised by CAP sales will be retained for water purposes" under the Principles section of the CAP policy.

The options are to insert the amendment as proposed, propose a different amendment, or leave the policy as is.

## **Attachments**

Nil

## **Recommendation/s**

That Council resolves to approve the proposed amendment to the Principles section of the Temporary Transfer of CAP Policy with the insertion of "Revenue raised by CAP sales will be retained for water purposes"

Andrew Boardman

**Director Infrastructure Services**

## (ERS) ENVIRONMENT & REGULATORY SERVICES

| ITEM | TITLE   | SUB HEADING  | PAGE |
|------|---|--|------|
| ERS1 | <u>MCU 186 - DEVELOPMENT APPLICATION FOR MATERIAL CHANGE OF USE - "COMMUNITY USE" LOCATED AT 106-110 ALFRED STREET, ST GEORGE QLD 4487 (DESCRIBED AS LOT 6 ON RP65476 AND LOT 7 ON RP65476)</u> | MCU 186 Development Application for Material Change of Use – Community Use at 106-110 Alfred Street, St George (Lot 6 on RP65476 and Lot 7 on RP65476) by Council's planner. | 137  |



## OFFICER REPORT

**TO:** Council

**SUBJECT:** MCU 186 - Development Application for Material Change of Use - "Community Use" located at 106-110 Alfred Street, St George QLD 4487 (described as Lot 6 on RP65476 and Lot 7 on RP65476)

**DATE:**

**AGENDA REF:** ERS1

**AUTHOR:** Fiona Macleod - Planning & Development Officer

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### Sub-Heading

MCU 186 Development Application for Material Change of Use – Community Use at 106-110 Alfred Street, St George (Lot 6 on RP65476 and Lot 7 on RP65476) by Council's planner.

### Overview

Council has received a properly made development application from Goondir Aboriginal & Torres Strait Islanders Corporation C/- StruXi Design for MCU 186 - Development Application for Material Change of Use - "Community Use" located at 106-110 Alfred Street, St George QLD 4487 (described as Lot 6 on RP65476 and Lot 7 on RP65476).

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

|                                  |   |
|----------------------------------|---|
| <b>Applicant:</b>                | Goondir Aboriginal & Torres Strait Islanders Corporation C/- StruXi Design  |
| <b>Owner of Land:</b>            | Goondir Aboriginal & Torres Strait Islanders Corporation for Health Service |
| <b>Land description:</b>         | Lot 6 on RP65476<br>Lot 7 on RP65476  |
| <b>Lot area:</b>                 | 5357sqm   |
| <b>Zone/Precinct:</b>            | General Residential Zone  |
| <b>Overlays/State Interests:</b> | Nil   |

|                                       |  |
|---------------------------------------|--|
| <b>Proposal:</b>                      | Material Change of Use – Community Use   |
| <b>Proposal Assessment category:</b>  | Code Assessment  |
| <b>Referral/Concurrency Agencies:</b> | Department of Transport & Main Roads via the State Assessment and Referral Agency (SARA) (Concurrency Agency Referral) |
| <b>Properly made date:</b>            | 29 September 2020  |

## PROPOSAL

The application seeks approval for MCU 186 - Development Application for Material Change of Use – “Community Use” located at 106-110 Alfred Street, St George QLD 4487 (described as Lot 6 on RP65476 and Lot 7 on RP65476).

The proposal involves the development of a Community Use intended to support communities within Balonne Shire and beyond which will be operated by Goondir Health Services.

Specifically, the facility will comprise of the following:

- Reuse of the existing 1381sqm vacant building (previously used for ‘Club’ activities) for Community Use
- Two (2) single storey additions totalling 199smq located to the south and east of the building
  - Cold room Extension (addition to the south west corner of the existing building) which will comprise bulk dry store/processing, cold store, freezer, loading dock area extended, bin/rubbish area.
  - Boxing ring Extension (addition to the north east corner of the existing building) which will comprise the boxing ring and a truck park.
- 60 onsite car parking spaces (including 2 dedicated disability parking spaces)
- Maintenance of existing landscaping areas located around the perimeter of the property.

### **(Refer to Attachment 1: Development Application - Proposal Plans)**

Access to the site will be gained via an existing crossover off Alfred Street, with the exit point from the premises being the existing crossover fronting Grey Street. The maximum vehicle size that will be accessing the development will be a heavy rigid vehicle (HRV) and accordingly upgrades to the existing access points will be required. The facility will require connection to Council infrastructure services (namely water and sewerage) with electricity connection also required.

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

The development site is located in the General Residential Zone of the *Balonne Shire Planning Scheme 2019*, within the township of St George. Access to site is gained via existing access points from Alfred Street (entrance point) and Grey Street (exit point).

The subject site is a large rectangular-shaped block that comprises a total area of 5357 square metres. The lots most recent permitted land use was for Club purposes (known locally as St George RSL Club). However the site has been vacant for a number of years.

The proposed community use activities will be located in the north western corner of the lot in close proximity to both Alfred and Grey Street frontages and uses the existing building with some extensions to facilitate the use **(Refer to figure 1 – Site Plan)**.

Surrounding land uses are as follows:

- North: Alfred Street (Local Government Road Reserve)
- South: 51 Grey Street; Lot 5 on RP65476 (Single Storey Residence)
- East: 102 Alfred Street; Lot 8 SP188433 (Single Storey Residence)
- West: Grey Street (State Controlled Road Reserve)



Figure 1: Development site

Source: QLD Globe

The site is currently unoccupied however it is importantly recognised that the properties most recent permitted land use was for “Club” purposes being the site of the RSL Club. The site is adjoined by other general residential zoned land (to the south and east) with road reserves separating the property from the centre zoned land (to the north) and general residential zoned land (to the west).

The proposed community use building is situated in the north west corner of the property with the building continuing to front Alfred Street as the primary frontage. The balance of the property is made up of carparking and landscaping. **(Refer to figure 2 – Site Plan).**

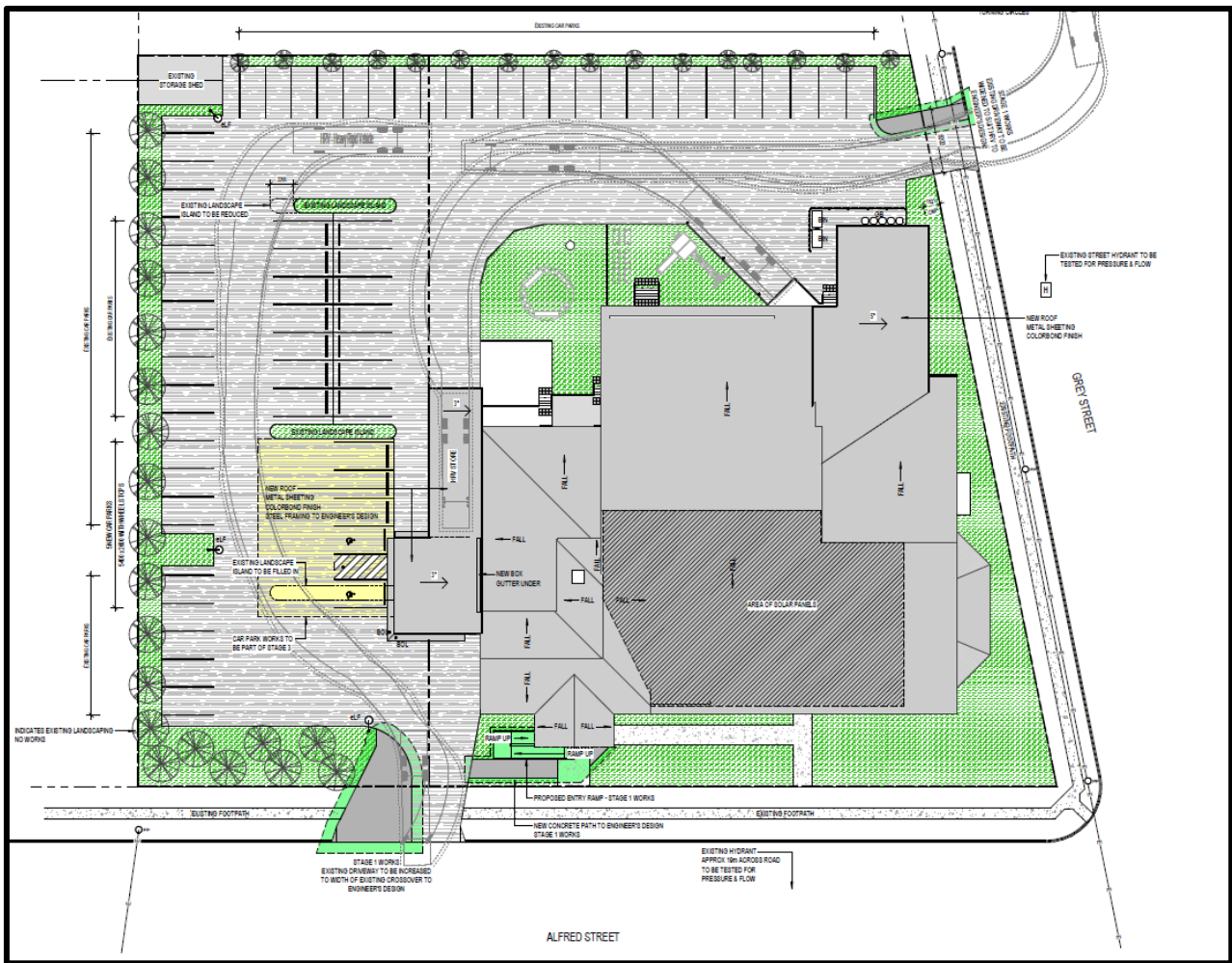


Figure 2: Site plan

Source: Application materials



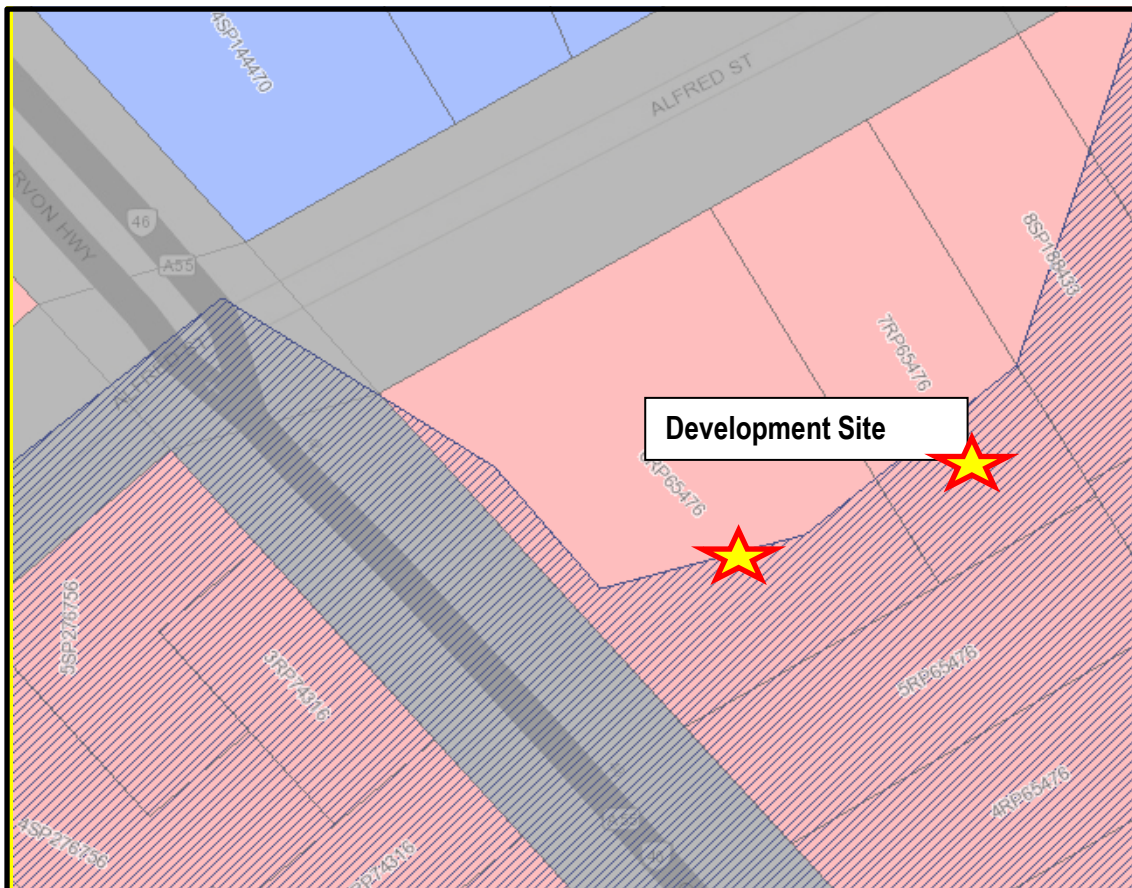


Figure 3: Zoning – General Residential Zone

Source: Balonne Shire Online Mapping Tool

## ASSESSMENT

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

The proposed use is defined as “Community Use” in the *Balonne Shire Planning Scheme 2019* (the Planning Scheme):

**Community Use** means:

*Premises used for providing artistic, social or cultural facilities and community support services to the public and may include the ancillary preparation and provision of food and drink.*

Examples include: Art gallery, community centre, community hall, library, museum.

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. 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 6.2.2 General residential zone code
- Part 7 Development Codes
  - Part 7.3.1 General development 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 General Residential Zone.

#### Part 6.2.2 General Residential zone code

The purpose of the general residential zone code is to:

Provide for the urban development for the towns of St George and Dirranbandi for a mix of uses which support the needs of the local rural community. The zone provisions aim to:

- (a) maintain the character and amenity of St George and Dirranbandi.
- (b) provide for the continuation of existing infrastructure and community uses such as schools, halls and recreation facilities.
- (c) allow for tourist uses where these can be successfully integrated into the character and fabric of the towns.
- (d) ensure that development provides an appropriate level of infrastructure.

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

- (a) a range of uses including residential and small-scale commercial are supported in the zone where there will not impact on neighbouring uses.
- (b) development is serviced with BSC infrastructure where BSC infrastructure exists.
- (c) residential uses are protected from non-residential uses by buffering and design techniques that limit the impacts of the use.
- (d) development is located in areas that are flood protected and where bushfire hazard risk is low.
- (e) this zone supports predominantly dwelling houses on residential lots where lot size is consistent with the traditional character.
- (f) residential dwelling choices are provided in the zone including dual occupancy, multiple dwelling, and retirement facilities. These are established in locations with appropriate access to infrastructure and facilities, where the design complements the existing urban character, and where the density of development is generally consistent with the density achieved through existing residential development in the zone.

The proposed development complies with the Purpose and Outcomes of the General Residential zone because:

- The proposed development for ‘Community Use’ is located on a property which has historically been used for commercial (RSL Club) purposes and accordingly, existing infrastructure connections (including carparking) exists on the property and can appropriately service the proposed use.
- Given the developments location in the General Residential Zone specifically, a road separating it from the Centre Zone, it is in a location which will not negatively impact existing sensitive land uses and can be considered an extension of activities found in the Centre Zone.
- The proposed development has considered in its design to implement appropriate setbacks from abutting residences and furthermore will retain existing boundary landscaping. The built form is sited towards the corner of the site with Alfred and Grey Streets with carparking further separating the use from the sensitive interfaces (being the residences).

- The development site is not located within an area subject to flooding (i.e. within the St George town levee) and has low bushfire risk given its central location within town and devoid of native vegetation – fire load.

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

| Performance outcomes   | Response   |
|--|--|
| <b>For assessable development</b>  |  |
| <b>PO1</b><br>Development is consistent with the existing built form in terms of size, design, siting and physical characteristics. The appearance and siting of buildings, other structures, car parking areas or signage is compatible with the local streetscape character, the style and design of nearby buildings, and is respectful and sympathetic to any heritage place identified in the SPP mapping – Environment, Cultural heritage. | <p style="text-align: center;">✓</p> The proposed development for Community Use purposes is to reuse the existing single storey building on the property. While there are two extensions proposed to accommodate the new use both extensions are to be single storey and furthermore align with the design and physical characteristics of the existing building and surrounding buildings of the local area. There are no identified places in the SPP mapping – Environment, Cultural Heritage near to the subject property. |
| <b>PO2</b><br>Development with frontage to a highway must have safe access points that do not adversely impact on the safety and efficiency of the State-controlled road.  | <p style="text-align: center;">✓</p> The proposed development is located on a property which directly interfaces with Grey Street (an identified State Controlled Road). Existing access points to the property off both Alfred and Grey Streets are proposed to be retained and continued to be utilised.<br><br>The application was referred to Department of Transport and Main Roads (DTMR) as road manager who cited no concerns with the proposed access points subject to conditions ( <i>see attachment 2</i> ).       |
| <b>PO3</b><br>Development adjacent to the highway corridor is setback from the corridor to avoid adverse impacts to the operation of the State-controlled road corridor.   | <p style="text-align: center;">✓</p> The proposed development utilises the existing building/s on the property. Specifically, the interface with the State Controlled Road corridor building setback is not to change with all additions to accommodate the proposed use setback in excess of the minimum setback set by the existing building.  |
| <b>PO4</b><br>All uses are located, designed, orientated and constructed to minimise the impacts from the noise, vibration and dust emissions from the State-controlled road.  | <p style="text-align: center;">✓</p> As previously stated, the proposed development will largely be accommodated within the existing building on the property. Two minor extensions are proposed to accommodate a boxing ring and cold room. Given the nature of the use and that the new buildings will be closed in and constructed in accordance with building standards, it is not considered that there will be unreasonable impacts and subsequent conflicts   |



|   |  |
|---|--|
|   | with noise, vibration and dust emissions from the State-controlled road and the proposed Community Use.  |
| <b>P05</b><br>Commercial uses that support and service the residential areas are centrally located where they can be conveniently and safely accessed without having an adverse impact on residential amenity including privacy, safety, noise, odour and fumes, lighting and traffic generation. | ✓<br>Given the location of the subject property on the edge of the General Residential and Centre Zones, and interfaced with roads on two boundaries (Alfred and Grey Streets) it is considered that adverse impacts on residential amenity will be limited. Conditions on any approval issued restricting hours of operation, construction hours and noise to comply with Environment Protection Act requirements will minimise any offsets from the proposed use. Importantly, it is noted given the nature of the use, "Community" purpose odour and fumes from the site are unlikely to occur. Existing separation of the built from by way of car parking and landscaping along the boundaries of the property with sensitive (residential) land uses will also ensure limited amenity impacts. |

### 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 St George township being that the existing built form onsite is to be retained to accommodate the proposed use. Furthermore, the proposed extensions will be single storey in nature and compatible with the existing building design and not be visually dominant to the existing streetscape.
- Given the proposed developments location within St George township and previous use of the property existing BSC infrastructure connections are available and will be utilised.
- The proposed development will allow for adequate manoeuvring onsite to allow for safe and efficient access and egress from the site. Additionally, existing onsite car parking surrounding the building ensures full access around the building and adequate onsite car parking for the use;
- The proposed development will not conflict with the ongoing efficient and safe use of the stock route network given it is not adjacent to an identified stock route; 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  |
|---|---|
| <b>Site Layout</b>  |   |
| <b>PO1</b><br>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. | ✓<br>The proposed developments footprint incorporates the existing building on the property with two extensions totalling an addition of 199sqm floor area. The site coverage of the proposed community use over the site will result in being 30.53% with the balance of the site occupied by carparking and landscaping. The site coverage is well below, and therefore meets the maximum allowable amount stipulated (being 85%) for the General residential zone. |
| <b>PO2</b><br>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.   | ✓<br>There is existing landscaping on the site around the parameter of the property. Additionally, there is some proposed landscaping to occur along the eastern and southern boundaries. Therefore, the total amount of landscaping on the property is to be approximately 15% which is above the required minimum amount stipulated (being 10%) for the General residential zone.   |
| <b>Building Design</b>  |   |

|  |  |
|--|--|
| <p><b>PO3</b><br/>New development maintains the low-rise scale and character of the Shire.</p>           | <p style="text-align: right;">✓</p> <p>The proposed development incorporates the existing single storey building on the premises with two extensions proposed onto the existing building. The built form on the property will be single storey with the highest point being 5.1 metres above ground level which is considered to remain consistent with the low-rise scale character of the immediate area.</p>  |
| <p><b>PO4</b><br/>New buildings or structures present a traditional façade to the street.</p>            | <p style="text-align: right;">✓</p> <p>The proposed extensions to the existing building on the premises to facilitate the community use will change the façade of the built form on the property. However, the building will still retain its primary frontage to the street (Alfred Street).</p> <p>The extensions will incorporate the following design elements;</p> <ul style="list-style-type: none"> <li>- Variations to roof and building lines (both extensions have flat roofing)</li> <li>- Awnings (the boxing ring extension has awnings).</li> <li>- Range of building materials</li> </ul> |
| <p><b>PO5</b><br/>Development is generally in accordance with existing setbacks within the locality.</p> | <p style="text-align: right;">✓</p> <p>The proposed extensions will comply with the Queensland Development Code in regards to setbacks. Furthermore the proposed extensions will not change the existing setbacks character of building sited on properties in the immediate area. Importantly noted, the existing building on the property is to be retained and utilised as part of the community use development.</p>   |
| <p><b>Access, manoeuvring and parking</b></p>  |  |
| <p><b>PO10</b><br/>The proposed development accommodates sufficient car parking on site.</p>             | <p style="text-align: right;">✓</p> <p>The statutory car parking requirements as stipulated for uses in table 7.3.1.2 in the planning scheme do not list requirements for Community Use. Accordingly, the required amount is at the discretion of Council. Current car parking conditions on the property is not formalised. The proposed development states provision of 60 car parking spaces to accommodate the use. It is considered that the proposed car parking configuration will adequately cater for the use to occur on the property.</p>   |

|   |   |
|---|---|
| <p><b>PO11</b></p> <p>The proposed driveway is clear of all impediments.</p>  | <p style="text-align: right;">✓</p> <p>There is will be no change to the existing access driveway location off Alfred and Grey Streets, which is clear of impediments. Given the location of the property being adjacent to the State Controlled Road, referral to DTMR was required. DTMR have consented to the development subject to conditions.</p> <p>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><b>PO12</b></p> <p>The location of driveways does not create a danger to the safety and efficiency of existing intersections.</p>  | <p style="text-align: right;">✓</p> <p>The given the subject property is located at the intersection with Alfred and Grey Streets, the location of existing access to the site has been setback from the corner. Specifically, the minimum requirement of 6 metres from an intersection of one street with another has been met.</p>  |
| <p><b>PO13</b></p> <p>Access to, from and within the site:</p> <ul style="list-style-type: none"> <li>• is adequate for the type and volume of traffic generated by the use.</li> <li>• does not adversely impact on the traffic network external to the site.</li> <li>• caters for safe pedestrian access.</li> <li>• provides for disabled access.</li> </ul>  | <p style="text-align: right;">✓</p> <p>The access to and from the property is to continue to utilise the access points from both Alfred and Grey Streets with some modifications proposed to accommodate a heavy rigid vehicle (HRV). A condition on any approval issued will ensure that the access meets the relevant engineering standards.</p>  |
| <p><b>Infrastructure and Services</b></p>   |   |
| <p><b>PO14</b></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 telecommunications and electricity supplies.</p>   |
| <p><b>PO15</b></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><b>Note:</b> 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 style="text-align: right;">✓</p> <p>The proposed development will be connected to BSC reticulated water supply network given its location within St George township. The application was referred to Council's Infrastructure Department who sited no water connection issues or supply from the proposed use on the property.</p>   |

|  |  |
|--|--|
| <p><b>PO16</b></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 will use existing stormwater drainage methods for the property and will be discharged to a lawful point of discharge. To ensure stormwater is managed appropriately a condition will be included on any approval issued that stormwater drainage is provided in accordance with:</p> <ul style="list-style-type: none"> <li>• Queensland urban drainage manual, 3rd Edition, Queensland Department of Energy and Water Supply, 2013</li> <li>• Pilgrim, DH, (ed)., Australian Rainfall &amp; Runoff – A Guide to Flood Estimation, Institution of Engineers, Australia, Barton, ACT, 1987</li> <li>• Class 1 and Class 10 buildings – National Construction Code, Volume 2.</li> </ul>   |
| <p><b>PO17</b></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 style="text-align: right;">✓</p> <p>The proposed development will not discharge wastewater into a waterway.</p>   |
| <p><b>BSC assets</b></p>   |  |
| <p><b>PO18</b></p> <p>Structures and buildings do not adversely impact on BSC infrastructure.</p>  | <p style="text-align: right;">✓</p> <p>The proposed development was referred to Council's Infrastructure Development for comment. A response was generated by Council's Manager of Water, Sewerage and Towns who indicated that the extension is to be over the top of an existing gravity sewer main. Accordingly, conditions on any approval issued will require that the proposed extension must be constructed in accordance with Queensland Development Code MP1.4 – Building Over or Near Relevant Infrastructure and furthermore that prior to the commencement of the use a signed deed of indemnity is provided to Council stating that the owner will indemnify Council against all future liabilities, claims or proceedings which may arise from damages, defects or faults caused to the proposed building works as a result of maintenance or replacement of the existing sewerage infrastructure, where all reasonable effort has been made by Council to avoid said damages, defects or faults.</p> <p>All other BSC infrastructure assets will remain unaffected by the proposed development.</p> |
| <p><b>Electricity infrastructure</b></p>   |  |
| <p><b>PO29</b></p> <p>Development is separated from major electricity infrastructure or substations and incorporates buffers to maintain public health and safety, residential amenity and allow access to infrastructure for maintenance.</p> | <p>N/A - The subject site is not located near major electricity infrastructure or substations.</p>   |

| <b>Local heritage places</b>   |  |
|--|--|
| <b>PO30</b><br>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.   | N/A - The subject site is not located near a local heritage place.   |
| <b>Biodiversity</b>  |  |
| <b>PO31</b><br>Development:<br>(a) is located to avoid significant adverse impacts on matters of state environmental significance<br>(b) facilitates the protection and enhancement of matters of state environmental significance<br>(c) protects and enhances ecological connectivity. | N/A - The subject site is not located on or near an area identified a matters of state environmental significance.   |
| <b>Aviation facilities</b>   |  |
| <b>PO32</b><br>Development does not interfere with the function of air service facilities <a href="#">SPP mapping – Infrastructure – Strategic Airport and Aviation Facilities</a> .   | ✓<br>The proposed development will not interfere with the function of the St George airport. Importantly, the property is located outside the Obstacle Limitation Surface (OLS) as per Planning Scheme Map R6. |

### Referral Agencies

The application was referred to the Department of Transport and Main Roads as a Concurrency Agency (via the State Assessment and Referral Agency (SARA)), under Schedule 10, Part 9, Division 4, Subdivision 2, Table 4, Item 1 of the *Planning Regulation 2017*.

SARA have issued a referral agency response with conditions (see attachment 2).

### Public Notification and Submissions

Not applicable.

### Link to Corporate Plan

| Function                                    | Key Program Area                     |
|---|--------------------------------------|
| <a href="#">Infrastructure and Planning</a> | Sustainable planning and development |

### Consultation (internal/external)

#### External referrals

Department of Transport and Main Roads via the State Assessment & Referral Agency – Concurrence Agency

#### Internal referrals

Peter Willey – Manager Water Sewerage and Towns

## 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 186 Proposal Plans.pdf [↓](#)
2. Attachment 2 - MCU 186 SARA Concurrence Agency Response.pdf [↓](#)

## Recommendation/s

That:

1. Council approves the development application MCU186 for a Material Change of Use – “Community Use” on land located at 106-110 Alfred Street, St George, described as Lot 6 on RP65476 and Lot 7 on RP65476 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 “**Community Use**” means premises used for providing artistic, social or cultural facilities and community support services to the public and may include the ancillary preparation and provision of food and drink.
- 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 where there would be a change 1m or more in the level of any part of the land or where any drainage path is affected; or for urban purposes that involve disturbing more than 2,500m<sup>2</sup> of land.
- 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 - "Community Use" 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 community use.
- 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       |
|----------------------|----------------------------------|------------|
| 201544-001 Issue A   | Site Plan                        | 17/08/2020 |
| 201544-102 Issue A   | Existing & Demolition Floor Plan | 17/08/2020 |
| 201544-103 Issue A   | Proposed Floor Plan              | 19/08/2020 |
| 201544-401 Issue A   | Building Elevations              | 17/08/2020 |

- 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).

### **Council Assets**

- 10. Proposed buildings located over or near the existing sewer main within the property must be constructed in accordance with '*Queensland Development Code MP1.4 – Building Over or Near Relevant Infrastructure*'.
- 11. Prior to the commencement of the use a signed deed of indemnity must be provided to Council stating that the owner will indemnify Council against all future liabilities, claims or proceedings which may arise from damages, defects or faults caused to the proposed building works as a result of maintenance or replacement of the existing sewerage infrastructure, where all reasonable effort has been made by Council to avoid said damages, defects or faults.

### **Waste Management**

- 12. 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*.
- 13. 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**

- 14. 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**

15. 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**

16. 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.
17. 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.
18. All lighting shall be directed or shielded so as to ensure that no glare directly affects nearby properties.
19. 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.
20. Noise emissions from the development shall not cause environmental harm of nuisance to adjoining properties or "Sensitive Land Uses" in accordance with the *Environmental Protection (Noise) Policy 2008*.
21. Air emissions from the development shall not cause environmental harm of nuisance to adjoining properties or "Sensitive Land Uses" in accordance with the *Environmental Protection (Air) Policy 2008*.

## **Hours of Operation**

22. Unless otherwise approved by Council, the activities associated with the Community Use must only be conducted between the hours of;
  - 8am to 9pm, Monday to Thursday inclusive
  - 8am to 12am, Friday and Saturday
23. 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.

## **Access**

24. 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.
25. 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.

26. 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.
27. Car parking and manoeuvring areas are designed in accordance with:
  - AS2890.1 – Parking Facilities
  - Austroads AP-34/95 - Design Vehicles and Turning Path Templates
  - The Access to Premises Standard' (Vol 1 of the National Construction Code).

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

28. 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**

29. 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.

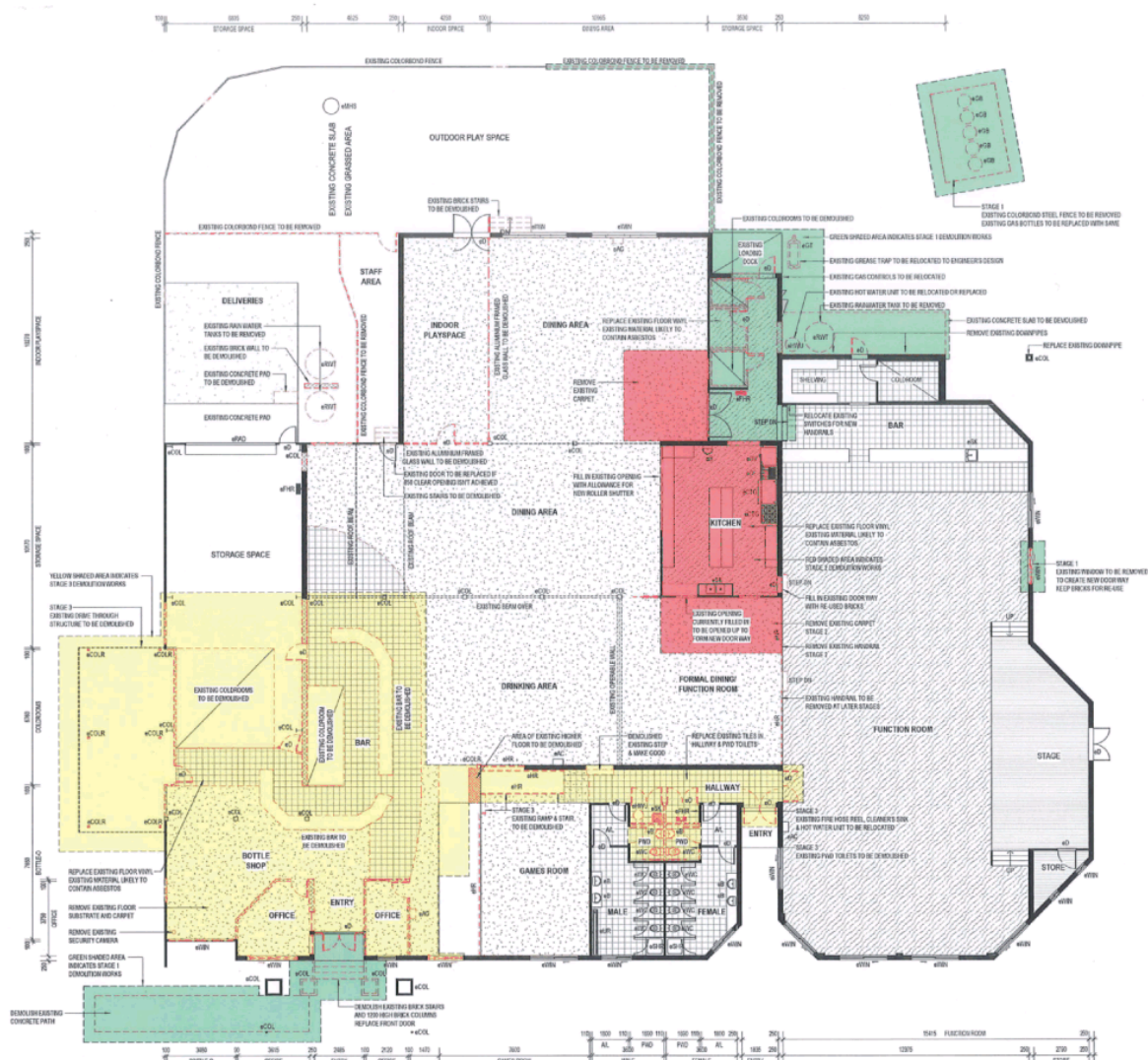
#### **Application Documentation**

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

Digby Whyte

**Director Environment & Regulatory Services**



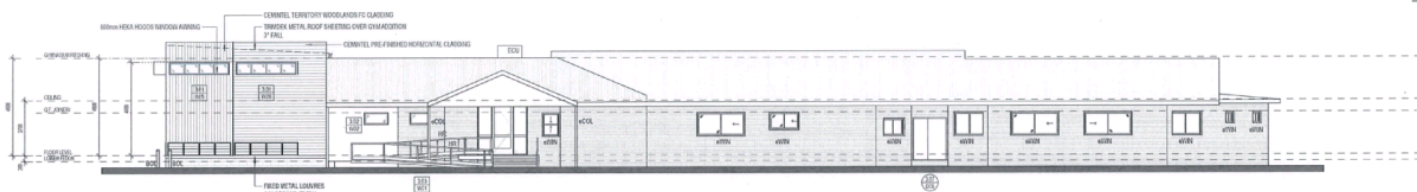
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EXISTING & DEMOLITION FLOOR PLAN

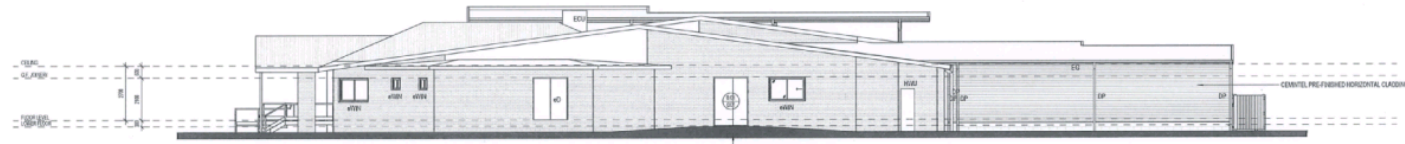
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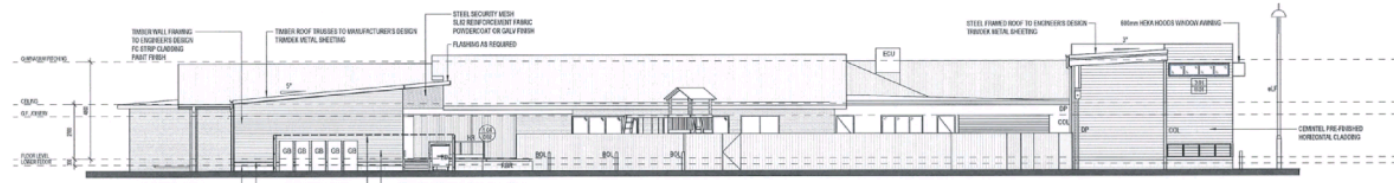




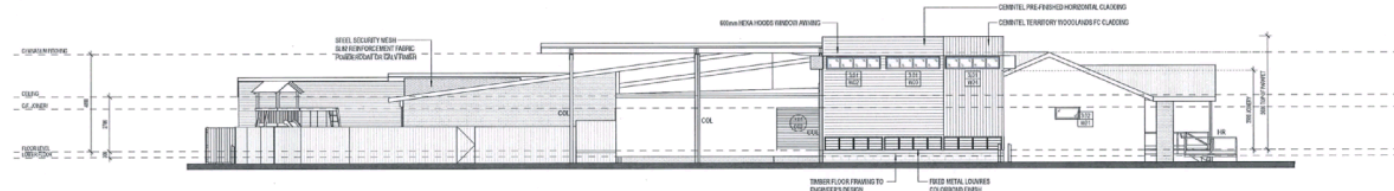
**NORTH WEST ELEVATION**  
1:100



**SOUTH WEST ELEVATION**  
1:100



**SOUTH EAST ELEVATION**  
1:100



**NORTH EAST ELEVATION**  
1:100

| ABBREVIATION | DESCRIPTION                 | ABBREVIATION | DESCRIPTION                       |
|--------------|-----------------------------|--------------|-----------------------------------|
| BR           | BRICKWORK                   | ED           | EXTERIOR DOOR                     |
| BL           | BULLY                       | EF           | EXTERIOR FLOOR FINISH             |
| COL          | COLUMN TO ENGINEER'S DESIGN | WV           | WATER VALVE                       |
| SP           | SUPPORT STRUCTURE           | CS           | CASE STUDY                        |
| ACOL         | ADJUSTABLE COLUMN           | HS           | HIGH RAIL, COUP, TISS WITH ADJUST |
| CS           | COMPARTMENT COOLER UNIT     | WV           | WATER VALVE                       |
| ED           | EXTERIOR DOOR               | WV           | WATER VALVE                       |



**Struxi**  
design

STRUXI DESIGN PTY LTD  
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**PROJECT NAME**  
 COMMUNITY FACILITY

**PROJECT ADDRESS**  
 100-110 ALFRED STREET  
 ST. GEORGE, QLD

**CLIENT**  
 GOVERNMENT SERVICES

**BUILDING ELEVATIONS**

**DATE**  
 10/01/2020 9:45:17 AM

**PRELIMINARY**

**STRUXI DESIGN PTY LTD**



Queensland Treasury

SARA reference: 2010-19145 SRA  
Council reference: MCU186

2 November 2020

Chief Executive Officer  
Balonne Shire Council  
PO Box 201  
ST GEORGE QLD 4487  
council@balonne.qld.gov.au

Attention: Ms Fiona McLeod

Dear Fiona

## SARA response—104 and 106 Alfred Street, St George

(Referral agency response given under section 56 of the *Planning Act 2016*)

The development application described below was confirmed as properly referred by the State Assessment and Referral Agency (SARA) on 7 October 2020.

### Response

|                   |   |
|-------------------|---|
| Outcome:          | Referral agency response – with conditions.   |
| Date of response: | 2 November 2020   |
| Conditions:       | The conditions in <b>Attachment 1</b> must be attached to any development approval. |
| Advice:           | Advice to the applicant is in <b>Attachment 2</b> .                                 |
| Reasons:          | The reasons for the referral agency response are in <b>Attachment 3</b> .           |

### Development details

|               |   |  |
|---------------|---|--|
| Description:  | Development permit  | Material change of use for Community Use (see DA Form 1) |
| SARA role:    | Referral Agency.  |  |
| SARA trigger: | Schedule 10, Part 9, Division 4, Subdivision 2, Table 1 (10.9.4.2.1) - Development application for a material change of use within 25m of a state transport corridor and within 100m of the intersection (Planning Regulation 2017) |  |



SARA reference: 2010-19145 SRA  
Assessment Manager: Balonne Shire Council  
Street address: 104-106 Alfred Street, St George  
Real property description: Lots 6 and 7 on RP65476  
Applicant name: Goondir Aboriginal & Torres Strait Islanders Corporation  
Applicant contact details: c/- StruXi Design, Suite 12,  
Level 1 / 203 Margaret Street  
Toowoomba City QLD 4350  
petergswan@hotmail.com  
State-controlled road access permit: This referral included an application for a road access location, under section 62A(2) of *Transport Infrastructure Act 1994*. Below are the details of the decision:

- Approved
- Reference: TMR20-031199
- Date: 2 November 2020

If you are seeking further information on the road access permit, please contact the Department of Transport and Main Roads at [downs.south.west.IDAS@tmr.qld.gov.au](mailto:downs.south.west.IDAS@tmr.qld.gov.au)

## Representations

An applicant may make representations to a concurrence agency, at any time before the application is decided, about changing a matter in the referral agency response (s.30 Development Assessment Rules). Copies of the relevant provisions are in **Attachment 4**.

A copy of this response has been sent to the applicant for their information.

For further information please contact Bernadette Plummer, Principal Planning Officer, on (07) 4616 7307 or via email [ToowoombaSARA@dsdmip.qld.gov.au](mailto:ToowoombaSARA@dsdmip.qld.gov.au) who will be pleased to assist.

Yours sincerely



Luke Lankowski  
Manager, Planning – Wide Bay Burnett

cc Goondir Aboriginal & Torres Strait Islanders Corporation, [petergswan@hotmail.com](mailto:petergswan@hotmail.com)

enc Attachment 1 - Referral agency conditions  
Attachment 2 - Advice to the applicant  
Attachment 3 - Reasons for referral agency response  
Attachment 4 - Representations about a referral agency response provisions  
Attachment 5 - Approved plans and specifications

### Attachment 1—Referral agency conditions

(Under section 56(1)(b)(i) of the *Planning Act 2016* the following conditions must be attached to any development approval relating to this application) (Copies of the plans and specifications referenced below are found at Attachment 5)

| No.   | Conditions   | Condition timing   |
|---|--|--|
| <b>Material change of use</b>   |  |  |
| <b>10.9.4.2.4.1-Material change of use within 25m of a state transport corridor and within 100m of the intersection</b> —The chief executive administering the <i>Planning Act 2016</i> nominates the Director-General of Department of Transport and Main Roads to be the enforcement authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following condition: |  |  |
| 1.  | <p>(a) The road access location is to be located generally in accordance with Site Plan prepared by Struxi Design Pty Ltd, dated 14.08.20, reference 201544 Issue A.</p> <p>(b) Road access works comprising of widening the existing access, (at the road access location) must be provided generally in accordance with Site Plan prepared by Struxi Design Pty Ltd, dated 14.08.20, reference 201544 Issue A.</p> <p>(c) The road access works must be designed and constructed in accordance with Balonne Regional Council's standards for commercial driveways and Transport and main Roads' Road Planning and Design Manual.</p> | <p>(a)<br/>At all times.</p> <p>(b) and (c):<br/>Prior to the commencement of use.</p> |

**Attachment 2—Advice to the applicant**

---

**General advice**

- |    |   |
|----|---|
| 1. | Terms and phrases used in this document are defined in the <i>Planning Act 2016</i> its regulation or the State Development Assessment Provisions (SDAP) v2.6. If a word remains undefined it has its ordinary meaning. |
|----|---|

**Attachment 3—Reasons for referral agency response**

(Given under section 56(7) of the *Planning Act 2016*)

**The reasons for SARA's decision are:**

The development complies with State code 1: Development in a state-controlled road environment of the SDAP. Specifically, the development:

- does not create a safety hazard for users of a state-controlled road
- does not result in a worsening of the physical condition or operating performance of state-controlled roads and the surrounding road network
- does not compromise the state's ability to construct, or significantly increase the cost to construct state-controlled roads and future state-controlled roads
- does not compromise the state's ability to maintain and operate state-controlled roads, or significantly increase the cost to maintain and operate state-controlled roads.

**Material used in the assessment of the application:**

- The development application material and submitted plans
- *Planning Act 2016*
- Planning Regulation 2017
- The SDAP (version 2.6), as published by SARA
- The Development Assessment Rules
- SARA DA Mapping system

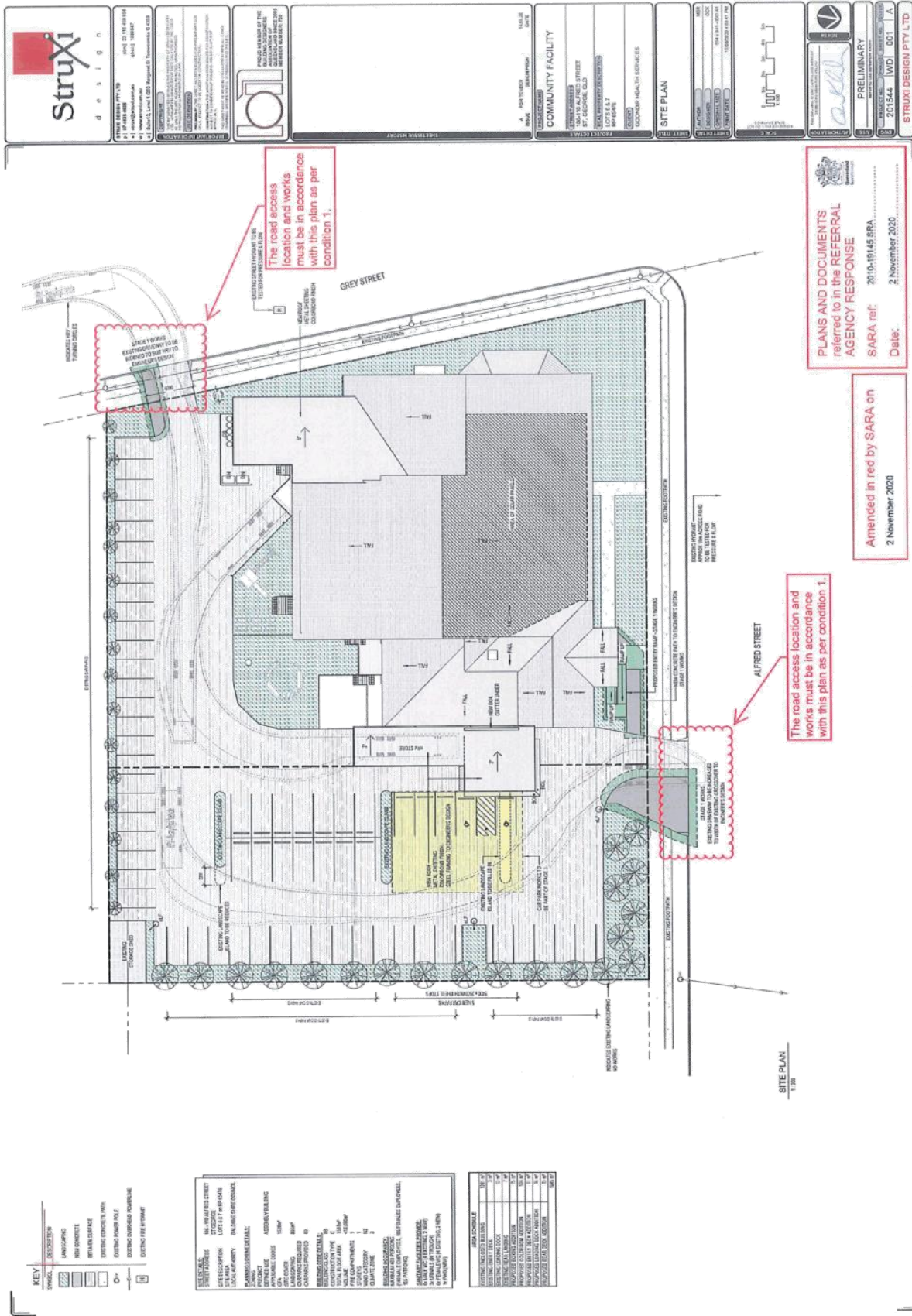
**Attachment 4—Representation about a referral agency response**

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## **Attachment 5—Approved plans and specifications**

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Our ref TMR20-031199  
Your ref 201544  
Enquiries Lachlan Jones



Department of  
Transport and Main Roads

30 October 2020

### Decision Notice – Permitted Road Access Location (s62(1) Transport Infrastructure Act 1994)

**This is not an authorisation to commence work on a state-controlled road<sup>1</sup>**

Development application reference number MCU 186, lodged with Balonne Shire Council involves constructing or changing a vehicular access between Lot 6RP65476, the land the subject of the application, and Carnarvon Highway (a state-controlled road).

In accordance with section 62A(2) of the *Transport Infrastructure Act 1994* (TIA), this development application is also taken to be an application for a decision under section 62(1) of TIA.

#### Applicant Details

Name and address Peter Swan c/- StruXi Design  
Level 1 203 Margaret Street  
Toowoomba City QLD 4350

#### Application Details

Address of Property 106 Alfred Street, St George QLD 4487  
Real Property Description 6RP65476  
Aspect/s of Development Development Permit for Material Change of Use - Community Use

#### Decision (given under section 67 of TIA)

It has been decided to approve the application, subject to the following conditions:

| No. | Conditions of Approval   | Condition Timing             |
|-----|--|------------------------------|
| 1   | The permitted road access location is in accordance with:<br>1. Site Plan prepared by Struxi Design Pty Ltd, dated 14.08.20, reference 201544 Issue A.   | At all times.                |
| 2   | Road access works comprising of widening the existing access must be provided at the permitted access location, generally in accordance with:<br>a) Balonne Shire Council standards for Commercial driveways; and<br>b) Transport and Main Roads' Road Planning and Design Manual. | Prior to commencement of use |

<sup>1</sup> Please refer to the further approvals required under the heading 'Further approvals'

Program Delivery and Operations  
Southwest Region  
30 McDowall Street Roma QLD 4455  
PO Box 126 Roma QLD 4455

Telephone +61 7 (07) 4639 0759  
Website [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au)  
Email [Downs.South.West.IDAS@tmr.qld.gov.au](mailto:Downs.South.West.IDAS@tmr.qld.gov.au)  
ABN: 39 407 690 291



### Reasons for the decision

The reasons for this decision are as follows:

- a) Constructing a property access to Transport and Main Roads requirements will maintain a safe and efficient state-controlled road network.

Please refer to **Attachment A** for the findings on material questions of fact and the evidence or other material on which those findings were based.

### Information about the Decision required to be given under section 67(2) of TIA

1. There is no guarantee of the continuation of road access arrangements, as this depends on future traffic safety and efficiency circumstances.
2. In accordance with section 70 of the TIA, the applicant for the planning application is bound by this decision. A copy of section 70 is attached as **Attachment B**, as required, for information.

### Further information about the decision

1. In accordance with section 67(7) of TIA, this decision notice:
  - a) starts to have effect when the development approval has effect; and
  - b) stops having effect if the development approval lapses or is cancelled; and
  - c) replaces any earlier decision made under section 62(1) in relation to the land.
2. In accordance with section 485 of the TIA and section 31 of the *Transport Planning and Coordination Act 1994* (TPCA), a person whose interests are affected by this decision may apply for a review of this decision only within 28 days after notice of the decision was given under the TIA. A copy of the review provisions under TIA and TPCA are attached in **Attachment C** for information.
3. In accordance with section 485B of the TIA and section 35 of TPCA a person may appeal against a reviewed decision. The person must have applied to have the decision reviewed before an appeal about the decision can be lodged in the Planning and Environment Court. A copy of the Appeal Provisions under TIA and TPCA is attached in **Attachment C** for information.

### Further approvals

The Department of Transport and Main Roads also provides the following information in relation to this approval:

1. Road Access Works Approval Required – Written approval is required from the department to carry out road works that are road access works (including driveways) on a state-controlled road in accordance with section 33 of the TIA. This approval must be obtained prior to commencing any works on the state-controlled road. The approval process may require the approval of engineering designs of the proposed works, certified by a Registered Professional Engineer of Queensland (RPEQ). Please contact the department to make an application.

If further information about this approval or any other related query is required, Mr Lachlan Jones, Planning Officer should be contacted on (07) 4639 0759.

Yours sincerely



Jason McGuire  
**Senior Town Planner**

Attachments: Attachment A – Decision evidence and findings  
Attachment B - Section 70 of TIA  
Attachment C - Appeal Provisions  
Attachment D - Site Plan prepared by Struxi Design Pty Ltd, dated 14.08.20,  
reference 201544 Issue A.

## **Attachment A**

### **Decision Evidence and Findings**

Findings on material questions of fact:

- There is an existing road access located between Lot 6RP65476 and the Carnarvon Highway.
- The applicant proposes to widen the road access to cater for heavy vehicles
- Section 62 of the TIA allows the Chief Executive of the Department of Transport and Main Roads (the department) to make decisions about permitted road access locations between particular land and a state-controlled road
- The development achieves acceptable outcome, PO16 (State code 1) of the State Development Assessment Provisions (v2.1).

Evidence or other material on which findings were based:

- Transport Infrastructure Act 1994
- Transport and Main Roads' Road Planning and Design Manual
- Manual of Uniform Traffic Control Device
- Site Plan prepared by Struxi Design Pty Ltd, dated 14.08.20, reference 201544 Issue A.

Attachment B  
Section 70 of TIA

*Transport Infrastructure Act 1994*  
Chapter 6 Road transport infrastructure  
Part 5 Management of State-controlled roads

---

**70 Offences about road access locations and road access works, relating to decisions under s 62(1)**

- (1) This section applies to a person who has been given notice under section 67 or 68 of a decision under section 62(1) about access between a State-controlled road and adjacent land.
- (2) A person to whom this section applies must not—
  - (a) obtain access between the land and the State-controlled road other than at a location at which access is permitted under the decision; or
  - (b) obtain access using road access works to which the decision applies, if the works do not comply with the decision and the noncompliance was within the person's control; or
  - (c) obtain any other access between the land and the road contrary to the decision; or
  - (d) use a road access location or road access works contrary to the decision; or
  - (e) contravene a condition stated in the decision; or
  - (f) permit another person to do a thing mentioned in paragraphs (a) to (e); or
  - (g) fail to remove road access works in accordance with the decision.

Maximum penalty—200 penalty units.

- (3) However, subsection (2)(g) does not apply to a person who is bound by the decision because of section 68.

**Attachment C**  
**Appeal Provisions**

*Transport Infrastructure Act 1994*  
Chapter 16 General provisions

---

**485 Internal review of decisions**

- (1) A person whose interests are affected by a decision described in schedule 3 (the *original decision*) may ask the chief executive to review the decision.
- (2) The person is entitled to receive a statement of reasons for the original decision whether or not the provision under which the decision is made requires that the person be given a statement of reasons for the decision.
- (3) The *Transport Planning and Coordination Act 1994*, part 5, division 2—
  - (a) applies to the review; and
  - (b) provides—
    - (i) for the procedure for applying for the review and the way it is to be carried out; and
    - (ii) that the person may apply to QCAT to have the original decision stayed.

**485B Appeals against decisions**

- (1) This section applies in relation to an original decision if a court (the appeal court) is stated in schedule 3 for the decision.
- (2) If the reviewed decision is not the decision sought by the applicant for the review, the applicant may appeal against the reviewed decision to the appeal court.
- (3) The *Transport Planning and Coordination Act 1994*, part 5, division 3—
  - (a) applies to the appeal; and
  - (b) provides—
    - (i) for the procedure for the appeal and the way it is to be disposed of; and
    - (ii) that the person may apply to the appeal court to have the original decision stayed.
- (4) Subsection (5) applies if—
  - (a) a person appeals to the Planning and Environment Court against a decision under section 62(1) on a planning application that is taken, under section 62A(2), to also be an application for a decision under section 62(1); and

- (b) a person appeals to the Planning and Environment Court against a decision under the Planning Act on the planning application.
- (5) The court may order—
  - (a) the appeals to be heard together or 1 immediately after the other; or
  - (b) 1 appeal to be stayed until the other is decided.
- (6) Subsection (5) applies even if all or any of the parties to the appeals are not the same.
- (7) In this section—

**original decision** means a decision described in schedule 3.

**reviewed decision** means the chief executive's decision on a review under section 485.

### **31 Applying for review**

- (1) A person may apply for a review of an original decision only within 28 days after notice of the original decision was given to the person under the transport Act.
- (2) However, if—
  - (a) the notice did not state the reasons for the original decision; and
  - (b) the person asked for a statement of the reasons within the 28 days mentioned in subsection (1)the person may apply within 28 days after the person is given the statement of the reasons.
- (3) In addition, the chief executive may extend the period for applying.
- (4) An application must be written and state in detail the grounds on which the person wants the original decision to be reviewed.

### **32 Stay of operation of original decision**

- (1) If a person applies for review of an original decision, the person may immediately apply for a stay of the decision to the relevant entity.
- (2) The relevant entity may stay the original decision to secure the effectiveness of the review and any later appeal to or review by the relevant entity.
- (3) In setting the time for hearing the application, the relevant entity must allow at least 3 business days between the day the application is filed with it and the hearing day.
- (4) The chief executive is a party to the application.
- (5) The person must serve a copy of the application showing the time and place of the hearing and any document filed in the relevant entity with it on the chief executive at least 2 business days before the hearing.
- (6) The stay—
  - (a) may be given on conditions the relevant entity considers appropriate; and
  - (b) operates for the period specified by the relevant entity; and
  - (c) may be revoked or amended by the relevant entity.
- (7) The period of a stay under this section must not extend past the time when the chief executive reviews the original decision and any later period the relevant entity allows the applicant to enable the applicant to appeal against the decision or apply for a review of the decision as provided under the QCAT Act.



(8) The making of an application does not affect the original decision, or the carrying out of the original decision, unless it is stayed.

(9) In this section—

**relevant entity** means—

- (a) if the reviewed decision may be reviewed by QCAT—QCAT; or
- (b) if the reviewed decision may be appealed to the appeal court—the appeal court.

### **35 Time for making appeals**

(1) A person may appeal against a reviewed decision only within—

- (a) if a decision notice is given to the person—28 days after the notice was given to the person; or
- (b) if the chief executive is taken to have confirmed the decision under section 34(5)—56 days after the application was made.

(2) However, if—

- (a) the decision notice did not state the reasons for the decision; and
- (b) the person asked for a statement of the reasons within the 28 days mentioned in subsection (1)(a);

the person may apply within 28 days after the person is given a statement of the reasons.

(3) Also, the appeal court may extend the period for appealing.



## Development Assessment Rules—Representations about a referral agency response

The following provisions are those set out in sections 28 and 30 of the Development Assessment Rules<sup>1</sup> regarding **representations about a referral agency response**

### Part 6: Changes to the application and referral agency responses

---

#### 28 Concurrence agency changes its response or gives a late response

- 28.1. Despite part 2, a concurrence agency may, after its referral agency assessment period and any further period agreed ends, change its referral agency response or give a late referral agency response before the application is decided, subject to section 28.2 and 28.3.
- 28.2. A concurrence agency may change its referral agency response at any time before the application is decided if—
- (a) the change is in response to a change which the assessment manager is satisfied is a change under section 26.1; or
  - (b) the Minister has given the concurrence agency a direction under section 99 of the Act; or
  - (c) the applicant has given written agreement to the change to the referral agency response.<sup>2</sup>
- 28.3. A concurrence agency may give a late referral agency response before the application is decided, if the applicant has given written agreement to the late referral agency response.
- 28.4. If a concurrence agency proposes to change its referral agency response under section 28.2(a), the concurrence agency must—
- (a) give notice of its intention to change its referral agency response to the assessment manager and a copy to the applicant within 5 days of receiving notice of the change under section 25.1; and
  - (b) the concurrence agency has 10 days from the day of giving notice under paragraph (a), or a further period agreed between the applicant and the concurrence agency, to give an amended referral agency response to the assessment manager and a copy to the applicant.

---

<sup>1</sup> Pursuant to Section 68 of the *Planning Act 2016*

<sup>2</sup> In the instance an applicant has made representations to the concurrence agency under section 30, and the concurrence agency agrees to make the change included in the representations, section 28.2(c) is taken to have been satisfied.

## **Part 7: Miscellaneous**

### **30 Representations about a referral agency response**

30.1. An applicant may make representations to a concurrence agency at any time before the application is decided, about changing a matter in the referral agency response.<sup>3</sup>

---

<sup>3</sup> An applicant may elect, under section 32, to stop the assessment manager's decision period in which to take this action. If a concurrence agency wishes to amend their response in relation to representations made under this section, they must do so in accordance with section 28.

**CONFIDENTIAL ITEMS**

# INFORMATION REPORTS

## (IOCEO) OFFICE OF THE CEO

| ITEM   | TITLE  | SUB HEADING   | PAGE |
|--------|--|---|------|
| IOCEO1 | <u>MONTHLY REPORT</u>  | Monthly Report  | 181  |
| IOCEO2 | <u>TOURISM SERVICES</u><br><u>MONTHLY REPORT</u>                         | Balonne Shire Tourism Report for October 2020 as supplied by the Manager Tourism. | 184  |
| IOCEO3 | <u>MONTHLY REPORT</u><br><u>COMMUNITY AND</u><br><u>LIBRARY SERVICES</u> | October Monthly Report for Communities and Libraries                              | 193  |
| IOCEO4 | <u>ECONOMIC DEVELOPMENT</u><br><u>UPDATE OCTOBER 2020</u>                | Economic Development Update October 2020  | 197  |

## OFFICER REPORT

TO: Council

SUBJECT: **Monthly Report**

DATE: 11.11.20

AGENDA REF: IOCEO1

AUTHOR: Nigel Tapp - Corporate Communications Coordinator

---

### Executive Summary

Monthly Report

### Communications Monthly Report for the period 16 October 2020 to 06 November 2020

|                                   |  |
|-----------------------------------|--|
| <b>Media Releases</b>             | <ul style="list-style-type: none"> <li>- St George Library is on the move, 30 October</li> <li>- Council welcomes arrival of new Jetpatcher, 4 November</li> <li>- Blue tree aims to send an important message in St George, 5 November</li> <li>- Cotton tours benefit local schools, 6 November</li> </ul>   |
| <b>Media Monitoring</b>           | <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><b>South West Newspaper: 5</b></p> <p><b>Queensland Country Life (online): 2</b></p> <p>Mayor and Dani did interview broadcast on <b>ABC Toowoomba</b> in week beginning 30<sup>th</sup> October in relation to migration strategy</p>   |
| <b>Other</b>                      | <ul style="list-style-type: none"> <li>- Tourism rebrand: creating collateral and transition to new social media material (Jorja)</li> <li>- 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).</li> <li>- Website redesign: creating draft site map, starting rewrite of content for Animals section in consultation with Local Laws team (Jorja).</li> </ul> |
| <b>Social Media</b><br>• Facebook | <p><b>Figures from 16<sup>th</sup> October to 6<sup>th</sup> November</b></p> <p>Likes: 4,362. Up 41 since last reporting period.</p>  |

|  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• <b>Twitter</b></li> <li>• <b>Instagram</b></li> </ul> | <p>Total reach: 25,179 people in this reporting period.</p> <p>Followers: 369. Up by 12.<br/>Tweet impressions: 10,000. Down 2.6% in 28 days.<br/>Profile visits: 78. Up 21% in 28 days.</p> <p>Followers: 729. Up 21 in this reporting period.<br/>Reach: 434. Down 13.7%<br/>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> |
| <b>Corporate publications</b>  | <ul style="list-style-type: none"> <li>- Council Update</li> <li>- Roadworks Update Monday 26<sup>th</sup> October</li> <li>- Watercooler Chat, Monday, 19<sup>th</sup> 26<sup>th</sup> October and 2<sup>nd</sup> November editions.</li> </ul>  |
| <b>Government Liaison</b>  | - Liaised with Emily Bradfield (Media Adviser David Littleproud) re addressing media release directly to Comms team   |
| <b>Media Liaison</b>   | - Met with Sally Gall (Queensland Country Life) to discuss Dirranbandi baths project  |

|  |  |
|--|--|
| <b>Murray Darling Association Inc.</b> | - Nil  |
| <b>Disaster Management Officer</b>     | - <u>Nil</u>   |
| <b>Advertising</b>                     | - Placed Public Notice advert in Toowoomba Chronicle for special Council meeting 12 <sup>th</sup> November   |
| <b>Website Redesign</b>                | <p>The website redesign committee is currently looking at the websites of other Council to glean some ideas on layout and design elements which could be incorporated into our website.</p> <p>It is hoped that early in the new year a suggested new layout will be available for discussion with Councillors at a workshop with an expected cost and timeframe.</p> <p>The committee has also spoken with LGAQ to understand the current short-term possibilities which would allow for some elements to be removed from the current site at no cost to Council.</p> <p>This work had previously been offered by LGAQ and it is hoped that this could be completed before the end of the year as a first step.</p> |

## Attachments

Nil

Matthew Magin  
**Chief Executive Officer**



## OFFICER REPORT

**TO:** Council

**SUBJECT:** Tourism Services Monthly Report

**DATE:** 10.11.20

**AGENDA REF:** IOCEO2

**AUTHOR:** Kim Wildman - Tourism Manager

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### Balonne Shire Tourism Report – October 2020

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

#### Tourism Projects & Activities

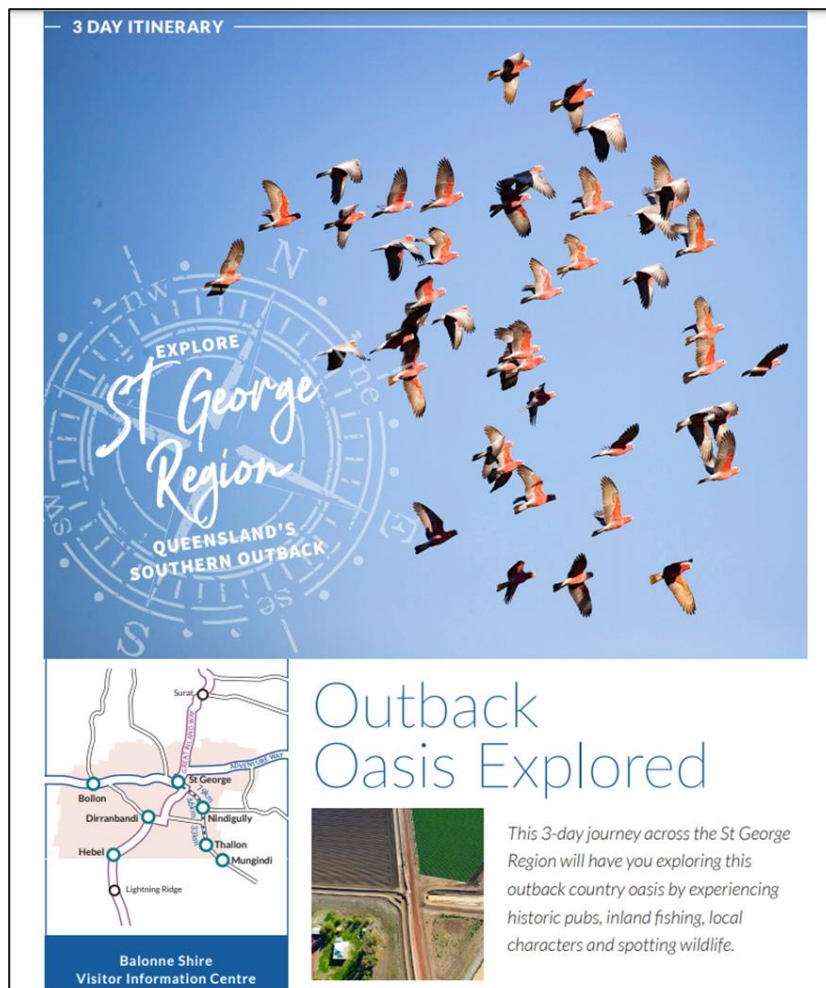
- The Business Mentoring Project focusing on social media has continued throughout October. An outcome from the mentoring project has been the establishment of the St George Region Instagram account which is now live.
- Farm/Vineyard Tours continued throughout October with the last tour held on 29 October. This season has seen an increase in demand with a total of 703 visitors taking part.
- Bookings were taken by the VIC for a local Permaculture and Garden Tour on 30 October which saw 15 people attend. These tours will be held each fortnight with workshops also being planned.
- Work has commenced on the Heritage Trail Signage with quotes being sought for site markers and all site locations being reviewed.
- Quotes have been finalised for the redesign of the St George Region Travellers' Guide. The current copy is being reviewed and the advertising prospectus to be distributed.
- A cross border MDBEDP grant was approved for the Mungindi Sculpture Walk. The first meeting with all Stakeholders including Moree Plains Shire Council has been set for November.
- In a workshop on 29 October Council unanimously voted to support the use of \$5000 from the Tourism Events Fund for the delivery of a series of six (6) free virtual event workshops aimed at building the capacity of the Shire's Event Organisers. The program, which will cover such topics as Creating an Event Business Plan, Event Marketing and Risk, Safety and Security at Events, will be designed to provide intensive coaching and support to assist Event Organisers to grow their events. Delivery of the program is planned for early in the New Year.
- Two of the Shire's events – the Dragon Country Sandgreen Cup and Grazing at the Watering Hole – were successful in receiving grants for their 2021 events under the Tourism Events Grant Funding Program.
- Professional photographer Leeroy Todd visited the St George Region in October to take a range of fresh, new promotional images. Over three days and four nights he travelled around the Shire capturing the key sights and activities for both tourists and prospective new residents alike including kayaking on Wallam Creek, water skiing on the Balonne River in St George, and fishing at Jack Dwyer Park in Dirranbandi. These images will use on all Tourism and Corporate marketing collateral including the website, flyers, brochures, banners etc.



- The new branded St George Region eNewsletter was launched. The plan for 2021 is to send out a quarterly eNewsletter at the beginning of each season highlighting upcoming events for the Shire as well as sharing valuable tourism industry news and updates.



- A series of three (3) driving itineraries – the 3 Day Outback Oasis Explored, 4 Day Adventure Loop and 5 Day Produce, Parks & Pubs – were created and delivered to Tourism Operators with the aim of taking travellers on a journey through our Shire and encouraging them to stay longer. The itineraries can be downloaded from Council website at: [balonne.qld.gov.au/download-visitor-guide](http://balonne.qld.gov.au/download-visitor-guide).



## Marketing & Promotions

### St George Region Website

- Council unanimously supported the Manager Tourism's proposal to create a standalone tourism website for the Shire based on the new St George Region branding. The main aim of the website will be to showcase the region as a premier tourism destination. Delivery is set for March 2021.

### St George Region Facebook page

- Currently a total of 2748 followers (an increase of 37 followers) with 2521 likes (increase of 30 likes)

#### **Most popular post for October –**

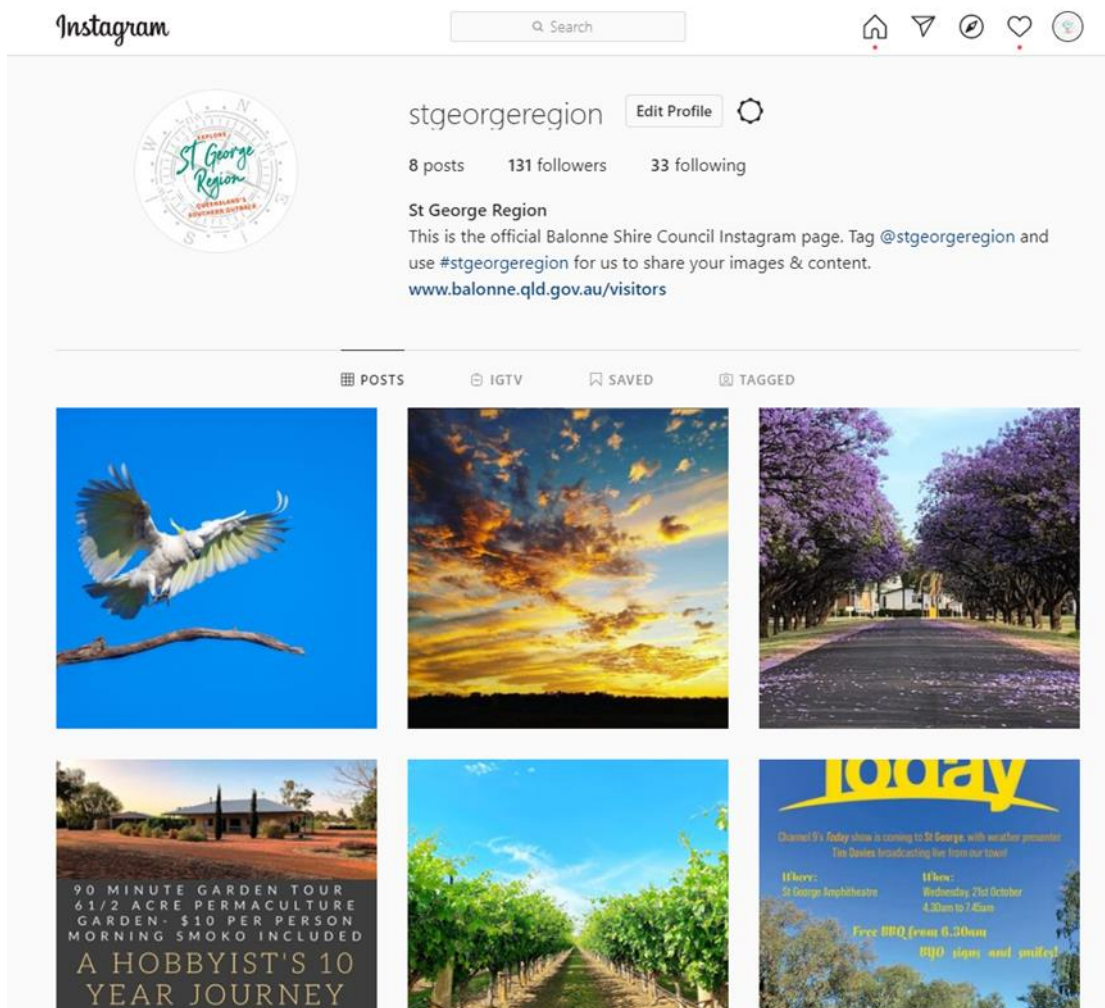
- Post promoting the stunning Jacaranda trees lining the St George Hospital entrance. This post saw a 4.2k reach, 293 post clicks, 569 reactions/comments and shares



### St George Region Instagram

- The month of October saw the launch of the new St George Region Instagram account.
- The account currently has 131 Followers. Please help the Tourism Services Team build our following by following, liking and sharing our content.





### Welcome To Our Place Facebook Group

- Judging was completed on the Welcome To Our Place Facebook Group Photo Competition. The winners, to be announced in early November, will receive Buy Balonne Gift Vouchers and selected photographs will be used in the new 2021 Balonne Shire Council Community Calendar.

### TV

- The Channel 9 Today program visited St George to do the live crosses for the weather from the Balonne River on Wednesday 21 October. The Balonne Shire featured in six (6) 2.30-minute crosses which aired throughout the morning. Due to daylight savings it was a very early start, but it was great to see so many members of the community come along to help sing the praises of the region. Some of our attractions that shone brightly throughout the morning included the Unique Egg, Sandytown River Cruises, the Heritage Tour (which takes in Anchorage Homestead and Riversands Winery), our Local Produce, the Thallon Silos and St George Bakery. A big thank you to the local Lions Club for organising the sausage sizzle.



## Reviews

Tripadvisor



**Very helpful with good suggestions**

The staff was helpful to give us ideas of what to do and where to stay. We ended up having a great time!

[Read more](#) ▼

Date of experience: October 2020



Kathy T wrote a review Oct. 2020  
4 contributions



### St George Cotton farm and Winery tour

Outstanding tour. Harry the bus driver provided excellent interesting information about the district. Good driver too! The tour of the cotton farm was brilliant. I learnt so much about this industry, the science and technology and the fantastic John Deere machines. Farming on a huge scale that is so efficient and yet still has so many risks especially the weather. The vineyard and winery tour was also fantastic and amazing. Makes me appreciate the food I eat and the wine I drink. We were treated to a great wine tasting and delicious lunch. Both farmers are very passionate about producing high quality products that are environmentally friendly and sustainable. This tour is very educational and enjoyable. A must do in St George. Thank you to all.

[Read less](#) ▲

Date of experience: October 2020

### Google My Business



Gary Weier



Great



allan whitta



Stopped there for information and the staff were very helpful.

## Tourism Organisation Representation

### Outback Queensland Tourism Association (OQTA)

- Balonne Shire's membership to OQTA is set to be finalised at the November AGM.

### 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 - 7 October
- Team Meeting – Office of the CEO - 7 October
- QLD VIC Zoom meeting – 15 October
- First Aid Training – 22 October
- Tourism Team Catch-Up meeting - 27 October
- Meeting regarding Bollon Walk/Bike Trail – 30 October
- Training provided to new VIC Casual Staff – 26 – 29 October

## Volunteer Projects & Activities

- Not all Volunteers have returned to the VIC. Those that have totalled 31.75 hours for October.
- Planning is underway for the Volunteer Christmas Party being to be held in Bollon this year.

## Shire Tourism Statistics – October 2020

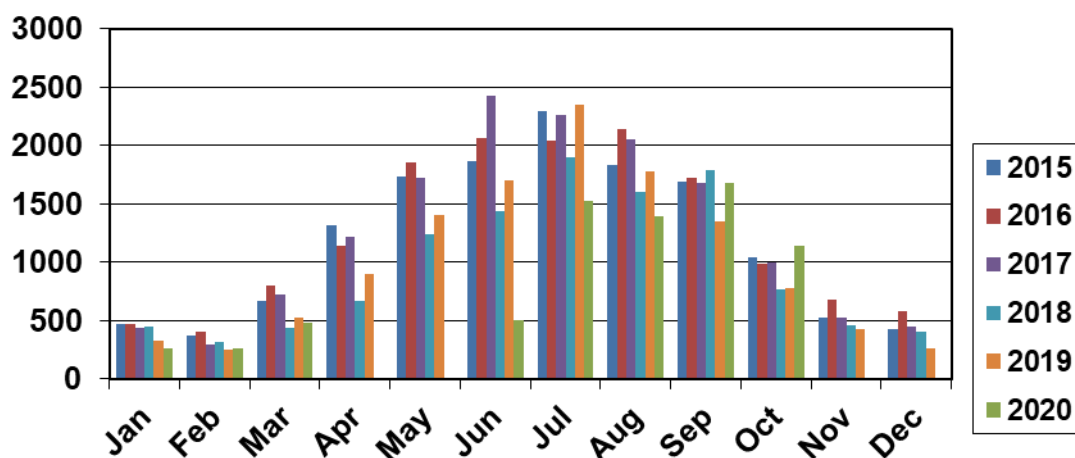
### St George Visitor Information Centre

There were 1137 visitors recorded for October through the Visitor Information Centre (VIC) in St George. This is an increase of 355 visitors compared to October 2019 where the total was 782 visitors.

- Local Shire 99
- New South Wales 45
- Victoria 20
- Queensland 949
- South Australia 12
- Northern Territory 4
- Australian Capital Territory 0
- Western Australia 4
- Tasmania 0
- Overseas/International 4

The VIC also received 57 tourism related phone enquiries, 4 Information Packs were sent out and 7 email/internet tourism related enquiries were made during October.

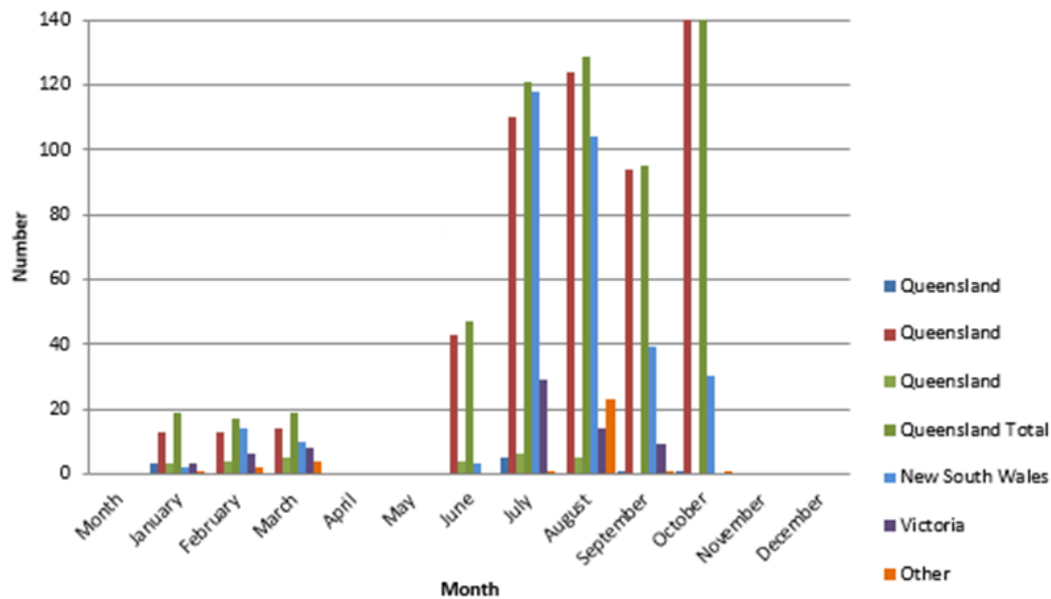
**Visitor Numbers through Balonne Shire Visitor Information Centre**



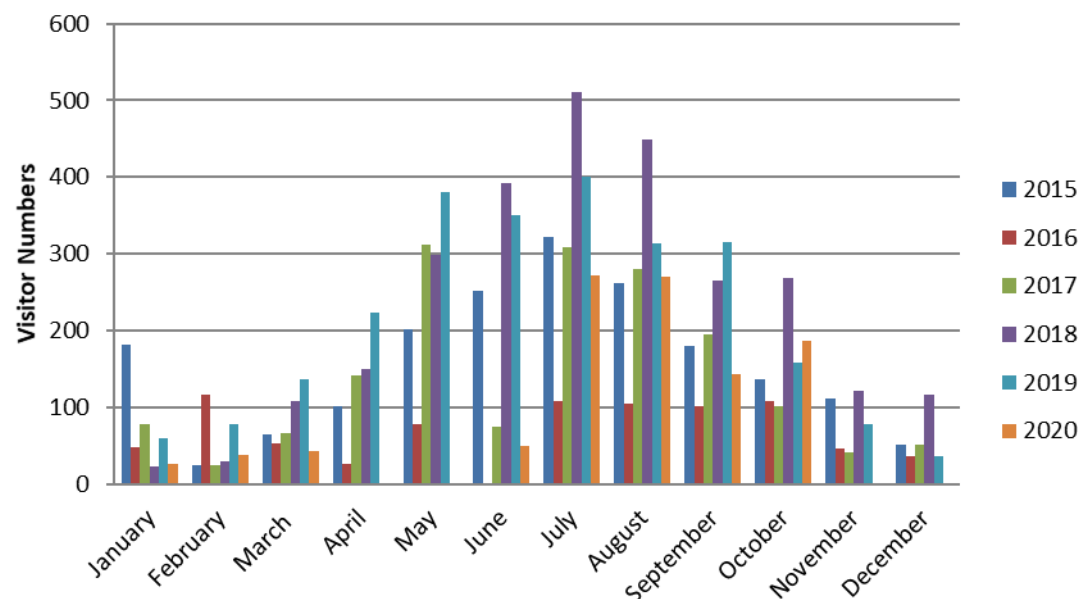
### Dirranbandi RTC

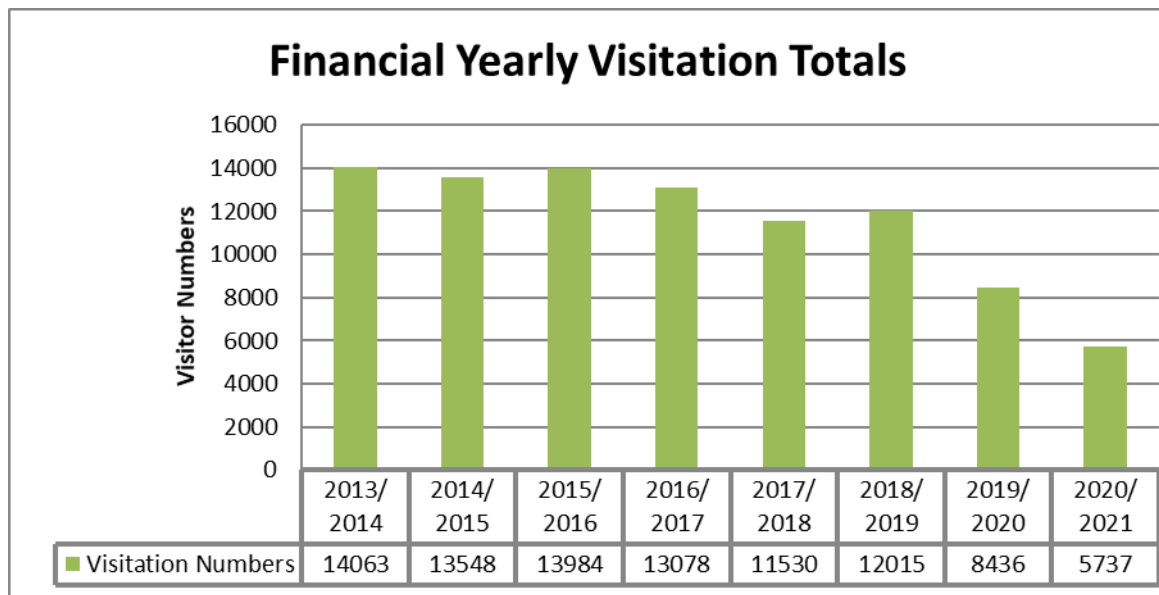
There were 186 visitors recorded for October 2020 through the Dirranbandi Rural Transaction Centre (RTC). This is a decrease of 27 visitors compared to October 2019 where the total was 159 visitors.

### Dirranbandi Visitors 2020



### Dirranbandi Yearly Visitation Totals





## Attachments

Nil

Matthew Magin  
**Chief Executive Officer**



## OFFICER REPORT

**TO:** Council

**SUBJECT:** Monthly Report Community and Library Services

**DATE:** 05.11.20

**AGENDA REF:** IOCEO3

**AUTHOR:** Mariella Perez - Community Development Officer

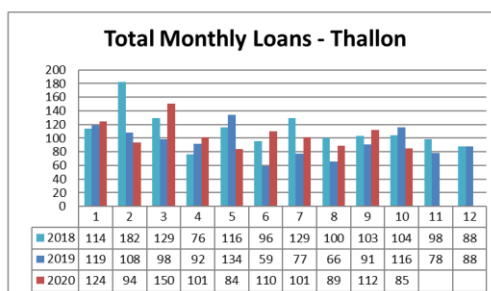
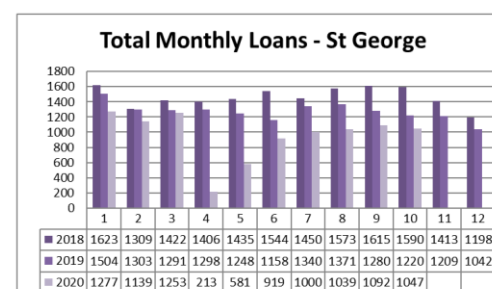
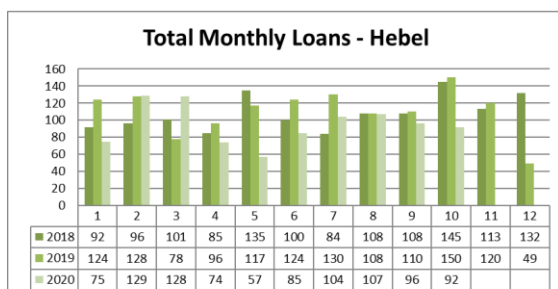
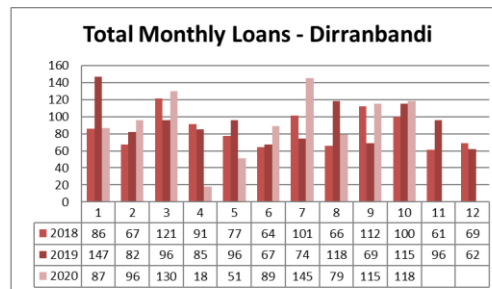
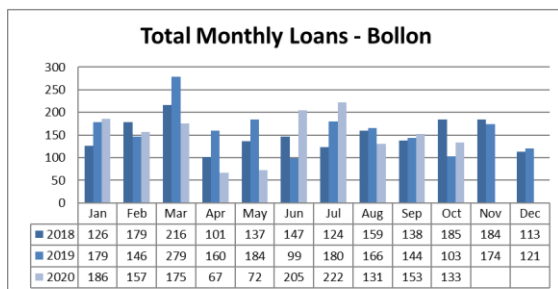
### Sub-Heading

October Monthly Report for Communities and Libraries

### Community and Libraries

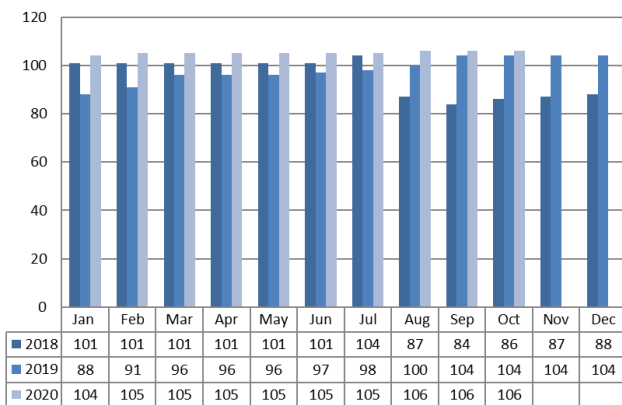
#### Library Services

#### Total Monthly loans

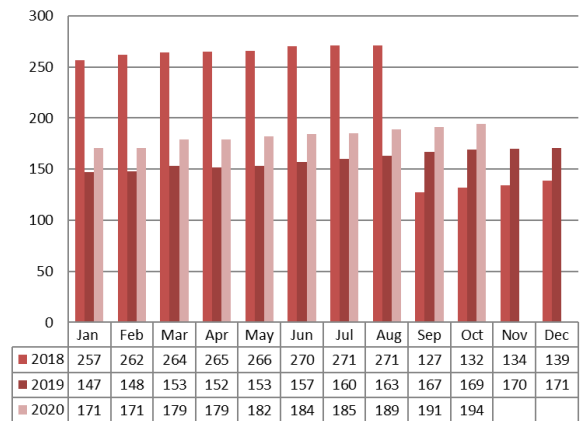


#### Total Monthly Membership

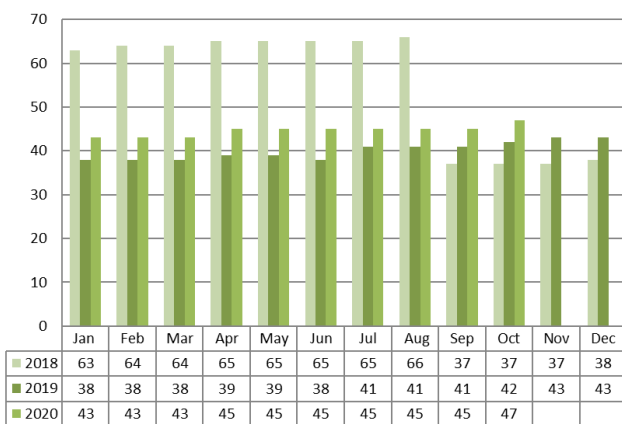
### Bollon Library Member Numbers



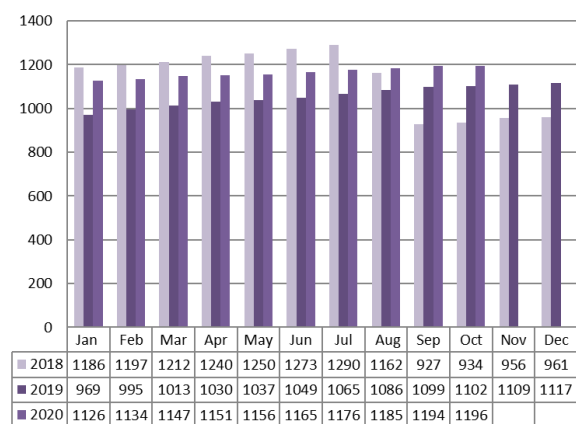
### Dirranabandi Library Member Numbers



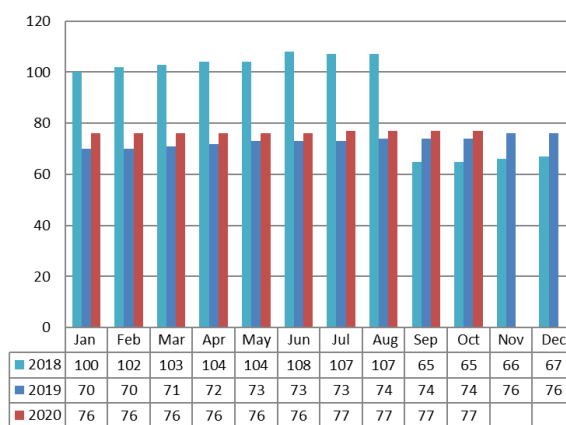
### Hebel Library Member Numbers



### St George Library Member Numbers

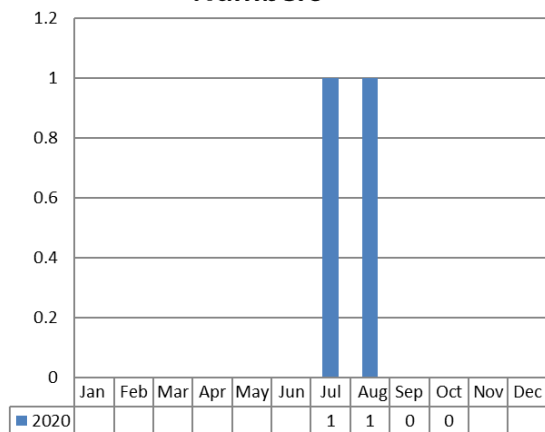


### Thallon Library Member Numbers

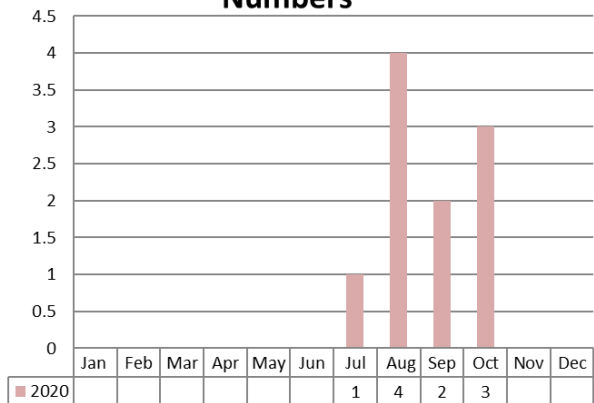


#### Monthly New Members

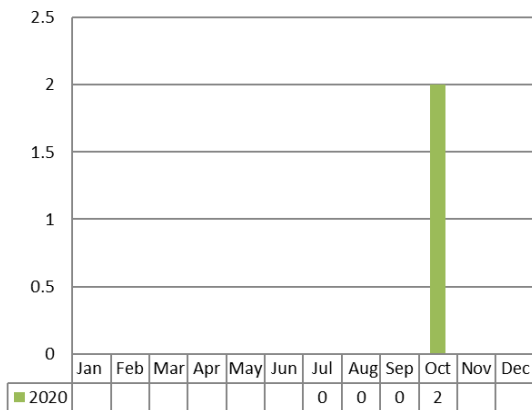
### Bollon Library New Member Numbers



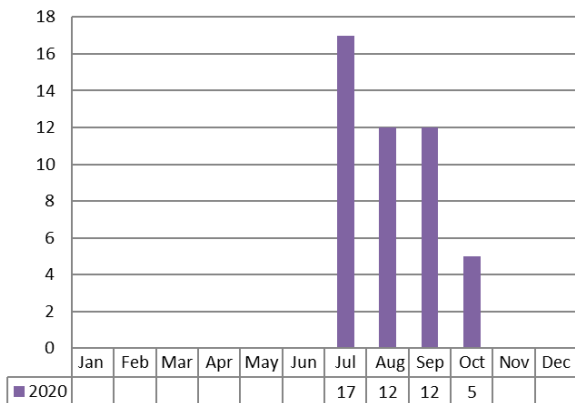
### Dirranabandi Library New Member Numbers



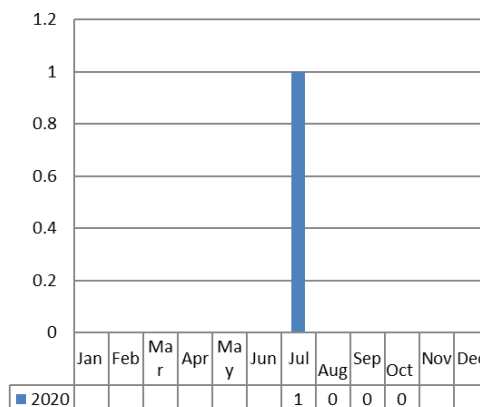
### Hebel Library New Member Numbers



### St George Library New Member Numbers



### Thallon Library New Member Numbers



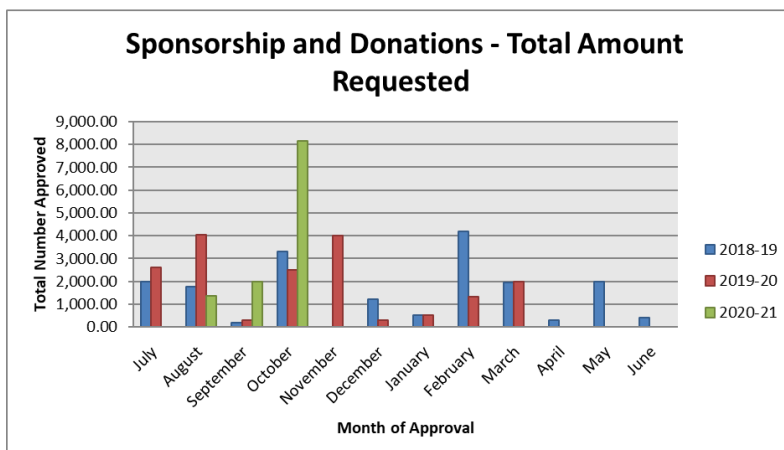
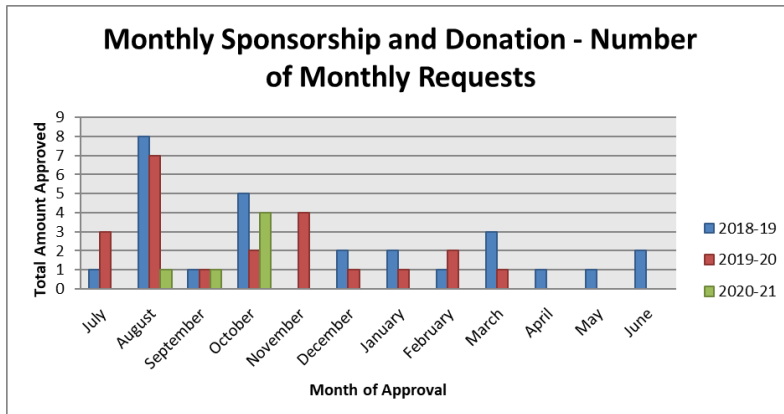
## Community Grants and Assistance

In October 2020, Council had 4 sponsorship & donation requests from:

- St George Boxing Club – Boxing Polos and Singlets - \$1,372.50
- St George Pony Club – Bring One Day Events To The West - \$3,000.00
- Dirranbandi P&A – Christmas in the Showgrounds - \$2,000.00
- St George ICPA – 2020 Breaker Camp - \$1,800.00

Totalling \$8,172.50.

As of 31 October 2020, Council has approved 6 applications for assistance through the 2020/21 Community Grants and Assistance program, totalling **\$11,643.10** for 2020/21. This compares with 11 applications with a total value of \$9,450 in 2019/20.



## Attachments

Nil

Elizabeth Jones

**Community Development & Cultural Services Manager**

## OFFICER REPORT

**TO:** Council

**SUBJECT:** Economic Development Update October 2020

**DATE:** 10.11.20

**AGENDA REF:** IOCEO4

**AUTHOR:** Garnet Radford - Economic Development Officer

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### Sub-Heading

Economic Development Update October 2020

### Executive Summary

The purpose of the report is to update Council on Economic Development activity in the Balonne Shire during the month of October 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 October include: receipt of Milestone 3 MDBEDP Business Mentoring report (\$100,000), reimbursement of project funding mentoring program - \$27,583 disbursed, 7 new projects approved (\$13,868), 3 feasibility studies approved (up to \$60,000), follow up on USQ Engagement opportunities, Council report – Dirranbandi Hot Baths (site recommendation) and approved, AgAdvisors Breakfast (Council sponsor), and the St George Chamber of Commerce quarterly update Q1 20-21 analysis of the Buy Balonne Gift Card.

### Summary of activity during the month of October and Year to Date

| Metric                                       | Activity | Notes  |
|--|----------|--|
| New Business enquiries                       | 1        | Monthly business enquiries   |
| YTD new business enquires                    | 5        | Year to date enquiries   |
| Business engagement meetings                 | 85       | Meetings, calls in the month with key stakeholders and businesses                                      |
| YTD Business meetings                        | 268      | Year to date client and stakeholder meetings   |
| Follow up and value-add services (Referrals) | 23       | Introductions, referral of support services, key events & information to producers and businesses      |
| YTD Referral services                        | 87       | Year to date referrals   |
| Events and strategic meetings                | 14       | Includes conference, chamber/progress associations, ED relevant events and strategic meetings/sessions |

|                        |      |  |
|------------------------|------|--|
| YTD Business events    | 70   |  |
| Investments – Pipeline | 72   | 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 Mentoring Report approved, and funds receipted - \$100,000
  - Steering Committee
    - Three feasibility studies approved (up to \$60,000 ex GST)
    - Project funding Round 2 – 7 applications approved (\$13,868 ex GST)
  - Final webinar hosted in October, recorded
  - Project funding reimbursement YTD
    - MDBEDP \$27,583 reimbursed (total project \$48,638 inc. co-contribution)
    - Total local spend - \$25,041 (MDBEDP \$13,491)
  - Nine mentoring outcomes reports received (YTD)
  - Dirranbandi business mentoring information session
- Dirranbandi Hot Baths
  - Community stakeholder Engagement
  - Consultant working on designs
  - Site comparative analysis with site recommendation
  - Surveying conducted on recommended site
  - Council report – site recommendation
  - Survey conducted on site
- Round 1 and Round 2 of Queensland Adaption Grants- 15 approved \$133,034
- SWRED Investment Attraction Steering Committee
- Agriculture and Qld Border Task Force meeting – Border movements strategy next 12-14 months (Draft Framework and Draft Letter to CHO)
- Follow up on USQ Engagement Opportunities event with USQ life sciences and centre of rural excellence
- Trade and investment webinars and updates
- One new business enquiry - property
- Referral services in month - 23
- Update Dirranbandi Progress Association
- St George Chamber of Commerce – Buy Balonne Gift Card Q1 analysis and summary

## 1.1 Project Summaries

- Business Mentoring Program
  - Milestone 3 receipt of funds (\$100,000)

- Project Management
- Information session on Round 2 mentoring (Dirranbandi)
- Request to department to reallocate funds (mentoring) amongst sectors – approved
- Final webinar of eight – Product to Fit – Value add in supply chain, all webinars recorded
- Steering Committee Meeting – 14 October
  - Approval of 3 feasibility studies (up to \$20,000 – matching funds)
  - Project Funding – 7 applications approved - \$13,868 ex GST
- Scope of works and Local Buy – Feasibility Study 1 of 3
- One new mentor approved – agreement (specialist)
- Project funding total expenditure
  - MDBEDP \$27,583 reimbursed (total project \$48,638 inc. co-contribution)
  - Total local spend - \$25,041 (MDBEDP \$13,491)
- EOIs Round 2 currently – 11
- Outcomes Reports - 9
- Follow up on status of mentors and mentees
- Dirranbandi Thermal Springs (Hot Baths)
  - Consultant – stakeholder engagement
  - October Council report update – sites analysis and site selected
  - Surveying completed - SMK
  - Progress Report from consultant
  - Project Management
- COVID-19 Business Support and Recovery
  - Update producers, operators, and stakeholders on latest directives
  - Assistance re: seasonal workers/exemptions
  - Assistance – local sale event border exemption
  - Investigated accommodation camps and estimated costs
  - DAF Regional Director visit with producers
  - Agriculture and Qld Border Task Force meeting – Border movements strategy next 12-14 months (Draft Framework and Draft Letter to CHO)
- Exclusion Fencing
  - Monitoring economic benefits
  - Target for recruiting for Round 2 Business Mentoring
  - Attending WDEF committee meetings
- Inland Rail
  - Border Regions Organisation of Councils (BROC) inland rail workshops
  - Workshops with EY
- Investment Attraction
  - SWRED \$300k investment prospectus and marketing – close of submissions
  - Follow up meeting (strategic plan and assistance) with meat works owners
  - Saleyard project – discussion with stakeholders re: optimal site and ownership
  - Follow up on existing enquiries and priority projects, agbio
  - Lead – Chinese property group in Brisbane
  - Updating of investment fact sheets for distribution
- Other
  - Referrals and introductions of contacts and services – 18

- Planning for ecoBiz coaching sessions 25-27 November (St George and Dirranbandi)
- Toowoomba Chamber – Migration programs (\$200k proposal submitted)
- Presentation assistance and tradespace at AgAdvisors Breakfast

## **1.2 Events & Strategic Meetings**

- St George Chamber of Commerce
- Major Infrastructure projects breakfast (QMCA, RDA DDSW)
- USQ Engagement and One Basin projects
- Business Mentoring webinar
- St George Workforce Group
- Dirranbandi Progress Association Update
- Connect Ag – Ag Advisors Breakfast
- TIQ Trade and Investment update
- DAF Horticultural export zoom session– Singapore and Korea
- SWRED investment attraction prospectus
- Agriculture – Queensland borders framework
- Dirranbandi business mentoring information session

## **1.3 Business Activity and Lead Generation**

- One new investment enquiry in October - Property
- 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 funds receipted - \$100,000
- Progress Association Update (1) – Dirranbandi
- Weekly wrap updates (5)
- September 2020 Economic Development update
- Council report – Dirranbandi Hot Baths and site recommendation
- CAMMS Quarterly reporting
- Project Management – Business Mentoring and Dirranbandi Thermal Springs
- Economic Development Activity report; and
- Investment Summary Report

## **1.5 St George Chamber of Commerce – Buy Balonne Gift Card**

As per the conditions of Balonne Shire Council's funding support to the St George and District Chamber of Commerce Buy Balonne Gift Card program, a quarterly report is required on the outcomes of the program. Highlights of Quarter 1, 2020-21 and Period to Date (PTD) since the program's inception include:

- Q1 loading \$7,615 and PTD loading \$48,903 (693 transactions)
- Q1 redemption - \$7,282 and PTD redemption \$33,047 (707 transactions)



- Balance of \$15,857 on cards to be redeemed
- Target of not-for-profit and Christmas season
- Redistribution of cards not selling to those businesses that are active sellers

A detailed report of the program is included as an attachment to this 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 October with meatworks owner and key stakeholders.  |
| Solar Farm St George      | Interest re: considering solar and alternative energy. Council approval on pre-feasibility 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                    | 13     |
| Health and Medical        | 1      | Monitoring                 | 5      |
| Horticulture              | 9      |                            |        |
| ICT                       | 0      |                            |        |
| Manufacturing             | 3      |                            |        |
| Professional Services     | 2      |                            |        |
| Property and Construction | 3      |                            |        |
| Retail/Wholesale          | 5      |                            |        |
| Tourism                   | 9      |                            |        |
| Transport and Logistics   | 3      |                            |        |
| Water                     | 2      |                            |        |

|               |           |               |           |
|---------------|-----------|---------------|-----------|
| Other         | 4         |               |           |
| <b>Totals</b> | <b>72</b> | <b>Totals</b> | <b>72</b> |

### 3.0 Economic Development Activity

#### 3.1 New Business Enquiries

In the month of October there was one new business enquiry - property. 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        | 5        |  | Agriculture             | 0        | 2        |
| Expansion    | 0        | 0        |  | Education/Training      | 0        | 0        |
| <b>Total</b> | <b>1</b> | <b>5</b> |  | Energy                  | 0        | 1        |
| External     | 1        | 2        |  | Health and Medical      | 0        | 0        |
| Local        | 1        | 3        |  | Horticulture            | 0        | 0        |
| <b>Total</b> | <b>1</b> | <b>5</b> |  | ICT                     | 0        | 0        |
|              |          |          |  | Indigenous              | 0        | 0        |
|              |          |          |  | Infrastructure          | 0        | 0        |
|              |          |          |  | Manufacturing           | 0        | 0        |
|              |          |          |  | Property                | 1        | 1        |
|              |          |          |  | Retail                  | 0        | 0        |
|              |          |          |  | Tourism                 | 0        | 1        |
|              |          |          |  | Transport and Logistics | 0        | 0        |
|              |          |          |  | Other                   | 0        | 0        |
|              |          |          |  | <b>Total</b>            | <b>1</b> | <b>5</b> |

#### 3.2 Client Meetings

During the month, there were 82 Economic Development related meetings of which 41 were external clients and 41 were local clients. 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 (25), Agriculture (11), Not for Profit (9) and Government (9) were the most represented sectors. St George (20), Dirranbandi (15), Toowoomba (12), Brisbane (9) and Roma (6) were most represented.

| Sector             | Meetings | YTD |  | Location    | Meetings | YTD |
|--------------------|----------|-----|--|-------------|----------|-----|
| Agriculture        | 11       | 39  |  | St George   | 20       | 63  |
| Creative           | 3        | 3   |  | Dirranbandi | 15       | 37  |
| Education/Training | 5        | 6   |  | Thallon     | 3        | 9   |
| Energy             | 0        | 1   |  | Mungindi    | 0        | 0   |
| Government         | 9        | 31  |  | Hebel       | 0        | 2   |
| Health/Medical     | 6        | 15  |  | Nindigully  | 0        | 0   |
| Horticulture       | 2        | 22  |  | Bollon      | 3        | 7   |
| ICT                | 0        | 0   |  | Brisbane    | 9        | 27  |
| Indigenous         | 0        | 1   |  | Gold Coast  | 1        | 7   |
| Infrastructure     | 0        | 0   |  | Goondiwindi | 5        | 14  |

|                       |           |            |  |                    |           |            |
|-----------------------|-----------|------------|--|--------------------|-----------|------------|
| Manufact/Construct    | 1         | 4          |  | Toowoomba          | 12        | 19         |
| Not for Profit        | 9         | 22         |  | Roma               | 6         | 30         |
| Professional Services | 25        | 81         |  | Southern Downs     | 0         | 0          |
| Retail                | 5         | 10         |  | Western Downs      | 2         | 2          |
| Tourism & Sport       | 6         | 25         |  | Logan              | 1         | 6          |
| Transport             | 1         | 2          |  | Queensland Other   | 0         | 3          |
| Other                 | 1         | 5          |  | Western Queensland | 1         | 4          |
|                       |           |            |  | Melbourne          | 1         | 2          |
|                       |           |            |  | Sydney             | 2         | 5          |
|                       |           |            |  | NSW Regional       | 4         | 16         |
|                       |           |            |  | VIC Regional       | 0         | 9          |
|                       |           |            |  | Canberra ACT       | 0         | 0          |
|                       |           |            |  | South Australia    | 1         | 7          |
|                       |           |            |  | Tasmania           | 0         | 0          |
|                       |           |            |  | Western Australia  | 0         | 0          |
|                       |           |            |  | International      | 0         | 0          |
| <b>Total</b>          | <b>85</b> | <b>268</b> |  | <b>Total</b>       | <b>85</b> | <b>268</b> |

### 3.3 Referrals

Referrals are regarding introductions to government programs, advisors, mentors and other persons or government programs to assist local business growth and expansion. A total of 23 business referrals and support services were recorded in the month of October. Business referrals and assistance included: ED services, grant information/support, introductions, and agribusiness support.

| Sector                          | Oct 2020  | YTD       | Notes  |
|---------------------------------|-----------|-----------|--|
| Agriculture                     | 5         | 19        | Mentoring, feasibility study, grants, Border information, Directives |
| Chamber & Progress Associations | 0         | 2         |  |
| Education & Training            | 0         | 0         |  |
| Environmental                   | 0         | 1         |  |
| Government                      | 0         | 9         |  |
| Health & Medical                | 1         | 6         | Mentoring, feasibility and COVID                                     |
| Horticulture                    | 5         | 17        | Mentoring, COVID, DAF RD, DAF webinar (export)                       |
| Indigenous                      | 2         | 2         | Grant information – indigenous businesses (2)                        |
| Industrial                      |           | 0         |  |
| Manufacturing/construction      | 3         | 6         | Mentoring, Construction Skills Qld                                   |
| Not-For-Profit                  |           | 4         |  |
| Retail                          |           | 5         | Mentoring, ecoBiz  |
| Professional Services           | 4         | 5         | Mentoring, investment info to agents                                 |
| Tourism                         | 3         | 7         | Mentoring, ecoBiz, Buy Balonne Gift Card                             |
| Other                           | 0         | 4         |  |
| <b>Total</b>                    | <b>23</b> | <b>87</b> |  |

### 4.0 Events and Strategic Meetings

#### 4.1 Relevant events attended/presented

In October, 14 business events were held either via videoconference/teleconference or in person. Events included: Major Projects overview, Seasonal workers, and relocation of workers, TIQ export and trade event and the Connect Ag, Ag Advisors breakfast.

| Event                                   | Date   | Purpose  |
|---|--------|--|
| Webinar #8 – Product Fit (Value-add Ag) | 1-Oct  | Business Mentoring program   |
| Access Community Services               | 7-Oct  | Relocation of workers in Logan                                     |
| Agriculture and Qld Borders Task Force  | 8-Oct  | Strategy/framework for agriculture and horticulture next 12 months |
| SQL Round table session                 | 14-Oct | Business round table discussion – St George resilience             |
| Mentoring Steering Committee            | 14-Oct | Regular meeting – business mentoring                               |
| DAF Regional Director                   | 14-Oct | Directives and meetings with producers                             |
| Dirranbandi Progress Association        | 19-Oct | Update on MDB EDP projects   |
| Ag Advisory Breakfast                   | 21-Oct | Advisor ag services in shire                                       |
| Chamber of Commerce                     | 21-Oct | Chamber monthly meeting  |
| Mentoring session Dirranbandi           | 27-Oct | Mentoring info session   |
| Stage 2 & 3 precinct                    | 28-Oct | Consultation cultural centre precinct                              |
| RDA DDSW and QMCA                       | 29-Oct | Major Projects in DDSW   |
| Trade Investment Queensland             | 29-Oct | Investment Attraction and Export services                          |
| DAF Export for Hort – Singapore Korea   | 29-Oct | Webinar within country Trade advisors                              |

#### 4.2 Upcoming and proposed events/meetings

| Event                                   | Date      | Purpose and Location  | Cost |
|---|-----------|---|------|
| Govt Mayors Teleconference              | 2-Nov     | Health directives and seasonal workers  | nil  |
| DAF AgTech Webinar                      | 2-Nov     | Queensland Agtech month   | nil  |
| SWRED IA                                | 4-Nov     | IA Assessment and recommendation  | nil  |
| Access Services                         | 10-Nov    | Regional relocation assistance  | nil  |
| RDA DDSW Economy id                     | 11-Nov    | Economy and Population id training  | nil  |
| Chamber of Commerce                     | 11-Nov    | Monthly meeting   | nil  |
| St George mentoring session             | 11-Nov    | Business Mentoring info session   | nil  |
| Thallon Mentoring session               | 12-Nov    | Business Mentoring info session   | nil  |
| Bollon Mentoring session                | 13-Nov    | Business Mentoring info session   | nil  |
| BROC Inland Rail Workshop               | 13-Nov    | Prefeasibility Strategic Options  | nil  |
| Toowoomba Jobs Expo                     | 17-Nov    | Promotion of Balonne Shire jobs virtual   | nil  |
| Thallon Progress Association            | 17-Nov    | Monthly meeting   | nil  |
| Proposed Digital Connectivity Workshops | 24-26 Nov | Update on digital connectivity – Agtech opportunities for producers                     | nil  |
| ecoBiz site visits                      | 25-27 Nov | ecoBiz energy, water, and waste efficiency site visits with 10 Balonne Shire businesses | nil  |

"Enter subheading"

"Click here and start typing"

## Attachments

1. STGCOC Q1 20-21 update for BSC.pdf [↓](#)

Matthew Magin  
**Chief Executive Officer**



#### **Council Quarterly Update Balonne Shire Gift Card**

**4 November 2020**

On behalf of the St George Chamber of Commerce, I would like to once again, thank the Balonne Shire Council for its initial and ongoing supporting of the Buy Balonne Gift Card program. Quarter 1 20-21 (4<sup>th</sup> quarter) of the program continued to be challenging notably from the impacts of COVID-19 on businesses but also the impacts it has had on the operations of the Chamber. There was less available time from the committee due to the extra workloads and requirements for committee members' own businesses brought on by COVID-19 and all of the support packages (applications) and compliance requirements. The other challenge is that the program was again somewhat lost in the priorities of the businesses and community notably from COVID-19 impacts and media with some businesses that are loading businesses – gift cards notably absent at point of sale.

Areas focussed on in the quarter were to:

- Encourage not-for-profits and charities to utilise the gift card for distributing funds in the communities
- Supporting members through the COVID-19 period
- Social media and Chamber website information on the program
- Promotion of the program and support to participating businesses

As of 30 September 2020, the following highlights/program summary from Q1 20-21 and Program to Date (PTD) activity is:

- Six of seven communities "active" in the program (Hebel - closing of the pub and store)
- There are 95 businesses participating in the program (redeeming businesses)
- 49 of the 95 participating redeeming businesses have transactions in the program (52%)
- Q1 - \$7,615 funds loaded on 95 cards
- PTD - \$48,903 in funds have been loaded on 693 cards
- PTD - 64.6% of funds have been loaded in the shire with 35.4% by the card provider
- Four businesses - 50% of the funds loaded or 77% of all business loads (non-Cards 4 All)
- Q1 - \$7,282 of funds redeemed on 140 transactions
- PTD - \$33,047 of funds redeemed on 707 transactions
- PTD - 92.4% of redeemed funds in St George
- Q1 - Seven businesses - 71% of redemptions (\$5,157 value) – one located in Dirranbandi
- PTD - Seven businesses – 65% of redemptions (\$21,447 value) – all St George



#### Quarterly and Program to Date Results

##### Loading

| Transactions   |     | Funds loaded onto cards |             | Average Load |         |
|----------------|-----|-------------------------|-------------|--------------|---------|
| Jul – Sep 2020 | PTD | Jul – Sep 2020          | PTD         | Avg Q1/YTD   | Avg PTD |
| 95             | 693 | \$7,615.00              | \$48,903.12 | \$80.16      | \$70.57 |

##### Redemption

| Transactions   |     | Value spent \$ |             | Average spend \$ |         |
|----------------|-----|----------------|-------------|------------------|---------|
| Jul - Sep 2020 | PTD | Jul- Sep 2020  | PTD         | Avg Q1/YTD       | Avg PTD |
| 140            | 707 | \$7,282.23     | \$33,046.62 | \$52.02          | \$48.74 |

##### Summary of Quarter 1 and Program to Date

With COVID-19 impacting the local economy, the gift card program is now more important than ever as to be an enabler to encourage residents to buy locally. The outcome of the program in Quarter 1 (Q1) the average load value stayed at approximately \$80 per transaction comparable to Q4 19-20 (\$81). The total funds loaded in Q1 was \$7,615.00 on 95 transactions down from Q4 (19-20) \$10,740 on 132 transactions. Program-to-date (PTD) is \$48,903 on 693 transactions – an average transaction value of \$70. Approximately 85% of the total loading PTD is amongst four businesses (all in St George) and Cards 4 All. With that in mind, approximately 90 cards were reallocated in the period to these businesses from other businesses, that at no fault of their own, that were not selling.

Redemption of the gift cards in Q1 (\$7,282 on 140 transactions) was on par with the redemption rate from Q4 19-20 (\$7,675 on 145 transactions). Thus, the average redemption value in Q1 (\$52) is comparable to Q4 19-20 (\$53). The average redemption amount PTD is \$48. Seven business accounted for 70% of all redemptions (\$5,157) in Q1 across the shire and for the first time included a business outside of St George (Dirranbandi). PTD, seven businesses account for 65% of all redemptions (\$21,447). Seventeen businesses have realised at least 10 or more transactions with only one outside of St George.

More not-for-profits have become aware of the program and are loading their funding assistance (drought) onto the cards ensuring funds are spent locally. Redemption of Buy Balonne Gift Cards are still occurring predominantly in St George with 89% of the redemptions in Q1 and 92% PTD.

Additional comments from the period are:

- Impacts on COVID-19 on Chamber members and the Buy Balonne program (priorities)
- Encouraged not for profit organisations and charities to utilise the gift card for distributing funds in the community
- Further programs and ongoing support to participating businesses
- Media and social media including Chamber's website and social media pages
- Re-distributed cards between loading businesses
- Administrative changes impacted delivery and promotion of the program in the quarter

COVID-19 impacted the operations of the Chamber during the quarter, but Chamber are proposing the following activities in the new financial year:

- Alter the backing for the cards – go from a “glue base” to a slot base backing
- Encourage the participating businesses to actively promote the program (social media, point of sale)
- Planning progress information sessions with the businesses and communities (Q&A)
- Continue to encourage more not for profits to utilise the cards (external funds into the community)
- Gift-card draw through exhausted or near exhausted cards
- Improve the point of sale collateral for participating businesses
- More traditional media to help promote the program
- More social media and awareness/incentives as to encourage locals to spend the cards with funds loaded. At the end of the quarter, there is \$15,586 of funds remain loaded on cards
- First time since program commencement that redemptions exceeded loadings

| <b>Loading</b>    | <b>Q1 Trans</b> | <b>YTD</b> | <b>PTD</b> | <b>\$ Q1</b>   | <b>\$ Total</b>  | <b>PTD \$</b>    | <b>PTD Avg</b> | <b>PTD%</b>   | <b>Avg Q1</b> | <b>Avg YTD</b> | <b>Q1 %</b>   | <b>Total %</b> |
|-------------------|-----------------|------------|------------|----------------|------------------|------------------|----------------|---------------|---------------|----------------|---------------|----------------|
| St George         | 40              | 40         | 391        | 3115.00        | 3115.00          | 30623.12         | 78.32          | 62.6%         | 77.88         | 77.88          | 40.9%         | 40.9%          |
| Cards 4 All       | 54              | 54         | 283        | 4400.00        | 4400.00          | 17330.00         | 61.24          | 35.4%         | 81.48         | 81.48          | 57.8%         | 57.8%          |
| Dirranbandi       | 0               | 0          | 5          | 0.00           | 0.00             | 270.00           | 54.00          | 0.6%          | 0.00          | 0.00           | 0.0%          | 0.0%           |
| Thallon           | 1               | 1          | 14         | 100.00         | 100.00           | 680.00           | 48.57          | 1.4%          | 100.00        | 100.00         | 1.3%          | 1.3%           |
| Bollon            | 0               | 0          | 0          | 0.00           | 0.00             | 0                | 0.00           | 0.0%          | 0.00          | 0.00           | 0.0%          | 0.0%           |
| Hebel             | 0               | 0          | 0          | 0.00           | 0.00             | 0                | 0.00           | 0.0%          | 0.00          | 0.00           | 0.0%          | 0.0%           |
| Nindigully        | 0               | 0          | 0          | 0.00           | 0.00             | 0                | 0.00           | 0.0%          | 0.00          | 0.00           | 0.0%          | 0.0%           |
| Mungindi          | 0               | 0          | 0          | 0.00           | 0.00             | 0                | 0.00           | 0.0%          | 0.00          | 0.00           | 0.0%          | 0.0%           |
| <b>Totals</b>     | <b>95</b>       | <b>95</b>  | <b>693</b> | <b>7615.00</b> | <b>7615.00</b>   | <b>48903.12</b>  | <b>70.57</b>   | <b>100.0%</b> | <b>80.16</b>  | <b>80.16</b>   | <b>100.0%</b> | <b>100.0%</b>  |
| <b>Redemption</b> | <b>Q1 Trans</b> | <b>YTD</b> | <b>PTD</b> | <b>\$Q1</b>    | <b>Total YTD</b> | <b>Total PTD</b> | <b>Avg PTD</b> | <b>PTD%</b>   | <b>Avg Q1</b> | <b>Avg \$</b>  | <b>YTD %</b>  |                |
| St George         | 123             | 123        | 646        | 6465.54        | 6465.54          | 30519.21         | 47.24          | 92.4%         | 52.57         | 52.57          | 88.8%         |                |
| Dirranbandi       | 15              | 15         | 32         | 776.69         | 776.69           | 1574.45          | 49.20          | 4.8%          | 51.78         | 51.78          | 10.7%         |                |
| Thallon           | 2               | 2          | 10         | 40.00          | 40.00            | 282.70           | 28.27          | 0.9%          | 20.00         | 20.00          | 0.5%          |                |
| Bollon            | 0               | 0          | 13         | 0.00           | 0                | 563.26           | 43.33          | 1.7%          | 0             | 0.00           | 0.0%          |                |
| Hebel             | 0               | 0          | 3          | 0.00           | 0                | 47.00            | 15.67          | 0.1%          | 0             | 0.00           | 0.0%          |                |
| Nindigully        | 0               | 0          | 1          | 0.00           | 0                | 20.00            | 20.00          | 0.1%          | 0             | 0.00           | 0.0%          |                |
| Mungindi          | 0               | 0          | 2          | 0.00           | 0                | 40.00            | 20.00          | 0.1%          | 0             | 0.00           | 0.0%          |                |
| <b>Totals</b>     | <b>140</b>      | <b>140</b> | <b>707</b> | <b>7282.23</b> | <b>7282.23</b>   | <b>33046.62</b>  | <b>46.74</b>   | <b>100.0%</b> | <b>52.02</b>  | <b>52.02</b>   | <b>100.0%</b> |                |

**John Travers**

President

St George & District Chamber of Commerce



## (IFCS) FINANCE AND CORPORATE SERVICES

| ITEM  | TITLE   | SUB HEADING  | PAGE |
|-------|---|--|------|
| ICFS1 | <u>MONTHLY REPORT</u><br><u>DIRECTOR FINANCE &amp;</u><br><u>CORPORATE SERVICES</u> | Monthly report for October/November - Finance and Corporate Services | 210  |

## OFFICER REPORT

**TO:** Council

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

**DATE:** 09.11.20

**AGENDA REF:** ICFS1

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

---

### Sub-Heading

Monthly report for October/November - Finance and Corporate Services

### Land matters

- No documentation received from Grain Corp awaiting lease documentation for Thallon campgrounds and cattle yards
- Digital Connectivity project and location of Dirranbandi tower confirmed for Showgrounds, trustee lease underway
- St George Levee – 2 properties still pending signature (1 block wall and 1 earth levee)
- Netball and Rugby Union leases currently under preparation

### IT Vision project

- Bank reconciliation training and completion for September and October months achieved
- Escalated a number of outstanding issues still unresolved with IT Vision

### Governance

- New policies and procedures updated in accordance with new legislation and communicated with staff and councillors
- Quarter 1 report to November council meeting with a new addition of a Risk Action Progress report on our operational risk register
- Annual report draft circulated for the 12 November Special council meeting
- First meeting of proposed Board CUC Balonne Ltd project attended to support creation of new entity and provide advice on roles and responsibilities of board members
- Providing advice and input on Regional Connectivity project and Dirranbandi Beautification scheme (multi party evaluation) and Library Hub

## Grants

- Revenue Recognition reports for new Main Roads contract, Dirranbandi Showgrounds and Mungindi Murray Darling Basin Economic Development Program to November meeting including successful grant for Queensland Resilience for flood gauges and flood crossings.
- Grant workshop held with councillors with development of a project priority checklist/decision making tool

## Complaints

- 2 complaints received relating to procurement, currently underway

## Staffing

- Interview completed for temporary casual position/s
- Governance Officer will commence 16 November
- Accountant and Senior Finance Officer recruitment continuing
- Staff breakfast held 5 November
- Additional training in Definitiv Payroll to Infrastructure staff

## Finance

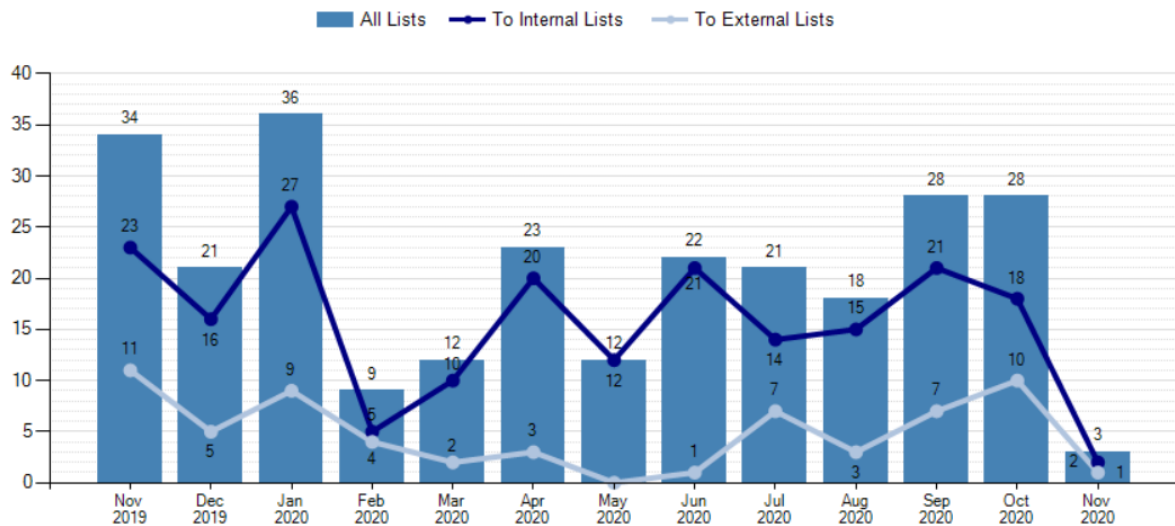
- Working with IT Vision to complete the 2020/21 budget in Synergy Soft
- Monthly financial reports completed
- Consolidated financial return currently underway
- RADF profit and loss statement completed
- CCWI grant acquittal completed
- Budget review for 2020/21 currently underway
- Meeting held with Queensland Audit Office
- Audit of Roads to Recovery funding completed

## Procurement

- Consultancy services approved by council 29 October – successful and unsuccessful letters to be sent
- Project Manager – Complete Urban – meetings held re: Library Hub project
- Continuing to work with landholders and ERS on WDEF quotations for the Murray Darling and Special Rate Scheme Round 2 projects
- WDEF fencing contractors approved by Council 29 October
- Readvertising fencing contractors for WDEF as some landholders self-constructing still have not applied
- Murray Darling Beautification multi party evaluation panel set up
- Murray Darling Beautification project agreement revised with lawyers

The following graph indicates a steady increase over the past two months above the average of 20. (Graph as at 09/11/2020).

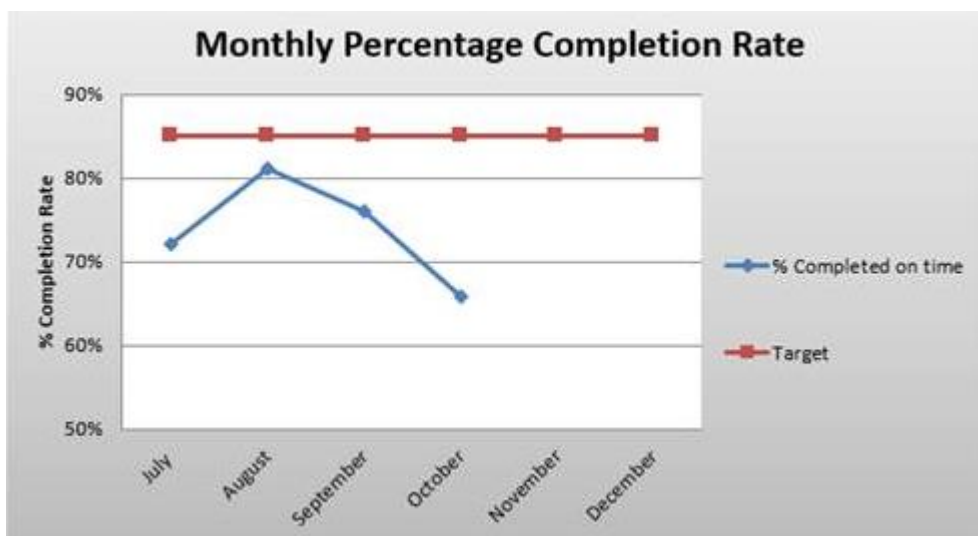
Requests by internal buyers per month (last 13 months)



## Service requests

A total of 181 documents were created in Magiq for service requests for October with 119 completed on time giving a 66% average completion rate. This has decreased again from the previous month. There were 18 relating rates enquiries 21 relating to Animals, 13 relating to gravel and sealed roads and 13 relating to road conditions. 7 internal requests relating to Information Technology. A total of 6 compliments registered for October (consistent with previous months).

|                     | July | August | September | October |
|---------------------|------|--------|-----------|---------|
| Total Documents     | 154  | 109    | 235       | 181     |
| Completed on Time   | 111  | 88     | 178       | 119     |
| Completed Late      | 7    | 1      | 19        | 15      |
| Pending & Overdue   | 36   | 20     | 38        | 47      |
| % completed on time | 72%  | 81%    | 76%       | 66%     |
| % Completed overall | 77%  | 82%    | 84%       | 74%     |
| Target              | 85%  | 85%    | 85%       | 85%     |



## **Information Technology**

### **Outages**

1 outage was experienced in the month of October

### **Active Directory Investigation**

Fourier Technologies are continuing to review and repair the active directory.

### **WAN**

Field Solutions Group met on site week of 2 November continuing the foundation work to support Council's network and expanding projects (library hub and CUC)

Project continues with FSG building BSC WAN and Virtual Firewall service and solutions for connecting outer depots and locations pending Digital Connectivity Project.

## **Other key projects/meetings**

### **Disaster Management**

- Guardian Training scheduled for 12 November

### **Risk module**

Strategic risk assessment review workshop held with councillors

Q1 report for risks action progress completed for operational risks

**Operational Plan** – Q1 report to council November meeting

**Budget 2021/22** – action plan currently being developed

## **Attachments**

Nil

Michelle Clarke

**Director Finance & Corporate Services**

## **(IIFS) INFRASTRUCTURE SERVICES**

| <b>ITEM</b> | <b>TITLE</b>  | <b>SUB HEADING</b>  | <b>PAGE</b> |
|-------------|---|---|-------------|
| IIFS1       | <b><u>DEPARTMENT OF<br/>INFRASTRUCTURE<br/>SERVICE'S MONTHLY<br/>REPORT</u></b> | From the Department of Infrastructure Services - reporting for the month of October 2020. | 215         |
| IIFS2       | <b><u>MONTHLY REPORT</u></b>  | Monthly information report  | 226         |

## OFFICER REPORT

TO: Council

SUBJECT: Department of Infrastructure Service's Monthly Report

DATE: 09.11.20

AGENDA REF: IIFS1

AUTHOR: Jenny Hatch - Casual Administration Officer

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### Executive Summary

From the Department of Infrastructure Services - reporting for the month of October 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**

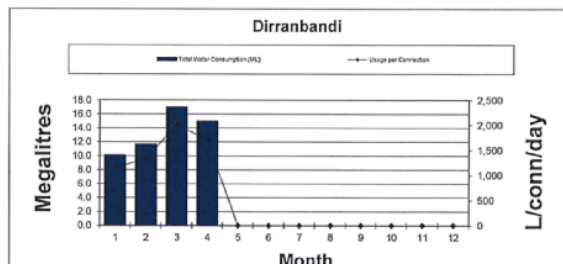
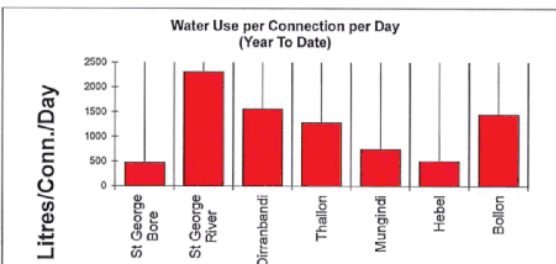
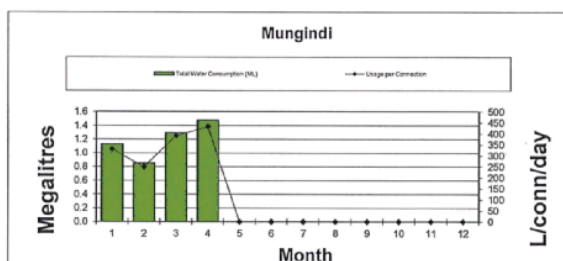
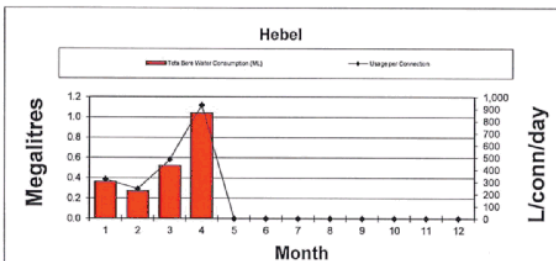
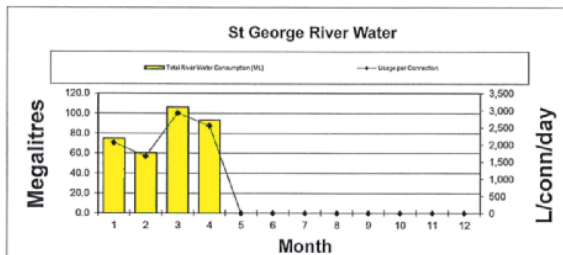
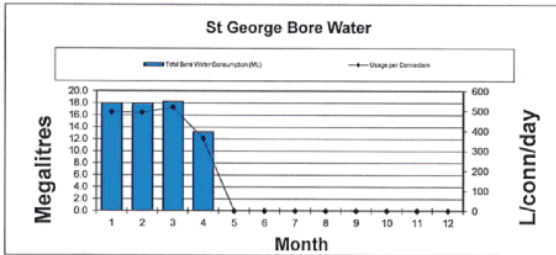
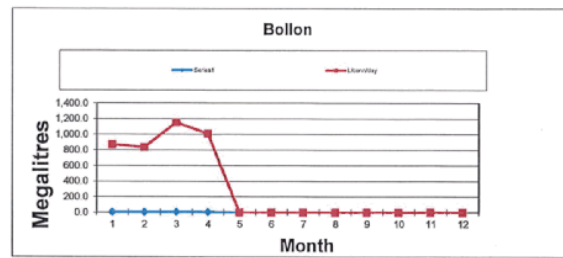
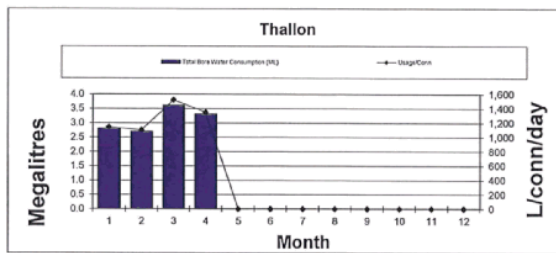
1. Balonne Shire Council Water Usage 2020-2021 - Period Ending 31 October 2020.pdf [↓](#)
2. Plant Maintenance Report - Period Ending 31 October 2020.pdf [↓](#)
3. Road Construction Report - Period Ending 31 October 2020.pdf [↓](#)
4. Road Maintenance Report - Period Ending 31 October 2020.pdf [↓](#)
5. Town Maintenance Report - Period Ending 31 October 2020.pdf [↓](#)

Andrew Boardman

**Director Infrastructure Services**



## BALONNE SHIRE WATER USAGE 2020/21



## Report of Workshop Supervisor - P. Gluzde

### Period Ending 31/10/2020

|             |   |  |
|-------------|---|--|
| <b>216</b>  | <b>CAT 428C 4WD BACKHOE 573-EEI</b>   |  |
| 2,263.0 Hrs | Checked for a priming fuel leak.<br>Replaced the pump and rechecked for leaks.  |  |
| <b>1507</b> | <b>Prado VX 793SOE DIS</b>  |  |
|             | Checked over the vehicle.<br>Checked the operation of the air conditioner system and cleaned the filters.   |  |
| <b>1508</b> | <b>Toyota Prado GXL GXL 522-VXV Overseer</b>  |  |
| 187,223 Kms | Replaced low beam light globes and repaired wiring to the front indicators.   |  |
| <b>4019</b> | <b>Toyota Hilux Dual Cab 4x4 - R Steadman</b>   |  |
| 181,470 Kms | Carried out a 180,000 km service as per the coupon.<br>Adjusted the brakes and repaired the spotlights.   |  |
| <b>4020</b> | <b>Toyota Hilux 4X4 D/Cab - Grader</b>  |  |
| 162,465 Kms | Carried out a 160,000 km service as per the coupon.<br>Replaced four tyres.   |  |
| <b>4023</b> | <b>Colorado 4X4 D/Cab 796WQX</b>  |  |
| 119,465 Kms | Carried out a 120,000 km service as per the coupon.<br>Performed a wheel balance.   |  |
| <b>5005</b> | <b>ISUZU FVZ1400 JETPATCHER 377MXU SHAYNE BUNYAN</b>  |  |
| 270,038 Kms | Repairs carried out by Ben Tierney Mechanical for air compressor replacement.   |  |
| <b>5008</b> | <b>ISUZU FRR600 CREW 108RRN</b>   |  |
|             | Repairs to the fog lights and mud guards.   |  |
| <b>5505</b> | <b>CAT 140M GRADER C82158 TAYLOR</b>  |  |
|             | Repairs carried out by BA Tierney Mechanical to the circle wear strips that needed adjusting.   |  |
| <b>5508</b> | <b>Cat 12M Grader 34862C Kingston</b>   |  |
| 6,322.0 Hrs | Carried out a 250 hour service as per the manual.<br>Cleaned the radiators and analysis (SOS) the engine oil.<br>Fitted a grease nipple to the kingpin joint. |  |
| <b>5509</b> | <b>CAT 12M GRADER 34863C STAINES</b>  |  |
| 5,450.0 Hrs | Cleaned out the radiators and checked the cooling system.<br>Repairs carried out by BA Tierney Mechanical to an air-conditioner fault.                        |  |
| <b>6501</b> | <b>VOLVO BL71 BACKHOE C94648 STG</b>  |  |
| 5,005.0 Hrs | Repairs carried out by SEB Mechanical on the coolant leak, parts coming from overseas. Temporary repairs carried out to keep the machine working.             |  |
| <b>6504</b> | <b>JCB 426HT Wheeled Loader</b>   |  |
| 1,365.0 Hrs | Replace damaged rear light lenses.<br>Repaired the grease line.   |  |
| <b>7000</b> | <b>AMMANN AP240T3 ROLLER C83933</b>   |  |
|             | Removed the rear wheels and adjusted the rear brake. Refitted the wheels and retested.<br>An electrical issue needs investigating into.                       |  |
| <b>7001</b> | <b>AMMANN AP240T3 ROLLER GEORGE KEMP</b>  |  |
|             | At Conplant awaiting a quote for repairs for an insurance claim on an electrical short in the wiring loom.  |  |
| <b>7002</b> | <b>AMMANN VIB ROLLER</b>  |  |
| 636.0 Hrs   | Repaired the seat slides and ordered some new parts.  |  |
| <b>7004</b> | <b>DYNAPAC CA5000D Vibrating Drum Roller 16</b>   |  |
|             | Rear differential was sent to CEA's workshop at Brisbane for repair.  |  |

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## Report of Workshop Supervisor - P. Gluzde

### Period Ending 31/10/2020

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**7516 Ferris IS1500ZC Zero Turn Mower St G**

Check for reason as to why the machine wouldn't start.  
Checked switches for dust.  
Replaced the seat and safety switches.

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**7519 Cox Lawn Boss ZTR 35"**

140.0 Hrs

Carried out a 250 hour service as per the manual.  
Replaced the cutting blades, strip, cleaned and refit to the engine.

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**7521 Ferris 1S51002 Zero turn 72" Mower**

483.0 Hrs

Topped up the diesel tank and replaced the hydraulic pump drive belts.  
Replaced the cutting blades.

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**7524 Ferris IS 5100Z Zero Turn Mower 72" (Bollon)**

Fitted a small trailer pull to the mower for towing the small trailer.  
Checked for why the deck disengages when the throttle speed increases, repairs to be carried out by Myla Motors.

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**8009 Petro 4500L Fuel Tank**

Checked for the reason for the fuel pump sucking air.  
Remounted the fuel pump and tested.

## Report of Shire Supervisors Road Construction for Period Ending 31/10/2020

### 0 PRIVATE WORKS

Assisted RTR with culvert installation on the Commissioner Point Road, St George and Cashel Vale Road, Bollon.  
First Aid and CPR training.  
RTR Jet Patcher preparation works in St George Town streets.  
Arrival of the new Ausroad Jet Patcher.

|   |                 |
|---|-----------------|
| <b>11 24A - Carnarvon Highway (Mungindi-St George)</b>  | <b>MRD Road</b> |
| Rest Areas serviced on the Carnarvon Highway.<br>Jet Patcher surface correction in preparation for the reseal in St George on the Carnarvon Highway.<br>Sweeping of the Carnarvon-Ballangarry Road intersection to remove surface dust.   |                 |
| <b>12 24B - Carnarvon Highway (St George - Surat)</b>   | <b>MRD Road</b> |
| Cleared trees around the Shire entry sign on the Carnarvon Highway.   |                 |
| <b>13 31B - Barwon Highway (Talwood - Nindigully)</b>   | <b>MRD Road</b> |
| Rest Areas serviced on the Barwon Highway.  |                 |
| <b>14 35A - Moonie Highway (Dalby to St George)</b>   | <b>MRD Road</b> |
| Completed jet patcher surface corrections on the Moonie Highway.<br>Ongoing slashing on the Moonie Highway.<br>Heavy shoulder grading on the Moonie Highway.<br>Replaced guide posts.   |                 |
| <b>15 36A - Balonne Highway (St George - Bollon)</b>  | <b>MRD Road</b> |
| Completed shoulder grading on the Balonne Highway.<br>Completed slashing on the Balonne Highway.<br>Replaced guide posts on the shoulder graded section on the Balonne Highway.<br>Completed stabilising on the Balonne Highway.<br>Covered stabilised patches on the Balonne Highway.<br>Jet Patcher edge repairs on the Balonne Highway.<br>Jet Patcher surface corrections on the Balonne Highway. |                 |
| <b>16 36B - Balonne Highway (Bollon - Cunnamulla)</b>   | <b>MRD Road</b> |
| Guide post repairs on the Balonne Highway.<br>Ongoing shoulder grading on the Balonne Highway.<br>Replaced guide posts on the shoulder graded section and completed a maintenance run along the Balonne Highway.<br>Ongoing slashing on the Balonne Highway.<br>Ongoing stabilising on the Balonne Highway.<br>Pre-mix surface correction on the Balonne Highway.                                     |                 |
| <b>19 355 - Mitchell - St George</b>  | <b>MRD Road</b> |
| Guide post repairs on the Mitchell Highway.   |                 |
| <b>22 Thallon-Noondoo</b>   | <b>MRD Road</b> |
| Minor in-situ stabilisation on the Noondoo-Thallon Road.  |                 |

## Report of Shire Supervisors Road Maintenance for Period Ending 31/10/2020

### 0 PRIVATE WORKS

RTR - Ongoing culvert installation on Commissioners Point Road, St George - 1027 and Cashel Vale Road, Bollon - 3004.

RTR gravel delivery for re-sheet of Thuraggi Road, St George - 1046.

|   |                   |
|---|-------------------|
| <b>1001 Ballangarry Road</b>  | <b>Shire Road</b> |
| Traffic counters set up on Ballangarry Road, Thallon.                             |                   |
| <b>1013 Noondoo - Mungindi</b>  | <b>Shire Road</b> |
| Ongoing maintenance on Noondoo-Mungindi Road, Thallon.                            |                   |
| Traffic counters set up on Noondoo-Mungindi Road, Thallon.                        |                   |
| <b>1018 Gunnindaddy</b>   | <b>Shire Road</b> |
| Traffic counters set up on Gunnindaddy Road, Dirranbandi.                         |                   |
| <b>1020 Littleton</b>   | <b>Shire Road</b> |
| Traffic counters set up on Littleton Road, St George.                             |                   |
| <b>1024 Pine Park</b>   | <b>Shire Road</b> |
| Traffic counters set up on Pine Park Road, Thallon.                               |                   |
| <b>2002 Booligar</b>  | <b>Shire Road</b> |
| Completed maintenance on Booligar Road, Dirranbandi.                              |                   |
| <b>2007 Euraba</b>  | <b>Shire Road</b> |
| Completed maintenance on Euraba Road, Dirranbandi.                                |                   |
| <b>2012 Koomalah</b>  | <b>Shire Road</b> |
| Ongoing maintenance on Koomalah Road, Dirranbandi.                                |                   |
| Ongoing maintenance on Booligar Road, Dirranbandi.                                |                   |
| <b>2014 Minnum</b>  | <b>Shire Road</b> |
| Completed maintenance on Minnum Road, Dirranbandi.                                |                   |
| <b>2019 Nulky</b>   | <b>Shire Road</b> |
| Completed maintenance on Nulky Road, Dirranbandi.                                 |                   |
| <b>2022 Woolerbilla</b>   | <b>Shire Road</b> |
| Ongoing maintenance on Woolerbilla Road, Hebel.                                   |                   |
| <b>3007 Middle Road</b>   | <b>Shire Road</b> |
| Ongoing maintenance on Middle Road, St George.                                    |                   |
| Patchwork completed on Middle Road, St George.                                    |                   |
| <b>3010 Honeymah Lane</b>   | <b>Shire Road</b> |
| Safety patchwork ongoing on Honeymah Lane, Dirranbandi.                           |                   |
| <b>3015 Mulga Downs</b>   | <b>Shire Road</b> |
| Ongoing maintenance on Mulga Downs Road, Bollon.                                  |                   |
| <b>3019 Powrunna</b>  | <b>Shire Road</b> |
| Patchwork completed on Powrunna Road, St George.                                  |                   |
| <b>4003 Jakelwar - Goodooga</b>   | <b>Shire Road</b> |
| Completed maintenance on the southern end of Jakelwar-Goodooga Road, Dirranbandi. |                   |
| Ongoing maintenance on the northern end of Jakelwar-Goodooga Road, Dirranbandi.   |                   |



# Report of Balonne Shire Town Works

## 31/10/2020

### St George

|                      |   |
|----------------------|---|
| Footpath             | Maintenance and repairs were ongoing.<br>Mowing and weedeating of the footpaths was ongoing.  |
| Town Streets         | Street sweeping and rubbish removal was ongoing.<br>Cleaned up fallen trees, tree limbs and green waste after the storms went through St George.<br>Tree maintenance program and mulching of town trees was ongoing.<br>Cleaning of street drains and grates after the rain.<br>Sprayed town streets for weeds.<br>Repaired sink holes on Church Street and Roe Street.<br>Repaired kerbing on Alfred Street.<br>Damaged "Keep Left" road sign at the intersection on Victoria Street, currently being repaired/replaced. The sign had been damaged by a turning truck.   |
| Aerodrome            | Inspections and maintenance were ongoing as required.   |
| Rowden Park - St G   | Cleaning of facilities, mowing and weedeating of grounds was ongoing as required.<br>Work Camp have deck oiled the grandstand in Rowden Park.   |
| Riverbank Park - St. | The rock wall below the Riverview on the River Foreshore is ongoing.<br>Mowing and whipper snipping was ongoing.<br>Construction has started on the footpath widening project along the River Foreshore from the flood marker to the Water Treatment Plant.<br>Sprayed the River Foreshore for weeds.<br>Mulching of the River Foreshore gardens.<br>General maintenance of all parks was ongoing.  |
| Parks & Gardens      |   |
| Showgrounds          | Maintenance work was ongoing.<br>The new toilet block has been installed and construction is ongoing at the St George Showgrounds on the new toilet block's access ramp, deck and stairs.<br>Filled in the potholes on the dirt roads in the showgrounds.<br>Work Camp have deck oiled the grandstand in the showgrounds.   |
| Cemetery             | Mowing and weedeating of the cemetery grounds was ongoing.  |
| Public Toilets       | Cleaning, sanitisation and maintenance was ongoing.   |
| Sewerage             | Routine operation & maintenance ongoing.<br>Blocked sewerages at Andrew Street, Kenny Lane, Wattle Drive, Anne Street and Isles Street and Bendy's Plumbing Service repaired the Anne Street blockage.<br>Completed weekly sewerage well pump outs.<br>Sludge was released and the sludge bays were cleaned at the St George Treatment Plant.   |
| Rubbish Dump         | Cleaned out the incinerator.  |
| River Water          | 2 x Repairs to river water services.<br>1 x New river water connection in Arthur Street.<br>Fire hydrant maintenance in St George is ongoing.<br>Installation of a new river water main in Margaret Street completed - GPS'd and uploaded to MapInfo.<br>Commenced work on a new river water main in Sandy Lands Road.<br>Penstock maintenance on St George's Terrace and the levee bank was ongoing.<br>Investigated low river water pressure at Bowen Street.<br>River water leaks in the bitumen in Henry Street and Church Street.<br>Minor leak on the mains in the St George High School grounds investigated and programmed for action.<br>Completed preparation works at the old river water control room for switchboard upgrades. |
| Bore Water           | No bore water problems in St George.<br>Installation of a new bore water main in Margaret Street completed - GPS'd and uploaded to MapInfo.<br>Commenced work on a new bore water main in Sandy Lands Road.   |
| Other                | Levee Banks:<br>Maintenance was ongoing.<br>Pool:<br>Cleaning and maintenance of the pool.<br>Preparation of the town pool and facility in readiness for opening.<br>St George pool opened to the public on the 12th October 2020.<br>Playgrounds:<br>Repairs and cleaning of the town playgrounds.<br>ANZAC Memorial:<br>Repairs to the ANZAC Memorial.<br>Bush Tucker Garden:<br>6 X Bush Tucker Garden plants identification signs have arrived.<br>Signs to be installed with Peter Goodwin and Chris Dixon present.<br>Pool:<br>2 x Call-outs to the pool to investigate some chlorine issues.   |

### Thallon

|                 |  |
|-----------------|--|
| Town Streets    | Mowing and weedeating was ongoing in Thallon and Nindigully.<br>Replaced a speed sign in Thallon.                            |
| Works Depot     | All plant and equipment serviced and cleaned.<br>Completed cleaning the depot yard and shed.                                 |
| Parks & Gardens | Mowing and weedeating was ongoing.<br>Cleaning of the barbecue and tables.<br>Recreation Area Playground has been completed. |

## Report of Balonne Shire Town Works

### 31/10/2020

|                     |  |
|---------------------|--|
| Cemetery            | Mowing and weedeating of the cemetery grounds was ongoing.<br>Daily watering of the grounds.<br>Installed the Thallon memorial/cemetery area seating, memorial rocks and plaques.<br>Completed back filling around the memorial rock and slab.   |
| Public Toilets      | Cleaning, sanitisation and maintenance was ongoing.<br>Nindigully toilets have been cleaned by a contractor.   |
| Rubbish Dump        | Completed pushing up the green waste and scrap metal.  |
| River Water         | Completed the river water pump station site.   |
| Bore Water          | Read the bore water meter at the Thallon Tennis Club before hiring the facility to the Thallon Hotel.  |
| Thallon Sports Grou | Mowing and weedeating was completed.<br>Repaired sprinklers at the toilet block.<br>Replaced the shower curtains and shower head at the sports ground amenities.<br>Completed the Thallon Noticeboard re-installation near the camping/sports ground area.   |
| Meter Reading - Th  | Read the river water meter weekly.   |
| <b>Mungindi</b>     |  |
| Town Streets        | Mowing and weedeating was ongoing.<br>Completed spraying for weeds.<br>Cleaned up a council block in readiness for mowing.<br>Replaced a speed sign in Mungindi.   |
| Parks & Gardens     | Completed the Mungindi River Park soft fall/artificial turf, waiting on the fence.   |
| Public Toilets      | Cleaning, sanitisation and maintenance was ongoing.  |
| Meter Reading - Mu  | Completed reading water meters from Moree Plains Shire.  |
| <b>Dirranbandi</b>  |  |
| Footpath            | Mowing and weed trimming ongoing.<br>Removed the dead trees off the footpaths and cleaned up branches around town after the storm.   |
| Town Streets        | Sweeping of the main street and emptying of the rubbish bins completed. Picked up any loose rubbish around the streets.<br>Mowing continues.<br>Replaced the school crossing sign in front of the school after the sign was knocked over during pick up hours.   |
| Works Depot         | Mowed and weeded the council yard.<br>Cleaned the toilets and showers.<br>Kept the council yard tidy.<br>Beeson's serviced the air conditioners in the office.<br>Completing some hazard issues from a depot inspection report from TMR.   |
| Aerodrome           | Inspections and maintenance ongoing.<br>Mowing and poisoning around the lights.<br>Contractor sprayed around the aerodrome lights and the buildings for weed control.  |
| Parks & Gardens     | Mowing and watering ongoing.<br>Weed eating, trimming and mowing of the parks continue.<br>The Rural Transaction Centre Park had some more plants planted and dripper lines installed to them as part of the Rail and River Precinct Project.<br>Repairs made to some of the previously installed dripper lines.<br>Replaced batteries on the timers.              |
| Showgrounds         | Maintenance ongoing.<br>Mowing and weed eating ongoing.<br>The Showgrounds facilities were cleaned in preparation for a booking.<br>Fixed a water leak near the lady's shower building at the Showgrounds.   |
| Cemetery            | Trees have arrived for planting in the cemetery and Work Camp helped with planting those trees.<br>WORK Camp mowed and trimmed around the graves.<br>A contractor sprayed the grave area and fence lines for weeds.<br>The cemetery entrance garden area at the gate was planted with some plants.<br>Work Camp installed a gate near the grid on the front fence. |
| Public Toilets      | Inspections and cleaning ongoing.<br>Repairs made at the Jack Dwyer Park toilets.  |
| Sewerage            | Sewerage pump stations all working well.<br>Inspections and cleaning of wet wells were ongoing.<br>GT Pest Control sprayed the sewerage station and manholes around town on the weekend of the 31st October 2020.  |
| Rubbish Dump        | Completed pushing up the rubbish dump, green waste and scrap steel areas weekly.<br>Picked up any loose rubbish around the dump.   |
| Bore Water          | Assisted Dirranbandi with water and sewerage jobs:<br>Disconnected 2 x 100mm old cast iron water mains.  |

## Report of Balonne Shire Town Works

### 31/10/2020

|                   |  |
|-------------------|--|
| Treated Water     | <p>Daily maintenance and inspections ongoing.</p> <p>Repaired water services in Cowild St and Church St and back filled the holes with sand and gravel.</p> <p>Water Treatment Plant high lift pumps no. 1 and 2 foot valve rubbers were replaced.</p> <p>A seal was replaced on no. 1 pump.</p> <p>There was a fault fixed in the water tower Scada System as it was reading incorrect levels.</p> <p>Coogee Chemicals topped up Water Treatment Plant's 2200lts chlorine tank.</p> <p>The transformer was changed on the power pole by Ergon Energy for the Water Coolant Plant.</p> <p>A base was poured for the new power pole inside the yard and the power pole was stood and fitted with a power cabinet to allow for the cable work to be completed and the cables to be connected to the plant.</p>   |
| Other             | <p>Pool:</p> <p>Pool opened to the public on the 12th October 2020.</p> <p>Daily checks and testing continued.</p> <p>Cleaned and vacuumed the pool, toilets, showers and cement areas in preparation for the pool's opening.</p> <p>Backwashed the filters and added chemicals.</p> <p>Coogee Chemicals topped up the 1000lts chlorine tank.</p> <p>Due to COVID 19 an automatic hand sanitiser was installed at the entrance to the pool, signage on the walls for social distancing and hand washing were erected and a sign-in register has been provided.</p> <p>Talked to the Swim Club Committee in relation to the COVID 19 requirements.</p> <p>Replaced the faded signs on the outside of building for hazards, chemicals and no entry.</p> <p>Civic Centre:</p> <p>Mopped and cleaned the civic centre.</p> <p>Civic Centre Park toilets cleaned twice a week.</p> <p>Started the generator and ran it for five minutes to ensure that it was working satisfactory.</p> <p>Completed a playground hazard inspection for the Civic Centre Playground. A cracked swing chair was replaced.</p> <p>Sports Complex:</p> <p>The new chairs and white board have arrived, and the white board has been erected in the building.</p> <p>First Aid kit has been placed in the kitchen area.</p> <p>The irrigation system for the sprinklers has been completed and the turf has been laid to completely cover the area.</p> <p>Crusher dust has been put on the un-grassed area behind the sports complex building over the drainage pipes.</p> <p>Tennis Club:</p> <p>Cleaned the Tennis Club building making it ready for bookings.</p> <p>A contractor sprayed around the building for weed control.</p> |
| <b>Hebel</b>      |  |
| Footpath          | Hazard inspections completed for the footpaths.  |
| Town Streets      | <p>Travelled to Hebel to empty the rubbish bins weekly and complete any jobs that needed to be done.</p> <p>Border closures still ongoing.</p> <p>Contractor Jack Taylor completed town mowing on all the streets.</p> <p>Sprayed around the curves, signs and hall building.</p>  |
| Parks & Gardens   | <p>Mowing and weed trimming ongoing.</p> <p>Poisoned all parks areas for weeds.</p>  |
| Public Toilets    | Travelled to Hebel to clean the toilets weekly.  |
| Bore Water        | Repaired a two inch water service leak in Maud Street near the Hebel State School.   |
| Other             | <p>Library:</p> <p>Mowing and weed trimming.</p> <p>Beeson's Electrical serviced the air conditioners in the Library.</p> <p>Civic Centre:</p> <p>Mowing and weed trimming.</p> <p>Beeson's Electrical serviced the air conditioners in the hall.</p>  |
| <b>Bollon</b>     |  |
| Footpath          | Cleaned the Wallam Creek pathway and the main streets paths.   |
| Town Streets      | <p>Mowing, weedeating and leaf blowing was ongoing.</p> <p>Work was carried out on rejuvenating the tree wells in the town streets.</p> <p>Cleaned up after recent storms as the strong winds caused leaf matter to be blown into the gutters.</p> <p>Gutters were swept and drains cleared.</p> <p>Commenced pruning the trees in Main Street to remove the heavy limbs and dangerous branches.</p> <p>Removed the large dirt pile on the St George side of town as part of the town's beautification project.</p> <p>Brought in white rock to patch up the potholes around town.</p> <p>Lights and replacement batteries to be installed.</p>  |
| Aerodrome         |  |
| Plant & Equipment | Took delivery of a new mower.  |
| Parks & Gardens   | <p>Mowing and weedeating was ongoing.</p> <p>Watering constantly due to the dry weather.</p> <p>Top dressing completed in Walter Austin Park and Rayner Place Park.</p> <p>Beautification work in Rayner Place Park continuing.</p>  |
| Showgrounds       | Preparation work completed for the installation of the septic tank for the new ablution block and water connection.  |
| Cemetery          | <p>Mowing and weedeating of the cemetery grounds was ongoing.</p> <p>Maintenance is required to the dripper line.</p>  |
| Public Toilets    | Cleaning, sanitisation and maintenance was ongoing.  |
| Sewerage          | Sewerage manholes and pump stations sprayed for cockroaches in Bollon.   |



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## Report of Balonne Shire Town Works

### 31/10/2020

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|                 |  |
|-----------------|--|
| Rubbish Dump    | Covered over the rubbish pit with earth.   |
| River Water     | Urgent electrical repairs undertaken at the Wallam Creek Pump due to the underground power being damaged by tree roots.  |
| Bore Water      | Repairs completed to several meter service lines, and new water meters were installed where required.<br>Water leaks in the line at the showgrounds repaired.<br>Flow meter at the bore head still undergoing repairs.<br>Assisted Bollon with water and sewerage jobs:<br>1 x 50mm Water meter replaced.<br>1 x 25mm Water meter installed.<br>2 x Leaks at the Bollon Showgrounds repaired.<br>Completed all the fire hydrant maintenance in Bollon. |
| Camping Grounds | Camping numbers are still solid and the businesses in town are very happy with their support.<br>Travellers passing through have commented on how nice the parks are looking.  |
| Other           | Civic Centre:<br>Cleaned the Civic Centre after the recent dust storm in preparation for the movie night.<br>Truck Licence:<br>Brodie Wolff was successful in obtaining his truck licence.<br>Training:<br>Brodie Wolff has completed his First Aid and CPR training.<br>Community - CWA<br>Mick Nancarrow and Brodie Wolff participated in 'Yoga in the Park' run by the CWA, as part of the Balonne Shire Community Involvement Program.             |

## OFFICER REPORT

TO: Council

SUBJECT: **Monthly Report**

DATE: 09.11.20

AGENDA REF: IIFS2

AUTHOR: Ben Gardiner - Safety Advisor

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### Sub-Heading

Monthly information report

### Injury Summary

There were 3 work incidents were reported for the month of October 2020. Information is represented in the graph below for all injuries reported for the last 6 financial years. We have had an increase in Strain / Sprain injuries, but this is directly reflected in the increased reporting of injuries.

| Injury            | 2014/15 | 2015/16 | 2016/17 | 2017/18 | 2018/19 | 2019/20 |
|-------------------|---------|---------|---------|---------|---------|---------|
| Strain/sprain     | 7       | 1       | 3       | 2       | 7       | 13      |
| Foreign body      | 0       | 0       | 6       | 0       | 2       | 1       |
| Bruise            | 1       | 0       | 3       | 1       | 4       | 4       |
| Cuts / Laceration | 1       | 1       | 2       | 2       | 0       | 3       |
| Burns/scalds      | 2       | 0       | 1       | 0       | 0       | 0       |
| Skin irritation   | 0       | 0       | 1       | 0       | 0       | 0       |
| Weld flash        | 0       | 1       | 0       | 0       | 0       | 0       |
| Puncture          | 1       | 0       | 0       | 0       | 1       | 1       |
| Poisoning         | 0       | 0       | 0       | 0       | 0       | 0       |
| Fracture          | 0       | 0       | 0       | 0       | 0       | 0       |

### Take 5 and Toolbox Talks

Take 5's have now been completed with Managers and Supervisors chasing down those that were missing.

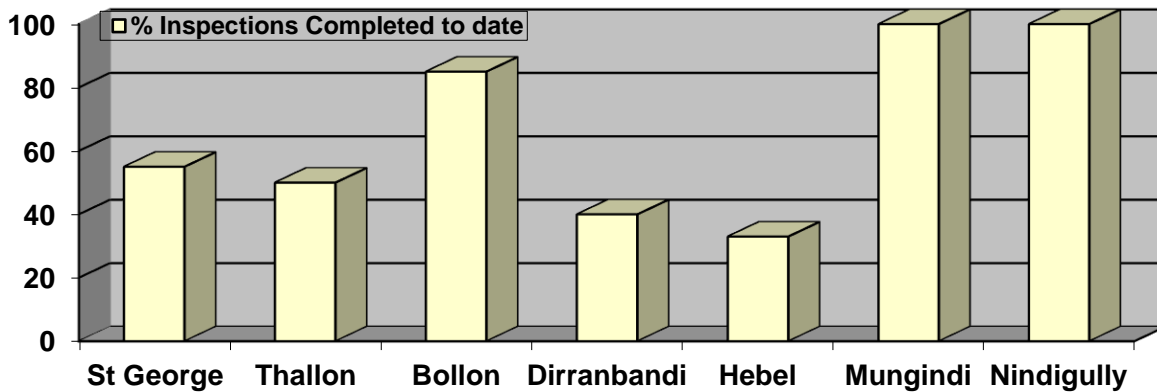
### COVID 19

We are remaining vigilant with requirements and keeping up to date with any restrictions and regulations that are put in place.

## Worksite Hazard Inspections

Hazard Inspections have now started for the period October - December 2020.

The totals for the last inspection period (July to Sept) and shown on the following graph per town. Completed Inspections have only been received from the Dept of Infrastructure Services. There were no inspections due for Nindigully and Mungindi during this period.



## Safety Inductions, Training & Information Sessions

Plant tickets are continued to be rolled out to those staff that require new operators' tickets, most recently was forklift competencies. Infrastructure Supervisors will soon be instructed in correct ways to conduct our own in-house Verification of Current Competency (VOCC). Refresher training is also organised for seasoned operators. Some Traffic Management training is ongoing.

## Calibrations, Inspections and Testing

- First Aid kits were all inspected from 12 - 14 October.
- Quotes are still being sort for on-line safety representative training.

## SAFETY AUDIT

Feddersen Consulting attended site on several occasions and will attend again on the 4<sup>th</sup> to the 6<sup>th</sup> November 2020 to guide Council in meeting TMR prequalification and the WHS Audit report requirements.

## Safety Committee Meeting

The next meeting will be held on Wednesday the 25<sup>th</sup> November 2020.

## Documents

Out of date documents are being reviewed by Feddersen Consulting, these include Risk Assessments, Procedures & Policies. On review completion they will then be sent out to relevant staff for consultation.

## Attachments

Nil

Andrew Boardman  
**Director Infrastructure Services**

## **(IERS) ENVIRONMENT & REGULATORY SERVICES**

| ITEM  | TITLE  | SUB HEADING  | PAGE |
|-------|--|--|------|
| IERS1 | <b><u>MONTHLY REPORT</u></b><br><b><u>ENVIRONMENT AND</u></b><br><b><u>REGULATORY SERVICES</u></b> | The Environment and Regulatory Services Report for the month of October 2020 is presented for Council's information. | 229  |

## OFFICER REPORT

**TO:** Council

**SUBJECT:** Monthly Report Environment and Regulatory Services

**DATE:**

**AGENDA REF:** IERS1

**AUTHOR:** Michelle Walters - Administration Officer

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### Sub-Heading

The Environment and Regulatory Services Report for the month of October 2020 is presented for Council's information.

## PLANNING AND DEVELOPMENT APPROVALS

### Value of Building Works

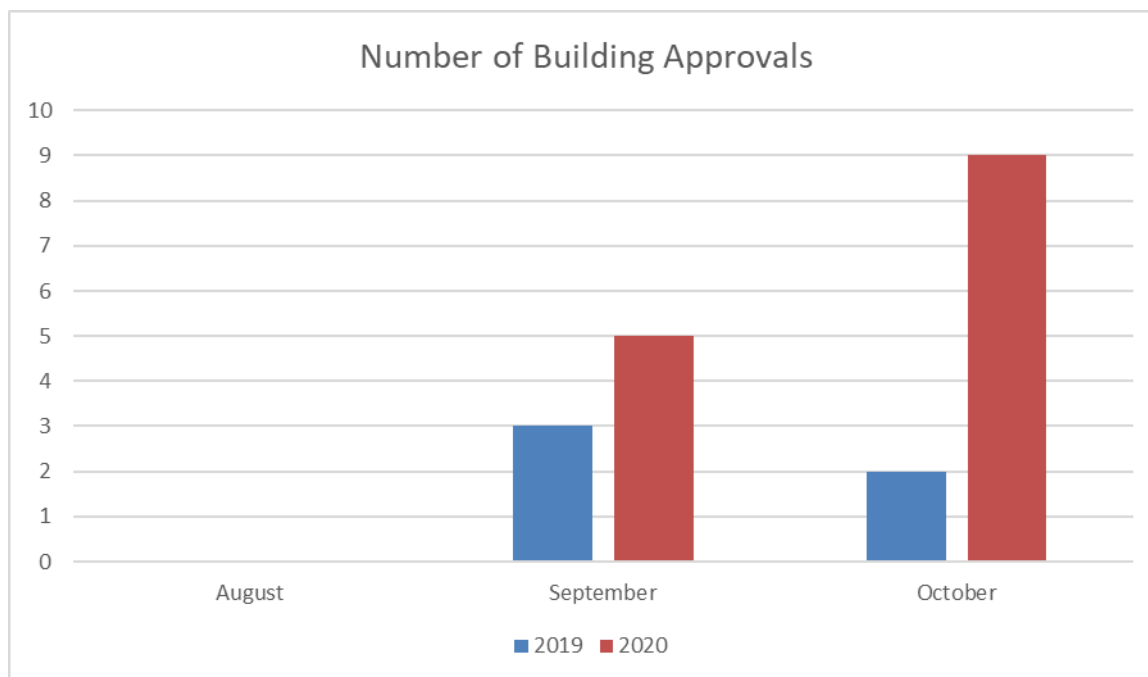
**\$869 847** Value of building applications approved by Council certification for October

**\$623 249** Value of building applications approved by private certification for 20/21

**\$2 403 712** Total value of building certifications for 20/21

| BA No | Applicant               | Owner                          | Address                           | Lot & Plan   | Builder               | Class | Description                 | Value of Works | Approval Date |
|-------|-------------------------|--------------------------------|-----------------------------------|--------------|-----------------------|-------|-----------------------------|----------------|---------------|
| 5233  | Gillebri Cotton         | Gillebri Cotton                | 530 Bundoran Rd, ST GEORGE        | 157RP84083 8 |                       | 8     | Shed Extension              | \$ 200,000.00  | 20.10.2020    |
| 5234  | Stick Man Constructions | St George Golf Club            | 280 Wagoo Rd, ST GEORGE           | 141BLM851    | Josh Vickers          | 7b    | New Shed                    |                | 14.10.2020    |
| 5235  | Field Solutions Group   | Qld Cotton Corporation         | 29050 Moonie Hwy ST GEORGE        | 23SP101401   | Field Solutions Group | 10b   | Telecommunications Facility | \$ 102,475.00  | 14.10.2020    |
| 5236  | Field Solutions Group   | Murrumbidgee Cotton Co Pty Ltd | 1880 Castlereagh Hwy, ST GEORGE   | 14SP132520   | Field Solutions Group | 10b   | Telecommunications Facility | \$ 102,475.00  | 14.10.2020    |
| 5237  | Field Solutions Group   | Doug & Jacqueline Hemming      | 185 Chelmer Rd, THALLON           | 3BLM1206     | Field Solutions Group | 10b   | Telecommunications Facility | \$ 102,475.00  | 14.10.2020    |
| 5238  | Field Solutions Group   | Ross & Marion Perrottet        | Castlereagh Hwy DIRRANBANDI       | 11BEL53144   | Field Solutions Group | 10b   | Telecommunications Facility | \$ 102,475.00  | 14.10.2020    |
| 5239  | Field Solutions Group   | H & M McIntyre                 | Dirranbandi-Hebel Rd, DIRRANBANDI | 5SP294964    | Field Solutions Group | 10b   | Telecommunications Facility | \$ 102,475.00  | 14.10.2020    |
| 5240  | Field Solutions Group   | Henry Cross                    | Castlereagh Hwy DIRRANBANDI       | 19BLM912     | Field Solutions Group | 10b   | Telecommunications Facility | \$ 102,472.00  | 14.10.2020    |

|      |                |                |                              |                 |              |    |                |              |            |
|------|----------------|----------------|------------------------------|-----------------|--------------|----|----------------|--------------|------------|
| 5241 | Cubbie Ginnery | Cubbie Ginnery | 205 Cubbie Road, DIRRANBANDI | 116RP91066<br>9 | Grant Nation | 7b | Shed Extension | \$ 55,000.00 | 14.10.2020 |
|------|----------------|----------------|------------------------------|-----------------|--------------|----|----------------|--------------|------------|



## 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            | Decision Part            |
| RL 107  | Subdivision (two into three lots)                     | 'Tarilla' Carnarvon Highway, St George      | Referral Part            |
| RL 108  | Boundary Realignment (two into two lots)              | 9 & 22 Johnston Road, 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 October 2020
- There were no food recalls actioned in October 2020.

### Local Laws:

- Registration forms and the completion of QR codes at RV friendly parks are still continuing.

**Public Health:**

- Council continues to 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 October with 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 continuing to be cleared of the illegally dumped tyres.
- Hotspots are currently being investigated and cleared
- Council is currently working with local industry to manage their end-of-life tyres
- Industry have disposed their waste tyres at the St George landfill during October.

**St George landfill**

- The landfill site is presently operating in a reasonable condition.
- The new drop-down area at the St George landfill is working well.

**Dirranbandi landfill**

- The landfill site is presently operating in a reasonable condition.
- Greenwaste is still a concern on this site.

**Thallon landfill**

- The landfill site is currently operating in a good condition.
- Greenwaste is still a concern on this site

**Bollon landfill**

- The landfill site at Bollon is currently operating in a good condition.
- Greenwaste is still a concern on this site

**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**

- CCWI Weed grant progressing with ground spraying and another cultural burn workshop organised from the 10-12 November 2020.

- Council is applying to the Queensland Feral Pest Initiative – Round 5 for cluster fencing (the funding is capped at \$2,700 per kilometre), Officers are currently working with Landholders to get a Register of Interest prior to the due date of the 11 November.
- Council is looking at applying for the Tackling Tougher Times Grant for Natural Resource Management for Munya Lakes, Policeman's Lagoon and Riverbank revitalisation.

### **Wild Dog Exclusion Fencing (WDEF)**

Wild Dog Exclusion Fencing deliveries are ongoing when supplies are ready, and inspections are happening when required:

- "Mathalla" Delivery's Parts 2, 3, 4, 5, 6 – 100% completed
- "Glendouglas" Delivery's Parts 1, 2, 3
- "Dimberly" Delivery Parts 1,2,3 100% Complete.
- "Chesterfield" Delivery Murray Darling Component 100% Complete.
- "Bonathorne" Delivery 100% Complete.
- "Miegunyah" Delivery Part 2.
- "Yamburgan" Delivery's Parts 1,2.
- "Jakelwar" Delivery's Parts 1,2,3.
- "Shadelands" Delivery 100% Complete.
- "Narline" Initial Delivery.
- "Pebbly Creek" Initial Delivery.
- "Denholm" Initial Inspection and Safety Inspection.
- "Rosehill" / "Tow Towri" / "Lone Pine" 50% Inspection and Safety Inspection.
- "Charlton" 100% Inspection.
- "Glendouglas" 50% Inspection.
- "Tara" Initial Inspection.

### **Stock Routes**

- Stock Route Patrols and Compliance.
- "Bullawarrie" Capital Works (Night-yard) Project 100% Complete.
- "Glencoe" Capital Works (Night-yard) Project 100% Complete.
- "Vincents Valley Capital Works (Trough Replacement) progressing.
- "Mathalla" 60kgs Fresh Meat Baits.
- "Old Woolerina" 60kgs Fresh Meat Baits.
- "Myall Grove" 40kgs Fresh Meat Baits.
- "East Katoota" 40kgs Fresh Meat Baits.
- "Chesterfield" 40kgs Fresh Meat Baits.
- "Melrose" 40kgs Fresh Meat Baits.
- "Chelmer" 40kgs Fresh Meat Baits.
- "Powrunna Bore" 40kgs Fresh Meat Baits.
- "Rosehill" 40kg Fresh Meat Baits.
- 1080 Refresher Training with Bio-Security Queensland.
- Stock Route Patrols and Inspections.
- Water Facility Inspections and repairs.
- Rural Services Utility 3515 150,000 Service
- Rural Services Utility 4028 Heavy Duty Suspension Upgrade.



- Rural Services Utility
- Thallon town common maintenance (Fence Repairs).
- First Aid Training.
- Application to extract water from Stock Route Dams (Boolba)(Cypress Tank) to an agreed level 50% of capacity for flood damage works on the Middle Road. (Approved)
- Drafting of the Balonne Shire Stock Route Management Plan is being finalised.

### **Compliance/Local Laws**

The Local Laws Officer has undertaken the following for the month of September:

- 26 Infringements Issued for failure to register dog.
- 73 written warning have been issued with 7 outstanding to date.
- 4 Stock dog premise inspections completed
- 1 dog impounded
- 7 dogs surrendered
- 8 dogs rehomed
- 1 cat surrendered and being rehomed
- 1 dog reunited with owner
- Patrols of neighbouring towns and follow up on non-registered dogs.
- Pound vehicle wraps ordered.
- Dog Pound Volunteer Policy is being drafted
- Animal Adoption Policy is being drafted for the Pound.

### **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**