



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 August 2021
Commencing at 9:00am

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ORDER OF PROCEEDINGS

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

Expected attendance of this meeting is as follows:

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

4. **Leave of Absence**
5. (COM) Confirmation of Minutes of the **General Meeting held on 15 July, 2021. Confirmation of Minutes**
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>SOUTH WEST</u> <u>QUEENSLAND REGIONAL</u> <u>ORGANISATION OF</u> <u>COUNCILS (SWQROC) -</u> <u>NOTIFICATION OF FULL</u> <u>MEMBERSHIP</u>	South West Queensland Regional Organisation of Councils (SWQROC) Incorporated – Notification of Full Membership	4

OFFICER REPORT

TO: Council

SUBJECT: South West Queensland Regional Organisation of Councils (SWQROC) - Notification of Full Membership

DATE: 09.08.21

AGENDA REF: OCE01

AUTHOR: Office CEO - Admin Officer

Sub-Heading

South West Queensland Regional Organisation of Councils (SWQROC) Incorporated – Notification of Full Membership

Executive Summary

In line with the Association's Incorporation Act 1981 and the SWQROC Constitution it is a requirement for an Association to have a minimum of seven (7) members.

As endorsed at the SWQROC Management Committee Meeting held on Friday 2nd July in St George, the SWQROC Inc. full membership will include the Mayor of each member council, plus one other elected member as determined by each individual Council.

This process will provide a total of twelve (12) members for the Association (ROC) to ensure we are complying with the Association's Incorporation Act 1981. As explained at our meeting in July, the strategic direction and priorities of the ROC will still be directed and oversighted by the Management Committee consisting of the Mayors of the six (6) member Councils, however, for the purposes of the AGM, it will be necessary for a quorum of the full membership to be present, (i.e., seven (7) of the 12 members).

As noted above, it is planned to convene the AGM of the newly incorporated SWQROC in late October and therefore in preparation, we request that each member council determine and advise their second member of the Association (ROC) by no later than 30th September 2021 via email to linda.richardson@swqroc.com.au

Link to Corporate Plan

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

Consultation (internal/external)

N/A

Legal Implications

N/A

Risk Implications

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

Policy Implications

N/A

Financial and Resource Implications

N/A

Options or Alternatives

N/A

Attachments

1. 2021- 08 - 04 - SWQROC Incorporated Full Membership Letter to Balonne SC (August 2021).pdf [↓](#)

Recommendation/s

That Council resolves to elect an additional Councillor to support Mayor Samantha O'Toole as representatives of Balonne Shire Council to the South West Queensland Regional Organisation of Councils.

Michelle Clarke

Director Finance & Corporate Services

3rd August 2021

Mr Matthew Magin
CEO
Balonne Shire Council
118 Victoria Street
ST GEORGE QLD 4487
Via Email: matthew.magin@balonne.qld.gov.au

Dear Matthew

Re: South West Queensland Regional Organisation of Councils (SWQROC) Incorporated – Notification of Full Membership required by 30th September 2021

I write to you in relation to the South West Queensland Regional Organisation of Councils (SWQROC) requirement to have its full membership finalised prior to the AGM scheduled for October 24th - to coincide with the LGAQ Annual Conference.

In line with the *Association's Incorporation Act 1981* and the *SWQROC Constitution* it is a requirement for an Association to have a minimum of seven (7) members.

As endorsed at the SWQROC Management Committee Meeting held on Friday 2nd July in St George, the SWQROC Inc. full membership will include the Mayor of each member council, plus one other elected member as determined by each individual Council.

This process will provide a total of twelve (12) members for the Association (ROC) to ensure we are complying with the *Association's Incorporation Act 1981*. As explained at our meeting in July, the strategic direction and priorities of the ROC will still be directed and oversighted by the Management Committee consisting of the Mayors of the six (6) member Councils, however, for the purposes of the AGM, it will be necessary for a quorum of the full membership to be present, (i.e., seven (7) of the 12 members).

As noted above, it is planned to convene the AGM of the newly incorporated SWQROC in late October and therefore in preparation, we request that each member council determine and advise their second member of the Association (ROC) by no later than **30th September 2021** via email to linda.richardson@swqroc.com.au

Please do not hesitate to contact me should you have any questions regarding this process.

Kind regards



Simone Talbot
Executive Officer



(FCS) FINANCE AND CORPORATE SERVICES

ITEM	TITLE	SUB HEADING	PAGE
FCS1	<u>BORROWINGS - 2021-22</u>	2021-22 Local Government Borrowing Program is now open	8
FCS2	<u>CUC BALONNE LTD</u>	Facility Use Agreement – CUC Balonne Ltd	11
FCS3	<u>INDEPENDENT AUDIT & RISK COMMITTEE CHAIRPERSON</u>	Independent Chairperson of the Audit & Risk Committee	14
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FCS8	<u>APPLICATION - CONVERSION OF LEASEHOLD TO FREEHOLD LAND</u>	Lot 23 BLM 691 and Lot 3 MGL42	57
FCS9	<u>QUARTERLY PERFORMANCE REPORT - QUARTER 4 - 2020/21</u>	Quarterly Performance Report – Quarter 4 – 2020/2021	64
FCS10	<u>MONTHLY FINANCIAL PERFORMANCE REPORT JULY 2021</u>	Monthly Financial Management Report as at 31 July 2021 to be tabled at the meeting.	66

OFFICER REPORT

TO: Council

SUBJECT: Borrowings - 2021-22

DATE: 09.08.21

AGENDA REF: FCS1

AUTHOR: Michelle Clarke - Director Finance & Corporate Services

Sub-Heading

2021-22 Local Government Borrowing Program is now open

Executive Summary

The Queensland Treasury Corporation advise that the 2021-22 Local Government Borrowing Program is now open. The purpose of this report is to determine whether Council wishes to borrow any funds in accordance with its Debt Policy for the 2021-22 financial year. Long term financial forecasts are due by 31 August 2021. Final submissions close 28 February 2022.

Background

The Queensland Treasury Corporation advise that the 2021-22 Local Government Borrowing Program is now open. Information on the application process and critical dates for this year's borrowing program is as follows:

Key Dates

Submission Date	Submission Requirements
COB 31 August 2021	Completed 10-year financial forecast (with FY2022 as the budget year) is to be submitted electronically to QTC via QTC's new Financial Forecasting Tool. Please contact clients@qtc.com.au if you require access to the tool.
Prior to COB 28 February 2022	Completed borrowing / WCF / refinancing application and supporting documentation can be submitted to the Department at lgborrowings@dsdilgp.qld.gov.au . Please note, that the department has access to your long-term financial forecast previously submitted to QTC, therefore you do not need to resubmit this. If your long-term financial forecast has changes you want considered with your application, please update your forecast in QTC's Financial Forecasting Tool.
COB 28 February 2022	Final Submission Date: This is the final date for submission of borrowing / WCF / refinancing applications for 2021-22 to ensure the timely assessment of requests and drawdown of any approved borrowings.
30 June 2022	Final date for drawdown of any approved borrowings. Please advise QTC in advance to ensure timely access to any approved funds.

Every local government with existing borrowings, or intending to borrow this year, is required to submit its long-term financial forecast to Queensland Treasury Corporation by 31 August 2021.

Borrowing applications will be reviewed and assessed on a case-by-case basis, including the consideration of the following:

- the capacity of the local government to repay its existing and forecast borrowings;
- the consistency of the local government's long-term asset management plans with its long-term financial forecasts (see further detail below);
- the availability of surplus cash (if any) that could be used to fund the local government's capital projects. In assessing the level of surplus cash, consideration will be given to the local government's minimum liquidity requirements (that is, the level of cash required to meet its immediate and short-term financial obligations), externally restricted cash and other planned capital expenditure over the forecast period;
- the amount of equity being contributed by the local government to fund its capital expenditure program; and
- the purpose for which the borrowing has been requested.

The Department and council may work with QTC to determine an appropriate timeframe for the drawdown of any approved borrowings. There is no requirement for approved borrowings to be drawn down immediately (noting borrowing approvals granted in FY2022 will lapse at 30 June 2022). The final submission date for all applications is close of business on 28 February 2022.

Link to Corporate Plan

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

Consultation (internal/external)

Council and Senior Leadership Group

Legal Implications

Local Government Act 2009 and Local Government Regulations 2012.

Risk Implications

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

Policy Implications

Council's Debt Policy identifies the areas where council may borrow – Council cannot go outside this policy.

Financial and Resource Implications

To promote the sustainable management of assets and financial resources, a local government should establish its need for both short-term and long-term funding arrangements before applying for any type of financing from QTC. Please note: The Department will only approve long-term borrowings for capital purposes.

Council's current borrowings are as follows:

Start Date	Amount Borrowed	Balance as at 31/05/2021	Purpose of Borrowing	Annual Repayments with Interest	Remaining (Years) Repayment Terms	Interest Rate
15/06/2012	\$ 900,000	\$617,380.11	Water	\$ 71,342.76	15/06/2032	4.8860
15/06/2002	\$ 570,000	\$63,767.23	Bridgeworks	\$ 53,227.48	15/06/2022	7.8970
15/06/2001	\$1,500,000	\$33,718.27	Works Depot	\$135,274.92	15/06/2021	7.3090
15/06/2012	\$2,100,000	\$1,440,553.42	Administration Building	\$166,466.48	15/06/2032	4.8860
15/11/2019	\$472,171.44	\$488,118.17	WDEF Round 1 – Drawdown 1	Nil repayments for 2 years \$10,609.60 for 3 years \$38,423.96 for 15 years	15/09/2039	2.0450
02/12/2019	\$477,642.28	\$492,147.83	WDEF Round 1 – Drawdown 2	Nil repayments for 2 years \$9,930.08 for 3 years \$38,296.96 for 15 years	15/09/2039	1.8910
31/01/2020	\$2,224,436.49	\$2,282,632.79	WDEF Round 1 – Drawdown 3	Nil repayments for 2 years \$44,888.72 for 3 years \$177,687.04 for 15 years	15/12/2039	1.8310
18/12/2020	\$1,228,806.03	\$1,239,394.84	WDEF Round 2 – Drawdown 4	Nil repayments for 2 years	15/12/2040	1.7920
14/05/2021	282,389.08	\$282,732.57	WDEF Round 2 – Drawdown 5	Nil repayments for 2 years	14/05/2041	2.4490

Options or Alternatives

Council does not have to borrow funds. Council may borrow funds for the areas defined in its Debt Policy 2021-22.

Attachments

Nil

Recommendation/s

That Council resolves to defer any decision on borrowings until 2022-23 financial year due to the current number of projects still in progress.

Michelle Clarke

Director Finance & Corporate Services

OFFICER REPORT

TO: Council

SUBJECT: CUC Balonne Ltd

DATE: 09.08.21

AGENDA REF: FCS2

AUTHOR: Michelle Clarke - Director Finance & Corporate Services

Sub-Heading

Facility Use Agreement – CUC Balonne Ltd

Executive Summary

The CUC Balonne Ltd is currently utilising the disaster training rooms as the temporary home of the training and tertiary education hub in St George. The purpose of this report is to provide an update to Council on the in kind support and user agreement.

Background

Council resolved at its meeting on 20 August 2020 to establish the beneficial enterprise and form a company limited by guarantee to be called the CUC Balonne Ltd. The CEO was delegated authority to finalise all relevant documents and the entity is now fully operational

The Balonne Shire Council has been working with the Country Universities Centre to establish the training hub for tertiary education in St George, made possible with grant funding through the Department of Education, Skills and Employment to the value of \$737,082, over three years. As part of the in-kind support from the Balonne Shire temporary accommodation has been provided in the Disaster training rooms at the rear of the administration building 112-118 Victoria Street St George. The temporary accommodation is pending the construction of the new Library Hub. Once The Hub has been constructed the temporary accommodation is proposed as an overflow to accommodate exam time and/or larger training sessions.

A Facility User Agreement has been finalised that details the in kind support provided to the CUC Balonne Ltd to support its operations. It should be noted that the in kind support is an estimate and has not materially increased the cost Council would be paying for the building, insurances, security and utilities.

Link to Corporate Plan

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

Consultation (internal/external)

CUC Balonne Ltd

CUC Ltd
McInnes Wilson

Legal Implications

The Facility User Agreement is a licence agreement and does not establish a landlord/tenant relationship. This means there is no exclusive rights to the building by the CUC Balonne Ltd – it is a shared facility. (see attachment under separate cover)

Risk Implications

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

Policy Implications

Not applicable

Financial and Resource Implications

The total of in-kind support is estimated at \$41,100 per annum.

CUC Balonne Ltd - In Kind Support	
Rent	\$ 15,600.00
Electricity	\$ 1,600.00
Council rates and charges	\$ 695.00
Security	\$ 375.00
CCTV	\$ 150.00
Shredder	\$ 100.00
Cleaning	\$ 20,280.00
Photocopier	\$ 1,000.00
Software	\$ 100.00
Insurance	\$ 1,200.00
	\$41,100.00

Now that the CUC Balonne Ltd has been established as its own entity the funding been transferred and Council reimbursed for the grant expenses to establish the centre.

Options or Alternatives

Increase or decrease in kind support

Attachments

1. Facility User Agreement - CUC (separately enclosed) [⇒](#)

Recommendation/s

That Council note the in kind support provided to the CUC Balonne Ltd.

Michelle Clarke

Director Finance & Corporate Services

OFFICER REPORT

TO: Council

SUBJECT: Independent Audit & Risk Committee Chairperson

DATE: 09.08.21

AGENDA REF: FCS3

AUTHOR: Michelle Clarke - Director Finance & Corporate Services

Sub-Heading

Independent Chairperson of the Audit & Risk Committee

Executive Summary

The purpose of this report is to call for expressions of interest to replace the independent Audit & Risk Committee Chairperson as that position is due to expire on 31 December 2021.

Background

Audit & Risk Committee Independent Chairperson

Council appointed an independent Chairperson to its then Audit Committee on 17 August 2019, Mr James Hetherington. That appointment was then extended to 31 December 2021 at a council meeting on 18 April 2019.

The Audit & Risk Committee operates in cycles relevant to the financial year and preparation of the financial statements. The expiry date is considered the most appropriate time of the year for any change over with the last meeting usually held in October and the first meeting held in March.

Audit & Risk Committee Independent Member

Mr Craig Dreher was appointed for two years commencing on 8 October 2019 with an expiry date of 31 December 2022 to ensure that there is some continuity should membership change.

The Independent Chair and Members of the Audit & Risk Committee generally serve two terms or a total of 4 years consistent with council's election cycle.

Link to Corporate Plan

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

Consultation (internal/external)

Independent Chair
Audit & Risk Committee Councillor Members
External Auditors

Legal Implications

S105(1) of the Local Government Act 2009 requires councils to establish an efficient and effective internal audit function and it is considered best practice to establish an audit committee to monitor and review the integrity of financial documents, internal audit function and effectiveness and objectiveness of the internal audit function.

Risk Implications

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

Policy Implications

- Council has a terms of reference for its Audit & Risk Committee and requires council to appoint an independent Chair and member by council resolution.
- The selection of committee members is to be completed by way of seeking nominations and a panel consisting of the Mayor, Deputy Mayor and Chief Executive Officer.
- The maximum number of consecutive terms for an independent external member (or chair) without the need for calling for further nominations is two terms (or 4 years). Mr Hetherington will have served 4 years and therefore it is recommended that expressions of interest be called consistent with the terms of reference.
- Mr Hetherington may seek to re-nominate.

Financial and Resource Implications

The Independent Chairperson and Member roles attracts meeting fees, depending on the number of meetings held.

Options or Alternatives

Council cannot extend the Independent Chair position without calling for expressions of interest as per item 9 of the Terms of Reference.

Attachments

Nil

Recommendation/s

That Council resolves to call for expressions of interest for the Independent Audit & Risk Committee Chairperson for a period of two years from 1 January 2022 to 31 December 2024.

Michelle Clarke

Director Finance & Corporate Services

OFFICER REPORT

TO: Council

SUBJECT: Policy Review - Register and Rescinding Old Policies

DATE: 09.08.21

AGENDA REF: FCS4

AUTHOR: Michelle Clarke - Director Finance & Corporate Services

Sub-Heading

Policy Review Project – Register and Rescinding Obsolete Policies

Executive Summary

The purpose of this report is to inform Council of a current project to review all policies to ensure they meet statutory requirements and are reviewed using a new format. The policies listed in this report are either no longer required or superseded or duplicated in other policies.

Background

Finance & Corporate Services are working with a Governance specialist to review all of Council's policies, procedures and management directives. Council will receive a series of reports to adopt new or revised policies to meet legislative requirements and be asked to rescind previous policies that are now obsolete, duplicated or superseded by more recent policies. The new format is attached for Council's information only.

The following is a list of the first of these policies/procedures recommended for rescission.

1. Confidentiality Procedure – originally resolved by Council on 15/03/2013. Confidentiality requirements for employees is addressed in the Employee Code of Conduct. The Code of Conduct is also under review as it was adopted on 21/11/2014. The requirements are legislative for employees to keep confidential information, confidential and to not misuse information for personal purposes.
2. Leave of Absence & Teleconferencing was resolved by Council on 19/09/2014. This is now addressed in Code of Meeting Practice that was updated in line with legislative requirements in October 2020.
3. Investigating Official Misconduct was resolved by Council on 24/09/1993, there has been changes to legislation and this policy was superseded by the Administrative Action Complaints Policy (17/9/2020) and Public Interest Disclosures Policy (21/12/2017) and Corruption & Fraud Policy (29/10/2020).
4. Loss, Theft and Damage to Council Property was resolved by Council 16/05/2019 and has been superseded by the Administrative Action Complaints Policy (17/9/2020) and Public Interest Disclosures Policy (21/12/2017) and Corruption & Fraud Policy (29/10/2020).
5. Salvage of Lost/Abandoned Goods. Resolved by Council 19/05/2000, superseded by the Administrative Action Complaints Policy (17/9/2020) and Public Interest Disclosures Policy (21/12/2017) and Corruption & Fraud Policy (29/10/2020).

Link to Corporate Plan

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

Consultation (internal/external)

Senior Leadership Group

Legal Implications

All policies are being reviewed to ensure they meet current legislative requirements.

Risk Implications

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

Policy Implications

It is proposed to adopt a policy framework and conduct training across the organisation on 'what is a policy'; 'what are our statutory policies', 'what is a management directive', 'what is the process to adopt a new policy' and ensure that all are maintained via a register and publicly available, as required.

Financial and Resource Implications

The Governance specialist is assisting within existing budget for Finance & Corporate Services and is familiar with Balonne Shire.

Options or Alternatives

These policies are no longer required.

Attachments

1. Template - Policy [↓](#)
2. Confidentiality procedure [↓](#)
3. Leave of Absence and Teleconferencing [↓](#)
4. Investigating Official Misconduct [↓](#)
5. Lost and Stolen Items [↓](#)
6. Lost/Salvage Items [↓](#)

Recommendation/s

That Council resolves to rescind the following policies:

1. Confidentiality Procedure, resolved by Council 15/03/2013 as it is now addressed in the Employee Code of Conduct.
2. Leave of Absence & Teleconferencing Policy, resolved by Council 19/09/2014 as it is addressed in Council's Code of Meeting Practice.
3. Investigating Official Misconduct, resolved by Council 24/09/1993;

4. Loss, Theft and Damage to Council Property Policy, resolved by Council 16/05/2019; and
 5. Salvage of Lost/Abandoned Goods, resolved by Council 19/05/2000;
- as 3, 4 and 5 have been superseded by Council's Policy – Administrative Action Complaints Policy (17/9/2020) and Public Interest Disclosures Policy (21/12/2017) and Corruption & Fraud Policy (29/10/2020).

Michelle Clarke

Director Finance & Corporate Services



XX Council Policy (Statutory) [only inc Statutory if required by legislation]

1. PURPOSE

[short description of what the policy is aiming to achieve]

##

2. SCOPE & AUTHORITY

[who does the Policy apply to / not apply to; to what situations does it apply]

[under what authority / head of power the policy is established - default will be LG Act / Regs unless other regulatory instrument]

##

3. POLICY STATEMENT

[A concise statement of the policy, including supporting Principles where-ever possible]

##

4. RESPONSIBILITIES

[what are the key responsibilities, decisions, actions mandatory and possible under this policy and what positions can execute them. Must include as a minimum Policy Custodian (member of CMT responsible for policy maintenance and implementation)]

##

5. RISK

[What risks are this policy seeking to mitigate or control and how]

##

6. IMPACTS

[Must include as a minimum:

Human Rights Compatibility Statement under the Human Rights Act 2019; and

Engagement – consistent with engagement policy, what engagement process has been undertaken.]

##

7. RELATED LAWS

[List any other laws related impacting or being addressed by this policy]

##

8. RELATED COUNCIL DOCUMENTS

[list any related policies or subordinate documents such as guidelines, procedures, forms]

Document No. >> (Insert Magiq Doc ID of Word doc ###) Version No ###
Authorised by >> [Council resolution #]

Date of Adoption: ###
Page 1 of 2



XX Council Policy (Statutory) [only inc Statutory if required by legislation]

##

9. REVISION HISTORY

Revokes: [List any preceding document/s name and ref # that this policy revokes]

List any previous approved versions

Suggested to review by: #####

10. DEFINITIONS

[Define any complex or ambiguous terms used in the policy]

##

11. ATTACHMENTS

[aim to keep the main policy as brief as possible, with any other essential material included as attachments]

##



Balonne Shire Council

Confidentiality Procedure

Title

Confidentiality Procedure

Purpose

This procedure provides guidance to Councillors in complying with section 171(3) of the *Local Government Act 2009* ("LGA") regarding the proper handling of confidential information. The procedure aims to assist Council in determining what might be considered confidential information and how this information should be handled.

Introduction

It is accepted that Councillors will be in receipt of confidential information that may or may not be part of a formal Council meeting. Councillors must use Council information in a way that promotes and maintains the public's trust and confidence in the integrity of the local government.

This procedure aims to support Councillors in balancing the right and duty to inform the public and consult with constituents about Council business with the interest Council has in preventing disclosure of confidential information.

This procedure does not override an individual Councillor's statutory obligations in respect of the use of information, nor does it override Council's obligations under the LGA or any other legislation or subordinate legislation to disclose or publish information where this is required by law.

Scope

This procedure applies to confidential information held by Council and Councillors.
Legislative and policy context

Section 171(3) of the LGA sets out provisions relating to the release of confidential information by Councillors. It states:

A Councillor must not release information that the Councillor knows, or should reasonably know, is information that is confidential to the local government.

Note—

A contravention of subsection (3) is misconduct that is dealt with by the tribunal.

Adopted at the General Meeting of Council 15th March 2013

Definitions

'Councillor briefing sessions' are non-decision-making forums convened by Councillors, the CEO and, as directed by the CEO, other Council officers that create an opportunity for Councillors and officers to discuss matters of proposed policy or other strategic or community sensitive issues, as well as providing a forum for Councillors to be made aware of issues of significance to the organisation and/or to the community.

'Information' comes in any number of forms including letters, reports/documents, facsimiles, attachments, tapes, emails, electronic media, and/or other forms of information including discussions during meetings.

Policy Statement

Council operates in an environment of public accountability in which it seeks to inform the public of issues under consideration and the nature of decisions made by Council and its committees. Therefore, information should ordinarily be released to the public unless there are compelling reasons which indicate that this is not in the public interest.

At the same time, Council is conscious of the need to handle Council information in a way that promotes and maintains the public's trust and confidence in the integrity of the local government.

It is accepted that Councillors will be in receipt of confidential information that may or may not be part of a formal Council meeting. It is Council's responsibility to ensure that such information is treated confidentially, so as not to harm, prejudice or compromise the interests of Council or any individual or organisation, or enable any individual or organisation to gain a financial advantage.

Whilst endeavouring in the interests of public accountability to limit the number of matters which are considered in confidential sessions, Council acknowledges that it is appropriate to consider certain matters in closed meetings.

Responsibilities of Councillors

Councillors must be aware of their responsibilities and agree they should:

- exercise due care when handling or using information acquired in their role as a Councillor;
- acknowledge that there will be information that must be treated as confidential because to release it would reduce public trust and confidence in the integrity of the Council;
- acknowledge that disclosure of confidential information constitutes a breach of the LGA;
- if uncertain, presume information is confidential, and seek advice from the CEO prior to any release of it;
- undertake not to disclose, and to use their best endeavours to prevent disclosure of, confidential information to any person or organisation, specifically:
 - avoid discussing confidential Council information with family, friends and business associates; and
 - ensure documents containing confidential information are properly safeguarded at all times – including materials stored at private or business residences.

Confidential Information

The following types of information shall be deemed to be confidential to Council unless or until Council resolves to the contrary in a particular instance:

Adopted at the General Meeting of Council 15th March 2013

- Commercial in confidence information — including where the release of information would affect a third party's competitive advantage; this is particularly relevant in a competitive tender situation.
- Information derived from government departments or ministers that has been classified as confidential.
- Information of a personal nature or about personal affairs, for example the personal details of Councillors or Council staff.
- Information relating to a property disposal or acquisition process where release of the information may prejudice Council (see also section 171(1) of the LGA).
- Financial and legal analysis where the disclosure of that information may compromise Council or someone else.
- Information that could result in action being taken against Council for defamation.
- Information involving legal advice to Council or a legal issue or a matter before the courts.
- Information that is expressly given to Councillors in confidence.
- Information examined or discussed at Councillor briefing sessions, unless the CEO declares that such information (or part thereof) is not confidential.
- Information about:
 - the appointment, dismissal or discipline of employees
 - industrial matters affecting employees
 - the Council's budget
 - rating concessions
 - contracts proposed to be made by Council
 - starting or defending legal proceedings involving Council
 - any action to be taken by the local government under the *Sustainable Planning Act 2009*, including deciding applications made to it under that Act.

It is acknowledged that some of the above classes of information may need to be disclosed from time to time for legal proceedings or in accordance with the *Right to Information Act 2009*.

Nevertheless, this procedure deems that as a minimum:

- The CEO may make a declaration that information concerning a specific matter is to be treated as confidential to Council, and the information will remain confidential unless or until Council resolves to the contrary.
- An item on a Council or committee meeting agenda – and the information contained in the documentation or supporting material – that is declared confidential by the CEO is to remain confidential unless or until Council or the committee resolves to the contrary.
- If the Mayor or a Councillor in a meeting asks that a matter be treated as confidential, Council will formally resolve as to whether all information concerning the matter is confidential.
- If a meeting of a committee resolves that an item – and the information contained in the documentation or supporting material – is to be confidential it remains confidential unless or until Council resolves to the contrary.
- If Council exercises its powers under section 275 of the *Local Government Regulation 2012* to close its meeting to members of the public, all information in relation to the matters discussed during that closed meeting or the closed portion of the meeting is confidential, unless and until the Council resolves to the contrary.
- Confidential information shall be clearly identified as confidential.
- Any information of a type deemed to be confidential is to be presumed by Councillors to be confidential to Council and must not be released without seeking advice from the CEO.

Adopted at the General Meeting of Council 15th March 2013

- If a Councillor has any doubt as to whether Council considers information to be confidential, the Councillor is to act on the assumption that Council does so intend until the doubt is resolved at a subsequent meeting of Council.

Consideration of Confidential Material – Council Meetings

The following procedures will apply to the preparation of an agenda and material for consideration at meetings of the Council:

1. If it is considered by the Chief Executive Officer (CEO) that the Council should consider a matter in a closed meeting, the CEO will clearly indicate such recommendation on the agenda.
2. The CEO will make a declaration that all information contained in the documentation and associated material is information confidential to the Council.
3. The CEO will ensure that the documentation and material is clearly marked as confidential.
4. The reason for the recommendation will be set out in the material.

The following procedures will apply to a recommendation by the CEO that a matter be considered in a closed meeting:

1. Council will consider the recommendation in open session unless to do so would result in the public release of the information concerning the matter.
2. Council shall determine by resolution whether the matter is confidential or not for the purposes of declaring that a meeting should be a closed one.
3. Upon moving that an issue be dealt with in a closed meeting, the mover must clearly state the reason for the motion.
4. Council will resolve that:

- the matter is to be considered in a closed meeting, and all information relating to that matter is confidential to Council, or

- the matter will be considered in open session.

Information considered at a closed meeting of Council shall remain confidential unless or until Council resolves otherwise.

Release of Confidential Information

Any release of confidential information for any purpose to any person or organisation (other than those who are entitled to the information, such as other Councillors or Council staff) is a breach of section 171(3) of the LGA. Release includes:

- orally telling any person about the information or any part of the information
- providing the original or a copy of documentation or any part of the documentation that is marked confidential
- paraphrasing – putting into your own words – any confidential information and providing that in writing or orally.

Adopted at the General Meeting of Council 15th March 2013

Breach of this Procedure

A person may make a complaint about a breach by a Councillor of section 171(3) by giving notice of the complaint to the Council's CEO. A breach of section 171(3) is "misconduct" (see the definition of "misconduct" in section 176(3)(d) of the LGA). Allegations of misconduct must be referred by the Council's CEO to the chief executive of the Department of Local Government (see section 176C(4) of the LGA).

Thereafter the chief executive of the Department of Local Government must refer the complaint to either a regional conduct review panel or the remuneration and discipline tribunal (see section 177(3) of the LGA). If either the panel or tribunal decide that a Councillor has breached section 171(3), section 180(2) and (5) identify orders or recommendations that may be made.

Acknowledgements

This procedure is largely based on pages 11-15 (inclusive) of "Handling confidential information: Guidelines and policy for local governments", jointly published by the Crime and Misconduct Commission and the (former) Department of Local Government Sport and Recreation – accessed on 21 July 2010 at -

<http://www.dlgp.qld.gov.au/resources/guideline/local-government/guidelines-procedure-confidential-info.pdf>

Note: Prepared by King & Company, Solicitors – August 2010 and endorsed by LGAQ Executive 30 August 2010

Revised by King & Company Solicitors on 4 January 2013

Adopted at the General Meeting of Council 15th March 2013

1. **LEGISLATIVE AUTHORITY**

Local Government Act 2009.
Local Government Regulation 2012.
Local Law No. 5 (Meetings)
Local Law Policy No.5 (Standing Orders)

2. **BACKGROUND**

Under section 12 the *Local Government Act 2009* (Qld) Councillors are charged with certain statutory responsibilities. Arguably, the greatest statutory responsibility of Councillors is to represent the current and future interests of the residents of the local government. This is achieved through participating in council meetings, policy development and decision making for the benefit of the local government.

In their 2013 Report, the Queensland Local Government Remuneration and Discipline Tribunal (the Tribunal) note that attendance at, and participating in council meetings was the highest order of business required by a Councillor, and that the formal business of Council requires full attendance at monthly meetings. Recognising this, the Tribunal amended the remuneration arrangements for Councillors by linking 50% of a Councillor's remuneration to attendance at monthly meetings.

Therefore, attendance at Council meetings is not only an important statutory obligation of Councillors, it is the embodiment of the public perception of performance and 'value for remuneration' by which Councillors are assessed by the electorate. Consequently, this Policy expresses Council's expectations of full attendance at meetings, and provides guidelines to meetings when considering requests by Councillors to teleconference into Meetings when physically unable to attend.

3. **POLICY**

3.1 **PURPOSE**

The purpose of this Policy is to express: -

- (a) Council's expectation that all Councillors will attend, in full, all relevant Council meetings;
- (b) the process by which Councillors may request a leave of absence from meetings, and
- (c) the factors to be taken into consideration when approving a Councillor(s) request to attend all or part of the meeting by teleconference.

3.2 **POLICY STATEMENT AND PROCEDURE**

To comply with the statutory obligations for Councillors under section 12 of the *Local Government Act 2009* (Qld) and satisfy public expectations, all elected Councillors of Balonne Shire Council will effectively manage their affairs to ensure their attendance at: -

- each scheduled monthly Council Meeting;
- any special meetings that may be called from time to time;
- any standing / advisory committees to which they are appointed; and
- meetings of all external bodies to which they are appointed by Council by resolution as representatives of Balonne Shire Council.

In instances where a Councillor is unable to attend a Council Meeting, they must inform the Mayor (through the Chief Executive Officer) of their absence and request that a leave of absence be granted. The Councillor must provide reasons why they will be unable to attend the meeting. At the commencement of the Meeting, the Mayor / Chair shall inform the Meeting of the Councillor's absence and reasons for absence. Voting Members of the meeting shall then resolve whether or not a leave of absence will be granted.

In making a request for a leave of absence, the Councillor may make a request to teleconference into part or all of the meeting. At the commencement of the relevant meeting, the Mayor / Chair shall also inform the meeting of the Councillor's request to teleconference into the meeting. In addition to resolving whether or not to grant a leave of absence, the meeting shall resolve whether or not to allow the Councillor to teleconference into the meeting. Permission to teleconference into the meeting shall not be unreasonably withheld, in the interest of observing the local government principles of: -

- (a) transparent and effective processes, and decision making in the public interest;
...
- (c) democratic representation, social inclusion and meaningful community engagement
- (d) good governance of, and by, local government.

When considering whether to grant permission for a Councillor to teleconference into a meeting, members of the meeting shall have regard to, the: -

- purpose of the meeting;
- whether a quorum can be established with / without the Councillor teleconferencing in.
- business to be conducted at the meeting (including the urgency in which a decision is to be made);
- standing of the Councillor to the purpose of, and / or business to be conducted at the meeting (for example, the Councillor is the portfolio holder for, or a representative to an external body established for the purpose of addressing the topic under debate);
- technological practicalities of teleconferencing in (i.e. the capability of the absent Councillor to connect in, e.g. mobile / skype / video conferencing connection)
- physical environment of the Councillor when teleconferencing into the meeting (whether the Councillor is connecting from a public / private venue free of interference / distraction). Note: this is a particularly relevant consideration if the purpose of the meeting is to discuss closed session or confidential matters – in these circumstances, the Councillor must satisfy the meeting that they can and will observe the confidentiality requirements of the debate.

4 REVIEW

This Policy shall be reviewed at the Statutory (Post Election) Meeting of each successive term of Council.

Balonne Shire Council

Policy and Procedures for Reporting and Investigating Official Misconduct

Resolution Date: 24 September, 1993 Meeting Type: General
Review Date: 15 September 2006 Meeting Type: General

SUMMARY

Official misconduct may occur with a person discharging duties or exercising powers dishonestly or not impartially. It can also involve breaching the trust placed in the employee or the misuse of information acquired through employment with the Balonne Shire Council.

Official misconduct is any corrupt or serious misconduct relating to the performance of a councillor's or council employee's duties that is dishonest or lacks impartiality, or involves a breach of trust, or is a misuse of officially obtained information. The conduct must be serious enough to be a criminal offence (which includes offences under the *Local Government Act*) or (in the case of council employees) to justify dismissal. Trying to influence a public officer to act improperly is also classed as official misconduct.

The Balonne Shire Council is committed to eliminating official misconduct and preventing its occurrence.

When employees suspect that another employee, supplier or elected representative is involved in official misconduct, they should immediately report it to either the Chief Executive Officer or directly to the Crime and Misconduct Commission (CMC). A complaint can be made directly to the CMC by telephone, fax, email, letter, in person (by appointment) or by using a complaints form on the CMC website. CMC contact details are set out in Section 5 of this policy document.

There should be reasonable suspicion that official misconduct has occurred, but the person making the report does not need to have absolute proof.

The Chief Executive Officer, as a "Public Official" under the *Crime and Misconduct Act 2001*, is required by law to report all matters of suspected official misconduct to the Crime and Misconduct Commission.

As long as a complainant has acted in good faith they will have the protection of the *Whistleblowers Protection Act* and the *Crime and Misconduct Act*. These Acts make it illegal to victimise anyone for making a public interest disclosure.

1.0 POLICY

The *Crime and Misconduct Act 2001* (Section 38) imposes a duty on the Chief Executive Officer (Principal Officer) of a local government to report anything that they suspect may involve official misconduct within the Balonne Shire Council to the Crime and Misconduct Commission.

This policy document outlines the procedures that should be followed by all employees of the Balonne Shire Council.

The aims of these procedures are:

- * To ensure the prompt referral of all complaints or instances of suspected official misconduct in accordance with the requirements of the *Crime and Misconduct Act 2001*.
- * To allow for a speedy investigation of these complaints.
- * To ensure that appropriate action is taken when official misconduct occurs

2.0 RATIONALE

Balonne Shire Council

Policy and Procedures for Reporting and Investigating Official Misconduct

Resolution Date: 24 September, 1993 Meeting Type: General
Review Date: 15 September 2006 Meeting Type: General

The Balonne Shire Council is committed to eliminating official misconduct and preventing its occurrence.

The standing and reputation of the Queensland public sector is enhanced by ensuring an honest and impartial public administration.

Official misconduct wastes money and resources, leads to inefficiency and destroys trust. It is in everyone's interest to help maintain integrity and high standards of conduct in the public sector.

Every staff member has a role to play in watching for and reporting official misconduct and in maintaining effective work practices to combat official misconduct.

3.0 DEFINITIONS

In order to clearly understand the obligation placed on the Chief Executive Officer and the procedure for referring complaints of official misconduct to the Crime and Misconduct Commission, the following definitions are helpful:

i. Official misconduct

Official misconduct is conduct relating to the performance of an officer's duties that:

- is dishonest or lacks impartiality; or
- involves the breach of the trust placed in an official by virtue of their position; or
- is a misuse of officially obtained information.

The conduct must be a criminal offence or serious enough to justify dismissal. Examples are:

- accepting money or other benefits in exchange for helping someone to :
 - avoid prosecution
 - win a contract
 - gain government approval
- stealing an employer's property or cash
- gaining a personal benefit by not revealing a conflict of interest
- unlawfully assaulting a person

Trying to influence a public official to act improperly is also classed as official misconduct.

When a person makes a complaint, they do not need to know whether the matter falls within the definition of official misconduct. The Crime and Misconduct Commission will decide that.

The CMC cannot investigate a complaint against an elected official unless the matter could involve a criminal offence. The rationale for the difference between elected representatives and employees is that the former are elected by the people, and short of being convicted of a criminal offence, can only be "dismissed" through the ballot box.

ii. Public Official

The public official of the Balonne Shire Council is the Chief Executive Officer.

Balonne Shire Council

Policy and Procedures for Reporting and Investigating Official Misconduct

Resolution Date: 24 September, 1993 Meeting Type: General
Review Date: 15 September 2006 Meeting Type: General

4.0 REPORTING OFFICIAL MISCONDUCT

Who may report official misconduct to the CMC?

Anyone can report suspected official misconduct to the CMC. If you report a matter to the Council the CEO is obliged to report the matter to the CMC.

If you are uncertain whether the behaviour constitutes official misconduct or something less serious you can seek help from a complaints officer at the CMC on the contact numbers given in Section 5.

What protection is there?

As long as the person making the report has acted in good faith, that person will have the protection of the *Whistleblowers Protection Act* and the *Crime and Misconduct Act*. These Acts make it illegal to victimise anyone for making a public interest disclosure.

What to include in a complaint.

- * The name and address of the person you suspect of official misconduct
- * Full details of the events such as, what happened, when it happened, where it happened, who said what to whom, details of who may have witnessed or have any further information about the official misconduct and if the matter has already been reported to the CEO of Council.

5.0 REFERRAL PROCEDURES

All referrals will be treated in the strictest confidence.

All members of staff must promptly refer all cases of suspected official misconduct. A matter should be reported as soon as it comes to your attention.

Complaints may be made in any manner, in writing or verbally.

Staff may refer complaints to the Chief Executive Officer of the Balonne Shire Council in person or by writing. Complaints may also be made directly to the CMC at:

Telephone: (07) 3366 06060
 (toll free 1800 061 611 outside Brisbane)

Telephones are staffed 24 hours a day.

Fax: (07) 3360 6333

Postal address: GPO Box 3123
 Brisbane, QLD 3123

Balonne Shire Council

Policy and Procedures for Reporting and Investigating Official Misconduct

Resolution Date: 24 September, 1993
Review Date: 15 September 2006

Meeting Type: General
Meeting Type: General

Street Address: 140 Creek Street, Brisbane

Email: mailbox@cmc.qld.gov.au

CMC website: www.cmc.qld.gov.au

6.0 WHAT HAPPENS WHEN A COMPLAINT IS RECEIVED.

Once a complaint is received the CMC assess how it should be handled, taking into account the particular circumstances of the case. The CMC will not always investigate a complaint themselves.

Mostly, complaints are referred back to the agency (Council) as the *Act* states that wherever possible the misconduct should be dealt with by the agency. The CMC will investigate the most serious matters and those where it is necessary to promote public confidence.

The CMC may also review the way that an agency (Council) handles a particular complaint. From time to time the CMC may audit samples of complaints dealt with by an agency. The CMC monitors how agencies handle complaints so as to improve the integrity of, and reduce the incidence of misconduct in, the public sector.

In short, if a complaint warrants action, the CMC may:

- refer the it to the agency (Council) concerned to deal with;
- refer it to the Queensland Police Service;
- investigate it themselves;
- investigate it in conjunction with another agency.

The CMC may also recommend that the agency concerned consider whether any administrative changes or misconduct prevention strategies are warranted, and the CMC may help develop these strategies.

Whether the CMC investigates the complaint, or another agency deals with it, the complainant should be told the outcome.

7.0 CMC CONTACT WITH YOU

The CMC will contact you if they need more information about what you have reported, and to tell you what action they have decided to take. If the CMC sends the matter to an agency to deal with, the agency will keep you informed.

8.0 DETERMINATION OF THE COMPLAINT

If your complaint is substantiated, a number of outcomes are possible. The person concerned might be charged with a criminal offence, or brought before a Misconduct Tribunal on a disciplinary charge of official misconduct or subjected to another disciplinary charge. All of these measures can result in anything from a reprimand to dismissal. On the

Balonne Shire Council

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other hand, the person concerned may simply require guidance.

It may be that no misconduct has occurred, but an explanation from the agency about what actually happened is warranted. The agency might also take some remedial action, such as administrative changes or prevention strategies.

9.0 MAKING A FALSE COMPLAINT

Anyone who makes a complaint to the CMC knowing it to be untrue may be prosecuted under the *Crime and Misconduct Act or the Public Service Administration Act*. False complaints are treated seriously, because they waste public resources and unfairly damage reputations. If a complaint lacks substance, or if dealing with it would be an unjustifiable use of resources, the CMC will take no further action.

10.0 CONFIDENTIALITY

The Crime and Misconduct Commission and the Chief Executive Officer are concerned to protect the reputation of both those who report suspected official misconduct and those who are the subject of the complaint. Strict confidentiality must be maintained by all involved in the process.

11.0 ANONYMOUS COMPLAINTS

All complaints, including anonymous complaints, of suspected official misconduct will be assessed by the Criminal and Misconduct Commission. The Commission would prefer full details because experience has shown that anonymous complaints are more difficult to investigate successfully.

12.0 PROTECTION OF OFFICERS

Breach of the duty of confidentiality

Providing information about official misconduct to the Crime and Misconduct Commission has a high priority and overrides the confidentiality provisions of others *Acts*, oaths, affirmations, statutory declarations, rules and practices.

A person does not commit an offence and is not liable to disciplinary action by providing information to the Crime and Misconduct Commission.

Victimisation of Officers

As long as you have acted in good faith, you have the protection of the *Whistleblowers Protection Act* and the *Crime and Misconduct Act*. These Acts make it illegal to victimise anyone for making a public interest disclosure.

Balonne Shire Council

Policy and Procedures for Reporting and Investigating Official Misconduct

Resolution Date: 24 September, 1993 Meeting Type: General
Review Date: 15 September 2006 Meeting Type: General

13.0 IMPLEMENTATION

The policy has effect from the date of the Council Resolution of 24 September 1993.

14.0 DISSEMINATION

This policy is available to all staff and forms part of the Staff Induction Manual.

15.0 REVIEW

This policy was developed following the commencement of the *Criminal Justice Act 1989*. This Act was repealed and new legislation introduced titled the *Crime and Misconduct Act 2001*. This policy has now been reviewed and updated in accordance with the new legislation. The policy will be further reviewed when amendments to the legislation are made.

16.0 ENQUIRES

If assistance is required in respect of the procedures and issues covered herein, contact should be made with the Chief Executive Officer.

17.0 APPROVING AUTHORITY

The Council of the Shire of Balonne.

Balonne Shire Council
Loss, Theft or Damage of Council Property



Date Approved:

1. LEGISLATIVE AUTHORITY

Under section 307A of the Local Government Regulation 2012, Council has to report any missing or lost local government property. Any losses valued at \$1000.00 and higher are to be reported to the Auditor General under s307A of the LGR 2012.

Related Legislation: *Local Government Act 2009, Local Government Regulations 2012*

Related Corporate Policies: *Code of Conduct for Employees, Code of Conduct for Councillors, Balonne Shire Council Policies*

2. BACKGROUND

Under the above mentioned Local Government Regulation, Council employees are required to report all lost, theft or damaged local government property.

3. PURPOSE

This policy and procedure applies to the all Balonne Shire Council Employees, to report any lost, theft or damaged property to the appropriate officer. This policy is to provide guidance on how Balonne Shire Council will manage and prevent fraud, and provide a formal approach for reporting loss, theft or damage of property within Balonne Shire Council and assist with the identification, prevention and detection of any investigated corruption within Council.

4. SCOPE

Detection and prevention of fraud to be the responsibility of all employees, Councillors, community members, volunteers and any party engaging in or undertaking business with Council.

5. PROCEDURE

1. Employee to identify the Loss, theft or Damage.
2. Employee to contact Queensland Police if necessary to report the loss.
3. Employee to fill out the "Report on Loss, Theft or Damage of Council Property" form and give to your Supervisor or Director, as soon as possible.
4. Your Supervisor or Director to give the completed form to the Infrastructure Services Administration Officer within 3 days of the initial report.
5. This loss, theft or damage will then be assessed as to whether it is required to be reported to the Auditor General and/or an Insurance Claim, Quotation, Photos to be written.
6. All reported loss, theft or damaged items will be put into a database and be monitored and updated on a regular basis.
7. Once assessment has been undertaken either a letter to the Auditor General should be written or the insurance claim to be signed off. Below is who is able to sign off on the letters or insurance claims:

Balonne Shire Council
Loss, Theft or Damage of Council Property



Date Approved:

- a. Auditor General – Signed off by Chief Executive Officer;
 - b. Insurance Claim – Signed off by Director or Chief Executive Officer.
8. If an insurance claim is to be written, Council's Infrastructure Services Administration Officer will gather a sequence of information from Quotations, Photos, Plant Information (if required) and Queensland Police Report No.
9. This is then put into a File with all relevant information and documentation for future reference.

Balonne Shire Council

Policy - Salvage of Lost/Abandoned Goods

Adopted: 19th May, 2000

Background

This policy broadly outlines procedures to be followed by staff in the performance of their duties with regard to the salvage of goods of value which have been lost or abandoned on public lands or in public buildings under the control of Council.

The aim of this policy is to ensure that every step is taken to protect the travelling public where applicable, facilitate the return of the goods to their rightful owner and to protect the reputation of the Council and its Employees by ensuring that accountable procedures are followed in dealing with such goods.

Definitions

Public lands under the control of Council includes roads and road reserves, stock routes and related reserves, aerodromes, showgrounds, cemeteries and other reserves;

Public buildings under the control of Council includes offices, depots, libraries, cultural and civic centres, halls, meeting rooms, swimming pools and the like;

Goods includes items of value which are not the property of Council. *(for example, abandoned motor vehicles, articles which have fallen from vehicles onto a road, abandoned domestic animals, personal items such as wallets and handbags, mobile phones and the like)*

Policy

- \$ Where goods are found on a roadway by a Council employee/s, arrangements should immediately be made to ensure the safety of the travelling public. (eg remove item/s from traffic lanes, erect warning signs, direct traffic).
- \$ Prior to transporting the goods for secure storage, the employee shall report the situation to their immediate supervisor who will notify the Police or the owner if known, of the lost/abandoned goods and seek their instructions regarding delivery arrangements. Special arrangements may need to be made for the transport of dangerous goods (chemicals etc.), larger items (eg abandoned car) or large quantities of specific items. Where applicable, transport costs must be met by the owner of the goods.
- \$ In the case of lost/abandoned domestic animals, arrangements shall be made with Council's Health/Building Department regarding their transport to the Shire Pound at St. George.

OFFICER REPORT

TO: Council

SUBJECT: Policy Review - Advertising Spending Policy

DATE: 09.08.21

AGENDA REF: FCS5

AUTHOR: Michelle Clarke - Director Finance & Corporate Services

Sub-Heading

Advertising Spending Policy (Statutory)

Executive Summary

The purpose of this report is to inform Council of a current project to review all policies to ensure they meet statutory requirements and are reviewed using a new format. Council is required to adopt a Policy under the Local Government Regulation 2012, Section 197 which governs advertising spending. The report recommends that the revised policy be adopted.

Background

The Advertising Spending Policy has been reviewed and updated into the new format. There are no material changes to the original policy adopted 16/05/2019. The report recommends that Council adopt the updated statutory policy. The policy is applicable to Councillors using council resources to campaign as an individual as opposed to Council advertising and promoting the organisation and community initiatives and programs. The policy should be reviewed and noted by Councillors, particularly in the lead up to a caretaker period.

Some of the new features added to the new policy template provide alignment with risk; the corporate plan; human rights and community engagement. The human rights element is a statutory requirement.

5. RISK

This Policy is a statutory requirement and seeks to reduce the risk that Council advertising is used to promote the achievements or plans of a particular Councillor or groups of Councillors, or to influence electors during an election period.

6. IMPACTS

Corporate Plan: Goal – 5. Governance; Program Areas – 5.4 High levels of accountability and compliance

Human Rights Compatibility Statement: *This Policy has been assessed as compatible with the Human Rights protected under the Human Rights Act 2019; and*

Engagement: *This policy has been developed with guidance from Queensland State Government resources, and in consultation with the Senior Leadership Group.*

Link to Corporate Plan

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

Consultation (internal/external)

Senior Leadership Group

Legal Implications

197 Advertising spending

- (1) *A local government must prepare and adopt a policy about the local government's spending on advertising (an advertising spending policy).*
- (2) *A local government may spend money on advertising only—*
 - (a) *If -*
 - (i) *the advertising is to provide information or education to the public; and*
 - (ii) *the information or education is provided in the public interest; and*
 - (b) *in a way that is consistent with the local government's advertising spending policy.*
- (3) *Advertising is promoting, for the payment of a fee, an idea, goods or services to the public.*

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 adoption of the revised Advertising Spending Policy will rescind the previous version adopted 16/05/2021.

Financial and Resource Implications

Nil

Options or Alternatives

Not applicable.

Attachments

1. Advertising Spending Policy [↗](#)

Recommendation/s

That Council resolves to:

- a) rescind the previous version of the Advertising Spending Policy, adopted on 16 May 2019; and
- b) adopt the attached Advertising Spending Policy as required by S197 of the Local Government Regulations 2012.

Michelle Clarke
Director Finance & Corporate Services

Advertising Spending - Council Policy (Statutory)

1. PURPOSE

This policy is to ensure that Council advertising is only used to advance the purpose of Council or to benefit the community, in compliance with the Queensland Local Government Regulation 2012, Section 197. In particular, Council advertising must not be used to promote achievements or plans of a particular Councillor or groups of Councillors, or to influence electors during an election period.

2. SCOPE & AUTHORITY

The policy applies to all Council staff responsible for the procurement and placement of any paid advertisement or notice in any media which promotes an idea, goods or services provided for public. It is also applicable to Councillors when promoting achievements or plans of Councillors or groups of Councillors. This may be particularly relevant in the lead up to an election and regardless of whether the Council advertising expends Council funds.

This policy is a requirement of the Queensland Local Government Regulation 2012, Section 197 which governs advertising spending and states:

197 Advertising spending

- (1) *A local government must prepare and adopt a policy about the local government's spending on advertising (an advertising spending policy).*
- (2) *A local government may spend money on advertising only—*
 - (a) *If -*
 - (i) *the advertising is to provide information or education to the public; and*
 - (ii) *the information or education is provided in the public interest; and*
 - (b) *in a way that is consistent with the local government's advertising spending policy.*
- (3) *Advertising is promoting, for the payment of a fee, an idea, goods or services to the public.*

3. POLICY STATEMENT

Council will only provide information by way of advertising which is beneficial to the public and in the public interest, consistent with this policy and in promotion of the goods or services provided to the local government area.

Council will only promote advertising for the benefit of the community and will not promote anything for any of its Councillors' personal or material gain.

Advertising expenditure must be reasonable, cost effective, within a budget allocation, for official purposes only and be able to withstand reasonable public scrutiny.

Acceptable use of Council advertising includes:

- a) To better inform the public of any new or continuing services, programs, facilities and venues provided by Council.
- b) To advise the public of any change in the plans provided by Council.
- c) To increase the use of such venue or service provided by Council on a commercial basis with a view to profit.
- d) To change the behaviour of people in Council's areas for the benefit of all or some of the community or to achieve the objectives of Council.
- e) To advertise matters required by legislation to be advertised.
- f) To achieve the Council's plans, goals and activities.



Advertising Spending - Council Policy (Statutory)

4. RESPONSIBILITIES

4.1 All Council employees

- Must comply with this policy when procuring or placing any paid advertisement or notice in any media which promotes an idea, goods or services provided for public.

4.2 Managers and Directors

- Must implement controls within their area of responsibility to ensure compliance with this policy.

4.3 Director, Finance & Corporate Services

- Shall be the custodian of this policy

4.4 Chief Executive Officer

- Shall ensure, through the Director, Finance & Corporate Services that the Council is complying with Queensland Local Government Regulation 2012, Section 197.

4.5 Councillors

- Must comply with this policy when seeking Council advertising.

5. RISK

This Policy is a statutory requirement and seeks to reduce the risk that Council advertising is used to promote the achievements or plans of a particular Councillor or groups of Councillors, or to influence electors during an election period.

6. IMPACTS

Corporate Plan: Goal – 5. Governance; Program Areas – 5.4 High levels of accountability and compliance

Human Rights Compatibility Statement: This Policy has been assessed as compatible with the Human Rights protected under the Human Rights Act 2019; and

Engagement: This policy has been developed with guidance from Qld State Government resources, and in consultation with the Senior Leadership Group.

7. RELATED LAWS

This policy refers to the Local Government Regulation 2012 (Qld), Section 197, also with linkages to:

- Local Government Act, 2009 (Qld)
- Local Government Electoral Act, 2011 (Qld)

8. RELATED COUNCIL DOCUMENTS

- Procurement – Council Policy (Statutory)
- Councillor Expenses Reimbursement – Council Policy (Statutory)

9. REVISION HISTORY

Revokes: Advertising Spending Policy (Document No.74575 Version 2.0)

Previous Versions: Nil

Document No. 564383 Version No. 1
Authorised by >> [Council resolution 19/08/2021]

Date of Adoption: 19/08/2021
Page 2 of 3



Advertising Spending - Council Policy (Statutory)

Suggested to review by: [19/08/2024]

10. DEFINITIONS

Advertising under s. 197 of the Local Government Regulation, 2012. "Advertising is promoting, for the payment of a fee, an idea, goods or services to the public."

Caretaker Period under s. 90A of the Local Government Act, 2009 viz. (1) The caretaker period for a local government is the period during an election for the local government that – a) starts on the day when public notice of the holding of the election is given under the Local Government Electoral Act, section 25(1) and b) ends at the conclusion of the election. (2) There is no caretaker period during a by-election or fresh election.

CEO means the Chief Executive Officer of the Balonne Shire Council appointed in accordance with the Local Government Act 2009.

Council means Balonne Shire Council, its elected Councillors, its management and its employees.

Council Employees means all permanent, casual and temporary employees, contractors, volunteers, apprentices, trainees and work experience students.

OFFICER REPORT

TO: Council

SUBJECT: Policy Review - Asset Management

DATE: 09.08.21

AGENDA REF: FCS6

AUTHOR: Michelle Clarke - Director Finance & Corporate Services

Sub-Heading

Asset Management Policy

Executive Summary

The purpose of this report is to adopt the Asset Management policy, rescinding previous versions. There are no material changes to the previous version other than an update to the new format and a requirement from external audit to review the policy.

Background

Council's external audit identified that Council's Asset Management Policy was due for review. It was last adopted by Council in July 2018. The revised version is attached and has been updated to the new policy format, incorporating a reference to the corporate plan, risk, human rights and community engagement.

Link to Corporate Plan

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

Consultation (internal/external)

Senior Leadership Group
External Auditors

Legal Implications

The Local Government Act 2009 - S104 requires council to have a number of financial management systems in place, including long term asset management plans and asset register. The policy has been developed consistent with the requirements of the Local Government Act and Regulations.

Risk Implications

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

Policy Implications

The policy if adopted will rescind all previous versions.

Financial and Resource Implications

Not applicable

Options or Alternatives

Council may choose to amend or modify the policy.

Attachments

1. Asset Management Policy 2021 [↓](#)
2. Asset Management Policy 2018 (separately enclosed) [⇒](#)

Recommendation/s

That Council resolves to:

1. Rescind the Asset Management Policy adopted 19 July 2018; and
2. Adopt the attached Asset Management Policy.

Michelle Clarke

Director Finance & Corporate Services



Asset Management - Council Policy

1. PURPOSE

The purpose of this policy is to provide the overall framework for the strategic management of Council's infrastructure assets in a co-ordinated and structured manner by:

- Establishing corporate and community objectives for asset management based on service delivery needs
- Integrating asset management with the Council's corporate planning utilising an integrated multidisciplinary approach
- Maximising value for money by adoption whole of lifecycle costing combined with disciplined performance management
- Assigning accountability and responsibility for service delivery together with asset management
- Identification, recording and remediation of asset defects
- Maintain a robust data system that records Council's current assets with the aim of promoting effective service gap analysis and future planning
- Promoting sustainability to plan for the needs of future generations

2. SCOPE & AUTHORITY

This policy governs the strategic management of Council's infrastructure assets. It applies to all Councillors and Council Officers.

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.

3. POLICY STATEMENT

3.1 Council's Approach to Asset Management

Council recognises that infrastructure assets are important to the local community and are fundamental to Council's overall service delivery. Planning and responsibility for these infrastructure assets requires strong and informed Councillor and executive oversight which is crucial to achieving strategic asset management and related financial management. Asset management processes must be based on maintaining an up-to-date database of Council assets, including a record of condition and improvements. A collaborative effort and strong communication between Council officers is required, particularly in the area of new acquisitions.

3.2 Asset Management Principles

Council acknowledges the following principles in determining its approach to asset management:

- Service delivery forms the basis for asset management
- Asset management will be integrated with corporate, financial, business, maintenance and budgetary planning
- The asset management plans are developed and updated for each asset class
- Service levels will be developed and defined in each asset management plan. The service levels will form the basis of budget estimates
- An inspection process will be developed for each asset class to ensure agreed service levels are maintained, and to identify asset renewal priorities
- Renewal plans will be based on service levels, condition and risk
- Informed decision making, incorporating a life cycle approach to asset management
- Establishing accountability and responsibility for asset condition, use and performance
- Sustainability in providing for present needs while sustaining resources for future generations



Asset Management - Council Policy

3.3 Asset Management Measures

In order to achieve Council's stated corporate and community objectives, Council is committed to achieving financial sustainability of its assets over a period of time through the following measures:

- Ensuring that the asset base is not increased without considering the impact on Council's ability to fund future maintenance and renewal of the asset;
- Not replacing those assets that are determined to be underutilized, at the end of their useful lives, following consultation with the community and determining the impact of not replacing the asset will have on the community;
- Continually improving Council's maintenance and renewal practices and adopting best practice wherever possible;
- Basing contributions and other funding levels to ensure that assets are maintained in their service level prescribed by Council;
- Utilizing technology advances and innovative solutions that assist and are relevant to asset preservation and maintenance;
- Maintaining and renewing Council's existing assets in a manner which is acceptable to Council and the community in terms of safety, access, quality, impact on the environment, meeting community needs and Council's ability to fund those works;
- Maximising resources to achieve the best outcome for the community;
- Regularly consulting with the community to determine whether its needs are being met;
- Preparation and review of detailed asset management plans for all major classes of assets and using these plans to assist Council to determine the priorities for expenditure.

4. RESPONSIBILITIES

4.1 All Councillors and Council employees

- Must act consistently with this policy when undertaking asset management responsibilities

4.2 Managers and Directors

- Assist the Chief Executive Officer to develop & review the Asset Management Policy and Plan
- Develop Asset Management Plans for individual asset groups, using the principles of whole life cycle analysis
- Implement maintenance programs, capital works programs in accordance with the Asset Management Plan, Operational Management Plan and Budget
- Deliver levels of service to agreed service, risk and costs standards
- Present information to the Chief Executive Officer and Council in terms of whole of life cycle risks and costs

4.3 Director Infrastructure Services

- Shall be the custodian of this policy
- Shall facilitate regular meetings of the Asset Advisory Committee
- Shall ensure processes are in place for:
 - Identification of asset defects and/or service gaps and development of an inspection and maintenance schedule
 - Communicating with senior management with service gap data who will in turn inform councillors of proposed budget considerations
 - Recording of defects and maintenance using appropriate technology
 - Maintaining a record of gravel quantities utilised from gravel pits covered under relevant State Government legislation
 - Maintaining Council's GIS program through data capture of new assets



Asset Management - Council Policy

- Assisting Council finance officers with the collation of purchasing data of new asset acquisitions for record keeping and audit purposes.

4.4 Director, Finance & Corporate Services

- Shall oversee financial elements of asset management, including asset register and asset valuations, in collaboration with Infrastructure Services

4.5 Chief Executive Officer

- Develop and agree on the corporate Asset Management Policy with Council
- Develop and implement the corporate Asset Management Plans with agreed resources
- Monitor, review and report performance of the organisation in achieving the Asset Management Plan
- Ensure that accurate and reliable information is presented to Council for decision making

4.5 Councillors and Asset Advisory Committee

- Act as custodians and trustees for infrastructure assets
- Approve the Management Plan and monitor its outcomes
- After assessing competing priorities, set levels of service, risk and cost within available resources
- Approve the annual budget on sound asset management principles and ensure appropriate resources for asset management activities are made available
- Evaluate asset management improvement

5. RISK

This policy seeks to minimise the risk to Council and the community of impaired and devalued infrastructure assets and any related reduction in service levels and increased financial liability. It provides a strategic framework for organisational wide, whole of lifecycle asset management including Asset Management Plans for each asset class, maintenance of an Asset Register and regular asset condition assessments and valuations. The framework requires regular reporting to and review by an Asset Management Working Group.

6. IMPACTS

Corporate Plan:

- Goal – 4. Infrastructure and Planning; Program Areas – 4.3 Community infrastructure for existing and future needs; 4.5 Sustainable planning and development
- Goal – 5. Governance; Program Areas – 5.4 High levels of accountability and compliance; 5.5 Financial management for long-term sustainability

Human Rights Compatibility Statement: This Policy has been assessed as compatible with the Human Rights protected under the Human Rights Act 2019; and

Engagement: This policy has been developed in consultation with the Senior Leadership Group and provides for broad internal stakeholder engagement with the framework overseen by an Asset Management Working Group.



Asset Management - Council Policy

7. RELATED LAWS

- Local Government Act 2009 (Qld)
- Local Government Regulation 2012 (Qld)
- Water Act 2000 (Qld)
- Water Supply (Safety and Reliability) Act 2008 (Qld)
- Water Supply (Safety and Reliability) Regulation 2011 (Qld)
- Water Regulation 2002 (Qld)
- Sewerage and Water Supply Act 1949 (Qld)
- Sewerage and Water Supply Regulations 1998 (Qld)
- Australian Accounting Standards Board – Relevant Australian Accounting Standards. Especially noting #5 (NFP) Non-current Assets Held for Sale and Discontinued Operations (for not-for-profit entities) and #138 (NFP) Intangible Assets (for not-for-profit entities)

8. RELATED COUNCIL DOCUMENTS

- Asset Register
- Asset Management Plans for each asset class
- Asset Advisory Committee Terms of Reference

9. REVISION HISTORY

Revokes: Doc No. 58132 Version No.1 adopted 19/07/2018

Previous approved versions: Doc No. 58132 Version No.0 adopted 19/07/2017

Suggested to review by: 19/08/2024

10. DEFINITIONS

CEO means the Chief Executive Officer of the Balonne Shire Council appointed in accordance with the Local Government Act 2009.

Council means Balonne Shire Council, its elected Councillors, its management and its employees.

Council Employees means all permanent, casual and temporary employees, contractors, volunteers, apprentices, trainees and work experience students.

OFFICER REPORT

TO: Council

SUBJECT: **Gifts and Benefits Policy**

DATE: 09.08.21

AGENDA REF: FCS7

AUTHOR: Michelle Clarke - Director Finance & Corporate Services

Sub-Heading

Gifts and Benefit Policy

Executive Summary

The purpose of this report is to rescind the previous Gifts and Benefit's policy and adopt a revised version in the new format.

Background

The Gifts and Benefits policy has been reviewed and updated to the new format. There are no material changes. The policy now includes reference to risk, the corporate plan, human rights and community engagement.

5. RISK

This policy seeks to minimise the risk to Council, Councillors and employees of actual or perceived Conflict of Interest or damage to reputation through the acceptance of gifts or benefits during the course of their official duties. It provides instruction on appropriate ways to consider, deal with and transparently document offers of gifts and/or benefits in connection with their duties.

6. IMPACTS

Corporate Plan: Goal – 5. Governance; Program Areas – 5.4 High levels of accountability and compliance

Human Rights Compatibility Statement: *This Policy has been assessed as compatible with the Human Rights protected under the Human Rights Act 2019; and*

Engagement: *This policy has been developed in consultation with the Senior Leadership Group and provides for an accessible Register of gifts and Benefits.*

Link to Corporate Plan

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

Consultation (internal/external)

Senior Leadership Group

Legal Implications

The Local Government Act 2009 and Regulations 2012 require gifts and hospitality to be declared. The policy provides a process to compliment the legislative requirements.

Risk Implications

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

Policy Implications

The updated policy rescinds the previous version adopted 18 April 2019.

Financial and Resource Implications

Nil

Options or Alternatives

Council may adopt, amend or modify the proposed policy.

Attachments

1. Gifts & Benefits 2021 [↓](#)
2. Gifts & Benefits Policy 2019 (separately enclosed) [⇒](#)

Recommendation/s

That Council resolves to:

1. Rescind the Gifts and Benefits policy adopted 18 April 2018; and
2. Adopt the attached Gifts and Benefits Policy.

Michelle Clarke

Director Finance & Corporate Services

Gifts and Benefits - Council Policy

1. PURPOSE

The purpose of this policy is to:

- Provide Councillors and employees instruction on appropriate ways to deal with offers of gifts and/or benefits in connection with their duties whilst representing Council.
- Provide Councillor's and employees with principles and processes when gifts or benefits are accepted.
- Support Council's commitment to open and transparent governance.
- Minimise risks of Councillors' and employee's exposure to an actual or perceived Conflict of Interest or damage to reputation.

2. SCOPE & AUTHORITY

This policy governs the treatment of gifts and benefits offered to and/or received by Councillors and employees in the execution of their duties. It applies to all Councillors and Council employees, including permanent, casual and temporary employees, contractors, volunteers, apprentices, trainees and work experience students.

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.

This policy does not apply to electoral gifts to Councillors as defined in the Electoral Act 1992 or Local Government Electoral Act 2011.

3. POLICY STATEMENT

3.1 General Council position on gifts and benefits

Council acknowledges the following principles:

- The Community expects Councillors and employees to discharge their responsibilities impartially and with integrity
- Accordingly, the acceptance of gifts and/or benefits outside of a controlled and transparent process can result in negative perceptions and damage to Council's reputation
- Major considerations in determining whether acceptance of a gift/ benefit is reasonable include:
 - The intent in which the gift/benefits were given
 - The public perception of acceptance of the gift/benefit
- It is not appropriate for Councillors or employees to be offered or to accept a gift or benefit if that gift or benefit was intended to be in exchange for a benefit from Council to the giver of the gift or benefit
- There can be circumstances where the offering or acceptance of a gift or benefit is reasonable, and a transparent process for consideration and disclosure in a Register is outlined in the following subsections

3.1 Acceptance of gifts and benefits

If a Councillor or employee is offered a gift, they must consider why the gift is being given and whether acceptance is appropriate. Each type of gift carries with it different risks that must be considered when deciding whether or not acceptance is appropriate.

The following must be considered:

Document No. 564391
Authorised by >> 19/08/2021

Date of Adoption: 19/08/2021
Page 1 of 6

Gifts and Benefits - Council Policy

- Relevant legislation
- Why the offer or gift was made
- The value and type of the gift/benefit
- The likely public perception of acceptance
- Whether a tender or quotation or contract negotiations are pending or underway

3.2 Circumstances where the acceptance of a gift or benefit is not appropriate

Councillors and employees must not accept a gift and/or benefit irrespective of value, if any of the following apply:

- It is considered as a gift of influence – that is, it is seen or maybe seen to affect the performance of an individual's duties or could be seen as to influence a decision making process.
- The donor or any reasonable observer would interpret that the recipient may be under an obligation to the donor as a result of receiving the gift.
- It is not offered openly
- It is an offer of money

Any gifts or benefits offered in this manner must be reported immediately to the relevant Director / Manager or CEO (for employees) or to the Mayor (for Councillors and CEO). If unsure Councillors and employees should decline offers.

3.3 Circumstances where it may be appropriate to accept a gift

Acceptance of a gift/benefit may be appropriate if it complies with the following:

- It does not influence, or has the potential or perceived potential to influence, to compromise the integrity of the recipient, or create a conflict of interest.
- It is not related to advice or decisions about for example: granting licences, inspecting and regulating businesses, granting of approvals, letting of contracts, procuring goods/services, the provision of Council services, or the provision of a Council grant.

The following gifts are considered low risk and can be generally by accepted without addition to the Gifts Benefits Register:

- Gifts under a nominal value of \$50 made in gratitude for carrying out a specific task e.g. a small personal gift to a Councillor or employee for speaking at a function
- Low value corporate gifts made as a marketing initiative, e.g. mass produced as mementos at a conference or course
- Ceremonial or symbolic gifts from visiting organisations provided to Council eg. plaque of appreciation or memento.

Gifts made to the Council remain the property of the Council and not the individual.

3.4 Declaring and reporting of Gifts and Benefits on Council's Gift Register

When gifts and benefits are received over the nominal value of \$50, it is important that they are dealt with in a consistent and appropriate manner. All gifts received must be recorded in Council's gift register.

An employee who receives a gift and/or benefit is required to fill out the appropriate form (refer to Attachment A) and forward the completed form to the CEO within five business days of receipt of the gift and /or benefit.

Should the CEO or Councillor accept a gift or benefit he/she is required to submit the form (refer to Attachment A) to the Mayor. In the case of the Mayor receiving gift and/or benefit, this must be reported to the Deputy Mayor.

The Gift Register must include:-

- The date the gift was offered
- The date the notification was made
- The recipient and donor



Gifts and Benefits - Council Policy

- Estimated fair market value
- Determination on how the gift was dealt with

The CEO/Mayor may determine that the gift be retained by the individual; or returned; or retained by Council and distributed for example as a prize at the Council's Christmas Party. Councillors and Employees are encouraged to donate gifts for this purpose in order to share the benefits and increase openness and transparency.

3.4.1 Gifts exceeding a nominal value of \$500

Councillors are required to record any gift over \$500 or multiple gifts which together total more than \$500 on a Councillor's Individual register of Interests pursuant to *Section 291 of the Local Government Regulation, 2012*.

The CEO and Directors must disclose gifts over \$500 or multiple gifts which together total more than \$500 on their Register of Interests under *Part 5, Chapter 8 of the Local Government Regulation 2012*.

4. RESPONSIBILITIES

4.1 All Councillors and Council employees

- Must comply with this policy when considering the acceptance of gifts or benefits in the context of their official duties.

4.2 Managers and Directors

- Must implement controls within their area of responsibility to ensure compliance with this policy.

4.3 Director, Finance & Corporate Services

- Shall be the custodian of this policy
- Shall ensure the maintenance of a suitable Gifts and Benefits Register

4.4 Chief Executive Officer, Mayor & Deputy Mayor

- Shall make determinations upon receipt of Gift/Benefit Declaration Forms and make arrangements for those determinations to be entered into the Gifts and Benefits Register

5. RISK

This policy seeks to minimise the risk to Council, Councillors and employees of actual or perceived Conflict of Interest or damage to reputation through the acceptance of gifts or benefits during the course of their official duties. It provides instruction on appropriate ways to consider, deal with and transparently document offers of gifts and/or benefits in connection with their duties.

6. IMPACTS

Corporate Plan: Goal – 5. Governance; Program Areas – 5.4 High levels of accountability and compliance

Human Rights Compatibility Statement: This Policy has been assessed as compatible with the Human Rights protected under the Human Rights Act 2019; and

Engagement: This policy has been developed in consultation with the Senior Leadership Group and provides for an accessible Register of gifts and Benefits.

Gifts and Benefits - Council Policy

7. RELATED LAWS

- Local Government Act 2009 (Qld)
- Local Government Regulation 2012 (Qld)
- Public Sector Ethics Act 1994 (Qld)

8. RELATED COUNCIL DOCUMENTS

[list any related policies or subordinate documents such as guidelines, procedures, forms]

- Employee Code of Conduct
- Councillor Code of Conduct
- Council's Gift Register

9. REVISION HISTORY

Revokes: Gifts and Benefits Policy (Document No. 72380 Version No. 2 adopted 18/04/2019)

Previous versions: Version 1.0

Suggested to review by: 30/09/2024

10. DEFINITIONS

CEO means the Chief Executive Officer of the Balonne Shire Council appointed in accordance with the Local Government Act 2009.

Council means Balonne Shire Council, its elected Councillors, its management and its employees.

Council Employees means all permanent, casual and temporary employees, contractors, volunteers, apprentices, trainees and work experience students.

Conflict of Interest – is an issue about a conflict between a person's personal interest and the person's official duties with council

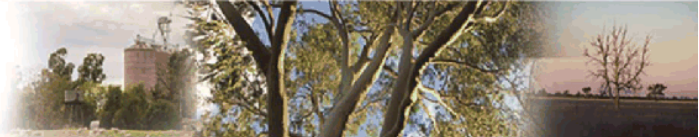
Donor – refers to the person or organisation making the offer of a gift/benefit to Council, a Councillor or employee

Fair market value – the reasonable retail value of something

Gift/Benefit – shall mean gift given voluntarily to show favour toward someone, honour or occasion, or make a gesture of assistance or goodwill which is good outside of normal open contractual arrangements.

11. ATTACHMENTS

Attachment A: Notification / Approval of Receipt of gift or Benefit



Gifts and Benefits - Council Policy

Attachment A

Notification /Approval of Receipt of Gift or Benefit

SECTION A- EMPLOYEES /COUNCILLOR DECLARATION

Employee / Councillor's Name	
Employee Position Number (leave blank if a Councillor)	
Department/Program	
Date Gift/Benefit Offered	
Market Value of Gift /Benefit	
Name of Donor (Organisation or Person offering benefit/gift)	
Givers Association to Council	
Giver's Association to Employee/Councillor	

Did you accept the Gift/ Benefit Received / Offered? ☐ Yes ☐ No

Section B : Employee's / Councillor's advise of all information relevant to this matter:

Additional Information or Identified

Conflict of Interest

Employee's / Councillor's Declaration

1. I have read and understood the Gift and Benefit Policy
2. The information submitted by me on this matter is complete and accurate
3. There is no bias for actual or perceived conflict of interest

Date

Employee/Councillor Name

Employee / Councillor

Signature



Gifts and Benefits - Council Policy

SECTION C: CHIEF EXECUTIVE OFFICER'S / MAYORS / DEPUTY MAYOR'S DECISION

Approval Process

1. The Chief Executive officer approves the notification by an Employee who declares a gift/benefit over \$50
2. The Mayor / Deputy Mayor approves the notification by the Chief Executive Officer /Mayor a gift /benefit over \$50

Date CEO/ Mayor/Deputy Mayor's
Name CEO/ Mayor/Deputy
Mayor's Signature

Approved – Retain Gift Yes ☐ No ☐ Retain for donation to the Prize Pool ☐

Decisions/ Comments

OFFICER REPORT

TO: Council

SUBJECT: Application - Conversion of Leasehold to Freehold Land

DATE: 12.08.21

AGENDA REF: FCS8

AUTHOR: Michelle Clarke - Director Finance & Corporate Services

Sub-Heading

Lot 23 BLM 691 and Lot 3 MGL42

Executive Summary

The Department of Natural Resources has received a request to convert leasehold land to freehold. The Council is to advise the department of any views or requirements including any local non-indigenous cultural heritage values that the department should consider when assessing the application.

Background

The Department of Natural Resources wrote to Council on 5 July 2021 seeking views to convert leasehold to freehold for Lot 23 BLM 691 and Lot 3 MGL 42 along the Balonne Highway Bollon. It did not arrive in time to go to the July Council meeting and an extension of time was granted to 27 August 2021 for Council to provide its comments.

The land is shown in the attached smart maps and is currently rated as grain and grazing rural land under assessment no. A2377. The land is zoned Rural.

Link to Corporate Plan

Key Foundation Area	Key Program Area
Infrastructure and Planning	Sustainable planning and development

Consultation (internal/external)

Planning & Development Officer

Legal Implications

Aboriginal Cultural Heritage Act 2003

Risk Implications

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

Policy Implications

Not applicable

Financial and Resource Implications

Not applicable

Options or Alternatives

- 1) Request a further extension of time
- 2) Provide reasons for objection to the application including any views or requirements that may affect the future use of the land

Attachments

1. Correspondence - Department Natural Resources [↓](#)
2. Smart Map Lot 23 [↓](#)
3. Smart Map Lot 3 [↓](#)

Recommendation/s

That Council resolves to raise no objection to the conversion application of leasehold to freehold for Lot 23 BLM 691 and Lot 3 MGL42 on the Balonne Highway Bollon as there are no known non-indigenous cultural heritage values and no effect of the conversion on the future use of the land.

Michelle Clarke

Director Finance & Corporate Services

From: EDWARDS Yvonne <Yvonne.Edwards@resources.qld.gov.au>
Sent: Monday, 5 July 2021 1:47 PM
To: Council <council@balonne.qld.gov.au>
Subject: Request for Views - Conversions

Good Afternoon

Conversion of Leases

The department is considering applications for conversion to freehold of the following leases:

Case Id	Lease Reference	Description	Purpose
2021/002395	GHPL 39/3588	Lot 23 on BLM691	Grazing or Agricultural
2021/002397	GHPL 39/3590	Lot 3 on MGL42	Grazing or Agricultural

The attached Smartmap shows the subject land and the surrounding locality.

Please advise the department of your views or requirements including any local non-indigenous cultural heritage values that the department should consider when assessing this application.

Objections to the application, and any views or requirements that may affect the future use of the land should be received by close of business on **06 August 2021**. If you offer an objection to the application, a full explanation stating the reason for the objection should be forwarded to this Office.

If you wish to provide a response but are unable to do so before the due date, please contact the author before the due date to arrange a more suitable timeframe. An extension to this due date will only be granted in exceptional circumstances.

If a response is not received by the due date and no alternative arrangements have been made, it will be assumed you have no objections or requirements in relation to this matter.

This information has been provided to you in confidence for the purpose of seeking your views on this matter. It is not to be used for any other purpose, or distributed further to any person, company, or organisation, without the express written permission of the department unless required.

If you wish to discuss this matter please contact Yvonne Edwards on (07) 4624 1500.

All future correspondence relative to this matter is to be referred to the contact Officer at the address below or by email to slam-roma@resources.qld.gov.au. Any hard copy correspondence received will be electronically scanned and filed. For this reason, it is recommended that any attached plans, sketches or maps be no larger than A3-sized.

Regards



Yvonne Edwards
Land Officer
Land Administration & Acquisitions | Lands Division
Department of Resources

P: (07) 4624 1500
E: yvonne.edwards@resources.qld.gov.au
A: 25 Quintin Street, Roma Q 4455 | PO Box 350, Roma Q 4455
W: www.resources.qld.gov.au

*I acknowledge the First Australians - Aboriginal and Torres Strait Islander peoples
as the Traditional custodians of the land on which we work, live and play.
I recognise their connection to land and water. I pay my respect to them,
their cultures and to Elders, past, present and emerging.*

From: EDWARDS Yvonne <Yvonne.Edwards@resources.qld.gov.au>
Sent: Monday, 9 August 2021 11:47 AM
To: Council <council@balonne.qld.gov.au>
Subject: FW: Request for Views - Conversions

Good Morning

I am following up on the email below regarding Council's views regarding Conversion applications.

Objections to the applications, and any views or requirements that may affect the future use of the land were due by close of business on **06 August 2021**.

However, no response has been received to these requests.

If Council wishes to offer an objection to the application, a full explanation stating the reason for the objection should be forwarded to this Office no later than close of business **27 August 2021**.

If you wish to provide a response but are unable to do so before the due date, please contact the author before the due date to arrange a more suitable timeframe. An extension to this due date will only be granted in exceptional circumstances.

If a response is not received by the due date and no alternative arrangements have been made, it will be assumed you have no objections or requirements in relation to this matter.

This information has been provided to you in confidence for the purpose of seeking your views on this matter. It is not to be used for any other purpose, or distributed further to any person, company, or organisation, without the express written permission of the department unless required.

If you wish to discuss this matter please contact Yvonne Edwards on (07) 4624 1500.

All future correspondence relative to this matter is to be referred to the contact Officer at the address below or by email to slam-roma@resources.qld.gov.au. Any hard copy

correspondence received will be electronically scanned and filed. For this reason, it is recommended that any attached plans, sketches or maps be no larger than A3-sized.

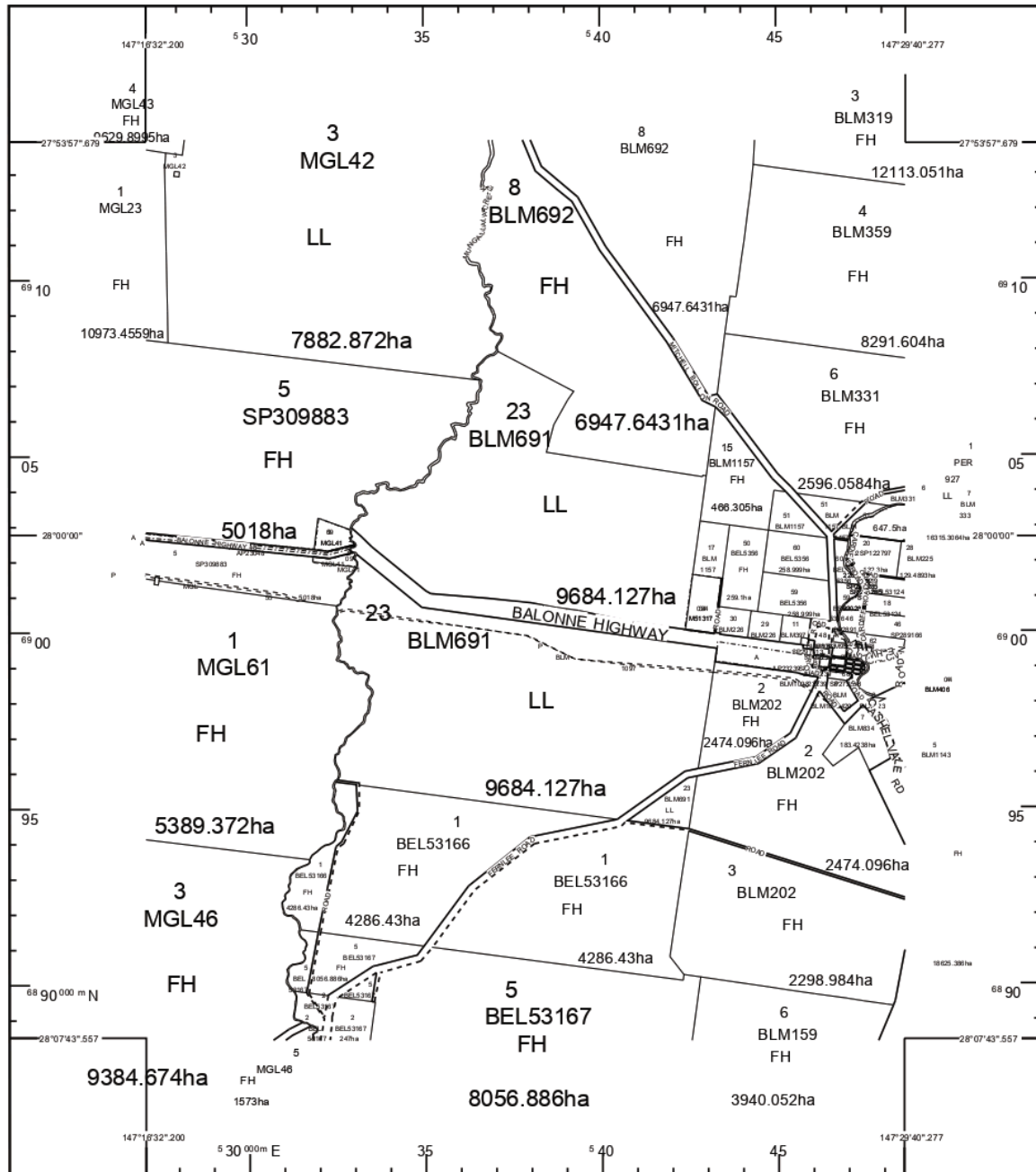
Regards



Yvonne Edwards
Land Officer
Land Administration & Acquisitions | Lands Division
Department of Resources

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*I acknowledge the First Australians - Aboriginal and Torres Strait Islander peoples
as the Traditional custodians of the land on which we work, live and play.
I recognise their connection to land and water. I pay my respect to them,
their cultures and to Elders, past, present and emerging.*



STANDARD MAP NUMBER
8341-11444

MAP WINDOW POSITION &
NEAREST LOCATION



SUBJECT PARCEL DESCRIPTION

DCDB
Lot/Plan 23/BLM691
Area/Volume 9684.127ha
Tenure LANDS LEASE
Local Government BALONNE SHIRE
Locality BOLLON
Segment/Parcel 47434/5

CLIENT SERVICE STANDARDS

PRINTED (dd/mm/yyyy) 28/06/2021 ::

DCDB 27/06/2021 (Lots with an area less than 5.000ha are not shown)

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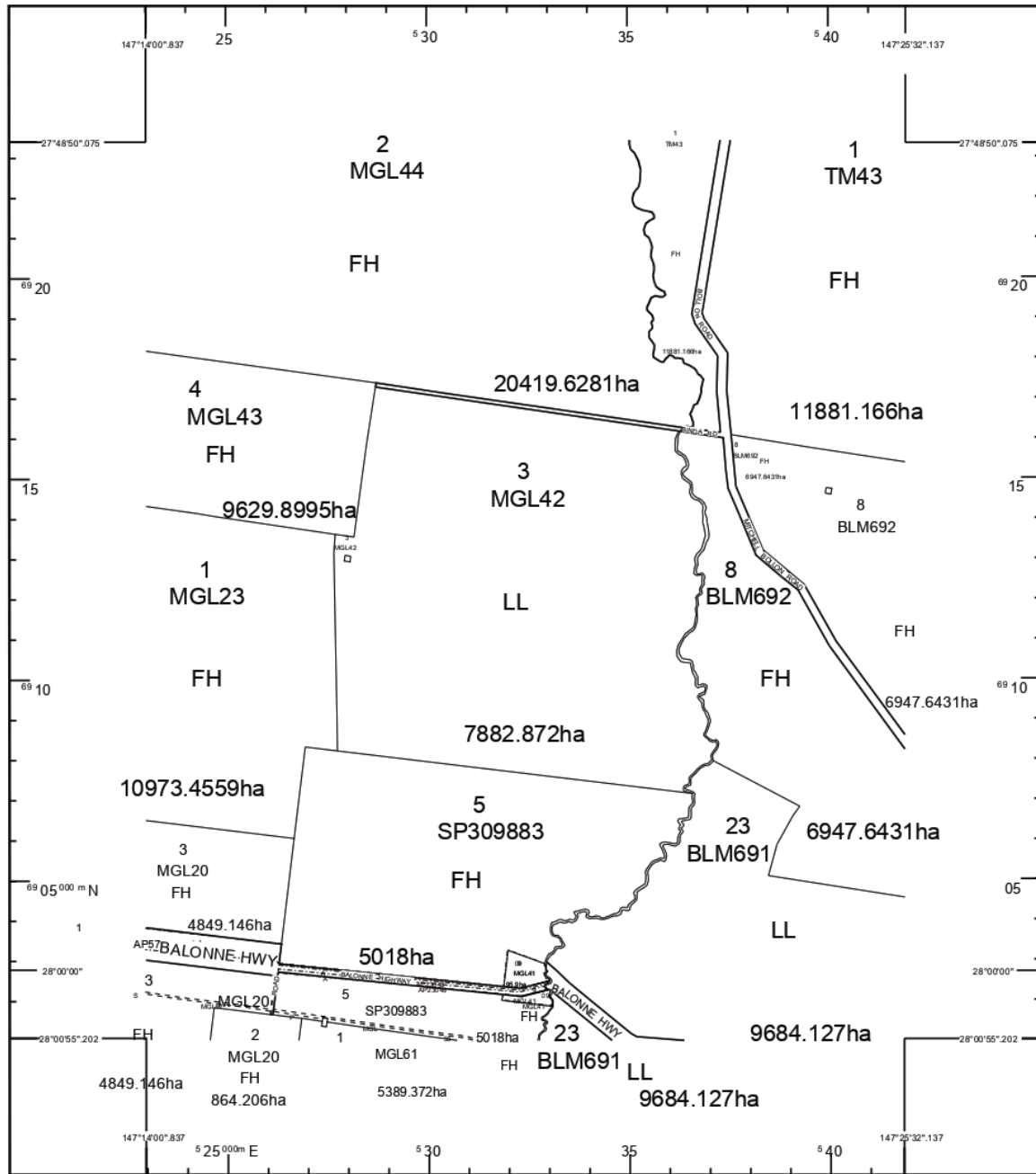
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SmartMap

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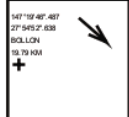


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Government**
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Natural Resources,
Mines and Energy) 2021.



STANDARD MAP NUMBER
8342-23131

MAP WINDOW POSITION &
NEAREST LOCATION



SUBJECT PARCEL DESCRIPTION

DCDB	
Lot/Plan	3/MGL42
Area/Volume	7882.872ha
Tenure	LANDS LEASE
Local Government	BALONNE SHIRE
Locality	BOLLON
Segment/Parcel	45502/53

CLIENT SERVICE STANDARDS

PRINTED (dd/mm/yyyy) 28/06/2021 ::

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SmartMap

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Queensland
Government
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(Department of
Natural Resources,
Mines and Energy) 2021.

OFFICER REPORT

TO: Council

SUBJECT: Quarterly Performance Report - Quarter 4 - 2020/21

DATE: 09.08.21

AGENDA REF: FCS9

AUTHOR: Tayla Lawson - Administration Officer - Governance

Sub-Heading

Quarterly Performance Report – Quarter 4 – 2020/2021

Executive Summary

The Quarterly Performance Report for Quarter 4 – 2020/2021 is presented to Council for adoption.

Background

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

The progress report for Quarter 4 (1 April to 30 June 2021) is attached under separate cover – and provides the overall outcome for the 2020/21 financial year as well as Quarter 4.

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

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

Link to Corporate Plan

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

Consultation (internal/external)

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

Legal Implications

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

Risk Implications

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

Policy Implications

Not Applicable

Financial and Resource Implications

Not Applicable

Attachments

1. Quarter 4 Performance Report (separately enclosed) [⇒](#)

Recommendation/s

That Council resolves to adopt the Quarterly Performance Report for Quarter 4 of 2020/2021, as tabled, in accordance with, *Section 174(3) of the Local Government Regulations 2012*.

Michelle Clarke

Director Finance & Corporate Services

OFFICER REPORT

TO: Council

SUBJECT: Monthly Financial Performance Report July 2021

DATE: 12.08.21

AGENDA REF: FCS10

AUTHOR: Tracey Lee - Manager Finance Services

Sub-Heading

Monthly Financial Management Report as at 31 July 2021 to be tabled at the meeting.

Executive Summary

It should be noted that final transactions are still being processed for the 30 June 2021 as a result final values may differ between the attached reports and those published in the Annual General Purpose Financial Statements.

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. Financial Performance Report - July 2021.pdf [📄](#)

Recommendation/s

That the monthly Financial Management Report for the period ending 31 July 2021, as attached, be received and noted.

Michelle Clarke

Director Finance & Corporate Services

FINANCIAL PERFORMANCE REPORT

July 2021



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

Financial Management Report

Period Ending 31 July 2021

Table of Content

Statement of Comprehensive Income	2
Statement of Financial Position	3
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Key Performance Indicators	5
Capital & Operational Projects Report	6

BALONNE SHIRE COUNCIL
Statement of Income and Expenditure
For the period ended 31 July 2020
8.3% of Year Expired

	Original Budget	YTD Actuals		Explanation
	21/22	21/22	%	
	\$	\$		
Operating Revenue				
Rates and Utility Charges	\$11,736,700	-\$255	0%	Negative result due to a minor rates adjustment
Less: Discount Allowed	-\$1,010,000	\$0	0%	
Rates and Utility Charges	\$10,726,700	-\$255	0%	1st Rates Levy + Annual Water Billing to be issued in August
Fees and Charges	\$212,200	\$15,721	7%	
Interest	\$268,000	\$24,620	9%	
Rental Income	\$285,000	\$34,882	12%	Annual Aerodrome Lease fees billed in July
Recoverable Works	\$6,887,119	\$0	0%	
Other Income	\$231,846	\$27,881	12%	Annual Dog registrations renewals received in July
Grants, Subsidies, Donations & Contributions	\$34,612,913	\$803,540	2%	
Total Operating Revenues	\$53,223,778	\$906,389	2%	
Operating Expenditure				
Employee Costs	\$9,715,200	\$576,031	6%	
Materials and Services	\$57,415,938	\$918,036	2%	Limited expenditure due to July payments being accrued back into June
Finance Costs	\$220,800	\$21,660	10%	
Depreciation	\$7,534,700	\$627,892	8%	Manual entry due to EOY asset rollover not complete
	\$74,886,638	\$2,143,619	3%	
OPERATING RESULT	-\$21,662,860	-\$1,237,230	6%	
Capital Items				
Sale of Non-Current Assets	\$40,000	\$0	0%	
Contributions	\$0			
Capital Grants, and Subsidies	\$9,451,787	\$590,000	6%	
INCREASE IN OPERATING CAPABILITY	-\$12,171,073	-\$647,230	5%	

BALONNE SHIRE COUNCIL
Statement of Financial Position
As at 31 July 2021

	Original Budget 21/22	YTD Actuals 21/22	Explanation
Current Assets			
<i>Cash and Equivalents</i>			
Cash	\$ 5,402,214	\$3,340,439	
Investments	\$ 24,369,819	\$31,506,517	
Unspent WDEF Loan Funds	\$ 0	\$403,961	\$149,555 (R1) & \$254,406 (R2)
	\$ 29,772,033	\$35,250,917	
<i>Trade Receivables</i>			
Rates Receivable	\$ 1,000,000	\$716,215	
WDEF Special Rate Loan Scheme Receivable	\$ 49,071	\$0	
Sundry Debtors	\$ 955,255	\$1,045,969	
	\$ 2,004,326	\$1,762,184	
<i>Inventories</i>			
Stores	\$ 270,000	\$189,087	
	\$ 270,000	\$189,087	
<i>Accrued Income</i>	\$ 1,020,968	\$715,975	
<i>Other Current Assets</i>	\$ 73,895	\$340,327	GST Receivable of \$238,824
Total Current Assets	\$ 333,141,222	\$38,258,490	
Non-Current Assets			
WDEF Special Rate Loan Scheme Receivable	\$4,798,381	\$692,528	7 x properties now complete
Property, Plant and Equipment	\$307,359,213	\$305,285,694	
<i>Property, Plant and Equipment</i>	\$ 312,157,594	\$305,978,222	
TOTAL ASSETS	\$ 345,298,816	\$344,236,712	
Current Liabilities			
<i>Trade and Other Payables</i>			
Creditors and accruals	\$ 624,501	\$242,460	
Contract Liability	\$ 0	\$5,167,199	Balance is 19/20 EOY 20/21 adjustments still to be finalised
	\$ 624,501	\$5,409,659	
<i>Borrowings</i>			
Loans	\$ 151,446	\$149,317	
Loans - Wild Dog Fencing	\$ 49,071	\$0	
	\$ 200,517	\$149,317	
<i>Provisions</i>			
Employee entitlements - Annual Leave	\$ 879,842	\$862,590	Balance is 19/20 EOY 20/21 adjustments still to be finalised
Employee entitlements - Long Serve Leave	\$ 856,177	\$897,703	Balance is 19/20 EOY 20/21 adjustments still to be finalised
Other employee entitlements	\$ 60,143	\$14,469	Balance is 19/20 EOY 20/21 adjustments still to be finalised
	\$ 1,796,162	\$1,774,762	
<i>Other Liabilities</i>	\$ 7,176	\$6,191	
Total Current Liabilities	\$ 2,628,356	\$7,339,929	
Non-Current Liabilities			
<i>Borrowings</i>			
Loans	\$ 1,710,927	\$1,917,007	
Loans - Wild Dog Fencing	\$ 4,798,381	\$4,800,888	
	\$ 6,509,308	\$6,717,895	
<i>Provisions</i>			
Employee entitlements - Long Service Leave	\$ 146,702	\$131,781	Balance is 19/20 EOY 20/21 adjustments still to be finalised
Landfill Restoration	\$ 531,213	\$643,887	Balance is 19/20 EOY 20/21 adjustments still to be finalised
	\$ 677,915	\$775,668	
Total Non-Current Liabilities	\$ 7,187,223	\$7,493,563	
TOTAL LIABILITIES	\$ 9,815,579	\$14,833,492	
NET COMMUNITY ASSETS	\$ 335,483,238	\$329,403,220	
Community Equity			
Accumulated Surplus	\$ 84,217,691	\$77,137,674	
Other Reserves	\$ 9,110,374	\$10,110,374	Balance is 19/20 EOY 20/21 adjustments still to be finalised
Asset Revaluation Reserve	\$ 242,155,172	\$242,155,172	
TOTAL COMMUNITY EQUITY	\$ 335,483,238	\$329,403,220	

BALONNE SHIRE COUNCIL

Statement of Cash Flows

For the period ended 31 July 2021

	Budget 21/22 \$	YTD Actuals 21/22 \$
Cash flows from operating activities:		
Receipts from customers	\$ 17,507,269	\$ 2,087,903
Payments to suppliers and employees	-\$ 43,916,589	-\$ 5,518,189
	-\$ 26,409,320	-\$ 3,430,286
Rental Income	\$ 285,000	\$ 34,882
Interest Received	\$ 268,000	\$ 24,620
Operating Grants and Contributions	\$ 29,603,400	\$ 803,540
Borrowing Costs	-\$ 133,000	-\$ 21,660
Net cash inflow (outflow) from operating activities	\$ 3,614,080	-\$ 2,588,904
Cash flows from investing activities:		
Payments for Property, Plant and Equipment	-\$ 15,990,130	\$ 104,501
Proceeds from Sale of Property, Plant and Equipment	\$ 40,000	-\$ 324,378
Capital Grants and Subsidies	\$ 10,090,344	\$ 590,000
Net cash inflow (outflow) from investing activities	-\$ 5,859,786	\$ 370,123
Cash flows from financing activities:		
Proceeds from Borrowings	\$ -	\$ -
Repayment of Borrowings	-\$ 130,925	-\$ 9,887
Net cash inflow (outflow) from financing activities	-\$ 130,925	-\$ 9,887
Net increase (decrease) in cash held	-\$ 2,376,631	-\$ 2,228,668
Cash at beginning of reporting period	\$ 32,148,667	\$ 37,479,585
Cash at end of reporting period	\$ 29,772,033	\$ 35,250,917

BALONNE SHIRE COUNCIL
Financial Sustainability Ratios

For the period ended 31 July 2021

Ratio	Description	Formula	Target	Status	YTD Actuals 21/22	Original Budget 21/22
Operating Cash Ratio	Number of months operating expenditure covered by working cash held	$\frac{\text{Cash Held - Restricted Cash}}{(\text{Total Operating Expense} - \text{Depreciation}) / \text{Number of Periods}}$	Target greater than or equal to 1 month	✓	16.59	3.68
Operating Performance Ratio	This ratio provides an indication of Council's cash flow capabilities	$\frac{\text{Net Cash from Operations} + \text{Interest Revenue and Expense}}{\text{Cash Operating Revenue} + \text{Interest Revenue}}$	Target greater than or equal to 20%	✗	-73.00	0.07
Operating Efficiency Ratio	This ratio provides an indication of Council's ability to fund its operations	$\frac{\text{Total Operating Income}}{\text{Total Operating Expenses}}$	Target greater than or equal to 1	✓	42.00	0.71
Operating Surplus Ratio	An indicator of which the extent to which revenues raised cover operational expenses only or are available for capital	$\frac{\text{Net Result (excluding capital items)}}{\text{Total Operating Revenue (excluding capital items)}}$	Target between 0 - 10%	✗	-136.50	-40.70
Asset Sustainability Ratio	An approximation of the extent to which the infrastructure assets managed are being replaced as these reach the end of their	$\frac{\text{Capital Expenditure on the Replacement of Assets (renewals)}}{\text{Depreciation Expense}}$	Target greater than or equal to 90%	✗	0.15	70.00
Net Financial Liabilities Ratio	An indicator of the extent to which the net financial liabilities can be serviced by its operating revenue	$\frac{\text{Total Liabilities} - \text{Current Assets}}{\text{Total Operating Revenue (excluding capital items)}}$	Target less than or equal to 60%	✓	-2584.43	-43.83

CAPITAL PROJECTS 2021/2022									
Work Order	Project Number	Project Description	Asset Type (New, Upgrade, Renewal)	YTD Actuals as at 31/07/2021	Total - Multi-Year Project Budget	2021/2022 Original Budget	2021/2022 Council Resolution Budget Amendments	2021/2022 Revenue/Grant	2021/2022 Council Contribution
	4005	Transport - Aerodromes							
ARCP01	941402	C/O BOR4 - St George General Aviation Project (\$1M over 3 years)	N	\$0	\$1,065,000	\$917,000		\$500,000	
YTD Total		Total		\$0	\$1,065,000	\$917,000		\$500,000	\$0
		Disaster Management							
QRRF02	941002	Hebel, St George & Thallon Evacuation Centres	N	\$0	\$280,000		\$25,150	\$226,035	\$29,850
YTD Total		Total		\$0	\$280,000	\$0	\$25,150	\$226,035	\$29,850
	4303	Parks and Recreation - Swimming Pool Facilities							
SPCP09	941002	St George Splash Park Furniture - Picnic Area Settings	R	\$0		\$10,000			\$10,000
SPCP10	941002	St George Splash Park Furniture - Bins, Shade/Shelters	R	\$0		\$30,000			\$30,000
SPCP08	941002	St George Thermal Springs Furniture	N	\$0		\$40,000			\$40,000
YTD Total		Total		\$0	\$0	\$80,000		\$0	\$80,000
	4404	Facilities - Cemeteries							
CEMCP03	941002	Thallon - Cemetery Concrete Beams and Headblocks	N	\$0		\$20,000			\$20,000
YTD Total		Total		\$0	\$0	\$20,000		\$0	\$20,000
	4301	Parks and Recreation - Parks							
PGCP13	940602	Nindigully - Amenity Block Bollard Upgrade	U	\$0		\$10,000			\$10,000
PGCP14	941002	Nindigully - Septic Tank Fence Upgrade	U	\$0		\$15,000			\$15,000
PGCP15	941002	St George - Top Dress Rowden Park	R	\$0		\$40,000			\$40,000
PGCP16	941002	St George - Irrigation Tank Lining Upgrade Rowden Park	R	\$0		\$20,000			\$20,000
PGCP17	941002	Dirranbandi - Park Irrigation System	N	\$0		\$20,000			\$20,000
YTD Total		Total		\$0	\$0	\$105,000		\$0	\$105,000
		Works for Queensland Grant Funding							
IACP04		BaSG-WAQ20-2 Regional Community Projects -COVID-19	N	\$0				\$28,200	
WAQCP406	941002	C/O WAQ COVID - St George Pool Concrete Repairs	R	\$0		\$60,000			
		WAQ 2021-2024							
WAQCP01	941002	C/O WAQ 21-24 Ballon town common	R	\$0	\$15,000	\$15,000		\$15,000	
WAQCP02	941002	WAQ 21-24 Thallon town common	R	\$0	\$15,000	\$15,000		\$15,000	
WAQCP03	941002	WAQ 21-24 Mungindi town common	R	\$0	\$22,000	\$22,000		\$22,000	
WAQCP04	941002	WAQ 21-24 Mungindi town common fence	R	\$0	\$30,000	\$30,000		\$30,000	
WAQCP05	941002	WAQ 21-24 Hebel town common	R	\$0	\$22,000	\$22,000		\$22,000	
WAQCP06	941002	WAQ 21-24 Hebel town common fence	R	\$0	\$45,000	\$45,000		\$45,000	
WAQCP07	941002	WAQ 21-24 Housing Strategy	U	\$0	\$961,000			\$300,000	
WAQCP08	941002	WAQ 21-24 Beardmore Dam Recreation area	N	\$0	\$70,000			\$70,000	
YTD Total		Total		\$0	\$1,180,000	\$209,000		\$547,200	\$0
	2501	Information Technology							
ITCP02	941003	C/O Phase 2 New ERP IT Vision Project	R - PE	\$0	\$400,000	\$100,000			
ITCP05	940802	St George Replace Ricoh at Depot for expiring lease	R - PE	\$0		\$15,000			\$15,000
ITCP06	940802	Dirranbandi Ricoh at Depot	R - PE	\$0		\$8,000			\$8,000
ITCP07	940802	Ballon Ricoh at Depot	R - PE	\$0		\$8,000			\$8,000
ITCP08	940802	Thallon Ricoh at Depot	R - PE	\$0		\$8,000			\$8,000
ITCP10	940802	A0 Printer at Library	R - PE	\$0		\$16,000			\$16,000
ITCP09	941003	Asset Management System	N	\$0		\$100,000			\$100,000
YTD Total		Total		\$0	\$400,000	\$249,000		\$0	\$149,000
	4301	Parks and Recreation							
TSCP01	940602	C/O MDEBP Round 2 Mungindi Sculpture River Walk	N	\$0		\$68,000		\$68,000	
YTD Total		Total		\$0	\$0	\$68,000		\$68,000	\$0
	3102	Waste Management							
WMCP02	941802	Green waste cell upgrade - St George landfill	U	\$0		\$30,000			\$30,000
YTD Total		Total		\$0	\$0	\$30,000		\$0	\$30,000
	1201	Communities - Libraries							
LBSP02	940602	BRRP/IV00300 Library Innovation Hub	N	\$99,390	\$6,000,000	\$5,140,000		\$4,167,269	\$660,000
YTD Total		Total		\$99,390	\$6,000,000	\$5,140,000		\$4,167,269	\$660,000
		Local Roads Community Infrastructure Grants							
		LRI-Phase 1 Grant - \$470,725			\$0	\$470,725		\$570,725	
LRCIP02	940602	LRCI - Ballon Showgrounds Showgrounds	U	\$2,478	\$120,000				
LRCIP03	940602	C/O LRCI-Ballon Skate Park	N	\$0	\$160,000				
LRCIP04	940602	LRCI-4 Dirranbandi Civic Centre & Sports Complex	N	\$0	\$100,000				
LRCIP06	940602	C/O - LRCI-St George Swimming Pool Splash Park (Stage 2)	N	\$0	\$600,000				
LRCIP01	940602	C/O LRCI-Thallon Tennis & Basketball Courts	R	\$0	\$30,000				
LRCIP05	940602	LRCI-CCTV and Disaster Management Building Repairs	U	\$0	\$130,450				
		LRI-Phase 2 Grant			\$0			\$437,788	
LRCIP29	940602	LRCI P2 Dirranbandi Showground Lighting	N	\$0		\$7,870			
LRCIP30	940602	LRCI P2 Hebel Showground Canteen	U	\$0		\$140,000			
LRCIP31	940602	LRCI P2 St George Rowden Park Cricket Pitch	U	\$0		\$20,000			
LRCIP32	940602	LRCI P2 Thallon Raw Water Line/Tank	U	\$0		\$35,000			
LRCIP33	940602	LRCI P2 Fibre & CCTV -Lib Hub and Townships	N	\$0		\$480,000			
LRCIP34	940602	LRCI P2 Cultural Centre & Admin Building	U	\$0		\$60,000			
LRCIP35	940602	LRCI P2 Shire Tree Planting	R	\$0		\$92,707			
LRCIP36	940602	LRCI P2 Thallon Solar Lights in the Park	N	\$0		\$20,000			
LRCIP37	940602	LRCI P2 Mungindi One Tonne Post	N	\$0		\$20,000			
YTD Total		Total		\$2,478	\$1,140,450	\$1,346,302		\$1,008,513	\$0
	4501	Plant and Equipment							
PECP36	940802	Plant & Fleet - Toyota Hilux 2504 M545097	R - PE	\$0		\$60,000			\$60,000
PECP17	940802	Plant & Fleet - Toyota Prado 3516 M545090	R - PE	\$0		\$65,000			\$65,000
PECP18	940802	Plant & Fleet - Toyota Hilux 3518 M545063	R - PE	\$0		\$60,000			\$60,000
PECP19	940802	Plant & Fleet - Toyota Landcruiser 79 Series 3519 M545008	R - PE	\$0		\$80,000			\$80,000
PECP20	940802	Plant & Fleet - Isuzu Pajero 5009 M545015	R - PE	\$0		\$160,000			\$160,000
PECP21	940802	Plant & Fleet - Isuzu Trooper 5016 M545053	R - PE	\$0		\$130,000			\$130,000
PECP22	940802	Plant & Fleet - Prime Mover & Water Tanker Acquisition M545051	R - PE	\$0		\$350,000			\$350,000

CAPITAL PROJECTS 2021/2022									
Work Order	Project Number	Project Description	Asset Type (New, Upgrade, Renewal)	YTD Actuals as at 31/07/2021	Total - Multi-Year Project Budget	2021/2022 Original Budget	2021/2022 Council Resolution Budget Amendments	2021/2022 Revenue/Grant	2021/2022 Council Contribution
PECP23	940802	Plant & Fleet - 42" Zero-Turn Mower 7514 M545105	R - PE	\$0		\$8,300			\$8,300
PECP24	940802	Plant & Fleet - Backhoe 216 Replacement M545003	R - PE	\$0		\$170,000			\$170,000
PECP25	940802	Plant & Fleet - Toyota Hilux Tipper Tray 3018 M545073	R - PE	\$0		\$65,000			\$65,000
PECP26	940802	Plant & Fleet - Toyota Prado GXI 1508 M545018	R - PE	\$0		\$65,000			\$65,000
PECP27	940802	Plant & Fleet - Multi-Tyre Roller 7000 M545098	R - PE	\$0		\$220,000			\$220,000
PECP28	940802	Plant & Fleet - Toyota Landcruiser 79 Series 4019 M545011	R - PE	\$0		\$80,000			\$80,000
PECP29	940802	Plant & Fleet - BSC Fuel Management System M545004	R - PE	\$0		\$50,000			\$50,000
PECP30	940802	Replacement of 72" Ferris Zero-Turn Mower	R - PE	\$0		\$15,000			\$15,000
PECP31	940802	New 42" Husqvarna Mower - Ballon	R - PE	\$0		\$10,000			\$10,000
PECP32	940802	New 42" Husqvarna Mower - Thallon	R - PE	\$0		\$10,000			\$10,000
PECP33	940802	Plant & Fleet - Tracked Dingo Digger with Trailer & Attachments	R - PE	\$0		\$70,000			\$70,000
PECP34	940802	Plant - Aspinall Sweeper (340)	R - PE	\$0		\$25,000			\$25,000
PECP35	940802	Plant - Installation of Vehicle Monitoring System	N - PE	\$0		\$150,000			\$150,000
PECP04	940802	Plant & Fleet - Water & Sewerage Truck 21/22	R - PE	\$0		\$160,000			\$160,000
YTD Total		Total		\$0	\$0	\$2,003,500		\$0	\$2,003,500
4301 Parks and Recreation									
PGCP09	941002	C/O Cross Border Mungindi River Park Stage 2 & 3 (Merge together) LGGSP U - DLRMA - MDBEDP \$239000 -Mungindi River Park Stage 2 & 3	U	\$0	\$460,000	\$184,000		\$184,000	
PGCP04	941002	C/O Cross Border Mungindi River Park Stage 2 & 3 MDBEDP \$239000	U	\$0		\$184,000		\$184,000	
YTD Total		Total		\$0	\$460,000	\$348,000		\$348,000	\$0
4001 Transport - Local Roads									
RTR1129	941402	RTR - Marie Street, St George Bitumen Reseal M546434	U	\$0		\$29,820	\$29,820		\$29,820
RTR1133	941402	RTR - Murchison Street, St George Bitumen Reseal M546437	U	\$0		\$16,170	\$16,170		\$16,170
RTR2009	941402	RTR - Hebel-Goodridge Road, Hebel Bitumen Reseal M546439	U	\$0		\$333,270	\$250,977		\$333,270
RTR2207	941402	RTR - Maud Street, Dirranbandi Bitumen Reseal M546441	U	\$0		\$27,440	\$27,440		\$27,440
RTR1011	941402	RTR - Dingdes Road, Mungindi Gravel Resheet M546443	U	\$1,699		\$349,062	\$0		\$349,062
RTR1046	941402	RTR - Thurges Road, St George Bitumen Seal Upgrade M546452	U	\$0		\$400,000	\$400,000		\$400,000
RTR1302	941402	RTR - Teelba Road, St George Drainage M546454	U	\$0		\$150,000	\$0		\$150,000
RTR1120	941402	RTR - Hume Street, St George Bitumen Reseal M546457	U	\$0		\$6,720	\$6,720		\$6,720
RTR1118	941402	RTR - Hill Street, St George Bitumen Reseal M546459	U	\$0		\$9,660	\$9,660		\$9,660
RTR1128	941402	RTR - Margaret Street, St George Bitumen Reseal M546460	U	\$0		\$8,050	\$8,050		\$8,050
RTR1128	941402	RTR - Undones Street, St George Bitumen Reseal M546462	U	\$0		\$6,930	\$6,930		\$6,930
RTR1160	941402	RTR - Taylor Street, St George Bitumen Reseal M546463	U	\$0		\$18,879	\$18,879		\$18,879
RTR1146	941402	RTR - Aldridge Street, St George Bitumen Reseal M546467	U	\$0		\$15,029	\$15,029		\$15,029
RTR1142	941402	RTR - Weatherall Street, St George Bitumen Reseal M546469	U	\$0		\$16,800	\$16,800		\$16,800
RTR1143	941402	RTR - Weribone Street, St George Bitumen Reseal M546471	U	\$0		\$3,780	\$3,780		\$3,780
RTR1145	941402	RTR - Cutler Court, St George Bitumen Reseal M546474	U	\$0		\$16,800	\$16,800		\$16,800
RTR2004	941402	RTR - Cubbie Road, Dirranbandi Bitumen Reseal M546476	U	\$0		\$304,395	\$304,395		\$304,395
SLOP3002	941402	Mungindi LED Street Lighting	N	\$0		\$20,000			\$20,000
LRCP02	941202	Rural Grading Water Points	N	\$0		\$100,000			\$100,000
YTD Total		Total		\$1,699	\$0	\$1,832,805	\$1,141,450	\$1,712,805	\$120,000
Infrastructure - Housing									
CHCP700	940602	62 Barlee Street - Concrete Driveway	U	\$0		\$20,000			\$20,000
CHCP800	940602	18 Alfred Street, Council Residence - Patio Screening	U	\$0		\$15,000			\$15,000
CHCP900	940602	Housing Condition Report implementation	N	\$0		\$258,400			\$258,400
YTD Total		Total		\$0	\$0	\$293,400			\$293,400
Infrastructure - Swimming Pools									
SPOP01		MDB EDP - Dirranbandi Thermal Hot Baths	N	\$0	\$875,000	\$475,000		\$125,000	
YTD Total		Total		\$0	\$875,000	\$475,000		\$125,000	\$0
Infrastructure - Waste Water									
SSCP04	941602	C/O - Dirranbandi Rising Sewerage Main Replacement (W4Q3 19-21)	R	\$0	\$530,000	\$530,000			
SSCP05	941602	C/O Ballon Sewerage Treatment Plant & Rising Main	R	\$0		\$50,000			\$50,000
SSCP06	941602	Dirranbandi - WTP Sludge Pond Upgrade & Gate Valves	U	\$0		\$30,000			\$30,000
SSCP07	941602	Sewerage pipeline extension - Charles St Dirranbandi to WTP	N	\$0		\$30,000			\$30,000
SSCP08	941602	WTP Switchboard Upgrade - Dirranbandi	U	\$0		\$90,000			\$90,000
YTD Total		Total		\$0	\$530,000	\$730,000		\$0	\$200,000
Infrastructure - Stormwater									
SWCP02	941402	Mungindi Stormwater Drainage Pipe Upgrades	U	\$0		\$20,000			\$20,000
YTD Total		Total		\$0	\$0	\$20,000		\$0	\$20,000
Infrastructure - TIDS									
TIDS1019	941402	TIDS - Kooroon Road Gravel Resheet M544767	R	\$934		\$175,000		\$975,000	\$975,000
TIDS4004	941402	TIDS - Mitchell/Ballon Rd Gravel Resheet & Bitumen Reseal M544774	R	\$0		\$200,000			
TIDS1042	941402	TIDS - Whyenbah Gravel Resheet M545001	R	\$0		\$150,000			
TIDS1013	941402	TIDS - Noondoo/Mungindi Rd Gravel Resheet & Bitumen Reseal M544990	R	\$0		\$362,780			
TIDS4002	941402	TIDS - Ballon/Dirranbandi Rd Bitumen Reseal M544762	R	\$0		\$425,000			
TIDS1041	941402	TIDS - Telwood/Mungindi Rd Bitumen Reseal M544995	R	\$0		\$437,220			
YTD Total		Total		\$934	\$0	\$1,950,000		\$975,000	\$975,000
Infrastructure - Depots									
WDOP07	940602	Fire System Upgrade at St George Depot	U	\$0		\$15,000			\$15,000
YTD Total		Total		\$0	\$0	\$15,000		\$0	\$15,000
Infrastructure - Levees									
DMCP6002	940602	Ballon - Penstock for Flood Levee Wall	R	\$0		\$10,000			\$10,000
YTD Total		Total		\$0	\$0	\$10,000		\$0	\$10,000
Infrastructure - Water									
WSCP09	941202	River Main Fitting Program for the Belonne Shire	R	\$0		\$180,000			\$180,000
WSCP18	941202	Shire - Bone Head Site Guard Protective Rails	N	\$0		\$30,000			\$30,000
WSCP19	941202	Shire - Water Jetter	N	\$0		\$40,000			\$40,000
WSCP20	941202	Dirranbandi - Railway Street Water Main Replacement	R	\$0		\$100,000			\$100,000
YTD Total		Total		\$0	\$0	\$350,000		\$0	\$350,000
GRAND TOTAL				\$104,501	\$11,930,450	\$16,192,007	\$1,392,800	\$9,677,822	\$5,060,550
YTD Spend				0.65%					

OPERATIONAL PROJECTS 2021/22									
Work Order	GL Number	Description	YTD Actuals As At 31/07/2021	Total - Multi-Year Project Budget	Amended Total Year Budget	2021-22 Original Budget	2021/22 Council Resolution Budget Amendments	2021-22 Council Expenditure	Revenue
Disaster Management									
QRRF01	110253	C/O BALSC 0013 1920M QRF - Balonne River Height	\$16,447.90			\$369,600.00			\$369,600.00
		Total	\$16,447.90	\$0.00	\$0.00	\$369,600.00	\$0.00	\$0.00	\$369,600.00
Disaster Management									
FDR01	110254	BaISC.0003.1920K.REC - Cubbie Road	\$0.00	\$1,612,517.07	\$1,656,265.00	\$0.00	\$148,059.07		\$1,656,265.00
FDR02	110254	BaISC.0009.1920K.REC - Middle Road	\$0.00	\$1,978,229.67	\$1,978,229.67	\$157,955.44	\$255,369.67	New budgets for Flood Damage are drafts only	\$1,978,229.67
FDR03	110254	BaISC.0005.1920K.REC - Whyenbah Road	\$0.00	\$4,889,306.02	\$4,889,306.02	\$153,000.00	\$1,843,927.00		\$4,889,306.02
FDR04	110254	BaISC.0007.1920K.REC - Gunniindaddy Road	\$0.00	\$2,926,004.09	\$3,421,052.00	\$2,969,175.19	\$1,937,093.41		\$3,421,052.00
FDR06	110254	BaISC.0010.1920K.REC - Thomby Road	\$0.00	\$3,118,432.99	\$3,118,433.00	\$175,014.88	\$2,509,858.79		\$3,118,433.00
FDR07	110254	BaISC.0008.1920K.REC - Teelba Road	\$0.00	\$2,648,887.90	\$3,222,423.00	\$2,837,518.29	\$3,222,422.53		\$3,222,423.00
FDR09	110254	BaISC.0006.1920K.REC - Chelmer Road	\$0.00	\$519,885.98	\$519,886.00	\$589,057.32	\$519,886.00		\$519,886.00
FDR08	110254	BaISC.0011.1920K.REC - Cardiff and other Roads	\$281.48	\$1,306,647.47	\$1,306,649.00	\$202,905.07	\$292,414.60		\$1,306,649.00
FDR05	110254	BaISC.0012.1920K.REC - Rutherglen and other Roads	\$0.00	\$1,138,406.26	\$1,138,406.26	\$420,570.39	\$663,249.86		\$1,138,406.26
FDR11	110254	BaISC.0016.1920K.REC - Mulla Downs Road - North	\$0.00	\$3,994,568.00	\$5,289,452.00	\$4,547,174.53	\$4,543,487.98		\$5,289,452.00
FDR18	110254	BaISC.0023.1920K.REC - South West Floodline	\$0.00	\$2,311,390.00	\$3,610,462.00	\$3,114,793.64	\$3,610,461.97		\$3,610,462.00
FDR12	110254	BaISC.0017.1920K.REC - Reconstruction of Essential	\$0.00	\$4,096,408.18	\$5,301,950.00	\$4,521,712.66	\$5,159,570.24		\$5,301,950.00
FDR13	110254	BaISC.0018.1920K.REC - Famlee Rd - Honavmah Lane	\$0.00	\$4,779,560.56	\$4,779,560.56	\$4,686,622.32	\$4,779,560.56		\$4,779,560.56
FDR14	110254	BaISC.0019.1920K.REC - Reconstruction of Essential	\$0.00	\$3,887,415.50	\$4,682,095.00	\$4,136,340.39	\$4,682,094.71		\$4,682,095.00
FDR15	110254	BaISC.0020.1920K.REC - Reconstruction of Essential	\$0.00	\$3,946,626.13	\$4,045,298.00	\$3,799,496.32	\$3,428,729.56		\$4,045,298.00
FDR17	110254	BaISC.0022.1920K.REC - Reconstruction of Essential	\$0.00	\$508,147.06	\$508,147.06	\$250,173.06	\$447,045.55		\$508,147.06
FDR16	110254	BaISC.0021.1920K.REC - Reconstruction of Essential	\$0.00	\$3,348,924.38	\$3,348,924.38	\$3,049,073.92	\$3,348,924.38		\$3,348,924.38
FDR19	110254	BaISC.0024.1920K.REC - Reconstruction of Essential	\$0.00	\$574,614.48	\$574,614.48	\$742,000.00	\$574,614.48		\$574,614.48
FDR20	110254	BaISC.0025.1920K.REC - RPPA Roads Submission	\$0.00	\$3,981,632.89	\$5,219,970.00	\$4,431,255.03	\$5,067,075.09		\$5,219,970.00
		Total	\$281.48	\$51,567,604.63	\$58,611,123.43	\$40,783,838.45	\$47,033,845.45	\$0.00	\$58,611,123.43
Communities - Library									
LB700	120151	First 5 Forever	\$0.00			\$5,655.00			\$5,655.00
LB708	120151	Rocket Science	\$0.00			\$5,045.00			\$5,045.00
		Total	\$0.00	\$0.00	\$0.00	\$10,700.00	\$0.00	\$0.00	\$10,700.00
Communities - Community Development									
CDOP20	120251	Balonne Young Leaders Bureau Celebrating Multicultural Queensland Program - Regional Partnerships	\$0.00			\$9,500.00			
LB707	120251	Building Stronger Communities - TRAIC Grant -	\$1,000.00	\$300,000.00		\$100,000.00			\$40,000.00
CP0P14	120251		\$0.00			\$40,000.00			
ARTOP1	120351	RADF	\$0.00			\$51,000.00		\$12,000.00	\$39,000.00
		Total	\$1,000.00	\$300,000.00	\$0.00	\$200,500.00	\$0.00	\$12,000.00	\$79,000.00
Communities - Visitor Information Services									
VICOP02	130151	VIC Volunteer Expenses	\$0.00			\$4,200.00		\$4,200.00	
VIC02	130110	VIC Merchandise	\$6,042.57			\$33,600.00		\$33,600.00	
		Total	\$6,042.57	\$0.00	\$0.00	\$37,800.00	\$0.00	\$37,800.00	\$0.00
Communities - Tourism Services									
TOP01	130251	Tourism and Events Donations/Assistance	\$1,900.86			\$50,000.00		\$50,000.00	
TOP02	130351	Tourism Marketing	\$0.00			\$26,700.00		\$26,700.00	
TOP04	130351	Shire Town Maps & Publications	\$0.00			\$5,300.00		\$5,300.00	
TOP09	130351	EQV - Welcome to Mate Marketing Campaign	\$0.00	\$20,000.00		\$15,000.00		\$15,000.00	
		Total	\$1,900.86	\$20,000.00	\$0.00	\$97,000.00	\$0.00	\$97,000.00	\$0.00
Finance And Corp Services									
FC5OP02	200149	Asset Valuations	\$0.00			\$30,000.00		\$30,000.00	\$0.00
FC5OP07	200149	Employee engagement survey	\$0.00			\$25,000.00		\$25,000.00	\$0.00
		Total	\$0.00	\$0.00	\$0.00	\$55,000.00	\$0.00	\$55,000.00	\$0.00

OPERATIONAL PROJECTS 2021/22

Work Order	GL Number	Description	YTD Actuals As At 31/07/2021	Total - Multi-Year Project Budget	Amended Total Year Budget	2021-22 Original Budget	2021/22 Council Resolution Budget Amendments	2021-22 Council Expenditure	Revenue
Information Technology									
ITOP03	250151	Telephone System - 15 hand sets	\$0.00			\$5,000.00		\$5,000.00	
ITOP06	250151	Replacement 12 PCs	\$227.00			\$30,000.00		\$30,000.00	
ITOP08	250151	WAN Upgrade to outlying depots & libraries	\$0.00			\$30,000.00		\$30,000.00	
ITOP09	250151	Replacement 10 Mobile phones	\$0.00			\$10,000.00		\$10,000.00	
ITOP11	250151	35 x Tablets Across the organisation 5 x ER5 30 x i5	\$0.00			\$35,000.00		\$35,000.00	
ITOP12	250151	WHS Software System	\$0.00			\$25,000.00		\$25,000.00	
		Total	\$227.00	\$0.00	\$0.00	\$135,000.00	\$0.00	\$135,000.00	\$0.00
Information Technology - Digital Connectivity									
DCOP02	250351	C/O BOR 4 DSOMIP Digital Connectivity Project (Grant)	\$0.00	\$1,000,000.00		\$500,000.00			\$500,000.00
		Total	\$0.00	\$1,000,000.00	\$0.00	\$500,000.00	\$0.00	\$0.00	\$500,000.00
Waste Management									
WMOP8	310251	Master Plan St George Landfill (carry over \$25k)	\$0.00			\$25,000.00		\$25,000.00	
		Total	\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00	\$0.00
Rural Services - Wild Dogs Exclusion Fencing Projects									
WDPOP11	320151	QFPI WDEF Cluster Fence	\$0.00	\$300,000.00		\$123,000.00			\$123,000.00
WDPOP10	320151	MDR EDP - WDEF Project	\$23,077.88	\$5,000,000.00		\$1,000,000.00			\$1,000,000.00
		Total	\$23,077.88	\$5,300,000.00	\$0.00	\$1,123,000.00	\$0.00	\$0.00	\$1,123,000.00
Rural Lands - Operational Projects									
RS101	320252	Stock Routes - W2846 Mourilyan Water Facility	\$0.00			\$21,000.00			\$21,000.00
RS102	320252	Stock Routes - W0545 Mona Water Facility	\$0.00			\$6,000.00			\$6,000.00
RS103	320252	Stock Routes - W2889 Mona 2 Facility Upgrade	\$0.00			\$12,000.00			\$12,000.00
RS104	320252	Stock Routes - W0546 Keebrah Facility Upgrade	\$0.00			\$8,000.00			\$8,000.00
RS105	320252	Stock Routes - W2888 Bungleebee Facility Upgrade	\$0.00			\$10,000.00			\$10,000.00
RS106	320252	Stock Routes - W2842 Buffel Park Facility Upgrade	\$0.00			\$6,000.00			\$6,000.00
RS107	320252	Stock Routes - W2884 Wodonga Facility Upgrade	\$0.00			\$22,500.00			\$22,500.00
RS108	320252	Stock Routes - N0015 Moonie River Night Yard	\$0.00			\$13,500.00			\$13,500.00
RS109	320252	Stock Routes - W2885 Eaglehawk Facility Upgrade	\$0.00			\$13,500.00			\$13,500.00
RS110	320252	Stock Routes - W0547 Diamond Tank Dam Desilt	\$0.00			\$15,000.00			\$15,000.00
RS111	320252	QFPI Harrisia Cactus Cultural Burning Weed	\$0.00	\$6,500.00		\$3,900.00			\$1,300.00
RS113	320252	Management	\$0.00	\$745,000.00		\$250,000.00			\$0.00
		Feral Animal Management Levy	\$0.00			\$120,000.00			
		Total	\$0.00	\$751,500.00	\$0.00	\$501,400.00	\$0.00	\$0.00	\$128,800.00
Infrastructure - Transport Local Roads									
LROPO3	400151	TMR Prequalifications	\$0.00			\$25,000.00		\$25,000.00	
		Master Plan - Victoria & Henry Streets Detail Design							
LROPO5	400151		\$0.00			\$70,000.00		\$70,000.00	
		36A Balonne Highway (Ch. 2.320 - 2.740 km) Heavy Vehicle Breakdown Pad - CN15708	\$0.00		\$1,684,433.51		\$1,684,433.51		\$1,684,433.51
		Total	\$0.00	\$0.00	\$1,684,433.51	\$95,000.00	\$1,684,433.51	\$95,000.00	\$1,684,433.51
Infrastructure - Aerodrome									
APOPO4	400551	C/O St George Aerodrome Helipad Lighting	\$0.00			\$10,000.00		\$10,000.00	
APOPO5	400551	C/O Dirranbandi Aerodrome Subdivision Planning	\$0.00			\$40,000.00		\$40,000.00	
APOPO6	400551	C/O Dirranbandi Aerodrome Non Compliance Issues	\$0.00			\$15,000.00		\$15,000.00	
		Total	\$0.00	\$0.00	\$0.00	\$65,000.00	\$0.00	\$65,000.00	\$0.00

OPERATIONAL PROJECTS 2021/22

Work Order	GL Number	Description	YTD Actuals As At 31/07/2021	Total - Multi- Year Project Budget	Amended Total Year Budget	2021-22 Original Budget	2021/22 Council Resolution Budget Amendments	2021-22 Council Expenditure	Revenue
Infrastructure - Administration									
IAOP06	410552	Stage 4 Concept options for Council Depot and St George Stage 2 and 3	\$0.00			\$100,000.00		\$100,000.00	
IAOP01	410552	Detailed design Project Governance	\$0.00			\$180,000.00		\$180,000.00	
IAOP07	410552	Framework - Select phase	\$0.00			\$150,000.00		\$150,000.00	
IAOP08	410552	Thallon Master plan	\$0.00			\$35,000.00		\$35,000.00	
		Total	\$0.00	\$0.00	\$0.00	\$465,000.00	\$0.00	\$465,000.00	\$0.00
Infrastructure - Water									
WSOP03	420153	C/O Dirranbandi Storm Water System Investigation	\$0.00			\$110,000.00		\$110,000.00	
		Total	\$0.00	\$0.00	\$0.00	\$110,000.00	\$0.00	\$110,000.00	\$0.00
Infrastructure - Waste Water									
SSOP01	420252	C/O Bollon Sewer Condition Report	\$0.00			\$50,000.00		\$50,000.00	
SSOP02	420252	C/O Sewerage, Groundwater Monitoring Bores (Water)	\$0.00			\$30,000.00		\$30,000.00	
SSOP03	420252	C/O St George Pump Station 3 Rising Main Design	\$0.00			\$15,000.00		\$15,000.00	
		Total	\$0.00	\$0.00	\$0.00	\$95,000.00	\$0.00	\$95,000.00	\$0.00
Infrastructure - Parks & Gardens									
PGOP07	430151	C/O - DCP Internal Audit	\$0.00			\$7,000.00		\$7,000.00	
PGOP14	430151	Thallon Festive Lighting	\$0.00			\$10,000.00		\$10,000.00	
PGOP15	430151	St George Festive Lighting	\$0.00			\$20,000.00		\$20,000.00	
PGOP16	430151	Bollon Festive Lighting	\$0.00			\$10,000.00		\$10,000.00	
PGOP17	430151	Dirranbandi Festive Lighting	\$0.00			\$10,000.00		\$10,000.00	
PGOP19	430151	Hazel Town Master plan (Residential, Emergency, St George Cemetery)	\$0.00			\$35,000.00		\$35,000.00	
PGOP20	430151	Expansion Plan	\$0.00			\$30,000.00		\$30,000.00	
		Total	\$0.00			\$122,000.00		\$122,000.00	\$0.00
Infrastructure - Showgrounds									
SGOP06	430353	St George Showgrounds - Caretakers 20ft Storage	\$0.00			\$4,000.00		\$4,000.00	
		Total	\$0.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	\$0.00
Infrastructure - Depot									
WD700	440351	Depot Re-Gravel Maintenance - Bollon	\$0.00			\$10,000.00		\$10,000.00	
		Total	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	\$0.00
Infrastructure - Housing									
CHOP02	440151	14 Taylor Street - Automatic Irrigation System	\$0.00			\$5,000.00		\$5,000.00	
CHOP03	440151	14 Taylor Street - Air Conditioning Upgrade	\$0.00			\$7,000.00		\$7,000.00	
		Total	\$0.00	\$0.00	\$0.00	\$12,000.00	\$0.00	\$12,000.00	\$0.00
Grand Total			\$48,977.69	\$58,939,104.63	\$60,295,556.94	\$44,816,838.45	\$48,718,278.96	\$1,339,800.00	\$62,506,656.94
YTD Spend			0.11%						

(IFS) INFRASTRUCTURE SERVICES

ITEM	TITLE	SUB HEADING	PAGE
IFS1	<u>QUOTATION CONSIDERATION PLAN, HEBEL – GOODOOGA ROAD CULVERT WORKS</u>	Quotation Consideration Plan, Hebel – Goodooga Road Culvert Works	79
IFS2	<u>PLANT STANDING COMMITTEE MEETING MINUTES - 27 JULY 2021</u>	Plant Standing Committee Meeting Minutes – 27 July 2021	91
IFS3	<u>YUWAALARAAY PEOPLE OLD CAMP MAINTENANCE REQUEST</u>	Yuwaalaraay People Old Camp Maintenance Request	99

OFFICER REPORT

TO: Council

SUBJECT: Quotation Consideration Plan, Hebel – Goodooga Road Culvert Works

DATE: 09.08.21

AGENDA REF: IFS1

AUTHOR: Brenton Judge - Manager Transport and Drainage

Sub-Heading

Quotation Consideration Plan, Hebel – Goodooga Road Culvert Works

Executive Summary

Balonne Shire Council has prepared a Quotation Consideration Plan for the recent Culvert Works undertaken by Lukas Excavation on the Hebel – Goodooga Road. Lukas Excavations were currently mobilised on the Goodooga Road in New South Wales and were identified to be the sole supplier capable of delivering the scope of works within Council's grant funding commitments of June 30, 2021.

Background

The Balonne Shire Council nominated the Hebel – Goodooga Road Bitumen Seal Upgrade project as a half funded Heavy Vehicle Safety Productivity Programme and quarter funded Transport Infrastructure Development scheme with the remaining quarter funded by Balonne Shire Council. The project had a milestone completion date of 30 June 2021 which could not be renegotiated due to the Transport Infrastructure Development scheme funding contribution. Concept drawings were developed on the 14th of April 2021 and pricing was initially first sought by Council's preferred supplier list on the 27th of April 2021.

The Local Government Regulations 2012 provide that a quote or tender consideration plan may be adopted and is an exception to the requirements of calling for quotations and/or tenders. As council has exhausted avenues to engage a contractor the attached Quotation Consideration Plan identified the following information to provide for probity over the process:

1. The objectives of the plan;
2. How the objectives are to be achieved;
3. How the achievement of the objectives will be measured;
4. Any alternative ways of achieving the objectives, and why the alternative ways were not adopted;
5. The proposed terms of the contract; and
6. A risk analysis of the market from which the goods or services are to be obtained.

Link to Corporate Plan

Key Foundation Area	Key Program Area
<u>Infrastructure and Planning</u>	Community infrastructure for existing and future needs

Consultation (internal/external)

Chief Executive Officer
Director of Infrastructure Services
Director of Finance & Corporate Services
Procurement Co-ordinator
Senior Roads Supervisor

Legal Implications

Section 230 Local Government Regulations 2012 provides this exception.

Risk Implications

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

Policy Implications

The quotation consideration plan is consistent with Council's Procurement Policy.

Financial and Resource Implications

Failure to complete this project by the required completion date 30th of June 2021, will lead to loss of funding and is will damage Council's reputation with the Community and State Government.

Options or Alternatives

Nil.

Attachments

1. Tender Consideration Plan - Hebel - Goodooga Road Culvert Works.pdf [↓](#)

Recommendation/s

That Council resolves to adopt the attached quotation Consideration Plan for the Hebel – Goodooga Culvert Works in accordance with Section 230 of the Local Government Regulations 2012.

Andrew Boardman
Director Infrastructure Services



Tender Consideration Plan – Hebel – Goodooga Road Culvert Works

Tender Consideration Plan

prepared in accordance with Section 230 & 235 of the Local Government Regulation 2012

<p>CORPORATE PLAN REFERENCE:</p>	<p>Economy Goal</p> <p>Strong economic growth where SMEs (small to Medium Enterprises) and agriculture-related businesses thrive, with a focus on improved connectivity, skilling, diversification and innovations.</p> <p>2.2 Investment attraction and partnerships 2.3 Value-add and diversification strategies 2.6 Tourism growth and development 3.5 Cross – regional partnerships</p> <p>Performance Measures:</p> <ul style="list-style-type: none"> ▪ Increased visitor numbers ▪ Advocacy efforts and investment attraction to improve transportation infrastructure and services ▪ Investment attraction and new industry growth ▪ Number of cross-regional economic growth initiatives <p>Infrastructure and Planning Goal</p> <p>Effective town planning and infrastructure design to support the Shire's needs with a focus on visionary planning to suit changing needs into the future</p> <p>4.2 Safe, efficient and connected transport networks 4.3 Community infrastructure for existing and future needs 4.5 Sustainable planning and development</p> <p>Performance Measures:</p> <ul style="list-style-type: none"> ▪ Percentage of infrastructure projects completed within budget and on time ▪ Adoption of consistent infrastructure planning principles for all projects <p>Governance Goal</p> <p>To develop an effective governance framework that drives enhanced organisational performance through project management, financial sustainability, performance management and community engagement.</p> <p>5.2 Effective strategic planning and partnerships 5.3 Excellence in service delivery and project management</p>
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Tender Consideration Plan – Hebel – Goodooga Road Culvert Works

	<p>Performance Measures:</p> <ul style="list-style-type: none"> ▪ Percentage of people satisfied with Council service delivery ▪ Compliance with statutory and corporate requirements
ENDORSED BY COUNCIL ON:	
DOCUMENT OWNER AND DEPARTMENT:	Director Infrastructure Services



Tender Consideration Plan – Hebel – Goodooga Road Culvert Works

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Tender Consideration Plan – Hebel – Goodooga Road Culvert Works

INTRODUCTION

In 2021 Balonne Shire and the South West Region saw an unprecedented demand for Civil Contractors throughout the Region and further State. This was due to vast widespread flood damage across South West Queensland and the surge of Grant funding injected into the economy to reboot the economy to combat the economic crisis caused by COVID-19.

Council was successful in Round Seven of the Heavy Vehicle Safety Productivity Programme (HVSPP) for the Hebel – Goodooga Road bitumen sealing upgrade (NSW Border to Woollerbilla Intersection). Council had successfully received \$667,460 from the Grant Body which received a co-contribution of \$575,000 by the Transport Infrastructure Development Scheme (TIDS) and \$575,000 by the Balonne Shire Council. The funding body, predominantly TIDS had a nonnegotiable completion date of the 30th of June 2021.

Council had initially applied for the HVSPP grant in May 2020 and received advice of being successful in September 2020 with the funding agreement being finalised in January 2021. The time taken to receive approval allowed for very limited time for Project Delivery to occur.

Council had received draft design to enable concrete culvert installation to occur on the 14th of April 2021. The draft design drawings were compiled and released onto Council's Preferred Supplier List on the 27th of April 2021 and originally closed on the 17th of May 2021, which was extended to the 19th of May 2021 with no responses received it was further extended to the 26th of May 2021.

After lack of interest in the first round of procurement, Council proceeded to upload the Request onto Marketplace on the 19th of May 2021 until the 26th of May 2021. Council utilised its terms and conditions of its Preferred Supplier Arrangement and incorporated it into the request for the works to be undertaken by a contractor. This process saw no responses and very limited interest with a query from MCS Civil which reflected that the scope of work was not understood and contact from Suffcon. Suffcon expressed experience and capability in undertaking the work however declined to price the job when they were informed that the works had to be completed prior to June 30.

Council officers proceeded to contact multiple vendors on the 21st of May 2021 making phone calls and sending emails to Contractors that were capable of undertaking the works inclusive of: Niepe Construction, Chauvel Industrial Services and Oliver Gordon Construction in Bourke. None of the suppliers were interested / able to meet Council timeline and did not price the works. Oliver Gordon Construction advised Council that Lukas Building & Excavation were currently undertaking similar work on the Goodooga Road in New South Wales and provided contact details for Lukas Building & Excavation.

This event highlighted the current demand on the industry to deliver works and Council did not have adequate resources to undertake the works internally or time to proceed to tender. Council estimate for the works was anticipated under the \$200,000 threshold however it was identified on site that there was an additional 375mm RCP that was additionally required to be replaced to enable construction to progress. The cost of this additional pipe replacement was \$13,100 (excl. GST) and inadvertently resulted in the cost exceeding the \$200,000 threshold.



Tender Consideration Plan – Hebel – Goodooga Road Culvert Works

Lukas Excavation was the only available supplier that was able to undertake the works in Council's timeframe, had the specialised trade skills to undertake the works, and was already established in the area ascertaining value for money for the Balonne Shire Council. It was Council's intention to utilise Preferred Suppliers as they had advised they would be able to undertake the works and continually advised that they would submit a price shortly yet didn't deliver.

It was preferable for Council to enter into a set agreement with Lukas Excavations to undertake the work within the timeframe required by Council to ensure the project could be completed

The *Local Government Regulation 2012* ('the regulation') provides for the methods by which Council may establish medium and large sized contracts. These regulations require local governments to use a written quote process for medium sized contracts and a written tender process for large sized contracts. The regulations also provide a number of exceptions to those processes inclusive of "*the local government resolves it is satisfied that there is only 1 supplier who is reasonably available*," in accordance with Section 235 (a) of the Local Government Regulation. Preparation of a tender consideration plan is one of those exceptions (Section 230 of the regulation).

The benefits of utilising a tender consideration plan for the procurement of Culvert Installations include:

- Enabling Council to meet its Corporate Plan goals
- Enabling Council to utilise grant funding to complete the works before ineligibility occurs
- Enabling an open and transparent procurement process more efficiently and effectively than would otherwise be possible due to the specialised nature of the supply

Council intends to undertake procurement and contracting by way of a Tender Consideration Plan. As a result, Council intends to depart from the standard tendering process when engaging Lukas Excavation for the installation of box culverts along the Hebel – Goodooga Road.

The regulation provides that a Tender Consideration Plan will contain the following information:

1. the objectives of the plan;
2. how the objectives are to be achieved;
3. how the achievement of the objectives will be measured;
4. any alternative ways of achieving the objectives, and why the alternative ways were not adopted;
5. the proposed terms of the contract; and
6. a risk analysis of the market from which the goods or services are to be obtained.

This plan will provide the information required to comply with the regulations and justify the use of the plan as an effective and appropriate alternative to the open tender process.



Tender Consideration Plan – Hebel – Goodooga Road Culvert Works

1. OBJECTIVES OF THE PLAN

Plan scope

This plan has been prepared to assist Council to conduct a sustainable and effective procurement process, establishing best practice contracts. This plan covers all procurement and contracting activities conducted by Council officers in negotiating with the sole supplier who was reasonably available to undertake the works within operational timeframes.

This plan will provide guidance on the process of engagement, including:

1. Contract requirement/specification and risk analysis;
2. assessing the offer for the most advantageous commercial outcome,
3. governance and delegated authorisation;
4. negotiating agreements; and
5. the final agreement (contract).

Plan objective

The Hebel – Goodooga Road Culvert Works Consideration Plan is intended to fulfil the following objectives:

1. Support Council's objectives in obtaining value for money and providing excellence in service delivery.
2. Provide an approach for negotiating and evaluating an offer within critical timeframes; and
3. Guide Council officers in contracting in accordance with probity requirements and having regard for the sound contracting principles:
 - (a) value for money;
 - (b) open and effective competition;
 - (c) the development of competitive local business and industry;
 - (d) environmental protection; and
 - (e) ethical behaviour and fair dealing.

While this plan provides an exemption for Council officers sourcing multiple providers through an invitation to offer process for procurement, all other areas of the process will proceed in accordance with Council's procurement policy when carrying out procurement and contracting activities.



Tender Consideration Plan – Hebel – Goodooga Road Culvert Works

2. HOW THE OBJECTIVES ARE TO BE ACHIEVED

Process for procurement and contracting

1. Council requires a contractor to undertake the installation of four box culverts to ensure completion of the Hebel – Goodooga Road upgrade. This can best be achieved by negotiating with a sole identified available party Lukas Excavation, it is proposed that Council negotiate and enter into an agreement with Lukas Excavation.
2. Negotiations can commence as Council has an internal understanding in the costs to undertake the works internally and is dealing with a specialist provider and the sole available provider able to enter into an agreement with Council.
3. Council's Director of Infrastructure Services will be delegated authority by the Chief Executive Officer to negotiate agreement details/specifics subject to approval from Council to enter into an agreement with Lukas Excavations.
4. The Chief Executive Officer may execute the proposed agreement on behalf of Council.
5. It is the responsibility of the Director of Infrastructure Services to ensure that negotiations and communications are fair, equitable and any conflicts of interest are declared and dealt with under probity in accordance with Council's policies

3. HOW THE OBJECTIVES WILL BE MEASURED

Indicators for measuring the delivery of outcomes and success of use of this tender consideration plan include:

1. Evidence of the procurement process utilised, through the retention of all documentation and approval which support the application of the sound contracting principles and measurement of success factors as per the Procurement Policy.
2. The Director of Infrastructure Services is responsible for the negotiations and is to make every possible effort to confirm and verify that the proposed agreement will contribute to achieving a positive strategic impact for protection and enhancement of the water supply.



Tender Consideration Plan – Hebel – Goodooga Road Culvert Works

4. ALTERNATIVE WAYS OF ACHIEVING THE OBJECTIVES

The obtaining of contractor can only be made by Council's Preferred Supplier List, Market Place, Local Buy and tender. Council have evaluated all methods and determined that they are operationally infeasible and more cost prohibitive than the proposed delivery method. The proposed contractor 'Lukas Excavation' is currently mobilised in the region, with capability to do the work and the specialised expertise to undertake the work on behalf of Council. Council is aware of only Lukas Excavation being available to negotiate with Council to meet Council's objectives.

An alternative could be to go to the tender however, Council is unaware of another party within Queensland that can undertake the works within Council's operational budget and timeline, the agreement that will be entered into will be the best outcome to the community.

5. PROPOSED TERMS OF THE CONTRACT

Council's will use a preferred supplier arrangement to inform the terms and conditions of engagement from its legal panel to draft an agreement with the following proposed terms of the contract.

1. Council seeks to enter a short-term agreement that would be entered into for one financial year
2. Council will make site access available for Lukas Excavation
3. Council will:
 - a. Ensure Lukas Excavations complete the works within the specified timeframe.
 - b. Ensure concrete sampling is taken and testing occurs
 - c. Ensure appropriate insurances are in place
4. This short-term agreement will be undertaken in good faith by both parties
5. The short-term agreement would conclude on 30 June 2021.



Tender Consideration Plan – Hebel – Goodooga Road Culvert Works

6. RISK ANALYSIS OF THE RELEVANT MARKET

The following risk analysis and mitigation strategies have been identified for Council's procurement and contracting activities relevant to, negotiations with or when entering into a contract with Lukas Excavation for the procurement of the Hebel – Goodooga Road Culvert Works. This analysis should be used as high-level guidance only, the proposed negotiation should be assessed for specific and detailed risk, as an ongoing process throughout the term of the arrangement.

Financial Risks		Risk Level
Likelihood	Possible	High
Consequence	Moderate	
Risk	The contractor does not undertake works to the specified quality that Council engaged the contractor for	
Mitigation	The Contractor shall provide all concrete test results for the work undertaken	
Likelihood	Unlikely	Low
Consequence	Minor	
Risk	The optioned quantity is unavailable.	
Mitigation	This risk is minimised through the inclusion of a site supervisor being present for the works undertaken	

Legislative Risk		Risk Level
Likelihood	Unlikely	Medium
Consequence	Moderate	
Risk	here may be a perception that the procurement process has not been followed in accordance with the Local Government Act 2009 and Local Government Regulations 2012.	
Mitigation	This risk is minimised though the adoption of the Tender Consideration Plan.	

Political Risk		Risk Level
Likelihood	Unlikely	Low
Consequence	Minor	
Risk	Political risk exists in not meeting community expectations for procurement	
Mitigation	This risk is minimised through this plan, following legislation, and ensuring consultation with Council. Council has tried to utilised its local contractors on its Preferred Supplier List and when they have been unavailable to undertake the works have engaged a contractor from a neighbouring shire supporting our Western community.	



Tender Consideration Plan – Hebel – Goodooga Road Culvert Works

Reputation Risk		Risk Level
Likelihood	Possible	High
Consequence	Moderate	
Risk	Reputation/Public Image may be damaged if Council were thought to be circumventing Council's procurement policy;	
Mitigation	This risk is minimised through delegated Council officers clearly articulating the instrument of authority for the alternative procurement method and communication of any additional water allocation Community communications and consultation will be implemented to ensure all relevant stakeholders are informed.	

Contract Risk		Risk Level
Likelihood	Unlikely	Medium
Consequence	Moderate	
Risk	Contractor not undertaking the works in accordance with the technical specification and drawings.	
Mitigation	Appropriate site supervision and testing has occurred to ensure works are undertaken to the required standard.	

OFFICER REPORT

TO: Council

SUBJECT: Plant Standing Committee Meeting Minutes - 27 July 2021

DATE: 09.08.21

AGENDA REF: IFS2

AUTHOR: Brenton Judge - Manager Transport and Drainage

Sub-Heading

Plant Standing Committee Meeting Minutes – 27 July 2021

Executive Summary

The Plant Standing Committee met on 27 July 2021. The purpose of this report is to receive the minutes and endorse the Plant Standing Committee's recommendations.

Background

The Plant Standing Committee met on 27 July 2021 and considered the following items:

- Rural Services Vehicles Request
- Balonne Shire Council's Councillor Vehicle
- Procurement of Council Trailer
- Procurement of Backhoe
- 2020/21 Carry Over of Replacement of 5008
- Procurement of Replacement Truck for 5009
- Procurement of Replacement of 2504 and 3018
- Council Procurement of Mowers
- Procurement of Replacement Truck for 5016
- Balonne Shire Council's 2021-22 Vehicle Tender / Acquisition

A further Plant Committee will be scheduled within the next 3 months.

Link to Corporate Plan

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

Consultation (internal/external)

Plant Standing Committee

Legal Implications

Nil.

Risk Implications

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

Policy Implications

Procurement Policy
Light Vehicle Policy

Financial and Resource Implications

The Plant Committee recommends Council increase its Capital Budget for the acquisition of an addition Toyota Hilux Single Cab for Rural Services. In accordance with S170(3) of the Local Government Regulations 2012, the budget increase required for the acquisition of an additional vehicle is \$60,000.

The Plant Committee recommends Council increase its Capital Budget for the acquisition of the replacement of 5008 which was due for replacement in 2020/21 Financial Year. In accordance with S170(3) of the Local Government Regulations 2012, the budget increase required for the acquisition of a replacement truck for 5008 is \$160,000.

The Plant Committee recommends Council increase its Capital Budget for these

Options or Alternatives

To receive the minutes and:

- 1) Endorse the recommendations of the Plant Standing Committee in full
- 2) Endorse some of the Plant Standing Committee's recommendations and reject others
- 3) Reject all recommendations of the Plant Standing Committee.

Attachments

1. Standing Plant Committee Minutes and Recommendations July 2021 [↓](#)

Recommendation/s

That Council resolves to receive the minutes and endorse the Plant Standing Committee's recommendations as follows:

1. RURAL SERVICES VEHICLE REQUEST

The Plant Committee recommends to Council that:

- a) Council approve acquisition of a new vehicle for the Rural Lands and Environment Officer, with specifications including single cab long tray 4 x 4 utility with the ability to carry a minimum 1,600kg of accessories (exclusive of fuel), noting that this is a variation to the Light Vehicle Fleet Operational Policy.
- b) Council resolve to increase its 2021/22 Capital Budget, in accordance with S170(3) of the Local Government Regulations 2012, by \$60,000 to allow for the purchase of a Single Cab Toyota Hilux including GVM suspension (3465kg) for rural services.

BALONNE SHIRE COUNCIL'S – COUNCILLOR VEHICLE

The Plant Committee recommends to Council that Balonne Shire Council proceed with the purchase of a Toyota Prado Landcruiser GXL and that a review of the Light Vehicle Policy be undertaken and reviewed, to be brought back to a future Plant Committee Meeting.

2. PROCUREMENT OF COUNCIL TRAILER

The Plant Committee recommends procurement of the trailer occurs via Vendor panel through LB286.

3. PROCUREMENT OF BACKHOE

The Plant Committee recommends procurement of the Backhoe occurs via Vendor panel through NPN2.15.

4. 2020/21 CARRY OVER OF REPLACEMENT OF 5008

The Plant Committee recommends Council resolves to amend its capital works budget in accordance with S170(3) of the Local Government Regulations 2012 by increasing expenditure by \$160,000 for procurement of Isuzu Truck to replace 5008 as per its plant replacement program.

5. PROCUREMENT OF REPLACE TRUCK FOR 5009

The Plant Committee recommends procurement of the Truck occurs via Vendor panel through NP04.13.

6. PLANT AND FLEET REPLACEMENT OF 2504 AND 3018

The Plant Committee recommends that it recognised that the operational needs of Parks & Gardens vary to the majority of the organisation. The Council procures one vehicle in accordance with the policy and a second vehicle as a Toyota Hilux Petrol 2WD Automatic Workmate.

7. COUNCIL PROCUREMENT OF MOWERS

The Plant Committee recommends that all four mowers in accordance with Balonne Shire Council's Purchasing Policy and award the works to Myla Motors.

PROCUREMENT OF REPLACEMENT TRUCK FOR 5016 The Plant Committee recommends that procurement of the Truck of 5016 occurs via Vendor panel through NPN04.13 – Truck (Cab Chassis).

BALONNE SHIRE COUNCIL'S 2021-22 VEHICLE TENDER / ACQUISITION The Plant Committee recommends that procurement of the seven Council Vehicles occur as a Public Tender and a Request For Quote to have several vehicle accessories fitted.

Andrew Boardman

Director Infrastructure Services

UNCONFIRMED



MINUTES

of the

Plant Standing Committee Meeting

held in the

Council Chambers, 118 Victoria Street, St George

on

Tuesday 27th July 2021

Commencing at

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UNCONFIRMED

ORDER OF PROCEEDINGS

ATT1 ATTENDANCE

Cr ID Todd (Chair), Cr RD Avery, AB Boardman, BJ Judge, AK Keane,
SS Scriven, Cr WN Winks, and Cr SC O'Toole (Mayor)

LOA1 LEAVE OF ABSENCE

MM Magin

COM1 CONFIRMATION OF MINUTES

Cr Scriven moved and Cr Avery seconded:

That the Minutes of the General Meeting held on 20 April, 2021 be confirmed

CARRIED UNANIMOUSLY

BAM1 BUSINESS ARISING FROM MINUTES

Nil

DECLARATION OF INTEREST

Councillor Scriven declared a **Prescribed Conflict of Interest** in accordance with s150EL) of the Local Government Act 2009, with respect to matters contained in REP3, on the grounds that Councillor Scriven's Business has previously supplied trailers to Council and may or may not be asked to tender on proposed trailer.

In accordance with s150EM(2) of the Local Government Act 2009, Councillor Scriven indicated he would not participate in the discussion and decision making and would voluntarily leave the meeting.

(REP) REPORTS

REP1 RURAL SERVICES VEHICLES REQUEST

Cr O'Toole moved and Cr Avery seconded:

That:

1. The committee approve acquisition of a new vehicle for the Rural Lands and Environment Officer, with specifications including single cab long tray 4 x 4 utility with the ability to carry a minimum 1,600kg of accessories (exclusive of fuel), noting that this is a variation to the Light Vehicle Fleet Operational Policy.
2. The committee recommends a budget amendment in 2021/22 to allow for the purchase of a Single Cab Toyota Hilux including GVM suspension (3465kg) – figure of budget amendment to be provided.

CARRIED UNANIMOUSLY

Cr Scriven and Cr Avery seconded:

1. That the committee approve the upgrade of plant #2510 to an extra cab 4WD utility, with a custom tray including a full-width animal cage permanently mounted.

UNCONFIRMED

Cr O'Toole and Cr Avery moved an amendment:

1. Rural Services undertakes operational / maintenance works on the cage for #2510 to make the vehicle fit for purpose and the vehicle remains on its current replacement plan in accordance with the 10-year programme.

CARRIED UNANIMOUSLY

The amendment became the motion

CARRIED UNANIMOUSLY

Josh Dyke (Manager Rural Services and Compliance) left the meeting, the time being 10:50am.

REP2 **BALONNE SHIRE COUNCIL'S - COUNCILLOR VEHICLE**

Cr O'Toole moved and Cr Avery seconded:

That Balonne Shire Council proceed with the procurement of a Toyota Kluger Grande AWD Hybrid for the Councillor Vehicle and revise the Light Vehicle Policy to reflect the change of vehicle types.

AMENDMENT:

Cr O'Toole moved and Cr Scriven seconded

That the Balonne Shire Council proceed with the purchase of a Toyota Prado Landcruiser GXL and that a review of the Light Vehicle Policy be undertaken and reviewed, to be brought back to a future Plant Committee Meeting.

The amendment on being put became the substantive motion and was carried unanimously

CARRIED UNANIMOUSLY

Councillor Scriven declared a **Prescribed Conflict of Interest** in accordance with s150EL) of the Local Government Act 2009, with respect to matters contained in REP3, on the grounds that: Councillor Scriven's Business has previously supplied trailers to Council and may or may not be asked to tender on proposed trailer.

Councillor Scriven indicated he would not participate in the discussion and decision making and voluntarily left the meeting, the time being 11:00am.

REP3 **PROCUREMENT OF COUNCIL TRAILER**

Cr O'Toole moved and Cr Avery seconded:

That procurement of the trailer occurs via Vendor panel through LB286 for the Procurement of Trailer as per the attached Request for Quote.

CARRIED UNANIMOUSLY

Cr Scriven entered the meeting, the time being 11:09am.

REP4 **PROCUREMENT OF BACKHOE**

Cr Avery moved and Cr O'Toole seconded:

UNCONFIRMED

That procurement of the Backhoe occurs via Vendor Panel through NPN2.15 for the Procurement of the Backhoe as per the attached Request for Quote.

CARRIED UNANIMOUSLY

REP5 **2020/21 CARRY OVER OF REPLACEMENT OF 5008**

Cr Scriven moved and Cr Avery seconded:

That the acquisition of the Isuzu truck proceeds to a Council meeting with a budget amendment.

CARRIED UNANIMOUSLY

REP6 **PROCUREMENT OF REPLACEMENT TRUCK FOR 5009**

Cr O'Toole moved and Cr Scriven seconded:

That procurement of the truck occurs via Vendor Panel through NPN04.13 for the Procurement of a Truck as per the attached quote.

CARRIED UNANIMOUSLY

REP7 **PLANT AND FLEET REPLACEMENT OF 2504 AND 3018**

Cr Avery moved and Cr Scriven seconded:

That it is recognised that the operational needs of Parks & Gardens vary to the majority of the organisation. That Council procures one vehicle in accordance with the policy and a second vehicle as a Toyota Hilux Petrol 2WD Automatic Workmate.

CARRIED UNANIMOUSLY

REP8 **COUNCIL PROCUREMENT OF MOWERS**

Cr Scriven moved and Cr O'Toole seconded:

That Council procure all four mowers in accordance with Balonne Shire Council's Purchasing Policy and award the works to Myla Motors for \$37,545.45 (excl. GST)

CARRIED UNANIMOUSLY

REP9 **PROCUREMENT OF REPLACEMENT TRUCK FOR 5016**

Cr O'Toole moved and Cr Avery seconded:

That procurement of the Truck of 5016 occurs via Vendor panel through NPN04.13 – Truck (Cab Chassis) as per the attached Request for Quote.

CARRIED UNANIMOUSLY

REP10 **BALONNE SHIRE COUNCIL'S 2021-22 VEHICLE TENDER / ACQUISITION**

Cr O'Toole moved and Cr Scriven seconded:

That Council proceed to procure seven council vehicles as a Public Tender and undertake a Request For Quote to get several vehicle accessories fitted.

CARRIED UNANIMOUSLY

There being no further business, the Meeting closed, the time being 11:46am.

UNCONFIRMED

Confirmed at a Meeting of the Plant Standing Committee held on 24 August 2021.

.....
MAYOR

OFFICER REPORT

TO: Council

SUBJECT: Yuwaalaraay People Old Camp Maintenance Request

DATE: 09.08.21

AGENDA REF: IFS3

AUTHOR: Andrew Boardman - Director Infrastructure Services

Sub-Heading

Yuwaalaraay People Old Camp Maintenance Request

Executive Summary

The Yuwaalaraay People of Dirranbandi have requested Council maintain (grade and slash) the 'Old Camp' site, Dirranbandi, ahead of the land handover event, scheduled later in the year.

Background

Council have received correspondence from Mr William Taylor on behalf of the Yuwaalaraay People, Dirranbandi. Mr Taylor has advised that the Native Title claim is successful and that there will be a special hearing on country later in the year (November or December).

Mr Taylor has requested that for the momentous occasion of the handover of Yuwaalaraay land to its rightful owners, Council carry out maintenance by way of grading and slashing of the Dirranbandi Old Camp. The Old camp site is a reserve land parcel that is approximately 11 ha located 'just over the Balonne Minor Bridge' on the Bollon-Dirranbandi Road.

Link to Corporate Plan

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

Consultation (internal/external)

CEO

Legal Implications

Nil

Risk Implications

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

Policy Implications

Nil

Financial and Resource Implications

Resources Cost to undertake the grading and slashing. Grading and slashing would be expected to be less than a day each.

Options or Alternatives

Council can agree to the request, refuse the request or potentially request the Yuwaalaraay People apply for WORK camp to undertake tidying of the site and Council assist with a grader if required.

Attachments

1. 2021-08-08 - Taylor - Old Camp Dirranbandi Request.pdf [↓](#)

Recommendation/s

That Council resolves to support the Yuwaalaraay People's momentous occasion by assisting to clean-up the site prior to the handover event scheduled later in the year (November/December). This assistance is to be provided by way of slashing and grading the site for the event.

Andrew Boardman

Director Infrastructure Services

Hi Matthew,

On behalf of the Yuwaalaraay People of Dirranbandi, whom have been informed by Queensland South Native Title Services our representatives, in the Federal Court for our Native Title. Which we have been told that the decision has been successful. We have won our determination.

There will be a special Court Hearing on Country at Dirranbandi in November or early December (date to be confirmed) for the official hand over.

In attendance will be a Judge, other special guest and numerous Yuwaalaraay people. We would like to beautify the Dirranbandi Old Camp for this occasion. This is a little bit of land just over the Balonne Minor Bridge on the Dirranbandi-Bollon Rd, it is approx. 11 hectares.

Over the years the Balonne Shire Council has graded & slashed in there when they are working in the area, which has been a great help , recently however it has become overgrown. We are asking if Balonne Shire Council would be able to grade and slash this area so we can have it looking beautiful & respectful when these special guest attend for the handover of Yuwaalaray Land to its rightful people.

Thanking You

William

(CES) COMMUNITY AND ENVIRONMENTAL SERVICES

ITEM	TITLE	SUB HEADING	PAGE
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OFFICER REPORT

TO: Council

SUBJECT: Overall Plan - Feral Animal Management Special Rate 2021/2022 (Amendment)

DATE: 11.08.21

AGENDA REF: CES1

AUTHOR: Josh Dyke - Manager Rural Services & Compliance

Sub-Heading

Overall Plan - Feral Animal Management Special Rate 2021/2022 (Amendment) by the Manager Rural Services and Compliance.

Executive Summary

This report amends the *Overall Plan – Feral Animal Management Special Rate 2021/2022* that was adopted by Council at Council's Special Meeting on 24 June 2021, specifically through the inclusion of the estimated cost for the delivery of the plan as required under Section 94(3)(c) of the *Local Government Regulation 2012* (Qld).

This report is to be read in conjunction with Officer report - *Feral Animal Management Special Rate 2021/2022* (564610), which provides the background for how the *Overall Plan – Feral Animal Management Special Rate 2021/22 (Amendment)* (564606) (this document) was developed.

Background

At a Council Special meeting on 24 June 2021, Council resolved to adopt the *Feral Animal Management Special Rate 2021/2022* for the 2021/22 financial year (**Attachment 1**). The purpose of the *Feral Animal Management Special Rate 2021/2022* is to ensure the continuation of the provision of Feral Animal Management services and activities within the Shire for the 2021/22 financial year period.

In addition, and in accordance with Section 94 of the *Local Government Regulation 2012*, Council also resolved to adopt an overall plan for the delivery of the *Feral Animal Management Special Rate 2021/2022* (**Attachment 2**). Due to changes in the charging of the *Feral Animal Management Special Rate 2021/2022* from previous years, the adopted *Overall Plan – Feral Animal Management Special Rate 2021/2022* did not provide budget components for the *Feral Animal Management Special Rate 2021/2022*. As such, an amended *Overall Plan – Feral Animal Management Special Rate 2021/2022* (this document) has been developed to:

- a) provide information for how the *Feral Animal Management Special Rate 2021/2022* will be administered within the Shire (**Table 1**); and
- b) provide an overall budget for the delivery of the *Feral Animal Management Special Rate 2021/2022* (**Table 2**).

A review of program success will be undertaken at the end of the 2021/22 financial year and submitted to Council for consideration.

Table 1: Overall Plan – Feral Animal Management Special Rate 2021/2022

Description of the service, facility or activity delivered by the <i>Feral Animal Management Special Rate 2021/2022</i> :	<p>The purpose of the <i>Feral Animal Management Special Rate 2021/2022</i> will be applied toward the continued operation of Feral Animal Management services or activities in the Shire, including:</p> <ul style="list-style-type: none"> • The provision of a wild dog scalp bounty limited to a payment of \$50 per wild dog scalp for all wild dogs captured in the Balonne Shire Council local government area; • The provision of a wild dog scalp trapper retainer program limited to a payment of \$100 per wild dog scalp caught by a Council registered wild dog trappers within the Balonne Shire Council local government area; • The provision of a 1080 baiting service, including the provision of free meat baits (to a max of 40kg), be provided to all eligible landholders within the Balonne Shire Council local government area; and • The provision of Rural Services staff wages to deliver the <i>Feral Animal Management Special Rate 2021/2022</i> program and additional Feral Animal Management activities within the Shire.
Rateable land to which the special rates or charges apply:	<p>The <i>Feral Animal Management Special Rate 2021/2022</i> applies to all rateable assessments in Rating Categories 100, 79,80,81 and all properties > or = 1000 hectares in Cat 200 and Cat 300 within the Balonne Shire Council boundary.</p> <p>Interest will be charged on overdue balances and retained by the Balonne Shire Council to offset the cost of debt recovery.</p>
Estimated cost of carrying out the overall plan	The estimated cost for delivering the <i>Overall Plan – Feral Animal Management Special Rate 2021/2022</i> is approximately \$124,000 for 2021/2 period.
Estimated time for carrying out the overall plan	The estimated time for implementing the <i>Overall Plan – Feral Animal Management Special Rate 2021/2022</i> is 1 (one) year commencing 1 July 2021 and ending 30 June 2022.

Table 2: Overall Plan – Feral Animal Management Special Rate 2021/2022 budget

Overall Plan - Feral Animal Management 2021/22	Budget Amount
Wild Dog Scalp Bounty (\$50/wild dog scalp)	\$16,000
Wild Dog Scalp Retainer Program (\$100/wild dog scalp produced by registered trappers)	\$12,000
1080 baiting programs	\$32,000
Rural Services Officer wages	\$65,000

Link to Corporate Plan

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

Consultation (internal/external)

- Wild Dog Advisory Committee
- Councillors
- SLG
- Rural Services Officers

Legal Implications

- Section 94 of the *Local Government Regulation 2012* (Qld)

Risk Implications

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

Policy Implications

- Revenue Policy 2021/2022
- Revenue Statement 2021/2022

Financial and Resource Implications

Nil

Options or Alternatives

Nil

Attachments

1. Attachment 1 - Feral Animal Management Special Rate 2021/22 (as approved by Council - 24/06/2021) [↓](#)
2. Attachment 2 - Overall Plan - Feral Animal Management Special Rate 2021/22 (as approved by Council - 24/06/2021) [↓](#)

Recommendation/s

That Council resolves to adopt the amended *Overall Plan – Feral Animal Management Special Rate 2021/2022* in accordance with Section 94 of the Local Government Regulation 2012.

Digby Whyte

Director Community and Environmental Services



OFFICER REPORT

TO: Council

SUBJECT: Feral Animal Management Special Rate

DATE: 15.06.21

AGENDA REF: FCS10

AUTHOR: Michelle Clarke - Director Finance & Corporate Services

Sub-Heading

Feral Animal Management Special Rate

Executive Summary

In accordance with Section 94 of the *Local Government Regulation 2012*, Council will levy a special rate on all rateable assessments in Rating Categories 100, 79,80,81 and all properties > or = 1000 hectares in Cat 200 and Cat 300 within the Balonne Shire Council boundary.

Background

Council has identified in the Overall Plan for Feral Animal Management Levy 2021/2022 the service, facility or activity; the rateable land to which the special rate applies; the estimated cost of carrying out the overall plan and the estimated time for carrying out the overall plan.

Council has reviewed the charge for the Feral Animal Management Special Rate and propose no change in the rate in the dollar and for 2021/2022 it will remain at \$0.00016959 cents in the dollar.

Link to Corporate Plan

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

Consultation (internal/external)

Councillors, Senior Leadership Group.

Legal Implications

Section 94 of the *Local Government Regulation 2012*.

Risk Implications

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

Policy Implications

Revenue Policy 2021/2022

2021/2022 Revenue Statement 2020/2021

Overall Plan – Feral Animal Management Special Rate 2021/2022

Financial and Resource Implications

The special rate will be applied toward the continued operation of Feral Animal Management services or activities in the Shire. Interest will be charged on overdue balances and retained by the Balonne Shire Council to offset the cost of debt recovery. The estimated cost for Feral Animal Management in 2021/2022 is approximately \$355,000.00. Council has adopted its Biosecurity Plan to replace its weed and pest management plans and this will include a review of the Feral Animal Management special rate as the Wild Dog Exclusion Fencing projects are rolled out across the Shire.

Options or Alternatives

Nil

Attachments

Nil

Recommendation/s

That Council resolves that:

1. Council levy a special rate on all rateable assessments in Rating Categories 100, 79,80,81 and all properties > or = 1000 hectares in Cat 200 and Cat 300 within the Balonne Shire Council boundary, in accordance with Section 94 of the *Local Government Regulation 2012* and the provisions of Council's Revenue Policy 2021/22, Revenue Statement 2021/2022 and Overall Plan – Feral Animal Management Special Rate 2021/2022, and
2. the Feral Animal Management Special Rate for the 2021/2022 financial year be set at \$0.00016959 cents in the dollar on the land valuation.

Michelle Clarke

Director Finance & Corporate Services



OFFICER REPORT

TO: Council

SUBJECT: Overall Plan - Feral Animal Management Special Rate 2021/2022

DATE: 12.06.21

AGENDA REF: FCS9

AUTHOR: Michelle Clarke - Director Finance & Corporate Services

Sub-Heading

Overall Plan - Feral Animal Management Special Rate 2021/2022

Executive Summary

In accordance with Section 94 of the *Local Government Regulation 2012*, Council must adopt the overall plan before, or at the same time the local government resolves to levy the special rates or charges.

Background

The Overall Plan is a document that describes the service, facility or activity; and identifies the rateable land to which the special rates or charges apply; states the estimated cost of carrying out the overall plan; states the estimated time for carrying out the overall plan. Council will levy a special rate on all rateable assessments in Rating Categories 100, 79,80,81 and all properties > or = 1000 hectares in Cat 200 and Cat 300 within the Balonne Shire Council boundary. The purpose of the Special Rates for Feral Animal Management will be applied toward the continued operation of Feral Animal Management services or activities in the Shire. Interest will be charged on overdue balances and retained by the Balonne Shire Council to offset the cost of debt recovery. The estimated cost for Feral Animal Management in 2021/2022 is approximately \$355,000.00. The estimated time for implementing the overall plan is 1 (one) year commencing 1 July 2021 and ending 30 June 2022. Council has adopted a Biosecurity Plan to replace its weed and pest management plans and the Feral Animal Management special rate will be reviewed as the Wild Dog Exclusion Fencing projects are rolled out.

Link to Corporate Plan

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

Consultation (internal/external)

Councillors, Senior Leadership Group.

Legal Implications

Section 94 of the *Local Government Regulation 2012*.

Risk Implications

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

Policy Implications

Revenue Policy 2021/2022

Revenue Statement 2021/2022

Financial and Resource Implications

Nil.

Options or Alternatives

Nil.

Attachments

1. Feral Animal Overall Plan 2021-22

Recommendation/s

That Council resolves to adopt the Overall Plan – Feral Animal Management Special Rate 2021/2022 in accordance with Section 94 of the Local Government Regulation 2012.

Michelle Clarke

Director Finance & Corporate Services

OFFICER REPORT

TO: Council

SUBJECT: Systematic inspection program 2021-22 - Annual animal inspection program

DATE: 09.08.21

AGENDA REF: CES2

AUTHOR: Brook Fawcett - Local Laws Officer
Josh Dyke - Manager Rural Services & Compliance

Sub-Heading

Report for the approval of a systematic inspection program (Annual animal inspection program).

Executive Summary

Community and Environmental Services are seeking Council's approval to undertake an inspection program (systematic inspection program) under Section 134 of the *Local Government Act 2009* (Qld), with the purpose of monitoring landholder compliance with the *Animal Management (Cats and Dogs) Act 2008* (Qld) and Council's *Local Law No.2 (Animal Management) 2018*.

Background

Under section 44 of the *Animal Management (Cats and Dogs) Act 2008* (Qld) (AMA), registration of all domestic cats and dogs in Queensland is compulsory unless otherwise exempted. To this effect, Balonne Shire Council (Council) is in the process of finalising dog registration renewals, with the registration renewal period ending on 31 August 2021.

For the financial year 2020/2021, 1,141 dogs were registered within the Council's local government area, a decrease of over 200 from the previous period. Within the same period, 140 animals were impounded by Council. The majority of those animals impounded were dogs, with less than 50% being identified by means of registration or microchips. This suggests that there is a large number of unregistered dogs within the community, requiring an authorised inspection program for the purposes of identifying:

- a) unregistered dogs;
- b) properties that have an improper enclosure for the housing of dogs; and
- c) incidences where excess dogs are being kept.

Section 134 of the *Local Government Act 2009* (Qld) (LGA) allows for local governments to conduct a systematic inspection program, allowing for authorised persons to enter and inspect properties to ensure that relevant State and local governments Acts are being complied with. Regarding the scope of this report, this includes:

- Identifying unregistered dogs;
- Identifying dogs that are not microchipped;
- Identifying properties with more than 2 dogs without approval; and
- Ensuring compliance with permits for the keeping of animals.

To commence a systematic inspection program under the LGA, Council must:

- Adopt a resolution authorising a selective inspection program, including such information as:
 - the purpose of the program;
 - when the program starts;
 - the objective criteria for selecting the properties to be entered and inspected; and
 - the period (of not more than 3 months or another period prescribed under a regulation) over which the program is to be carried out.
- Give notice of the selective inspection program in the local newspaper and local governments website for at least 14 days, but not more than 28 days, prior to the commencement of the approved inspection program.

As such, Council proposes to conduct a systematic inspection program as described in **Table 1** for monitoring landholder compliance with the *Animal Management (Cats and Dogs) Act 2008* (Qld) and Council's *Local Law No.2 (Animal Management) 2018* (which also includes provisions for the keeping of domestic animals in the Shire).

Table 1: Proposed Balonne Shire Council's systematic inspection program

Purpose:	To undertake a systematic inspection program to monitor landholder compliance with the <i>Animal Management (Cats and Dogs) Act 2008</i> and <i>Local Law No.2 (Animal Management) 2018</i> , specifically: <ul style="list-style-type: none">▪ unregistered dogs;▪ dogs that are not microchipped;▪ properties with more than 2 dogs without approval; and▪ compliance with permits for the keeping of animals.
Program start date:	18 October 2021
Criteria for inspection:	All properties within the urban footprint of the Balonne Shire Council's local government area
Program period:	3-month period (ending 18 January 2022)

All authorised officers participating in the systematic inspection program will carry photographic identification and will undertake inspections during the hours of 7am to 6pm, Monday to Friday.

Link to Corporate Plan

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

Consultation (internal/external)

- Josh Dyke – Manager - Rural Services and Compliance
- Digby Whyte – Director - Community and Environmental Services
- Jorja McDonnell – Media and Communications Officer
- LoGo Appointments

Legal Implications

- *Animal Management (Cats and Dogs) Act 2008* (Qld)
- *Local Government Act 2009* (Qld)
- *Local Law No.2 (Animal Management) 2019* (Qld)

Risk Implications

Nil.

Policy Implications

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

Financial and Resource Implications

The 2021/2022 budget provides sufficient funds for the completion of the systematic inspection program, and includes:

- The engagement of two (2) contract staff members to assist in the delivery of the program (LoGo Appointments).

Options or Alternatives

Nil

Attachments

Nil

Recommendation/s

That Council resolves:

1. To approve a systematic inspection program across all properties in the Shire to monitor landholder compliance with the *Animal Management (Cats and Dogs) Act 2008* and *Local Law No.2 (Animal Management) 2018*, specifically:
 - a) unregistered dogs;
 - b) dogs that are not microchipped;
 - c) properties with more than 2 dogs without approval; and
 - d) compliance with permits for the keeping of animals.
2. That the systematic inspection program be for a 3-month period, commencing 18 October 2021 and concluding 18 January 2022.

Digby Whyte

Director Community and Environmental Services

OFFICER REPORT

TO: Council

SUBJECT: **Feral Animal Management Special Rate 2021/22 (Amendment)**

DATE: 12.08.21

AGENDA REF: CES3

AUTHOR: Josh Dyke - Manager Rural Services & Compliance

Sub-Heading

Feral Animal Management Special Rate 2021/22 (Amendment)

Executive Summary

In accordance with Section 94 of the *Local Government Regulation 2012* (Qld), Council adopted the *Overall Plan – Feral Animal Management Special Rate 2021/2022* for the delivery of the *Feral Animal Management Special Rate 2021/2022*. Due to a reduction from previous years in General Rate charges to applicable properties for the *Feral Animal Management Special Rate 2021/2022*, Council was required to amend services/activities provided through the delivery of Feral Animal Management Program funded by the Special Rate.

This report is to be read in conjunction with Officer report - *Overall Plan – Feral Animal Management Special Rate 2021/22 (Amendment)* (564606), which provides an overview, including budget breakdown, for how the *Feral Animal Management Special Rate 2021/2022* will be administered for the 2021/22 financial year.

Background

At a Council Special meeting on 24 June 2021, Council resolved to adopt the *Feral Animal Management Special Rate 2021/2022* for the 2021/22 financial year (**Attachment 1**). The purpose of the *Feral Animal Management Special Rate 2021/2022* is to ensure the continuation of the provision of Feral Animal Management services and activities within the Shire for the 2021/22 financial year period.

At the same meeting, and as required under Section 94 of the *Local Government Regulation 2012* (Qld), Council also adopted the *Overall Plan – Feral Animal Management Special Rate 2021/2022* (**Attachment 2**). The Overall Plan detailed how the *Feral Animal Management Special Rate 2021/2022*, would be administered, and included:

- A description of the service, facility or activity;
- the rateable land to which the special rates or charges apply;
- the estimated cost of carrying out the overall plan; and
- the estimated time for carrying out the overall plan.

Associated with the resolved Overall Plan was a reduction in General Rate charges to applicable properties from previous years, reducing the overall budget of the Special Rate from approximately \$170,000 to approximately \$124,000. Due to this reduction, the Council sought advice from Council's Wild Dog Advisory Committee on how the Special Rate would be administered for the 2021/22 financial year.

On 10 August 2021, the Balonne Shire Wild Dog Advisory Committee held its bi-annual meeting, as to which the Special Rate was discussed. The discussions concluded with unanimous support that the following considerations be incorporated into the Feral Animal Management Program funded by through the Special Rate for the 2021/22 financial year:

1. That the wild dog scalp bounty be reduced from \$100 per wild dog scalp for all wild dogs captured in the Balonne Shire Council local government area to \$50 per wild dog scalp;
2. That the wild dog scalp trapper retainer program be reduced from \$300 per wild dog scalp caught by a Council registered wild dog trappers within the Balonne Shire Council local government area to \$100 per wild dog scalp;
3. That the provision of a 1080 baiting service, which includes the provision of free meat baits to all eligible landholders in the Balonne Shire Council local government area (to a max of 40kg) remains consistent to previous years; and
4. That the provision of Rural Services staff wages to deliver Council's feral animal management program remains consistent to previous years.

As such, and in consideration of the previous budget, the Balonne Shire Wild Dog Advisory Committee supported the budget presented in **Table 1** for the Special Rate.

Table 1: Proposed Feral Animal Management budget to be delivered from revenue raised from the *Feral Animal Management Special Rate 2021/2022* and as supported by the Wild Dog Advisory Committee.

Special Rates for Feral Animal Management Budget Item (2021/22)	Budget Amount
Wild Dog Scalp Bounty (\$50/wild dog scalp)	\$16,000
Wild Dog Scalp Retainer Program (\$100/ wild dog scalp produced by registered trappers)	\$12,000
1080 baiting programs	\$31,000
Rural Services Officer wages	\$65,000

The estimated time for implementing the overall plan is 1 (one) year commencing 1 July 2021 and ending 30 June 2022.

Link to Corporate Plan

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

Consultation (internal/external)

- Wild Dog Advisory Committee
- Councillors
- SLG
- Rural Services Officers

Legal Implications

- Section 94 of the *Local Government Regulation 2012* (Qld)

Risk Implications

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

Policy Implications

- Revenue Policy 2021/2022
- Revenue Statement 2021/2022

Financial and Resource Implications

Nil

Options or Alternatives

Nil

Attachments

1. Attachment 1 - Feral Animal Special Rate - adopted by Council 24 June 2021 [↓](#)
2. Attachment 2 - Overall Plan Feral Animal Management Special Rate adopted by Council 24/06/2021.pdf [↓](#)

Recommendation/s

That Council resolves to:

1. Reduce the wild dog scalp bounty from \$100 per wild dog scalp for all wild dogs captured in the Balonne Shire Council local government area to \$50 per wild dog scalp;
2. Reduce the wild dog scalp trapper retainer program from \$300 per wild dog scalp caught by a Council registered wild dog trappers within the Balonne Shire Council local government area to \$100 per wild dog scalp;
3. Continue the provision of a 1080 baiting service, which includes the provision of free meat baits to all eligible landholders in the Balonne Shire Council local government area (to a max of 40kg);
4. Continue the provision of Rural Services staff wages to deliver Council's feral animal management program so that it remains consistent to previous years; and
5. Adopt the Balonne Wild Dog Advisory Committee's suggested Feral Animal Management budget for the delivery of the *Feral Animal Management Special Rate 2021/2022* as per below:

Special Rates for Feral Animal Management Budget Item (2021/22)	Budget Amount
Wild Dog Scalp Bounty (\$50/wild dog scalp)	\$16,000
Wild Dog Scalp Retainer Program (\$100/ wild dog scalp produced by registered trappers)	\$12,000
1080 baiting programs	\$32,000
Rural Services Officer wages	\$65,000

Digby Whyte

Director Community and Environmental Services



OFFICER REPORT

TO: Council

SUBJECT: Feral Animal Management Special Rate

DATE: 15.06.21

AGENDA REF: FCS10

AUTHOR: Michelle Clarke - Director Finance & Corporate Services

Sub-Heading

Feral Animal Management Special Rate

Executive Summary

In accordance with Section 94 of the *Local Government Regulation 2012*, Council will levy a special rate on all rateable assessments in Rating Categories 100, 79,80,81 and all properties > or = 1000 hectares in Cat 200 and Cat 300 within the Balonne Shire Council boundary.

Background

Council has identified in the Overall Plan for Feral Animal Management Levy 2021/2022 the service, facility or activity; the rateable land to which the special rate applies; the estimated cost of carrying out the overall plan and the estimated time for carrying out the overall plan.

Council has reviewed the charge for the Feral Animal Management Special Rate and propose no change in the rate in the dollar and for 2021/2022 it will remain at \$0.00016959 cents in the dollar.

Link to Corporate Plan

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

Consultation (internal/external)

Councillors, Senior Leadership Group.

Legal Implications

Section 94 of the *Local Government Regulation 2012*.

Risk Implications

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

Policy Implications

Revenue Policy 2021/2022

2021/2022 Revenue Statement 2020/2021

Overall Plan – Feral Animal Management Special Rate 2021/2022

Financial and Resource Implications

The special rate will be applied toward the continued operation of Feral Animal Management services or activities in the Shire. Interest will be charged on overdue balances and retained by the Balonne Shire Council to offset the cost of debt recovery. The estimated cost for Feral Animal Management in 2021/2022 is approximately \$355,000.00. Council has adopted its Biosecurity Plan to replace its weed and pest management plans and this will include a review of the Feral Animal Management special rate as the Wild Dog Exclusion Fencing projects are rolled out across the Shire.

Options or Alternatives

Nil

Attachments

Nil

Recommendation/s

That Council resolves that:

1. Council levy a special rate on all rateable assessments in Rating Categories 100, 79,80,81 and all properties > or = 1000 hectares in Cat 200 and Cat 300 within the Balonne Shire Council boundary, in accordance with Section 94 of the *Local Government Regulation 2012* and the provisions of Council's Revenue Policy 2021/22, Revenue Statement 2021/2022 and Overall Plan – Feral Animal Management Special Rate 2021/2022, and
2. the Feral Animal Management Special Rate for the 2021/2022 financial year be set at \$0.00016959 cents in the dollar on the land valuation.

Michelle Clarke

Director Finance & Corporate Services



Overall Plan – Feral Animal Management 2021-22

1.0 Legislative Authority

Local Government Act 2009

Local Government Regulation 2012

2.0 Background

The *Local Government Regulation 2012* imposes a requirement on Council to publish an Overall Plan which clearly establishes the principles used by Council levying Special rates or charges.

Council, by resolution to levy special rates or charges must identify:-

- The rateable land to which the special rates or charges apply; and
- The overall plan for the service, facility or activity to which the special rates or charges apply.

The Overall Plan is a document that:-

- Describes the service, facility or activity; and
- Identifies the rateable land to which the special rates or charges apply; and
- States the estimated cost of carrying out the overall plan; and
- States the estimated time for carrying out the overall plan.

3.0 Policy Principles

3.1 The levying of Special Rates and Charges

Feral Animal Management

Council will levy a special rate on all rateable assessments in Rating Categories Cat 100, 79,80,81 and all properties > or = 1000 Hectares in Cat 200 and Cat 300 within the Balonne Shire Council boundary. Council, at its budget meeting will set an annual rate in the dollar on the land valuation. Funds raised from the special rate, will be applied toward the continued operation of Feral Animal Management services or activities in the Shire. Interest will be charged on overdue balances and retained by the Balonne Shire Council to offset the cost of debt recovery. The estimated cost for Feral Animal Management in 2021-22 is approximately \$355,000.00. The estimated time for implementing the overall plan is 1 (one) year commencing 1 July 2021 and ending 30 June 2022. Council adopted its Biosecurity Plan to replace its weed and pest management plans. The Feral Animal Management special rate will be reviewed and monitored as Council completes the roll out of funding and special rate scheme for Wild Dog Exclusion Fencing across the Shire.

3.0 Related Documents

Revenue Statement 2021-22

Budget 2021-22

Date of Adoption >> 24 June 2021
Next Review Date>> 25 June 2022

OFFICER REPORT

TO: Council

SUBJECT: **LGAQ Natural Assets and NRM Advisory Group – Motion to the Senate Inquiry into the Impact of Feral Deer, Pigs and Goats**

DATE: 09.08.21

AGENDA REF: CES4

AUTHOR: Josh Dyke - Manager Rural Services & Compliance

Sub-Heading

Report to endorse LGAQ's Natural Assets and NRM Advisory Group's meeting motion to the Senate inquiry into the impact of feral deer, pigs and goats in Australia by the Manager Rural Services and Compliance.

Executive Summary

As presented at the Councillor Workshop dated 12 August 2021, this report formally endorses LGAQ's Natural Assets and NRM Advisory Group's meeting motion to the Senate inquiry into the impact of feral deer, pigs and goats in Australia, allowing the motion to be tabled at the next LGAQ Annual Conference in October 2021

Background

Queensland local governments under the *Biosecurity Act 2014* (Qld) (the Act) are responsible for ensuring invasive biosecurity matter is managed within their local government area.

To provide strategic direction in achieving this responsibility, the Balonne Shire Council (Council) endorsed the Balonne Shire Council Biosecurity Plan 2019 – 2024 (the Plan) in 2019. The Plan has the goals of:

- Goal 1 – Engaging all stakeholders within the Balonne LGA;
- Goal 2 – Working together in implementing ongoing, coordinated, and effective management of all pests; and
- Goal 3 – Focussing investment on reducing the impact of 'high priority' invasive pests.

Supporting the achievement of Goal 2 and Goal 3 of the Plan, Council has and continues to provide an advocacy role for promoting the work that Queensland councils (estimated to be approximately \$45 million per annum) and landholders undertake in managing invasive species within Queensland.

To this effect, in September 2018 the Australian Government Senate referred to the Environment and Communications Reference Committee to understand the impact of feral deer, pigs and goats in Australia, and prevent their impacts to the natural environment, community and farmers from worsening.

The report from the inquiry was handed down in May 2021 and included 17 recommendations for consideration by the Australian Government (**Attachment 1**). To date, the Australian Government has not committed to endorsing and implementing any of those recommendations.

At a Local Government Association of Queensland (LGAQ) Natural Assets and NRM Advisory Group meeting on 31 May 2021, the Group endorsed the following motions in response to the Senate Inquiry and its recommendations:

- 1) Endorse and implement the recommendations of the Senate Inquiry into the Impacts of Feral Deer, Pigs and Goats, in particular:
 - a) Recommendation 2: that the Australian Government commit to providing significant long-term funding to support the implementation of the National Feral Pig Action Plan once it is finalised, as well as the proposed National Feral Deer Action Plan.
 - b) Recommendation 17: that the Australian Government direct the Productivity Commission to review the costings and funding models necessary to appropriately manage invasive species in Australia.
- 2) Recognise the role of local government as a key stakeholder in managing invasive pests, and their proven ability to deliver control programs when funded appropriately.

In July 2021, LGAQ approached Council to endorse the LGAQ Natural Assets and NRM Advisory Group *Senate Inquiry into the Impact of Feral Deer, Pigs and Goats* motion so that it can be tabled at the next LGAQ Annual Conference in October 2021. Specifically, the motions to be endorsed are:

- 1) That the Australian Government agrees to adopt and implement the recommendations from the inquiry into the impact of feral deer, pigs and goats in Australia, and prevent their impacts to the natural environment, community and farmers from worsening.
- 2) That the Australian Government recognises local government as a key contributor in invasive plant and animal control by explicitly acknowledging their role in strategies and recovery plans moving forward.
- 3) That where local governments are explicitly included in strategies and recovery plans, the Australian Government funds local governments to deliver increased invasive plant and animal control activities.

Link to Corporate Plan

Key Foundation Area	Key Program Area
<u>Environment</u>	Biosecurity, pest management and stock route planning

Consultation (internal/external)

- Kristy Gooding – LGAQ, Lead – Natural Resources and Environmental Management

Legal Implications

Biosecurity Act 2014 (QLD) – Part 1, S23 – What is a general biosecurity obligation

Risk Implications

Nil.

Policy Implications

Generally supported by Council's BSC Biosecurity Plan 2019-2024

Financial and Resource Implications

Nil

Options or Alternatives

Nil

Attachments

1. Attachment 1 – Senate Standing committees on Environment and Communications – Inquiry into the impact of feral deer, pigs and goats in Australia (2021) [↓](#)

Recommendation/s

That Council formally endorses the LGAQ Natural Assets and NRM Advisory Group's motion to the *Senate Inquiry into the Impact of Feral Deer, Pigs and Goats* so that it can be tabled at the next LGAQ Annual Conference, specifically:

- a) That the Australian Government agrees to adopt and implement the recommendations from the inquiry into the impact of feral deer, pigs and goats in Australia, and prevent their impacts to the natural environment, community and farmers from worsening.
- b) That the Australian Government recognises local government as a key contributor in invasive plant and animal control by explicitly acknowledging their role in strategies and recovery plans moving forward.
- c) That where local governments are explicitly included in strategies and recovery plans, the Australian Government funds local governments to deliver increased invasive plant and animal control activities.

Digby Whyte

Director Community and Environmental Services

Attachment 1 – Senate Standing committees on Environment and Communications – Inquiry into the impact of feral deer, pigs and goats in Australia (2021) – Chapter 6 Conclusion and recommendations

Chapter 6

Conclusions and Recommendations

6.1 - Feral invasive species pose an urgent and intensifying risk to Australia's natural environmental values, agricultural productivity, and cultural heritage. Throughout this inquiry, the committee has heard of the need for strategic, coordinated, and long-term action to curb the impacts of feral deer, pigs and goats.

6.2 - At the outset, the committee wishes to recognise that there are many more feral animal species causing negative impacts in Australia than those the committee has been asked to focus on. Even so, the impacts of feral deer, pigs and goats demand specific response from governments, landholders and communities around Australia.

6.3 - During its inquiry the committee received a great deal of evidence focusing on feral deer, as well as significant evidence on feral pigs, with less focus from submitters and witnesses on feral goats. The committee's conclusions and recommendations are weighted accordingly.

6.4 - While there have been positive developments announced since the committee commenced this inquiry, in particular the creation of National Coordinator roles dealing with both feral pigs and feral deer, much work is still required in order to bring the impacts of these species under control.

Distribution and impacts of feral deer, pigs and goats

6.5 - National and regional-level data on the prevalence and impacts of feral deer, pigs and goats is lacking, with much of the existing data either out-of-date or incomplete. Species populations, particularly of deer, appear to be growing rapidly in both total numbers and overall range, with increasing impacts on environmental, agricultural, economic, and social values.

6.6 - Feral deer and pig populations in particular are a major threat to Australia's biodiversity, impacting a wide range of native plant and animal species, including in World Heritage listed sites and areas of national environmental significance. These feral species have the capacity to completely alter the structure of local ecosystems and create irreversible damage, crowding out native fauna and exacerbating other environmental stressors already present in ecological communities.

6.7 - The impacts of feral populations on agricultural enterprises are substantial, including: grazing and destruction of crops; competing with livestock for food, and in some cases predating livestock; reducing the capacity for alternate land uses (for example, carbon sequestration), and the expenditure of time and money repairing damage and managing the impacts of these species. The estimated annual costs to agricultural businesses from feral deer, pig and goat activities runs into hundreds of millions of dollars.

6.8 - Feral populations of these species also pose a significant challenge to containing and eradicating exotic diseases and can spread diseases to both animals and humans. The rapid spread of African Swine Fever across the globe since 2019, which has devastated commercial pig populations in a wide range of countries, has highlighted how vulnerable Australia's domestic herd is to disease outbreaks

linked to feral animal populations.

6.9 - There is a clear need to develop priorities for gathering better data and undertaking species and impact mapping for deer, pigs, and goats. This will enable decision makers to understand trends and prioritise better control measures for existing populations, as well as get on top of populations spreading.

Recommendation 1

6.10 - The committee recommends that the Australian Government, in conjunction with relevant stakeholders, develop national priorities for data gathering to address gaps in knowledge about the prevalence, range and impacts of feral deer, pigs and goats, identify emerging threats and avoid further range extension of these species.

6.11 - Evidence received by the committee pointed to several areas in definite need of further investment in this regard.

6.12 - The committee notes that the Australian Bureau of Agricultural Resource Economics and Sciences (ABARES) was contracted in mid-2020 to update national population distribution and density maps for feral pigs, supported by information provided by all states and territories, with outcomes of this research to be released by mid-2022. The committee considers that similar updated national mapping should be conducted in relation to feral deer.

6.13 - Scientific understanding of the impacts of feral deer on the various ecological communities in which they are found in Australia is still poor, due to a historical lack of investment in research in this area. This should be a priority area for future research. The committee notes that ABARES has undertaken relevant studies in the past, for example, *An integrated assessment of the impact of wild dogs in Australia*, published in 2014. A similar study for feral deer could be a helpful starting point.

Regulatory framework for managing feral species

6.14 - The committee heard that the current regulatory framework for managing feral deer, pigs and goats is complex and lacks coordination across Australian jurisdictions.

6.15 - At the Commonwealth level, the Australian Government plays a role in providing national coordination through overarching strategies and through species-specific or site-specific plans, primarily under the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act). The Commonwealth also provides grant funding to individual projects through initiatives, such as the National Landcare Program, many of which are directed to regional Natural Resource Management (NRM) bodies.

6.16 - State and territory governments have primary responsibility for feral species management, with legislative requirements and on-the-ground management activities varying across jurisdictions. Local government authorities also undertake a variety pest species control programs.

6.17 - It is clear that greater coordination on feral species management is needed across all levels of government.

6.18 - The committee is heartened by the establishment of National Management Coordinator roles for both feral pigs and feral deer, with a draft National Feral Pig Action Plan now released and work underway towards a similar national plan for feral deer. These initiatives present an opportunity to drive increased coordination across levels of government, as well as industry and community groups, in the management of these species.

6.19 - The committee considers that the Australian Government should commit to provide long-term

funding to support the implementation of these national plans.

6.20 - The committee further considers that it would be useful for the national deer and pig coordinators to provide an annual report to Commonwealth, state and territory parliaments on progress made under the national action plans. This will help ensure that there is consistent follow through and accountability in relation to the actions that governments and other stakeholders are taking.

Recommendation 2

6.21 - The committee recommends that the Australian Government commit to providing significant long-term funding to support the implementation of the National Feral Pig Action Plan once it is finalised, as well as the proposed National Feral Deer Action Plan.

Recommendation 3

6.22 - The committee recommends that the National Feral Pig Management Coordinator and National Deer Management Coordinator each provide an annual report to Commonwealth, state and territory parliaments, outlining progress made under the proposed national action plans.

Intergovernmental forums

6.23 - The committee heard that cross-jurisdictional work in Australia on feral species management is through officer-level intergovernmental forums, primarily the National Biosecurity Committee, and its subcommittee, the Environment and Invasives Committee. These committees have overseen the establishment of the *Australian Pest Animal Strategy 2017-2027* and the National Framework for the Management of Established Pests and Diseases of National Significance.

6.24 - The committee is concerned that these forums appear to create little value in terms of concrete feral species management outcomes. There is a dearth of evidence that the *Australian Pest Animal Strategy 2017-2027* is being utilised to inform species control programs.

6.25 - In more than four years since the National Framework for the Management of Established Pests and Diseases of National Significance was agreed, it appears that no species have yet been listed as established pests and diseases of national significance under the framework.

6.26 - The committee considers that the Commonwealth and states and territories should review the operation of these committees in relation to feral species management to ensure that these intergovernmental forums are operating effectively.

Recommendation 4

6.27 - The committee recommends that the Commonwealth, states, and territories review the role of the National Biosecurity Committee and Environment and Invasives Committee in respect of feral species management, to ensure that these forums are operating effectively to help coordinate and drive species management outcomes across Australia.

EPBC Act processes

6.28 - At the Commonwealth level, the main mechanisms in the EPBC Act in relation to feral species are through Key Threatening Process (KTPs) listings, and linked Threat Abatement Plans (TAPs). The committee heard that these processes are currently ineffective in driving practical outcomes in relation to feral pigs, goats, and deer.

6.29 - Evidence received by the committee on this issue concurs with the recent findings of the Samuel review of the EPBC Act, which reported that the current systems for managing threats under the EPBC Act, including the process of listing KTPs and developing TAPs, 'are not achieving their intent', with

many environmental threats in Australia worsening. The review stated that 'strategic national plans should be developed for 'big-ticket, nationally pervasive issues such as the management of feral animals and adaptation of the environment to climate change'.¹

6.30 - While the recommendations of the Samuel review are still being considered by government, the committee considers that some immediate changes in relation to KTPs and TAPs are warranted. In particular, the TAPs for feral pigs and goats need urgent review and renewed focus on implementation. In respect of the feral pigs TAP, this review can complement the work of the National Feral Pig Management Coordinator in delivering the National Feral Pig Action Plan.

Recommendation 5

6.31 - The committee recommends that the Australian Government undertake an immediate review of the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) Threat Abatement Plans for feral pigs and feral goats, in light of their perceived ineffectiveness.

6.32 - There is no standalone listing for feral deer as a KTP under the EPBC Act; however, the impacts of feral deer are recognised under the overarching key threatening process listing *Novel biota and their impact on biodiversity*, which came into effect in 2013. There is no TAP listing associated with this KTP.

6.33 - Given the rapid spread of deer populations in various parts of Australia in recent years, and concomitant environmental and other impacts, the committee considers that strong consideration should be given to a standalone KTP listing for feral deer, accompanied by a comprehensive TAP. Consideration should be given to how this will interact with the national feral deer action plan being developed by the National Feral Deer Management Coordinator.

Recommendation 6

6.34 - The committee recommends that a standalone Key Threatening Process listing for feral deer under the EPBC Act be adopted, accompanied by a Threat Abatement Plan, to elevate the focus on controlling deer impacts.

6.35 - In light of the evidence received about the broader ineffectiveness of the KTP and TAP processes under the EPBC Act, the committee considers that a starting point for reform in this area should be additional reporting to Parliament on KTPs and monitoring and management efforts being undertaken under the relevant TAPs. This will provide, at a minimum, better information on which to guide further reform.

Recommendation 7

6.36 - The committee recommends that the Department of Agriculture, Water, and the Environment report annually to Parliament on the status of all Key Threatening Processes (KTPs) listed under the EPBC Act, along with information on what monitoring and management activities have been undertaken under Threat Abatement Plans associated with KTPs.

Additional regulatory measures in relation to feral deer

6.37 - While feral goats and pigs are recognised as established pests or feral animals in all Australian jurisdictions, deer species are not treated as uniformly; in three states, deer species have full or partial protection as game species under the relevant state legislation and regulations.

6.38 - From the evidence received, the committee understands that many witnesses, particularly in NSW, Victoria, and Tasmania, see an urgent need to address increasing numbers of deer and feel a lack of support from those state governments.

6.39 - The committee notes that these jurisdictions have announced some measures in relation to feral deer over the course of the committee's inquiry.

6.40 - In August 2019 the NSW Government removed requirements for private landholders seeking to control deer on their property to hold a game hunting license, meaning these landholders can control deer on their property in the same way as other species, such as rabbits, foxes, pigs and goats. This is a welcome measure that has made deer control significantly more straightforward.

6.41 - The recently announced *Victorian Deer Control Strategy* seeks to make it easier for public land managers, such as Parks Victoria, to control deer, however, does not propose to reclassify the major species of deer found in Victoria as pest species. Similarly, the Tasmanian Government has made recent changes to its Crop Protection Permit system which is designed to give landholders greater ability to control deer on their land, but these changes do not declare deer as a pest species and still fall short of what landholders who presented to the committee consider is necessary.

6.42 - The committee believes that declaring deer as a pest species will enable more appropriate and coordinated control actions to be undertaken and provide symbolic recognition of the increasing damage caused by deer to environmental and agricultural values across Australia. It will not limit the ability of recreational hunting of deer to continue in states where this occurs.

6.43 - It is crucial that both private and public landholders can take appropriate measures to manage feral deer. In particular, park managers need the ability to control deer adequately in national parks without unnecessary restrictions.

Recommendation 8

6.44 - The committee recommends that all Australian jurisdictions make any necessary changes to their existing legislative and regulatory frameworks to:

- **ensure that wild deer are treated as an environmental pest;**
- **maximise the ability of landholders to control feral deer on their land; and**
- **maximise the ability of park managers to control feral deer in World Heritage Areas and National Parks.**

Deer control in areas of environmental significance

6.45 - The committee heard that, while eliminating feral deer is not a feasible goal in Australia, deer management efforts must include specific initiatives aimed at protecting Australia's World Heritage Areas (WHA), areas of national environmental significance, and national biodiversity hotspots to the greatest extent possible.

6.46 - Some of these areas are already suffering impacts from feral deer, and action to reduce numbers and impacts of deer in these areas is vital. In other areas that are free or nearly free of deer, concerted efforts must be taken to prevent the introduction and spread of deer.

6.47 - One example raised in evidence to the committee is that of the Tasmanian Wilderness WHA, where it is likely that deer have started to make incursions, in small numbers, into the eastern side of the WHA, but have not yet become widespread. It is imperative that governments work collaboratively in these areas to protect Australia's most precious environmental assets.

Recommendation 9

6.48 - The committee recommends that Commonwealth, state, and territory governments should commit to eliminating feral deer populations in World Heritage Areas, areas of national environmental significance, and national biodiversity hotspots.

Commercial harvesting of feral deer

6.49 - The committee heard mixed views about the impact of commercial harvesting operations in the context of feral deer management.

6.50 - Some stakeholders pointed to the ability of commercial harvesting operations to assist in reducing feral populations, while others were sceptical of its value as a management tool, pointing to research showing that commercialisation carries the risk of greater de facto protection of harvested species, leading to higher average densities.

6.51 - While feral deer can currently be harvested commercially in some jurisdictions, including NSW and Victoria, this is not the case in Tasmania. The committee is of the view that, while commercial harvesting will not in and of itself control feral population numbers, and there are risks associated with becoming reliant on the maintenance of wild deer populations for commercial purposes, an overall deer management strategy may nonetheless include a role for some commercial harvesting.

Recommendation 10

6.52 - The committee recommends that all Australian jurisdictions implement frameworks to support the commercial harvesting of feral deer as part of an overall deer management strategy.

Control Methods for feral deer, pigs and goats

6.53 - The committee recognises that, with the current control options and species numbers, eradication of deer, pigs and goats is not feasible except on islands and in small and isolated locations and localised areas. In this context, the committee commends the successful programs undertaken on Kangaroo Island which, while undertaken on an island with the objective of eradication, provides a useful example of how to run successful programs by reviewing elements, such as governance, funding, methods, coordination, and engagement with the community.

6.54 - The committee acknowledges that the most effective methods will be specific to the environment and species. For example, 'Judas goats' worked very well on Kangaroo Island but 'Judas pigs' have not been as successful there. However, according to a survey from landholders, specially trained pig hunting dogs are proving to be more successful with the terrain on Kangaroo Island.²

Managing deer in peri-urban areas

6.55 - The committee believes that the increasing numbers of deer in urban and peri-urban areas require special consideration as shooting is a problematic option in those environments. Local councils were asking for assistance and guidance to work in the peri-urban environment. The committee agrees that support in the form of best practice guidelines and protocols are required for areas such as these where deer management expertise is lacking as well as ways to ensure competency for the use of firearms in this environment. Local councils would prefer to see an effective control method suited to their environment.

6.56 - The committee commends the Victorian Government's recent commitment of \$1 million towards the development and implementation of a Peri-urban Melbourne Deer Control Plan, which should be a valuable resource in guiding best practice for peri-urban deer management more broadly.

The role of recreational hunting

6.57 - Issues around recreational hunting and its role were raised in many submissions. First, the competing interests, in many cases, of hunters and landowners, particularly in relation to deer, were noted in the context of whether recreational hunting can be an effective control measure. As described to the committee the objectives of many recreational hunters are to stalk an animal over a period of

time, achieve a clean kill and to use the meat for private consumption. Hunting in this way, recreational hunters do not shoot many animals and the committee heard they can have a focus on trophy specimens, rather than females thereby having little impact on the reduction of numbers. Recreational hunters also, naturally, want there to continue to be a supply of deer for them to hunt in accessible populations.

6.58 - The committee notes there is quite a difference between hunting a small number of animals on the weekend and pest animal control. Contrast the hunting process described above with the objectives of landowners dealing with large numbers of pest animals who want them removed from their property as quickly and humanely as possible.

6.59 - The committee notes evidence of cooperative arrangements with some property owners engaging recreational shooters several times a year to manage pest animals on their land. While this alignment of interests may suit localised areas where populations are lower, the overwhelming evidence to the committee was that recreational hunting is not an effective standalone control measure.

6.60 - The committee was provided with figures showing that, in order to have an effect on numbers, depending on species and conditions, between 34 and 52 per cent of the deer population, and between 55 and 70 per cent of the feral pig population need to be killed each year and 35 per cent for goats. The committee agrees that recreational hunters are simply unable to remove the numbers of pest animals required in order to keep populations under control and address further spread.

Utilising recreational hunting as part of control programs

6.61 - The committee notes the evidence showing economic benefits of recreational hunting must be weighed up against the costs to landholders, agriculture and the environment outlined in Chapter 2. Submitters were very clear that historical notions of deer as a valued species do not reflect the reality of high numbers in many locations and the damage they cause. Submitters used the words 'plague' and 'invasion' in relation to deer and also advocated the need for a media campaign to convey the right message to the public.

6.62 - The committee agrees that recreational hunting is a tool but not a solution. The committee notes that while some localised positive outcomes and arrangements are possible, in terms of population control of feral or feral game animals, recreational hunting should represent only one element of coordinated control programs. The committee acknowledges that recreational hunting and control programs/pest status can coexist; for example, Queensland has deer and pigs designated as pest species and hunting continues through a regulated process.

6.63 - The committee also notes the evidence that professional shooters are proficient at shooting animals humanely. In a coordinated program recreational hunters could work with professional shooters to increase their skills.

Elements of successful feral species control programs

6.64 - Evidence to the committee overwhelmingly saw a coordinated, consistent, landscape scale, nil-tolerance approach as the key to minimising the impacts of these feral species. The committee agrees that management action needs to be undertaken at a scale appropriate to the population being managed to be effective.

6.65 - The committee agrees with the evidence from successful programs that they need to be well coordinated. There is a role for all stakeholders including: governments, landholders, recreational shooters, commercial industry, professional shooters, traditional owners, and communities. In order to undertake a landscape scale project, having stakeholders in an area working towards the same goal is vital to make the best use of current methods and resources.

6.66 - The committee notes that, when dealing with highly mobile pests with extensive distribution, it makes sense for a nil-tenure approach to be applied in order to maximise the effectiveness of control programs. All stakeholders need to be engaged to design effective programs with measurable outcomes, achieve coordination and take a cooperative approach. There also needs to be community engagement to ensure the program and objectives are understood. It was also clear that such programs take time and therefore need to be consistent and well resourced.

6.67 - The committee notes the desire for there to be more options for the control of deer but until new methods are developed the best usage of current methods is to coordinate them to achieve specific objectives, whether that be eradication in certain areas, control and limiting spread. To this end, given the stakeholders' to coordinate, the need for programs to be well planned and measured as well as sustained over a period, the committee is pleased to see the recent appointment of a national deer management coordinator, building on the existing presence of a National Wild Dog Management Coordinator³ and a National Feral Pig Coordinator. Another important factor for success highlighted in evidence was the need for the community to be engaged and also the ability to incorporate trials of new control methods in a broader program. The committee sees such a position as vital to bring all these elements together and facilitate best practice.

Recommendation 11

6.68 - The committee recommends that the national feral species coordinators appointed to date (for wild dogs, feral pigs, and deer) meet regularly to review successful programs and share best practice in relation to measurement, coordination, control methods, methods of engagement with stakeholders and community messaging.

Community engagement and education

6.69 - The committee heard there is a lack of knowledge in the community of pest animals and consequently there is a need for a community engagement and community education to ensure the effectiveness of control measures. The successful programs outlined to the committee had an element of community engagement and education. The committee considers there is a need for the national species coordinators to work with governments and other stakeholders to develop educational resources and initiatives in this area that can be adapted and applied at the local level.

Recommendation 12

6.70 - The committee recommends that the national coordinators work with Commonwealth, state and territory governments and other stakeholders to develop community education initiatives that address the knowledge gaps in the community about feral species impacts.

Model Codes of Practice and Standard Operating Procedures for feral species control

6.71 - It is the position of the committee that control programs should employ best practice in terms of the humane treatment of animals. The committee supports the development of a model code of practice for the humane control of feral deer (with associated Standard Operating Procedures (SOPs)), as well as an update of the current Model Codes of Practice for feral pigs and goats and SOPs in relation to deer, pigs and goats to ensure best practice.

6.72 - The committee was pleased to be advised that the NSW Government is in the process of updating its Model Codes of Practice and Standard Operating Procedures for many species, which it will bring to the National Biosecurity Committee for consideration. This will include a Model Code of Practice and SOPs for deer, expected to be published in early-mid 2021.

Recommendation 13

6.73 - The committee recommends that the Australian Government:

- support the implementation of the forthcoming Model Code of Practice for the humane control of feral deer, with associated Standard Operating Procedures; and
- update the current Model Codes of Practice for feral pigs and goats and relevant SOPs in relation to pigs and goats to ensure best practice.

Development of new control methods and other research priorities

6.74 - Witnesses called for more research into new and more humane control methods, stressing the need to focus on identifying a humane bait for deer with a species-specific delivery method.

6.75 - The committee notes the work undertaken to get approval for the use of an immuno-contraceptive to manage small deer populations in areas where shooting, trapping, and fencing are not appropriate. However, it was also noted that fertility control is an expensive option and not suitable for landscape scale application. Despite these restrictions the committee would welcome another tool that could be deployed in the event that the circumstances are appropriate.

6.76 - The committee also notes the advice of complementary new technology which could be deployed, such as the use of drones and camera technology, and the potential for people experienced with particular species of animals to contribute to the development of new tools.

6.77 - The committee notes the methods used will be specific to the environment and species and developing more tools will assist to address a variety of circumstances. To that end it is also important for the lessons from successful programs to be widely shared as well as relevant learnings from deer management overseas.

6.78 - The committee supports ongoing Australian Government investment in cutting edge research into feral species management, through bodies such as the CSIRO and the university sector.

6.79 - The committee notes that the Commonwealth's five-year core funding commitment to the Centre for Invasive Species Solutions, which is heavily involved in research projects relating to best practice management of deer, pigs, and goats, is due to expire in 2022. The committee considers it important that the Commonwealth commit to providing a second, long-term funding commitment towards the ongoing research activities of CISS, as part of the Commonwealth's broader commitment to dealing with invasive species.

Recommendation 14

6.80 - The committee recommends that the Australian Government commit funding towards a second long-term grant agreement for the Centre for Invasive Species Solutions (CISS), to provide for ongoing research activities by CISS beyond the expiration of the current agreement in 2022.

Long term control program funding

6.81 - It is clear that coordinated programs need to be well funded over the long-term to be successful. The committee heard that the current approach to funding control and management programs is ad-hoc, often short-term, and uncoordinated between levels of government.

6.82 - As further work is done to identify priority control programs, particularly through the National Feral Pig Action Plan and proposed National Feral Deer Action Plan, it is incumbent on government to ensure that these priority programs are well funded over the long-term to be successful.

Recommendation 15

6.83 - The committee recommends that as priority control programs for feral deer, pigs and goats are identified, Commonwealth, state and territory governments should ensure that adequate long-term funding is appropriated to enable successful implementation of these programs. This will include programs developed under the National Feral Pig Action Plan and proposed National Feral Deer Action Plan.

Data collection on agricultural landholder impacts and management

6.84 - Evidence focussed on the need to monitor control efforts and to use accurate data to develop control programs with clear objectives which then have their effectiveness measured. The committee heard about and commended the work underway in many areas to include measures to judge the effectiveness of control programs. In order to add to this data collection at the landholder level, the committee sees value in updating the Pest animal and Weed Management Survey undertaken by ABARES in 2016 which presents results on topics including: level of awareness of pest animals; impacts of pest animals and pest animal management activities.⁴

Recommendation 16

6.85 - The committee recommends that the Australian Bureau of Agricultural Resource Economics and Sciences conduct an updated *Pest Animal and Weed Management Survey* to provide current information on pest species impacts on agricultural values and control measures being undertaken by landholders.

6.86 - Some submitters to the committee suggested that rather than the current ad hoc approach to funding arrangements for invasive species management, the Productivity Commission should assess the long-term funding needed to effectively address major invasive animal threats to the environment, including feral deer, pigs and goats. The committee agrees that this would create a significantly stronger evidence base for long-term funding.

Recommendation 17

6.87 - The committee recommends that the Australian Government direct the Productivity Commission to review the costings and funding models necessary to appropriately manage invasive species in Australia.

6.88

Senator Sarah Hanson-Young
Chair

[Chapter 6 – Parliament of Australia \(aph.gov.au\)](#)

OFFICER REPORT

TO: Council

SUBJECT: **Assessment of further dealing of Term Lease 0/212950 described as Lot 13 on Plan BLM994**

DATE: 09.08.21

AGENDA REF: CES5

AUTHOR: Tayla Willis - Project Support Officer
Josh Dyke - Manager Rural Services & Compliance

Sub-Heading

The Department of Resources has requested Council's consideration of the Assessment of Term Lease 0/212950 described as Lot 13 on Plan BLM994.

Executive Summary

Council consideration of the extension or conversion of a grazing lease of Lot 13 on Plan BLM994 under Sections 159(1), 159A and 167(1) of the *Land Act 1994*.

Background

On 7 July 2021, Council as an advisory agency and manager of the Stock Route Network within the Balonne Shire, received correspondence from the Department of Resources informing of an Assessment of further dealing of Term Lease 0/212950, described as Lot 13 on Plan BLM994 which is due to expire on 25 October 2022 (**Attachment 1**).

At Council's general meeting held on 18 April 2019, Council had provided a response to the renewal or conversion of the identified parcel of land, where there were no objections to the extension of a two (2) year lease.

Specifically, the land in question is recognised as Lot 13 on Plan BLM994 and occupies a total area of 4.3 hectares. The current leased land purpose is for 'Grazing – USL'. The subject land is situated adjacent to Whyenbah Road and the Balonne River approximately 3 kilometres from the Dirranbandi Township (**Attachment 1**).

The Department of Resources has requested a response from Balonne Shire Council asking if there are any issues that the Department should consider when assessing the most appropriate use and tenure of the land in line with Sections 159(1), 159A and 167(1) of the *Land Act 1994* (Qld), specifically:

- a) Whether the public interest could be adversely affected if the lease was renewed;
- b) The condition of the lease land;
- c) Whether part of the lease land has a more appropriate use from a land planning perspective;
- d) Whether part of the lease land is needed for a public purpose;
- e) Whether a new lease is the most appropriate form of tenure for the lease land; and/or

- f) Consideration should be given to whether freehold is considered a more appropriate tenure.

The Department requested that if Council has any objections to the renewal or freeholding of this lease, a full explanation stating the reason for such an objection or similarly should be forwarded to the Department by close of business Wednesday, 25 August 2021.

Consultation with Council's Planning Officer reviewed the applications and recognises that the renewal or conversion will not affect any current or future strategic land uses for the area. Specifically:

- *The site and surrounding area is zoned under the current Balonne Shire Council Planning Scheme as Rural and it is anticipated that this will remain in the imminent future given the tenure and also low level growth of Dirranbandi Township. Any future development onsite beyond the existing operations will continue to be subject to the requirements of the Balonne Shire Council Planning Scheme.*
- *Given the existing use of the site for grazing purposes it is anticipated that the land will continue to be utilised for these activities which is generally consistent with surrounding uses and the purpose of the Rural Zone.*

The application was also considered by Council's Rural Services who stated the following with respect to the proposed lease renewal or conversion:

- *The condition of the land has not changed since the commencement of the current lease period as no stock have been grazed on the property.*

On the basis of the above comments, it is recommended that Council responds to the Department citing that it has no objections in relation to the proposed lease renewal or conversion for Lot 13 on Plan BLM994.

Link to Corporate Plan

Key Foundation Area	Key Program Area
Infrastructure and Planning	Sustainable planning and development

Consultation (internal/external)

Planning Officer Jessica Reiser

Manager of Rural Services and Compliance Josh Dyke

Legal Implications

Nil

Risk Implications

Nil.

Policy Implications

Nil

Financial and Resource Implications

Nil

Options or Alternatives

Nil

Attachments

1. Letter from the Department of Resources 7 July 2021 - Renewal of Term Lease [↓](#)
2. Map of Lot 13 on BLM994 [↓](#)
3. 18 April 2019 - Council Report for Information Only [↓](#)

Recommendation/s

That Council does not object to the application lodged with the Department of Resources for further dealing (lease renewal or conversion) located over Lot 13 on Plan BLM994.

Digby Whyte

Director Community and Environmental Services

D.561571

File / Ref number 2017/006304

7 July 2021



Department of Resources

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

Dear The Chief Executive Officer

Assessment of further dealing of Term Lease 0/212950 described as Lot 13 on Plan BLM994

The abovementioned lease expires on 25th October 2022, and the department is considering further dealing with this land. The following information may help you in providing your views and/or requirements regarding further dealing with this land.

Term Lease 0/212950 commenced on 26th October 1999 for a term of 20 years, this lease has received a short-term extension for a period of 2 years and issued for pump site and grazing purposes.

Please advise if Council has any issues that the department should consider when assessing the most appropriate use and tenure of the land in terms of Sections 159(1), 159A and 167(1) of the *Land Act 1994*. Particular attention in your reply should be given to the following:-

- (c) whether the public interest could be adversely affected if the lease was renewed;
 - (e) the condition of the lease land;
 - (h) whether part of the lease land has a more appropriate use from a land planning perspective;
 - (j) whether part of the lease land is needed for a public purpose;
 - (k) whether a new lease is the most appropriate form of tenure for the lease land.
- Consideration should be given to whether freehold is considered a more appropriate tenure.

Your Council's views or requirements that may affect the future use of the land should be received by close of business on **Wednesday 25th August 2021**. If you offer an objection to renewal or freeholding of this lease, a full explanation stating the reason for such an objection should be forwarded to this Office. Similarly, if you have any particular requirements you would like the department to consider, please also provide a full explanation for such requirements.

Postal :
Resources Roma
PO Box 350
Roma QLD 4455

Telephone : (07) 4222 5422

If you wish to provide a response but are unable to do so before the due date, please contact the author before the due date to arrange a more suitable timeframe. If a response is not received by the due date and no alternative arrangements have been made, it will be assumed you have no objections or requirements in relation to this matter.

This information has been provided in confidence for the purpose of seeking your views on this matter. It is not to be used for any other purpose, or distributed further to any person, company, or organisation, without the express written permission of the department unless required.

If you wish to discuss this matter please contact Jacqui Davies on (07) 4222 5422.

All future correspondence relative to this matter is to be referred to the contact Officer at the address below or by email to SLAM-Roma@resources.qld.gov.au . Any hard copy correspondence received will be electronically scanned and filed. For this reason, it is recommended that any attached plans, sketches or maps be no larger than A3-sized.

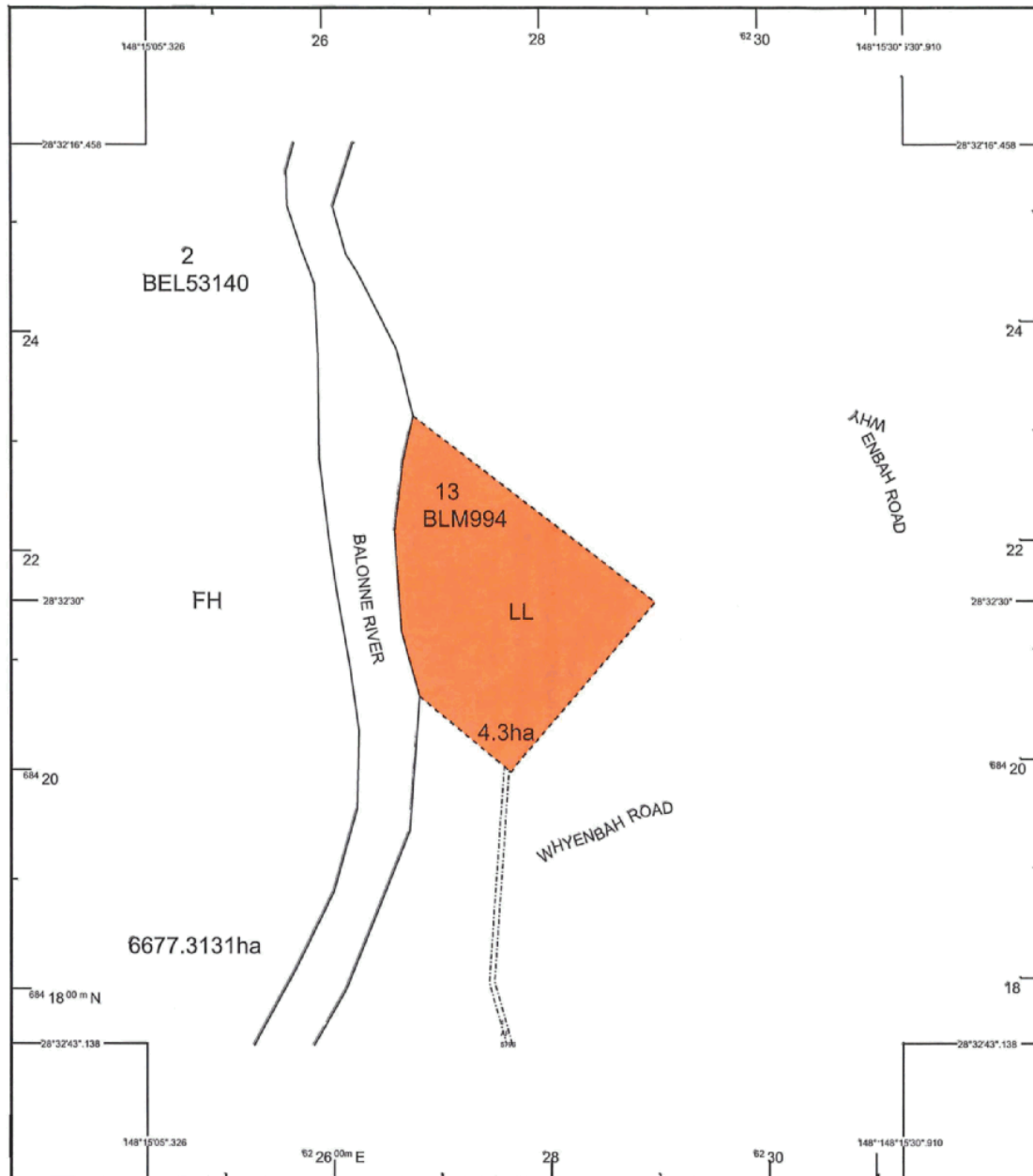
Please quote reference number 2017/006304 in any future correspondence.

Yours sincerely



Jacqui Davies
Land Officer

Page 2 of 2



STANDARD MAP NUMBER
8540-14434

HORIZONTAL DATUM: GDA94 ZONE: 55 SCALE 1 : 5000

MAP WINDOW POSITION &
NEAREST LOCATION



SUBJECT PARCEL DESCRIPTION

DCDB
Lot/Plan 13/BLM994
Area/Volume 4.3ha
Tenure LANDS LEASE
Local Government BALONNE SHIRE
Locality DIRRANBANDI
Segment/Parcel 47448/39

CLIENT SERVICE STANDARDS

PRINTED 07/07/2021
For additional information regarding this SmartMap see page 2.
Shading Rules have been applied.

DCDB 06/07/2021

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**Queensland
Government**

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Additional Information Page

Shading Rules

■ Lot Number = 13 and Plan Number = BLM994



OFFICER REPORT

TO: Council

SUBJECT: Application for Further Dealing (Renewal/Conversion) located over Lot 13 on BLM994

DATE: 10.04.19

AGENDA REF: CES1

AUTHOR: Fiona Macleod - Planning & Development Officer

Executive Summary

The purpose of this report is for Council to consider the proposed renewal or conversion located over Lot 13 on BLM994.

Background

On 22nd March 2019 Council as an advisory agency, received correspondence from the Department of Natural Resources, Mines and Energy (DNRME) informing of an application for renewal or conversion of an identified parcel of land within Balonne Shire Council area (**see attachment 1**).

Specifically the land in question is recognised as Lot 13 on BLM994 and occupies a total area of 4.3 hectares. The current leased land purpose is for 'Grazing'. The subject land is situated adjacent to Whyenbah Road and Balonne River just outside of Dirranbandi Township, approximately 3 kilometres as the crow flies (**see attachment 2**).

DNRME has requested a response from Balonne Shire Council in advising of any views or requirements that the department should consider when assessing the lease renewal or conversion.

It was requested that any objections to the application, and any views or requirements that may affect the future use of the land should be received by close of business on 23rd April 2019.

Council's Planning and Development Officer reviewed the application and recognises that the renewal or conversion will not affect any current or future strategic land uses for the area.

Specifically, for the reasons stated below:

- *The site and surrounding area is zoned under the current Balonne Shire Council Planning Scheme as Rural and it is anticipated that this will remain in the imminent future given the tenure and also low level growth of Dirranbandi Township. Any future development onsite beyond the existing operations will continue to be subject to the requirements of the Balonne Shire Council Planning Scheme.*
- *Given the existing use of the site for grazing purposes it is anticipated that the land will continue to be utilised for these activities which is generally consistent with surrounding uses and the purpose of the Rural Zone.*

The application was also discussed with Council's Rural Services who stated the following with respect to the proposed lease renewal or conversion;

- *Given the current land tenure and current/proposed use of the property for 'Grazing', no objection is offered as it is considered that the stock route operations will not be disrupted in any way by the conversion to freehold or lease renewal.*

On the basis of the above comments it is recommended by Officers, that Council responds to DNRME citing no objection in relation to either the proposed lease renewal or conversion.

Link to Corporate Plan

Key Foundation Area	Key Program Area
<u>Environment</u>	Biosecurity, pest management and stock route planning

Consultation (internal/external)

Manager Rural Services and Compliance – Karl Hempstead
Director of Community and Environmental Services – Digby Whyte

Legal Implications

Nil

Policy Implications

Nil

Financial and Resource Implications

Nil

Attachments

1. Attachment 1 - DNRME Correspondence regarding application for lease renewal or conversion over Lot 13 on BLM994.pdf
2. Attachment 2 - Location of Lot 13 on BLM994.pdf

Recommendation/s

That:

1. Council does not object to the application lodged with Department of Natural Resources, Mines and Energy (DNRME) for further dealing (lease renewal or conversion) located over Lot 13 on BLM994.

Digby Whyte
Director Community and Environmental Services

OFFICER REPORT

TO: Council

SUBJECT: Application for a Permit to Occupy - Change of Ownership - Located over Lot A Crown Plan AP14867

DATE:

AGENDA REF: CES6

AUTHOR: Tayla Willis - Project Support Officer

Sub-Heading

The purpose of this report is for Council to consider the proposed application for Permit to Occupy of Tenure Reference 0/233154, applicant is seeking the same tenure requirements as the Absolute of Surrender.

Executive Summary

The purpose of this report is for Council to consider the proposed application for Permit to Occupy of Tenure Reference 0/233154, applicant is seeking the same tenure requirements as the Absolute of Surrender.

Background

On 11 June 2021 Council as the "road manager" that is defined as *the local government for a road that is under the control of the local government*, received correspondence from Chan Lawyers informing of an absolute surrender of Permit to Occupy AP14867, due to the sale of property that is associated with the current Permit to Occupy. (**see attachment 1**)

Specifically, the land in question is recognised as Lot A on Crown Plan AP14867 (title reference: 40058023) and occupies a total area of 77.0 hectares. The current leased land purpose is for "Grazing". (**see attachment 2**) The subject land is situated on an unused road reserve adjoining and transects through property known as "Moonie Ponds", 6210 Carnarvon Highway, Thallon Queensland. (**see attachment 3**)

Chan Lawyers 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
Infrastructure and Planning	Sustainable planning and development

Consultation (internal/external)

Department of Resources
Chan Lawyers

Legal Implications

Nil

Risk Implications

Nil.

Policy Implications

Nil

Financial and Resource Implications

Nil

Options or Alternatives

Nil

Attachments

1. Attachment One: Chan Lawyers - Request for Consideration of Application for Permit to Occupy - Lot A on CP AP14867 (Road Transects through Moonie Ponds) [↓](#)
2. Attachment Two: Current State Tenure Search - Title Reference 40058023 [↓](#)
3. Attachment Three: Plan of Lot A on CP AP14867 (adjoining Lot 6 on BLM809793 also known as "Moonie Ponds") [↓](#)

Recommendation/s

That:

1. Council does not object to the Application for Absolute of Surrender of Permit to Occupy AP14867 for 'grazing – reserve, road or stock route' in relation to the unused road reserve which transects through the "Moonie Ponds" property; and
2. Council provides **Part C – Statement in relation to an application under the *Land Act 1994* over State Land** to Chan Lawyers with no objection to the Application of Permit to Occupy of AP14867 for 'grazing – reserve, road or stock route' in relation to this unused road reserve with the same terms as the previous Registered Permittee.



5/2 Elliott Street (cnr Bundall Rd)
Surfers Paradise QLD 4217
PO Box 8203, GCMC QLD 9726
Queensland Australia
Phone: (07) 5531 7166
Fax: (07) 5531 6997
Email: info@chanlawyers.com.au
www.chanlawyers.com.au

Our Ref: CC:HP:20203186
Your Ref:

11 June 2021

Balonne Shire Council
112-118 Victoria Street
ST GEORGE QLD 4487

BY EMAIL: council@balonne.qld.gov.au; Fiona.Macleod@balonne.qld.gov.au

Dear Sir/Madam

Re: MPC Farming Pty Ltd A.C.N. 644 964 358 as trustee of the MAAG Family Trust – Permit to Occupy in relation to "Moonie Ponds" 6210 Carnarvon Highway, Thallon QLD - Greenseason Investment Pty Ltd ACN 131 758 864

We act on behalf of MPC Farming Pty Ltd A.C.N. 644 964 358 as trustee of the MAAG Family Trust, the newly registered owner of the rural property located at "Moonie Ponds" 6210 Carnarvon Highway, Thallon QLD ("**Moonie Property**").

The previous owner of this said Property, Greenseason Investment Pty Ltd ACN 131 758 864 ("Previous Owner") has been issued Permit to Occupy AP14867 for "grazing – reserve, road or stock route" in relation to a road reserve which transects through the Moonie Property.

The previous owner has provided our client an executed Application for Absolute Surrender in relation to this Permit to Occupy given the change in ownership of the Moonie Property.

Our client wishes to make an application for a Permit to Occupy in relation to this road reserve on the same terms as Permit to Occupy AP14867 issued to the previous owner of the Moonie Property.

We note before submitting an Application for a Permit to Occupy associated with a road being a secondary use of state land the applicant must first discuss the application with the road manager to determine if they can authorise the use. We note this road is under the control of local government and accordingly the statement must be obtained from the local authority being Balonne Shire Council.

On behalf of our client, we make a formal request to the Balonne Shire Council ("Council") to consider our client's application for a Permit to Occupy, namely Part A and Part B of the Application under the Land Act and supporting documents, and provide our client with a signed Part C – Statement in relation to an application.



Law Practice is owned by
Chanlaw Pty Ltd ABN 20 126 541 231
Incorporated under the Legal Profession Act 2007
Liability limited by a scheme approved under
Professional Standards Legislation

To assist with the Council's consideration of this said Application, we enclose the following:

1. Part A – Form LA00, Contact and Land Details (completed);
2. Part B – Application for permit to occupy (completed);
3. Part C - Statement in relation to an application under the Land Act 1994 over State land (blank);
4. Part A – Form LA00, Contact and Land Details (completed);
5. Part B – Application for Absolute Surrender of Permit to Occupy, signed 24 March 2021;
6. Title of Lot A CP AP14867;
7. Survey Plan of AP14867; and
8. Survey Plan of Lot 6 CPBLM809793.

Kindly note, 'Part B – Application for permit to occupy' will be executed by our office upon receipt of the completed and signed Part C from Council.

We thank you for your assistance in considering our client's Application and kindly ask that we be kept informed as to how this said consideration is progressing.

If you require anything further, please do not hesitate to contact our office.

Yours faithfully
CHAN LAWYERS

Per: 

Contact: Charles Chan
Direct Email: charles@chanlawyers.com.au





Part A – Form LA00

Contact and Land Details

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 68).
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

7. 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.
8. All completed applications can be lodged with the department by sending information to the following email or postal addresses.
9. **Email:** SLAMlodgement@resources.qld.gov.au
10. **Post:**
Department of Resources
PO Box 5318
Townsville QLD 4810
11. If lodging an application, all relevant Part B application forms must be signed and supporting documentation must be scanned and then emailed.
12. In terms of the [Right to Information Act 2009](#) interested parties may seek access to the department's records and view relevant documents.
13. Information on this form, and any attachments, is being collected to process and assess your application under the [Land Act 1994](#). 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.

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 Name(s)		
Title	First name	Surname
Ms	Hannah	Power
Company name(s)		
Chanlaw Pty Ltd trading as Chan Lawyers		
If a Corporation then record <input checked="" type="checkbox"/> ACN <input type="checkbox"/> ARBN <input type="checkbox"/> ABN		
		126 541 231
Postal Address	PO BOX 8203	
	GCMC QLD 9726	
Phone number	07 5531 7166	Mobile phone
Email	changroup@chanlawyers.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 Name(s)		
Title	First name	Surname
Company name(s)		
MPC Farming Pty Ltd as trustee of the MAAG Family Trust		
<p>If a Corporation then record <input checked="" type="checkbox"/> ACN <input type="checkbox"/> ARBN <input type="checkbox"/> ABN</p> <div style="display: flex; justify-content: flex-end; align-items: center; margin-top: 5px;"> <div style="border: 1px solid black; padding: 2px 10px; margin-left: 10px;">644 964 358</div> </div> <p style="font-size: small; margin-top: 10px;"> 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). </p>		
Postal Address	<div style="border: 1px solid black; padding: 2px;">'BOONGARGIL'</div> <div style="border: 1px solid black; padding: 2px; margin-top: 2px;">1054 SOUTH WELLTOWN ROAD</div> <div style="border: 1px solid black; padding: 2px; margin-top: 2px;">BUNGUNYA QLD 4494</div>	
Phone number	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Mobile phone <div style="border: 1px solid black; padding: 2px 10px; margin-top: 2px;">0406 174 878</div>
Email	<div style="border: 1px solid black; padding: 2px;">matthew@boongargil.com.au; ajreading13@bigpond.com</div>	
Future correspondence should be sent to: <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input checked="" type="checkbox"/> Lodger <input type="checkbox"/> Applicant </div>		
1. Are the applicants a foreign acquirer as defined by the Additional Foreign Acquirer Duty (AFAD)?		
<div style="display: flex; justify-content: space-between; align-items: center; margin-bottom: 10px;"> <input type="checkbox"/> Yes go to 2 </div> <div style="display: flex; justify-content: space-between; align-items: center;"> <input checked="" type="checkbox"/> No go to 4 </div>		
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 the full name/s of the foreign acquirer/s.
(If there is insufficient space, please lodge as an attachment).

go to 4

Full Name/s (If a company, also provide a contact name)	Share held

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
A	CROWN PLAN AP14867	40058023

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 Registry website](https://www.business.qld.gov.au/industries/building-property-development/titles-property-surveying/titles-property) <<https://www.business.qld.gov.au/industries/building-property-development/titles-property-surveying/titles-property>> (and search 'title searches and copies of documents') or visiting one of the department's 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/) <<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



DEPARTMENT OF NATURAL RESOURCES, MINES and ENERGY

Application for a permit to occupy

Part B

Application form requirements

1. This application is for a permit to occupy.
2. Read the Applying for a permit to occupy – [Guide](#) which includes application restrictions.
3. Payment of the prescribed application fee, if relevant. A refund of application fees will not be given. (Details of fees are available on the Department of Natural Resources, Mines and Energy (DNRME) website at <https://www.dnrme.qld.gov.au> or from a regional [DNRME business centre](#)).
4. A drawing showing the general location, Lot on Plan information and the proposed permit to occupy area including dimensions.
5. Any additional information to support application.
6. **Part A:** [Contact and land details form](#) will need to be completed and submitted with your application.
7. **Part C:** [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.
8. Your application will not be considered as being properly made unless all parts of this application form have been completed accurately, otherwise your application may be returned to you to complete.

Important information

9. A permit to occupy is issued for a minor or temporary purposes including short-term grazing, pump sites, apiary sites or an entrance ramp to a building site during construction.
10. 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.
11. 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 waterways 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.
12. 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.
13. 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 maintenance of a fence does not mean that your application will be approved.
14. Information on this form, and any attachments, is being collected to process and assess your application under the [Land Act 1994](#). 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.



1. The application is for a permit to occupy over:	<input checked="" type="checkbox"/> Road go to 2 <input type="checkbox"/> Reserve go to 2 <input type="checkbox"/> Unallocated state land go to 2
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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.

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 - 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.

Road Manager is –

- local government for a road that is under the control of the a local government
- a State-controlled road—the chief executive of the department in which the [Transport Infrastructure Act 1994](#) is administered

2. Is the proposed use	<input type="checkbox"/> Short term (not more than 12 months)	go to 3	<input checked="" type="checkbox"/> Long term (more than 12 months)	go to 6
-------------------------------	------------------------------------------------------------------	----------------	------------------------------------------------------------------------	----------------

3. Short term – proposed use	<input type="checkbox"/> Access go to 5 <input type="checkbox"/> Commercial or promotional event go to 5 <input type="checkbox"/> Environmental e.g. landcare, conservation works go to 5 <input type="checkbox"/> Parking go to 5 <input type="checkbox"/> Storage go to 5 <input type="checkbox"/> Sporting or entertainment event go to 5 <input type="checkbox"/> Grazing go to 5 <input type="checkbox"/> Other go to 4
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4. Provide details of the proposed use (If there is insufficient space, please lodge as an attachment)	go to 5
<div style="border: 1px solid black; width: 100%; height: 100%;"></div>	

5. Provide details of approximate time the short term permit will be required Commencement date: / / Expiry date: / /	go to 9
---------------------------------------------------------------------------------------------------------------------------------------------------------	----------------

6. Long term – proposed use	<input type="checkbox"/> Access	go to 8
	<input type="checkbox"/> Apiary Site	go to 7
	<input type="checkbox"/> Bore site	go to 8
	<input checked="" type="checkbox"/> Grazing	go to 8
	<input type="checkbox"/> Parking (over unallocated state land only)	go to 8
	<input type="checkbox"/> Pump site	go to 9
	<input type="checkbox"/> Storage	go to 8
	<input type="checkbox"/> Other	go to 8

7. To hold a permit for an apiary site, you must be –	<input type="checkbox"/> Registered "Bee Keeper" in accordance with the Biosecurity Act 2014 , and	
	<input type="checkbox"/> The person who holds the permit will be the owner and operator of the hive/s	go to 8
The application must be accompanied by evidence of the registration and details of hive identification number (HIN) .		

8. Provide details of the proposed use. (If there is insufficient space, please lodge as an attachment)	go to 9				
<table border="1"> <tr> <td>Grazing</td> <td>reserve, road or stock route (same terms as current Permit to Occupy)</td> </tr> <tr> <td colspan="2"> </td> </tr> </table>		Grazing	reserve, road or stock route (same terms as current Permit to Occupy)		
Grazing	reserve, road or stock route (same terms as current Permit to Occupy)				

9. Do you have a current waterworks licence/allocation associated with the subject land?	<input type="checkbox"/> Yes go to 10	<input checked="" type="checkbox"/> No go to 10
<p>Where water is to be 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 <i>Water Act 2000</i> is required, the following must accompany this application –</p> <ul style="list-style-type: none"> • 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. <p>A bore wherever possible should be located on the owner's land and not State controlled lands, particularly a dedicated road as such infrastructure is not compatible with road use.</p>		

10. Is any of the area applied for below high water mark?	<input type="checkbox"/> Yes go to 11	<input checked="" type="checkbox"/> No go to 11
-----------------------------------------------------------	---------------------------------------	-------------------------------------------------

11. Is the area applied for to be used for the construction of a jetty/pontoon/boat ramp?	<input type="checkbox"/> Yes go to 12	<input checked="" type="checkbox"/> No go to 13
-------------------------------------------------------------------------------------------	---------------------------------------	-------------------------------------------------

12.	Which of the following best describes your intended use of the jetty/pontoon/boat ramp?	<input type="checkbox"/> non-commercial use immediately adjoining your land	go to 13	<input type="checkbox"/> Commercial Use application for purchase or lease should be made (Form LA10)
<p>Non-commercial use: DNRME does not require you to hold a permit to occupy for works of this nature, however you are required to obtain a development approval for the works with section 123 of the Coastal Protection and Management Act 1995 then applying. Refer to Department of Environment and Science website http://www.ehp.qld.gov.au/coastal/development/index.html.</p> <p>Commercial use: You are required to hold a term lease for commercial works below high water mark an Application for Purchase or Lease must be lodged.</p>				

13.	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.													
<div style="background-color: #cccccc; padding: 5px; margin-bottom: 5px;"> Schedule 1 You must enter either the Lot on Plan or Title Reference of the land. </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Lot</th> <th style="width: 33%;">Plan</th> <th style="width: 33%;">Title Reference</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">6</td> <td>CROWN PLAN BLM809793</td> <td>50552743</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Lot	Plan	Title Reference	6	CROWN PLAN BLM809793	50552743						
Lot	Plan	Title Reference												
6	CROWN PLAN BLM809793	50552743												
The description of the land can be found on a current copy of the Title or on your rates notice. If insufficient space, please add additional description as an attachment.		go to 14												

14.	Provide details of the proposed use of the area, including information on existing improvements, if any. (If there is insufficient space, please lodge as an attachment)	go to 15						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Grazing</td> <td>reserve, road or stock route (same terms as current Permit to Occupy)</td> </tr> <tr> <td colspan="2">Schedule 1 land is adjoining farm land owned by the Applicant</td> </tr> <tr> <td colspan="2" style="height: 20px;"> </td> </tr> </table>			Grazing	reserve, road or stock route (same terms as current Permit to Occupy)	Schedule 1 land is adjoining farm land owned by the Applicant			
Grazing	reserve, road or stock route (same terms as current Permit to Occupy)							
Schedule 1 land is adjoining farm land owned by the Applicant								

15.	Is there an existing boundary fence not owned by you, that, if the application is approved, will be utilised as a boundary fence for the proposed permit area?	<input type="checkbox"/> Yes	go to 16	<input checked="" type="checkbox"/> No	go to 16
If YES , written agreement detailing agreed conditions about the maintenance of the fence must be presented to the DNRME 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.					

16.	Provide details of any additional information to support the application. (optional) (If there is insufficient space, please lodge as an attachment)	go to 17		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">1. Part A and Part B - Application for Absolute Surrender of Permit to Occupy signed by the current registered permittee and previous registered owner of the Shedule 1 adjoining land.</td> </tr> <tr> <td>2. The Survey Plans for AP14867 & CPBLM809793</td> </tr> </table>			1. Part A and Part B - Application for Absolute Surrender of Permit to Occupy signed by the current registered permittee and previous registered owner of the Shedule 1 adjoining land.	2. The Survey Plans for AP14867 & CPBLM809793
1. Part A and Part B - Application for Absolute Surrender of Permit to Occupy signed by the current registered permittee and previous registered owner of the Shedule 1 adjoining land.				
2. The Survey Plans for AP14867 & CPBLM809793				

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 or the forms are not completed accurately, your application will be returned.

17. Tick the box to confirm the attachments for part of the application.

- ☒ Application fee
- ☒ Part A – Contact and Land details form
- ☒ 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)
- ☒ Signed Part C - [Statement in relation to an application under the *Land Act 1994*](#), required if application is over a road or reserve

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)

Date: / /

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

Application form – Contact and Land Details

Application form 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 Natural Resources, Mines and Energy (DNRME) website at <<https://www.dnrme.qld.gov.au>> or from a regional DNRME business office or call 13 QGOV 13 74 68).
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 **strongly encourages** the applicant to have a **pre-lodgement meeting** with a DNRME 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

7. All applications will be processed having regard to the requirements of the Land Act 1994 and related legislation, approved policies and procedures and the requirements of all other agencies with an interest in the land.
8. All completed applications can be lodged with DNRME by sending information to the following email or postal addresses.
9. **Email:** SLAMlodgement@dnrme.qld.gov.au
10. **Post:**
Department of Natural Resources, Mines and Energy
PO Box 5318
Townsville QLD 4810
11. If lodging an application, all relevant Part B application forms must be signed and supporting documentation must be scanned and then emailed.
12. In terms of the Right to Information Act 2009 interested parties may seek access to DNRME records and view relevant documents.
13. Information on this form, and any attachments, is being collected to process and assess your application under the Land Act 1994. 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.

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 Name(s)		
Title	First name	Surname
Company name(s)		
If a Corporation then record <input type="checkbox"/> ACN <input type="checkbox"/> ARBN <input type="checkbox"/> ABN <input type="text"/>		
Postal Address	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
Phone number	<input type="text"/>	Mobile phone <input type="text"/>
Email	<input type="text"/>	

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 Name(s)		
Title	First name	Surname
Company name(s)		
Greenseason Investment Pty Ltd		
If a Corporation then record <input checked="" type="checkbox"/> ACN <input type="checkbox"/> ARBN <input type="checkbox"/> ABN <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 10px;">131 758 864</div>		
Postal Address	<div style="border: 1px solid black; padding: 2px;">150 Tryon Road, East Lindfield NSW 2070</div> <div style="border: 1px solid black; height: 20px; margin-top: 2px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 2px;"></div>	
Phone number	<div style="border: 1px solid black; width: 150px; height: 20px;"></div>	Mobile phone <div style="border: 1px solid black; padding: 2px; display: inline-block;">0406 888 338</div>
Email	<div style="border: 1px solid black; padding: 2px;">rchen@greenseason.com.au</div>	

Future correspondence should be sent to: <input type="checkbox"/> Lodger <input type="checkbox"/> Applicant

1. Are the applicants a foreign acquirer as defined by the Additional Foreign Acquirer Duty (AFAD)?	
<input type="checkbox"/> Yes	go to 2
<input checked="" type="checkbox"/> No	go to 4
Note: For further information refer to the Queensland Government website to determine if the applicant/s are a <u>foreign person</u> (acquirer) for AFAD. Government website address to Types of foreign persons and 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 2

☒ 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-professionals/professional-financial-services/transfer-duty/investors/afad/foreign-persons>.

3.

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

go to 4

Full Name/s (If a company, also provide a contact name)	Share held

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 refer to the ATO website address <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
A	CROWN PLAN AP14867	40058023

go to 7

The details of the land can be found on a current title or to obtain a copy of a [current title search](#) call the Titles Registry on 13 GOV 13 74 68. Lot on Plan details are located on your rates notice or the [Queensland Globe](#) from the Queensland Government website can be downloaded to help access current Lot on Plan details
Queensland Globe website address:
<https://www.business.qld.gov.au/business/support-tools-grants/services/mapping-data-imagery/maps>.
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.

DNRME Contact Officer	<input type="text"/>	Pre-lodgement ID (eLVAS CI Ref)	<input type="text"/>
-----------------------	----------------------	---------------------------------	----------------------

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



DEPARTMENT OF NATURAL RESOURCES, MINE AND ENERGY

Application for Absolute Surrender of a Lease, Licence or Permit to Occupy Part B

Application form requirements

1. This Application is for Absolute Surrender of a Lease, Licence or Permit to Occupy.
2. Read the respective Surrendering a Lease, Licence or Permit to Occupy - Guide which includes application restrictions.
3. Payment of the prescribed Application fee, if relevant. A refund of application fees will not be given. (Details of fees are available on the Department of Natural Resources, Mines and Energy (DNRME) website at <https://www.dnrme.qld.gov.au> or from a regional DNRME business centre)
4. Any additional information to support application.
5. **Part A: Contact and Land details** form will need to be completed and submitted with your 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 encourages the applicant to have a pre-lodgement meeting with a DNRME 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.

Note: If application is being made over the same area of land for a Permit to Occupy and is lodged in conjunction with an Absolute surrender of a permit to occupy, no fee will apply for the Absolute surrender of a permit to occupy.

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 is required for this action to proceed. For a Lease the Lessee must give Department of Natural Resources, Mines and Energy (DNRME) 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 and 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 Land Act 1994. 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.



9 311662 185334
Surrender of a licence



9 311662 185389
Surrender of all or part
of an Occupation Licence



9 311662 185341
Surrender of a Permit
to Occupy



9 311662 185365
Surrender of all or part
of a Lease

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? Eg. 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 obtained 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 <u>DNRME 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 DNRME office 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
<div style="border: 1px solid black; padding: 5px;"> Sale of adjoining land from Greenseason Investment Pty Ltd to MPC Farming Pty Ltd as trustee for the MAAG Family Trust. Adjoining land title reference: 50552743 </div>		

8.	What is the current use of land? (If there is insufficient space, please lodge as an attachment)	go to 9
<div style="border: 1px solid black; padding: 5px;"> Grazing - reserve, road or stock route </div>		

9. List below ALL existing improvements on the current leased land eg. 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 improvements 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 a 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 form part of the application.


<input checked="checked" type="checkbox"/>	Part A – Contact and Land details form
<input type="checkbox"/>	Property sketch and /or aerial photo overlay
<input type="checkbox"/>	Letter of consent of Mortgagee, if applicable
<input type="checkbox"/>	Letter of consent of Sub-lessee, if applicable
<input type="checkbox"/>	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)

	Christine Marie Lea Solicitor
-------------------------------------------------------------------------------------	----------------------------------

Date: 24/03/2021

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.

CURRENT STATE TENURE SEARCH
NATURAL RESOURCES, MINES AND ENERGY, QUEENSLAND
Request No: 35899599
Search Date: 23/12/2020 10:32
Title Reference: 40058023
Date Created: 12/02/2009

DESCRIPTION OF LAND

Tenure Reference: PO 0/233154

Lease Type: NO TERM

LOT A CROWN PLAN AP14867
Local Government: BALONNE

Area: 77.000000 Ha. (ABOUT)

No Land Description

No Forestry Entitlement Area

Purpose for which granted:
GRAZING - RESERVE, ROAD OR STOCK ROUTE

DATE OF COMMENCEMENT

Commencement Date: 10/02/2009

REGISTERED PERMITTEE

GREENSEASON INVESTMENTS PTY LTD A.C.N. 131 758 864
PERMITTEE

CONDITIONS

CURRENT STATE TENURE SEARCH
NATURAL RESOURCES, MINES AND ENERGY, QUEENSLAND

Request No: 35899599

Search Date: 23/12/2020 10:32

Title Reference: 40058023

Date Created: 12/02/2009

CONDITIONS

- A92
- (1) The permittee must use the permit area for grazing purposes .
 - (2) This permit may be cancelled if not used for the purpose stated above.
 - (3) The permit may be cancelled after giving the permittee reasonable notice in writing, in accordance with the Land Act 1994 or on cessation of company.
 - (4) The annual rent must be paid in accordance with the Land Act 1994.
 - (5) The Parties acknowledge that GST may be payable in respect of a supply made under this permit. Where GST becomes payable in respect of a supply made under this permit, the State (lessor) may recover the GST from the permittee by increasing the consideration payable by the permittee to the State by an amount equal to that which the State is obliged to remit to the Commonwealth as GST on the supply and that amount may be recovered from the permittee as part of the money payable to the State under this permit. The State will upon request by the permittee, issue to the permittee a valid GST tax invoice in respect of any taxable supply made under this permit.
(NOTE: For the purposes of this condition "GST" means the goods and services tax which results from the enactment of A New Tax System (Goods and Services Tax) Act 1999 and the related Acts which constitute the Commonwealth taxation reform (as amended from time to time)).
 - (6) The permittee must not under any circumstances enter into any arrangements to sublet, dispose of or transfer the permit.
 - (7) The permittee must pay the cost of any required survey or re-survey of the permit area.
 - (8) The permittee must control pest plants and animals, on the permit area, in accordance with the Land Protection (Pest and Stock Route Management) Act 2002 and the Local Laws and requirements of the Balonne Shire Council.
 - (9) The permittee has the responsibility for a duty of care, to take all reasonable and practicable measures to sustainably manage the permit area by conserving the physical, biological, productive and cultural values, either on the permit area or in areas affected by the management of the permit area.
 - (10) The permittee must ensure that the use and development of the permit area conforms to the Planning Scheme, Local Laws and requirements of the Balonne Shire Council, binding on the permittee.
 - (11) The permittee must give the Minister administering the Land Act 1994, information about the permit, when requested.
 - (12) The permittee must not clear any vegetation on the permit area, unless in accordance with the Integrated Planning Act 1997.

- (13) No compensation for improvements or developmental work is payable by the State at the cancellation or surrender of the permit, but the permittee has the right to remove the

Page 2/4

CURRENT STATE TENURE SEARCH
NATURAL RESOURCES, MINES AND ENERGY, QUEENSLAND

Request No: 35899599

Search Date: 23/12/2020 10:32

Title Reference: 40058023

Date Created: 12/02/2009

CONDITIONS

- permittees moveable improvements within a period of three (3) months from the cancellation or surrender of the permit, provided all money due by the permittee to the State on any account whatsoever has been paid, or be required to remove those improvements as specified in any further condition of permit.
- (14) This permit is subject to the Land Act 1994 and all other relevant State and Commonwealth Acts.
- C342 The permittee must comply with any lawful requirements of all relevant authorities.
- C344 The permittee must not under any circumstances carry out any cultivation on the permit area.
- C347 The stocking of the permit area must be managed by the permittee to the satisfaction of the Minister administering the Land Act 1994 and in such a manner to ensure as far as reasonably possible, that a reasonable body of pasturage is available to bona fide travelling stock.
- F46 The permittee must and to the satisfaction of the Minister administering the Land Act 1994, fence the permit area, with a good and substantial stock proof fence and must thereafter maintain.
- I66 The permittee indemnifies and agrees to keep indemnified the Minister administering the Land Act 1994, and the State of Queensland, Balonne Shire Council (the "Indemnified parties") against all actions, suits, proceedings, claims, demands, costs, losses, damages and expenses ("Claim") arising out of or in any way connected to or resulting from the granting of this permit to the permittee or which is connected to or resulting from the permittees' use and occupation of the permit area (all of which are referred to as "the indemnified acts or omissions") save to the extent that the Claim arises as a result of any negligent act or omission of the Indemnified parties, however, any negligent act or omission of one of the Indemnified parties does not negate the indemnity to any of the other Indemnified party/ies. The permittee hereby releases and discharges the Indemnified parties from any Claim relating to the indemnified acts or omissions which may be made against the Indemnified parties.
- U45 The permit must be cancelled upon the transfer or disposal of all the adjoining land held by the permittee.

CURRENT STATE TENURE SEARCH
NATURAL RESOURCES, MINES AND ENERGY, QUEENSLAND
Request No: 35899599
Search Date: 23/12/2020 10:32
Title Reference: 40058023
Date Created: 12/02/2009

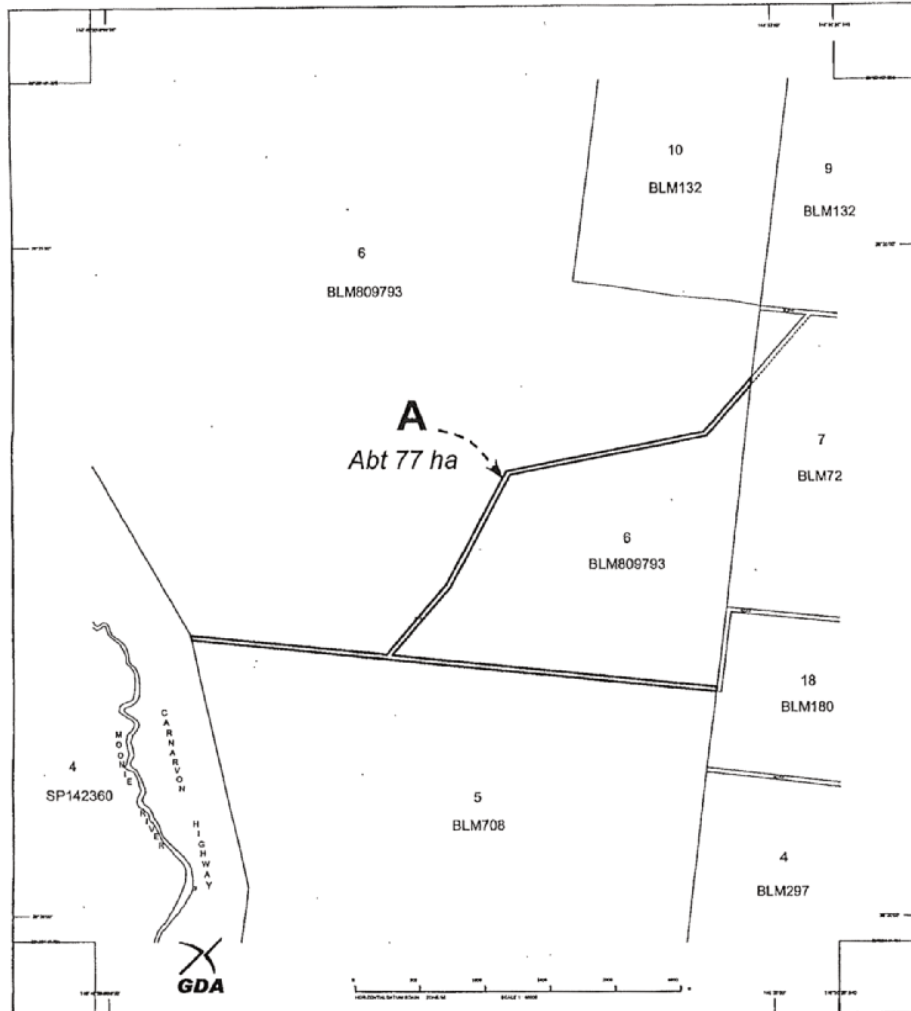
ENDORSEMENTS

ADMINISTRATIVE ADVICES - NIL
UNREGISTERED DEALINGS - NIL

** End of Current State Tenure Search **

Information provided under section 34 Land Title Act (1994) or
section 281 Land Act (1994)

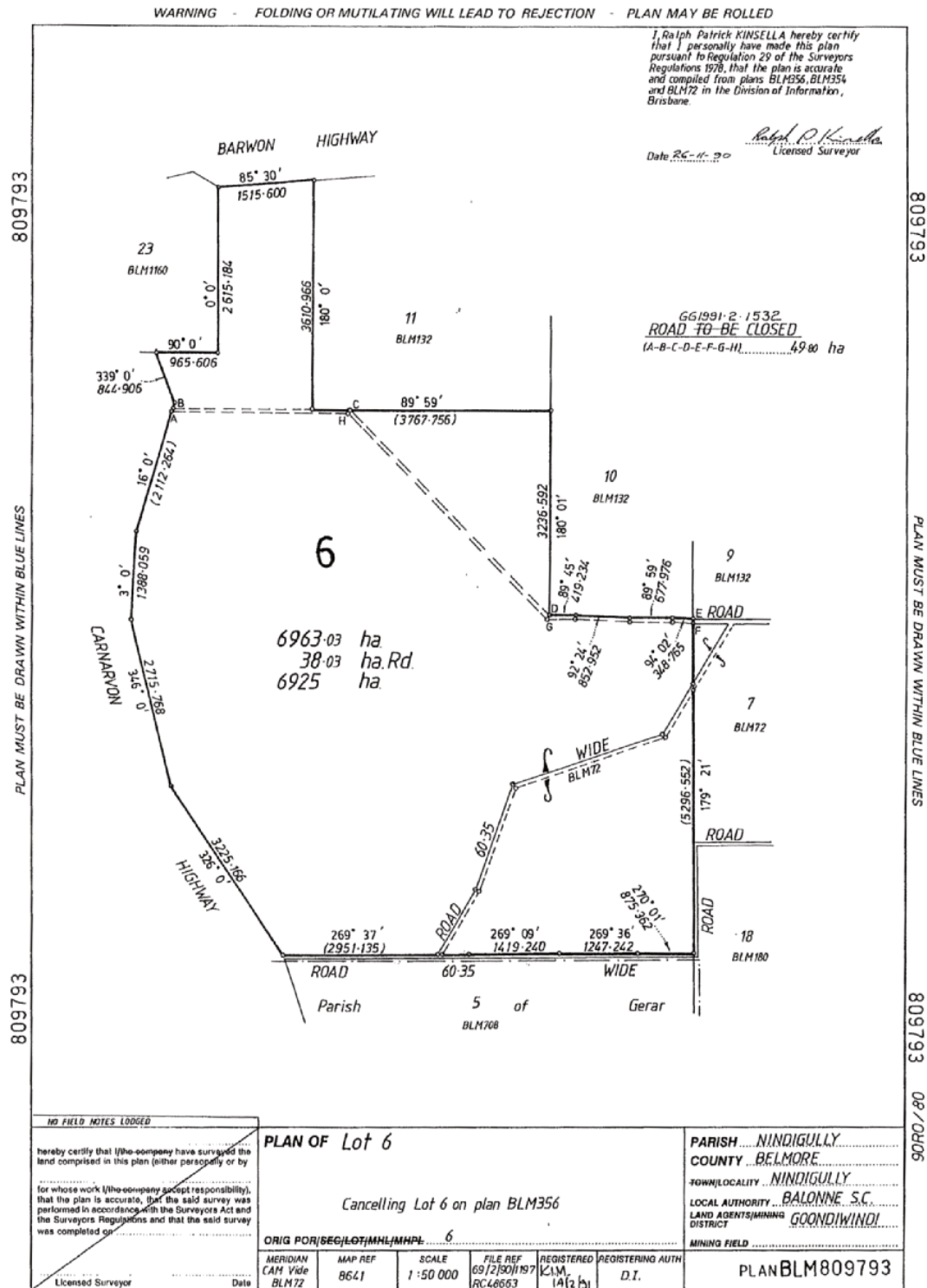
COPYRIGHT THE STATE OF QUEENSLAND (NATURAL RESOURCES, MINES AND ENERGY) [2020]
Requested By: D-ENQ INFOTRACK PTY LIMITED



<small>This Administrative Plan is based upon an abstraction from the Digital Cadastral Data Base.</small> <small>Produced by the Cartographic Unit Toowoomba Date 22/03/2008 30 The State of Queensland Department of Natural Resources & Mines, 2008</small>	Plan of Lot A being road intersecting Lot 6 BLM809793 and road adjoining the southern boundary Lot 6 BLM809793		File Reference 2005/001483
	Required for ISSUE OF A PERMIT		 AP14867
	PARISH: NINDIGULLY	LOCALITY: Thallon	
	COUNTY: Belmore	LOCAL AUTHORITY: Balonne S. C.	

CISP

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.. PLAN 809793

OFFICER REPORT

TO: Council

SUBJECT: Fees and Charges Schedule 2021-2022

DATE:

AGENDA REF: CES7

AUTHOR: Tayla Willis - Project Support Officer

Sub-Heading

Fees and Charges Schedule 2021-2022

Executive Summary

The purpose of this report is to amend the Fees and Charges for the 2021-2022 financial year.

Background

Council recently amended its Fees and Charges Schedule on 15 July 2021. Since the amendment we have some amendments for Stock Route in accordance with the *Stock Route Management Regulations 2003*.

The fees outlined below are payable under the Act, and permits are to be charged not less than the minimum or more than the maximum amount in accordance with State Directive Department of Resources under the *Stock Route Management Regulations 2003, Schedule 2 Fees*.

The proposed fees are outlined below for stock route agistment permits, travel permits and water facility agreements inspections only.

The Stock Route fees have now been amended for the financial year 2021-2022 for adoption.

Stock Route Travel Permit - Initial Application Fee	Commercial	Act, s 134(3))	\$ 175.00
Stock Route Travel Permit - Application Renewal or Change of Route	Commercial	Act, s 134(3))	\$ 100.00
Stock Route Travel Permit - Large Stock - per 20 head (or part of 20 head) per klm	Commercial	Stock Route Management Regulations 2003	\$ 0.02
Stock Route Travel Permit - Small Stock - per 100 head (or part of 100 head) per klm	Commercial	Stock Route Management Regulations 2003	\$ 0.02
Stock Route Grazing (Agistment) Permit - Initial Application Fee	Commercial	Act, s 134(3))	\$ 175.00
Stock Route Grazing (Agistment) Permit - Application Renewal or Change	Commercial	Act, s 134(3))	\$ 100.00
Stock Route Grazing (Agistment) - large stock - per head per week	Commercial	Stock Route Management Regulations 2003	\$ 2.95
Stock Route Grazing (Agistment) - Small Stock - per head per week	Commercial	Stock Route Management Regulations 2003	\$ 0.47
Inspecting Register of Water Facility Agreements	Commercial	Stock Route Management Regulations 2003	\$ 17.05

Schedule 2 Fees

section 17(1)

		\$
1	Permit fee for stock route agistment permit (Act, s 116(5))—	
	(a) for large stock—	
	(i) minimum fee, for each head, for each week	1.22
	(ii) maximum fee, for each head, for each week	2.95
	(b) for small stock—	
	(i) minimum fee, for each head, for each week	0.11
	(ii) maximum fee, for each head, for each week	0.47
2	Permit fee for stock route travel permit (Act, s 134(3))—	
	(a) for large stock—for each kilometre, for each 20 head or part of 20 head	0.02
	(b) for small stock—for each kilometre, for each 100 head or part of 100 head	0.02
3	Inspecting register of water facility agreements (Act, s 164(3)(a))	17.05

Link to Corporate Plan

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

Consultation (internal/external)

Department of Resources

Manager Rural Services and Compliance – Josh Dyke

Director of Finance and Corporate Services – Michelle Clarke

Legal Implications

Section 97 of the *Local Government Regulations 2012* allows Council to fix Cost Recovery Fees by resolution. Council may also charge for a service or facility, other than a service or facility for which a cost recovery fee may be fixed under *Section 262(3)(c) Local Government Act 2009*.

Under Schedule 2 and the Stock Route Management Act 2002, that fees are payable for Travel, Grazing Permits and Water Facility Agreements, the fees are outlined in the *Stock Route Management Regulations 2003*.

Council can amend its fees and charges schedule at any time during the year.

Risk Implications

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

Policy Implications

Amend the fees and charges schedule for 2021-2022

Financial and Resource Implications

In accordance with the *Stock Route Management Regulations 2003, Schedule 2* and S97 and S262 (3) (c) of the *Local Government Act 2009*.

Options or Alternatives

Nil

Attachments

Nil

Recommendation/s

That Council resolves to amend the fees and charges schedule for 2021-2022, in accordance with Section 262(3)(c) of the *Local Government Act 2009* and Section 97 of the *Local Government Regulations 2012*, and the *Stock Route Management Regulations 2003* (as at 1 July 2021) as follows:

Stock Route Travel Permit - Initial Application Fee	Commercial	\$ 175.00
Stock Route Travel Permit - Application Renewal or Change of Route	Commercial	\$ 100.00
Stock Route Travel Permit - Large Stock - per 20 head (or part of 20 head) per klm	Commercial	\$ 0.02
Stock Route Travel Permit - Small Stock - per 100 head (or part of 100 head) per klm	Commercial	\$ 0.02
Stock Route Grazing (Agistment) Permit - Initial Application Fee	Commercial	\$ 175.00
Stock Route Grazing (Agistment) Permit - Application Renewal or Change	Commercial	\$ 100.00
Stock Route Grazing (Agistment) - large stock - per head per week	Commercial	\$ 2.95
Stock Route Grazing (Agistment) - Small Stock - per head per week	Commercial	\$ 0.47
Inspecting Register of Water Facility Agreements	Commercial	\$ 17.05

Digby Whyte

Director Community and Environmental Services

OFFICER REPORT

TO: Council

SUBJECT: RL 110 - Development Application for Reconfiguring a Lot - Boundary Realignment (Eleven (11) Lots into Two (2) Lots) Located at Whyenbah Road St George QLD 4487 (described as Lot 1 on BLM267, Lot 2 on BLM267, Lot 6 on BLM267, Lot 3 on BLM268, Lot 4 on BLM268, Lot 5 on BLM268, Lot 8 on BLM931, Lot 9 on BLM364, Lot 10 on SP308129, Lot 7 on BLM365 and Lot 12 on SP136684)

DATE: 09.08.21

AGENDA REF: CES8

AUTHOR: Michelle Walters - Administration Officer

Executive Summary

Council has received a properly made development application from SMK QLD Consultants on behalf of Eastern Australian Agriculture Pty Ltd for Reconfiguring a Lot - Boundary Realignment (Eleven (11) Lots into Two (2) Lots) located on the Whyenbah Road St George QLD 4487 (described as Lot 1 on BLM267, Lot 2 on BLM267, Lot 6 on BLM267, Lot 3 on BLM268, Lot 4 on BLM268, Lot 5 on BLM268, Lot 8 on BLM931, Lot 9 on BLM364, Lot 10 on SP308129, Lot 7 on BLM365 and Lot 12 on SP136684).

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

The application is generally consistent with the assessment benchmarks provided by the *Planning Act 2016* and any perceived conflict with the assessment benchmarks can be addressed by way of conditions of development approval and having regard to the relevant matters.

Background

Applicant:	SMK QLD Consultants for Eastern Australian Agriculture Pty Ltd
Owner of Land:	Eastern Australian Agriculture Pty Ltd
Land description:	Lot 1 on BLM267, Lot 2 on BLM267, Lot 6 on BLM267, Lot 3 on BLM268, Lot 4 on BLM268, Lot 5 on BLM268, Lot 8 on BLM931, Lot 9 on BLM364, Lot 10 on SP308129, Lot 7 on BLM365 and Lot 12 on SP136684
Lot area:	15,720.4975 ha (Total)
Zone/Precinct:	Rural Zone
Overlay:	Flood Hazard Overlay

Proposal:	Reconfiguring a Lot - Boundary Realignment (Eleven (11) Lots into Two Lots)
Proposal Assessment category:	Code Assessment
Referral/Concurrency Agencies:	Nil
Properly made date:	11 June 2021

PROPOSAL

The application seeks approval for a Development Permit for Reconfiguring a Lot - Boundary Realignment (Eleven (11) Lots into Two (2) Lots) Located on the Whyenbah Road St George QLD 4487 (described as Lot 1 on BLM267, Lot 2 on BLM267, Lot 6 on BLM267, Lot 3 on BLM268, Lot 4 on BLM268, Lot 5 on BLM268, Lot 8 on BLM931, Lot 9 on BLM364, Lot 10 on SP308129, Lot 7 on BLM365 and Lot 12 on SP136684)

The proposed development involves a boundary realignment (amalgamation of lots) eleven lots into two lots. Proposed Lot 1 will have an area of 9,567ha and proposed Lot 2 will have an area of 6,153ha. The proposal will not change the existing use. It will continue to be used for agricultural purposes. The proposed development will essentially provide for the better management and future viability of agricultural activities onsite, allowing for separation of the applicant's irrigation enterprise from dryland cropping and farming and grazing enterprise. No new buildings, structures or infrastructure (roads or access points) are proposed or required as part of the boundary realignment.

Refer to Figure 1 for the Plan of development.

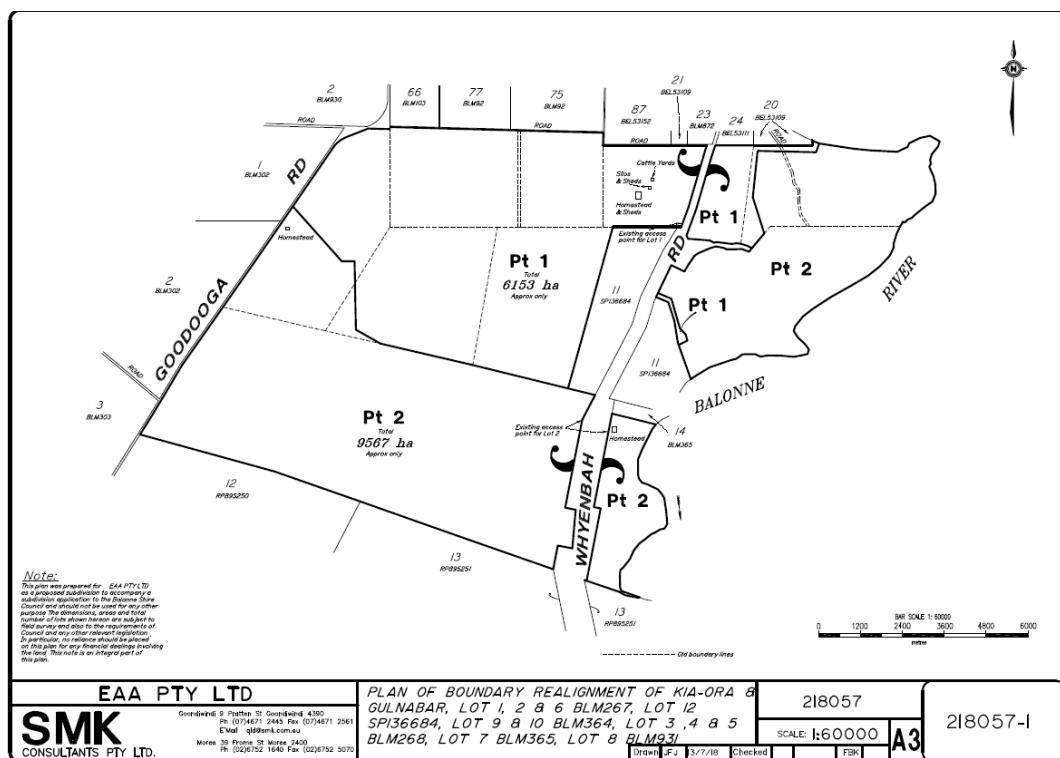


Figure 1: Plan of Development

Source: Application materials

Characteristics of the site:

- MSES - High ecological significance wetlands
- MSES - High ecological value waters (wetland)
- MSES - High ecological value waters (watercourse)

The proposed development will avoid areas of MSES and does not involve clearing of any vegetation.

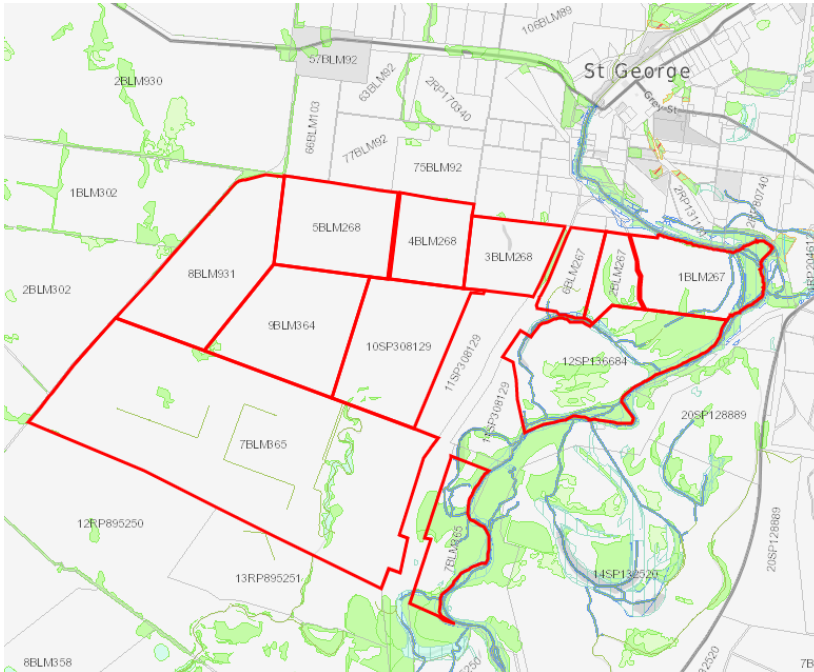


Figure 3: Vegetation areas

Source: QLD SPP Mapping System

Natural Hazards

The development site is subject to areas of flooding identified on the Queensland State Planning Policy Interactive Mapping System (Flood hazard area - Level 1 - Queensland floodplain assessment overlay).

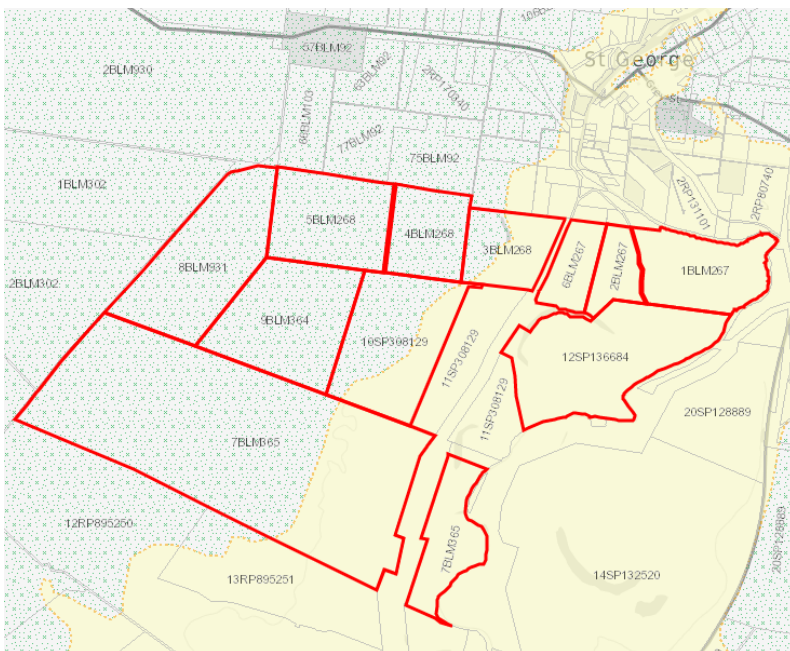


Figure 4: Flood hazard area

Source: QLD SPP Interactive Mapping System

In addition to flood hazard areas, the site is also contains bushfire hazards areas identified on the Queensland State Planning Policy Interactive Mapping System.

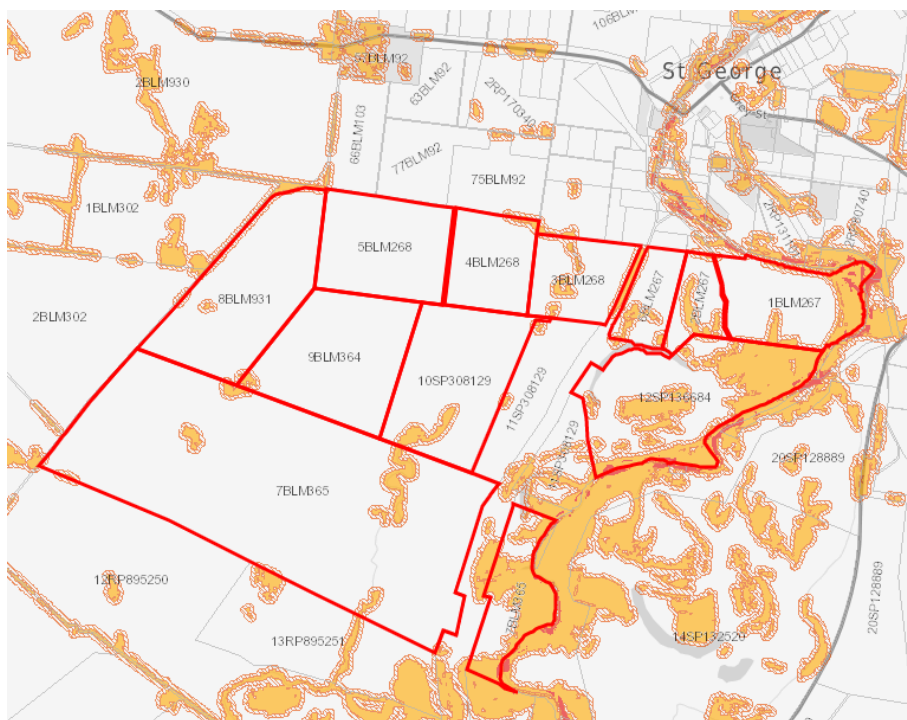


Figure 5: Bushfire fire hazard areas

Source: QLD SPP Interactive Mapping System

ASSESSMENT

The proposal constitutes a *reconfiguring a lot* as defined in the *Planning Act 2016*.

Reconfiguring a lot means:

- (a) creating lots by subdividing another lot; or
- (b) amalgamating 2 or more lots; or
- (c) rearranging the boundaries of a lot by registering a plan of subdivision under the *Land Act* or *Land Title Act*; or
- (d) dividing land into parts by agreement rendering different parts of a lot immediately available for separate disposition or separate occupation, other than by an agreement that is—
 - (i) a lease for a term, including renewal options, not exceeding 10 years; or
 - (ii) an agreement for the exclusive use of part of the common property for a community titles scheme under the *Body Corporate and Community Management Act 1997*; or
- (e) creating an easement giving access to a lot from a constructed road.

Pursuant to Section 45 of the *Planning Act 2016*, a Code Assessable application is an assessment that must be carried out only -

- (a) against the assessment benchmarks in a categorising instrument for the development; and
- (b) having regard to any matters prescribed by regulation.

The Assessment Benchmarks applicable to the development assessment are:

- the Regional Plan (i.e. *Maranoa-Balonne Regional Plan* and *Darling Downs Regional Plan*);

- the *State Planning Policy*; and
- the *Balonne Shire Planning Scheme*.

After completing an assessment of the proposal against the Assessment Benchmarks, Council must make a decision about whether to approve or refuse this development application in accordance with Section 60 of the *Planning Act 2016*.

Assessment Benchmarks

Regional Plans

The *Maranoa Balonne Regional Plan 2009* is a statutory planning instrument intended to assist in managing change and shaping the prospects of rural communities in the Maranoa and Balonne regional council areas. The regional plan sets out desired regional outcomes, which identify aspirations for ecological sustainability for the region.

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

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

The *Balonne Shire Planning Scheme*, and specifically the strategic framework, appropriately advances the *Maranoa–Balonne Regional Plan 2009* and the *Darling Downs Regional Plan 2013* as they apply in the planning scheme area, and therefore an independent assessment of the proposal against these planning instruments is not required.

State Planning Policy

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

Balonne Shire Planning Scheme 2019

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

- Part 5 Tables of assessment
- Part 7 Development Codes
 - Part 7.4.2 Reconfiguring a lot code
 - Part 7.4.3 Flood hazard overlay code

Part 5 - Tables of assessment

The Tables of Assessment identify the category of development, the category of assessment and the assessment benchmarks for assessable development in the planning scheme area. The Tables of Assessment

identify the level of assessment for the proposed reconfiguring a lot in the proposed location as “Code Assessment.”

Part 7 Development Codes

7.4.2 Reconfiguring a lot code

The purpose of the reconfiguring a lot code is to:

- (a) Facilitate the creation of lots to a size and dimension of that allows the zones to achieve the intended use.*
- (b) Reconfiguring lots ensures that future lots are resilient from the impacts of flood and bushfire.*
- (c) Reconfiguring lots does not adversely impact on the cultural heritage or biodiversity values (including MSES) of an area or water quality.*
- (d) Reconfiguring lots does not adversely impact on the Shire’s economy.*
- (e) ensure that the stock route network is maintained and protected from inappropriate development.*

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

- (a) Reconfiguration of lots creates safe, functional and suitable lots that are consistent with the existing zone intent.*
- (b) Reconfiguration of lots ensures that development can provide adequate access and services for all new lots.*
- (c) Reconfiguration of lots does not lead to a loss of biodiversity and ecological connectivity.*
- (d) Reconfiguration ensures the environmental values and quality of Queensland waters are protected and enhanced.*
- (e) development does not conflict with the ongoing efficient and safe use of the stock route network by travelling stock.*
- (f) Development does not inhibit the safe and efficient operation of pipelines.*

The proposed development for reconfiguring a lot for a boundary realignment complies with the Purpose and Outcomes of the reconfiguring a lot code because;

- The proposed boundaries will create a safe and functional land configuration allowing for better management and future viability for agricultural purposes;
- The development does not involve clearing of vegetation and therefore the existing biodiversity and ecological connectivity and environmental values are protected;
- The development does not involve the creation of any additional lots, rather a reduction in lots and therefore will not adversely impact nor conflict with the ongoing efficient and safe use of the adjoining Whyenbah Road stock route network;
- The development site has existing road accesses that are suitable for the ongoing agricultural land use and onsite services that are adequate for the existing uses on the subject land; and
- The proposed development will have no adverse impact on the Shire’s economy.

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

Performance outcomes	Response
PO1 The land is physically suitable for the anticipated future land use in terms flooding hazard, bushfire hazard and practical access.	✓ The subject site has existing access points from Whyenbah Road which is a flood free access. As a result of the development there will be no change to these access points.
PO2 The proposed lots have a legal point of access from local or state controlled road networks.	✓ The subject site has existing access points from Whyenbah Road. As a result of the development there will be no change to these access points.
PO3 The proposed lots are of a size and dimension to meet the outcomes for development in the zones in respect of: <ul style="list-style-type: none"> • preserving land for agriculture and animal production in the Rural zone. • achieving a safe and pleasant residential environment. • consistent with the nature and layout of existing subdivision patterns. • providing a variety of lot sizes for residential living, industry and commerce. 	The development site is located in the Rural zone and consists of eleven land parcels. The planning scheme permits subdivision in the Rural zone provided a minimum lot size of 5,000 hectares is achieved. Proposed Lot 1 will have a land area of 6,153ha and proposed Lot 2 will have land area of 9,567ha, therefore both proposed lots are above the permitted minimum area of 5,000ha. The proposed development will essentially provide for the better management and future viability of agricultural activities onsite, allowing for separation of the applicant's irrigation enterprise from dryland cropping and farming and grazing enterprise.
Site Layout	
PO4 Stormwater is controlled to minimise the environmental impacts of runoff from the development on the water quality of surface and ground water.	✓ As a result of the proposed reconfiguring a lot – boundary realignment, there will be no change to the way stormwater is managed or affect on stormwater runoff, water quality or ground water.
PO5 The impacts of development on matters of state environmental significance (identified in SPP mapping – Environment and Heritage – Biodiversity) are avoided or if avoidance is not possible, minimised.	✓ As a result of the proposed reconfiguring a lot – boundary realignment, there will be no disturbance to existing matters of state environmental significance (regulated vegetation) onsite. Clearing of existing vegetation is not required.
PO6 The proposed lots will not lead to diminished productivity of rural land.	✓ Proposed Lot 1 will have a land area of 6,153ha and proposed Lot 2 will have a land area of 9,567ha. Both proposed lots are above the permitted minimum area of 5,000ha.

	The proposed development will essentially provide for better productivity of the land and future viability of agricultural activities onsite.
PO7 A potable water supply and adequate sewerage services are available to each lot in a development that will be used for residential, commercial or industrial purposes.	✓ The existing potable water supply and sewerage to each of the two existing dwellings will be retained.
Flood	
PO8 Development located within areas containing a flood hazard responds to flooding potential and maintains personal safety at all times with regards to siting and layout.	N/A – The proposed development is for reconfiguring a lot – boundary realignment and will not result in any additional people living on the site or new buildings or structures being constructed.
Bushfire	
PO9.1 Where reconfiguration is undertaken in an urban area or is for urban purposes or smaller scale purposes, a separation distance from hazardous vegetation is established provided to achieve a radiant heat flux level of 29kW/m ² at the edge of the proposed lot(s).	N/A – The development site is not located in an urban area.
PO9.2 Where reconfiguration is undertaken for other purposes, a building envelope of reasonable dimensions is provided on each lot which achieves radiant heat flux level of 29kW/m ² at any point.	N/A – The proposed development is for a reconfiguring a lot – boundary realignment. No new buildings or structures will be constructed.
PO10 Where reconfiguration is undertaken in an urban area or is for urban purposes, a constructed perimeter road with reticulated water supply is established between the lots and the hazardous vegetation and is readily accessible at all times for urban fire fighting vehicles. The access is available for both firefighting and maintenance/defensive works.	N/A – The proposed development is for a reconfiguring a lot – boundary realignment in the Rural zone.
PO11 The access is available for both firefighting and maintenance/hazard reduction works.	✓ The proposed development is for the realignment of boundaries to reduce the number of existing lots from 11 lots to two lots. The development site is provided with existing accesses from Whyenbah Road. Existing internal roads are located within the development site that provide fire breaks and access for emergency vehicles if required during a bushfire event.

<p>PO12</p> <p>Where reconfiguration is undertaken for other purposes, a formed, all weather fire trail is provided between the hazardous vegetation and either the lot boundary or building envelope, and is readily accessible at all times for the type of fire fighting vehicles servicing the area.</p> <p>However, a fire trail will not be required where it would not serve a practical fire management purpose.</p>	Complies as per above response.
<p>PO13</p> <p>The development design responds to the potential threat of bushfire and establishes clear evacuation routes which demonstrate an acceptable or tolerable risk to people.</p>	<p>✓</p> <p>The proposed development comprises a boundary realignment only. It will not change or increase the number of people living on the site or create additional risk to people residing on the site.</p>
<p>PO14</p> <p>Critical infrastructure does not increase the potential bushfire hazard.</p>	N/A - The proposed development is for reconfiguring a lot – boundary realignment in the Rural zone.
Local heritage places	
<p>PO15</p> <p>Development maintains an intact context and setting that is compatible with the cultural heritage significance of the place.</p>	<p>✓</p> <p>As a result of the proposed development there will be no change to the context and setting of the area and any known cultural heritage significance in the immediate area.</p>
Stock Route Network	
<p>PO16</p> <p>The stock route network identified in SPP mapping – Economic Growth – Agriculture – Stock Route is protected from encroachment by incompatible land uses and allows safe passage of stock traversing the stock route. Development does not adversely impact other stock route values including recreational, environmental and heritage.</p>	<p>✓</p> <p>The proposed development is for reconfiguring a lot – boundary realignment resulting in no new lots being created adjacent to Whyenbah Road stock route network.</p>
Petroleum Pipelines	
<p>PO17</p> <p>The integrity of pipelines carrying petroleum is maintained.</p>	N/A – The development site does not contain a petroleum pipeline or easement.

Part 7.4.3 Flood hazard overlay code

The purpose of the Flood hazard overlay code is to:

- (a) *Provide for the assessment of the suitability of development in the Flood hazard overlay area to ensure that risk to life, property, community, economic activity and the environment during flood events is minimised.*

- (b) *Ensure that development does not increase the potential for flood damage on-site or to other property.*

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

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

The proposed development for reconfiguring a lot for a boundary realignment complies with the Purpose and Outcomes of the flood hazard code because it;

- Will not increase or create risk to life, property, community, economic activity and the environment or increase the potential for flood damage on-site or to adjoining properties during a flood event;
- Does not involve the creation of any new lots or new accesses and therefore will not create any risk to personal safety or flood hazard to property in this respect;
- Will have no adverse affect or undue burden on disaster management response or recovery capacity and capabilities. By reducing the number of lots, the development is more likely to limit the number of people residing on the site as the land will no longer have the potential to be held under 11 separate landholdings/ownerships; and
- Does not involve any clearing of vegetation nor involve any release of hazardous materials .

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

Performance outcomes	Response
Built Form	
PO1 Development is resilient to flood events by ensuring design and built form to account for the potential risks of flooding.	N/A – The proposed development is for reconfiguring a lot for a boundary realignment. No new dwellings or structures will be constructed as part of the development.
Development siting and layout	
PO2 Development siting and layout, responds to flooding potential and maintains personal safety at all times.	N/A – The development is not located within the Limited Residential Precinct.
Effects on flood behaviour	
PO3	N/A – The proposed development is for reconfiguring a lot for a boundary realignment and therefore will not

Development directly, indirectly and cumulatively avoids any increase in water flow velocity or flood level, and does not increase the potential for flood damage either on site or on other properties ⁷ .	<p>result in blocking or diverting floodwaters in a manner that will increase flood levels or velocities onsite or on other properties.</p> <p>The proposed development does not involve any physical alteration to a watercourse or floodway or include any vegetation clearing.</p>
Hazardous materials	
PO4 Development avoids the release of hazardous materials or contaminants into floodwaters.	N/A – The proposed development is for a reconfiguring a lot application.
Disaster management responses	
PO5 The development supports, and does not unduly burden, disaster management response or recovery capacity and capabilities.	N/A – The proposed development is for reconfiguring a lot for a boundary realignment and therefore will not result in an increase in people living at the development site.
Community infrastructure	
PO6 Development involving community infrastructure (defined as Sensitive Land Uses and Community Oriented Uses under this planning scheme): <ul style="list-style-type: none"> (a) remains functional to serve community need during and immediately after a flood event. (b) is designed, sited and operated to avoid adverse impacts on the community or environment due to the impacts of flooding on infrastructure, facilities or access and egress routes. (c) retains essential site access during a flood event. (d) and is able to remain functional even when infrastructure or services may be compromised in a flood event. 	N/A – The proposed development is for a reconfiguring a lot located within the Rural zone.

Referral Agencies

There were no referral agencies applicable for this application.

Public Notification and Submissions

Not applicable.

Link to Corporate Plan

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

Consultation (internal/external)

Nil

Legal Implications

The *Planning Act 2016* and *Balonne Shire Planning Scheme 2019* apply.

Risk Implications

Nil.

Policy Implications

Council's planning policies apply.

Financial and Resource Implications

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

Attachments

1. RL 110 Proposal Plan.pdf [↓](#)

Recommendation/s

That:

- a) Council receives this report.
- b) Council approves the Development Application for Reconfiguring a Lot - Boundary Realignment (Eleven (11) Lots into Two (2) Lots) Located on the Whyenbah Road St George QLD 4487 (described as Lot 1 on BLM267, Lot 2 on BLM267, Lot 6 on BLM267, Lot 3 on BLM268, Lot 4 on BLM268, Lot 5 on BLM268, Lot 8 on BLM931, Lot 9 on BLM364, Lot 10 on SP308129, Lot 7 on BLM365 and Lot 12 on SP136684), subject to the permit conditions listed below.

Conditions:

Approved development

1. The approved development is for Reconfiguring a Lot – Boundary Realignment comprising eleven (11) Lots into Two (2) Lots, as defined in the *Planning Act 2016* and as shown on the approved plan.

General

2. Complete and maintain the approved development as follows:

- a) in accordance with development approval documents; and
 - b) strictly in accordance with those parts of the approved development that have been specified in detail by the Council unless the Council agrees in writing that those parts will be adequately complied with by amended specifications.
3. Any civil engineering and related work shall be designed and supervised by Registered Professional Engineers of Queensland (RPEQ) who are competent in completing the works.

Compliance

4. The applicant shall contact Council to arrange a development compliance inspection prior to the endorsement of the Survey Plan.
5. Unless otherwise stated, all conditions must be complied with prior to the Council endorsing the Survey Plan.

Approved documents

6. The approved development is to be carried out in accordance with following approved plans and documents and subject to the approval conditions. Where there is any conflict between the approval conditions and the details shown on the approved plans, the approval conditions prevail.

Plan/Document Number:	Plan/Document Name:	Date:
218057-1	Plan of Boundary Realignment of Kia-Ora and Gulnabar	13/07/18

Existing buildings and structures

7. Existing buildings, structures, infrastructure and services located on the development site are not to encroach on the proposed allotment boundaries.

Services provision

8. Each lot is to have a water supply adequate for the intended use.
9. All services installation, including onsite sewerage and water connections, must comply with:
- (a) the development approval conditions;
 - (b) the relevant service provider's requirements and specifications;
 - (c) any relevant provisions in the planning scheme for the area;
 - (d) Council's standard designs for such work where such designs exist;
 - (e) any relevant Australian Standard that applies to that type of work; and
 - (f) any alternative specifications that the Council has agreed to in writing and which the developer must ensure do not conflict with any requirements imposed by any applicable laws and standards.
10. Any conflicts associated with proposed and existing services shall be forwarded by the developer to the appropriate controlling authority for approval of any proposed changes.

Stormwater and drainage

11. Post-development stormwater runoff flows, the characteristics of which include volume, concentration and velocities from the development site, must not exceed pre-development stormwater runoff flows to adjoining properties or roads.
12. There must be no increases in any silt loads or contaminants in any overland flow from the property during the course of any works required to establish the approved development or fulfil the requirements of the development approval conditions.

Access and roads

13. Each lot must have vehicle access to a formed road (Whyenbah Road). The landowner is responsible for the construction and maintenance of crossovers from the road carriageway to the property boundary and all internal vehicle access ways, and for obtaining any approvals that may be required and for complying with the applicable designs and standards.

Protection of infrastructure

14. The developer is responsible for locating and protecting any Council and public utility services, infrastructure and assets. Any damage to existing infrastructure (road pavement, existing underground assets, etc.) attributable to the development, shall be immediately rectified in accordance with the asset owners' requirements and specifications and to the satisfaction of the asset owners' representative(s) and at no cost to Council.

Avoiding nuisance

15. During the establishment of the approved development, no nuisance is to be caused to adjoining properties and occupiers, including by way of smoke, dust, rubbish, contaminant, stormwater discharge or siltation at any time.

No cost to Council

16. All costs associated with the approved development are to be met by the developer, including costs of survey, registration, document lodgement, easement documentation preparation and plan sealing unless there is specific agreement by other parties, including the Council, to meeting those costs.

Latest versions

17. Where another condition refers to a specific published standard, manual or guideline, including specifications, drawings, provisions and criteria within those documents, that condition shall be deemed as referring to the latest versions of those publications that are publicly available at the time the first operational works or compliance approval is lodged with the assessment manager or approval agency for those types of works to be performed or approved, unless a regulation or law requires otherwise.

Rates and charges

18. All rates and charges of any description and all arrears of such rates and charges, together with interest outstanding thereon, on the land, due to Council, shall be paid prior to the Council endorsing the Survey Plan.

General advice:

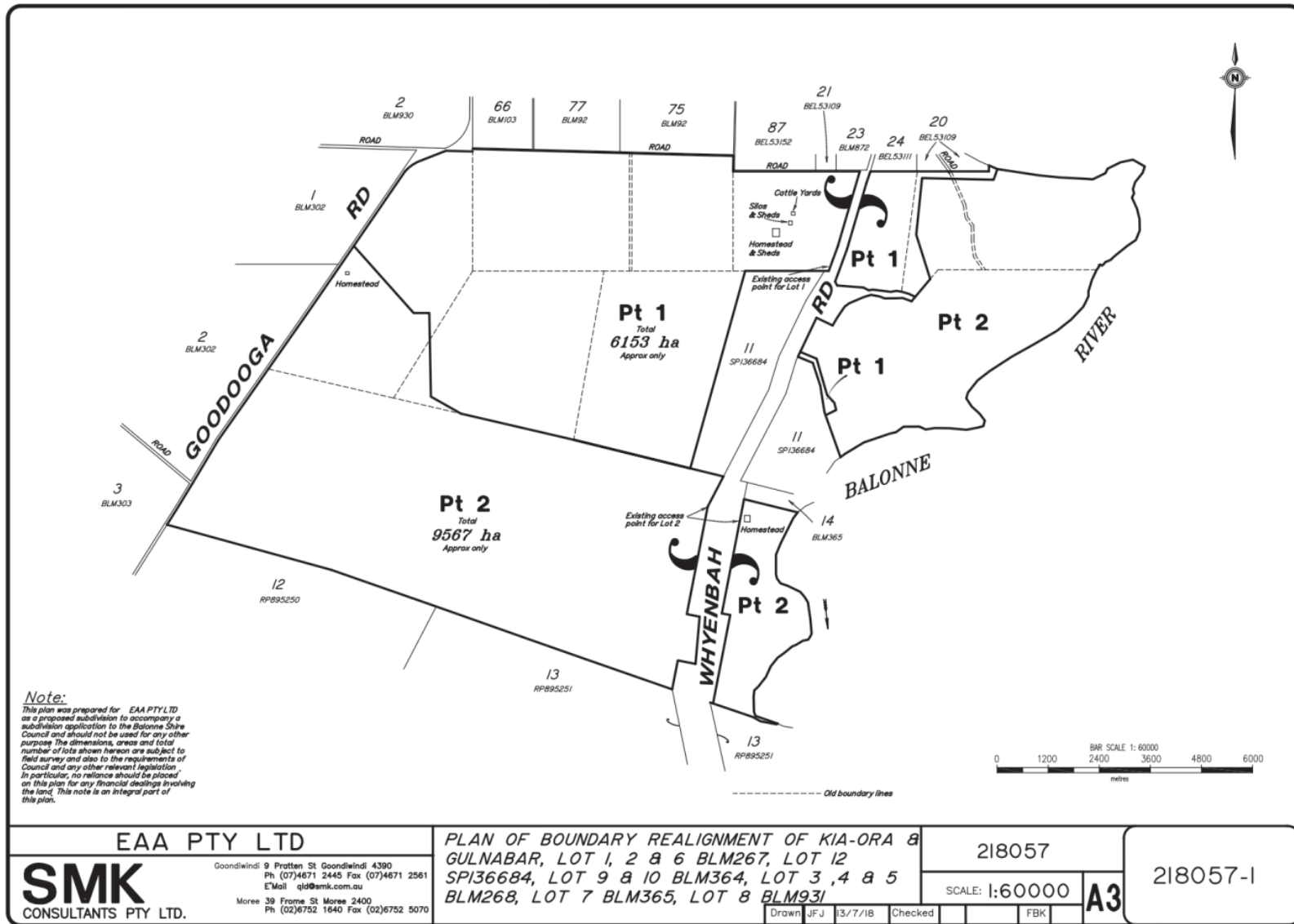
- i. The relevant planning scheme for this development is Balonne Shire Planning Scheme 2019. All references to the 'Planning Scheme' and 'Planning Scheme Schedules' within these conditions refer to the above Planning Scheme.
- ii. The land use rating category may change upon commencement of any new use on the approved lot(s). Council's current Revenue Statement, which includes the minimum general rate levy for the approved use/s, can be viewed on the Council Website: <https://www.balonne.qld.gov.au/>
- iii. A development permit for a Material Change of Use will be required for any activity or development on the approved lots that is not accepted development or that does not comply with the assessment benchmarks for accepted development subject to requirements in the Balonne Shire Planning Scheme 2019.
- iv. Reticulated sewerage is unavailable to the development site. A development permit for plumbing and drainage works must be obtained from Council for any onsite sewerage system provided on the proposed lots.
- v. New development on any of the approved lots must be provided with an adequate supply of electricity. In the event that an adequate supply of electricity cannot be achieved through efficient design and alternative energy technologies, a connection to the reticulated electricity network must be made available. Prospective purchasers and/or developers of the newly created lot/s are encouraged to contact the relevant electricity provider to determine the availability and costs associated with connecting to the reticulated network. Council will not accept any responsibility for the supply of electricity to any of the approved lots and a note to this effect will be included on any Rate Search Certificate issued by Council.
- vi. Any future clearing on either of the subject lots must be in accordance with the legislative exemptions, accepted development vegetation clearing codes or relevant development approval conditions.
- vii. All persons involved in the development have an obligation to take all reasonable and practical measures to prevent or minimise any biosecurity risk under the Biosecurity Act 2014.
- viii. The Environmental Protection Act 1994 states that a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. Environmental harm includes environmental nuisance. In this regard, persons and entities involved in the operation of the approved development are to adhere to their 'general environmental duty' to minimise the risk of causing environmental harm to adjoining premises.
- ix. All Aboriginal Cultural Heritage in Queensland is protected under the Aboriginal Cultural Heritage Act 2003 and penalty provisions apply for any unauthorised harm. Under the legislation a person carrying out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage. This applies whether or not such places are recorded in an official register and whether or not they are located in, on or under private land. The developer is responsible for implementing reasonable and practical measures to ensure Cultural Heritage Duty of Care Guidelines are met and for obtaining any clearances required from the responsible entity.

- x. It is the responsibility of the developer to obtain all necessary permits and submit all necessary plans to the relevant authorities that are associated with the approved development, including any permits/approvals required by any State Agencies.
- xi. In completing an assessment of the proposed development, Council has relied on the information submitted in support of the development application as true and correct. Any change to the approved plans and documents may require a new or changed development approval. It is recommended to contact Council for advice in the event of any potential change in circumstances.
- xii. The requirements to reconfigure a lot authorised by this Development Permit must be fully performed and completed within four years from the date this Development Permit takes effect at no cost to the Council.

The Survey Plan must be duly signed by the registered proprietor of the land and the surveyor and submitted to Council for approval in a form acceptable to Council within four years from the date this Development Permit takes effect.

Unless otherwise stated all conditions shall be completed prior to the Council endorsing the relevant Survey Plan.

Digby Whyte
Director Community and Environmental Services



OFFICER REPORT

TO: Council

SUBJECT: RL 111 - Development Application for Reconfiguring a Lot - Boundary Realignment (Eleven (11) Lots into Two (2) Lots) located on Castlereagh Highway, Dirranbandi QLD 4486 (described as Lot 1 on RP67015, Lot 1 on BEL5376, Lot 2 on BEL5376, Lot 3 on BEL5376, Lot 4 on BEL5376, Lot 5 on BEL5375, Lot 52 on BEL5376, Lot 4 on SP129702, Lot 5 on BLM367, Lot 6 on BLM367 and Lot 1 on BLM271)

DATE: 09.08.21

AGENDA REF: CES9

AUTHOR: Michelle Walters - Administration Officer

Executive Summary

Council has received a properly made development application from SMK QLD Consultants on behalf of Eastern Australian Agriculture Pty Ltd for Reconfiguring a Lot - Boundary Realignment (Eleven (11) Lots into Two (2) Lots) located on the Castlereagh Highway, Dirranbandi QLD 4486 (described as Lot 1 on RP 67015, Lot 1 on BEL5376, Lot 2 on BEL5376, Lot 3 on BEL5376, Lot 4 on BEL5376, Lot 5 on BEL5375, Lot 52 on BEL5376, Lot 4 on SP129702, Lot 5 on BLM367, Lot 6 on BLM367 and Lot 1 on BLM 271).

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

The application is generally consistent with the assessment benchmarks provided by the *Planning Act 2016* and any perceived conflict with the assessment benchmarks can be addressed by way of conditions of development approval and having regard to the relevant matters.

Background

Applicant:	SMK QLD Consultants for Eastern Australian Agriculture Pty Ltd
Owner of Land:	Eastern Australian Agriculture Pty Ltd
Land description:	Lot 1 on RP67015, Lot 1 BEL5376, Lot 2 on BEL5376, Lot 3 on BEL5376, Lot 4 on BEL5376, Lot 5 on BEL5375, Lot 52 on BEL5376, Lot 4 on SP129702, Lot 5 on BLM367, Lot 6 on BLM367 and Lot 1 on BLM271
Lot area:	18,418.680 ha (Total)
Zone/Precinct:	Rural Zone
Overlay:	Flood Hazard Overlay

Proposal:	Reconfiguring a Lot - Boundary Realignment (Eleven (11) Lots into Two Lots)
Proposal Assessment category:	Code Assessment
Referral/Concurrency Agencies:	Nil
Properly made date:	11 June 2021

The application seeks approval for a Development Permit for Reconfiguring a Lot - Boundary Realignment (Eleven (11) Lots into Two (2) Lots) located on the Castlereagh Highway, Dirranbandi QLD 4486 (described as Lot 1 on RP67015, Lot 1 on BEL5376, Lot 2 on BEL5376, Lot 3 on BEL5376, Lot 4 on BEL5376, Lot 5 on BEL5375, Lot 52 on BEL5376, Lot 4 on SP129702, Lot 5 BLM367, Lot 6 on BLM367 and Lot 1 on BLM271).

The proposed development involves a boundary realignment to amalgamate eleven lots into two lots. Proposed Lot 1 will have an area of 10,924ha and proposed Lot 2 will have an area of 8,960ha. The proposal will not change the existing use. It will continue to be used for agricultural purposes. The proposed development will essentially provide for the better management and future viability of agricultural activities onsite allowing for separation of the applicant's irrigation enterprise from dryland cropping and farming and grazing enterprise. No new buildings, structures or infrastructure (roads or access points) are required as part of the boundary realignment.

Refer to Figure 1 for the Plan of development.

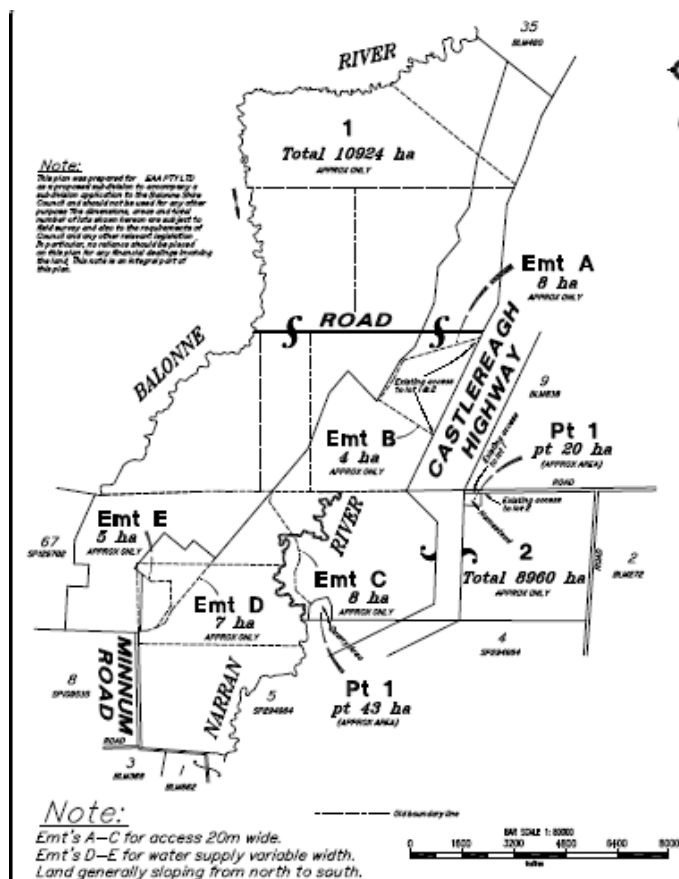


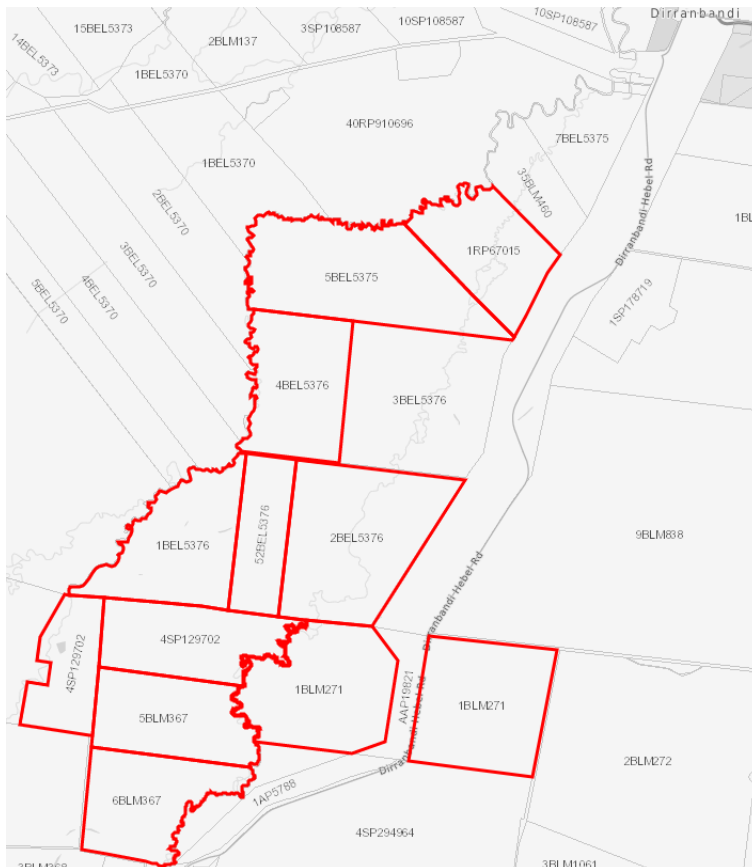
Figure 1: Plan of Development

Source: Application materials

Characteristics of the site:

The development site consists of eleven irregular shaped rural land parcels located in the Rural Zone of the *Balonne Shire Planning Scheme 2019*. The subject site is located approximately 16km (by road) south of the township of Dirranbandi on the Castlereagh Highway.

Vehicle access to the site is gained from Castlereagh Highway. The existing vehicle accesses will be retained as part of the development and therefore no new accesses will be required.



The site is occupied by an existing gravel pit (located on existing Lot 1 on BLM271 – does not form part of this application) which will form part of Lot 1. There is also a dwelling currently located on Lot 1 on BLM271. As result of the development, the dwelling will be located on proposed Lot 1. The development site is surrounded by other rural land holdings used for agricultural purposes.

The development site contains sparse areas of the following Matters of State Environmental Significance (MSES) identified on the Queensland State Planning Policy (SPP) Interactive Mapping System.

Natural Hazards

In addition to flood hazard areas the site also contains bushfire hazard areas identified on the Queensland State Planning Policy Interactive Mapping System.

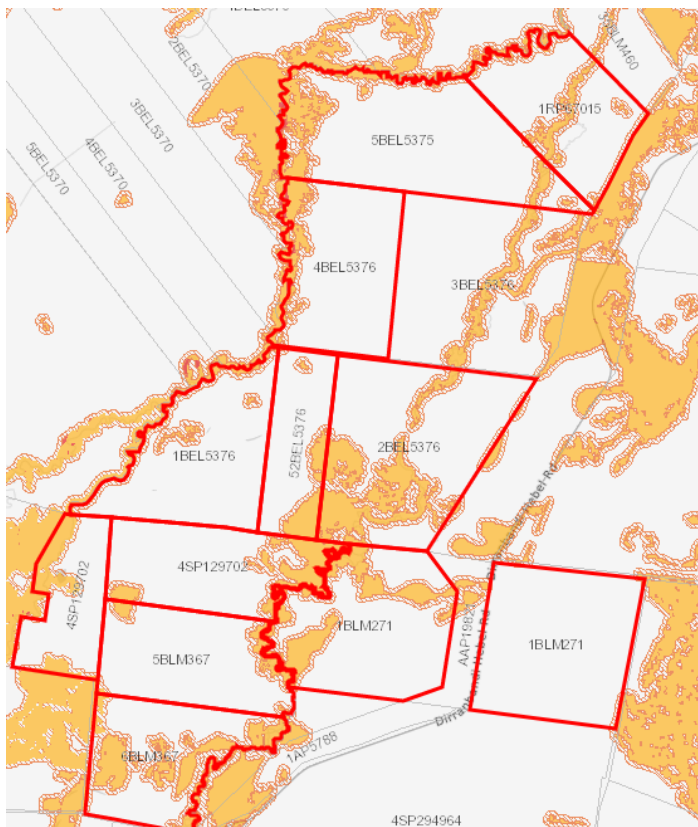


Figure 5: Bushfire fire hazard areas Source: QLD SPP Interactive Mapping System

ASSESSMENT

The proposal constitutes *reconfiguring a lot* as defined in the *Planning Act 2016*.

Reconfiguring a lot means:

- (a) creating lots by subdividing another lot; or
- (b) amalgamating 2 or more lots; or
- (c) rearranging the boundaries of a lot by registering a plan of subdivision under the *Land Act* or *Land Title Act*; or
- (d) dividing land into parts by agreement rendering different parts of a lot immediately available for separate disposition or separate occupation, other than by an agreement that is—
 - (i) a lease for a term, including renewal options, not exceeding 10 years; or
 - (ii) an agreement for the exclusive use of part of the common property for a community titles scheme under the *Body Corporate and Community Management Act 1997*; or
- (e) creating an easement giving access to a lot from a constructed road.

Pursuant to Section 45 of the *Planning Act 2016*, a Code Assessable application is an assessment that must be carried out only -

- (a) against the assessment benchmarks in a categorising instrument for the development; and
- (b) having regard to any matters prescribed by regulation.

The Assessment Benchmarks applicable to the development assessment are:

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

After completing an assessment of the proposal against the Assessment Benchmarks, Council must make a decision about whether to approve or refuse this development application in accordance with Section 60 of the *Planning Act 2016*.

Assessment Benchmarks

Regional Plans

The *Maranoa Balonne Regional Plan 2009* is a statutory planning instrument intended to assist in managing change and shaping the prospects of rural communities in the Maranoa and Balonne regional council areas. The regional plan sets out desired regional outcomes, which identify aspirations for ecological sustainability for the region.

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

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

The *Balonne Shire Planning Scheme*, and specifically the strategic framework, appropriately advances the *Maranoa-Balonne Regional Plan 2009* and the *Darling Downs Regional Plan 2013* as they apply in the planning scheme area, and therefore an independent assessment of the proposal against these planning instruments is not required.

State Planning Policy

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

Balonne Shire Planning Scheme 2019

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

- Part 5 Tables of assessment
- Part 7 Development Codes
 - Part 7.4.2 Reconfiguring a lot code
 - Part 7.4.3 Flood hazard overlay code

Part 5 - Tables of assessment

The Tables of Assessment identify the category of development, the category of assessment and the assessment benchmarks for assessable development in the planning scheme area. The Tables of Assessment

identify the level of assessment for the proposed reconfiguring a lot in the proposed location as “Code Assessment.”

Part 7 Development Codes

7.4.2 Reconfiguring a lot code

The purpose of the reconfiguring a lot code is to:

- (a) Facilitate the creation of lots to a size and dimension of that allows the zones to achieve the intended use.*
- (b) Reconfiguring lots ensures that future lots are resilient from the impacts of flood and bushfire.*
- (c) Reconfiguring lots does not adversely impact on the cultural heritage or biodiversity values (including MSES) of an area or water quality.*
- (d) Reconfiguring lots does not adversely impact on the Shire’s economy.*
- (e) ensure that the stock route network is maintained and protected from inappropriate development.*

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

- (a) Reconfiguration of lots creates safe, functional and suitable lots that are consistent with the existing zone intent.*
- (b) Reconfiguration of lots ensures that development can provide adequate access and services for all new lots.*
- (c) Reconfiguration of lots does not lead to a loss of biodiversity and ecological connectivity.*
- (d) Reconfiguration ensures the environmental values and quality of Queensland waters are protected and enhanced.*
- (e) development does not conflict with the ongoing efficient and safe use of the stock route network by travelling stock.*
- (f) Development does not inhibit the safe and efficient operation of pipelines.*

The proposed development for reconfiguring a lot for a boundary realignment complies with the Purpose and Outcomes of the reconfiguring a lot code because;

- The proposed boundaries will create a safe and functional land configuration allowing for better management and future viability for agricultural purposes;
- The development does not involve clearing of vegetation and therefore the existing biodiversity and ecological connectivity and environmental values are protected;
- The development does not involve the creation of any additional lots, rather a reduction in lots and therefore will not adversely impact nor conflict with the ongoing efficient and safe use of the adjoining Castlereagh Highway stock route network;
- The development site has existing road accesses that are suitable for the ongoing agricultural land use and onsite services that are adequate for the existing uses on the subject land; and
- The proposed development will have no adverse impact on the Shire’s economy.

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

Performance outcomes	Response
PO1 The land is physically suitable for the anticipated future land use in terms of flooding hazard, bushfire hazard and practical access.	✓ The subject site has existing access points from Castlereagh Highway. As a result of the development there will be no change to these access points.
PO2 The proposed lots have a legal point of access from local or state controlled road networks.	✓ The subject site has existing access points from Castlereagh Highway. As a result of the development there will be no change to these access points.
PO3 The proposed lots are of a size and dimension to meet the outcomes for development in the zones in respect of: <ul style="list-style-type: none"> • preserving land for agriculture and animal production in the Rural zone. • achieving a safe and pleasant residential environment. • consistent with the nature and layout of existing subdivision patterns. • providing a variety of lot sizes for residential living, industry and commerce. 	✓ The development site is located in the Rural zone and consists of eleven land parcels. The planning scheme permits subdivision in the Rural zone provided a minimum lot size of 5,000 hectares is achieved. Proposed Lot 1 will have a land area of 10,924ha and proposed Lot 2 will have land area of 8,960ha, therefore both proposed lots are above the permitted minimum area of 5,000ha. The proposed development will essentially provide for the better management and future viability of agricultural activities onsite, allowing for separation of the applicant's irrigation enterprise from dryland cropping and farming and grazing enterprise.
Site Layout	
PO4 Stormwater is controlled to minimise the environmental impacts of runoff from the development on the water quality of surface and ground water.	✓ As a result of the proposed reconfiguring a lot – boundary realignment, there will be no change to the way stormwater is managed or affect on stormwater runoff, water quality or ground water.
PO5 The impacts of development on matters of state environmental significance (identified in SPP mapping – Environment and Heritage – Biodiversity) are avoided or if avoidance is not possible, minimised.	✓ As a result of the proposed reconfiguring a lot – boundary realignment, there will be no disturbance to existing matters of state environmental significance (regulated vegetation) onsite. Clearing of existing vegetation is not required.
PO6 The proposed lots will not lead to diminished productivity of rural land.	✓ Proposed Lot 1 will have a land area of 10,924ha and proposed Lot 2 will have a land area of 8,960ha. Both proposed lots are above the permitted minimum area of 5,000ha.

	The proposed development will essentially provide for better productivity of the land and future viability of agricultural activities onsite.
PO7 A potable water supply and adequate sewerage services are available to each lot in a development that will be used for residential, commercial or industrial purposes.	✓ The existing potable water supply and sewerage to the existing dwelling will be retained.
Flood	
PO8 Development located within areas containing a flood hazard responds to flooding potential and maintains personal safety at all times with regards to siting and layout.	N/A – The proposed development is for reconfiguring a lot – boundary realignment and will not result in any additional people living on the site or new buildings or structures being constructed.
Bushfire	
PO9.1 Where reconfiguration is undertaken in an urban area or is for urban purposes or smaller scale purposes, a separation distance from hazardous vegetation is established provided to achieve a radiant heat flux level of 29kW/m ² at the edge of the proposed lot(s).	N/A – The development site is not located in an urban area.
PO9.2 Where reconfiguration is undertaken for other purposes, a building envelope of reasonable dimensions is provided on each lot which achieves radiant heat flux level of 29kW/m ² at any point.	N/A – The proposed development is for a reconfiguring a lot – boundary realignment. No new buildings or structures will be constructed.
PO10 Where reconfiguration is undertaken in an urban area or is for urban purposes, a constructed perimeter road with reticulated water supply is established between the lots and the hazardous vegetation and is readily accessible at all times for urban fire fighting vehicles. The access is available for both firefighting and maintenance/defensive works.	N/A – The proposed development is for a reconfiguring a lot – boundary realignment in the Rural zone.
PO11 The access is available for both firefighting and maintenance/hazard reduction works.	✓ The proposed development is for the realignment of boundaries to reduce the number of existing lots from 11 lots to two lots. The development site is provided with existing accesses from Castlereagh Highway. Existing internal roads are located within the development site that provide fire breaks and access for emergency vehicles if required during a bushfire event.
PO12	Complies as per above response.

Where reconfiguration is undertaken for other purposes, a formed, all weather fire trail is provided between the hazardous vegetation and either the lot boundary or building envelope, and is readily accessible at all times for the type of fire fighting vehicles servicing the area.	
However, a fire trail will not be required where it would not serve a practical fire management purpose.	
PO13 The development design responds to the potential threat of bushfire and establishes clear evacuation routes which demonstrate an acceptable or tolerable risk to people.	✓ The proposed development comprises a boundary realignment only. It will not change or increase the number of people living on the site or create additional risk to people residing on the site.
PO14 Critical infrastructure does not increase the potential bushfire hazard.	N/A - The proposed development is for reconfiguring a lot – boundary realignment in the Rural zone.
Local heritage places	
PO15 Development maintains an intact context and setting that is compatible with the cultural heritage significance of the place.	✓ As a result of the proposed development there will be no change to the context and setting of the area any known cultural heritage significance in the immediate area.
Stock Route Network	
PO16 The stock route network identified in SPP mapping – Economic Growth – Agriculture – Stock Route is protected from encroachment by incompatible land uses and allows safe passage of stock traversing the stock route. Development does not adversely impact other stock route values including recreational, environmental and heritage.	✓ The proposed development is for reconfiguring a lot – boundary realignment resulting in no new lots being created adjacent to Castlereagh Highway stock route network.
Petroleum Pipelines	
PO17 The integrity of pipelines carrying petroleum is maintained.	N/A – The development site does not contain a petroleum pipeline or easement.

Part 7.4.3 Flood hazard overlay code

The purpose of the Flood hazard overlay code is to:

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

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

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

The proposed development for reconfiguring a lot for a boundary realignment complies with the Purpose and Outcomes of the flood hazard code because it;

- Will not increase or create risk to life, property, community, economic activity and the environment or increase the potential for flood damage on-site or to adjoining properties during a flood event;
- Does not involve the creation of any new lots or new accesses and therefore will not create any risk to personal safety or flood hazard to property in this respect;
- Will have no adverse affect or undue burden on disaster management response or recovery capacity and capabilities. By reducing the number of lots, the development is more likely to limit the number of people residing on the site as the land will no longer have the potential to be held under 11 separate landholdings/ownerships; and
- Does not involve any clearing of vegetation nor any release of hazardous materials.

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

Performance outcomes	Response
Built Form	
PO1 Development is resilient to flood events by ensuring design and built form to account for the potential risks of flooding.	N/A – The proposed development is for reconfiguring a lot for a boundary realignment. No new dwellings or structures will be constructed as part of the development.
Development siting and layout	
PO2 Development siting and layout, responds to flooding potential and maintains personal safety at all times.	N/A – The development is not located within the Limited Residential Precinct.
Effects on flood behaviour	
PO3 Development directly, indirectly and cumulatively avoids any increase in water flow velocity or flood level, and does not increase the potential for flood	N/A – The proposed development is for reconfiguring a lot for a boundary realignment and therefore will not result in blocking or diverting floodwaters in a manner

damage either on site or on other properties ⁷ .	that will increase flood levels or velocities onsite or on other properties. The proposed development does not involve any physical alteration to a watercourse or floodway or include any vegetation clearing.
Hazardous materials	
PO4 Development avoids the release of hazardous materials or contaminants into floodwaters.	N/A – The proposed development is for a reconfiguring a lot application.
Disaster management responses	
PO5 The development supports, and does not unduly burden, disaster management response or recovery capacity and capabilities.	N/A – The proposed development is for reconfiguring a lot for a boundary realignment and therefore will not result in an increase in people living at the development site.
Community infrastructure	
PO6 Development involving community infrastructure (defined as Sensitive Land Uses and Community Oriented Uses under this planning scheme): (a) remains functional to serve community need during and immediately after a flood event. (b) is designed, sited and operated to avoid adverse impacts on the community or environment due to the impacts of flooding on infrastructure, facilities or access and egress routes. (c) retains essential site access during a flood event. (d) and is able to remain functional even when infrastructure or services may be compromised in a flood event.	N/A – The proposed development is for a reconfiguring a lot located within the Rural zone.

Referral Agencies

There were no referral agencies applicable for this application.

Public Notification and Submissions

Not applicable.

Link to Corporate Plan

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

Consultation (internal/external)

Nil

Legal Implications

The *Planning Act 2016* and *Balonne Shire Planning Scheme 2019* apply.

Risk Implications

Nil.

Policy Implications

Council's planning policies apply.

Financial and Resource Implications

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

Attachments

1. Balonne RL 111 Proposal Plan.pdf [↓](#)

Recommendation/s

That:

- a) Council receives this report.
- b) Council approves the Reconfiguring a Lot - Boundary Realignment (Eleven (11) Lots into Two (2) Lots) located on the Castlereagh Highway, Dirranbandi QLD 4486 (described as Lot 1 on RP67015, Lot 1 on BEL5376, Lot 2 on BEL5376, Lot 3 on BEL5376, Lot 4 on BEL5376, Lot 5 on BEL5375, Lot 52 on BEL5376, Lot 4 on SP129702, Lot 5 BLM367, Lot 6 on BLM367 and Lot 1 on BLM271), subject to the permit conditions listed below.

Conditions:

Approved development

1. The approved development is for Reconfiguring a Lot – Boundary Realignment comprising eleven (11) Lots into Two (2) Lots, as defined in the *Planning Act 2016* and as shown on the approved plan.

General

2. Complete and maintain the approved development as follows:
 - a) in accordance with development approval documents; and
 - b) strictly in accordance with those parts of the approved development that have been specified in detail by the Council unless the Council agrees in writing that those parts will be adequately complied with by amended specifications.
3. Any civil engineering and related work shall be designed and supervised by Registered Professional Engineers of Queensland (RPEQ) who are competent in completing the works.

Compliance

4. The applicant shall contact Council to arrange a development compliance inspection prior to the endorsement of the Survey Plan.
5. Unless otherwise stated, all conditions must be complied with prior to the Council endorsing the Survey Plan.

Approved documents

6. The approved development is to be carried out in accordance with following approved plans and documents and subject to the approval conditions. Where there is any conflict between the approval conditions and the details shown on the approved plans, the approval conditions prevail.

Plan/Document Number:	Plan/Document Name:	Date:
218077-1	Plan of Proposed Subdivision	12/07/18

Existing buildings and structures

7. Existing buildings, structures, infrastructure and services located on the development site are not to encroach on the proposed allotment boundaries.

Services provision

8. Each lot is to have a water supply adequate for the intended use.
9. All services installation, including onsite sewerage and water connections, must comply with:
 - (a) the development approval conditions;
 - (b) the relevant service provider's requirements and specifications;
 - (c) any relevant provisions in the planning scheme for the area;
 - (d) Council's standard designs for such work where such designs exist;
 - (e) any relevant Australian Standard that applies to that type of work; and
 - (f) any alternative specifications that the Council has agreed to in writing and which the developer must ensure do not conflict with any requirements imposed by any applicable laws and standards.
10. Any conflicts associated with proposed and existing services shall be forwarded by the developer to the appropriate controlling authority for approval of any proposed changes.

Stormwater and drainage

11. Post-development stormwater runoff flows, the characteristics of which include volume, concentration and velocities from the development site, must not exceed pre-development stormwater runoff flows to adjoining properties or roads.
12. There must be no increases in any silt loads or contaminates in any overland flow from the property during the course of any works required to establish the approved development or fulfil the requirements of the development approval conditions.

Access and roads

13. Each lot must have vehicle access to a formed road (Castlereagh Highway). The landowner is responsible for the construction and maintenance of crossovers from the road carriageway to the property boundary and all internal vehicle access ways, and for obtaining any approvals that may be required and for complying with the applicable designs and standards.

Protection of infrastructure

14. The developer is responsible for locating and protecting any Council and public utility services, infrastructure and assets. Any damage to existing infrastructure (road pavement, existing underground assets, etc.) attributable to the development, shall be immediately rectified in accordance with the asset owners' requirements and specifications and to the satisfaction of the asset owners' representative(s) and at no cost to Council.

Avoiding nuisance

15. During the establishment of the approved development, no nuisance is to be caused to adjoining properties and occupiers, including by way of smoke, dust, rubbish, contaminant, stormwater discharge or siltation at any time.

No cost to Council

16. All costs associated with the approved development are to be met by the developer, including costs of survey, registration, document lodgement, easement documentation preparation and plan sealing unless there is specific agreement by other parties, including the Council, to meeting those costs.

Latest versions

17. Where another condition refers to a specific published standard, manual or guideline, including specifications, drawings, provisions and criteria within those documents, that condition shall be deemed as referring to the latest versions of those publications that are publicly available at the time the first operational works or compliance approval is lodged with the assessment manager or approval agency for those types of works to be performed or approved, unless a regulation or law requires otherwise.

Rates and charges

18. All rates and charges of any description and all arrears of such rates and charges, together with interest outstanding thereon, on the land, due to Council, shall be paid prior to the Council endorsing the Survey Plan.

General advice:

- i. The relevant planning scheme for this development is *Balonne Shire Planning Scheme 2019*. All references to the 'Planning Scheme' and 'Planning Scheme Schedules' within these conditions refer to the above Planning Scheme.

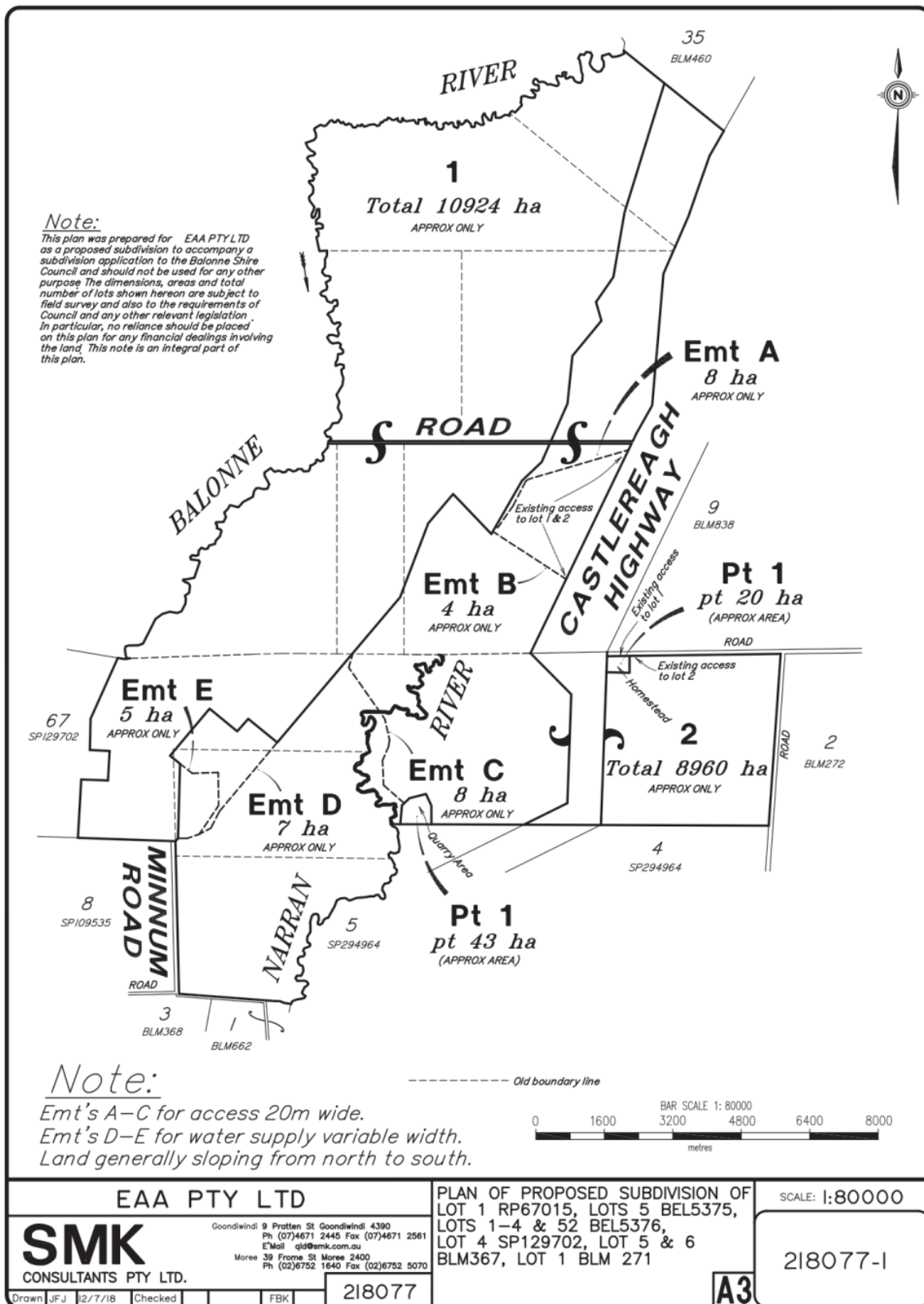
- ii. The land use rating category may change upon commencement of any new use on the approved lot(s). Council's current Revenue Statement, which includes the minimum general rate levy for the approved use/s, can be viewed on the Council Website: <https://www.balonne.qld.gov.au/>
- iii. A development permit for a Material Change of Use will be required for any activity or development on the approved lots that is not accepted development or that does not comply with the assessment benchmarks for accepted development subject to requirements in the *Balonne Shire Planning Scheme 2019*.
- iv. Reticulated sewerage is unavailable to the development site. A development permit for plumbing and drainage works must be obtained from Council for any onsite sewerage system provided on the proposed lots.
- v. New development on any of the approved lots must be provided with an adequate supply of electricity. In the event that an adequate supply of electricity cannot be achieved through efficient design and alternative energy technologies, a connection to the reticulated electricity network must be made available. Prospective purchasers and/or developers of the newly created lot/s are encouraged to contact the relevant electricity provider to determine the availability and costs associated with connecting to the reticulated network. Council will not accept any responsibility for the supply of electricity to any of the approved lots and a note to this effect will be included on any Rate Search Certificate issued by Council.
- vi. Any future clearing on either of the subject lots must be in accordance with the legislative exemptions, accepted development vegetation clearing codes or relevant development approval conditions.
- vii. All persons involved in the development have an obligation to take all reasonable and practical measures to prevent or minimise any biosecurity risk under the *Biosecurity Act 2014*.
- viii. The *Environmental Protection Act 1994* states that a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. Environmental harm includes environmental nuisance. In this regard, persons and entities involved in the operation of the approved development are to adhere to their 'general environmental duty' to minimise the risk of causing environmental harm to adjoining premises.
- ix. All Aboriginal Cultural Heritage in Queensland is protected under the Aboriginal Cultural Heritage Act 2003 and penalty provisions apply for any unauthorised harm. Under the legislation a person carrying out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage. This applies whether or not such places are recorded in an official register and whether or not they are located in, on or under private land. The developer is responsible for implementing reasonable and practical measures to ensure Cultural Heritage Duty of Care Guidelines are met and for obtaining any clearances required from the responsible entity.
- x. It is the responsibility of the developer to obtain all necessary permits and submit all necessary plans to the relevant authorities that are associated with the approved development, including any permits/approvals required by any State Agencies.
- xi. In completing an assessment of the proposed development, Council has relied on the information submitted in support of the development application as true and correct. Any change to the approved plans and documents may require a new or changed development approval. It is recommended to contact Council for advice in the event of any potential change in circumstances.

- xii. The requirements to reconfigure a lot authorised by this Development Permit must be fully performed and completed within four years from the date this Development Permit takes effect at no cost to the Council.

The Survey Plan must be duly signed by the registered proprietor of the land and the surveyor and submitted to Council for approval in a form acceptable to Council within four years from the date this Development Permit takes effect.

Unless otherwise stated all conditions shall be completed prior to the Council endorsing the relevant Survey Plan.

Digby Whyte
Director Community and Environmental Services



OFFICER REPORT

TO: Council

SUBJECT: MCU 194 - Development application for Material Change of Use - “Service Station” (Unmanned Refuelling Facility) and “Operational Works” (Earthworks) Located at 19-25 Dirranbandi-Hebel Road (Castlereagh Highway), Dirranbandi QLD 4486 (described as Lot 41 on BLM487)

DATE:

AGENDA REF: CES10

AUTHOR: Michelle Walters - Administration Officer

Executive Summary

Council has received a properly made development application from Barry Smith Transport C/- Out of the Woods Planning for a Material Change of Use - “Service Station” (Unmanned Refuelling Facility) and “Operational Works” (Earthworks) located at 19-25 Dirranbandi-Hebel Road (Castlereagh Highway), Dirranbandi QLD 4486 (described as Lot 41 on BLM487).

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

The application is generally consistent with the assessment benchmarks provided by the *Planning Act 2016* and any perceived conflict with the assessment benchmarks can be addressed by way of conditions of development approval and having regard to the relevant matters.

Background

Applicant:	Barry Smith Transport C/- Out of the Woods Planning
Owner of Land:	Barry William Smith and Salli-Anne Smith
Land description:	Lot 41 on BLM487
Lot area:	8,220m ²
Zone/Precinct:	Industry Zone
Overlay:	Nil
Proposal:	Material Change of Use - “Service Station” (Unmanned Refuelling Facility) and “Operational Works” (Earthworks)
Proposal Assessment category:	Code Assessment
Referral/Concurrency Agencies:	Department of Transport and Main Roads via the State Assessment and Referral Agency
Properly made date:	13 May 2021

PROPOSAL

The application seeks approval for Material Change of Use – “Service Station (Unmanned Service Station) and associated Operational Works (Earthworks) on land located at 19-25 Dirranbandi-Hebel Road (Castlereagh Highway), Dirranbandi (described as Lot 41 on BLM487).

The application involves the establishment of an above-ground 80,000 litre diesel fuel tank (self-bunded) on the site. The tank will occupy an area of approximately 36m² and is constructed of steel materials.

Refer to Figure 1 for Plan of development.

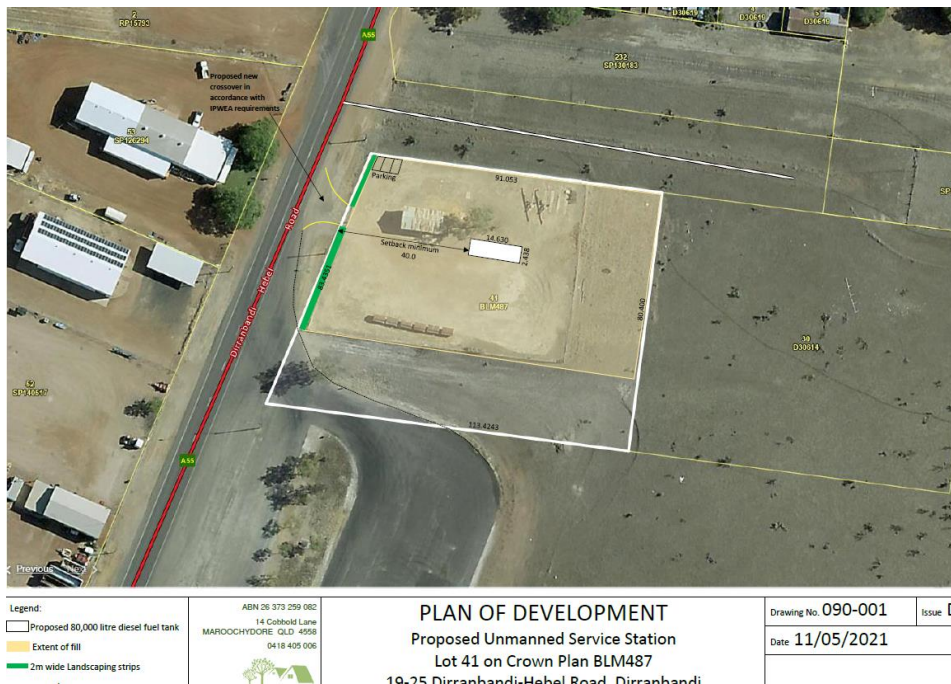


Figure 1: Plan of development – Site layout

Source: Application materials

Refer to Figure 2 for Design of diesel fuel tank

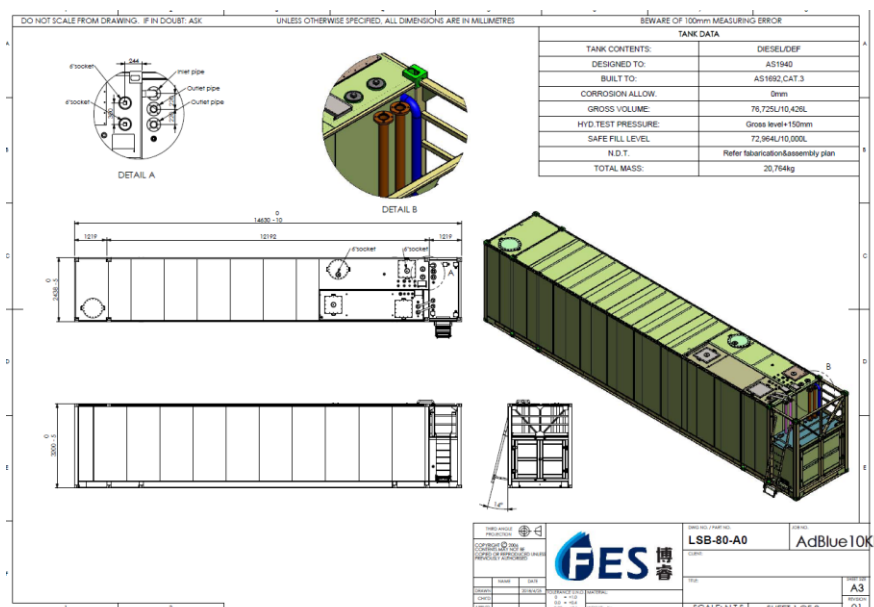


Figure 2: Design of diesel fuel tank

Source: Application materials

The facility will be for refuelling of heavy vehicles and will operate 24 hours, seven days a week. The payment of diesel will be made via an outdoor payment terminal which is a pay at the pump facility via credit card payment.

The proposed development also includes associated operational works for earthworks for the construction of a hardstand area, truck access and manoeuvring areas. The earthworks include approximately 4,000m³ of all-weather gravel fill at an average depth of 750mm. The earth will be tapered down to the north-eastern corner of the site to ensure stormwater is directed to the lawful point of discharge, being the unformed road reserve adjoining to the site to the north.

Refer to Figure 3 for extent of fill area.

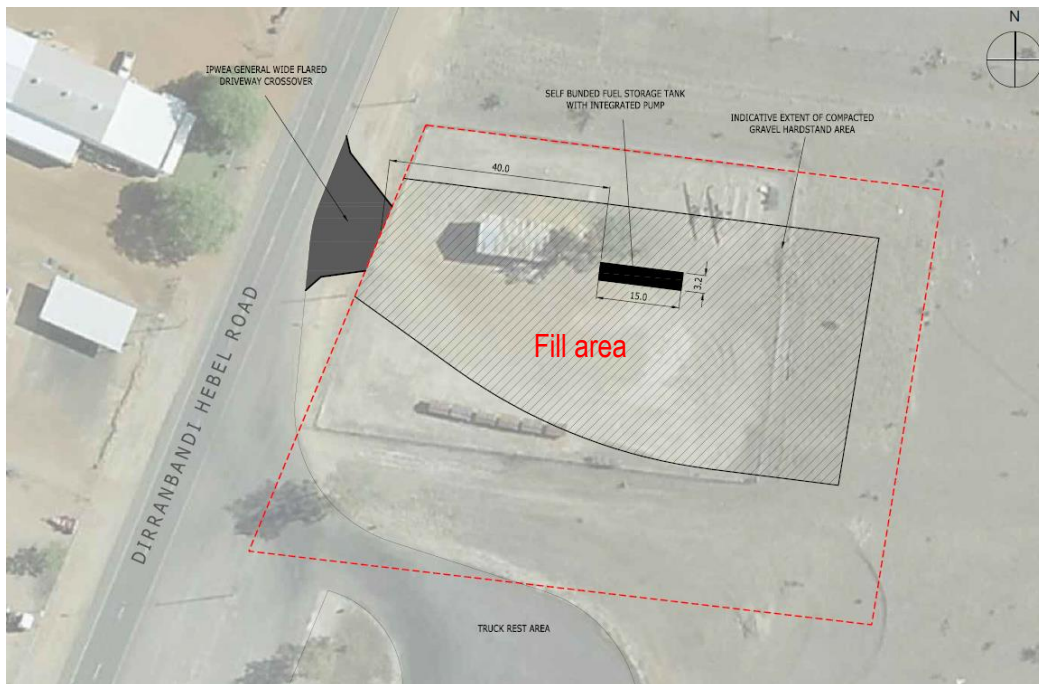


Figure 3: Fill area

Source: Application materials

Characteristics of the site:

The development site is a regular shaped parcel with a land area of 8,220m² and zoned 'Industry' in the *Balonne Shire Planning Scheme 2019*. The subject site is located on the outskirts of the township of Dirranbandi approximately 230m south of Dirranbandi Post Office. The land is currently vacant and relatively flat, sloping gently away from the Dirranbandi-Hebel Road. The subject site is located within the Priority Infrastructure Area of Dirranbandi with all services including reticulated water and sewerage supply, and electricity available to the premises.

The site has a frontage to Dirranbandi-Hebel Road (also known as the Castlereagh Highway) which is bitumen sealed with gravel shoulders. Vehicular access to the property is provided via an existing gravel crossover from Dirranbandi-Hebel Road.

The subject site is surrounded by multiple uses including:

South: A truck rest stop area located in the Dirranbandi-Hebel Road reserve and vacant reserve land.

East: Vacant industry zoned land

North: Railway corridor.

West (Opposite the Castlereagh Highway): Industry/Commercial businesses



Figure 4: Site locality

Source: QLD SPP Mapping

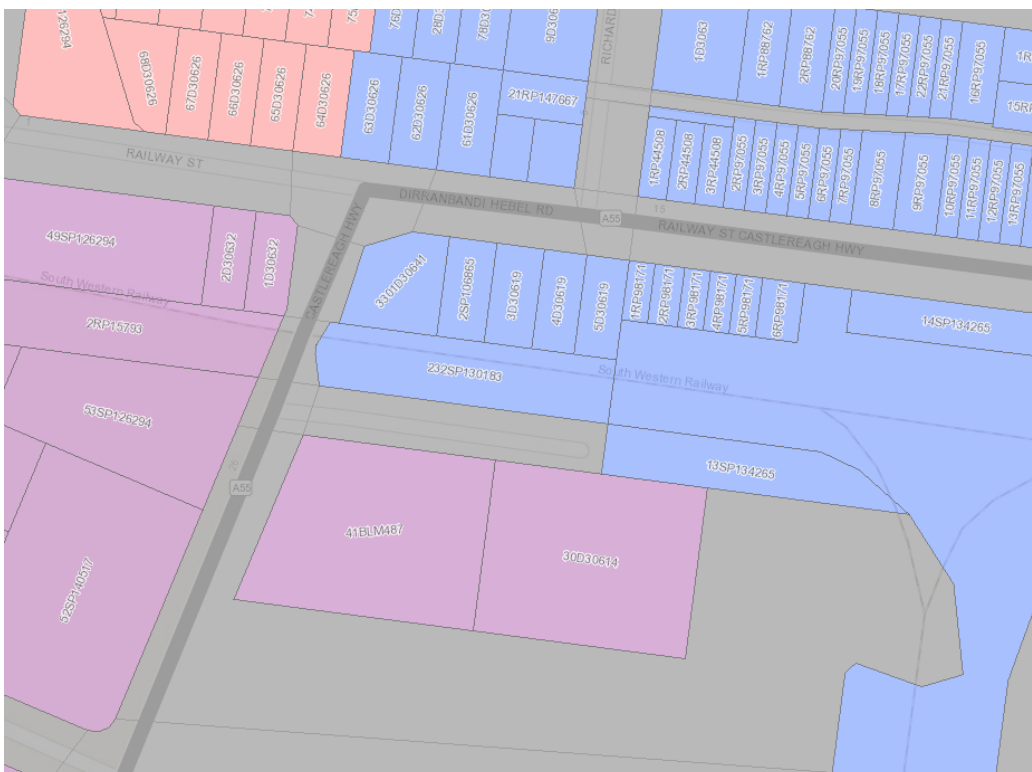


Figure 5: Zoning

Source: BSC planning scheme online mapping

ASSESSMENT

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

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

Service Station means:

Premises used for the sale of fuel including petrol, liquid petroleum gas, automotive distillate and alternative fuels. The use may include, where ancillary, a shop, food and drink outlet, maintenance, repair servicing and washing of vehicles, the hire of trailers, and supply of compressed air. The use does not include a car wash.

Operational works (as defined under the *Planning Act 2016*) means:

Work, other than building work or plumbing or drainage work, in, on, over or under premises that materially affects premises or the use of premises.

Pursuant to Section 45 of the *Planning Act 2016*, a Code Assessable application is an assessment that must be carried out only -

- (a) *against the assessment benchmarks in a categorising instrument for the development; and*
- (b) *having regard to any matters prescribed by regulation.*

The Assessment Benchmarks applicable to the development assessment are:

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

After completing an assessment of the proposal against the Assessment Benchmarks, Council must make a decision about whether to approve or refuse this development application in accordance with Section 60 of the *Planning Act 2016*.

Assessment Benchmarks

Regional Plans

The *Maranoa Balonne Regional Plan 2009* is a statutory planning instrument intended to assist in managing change and shaping the prospects of rural communities in the Maranoa and Balonne regional council areas. The regional plan sets out desired regional outcomes, which identify aspirations for ecological sustainability for the region.

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

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

The *Balonne Shire Planning Scheme*, and specifically the strategic framework, appropriately advances the *Maranoa-Balonne Regional Plan 2009* and the *Darling Downs Regional Plan 2013* as they apply in the planning scheme area, and therefore an independent assessment of the proposal against these planning

instruments is not required. Although this is the case, the regional planning outcomes sought to be achieved by these regional plans have been considered as part of the development assessment. The development proposal is consistent with both regional plans.

State Planning Policy

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

Balonne Shire Planning Scheme 2019

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

- Part 4 Local Government Infrastructure Plan
- Part 5 Tables of assessment
- Part 6 Zones
 - Part 6.2.3 Industry zone code
- Part 7 Development Codes
 - Part 7.3.1 General development code
 - Part 7.4.1 Operational works code

Part 4 - Local Government Infrastructure Plan

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

Part 5 - Tables of assessment

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

Part 6 - Zones

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

Part 6.2.3 Industry Zone Code

The purpose of this code is to provide for the industrial development of the town of St George and Dirranbandi. Development located in this zone provides for a mix of uses which supports the needs of the local community. The Industry zone provisions aim to:

- (a) *Maintain the character and amenity of St George and Dirranbandi.*
- (b) *Provide for the continuation of existing infrastructure and community uses such as schools, halls and recreation facilities.*
- (c) *Ensure that development provides an appropriate level of infrastructure.*

- (d) *Facilitate economic development in the industry zone by:*
- i. *promoting re-use of existing buildings in industrial areas.*
 - ii. *providing for a wide range of industrial uses where they don't conflict with sensitive uses.*

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

- (a) *a range of uses including retail, business, education and industrial are supported in the zone where they do not impact on neighbouring uses.*
- (b) *development is serviced with BSC infrastructure where BSC infrastructure exists.*
- (c) *residential uses are protected from non-residential uses by buffering and design techniques that limit the impacts of the use.*
- (d) *development is located in areas that are flood protected and where bushfire hazard risk is low.*

The purpose of the zone will also be achieved through the following additional overall outcomes:

- (a) *this zone promotes establishment of a wide range of industries in a manner compatible with the scale and character of the area.*
- (b) *industries are established and consolidated in this zone to minimise potential conflict with nearby sensitive land uses.*
- (c) *the location of industrial development does not compromise the safety or efficiency of the local and state-controlled road and rail systems.*

non-resident workforce accommodation can be established in green field industrial areas away from affected existing uses, where it does not alienate potential industrial land in the long term

The proposed development complies with the Purpose and Outcomes of the industry zone code because;

- The proposed development is consistent with a range of different existing land uses in the immediate area and the surrounding CBD area which provides services and facilities to the community of Dirranbandi and the wider region of the Balonne Shire;
- The proposed development is appropriately located within Industry Zone land and therefore conflict with sensitive land uses is considered to be minimised;
- The subject property is not located within a flood or bushfire risk area;
- Adequate onsite parking spaces will be provided for the use; and
- The proposed development will be connected to electricity supply and Council's infrastructure, including reticulated water and sewerage, and has direct access to the existing road network (Dirranbandi – Hebel Road/Castlereagh Highway).

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

Performance outcomes	Response
For assessable development	
PO1 Development is consistent with the existing built form in terms of size, design, siting and physical characteristics. The appearance and siting of buildings, other structures, car parking areas or signage is compatible with the local streetscape character, the style and design of nearby buildings, and is respectful and sympathetic to any heritage	✓ The proposed development is an unmanned refuelling facility that will provide a service for heavy vehicles, the community and the wider travelling public. The refuelling facility provides significant setbacks from the road, has a relatively minor footprint and is single storey, reflecting the prevailing built form of the area and therefore is unlikely to

place identified in the SPP mapping – Environment, Cultural heritage .	impact on the surrounding established amenity/character of the area.
P02 Development with frontage to a highway must have safe access points that do not adversely impact on the safety and efficiency of the road.	<p style="text-align: right;">✓</p> <p>The development adjoins and gains direct access to the Dirranbandi - Hebel Road (a state-controlled road) and therefore the application was referred to the Department of Transport and Main Roads via the State Assessment and Referral Agency (SARA) who have approved the access location and have imposed conditions relating to access off the Dirranbandi - Hebel Road (Castlereagh Highway).</p> <p>In addition to the above, if the application is to be approved by Council, conditions of the development approval will require vehicle access from the Dirranbandi - Hebel Road (Castlereagh Highway) to be constructed with a sealed surface. The crossover must be designed to cater for the maximum vehicle size accessing the site ensuring no damage occurs to the adjoining roadway.</p>
P03 Development adjacent to the highway corridor is setback from the corridor to avoid adverse impacts to the operation of the road corridor.	<p style="text-align: right;">✓</p> <p>The proposed development will be contained within the property boundaries and will be sited more than 40m from the road corridor which will avoid any adverse impacts to the operation of the road corridor.</p>
P04 All uses are located, designed, orientated and constructed to minimise the impacts from noise, vibration and dust emissions from the state-controlled road and/or rail network.	<p>N/A – The proposed development is for an unmanned refuelling facility and does not include a sensitive land use, therefore noise, vibration and dust emissions from the State-controlled road will not adversely affect the proposed development.</p>
P05 Commercial and industrial uses that support and service the residential areas are centrally located where they can be conveniently and safely accessed without having an adverse impact on residential amenity including privacy, safety, noise, odour and fumes, lighting and traffic generation.	<p style="text-align: right;">✓</p> <p>The proposed development;</p> <ul style="list-style-type: none"> • Is conveniently located on the urban fringe of Dirranbandi township and will therefore avoid impacts to residential amenity; and • Will not have a direct impact on the local government road network as access is provided from the Dirranbandi – Hebel Road which is a State-controlled road; and • Will provide a refuelling service for heavy vehicles, the local community and the wider travelling public.

P06 Industrial land uses are protected from encroachment by incompatible land uses.	✓ The proposed development is located within the Industry Zone. It is considered that the zoning of the land protects the area from encroachment of sensitive land uses. It is also noted that the subject property is surrounded by other vacant industry zone land directly to the east and vacant reserve land to the south and north.
P07 Industrial development does not result in sensitive land uses located outside of the industrial zone being affected by industrial air, noise and odour emissions.	✓ The subject site is surrounded by other vacant industry zoned land directly to the east and vacant reserve land to the south and north which acts as buffer for surrounding sensitive land uses located in the near vicinity.
P08 Uses, other than industrial uses, such as food and drink outlets are consistent with and make a positive contribution to the economy and character of the industry zone.	N/A – The proposed development is for an unmanned refuelling facility and does not provide a food and drink outlet.
P09 Sensitive land uses are not established within or adjacent to the industry zone.	N/A – The proposed development is not a sensitive land use.
P010 Non-residential workforce accommodation is located and designed to avoid adverse impacts on rural sensitive uses including impacts on privacy, safety, noise, odour and fumes, and by lighting and traffic generation.	N/A - The proposed development is not for non-residential workforce accommodation.

Part 7.3.1 General development code

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

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

- (a) *Development is located to protect and enhance matters of national, state and local environmental significance, landscape values and ecological connectivity.*
- (b) *Development has a safe and efficient site layout.*
- (c) *Development does not detract from the Shire's unique building design, is complementary to the scale of neighbouring uses, and contributes to the character of the street and the locality.*
- (d) *Development on local heritage places:*
 - i. *does not result in the demolition or removal of a local heritage place, unless there is no practical reason and feasible alternative.*
 - ii. *conserves the physical features, fabric and contents that contribute to the cultural heritage significance of the local heritage place.*

- iii. *safeguards archaeology and archaeological potential, and ensures they are appropriately investigated and artefacts appropriately managed.*
- (e) *An appropriate level of servicing and infrastructure is provided to new development and is connected to BSC's infrastructure where available.*
- (f) *The site layout protects adjoining amenity, allows access around the building, allows sufficient areas for parking and manoeuvring on the site and safe and efficient access and egress.*
- (g) *Assets of the BSC are protected.*
- (h) *Any planned earthworks ensure that existing drainage regimes are maintained.*
- (i) *Development does not conflict with the ongoing efficient and safe use of the stock route network by travelling stock.*
- (j) *Development does not inhibit the safe and efficient operation of pipelines.*

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

- The proposed development is within the Industry zone of the Dirranbandi Township and will not impact on matters of national, state and local environmental significance, landscape values and ecological connectivity;
- The proposed development does not involve the demolition or removal of a local heritage place;
- The proposed development will not detract from the shire's unique building design as the facility is appropriately located in the Industry zone, provides significant setbacks from the road, has a relatively minor footprint and is single storey. The proposal is compatible with existing development in the locality;
- The proposed development will be connected to electricity supply and Council's infrastructure is including reticulated water and sewerage. The site has direct access to the road network (Dirranbandi – Hebel Road);
- The proposed development will provide sufficient parking areas that have been set out to allow for onsite manoeuvring, ensuring safe and efficient access and egress;
- The proposed development is located in the Industry Zone and will not conflict with the ongoing efficient and safe use of the stock route network; and
- The development is appropriately separated from pipelines and will not impact on pipeline operations.

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

Performance outcomes	Response
Site Layout	
PO1 The size and bulk of new buildings associated with development maintains and enhances the intended local character of the zone by avoiding over-development of the site, and allowing for development at a consistent scale, siting and intensity to nearby development.	<div style="text-align: right;">✓</div> The proposed development has a relatively minor footprint and equates to less than 1% in site cover.

<p>P02</p> <p>Landscaping is provided to enhance the visual appeal of the development and soften the appearance of the built form. The majority of landscaping is to be undertaken on the principal street frontage of the development.</p>	<p style="text-align: right;">✓</p> <p>Landscaping is proposed along the frontage of the site adjacent to the Dirranbandi - Hebel Road which will assist with softening the built form and enhance the appearance of the development.</p>
<p>Building Design</p>	
<p>P03</p> <p>New development maintains the low-rise scale and character of the Shire.</p>	<p style="text-align: right;">✓</p> <p>The proposed fuel container will have a maximum height of 3.2m.</p>
<p>P04</p> <p>New buildings or structures present a traditional façade to the street.</p>	<p>N/A – The subject site is located in the Industry Zone of the Dirranbandi township.</p>
<p>P05</p> <p>Development is generally in accordance with existing setbacks within the locality.</p>	<p style="text-align: right;">✓</p> <p>The proposed development provides significant setbacks from all boundaries of the site. The refuelling facility will be set back approximately 40m from the primary frontage of the site (Dirranbandi – Hebel Road).</p>
<p>Dual Occupancies and Multiple Dwellings</p>	
<p>P06</p> <p>The design, appearance and form of development for Dual Occupancy or a Multiple Dwelling reflects a high standard and permanent form of accommodation that complements the character of existing residential development in the Shire.</p> <p>Editor's note— Dwellings having the appearance of relocatable dwellings or other temporary structures are discouraged and unlikely to meet this performance outcome. However, this provision is not intended to preclude creative or adaptive building design outcomes where exhibiting strong architectural merit and visual appeal.</p>	<p>N/A – The proposed development is not for dual occupancies and multiple dwellings.</p>
<p>P07</p> <p>Building scale, form and site layout is consistent with existing prevalent residential architectural features and site layouts (e.g. location of building at the front of the lot, parking at the side or rear of dwellings, one larger building rather than multiple small buildings).</p> <p>Editor's note— Dwellings having the appearance of relocatable dwellings or other temporary structures are generally discouraged and unlikely to meet the performance outcome. However, this provision is not intended to preclude creative or adaptive building design outcomes where exhibiting strong architectural merit and visual appeal.</p>	
<p>P08</p> <p>Landscaping is provided for site presentation privacy and shade.</p>	

Ancillary Uses	
PO9 Other than where located in the Rural zone, buildings and structures for ancillary uses and activities such as sheds are subordinate in use and size to the primary use of the premises.	N/A - The development does not involve buildings or structures for ancillary uses and activities.
Access, manoeuvring and parking	
PO10 The proposed development accommodates sufficient car parking on site.	✓ Table 7.3.1.2 (Car Parking Requirements) requires 1 parking space per 30m ² of site area for a service station. In addition to the fuel parking areas at the fuel browsers, three formal parking spaces will be provided onsite.
PO11 The proposed driveway is clear of all impediments.	✓ The proposed driveway is clear of street furniture, gully pits, manholes, power poles and street trees.
PO12 The location of driveways does not create a danger to the safety and efficiency of existing intersections.	✓ The proposed driveway is located approximately 22m from the Dirranbandi – Hebel/Railway intersection located north of the site. The Department of Transport and Main Roads have assessed the site access as a Concurrency Agency for the development proposal, and approved the development subject to conditions which will attach to any Council approval that is given for the use.
PO13 Access to, from and within the site: <ul style="list-style-type: none"> • is adequate for the type and volume of traffic generated by the use. • does not adversely impact on the traffic network external to the site. • caters for safe pedestrian access. • provides for disabled access. 	✓ If the application is to be approved by Council, conditions of development approval will require the proposed access to be sealed and designed to adequately accommodate the types and volumes of traffic generated by the proposed use of the site. Conditions of approval will also require car parking and manoeuvring areas to be designed in accordance with: <ul style="list-style-type: none"> • AS2890.1 – Parking Facilities; • Austroads AP-34/95 - Design Vehicles and Turning Path Templates; and • The Access to Premises Standard' (Vol 1 of the National Construction Code).
Infrastructure and Services	
PO14 The development is supplied with an appropriate level of infrastructure to support the intended use.	✓ The proposed development will be connected to electricity supply. The proposed development does not require connection to telecommunications.
PO15 All development has an adequate supply of potable water and can provide for appropriate	✓ If the application is to be approved by Council, conditions of development approval will require services to be connected, adequate for the intended use.

<p>treatment and disposal of effluent and other waste water.</p> <p>Note: If the development is not connected to a reticulated water supply network, there is no guarantee of reliability or availability of water from watercourses, overland flow or underground water for new non-stock and domestic development across the Balonne Shire. This is because access to water is subject to the limitations and appropriate authorisation under the <i>Water Act 2000</i>.</p>	
<p>PO16</p> <p>Stormwater is collected and discharged to ensure no impacts on adjoining land owners, BSC or State infrastructure while also ensuring environmental values of waters in the Shire are maintained.</p>	<p style="text-align: right;">✓</p> <p>The refuelling facility tank is self-bunded.</p> <p>If the application is to be approved by Council, conditions of development approval will require stormwater to be collected and discharged in accordance with:</p> <ul style="list-style-type: none"> • Queensland urban drainage manual, 3rd Edition, Queensland Department of Energy and Water Supply, 2013; • Pilgrim, DH, (ed)., Australian Rainfall & Runoff – A Guide to Flood Estimation, Institution of Engineers, Australia, Barton, ACT, 1987; and • To ensure any spills are contained and cleaned up and that contaminated soils are disposed of to prevent the release of contaminants from the site and protect environmental values.
<p>PO17</p> <p>Wastewater discharge to a waterway is avoided or managed in a way that maintains ecological processes, riparian vegetation, waterway integrity, and downstream ecosystem health.</p>	<p>N/A – The proposed development will not produce wastewater.</p>
<p>BSC assets</p>	
<p>PO18</p> <p>Structures and buildings do not adversely impact on BSC infrastructure.</p>	<p style="text-align: right;">✓</p> <p>There are no Council easements or underground infrastructure within the subject site.</p> <p>The proposed access will be located more than 6m away from the nearest power pole. There is no other infrastructure near the site.</p>

Development location in a Bushfire Hazard Area	
PO19 A vulnerable use is not established or materially intensified where there are unacceptable risks to people or property from a Bushfire Hazard.	N/A – The subject site is not located within a bushfire hazard area.
PO20 Emergency services and uses providing community support services are able to function effectively during and immediately after a bushfire hazard event.	
PO21 Development involving hazardous materials manufactured or stored in bulk is not located in bushfire prone area.	
PO22 Development in a bushfire prone area as identified on SPP mapping – Safety and Resilience to Hazards, Bushfire prone area makes adequate provision of water supply for fire-fighting requirements.	
Development located in a Flood Hazard Area – Reconfiguring a Lot	
PO23 Development located within areas containing a flood hazard (as identified in Schedule 4 – Flood hazard overlay map) responds to flooding potential and maintains personal safety at all times, with regard to siting and layout.	N/A – The proposed development is not for reconfiguring a lot.
Stock Route Network	
PO25 Development on or lots fronting the stock route network SPP mapping – Economic Growth, Agriculture, Stock Route Network does not compromise the connectivity and integrity of the network and protects ongoing, efficient and safe use by travelling stock by: <ul style="list-style-type: none">maintaining the extent of the stock route network.maintaining access to watering facilities and other stock route infrastructure.providing safe passage of stock traversing the stock route.allowing practical solutions for stock to move across transport and other linear infrastructure safely.	<div>✓</div> <p>The subject site joins a stock route network (Dirranbandi – Hebel Road). The development is appropriately located in the Industry Zone, with the use area/s setback from the roadway. Being that the Dirranbandi – Hebel Road is a State-controlled road, it is unlikely the proposed development will compromise the connectivity, efficiency and integrity of the stock route network.</p>

<p>PO26</p> <p>Development does not result in encroachment by incompatible land uses (especially residential, sensitive commercial or community uses) along the stock route network. Non-rural uses are setback and buffered from the stock route network to mitigate impacts.</p>	<p style="text-align: right;">✓</p> <p>The proposed development provides significant setbacks from all boundaries of the site. The development will be set back approximately 40m from the primary frontage adjacent to the stock route and will not result in any encroachment. The siting of the development is appropriate to mitigate potential impacts to the stock route.</p>
<p>PO27</p> <p>Development does not result in a loss of the primary use for moving stock and other uses associated with the stock route network including recreational, environmental and heritage values.</p>	<p style="text-align: right;">✓</p> <p>The proposed development will be contained within the property boundaries and will not result in a loss of the primary use of the stock route network for moving stock nor any other related uses.</p>
<p>Petroleum pipeline</p>	
<p>PO28</p> <p>The integrity and function of high pressure pipelines carrying petroleum and gas is maintained.</p>	<p>N/A - The subject site does not contain a high pressure pipeline.</p>
<p>Electricity infrastructure</p>	
<p>PO29</p> <p>Development is separated from major electricity infrastructure or substations and incorporates buffers to maintain public health and safety, residential amenity and allow access to infrastructure for maintenance.</p>	<p>N/A – The subject site is does not contain or adjoin any major electricity infrastructure.</p>
<p>Local heritage places</p>	
<p>PO30</p> <p>Development contributes to the retention of a local heritage place, facilitates their adaptive reuse, but does not result in a change that is incompatible with conserving the cultural heritage significance of the place.</p>	<p>N/A – The subject site is currently vacant industry zoned land.</p>
<p>Biodiversity</p>	
<p>PO31</p> <p>Development:</p> <ul style="list-style-type: none"> (a) is located to avoid significant adverse impacts on matters of state environmental significance (b) facilitates the protection and enhancement of matters of state environmental significance 	<p>N/A – The subject site does not contain any watercourses or matters of MSES.</p>

(c) protects and enhances ecological connectivity	
Aviation facilities	
PO32 Development does not interfere with the function of air service facilities SPP mapping – Infrastructure – Strategic Airport and Aviation Facilities .	N/A – The subject site is not located within an airport building restriction area.
Home based business	
PO33 The development comprises only a minor portion of an existing residential premise.	N/A – The proposed development does not involve a home based business.
PO34 The use does not generate greater traffic loads than reasonably associated with residential premises.	
PO35 The use is operated in such a way as to not disrupt the residential amenity of the area.	
Abandoned mines	
PO36 Development is located to protect sensitive land uses from the impacts of previous activities that may cause risk to people or property including land containing former mining activities and hazards e.g. disused underground mines, tunnels and shafts. Note: A geotechnical assessment report prepared by a suitably qualified and experienced person will assist in demonstrating the achievement of the performance outcome where a possible risk from former mining activities is identified through location knowledge, a pre-development ground inspection, Schedule 4 – Online Mapping Resources – Mines Online Maps, or other sources.	N/A – The subject is not identified as being an abandoned mine.

7.4.1 Operational works code

This code applies to assessing operational works applications when identified in the tables of assessment.

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

- (a) *Operational works involving excavating and filling land:*
 - i *site disturbance is minimised*
 - ii *water and sediment runoff is controlled*
 - iii *once work is complete, the site is rehabilitated to a safe stable area that does not cause further erosion and safety issues.*
- (b) *Levees are constructed in accordance with the applicable State Code;*
- (c) *Development:*

- i is located to avoid significant adverse impact on matters of state environmental significance*
- ii facilitates the protection and enhancement of matters of state environmental significance*
- iii protects and enhances ecological connectivity.*
- iv does not inhibit the safe and efficient operation of pipelines.*

The proposed development complies with the Purpose and Outcomes of the Operational Works Code because;

- The operational works is limited to earthworks for the construction of a hardstand area, truck access and manoeuvring areas. The earthworks includes approximately 4,000m³ of all-weather gravel fill;
- The works will not impact on matters of state environmental significance, will have minimal site disturbance; and
- Conditions of the development approval will ensure water and sediment runoff is managed appropriately.

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

Performance outcomes	Response
Site Layout	
P01 Adverse impacts of operations are minimised including impacts from: <ul style="list-style-type: none"> • noise • dust • silt • overland runoff water, and • other noxious emissions on adjoining land and natural features, including surface and groundwater. 	<p style="text-align: right;">✓</p> <p>The proposed earthworks involves the construction of a hardstand area, truck access and manoeuvring areas. The earthworks includes approximately 4,000m³ of all-weather gravel fill at depth of 750mm.</p> <p>If the application is to be approved by Council, conditions of development approval will require;</p> <ul style="list-style-type: none"> • Proposed fill is not to exceed 1m deep or 1m high; • Fill is not to be located within 10m of any property boundary; • No ponding is to occur on adjacent land at any time; • All surfaces exposed or damaged by the works are immediately restored to their original standard on conclusion of the works; and • measures that minimise risk of erosion or sedimentation on adjacent land as a result of diverted or concentrated overland runoff.
P02 Operational works or the construction activities for the development avoid or minimise adverse impacts on stormwater quality.	<p style="text-align: right;">✓</p> <p>If the application is to be approved by Council, conditions of development approval will require construction activities to implement erosion and sediment control measures to minimise adverse impacts on stormwater quality.</p>

Levees	
<p>PO3</p> <p>Any off-property impact from the levee is minimised and mitigated having regard to the following—</p> <ul style="list-style-type: none">the environment in which the levee is located.the measures proposed to be taken to mitigate any off-property impact.any compensation measures for an impact that is proposed by the applicant.	N/A – The proposed development does not involve a levee.
<p>PO4</p> <p>The levee is a safe and stable structure.</p>	
<p>PO5</p> <p>Community safety is ensured in the event a category 3 levee fails or overtops.</p> <p>Editor's note— For further details on levees including classification, planning and development see DNRM Guideline: Regulation of levee banks https://www.dnrm.qld.gov.au/water/catchments-planning/levees</p>	
Hazardous Activities	
<p>PO6</p> <p>Extractive industry provides for the progressive rehabilitation of all areas subject to extractive industry operations to a stable and restored state so the land is suitable for use by alternative land uses.</p>	N/A – The proposed development does not involve a hazardous activity.
<p>PO7</p> <p>The impacts of development on matters of state environmental significance (identified in SPP mapping – Environmental and Heritage – Biodiversity) are avoided or if avoidance is not possible, minimised.</p>	
<p>PO8</p> <p>Development is located to protect sensitive land uses from the impacts of previous activities that may cause risk to people or property including land containing former mining activities and hazards e.g. disused underground mines, tunnels, shafts and petroleum or gas wells.</p> <p>Note: A geotechnical assessment report prepared by suitably qualified and experienced person will assist in demonstrating the achievement of the performance outcome where a possible risk from former mining activities is identified through local knowledge, a pre-development ground inspection, Schedule 4 – Online Mapping Resources – Mines Online Maps, or other sources.</p>	
<p>PO9</p> <p>The integrity and function of high pressure pipelines carrying petroleum is maintained.</p>	

Referral Agencies

The application was referred to the Department of Transport and Main Roads as a Concurrency Agency (via the State Assessment and Referral Agency (SARA)), under Schedule 10, Part 9, Division 4, Subdivision 2, Table 3, and under Schedule 10, Part 9, Division 4, Subdivision 2, Table 4 of the *Planning Regulation 2017*.

SARA have issued a referral agency response with conditions. Refer to attachment 2.

Public Notification and Submissions

Not applicable.

Link to Corporate Plan

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

Consultation (internal/external)

External referrals

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

Legal Implications

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

Risk Implications

Nil.

Policy Implications

Council's planning policies apply.

Financial and Resource Implications

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

Attachments

1. MCU 194 Proposal Plans - Council Report.pdf (separately enclosed) [⇒](#)
2. MCU 194 SARA Response - Council Report.pdf [↓](#)

Recommendation/s

That:

- I. Council receives this report.
- II. Council approve the development application for MCU194 - Development application from Barry Smith Transport C/- Out of the Woods Planning for a Material Change of Use - "Service Station" (Unmanned

Refuelling Facility) and “Operational Works” (Earthworks) located at 19-25 Dirranbandi-Hebel Road (Castlereagh Highway), Dirranbandi QLD 4486 (described as Lot 41 on BLM487), subject to the permit conditions listed below.

Conditions:

**CONDITIONS APPLICABLE TO MATERIAL CHANGE OF USE – “SERVICE STATION”
(UNMANNED REFUELLING FACILITY) AND OPERATIONAL WORKS (EARTHWORKS)**

Use

1. The approved development is a “Service Station” (Unmanned Refuelling Facility) and “Operational Works” (Earthworks) as defined in the Planning Scheme and *Planning Act 2016* respectively, and as shown on the approved plans.

Compliance inspection

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

Approved plans and documents

4. All works and operations are to be carried out generally in accordance with the approved plans listed in the following table. Where the approved plans conflict with the Assessment Manager’s conditions, the Assessment Manager’s conditions prevail.

Plan/Document Number:	Plan/Document Name:	Date:
090-001 Issue D	Plan of Development	11/05/2021
LSB-80-A0 Revision 01	ADBlue10KL – Design of Fuel Container sheet 1 of 2	2018/4/25
LSB-80-00 Revision 01	Self Bunded Tanks Model#LSB-80(48 Foot) Exploded View Sheet 2 of 2	2015/06/1
21-472 Revision A	Traffic Impact Statement Prepared by Pekol Traffic and Transport	05/21

Development works

5. During the course of constructing the works, the developer shall ensure that all works are carried out by appropriately qualified persons and the developer and the persons carrying out and supervising the work shall be responsible for all aspects of the works, including public and worker safety, and shall ensure adequate barricades, signage and other warning devices are in place at all times.
6. The developer is responsible for locating and protecting any Council and public utility services, infrastructure and assets that may be impacted on during construction of the development. Any damage to existing infrastructure (kerb, road pavement, existing underground assets, etc.) that is attributable to the progress of works on the site or vehicles associated with the development of the site shall be immediately rectified in accordance with the asset owners’ requirements and specifications and to the satisfaction of the asset owners’ representative(s).

7. All works on or near roadways shall be adequately signed in accordance with the “Manual for Uniform Traffic Control Devices – Part 3, Works on Roads”.

Applicable standards

8. All works must comply with:
 - a) the development approval conditions;
 - b) any relevant provisions in the Planning Scheme;
 - c) Balonne Shire Council Private Property Entrance Policy 2010;
 - d) any relevant Australian and Austroads Standards and the National Construction Code that applies to that type of work; and
 - e) any alternative specifications that Council has agreed to in writing and which the developer must ensure do not conflict with any requirements imposed by any applicable laws and standards.

Stormwater drainage

9. Stormwater drainage is to be provided in accordance with:
 - a) Queensland urban drainage manual, 3rd Edition, Queensland Department of Energy and Water Supply, 2013;
 - b) Pilgrim, DH, (ed)., Australian Rainfall & Runoff – A Guide to Flood Estimation, Institution of Engineers, Australia, Barton, ACT, 1987; and
10. Stormwater must not be discharged to adjoining properties and must not pond on the property being developed, or adjoining properties during the development process or after the development has been completed. The developer shall ensure that in all cases, discharge of stormwater runoff from the development drains freely to the legal point/s of discharge for the development.
11. There must be no increases in any silt loads or contaminants in any overland flow from the property being developed during the development process and after the development has been completed.
12. The stormwater disposal system must be designed to include appropriate pollution control devices or methods to ensure no contamination or silting of creeks or other waterways.

Avoiding nuisance

13. No nuisance is to be caused to adjoining properties and occupiers by the way of noise smoke, dust, rubbish, contaminant, stormwater discharge or siltation at any time during or after the establishment of the approved development.
14. Dust emanating as result of activities carried out onsite (both during construction and post construction) must be continually monitored and suppressed in order to prevent any dust drifting onto road networks and nearby properties and sensitive land uses.
15. All lighting shall be directed or shielded so as to ensure that no glare directly affects nearby properties.

16. The area and its surrounds shall be kept in an orderly fashion, free of rubbish and clear of weeds and long grasses (during construction and post construction). The premises is to be maintained in a clean and tidy condition and not to pose any health and safety risks to the community.
17. Unless otherwise approved in writing by the Council, approved hours of construction are restricted to Monday – Saturday 6.30am to 6.30pm – noise permitted. Work or business which causes audible noise must not be conducted from or on the subject land outside the above times or on Sundays or Public Holidays.
18. Noise emissions from the development shall not cause environmental harm of nuisance to adjoining properties or “Sensitive Land Uses” in accordance with the *Environmental Protection (Noise) Policy 2008*.
19. Air emissions from the development shall not cause environmental harm of nuisance to adjoining properties or “Sensitive Land Uses” in accordance with the *Environmental Protection (Air) Policy 2008*.
20. Parking areas for vehicles associated with the construction works must be provided within the development site.

Development costs

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

Latest versions

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

Application documentation

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

Document control

24. Should amendments be required to the approved plans and/or documents during construction, amended drawings and/or specifications shall be submitted to Council with an accompanying letter outlining the amendment together with any supporting information. All amendments shall be provided to Council for approval prior to the works being undertaken.

CONDITIONS APPLICABLE TO MATERIAL CHANGE OF USE – “SERVICE STATION” (UNMANNED REFUELLING FACILITY)

Waste management

25. All waste generated from construction activities must be effectively controlled on-site before disposal. All waste must be disposed of in accordance with the *Environmental Protection (Waste Management) Regulation 2000*.
26. Adequate refuse storage areas and facilities must be provided on the site to service the approved development. Refuse storage facilities are to be screened from view at the street frontage and from adjoining properties.
27. All waste generated on-site must be managed in accordance with the waste management hierarchy as detailed in the *Waste Reduction & Recycling Act 2011*.

Environment

28. The area surrounding the refuelling facility tank that is within reach of the fuel dispenser/s must be bunded and appropriate pollution control devices and methods implemented to contain potential spills and prevent discharge of contaminants from the site.

Access, manoeuvring and car parking

29. The developer shall be responsible for construction and maintenance of vehicle crossovers from the road carriageway to the property boundary and for obtaining any approvals that may be required, and for complying with the applicable designs and standards. Should any damage be caused at the approved access location, it is the landowner's responsibility to ensure this is reinstated. Any repair works are to be undertaken in consultation with Council and at the landowner's expense.
30. Vehicle access from the Dirranbandi – Hebel Road (Castlereagh Highway) to the site is to be constructed with a sealed surface. The crossover design must provide for two-way access and cater for the maximum vehicle size accessing the site, ensuring no damage occurs to the adjoining roadway.
31. Vehicle crossovers must be located a minimum distance of one metre from any power poles, street signage, street lights, stormwater gully pits or other Council assets, unless otherwise specified in the applicable development standards and specifications.
32. All vehicle movements within the site are to be clear of proposed parking areas, buildings and landscape treatments. Vehicle parking bays must not encroach into swept paths for vehicle movements onsite.
33. Vehicles entering and exiting the development site must be able to enter and leave in forward direction. Reversing out of the development site is not permitted. Vehicle manoeuvres in this regard are to be totally contained within the development site boundaries.
34. In addition to the temporary parking spaces at fuel dispenser/s, 3 car parking spaces are to be provided within the development site area generally in the location shown on approved plan 090-001, Issue D – Plan Of Development', dated 11/02/2021.
35. Car parking and manoeuvring areas are to be designed in accordance with:
 - a) AS2890.1 – Parking Facilities;

- b) Austroads AP-34/95 - Design Vehicles and Turning Path Templates; and
- c) The 'Access to Premises Standard' (Vol 1 of the National Construction Code).

Landscaping and fencing

- 36. Landscaping areas are to be provided adjacent to the site frontage to Dirranbandi – Hebel Road (Castlereagh Highway) in the location shown on approved plan 090-001, Issue D – 'Plan of Development', dated 11/02/2021. Landscaping areas must contribute to the amenity of development by enhancing the visual appeal and softening the built form.
- 37. All landscaping works are to be completed prior to the commencement of use.
- 38. Site landscaping is to be irrigated during an establishment period of two years, and ground covers should fully cover vegetated areas within one year of planting.
- 39. All site landscaping is to be maintained throughout the duration of the approved use. Any dead and/or unhealthy plants are to be promptly removed and replaced.
- 40. Site landscaping must not interfere with electrical infrastructure nor restrict maintenance access to any onsite infrastructure, public utility or easement.
- 41. Landscaping must not interfere with site lines at access driveways for vehicle traffic.

Provision of services

- 42. The development must be connected to adequate services for the approved use (i.e. Council's reticulated water and sewerage supply networks).
- 43. The development must be connected to an electricity reticulation service in accordance with the relevant service provider's requirements and specifications along with relevant building standards, requirements and specifications (as relevant).
- 44. If the premises is connected to a telecommunications service, then such works shall be undertaken in accordance with the relevant service provider's requirements and specifications along with relevant building standards, requirements and specifications (as relevant).
- 45. All services installation connections to the respective networks, must comply with (i) the development approval conditions, (ii) any relevant provisions in the planning scheme for the area, (iii) Council's standard designs for such work where such design exist, (iv) any relevant Australian Standard that applies to that type of work and (v) any alternative specifications that Council has agreed to in writing and which the development must ensure do not conflict with any requirements imposed by any applicable laws and standards.

CONDITIONS APPLICABLE TO OPERATIONAL WORKS (EARTHWORKS)

Avoiding nuisance

- 46. The transportation of materials, equipment and machinery to and from the site during the course of the construction activities, is to be undertaken in a manner that ensures public access ways and roads are kept free of dust and spoil.

47. Construction activities must not prevent or obstruct access to adjoining properties, land uses or roads.
48. Any waste associated with the development works must be contained and disposed of from the site to prevent release to adjoining properties and roads.

Earthworks and construction

49. All earthworks, including batters, shall be fully contained within the development site and must not in any way impact on the properties adjoining the site.
50. No contaminated material is to be excavated or disturbed and no contaminated material or waste materials are to be used as fill.
51. Fill material is:
 - a) contained wholly within the site;
 - b) located in a single manageable area;
 - c) located a minimum distance of 10 metres from any property boundary;
 - d) does not exceed 1m deep or 1m high;
 - e) limited to the quantity necessary to establish the proposed works;
 - f) ensures no ponding develops on adjacent land at any time;
 - g) restores all surfaces exposed or damaged by the operations to their original standard immediately on conclusion of the works.

Erosion and sediment control

52. Erosion and sedimentation controls shall be implemented and maintained at all times during the course of the works. To the extent practicable, erosion and sediment controls are to be established prior to the commencement of works, and be monitored, maintained and adjusted as necessary to ensure ongoing effectiveness.
53. Measures shall be applied to prevent site vehicles tracking sediment and other pollutants onto adjoining roads during the course of the construction period and to prevent dust nuisance during construction. It is the developer's responsibility to ensure that all reasonable measures are taken to protect nearby properties and roads from dust pollution, erosion, siltation or sediment transport.
54. Stockpiles of topsoil, sand, aggregate, spoil or other material capable of being moved by the action of running water shall be stored clear of drainage paths and be prevented from entering the road and/or drainage system.
55. The developer shall immediately clean up and satisfactorily remove any deposited construction material or silt runoff from the development site. Should it be necessary for the road and/or drainage system to be reinstated or cleaned up due to erosion and/or sedimentation from the site, then such works shall be at no cost to Council. Such works shall be undertaken immediately where there is a potential hazard to pedestrians and/or passing traffic.

Vegetation

56. Vegetation removal from the site is limited to that necessary to facilitate the approved works.

General advice:

- I. Refer to <https://www.balonne.qld.gov.au/council/publications/policies-plans-strategies> for Council Policies.
- II. The relevant planning scheme for this development is Balonne Shire Planning Scheme 2019. All references to the 'Planning Scheme' and 'Planning Scheme Schedules' within these conditions refer to this Planning Scheme.
- III. Under the *Balonne Shire Planning Scheme 2019*:
Service Station means: *Premises used for the sale of fuel including petrol, liquid petroleum gas, automotive distillate and alternative fuels. The use may include, where ancillary, a shop, food and drink outlet, maintenance, repair servicing and washing of vehicles, the hire of trailers, and supply of compressed air. The use does not include a car wash.*
- IV. The *Environmental Protection Act 1994* states that a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. Environmental harm includes environmental nuisance. In this regard, persons and entities involved in the operation of the approved development are to adhere to their 'general environmental duty' to minimise the risk of causing environmental harm to adjoining premises.
- V. All Aboriginal Cultural Heritage in Queensland is protected under the *Aboriginal Cultural Heritage Act 2003* and penalty provisions apply for any unauthorised harm. Under the legislation a person carrying out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage. This applies whether or not such places are recorded in an official register and whether or not they are located in, on or under private land. The developer is responsible for implementing reasonable and practical measures to ensure the Cultural Heritage Duty of Care Guidelines are met and for obtaining any clearances required from the responsible entity.
- VI. It is the responsibility of the developer to obtain all necessary permits and submit all necessary plans and policies to the relevant authorities for the approved development.
- VII. All persons involved in the development, operation or use of the site have an obligation to take all reasonable and practical measures to prevent or minimise any biosecurity risk under the *Biosecurity Act 2014*.
- VIII. Refer to <https://www.worksafe.qld.gov.au/injury-prevention-safety/hazardous-chemicals/specific-hazchem-workplaces/service-stations#operator> the regulatory body for Service Stations in Queensland.
- IX. The land use rating category may change upon commencement of any new approved use on the site. Council's current Revenue Statement, which includes the minimum general rate levy for the approved use/s, can be viewed on the Council Website: www.balonne.qld.gov.au.
- X. In completing an assessment of the proposed development, Council has relied on the information

submitted in support of the development application as true and correct. Any change to the approved plans and documents may require a new or changed development approval. It is recommended to contact Council for advice in the event of any potential change in circumstances.

Digby Whyte

Director Community and Environmental Services



SARA reference: 2105-22671 SRA
 Council reference: MCU 194
 Applicant reference: 090

25 June 2021

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

Attention: Mrs Wendy Wood

Dear Mrs Wood

SARA response—19-25 Dirranbandi Hebel Road, Dirranbandi

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

The development application described below was confirmed as properly referred by the State Assessment and Referral Agency (SARA) on 25 May 2021.

Response

Outcome:	Referral agency response – with conditions.
Date of response:	25 June 2021
Conditions:	The conditions in Attachment 1 must be attached to any development approval.
Advice:	Advice to the applicant is in Attachment 2 .
Reasons:	The reasons for the referral agency response are in Attachment 3 .

Development details

Description:	Development permit	Material change of use for a Service station
	Development permit	Operational work (associated with Material change of use)
SARA role:	Referral agency.	
SARA trigger:	Schedule 10, Part 9, Division 4, Subdivision 2, Table 4, Item 1 (10.9.4.2.4.1) – Material change of use of premises near a state	

transport corridor (Planning Regulation 2017)

SARA reference: 2105-22671 SRA

Assessment Manager: Balonne Shire Council

Street address: 19-25 Dirranbandi Hebel Road, Dirranbandi

Real property description: Lot 41 on BLM487

Applicant name: Barry Smith Transport
c/- Out of the Woods Planning

Applicant contact details: 14 Cobbold Lane
Maroochydore QLD 4558
wendy@outofthewoodspinning.com.au

State-controlled road access permit: This referral included an application for a road access location, under section 62A(2) of *Transport Infrastructure Act 1994*. Below are the details of the decision:

- Approved
- Reference: TMR21-033094
- Date: 17 June 2021

If you are seeking further information on the road access permit, please contact the Department of Transport and Main Roads at Downs.South.West.IDAS@tmr.qld.gov.au

Representations

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

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

For further information please contact Lydia Summers, Senior Planning Officer, on 5644 3217 or via email ToowoombaSARA@dsdmip.qld.gov.au who will be pleased to assist.

Yours sincerely



Darren Cooper
Manager - DDSW (Planning)

cc Barry Smith Transport c/- Out of the Woods Planning, wendy@outofthewoodspinning.com.au

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

Attachment 1—Referral agency conditions

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

No.	Conditions	Condition timing
10.9.4.2.4.1 – Material change of use of premises near a state transport corridor—The chief executive administering the <i>Planning Act 2016</i> nominates the Director-General of the Department of Transport and Main Roads to be the enforcement authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following condition(s):		
1.	Any excavation, filling/backfilling/compaction, retaining structures, stormwater management measures, and other works involving ground disturbance must not encroach or de-stabilise the state-controlled road or the land supporting this infrastructure, or cause similar adverse impacts.	At all times.
2.	(a) Stormwater management of the development must ensure no worsening or actionable nuisance to the state-controlled road. (b) Any works on the land must not: <ul style="list-style-type: none"> (i) create any new discharge points for stormwater runoff onto the state-controlled road (ii) interfere with and/or cause damage to the existing stormwater drainage on the state-controlled road (iii) surcharge any existing culvert or drain on the state-controlled road; (iv) reduce the quality of stormwater discharge onto the state-controlled road. 	(a) At all times. (b) At all times.
3.	(a) The road access location is to be located generally in accordance with drawing no. 21-472-004, titled 'PROPOSED SITE LAYOUT', prepared by Pekol Traffic and Transport, dated 07/05/2021, Project No.21-472 (as amended in red by SARA on 25/06/2021). (b) Road access works comprising an industrial commercial driveway crossover (at the road access location), must be provided and designed to accommodate the largest design vehicle legally capable of accessing the site. (c) The road access works must be designed and constructed in accordance with the relevant requirements for industrial driveway crossovers in accordance with Balonne Shire Council's standards, and the Department of Transport and Main Roads' <i>Road Planning & Design Manual</i> .	(a) At all times. (b) and (c): Prior to the commencement of use.

Attachment 2—Advice to the applicant

General advice	
1.	Terms and phrases used in this document are defined in the <i>Planning Act 2016</i> , its regulation or the <i>State Development Assessment Provisions</i> (SDAP), version 2.6. If a word remains undefined it has its ordinary meaning.
State-controlled roads	
2.	<p>Road access works approval: Under sections 62 and 33 of the <i>Transport Infrastructure Act 1994</i>, written approval is required from the Department of Transport and Main Roads to carry out road works that are road access works (including driveways) on a state-controlled road. Please contact the Department of Transport and Main Roads on 07 4639 0828 to make an application for road works approval. This approval must be obtained prior to commencing any works on the state-controlled road reserve. The approval process may require the approval of engineering designs of the proposed works, certified by a Registered Professional Engineer of Queensland (RPEQ). The road access works approval process takes time – please contact Transport and Main Roads as soon as possible to ensure that gaining approval does not delay construction.</p>

Attachment 3—Reasons for referral agency response

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

The reasons for the SARA's decision are:

The development complies with State Code 1. Specifically, the development:

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

Material used in the assessment of the application:

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

Attachment 4— Representations about a referral agency response provisions

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Attachment 5—Approved plans

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Our ref TMR21-033094
Your ref 090
Enquiries Scott McDonald



Department of
Transport and Main Roads

17 June 2021

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

This is not an authorisation to commence work on a state-controlled road¹

Development application reference number MCU 194, lodged with Balonne Shire Council involves constructing or changing a vehicular access between Lot 41BLM487, the land the subject of the application, and Dirranbandi-Hebel Road (a state-controlled road).

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

Applicant Details

Name and address Barry Smith Transport c/- Out of the Woods Planning
14 Cobbold Lane
Maroochydore QLD 4558

Application Details

Address of Property 19-25 Dirranbandi-Hebel Road, Dirranbandi QLD 4486
Real Property Description 41BLM487
Aspect/s of Development Material Change of Use for Service Station and Operational Works
-

Decision (given under section 67 of TIA)

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

No.	Conditions of Development Approval	Condition Timing
Location of vehicular access to state-controlled road		
1	(a) The road access location is to be located generally in accordance with Figure 3.2 of the Traffic Impact Statement (Proposed 'Self-Serve' Truck Refuelling Facility), prepared by Pekol Traffic and Transport, dated 7 May 2021 reference Project No.21-472 (revision A).	(a) At all times.

¹ Please refer to the further approvals required under the heading 'Further approvals'

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

Telephone +61 7 (07) 4639 0737
Website www.tmr.qld.gov.au
Email Downs.South.West.IDAS@tmr.qld.gov.au
ABN: 39 407 690 291

Reasons for the decision

The reasons for this decision are as follows:

- a) The location of the access and the design standard required will maintain the safety, efficiency and operation of the state-controlled road.

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

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

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

Further information about the decision

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

Further approvals

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

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

If further information about this approval or any other related query is required, Jeff Lavey, Planner, should be contacted by email at Jeffrey.J.Lavey@tmr.qld.gov.au or on (07) 4639 0698.

Yours sincerely

A handwritten signature in black ink, appearing to read 'SMcD', with a long horizontal stroke extending to the right.

Scott McDonald
A/Senior Planner

Attachments: Attachment A – Decision evidence and findings
Attachment B - Section 70 of TIA
Attachment C - Appeal Provisions

Attachment A
Decision Evidence and Findings

Findings on material questions of fact:

- Development application material submitted in support of Balonne Shire Council application MCU/194
- State Development Assessment Provisions—Assessment Code 1 (Development in a state-controlled road environment)
- DTMR's *Road Planning and Design Manual*
- *Planning Act* (2016)
- *Planning Regulations* (2017)
- *Transport Infrastructure Act* (1997)

Attachment B
Section 70 of TIA

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

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

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

Maximum penalty—200 penalty units.

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

Attachment C
Appeal Provisions

Transport Infrastructure Act 1994
Chapter 16 General provisions

485 Internal review of decisions

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

485B Appeals against decisions

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

(b) a person appeals to the Planning and Environment Court against a decision under the Planning Act on the planning application.

(5) The court may order—

(a) the appeals to be heard together or 1 immediately after the other; or

(b) 1 appeal to be stayed until the other is decided.

(6) Subsection (5) applies even if all or any of the parties to the appeals are not the same.

(7) In this section—

original decision means a decision described in schedule 3.

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

31 Applying for review

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

32 Stay of operation of original decision

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

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

(9) In this section—
relevant entity means—

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

35 Time for making appeals

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

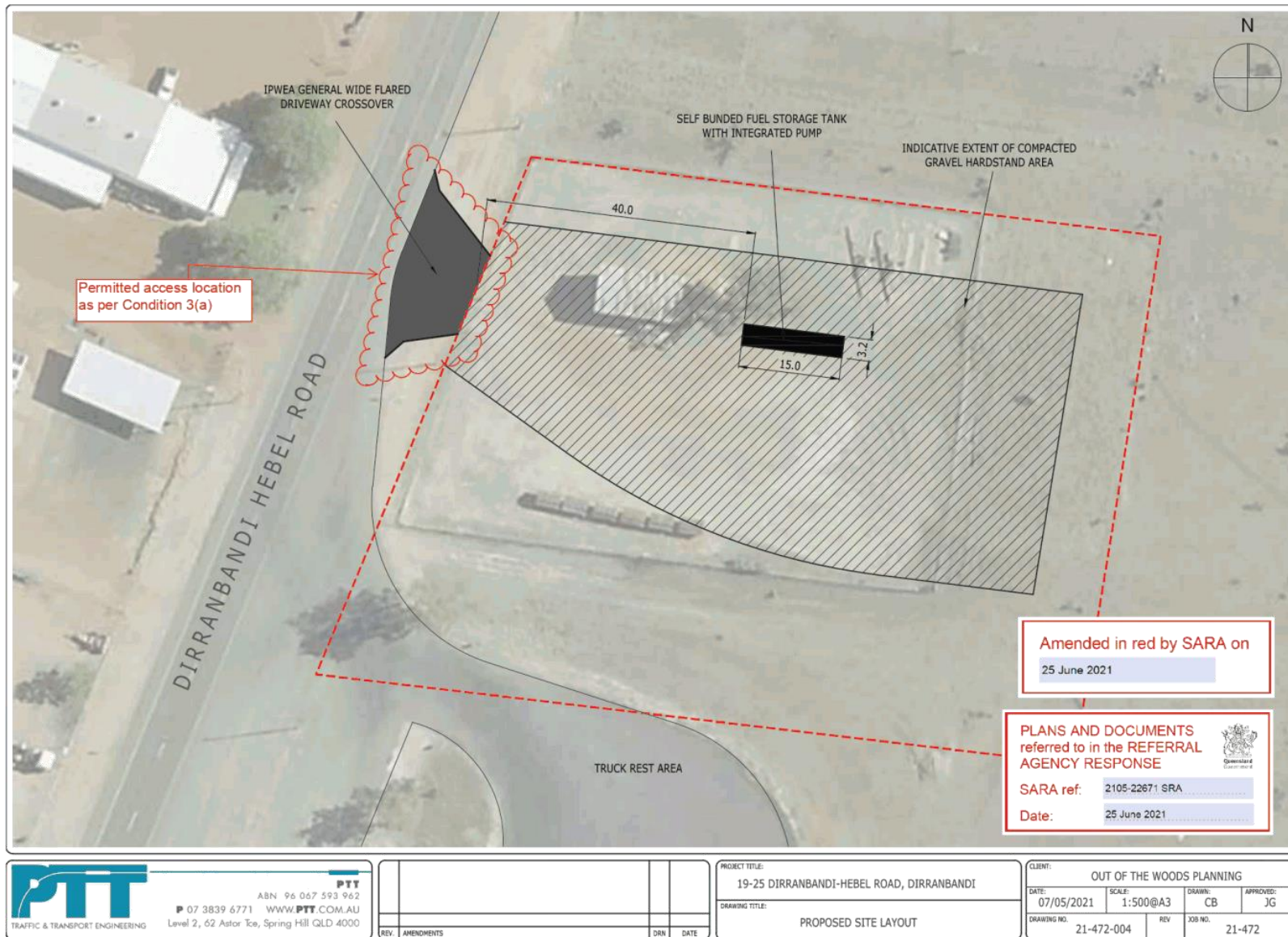
- (a) if a decision notice is given to the person—28 days after the notice was given to the person; or
- (b) if the chief executive is taken to have confirmed the decision under section 34(5)—56 days after the application was made.

(2) However, if—

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

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

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



Development Assessment Rules—Representations about a referral agency response

The following provisions are those set out in sections 28 and 30 of the Development Assessment Rules¹ regarding **representations about a referral agency response**

Part 6: Changes to the application and referral agency responses

28 Concurrence agency changes its response or gives a late response

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

¹ Pursuant to Section 68 of the *Planning Act 2016*

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

Part 7: Miscellaneous

30 Representations about a referral agency response

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

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

OFFICER REPORT

TO: Council

SUBJECT: Tackling Regional Adversity Through Integrated Care Grant Application -
Dirranbandi Progress Association - Breast Cancer Awareness BBQ

DATE:

AGENDA REF: CES11

AUTHOR: Jane Cornish - Community and Multicultural Development Officer

Sub-Heading

The Dirranbandi Progress Association have requested funding from Balonne Shire Council's Tackling Regional Adversity Through Integrated Care (TRAIC) Funding to support a Breast Cancer Awareness BBQ on Friday October 1, 2021.

Executive Summary

This month, Council has received two applications for TRAIC funding, and one internal request for TRAIC funding support. This application seeks funding to support a free community BBQ organised by Dirranbandi Progress Association to raise awareness of breast cancer, the need for early detection and access to support services.

Background

Balonne Shire Council was awarded \$60 000 in Tackling Regional Adversity through Integrated Care (TRAIC) funding by the Queensland Government (via Queensland Health). In 2019, a round of community consultation was held to develop a project plan, which was submitted to and approved by Queensland Health. Due to COVID-19, TRAIC was suspended by Queensland health, then re-started and extended for projects running until October 31, 2021.

At the May 16, 2021 Council Meeting, Council resolved to support the TRAIC Project Plan (attached), and the events and workshops outlined within it. Within that report, \$5971.88 was set aside for "Contingency + New Applications".

One of the items included in the budget was an event titled "Smoko with Friends" at Dirranbandi (table below, highlighted in pink). The idea behind this developed by the Community Development Officer was to provide an opportunity for members of the Dirranbandi community to catch up with each other over morning tea ('smoko') where they could also engage with service providers like the Rural Financial Counselling Service. No organisation has come forward to Council to lead this project, and to date no preparations for this event have been undertaken.

2021 Actual & Projected Expenditure	Arts Workshops and Mentoring Program with Stride St George	\$ 3,000.00	estimate
	QCWA Dirran & St George Cubbie Station Event	\$ 3,220.00	paid
	Blue Tree - signage St George, Hebel & Dirranbandi @ \$200 x 3	\$ 600.00	estimate
	Drone workshop Hebel & Nindigully	\$ 3,966.60	paid
	Permaculture Workshop Bollon	\$ 1,250.00	estimate
	Permaculture Workshop Thallon	\$ 1,250.00	estimate
	Permaculture Workshop St George	\$ 1,250.00	estimate
	Permaculture Workshop Dirranbandi	\$ 1,250.00	estimate
	Yoga Workshops @ Dirranbandi Tennis Club	\$ 2,600.00	quote
	Craft Workshop @ Bollon	\$ 1,400.00	estimate
	First Aid Course @ St George (open to participants from whole Shire)	\$ 3,800.00	estimate
	Weekend Yoga Course @ Thallon	\$ 2,000.00	estimate
	JP Training @ Thallon or online	\$ 2,000.00	estimate
	Cricket Day, Men's Health Pit Stop & BBQ @ Thallon	\$ 500.00	estimate
	Backing onto another event doing a family health check day and evening with B	\$ 500.00	estimate
	IT Education - Online and social media safety & cyber-security	\$ 900.00	estimate
	The Yoga Partnership 20x free online yoga classes run by local yoga teacher - S	\$ 2,500.00	quote
	Master BBQ cooking workshop for men in conjunction with St George Men's Sh	\$ 3,500.00	estimate
	"Smoko with Friends" @ Dirranbandi	\$ 3,500.00	estimate
	Fishing, BBQ & Men's Health afternoon @ Dirranbandi	\$ 1,500.00	estimate
	Men's Pit Stop with "Penelope Tent" - women's self-care activities (in partners	\$ 1,500.00	estimate
	Teen Mental Health First Aid Course for Youth Council members	\$ 2,500.00	estimate
	Mum's and Bub's Morning Tea @ St George Library + Bollon & Dirran x 3	\$ 1,200.00	estimate
	Seed funding for Community Gardens 7 x \$250 Buy Balonne Gift Cards	\$ 1,750.00	estimate
	Working Dog Workshop (in partnership with QLD Health)	\$ 500.00	estimate
	Chip & Chat - Tennis Day including mental/health checks, comedian/guest spe	\$ 500.00	estimate
	Contingency + New Applications	\$ 5,971.88	
total 2021 Actual & Projected Expenditure		\$ 54,408.48	
total 2019/20 + 2021 actual & projected expenditure		\$ 60,000.00	
projected budget remaining 2021		\$ -	

Since the TRAIC Project Plan was approved by Council, the Dirranbandi Progress Association have made an application for funding to support a Breast Cancer Awareness BBQ. The project is led by Karen Sullivan, and aims to provide a family friendly event where members of the Dirranbandi community can come together and enjoy food, BYO drinks, entertainment, and a catch-up with friends while being informed about issues relating to breast cancer such as the important of early detection, and services available to women, and their families who are affected by the disease.

The Dirranbandi Progress Association are also planning to make merchandise available, so that people can take it home with them and continue to have a reminder about what they have learnt at the event, and important contact details for relevant support services on hand, if the need should arise. The event has been created with the awareness that it is crucial that entire families, and the broader community are aware of information pertaining to breast cancer, and not just women.

Dirranbandi Progress Association plan to partner with Balonne Shire Council, Care Balonne, Dirranbandi P&C, Dirranbandi Arts Council, and plan to purchase merchandise and meat and other food supplies locally, where possible.

This project fits well within the TRAIC funding guidelines, specifically by promoting community networks and support and encouraging and creating opportunity for help seeking behaviour.

It is recommended that the \$3000 of the \$3500 set aside to support "Smoko with Friends" at Dirranbandi is allocated to instead support the Dirranbandi Progress Associations Breast Cancer Awareness BBQ.

Link to Corporate Plan

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

Consultation (internal/external)

Communities Team – Elizabeth Jones, Mariella Perez, Jane Cornish and Olivia Hoolihan
Council – Mayor Samantha O’Toole
Dirranbandi Progress Association’
Dirranbandi Arts Council
Care Balonne

Legal Implications

If the funding is not expended by October 31, it will have to be returned to the funding provider.

As per the funding agreement:

“The Organisation (Balonne Shire Council) must also comply with all relevant legislative and administrative requirements e.g. obtaining consent (from parents/guardians/carers) to allow young people to participate in the program, including publication.”

Risk Implications

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

Policy Implications

Under part 1.Community of the Corporate Plan, Council has committed to the “Pursuit of active and healthy lifestyles where cultures, traditions and the arts are celebrated, including the provision of safe and welcoming spaces to connect, engage and learn.”

This activity fits within the following program areas:

- 1.2 Healthy and active lifestyles
- 1.3 Strong community organisations; and
- 1.5 Community well-being

Financial and Resource Implications

Balonne Shire Council was successful in securing \$60 000 of TRAIC funding from the Queensland Government. In 2019/20 \$5591.52 of the funds were expended on events and workshops before the program was disrupted by COVID19.

Of the \$60 000, \$40 000 remains in the 2021/22 financial year operational projects budget, and as per the funding agreement must be expended by October 31, 2021.

Annual Budget – Tackling Regional Adversity	\$40 000
Less funds spent/outstanding orders as of 06/08/2021	\$13218.79
Total budget remaining – 06/08/2021	\$26781.21
Less Pending requests – August 2021	\$19181.21
Breast Cancer Awareness BBQ @ Dirranbandi	\$3000.00
Wild Dog Workshops	\$2500.00
IT Classes	\$2100.00

Total remaining	\$19181.21
-----------------	------------

The Dirranbandi Progress Association have requested \$3000 in TRAIC funding towards the Breast Cancer Awareness BBQ on October 1, 2021.

Council has sufficient funds in the 2021/22 TRAIC budget to support this event. The Dirranbandi Progress have not previously requested financial sponsorship through Balonne Shire Council's TRAIC program.

This event fits well within the spirit of the TRAIC funding, and will provide a great opportunity to share important messages about breast cancer with the Dirranbandi community, whilst also giving them the chance to strengthen community relations, and enjoy a relaxed, low-cost evening that will also promote social and mental wellbeing.

There remains sufficient money in the budget to support this application and, the amount of \$3000 is recommended.

Options and Alternatives

1. Council resolves to partially approve the full amount requested by the Dirranbandi Progress Association with \$2500 towards the Breast Cancer Awareness BBQ from the 2021/22 TRAIC budget, subject to COVID-19 restrictions at the time of the event.

Attachments

1. Dirranbandi Progress Association - Breast Cancer Awareness BBQ - TRAIC Application [↓](#)
2. 2021-05-14 - TRAIC Project Plans 2020-21 (updated).pdf [↓](#)

Recommendation/s

That Council resolves to approve the full amount requested by the Dirranbandi Progress Association of \$3,000.00 towards the Breast Cancer Awareness BBQ on October 1, 2021 - from the 2021/22 Tackling Regional Adversity Budget, subject to COVID-19 restrictions at the time of the event.


Elizabeth Jones

Community Development & Cultural Services Manager

Section 4: Budget			
All amounts to be shown in whole dollars and include GST. (Attach separate budget if insufficient space below)			
Income (e.g. organisation's income, entry fees, in kind contributions)		Expenditure (attach quotations or estimates) (e.g. venue hire, marketing, guest speaker, contractors, catering)	
Grant Funding Sources		Breast cancer awareness info	\$340.00
		Magrets	\$500
Care Balonne	\$1000.00	80 caps (local)	\$1,200.00
		80 stubby coolers (local purchase)	\$480.00
		brown paper carry bags (100)	\$80.00
TRAIC Funding Requested	\$3000.00	plaque	\$100.00
Other Revenue Sources (e.g. tickets, donations)		soft drinks + water	\$200.00
NIL		serviettes/sauces/tea/coffee etc	\$150.00
		100 steaks (local purchase)	\$650.00
		+ 120 sausages	
		Dinner P&C to cater/serve	\$300.00
TOTAL INCOME:	\$4000.00	Total EXPENDITURE:	\$4000.00
In Kind Support: (e.g. donated time, equipment, facility use/hire)			

Please ensure that budgets tally correctly and balance

- In Kind - printing brochures (Council)
 - movie projector + movie licence (Care Balonne)
 - jumping castle (Care Balonne) (Balonne)
 - monument / pink ribbon (St George Workcamp)
 - Large granite stone to mount plaque + ribbon on
 - hire fee / chairs etc (Hadenfeldts) (Council)
- Certification
- I hereby declare that the information provided is true and correct.
 - I have read and understand the Guidelines for this funding.

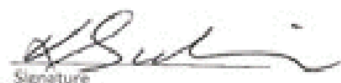

 Signature

2/7/21
 Date

Section 4: Budget			
All amounts to be shown in whole dollars and include GST. (Attach separate budget if insufficient space below)			
Income (e.g. organisation's income, entry fees, in kind contributions)		Expenditure (attach quotations or estimates) (e.g. venue hire, marketing, guest speaker, contractors, catering)	
Grant Funding Sources		Breast cancer awareness info	\$340.00
		Magrets	\$500
Care Balonne	\$1000.00	80 caps (local) ^{purchased}	\$1,200.00
		80 stubby coolers (local purchase)	\$480.00
		brown paper carry bags (100)	\$80.00
TRAIC Funding Requested	\$3000.00	plaque	\$100.00
Other Revenue Sources (e.g. tickets, donations)		soft drinks + water	\$200.00
NIL		serviettes/sauces/tea/coffee etc	\$150.00
		100 steaks (local purchase)	\$650.00
		+ 120 sausages	
		Dinner P&C to cater/serve	\$300.00
TOTAL INCOME:	\$4000.00	Total EXPENDITURE:	\$4000.00
In Kind Support: (e.g. donated time, equipment, facility use/hire)			

Please ensure that budgets tally correctly and balance

- In Kind - printing brochures (Council)
 - movie projector + movie licence (Care Balonne)
 - jumping castle (Care Balonne) (Balonne)
 - monument / pink ribbon (St George Workcamp)
 - Large granite stone to mount plaque + ribbon on
 - hire fee / chairs etc (Hadenfeldts) (Council)
- Certification
- I hereby declare that the information provided is true and correct.
 - I have read and understand the Guidelines for this funding.


 Signature

2/7/21
 Date

Section 4: Budget			
All amounts to be shown in whole dollars and include GST. (Attach separate budget if insufficient space below)			
Income (e.g. organisation's income, entry fees, in kind contributions)		Expenditure (attach quotations or estimates) (e.g. venue hire, marketing, guest speaker, contractors, catering)	
Grant Funding Sources		Breast cancer awareness info	\$340.00
		Magrets	\$500
Care Balonne	\$1000.00	80 caps (local)	\$1,200.00
		80 stubby coolers (local purchase)	\$480.00
		brown paper carry bags (100)	\$80.00
TRAIC Funding Requested	\$3000.00	plaque	\$100.00
Other Revenue Sources (e.g. tickets, donations)		soft drinks + water	\$200.00
NIL		serviettes/sauces/tea/coffee etc	\$150.00
		100 steaks (local purchase)	\$650.00
		+ 120 sausages	
		Dinner P&C to cater/serve	\$300.00
TOTAL INCOME:	\$4000.00	Total EXPENDITURE:	\$4000.00
In Kind Support: (e.g. donated time, equipment, facility use/hire)			

Please ensure that budgets tally correctly and balance

- In Kind - printing brochures (Council)
 - movie projector + movie licence (Care Balonne)
 - jumping castle (Care Balonne) (Balonne)
 - monument / pink ribbon (St George Workcamp)
 - Large granite stone to mount plaque + ribbon on
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- Certification
- I hereby declare that the information provided is true and correct.
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 Signature

2/7/21
 Date

Tackling Regional Adversity Through Integrated Care (TRAIC) Project Plans 2019-2021

Background

Queensland Health suspended, and then extended the Tackling Regional Adversity through Integrated Care (TRAIC) funding set to be delivered in 2020, due to COVID-19. As a result, the communities within the Balonne Shire were given the opportunity to revisit the TRAIC Project Plan. They have been given an opportunity to simply re-schedule events/workshops that were unable to take place because of the pandemic, or to come up with new activities that better meet their community's needs, but still fit under the TRAIC objectives of:

- Promoting community networks and support.
- Encouraging and creating opportunities for help seeking behaviour.
- Building community resilience to overcome the adversity associated with drought, disaster, and other crises.

TRAIC Project Plans 2020

Project Activities Overview

Balonne Shire Council is delivering the TRAIC funding in three (3) stages. In 2019, Council held a round of community consultation where each town created their own Project Plan of workshops and events. We are currently revisiting Stage 1, by hosting a fresh round of community consultation.

Some events and workshops took place as part of Stage 2 prior to TRAIC being suspended. Some are ongoing, and others were cancelled or not completed, or rescheduled for 2021.

Stage 1 – Building Cohesion

Workshops will be run in each town for all agencies, community organizations, businesses and anyone who is interested in helping to build community connectivity. These workshops will be focused on building resilience, working to build a better mindset, well-being and leadership for the individual which will boost self-esteem, get people more motivated and get them into a place where they feel that what they do matters. The workshop will then concentrate on how to work together for the good of the town, and to give each group and person a vision for how they want their town to survive and grow.

Stage 2 – Hold a Community Event (backing onto an existing event)



Following on from the workshops, each town will have an opportunity to plan and run an event for the wider community, putting into practice what they have learnt from the workshops. It will also give the community groups, businesses, and agencies a chance to work together. This event will bring the community together and allow people to forget their stresses of the drought which will increase their health and well-being.

Stage 3 – Review and Evaluate the Approach

Everyone involved in the workshops, and event will meet to review and evaluate how well they worked together and what can be improved. This can be done through feedback forms and discussions. A plan can then be made as to how they would like to see their town move forward and achieve their goal of ensuring they are a thriving town.

Original Project Plan Created by Representatives of each Town in 2019

Dirranbandi

Small Workshops

• Mental health First aid	• Feb - August
• Event management workshops	• Feb - August

Event

• Christmas tree lighting - BBQ, Mental Health Guest speaker,	• Nov 2019
• Blue chair – A apart of r u ok? Following on from the Blue tree project in WA. Chair will be placed in the main park in Dirranbandi and Hebel and have a plaque with all the helpline numbers on as well as QLD Gov logo.	• March 2020

Bollon

Small workshops

• Water safety	• Feb - August
• Life saving	• Feb - August
• Baby first aid	• Feb - August
• Mental health first aid	• Feb - August
• First aid	• Feb - August
• Gardening	• Feb - August
• Silver smithing	• Feb - August

Event

Family health day – Health checks comedian/Guest Speaker BBQ at the tennis Club	<ul style="list-style-type: none"> • June - August
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Thallon

Workshops

<ul style="list-style-type: none"> • Thallon Community Dialogue 	<ul style="list-style-type: none"> • Feb - August
<ul style="list-style-type: none"> • Event management 	<ul style="list-style-type: none"> • Feb - August
<ul style="list-style-type: none"> • Training for JP's 	<ul style="list-style-type: none"> • Feb - August
<ul style="list-style-type: none"> • First aid 	<ul style="list-style-type: none"> • Feb - August
<ul style="list-style-type: none"> • Gardening 	<ul style="list-style-type: none"> • Feb - August

Events

<ul style="list-style-type: none"> • Cricket day – BBQ, Guest speaker, health Checks 	<ul style="list-style-type: none"> • – Feb/Mar 2020
<ul style="list-style-type: none"> • Luncheon for Volunteers – celebrate the year 	<ul style="list-style-type: none"> • - Dec 2019
<ul style="list-style-type: none"> • Community Garden event with the school 	<ul style="list-style-type: none"> • June/July 2020

St George

Workshops

<ul style="list-style-type: none"> • Cooking skills and eating healthy – in conjunction with Aboriginal Housing play group and CWA Country Kitchens and QLD Health 	<ul style="list-style-type: none"> • Feb - August
<ul style="list-style-type: none"> • Master BBQ cooking workshop for men in conjunction with St George Men's Shed 	<ul style="list-style-type: none"> • Feb - August
<ul style="list-style-type: none"> • Events management or volunteer training to upskill others to help with volunteer fatigue 	<ul style="list-style-type: none"> • Feb - August

Events

Backing onto a health event doing a family health check day and evening with BBQ and guest speaker	<ul style="list-style-type: none"> • June - August
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TRAIC Grant Project Plans 2020 – Progress Report

In April 2020, the funding provider Queensland Health, suspended TRAIC service delivery in the wake of the COVID-19 pandemic. As a result, only a small number of events and workshops in the project plan were able to take place as scheduled. The table below illustrates the status of the TRAIC Project Plan as of January 2021.

Key:

Not Completed/Cancelled

Run by Another Entity

Completed/Ongoing/Scheduled for 2021

To Be Confirmed (TBC)

Dirranbandi

Small Workshops

<ul style="list-style-type: none"> Mental health First aid/accidental counsellor training 	<ul style="list-style-type: none"> TBC 	To Be Confirmed
<ul style="list-style-type: none"> Event management workshops 	<ul style="list-style-type: none"> 2 February – 9 March 2021 	Event Organizer Masterclass Webinars being run by BSC Tourism Manager Kim Wildman 2 Feb – 9 Mar 2021

Event

<ul style="list-style-type: none"> Christmas tree lighting - BBQ, Mental Health Guest speaker, 	<ul style="list-style-type: none"> November 2019 	Completed
<ul style="list-style-type: none"> Blue chair – A part of r u ok? Following on from the Blue tree project in WA. Chair will be placed in the main park in Dirranbandi and Hebel and have a plaque with all the helpline numbers on as well as QLD Gov logo. 	<ul style="list-style-type: none"> December 2020/January 2021 TBC (plaque design/installation) 	Ongoing – Blue Chair nearly completed by WORK Camp. Plaque design/installation ongoing. .

Bollon

Small workshops

<ul style="list-style-type: none"> Water safety + Life Saving 	<ul style="list-style-type: none"> TBC 	Not Completed/ To Be Confirmed
<ul style="list-style-type: none"> First Aid/CPR/Baby first aid 	<ul style="list-style-type: none"> TBC 	Not Completed/ To Be Confirmed
<ul style="list-style-type: none"> Mental health First aid/accidental counsellor training 	<ul style="list-style-type: none"> TBC 	Not Completed/ To Be Confirmed

<ul style="list-style-type: none"> Gardening – Permaculture Workshop with Sheila Marshall 	<ul style="list-style-type: none"> February /March 2021 	Scheduled for 2021
<ul style="list-style-type: none"> Silver smithing – or other craft workshop e.g. barbed wire sculptures, mosaics etc. 	<ul style="list-style-type: none"> TBC 	To Be Confirmed

Event

Family health day – Health checks comedian/Guest Speaker BBQ at the tennis Club	<ul style="list-style-type: none"> TBC 	Not Completed/ To Be Confirmed
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Thallon

Workshops

<ul style="list-style-type: none"> Thallon Community Dialogue 	<ul style="list-style-type: none"> February 2020 	Completed
<ul style="list-style-type: none"> Event management 	<ul style="list-style-type: none"> 2 February – 9 March 2021 	Event Organizer Masterclass Webinars being run by BSC Tourism Manager Kim Wildman 2 Feb – 9 Mar 2021
<ul style="list-style-type: none"> Training for JP's 	<ul style="list-style-type: none"> TBC 	Not Completed/ To Be Confirmed
<ul style="list-style-type: none"> First aid 	<ul style="list-style-type: none"> TBC 	Not Completed/ To Be Confirmed
<ul style="list-style-type: none"> Gardening – Permaculture Workshop with Sheila Marshall 	<ul style="list-style-type: none"> February /March 2021 	Scheduled for 2021

Events

<ul style="list-style-type: none"> Cricket day – BBQ, Guest speaker, health Checks 	<ul style="list-style-type: none"> TBC 	Not Completed/ To Be Confirmed
<ul style="list-style-type: none"> Thallon Community Christmas Lunch 	<ul style="list-style-type: none"> December 2019 	Completed
<ul style="list-style-type: none"> Community Garden event with the school 	<ul style="list-style-type: none"> TBC 	Not Completed/ To Be Confirmed

St George

Workshops

<ul style="list-style-type: none"> CWA St George and Dirranbandi Ahn Doh Event 	<ul style="list-style-type: none"> February - August 	Cancelled
<ul style="list-style-type: none"> Master BBQ cooking workshop for men in conjunction with St George Men's Shed 	<ul style="list-style-type: none"> TBC 	Not Completed/ To Be Confirmed

<ul style="list-style-type: none"> Events management or volunteer training to upskill others to help with volunteer fatigue 	<ul style="list-style-type: none"> 2 February – 9 March 2021 	Event Organizer Masterclass Webinars being run by BSC Tourism Manager Kim Wildman 2 Feb – 9 Mar 2021
<ul style="list-style-type: none"> Blue Tree painting project & plaque creation Indigenous art workshop 	<ul style="list-style-type: none"> 2020 Plaque design/installation - 2021 	Completed

Events

Backing onto a health event doing a family health check day and evening with BBQ and guest speaker	<ul style="list-style-type: none"> TBC 	Not Completed/ To Be Confirmed
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TRAIC Grant Project Plans 2021 – Open for Community Consultation

Queensland Health have extended the TRAIC grant delivery timeframe until October 2021. Community members can now decide if they would like to continue with the events and workshops outlined in their original project plan, or update them. Council has also received applications for some new workshops and events, which have been added to the revised 2021 Project Plan.

Key:

Suggested

Ongoing/Scheduled for 2021

To Be Confirmed (TBC)

Not Completed

Shire Wide

Activity	Timeframe	Status – Suggested, Ongoing/Scheduled for 2021, TBC or Not Completed	Budget (allocated or estimated)
20 free online yoga classes facilitated by the Yoga Partnership, provided by a local provider.	<ul style="list-style-type: none"> TBC 	Suggested – community consultation 2021	Quote \$2500
Seed funding to support establishment or continuation of community gardens across the shire in	<ul style="list-style-type: none"> Ongoing 	Suggested – community consultation 2021	Estimated \$1750

the form of \$250 Buy Balonne Gift Cards			
Teen Mental Health First Aid Course for Youth Council members – educates participants on how to provide mental health assistance to their peers (10-15 participants)	<ul style="list-style-type: none"> TBC 	Suggested – community consultation 2021	Estimated \$2500

Dirranbandi

Small Workshops

Activity	Timeframe	Status – Suggested, Ongoing/Scheduled for 2021, TBC or Not Completed	Budget (allocated or estimated)
Blue chair – A part of r u ok? Following on from the Blue tree project in WA. Chair will be placed outside the RTC in Dirranbandi alongside have a plaque with all the helpline numbers on as well as QLD Government logo.	<ul style="list-style-type: none"> December 2020/January 2021 TBC (plaque design/installation) 2021 	Ongoing – Blue Chair completed by WORK Camp. Plaque design/installation ongoing. .	PAID: \$ 890.19 (includes Hebel Blue Chair)
			Estimated \$400 (plaques x 2 for Hebel & Dirranbandi)
Yoga Workshops @ Dirranbandi Tennis Club	<ul style="list-style-type: none"> June 2021 	Suggested – requested through Community consultation and supported by Dirranbandi Hospital. Application submitted by provider, yoga teacher Jess Halls	Estimated \$2600
Gardening – Permaculture Workshop with Sheila Marshall	<ul style="list-style-type: none"> TBC 	Suggested – Community Consultation 2019-2021	Estimated \$1250

Event

Activity	Timeframe	Status – Suggested, Ongoing/Scheduled for 2021, TBC or Not Completed	Budget (allocated or estimated)
“Smoko with Friends” Free morning tea @ Dirranbandi including info sessions/guest speakers eg. accidental counsellor info (mental health first aid), Rural Financial Counselling Service, Pet First Aid (local vets) etc.	<ul style="list-style-type: none"> TBC 	Suggested - Community Consultation 2021	Estimated \$3500
Fishing, BBQ & Men’s Health afternoon	<ul style="list-style-type: none"> TBC 	Suggested - Community Consultation 2021	Estimated \$1500
Mum’s and Bub’s Morning Tea @ Library x 3, following First 5 Forever program including visit from Child Health Nurse	<ul style="list-style-type: none"> July, August, September 	Suggested - Community Consultation 2021	Estimated \$350

Bollon

Workshops

Activity	Timeframe	Status – Suggested, Ongoing/Scheduled for 2021, TBC or Not Completed	Budget (allocated or estimated)
Gardening – Permaculture Workshop with Sheila Marshall	<ul style="list-style-type: none"> TBC 	Scheduled for 2021	Estimated \$1250
Silver smithing – or other craft workshop e.g. barbed wire sculptures, mosaics etc. Approx \$50 p/person plus catering for max 20 participants	<ul style="list-style-type: none"> TBC 	Suggested – Community consultation (2019 & 2021)	Estimated \$1400

Event

Activity	Timeframe	Status – Suggested, Ongoing/Scheduled for 2021, TBC or Not Completed	Budget (allocated or estimated)
Chip & Chat – Tennis Day including mental/health checks, comedian/guest speaker and BBQ	<ul style="list-style-type: none"> TBC 	Suggested - Community Consultation 2019	Estimated \$500 (catering)
Mum's and Bub's Morning Tea @ Library x 3, following First 5 Forever program including visit from Child Health Nurse	<ul style="list-style-type: none"> July, August, September 	Suggested - Community Consultation 2021	Estimated \$350

Thallon

Workshops

Activity	Timeframe	Status – Suggested, Ongoing/Scheduled for 2021, TBC or Not Completed	Budget (allocated or estimated)
Gardening – Permaculture Workshop with Sheila Marshall	<ul style="list-style-type: none"> September 2021 	Suggested – Community Consultation 2019-2021	Estimated \$1250
Weekend Yoga Course – 4.5 hours of yoga per day over 2 days with morning tea and lunch included (20-30 people max.)	<ul style="list-style-type: none"> September/October 2021 	Suggested - community consultation (2021)	Estimated \$2000
JP Training – online or in person (hosted at Thallon but available to all Shire residents) for max 5 participants	<ul style="list-style-type: none"> Before Oct 31 2021 	Suggested – community consultation (2019 & 2021)	Estimated \$2000

Events

Activity	Timeframe	Status – Suggested, Ongoing/Scheduled for 2021, TBC or Not Completed	Budget (allocated or estimated)
Cricket Day including Men's Health Pit Stop & BBQ	• TBC	Suggested – Community consultation (2019)	Estimated: \$500 (BBQ/catering)

St George

Workshops

Activity	Timeframe	Status – Suggested, Ongoing/Scheduled for 2021, TBC or Not Completed	Budget (allocated or estimated)
Arts Workshops and Mentoring Program with Stride St George	• TBC	Scheduled for 2021	Estimated \$3000
Master BBQ cooking workshop for men in conjunction with St George Men's Shed	• TBC	Suggested – Community Consultation 2019 & 2021	Estimated \$3500
IT Education - Online and social media safety & cyber-security 5 x 2hr sessions	• TBC	Suggested – Community Consultation 2021	Estimated \$900
First Aid – 1 day course (Provide first aid (HLTAID003)) for max. 20 participants	• Mid-late July 2021	Suggested – Community Consultation 2019-2021	Estimated: \$3800
Gardening – Permaculture Workshop with Sheila Marshall	• TBC	Suggested – Community Consultation 2019-2021	Estimated \$1250

Events

Activity	Timeframe	Status – Suggested, Ongoing/Scheduled for 2021, TBC or Not Completed	Budget (allocated or estimated)
Backing onto another event doing a family health check day and	• TBC	Suggested – Community Consultation 2019 & 2021	Estimated \$500 (BBQ/catering)

evening with BBQ and guest speaker			
CWA St George & Dirranbandi Cubby Station Tour and Luncheon featuring Guest Speaker and service providers stalls (health, drought support, local businesses etc)	<ul style="list-style-type: none"> April 24, 2021 	Completed	PAID \$3220
Mum's and Bub's Morning Tea @ Library x 3, following First 5 Forever program including visit from Child Health Nurse	<ul style="list-style-type: none"> July, August, September 	Suggested - Community Consultation 2021	Estimated \$500

Mungindi

Activity	Timeframe	Status – Suggested, Ongoing/Scheduled for 2021, TBC or Not Completed	Budget (allocated or estimated)
Men's Pit Stop with "Penelope Tent" - women's self-care activities (in partnership with QLD Health)	<ul style="list-style-type: none"> TBC 	Scheduled for 2021	Estimated \$1500

Hebel

Activity	Timeframe	Status – Suggested, Ongoing/Scheduled for 2021, TBC or Not Completed	Budget (allocated or estimated)
Blue Chair – A part of r u ok? Following on from the Blue tree project in WA. Chair will be placed outside the Hebel Library alongside a plaque with all the helpline numbers	<ul style="list-style-type: none"> December 2020/January 2021 TBC (plaque design/installation) 	<p>Ongoing – Blue Chairs completed by WORK Camp, and installed at Hebel Library in January 2021.</p> <p>Scheduled for 2021 – Plaque design/installation.</p>	<p>PAID: \$ 890.19 (includes Hebel Blue Chair)</p> <p>Est: \$400 (plaques x 2 for Hebel & Dirranbandi)</p>

on as well as QLD Government logo.			
Drones 101 Workshop with Fiona Lake (in partnership with QLD Health)	<ul style="list-style-type: none"> June 22, 2021 	Scheduled for 2021	PAID \$1983.30
Working Dog Workshop (in partnership with QLD Health)	<ul style="list-style-type: none"> School Holidays (TBC) 	Scheduled for 2021	\$500 (Catering)

Nindigully

Activity	Timeframe	Status – Suggested, Ongoing/Scheduled for 2021, TBC or Not Completed	Budget (allocated or estimated)
Drones 101 Workshop with Fiona Lake (in partnership with QLD Health)	<ul style="list-style-type: none"> June 21, 2021 	Scheduled for 2021	PAID \$1983.30



OFFICER REPORT

TO: Council

SUBJECT: Tackling Regional Adversity Through Integrated Care Grant Application - Community and Environmental Services - Wild Dog Trapping Workshops

DATE:

AGENDA REF: CES12

AUTHOR: Jane Cornish - Community and Multicultural Development Officer
Josh Dyke - Manager Rural Services & Compliance

Sub-Heading

Balonne Shire Council's Rural Services and Compliance team have requested funding from Balonne Shire Council's Tackling Regional Adversity Through Integrated Care (TRAIC) Funding to support a Wild Dog Trapping Workshop to be held in October 2021.

Executive Summary

This month, Council has received two applications for TRAIC funding, and one internal request for TRAIC funding support.

The internal request from the Rural Services and Compliance team seeks TRAIC funding to support a Wild Dog Trapping Workshop that will educate primary producers on trapping techniques, using best management practice techniques.

Background

Balonne Shire Council was awarded \$60 000 in Tackling Regional Adversity through Integrated Care (TRAIC) funding by the Queensland Government (via Queensland Health). In 2019, a round of community consultation was held to develop a project plan, which was submitted to and approved by Queensland Health. Due to COVID-19, TRAIC was suspended by Queensland health, then re-started and extended for projects running until October 31, 2021.

At the May 16, 2021 Council Meeting, Council resolved to support the TRAIC Project Plan (attached), and the events and workshops outlined within it. Within that report, \$5971.88 was set aside for "Contingency + New Applications".

One of the items included in the budget was a "Working Dog Workshop (in partnership with Queensland Health)" (table below, highlighted in pink). Queensland Health advised in July that, at that point in time they had not planned or organised any Working Dog Workshops to take place prior to October 31. Queensland Health recommended running a Wild Dog Trapping Workshop as an alternative. Such workshops have been proven to be both popular and effective in other areas covered by the South West Hospital and Health Service.

2021 Actual & Projected Expenditure	Arts Workshops and Mentoring Program with Stride St George	\$ 3,000.00	estimate
	QCWA Dirran & St George Cubbie Station Event	\$ 3,220.00	paid
	Blue Tree - signage St George, Hebel & Dirranbandi @ \$200 x 3	\$ 600.00	estimate
	Drone workshop Hebel & Nindigully	\$ 3,966.60	paid
	Permaculture Workshop Bollon	\$ 1,250.00	estimate
	Permaculture Workshop Thallon	\$ 1,250.00	estimate
	Permaculture Workshop St George	\$ 1,250.00	estimate
	Permaculture Workshop Dirranbandi	\$ 1,250.00	estimate
	Yoga Workshops @ Dirranbandi Tennis Club	\$ 2,600.00	quote
	Craft Workshop @ Bollon	\$ 1,400.00	estimate
	First Aid Course @ St George (open to participants from whole Shire)	\$ 3,800.00	estimate
	Weekend Yoga Course @ Thallon	\$ 2,000.00	estimate
	JP Training @ Thallon or online	\$ 2,000.00	estimate
	Cricket Day, Men's Health Pit Stop & BBQ @ Thallon	\$ 500.00	estimate
	Backing onto another event doing a family health check day and evening with B	\$ 500.00	estimate
	IT Education - Online and social media safety & cyber-security	\$ 900.00	estimate
	The Yoga Partnership 20x free online yoga classes run by local yoga teacher - S	\$ 2,500.00	quote
	Master BBQ cooking workshop for men in conjunction with St George Men's Sh	\$ 3,500.00	estimate
	"Smoko with Friends" @ Dirranbandi	\$ 3,500.00	estimate
	Fishing, BBQ & Men's Health afternoon @ Dirranbandi	\$ 1,500.00	estimate
	Men's Pit Stop with "Penelope Tent" - women's self-care activities (in partners	\$ 1,500.00	estimate
	Teen Mental Health First Aid Course for Youth Council members	\$ 2,500.00	estimate
	Mum's and Bub's Morning Tea @ St George Library + Bollon & Dirran x 3	\$ 1,200.00	estimate
	Seed funding for Community Gardens 7 x \$250 Buy Balonne Gift Cards	\$ 1,750.00	estimate
	Working Dog Workshop (in partnership with QLD Health)	\$ 500.00	estimate
	Chip & Chat - Tennis Day including mental/health checks, comedian/guest spe	\$ 500.00	estimate
	Contingency + New Applications	\$ 5,971.88	
total 2021 Actual & Projected Expenditure		\$ 54,408.48	
total 2019/20 + 2021 actual & projected expenditure		\$ 60,000.00	
projected budget remaining 2021		\$ -	

In response to the project proposal (attached) developed by BSC's Rural Lands and Compliance Manager Josh Dyke, Queensland Health agreed to provide \$2500 of funding to support the delivery of the Wild Dog Trapping Workshop. Rural Services are requesting the additional \$2500 to support this workshop from Councils' TRAIC budget.

Wild dogs are considered a restricted invasive species under the *Biosecurity Act 2014* (Qld), and are associated to a range of impacts, including but not limited to: predation on native species, stock losses, risk of disease transmission to domestic stock and humans, and attacks on children. The impacts identified have a negative impact on our primary producers, and rural residents physical and mental health, as well as negative financial and environmental consequences.

The Wild Dog Trapping Workshop will engage an experienced wild dog trapper to educate primary producers on:

- the importance of integrated best management practice approaches to pest management;
- the importance of coordinated landscape approaches to invasive species management;
- how to correctly undertake best management practice invasive species management control options; and
- the importance of working dog nutrition and interaction.

The workshop aims to alleviate the mental, physical, financial, and environmental impact of wild dogs within the Balonne Shire and meets the TRAIC objective of building community resilience to overcome the adversity associated with drought, disaster, and other crises.

This project will build upon the Rural Services and Compliance team's existing efforts to manage wild dogs under Council's Biosecurity Plan, and is complimentary to Council's exclusion fencing projects, and facilitation of 1080 baiting programs.

It is recommended that the \$2500 of TRAIC funding be allocated to support the Wild Dog Trapping Workshop. These funds will be sourced from the contingency fund for new applications in the TRAIC Project Plan, and the \$500 set aside to support a "Working Dog Workshop (in partnership with Queensland Health)." "Working Dog Workshop (in partnership with Queensland Health)" would subsequently be removed from the TRAIC Project Plan.

Link to Corporate Plan

Key Foundation Area	Key Program Area
<u>Environment</u>	Biosecurity, pest management and stock route planning
<u>Community</u>	Community well-being

Consultation (internal/external)

Community and Environmental Services Team –Digby Whyte, Josh Dyke, Elizabeth Jones, Jane Cornish
Queensland Health

Legal Implications

If the funding is not expended by October 31, it will have to be returned to the funding provider.

As per the funding agreement:

"The Organisation (Balonne Shire Council) must also comply with all relevant legislative and administrative requirements e.g. obtaining consent (from parents/guardians/carers) to allow young people to participate in the program, including publication."

Risk Implications

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

Policy Implications

Under part 1. Community of the Corporate Plan, Council has committed to the "Pursuit of active and healthy lifestyles where cultures, traditions and the arts are celebrated, including the provision of safe and welcoming spaces to connect, engage and learn."

This activity fits within the following program area:

- 1.5 Community well-being

Under part 3. Environment of the Corporate Plan, Council has committed "to enhance, protect and sustain the environment, ensuring a triple bottom line approach of balancing social, economic needs with environmental goals.

This workshop fits within the following program area

3.3 Biosecurity, pest management and stock route planning.

This workshop also fits under Council's Biosecurity Plan.

Financial and Resource Implications

Balonne Shire Council was successful in securing \$60 000 of TRAIC funding from the Queensland Government. In 2019/20 \$5591.52 of the funds were expended on events and workshops before the program was disrupted by COVID19.

Of the \$60 000, \$40 000 remains in the 2021/22 financial year operational projects budget, and as per the funding agreement must be expended by October 31, 2021.

Annual Budget – Tackling Regional Adversity	\$40 000
Less funds spent/outstanding orders as of 06/08/2021	\$13218.79
Total budget remaining – 06/08/2021	\$26781.21
Less Pending requests – August 2021	\$19181.21
Breast Cancer Awareness BBQ @ Dirranbandi	\$3000.00
Wild Dog Workshops	\$2500.00
IT Classes	\$2100.00
Total remaining	\$19181.21

The Balonne Shire Councils' Rural Services team have requested \$2500 in TRAIC funding towards a Wild Dog Trapping Workshop.

Council has sufficient funds in the 2021/22 TRAIC budget to support this event. Rural Services have not previously requested financial support through Balonne Shire Council's TRAIC program.

This event fits well within the TRAIC funding guidelines and meets the grant's objectives as well as supporting Council's efforts to effectively manage wild dogs.

There remains sufficient money in the TRAIC budget to support this application and, the amount of \$2500 is recommended.

Options and Alternatives

1. Council resolves to partially approve the full amount requested by the Balonne Shire Councils' Rural Services with \$2000 towards the Wild Dog Trapping Workshop from the 2021/22 TRAIC budget, subject to COVID-19 restrictions at the time of the event.

Attachments

1. Copy of Wild dog trapping grant_TRAIC BriefingTemplate 2020.pdf [↓](#)
2. TRAIC Project Plan [↓](#)

Recommendation/s

That Council resolves to approve the full amount requested by the Balonne Shire Councils' Rural Services of \$2,500 towards the Wild Dog Trapping Workshop - from the 2021/22 Tackling Regional Adversity budget, subject to COVID-19 restrictions at the time of the events.

Elizabeth Jones
Community Development & Cultural Services Manager

Project Proposal - Tackling Regional Adversity Integrated Care

PROJECT NAME	Wild dog trapping for community well-being														
JOB LOCATION	St George, QLD														
EST. START DATE	1/09/2021	EST. FINISH DATE	30/09/2021												
PROJECT LEADER	Joshua Dyke	COMPANY	Balonne Shire Council												
CONTACT NAME	Joshua Dyke	ADDRESS	112-118 Victoria St, St George, QLD												
PHONE	0429 208 861														
EMAIL	josh.dyke@balonne.qld.gov.au														
SUMMARY	<p>Wild dogs are considered a restricted invasive species under Queensland's Biosecurity Act 2014, and are associated to a range of impacts, including but not limited to:</p> <ul style="list-style-type: none"> * competing directly with dingoes for food and living spaces, particularly in refuge areas; * predation on native species; * stock losses; * lower profitability from stock marking; * risk of disease transmission to domestic stock and humans; and * attacks to children. <p>To manage wild dogs and other biosecurity matters in the Balonne Shire Council local government area, Council has developed the Balonne Shire Council Biosecurity Plan 2019-2024, with the goals of: i) engage all stakeholders within the Balonne LGA; ii) work together in implementing ongoing, coordinated and effective management of all pests; iii) focus investment on reducing the impact of 'high priority' invasive pests. In the Biosecurity Plan, wild dogs are considered a high priority pest.</p> <p>To deliver the goals of Council's Biosecurity Plan for wild dogs, Council has invested, through State and Commonwealth government support, over \$11,141,582.30 in exclusion fencing projects across the local government area to manage the impacts of wild dogs, and other pest animals, on the local agricultural industry, along with a number of other proactive management activities (i.e. facilitation of 1080 baiting).</p> <p>To further achieve the delivery of the Biosecurity Plan's objectives, Council is seeking funding to deliver one wild dog trapping workshop in the Balonne Shire Council local government area to demonstrate to landholders:</p> <ol style="list-style-type: none"> a) the importance of integrated best management practice approaches to pest management; b) the importance of coordinated landscape approaches to invasive species management; c) how to correctly undertake best management practice invasive species management control options; and d) the importance of working dog nutrition and interaction. <p>If successful, grant funding will go towards the payment of facilitator, catering and lucky draw prizes.</p> <p>The Project has already secured \$2,500 in Balonne Shire Council TRIAC funding if successful.</p>														
DESIRED OUTCOME	To educate landholders on the importance of foot hold trapping as opposed to hunting or chemical control, which can not only be costly but could also potentially impact endangered or threatened native species.														
BENEFITS OF PROJECT	<p>Sheep farming is one of the major agricultural industries in Balonne Shire and the South West, which has unfortunately seen a considerable decline in productivity in recent years, predominately due to wild dog predation. This has had a devastating impact on landholders wellbeing, as well as a negative effect on the local economy. It is important that we as a local Council educate landholders on best practice management skills of pest animals. This will provide the best possible opportunity of increased on-farm agricultural productivity and community well-being, as well as associated local economic benefits.</p> <p>The flow on effect of this include, but are not limited to:</p> <ul style="list-style-type: none"> • Boost general positivity and improve mental health • Provide an increased income for landholders • Assist in restoring the Shire's primary industry • Increased cashflow to secondary industries • Increased regional income • Reignite community pride • Increased population by creating new jobs 														
PROJECTED SCHEDULE	Workshop delivered by 31 October 2021.														
PROJECTED BUDGET	<table border="1"> <thead> <tr> <th>Funds Required per day</th> <th>GST</th> <th>If a two day event (formula in place)</th> </tr> </thead> <tbody> <tr> <td>\$ 2,500.00</td> <td>\$ 250.00</td> <td></td> </tr> <tr> <td></td> <td>\$ -</td> <td>\$ -</td> </tr> <tr> <td>\$ 2,500.00</td> <td>\$ 250.00</td> <td></td> </tr> </tbody> </table>	Funds Required per day	GST	If a two day event (formula in place)	\$ 2,500.00	\$ 250.00			\$ -	\$ -	\$ 2,500.00	\$ 250.00			
Funds Required per day	GST	If a two day event (formula in place)													
\$ 2,500.00	\$ 250.00														
	\$ -	\$ -													
\$ 2,500.00	\$ 250.00														
PROJECTED TEAM AND RESOURCE REQUIREMENTS	<p>* Project Manager, Josh Dyke, Rural Lands and Compliance, Balonne Shire Council</p> <p>* Project Officer, Lachlan Grundan, Rural Lands and Environment Officer, Balonne Shire Council</p>														
PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED BY DATE OF		31-Aug-21													
ACCEPTANCE OF PROPOSAL															
AUTHORIZED SIGNATURE		DATE OF ACCEPTANCE													
AUTHORIZED SIGNATURE		DATE OF ACCEPTANCE													
AUTHORIZED SIGNATURE		DATE OF ACCEPTANCE													

Tackling Regional Adversity Through Integrated Care (TRAIC) Project Plans 2019-2021

Background

Queensland Health suspended, and then extended the Tackling Regional Adversity through Integrated Care (TRAIC) funding set to be delivered in 2020, due to COVID-19. As a result, the communities within the Balonne Shire were given the opportunity to revisit the TRAIC Project Plan. They have been given an opportunity to simply re-schedule events/workshops that were unable to take place because of the pandemic, or to come up with new activities that better meet their community's needs, but still fit under the TRAIC objectives of:

- Promoting community networks and support.
- Encouraging and creating opportunities for help seeking behaviour.
- Building community resilience to overcome the adversity associated with drought, disaster, and other crises.

TRAIC Project Plans 2020

Project Activities Overview

Balonne Shire Council is delivering the TRAIC funding in three (3) stages. In 2019, Council held a round of community consultation where each town created their own Project Plan of workshops and events. We are currently revisiting Stage 1, by hosting a fresh round of community consultation.

Some events and workshops took place as part of Stage 2 prior to TRAIC being suspended. Some are ongoing, and others were cancelled or not completed, or rescheduled for 2021.

Stage 1 – Building Cohesion

Workshops will be run in each town for all agencies, community organizations, businesses and anyone who is interested in helping to build community connectivity. These workshops will be focused on building resilience, working to build a better mindset, well-being and leadership for the individual which will boost self-esteem, get people more motivated and get them into a place where they feel that what they do matters. The workshop will then concentrate on how to work together for the good of the town, and to give each group and person a vision for how they want their town to survive and grow.

Stage 2 – Hold a Community Event (backing onto an existing event)



Following on from the workshops, each town will have an opportunity to plan and run an event for the wider community, putting into practice what they have learnt from the workshops. It will also give the community groups, businesses, and agencies a chance to work together. This event will bring the community together and allow people to forget their stresses of the drought which will increase their health and well-being.

Stage 3 – Review and Evaluate the Approach

Everyone involved in the workshops, and event will meet to review and evaluate how well they worked together and what can be improved. This can be done through feedback forms and discussions. A plan can then be made as to how they would like to see their town move forward and achieve their goal of ensuring they are a thriving town.

Original Project Plan Created by Representatives of each Town in 2019

Dirranbandi

Small Workshops

• Mental health First aid	• Feb - August
• Event management workshops	• Feb - August

Event

• Christmas tree lighting - BBQ, Mental Health Guest speaker,	• Nov 2019
• Blue chair – A part of r u ok? Following on from the Blue tree project in WA. Chair will be placed in the main park in Dirranbandi and Hebel and have a plaque with all the helpline numbers on as well as QLD Gov logo.	• March 2020

Bollon

Small workshops

• Water safety	• Feb - August
• Life saving	• Feb - August
• Baby first aid	• Feb - August
• Mental health first aid	• Feb - August
• First aid	• Feb - August
• Gardening	• Feb - August
• Silver smithing	• Feb - August

Event

Family health day – Health checks comedian/Guest Speaker BBQ at the tennis Club	<ul style="list-style-type: none"> • June - August
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Thallon

Workshops

<ul style="list-style-type: none"> • Thallon Community Dialogue 	<ul style="list-style-type: none"> • Feb - August
<ul style="list-style-type: none"> • Event management 	<ul style="list-style-type: none"> • Feb - August
<ul style="list-style-type: none"> • Training for JP's 	<ul style="list-style-type: none"> • Feb - August
<ul style="list-style-type: none"> • First aid 	<ul style="list-style-type: none"> • Feb - August
<ul style="list-style-type: none"> • Gardening 	<ul style="list-style-type: none"> • Feb - August

Events

<ul style="list-style-type: none"> • Cricket day – BBQ, Guest speaker, health Checks 	<ul style="list-style-type: none"> • – Feb/Mar 2020
<ul style="list-style-type: none"> • Luncheon for Volunteers – celebrate the year 	<ul style="list-style-type: none"> • - Dec 2019
<ul style="list-style-type: none"> • Community Garden event with the school 	<ul style="list-style-type: none"> • June/July 2020

St George

Workshops

<ul style="list-style-type: none"> • Cooking skills and eating healthy – in conjunction with Aboriginal Housing play group and CWA Country Kitchens and QLD Health 	<ul style="list-style-type: none"> • Feb - August
<ul style="list-style-type: none"> • Master BBQ cooking workshop for men in conjunction with St George Men's Shed 	<ul style="list-style-type: none"> • Feb - August
<ul style="list-style-type: none"> • Events management or volunteer training to upskill others to help with volunteer fatigue 	<ul style="list-style-type: none"> • Feb - August

Events

Backing onto a health event doing a family health check day and evening with BBQ and guest speaker	<ul style="list-style-type: none"> • June - August
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TRAIC Grant Project Plans 2020 – Progress Report

In April 2020, the funding provider Queensland Health, suspended TRAIC service delivery in the wake of the COVID-19 pandemic. As a result, only a small number of events and workshops in the project plan were able to take place as scheduled. The table below illustrates the status of the TRAIC Project Plan as of January 2021.

Key:

Not Completed/Cancelled

Run by Another Entity

Completed/Ongoing/Scheduled for 2021

To Be Confirmed (TBC)

Dirranbandi

Small Workshops

<ul style="list-style-type: none"> Mental health First aid/ accidental counsellor training 	<ul style="list-style-type: none"> TBC 	To Be Confirmed
<ul style="list-style-type: none"> Event management workshops 	<ul style="list-style-type: none"> 2 February – 9 March 2021 	Event Organizer Masterclass Webinars being run by BSC Tourism Manager Kim Wildman 2 Feb – 9 Mar 2021

Event

<ul style="list-style-type: none"> Christmas tree lighting - BBQ, Mental Health Guest speaker, 	<ul style="list-style-type: none"> November 2019 	Completed
<ul style="list-style-type: none"> Blue chair – A part of r u ok? Following on from the Blue tree project in WA. Chair will be placed in the main park in Dirranbandi and Hebel and have a plaque with all the helpline numbers on as well as QLD Gov logo. 	<ul style="list-style-type: none"> December 2020/January 2021 TBC (plaque design/installation) 	Ongoing – Blue Chair nearly completed by WORK Camp. Plaque design/installation ongoing. .

Bollon

Small workshops

<ul style="list-style-type: none"> Water safety + Life Saving 	<ul style="list-style-type: none"> TBC 	Not Completed/ To Be Confirmed
<ul style="list-style-type: none"> First Aid/CPR/Baby first aid 	<ul style="list-style-type: none"> TBC 	Not Completed/ To Be Confirmed
<ul style="list-style-type: none"> Mental health First aid/ accidental counsellor training 	<ul style="list-style-type: none"> TBC 	Not Completed/ To Be Confirmed

<ul style="list-style-type: none"> Gardening – Permaculture Workshop with Sheila Marshall 	<ul style="list-style-type: none"> February /March 2021 	Scheduled for 2021
<ul style="list-style-type: none"> Silver smithing – or other craft workshop e.g. barbed wire sculptures, mosaics etc. 	<ul style="list-style-type: none"> TBC 	To Be Confirmed

Event

Family health day – Health checks comedian/Guest Speaker BBQ at the tennis Club	<ul style="list-style-type: none"> TBC 	Not Completed/ To Be Confirmed
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Thallon

Workshops

<ul style="list-style-type: none"> Thallon Community Dialogue 	<ul style="list-style-type: none"> February 2020 	Completed
<ul style="list-style-type: none"> Event management 	<ul style="list-style-type: none"> 2 February – 9 March 2021 	Event Organizer Masterclass Webinars being run by BSC Tourism Manager Kim Wildman 2 Feb – 9 Mar 2021
<ul style="list-style-type: none"> Training for JP's 	<ul style="list-style-type: none"> TBC 	Not Completed/ To Be Confirmed
<ul style="list-style-type: none"> First aid 	<ul style="list-style-type: none"> TBC 	Not Completed/ To Be Confirmed
<ul style="list-style-type: none"> Gardening – Permaculture Workshop with Sheila Marshall 	<ul style="list-style-type: none"> February /March 2021 	Scheduled for 2021

Events

<ul style="list-style-type: none"> Cricket day – BBQ, Guest speaker, health Checks 	<ul style="list-style-type: none"> TBC 	Not Completed/ To Be Confirmed
<ul style="list-style-type: none"> Thallon Community Christmas Lunch 	<ul style="list-style-type: none"> December 2019 	Completed
<ul style="list-style-type: none"> Community Garden event with the school 	<ul style="list-style-type: none"> TBC 	Not Completed/ To Be Confirmed

St George

Workshops

<ul style="list-style-type: none"> CWA St George and Dirranbandi Ahn Doh Event 	<ul style="list-style-type: none"> February - August 	Cancelled
<ul style="list-style-type: none"> Master BBQ cooking workshop for men in conjunction with St George Men's Shed 	<ul style="list-style-type: none"> TBC 	Not Completed/ To Be Confirmed

<ul style="list-style-type: none"> Events management or volunteer training to upskill others to help with volunteer fatigue 	<ul style="list-style-type: none"> 2 February – 9 March 2021 	Event Organizer Masterclass Webinars being run by BSC Tourism Manager Kim Wildman 2 Feb – 9 Mar 2021
<ul style="list-style-type: none"> Blue Tree painting project & plaque creation Indigenous art workshop 	<ul style="list-style-type: none"> 2020 Plaque design/installation - 2021 	Completed

Events

Backing onto a health event doing a family health check day and evening with BBQ and guest speaker	<ul style="list-style-type: none"> TBC 	Not Completed/ To Be Confirmed
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TRAIC Grant Project Plans 2021 – Open for Community Consultation

Queensland Health have extended the TRAIC grant delivery timeframe until October 2021. Community members can now decide if they would like to continue with the events and workshops outlined in their original project plan, or update them. Council has also received applications for some new workshops and events, which have been added to the revised 2021 Project Plan.

Key:

Suggested

Ongoing/Scheduled for 2021

To Be Confirmed (TBC)

Not Completed

Shire Wide

Activity	Timeframe	Status – Suggested, Ongoing/Scheduled for 2021, TBC or Not Completed	Budget (allocated or estimated)
20 free online yoga classes facilitated by the Yoga Partnership, provided by a local provider.	<ul style="list-style-type: none"> TBC 	Suggested – community consultation 2021	Quote \$2500
Seed funding to support establishment or continuation of community gardens across the shire in	<ul style="list-style-type: none"> Ongoing 	Suggested – community consultation 2021	Estimated \$1750

the form of \$250 Buy Balonne Gift Cards			
Teen Mental Health First Aid Course for Youth Council members – educates participants on how to provide mental health assistance to their peers (10-15 participants)	<ul style="list-style-type: none"> TBC 	Suggested – community consultation 2021	Estimated \$2500

Dirranbandi

Small Workshops

Activity	Timeframe	Status – Suggested, Ongoing/Scheduled for 2021, TBC or Not Completed	Budget (allocated or estimated)
Blue chair – A part of r u ok? Following on from the Blue tree project in WA. Chair will be placed outside the RTC in Dirranbandi alongside have a plaque with all the helpline numbers on as well as QLD Government logo.	<ul style="list-style-type: none"> December 2020/January 2021 TBC (plaque design/installation) 2021 	Ongoing – Blue Chair completed by WORK Camp. Plaque design/installation ongoing. .	PAID: \$ 890.19 (includes Hebel Blue Chair)
			Estimated \$400 (plaques x 2 for Hebel & Dirranbandi)
Yoga Workshops @ Dirranbandi Tennis Club	<ul style="list-style-type: none"> June 2021 	Suggested – requested through Community consultation and supported by Dirranbandi Hospital. Application submitted by provider, yoga teacher Jess Halls	Estimated \$2600
Gardening – Permaculture Workshop with Sheila Marshall	<ul style="list-style-type: none"> TBC 	Suggested – Community Consultation 2019-2021	Estimated \$1250

Event

Activity	Timeframe	Status – Suggested, Ongoing/Scheduled for 2021, TBC or Not Completed	Budget (allocated or estimated)
“Smoko with Friends” Free morning tea @ Dirranbandi including info sessions/guest speakers eg. accidental counsellor info (mental health first aid), Rural Financial Counselling Service, Pet First Aid (local vets) etc.	<ul style="list-style-type: none"> TBC 	Suggested - Community Consultation 2021	Estimated \$3500
Fishing, BBQ & Men’s Health afternoon	<ul style="list-style-type: none"> TBC 	Suggested - Community Consultation 2021	Estimated \$1500
Mum’s and Bub’s Morning Tea @ Library x 3, following First 5 Forever program including visit from Child Health Nurse	<ul style="list-style-type: none"> July, August, September 	Suggested - Community Consultation 2021	Estimated \$350

Bollon

Workshops

Activity	Timeframe	Status – Suggested, Ongoing/Scheduled for 2021, TBC or Not Completed	Budget (allocated or estimated)
Gardening – Permaculture Workshop with Sheila Marshall	<ul style="list-style-type: none"> TBC 	Scheduled for 2021	Estimated \$1250
Silver smithing – or other craft workshop e.g. barbed wire sculptures, mosaics etc. Approx \$50 p/person plus catering for max 20 participants	<ul style="list-style-type: none"> TBC 	Suggested – Community consultation (2019 & 2021)	Estimated \$1400

Event

Activity	Timeframe	Status – Suggested, Ongoing/Scheduled for 2021, TBC or Not Completed	Budget (allocated or estimated)
Chip & Chat – Tennis Day including mental/health checks, comedian/guest speaker and BBQ	<ul style="list-style-type: none"> TBC 	Suggested - Community Consultation 2019	Estimated \$500 (catering)
Mum's and Bub's Morning Tea @ Library x 3, following First 5 Forever program including visit from Child Health Nurse	<ul style="list-style-type: none"> July, August, September 	Suggested - Community Consultation 2021	Estimated \$350

Thallon

Workshops

Activity	Timeframe	Status – Suggested, Ongoing/Scheduled for 2021, TBC or Not Completed	Budget (allocated or estimated)
Gardening – Permaculture Workshop with Sheila Marshall	<ul style="list-style-type: none"> September 2021 	Suggested – Community Consultation 2019-2021	Estimated \$1250
Weekend Yoga Course – 4.5 hours of yoga per day over 2 days with morning tea and lunch included (20-30 people max.)	<ul style="list-style-type: none"> September/October 2021 	Suggested - community consultation (2021)	Estimated \$2000
JP Training – online or in person (hosted at Thallon but available to all Shire residents) for max 5 participants	<ul style="list-style-type: none"> Before Oct 31 2021 	Suggested – community consultation (2019 & 2021)	Estimated \$2000

Events

Activity	Timeframe	Status – Suggested, Ongoing/Scheduled for 2021, TBC or Not Completed	Budget (allocated or estimated)
Cricket Day including Men's Health Pit Stop & BBQ	• TBC	Suggested – Community consultation (2019)	Estimated: \$500 (BBQ/catering)

St George

Workshops

Activity	Timeframe	Status – Suggested, Ongoing/Scheduled for 2021, TBC or Not Completed	Budget (allocated or estimated)
Arts Workshops and Mentoring Program with Stride St George	• TBC	Scheduled for 2021	Estimated \$3000
Master BBQ cooking workshop for men in conjunction with St George Men's Shed	• TBC	Suggested – Community Consultation 2019 & 2021	Estimated \$3500
IT Education - Online and social media safety & cyber-security 5 x 2hr sessions	• TBC	Suggested – Community Consultation 2021	Estimated \$900
First Aid – 1 day course (Provide first aid (HLTAID003)) for max. 20 participants	• Mid-late July 2021	Suggested – Community Consultation 2019-2021	Estimated: \$3800
Gardening – Permaculture Workshop with Sheila Marshall	• TBC	Suggested – Community Consultation 2019-2021	Estimated \$1250

Events

Activity	Timeframe	Status – Suggested, Ongoing/Scheduled for 2021, TBC or Not Completed	Budget (allocated or estimated)
Backing onto another event doing a family health check day and	• TBC	Suggested – Community Consultation 2019 & 2021	Estimated \$500 (BBQ/catering)

evening with BBQ and guest speaker			
CWA St George & Dirranbandi Cubby Station Tour and Luncheon featuring Guest Speaker and service providers stalls (health, drought support, local businesses etc)	<ul style="list-style-type: none"> April 24, 2021 	Completed	PAID \$3220
Mum's and Bub's Morning Tea @ Library x 3, following First 5 Forever program including visit from Child Health Nurse	<ul style="list-style-type: none"> July, August, September 	Suggested - Community Consultation 2021	Estimated \$500

Mungindi

Activity	Timeframe	Status – Suggested, Ongoing/Scheduled for 2021, TBC or Not Completed	Budget (allocated or estimated)
Men's Pit Stop with "Penelope Tent" - women's self-care activities (in partnership with QLD Health)	<ul style="list-style-type: none"> TBC 	Scheduled for 2021	Estimated \$1500

Hebel

Activity	Timeframe	Status – Suggested, Ongoing/Scheduled for 2021, TBC or Not Completed	Budget (allocated or estimated)
Blue Chair – A part of r u ok? Following on from the Blue tree project in WA. Chair will be placed outside the Hebel Library alongside a plaque with all the helpline numbers	<ul style="list-style-type: none"> December 2020/January 2021 TBC (plaque design/installation) 	<p>Ongoing – Blue Chairs completed by WORK Camp, and installed at Hebel Library in January 2021.</p> <p>Scheduled for 2021 – Plaque design/installation.</p>	<p>PAID: \$ 890.19 (includes Hebel Blue Chair)</p> <p>Est: \$400 (plaques x 2 for Hebel & Dirranbandi)</p>

on as well as QLD Government logo.			
Drones 101 Workshop with Fiona Lake (in partnership with QLD Health)	<ul style="list-style-type: none"> June 22, 2021 	Scheduled for 2021	PAID \$1983.30
Working Dog Workshop (in partnership with QLD Health)	<ul style="list-style-type: none"> School Holidays (TBC) 	Scheduled for 2021	\$500 (Catering)

Nindigully

Activity	Timeframe	Status – Suggested, Ongoing/Scheduled for 2021, TBC or Not Completed	Budget (allocated or estimated)
Drones 101 Workshop with Fiona Lake (in partnership with QLD Health)	<ul style="list-style-type: none"> June 21, 2021 	Scheduled for 2021	PAID \$1983.30



OFFICER REPORT

TO: Council

SUBJECT: Tackling Regional Adversity Through Integrated Care Grant Application - Country University Centre Balonne - Digital Upskilling Workshops

DATE:

AGENDA REF: CES13

AUTHOR: Jane Cornish - Community and Multicultural Development Officer

Sub-Heading

Balonne Shire Council's Rural Services and Compliance team have requested funding from Balonne Shire Council's Tackling Regional Adversity Through Integrated Care (TRAIC) Funding to support a series of Digital Upskilling Workshops to take place from September 24, 2021, to October 14, 2021.

Executive Summary

This month, Council has received two applications for TRAIC funding, and one internal request for TRAIC funding support.

This application seeks funding to support five (5) Digital Upskilling Workshops to be held in the Country University Centre Balonne St George, and Dirranbandi covering computer basics, Xero and spreadsheets.

Background

Balonne Shire Council was awarded \$60 000 in Tackling Regional Adversity through Integrated Care (TRAIC) funding by the Queensland Government (via Queensland Health). In 2019, a round of community consultation was held to develop a project plan, which was submitted to and approved by Queensland Health. Due to COVID-19, TRAIC was suspended by Queensland health, then re-started and extended for projects running until October 31, 2021.

At the May 16, 2021 Council Meeting, Council resolved to support the TRAIC Project Plan (attached), and the events and workshops outlined within it.

One of the items included in the TRAIC Project Plan was "IT Education – Online and Social Media Safety and Cyber safety" with an estimated cost of \$900 (see excerpt from TRAIC Project Plan below).

St George
Workshops

Activity	Timeframe	Status – Suggested, Ongoing/Scheduled for 2021, TBC or Not Completed	Budget (allocated or estimated)
Arts Workshops and Mentoring Program with Stride St George	• TBC	Scheduled for 2021	Estimated \$3000
Master BBQ cooking workshop for men in conjunction with St George Men's Shed	• TBC	Suggested – Community Consultation 2019 & 2021	Estimated \$3500
IT Education - Online and social media safety & cyber-security 5 x 2hr sessions	• TBC	Suggested – Community Consultation 2021	Estimated \$900
First Aid – 1 day course (Provide first aid (HLTAID003)) for max. 20 participants	• Mid-late July 2021	Suggested – Community Consultation 2019-2021	Estimated: \$3800
Gardening – Permaculture Workshop with Sheila Marshall	• TBC	Suggested – Community Consultation 2019-2021	Estimated \$1250

This concept was originally developed in conjunction with the Queensland Country Women's Association St George Branch. That organisation, however, have since successfully sought funding from Council's Community Grants and Assistance budget to support a series of IT workshops, and therefore, no longer requires TRAIC funding.

Council was approached by the Country University Centre Balonne, while they were in the process of developing a training calendar. As a result, they have submitted an application requesting \$2,100 of TRAIC funding to support a series of five (5) Digital Upskilling Workshops which will include basic computer literacy skills, and work through to the more advanced skills of using the accounting software program Xero, and Excel Spreadsheets.

This program was developed based on consultation with Country University Centre students, TAFE and local information technology professionals. It has been designed with the aim of increasing participants connectivity to digital services, and information and to fill gaps identified through the consultation process.

The training will be delivered by TAFE Queensland, local accountant Craig Dreher of O'Regan and Partners, and Carter Deacon, who has five years industry experience and has agreed to volunteer his time to facilitate one of the workshops.

Digital literacy skills are essential for individuals, employees and businesses and community organisations. Some of the flow-on effects caused by poor computer literacy can include

- Inability to access government, and non-government services
- Loss of connection to friends and family leading to feelings of isolation and loneliness
- Lack of information / misinformation about current events, disasters etc.
- Reduction in employability
- Reduced access to financial services / payment methods
- In-efficient or ineffective business operations (particularly financial management, and communications).
- Inability to find and apply for grants and funding

These workshops meet the TRAIC funding objectives by giving participants the digital literacy skills to seek information about community networks, and support, and encouraging and creating opportunities for help seeking behaviour. It will also assist them to better deal with the adversity associated with drought, disaster, and other crises as they will have better access to online information and support services.

The funds requested will be used to cover facilitator fees, marketing flyers, and catering.

[Link to Corporate Plan](#)

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

Consultation (internal/external)

Community and Environmental Services Team – Jane Cornish

Country University Centre Students/Users

Local Information Technology/Finance Industry Professionals

Legal Implications

If the funding is not expended by October 31, it will have to be returned to the funding provider.

As per the funding agreement:

“The Organisation (Balonne Shire Council) must also comply with all relevant legislative and administrative requirements e.g. obtaining consent (from parents/guardians/carers) to allow young people to participate in the program, including publication.”

Risk Implications

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

Policy Implications

Under part 1. Community of the Corporate Plan, Council has committed to the “Pursuit of active and healthy lifestyles where cultures, traditions and the arts are celebrated, including the provision of safe and welcoming spaces to connect, engage and learn.”

This activity fits within the following program area:

- 1.5 Community well-being

Financial and Resource Implications

Balonne Shire Council was successful in securing \$60 000 of TRAIC funding from the Queensland Government. In 2019/20 \$5591.52 of the funds were expended on events and workshops before the program was disrupted by COVID19.

Of the \$60 000, \$40 000 remains in the 2021/22 financial year operational projects budget, and as per the funding agreement must be expended by October 31, 2021.

Annual Budget – Tackling Regional Adversity	\$40 000
Less funds spent/outstanding orders as of 06/08/2021	\$13218.79
Total budget remaining – 06/08/2021	\$26781.21
Less Pending requests – August 2021	\$19181.21
Breast Cancer Awareness BBQ @ Dirranbandi	\$3000.00
Wild Dog Workshops	\$2500.00
IT Classes	\$2100.00
Total remaining	\$19181.21

The Country University Centre Balonne have requested \$2100 in TRAIC funding towards five (5) Digital Upskilling Workshops.

Council has sufficient funds in the 2021/22 TRAIC budget to support this event. The Country University Centre Balonne have not previously requested financial support through Balonne Shire Council's TRAIC program.

This event fits well within the TRAIC funding guidelines and meets the grant's objectives. It also provides a good opportunity for community members to access, and gain greater awareness of the Country University Centre's first-class facilities.

There remains sufficient money in the TRAIC budget to support this application and, the amount of \$2100 is recommended.

Options and Alternatives

1. Council resolves to partially approve the full amount requested by the Country University Centre Balonne, and provide the amount of \$900 originally outlined in the TRAIC Project Plan for these workshops.

Attachments

1. TRAIC Project Plan [↗](#)
2. CUC Digital Upskilling Workshops - Draft Plan [↗](#)
3. CUC Digital Upskilling Workshop Application Form [↗](#)

Recommendation/s

That Council resolves to approve the full amount requested by the Country University Centre Balonne of \$2,100 towards the Digital Upskilling Workshops from the 2021/22 Tackling Regional Adversity budget, subject to COVID-19 restrictions at the time of the events.

Tackling Regional Adversity Through Integrated Care (TRAIC) Project Plans 2019-2021

Background

Queensland Health suspended, and then extended the Tackling Regional Adversity through Integrated Care (TRAIC) funding set to be delivered in 2020, due to COVID-19. As a result, the communities within the Balonne Shire were given the opportunity to revisit the TRAIC Project Plan. They have been given an opportunity to simply re-schedule events/workshops that were unable to take place because of the pandemic, or to come up with new activities that better meet their community's needs, but still fit under the TRAIC objectives of:

- Promoting community networks and support.
- Encouraging and creating opportunities for help seeking behaviour.
- Building community resilience to overcome the adversity associated with drought, disaster, and other crises.

TRAIC Project Plans 2020

Project Activities Overview

Balonne Shire Council is delivering the TRAIC funding in three (3) stages. In 2019, Council held a round of community consultation where each town created their own Project Plan of workshops and events. We are currently revisiting Stage 1, by hosting a fresh round of community consultation.

Some events and workshops took place as part of Stage 2 prior to TRAIC being suspended. Some are ongoing, and others were cancelled or not completed, or rescheduled for 2021.

Stage 1 – Building Cohesion

Workshops will be run in each town for all agencies, community organizations, businesses and anyone who is interested in helping to build community connectivity. These workshops will be focused on building resilience, working to build a better mindset, well-being and leadership for the individual which will boost self-esteem, get people more motivated and get them into a place where they feel that what they do matters. The workshop will then concentrate on how to work together for the good of the town, and to give each group and person a vision for how they want their town to survive and grow.

Stage 2 – Hold a Community Event (backing onto an existing event)



Following on from the workshops, each town will have an opportunity to plan and run an event for the wider community, putting into practice what they have learnt from the workshops. It will also give the community groups, businesses, and agencies a chance to work together. This event will bring the community together and allow people to forget their stresses of the drought which will increase their health and well-being.

Stage 3 – Review and Evaluate the Approach

Everyone involved in the workshops, and event will meet to review and evaluate how well they worked together and what can be improved. This can be done through feedback forms and discussions. A plan can then be made as to how they would like to see their town move forward and achieve their goal of ensuring they are a thriving town.

Original Project Plan Created by Representatives of each Town in 2019

Dirranbandi

Small Workshops

• Mental health First aid	• Feb - August
• Event management workshops	• Feb - August

Event

• Christmas tree lighting - BBQ, Mental Health Guest speaker,	• Nov 2019
• Blue chair – A part of r u ok? Following on from the Blue tree project in WA. Chair will be placed in the main park in Dirranbandi and Hebel and have a plaque with all the helpline numbers on as well as QLD Gov logo.	• March 2020

Bollon

Small workshops

• Water safety	• Feb - August
• Life saving	• Feb - August
• Baby first aid	• Feb - August
• Mental health first aid	• Feb - August
• First aid	• Feb - August
• Gardening	• Feb - August
• Silver smithing	• Feb - August

Event

Family health day – Health checks comedian/Guest Speaker BBQ at the tennis Club	<ul style="list-style-type: none"> • June - August
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Thallon

Workshops

<ul style="list-style-type: none"> • Thallon Community Dialogue 	<ul style="list-style-type: none"> • Feb - August
<ul style="list-style-type: none"> • Event management 	<ul style="list-style-type: none"> • Feb - August
<ul style="list-style-type: none"> • Training for JP's 	<ul style="list-style-type: none"> • Feb - August
<ul style="list-style-type: none"> • First aid 	<ul style="list-style-type: none"> • Feb - August
<ul style="list-style-type: none"> • Gardening 	<ul style="list-style-type: none"> • Feb - August

Events

<ul style="list-style-type: none"> • Cricket day – BBQ, Guest speaker, health Checks 	<ul style="list-style-type: none"> • – Feb/Mar 2020
<ul style="list-style-type: none"> • Luncheon for Volunteers – celebrate the year 	<ul style="list-style-type: none"> • - Dec 2019
<ul style="list-style-type: none"> • Community Garden event with the school 	<ul style="list-style-type: none"> • June/July 2020

St George

Workshops

<ul style="list-style-type: none"> • Cooking skills and eating healthy – in conjunction with Aboriginal Housing play group and CWA Country Kitchens and QLD Health 	<ul style="list-style-type: none"> • Feb - August
<ul style="list-style-type: none"> • Master BBQ cooking workshop for men in conjunction with St George Men's Shed 	<ul style="list-style-type: none"> • Feb - August
<ul style="list-style-type: none"> • Events management or volunteer training to upskill others to help with volunteer fatigue 	<ul style="list-style-type: none"> • Feb - August

Events

Backing onto a health event doing a family health check day and evening with BBQ and guest speaker	<ul style="list-style-type: none"> • June - August
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TRAIC Grant Project Plans 2020 – Progress Report

In April 2020, the funding provider Queensland Health, suspended TRAIC service delivery in the wake of the COVID-19 pandemic. As a result, only a small number of events and workshops in the project plan were able to take place as scheduled. The table below illustrates the status of the TRAIC Project Plan as of January 2021.

Key:

Not Completed/Cancelled

Run by Another Entity

Completed/Ongoing/Scheduled for 2021

To Be Confirmed (TBC)

Dirranbandi

Small Workshops

<ul style="list-style-type: none"> Mental health First aid/accidental counsellor training 	<ul style="list-style-type: none"> TBC 	To Be Confirmed
<ul style="list-style-type: none"> Event management workshops 	<ul style="list-style-type: none"> 2 February – 9 March 2021 	Event Organizer Masterclass Webinars being run by BSC Tourism Manager Kim Wildman 2 Feb – 9 Mar 2021

Event

<ul style="list-style-type: none"> Christmas tree lighting - BBQ, Mental Health Guest speaker, 	<ul style="list-style-type: none"> November 2019 	Completed
<ul style="list-style-type: none"> Blue chair – A part of r u ok? Following on from the Blue tree project in WA. Chair will be placed in the main park in Dirranbandi and Hebel and have a plaque with all the helpline numbers on as well as QLD Gov logo. 	<ul style="list-style-type: none"> December 2020/January 2021 TBC (plaque design/installation) 	Ongoing – Blue Chair nearly completed by WORK Camp. Plaque design/installation ongoing. .

Bollon

Small workshops

<ul style="list-style-type: none"> Water safety + Life Saving 	<ul style="list-style-type: none"> TBC 	Not Completed/ To Be Confirmed
<ul style="list-style-type: none"> First Aid/CPR/Baby first aid 	<ul style="list-style-type: none"> TBC 	Not Completed/ To Be Confirmed
<ul style="list-style-type: none"> Mental health First aid/accidental counsellor training 	<ul style="list-style-type: none"> TBC 	Not Completed/ To Be Confirmed

<ul style="list-style-type: none"> Gardening – Permaculture Workshop with Sheila Marshall 	<ul style="list-style-type: none"> February /March 2021 	Scheduled for 2021
<ul style="list-style-type: none"> Silver smithing – or other craft workshop e.g. barbed wire sculptures, mosaics etc. 	<ul style="list-style-type: none"> TBC 	To Be Confirmed

Event

Family health day – Health checks comedian/Guest Speaker BBQ at the tennis Club	<ul style="list-style-type: none"> TBC 	Not Completed/ To Be Confirmed
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Thallon

Workshops

<ul style="list-style-type: none"> Thallon Community Dialogue 	<ul style="list-style-type: none"> February 2020 	Completed
<ul style="list-style-type: none"> Event management 	<ul style="list-style-type: none"> 2 February – 9 March 2021 	Event Organizer Masterclass Webinars being run by BSC Tourism Manager Kim Wildman 2 Feb – 9 Mar 2021
<ul style="list-style-type: none"> Training for JP's 	<ul style="list-style-type: none"> TBC 	Not Completed/ To Be Confirmed
<ul style="list-style-type: none"> First aid 	<ul style="list-style-type: none"> TBC 	Not Completed/ To Be Confirmed
<ul style="list-style-type: none"> Gardening – Permaculture Workshop with Sheila Marshall 	<ul style="list-style-type: none"> February /March 2021 	Scheduled for 2021

Events

<ul style="list-style-type: none"> Cricket day – BBQ, Guest speaker, health Checks 	<ul style="list-style-type: none"> TBC 	Not Completed/ To Be Confirmed
<ul style="list-style-type: none"> Thallon Community Christmas Lunch 	<ul style="list-style-type: none"> December 2019 	Completed
<ul style="list-style-type: none"> Community Garden event with the school 	<ul style="list-style-type: none"> TBC 	Not Completed/ To Be Confirmed

St George

Workshops

<ul style="list-style-type: none"> CWA St George and Dirranbandi Ahn Doh Event 	<ul style="list-style-type: none"> February - August 	Cancelled
<ul style="list-style-type: none"> Master BBQ cooking workshop for men in conjunction with St George Men's Shed 	<ul style="list-style-type: none"> TBC 	Not Completed/ To Be Confirmed

<ul style="list-style-type: none"> Events management or volunteer training to upskill others to help with volunteer fatigue 	<ul style="list-style-type: none"> 2 February – 9 March 2021 	Event Organizer Masterclass Webinars being run by BSC Tourism Manager Kim Wildman 2 Feb – 9 Mar 2021
<ul style="list-style-type: none"> Blue Tree painting project & plaque creation Indigenous art workshop 	<ul style="list-style-type: none"> 2020 Plaque design/installation - 2021 	Completed

Events

Backing onto a health event doing a family health check day and evening with BBQ and guest speaker	<ul style="list-style-type: none"> TBC 	Not Completed/ To Be Confirmed
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TRAIC Grant Project Plans 2021 – Open for Community Consultation

Queensland Health have extended the TRAIC grant delivery timeframe until October 2021. Community members can now decide if they would like to continue with the events and workshops outlined in their original project plan, or update them. Council has also received applications for some new workshops and events, which have been added to the revised 2021 Project Plan.

Key:

Suggested

Ongoing/Scheduled for 2021

To Be Confirmed (TBC)

Not Completed

Shire Wide

Activity	Timeframe	Status – Suggested, Ongoing/Scheduled for 2021, TBC or Not Completed	Budget (allocated or estimated)
20 free online yoga classes facilitated by the Yoga Partnership, provided by a local provider.	<ul style="list-style-type: none"> TBC 	Suggested – community consultation 2021	Quote \$2500
Seed funding to support establishment or continuation of community gardens across the shire in	<ul style="list-style-type: none"> Ongoing 	Suggested – community consultation 2021	Estimated \$1750

the form of \$250 Buy Balonne Gift Cards			
Teen Mental Health First Aid Course for Youth Council members – educates participants on how to provide mental health assistance to their peers (10-15 participants)	<ul style="list-style-type: none"> TBC 	Suggested – community consultation 2021	Estimated \$2500

Dirranbandi

Small Workshops

Activity	Timeframe	Status – Suggested, Ongoing/Scheduled for 2021, TBC or Not Completed	Budget (allocated or estimated)
Blue chair – A part of r u ok? Following on from the Blue tree project in WA. Chair will be placed outside the RTC in Dirranbandi alongside have a plaque with all the helpline numbers on as well as QLD Government logo.	<ul style="list-style-type: none"> December 2020/January 2021 TBC (plaque design/installation) 2021 	Ongoing – Blue Chair completed by WORK Camp. Plaque design/installation ongoing. .	PAID: \$ 890.19 (includes Hebel Blue Chair)
			Estimated \$400 (plaques x 2 for Hebel & Dirranbandi)
Yoga Workshops @ Dirranbandi Tennis Club	<ul style="list-style-type: none"> June 2021 	Suggested – requested through Community consultation and supported by Dirranbandi Hospital. Application submitted by provider, yoga teacher Jess Halls	Estimated \$2600
Gardening – Permaculture Workshop with Sheila Marshall	<ul style="list-style-type: none"> TBC 	Suggested – Community Consultation 2019-2021	Estimated \$1250

Event

Activity	Timeframe	Status – Suggested, Ongoing/Scheduled for 2021, TBC or Not Completed	Budget (allocated or estimated)
“Smoko with Friends” Free morning tea @ Dirranbandi including info sessions/guest speakers eg. accidental counsellor info (mental health first aid), Rural Financial Counselling Service, Pet First Aid (local vets) etc.	<ul style="list-style-type: none"> TBC 	Suggested - Community Consultation 2021	Estimated \$3500
Fishing, BBQ & Men’s Health afternoon	<ul style="list-style-type: none"> TBC 	Suggested - Community Consultation 2021	Estimated \$1500
Mum’s and Bub’s Morning Tea @ Library x 3, following First 5 Forever program including visit from Child Health Nurse	<ul style="list-style-type: none"> July, August, September 	Suggested - Community Consultation 2021	Estimated \$350

Bollon

Workshops

Activity	Timeframe	Status – Suggested, Ongoing/Scheduled for 2021, TBC or Not Completed	Budget (allocated or estimated)
Gardening – Permaculture Workshop with Sheila Marshall	<ul style="list-style-type: none"> TBC 	Scheduled for 2021	Estimated \$1250
Silver smithing – or other craft workshop e.g. barbed wire sculptures, mosaics etc. Approx \$50 p/person plus catering for max 20 participants	<ul style="list-style-type: none"> TBC 	Suggested – Community consultation (2019 & 2021)	Estimated \$1400

Event

Activity	Timeframe	Status – Suggested, Ongoing/Scheduled for 2021, TBC or Not Completed	Budget (allocated or estimated)
Chip & Chat – Tennis Day including mental/health checks, comedian/guest speaker and BBQ	<ul style="list-style-type: none"> TBC 	Suggested - Community Consultation 2019	Estimated \$500 (catering)
Mum's and Bub's Morning Tea @ Library x 3, following First 5 Forever program including visit from Child Health Nurse	<ul style="list-style-type: none"> July, August, September 	Suggested - Community Consultation 2021	Estimated \$350

Thallon

Workshops

Activity	Timeframe	Status – Suggested, Ongoing/Scheduled for 2021, TBC or Not Completed	Budget (allocated or estimated)
Gardening – Permaculture Workshop with Sheila Marshall	<ul style="list-style-type: none"> September 2021 	Suggested – Community Consultation 2019-2021	Estimated \$1250
Weekend Yoga Course – 4.5 hours of yoga per day over 2 days with morning tea and lunch included (20-30 people max.)	<ul style="list-style-type: none"> September/October 2021 	Suggested - community consultation (2021)	Estimated \$2000
JP Training – online or in person (hosted at Thallon but available to all Shire residents) for max 5 participants	<ul style="list-style-type: none"> Before Oct 31 2021 	Suggested – community consultation (2019 & 2021)	Estimated \$2000

Events

Activity	Timeframe	Status – Suggested, Ongoing/Scheduled for 2021, TBC or Not Completed	Budget (allocated or estimated)
Cricket Day including Men's Health Pit Stop & BBQ	• TBC	Suggested – Community consultation (2019)	Estimated: \$500 (BBQ/catering)

St George

Workshops

Activity	Timeframe	Status – Suggested, Ongoing/Scheduled for 2021, TBC or Not Completed	Budget (allocated or estimated)
Arts Workshops and Mentoring Program with Stride St George	• TBC	Scheduled for 2021	Estimated \$3000
Master BBQ cooking workshop for men in conjunction with St George Men's Shed	• TBC	Suggested – Community Consultation 2019 & 2021	Estimated \$3500
IT Education - Online and social media safety & cyber-security 5 x 2hr sessions	• TBC	Suggested – Community Consultation 2021	Estimated \$900
First Aid – 1 day course (Provide first aid (HLTAID003)) for max. 20 participants	• Mid-late July 2021	Suggested – Community Consultation 2019-2021	Estimated: \$3800
Gardening – Permaculture Workshop with Sheila Marshall	• TBC	Suggested – Community Consultation 2019-2021	Estimated \$1250

Events

Activity	Timeframe	Status – Suggested, Ongoing/Scheduled for 2021, TBC or Not Completed	Budget (allocated or estimated)
Backing onto another event doing a family health check day and	• TBC	Suggested – Community Consultation 2019 & 2021	Estimated \$500 (BBQ/catering)

evening with BBQ and guest speaker			
CWA St George & Dirranbandi Cubby Station Tour and Luncheon featuring Guest Speaker and service providers stalls (health, drought support, local businesses etc)	<ul style="list-style-type: none"> April 24, 2021 	Completed	PAID \$3220
Mum's and Bub's Morning Tea @ Library x 3, following First 5 Forever program including visit from Child Health Nurse	<ul style="list-style-type: none"> July, August, September 	Suggested - Community Consultation 2021	Estimated \$500

Mungindi

Activity	Timeframe	Status – Suggested, Ongoing/Scheduled for 2021, TBC or Not Completed	Budget (allocated or estimated)
Men's Pit Stop with "Penelope Tent" - women's self-care activities (in partnership with QLD Health)	<ul style="list-style-type: none"> TBC 	Scheduled for 2021	Estimated \$1500

Hebel

Activity	Timeframe	Status – Suggested, Ongoing/Scheduled for 2021, TBC or Not Completed	Budget (allocated or estimated)
Blue Chair – A part of r u ok? Following on from the Blue tree project in WA. Chair will be placed outside the Hebel Library alongside a plaque with all the helpline numbers	<ul style="list-style-type: none"> December 2020/January 2021 TBC (plaque design/installation) 	<p>Ongoing – Blue Chairs completed by WORK Camp, and installed at Hebel Library in January 2021.</p> <p>Scheduled for 2021 – Plaque design/installation.</p>	<p>PAID: \$ 890.19 (includes Hebel Blue Chair)</p> <p>Est: \$400 (plaques x 2 for Hebel & Dirranbandi)</p>

on as well as QLD Government logo.			
Drones 101 Workshop with Fiona Lake (in partnership with QLD Health)	<ul style="list-style-type: none"> June 22, 2021 	Scheduled for 2021	PAID \$1983.30
Working Dog Workshop (in partnership with QLD Health)	<ul style="list-style-type: none"> School Holidays (TBC) 	Scheduled for 2021	\$500 (Catering)

Nindigully

Activity	Timeframe	Status – Suggested, Ongoing/Scheduled for 2021, TBC or Not Completed	Budget (allocated or estimated)
Drones 101 Workshop with Fiona Lake (in partnership with QLD Health)	<ul style="list-style-type: none"> June 21, 2021 	Scheduled for 2021	PAID \$1983.30



Draft Plan for Workshops TRAIC Funding

Date	Event	Facilitator	Cost for student	Description
24 September 2021	Computer Basics 3 hrs	Carter Deacon – worked in IT support & management for 5 years	\$10	Starting with the most basic computer functions and building into a user experience to support those who have had very little to do with computers. This workshop will cover amongst others: <ol style="list-style-type: none"> 1. Passwords and password management 2. Web browsing & search engines 3. Emails 4. Getting started with word processing and 5. Scams/Phishing or Video calling zoom & Facetime.
October TBC	Xero Intensive – St George 4hrs	Craig Dreher - Accountant	\$10	Gain an intermediate level of knowledge and learn how to use Xero Accounting to manage your own business accounts or your community organisation accounts. This Xero training will set you up with a strong understanding and practical knowledge of Xero. This training is for: <ul style="list-style-type: none"> • Business owners or managers • Individuals seeking a further knowledge in Xero accounting software • Accounts people or anyone managing business accounts
October TBC	Xero Intensive – Dirranbandi 4hrs	Craig Dreher - Accountant	\$10	Gain an intermediate level of knowledge and learn how to use Xero Accounting to manage your own business accounts or your community organisation accounts. This Xero training will set you up with a strong understanding and practical knowledge of Xero. This training is for: <ul style="list-style-type: none"> • Business owners, managers, community organisation treasurers • Individuals seeking a further knowledge in Xero accounting software • Any anyone managing accounts
October TBC	Non Accredited Excel: Beginners	South West TAFE	\$82.50	TBC (this is generic) - This course is for those who have never had formal training on how to use Microsoft Office products and need to understand the core functions of Excel. At the end of this course you will have mastered the essentials of: <ul style="list-style-type: none"> • Microsoft Excel 2016

				<ul style="list-style-type: none"> • navigating around your computer • loading and saving your work • copying your files to a USB.
October TBC	Non Accredited Excel: Intermediate	South West TAFE	\$82.50	<p>TBC (this is generic) - Microsoft Excel - 4 hours. In this session you will learn:</p> <ul style="list-style-type: none"> • how to develop your skills using Excel processes to enter, analyse, share and manage your day-to-day workplace data • develop your skills to apply key functions in-built into Excel, including SUM, VLOOKUP, TRIM, IF statements, SUMIF and CONCATENATE • develop your skills to work with mass data including Text-to-column, filters and an introduction to Excel's powerful data analytical tool such as pivot tables.

Plan to Supply morning tea for half day events & lunch for full day events.

All courses require participants to bring along a laptop. At special request we do have some onsite that can be loaned for the duration of the training.

Tackling Regional Adversity through Integrated Care TRAIC

Guidelines and Application

Introduction and Purpose

The Balonne Shire Council has received funding under the Tackling Regional Adversity through Integrated Care (TRAIC) grant program. The purpose of the funding is to enable Queensland communities affected by adversity associated with drought, disaster, and other crises to build community resilience to withstand and recover from adversity.

Balonne Shire Council's aims to use the TRAIC funding to:

- Give residents an opportunity to discover the range of services, agencies, and groups that each town in the Shire has to offer.
- Help unite towns, around specific goals, and through creating a shared vision for the future. This in turn will be used to better inform the events and activities each community runs, as well as the services and support they provide for each other.

How is TRAIC delivered?

Balonne Shire Council will provide programs and support activities that enable the sustained ability of the community to withstand and recover from adversity.

The Building Stronger Communities funds will deliver a three staged approach project involving:

- Stage 1 Building Cohesion: four community workshops that build resilience and community connectivity. The focus will be on understanding the needs of each of each community and creating a vision for how each town will grow and survive.
- Stage 2 Hold an event: Workshop participants plan and stage a community event in each town to apply workshop learnings. The event will bring the community together to help alleviate the stresses of the drought and promote health and wellbeing.
- Stage 3 Review and evaluate the approach: Workshop participants review and evaluate how well the project worked and identify improvements to be made. A plan will be produced to provide a direction to achieving the goal of a thriving community/town.

TRAIC Funding Application Guidelines

How much funding can I apply for?

Balonne Shire Council secured a total of \$60 000 to be dispersed across the communities within the Shire. This is primarily being distributed in the form of small grants (\$1000 - \$2000) and medium size grants (\$2000-\$5000) suited to small, to medium sized events and workshops. Applications over \$5000 will be considered but are less likely to be successful.

What are the Acknowledgement, Reporting, and Acquittal Processes For TRAIC?

- **Reporting and Acquittal**
TRAIC funded activities are asked to complete a Project Outcome Form. The Project Outcome Report asks for information about the success of your project and budget, and for

the provision of support material, to be submitted to Council within eight weeks of the completion of your project. A form will be provided to you if your project is funded.

- **Acknowledgement**

TRAIC funded activities must acknowledge the Queensland Government and the Council in all promotional material, publications, and products by inclusion of the appropriate logos, which Balonne Shire Council will provide.

Balonne Shire Council must obtain Queensland Health's approval regarding branding and content of all project materials, as a result, all **promotional materials need to be submitted to Council four (4) weeks prior to publication** for checking.

What Happens if my Application Is Successful?

If you are successful, Council will send you:

- Two copies of a Letter of Offer specifying what the funding is being allocated for and any special conditions that may apply to your application:
 - one copy to sign and return
 - one copy to keep for your reference
- All the relevant information you need to acknowledge the Queensland Government and Council, who are providing the grant, on your advertising material and press releases.
- In accepting the grant, you are accepting to provide an Outcome Report and acquittal of funds for the project. A template for the Outcome Report will be provided to you.

TRAIC Funding Application – Stage 2 Event or Workshop

Lodgement Details	
Post to: PO Box 201 St George Qld 448	Deliver to: 112 – 118 Victoria Street St George QLD 4487
Email: Council@balonne.gld.gov.au	

Section 1: Organisation and Applicants Details	
Applicant name (name of individual, group or organisation)	CUC Balonne Ltd
Contact person for application (where applicant is a group or organisation)	Alix Greenhill
Postal address	112-118 Victoria Street St George QLD 4487
Street address (if different from postal address)	
Contact Number	0409 446 421
Contact Email	alix.greenhill@cucbalonne.edu.au
Is your organisation a not-for-profit	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is your Organisation Incorporated	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Inc. #: _____
Is your Organisation Registered for GST	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
ABN	28647452300
Does your Organisation have Public Liability Insurance (Please Attach Certificate of Currency)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Section 2: Event/Workshop Details	
Event/Workshop name	Digital Upskilling Workshops
Event/Workshop location	CUC Balonne St George & Dirranbandi
Event/Workshop start date / end date	24/09/2021 / 14/10/2021
Total cost of project (as per budget in Section 4)	\$ 2440
TRAIC Grant requested	\$ 2100
Outcome report due date (eight weeks after end date)	09/12/2021

Section 3: About the Event/Workshop	
Please provide an outline of your event/workshop (e.g. who, what, why, how?)	Please see attached outline of intended workshops in computer basics, Xero and spreadsheets.
Describe <u>how</u> the project will achieve the objective of building community resilience through any <u>or</u> all of the following: <ol style="list-style-type: none"> Promoting community networks and support; Encouraging and creating opportunities for help seeking behaviour. 	This project aims to increase the communities connectivity to services, information. We are also increase core skills required in business and community organisations. This will lead to more self sufficiency and less reliance and spending on contracted services to perform the same role.
Describe how your organisation will know the project is a success and the objectives have been achieved (e.g. through feedback surveys, attendance numbers etc.)	<ol style="list-style-type: none"> Number who participate - aiming for at least 10 per session for St George and Dirranbandi aiming for 4. Attendees will complete feedback surveys
Target Audience/s (please circle)	<input checked="" type="checkbox"/> Community groups <input checked="" type="checkbox"/> Business owners and employees <input checked="" type="checkbox"/> Community residents
Please list who you plan to collaborate and/or partner with	TAFE O'Regan & Partners Local volunteers with industry experience

Section 4: Budget			
All amounts to be shown in whole dollars and include GST. (Attach separate budget if insufficient space below)			
Income (e.g. organisation's income, entry fees, in kind contributions)		Expenditure (attach quotations or estimates) (e.g. venue hire, marketing, guest speaker, contractors, catering)	
Grant Funding Sources		TAFE Spreadsheet facilitation (\$82.50x10x2)	\$1,650.00
		Xero workshop facilitator travel & fee	\$200
		Marketing flyers	\$250
		Catering (\$4X5x10)+(\$7x10x2)	\$340
TRAIC Funding Requested	\$2100		
Other Revenue Sources (e.g. tickets, donations)			
Tickets \$10x3x10+ \$10x1x4	\$340		
TOTAL INCOME:	2440	Total EXPENDITURE:	\$2440
In Kind Support: (e.g. donated time, equipment, facility use/hire)	\$2,000		

Please ensure that budgets tally correctly and balance

Certification

- I hereby declare that the information provided is true and correct.
- I have read and understand the Guidelines for this funding.


Signature

30/7/21
Date

Certificate of Currency

POLICY NO: 201505-0219 R5 BIA

INSURANCE TYPE: Public and Products Liability

POLICY WORDING: BIA GL 2018

THE INSURED: Country UC Ltd;
Cooma Universities Centre Incorporated;
Goulburn UC Ltd;
Far West UC Ltd
North West UC Ltd
Western Riverina UC Ltd
Clarence Valley UC Ltd
CUC Macleay Valley Ltd
Parkes UC Ltd
CUC Southern Shoalhaven Ltd
CUC Maranoa Ltd (with effect 21/7/2020)
Bass Coast UC Ltd (with Effect 21/7/2020)
CUC Balonne Ltd (with Effect 21/7/2020)

PRINCIPAL ADDRESS: 46 Vale Street
Cooma NSW 2630 AUSTRALIA

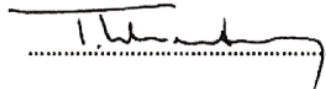
BUSINESS: Not-For-Profit providing study centres for university students

POLICY PERIOD: From: 1/07/2020 4pm To: 1/07/2021 4pm
Both days inclusive (Local Standard Time)

LIMIT OF INDEMNITY:
Public Liability \$20,000,000 any one Occurrence
Products Liability \$20,000,000 any one Occurrence and in the aggregate any one Period of Insurance

TERRITORIAL LIMITS: As per wording

INTERESTED THIRD PARTIES: The Secretary DPIE, The Minister For Energy And Environment And The Crown In The Right Of The State Of NSW



Signed for and on behalf of Berkley Insurance Australia.
Date of issue 21/09/2020

This policy is current at date of issue.
For full details of cover please refer to the policy wording.
This certificate is only valid at the date of issue.

Berkley Insurance Company (trading as Berkley Insurance Australia) ABN 53 126 559 706 AFSL 463129

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Page 1 of 1

OFFICER REPORT

TO: Council

SUBJECT: Name for New St George Library Building

DATE: 09.08.21

AGENDA REF: CES14

AUTHOR: Elizabeth Jones - Community Development & Cultural Services Manager

Sub-Heading

Name for the new library-hub building and related cultural centre complex.

Executive Summary

Construction of the new Library and renovation of the building known as the Cultural Centre Annex began in May 2021. To ensure that minimal delays are experienced in the construction phase official naming of buildings is needed for commissioning of building signage. As building progresses the need to finalise the name for the buildings to have signage ready to be installed in time with the construction schedule.

Background

In 2018, Balonne Shire Council commenced a strategic and staged approach to assess and plan for the infrastructure and spaces located 112-118 Victoria Street and 110 Victoria Street. The first stage of this project is the Library-Hub, incorporating a new library and learning hub and refurbishment of the St George Cultural Centre Annexe.

The overall brief for this project was to analyse the possible redevelopment of the St George Library to create a vibrant "hub", both redefining and improving the current library service, to offer a greater depth of programs and activities with an added focus of a business and Country University Centre housed within the same building as library services. An additional goal of the project is to create a vibrant precinct, improving both the functionality of the spaces and creating street appeal in the current central location in Victoria Street.

Councillors were workshopped on landscaping and proposed names for the new library building and related cultural centre complex on July 27 with primary name consideration being 'The Hub'. To ensure that construction delays are kept to a minimum, commissioning of signage for the buildings needs to be undertaken in early September 2021. To this a naming of the buildings is required.

Link to Corporate Plan

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

Consultation (internal/external)

All Councillors,
Matthew Magin CEO
Michelle Clarke – Director Finance & Corporate Services
Digby Whyte – Director Environmental & Regulatory Services
Catherine Scott – Complete Urban

Legal Implications

Nil

Risk Implications

Nil.

Policy Implications

Nil

Financial and Resource Implications

Nil

Options or Alternatives

Nil

Attachments

Nil

Recommendation/s

That Council resolves to name the new Library building and overall complex “The Hub” and the current hall and annex to be named “The Cultural Centre”.

Digby Whyte

Director Community and Environmental Services

OFFICER REPORT

TO: Council

SUBJECT: Amend the BSC 2021/2022 Budget to fund Cultural Centre Landscape

DATE: 11.08.21

AGENDA REF: CES15

AUTHOR: Digby Whyte - Director Community and Environmental Services

Sub-Heading

Amend the BSC 2021/2022 Budget to fund Cultural Centre Landscape by the Director Community and Environmental Services

Executive Summary

This report seeks to fund landscape works around the rear of the Cultural Centre from the library car park across to the playground on the corner of Klinge Lane and Grey Street, consistent with the Complete Urban site plan. Councillors have discussed putting St George Stage 2 and 3 detailed design of the Cultural Centre on hold and transferring the \$180,000 allocated to this Operational Project to fund the landscape works as Stage 1b. Landscape works to the rear of the Cultural centre would provide interim completion and a usable addition to the Stage 1 Library and Annex development.

Background

At workshops held on Tuesday 27 July 2021 Council considered two costed options by Complete Urban for Stage 2 and 3 of the St George Cultural Centre. These stages were considered to best be delayed, to allow the community to first experience the Stage 1 Library and Cultural Centre Annex development. \$180,000 allocated to the detailed design for Stage 2 and 3 could more ideally be used to provide an interim finish to Stage 1 by completing basic landscape works around the rear of the Cultural Centre from the Library car park to the playground on the Corner of Klinge Lane and Grey Street. This would provide immediate utility to Stage 1 while being compatible with future options for Stage 2 and 3.

The basic landscape works, comprising 'Stage 1a' would need to fit within the \$180,000 as a Stage 1b Operational Project. As the costs are not yet confirmed the primary components would be:

1. Removal of the caretaker house and associated buildings (potentially by sale for removal)
2. Removal of the block wall between the caretaker lot and library
3. Development of a good quality irrigated lawn behind the Cultural Centre
4. Installation of a concrete driveway from the library car park to the kitchen to aid deliveries
5. Development of a concrete pedestrian path connecting the library path to the playground with a branch to Klinge Lane parking beside the Rural Services building
6. Complete playground fencing and access behind the Country University/Disaster Centre building
7. Protection of the lawn area from vehicular access eg via bollards or a low wall
8. Adequate lighting

Secondary components would be:

1. Plant screening of the Klinge Lane buildings
2. A deck beside the kitchen at the end of the proposed driveway, suitable for outdoor barbeques etc.

Concept design for The Hub precinct with indicative rear landscape boundary (blue) and paths (pink)



Link to Corporate Plan

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

Consultation (internal/external)

Councillor workshop
Director Infrastructure Services

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

Stage 1a landscape development to the value of \$180,000 funded by reallocating Stage 2 and 3 detailed design operational project monies.

Options or Alternatives

1. Fund Stage 1a from grant monies.
2. Develop detailed designs for a selected option for Stage 2 and 3

Attachments

Nil

Recommendation/s

That Council resolves to amend the 2021/2022 BSC budget, under S170(3) of the Local Government Regulation, to reallocate \$180,000 from the operational project budget IAOP01 "St George Stage 2 and 3 Detailed Design" to fund an operational project: "Stage 1b Cultural Centre Rear Landscape"

Digby Whyte

Director Community and Environmental Services

CONFIDENTIAL ITEMS

(CFCS) FINANCE AND CORPORATE SERVICES

ITEM	TITLE	SUB HEADING	PAGE
CCFS1	<u>ST GEORGE COUNCIL DEPOT CONNECTIVITY SOLUTIONS</u>	This item will be discussed in closed session in accordance with section 275 of the Local Government Regulation 2012.	
CCFS2	<u>REFRESH - PRE- QUALIFIED SUPPLIERS - PLANT HIRE</u>	This item will be discussed in closed session in accordance with section 275 of the Local Government Regulation 2012.	
CCFS3	<u>REGISTER OF PRE- QUALIFIED SUPPLIERS FOR CLEANING SERVICES</u>	This item will be discussed in closed session in accordance with section 275 of the Local Government Regulation 2012.	

(CIFS) INFRASTRUCTURE SERVICES

ITEM	TITLE	SUB HEADING	PAGE
CIFS1	<u>DIRRANBANDI SEWER RISING MAIN TENDER</u>	This item will be discussed in closed session in accordance with section 275 of the Local Government Regulation 2012.	
CIFS2	<u>DISPOSAL OF NON- CURRENT ASSET - 1 KLINGE LANE (BUILDING ONLY)</u>	This item will be discussed in closed session in accordance with section 275 of the Local Government Regulation 2012.	

(CCES) COMMUNITY AND ENVIRONMENTAL SERVICES

ITEM	TITLE	SUB HEADING	PAGE
CCES1	<u>YUWAALARAAY /</u> <u>EUAHLAYI PEOPLE CLAIM</u> <u>(QUD32/2017)</u>	This item will be discussed in closed session in accordance with section 275 of the Local Government Regulation 2012.	

INFORMATION REPORTS

(IOCEO) OFFICE OF THE CEO

ITEM	TITLE	SUB HEADING	PAGE
IOCEO1	<u>ECONOMIC DEVELOPMENT UPDATE JULY 2021</u>		330
IOCEO2	<u>TOURISM SERVICES MONTHLY REPORT</u>	Balonne Shire Tourism Report for July 2021 as supplied by the Manager Tourism.	340

OFFICER REPORT

TO: Council

SUBJECT: Economic Development Update July 2021

DATE: 09.08.21

AGENDA REF: IOCEO1

AUTHOR: Garnet Radford - Economic Development Officer

Economic Development Update July 2021

Executive Summary

The purpose of the report is to update Council on Economic Development activity in the Balonne Shire during the month of July 2021. The main priorities for the month were the on-going delivery of major projects – Business Mentoring program, Dirranbandi Thermal Baths, investment attraction program, and follow up with existing and new enquiries.

Highlights in July included: completion of the business mentoring program, Dirranbandi Business Improvement data, six new enquiries, investor visit program, Hosting of the Regional EDO Forum, housing/accommodation needs assessment.

Summary of activity during the month of July including Year to Date

Metric	Activity	Notes
New Business enquiries	6	Monthly business enquiries
Business engagement meetings	128	Meetings, calls in the month with key stakeholders and businesses
Follow up and value-add services (Referrals)	34	Introductions, referral of support services, key events & information to producers and businesses
Events and strategic meetings	17	Includes conferences, chamber/progress associations, ED relevant events and strategic meetings/sessions
Investments – Pipeline	51	Pipeline of “Active Projects” (includes some Priority)
Investments announced	0	Investments in month
Investments YTD	0	Year to date investments announced in FY
Value of investments	0	\$ value of investments in month
Investments \$ YTD	0	Total value of investments Year to date in FY
Jobs created/retained	0	Jobs created/retained in period

1.0 Monthly work program

1.1 Projects summary

- Business Mentoring Program
 - Submissions to department for allocations of remaining funds
 - Workshop – 12 August
 - Total Project Funding expended:
 - MDBEDP - \$83,549, Co-contribution - \$91,338, Local spend - \$79,638 (46%)
 - Feasibility study follow-ups
 - Project and budget management
 - Preparation for final report, outcomes, and audit
- Dirranbandi Hot Baths
 - Development Application Assessed
 - Public notification period closed
 - Formation of Dirran Dip Working Group
 - Project Management
- COVID-19 Business Support and Recovery
 - Business mentoring program concluding
 - Business library and services being developed with CUC
 - Awareness of grant funding and support programs re: SEQ lockdown
 - Workshop for attracting and retaining employees in August
 - Migrant/seasonal worker requirements & accommodation needs
 - Online portal for employment opportunities
 - Service providers – workforce development
- Exclusion Fencing
 - Exclusion Fencing Survey of landholders and report finalised
 - Economic data – review
 - Opportunities emerging from completed fencing projects
 - Focus on Food and Fibre Forum - cancelled
- Investment Attraction
 - Balonne Shire Investment Attraction Prospectus – for print
 - Regional Investment Attraction Prospectus – for print
 - Marketing plan – key events and sectors
 - Follow up and support - existing enquiries
- Other
 - Buy Balonne Gift Card Q4 analysis
 - Accommodation and Housing needs, survey (WQAC)
 - Two letters of support (innovation funding)
 - Dirranbandi Beautification and Energy Efficiency Survey and Analysis
 - Dirranbandi and Thallon Progress Association Updates
 - Council report – June
 - CAMMS reporting

- EDO weekly wraps (5)
- Referral services in month – 34

1.2 Events & Strategic Meetings

- Regional EDO forum - DDSWQCOM
- CUC Open Door
- Bollon Business Opportunities
- AgTech Launch and investor meeting (Bundaberg)
- QBuild
- Investor meeting program and workshop
- St George & District Chamber of Commerce
- Dirranbandi Progress Association
- Community Advisory
- Department of Agriculture

1.3 Business Activity and Lead Generation

- Six new investment enquiries in July (services, ICT, manufacturing, and transport)
- Property investor (visit program)
- Follow up on investment lead pipeline/priority projects
- Business referral/support services - 34

1.4 Reporting

- CAMMS Quarter 4 20-21 Reporting
- EDO Weekly wraps (5)
- Council report – June 2021 Economic Development update
- Dirranbandi and Thallon Progress Associations Updates
- Project Management – Business Mentoring and Dirranbandi Thermal Springs

2.0 Investments/Projects

2.1 Existing Priority Projects Updates

Project	Status/Update
Thallon Grain Upgrade	Exploring opportunities – recent enquires
Thallon Freight Hub	Update from Goondiwindi – Gate 3
Carrot Production	No further announcements at this stage
Mooramanna Feedlot	On-going discussions with proponents and plans.
Fucheng (Westmar)	No further announcements from the proponents.
Horticulture expansion	Property identified conducive to intensive horticulture expansion. Accommodation and seasonal worker requirements
Truck Fuel Stop	Opportunity with Thallon and request from consultants (SWQROC Investment Attraction) – potential sites and presenting
Cluster Exclusion Fencing	Exclusion fencing survey completed and finalising report findings
St George Aerodrome	No further update

St George Meatworks	Reconnect with proponent and reviewing uses
Solar Farm St George	Interest from Brisbane based renewables and alternative energy company following up with Council commissioned report

2.2 Investments Realised and Job Creation/Retention

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

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

Sector	Totals	Estimated timeframe*/stage	Totals
Agriculture	11	Mid 2021	3
Aquaculture	1	Late 2021	5
Education/Training	4	Early/mid 2022	6
Energy	2	Feasibility	18
Food & Feed Processing	3	Concept	5
Health and Medical	2	Monitoring	14
Horticulture	4		
ICT	0		
Manufacturing	3		
Professional Services	1		
Property and Construction	2		
Retail/Wholesale	8		
Tourism	5		
Transport and Logistics	2		
Water	1		
Other	2		
Totals	51	Totals	51

3.0 Economic Development Activity

3.1 New Business Enquiries

In the month of July, there were six new enquiries - retail (2), ICT, horticulture, manufacturing, and transport.

Enquiries	Totals	YTD	Sector	Totals	YTD
New	6	6	Agriculture	0	0
Expansion	0	0	Education/Training	0	0
Total	6	6	Energy	0	0
External	4	4	Health and Medical	0	0
Local	2	2	Horticulture	1	1
Total	6	6	ICT	1	1
			Indigenous	0	0
			Infrastructure	0	0
			Manufacturing	1	1
			Property	0	0
			Retail	2	2
			Tourism	0	0

			Transport and Logistics	1	1
			Other	0	0
			Total	6	6

3.2 Client enquiries, calls and meetings

During the month, there were 128 Economic Development enquiries of which 77 were external clients and 51 were local clients. Professional Services (37), Government (22), Tourism and Sport (12) and Retail (12) were the most represented sectors. St George (34), Dirranbandi, Toowoomba, and Roma (all 13) were the most represented areas.

Sector	Enquiries	YTD	Location	Enquiries	YTD
Agriculture	7	7	St George	34	34
Creative	0	0	Dirranbandi	13	13
Education/Training	9	9	Thallon	2	2
Energy	0	0	Mungindi	0	0
Government	22	22	Hebel	0	0
Health/Medical	4	4	Nindigully	0	0
Horticulture	4	4	Bollon	2	2
ICT	1	1	Brisbane	12	12
Indigenous	2	2	Gold Coast	5	5
Infrastructure	4	4	Goondiwindi	11	11
Manufact/Construct	2	2	Toowoomba	13	13
Not for Profit	11	11	Roma	13	13
Professional Services	37	37	Southern Downs	0	0
Retail	12	12	Western Downs	0	0
Tourism & Sport	12	12	Logan	8	8
Transport	0	0	Queensland Other	4	4
Other	1	1	Western Queensland	1	1
			Melbourne	0	0
			Sydney	0	0
			NSW Regional	9	9
			VIC Regional	0	0
			Canberra ACT	0	0
			South Australia	1	1
			Tasmania	0	0
			Western Australia	0	0
			International	0	0
Total	128	128	Total	128	128

3.3 Referrals/Support services

Referrals are regarding introductions to government programs, advisors, mentors and other persons or government programs to assist local business growth and expansion. A total of 34 business referrals and assistance were recorded in the month of July. Business referrals and assistance included: mentoring, business services and advocacy.

Sector	July 2021	YTD	Notes
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Agriculture	3		Mentoring and advocacy
Chamber & Progress Associations	3		Gift Cards, Updates
Education & Training	0		Information on Balonne Shire
Environmental	1		Solar/renewables information
Government	6		Workforce development, grants
Health & Medical	0		
Horticulture	2		Advocacy
Indigenous	3		Introduction and housing
Industrial	0		
Manufacturing/construction	0		Projects and opportunities
Not-For-Profit	3		Grants and services
Retail	7		Business support services
Professional Services	4		Business services
Tourism	2		Tourism projects and mentoring
Other	0		
Total	34		

4.0 Buy Balonne Gift Card Update – St George & District Chamber of Commerce

4.1 Summary of Quarter 4 and Program to Date

Q4 continued to see cards loaded during the 2020 Christmas period being redeemed. In Q4, there were 75 cards loaded with funds valuing \$3,490, both slightly up on Q3 (56 and \$2,685). The average load value in Q4 declined only slightly from \$48 (Q3) to \$47 (Q4) with a Program-To-Date (PTD) of \$108,705 on 1217 transactions thus an average loading transaction value of \$89. Cards 4 all (35 or 45%) and seven businesses (including 2 from outside of St George) accounted for 100% of the card funds loaded in the quarter.

In Q4, there were 191 redemption transactions to the value of \$6,801 bringing the program period to date of \$86,663. The average redemption value in Q4 was \$36 bringing the average redemption transaction for the program to \$54 per transaction. Five businesses, including one outside of St George, had >10 transactions in the quarter and accounted for 51% of all redemption transactions and \$2,943 (43% of redemption value). There were 34 businesses realising at least one transaction with six businesses outside of St George. Redemption of Buy Balonne Gift Cards are still occurring predominantly in St George with 86% of the redemption transactions in Q4 followed by Thallon 8%, Bollon 2%, Nindigully 2%, and Dirranbandi 2%. The redemption values in Q4 were St George 88%, Thallon 7%, Dirranbandi 2.5%, and Bollon 2%.

Quarterly and Program to Date Results

Loading

Transactions		Funds loaded onto cards		Average Load	
Apr-June 21	PTD	Apr-June 21	PTD	Avg Q4/YTD	Avg PTD
75	1217	\$3,490	\$108,705	\$46.53	\$89.32

Redemption

Transactions	Value spent \$	Average spend \$
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Apr-June 21	PTD	Apr-June 21	PTD	Avg Q4/YTD	Avg PTD
191	1700	\$6,801	\$86,663	\$35.61	\$50.98

5.0 Events and Strategic Meetings

5.1 Relevant business events

In July, 17 business events were held in the month. Events included: investor meetings, Chamber, Regional economic development, community projects.

Event	Date	Purpose and Location	Cost
Bollon Business Opportunities	2 July	Business Opportunities session	nil
CUC Open Door	3 July	Jobs in Balonne Shire	\$400
Thallon Progress Association	6 July	Monthly Meeting	nil
Department Agriculture	7 July	Business Mentoring program	nil
Agtech Hub and Investor meeting	7-8 July	Bundaberg with DAF (hotel and	\$240
Investor	12-13 July	Meeting program	nil
EDAC	13 July	Investment attraction program	nil
St George Chamber of Commerce	14 July	21-22 Committee meeting	nil
Community Advisory	15 July	Transport/Accommodation needs	nil
Q Build	16 July	Accommodation	nil
Aged Care Investor (Japan)	16 July	Organised by LGAQ	nil
<i>Focus on Food and Fibre Conference</i>	<i>16 July</i>	<i>Cancelled</i>	<i>nil</i>
Dirranbandi Progress Association	19 July	Meeting	nil
Dirran Dip Working Group	20 July	Working group meeting and actions	nil
EDO Rural Forum (State Development)	22-23 July	Forum and site visits	\$600
Department Agriculture	27 July	Business Mentoring Program	nil
<i>Mungindi AgTech20</i>	<i>28 July</i>	<i>Cancelled</i>	<i>nil</i>
St George Chamber of Commerce	29 July	Chamber planning	Nil
Workshop – Investor intro	29 July	Update to Council	nil

5.2 Upcoming and proposed events/meetings

Event	Date	Purpose and Location	Cost
Dirran Dip Working Group	3 August	Update	nil
Thallon Progress Association	3 August	Monthly meeting	nil
Childcare Developments	5 August	Update	nil
Mentoring Steering Committee	10 August	Last meeting prior to final report	nil
St George Chamber of Commerce	11 August	General Meeting	nil
Mentoring workshop	12 August	HR, Attracting and Retaining staff	nil
Business Mentoring Program	16 August	Final report due to the department	nil
Dirran Dip Working Group	17 August	Update	nil
Thallon Progress Association	19 August	Discuss programs/projects	nil
Catholic Care	24 August	Migrant worker/resettlement program	nil
QLD Bioeconomy Forum	25 August	SWQROC TBC (Brisbane)	\$350
Council workshop	26 August	My Malekso update	nil
Rocket testing firm	August	Launch campaign	nil

SWQROC Investment	August	Various events proposed	\$400
Emerging Industries event	August	Opportunities/education for schools	nil
ecoBiz program Balonne Shire	13-16 Sept	Energy, water, and waste efficiency	nil

Attachments

1. Gift card BSC update 04.08.2021.pdf [↓](#)

Michelle Clarke

Director Finance & Corporate Services



Council Quarterly Update Balonne Shire Gift Card

4 August 2021

Quarter 4 20-21 is the sixth report to update Council on the Buy Balonne Gift Card. During the quarter, Chamber and Council hosted two business events to celebrate Queensland Small Business Month in May. Both events were sponsored by the Queensland Government and combined, the events managed to net combined proceeds of \$4,635 (6 May Council event - \$3,112 and 25 May Chamber event - \$1,523). The Chamber will be writing to Council to consider allocating the \$3,112 in proceeds for the Buy Balonne Gift Card. Chamber will be allocating the \$1,523 to the program. Disappointingly, the Chamber did receive notification from the Drought Community Support Program that it was unsuccessful in its funding application.

Chamber was also able to work with the card provider with regards to the strong likelihood of funds remaining on expired cards (after 3 years from date of purchase/loading). Three months after card expiration, these funds will now be loaded on to new gift cards and re-circulated back into the Balonne Shire program and economy with no funds lost.

In Q4, Council's tourism department invested in 35 cards to be given to tourists who met conditions in the welcome back mate program. Travellers who stop into the St George Visitor Information Centre and say "I'll be your mate" were gifted a special Welcome Mate pack, including a \$20 Buy Balonne gift card. The report from Cards 4 All indicates that 18 cards were redeemed for \$360 leaving a balance of 17 to be redeemed (including those not handed out).

Summary of Quarter 4 and Program to Date

Q4 continued to see cards loaded during the 2020 Christmas period being redeemed. In Q4, there were 75 cards loaded with funds valuing \$3,490, both slightly up on Q3 (56 and \$2,685). The average load value in Q4 declined only slightly from \$48 (Q3) to \$47 (Q4) with a Program-To-Date (PTD) of \$108,705 on 1217 transactions thus an average loading transaction value of \$89. Cards 4 all (35 or 45%) and seven businesses (including 2 from outside of St George) accounted for 100% of the card funds loaded in the quarter.

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Redemption of Buy Balonne Gift Cards are still occurring predominantly in St George with 86% of the redemption transactions in Q4 followed by Thallon 8%, Bollon 2%, Nindigully 2%, and Dirranbandi 2%. The redemption values in Q4 were St George 88%, Thallon 7%, Dirranbandi 2.5% and Bollon 2%.

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191	1700	\$6,801	\$86,663	\$35.61	\$50.98

Loading	Q3	Q4	YTD	PTD	\$ Q3	\$ Q4	\$ Total	PTD \$	PTD Avg	PTD%	Avg Q3	Avg Q4	Avg YTD	Q3%	Q4%	TPTD%
St George	38	38	293	641	2285.00	2415.00	2330.00	1088.12	79.36	46.8%	53.47	67.08	80.56	85.1%	89.2%	46.8%
Cards 4 All	20	35	315	541	403.00	703.00	4272.00	5562.00	132.38	51.2%	20.00	20.00	136.72	14.5%	20.1%	51.2%
Dirranbandi	0	0	0	5	0.00	0.00	0.00	279.00	54.90	0.2%	0.00	0.00	0.00	0.0%	0.0%	0.2%
Thallon	0	7	4	17	0.00	303.00	470.00	1003.00	38.92	0.9%	0.00	140.00	104.00	0.0%	8.8%	0.9%
Bollon	0	2	13	13	0.00	75.00	675.00	675.00	0.00	0.0%	0.00	0.00	67.50	0.0%	2.1%	0.0%
Hebel	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.0%	0.0%
Nindigully	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.0%	0.0%
Mungindi	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.0%	0.0%
Totals	56	75	619	1217	2665.00	3490.00	67417.00	100705.12	89.32	100.0%	47.95	46.53	106.91	100.0%	100.0%	100.0%

Redemption	Q3	Q4	YTD	PTD	\$Q3	\$Q4	Total YTD	Total PTD	Avg PTD	PTD%	Avg Q3	Avg Q4	Avg \$	YTD %
St George	307	165	1033	1566	15210.28	5595.72	55306.79	80390.46	51.65	92.7%	49.54	36.34	54.51	52.5%
Dirranbandi	0	3	35	52	457.78	170.00	2098.16	2895.92	55.69	3.3%	76.30	56.67	50.95	3.4%
Thallon	7	15	29	37	298.50	446.40	973.10	1215.80	32.86	1.4%	38.35	29.76	33.56	1.6%
Bollon	24	4	32	45	1078.85	133.90	1465.30	2025.56	45.08	2.3%	44.87	33.48	0.00	2.4%
Hebel	0	0	0	3	0.00	0.00	0.00	47.00	15.67	0.1%	0.00	0.00	0.00	0.0%
Nindigully	0	4	4	5	0.00	55.00	55.00	75.00	15.00	0.1%	0.00	13.75	0.00	0.1%
Mungindi	0	0	0	2	0.00	0.00	0.00	40.00	20.00	0.0%	0.00	0.00	0.00	0.0%
Totals	344	191	1133	1700	17043.41	6801.02	60898.35	86652.74	50.98	100.0%	49.54	35.61	53.75	100.0%

Actions for 21/22 Financial Year:

- More not for profit organisations and charities to utilise the gift card program
- Video clip to assist businesses participating in the program – redeeming (staff training)
- Point of Sale materials
- Encouraging businesses with “Square” to participate (Cards4All enquiring)
- Identify sponsor(s) to help offset the cost of the cards

Best regards,

John M Travers

John Travers

President

St George & District Chamber of Commerce

OFFICER REPORT

TO: Council

SUBJECT: Tourism Services Monthly Report

DATE: 09.08.21

AGENDA REF: IOCEO2

AUTHOR: Kim Wildman - Tourism Manager

Balonne Shire Tourism Report – July 2021

Balonne Shire Tourism Report for July 2021 as supplied by the Manager Tourism.

Tourism Projects & Activities

- *St George Heritage Trail:* After long delays the signage markers finally arrived on the 3 August. Awaiting an opportunity now for Workcamp to install the signage.
- *Historical Pub Trail:* Work has continued on the content with the final draft to be completed soon. The Pub Trail brochure is expected to be completed by the end of this year.
- *VIC Business Plan:* Work has begun on updating the VIC's Business Plan bringing it in line with the Balonne Shire Council Tourism & Events Strategy 2025.
- *Iconic Tourism Attraction:* A revised draft concept of the RiverTales iconic tourism attraction concept was sent out for feedback from Councillors. The consultants are now re-costing the project based on their feedback and suggestions.
- *Mungindi Sculpture Trail:* With the NSW border closed and the Barwon River in flood a meeting with the Mungindi Progress Association to further the new Sculpture Trail was moved to Thallon. It is hoped that in spite of all the obstacles the trail will be in place by the end of 2021.
- *Mungindi One Ton Post:* Quotes have been sought and received for a Landscape Master Plan for the refresh of the One Ton Post historical site in Mungindi.
- *July Tour Numbers:* Cotton Farm & Vineyard Tour – 210 visitors, St George Heritage Tour - 47 visitors
- *VIC Refresh:* The VIC has undergone a mini revamp with surplus display stands removed, the cotton display moved to a more prominent position near the front entrance, new chairs as well new signage and price tags reflecting our new tourism branding.
- *Vertical Street Banners:* The Manager Tourism worked with the Community Team to design a new range of vertical street banners which will line the centre medium strip out the front of Council's main office. These will go up before the September school holidays.
- *Tourism Events Grant:* The Council's Tourism Events Grant Funding Program has been expanded following the incredible success of major events which had returned to the Shire in 2021 after a COVID-19 forced hiatus last year. All categories have had an increase to funding amounts and a new category, Hallmark Events, has been added. What's more, for profit businesses can now also apply. Applications are open for events to be held between 1 January 2022 and 30 June 2022 with applications due 1 September.



Awards

- **2021 Queensland Tourism Awards:** A nomination has been submitted for the Balonne Shire Visitor Information Centre under the Visitor Information Services category for the 2021 Queensland Tourism Awards. Submissions need to be finalised in August with the announcement of winner made at the Tourism & Events Queensland Conference in November.

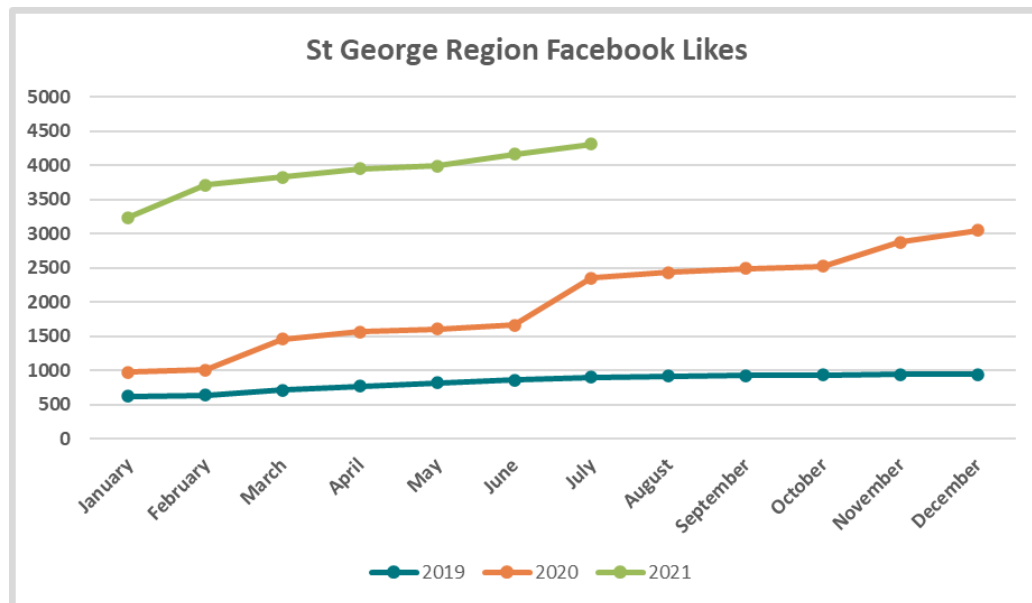
Marketing & Promotions

St George Region Facebook page

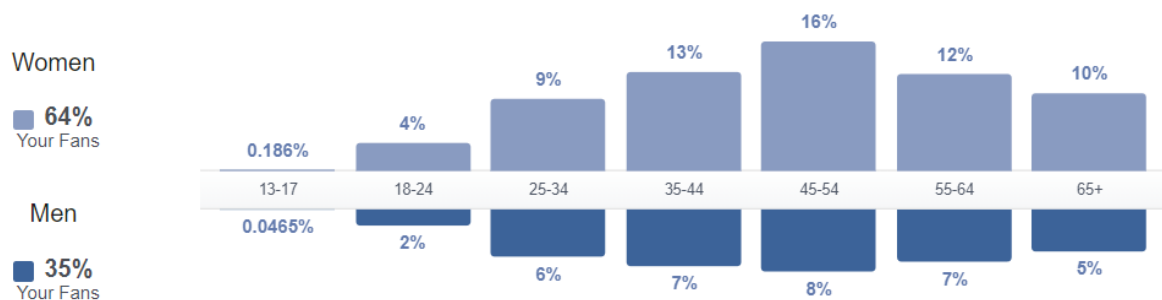
- Currently the St George Region Facebook page has a total of 4,662 Followers (an increase of 150 followers) with 4,312 Likes (increase of 147)
- **Most popular post for July –**
- A post to promote the relaunch of the Welcome Mate campaign. This post had a 9k reach, 128 likes & reactions, 27 shares, 943 link clicks.



The St George Region Facebook page remains our most useful tool in engaging with the travelling market. Since The number of Likes has continued to rise following the 2020 Welcome Mate/St George Matesong and Welcome to Our Place campaigns and the rebranding to the St George Region.



The data below details the age and gender of our Facebook Fans with women in the 45-54 age bracket our most active market segment.

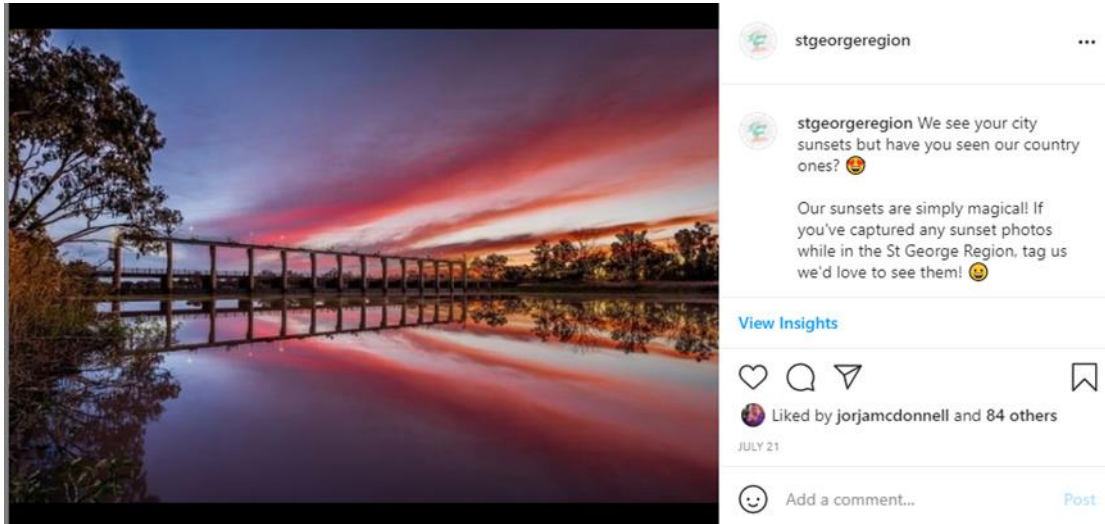


The Top 10 locations of where our Fans come from is as shown in the below table. Unsurprisingly, the greater majority come from Southeast Queensland.

	City	No. of Fans
1	Brisbane, Queensland	632
2	St George, Queensland	437
3	Toowoomba, Queensland	311
4	Sydney, New South Wales	142
5	Gold Coast, Queensland	132
6	Sunshine Coast, Queensland	119
7	Ipswich, Queensland	108
8	Melbourne, Victoria	78
9	Goondiwindi, Queensland	74
10	Roma, Queensland	60


St George Region Instagram

- The account currently has 572 Followers (an increase of 12). Please help the Tourism Services Team build our following by following, liking and sharing our content.
- Most popular Instagram post for July – a stunning shot of the Jack Taylor Weir captured by Leeroy Todd. This post had a 379 reach, 85 likes & reactions.



Reviews

Tripadvisor Reviews

 **Adventurers049**
Brisbane, Australia • 2,688 contributions

 0 



Good info centre

Jun. 2021

The staff are very friendly and helpful too. They have a lot of useful tourist information that is free to take.

Written 19 July 2021

 **Ros C**
4 contributions

 0 



Cotton Farm and Winery Tour

May 2021 • Couples

This tour was great value for money, 5 hours for \$50 which included lunch and wine tasting plus some going to local charities. Harry was very informative and knew so much about the cotton farming and local agricultural industry. The winery tour was also great and a lovely lunch was provided. Very much recommend

Written 18 June 2021

Google My Business



Gerhard Wolfschuetz



This user only left a rating



Anthony Summers



This user only left a rating



Heather Wallis



Loved it



Margaret Jaques

★★★★★ 3 weeks ago

Great info centre, lady was extremely helpful. We will be back to St George, would love to do the winery, historical house and cotton farm tour.



Jenny Haydon



Very helpful



Carolyn Page



This user only left a rating

Tourism Organisation Representation

Outback Queensland Tourism Association (OQTA)

- The TDO (Tourism Development Officers) group met on 22 July.
- Staff from the Visitor Information Centre attended the Toowoomba Queensland Outdoor Adventure & Motoring Expo from 30 July – 1 August as part of the OQTA information stand.

Adventure Way Promotions Group

- An Adventure Way meeting was held on 13 July. Sandra Lee has now finished in the role of Secretary / Treasurer and Jan Seery has now been appointed to that role for the Adventure Way Group. All brochures will still remain at the Balonne Shire VIC and distributed as required.

The Great Inland Way

- There have been no meetings held this year. It is unknown as to when the next meeting will be held.

South West Tourism Steering Committee (SWTSC)

- The SWTSC met on 20 July to discuss and finalise Media Mortar's Marketing Plan for the "Queensland's South West – Be our Guest" which was unanimously endorsed by the group.
- The newly re-developed website, designed as a landing page to redirect to each Council's individual tourism website was presented. See: <https://www.swgroc.com.au/tourism-south-west-queensland>

Meetings & Training

- Workshop with Councillors on RV Strategy and Iconic Tourism Attraction – 8 July
- Phone meeting with Jan Seery re Adventure Way admin role – 8 July
- Adventure Way Meeting – 13 July
- OCEO Team Meeting – 14 July
- Phone catch-up with consultants regarding the RiverTales iconic attraction – 20 July
- SWTSC meeting – 20 July
- Risk Management Meeting VIC / Tourism – 20 July
- OQTA meeting of TDOs – 22 July
- Tourism Team Meeting – 29 July

Volunteer Projects & Activities

- Volunteer hours have totalled 30 hours for July

Shire Tourism Statistics – July 2021

St George Visitor Information Centre

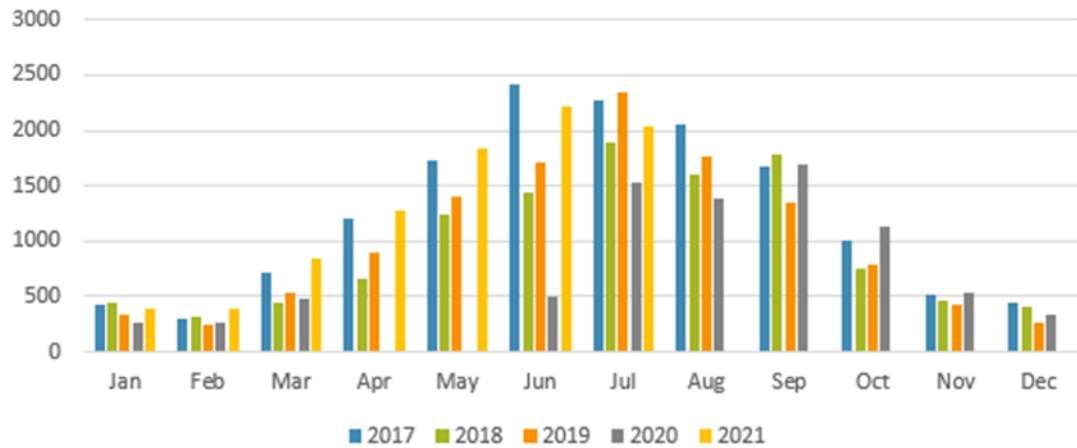
There were 2043 visitors recorded for July through the Visitor Information Centre (VIC) in St George. This is an increase of 518 visitors compared to July 2020 where the total was 1525.

- | | |
|--------------------------------|-----|
| • Local Shire | 140 |
| • New South Wales | 590 |
| • Victoria | 341 |
| • Queensland | 829 |
| • South Australia | 49 |
| • Northern Territory | 2 |
| • Australian Capital Territory | 34 |
| • Western Australia | 25 |
| • Tasmania | 31 |

- Overseas/International 5

The VIC also received 267 tourism related phone enquiries, 3 Information Packs were sent out and 20 email/internet tourism related enquiries were made during July.

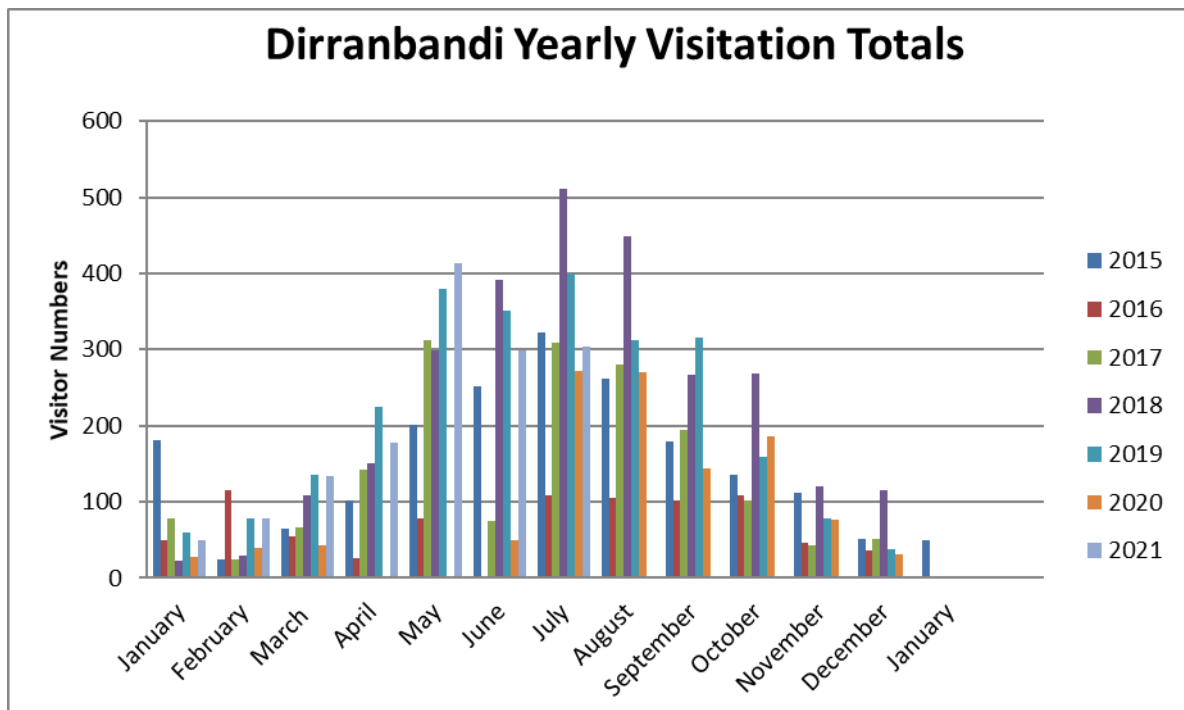
Visitor Numbers through the Balonne Shire Visitor Information Centre

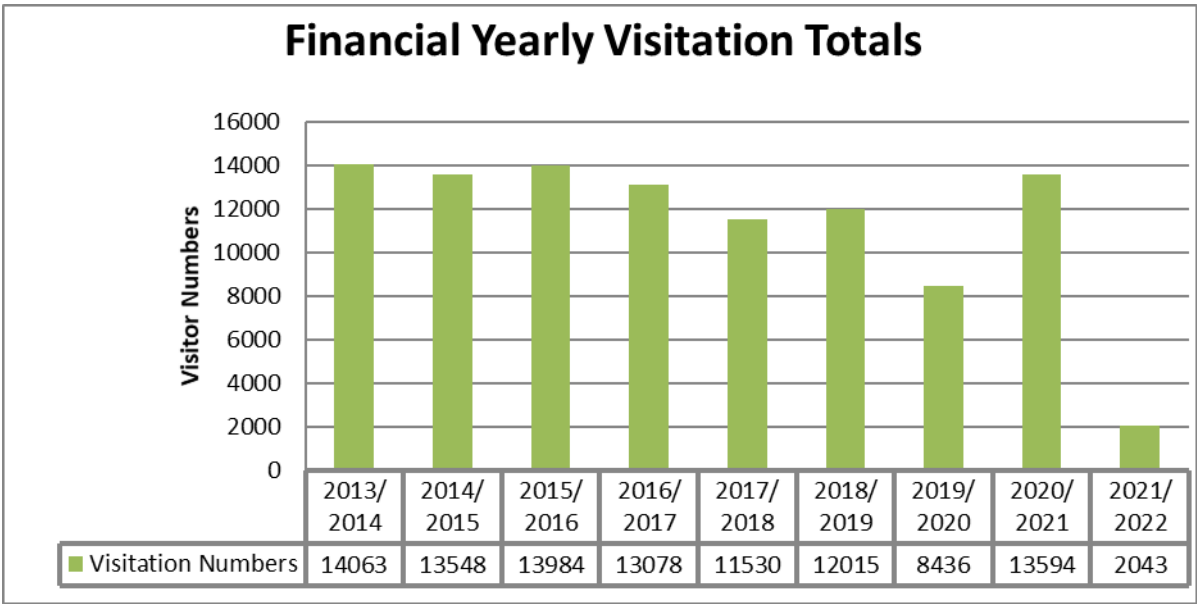


Dirranbandi RTC

There were 304 visitors recorded for July 2021 through the Dirranbandi Rural Transaction Centre (RTC). This is an increase of 32 visitors compared to July 2020 where the total was 272 visitors.

Dirranbandi Yearly Visitation Totals





Attachments

Nil

Matthew Magin
Chief Executive Officer

(IFCS) FINANCE AND CORPORATE SERVICES

ITEM	TITLE	SUB HEADING	PAGE
ICFS1	<u>MONTHLY REPORT</u> <u>DIRECTOR FINANCE &</u> <u>CORPORATE SERVICES -</u> <u>JULY 2021</u>	Monthly report for July 2021 - Finance and Corporate Services	349
ICFS2	<u>MONTHLY REPORT</u>	Grants Update 3 July – 4 August 2021	356

OFFICER REPORT

TO: Council

SUBJECT: Monthly Report Director Finance & Corporate Services - July 2021

DATE: 09.08.21

AGENDA REF: ICFS1

AUTHOR: Michelle Clarke - Director Finance & Corporate Services

Sub-Heading

Monthly report for July 2021 - Finance and Corporate Services

Land – Legal matters

- St George Netball Lease plans now complete and with Solicitor to finalise
- Dirranbandi Showgrounds Trustee Lease reviewed and with FSG
- Still awaiting feedback from Rural Transaction Centre, Dirranbandi on the CUC Facility User agreement, library service delivery agreement and lease for the land on which the RTC building occupies.
- 1 levee bank matter pending works (with Infrastructure); 1 awaiting bank consent
- 1 new levee bank matter Thallon – engaged solicitors to commence
- Thallon GrainCorp Camping Grounds – draft traffic management and signage plans pending review and liaison with Progress Association and Grain Corp
- CUC Facility User Agreement provided for their review
- Dirranbandi Goods Shed lease to be presented to Arts Council for their review

IT Vision project

- On costs and plant costs now automated within Synergy Soft and Definitiv

Governance

- Quarter 4 report on Operational Plan 2020/21 completed
- Annual report 2021/22 commenced
- Operational Risk review workshops completed include: Environmental Health; Finance; Media & Communications; and Tourism
- Policy review project currently underway

Grants

- Refer to monthly report

Administrative Action Complaints

- All administrative action complaints resolved

- 1 contract dispute continuing
- Nil complaints received in July

Staffing

- Training register and plan maturing
- Training in customer service and dealing with difficult customers scheduled for July unfortunately cancelled due to COVID-19 restrictions and will be rescheduled
- IMS Guardian training completed 10-11 August
- Recruitments being finalised for Infrastructure and Community & Environment
- Project Manager specialising in IT engaged for 6 month period
- 2nd meeting of Enterprise Bargaining Agreement with log of claims exchanged on 10 August
- Return to work management directive adopted by SLG along with Reasonable Adjustment management directive
- A reasonable management action fact sheet was also distributed to staff
- All taxation and superannuation requirements met for end of year

Finance

- Rates levy due to be rolled out this month with 30 day discount period
- Rate fact sheet prepared to accompany rates notices to explain differences
- Community rates support notifications issued and applied to rates
- Budget amendments being collated for budget review
- Continuing to work with external auditors in preparation for September final audit
- Audit & Risk Committee scheduled for 30 August
- Bank account for SWQROC completed and arranging reconciliation/reimbursements along with implementation of Xero to manage the financials separate from Council
- Fuel tax credits and FBT returns all completed
- Financial statements to commence
- End of year processes were all completed
- Audit & Risk Committee scheduled 31 August
- Credit card online application and maintenance arranged with CBA
- Credit card management system currently being installed to assist with card reconciliation with project to be rolled out to all credit card holders

Procurement

In the month of July Council completed:

1. WDEF Quotes
2. Mungindi Parklands Stage 2-3 closing 27/7/2021
3. St George Library Hub Furniture Quotations
4. Tender for River Height Monitoring Project
5. 4 x Panel arrangements in draft and opening in next few weeks including – Legal Services, Trade Services, Traffic Management Services & Refresh of Specialised Consultancy Services
6. Panel arrangement for cleaning services & Refresh of Plant Hire reports to go to September Council Meeting

Council undertook several major procurement projects in 2020/21 including: -

- Dirranbandi Improvement Scheme
- Design and Construction of Balonne Slash Pad
- Wild Dog Exclusion Fencing Schemes
- St George Library Hub Project

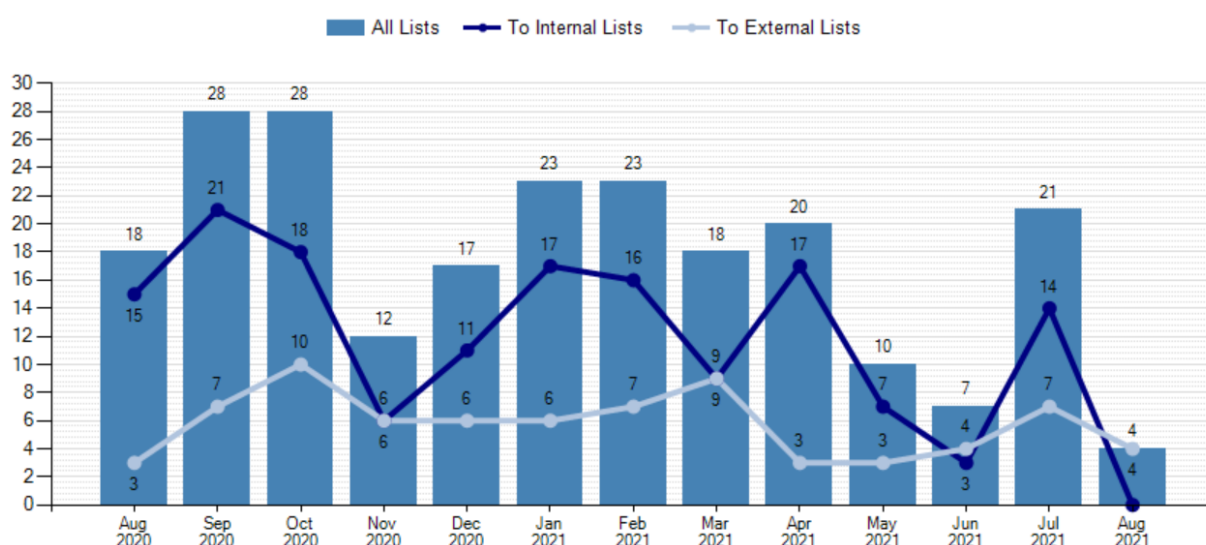
- Flood Reconstruction Works

In the past 12-month period Council utilised Vendor Panel for a total of 225 request, 154 of these requests were for internal lists of preferred suppliers, 53 against external Localbuy lists and 18 Public Tenders. Council has a series of preferred supplier arrangements in place to improve efficiency and compliance including: -

- Legal Services
- Wet & Dry Plant Hire
- Specialized Consultancy Services
- Supply & Deliver Road Building Materials
- Supply of Fencing Construction Contractors
- Supply of Fencing Materials
- Trade Services
- Traffic Management Services
- Cleaning Services

The following graph indicates an increase in July back to our average of 20 per month. Council has now completed over 12 months with Vendor Panel. (Graph as at 09/08/2021).

Requests by internal buyers per month (last 13 months)

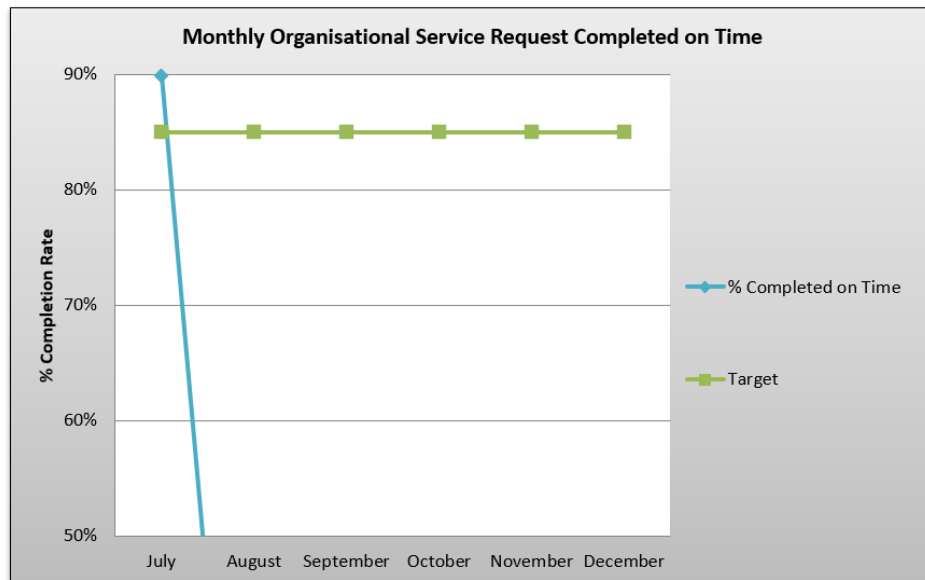


Council has signed up to Nex Gen with Peak Services and the Local Government Association of Queensland to continuously improve our procurement processes. We have saved \$13,000 in fees for Vendor Panel and now have access to a range of modules that will provide a one stop shop for all internal staff to access relevant policies, procedures, contracts and templates. Data analytics will also be improved with the adoption of Nex Gen. Further updates will be provided as this project rolls out as the project has only just commenced.

Service requests

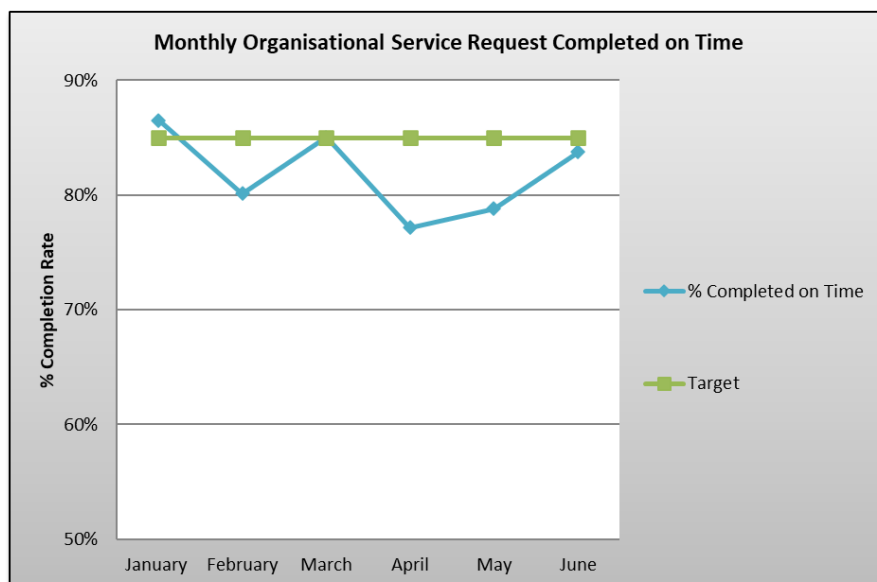
In July Council received 248 service requests with 223 completed on time or 90%. This is above the target of 85%.

Monthly Organisational Service Request						
	July	August	September	October	November	December
Total Requests	248					
Pending & Overdue	17					
Completed Late	8					
Completed on Time	223					
% Completed on Time	90%					
Target	85%	85%	85%	85%	85%	85%

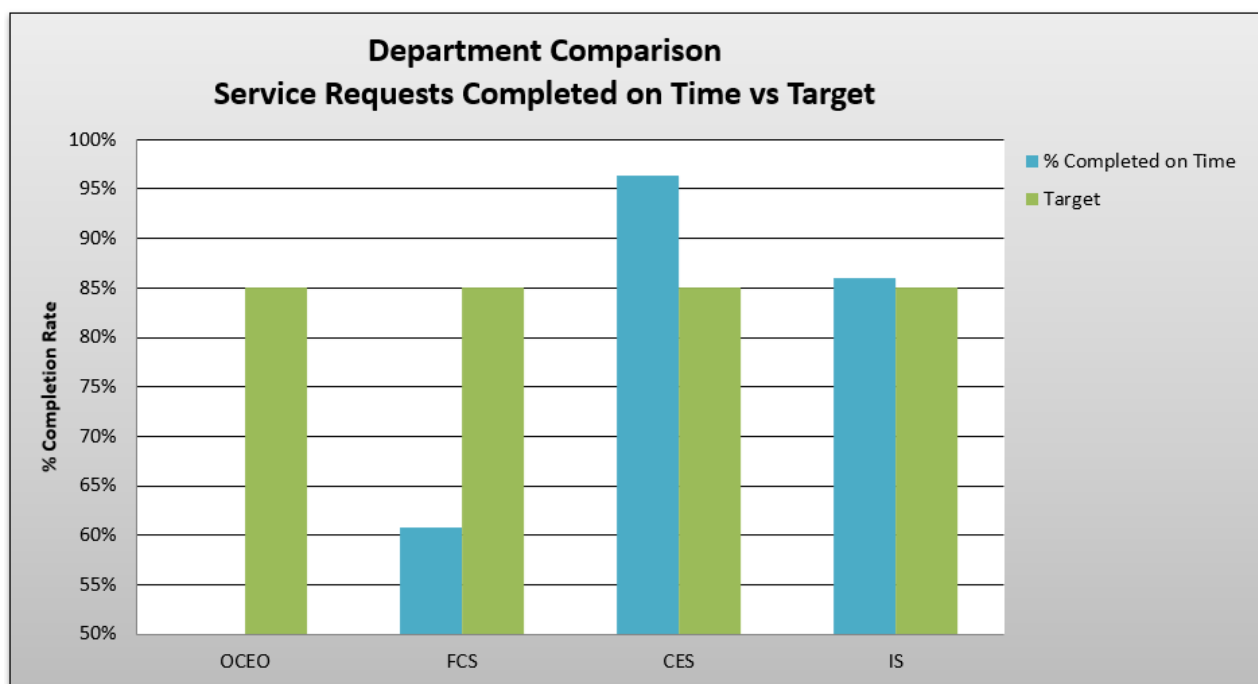


The previous 6 months is shown for comparison.

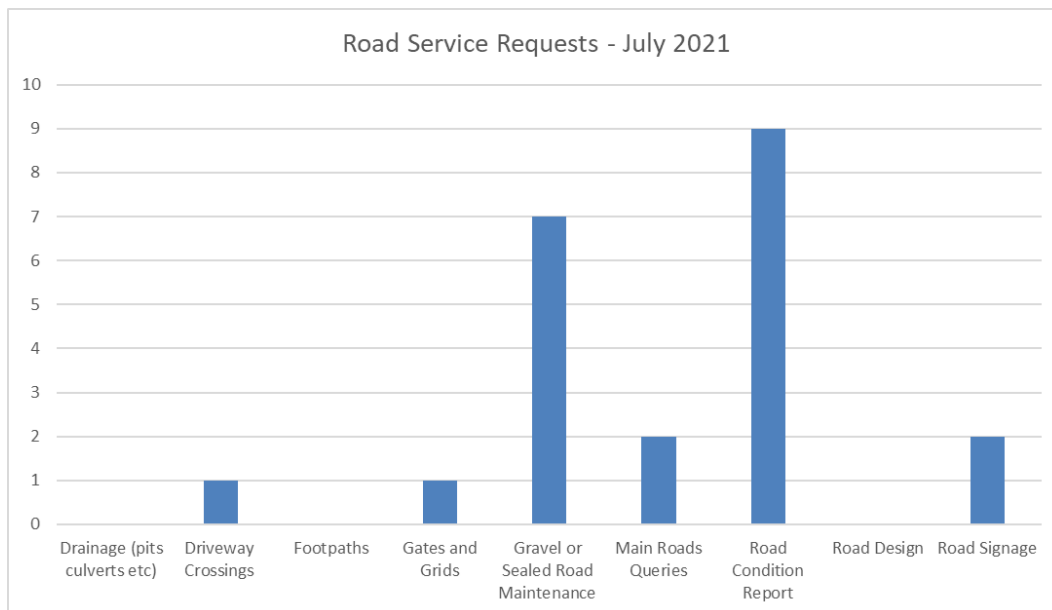
Monthly Organisational Service Request						
	January	February	March	April	May	June
Total Requests	415	282	494	184	255	154
Pending & Overdue	44	47	63	31	49	21
Completed Late	12	9	11	11	5	4
Completed on Time	359	226	420	142	201	129
% Completed on Time	87%	80%	85%	77%	79%	84%
Target	85%	85%	85%	85%	85%	85%



Service request completion via Department:



Service requests received relating to roads in July 2021



A new type of service request is now being monitored – lodged service request complaint – to track the number of complaints made about dissatisfaction by the customer in either timeliness and/or no resolution of a matter. The number of service request complaints for July was 8 in total out of the 248 received.

Information Technology

Outages

- 1 planned outage resolved
- Email migration completed with minor disruptions
- Roll out of all 2020/21 IT assets now complete
- Disposal and/or repurpose of IT assets now underway
- IT temp officer engaged via Quadtech during July to assist with staffing levels
- IT Audit phased works continue with Field Solutions Group
- Guardian Emergency Dashboard opt in subscription has now gone live
- Complete Urban continuing to ensure Fibre project for new library hub incorporated into civil works
- CCTV Local Roads Community Infrastructure projects Phase 1 near ready for quotation. Phase 2 will be project managed with a Project Manager specialising in IT assisting over the next 6 month period.
- New printers for depots and CUC St George ordered as per budget 2021/22

Other key projects/meetings

Country University Centre

Attend monthly board meetings (1)

Other

Continued participation in:

- Library Hub project working group
- Stage 2 and 3 cultural centre project working group
- Stage 4 consultation
- Dirranbandi Dip project working group

Attachments

Nil

Michelle Clarke

Director Finance & Corporate Services

OFFICER REPORT

TO: Council

SUBJECT: **Monthly Report**

DATE: 09.08.21

AGENDA REF: ICFS2

AUTHOR: Stephanie Price - Grants Officer

Grants Information Report

Grants Update 3 July – 4 August 2021

Grants Summary

• Submitted Full Business Case Applications	0
• Submitted Expression of Interest Applications	0
• In-progress Full Business Case Applications	1
• In-progress Expression of Interest Applications	0
• Successful Full Business Case Applications	0
• Successful Expression of Interest Applications	0
• Unsuccessful Full Business Case Applications	0
• Unsuccessful Expression of Interest Applications	0

Attachments

1. 19 August - Grants Monthly Information report .pdf [↓](#)

Michelle Clarke

Director Finance & Corporate Services

Grants Officer - Information Report

3 July 2021 – 4 August 2021

Submitted - Full Business Case Grant Applications

Nil

Submitted – Expression of Interest Grant Applications

Nil

In-Progress – Full Business Case Grant Applications

Program	Program Dept.	Project	FBC DUE Date	Funding Applied for \$
Tackling Tough Times Together	Foundation for Rural Regional Renewal	St George Library – Mural	24 August 2021	\$30,000

In-Progress – EOI Grant Applications

Nil

Grants Officer - Information Report

3 July 2021 – 4 August 2021

Successful - Full Business Case Grant Applications

Nil

Unsuccessful - Full Business Case Grant Applications

Nil

Successful – Expression of Interest Grant Applications

Nil

Un-Successful – Expression of Interest Grant Applications

Nil

(IIFS) INFRASTRUCTURE SERVICES

ITEM	TITLE	SUB HEADING	PAGE
IIFS1	<u>DEPARTMENT OF INFRASTRUCTURE SERVICE'S MONTHLY REPORT</u>	From the Department of Infrastructure Services - reporting for the month of July 2021.	361
IIFS2	<u>WH&S MONTHLY REPORT</u>	Monthly Information Report	371

OFFICER REPORT

TO: Council

SUBJECT: Department of Infrastructure Service's Monthly Report

DATE: 09.08.21

AGENDA REF: IIFS1

AUTHOR: Billie Spackman - Administration Officer

Executive Summary

From the Department of Infrastructure Services - reporting for the month of July 2021.

0701-Main Roads Works

- Border closures have been undertaken by Council as directed by the Queensland Police Service (The State of Queensland) due to border closure announcement from 1am July 23, 2021.
- 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

- Line marking at St George Aerodrome was completed late July 2021.
- St George Aerodrome Hanger Development Project commenced July 2021 with clearing grubbing.
- Routine maintenance and inspections are ongoing.

0450-Plant and Equipment

- Cat CW34 roller was received July 2021.
- Details are included in the attached Workshop Supervisor's report.

0510-Housing

- Reactive maintenance is ongoing as required.

0520-Recreation and Sport

- Maintenance work is detailed in the attached Town Works Supervisor's report.

0521-Swimming Pools

- The Dirranbandi pool mechanical cleaner has been serviced and returned, ready for the season.
- Maintenance work is detailed in the attached Town Works Supervisor's report.

0530-Parks and Gardens

- Automatic sprinkler system at Walter Austin Park was completed late July 2021.
- Dirranbandi Railway Park amenities project commenced late July 2021 after delays in material supply. Rat wall trench has been dug and slab base is ready to be poured.

- Flood water in Mungindi has been monitored and remains high.
- Maintenance work is detailed in the attached Town Works Supervisor's report.

0535-Halls/Civic/Cultural Centres

- Installation of automatic sprinkler system at Civic Centre, Bollon commenced late July 2021.
- Maintenance work is detailed in the attached Town Works Supervisor's report.

0555-Showgrounds

- Dirranbandi Showgrounds welcomed Paul Kelly and Friends concert.
- Dirranbandi WORKCAMP completed roofing iron for the horse stall project.
- The plumbing and service of gas hot water systems at Dirranbandi Showgrounds is complete.
- 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

- Bore Water meter readings are majority complete, with a number of re-reads being carried out.
- Water & Sewerage Crew worked with GID to complete their first water meter upload in the new data capture system.
- Letters have been sent to residents in St George regarding individual River Water consumption.
- Maintenance work is detailed in the attached Town Works Supervisor's report.

Capital/Special Maintenance Works Progress

- Balonne Splash Pad – Contract No.BSC 20/21-T09. Slide units are in transit from overseas and are the critical path element of the works. Associated equipment has been installed. Slides are scheduled to be installed early October 2021.
- Dirranbandi Thermal Baths – Final architectural and structural tender drawing has been received. The tender documents are underway and will be presented to the project steering group at next week's meeting.
- Bollon Skate Park – Structural certification and detailed construction designs with engineering department are 90% complete.
- Beardmore Dam Masterplan – Final draft has been received. Awaiting review.

Tenders

- Mungindi Parklands stage 2-3 has now closed. The tenders are currently under review.

Meetings

- Wayne, Peter, and Andrew met with Mallowa for a site visit of the pump and valve replacement works.
- Hebel Showgrounds User Group meeting to discuss the new canteen building.
- Fortnightly IS meetings.
- Peter Campbell met with a plumber on site of the new Library Hub to discuss installation of new water service connections.

Training

- Nil

Attachments

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

Andrew Boardman

Director Infrastructure Services

Report of Workshop Supervisor - P. Gluzde

Period Ending 31/07/2021

394	SLASHERS (TRACTOR DRAWN)	
		New skids fitted
2510	Toyota Hilux 4x2 XTRA - 984WSF - D Dwyer.	
		replaced lock in dog cage.
2511	Toyota Hilux 4x2 - 554WYK	
		welding repair on tipping body
2512	HILUX 4X2 - 553WYK	
		70k service carried out, gearbox issue investigated
3018	Colorado 4x4 Tipper Ute 175-RQQ Spackman	
		Diagnostic check re turbo issue
3518	Holden Colorado - Single Cab - 519VJB	
		Check and repair cab mounts
4018	Toyota Hilux 4x4 Dual Cab	
		170k service completed
4019	Toyota Hilux Dual Cab 4x4 - R Steadman	
		replace drive shaft carrier bearing
4021	Toyota Hilux 4X4 D/Cab - Grader	
		call out to investigate starting issue
4028	Toyota Hilux D/Cab 4x4 275-ZFU	
		50k service completed
5009	ISUZU FRR600 TRUCK 840-MEM MTCE	
		repair air leak
5010	ISUZU FRR 5000 TRUCK 308-RZW S PEARLS	
		Replace exhaust manifold gasket and complete forced burn on DPF
6003	JD 4720 TRACTOR/SLASHER DIRRAN C82590	
		replace right hand door glass , lock , and handle
6502	TEREX TRACKLOADER - SKID STEER	
		500h service completed remove broken fuel shutoff solenoid from injector pump and fit new solenoid and ignition
6504	JCB 426HT Wheeled Loader	
		repair grease lines, replace starter motor wiring
7005	Dynapac Smooth Drum Roller - 51254C	
		call out to Thompsons road to repair broken seat and 2 way
7515	FERRIS IS5100Z SERO TURN MOWER - Dirran	
		1000h service carried out, wiring repaired for fuel shut off solenoid
8012	PORTABLE TRAFFIC LIGHT DF7294	
		call out to replace battery's

Report of Shire Supervisors Road Construction for Period Ending 31/07/2021

11 24A - Camarvon Highway (Mungindi-St George)	MRD Road
Pavement Repairs.	
15 36A - Balonne Highway (St George - Bollon)	MRD Road
Edge repairs completed with Jet Patcher. Guidepost spraying. Pavement Repairs.	
21 CASTLEREAGH HWY (Dirranbandi-Hebel)	MRD Road
Culvert Cleaning. Slashing	

9999 Other

Border/road closures have been set up at the following border locations with Police check in points due to border closure announcement from 1am July 23, 2021

- Camarvon Highway 24A, Mungindi
- Border Connection Road, Mungindi
- Cambo Road, Mungindi
- Habnarey Road, Dirranbandi
- Koomalah Road, Dirranbandi
- Castelreagh Highway 37A, Hebel
- Hebel Goodooga Road, Hebel
- Jackelwar Goodooga Road, Hebel
- Byra Road, Hebel

Report of Shire Supervisors Road Maintenance for Period Ending 31/07/2021

1013 Noondoo - Mungindi Tractor Slashing. Culvert Cleaning	Shire Road
1016 Thompsons Completed	Shire Road
1028 Satur Completed	Shire Road
1032 Teelba Maintenance Ongoing Maintenance Grading	Shire Road
1042 Whyenbah Maintenance Grading	Shire Road
2009 Hebel - Goodooga Road to Recovery Upgrade - Shoulder Works.	Shire Road
2017 Narline Maintenance Grading	Shire Road
3003 Cardiff Maintenance Grading	Shire Road
4004 Mitchell - Bollon Culvert Cleaning	Shire Road
9999 Other Aerodrome Hanger Development Project Clearing Grubbing	

Report of Balonne Shire Town Works

31/07/2021

St George

Town Streets	Spraying of town streets. Tree pruning completed. Mowing and whipper snipping. Damaged and missing guideposts replaced. New trees planted on Carnarvon Highway towards the Cemetery. Street sweeper has swept streets. Line marking at St George Aerodrome has been completed.
Aerodrome	
Rowden Park - St G	Sprinkler repairs.
Riverbank Park - St.	Mulching of foreshore gardens complete. Gardens at the boat ramp have been pruned.
Showgrounds	Old timber horse stables removed.
Public Toilets	Cleaning and sanitisation of public toilets. Repairs to Lions Park toilets.
Sewerage	Cleaned out sewerage manholes in Walter Austin Park in Bollon for Mick Nancarrow. Bendys Plumbing has unblocked and repaired sewerage line in Wattle Drive.
River Water	We replaced eight water meters in Willowthal Road. We had one main break and one renewal.
Bore Water	There was 1 service renewal. Potable water meter readings in St George are almost complete. All other towns have been completed. Order has been sent to Sewerquip for purchase/supply of new water Jeter machine for sewerage.

Thallon

Town Streets	Mowing and whipper snipping complete. Mowing fire breaks and Council blocks in progress. Cleaned streets with the new street sweeper. Mowing Mungindi Streets in progress.
Works Depot	New office block has been installed in the Thallon Depot. All plant and equipment have been cleaned and serviced. Yard and shed have been cleaned.
Parks & Gardens	Mowing and whipper snipping complete. BBQs and gazebos cleaned. Pop up sprinklers have been replaced in Thallon Park. Cleaned Thallon Park toilets daily.
Cemetery	Mowing and whipper snipping complete. Back filled around new concrete beams.
Public Toilets	Clean toilets daily. Nindigully toilets cleaned by contractors.
Rubbish Dump	Green waste and scrap metal has been pushed up. Compacted general waste. Backfilled holes used for Mungindi Levee Bank with concrete.
River Water	Read water meters from Moree Plain Shire. Read River Water meter weekly in Thallon.
Thallon Sports Grou	Mowing and whipper snipping has been completed except for wet spots. Filled in muddy tyre tracks (trip hazard) at camp and sports ground and will need more work as it dries out.

Dirranbandi

Footpath	Weed trimming and mowing weekly continues. Cutting down some dead trees off foot paths before a hazard risk.
Town Streets	Sweeping of main street and emptying of bins completed. Mowing and weed trimming of streets continue. Pick up loose rubbish around streets. Slashing town entrances along roadside clean up areas. Multi-sport complex car park was sealed. Clean up around the stormwater dam of township by Mario exuviation. BSC crew read water meters around town. Repair and replaced some water meters in some households.
Works Depot	Mow and weed council yard. Clean toilets and showers. New office building placed in depot by contractor Bill Chapel completed.
Aerodrome	Inspections and maintenance continue. Mowing Aerodrome commence over the month. Re-gravelled the road to the windsock area by contractor Dirranbandi bobcat service.
Parks & Gardens	Mowing and watering continue. Weed trimming paths and hedging of parks shrubs continue. Unblocking sewerage at J.G.Hiles toilets. Contractors finished off river rail playground project. Dirranbandi bobcat service completed spreading loam and gravel around outside low areas. Safeway contractors started new project extension on public toilet at railway park 29th will commence into August.
Showgrounds	Maintenance continues. Mowing and weed trimming is continues. WORKCAMP continues building horse stables roof on gates on flashing ends on roof done. Cleaned toilets out for a booking Paul Kelly concert and pol cross carnival. DMC contractor tested and serviced all gas hot water units on buildings. Some plumbing repairs to showers units and toilets flush systems. Dirranbandi bobcat service help Repair to sewerage 150mm t/piece pipe main of a toilet to manhole. Jack Taylor completed new raw water shed project and CRE contractor came connected power in and assembled a new safety pressure valve and tank on pipeline.
Cemetery	Mowing and trimming around graves continue.
Public Toilets	Inspections and cleaning continue. Clean Noondoo truck stop toilets weekly. Clean Dirranbandi truck stop toilets weekly.
Sewerage	Sewerage pump stations all working well. Inspections and cleaning of wet wells continue. Mowing and trimming of pump sewage stations yards on going. Sewerage station in McCarthy Street had pumps replaced with ones and new float systems put also updated circuit breakers in power box.
Rubbish Dump	Pushing up rubbish dump twice a week completed. Pick up rubbish around the dump.
Treated Water	Daily maintenance and inspections continue. Mowing and trimming of water pump station and pond yards continues. Water testing continues. Submersible pump for pond has been replaced with a new one. CRE disconnected power and reconnected power to a change over on a high lift pump WTP. Pacific water contractor came out to complete the project to setup the chlorine tanks low fill and site level an air vent an also over fill pipes extend down to bottom of spill tank. All completed for an Audit request.
Other	Mop and clean out civic centre. Cleaned out for bookings. DMC contractor tested n service gas hot water unit. Cleaning out for bookings.

Report of Balonne Shire Town Works

31/07/2021

Pool CLOSED and still full and running as normal. Water testing daily. Cleaner runs daily to keep clean while not in use. Placed labels on chemicals bins and cleaning products spray bottles for request risk audit been done. Repair work and service on pool cleaner.

Hebel

Town Streets Travel to Hebel to empty rubbish bins weekly and any jobs needed to be done. Mowing and trimming poisoning of township continues. BSC crew Read water meters in town. Repair done on hall stairs and wheelchair ramp.

Aerodrome Weekly checks on aerodrome continues.

Parks & Gardens Mowing and weed trimming continue.

Showgrounds Mowed and trimming commences.

Public Toilets Travel to Hebel to clean toilets weekly.

Other Mowing and trimming and auto watering continue at the Library.

Bollon

Town Streets Weed spraying for kharki burr underway. Mowing and whipper snipping commenced.

Aerodrome Mowing and whipper snipping to start soon. Some cone markers replaced.

Parks & Gardens Sprinkler system completed. Solenoid box connection completed. Top dressing and levelling of loam to commence soon.

Hazard markers installed along Wallam Creek taps to prevent further damage as per service request.

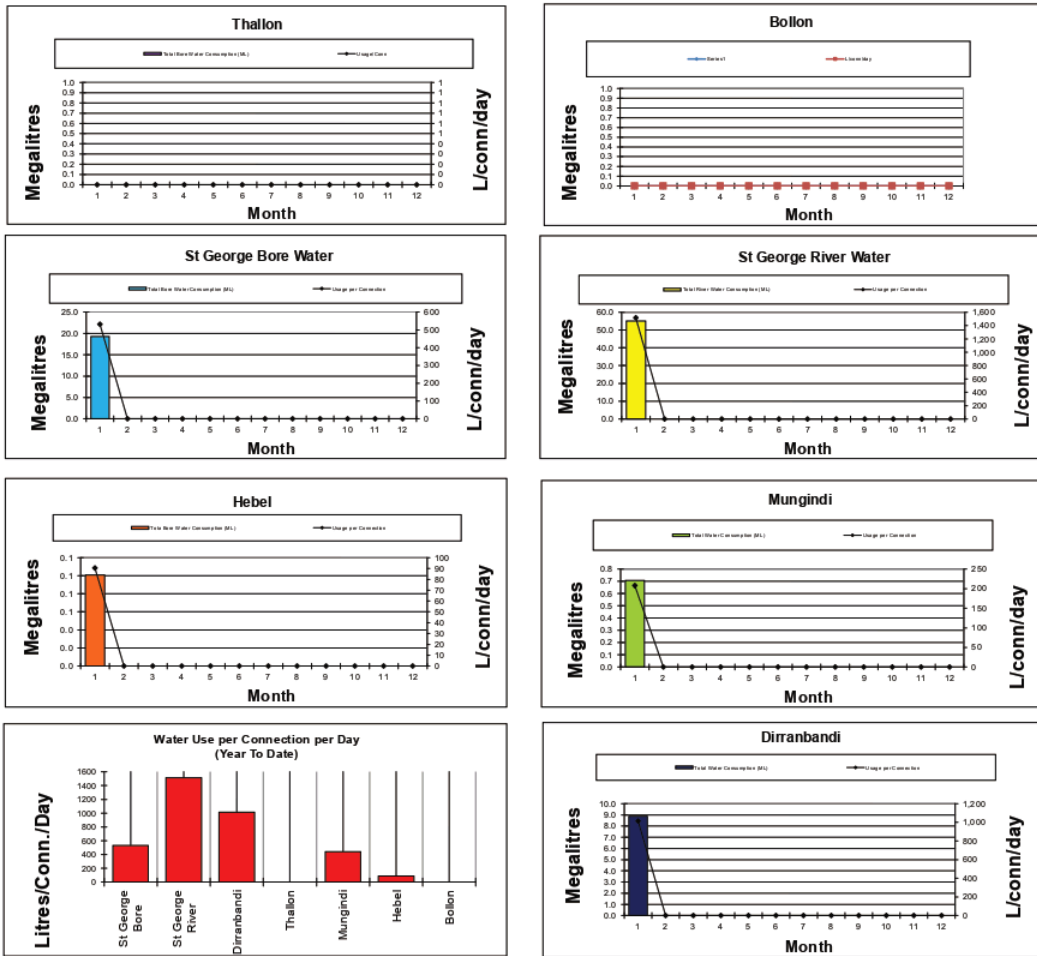
Showgrounds Deck installed on new shower/toilet units. Generator for showgrounds installed in the kitchen. Electrical works at the polocrosse office to commence soon.

Public Toilets Light bulbs replaced. Need to update all o/n lighting to LED bulbs.

Sewerage Blockages at Walter Austin Park have been seen. Roots in manhole removed. Problem existing in manhole line from Walter Austin Park to 39-41 Main Street. Behind BNA needs investigation.

Other Trenching for new sprinkler system completed. Materials for replacing boards on decks at kitchen and men's toilets have been ordered and to be delivered soon.

BALONNE SHIRE WATER USAGE 2021/22



OFFICER REPORT

TO: Council

SUBJECT: WH&S Monthly Report

DATE: 09.08.21

AGENDA REF: IIFS2

AUTHOR: Ben Gardiner - Safety Advisor

Sub-Heading

Monthly Information Report

Injury Summary

There were 4 work incidents reported during the month of July 2021. Council contacted WHSQ to report a Notifiable Incident where a wheelie bin fell off a truck after the load restraints failed. The other incidents were a plant damage incident and two minor injuries to staff members.

The total monthly number of hours worked in July is 11,538.01. The average number of fulltime equivalent employees is 92.3 for July. The LTIFR (Lost Time Injury Frequency Rate) is approximately 6.3 Lost Time Injuries per million hours worked. The average LGW Scheme frequency rate is 11.12.

During the last financial year, a combined total of 145,253.06 hours was worked with a total of 21 work incidents. The breakdown of these incidents over the last 12 months is shown in the table below. There were also 8 incidents relating to members of the public, majority of these were at the St George Pool. One of the Asset Damage incidents was reported to Workplace Health and Safety Queensland as a Notifiable Incident.

Incident Statistics 20-21 FY													
	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	TOTAL PER YEAR
Man Hours Worked													
Qty Of FTE Employees	91.46	90.95	93.21	94.93	99.23	97.99	94.1	94.5	92.6	90.4	87.8	88.9	N/A
Total Hours Worked	11454.65	16980.32	12044.15	11109.3	12822.22	12697.48	12383.86	12683.25	12098.07	10249.15	9736.82	10993.79	145253.06
Visitor Hours	500	500	500	500	500	500	500	500	500	500	500	500	6000
Total Man Hours	11954.65	17480.32	12544.15	11609.3	13322.22	13197.48	12883.86	13183.25	12598.07	10749.15	10236.82	11493.79	
Incident Data													
Fatalities													0
Lost Time Injuries (LTI)			1										1
First Aid Injuries (FAI)			1		1	1	3	1			3		10
Medical Treatment Injuries (MTI)								1					1
Restricted Duty Injury (RDI)													0
Asset Damage (AD)	1		1	1					1	1	1		6
Environmental Damage (ED)													0
Near Misses (NM)	1							2					3
Total Incidents Per Month	2	0	3	1	1	1	3	4	1	1	4	0	21
QTY of Public Related Incidents Per Month					5	1	1			1			8

Safety Inductions, Training & Information Sessions

New Staff inductions were carried out for the month of July.

Worksite Hazard Inspections

Risk Assessments are being completed on the use of each location use to determine the Inspection frequency. Once this is completed, the hazard inspection matrix will be reviewed and action plan finalised.

Calibrations, Inspections and Testing

The Alcohol Reader, sent for calibration, is now back.

Wormald have recently conducted 6 monthly inspections of Council's Fire Equipment.

AEGIS Safety are scheduled for August to undertake the Bi-Annual Harness Equipment and Gas Detector Service and Calibrations, this is pending health lockdowns.

All Supervisors and Managers are to ensure that Electrical Test & Tag is up to date in their areas this is an ongoing task as there are different timeframes for inspections in different areas.

Plant Inductions

The plant induction register has been reviewed, indicating staff with remaining plant inductions. This includes staff being inducted into Council Vehicles as well as small plant and handheld items. Council Officers will continue to complete these inductions with their staff.

LGW (Council's Insurer)

Adam Stevenson (LGW) met with Council Officer's discussing the work LGW has been undertaking in the creation of Workplace Health and Safety System resources, Council's Mutual Risk Obligations, and their template Work Health and Safety Management System Plan.

Safety Committee Meeting

The minutes from the Safety Committee meeting on the 28th July 2021 are attached and the next meeting is scheduled for 27th October 2021.

Attachments

1. Safety Committee Meeting Minutes 20210728.pdf [↓](#)

Andrew Boardman

Director Infrastructure Services

BALONNE SHIRE COUNCIL

WORKPLACE HEALTH AND SAFETY COMMITTEE

WH&S Committee meeting was held Wednesday, 28th July 2021.	
Meeting Location:	Balonne Shire Council – Disaster Training Room, CUC, St George.
Meeting Opened:	3.07 pm
Attendees	Mr Andrew Boardman (DIS & Deputy Chair), Mr Ben Gardiner (Safety Advisor), Ms Debbie Green (WHS Rep), Mr Matthew Smith (WHS Rep), Mr Dylan Sherriff (WHS Rep), Ms Annabelle Albeck (WHS Rep), & Mr Lachlan Grundon (WHS Rep). Mr Digby Whyte (DERS) and Ms Michelle Clarke (DFCS)

Safety Committee Meeting Minutes

1. Apologies:	Mr Matthew Magin (CEO / Chair), Malcolm Ross (WHS Rep), Mr Glenn Sheedy (WHS Rep), Ms Mariella Perez (WHS Rep) & Mr Cormac Olsen (WHS Rep).
2. Confirmation of previous meeting minutes	In Matthew Magin's absence Andrew Boardman acted as Deputy Chair. All attendees were issued with an agenda for the meeting and a copy of the previous meeting, 21 st April 2021, minutes. Michelle Clarke moved that the minutes of the previous meeting be confirmed as true and correct. Seconded by Dylan Sherriff. Carried
3. Actions arising from previous meeting	<p>1. Mariella and Ben to investigate the blind corner in the Level 1 Office area. - both parties met along with other staff, and it was decided to relocate a pot plant close to the corner to alter pedestrian flow. CLOSED</p> <p>2. Glenn to gather feedback on plant seating and investigate with Ben. - Glenn & Ben investigated the seating issue and a replacement roller was immediately sought. - During the investigation, Glenn also made the point that Council is using rigid asphalt rollers for rough white rock roads, this was raised with the Supervisors. CLOSED</p> <p>3. Ben to get quotes for TradeMutt (Mental Health) shirts. - the price is approx \$60 each (GST inc). - TradeMutt can organise to be sent out for embroidery at \$6 ea. - Ben will source a quote from Golders as well. - It was decided to take this to SLG for approval and funding for approximately 50 shirts. ONGOING</p> <p>4. Ben to finalise the Incident Report Form - we reviewed the form and have made some minor alterations - now available on Magiq for all to use. CLOSED</p>

<p>Actions arising from previous meeting (cont.)</p>	<p>5. Andrew to review facility hazard inspection reports and action as needed</p> <ul style="list-style-type: none"> - all items have been actioned out to relevant staff - all Hazard & Playground Inspections will be outsourced to contractors. - Feddersen's have been asked to undertake Risk Assessment on the facilities that will give us an outcome on how often the inspections should take place. High risk facilities would be inspected more often than low risk facilities. <p style="text-align: right;">ONGOING</p> <p>6. Jennifer to implement WHS documentation</p> <ul style="list-style-type: none"> - all our new documents have been loaded into Magiq in the WHSMS folder <p style="text-align: right;">CLOSED</p>
<p>4. Report from Safety Advisor.</p>	<p>Report tabled and presented to all present (Attached)</p>
<p>5. Review of Reports:</p> <p>a. Safety Representatives</p> <p>b. Council Management</p>	<p>Debbie Green – nothing to report</p> <p>Annabelle Albeck – nothing to report</p> <p>Lachlan Grundon – noted there is mention of the “Workplace” Act in the Induction handbook and should read “Work Health & Safety Act”.</p> <p>Matthew Smith – nothing to report</p> <p>Dylan Sherriff – his work group have mentioned the dangers of Cilica Dust. The importance of a Risk Assessment with controls is required. Matthew Smith noted that the workers use a full head cover with battery powered fan when they are using concrete powder.</p> <p>Michelle Clarke – reported that there have been some Directives for Return to Work as well as Reasonable Adjustment. A Reasonable Action Management – Fact Sheet will be sent out soon.</p> <p>Digby Whyte – commented on recent Threatening Behaviour at the Library and testing the Duress Alarm. Digby will review the Duress Alarm Procedure for the Library and look into the addition of Duress alarms for the Rural Services buildings.</p> <p>Andrew Boardman – made some comments on the importance of reporting all Incidents, taking adequate time to report the incident, correct identification of the actual incident and that no-one should have any fear of getting into trouble for reporting the incident.</p>
<p>6. Identification of training requirements relating to work health and safety</p>	<p>We will be looking into the following courses.</p> <ul style="list-style-type: none"> • First Aid • Confined Spaces • Mental Health • Authorised Persons • Load Restraint • Level 1, 2 & 3 Playground Inspectors • LMS – Take 5's and Policy/ Procedure

7. Review of any work health and safety system documents released for consultation	<p>The reviewed Self Insurance Audit (pages 1- 10) was tabled. Ben is in the process of completing an Action List for the areas of improvement.</p> <p>The Incident Report / Investigation Report was reviewed earlier in the meeting.</p>
8. Identification of any known new hazardous equipment or materials on site and actions required	<p>Nil identified</p>
9. Summary of Actions required	<ol style="list-style-type: none"> 1. Ben will finalise quotes with Andrew. Andrew to present quotes to SLG for Trade Mutt shirts for approval and funding. 2. Ben make changes as discussed to Incident Report form in Magiq. 3. All Committee members two encourage their work groups to report all Incidents and how important it is. 4. Ben to investigate the various training sessions. 5. Digby to review the Duress Alarm Procedure with Library Staff and investigate a Duress Alarm in the Rural Services Building.
10.Next Meeting date	<p>Wednesday 27th October 2021 at 3.00pm.</p> <p>Meeting closed at 4:10 pm</p>

(ICES) COMMUNITY AND ENVIRONMENTAL SERVICES

ITEM	TITLE	SUB HEADING	PAGE
ICES1	<u>MONTHLY REPORT COMMUNITY AND LIBRARY SERVICES</u>	July Monthly Report for Communities and Libraries	377
ICES2	<u>MONTHLY REPORT ENVIRONMENT AND REGULATORY SERVICES</u>	The Community & Environmental Services Report for the month of July 2021 is presented for Council's information.	389

OFFICER REPORT

TO: Council

SUBJECT: Monthly Report Community and Library Services

DATE:

AGENDA REF: ICES1

AUTHOR: Elizabeth Jones - Community Development & Cultural Services Manager

Sub-Heading

July Monthly Report for Communities and Libraries

Executive Summary

This information report covers current and upcoming activity relating to community, arts, and culture support, funding and events, multicultural development, and library services.

Background

- Jane Cornish & Mariella Perez were both nominated in the local NAIDOC Week Awards for the *Non-Indigenous Community Person(s) NAIDOC award*. This award is presented to good role model(s) who is actively involved in community, groups, events, and activities. Contributes to the cultural enhancement of the indigenous community (such as NAIDOC, Reconciliation Day, CTG Day) and actively participates and promotes indigenous culture in the wider communities. *Winner: Jaimee Heiser*
- Library Hub: St Hilliers are undertaking construction through to December 2021. Due to wet weather and the construction manager on leave, progress on the Library Hub have been slower this month, however the ground foundations are being prepared for construction to start. Construction program back on track with issues resolved. Next steps are selection of furnishings and equipment suppliers.
- A transport mapping survey was conducted to determine what transport we have available to the community through different services/organisations. This survey demonstrated the overall lack of transport services available to the general community, as well as a lack of transport facilities available to services. there were very few services who allowed their transport services to be hired out or used by other services, as well as a huge lack of wheelchair accessible transport in the community. In the process of completing a Capacity Building Survey to determine the understanding services have of other services in the shire, as well as get information about the who they provide their services to and what age group they target.
- Development of other surveys for program evaluation and community development programming to assist in the development of different strategies.
- Our communities team field a range of requests and questions from members of not only the Balonne Shire but also interested service providers from other areas. They have also supported other units with information/contacts sharing, and graphic design.

- Due to a slower roll in of Youth Council Applications, it was decided at the latest Youth Interagency Meeting that the applications would be left open as a rolling application system until the Youth Council has reached an appropriate number of members, there are currently 8 active applications that are awaiting to be looked over by the selection committee before we advise the applicants of their success. The first meet up for Youth Council is yet to be decided, however it has been agreed that this should be a very casual meet up to allow all members to feel comfortable. The Youth Interagency meeting on July 21 discussed Clontarf and some successful funding to have them come out to the schools at some point during Term 3.

- **TRAIC:**

- **Justice of the Peace:**

The Justice of the Peace Course organised by Council, and run by the Queensland Justices Association began on August 2, 2021. The five free TRAIC funded places in the course were sold out in less than forty minutes, and another 30 people added their names to the waitlist. As a result, additional funding of \$1000 was successfully sought from Queensland Health to extend the course and provide subsidised (50% discount) places to an additional five community members. Council also made the course available to full-fee paying participants following enquiries from a local businesses. This will ensure there are 11 additional Justices of the Peace in St George, Dirranbandi, Bollon and Thallon who can provide an essential service to the community.

Free Course	Subsidised Course	Full Fee Course	Total Course Participants
5	5	1	11

- **First Aid Course:**

On July 24, fifteen (15) of the twenty (20) registered participants attended the First Aid Workshop held at the Country University Centre and facilitated by the Queensland Ambulance Service. Instructor Jeff delivered a highly engaging and interesting course, and participants were very satisfied with both the content provided, and his delivery. Catering was provided by Pit Stop and enjoyed by all.

- **Gardening and Permaculture for Resilience Workshops:**

Council has engaged local Permaculture Practitioner Sheila Marshall to present a series of four (4) workshops from the end of August to beginning of October, that will use the principles of permaculture to assist participants to create a more sustainable and resilient life. Attendees will also learn how to make their own sourdough bread and create a wicking garden bed to take home. The workshops will also be catered, and participants will be given a handout with information on everything covered in the course so they can continue to apply the teachings at home. These free workshops are fully funded by the Queensland Government's Tackling Regional Adversity Through Integrated Care funding.



- Thallon Yoga Retreat:

Local Yoga Teacher Jessica Halls has been engaged to run two “Yoga Retreats” at the Thallon Hall on August 21, and September 11. These retreats will teach participants some basic principles of yoga and meditation, which in turn can be used to manage their physical and emotional wellbeing. Lunch and afternoon tea will be provided as part of these free retreats, and participants will also receive a booklet with additional information to take home and continue to work on their yoga practice.



- The Yoga Partnership Online Yoga Classes

Over thirty-five (35) people have signed up for the TRAIC funded online yoga classes presented by the Yoga Partnership and delivered by local yoga teacher Jessica Halls. Fifteen (15) to twenty (20) people are regularly attending the Sunday classes which are run via zoom. The classes are one hour long, followed by a 30-minute cuppa and catch-up session which provides participants with an opportunity to connect and share with others in a relaxed social online setting.

- New Applications:

- Received proposal from QLD Health and Rural Services to fund Wild Dog Trapping Workshops, recognising that the damage done by wild dogs has an extremely detrimental health on rural resident's mental health and wellbeing. Funding of \$2500 received from QLD Health towards this event. The remainder has been requested from TRAIC (as per Council report).
- The Dirranbandi Progress Association are seeking \$3250 to fund a Breast Cancer Awareness BBQ to be held on October 1, 2021 (as per Council report).
- The CUC has applied to run the IT Classes (as per project plan) and are seeking \$2100 funding towards these (as per Council report).

- WORK Camp CAC was advised that Dylan Sherriff has been approved as a sponsor for the St George WORK Camp, this will open their availability immensely and broaden the projects they are available to complete. New applications continue to be processed. However due to lockdown they are not available to come out at the moment. They are at the camp in St George for the foreseeable, but unable to conduct work in the community. The purchasing process for Myla Motors has been updated and Halpin's Motors

has been added as well as requisition books for supervisors to ensure purchases are not made without a purchase order.

- Community Events: Upcoming community events being planned or supported by Community Development Officers.

- Celebrating our Cultures

- Flavours of the Balonne – Council are working with local food businesses in St George to run a week long promotion to celebrate the cultures of our shire, and mark Queensland Multicultural Month called “Flavours of the Balonne”. We are encouraging food businesses to put on multicultural menu specials or run a themed night (e.g. Italian Night, Thai Dinner etc) highlighting multicultural dishes during the week of 23 to 29 August. Council will coordinate the advertising around this event, provide participating businesses with a \$500 subsidy (to be used towards decorations, special ingredients, or entertainment), and distribute “Flavours of the Balonne – Eat the Week Passports”. Customers are encouraged to get their Eat the Week Passport stamp each time they purchase a multicultural menu item. Once they have five stamps they can enter the draw to win a Buy Balonne Gift Card. This event is a great example of how we can celebrate the cultures within our shire, and local businesses, and promote economic development



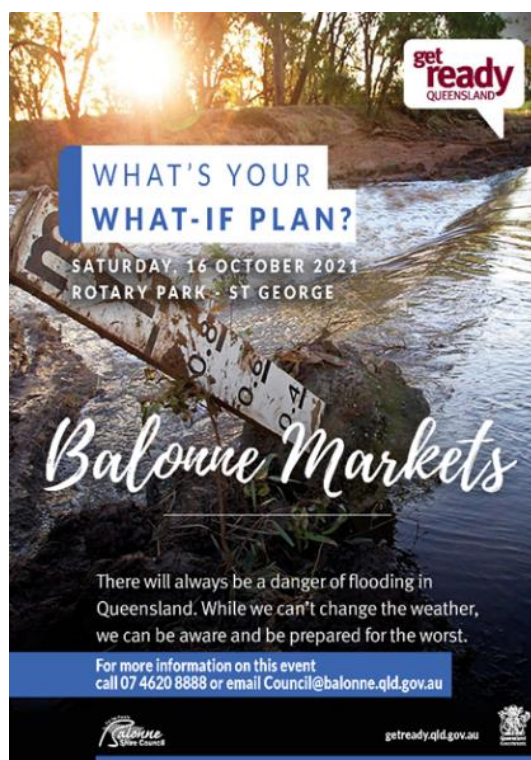
- Mexican night in St George – initial multicultural event out of a program with 4-6 multicultural events in the year, the Mexican night will be the first trial for this program, we will be partnering with the St George Farmhouse to deliver this project.
 - Bollon Multicultural Event – Department rejected Council’s proposal to use this funding as an opportunity to get members of multicultural communities in Toowoomba interested in moving to the Balonne, to visit the region as a “come and try” weekend. We were advised the funding must be used to celebrate the cultures already in our community. As such, we have gone back to the drawing board and are now working towards organising a multicultural luncheon in Bollon. The luncheon will involve engaging five different groups to share dishes from different countries as part of a long table/tasting table style menu at the Bollon Hall. As for entertainment, there will be a Welcome to Country, opportunity for performance by indigenous performer/group, traditional dancing/signing from our Pacifika community, and a “story time” section, where guests speakers

from different CaLD backgrounds will be invited to share information about their culture and experience of welcome in our Shire.

- Queensland Ballet Regional Tour Workshops community coordination – 6-8 August 2021



- Get Ready Queensland/Market Day – Family Day – St George Rotary Park – 16 October 2021 –most emergency services have confirmed assistance and participation for this event, secured additional funding to help with supplying free entertainment for the children, securing live entertainment for the day, as well as having more prizes to give away on the day. Over 20 small businesses in our shire and the greater region have been contacted to hold stalls. However, with the current COVID-19 situation a lot of these businesses are waiting on news about the end of the current lockdown on August 8th.



- Comedy Workshop – Youth – July 2021 – unfortunately due to the Brisbane lockdown, the comedian coordinating the workshop was unable to make it out to St George, hopefully this will be something that can be investigated again in the near future.

- Splash Test Dummies – Youth – Dirranbandi – 16 July 2021 – The free children's event was a great success with 98 attendees, the show filled with great humour and plenty of crowd interaction kept the audience engaged and laughing the entire time, with children ranging from 0-15 it was entertaining for all, even the parents who tagged along. Compliments have been sent to the communities team from the people from Dirranbandi Thallon & Bollon who attended this event.



- Arts & Culture:
 - RADF 21-22 Round 1 application process is being re developed for a much easier and accessible process for the community
 - RADF 21-22 Arts Queensland Application Review & submission
 - Arts & Culture Policy & Strategy review – Decision on consultant to develop strategy
 - Community Engagement for available arts grants
 - SWQ Regional Arts support information distribution relevant to local artists
 - Thallon Sculpture Trail finalisation of Letters of approval and funds released to commence works.
 - Dirranbandi Steel panels RADF Application follow up of process with applicant – Applicant liaising currently with Infrastructure Services, awaiting reply
 - Thallon Community Art Shed catch up with Janna – Janna has sent a letter and they are currently liaising with Infrastructure Services, awaiting reply
- Workplace Health & Safety representation:
 - Quotes for new portable stage have been supplied to the WHS committee and will be discussed in the next meeting
 - WHS Risk remediation in libraries
- General tasks:
 - Community Development Officer support for the Communications team with social media, website and general graphic design enquiries from different teams within Council and in the community in general.
 - Project Governance Framework communities project list review
 - Community Development Officer completed Certificate in Engagement Methods. Congratulations Mariella



- - Major Projects Calendar development & implementation
 - Community Development catchup/update – Action plan to activate multicultural & community events plan & strategies.
 - Customer calls regarding grants and assistance, community events and general support
 - NDIS Stakeholder meetings
 - Working with QRA to deliver workshop on September 14th to develop a Community Recovery Plan for LDMG
 - Site visits to satellite libraries
 - Community Development Officer assisted CUC Balonne Open Day in St George and Dirranbandi and created a promotional video of the Open day
 - CES monthly meeting
 - Dirranbandi Playground inauguration coordination
 - Community Advisory Committee breakfast meeting at the Merino Motor Inn on 15 July.
 - Council workshop to review letter from the Australian Monarchist League for options on how to celebrate the queen's Jubilee
 - Council Workshop to review email from the Mungindi Community Preschool – Currently liaising with cross border committee for action to be taken on this situation
 - User groups meetings coordination assistance to EA OCEO
 - Communities team catchup & welcome meeting with new Community Development Officer from Care Balonne to potentially work together and build a stronger relationship between communities teams
 - Community Development Officer tasked to assist with swimming pool rename/redesign of exterior façade
 - Community Groups Newsletter distributed to community groups in the first week of the month
- Community Grants and Assistance Program & Traffic Management
 - Program review and budget separation to have a more clear view of both programs.
 - 2 applications were submitted and assessed.
 - Successful Applications payments are being processed
 - Acquittals are being processed
 - Some applications have had to be postponed due to current COVID-19 lockdown
- Youth:
 - Youth Interagency: Met on July 21 in the CUC. Next meeting set for August 18 at same location

- Youth Council:
 - Youth Council Selection Panel met on August 4 to discuss eight applications received to date.
 - All applications accepted, with CDO tasked to distribute congratulatory email/texts to successful candidates.
 - First “Meet and Greet” scheduled for August 16 in the Boardroom at Council. That meeting will be used to introduce participants to each other, and the concept of Youth Council. They will also then be tasked with arranging their first formal meeting.
- Youth Summit: seeking quotes from Engage and Create Consulting and ConnectAg for assistance to coordinate this event, particularly around sourcing guest speakers
- Multicultural Development:
 - Draft Welcoming and Attraction Strategy:

Feedback was collated and actioned following a highly productive Council workshop earlier in July. The draft strategy is now being distributed to key stakeholders for consultation and has already been presented to the Youth Interagency Meeting, Catholic Care and Thallon Progress Association. The Draft Welcoming and Attraction Strategy will be made available on the Council website by Friday 06, August 2021 for comments which can be submitted via email to the MDO until August 31. These comments and feedback from key stakeholders will then be collated and an updated version of the draft strategy presented to Councillors at the September Council Meeting, for adoption.
 - Welcoming Cities:

Attended Welcoming Cities Network meeting. Arranged to be “problem bringer” of an upcoming small group problem solving session on October 5 hosted by Welcoming Cities where I’ll work with other Councils to brainstorm solutions to question “how we overcome the barriers of inviting migrants to settle in our Shire, and how we best go about marketing ourselves to other communities?”. Also working with Jane Jennison (Welcoming Cities) and Erica Borrowdale to brainstorm potential case study stories to highlight the multicultural development work we are doing in Balonne. Catholic Care have received funding from Multicultural Affairs to provide settlement support services for migrants looking to move from Toowoomba to Balonne Shire
 - Welcoming Clubs + Good Sports Forum:

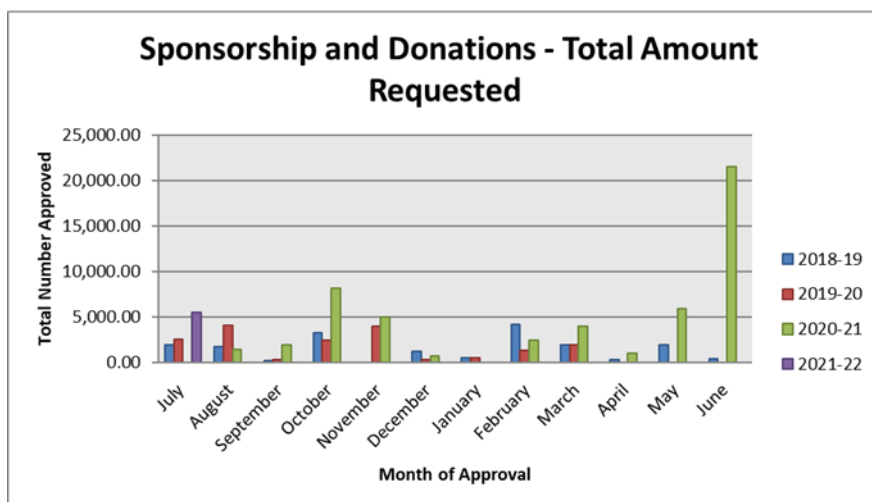
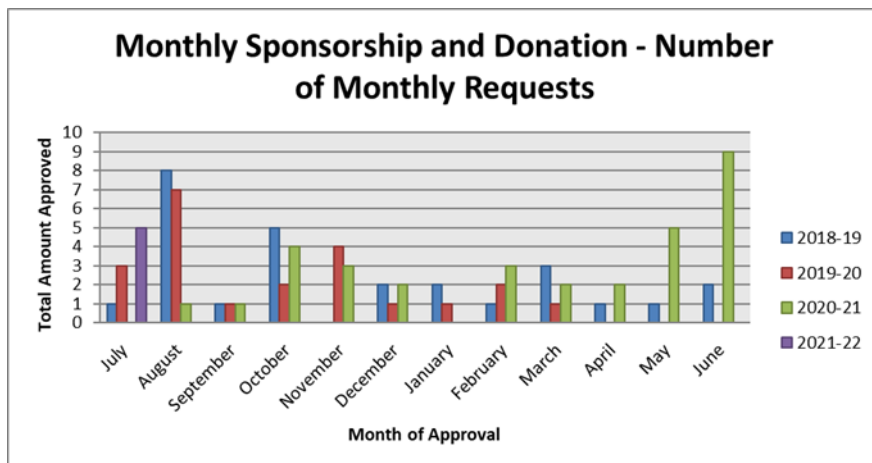
MDO met with Mai Tua-Davidson from Welcoming Clubs and Ashlee Adams-Smith and discussed how, and when we could run a combined forum for local service, community and sporting clubs. The programs are very complimentary, at the base promote inclusivity. Welcoming Clubs works more towards how clubs can become inclusive of non-traditional club members, whereas Good Sports teaches clubs how to implement alcohol and drug harm minimisation programs as well as promote inclusivity.

The advantage of both programs is they equip clubs to attract new members, as well as grant funding all contributing to their ongoing sustainability. The Welcoming Clubs + Good Sports Forum will take place on Saturday October 10, hopefully facilitated in person by Mai and Ashlee at Rowden Park. The CUC has been booked as a back-up venue if COVID restrictions continue in the Southeast, with the workshop to be delivered online if need be. This is another part of our action plan/CMQ Regional Partnership Program we will be able complete

Community Grants and Assistance

In July 2021, Council had 3 sponsorship requests.

As of 31st July 2021, Council had approved 6 applications for assistance through the 2021/22 Community Grants and Assistance program, totalling **\$5,500.00** for 2021/22. This compares with 0 applications with a total in July 2020.



Community and Libraries

Library Services

- Sabina has completed her Certificate III in Library and Information Services, this will be huge asset to the St George Library as well as the other libraries in our shire, Congratulations Sabina.



- The book trolleys from the St George Library are currently at the Men's Shed in the process of being re-vamped.
- The Lifeline afterschool program that was proposed in the last report had great success, children enjoyed the use of We Lego robotics, a STEAM activity often used for the younger children. This initiative will encourage the younger population to access the library resources more often.
- Support is being given to the QLD writers group with the aim of having them deliver programs on creative writing and other literary themed workshops in the Balonne Shire. They are currently seeking funding from other bodies to set up a presence in St George.
- All libraries are currently undertaking to weed current collections and rotate books in high demand by patrons. Westerns by far are most requested category however, there is difficulty in sourcing books within this genre as there have been no new authors or titles for some years. Libraries will rotate the titles they have through the Balonne; however, we will eventually see the loss of this genre as other rural libraries request the titles we have.
- Bollon Library had another great visit from the Bollon School K-2 Students. The children enjoyed sitting down for story time altogether the building there very own rockets, followed by testing out the rockets. This was a lot of fun for all the children, pictured below is their story time and rocket building.



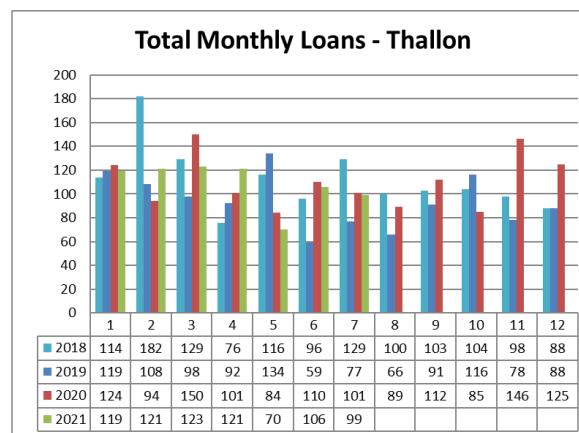
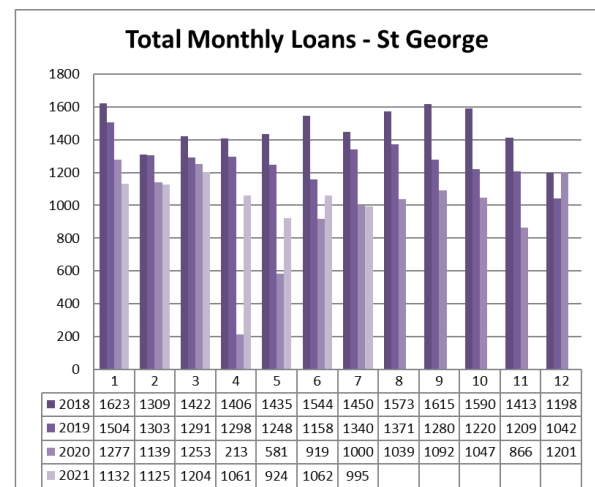
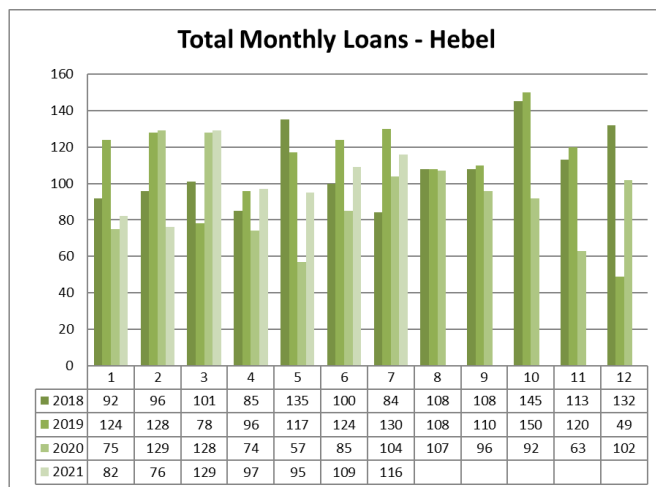
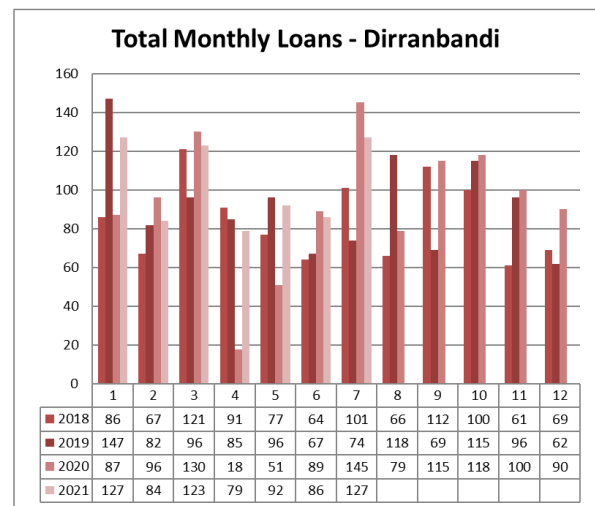
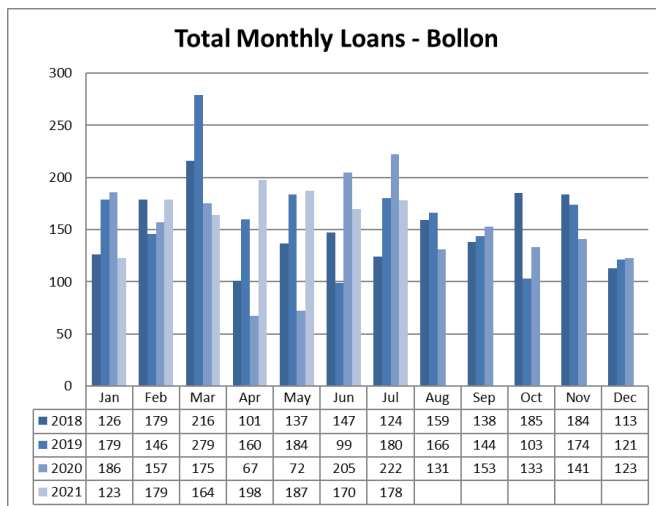
Total Monthly loans

Bollon, Dirranbandi and Hebel had increases for this past month a combined total of 56 more borrowings, with St George and Thallon combined total of 72 less borrowings for the month.

Total Monthly Membership

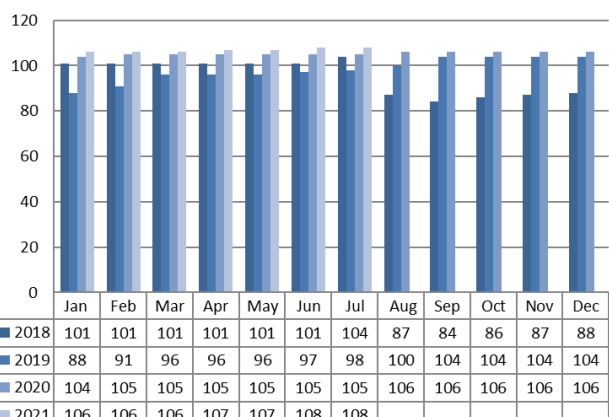
Membership numbers remained relatively static with only 1 or 2 new members enrolled at Dirranbandi, Hebel and St George.

Total Monthly loans

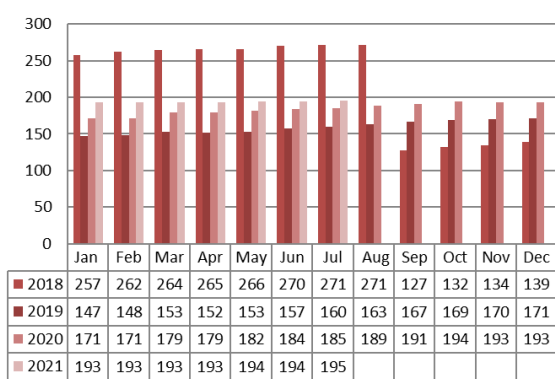


Total Monthly Membership

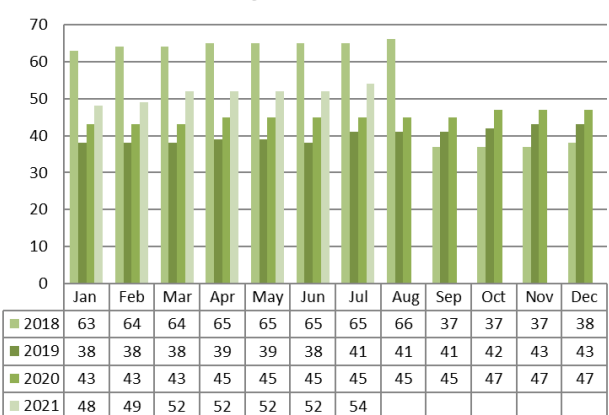
Bollon Library Member Numbers



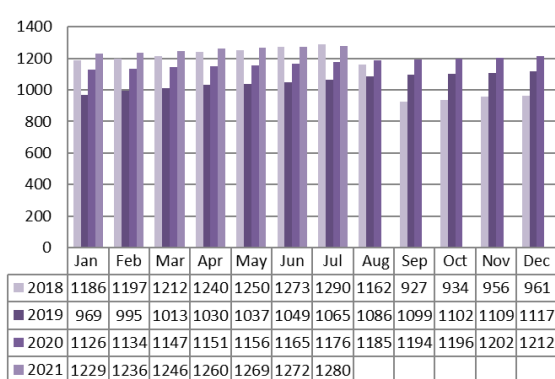
Dirranabandi Library Member Numbers



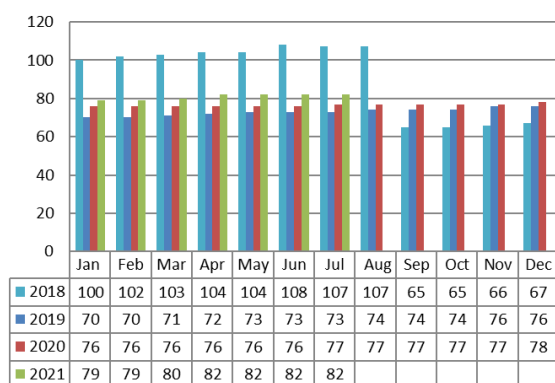
Hebel Library Member Numbers



St George Library Member Numbers



Thallon Library Member Numbers



Attachments

Nil

Digby Whyte

Director Community and Environmental Services

OFFICER REPORT

TO: Council

SUBJECT: Monthly Report Environment and Regulatory Services

DATE:

AGENDA REF: ICES2

AUTHOR: Michelle Walters - Administration Officer

Sub-Heading

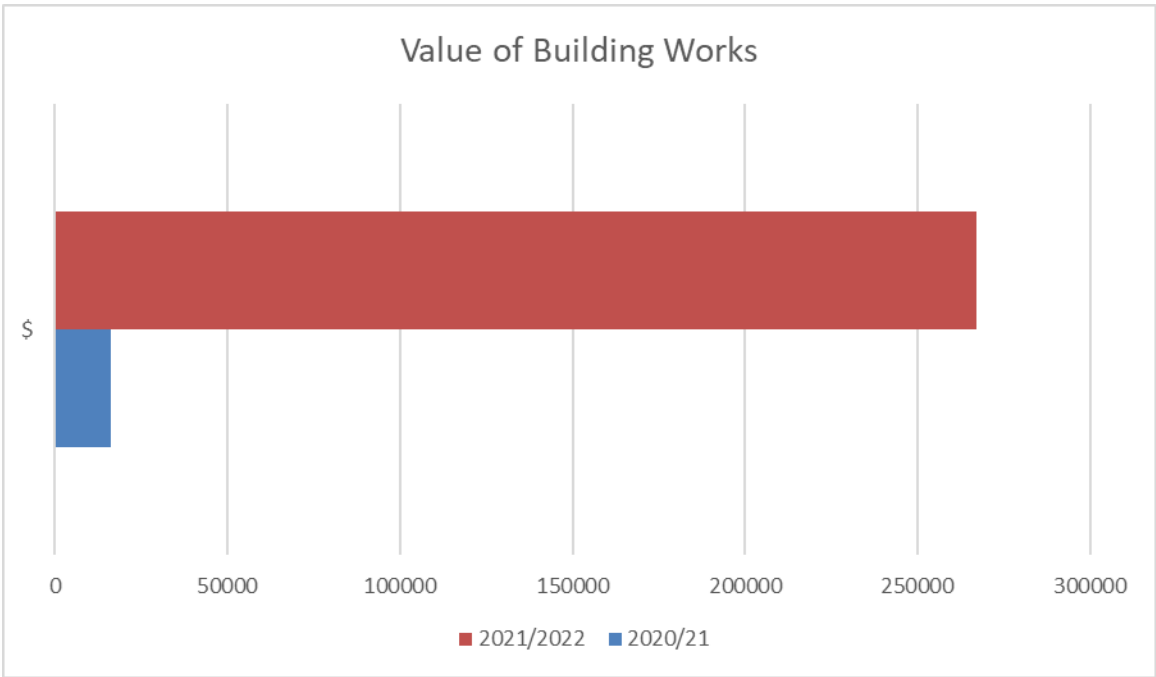
The Community & Environmental Services Report for the month of July 2021 is presented for Council's information.

PLANNING AND DEVELOPMENT APPROVALS

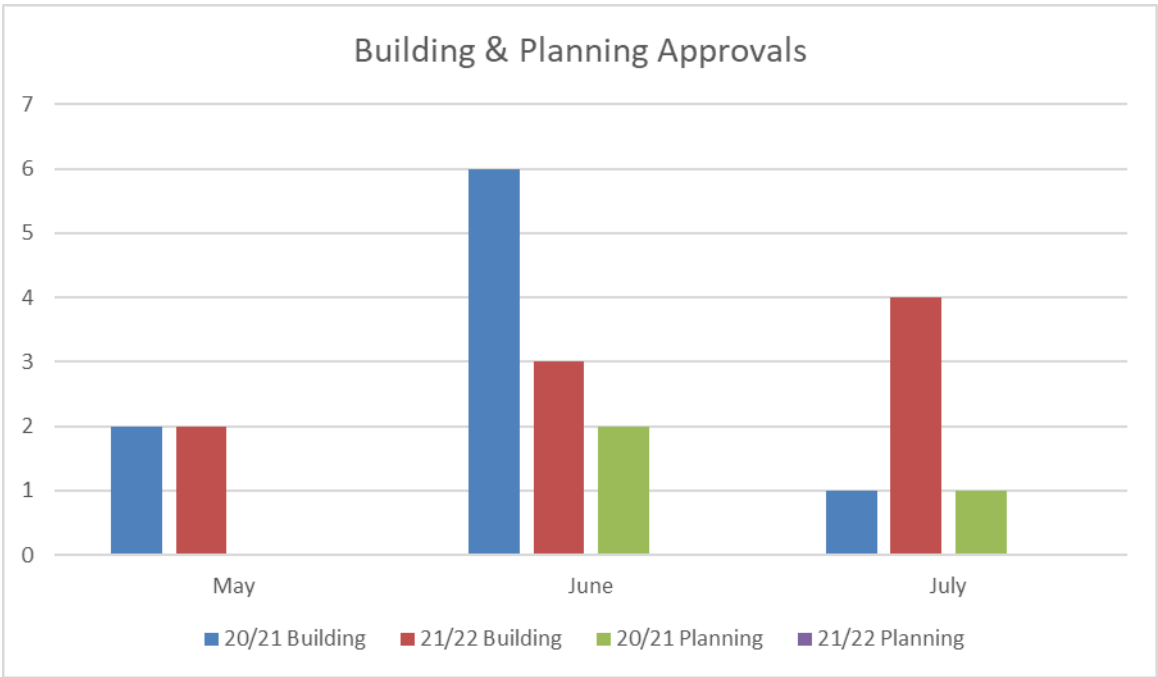
Building Approval July 2021

BA No	Applicant	Owner	Address	Lot & Plan	Builder	Class	Description	Value of Works	Approval Date
5264	Steve Nelson	David & Eleanor Blanch	110-118 Barlee St ST GEORGE	3STG857	Steve Nelson	1a	Alteration to Dwelling	\$ 203,726.00	29.07.2021
5265	Maddie Worboys	Maddie Worboys	9 Hutt St ST GEORGE	3RP82027	John Williams	10a	New Carport	\$ 20,300.00	29.07.2021
5266	Simon Lane	Anthony & Jody Hyland	27 J E Kelly Rd ST GEORGE	13SP266726	Simon Lane	10a	New Shed	\$ 18,000.00	29.07.2021
5267	Dirranbandi RTC	Dirranbandi RTC	35-37 Railway St DIRRANBANDI	14SP134265	Damien Kings	9b	Alterations to Building	\$ 25,000.00	29.07.2021

Value of building works year-to-date for the financial Year.



Number of Building and Planning Approvals for May - July



Development Applications

Number	Development	Address	Application Stage
MCU 185	"Intensive Animal Industry" (45,000SSU Sheep Feedlot)	'Ballandool Station', Ballandool Road Hebel	Decision Making Period
MCU 188	"Intensive Animal Industry" (2,000SCU Cattle Feedlot)	15035 Carnarvon Highway, St George	Public Notification
MCU 192	"Extractive Industry" Expansion	7785 Castlereagh Highway, St George	Further Information/ Referral Part
MCU 193	"Intensive Animal Industry" (10,000SSU Sheep Feedlot) (50,000SCU Cattle Feedlot)	315 Trackers Crossing Road, St George	Decision Making Period (submission review)
MCU 194	"Service Station Use" and "Operational Works"	19-25 Dirranbandi-Hebel Rd, St George	Decision Making
MCU 195	"Indoor Sport and Recreation" (Thermal Baths)	2-18 Charles St, Dirranbandi	Decision Making
MCU 196	"Transport Depot" and "Operational Works"	11526 Carnarvon Hwy, St George	Referral Part
RL 110	Reconfiguring of a lot (11 into 2 Lots)	"Kia Ora", St George	Decision Making
RL 111	Reconfiguring of a lot (11 into 2 Lots)	"Clyde", Dirranbandi	Decision Making

ENVIRONMENTAL SERVICES

Public Health

- General health inspections were carried out.
- There were no notifiable diseases reported during July 2021
- There was one food recall actioned in July 2021.

Natural Environment

- The Mungindi Make-over project which will address overgrown allotments, visual amenity as well as illegal dumping is currently underway with letters sent to residents in Mungindi.

Local Laws:

- Letters have been sent to residents across the Shire who currently have items stored on Council footpaths.

Public Health: - Covid 19

- Council continues to promote community awareness on covid-safe practices
- Several covid-19 restrictions have changed during the month.
- The border zone (Covid-19) has tightened, and information is being shared across a number of Council media outlets to help residents in the border area to keep updated on the changes.
- Government funding opportunities have been announced for Qld businesses and all information relating to this has been forwarded to our business groups

Wastewater Services:

- Wastewater analysis continues each month. – July sampling was undertaken.
- Sampling will be undertaken during the August census period,

Urban Water Supplies:

- Weekly microbiological samples of St George's bore water supply were taken and tested.

Waste Management:

- All waste practices continue at a high standard at the St George Landfill.
- Illegal dumping is being targeted during August and September across a number of areas, in particular Council road reserves, footpaths and public lands.

Landfill Operation

	St George	Dirranbandi	Thallon	Bollon	Hebel	Nindigully
Condition	Reasonable	Reasonable	Good	Good	Good	Transfer Station
Concerns		Greenwaste	Greenwaste	Greenwaste		

RURAL LANDS AND COMPLIANCE

Future and Current Grant Funding

- Project plan completed for the Queensland Feral Pest Initiative (QFPI) funded project with Goondiwindi Regional Council, Toowoomba Regional Council and Southern Downs Regional Council targeting harrisia cactus infestations in the regions.
- Project plan completed for the Established Pest Animals and Weed Management Funding Program Agreement for the “Diversification of Weed Management through Cultural Burning”, along with releasing two request for quotes for a Fire Practitioner (Cultural Burning) and Fire Coordinator to assist in delivering the Project, as well as holding project inception meeting with QMDCL.
- Queensland Feral Pest Initiative – Round 5 “Cluster Fencing” deed of grant signed. Project inception meeting planned for end of August.
- Project plan for Works for Queensland project - upgrade of Town Commons completed. Initial desktop assessment for planning approvals completed.
- Successfully applied for TRAIC funding to deliver a wild dog trapping workshop in September/October 2021 at St George. Further investigating opportunity to partner with AgForce and deliver an agricultural expo style event.

Wild Dog Exclusion Fencing (WDEF)

- Special Rate Scheme Round 1 – all variations have been signed.
- WDEF Inspections & Deliveries:
 - Sign up for Wagoo, Braeside and Broombrae.
 - Materials delivered for Tilquin and Wirraninna North.
 - Adjoining landholder deeds received from Braeside and Broombrae.
 - Initial inspection completed for Nomala and Minoo.
 - 25% completion inspection completed for Tara.
 - 75% inspection completed for Belgaum and Old Cashmere.
 - 100% completion inspection completed for Nindi-Thana, Myall Grove and Willow Park.
 - Practical completion letters sent for Minoo, Myall Grove and Willow Park.
 - Wing inspection completed for Mathalla, Fernlee Road, Link Road and Jackelwaw-Goodooga Road

Biosecurity and Stock Routes

- Stock Route patrols and inspections continue to be completed.
- Facility inspections updated and lodged in the stock route network continue to be completed.

- 2 x QMDCL trainees under the Skills for Queensland program completed a week of work experience with Rural Services and Compliance Officers.
- Conversion of all paper-based inspection forms to electronic means to reduce administration time.
- Wing fence Councillor workshop completed.

Compliance/Local Laws

- Annual animal inspection program developed, and Council report completed (to be presented at August Council meeting).
- Animal registration period due.
- 71 compliance notices and 2 infringement notices issued.
- 14 animals impounded, 3 released back to owner (free of charge), 2 released back to owner (paid release), 1 rehomed and 2 euthanised.

Statistics

- **Wild dog exclusion fencing programs**

Scheme / Funding Source	No of Properties	No of Properties completed	No of Kilometres to be constructed	No of Kilometres of fence completed	Percentage of Project Completion	Kilometres of Fence Monitored
SRS R1 Total	23	3	393.5	89.43	23%	29.13
SRS R2 Total	15	1	223.45	16.06	7%	16.67
MDBEDP Total	45	6	814.5	182.69	22%	50.89
REDP (Cluster Fencing)	16	16	202.5	202.5	100%	
CCWI - WDEF	11	11	123	123	100%	

- **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
YTD	1	10	6	1	16	2	0	0	5

- **Spraying program**

	Main Road Litres of Weed Spraying	Main Road Hours of Weed Spraying	Shire Road Litres of Weed Spraying	Shire Road Hours of Weed Spraying	Private Property Litres of Weed Control	Private Property Hours spend on Weed
YTD	0	0	0	0	0	0

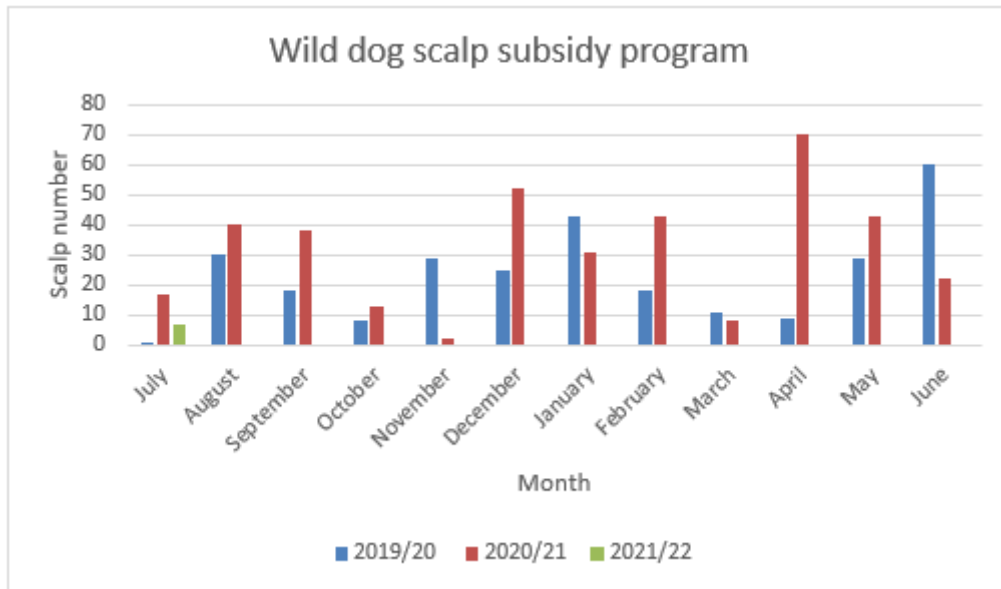
- **Stock Routes**

	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	0	0	0

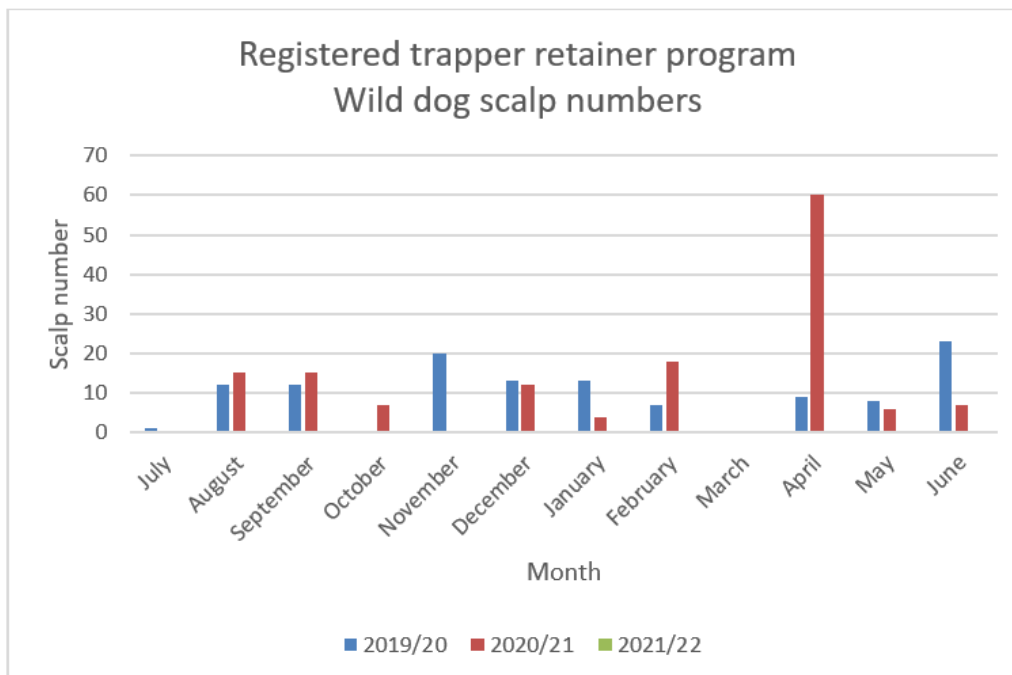
- **Pest animal control**

	1080 Meat Wild Dog Baiting	1080 Meat Pig Baiting	1080 Grain Pig Baiting	Manufactured Baits
YTD	120	140	0	0

- **Scalp bounty program**



- **Trapper retainer program**



- **Animal management**

	Dogs Impounded	Cats Impounded	Dogs Surrendered	Cats Surrendered	Other	Release - back to owner (Free Release)	Release - Rehomed	Release - Euth	Compliance Notice Issued	Infringement Notice Issued	First Offender	Multiple Offender	Release - back to owner (Paid)
YTD	14	2	4	1	0	3	6	4	93	9	3	4	3

Financial and Resource Implications

Activity achieved within existing operational and capital budgets.

Attachments

Nil

Digby Whyte

Director Community and Environmental Services