



# Meeting Notice and Agenda

for the

Ordinary Meeting of the Council

to be held in the

Council Chambers, 118 Victoria Street, St George

on

Thursday 19th January 2023

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 Paul O'Connor (Acting Director Infrastructure Services)	-As required for IFS
Cr R Lomman	-Full Meeting	Dr Digby Whyte (Director Community & Environmental Services)	-As required for ERS
Cr SS Scriven	-Full Meeting		
Cr W Winks	-Full Meeting		
Cr A Benn	-Full Meeting		

4. **Leave of Absence**
5. (COM) Confirmation of Minutes of the **General Meeting held on 15 December, 2022.**  
(COM) Confirmation of Minutes of the **Special Meeting held on 21 December, 2022.**
6. **Declaration of Conflicts of Interest**
7. **Deputations - Nil**
8. **Meeting Business by Corporate Function**  
Office of the CEO  
Finance & Corporate Services  
Infrastructure Services  
Community & Environmental Services
9. **Confidential Items**  
Office of the CEO  
Finance & Corporate Services  
Infrastructure Services  
Community & Environmental Services
10. **Councillor Reports**
11. **General Business**
12. **Information Reports**  
Office of the CEO  
Finance & Corporate Services  
Infrastructure Services  
Community & Environmental Services



# MEETING BUSINESS BY CORPORATE FUNCTION

## (OCEO) OFFICE OF THE CEO

ITEM	TITLE	SUB HEADING	PAGE
OCEO1	<u>TOURISM EVENTS GRANT APPLICATION – GRAZING AT THE WATERING HOLE</u>		4

## OFFICER REPORT

TO: Council

SUBJECT: Tourism Events Grant Application – Grazing at the Watering Hole

DATE: 06.01.23

AGENDA REF: OCEO1

AUTHOR: Kim Wildman - Tourism Manager

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### Tourism Events Grant Application – Grazing at the Watering Hole

#### Executive Summary

Tourism Events Grant Regional Event sponsorship request from the Thallon Progress Association for the 2023 Grazing at the Watering Hole event. This report was held over from the December Council Meeting following Thallon Progress Association's Meeting Minutes which stated that the event was cancelled. Since then, Thallon Progress Association Member, Leanne Brosnan, has taken over as the key Event Organiser and the event is going ahead as scheduled on 11 March 2023.

#### Background

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

The inaugural event, held on the last weekend of September in 2018, drew a crowd of 120 guests. Initially the second event was planned for September 2020 but was postponed due to COVID-19. It eventually took place in March 2021 and attracted 200 guests. The third event is now planned for 11 March 2023.

While the 2021 event drew 200 guests and tickets sold out within a couple of days, with a new team of volunteers taking over the organisation of the event, they have decided to decrease attendee numbers back down to 150 to ensure the high standards set from previous events are maintained. In addition, some 50 volunteers from the Balonne Shire and beyond will be enlisted to staff the event, bringing the total number of unique attendees to the event to 200. Of these it is estimated that 50%, approximately 100 people, will come from outside the Shire and stay an average of 2 nights.

Using Tourism Research Australia's estimated daily expenditure for the Balonne Shire (currently determined as \$130 per person per night) the 2021 event will deliver **\$26,000** of economic benefit to the Shire.

The Thallon Progress Association has submitted an application for a **Regional Event** for the 2023 Grazing at the Watering Hole event, requesting **\$3,000** in financial support. They have also requested a fee waiver for the McGeever Recreational Campgrounds and 10 additional bins, totalling **\$317.90**.

#### FUNDING CRITERIA

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

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

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

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

#### **Increase visitation & length of stay of visitors to the Shire**

The Thallon Progress Association has worked with Palmers Coaches to create a package tour to bring in visitors from outside of the region for the event. They will endeavour to do this again in 2023. The Progress Association is also working with the Thallon Information Station and the Balonne Shire Visitor Information Centre to promote other attractions and sights/sites in the Shire to encourage travellers who come to the event to stay longer.

#### **Generates positive state-wide or national media coverage**

The iconic setting of this event with the stunning GrainCorp Silos as the backdrop has ensured that it has drawn strong media exposure. Articles about the event have appeared in *Highlife Magazine*, *Goondiwindi Argus*, and *Queensland Country Life*. The event also featured on the Channel 7 *Weekender* and ABC News *Breakfast* TV programs. Additionally, the Grazing at the Watering Hole has been listed online with Australian Tourism Data Warehouse. Promotions in the lead up to the event will include advertising postcards and flyers, along with targeted web and social media content.

#### **Stimulates the local economy through business partnerships**

The Thallon Progress Association actively pursues local partnerships with Balonne-based businesses allocating a significant part of the event budget to pay for local produce, catering and entertainment.

Additionally, the Event Organisers have experience in Event Management, have considered associated risks and have provided a sound Data Collection Plan.

As the main purpose of the Tourism Events Grant is to help Event Organisers grow and develop events that contribute to the vibrancy of the region and generate positive media coverage, Council should consider approving the Thallon Progress Association’s request for \$3,000 in financial support and fee waiver for the 2023 Grazing at the Watering Hole event.

#### **Link to Corporate Plan**

Key Foundation Area	Key Program Area
<u>Economy</u>	Grow Tourism

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

Janna Spierenburg, President, Thallon Progress Association  
Sarah Ziebarth, Secretary, Thallon Progress Association  
Leanne Brosnan, Thallon Progress Association  
Kim Wildman, Manager Tourism, Balonne Shire Council

#### **Legal Implications**

NA

## Risk Implications

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

## Policy Implications

NA

## Financial and Resource Implications

The Council Tourism Events Grant Program has an approved budget of \$63,000 for the 2022/2023 Financial Year. To date, the only funding allocated from this financial year's budget has been \$3,000 for Easter in the Vines and \$10,000 for the Outback Queensland Masters.

Pending decisions of other applications in this Round of funding (St George Show), if Council resolves to grant the Thallon Progress Association the full \$3,000 requested, more than half of the total budget will remain available for the next round of funding applications in the 2022/2023 financial year.

<b>Annual Budget</b>		<b>\$63,000</b>
Less approved requests		
Easter in the Vines	\$3,000.00	
Outback Queensland Masters	\$10,000.00	
Less pending requests		
St George Show	\$4,000.00	
Grazing at the Watering Hole	\$3,000.00	
<b>Total remaining</b>		<b>\$43,000</b>

Council therefore has sufficient funds to support this application.

If Council approves the fee waiver (\$235.40 for two days hire of the McGeever Recreational/Campgrounds and \$82.50 for additional bins), the total in-kind support offered would be approximately **\$317.90**.

## Options or Alternatives

Provide only the \$3,000 in funding without the addition of the fee waivers.

## Attachments

Nil

## Recommendation/s

That Council resolves to:

1. Sponsor the Thallon Progress Association with \$3,000.00 from the Tourism Events Grant Funding Program for the 2023 Grazing at the Watering Hole event.
2. Waive the fee for the hire of the McGeever Recreational/Campgrounds and bins for the 2023 Grazing at the Watering Hole event.

Matthew Magin

**Chief Executive Officer**

## (FCS) FINANCE AND CORPORATE SERVICES

ITEM	TITLE	SUB HEADING	PAGE
FCS1	<b><u>CEO DELEGATIONS ANNUAL REVIEW</u></b>	Annual review of the CEO Delegations	8
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FCS5	<b><u>REVISED ENTERPRISE RISK MANAGEMENT FRAMEWORK AND POLICY</u></b>	Enterprise Risk Management Framework and Policy	89
FCS6	<b><u>FINANCE REPORT - MONTH ENDING 31 DECEMBER 2022</u></b>	Finance Report for the month ending 31 December 2022.	108

## OFFICER REPORT

**TO:** Council

**SUBJECT:** CEO Delegations Annual Review

**DATE:** 09.01.23

**AGENDA REF:** FCS1

**AUTHOR:** Casey Dries - Administration Officer - Governance

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### Sub-Heading

Annual review of the CEO Delegations

### Executive Summary

Council to conduct the annual review of the delegations given to the CEO.

### Background

The Local Government Act and Regulations require Council to establish a register of delegations and to review the Chief Executive Officer's delegations on an annual basis. The CEO may then sub-delegate to employees and/or contractors.

There are several administrative delegations and Council's financial delegation register that are also applicable in this process.

The register is based on the Local Government Association Queensland's Delegations service offered to all Councils and they provide regular updates when a legislation needs changes made. The full register will be tabled at the council meeting and provided electronically under separate cover. The instrument of delegation is attached for council's adoption.

A delegation policy has been developed to complement and document the process.

### Link to Corporate Plan

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

### Consultation (internal/external)

Local Government Association of Queensland (LGAQ)

## Legal Implications

Council is required to review the CEO Delegations annually. The recommendation complies with the relevant provisions of the Local Government Act 2009 and Local Government Regulations 2012. The changes to the register are based on legislations changes made throughout the year. No policy is required.

## Risk Implications

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

## Policy Implications

The proposed delegation policy is a new policy for council's consideration.

## Financial and Resource Implications

Financial delegations are maintained as deleted by the CEO.

## Options or Alternatives

Nil

## Attachments

1. CEO Instrument of Delegation 2023 [↓](#)
2. Delegation Policy [↓](#)

## Recommendation/s

That Council resolves to:

1. Adopt the Instrument of Delegation for the Chief Executive Officer, as attached; and
2. Hereby delegate all powers referred to in the document titled "Register of Delegations – Council to CEO by Council to the Chief Executive Officer of the Balonne Shire Council pursuant to section 257 of the Local Government Act 2009" as tabled.
3. Adopt the Delegation Policy, as attached.

Michelle Clarke

**Director Finance & Corporate Services**

# Instrument of Delegation

**BY COUNCIL TO THE CHIEF EXECUTIVE OFFICER  
PURSUANT TO SECTION 257 OF THE LOCAL GOVERNMENT ACT 2009.**

**Delegate: CHIEF EXECUTIVE OFFICER**

The title of the office held by MATTHEW MAGIN at Council is the CHIEF EXECUTIVE OFFICER. The Register of Delegations - Council to CEO - attached to this memorandum identifies powers which are delegated by reference to a person who is the holder of a specified title in the hierarchy of Council.

Pursuant to section 257 of the *Local Government Act 2009*, Council hereby delegates to you, in your capacity as a holder of the specified title within the hierarchy of Council, the powers identified in the Register of Delegations - Council to CEO which are delegated to a person holding the specified title.

## **Powers Delegated**

The power to take any action related to conduct of the business of the delegate's area of responsibility. If the delegation of a power is subject to one or more conditions, a summary of the conditions is specified adjacent to the power in the register.

It is council's intention that to the greatest extent possible all powers have been delegated necessary for the delegate to perform the role, and it is intended that the delegation will be effective even if a specific piece of legislation is not listed in the register. Further recognising that legislation is changed and made on an ongoing basis, this delegation is to be interpreted as continuing to be effective even though amendments are made to empowering legislation.

Dated this 19<sup>th</sup> day of January 2023

\_\_\_\_\_  
Cr Samantha O'Toole

**Mayor, Balonne Shire Council**



# Delegation Policy (Council)

## 1. PURPOSE

The purpose of this policy is to establish the framework for reviewing, making, recording and exercising delegations made pursuant to the Local Government Act 2009.

## 2. SCOPE & AUTHORITY

This policy applies to all employees.

This is a discretionary policy, resolved by Council under its powers in accordance with the Queensland Local Government Act (2009) Chapter 2, Section 9 which states:

### **9 Powers of local governments generally**

- (1) *A local government has the power to do anything that is necessary or convenient for the good rule and local government of its local government area.*

Consistent with S257 of the Local Government Act 2009 regulating delegations.

## 3. POLICY STATEMENT

- a) Council seeks to achieve the best possible results for the Shire ensuring effective, transparent, and efficient management of operational and administrative matters. To achieve this, Council regularly reviews and provides a delegation of certain legislative powers where it is practical, lawful, and administratively responsible to do so.
- b) The Local Government Act 2009 provides that Council may, by resolution, delegate a power under an Act to the Mayor and Chief Executive Officer.
- c) Delegation by Council is not permitted:
  - If the relevant legislative provision provides that the power be exercised “by resolution” or that Council “adopt”;
  - To an individual Councillor; and
  - To employees other than the Chief Executive Officer.
- d) Council keeps two registers which contain particulars of delegations made by:
  - Council to the Chief Executive Officer;
  - Chief Executive Officer to Employees and Contractors of Council including:
    - Authorised Officers
    - Financial Delegations
- e) Legislative provisions to be enacted by the Chief Executive Officer can be delegated to other employees, including powers delegated by Council to the Chief Executive Officer.
- f) A delegation is revocable and does not prevent Council from acting in a matter, should it be necessary.
- g) Where a matter is contentious, controversial, or otherwise warrants consideration by Council, the delegate should not act or exercise any delegated power or function in relation to that matter.

## 4. RESPONSIBILITIES

### 4.1 All Councillors and Council employees

- Act in accordance with the legislative provisions and be aware of their respective delegations

### 4.2 Managers and Directors

- Review delegations annually as part of a staff members performance appraisal process and as and when new staff commence duties as part of the induction process

# Delegation Policy (Council)

## 4.2 Director Finance & Corporate Services

- Shall be the custodian of this policy
- Shall implement control measures and training that provide assurance that Council acts in accordance with the policy
- Shall implement systems and processes to measure and report annually on the CEO's delegations

## 4.3 Chief Executive Officer

- Delegate powers as authorised by relevant legislation and/or by council resolution

## 5. RISK

This policy mitigates the risk of Council and/or its employees acting without appropriate authority.

## 6. IMPACTS

**Corporate Plan:** Governance: 5.5 High levels of transparency and compliance

**Human Rights Compatibility Statement:** this policy is consistent with the Human Rights Act 2019;

**Engagement:** all staff upon employment will receive appropriate delegation (as required) as part of the induction process and this will be reviewed annually as part of their performance appraisal process.

## 7. RELATED LAWS

- Local Government Act 2009
- Local Government Regulations 2012

## 8. RELATED DOCUMENTS

- Instruments of Delegation
- Delegations Register

## 9. REVISION HISTORY

**Revokes:** Not applicable.

**Previous approved versions:** Not applicable

**Suggested to review by:** The CEO delegations are required to be reviewed annually. All other delegations are to be reviewed annually by the relevant Director and/or at the time of new staff commencing their duties.

## 10. DEFINITIONS

Employee means a local government employee as defined in the Local Government Act 2009

## 11. ATTACHMENTS

NIL

## OFFICER REPORT

**TO:** Council

**SUBJECT:** Declaration of Interest - January Councillor Workshop

**DATE:** 04.01.23

**AGENDA REF:** FCS2

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

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### Sub-Heading

Declaration of Interest – Future Councillor Workshops and Committee meetings

### Executive Summary

The purpose of this report is to assist Councillors and Council as a whole to hold workshops and briefings on a range of matters and to determine how to manage declarable conflicts of interest in accordance with the Local Government Act 2009.

### Background

Council met with representatives of the Department of State Development, Infrastructure, Local Government and Planning who advised that in order for councillors to participate in workshops or information briefings held by council outside of Ordinary or Special Council meetings it must consider declarable conflicts of interest by resolution of Council in accordance with S150ES of the Local Government Act 2009. Council must consider the declared conflict of interest and determine whether to exclude or permit the councillor from participating in information sessions and/or debating matters or voting at a council meeting. Once resolved the declaration is on the record and only requires review if an individual councillor's circumstances change and/or the Council matter materially changes.

The option to manage conflicts of interest is not applicable to prescribed conflicts of interest where a councillor must declare and remove themselves from any council or committee meeting, briefing or workshop.

To assist Councillors and to ensure compliance the following is a list of the proposed workshops topics to be held in the Month of January – February 2023 to allow Councillors an option to consider whether there are any potential conflicts of interest:

The following items may be subject to a declaration of a conflict of interest:

- Motorsports Precinct Proposal
- Asset management (Dr John Sing)
- Projects workshop including St George bore water and Thallon Park upgrade
- Deputation on Carbon Capture & Storage
- Further rating workshops including commercial, industrial, and residential river water allocations
- Further Airport & Industrial Land Development workshops
- Alton National Park – land request from Department

- Rowden Park projects
- Plant Standing Committee
- Cultural Burning Presentation
- Wild Dog Barrier Fencing – History
- Equine & Event Centre
- Council Showgrounds, Facilities and Fee Waivers
- Outback Car rentals proposal
- CUC Update
- Domestic Animal Advisory Group

Dates and further details provided in Sharepoint.

## Link to Corporate Plan

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

## Consultation (internal/external)

Department of State Development, Infrastructure, Local Government and Planning

## Legal Implications

### Section 150ES – Local Government Act 2009

#### Procedure if councillor has declarable conflict of interest

(1) This section applies if a councillor has a declarable conflict of interest in a matter as notified at a meeting under section 150EQ(2) or (3) or decided by eligible councillors at a meeting under section 150ER(2).

(2) However, this section does not apply in relation to a decision about the matter if the councillor who has the declarable conflict of interest voluntarily decides not to participate in the decision.

(3) The eligible councillors at the meeting must, by resolution, decide—

(a) for a matter that would, other than for the councillor's declarable conflict of interest, have been decided by the councillor under an Act, delegation or other authority, whether the councillor—

(i) may participate in the decision despite the councillor's conflict of interest; or

(ii) must not participate in the decision, and must leave the place at which the meeting is being held, including any area set aside for the public, and stay away from the place while the eligible councillors discuss and vote on the matter; or

(b) for another matter, whether the councillor—

(i) may participate in a decision about the matter at the meeting, including by voting on the matter; or

(ii) must leave the place at which the meeting is being held, including any area set aside for the public, and stay away from the place while the eligible councillors discuss and vote on the matter.

(4) The eligible councillors may impose conditions on the councillor under a decision mentioned in subsection

(3)(a)(i) or (b)(i).

Example—

The eligible councillors may decide that the councillor may participate in a decision about the matter by discussing it at the meeting under subsection (3)(b)(i), but may impose the condition that the councillor must leave the place at which the meeting is being held while the matter is voted on.

(5) The councillor must comply with—

(a) a decision under subsection (3)(a)(ii) or (b)(ii); or

(b)any conditions imposed on a decision under subsection (4).  
Maximum penalty—100 penalty units or 1 year’s imprisonment.

(6) However, the councillor does not contravene subsection (5) by participating in a decision or being present under an approval given under section 150EV.

### **Risk Implications**

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

### **Policy Implications**

This process is consistent with the Code of Meeting Practice

### **Financial and Resource Implications**

It is proposed that this report be submitted monthly with the proposed workshop agenda to allow Councillors time to consider any potential conflicts of interest. Where applicable Council may seek legal advice and/or Ministerial consent.

### **Options or Alternatives**

Add further workshop/briefing items

### **Attachments**

Nil

### **Recommendation/s**

That individual Councillors declare any declarable conflicts of interest for eligible Councillors to consider how they may or may not participate in Councillor workshops and/or meetings to comply with S150ER and S150ES of the Local Government Act 2009.

Michelle Clarke

**Director Finance & Corporate Services**

## OFFICER REPORT

**TO:** Council

**SUBJECT:** Model Meeting Procedures

**DATE:** 06.01.23

**AGENDA REF:** FCS3

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

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### Sub-Heading

Amendments to Model Meeting Procedures

### Executive Summary

The Department of State Development, Infrastructure, Local Government & Planning [DSDILGP] have reviewed the model meeting procedures and best practice example of standing orders. The purpose of this report is to adopt the revised version of Council's Code of Meeting Practice to ensure they are consistent.

### Background

Council adopted its Code of Meeting Practice, incorporating standing orders on 29 October 2020. The DSDILGP have reviewed the model meeting procedures and best practice example of standing orders for Councils. The amendments include changes relevant to COVID-19 safety provisions and conducting meetings remotely and closing meetings. The changes also relate to closed meetings to discuss council's budget. Council's Code of Meeting Practice with tracked changes was circulated to Councillors under separate cover. The final version is attached for Council's consideration and adoption.

### Link to Corporate Plan

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

### Consultation (internal/external)

DSDLGP completed all relevant consultation and review as per the attached letter.

### Legal Implications

A council must either adopt the model meeting procedures or prepare and adopt other procedures for the conduct of its council meeting, standing and advisory committee meetings, that are consistent with the model meeting procedures.

If there is any inconsistency, then the council is taken to have adopted the model meeting procedures to the extent of the inconsistency. If a council chooses to continue using existing standing orders, the council must review them to ensure that they are consistent with the requirements of these model meeting procedures.

## **Risk Implications**

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

## **Policy Implications**

The attached final version supersedes all previous versions.

## **Financial and Resource Implications**

Nil

## **Options or Alternatives**

Amend (provided consistent with the legislation and/or best practice or models provided)

## **Attachments**

1. Revised Code of Meeting Practice 2023 [↓](#)
2. Letter - DSDLGP - Changes to Model Meeting Practice [↓](#)
3. Model Meeting Practice Guidelines as provided by DSDLGP [↓](#)
4. Best Practice Standing Orders - provided by DSDLGP [↓](#)

## **Recommendation/s**

That Council resolves to:

1. rescind the previous version of the Code of Meeting Practice adopted by Council 29 October 2020; and
2. adopt the final version of the Code of Meeting Practice, as attached

Michelle Clarke

**Director Finance & Corporate Services**



# Code of Meeting Practice

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# Code of Meeting Practice

## PART 1 – Standing Orders

### 1. Legislation

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

### 2. Principles

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

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

### 3. Scope

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

### 4. Responsibility

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



## Code of Meeting Practice

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

### **5. Before Council Meetings**

#### **5.1 Frequency of Meetings (s254 LGR)**

The Council will meet once a month.

#### **5.2 Dates**

- 5.2.1 Council meets at 9.00 am on the third Thursday of each month.
- 5.2.2 Any change from the date of commencement time of a Council meeting shall be by resolution of the Council or, in emergency circumstances, by the authorisation of the Mayor.
- 5.2.3 Special Meeting of Council will be held in accordance with clause 5.2 and 5.3.

#### **5.3 Notice of Meetings to Councillors (s254C LGR)**

- 5.3.1 Written notice of each meeting or adjourned meeting of the Council will be given to each Councillor at **least two (2) calendar days** before the day of the meeting unless it is impracticable to give notice.
- 5.3.2 The written notice shall state the day and time of the meeting and for a special meeting – the object of the meeting.

#### **5.4 Notice for Special Meeting**

- 5.4.1 A special meeting is a meeting at which the only business that may be conducted is the business stated in the notice of meeting.
- 5.4.2 If the Mayor receives a request in writing signed by at least two (2) Councillors, the Mayor must call a special meeting of the Council to be held as soon as practicable but in any event within fourteen (14) days after the receipt of the request.
- 5.4.3 The Mayor or Chief Executive Officer may call a special meeting of the Council to be held as soon as practicable. The Mayor or CEO will notify the Councillors at least two (2) calendar days prior to the special meeting being held.

#### **5.5 Public Notice of Meetings (s254B LGR)**

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



## Code of Meeting Practice

- 5.5.2 Council will display in its administration centre and libraries a notice of the days and times when its meetings will be held.
- 5.5.3 Council will publish any amendment to the timetable of its meetings via council's website and changes via social media.
- 5.5.4 The full public agenda will be published on Council's website by 5pm on the next business day after notice of meeting is given to Councillors (and prior to the council meeting). (this includes Standing Committees and Council agendas but does not include any reports to be considered in closed session)

### 5.6 Place of Meetings (s254B & 257 LGR)

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

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

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

## 6. Meetings

### 6.1 Chairperson

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

## Code of Meeting Practice

### 6.2 Duties of the Chairperson

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

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

### 6.3 Councillors

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

## 7. Procedures for meetings

### 7.1 Order of Business

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



# Code of Meeting Practice

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

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

## 7.2 Agendas

The agenda may contain (consistent with the order of business):

- Notice of meeting
- Minutes of the previous meeting
- Business arising out of previous meetings
- Business which the Mayor wishes to have considered at the meeting without notice (Mayoral Minute)
- Matters of which notice has been given (Notice of Motion)
- Officer reports referred to the meeting by the Senior Leadership Group
- Committee reports referred to the meeting by the Senior Leadership Group
- Deputations and delegations from the community that are approved to attend
- Any other business the council determines by resolution to be included in the agenda

Business not on the agenda or not fairly arising from the agenda, will not be considered at any council meeting unless permission for that purpose is given by the Council at the meeting. Business must be in accordance with the adopted terms of reference for each committee.

Matters on the agenda that will require the meeting to be in a closed session consistent with the provisions under section 254J LGR, will be clearly identified on the agenda including the reasons why the session will be closed.

## 7.3 Petitions

Any petition presented to a meeting of Council shall:

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

## Code of Meeting Practice

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

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

### 7.3.1 Deputations

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

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

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

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

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

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

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

### 7.4 Motions

#### 7.4.1 Motion to be moved

- a) A Councillor is required to 'move' a motion and then another Councillor is required to 'second' the motion.
- b) When a motion has been moved and seconded, it shall become subject to the control of Council and shall not be withdrawn without the consent of Council.
- c) Other Councillors can propose amendments to the motion which must be voted on before voting on the final motion.





## Code of Meeting Practice

- i. A motion brought before a meeting of Council in accordance with the Local Government Act 2009 or this Code shall be received and put to the meeting by the Chairperson.
- ii. The Chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
- iii. The chairperson may refuse to accept a motion if it is not within the meeting's jurisdiction and rule a motion out of order if necessary. Any motion that is vague, proposes an unlawful action, is outside the scope of the meeting, is defamatory, vexatious or is unnecessary, may be ruled out of order.
- iv. The Chairperson may call the notices of motion in the order in which they appear on the agenda, and where no objection is taken to a motion being taken as a formal motion, the Chairperson may put the motion to the vote without discussion.
- v. No more than one motion or one proposed amendment to a motion may be put before a meeting of Council at any one time.

### **7.4.2 Absence of Mover of Motion**

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

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

### **7.4.3 Motion to be seconded**

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

### **7.4.4 Amendment of Motion**

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

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

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

Where a motion is amended, the original motion cannot be re-introduced as a subsequent amendment to the first amended motion.

Councillors present at the meeting at which a motion to repeal or amend a resolution is put may defer consideration of that motion. The deferral may not be longer than three (3) months.



## Code of Meeting Practice

### 7.4.5 Speaking to motions and amendments

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

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

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

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

The mover of a motion or amendment shall have the right to reply. Once the right of reply has been delivered the debate ends.

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

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

*Note: If a report contains distinct recommendations, the decision of the council may be taken separately on each recommendation. If a decision by the meeting is contra to a recommendation in a report the minutes must give the reasons for the decision.*

### 7.5 Procedural motions

#### 7.5.1 Types of procedural motions

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

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





## Code of Meeting Practice

Eligible councillors may move a procedural motion that a councillor may participate in a meeting despite a declarable conflict of interest. (see Part 4)

### **7.5.2 Motion that the Question be put**

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

### **7.5.3 Motion to adjourn**

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

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

### **7.5.4 Motion to change order of business**

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

### **7.5.5 Point of order**

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

- has failed to comply with proper procedures
- is in contravention of the Local Government Act/Regulations, or
- is beyond the jurisdiction power of Council.

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

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

A procedural motion 'to suspend the rule requiring that.', may be made by any councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule will specify the duration of the suspension.

*Note: Points of order cannot be used as a means of contradicting a statement made by the councillor speaking. Where a point of order is moved, consideration of the matter to which the motion was moved will be suspended.*

The chairperson will determine whether the point of order is upheld.



## Code of Meeting Practice

### 7.5.6 Motion of dissent

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

### 7.6 Questions

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

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

### 7.7 Table a Document

The motion that a report/document be tabled may be used by a councillor to introduce a report or other document to the meeting only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.

### 7.8 Conduct during Meetings

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

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

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

When the Chairperson speaks during the process of a debate, the Councillor then speaking or offering to speak shall immediately cease speaking, and each Councillor present shall preserve strict silence so that the Chairperson may be heard without interruption.

Refer to Part 2 for the process for dealing with unsuitable meeting conduct.

### 7.9 Closed Meetings (s254J LGR)

7.9.1 The Council has limited powers under the Act and Regulations to close Council Meetings to the public.

7.9.2 In the interests of accountability and transparency, Council must specify the nature of the matter to be discussed and the reasoning of the Councillors for going into closed session.

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## Code of Meeting Practice

- 7.9.3 If the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session and name the topic to be discussed and a brief explanation of why it is deemed necessary to take the issue into closed session.
- 7.9.4 If a closed session includes attendance by teleconference, the Councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation.
- 7.9.5 A resolution that a meeting be closed must state the nature of the matters to be considered while the meeting is closed.
- 7.9.6 Only procedural resolutions may be made during a closed meeting. The meeting must be reopened before any substantive resolution on the matter is made.
- 7.9.7 When the Council resolves to close the meeting to the public, The Chairperson may direct all persons other than Councillors and the Chief Executive Officer to leave the Council Chambers. The Chairperson may allow additional persons (including officers of the Council, and Legal and Technical Advisers) to remain in the meeting.
- 7.9.8 All other persons must immediately leave the Council Chambers.
- 7.9.9 A person failing to comply with a direction to leave the Council Chambers may be removed from the Council Chambers using reasonable, necessary force. For the purpose of effecting the removal the Chairperson may call upon the assistance of a member of the Police Service.
- 7.9.10 Unless the Council, upon the resumption of its open meeting, resolves to the contrary, all matters discussed in a closed meeting must be kept confidential.
- 7.9.11 The minutes of a Local Government must detail the matter discussed and reasoning for discussing the matter in closed session. The Local Government must also ensure that it complies with the statutory obligations associated with recording of passed resolutions.
- 7.9.12 A council meeting, standing or advisory committee cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the eligible councillors at the meeting must decide whether the councillor has a declarable conflict of interest in the matter.
- 7.9.13 Further the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the meeting and the council must:
- Delegate the matter;
  - Decide by resolution to defer to a later meeting
  - Decide by resolution to take no further action on the matter.

### 7.10 Disorder

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

## Code of Meeting Practice

declare the meeting closed, and any outstanding matters referred to a future meeting.

### **7.11 Method of Taking Vote**

The chairperson will call for all councillors in favour of the motion to indicate their support. The chairperson will then call for all councillors against the motion to indicate their objection.

A councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. If a division is taken, the minutes of the meeting will record the names of councillors voting in the affirmative and of those voting in the negative. The chairperson will declare the result of a vote or a division as soon as it has been determined.

Councillors have the right to request that their names and how they voted be recorded in the minutes if they request it when voting other than by division.

Except upon a motion to repeal or amend it, the resolution will not be discussed after the vote has been declared.

### **7.12 Voting and Decisions of Council**

At a meeting of Council:

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

### **7.13 Disclosures of Interest**

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



## Code of Meeting Practice

### 8. Attendance and Non-Attendance:

#### 8.1 Quorum for a Meeting

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

#### 8.2 Councillor Presence at Council Meetings

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

- 8.2.1 A Councillor who is absent without Council leave from two (2) or more consecutive statutory meetings of Council over at least two (2) months, may see their office becoming vacant. (s162 (1) (e) LGA2009)
- 8.2.2 A councillor who is absent without approved leave from meetings may be considered inappropriate conduct.
- 8.2.3 Leave is to be approved by the Mayor.

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

#### 8.3 Teleconferencing of meetings

- 8.3.1 If a councillor wishes to be absent from a council meeting place during a meeting, the councillor must apply to the local government to participate by teleconference, at least three (3) business days prior to the meeting or as soon as practicable once the councillor becomes aware of their intended absence. The local government may allow a councillor to participate in a council or committee meeting by teleconference of the LGR.

*Note: There is no legislative requirement for a resolution by council to allow a councillor to participate by audio link or audio visual link. This means the council may delegate the matter. For example, council may delegate to the chairperson of the council or a committee meeting the ability to decide whether a councillor can attend a meeting by audio link or audio visual link.*

- 8.3.2 The councillor taking part by teleconference is taken to be present at the meeting if the councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the councillor must be recorded in the minutes as present at the meeting.



# Code of Meeting Practice

*Note: Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens*

## 8.4 Attendance of public and media at meetings

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

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

## 8.5 Public participation at meetings

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

## 9. Record of Meetings

### 9.1 Minutes and access to information (s254F LGR)

9.1.1 The Chief Executive Officer must ensure minutes of each meeting are taken under the supervision of the person presiding at the meeting.

9.1.2 Minutes of each meeting must include:

- the names of Councillors present at the meeting; and
- if a division is called on a question – the names of all persons voting on the question and how they voted; and
- each relevant report for the meeting, other than to the extent the relevant report contains information that is confidential to Council. (relevant report are those tabled at the ordinary meeting and not otherwise included in the public agenda)
- reasons for particular decisions (9.3 below)

9.1.3 councillors may confirm the minutes (even if they were not present at the previous meeting) or if they had a prescribed or declarable interest in a matter considered, discussed or voted on at the previous meeting. (refer to Parts 2-7)

9.1.4 A copy of the minutes of each meeting must be made public and available by 5pm on the 10th day after the meeting is held (unless the minutes are sooner confirmed) and

9.1.5 when the minutes have been confirmed – must be available for purchase at the Council's public offices.



## Code of Meeting Practice

### 9.2 Amending Minutes

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

### 9.3 Recording of reasons for particular decisions (s254H LGR)

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

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

the decision is inconsistent with:

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

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

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

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

# Code of Meeting Practice

## PART 2 Model Meeting Procedures

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

### PURPOSE OF THE MEETING PROCEDURES

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

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

### BACKGROUND

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

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

### APPLICATION

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

Council must conduct its meetings in a manner that is consistent with both Part 1 -4 of this Code of Meeting Practice.

### PROCESSES

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

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

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





## Code of Meeting Practice

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

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



## Code of Meeting Practice

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

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

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

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

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

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

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

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



## Code of Meeting Practice

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

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

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## PART 3 - PRESCRIBED CONFLICTS OF INTEREST

*(formerly material personal interest)*

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

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

*Note: Ministerial approval may be obtained when a quorum is lost due to the number of councillors with a conflict of interest in the matter, and the matter cannot be delegated. The councillor with the conflict of interest must apply to the Minister for approval to participate. The Minister may give the approval subject to the conditions stated in the notice of approval.*

- 3.6 Once the councillor has either left the area where the meeting is being conducted or remains in the meeting under ministerial approval, the council can continue discussing and deciding on the matter at hand. However, if the prescribed conflict of interest was reported to the meeting by a councillor other than the subject councillor, then the councillor must disclose their belief or suspicion to the chairperson and the processes, duty to report another councillor's conflict of interest under section 150EW of the LGA, will apply. If the councillor with the suspected COI considers there is no conflict of interest then the eligible councillors must make a decision whether or not the subject councillor has a prescribed conflict of interest under 150EX(2) of the LGA.

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## PART 4 - DECLARABLE CONFLICTS OF INTEREST

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

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

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

- 4.1 A councillor who has notified the chief executive officer of a declarable conflict of interest in a matter to be discussed at a council meeting must also give notice during the meeting.
- 4.2 A councillor who first becomes aware of a declarable conflict of interest in a matter during a council meeting must inform the meeting of the conflict of interest.
- 4.3 When notifying the meeting of a declarable conflict of interest, councillors should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following details must be provided:
  - the nature of the declarable conflict of interest
  - if it arises because of the councillor's relationship with a related party:
    - i. the name of the related party to the councillor
    - ii. the nature of the relationship of the related party to the councillor
    - iii. the nature of the related party's interest in the matter
  - if it arises because of a gift or loan from another person to the councillor or a related party:
    - i. the name of the other person
    - ii. the nature of the relationship of the other person to the councillor or related party
    - iii. the nature of the other person's interest in the matter
    - iv. the value of the gift or loan and the date the gift or loan was made.
- 4.4 After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.
- 4.5 If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision as prescribed in section 150ES of the LGA. In deciding on a councillor's declarable conflict of interest in a matter, only councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of eligible councillors is less than a majority or do not form a quorum for the meeting or is a single eligible councillor consistent with section 150ET of the LGA. If there is a single eligible councillor deciding, then a seconder for the resolution is not required.





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*Note: The ability to make a resolution without a seconder applies when making a resolution under 150ES of the LGA.*

- 4.6 The other councillors at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the non-conflicted councillors. The non-conflicted councillors may impose conditions on the councillor under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The councillor must comply with any decision or condition imposed by the non-conflicted councillors. (refer to Part 7 for additional information)
- 4.7 In deciding on whether a councillor may participate in a decision about a matter in which the councillor has a declarable conflict of interest in a matter, only councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those councillors is less than a majority or less than a quorum for the meeting consistent with section 150ET of the LGA.

The councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairperson to assist the other councillors in making their decision. The subject councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.

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



## Code of Meeting Practice

the councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g. briefing sessions or workshops.

- 4.11 In making the decision under 4.6 and 4.9, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).
- 4.12 A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister.

### PART 5. Reporting a suspected conflict of interest

- 5.1 If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that councillor is participating in a decision on that matter, the councillor must immediately inform the chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.
- 5.2 The chairperson then should ask the relevant councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the councillor agrees they have a conflict of interest, the councillor must follow the relevant procedures above.
- 5.3 If the councillor believes they do not have a conflict of interest; they must inform the meeting of that belief and their reasons for that belief.
- 5.4 The non-conflicted councillors must then decide whether the councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have prescribed or declarable conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant procedures above.
- 5.5 If the councillors cannot reach a majority decision, then they are taken to have determined that the councillor has a declarable conflict of interest.

### PART 6. Loss of quorum

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



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### **PART 7. Recording prescribed and declarable conflicts of interest**

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

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



Our ref: DEPN22/956

19 December 2022

Mr Matthew Magin  
Chief Executive Officer  
Balonne Shire Council  
matthew.magin@balonne.qld.gov.au

Dear Mr Magin

**Update to the Model Meeting Procedures (MMP) and Best Practice Example - Standing Orders.**

As you are aware the *Local Government Act 2009* (LGA) prescribes that all councils must adopt the MMPs or incorporate them into the existing standing orders for meeting procedures. The MMPs document is published on the Department of State Development, Infrastructure, Local Government and Planning's (the department) website where all councils can access them. In addition, the department has a Best Practice Example - Standing Orders document also published on the departmental website that demonstrates how the MMPs can be incorporated into existing standing orders.

I would like to advise you that the department has reviewed the documents, and amendments were made to the MMPs and the Best Practise Example - Standing Orders. These documents are now available on the departmental website.

The amendments included changes to COVID-19 pandemic safety provisions for conducting council meetings. These provisions about conducting meetings remotely and closing meetings for safety reasons were repealed in April 2022. They are no longer a legislative requirement. The teleconferencing section has been removed from the model meeting procedures. This does not affect the provisions for councillors to attend a meeting by audio or audio-visual link as provided in section 254K of the *Local Government Regulation 2012* (LGR).

A further amendment to the MMPs was made to ensure consistency with section 254J(3)(c) of the LGR on closing council meetings to discuss the local government's budget. The MMPs now clarify that 'local government's budget' does not include council's monthly financial reports. The best practice example – standing orders document has been updated to reflect these changes.

If you require any further information, please contact Ms Louisa Lynch, Director, Governance and Capability, Local Government Division in the department by telephone on 0499 833 689 or by email at [Louisa.Lynch@dsdilgp.qld.gov.au](mailto:Louisa.Lynch@dsdilgp.qld.gov.au) who will be pleased to assist.

Yours sincerely



Jae Lancaster  
**Acting Deputy Director General**  
**Local Government Division**



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# Model Meeting Procedures

Revised November 2022

Last updated:

Date	Version Number	Name	Approved
10 November 2022	003	P Cameron	DG



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## Purpose of the Model Meeting Procedures

The purpose of the model meeting procedures is to set out certain procedures to ensure the local government principles are reflected in the conduct of council meetings, standing and advisory committee meetings as defined in the *Local Government Act 2009* (LGA), Local Government Regulation 2012 (LGR), the *City of Brisbane Act 2010* (COBA) and the City of Brisbane Regulation 2012 (COBR). However, model meeting procedures do not apply to meetings of the council's audit committee.

It is not intended that the model meeting procedures would deal with all aspects of meeting conduct but only those required to strengthen public confidence in council to deal with the conduct of councillors in meetings.

## Background

As required under section 150F of the LGA this document sets out:

- the process for how a chairperson of a council meeting may deal with instances of unsuitable meeting conduct by councillors,
- the process for how suspected inappropriate conduct of a councillor referred to the local government by the Independent Assessor (IA) is to be dealt with at a council meeting,
- the processes for dealing with conflicts of interests and recording them,
- the process for dealing with a loss of quorum, and
- procedures for closed meetings.

## Application

A council must either adopt the model meeting procedures or prepare and adopt other procedures for the conduct of its council meeting, standing and advisory committee meetings, that are consistent with the model meeting procedures.

If there is any inconsistency, then the council is taken to have adopted the model meeting procedures to the extent of the inconsistency. If a council chooses to continue using existing standing orders, the council must review them to ensure that they are consistent with the requirements of these model meeting procedures.

To assist council, the Department has published best practice example standing orders that councils can choose to adopt. These are published on the [departmental website](#).

A council must conduct its meetings in a manner that is consistent with either the model meeting procedures or its own standing orders meeting procedures.

## Processes

### 1. Process for Dealing with Unsuitable Meeting Conduct by a Councillor in a Meeting.

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a council meeting and contravenes a behavioural standard of the **Code of Conduct for Councillors**. When dealing with an instance of unsuitable conduct by a councillor in a meeting, the following procedures must be followed:

- 1.1 The chairperson must reasonably believe that unsuitable meeting conduct has been displayed by a councillor at a meeting.
- 1.2 If the chairperson decides the unsuitable meeting conduct has occurred, the chairperson may consider the severity of the conduct and whether the councillor has had any previous warnings for unsuitable meeting conduct issued. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, proceed to step 1.7.
- 1.3 If the chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the chairperson may request the councillor take remedial action such as:
  - 1.3.1 ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct,
  - 1.3.2 apologising for their conduct,
  - 1.3.3 withdrawing their comments.
- 1.4 If the councillor complies with the chairperson's request for remedial action, no further action is required.
- 1.5 If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the request could result in an order being issued.
- 1.6 If the councillor complies with the chairperson's warning and request for remedial action, no further action is required.
- 1.7 If the councillor continues to fail to comply with the chairperson's request for remedial action or the chairperson decided a warning was not appropriate under 1.3, the chairperson may make one or more of the orders below:

- 1.7.1 an order reprimanding the councillor for the conduct,
  - 1.7.2 an order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 1.8 If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.
- 1.9 Following the completion of the meeting, the chairperson must ensure:
- 1.9.1 details of any order issued is recorded in the minutes of the meeting
  - 1.9.2 if it is the third or more order made within a 12 month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next meeting of the council and treated as inappropriate conduct
  - 1.9.3 the council's chief executive officer (CEO) is advised to ensure details of any order made is updated in the council's councillor conduct register.
- 1.10 Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent for parts 1.1, 1.7 and 1.8 above.

**Note:** *Chairpersons of a meeting are carrying out a statutory responsibility under the LGA and City of Brisbane Act 2010 (COBA) to manage and lead the meeting. As such, where a chairperson behaves inappropriately in a meeting, this involves a breach of the trust placed in them as the chairperson of the meeting and may be dealt with as misconduct. The breach can be referred to the Office of the Independent Assessor (OIA) to be dealt with. However, breaches of trust don't arise because councillors disagree with the chairperson's decision or ruling during the meeting.*

## 2. Meeting Process for Dealing with Suspected Inappropriate Conduct which has been Referred to a Local Government by the Independent Assessor

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

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

- consistent with any recommendations from the IA; and

- consistent with the council's investigation policy; or
- in another way decided by resolution of the council.

After the completion of the investigation, the council must decide in a council meeting, whether the councillor has engaged in inappropriate conduct, unless it has delegated responsibility for this decision under 257 of the LGA or 238 of the COBA.

When dealing with an instance of suspected inappropriate conduct which has been referred to a council by the IA.

- 2.1 The council must be consistent with the local government principle of transparent and accountable decision making in the public interest by dealing with suspected inappropriate conduct in an open meeting of the council. However, where the matter may directly affect the health and safety of the complainant due to the nature of the complaint, the council may resolve to go into closed session under 254(3)(f) of the LGR or 242(3)(f) of the COBR to discuss the allegation.
- 2.2 The subject councillor has a declarable conflict of interest in the matter and is permitted by the council to remain in the meeting during the debate about whether the councillor engaged in the inappropriate conduct and answer questions put to the subject councillor through the chairperson to assist the other councillors in making a decision. The permission to remain in the meeting for the debate is on the condition that the subject councillor must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have engaged in inappropriate conduct and what, if any, penalty to impose if the councillor is found to have committed inappropriate conduct.
- 2.3 Should the complainant be a councillor, that councillor has a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in section 4. If the complainant councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other councillors must decide how to deal with the conflict of interest under section 4. The complainant councillor can be ordered to leave the meeting place or conditions may be applied to allow that councillor to participate in either the debate, the vote or the decision on any disciplinary action to be applied.
- 2.4 The council must debate the issue and decide whether the subject councillor engaged in inappropriate conduct. If the council has lost quorum due to the number of conflicted councillors or another reason, the matter must be delegated consistent with 257 of the LGA or 238 of the COBA or deferred to another date when a quorum will be present.
- 2.5 If a decision is reached that the subject councillor has engaged in inappropriate conduct, then the councillors must decide what penalty or penalties from the orders detailed in



2.6, if any, to impose on the councillor. In deciding what penalty to impose the council may consider any previous inappropriate conduct of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the council is reasonably satisfied is true.

2.6 The council may order that no action be taken against the councillor or make one or more of the following:

- 2.6.1 an order that the councillor make a public admission that the councillor has engaged in inappropriate conduct,
- 2.6.2 an order reprimanding the councillor for the conduct,
- 2.6.3 an order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense,
- 2.6.4 an order that the councillor be excluded from a stated council meeting,
- 2.6.5 an order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor, (for example that the councillor is ordered to resign from an appointment representing the local government on a state board or committee),
- 2.6.6 an order that if the councillor engages in the same type of conduct again, it will be treated as misconduct,
- 2.6.7 an order that the councillor reimburse the council for all or some of the costs arising from the councillor's inappropriate conduct.

2.7 A local government may not make an order under 2.6.3; 2.6.4; 2.6.5; 2.6.6 in relation to a person who is no longer a councillor.

2.8 The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the details of the decision.

2.9 The chairperson must ensure the meeting minutes reflect the resolution made.

### 3. Prescribed Conflict of Interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a council meeting, standing or advisory committee meeting (other than ordinary business matters prescribed in 150EF of the LGA). When dealing with a prescribed conflict of interest, councillors must abide by the following procedures:

- 3.1 A councillor who has notified the chief executive officer in writing of a prescribed conflict of interest in a matter to be discussed in a council meeting must also give notice during the meeting.
- 3.2 A councillor who first becomes aware of a prescribed conflict of interest in a matter during a council meeting must immediately inform the meeting of the conflict of interest.
- 3.3 When notifying the meeting of a prescribed conflict of interest, the following particulars must, at a minimum, be provided:
  - 3.3.1 if it arises because of a gift, loan or contract, the value of the gift, loan or contract
  - 3.3.2 if it arises because of an application for which a submission has been made, the matters the subject of the application and submission
  - 3.3.3 the name of any entity, other than the councillor, that has an interest in the matter
  - 3.3.4 the nature of the councillor's relationship with the entity mentioned in 3.3.3 that has an interest in a matter
  - 3.3.5 details of the councillor's and any other entity's interest in the matter.
- 3.4 The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice of approval from the Minister to participate in the matter.
- 3.5 Once the councillor has left the area where the meeting is being conducted, the council can continue discussing and deciding on the matter at hand.

## 4. Declarable Conflict of Interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at council meetings and standing or advisory committee meetings that might lead to a decision that is contrary to the public interest (other than the interests prescribed under 150EO of the LGA and 177C of the COB, and ordinary business matters prescribed in 150EF of the LGA).

A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the other councillors may disclose their suspicion and the processes under 150EW of the LGA or 177T of COBA applies.

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

- 4.1 A councillor who has notified the chief executive officer in writing of a declarable conflict of interest in a matter to be discussed at a council meeting must also give notice during the meeting.
- 4.2 A councillor who first becomes aware of a declarable conflict of interest in a matter during a council meeting must inform the meeting of the conflict of interest.
- 4.3 When notifying the meeting of a declarable conflict of interest, a councillor should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following minimum details must be provided:
  - 4.3.1 the nature of the declarable conflict of interest
  - 4.3.2 if it arises because of the councillor's relationship with a related party:
    - i. the name of the related party
    - ii. the nature of the relationship of the related party to the councillor
    - iii. the nature of the related party's interest in the matter
  - 4.3.3 if it arises because of a gift or loan from another person to the councillor or a related party:
    - i. the name of the other person
    - ii. the nature of the relationship of the other person to the councillor or related party
    - iii. the nature of the other person's interest in the matter, and
    - iv. the value of the gift or loan and the date the gift or loan was made.

- 4.4 After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.
- 4.5 If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision.
- 4.6 The other eligible councillors at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether the councillor should not participate in the decision and leave the place of the meeting while the matter is decided by the eligible councillors.

The eligible councillors may impose conditions on the councillor under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The councillor must comply with any decision or condition imposed by the eligible councillors.

- 4.7 In deciding on whether a councillor may participate in a decision about a matter in which the councillor has a declarable conflict of interest, only councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those councillors is less than a majority or do not form a quorum for the meeting consistent with 150ET of the LGA and 177Q of COBA.
- 4.8 The councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairperson to assist the eligible councillors in making their decision. The subject councillor must not vote in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.
- 4.9 When deciding whether a councillor may participate in the decision making on a matter in which the councillor has a declarable conflict of interest, the eligible councillors should consider the circumstances of the matter including, but not limited to:

- 4.9.1 how does the inclusion of the councillor in the deliberation affect the public trust
- 4.9.2 how close or remote is the councillor's relationship to the related party

- 4.9.3 if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received
  - 4.9.4 will the benefit or detriment the subject councillor or their related party stands to receive from the decision have major or minor impact on them
  - 4.9.5 how does the benefit or detriment the subject councillor stands to receive compare to others in the community
  - 4.9.6 how does this compare with similar matters that council has decided and have other councillors with the same or similar interests decided to leave the meeting
  - 4.9.7 whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest?
- 4.10 If the eligible councillors cannot decide whether the subject councillor has a declarable conflict of interest, then they are taken to have decided that the councillor must leave and stay away from the meeting while the eligible councillors discuss and vote on the matter.
- 4.11 A decision about a councillor who has a declarable conflict of interest in a matter applies in relation to the councillor for participating in the decision, and subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide that the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g. workshops.
- 4.12 In making the decision under 4.6 and 4.9, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).
- 4.13 A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister as prescribed in 150EV of the LGA or 177S of the COBA.

## 5. Reporting a Suspected Conflict of Interest

- 5.1 If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that councillor is participating in a decision on that matter, the councillor who

**believes** or suspects this, must immediately inform the chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.

- 5.2 The chairperson should ask the relevant councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the councillor agrees they have a conflict of interest, the councillor must follow the relevant procedures above.
- 5.3 If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
- 5.4 The eligible councillors must then decide whether the councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have a prescribed or declarable conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant procedures above. If a councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible councillors must make a decision about the councillor's participation.
- 5.5 If the councillors cannot reach a decision about the conflict of interest, or the subject councillor's participation in the matter despite a declarable conflict of interest, then they are taken to have determined that the councillor must leave and stay away from the place where the meeting is being held while the eligible councillors discuss and vote on the matter. This decision will continue to apply in relation to all subsequent decisions about the same matter, where the conflict of interest remains unchanged.

## 6. Loss of Quorum

- 6.1 In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the council must resolve to:
  - 6.1.1 delegate the consideration and decision on the matter, pursuant to 257 of the LGA or 238 of the COBA unless the matter cannot be delegated; or
  - 6.1.2 defer the matter to a later meeting
  - 6.1.3 not to decide the matter and take no further action in relation to the matter.

All councillors including the conflicted councillors, may participate in deciding to delegate or defer a matter.

6.2 The council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.

6.3 If the matter cannot be delegated under an Act, the councillors with a conflict of interest may seek ministerial approval to be able to consider and vote on the matter, subject to any conditions the Minister for Local Government may impose.

## 7. Recording Prescribed and Declarable Conflicts of Interest

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

- a. the name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest,
- b. the particulars of the prescribed or declarable conflict of interest provided by the councillor,
- c. the actions taken by a councillor after informing the meeting that they have, or they reasonably suspect another councillor has a prescribed or declarable conflict of interest,
- d. any decision then made by the eligible councillors,
- e. whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval,
- f. the council's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision,
- g. the name of each eligible councillor who voted on the matter and how each voted.

If the councillor has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a councillor's personal interest by someone other than the councillor:

- a. the name of each councillor who voted in relation to whether the councillor has a declarable conflict of interest, and how each of the councillors voted.

Where a decision has been made under section 4.6 above – the minutes must include:

- a. the decision and reasons for the decision, and

- b. the name of each eligible councillor who voted, and how each eligible councillor voted.

## 8. Closed Meetings

Council meetings, standing and advisory committee meetings may resolve that a meeting be closed to the public if its councillors consider it necessary to discuss any of the following matters:

- a. appointment, dismissal or discipline of the CEO or, in the case of Brisbane City Council only, for senior executive employees,
- b. industrial matters affecting employees,
- c. the local government's budget, which does not include the monthly financial statements,
- d. rating concessions,
- e. legal advice obtained by the local government or legal proceedings involving the local government, including for example, legal proceedings that may be taken by or against the local government,
- f. matters that may directly affect the health and safety of an individual or a group of individuals,
- g. negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government,
- h. negotiations relating to the taking of land by the council under the *Acquisition of Land Act 1967*,
- i. a matter that the local government is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State.

A council meeting, standing and advisory committee meetings cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the eligible councillors at the meeting must decide by resolution whether the councillor has a prescribed or declarable conflict of interest in the matter.

Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the meeting and the council must;



- a. delegate the matter unless the matter cannot be delegated,
- b. decide by resolution to defer the matter to a later meeting,
- c. decide by resolution to take no further action on the matter,

None of the above will be considered, discussed, voted on or made during a closed session.

If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting.

To take a matter into a closed session the council must abide by the following:

- a. Pass a resolution to close the meeting.
- b. The resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered.
- c. If the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session, and an explanation of why it is deemed necessary to take the issue into closed session must be stated.
- d. Not make a resolution while in a closed meeting (other than a procedural resolution).

# Best practice example standing orders for local government and standing committee meetings

November 2022

Last updated:

Date	Version number	Officer's Name	Approved
10 November 2022	O04	P Cameron	Director G&C



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## Intent

To assist local governments, the Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) provides best practice standing orders that local governments can choose to adopt to provide written rules for the orderly conduct of local government meetings. These best practice standing orders incorporate the DSDILGP model meeting procedures that deal with matters during council meetings that must be adhered to under the *Local Government Act 2009* (LGA) including the [model meeting procedures](#) and the Local Government Regulation 2012 (LGA). Local governments can revise their standing orders to incorporate the model meeting procedures or adopt the model meeting procedures.

### 1. Standing orders

- 1.1 These standing orders apply to local government meetings including standing committee meetings. These standing orders do not apply to meetings of the audit committee.
- 1.2 A provision of these standing orders may be suspended by resolution of any meeting of the local government except those sections that are mandatory under the model meeting procedures. A separate resolution is required for any suspension and must specify the application and duration of each suspension.
- 1.3 Where a matter arises at the local government meeting that is not provided for in these standing orders, the matters shall be determined by resolution of the local government upon a motion which may be put without notice but otherwise conforming with these standing orders.

## Procedures for meetings of local government

### 2. Presiding officer

- 2.1 The mayor will preside at a meeting of local government.
- 2.2 If the mayor is absent or unavailable to preside, the deputy mayor will preside.
- 2.3 If both the mayor and the deputy mayor, or the mayor's delegate, are absent or unavailable to preside a councillor chosen by the councillors present at the meeting will preside at the meeting.
- 2.4 The local government will choose the chairperson for a committee meeting. This chairperson will normally preside over meetings of the committee.
- 2.5 If the chairperson of a committee is absent or unavailable to preside, a councillor chosen by the councillors present will preside over the committee meeting.
- 2.5 Before proceeding with the business of the local government meeting, the person presiding at the meeting will undertake the acknowledgement and/or greetings deemed appropriate by the local government.

### 3. Order of business

- 3.1 The order of business will be determined by resolution of the local government from time to time. The order of business may be altered for a particular meeting where the councillors at that meeting pass a procedural motion to that effect. A motion to alter the order of business may be moved without notice.
- 3.2 Unless otherwise altered, the order of business will be as follows:
- attendances
  - apologies and granting of leaves of absence
  - confirmation of minutes
  - business arising out of previous meetings
  - officers' reports.

**Note:** *The minutes of a preceding meeting, whether an ordinary or a special meeting, not previously confirmed will be taken into consideration, at every ordinary meeting of the local government, in order that the minutes may be confirmed. No discussion will be permitted about these minutes except with respect to their accuracy as a record of the proceedings. Amendments to the minutes may be made prior to confirming the minutes. This must be done by moving a motion to amend the minutes that must be voted on and carried. Once the resolution is passed the minutes can be amended. All councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest at the previous meeting.*

### 4. Agendas

- 4.1 The agenda may contain:
- notice of meeting
  - minutes of the previous meetings
  - business arising out of previous meetings
  - business which the mayor wishes to have considered at that meeting without notice
  - matters of which notice has been given
  - committees' reports referred to the meeting by the chief executive officer (CEO)
  - officers' reports referred to the meeting by the CEO
  - deputations and delegations from the community that are approved to attend
  - any other business the council determines by resolution be included in the agenda.
- 4.2 Business not on the agenda, or not fairly arising from the agenda, will not be considered at any council meeting unless permission for that purpose is given by the local government at the meeting. Business must be in accordance with the adopted terms of reference for each committee.
- 4.3 The notice of the meeting and the agenda must be given to each councillor at least 2 days before the meeting and in the case of indigenous regional councillors, at least four days prior to the meeting unless it is impracticable to give the notice before that time. The agenda for

the local government must be made publicly available by 5pm on the business day after the notice of meeting is given to the councillors. Any related reports for the local government meeting must also be included and available to the public when the agenda for the meeting is made publicly available, excluding confidential reports. If the related report is made available to councillors or committee members during the period starting immediately after notice of the meeting is given and ending immediately before the meeting is held, then these reports must be made available to the public as soon as practicable after it is made available to the councillors or committee members.

- 4.4 Matters on the agenda that will require the meeting to be in a closed session consistent with the provisions under section 254J LGR, will be clearly identified on the agenda including the reasons why the session will be closed.

## 5. Quorum

- 5.1 A quorum at a local government meeting is a majority of its councillors. If the number of councillors is even then one half of the number is a quorum.
- 5.2 If a quorum is not present within 15 minutes after the time set for the meeting to begin, it may be adjourned to a later hour or a later day within 14 days after the day of the adjournment. The meeting may be adjourned by a majority of councillors present, or if only one councillor is present, then that councillor, or if no councillors are present then the chief executive officer.

## 6. Petitions

- 6.1 Any petition presented to a meeting of the local government will:
- be in legible writing or typewritten and contain a minimum of ten (10) signatures
  - include the name and contact details of the principal petitioner (i.e., the key contact)
  - include the postcode of all petitioners, and
  - have the details of the specific request/matter appear on each page of the petition.
- 6.2 Where a councillor presents a petition to a meeting of the local government, no debate in relation to it will be allowed, and the only motion which may be moved is:
- that the petition be received
  - received and referred to a committee or officer for consideration and a report to the council, or
  - not be received because it is deemed invalid.
- 6.3 The local government will respond to the principal petitioner in relation to all petitions deemed valid.

## 7. Deputations

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

- 7.2 The CEO, on receiving an application for a deputation, shall notify the chairperson who will determine whether the deputation may be heard. The CEO will inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time will be arranged for that purpose, and an appropriate time period allowed (e.g., 15 minutes).
- 7.3 For deputations comprising three or more persons, only three persons shall be at liberty to address the council meeting unless the councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.
- 7.4 If a member of the deputation other than the appointed speakers interjects or attempts to address the council meeting, the chairperson may terminate the deputation.
- 7.5 The chairperson may terminate an address by a person in a deputation at any time where:
- the chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the councillors at the meeting
  - the time period allowed for a deputation has expired, or
  - the person uses insulting or offensive language or is derogatory towards councillors or others.
- 7.6 The CEO is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

## 8. Public participation at meetings

- 8.1 A member of the public may take part in the proceeding of a meeting only when invited to do so by the chairperson.
- 8.2 In each local government meeting, time may be required to permit members of the public to address the local government on matters of public interest related to local government. An appropriate time period shall be allowed (e.g. 15 minutes) and no more than three (3) speakers shall be permitted to speak at one meeting. The right of any individual to address the local government during this period shall be at the absolute discretion of the local government chairperson.
- 8.3 If any address or comment is irrelevant, offensive, or unduly long, the chairperson may require the person to cease making the submission or comment.
- 8.4 For any matter arising from such an address, the local government may take the following actions:
- refer the matter to a committee
  - deal with the matter immediately
  - place the matter on notice for discussion at a future meeting
  - note the matter and take no further action.
- 8.5 Any person addressing the local government shall stand, and act and speak with decorum and frame any remarks in respectful and courteous language.



- 8.6 Any person who is considered by the local government or the chairperson to be inappropriately presenting may be directed by the chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

## 9. Prescribed conflict of interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a council or committee meeting (other than ordinary business matters as prescribed under 150EF of the LGA). When dealing with a prescribed conflict of interest, councillors must abide by the following procedures:

- 9.1 A councillor who has notified the chief executive officer in writing, including all the particulars, of a prescribed conflict of interest in a matter to be discussed in a council meeting must also give notice during the meeting.
- 9.2 A councillor who first becomes aware of a prescribed conflict of interest in a matter during a council meeting must immediately inform the meeting of the conflict of interest and the particulars.
- 9.3 When notifying the meeting of a prescribed conflict of interest, the following particulars must be provided:
- for a gift, loan or contract—the value of the gift, loan or contract
  - for an application for which a submission has been made—the matters the subject of the application and submission:
  - the name of the entity, other than the councillor, that has an interest in the matter,
  - the nature of the councillor's relationship to the other entity
  - details of the councillor's, and any other entity's, interest in the matter.
- 9.4 The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice of approval from the Minister to participate in deciding the matter in a meeting including participating in the discussion and the vote.
- Note:** Ministerial approval may be obtained when a quorum is lost due to the number of councillors with a conflict of interest in the matter, and the matter cannot be delegated. The councillor with the conflict of interest must apply to the Minister for approval to participate. The Minister may give the approval subject to the conditions stated in the notice of approval.
- 9.5 Once the councillor has either left the area where the meeting is being conducted or remains in the meeting under ministerial approval, the council can continue discussing and deciding on the matter at hand. However, if the prescribed conflict of interest was reported to the meeting by a councillor other than the subject councillor, then the councillor must disclose their belief or suspicion to the chairperson and the processes, duty to report another councillor's conflict of interest under section 150EW of the LGA, will apply. If the councillor with the suspected COI considers there is no conflict of interest then the eligible councillors must make a decision whether or not the subject councillor has a prescribed conflict of interest under 150EX(2) of the LGA.

## 10. Declarable conflict of interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at council or committee meetings that might lead to a decision that is contrary to the public interest (other than the interests that are not declarable conflicts of interest prescribed under section 150EO of the LGA and ordinary business matters prescribed under 150EF of the LGA).

A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the councillor or councillors may disclose their belief or suspicion to the chairperson and the processes, duty to report another councillor's conflict of interest under section 150EW of the LGA, will apply. The eligible councillors must then make a decision under 150EX(2) of the LGA.

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

- 10.1 A councillor who has notified the chief executive officer of a declarable conflict of interest in a matter to be discussed at a council meeting must also give notice during the meeting.
- 10.2 A councillor who first becomes aware of a declarable conflict of interest in a matter during a council meeting must stop participating in the decision on the matter and must inform the meeting of the conflict of interest including the particulars.
- 10.3 When notifying the meeting of a declarable conflict of interest, councillors should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following details must be provided:
  - the nature of the declarable conflict of interest;
  - if it arises because of the councillor's relationship with a related party:
    - I. the name of the related party to the councillor; and
    - II. the nature of the relationship of the related party to the councillor; and
    - III. the nature of the related party's interest in the matter;
  - if it arises because of a gift or loan from another person to the councillor or a related party:
    - I. the name of the other person; and
    - II. the nature of the relationship of the other person to the councillor or related party; and
    - III. the nature of the other person's interest in the matter; and
    - IV. the value of the gift or loan and the date the gift or loan was made.
- 10.4 After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have ministerial approval to participate, or they have reasons why their participation would improve making the decision in the public interest.
- 10.5 If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision as prescribed in section 150ES of the LGA. In deciding on a councillor's declarable conflict of

interest in a matter, only councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of eligible councillors is less than a majority or do not form a quorum for the meeting or is a single eligible councillor consistent with section 150ET of the LGA. If there is a single eligible councillor deciding, then a seconder for the resolution is not required.

**Note:** The ability to make a resolution without a seconder applies when making a resolution under 150ES of the LGA.

- 10.6 The other eligible councillors or councillor at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the eligible councillors. The eligible councillors may impose conditions on the councillor under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The councillor must comply with any decision or condition imposed by the eligible councillors.
- 10.7 The councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairperson to assist the eligible councillors in making their decision. The subject councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.
- 10.8 When deciding whether a councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the eligible councillors should consider the particular circumstances of the matter including, but not limited to;
  - how does the inclusion of the councillor in the deliberation affect public trust,
  - how close or remote is the councillor's relationship to the related party,
  - if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received,
  - will the benefit or detriment the subject councillor or their related party stands to receive from the decision have major or minor impact on them,
  - how the benefit or detriment the subject councillor stands to receive compares to others in the community,
  - how this compares with similar matters that council has decided and have other councillors with the same or similar interests decided to leave the meeting,
  - whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 10.9 If the eligible councillors cannot decide about the declarable conflict of interest of a councillor, they are taken to have decided that the councillor must leave and stay away from the meeting while the eligible councillors discuss and vote on the matter as prescribed in 150ET(3) of the LGA .

- 10.10 A decision about a councillor who has a declarable conflict of interest in a matter will apply to participating in the decision and all subsequent decisions about the same matter as prescribed in 150ET(4) of the LGA, unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g. briefing sessions or workshops.
- 10.11 In making the decision, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).
- 10.12 A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister as prescribed in 150EV of the LGA.

## 11. Reporting a suspected conflict of interest

If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or a declarable conflict of interest, and that councillor is participating in a decision on that matter, the informing councillor who believes that a conflict of interest exists must immediately inform the chairperson of the meeting of their belief or suspicion and the facts and circumstances that led to their belief or suspicion.

- 11.1 The chairperson then should ask the relevant councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the relevant councillor agrees they have a conflict of interest, the councillor must follow the relevant meeting procedures above for prescribed and declarable conflicts of interest.
- 11.2 If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
- 11.3 The eligible councillors must then decide whether the relevant councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have any conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant meeting procedures above. If a councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible councillors must make a decision about the councillor's participation.
- 11.4 If the eligible councillors at the meeting cannot make a decision about, whether a councillor has a declarable conflict of interest under 150ER of the LGA, or whether the councillor may or may not participate in the decision despite the subject councillor's declarable conflict of interest under 150ES of the LGA, then they are taken to have determined that the councillor must leave the meeting and stay away while the matter is being decided under 150ET(3) of the LGA. A decision under these provisions about a councillor participating in the meeting applies to the matter and subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide that the subject councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g. workshops.

## 12. Loss of quorum

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

## Motions

### 13. Motion to be moved

- 13.1 A councillor is required to 'move' a motion and then another councillor is required to 'second' the motion.
- 13.2 When a motion has been moved and seconded, it will become subject to the control of the council and cannot be withdrawn without the consent of the council meeting.
- 13.3 Other councillors can propose amendments to the motion, which must be voted on before voting on the final motion:
- A motion brought before a meeting of the local government in accordance with the LGA or these standing orders will be received and put to the meeting by the chairperson.
  - The chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
  - The chairperson may refuse to accept a motion if it is not within the meeting's jurisdiction and rule a motion out of order if necessary. Any motion that is vague, proposes an unlawful action, is outside the scope of the meeting, is defamatory, vexatious or is unnecessary, may be ruled out of order.
- 13.4 The chairperson may call the notices of motion in the order in which they appear on the agenda. Where no objection is raised to a motion being taken as a formal motion, and the motion is then seconded, the chairperson may put the motion to the vote without discussion and the vote can occur.
- 13.5 No more than one motion or one proposed amendment to a motion may be put before a meeting of a local government at any one time.

## 14. Absence of mover of motion

- 14.1 Where a councillor who has given notice of a motion is absent from the meeting of the local government at which the motion is to be considered, the motion may be:
- moved by another councillor at the meeting, or
  - deferred to the next meeting.

## 15. Motion to be seconded

- 15.1 A motion or an amendment to a motion shall not be debated at a meeting of the local government unless or until the motion or the amendment is seconded.
- 15.2 Procedural motions are an exception to this rule and do not need to be seconded.

## 16. Amendment of motion

- 16.1 An amendment to a motion should maintain or further clarify the intent of the original motion and does not contradict the motion.
- 16.2 Where an amendment to a motion is before a meeting of the local government, no other amendment to the motion will be considered until after the first amendment has been voted on.
- 16.3 Where a motion is amended, the original motion cannot be re-introduced as a subsequent amendment to the first amended motion.

## 17. Speaking to motions and amendments

- 17.1 The mover of a motion or amendment will read it and state that it is so moved but will not speak to it until it is seconded.
- 17.2 The chairperson will manage the debate by allowing the councillor who proposed the motion the option of speaking first on the motion. The chairperson will then call on any other councillors who wish to speak against the motion and then alternatively for and against the motion as available, until all councillors who wish to speak have had the opportunity.
- 17.3 A councillor may make a request to the chairperson for further information before or after the motion or amendment is seconded.
- 17.4 The mover of a motion or amendment has the right to reply. Each councillor will speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.
- 17.5 Each speaker will be restricted to not more than five (5) minutes unless the chairperson rules otherwise.
- 17.6 Where two or more councillors indicate they may wish to speak at the same time, the chairperson will determine who is entitled to priority.

- 17.7 In accordance with section 254H of the LGR, if a decision made at the council meeting is inconsistent with a recommendation or advice given to the council by an advisor, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

*Note: If a report contains distinct recommendations, the decision of the council may be taken separately on each recommendation. If a decision by the meeting is contra to a recommendation in a report the minutes must give the reasons for the decision.*

## 18. Method of taking vote

- 18.1 The chairperson will call for all councillors in favour of the motion to indicate their support. The chairperson will then call for all councillors against the motion to indicate their objection.
- 18.2 A councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. If a division is taken, the minutes of the meeting will record the names of councillors voting in the affirmative and of those voting in the negative. The chairperson will declare the result of a vote or a division as soon as it has been determined.
- 18.3 Councillors have the right to request that their names and how they voted be recorded in the minutes if they request it when voting other than by division.
- 18.4 Except upon a motion to repeal or amend it, the resolution will not be discussed after the vote has been declared.

## 19. Withdrawing a motion

- 19.1 A motion or amendment may be withdrawn by the mover with the consent of the council, which will be without debate, and a councillor will not speak to the motion or amendment after the mover has been granted permission by the council meeting for its withdrawal.

## 20. Repealing or amending resolutions

- 20.1 A resolution of the local government may not be amended or repealed unless notice of motion is given in accordance with the requirements of the legislation.
- 20.1 Councillors present at the meeting at which a motion to repeal or amend a resolution is put may defer consideration of that motion. The deferral may not be longer than three (3) months.

## 21. Procedural motions

- 21.1 A councillor at a meeting of the local government may, during the debate of a matter at the meeting, move the following motions, as a procedural motion without the need for a seconder:
- I. that the question/motion be now put before the meeting;
  - II. that the motion or amendment now before the meeting be adjourned;

- III. that the meeting proceeds to the next item of business,
  - IV. that the question lie on the table;
  - V. a point of order;
  - VI. a motion of dissent against the chairperson's decision;
  - VII. that this report/document be tabled;
  - VIII. to suspend the rule requiring that (insert requirement);
  - IX. that the meeting stands adjourned.
- 21.2 A procedural motion that 'the question be put' may be moved and, where the procedural motion is carried, the chairperson will immediately 'put the question to the motion' or amendment to that motion under consideration. Where the procedural motion is lost, debate on the motion or amendment to that motion will resume.
- 21.3 A procedural motion that the motion or amendment now before the meeting be adjourned, may specify a time or date to which the debate will be adjourned. Where no date or time is specified:
- a further motion may be moved to specify a time or date; or
  - the matter about which the debate is to be adjourned, will be included in the business paper for the next meeting.
- 21.4 Where a procedural motion that the meeting proceed to the next item is carried, debate on the matter that is the subject of the motion will cease and may be considered again by the local government on the giving of notice in accordance with the standing orders.
- 21.5 A procedural motion that the question lie on the table will only be moved where the chairperson or a councillor requires additional information on the matter before the meeting (or the result of some other action of the council or person is required) before the matter may be concluded at the meeting. Where such a procedural motion is passed, the council will proceed with the next matter on the business paper. A motion that the matter be taken from the table, may be moved at the meeting at which the procedural motion was carried or at any later meeting.
- 21.6 Any councillor may ask the chairperson to decide on a point of order where it is believed that another councillor:
- has failed to comply with proper procedures;
  - is in contravention of the legislation; or
  - is beyond the jurisdiction power of the council meeting.

*Note: Points of order cannot be used as a means of contradicting a statement made by the councillor speaking. Where a point of order is moved, consideration of the matter to which the motion was moved will be suspended. The chairperson will determine whether the point of order is upheld.*

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



- 21.8 A councillor may move a motion of dissent in relation to a ruling of the chairperson on a point of order. Where such motion is moved, further consideration of any matter will be suspended until after a ruling is made. For example:
- 21.9 Where a motion of dissent is carried, the matter to which the ruling of the chairperson was made will proceed as though that ruling had not been made. Where the opposite ruling is made, that the matter was discharged as out of order, it will be restored to the business paper and be dealt with in the normal course of business.
- 21.10 The motion that a report/document be tabled may be used by a councillor to introduce a report or other document to the meeting only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.
- 21.11 A procedural motion 'to suspend the rule requiring that.', may be made by any councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule will specify the duration of the suspension.
- 21.12 A procedural motion that the meeting stands adjourned, may be moved by a councillor at the conclusion of debate on any matter on the business paper or at the conclusion of a councillor's time for speaking to the matter, and will be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting, the council meeting will continue with the business before the meeting at the point where it was discontinued on the adjournment.

## 22. Questions

- 22.1 At a local government meeting, a councillor may ask a question for reply by another councillor or an officer regarding any matter under consideration at the meeting.
- 22.2 Questions will be asked categorically and without argument and no discussion will be permitted at the council meeting in relation to a reply or a refusal to reply to the question.
- 22.3 A councillor or officer to whom a question is asked without notice may request that the question be taken on notice for the next meeting.
- 22.4 A councillor who asks a question at a meeting, whether or not upon notice, will be deemed not to have spoken to the debate of the motion to which the question relates.
- 22.5 The chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a councillor may move a motion that the chairperson's ruling be disagreed with, and if carried the chairperson will allow the question.

## Meeting Conduct

### 23. Process for dealing with Unsuitable Meeting Conduct

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a council meeting and contravenes a behavioural standard of the code of conduct for councillors. When dealing with an instance of unsuitable conduct by a councillor in a meeting, the following process must be followed:

- 23.1 The chairperson must reasonably believe that unsuitable meeting conduct has been displayed by a councillor at a meeting.
- 23.2 If the chairperson decides the unsuitable meeting conduct has occurred, the chairperson may consider the severity of the conduct and whether the councillor has been issued with any previous warnings for unsuitable meeting conduct. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, proceed to step 23.7.
- 23.3 If the chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the chairperson may request the councillor take remedial actions such as:
  - ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct;
  - apologising for their conduct; and/or
  - withdrawing their comments.
- 23.4 If the councillor complies with the chairperson's request for remedial action, no further action is required.
- 23.5 If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the request could result in an order for unsuitable meeting conduct being issued.
- 23.6 If the councillor complies with the chairperson's warning and request for remedial action, no further action is required.
- 23.7 If the councillor still continues to fail to comply with the chairperson's request for remedial action or the chairperson decided a warning was not appropriate under 23.2 the chairperson may make one or more of the orders below:
  - an order reprimanding the councillor for the conduct; and/or.
  - an order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 23.8 If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.
- 23.9 Following the completion of the meeting, the chairperson must ensure:
  - details of any order issued is recorded in the minutes of the meeting
  - if it is the third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next meeting of the council and treated as inappropriate conduct
  - the council's chief executive officer (CEO) is advised to ensure details of any order made is updated in the council's councillor conduct register.
- 23.10 Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent for parts 23.2, 23.3, 23.7 and 23.8 above.

**Note:** Chairpersons of a meeting are carrying out a statutory responsibility under the LGA to manage and lead the meeting. As such, where a chairperson behaves inappropriately in a meeting this involves a serious breach of the trust placed in them as the chairperson of the meeting and may be dealt with as misconduct. The breach can be referred to the Office of the Independent Assessor (OIA)

*to be dealt with. However, breaches of trust don't arise because councillors disagree with the chairperson's decision or ruling during the meeting.*

## 24. General conduct during meetings

- 24.1 After a meeting of the council has been formally constituted and the business commenced, a councillor will not enter or leave from the meeting without first notifying the chairperson.
- 24.2 Councillors will speak to each other or about each other during the local government meeting by their respective titles ('mayor' or 'councillor'), and when speaking of or addressing officers will call them by their respective official or departmental title and will confine their remarks to the matter under consideration.
- 24.3 No councillor who is speaking will be interrupted except upon a point of order being raised either by the chairperson or by another councillor.
- 24.4 When the chairperson speaks during the process of a debate, the councillor speaking or offering to speak will immediately cease speaking, and each councillor present will observe strict silence so that the chairperson may be heard without interruption.

## 25. Meeting process for dealing with suspected inappropriate conduct which has been referred to a local government by the Independent Assessor (IA)

Pursuant to Chapter 5A, Division 5 of the LGA (Referral of conduct to a local government) a referral from the Independent Assessor (IA) of inappropriate conduct or an instance of suspected inappropriate conduct may arise from circumstances under paragraph 23.9 dot point two of this document.

- 25.1 When dealing with an instance of suspected inappropriate conduct which has been referred to a local government by the IA:
  - 25.1.1 Consistent with the local government principle of transparent and accountable decision making in the public interest, a local government must deal with suspected inappropriate conduct in an open meeting of the council. However, where the matter may directly affect the health and safety of the complainant due to the nature of the complaint, the council may resolve to go into closed session under section 254J(f) of the LGR to discuss the allegation.
  - 25.1.2 The subject councillor has a declarable conflict of interest in the matter but is permitted to remain in the meeting during the debate about whether the councillor engaged in the inappropriate conduct and answer questions from the chairperson to assist the other councillors in making a decision. This permission to remain in the meeting for the debate is conditional on the subject councillor leaving the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have committed inappropriate conduct and what, if any, penalty to impose if the councillor is found to have committed inappropriate conduct.
  - 25.1.3 If the complainant is a councillor, that councillor also has a declarable conflict of interest in the matter and must follow the declarable conflict of interest meeting

procedures in section 10. If the complainant councillor wishes to remain in the meeting during the debate and vote on the matter, the other councillors must decide how to deal with the conflict of interest under section 10. The complainant councillor can be ordered to leave the meeting place or conditions may be applied to allow that councillor to participate in either the debate, the vote or the decision on any disciplinary action to be applied.

25.1.4 The council must debate the issue and decide whether the subject councillor engaged in inappropriate conduct. If the council has lost quorum due to the number of conflicted councillors or another reason, the matter must be delegated consistent with section 257 of the LGA or deferred to another date when a quorum will be present.

25.1.5 If a decision is reached that the subject councillor has engaged in inappropriate conduct, then the councillors must decide what penalty or penalties from the orders detailed below, if any, to impose on the councillor. In deciding what penalty to impose, the council may consider any previous inappropriate conduct of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the council is reasonably satisfied is true.

25.2 The council may order that no action be taken against the councillor or make one or more of the following:

- an order that the councillor make a public admission that the councillor has engaged in inappropriate conduct;
- an order reprimanding the councillor for the conduct;
- an order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense;
- an order that the councillor be excluded from a stated council meeting;
- an order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor, (e.g. that the councillor is ordered to resign from an appointment representing the local government on a state board or committee);
- an order that if the councillor engages in the same type of conduct again, it will be treated as misconduct;
- an order that the councillor reimburse the council for all or some of the costs arising from the councillor's inappropriate conduct.

25.3 In relation to a person who is no longer a councillor, a local government may not make an order that the former councillor attend training/counselling, be suspended from a meeting, be removed or resign from a position or that the same conduct will be treated as misconduct in future.

25.4 The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the details of the decision.

25.5 The chairperson must ensure the meeting minutes reflect the resolution made.

## 26. Disorder

26.1 The chairperson may adjourn the meeting of the local government, where disorder arises at a meeting other than by a councillor.

- 26.2 On resumption of the meeting, the chairperson will move a motion, to be put without debate, to determine whether the meeting will proceed. Where the motion is lost, the chairperson shall declare the meeting closed, and any outstanding matters referred to a future meeting.

## Attendance and non-attendance

### 27. Attendance of public and the media at meeting

- 27.1 An area shall be made available at the place where any meeting of the local government is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area will be permitted to attend the meeting.
- 27.2 When the local government is sitting in closed session, the public and representatives of the media will be excluded from the meeting.

### 28. Closed session

- 28.1 Council and standing committee meetings may resolve that a meeting be closed to the public if its councillors consider it necessary to discuss any of the following matters:
- appointment, dismissal or discipline of the CEO;
  - industrial matters affecting employees;
  - the council's budget which does not include the monthly financial statements;
  - rating concessions;
  - legal advice obtained by the council, including legal proceedings that may be taken by or against the council;
  - matters that may directly affect the health and safety of an individual or a group of individuals;
  - negotiations relating to a commercial matter involving the council for which a public discussion could prejudice the interests of the council;
  - negotiations relating to the taking of land by the council under the Acquisition of Land Act 1967;
  - a matter that the council is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State.
- 28.2 A council or committee meeting cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the eligible councillors at the meeting must decide whether the councillor has a declarable conflict of interest in the matter.
- 28.3 Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the meeting and the council must;
- delegate the matter,
  - decide by resolution to defer to a later meeting,
  - decide by resolution to take no further action on the matter.

**Note:** *None of the above will be voted on during a closed session.*

*If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting.*

28.4 To take a matter into a closed session the council must abide by the following process:

- pass a resolution to close the meeting;
- the resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered;
- if the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session, and an explanation of why it is deemed necessary to take the issue into closed session must be stated;
- no resolution can be made while in a closed meeting (other than a procedural resolution).

## 29. Teleconferencing of meetings

- 29.1 If a councillor wishes to be absent from a council meeting place during a meeting, the councillor must apply to the local government to participate by teleconference, at least three (3) business days prior to the meeting or as soon as practicable once the councillor becomes aware of their intended absence. The local government may allow a councillor to participate in a council or committee meeting by teleconference of the LGR.

**Note:** *There is no legislative requirement for a resolution by council to allow a councillor to participate by audio link or audio visual link. This means the council may delegate the matter. For example, council may delegate to the chairperson of the council or a committee meeting the ability to decide whether a councillor can attend a meeting by audio link or audio visual link.*

- 29.2 The councillor taking part by teleconference is taken to be present at the meeting if the councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the councillor must be recorded in the minutes as present at the meeting.

**Note:** *Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.*

## OFFICER REPORT

**TO:** Council

**SUBJECT:** Investigation Policy - Statutory - Councillor Inappropriate Conduct

**DATE:** 08.01.23

**AGENDA REF:** FCS4

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

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### Sub-Heading

Investigation Policy

### Executive Summary

The purpose of this report is to update the Investigation Policy required by S150AE of the Local Government Act 2009 for the investigation of inappropriate councillor conduct.

### Background

The Councillor Complaints Investigation Policy has also been revised in keeping with the May 2021 version provided by the Department State Development Infrastructure Local Government & Planning [DSDILGP]. The original policy was adopted on 29 October 2020 and is attached in the new policy format with no material changes to the original policy.

### Link to Corporate Plan

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

### Consultation (internal/external)

DSDILGP

### Legal Implications

S150AE of the Local Government Act 2009 requires council to adopt an investigation policy and procedures applying the principles of natural justice.

### Risk Implications

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

## **Policy Implications**

This policy revokes all previous versions of the policy formerly known as Councillor Complaint Investigation Policy, as adopted 29 October 2020.

## **Financial and Resource Implications**

The policy states, as recommended by DSDILGP that Council must pay any reasonable expenses of council associated with the investigation of suspected inappropriate conduct of a councillor. There is no budget for investigation of inappropriate conduct or councillor complaints.

## **Options or Alternatives**

Adopt or amend the policy – noting it is a legislative requirement

## **Attachments**

1. Investigation Policy - Councillor Inappropriate Conduct [↓](#)

## **Recommendation/s**

That Council resolves to:

1. rescind the previous version of the Councillor Complaint Investigation Policy adopted by Council 20 October 2020;
2. adopt the final version of the Investigation Policy (Statutory) Councillor Inappropriate Conduct, as attached.

Michelle Clarke

**Director Finance & Corporate Services**



# Investigation Policy (Statutory) Inappropriate Councillor Conduct

## 1. PURPOSE

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

## 2. SCOPE & AUTHORITY

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

This is a statutory policy, resolved by Council under its powers in accordance with the Queensland Local Government Act (2009) Section 150AE of the Local Government Act 2009 which states:

### **150AE Local Government must adopt investigation policy**

- (1) *A local government must adopt, by resolution, a policy (an investigation policy) about how it deals with the suspected inappropriate conduct of councillors referred, by the assessor, to the local government to be dealt with.*

## 3. POLICY STATEMENT

### 3.1 Confidentiality

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

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

### 3.2 Natural justice

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

Natural justice or procedural fairness refers to three key principles:

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

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

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

# Investigation Policy (Statutory) Inappropriate Councillor Conduct

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

### 3.3 Assessor's referral

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

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

The investigation must be conducted in a way consistent with:

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

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

### 3.4 Receipt of assessor's referral

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

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

### 3.5 Investigator

Unless otherwise resolved by council, the mayor will manage the investigation of suspected inappropriate conduct of other councillors.

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

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

### 3.6 Early resolution

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

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

# Investigation Policy (Statutory) Inappropriate Councillor Conduct

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

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

### 3.7 Timeliness

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

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

### 3.8 Assistance for investigator

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

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

### 3.9 Possible misconduct or corrupt conduct

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

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

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

### 3.10 Completion of investigation

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

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



# Investigation Policy (Statutory) Inappropriate Councillor Conduct

The council (with the exception of the councillor the subject of the investigation and the complainant, if another councillor) will consider the findings and recommendations of the investigator's report and decide whether the councillor has engaged in inappropriate conduct and, if so, what action it will take under section 150AH of the LGA.

The chief executive officer is also required to ensure the details are entered into the councillor conduct register.

If there is a risk to the health and safety of the complainant, under s 254J of the LGR the council may resolve that the meeting be closed to the public for the councillors to consider the investigation report and any recommendations. In accordance with s254J(6) of the LGR, the resolution in relation to what action is to be taken as a result of the investigation must be made after the meeting has been re-opened to the public and the decision recorded in the meeting minutes.

### 3.11 Disciplinary action against councillors

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

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

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

### 3.12 Councillor conduct register

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

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

### 3.13 Expenses

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

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

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

## 4. RESPONSIBILITIES

### 4.1 All Councillors and Council employees

- Councillors are responsible for their conduct



# Investigation Policy (Statutory) Inappropriate Councillor Conduct

- Council employees should be aware of the policy and procedures required for investigation of councillor conduct complaints

## 4.2 Director Finance & Corporate Services

- Shall be the custodian of this policy
- Shall implement control measures and training that provide assurance that Council acts in accordance with the policy
- Shall implement systems and processes to measure and report on the number of complaints and outcomes as outlined in the legislation.

## 4.3 Chief Executive Officer

- Shall refer councillor conduct complaints to the Office of Independent Assessor as required
- Maintain the councillor complaint register
- Refer a complaint for investigation by a suitable provider as required

## 5. RISK

This policy seeks to mitigate the risk of failing to provide natural justice when investigating a councillor complaint and reduce the risk of damaged reputation through openness and transparency in the public interest balanced with the protection of confidentiality in the interests of the individuals involved.

## 6. IMPACTS

**Corporate Plan:** Governance: High levels of transparency and compliance

**Human Rights Compatibility Statement:** The policy is consistent with the Human Rights Act 2019;

**Engagement:** Councillors will receive training and awareness of this and associated policies relating to their conduct as an elected member.

## 7. RELATED LAWS

- Local Government Act 2009
- Local Government Regulations 2012

## 8. RELATED DOCUMENTS

- Code of Meeting Practice
- Code of Conduct

## 9. REVISION HISTORY

**Revokes:** All previous versions of the policy adopted 29 October 2020

**Previous approved versions:** Doc ID 535036 V2 adopted 29 October 2020

**Suggested to review by:** Every two years or as updated via legislation

## 10. DEFINITIONS

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

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

**Conduct** includes—

(a) failing to act; and



# Investigation Policy (Statutory) Inappropriate Councillor Conduct

(b) a conspiracy, or attempt, to engage in conduct

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

**Inappropriate conduct** see section 150K of the LGA

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

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

**LGA** means the *Local Government Act 2009*

**Local government meeting** means a meeting of—

(a) a local government; or

(b) a committee of a local government

**Misconduct** see section 150L of the LGA

**Model procedures** see section 150F of the LGA

**Referral notice** see section 150AC of the LGA

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

**Unsuitable meeting conduct** see section 150H of the LGA

## 11. ATTACHMENTS

NIL

## OFFICER REPORT

**TO:** Council

**SUBJECT:** Revised Enterprise Risk Management Framework and Policy

**DATE:** 08.01.23

**AGENDA REF:** FCS5

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

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### Sub-Heading

Enterprise Risk Management Framework and Policy

### Executive Summary

The purpose of this report is to adopt the revised Enterprise Risk Management Framework and Policy.

### Background

The Audit & Risk Committee received a quarterly report in December on Risk Management that included a recommendation to revise the risk appetite statement and tolerances. The Enterprise Risk Management Framework has been updated with the revised risk appetite statement and tolerances. Other changes have included minor wording and formatting. Appendix B formerly the risk tolerance table has been removed and sections 2 and 3 now cover the risk appetite statement and tolerances.

The Risk Management Policy shown at Appendix A has been revised and updated in the new policy format. There are no material changes to the Policy.

### Link to Corporate Plan

Key Foundation Area	Key Program Area
<u>Governance</u>	Create and protect value through risk management

### Consultation (internal/external)

Audit & Risk Committee

### Legal Implications

Nil – the Enterprise Risk Management Framework and Policy have been developed consistent with the ISO 31000:2018 Risk Management Guidelines.

### Risk Implications

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

## **Policy Implications**

The Risk Management Policy shown at Appendix A revokes all previous versions.

## **Financial and Resource Implications**

Nil

## **Options or Alternatives**

Adopt or amend the framework and policies.

## **Attachments**

1. Enterprise Risk Management Framework and Policy [↓](#)

## **Recommendation/s**

That Council resolves to:

1. Rescind the previous version of the Enterprise Risk Management Framework and Policy adopted by Council 21 May 2021; and
2. Adopt the attached revised version of the Enterprise Risk Management Framework and Policy.

Michelle Clarke

**Director Finance & Corporate Services**





# **Balonne Shire Council**

## **Enterprise Risk Management Framework and Guidelines**

### **2023**

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Authorised by >> Council

Previous Version Adoption >> 21 May 2021  
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## 1. Statement of Commitment

The major risk for most organisations is that they fail to achieve their stated strategic business or project objectives or are perceived to have failed by their stakeholders. Balonne Shire Council is committed to establishing an environment that is not unduly risk averse, but one that enables risks to be logically and systematically identified, analysed, evaluated, treated, monitoring and managed.

Risk is inherent in all of Council's activities and a formal and systematic process has been adopted to minimise and where possible mitigate risks that directly or indirectly impact on the Council's ability to achieve the vision and strategic objectives outlined in the Corporate Plan, consistent with Council's Risk Appetite Statement.

Balonne Shire Council is aware that managing risk is not just about avoiding or minimising adverse outcomes, but also has a positive application, in that the proactive analysis of potential risks can also assist the organisation in achieving new and potential opportunities.

This Enterprise Risk Management Guidelines have been developed to demonstrate the Council's commitment, by detailing the integrated Risk Management framework to be employed by all staff members, contractors, committees and volunteers engaged in Council business and defining the responsibilities of individuals and committees involved in managing risk.

In addition, the guidelines have been developed to:

- Ensure enterprise risk management is an integral part of strategic planning, operational and project management across the functions and activities of Council.
- Promote a robust risk management culture within the Council.
- Enable threats and opportunities that face Council to be identified and appropriately managed.
- Facilitate continual improvement and enhancement of Council's processes and systems.
- Improve planning processes by enabling the key focus of the organisation to remain on core business and service delivery.
- Ongoing promotion and awareness of the risk management throughout Council.

Corporate Performance Management and Enterprise Risk Management Frameworks are integrated to maximise value ie. Set goals that strike an optimal balance between growth and returns against related risks, then allocate resources to achieve council's goals efficiently and effectively.



## 2. Risk Appetite Statement

Council has no appetite for risks that:

- Compromise the safety and welfare of staff, contractors or members of the community.
- Results in significant or irreparable damage to the environment.
- Unreasonably disrupts service delivery.
- Has a significant negative impact on Council's long term financial sustainability.
- Constitutes a serious non-compliance with Council's legal obligations.
- Results in widespread and sustained damage to Council's reputation.
- Fraud or corrupt conduct.

No appetite for risk means undertaking activities in a way that avoids:

- Death or serious injury in any circumstances.  
Damage to the environment that cannot be controlled or reasonably rehabilitated.
- The loss of essential services and activities (eg. Water, payroll, payment of creditors).
- Unsustainable lifetime costs of assets or services.
- A breach of legislation, fraud or corruption.
- A failure to benefit the Council or the community.

Provided that safety, environmental, financial sustainability and legislated requirements are met, Council has a strong appetite for risks that are managed to support:

- Economic growth of the Shire, Local Business Operators and Residents, including the pursuit of entrepreneurial projects.
- Achievement of Council's Corporate Plan vision and goals.
- Improved levels of service.
- Reduced costs and improved efficiency.
- Generation of new income sources.
- Enhanced collaboration between government, industry and business.
- Improved regional participation and engagement.

## 3. Risk Tolerance

Council generally considers "high" and "extreme" risks as not being acceptable and requires action to reduce either the likelihood of the risk occurring and/or the consequences should the risk occur.

Specifically:

The Council will not accept any residual risk that is assessed as "Extreme" unless the Council has approved a risk mitigation plan.

Residual Risks of:

"High" will be accepted only after a risk mitigation plan is approved by the Chief Executive Officer;

"Moderate" will be managed by Directors by the application of appropriate controls and procedures to reduce the likelihood and consequences of the risks; and

“Low” will be managed locally by Managers and Supervisors by the application of appropriate controls and procedures to reduce the likelihood and consequences of the risks

## 4. Integrated Risk Management

*The purpose of risk management is to create and protect value.*

In order for Council to deliver the goals and strategies outlined in the Corporate Plan, Council needs to identify and manage risk. Risk is the effect of uncertainty on objectives for example an event or action, which has the potential to prevent Council from achieving its corporate objectives. A risk can also be a missed opportunity to meet objectives.

Enterprise Risk Management (ERM) is coordinated activities that direct and control Council with regard to risk. Enterprise wide means the removal of traditional functional, divisional, departmental, or cultural barriers. At Council risk management will be applied at the strategic, operational and project level across all functions and activities.

Having a structured approach provides guidance to managing existing and perceived risks that have potential to impact on Council's commitment to fulfil its business objectives. The International Standards for Risk Management [ISO 31000:2018] state that integrating risk management into an organization is a dynamic and iterative process and should be customized to the organization's needs and culture. Risk management should be a part of, and not separate from, the organizational purpose, governance, leadership and commitment, strategy, objectives and operations. Governance includes the external and internal relationships, and the rules, processes and practices needed to achieve Council's purpose. The following framework provided by COSO presents new ways to view risk when setting and monitoring the achievement of objectives in the context of local government – as a diverse and complex organisation.



Results can be achieved where there is a focus on integrating enterprise risk management across the organisation aligned with the goals and strategies in the Corporate Plan, including:

- better information that leads to defensible and optimal decision-making; and
- enhanced performance.

The aim of the Enterprise Risk Management Framework and Guidelines is to assist Council to anticipate risks earlier, identify opportunities, respond to deviations to performance quickly and improve overall reporting. The framework will also create, preserve and realise value by embedding the framework and the ability to manage risk at acceptable levels, consistent with the Council's Risk Appetite Statement.

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## 5. Definitions

**Risk:** *the affect of uncertainty on objectives*, Risk may also include a missed opportunity

**Risk Management:** Coordinated activities to direct and control Council with regard to risk

**Enterprise Risk Management (ERM):** *is a framework for risk management to plan, co-ordinate, execute and handle the functions and activities of Council and minimise the impact of risk across all levels of Council (strategic, operational and project risk) and across all categories of risk (financial, environmental, health and safety, fraud, information technology, compliance, security and business continuity).* ERM includes the coordination, integration, consolidation and consistency of reporting of identified risks across Council.

**Risk Register:** A list of identified and assessed risks directly related to either a particular directorate or to the whole of Council across all risk categories.

**Likelihood:** the chance of something happening, whether defined, measured or determined objectively or subjectively (probability or frequency).

**Consequence:** The outcome of an event affecting objectives (impact/magnitude). An event can lead to a range of consequences. A consequence can be certain or uncertain and can have a positive or negative effect on objectives. Consequences can be expressed qualitatively or quantitatively.

**Cammsrisk:** Council's information technology module utilised to develop its risk register and to monitor progress on risk actions.

**Risk Appetite Statement:** A statement that clarifies the level of risk BSC is willing to take in the pursuit of its strategic objectives

**Risk Owner:** The person with the accountability and authority to manage a risk. The owner may delegate some duties in relation to managing the risks for which they are responsible, however they are ultimately accountable for the risks allocated to them. (referred to as the Responsible Person in Cammsrisk)

**Risk Treatment:** The process to modify existing risks or create new risks. Options for "treating" a risk include: Retain, Transfer, Avoid and Control.

**Risk Actions:** The risk actions to be taken to reduce or mitigate unacceptable risks to achievable and acceptable levels. This includes details on current controls; required risk treatments; improvement opportunities; resources; timing; reporting and accountabilities. Risk Actions will be reviewed on a quarterly basis to ensure controls are actually working, utilising Cammsrisk.

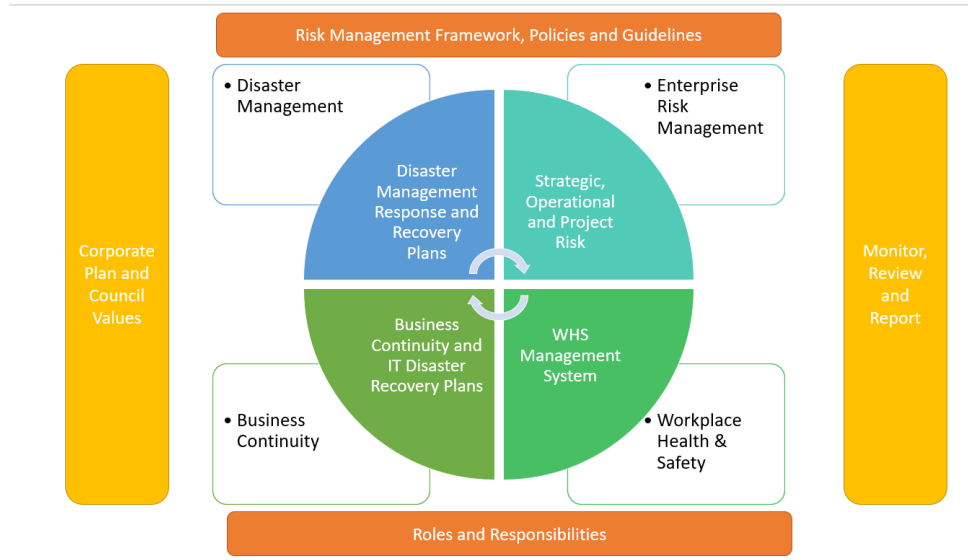
## 6. Risk Management Principles

For risk management to be effective in Council, leadership and commitment is required to ensure integration, implementation and improvement of Council's risk management framework. The following principles of the Risk Management Guidelines - ISO 31000:2018 are to be applied in the design, evaluation and implementation of risk management at Council:

- Integrated
- Structured and Comprehensive
- Customised
- Inclusive
- Dynamic
- Best Available Information
- Human & Cultural Factors
- Continual improvement

## 7. Risk Management Framework

The Risk Management Framework explains the relationship between the Council's risk management components and other management systems and frameworks.



The following is an extract from Council's Corporate Plan 2022-2027:



## 8. Basis, Roles and Responsibilities

Please refer to Council's Risk Management Policy (Appendix A).

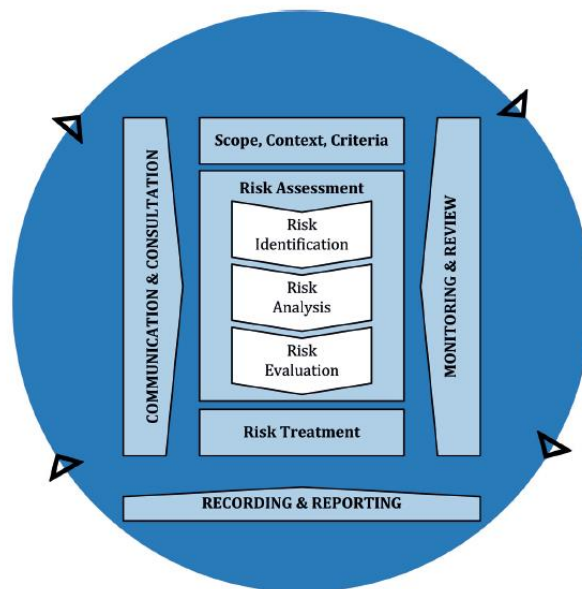
## 9. Risk Management Process

The process adopted by Balonne Shire Council to manage risks is in accordance with AS/NZS ISO 31000:2018 Risk Management –Guidelines. This process is the application of the structured risk management methodology to be used to assess; prioritise; treat and monitor risks identified. The risk management process may capture inherent risk (prior to taking into account controls in place), residual risk (after taking into account controls in place), or both.

The main elements of an effective Risk Management approach are as follows:

- Communicate and Consult
- Establish the Context
- Risk Assessment
- Identify Risks
- Analyse Risks
- Evaluate Risks
- Treat Risks
- Monitor and Review
- Record and Report

The following diagram represents the components of the Risk Management process. Each of these components is explained further below.



31000:2018 Figure 4

ISO



## 9.1 Communication and Consultation

The purpose of communication and consultation is to ensure relevant stakeholders understand risk, the basis on which decision are made and the reasons why particular actions are required. Communication and consultation are necessary at every stage of the Risk Management process.

All relevant stakeholders, internal and external will be utilised to bring together different areas of expertise, ensure different views are considered and to provide sufficient information for decision making.

Disaster management communication and consultation will be conducted via the Local Disaster Management Group.

Council's Workplace Health & Safety Management System is facilitated through the Safety Advisor and WHS Committee.

## 9.2 Establish the Scope, Context and Criteria

The purpose of establishing the scope, context and criteria is to customise the risk management process to enable effective risk assessment and appropriate risk treatment. This includes the criteria, against which risk will be evaluated, the risk appetite of the organisation and corrective actions for the different rating achieved in the assessment of the risks.

In considering context, it is necessary to consider:

- the internal and broader external environment in which Council operates.
- objectives and decisions that need to be made.
- outcomes expected from the steps to be taken in the process.
- time, location, specific inclusions, and exclusions.
- appropriate risk assessment tools and techniques.
- resources required, responsibilities and records to be kept.
- relationships with other projects, processes, and activities.

To set risk criteria, the following should be considered:

- the nature and type of uncertainties that can affect outcomes and objectives (both tangible and intangible).
- how consequences (both positive and negative) and likelihood will be defined and measured.
- time-related factors.
- consistency in the use of measurements.
- how the level of risk is to be determined.
- how combinations and sequences of multiple risks will be taken into account.
- the organization's capacity.

ISO 31000:2018

## 9.3 Risk Assessment

### 9.3.1 Identify Risks

At this stage, the organisation identifies what, why and how things can arise, that may affect the organisation, as the basis for further analysis. The purpose is to find, recognise and describe risks that may help or prevent Council from achieving its objectives at a strategic, operational or project level. The following factors can be used to help identify risk:

- Causes and events
- Tangible and intangible sources of risk
- Vulnerabilities and capabilities
- Changes in internal and external context
- Indicators of emerging risk
- Nature and value of assets and resources
- Consequences and their impact on objectives

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- Limitations of knowledge and reliability of information
- Time-related factors
- Biases, assumptions and beliefs of those involved

Council should then determine if the risks identified are sources under its control.

Categories of risk for the organisation are shown in the integrated risk matrix on page 10.

### 9.3.2 Analyse Risks

The purpose of risk analysis is to comprehend the nature of risk and its characteristics including the level of risk. This stage determines the inherent risks and then calculates any residual risks taking into consideration any existing controls in place (existing processes and procedures). Risks are analysed in terms of consequence and likelihood in the context of those controls. The analysis will consider the range of potential risk exposure consequences and how likely those consequences are to occur. The Consequence and Likelihood are then combined to produce an estimated level of risk known as the Overall Risk Rating.

Other factors that can be considered include:

- Complexity and connectivity
- Time related factors and volatility
- The effectiveness of controls
- Sensitivity and confidence levels

Quantitative parameters have been developed (Refer to the Integrated Risk Matrix) to enable the organisation to consistently assign likelihood and consequence ratings to potential risks. These quantitative measures assign the organisation's risk tolerance parameters applicable to each of the five consequence levels. This approach ensures that all staff can rate the consequence of a risk occurring against the organisation's established parameters, instead of their own personal choice.

# Balonne Shire Council Integrated Risk Matrix



									LIKELIHOOD				
									Rare (E)	Unlikely (D)	Possible (C)	Likely (B)	Almost Certain (A)
CATEGORIES		Health & Safety	Environmental	Financial & Asset Loss	Reputational Damage	Project - Service	Regulatory - Compliance	Information Technology	May occur in exceptional circumstances	More likely not to occur under normal circumstances	Might occur at sometime	Will probably occur in most circumstances	Is expected to occur in most circumstances
POTENTIAL CONSEQUENCES	Catastrophic (5)	Fatality, permanent disability, loss of production capability, Near miss (NM)	On or off site spill causing groundwater pollution, with detrimental long-term effects	> \$100,000	International loss of reputation/damaging international TV exposure with impact	Long term/irreversible impact on ability to deliver	Intervention and extended sanctions causing extended disruption/loss of control over operations	Significant failure and operational downtime with permanent loss of critical data integrity	15 MODERATE	19 VERY HIGH	22 VERY HIGH	24 EXTREME	25 EXTREME
	Major (4)	Lost time injury (LTI), Disabling injury (DI), MTI resulting in restriction of duties, Near miss (NM)	Off-site release contained & medium term effects on community health and/or groundwater	\$50,001 - \$100,000	National loss of reputation/damaging national TV exposure with impact on customers	Major, long term disruption to services - serious breach of contract obligations	Significant fines and sanctions resulting in operating restrictions and disruptions	System failure and operational downtime, with loss of critical data integrity and/or confidentiality	10 MODERATE	14 MODERATE	18 VERY HIGH	21 VERY HIGH	23 EXTREME
	Moderate (3)	Medical Treatment as required (MTI), Near miss (NM)	On site release, contained & restored, with medium term effects on employees/groundwater	\$5,000- \$50,000	Regional loss of reputation/local radio & newspaper reports impacting suppliers/customers	Some serious disruption to services - some contravention of contract obligations	Breaches resulting in sanctions, fines or referrals to external agencies for investigation	Limited downtime, with operational impact/restricted loss of data integrity/confidentiality	6 LOW	9 MODERATE	13 MODERATE	17 VERY HIGH	20 VERY HIGH
	Minor (2)	First aid treatment (FAI), Near miss (NM)	On site release, immediately contained & restored, with short-term effects	\$500 - \$4,999	Loss of regional reputation by word of mouth re: safety, performance & treatment of workers	Minor, temporary disruption - minor inconvenience	Segmented incidents - warning or moderate breach	Limited downtime, recoverable data loss with operational impact, no security breach	3 LOW	5 LOW	8 MODERATE	12 MODERATE	16 VERY HIGH
	Insignificant (1)	First aid treatment (FAI), Near miss (NM)	Minor localised spill with insignificant effects on employees and/or community	\$0 - \$499	Unsubstantiated rumours with light to moderate impact on reputation	Short term, localised interruption to service or delivery	Isolated breach/minor incident	Limited downtime, recoverable data loss, workaround possible, no security breach	1 LOW	2 LOW	4 LOW	7 MODERATE	11 MODERATE



Low Risk



Moderate Risk



Very High Risk



Extreme Risk

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Authorised by >> Council

Previous Version Adoption >> 21 May 2021  
Latest Version Adopted: 19 January 2022  
Next Review Date>> 31 July 2025

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### 9.3.3 Determining the overall Risk rating

After the **consequence** and **likelihood** ratings have been determined they are combined in the matrix to determine the overall risk rating for each risk. The extent of the consequences and the extent of the likelihood risks will be assessed in a range from **Low to Extreme risk**.

### 9.3.4 Evaluate Risks

The purpose of risk evaluation is to support decisions. Risk evaluation involves comparing the results of the risk analysis with the established risk criteria to determine where additional action is required. Risks need to be evaluated and prioritised to ensure that management effort is directed towards resolution of the most significant organisational risks first.

RISK SCORE		
Class	POINTS	RESULT DESCRIPTION
Low	0-6	Low Risk; management responsibility must be specified and procedural controls applied.
Moderate	07-14	Moderate risk, senior management attention needed. Limited controls should be applied to mitigate harmful effects
Very High	15-22	Very High Risk, operate only under strictly controlled conditions, senior management to monitor continually.
Extreme	23+	Extreme Risk; immediate application of controls required. Do not proceed unless action is taken. Use risk control hierarchy with preferred option being elimination.

The next step in this Risk Evaluation stage is to determine the effectiveness, and or existence of, controls in place to address the identified risks.

The following table will assist to determine the effectiveness, and or existence of, controls in place to address the identified risks.

Control Rating	Definition
<b>Excellent</b>	<ul style="list-style-type: none"> <li>Systems, process controls and procedures are in place and can be relied upon to prevent risk materialising</li> <li>There is no convincing cost/benefit justification to change the approach.</li> </ul>
<b>Adequate</b>	<ul style="list-style-type: none"> <li>Majority of systems, process controls and procedures are in place. Basic risks will be controlled some of the time, however scope exists to improve controls.</li> <li>There is some cost/benefit justification to change the approach.</li> </ul>
<b>Inadequate</b>	<ul style="list-style-type: none"> <li>The controls do not exist or else are not operating effectively. Risk will not be controlled.</li> <li>There is a significant cost/benefit justification to change the approach.</li> </ul>

### 9.3.5 Treatment of Risks

After evaluating each risk and appropriate controls, it is the responsibility of the risk owner to implement the suitable treatment. Treatment needs to be appropriate to the significance and priority of the residual risk. As a general guide:

- **Retain the risk** – where the risk cannot be avoided, reduced or transferred. In such cases, usually the likelihood and consequence are low. These risks should be monitored and determined how losses, if they occur, will be funded.
- **Transfer the risk** – involves shifting all or part of the responsibility to another party who is best able to control it (such as an insurer who bears the consequence of losses eg. Insure Council vehicles).
- **Avoid the risk** – Decide not to proceed with the policy, program or activity or choose an alternative means of action.
- **Control the risk** – By either reducing the likelihood of occurrence or the consequences eg. Implement procedures for specified tasks.

For Work Health and Safety the following risk reduction guideline is to be applied.

RISK REDUCTION GUIDELINE				
Control Method		Description	Point Reduction	Minimum Points
Elimination	A	Eliminate a hazardous substance or a process that is not required for a system of work.	25	0
Substitution	B	Substitute a hazardous substance or a process for a less hazardous material or process. The risk assessment process must be completed for the substituted process or material.	20	1
Isolation	C	Enclosing or isolating a hazard such as toxic substance, plant or process from persons, to eliminate or reduce the risk of injury or disease.	15	1
Engineering	D	Changing process, equipment or tools, for example: Changing layout of work levels to minimise bending and twisting during manual handling	10	2
Administrative	E	Changing work procedures to reduce exposure to existing hazards, for example: Reducing exposure hazards by job rotation; Limiting the number of employees exposed to the hazard by limiting access to hazardous areas.	5	3
Personal Protective Equipment (PPE)	F	Devices and clothing which provide individual persons with some protection from hazards. An effective personal protective clothing and equipment system required considerable effort by the employer to ensure that: Proper instruction on the need for and use of, personal protective clothing and equipment is provided, standards and enforced. And an effective system of cleaning and maintenance is devised.	3	5

Once treatment options for strategic and operational risks have been selected, they should be assembled into risk action plans utilising CAMMs risk module and reported on a quarterly basis to the Audit & Risk Committee. The outcome of an effective risk treatment plan is knowledge of the risks Council can tolerate and a system that minimises those risks that it cannot tolerate. For guidance on Council's Risk Appetite and Tolerances refer to section 2 and 3.

### 9.3.6 Monitor and Review

The purpose of monitoring and review is to assure and improve the quality and effectiveness of process, design, implementation and outcomes. Ongoing monitoring and review of risk will be undertaken by the risk owner and reported to the Senior Leadership Group; Audit & Risk Committee and the Council on a quarterly basis. Strategic and Operational Risks will be maintained in CAMMs risk module and a quarterly progress report completed for all risk actions/treatments identified. Risk reviews are to be conducted at least annually or as and when the internal or external environment changes.

When completing the review process, it is important the context in which the original risk was developed is re-assessed. The review should also be informed by reports and recent events and include consideration of:

- Completeness of the register;
- Continued existence of controls;
- Adequacy of controls;
- Risk ratings;
- Treatment strategies;
- Risk owner; and
- Risk review date.

#### 9.4 Recording the Risk Management Process

Each stage of the Risk Management process must be recorded appropriately. All Strategic and Operational Risk Assessments and Risk Treatment Action Plans must be documented, retained and easily accessible for future reference utilising CAMMs risk module. Even if a risk is assessed to be Low and a decision is taken to do nothing, the reasoning that led to the decision must be recorded.

## 10. Reviewing the Risk Management Framework and Guidelines

In order to ensure that the risk management process is effective and continues to support the organisation's performance, all aspects of the risk management process will be periodically reviewed.

The Risk Management Framework and Guidelines, Risk Management Policy and Risk Registers will be reviewed to ensure that they are still appropriate and continue to reflect the organisation's risk activities and tolerances.

Based on the results of monitoring and reviews, decisions will be made on how the Risk Management Framework can be improved. These improvements should lead to improvements in the management of risk and its risk management culture.

## 11. Communication

The Risk Management Framework and Guidelines, Policy, Risk Registers and associated documents and procedures will be held maintained in Council's Document Management system (Magiq) and CAMMs risk module.

All staff will receive risk management training and awareness on an annual basis, either in person or via the Learning Management System. The Director of Finance & Corporate Services will co-ordinate with relevant Departmental representatives to complete risk reviews on an annual basis.

## RISK MANAGEMENT POLICY – APPENDIX A

### 1. PURPOSE

The purpose of this policy is to adopt guidelines to implement an integrated risk management framework, systems, processes, and controls throughout Balonne Shire Council operations. The policy and guidelines demonstrate the Balonne Shire Council's commitment to:

- Behave as a responsible corporate citizen protecting employees, clients, contractors, visitors and the general public from injury and unnecessary loss or damage.
- Achieve its business objectives by minimising or eliminating the impact of risks it can realistically control.
- Create an environment where all Council employees will take responsibility for managing risk (by developing and maintaining a strong risk management culture).

### 2. SCOPE & AUTHORITY

This policy applies to all of Balonne Shire Council's operations and activities.

This is a discretionary policy developed consistent with the ISO 31000:2018 Risk Management Guidelines and resolved by Council under its powers in accordance with the Queensland Local Government Act (2009) Chapter 2, Section 9 which states:

#### **9 Powers of local governments generally**

*(1) A local government has the power to do anything that is necessary or convenient for the good rule and local government of its local government area.*

### 3. POLICY STATEMENT

Council's philosophy towards risk is not to be unduly risk averse, but to enable risks to be identified, discussed, mitigated, and monitored in a balanced manner.

Council is committed to establishing and integrating its risk management systems and processes to support this philosophy without creating an unnecessary burden on the business.

This policy sets out the processes, responsibility, and accountability for risk management in the Balonne Shire Council. It recognises that risk management is a critical and integral part of good management and corporate governance practice and that, in relation to commercial strategy, an element of risk is inevitable and, in some cases, encouraged.

This policy supports a structured and focused approach to managing risk to complement the strategies adopted by Council to achieve its corporate objectives, in order to increase confidence and enhance the value the Council provides to its stakeholders.

The principles behind this policy are based on ISO 31000:2018 Risk Management.

Council will apply an enterprise risk management framework that will:

- a) Incorporate a consistent, systematic process to identify, analyse, mitigate and monitor the key strategic, operational and project risks impacting on the Council.
- b) Align risk management with business objectives identified in Council's corporate and operational plans.
- c) Integrate and align existing risk systems to ensure no duplications or overlap.

- d) Ensure integration of information systems used for reporting on risk to enable aggregation and reporting at a corporate level.
- e) Allow the necessary controls and policies to be implemented to deliver an appropriate approach to governance and best practice; and
- f) Embed a culture of risk management throughout the Council.

Council's risk management processes are based around the following key risk activities:

- Risk Identification: identify all reasonably foreseeable risks (or opportunities) associated with its activities, using the agreed risk appetite and tolerance outlined in the Enterprise Risk Management Framework.
- Risk Evaluation: evaluate those risks using the agreed Council criteria.
- Risk Treatment / Mitigation: develop mitigation plans for risk areas where the residual risk is greater than the tolerable risk levels.
- Risk Monitoring and Reporting: report risk management activities and risk specific information to management, Audit & Risk Committee and Council.

#### 4. RESPONSIBILITIES

Council – adopts this policy and retains the ultimate responsibility for risk management and for determining the appropriate level of risk that it is willing to accept in the conduct of Council business activities. Council will review the effectiveness of the risk management systems.

Audit & Risk Committee – monitors the implementation and effectiveness of the Enterprise Risk Management Framework and Risk Management Policy.

Chief Executive Officer – is responsible for identifying, evaluating and managing risk in accordance with this policy through a formal enterprise-wide risk management framework. Formal risk assessments must be performed at least once a year as part of the business planning and budgeting process.

Senior Leadership Group – is responsible for the accuracy and validity of risk information reported to the Council. In addition, it will ensure clear communication throughout the Council of the Council and senior management's position on risk.

The CEO and Director Finance & Corporate Services – will report to quarterly to the Audit & Risk Committee and Council annually on the progress made in implementing a sound system of risk management and internal compliance and control across Council's operations.

Internal Audit – will align the Strategic Internal Audit Plan with Council's risk profile in conjunction with Council's management, and subject to endorsement from the Audit & Risk Committee. Internal Audit will ensure that the results of its reviews are provided to Council's management for update of the Council's risk profile as appropriate.

Internal Audit will also conduct periodic reviews of the risk management framework pursuant to the Strategic Internal Audit Plan.

Employees – are responsible for management of risks within their areas of responsibility as determined under any risk treatment plans.

Employees will be responsible for the timely completion of activities contained within these risk mitigation plans. Awareness sessions will be conducted routinely to ensure that employees are familiar with risk management and how it is applied within Balonne Shire Council.

Risk Monitoring – Council utilises a number of functions, including Internal Audit, to perform independent and objective monitoring over its risk areas, including if necessary, conducting reviews over Council's operations and risk areas by external agencies.

The scope of the work undertaken by all of these functions and the reviews by external agencies, will be considered in conjunction with Council's risk profile at least annually. This will assess the independent monitoring of key risk areas within Council's risk profile.

#### 5. RISK

Council seeks to integrate its approach to risk management with its strategic goals and objectives. The policy seeks to mitigate or control and how Council will make defensible and informed decisions in the public interest.

#### 6. IMPACTS

**Corporate Plan:** Governance – 5.6 Create and protect value through risk management.



**Human Rights Compatibility Statement:** The policy has been developed and will assist in meeting Council's obligations under the Human Rights Act 2019;

**Engagement:** This policy will be implemented across the organisation utilising its Learning Management System and other training means to raise awareness of its workforce.

**Climate change:** Risk management applies to all activities of Council and includes consideration of climate considerations.

**Sustainability:** Risk management applies to all activities of Council and includes consideration of sustainability considerations.

## 7. RELATED LAWS

Local Government Act 2009

Local Government Regulations 2012

## 8. RELATED DOCUMENTS

- Enterprise Risk Management Framework
- CAMMS Risk Module

## 9. REVISION HISTORY

**Revokes:** The Risk Management Policy contained within the Enterprise Risk Management Framework adopted 21 May 2021

**Previous approved versions:** DOC ID 554603 V4

**Suggested to review by:** This Policy will be reviewed when:

1. Audit reports relating to risk management activities being undertaken by Council indicate that a policy review from a legislative, compliance or governance perspective is justified.
2. Relevant legislation, regulations, standards and policies are amended or replaced.
3. Other circumstances as determined from time to time by the Chief Executive officer or through a resolution of Council; or
4. Every 2 years.

## 10. DEFINITIONS

### ***What is Risk?***

A risk to the business is any action or event that has the potential to impact on the achievement of our business objectives.

Risk also arises as much from the possibility that opportunities will not be realised as it does from the possibility that threats will materialise or that errors will be made.

### ***What is Risk Management?***

Risk management for Council refers to the culture, processes and structures developed to effectively manage potential opportunities and adverse effects for any activity, function or process undertaken by the Council.

Managing risk is achieved through the systematic application of policies, procedures and practices to identify, analyse, evaluate, treat, monitor and communicate risk.

### ***What is Enterprise Risk Management? (ERM)***

Enterprise wide risk management encompasses all the major risk categories (including financial, environmental, health and safety, fraud, information technology, compliance, security and business continuity) and includes the co-ordination, integration, consolidation and consistency of reporting by the various Council functions with identified risks.

## 11. ATTACHMENTS

NIL

## OFFICER REPORT

**TO:** Council

**SUBJECT:** Finance Report - Month ending 31 December 2022

**DATE:** 11.01.23

**AGENDA REF:** FCS6

**AUTHOR:** Craig Dreher - Finance Services Support Manager

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### Sub-Heading

Finance Report for the month ending 31 December 2022.

### Executive Summary

The purpose of this report is to show the current financial position of Council as at 31 December 2022.

### Background

It should be noted that the annual budget has been updated and adopted.

### 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. December 2022 Financial Performance Report.pdf [↓](#)

### Recommendation/s

That the monthly Financial Management Report for the period ending 31 December 2022, as attached, be received and noted.

Michelle Clarke

**Director Finance & Corporate Services**

# FINANCIAL PERFORMANCE REPORT

December 2022



For the People  
**Salonne**  
Shire Council

ST GEORGE | DIRRANBANDI | BOLLON | THALLON | MUNGINDI | HEBEL | NINDIGULLY

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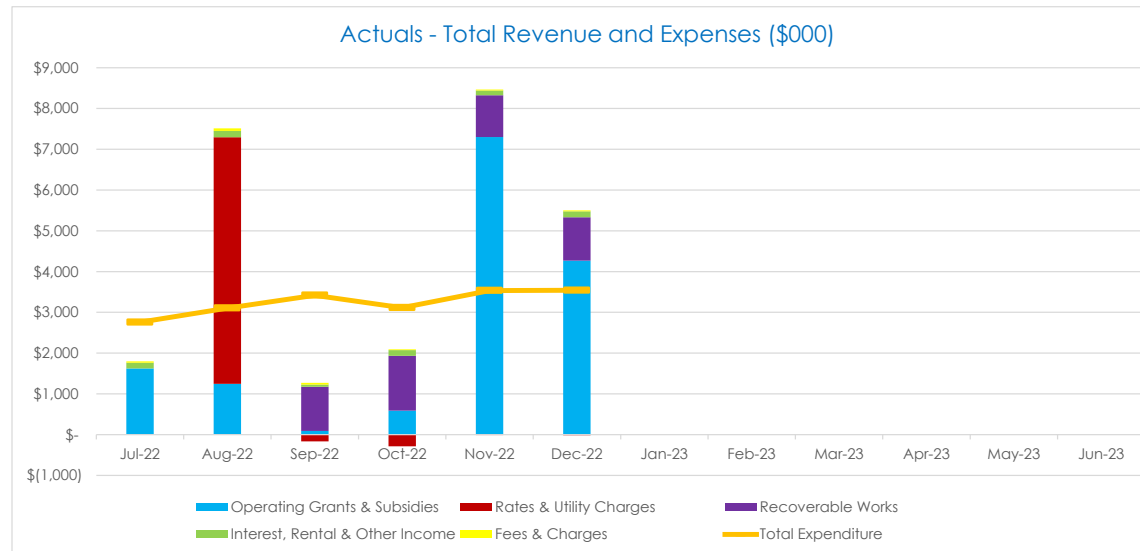
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**Balonne Shire Council**  
**Statement of Income and Expenditure**  
For the period ended 31 December 2022  
50% of Financial Year Expired

	ACTUAL 2022/23	ORIGINAL BUDGET 2022/23	AMENDED BUDGET 2022/23	Actual vs Budget	Comments
<b>Income</b>					
<b>Recurrent Revenue</b>					
R1.1 Rates and Utility Charges	6,055,271	12,004,924	12,004,924	50%	Rates have been levied for the first half of the year
R1.2 /ess: Discount Allowed	(480,747)	(965,576)	(965,576)	50%	Discount period for rates concluded 17th October
R1.3 Fees and Charges	203,624	273,900	257,500	79%	Animal Registrations disbursed, Building Fees & Water Connections, VIC sales
R1.4 Interest Received	395,566	190,000	510,000	78%	Interest Rates have risen, significant funds invested in term deposits
R1.5 Rental Income	165,227	226,800	226,800	73%	On budget, additional income received from leased commercial premises
R1.6 Recoverable Works	4,523,331	10,536,330	10,660,355	42%	Works proceeding with RMPC and Roads Contracts milestones being completed
R1.7 Other Income	206,388	152,800	152,800	135%	Includes Mayoral Ball income
R1.8 Grants, Subsidies and Contributions	1,719,625	7,916,455	8,311,855	21%	Majority of the budgeted monies received in advance April 2022
	<u>12,788,284</u>	<u>30,335,633</u>	<u>31,158,658</u>	<u>41%</u>	
<b>Capital Revenue</b>					
R2.1 Grants, Subsidies and Contributions *	1,393,943	2,710,689	2,710,689	51%	LGGSP Grant, Roads to Recovery, LRCIP Phase 3 Grant Funding
<b>Total Revenue</b>	<u>14,182,227</u>	<u>33,046,322</u>	<u>33,869,347</u>	<u>42%</u>	
R3.1 Sale of Non-Current Assets *	151,492	445,500	445,500	34%	
<b>Total Income</b>	<u>14,333,719</u>	<u>33,491,822</u>	<u>34,314,847</u>	<u>42%</u>	
<b>Expenses</b>					
<b>Recurrent Expenses</b>					
E1.1 Employee Costs	(4,643,143)	(9,230,400)	(9,280,400)	50%	
E1.2 Materials and Services	(8,428,810)	(17,412,435)	(18,078,480)	47%	
E1.3 Finance Costs	(106,031)	(147,200)	(147,200)	72%	Quarterly loan repayments have been made, majority relates to the WDEF Special Loan
E1.4 Depreciation and Amortisation	(4,243,000)	(8,395,000)	(8,486,000)	50%	
	<u>(17,420,984)</u>	<u>(35,185,035)</u>	<u>(35,992,080)</u>	<u>48%</u>	
E2.1 Capital Expenses	-	-	-		
<b>Total Expenses</b>	<u>(17,420,984)</u>	<u>(35,185,035)</u>	<u>(35,992,080)</u>	<u>48%</u>	
<b>NET RESULT (Including Recurrent Capital Revenue *)</b>	<u>(3,087,265)</u>	<u>(1,693,213)</u>	<u>(1,677,233)</u>	<u>184%</u>	
<i>Net Operating Result (Excludes Recurrent Capital Revenue)</i>	<i>(4,632,700)</i>	<i>(4,849,402)</i>	<i>(4,833,422)</i>	<i>96%</i>	
Z1.1 Non-Recurring General Revenue	37,411	-	-		
Z2.3 Non-Recurring General Expenses	(2,824)	-	-		
Z1.2 Non-Recurring Operating Grants	13,357,179	3,487,467	4,604,764	290%	Received QRA funding for 2020, 2021 & 2022 flooding events
Z2.1 Non-Recurring Operating Grant Costs	(1,995,339)	(3,543,204)	(4,365,736)	46%	Refer to Operational projects spreadsheet
Z1.3 Non-Recurring Capital Grants	1,351,916	10,674,538	10,666,538	13%	Refer to Capital projects spreadsheet
Z2.2 Non-Recurring Operational Project Costs	(56,613)	(343,937)	(407,437)	14%	Delays in projects as per Operational projects report
<b>Total Non-Recurring Operations</b>	<u>12,691,730</u>	<u>10,274,864</u>	<u>10,498,129</u>	<u>121%</u>	
<b>Total Comprehensive Income</b>	<u>9,604,464</u>	<u>8,581,651</u>	<u>8,820,896</u>	<u>109%</u>	

REVENUE TYPE	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Total
Operating Grants & Subsidies	1623380	1245360	89097	587878	7300387	4268113							15,114,215
Rates & Utility Charges	0	6050285	-166746	-286503	-8597	-13915							5,574,524
Recoverable Works	0	0	1085838	1346792	1027311	1063390							4,523,331
Interest, Rental & Other Income	143310	157535	53832	141449	114551	144484							755,161
Fees & Charges	30721	59384	42514	18409	26266	26330							203,624
Total Expenditure	2758501	3104782	3419228	3114400	3536496	3542353							19,475,760



**Balonne Shire Council**  
**Statement of Financial Position**

As at 31 December 2022

	ACTUAL 2022/23	ORIGINAL BUDGET 2022/23	AMENDED BUDGET 2022/23
<b>Current Assets</b>			
Cash and Equivalents	39,579,121	19,320,487	25,704,183
Trade and Other Receivables	6,879,031	1,482,700	1,482,700
Rates Receivable	892,951	773,600	773,600
Inventories	380,781	235,500	235,500
Contract Assets	2,066,832	1,384,700	1,384,700
WDEF Loans Receivable	1,465,415	79,495	79,495
<b>Total Current Assets</b>	<b>51,264,131</b>	<b>23,276,482</b>	<b>29,660,178</b>
<b>Non-Current Assets</b>			
Intangible Assets	-	9,733	9,733
WDEF Loans Receivable	1,246,135	4,785,660	4,785,660
Property, Plant and Equipment	331,189,828	327,783,462	335,819,538
<b>Total Non-Current Assets</b>	<b>332,435,963</b>	<b>332,578,855</b>	<b>340,614,931</b>
<b>Total Assets</b>	<b>383,700,095</b>	<b>355,855,337</b>	<b>370,275,109</b>
<b>Current Liabilities</b>			
Payables	536,855	1,896,600	1,896,600
Contract Liabilities	2,975,905	-	-
Borrowings	81,264	147,409	147,409
Provisions	1,641,844	1,587,500	1,587,500
Other Liabilities	-	-	-
<b>Total Current Liabilities</b>	<b>5,235,867</b>	<b>3,631,509</b>	<b>3,631,509</b>
<b>Non-Current Liabilities</b>			
Borrowings	6,579,892	6,432,710	6,432,710
Provisions	3,354,893	615,800	615,800
<b>Total Non-Current Liabilities</b>	<b>9,934,785</b>	<b>7,048,510</b>	<b>7,048,510</b>
<b>Total Liabilities</b>	<b>15,170,652</b>	<b>10,680,019</b>	<b>10,680,019</b>
<b>Net Community Assets</b>	<b>368,529,442</b>	<b>345,175,318</b>	<b>359,595,090</b>
<b>Community Equity</b>			
Revaluation Surplus	262,592,824	250,392,577	262,592,824
Reserves	10,171,283	7,712,417	7,712,417
Retained Surplus	95,765,335	87,070,324	89,289,849
<b>Total Community Equity</b>	<b>368,529,442</b>	<b>345,175,318</b>	<b>359,595,090</b>

**Balonne Shire Council**  
**Statement of Cash Flows**  
For the period ended 31 December 2022

	ACTUAL 2022/23	ORIGINAL BUDGET 2022/23	AMENDED BUDGET 2022/23
<b>Cash Flows from Operating Activities</b>			
Receipts from Customers	10,420,487	22,093,153	22,110,003
Payments to Suppliers and Employees	(18,200,392)	(32,178,992)	(33,150,269)
	(7,779,905)	(10,085,839)	(11,040,266)
Interest Received	395,566	190,000	510,000
Rental Income	165,227	226,800	226,800
Operating Grants and Contributions	15,076,804	11,403,922	12,916,619
Borrowing and Other Finance Costs	(106,031)	(147,200)	(147,200)
<b>Net Cash Inflow (Outflow) from Operating Activities</b>	<b>7,751,661</b>	<b>1,587,683</b>	<b>2,465,953</b>
<b>Cash Flows from Investing Activities</b>			
Payments for Property, Plant and Equipment	(2,181,814)	(21,284,229)	(21,574,304)
Proceeds from Sale of Property, Plant and Equipment	151,492	445,500	445,500
Capital Grants, Subsidies and Donations	2,745,858	13,385,227	13,377,227
<b>Net Cash Inflow (Outflow) from Investing Activities</b>	<b>715,536</b>	<b>(7,453,502)</b>	<b>(7,751,577)</b>
<b>Cash Flows from Financing Activities</b>			
Proceeds from Borrowings	-	-	-
Repayment of Borrowings	(72,607)	(194,724)	(194,724)
<b>Net Cash Inflow (Outflow) from Financing Activities</b>	<b>(72,607)</b>	<b>(194,724)</b>	<b>(194,724)</b>
<b>Net Increase (Decrease) in Cash and Equivalents Held</b>	<b>8,394,590</b>	<b>(6,060,543)</b>	<b>(5,480,348)</b>
<b>Cash and Equivalents at the Beginning of the Financial Year</b>	<b>31,184,531</b>	<b>25,381,029</b>	<b>31,184,531</b>
<b>Cash and Equivalents at End of the Financial Year</b>	<b>39,579,121</b>	<b>19,320,487</b>	<b>25,704,183</b>



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

For the period ended 31 December 2022

Ratio					YTD Actuals 22/23	Amended Budget 22/23	
		<i>Cash Held - Restricted Cash</i>					
<b>Operating Cash Ratio</b>	Number of months operating expenditure covered by working cash held	<i>(Total Operating Expense - Depreciation)/Number of Periods</i>	Target greater than or equal to 1 month	✓	16.06	7.83	Council's December result indicates that it is currently able to fund its operational expenditure for 16.06 months.
		<i>Net Cash from Operations + Interest Revenue and Expense</i>					
<b>Operating Performance Ratio</b>	This ratio provides an indication of Council's cash flow capabilities	<i>Cash Operating Revenue + Interest Revenue</i>	Target greater than or equal to 20%	✓	30.86%	7.91%	December's result indicates that Council currently has sufficient cash flow capability to sustain its operations.
		<i>Total Operating Income</i>					
<b>Operating Efficiency Ratio</b>	This ratio provides an indication of Council's ability to fund its operations	<i>Total Operating Expenses</i>	Target greater than or equal to 1	✗	0.73	0.87	The December result indicates that it is currently unable to fully fund its operations. Calculated on recurrent income and expenditure.
		<i>Net Result (excluding capital items)</i>					
<b>Operating Surplus Ratio</b>	An indicator of which the extent to which revenues raised cover operational expenses only or are available for capital funding purposes or other purposes	<i>Total Operating Revenue (excluding capital items)</i>	Target between 0 - 10%	✓	25.62%	-13.99%	Council's December result indicates that it is covering enough revenue to cover its operational expenses.
		<i>Capital Expenditure on the Replacement of Assets (renewals)</i>					
<b>Asset Sustainability Ratio</b>	An approximation of the extent to which the infrastructure assets managed are being replaced as these reach the end of their useful lives.	<i>Depreciation Expense</i>	Target greater than or equal to 90%	✗	24.77%	85.50%	Based on the December's result Council is not currently replacing its infrastructure assets as they reach the end of their useful lives. Refer to Capital Projects Report for more detail.
		<i>Total Liabilities - Current Assets</i>					
<b>Net Financial Liabilities Ratio</b>	An indicator of the extent to which the net financial liabilities can be serviced by its operating revenue	<i>Total Operating Revenue (excluding capital items)</i>	Target less than or equal to 60%	✓	-140.75%	-100.55%	December's result indicates that Council is in a strong position to service its net financial liabilities.

**(IFS) INFRASTRUCTURE SERVICES**

ITEM	TITLE	SUB HEADING	PAGE
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Nil Reports.

## (CES) COMMUNITY AND ENVIRONMENTAL SERVICES

ITEM	TITLE	SUB HEADING	PAGE
CES1	<b><u>AUTHORISED INSPECTION PROGRAM 1 MARCH TO 31 MAY 2023</u></b>	Authorised inspection program 1 March to 31 May 2023 by Di Francisco, Manager Environmental Services.	118
CES2	<b><u>COMPUTER ENGAGEMENT PROJECT - BUDGET AMENDMENT</u></b>	Computer Engagement Project – Budget Amendment by Gail Liversidge, Community Development Officer	121
CES3	<b><u>REQUEST FOR SITING VARIATION 49 KENNY LANE, ST GEORGE</u></b>	Request for siting variation at 49 Kenny Lane, St George by Fiona Macleod, Planning and Development Officer.	123
CES4	<b><u>APPLICATION FOR A PERMIT TO OCCUPY - CHANGE OF REGISTERED PERMITTEE - LOCATED OVER LOT 1 ON CP PER4857</u></b>	Application for a Permit to Occupy – change of registered permittee, located over Lot 1 on CP PER4857 by Fiona MacLeod, Planning and Development Officer.	129
CES5	<b><u>TRAFFIC MANAGEMENT SPONSORSHIP - TRI ST GEORGE INC</u></b>	Traffic Management Sponsorship – Tri St George Inc, by Gail Liversidge, Community Development Officer	165

## OFFICER REPORT

**TO:** Council

**SUBJECT:** Authorised inspection Program 1 March to 31 May 2023

**DATE:** 06.01.23

**AGENDA REF:** CES1

**AUTHOR:** Di Francisco - Environmental Health Officer

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### Sub-Heading

Authorised inspection program 1 March to 31 May 2023 by Di Francisco, Manager Environmental Services.

### Executive Summary

The report seeks Council's approval to undertake an Authorised Inspection program (Systematic inspection program –Local Government Act 2009 – Sect 134.) to investigate compliance with the Animal Management (Cats and Dogs) Act 2008 and Council's Local Law 2022.

### Background

Section 44 of the Animal Management (Cats and Dogs) Act 2008 (the AMCD Act) specifies that all cats and dogs in Queensland must be registered unless exempted. Council's Local Law 2 (Animal Management) 2022 relates to animals and the keeping of dogs.

With 911 dogs registered currently there are still many dogs unregistered. An approved inspection program is necessary to achieve compliance with the AMCD Act and Council's Local Law. To reduce the risk to community health and safety and to decrease the wandering dog complaints, Council Officers need to identify the number of unregistered dogs and action accordingly.

Section 134 of the Local Government Act 2009 (the LG Act) provides for an inspection program approved by a local government, under which authorised persons may enter and inspect properties in the local government area to ensure Local Government Acts are being complied with.

Section 134 of the LG Act provides for a systematic inspection program, which allows an authorised person to enter and inspect all properties, or all properties of a certain type, in the local government area. A systematic approved inspection program is proposed to assist Council:

- To identify unregistered dogs
- To identify dogs that are not microchipped
- To identify premises with more than 2 dogs without approval
- Compliance of permits for Keeping of Other Animals

Council can also inspect premises for other compliance issues, such as illegal pool installations and overgrown allotments

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To commence an inspection program, Council must under the LG Act:

- Adopt a resolution authorising an approved inspection program that allows authorised persons to enter properties and undertake compliance inspections.
- Give notice in the local newspaper and on the local government's website, at least 14 days, but not more than 28 days, prior to commencing the approved inspection program.

The program will be conducted for a period of three months commencing on 1 March 2023 and will be completed by 31 May 2023. All properties in the Shire are to be included in the program.

Authorised Officers carrying out the approved inspection program will have photographic identification.

All inspections will be undertaken during the hours of 7am to 7pm Monday to Friday.

### **Link to Corporate Plan**

Key Foundation Area	Key Program Area
<u>Community</u>	Safe and welcoming communities

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

Digby Whyte – Director Community & Environmental Sustainability  
Environmental Services Team  
Logo Appointments

### **Legal Implications**

Animal Management (Cats and Dogs) Act 2008  
Local Law No. 2 (Animal Management) 2022  
Local Government Act 2009

### **Risk Implications**

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

### **Policy Implications**

Balonne Shire Council's Workplace Health & Safety – Duty of Care to the public  
Risk Assessment – Safety of Local Government Officers and Contractors.

### **Financial and Resource Implications**

The 2022-23 budget provides \$10,000 for the expenditure of this operational project.

### **Options or Alternatives**

Nil

### **Attachments**

Nil

## **Recommendation/s**

1. That Council resolves to approve a systematic inspection program to monitor compliance with Section 134 of the Local Government Act, to be conducted for a period of three months commencing on 1 March 2023 and completed by 31 May 2023 and including all properties in the Shire.

Digby Whyte

**Director Community and Environmental Services**

## OFFICER REPORT

**TO:** Council

**SUBJECT:** Computer Engagement Project - Budget Amendment

**DATE:** 06.01.23

**AGENDA REF:** CES2

**AUTHOR:** Gail Liversidge - Community Development Officer

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### Sub-Heading

Computer Engagement Project – Budget Amendment by Gail Liversidge, Community Development Officer

### Executive Summary

This project is for Youth Council members to build four gaming computers with a view to forming a gaming area in the Library Hub maker space. The computers will both engage youth in gaming competitions from the local to international level and add to the library's public computer resource where additional computer power is required.

### Background

The concept of building four gaming computers is to achieve two primary outcomes:

1. Youth Council members lead the construction of gaming computers in teams of 2-3 to develop IT skills and engage youth in the library and in network development through local, national and international gaming tournaments; and
2. Add additional and more powerful computers to the library computer bank to allow wider application by public, including business, users.

Once built Youth Council members will form a "Gaming Area" in the Makerspace room in the St George Library where youth are engaged in gaming competitions one-on-one and in team tournaments at national and international levels (eg <https://www.setupgamers.com/platforms-for-esports-tournaments> ).

Gaming Computers have higher specs for faster speeds and quality graphics. Apart from additional gaming controls they are suitable for any computer work, including applications requiring more power or better graphics, will expand computer availability at the library, and be better suited and located for educational classes.

### Link to Corporate Plan

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

### Consultation (internal/external)

Cr Richard Lomman, Chair, Balonne Shire Community Advisory Committee and Balonne Shire Youth Council

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Ron Petterson, Manager, Community Services Balonne Shire Council  
Council's Senior Leadership Group

### **Legal Implications**

Nil.

### **Risk Implications**

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

### **Policy Implications**

Use is subject to library computer use rules and staff oversight.

### **Financial and Resource Implications**

\$14,000 is sought from an additional allocation to the 2022/23 Community and Environmental Services budget. This includes higher processing and graphics components, larger screens, and gaming controls for building four gaming-specification computers. Tuition and construction labour will be volunteered.

### **Options or Alternatives**

Council could seek grant monies. However, given the current Youth Council member and library program expansion it would be more timely and provide certainty for Council to fund this multi-purpose initiative on this occasion.

### **Attachments**

Nil

### **Recommendation/s**

That Council resolves to, in accordance with S170(3) of the Local Government Regulations 2012, increase its budget allocation by \$14,000 to fund components for the construction of four high-specification computers by Balonne Youth Council members for the St George Library, to engage youth in library programs and increase computing capacity for library users.

Digby Whyte

**Director Community and Environmental Services**



## OFFICER REPORT

TO: Council

SUBJECT: Request for Siting Variation 49 Kenny Lane, St George

DATE: 06.01.23

AGENDA REF: CES3

AUTHOR: Fiona Macleod - Planning & Development Officer

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### Sub-Heading

Request for siting variation at 49 Kenny Lane, St George by Fiona Macleod, Planning and Development Officer.

### Executive Summary

For Council to consider a siting boundary clearance variation for a proposed carport to be located at 49 Kenny Lane, St George, being Lot 25 on RP74069.

### Background

On 8<sup>th</sup> December 2022, Council received a request from the landowner to consider a siting variation to construct a carport on the property (see **Attachment 1**). Specifically, the carport to be constructed is to replace an existing canvas shade sail in the same location which has been damaged. A building application has not yet been submitted to Council for the carport.

Under Council's current *Balonne Planning Scheme 2019*, the property is located within the General Residential Zone of St George. Total site area is approximately 1356 square metres, and the existing use of the property is for residential purposes with built form being a single residence and associated outbuildings sited in the rear setback. (see **Figure 1 and Attachment 2**).

In lieu of including standards for allotment boundary clearances, the current *Balonne Planning Scheme 2019* references the Queensland Development Code (QDC) for those standards, specifically in this instance QDC Part MP1.2.

In the "Definitions" section of QDC Part MP1.2:

**Side and rear boundary clearance** means:

- (a) for a *building or structure* other than a swimming pool, the shortest distance measured horizontally from the *outermost projection* of the *building or structure* to the vertical projection of the boundary of the *lot*.

Performance Criterion P2 of QDC Part MP1.2 states:

#### P2

*Buildings and structures –*

- (a) provide adequate daylight and ventilation to *habitable* rooms; and
- (b) allow adequate light and ventilation to *habitable* rooms of *buildings* on adjoining *lots*.
- (c) do not adversely impact on the amenity and privacy of residents on adjoining *lots*.

Acceptable Solution A2 of QDC Part MP1.2 states the following as “deemed to comply” for P2:

**A2**

- (a) The **side and rear boundary clearance** for a part of the *building or structure* is –
- (i) where the *height* of that part is 4.5m or less - 1.5m; and
  - (ii) where the *height* of that part is greater than 4.5m but not more than 7.5m - 2m; and
  - (iii) where the *height* is greater than 7.5m - 2m plus 0.5m for every 3m or part exceeding 7.5m.


Accordingly, as per the above, the standard side setback boundary clearance for the carport is 1.5 metres. Given the proposed location of the carport is to be 500mm setback off the side boundary Acceptable Solution A2 of QDC Part MP1.2 is not met.

Where a setback does not comply with the Acceptable Solution, the Applicant is required to demonstrate that their proposal does in fact comply with the intent of the Performance Criterion. This is the subject matter of this report.

**The siting variation request (see Attachment 1) seeks approval to locate the carport within the standard 1.5 metre side boundary clearance.**

The Applicant’s site drawing (**see Attachment 2**) indicates a proposed setback of 500mm off the southern boundary of the property. All other boundary clearances of the carport will comply with the Acceptable Solution.



Legend	
	Subject site – 49 Kenny Lane St George and approximate location of carport (Lot 25 on RP74069)

**Figure 1:** subject property, 49 Kenny Lane St George and location of proposed carport

## Siting Assessment

The proposal has been assessed against Performance Criterion P2 of the QDC as follows:

*Buildings and structures –*

- (a) provide adequate daylight and ventilation to habitable rooms.*
- (b) allow adequate light and ventilation to habitable rooms of buildings on adjoining lots.*
- (c) do not adversely impact on the amenity and privacy of residents on adjoining lots.*

The proposed construction of a carport will not impact on the daylight and ventilation to habitable rooms on the property nor the adjoining southern property at 51 Kenny Lane, St George. With respect to the adjoining property, while the shed is to be constructed closer to this boundary than permitted under the QDC, no additional impacts regarding overshadowing will occur given the proposed height of the shed is similar to the existing shade sail structure. Additionally, there is an approximate 1.8 metre solid boundary fence separating the two properties. Given the height and use of the structure it is therefore considered that amenity and privacy of residents on adjoining lots to the property will continue to be maintained.

Based on the above, the requested variation of the setback to the southern side boundary will not create any additional unreasonable impacts to nor compromise the outcomes of residential amenity, streetscape, character of surrounding building siting or public safety.

The proposed location of the carport was referred to Council's Infrastructure Department for comment who sited no concerns or objection to the proposed location in relation to impacting on existing assets.

It is considered that the proposed carport at this location on the property will not create any unreasonable impacts to the site or surrounds and existing character of the area. Therefore, it is recommended that approval be granted to the requested siting variation.

## Link to Corporate Plan

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

## Consultation (internal/external)

Bryan Payne – Building Certifier

Hannah Lee – Asset GIS Co-ordinator

## Legal Implications

The *Planning Act 2016*

Council's Planning Scheme and the Queensland Development Codes (QDC) apply.

## Risk Implications

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

## Policy Implications

Council's Planning Policies apply.

## Financial and Resource Implications

Nil.

## Options or Alternatives

Require the standard 1.5 metre boundary clearance outlined in the Queensland Development Code (QDC)

## Attachments

1. Attachment 1 - 49 Kenny Lane Siting Variation Request Letter.pdf [↓](#)
2. Attachment 2 - 49 Kenny Lane Siting Variation Plan .pdf [↓](#)

## Recommendation/s

That Council resolves to:

1. Approve the carport outbuilding at 49 Kenny Lane, St George to be located up to 500mm from the southern boundary as a siting variation from the standard 1.5m criterion.

Digby Whyte

**Director Community and Environmental Services**

Balonne Shire Council

StGeorge Q

49 Kenny Lane

StGeorge Qld 4487

8/12/2022

At present we have a canvas covering for our vehicles (two cars) attached to the house.

The recent heavy winds have ripped this canvas and we have decided to replace it with a free standing steel carport. To house both cars the carport would be half a metre from the neighbours fence. The carport would be approximately 10 metres from the front alignment.

We are an elderly couple and would require two cars as my wife is often away and I

Would need a vehicle in her absence

We therefore apply for exemption of council regulations regarding distance from

The neighbouring fence for the building of a prefabricated 2 car carport



Cecil West



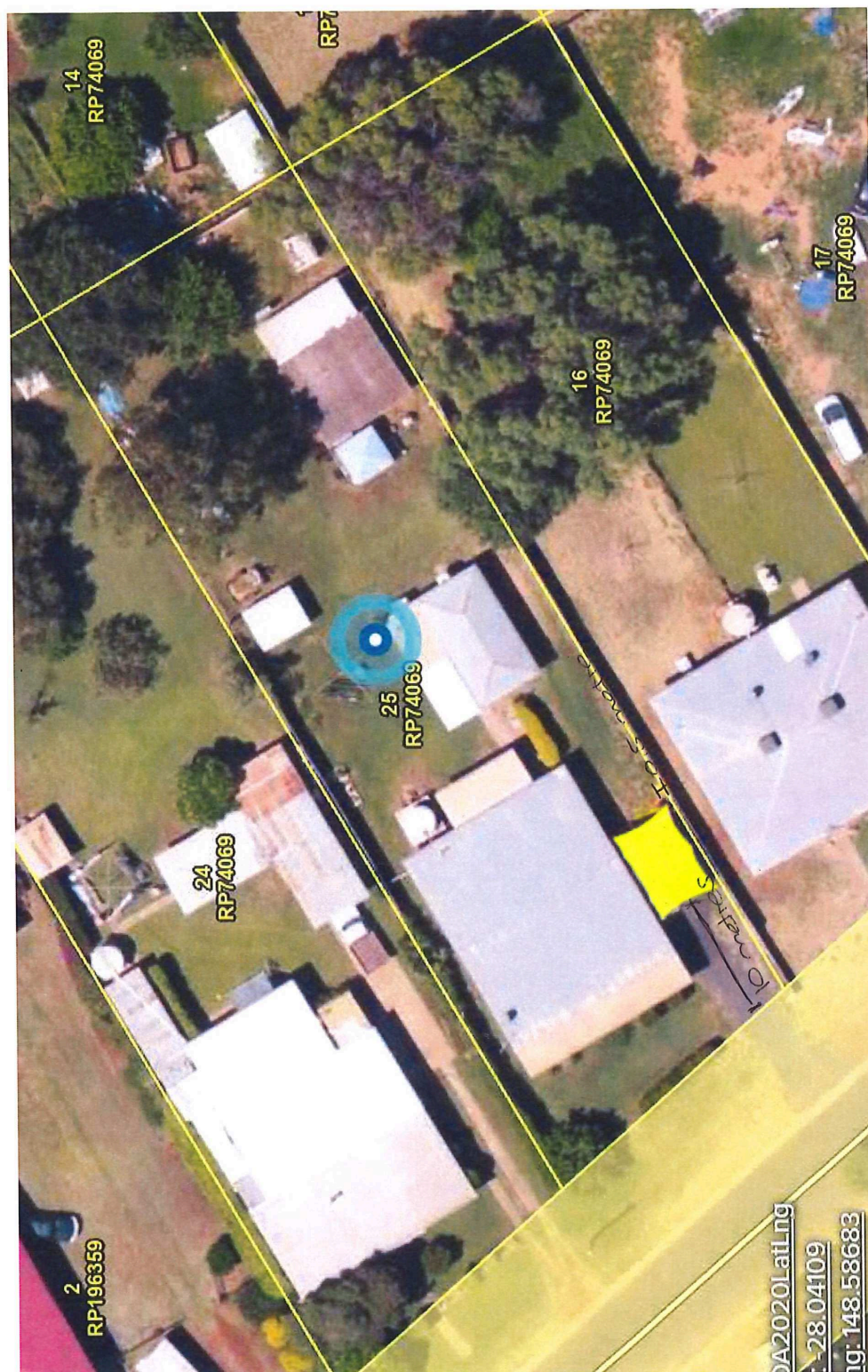
Jacqueline West

Cecil West  
4625 3596

BALONNE SHIRE COUNCIL
08 DEC 2022
<input checked="" type="checkbox"/> RECEIVED
<input checked="" type="checkbox"/> FOR RECORDS



# 49 Kenny Lane, St George – Proposed Carport Location (Approximate)



Proposed carport (2 x cars)  
8 m Long x 10 metres wide new carport

## OFFICER REPORT

TO: Council

SUBJECT: **Application for a Permit to Occupy - Change of Registered Permittee - Located over Lot 1 on CP PER4857**

DATE: 06.01.23

AGENDA REF: CES4

AUTHOR: Fiona Macleod - Planning & Development Officer

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### Sub-Heading

Application for a Permit to Occupy – change of registered permittee, located over Lot 1 on CP PER4857 by Fiona MacLeod, Planning and Development Officer.

### Executive Summary

The purpose of this report is for Council to consider the proposed application for a Permit to Occupy of Tenure Reference PO 39/4857 for a pump site, to be issued to a new permittee on the same conditions required of the previous permit holder.

### Background

On 13 December 2022 Council as the “road manager”, received correspondence from Inland Legal informing of an absolute surrender of Permit to Occupy located over Lot 1 on CP PER4857, due to change of registered permittee (**see attachment 1**).

Specifically, the land in question is recognised as Lot 1 on Crown Plan PER4857 (title reference: 17729208) and occupies a total area of 0.002500 hectares. The current permit to occupy purpose is for “pump site permit”. The subject land is situated within an area of defined road reserve on the northern side of the Balonne River opposite St George township. Specifically, the area of road reserve subject to the permit to occupy is located between Wagoo Road and the Balonne River (**see attachment 2**).

Inland Legal has requested that any objections to the application and any views or requirements that may affect the future use of the land should be outlined in Part C – Statement in relation to an application under the *Land Act 1994* over State Land for submission with Part A – Form LA00 Contact and Land Details and Part B - Form LA03 Application for a Permit to Occupy.

Council has reviewed the application and recognises that the change in Registered Permittee will not affect any current or future strategic land uses for the area.

Based on the above, it is recommended that Council provides **Part C – Statement in relation to an application under the *Land Act 1994* over State Land** in response to no objection in relation to the proposed change of Registered Permittee.

## Link to Corporate Plan

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

## Consultation (internal/external)

Department of Resources  
Inland Legal

## Legal Implications

Nil.

## Risk Implications

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

## Policy Implications

Nil.

## Financial and Resource Implications

Nil.

## Options or Alternatives

Nil.

## Attachments

1. Attachment 1 - Inland Legal Correspondence for Lot 1 on CP PER4857.pdf [↓](#)
2. Attachment 2 - Plan of Lot 1 on CP PER4857.pdf [↓](#)

## Recommendation/s

That:

1. Council does not object to the Application for Absolute of Surrender and Reissue of Permit to Occupy over Lot 1 on CP PER4857 for 'pump site' purposes; and
2. Council provides **Part C – Statement in relation to an application under the *Land Act 1994* over State Land** to Inland Legal with no objection to the Application of Permit to Occupy over Lot 1 on CP PER4857 for 'pump site' with the same terms as the previous Registered Permittee.

Digby Whyte

**Director Community and Environmental Services**



**Fiona Macleod**

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**From:** Cheryl @ Inland Legal <cheryl@inlandlegal.com.au>  
**Sent:** Tuesday, 13 December 2022 4:22 PM  
**To:** Fiona Macleod  
**Subject:** Permit to Occupy Surrender and New Permit - Mizen to Sevil - Your REF: IA:CR:220194  
**Attachments:** state-land-form-la30.pdf; DOC131222-13122022155353.pdf  
**Importance:** High  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Fiona,

We refer to the above matter and email below from the Department requesting PartC LA30 to be completed by the Council due the permit being over a road reserve.

We ask that the Council please complete the **attached** Part C LA30 with their comments on issue to permit to occupy for pump site purposes. We have also **attached** a copy of the lodged documents for your reference.

Please note that there is a 30 day timeframe that the Department holds our application before it is refused. We understand that this matter needs to be considered at the next council meeting, therefore ask that you please confirm if this will be completed in the timeframe mentioned or if an extension will need to be obtained.

Due to our office closing from 5pm Thursday, 15<sup>th</sup> December 2022 we ask that you please respond to this email as a matter of priority so we may seek an extension if required.

Thank you for your assistance with this matter.

Kind regards

Cheryl Rhea  
Administration Support



PO BOX 501 ST GEORGE QLD 4487

P: 07 4625 5083 F: 07 4625 4001  
M: E: [cheryl@inlandlegal.com.au](mailto:cheryl@inlandlegal.com.au)  
[www.inlandlegal.com.au](http://www.inlandlegal.com.au)

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**From:** SLAM Lodgement [mailto:SLAMlodgement@resources.qld.gov.au]  
**Sent:** Tuesday, 13 December 2022 1:29 PM  
**To:** info@inlandlegal.com.au  
**Subject:** Surrender and New Permit - Mizen to Sevil - Your REF: IA:CR:220194

Good Afternoon,

I refer to your application lodged in Central Point of Lodgement, Department of Resources today for issue of a Permit to Occupy for pumpsite purposes.

One of the requirements of the application is the completion of a Part C LA30 – Statement in relation to an application under the Land Act 1994 for proposed applications over road and reserve areas.  
See Item 5 on the Part B application form, Page 1.

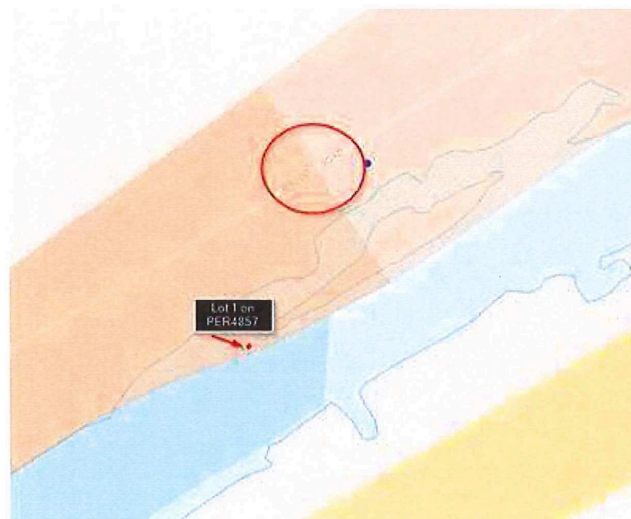
Your permit application appears to be over part of road reserve, therefore a Part C is required in this instance to be completed by the Road Manager being Balonne Shire Council.

Can you organise with the Balonne Shire Council for the completion of the attached Part C LA30 seeking their comments on issue of permit to occupy for pumpsite purposes.  
I would suggest attaching a copy of the application that you have lodged with Department of Resources to show Council what you are proposing.

Upon receipt of the completed Part C can you please forward back to [SLAMlodgement@resources.qld.gov.au](mailto:SLAMlodgement@resources.qld.gov.au) quoting case reference no 2022/003483.

Please be advised that your application will remain Not Properly Made and will not be progressed until the lodgement of the above is made. There is a 30 day timeframe that the Department holds your application. After 30 days your application will be refused and you will have to re-apply.

Road Name: ROAD  
Locality: ST GEORGE  
Local Government: BALONNE SHIRE  
Segment/Parcel: 47363/416





## Part A – Form LA00

### Contact and Land Details

You can now lodge your application online via [Part A Contact and Land Details](#) and by July 2023 you will be able to apply for all State Land Act applications online.

#### Requirements

1. **Part A:** Contact and land details will need to be completed.
2. **Part B:** Application specific form will need to be completed.
3. Payment of the prescribed **Application fee** (per title reference), if relevant. A refund of application fees will not be given. (Details of fees are available on the [Department of Resources website](#) at <https://www.resources.qld.gov.au> or from a regional [department's business office](#) or call 13 QGOV 13 74 66).
4. If the application is not lodged by a solicitor, bank or consultant on behalf of the applicant, then all applicants must sign the declaration on the appropriate Part B application form.
5. All parts of this application form need to be completed accurately, otherwise your application may be returned to you to complete.
6. Your application will not be considered as having been properly made unless all parts of this application form have been completed accurately, otherwise your application may be returned to you to complete.
7. Prior to lodging your application, the Department encourages the applicant to have a pre-lodgement meeting with a departmental officer who will provide additional information in relation to native title, expected timeframes, anticipated costs and to ensure the application will achieve your desired outcome.

#### Important information

8. All applications will be processed having regard to the requirements of the [Land Act 1994](#) <https://www.legislation.qld.gov.au/> and related legislation, approved policies and procedures and the requirements of all other agencies with an interest in the land.
9. All completed applications can be lodged with the department by sending information to the following email or postal addresses.
10. **Email:** [SLAmlodgement@resources.qld.gov.au](mailto:SLAmlodgement@resources.qld.gov.au)
11. **Post:**  
  
Department of Resources  
  
PO Box 5318  
  
Townsville QLD 4810
12. If lodging an application, all relevant Part B application forms must be signed and supporting documentation must be scanned and then emailed.
13. In terms of the [Right to Information Act 2009](#) interested parties may seek access to the department's records and view relevant documents.
14. Information on this form, and any attachments, is being collected to process and assess your application under the [Land Act 1994](#). If required, we may need to consult with third parties such as relevant local or state agencies and adjoining property owners. Details provided to third parties will generally be limited to type of application, area applied for and intended use. Your personal information will not otherwise be disclosed unless authorised or required by law.
15. Please note that we may wish to contact you to seek your views on our service, to advise you of any legislative changes that might affect you or to seek your participation in surveys or programs relevant to your application type.

Any participation will be voluntary and you may email [stateand@resources.qld.gov.au](mailto:stateand@resources.qld.gov.au) if you do not wish for the department to contact you.

16. The department may also compile or analyse statistics and conduct research. Any publication of findings will not involve the publication of identifying personal information.
17. For further privacy information click [Privacy](#) or go to [www.resources.qld.gov.au/home/legal/privacy](http://www.resources.qld.gov.au/home/legal/privacy).

**Contact Details****Lodger Details and Mailing Address**

A lodger is only required when a solicitor, bank, consultant lodges the application on behalf of the applicant.

**Full Names**

Title	First Name	Surname
MRS	REBECCA	LORIMER

**Company Name(s)**

INLAND LEGAL

If a corporation then record:-

☐ ACN

☐ ARBN

☒ ABN

66 729 260 693

**Contact Details****Postal Address:**

PO BOX 501, ST GEORGE QLD 4487

**Phone Number:**

07 4625 5083

**Mobile Number:**

0427 967 256

**Email:**

info@inlandlegal.com.au

### Applicant(s) Details and Mailing Address

If the Applicant is a Corporation, either the Australian Company number, Australian Registered Body number or the Australian Business number must be shown.

#### Full Names

Title	First Name	Surname
MR	STEPHEN	MIZEN
MRS	SUSAN	MIZEN

#### Company Name(s)

If a corporation then record:-

☐

ACN

☐

ARBN

☐

ABN

Note: If the applicant is a Corporation, a requirement of the application is providing evidence (as at the date of application) that the Corporation is registered with the Australian Securities and Investments Commission (ASIC) at <https://asic.gov.au/online-services/search-asic-s-registers/company-summary-printout> and if applicable, also registered with the Australian Business Register (ABR) at <https://www.abr.business.gov.au> (ABN lookup record extract).

#### Contact Details

##### Postal Address:

PO BOX 190, ST GEORGE QLD 4487

##### Phone Number:

##### Mobile Number:

0488 253 393

##### Email:

themizens@bigpond.com

Future correspondence should be sent to:

☒ Lodger ☐ Applicant

**1. Are the applicants a foreign acquirer as defined by the Additional Foreign Acquirer Duty (AFAD)?**

☐ Yes go to 2

☒ No go to 4

Note: For further information refer to the Queensland Government website to determine if the applicant/s are a foreign person (acquirer) for AFAD.  
Government website to Types of foreign persons for additional foreign acquirer duty  
<<https://www.business.qld.gov.au/industries/service-industries-professionals/professional-financial-services/transfer-duty/investors/afad/foreign-persons>>

**2. Is the application related to the purchase of land, for example a permanent road closure, or conversion of a lease where the land is or will be used solely or primarily for residential purposes as defined for the Additional Foreign Acquirer Duty (AFAD) under the Duties Act 2001?**

☐ Yes go to 3

☐ No go to 4

Note: Under the Duties Act 2001 an additional amount of duty applies where the land is residential land and the applicant is a foreign person (acquirer) for AFAD.  
Government website for Additional Foreign Acquirer Duty  
<<https://www.business.qld.gov.au/industries/service-industries-professionals/professional-financial-services/transfer-duty/investors/afad/foreign-persons>>

**3. Enter full name/s of the foreign acquirer/s  
(If there is insufficient space, please lodge as an attachment)**

Full Names (If a Company, also provide a contact name)	Share Held

go to 4

**4. Are the Applicant/s registered for GST and acquiring the land for a creditable purpose?**

☐ Yes

☒ No go to 5

Note: Under the Tax Administrator Act (Cth) 1953 certain purchasers of new residential premises or potential residential land are required to withhold the Goods and Services Tax (GST) amount from the price of the supply (purchase price) for payment directly to the Australian Taxation Office (ATO) as outlined on the ATO's website. The department is unable to provide further advice on the ATO's requirements. For further information contact the ATO on 13 28 65 or visit the ATO website <<https://www.ato.gov.au/business/gst/in-detail/your-industry/property/gst-property-settlement-online-forms-and-instructions/>> or seek advice from a financial or legal expert.

### Details of land for which the application is being lodged

5. Select the type of land for which the application is being lodged:

- ☒ Permit  
☐ Licence  
☐ Lease  
☐ Unallocated State Land (USL)  
☐ Road  
☐ Trust Land Reserve/ Deed of Grant in Trust (DOGIT)  
☐ Dealing Number (refer to Item 6)  
☐ Other

go to 6

6. Enter the description of the land for which the application is being lodged. If this application concerns a road, enter the description of the land adjoining the road.

#### Schedule 1

You must enter either the Lot on Plan or Title Reference of the land for which the application is being lodged

Lot	Plan	Title Reference
1	CP PER4857	40363022

go to 7

The details of the land can be found on a current title. To check this you can purchase a title search by calling 1300 255 750, visiting the Titles Queensland website <https://www.titlesqld.com.au/> (and select 'Searches') or visiting one of the regional business centres. Lot on Plan details are located on your rates notice or downloading the Queensland Globe <https://www.business.qld.gov.au/business/support/tools-grants/services/mapping-data-imagery/> to help access current Lot on Plan details. If insufficient space, please add additional description as an attachment.

7. Enter additional details of the land

Dealing number:

Tenure Type:  Tenure Number:

Local Government:

Other details of land location (optional)

go to 8



**8. Have you participated in a pre-lodgement meeting with the department (strongly encouraged)?**

☐ Yes go to 9

☒ No

Please provide name of officer you spoke with and this department's associated reference.

Department Contact Officer		Pre-lodgement ID (eLVAS CI Ref)	
----------------------------	--	---------------------------------	--

**9. Provide details of pre-lodgement meeting.**  
(If there is insufficient space, please lodge as an attachment)


Note: Departmental Officers contact details and any reference number should be included if known.

**THIS FORM MUST BE ACCOMPANIED BY THE RELEVANT PART B APPLICATION FORM**



## Part B – Form LA07

### Surrender of a Lease, Licence or Permit to Occupy Application

#### Requirements

1. This application is for absolute surrender of a Lease, Licence or Permit to Occupy.
2. Please read the respective [Surrendering a Lease, Licence or Permit to Occupy guide](#), which includes application restrictions.
3. Payment of the prescribed [Application fee](#) (per title reference), if relevant. A refund of application fees will not be given. (Details of fees are available on the [Department of Resources website](#) at <<https://www.resources.qld.gov.au>> or from a regional department's business office or call 13 QGOV 13 74 68).
4. **Part A - Form LA00: Contact and land details** will need to be completed and submitted with your application.
5. Any additional information to support the application.
6. Your application will not be considered as having been properly made unless all parts of this application form have been completed accurately, otherwise your application may be returned to you to complete.
7. Prior to lodging your application, the Department **strongly encourages** the applicant to have a **pre-lodgement meeting** with a departmental officer who will provide additional information in relation to native title, expected timeframes, anticipated costs and to ensure the application will achieve your desired outcome.

#### Important Information

8. An absolute surrender is where a person surrenders their right to possession of a parcel of land to the State.
9. The approval under the [Land Act 1994](#) <<https://www.legislation.qld.gov.au/>> is required for this action to proceed. For a Lease the Lessee must give Department of Resources one (1) years notice of the intention to surrender or pay one (1) years rent in advance at the time of surrender, however this requirement in appropriate circumstances may be waived.
10. If the lease is subject to a mortgage or sublease, the written consent to the surrender must be obtained from the registered mortgagee or sublessee.
11. Also, if the lease is subject to other registered interests, for example an easement, the written consent must be obtained from the party who holds the interest.
12. When a lease, licence or permit to occupy is surrendered the ownership of any improvements becomes the property of the State and no compensation is payable. However, approval may be given to allow the lessee, licensee or permittee to remove any improvements within the agreed time.
13. On registration of an absolute surrender the rights and any interests under the Lease, Licence or Permit to Occupy end. However, a public utility easement may continue in accordance with section 372 of the [Land Act 1994](#).
14. Information on this form, and any attachments, is being collected to process and assess your application under sections 105, 180A, 327C of the [Land Act 1994](#). If required, we may need to consult with third parties such as relevant local or state agencies and adjoining property owners. Details provided to third parties will generally be limited to type of application, area applied for and intended use. Your personal information will not otherwise be disclosed unless authorised or required by law.
15. Please note that we may wish to contact you to seek your views on our services, to advise you of any legislative changes that might affect you or to seek your participation in surveys or programs relevant to your application type. Any participation will be voluntary and you may email [stateland@resources.qld.gov.au](mailto:stateland@resources.qld.gov.au) if you do not wish for the department to contact you.

16. The department may also compile or analyse statistics and conduct research. Any publication of findings will not involve the publication of identifying personal information.

17. For further privacy information click [Privacy](#) or go to <[www.resources.qld.gov.au/home/legal/privacy](http://www.resources.qld.gov.au/home/legal/privacy)>.

1. The application is for Surrender of:	
<input type="checkbox"/> Lease	go to 2
<input type="checkbox"/> Licence	go to 5
<input checked="" type="checkbox"/> Permit to Occupy	go to 5

2. Is the lease subject to a Mortgage?	
<input type="checkbox"/> Yes	go to 3
<input type="checkbox"/> No	go to 3
If Yes, the written consent to the application for surrender must be from the registered mortgagee, and must be attached to the application form.	

3. Is there a sublease over the lease?	
<input type="checkbox"/> Yes	go to 4
<input type="checkbox"/> No	go to 4
If Yes, the written consent to the application for surrender must be from the registered sublessee, and must be attached to the application form.	

4. Is the lease subject to another registered interest e.g. Easement?	
<input type="checkbox"/> Yes	go to 5
<input type="checkbox"/> No	go to 5
If Yes, the written consent to the application for surrender must be from the interest holder, and must be attached to the application form.	

5. Is there currently any outstanding rental or other monies payable to the State on the Lease, Licence or Permit to Occupy?	
<input type="checkbox"/> Yes	go to 6
<input checked="" type="checkbox"/> No	go to 6
All monies owing to the State must be paid. For details on any outstanding rental or other monies contact your local regional <u>departmental office</u> .	

6. Is there currently any outstanding Local Government rates or charges payable on the Lease, Licence or Permit to Occupy?	
<input type="checkbox"/> Yes	go to 7
<input checked="" type="checkbox"/> No	go to 7
The Department of Resources will seek the views of the relevant Local Government for this application.	

7. What is the reason for the application of surrender of the Lease, Licence or Permit to Occupy? (If there is insufficient space, please lodge as an attachment)	go to 8
TRANSFER OF OWNERSHIP OF LAND	

8. What is the current use of the land? (If there is insufficient space, please lodge as an attachment)	go to 9

9. List below ALL existing improvements on the current leased land e.g. fencing, dams, buildings etc. (If there is insufficient space, please lodge as an attachment)	go to 10
A property sketch and/or aerial photo overlay of the improvements should also be attached to the application. When a lease/licence or permit is surrendered the ownership of any improvement becomes the property of the State and no compensation for these improvements is payable. However, the Minister may allow the lessee to remove any improvements within time stated in the notice.	

10. Provide details of any additional information to support the application. (If there is insufficient space, please lodge as an attachment)	go to 11

### Attachments

The following will need to be lodged with your application for it to be considered a properly made application. If all this information is not submitted, your application will be returned.

11. Tick the box to confirm the attachments for part of the application:

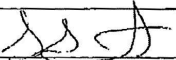
- ☒ Part A – Form LA00 – Contact and Land details
- ☐ Property sketch and / or aerial photo overlay
- ☐ Letter of consent of Mortgagee, if applicable
- ☐ Letter of consent of Sub-lessee, if applicable
- ☐ Letter of consent of any other interest holder, if applicable

It is recommended that any attached plans, sketches or maps be of A4 or A3-size. Your application will not be considered as having been properly made, unless all parts of this application form are completed accurately. In this instance your application may be returned to you for completion.

### Declaration

I certify that I have read the Information, which forms part of this application and the information I have provided is true and accurate.

Signature of applicant (or their legal representative)

 Shannon Clair Talty  
Solicitor

Date: 16 / 09 / 2022

If applicant, section 142 of the Land Act 1994 states a person is eligible to apply for, buy or hold land under the Land Act 1994 if the person is an adult, that is, 18 years of age or over. If the legal representative of the applicant is signing as the applicant then the legal representative's full name must be printed immediately below the signature.



## Part A – Form LA00

### Contact and Land Details

You can now lodge your application online via [Part A Contact and Land Details](#) and by July 2023 you will be able to apply for all State Land Act applications online.

#### Requirements

1. **Part A:** Contact and land details will need to be completed.
2. **Part B:** Application specific form will need to be completed.
3. Payment of the prescribed Application fee (per title reference), if relevant. A refund of application fees will not be given. (Details of fees are available on the [Department of Resources website](#) at <<https://www.resources.qld.gov.au>> or from a regional department's business office or call 13 QGOV 13 74 66).
4. If the application is not lodged by a solicitor, bank or consultant on behalf of the applicant, then all applicants must sign the declaration on the appropriate Part B application form.
5. All parts of this application form need to be completed accurately, otherwise your application may be returned to you to complete.
6. Your application will not be considered as having been properly made unless all parts of this application form have been completed accurately, otherwise your application may be returned to you to complete.
7. Prior to lodging your application, the Department encourages the applicant to have a pre-lodgement meeting with a departmental officer who will provide additional information in relation to native title, expected timeframes, anticipated costs and to ensure the application will achieve your desired outcome.

#### Important information

8. All applications will be processed having regard to the requirements of the Land Act 1994 <<https://www.legislation.qld.gov.au/>> and related legislation, approved policies and procedures and the requirements of all other agencies with an interest in the land.
9. All completed applications can be lodged with the department by sending information to the following email or postal addresses.
10. **Email:** [SLAmlodgement@resources.qld.gov.au](mailto:SLAmlodgement@resources.qld.gov.au)
11. **Post:**  
  
Department of Resources  
  
PO Box 5318  
  
Townsville QLD 4810
12. If lodging an application, all relevant Part B application forms must be signed and supporting documentation must be scanned and then emailed.
13. In terms of the Right to Information Act 2009 interested parties may seek access to the department's records and view relevant documents.
14. Information on this form, and any attachments, is being collected to process and assess your application under the Land Act 1994. If required, we may need to consult with third parties such as relevant local or state agencies and adjoining property owners. Details provided to third parties will generally be limited to type of application, area applied for and intended use. Your personal information will not otherwise be disclosed unless authorised or required by law.
15. Please note that we may wish to contact you to seek your views on our service, to advise you of any legislative changes that might affect you or to seek your participation in surveys or programs relevant to your application type.

Any participation will be voluntary and you may email [stateland@resources.qld.gov.au](mailto:stateland@resources.qld.gov.au) if you do not wish for the department to contact you.

16. The department may also compile or analyse statistics and conduct research. Any publication of findings will not involve the publication of identifying personal information.
17. For further privacy information click [Privacy](#) or go to <[www.resources.qld.gov.au/home/legal/privacy](http://www.resources.qld.gov.au/home/legal/privacy)>.



**Contact Details****Lodger Details and Mailing Address**

A lodger is only required when a solicitor, bank, consultant lodges the application on behalf of the applicant.

**Full Names**

Title	First Name	Surname
MRS	REBECCA	LORIMER

**Company Name(s)**

INLAND LEGAL

If a corporation then record:-

☐ ACN☐ ARBN☒ ABN

66 729 260 693

**Contact Details****Postal Address:**

PO BOX 501, ST GEORGE QLD 4487

**Phone Number:**

07 4625 5083

**Mobile Number:**

0427 967 256

**Email:**

info@inlandlegal.com.au

### Applicant(s) Details and Mailing Address

If the Applicant is a Corporation, either the Australian Company number, Australian Registered Body number or the Australian Business number must be shown.

#### Full Names

Title	First Name	Surname
MR	RONALD	SEVIL
MRS	THERESE	SEVIL

#### Company Name(s)

--

If a corporation then record:-

<input type="checkbox"/> ACN	<input type="checkbox"/> ARBN	<input type="checkbox"/> ABN	
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Note: if the applicant is a Corporation, a requirement of the application is providing evidence (as at the date of application) that the Corporation is registered with the Australian Securities and Investments Commission (ASIC) at <https://asic.gov.au/online-services/search-basic-registers/> (company summary printout) and if applicable, also registered with the Australian Business Register (ABR) at <https://www.abr.business.gov.au> (ABN lookup record extract).

#### Contact Details

##### Postal Address:

"KENILWORTH" 13325 BOLLON MITCHELL ROAD, MITCHELL QLD 4465
--

##### Phone Number:

07 4623 2656
--------------

##### Mobile Number:

409232699
-----------

##### Email:

sevilrp@activ8.net.au
-----------------------

Future correspondence should be sent to:

☒ Lodger ☐ Applicant

1. Are the applicants a foreign acquirer as defined by the Additional Foreign Acquirer Duty (AFAD)?

☐ Yes go to 2

☒ No go to 4

Note: For further information refer to the Queensland Government website to determine if the applicant/s are a foreign person (acquirer) for AFAD.  
 Government website to Types of foreign persons for additional foreign acquirer duty -  
<https://www.business.qld.gov.au/industries/service-industries-professionals/professional-financial-services/transfer-duty/investors/afad/foreign-persons>

2. Is the application related to the purchase of land, for example a permanent road closure, or conversion of a lease where the land is or will be used solely or primarily for residential purposes as defined for the Additional Foreign Acquirer Duty (AFAD) under the Duties Act 2001?

☐ Yes go to 3

☒ No go to 4

Note: Under the Duties Act 2001 an additional amount of duty applies where the land is residential land and the applicant is a foreign person (acquirer) for AFAD.  
 Government website for Additional Foreign Acquirer Duty -  
<https://www.business.qld.gov.au/industries/service-industries-professionals/professional-financial-services/transfer-duty/investors/afad/foreign-persons>

3. Enter full name/s of the foreign acquirer/s  
 (If there is insufficient space, please lodge as an attachment)

Full Names (If a Company, also provide a contact name)	Share Held
<div style="border: 1px solid black; height: 40px;"></div>	<div style="border: 1px solid black; height: 40px;"></div>

go to 4

4. Are the Applicant/s registered for GST and acquiring the land for a creditable purpose?

☐ Yes

☒ No go to 5

Note: Under the Tax Administrator Act (Cth) 1953 certain purchasers of new residential premises or potential residential land are required to withhold the Goods and Services Tax (GST) amount from the price of the supply (purchase price) for payment directly to the Australian Taxation Office (ATO) as outlined on the ATO's website. The department is unable to provide further advice on the ATO's requirements. For further information contact the ATO on 13 28 65 or visit the ATO website <https://www.ato.gov.au/business/gst/in-detail/your-industry/property/gst-property-settlement-online-forms-and-instructions/> or seek advice from a financial or legal expert.

**Details of land for which the application is being lodged**

5. Select the type of land for which the application is being lodged:

- ☒ Permit  
☐ Licence  
☐ Lease  
☐ Unallocated State Land (USL)  
☐ Road  
☐ Trust Land Reserve/ Deed of Grant in Trust (DOGIT)  
☐ Dealing Number (refer to Item 6)  
☐ Other

go to 6

6. Enter the description of the land for which the application is being lodged. If this application concerns a road, enter the description of the land adjoining the road.

**Schedule 1**

You must enter either the Lot on Plan or Title Reference of the land for which the application is being lodged

Lot	Plan	Title Reference
1	CP PER4857	40363022

go to 7

The details of the land can be found on a current title. To check this you can purchase a title search by calling 1300 255 750, visiting the Titles Queensland website <https://www.titlesqld.com.au/> (and select 'Searches') or visiting one of the regional business centres. Lot on Plan details are located on your rates notice or downloading the Queensland Globe <https://www.business.qld.gov.au/business/support-tools-grants/services/mapping-data imagery/> to help access current Lot on Plan details. If insufficient space, please add additional description as an attachment.

7. Enter additional details of the land

Dealing number:

Tenure Type:  Tenure Number:

Local Government:

Other details of land location (optional)

go to 8

**8. Have you participated in a pre-lodgement meeting with the department (strongly encouraged)?**

☐ Yes go to 9

☒ No

Please provide name of officer you spoke with and this department's associated reference.

Department Contact Officer	Pre-lodgement ID (eLVAS CI Ref)
----------------------------	---------------------------------

**9. Provide details of pre-lodgement meeting.**  
(If there is insufficient space, please lodge as an attachment)


Note: Departmental Officers contact details and any reference number should be included if known.

**THIS FORM MUST BE ACCOMPANIED BY THE RELEVANT PART B APPLICATION FORM**



## Part B – Form LA03

### Permit to Occupy Application

#### Requirements

1. This application is for a permit to occupy.
2. Please read the respective [permit to occupy guide](#), which includes application restrictions.
3. Payment of the prescribed [Application fee](#) (per title reference), if relevant. A refund of application fees will not be given. (Details of fees are available on the [Department of Resources website](#) at <<https://www.resources.qld.gov.au>> or from a regional [department's business office](#) or call 13 QGOV 13 74 68).
4. **Part A - Form LA00: [Contact and land details](#)** will need to be completed and submitted with your application.
5. **Part C - Form LA30: [Statement in relation to an application under the Land Act 1994](#)** over state land, that is a reserve or a dedicated road area, is to be completed and submitted with your application.
6. A drawing showing the general location, Lot on Plan information and the proposed permit to occupy area including dimensions.
7. Any additional information to support the application.
8. Your application will not be considered as having been properly made unless all parts of this application form have been completed accurately, otherwise your application may be returned to you to complete.
9. Prior to lodging your application, the Department **strongly encourages** the applicant to have a **pre-lodgement meeting** with a departmental officer who will provide additional information in relation to native title, expected timeframes, anticipated costs and to ensure the application will achieve your desired outcome.

#### Important information

10. A permit to occupy is issued for a minor or temporary purpose including short-term grazing, pump sites, apiary sites or an entrance ramp to a building site during construction.
11. A permit to occupy may be issued over a road, a reserve or unallocated state land, if the proposed permit to occupy area is over more than 1 type of these lands, separate permits to occupy will be required.
12. An application for a permit to occupy is NOT required if the proposed use is located on a local road, State controlled road or reserve and can be authorised by the road manager or reserve trustee (refer Items 13 to 15).
13. If the proposed use is on a local road, contact the relevant local government for authorisation of this use. If the local government can authorise the proposed use on a local road under a specific local law for administering the use of local roads, an application for a permit to occupy is not required by this department.
14. Contact Department of Transport and Main Roads for authorisation of the proposed use on a State controlled road. If the State government department administering State-controlled roads can authorise the proposed use on a state controlled road under the *Transport Infrastructure Act 1994*, an application for permit to occupy is not required by this department.
15. A trustee lease or trustee permit is the preferred tenure for secondary uses on reserves. Contact the trustee of the reserve to discuss these options. An application for a permit to occupy over a reserve is not required if the reserve trustee authorises the use of the reserve by a trustee lease/permit
16. A permit to occupy may be issued for areas that are below high-water mark if:
  - it would not unduly affect safe navigation and sound development of the state's waterway and ports
  - its impact on marine infrastructure has been considered

- it would not have a detrimental effect on coastal management; and
  - it would not be inconsistent with the intent of any relevant state management plan.
17. A permit to occupy cannot be transferred, sublet or mortgaged. A permit to occupy can be cancelled at any time without compensation being paid by the state.
  18. A permit to occupy can only be held by Individuals or corporations and cannot be held by deceased estates (executors/beneficiaries) or on trust.
  19. If an existing fence of a property, not owned by the applicant for the permit to occupy, is to be used as a boundary fence for the permit to occupy, a written agreement detailing agreed conditions about the maintenance of the fence must be included with this application. This agreement must be signed by the owner of the fence and the applicant for the permit to occupy. An agreement about the maintenance of a fence does not mean that your application will be approved.
  20. Information on this form, and any attachments, is being collected to process and assess your application under section 177A of the Land Act 1994. If required, we may need to consult with third parties such as relevant local or state agencies and adjoining property owners. Details provided to third parties will generally be limited to type of application, area applied for and intended use. Your personal information will not otherwise be disclosed unless authorised or required by law.
  21. Please note that we may wish to contact you to seek your views on our service, to advise you of any legislative changes that might affect you or to seek your participation in surveys or programs relevant to your application type. Any participation will be voluntary and you may email [stateland@resources.qld.gov.au](mailto:stateland@resources.qld.gov.au) if you do not wish for the department to contact you.
  22. The department may also compile or analyse statistics and conduct research. Any publication of findings will not involve the publication of identifying personal information.
  23. For further privacy information click [Privacy](#) or go to [www.resources.qld.gov.au/home/legal/privacy](http://www.resources.qld.gov.au/home/legal/privacy).

Office  
Use Only

Application for a Permit to Occupy



1. The application is for a permit to occupy over:	
<input type="checkbox"/> Road	go to 2
<input type="checkbox"/> Reserve	go to 3
<input checked="" type="checkbox"/> Unallocated State Land	go to 3

Where an application is associated with a secondary use of State land such as a reserve or road, the applicant is to first discuss the application with the trustee or road manager to determine if they can authorise the use.

Road Manager is:  
 local government for a road that is under the control of the local government  
 a State controlled road - the chief executive of the department in which the Transport Infrastructure Act 1994 is administered (Department of Transport and Main Roads).

If the proposed use is located on a State controlled road, a permit to occupy under the Land Act 1994 is not required. Contact Department of Transport and Main Roads to authorise the proposed use. This includes where the application is in relation to the issue of a new permit to occupy on a state controlled road, as a result of the transfer of the parcel of land associated with the permit to occupy.

A trustee lease or trustee permit is the preferred tenure for secondary uses on reserves. Contact the trustee of the reserve to discuss these options.

If a permit to occupy is to issue over a reserve, the purpose of the permit to occupy must not be inconsistent with the purpose of the reserve, no improvements, other than boundary fences, are to be built by the permittee as required under section 177(4) of the Land Act 1994.

A signed Part C Form LA30 - Statement in relation to an application under the Land Act 1994 over State land from the trustee of the reserve or road manager will need to accompany this application.

Part C - Statement in relation to an application under the Land Act 1994 over State land is not required if the application is in relation to the issue of a new permit to occupy as a result of the transfer of the parcel of land associated with the permit to occupy.

2. Is the application over:	
<input type="checkbox"/> Road (local road administered under the <u>Local Government Act 2009</u> or <u>City of Brisbane Act 2010</u> )	go to 3
<input type="checkbox"/> State controlled road administered under the <u>Transport Infrastructure Act 1994</u>	application not required

3. Is the proposed use:	
<input type="checkbox"/> Short Term (not more than 12 months)	go to 4
<input checked="" type="checkbox"/> Long Term (more than 12 months)	go to 7

4. Short term - proposed use:	
<input type="checkbox"/> Access	go to 6
<input type="checkbox"/> Commercial or promotional event	go to 6
<input type="checkbox"/> Environmental e.g. landcare, conservation works	go to 6
<input type="checkbox"/> Parking	go to 6
<input type="checkbox"/> Storage	go to 6
<input type="checkbox"/> Sporting or entertainment event	go to 6
<input type="checkbox"/> Grazing	go to 6
<input type="checkbox"/> Other	go to 6



9. Provide details of the proposed use. go to 10  
(If there is insufficient space, please lodge as an attachment)

10. Do you have a current waterworks licence/allocation associated with the subject land?

☒ Yes

go to 11

☐ No

go to 11

Where water is obtained from a stream or natural water hole and the associated pump is to be located on unallocated State land, and a current waterworks licence/allocation issued under the Water Act 2000 is required, the following must accompany this application:

- a copy of current licence/allocation; or
- copy of evidence of an application being made for a water licence; or
- evidence that the allocation has been transferred to the applicant.

\*A bore wherever possible should be located on the owner's land and not State controlled lands, particularly a dedicated road as much infrastructure is not compatible with road use.

11. Is any of the area applied for below high water mark?

☐ Yes

go to 12

☒ No

go to 12

12. Is the area applied for to be used for the construction of a jetty/pontoon/boat ramp?

☐ Yes

go to 13

☒ No

go to 14

13. Which of the following best describes your intended use of the jetty/pontoon/boat ramp?

☐ Non-commercial use immediately adjoining your land

go to 14

☐ Commercial Use (application for purchase or lease state land should be made on **Part B - Form LA10**)

Non-commercial use - Where section 123 of the Coastal Protection and Management Act 1995 applies, Department of Resources does not require you to hold a permit to occupy for works of this nature. However, you are required to obtain a development approval under the Planning Act 2016 for the works. Refer to the Department of Environment and Science website at

<<https://www.qld.gov.au/environment/coasts-waterways/plans>> (go to 'Coastal development approval (tidal works)' and select 'coastal development approval search').

Commercial Use - You are required to hold a term lease for commercial works below high water mark; an application to purchase or lease state land must be made with department.

14. Provide details in Schedule 1 of any land you lease from the state or are the registered owner that adjoins or is in the vicinity of the land applied for.

Schedule 1		
You must enter either the Lot on Plan or Title Reference of the land.		
Lot	Plan	Title Reference
1	RP 96770	13433026
2	RP 213573	17087017

go to 15

The description of the land can be found on a current title search or on your rates notice. To check this you can purchase a title search by calling 1300 255 750, visiting the Titles Queensland website <<https://www.titlesqld.com.au/>> (and select 'Searches') or visiting one of the regional business centres.

If insufficient space, please add additional description as an attachment.

15. Provide details of the proposed use of the area, including information on existing improvements, if any. go to 16  
(If there is insufficient space, please lodge as an attachment)

PUMP SITE

16. Is the applicant the adjoining landholder (owner/lessee/permittee) of all properties adjoining the applied area?

☒ Yes go to 17

☐ No go to 17

If No, written agreement detailing agreed conditions about the maintenance of the fence must be presented to the department with this application. This agreement must be signed by the owner of the fence and the applicant for this permit to occupy.

Agreement about maintenance of a fence does not mean that your application will be approved.

17. Provide details of any additional information to support the application. (optional) go to 18  
(If there is insufficient space, please lodge as an attachment)

## Attachments

The following will need to be lodged with your application for it to be considered a properly made application. If all this information is not submitted, your application will be returned.

18. Tick the box to confirm the attachments for part of the application:

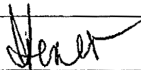
- ☒ Application Fee
- ☒ Part A – Form LA00 – Contact and Land details
- ☐ Part C – Form LA30 – Statement in relation to an application under the *Land Act 1994*, required if application is over a reserve or road.
- ☐ Drawing showing general location, Lot on Plan information and the permit to occupy area including dimensions. Minimum size A4.
- ☐ Details of improvements including a sketch showing the location.
- ☐ Copy of the agreement on conditions about the maintenance of any existing boundary fence.
- ☐ Copy of current waterworks licence/allocation in the name of person making application.
- ☒ Copy of evidence of an application being made for a water licence in the name of person making application.
- ☐ Evidence that the water allocation has been transferred to the person making application.
- ☐ Evidence of registration as a "Bee Keeper" under the *Biosecurity Act 2014*.
- ☐ Details of hive identification number (HIN).

It is recommended that any attached plans, sketches or maps be of A4 or A3-size. Your application will not be considered as having been properly made, unless all parts of this application form are completed accurately. In this instance your application may be returned to you for completion.

## Declaration

I certify that I have read the information, which forms part of this application and the information I have provided is true and accurate.

Signature of applicant (or their legal representative)



Rebecca Lorimer  
Solicitor

Date: 27 / 10 / 2022

If applicant, section 142 of the *Land Act 1994* states a person is eligible to apply for, buy or hold land under the *Land Act 1994* if the person is an adult, that is, 18 years of age or over. If the legal representative of the applicant is signing as the applicant then the legal representative's full name must be printed immediately below the signature.

**Water Act 2000 – Form W2F152**

ABN 51 242 471 577

**Notice to registrar of water allocations of existence of supply contract**

<b>Purpose of the form</b>	
This form is used where the holder of a resource operations licence gives the registrar of water allocations a notice of the existence of a supply contract with the holder/proposed holder of a water allocation. This enables the registrar to record the details of a dealing under section 168 of the <i>Water Act 2000</i> .	
<b>Part A Resource operations licence holder details</b>	
Water plan: WATER PLAN (CONDAMINE AND BALONNE) 2019 * For water allocations in the Whitsunday plan area, please reference the Resource Operations Plan instead of the Water Plan above	
Resource operations licence: ST GEORGE WATER SUPPLY SCHEME	
Name of holder: SUNWATER LIMITED	
<b>Part B Water allocation details</b>	
Specify the full name of the water allocation holder(s). Where the dealing will result in a transfer or lease of the allocation under section 170, then the full name of the proposed registered holder(s) (i.e. the transferee or lessee) should be provided. In other cases, the name of the current registered holder(s) should be provided. RONALD PATRICK SEVIL AND THERESE MARY SEVIL	
Water allocation number: 1363	Crown plan: AP7585
Title reference: 46013140	Nominal volume: 4.00 ML
Water allocation dealing certificate reference number (if applicable): (This information may be obtained from the dealing certificate for a change to a water allocation.)	
<b>Privacy statement:</b> Collection of information on this form will be used by the department to register interests and dealings with water allocations on the water allocations register under section 168 of the <i>Water Act 2000</i> . The department may be required or authorised by legislation to disclose your information to other third parties. The information may be searchable, disclosed to and used by the public as allowed, authorised or required by legislation.	
<b>Part C Declaration</b>	
Being the holder of the resource operations licence referred to in Part A, I/we give notice of the existence of a supply contract with the person(s) in Part B. I/We declare that the information provided in this notice and materials submitted in support is true and correct.	
<b>CORPORATION / STATUTORY AUTHORITY</b> Executed for and on behalf of (Corporation / Statutory Authority)	
Organisation name: SUNWATER LIMITED	
ACN: 131 034 985	
By (name): Kylie Thompson	By (name):
Position: Commercial Customers Manager	Position:
Signature:	Signature:
Date: 16-Sep-2022	Date:
Witnessed by: Sam Fellows	Witnessed by:
Witness signature:	Witness signature:
Date: 16-Sep-2022	Date:

W2F152-v5

© The State of Queensland, 2021

Page 1 of 1



## Part C – Form LA30

### Statement in relation to an application under the *Land Act 1994* over State land

#### Requirements

- Part C Form LA30 is to be used to support the following applications under the *Land Act 1994* (Land Act):
  - [Part A online form – Contact and Land Details or Part A – Contact and land details \(PDF\)](#)
  - Part B - Form LA03: [Permit to Occupy application](#)
  - Part B - Form LA18: [Road Closure application](#)
  - Part B - Form LA20: [Simultaneous Road Opening and Closure application](#).
  - Part B – Form LA10: [Purchase or Lease State Land Application](#)
  - Part B – Form LA19: [Application for Road Licence](#)
- Please refer to the [Department of Resources website](https://www.resources.qld.gov.au/land-water) at <<https://www.resources.qld.gov.au/land-water>> (Search for 'State Land Forms') for the relevant Part B form for specific application requirements or contact your nearest [business centre](#) or call 13 QGOV 13 74 68.

#### Important information

- Notice of your application must be first provided to the road manager (if application is over a road) or trustee of the reserve (if application is over a reserve) to determine the impacts of your application.
- The road manager is –
  - for a road that is under the control of a local government—the local government; or
  - for a state-controlled road – the chief executive of the Queensland Government agency administering the [Transport Infrastructure Act 1994](#) visit the [Department of Transport and Main Roads](#) website at <<https://www.tmr.qld.gov.au>>.
- Section 68 of the [Local Government Act 2009](#) <<https://www.legislation.qld.gov.au/>> and section 74 of the [City of Brisbane Act 2010](#) requires notice of any proposed closure or opening be provided to the local government. The local government must fully state its reasons for its decision, which this department will consider.
- The local government may have a specific local law for administering the use of local roads and reserves.
- Contact the relevant local government for authorisation of the proposed use on a local road. If the local government can authorise the proposed use over a local road under a specific local law for administering the use of local roads, an application for a permit to occupy or road closure is not required by this department.
- Contact Department of Transport and Main Roads for authorisation of the proposed use on a state-controlled road. If the State government department administering state-controlled roads can authorise the proposed use on a state controlled road under TIA, an application for permit to occupy or road closure is **NOT** required.
- The local government and Department of Transport and Main Roads have the powers to authorise various uses on roads, however they cannot permanently close the dedicated road and allocate the land for another use.
- For secondary uses over a reserve, a trustee lease or trustee permit is the preferred tenure. Contact the trustee of the reserve to discuss these options. An application for tenure over a reserve (lease or permit to occupy) must include the support of the reserve trustee and the trustee MUST provide additional comments below stating why a trustee lease or trustee permit is not supported.

11. This Part C - Form LA30 is not just to approve the making of an application but is the **sole opportunity** for the road manager or reserve trustee to either support or not support the application.
12. This form must be supported by a drawing (minimum size A4) which includes the following information:
  - specific location
  - area of land under application
  - Lot on Plan information
  - Scale
  - Dimensions
  - a north point.
13. This form must be lodged with the application, including **Part A online form: Contact and Land Details** and the relevant Part B form, within three (3) months of the authorisation by the road manager or trustee of the reserve.
14. Information on this form, and any attachments, is being collected to process and assess your application under the **Land Act 1994** <<https://www.legislation.qld.gov.au/>>. The consideration of your application may involve consultation, and if so details of your application may be disclosed to third parties. They will not be otherwise disclosed outside the department unless required or authorised by law.

I/We , as

**Please tick relevant fields –**

☐ Road Manager; or

☐ Trustee of a reserve issued under the *Land Act 1994*.

**have considered information from the applicant including:**

☐ Completed copy of the application form, including Part A and Part B – Application under the *Land Act 1994*

☐ Copy of drawing referred to as

(copy attached, endorsed by the road manager or trustee)

**and advise the Department of Resources that use of the land as proposed:**

☐ Will be authorised by the road manager or trustee of the reserve land and advise that no further contact with Department of Resources is needed at this time. A formal application to the road manager or reserve trustee will be required.

☐ Is unable to be authorised by the road manager or trustee of the reserve, and requests Department of Resources to consider an application under the [Land Act 1994](#) (noting additional comments below including advising why the proposed use can't be authorised by the road manager or reserve trustee).

☐ Is unable to be authorised by the road manager or trustee of the reserve and the application is not supported for the reasons detailed in the additional comments



### Additional Comments

Provide information or requirements that the road manager/trustee of the reserve land believes should be considered when assessing this application.

(If there is insufficient space, please lodge as an attachment)

**Note** – a different form of tenure may be considered a more appropriate tenure once the application has been assessed.

### Authorisation

I certify that I have the authorisation to make this statement and the information I have provided is true and accurate.

I have signed a copy of the attached drawing provided by the applicant in relation to this application.

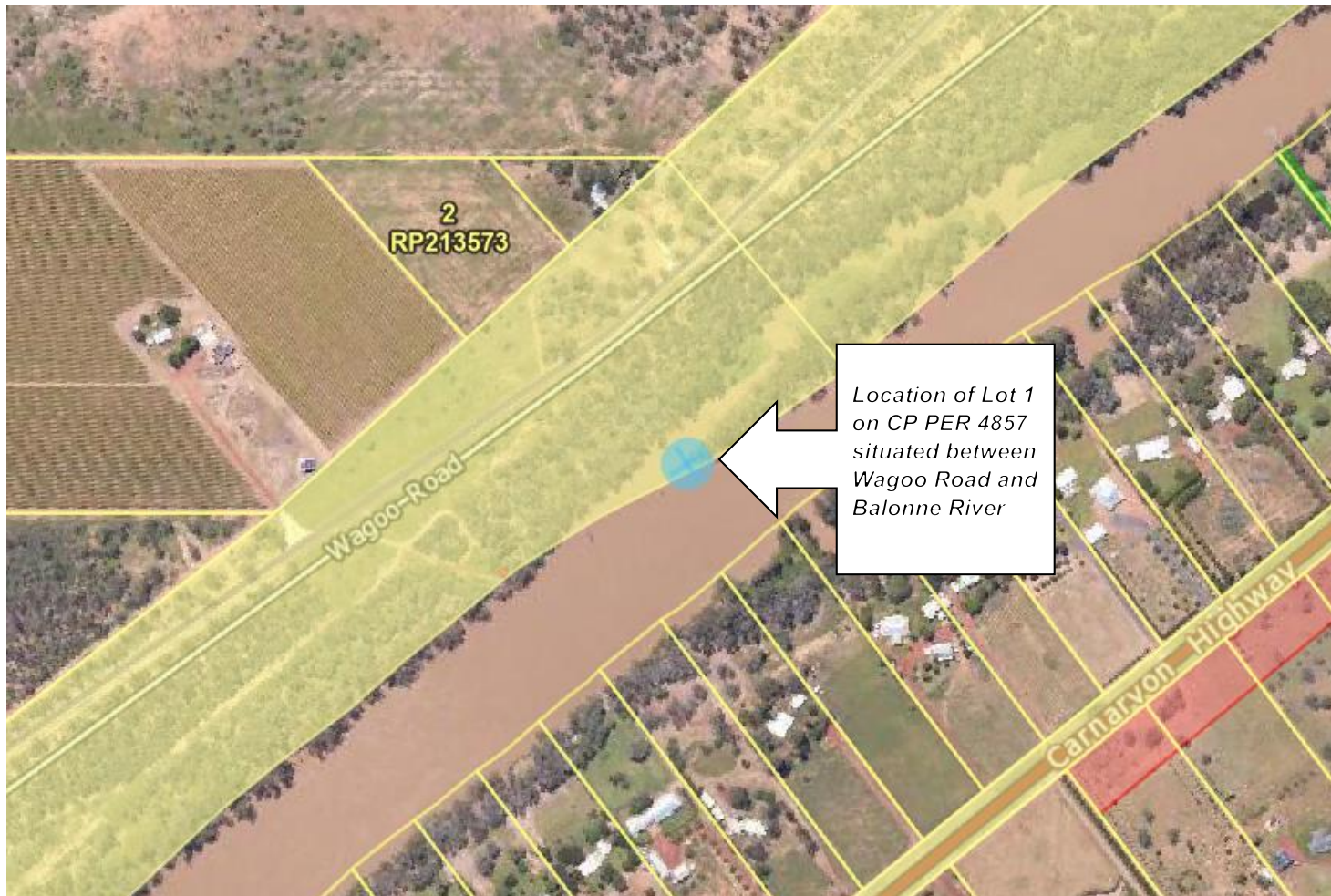
**Full name and position of person making this  
declaration on behalf of the road manager or trustee**

**Signature**

**Date:**        /        /

This information will not otherwise be disclosed outside of the department unless required or authorised by law as under the [Right to Information Act 2009](#).

## LOCATION OF LOT 1 ON CP PER4857



## OFFICER REPORT

TO: Council

SUBJECT: Traffic Management Sponsorship - Tri St George Inc

DATE: 11.01.23

AGENDA REF: CES5

AUTHOR: Gail Liversidge - Community Development Officer

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### Sub-Heading

Traffic Management Sponsorship – Tri St George Inc, by Gail Liversidge, Community Development Officer

### Executive Summary

This report recommends approving \$3,000 of the \$3,175 requested by Tri St George Inc from the Community Grants & Assistance Traffic Management 2022/23 budget for their Battle on the Balonne event on 25 and 26 February 2023.

### Background

The Battle on the Balonne has been a long-running St George event, which is well attended by locals and visitors to the region. It is a triathlon consisting of several categories with different lengths, including Olympic, Sprint, Enticer, and Children's. There are team events and a business challenge.

The event is planned for Saturday 25 and Sunday 26 February 2023. For the event to proceed safely and free from traffic, a road closure is required. Tri St George Inc has requested **\$3,175** to support the development and implementation of a Traffic Management Plan to allow participants to safely run and bike during the event.

### Link to Corporate Plan

Key Foundation Area	Key Program Area
<u>Community</u>	Active and healthy lifestyles including positive mental health and well-being

### Consultation (internal/external)

Tri St George Inc – Natasha Beardmore  
Manager Transport and Drainage – Samuel Frumpui  
Community Development Officer – Gail Liversidge

### 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 \$30,000

Tri St George Inc has requested **\$3,175.00** in sponsorship to develop and implement a Traffic Management Plan for the Battle on the Balonne event. Council has sufficient funds in the 2022/23 Community Grants and Assistance (Traffic Management Sponsorship) budget to provide sponsorship.

Annual Budget 2022 / 23: Community Grants and Assistance – Traffic Management Sponsorship budget		\$30,000
<b>Less</b> approved/allocated requests	Nil	
<b>Less</b> pending requests:	Nil	
Tri St George Inc	<b>\$3,175.00</b>	

## Options or Alternatives

1. That Council approves the \$3,175 to cover the cost of the traffic management. (\$3,000 recommended is the limit specified in the Community Grants and Assistance Policy).

## Attachments

1. Community Grant (Traffic Management) - Tri St George Inc - Application [↓](#)
2. Community Grant (Traffic Management) - Tri St George Inc - Cert of Insurance [↓](#)
3. Community Grant (Traffic Management) - Tri St George Inc - Cert of Incorporation [↓](#)
4. Community Grant (Traffic Management) - Tri St George Inc - SWTM QU-0003 [↓](#)

## Recommendation/s

That Council approves the Traffic Management Sponsorship request amount of **\$3,000** from Tri St George Inc for the Battle on the Balonne event to be held on 25 and 26 February 2023, from the Community Grants and Assistance Traffic Management Sponsorship budget.

Digby Whyte

**Director Community and Environmental Services**



## Community Grants and Assistance Application Form

This form is to be completed when requesting Community Grants and Assistance. **Please refer to Balonne Shire Council's Community Grants and Assistance Policy for project eligibility and details.**

**Privacy Notice:** Balonne Shire Council is collecting the personal information you supply on this form for the purpose of receiving and considering your organisations request for funding under Council's Community Grants and Assistance Program. Personal details will not be disclosed to any other person or agency external to Council without individual consent, unless required or authorised by law. Program funding details will be published by Council in Council's annual report.

Post to:	PO Box 201 St George Qld 4487	Deliver to:	112 – 118 Victoria Street St George QLD 4487
Email:	<a href="mailto:Council@balonne.qld.gov.au">Council@balonne.qld.gov.au</a>		

Organisation Name:	Tri St George Inc
Applicants Name:	Natasha Beardmore
Postal Address:	C/- Drs Residence, 1 Victoria Street, St George Qld 4487
Contact Number:	0428 794 299
Contact Email:	battleonthebalonne@outlook.com
Is your Organisation Not-for-Profit:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is your Organisation Incorporated:	<input checked="" type="checkbox"/> Yes (Inc. # _____) <input type="checkbox"/> No (please provide Auspicing organisations details)
Is your Organisation Registered for GST	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
ABN:	34969454776
Does your Organisation have Public Liability Insurance (Please Attach Certificate of Currency)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



## Community Grants and Assistance Application Form

Event/Project Name:	Battle on the Balonne
Event/Project Location:	Amphitheatre, The Terrace, St George Qld 4487
Event/Project Date:	25/26 February 2023
Assistance type:	<input type="checkbox"/> In Kind Support <input type="checkbox"/> Fee Waiver (over \$1,000) <input type="checkbox"/> Sponsorships (up to \$3,000) <input checked="" type="checkbox"/> Traffic Management Sponsorship <p><b>Note:</b> - Requests up to \$500: CEO approval/ Requests over \$501 require Councillors Approval.          - The <b>maximum</b> amount of assistance through the sponsorships program is of \$3,000.</p>
Estimated Value Sought:	<b>\$3175.00</b> <p><b>Note:</b> please complete Section 4: Budget, if requesting over \$1000</p>
Brief Description of Event/Project - including what the funds will be used for (Max 250 Words):	The Battle on the Balonne is a triathlon event consisting of several event lengths including Olympic, Sprint, Enticer and Kids events. There is a distance suitable for everyone. We also include team events and business challenge so that people can participate with friends.
Is this a New or Existing Event/Project:	<input checked="" type="checkbox"/> Existing <input type="checkbox"/> New
Is this a one-off or Annual Event/Project:	<input type="checkbox"/> One-Off <input checked="" type="checkbox"/> Annual
Have you applied for funding through the Community Assistance and Grants program in the last 12 months:	<input checked="" type="checkbox"/> Yes, Which event and amount: <u>2022</u> <input type="checkbox"/> No



## Community Grants and Assistance Application Form

Income (eg. Organisation's income, entry fees, in kind)		Expenditure (attach quotations) (eg. Venue Hire, Marketing, Contractors, Permits)	
Grant Funding Sources			
Community Grant	3174.60	Road Closure	\$3,174.60
		Timing Wizards	\$4,000.00
		Website Costs	\$185.00
		Prize Money	\$4,530.00
		Advertising	\$100.00
Grant Requested from Council	3174.60	Tri Australia Fees	\$800.00
Other Revenue Sources			
Sponsorship	\$10,000.00		
Entry Fees	\$7,500.00		
Infinet Nutrition - InKind	\$200.00		
<b>TOTAL INCOME:</b>	<b>\$20,674.60</b>	<b>TOTAL EXPENDITURE:</b>	<b>\$12,762.60</b>
In Kind Support:	\$200.00		

Please ensure that budgets tally correctly and balance.





## Community Grants and Assistance Application Form

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

<b>Name:</b>	<u>Craig Acton</u>	<b>Name:</b>	<u>Susie Bardsley</u>
<b>Signature:</b>	_____	<b>Signature:</b>	_____
<b>Position:</b>	<u>President</u>	<b>Position:</b>	<u>Secretary</u>
<b>Date:</b>	_____	<b>Date:</b>	_____

<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 checked="" type="checkbox"/>	Copy of required quotes, permits/approvals attached (if applicable)
<input type="checkbox"/>	Completed creditor information form (if applicable)

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: \_\_\_\_\_





## Community Grants and Assistance Application Form

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

Name: <del>Graig Aton</del> Leonie Brassey	Name: Susie Bardsley
Signature: <i>Leonie Brassey</i>	Signature: <i>Susie Bardsley</i>
Position: President Treasurer.	Position: Secretary
Date: 6.1.2023	Date: 4.1.2023

- |                                     |   |
|-------------------------------------|---|
| <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 checked="" type="checkbox"/> | Copy of required quotes, permits/approvals attached (if applicable)   |
| <input type="checkbox"/>            | Completed creditor information form (if applicable)   |

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: \_\_\_\_\_

15 July 2022

To Whom It May Concern

## CERTIFICATE OF INSURANCE

In our capacity as Insurance Broker to the Named Insured shown below, we confirm having arranged the following insurance, the details of which are correct as at the Issue Date:

**Named Insured:** Triathlon Australia including all Affiliated Organisations including State and Territory Association, Affiliated Club, Officials, Accredited Coaches, Voluntary Workers, Members (including professional license holders), executives, and Race Directors and Event Organisers

**Affiliated Club:** Tri St George

**Class of Insurance:** Primary Public and Products Liability

**Insurer(s):** Chase Underwriting

**Policy Number:** 502617

**Limit of Liability:**

Public Liability	\$20,000,000 any one occurrence
Products Liability:	\$20,000,000 any one occurrence and in the aggregate
Professional Liability:	\$20,000,000 any one occurrence and in the aggregate

**Territorial Limits:** Worldwide excluding operations domiciled in USA and/or Canada other than exports and non-manual visits of directors and employees

**Policy Period:** 4.00pm, 14 July 2022 to 4pm, 30 June 2023

**Interested Party/ies:** Balonne Shire Council



Noting the above as an interested party but limited to indemnity for the Personal Injury and/or Property Damage which arises solely as a result of the negligence by the named insured. This indemnity will not apply where the interested party is held or alleged to have its own independent liability arising from its own negligence, breach of contract, breach of any statute, or other act/omission. The indemnity provided is subject to the conditions, limits and exclusions of the policy.

For full details regarding coverage, please refer to the policy documentation.

In all instances, cover afforded is subject to the policy terms, conditions and exclusions. Any queries concerning this insurance arrangement should be addressed to this office.

Yours sincerely,



**Rob Veale**  
Managing Director

**Disclaimer:**

This document has been prepared at the request of our client and does not represent an insurance policy, guarantee or warranty and cannot be relied upon as such. All coverage described is subject to the terms, conditions and limitations of the insurance policy and is issued as a matter of record only. This document does not alter or extend the coverage provided or assume continuity beyond the Expiry Date. It does not confer any rights under the insurance policy to any party. V-Insurance Group is under no obligation to inform any party if the insurance policy is cancelled, assigned or changed after the Issue Date.

V-Insurance Group Pty Ltd, Authorised Representative No. 432898, is an  
authorised representative of Willis Australia Limited ABN 90 000 321 237, AFSL No: 240600

**QUEENSLAND**

Associations Incorporation Act 1981  
Section 15

Form 15

— Incorporation Number: **IA55008**

**Certificate of Incorporation**

This is to certify that

**TRI ST GEORGE INCORPORATED**

is, on and from the twelfth day of June 2015  
incorporated under the Associations Incorporation Act 1981.

Dated this twelfth day of June 2015



Delegate of Director-General

Great state. Great opportunity.



EL 50 134920



# DRAFT QUOTE

Battle of Balonne

**Date**

13 Dec 2022

**Quote Number**

QU-0003

**Reference**

Need PO

**ABN**

29 162 125 813

South West Traffic  
Management

38 Pines Ave  
COOROIBAH QLD 4565  
AUSTRALIA

Description	Quantity	Unit Price	GST	Amount AUD
3 Man Crew - Weekend all hours	9.00	270.00	10%	2,430.00
Vehicle	9.00	25.00	10%	225.00
Allowance 3 Man Crew	1.00	231.00	10%	231.00
Subtotal				2,886.00
TOTAL GST 10%				288.60
TOTAL AUD				3,174.60

## CONFIDENTIAL ITEMS

### (CFCS) FINANCE AND CORPORATE SERVICES

ITEM	TITLE	SUB HEADING	PAGE
CCFS1	<b><u>AUDIT &amp; RISK COMMITTEE MINUTES 6 DECEMBER 2022</u></b>	This item will be discussed in closed session in accordance with section 275 of the Local Government Regulation 2012.	
CCFS2	<b><u>SURRENDER OF LEASE A ON LOT 7 CP BLM834</u></b>	This item will be discussed in closed session in accordance with section 275 of the Local Government Regulation 2012.	

## GENERAL BUSINESS

### COUNCILLOR REPORTS

That Council receive and note the Councillor reports on their activities during the preceding month.

# INFORMATION REPORTS

## (IOCEO) OFFICE OF THE CEO

ITEM	TITLE	SUB HEADING	PAGE
IOCEO1	<u>TOURISM SERVICES</u> <u>MONTHLY REPORT</u>	Balonne Shire Tourism Report for December as supplied by the Manager Tourism.	177
IOCEO2	<u>ECONOMIC</u> <u>DEVELOPMENT REPORT</u> <u>DECEMBER 2022</u>		188

## OFFICER REPORT

**TO:** Council

**SUBJECT:** Tourism Services Monthly Report

**DATE:** 06.01.23

**AGENDA REF:** IOCEO1

**AUTHOR:** Kim Wildman - Tourism Manager

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### Balonne Shire Tourism Report – December 2022

Balonne Shire Tourism Report for December as supplied by the Manager Tourism.

### Tourism Projects & Activities

St George Region Travellers' Guide: The 2023 St George Region Travellers' Guide has been reviewed by the Tourism Services Team with edits sent back to the publisher. The second draft of the guide is due early January 2023 with the guide then due to be released in time for the tourist season.

McGeever Campsite MOU: The BSC Senior Leader's Group approved the draft MOU for the collection of camp fees at the McGeever Recreational Grounds. Once signed by all parties, the powered sites at the park will increase to \$10 per night for the 2023 tourist season.

### Events

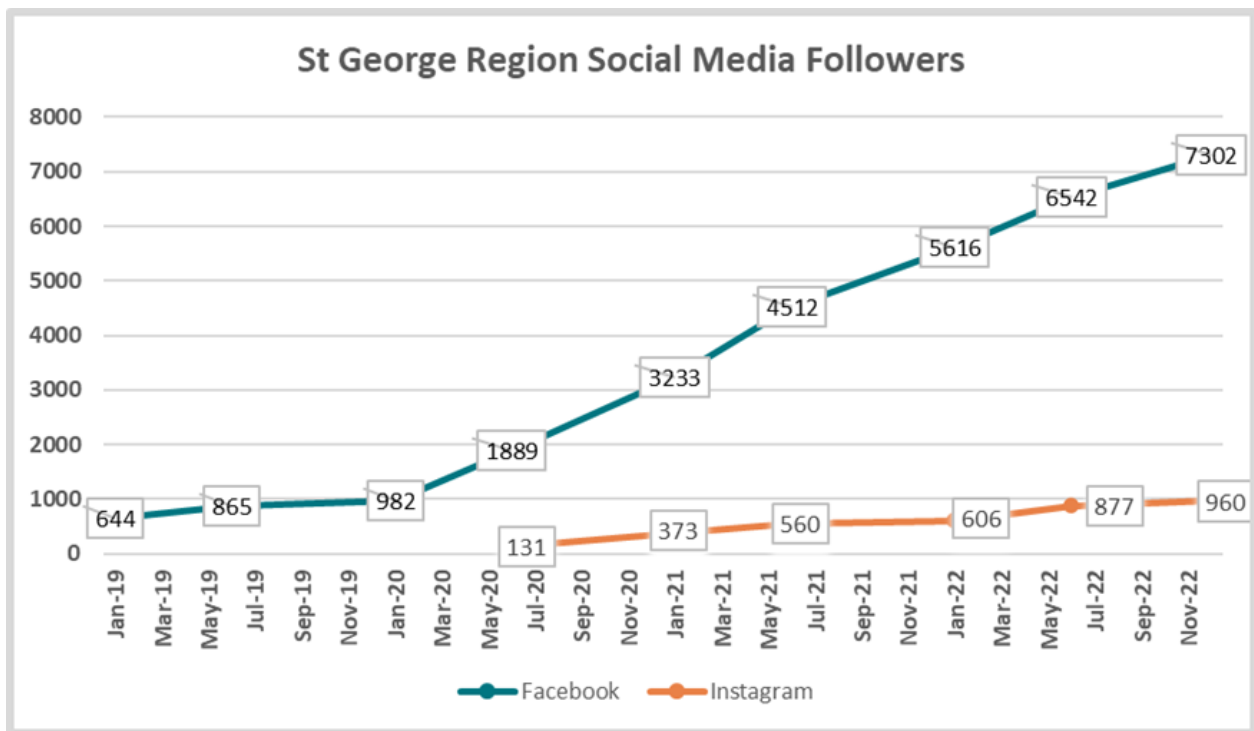
Tourism Events Grant: Three Tourism Events Grants were awarded at the December Council Meeting, with St George Show and the McIntyre 900 each receiving \$4,000 and Dirranbandi's Big Day out receiving \$10,000. The decision regarding the Grazing at the Watering Hole event was held over to the January 2023 Council Meeting.

Queensland Music Trails: Balonne Shire Council voted to support a Queensland Music Trails event to be held in St George in April. Tentatively titled River Rhythms, the event will showcase a line-up of blues 'n' roots and indie-folk artists, interspersed with engaging local storytellers. QMT will work with local stakeholders to provide country hospitality – potentially through a community-led BBQ and small-scale artisan market. The QMT team will meet with the Manager Tourism on 18 January to progress the event.

### Marketing & Promotions

#### 2022 Social Media Overview

Both the St George Region Facebook page and Instagram page saw significant growth in 2022. Facebook started the year with 5,616 Followers and ended the year with 7,302 Followers which was an increase of 30%, while Instagram started the year with 606 Followers and ended the year with 960 Followers which was an increase of 58.4%.



### St George Region 2022 Social Media Stats

#### FACEBOOK

**7,302**

followers

↑30%

growth since  
1 Jan 2022

**397,815**

reach

↑33.1%

growth on  
Jan-Dec 2021

**9,022**

page visits

↑69.6%

growth on  
Jan-Dec 2021

#### INSTAGRAM

**960**

followers

↑58.4%

growth since  
1 Jan 2022

**36,416**

reach

↑318%

growth on  
Jan-Dec 2021

**1,944**

profile visits

↑102%

growth on  
Jan-Dec 2021

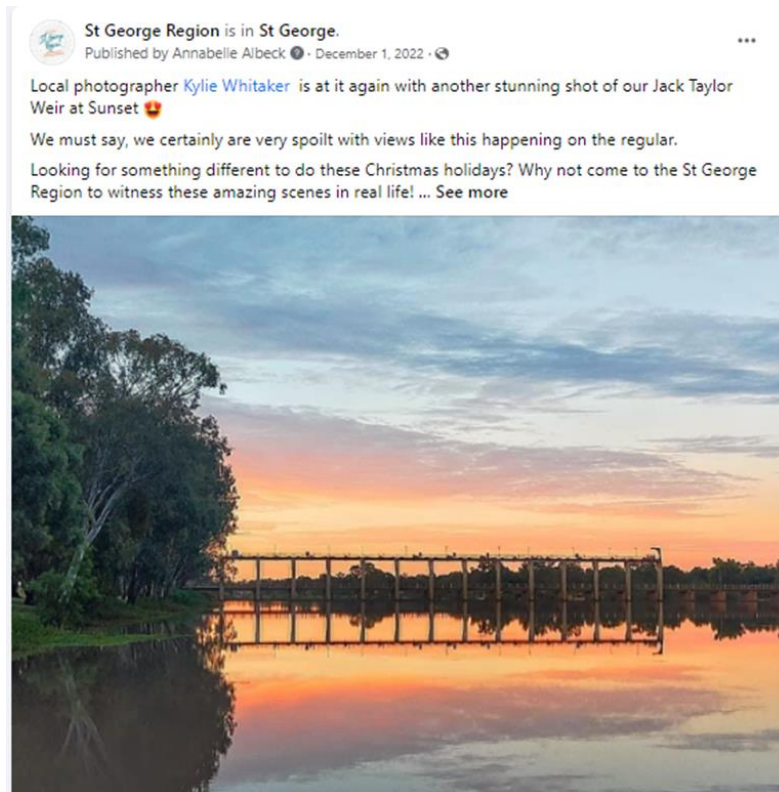
#### St George Region Facebook December Stats

- 7,302 Page Followers (increase of 14)
- Reached 8,999 People (down 85% on last month)
- Page Visits 577 (down 26.9% from last month)
- Post Engagement 4,558 People



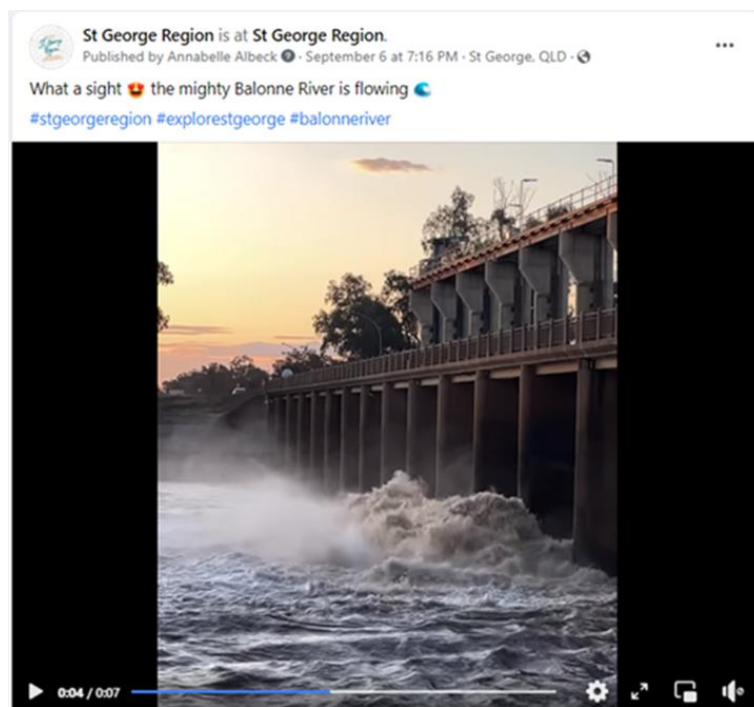
### Most popular post for the month

The most successful post for the month was a photo taken by local Kylie Whitaker of the Jack Taylor Weir at sunset. The post received 171 Likes, 14 Comments and 4 Shares.



### Most popular post of 2022

The most popular post for 2022 was a video shared of water flowing out of the gates of Jack Taylor Weir. It received 350 Likes, 29 Comments and was Shared 99 times.



## St George Region Instagram

### **December Stats**

- 960 Followers (increase of 9)
- Reached 1,000 People (down 37.9% on last month)
- 77 Profile Visits (up 4.1% on last month)

### **Most popular Instagram post for the month**

- Our most popular post for Instagram was a video promoting our Pub Trail. The video consisted of a quick photo and text of all the pubs within the region. This received a total of 59 Likes, 2 Comments and 483 Views.



### **Most popular post for 2023**

A Reel showing a short video of Cotton Harvesting was the most popular post for 2023 receiving 291 Likes and 6 Comments.



### St George Region Website

Launched on 20 April 2021, the St George Region website has quickly become the go-to destination for travel information on the Shire. The first full report on website traffic was received in July 2021. In the first year from 1 July 2021 to 31 December 2021, the website attracted a total of 25,023 Views, 7,705 Users and 7,464 New Users. 2022 has seen phenomenal growth in the website traffic, while the Top 3 most clicked pages for the year were the Explore St George Region Homepage, Balonne Artesian Thermal Hot Springs and the Camping & Caravan Parks page as shown in the below infographic:



### **December Stats**

- Page Views 5,033 (up 66.49% on December 2021 which had 3,023 Views)
- Page Users 1,734 (up 84.08% on December 2021 which had 942 Views)
- Views Per User 2.90 (down 9.55% on December 2021)

### **Top 3 Pages**

1. Explore St George Region – 422 Views
2. Balonne Artesian Thermal Hot Springs – 274 Views
3. Attractions – Explore St George Region – 190 Views
4. See & Do – Explore St George Region – 190 Views
5. St George – Explore St George Region – 190 Views

### **Reviews**

#### Google My Business

No reviews were received in December.

#### Tripadvisor

No reviews were received in December.

## Tourism Organisation Representation

### Outback Queensland Tourism Association (OQTA)

The Southwest chapter of OQTA met in St George on 7 and 8 December 2022 for the annual in person meeting and famil. Representatives from OQTA, SWQROC, Maranoa and Paroo Shire Councils were treated to a Cotton/Wine Tour, St George Town Tour and a Sunset Cruise of the Balonne River.

Discussions at the meeting centred around:

- ATE (Australian Tourism Exchange) and the possibility of sharing of leads obtained by Anita Clark for SWQROC.
- Representation at the 2023 OQTA Muster & Awards.
- Exploring opportunities for 'outsiders' to join in the Savanah Guide training organised by Murweh Shire.
- Working with OTQA for possible funding for trade readiness development workshops within the region.
- Next in-person Meeting and Famil set for November/December 2023 in Roma.
- Next Zoom Meeting set for 14 February.



### Adventure Way (AW)

No meeting held in December.

### Great Inland Way (GIW)

No meeting held in December.

### Drive Inland (DI)

No meeting held in December.

### Queensland Information Centre Association (QICA)



No meeting held in December.

#### Southwest Tourism Steering Committee (SWTSC)

The last meeting on 12 December with discussions focusing on:

- Invitations for Tender for the 2032 Olympic & Paralympic Games –SWOT Tourism analysis.
- SWQ Tourism Industry Engagement Schedule for 2022/2023 confirming attendance at Moreton Bay Expo (Feb 2023), OQTA Muster (March 2023) and Australian Tourism Exchange (ATE; April/May 2023).
- The potential of a SWQ Social Media Influencer Famil into SWQ region to be coordinated by Media Mortar.

### **Meetings & Training**

- 6 December – ProMaster Training (Manager Tourism and Senior Tourism Officer)
- 6 December – QTIC Young Professional Mentoring Program Interview (Senior Tourism Officer)
- 7 & 8 December – Southwest OQTA Famil & Meeting (Manager Tourism and Senior Tourism Officer)
- 13 December – Hebel Famil/VIC Volunteer Christmas (All)

### **VIC Sales Revenue**

- \$5.96K Revenue
- December 2022 revenue was up 148% on 2021 revenue.
- Top products sold – Cotton Seed Soap, G'Day Garlic, Perfect Pours.
- The VIC participated in the Christmas Carnival held atTthe Hub on 16 December, earning \$800 in sales on the night.

### **Tours**

Tours for 2022 have concluded.

### **Volunteer Projects & Activities**

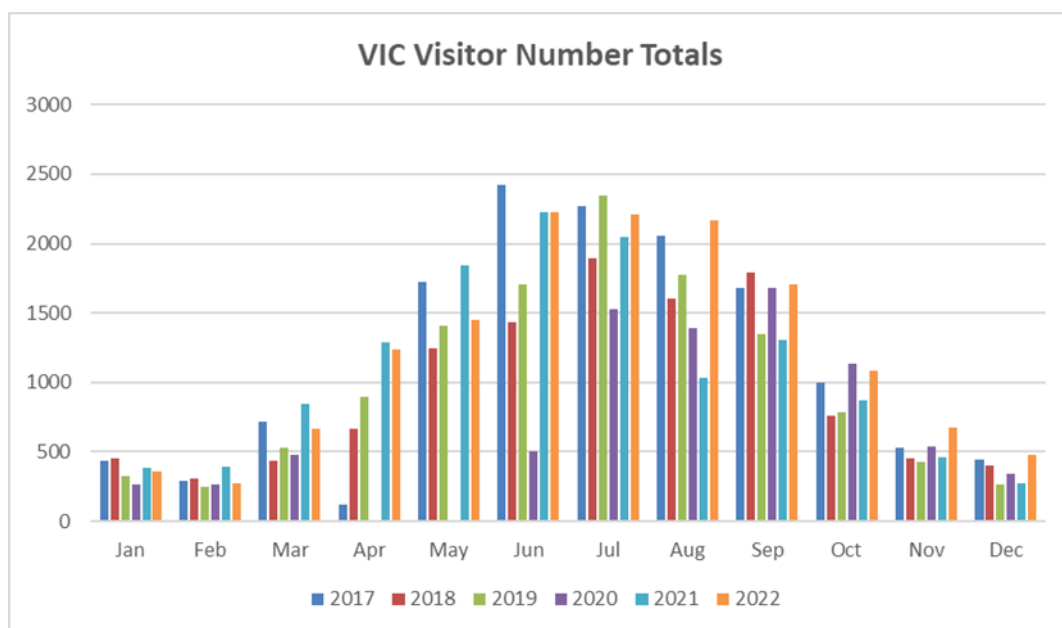
- Volunteer hours have totalled 9 hours for December.
- The VIC hosted the annual end of year Volunteer Christmas Party and Famil in Hebel this year. The team enjoyed a short tour of Dirranbandi enroute to Hebel. Megan Deshon then kindly gave the group an in-depth tour of the Hebel Hotel, detailing future plans for the Hotel and Caravan Park.



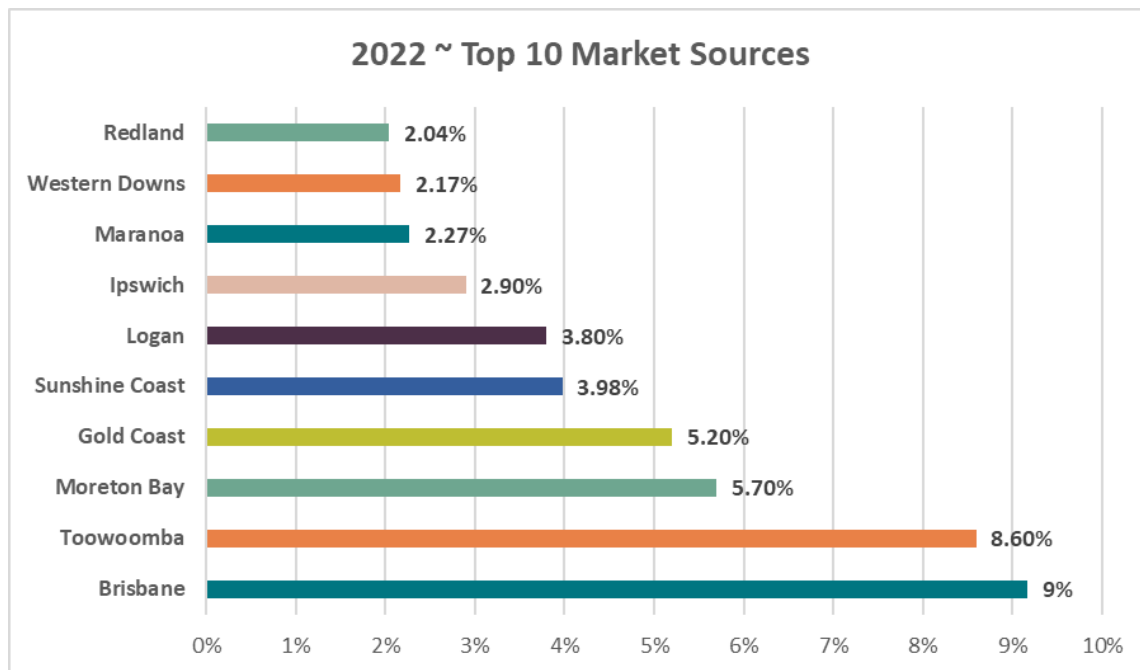
## Shire Tourism Statistics – December 2022

### 2022 Overview of St George Region Visitor Statistics

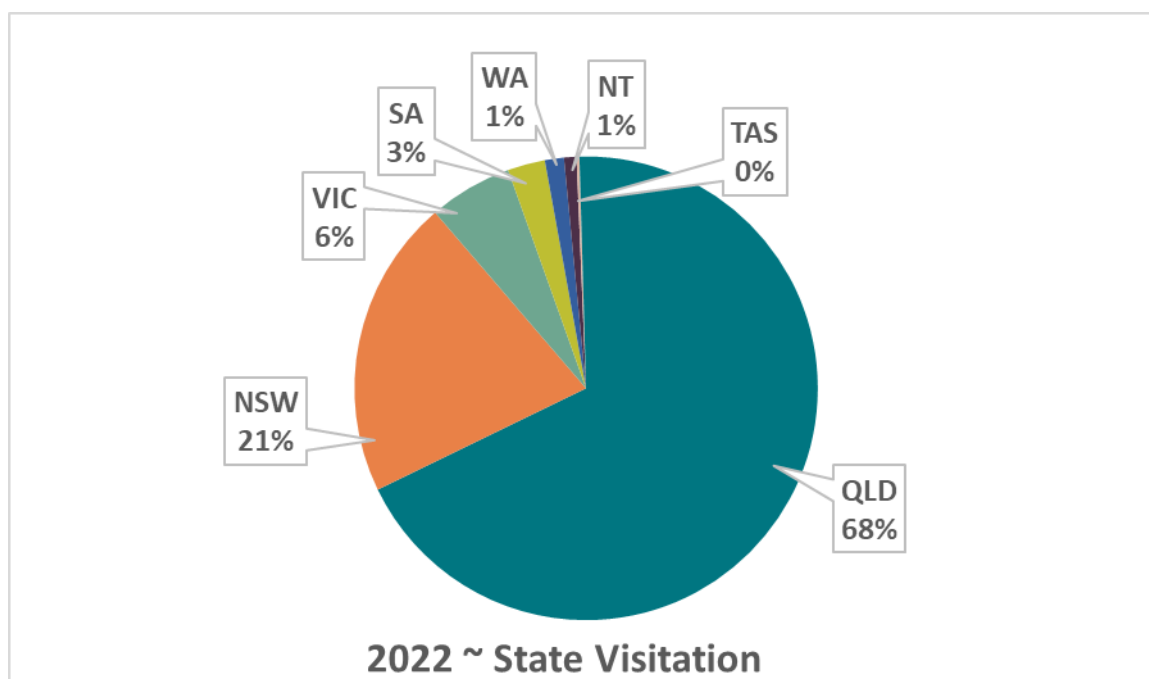
In total the St George VIC had 14,522 visitors pass through the Information Centre door in 2022. This is up 1,561 people (12%) on 2021 in which the centre welcomed 12,961 visitors. This is also an increase of 835 people (6.1%) on our previous highest year in 2017 which saw 13,687 people visit the centre, making 2022 our best year on record for visitors to the Shire.



From information provided through Localis which accesses mobile phone location data we have been able to determine that the St George Region's Top 3 Source Markets for 2022 are Brisbane, Toowoomba and Moreton Bay. Prior to COVID, the Shire's Top 3 Market Sources for 2019 were Brisbane, Gold Coast and Moreton Bay.



Unsurprisingly, the Number 1 State where St George Region's visitors originate from is Queensland, accounting for 70% of all visitors. While Queensland has long been the main source visitor market for the Shire, in 2019 prior to COVID the numbers varied with Queensland at 63%, New South Wales at 22% and Victoria at 10%.



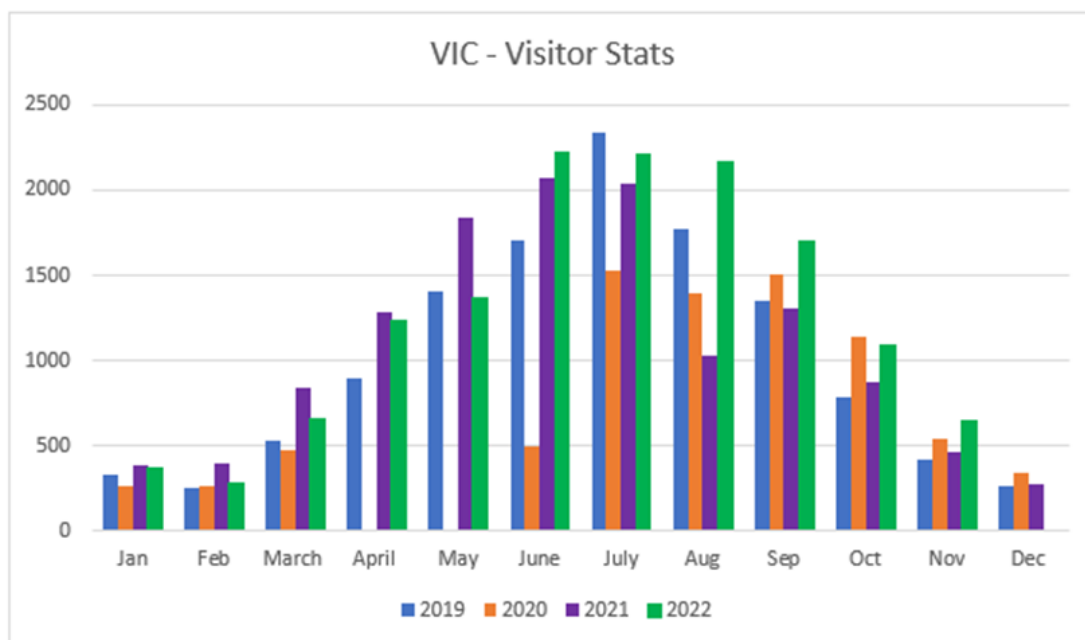
#### St George Visitor Information Centre (VIC)

There were 477 visitors recorded for December through the Visitor Information Centre (VIC) in St George. This is a 72.8% increase on December 2021 which saw 276 people, making these our best December statistics recorded.

The VIC also received 60 tourism related phone enquiries during December.

A total of 6 requests for Free Camping in St George were received for the month of December, accounting for 1.2% of the total visitor numbers. In 2022 we received a total of 495 free camping inquiries accounting for only 3.4% of total visitor numbers to the centre for the year.

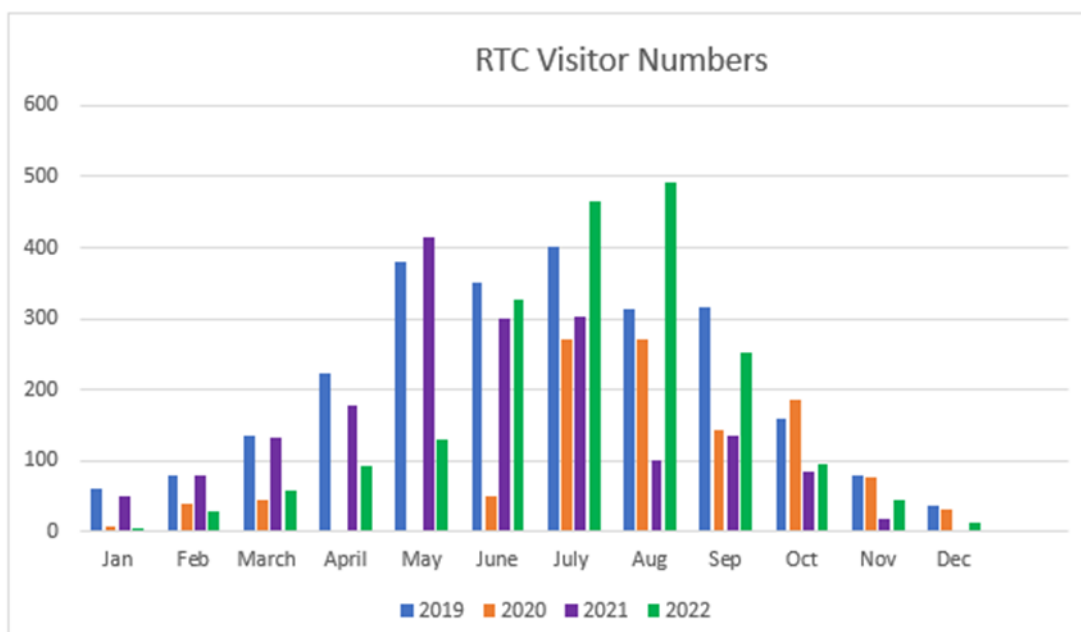
Summary	
<b>Total Walk-in Visitors</b>	<b>674</b>
<b>Local Residents</b>	<b>150</b>
<b>New South Wales</b>	<b>93</b>
<b>Victoria</b>	<b>28</b>
<b>Queensland</b>	<b>332</b>
<b>South Australia</b>	<b>25</b>
<b>Northern Territory</b>	<b>0</b>
<b>Australian Capital Territory</b>	<b>5</b>
<b>Western Australia</b>	<b>21</b>
<b>Tasmania</b>	<b>5</b>
<b>Overseas/International</b>	<b>15</b>



#### Dirranbandi RTC

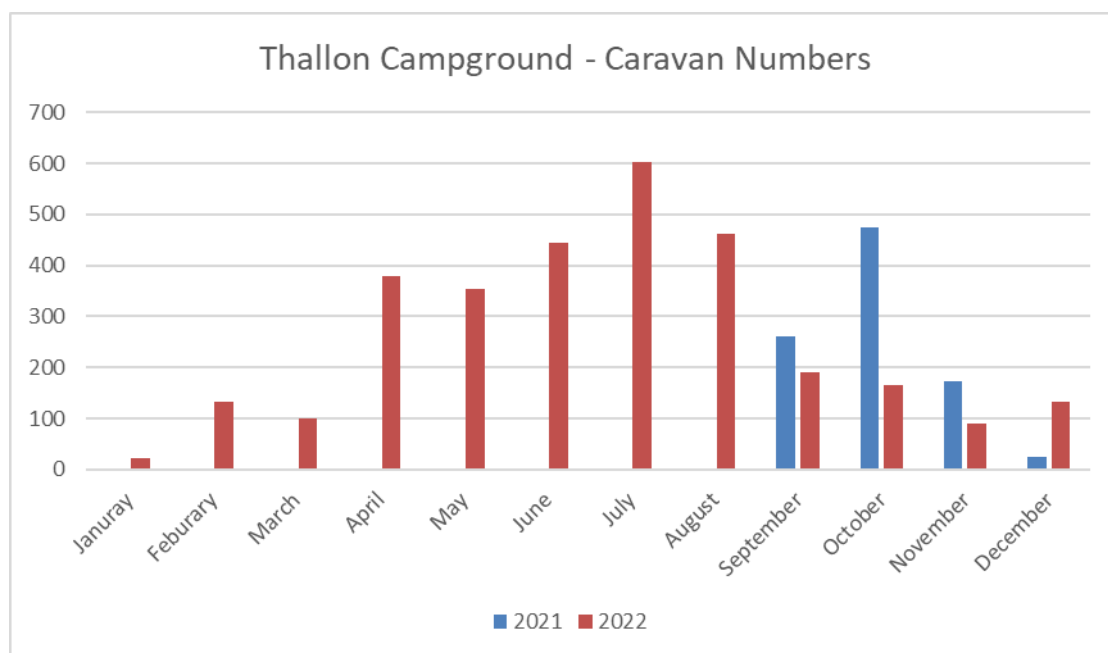
There were 12 visitors recorded for December 2022 through the Dirranbandi Rural Transaction Centre (RTC). No data recorded for December 2021 for a comparison to be drawn





### Thallon Information Station

This month Thallon recorded 134 caravans in comparison to 24 in December 2022. It is worth noting however that the stats were provided from 23/11/22 to 23/12/22. Therefore, the numbers for both November and December are skewed. No visitor stats were provided for the month of December.



### **Attachments**

Nil

Matthew Magin  
**Chief Executive Officer**

## OFFICER REPORT

TO: Council

SUBJECT: Economic Development Report December 2022

DATE: 06.01.23

AGENDA REF: IOCEO2

AUTHOR: Garnet Radford - Economic Development Officer

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### Economic Development Report December 2022

#### Executive Summary

The purpose of the report is to update Council on Economic Development activity in the Balonne Shire during the month of December 2022. The main priorities for the month were: disaster (flood and drought) support for agriculture and small businesses, the on-going delivery of major projects (mentoring and business improvement), commencement of the workforce development officer and stakeholder meetings and council workshop community findings of the 2023-27 Economic Development Strategy. Highlights included: review of submissions and selection - pre-feasibility accommodation project, submission of the business mentoring program final report, five investment meetings and four new enquiries.

Metric	Activity	Notes
New Business enquiries	4	Monthly business enquiries
YTD new business enquires	22	Year to date enquiries
Business engagement & meetings	46	Meetings, calls in the month with key stakeholders and businesses
YTD Business meetings	406	Year to date client and stakeholder meetings
Follow up and value-add services (Referrals)	45	Introductions, referral of support services, key events & information to producers and businesses
YTD Referral services	342	Year to date referrals
Events and strategic meetings	46	Includes conferences, chamber/progress associations, ED relevant events and strategic meetings/sessions
YTD Business events	190	Strategic meetings
Investments – Pipeline	85	Pipeline of “Active Projects” (includes some Priority)
Investments announced	0	Investments in month
Investments YTD	3	Year to date investments announced in FY
Value of investments	\$0	\$ value of investments in month
Investments \$ YTD	\$65k*	Total value of investments Year to date in FY
Jobs created/retained	9	Jobs created/retained in period

## 1.0 Monthly work program

### 1.1 Economic Development summary

- Business Improvement Scheme
  - Seven (7) projects completed and nine (9) nearing completion
  - Energy efficiency – continue finalising agreement (per project)
  - One contractor in discussion with - visual improvement projects
  - Nine queries – project updates
  - Update to Department on project status
  - Update to SLG Operational Projects report
  - Project Manager visit to Balonne Shire
- Business Mentoring/Advisory (Ag and Hort)
  - Completion and submission of final report to the department
  - Steering Committee meeting
  - Follow up projects for grant funding opportunities
  - Preparation of audit and acquittal (January 2023)
- Disaster and Recovery Support
  - Recovery Support meeting
  - Further grant funding review and opportunities
  - Entrepreneurs program – visit to Balonne
  - Introductions to Rural Financial Counselling Service (2)
  - Approval of business mentoring program
- Investment Attraction
  - Four (4) new enquiries in December (Agriculture – production, agtech (2) and export)
  - DDSW Trade and Investment Queensland meeting
  - SWQROC EDAC Meeting
  - Investor meetings – 5
  - Follow up and support - existing enquiries
- Workforce Development
  - Stakeholder meetings (24)
  - Report Update to Department
  - Appointment of two steering committee members
- Other
  - Economic Development Strategy
    - Council workshop
  - Pre-feasibility accommodation - review of submissions and selection
  - AWE project – Business case meeting and assistance
  - Dirranbandi childcare meeting and update
  - Migration programs (Facilitated Regional Migration, DAMA & CRISP)
  - Business support & referral services in month – 45

## 1.2 Events & Strategic Meetings

- Council workshop – Economic Development
- Workforce Development Stakeholder meetings
- Balonne Shire visits (AgTech company (NZ), Entrepreneurs Programme)
- Chamber and Progress Association meetings
- Regional Economic Development and Trade and Investment
- Investment meetings (5)

## 1.3 Reporting

- Council report – November 2022 Economic Development update
- Thallon Progress Association – Economic Development Update
- Report updates to Department (Business Improvement and Mentoring programs)
- Final report Business Mentoring program submitted
- Report update – Workforce Development Officer
- SLG project updates
- ED and WD Weekly wraps (4)

## 2.0 Investments/Projects

### 2.1 Existing Priority Projects Updates

Project	Status/Update
Thallon Grain Upgrade	Monitor inland rail proposal and consultancy
Thallon Freight Hub	No further update
Carrot Production	No further update
Mooramanna Feedlot	No further update
Fucheng (Westmar)	No further update
Horticulture expansion	Mentoring and employment needs (Workforce Development)
Truck Fuel Stop	No further update
Cluster Exclusion Fencing	Following up on small livestock opportunities, Balonne small livestock project with MLA (6 producers and 180 observers)
St George Aerodrome	No further update
St George Meatworks	Enquiry from real estate agent into licensing requirements
Solar Farm St George	Follow up hydrogen projects

### 2.2 Investments Realised and Job Creation/Retention

No announcements in December.

Investments	YTD	Project(s) Value \$	YTD	Jobs FTE	YTD
0	3	\$0	\$65,000*	0	9

\*awaiting confirmation

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

Sector	Totals	Estimated timeframe*/stage	Totals
Agriculture	18	2022-2023	4
Aquaculture	2	Feasibility	30
Education/Training	3	Concept	22
Energy	4	Monitoring	30
Food & Feed Processing	4		
Health and Medical	2		
Horticulture	9		
ICT	0		
Indigenous	2		
Manufacturing	4		
Professional Services	1		
Property and Construction	7		
Retail/Wholesale	9		
Tourism	5		
Transport and Logistics	3		
Water	0		
Other	13		
<b>Totals</b>	<b>86</b>	<b>Totals</b>	<b>86</b>

## 3.0 Economic Development Activity

### 3.1 New Business Enquiries

In December, four new enquiries (agriculture – value-add processing, agtech (2) and export).

Enquiries	Totals	YTD	Sector	Totals	YTD
New	4	18	Agriculture	4	9
Expansion	0	4	Education/Training	0	0
<b>Total</b>	<b>4</b>	<b>22</b>	Energy	0	1
External	4	13	Health and Medical	0	1
Local	0	9	Horticulture	0	0
<b>Total</b>	<b>4</b>	<b>22</b>	ICT	0	1
			Indigenous	0	0
			Infrastructure	0	1
			Manufacturing	0	3
			Property	0	0
			Retail	0	1
			Tourism	0	1
			Transport and Logistics	0	0
			Other	0	6
			<b>Total</b>	<b>4</b>	<b>22</b>

### 3.2 Client enquiries

During the month, there were 46 Economic Development enquiries of which 24 were external enquiries and 22 were Balonne Shire enquiries. Professional Services (14), Agriculture (11) and Retail (7) were the most represented sectors. St George (12), Brisbane (12), Roma (5) and Dirranbandi (5) were the most represented areas.

Sector	Enquiries	YTD	Location	Enquiries	YTD
Agriculture	11	61	St George	12	126
Creative	0	3	Dirranbandi	5	55
Education/Training	0	8	Thallon	1	17
Energy	1	8	Mungindi	0	8
Government	6	66	Hebel	0	5
Health/Medical	0	6	Nindigully	0	1
Horticulture	2	23	Bollon	4	27
ICT	0	3	Brisbane	12	63
Indigenous	1	8	Gold Coast	1	11
Infrastructure	0	1	Goondiwindi	1	3
Manufact/Construct	0	5	Toowoomba	3	26
Not for Profit	1	10	Roma	5	28
Professional Services	14	88	Southern Downs	0	0
Retail	7	63	Western Downs	0	1
Tourism & Sport	3	34	Logan	0	3
Transport	0	2	Queensland Other	0	2
Other	0	5	Western Queensland	0	3
			Melbourne	1	5
			Sydney	0	4
			NSW Regional	0	3
			VIC Regional	0	2
			Canberra ACT	0	2
			South Australia	0	0
			Tasmania	0	0
			Western Australia	0	0
			International	1	11
<b>Total</b>	<b>46</b>	<b>406</b>	<b>Total</b>	<b>46</b>	<b>406</b>

### 3.3 Referrals/Support services

Referrals and support services were provided to businesses including business improvement and mentoring programs, disaster impact support and workforce development.

Sector	Dec-22	YTD	Notes
Agriculture	7	55	Disaster impact support, training, mentoring, workforce development
Chamber & Progress Associations	1	11	Updates, workforce development
Education & Training	1	7	Training programs, housing, AWE
Environmental	1	3	Energy and sustainability

Government	10	48	Housing, workforce, recovery, investment, QBuild, Regional Procurement
Health & Medical	0	6	Housing
Horticulture	2	20	Mentoring, recovery, and support, value-add
Indigenous	2	14	Housing, business, workforce development
Industrial	0	5	
Manufacturing/construction	1	5	Workforce development, site selection
Not-For-Profit	3	18	Housing, NDIS, childcare, social impact
Retail	8	67	BIP, disaster impact, business training and support, workforce development
Professional Services	6	39	Mentor, support, entrepreneurs programme
Tourism	3	38	Mentoring, disaster support, BIP, workforce
Other	0	6	Business start-ups, scoping
<b>Total</b>	<b>45</b>	<b>342</b>	

## 4.0 Workforce Development

Council received funding under the Department of Employment, Small Business and Training's Growing Workforce Participation Fund to employ a Workforce Development Officer to assist residents, employers and stakeholders with employment connections, pathways, and opportunities/support. The Workforce Development Officer commenced on 5 December and summary of the work conducted in December included:

- Liaising with Country Universities Centre – events and support
- Stakeholder meetings – Balonne Shire (18) and external (9)
- Steering Committee – invitations and appointment of two members
- Planning events and workshops, review project plan
- Commencement of a "Job Opportunities" page
- Liaising with marketing and communications – engagement, communications
- Pre-program surveys and input into the 2023-27 Workforce Development Strategy
- Update report to the Department

## 5.0 Events and Strategic Meetings

### 5.1 Business events and strategic meetings

In December, 46 business events/strategic meetings were held in the month. Events included: Progress Association and Chamber of Commerce meetings, Workforce Development Stakeholder meetings, Balonne and regional trade and economic development and investment meetings.

Event	Date	Purpose	Cost
Disaster Management	2 Dec	Funding update	Nil
AWE Project Update	5 Dec	Update on consultancy	Nil
Thallon Progress Association	6 Dec	Meeting	Nil
Agtech company (NZ)	7 Dec	Site visits (2) and officer meeting	Nil
Council workshop	8 Dec	2023-27 Ec Dev Strategy Update	Nil
Workforce Development	7-9 Dec	Stakeholder meetings (8)	Nil

Regional Innovation meeting	12 Dec	Social impact value	Nil
Investment Meetings	12 Dec	Brisbane (investor Korea)	\$10
Steering Committee meeting	13 Dec	Business Mentoring	\$36
Workforce Development	13-14 Dec	Meetings in St George (7)	Nil
St George Chamber	14 Dec	Meeting	Nil
DDSW TIQ	14 Dec	Trade and Investment Regional	Nil
SBF Qld Government	14 Dec	Small Business Friendly program	Nil
EDAC (SWQROC) Meeting	15 Dec	Regional Meeting	Nil
Regional Chambers	15 Dec	Policy CCIQ	Nil
DESBT	19 Dec	Meeting – WD Program	Nil
Hydrogen update	19 Dec	Alternative energy opportunities	Nil
Stakeholder meetings Bollon	20 Dec	Workforce Development (5)	\$10
Investment Group	20 Dec	Investment opportunity	Nil
Dirranbandi Childcare	20 Dec	Childcare update meeting	Nil
Stakeholder meetings Roma	21 Dec	Workforce Development (3)	\$65
AgTech company	28 Dec	AgTech opportunities	Nil
ATAC meeting	28 Dec	Ag education	Nil
Project Manager Gold Coast	31 Dec	Project Management	Nil

## 5.2 Upcoming and proposed events/meetings

Event	Date	Purpose	Location
Workforce Development	January	Stakeholder meetings	Various
TAFE Pre-employment	16-18 Jan	Training/pathways	St George
Outback Car Hire	17 Jan	Update	Teams
Business Mentoring	January	Audit & Acquittal	Council
Thallon Progress Association	7 Feb	Meeting	Thallon
St George & District Chamber	8 Feb	Meeting	St George
Dirranbandi Progress Association	13 Feb	Meeting	Dirranbandi
Facilitated Migration Famil visit	February	Attracting families	St George
Formal launch of WD Program	February	Marketing	St George
WDO Program Meeting	February	Steering Committee	Teams
2023-27 EDS	March-April	Community Consultations & Report	Balonne Shire
AgTech & Logistics Hub visit	TBC	Traceability project	Balonne Shire
Cybersecurity and Biosecurity	TBC	Workshops	Balonne Shire
Career and Jobs Expo	10 May	Career Pathways	St George
Business Improvement Program	31 May	Final Reports	Balonne Shire

## Attachments

Nil

Matthew Magin  
**Chief Executive Officer**



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

<b>ITEM</b>	<b>TITLE</b>	<b>SUB HEADING</b>	<b>PAGE</b>
ICFS1	<b><u>MONTHLY REPORT DIRECTOR FINANCE &amp; CORPORATE SERVICES - DECEMBER 2022</u></b>	Monthly report for December 2022 - Finance and Corporate Services	196
ICFS2	<b><u>FINANCE INFORMATION REPORT - MONTH ENDING 31 DECEMBER 2022</u></b>	Monthly information report – Finance 31 December 2022.	201

## OFFICER REPORT

**TO:** Council

**SUBJECT:** Monthly Report Director Finance & Corporate Services - December 2022

**DATE:** 04.01.23

**AGENDA REF:** ICFS1

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

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### Sub-Heading

Monthly report for December 2022 - Finance and Corporate Services

### Land – Legal matters

- Auction of Scott Street land has been scheduled for February 2023 – Nutrien will be conducting the auction
- Aerodrome hangar leases – pending meetings with successful tenderers
- Auction of 45 Bullamon Street Thallon – finalising appointment of auctioneer
- Aerodrome acquisition of land for expansion – pending development application

### Staffing

- IT positions – re-advertising 2 positions and reviewing needs of the organisation
- Administration Officer – Procurement – pending successful applicant finding accommodation
- Rates Officer – pending interviews
- Re-advertising Manager Finance Services

### Governance

- One Ordinary Council Meeting for the month of December and one Special meeting
- Annual Report 2021/22 - printed copies pending

### Administrative Action Complaints

- Nil for month of December

### Finance

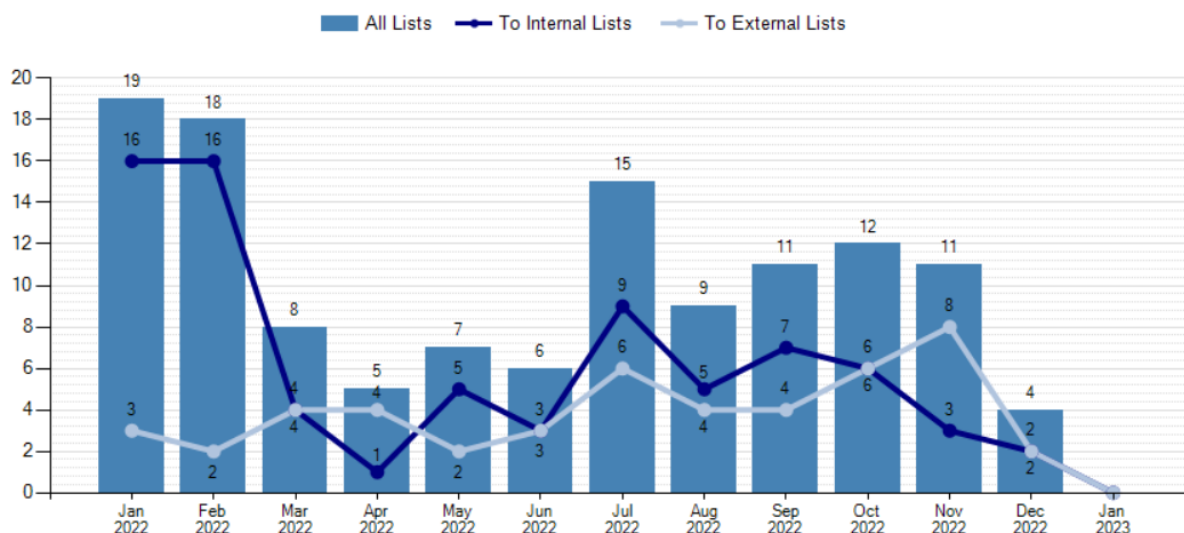
- Budget Review 2022/2023 adopted by Council 15 December
  - Engaged Partners in Business to assist with preparing 2023/2024 budget
  - Workshop on 8 December with Kerry Phillips on rate modelling
  - Audit & Risk Committee on 6 December
  - Roll over of rates ledger completed 31 December
-

- Preparing for river water meter consumption notices – St George

## Procurement

- Local Buy and Vendor Panel attended Council providing training to all 'internal buyers'
- There were only 4 RFQs/RFTs in the month of December due to close down.

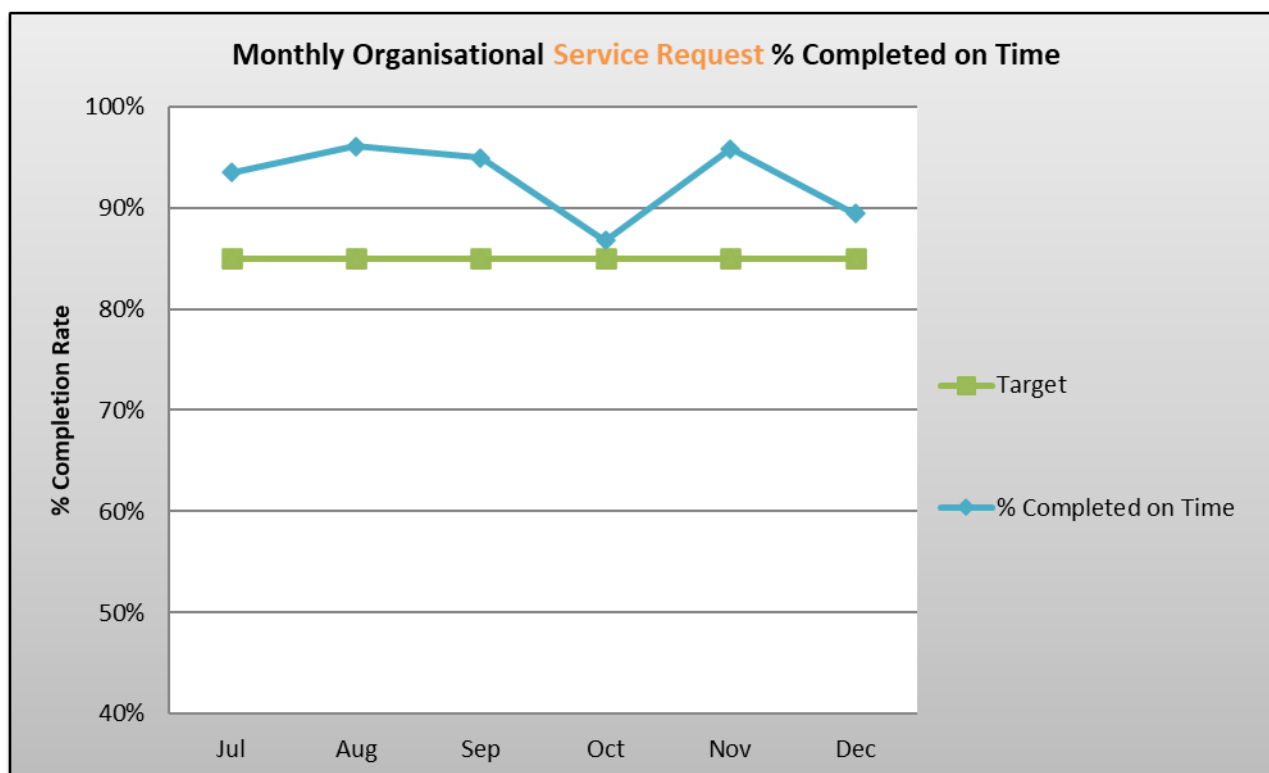
Requests by internal buyers per month (last 13 months)



## Service requests

Council received 146 Service Requests in December 2022 with 118 completed on time resulting in 89% overall completion rate - above the 85% target. 4 Compliments were received in December 2022 – a total of 17 for the first 6 months of the 2022/2023 financial year.

Monthly Organisational <b>Service Request</b> Tally							
	Jul	Aug	Sep	Oct	Nov	Dec	Half Yr Total
Total Service Requests	162	254	207	142	214	146	1125
Pending	9	51	30	14	22	14	140
Overdue	4	1	6	4	1	7	23
Completed Late	6	7	3	13	7	7	43
Completed on Time	143	195	168	111	184	118	919
% Completed on Time	93%	96%	95%	87%	96%	89%	93%
Target	85%	85%	85%	85%	85%	85%	85%

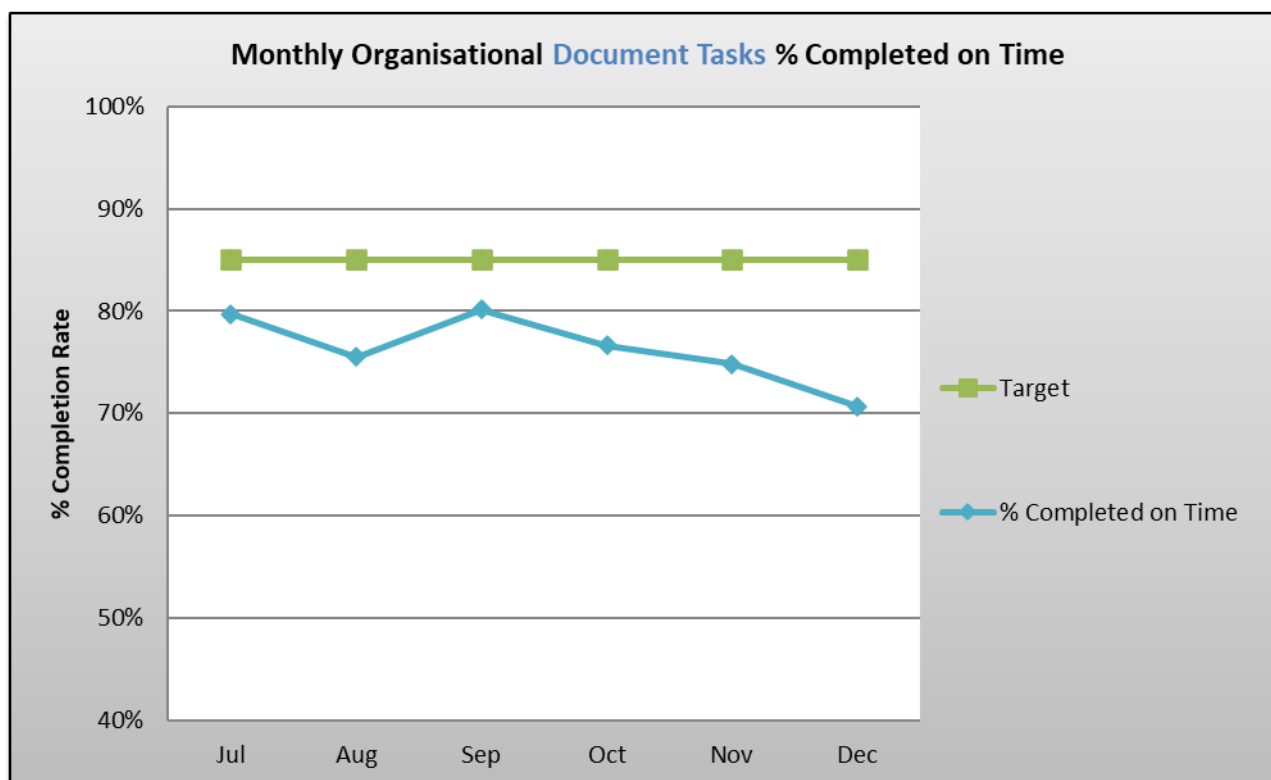


The Service Request completion rate by Department for December is shown below.

DEC	OCEO	0	0		85%
	CES	61	55	90%	85%
	FCS	32	30	94%	85%
	IS	39	33	85%	85%

Council received 280 Document Tasks in December 2022 with 176 completed on time resulting in 71% overall completion rate. This is under the 85% target.

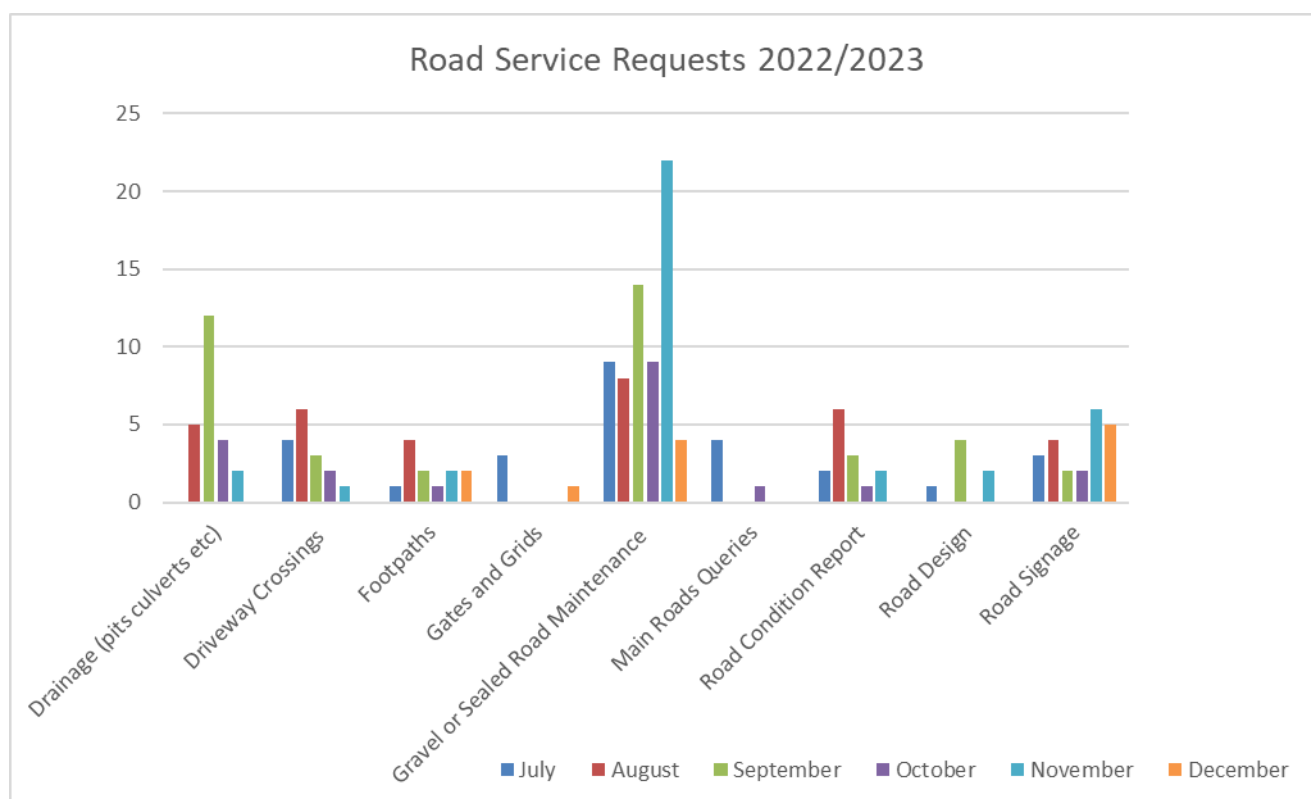
Monthly Organisational Document Tasks							
	Jul	Aug	Sep	Oct	Nov	Dec	Half Yr Total
Total Doc Tasks	350	354	395	333	386	280	2098
Pending	0	101	133	46	96	31	407
Overdue	60	51	49	32	56	63	311
Completed Late	14	11	3	35	17	10	90
Completed on Time	279	191	210	220	217	176	1293
% Completed on Time	80%	75%	80%	77%	75%	71%	76%
Target	85%	85%	85%	85%	85%	85%	85%



The Document Task completion rate by Department for December is shown below.

DEC	OCEO	10	10	100%	85%
	CES	39	32	82%	85%
	FCS	101	84	83%	85%
	IS	99	50	51%	85%

Road service requests are shown below with a large increase in drainage and gravel or sealed road maintenance requests in over the past 6 months.



## Information Technology

- Field Solutions Group continue to assist with staff in the council office as we recruit for the IT Officer and IT Co-ordinator roles

## Facility Bookings

FACILITY BOOKING STATISTICS - December 2022			
Facility Hired	Total bookings	Number of Days	Internal - Days Booked
St George	2	2	27
Dirranbandi	5	10	
Thallon	4	5	
Hebel	2	4	
Bollon	2	4	
	15	25	27
Cancellations			1
Completed	15	25	
Car bookings-Internal			13

## Disaster Management

### Local Disaster Management Group

No LDMG meetings or alerts required in December

## Attachments

Nil

Michelle Clarke

**Director Finance & Corporate Services**

## OFFICER REPORT

TO: Council

SUBJECT: Finance Information Report - month ending 31 December 2022

DATE: 11.01.23

AGENDA REF: ICFS2

AUTHOR: Michelle Clarke - Director Finance & Corporate Services

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### Sub-Heading

Monthly information report – Finance 31 December 2022.

### Attachments

1. Information Report December 2022.pdf [↓](#)

Michelle Clarke  
Director Finance & Corporate Services



# FINANCE INFORMATION MONTHLY REPORT

December 2022



ST GEORGE | DIRRANBANDI | BOLLON | THALLON | MUNGINDI | HEBEL | NINDIGULLY



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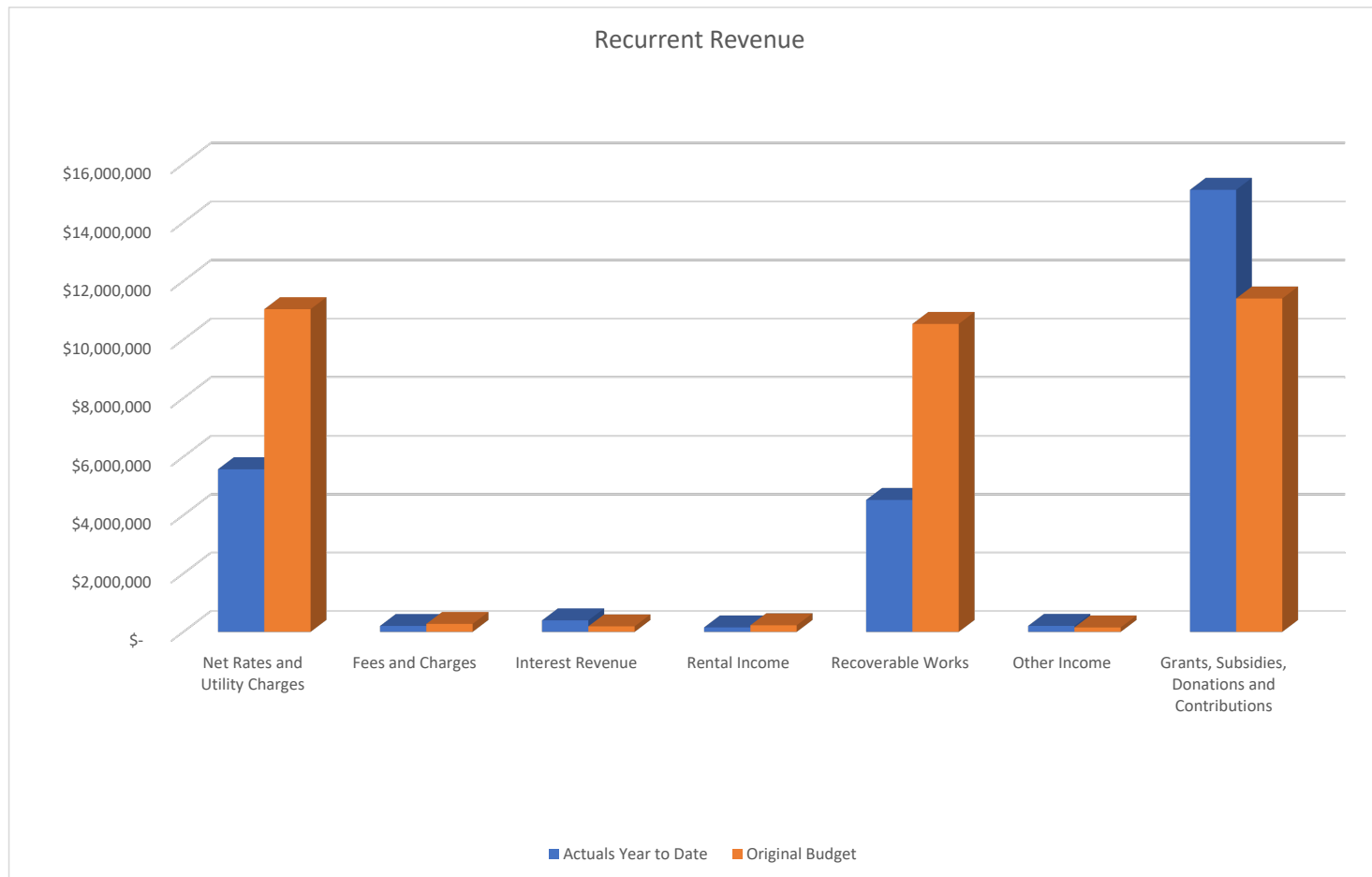
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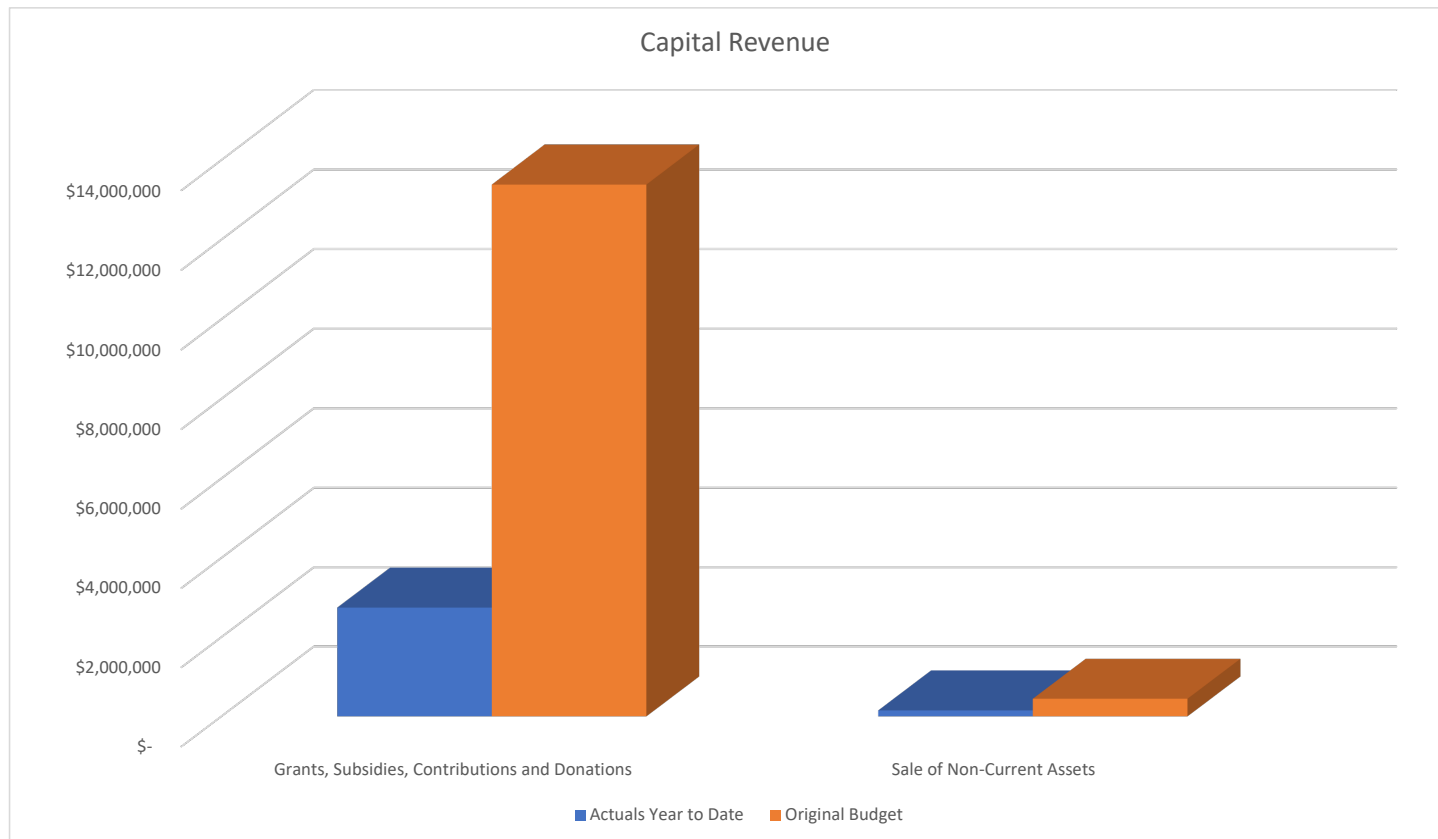
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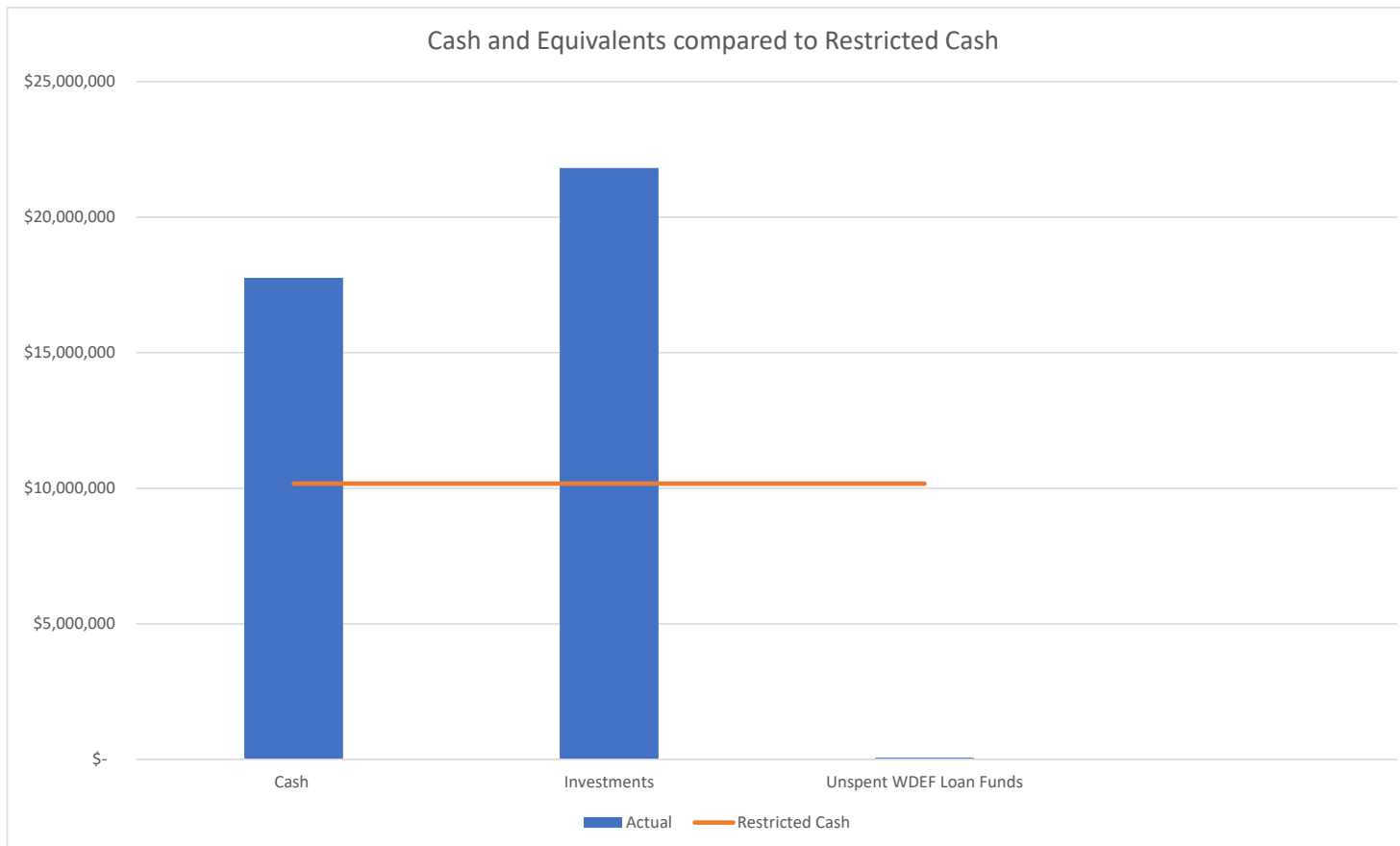
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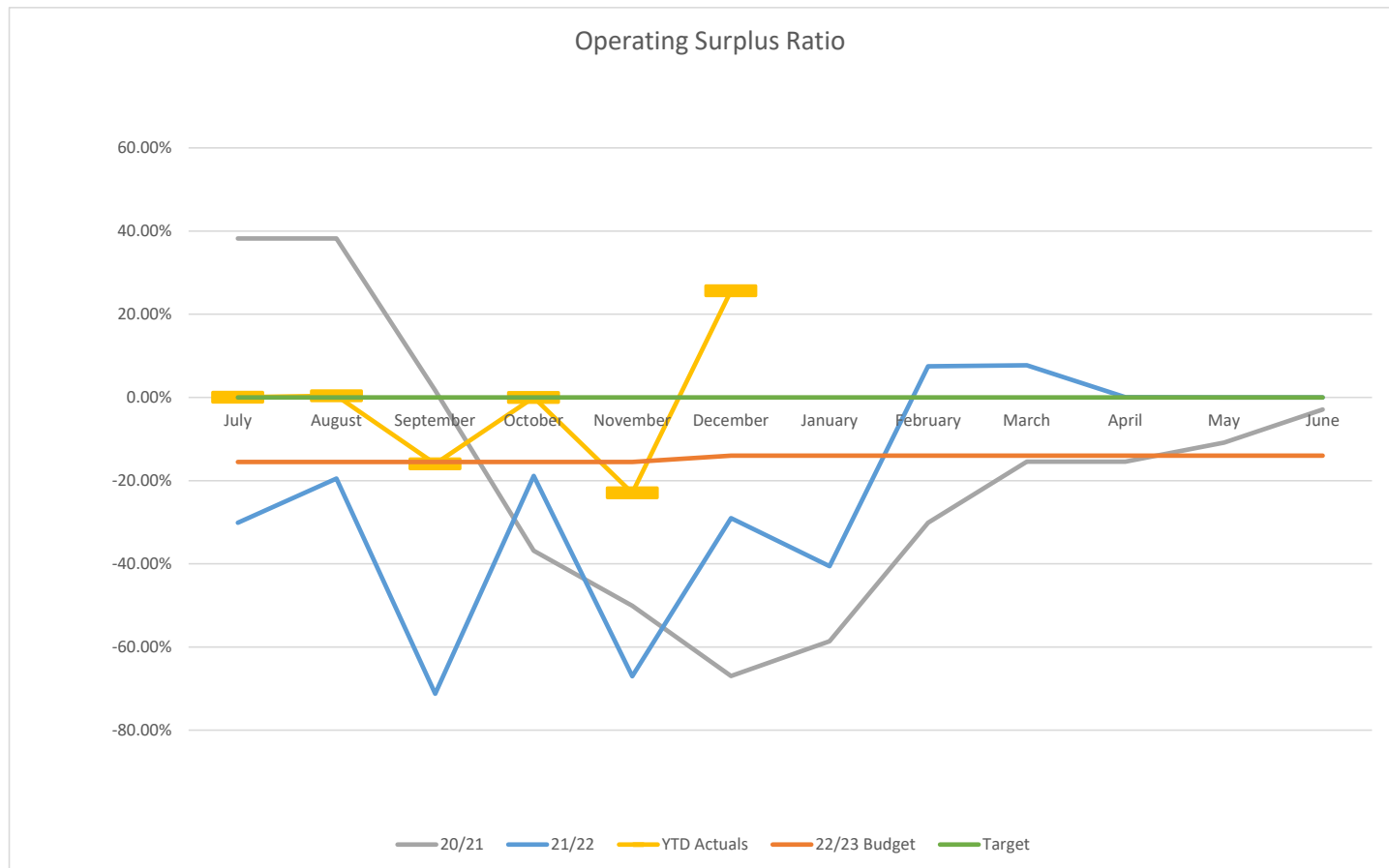


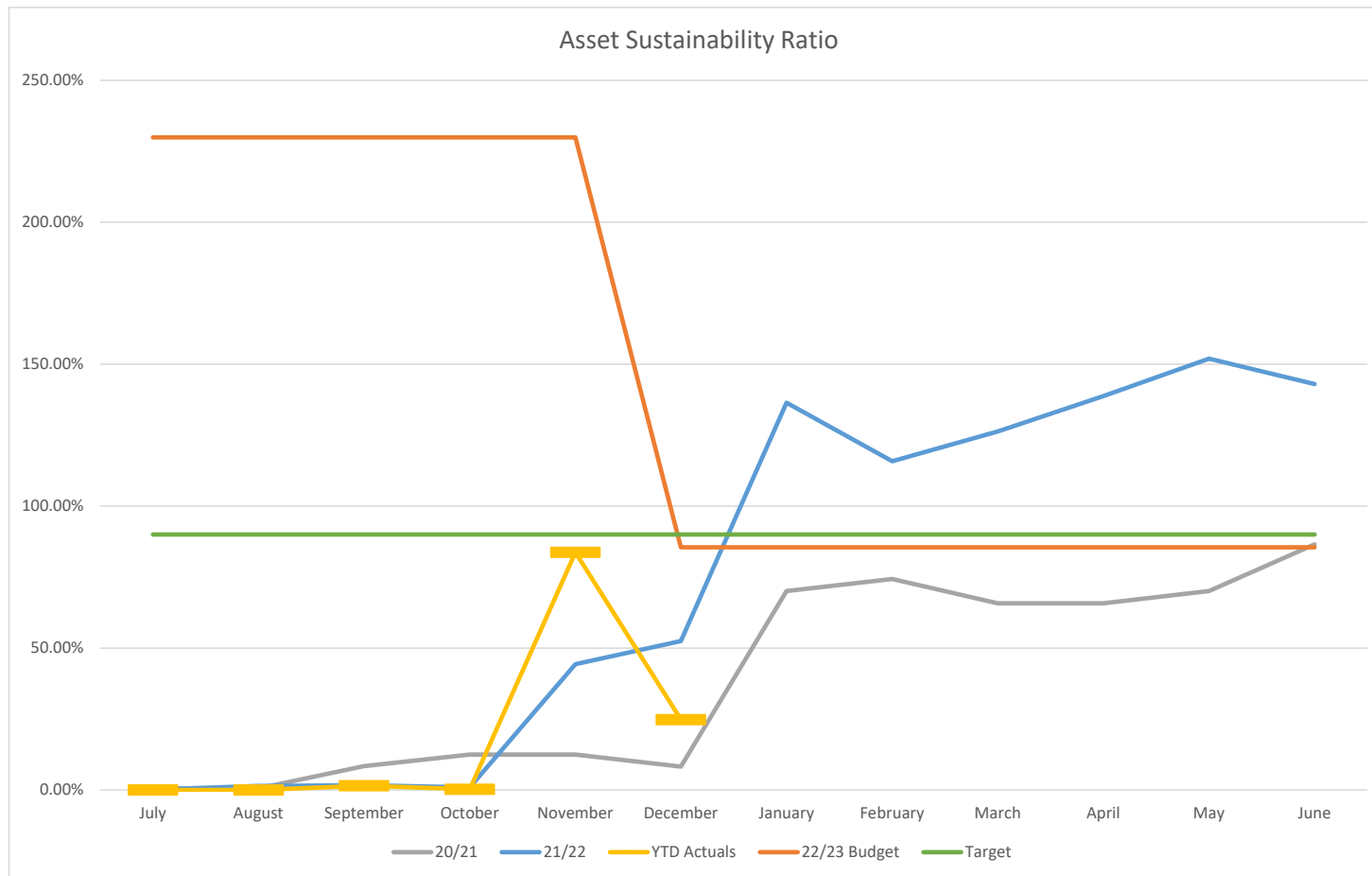




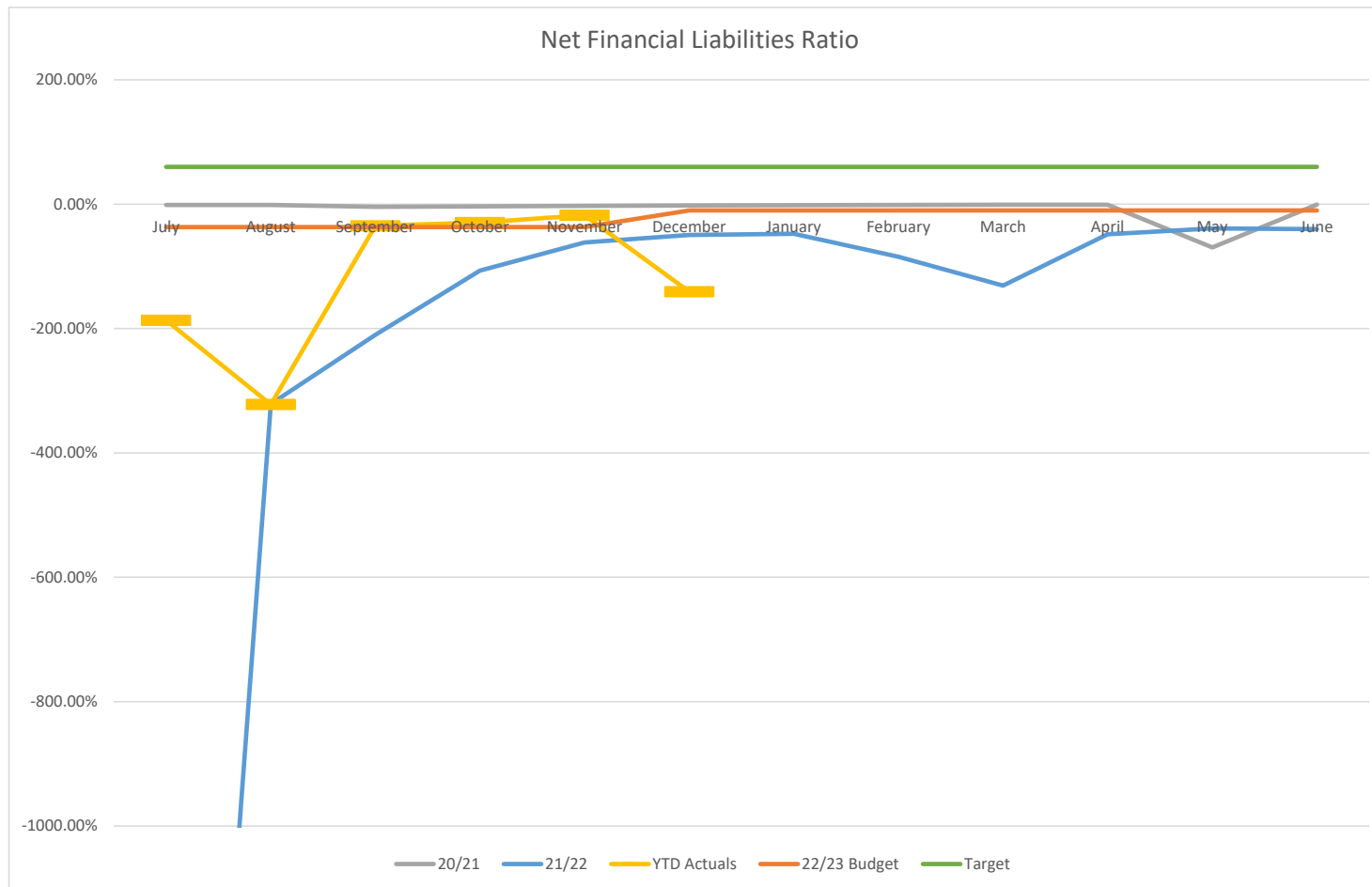
INVESTMENTS As at 31 December 2022					
Financial Institution	Type	Principal \$	Interest Rate %	Maturity Date	Interest
Queensland Treasury Corporation	On Call	\$7,130,085			
Westpac 31 Day Notice Saver	On Hold	\$4,687,453	3.60%		
CBA	Term Deposit	\$5,000,000.00	3.60%	13/02/2023	
Westpac	Term Deposit	\$5,000,000.00	3.60%	13/02/2023	
Total Investments		\$ 21,817,538			

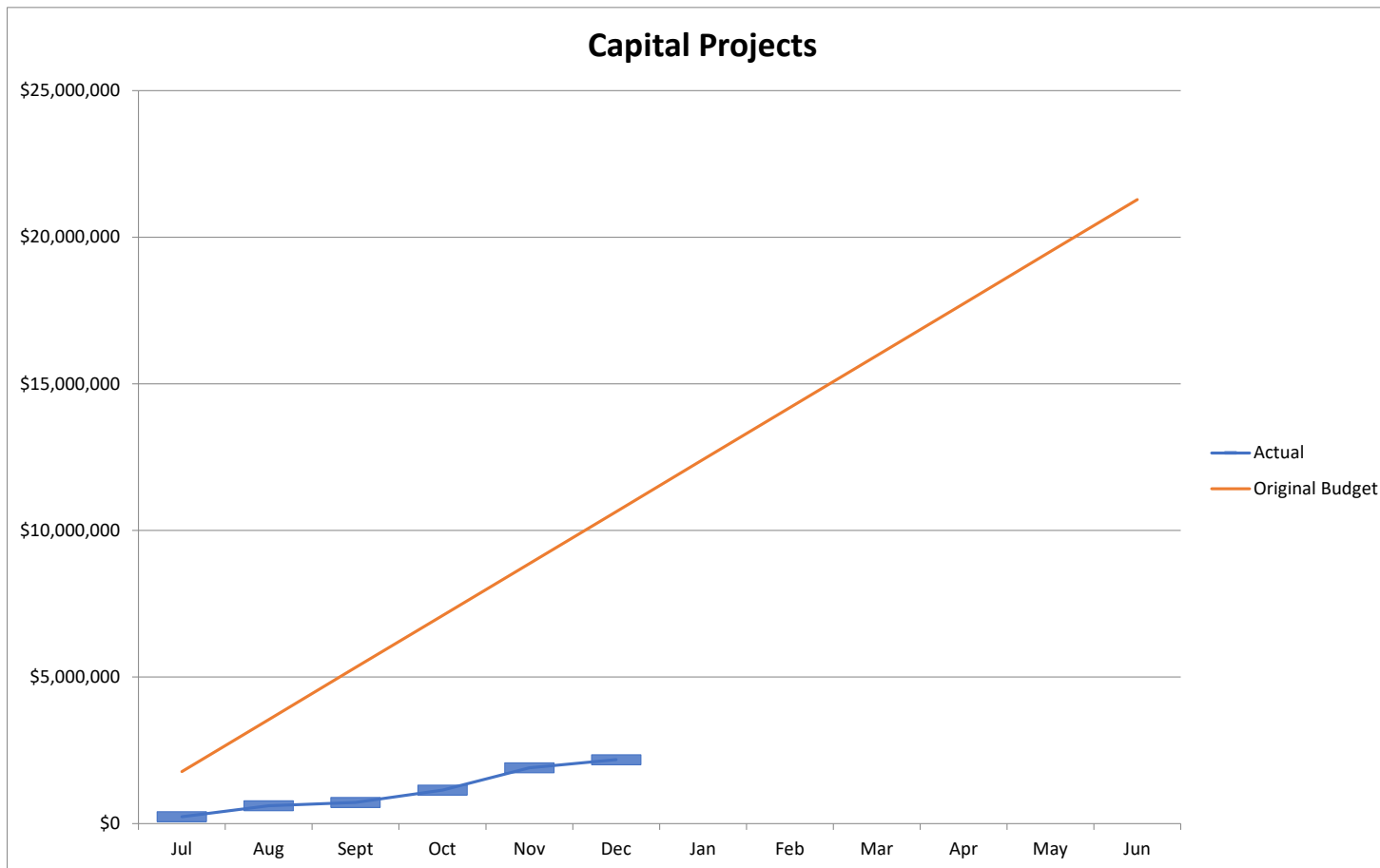


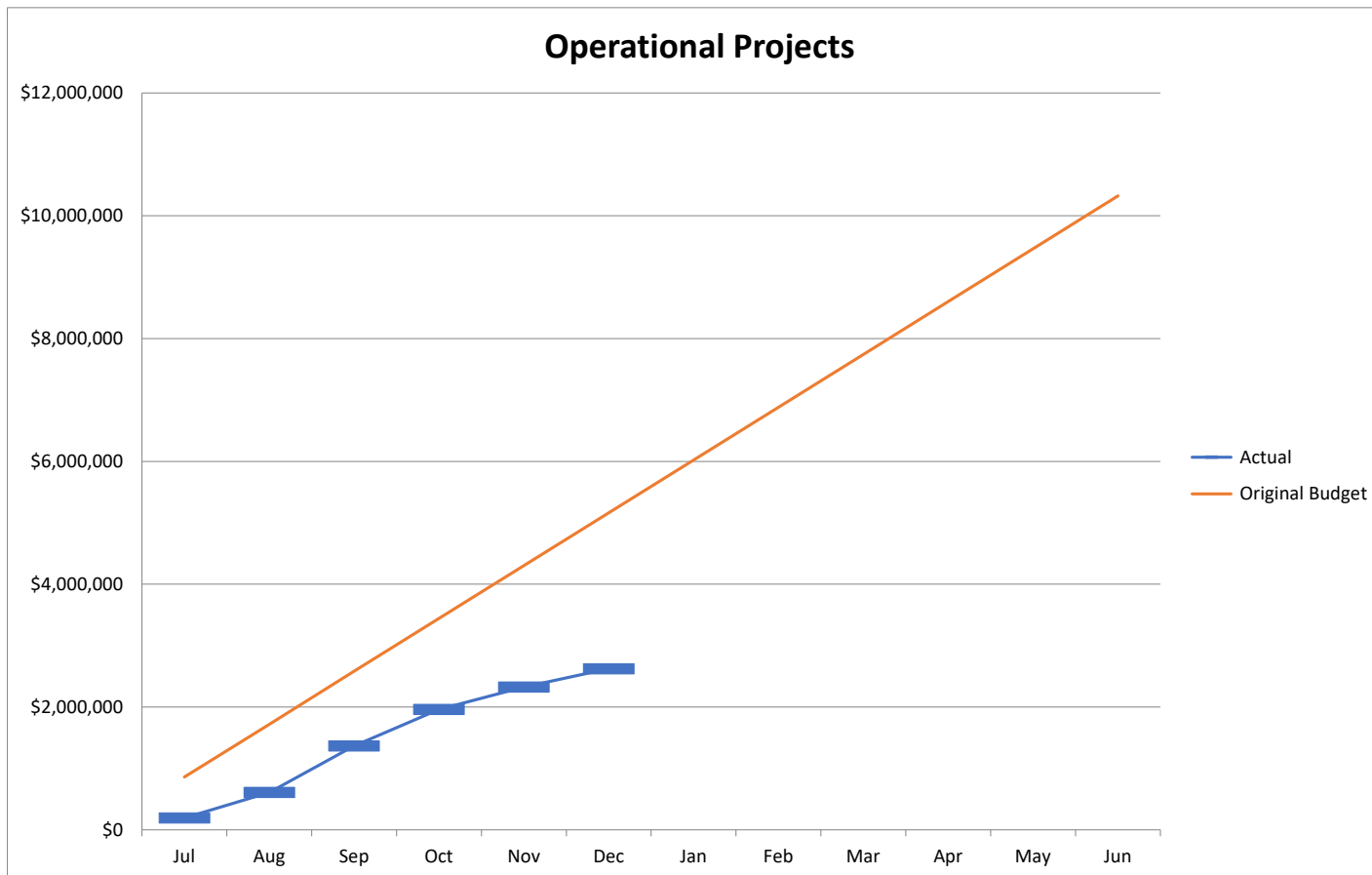












CAPITAL PROJECTS 2022/2023											
Work Order / Job	Project Description	Asset Type	YTD Actuals 31/12/2022	Multi Year Expenditure	2022/23 Original Budget	Budget Amendment	External Funding	Council Reserves	Budget v Actuals		Comments
									Project % Complete	Traffic Light	
Visitor Information Centres											
TSCP02	St George Visitor Information Centre	D	\$0		\$14,000	\$14,000	\$0		0%	<div></div>	Received quote - awaiting available dates.
	Total		\$0		\$14,000	\$14,000	\$0	\$0			
Library											
LBOP02	C/O Mural of Historical Significance Library Hub	N	\$0	\$0	\$30,000	\$30,000	\$30,000		0%	<div></div>	\$30,000 grant funded, received in full. Ordered materials for first mural - on track. Artist available late Jan early Feb
	Total		\$0		\$30,000	\$30,000	\$30,000	\$0			
Community Development											
CDCP01	Portable Stage	N	\$0		\$10,000	\$10,000	\$0		0%	<div></div>	COMPLETED. Adjustment required
	Total		\$0		\$10,000	\$10,000	\$0	\$0			
Transport - Aerodromes											
APCP01	C/O BOR4 - St George General Aviation Project (\$1M over 3 years)	N	\$158,273	\$1,015,840	\$163,353	\$315,752	\$163,353		50%	<div></div>	\$1,000,000 grant funded + \$65,000 contribution. \$565,000 received LTD. Working with grants team to finalise milestone reporting.
	Total		\$158,273		\$163,353	\$315,752	\$163,353	\$0			
Disaster Management											
DMESCP01	SES Building Refurb	R	\$0		\$18,000	\$18,000	\$0		0%	<div></div>	Yet to commence.
LRCP03	QRA Betterment Project - Cubbie Road	U	\$43,159		\$1,462,446	\$1,706,543	\$1,399,015		3%	<div></div>	PoS was granted 01/09/22. Minimal progression with site inundation - construction has been halted.
	Co-Contribution to Betterment Funding	U	\$0		\$0	\$200,000			0%	<div></div>	5% contribution to each betterment project (some still in application phase). As per council minutes 21/7/2022.
QRRRF02	C/O Back-up Power Supply Generators	N	\$125,610	\$126,864	\$249,862	\$249,862	\$249,862		50%	<div></div>	\$251,150 grant funding + \$ \$40,000 contribution. \$115,345 received LTD. Generators to arrive early January and installation to follow.
	Total		\$168,770		\$1,730,308	\$2,174,405	\$1,648,877	\$0			
Parks and Recreation - Showgrounds											
SGCP03	Dirranbandi Polocrosse Viewing Area	N	\$0		\$26,000	\$26,000			0%	<div></div>	User groups and Council officers have removed portion of fence that will be replaced, contractor engaged to commence works ASAP.
SGCP04	St George Showgrounds - River Pump Relocation	R	\$575		\$50,000	\$50,000	\$0		1%	<div></div>	Works are underway.
DCP13	C/O St George Showgrounds remaining DCP funds	U	\$41,359	\$92,354	\$52,190	\$41,359	\$52,190		100%	<div></div>	Leftover funds from the Drought Communities \$1,000,000 grant funded program. \$900,000 received LTD. COMPLETED
	Total		\$41,934		\$128,190	\$117,359	\$52,190	\$0			
Parks and Recreation - Swimming Pool Facilities											
SPCP11	St George 50-meter pool lining	R	\$0		\$135,169	\$135,169	\$0		0%	<div></div>	Planning works over the next financial year, with additional funds to complete the projects in 23/24.
SPCP12	St George Aquatic Centre - Sodium Hypochlorite Bulk Storage	N	\$0		\$39,850	\$39,850	\$0		0%	<div></div>	Investigating new double bunded tank that eliminates the need to build in the current tank storage.
	Total		\$0		\$175,019	\$175,019	\$0	\$0			
Facilities - Cemeteries											
CEMCP01	St George - Cemetery Concrete Beams and Headblocks	U	\$13,636		\$45,000	\$75,000	\$0		18%	<div></div>	COMPLETED
	Total		\$13,636		\$45,000	\$75,000	\$0	\$0			

Work Order / Job	Project Description	Asset Type	YTD Actuals 31/12/2022	Multi Year Expenditure	2022/23 Original Budget	Budget Amendment	External Funding	Council Reserves	Budget v Actuals		Comments
									Project % Complete	Traffic Light	
Parks and Gardens - Footpaths & Kerbing											
PGCP19	Nindigully Footpath Culverts	N	\$853		\$30,000	\$30,000	\$0		3%	●	Tender awarded, works yet to commence.
PGCP20	Rowden Park St George Footpath	N	\$0		\$18,000	\$18,000			0%	●	Tender awarded, works yet to commence.
PGCP21	Bollon Footpath Replacement (Wallam Creek)	R	\$0		\$25,000	\$25,000	\$0		0%	●	To be complete with the new toilet block as one job.
	Total		\$853		\$73,000	\$73,000	\$0	\$0			
Parks and Recreation - Parks											
PGCP22	20ft Storage Container Mungindi	N	\$0		\$10,000	\$10,000	\$0		0%	●	COMPLETED - awaiting payments
PGCP23	Nursery Upgrades - St George WORC Camp	U	\$9,058		\$10,000	\$10,000	\$0		91%	●	Construction of extention is complete, work benches yet to be constructed/installed. Steel for benches and shelves has been ordered.
PGCP24	Shire Festive Lights	N	\$60,121		\$65,000	\$65,000	\$0		92%	●	COMPLETED
PGCP25	Walter Austin Park - Boundary Fence Replacement	R	\$0		\$20,000	\$20,000	\$0		0%	●	To be complete with the new toilet block as one job.
PGCP26	Hebel Playground - Safety Fence Upgrade	R	\$0		\$25,000	\$25,000	\$0		0%	●	Yet to commence - Chris to finalise and put on vendor panel.
PGCP09	C/O Cross Border Mungindi River Park LGGSP, DLGRMA & MDBEDP	U	\$190,639	\$772,385	\$167,320	\$167,320	\$167,320		114%	●	\$653,000 grant funding (3 different departments). + \$46,000 council contribution. Flooding again - Project almost complete, only gravel works and turfing remaining.
PGCP18	C/O MDBEDP3 St. George River Foreshore Beautification	N	\$93,053	\$722,147	\$406,861	\$370,906	\$406,861		25%	●	\$1,000,000 grant funded. \$900,000 has been received LTD. Safeway to install footings after Christmas/New Year break, boardwalk to be installed as soon as resources available. Budget change to match grant agreement.
PGCP27	Victoria Street Median Strips	U	\$0		\$50,000	\$0	\$0				Money re-directed to Victoria Street CBD Upgrades
TSCP01	C/O MDBEDP Round 2 Mungindi Sculpture River Walk	N	\$40,902	\$62,137	\$58,241	\$51,766	\$58,241		79%	●	\$68,000 grant funded + \$5,000 contribution. \$65,000 received LTD. COMPLETED
MDBDRR	C/O Dirranbandi Rail & River Precinct Stage 2	U	\$34,070	\$42,863	\$446,571	\$733,472	\$446,571		5%	●	\$742,814 grant funded. \$217,266 received LTD. Tender went to December Council Special Meeting, contract and letter of offer are being prepared.
PGCP15	C/O St George - Top Dress Rowden Park	R	\$8,485		\$38,472	\$38,472	\$0		22%	●	COMPLETED
MBRCP01	Mungindi Boat Ramp	N	\$0			\$300,000	\$300,000				Private Works engagement by MPSC - contributed asset.
	Total		\$436,328		\$1,297,465	\$1,791,936	\$1,378,993	\$0			
Works for Queensland Grant Funding											
	W4Q 2021-2024										
W4QCP02	C/O W4Q 21-24 Thallon town common	R	\$23,768	\$23,830	\$15,000	\$60,553	\$15,000		39%	●	\$149,000 multi year budget for town commons. COMPLETED.
W4QCP05	C/O W4Q 21-24 Hebel town common	R	\$0	\$18,538	\$22,000		\$22,000				\$149,000 multi year budget for town commons. 90% Complete. Asset protection yard still remaining.
W4QCP04	C/O W4Q 21-24 Mungindi Town Common Fence	R	\$0	\$25,394	\$3,912		\$3,912				\$149,000 multi year budget for town commons. Currently to wet to access. Will monitor and commence when able.
W4QCP06	C/O W4Q 21-24 Hebel Town Common Fence	R	\$0	\$0	\$45,000		\$45,000				\$149,000 multi year budget for town commons. Awaiting completion of other projects to determine costs available to complete project.
W4QCP07	W4Q 21-24 Housing Strategy	U	\$0	\$0	\$961,000	\$961,000	\$961,000		0%	●	\$961,000 multi year budget for housing strategy. Officers plan to put back out to tender 09/12/2022
	Total		\$23,768		\$1,046,912	\$1,021,553	\$1,046,912	\$0			

Work Order / Job	Project Description	Asset Type	YTD Actuals 31/12/2022	Multi Year Expenditure	2022/23 Original Budget	Budget Amendment	External Funding	Council Reserves	Budget v Actuals		Comments
									Project % Complete	Traffic Light	
Information Technology											
ITCP12	CES Copier	R	\$0		\$15,000	\$0	\$0				Budget transferred to CCTV carry over
	Total		\$0		\$15,000	\$0	\$0	\$0			
Waste Management											
WMCP05	Front Entry Fencing - Dirranbandi Landfill	N	\$0		\$10,000	\$10,000	\$0		0%	●	To be incorporated with oprational projects due for March 2023
WMCP04	Ground water monitoring - St George Landfill & Sewerage Treatment Plant	N	\$0		\$30,000	\$93,500	\$0		0%	●	Currently underway working with consultants
WMCP06	Concrete Waste Shredding - Stage 1 St George	N	\$0		\$50,000	\$50,000	\$0		0%	●	Tendor awarded to Burke Industries - scheduled for May/June 2023 following with a crush in the 23/24 FY
	Total		\$0		\$90,000	\$153,500	\$0	\$0			
Local Roads Community Infrastructure Grants											
	LRCI-Phase 2										
LRCIP30	C/O LRCI P2 Hebel Showground Canteen	U	\$177,127	\$277,120	\$79,148	\$79,148	\$79,148		224%	●	\$875,577 grant funded. Split across multiple projects. \$159,506.9 multi year budget for Hebel Showground. COMPLETED. Waiting for confirmation if overspend can be transferred to a later stage in the funding program.
TOP10	C/O LRCI P2 Mungindi One Tonne Post Refurb/Maint	U	\$0	\$21,320	\$16,555	\$0	\$16,555				\$875,577 grant funded. Split across multiple projects. \$20,000 multi year budget for One Tonne Post. COMPLETED LFY
LRCIP33	LRCIP P2 - Fibre & CCTV	N	\$30,450	\$533,132		\$38,000			80%		CES copier 15K orginal budget reallocated here. Ongoing works ton finalise.
	LRCI-Phase 3 - \$2,282,900 Grant Funded										
LRCIP301	LRCIP3 - Rowden Park Cricket Pitch	R	\$20,798		\$20,000	\$20,000	\$20,000		104%	●	COMPLETED
LRCIP302	LRCIP3 - Audio Visual Strategy - Cultural Centre	N	\$0		\$90,000	\$90,000	\$90,000		0%	●	Meeting with the supplier with a view to commence works in the coming weeks.
LRCIP303	LRCIP3 - Hebel Showgrounds - Shed/Canteen Upgrades	U	\$2,240		\$130,000	\$130,000	\$130,000		2%	●	COMPLETE - awaiting correspondence from department regarding expenditure eligibility, funds to be transferred to another project if required.
LRCIP304	LRCIP3 -Victoria Street - St George Upgrade	U	\$792		\$200,000	\$200,000	\$200,000		0%	●	Tender went to December Council Special Meeting, contract and letter of offer are being prepared.
LRCIP305	LRCIP3 - Rowden Park Basket Ball Court	N	\$0		\$80,000	\$115,000	\$80,000		0%	●	Design of basketball court confirmed, project to go to tender as one submission with fence. 35K contribution from council for fencing.
LRCIP306	LRCIP3 - Bollon Toilet Upgrade (Walter Austin Park)	U	\$0		\$342,000	\$342,000	\$342,000		0%	●	Designs approved by Council, quote received from Landmark, in review.
LRCIP307	LRCIP3 - Industrial Development - Roads	N	\$0		\$2,207,350	\$1,065,900	\$1,065,900		0%	●	Project has gone out to design.
LRCIP308	LRCIP3 - Shire Planting Program	N	\$20,060		\$100,000	\$100,000	\$100,000		20%	●	St George works complete, awaiting other towns to use allocation (some funds may be used for Victoria Street landscaping).
LRCIP309	LRCIP3 - Hebel Town Entry Signage, Pool Signage & Pool Fencing	N	\$0		\$135,000	\$135,000	\$135,000		0%	●	Awaiting approval of LRCIP3 funds.
LRCIP310	LRCIP3 - Thallon RV Camping grounds Master Plan	N	\$0		\$120,000	\$120,000	\$120,000		0%	●	Contractor engaged to complete electrical works including installation of additional mushroom heads, concrete works and shelter installation out on vendor panel closing 12/12/2022 (has been extended twice with no interest).
	Total		\$251,467		\$3,520,053	\$2,435,048	\$2,378,603	\$0			

Work Order / Job	Project Description	Asset Type	YTD Actuals 31/12/2022	Multi Year Expenditure	2022/23 Original Budget	Budget Amendment	External Funding	Council Reserves	Budget v Actuals		Comments
									Project % Complete	Traffic Light	
Plant and Equipment											
	C/O Plant Replacement & Renewal Program 21/22										
PECP19	Toyota Landcruiser 79 Series (replaces 3519)	R - PE	\$0		\$80,000	\$80,000	\$15,000		0%	<div></div>	Arrive in the New Year
PECP20	Isuzu Patching Truck (Replaces 5009)	R - PE	\$0		\$160,000	\$188,200		\$150,000	0%	<div></div>	Feb arrival - Budget increase from the 15/09/2022 council minutes
PECP21	Isuzu Tipper Truck (Replaces 5016)	R - PE	\$0		\$130,000	\$130,000	\$30,000		0%	<div></div>	Budget ammendment
PECP36	Toyota Hilux dual cab ute (Replaces 2504)	R - PE	\$49,499		\$64,500	\$49,499	\$15,000		100%	<div></div>	Arrived
PECP18	Toyota Hilux dual cab ute (Replaces 3518)	R - PE	\$48,442		\$64,500	\$48,442	\$15,000		100%	<div></div>	Arrived
PECP23	42" Zero-Turn Mower (Replaces 7514)	R - PE	\$0		\$8,500	\$8,500	\$500		0%	<div></div>	Arrived
PECP25	Toyota Hilux Tipper Tray (Replaces 3018)	R - PE	\$32,969		\$48,500	\$48,500	\$15,000		68%	<div></div>	Arrived
PECP29	BSC Fuel Management System	R - PE	\$0		\$50,000	\$50,000	\$0		0%	<div></div>	
PECP31	42" Husqvarna Mower - Bollon	R - PE	\$0		\$10,000	\$10,000	\$0		0%	<div></div>	Arrived
PECP32	42" Husqvarna Mower - Thallon	R - PE	\$0		\$10,000	\$10,000	\$0		0%	<div></div>	Arrived
PECP33	Tracked Dingo Digger with Trailer & Attachments	R - PE	\$81,480		\$90,000	\$81,480	\$0		100%	<div></div>	Arrived
PECP17	Toyota Prado GXL (Replaces 3516)	R - PE	\$51,818		\$67,500	\$51,818	\$15,000		100%	<div></div>	Arrived
PECP35	Installation of Vehicle Monitoring System	R - PE	\$12,285		\$150,000	\$150,000	\$0		8%	<div></div>	Ongoing
PECP24	Backhoe (replaces 216)	R - PE	\$191,000		\$191,000	\$191,000	\$20,000		100%	<div></div>	Arrived
PECP22	Water & Sewerage Truck 21/22 - was \$160K 5017	R - PE	\$0		\$160,000	\$215,000	\$30,000		0%	<div></div>	Feb arrival - Budget increase from the 15/09/2022 council minutes
PECP28	Plant & Fleet - Toyota Landcruiser 79 Series (4019) M545011	R-PE	\$0		\$80,000	\$80,000	\$15,000		0%	<div></div>	Jan arrival
PECP37	Skid Steer Loader & Road Profiler (Replaces 6502)	R - PE	\$0		\$200,000	\$200,000	\$0		0%	<div></div>	Arrive Feb/March
PECP38	Toyota Hilux Single Cab	R - PE	\$47,004		\$62,500	\$47,004	\$0		100%	<div></div>	Arrived

Work Order / Job	Project Description	Asset Type	YTD Actuals 31/12/2022	Multi Year Expenditure	2022/23 Original Budget	Budget Amendment	External Funding	Council Reserves	Budget v Actuals		Comments
									Project % Complete	Traffic Light	
	<b>Plant Replacement &amp; Renewal Program 22/23</b>										
PECP392	Isuzu NPR Tipping body truck (Replaces 5007)	R - PE	\$0		\$180,000	\$180,000	\$30,000		0%	●	On vendor panel
PECP393	Toyota Hilux dual cab ute (Replaces 2509)	R - PE	\$0		\$60,000	\$60,000	\$12,000		0%	●	On vendor panel
PECP394	Toyota Hilux dual cab ute (Replaces 2508)	R - PE	\$0		\$60,000	\$60,000	\$20,000		0%	●	On vendor panel
PECP395	Toyota Hilux dual cab ute (Replaces 2513)	R - PE	\$0		\$60,000	\$60,000	\$15,000		0%	●	On vendor panel
PECP396	Toyota Hilux dual cab ute (Replaces 3517)	R - PE	\$0		\$60,000	\$60,000	\$15,000		0%	●	On vendor panel
PECP397	Toyota Hilux dual cab ute (Replaces 4020)	R - PE	\$0		\$60,000	\$60,000	\$20,000		0%	●	On vendor panel
PECP398	Toyota Hilux dual cab ute (Replaces 4021)	R - PE	\$0		\$60,000	\$60,000	\$20,000		0%	●	On vendor panel
PECP399	Toyota Hilux dual cab ute (Replaces 4022)	R - PE	\$0		\$60,000	\$60,000	\$20,000		0%	●	On vendor panel
PECP3910	Toyota Hilux dual cab ute (Replaces 4023)	R - PE	\$0		\$60,000	\$60,000	\$22,000		0%	●	On vendor panel
PECP3911	Toyota Hilux dual cab ute (Replaces 4024)	R - PE	\$0		\$60,000	\$60,000	\$20,000		0%	●	On vendor panel
PECP3912	Toyota Hilux dual cab ute (Replaces 4018)	R - PE	\$0		\$60,000	\$60,000	\$20,000		0%	●	On vendor panel
PECP3913	Toyota Prado GXL (Replaces 1509)	R - PE	\$0		\$70,000	\$70,000	\$25,000		0%	●	On vendor panel
PECP3914	Replacement vehicle for 1712	R - PE	\$0		\$40,000	\$40,000	\$7,000		0%	●	On vendor panel
PECP3915	Backhoe (replaces 215)	R - PE	\$0		\$200,000	\$200,000	\$25,000		0%	●	On vendor panel
PECP3916	Set of Mobile traffic lights (Replaces 8006 & 8007)	R - PE	\$0		\$25,000	\$25,000	\$2,000		0%	●	On vendor panel
PECP3917	VMS Boards (Replaces 8019 & 8020)	R - PE	\$0		\$25,000	\$25,000	\$2,000		0%	●	On vendor panel
PECP3918	3D Grader	N	\$0		\$474,900	\$474,900			0%	●	Tender awarded
PECP3919	Smooth Drum Roller	N	\$0		\$205,800	\$205,800			0%	●	Tender awarded
PECP3920	Multi-Tyre Roller	N	\$0		\$187,600	\$187,600			0%	●	Tender awarded
PECP3921	Isuzu FRR 600 Dual Cab (Replaces 5008)	R - PE	\$0			\$191,000	\$30,000		0%	●	Carry over from 20/21 capital projects. (Picked up in 15/09/2022 council minutes). Arriving Feb.
	<b>Total</b>		<b>\$514,497</b>		<b>\$3,635,300</b>	<b>\$3,838,743</b>	<b>\$445,500</b>	<b>\$0</b>			



Work Order / Job	Project Description	Asset Type	YTD Actuals 31/12/2022	Multi Year Expenditure	2022/23 Original Budget	Budget Amendment	External Funding	Council Reserves	Budget v Actuals		Comments
									Project % Complete	Traffic Light	
Transport - Local Roads											
	RTR 22/23 Programme										
23RTR3010	Honeymah Lane Upgrade	R	\$0		\$141,449	\$141,449	\$141,449		0%	●	COMPLETED - awaiting payments
23RTR4003	Jakelwar-Goodooga Road Upgrade	R	\$0		\$640,000	\$640,000	\$640,000		0%	●	Works to be complete December
23RTR1032	Teelba Road - Bidgeel Creek Bridge	R	\$0		\$60,000	\$60,000	\$60,000		0%	●	Yet to commence.
23RTR3004	Cashel Vale Road	R	\$0		\$100,000	\$100,000	\$100,000		0%	●	Gravel delivered, awaiting works to commence
LRCP04	Town Street Resealing	R	\$0		\$200,000	\$200,000	\$200,000		0%	●	Commence in January
23RTR4004	Bollon-Mitchell Road Upgrade	U	\$0		\$287,500	\$287,500	\$230,000		0%	●	Commence in Feb/March
22RTR4003	C/O Jakelwar Goodooga Road	R	\$0	\$0	\$299,240	\$299,240	\$299,240		0%	●	Yet to commence.
MDBCBD3	C/O Victoria Street & CBD Upgrades	U	\$0	\$68,467	\$543,174	\$581,534	\$543,174		0%	●	\$600,000 grant funded. \$540,000 received LTD. Tender went to December Council Special Meeting, contract and letter of offer are being prepared. Budget transfer from PGCP27.
LRCP05	Drainage Kerb Replacement/Upgrade Main Street, Dirranbandi	U	\$0		\$100,000	\$100,000			0%	●	Chris Dixon to put on vendor panel once Rail and River works have been confirmed
LRCP02	C/O Rural Grading Water Points	N	\$0	\$0	\$100,000	\$100,000			0%	●	Underway
	Total		\$0		\$2,471,363	\$2,509,723	\$2,213,863	\$0			
Infrastructure - Housing											
CHCP500	66 Barlee Street - Concrete Driveway	U	\$0		\$13,500	\$13,500			0%	●	Tender awarded
CHCP801	19 Alfred Street - Concrete Driveway	U	\$0		\$43,000	\$43,000			0%	●	Contractor engaged - works commnced awaiting installation.
CHCP900	C/O Housing Condition Report Implementation	N	\$35,584	\$35,584	\$258,400	\$258,400			14%	●	Awarded tender declined, another contractor has been engaged.
	Total		\$35,584		\$314,900	\$314,900	\$0	\$0			
Infrastructure - Waste Water											
SSCP09	St George Sewer Relining Stage 01	R	\$0		\$250,000	\$250,000		\$250,000	0%	●	Preparing documents and specifications to go on VendorPanel
SSCP10	St George Sewer Replacement - Bowen and Alfred Streets	R	\$52,509		\$78,000	\$78,000		\$78,000	67%	●	Planning underway, concerns about suitably qualified contractors and budget.
SSCP11	Design of Dirranbandi Retard Basin Pump	N	\$13,314		\$30,000	\$30,000		\$30,000	44%	●	Design complete - in review
SSCP05	C/O Bollon Sewerage Treatment Plant & Rising Main	R	\$2,576	\$25,760	\$37,544	\$37,544			7%	●	Yet to commence.
SSCP06	C/O Dirranbandi - WTP Sludge Pond/Water Treatment	U	\$0	\$0	\$30,000	\$30,000			0%	●	Yet to commence.
SSCP07	C/O Sewerage Pipeline extention - Charles Street Dirranbandi to WTP	N	\$0	\$0	\$30,000	\$30,000			0%	●	Yet to commence.
SSCP08	C/O WTP Switchboard Upgrade Dirranbandi	U	\$0	\$0	\$90,000	\$90,000			0%	●	Yet to commence.
	Total		\$68,399		\$545,544	\$545,544	\$0	\$358,000			
Infrastructure - Stormwater											
SWCP01	Dirranbandi Stormwater	U	\$6,862		\$100,000	\$100,000			7%	●	Glen Lyon's has completed the surveying - reports have been received - Meeting with Andrew, Glen, Rohan and Chris to discuss options.
SWCP02	C/O Mungindi Stormwater Drainage	U	\$16,262	\$16,262	\$20,000	\$20,000			81%	●	COMPLETED
SWCP03	Drainage Plans - Mungindi and St George	U	\$0		\$360,000	\$360,000	\$250,000		0%	●	Yet to commence.
	Total		\$23,125		\$480,000	\$480,000	\$250,000	\$0			

Work Order / Job	Project Description	Asset Type	YTD Actuals 31/12/2022	Multi Year Expenditure	2022/23 Original Budget	Budget Amendment	External Funding	Council Reserves	Budget v Actuals		Comments
									Project % Complete	Traffic Light	
Infrastructure - TIDS											
23TIDS4002	23TIDS - Bollon-Dirranbandi Road	R	\$0		\$179,000	\$179,000	\$89,500		0%	●	Planning for January start - pending weather.
23TIDS4001	23TIDS - Noondoo-Thallon Road	R	\$0		\$320,000	\$320,000	\$160,000		0%	●	Waiting for availability with seal contractor. Planning for Jan - weather dependant.
TIDS101323	23TIDS - Noondoo-Mungindi Road	R	\$391,778		\$381,000	\$381,000	\$190,500		103%	●	COMPLETED
23TIDS1042	23TIDS - Whyenbah Road	U	\$0		\$1,200,000	\$265,000	\$132,500		0%	●	Reallocation of \$935K to Jakelwar Goodooga - Design for still Whyenbah to be completed.
23TIDS4003	23 TIDS - Jakelwar Goodooga		\$0			\$935,000	\$467,500		0%	●	Budget transfer from Whyenbah TIDS 23.
	Total		\$391,778		\$2,080,000	\$2,080,000	\$572,500	\$0			
Infrastructure - Depots											
WDCP08	Thallon - Concrete Pathway Office to Shed	N	\$0		\$12,000	\$12,000			0%	●	Yet to commence.
WDCP09	Thallon Office and IT/CCTV Room Refurb	R	\$0		\$65,000	\$65,000			0%	●	Yet to commence.
WDCP10	Stage 4 - Depot Detailed Design	N	\$0		\$150,000	\$150,000			0%	●	Detailed design in review
WDCP11	Dirranbandi Office Upgrade	U	\$0		\$75,000	\$75,000			0%	●	Yet to commence.
	Total		\$0		\$302,000	\$302,000	\$0	\$0			
Infrastructure - Water											
WSCP17	Mungindi Water Security	N	\$14,843		\$1,674,852	\$1,674,852	\$1,256,139	\$418,713	1%	●	Protera engaged to project manage, awaiting signed project agreement.
WSCP21	St George River Main Replacement	R	\$0		\$620,000	\$620,000	\$440,200	\$179,800	0%	●	Yet to commence.
WSCP22	Victoria Street Water Main Replacement (CBD) - Stage 01	R	\$38,560		\$421,970	\$421,970	\$0	\$421,970	9%	●	Tender went to December Council Special Meeting, contract and letter of offer are being prepared.
WSCP23	Balonne Water Security and Cooling Plan	U	\$0		\$300,000	\$300,000	\$300,000		0%	●	Awaiting project plan to be approved.
WSCP20	C/O Dirranbandi Railway Street - Water Main Replacement	R	\$0	\$0	\$100,000	\$100,000	\$0	\$100,000	0%	●	Yet to commence.
	Total		\$53,403		\$3,116,822	\$3,116,822	\$1,996,339	\$1,120,483			
	GRAND TOTAL		\$2,181,814		\$21,284,229	\$21,574,304	\$12,177,130	\$1,478,483			
YTD Spend			10%								

OPERATIONAL PROJECTS 2022/2023									
Work Order / Job	Description	YTD Actuals 31/12/2022	Multi Year Expenditure	2022/2023 Original Budget	Budget Amendment	External Funding	Budget v Actuals Project % Complete	Budget v Actuals TRAFFIC LIGHTS	Comments
<b>Media and Communications</b>									
MCOP03	Marketing	\$0		\$10,000	\$10,000	\$0	0%	●	Media and Comms
	<b>Total</b>	<b>\$0</b>		<b>\$10,000</b>	<b>\$10,000</b>	<b>\$0</b>			
<b>Executive Administration</b>									
EXOP02	Special Projects	\$0		\$40,000	\$40,000	\$0	0%	●	This sum is scheduled to be utilised for the purchase of land for the aerodrome expansion that is still in progress.
	<b>Total</b>	<b>\$0</b>		<b>\$40,000</b>	<b>\$40,000</b>	<b>\$0</b>			
<b>Disaster Management</b>									
DROP06	DRFA Trigger Point	\$0		\$50,000	\$50,000	\$0	0%	●	Expected to be utilised if Feb/March if activated.
QRRF01	C/O BALSC.0013.1920M.QRF- Balonne River Height Monitoring Project	\$185,088	\$614,966	\$195,958	\$195,958	\$195,958	94%	●	\$528,000 grants funded + \$88,5452 contributions. \$246,952 received LTD. Project delayed Weather/Flooding. Final invoice awaiting payment.
FDR19	C/O BalSC.0024.1920K.REC Minnum RD	\$0	\$165,061	\$742,000	\$742,000	\$742,000	0%	●	Contractor engaged, culverts have arrived, awaiting water to recede before works commence.
FDR23	Bollon Dirranbandi Road 4002 CN-202101	\$7,254			\$456,197		2%	●	PoS was granted 01/09/22. Minimal progression with site inundation - construction has been halted.
PDOP04	Balonne Flood Mapping & Modelling	\$0		\$90,250	\$90,250	\$90,250	0%	●	Going out to market for EOI this week starting 9th of Jan
	<b>Total</b>	<b>\$192,341</b>		<b>\$1,078,208</b>	<b>\$1,534,405</b>	<b>\$1,028,208</b>			
<b>Communities - Library</b>									
LB700	First 5 Forever	\$0		\$5,655	\$5,655	\$5,655	0%	●	No expenditure as yet - Recent special days - Mickey Mouse's 94th birthday; Gingerbread Day. Working with Stacy re procurement of F5F branded items as approved by State Library.
LBOP01	Library Hub Finalisation	\$20,340		\$65,000	\$65,000	\$0	31%	●	Nearing completion - still in discussion with external contractors
	<b>Total</b>	<b>\$20,340</b>		<b>\$70,655</b>	<b>\$70,655</b>	<b>\$5,655</b>			
<b>Communities - Community Development</b>									
CDOP20	Balonne Young Leaders Bursary	\$0		\$9,500	\$9,500	\$9,500	0%	●	Working to tie in with the Youth Summit to be discussed with council
LB707	C/O Celebrating Multicultural Queensland Program - Regional Partnerships	\$16,361	\$162,401	\$116,200	\$122,042	\$50,000	13%	●	\$300,000 grant funded. \$290,000 received LTD. Recruitment process nearly finalised.
ARTOP1	RADF	\$12,408		\$40,000	\$40,000	\$10,150	31%	●	Next round opened Jan - on track for next round in April
CDOP25	Localised Mental Health	\$144		\$69,457	\$69,457	\$69,457	0%	●	Resilience program in progress with care Balonne.
DROP07	Community Recovery & Resilience Officer	\$7,785			\$150,000	\$250,000	5%	●	
	<b>Total</b>	<b>\$28,913</b>		<b>\$235,157</b>	<b>\$390,999</b>	<b>\$389,107</b>			

Work Order / Job	Description	YTD Actuals 31/12/2022	Multi Year Expenditure	2022/2023 Original Budget	Budget Amendment	External Funding	Budget v Actuals Project % Complete	Budget v Actuals TRAFFIC LIGHTS	Comments
<b>Communities - Visitor Information Services</b>									
VICOP04	Visitor Information Centre Upgrade	\$173		\$10,000	\$10,000	\$0	2%	●	New shelving has been installed. Awaiting painter availability - hoping to be scheduled before peak period. 10/01/2023
	<b>Total</b>	<b>\$173</b>		<b>\$10,000</b>	<b>\$10,000</b>	<b>\$0</b>			
<b>Communities - Tourism Services</b>									
TOP01	Tourism & Events Donations	\$15,759		\$63,000	\$63,000	\$0	25%	●	Reporting going to Jan meeting - approved three grants prior to Christmas one held over to Jan meeting. Next round opens March.
TOP02	Shire Tourism Marketing	\$10,759		\$28,100	\$28,100	\$0	38%	●	Working on new marketing campaign - to start end of March incorporating with the New travelers guide.
TOP04	Shire Town Maps	\$0		\$5,500	\$5,500	\$0	0%	●	At the publishers.
TOP05	Tourism Signage	\$0		\$20,000	\$20,000	\$0	0%	●	Two going to the next progress association meetings - signage contractors on break.
TOP06	Shire Tourism Brochure	\$5,626		\$28,000	\$28,000	\$0	20%	●	Finalising advertiing for guide on schedule to launch end of March
TOP09	Welcome Mate Campaign	\$1,055		\$15,500	\$15,500	\$0	7%	●	Current promotion wraped up end of October moving into new campaign for 2023 launching end of March 2023
TOP11	Experience Packaging Program	\$0		\$3,500	\$3,500	\$0	0%	●	Organising next consultant visit for second part of program Feb/March
	<b>Total</b>	<b>\$33,199</b>		<b>\$163,600</b>	<b>\$163,600</b>	<b>\$0</b>			

Work Order / Job	Description	YTD Actuals 31/12/2022	Multi Year Expenditure	2022/2023 Original Budget	Budget Amendment	External Funding	Budget v Actuals Project % Complete	Budget v Actuals TRAFFIC LIGHTS	Comments
<b>Finance And Corp Services</b>									
FCSOP02	Asset Valuations	\$0		\$40,000	\$40,000	\$0	0%	●	Engaged consultants - Waste Water and Water Supply asset revaluations to be undertaken March 2023
	<b>Total</b>	<b>\$0</b>		<b>\$40,000</b>	<b>\$40,000</b>	<b>\$0</b>			
<b>Information Technology</b>									
ITOP03	Telephone System - Head sets	\$0		\$2,000	\$2,000	\$0	0%	●	
ITOP06	Replacement 15 PCs	\$18,519		\$40,000	\$40,000	\$0	46%	●	10 received.
ITOP09	Replacement 5 Mobile phones	\$451		\$5,000	\$5,000	\$0	9%	●	Phones x 3 have been ordered.
ITOP11	5 x Tablets Across the organisation	\$0		\$5,000	\$5,000	\$0	0%	●	
	<b>Total</b>	<b>\$18,970</b>		<b>\$52,000</b>	<b>\$52,000</b>	<b>\$0</b>			
<b>Health &amp; Natural Environment</b>									
NEOP06	C/O Amendment to Local Laws	\$6,902	\$32,112	\$10,000	\$10,000	\$0	69%	●	COMPLETED - six months education to follow
	<b>Total</b>	<b>\$6,902</b>		<b>\$10,000</b>	<b>\$10,000</b>	<b>\$0</b>			
<b>Waste Management</b>									
WMOP9	Illegal Litter Signage	\$4,710		\$7,000	\$7,000	\$7,000	67%	●	COMPLETED - final report sent
NEOP09	C/O Waste Minimisation Officer - 8 months	\$45,388	\$64,973	\$50,000	\$70,415	\$50,000	64%	●	\$90,000 grant funded + \$41,000 contributions. \$113,000 received LTD. Continuing
WMOP12	Dirranbandi - Installation of New Trench, Signage & Litter Fencing	\$0		\$15,000	\$15,000	\$0	0%	●	Scheduled 2023.
WMOP13	Hebel - Installation of New Trench	\$0		\$5,000	\$5,000	\$0	0%	●	COMPLETED - invoice to follow
WMOP14	Thallon - Installation of New Trench	\$6,591		\$5,000	\$5,000	\$0	132%	●	Old one compacted new one still due end of 2023 FY
WMOP15	Environcom survey on waste streams	\$0		\$5,000	\$5,000	\$0	0%	●	Tender in draft.
WMOP16	Environcom community engagement education program	\$0		\$2,000	\$2,000	\$0	0%	●	Tender in draft.
WMOP10	Extend & Install Rear Fence - Hebel Landfill	\$0		\$8,000	\$8,000	\$0	0%	●	Project on hold. Meeting in Feb to look at options
WMOP11	Supply & Install safety guard measures to all Landfills	\$0		\$15,000	\$15,000	\$0	0%	●	Reviewed for 2023
	<b>Total</b>	<b>\$56,688</b>		<b>\$112,000</b>	<b>\$132,415</b>	<b>\$57,000</b>			

Work Order / Job	Description	YTD Actuals 31/12/2022	Multi Year Expenditure	2022/2023 Original Budget	Budget Amendment	External Funding	Budget v Actuals Project % Complete	Budget v Actuals TRAFFIC LIGHTS	Comments
Rural Lands - Operational Projects									
	Stock Routes								
RS114	Boombah 2 - Water Facility desilting & batter restoration	\$0		\$12,000	\$12,000	\$12,000	0%	●	Works to proceed awaiting contractor availability. Commence Feb 23.
RS115	Boombah 3 - Water Facility desilting & Batter restoration	\$0		\$12,000	\$12,000	\$12,000	0%	●	Works to proceed awaiting contractor availability. Commence Feb 23.
RS106	Buffel Park - Refurb of tank foundation & replacement of protection yard	\$0		\$19,500	\$0	\$19,500			Withdrawn. Dept advised.
RS109	Eaglehawk - Refurb of tank foundation & replacement of protection yard	\$0		\$23,500	\$0	\$23,500			Withdrawn. Dept advised.
RS116	Wodonga - Refurbishment of night yard	\$0		\$5,000	\$5,000	\$5,000	0%	●	Works to proceed awaiting contractor availability. Commence Feb 23
RS110	Diamond Tank - Water Facility desilting & batter restoration	\$0		\$12,000	\$0	\$12,000			Withdrawn due to being inundated. Dept advised.
RS117	Bindle - Refurbishment of tank foundation	\$0		\$12,000	\$12,000	\$12,000	0%	●	Works to proceed awaiting contractor availability.
23TMRSE5	DTMR (RMPC) - Element 5 - Invasive Species	\$283		\$70,000	\$70,000	\$70,000	0%	●	Approval Letter received awaiting compilation of job numbers from payroll. Start Feb 23.
23TMRSE6	DTMR (RMPC) - Element 6 - Fire Hazardous Reduction	\$0		\$25,000	\$25,000	\$25,000	0%	●	Approval Letter received awaiting compilation of job numbers from payroll. Start Feb 23.
RS118	Urban Animal Management Special Charge	\$0		\$30,000	\$30,000	\$30,000	0%	●	Part-time Local Lows Officer to be hired.
RS119	1080 baiting refrigeration unit refurbishment	\$17,337		\$15,000	\$15,000		116%	●	COMPLETED
RS113	C/O APAWCS - Cultural Burning Weed Management	\$115,464	\$180,420	\$566,000	\$679,781	\$566,000	17%	●	\$744,746 grant funded + \$312,000 contributions. \$562,000 received LTD. Underway Milestone 1 Completed 1.9.2022. Preparing for Milestone 2 to be completed by March 2023. Grant extension has been approved (June 2024). Work Activity and Budget to be revisited. Funding body has pre-approved an extension to the grants timeline to June 2024.
RS120	C/O Dirran Common Boundary Fence	\$0		\$20,994	\$20,994		0%	●	Inundated start date unknown.
	Feral Animal Management Levy								
WDP701	Wild Dog Retainer	\$411		\$130,324	\$130,324	\$130,324	29%	●	Low uptake to WDAC to advise. Could consider direct enagement for strategic areas.
WDP700	Wild Dog Bounty	\$1,730							Low uptake WDAC to advise.
WDPOP5	Wild Dog Baiting	\$35,104							October campaign proceeding under pulse baiting methodology due to wet. Will be finalised by end November.
WDPOP01	Rural Services Officer Wages	\$0							To be allocated.
	Total	\$170,329		\$953,318	\$1,012,099	\$917,324			
Infrastructure - Transport Local Roads									
TMR01	C/O 36A Balonne Highway (Ch. 2.320 - 2.740 km) Heavy Vehicle Breakdown Pad - CN15708	\$1,172,127	\$1,739,742	\$1,394,591	\$1,394,591	\$1,394,591	84%	●	Most works complete asphalt and linemarking to be complete January.
TMR02	C/O 24A Carnavan Highway - Noondoo Thallon RD Intersection Upgrade	\$300,268	\$900,797	\$836,765	\$836,765	\$836,765	36%	●	Culverts to be installed, asphalt and linemarking to be complete.
TMR05	CN-16886 - 36A Balonne Highway Pavement Rehabilitation Ch 64.980km - Ch 69.735km	\$0		\$3,504,974	\$3,504,974	\$3,504,974	0%	●	Planning to commence Feb.
QLDH01	47545087 - Mungindi Hospital Bitumen Reseal	\$49,288			\$124,025	\$124,025	40%	●	Private works to QLD Health.
LROP05	C/O Master Plan - Victoria & Henry Street Detail Design	\$0	\$55,063	\$41,937	\$41,937		0%	●	Master Plan/Street Design is complete and adopted, remaining funds are to be used for implementation.
	Total	\$1,521,683		\$5,778,267	\$5,902,292	\$5,860,355			

Work Order / Job	Description	YTD Actuals 31/12/2022	Multi Year Expenditure	2022/2023 Original Budget	Budget Amendment	External Funding	Budget v Actuals Project % Complete	Budget v Actuals TRAFFIC LIGHTS	Comments
<b>Infrastructure - Administration</b>									
IAOP07	Project Governance Framework	\$0		\$100,000	\$100,000		0%	●	
IAOP08	C/O Thallon Master plan	\$8,000	\$8,000	\$35,000	\$35,000		23%	●	Initial consultation complete, architect to visit around 14 December to begin early drawings and concepts ideas. Next consultation booked for February.
PGOP19	C/O Hebel Town Masterplan	\$8,000	\$8,000	\$35,000	\$35,000		23%	●	Initial consultation complete, architect to visit around 14 December to begin early drawings and concepts ideas. Next consultation booked for February.
IAOP09	Bollon Civic Centre - Ladies Amentities	\$0		\$10,000	\$10,000		0%	●	Yet to commence.
	<b>Total</b>	<b>\$16,000</b>		<b>\$180,000</b>	<b>\$180,000</b>	<b>\$0</b>			
<b>Infrastructure - Parks and Gardens</b>									
PGOP20	C/O St George Cemetery Expansion Plan	\$0	\$0	\$35,000	\$35,000		0%	●	Budget has been ammended to \$75k. Onsite meeting with contractor and other stakeholders to be held before the end of year (pending Mayor availability).
PGOP21	Playground Compliance Works	\$34,723		\$35,000	\$35,000		99%	●	COMPLETED.
PGOP22	Thallon Community Hub Signage	\$0		\$2,500	\$2,500		0%	●	Finalising design of sign with the TPA, will order as soon as design is confirmed.
PGOP23	Bush Gardens St George	\$252		\$20,500	\$20,500		1%	●	Quotes received, signage designed expected to be complete in January.
QFIPCP01	Thallon Campgrounds Improvements	\$59,812		\$100,000	\$100,000	\$100,000	60%	●	Contractor engaged to complete electrical works including installation of additional mushroom heads, concrete works and shelter installation work has been awarded and due to comence when electrical works is complete around February.
QFIPCP02	Beardmore Dam Facilities Improvement	\$0		\$100,000	\$100,000	\$100,000	0%	●	Project plan being reviewed internally and with Sunwater, final agreement yet to be signed by sunwater, negotiating final arrangements such as water allocation for new irrigated areas (Sunwater to allow use of their allocation).
W4QCP08	W4Q 21-24 Beardmore Dam Upgrades	\$0		\$70,000	\$70,000	\$70,000	0%	●	<b>\$70,000 multi year budget.</b> Project plan being reviewed internally and with Sunwater, final agreement yet to be signed by sunwater, negotiating final arrangements such as water allocation for new irrigated areas (Sunwater to allow use of their allocation).
	<b>Total</b>	<b>\$94,787</b>		<b>\$363,000</b>	<b>\$363,000</b>	<b>\$270,000</b>			

Work Order / Job	Description	YTD Actuals 31/12/2022	Multi Year Expenditure	2022/2023 Original Budget	Budget Amendment	External Funding	Budget v Actuals Project % Complete	Budget v Actuals TRAFFIC LIGHTS	Comments
<b>Economic Development</b>									
MDBEDP3	C/O MDB EDP 3 Balonne Business Improvement Scheme	\$223,057	\$291,770	\$959,881	\$931,287	\$959,881	24%	●	Project Manager (PM) update received 22/12/22. Seven projects completed and a further nine nearing. Agreement for energy efficiency expecting to be executed week of 9 January for late January start – delays scope confirmations and Ergon. In discussion with contractor – visual improvements (Stream 1 - 16 projects) and January agreement. May have budget challenges- materials. Follow up enquires (energy efficiency). From PM, projects on track for completion late April 2023.
EDOP10	C/O MDB EDP 3 Business Mentoring	\$240,921	\$334,514	\$267,671	\$232,958	\$267,671	103%	●	Project completed and final report submitted 23/12/22 – department satisfied. 6k over budget. Audit in January, financial summary, and declaration to acquit final milestone with \$32k in funds outstanding. (Funds in Feb 2023)
EXOP03	Workforce Development Officer	\$13,427			\$88,800	\$111,060	15%	●	<b>\$158,800 grant funded. \$111,060 received YTD.</b> Officer commenced 5 December. Meetings: various key stakeholders, two investment groups – workforce requirements, draft online survey – stakeholder needs/challenges, comms for February 2023 Balonne Bulletin, steering committee (2 pointed, 9 EOIs), updates to department (10th of each month), delivering on action plan (workshops, famil visit (migration), Career and Jobs Expo, jobs and career pathways)
	<b>Total</b>	<b>\$463,978</b>		<b>\$1,227,552</b>	<b>\$1,253,045</b>	<b>\$1,338,612</b>			
	<b>Grand Total</b>	<b>\$2,624,305</b>		<b>\$10,323,757</b>	<b>\$11,164,509</b>	<b>\$9,866,261</b>			
	<b>YTD Spend</b>	<b>24%</b>							



## (IIFS) INFRASTRUCTURE SERVICES

ITEM	TITLE	SUB HEADING	PAGE
IIFS1	<b><u>DRFA MONTHLY STATUS REPORT – DECEMBER 2022</u></b>	This Report provides the disaster Recovery Funding Arrangements Progress Report – December 2022	228
IIFS2	<b><u>DEPARTMENT OF INFRASTRUCTURE SERVICE'S MONTHLY REPORT</u></b>	From the Department of Infrastructure Services - reporting for the month of December 2022.	267

## OFFICER REPORT

TO: Council

SUBJECT: DRFA Monthly Status Report – December 2022

DATE: 09.01.23

AGENDA REF: IIFS1

AUTHOR: Samuel Frumpui - Manager Transport and Drainage

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### Sub-Heading

This Report provides the disaster Recovery Funding Arrangements Progress Report – December 2022

### Background

Council have been activated for multiple disaster events. This report details the progress of the submissions, procurement, and delivery of these events from programme managers Lonergan Project Services.

The progress report is attached to this report.

### Attachments

1. BalSC DRFA December Status Report.pdf [↓](#)

Paul OConnor

**Acting Infrastructure Director**



# **Program Monthly Report December 2022**

**Disaster Recovery Funding Arrangements  
2020, 2021 & 2022 Flood Events**



#### Revision History

Revision No.	Date	Prepared By	Reviewed By	Approved for Issue By
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## 1. Introduction

### 1.1 General

This report provides an update on the Balonne Shire Council (BalSC) Disaster Recovery program for the following events:

- 2020 DRFA February Event
- 2021 DRFA March Event
- 2021 DRFA November Event
- 2022 DRFA February Event
- 2022 DRFA May Event
- 2022 DRFA October Event

The reporting period for this report is December 31 2022.

It is supplementary to any reporting required by the Disaster Recovery Funding Arrangements (DRFA) and is principally used to document and ensure good BalSC program management of the recovery program.

### 1.2 Definitions

CDO – Counter Disaster Operations

DRFA – Disaster Recovery Funding Arrangements

EW – Emergency Works

IRW – Immediate Reconstruction Works for essential public assets

LGA – Local Government Area

MARS – Management and Reporting System

BalSC – Balonne Shire Council

QDFG – Queensland Disaster Funding Guidelines

QRA – Queensland Reconstruction Authority

REPA – Reconstruction of Essential Public Assets

## 2. Background to the Disaster Recovery Funding Arrangements

The Disaster Recovery Funding Arrangements (DRFA) is a joint funding initiative of the Australian and state governments to provide disaster relief and recovery payments and infrastructure restoration to help communities recover from the effects of natural disasters and terrorist acts. In Queensland, this program is managed on a whole-of-government basis by the Queensland Reconstruction Authority (QRA). Activation of the DRFA allows for eligible expenditure to be reimbursed by QRA to activated local governments. This is done in compliance with the:

- Disaster Recovery Funding Arrangements (DRFA) 2018, and
- Queensland Disaster Funding Guidelines (QDFG) 2021.

The DRFA can be activated when the event meets the definition of an eligible disaster. The DRFA have been activated for all the listed events.

BalSC is eligible to apply to the Queensland Reconstruction Authority (QRA) for four funding relief measures in the event of activation when the event meets the definition of an eligible disaster:

- Counter Disaster Operations (CDO)
- Emergency Works for essential public assets (EW)
- Immediate Reconstruction Works for essential public assets (IRW)
- Reconstruction of essential public assets (REPA)

The BalSC as the applicant for DRFA is responsible for compliance with all associated DRFA criteria and guidelines for the submission of claims as detailed on the QRA website at the following links:

[Disaster Recovery Funding Arrangements \(DRFA\) | Queensland Reconstruction Authority \(qra.qld.gov.au\)](https://qra.qld.gov.au/disaster-recovery-funding-arrangements)

[Queensland Disaster Funding Guidelines \(QDFG\) 2021 | Queensland Reconstruction Authority \(qra.qld.gov.au\)](https://qra.qld.gov.au/queensland-disaster-funding-guidelines)

The [DRFA Tool Box](#) also has a number of fact sheets that may also assist in making applications.

In particular, the QRA [Treatment Guide](#) provides a common set of treatments for the scoping of road reconstruction works following damage by natural disasters which the BalSC should ensure is used in the scoping of works and subsequent application for funding.

### 3. Scope & Progress Summary

The flood event recovery scope of works that BalSC is undertaken which are funded under the DRFA are as follows:

#### 3.1 Emergency Works for essential public assets (EW)

##### 3.1.1 Scope:

EW are temporary works undertaken by local government and state agencies to:

- urgently repair eligible essential public assets impacted by an eligible disaster.
- enable essential public assets to operate or be operated at a reasonable level of efficiency.
- enable assets to support the immediate recovery of the community after an eligible disaster.

Activities undertaken by the BalSC for this program may include:

- Desilting or debris removal operations.



- Light formation grading
- Filling of major scours with local fill.

Section 9.3 of the QDFG provides full details for funding arrangements for EW activities.

### **3.1.2 Progress Summary:**

The following emergency works submissions approved by QRA:

- BalSC.0037.2122B.EWK Dec 21 Emergency Works - \$82,193.52 (no deductions)
- BalSC.0038.2122B.EWK Feb-April 22 Emergency Works - \$30,927.50 (no deductions)
- BalSC.0041.2122K.EWK May 22 Emergency Works - \$246,236.54 (no deductions)

Emergency works for the October 2022 Event is currently underway. See schedule 5 for scope and delivery progress.

## **3.2 Counter Disaster (CDO)**

### **3.2.1 Scope:**

CDO are activities undertaken by the local government and state agencies to protect and assist individuals or the general public with the intent to reduce personal hardship and distress.

Activities undertaken by the BalSC for this program may include:

- Fogging and pest eradication (vector control) following flooding events
- Covering and then subsequently removing material from leaking penstocks
- Maintaining integrity and reviewing performance of levees during floods

### **3.2.2 Progress Summary:**

The following CDO submissions have been approved by QRA:

- BalSC.0036.2122H.CDO March 2022 CDO - \$53,508.20 (no deductions)

LPS are aware of CDO expenditure relating to the 2022 DRFA October event are submission will be created for these expenses in January.

## **3.3 Reconstruction of essential public assets (REPA)**

### **3.3.1 Scope:**

REPA refers to the permanent reconstruction works for an essential public asset that has been directly damaged by an eligible disaster. An essential public asset directly damaged by an eligible

disaster, or a re-damaged essential public asset may be reconstructed to its pre-disaster function.

Section 9.5 of the QDFG provides full details for funding arrangements for REPA activities.

### **3.3.2 Progress Summary:**

#### **Construction 2021 Program**

BalSC.0026.2021L.REC CN202101 – Cubbie & Bollon Dirranbandi Reconstruction –Possession of Site (PoS) was granted on the 1/9/22 and construction has commenced. Minimal progress occurred prior to site inundation and construction works were halted. Construction is expected to recommence in January.

BalSC.0024.1920K.REC CNMN21 – Minnum Road Culvert Works –PoS was granted on the 7/9/22, construction has yet to commence due to inundation of site. Construction is expected to commence in January.

### **3.3.3 Acquittals: 2020 Program**

The following submissions have been submitted for Close out and are awaiting an outcome:

- BalSC.0008.1920K.REC
- BalSC.0016.1920K.REC
- BalSC.0017.1920K.REC

All submissions which have been delivered have been lodged to QRA for acquittal.

### **3.3 Betterment Applications**

The submission for the Mungindi Penstocks betterment was lodged on the 6/9/22 and is currently being reviewed by QRA.

Jakelwar-Goodooga North & South, Cubbie and Whyenbah Road betterment was lodged on the 30/9/22 and is currently being reviewed by QRA.

### **3.4 Exceptional Circumstances Funding**

#### **3.4.1 2021-2022 DRFA Flood Risk Management Work Package 3**

Queensland Councils to apply for funding as part of the 2022 Floodplain Risk Management Program (FRMP) - Work Package 3, jointly funded (50:50) by the Queensland and Australian governments under Category D of the DRFA.

A total of \$20 million has been allocated to WP3, of which \$15.25 million will be managed through a grants application process. WP3 includes the following broad categories of projects:

- Flood studies including data collection
- Flood risk management studies and plans

- Flood warning intelligence systems and plans

LPS have submitted an application in conjunction with BalSC under the FRMP – Work Package 3. The following projects were identified as part of the application:

- St George Integrated Stormwater and Flood Risk Management Plan & Study
- Mungindi & Thallon Integrated Stormwater and Flood Risk Management Plan & Study
- Dirranbandi Integrated Stormwater and Flood Risk Management Plan & Study
- Bollon Integrated Stormwater and Flood Risk Management Plan & Study
- Hebel Integrated Stormwater and Flood Risk Management Plan & Study
- Updates To Hydraulic Models
- Bollon Cemetery Flood Mitigation Levee
- Flood Intelligence Dashboard (Basic)

#### **3.4.2 Community and Recreational Assets Recovery and Resilience Program**

The Community and Recreational Asset Recovery and Resilience Program aims to support clean up and repair, and where economical, improve the resilience of community and recreational assets damaged as a direct result of recent severe flooding events. The program is jointly funded (50:50) by the Queensland and Australian Governments under Category C of the DRFA. \$105 million is being made available for State agencies and local governments.

An EOI has been submitted and approved by BalSC for the project culvert and roadway restoration Barwon River Park. The application for the works was submitted to QRA on the 13/12/22. The Bollon Cemetery levee project was also submitted for funding as part of this application.

#### **3.4.3 Local Recovery and Resilience Grants**

The Local Recovery and Resilience Grants provide \$1 million capped grant allocations to assist councils that have been severely impacted by eligible extraordinary disaster events in 2021-22. The purpose of the grants program is to assist eligible councils in delivering activities and projects that:

- address the emerging relief and recovery needs within the community following the onset of the eligible extraordinary event, and
- contribute to building disaster resilience and reducing the impact of future events.

Project plans are to be submitted to QRA by 30 March 2023, LPS are to assist with this process. Current projects which have been discussed with council are:

- Bollon cemetery levee
- Soft infrastructure such training and education programs
- Funding unsuccessful betterment projects
- Jakelwar-Goodooga Road North infrastructure projects
- Honeymah Lane improvements.

## 4. Schedule

### 4.1 Required Schedule

The program schedule is governed by the compliance requirements with all associated DRFA criteria and guidelines for the submission of claims as detailed on the QRA website.

With the ending of the rain and flood event in the BalSC area around 9 March 2022, the key dates for each funding type are as follows:

Funding Type	DRFA Requirement	Nominal Date	Status
CDO	CDO activities are undertaken immediately before, during and immediately after the eligible disaster.	May 2022	Complete
	CDO Eligible activities undertaken up to 30 June are required to be lodged to the QRA for acquittal assessment by 30 September (within three months from end of financial year).	30 September 2022	Complete
EW	Works must be completed within three months after the event, or from when the asset becomes accessible.	20 August 2022	Complete
	Submissions are to be lodged within three months from the end of financial year in which the works commenced (by 30 September), unless otherwise agreed with QRA.	30 September 2022	Complete
IRW	Works must be completed within three months after the event, or from when the asset becomes accessible.	20 August 2022	Complete
	Submissions are to be lodged within three months from the end of the financial year in which the works commenced (by 30 September), unless otherwise agreed with QRA.	30 September 2022	Complete
REPA	All REPA submissions, including awarded market prices, must be lodged to QRA within nine months (by 31 March) following the financial year in which the relevant disaster occurred.	31 March 2023	On Track
	All requests to update an approved submission with awarded market prices, must be lodged to QRA within nine months (by 31 March) following the financial year in which the relevant disaster occurred.	31 March 2023	On Track
	All REPA works must be completed within 24 months after the end of the financial year in which the disaster occurred.	30 June 2024	On Track
	Acquitting approved works and expenditure: Unless otherwise agreed with QRA, all REPA acquittal reports and evidence must be lodged to QRA within three months of completing the works.	Various	On Track

#### **4.2 Schedule Progress**

Each progress schedule is detailed in the Schedule items and included as;

Schedule 1: 2020 Event Health Report

Schedule 2: 2021 Event Health Report

Schedule 3: 2022 March Event Health Report

Schedule 4: 2022 May Event Health Report

### **5. Communications**

#### **5.1 General**

General comments about comms on the project and any issues – including internal.

#### **5.2 Meetings**

Actions from previous progress meeting:

LPS has prepared an overarching stakeholder and community engagement plan based on learnings identified in the delivery of the 2020 program – A draft has been compiled, see Schedule 6.

#### **5.3 Communication and Progress reporting to Queensland Reconstruction Authority**

Summary of the comms and reporting with DRFA including any feedback and formal correspondence.

QRA has also in-principally approved additional gravel material on Cubbie Road for stabilisation. LPS requested quotation from AH & JH Earthmoving and given an estimate update to QRA. Awaiting approval from QRA.

#### **5.4 Community liaison**

Monthly media update has been provided to alert community of any works in the area and any potential delays on the road.

Landowners have been made aware of works currently on Cubbie Road.

#### **5.5 Document control**

Updates on document control including the receipt and storage of any formal documents.

All contract documents have been stored on LPS system and have been sent to council for their own reference.

## 6. Submissions & Work Package Development Statements

### 6.1 Program Reviews

To ensure the delivery of the program is according to the schedule and quality standards required for successful DRFA funding, a monthly progress meeting is chaired by the BalSC program manager who presents the monthly progress report to all key program participants.

The program review meeting for the reporting period will be held on 4<sup>th</sup> January 2023. The program review meeting for November 2022 was undertaken on 7<sup>th</sup> of December 2022.

### 6.2 Submission Evidence & Reviews

To provide public confidence in the DRFA process, the QRA manages a rigorous submissions process. This ensures that assessments for funding across all LGAs are made in a transparent, auditable, and evidence-based manner. The QRA provides support to LGAs to navigate the DRFA process via dedicated liaison officers.

The QRA liaison officer supports the program manager to ensure the quality requirements for the evidence of the DRFA submissions is met.

#### 2021 November Event

BalSC.0033.2122B.REC Nov 2021 event bridge submission – A pre-approval Technical Assessment Outcome has now been received for \$340k for the works.

#### 2022 March Event

The following submissions have been submitted for market price update and are awaiting approval.

WPDS	Submission Number	Line items	Submission Value
South West	BalSC.0040.2122H.REC	160 line items	\$2.4m
North West	BalSC.0039.2122H.REC	265 line items	\$12.3m
<b>Sub Total</b>			<b>\$14.7m</b>

The following REPA submissions have been approved by QRA.

WPDS	Submission Number	Line items	Submission Value
Southern Bollon	BalSC.0042.2122H.REC	256 line items	\$4.7m
Dirranbandi	BalSC.0047.2122H.REC	271 line items	\$5.2m
North East	BalSC.0049.2122H.REC	302 line items	\$8.2m
<b>Sub Total</b>			<b>\$18.1m</b>

The following REPA & Betterment submissions have been submitted to QRA for review.

WPDS	Submission Number	Line items	Submission Value
Cubbie Road	BalSC.0043.2122H.REC	135 line items	\$5.7m
Jakelwar-Goodooga South	BalSC.0046.2122H.REC	377 line items	\$10.7m
Jakelwar-Goodooga North	BalSC.0045.2122H.REC	83 line items	\$3.7m
Whyenbah Road	BalSC.0044.2122H.REC	108 line items	\$5.6m
Bollon	BalSC.0048.2122H.REC	245 line items	\$5.9m
Southern Dirranbandi	BalSC.0056.2122H.REC	215 line items	\$5.2m
Drainage & Furniture	BalSC.0050.2122H.REC	391 line items	\$0.3m
Sealed Roads	BalSC.0051.2122H.REC	122 line items	\$1.2m
<b>Sub Total</b>			<b>\$38.3m</b>

Southern Dirranbandi package has been moved from May 2022 event to March 2022 event as a result of when the damage pick-up was taken. Final outcome reports have been received for submissions BalSC.0048, BalSC.0050 and BalSC.005. Final approval is yet to be received.

#### May 2022 Event

The following REPA submissions have been submitted to QRA for review.

WPDS	Submission Number	Line items	Submission Value
South East	BalSC.0052.2122K.REC	283 line items	\$6.2m
Thallon To Mungindi	BalSC.0055.2122K.REC	245 line items	\$5.2m
<b>Sub Total</b>			<b>\$11.4m</b>

A final outcome report have been received for submission BalSC.0052, final approval has yet to be received.

All submissions related to the March 2022 and May 2022 event have been submitted to QRA.

Section 10.1 of Queensland Betterment Guidelines details the funding arrangements eligible projects activities.

Project nominations will be assessed against the program objectives, eligibility criteria and following assessment criteria:

**a) Issue identification:** The proposed project addresses an assessed natural hazard risk. The project is justified as the preferred option to address an identified need, risk or vulnerability (for example, as identified in the State Disaster Risk Report or a local hazard risk assessment), and is supported by an options analysis, which includes the potential outcome of inaction.

**b) Cost-benefit analysis:** The proposed project restores an essential public asset to a more resilient standard so future costs associated with a disaster are reduced. The proposal includes the preliminary estimate of proposed works, financial and non-financial benefits, and the avoided costs when calculating benefits.

**c) Community benefits:** The proposed project restores an essential public asset to a more resilient standard, so communities are more resilient to future disasters. The community resilience benefits of the proposed project have been identified and quantified.

**d) Evidence based:** The proposed project is informed by investigation and/or consultation, demonstrating a measured approach to the identified risk, the forecast effectiveness of the betterment solution, and compliance with legislative requirements.

**e) Innovation:** The proposed project may demonstrate innovative mitigation solutions to long-standing risks and may introduce new methods or approaches to enhance the existing landscape.

Based on the above criteria, Betterment submission were developed for Whyenbah, Cubbie, Jakelwar-Goodooga North & South.

Asset	REPA Associated Cost	Requested CAT D Funding	Applicant Contribution	Total Project Funding
Cubbie Road	\$493,589.96	\$2,106,574.67	\$110,872.35	\$2,711,036.98
Jakelwar-Goodooga South	\$840,486.30	\$5,021,408.31	\$264,284.65	\$6,126,179.26
Jakelwar-Goodooga North	\$251,119.08	\$1,542,898.89	\$81,205.20	\$1,875,223.17
Whyenbah Road	\$481,003.60	\$2,215,431.31	\$116,601.65	\$2,813,036.56
<b>Sub Total</b>	<b>\$2,066,198.94</b>	<b>\$10,886,313.18</b>	<b>\$572,963.85</b>	<b>\$13,525,475.97</b>

## 7 Financial & Procurement

### 7.1 Funding Submission management

MARS is the Management and Reporting System developed by the QRA to support councils and state agencies with disaster funding applications. The system is shared by QRA and funding applicants, with the aim of improving efficiency in lodging and assessing disaster claims. MARS is used for events activated under the Australian Government's DRFA and other funding available to councils and state agencies.

The BalSC is responsible for making submissions, management of relevant activations and recovery funding applications in MARS.

During the reporting period, one submission has been submitted to QRA and initial program estimate of \$5.2m has been baselined. This budget includes the direct reconstruction works, project management, cost escalation and contingency. As submission work packages are approved by QRA the budget will be rebased every quarter until all submissions are approved.



## 7.2 Monthly Expenditure

Total December Monthly Forecast Expenditure:	
Surveillance and Work Package Development March 2022 program (Estimated)	\$50,000

Forecasts for each program is provided in the health reports in the attached Schedules 1, 2 3 and 4. Each are based on estimate PM costs and any construction expenditure currently in delivery.

## 7.3 Procurement

The procurement of all consultants and contractors for the program will comply with existing BalISC policies and procedures, in addition to any particular requirements of the DRFA.

The following three packages have been endorsed by Council and await award once market price updates have been approved by QRA.

North West 1 (\$4.1m)

Crescent Vale, Middle Road, Mourilyan, Rutherglen and Unity road.

North West 2 (\$4.1m)

Cardiff, Mitchell-Bollon, Mundalee, Powrunna and Secret Plains

South West (\$1.9m)

Denholm, Narline and Openbah road

Tender documents are currently being prepared for the following two packages.

North East 2 (\$2.9m)

Bimbil, Bolins, Farm 158, Ingaby, Knights, McDonald, Munro, North Bindle, Stubby Ln, thungaby, Wagoo, West Haran, Wonolga and Yilgangandi Road.

Dirranbandi (\$5.2m)

Ballandool, Davirton, Hoolavale, Kilcummin, Old Woollerbilla, Woollerbilla and Lower Plains Road.

To be released potentially at the end of the week.

## **8 Health, Safety, Environment (HSE)**

Reporting on any issues related to the planning or execution of recovery works.

No HSE issues were identified during this reporting period. The assessment of required plans and procedures as part of the tender assessment of civil contractors has been completed to grant Possession of Site.

During the next reporting period, the forecast includes the compliance assessments of plans and procedures as part of the contract administration and construction verification of civil packages in delivery.

## 8 Risk Management

Risk ratings have been determined using the following table:

Likelihood	5	Almost certain	6	Medium	7	High	8	High	9	Extreme	10	Extreme
	4	Likely	5	Medium	6	Medium	7	High	8	High	9	Extreme
	3	Possible	4	Low	5	Medium	6	Medium	7	High	8	High
	2	Unlikely	3	Low	4	Low	5	Medium	6	Medium	7	High
	1	Rare	2	Low	3	Low	4	Low	5	Medium	6	Medium
			1	Insignificant	2	Minor	3	Moderate	4	Major	5	Catastrophic
Consequence												

Key risks and opportunities associated with the successful delivery of this program are as per the following risk register:

Risk/Op p #	Description of risk/opp & impact	Current Risk Rating	Counter-measures, Benefits, Recommended Actions	Risk Rating Implementi ong Counter- Measures	Open/ Closed
1	Council and traditional owners understanding and taking "ownership" of all aspects of the works and assets	Medium	<p>Engage council elected members and corporate staff in all aspects and phases of the scoping, design and construction</p> <p>Identify opportunities where council can benefit from and leverage off the construction contract</p> <p>Implement training policy, including Indigenous employment</p> <p>Ensure project managers and contractors are able to effectively and respectfully engage with Indigenous peoples and the community</p> <p>Negotiate cultural heritage agreement with traditional owners to ensure traditional owners support the project</p> <p>Include capability of working in Indigenous communities in the tender assessment process</p>	Low	Open
2	Key project milestones not achieved.	Medium	<p>Develop realistic project program to incorporate relevant process timeframes.</p> <p>Procure consultants and contractors in a timely manner.</p>	Low	Open
3	Council does not receive funding for affected assets.	High	<p>Ensure funding application has sufficient supporting documentation and timeframes are met</p> <p>Ensure Council requests reasonable funding in application</p>	Medium	Open
4	Stakeholder Acceptance	Medium	<p>Relevant key stakeholders are identified and involved in finalising the project brief, and are also consulted throughout the project.</p> <p>Regular monitoring to ensure project objectives are achieved.</p>	Low	Open

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			<p>Provide updates through stakeholder engagement</p> <p>Appropriate handover of completed project assets to from contractor to asset owner</p>		
5	Acceleration of project to meet State Government Funding requirements	High	<p>Ensure the funding and project milestones are clear and communicated sufficiently to project team members and key stakeholders.</p> <p>Communicate project requirements openly and honestly and develop good relationship with key stakeholders.</p> <p>Share of information between parties.</p> <p>Appoint adequate personnel and expertise to deliver the project.</p> <p>Implement sufficient procurement strategies.</p>	Medium	Open
6	Co-ordination with contractors and Council's assessment Department	Medium	<p>Liaise regularly and openly discuss project requirements with the Assessment Departments.</p> <p>Provide all relevant guides, tips sheets, training invitations etc to relevant project team members to incorporate into the project.</p> <p>Ensure sufficient detail is picked up on site, documented and incorporated into submissions</p> <p>Collect additional data if required to ensure the information is accurate</p> <p>Communicate findings to relevant project team members</p>	Low	Open
7	Widescale Impact of Event - Phase 1 approvals	High	<p>State-wide impact of 2022 events, likely to have impact on submission approvals due to large volume of work expected for QRA.</p> <p>Council to provide phase 1 submissions, priority submissions, as soon as possible.</p>	Medium	Open
8	Wet Season Impact and Scheduling	High	<p>Construction timeframes are a key issue due to wet season constraints</p> <p>Restoration submissions required timely approval, unsealed network priority.</p>	Medium	Open

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9	Variations, Scope Creep and Re-damage	High	Council to assess impact of any future events on the approved scope of works for and will subsume as required for significant increases in damage Variations of scope creep between damage assessment and proposed tender schedules bill of quantities may differ due to the delays between event impact and council submission preparation.	Medium	Open
10	Financial Impact	High	Estimates are preliminary, and there is potential for overruns, after receipt of design documentation and tenders  Phase 2 estimates will capture these overruns and additional funds will be requested  Mindful of limited resourcing, market volatility in QLD due to state-wide impact, will likely result in higher delivery costs as seen in peak periods of reconstruction following large scale events in 2010 - 2014.	Low	Open
11	Scheduling Impact, Delayed contractor engagement	Medium	Implement a letting programme & procure financial approval ahead of time  Singular contracts for entire quadrant to be let, rather than individual roads	Low	Open
12	Impact on community, tourism operators and farmers,  Road Users travel times impacted or Access is restricted resulting in reputational damage to Council.  Project draws major political interest	High	Communication plans, stakeholder engagement and messaging and timely completion of works.	Medium	Open
13	Organisations have their operations disrupted significantly.	Medium	Stakeholder Management, timely restoration works to ensure operations are not impacted	Low	Open

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14	Media scrutiny encountered due to project scope not addressing "hot topic" factors such as flood immunity  Lack of general public understanding of funding arrangement	High	Stakeholder management and effective communication plans / key messaging to stakeholders  Lessons Learnt for previous project implemented across program.	Low	Open
15	Adequacy of project and contractual management arrangements	High	Read contract conditions and ensure supplier has received, understood and agreed on terms and conditions.  Undertake negotiations around risk with preferred contractors during best and final offer negotiations  Ensure contracts, superintendency functions, and comments on certification claims are undertaken to minimise risks associated with contractual disputes including BCIPA claims.  Separate contracts for design functions  Ensure scope, construction drawings and specifications are comprehensive and accurate	Low	Open
	Inflated pricing in tender process	High	Market research undertaken  Likely contractors notified when tender is released  Release tender to open market	Low	Open
	Ensuring infrastructure design and functionality is fit for purpose and fit for place that can be operated and maintained adequately by	Medium	Ensure tender assessment includes adequacy of training provided to council staff  Strategies put in place throughout the design, construction, and initial operation phases to ensure that Council will effectively and safely operate and maintain the infrastructure, and Operator Training is completed  Undertake comprehensive fit for purpose, fit for place reviews through all phases of the project, ie: scoping, design, procurement, and construction.	Low	Open

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	Council		Undertake extensive scoping and functionality reviews during the design and construct process utilising inputs from operators and other relevant stakeholders, including technologies proven in similar locations during the scoping and design phases		
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SCHEDULE 1. 2020 HEALTH REPORT

PROJECT DELIVERY BaISC 22/23 DRFA Project Management Services - 2020 Events

Status Report 2020 Events - DRFA Quarterly Report

Project Sponsor: Director of Infrastructure

Project Manager: Keiran Mau

Date Updated: Dec-22

Reporting Quarter: 1 October - 31 December 2022

Status Commentary

SCOPE:

Longran Project Services have been engaged by Balonne Shire Council to provide project management and construction administration services to their 2020 DRFA Funded Program.

UPDATE:

- Minnum Road Culvert works construction works have yet to commence due to the site being inundated. Expecting a January start.
- EOT has been award till March 2023, there is expected to be another claim from the contractor.
- There are 18 submissions that have been lodged for acquittal, 15 of which we have received the final outcome report or have been approved.

Dec-22	
Forecast (Reporting Quarterly)	\$ -
Actuals	\$ -
Variance	\$ -
Commentary	- Remaining forecasts are associated with Minnum Road, moved costs to January as it is unlikely to commence till then.
Actuals as at 30-June	

Budget Totals	
LTD Budget	\$ 58,611,123.39
LTD Actuals	\$ 50,939,283.65
LTD Remaining	\$ 7,671,839.74
FY Budget	\$ 1,997,833.31
FY Forecast	\$ 1,997,833.31
FY Actuals	\$ 421,136.31
FY Remaining	\$ 1,576,697.00
FY Reforecast	\$ -

TASK DESCRIPTION	PROGRESS	1 Jun 22	1 Jul 22	1 Aug 22	1 Sep 22	1 Oct 22	1 Nov 22	1 Dec 22	1 Jan 23	1 Feb 23	1 Mar 23	1 Apr 23	1 May 23	1 Jun 23
2020 Program														
Phase 3 Delivery														
Minnum Road Culvert	0%													
Phase 4 Acquittal	0%													
BaISC.0003 Cubbie Road	100%													
BaISC.0005 Whytebah Road	100%													
BaISC.0006 Chelmer Road	100%													
BaISC.0007 Gunnindaddy Road	100%													
BaISC.0008 Teelba Road	80%													
BaISC.0009 Middle Road	100%													
BaISC.0010 Thomby Road	100%													
BaISC.0011 Cardiff Road	100%													
BaISC.0012 Rutherglen Road	100%													
BaISC.0016 Mulga Downs Road	80%													
BaISC.0017 Hoolavale Road	80%													
BaISC.0018 Fernlee Road	100%													
BaISC.0019 Dalkeith Road	100%													
BaISC.0020 Alfred Street	100%													
BaISC.0021 Jakelwar Godoga Road	100%													
BaISC.0022 Lower Plains Road	100%													
BaISC.0023 002678	100%													
BaISC.0024 Minnum Road Crossing	0%													
BaISC.0025 REPA Roads 3 of 3	100%													

Current Project Health

Scope & Deliverables	5
Health, Safety, Security, Env	4
Time	4
Risks & Issues	4
Quality	5
Resources	4
Cost	5
Stakeholder Engagement	4
Reputation	5

Current Financial Year (FY22/23)

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
Baseline Forecast	\$ 421,136	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 550,000	\$ 550,000	\$ 376,697		
Actuals	\$ 421,136	\$ -	\$ -	\$ -	\$ -	\$ -						
Variance	\$ -											
Reforecast	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Next Financial Year (FY23/24)

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
Forecast	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Actuals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Variance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reforecast	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**SCHEDULE 2. 2021 Health Report**

PROJECT DELIVERY BaISC 22/23 DRFA Project Management Services - 2021 Events

Status Report 2021 Events - DRFA Quarterly Report

Project Sponsor: Director of Infrastructure

Project Manager: Keiran Mau

Date Updated: Dec-22

Reporting Quarter: 1 October - 31 December 2022

Status Commentary

SCOPE:

Lonergan Project Services have been engaged by Balonne Shire Council to provide project management and construction administration services to their 2021 DRFA Funded Program.

UPDATE:

- Cubbie and Bollon-Dirranbandi Road construction has begun. Construction has come to a halt due to inundation at the floodway site. EOT has been granted to early-Feb, with another EOT claim expected.

- Fernlee and Bollon bridges submission has been approved by QRA, procurement for these works to commence this month.

Dec-22		
Forecast (Reporting Quarterly)	\$	300,000.00
Actuals	\$	40,922.00
Variance	-\$	259,078.00
Commentary		
Actuals as at 31/10/22	- expenses for October are to do with mobilisation and preliminary costs. No work has been completed for the month of December. Due to weather delays, construction costs have been reforecast.	

Budget Totals		
LTD Budget	\$	2,620,899.23
LTD Actuals	\$	198,029.36
LTD Remaining	\$	2,422,869.87
FY Budget	\$	2,844,687.87
FY Forecast	\$	2,844,687.87
FY Actuals	\$	463,791.87
FY Remaining	\$	2,380,896.00
FY Reforecast	\$	259,078.00

TASK DESCRIPTION	PROGRESS	1	2	3	4	5	6	7	8	9	10	11	12	13	14
2021 March Event Program															
Phase 3 Delivery															
Cubbie Rd & Bollon Dirranbandi Road	5%														
Phase 4 Acquittal															
Cubbie Rd & Bollon Dirranbandi Road	0%														
2021 November Event Program															
Phase 2 Package Planning & Definition															
Fernlee Road and Bollon Bridge	90%														
Mungindi Penstocks - Betterment	60%														
Phase 3 Delivery															
Fernlee Road and Bollon Bridge	0%														
Mungindi Penstocks - Betterment	0%														
Phase 4 Acquittal															
Fernlee Road and Bollon Bridge	0%														
Mungindi Penstocks - Betterment	0%														

Current Project Health

Scope & Deliverables	4
Health, Safety, Security, Env	4
Time	3
Risks & Issues	4
Quality	4
Resources	4
Cost	5
Stakeholder Engagement	4
Reputation	5

Current Financial Year (FY22/23)

	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
Baseline Forecast		\$ 422,870		\$ 300,000			\$ 1,059,078	\$ 1,000,000	\$ 62,740			
Actuals		\$ 422,870		\$ 40,922								
Variance				\$ 259,078								
Rereforecast	\$ -	\$ -	\$ -	\$ 259,078	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -

Next Financial Year (FY23/24)

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
Forecast												
Actuals												
Variance												
Rereforecast	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



**SCHEDULE 3. 2022 March Health Report**

**PROJECT DELIVERY** BaISC 22/23 DRFA Project Management Services - 2022 March Event

**Status Report** 2022 Events - DRFA Quarterly Report

Project Sponsor: Director of Infrastructure

Project Manager: Keiran Mau

Date Updated: Dec-22

Reporting Quarter: 1 October - 31 December 2022

**Status Commentary**

**SCOPE:**

Lonergan Project Services have been engaged by Balonne Shire Council to provide project management and construction administration services to their 2022 DRFA Funded Program.

**UPDATE:**

- All submissions in relation to this event have been submitted to QRA for assessment.
- Final approval from QRA for the Dirranbandi package has been received.
- South West, North West 1 & 2 have been endorsed by Council for delivery, await approval for market price update from QRA before contract is awarded.

Dec-22	
Forecast (Reporting Quarterly)	\$ 270,000.00
Actuals	\$ 80,000.00
Variance	-\$ 190,000.00
Commentary	- Forecast is based on PM costs, actuals not received for October or December.
Actuals as at	

Budget Totals	
LTD Budget	\$ 27,696,000.00
LTD Actuals	\$ 402,000.00
LTD Remaining	\$ 27,294,000.00
FY Budget	\$ 686,000.00
FY Forecast	\$ 686,000.00
FY Actuals	\$ 402,000.00
FY Remaining	\$ 284,000.00
FY Reforecast	\$ 134,000.00

TASK DESCRIPTION	PROGRESS	1 Jul 22	1 Aug 22	1 Sep 22	1 Oct 22	1 Nov 22	1 Dec 22	1 Jan 23	1 Feb 23	1 Mar 23	1 Apr 23	1 May 23	1 Jun 23
<b>2022 March Event Program</b>													
<b>Phase 2 Package Planning &amp; Definition</b>													
Bolton	G 90%												
Dirranbandi	G 100%												
North-East	G 100%												
Southern Bolton	G 100%												
Cubbie Road - Betterment	G 80%												
Whytebah Road - Betterment	G 80%												
Jakelwar-Goodooga North - Betterment	G 80%												
Jakelwar-Goodooga South - Betterment	G 80%												
Drainage & Furniture	G 90%												
Sealed Roads	G 90%												
Southern Dirranbandi	G 80%												
<b>Phase 3 Delivery</b>													
South - West	G 0%												
North-West 1	G 0%												
North-West 2	G 0%												

**Current Project Health**

Scope & Deliverables	5
Health, Safety, Security, Env	4
Time	4
Risks & Issues	4
Quality	5
Resources	4
Cost	5
Stakeholder Engagement	4
Reputation	5

**Current Financial Year (FY22/23)**

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
Baseline Forecast	\$ 200,000	\$ 136,000	\$ 80,000	\$ 120,000	\$ 100,000	\$ 50,000						
Actuals	\$ 136,000	\$ 83,000	\$ 103,000	\$ 80,000								
Variance	\$ 64,000	\$ 53,000	-\$ 23,000	\$ 40,000								
Rereforecast	\$ 64,000	\$ 53,000	-\$ 23,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Next Financial Year (FY23/24)**

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
Forecast												
Actuals												
Variance												
Rereforecast	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**SCHEDULE 4. 2022 May Health Report**

**PROJECT DELIVERY** BaISC 22/23 DRFA Project Management Services - 2022 May Event  
**Status Report** 2022 Events - DRFA Quarterly Report

Project Sponsor: Director of Infrastructure  
 Project Manager: Keiran Mau  
 Date Updated: Dec-22  
 Reporting Quarter: 1 October - 31 December 2022

**Status Commentary**

**SCOPE:**

Loneragan Project Services have been engaged by Balonne Shire Council to provide project management and construction administration services to their 2022 DRFA Funded Program.

**UPDATE:**










- Two submissions have been lodged to QRA for assessment
- Final outcome report has been received for South East package, final approval is yet to be received.

Dec-22	
Forecast (Reporting Quarterly)	\$ -
Actuals	\$ -
Variance	\$ -
Commentary	- No expenditure to report yet.
Actuals as at	

Budget Totals	
LTD Budget	\$ -
LTD Actuals	\$ -
LTD Remaining	\$ -
FY Budget	\$ -
FY Forecast	\$ -
FY Actuals	\$ -
FY Remaining	\$ -
FY Reforecast	\$ -

		1 Jul '22	1 Aug '22	1 Sep '22	1 Oct '22	1 Nov '22	1 Dec '22	1 Jan '23	1 Feb '23
TASK DESCRIPTION	PROGRESS	1	2	3	4	5	6	7	8
2022 May Event Program									
Phase 2 Package Planning & Definition									
South East	<div><div></div><div>G</div></div> 90%								
Thallon To Mungindi	<div><div></div><div>G</div></div> 80%								

**Current Project Health**

Scope & Deliverables	 5
Health, Safety, Security, Env	 4
Time	 4
Risks & Issues	 4
Quality	 5
Resources	 4
Cost	 5
Stakeholder Engagement	 4
Reputation	 5

**Current Financial Year (FY22/23)**

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
Baseline Forecast	\$ -	\$ -	\$ -									
Actuals												
Variance												
Reforecast	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Next Financial Year (FY23/24)**

	Jul-23	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
Forecast												
Actuals												
Variance												
Reforecast	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -





**SCHEDULE 5. 2022 Oct Event Emergency Works Scope and Delivery Progress**

Primary Location	Chainage From	Chainage To	Asset Type	Emergent Work Details	CreatedOn	Emergent Work Number	Delivery
BALLANGARRY RD	3,760.00	3,810.00	Road - gravel	Erosion of pavement and subgrade material due water infiltration from previous rain event, 7m width, 50m in length	12/Nov/2022 13:29	EW00858	Done
BALLANGARRY RD	6,600.00	6,680.00	Road - gravel	Large eroded area from previous flooding event, 80m in length x 7m width	12/Nov/2022 13:24	EW00857	Done
BALLANGARRY RD	6,790.00	7,100.00	Road - gravel	Wheel ruts and loss of road formation for 310m x 7m width	12/Nov/2022 13:21	EW00856	Done
BALLANGARRY RD	7,130.00	7,330.00	Road - gravel	Potholes, wheel tracks and erosion of pavement from previous rain event, 7m width, 200m in length	12/Nov/2022 13:17	EW00855	Done
BALLANGARRY RD	8,820.00	8,860.00	Road - gravel	Large pothole formed in the floodway, 40m in length x 7m width	12/Nov/2022 13:13	EW00854	Done
BALLANGARRY RD	10,360.00	10,550.00	Road - gravel	Large eroded area from previous flooding event, 7m width, 190m in length	12/Nov/2022 13:09	EW00853	Done
CORACK RD	6,440.00	7,750.00	Road - formed	Wheel ruts and loss of road formation for 7m width	10/Nov/2022 11:18	EW00829	done
CORACK RD	15,290.00	16,220.00	Road - formed	Wheel ruts and loss of road formation, 7m width	10/Nov/2022 10:40	EW00823	done
CORACK RD	11,740.00	11,880.00	Road - formed	Wheel ruts and loss of road formation for 7m width	10/Nov/2022 11:03	EW00827	done
CORACK RD	14,100.00	15,090.00	Road - formed	Wheel ruts and loss of road formation for 7m width	10/Nov/2022 10:47	EW00824	done
CORACK RD	8,000.00	10,970.00	Road - formed	Wheel ruts and loss of road formation for 7m width	10/Nov/2022 11:06	EW00828	done
CORACK RD	3,250.00	4,600.00	Road - formed	Wheel ruts and loss of road formation for 7m width	10/Nov/2022 11:32	EW00831	done
CORACK RD	5,010.00	5,840.00	Road - formed	Wheel ruts and loss of road formation for 7m width	10/Nov/2022 11:25	EW00830	done
CORACK RD	12,390.00	12,550.00	Road - formed	Wheel ruts and loss of road formation for 7m width	10/Nov/2022 11:00	EW00826	done
CORACK RD	13,380.00	13,660.00	Road - formed	Deep wheel tracks in roadway and deformation for 7m width	10/Nov/2022 10:55	EW00825	done
BALLANGARRY RD	13,970.00	13,980.00	Road - gravel	Potholes and eroded area across pavement from previous flooding event, 7m width	12/Nov/2022 13:03	EW00852	Done
BALLANGARRY RD	16,460.00	16,500.00	Road - gravel	Large pothole area in Pavement, 7m width	12/Nov/2022 12:59	EW00851	Done
BALLANGARRY RD	17,480.00	17,510.00	Road - gravel	Large pothole full width 7m width of roadway	12/Nov/2022 12:56	EW00850	Done
BALLANGARRY RD	21,490.00	21,770.00	Road - gravel	Erosion from flooding event and ponding water on leftovers of roadway, 7m width, 280m in length	12/Nov/2022 12:45	EW00849	Done
HEBEL-GOODOOGA RD	4,500.00	4,510.00	Road - sealed	Pavement deterioration and surging from previous rain event, 1.5m width x 10m in length	23/Nov/2022 10:49	EW00986	cold mix and roll
HEBEL-GOODOOGA RD	4,550.00	4,680.00	Road - sealed	Pavement deterioration and surging from previous rain event, 130m in length x 2m width	23/Nov/2022 10:43	EW00985	cold mix and roll
BOLINS RD	420.00	500.00	Road - formed	Small boghole and wheel rutted with loss of formation in road surface.	29/Nov/2022 09:30	EW01075	
BOLINS RD	180.00	330.00	Road - formed	Wheel rutting and loss of formation in rd surface. Length 150m x 5m w	29/Nov/2022 09:26	EW01074	
BOLINS RD	10.00	40.00	Road - formed	Wheel rutting and loss of formation in rd surface. Length 30m x width	29/Nov/2022 09:23	EW01073	
BOOLIGAR RD	6,800.00	6,850.00	Road - gravel	Wheel ruts and loss of road formation for 50m x 7m width	23/Nov/2022 09:27	EW00960	Done
CASHEL VALE RD	40,720.00	40,750.00	Road - gravel	Large pothole and wheel tracks caused from previous rain event, 30m in length x 7m width	25/Nov/2022 14:35	EW01058	
CHELMER RD	18,590.00	18,670.00	Road - gravel	Serve scouring of roadway and shoulder, narrowing road width. Install rock protection 80m in length x 4m width using 150mm rock, to a depth of 300mm	24/Nov/2022 08:03	EW00995	
CHELMER RD	23,120.00	23,160.00	Road - gravel	Scouring of batter and shoulder from previous rain event, 30m in length x 6m width	24/Nov/2022 08:17	EW00996	
CHELMER RD	43,510.00	43,540.00	Road - gravel	Scouring across road width. 10m in length x 7m width	24/Nov/2022 08:56	EW00998	
CHELMER RD	28,910.00	28,930.00	Road - gravel	Wheel ruts and loss of road formation, 30m in length x 4m width	24/Nov/2022 08:26	EW00997	
COMMISSIONERS POINT RD	7,950.00	8,000.00	Road - gravel	Serve scouring of roadway and deep wheel tracks from previous rain event, 10m width, 300mm depth	15/Nov/2022 13:23	EW00891	
DINGADEE RD	4,280.00	4,300.00	Road - gravel	Large scouring area across roadway 9m in length, 200mm in depth	15/Nov/2022 10:59	EW00886	
DINGADEE RD	750.00	820.00	Road - gravel	Scouring in floodway ongoing from previous rain event	15/Nov/2022 10:52	EW00885	
GUNNINDADDY RD	63,360.00	63,430.00	Road - gravel	Flooding of roadway due to previous flooding event	15/Nov/2022 11:48	EW00888	

GUNNINDADDY RD	4,530.00	4,630.00	Road - gravel	Washout causing loss of shape and material at floodway requiring maintenance grading. 100m Length x 8m width	23/Nov/2022 11:47 EW00989	
				Washout and loss of material at approach to bridge crossing at floodway creating a deep trench full width of road. Imported gravel required (5m Length x 8m width x 0.300 depth )	23/Nov/2022 12:02 EW00991	
GUNNINDADDY RD	5,160.00	5,160.00	Road - gravel	Potholing on road, LFG required. 25m x 6m	16/Nov/2022 09:52 EW00911	Council Grading crew
KOOMALAH RD	7,530.00	7,550.00	Road - gravel	Potholing on road, LFG required. 70m x 6m	16/Nov/2022 09:54 EW00912	Council Grading crew
KOOMALAH RD	6,920.00	6,990.00	Road - gravel	Potholing on road, LFG required. 30m x 6m	16/Nov/2022 09:57 EW00913	Council Grading crew
KOOMALAH RD	4,660.00	4,690.00	Road - gravel	Wheel rutting and washout of material on approach to floodway bridge crossing. Requiring formation grading to reshape. 160m Length x 6m width.	23/Nov/2022 11:53 EW00990	
GUNNINDADDY RD	5,110.00	5,270.00	Road - gravel	Hole in roadway due to culvert damage at pipe joint	15/Nov/2022 11:39 EW00887	
GUNNINDADDY RD	57,710.00	57,710.00	Road - culvert/floodway	Loss of shape and material at floodway requiring maintenance grade. 90m Length x 8m width	23/Nov/2022 11:42 EW00988	
GUNNINDADDY RD	3,820.00	3,910.00	Road - gravel	Scouring of road surface in low lying area. Formation grading to reshape. 30m Length x 8m width	24/Nov/2022 09:08 EW01022	
HOLLYMOUNT RD	28,410.00	28,440.00	Road - gravel	Wheel ruts and loss of road formation for 370m length x 7m width	26/Nov/2022 11:13 EW01061	
HONEYMAH LN	36,060.00	36,430.00	Road - formed	Flooding on causeway. Impassable at present	10/Nov/2022 07:36 EW00822	done
LOWER PLAINS RD	5,130.00	5,130.00	Road - gravel	Large wet area from previous rain event and flooding, deep wheel tracks in roadway	10/Nov/2022 07:29 EW00821	done
LOWER PLAINS RD	2,700.00	2,750.00	Road - gravel	Wheel ruts and loss of road formation for 170m length x 7m width	26/Nov/2022 11:22 EW01063	
HONEYMAH LN	39,030.00	39,200.00	Road - formed	Wheel ruts and loss of road formation for 70m length x 7m width	26/Nov/2022 11:18 EW01062	
HONEYMAH LN	37,760.00	37,830.00	Road - formed	Large bog hole/ Potholes, wheel tracks in roadway and deformation of road surface length 20m x 7m width x 150mm in depth top up.	25/Nov/2022 10:08 EW01057	
HOOLAVALE RD	11,030.00	11,050.00	Road - gravel	Large washout area, 100m in length x 7m width x HFG + 150mm. Rock protection required to stabilise new erosion area, 60m3 of 150mm rock.	25/Nov/2022 10:00 EW01056	
HOOLAVALE RD	12,860.00	12,960.00	Road - gravel	Fallen tree on LHS Batter and shoulder of road. L-10m W-4m	23/Nov/2022 14:14 EW00975	done
JAKELWAR-GOODDOGA RD	89,790.00	89,790.00	Road - gravel	Wheel ruts and loss of road formation for 7m width	10/Nov/2022 12:57 EW00837	done
JAKELWAR-GOODDOGA RD	37,430.00	37,470.00	Road - formed	Wheel ruts and loss of road formation for 7m width	10/Nov/2022 12:23 EW00833	done
JAKELWAR-GOODDOGA RD	54,980.00	55,170.00	Road - formed	Wheel ruts and loss of road formation for 7m width	10/Nov/2022 12:19 EW00832	done
JAKELWAR-GOODDOGA RD	55,660.00	55,740.00	Road - formed	Wheel ruts and loss of road formation for 7m width	10/Nov/2022 13:15 EW00840	done
JAKELWAR-GOODDOGA RD	29,270.00	29,340.00	Road - formed	Wheel ruts and loss of road formation for 7m width	10/Nov/2022 13:17 EW00841	done
JAKELWAR-GOODDOGA RD	28,720.00	28,960.00	Road - gravel	Wheel ruts and loss of road formation for 7m width	11/Nov/2022 10:07 EW00848	done
JAKELWAR-GOODDOGA RD	44,790.00	45,050.00	Road - formed	Wheel ruts and loss of road formation for 7m width	10/Nov/2022 12:30 EW00834	done
JAKELWAR-GOODDOGA RD	52,470.00	52,580.00	Road - formed	Wheel ruts and loss of road formation for 7m width	10/Nov/2022 13:02 EW00838	done
JAKELWAR-GOODDOGA RD	34,720.00	35,420.00	Road - formed	Wheel ruts, potholes and loss of road formation for 7m width	10/Nov/2022 13:23 EW00843	done
JAKELWAR-GOODDOGA RD	27,250.00	27,290.00	Road - formed	Wheel ruts and loss of road formation for 7m width	10/Nov/2022 12:52 EW00836	done
JAKELWAR-GOODDOGA RD	38,480.00	38,780.00	Road - formed	Potholes in Pavement	10/Nov/2022 13:20 EW00842	done
JAKELWAR-GOODDOGA RD	27,910.00	27,980.00	Road - gravel	Large scoured area that is now a large wet area, 10m across.	15/Nov/2022 07:23 EW00872	Council Grading crew
NOONDOO-MUNGINDI RD	33,320.00	33,380.00	Road - gravel	Flooding across roadway, 7m width, water 400mm in depth	15/Nov/2022 06:50 EW00867	Council Grading crew
NOONDOO-MUNGINDI RD	16,720.00	16,830.00	Road - gravel	Large pothole across road width, caused from previous flooding event, 7m width, 200mm plus in depth	15/Nov/2022 06:42 EW00865	Council Grading crew
NOONDOO-MUNGINDI RD	14,420.00	14,440.00	Road - gravel	Subgrade deformation due to water infiltration, 7m width	15/Nov/2022 06:31 EW00864	Council Grading crew
NOONDOO-MUNGINDI RD	6,940.00	6,920.00	Road - gravel	Large scour across roadway, 150mm in depth, 7m width	15/Nov/2022 06:45 EW00866	Council Grading crew
NOONDOO-MUNGINDI RD	14,660.00	14,690.00	Road - gravel	Scouring across roadway from previous rain event	15/Nov/2022 07:04 EW00869	Council Grading crew
NOONDOO-MUNGINDI RD	23,130.00	23,190.00	Road - gravel	Flooding of roadway, 7m width	15/Nov/2022 06:26 EW00863	Council Grading crew
NOONDOO-MUNGINDI RD	6,600.00	6,400.00	Road - gravel			

NOONDOO-MUNGINDI RD	52,110.00	52,200.00	Road - sealed	Pavement delaminating after flooding event, 7m width, 90m in length	15/Nov/2022 08:20 EW00874
NOONDOO-MUNGINDI RD	23,380.00	23,430.00	Road - gravel	Scouring across roadway from previous rain event, 7m width, water depth 100mm	15/Nov/2022 07:07 EW00870
NOONDOO-MUNGINDI RD	27,740.00	27,800.00	Road - gravel	Wheel ruts and loss of road formation for 10m width	15/Nov/2022 07:15 EW00871
NOONDOO-MUNGINDI RD	22,680.00	22,720.00	Road - gravel	Large potholes and wheel tracks across 7m width, pothole 200mm deep	15/Nov/2022 07:01 EW00868
NOONDOO-MUNGINDI RD	47,400.00	47,470.00	Road - gravel	Large flooded area, lots of water flowing across roadway. Currently 400mm in depth.	15/Nov/2022 08:10 EW00873
NULKY RD	7,590.00	7,620.00	Road - gravel	LFG required due to potholing, 35m x 6m	16/Nov/2022 08:41 EW00895
NULKY RD	11,620.00	11,690.00	Road - gravel	Extremely rough surface, 75m x 5m	16/Nov/2022 08:48 EW00897
NULKY RD	7,120.00	7,220.00	Road - gravel	LFG required due to potholing, 100m x 5m	16/Nov/2022 08:39 EW00894
NULKY RD	5,930.00	5,970.00	Road - gravel	Large potholing, 40m x 5m. LFG required	16/Nov/2022 08:34 EW00892
NULKY RD	12,490.00	12,590.00	Road - gravel	Scouring across road, LFG required. 100m x 7m	16/Nov/2022 08:51 EW00898
NULKY RD	6,830.00	6,880.00	Road - gravel	LFG required due to scouring, 50m x 5m	16/Nov/2022 08:37 EW00893
NULKY RD	10,540.00	10,610.00	Road - gravel	Extremely rough surface, 70m x 5m	16/Nov/2022 08:46 EW00896
JAKELWAR-GOODDOGA RD	34,020.00	34,120.00	Road - gravel	Wheel ruts and loss of road formation for 7m width and flooding area, no drainage	10/Nov/2022 13:06 EW00839
JAKELWAR-GOODDOGA RD	39,960.00	40,070.00	Road - formed	Wheel ruts and loss of road formation for 7m width	10/Nov/2022 12:48 EW00835
JAKELWAR-GOODDOGA RD	88,430.00	88,430.00	Road - gravel	Fallen tree on LHS Batter and shoulder L-8m x W- 2m	23/Nov/2022 14:18 EW00976
JOHNSTON RD	2,790.00	2,830.00	Road - gravel	Scour across road surface at low point, Length 30m x 8m width	29/Nov/2022 09:56 EW01076
KNIGHTS RD	1,490.00	1,950.00	Road - formed	Wheel rutting and loss of formation in road surface .length 440m x 5m	29/Nov/2022 08:27 EW01072
LITTLETON RD	22,510.00	22,540.00	Road - gravel	Washout of material and wheel rutting at floodway. Maintenance grading to fill void back in. Should win most material back from LHS tabledrain. 30m Length x 5m width	23/Nov/2022 10:03 EW00984
LITTLETON RD	8,470.00	8,580.00	Road - gravel	Wheel rutting with loss of formation on road surface .110m Length x 5m width	23/Nov/2022 09:43 EW00982
LITTLETON RD	8,910.00	8,980.00	Road - gravel	Wheel rutting and loss of formation in rd surface. 70m Length x 5m width	23/Nov/2022 09:49 EW00983
LITTLETON RD	2,720.00	2,790.00	Road - gravel	Wheel rutting and loss of formation in rd surface exposing subgrade. In low lying area. 70m Length x 10m width	23/Nov/2022 09:27 EW00980
LITTLETON RD	6,370.00	6,610.00	Road - gravel	Wheel rutting and loss of formation in rd surface. 240m Length x 5m width	23/Nov/2022 09:36 EW00981
MIDDLE RD	138,090.00	138,110.00	Road - gravel	Large pothole across road width, 10m in length x 7m width	26/Nov/2022 14:02 EW01070
MIDDLE RD	138,640.00	138,670.00	Road - gravel	Wheel ruts and loss of road formation for 30m x 7m width	26/Nov/2022 13:59 EW01069
MINNUM RD	2,310.00	2,370.00	Road - gravel	Expedient work carried out by landowner, area requires formation grade 8m width and 60m in length	23/Nov/2022 08:51 EW00958
MINNUM RD	3,420.00	3,470.00	Road - gravel	Expedient work carried out by landowner, area requires formation grade to 8m width and 50m in length	23/Nov/2022 08:47 EW00957
MINNUM RD	4,380.00	4,550.00	Road - gravel	Expedient work carried out by landowner, area requires formation grade to complete properly, 8m in width, 170m in length	23/Nov/2022 08:41 EW00956
MINNUM RD	1,260.00	1,400.00	Road - gravel	River crossing has been filled to original road level, previous installation of culverts are blocked and no where to be seen, after expedient work. 7m width, 140m in length.	23/Nov/2022 08:54 EW00959
WHYENBAH RD	50,210.00	50,280.00	Road - sealed	Potholes and delaminating of pavement from previous rain event, 70m in length x 7m in width, backfill pothole appropriate material and formation grading.	23/Nov/2022 15:50 EW00978

Council Grading crew

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WHYENBAH RD	57,450.00	57,480.00	Road - gravel	Serve scouring of roadway caused by previous flooding event, 30m in length x 7m width, 75mm import fill	23/Nov/2022 15:27 EW00977	done
WHYENBAH RD	46,570.00	46,590.00	Road - gravel	Scouring from previous rain event, 20m in length x 3m wide	23/Nov/2022 15:58 EW00979	done
MOURILYAN	1,370.00	1,450.00	Road - formed	Wheel ruts and loss of road formation for 80m length x 7m width	26/Nov/2022 12:19 EW01064	Done
MOURILYAN	1,550.00	1,550.00	Road - formed	Fallen tree blocking left hand side of road, 10m in length x 2m width	26/Nov/2022 12:22 EW01065	
MULGA DOWNS RD	4,660.00	4,830.00	Road - formed	Wheel ruts and loss of road formation across 8m width after previous flooding event	16/Nov/2022 08:35 EW00904	Done
MULGA DOWNS RD	27,590.00	27,900.00	Road - formed	Wheel ruts and loss of road formation across 8m width after previous flooding event	16/Nov/2022 09:30 EW00901	Done
MULGA DOWNS RD	26,400.00	26,610.00	Road - formed	Wheel ruts and loss of road formation across 8m width after previous flooding event	16/Nov/2022 09:26 EW00900	Done
MULGA DOWNS RD	4,990.00	5,190.00	Road - formed	Wheel ruts and loss of road formation across 8m width after previous flooding event	16/Nov/2022 08:39 EW00905	Done
MULGA DOWNS RD	7,840.00	7,970.00	Road - formed	Wheel ruts and loss of road formation across 8m width after previous flooding event	16/Nov/2022 08:47 EW00907	Done
MULGA DOWNS RD	14,310.00	14,490.00	Road - formed	Wheel ruts and loss of road formation across 8m width after previous flooding event	16/Nov/2022 09:03 EW00910	Done
MULGA DOWNS RD	6,860.00	7,030.00	Road - formed	Wheel ruts and loss of road formation across 8m width after previous flooding event	16/Nov/2022 08:44 EW00906	Done
MULGA DOWNS RD	16,350.00	17,010.00	Road - formed	Wheel ruts and loss of road formation across 8m width after previous flooding event	16/Nov/2022 09:09 EW00899	Done
MULGA DOWNS RD	8,110.00	9,020.00	Road - formed	Wheel ruts and loss of road formation across 8m width after previous flooding event	16/Nov/2022 08:49 EW00908	Done
MULGA DOWNS RD	9,350.00	10,450.00	Road - formed	Wheel ruts and loss of road formation across 8m width after previous flooding event	16/Nov/2022 08:54 EW00909	Done
NARINE RD	16,840.00	16,920.00	Road - gravel	Scouring of roadway and deep wheel tracks from previous rain event, 8m width, 300mm in depth	15/Nov/2022 12:13 EW00889	
NARINE RD	310.00	430.00	Road - gravel	Deep wheel tracks in roadway and deformation of road surface from previous rain event, 120m in length x 10m width	15/Nov/2022 12:29 EW00890	
OLD DAREEL RD	360.00	640.00	Road - gravel	Wheel rutting and scouring of rd surface . Formation grading to reshape. 280m Length x 5m width	23/Nov/2022 13:39 EW00992	
OLD DAREEL RD	840.00	800.00	Road - gravel	Wheel rutting and scour of road surface. Formation grading to reshape. 20m Length x 5m width	23/Nov/2022 13:48 EW00993	
OPENBAH RD	18,120.00	18,470.00	Road - gravel	Major wheel rutting, LFG required. 350m x 6m	16/Nov/2022 11:59 EW00903	Done
OPENBAH RD	18,750.00	19,460.00	Road - gravel	Major wheel rutting, LFG required 710m x 6m	16/Nov/2022 11:53 EW00902	Done
OPENBAH RD	10,710.00	10,720.00	Road - formed	Culvert exposed, requires backfill to reinstate road profile and thickness of 150mm, 10m in length x 7m width,	25/Nov/2022 07:44 EW01037	
OPENBAH RD	2,130.00	2,360.00	Road - formed	Wheel ruts and loss of road formation for length 230m x 7m width	25/Nov/2022 07:19 EW01033	Done
OPENBAH RD	3,950.00	3,950.00	Road - formed	Large bog area, length 40m x 7m width, surrounding large wet land draining across road.	25/Nov/2022 07:25 EW01034	Done
OPENBAH RD	4,720.00	4,950.00	Road - formed	Wheel ruts and loss of road formation for 230m length x 7m width	25/Nov/2022 07:30 EW01035	
OPENBAH RD	15,280.00	15,280.00	Road - formed	Exposed culverts, loss of road thickness, HFG + 150mm. 10m length x 7m width	25/Nov/2022 08:11 EW01041	
OPENBAH RD	250.00	790.00	Road - formed	Wheel ruts and loss of road formation, length 540m x 7m width	25/Nov/2022 07:09 EW01030	Done
OPENBAH RD	5,150.00	5,560.00	Road - formed	Wheel ruts and loss of road formation for 410m x 7m width	25/Nov/2022 07:35 EW01036	
OPENBAH RD	14,070.00	14,140.00	Road - formed	Wheel ruts and loss of road formation for length 70m x 7m width	25/Nov/2022 08:02 EW01039	
OPENBAH RD	12,730.00	13,080.00	Road - formed	Wheel ruts and loss of road formation for length 350m x 7m width	25/Nov/2022 07:58 EW01038	



OPENBAH RD	1,830.00	2,000.00	Road - formed	Wheel ruts and loss of road formation for length170m x 7m width	25/Nov/2022 07:15 EW01032	Done
OPENBAH RD	1,220.00	1,760.00	Road - formed	Wheel ruts and loss of road formation for length 540m x 7m width	25/Nov/2022 07:12 EW01031	Done
NARLINE RD	20,310.00	20,390.00	Road - gravel	Wheel ruts and loss of road formation for 80m x 7m width	25/Nov/2022 08:39 EW01042	done
NARLINE RD	8,500.00	8,720.00	Road - gravel	Wheel ruts and loss of road formation for length 220m x 7m width	25/Nov/2022 09:08 EW01047	done
NARLINE RD	5,550.00	6,130.00	Road - gravel	Wheel ruts and loss of road formation for length of 580m x 7m width	25/Nov/2022 09:26 EW01053	done
NARLINE RD	20,040.00	20,160.00	Road - gravel	Wheel ruts and loss of road formation for length 120m x 7m width	25/Nov/2022 08:42 EW01043	done
NARLINE RD	2,700.00	2,720.00	Road - gravel	Wheel ruts, pothole and loss of road formation for 20m x 7m width	25/Nov/2022 09:33 EW01054	done
NARLINE RD	18,740.00	18,870.00	Road - gravel	Wheel ruts and loss of road formation for length 130m x 7m width	25/Nov/2022 08:45 EW01044	done
NARLINE RD	6,930.00	7,430.00	Road - gravel	Wheel ruts and loss of road formation for length 500m x 7m width	25/Nov/2022 09:20 EW01051	done
NARLINE RD	8,220.00	8,360.00	Road - gravel	Wheel ruts and loss of road formation for length 140m x 7m width	25/Nov/2022 09:10 EW01048	done
NARLINE RD	810.00	920.00	Road - gravel	Large pothole and loss of road formation for 110m x 7m width, HFG + 150mm	25/Nov/2022 09:37 EW01055	done
NARLINE RD	18,070.00	18,110.00	Road - gravel	Backfill with appropriate material and formation grading over culvert, 30m in length x 7m width x 150mm in depth	25/Nov/2022 08:49 EW01045	done
NARLINE RD	8,870.00	8,980.00	Road - gravel	Wheel ruts and loss of road formation for length 110m x 7m width	25/Nov/2022 09:04 EW01046	done
NARLINE RD	6,260.00	6,510.00	Road - gravel	Wheel ruts and loss of road formation for length 250m x 7m width	25/Nov/2022 09:24 EW01052	done
PINE PARK RD	4,360.00	4,360.00	Road - gravel	Deep rutt across full width of road surface exposing subgrade. 10m length x 8m width	23/Nov/2022 10:28 EW00962	
NARLINE RD	7,610.00	7,730.00	Road - gravel	Wheel ruts and loss of road formation for length of 120m x 7m width	25/Nov/2022 09:16 EW01050	done
NARLINE RD	7,850.00	8,010.00	Road - gravel	Wheel ruts and loss of road formation for length 160m x 7m width, 300mm in depth at major washout	25/Nov/2022 09:13 EW01049	done
PINE PARK RD	10,580.00	10,580.00	Road - gravel	Deep pothole exposing subgrade. 2m Length x 4m width	23/Nov/2022 10:38 EW00963	
PINE PARK RD	350.00	380.00	Road - gravel	Subgrade exposed at small washout. Maintenance grading to rectify. 30m Length x 6m width	23/Nov/2022 10:21 EW00961	
POWRUNNA RD	23,680.00	23,680.00	Road - gravel	Fallen trees blocking shoulders on both sides of roadway	11/Nov/2022 08:49 EW00846	
POWRUNNA RD	16,910.00	16,920.00	Road - gravel	Fallen tree on LHS Batter blocking shoulder	11/Nov/2022 09:00 EW00847	
POWRUNNA RD	40,110.00	40,450.00	Road - formed	Flooding of roadway, lack of diversion drainage, 10m road width	11/Nov/2022 08:15 EW00844	
POWRUNNA RD	26,610.00	26,620.00	Road - gravel	Vegetation removal from shoulder on LHS	11/Nov/2022 08:44 EW00845	
RUTHERGLEN RD	11,020.00	11,020.00	Road - gravel	Culvert exposed in road pavement, loss of road pavement material washed away.	26/Nov/2022 13:36 EW01066	Done
RUTHERGLEN RD	1,670.00	1,770.00	Road - gravel	Wheel ruts and loss of road formation for 100m length x 7m width	26/Nov/2022 13:52 EW01068	Done
RUTHERGLEN RD	9,400.00	11,000.00	Road - formed	Wheel ruts and loss of road formation for 1600m x 7m width	26/Nov/2022 13:38 EW01067	Done
SATUR RD	4,690.00	4,750.00	Road - gravel	Major scouring of RHS shoulder with loss of material causing deep rutt in tabledrain. Imported material required 32m3. Length 40m x width 2m x depth 0.400mm	24/Nov/2022 10:43 EW01026	
SATUR RD	7,160.00	7,160.00	Road - gravel	Scour of road surface RHS. 10m length x 4m width	24/Nov/2022 11:08 EW01028	
SATUR RD	4,580.00	4,660.00	Road - formed	Wheel rutting and loss of formation of road surface. Formation grading to reshape. 80m Length x 5m width	24/Nov/2022 10:34 EW01024	
SATUR RD	8,950.00	8,950.00	Road - gravel	Deep scour of road surface RHS. 10m x 4m width	24/Nov/2022 11:12 EW01029	
SATUR RD	3,340.00	3,390.00	Road - formed	Severe scouring and wheel rutting of road surface with complete lossofshape. Formation grading to reshape. Using insitu material. 50m Length x 5m width x 0.300 depth	24/Nov/2022 10:25 EW01023	
SATUR RD	6,970.00	6,980.00	Road - gravel	Scouring of road surface RHS at floodway formation grading to reshape. 10m length x 5m width	24/Nov/2022 11:02 EW01027	
SATUR RD	4,690.00	4,690.00	Road - gravel	Scouring of road surface in low lying area. Formation grading to reshape. 5m Length x 5m width	24/Nov/2022 10:40 EW01025	

THOMBY RD	32,070.00	32,090.00	Road - gravel	Scouring across road width from previous rain event, 10m in length x 8m in width	24/Nov/2022 10:12 EW00999	
THOMBY RD	18,470.00	18,470.00	Road - gravel	Fallen tree on RHS Batter L-10m x W - 4m	24/Nov/2022 11:23 EW01005	
THOMBY RD	19,600.00	19,620.00	Road - gravel	Potholes both sides of cattle grid. 20m in length x 7m width	24/Nov/2022 11:17 EW01003	
THOMBY RD	24,060.00	24,100.00	Road - gravel	Serve scouring of roadway across full width. 40m in length x 10m width, plus 50mm MFG	24/Nov/2022 11:01 EW01000	
THOMBY RD	21,240.00	21,260.00	Road - gravel	Erosion of material on downstream side of concrete causeway. 20m in length x 4m width, 100mm in depth. Causeway isn't as wide as roadway full width.	24/Nov/2022 11:11 EW01002	
THOMBY RD	18,470.00	18,500.00	Road - gravel	Scouring from previous rain event across roadway, 30m in length x 8m width	24/Nov/2022 11:21 EW01004	
THOMBY RD	21,450.00	21,460.00	Road - gravel	Scouring of roadway from previous rain event, 10m in length x 8m width	24/Nov/2022 11:09 EW01001	
THOMBY RD	8,730.00	8,760.00	Road - gravel	Potholes in Pavement each side of cattle grid, 20m length x 7m width	24/Nov/2022 11:35 EW01006	
UNITY	11,590.00	11,630.00	Road - gravel	Fallen tree blocking shoulder on LHS. 40m in length x 3m width	26/Nov/2022 14:47 EW01071	push trees off road with gra
WAGOO RD	22,460.00	22,460.00	Road - culvert/floodway	Broken culvert pipes, 450mm dia	14/Nov/2022 10:09 EW00862	
WAGOO RD	33,190.00	33,190.00	Road - gravel	Fallen tree blocking shoulder and roadway	14/Nov/2022 09:53 EW00860	
WAGOO RD	33,160.00	33,160.00	Road - gravel	Fallen tree blocking shoulders and roadway	14/Nov/2022 09:54 EW00861	
WAGOO RD	33,370.00	33,360.00	Road - gravel	Fallen tree blocking shoulders and roadway	14/Nov/2022 09:50 EW00859	
WOOLERBILLA RD	28,200.00	28,340.00	Road - gravel	Wheel ruts and loss of road formation for 140m in length x 7m width	23/Nov/2022 12:02 EW00974	Done
WOOLERBILLA RD	16,360.00	16,460.00	Road - gravel	Wheel ruts and loss of road formation for 100m in length x 7m width	23/Nov/2022 11:20 EW00965	Done
WOOLERBILLA RD	17,070.00	17,100.00	Road - gravel	Wheel ruts and loss of road formation for 30m in length x 7m width	23/Nov/2022 11:28 EW00968	Done
WOOLERBILLA RD	27,820.00	27,880.00	Road - gravel	Wheel ruts and loss of road formation for 60m in length x 7m width	23/Nov/2022 11:59 EW00973	Done
WARRIE RD	10,920.00	10,920.00	Road - gravel	Fallen tree in drainage, 10m length x 1m in width	24/Nov/2022 12:11 EW01008	then we will organise for a chainsaw to come remove
WARRIE RD	620.00	620.00	Road - gravel	Tree debris partially blocking shoulders, 4m in length x 1.5m width	24/Nov/2022 12:40 EW01020	then we will organise for a chainsaw to come remove
WARRIE RD	3,790.00	3,790.00	Road - gravel	Remove vegetation from corridor, 4m in length x 0.5m width	24/Nov/2022 12:24 EW01012	then we will organise for a chainsaw to come remove
WARRIE RD	1,230.00	1,230.00	Road - gravel	Remove Vegetation from corridor, 5m in length x 2m width	24/Nov/2022 12:35 EW01018	then we will organise for a chainsaw to come remove
WARRIE RD	2,170.00	2,170.00	Road - gravel	Fallen tree blocking shoulders, 6m in length x 1m width	24/Nov/2022 12:30 EW01015	remove
WOOLERBILLA RD	10,370.00	10,540.00	Road - gravel	Wheel ruts and loss of road formation for 170m in length x 7m width	23/Nov/2022 11:10 EW00964	Done
WARRIE RD	1,890.00	1,890.00	Road - gravel	Tree debris partially blocking shoulders, 7m in length and 1m in width	24/Nov/2022 12:32 EW01016	then we will organise for a chainsaw to come remove

WOOLERBILLA RD	25,930.00	26,010.00	Road - gravel	Wheel ruts and loss of road formation for 80m in length x 7m width	23/Nov/2022 11:52 EW00971	Done
WOOLERBILLA RD	16,760.00	16,840.00	Road - gravel	Wheel ruts and loss of road formation for 80m in length x 7m width	23/Nov/2022 11:23 EW00966	Done
				Remove vegetation from corridor, broken branches. 4m in length x 0.5m width		then we will organise for a chainsaw to come remove
WARRIE RD	3,370.00	3,370.00	Road - gravel		24/Nov/2022 12:26 EW01013	then we will organise for a chainsaw to come remove
WARRIE RD	4,700.00	4,700.00	Road - gravel	Vegetation removal from previous rain event blocking drainage, 4m in length x 2m width	24/Nov/2022 12:20 EW01010	then we will organise for a chainsaw to come remove
WARRIE RD	60.00	60.00	Road - gravel	Tree debris partially blocking shoulders, 5m in length x 2m wide	24/Nov/2022 12:43 EW01021	then we will organise for a chainsaw to come remove
WARRIE RD	1,110.00	1,190.00	Road - gravel	Multiple tree branches broken off, over 80m in length x 7m width	24/Nov/2022 12:36 EW01019	then we will organise for a chainsaw to come remove
WARRIE RD	2,960.00	2,960.00	Road - gravel	Fallen tree blocking shoulders, 3m in length x 0.5m width	24/Nov/2022 12:28 EW01014	then we will organise for a chainsaw to come remove
WARRIE RD	4,370.00	4,470.00	Road - gravel	Scouring from previous rain event across roadway, 100m in length x 5m width	24/Nov/2022 12:21 EW01011	then we will organise for a chainsaw to come remove
WARRIE RD	1,680.00	1,680.00	Road - gravel	Fallen tree blocking shoulders, 10m in length x 3m width	24/Nov/2022 12:33 EW01017	then we will organise for a chainsaw to come remove
WARRIE RD	11,360.00	11,360.00	Road - gravel	Fallen tree in drainage from previous rain event	24/Nov/2022 12:10 EW01007	then we will organise for a chainsaw to come remove
WARRIE RD	4,890.00	4,890.00	Road - gravel	Fallen tree blocking drainage. 3m in length x 2m wide	24/Nov/2022 12:18 EW01009	remove
WEST HARAN RD	1,080.00	1,160.00	Road - gravel	Major scouring and wheel rutting across road surface at floodway requiring formation grading to reshape. 80m Length x 10m width	23/Nov/2022 14:38 EW00994	
WOOLERBILLA RD	24,080.00	24,130.00	Road - gravel	Wheel ruts and loss of road formation 50m in length x 7m width	23/Nov/2022 11:47 EW00970	Done
WOOLERBILLA RD	3,130.00	3,190.00	Road - gravel	Potholes in Pavement over damage length of 60m x 8m width	23/Nov/2022 10:59 EW00987	Done
				Loss of subgrade and road pavement due to flooding event 40m in length x 7m width, subgrade 200mm in depth, pavement 150mm in depth, rock protection 60m3		
WOOLERBILLA RD	23,640.00	23,680.00	Road - gravel		23/Nov/2022 11:37 EW00969	Done
WOOLERBILLA RD	27,610.00	27,670.00	Road - gravel	Wheel ruts and loss of road formation for 60m in length x 7m width	23/Nov/2022 11:57 EW00972	Done
WOOLERBILLA RD	16,920.00	17,030.00	Road - gravel	Wheel ruts and loss of road formation for 110m in length x 7m width	23/Nov/2022 11:26 EW00967	Done



## OFFICER REPORT

TO: Council

SUBJECT: Department of Infrastructure Service's Monthly Report

DATE: 10.01.23

AGENDA REF: IIFS2

AUTHOR: Billie Spackman - Administration Officer

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### Executive Summary

From the Department of Infrastructure Services - reporting for the month of December 2022.

#### 0701-Main Roads Works

- Maintenance work is detailed in the attached Road Construction report.

#### 0702-Private Works

- Nil

#### 0400-Council Roads / Streets / Bridge Work

- Maintenance work is detailed in the attached Road Maintenance 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

- Repairs and Maintenance, Procurement for Capital Works as per Housing Asset Management Plan.

#### 0520-Recreation and Sport

- Maintenance work is detailed in the attached Town Works Supervisor's report.

#### 0521-Swimming Pools

- Maintenance work is detailed in the attached Town Works Supervisor's report.

#### 0530-Parks and Gardens

- Maintenance work is detailed in the attached Town Works Supervisor's report.

#### 0535-Halls/Civic/Cultural Centres

- Maintenance work is detailed in the attached Town Works Supervisor's report.

#### 0555-Showgrounds

- Maintenance work is detailed in the attached Town Works Supervisor's report.

#### 0615-Cemeteries

- Maintenance work is detailed in the attached Town Works Supervisor's report.

#### 0620-Street Cleaning

- Maintenance work is detailed in the attached Town Works Supervisor's report.

**625-Public Conveniences**

- Maintenance work is detailed in the attached Town Works Supervisor'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.

**Capital/Special Maintenance Works Progress**

- As Per Finance Report

**Tenders**

- Nil

**Attachments**

1. Town Maintenance Report - Period Ending 31 December 2022.pdf [↓](#)
2. Balonne Shire Water Usage - Period Ending 31 December 2022.pdf [↓](#)

Paul OConnor

**Acting Infrastructure Director**

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## Report of Balonne Shire Town Works

### 31/12/2022

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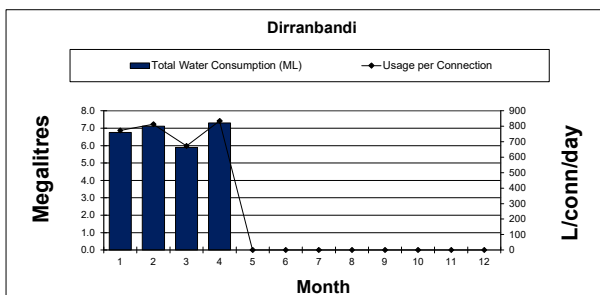
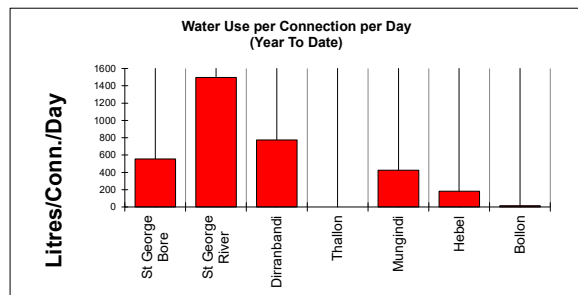
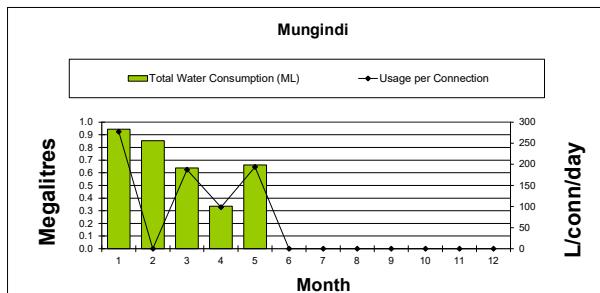
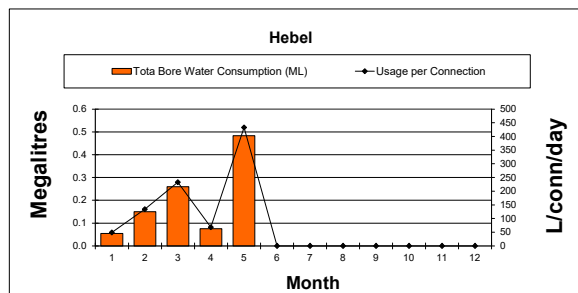
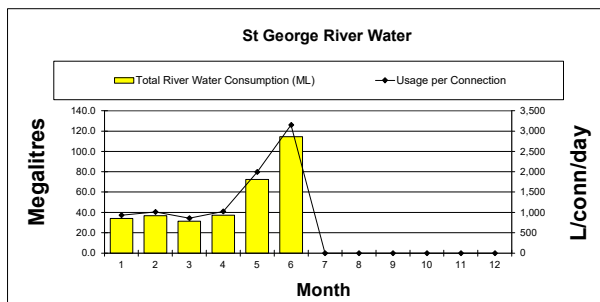
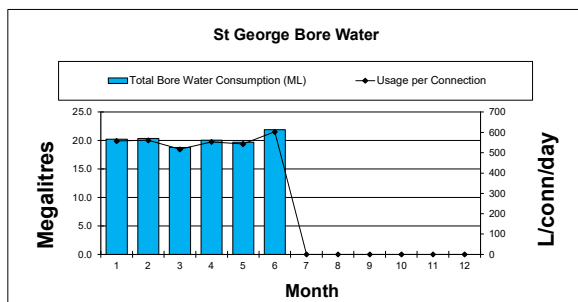
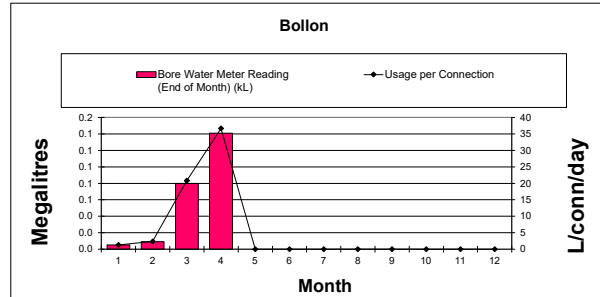
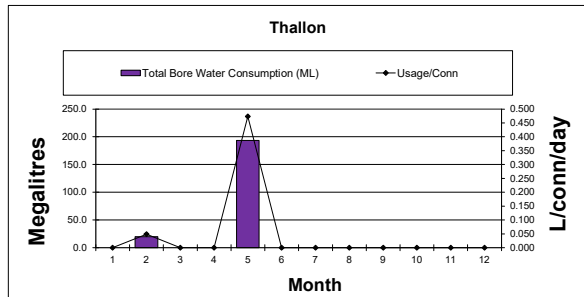
#### St George

Town Streets	Street sweeping, tree pruning, service requests, spraying, mowing and drainage and driveway repairs have been completed.
Stormwater	Regular checks.
Works Depot	Cleaned and maintained wash down bay.
Aerodrome	Slashing, spraying and vegetation management have been completed.
Rowden Park - St G	Spraying, mowing, whipper snipping and cricket pitch maintenance completed.
Riverbank Park - St.	Mowing, Whipper snipping, Footpath swept, Hedging, Spraying, Cleaning of BBQs, Playground checks and Maintenance of drippers and sprinklers.
Parks & Gardens	Tree pruning, mowing, spraying, whipper snipping, street sign installation have been completed. Christmas lights have been installed.
Showgrounds	Spraying, mowing and irrigation maintenance have been completed.
Cemetery	Mowing, whipper snipping, spraying, top dressing sites, grave digging, and funeral set up / pack up have been completed.
Public Toilets	Cleaned and sanitised daily.
Sewerage	Treatment plant maintenance, Sewerage pump station maintenance, mowing of St George Treatment Plant, outdoor maintenance at St George Treatment Plant have been completed.
Rubbish Dump	Re-digging various pits.
River Water	Water valve maintenance. Meter reading/replacement and various service repairs.
Bore Water	Water valve maintenance and various service repairs have been completed.
Other	Acid and Chlorine refilled at St George Pool.

#### Bollon

Footpath	Mud from earthen levee still a problem with eroding onto footpath. Installed tables and chairs at Walter Austin Park toilet block to replace the chair that was in full sun.
Town Streets	Trees planted at Walter Austin Park verge, Civic centre park and verge and Rayner place verge.
Stormwater	Debris removal from main street drain running into Wallam creek to commence soon.
Works Depot	Waiting for grader to return to the depot so final trim can be completed on spread white rock in yard. FSG soil testing done for tower installation.
Aerodrome	Earthen dirt piles to be removed soon, mowing and whipper snipping also to commence as well.
Parks & Gardens	Has been a big issue with fallen leaf matter coming from the gum trees due to the warm weather we are experiencing and covering the turfed surface and skate park area of Walter Austin Park. Only solution is to rake it all up and remove it which takes time. Have several meat ant nests forming along the levee from Rayner place to Wallam creek camping grounds.
Showgrounds	Grass trimming and weed spraying to commence soon.
Cemetery	Waiting on approval from Community group members and council as to where the Wilson monument is to go in the cemetery. X-Raying on the whole grounds needs to be done to eliminate any grave sites in the proposed location and can properly update the existing Cemetery plan.
Public Toilets	Cleaned and sanitised daily due to number of travellers.
Sewerage	Unblocked blockage in sewerage line Mary Street manhole to Frog hollow man hole. Cause unknown.
Rubbish Dump	Steel scrap dirt pile cleared, and area tidied up. Collection of tyres from this clean up has seen the number increase. Signage required to stop people dumping their appliances, building materials, steel, wire, tyres and green waste into the pit hole which takes time for sorting and placing at the correct station.
River Water	Wallam creek water level dropping due to evaporation and trees sucking the water out of it.
Bore Water	Still waiting on works to commence with bore meter and pipe re-arrangement to town supply.
Other	Steps installed at Rayner place levee to reduce the hazard of people coming down off the levee while it is wet and walking mud onto the cement footpath and into the toilets. Tables and chairs installed at front of Wallam creek wall so visitors can utilise the swimming hole. Talks on refurbishment of the lady's toilet at the Bollon Civic centre with Chris Dixon and John Davies have been completed and start date from contractor yet to be finalised. Dirt pile at the front of the town entry for earthen levee construction to be removed and dirt moved back to depot facility for future use.

## BALONNE SHIRE WATER USAGE 2022/23



## **(ICES) COMMUNITY AND ENVIRONMENTAL SERVICES**

<b>ITEM</b>	<b>TITLE</b>	<b>SUB HEADING</b>	<b>PAGE</b>
ICES1	<b><u>MONTHLY REPORT</u></b> <b><u>ENVIRONMENT AND</u></b> <b><u>REGULATORY SERVICES</u></b>	The Community & Environmental Services Report for the month of December 2022 is presented for Council's information.	272

## OFFICER REPORT

**TO:** Council

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

**DATE:** 09.01.23

**AGENDA REF:** ICES1

**AUTHOR:** Michelle Walters - Administration Officer

### Sub-Heading

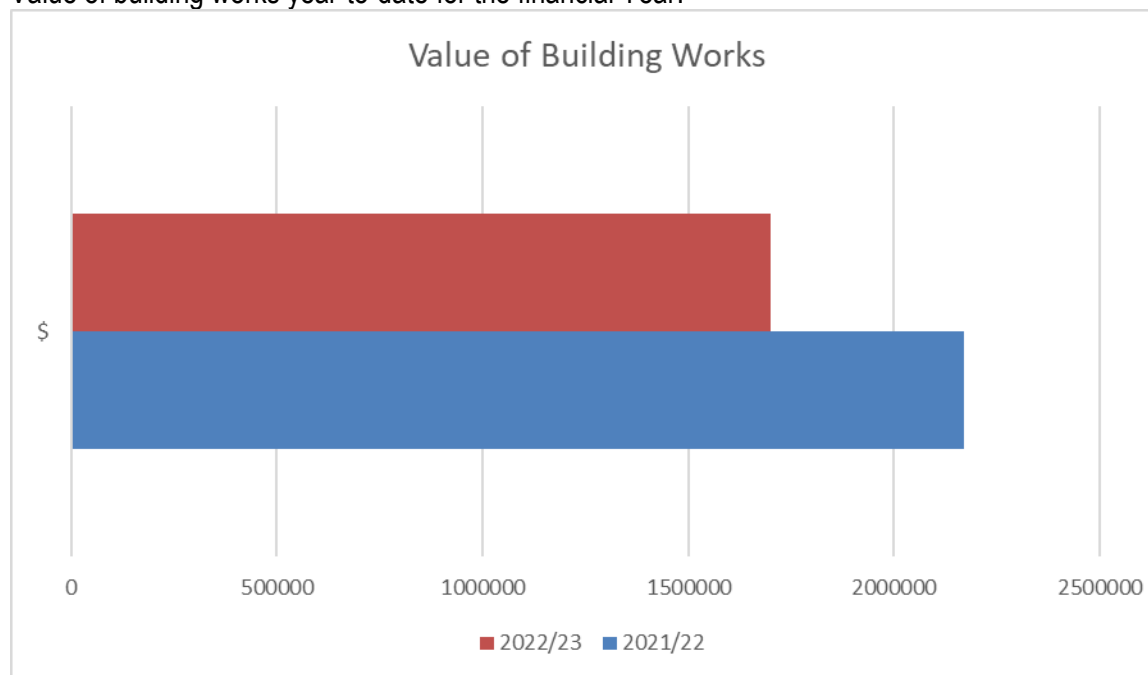
The Community & Environmental Services Report for the month of December 2022 is presented for Council's information.

## PLANNING AND DEVELOPMENT APPROVALS

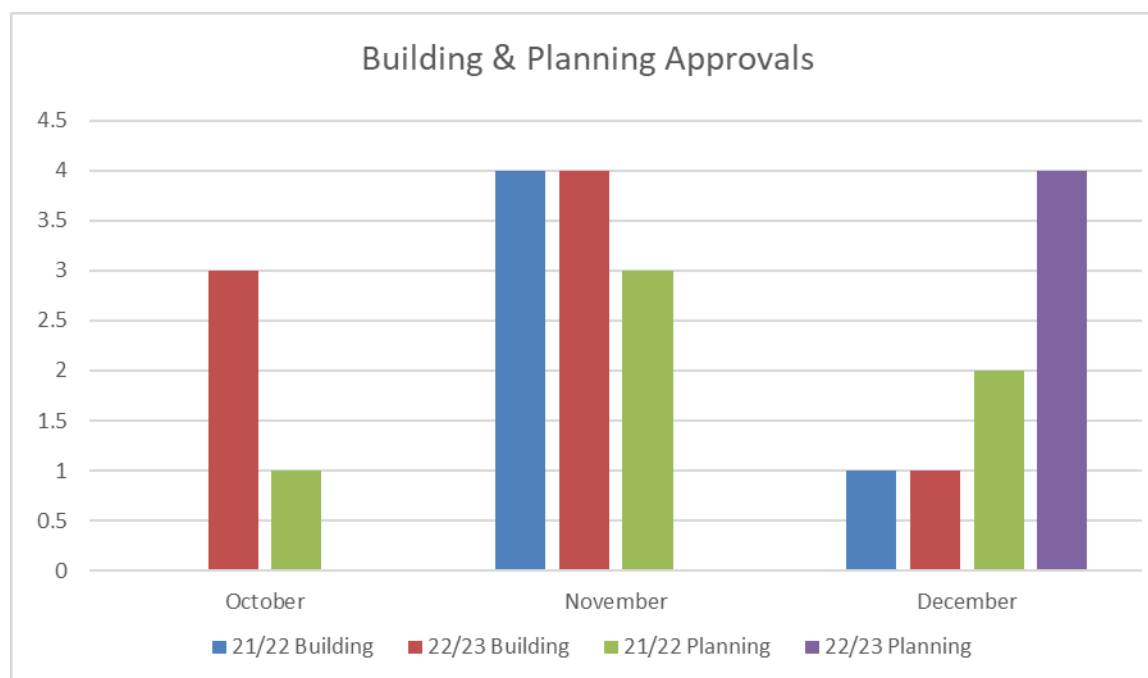
### Building Approvals in November 2022

BA No	Applicant	Owner	Address	Lot & Plan	Builder	Class	Description	Value of Works	Approval Date
5318	Richard Kingdom	Richard Kingdom	68 Grey St. St George	3RP46111	Lawrence Kilroy	10a	New Shed	\$ 22,000.00	09.12.2022

Value of building works year-to-date for the financial Year.



## Number of Building and Planning Approvals for 2<sup>nd</sup> Quarter of the 2021/22 and 2022/23 Financial Years



### Development Applications

Number	Development	Address	Application Stage
MCU 185	"Intensive Animal Industry" (45,000SSU Sheep Feedlot)	'Ballandool Station', Ballandool Road Hebel	Decision Period (On Hold)
MCU 211	"Telecommunications Facility"	Carnarvon Hwy, St George	Referral Period

## ENVIRONMENTAL SERVICES

### Public Health

- General health inspections were carried out.
- No food recalls were actioned in December 2022
- Council continues to promote community awareness of Covid-safe practices

### Natural Environment

- Council continues to monitor overgrown allotments throughout the Shire.
- Several "Show Cause" Notices have been issued to property owners for properties being overgrown and unkempt.
- The Mosquito Surveillance program is currently underway.

### Wastewater Services:

- Wastewater analysis continues with three-monthly sampling

### Urban Water Supplies:

- Weekly microbiological samples of St George's bore water supply were taken and tested
- Monthly samples of Bollon, Mungindi, Dirranbandi, Hebel, Thallon, and St George drinking water were taken and tested.
- Weekly in-house sampling of Mungindi and Dirranbandi water supply continued.

### Waste Management:

- All waste practices continue at a high standard at the St George Landfill.
- A new drop off point is currently under construction at the St George Landfill.

### Landfill Operation

	St George	Dirranbandi	Thallon	Bollon	Hebel	Nindigully
Condition	Reasonable	Reasonable	Reasonable	Reasonable	Reasonable	Transfer Station
Concerns		Non-compliance on oil drop area	Near full		Near full	

### Biosecurity, NRM and Stock Routes

- The Biosecurity and WDEF Advisory Committees met on 13 December with both committees agreeing to recommend to Council that it was now time to integrate the two committees under one Biosecurity Committee.
- Murray Darling Basin Economic Development Program – Round 1 and Round 3, Special Rate Scheme Round 1 and Round 2 for WDEF continue to be delivered, with Officers working with contractors and landholders to progress project delivery in a timely manner. However there have been delays within this project due to overland flooding.
- Council has submitted in December 2022 to the funding body an amendment to the expenditure and milestone reporting on grant funding for the “Diversification of Weed Management through Cultural Burning” project. Council is waiting for confirmation of amendment approval and has received pre-approval for time-line extension to June 2024.
- The Department of Main Roads RMPC Element 5 (weed management) project and Element 6 (fire management) contracts were approved. The projects were prepared to be delivered in March 2023, weather permitting.
- Council's roadside weed inspections continued and QMDCL were engaged to spray:
  - Parthenium near Tarilla on the Carnarvon Highway.
  - Boxthorn along the roadside of the Thuraggi Reserve.
- Stock route patrols and inspections continued during this period.
- Facility inspections updated and lodged in the Queensland Government's Stock route network management system when completed.
- Council has received correspondence from the Department of Resources calling for Expression of Interest for Stock Routes Capital Works. The closing date for the EOI from council is 3 March 2023.

### Statistics

#### • Wild Dog Exclusion Fencing Programs

Scheme / Funding Source	Properties	Properties completed	Kilometres to be constructed	Kilometres of fence completed	Percentage of Project Completed
SRS R1 Total	23	11	393.50	318.99	81%
SRS R2 Total	15	9	197.52	135.89	69%
MDBEDP R1 Total	43	16	792.60	592.64	75%
MDBEDP R3 Total	13	2	180.46	33.65	19%

#### • Pest Animal Control

	1080 Meat Wild Dog Baiting	1080 Meat Pig Baiting	1080 Grain Pig Baiting	Manufactured Baits
YTD	1520	80	1242	240



- Rural Lands Inspection Program**

	Fence Delivery Inspection	Fence Progress Inspection	Fence Completion Inspection	Vegetation Clearing Inspection	Wing Inspections	Stock Route Facility Inspection	Pasture Assessment Inspections	Water Agreement Inspections	Stock Route Compliance Inspections	Town Common Inspections
YTD	10	6	3	0	2	47	0	0	0	9

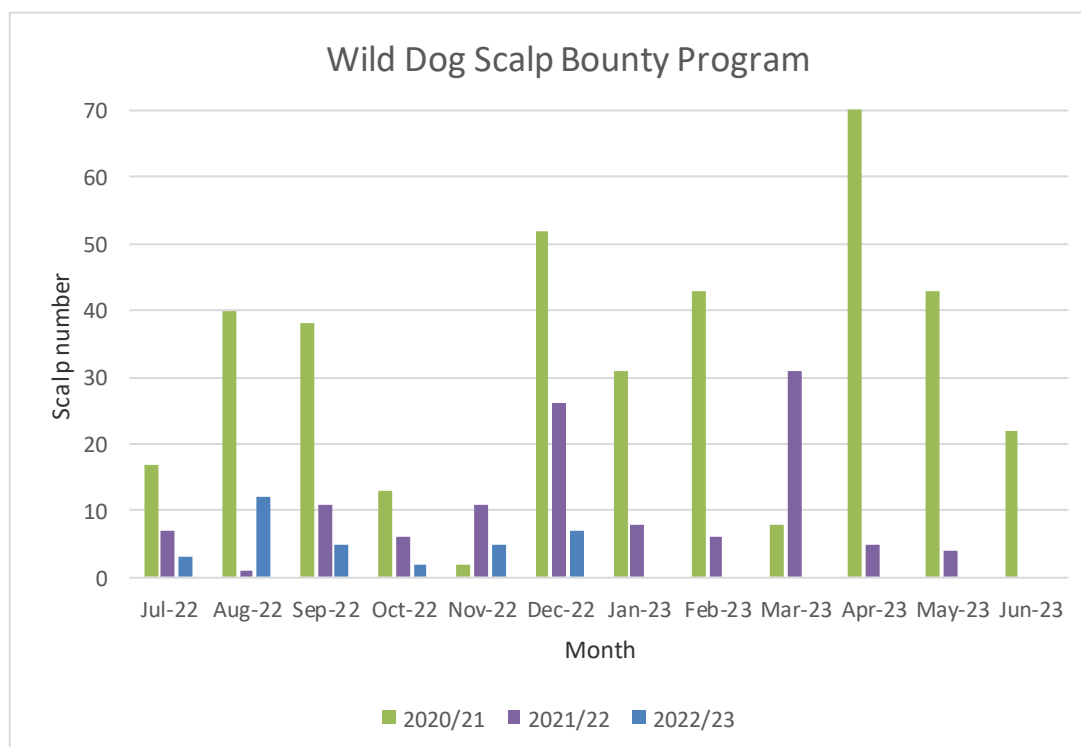
- Pest Weed Spraying Program**

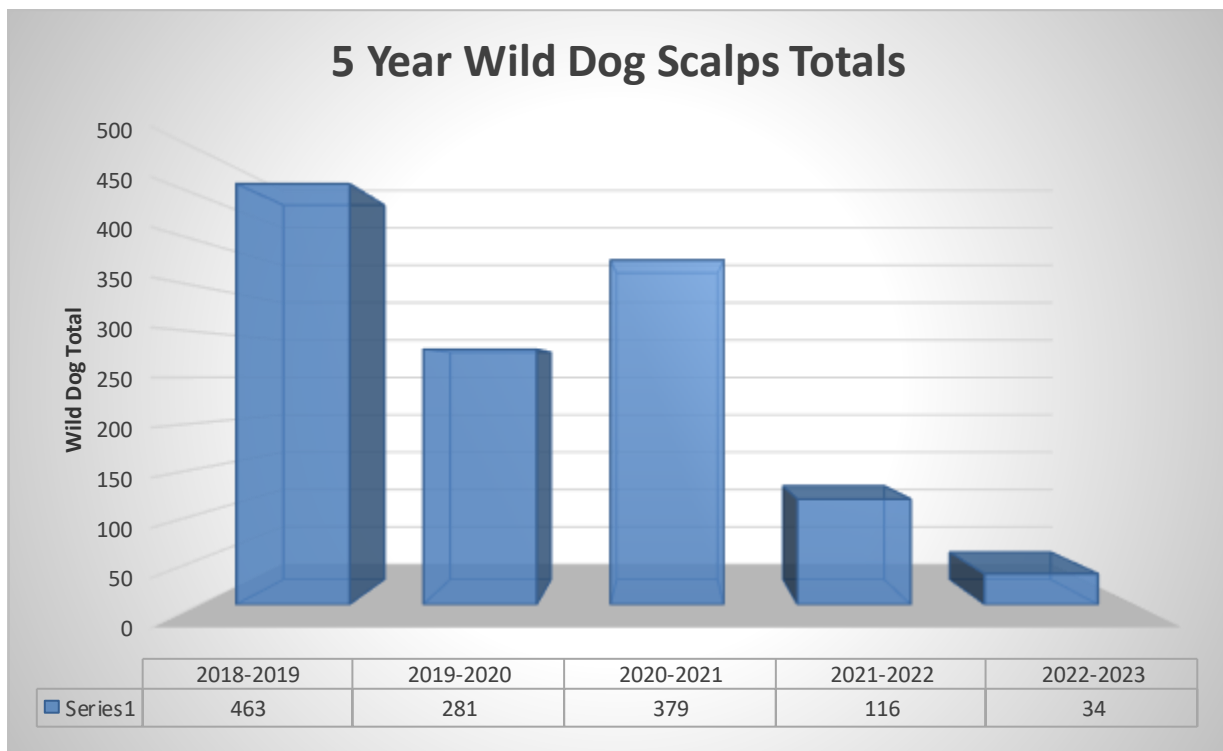
	Main Road Litres	Main Road Hours	Shire Road Litres	Shire Road Hours	Stock Route Litres	Stock Route Hours	Town Common Litres	Town Common Hours	Depot Litres	Depot Hours
YTD	2800	35	2000	80	1660	12	5120	44.5	100	1

- Stock Route use**

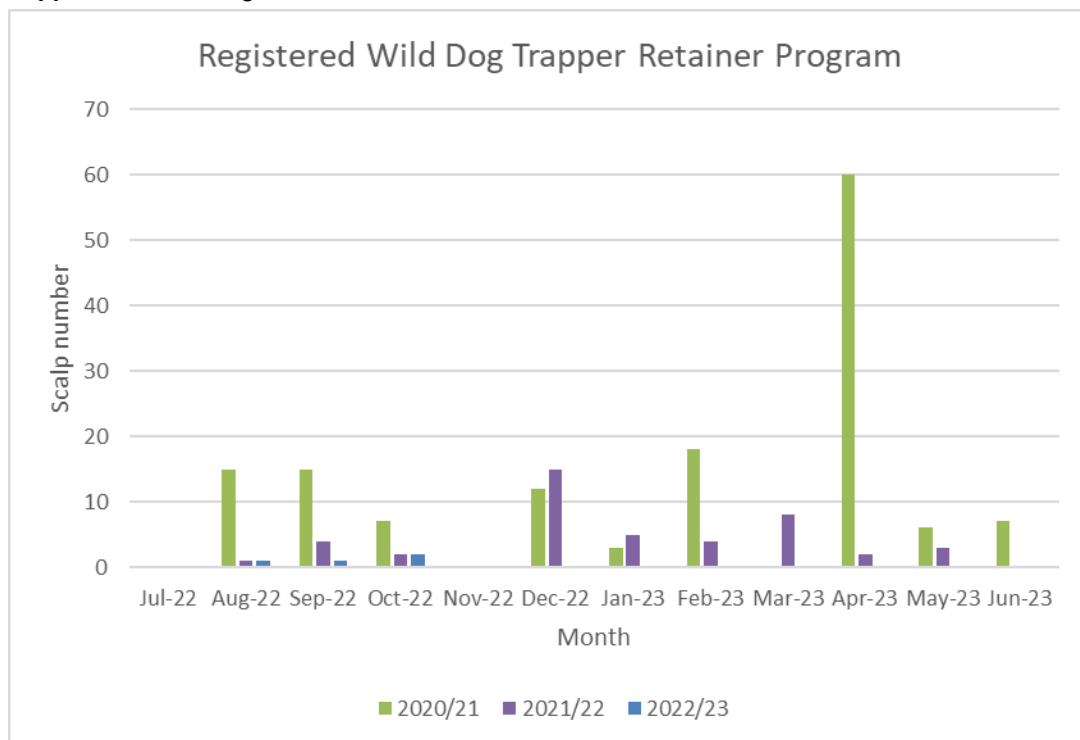
	Travel Permits Assessed	Travel Permits Approved	No of Stock on the Permit	Grazing Permits Assessed	Grazing Permits Approved	No of Grazing Stock
YTD	0	0	0	2	2	594

- Scalp Bounty Program**

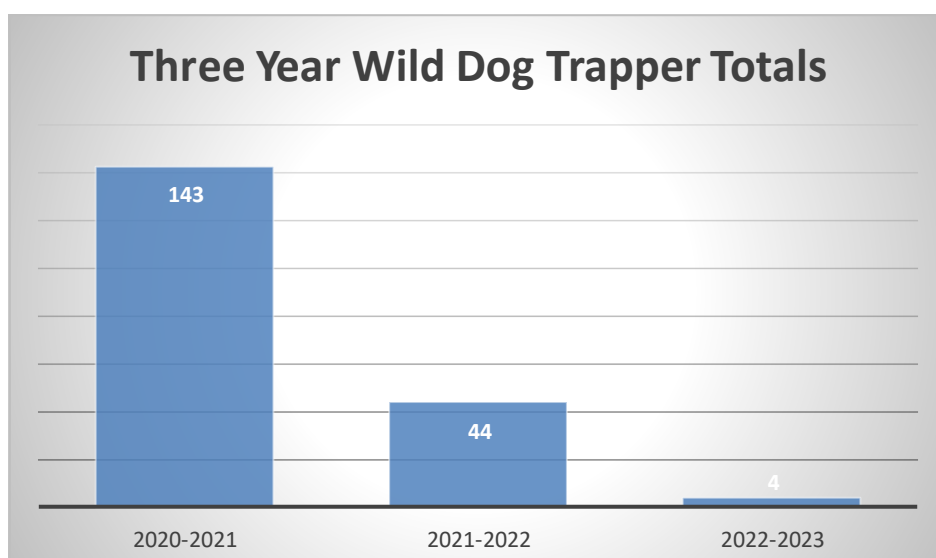




- **Trapper Retainer Program**



## Three Year Wild Dog Trapper Totals



### Indigenous Advisory Committee

- The first meeting of the Indigenous Advisory Committee was held on 7 December with the Mayor Chairing. Five of the six main peoples of Balonne were represented and reviewed the terms of reference and developed future discussion topics. This Committee is supported by both the Environmental Services and Community Services sections.

### Compliance/Local Laws

- The amended local laws on animals, and the installation of advertising devices have been completed. Notification of this amendment were advertised in the Gazette on 2 December 2022. For the next six months an education program will be carried out advising community of the changes to the keeping of dogs and other animals.
- Recruitment was finalised for a Logo local laws officer to commence duties on Monday 6<sup>th</sup> February 2024 to assist in domestic animal management activities.
- Regular daily patrols have been undertaken during this period.
- Council engaged with senior officers from Western Downs and Goondiwindi Shire Council to carry out a Peer Review of animal management on 5-6 December 2022 with a report provided 6 December.
- A draft compliance policy has been reviewed and will be discussed at the inaugural Domestic Animal Advisory Group (DAAG) scheduled for February 2023.

#### Statistics - Animal Management

	Dogs Impounded	Cats Impounded	Dogs Surrendered	Cats Surrendered	Other	Release to owner (Free)	Release to owner (Paid)	Rehomed	Euthanised	Compliance Notices Issued	Infringement Notices Issued	First Offender	Multiple Offender
YTD	21	2	3	2	1	10	12	6	6	65	28	29	21

## COMMUNITY SERVICES

### Community Development

- The BSC Calendar has been distributed throughout the shire with copies in the library and Visitor Centres.
- For the TRAIC mental health grant the Final Outcome Reports were sought from recipients and submitted to the granting agency
- Resilience Project (mental health program for youth) planning with all Local State Schools for the 2023 program commenced. Liaison with grant department about the Service Agreement and status.
- Upcoming Christmas events throughout the shire were loaded to the community Diary
- Liaison with Flicker Fest to ascertain whether a visit to St George in 2023 on their tour is feasible
- Council supported the Community Christmas Carnival, successfully hosted at the Library Hub. This included coordination and processing of permits. Feedback was mostly positive with notes on the need for more bins, shade, and space.
- The Great Australian Bites grant application was successful with this event to take place in St George on the 28<sup>th</sup> of January at the HUB



- Australia Day Nominations were finalised with all nominees invited to the event to be held in Bollon on 28 January 2023. Council will host two Australia Day Ambassadors - Dr Dimity Dornan AO and Peter Dornan AM, who will also stay for Great Aussie Bites. Australia Day planning is well underway - the judging panel has convened, and the awards decided upon. In Bollon the program will start with breakfast at 8am and the awards ceremony to follow. In St George the pool will open with free entry and a BBQ from 12pm.



- The Community Grants program saw successful applications from the Boolba Tennis Club, Thallon Progress Association for community Christmas events, Thallon State School for repairs to school benches with help of work camp, and Kimberley Thornton for charity sewing classes in the new year.



- For RADF arts grants the Outback Film Club was liaised with about receiving their grant, with them coming to St George and Bollon in January. The next RADF round is scheduled to open 1 January.
- The manager presented at the Wesley Lifeforce Forum in Rockhampton on the Balonne Shire Mental Health Strategy

### Multi-cultural Development

- The Multicultural Development Officer, Angelina Niven moved to Council's workforce development officer role and the MDO role is being advertised.
- BSC participated in a CMQ Funding Review

### Work Camp

- The CAC met at St George Work Camp where three Work Camp Applications were tabled for consideration and or approval

## Youth Council

- Council approved the terms of reference and formation of the Youth Advisory Committee (to be known as the Youth Council) under the Local Government Act.
- The end of year event was great fun and successful with 7 youth participating in the St George Library, and included musical bingo loaned from the Aussie Hotel.
- Youth Council members assisted Care Balonne with fairy floss etc at the Christmas carnival.



## Libraries

- Catch up with St Hilliers to progress defects in the St George Library Hub construction
- The 3D Flash forge Adventure Printer was set up and ready to circulate through our shire libraries. Training is scheduled for the Bollon team and media being organised as Bollon will be the first town library outside St George to host the 3D printer.
- Christmas activities were prepped for the weeks leading up to Christmas closure
- A First 5 Forever Christmas craft theme was conducted with many children taking part.
- Michelle Clarke presented, with some little helpers, one of December's First 5 mornings – 15 years at St George Library.
- The 'Friends of the Hub' games morning is beginning to see some active participation
- A visit by local author/artist/musician Gregg Dreise has been confirmed for August 29 - Sept 1, 2023
- Matthew Proud from St George State High School joined the library team for work experience and did an exceptional job with general library tasks and technical setup.
- Vacation Care (Indigicare) and Big Buddy participants visited the library for holiday activities
- A list of 2022 highlights was sent to Queensland Public Libraries Association
- Planning was conducted for an Outback Film Club Workshop on January 11, 2023
- The libraries were decked out for Christmas. (Thallon Library pictures below)



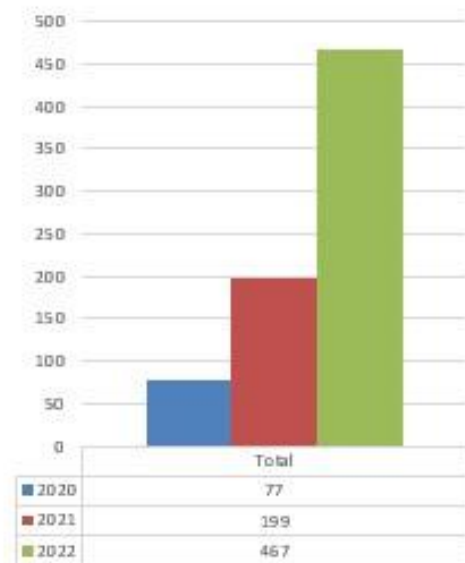


### Library Statistics

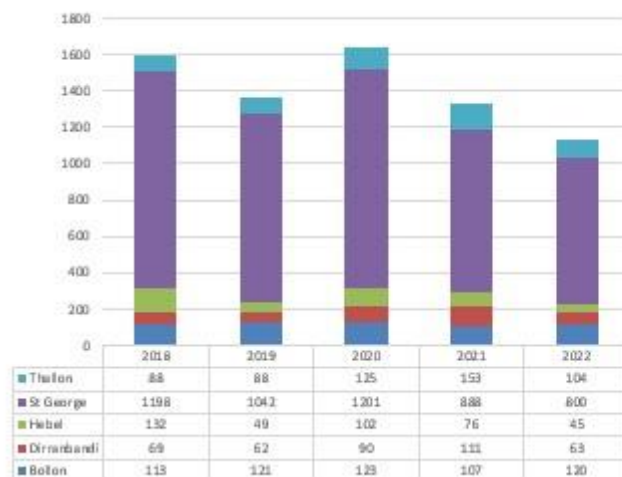
- New graphs now better represent key information: *Library New Member Numbers* and *Library Borrowing Numbers*.
- December showed substantial growth in new members across the libraries against previous years. December borrowings are down on previous years and marginally down on an annual basis, except for Thallon.
- Annual adjustments to member numbers are being made in line with State Libraries protocols that membership is considered lapsed after 2 years without book borrowing. This also provides better alignment with book borrowing statistics but will reduce active member statistics. Membership can be renewed and members will now be contacted to determine interest in renewal.
- Many users are active visiting the library and its programs without book borrowing, and from the fourth quarter library visitor numbers will also be presented.



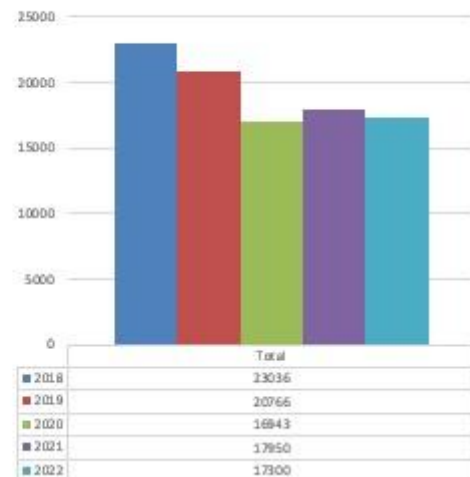
Library New Member Numbers  
December Comparisons  
2020 - 2022 (3 Years)



Library New Member Numbers  
Annual Total Comparisons  
2020 - 2022 (3 Years)



Library Borrowing Numbers  
December Comparisons  
2018 - 2022 (5 Years)



Total Combined Library  
Borrowing Numbers Annual  
Comparisons 2018 - 2022  
(5 Years)



## **Financial and Resource Implications**

Activity achieved within existing operational and capital budgets.

## **Attachments**

Nil

Digby Whyte

**Director Community and Environmental Services**