



# **GENERAL MEETING**

**20 April 2022**

## **NOTICE OF MEETING**

Date: 20 April 2022

Cr AL Martin  
Cr BP Johnstone  
Cr PJ Pullos  
Cr LP Russell  
Cr JH Scobie  
Cr DA Hardie  
Cr GK Schluter

Please find attached the Agenda for the General Meeting to be held at the Blackall-Tambo Regional Council Chambers in Blackall, 20 April 2022 commencing at 8.30am.

A handwritten signature in blue ink, appearing to read 'DA Howard'.

**DA Howard**  
**Chief Executive Officer**

## CALENDAR OF EVENTS

### **April 2022**

20 April 2022	Council Meeting – Blackall
23 April 2022	Tambo Stock Show
25 April 2022	Anzac Day

### **May 2022**

2 May 2022	Labour Day
7 May 2022	Blackall Show – Australia Day Presentations
18 May 2022	Council Meeting – Tambo
25 May 2022	Opera Queensland – The Sopranos Regional Tour
28 May 2022	Tambo Cup Races

### **June 2022**

15 June 2022	Council Meeting – Blackall
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### **July 2022**

16 July 2022	Blackall Races
20 July 2022	Council Meeting – Tambo
26-28 July 2022	Bush Council Convention - Barcaldine

### **August 2022**

17 August 2022	Council Meeting – Blackall
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### **September 2022**

21 September 2022	Council Meeting – Tambo
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### **October 2022**

3 October 2022	Queen's Birthday
15 October 2022	Blackall Races
17-19 October 2022	LGAQ Conference - Cairns
26 October 2022	Council Meeting – Blackall

### **November 2022**

11 November 2022	Remembrance Day
16 November 2022	Council Meeting – Tambo

### **December 2022**

14 December 2022	Council Meeting – Blackall
25 December 2022	Christmas Day

**Held at Blackall Council Chambers**  
**On Wednesday 20 April 2022**  
**Commencing at 8.30am**

**Order of Business**

**Blue items are hyperlinked**

Leave of absence/Signing of Attendance Book

Apologies:

Condolences:

- Merril and Ron Daly
- Yvonne June Harlow

Declarations of Conflicts of Interest

Deputations: Nil

**BUSINESS**

**1. CONFIRMATION OF THE MEETING MINUTES**

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1. That the minutes of the General Meeting held on 16 March 2022 be taken and read as confirmed, and that the Mayor be authorised to sign same; and
2. Council note the corrections in the Long Service Leave Policy as follows:
  - a) Page 3, item 7: removal of paid maternity leave and paid paternity leave; and
  - b) Page 3, item 9: Employees who join Council with a substantial accrual **from** previous employment with another Local Government entity shall be required to indicate their intentions as to how the leave will be cleared, prior to Council making the appointment.

**2. BUSINESS ARISING FROM THE MINUTES**

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**3. PETITIONS – Nil**

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**MINUTES OF THE GENERAL MEETING OF  
BLACKALL-TAMBO REGIONAL COUNCIL  
HELD AT THE BLACKALL COUNCIL CHAMBERS  
ON WEDNESDAY 16 MARCH 2022  
AT 8.30AM**

**PRESENT:**

Councillors: Cr AL Martin (Mayor), Cr LP Russell (Deputy Mayor), Cr GK Schluter, Cr JH Scobie, Cr DA Hardie, Cr PJ Pullos.

**OFFICERS:**

Mr Des Howard, Chief Executive Officer, Mr Alastair Rutherford, Director of Finance Corporate and Community Services, Mr Garth Kath, Director of Works and Services, Mrs Andrea Saunders, Executive Assistant.

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**CONDOLENCES:**

A minute's silence was observed to mark the passing of:

- Madonna Ellen Allen
  - Stephen Donald Negus
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**DECLARATIONS OF INTEREST:**

**Cr Pullos for item 4.1.5** – I, Councillor Pullos, inform the meeting that I have a declarable conflict of interest in item 4.1.5 RADF – Tambo Arts Council. The nature of my interest is as follows:

- I am a member of the Tambo Arts Council.

As a result of my conflict of interest, I will leave the meeting room while the matter is considered and voted on.

**Cr Hardie for item 4.1.5 & 4.1.4** – I, Councillor Hardie, inform the meeting that I have a declarable conflict of interest in items 4.1.5 RADF – Tambo Arts Council and 4.1.4 RADF Meeting Minutes. The nature of my interests are as follows:

- My wife, Lindy Hardie, is chair of the RADF Committee.

As a result of my conflict of interest, I will leave the meeting room while the matters are considered and voted on.

**Cr Martin for item 4.1.5** – I, Councillor Martin, inform the meeting that I have a declarable conflict of interest in item 4.1.5 RADF – Tambo Arts Council. The nature of my interest is as follows:

- My wife, Louise Martin, is a member of the Tambo Arts Council.

As a result of my conflict of interest, I will leave the meeting room while the matter is considered and voted on.

### **Leave of Absence**

Cr Johnstone is seeking a leave of absence from the meeting due to a family matter.

**MOTION:**      **Moved: Cr PJ Pullos**                      **Seconded: Cr JH Scobie**

**That Cr Johnstone be granted a leave of absence from the meeting due to a family matter.**

**Minute No. 01/03A/22**

**Carried 6/0**

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### **1.1 Confirmation of General Meeting Minutes**

**MOTION:**      **Moved: Cr DA Hardie**                      **Seconded: Cr GK Schluter**

**That the minutes of the General Meeting held on 16 February 2022 be taken as read and confirmed, and that the Mayor be authorised to sign same.**

**Minute No. 02/03A/22**

**Carried 6/0**

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### **4.1.1 Financial Report for the Month of February**

In accordance with s204 of the *Local Government Regulation 2012* a monthly financial report is required to be presented to Council. The financial report for February 2022 details Council's current financial position and compares its performance against the adopted budget for 2021-2022.

**MOTION:**      **Moved: Cr PJ Pullos**                      **Seconded: Cr LP Russell**

**That Council receive the Financial Report for February 2022.**

**Minute No. 03/03A/22**

**Carried 6/0**

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### **4.1.2 DFCCS Operations Report – February 2022**

The Director of Finance Corporate and Community Services operations report for February 2022 is presented to Council. The report includes housing and administration, community development program, Blackall aerodrome, libraries, visitor information centres, facility bookings, Tambo Multipurpose and Tambo Child Care Centre.

**MOTION:**      **Moved: Cr JH Scobie**                      **Seconded: Cr DA Hardie**

**That Council receive the DFCCS Operations Report for February 2022.**

**Minute No. 04/03A/22**

**Carried 6/0**

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#### **4.1.3 Ranger's Report**

The Ranger's report for February 2022 is provided to Council.

**MOTION:**      **Moved: Cr GK Schluter**                      **Seconded: Cr LP Russell**

**That Council receive the Ranger's report for February 2022.**

**Minute No. 05/03A/22**

**Carried 6/0**

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At this point, 8.46am Cr Hardie left the meeting.

#### **4.1.4 RADF Meeting Minutes**

The third round of the 2021-2022 RADF program closed for applications on January 28<sup>th</sup> and the Committee held a RADF meeting on 10<sup>th</sup> February 2022.

**MOTION:**      **Moved: Cr LP Russell**                      **Seconded: Cr PJ Pullos**

**That Council receive the minutes of the RADF Committee meeting held 10 February 2022.**

**Minute No. 06/03A/22**

**Carried 5/0**

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#### **4.1.5 RADF Application – Tambo Arts Council**

The third round of the 2021-2022 RADF program closed for applications on January 28<sup>th</sup> and the Committee recommended the two applications from Tambo Arts Council be approved.

**MOTION:**      **Moved: Cr LP Russell**                      **Seconded: Cr GK Schluter**

**That as a consequence of a majority of councillors having informed the meeting of an existence of a conflict of interest in this matter 4.1.5 RADF Application – Tambo Arts Council, pursuant to section 150EU(1) of the Local Government Act 2009, a decision on this matter is hereby delegated to the Chief Executive Officer.**

**Minute No. 07/03A/22**

**Carried 6/0**

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#### **4.1.6 Long Service Leave Policy - Amendment**

The Long Service Leave Policy was last updated in January 2020 and is now being amended as part of the effort to prevent Council's overall leave liability increasing.

**MOTION:**      **Moved: Cr JH Scobie**                      **Seconded: Cr DA Hardie**

**That Council adopt the revised Long Service Leave Policy.**

**Minute No. 08/03A/22**

**Carried 6/0**

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#### **4.1.7 C and K Contract Renewal**

The original C and K Contract for 12 months has expired, and this renewal is for 6 months. The contract is a lead up to the discussion regarding the future management of the Tambo Childcare operation.

**MOTION:**      **Moved: Cr PJ Pullos**                      **Seconded: Cr JH Scobie**

**That Council authorise the Chief Executive Officer to execute the agreement when finalised.**

**Minute No. 09/03A/22**

**Carried 6/0**

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#### **4.2.1 Director of Works and Services Operations Report – February 2022**

The Director of Works and Services report for February 2022 is presented to Council.

**MOTION:**      **Moved: Cr GK Schluter**                      **Seconded: Cr LP Russell**

**That Council receive the Director of Works and Services' Operations Report for February 2022.**

**Minute No. 10/03A/22**

**Carried 6/0**

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#### **4.2.2 Work Health and Safety Report**

The Work Health and Safety Report has been provided to Council.

**MOTION:**      **Moved: Cr JH Scobie**                      **Seconded: Cr LP Russell**

**That Council receive the Work Health and Safety Report for February 2022.**

**Minute No. 11/03A/22**

**Carried 6/0**

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**Move into Committee**

That Council move into committee to discuss a commercial in confidence matter.

**MOTION:**     **Moved: Cr LP Russell****Seconded: Cr JH Scobie****Minute No. 12/03A/22****Carried 6/0****Move out of Committee**

That Council move out of Committee.

**MOTION:**     **Moved: Cr LP Russell****Seconded: Cr GK Schluter****Minute No. 13/03A/22****Carried 6/0****4.2.3 Isisford-Blackall Bitumen Tender**

Tenders were requested for the Isisford-Blackall Pavement Rehabilitation: Supply, Cart, Heat and Spray Bituminous Products, from 10 tenderers.

**MOTION:**     **Moved: Cr LP Russell****Seconded: Cr DA Hardie**

That Council accept the tender from RPQ for \$346,265.88 (ex GST) as RPQ have offered best value for money.

**Minute No. 14/03A/22****Carried 5/1**

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**5.1 Blackall Saleyards Monthly Report**

The Blackall Saleyards monthly report for February is provided to Council.

**MOTION:**     **Moved: Cr JH Scobie****Seconded: Cr PJ Pullos**

That Council receive the Blackall Saleyards monthly report for February 2022.

**Minute No. 15/03A/22****Carried 6/0**

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**5.2 Planning and Development Report**

The Planning and Development monthly report provides a summary of building applications and planning and development activity in the Blackall-Tambo Regional Council area.

**MOTION:**      **Moved: Cr DA Hardie**                      **Seconded: Cr LP Russell**

**That Council receive the Planning and Development Report for February 2022.**

**Minute No. 16/03A/22**

**Carried 6/0**

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**5.3      Environmental Health/Local Laws Officer's Report**

The Environmental Health/Local Laws Officer's report is provided to Council.

**MOTION:**      **Moved: Cr PJ Pullos**                      **Seconded: Cr GK Schluter**

**That Council receive the Environmental Health/Local Laws Officer's report.**

**Minute No. 17/03A/22**

**Carried 6/0**

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**5.4      Blackall Work Camp Advisory Committee Meeting**

The Blackall Work Camp Community Advisory Committee held a meeting on 15 February 2022.

**MOTION:**      **Moved: Cr JH Scobie**                      **Seconded: Cr DA Hardie**

**That Council receive the Blackall Work Camp Community Advisory Committee report for the 15 February 2022 meeting.**

**Minute No. 18/03A/22**

**Carried 6/0**

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**5.5      RAPAD Board Communiqués – 4 February 2022 and 22, 23 February 2022**

The RAPAD Board hold monthly meetings to discuss matters pertaining to the RAPAD region.

**MOTION:**      **Moved: Cr AL Martin**                      **Seconded: Cr DA Hardie**

**That Council receive the RAPAD Board Communiqués for 4 February and 22, 23 February 2022.**

**Minute No. 19/03A/22**

**Carried 6/0**

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## **5.6 Blackall Historical Woolscour Grant**

On behalf of the Blackall Historical Woolscour Association, BTRC successfully applied and obtained a grant 'Outback Queensland Tourism Icon Program 2020' for \$125,000. A component of work (Sheep Yard Repairs) to date has been unable to be completed due to 'Certificate of Exemption' needing to be signed off by Blackall Historical Woolscour Association and lodged to recommence works.

**MOTION:**      **Moved: Cr JH Scobie**

**Seconded: Cr DA Hardie**

**That Council receive the Blackall Historical Woolscour Grant Report.**

**Minute No. 20/03A/22**

**Carried 6/0**

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## **5.7 Development Application – DA 28-2021-2022 – Reconfiguring a Lot at Langlo Road, Scrubby Creek**

The Applicant, David Elmes C/- Murray and Associates (QLD) Pty Ltd, seeks a Development Permit for Reconfiguring a Lot (Boundary realignment - two lots into two lots) involving land at Langlo Road, Scrubby Creek, formally described as Lot 1 and Lot 2 on SP322476.

The proposal involves a boundary realignment of two (2) existing lots. The boundary realignment will allow for farming succession planning and will ensure the lots are aligned with the current fencing that separates the two (2) lots.

Under the Blackall-Tambo Region Planning Scheme 2020 (the Planning Scheme), the subject site is in the Rural Zone. Undertaking the proposed development in the Rural zone is code assessable, requiring a Development Permit for Reconfiguring a Lot (Boundary realignment – two lots into two lots).

The acceptable outcome for minimum lot size in the Rural zone is 5,000 hectares. The proposal is seeking to convert existing lot 1 from 6,323 hectares to 8,090 hectares and existing lot 2 from 4,662 hectares to 2,895 hectares. The conflict with the 5,000 hectares minimum lot size can be justified on account that the size of the proposed lots is still sufficient for rural uses including agriculture, grazing and animal production.

Development conditions are recommended to ensure the reconfiguration of lots complies with all assessment benchmarks. The application is recommended for approval, subject to the conditions stated herein.

**MOTION:**      **Moved: Cr GK Schluter**

**Seconded: Cr PJ Pullos**

**That Council approves the application for a Development Permit for Reconfiguring a Lot (Boundary realignment – two lots into two lots) on land located at Langlo Road, Scrubby Creek, formally described as Lot 1 and Lot 2 on SP322476 subject to the following conditions:**

### **1.0      ENDORSEMENT OF SURVEY PLAN**

**1.1      Council will not endorse or release the survey plan for this development until such time as:**

- (a) All conditions attached to this development approval for Reconfiguring a Lot have been fully satisfied;**
- (b) A statement demonstrating compliance with all conditions attached to this development approval has been submitted to Council; and**
- (c) All outstanding rates and charges relating to the site have been paid.**

## **2.0 APPROVED PLANS AND DOCUMENTS**

- 2.1 The approved reconfiguration of a lot must be completed and maintained generally in accordance with the Proposed Boundary Realignment Cancelling Lots 1 & 2 on SP322476 Creating Lot 1 & 2, with reference 400187, prepared by Murray and Associates and dated 17/11/21.**
- 2.2 Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.**

## **3.0 ACCESS**

- 3.1 The existing access to Langlo road must be maintained.**

## **4.0 SERVICES**

- 4.1 Maintain existing services and utility connections to approved lots 1 and 2 where applicable.**
- 4.2 Any service connection to an existing building that traverses a lot boundary is to be:**
  - 4.2.1 removed; or**
  - 4.2.2 relocated so that it does not traverse a lot boundary; or**
  - 4.2.3 covered by an easement.**

## **5.0 PUBLIC UTILITIES**

- 5.1 The applicant is responsible for the cost of any alteration to public utilities as a result of complying with conditions of this Development Permit.**
- 5.2 Any alteration of any public utility or other facilities necessitated by the development of the land or associated construction works external to the site shall be at no cost to Council.**
- 5.3 Any damage caused to any public utility during the course of construction shall be repaired to the satisfaction of Council's Delegated Officer and at no cost to Council prior to the sealing of the Survey Plan.**



## ADVISORY NOTES

- A. The Developer and his employee, agent, contractor or invitee is responsible for ensuring compliance with the conditions of this development approval.
- B. Where these Conditions refer to “Council” in relation to requiring Council to approve or to be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role may be fulfilled in whole or in part by a delegate appointed for that purpose by the Council.
- C. This approval does not negate the requirement for compliance with all other relevant Local Laws and other statutory requirements. Any provisions contained in this approval relating to the enforcement of any of the conditions shall be in addition to all other rights, powers and privileges that the Council may possess or obtain, and nothing contained in these conditions shall be construed so as to prejudice, affect or otherwise derogate or limit these rights, powers and privileges of the Council.
- D. General environmental duty under the Environmental Protection Act 1994 prohibits unlawful environmental nuisance caused by noise, aerosols, particles, dust, ash, fumes, light, odour or smoke beyond the boundaries of the development site during all stages of the development including earthworks, construction and operation.

**Minute No. 21/03A/22**

**Carried 6/0**

## **CLOSURE:**

There being no further business to consider, the Mayor declared the Meeting closed at 9.53am.

## **CONFIRMATION OF MINUTES:**

Confirmed by Council as a true and correct record at the General Meeting held on Wednesday 20 April 2022.

Signed.....Mayor

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Minute No.	Report Number	Subject	Resolution	Action By	Result
19/12A/22	5.3	Tender of Tambo Sawmill and Sales Permit	That Council, under section 227 (1) (a) of the <i>Local Government Regulation 2012</i> , invites written tenders for the sale of the Tambo Sawmill and Sales Permit 201304400.	CEO	Advertising for the tender commenced Tuesday 22 February and closes 31 March 2022.
08/02A/22	4.1.7	Sale of Land for Overdue Rates	That under section 140(2) of the <i>Local Government Regulation 2012</i> , Council resolves to sell Lot 4 on RP608958 (dwelling at 9 Shamrock Street, Blackall), and Lot 10 & Lot 11 on T15030 (vacant land at 21-23 Garden Street, Tambo) for overdue rates and charges.	CEO	Ongoing
07/03A/22	4.1.5	RADF Application – Tambo Arts Council	That as a consequence of a majority of councillors having informed the meeting of an existence of a conflict of interest in this matter 4.1.5 RADF Application – Tambo Arts Council, pursuant to section 150EU(1) of the Local Government Act 2009, a decision on this matter is hereby delegated to the Chief Executive Officer.	CEO	The CEO endorsed the RADF Committee's recommendation to approve the Tambo Arts Council's applications.
08/03A/22	4.1.6	Long Service Leave Policy – Amendment	That Council adopt the revised Long Service Leave Policy.	DFCCS	The policy has been updated on the website and in the register.
09/03A/22	4.1.7	C and K Contract Renewal	That Council authorise the Chief Executive Officer to execute the agreement when finalised.	DFCCS	The agreement has been executed by Council.
14/03A/22	4.2.3	Isisford-Blackall Bitumen Tender	That Council accept the tender from RPQ for \$346,265.88 (ex GST) as RPQ have offered best value for money.	DWS	

21/03A/22	5.6	Development Application – DA 28-2021-2022 – Reconfiguring a Lot at Langlo Road, Scrubby Creek	That Council approves the application for a Development Permit for Reconfiguring a Lot (Boundary realignment – two lots into two lots) on land located at Langlo Road, Scrubby Creek, formally described as Lot 1 and Lot 2 on SP322476 subject to conditions.	CEO	The applicant has been notified of Councils decision on the matter.
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**BLACKALL-TAMBO REGIONAL COUNCIL**[Return to Agenda](#)[Next Item](#)**OFFICER REPORTS**

COUNCIL MEETING DATE: 20 April 2022

Item No: **4.1.1****SUBJECT HEADING: Financial Report for the Month of March 2022**

Author and Officer's Title: Alastair Rutherford, Director of Finance Corporate and Community Services

CLASSIFICATION: (if confidential)

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*Summary: In accordance with s204 of the Local Government Regulation 2012 a monthly financial report is required to be presented to Council. The financial report for March 2022 details Council's current financial position and compares its performance against the adopted budget for 2021-2022.*

**Officer's Recommendation: That Council receive the Financial Report for March 2022.**

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**Background**

In accordance with section 204 of the *Local Government Regulation 2012* the financial report of Council must be presented at the monthly meeting of Council. This ensures adequate oversight of Council's financial position and performance against the latest approved budget.

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**Link to Corporate Plan**

Governance

Outcome 4 – Financial

**Consultation (internal/external)**

CEO

Director of Finance

Manager of Finance

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil

# **FINANCE REPORT TO A MEETING OF THE BLACKALL-TAMBO REGIONAL COUNCIL HELD ON 20 APRIL 2022**

## **Contents**

- 1. Cash Position**
- 2. Monthly Cash Flow Estimate**
- 3. Comparative Data**
- 4. Capital Funding - budget V's actual**
- 5. Road Works - budget V's actual**
- 6. Rates Arrears Summary**
- 7. Capital Projects Detail**
- 8. Revenue and Expenditure Summary**

# FINANCE REPORT TO A MEETING OF BLACKALL-TAMBO REGIONAL COUNCIL

## HELD ON 20 APRIL 2022

### 1. Cash Position as at 31 March 2022

**Cash at Bank**

Operating Accounts \$ 4,267,688

**Short Term Investments**

Queensland Treasury Corporation - Cash Fund \$ 17,000,000

**\$ 21,267,688**

The following items should be backed by cash and investments, plus any increases in the surplus of Debtors over Creditors and unspent grants.

Cash backed Current Liabilities (Employee Entitlements) \$ 2,541,924

Unspent Grants (Restricted Cash) \$ 1,070,375

**\$ 3,612,299**

	<i>Debtors</i>	<i>Creditors</i>	
Balance of recoverable <b>debtors</b> - estimated <b>creditors</b> :	1,303,092	123,850	\$ 1,179,242

Plus cash surplus	21,267,688	3,612,299	\$ 17,655,389
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**Working Capital** **\$ 18,834,631**

### 2. Monthly Cashflow Estimate: April 2022

**Receipts**

Rates & Fees & Charges \$ 50,000

Debtors \$ 1,000,000

Grants/Subsidies/Loans QTC \$ -

Total \$ 1,050,000

**Expenditure**

Payroll \$ 800,000

Creditor Payments \$ 800,000

Loan Payments \$ -

Total \$ 1,600,000

Therefore cash is expected to decrease by **-\$ 550,000** in the period.

### 3. Comparative Data:

	March 2022	March 2021
Cash position	21,267,688	16,272,662
Working capital	18,834,631	12,120,257
Rate arrears	43,051	135,978
Outstanding debtors	1,303,092	1,333,050
Current creditors	123,850	159,228
Total Loans	1,555,952	1,678,315

**FINANCE REPORT TO A MEETING OF BLACKALL-TAMBO REGIONAL COUNCIL****HELD ON 20 APRIL 2022****4. Capital Works Summary: 1 July 2021 to 30 June 2022**

	<b>Budget</b>	<b>YTD Actual</b>	<b>% of Budget</b>
Buildings & Other Structures	1,453,000	627,892	43%
Plant & Equipment	1,800,000	1,785,985	99%
Road Infrastructure	2,668,300	451,868	17%
Water Infrastructure	930,000	-	0%
Sewerage Infrastructure	250,000	-	0%
QTC Loan Redemption	98,900	73,906	75%
<b>Total</b>	<b>7,200,200</b>	<b>2,939,651</b>	<b>41%</b>

**5. Road Works Expenditure : 1 July 2021 to 30 June 2022**

	<b>Budget</b>	<b>Expended YTD Actual</b>	<b>% of Budget Expended</b>
<b>Total Roads Expenditure</b>	<b>14,390,114</b>	<b>11,465,968</b>	<b>80%</b>
1. Rural Roads	10,299,500	9,474,729	92%
2. Town Streets	400,000	268,686	67%
3. RMPC Works	3,690,614	1,722,553	47%

**6. Rate Arrears Summary**

**Total Rates Outstanding Balance                      \$            216,857**

<b>Rates Outstanding Breakdown</b>	<b>Total</b>	<b>No. of Assessments</b>
Current	\$        173,806	<b>104</b>
1 Year	\$        29,106	<b>15</b>
2 Years	\$        12,447	<b>8</b>
3 Years and over	\$        1,498	<b>3</b>

BTRC 2021-22 CAPITAL EXPENDITURE PROJECTS		1/07/21 to 30/06/22		SOURCES OF FUNDING			Comments
Particulars	Budget 2021-22	Expenditure YTD	% Expended	Capital Grants	Contributions	Council Contribution	
<b>BUILDINGS &amp; OTHER STRUCTURES</b>	<b>1,453,000</b>	<b>627,892</b>	<b>43%</b>	<b>854,900</b>	<b>-</b>	<b>598,100</b>	
Tambo Dam Lights	200,000	33,602	17%	200,000	-	-	In progress
Tambo Aquatic centre shade structure	60,000	56,683	94%	60,000	-	-	Completed
Tambo Truck Museum	494,400	200,821	41%	454,900	-	39,500	In progress
Tambo Depot Fencing	70,000	2,405	3%	-	-	70,000	Planning stage
Tambo Sprinkler System - Pump and Electricity	20,000	47,277	236%	-	-	20,000	Completed
Tambo Racecourse Rock Removal	40,000	-	0%	-	-	40,000	Planning stage
Tambo Historic House Shed	40,000	-	0%	-	-	40,000	Planning stage
Blackall Admin Office South Wall	100,000	-	0%	-	-	100,000	Planning stage
Blackall Rodeo and Campdraft Grounds Upgrade	150,000	7,104	5%	-	-	150,000	Lighting upgrades undertaken.
Internet BOR STAGE 3	278,600	280,000	101%	140,000	-	138,600	Completed
<b>PLANT &amp; EQUIPMENT</b>	<b>1,800,000</b>	<b>1,785,985</b>	<b>99%</b>	<b>-</b>	<b>-</b>	<b>1,800,000</b>	
Plant Replacement including committed orders	1,800,000	1,785,985	99%	-	-	1,800,000	As per plant replacement program
<b>ROAD INFRASTRUCTURE</b>	<b>2,668,300</b>	<b>451,868</b>	<b>17%</b>	<b>1,825,499</b>	<b>-</b>	<b>860,000</b>	
Roads to Recovery	808,300	332,874	41%	808,300	-	-	In progress
Road Reseals	800,000	25,729	3%	17,199	-	800,000	In progress
Footpath Coolibah Village - Mitchell to Garden St	60,000	62,192	104%	-	-	60,000	Completed
Heavy Bypass Stage 2 (Salvia Street)	950,000	31,073	3%	950,000	-	-	In progress
Tambo Industrial Estate Roads	50,000	-	0%	50,000	-	-	Second seal to complete.
<b>WATER INFRASTRUCTURE</b>	<b>930,000</b>	<b>-</b>	<b>0%</b>	<b>880,000</b>	<b>-</b>	<b>50,000</b>	
Water infrastructure renewals and upgrades	930,000	-	0%	880,000	-	50,000	Planning stage
<b>SEWERAGE INFRASTRUCTURE</b>	<b>250,000</b>	<b>-</b>	<b>0%</b>	<b>200,000</b>	<b>-</b>	<b>50,000</b>	
Sewerage infrastructure renewals and upgrades	250,000	-	0%	200,000	-	50,000	Planning stage
<b>LOAN REDEMPTION Qld Treasury Corporation</b>	<b>98,900</b>	<b>73,906</b>	<b>75%</b>	<b>-</b>	<b>-</b>	<b>98,900</b>	
Saleyards Upgrade - Current Balance \$ 1,222,258 Maturity June 2037 [ Drawdown 16/05/2017 \$ 1,500,000 ]	60,600	45,254	75%	-	-	60,600	As per loan agreement
Tambo Bore - Current Balance \$ 333,694 Maturity June 2030 [ Drawdown 15/06/2020 \$400,000 ]	38,300	28,652	75%	-	-	38,300	As per loan agreement
<b>TOTAL CAPITAL PROGRAM 21-22</b>	<b>7,200,200</b>	<b>2,939,651</b>	<b>41%</b>	<b>3,760,399</b>	<b>-</b>	<b>3,457,000</b>	



General Ledger 2021.7.7.1

Revenue and Expenditure Summary

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(Accounts: 0100-0001-0000 to 5250-2000-0000. All report groups. 75% of year elapsed. To Level 2. Excludes committed costs)

Blackall-Tambo Regional Council (Budget for full year)

Financial Year Ending 2022

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		REVENUE			EXPENDITURE				
		31 Mar 2022		AMENDED	ORIGINAL	31 Mar 2022		AMENDED	ORIGINAL
		ACTUAL		BUDGET	BUDGET	ACTUAL		BUDGET	BUDGET
1000-0001	ADMINISTRATION								
1000-0002	Administration	212,424	139%	153,200	153,200	2,575,913	70%	3,663,100	3,663,100
1100-0002	Finance	4,561,095	72%	6,372,800	6,372,800	39,525	53%	75,000	75,000
1200-0002	Oncosts	0	0%	0	0	(646)	0%	(1,304,200)	(1,304,200)
1300-0002	Stores/Purchasing	0	0%	0	0	29,284	42%	69,400	69,400
2000-0002	Corporate Governance	0	0%	500	500	468,002	64%	729,100	729,100
2100-0002	Business Activities	29,152	71%	41,000	41,000	36,542	80%	45,700	45,700
2150-0002	Saleyard Operations	1,073,145	74%	1,450,100	1,450,100	724,793	76%	952,700	952,700
2200-0002	Tambo Sawmill	7,477	7%	104,000	104,000	51,155	49%	103,900	103,900
2350-0002	Airports/Aerodromes	73,627	51%	143,700	143,700	215,090	61%	351,700	351,700
2450-0002	Tourism	59,810	92%	65,200	65,200	277,199	65%	425,800	425,800
2500-0002	Planning & Development	40,881	136%	30,000	30,000	45,670	56%	82,000	82,000
2580-0002	Economic & Community Develop	1,049,491	35%	2,985,900	2,985,900	290,203	73%	396,700	396,700
2600-0002	Environmental	62,109	78%	80,000	80,000	107,277	233%	46,000	46,000
2650-0002	Animal Control	18,117	79%	22,800	22,800	29,085	33%	89,000	89,000
2700-0002	Stock Routes	90,251	96%	94,000	94,000	262,537	69%	379,100	379,100
3000-0002	Work Scheme and Community	13,010	85%	15,300	15,300	90,867	91%	100,000	100,000
3100-0002	Council Housing	91,727	76%	120,000	120,000	213,938	75%	286,000	286,000
3300-0002	Child Care Services	251,187	171%	146,600	146,600	276,211	82%	335,700	335,700
3350-0002	Sport and Recreation	50,427	80%	63,000	63,000	45,396	74%	61,000	61,000
3400-0002	Youth Services	0	0%	0	0	2,690	2%	145,000	145,000
3410-0002	Sixties and Better	30,835	51%	60,800	60,800	15,238	25%	60,800	60,800
3415-0002	Tambo Multi-Purpose Centre	337,606	64%	530,700	530,700	337,429	63%	536,100	536,100
3445-0002	Disability	60,711	54%	111,500	111,500	33,210	55%	60,000	60,000
3460-0002	Community Services	325,939	131%	247,900	247,900	254,131	150%	169,400	169,400
3470-0002	Miscellaneous Care Services	0	0%	0	0	0	0%	2,000	2,000
3500-0002	Libraries, Education and Arts	8,333	75%	11,100	11,100	164,435	72%	228,300	228,300
3570-0002	Regional Arts Development Fund	56,272	75%	75,000	75,000	121,532	49%	247,000	247,000
3600-0002	Halls and Cultural Centres	1,582	40%	4,000	4,000	171,243	80%	214,200	214,200
3700-0002	Showgrounds & Sports Facilities	6,007	200%	3,000	3,000	480,422	78%	615,000	615,000
3740-0002	Funerals	38,532	51%	75,000	75,000	39,339	54%	73,000	73,000
3800-0002	Corporate Buildings	0	0%	0	0	94,426	91%	104,000	104,000
1000-0001	ADMINISTRATION	8,549,748	66%	13,007,100	13,007,100	7,492,135	80%	9,342,500	9,342,500
4000-0001	WORKS AND SERVICES								
4001-0002	Works Office and Depot	0	0%	0	0	2,305,786	76%	3,050,200	3,050,200
4100-0002	Town Street Maintenance	0	0%	0	0	268,686	67%	400,000	400,000
4200-0002	Rural Roads Maintenance	474,595	40%	1,179,400	1,179,400	443,258	55%	800,000	800,000
4500-0002	Recoverable Works	18,472,365	67%	27,386,600	27,386,600	16,056,146	68%	23,728,300	23,728,300
4550-0002	Plant Operations	2,814,796	84%	3,340,000	3,340,000	2,164,832	85%	2,546,000	2,546,000
4600-0002	SES - Disaster Mgmt	43,979	53%	83,000	83,000	191,286	177%	107,900	107,900
4700-0002	Cemeteries	136	3%	5,000	5,000	36,050	74%	48,700	48,700
4800-0002	Parks, Gardens and Reserves	0	0%	0	0	730,157	76%	954,800	954,800
4860-0002	Aquatic Centres	0	0%	0	0	397,396	88%	452,100	452,100

General Ledger2021.7.7.1

Revenue and Expenditure Summary

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(Accounts: 0100-0001-0000 to 5250-2000-0000. All report groups. 75% of year elapsed. To Level 2. Excludes committed costs)

Blackall-Tambo Regional Council (Budget for full year)

Financial Year Ending 2022

Printed(SDAYAL): 12-04-2022 1:12:43 PM

			REVENUE			EXPENDITURE		
			31 Mar 2022	AMENDED	ORIGINAL	31 Mar 2022	AMENDED	ORIGINAL
			ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET	BUDGET
5000-0002	Cleansing		327,025	99%	329,300	155,863	60%	261,000
5100-0002	Water Supply		836,265	97%	861,000	365,541	78%	467,600
5200-0002	Sewerage Services		712,811	96%	741,200	255,578	73%	348,400
			-----		-----	-----		-----
4000-0001	WORKS AND SERVICES		23,681,971	70%	33,925,500	23,370,579	70%	33,165,000
			=====		=====	=====		=====
TOTAL REVENUE AND EXPENDITURE			32,231,720	69%	46,932,600	30,862,714	73%	42,507,500

**BLACKALL-TAMBO REGIONAL COUNCIL**[Return to Agenda](#)[Next Item](#)**OFFICER REPORTS**

COUNCIL MEETING DATE: 20 April 2022

Item No: 4.1.2

**SUBJECT HEADING: DFCCS Operations Report – March 2022**

Author and Officer's Title: Alastair Rutherford, Director of Finance Corporate and Community Services

CLASSIFICATION: (if confidential)

*Summary: The Director of Finance Corporate and Community Services operations report for March 2022 is presented to Council. The report includes housing and administration, Blackall aerodrome, libraries, visitor information centres, facility bookings, Tambo Multipurpose and Tambo Child Care Centre.*

**Officer's Recommendation: That Council receive the DFCCS Operations Report for March 2022.**

**Background****Blackall Housing and Administration**

- Air conditioner cleaning – Blackall facilities and residential housing
  - Work continues
- Cultural Centre Maintenance
  - Monthly fire alarm system inspection completed
  - Annual termite inspection and treatment completed.

**Tambo Housing and Administration*****Building Maintenance***

- Bathroom renovation complete at 13 Edward Street
- Work to commence on minor WHS alterations to the Child Care Centre.

***Aged Housing***

- A solar security light has been purchased for unit six at the Coolibah Village.
- There are five two-bedroom units vacant in the Coolibah Village.

**Blackall Visitor Information Centre**

During the month of March, phone calls were received requesting information on activities for the upcoming season.

**Monthly Statistics:****Visitor Numbers to Blackall Tourist Information Centre**

2020/2021	Visitor Numbers	2021/2022	Visitor Numbers
July	1638	July	3794
August	1985	August	2628
September	1522	September	2100
October	941	October	904
November	174	November	185

December	99	December	93
January	99	January	101
February	95	February	164
March	375	March	367
April	1217	April	
May	2553	May	
June	3952	June	
<b>Year to Date</b>	<b>14,650</b>	<b>Year to Date</b>	<b>10,336</b>

### Issue of Camping Permits

Month	Information Centre	Self - Registration	Total for Month 2021/22
July	560	606	1166
August	382	321	703
September	259	250	509
October	77	101	179
November	9	18	27
December	3	11	14
January	0	4	4
February	3	8	11
March	23	27	50
April			
May			
June			
<b>Year to Date</b>	<b>1316</b>	<b>1346</b>	<b>2662</b>
<b>2020/2021</b>	<b>1515</b>	<b>2043</b>	<b>3883</b>

### Camping Ground Fees

Month	\$ Amount	2021/2022 YTD \$
July	11,660	11,660
August	7,030	18,690
September	5,090	23,780
October	1,780.00	25,560
November	265	25,825
December	137	25,969
January	38	26,007
February	105	26,112
March	500	26,617
April		
May		
June		

**Year ending 2020/2021      \$38859.00**

**Blackall Library Report**

<b>Month</b>	<b>Loans 2020/21</b>	<b>Loans 2021/22</b>	<b>Visitors 2020/21</b>	<b>Visitors 2021/22</b>	<b>Requests 2020/21</b>	<b>Requests 2021/22</b>	<b>Members Added 2020/21</b>	<b>Members Added 2021/22</b>
July	233	248	389	471	14	21	3	8
August	263	367	371	508	26	62	14	6
September	266	346	401	479	29	27	11	9
October	216	277	389	389	21	30	4	14
November	374	300	378	415	35	41	10	10
December	315	278	450	155	38	43	4	2
January	377	273	376	278	16	111	1	4
February	340	358	318	320	39	77	5	10
March	226	368	413	360	23	59	7	8
April	212		407		40		6	
May	159		387		47		4	
June	249		349		32		11	
<b>Year to Date</b>	<b>3230</b>	<b>2815</b>	<b>4628</b>	<b>3375</b>	<b>360</b>	<b>471</b>	<b>80</b>	<b>71</b>

**Tambo Library and Tourist Report**

	<b>Loans 2020/21</b>	<b>Loans 2021/22</b>	<b>Visitors 2020/21</b>	<b>Visitors 2021/22</b>	<b>Requests 2020/21</b>	<b>Requests 2021/22</b>	<b>Members Added 2020/21</b>	<b>Members Added 2021/22</b>
July	710	396	138	103	65	53	3	4
August	419	381	125	113	52	52	6	3
September	465	425	144	115	52	58	3	9
October	414	375	137	115	114	62	3	3
November	427	400	123	122	63	70	1	1
December	336	326	110	123	36	29	0	1
January	404	363	104	95	69	55	1	8
February	454	445	136	109	80	67	0	1
March	460	521	126	145	49	57	1	11
April	365		126		51		1	
May	407		144		65		2	
June	488		127		61		5	
<b>Totals</b>	<b>5349</b>	<b>3632</b>	<b>1540</b>	<b>1040</b>	<b>757</b>	<b>503</b>	<b>26</b>	<b>41</b>

	Visits 2020/21	Visits 2021/22
July	464	733
August	506	512
September	612	511
October	323	197
November	93	126
December	123	56
January	84	85
February	55	94
March	140	203
April	319	
May	577	
June	793	
<b>Totals</b>	<b>4089</b>	<b>2517</b>

### Council Facility Bookings

Blackall	Memorial Hall		Cultural Centre		Showgrounds		Racecourse		Bus	
	20/21	21/22	20/21	21/22	20/21	21/22	20/21	21/22	20/21	21/22
July	11	0	4	6	4	13	0	1	0	8
August	11	2	11	5	4	15	0	1	12	8
September	11	2	12	5	9	6	0	0	8	5
October	2	2	11	9	11	3	2	2	3	7
November	0	2	16	11	0	1	2	1	7	6
December	3	1	8	2	3	0	0	0	1	1
January	0	1	1	0	2	1	1	0	0	0
February	3	1	10	7	1	1	1	1	4	1
March	7	1	4	6	1	1	0	0	3	3
April	5		7		4		1		3	
May	3		4		5		1		9	
June	4		10		4		0		6	
<b>TOTAL</b>	<b>60</b>	<b>12</b>	<b>98</b>	<b>51</b>	<b>48</b>	<b>41</b>	<b>8</b>	<b>6</b>	<b>56</b>	<b>39</b>

Tambo	Shire Hall		Racecourse		Western Sports		Bus	
	20/21	21/22	20/21	21/22	20/21	21/22	20/21	21/22
July	8	11	0	2	1	2	0	2
August	13	7	0	2	0	0	1	0
September	6	7	1	4	1	0	1	0
October	7	16	1	2	1	2	2	2
November	16	20	0	1	0	2	2	3
December	5	14	1	2	0	2	0	1
January	8	2	0	2	3	0	1	0
February	15	9	0	0	0	0	6	2
March	16	8	0	0	0	3	2	2
April	16		3		2		6	

<b>Tambo</b>	<b>Shire Hall</b>		<b>Racecourse</b>		<b>Western Sports</b>		<b>Bus</b>	
May	11		1		6		10	
June	9		1		1		1	
<b>TOTAL</b>	<b>130</b>	<b>94</b>	<b>8</b>	<b>15</b>	<b>14</b>	<b>11</b>	<b>30</b>	<b>12</b>

**Tambo Childcare Centre**

<b>Attendance</b>	<b>Month 2020-2021</b>	<b>YTD 2020-2021</b>	<b>Month 2021-2022</b>	<b>YTD 2021-2022</b>
<b>July</b>	207	207	255	255
<b>August</b>	214	421	262	517
<b>September</b>	110	531	181	698
<b>October</b>	303	834	191	889
<b>November</b>	261	1095	180	1073
<b>December</b>	50	1145	48	1121
<b>January</b>	22	1167	0	1121
<b>February</b>	180	1347	101	1222
<b>March</b>	193	1540	129	1351
<b>April</b>	154	1694		
<b>May</b>	230	1924		
<b>June</b>	269	2193		

<b>Finance</b>	<b>Month Receipts 2021-2022</b>	<b>YTD Receipts 2021-2022</b>	<b>Month Expenditure 2021-2022</b>	<b>YTD Expenditure 2021-2022</b>
<b>July</b>	\$16,147.09	\$16,147.09	\$29,844.70	\$29,844.70
<b>August</b>	\$19,482.41	\$35,629.50	\$39,304.44	\$69,149.14
<b>September</b>	\$18,480.71	\$54,110.21	\$29,584.80	\$98,943.94
<b>October</b>	\$12,611.36	\$67,501.52	\$51,387.79	\$150,331.73
<b>November</b>	\$11,393.94	\$79,438.26	\$35,274.69	\$185,606.42
<b>December</b>	\$3,374.02	\$82,812.28	\$12,780.04	\$198,386.46
<b>January</b>	\$1,281.94	\$84,094.22	\$4,250.81	\$202,637.27
<b>February</b>	\$6,149.74	\$90,243.96	\$18,639.89	\$221,277.16
<b>March</b>	\$10,812.51	\$101,056.47	\$20,397.76	\$241,674.92
<b>April</b>				
<b>May</b>				
<b>June</b>				

**Qantas Report**

<b>Month</b>	<b>Pax OFF</b>	<b>Pax ON</b>	<b>Total</b>	<b>YTD</b>
<b>July</b>	53	47	100	100
<b>August</b>	67	52	119	219
<b>September</b>	67	48	115	334

<b>October</b>	64	68	132	466
<b>November</b>	63	46	109	575
<b>December</b>	87	75	162	737
<b>January</b>	63	47	110	847
<b>February</b>	67	64	131	978
<b>March</b>	124	103	227	1205
<b>April</b>				
<b>May</b>				
<b>June</b>				
<b>6 Monthly Average</b>	78	67.17	145.17	145.17
<b>YTD</b>	655	550	1205	1205
<b>Total for 2020/2021</b>	685	598	1283	1283

- The roster has been distributed for airport employees.

### **Tambo Multi-Purpose Centre**

- The centre new remedial massage therapist has had a positive start and great reviews have been coming back into the centre. She is currently booked out a month in advance.
- The centre has organised a canvas workshop with Blackall local artist Lucy Ann and a leather workshop with the Lost Arts from Blackall in April. This workshop is covered under the healthy ageing and kids' fitness program, these two workshops will bring the community together for a social well-being outing.
- On the 6th and 13th April and we have invited over the NDIS clients from Blackall to join in for a social get together.
- Allied health session for the month of February.
- Physiotherapy – 37 sessions
- Podiatrist – 12 sessions
- Remedial Massage – 18 sessions

### **Community Development**

- 6x Crisis Individual Contacts during the period
- Playground Project: Street climber playground dispatched from Willplay 27/04/22, will take 1-2 weeks to arrive. BTRC to complete installation. Seeking extra funding needed for softfall. Softfall company booked but backlog in completing works due to Brisbane floods impacts.
- Departmental quarterly reporting completed
- Building Better Regions Fund – Infrastructure grant (Campdraft/Rodeo Arena Upgrades) submitted, awaiting outcome in May 2022
- Community Head Yakka Forum held 23rd March, approx. 20 people attended. Initiative that has already seeded from forum – Community Walking Group, to commence in May, held monthly. Jane Scobie to champion
- Upcoming: 9<sup>th</sup> & 10<sup>th</sup> April – Youth mental health first aid course, free cost to community, delivered by RFDS Mental Health Team
- Upcoming: 'The Centre Within Lifestyle Workshops' with Helen Everingham, 14-15<sup>th</sup> May Tambo, 21<sup>st</sup>-22<sup>nd</sup> May, cost subsidised \$50 for weekend
- Upcoming: May 26<sup>th</sup> 'The Sopranos' Queensland Opera event, Banks Park. EOI called for food vendors, BYO alcohol



- Communicating with Ashton Circus for Circus Carnivale, awaiting approval of quote from Red Ridge before we can lock them in.
- Submitted Regional Airports Program Round 3 Grant – PAPI Lighting (awaiting outcome July 22)
- Submitted Community Drought Support Program Activities and Events Funding (awaiting outcome May 22)
- CDO goes on maternity leave from Friday 15<sup>th</sup> April for an extended period.

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### **Link to Corporate Plan**

Economic Development  
Outcome 2 – Tourism

Vibrant Communities

Outcome 1 – Arts and culture

Outcome 2 – Health and wellbeing

Outcome 3 – Community Services

Outcome 4 – Youth

Governance

Outcome 5 – Customer service

Infrastructure

Outcome 2 – Airports

Outcome 5 – Council buildings

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

Neighbourhood Centre Coordinator

Tambo Library and Tourism Officer

Community Development Officer

Customer Service Officers

Multi-Purpose Coordinator

Child Care Coordinator

Library Officer

Tourism Officer

### **Policy Implications**

Nil

### **Budget and Resource Implications**

Nil

## BLACKALL-TAMBO REGIONAL COUNCIL

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### OFFICER REPORTS

COUNCIL MEETING DATE: 20 April 2022

Item No: 4.1.3

**SUBJECT HEADING:** Ranger's Report

Author and Officer's Title: Alastair Rutherford – Director of Finance Corporate and Community Services

CLASSIFICATION: (if confidential)

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*Summary: The Ranger's report for March 2022 is provided to Council.*

**Officer's Recommendation: That Council receive the Ranger's report for March 2022.**

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### Background

#### Animal Control

3 Heifers on Langlo Road put back into Greendale.

1 Heifer on Blackall Road put back into Greendale.

#### Complaints

1 dog complaint.

#### Call Outs

Nil

#### Weed Control

Spray – Reseal section from Tambo to Tambo Creek.

Spray – 1 prickly acacia plant on Blackall Hwy (Northampton area) and 1 plant at Tambo wash block.

Spray – some of Tambo back depot and racecourse facility.

Spray – Rubber vine in Blackall at 31, 33, 35, 39, 48 and 50 Garden Street, also 3 Daisy Street.

Spray – Coral cactus at rubbish dump turn out and old car dump at Tambo.

#### Operational

Remove roley poly plants from gate to tanks to gain access at Drensmaine and Chatham facilities.

Rodds bore put grassland pellets under mimosa plants around turkey nest.

Clean 2 troughs at pound yards, 1 in pound paddock and golf course.

Clean troughs at Blackall Swan Hill and Tambo facilities.

Attended SRLOG meeting in Tambo and staff training in Blackall for weeds.

Tambo Common muster started 30/03/2022.

#### Wild Dog Control

Scalps 4 for Tambo, Blackall - 41.

#### Agistment

Blackall Swan Hill Reserve – 94 cows, 90 calves and 4 bulls came on 29/03/2022 (Yaraka residents).

**1080**

25 kgs of dog meat baited for “La Plata”.

1080 fliers have been sent out for May campaign, week beginning on the 9<sup>th</sup>.

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**Link to Corporate Plan**

Environment and Heritage

Outcome 3 – Pest Management

**Consultation (internal/external)**

Ranger

Environmental Health/Local Laws Officer

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil

**BLACKALL-TAMBO REGIONAL COUNCIL**[Return to Agenda](#)[Next Item](#)**OFFICER REPORTS**

COUNCIL MEETING DATE: 20 April 2022

Item No: 4.1.4

**SUBJECT HEADING: Tambo Child Care Centre – Revised Policies**

Author and Officer's Title: Alastair Rutherford, Director of Finance Corporate and Community Services

CLASSIFICATION: (if confidential)

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*Summary: The Tambo Child Care Centre's policies were last updated in 2020 and a number need to be revised. This revision will take place over the next few months, with the most important ones being completed first.*

**Officer's Recommendation: That Council adopt the following Tambo Child Care Policies:**

- a) The revised Stat 23 – Tambo Child Care Policies and Procedures
  - b) Administering First Aid
  - c) Administration of Medication
  - d) Incident Reporting
  - e) Child Protection
  - f) Curriculum
  - g) Immunisation
  - h) Exclusion Due to Illness
  - i) Medical Conditions
  - j) Nutrition and Food Safety
  - k) Safe Sleep, Rest and Relaxation
  - l) Sun Safe
  - m) Supporting Relationships
  - n) Water Safety
  - o) Incident Reporting.
- 

**Background**

With the appointment of a new coordinator and a new childcare assistant it is necessary to provide policies that give clear guidance as to parameters staff at the Tambo Child Care Centre must operate within so there is a clear understanding of the roles of all related parties. The revised policies are:

Stat 23 – Tambo Child Care Policies and Procedures

Administering First Aid

Administration of Medication

Incident Reporting

Child Protection

Curriculum

Immunisation

Exclusion Due to Illness

Medical Conditions

Nutrition and Food Safety

Safe Sleep, Rest and Relaxation

Sun Safe

Supporting Relationships

Water Safety

Incident Reporting.

**Attachments**

1. Stat 23 – Tambo Child Care Policies and Procedures (revised) [4.1.4 – 159 pages] – due to the file size, will be uploaded separately. Access document [here](#).
2. Tambo Child Care Centre - Administering First Aid Policy
3. Tambo Child Care Centre - Administration of Medication Policy
4. Tambo Child Care Centre - Incident Reporting Policy
5. Tambo Child Care Centre - Child Protection Policy
6. Tambo Child Care Centre – Curriculum Policy
7. Tambo Child Care Centre – Immunisation Policy
8. Tambo Child Care Centre - Exclusion Due to Illness Policy
9. Medical Conditions
10. Nutrition and Food Safety
11. Safe Sleep, Rest and Relaxation
12. Sun Safe
13. Supporting Relationships
14. Water Safety
15. Incident Reporting.

**Link to Corporate Plan**

Governance

**Consultation (internal/external)**

Childcare Coordinators

Human Resources Officer

**Policy Implications**

Policies Updated

**Budget and Resource Implications**

Nil

**Risk Assessment**

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Nil	Low
Legal & Regulatory	Low	Update of policies	Low
People	Low	Provides clarity to all stakeholders of the TCCC	Low
Operational	Medium	Provides clarity to operational activities	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Nil	Low
Ethical	Low	Supports high ethical standards	Low
Reputation	Low	Nil	Low
Leadership	Low	Provides parameters for staff to work within	Low

**Proposed Risk Treatment**

Nil



# Blackall-Tambo Regional Council

## Tambo Child Care Centre Administering First Aid Policy

Policy Number: Admin 55	Effective Date: 20 April 2022
Version Number: One	Review Date: 20 April 2023
Policy Compiled by: Tambo Child Care Coordinator	
Policy Approved by: Director of Finance Corporate and Community Services	

### Teacher/Educator Responsibilities

<b>General responsibilities</b>	<ul style="list-style-type: none"> <li>Prominently display children's Medical Management Plans and relevant <u>First Aid Action Plans</u>.</li> <li>Maintain current approved first aid qualifications as per <u>First Aid Procedure</u>. Only first aid qualified teachers/educators are permitted to administer first aid. Students, volunteers, and external contractors are not permitted to administer first aid.</li> </ul>	
<b>First Aid Kits</b>	<ul style="list-style-type: none"> <li>Display a green cross on all first aid kits.</li> <li>Ensure first aid kits are inaccessible to children, but readily available to teachers/educators.</li> <li>Ensure a first aid kit(s) is readily available on excursions and during events.</li> <li>Ensure first aid kits are adequately stocked and maintained by undertaking regular audits of contents as per the inventory list (page 2 of this procedure) and discarding/replacing products when used or beyond their expiry date.</li> </ul>	
<b>Communication and documentation</b>	<ul style="list-style-type: none"> <li>Immediately inform the Centre Coordinator (or Responsible Person in Charge) whenever a child or adult incident/injury occurs.</li> </ul>	
	<b>Child incident/injury</b> <ul style="list-style-type: none"> <li>Complete a <u>Child Centre Incident Record</u> and implement all responsibilities as per the <u>Child, Centre Incident Reporting Procedure</u>.</li> <li>Refer to <u>Child, Centre Incident Reporting Procedure</u> to determine if further reporting and notification is required.</li> </ul>	<b>Adult incident/injury</b> <ul style="list-style-type: none"> <li>Complete <u>Adult Incident Record</u>, and implement all responsibilities as per <u>WHS Incident Reporting Procedure</u>. All adult incident/injuries must be immediately reported to the BTRC WHS Officer or HR.</li> </ul>

### First aid steps for children

<b>Qualified first aider</b>	<ul style="list-style-type: none"> <li>Wash hands.</li> <li>Assess injury. Consider known medical needs (if applicable).</li> <li>Administer appropriate first aid. Wear disposable gloves if blood (or other bodily fluid) is visible.</li> <li>Once first aid has been administered:</li> </ul>
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**Blackall-Tambo**  
Regional Council

## Administering First Aid Policy

	<ul style="list-style-type: none"> <li>○ Wash hands</li> <li>○ When practical, complete <i>Child Centre Incident Record</i>.</li> <li>○ Continue to monitor child, and if needed, record additional information on the <i>Child, Centre Incident Record</i>.</li> </ul>
<b>Other teachers/educator(s)</b>	<ul style="list-style-type: none"> <li>• In the event of a <b>medical emergency, immediately telephone 000</b> for an ambulance*. For example: a seizure, compound fracture, significant blood loss, unconsciousness for any length of time, child swallows an unidentified or hazardous item, difficulty breathing, child with anaphylaxis exposed to an allergen or displays signs of an allergic reaction etc.</li> <li>• If required, provide first aider with first aid kit.</li> <li>• Ensure effective supervision of all children.</li> <li>• If required, move other children away from the injured child and comfort children who may be distressed.</li> </ul> <p><small>* When educator to child ratios (as per Regulation 123 of the Education and Care Services National Regulations) can be maintained at the centre, an educator may accompany a child in an ambulance</small></p>

### Communication with injured child's parent/guardian

- When a child is injured, inform child's parent/guardian (or authorised person) as soon as practical OR upon child's collection on the day of the incident, but no later than 24 hours after the incident provide them with the completed *Child Centre Incident Record* and ask them to sign and date the record to acknowledge they have been informed of the incident. If requested, provide parent/guardian a copy of the incident record.

However, if the incident/injury:

- Involves the child's **head or face** inform parents/guardians by telephone immediately after an incident.
- Is **serious** and/or displays any **sign or symptom of concussion** as listed below, direct the parent/guardian to immediately collect their child and seek immediate medical attention.

### Signs and symptoms of concussion

Physical symptoms	Cognitive symptoms	Emotional/behavior symptoms
<ul style="list-style-type: none"> <li>• headache</li> <li>• nausea and/or vomiting</li> <li>• blurred or double vision</li> <li>• sensitivity to light or noise</li> <li>• dizziness and balance problems</li> <li>• drowsiness, fatigue, and sleep difficulties</li> </ul>	<ul style="list-style-type: none"> <li>• difficulty concentrating</li> <li>• slower reaction times</li> <li>• difficulty remembering things, or even forgetting things altogether</li> <li>• feelings of being 'in a fog' or 'slow'</li> </ul>	<ul style="list-style-type: none"> <li>• greater irritability than usual</li> <li>• anxiety</li> <li>• changes in mood like being sad or even depressed</li> </ul>

<Centres are encouraged to print this page and display within all first aid kits>

### First Aid Kit Inventory

The following inventory is a guide only. First aid contents must be responsive to known site hazards, past incidents, and site location/size. Additional items may be added in response to site needs or activities offered (e.g., excursion or event).

Item	Expiry Date	OK ✓	Disposed of and ordered* ✓
Adhesive strips (assorted sizes)			
Non-allergenic adhesive tape			
Eye pads			
Triangular bandage			
Crepe bandages			
Wound/combine dressings to control bleeding and for covering wounds			
Disposable hand towels			
Non-adhesive dressings			

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**Blackall-Tambo**  
Regional Council

## Administering First Aid Policy

Safety pins to secure bandages and slings			
Stainless steel scissors and tweezers			
Kidney dish for holding dressings and instruments			
Small dressings' bowl for holding liquids			
Gauze squares for cleaning wounds			
Disposable nitrile gloves			
Sharps disposal container			
Sterile saline solution: eye wash / irrigating abrasions and cuts			
CPR protection mask			
Antiseptic solution/swabs for cleaning wounds and skin			
Plastic bags for waste disposal			
Cold pack (disposable)			
Thermometer			
Thermo/shock blanket			
Notepad and pencil			
Liquid Paracetamol			
Emergency Salbutamol Inhaler (asthma medication), spacer and mask			
Emergency EpiPen			
<b>Audit completed by:</b>			
<b>Audit date:</b>			

\*Inform Centre Coordinator to order new product/item

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# Blackall-Tambo Regional Council

## Tambo Child Care Centre Administration of Medication Policy

Policy Number: Admin 57	Effective Date: 20 April 2022
Version Number: One	Review Date: 20 April 2023
Policy Compiled by: Tambo Child Care Coordinator	
Policy Approved by: Director of Finance Corporate and Community Services	

### 1.0 Introduction

The safe administration of medication requires attention to detail, good record keeping and effective communication between parents / guardians and educators. This procedure should be read alongside the Medical Conditions and Exclusion due to illness Procedures and the Administering medication Poster.

### 2.2 Responsibilities

#### Parent/Guardian

- Share information about their child's health and medication needs upon and throughout enrolment.
- When their child requires medication whilst attending the centre, complete Medication Authorisation Record.
- Hand medication to an educator upon arrival. Do not leave medication in child's bag.
- Upon collection of their child, review the completed Medication Authorisation Record, speak to educators about their child's health needs and take the medication home.
- Provide an adequate supply of medication and the necessary equipment to administer the medication.
- Consider whether their child who requires medication is well enough to attend the centre.
- If their child is receiving regular medication at home and not at the centre, inform educators. Advise educators of the medication, its purpose, and any possible side effects.

#### Centre/Educator

- Inform families of this procedure upon and throughout enrolment.
- Maintain open and regular communication with parents/guardians about children's health and medication needs.
- If a medication is not supplied on a given day and it is not required for a life-threatening medical condition, the centre Coordinator will determine if it is safe for the child to attend the centre.

### 3.0 Medication can be administered to a child when:

- Written parental/guardian authority has been obtained via Medication Authorisation Record  
**AND**  
Written instructions\* have been provided i.e., prescription label from a registered medical practitioner.
- When a parent/guardian cannot be contacted, authorisation can be sought from:
  - a child's nominated emergency contact (as per the TCC Enrolment Booklet/Online Form) **OR**
  - a registered medical practitioner **OR**

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## Administration of Medication Policy

- Triple 0 operator.

### 4.0 Authorisation- Anaphylaxis and acute asthma emergency medication

- Adrenaline (EpiPen) and Salbutamol inhaler (Ventolin) are kept in case of children (undiagnosed) experiencing anaphylaxis or acute asthma for the first time whilst attending a centre. Parent/guardian written authorisation for this medication is obtained via the *TCC Enrolment Booklet/Online Form*.
- Maintain a non-authorisation register and store in the same location as the Adrenaline (EpiPen) and Salbutamol inhaler (Ventolin). This location must be clearly signed, known by all employees (including casuals) and be easily accessible in a medical emergency.
- Return used and expired asthma and anaphylaxis medications to your local pharmacy for disposal.
- In the event of anaphylaxis and an acute asthma emergency:
  - Contact emergency services (Triple 0) and follow their instructions.
  - Follow the instructions of the Triple 0 operator where a parent / guardian has not given written authorisation to administer Adrenaline (EpiPen) and Salbutamol inhaler (Ventolin).
  - Contact the child's parent / guardian as soon as practical.

### 5.0 Administering medication

- Two educators must be present must be qualified first aiders.
- When administering medication,
  - ✓ Is in the original container
  - ✓ Includes pharmacy label details\*:
    - the name of the prescribing registered medical practitioner.
    - the name of the child to whom the medication is to be administered.
    - instructions that are consistent with information provided by parent/guardian via the *Medication Authorisation Record*.
  - ✓ Has not expired
  - ✓ Is administered to the correct child.
- Record the administration via *Medication Authorisation Record\*\**.



when medication is administered. Both educators



both educators must ensure the medication:

### 6.0 Medication storage

- Store medication as per product instructions, in a location that is inaccessible to children, but easily accessible and known to educators. Storage location must be clearly signed and not locked.
- Store medication requiring refrigeration in a locked box in a refrigerator.

\*The 2 exceptions for this are emergency medication for anaphylaxis acute asthma (see section 4 of this procedure) and insulin for children with diabetes. Individual vials of insulin will not have a pharmacy label. A child's dosage card authorised (signed and dated) by appropriately qualified health professional is in lieu of a pharmacy label.

\*\*Administration of medication for diabetes is recorded via *Diabetes Blood Glucose / Ketone and Medication Authorisation Record* not the general *Medication Authorisation Record*.

- Remove medication from storage immediately prior to administration and return immediately after the medication has been administered.

### 7.0 Teething gel

- Attempt other methods of relieving teething pain (e.g., teething rings) before administering teething gel.
- Teething gel must be supplied by the parent/guardian and administered as per product instructions.
- Teething gel can be administered to a child for teething pain when the parent/guardian has provided written permission via *Medication Authorisation Record*.

### 8.0 Liquid paracetamol

- One single dose of liquid paracetamol may be administered as per this procedure, under the following conditions:
  - The child appears unwell **AND**

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## Administration of Medication Policy

- The child's temperature has exceeded 38.5°C\*. If the child is less than 3mths old and has a fever above 38°C, advise parent/guardian to take the child to a doctor **AND**
- The parent/guardian or child's emergency contact has provided verbal permission via telephone **AND**
- The parent/guardian has provided written permission via the *C&K Enrolment Booklet*.
- When paracetamol has been administered due to fever:
  - Ask the parent/guardian to collect their child as soon as possible.
  - Complete an *Incident Record AND Medication Authorisation Record*. Ask parent / guardian to review and sign both forms upon collection.
  - Record illness on *Illness register*.

### 9.0 Ointments, creams, and essential oils

- Except for insect repellent and sunscreen, centres will not supply any ointment or cream for children.
- An ointment or cream can be applied if the:
  - Parent / guardian supplies the product (with the child's name) **AND**
  - Parent / guardian completes a *Cream, Ointment, Insect Repellent Authorisation* **AND**
  - Product is within its expiry date.
- Educators are not permitted to administer or apply essential oil products. Parents / guardians can administer or apply essential oils to their child upon arrival, and / or visit during the day to administer or apply.

### 10. Parents / guardian supplying sunscreen and insect repellent

- Branch centres will provide sunscreen and insect repellent. However, parents / guardians can choose to provide a specific sunscreen or insect repellent product for their child.
- The product must be supplied in its original container, and clearly labelled with the child's name.
- The parents / guardians must ensure an adequate supply is maintained at the centre.
- Educators will not apply any product if it is beyond its expiry date.
- The parent / guardian must complete the relevant form:
  - *Sunscreen Authorisation* **OR**
  - *Cream, Ointment, Insect Repellent Authorisation*.

### 11. Self- administration by school age children

- School aged children are permitted to self-administer medication where the child's parent/guardian have provided prior written authorisation via *Medication Authorisation Record*.
- The self-administration of medication must be supervised by 2 educators to ensure the medication is administered correctly as per *Medication Authorisation Record* and registered medical practitioner's instructions.
- After the child has administered the medication, both educators will complete the *Medication Authorisation Record*.

\* Fevers are common in children and in isolation may not indicate serious or infectious illness. If the child seems well and is happy, there is no need to treat a fever. Paracetamol may be administered for a lower temperature if a child has a history of febrile convulsions and a written medical management plan authorised by a registered medical practitioner has been provided.

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# Blackall-Tambo Regional Council

## Tambo Child Care Centre Child Protection Policy

Policy Number: Admin 57	Effective Date: 20 April 2022
Version Number: One	Review Date: 20 April 2023
Policy Compiled by: Tambo Child Care Coordinator	
Policy Approved by: Director of Finance Corporate and Community Services	

### Introduction

Safe, protective, and healthy environments are fundamental to every child having the opportunity to learn and grow to their full potential. Blackall-Tambo Regional Council's Tambo Child Care Centre is committed to protecting children's safety and wellbeing. TCCC acknowledges that protecting children's safety and wellbeing is everyone's responsibility.

This policy should be read and followed in conjunction with the *Child Protection Procedures* and BTRC's *Code of Conduct*.

### TCCC's Child Protection Commitment Statement

Our commitment to children's safety and wellbeing means that we will:

- Ensure children's safety and wellbeing is integral to all decision-making and embedded in organisational leadership, governance, and culture.
- Support children to understand their rights and participate in decisions affecting them.
- Advocate for child abuse prevention and raise awareness of child safety and wellbeing with children, families, colleagues, and our communities.
- Provide culturally safe programs by acknowledging all children have equal rights to be safe regardless of their gender, race, religious beliefs, age, needs, sexual orientation or family, social or cultural background.
- Link families with support agencies to assist them in their parenting role.
- Establish partnerships with early intervention and prevention services.
- Implement effective recruitment processes so that only suitable people are employed.
- Employ regional child protection champions to provide appropriate support and advice.
- Immediately report all allegations and suspicions of significant child harm to statutory authorities.
- Implement an accessible, child-focused, and effective complaint management process. Allegations and concerns regarding children's safety and wellbeing will be treated seriously and consistently. A culture of openness supports all persons to safely disclose child safety and wellbeing concerns.
- Equip board members, employees, students, volunteers and external contractors with the knowledge, skills, and awareness to keep children safe through ongoing education and training.
- Maintain physical and online environments that promote safety and wellbeing, while minimising the opportunity for children to be harmed.
- Implement, document, and regularly review child protection policies and procedures that reflect the *National*

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**Blackall-Tambo**  
Regional Council

## Child Protection Policy

*Principles for Child Safe Organisations* (2018), the *United Nations Convention on the Rights of the Child* and the *Australian Early Childhood Code of Ethics* and comply with relevant legislation including the *Education and Care Services National Law and Regulations (2011)*, the *Child Protection Act (1999)* and the *Commission for Children and Young People and Child Guardian Act (2000)*.

### TCCC's Child Protection Principles

#### Principle 1 - Protecting children is everyone's responsibility

- TCCC is committed to creating a child safe culture. All employees, whatever their position, acknowledge children's safety and wellbeing is a core responsibility. Children's safety and wellbeing is embedded in daily practice.
- Engage in open communication with families and communities about TCCC's child protection policies and procedures.
- Organisation and centre risk management strategies focus on identifying and mitigating risks to children.
- Suspicions of child harm occurring externally to TCCC are immediately reported to statutory authorities, in accordance with *Procedure Responding to and reporting child protection concerns*.
- Allegations of child harm occurring internally, within TCCC are immediately reported and escalated as per *Procedure Responding to allegations of child harm*.
- Employees are supported when talking about child safety and wellbeing concerns.
- Educators promptly seek support and guidance from the Department to respond appropriately to child protection matters.
- Educators collaborate with early intervention, prevention, and family support services to improve outcomes for children.
- TCCC invite employees, families, and relevant community stakeholders to participate in child protection policies and procedures reviews.
- Children's safety and wellbeing are regular agenda items at team meetings.

#### Principle 2 - Clear expectations for appropriate behaviour with children

##### Practice indicators include:

- Management and employees consistently follow the BTRC's *Code of Conduct*, TCCC's *Procedure Supporting relationships and partnerships* and *Procedure Guiding Children's Behaviour*.
- Interactions with children are calm, respectful, and thoughtful.
- Educators genuinely listen and appropriately respond to children's concerns.
- Positive behaviour guidance strategies are implemented as per *Procedure Guiding Children's Behaviour* and in collaboration with families.
- Teaching strategies focus on developing children's self-regulation, are developmentally appropriate, responsive to children's individual needs, and their social and cultural heritages.
- Educators respond with sensitivity, warmth and empathy to children who are or have experienced trauma or other difficulties in their lives.
- Educators support children to develop a sense of social responsibility, so they become aware of how their actions and behaviour impacts others. Educators model and encourage core values such as friendliness, acceptance, respect, empathy, kindness, and tolerance.

#### Principle 3 - Robust recruitment, training, and management processes

##### Practice indicators include:

- Applicants are directed to key BTRC and TCC policies and the BTRC Code of Conduct available on the Council Website.
- During recruitment, applicants are asked questions to ascertain their understanding of and commitment to child protection.
- A National Police Check (relevant to position) and a Working with Children Check application (Blue Card) are completed before employment is confirmed.
- All Management, employees, students, volunteers, and external contractors undertake child protection training during induction and then annually to maintain knowledge of their legislative and TCCC responsibilities and obligations relating to children's safety and wellbeing.
- Managers supervise and provide feedback to employees, students, volunteers, and external contractors,

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**Blackall-Tambo**  
Regional Council

## Child Protection Policy

noting any specific concerns regarding children's safety and wellbeing. An Annual Professional Performance Record is completed for all employees.

- Employees less than 18 years of age, students, volunteers, external contractors, and visitors are supervised by a TCCC employee and not placed in sole charge of children.

### Principle 4 – Clear and consistent reporting procedures

Practice indicators include:

- All allegations and concerns regarding children's safety and wellbeing are treated seriously and consistently. Management, employees, students, volunteers, and external contractors immediately report:
  - All reasonable suspicions of significant harm to children occurring externally to TCCC to statutory authorities.
  - All allegations of harm to children occurring within TCCC to the Early Childhood Education Teacher or Centre Coordinator. All allegations of child harm are escalated and investigated as per *Responding to allegations of child harm* and *Workplace investigations Procedures*.
- Educators are well-informed about their roles and responsibilities as mandatory reporters of child abuse and neglect. Although not mandatory reporters, all other employees, Management and TCCC volunteers, students and external contractors are undertaking annual child protection compliance training, so they are well-informed of their child protection responsibilities as per this policy and the *Procedure Responding to and reporting child protection concerns*.
- Reporting policies and procedures are detailed in induction and annual training modules (for all broad members, employees, students, volunteers, and external contractors), and accessible on the BTRC website.

### Principle 5 – Child protection advocacy and prevention

Practice indicators include:

- Having established partnerships and working collaboratively with organisations that support children and families.
- Participating in and facilitating child protection advocacy activities and regularly sharing information regarding child safety and wellbeing with families.
- Educators work with families and actively support them in their parenting roles, including linking them with relevant support agencies.
- Employee's respect, acknowledge and honour the diversity of children and families, recognising the complex challenges that impact upon families.
- Child safety and wellbeing initiatives are prioritised and documented within business plans and centre Quality Improvement Plans.
- Risk management strategies are implemented to protect children's safety and wellbeing.
- Child protection and complaint data is collated and analysed to implement organisational and centre child safety and wellbeing improvement initiatives.

### Principle 6 – Empowering children

- Educators acknowledge children have the right to be safe, have a say in matters affecting them, and have their opinions taken seriously. Children are encouraged and welcomed to express their views, feelings, and concerns.
- Educators work collaboratively with children to provide a safe and supportive environment for all.
- Children are invited to contribute to child safety and wellbeing policies, procedures, and local level protocols in developmentally appropriate ways.
- All child disclosures of alleged harm are heard, escalated, and treated seriously.
- Educators facilitate programs that support children's physical, emotional, social, intellectual, cultural, and familial safety. Educators appropriately incorporate personal safety concepts within the curriculum. Children are encouraged to identify safe and unsafe situations and know the people from whom they can seek help.

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**Blackall-Tambo**  
Regional Council

## Child Protection Policy

### Acknowledgements and references

- Moore's (2016). *The Child Protection Tool Kit – What every not-for-profit organisation must do now.*  
<https://www.childabuseroyalcommission.gov.au/sites/default/files/IND.0726.001.0003.pdf>
- Queensland Government (2018). Response to the Royal Commission into Institutional Responses to Child Sexual Abuse [Queensland Government response](#)
- Australian Human Rights Commission (2018). National Principles for Child safe Organisations,  
<https://www.humanrights.gov.au/sites/default/files/National%20Principles%20for%20Child%20Safe%20Organisations.pdf>

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# **Blackall-Tambo Regional Council**

## **Tambo Child Care Centre Curriculum Policy**

Policy Number: Admin 59	Effective Date: 20 April 2022
Version Number: One	Review Date: 20 April 2023
Policy Compiled by: Tambo Child Care Coordinator	
Policy Approved by: Director of Finance Corporate and Community Services	

### **Introduction**

Nationally, all early childhood centres implement the national curriculum document – [The Early Years Learning Framework for Australia \(EYLF\)](#)

### **Inclusive program**

TCCC provides high-quality, inclusive educational programs reflecting and supporting children's individuality and learning needs within the context of a community of learners. This is achieved through building relationships with the child and family, intentional teaching, critical reflection, assessment of learning and collaborative partnerships.

### **Relationships**

Relationships are foundational. Educators are actively engaged and responsive to children through a range of interactions – one on one, small, and larger groups that can be planned or spontaneous. In partnership with families, community and other professionals, educators make decisions about the curriculum that promote and maximise opportunities to enable each child's learning, wellbeing, interactions, and agency.

### **Visions for children's learning**

To nurture and inspire children's learning and promote children's belonging, being and becoming, educators recognize and respect children as powerful learners, thinkers, theorists, and active citizens. Children are encouraged and supported to participate in decision making about their learning and the curriculum. Children's well-being and identity are supported through respecting and acknowledging their capabilities and competencies. Children have the right to quality education, to play, to be active participants in their learning, to realise their potentials, and to determine their own futures. Inclusive practices and a positive approach to behaviour guidance responds to and supports children's development and learning.

### **Professional practice**

Educators work to develop a deep and holistic understanding of the child and cultivate a program that supports children to reach their full potential through documenting and assessing their learning. Curriculum planning, monitoring and assessment is ongoing, visible within the learning context and collaborative with input from families and children.

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## Curriculum Policy

Educators provide a curriculum informed by professional knowledge, thinking and a range of theoretical positions and current research. Educators collaborate and critically reflect on children's learning, teaching practices and early childhood pedagogy. Information about the educational program is regularly shared with families.

### Governance

TCCC will comply with relevant legislation, standards, and funding obligations. Policies, procedures and supporting documents are developed and implemented to guide curriculum implementation.

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# Blackall-Tambo Regional Council

## Tambo Child Care Centre Immunisation Policy

Policy Number: Admin 60	Effective Date: 20 April 2022
Version Number: One	Review Date: 20 April 2023
Policy Compiled by: Tambo Child Care Coordinator	
Policy Approved by: Director of Finance Corporate and Community Services	

### Introduction

Immunisation is a simple, safe, and effective way to protect against preventable, harmful diseases.

### Immunisation history records

- Approved immunisation documentary evidence\* must be either:
  - An official record issued by the *Australian Immunisation Register (AIR)*.
  - A letter from a recognised immunisation provider i.e., GP or immunisation nurse.
- Documentary evidence must clearly indicate whether a child's immunisation status is 'up-to-date' or 'not up-to-date' as per *Queensland Immunisation Schedule*. An up-to-date status includes cases where a child is on a recognised catch-up schedule or has a documented approved medical exemption.
- Parents/guardians can obtain an immunisation history statement for their child via:
  - Medicare Online Services
  - Express Plus Medicare app
  - Email request - [air@humanservices.gov.au](mailto:air@humanservices.gov.au)
  - Phoning the Australian Immunisation Register - 1800 653 809
  - Visiting local Medicare Service Centre
- If a child's immunisation status is unknown or the parent/guardian is unable to provide approved documentary evidence (as detailed above), the child's immunisation status will be considered as 'not vaccinated' (Section 160D of the *Public Health Act 2005*).

\* The *Red Book (Queensland Health)* (or other state-based Personal Health Record) and non-Australian government vaccination records are **NOT** recognised as approved documentary evidence.

### Parent/guardian responsibilities

- Inform and provide documentary evidence of their child's immunisation status upon (via *Enrolment Online Form/Booklet*) and throughout enrolment.
- If unsure of child's immunisation status, seek advice from a registered medical practitioner.

### Centre/educator responsibilities

- Maintain current child immunisation records. Scan and upload child immunisation records on Kidsoft record.
- Upon enrolment, inform parents/guardians with children whose immunisation is not up to date that:

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**Blackall-Tambo**  
Regional Council

## Immunisation Policy

- In the event of vaccine preventable disease outbreak and if advised by the Queensland Public Health Unit, their child may be excluded from the centre for a period of time and fees will be payable for this duration.
- Prominently display the most current Queensland Immunisation Schedule.
- Upon and throughout employment, educators will when possible provide details of their immunisation history via Staff Immunisation Record. If unsure of their immunisation history, educators are encouraged to seek advice from a registered medical practitioner.
- Upon employment educators (via the BTRC Employee Handbook) will be informed of recommended vaccinations for early childhood educators. Educators are strongly encouraged to seek further advice from a registered medical practitioner. Recommended vaccinations include:
  - Hepatitis A
  - Measles-mumps-rubella (MMR)
  - Chickenpox (if not previously infected)
  - Pertussis (Whooping Cough)
  - Influenza

### Resources and information

- 13 HEALTH (13 43 25 84)
- Public Health Unit for information about local immunisation providers and clinics
- Staying Healthy - Preventing infectious diseases in early childhood education and care services. Fifth edition.

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# Blackall-Tambo Regional Council

## Tambo Child Care Centre Exclusion due to illness (child)

Policy Number: Admin 56	Effective Date: 20 April 2022
Version Number: One	Review Date: 20 April 2023
Policy Compiled by: Tambo Child Care Coordinator	
Policy Approved by: Director of Finance Corporate and Community Services	

A child becomes unwell at the centre	Parent/guardian informs centre their child is unwell and will be absent
<p>If a child presents with one or more signs/symptoms of illness (as per appendix one of this procedure) AND the centre Coordinator (or their approved delegate) has a <b>reasonable suspicion</b> the child is unwell AND cannot fully participate in the centre program, they have the discretion to <b>direct</b> parents/guardians (or emergency contacts) to collect the child.</p> <ul style="list-style-type: none"> <li>Isolate the child in a safe, comfortable, and supervised location. Monitor and comfort the child.</li> <li>If the child has a known medical condition, refer to and follow the child's Medical Management Plan.</li> <li>Telephone the parent/guardian and direct them to pick up their child as soon as possible. If the parent/guardian cannot be contacted, telephone the child's emergency contact/s.</li> <li>Record illness signs and actions taken via <u>Child Incident Record</u>.</li> <li>If required, call Triple 0 (000). An educator may accompany a child in an ambulance if regulatory educator to child ratios can be maintained at the centre.</li> <li>Provide parent/guardian (or emergency contact) with completed <u>Child Incident Record</u> to read and sign. If requested, provide a copy to the parent/ guardian and/or ambulance officer.</li> </ul>	<p>Parent/Guardians must inform the centre, as soon as possible, if their child is unwell and won't be attending. They must also inform the centre if their child is diagnosed with an infectious illness.</p> <ul style="list-style-type: none"> <li>Parent/guardian informs centre their child is unwell and will be absent from the centre.</li> <li>Check if the parent/guardian is/has taken the child to see a doctor.</li> <li>Advise parent/guardian that if a doctor diagnoses the child with an infectious illness, they must inform the centre.</li> </ul>
↓	
<ul style="list-style-type: none"> <li>Inform parent/guardian that their child cannot return to the centre until they meet the following criteria: The child: <ul style="list-style-type: none"> <li>is well and able to fully participate in the centre program AND</li> </ul> </li> </ul>	

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Regional Council

## Exclusion due to illness (child) Policy

- has completed any required exclusion, self-isolation, or quarantine period\* (if applicable) OR is no longer displaying signs or experiencing symptoms of an illness OR a Medical Clearance\* from a doctor is provided to the centre.



**If the parent/guardian advises the centre that the child has an infectious illness (diagnosed by a doctor), the centre must immediately inform all families and staff using a range of communication methods**

- Ensure child and family confidentiality is always maintained.
- Display 'Child with an infectious illness at centre' poster for the required duration (infectious period) in prominent locations i.e. front gate and near sign in/out or check-in.
- Inform all current families by sending an email.
- Inform all current families and staff via a Storypark post.
- Inform all current staff via email using the TCC email address.
- Complete Infectious Illness Register: <https://www.childrens.health.qld.gov.au/chq/information-for-families/fact-sheets/>

### Hyperlink to Qld Health Fact Sheet

<https://www.childrens.health.qld.gov.au/chq/information-for-families/fact-sheets/>



*\*Exclusion periods - Implement exclusion periods as per Time Out Poster. In addition, a child with a fever is excluded from the centre, for 24hrs after the fever has stopped without the administration of fever reducing medication. A child's normal temperature may vary depending on their age and time of the day. A child with a consistent temperature above 38° C has a fever.*

*\*Medical Clearance – May be requested at the discretion of the centre Coordinator (or approved delegate).*

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## Exclusion due to illness (child) Policy

### An outbreak\* of an infectious illness occurs at centre

- Notify the responsible person and the local Public Health Unit.
- Follow Public Health Unit direction. This may include distributing additional family/staff communication provided by the Public Health Unit and/or implementing additional hygiene measures.
- Continue to keep families and staff informed.
- Advise families of additional measures being implemented to minimise the spread of illness. Maintain *Infectious Illness Register*.
- Contact the local Public Health Unit to determine if a regulatory notification is required. If required, complete notification as per *Child, Centre Incident Reporting Procedure/Child, Centre Incident Reporting Procedure (Affiliate)*.
- Promptly undertake a centre *Hygiene Audit* and address any identified gaps in practice.
- Within 7 days of outbreak onset, complete an *Incident Review*.

#### \*Infectious illness Outbreak

- 1 or more cases of a vaccine preventable illness.
- 2 or more cases of Gastroenteritis (vomiting and/or vomiting) occurring within 1-3 days.
- For all other illnesses, contact Public Health to determine if the number of cases indicates an outbreak is occurring.

#### Parent/Guardian responsibilities

- Follow health and hygiene posters displayed throughout centre.
- Upon and throughout enrolment, provide evidence of child's immunisation status.
- Do not bring child/ren to the centre when unwell.
- Do not administer any fever reducing medication (e.g., Paracetamol or Ibuprofen) to child prior to arrival at the centre.
- Inform centre when child is unwell and will be absent.
- Inform the centre immediately if the child is diagnosed with an infectious illness.
- When requested, collect child as soon as possible if they become ill at the centre.
- When requested, provide a medical clearance for the child to return to the centre.

#### Centre Coordinator/Educator responsibilities

- Inform parents/guardians of this procedure upon and periodically throughout a child's enrolment.
- Notify parents and staff of any infectious illness outbreaks using a range of communication methods.
- Consistently implement and refer to *Staying Healthy and preventing infectious diseases in early childhood education and care services (5th Ed)* recommendations.

#### Possible exclusion conflicts and challenges

- Centres will not be influenced by doctor's letters stating that a child can return to a centre unless the child's condition fulfils TCC criteria for returning to the centre. (*National Health and Medical Research Council 2013*)
- Challenges may arise when negotiating with families and interpreting medical clearance certificates, where:
  - Families find exclusion difficult due to work and/or personal commitments.
  - A medical clearance certificate is considered inconsistent with a current situation.
- If a challenge is unable to be resolved at the centre level, seek the guidance from the Department and/or Public Health Unit.

#### Acknowledgements and references

- National Health and Medical Research Council (2013). *Staying healthy Preventing infectious diseases in early childhood education and care services. Fifth edition*. [ONLINE] Available at: <https://nhmrc.gov.au/about-us/publications/staying-healthy-preventing-infectious-diseases-early-childhood-education-and-care-services>
- National Health and Medical Research Council (2013). *Information for families. Exclusion Periods explained*. <https://nhmrc.gov.au/sites/default/files/documents/reports/clinical%20guidelines/ch55b-exclusion-period-info-sheet.pdf>.

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## Exclusion due to illness (child) Policy

- Queensland Health (2019) *Fever in Children*. <https://www.childrens.health.qld.gov.au/fact-sheet-fever-in-children/>

### Appendix One – Possible signs/symptoms of illness

- Fever (i.e., consistent temperature above 38°)
- Diarrhea
- Vomiting
- Lethargy; not interested in playing and interacting with others; does not want to participate in the program; wants to sleep and/or be cuddled
- Respiratory signs/symptoms such as blocked/runny nose\* (any colour), sneezing or coughing
- Sore throat
- Noisy, rapid and/or shallow breathing; long pauses between breaths; an infant may make grunting sounds, or the ribs/breastbone may be sucked in with each breath
- Reduced or no appetite
- Poor urine output
- A change of skin colour e.g., pale, mottled or cold hands and feet.
- Rash
- Experiencing pain
- Lumps or swelling
- Headache
- Neck stiffness
- Red, watery eyes\*

Keep in mind, a single sign or symptom may or may not indicate a child is ill. The centre's responsible person is required to use their professional judgement and knowledge of a child to determine if they have reasonable suspicion a child is unwell; if a child must be collected by their parent/guardian and excluded from the centre.

The centre's responsible person will consider:

- The child's overall presentation – Is the child presenting with other signs or symptoms of illness?
- The child's demeanor – Is the child behaving and participating in their program as they usually do?
- Information about the child provided by parents/guardians
- Does the child have a previously known medical condition?
- Are there other children at the centre presenting with similar signs or symptoms?

\* May or may not be an indicator of illness. A child may have the common cold (or other respiratory illness) OR an allergy OR may be reacting to a sudden change in temperature or very dry air.

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# Blackall-Tambo Regional Council

## Tambo Child Care Centre Medical Conditions Policy

Policy Number: Admin 61	Effective Date: 20 April 2022
Version Number: One	Review Date: 20 April 2023
Policy Compiled by: Tambo Child Care Coordinator	
Policy Approved by: Director of Finance Corporate and Community Services	

### \*\*\*\* Important \*\*\*\*

Please read and implement this procedure in conjunction with the definitions (appendix 1) and if applicable, relevant medical condition guide:

Anaphylaxis and allergies, Asthma, Diabetes and Epilepsy and seizures.

A child with a **diagnosed medical condition** cannot commence enrolment until:

- ☒ ★ Centre has a current medical management plan that has been prepared and authorised (date and signed) by a doctor.
- ☒ ★ A risk minimisation plan has been developed, documented and all centre staff have reviewed and completed the acknowledgement table.
- ☒ ★ A communication plan has been documented and implemented to ensure all staff are aware of the child's medical condition and health care needs. Refer to page 2 Medical Conditions Checklist.

If the diagnosis includes a **complex medical condition** (e.g., diabetes, epilepsy or any medical condition or impairment that require tube feeding, tracheostomy care or rectal suppositories):

- ☒ The centre coordinator notifies their ECEM/ECEC and ECPA.
- ☒ Relevant teachers/educators complete appropriate training.

If the diagnosed medical condition requires a **specialised health procedure** be undertaken during the child's attendance at the centre, there must be:

- ☒ An adequate number (minimum of 2) of trained teacher/educator volunteers per centre.
- ☒ There must be at least one trained teacher/educator volunteer rostered whenever the child attends the centre.

### Prior to child commencing or immediately after new or changed diagnosis

#### Step 1 – Notification of Medical Condition (Parent / Guardian)

Notify centre of child's diagnosed medical condition

- Notify centre prior to commencement via Wait List Application or Enrolment Booklet or if child is already enrolled, immediately inform centre coordinator after new or changed diagnosis.

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Regional Council

## Medical Conditions Policy

- Obtain a current medical management plan (and action plan if applicable) (both documents to be no more than 6 months old), prepared and authorised (signed and dated) by a doctor/registered medical practitioner, must include current photo of child.



### Step 2 – Review Child's Information (Centre Coordinator)

- ★ **For new enrolments** - Review health information of all children received via Wait List Application and/or Enrolment Booklet/Online Enrolment Form.
- ★ **For existing enrolments** – Acknowledge in writing, receipt of the information provided by the parent/guardian and review the updated health information provided.



### Step 3 – Advise ECEM/C and ECPA (Centre Coordinator)

**Does the child have a complex medical condition?** Refer to appendix of this procedure for definition e.g., diabetes, epilepsy or any medical condition or impairment that require tube feeding, tracheostomy care or rectal suppositories.

- If no, proceed to step 4.
- If yes, immediately inform the coordinator for advice and support. Proceed to step 4.



### Step 4 – Medical Condition Checklist (Centre Coordinator)

**Schedule and facilitate a formal face to face meeting with parents / guardians** (and relevant other educators / teachers and external professionals) to discuss and plan for child's medical condition and health needs.

At the meeting, the centre coordinator will:

- Refer to and commence completing the Medical Condition Checklist to ensure all required items are discussed and documents are completed and collated.
- ★ Provide parent / guardian a copy of this procedure and available guide (if relevant to the child's diagnosed medical condition): Anaphylaxis and allergies, Asthma, Diabetes and Epilepsy and seizures.
- Outline this procedure and explain that parents / guardians have primary responsibility for their child's health needs. This includes any costs associated with supporting their child's health needs whilst attending the centre and if applicable, the cost of visiting health professionals.
- ★ Obtain a current medical management plan (and action plan if applicable) (both documents to be no more than 6 months old), prepared and authorised (signed and dated) by a doctor/registered medical practitioner with current photo of child. Discuss and review medical management plan (and action plan if applicable). Refer to appendix regarding what information must be included in a Medical Management Plan. ↓
- ★ Complete and document a risk minimisation plan in consultation with parent / guardian (when possible).
- Ask parent/guardian to complete the following Consent to display medical management plan and photo and if applicable:
  - Medication Authorisation Record
  - Permission to access services to support inclusion
- Schedule next meeting with parent/guardian for 6 months' time (or sooner if health needs change).

At the meeting, the Parent/Guardian is requested to:

- Share and discuss relevant information and documentation regarding their child's diagnosed medical condition and health needs, including if applicable details of specialised health care procedures.

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## Medical Conditions Policy

- Provide centre with a current medical management plan (and action plan if applicable). Both documents must be no more than 6 months old, prepared and authorised (signed and dated) by a doctor/registered medical practitioner with current photo of child.
- Complete additional forms as requested.



### Step 5 – Obtain Further Advice (Centre Coordinator)

Is further advice needed to understand and follow the child's medical management plan, action plan and/or finalise the risk minimisation plan?

- If no, proceed to step 6.
- If yes, immediately notify your ECEM for advice. If required, the advice of an external qualified/licenced health professional may be sought.



### Step 6 – Specialist Health Procedures (Centre Coordinator)

Does the child's medical condition require a specialised health procedure to be performed when they attend the centre? e.g., medication administration by injection (except EpiPen), tube feeding, tracheostomy care. Refer to appendix of this procedure for definitions

- If no, proceed to step 7.
- If yes, teachers / educators will be asked to volunteer to the perform specialised health procedure.

#### Specialised Health Procedure Volunteers

- A minimum of 2 trained educator/teacher volunteers are required. At least 1 trained volunteer must be rostered at any time child is in attendance.
- If no one volunteers or there is no trained volunteer able to be rostered immediately advise your ECEM. An alternative, acceptable solution will need to be arranged which may include the parent/guardian or another person authorised by the parent/guardian to attend the centre to complete the specialised health procedure.
- Volunteers are required to complete training (refer to step 4) and the Volunteering to Perform Specialised Health Procedure Form.
- Teachers/educators who no longer wish to volunteer are requested to provide at least 2 weeks written notice to their centre coordinator, this is to allow sufficient time to organise an alternative solution to support the child's health care needs.



### Step 7 – Document and Communicate (Centre Coordinator)

#### ★ Document and implement communication plan

- Advise educators/teachers (including casuals), students and volunteers of child's health needs, including:
  - Medical Management Plan
  - Risk Minimisation Plan – ALL staff must name, sign and date completed acknowledgment table.
  - (If applicable) Location of medication/specialist equipment. Document communication by updating induction material and via routine team communication strategies e.g., team communication book, team memo or team meeting minutes etc.
- If required and in consultation with child's parents/guardians, sensitively share relevant information with other children and families.
- Display medical management plan in a prominent location(s)
- The Centre Health Summary Form can be completed and displayed throughout the centre in multiple, relevant locations. Update regularly as children's needs change.

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Regional Council

## Medical Conditions Policy

- If applicable, display 'medication here' sign where medication is stored. Keep a copy of child's medical management plan with medication.
- Set up and update Kidsoft reminders to ensure the following tasks are completed:
  - Formal meetings with parents/guardians are completed at least every six months
  - Medical management plans are updated (by doctor/specialist) at least every 18 months.
  - Biannual medical emergency scenario training is completed at team meetings.
  - Add child's details to the *Medical Conditions Annual Communication Planner and Record*.
  - Finalise *Medical Condition Checklist*.

### **Must do Kidsoft Tasks**

Under '*Medical Condition Type*' appropriately 'tag' children that require the following specialised health procedures:

- Diabetes Care
- Epilepsy Care
- Peg/Tube Feeding
- Rectal Suppository
- Stoma Care
- Tracheostomy Care
- Urinary Catheter Care

### **Scan and upload ALL child health documentation under child's record/'Medical Information'**

- Medical Management Plan
- Risk Minimisation Plan
- *Consent to display medical management plan and photo Form*
- *Volunteering to Perform Specialised Health Procedure Form* (if applicable)
- *Permission to access services to support inclusion Form* (if applicable)
- *Medical Condition Checklist*
- Any other documentation relevant to the child's medical condition.

**Archive ALL outdated documents once new versions are uploaded to Kidsoft**

## Responsibilities throughout the child's enrolment

### Parent/Guardian

#### Daily responsibilities

- Supply medication and specialist equipment as per the medical management plan.
- If required, ★ complete *Medication Authorisation Record* and other documentation as required and requested.
- Immediately advise centre when child's medical condition/health needs and emergency contact details change.
- Understand their child may not be able to attend the centre if:
  - A current medical management plan, prepared, signed, and dated by a doctor, has not been provided.
  - Medication and specialist equipment as per the medical management plan have not been provided.
  - Medication has expired.
  - Specialist equipment is not in good working order.
  - There are no appropriately trained teachers/educators at the centre.

#### **Meet with centre Coordinator every six months, when requested or when child's medical condition or health needs change:**

- Review and update (if necessary) child's medical information including medical management plan (and if applicable action plan) that has been prepared, signed, and dated by a doctor/ medical practitioner. Medical Management Plan must be updated by a doctor / medical practitioner at least every 18 months.
- Replace child's photograph (if required) on medical management plan.
- With centre Coordinator and relevant educators, assist in the review of the risk minimisation plan.

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Regional Council

## Medical Conditions Policy



### Centre Coordinator

#### Daily responsibilities

- Ensure at least one trained (teacher/educator) volunteer is rostered whenever a child with a complex medical condition is in attendance. If this is not possible, seek the immediate advice of your ECEM. An alternative solution will need to be arranged which may include the parent / guardian or another person authorised by the parent / guardian to attend the centre.
- Regularly monitor and support teacher/educator (including casuals, students, and volunteers) understanding of and implementation of all actions/strategies to support and manage child's medical condition and health needs.



### Centre Coordinator

#### ★ Continue to implement/document communication plan

- Schedule and document communication activities via the Medical Conditions Annual Communication Planner and Record.
- If child has a complex medical condition, maintain communication with ECEM regarding the child's inclusion and care needs.
- Formally meet with parents/guardians at least every six months (or more frequently if the child's needs change) to discuss/review child's medical condition(s) and health needs, replace child's photograph and revise risk minimisation plan. Medical Management Plan must be updated by a doctor / medical practitioner at least every 18 months.
- Ensure ALL staff (including casuals, students, and volunteers) are advised of child's health needs as they change. Document communication by updating induction material and via routine team communication strategies e.g. Centre Health Summary Form, team communication book, team memo or team meeting minutes etc. All staff to complete acknowledgement table when changes are made to the risk minimisation plan.
- Consult with parents/guardians prior to excursions and special events to ensure all matters of care are considered. When needed, update risk minimisation plan before events and advise all staff, students, and volunteers of changes.
- Maintain educator/teacher understanding of child's health needs by facilitating biannual medical emergency scenario training at team meetings.
- Ensure ALL staff are aware of child's health care needs when the child transitions to next (new) group.
- Set up and update Kidsoft reminders to ensure the following tasks are completed:
  - Formal meetings with parents / guardians are completed at least every six months
  - Medical management plans are updated (by doctor / specialist) at least every 18 months.
  - Biannual medical emergency scenario training is completed at team meetings.
  - Expiry of medication.
- Scan and upload updated Medical Management Plan Risk Minimisation Plan to Kidsoft



### ALL teachers/educators

#### Daily responsibilities

- Do not undertake any specialised health procedures that that you are not approved, authorised, and trained to perform.
- Maintain an understanding of child's health needs, medical management plan and risk minimisation plan, and consistently implement all actions/strategies.
- Support colleague's (including casuals, students, and volunteers) understanding and implementation of all actions/strategies to support and manage child's medical condition and health care needs.
- Ensure supplied medication and equipment is consistent with medical management plan.

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## Medical Conditions Policy

- Undertake a weekly audit of medication expiry dates as per daily indoor and/outdoor safety checklist.
- Notify parent/guardian when medication is 6 weeks prior to expiry.
- Consider and plan for child's health needs during curriculum activities, excursions, and emergencies. When required and in consultation with parent/guardian and centre coordinator, update risk minimisation plan.
- When needed, contact ECPA for advice.



### ALL TCCC Early Childhood Team Management and Advisory personnel Responsibilities

- Provide support and advice to allocated centres. ECEMs to make regular contact with teachers / educators when a child with a complex medical condition is enrolled.
- Monitor compliance to this procedure (and relevant guide), child's medical management and risk minimisation plans:
- Approach non-compliance as a serious breach of regulation and TCCC procedure. Prioritise non-compliance and ensure centre takes immediate action. Evidence of remedied non-compliance must be provided in email by the centre coordinators to the TCCC Early Childhood team member by a nominated due date.
- When applicable, monitor teacher/educator volunteer compliance when performing specialised health procedure against child's medical management and risk minimisation plan.
- Complete an audit (at least annually) of required documentation for each enrolled child with a medical condition:
- Medical Management Plan (no more than 18 months old) displayed and uploaded onto Kidsoft
- Risk Minimisation Plan (reviewed at least every 18 months) read and signed by all staff and uploaded onto Kidsoft
- Induction material includes current Medical Management and Risk Minimisation Plans
- Consent to display medical management plan and photo Form and uploaded onto Kidsoft
- Volunteering to Perform Specialised Health Procedure Form (if applicable) and uploaded onto Kidsoft
- Permission to access services to support inclusion Form (if applicable) and uploaded onto Kidsoft
- Medical Condition Checklist and uploaded onto Kidsoft
- Child's details / communication activities planned and recorded via the Medical Conditions Annual Communication Planner and Record displayed in centre office.
  - Kidsoft reminders set up.

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## Medical Conditions Policy

### Appendix 1 - Definitions

<b>Medical Management Plan</b>	<p>A Medical Management Plan is a document containing the following details:</p> <ul style="list-style-type: none"><li>• The child's name</li><li>• A recent photograph of the child</li><li>• Name of medical practitioner</li><li>• Name and description of medical condition / illness</li><li>• Symptoms and signs of the medical condition / illness</li><li>• First aid and / or emergency treatment</li><li>• Medication name, frequency, dosage, method, and possible side effects</li><li>• Prepared, signed, and dated by doctor / medical practitioner.</li></ul>		
<b>Diabetes Action Plan</b>	<p>A Diabetes Action Plan is a document used in conjunction with the Medical Management Plan and contains the following details: <a href="https://www.diabetesqld.org.au/about-diabetes/young-people/school-plans/">https://www.diabetesqld.org.au/about-diabetes/young-people/school-plans/</a></p> <ul style="list-style-type: none"><li>• The child's name</li><li>• Signs, symptom, and actions to be followed in response to the child's medical condition</li><li>• Signed by parent / guardian</li><li>• Authorised – signed and dated by an appropriately qualified health professional in the previous 6 months e.g., Credentialed Diabetes Educator (CDE)</li></ul>		
<b>Complex Medical Condition</b>	<p>The criteria for defining medical condition complexity include illness severity, degree of impairment, the presence of multiple co-occurring medical conditions and the need to perform specific care management tasks (i.e., specialised health procedures).</p> <p>Complex medical condition examples include (but not limited to):</p> <ul style="list-style-type: none"><li>• Diabetes</li><li>• Epilepsy</li><li>• Any medical condition or impairment that require tube feeding, catheter care, tracheostomy care or rectal suppositories.</li></ul> <p>For the purposes of this procedure, Asthma and Anaphylaxis are not considered complex medical conditions.</p>		
<b>Specialised Health Procedure</b>	<p>A specialised health procedure is a task performed to care for a child with a complex medical condition.</p> <p>Trained teachers / educators can undertake the following specialised health procedures (but not limited to):</p> <ul style="list-style-type: none"><li>• Medication administration by injection (except EpiPen)</li><li>• Tube feeding</li><li>• Tracheostomy care</li></ul> <p>Please note: Due to the nature of the procedure and risk of infection, teachers / educators <u>cannot</u> perform catheter care tasks.</p> <p>Educators are asked to volunteer to perform specialised health procedures.</p>		
<b>Required content for specialised training</b>	<ul style="list-style-type: none"><li>• What is the medical condition?</li><li>• Treatment</li><li>• Medication action and timing</li><li>• Storage of medication</li><li>• Administration of medication</li><li>• Everyday management of the medical condition including communication with family and what to do in a medical emergency.</li></ul>		
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Regional Council

## Medical Conditions Policy

- |  |                                                                                                                                                                                                              |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"><li>• If possible, a copy of child's medical management plan (with child's name blocked out) is taken to the training session to discuss / explore with trainer.</li></ul> |
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# Blackall-Tambo Regional Council

## Tambo Child Care Centre Nutrition and Food Safety Policy

Policy Number: Admin 62	Effective Date: 20 April 2022
Version Number: One	Review Date: 20 April 2023
Policy Compiled by: Tambo Child Care Coordinator	
Policy Approved by: Director of Finance Corporate and Community Services	

### Introduction

Good nutrition supports children's health, development, and learning. Centres can provide many opportunities for children to experience and learn about healthy foods. Mealtimes provide an opportunity for children to practise social, language and self-help skills. Educators will plan to create a pleasant and relaxed environment where children have the time to enjoy their food, make choices and interact with others.

This procedure relates to children's nutrition, mealtimes, food safety, cooking experiences with children, and baby bottle storage and feeding.

Where your centre provides food and has an accredited Food Safety Program, please ensure that you follow all related procedural requirements.

### Educator responsibilities

#### Nutrition

<b>Families</b>	<ul style="list-style-type: none"> <li>Confirm and discuss children's dietary requirements upon and throughout enrolment.</li> <li>Provide information regarding children's daily food intake. Provide a written record of food consumption for children under two years of age.</li> <li>Upon and throughout enrolment, encourage and promote healthy food choices as per the <a href="#">Australian Dietary Guidelines</a> and <a href="#">Get up and grow: Healthy Eating and Physical Activity for Early Childhood</a> recommendations (e.g. Storypark, family library, centre newsletter, display boards).</li> <li>Respect family, religious and cultural food preferences. This may require food / meals to be heated.</li> </ul>
<b>Children</b>	<ul style="list-style-type: none"> <li>Model and encourage healthy eating habits and positive attitudes towards food.</li> <li>Do not withdraw food from children or make judgments about food provided. Food choices lie with parents / guardians.</li> <li>Do not use food or drink to reward or punish.</li> <li>Incorporate concepts regarding healthy food choices into the curriculum.</li> </ul>

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**Blackall-Tambo**  
Regional Council

## Nutrition and Food Safety Policy

- Ensure water is available and actively encourage drinking across the day.

### Mealtimes

- When possible, a child's *key educator* will be responsible for a child's mealtime routines. A key educator is an educator who works in the same group and is well known to the child. A key educator is responsible for initiating a child's care rituals, as well as for sharing with and building positive relationships with the child's family.
- Encourage and support children to wash and dry their hands before and after meals.
- Supervise children during mealtimes. Never leave babies unattended with a bottle or food. Encourage children to sit whilst eating.
- Strive to make mealtimes pleasant and relaxed experiences by:
  - Slowing down to the pace of the children. Be patient with slow or fussy eaters.
  - When possible, setting other tasks aside to allow all educators to be present.
  - Acting as role models for healthy eating.
  - Sitting with and engaging children in conversations to create a relaxed and enjoyable mealtime atmosphere.
  - Modelling and discussing healthy food choices rather than instructing children in what and how much they will eat.
  - Encouraging independence by supporting children to open lids, feed themselves and assist with mealtime cleaning.
  - Being responsive to individual hunger needs by allowing children to eat outside routine mealtimes and feeding babies individually at different times.
- Consider factors which can affect the 'mood' at mealtimes:
  - Arrange mealtime furniture in a safe and attractive manner (e.g., tables, flowers, placemats).
  - Where possible, arrange tables to allow for small groups.
  - Allow time for children to assist with mealtime rituals.
- Provide mealtime utensils that are age and developmentally appropriate.
- Encourage children to use tongs when sharing food from a communal plate.
- Ensure children do not share eating or drinking utensils or take food from others.
- Encourage children to turn away from food when they cough or sneeze, and then to wash and dry their hands.
- Discuss oral health with children and encourage children to drink water after meals.  
Always consume hot drinks away from children.

### Children with food allergies

- Document and consistently implement the directions and risk minimising strategies for mealtimes and special events as detailed in:
  - *Allergic reactions and anaphylaxis Guide*
  - *Medical Conditions Risk Minimising Plan – Anaphylaxis Form*
  - *Medical Conditions Procedure*

### Preparing meals

- Wash and dry hands as per *Hand washing Procedure* before and after preparing and serving food, and if interrupted to care for another child while preparing food or spoon-feeding a baby.

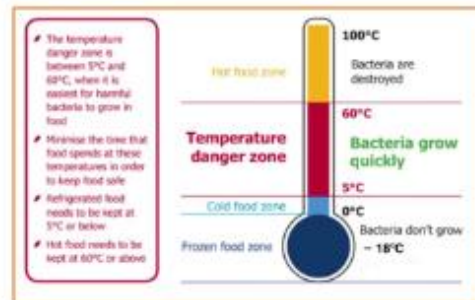
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**Blackall-Tambo**  
Regional Council

## Nutrition and Food Safety Policy

- Gloves do not need to be worn when handling food if hands are clean and dry. However, gloves must be worn if hands have any cuts or abrasions, dressings, acrylic nail varnish or large rings. Ensure all cuts are covered with approved kitchen band aids (blue in colour).
- Implement food preparation practices which are consistent with this procedure and *Food Safety Information Council* recommendations.
- Wash fruit and vegetables before serving.
- Implement the following when heating or reheating food:
  - Reheat food to 75°C. Measure temperature with a food temperature thermometer.
  - Ensure food has cooled before providing to a child by removing a small piece of food with a spoon to another plate and testing the temperature with a food temperature thermometer or by the inside of your wrist. Throw this piece of food away, wash the spoon, and wash and dry your hands.
  - Heat food or milk once only.
- Wash and dry all plates and cutlery in the designated / labelled sink.
- Throw out leftovers and inform parents / guardians what food was not eaten.
- Clean food preparation surfaces, meal tables and chairs before and after meals.
- Clean floors after mealtimes.
- If a centre provides meals as part of regular service provision:
  - Display a weekly menu for children and families.
  - Develop menus in consultation with children and families.
  - Provide meals that reflect children's dietary needs (including food allergies) and recommendations outlined in the *Australian Dietary Guidelines* and *Get up and grow: Healthy Eating and Physical Activity for Early Childhood*. Refer to *Feed Australia* when developing menus. *Feed Australia* is a free online menu planning tool, that assists centres develop menus that reflect the *Australian Dietary Guidelines*.
  - Staff who cook meals for children with food allergies as part of regular service provision must have a recognised nutrition / food handling qualification and implement risk minimising strategies to prevent cross contamination of allergens during meal preparation.
  - Do not prepare or serve food if suffering from gastrointestinal illness or a cold / flu. Exclude ill staff from food preparation and serving tasks for 48 hrs after the illness has passed.



### Food storage and safety

#### Educators

- Consistently implement *Food Safety Information Council* and *Staying healthy: Preventing infectious diseases in early childhood education and care services, 5th edition*, food safety guidelines.
- Check and maintain fridge temperature at 5°C or below. Include and document check as part of the *Daily Safety Checklist*.
- Store all dairy products in the body of the fridge, not the door.
- Provide food safety information to families throughout enrolment.
- Respect family, religious and cultural food storage practices except where the health and safety of the child could be compromised.
- Ensure food belonging to a child with allergies is stored separately in a sealed, airtight container in the fridge. Refer to *Allergic reactions and anaphylaxis Guide*.
- Ensure dairy, meat and cooked food is stored in the refrigerator.

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**Blackall-Tambo**  
Regional Council

## Nutrition and Food Safety Policy

<b>Families</b>	<ul style="list-style-type: none"> <li>• Store cooked food and uncooked meat separately within fridge.</li> <li>• Upon arrival, place food in designated area, e.g. basket and / or fridge. Seek advice from educators if unsure of your centre food storage routine.</li> <li>• Do not store food in insulated containers within fridge.</li> <li>• Place all milk and other dairy products in the body of the fridge, not the fridge door.</li> <li>• Name all food containers.</li> </ul>
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### Bottle storage, preparation and feeding

#### Parent / guardian responsibilities

- Upon arrival, record all bottles and sipper cups containing breast milk, formula, or milk via *Bottle Receipt Record Form*.
- Ensure bottles and teats provided are clean, sterilised and clearly labelled with child's name and the date the bottle was prepared or provided to the centre. Educators will wash bottles and teats after use, however, are unable to sterilise.
- To prevent wastage, supply breast milk in separate small quantities.
- Provide pre-prepared bottles OR provide pre-measured portions of formula powder.
- Transport pre-prepared bottles in an insulated bag with an ice brick. Upon arrival remove bottles from the insulated bag and place in the body of the fridge.
- Provide the required number of bottles per day.

#### Educator responsibilities

- Wash and dry hands before and after preparing bottles.
- Ensure bottle preparation surfaces are clean before and after preparing bottles.
- Always store bottles in the body of the fridge, not in the fridge door.
- Heat bottles only once.
- A feed should take no longer than 1 hour. Discard bottle content that has been at room temperature for longer than 1 hour.
- Clean bottles in hot, soapy water, immediately after feeding. Allow the bottle to air dry. Do not attempt to sterilise bottles.
- Send bottles home at the end of the day.

<b>Formula</b>	<ul style="list-style-type: none"> <li>• Prepare formula strictly according to manufacturer's instructions.</li> <li>• Discard 'leftover' formula.</li> </ul>
<b>Breast milk</b>	<ul style="list-style-type: none"> <li>• Provide a private, comfortable area for mothers to breastfeed or express.</li> <li>• When thawing frozen breast milk, always use the oldest milk first.</li> <li>• Frozen breast milk can be thawed in the refrigerator and used within 24hrs OR by standing the bottle in a container of lukewarm water and used straight away.</li> <li>• Discard 'leftover' breast milk.</li> </ul>

#### Bottle feeding

- Slow down and provide the baby valuable uninterrupted quality time and attention.
- Be flexible watch for cues that the baby is hungry and requires feeding, rather than working by the clock.
- Wash and dry hands before and after feeding. There is no need to wear gloves if hands are clean and dry.

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Regional Council

## Nutrition and Food Safety Policy

- Take great care to ensure formula or breast milk is never given to the wrong child. Two educators will check the bottle label name before feeding.
- Before feeding, test bottle temperature with a sterilised food thermometer or on the inside of the wrist.
- Never 'prop-up' a baby with a bottle. Babies must be nursed and held at a slight incline while bottle feeding. Do not provide a bottle when a child is in a cot / bed.
- With close supervision and support and after consultation with parents, older babies who have the required motor skills, may bottle feed themselves.
- Remove bottles from children when they have finished drinking.

### Food and curriculum

#### Cooking with children

- Wash and dry hands before and after a cooking experience.
- Where possible, tie back long hair.
- Where possible, choose cooking experiences where the food is cooked, as any germs will be destroyed in the cooking process. The risk for uncooked foods can be lowered if children only prepare food to eat themselves. For example, individual fruit salad cups or sandwiches.
- **DO NOT** use eggs collected from centre chickens in cooking experiences.
- Children should not participate in cooking experiences if they have had vomiting or diarrhoea within the previous 48 hours. If a centre has a recent outbreak of gastrointestinal disease, check with your local Public Health Unit before resuming cooking activities.

#### Considerations when using food in play

- Are there other sensory play alternatives to using food products? Discuss as a team and make decisions to meet the current needs of children.
- Consider possible cultural, participation rights and ethical issues? Engage with current families and determine whether using food products in play is appropriate and respectful.

### Acknowledgements and references

- National Health and Medical Research Council. 2012. *Staying healthy: preventing infectious diseases in early childhood education and care services. 5th edition*. [ONLINE] Available at: [http://www.nhmrc.gov.au/files/nhmrc/publications/attachments/ch55\\_staying\\_healthy\\_childcare\\_5th\\_edition\\_0.pdf](http://www.nhmrc.gov.au/files/nhmrc/publications/attachments/ch55_staying_healthy_childcare_5th_edition_0.pdf). [Accessed 25 March 2019].
- National Health and Medical Research Council NHMRC, (2012) *Infant Feeding Guidelines: information for health workers* <https://www.nhmrc.gov.au/guidelines-publications/n56> (Accessed 25 March 2019)

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# Blackall-Tambo Regional Council

## Tambo Child Care Centre Safe Sleeping, Rest, and Relaxation Policy

Policy Number: Admin 63	Effective Date: 20 April 2022
Version Number: One	Review Date: 20 April 2023
Policy Compiled by: Tambo Child Care Coordinator	
Policy Approved by: Director of Finance Corporate and Community Services	

### Introduction

Learning to relax our bodies and minds is an important life skill and vital for children's growth and development. The quality and quantity of a child's sleep can impact on learning and behaviour. To create a healthy, safe, and supportive sleep environment, educators must implement Rednose Safe Sleeping Guidelines and respond to the needs and rhythms of individual children rather than working to a strict timetable.

This procedure must be read in conjunction with the Sleep learning for early education professionals resources.

### 1.0 Educator responsibilities

#### 1.1 Working in partnership with families

- Upon and throughout enrolment, discuss with parents / guardians, children's sleep, rest, and relaxation routines\*. Refer to this procedure and guidelines, particularly if requests are made contrary to the safety of the child. Child safety should *always* take priority.
- Educators will only implement sleep practices outside *Rednose Safe Sleeping Guidelines* if the child has a medical condition and the sleeping practice is authorised and under the written recommendation of the child's medical practitioner. If required, undertake a risk assessment, and implement risk minimisation strategies.
- Seek information regarding the timing and circumstances that may affect a child's sleep, rest, and relaxation routine (e.g., illness, changes, or disruptions to home routines) and consider how this information is shared with stakeholders.
- Provide parents / guardians with information regarding their child's daily sleep, rest, and relaxation routines, i.e., time and quality. A written record of sleep must be provided to parents / guardians for children under two (2) years.

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**Blackall-Tambo**  
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## Safe sleeping, rest, and relaxation Policy

\*The Department of Education and Training Queensland has created two [informative videos](#) that provide parent information on children's sleep and rest routines. Centres are encouraged to share links to the videos with parents / guardians.

### 1.2 Working in partnership with children

- When possible, a child's 'key educator' will be responsible for a child's sleep, rest, and relaxation needs. A key educator works in the same group and is well known to the child.
- Foster relationships where children feel safe, secure, and protected.
- Respect each child's rhythm and pace. Respectful practices involve slowing down, adjusting to individual needs, and embedding rituals (e.g., singing, story time, meditation) that cue sleep or rest.
- Involve children in decisions regarding their sleep, rest, and relaxation routines. Carefully observe, discuss, and respond to children's individual cues to determine appropriate timing and strategies. This may mean individual children sleeping, resting, or relaxing at different times and in different ways.
- Model and assist children to identifying body cues that indicate the need to sleep, rest and relax.
- Talk with children about the importance of sleep, rest, and relaxation for their growing bodies.

### 2.0 Creating a responsive and safe sleep, rest, and relaxation environment

#### 2.1 For all children

- Provide places within the indoor and outdoor environment where children can retreat from the busyness of the day.
- Devise regular, consistent, and relaxing rituals. Consider and plan for transitions that prepare children for sleep, rest, or relaxation.
- Create a peaceful and comfortable sleep environment (e.g., reducing light, temperature, noise, and activity level).
- A sleep environment can be created outdoors. A detailed risk assessment should be completed to ensure the health, safety and wellbeing of children and educators. For example, consideration should be given to temperature extremes, sun safety, manual handling and implementing *Safe sleeping guidelines*.
- Be flexible and responsive to individual sleep, rest, and relaxation needs. For example, older children may prefer to rest on cushions or relax by participating in quiet experiences such as puzzles or drawing.
- Supervision planning and educator placement should ensure adequate supervision of sleeping and resting children.
- Identify the level of risk for individual children when determining sleep monitoring needs. For example, consider age of child, medical conditions and / or sleep issues.
- Dress children appropriately to support sleep, rest, or relaxation.
- Place cots, beds, mats, and stretchers away from electrical cords and power points.
- When children are resting, ensure beds, mats or stretchers are covered by linen.
- Ensure ben linen, cots, beds, mats, and stretchers are well maintained, cleaned 'between' use of different children, and stored in a hygienic manner.
- As a team, regularly reflect upon and discuss children's sleep, rest, and relaxation routines.
- Outline this procedure and *Red nose safe sleeping guidelines* when inducting new permanent and casual staff.

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**Blackall-Tambo**  
Regional Council

## Safe sleeping, rest, and relaxation Policy

### 2.2 Children under 2 years

- Ensure all centre staff read Risk minimising plan- baby sleep routines and sign the acknowledgment table of this plan (and when reviewed / changed).
- Display Rednose Safe Sleeping Guidelines in all baby sleep environments.
- Consistently implement the following *Rednose safe sleeping guidelines*:

#### 1. Sleep babies on their back, not on their tummy or side

Place baby on their back to sleep but allow them to find their own sleeping position if they have been observed repeatedly rolling from back to front and back again on their own (usually by 5-6 months). Otherwise, re-position onto their back.

#### 2. Sleep babies with their head and face uncovered

When a baby is placed down to sleep ensure:

- Their feet are positioned at the bottom of the cot.
- Linen is tucked in securely / not loose. If a blanket is being used instead of a sleeping bag, ensure baby is placed with his/her feet at the end of the cot, tucking the blanket in securely underneath the mattress, so it can only ride up as far as baby's chest and cannot cover his/her head.
- All head coverings and jewellery are removed.
- There are no doonas, loose bedding or fabric, pillows, lamb's wool, or bumpers in the cot/bed.
- There are no soft toys in the cot/bed for babies under 7 months. Refer to Rednose Soft toys in the cot.
- The practice of wrapping /swaddling a baby should be discontinued when a baby shows signs of rolling. Refer to Rednose Wrapping or swaddling babies
- Never provide a baby with a bottle or drink whilst laying on a bed or as a sleep aid.
- When requested by a parent / guardian, a dummy can be offered during sleep routines. If a dummy falls out of a baby's mouth during sleep, it should not be re-inserted.

#### 3. Provide a smoke free environment.

Refer to *Policy Tobacco, Drugs and Alcohol*.

#### 4. Provide a safe sleeping environment

- All cots must meet the *Australian Standard for Cots (AS 2172 / AS/NZS 2195)*. Please note, bassinets, hammocks and prams / strollers do not carry safety codes for sleep and must not be used for settling or sleep routines.
- Cots must be well maintained and not have any gaps a baby can get caught in.
- Mattress must be the right size for the cot, be firm, clean, flat (not tilted or elevated) and in a good condition. Ensure there is no more than a 25mm gap between the mattress and the cot sides and ends.
- Never use a pillow, cushion, or beanbag as a mattress.
- Place cots / beds away from hanging cords such as blinds, curtains, electrical appliances, or decorative mobiles.
- Place cots / beds away from heaters, electrical appliances, and power points.
- Ensure babies are dressed appropriately for the room temperature.
- Ensure mattresses are covered by linen when babies are resting or sleeping.

#### 5. Supervise baby while sleeping

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**Blackall-Tambo**  
Regional Council

## Safe sleeping, rest, and relaxation Policy

- Complete and document a **visual safety check** recording via *Template Sleep room record* every 5-10 minutes. A visual safety check will require an educator to enter sleep areas and ensure:
  - ✓ Compliance to all *Red Nose safe sleeping guidelines*.
  - ✓ Visual check of baby sleep status i.e., breathing and skin colour.
- Ensure viewing windows into sleep rooms are not obstructed, e.g., children's art, posters.
- When an educator is not physically present within a sleep area, a baby monitor must be used when a baby is sleeping.

### Acknowledgements and references

- DET Queensland, [Parent's information on children's sleep and rest](#)
- Queensland Government and Sleep in Early Childhood Research Group '[Sleep Learning for Early Education Professional](#)' *Information Sheets*; QUT,
- Red nose [Safe sleeping](#)
- ACECQA [Safe sleep and rest practices](#)
- Care for Kids [Successful Sleep Strategies in Child Care](#)

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# Blackall-Tambo Regional Council

## Tambo Child Care Centre Sun Safety Policy

Policy Number: Admin 64	Effective Date: 20 April 2022
Version Number: One	Review Date: 20 April 2023
Policy Compiled by: Tambo Child Care Coordinator	
Policy Approved by: Director of Finance Corporate and Community Services	





### Introduction

Exposure to Ultra-violet Rays (UVR) can pose significant health risks to children and adults, including sunburn, skin cancer and melanoma, eye damage, dehydration, and heat illness. Children typically attend early childhood education and care centres when daily ultraviolet (UV) radiation levels are at their peak. Therefore, educators are uniquely placed to encourage and advocate for sun protection and minimise UVR exposure.

UVR risks need to be balanced with the health, developmental and learning benefits of outdoor play and physical activity, and the benefits of exposure to sunlight. Sunlight is the best source of vitamin D, which is essential for good health. Sensible sun protection does not put people at risk of vitamin D deficiency.

### Five strategies of sun protection

Display and refer to the *TCC Be Sun Safe Poster*.

- ①  **Slip on sun safe clothing**
  - Wear tightly woven fabric, high collars, long sleeves, and long pants to cover exposed skin.
  - Wear short sleeved shirts and shorts / skirts (assuming exposed skin has sunscreen applied and hats are worn).
- ②  **Slap on sunscreen**
  - Apply broad spectrum, water resistant SPF50+ sunscreen 20mins before going outdoors and every 2hrs.
  - With educator support, encourage children apply their own sunscreen.
- ③  **Slap on a hat**
  - Wear a hat that protects the face, neck, ears, back of neck and crown of head e.g., bucket-style legionnaire or broad-brimmed hat. Baseball, peaked caps, and visors are not sun safe.
  - Parents / guardians are required to provide a suitable hat (named) for their child daily.
  - Centres will have spare sun safe hats for children, staff or visitors who do not have a hat. Launder after each use.
  - Children, staff, and visitors not wearing hats are required to spend time in the shade or indoors.
- ④  **Seek shade**

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**Blackall-Tambo**  
Regional Council

## Sun Safety Policy

- Encourage and teach children to seek and play in shaded areas.
- Playgrounds will provide built and natural shade.



### Slide on sunglasses

- Wear sunglasses that meet Australian standards.

### Sunscreen

#### Parental choice

- Parents / guardians can supply their own sunscreen for their child and required to complete the *Sunscreen Form*.
- Sunscreen supplied must meet Australian Regulatory Guidelines and be 50+SPF broad spectrum, water resistant and must be used for that child only. Educators will inform the child's parent / guardian when sunscreen supply is low, to allow time to source and supply more product.
- If a parent / guardian does not permit sunscreen to be applied to their child or 'homemade' screen is applied by parents / guardians, educators will implement other sun protection strategies.

#### Parental authorisation

- Centre supplied sunscreen can be applied when written consent of the child's parent / guardian has been obtained via the *Enrolment Booklet*.

#### Application

- Parents / guardians are asked to apply sunscreen to their child daily prior to or immediately upon arrival and complete the sunscreen register. Educators will perform this task if not actioned by parents.
- If sunscreen is applied upon arrival at the centre, the child will be asked to spend time in shaded areas for 20 minutes before spending time in the sun.
- As per *Cancer Council Guidelines*, sunscreen is reapplied every 2hrs or if the sunscreen has washed off.

#### Sunscreen register

- Centres are required to have a sunscreen register for each room / group
- Register is completed whenever sunscreen is applied / reapplied.
- Archive completed sunscreen registers for 3yrs after the child's last day of attendance.

#### Supply and storage

- Centres will supply sunscreen (50+SPF broad spectrum and water resistant) for communal use.
- Store sunscreen in a location that is cool (below 30°C) and inaccessible to children when not in use.
- Do not use expired sunscreen. Discard when expired.
- Keep Material Safety Data Sheets (MSDS) for each sunscreen product / brand.

### Managing the risks of the sun

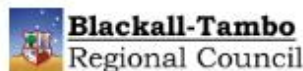
#### Minimise UVR exposure of infants (0-12 months)

- Whenever possible, plan indoor activities between 10am and 3pm.
- Adjust activities to occur in available shade.
- Applying sunscreen sparingly on infants less than 6mths of age.

#### Hydration

- Drinking plenty of fluids, particularly water, is vital in minimising the risk of dehydration, heat exhaustion or heat stroke.
- Centres will provide easy access to clean, drinking water throughout the day.

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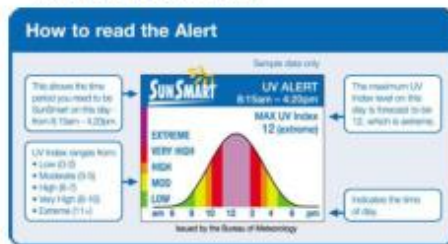


## Sun Safety Policy

- Educators will encourage and ensure children drink water throughout the day.

### Extreme Ultra-Violet (UV) Radiation

- UV radiation can be high, even on cool and overcast days. Clear skies and high temperatures do not determine high UVR levels.
- The UV index in Queensland is always at level that requires the implementation of sun safety strategies. Therefore, sun protection strategies are required all year round.
- Centres are encouraged to source the daily UV index for their location via the [Cancer Council Australia](#) website, to make informed decisions regarding activity and time spent in the sun.
- A document a *Risk Assessment* is required when outdoor activities take place in peak UVR times. The following items must be considered:



- Amount and quality of shade
- Promoting children's understanding of sun safety
- Sufficient supplies of sun protection items
- Ensuring sun safe appropriate clothing is worn
- Maintaining hydration
- Monitoring signs of heat stress or sun stroke
- In areas that regularly experience extreme high temperatures: consider having infra-red guns to test outdoor equipment temperatures before allowing children to play, cool down cement paths with water, reminders for children to wear shoes.

### Extreme heat / heatwave

- Heatwave conditions occur when excessively high temperatures are combined with high humidity levels and are sustained over days.
- Young children and older adults are at risk during extreme heat conditions.
- Educators will monitor children (and each other) for heat-related illness signs such swelling of hands and feet, prickly heat, cramps, exhaustion, and heatstroke.
- Provide accessible drinking water to children, staff, and visitors.
- When applicable and whilst remaining sun smart, reduce clothing or dress children in loose fitted clothing.
- When outside, seek shade.
- Decisions to adapt the program to suit local weather are made at the discretion of the coordinator.
- Use cooling devices such as air conditioners and fans.
- Provide children opportunities for water play.
- Draw blinds and curtains to keep heat out.
- Ensure any centre pets / animals are kept out of the sun and have plenty of water and ventilation.

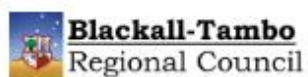
### Communication with children and families

- Educators will promote sun protection strategies by acting as positive role models.
- Centres will provide families with regular sun safety information (e.g., newsletters and centre displays).
- Educators will incorporate sun protection information within the learning program:
  - Facilitate planned and spontaneous discussions.
  - Encourage children to consider peak UV times (when the sun is strongest) by referring to clock.
  - Create sunscreen station(s) (i.e., mirror, sunscreen, wipes / tissues, register).
  - Refer to children to the *TCC Be Sun Safe poster*.
  - Hats are non-negotiable when spending time in the sun.

### Acknowledgements

- Bureau of Meteorology: [Ultraviolet \(UV\) Index Forecast](#)
- Cancer Council Australia: [Sun protection](#)

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## Sun Safety Policy

- Cancer Council Australia: [Position Statement - Sun Protection and Infants](#)
- Cancer Council Queensland: [Early Childhood Settings: Sun Smart Policy Guidelines](#)

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# Blackall-Tambo Regional Council

## Tambo Child Care Centre Supporting Relationships & Partnerships Policy

Policy Number: Admin 65	Effective Date: 20 April 2022
Version Number: One	Review Date: 20 April 2023
Policy Compiled by: Tambo Child Care Coordinator	
Policy Approved by: Director of Finance Corporate and Community Services	

### Introduction

Relationships impact children's social and emotional wellbeing and are the foundation for quality early childhood education and care programs. Teachers and educators have a professional responsibility to intentionally work to support and develop deep and trusting relationships with every child.

Partnerships are formed by people who work responsibly together to achieve common goals. Collaborative partnerships involve teachers and educators working with children, families, and other professionals to improve understanding and expectations about children's learning and development.

### Guiding principles

- Children's identity, learning, thinking, and development occur when they have consistent, reliable, secure, and predictable relationships with their teachers/educators.
- When adults make decisions that affect children, children have the right to have their opinions considered. This requires adults to listen closely and involve children in decision making. (*Convention of the Rights of the Child, Article 12*)
- To consolidate secure relationships, teachers and educators should value and take time to build relationships with children, their families and education teams.
- When families, teachers and educators work together, they can share information and focus on meeting each child's needs and progressing their development.
- Collaborative partnerships between teachers, educators, and professionals from other disciplines can improve outcomes for children and families.
- Utilise guiding frameworks such as the [Early Childhood Australia's Code of Ethics](#) (2016) and BTRC's Code of Conduct to inform strengthening relationships with children, families, colleagues, and communities.

### Teacher/Educator responsibilities

#### Interactions with children

- Spend time interacting and talking with and listening to every child. Ask children thoughtful and respectful questions about their ideas, likes and dislikes, to better understand them.
- Display delight and enthusiasm in children's attempts and encourage them to succeed when faced with challenges.
- Be 'close', emotionally available and respond sensitively to children's cues, signals and attempts to initiate interactions.

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**Blackall-Tambo**  
Regional Council

## Supporting Relationships & Partnerships Policy

- Support children's secure attachments through consistent and warm interactions that show appropriate affection and are unhurried and predictable.
- Focus on each child's strengths i.e., what they can do now, what they can do when supported and what it could look like in the future.
- Model pro-social behaviours such as sharing, turn-taking, cooperation, initiating interactions and building empathy.
- Help children make sense of and manage their feelings and recognise these same feelings in others. This can assist them to build friendships and respect the rights of others, while being appropriately assertive and caring.
- Promote social justice, equity, and fairness.
- Create physical environments, programs, intentional teaching opportunities and routines that allow the time and resources needed to support children's ideas and positive interactions with others.
- Tailor support for children by acknowledging individual capabilities, temperaments, and behaviors.
- Be responsive and watch for signs of children withdrawing or struggling to participate positively in small or large groups. Children who appear independent and do not seek adult help, may need support in building positive relationships with others.
- Ensure all children, including those with disabilities, medical conditions, and diverse learning needs have access to the required resources to grow and develop optimally.
- Be respectful and considered when responding to children's behaviours by maintaining a calm voice and demeanour. Where practical, take a short break if feeling overwhelmed and/or ask a colleague for support. Refer to Guiding Children's Behaviour Procedure.

### Interactions with families

- When families are warmly welcomed, they are more likely to feel valued and a sense of belonging.  
Consider:
  - Is your attitude, manner and approach welcoming to children and families?
  - Are family partnerships evident and embedded in your centre's philosophy, environment, curriculum, and everyday practice?
  - Do you invite families to contribute to the program, share in children's investigations, interests and discoveries and contribute to decision making about their child's learning?
  - Do you consult with families about preferred communication methods e.g., informal interactions at arrival and departure times, emails, newsletters, Storypark?
- Actively seek family feedback about their child's experiences and learning e.g., Quality Improvement Plan contributions, feedback box and surveys.
- Consult with families regarding the cultural appropriateness of the learning environment.
- Take an interest in what is happening and is important to people in your community and embrace cultural celebrations to learn about each other.
- Honor family diversity by building trusting relationships that respect cultural, spiritual and lifestyle choices, and stand up to actions that erode their rights.
- Carefully consider and support families who may feel isolated, understanding that past experiences may affect a family's ability to contribute to relationships.
- Support parents in their role as primary caregivers. When required, provide families with relevant information regarding support agencies, training, specialists, counselling and/or funding to enable access and participation.

### Interactions with community

- Gain local knowledge (including traditional knowledge) and work collaboratively with the local community.
- Advocate and raise awareness of issues impacting children, families and the education and care sector.
- Utilise the Australian Early Development Census (AEDC) (and other community data) to inform curriculum planning and strengthen local community networks.
- When appropriate, mentor other teachers, educators, students, and volunteers.

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**Blackall-Tambo**  
Regional Council

## Supporting Relationships & Partnerships Policy

- Collaborate and build partnerships with local agencies, professionals, and schools to support positive experiences, transitions and outcomes for children and families.
- When available and appropriate, participate in community stakeholder meetings and respect the diverse perspectives and knowledge of other professionals.

### Responsibilities of families

- Share relevant information with teachers and educators about your child's experiences, interests, and needs.
- Carefully consider the advice and support of teachers, educators, and other professional partners.
- Branch only - always, follow the TCCC *Parental Code of Conduct*. Comply with reasonable staff requests and respect the diversity and differences of other families and staff.
- TCCC values feedback and encourages families to share any concerns or comments as outlined in *Complaints Management Procedure*.

### Acknowledgements and references

- ACECQA (2016) Quality Area 5: Relationships with Children and Building partnerships with families
- Association for Child International, 2018 Children's Rights and ACEI's Love Me, teach Me campaign
- Commonwealth of Australia Australian Early Development Census, 2014-2015
- Early Childhood Australia (2016) Code of Ethics.
- UN, 1990, Convention- Rights of the Child

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# **Blackall-Tambo Regional Council**

## **Tambo Child Care Centre Water Safety Policy**

Policy Number: Admin 66	Effective Date: 20 April 2022
Version Number: One	Review Date: 20 April 2023
Policy Compiled by: Tambo Child Care Coordinator	
Policy Approved by: Director of Finance Corporate and Community Services	

### **Introduction**

Effective supervision is the key to maintaining children's safety in and around water.

### **General responsibilities**

- Closely supervise children when engaging in water play activities. Maintain constant visual contact within arm's reach when children are in or near water.
- Ensure children do not participate in swimming activities.
- Undertake a *Form Risk assessment* prior to children spending time in areas where water may lay or flow.
- Ensure water containers and troughs are emptied onto gardens after use.
- Empty buckets used for cleaning immediately after use. Do not leave full buckets in play areas unsupervised.
- Ensure nappy buckets have a secure lid and are stored in areas that are inaccessible to children.
- Ensure drink water containers are securely sealed, emptied, and cleaned daily.
- Keep aquariums and fishbowls out of reach of young children.
- Ensure hot water accessible to children is maintained no higher than 43.5°.
- Consume hot drinks away from children, in areas that are not used by children.

### **Educator responsibilities when bathing a child**

- Closely always supervise during bathing. Never leave any child unattended for any length of time. If required to leave the bathroom, the child must be taken out of the bath and the water emptied or bathroom door locked.
- Before commencing the bath, collect bathing materials (e.g., towels, soap, washers, and clean clothes).
- Run cold water first and turn off last. Run only enough water for washing and play, e.g., belly-button height for a child that can sit.

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**Blackall-Tambo**  
Regional Council

## Water Safety Policy

- Check the water temperature is between 37°C and 38°C before placing child in the bath. Use a water thermometer, or your wrist or elbow.
- Empty water as soon as bath time is over.
- Inform parent / guardian if their child has been bathed.

### Acknowledgments & references

Raising Children Network Australia, Bath Safety [http://raisingchildren.net.au/articles/bath\\_safety.html](http://raisingchildren.net.au/articles/bath_safety.html)

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# Blackall-Tambo Regional Council

## Tambo Child Care Centre Child Centre Incident Reporting Policy

Policy Number: Admin 67	Effective Date: 20 April 2022
Version Number: One	Review Date:
Policy Compiled by: Tambo Child Care Centre Coordinator	
Policy Approved by: Director of Finance Corporate and Community Services	

### INCIDENT RECORDS

- Document the following child and centre incidents via a *Child Centre Incident Record* as soon as practical after an incident:
  - injury (an instance of being injured)
  - illness (disease or period of sickness affecting the body or mind)
  - trauma (emotional shock following a stressful event or a physical injury)
  - security breach
  - near miss
  - lockdown
  - evacuation
  - environmental/ property damage
- Record only information and avoid emotive language.
- Complete separate incident records for each child involved in the same incident, without identifying other children involved.
- Inform parents/guardians of all incidents relating to their child as soon as practical, but not later than 24hrs of the incident occurring. Ask parents/guardians of a child involved in an incident to review, sign and date a completed record.
- If an incident/injury relates to a child's head or face inform the child's parents/guardians by telephone immediately after an incident. If the incident/injury is serious and/or displays any sign/symptoms of concussion, direct the parent/guardian to collect their child immediately and seek medical attention.
- In the event of a medical emergency, immediately telephone 000 for an ambulance.
- Provide a copy of the incident record to parents/guardians when requested.

### Identifying and reflecting on incident trends

- Identifying and reflecting on incident trends (via optional tool - *Identifying and Reflecting on Incident Trends*) is an important element of continuous improvement and ensuring a safe environment for children.
- Once trends are identified, implement preventative actions to improve practice and minimise the risk of incidents re-occurring.

### NOTIFIABLE INCIDENTS

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**Blackall-Tambo**  
Regional Council

## **Tambo Child Care Centre**

### **Child Centre Incident Reporting Policy**

A notifiable incident is any incident involving a serious injury or trauma to a child while attending a centre, which:

- a reasonable person would consider required urgent medical attention from a registered medical practitioner; or
- the child attended or ought to have reasonably attended a hospital (e.g., broken limb). In some rural and remote locations, a GP completes consultations at a hospital. Only treatment related to a serious injury, illness or trauma needs to be reported.
- Any incident involving serious illness of a child while attending a centre and the child attended or ought to have reasonably attended a hospital (e.g., acute asthma, seizure, or anaphylaxis).
- Any emergency for which emergency services attended. Not all instances that required the attendance of emergency services need to be reported. An emergency is defined as an incident or event where there is an imminent or severe risk to the health, safety and wellbeing of a person present at a centre.
- A child is missing or cannot be accounted for.
- A child appears to have been removed from the premises by a person not authorised by a parent / guardian.
- A child is mistakenly locked in or out of the premises or any part of the premises.
- Any incident that required the centre to close or reduce the number of children attending the centre for a period.
- The centre-based service is educating and caring for an extra child/ren due to an emergency.
- The death of a child while at a centre or following an incident while attending a centre.
- Any incident of physical and/or sexual abuse of a child/ren has occurred or is occurring while the child is being educated and cared for by the centre.
- Any circumstance at the centre that poses a significant risk to the health, safety and wellbeing of a child attending the centre.

How to report a notifiable incident:

#### **Educator**

1. Respond appropriately. If required, administer appropriate first aid.
2. Immediately notify Centre Coordinator / Designated Supervisor.
3. When practical, complete *Child/Centre Incident Record*.
4. When directed complete *Incident Review Form*

#### **Nominated Supervisor (or approved delegate)**

1. As soon as practical, but not later than 24hrs of the incident occurring, notify parent / guardian. Ask parent to review and sign completed *Child/Centre Incident Record*.
2. Within 12hrs → notify the coordinator. Seek Early Childhood Education Consultant support if required.
3. Within 24hrs → notify (via phone) local regulatory authority – Early Childhood Education and Care and submit notification via the National Quality Agenda IT System with attached incident record.

#### **NOTIFIABLE COMPLAINTS**

A notifiable complaint is:

- Any complaint alleging that a serious incident has occurred or is occurring at an education and care centre.
- Any complaint alleging that the law/regulations has been breached.

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**Blackall-Tambo**  
Regional Council

## Tambo Child Care Centre Child Centre Incident Reporting Policy

- An allegation that physical or sexual abuse of a child/ren has occurred or is occurring while the child is being educated and cared for by the centre.

How to report a notifiable complaint:

### Educator

- Listen and thank person for raising their concerns. Provide reassurance their complaint will be addressed.
- Immediately notify Centre Coordinator/Designated Supervisor.

### Centre coordinator / Designated Supervisor

- Fulfil responsibilities as per complaint management service protocols.
- Within 12hrs → Notify the Coordinator. Seek Early Childhood Education Consultant support if required.
- Within 12hrs → Complete relevant notification via the National Quality Agenda IT System with record of complaint attached.
- Within 24hrs → Notify local regulatory authority via phone.

### CHALLENGING CHILD BEHAVIOUR INCIDENT

A challenging behaviour is defined as a single incident or pattern of behaviour that has posed a significant risk to a child's or educator's health, safety and/or well-being. Such as biting, hitting, or throwing objects.

How to report a challenging child behaviour incident:

### Educator

- Respond appropriately. If required, administer appropriate first aid.
- As soon as practical complete *Child Behaviour Record*.
- Notify centre Coordinator/Designated Supervisor.

### Centre Coordinator/Designated Supervisor

- Notify parent/guardian as soon as practical, but not later than 24hrs of the incident occurring. Ask parent/guardian to review and sign *Child Behaviour Record*.
- Determine if a notification to regulatory authority is required. Seek support from Early Childhood Education Consultant if required.
- If not already in place, develop an *Education Support Plan* (with the assistance of the Wellbeing and Inclusion Advisor) in consultation with parent/guardian and other relevant stakeholders. If already developed, update plan accordingly.
- If appropriate and when directed, develop a *Risk Assessment*.
- Ensure all educators are aware of behaviour guidance and risk management strategies.

### Acknowledgements and references

- Australian Children's Education and Care Quality Authority, *Guide to the National Law and National Regulations* <http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/NQF-Resource-02-Guide-to-ECS-Law-Regs.pdf>.
- Oxford Dictionaries*

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**BLACKALL-TAMBO REGIONAL COUNCIL**

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**OFFICER REPORTS**

COUNCIL MEETING DATE: 20 April 2022

Item No: 4.1.5

**SUBJECT HEADING:** Internal Audit and Risk Management Committee –  
**Minutes of Meeting 25 March 2022**

Author and Officer's Title: Alastair Rutherford, Director of Finance Corporate and  
 Community Services

CLASSIFICATION: (if confidential)

*Summary: The Internal Audit and Risk Management Committee meeting was held on Friday 25 March 2022 to review the external auditor's plan for the 2021/2022 audit, to receive the IT Officer's responses to issues raised in the internal auditor's December 2021 report, to receive the internal auditor's plan for the next audit.*

**Officer's Recommendation: That Council receive the minutes of the Internal Audit and Risk Management Committee's meeting 25 March 2022.**

**Background**

The auditors have focused on the security of our IT system since the ransomware episode 18 months ago.

The internal auditor presented his report on our IT system which brought to light several issues that required to be addressed. Accordingly, the IT Officer addressed the meeting with his responses to the internal auditor's report. The other two items of business were of a recurrent nature such as the audit plan for 2021/2022 and the plan for the next internal audit.

The minutes of the meeting are attached to this report

**Link to Corporate Plan**

Governance

Outcome 2 – Accountability

**Consultation (internal/external)**

Grant Thornton – External Auditors

Internal Audit and Risk Management Committee

Manager of Finance

Internal Auditor

**Policy Implications**

Amendments to IT policies

**Budget and Resource Implications**

Nil

**Risk Assessment**

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Nil	Low

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Legal & Regulatory	Low	Nil	Low
People	Low	Nil	Low
Operational	Medium	Nil	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Nil	Low
Ethical	Low	Nil	Low
Reputation	Low	Nil	Low
Leadership	Low	Nil	Low

**Proposed Risk Treatment**

Nil

**Minutes of Internal Audit and Risk Management Committee Meeting – 10.00am 25 March 2022**

**A/. Attendance**

Cr Lindsay Russell – Chairman  
Megan Prow – Member  
Tony Walsh – Internal Auditor  
Kelly Graham – Grant Thornton  
Helen Wilkes – ASP Partner  
David Moore - QAO Audit Manager  
Alastair Rutherford – Director of Finance Corporate and Community Services  
Shalveen Dayal – Manager of Finance

**Open meeting at 10.00am**

**B/. Apologies**

Cr Boyd Johnstone - member

**C/. Business arising out of minutes of previous meeting 14 December 2021.**

There was no business arising.

**D/. Previous minutes of meeting 14 December 2021**

Approved

Moved: Megan Prow

Seconded: Cr Lindsay Russell

**E/. Agenda items**

1/. Received the external audit plan for 2021/2022

Approved

Moved: Megan Prow

Seconded: Cr Lindsay Russell

2/. Received the QAO Briefing Paper

Approved

Moved: Megan Prow

Seconded: Cr Lindsay Russell

3/. Received the IT Report requested at the 14 December meeting

Approved

Moved: Megan Prow

Seconded: Cr Lindsay Russell

4/. As contained in the IT Officer's report the Internal Audit and Risk Management Committee

(i) supports the proposed update of the IT Security Policy to include the requirement for authentication through the Microsoft Authentication App for users of Microsoft 365.

(ii) Requests the IT Officer to address the Committee approximately every three months on developments in cyber security and other initiatives to secure Council's digital data.

Approved

Moved: Megan Prow

Seconded: Cr Lindsay Russell

5/. Received the internal audit plan for Inventory and Stores.

Approved

Moved: Megan Prow

Seconded: Cr Lindsay Russell

**F/. Any Other Business**

There was no other business.

**The meeting closed at 11.08 am**

**Signed:**

**Cr. Lindsay Russell**

**Chairman**

**BLACKALL-TAMBO REGIONAL COUNCIL**[Return to Agenda](#)[Next Item](#)**OFFICER REPORTS**

COUNCIL MEETING DATE: 20 April 2022

Item No: 4.1.6

**SUBJECT HEADING: Tambo Multi-Purpose Centre – Transition of the Commonwealth Home Support Program to Churches of Christ**

Author and Officer's Title: Alastair Rutherford, Director of Finance Corporate and Community Services

CLASSIFICATION: (if confidential)

*Summary: The overriding objective of a transfer of services to Churches of Christ is to achieve efficiencies in the delivery of improved health services to eligible residents in Tambo and the outlying areas without any reduction in services or numbers. This is not a core business of Council and having an organization with expertise in this area will yield benefits to the community.*

*The reporting requirements for this program are changing on the 1 July and will be more challenging and complex for local governments to comply with so again it is opportune that Churches of Christ have this expertise.*

**Officer's Recommendation: That Council approve of the transition of the Commonwealth Home Support Program to Churches of Christ from 1 July 2022.**

**Background**

At a meeting held 28 March 2022 Churches of Christ officials and Council management agreed to the following with the proviso that a final decision would require Council's approval.

Churches of Christ are to manage the Commonwealth Home Support Program in Tambo from 1 July 2022; the contract with Council expires 30 June 2022.

The Commonwealth Home Support Programme (CHSP) helps senior Australians access entry-level support services to live independently and safely at home. CHSP aims to maintain independence for the following senior citizens.

- (i) In the age group of 65+
- (ii) Frail or at risk, aged persons
- (iii) Those living alone or isolated
- (iv) Persons who demonstrate additional "special needs" have a higher priority to access CHSP services.

The TMPC currently has 24 clients, and the scope of the program is as follows:

Flexible respite – Care relationships and carer support  
 Personal Care – Community and home support  
 Social support – individual – community and home support  
 Transport-community and home support  
 Home maintenance – community and home support  
 Meals – community and home support

Nursing – community and home support  
 Domestic assistance – community and home assistance  
 Centre based respite – care relationships and carer support

The Department of Health has given approval for the transition of funding to Churches of Christ from 1 July 2022.

#### Staff Issues

Churches of Christ will take over the employment of the existing staff under the CHSP funding including the registered nurse.

The coordinator is to remain employed by Council and will continue to manage the Western Queensland Primary Health Network program, Community Care Direct program, the NDIS brokerage arrangement, and other allocated duties.

#### The TMPC Building

Council will continue to own, insure, and meet the cost of pest control and cleaning.

Churches of Christ will meet the costs of their internet, phone, and electricity usage. The \$8,640 Council receives from the federal government for providing a host centre in the TMPC building for Tambo residents to communicate with Services Australia will remain with Council.

#### Vehicles

The TMPC currently has two 2018 X-Trail SUVs, and these vehicles will remain with the TMPC until the transition of the CHSP to Churches of Christ is up and running.

#### Council Bus

The Council owns a community bus in Tambo which would be available for use by Churches of Christ to transport multiple clients to appointments in other towns if required.

### **Link to Corporate Plan**

Vibrant Communities

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

Chief Executive officer  
 Churches of Christ  
 Neighbourhood Centre Coordinator and Registered Nurse  
 Department of Health

### **Policy Implications**

Retire CHSP policies and procedures

### **Budget and Resource Implications**

Nil

### **Risk Assessment**

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Nil	Low
Legal & Regulatory	Low	Retire CHSP policies and procedures	Low



<b>Risk Category</b>	<b>Risk Tolerance</b>	<b>Summary of Risks Involved</b>	<b>Risk Rating</b>
People	Low	A more efficient service provided in Tambo	Low
Operational	Medium	CofC will manage the CHS Program	Low
Environmental	Medium	Nil	Low
Strategic	Medium	CofC has greater expertise in this area	Low
Ethical	Low	Nil	Low
Reputation	Low	Enhance the reputation of the TMPC	Low
Leadership	Low	Nil	Low

**BLACKALL-TAMBO REGIONAL COUNCIL**[Return to Agenda](#)[Next Item](#)**OFFICER REPORTS**

COUNCIL MEETING DATE: 20 April 2022

Item No: 4.1.7

**SUBJECT HEADING: RADF Meeting Minutes**

Author and Officer's Title: Alastair Rutherford, Director of Finance Corporate and Community Services

CLASSIFICATION: (if confidential)

*Summary: The fourth round of the 2021-2022 RADF program closed for applications on March 30<sup>th</sup> and the Committee held a RADF meeting on 11 April 2022.*

**Officer's Recommendation: That Council receive the minutes of the RADF Committee meeting dated 11 April 2022.**

**Background**

Applications were invited for the 4<sup>th</sup> round of funding for the 2021-2022 year with applications closing on March 30<sup>th</sup>.

The committee met on 11<sup>th</sup> March at 10am via zoom meeting to assess the applications.

One submission was received, and the Committee elected to approve one submission.

**Link to Corporate Plan**

Vibrant Communities

Outcome 1 - Arts &amp; Culture

Outcome 4 – Youth

**Consultation (internal/external)**

RADF Committee

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil

**Risk Assessment**

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Nil	Low
Legal & Regulatory	Low	Nil	Low
People	Low	Nil	Low
Operational	Medium	Nil	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Nil	Low
Ethical	Low	Nil	Low

<b>Risk Category</b>	<b>Risk Tolerance</b>	<b>Summary of Risks Involved</b>	<b>Risk Rating</b>
Reputation	Low	Nil	Low
Leadership	Low	Nil	Low

## **General Meeting Agenda- RADF Meeting**

**Date:** Monday, 11<sup>th</sup> March 2022 Via ZOOM Meeting

**Time:** 10:16am

**Present:** Louise Martin (Acting Chair), Taylor Smith (RLO), Wendy Just, Ros Wood, Alison Shaw (Red Ridge), Lindy Hardie (via phone to cast vote only)

**Apologies:** Pam Pullos, Kiralee Sanderson, Pip Fearon

*Motion:* That the Apologies be accepted.

Moved: Ros

Seconded: Alison

### **Minutes:**

The minutes of the previous general meeting held on 10.02.22 have been circulated.

*Motion:* That the minutes be confirmed as a true and correct record of the meeting.

Moved: Wendy

Seconded: Ros

### **Business arising from the Minutes:**

- Letter to be written to Cr Boyd Johnstone regarding the abdication of his position on the RADF committee. He will not be replaced.

### **Correspondence:**

Inward – Application

- 2022-2023 RADF applications not open yet. Email attached.
- E-mail received from Jessica Cotton dated 08.04.2022, stating that to reduce administrative requirements and to support a considered transition into revised RADF delivery Arts Queensland has approved the rollover of all 2021-22 RADF Funding Agreements through to 14 September 2023. E-mail attached.

Outward – Advertising

Letters to successful and unsuccessful Round 3 applicants

Letter to Cr Boyd Johnstone offering the option to vacate his RADF committee position – No acknowledgment of receipt of letter.

*Motion:* That the inward correspondence be received and the outward endorsed.

Moved: Ros

Seconded: Wendy

### **Business arising from the Correspondence:**

NIL

**Financial Report:**

As attached

*Motion:* That the financial report be received.

Moved: Taylor  
Seconded: Wendy

**Business arising from the Financial Report:****1. Assessment of Applications:**

*Louise Martin declared a Conflict of Interest, as the Tambo Arts Council Furniture Restoration application was submitted by her.*

*Taylor Smith assumed the position of chair.*

Tambo Arts Council	Dean Timms Furniture Restoration
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*Motion:* That the RADF committee approves the application received from the Tambo Art Council to support Dean Timms Furniture Restoration for the amount of \$3,200.00.

Moved: Wendy

Seconded: Ros

All in favour

*Louise resumed the position of chair.*

**General Business:**

- Red Ridge Report presented by Alison Shaw – Attached.
- Decided the Blackall-Tambo RADF would open a round 5, since there are enough funds.
- Begin to look at identifying three (3) Strategic Initiatives for the next financial years RADF
  - o Greta Towner Memorial
  - o Bush Beatz Dance
  - o Bushmans Gallery

Taylor will e-mail the community cultural groups to ask for their ideas and suggestions regarding strategic initiatives.

**Next Round & Meeting:** 4:30pm, 3<sup>rd</sup> June 2022

**Closure:** 4pm, 27<sup>th</sup> May 2022

There being no further general business the meeting closed at.....10:51am.....

**BLACKALL-TAMBO REGIONAL COUNCIL**

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**OFFICER REPORTS**

COUNCIL MEETING DATE: 20 April 2022

Item No: 4.1.8

**SUBJECT HEADING: RADF Application – Tambo Arts Council**

Author and Officer's Title: Alastair Rutherford, Director of Finance Corporate and Community Services

CLASSIFICATION: (if confidential)

*Summary: The fourth round of the 2021-2022 RADF program closed for applications on March 30<sup>th</sup> and the Committee recommended the application from Tambo Arts Council be approved.*

**Officer's Recommendation: That Council endorse the RADF Committee's recommendation to approve the application from Tambo Arts Council for \$3,200.00.**

**Background**

Applications were invited for the 4<sup>th</sup> round of funding for the 2021-2022 year with applications closing on March 30<sup>th</sup>.

One submission was received, and the Committee elected to approve one submission.

Tambo Arts Council applied for funding to support the Dean Timms Furniture Restoration 2022 for \$3,200.00.

**Link to Corporate Plan**

Vibrant Communities  
 Outcome 1 - Arts & Culture  
 Outcome 4 – Youth

**Consultation (internal/external)**

RADF Committee

**Policy Implications**

Nil

**Budget and Resource Implications**

\$3,200.00 – funded project

**Risk Assessment**

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Nil	Low
Legal & Regulatory	Low	Nil	Low
People	Low	Nil	Low
Operational	Medium	Nil	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Nil	Low



<b>Risk Category</b>	<b>Risk Tolerance</b>	<b>Summary of Risks Involved</b>	<b>Risk Rating</b>
Ethical	Low	Nil	Low
Reputation	Low	Nil	Low
Leadership	Low	Nil	Low

**BLACKALL-TAMBO REGIONAL COUNCIL**[Return to Agenda](#)[Next Item](#)**OFFICER REPORTS**

COUNCIL MEETING DATE: 20 April 2022

Item No: **4.1.9****SUBJECT HEADING: Amendments to IT Security Policy**

Author and Officer's Title: Alastair Rutherford, Director of Finance Corporate and Community Services

CLASSIFICATION: (if confidential)

*Summary: During the Internal Audit and Risk Management Committee meeting held on Friday 25 March 2022 the committee decided the IT Security Policy required to be strengthened. Subsequently the policy has been amended and circulated to all committee members who recommend it be presented to Council for adoption.*

**Officer's Recommendation: That Council receive Internal Audit and Risk Management Committee's recommendation and adopt the amended IT Security Policy.**

**Background**

The Internal Audit and Risk Management Committee meeting was held on Friday 25 March 2022 to receive the IT Officer's responses to issues raised in the internal auditors December 2021 report.

Following the IT Officer's presentation, the committee concluded that the current policy needed to be amended to include recent improvements made to the security of the IT network.

**Link to Corporate Plan**

Governance

Outcome 2 - Accountability

**Consultation (internal/external)**

Grant Thornton – External Auditors

Internal Audit and Risk Management Committee members

Chief Executive Officer

Manager of Finance

Internal Auditor

**Policy Implications**

Amendments to IT Security Policy

**Budget and Resource Implications**

Nil

**Risk Assessment**

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Risk due to not being properly implemented	High

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Legal & Regulatory	Low	Update of IT Security Policy	Low
People	Low	Nil	Low
Operational	Medium	Risk due to not being properly implemented	High
Environmental	Medium	Nil	Low
Strategic	Medium	Nil	Low
Ethical	Low	Nil	Low
Reputation	Low	Risk due to not being properly implemented	High
Leadership	Low	Nil	Low

**Proposed Risk Treatment**

Comprehensive implementation of the policy.



# Blackall-Tambo Regional Council

## Information Technology Security Policy

Policy Number: Stra 14	Effective Date: 20.04.2022
Version Number: Two	Review Date: 20.04.2024
Policy Compiled by: Information Technology Officer	
Policy Approved by: CEO / Internal Audit and Risk Committee	

### PURPOSE OF THE POLICY

This policy provides guidelines for the protection and use of information technology assets and resources within the business to ensure integrity, confidentiality and availability of data and assets.

### SCOPE

This policy applies to all employees, councillors, contractors, consultants, and other personnel at the Council, including those workers affiliated with third parties who access the Council's computer networks. Throughout this policy, the word "employee" is hereafter used to collectively refer to all such individuals. The policy applies to all computer and data communication systems owned by or operated on behalf of the Council.

### GENERAL POLICY

All information traveling over the Council's computer network is treated as a corporate asset unless specifically identified as property of a third party. The Council prohibits unauthorized access, disclosure, duplication, modification, diversion, destruction, loss, misuse, or theft of Council information. The Council shall also protect third party corporate confidential information and non-public personal information in the same manner as Council information.

### RESPONSIBILITIES

An Information Systems Security Committee comprised of the Chief Executive Officer, Director of Finance, Corporate & Community Services, Manager of Finance, and the IT Officer will meet at regular intervals to discuss the following matters.

- a) periodically review the status of the Council's computer and network security
- b) as needed, review and monitor remedial work related to computer and network security incidents

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**Blackall-Tambo**  
Regional Council

## Information Technology Security Policy

- c) authorize and later evaluate the results of major projects dealing with computer and network security
- d) approve new or modified information security policies, standards, guidelines, and procedures, and
- e) perform other high-level information security management activities.
- f) regularly consider the most cost effective and efficient arrangements for maintaining the necessary level of IT security into the future.
- g) consider and approve all IT equipment purchases more than \$5,000.

The IT Officer is responsible for establishing, maintaining, implementing, and administering organization wide information systems security policies, standards, guidelines, and procedures. The IT Officer is also responsible for activities related to this policy. While responsibility for information systems security on a day-to-day basis is every employee's responsibility, specific guidance, direction, and authority for information systems security is centralized for all the Council by means of the IT Department. Accordingly, the IT Department will perform information systems risk assessments, prepare information systems security action plans, evaluate information security products, and perform other activities necessary to assure a secure information systems environment.

The Chief Executive Officer can authorise the IT Officer to conduct investigations into any alleged computer or network security compromises, incidents, or problems. All security compromises or potential security compromises must be reported to the Chief Executive Officer, Director of Finance, Corporate and Community Services and the IT Officer.

The System Administrator (IT Officer) is responsible for acting as the information systems security coordinator. The IT Officer is responsible for establishing appropriate user privileges, monitoring access control logs, and performing similar security actions for the systems administered. The IT Officer is also responsible for reporting all suspicious computer and network-security-related activities to the Chief Executive Officer and the Director of Finance, Corporate and Community Services. The administrator also serves as local information security liaisons, implementing the requirements of this and other information systems security policies, standards, guidelines, and procedures.

The IT Officer will issue circulars to all employees advising of the security procedures they are required to follow. Users are responsible for complying with this and all other Council policies defining computer and network security measures.

### PROCEDURES

#### PHYSICAL SECURITY

For all servers and other network assets, the area must be secured with adequate ventilation and appropriate access through digital lock.

It will be the responsibility of the IT Officer to ensure that this requirement is always followed. Any employee becoming aware of a breach to this security requirement is obliged to notify the DFCCS and/or the MOF immediately who in turn will advise the IT Officer.

All security and safety of all portable technology, such as notepads, tablets, mobile phones etc. will be the responsibility of the employee who has been issued with the notepads, mobile phones etc. Each employee is required to use passwords, patterns, or pins and to ensure the asset is always kept safely to protect the security of the asset issued to them.

In the event of loss or damage, the Chief Executive Officer may assess the security measures undertaken to determine if the employee will be required to reimburse the business for the loss or damage.

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## Information Technology Security Policy

### SYSTEM ACCESS CONTROL

#### END-USER PASSWORDS

Users must choose passwords which are difficult-to-guess. This means that passwords must NOT be related to one's job or personal life. For example, a car license plate number, a spouse's name, or fragments of an address must not be used. This also means passwords must not be a word found in the dictionary or some other part of speech. For example, proper names, places, technical terms, and slang must not be used. Where such systems software facilities are available, users must be prevented from selecting easily guessed passwords.

Users can choose easily remembered passwords that are at the same time difficult for unauthorized parties to guess if they:

- a) string several words together (the resulting passwords are also known as "passphrases"),
- b) Must have at least one capital letter, one number and be at least eight characters long,
- c) recommendation is to use symbols in place of common letters or numbers,
- d) create acronyms from words in a song, a poem, or another known sequence of words,

Users must not construct passwords that are identical or like passwords they have previously employed. Where systems software facilities are available, users must be prevented from reusing previous passwords.

Passwords must not be stored in readable form in batch files, automatic log-in scripts, software macros, terminal function keys, in computers without access control, or in other locations where unauthorized persons might discover them.

Passwords must not be written down and left in a place where unauthorized persons might discover them. Aside from initial password assignment and password reset situations, if there is reason to believe that a password has been disclosed to someone other than the authorized user, the password must be immediately changed.

Regardless of the circumstances, passwords must never be shared or revealed to anyone else besides the authorized user. To do so exposes the authorized user to responsibility for actions that the other party takes with the disclosed password. If users need to share passwords, the user should use LastPass' Share Site Capabilities, this option allows for the site to be shared without exposing the password. The Share Site capability is also easily auditable by the systems administrator. This policy does not prevent the use of default passwords--typically used for new user-ID assignment or password reset situations--which are then immediately changed when the user next logs-onto the involved system.

All passwords must be immediately changed if they are suspected of being disclosed or known to have been disclosed to anyone besides the authorized user.

#### PASSWORD SYSTEM SET-UP

All computers permanently or intermittently connected to the Council's networks must have password access controls. Multi-user systems must employ user-IDs and passwords unique to each user, as well as user privilege restriction mechanisms. Network-connected single-user systems must employ hardware or software mechanisms that control system access and that includes a no-activity lock screen.

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## Information Technology Security Policy

Computer and communication system access control must be achieved via passwords that are unique to each individual user. Access control to files, applications, databases, computers, networks, and other system resources via shared passwords (also called "group passwords") is prohibited.

Wherever systems software permits, the display and printing of passwords must be masked, suppressed, or otherwise obscured such that unauthorized parties will not be able to observe or subsequently recover them.

Wherever systems software permits, the initial passwords issued to a new user by the IT Officer must be valid only for the new user's first on-line session. At that time, the user must be forced to choose another password. This same process applies to the resetting of passwords if a user forgets a password.

All vendor-supplied default passwords must be changed before any device (desktop, notebook, tablet, or smart phone) is used for the Council business. This policy applies to passwords associated with end-user user-IDs, as well as passwords associated with systems administrator and other privileged user-IDs.

To make guessing more difficult, passwords must also be at least seven characters long. To ensure that a compromised password is not misused on a long-term basis, passwords must also be changed every 28 days or at more frequent intervals and cannot be used more than once a year. In addition, where systems software permits, the number of consecutive attempts to enter an incorrect password must be limited. After three (3) unsuccessful attempts to enter a password, the involved user- ID must be either suspended until reset by a system administrator, or temporarily disabled for no less than sixty (60) minutes.

Whenever system security has been compromised, or even if there is a convincing reason to believe that it has been compromised, the involved system administrator must immediately:

- a) reassign all relevant passwords, and
- b) force every password on the involved system to be changed at the time of the next log-in.

Whenever system security has been compromised, or even if there is a convincing reason to believe that it has been compromised, a trusted version of the operating system and all security-related software must be reloaded from trusted storage media or iso. The involved system(s) must then be rebooted. Similarly, all changes to user privileges taking effect since the time of suspected system compromise must be immediately reviewed by the systems administrator for unauthorized modifications.

### MULTI-FACTOR AUTHENTICATION AND THE USE OF MICROSOFT AUTHENTICATOR

All Users will need to set up and use Multi-Factor Authentication (MFA) for all initial (first time login) domain and remote Microsoft 365 use. Multi-factor authentication is a process in which users are prompted during the sign-in process for an additional form of identification, such as a code on their mobile phones or a fingerprint scan. The use of password only to authenticate a user, leaves an insecure vector for attack. If the password is weak or has been exposed elsewhere, an attacker could be using it to gain access. When you require a second form of authentication, security is increased because this additional factor is not something that is easy for an attacker to obtain or duplicate.

The Council will be recommending the use of Microsoft Authenticator App (MAA), the app is available on all Mobile Devices (Android, IOS, Windows). This app provides an extra layer of protection when you sign in, once enabled for your Microsoft accounts, the user will receive a notification from the app after trying to sign in. The user will have to tap to approve the login, for any other account, or if user is offline, MAA has a built-in security code generator.

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### LOG-IN/LOG-OFF PROCESS



## **Blackall-Tambo Regional Council**

## **Information Technology Security Policy**

All users must be positively identified prior to being able to use any multi-user computer. Positive identification for internal Council networks involves both a user-ID and a fixed password, both of which are unique to an individual user.

Positive identification for Remote Desktop involves the use of user-ID and fixed password, or other approved user authentication techniques.

Positive identification for users originating external real-time connections to the Council's systems or networks via public networks (like Internet), or any other external communications system must also involve user authentication techniques.

The log-in process for network-connected the Council's computer systems must simply ask the user to log-in, providing prompts as needed. Specific information about the organization, the computer operating system, the network configuration, or other internal matters must not be provided until a user has successfully provided both a valid user-ID and a valid password.

If there has been no activity on a desktop, notebook, or tablet for a certain period, the system must automatically return to lock screen and suspend the session. Re-establishment of the session must take place only after the user has provided a valid password. The recommended period is fifteen (15 minutes). An exception to this policy will be made in those cases where the immediate area surrounding a system is physically secured.

### **SYSTEM PRIVILEGES**

#### **LIMITING SYSTEM ACCESS**

The computer system privileges of all users, systems, and independently operating programs (such as "agents") must be restricted based on the job function or need-to-know. This means that privileges must not be extended unless a legitimate business-oriented need for such privileges exists.

Default user file permissions must not automatically allow anyone on the system to read, write, or execute a file. Although users may reset permissions on a file-by-file basis, such permissive default file permissions are prohibited. Nonetheless, default file permissions granted to limited groups of people who have a bona fide need-to-know are allowed.

The Council's computer and communications systems must restrict access to the computers that users can reach over the Council's networks. These restrictions can be implemented via routers, gateways, and other network components. These restrictions must be used to, for example, control "passthrough"-where a user logging-into a certain computer then moves from that computer on to another.

#### **PROCESS FOR GRANTING SYSTEM PRIVILEGES**

Requests for new user-IDs and changed privileges must be in writing and approved by the user's manager before a system administrator fulfils these requests. To help establish accountability for events on the related systems, documents (in electronic form) reflecting these requests must be retained for a period of at least a year.

Individuals who are not the Council's employees must not be granted a user-ID or be given privileges to use the Council's computers or communications systems unless the advance written approval of a Director or Chief Executive Officer has first been obtained.

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## **Blackall-Tambo Regional Council**

### **Information Technology Security Policy**

Privileges granted to users who are not Council employees may be granted for a maximum period of 30-days. As needed, users who are not Council employees must have their privileges reauthorized by the sponsoring department head every 30 days.

Third party vendors must NOT be given Remote Desktop access to the Council's computers and/or networks unless the system administrator determines there is a bona fide need. These privileges must be enabled only for the period required to accomplish the approved tasks (such as remote maintenance). If a perpetual or long-term connection is required, then the connection must be established by approved extended user authentication methods (VPN).

All users wishing to use the Council's internal networks, or multi-user systems that are connected to the Council's internal networks, must sign the Accepted Use Policy prior to being issued a user-ID.

#### **PROCESS FOR REVOKING SYSTEM ACCESS**

All user-IDs must automatically have the associated privileges revoked after employment termination. Management must promptly report all significant changes in worker duties or employment status to the system administrator responsible for user-IDs associated with the involved persons. For all terminations, the Human Resources Officer must issue a notice of status change to the system administrator who will process the change on the system on which the involved worker has a user-ID.

#### **ESTABLISHMENT OF ACCESS PATHS**

Changes to the Council's internal networks include loading new software, changing network addresses, reconfiguring routers, and the like. Except for emergency situations, all changes to the Council's computer networks must be:

- a) documented in a work order request, and
- b) approved in advance by the Chief Executive Officer. Emergency changes to the Council's networks must be approved by the Chief Executive Officer or in his/her absence by the Deputy Chief Executive Officer in consultation with the IT Officer. This process prevents unexpected changes from inadvertently leading to denial of service, unauthorized disclosure of information, and other problems. This process applies not only to "employees" as defined in the Scope section of this policy, but also to vendor personnel.

All Council computers that intermittently or continuously connect to an internal or external network must employ password-based access controls. Multi-user computers must employ software which restricts access to the files of each user, which logs the activities of each user, and which has special privileges granted to a systems administrator. Single-user systems must employ access control software that includes user-ID/password control and an automatic lock screen that is invoked after a certain period of no keyboard (or other input device) activity. Portable computers and home computers which contain the Council's information are also covered by this policy, as are network devices such as gateways, routers, and bridges.

To stop unauthorized system access and related problems, all inter-processor commands from non-Council locations are prohibited unless a user or process has first properly logged in. An example of such commands is remotely initiated requests for a list of users currently logged in.

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**Blackall-Tambo**  
Regional Council  
**INFORMATION SECURITY**

## Information Technology Security Policy

All relevant data to be backed up is either hosted on the servers as sensitive, valuable, or critical business data and all other data is on Office 365 (One Drive and SharePoint). The Council does not back-up desktops, notebooks, or tablets; users must use Microsoft OneDrive or SharePoint to save all data. Users should not save any data (documents, spreadsheets etc.), to the local drive of their device (desktop, notebook, or tablet).

It is the responsibility of the IT Officer to ensure that data back-ups are performed automatically every 4 hours and is kept in Microsoft Azure Storage blobs. This is accomplished using Veeam BaaS (backup as a service). The Veeam BaaS uses 3-2-1 methodology for backups of all data.

All technology that has internet access must have the ECS+ Secure software suite installed. This suite encompasses SentinelOne and ConnectWise security operations centre. It is the responsibility of the IT Officer to install all anti-virus software and ensure that this software remains up to date on all technology used by the business.

The IT Officer is to backup both the Practical Plus financial data year to date and the warehouse of MAGIQ files every Friday onto a HDD. The Manager of Finance will collect the HDD Saturday morning from the office and store it off-site. The four HDDs purchased for backup will rotate on a weekly basis always ensuring these records can be recovered.

All information used within the business is to adhere to the privacy laws and the business's confidentiality requirements. Any employee breaching this will be referred to their director.

### TECHNOLOGY ACCESS

Every employee will be issued with a unique user login to access the business technology and will be required to set a password for access every 30 days.

Each password is to be at least eight characters long which includes the use of at least one capital letter and one number and is not to be shared with any employee within the business.

The IT Officer is responsible for the issuing of the unique user login and initial password for all employees.

Where an employee forgets the password then the IT Officer is authorised to reset the password. The employee will be required to be changed the temporary password when the employee logs in after reset.

The following table provides the authorisation of access:

Technology – Hardware/ Software	Roles authorised for access
Microsoft365/Active Directory	IT Officer
PCS+	IT Officer and Finance Manager

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**Blackall-Tambo**  
Regional Council

## Information Technology Security Policy

### POLICY REVIEW

This policy will be reviewed when any of the following occur:

- a) As required by legislation
- b) Other circumstances as determined by the Chief Executive Officer

Notwithstanding the above, this policy is to be reviewed at intervals of no more than two (2) years.

### VERSION CONTROL

Version 1	New Document 21-04-21

### RECORDS

When completed and approved, the original signed hard copy of the policy is filed in the Master File. Electronic copies are saved in the appropriately labelled folder in MAGIQ.

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**BLACKALL-TAMBO REGIONAL COUNCIL**[Return to Agenda](#)  
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COUNCIL MEETING DATE: 20 April 2022

Item No: **4.1.10****SUBJECT HEADING: RADF Recommendation – Council Co-Contribution**

Author and Officer's Title: Alastair Rutherford, Director of Finance Corporate and Community Services

CLASSIFICATION: (if confidential)

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*Summary: The RADF Committee requests a budget allocation from Council for the 2022-2023 RADF program for \$25,000 to enable leveraging of up to \$49,500.00 from Arts Queensland.*

**Officer's Recommendation: That Council endorse the Committee's recommendation to co-contribute \$25,000.00 to enable the leveraging of \$49,500.00 from Arts Queensland for the Regional Arts Development Fund (RADF) program.**

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**Background**

The Regional Arts Development Fund (RADF) is a highly successful state and local government partnership that supports professional and emerging professional artists and art practitioners living in regional Queensland.

Established in 1991, the RADF program focuses on the development of quality art and arts practice for, and with regional communities. RADF is a partnership between the Queensland Government through Arts Queensland and Councils to support local arts and culture

Arts Queensland has approved the rollover of all 2021-22 RADF Funding Agreements through to 14 September 2023.

This means that in 2022-23, councils will not be required to apply for funding, instead, will be offered a 2022-23 funding amount equivalent to 2021-22 funding.

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**Link to Corporate Plan**

Vibrant Communities

Outcome 1 - Arts &amp; Culture

Outcome 4 – Youth

**Consultation (internal/external)**

RADF Committee

**Policy Implications**

Nil

**Budget and Resource Implications**

\$25,000.00 – Co-Contribution approved



**Risk Assessment**

<b>Risk Category</b>	<b>Risk Tolerance</b>	<b>Summary of Risks Involved</b>	<b>Risk Rating</b>
Financial	Low	Nil	Low
Legal & Regulatory	Low	Nil	Low
People	Low	Nil	Low
Operational	Medium	Nil	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Nil	Low
Ethical	Low	Nil	Low
Reputation	Low	Nil	Low
Leadership	Low	Nil	Low

**BLACKALL-TAMBO REGIONAL COUNCIL**

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**OFFICER REPORTS**

COUNCIL MEETING DATE: 20 April 2022

Item No: 4.1.11

**SUBJECT HEADING: Operating Plan Review 31 March 2022**

Author and Officer's Title: Alastair Rutherford, Director of Finance Corporate and Community Services

CLASSIFICATION: (if confidential)

*Summary: Section 174(3) of the Local Government Regulation 2012 requires Councils to review their Operational Plans every three months.*

**Officer's Recommendation: That Council receive the March 2022 report.****Background**

A review is carried out September, December, March and June each financial year.

**Link to Corporate Plan**

Governance

**Consultation (internal/external)**

Director of Works and Services

Manager of Finance

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil

**Risk Assessment**

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Nil	Low
Legal & Regulatory	Low	Nil	Low
People	Low	Nil	Low
Operational	Medium	Nil	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Sharing information beneficial to the community	Low
Ethical	Low	Nil	Low
Reputation	Low	Nil	Low
Leadership	Low	Nil	Low

**Blackall-Tambo Regional Council****Operational Plan Review 31 March 2022**

	Resp. Officer	Operational Plan Action for current year (outputs)	Duration	Performance Measures	Cost	Funding Source	Degree of Completion
<b>Arts &amp; Culture</b>							
Blackall Library	DFCCS	Appropriate training given to staff so they are competent in all aspects of library administration.	Ongoing	Visitors to the library increase and there is positive feedback from the public. Book issues increase.	Ongoing	Council	Computer literacy for seniors planned for April/May
Tambo Library	DFCCS	Appropriate training given to staff so they are competent in all aspects of library administration.	Ongoing	Visitors to the library increase and there is positive feedback from the public. Book issues increase.	Ongoing	Council	Computer literacy for seniors planned for April/May
<b>Disaster Management</b>							
Blackall-Tambo Disaster Management Plan	CEO	Working group formed to review the plan and approve amendments periodically.	Ongoing	Group meetings continually reviewing and adjusting plans as required.	Ongoing	Council and QFES	Finalised at last Disaster Mgmt Meeting
Arrange emergency services training needs where necessary.	CEO	Funds available for continued training of SES Officers and maintenance of equipment.	Ongoing	Local Controllers to maintain SES membership and provide training in line with LG and EMQ requirements	Ongoing	Council and QFES	Commenced in March 2022
<b>Economic Development</b>							
<b>Business</b>							
Tambo Sawmill	CEO	Sawmill is not operating at this time.	2021-2022	Council to consider its options as more information becomes available			One tender received for consideration by Council in April
Blackall Saleyards	CEO	Continue to enhance the facility through additional maintenance	2021-2022	Meets all WHS and regulatory requirements	\$120,000	Council	Profit to date \$348,400
Tambo Childcare Centre	DFCCS	Staff development taking place through an arrangement with C and K. Staff to attend training sessions and have an excellent knowledge of the current legislation and regulations.	2021-2022	Develop good working relationships with parents and children. Continue to search for efficiencies in operations to reduce current level of subsidy.	Ongoing	Council	Operating four days a week with under nine children per day and two staff on duty

**Blackall-Tambo Regional Council****Operational Plan Review 31 March 2022**

	Resp. Officer	Operational Plan Action for current year (outputs)	Duration	Performance Measures	Cost	Funding Source	Degree of Completion
<b>Tourism</b>							
Collective approach to tourism	DFCCS	Work co-operatively with regional tourism groups and government agencies.	2021-2022	Monitor relationships with external organisations and register the grants being received.	Ongoing	Council	Ongoing
"Better in Blackall" Festival	Committee	Committee to develop a programme aimed at encouraging residents and visitors to celebrate this event in Blackall.	2021/2022	To provide an exciting and vibrant experience for residents and visitors to Blackall alike and to enjoy a get together along with the entertainment..	Donation \$80,000 In Kind Support \$20,000	Council	Complete
Tambo Truck Museum BOR	DWS	To support the preservation of the history of trucking in Tambo and to provide an additional item of attraction.	2021-2022	To provide an additional item of interest for visitors as another means of encouraging longer stays. Enable residents to reflect on this aspect of history.	\$494,400	\$444,400 State \$50,000 Council	Slab laid and museum building started. Exp and commitments \$200,821 to date.
Tambo Dam Lights	DWS	A design of lights to bring the Tambo Dam to life at night.	2021-2022	Positive feedback from the public and meets all regulatory requirements	\$200,000	Grant Funding	Being put up on the RHS of the Blackall entrance to Tambo. Exp to date \$33,602.
Tambo Dam - Sprinkler System - Second Stage	DWS	To install the pump and connect to electricity supply.	2021-2022	Positive feedback from visitors to the Centre.	\$20,000	Council	Completed
Tambo Visitor Information Centre	DFCCS	Providing an easy to find location with friendly service provided to all visitors. Appropriate training made available through workshops and training sessions.	Ongoing	Positive feedback from visitors to the Centre.	Ongoing	Council	Numbers in line with 2021.
Blackall Visitor Information Centre	DFCCS	Providing an easy to find location with friendly service to all visitors. Keeping RAM Park well maintained to attract additional visitors who wish to see how people in earlier times lived. Appropriate training made available through workshops and training sessions.	Ongoing	Positive feedback from tourists and those that take a tour through RAM Park..	Ongoing	Council	Numbers in line with 2021.

**Blackall-Tambo Regional  
Council**
**Operational Plan Review 31 March 2022**

	Resp. Officer	Operational Plan Action for current year (outputs)	Duration	Performance Measures	Cost	Funding Source	Degree of Completion
<b>Environmental Management</b>							
<b>Waste Management</b>							
Maintain high quality of service to the public	DWS / EHO	Council to ensure collection and disposal of refuse in the region is efficient and cost effective.	Ongoing	Meet all regulatory requirements. Positive feedback from community with respect to the operation .		Council	Operation working well. No complaints
<b>Stock Routes / Pest Management</b>							
Land Protection Fund (Biosecurity Act 2014) Central West Region	EHO & Ranger Coord	The four components of the Land Protection Fund are: On-ground research, Wild dog Barrier fence, Darling downs-Morton rabbit board, Plague pest contingency fund.	2021-2022	The annual report for 2021 is now available.	Invoiced for \$83,431 2021-2022	Council	On-ground and research \$24,066, Wild Dog Barrier Fence \$59,365
Stock Routes Annual Works Program	EHO & Ranger Coord	Apply for funding to maintain stock routes facilities in good working order.	2021-2022	Annual capital works program funded by the State Government.	\$60,000	DNR	Not yet completed
<b>Public Health</b>							
High standards of public health and safety are maintained in the Region	EHO	EHO to conduct annual inspections for health related compliance as necessary	Ongoing	EHO to have undertaken all required inspections as per established program with reports provided to Council where appropriate. Minimum number of complaints from the public.		Council	All enquiries handled efficiently
	EHO	EHO to be available to provide expertise on environmental health matters through the year or on an as required basis.	Ongoing	Reports to CEO to address environmental health matters with the type and level of information provided and / or action taken.		Council	All requests for information provided promptly
Water supply quality monitored and maintained to Australian standards	EHO	Undertake water sampling to ensure water supplies are maintained for safe domestic use.	Ongoing	Samples undertaken as required and action taken immediately if sample indicates non conformance to Qld Health requirements.		Council	Samples delivered on time. Grant of \$28,409 received for drinking water quality management.

**Blackall-Tambo Regional  
Council**
**Operational Plan Review 31 March 2022**

	Resp. Officer	Operational Plan Action for current year (outputs)	Duration	Performance Measures	Cost	Funding Source	Degree of Completion
<b>Water Reticulation</b>							
Water Infrastructure - W4Q COVID19	DWS	Provide for upgrade of existing infrastructure - replacement of water mains, valves and service connections. Water saving initiatives.	2021-2024	To meet all current regulatory standards and address all WHS issues.	\$930,000	W4Q COVID19 Council \$50,000	Planning stage - project runs to 2024
<b>Sewerage</b>							
Sewerage Infrastructure - W4Q COVID19	DWS	Provide for upgrade of existing infrastructure - sewer relining of town network	2021/2024	To meet all current regulatory standards and address all WHS issues.	\$250,000	W4Q COVID19 Council \$50,000	Planning stage. Project runs until 30/6/2024
<b>Infrastructure and Plant</b>							
<b>Aerodromes</b>							
Blackall Airport	DFCCS & DWS	To maintain the airport to a high standard and to meet all regulatory requirements while considering new processes that reduce losses to Council.	Ongoing	Regular programs implemented to maintain the highest safety and security standards. Positive feedback from users of the airport.		Council	Airport fencing complete. All regulatory matters up to date. ARO training complete
Tambo Airport	DWS	To maintain the airport to a high standard and to meet all regulatory requirements.	Ongoing	Regular programs implemented to maintain the highest safety and security standards. Positive feedback from users of the airport.		Council	An ARO is now available in Tambo
<b>Plant and Equipment</b>							
Plant replacement program	DWS	Annual review of Council's plant and machinery.	2021-2022	Purchases and sales budgeted for and consistent with Council's adopted purchasing policy.	\$1,800,000	Council	\$1,785,985 spent to date. Budget \$1.8M.



**Blackall-Tambo Regional  
Council**
**Operational Plan Review 31 March 2022**

	Resp. Officer	Operational Plan Action for current year (outputs)	Duration	Performance Measures	Cost	Funding Source	Degree of Completion
<b>Roads, Footpaths &amp; Pavements</b>							
Town streets (maintenance)	DWS	Council road / town maintenance program for 2021/2022	2021-2022	Schedule undertaken and roads maintained within budget limitations. Monthly report to council on works undertaken.	\$400,000	Council	\$268,685 spent to date
Rural Roads (maintenance) including Flood Damage repairs	DWS	Council rural road maintenance program for 2021/2022 and approved flood damage repairs	2021-2022	Schedule undertaken and roads maintained within budget limitations. Monthly report to council on works undertaken.	\$10.3M	Council	\$9.5M spent to date
Reseals	DWS	To be determined	2021-2022	To meet all current regulatory standards.	\$ 800,000	Council	Ward Road started. Exp to date \$25,729
RMPC Maintenance Contracts	DWS	Improve road network.	2021-2022	To meet all current regulatory standards.	\$3.7M	State Gov	Narbethong Rd open; Barcoo River Bridge in progress. Exp to date \$1.7M
Road TIDS	DWS	Scrubby Creek concrete floodway's	2021-2022	To meet all current regulatory standards.	\$ 400,000	State Gov \$200,000 Council \$200,000	Complete
Heavy By-pass Stage Two (Salvia Street)	DWS	Contract a by-pass route to the Blackall Saleyards	2021-2022	To meet all current regulatory standards.	\$ 950,000	HVSPP \$950,000	Earthworks start June 2022. Complete August. Exp to date \$31,073
Tambo Industrial Estate Roads	DWS	Second seal on roads around the estate	2021-2022	To meet all current regulatory standards.	\$ 50,000	LRCI \$50,000	Second seal October
Footpath Coolabah Village	DWS	Construct footpath between Mitchell and Garden streets	2021-2022	To meet all current regulatory standards.	\$ 60,000	Council	Complete
Roads to Recovery - (capital)	DWS	Not yet allocated	2021-2022	To meet all current regulatory standards and the terms and conditions of the R2R agreement.	\$ 808,300	Federal	Ravensbourne Road, Frames Lane pave & seal underway. Complete end April. Exp to date \$332,874

**Blackall-Tambo Regional Council****Operational Plan Review 31 March 2022**

	Resp. Officer	Operational Plan Action for current year (outputs)	Duration	Performance Measures	Cost	Funding Source	Degree of Completion
<b>Recreational Activities and Grounds</b>							
Management and Operation of aquatic centres in both communities	DWS	Keep the swimming pools in Blackall and Tambo well maintained and safe for all users.	Ongoing	Pool operated in accordance with contracts. Patronage maintained with a view to increasing the number of visitors.	Ongoing	Council	Appointments made in Blackall and Tambo
Tambo Racecourse	DWS	Rock removal as a safety initiative	2021-2022	Meets the approval of the WHSO Officer	\$40,000	Council	Determine scope and out source.
Tambo Historic House	DWS	Construct shed at rear of the Tambo Historic House	2021-2022	Meets all regulatory requirements	\$40,000	Council	Planning stage
Blackall Administration Office	DWS	Repairs to the south wall required. Brick structure is unsound	2021-2022	Meets all regulatory requirements	\$100,000	Council	Planning stage
Tambo Depot Fencing	DWS	Enhance security at the depot to prevent unauthorised people entering	2021-2022	Meets all regulatory requirements	\$70,000	Council	Work starting after Easter complete end of May. Exp to date \$2,405
Blackall Rodeo and Campdraft Grounds upgrade	DWS	The grounds require to be upgraded so as to be safe for all participants.	2021-2022	Meets all regulatory and WHS requirements	\$150,000	Council	Lighting upgrades undertaken. Exp to date \$7,104.
Tambo Pool Maintenance W4Q COVID19	DWS	Maintenance plan to be completed	2021-2022	Meets all regulatory standards and positive feedback from the public.	\$60,000	100% COVID W4Q	Shade Structure complete
<b>Television and Internet</b>							
Fast Rural Internet Project BOR Stage 3	CEO	Construction of internet tower at Terrick Terrick South.	2021-2022	Provide a superior internet service to rural properties that meet all regulatory standards.	\$280,000	BOR \$80,000 Council \$200,000	Complete

**Blackall-Tambo Regional  
Council**
**Operational Plan Review 31 March 2022**

	Resp. Officer	Operational Plan Action for current year (outputs)	Duration	Performance Measures	Cost	Funding Source	Degree of Completion
<b>Town Halls, Cemeteries, Public Conveniences</b>							
<b>Town Halls</b>							
Maintain and upgrade to community expectations	DWS	Continued maintenance and renewal of facilities to ensure a safe standard is maintained for public access.	2021-2022	Repairs and maintenance undertaken in a timely fashion with safety standards being met as required. Positive feedback from the public.	\$61,000	Council	60s and Better moved to Memorial Hall
<b>Cemeteries &amp; Memorials</b>							
Cemeteries Blackall and Tambo	DWS	Maintain cemeteries in a very positive manner	2021-2022	Positive feedback by community on aesthetic appearance and condition of cemetery's. Positive feedback from the public.	\$30,000	Council	\$36,050 spent to date. Certain areas of the cemeteries could be presented more favourably.
<b>Public Conveniences</b>							
Public Conveniences maintained to community expectations	DWS	Continued maintenance and renewal of facilities to ensure a safe standard is maintained for public access.	2021-2022	Condition of public conveniences meeting health and safety standards at all times with only minimal complaints/requests received.	\$120,000	Council	Regular cleaning no complaints from the public
<b>Council Buildings</b>							
Aged Housing	DFCCS	Maintain the grounds and provide the best possible standard of accommodation for residents.	2021-2022	Maintenance undertaken in a timely fashion with safety aspects addressed. Tenant satisfaction received periodically with regards to condition of housing. Plan established for future repairs and cyclical maintenance.	\$60,000	Council	Minor maintenance required in 2021-2022. Major renovations last year.
Council housing	DFCCS	Council housing stock well maintained.	2021-2022	Satisfied tenants.	\$110,000	Council	Renovated bathroom in 13 Edward Street

**Blackall-Tambo Regional Council****Operational Plan Review 31 March 2022**

	Resp. Officer	Operational Plan Action for current year (outputs)	Duration	Performance Measures	Cost	Funding Source	Degree of Completion
<b>Aged and Disability Services</b>							
Tambo Multipurpose Centre	DFCCS	Commonwealth Home Support Program	2021-2022	The TMPC staff assist 23 elderly people to stay in their homes.	\$159,100	100% Federal	Working within budget and approved work plans.
Western Queensland Primary Health Network (WQPHN)	DFCCS	This program is funded by the Federal Government and covers allied health and healthy ageing.	2021-2022	Covers the cost of Podiatry, Remedial Massage, Physiotherapy and Optometry. The remaining funds go the Healthy Ageing	\$210,000	100% Federal	Work plan being actioned for current year. New remedial massage therapist appointed.
60's and Better	Transition to Churches of Christ	Awaiting advise from the newly reorganised state department of seniors and disability as to the parameters Council is to operate within.	2021-2022	Assists with maintaining the wellbeing of the over 60s through organised activities and involvement with the community. Contract expires 30/06/2022	\$60,750	100% State	Churches of Christ managing 60s and Better successfully.
Community Development Program	DFCCS & CDO	The program is funded by the department of seniors and disability to support community activities.	2021-2022	Monitored through the successful interventions offered to the community.	\$162,900	100% State	\$132,100 spent to date. Projects on track
<b>Work Health and Safety</b>							
Develop a system of WHS that is appropriate for BTRC	DWS & WHSO	Council officers to work in a co-operative manner with the WHS Officer together with officials from TMR to ensure that the WHS systems at Council are compliant at all times and pass the audit standards required by TMRs insurers Jardine Lloyd Thompson.	Ongoing	Council is successful in being awarded road contracts from TMR. Workplace Health and Safety incidents are reduced and kept to an absolute minimum. The provision of a safe working environment for all employees of Council.		Council	The new SKYTRUST software is being uploaded with WHS documents. Training is to follow.

## BLACKALL-TAMBO REGIONAL COUNCIL

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### OFFICER REPORTS

COUNCIL MEETING DATE: 20 April 2022

Item No: 4.2.1

**SUBJECT HEADING: Director of Works and Services' Operations Report – March 2022**

Author and Officer's Title: Garth Kath, Director of Works and Services

CLASSIFICATION: (if confidential)

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*Summary: The Director of Works and Services report for March 2022 is presented to Council.*

**Officer's Recommendation: That Council receive the Director of Works and Services' Operation Report for March 2022.**

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### Background

#### Construction

- R2R - Ravensbourne Road pave and seal project
- TMR – Complete Narbethong Project, open to traffic
- TMR - Barcoo River Bridge Project concrete works progression

#### Flood Damage Crews/Maintenance Grader Locations

- Maintenance Grader:
  - Terrick Road
  - Warringah Road
- Flood Damage Crews:
  - Langlo Road
  - Colart Road

#### Maintenance Crews

- Airport maintenance
- TMR reseal prep works
- RMPC – Blackall Tambo Road surface correction
- Slashing Blackall Jericho, Blackall Barcaldine and Blackall Tambo

#### Upcoming Works

- Ravensbourne Road – Pave and Seal works commenced March, completion April 2022
- Frames Lane – Pave and Seal works commencing April, completion April 2022
- Blackall Isisford Rehabilitation – Sidetrack commenced, Earthworks April 2022, completion June 2022
- Heavy Vehicle Bypass – Earthworks to recommence June 2022, awaiting Ergon Infrastructure (August 2022)
- Flood Damage
  - Wooroolah, Linden, Glencoe Access Roads (April 2022)
  - Langlo, Jynoomah, Mt Macquarie (April-May 2022)
  - Helenvale Road (April-May 2022)

- Blackall Stock route, Tralee and Springs Road (April-May 2022)

## Water and Sewerage

### Water Services

Number of interruptions to services	3
Water consumption total ML	22848
Number of customer requests received	3
Number of customer requests actioned	3

### Sewerage Services

Number of interruptions to services	2
Number of customer requests received	2
Number of customer requests actioned	2

### Parks and Gardens

- Maintenance of council facilities, town streets, parks and gardens

### Workshop/Fleet

- Preventative/Routine Maintenance
- Minor Breakdowns

### Monthly Statistics

Number of plant items services	24
Number of plant breakdowns	3
Hours downtime due to servicing	54
Hours downtime due to breakdown	35
Hours downtime due to parts availability	8

### Link to Corporate Plan

Infrastructure

Outcome 1 – Roads

Outcome 3 – Water and sewerage systems

### Consultation (internal/external)

CEO

DWS

Works Supervisors

Parks & Garden Supervisors

Water Supervisors

Sewerage Supervisor

Fleet Manager

### Policy Implications

Nil

### Budget and Resource Implications

Nil



## BLACKALL-TAMBO REGIONAL COUNCIL

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### OFFICER REPORTS

COUNCIL MEETING DATE: 20 April 2022

Item No: 4.2.2

**SUBJECT HEADING: Work Health and Safety Report**

Author and Officer's Title: Garth Kath, Director of Works and Services

CLASSIFICATION: (if confidential)

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*Summary: The Work Health and Safety Report has been provided to Council.*

**Officer's Recommendation: That Council receive the Work Health and Safety Report for March 2022.**

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### Background

#### Daily Job Pre – Starts:

- Gardeners/Showgrounds – 42/21
- Works Department combined Plumbers/Handyman - 21
- Maintenance Crew - 21
- Construction Crew - 42
- Workshop - 21

#### Inductions:

- Employees: 2
  - Saleyards: 0
  - Contractors: 3 x (GBA, Outcross and Ray White)
  - WORK camp: 5
- 

### Link to Corporate Plan

Governance

Outcome 1 - Workforce

### Consultation (internal/external)

Work Health and Safety Advisor

### Policy Implications

Work Health & Safety Policy

### Budget and Resource Implications

Nil

**BLACKALL-TAMBO REGIONAL COUNCIL**[Return to Agenda](#)[Next Item](#)**OFFICER REPORTS**

COUNCIL MEETING DATE: 20 April 2022

Item No: **4.2.3****SUBJECT HEADING: Reseal Program Bitumen Tender**

Author and Officer's Title: Garth Kath, Director of Works and Services

CLASSIFICATION: (if confidential)

*Summary: Tenders were requested for the Urban and Rural Reseal of Roads from 12 tenderers.*

**Officer's Recommendation: That Council accept the tender from Boral Resources (QLD) Pty Ltd of \$401,634.80 (ex GST) as Boral have offered best value for money.**

**Background**

Council called for tenders for the Urban and Rural Reseal of Roads from 12 tenderers.

Tender closed on 14 March 2022 with 5 responses received.

<b>Company Name</b>	<b>Excluding GST</b>	<b>Including GST</b>
Boral Resources (QLD) Pty Ltd	\$401,634.80	\$441,798.28
RPQ (Townsville)	\$409,418.00	\$450,359.80
Colas Queensland Pty Ltd	\$698,253.60	\$768,078.96
CJ Murphy	\$448,445.40	\$493,289.94
Fulton Hogan Pty Ltd	\$520,082.40	\$572,090.64

GBA assessed the tenders and recommended that Boral Resources (QLD) Pty Ltd be awarded the tender as the assessment criteria was based on price. An excerpt of the letter of recommendation from GBA is included below.

17 March 2022

The Chief Executive Officer  
Blackall – Tambo Regional Council  
PO Box 21  
**BLACKALL** QLD 4472

Attention : Garth Kath

Dear Garth

**BLACKALL – TAMBO REGIONAL COUNCIL  
BLACKALL AND TAMBO (URBAN & RURAL AREAS) RESEALS OF ROADS – SUPPLY, CART, HEAT  
AND SPRAY BITUMINOUS PRODUCTS  
LETTER OF RECOMMENDATION**

On the 21<sup>st</sup> of February 2022 tender documents for the “Blackall and Tambo (Urban & Rural Areas) Reseal of Roads -Supply, Cart, Heat and Spray Bituminous products” were emailed to twelve (12) tenderers (see enclosed Tender Mailing List).

At the close of tenders (2.00pm, 14 March 2022), five (5) submissions were received from:

1. Boral Resources (Qld) Pty Limited
2. RPQ Mackay Pty Ltd
3. Colas
4. CJ Murphy – SS Bradley Road Solutions
5. Fulton Hogan Industries Pty Ltd

We recommend Boral Resources (Qld) Pty Ltd for the Supply, Cart, Heat and Spray of Bituminous products on the above-mentioned project.

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**Link to Corporate Plan**

Infrastructure

Outcome 1 – Roads

Governance

Outcome 4 - Financial

**Consultation (internal/external)**

CEO

DWS

**Policy Implications**

Procurement and Disposals Policy

**Budget and Resource Implications**

\$401,634.80 (ex GST) – Capital Works

**Risk Management Assessment**

<b>Risk Category</b>	<b>Risk Tolerance</b>	<b>Summary of Risks Involved</b>	<b>Risk Rating</b>
Financial	Low	Tender selected is the lowest provided price for works	Low
Legal & Regulatory	Low	Nil	Low
People	Low	Nil	Low
Operational	Medium	Nil	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Nil	Low
Ethical	Low	Nil	Low
Reputation	Low	Nil	Low
Leadership	Low	Nil	Low

**BLACKALL-TAMBO REGIONAL COUNCIL**[Return to Agenda](#)  
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COUNCIL MEETING DATE: 20 April 2022

Item No: **4.2.4****SUBJECT HEADING: Scrubby Creek Road – Concrete Works**

Author and Officer's Title: Garth Kath, Director of Works and Services

CLASSIFICATION: (if confidential)

*Summary: Tenders were requested for the Scrubby Creek Road – Concrete Works from 20 tenderers.*

**Officer's Recommendation: That Council accept the tender from Central Hire and Contracting Pty Ltd at \$556,705.00 (ex GST) as they have offered the best value for money.**

**Background**

Council called for tenders for the Scrubby Creek Road – Concrete Works from 20 tenderers.

Tender closed on 11 April 2022 with 3 responses received.

<b>Company Name</b>	<b>Excluding GST</b>	<b>Including GST</b>
Central Hire and Contracting Pty Ltd	\$556,705.00	\$612,375.50
Michael Horman Transport Pty Ltd	\$1,074,900.00	\$1,182,390.00
Durack Civil Pty Ltd	\$749,670.73	\$824,637.80

GBA assessed the tenders and recommended that Central Hire and Contracting Pty Ltd be awarded the tender. An excerpt of the letter of recommendation from GBA is included below.

12 April 2022  
 The Director of Works and Services  
 Blackall-Tambo Regional Council  
 PO Box 21  
**BLACKALL QLD 4472**

Attention : Garth Kath

Dear Garth,

**BLACKALL - TAMBO REGIONAL COUNCIL**  
**SCRUBBY CREEK ROAD – CONCRETE WORKS – SUPPLY AND INSTALL CONCRETE FLOODWAYS**  
**LETTER OF RECOMMENDATION**

On Friday the 18<sup>th</sup> of March 2022, tender documents for the “Scrubby Creek Road- Concrete Works” were emailed to twenty (20) tenderers (see enclosed Tender Mailing List).

At the close of tenders on Monday the 11<sup>th</sup> of April 2022, three (3) submissions were received from:

1. Michael Horman Transport
2. Durack Civil Pty Ltd
3. Central Hire and Contracting Pty Ltd

We recommend Central Hire and Contracting Pty Ltd in accordance with the attached tender analysis. Central Hire and Contracting Pty Ltd provided the most competitive pricing and have demonstrated through the tender responses support for local business in the Blackall-Tambo Regional council area, as well as support for the Central West region. Should you require further information regarding

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**Link to Corporate Plan**

Infrastructure  
 Outcome 1 – Roads

Governance  
 Outcome 4 - Financial

**Consultation (internal/external)**

CEO  
 DWS

**Policy Implications**

Procurement and Disposals Policy

**Budget and Resource Implications**

\$566,705.00 (ex GST) – recoverable works

**Risk Management Assessment**

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Tender selected is the lowest provided price for works	Low
Legal & Regulatory	Low	Nil	Low
People	Low	Nil	Low



Operational	Medium	Nil	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Nil	Low
Ethical	Low	Nil	Low
Reputation	Low	Nil	Low
Leadership	Low	Nil	Low

**BLACKALL-TAMBO REGIONAL COUNCIL**[Return to Agenda](#)[Next Item](#)**OFFICER REPORTS**

COUNCIL MEETING DATE: 20 April 2022

Item No: 5.1

**SUBJECT HEADING: Blackall Saleyards Monthly Report**

Author and Officer's Title: Des Howard, Chief Executive Officer

CLASSIFICATION: (if confidential)

*Summary: The Blackall Saleyards monthly report for March is provided to Council.***Officer's Recommendation: That Council receive the Blackall Saleyards monthly report for March 2022.****Background**

SALES	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YTD	Totals 2020/21
Spelling Cattle	4125	6704	4002	5701	6721	6285	2642	2944	7473				46597	67043
Spelling Sheep	-	-	-	-	-	-	-	-	-				-	-
Prime & Store Sales	5800	7424	6958	4914	1829	-	-	937	6108				33970	65877
Weaner & Store Sales	5081	4642	6396	5709	4550	-	-	2921	5112				34411	38210
Private Weigh (Same Day)	1772	3541	1592	1397	-	112	-	3686	840				12941	19725
Private Weigh (Over-night)	695	1178	1138	1204	604	60	406	1147	982				7411	17292
Private Scan	-	59	-	-	-	-	-	-	-				59	618
Bull Sales	-	-	55	189	-	-	-	-	87				331	306
<b>TOTALS 2021/22</b>	17473	23545	20141	19114	13704	6457	3048	11635	20602				135719	
<b>TOTALS 2020/21</b>	31048	20467	10848	21390	18496	8393	622	10634	19571	19285	28159	20118	209071	

**Link to Corporate Plan**

Economic Development

Outcome 1 – Business investment

Outcome 2 – Tourism

Outcome 3 - Employment

**Consultation (internal/external)**

CEO

Saleyards Manager

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil

**BLACKALL-TAMBO REGIONAL COUNCIL**[Return to Agenda](#)[Next Item](#)**OFFICER REPORTS**

COUNCIL MEETING DATE: 20 April 2022

Item No: 5.2

**SUBJECT HEADING: Planning and Development Report**

Author and Officer's Title: Des Howard, Chief Executive Officer

CLASSIFICATION: (if confidential)

*Summary: The Planning and Development report provides a summary of building applications and planning and development activity in the Blackall-Tambo Regional Council area.*

**Officer's Recommendation: That Council receive the Planning and Development Report for March 2022.**

**Background**

DATE	NUMBER	DEVELOPMENT TYPE	DEVELOPMENT DETAILS	TOWN
18/03/2022	DA-27-2021-2022	BUILDING	Demolishing Old House	3 Rose Street Blackall
9/03/2022	DA-29-2021-2022	BUILDING	Shed	3 Daisy Street Blackall
18/03/2022	DA-33-2021-2022	BUILDING	Machinery Shed	3 Arthur Street Tambo

**MONTHLY REPORT (MARCH 2022)**

This information report provides a monthly update on the planning services that Council provides to support planning and development activity across the local government area.

**1. DEVELOPMENT ASSESSMENT**

One new development application was lodged since the last monthly report. There is one application under assessment and one application in the appeal period.

An application has been made by New Beginnings Church, seeking a development permit for Material Change of Use for a Caravan Park at 18 Leek Street, Blackall. The proposal includes 16 caravan sites with ensuites and a manager's house. The Caravan Park will be adjacent to the existing church on site.

The subject site is in the Township Zone and is subject to Impact Assessment, which means public notification of the application will be required.

The application is not yet properly made, and Council is awaiting payment of the fee as well as additional information, including an assessment against the relevant assessment benchmarks.

1.1	Council reference:	DA 37-2021-2022
	Application:	Development Permit for a Material Change of Use for a Caravan Park
	Street address:	18 Leek Street, Blackall

Property description:	Lot 1 on RP900484
Day application was made:	8 April 2022
Category of assessment:	Impact Assessment
Public notification required:	Yes
Applicant:	New Beginnings Church
Status:	Not Properly Made

An application has been made by Shane Robinson, seeking a development permit for material change of use for short-term accommodation at 36 Shamrock Street, Blackall, which is occupied by the Coolibah Motel. The proposal is for 13 additional cabins at the rear of the motel, to be developed over five stages.

The subject site is in the Township Zone. Short-term Accommodation in the Township Zone is subject to Impact Assessment, which means public notification of the application will be required.

The application is properly made, and assessment has commenced. The applicant has referred the application to the State Assessment and Referral Agency (SARA). Public notification has been completed and SARA has issued a referral agency response with no conditions. The application is now in the decision stage and will be presented at the April General Council meeting for decision.

1.2	Council reference:	DA 13-2021-2022
	Application:	Development Application – Development Permit for Material Change of Use for Short-term Accommodation (13 cabins)
	Street address:	36 Shamrock Street, Blackall
	Property description:	Lot 1 on RP616018
	Day application was made:	28 October 2021 (properly made 28 January 2022)
	Category of assessment:	Impact Assessment
	Public notification required:	Yes
	Applicant:	Shane Robinson
	Status:	Decision Stage

The following application was approved at the March General Meeting and the decision notice was issued to applicant soon thereafter. The applicant has a 20 business day Appeal Period within which they can request to negotiate conditions or file an appeal. At this stage, there has been no indication that the applicants will pursue this course. The Appeal Period for this application is expected to finish around 20 April 2022.

1.3	Council reference:	DA 28-2021-2022
	Application:	Development Permit for Reconfiguring a Lot (Boundary realignment - two lots into two lots)
	Street address:	Langlo Road, Scrubby Creek
	Property description:	Lot 1 and Lot 2 on SP322476
	Day application was made:	1 March 2022
	Category of assessment:	Code Assessment
	Public notification required:	No
	Applicant:	David Elmes C/- Murray and Associates (QLD) Pty Ltd
	Approved:	16 March 2022
	Status:	Appeal Period

## 2. GENERAL PLANNING SERVICES, ENQUIRIES AND ADVICE

### 2.1 CUSTOMER REQUESTS

The following customer requests have been received and responded to over the past month:

PLANNING ENQUIRIES			
Date received	Customer Details	Details of Enquiry	Status
18/03/22	Potential purchaser	<p><u>Proposal</u> Enquiry regarding planning restrictions applying to an existing commercial building and potential future uses.</p> <p><u>Planning details</u></p> <ul style="list-style-type: none"> <li>• The site is in the Township zone (Commercial precinct)</li> <li>• The site contains existing buildings</li> <li>• The current site and existing buildings have not been used in over 12 months</li> <li>• The site is not affected by overlays.</li> </ul> <p><u>Advice</u></p> <ul style="list-style-type: none"> <li>• Commercial and retail development is encouraged in the Commercial precinct</li> <li>• In the Commercial precinct, Commercial activities are accepted development where reusing an existing building and no external building work is proposed</li> <li>• Accepted development means no development application would be required, however a building and plumbing approval may be required</li> <li>• Where proposed to do external building works, Commercial activities would be code assessable</li> <li>• Code assessable means a development application would need to be lodged with Council.</li> </ul>	Closed
07/04/22	Property owner	<p><u>Proposal</u> To establish an Air BnB.</p> <p><u>Planning details</u></p> <ul style="list-style-type: none"> <li>• The site is within the Township zone</li> <li>• The site contains an existing dwelling</li> <li>• The site is located outside the flood hazard area.</li> </ul> <p><u>Advice</u></p> <ul style="list-style-type: none"> <li>• An Air BnB would be considered Short-term accommodation</li> </ul>	Closed



<b>PLANNING ENQUIRIES</b>			
<b>Date received</b>	<b>Customer Details</b>	<b>Details of Enquiry</b>	<b>Status</b>
		<ul style="list-style-type: none"> <li>Short-term accommodation in the Township zone is subject to Code Assessment where reusing an existing building, not involving any external building work and the total number of guests will not exceed six (6)</li> <li>Code assessable means a development application for a material change of use would need to be lodged and approved by council before being able to be used as an Air BnB</li> <li>A code assessable application would be assessed against the General Development Code and Township Code</li> <li>Where it can be demonstrated that the Air BnB can comply with the relevant assessment benchmarks it is likely to be supported by Council.</li> </ul>	
<b>PLANNING AND DEVELOPMENT CERTIFICATES</b>			
<b>Date received</b>	<b>Customer details</b>	<b>Type</b>	<b>Status</b>
Nil	-		
<b>SURVEY PLAN APPROVALS</b>			
31/03/2022	Property owner C/- Surveying consultant	<p>The Applicant requested Council's endorsement of their survey plan. The request follows DA 28-2021-2022 Development Permit for Reconfiguring a Lot (Boundary realignment - two lots into two lots), which was granted at the General Council Meeting on 16 March 2022, subject to conditions. The Applicant demonstrated compliance with all conditions imposed.</p> <p>A delegated decision report was prepared in accordance with the requirements of Schedule 18 of the <i>Planning Regulation 2017</i> recommending approval of the request.</p> <p>It is noted that under new process rules from the State Government Title Office, Councils are no longer required to sign the back of each survey plan. Instead, a form must be signed by Council (in endorsing the survey plan), and the landowner/s, and the originals sent to the Applicant for submission to the Titles Office.</p> <p>In accordance with these new process rules, Council's CEO, as the delegated</p>	Issued

<b>PLANNING ENQUIRIES</b>			
<b>Date received</b>	<b>Customer Details</b>	<b>Details of Enquiry</b>	<b>Status</b>
		authority, authorised the decision report and signed the relevant form to endorse the survey plan. The original has been sent to the Applicant.	

**Link to Corporate Plan**

Economic Development

Outcome 4 – Land development

**Consultation (internal/external)**

CEO

Rates Officer

Town Planners

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil

## BLACKALL-TAMBO REGIONAL COUNCIL

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### OFFICER REPORTS

COUNCIL MEETING DATE: 20 April 2022

Item No: 5.3

**SUBJECT HEADING: Environmental Health/Local Laws Officer's Report**

Author and Officer's Title: Des Howard, Chief Executive Officer

CLASSIFICATION: (if confidential)

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*Summary: The Environmental Health/Local Laws Officer's report is provided to Council.*

**Officer's Recommendation: That Council receive the Environmental Health/Local Laws Officer's Report.**

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### Background

#### Food premises

- A food business license application was received for a medium risk operation in Blackall. EHO consulted with operator throughout the process of refurbishment of the facility. License was granted to the applicant.
- A food safety assessment at a medium risk business was carried out in Tambo. Minor structural issues were noted and raised with the licensee.
- A food safety assessment at a medium risk business was carried out in Tambo. No issues were noted.
- A site assessment for a home-based business was carried out in Tambo, resident to obtain approval from landlord to operate from rental property.
- EHO attended to a medium risk food business in Blackall to provide advice regarding mechanical ventilation.
- A food safety assessment at a medium risk business was carried out in Blackall. No issues were noted.

#### Environmental Management/ Public Health

- EHO compiled site-based management plan to encompass BTRC's landfill operation.
- EHO attended landfill sites for monitoring purposes, overall a good state of waste separation, improvements required for metal separation from general waste in Tambo.
- EHO consulted with food business operator in Tambo regarding a nuisance complaint received about waste bins. No odour nuisance evident. To be monitored.
- EHO received enquiries from commercial businesses where to dispose of asbestos containing material.
- EHO consulted with stakeholders regarding the removal of debris from house fire at 57 Shamrock and lead waste remnants from truck rollover in Tambo, awaiting confirmation to action those requests.
- EHO collaborated with Director Works regarding proposed site improvements at Blackall landfill.

#### Local Laws

- LLO consulted with stakeholders regarding a horse which was kept at the Blackall showgrounds.

- LLO received a complaint from a resident about the neighbour burning green waste at their place in township, creating a nuisance. LLO attended to the address and consulted with the property owner, issue rectified, LLO notified complainant.
- LLO contacted various property owners regarding overgrown allotments, some issue rectified in the meantime.
- LLO issued 1 remedial notice and entry notice for an overgrown allotment to Blackall resident. Council removed vegetation after time for response for owner has lapsed.
- LLO received a complaint about 3 unregistered dogs at a place in Tambo, consulted with the resident and requested to rectify the non-compliance.
- LLO consulted with residents regarding the erecting of 'electrical fences' in township, LLO requested residents to remove material from Council controlled land, majority been removed in the meantime, the ones on private land are not live.
- LLO consulted with animal owners regarding their requirement to obtain a permit to keep more than 2 dogs in township
- 3 applications to keep additional animals (dogs) have been received, 2 applicants requested to keep 5; one applicant requested to keep 7 dogs, applicants were granted to keep 3 dogs on the allotments.
- LLO received a complaint about animal welfare concerns involving a dog, LLO conducted site visit and consulted with animal owner, no issues noted at the time of the assessment.
- LLO received a complaint about an 'unsightly allotment', LLO consulted with property owner for improvement measures, notified complainant about the outcome.
- LLO carried out ongoing patrol investigations for compliance, overgrown allotments and compliance with local laws (animal management).
- 4 feral cats have been euthanized.

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

- EHO consulted with Qld Health Public Health Unit regarding Chief Health Officers directives.
- LLO attended Rural Lands Officer meeting in Tambo.
- LLO attended training "Investigating dog attacks".
- LLO attended training 'firearms safety'.
- EHO consulted with various event operators regarding COVID and CHO directive, business operators are supposed to contact Qld health Public health unit in Rockhampton for COVID advise, not LG.

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

Environment and Heritage

Outcome 3 – Pest Management

Outcome 4 – Waste Management

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

Environmental Health Officer

#### **Policy Implications**

Nil

#### **Budget and Resource Implications**

Nil

## BLACKALL-TAMBO REGIONAL COUNCIL

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### OFFICER REPORTS

COUNCIL MEETING DATE: 20 April 2022

Item No: 5.4

**SUBJECT HEADING: Western Queensland Alliance of Councils**

Author and Officer's Title: Des Howard, Chief Executive Officer

CLASSIFICATION: (if confidential)

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*Summary: The Western Queensland Alliance of Councils held their annual assembly in Charleville during March.*

**Officer's Recommendation: That Council receive the Western Queensland Alliance of Councils communiqué dated 9-11 March 2022.**

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### Background

The Western Queensland Alliance of Councils (WQAC) is a collaboration between the three regional organisational councils in Western Queensland – North West Regional Organisation of Councils (NWQROC), Remote Area Planning and Development Board (RAPAD), and South West Regional Organisation of Councils (SWQROC).

This represents 22 Councils across the north west, central west and south west of Queensland covering an area of 60% of the State.

Mayors, Deputy Mayors, Chief Executive Officers were invited to attend the annual assembly in Charleville. The assembly heard from many guest speakers representing the Federal and State Governments, Queensland Treasury Corporation, Queensland Chief Health Officer along with other key stakeholders.

The Mayor and CEO from Blackall-Tambo Regional Council attended the WQAC assembly.

A copy of the assembly communiqué is attached to this report.

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### Link to Corporate Plan

Governance

Outcome 3 - Leadership

### Consultation (internal/external)

Mayor

WQAC

RAPAD

### Policy Implications

Nil

### Budget and Resource Implications

Nil

**Risk Assessment**

<b>Risk Category</b>	<b>Risk Tolerance</b>	<b>Summary of Risks Involved</b>	<b>Risk Rating</b>
Financial	Low	Nil	Low
Legal & Regulatory	Low	Nil	Low
People	Low	Nil	Low
Operational	Medium	Nil	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Council's participation in WQAC enables strengthened lobbying for the benefit of the region.	Low
Ethical	Low	Nil	Low
Reputation	Low	Nil	Low
Leadership	Low	Nil	Low

**Proposed Risk Treatment**

Nil





## Western Queensland Alliance of Councils

Charleville: 9 – 11<sup>th</sup> March 2022

### COMMUNIQUE

"Out West Where the Stars are Brightest" was the theme of the 2022 Western Queensland Alliance of Councils (WQAC) Assembly where a record 205 delegates, sponsors, government and industry participants convened at the Charleville Town Hall from Wednesday 9<sup>th</sup> to Friday 11<sup>th</sup> March.

Officially opened by the Hon Dr Steven Miles MP, Deputy Premier, Minister for State Development, Infrastructure, Local Government and Planning and Minister Assisting the Premier on Olympics Infrastructure, the Deputy Premier congratulated WQAC on its collaborative approach, focused agenda and resolve to tackle the most pressing issues for Western Queensland. In recognition of our efforts, the Deputy Premier announced a partnership agreement with WQAC to financially support the development of Local Housing Action Plans as part of WQAC's approach to address the housing challenges in Western Queensland.

The predominant focus of the Assembly was the forthcoming Federal Election where participants engaged with the Hon David Littleproud MP, Member for Maranoa, Minister for Agriculture and Northern Australia and Deputy Leader of the National Party and Senator the Hon James McGrath, Senator for Queensland, Deputy Government Whip in the Senate on key issues critical to the further development and growth of Western Queensland. Minister Littleproud committed a re-elected Liberal-National Government to the continuation of existing local government funding programs for the regions; the continuation of the Local Roads and Community Infrastructure Program and his desire to obtain veto powers over the granting of new carbon farming projects.

Minister Littleproud committed the National Party to continue pursuing Zonal Taxation Reform and the payment of the HELP debt for graduate doctors and nurses who commit to work in rural and remote Australia. Senator McGrath highlighted the uncertainty and impacts of the current geo-political upheaval in Europe and Russian attacks on Ukraine, which would see increases in the cost of living in Australia.

From a Labor perspective the Hon Catherine King MP, Shadow Minister for Infrastructure, Transport and Regional Development committed Labor to work with Councils and assured the Assembly that Western Queensland will not be left behind if elected. She indicated that Labor, when previously in Government, had supported the regions and would do so again. Senator Murray Watt, Shadow Minister for Northern Australia, Shadow Minister for Natural Disaster and Emergency Management, Shadow Minister for Queensland Resources, and Senator for Queensland, congratulated WQAC on its collaborative approach to the identification and advocacy on rural and remote issues. He indicated Labor is committed to fair funding to local government, local government membership of National Cabinet and the re-introduction of the Australian Council of Local Governments.

Senator Watt acknowledged the housing challenges in Western Queensland and spoke to Labor's commitment to the introduction of a 'Housing Australia Future Fund'. On digital connectivity, Senator Watt indicated that Labor would take on board WQAC's Digital Connectivity Blueprint in the development of Labor's digital connectivity policies. Further, he indicated Labor's commitment to a Disaster Ready Fund of \$200M per year for mitigation and resilience projects.

Representing: Burke, Carpentaria, Cloncurry, Doomadgee, Etheridge, Flinders, McKinlay, Mount Isa, Richmond; Barcaldine, Barcoo, Blackall-Tambo, Boulia, Diamantina, Longreach, Winton; Balonne, Bulloo, Maranoa, Murweh, Paroo, Quilpie

In the context of election commitments, the Assembly's keynote speakers, Stephen Koukoulas, Managing Director - Market Economics and economics advisor to former Prime Minister Julia Gillard and Luke Myers, Communications and Engagement Strategist – Articulous Communications, provided advice on influencing the parties prior to the election as well as the Government of the day no matter who was elected. Elevating our pitch and differentiating our message from the multitude of others was key to securing outcomes. Being honest and presenting real facts including the dollar benefit to the region and nation, including jobs, were key elements in a successful pitch. Likewise, being bold, being clear and being consistent would help showcase how Western Queensland can be - "the answer".

Cr Samantha O'Toole, Mayor of Balonne Shire Council and Chair of SWQROC highlighted in her presentation how WQAC was seeking to present answers through its body of work on housing, digital connectivity, financial sustainability and roads infrastructure. This was followed by a presentation from David Arnold, CEO of RAPAD on WQAC's draft Federal Election Campaign which, among other things, is calling for a 'Western Queensland Productivity Partnership', a new Regional Home Guarantee Scheme, and funding for WQAC's Digital Connectivity Blueprint.

Segueing to the State and National levels Alison Smith, CEO of the LGAQ spoke in detail about LGAQ and ALGA's Federal Election Campaigns and the theme of "Don't Leave Local Communities Behind".

The Assembly received a presentation from Tony Wood AM, from the Grattan Institute in which he delivered a clear outline of the threats and opportunities for Western Queensland likely to arise from global and national commitments to Net Zero and this was subsequently reinforced in the presentation by Matthew Andrew, General Manager, Queensland Operations from Trade and Investment Queensland.

Other presentations received by the Assembly included:

- New approaches to workforce management in a post pandemic world
- Building and investing in community resilience as part of disaster management planning
- An overview of the recommendations in the 2021 Regional Telecommunications Review and achieving digital by default for Western Queensland
- Insights into the Queensland Government's new Trade and Investment Strategy including case studies on successful and upcoming business investments in Western Queensland
- Progress on addressing the housing challenge through WQAC led initiatives, and
- Local community partnerships to address the age care crisis.

The Assembly was also addressed by Dr John Gerrard, Queensland Chief Health Officer who explained how the COVID-19 pandemic had taken us on an unexpected journey.

In recognition of the support received in Western Queensland from metropolitan and coastal councils in times of drought and flood, the Assembly proposed the 22 WQAC councils financially contribute to the Premier's Flood Appeal for the 22 local government disaster declared areas from the Wide Bay to the South East Queensland corner – "Twenty-two for Twenty-Two!".

Other key actions endorsed at the Assembly include:

1. Writing to both the Queensland Premier and Deputy Premier stating WQAC's support for the revised Financial Assistance Grants allocations resulting from the 2021 Methodology Review, noting however, the decreased allocations to Bulloo Shire Council and Maranoa Regional Council which are unacceptable to these councils.

Representing: Burke, Carpentaria, Cloncurry, Doomadgee, Etheridge, Flinders, McKinlay, Mount Isa, Richmond, Barcaldine, Barcoo, Blackall-Tambo, Boulia, Diamantina, Longreach, Winton; Balonne, Bulloo, Maranoa, Murweh, Paroo, Quilpie

2. Writing to the Queensland Local Government Grants Commission seeking the release of the newly adopted methodology as soon as possible given the review's stated objective of 'transparency'.
3. Calling on the major parties contesting the 2022 Federal Election to protect all existing local government grant and subsidy programs recognising the tight fiscal environment over the next term of Government.
4. Supporting the ALGA campaign to commit to a progressive increase in Financial Assistance Grants to at least one percent of Commonwealth taxation revenue (at least \$4.5 billion per year), and an initial injection of additional Financial Assistance Grants funding.
5. Formally thanking the Deputy Premier for the State Government's financial support of WQAC's housing initiatives, and
6. Calling on the State Government to increase Transport Infrastructure Development Scheme (TIDs) funding in the next State Budget to offset the recent losses experienced by some Western Queensland Regional Roads and Transport Groups as a result of the Department of Transport and Main Roads using new local government road length data reported by councils to the Queensland Local Government Grants Commission.

Delegates thanked Murweh Shire Council and Mayor Zoro Radnedge for hosting the Assembly and extending such warm South West Queensland hospitality to all involved, and the generous support of sponsors and exhibitors for the Assembly.

Delegates noted that the actions identified in this Communique will be actioned through the WQAC Leadership Group and where necessary individual councils and form the basis for ongoing advocacy and representation.

11<sup>th</sup> March 2022



Representing: Burke, Carpentaria, Cloncurry, Doomadgee, Etheridge, Flinders, McKinlay, Mount Isa, Richmond; Barcaldine, Barcoo, Blackall-Tambo, Boulia, Diamantina, Longreach, Winton; Balonne, Bulloo, Maranoa, Murweh, Paroo, Quilpie

## BLACKALL-TAMBO REGIONAL COUNCIL

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### OFFICER REPORTS

COUNCIL MEETING DATE: 20 April 2022

Item No: 5.5

SUBJECT HEADING: Opera Queensland

Author and Officer's Title: Des Howard, Chief Executive Officer

CLASSIFICATION: (if confidential)

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*Summary: Opera Queensland will be performing The Sopranos in Blackall and Tambo in May 2022. They have requested additional funding, so they are able to engage internationally acclaimed guest artists for the Tambo performance.*

**Officer's Recommendation: That Council provide additional funding of \$2000.00 towards Opera Queensland's Tambo performance on 25 May 2022.**

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### Background

At the 12 January 2022 general meeting Council resolved the following:  
*That Council provide funding of \$10,000.00 towards Opera Queensland's regional tour of Blackall and Tambo in May 2022.*

*Moved: Cr GK Schluter*

*Seconded: Cr LP Russell*

*Carried 6/0*

Opera Queensland have now requested that Council provide additional funding of \$2000.00 raising the total to \$12,000.00. This will allow Opera Queensland to engage internationally acclaimed guest artists for the Tambo performance "Dancing in the Moonlight". Blackall-Tambo Regional Council will be the only Council to have a performance in two towns.

The event will be free for the Tambo community and general public and will be held on the lawn at the Tambo Shire Hall.

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### Link to Corporate Plan

Vibrant Communities

Outcome 1 – Arts and Culture

### Consultation (internal/external)

Mayor

Opera Queensland

### Policy Implications

Nil

### Budget and Resource Implications

A total of \$12,000 (ex GST) – Events and Promotions budget

**Risk Assessment**

<b>Risk Category</b>	<b>Risk Tolerance</b>		<b>Risk Rating</b>
Financial	Low	Event not budgeted for in the 2021-2022 budget. The Events and Promotion budget would be used to support the event.	Medium
Legal & Regulatory	Low	Nil	Low
People	Low	Nil	Low
Operational	Medium	Pressure on Council's resources to support the event.	Medium
Environmental	Medium	Nil	Low
Strategic	Medium	The opportunity for the Tambo community to experience an event in Tambo is positive.	Low
Ethical	Low	Nil	Low
Reputation	Low	Nil	Low
Leadership	Low	Nil	Low

**Proposed Risk Treatment**

Nil



## BLACKALL-TAMBO REGIONAL COUNCIL

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### OFFICER REPORTS

COUNCIL MEETING DATE: 20 April 2022

Item No: 5.6

**SUBJECT HEADING: QBCC Request for Authority to Prosecute – Combustible Cladding**

Author and Officer's Title: Des Howard, Chief Executive Officer

CLASSIFICATION: (if confidential)

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*Summary: The Queensland Building and Construction Commission (QBCC), Queensland's regulatory building body, has written to Council requesting authority to prosecute offences committed under s16X(1) of the Building Regulation 2006.*

**Officer's Recommendation: That Council, under section 256(2)(k) of the Building Act 1975, authorise the Queensland Building and Construction Commission to prosecute offences committed under s16X(1) of the Building Regulation 2006.**

---

### Background

The Lacrosse fire in Melbourne (25 November 2014) and numerous fires internationally has raised grave concerns with the use of cladding on buildings. Of particular concern is the use of aluminium composite panel with a polyethylene core. To address the problem in Queensland, the government established the Non-Conforming Building Products Audit Taskforce who have investigated how to make affected buildings safe and how to prevent the problem reoccurring.

The Queensland Government introduced amendments to the *Building Regulation 2006*, ('the Regulation'), in response to the risks posed to building occupants and emergency personnel caused by combustible materials in the cladding applied to the external walls of many buildings in the state.

Sections 16X(1) and (7) require the owner of a private building (class 2, 3, 4, 5, 6, 7, 8 or 9 building and of a type A or B construction (2 or more storeys) and for which a building development approval was given after 1 January 1994 but before 1 October 2018 for building work) to provide documents to the QBCC. An explanation of the different classes of building can be found [here](#).

The QBCC is responsible for administering and regulating the owner of buildings that have combustible cladding forming part of an external wall or other external part of the building. Several private building owners have failed to comply with their obligations.

Pursuant to s256(2)(k) of the *Building Act 1975*; a local government or a person authorised by a local government; the QBCC is seeking authorization from Blackall-Tambo Regional Council, for the Commissioner of the QBCC to make complaints under the *Justices Act* in relation to breaches of s16X(1) of the *Building Regulation 2006*. The QBCC's time limit to commence prosecution expires on 3 May 2022.

The Commissioner of QBCC has stated in her correspondence, that some owners of relevant private buildings in the Blackall-Tambo local government area have failed to comply with their obligations under the Regulation. Council's certifier has been consulted and it is



understood that Council nor the certifier are aware of any of this type of cladding in the BTRC area.

### **Link to Corporate Plan**

Environment & Heritage

Outcome 1 – Disaster Management

Governance

Outcome 2 - Accountability

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

GBA Engineering Consultants – J Burger, Certifier

### **Policy Implications**

Nil

### **Budget and Resource Implications**

Nil

### **Risk Management Assessment**

<b>Risk Category</b>	<b>Risk Tolerance</b>	<b>Summary of Risks Involved</b>	<b>Risk Rating</b>
Financial	Low	QBCC will meet all costs associated with any prosecution.	Low
Legal & Regulatory	Low	Providing authorization to the QBCC fulfills Council's legal obligation in this matter.	Low
People	Low	Should there be any buildings in the region which are affected by the cladding people could be placed at risk.	Medium
Operational	Medium	Nil	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Nil	Low
Ethical	Low	Nil	Low
Reputation	Low	Complaints under the Justice Act will be brought in the name of the QBCC.	Low
Leadership	Low	Nil	Low

### **Proposed Risk Treatment**

Nil

**BLACKALL-TAMBO REGIONAL COUNCIL**

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**OFFICER REPORTS**

COUNCIL MEETING DATE: 20 April 2022

Item No: 5.7

**SUBJECT HEADING: Tambo Town Common Advisory Group Meeting – 17 February 2022**

Author and Officer's Title: Des Howard, Chief Executive Officer

CLASSIFICATION: (if confidential)

*Summary: The Tambo Town Common Advisory Group held a meeting in the Tambo Boardroom on 17 February 2022.*

**Officer's Recommendation: That Council receive the minutes from the Tambo Town Common Advisory Group meeting held 17 February 2022.**

**Background**

The Tambo Town Common Advisory Group (TTCAG) was formed to make recommendations to Council on issues related to the management of the Town Common.

The TTCAG met on 17 February to discuss the nomination for Chairperson, purchasing of bulls, cattle number on the common, muster dates and an expression of interest for Common agistment.

A copy of the minutes is attached to this report.

**Link to Corporate Plan**

Environment &amp; Heritage

Outcome 3 – Pest Management

**Consultation (internal/external)**

Tambo Town Common Advisory Group

**Policy Implications**

Tambo Town Common Management Plan

**Budget and Resource Implications**

Nil

**Risk Management Assessment**

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Nil	Low
Legal & Regulatory	Low	Minutes are presented to Council as per the Tambo Town Common Management Plan.	Low
People	Low	Nil	Low
Operational	Medium	Information from the TTCAG enables Council to address any concerns.	Low

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Environmental	Medium	Adequate management of the Town Common addresses environmental issues.	Low
Strategic	Medium	Nil	Low
Ethical	Low	Nil	Low
Reputation	Low	Nil	Low
Leadership	Low	Implementation of the Tambo Town Common Plan and advice from the TTCAG provides guidelines on how to manage the land.	Low

### Proposed Risk Treatment

There is no risk to Council to receive the minutes of the Tambo Town Common Advisory Group.



# **Blackall-Tambo Regional Council**

Tambo Town Common Meeting held 17<sup>th</sup> February 2022

Tambo Council Boardroom 6.00pm

**Chairperson**

Bill Rogers

**Minute Taker**

Bronwyn Beck

Welcomed: 6.10pm

**Apologies:**

Ralph McLeod, Robert McLeod, Richard Graczyk, Dean Frousheger, Malcom Johnson, Gidgee Johnson, Orleen McKellar, Johnathon Holmes, Gary West Snr, Teresa Johnston, Leon Russell, Liza and Pat Nay.

Motion: Apologies be accepted

**Moved:** Karen Johnson

**Seconded:** Taylor Smith

**Attendance:**

Cr Lindsay Russell, Errol Rogers, Jason Rogers, Taylor Smith, Nadine McLeod, Karen Johnson, Kelvin Hafey, James Webber, Rebecca Johnston, Gerard Holmes and Kevin Johnson.

**Previous Minutes:**

The minutes from the previous meeting held 17<sup>th</sup> August 2021 were handed around the table to be read.

Motion: The Tambo Common Committee confirms the minutes from the previous meeting are true and correct.

**Moved:** Karen Johnson

**Seconded:** Kelvin Hafey

No Business Arising from the Previous Minutes.

Chairman's Report was delivered by Bill Rogers

**Agenda Items:**

**Call for Nominations for the Chairperson:**

A nomination was put forward by Karen Johnson to nominate Bill Rogers seconded by Kelvin Hafey all in favor.

Bill Roger will stay as Chairperson for the Tambo Town Common Advisory Committee.

**Cattle Numbers:**

Cattle Numbers for the Tambo Town Common Stands as 286 grown cattle and 90 branded calves.

Motion for numbers to be increased and capped at 15 per person.

**Moved:** Karen Johnson

**Seconded:** Jason Rogers

**All in favor**

**Bulls:**

The bull account has a balance of \$2,285.00 if owners decide on replacing 2 bulls, this amount will be used towards the cost of replacement.

The motion is to buy two replacement bulls from Greendale as they are the better priced bulls.

1x Brangus

1x Charbray

**Moved:** Nadine Mcleod

**Seconded:** Taylor Smith

**All in favor**

Kelvin Hafey and Jason Rogers will go to Greendale to inspect the bulls to be purchased.

**Muster Dates: 19<sup>th</sup> & 20<sup>th</sup> March or 2<sup>nd</sup> & 3<sup>rd</sup> April 2022**

Motion: Muster date has been set for the weekend 2<sup>nd</sup> & 3<sup>rd</sup> of April 2022.

The mustering will cost \$3,465.00 for 3 people for 3 days, fees per owner will be \$9.20 per head per branded stock. The fee has increased by \$1.20 per head due to the reduced number of owners on the common.

**Moved:** Gerard Holmes

**Seconded:** Nadine Mcleod

**Expression of Interest for Common Agistment:**

Only one new expression of interest was presented at the meeting, Bill Hutchinson Jnr.

14 X Brahman cross Cattle to agist on the Common.

Motion the expression of interest to agist cattle on the Tambo Town Common be accepted.

**Moved:** Karen Johnson

**Seconded:** Jason Rogers

**All in favor**

**Meeting for the Tambo Town Common Advisory Committee closed at 6.45pm**

## BLACKALL-TAMBO REGIONAL COUNCIL

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### OFFICER REPORTS

COUNCIL MEETING DATE: 20 April 2022

Item No: 5.8

**SUBJECT HEADING: Local Government Sustainability Framework for Queensland Councils**

Author and Officer's Title: Des Howard, Chief Executive Officer

CLASSIFICATION: (if confidential)

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*Summary: Council received a letter from the Department of State Development, Infrastructure, Local Government and Planning providing an update on the establishment of a new Local Government Sustainability Framework for Queensland councils.*

**Officer's Recommendation: That Council receive the letter from the Director-General of the Department of State Development, Infrastructure, Local Government and Planning.**

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### Background

The Auditor-General's 2021 report to parliament raised concerns about local government financial sustainability, rating 24 out of 77 councils as having a higher risk of sustainability issues in the short to medium-term. The report recommended the department develop new financial sustainability ratios for councils. The ratios are to consider different sizes, services and circumstances of councils.

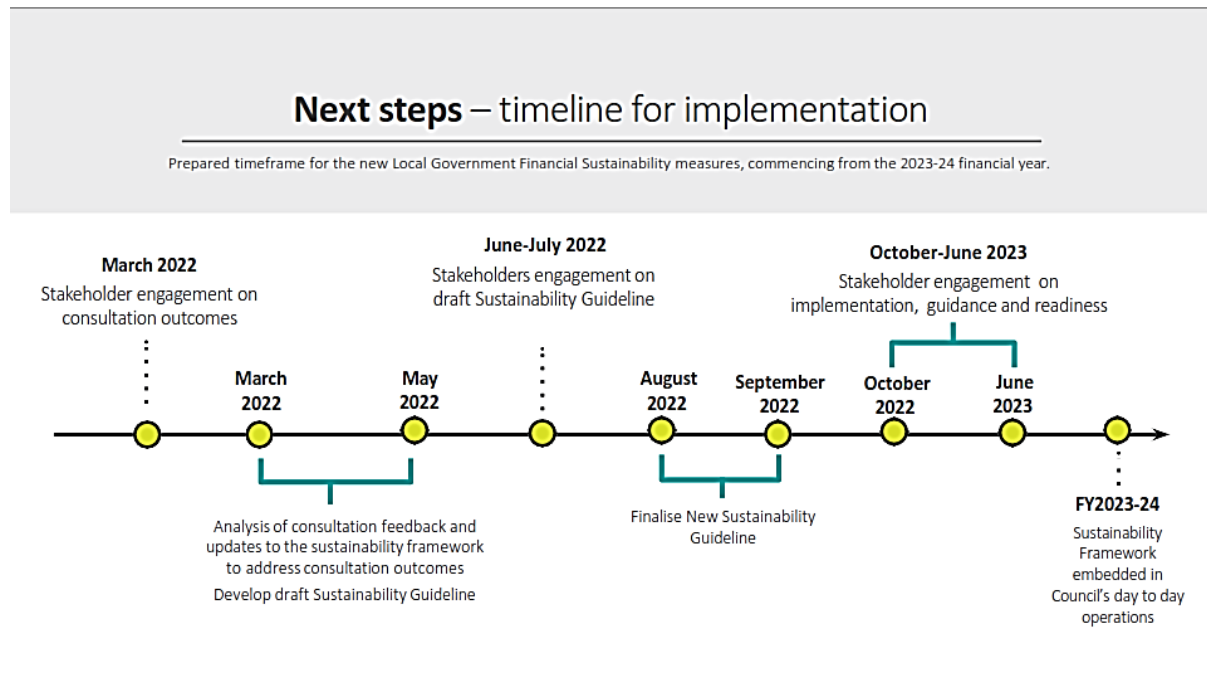
The Department of State Development, Infrastructure, Local Government and Planning summary of consultation feedback states the following:

- Establishment of a new sustainability framework using five identified elements, which were agreed to by councils:
  - Operating environment
  - Finances
  - Assets
  - Governance
  - Compliance.
- Suggestions to include environmental and community elements.
- Some of the items addressed in the summarized feedback are as follows:
  - approach to grouping councils – limited support for population as the single method.
  - proposed financial and asset sustainability measures – broad support for the proposed methods and concerns about proposed debt per capita ratio and asset consumption ratio and complexity and administration burden of reporting.
  - target benchmarks – concerns with the proposal to allow negative targets for the operating surplus ratio
  - implementation – strong support to defer the implementation, strong focus on the importance on understanding how the Qld Audit Office will use the proposed ratios, requested assistance with the implementation of the framework.



The Director-General, Damien Walker has advised that in response to the feedback received, the implementation of the new sustainability framework is now proposed to occur in time for the 2023-24 financial year.

Below is the timeline for implementation of the new Local Government Financial Sustainability measures as provided by the Department of State Development, Infrastructure, Local Government and Planning.



A copy of the letter from the Director-General is attached to this report.

### Link to Corporate Plan

Governance  
Outcome 2 – Accountability  
Outcome 3 – Leadership  
Outcome 4 – Financial

### Consultation (internal/external)

Mayor

### Policy Implications

Nil

### Budget and Resource Implications

Nil

### Risk Management Assessment

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Nil	Low
Legal & Regulatory	Low	Nil	Low
People	Low	Nil	Low

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Operational	Medium	Nil	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Nil	Low
Ethical	Low	Nil	Low
Reputation	Low	Nil	Low
Leadership	Low	Nil	Low

**Proposed Risk Treatment**

There is no risk to Council to receive the letter from the Director-General.



Department of  
**State Development, Infrastructure,  
Local Government and Planning**

Our ref: MBN22/54

23 March 2022

Mr Des Howard  
Chief Executive Officer  
Blackall-Tambo Regional Council  
ceo@btrc.qld.gov.au

Dear Mr Howard

I am writing to provide an update about the establishment of a new Local Government Sustainability Framework for Queensland councils.

As you would be aware, the Department of State Development, Infrastructure, Local Government and Planning (the department) released a discussion paper about the new sustainability framework in October 2021.

The department received strong engagement from the sector on the discussion paper, with 49 formal submissions were received, as well as significant interest and attendance from councillors and council officers at stakeholder briefings and events during the consultation period.

The feedback received has confirmed broad support for the introduction of the new sustainability framework, including the expansion of the framework to consider elements beyond council finances and the introduction of a larger set of sustainability measures. However, consultation feedback has also identified several areas that will benefit from further consideration by the department and additional engagement with councils. These include:

- the approach to grouping councils by population
- opportunities to adjust the proposed sustainability measures and benchmarks, including measures related to local government debt, council-controlled revenue and population growth
- the importance and type of implementation support and guidance needed from the department.

During consultation many councils also made it clear that additional time will be needed to prepare for the proposed changes.

A summary of consultation feedback is enclosed.

1 William Street  
Brisbane Queensland 4000  
PO Box 15009  
City East Queensland 4002  
**Telephone** 13 QGOV (13 74 68)  
**Website** [www.statedevelopment.qld.gov.au](http://www.statedevelopment.qld.gov.au)  
**ABN** 29 230 178 530

In response to the feedback received on the discussion paper, the implementation of the new sustainability framework is now proposed to occur in time for the 2023-24 financial year. Building on the success of the discussion paper process, this will provide time for further engagement with councils during 2022 and give the sector more opportunity to prepare for the proposed changes.

Officers from the department's Local Government Division will be providing regular updates to councils over the coming months as we work to finalise the framework and prepare for implementation.

Additionally, please note that Ms Nikki Boyd MP, Assistant Minister for Local Government, has written to your council's Mayor to advise of the outcomes of the discussion paper consultation process.

I have asked Mr Stephen Robbins, Acting Deputy Director-General, Local Government Division in the department to assist you with any further queries. You may wish to contact Mr Robbins on 0436 840 013 or by email at [stephen.robbs@dsdilgp.qld.gov.au](mailto:stephen.robbs@dsdilgp.qld.gov.au).

Yours sincerely

A handwritten signature in black ink, appearing to be 'D Walker', written over a circular stamp or seal.

Damien Walker  
**Director-General**

Enc

## BLACKALL-TAMBO REGIONAL COUNCIL

[Return to Agenda](#)[Next Item](#)

### OFFICER REPORTS

COUNCIL MEETING DATE: 20 April 2022

Item No: 5.9

**SUBJECT HEADING:** Council Housing Policy

Author and Officer's Title: Des Howard, Chief Executive Officer

CLASSIFICATION: (if confidential)

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*Summary: A policy addressing Council owned housing enables the appropriate management and use of Council's entire housing portfolio.*

**Officer's Recommendation: That Council adopt the Council Housing Policy.**

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### Background

Council currently manages thirty-seven residential accommodations in Blackall and Tambo which consist of three- and four-bedroom homes and pensioner type accommodation.

The purpose of the Council Housing Policy is to coordinate the tenancy and management of Council's entire housing portfolio. Council requires employee housing to support the retention of staff with skills and qualifications required to meet service delivery and business needs. The policy identifies the different type of housing, use of the housing and requirements or conditions around the leasing of these properties and how to best meet the needs of the community.

A copy of the policy is attached to this report.

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### Link to Corporate Plan

Governance

Outcome 2 – Accountability

Outcome 4 – Financial

Outcome 5 – Customer Service

Infrastructure

Outcome 5 – Council Buildings

### Consultation (internal/external)

CEO

Director of Finance Corporate and Community Services

Manager of Finance

Asset Manager

### Policy Implications

Nil

### Budget and Resource Implications

Nil

**Risk Assessment**

<b>Risk Category</b>	<b>Risk Tolerance</b>	<b>Summary of Risks Involved</b>	<b>Risk Rating</b>
Financial	Low	Nil	Low
Legal & Regulatory	Low	Nil	Low
People	Low	The Council Housing Policy prioritizes the use of Council housing to retain appropriate qualified staff.	Low
Operational	Medium	The policy will enable housing to be used in the most appropriate manner.	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Nil	Low
Ethical	Low	The Policy will provide transparency on how Council manages housing.	Low
Reputation	Low	Nil	Low
Leadership	Low	A policy for housing identifies the resources available and how best to manage them.	Low

**Risk Assessment**

The implementation of policies provides consistency in services.





# Blackall-Tambo Regional Council

## Council Housing Policy

Policy Number: Stra 16	Effective Date: 20.4.2022
Version Number: One	Review Date: 20.4.2026
Policy Compiled by: Chief Executive Officer	
Procedure Approved by: Chief Executive Officer	

### 1. BACKGROUND

Council currently manages thirty-seven types of residential accommodation in Blackall and Tambo ranging from three- and four-bedroom homes, to pensioner single bedroom units. This policy provides a framework for the allocation of those residential properties to staff, contractors and members of the community.

### 2. OBJECTIVE

Blackall-Tambo Regional Council has a mix of housing that is utilised to provide suitable accommodation to employees of Council and their families where housing may be required as an incentive to attract senior management or "hard to fill" positions that cannot be filled locally; and where necessary, Council and/or non-Council employees who assume caretaking duties or contractor duties.

Council aims to provide the best possible accommodation to meet the demand for rental accommodation. Irrespective of the demand, Council has limited resources and there are private investors providing housing. Council encourages tenants to investigate rental options in the private sector where possible.

### 3. SCOPE

This policy will apply to the tenant/s who rent a Council owned property, whether it be employee housing, caretaker housing, temporary housing or residential housing.

### 4. DEFINITIONS

**Attract and Retain Employees** means senior and professional employees. It includes such positions as CEO, Director/s and positions critical to the essential service provision of Council.

**Categories of Housing** – the following categories have been created to define the purpose of Council owned housing:

- Employee Housing – housing that is to be used by Council to attract and retain executive staff.
- Caretaker Housing – housing that is located on or near a facility that accommodates a caretaker
- Temporary Housing – housing that is to be used by contractors, councillors or guests of council

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**Blackall-Tambo**  
Regional Council

## Council Housing Policy

- Residential Housing – housing that may be leased to employees or members of the public. This housing has been identified as being necessary to meet demand for rental accommodation in the community.
- Pensioner Housing – housing that is to be used for residents who receive a pension.

**Contractor** is a person who works under a contract with Council and has been engaged by Council to work in Blackall-Tambo Regional Council.

**CEO** – Chief Executive Officer

**Furnished Accommodation** means a house or unit that includes all appropriate whitegoods, furniture and basic kitchen equipment.

**Tenant** is a person who occupies property rented from Blackall-Tambo Regional Council. This includes employees, caretakers, contractors, councillors, members of the public and people who receive a pension.

### 5. ALLOCATION PROCEDURE

#### 5.1. Employee Housing

To be eligible for housing the employee must meet the following criteria:

1. Be a full-time employee; and
2. Be offered accommodation as part of their appointment when coming from another location to live in Blackall-Tambo to meet the Council's essential services as approved by the CEO; or
3. At the CEO's discretion:
  - a) Housing may be provided for non-essential employees if there is housing stock available;
  - b) Rental in accordance with a) above will be subject to the following special condition;
  - c) The proposed tenant can provide suitable references;
4. The tenant agrees to a commercial rental, pays an upfront bond equivalent to 4 weeks rental and signs a periodic lease that may be terminated should Council require the accommodation for other purposes.

#### 5.2. Caretaker Housing

- Caretaker housing can only be allocated to a person who will undertake a particular role associated with that facility.
- The allocation of caretaker housing will be conducted in conjunction with the appointment of the contracted person to that role.
- The decision to allocate caretaker housing shall be made by the CEO.

#### 5.3. Temporary Accommodation

Temporary accommodation is to be used at the discretion of the CEO and may be used as housing for staff, contractors or visitors/guests of Council.

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#### 5.4. Residential Housing

Priorities for allocation of accommodation to this group will be determined by the following factors:

- Housing used by employees of Council will be provided at the discretion of the CEO.
- Suitability of housing to the applicant's needs. i.e. number of bedrooms required according to dependents, fencing, location etc.
- Specific individual requests, for example pets, hobbies, etc., which depending on circumstances may or may not be considered.
- Specific physical requirements of applicants, i.e. disabilities etc.

#### 5.5. Pensioner Housing

Council has properties which have been identified as housing where preference is given to tenants who are in receipt of aged or another type of pension. These include, but are not limited to, the following pensions:

- Age Pension
- Carer Pension
- Disability Support Pension
- War Widow/ers Payment
- Widow B Pension
- Wife Pension Age and Disability
- Service Pension

Pensioner Housing are identified as the Blackall Pensioner Huts and Coolibah Village in Tambo.

- To qualify for consideration to become a tenant of a unit at the Coolibah Village or the Blackall Pensioner huts the applicant must be:
  - 55 years of age or above; or
  - Retired; or
  - In receipt of government assistance.

Nothing in this policy prevents the CEO from allocating a particular type of housing for other purposes.

#### 5.6. Housing Panel

Applications will be assessed by a Housing Panel which comprises of two Council Officers and Senior Executive Officer. The panel shall meet as required to determine applications for rental from community members.

#### 5.7. Application Assessment Procedure

All applicants for Council housing will be required to complete the appropriate application for housing form subject to all the conditions under the Residential Tenancies Authority. On receipt

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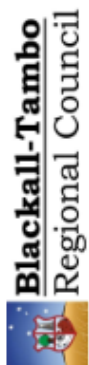
## **Council Housing Policy**

of the application for housing form, the Housing Panel will consider the application against the assessment criteria and make a recommendation to the Chief Executive Officer.

Once the recommendation has been approved by the CEO, Council Officers will advise the successful applicant and a tenancy agreement will be provided.

The Housing Panel will identify the eligible applicant whose requirements, needs and circumstances best match the vacancy. This may include property type, disability access, bedroom entitlements or other features.

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## Council Housing Policy

### ASSESSMENT CRITERIA

Address		No. of bedrooms	Other features				RENT per week
Property Address:							
Applicant Name	Number of Household Members	Housing Need	Health Issues / Impairments	Pets	References	Total Household Income	Total Notes

Assessed by: \_\_\_\_\_  
 Date:- \_\_/\_\_/\_\_

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**Blackall-Tambo**  
Regional Council

## Council Housing Policy

### 6. COUNCIL PROPERTIES

Category of Housing	Property	Nominated Position
Employee Housing	19 Arthur Street Tambo	Tambo Works Supervisor
Employee Housing	4 Albert Street Tambo	Tambo Foreman
Employee Housing	90 Thistle Street Blackall	CEO
Employee Housing	97 Thistle Street Blackall	Director
Employee Housing	2/11 Bedford Street Blackall	EHO
Employee Housing	29 Edward Street, Tambo	Leased by employee
Caretaker Housing	Salvia Street Blackall	Showground Caretaker
Caretaker Housing	Evora Road Blackall	Saleyard Manager
Temporary Accommodation	11 Mitchell Street Tambo	Contractor
Temporary Accommodation	62 Shamrock Street Blackall	Contractor / Visitors
Temporary Accommodation	1/11 Bedford Street Blackall	Councillor's Unit
Residential Housing	10 Edward Street Tambo	Leased by employee
Residential Housing	13 Edward Street Tambo	Leased by employee
Residential Housing	87 Thistle Street Blackall	Leased by employee
Residential Housing	7 Star Street Tambo	Leased by employee
Residential Housing	9 Acacia Street Blackall	Leased by employee
Residential Housing	8 Edward Street Tambo	Leased
Residential Housing	13 Myrtle Street Blackall	Leased
Residential Housing	139 Thistle Street Blackall	Leased
Residential Housing	22 Mimosa Street Blackall	Leased
Residential Housing	1/7 Bedford Street Blackall	Leased
Residential Housing	2/7 Bedford Street Blackall	Leased
Pensioner Housing	1/24 Albert Street Tambo	Coolibah Village
Pensioner Housing	2/24 Albert Street Tambo	Coolibah Village
Pensioner Housing	3/24 Albert Street Tambo	Coolibah Village
Pensioner Housing	4/24 Albert Street Tambo	Coolibah Village
Pensioner Housing	7/26 Albert Street Tambo	Coolibah Village
Pensioner Housing	8/26 Albert Street Tambo	Coolibah Village
Pensioner Housing	9/26 Albert Street Tambo	Coolibah Village
Pensioner Housing	6 Mitchell Street Tambo	Coolibah Village
Pensioner Housing	8 Mitchell Street Tambo	Coolibah Village
Pensioner Housing	1/30 Bauhinia Lane Blackall	Pensioner Hut
Pensioner Housing	2/28 Bauhinia Lane Blackall	Pensioner Hut
Pensioner Housing	3/26 Bauhinia Lane Blackall	Pensioner Hut
Pensioner Housing	4/24 Bauhinia Lane Blackall	Pensioner Hut

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**Blackall-Tambo**  
Regional Council

## Council Housing Policy

Category of Housing	Property	Nominated Position
Pensioner Housing	5/22 Bauhinia Lane Blackall	Pensioner Hut
Pensioner Housing	6/20 Bauhinia Lane Blackall	Pensioner Hut

### 7. TENANCY ARRANGEMENTS

#### 7.1. Calculation of Rental Rates

Employees provided with accommodation under this policy are required to pay rent in accordance with their contract of employment or Council's schedule of fees and charges as amended annually.

Senior Executive staff may have a salary package which includes housing. Accommodation provided under these conditions will be provided in accordance with employment contracts.

Tenants should be charged an affordable rent, with the maximum rent charged being the market rent for the dwelling.

The amount of rent to be paid is to be set by Council and will reflect the location and age, condition, size and type of property. The rent may be reviewed at any time by Council.

#### 7.2. Rental Bonds

All new tenants must pay a rental bond as financial protection over the property. The amount is to be the equivalent of four (4) weeks rent and is payable to the Blackall-Tambo Regional Council on the commencement of a tenancy.

### 8. MAINTENANCE AND REPAIRS

#### 8.1. Council's Obligations

Council, as a landlord, is required to:

- Ensure the premises comply with health, safety and housing standards;
- Provide the premises in a clean and reasonable state, having regard to its age, character and location;
- Maintain the premises to an acceptable standard.

#### 8.2. Tenant's Obligations

To comply with the requirements of the *Residential Tenancies and Rooming Accommodation Act 2008* the tenants:

- Must allow Council free and full access when reasonably requested as per the *Residential Tenancies and Rooming Accommodation Act 2008*, for repairs and maintenance purposes and inspections;

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## **Blackall-Tambo Regional Council**

### **Council Housing Policy**

- To pay rent on time;
- To keep the premises clean;
- To notify Council of damages caused by the tenant or their guests;
- To be considerate of neighbours;
- On departing, to return keys, have the carpet professionally cleaned and generally leave the property in good order;
- Report maintenance when required.

#### **8.3. Utilities**

Tenants are required to meet the full costs of gas, electricity and telephone unless, in the case of staff, it has been agreed by Council, as part of a salary arrangement.

#### **8.4. Home Maintenance**

- All repairs and maintenance to be conducted by Council only.
- Tenants should notify Council, during business hours, if unintentional damage or general breakdowns occur. Repairs may be at the tenant's expense if malicious or willful damage is proven.
- Air conditioners will be cleaned annually by a Council nominated contractor.

#### **8.5. Garden Maintenance**

It is the tenants responsibility to maintain the grounds and garden. Tenants should keep lawns watered, comply with sprinkler restrictions, mow lawn areas regularly and remove weeds, invasive plants and debris as required.

Council may be responsible for any maintenance work outside of the above scope (e.g. mulch, tree trimming).

#### **8.6. Pest Management**

Council reserves the right to enter the property, after due notice, to undertake an annual pest control treatment of the rental property. The annual pest control will include treatment of spiders and cockroaches.

The tenant must engage an appropriately qualified pest control expert to treat the premises for pests upon vacating.

#### **8.7. Inspections**

Council reserves the right to undertake an inspection of the property, after due notice, to ensure compliance with the lease and/or to arrange for works to be conducted.

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**Blackall-Tambo**  
Regional Council

## Council Housing Policy

### 8.8. Pets

Blackall-Tambo Regional Council supports the tenant/s keeping pets where the style of housing is suitable for that type of pet. The keeping of pets in any Council property must comply with Council's Local Laws.

The tenant/s may keep a pet if:

- The premises is suitable for keeping a pet (e.g. appropriate fencing, suitable area for housing);
- The tenant accepts all responsibility for damage done by pets;
- The pet does not interfere with the reasonable peace, comfort and privacy of neighbours; and
- The pet is registered with Council as required and is secured within the boundaries of the property.

Unless specifically agreed by the CEO, pets are not permitted inside the residence.

### 8.9. Smoking

Council reserves the right to reject a rental application from a smoker due to the potential damage that can be caused. Cigarette smoke seeps into carpets, walls and floors. Vacancies are to be advertised as non-smoking and this is to be outlined in the lease. The CEO may authorise occupancy by a smoker, and this may be conditional upon restricting smoking to outside the premises.

### 8.10. Council Supplied Furniture

Where Council supplies furniture as part of employee contract arrangements, tenants should not remove, replace or repair any furniture or equipment unless authorised by the CEO.

### 8.11. Tenant Infrastructure Additions

The tenant must seek approval from the CEO, in writing, for any infrastructure additions.

Any infrastructure added by the tenant (after receiving approval from the CEO) such as sheds, greenhouses, awnings must be removed when the tenancy ends unless by written agreement by the CEO. Council may charge the tenant for removal of these items.

## 9. INELIGIBILITY

An applicant and/or spouse and all household members must not own, or part-own, property within the Blackall-Tambo Region including:

- A residential home (e.g. house flat, unit or townhouse)
- A manufactured or transportable home
- Property owned through a Property Trust.

Special circumstances will be considered by the CEO on a case by case basis.

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**Blackall-Tambo**  
Regional Council

## Council Housing Policy

### 10. SPECIAL CONDITIONS OF TENANCY

All tenants are responsible for their own contents insurance and Council will take no responsibility for personal items not insured either internally or externally on the property.

### 11. SUB-LETTING

Council housing is provided to the tenant/s and their immediate family (spouse/partner and dependent children). Under no circumstance will sub-letting of Council properties be permitted.

### 12. VACANCY PROCEDURE

In the event that a person vacates the premises under the terms of the *Residential Tenancies and Rooming Accommodation Act 2008*, the person must:

- As soon as the person is aware of the pending vacancy, notify Council of their intention to leave by the appropriate RTA Form; and
- Promptly hand over vacant possession including return of keys to the appropriate Council Officer. Failure to return keys will result in rent being charged until such time as the keys are returned; and
- Clean the premises. The premises should be in the same condition as when the tenant moved in; fair wear and tear excepted; and
- Notify the Council of the person's forwarding address.

A house is defined as vacant when a person has physically moved out of the house, including removal of furniture and personal property, clean the residence and yard, and keys for the property have been handed back to Council.

### 13. TERMINATION OF TENANCY AGREEMENT

Under the terms of the *Residential Tenancies and Rooming Accommodation Act 2008* notice may be given to terminate the rental agreement if:

- The person has not paid rent for 14 days;
- Council or the tenant breaks the agreement, including exceeding the occupancy limit on the housing form;
- Council or the tenant wish to give vacant possession at the end of the fixed term set out in the agreement;
- Where an employee resigns from their position, abandons their employment or the employee's employment relationship with Council is terminated.
- Council may give due notice if the residence is required for staff or contractor housing. According to the *Residential Tenancies and Rooming Accommodation Act 2008* the tenant has 2 months in which to comply.

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**Blackall-Tambo**  
Regional Council

## Council Housing Policy

### 14. CHANGE OF CIRCUMSTANCES

A person undergoing a change of circumstances which influences the type of housing appropriate to that person's new circumstance may be required to move to accommodation in keeping with these new circumstances.

A change in circumstances may include the following:

- Special needs (i.e. physical, mental)
- Accident or illness
- Relationship
- Income
- Emergency situation

A change involving the number of occupants will only be considered if the change involves full-time occupants.

### 15. HARD TO LET

The CEO may allocate a particular type of housing to a tenant when there are no suitable housing options available. This enables "hard to let" properties to be tenanted.

### 16. RISK MANAGEMENT

Council is committed to managing risk, as defined by the International Standard ISO 31000:2018, in accordance with its adopted Risk Management Policy.

This policy has been prepared to manage or modify various risk exposures identified by Council in relation to Council Housing.

These include, but are not limited to, the risk that Council:

- Cannot meet rental demand and is unable to attract and/or retain key personnel;
- Cannot find appropriate tenants to let a particular category of housing;
- Cannot adequately manage, maintain and allocate its housing assets; and
- Cannot provide suitable accommodation for residents who receive a pension.

### 17. RELATED LEGISLATION

*Residential Tenancies and Rooming Accommodation Act 2008*

*Residential Tenancies and Rooming Accommodation Regulation 2009*

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**Blackall-Tambo**  
Regional Council

## Council Housing Policy

### 18. POLICY REVIEW

This policy will be reviewed when any of the following occur:

1. As required by legislation
2. Other circumstances as determined by the Chief Executive Officer.

Notwithstanding the above, this policy is to be reviewed at intervals of no more than four (4) years.

### 19. VERSION CONTROL

Version 1	New Policy
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**BLACKALL-TAMBO REGIONAL COUNCIL**[Return to Agenda](#)[Next Item](#)**OFFICER REPORTS**

COUNCIL MEETING DATE: 20 April 2022

Item No: 5.10

**SUBJECT HEADING: Blackall Livestock Auction Association and Central West Beef Producers – Request for Sponsorship**

Author and Officer's Title: Des Howard, Chief Executive Officer

CLASSIFICATION: (if confidential)

*Summary: The Blackall Livestock Auction Association Inc have invited Council to sponsor a Santa & Santa Infused Sale being held at the Blackall Saleyards on 26 May 2022.*

**Officer's Recommendation: That Council sponsor the Santa & Santa Infused Sale being held at the Blackall Saleyards for \$500/\$1000.00.**

**Background**

Blackall Livestock Auction Association has written to Council inviting Council to sponsor a sale they are staging with Central West Beef Producers at the Blackall Saleyards on 26 May 2022.

The event, the 'Santa & Santa Infused Sale, will be held in conjunction with a feeder weight, store, PTIC and cow and calves sale with a grand champion pen awarded from each class. Judging will be conducted by the Cattlemen and Stock Agents from Queensland. The classes are as follows:

Class 1 – Santa Steers

Class 2 – Santa Infused Steers

Class 3 – Santa Heifers

Class 4 – Santa Infused Heifers

Class 5 – Santa or Santa Infused PTIC Female or Cow &amp; Calves

There are two options for sponsorship, \$1000.00 or \$500.00, and Council can choose to nominate a Class for naming rights.

Council previously provided in-kind support for the Barcoo Beef Challenge in April 2021. The event to be held in May is being held at the Blackall Saleyards, a Council owned and run facility, and naming rights to a Class would increase Council's visibility.

**Link to Corporate Plan**

Economic Development

Outcome 1 – Business Investment

**Consultation (internal/external)**

CEO

**Policy Implications**

Request for Council Assistance Under \$10,000.00

**Budget and Resource Implications**

\$500 or \$1000

**Risk Assessment**

<b>Risk Category</b>	<b>Risk Tolerance</b>	<b>Summary of Risks Involved</b>	<b>Risk Rating</b>
Financial	Low	The request for sponsorship has not been allowed for in the budget.	Low
Legal & Regulatory	Low	Nil	Low
People	Low	Nil	Low
Operational	Medium	There is no operational risk as the facility is being used for a planned Sale on 26 May 2022.	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Sponsorship would increase Council's visibility at the Sale.	Low
Ethical	Low	Nil	Low
Reputation	Low	Sponsorship would demonstrate Council's support of the local industry.	Low
Leadership	Low	Nil	Low

**Risk Assessment**

Nil

## BLACKALL-TAMBO REGIONAL COUNCIL

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### OFFICER REPORTS

COUNCIL MEETING DATE: 20 April 2022

Item No: 5.11

**SUBJECT HEADING: Site Based Management Plan – Landfill Operations**

Author and Officer's Title: Des Howard, Chief Executive Officer

CLASSIFICATION: (if confidential)

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*Summary: The Environmental Health Officer has developed a Site Based Management Plan for Council's landfill operations.*

**Officer's Recommendation: That Council adopt the Site Based Management Plan – Landfill Operations.**

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### Background

The Site Based Management Plan (SBMP) provides BTRC with information regarding the applicable legislation for the operation of the environmental relevant activity ERA 60 Waste disposal, which is encompassed in Council's permit EPPR EPPR00906313.

It acknowledges the principle of the general environmental duty and forms part of Council's ongoing commitment to improve environmental activities. The SBMP provides Council staff a framework for the waste related activities at the Blackall and Tambo landfill sites, as well as the Saleyards and gut pit.

The Department of Environment and Science will be conducting site audits at BTRC's landfill operation within the coming weeks and therefore have requested to be provided with a copy of the current site-based management plan. It is understood that no such plan existed for BTRC. As a matter of good governance Council's EHO, following the consultation with the CEO, has drafted the attached SBMP for adoption by Council.

The role of this SBMP is to identify and document:

- environmental objectives for the site
- site-based activities
- environmental monitoring, performance criteria, action limits and corrective actions
- record keeping and reporting requirements
- the action plan for continual improvement.

The objectives of this SBMP are to:

- identify and implement opportunities for the recycling of waste to reduce the volume of waste disposed to landfill
- enhance and improve current processes
- maintain and improve environmental performance
- empower staff by providing specific training in the aspects of this SBMP
- identify actions for on-going performance improvement.

The SBMP will assist Council to assess activities and identify areas where Council can minimise impacts, reduce pollution and avoid or minimise environmental harm.

The SBMP will assist Council to continually improve and broaden the environmental knowledge and expertise of staff.

Transparency: all stakeholders involved can review processes.

Quality assurance: to address root causes by investigating non-conformances

Basic framework:

- Standard operating procedure for staff;
- Reporting structure;
- Accountability, ownership.

Adoption of the plan will ensure compliance to the Environmental Protection Act 1994, Environmental Protection Regulation 2019 and Waste Reduction and Recycling Act and Regulation 2011.

### Link to Corporate Plan

Environment & Heritage

Outcome 4 – Waste Management

### Consultation (internal/external)

CEO

EHO

### Policy Implications

Nil

### Budget and Resource Implications

Nil

### Risk Assessment

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Nil	Low
Legal & Regulatory	Low	Adoption of the plan assists Council to meet its regulatory obligations.	Low
People	Low	Increased staff and public safety and welfare.	Low
Operational	Medium	Increase in efficiency in Council's landfill operations.	Low
Environmental	Medium	The plan assists Council to meet its environmental obligations.	Low
Strategic	Medium	Nil	Low
Ethical	Low	Ensures compliance.	Low
Reputation	Low	Demonstrates Council's commitment to environmental obligations.	Low
Leadership	Low	Nil	Low

### Risk Assessment

Implementation of the plan will ensure compliance with legislation and provide staff with guidance and consistency in operations.



**Blackall-Tambo**  
Regional Council

# **Site Based Management Plan Blackall-Tambo Regional Council**

## **Landfill Operations**

Version Number: One	Effective date: 20 April 2022
Plan compiled by: Environmental Health Officer March 2022	Review date: 20 April 2023
Plan approved by: Chief Executive Officer	

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## Introduction

Blackall-Tambo Regional Council is committed to protecting and enhancing the Region's natural and built environment so that ecological, social and economic benefits are provided to current and future residents and businesses. This commitment aims to apply best practice as a cornerstone upon which Council will provide environmental benefits to the region. It also acknowledges the principle of general environmental duty. This means that a person may not carry out an activity that causes, or is likely to cause harm to the environment, unless the person takes all reasonable and practical measures to prevent or minimise the harm. The principles of due diligence in BTRC require individual responsibility by all staff, Managers, Councillors and the CEO.

This document has been developed in accordance with the *Environmental Protection Act (1994)* and provides a Site Based Management Plan for Council's licensed Environmentally Relevant Waste Activities under the environmental authority Permit **EPPR00906313**.

The environmental authority is issued by the administering authority under chapter 5 of the Environmental Protection Act 1994.

BTRC's site-based management plan recognises that environmental well-being is essential to the social and economic vitality of the Blackall Tambo Region. The environmental regulation of waste operations in the region, together with Council's site-based management plan will provide benefits for the entire region.

BTRC is striving for continual improvement to perform better now and in the future.

**Abbreviations/glossary**

Throughout the document, reference is made to terms and abbreviations commonly used in environmental management. The meanings of the terms are briefly outlined in this section.

ACM	Asbestos Containing Material
BTRC	Blackall-Tambo Regional Council
DES	Department of Environment and Science
DW	Director of Works
EA	Environmental Authority
EHO	Environmental Health Officer
EPA	Environmental Protection Act 1994
EPRegs	Environmental Protection Regulation 2019
ERA	Environmentally relevant activity
FO	Foreman
RLO	Rural Lands Officer
SBMP	Site based management plan

**ERA ENVIRONMENTALLY RELEVANT ACTIVITY**

An activity may be prescribed by regulation as an ERA if the Governor in Council is satisfied:

- a contaminant will or may be released into the environment when the activity is carried out;
- the release of the contaminant will or may cause environmental harm. (EPA: Section 38).

**EA ENVIRONMENTAL AUTHORITY**

Is a licence, permit or other authority that:

- is prescribed by regulation to be an environmental authority under the EPA s 48 (1).

**ENVIRONMENTAL HARM**

Environmental harm is any adverse effect, or potential adverse effect (whether temporary or permanent and of whatever magnitude, duration or frequency) on an environmental value.

Environmental harm may be caused by an activity:

- whether the harm is a direct or indirect result of the activity; or
- whether the harm results from the activity alone or from the combined effects of the activity and other activities or factors. EPA: Section 14 (1 and 2).

### 1.1. Scope

This Site Based Management Plan (SBMP) covers all site-based activities undertaken at the Blackall-Tambo Regional Council Refuse Facilities. This SBMP does not cover other environmentally relevant activities undertaken by BTRC at other sites, or mobile units such as rubbish collections trucks. The SBMP encompasses the operations at landfill sites:

**Blackall landfill Evora Road, located at Lot 24 on Plan SP300957:**

**ERA 60 (1a)– Waste disposal 2a:** Operating a facility or disposing of, in a year, any combination of regulated waste, general waste and limited regulated waste, (and <5t untreated clinical wastes in a scheduled area) <50,000t/yr.

**ERA 60 – Waste disposal 2b:** Operating a facility or disposing of, in a year, any combination of general waste and no more than 10% limited regulated waste, 2,000 – 5,000t/yr.

**Saleyards gut pit Evora Road, located on Lot 1 on Plan SP297043:**

**ERA 60 (1a)– Waste disposal 2a:** Operating a facility or disposing of, in a year, any combination of regulated waste, general waste and limited regulated waste, (and <5t untreated clinical wastes in a scheduled area) <50,000t/yr.

**Tambo landfill, Dawson Development Road, located on Lot 50 on Plan SP152778:**

**ERA 60 – Waste disposal 2a:** Operating a facility or disposing of, in a year, any combination of general waste and no more than 10% limited regulated waste, <2,000t/yr.

### 1.2. Role of SBMP

The role of this SBMP is to identify and document:

- environmental objectives for the site
- site-based activities
- environmental monitoring, performance criteria, action limits and corrective actions
- record keeping and reporting requirements
- the action plan for continual improvement.

### 1.3. Objectives

The objectives of this SBMP are to:

- identify and implement opportunities for the recycling of waste to reduce the volume of waste disposed to landfill
- enhance and improve current processes
- maintain and improve environmental performance
- empower staff by providing specific training in the aspects of this SBMP
- identify actions for on-going performance improvement.

### 1.4. Environmental Policy

BTRC is committed to avoiding or reducing environmental harm and improving environmental performance across the site-based activities at the BTRC Waste Facility. To minimise potential environmental impacts BTRC will strive to:

- Adopt the highest achievable environmental standards in all areas of operation, meeting and exceeding all relevant legal and other requirements.
- Assess our activities and identify areas where we can minimise impacts, reduce pollution and avoid or minimise environmental harm.
- Continually improve and broaden the environmental knowledge and expertise of staff.
- Reduce our environmental footprint through adherence to the waste hierarchy.
- Establish, implement, maintain and continually improve the SBMP.
- Undertake site-based activities in a manner that minimises adverse environmental impacts.

## 1.5. Legislation and Other Requirements

### 1.5.1 Environmental Protection Act 1994

#### Waste

Under Section 13 of the Environmental Protection Act, 1994 waste is defined as “any gas, liquid, solid or energy (or a combination of wastes) that is surplus to, or unwanted from, any industrial, commercial, domestic or other activity, whether or not of value”.

#### General environmental duty

The Act states:

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 (the general environmental duty).

All persons have a duty to notify environmental harm, as set out in sections 320 to 320G of the EP Act. The duty to notify ensures that the administering authority, the Department of Environment and Science (DES) and other relevant persons are made aware of incidents that may have caused or threaten serious environmental harm or material environmental harm, and that appropriate action can be taken to minimise the extent of environmental harm caused.

Any breach of a condition of BTRC’s environmental authority **must be reported to the administering authority** as soon as practicable within 24 hours of becoming aware of the breach. **Records** must be kept including full details of the breach and any subsequent actions taken by Council.

#### Definition of Environmental Harm

##### Environmental Harm

1. *Environmental harm is any adverse effect, or potential adverse effect (whether temporary or permanent and of whatever magnitude, duration or frequency) on an environmental value, and includes environmental nuisance.*
2. *Environmental harm may be caused by an activity:*
  - a) *whether the harm is a direct or indirect result of the activity; or*
  - b) *whether the harm results from the activity alone or from the combined effects of the activity and other activities or factors.*

Employees have a duty to notify their employers of environmental harm, with 24 hours of becoming aware of the harm. Employers must notify DES and any owners or occupiers of affected land within 24 hours of becoming aware of the harm.

**Definition of Environmental Nuisance**

*Environmental nuisance is unreasonable interference or likely interference with an environmental value caused by:*

- a) *aerosols, fumes, light, noise, odour, particles or smoke; or*
- b) *an unhealthy, offensive or unsightly condition because of contamination; or*
- c) *another way prescribed by regulation.*

Environmental nuisance is not a notifiable incident; however, it is an offence to cause environmental nuisance and there are often site-specific approval conditions relating to environmental nuisance that must be complied with.

**Section 19 Environmentally relevant activity may be prescribed**

1. A regulation may prescribe an activity as an environmentally relevant activity if the Governor in Council is satisfied—
  - a. that—
    - (i) a contaminant will or may be released into the environment when the activity is carried out; and
    - (ii) the release of the contaminant will or may cause environmental harm; or
  - b. the activity will or may otherwise adversely affect an environmental value of the marine environment.

**1.5.2 Environmental Protection Regulation 2019****Section 17: Activities prescribed as environmentally relevant activities—Act, s 19**

1. For section 19 of the Act, each activity to which a section under schedule 2 applies is a prescribed ERA.
2. An activity to which a section under schedule 2 applies includes the activity carried out as a mobile and temporary environmentally relevant activity, unless the section otherwise provides.

**ERA 60 Waste disposal**

1. Waste disposal (the relevant activity) consists of only 1 of the following:
  - a. operating a facility for disposing of—
    - (i) only regulated waste; or
    - (ii) regulated waste and any, or any combination, of the following:
      - a) general waste;
      - b) limited regulated waste;
      - c) if the facility is in a scheduled area—no more than 5t of untreated clinical waste in a year.
  - b. operating a facility for disposing of—
    - (i) only general waste; or
    - (ii) general waste and either, or a combination, of the following:
      - a) a quantity of limited regulated waste that is no more than 10% of the total amount of waste received at the facility in a year;

- b) if the facility is in a scheduled area—no more than 5t of untreated clinical waste;
- c) operating a facility for disposing of only inert waste;
- d) maintaining a decommissioned waste disposal facility.

2. The relevant activity does not include using clean earth as fill.

**Limited regulated waste** means any of the following types of regulated waste—

- (a) animal effluent and residues, including abattoir effluent and poultry and fish processing waste;
- (b) asbestos;
- (c) biosecurity waste that has been rendered non-infectious;
- (d) food processing waste;
- (e) sewage sludge or residue produced in carrying out an activity to which section 63 applies;
- (f) tyres.

### 1.5.3 Waste Reduction and Recycling Act 2011 (WRR Act) and Waste Reduction and Recycling Regulation 2011 (WRR Reg)

#### **Meaning of Waste Disposal Site**

Section 8: A **waste disposal site** is a waste facility to which both of the following apply:

- a. the operator of the facility is required to **hold an environmental authority** for the disposal of waste at the facility;
- b. waste delivered to the facility commonly includes waste that is subsequently disposed of to landfill at the facility.

#### **Section 9: Meaning of waste and resource management hierarchy**

The waste and resource management hierarchy are the following precepts, listed in the preferred order in which waste and resource management options should be considered—

- a. **AVOID** unnecessary resource consumption;
- b. **REDUCE** waste generation and disposal;
- c. **RE-USE** waste resources without further manufacturing;
- d. **RECYCLE** waste resources to make the same or different products;
- e. **RECOVER** waste resources, including the recovery of energy;
- f. **TREAT** waste before disposal, including reducing the hazardous nature of waste;
- g. **DISPOSE** of waste only if there is no viable alternative.



## 2.1 Landfill Operations

The Blackall and Tambo waste disposal facilities are operated by and the responsibility of Blackall Tambo Regional Council.

The landfill sites have been developed as a sequence of excavated cells. Each cell is typically excavated to plan dimensions of 100 m x 50 m, extending to the depth of excavation refusal (typically to 8 m). Soil excavated from each cell is utilised as cover material in the landfilling operation. Waste placement is carried out directly into each cell.

The cell for the waste activities at the Blackall Saleyards gut pit has been excavated with dimensions of 40 m x 3 m with a depth of about 2 m. Soil excavated from the cell is utilised as cover material for the animal waste.

Surface water management is provided by grading cell excavations to limit ponding of water, and construction of outlet points around the site for drainage of surface runoff and ponded water. Despite these measures, ponding of water over the landfill surface may occur following rainfall periods.

The disposal area possesses distinct landfilling zones as follows:

- General waste
- Domestic, commercial, construction and demolition waste
- Scrap metal
- Green waste
- End of life tyres.

**The acceptance of regulated waste is not permitted at BTRC's landfill sites**, however, a threshold of 10% of the annual receipt is allowed for to be limited regulated waste:

Blackall landfill site located at Lot 24 on Plan SP300957, Lot 1 on Plan SP297043 can accept:

- a) bacterial sludge (septic tank and sewage);
- b) Tyres;
- c) Batteries; and
- d) Limited Medical Waste.

For activities occurring in Tambo on Lot 50 on Plan SP152778 can accept:

- a) bacterial sludge (septic tank and sewage);
- b) Tyres;
- c) Batteries.

## 2.2 Location of the sites

Blackall Landfill: Lot 24 on SP300957



Figure 1 above: Blackall landfill, below Blackall landfill and saleyards gut pit location

### 2.2.1 Blackall landfill site layout

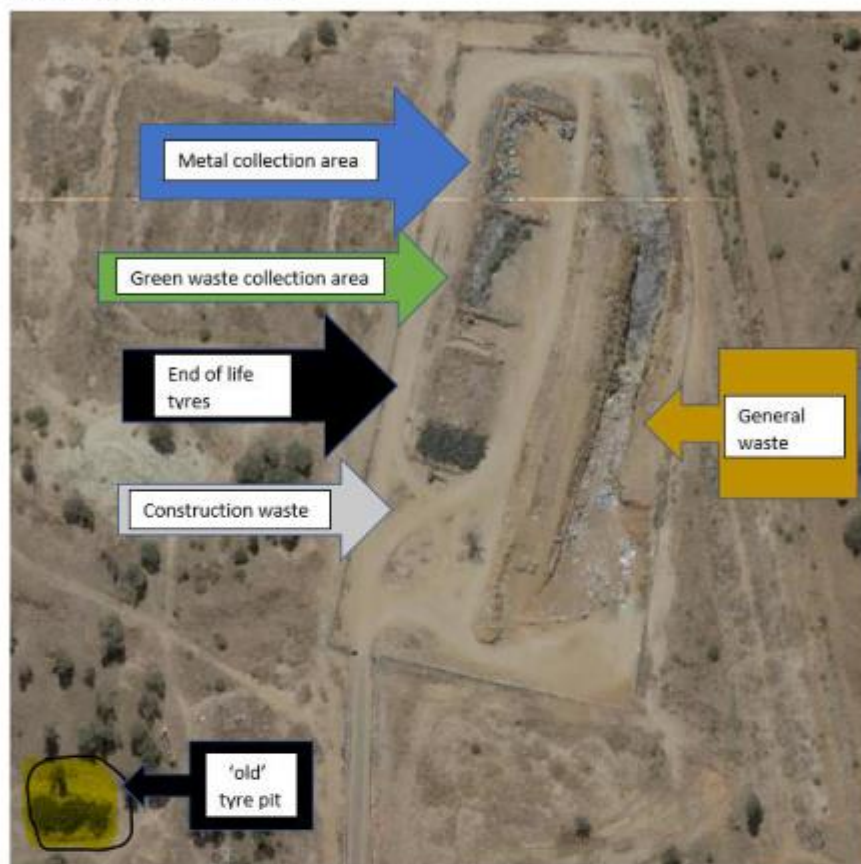


Figure 2 Blackall landfill site layout

Tambo Landfill: Lot 50 on SP152778



Figure 3 Tambo landfill location



### 2.2.3 Tambo landfill site layout



Figure 4 Tambo landfill layout

## 2.3 General Landfill Operations

Blackall-Tambo Regional Council is responsible for the day-to-day operation of the site, with Council staff, for example EHO, Foreman and waste collection operators visiting the sites frequently, to monitor the activities onsite, to meet duty of care onsite and to ensure good housekeeping.

The hours of operation are unlimited as the landfill sites are not locked overnight. Generally, tip users visit the sites during daylight hours.

### Site Access and Security

#### Surveillance Cameras

Surveillance cameras are set up at the facilities as part of the strategy to build a robust monitoring system. Monitoring will assist the management of illegal dumping and littering problems. Council has committed to the installation of a CCTV system at these facilities with all necessary connectivity requirements. The Blackall landfill site and the Tambo landfill site are equipped with CCTV surveillance systems. Cameras are located at the entry points of the facilities, constantly monitoring movements and to ensure an increase in compliance. A camera is also located near the saleyards gut pit, at the washdown bay.

#### Fencing

All facilities are now fenced with security gates to ensure greater security. The intention is to have greater control over waste disposal operations through the physical presence onsite. Fencing also reduces the escaping of airborne litter.

#### Signage

Adequate signage is displayed at all facilities to inform the community of disposal requirements relating to acceptance of waste conditions, disposal location of various waste types.

#### Other Infrastructure

Other necessary infrastructure such as waste oil containers have been installed at the staffed Council works depots.

### 2.3.1 Domestic and Commercial Waste

Domestic waste, generated from households, is collected weekly from the kerbside collection service via the garbage truck. Properties are provided with a 240-litre wheelie bin, provided by Council. The waste is delivered to the landfill sites and placed within the waste disposal area. The public also access the landfill areas to deposit waste which typically comprises of garden refuse, white goods and general household rubbish.

The commercial waste includes waste of a commercial or industrial nature. The waste is delivered to the sites by business owners, building or related contractors and typically includes packaging materials, cardboard, builders' refuse, demolition material and some green waste.

#### Other wastes

In addition to the major waste streams, several minor waste streams are also periodically received. These may include:

- screenings from the sewage treatment plant
- car bodies (from bulk waste collection)
- car batteries.



**2.3.2 Saleyards Gut Pit Trench Burial On-Site**

The saleyards gut pit is used for the disposal of deceased animals. Those animal carcasses arise from the operations at the saleyards, for instances when animals experienced broken extremities during transport or handling and required to be euthanized. Carcasses of all classes of stock and other contaminated materials (such as litter and manure) can be disposed of by burial.

The disposal pit is also utilized to dispose of animal carcasses arising from Council activities related to the destruction of pest animals and other related local laws subjects.

Trench burial involves the excavation of a trench into the earth, placing of carcasses in the unlined trench, and covering the materials (backfilling) with excavated earth.

**Disease agent considerations**

Burial is a bio secure disposal method for most emergency animal disease. The biosecurity requirements and logistics of transporting carcasses and other materials to a suitable burial site should be carefully considered. The Department of Agriculture and Fisheries Biosecurity Officer at the saleyard inspects animals, post-mortem for biosecurity risks.

### 3.1 Procedure for Separation of Mis-Classified/ Contaminated Waste Streams

Under the general environmental duty, all personnel and the public have a responsibility to prevent and minimise environmental harm. For Council personnel, this will include at a minimum the reporting of an environmental incident to the FO, EHO, DW or other relevant staff. In case of a breach notify the **pollution hotline 1300 132 372** or **pollutionhotline@des.qld.gov.au**.

Any breach of a condition of BTRC's environmental authority **must be reported to the administering authority** as soon as practicable within 24 hours of becoming aware of the breach. **Records** must be kept including full details of the breach and any subsequent actions taken by Council.

Environmental nuisance is not a notifiable incident; however, it is an offence to cause environmental nuisance and there are often site-specific approval conditions relating to environmental nuisance that must be complied with.

Due to the nature of BTRC's landfill sites being unstaffed and open to the public 24/7, Council is monitoring the sites frequently to assess for the receipt of any potentially misclassified/contaminated waste streams brought on site.

Table 1 procedure for managing misclassified waste

Goal	Performance	
	Indicator	Target
Prevent acceptance of waste not compliant with current permit conditions, such as asbestos and regulated wastes.	regulated waste, such as ACM to landfill; Illegal dumping.	eliminate co-disposal of hazardous waste, increase public awareness/ education strategies

Depending on the nature of the misclassified waste stream, items will be assessed and safely removed. If items have been classified as non-compliant with current permit conditions of EPPR00906313, an investigation will be carried out to determine the potential source/ offender of those items. If offender can be determined, enforcement measures might be applied. This will be assessed on a case by case basis. Ultimately, mis-classified waste items will be transported to an adequate facility.

Examples of waste items which cannot be accepted at the landfill sites:

- Chemicals
- Paint
- Engine oil/ old cooking oil

### 4.1 Procedure to Reduce Nuisances from Operations

Routine monitoring is undertaken on the site to assess performance and compliance with legislative requirements and to ensure BTRC is meeting its duty of care to visitors and personnel onsite. Performance criteria and outcome are outlined in table 2.

Table 2 strategies to reduce nuisances from operations

Task/ Performance Criteria	Outcome	Control Measures	Responsible Officers	Reporting
Transparency with DES	Compliance with environmental authority	Ongoing site assessment, notify pollution hotline 1300 130 372 in case of	EHO	Notify EHO
Prevent fires onsite	Measures to prevent fires must be in place	Compact cells; do not accept smoldering materials, manage good housekeeping	EHO/ DW/ FO	Notify EHO/ DW/ FO
Manage fires onsite	Measures to manage fires must be in place	take actions to extinguish smoldering materials, report to supervisor	EHO/ DW/ FO	Notify EHO/ DW/ FO
Airborne particles, dust emission and noise	Reduced dust/ noise emissions.	Utilize water truck when necessary to minimize dust generation from vehicular traffic. Operate machinery during daylight hours. Erosion and sediment control in place onsite.	FO/ EHO	Notify EHO/ DW/ FO
Odour complaints received from public	Odours will be minimised.	Bury waste as soon as practicable, compact cells,	FO	Notify EHO/ DW/ FO
No release of contaminants from site to any waterways.	No contaminant run off from site.	Stormwater diverted through bunding of the waste pits. Evaporation within days after rain event.	EHO/ DW	Notify EHO/ DW/ FO
Revise and document the landfill operation through SBMP.	Continuously improving the site operation.	Timely review, analysis of incidents to address the root cause to implement improvements.	EHO/ DW	EHO
Pest management	Contain pests, rodents, feral cats, invasive plants	Cat trapping, plant pest inspections, pest treatment	EHO/ RLO/ DW	EHO

### 5.1 Performance review and Continual Improvement

Regular review of this Site Based Management Plan will be undertaken annually, in conjunction with the preparation of the annual report to Council. The annual review will include:

- review of environmental aspects, impacts and control measures
- review of incidents, causes and outcomes

- review of monitoring plan, results, limits and corrective actions
- review of roles and responsibilities
- review of reporting
- review of improvement plan progress.

The outcomes of the review should be recorded in MAGIQ. If the review identifies areas of the SBMP that require updating, this should be completed in a timely manner and relevant staff made aware of the changes.

## 5.2 Improvement Plan

An Improvement Plan forms an important part of the SBMP to ensure continual improvement of the landfill operations. The plan addresses the need to undertake improvements that were identified during the development of this plan, and comparison of existing practices in comparison to relevant guidelines.

The Improvement Plan aims to contain improvements that are required in the next 12- 18 months (2022 - 2024) and will be updated annually based on internal and external audit results, plan reviews, non-conformances, incident feedback and future risk assessment reviews.

*Table 3 BTRC's landfill operation Improvement Plan*

Improvement ID	Item	Timeframe	Responsibility
IMP-1	Reduce end of life tyres built up onsite	End of 2023	EHO
IMP-2			

**BLACKALL-TAMBO REGIONAL COUNCIL**

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**OFFICER REPORTS**

COUNCIL MEETING DATE: 20 April 2022

Item No: 5.12

**SUBJECT HEADING: Privacy Policy Review**

Author and Officer's Title: Des Howard, Chief Executive Officer

CLASSIFICATION: (if confidential)

*Summary: The Privacy Policy was due to be reviewed in 2021. Council officers have now completed the review.*

**Officer's Recommendation: That Council adopt the revised Privacy Policy.**

**Background**

The Privacy Policy was due for review and upon undertaking this process the policy required major changes for it to conform to the recommendations provided by the Office of the Independent Commissioner's Privacy in Local Government guideline.

A Privacy Policy helps Council to be transparent and open with the community about their personal information handling practices.

A copy of the 'marked up' policy is attached to this report.

**Link to Corporate Plan**

Governance

Outcome 2 – Accountability

**Consultation (internal/external)**

Director of Finance Corporate and Community Services

Manager of Finance

**Policy Implications**

Update of current Privacy Policy

**Budget and Resource Implications**

Nil

**Risk Assessment**

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Nil	Low
Legal & Regulatory	Low	Compliance with the Information Privacy Act 2009	Low
People	Low	Nil	Low
Operational	Medium	Enables the community to understand what personal information Council holds, why it collects it and uses personal information, and	Low

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
		how an individual can seek access to the information Council holds about them	
Environmental	Medium	Nil	Low
Strategic	Medium	Nil	Low
Ethical	Low	The policy helps council to be transparent and open with the community about their personal information handling practices.	Low
Reputation	Low	Nil	Low
Leadership	Low	Maintaining high standards of corporate governance.	Low

### Risk Assessment

Policy reviews and revision is a critical part of effective policy management. Old policies may fail to comply with new laws and regulations and could result in inconsistent practices. Regularly reviewing policies keeps Council up to date with regulations.





# Blackall-Tambo Regional Council

## Privacy Policy

Policy Number: Stat 35	Effective Date: 23/10/2019
Version Number: <del>Four-Three</del>	Review Date: <del>23/10/2024</del> 20.4.2024
Policy Compiled by: Chief Executive Officer	
Policy Approved by: Chief Executive Officer	

### RESOLUTION

~~21/10A/19~~

#### 1. SCOPE

This Policy is applicable to all Councillors, staff and contractors of Blackall-Tambo Regional Council.

This Policy covers Personal Information that is collected, retained, stored and used by Council where it is necessary for one or more of Council's functions or activities.

#### 2. PURPOSE

This Policy sets out Council's legislative obligations and approach to managing, handling and protecting the Personal Information of internal and external Customers.

#### 3. REFERENCE (e.g. legislation, related documents)

- Information Privacy Act 2009 - Qld (IP Act)
- Right to Information Act 2009 - Qld (RTI Act)
- ~~Public Records Act 2002~~
- ~~Human Rights Act 2019~~

### DEFINITIONS

To assist in interpretation, the following definitions shall apply:

~~• 'Collection Notice' (Privacy Notice) may be a written and/or verbal notice advising a customer why Council is collecting their Personal Information, any legal authority to do so (if applicable), any individual or other agency Council may be disclosing their Personal Information to, and any other individual or agency that the first agency will be disclosing their Personal Information to.~~



**Blackall-Tambo**  
Regional Council

## Privacy Policy

- ~~'Customer' means any individual who is a member of the general public or a Council employee.~~
- ~~'An Individual' means any living human being. That is, an individual is not a company, trust or deceased person.~~
- ~~'Privacy Complaint' means an expression of dissatisfaction concerning the collection, storage, use or disclosure of Personal Information held by Council. The complaint may be concerning an individual's breach of privacy or a breach of another individual's privacy made on their behalf.~~
- ~~'Principal Officer' 1 is the Chief Executive Officer.~~
- ~~'RTI Officer' as defined is the Director of Finance, Corporate and Community Services or delegated officer via the Delegation Register by the Chief Executive Officer.~~

### 4. CONTEXT

Council is committed to upholding the right to privacy of all individuals who have business dealings with Council. Council will take the necessary steps to ensure that the Personal Information that customers share with Council remains confidential.

This Policy will also serve to regulate and consolidate Council procedures in relation to the handling of Personal Information.

### 5. PERSONAL INFORMATION

Personal Information is defined as information or an opinion, including information or an opinion forming part of a database, whether true or not, and whether recorded in material form or not, about an individual whose identity is apparent, or can be reasonably ascertained, from the information or opinion.

- 'apparent' means the individual can be identified solely from the information.
- 'reasonably ascertained' allows reference to be had to other information that would lead to the individual being identified.

It is therefore, any information which can be used to identify an individual.

Examples of Personal Information held by Council include:

- ~~information relating to individual properties and property owners;~~
- ~~the names of complainants and objectors;~~
- ~~dog registration information;~~
- ~~rates information; and~~
- ~~employee personnel files.~~

Council hold a range of documents that contain personal information. These documents may include:

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**Operational documents**

- Internal and external correspondence
- Application forms
- Complaints
- Customer requests
- Receipts and invoices
- Purchase orders
- Compliance and penalty notices
- Transaction histories

**Personnel records**

- Recruitment records
- Attendance and overtime records
- Medical records
- Tax file number declaration forms
- Personal history files
- Performance appraisals
- Trade, skill and aptitude tests
- Travel documentation
- Contracts and conditions of employment
- Leave applications and approvals
- Payroll records
- Education records
- Personal development and training records
- Personal welfare records

**Other records**

- Records of accidents and injuries, including compensation and rehabilitation case files
- Records relating to disciplinary matters, including records of complaints, grievance and investigations
- Recommendations for honours and awards
- CCTV footage and photographic imagery

These classes of personal information are example only and it is not intended to represent an exhaustive list. Council may hold other classes of personal information.

Information does not need to explicitly identify a person for it to be characterised as personal information. The information need only provide sufficient information to lead to the identification of a person. Personal information is not limited to confidential or sensitive personal details and it covers information held in paper or electronic records.

The Information Privacy Principles do not apply to information that is publicly available for example, information in Council's land record and annual reports.

**6. ROLES AND RESPONSIBILITIES****6.1 Principal Officer**

For the purposes of the Information Privacy Act, the Chief Executive Officer is the 'Principal Officer', and as such, is responsible for Council's obligations under the Act.



## **6.2 Right to Information (RTI) Officer**

For the purposes of the Information Privacy Act, the RTI Officer is responsible for coordinating IP requests within Council and administering the key provisions under the Act.

## **6.3 The Collection of Personal Information**

It is the policy of Council to collect Personal Information only if it is necessary for one or more of its functions or activities. Council will collect information as per the Information Privacy Principles (IPP) contained in the Information Privacy Act 2009.

The information privacy principles are:

### **6.3.1 Collection of personal information (lawful and fair)**

- (1) An agency must not collect personal information for inclusion in a document or generally available publication unless
  - (a) the information is collected for a lawful purpose directly related to a function or activity of the agency; and
  - (b) the collection of information is necessary to fulfil the purpose or is directly related to fulfilling the purpose.
- (2) An agency must not collect personal information in a way that is unfair or unlawful.

### **6.3.2 Collection of personal information (requested from individual)**

- (1) This section applies to the collection by an agency or personal information for inclusion in a document or generally available publication.
- (2) However, this section applies only if the agency asks the individual the subject of personal information for either –
  - (a) the personal information; or
  - (b) information of a type that would include the personal information.
- (3) The agency must take all reasonable steps to ensure that the individual is generally aware of –
  - (a) the purpose of the collection; and
  - (b) if the collection of the personal information is authorised or required under a law –
    - (i) the fact that the collection of the information is authorised or required under a law; and
    - (ii) the law authorising or requiring the collection; and
  - (c) if it is the agency's usual practice to disclose personal information of the type collected to any entity (the first entity) – the identity of the first entity; and
  - (d) if the agency is aware that it is the usual practice of the first entity to pass on information of the type collected to another entity (the second entity) – the identity of the second entity.
- (4) The agency must take all reasonable steps required under subsection (3) –
  - (a) if practicable – before the personal information is collected; or
  - (b) otherwise – as soon as practicable after the personal information is collected.
- (5) However, the agency is not required to act under subsection (3) if –
  - (a) the personal information is collected in the context of the delivery of an emergency service; and

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- (b) The agency reasonably believes there would be little practical benefit to the individual in complying with subsection (3) in the circumstances; and
- (c) The individual would not reasonably expect to be made aware of the matters mentioned in subsection (3).

#### **6.3.3 Collection of personal information (relevance etc.)**

- (1) this section applies to the collection by an agency of personal information for inclusion in a document or generally available publication.
- (2) However, this section applies to personal information only if the agency asks for the personal information from any person.
- (3) The agency must take all reasonable steps to ensure that –
  - (a) the personal information collected is –
    - (i) relevant to the purpose for which it is collected; and
    - (ii) complete and up to date; and
  - (b) the extent to which personal information is collected from the individual the subject of it and the way personal information is collected, are not an unreasonable intrusion into the personal affairs of the individual.

#### **6.3.4 Storage and security of personal information**

- (1) an agency having control of a document containing personal information must ensure that –
  - (a) the document is protected against –
    - (i) loss; and
    - (ii) unauthorised access, use, modification or disclosure; and
    - (iii) any other misuse; and
  - (b) if it is necessary for the document to be given to a person in connection with the provision of a service to the agency, the agency takes all reasonable steps to prevent unauthorised use or disclosure of the personal information by the person.
- (2) Protection under subsection (1) must include the security safeguards adequate to provide the level of protection that can reasonably be expected to be provided.

#### **6.3.5 Providing information about documents containing personal information**

- (1) An agency having control of documents containing personal information must take all reasonable steps to ensure that a person can find out –
  - (a) whether the agency has control of any documents containing personal information; and
  - (b) what type of personal information contained in the documents; and
  - (c) the main purposes for which personal information included in the documents is used; and
  - (d) what an individual should do to obtain access to a document containing personal information about the individual.
- (2) An agency is not required to give a person information under subsection (1) if, under an access law, the agency is authorised or required to refuse to give that information to the person.

#### **6.3.6 Access to documents containing personal information**

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(1) An agency having control of a document containing personal information must give an individual the subject of the personal information access to the document if the individual asks for access.

(2) An agency is not required to give an individual access to a document under subsection (1) if –

(a) the agency is authorised or required under an access law to refuse to give the access to the individual; or

(b) the document is expressly excluded from the operation of an access law.

#### **6.3.7 Amendment of documents containing personal information**

(1) An agency having control of a document containing personal information must take all reasonable steps, including by the making of an appropriate amendment, to ensure the personal information –

(a) is accurate; and

(b) having regard to the purpose for which it was collected or is to be used and to any purpose directly relating to fulfilling the purpose, is relevant, complete, up to date and not misleading.

(2) Subsection (1) applies subject to any limitation in a law of the State providing for the amendment of personal information held by the agency.

(3) Subsection (4) applies if –

(a) an agency considers it is not required to amend personal information included in a document under the agency's control in a way asked for by the individual the subject of the personal information; and

(b) no decision or recommendation to the effect that the document should be amended wholly or partly in the way asked for has been made under a law mentioned in subsection (2).

(4) The agency must, if the individual asks, take all reasonable steps to attach to the document any statement provided by the individual of the amendment asked for.

#### **6.3.8 Checking of accuracy etc. of personal information before use by agency**

Before an agency uses personal information contained in a document under its control, the agency must take all reasonable steps to ensure that, having regard to the purpose for which the information is proposed to be used, the information is accurate, complete and up to date.

#### **6.3.9 Use of personal information only for relevant purpose**

(1) This section applies if an agency having control of a document containing personal information proposes to use the information for a particular purpose.

(2) The agency must use only the parts of the personal information that are directly relevant to fulfilling the particular purpose.

#### **6.3.10 Limits on use of personal information**

(1) An agency having control of a document containing personal information that was obtained for a particular purpose must not use the information for another purpose unless –

(a) The individual the subject of the personal information has expressly or impliedly agreed to the use of the information for the other purpose; or

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- (b) The agency is satisfied on reasonable grounds that use of the information for the other purpose is necessary to lessen or prevent a serious threat to the life, health, safety or welfare of an individual, or to public health, safety or welfare; or
- (c) use of the information for the other purpose is authorised or required under a law; or
- (d) the agency is satisfied on reasonable grounds that use of the information for the other purpose is necessary for one or more of the following by or for a law enforcement agency –
- (i) the prevention, detection, investigation, prosecution or punishment of criminal offences or breaches of laws imposing penalties or sanctions;
  - (ii) the enforcement of laws relating to the confiscation of the proceeds of crime;
  - (iii) the protection of the public revenue;
  - (iv) the prevention, detection, investigation or remedying of seriously improper conduct;
  - (v) the preparation for, or conduct of, proceedings before any court or tribunal, or implementation of the orders of a court or tribunal; or
- (e) the other purpose is directly related to the purpose for which the information was obtained; or
- (f) all of the following apply –
- (i) the use is necessary for research, or the compilation or analysis of statistics, in the public interest;
  - (ii) the use does not involve publication of all or any of the personal information in a form that identifies any particular individual the subject of the person information;
  - (iii) it is not practicable to obtain the express or implied agreement of each individual the subject of the personal information before the use.
- (2) If the agency uses the personal information under subsection (1)(d), the agency must include with the document a note of the use.

### **6.3.11 Limits on disclosure**

- (1) An agency having control of a document containing an individual's personal information must not disclose the personal information to an entity (the relevant entity), other than the individual the subject of the personal information, unless –
- (a) The individual is reasonably likely to have been aware, or to have been made aware, under IPP 2 or under a policy or other arrangement in operation before the commencement of this schedule, that it is the agency's usual practice to disclose that type of information to the relevant entity; or
  - (b) The individual has expressly or impliedly agreed to the disclosure; or
  - (c) The agency is satisfied on reasonable grounds that the disclosure is necessary to lessen or prevent a serious threat to the life, health, safety or welfare of an individual, or to public health, safety or welfare; or
  - (d) The disclosure is authorised or required under a law; or

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- (e) The agency is satisfied on reasonable grounds that the disclosure of the information is necessary for one or more of the following by or for a law enforcement agency –
- (i) The prevention, detection, investigation, prosecution or punishment of criminal offences or breaches of laws imposing penalties or sanctions;
  - (ii) The enforcement of laws relating to the confiscation of the proceeds of crime;
  - (iii) The protection of the public revenue;
  - (iv) The prevention, detection, investigation or remedying of seriously improper conduct;
  - (v) The preparation for, or conduct of, proceedings before any court or tribunal, or implementation of the orders of a court or tribunal; or
- (f) All of the following apply –
- (i) The disclosure is necessary for research, or the compilation or analysis of statistics, in the public interest;
  - (ii) The disclosure does not involve the publication of all or any of the personal information in a form that identifies the individual;
  - (iii) It is not practicable to obtain the express or implied agreement of the individual before the disclosure;
  - (iv) the agency is satisfied on reasonable grounds that the relevant entity will not disclose the personal information to another entity.
- (2) If the agency discloses the personal information under subsection (1) (e), the agency must include with the document a note of the disclosure.
- (3) If the agency discloses personal information under subsection (1), it must take all reasonable steps to ensure the relevant entity will not use or disclose the information for a purpose other than the purpose for which the information was disclosed to the agency.
- (4) The agency may disclose the personal information under subsection (1) if the information may be used for a commercial purpose involving the relevant entity's marketing of anything to the individual only if, without limiting subsection (3), the agency is satisfied on reasonable grounds that –
- (a) It is impracticable for the relevant entity to seek the consent of the individual before the personal information is used for the purposes of marketing; and
  - (b) The relevant entity will not charge the individual for giving effect to a request from the individual to the entity that the individual not receive any marketing communications; and
  - (c) The individual has not made a request mentioned in paragraph (b); and
  - (d) In each marketing communication with the individual, the relevant entity will draw to the individual's attention, or prominently display a notice, that the individual may ask not to receive any further marketing communications; and
  - (e) Each written marketing communication from the relevant individual, up to and including the communication that involves the use, will state the relevant entity's business address and telephone number and, if the communication with the individual is made by fax, or other electronic means, a number or address at which the relevant entity can be directly contacted electronically.

Certain information is collected in order to comply with laws and regulations.

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~~The Council will only use Personal Information for the purposes for which it was collected and for any other use authorised or required by law, including law enforcement and compliance activities.~~

### **7.0 Use and Disclosure of Personal Information**

~~It is Council's policy that Personal Information will not be divulged to third parties outside of Council for their independent use unless the person to which the information relates has authorised, in writing, for Council to do so, or the disclosure is required or allowed by law.~~

~~It is Council's policy that Personal Information will not be made available in the public forum without the express written permission of the customer and other individuals detailed in any correspondence or collected in any way.~~

~~Council and its employees must not sell, trade or make available Personal Information to others. Information provided by customers will only be shared with other business units within Council as and when necessary to fulfil its lawful business.~~

~~Where Council out sources functions that involve the collection, utilisation and/or holding of Personal Information, contractual measures shall be taken to ensure that the contractors and subcontractors do not act in a way that would amount to a breach of the Privacy Principles. Council will not permit third parties to sell or use the information for their own purposes.~~

~~Contracts with third parties will include clear provisions about the purposes for which the contractor is to use the information and other provisions necessary to ensure the contractor does not make unauthorised disclosures. They will also contain provisions about how the contractor is to keep the information secure, and what it must do with the information when it has completed the works under the contract.~~

~~Council will only use the parts of personal information that are directly relevant to fulfilling the particular purpose for which it was collected.~~

~~Personal information collected by Council for a particular purpose will not be used for another purpose unless:~~

- ~~- all reasonable steps are taken to obtain the written consent of the individual to use his/her personal information for another purpose or;~~
- ~~- Council is satisfied that the use is necessary to lessen or prevent a serious threat to life, health, safety or welfare of an individual, or to public health, safety or welfare; or~~
- ~~- use of personal information for another purpose is authorised or required under law.~~

~~All reasonable steps will be taken to protect the personal information Council holds from loss, unauthorised access, use, modification, disclosure or any other misuse. Information is stored on Council's databases which are protected by passwords and other security measures.~~

### **8.0 Limits on Disclosure**

~~Council will not disclose personal information to a person, body or agency (other than the individual concerned) unless:~~

- ~~- the individual concerned is reasonably likely to have been aware, or made aware under Principle 2, that the information of that kind is usually passed to that person, body or agency; or~~

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- the individual concerned has consented to the disclosure; or
- the Council believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious or imminent threat to life, health safety or welfare of an individual, or to public health, safety or welfare; or
- the disclosure is required or authorised by law; or
- the disclosure is reasonably necessary for the enforcement of the law.

### 9.0 Privacy Complaints

Chapter 5 of the *Information Privacy Act 2009* provides for an individual to make a complaint about Council's breach of the Privacy Principles which occurred on or after 1 July 2010.

Complaints or enquiries about privacy should be directed to the below address:

Post: PO Box 21, Blackall, Qld 4472

Email: [CEO@btrc.qld.gov.au](mailto:CEO@btrc.qld.gov.au)

Privacy complaints are to be made via Council's Request for Action Form. If an individual believes that Council has not dealt with their personal information in accordance with the Information Privacy Principles or is not satisfied with the manner in which Council has handled their request for access to their personal information, they may lodge a formal complaint under Council's General Complaints (Administrative Actions) Policy.

The investigation of privacy complaints will be coordinated by the RTI Officer, who will nominate an Investigating Officer. All privacy complaints will be investigated in accordance with the Council's Complaints Management Policy and Procedure.

If the complaint is not resolved to the individual's satisfaction, and more than 45 business days has passed since the complaint was made, the individual may refer their complaint to the Office of the Information Commissioner for investigation.

### 10. Accessing and Amending Personal Information

Chapter 3 of the *Information Privacy Act 2009* provides for an individual to make an application to access and amend their Personal Information.

Applications to access and amend Personal Information are to be made via the following Qld State Government forms:

- Right to Information and Information Privacy Access Application - for an Individual to apply to access their Personal Information; and
- Information Privacy Personal Information Amendment Application - for an Individual to apply to amend their Personal Information.

All applications will be coordinated by the RTI Coordinator, who will ~~nominate the appropriate Decision Maker to~~ deal with the application in accordance with the IP Act.

### 11. Evaluation Process

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## Blackall-Tambo Regional Council

## Privacy Policy

This Policy is reviewed when any of the following occur:

1. The related information is amended or replaced.
2. Other circumstances as determined from time to time by the Chief Executive Officer.

Notwithstanding the above, this Policy is to be reviewed at intervals of no more than two years.

### **CHANGES SINCE LAST REVISION**

~~New Policy as of 23 October 2019 to reflect current procedures.~~

### **12. POLICY REVIEW**

This policy will be reviewed when any of the following occur:

1. As required by legislation
2. Other circumstances as determined by the Chief Executive Officer.

Policy to be reviewed every two years, ~~or prior if legislative changes occur.~~

### **13. VERSION CONTROL**

Version 1	New Policy 11.06.2013
Version 1.1	10.3.2015
Version 1.2	23.10.2019
Version 2	

### **RECORDS**

When completed and approved the original, signed hard copy of the Policy is filed in the Master File.

Electronic copies are saved in the appropriately labelled folder in Magiq InfoXpert.

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**BLACKALL-TAMBO REGIONAL COUNCIL**

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**OFFICER REPORTS**

COUNCIL MEETING DATE: 20 April 2022

Item No: 5.13

**SUBJECT HEADING: Development Application – DA 13-2021-2022 –  
Coolibah Motel – 36 Shamrock Street, Blackall**

Author and Officer's Title: Des Howard, Chief Executive Officer

CLASSIFICATION: (if confidential)

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*Summary: The Applicant, Shane Robinson, seeks a Development Permit for Material Change of Use for Short-term accommodation (13 cabins) over land at 36 Shamrock Street, Blackall, formally described as Lot 1 on RP616018. The subject site is occupied by the Coolibah Motel. The Applicant proposes to extend at the rear of the existing Motel in order to accommodate 13 additional cabins.*

*Under the Blackall-Tambo Region Planning Scheme 2020 (the Planning Scheme), the subject site is in the Township Zone. The defined use that has been applied for, being 'Short-term accommodation', is subject to Impact Assessment in the Township Zone. The cabins have been sited to avoid the mapped Flood Hazard Area.*

*A development application that is subject to Impact Assessment is assessed against the entire Planning Scheme and is required to be publicly notified for a minimum of 15 business days.*

*The proposal has been assessed against the entire Planning Scheme and is consistent with the intent of the zone and all other relevant assessment benchmarks. During the public notification period, no submissions from the public were received.*

*Based on an assessment of the proposal in accordance with the Impact Assessment process articulated in the Planning Act 2016, this decision report recommends approval of the development application, subject to the conditions stated herein.*

**Officer's Recommendation: That Council approves the application for a Development Permit for Material Change of Use for a Short-term accommodation (13 cabins) over land at 36 Shamrock Street, Blackall, formally described as Lot 1 on RP616018, subject to the following conditions:**

**1.0 PARAMETERS OF APPROVAL**

- 1.1 The Developer is responsible for ensuring compliance with this development approval and the conditions of the approval by an employee, agent, contractor or invitee of the Developer at all times unless otherwise stated.**
- 1.2 Where these conditions refer to "Council" in relation to requiring Council to approve or be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role of the Council may be fulfilled in whole or in part by a delegate appointed for that purpose by Council.**
- 1.3 All conditions, works, or requirements of this development approval must be undertaken and completed prior to commencement of the use and to Council's satisfaction, unless otherwise stated in a development condition.**



- 1.4** The cost of all works associated with the construction of the development including services, facilities and/or public utility alterations required are met at no cost to the Council or relevant utility provider, unless otherwise stated in a development condition.
- 1.5** The developer is required to have repaired any damage to existing infrastructure that may have occurred during any works carried out for the development. To the extent the damage is deemed to create a hazard to the community, it must be repaired immediately.
- 1.6** Unless otherwise stated, all works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards.

## **2.0 APPROVED PLANS AND DOCUMENTS**

- 2.1** The approved development must be completed and maintained generally in accordance with the approved plans and documents, except where amended by the conditions of this permit:

Plan/Document Name	Plan/Document Number	Revision Number	Date
New Proposed Cabin Layout & Stages with Plotted Floodline	Dwg # 1	-	18/01/2022 (Received date)
Proposed Plan for Les Williams 7.5m x 4m Cabin (Option # 2)	Dwg # 2	-	08/09/2021

- 2.2** Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.

## **3.0 STAGING**

- 3.1** The construction and operation of the development is permitted to be undertaken in stages.

## **4.0 ACCESS AND PARKING WORKS**

- 4.1** Provide and maintain car parking spaces on-site in accordance with the following:
- Stage 1 – 3 car spaces
  - Stage 2 – 2 car spaces
  - Stage 3 – 3 car spaces
  - Stage 4 – 3 car spaces
  - Stage 5 – 2 car spaces.
- 4.2** All car parking spaces must be clearly identified by either line-marking or signage.
- 4.3** All car parking and manoeuvring areas must be constructed with gravel.

## **5.0 STORMWATER WORKS**

- 5.1 Stormwater from the approved extension must drain to a lawful point of discharge. Stormwater run-off must not adversely affect adjoining land or infrastructure in comparison to the pre-development condition by way of blocking, altering or diverting existing stormwater runoff patterns or have the potential to cause damage to other infrastructure.**

## **6.0 SERVICES**

- 6.1 The additional 13 cabins must be serviced by the premises' existing connection to Council's reticulated water and sewerage networks.**
- 6.2 Electricity and telecommunication services must be provided to the additional 13 cabins in accordance with the standards and requirements of the relevant service provider.**

## **7.0 ENVIRONMENTAL HEALTH**

- 7.1 Undertake the approved development so there is no environmental nuisance or detrimental effect on any surrounding land uses and activities by reason of the emission of noise, dust, vibration, odour, fumes, smoke, vapour, steam, soot, wastewater, waste products, oil or otherwise.**
- 7.2 Maintain outdoor lighting to comply with *AS4282 Control of Obstructive Effects of Outdoor Lighting*.**
- 7.3 Site works must be constructed such that they do not, at any time, in any way restrict, impair or change the natural flow of runoff water, or cause a nuisance or worsening to adjoining properties or infrastructure.**
- 7.4 In accordance with the Environmental Protection (Waste Management) Regulations, all waste storage areas must be kept in a clean, tidy condition, and sufficient waste containers and services are to be provided to cater for the containment and removal of all waste generated on the site. Waste must be removed to a lawful landfill.**

## **8.0 LANDSCAPING AND FENCING**

- 8.1 Establish and maintain landscaping in vacant areas identified on the approved 'New Proposed Cabin Layout & Stages with Plotted Floodline', except where pathways, parking, manoeuvring areas and outdoor recreation areas may be established. At a minimum, landscaping must be provided by way of turfing vacant areas.**
- 8.2 Ensure the landscaped areas are subject to water and maintenance during the establishment phase, and an ongoing maintenance and replanting program as required.**

## **9.0 ASSET MANAGEMENT**

- 9.1 Any alteration necessary to electricity, telephone, water mains, sewerage mains, and/or public utility installations resulting from the development or in connection with the development, must be undertaken and completed at no cost to Council.**

## **10.0 CONSTRUCTION ACTIVITIES**

- 10.1 Prior to construction of the vehicle access and water and sewer connections, forms for a Minor Works on Road Application and a Water/Sewer Connection Application must be completed and submitted to Council to notify the details of work being undertaken.**
- 10.2 Implement and maintain an Erosion and Sediment Control Plan (ESCP) on-site, in accordance with the *IECA 2008 Best Practice Erosion and Sediment Control* document (as amended) for the duration of the works, and until such time all exposed soil areas are permanently stabilised. The ESCP must be available on-site for inspection by Council Officers during the works.**
- 10.3 The construction of any works must be undertaken in accordance with good engineering practice and workmanship and generally in accordance with the provisions of any relevant standards under the *Blackall-Tambo Region Planning Scheme*.**
- 10.4 All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the development site, unless otherwise approved in writing by Council.**
- 10.5 Construction activity and noise must be limited to the hours of 06:30 to 18:30 Monday to Saturday, with no work to occur on Sundays or public holidays.**

## **ADVISORY NOTES**

- E. Prior to commencing any construction activities, the applicant/developer will be required to obtain further development permits for building work, and plumbing and drainage work, and potentially for operational work, as required under relevant legislation for this work.**
- F. This approval does not negate the requirement for compliance with all other relevant Local Laws and other statutory requirements. Any provisions contained in this approval relating to the enforcement of any of the conditions shall be in addition to all other rights, powers and privileges that the Council may possess or obtain, and nothing contained in these conditions shall be construed so as to prejudice, affect or otherwise derogate or limit these rights, powers and privileges of the Council.**
- G. General environmental duty under the Environmental Protection Act 1994 and subordinate legislation prohibits unlawful environmental nuisance caused by noise, aerosols, particles, dust, ash, fumes, light, odour or smoke beyond the boundaries of the development site during all stages of the development including earthworks, construction and operation.**
- H. This development approval does not authorise any activity that may harm Aboriginal cultural heritage. It is advised that under section 23 of the Aboriginal Cultural Heritage Act 2003, a person who carries out an activity must take all**

reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage (the “cultural heritage duty of care”).

## Background

### 1.0 DEVELOPMENT APPLICATION SUMMARY

TABLE 1 – OVERVIEW OF THE DEVELOPMENT APPLICATION

PROPERTY DETAILS	
Site address	36 Shamrock Street, Blackall QLD 4472
RPD	Lot 1 on RP616018
Site Area	6,094m <sup>2</sup>
Landowners	Les and Christine Williams
Existing use of land	Coolibah Motel
Existing development approval	<u>Planning</u> The site has been subject to a previous approval for a motel.
APPLICATION DETAILS	
Application No.	DA13-2021-2022
Applicant	Shane Robinson
Application description	Development Application for a Development Permit for Material Change of Use for Short-term accommodation (13 cabins)
Decision due date	28 April 2022
Main Issues/Resolution	Nil
STATUTORY DETAILS	
Planning Scheme	Blackall-Tambo Region Planning Scheme 2020
Overlays	Blackall (and surrounds) Flood Hazard Map Transport Infrastructure – State-controlled Road (SPP Interactive Mapping System)
Zone	Township Zone
Land use definition	Short-term accommodation
Category of Assessment	Impact Assessment

### 2.0 PROPOSAL BACKGROUND

TABLE 2 – OVERVIEW OF DEVELOPMENT ASSESSMENT PROCESS

Application lodged	6 November 2021
Confirmation Notice issued	31 January 2022
SARA Referral / Confirmation Notice issued	22 February 2022
SARA response (approval) issued	21 March 2022
Public Notification Period	4 March to 25 March 2022
Decision Due (Decision Stage)	28 April 2022

### 3.0 SITE AND SURROUNDS DESCRIPTION

The subject site is located at 36 Shamrock Street, Blackall, formally known as Lot 1 on RP616018. The subject site has an area of 6,094m<sup>2</sup>, and frontage to Shamrock Street to the north and Daisy Street to the west. The site contains the Coolibah Motel and gains access from Daisy Street.

The site is adjoined by vacant land to the east and south, Daisy Street to the west and Shamrock Street to the north. The immediate vicinity is made up of predominantly residential uses.



**Figure 1** – Aerial of subject site (Source: QLD Government DAMS Mapping)

#### **4.0 DESCRIPTION OF PROPOSAL**

The proposal involves an extension of the existing Coolibah Motel. The extension will involve the construction of 13 new cabins at the rear of the existing Motel. The proposal allows the extension to be built over five (5) stages.

Each cabin will be self-contained and contain a living area, an ensuite and a deck. Each cabin will be limited to 30m<sup>2</sup> in area and be no higher than 4m. Colourbond horizontal sheeting will be used for wall cladding and Colourbond sheeting will be used for the skillion roof.

Attachment A provides a copy of the proposal plans referenced in the recommendation.

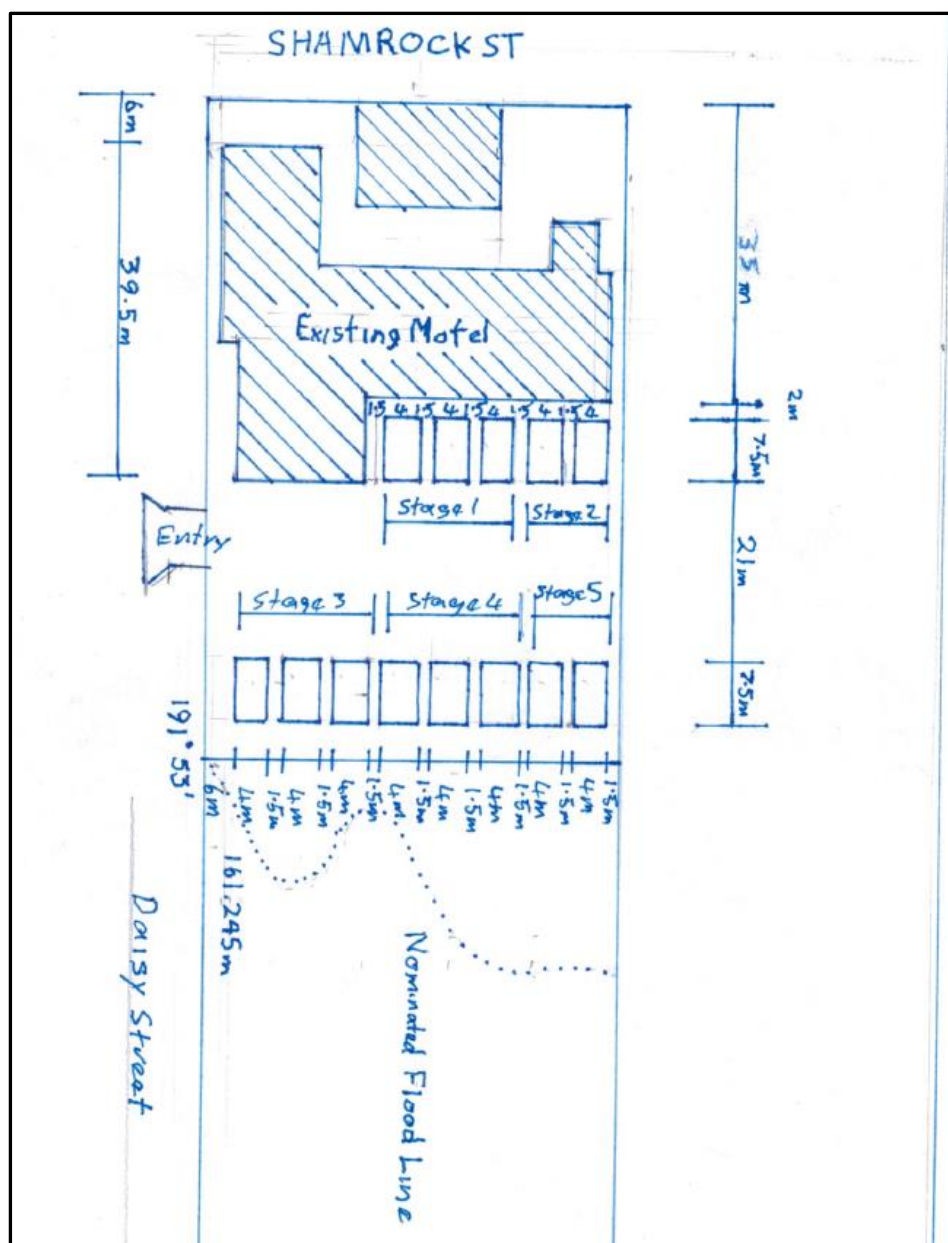
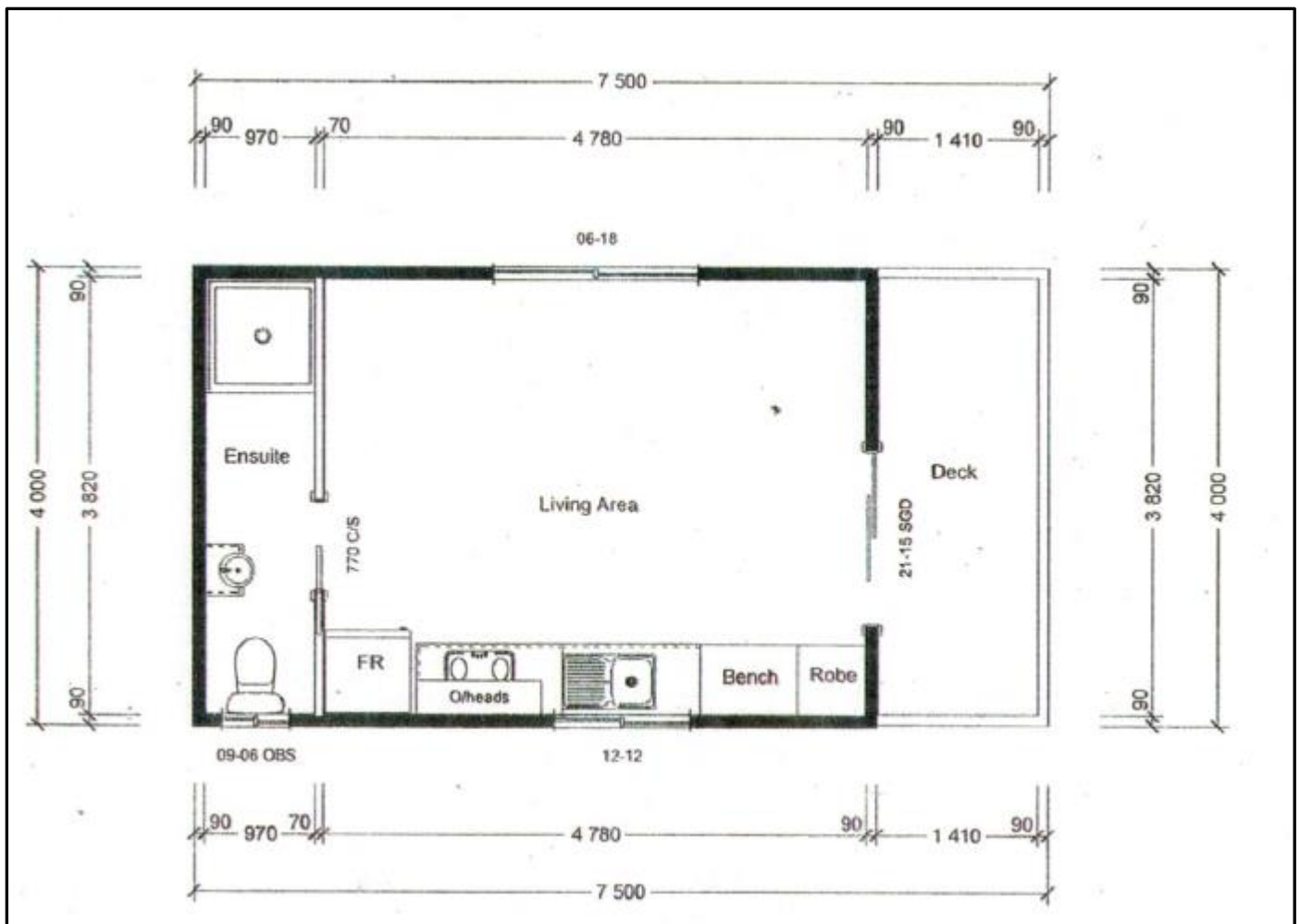


Figure 2 – Site layout (Source: Extract from approved plans)





**Figure 3:** Cabin Layout (Source: Extract from approved plans)

## 5.0 PLANNING ASSESSMENT

In accordance with section 45 (5) of the *Planning Act 2016* (the Act), Impact Assessment is an assessment that:

- (a) **must be** carried out—
  - (i) against the assessment benchmarks in a categorising instrument for the development; and
  - (ii) having regard to any matters prescribed by regulation for this subparagraph; and
- (b) **may be** carried out against, or having regard to, any other relevant matter, other than a person's personal circumstances, financial or otherwise.

*Examples of another relevant matter— a planning need*

This framework for assessing impact assessable applications is clarified as follows –

The categorising instrument for the development is the *Blackall-Tambo Region Planning Scheme 2020*. The entire planning scheme must be assessed as relevant to the application. In this instance, relevant assessment benchmarks are encompassed by the Strategic

Framework, the Township Zone Code, General Development Code, and corresponding mapping and planning scheme policies. These benchmarks are addressed in section 5.2.

Where a conflict may be evident between the application and above assessment benchmarks, Council can consider any other relevant matter, such as planning need, to override the conflict and justify the non-compliance. This typically relates to matters that Council deems to be in the public interest, as opposed to personal circumstances.

The *Planning Regulation 2017* (sections 29-31) prescribes additional assessment benchmarks and other general assessment matters, which are addressed as follows:

#### The Central West Regional Plan and the State Planning Policy

The Regional Plan and SPP are identified as being appropriately integrated in the Planning Scheme and therefore do not require further assessment. The assessment of the proposal against the Planning Scheme in section 5.2 below also functions as an assessment of these State Planning Instruments.

#### The Local Government Infrastructure Plan

By Council resolution, there is no Local Government Infrastructure Plan in place for the Council Area and Council ceases to charge Adopted Infrastructure Charges for any new development. In turn, this assessment benchmark does not apply to the development and an Infrastructure Charges Notice does not form part of this recommendation.

#### Schedules 9 and 10 of the Planning Regulation

Schedule 9 relates to building work under the Building Act, which is not relevant to this application for material change of use but may be relevant to a subsequent building work application for the construction of the development.

Under Schedule 10, a referral to the State Assessment and Referral Agency (SARA) was required due to the subject site being within 25m of a State-controlled Road. This is further discussed in section 6.1.

#### Approval history / lawful use of the premises and adjoining premises

The site has been subject to historic approvals for the establishment of the Coolibah Motel. The proposal will not conflict with the exiting approvals over the site.

While the approval history of adjoining premises has not been investigated in detail, a general understanding of existing surrounding uses has been considered in this planning assessment and has informed the recommendation with a view to ensuring a compatible land use pattern if the development is approved.

#### Common material

The application material and subsequent correspondence with Council officers and the applicant has been considered in the preparation of this recommendation.

The planning assessment of the development considers the above assessment benchmarks and matters to the extent that the assessment benchmark and matter is relevant to the development.

### **5.1.1 SARA Referral**

In accordance with Schedule 10 of the Planning Regulation, the Applicant was required to externally refer the application to the State Assessment and Referral Agency (SARA). SARA is an agency within the Department of State Development, Infrastructure, Local Government and Planning.

SARA, as a Referral Agency, was responsible for assessing the proposal against the relevant assessment benchmarks in the State Development Assessment Provisions relating to State transport infrastructure, due to the subject site's adjacency to a State-controlled Road, being Shamrock Street. No information request was issued, and the response provides an approval with no requirements/conditions imposed.

The SARA response is provided in Attachment B.

### 5.1.2 Public Notification

The development application required Impact Assessment, which means public notification of the application was required. Public notification was undertaken by Council on behalf of the Applicant. No submissions were received during the notification period.

### 5.1.3 Internal Officer Comments

The application was not internally referred as the subject site already has connections to Council's reticulated water and sewer services and the proposal can rely on these existing connections. The site also has an existing access point to Daisy Street.

## 5.2 BLACKALL-TAMBO REGION PLANNING SCHEME 2020

Under the Planning Scheme the development constitutes a Material Change of Use, which is defined in the Planning Act as:

- a) the start of a new use of the premises;*
- b) the re-establishment on the premises of a use that has been abandoned;*
- c) a material increase in the intensity or scale of the use of the premises.***

The addition of 13 cabins will result in a material increase in the intensity and scale of the use of the premises. Under the Planning Scheme, the defined use relevant to the extension is Short-term accommodation:

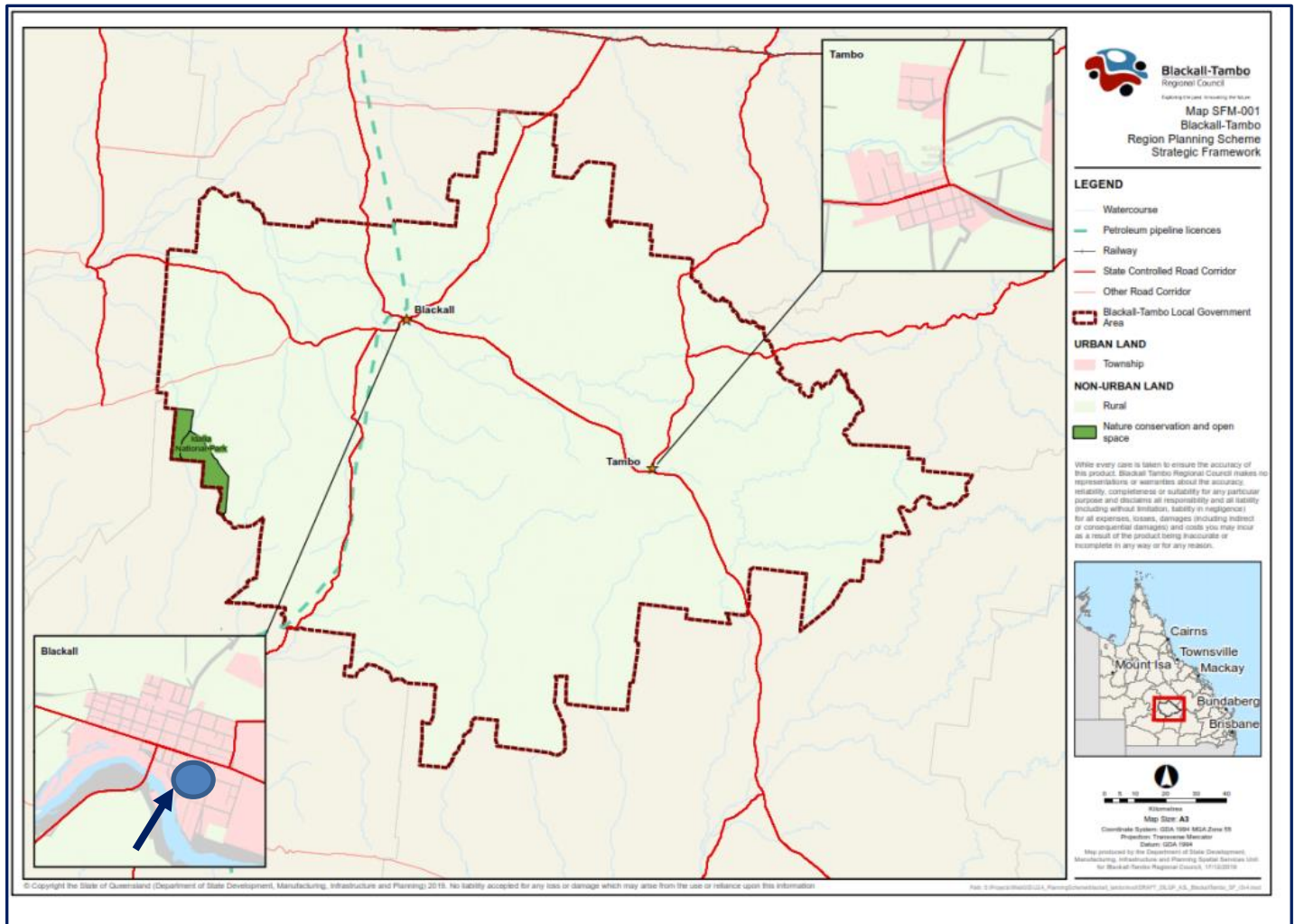
***“Short-term accommodation (a) means the use of premises for-***

- (i) providing accommodation of less than 3 consecutive months to tourists or travellers; or*
- (ii) a manager's residence, office or recreation facilities for the exclusive use of guests, if the use is ancillary to the use in subparagraph (i); but*
- (b) does not include a hotel, nature-based tourism, resort complex or tourist park”.***

In accordance with Table 4.4.1 of the Planning Scheme, Short-term accommodation in the Township Zone is subject to Impact Assessment.

### 5.2.1 Assessment of Strategic Framework

The Strategic Framework sets the policy direction for the Planning Scheme. As per the Strategic Framework Map in Figure 4, the subject site is designated as 'Urban Land', being within the township area (coloured pink) of Blackall.



**Figure 4:** Site (denoted in blue) on Strategic Framework Map (Source: Blackall-Tambo Regional Planning Scheme)

The proposal is consistent with Strategic Intent statements relating to infill development in the township areas that result in high quality and inclusive living environments that meet a broad range of community needs and occur in serviceable locations. The expansion of the existing Motel will also add to the Region's tourism industry by adding further accommodation options for tourists. Relevant extracts from the Planning Scheme are as follows -

*'The planning scheme seeks to provide for development which meets and is relevant to community needs...*

*'The planning scheme builds upon the region's established communities, existing natural and historical features and traditional economic strengths, which include agriculture and tourism'.*

*...facilitating responsible, well-designed and viably scaled new residential, commercial and light industrial development in appropriate serviceable locations.*

*Infill and renewal development within the established towns of Blackall and Tambo is encouraged ....'*

*‘Development in the region should not expose people or property to unacceptable risks of flood hazards’.*

The proposal is also able to meet the Strategic Framework intent relating to avoiding and mitigating the risk of flood hazard impacts. The proposed development site is mapped as being located within the flood hazard overlay, however the footprint of the development has been designed to avoid the flood hazard area. The development has been located, sited and designed to not worsen flood risks.

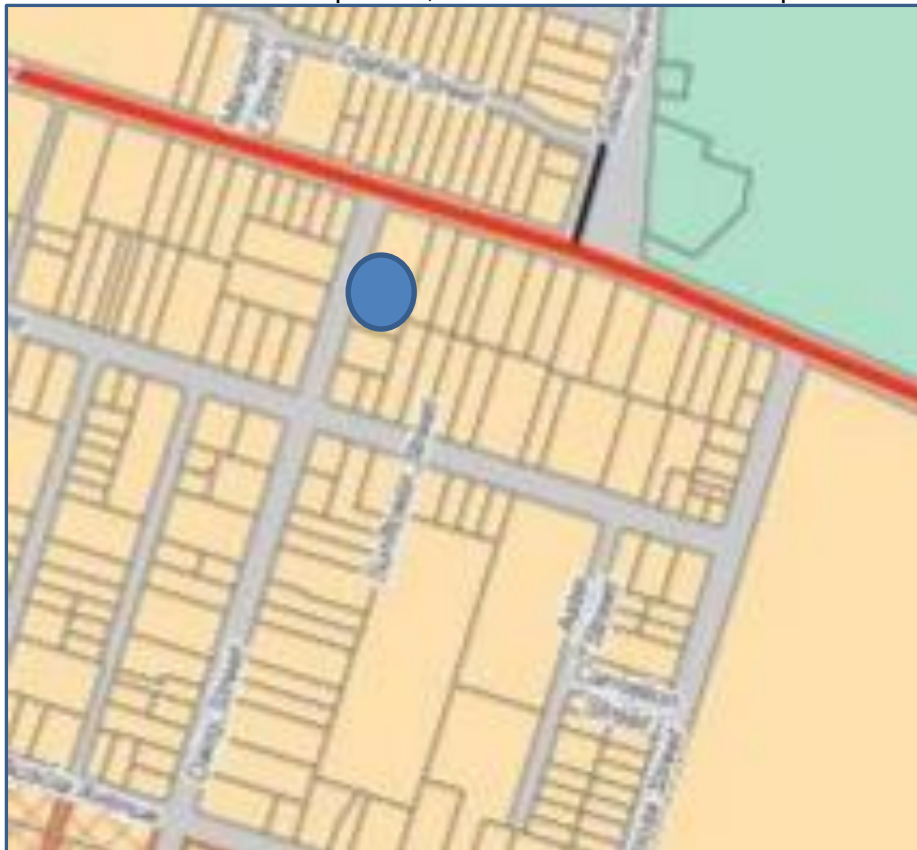
On this basis, there is no conflict between the development and the Strategic Framework as it relates to the site and the proposal development.

### **5.2.2 Assessment of Codes**

The following codes are relevant to the proposed development.

#### **Township Zone Code**

The site is in the Township Zone, as shown on the Zone Map for Blackall in Figure 5.



**Figure 5:** Site (denoted in blue) located within Township Zone (Source: Blackall-Tambo Regional Planning Scheme)

The development complies or can be conditioned to comply with the purpose, performance criteria and acceptable solutions of the Township Zone Code. In particular:

- The Short-term accommodation is in a location where it can be serviced with reticulated services as well as all other necessary services
- Is of scale that will complement the existing motel and surrounding development

- With the imposition of conditions, the development will not cause adverse impacts on residential amenity in terms of privacy, safety, noise, odour and fumes, lighting and traffic generation
- The development will provide accommodation that is of a good standard
- The proposal incorporates cabins that are of a form, scale and design that is compatible with residential dwellings
- Conditions have been included to manage any impacts.

### **General Development Code**

The development complies or can be conditioned to comply with the purpose, performance criteria and acceptable solutions of the General Development Code. In particular:

- At 14% the site cover is well below the permitted 50%
- The proposal provides setbacks that can comply with QDC requirements
- Includes landscaping to areas that aren't being utilised for parking and manoeuvring areas
- At one storey and 4m high the cabins will be below the permitted height of 2 storeys and 8.5m
- The cabins are designed to be consistent with surrounding residential buildings
- The proposal will not generate excessive traffic
- The proposal provides sufficient carparking at one space per cabin
- The proposal has an existing access point from Daisy Street and will construct parking and manoeuvring areas to a gravel standard
- The development will be able to connect to existing reticulated water and sewer as well as telecommunications and electricity services
- The development has been sited to avoid the flood hazard overlay onsite.



## Flood Hazard Area



**Figure 6:** Site located in Flood Hazard Overlay (Source: Blackall-Tambo Regional Planning Scheme)

The rear portion of the site is mapped as being subject to flooding as it is located within the Flood Hazard Overlay, as in Figure 6 above. The development has been sited to be entirely outside the Flood Hazard Overlay.

In summary, this planning assessment demonstrates that the development is consistent with the relevant assessment benchmarks of the Planning Scheme. Conditions of approval reflect the elements of the assessment benchmarks to ensure on-going compliance in terms of land use, amenity and servicing.

## 6.0 CONCLUSION

This Impact assessable Development Application for a Development Permit for Material Change of Use for Short-term accommodation (13 cabins) over land at 36 Shamrock Street, Blackall, formally described as Lot 1 on RP616018, is recommended for approval, subject to the conditions outlined in this report.

This recommendation is based on an assessment of the proposal in accordance with the Planning Act for applications requiring Impact assessment, which demonstrates the proposal's consistency with the Planning Scheme and other relevant assessment matters.

In accordance with the requirements for a decision notice under section 63 the Act, the notice must state the reasons for the decision. For this development, the statement of reasons, being the grounds for approval, will feature on the decision notice as follows:

- a) Short-term accommodation is considered to be an appropriate use in the Township Zone;
- b) The scale and character of the proposed built form is compatible with existing building design on the site and in surrounding area;
- c) Development will be operated in a manner that is compatible with the amenity of the locality;
- d) Development will be adequately serviced by an existing vehicle access, on-site parking and reticulated infrastructure connections;
- e) Development does not conflict with the State Planning Policy 2017 and Central West Regional Plan 2009.

Attachment A – Proposal Plans

Attachment B – SARA Referral Agency Response

### Link to Corporate Plan

Economic Development

Outcome 1 – Business Investment

Outcome 4 – Land Development

### Consultation (internal/external)

Reel Planning

Rates Officer

### Policy Implications

Nil

### Budget and Resource Implications

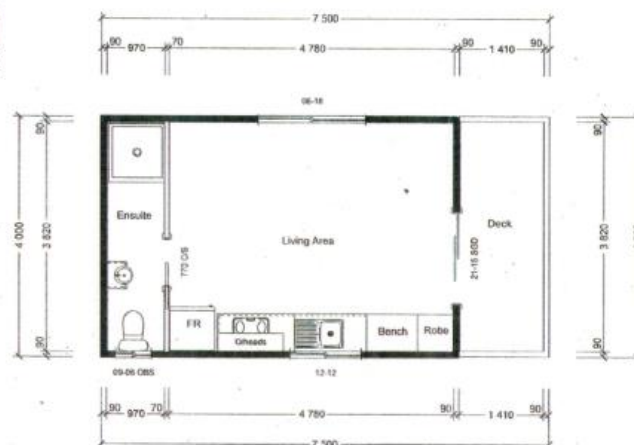
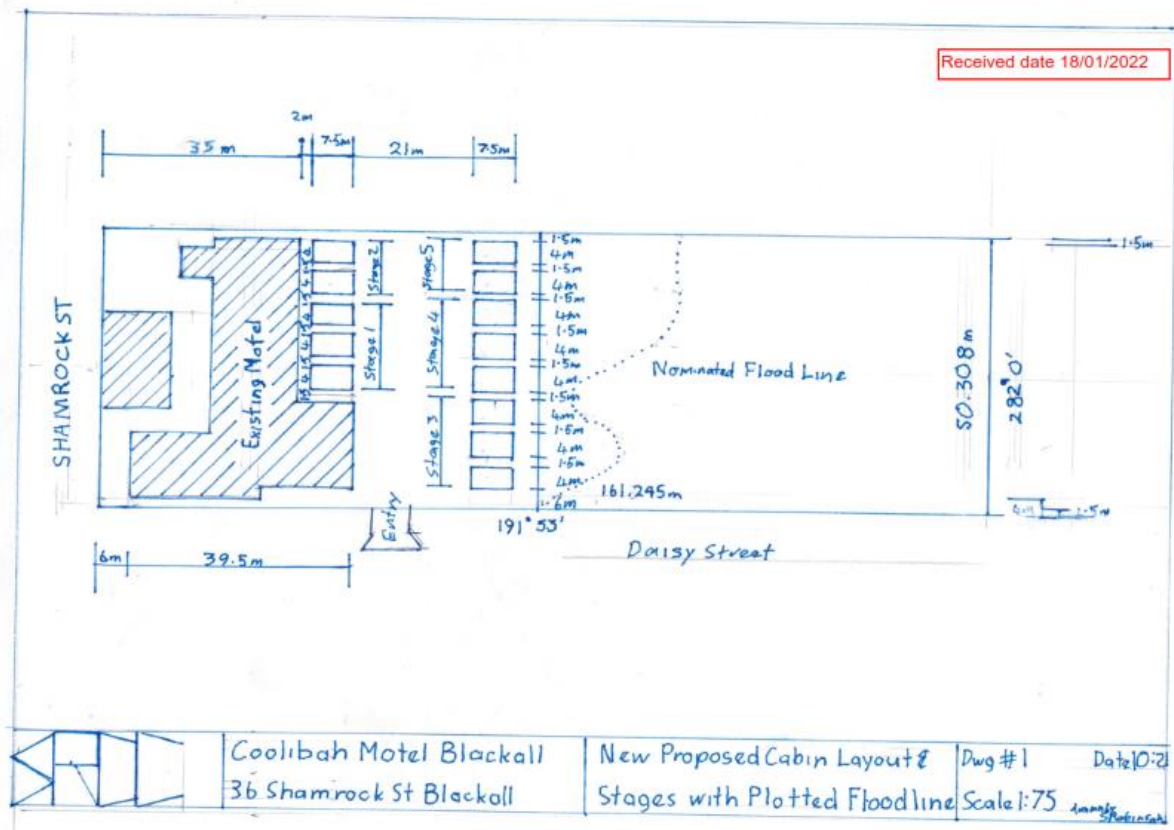
Nil

### Risk Assessment

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Nil	Low
Legal & Regulatory	Low	All legal and regulatory requirements have been addressed by Council's town planners.	Low
People	Low	Nil	Low
Operational	Medium	Nil	Low
Environmental	Medium	Council's town planner has addressed any environmental concerns in the approval conditions.	Low
Strategic	Medium	Nil	Low
Ethical	Low	Nil	Low
Reputation	Low	Nil	Low
Leadership	Low	Nil	Low

### Proposed Risk Treatment

Nil



Proposed plan for Les Williams  
7.5m x 4m Cabin (Option # 2)  
8 September, 2021



SARA reference: 2202-27193 SRA  
Council reference: DA13-2021-2022

21 March 2022

Chief Executive Officer  
Blackall Tambo Regional Council  
PO Box 21  
Blackall Qld 4472  
admin@btrc.qld.gov.au

Attention: Kathy Dendle

Dear Sir,

## SARA response - 36 Shamrock Street, Blackall

(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 15 February 2022.

### Response

Outcome:	Referral agency response - No requirements Under section 56(1)(a) of the <i>Planning Act 2016</i> , the SARA advises it has no requirements relating to the application.
Date of response:	21 March 2022
Advice:	Advice to the applicant is in <b>Attachment 1</b> .
Reasons:	The reasons for the referral agency response are in <b>Attachment 2</b> .

### Development details

Description:	Development permit	Material change of use for a short-term accommodation facility (13 cabins)
SARA role:	Referral Agency	
SARA trigger:	Schedule 10, part 9, division 4, subdivision 2, table 4, item 1 (Planning Regulation 2017) - <i>State transport corridors</i>	
SARA reference:	2202-27193 SRA	
Assessment Manager:	Blackall Tambo Regional Council	
Street address:	36 Shamrock Street, Blackall	
Real property description:	Lot 1 on RP616018	
Applicant name:	Shane Robinson	

Fitzroy/Central regional office  
Level 2, 209 Bolsover Street,  
Rockhampton  
PO Box 113, Rockhampton QLD 4700

2202-27193 SRA

Applicant contact details: 2 Shamrock Street  
Blackall Qld 4472  
shane@srdc.com.au

## Representations

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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 3**.

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

For further information please contact Rebecca Gesch, Planning Officer on (07) 4924 2915 or via email at RockhamptonSARA@dsdilp.qld.gov.au who will be pleased to assist.

Yours sincerely,



Anthony Walsh  
Manager Planning

cc Shane Robinson, srdesignconstruct@bigpond.com  
enc Attachment 1 - Advice to the applicant  
Attachment 2 - Reasons for referral agency response  
Attachment 3 - Representations provisions

2202-27193 SRA

**Attachment 1 - Advice to the applicant**

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<b>General advice</b>	
1.	Terms and phrases used in this document are defined in the <i>Planning Act 2016</i> its regulation or the State Development Assessment Provisions (SDAP) 2.6. If a word remains undefined it has its ordinary meaning.



2202-27193 SRA

## Attachment 2 - Reasons for referral agency response

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

### The reasons for the SARA's decision are:

- The proposal is for a short-term accommodation facility (demountable cabins)
- The subject site is located within 25 metres of a State transport corridor
- The development proposes access from the local road (daisy street) and no new access to the State transport corridor is required
- The proposed development is unlikely to result in any actionable nuisance or worsening of stormwater, flooding or draining impacts onto the State transport corridor
- The application has been adequately assessed against State code 1 and 6 of the State Development Assessment Provisions.

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

- The development application material and submitted plans
- *Planning Act 2016*
- Planning Regulation 2017
- The *State Development Assessment Provisions* (version 2.6)
- The Development Assessment Rules
- SARA DA Mapping system.

2202-27193 SRA

### **Attachment 3 - Change representation provisions**

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

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

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

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

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

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

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

## **Part 7: Miscellaneous**

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

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

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

**BLACKALL-TAMBO REGIONAL COUNCIL**[Return to Agenda](#)[Next Item](#)**OFFICER REPORTS**

COUNCIL MEETING DATE: 20 April 2022

Item No: 5.14

**SUBJECT HEADING: Blackall Tambo Circus Carnival**

Author and Officer's Title: Des Howard, Chief Executive Officer

CLASSIFICATION: (if confidential)

*Summary: A working group has been formed to coordinate a circus carnival in Blackall and Tambo during August.*

**Officer's Recommendation: That Council support the Blackall Tambo Circus Carnival in principle.**

**Background**

A working group has been formed to coordinate a circus carnival in Blackall and Tambo. The working group includes Red Ridge and community organisation representatives. The Mayor, Andrew Martin is the chair of the group.

The Circus Carnival is to be held from 19 to 26 August and will be a celebration where Blackall and Tambo are recognised as the Birthplace of Australian Circus.

Proposed events are to include circus performances, workshops, aerial performance and an art show.

**Link to Corporate Plan**

Vibrant Communities

Outcome 1 – Arts and Culture

**Consultation (internal/external)**

Red Ridge

Cr Martin

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil

**Risk Assessment**

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	The event is being held in the 2022/23 financial year.	Low
Legal & Regulatory	Low	Nil	Low
People	Low	Nil	Low
Operational	Medium	Nil	Low
Environmental	Medium	Nil	Low

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Strategic	Medium	Nil	Low
Ethical	Low	Nil	Low
Reputation	Low	Nil	Low
Leadership	Low	Nil	Low

**Proposed Risk Treatment**

There is no risk to Council to support the event in principle. In-kind and financial support will be considered during the preparation of the 2022/23 budget.



**BLACKALL-TAMBO REGIONAL COUNCIL**

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[Next Item](#)

**OFFICER REPORTS**

COUNCIL MEETING DATE: 20 April 2022

Item No: 5.15

**SUBJECT HEADING: Tambo Outback Rodeo Inc – Request for Sponsorship**

Author and Officer's Title: Des Howard, Chief Executive Officer

CLASSIFICATION: (if confidential)

*Summary: The Tambo Outback Rodeo are holding an event on 1 October 2022 and have invited Council to be a sponsor.*

**Officer's Recommendation: That Council consider the request for sponsorship of the Tambo Outback Rodeo on 1 October 2022 when preparing the 2022-2023 budget.**

**Background**

The Tambo Outback Rodeo Inc are holding an event on 1 October 2022 at the Tambo Rodeo/Campdraft Grounds and have invited Council to be a sponsor of the event. Sponsorship packages range from \$150.00 for the Junior Barrels to \$1200.00 for the Open Bull Ride. Sponsors can also nominate an amount they'd prefer to contribute.

**Link to Corporate Plan****Consultation (internal/external)****Policy Implications**

Nil

**Budget and Resource Implications**

Nil

**Risk Assessment**

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Nil	Low
Legal & Regulatory	Low	Nil	Low
People	Low	Nil	Low
Operational	Medium	Nil	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Nil	Low
Ethical	Low	Nil	Low
Reputation	Low	Nil	Low
Leadership	Low	Nil	Low

**Proposed Risk Treatment**

Nil

**BLACKALL-TAMBO REGIONAL COUNCIL**[Return to Agenda](#)**OFFICER REPORTS**

COUNCIL MEETING DATE: 20 April 2022

Item No: 5.16

**SUBJECT HEADING: Tender of the Tambo Sawmill and Council's Sales Permit to Get Cypress Sawlogs**

Author and Officer's Title: Des Howard, Chief Executive Officer

CLASSIFICATION: (if confidential) **CONFIDENTIAL**

*Summary: An invitation to tender was sent to twelve (12) tenderers on 22 February for the Tambo Sawmill and Council's Sales Permit to Get Cypress Sawlogs. Tenders closed at 3pm, Thursday, 31 March 2022.*

**Officer's Recommendation: That Council:**

- a. subject to approval from the Department of Agriculture and Fisheries, accept the tender for the Tambo Sawmill and Council's Sales Permit from HAB Timbers Pty Ltd for their tendered amount; or
- b. decline the tender from HAB Timbers Pty Ltd and retender, as per section 228 of the *Local Government Regulation 2012*, the Tambo Sawmill and Council's Sales Permit; or
- c. invite written tenders as per section 228 of the *Local Government Regulation 2012*, for the Tambo Sawmill and Council's Sales Permit as separate valuable non-current assets.

**Background**

At the 12 January 2022 General Council Meeting Council resolved the following:

*That Council, under section 227 (1) (a) of the Local Government Regulation 2012, invites written tenders for the sale of the Tambo Sawmill and Sales Permit 201304400.*

Moved: Cr LP Russell

Seconded: Cr JH Scobie

Minute No. 19/12A/21

Carried: 7/0

Council engaged King & Company Solicitors to draft a document for the sale of the Tambo Sawmill and Council's Sales Permit to Get Cypress Sawlogs. The tender document stipulated that the Sawmill and the Sales Permit were not separable portions, and the Tenderer must make an offer for the acquisition of both.

King & Company Solicitors, in consultation with the CEO, compiled an extensive document outline the specifications and requirements in the invitation to Tender. Invitations of tender were sent to twelve tenderers on 22 April 2022 and advertising was undertaken on Council's website and in the Courier Mail.

Tenders were originally scheduled to close at 3pm, Thursday 24 March 2022 however, the CEO decided to extend the closing date to 3pm, Thursday 30 March 2022 after some late enquiries were received. Thirteen tenderers were advised of the extension of time of the closing of tenders.

The Invitation for Tender included a Confidentiality Deed whereby interested parties could contact Council using an online form to request information that Council considered beneficial for a potential tenderer to access. This included Council's *Forestry Act* sales permit to get Cypress Sawlogs and the current operational harvesting plan for Council's

current allocated sales area. There was one (1) request to access the confidential information.

At closing of the tender, on 30 March 2022, only one (1) submission was received. This was lodged by HAB Timbers Pty Ltd.

HAB Timbers have advised they do not plan to recommence operations of the Tambo Sawmill as they believe it is not economically viable to do so and their future intentions would be not to use the Tambo Sawmill site for sawmilling.

Council is to consider if it deems the offer from HAB Timbers suitable and accept the offer; decline the offer from HAB Timbers and commence the process to retender the Sawmill and Sales Permit or tender the Tambo Sawmill and Sales Permit as separate items.

Retendering as per section 228(4) of the *Local Government Regulation 2012*, requires a local government to advertise the invitation for written tenders for at least 21 days. Council's solicitors would also need time to adjust the tender documents for retendering. Council would not be presented with a report for a decision on the retendered submissions until July 2022.

The delay created by retendering would impact the timeframe in which to get Cypress Sawlogs as the current period ends in December 2022 and this could reduce the quantity which is able to be harvested under Council's current operational harvesting plan.

#### Link to Corporate Plan

Governance

Outcome 2 – Accountability

Outcome 3 – Leadership

Outcome 4 – Financial

#### Consultation (internal/external)

CEO

King & Company Solicitors

#### Policy Implications

Nil

#### Budget and Resource Implications

#### Risk Assessment

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Accepting the offer would increase Council's capital revenue and Council would receive rates for the Tambo Sawmill.	Medium
Legal & Regulatory	Low	The tendering process was conducted in accordance with section 227 of the <i>Local Government Regulation 2012</i> .	Low
People	Low	Nil	Low

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Operational	Medium	Council does not have staff that are qualified to operate a sawmilling business.	Low
Environmental	Medium	Nil	Low
Strategic	Medium	The sale of the Sawmill and Sales Permit would benefit Council as it would mean the sale of valuable non-current assets.	Low
Ethical	Low	Nil	Low
Reputation	Low	There is a slight risk that the public could see the sale of the items as detrimental to the Tambo community.	Medium
Leadership	Low	Nil	Low

### Proposed Risk Treatment

The sale of the Sawmill and Sales Permit is the most suitable solution for these items as Council does not have the expertise to harvest the Cypress Sawlogs or to operate the Tambo Sawmill.