



## **GENERAL MEETING**

**18 August 2021**

### **NOTICE OF MEETING**

Date: 18 August 2021

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 18 August 2021 commencing at 8.30am.

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

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

## CALENDAR OF EVENTS

### August 2021

18 August 2021	Council Meeting – Blackall
19-22 August 2021	Better in Blackall Festival

### September 2021

11-12 September 2021	Tambo Central West Golf Championships
15 September 2021	Council Meeting – Tambo
18-19 September 2021	Tambo Clay Target – Two Day Shoot
27- 30 September 2021	Bloomin' in the Bush garden competition

### October 2021

4 October 2021	Queen's Birthday
16 October 2021	Blackall Races
20 October 2021	Council Meeting – Blackall
25-27 October 2021	LGAQ Conference – Mackay

### November 2021

2 November 2021	Melbourne Cup Holiday
12-14 November 2021	Community Leadership Program
13 November 2021	Tambo Outback Rodeo
17 November 2021	Council Meeting – Tambo

### December 2021

15 December 2021	Council Meeting - Blackall
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**Held at Blackall Council Chambers**  
**On Wednesday 18 August 2021**  
**Commencing at 8.30am**

**Order of Business**

**Blue items are hyperlinked**

Leave of absence/Signing of Attendance Book

Apologies:

- Cr PJ Pullos

Condolences:

Declarations of Conflicts of Interest

Deputations

**BUSINESS**

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**3. PETITIONS – Nil**

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**MINUTES OF THE GENERAL MEETING OF  
BLACKALL-TAMBO REGIONAL COUNCIL  
HELD AT THE TAMBO COUNCIL CHAMBERS  
ON WEDNESDAY 21 JULY 2021  
AT 8.30AM**

**PRESENT:**

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

**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:

- Eleanor Lawson
- Ruby Ann Williams
- Patrick Hamilton Snr
- Reginald Hamilton
- Dave Sellars

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**DECLARATIONS OF INTEREST:**

**Cr DA Hardie for item 5.5** – I, Councillor Hardie, inform the meeting that I have a declarable conflict of interest in item 5.5 Water Allocation for Lot 3 on RP610119 and Lot 1 on RP610120. The nature of my interest is as follows:

- I am the selling agent for the properties.

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

**Cr DA Hardie for item 4.1.6** – I, Councillor Hardie, inform the meeting that I have a prescribed conflict of interest in item 4.1.6 RADF 2021-2022 Program. The nature of my interest is 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 matter is considered and voted on.

**Cr PJ Pullos for item 4.1.6** – I, Councillor Pullos, inform the meeting that I have a declarable conflict of interest in item 4.1.6 RADF 2021-2022 Program. The nature of my interest is as follows:

- I am a voting member of the committee.

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

**Cr BP Johnstone for item 4.1.6** – I, Councillor Johnstone, inform the meeting that I have a declarable conflict of interest in item 4.1.6 RADF 2021-2022 Program. The nature of my interest is as follows:

- I am a voting member of the committee.

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

**Cr AL Martin for item 4.1.6** – I, Councillor Martin, inform the meeting that I have a prescribed conflict of interest in item 4.1.6 RADF 2021-2022 Program. The nature of my interest is as follows:

- My wife, Louise Martin, is a member of the committee.

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

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### **1.1 Confirmation of Budget Meeting Minutes**

**MOTION:**      Moved: Cr PJ Pullos                      Seconded: Cr DA Hardie

That the minutes of the Budget Meeting held on 16 June 2021 be taken as read and confirmed, and that the Mayor be authorised to sign same.

**Minute No. 01/07A/21**

**Carried 7/0**

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### **1.2 Confirmation of General Meeting Minutes**

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

That the minutes of the General Meeting held on 16 June 2021 be taken as read and confirmed, and that the Mayor be authorised to sign same.

**Minute No. 02/07A/21**

**Carried 7/0**

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

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 June 2021 details Council's current financial position and compares its performance against the adopted amended budget for 2020-2021.

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

**That Council receive the Financial Report for June 2021.**

**Minute No. 03/07A/21**

**Carried 7/0**

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#### **4.1.2 DFCCS Operations Report – June 2021**

The Director of Finance Corporate and Community Services operations report for June 2021 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 PJ Pullos**

**Seconded: Cr JH Scobie**

**That Council receive the DFCCS Operations Report for June 2021.**

**Minute No. 04/07A/21**

**Carried 7/0**

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At this point, 8.50am, the CEO left the meeting.

At this point, 8.54am, the CEO returned to the meeting.

#### **4.1.3 Environmental Health Officer's Report**

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

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

**Seconded: Cr LP Russell**

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

**Minute No. 05/07A/21**

**Carried 7/0**

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#### **4.1.4 Ranger's Report**

The Ranger's report for June 2021 is provided to Council.

**MOTION:**      **Moved: Cr DA Hardie**

**Seconded: Cr JH Scobie**

**That Council receive the Ranger's report for June 2021.**

**Minute No. 06/07A/21**

**Carried 7/0**

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#### **4.1.5 Arts & Cultural Report – June 2021**

The arts and cultural report is provided to Council.

**MOTION:**      **Moved: Cr PJ Pullos**

**Seconded: Cr JH Scobie**

**That Council receive the Arts and Cultural report for June 2021.**

**Minute No. 07/07A/21**

**Carried 7/0**

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**4.1.6 2021-2022 Regional Arts Development Program**

Blackall-Tambo Regional Council's Regional Arts Development Fund budget allocation is required for the preparation of the annual funding submission.

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

**That as a consequence of a majority of councillors present at this meeting having informed the meeting of an existence of a conflict of interest in this matter 4.1.6 2021-2022 Regional Arts Development Program, pursuant to section 150EU(1) of the Local Government Act 2009, a decision on this matter is hereby delegated to the Chief Executive Officer, Des Howard.**

**Minute No. 08/07A/21**

**Carried 7/0**

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**4.1.7 Operating Plan Review 30 June 2021**

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

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

**That Council receive the June 2021 report.**

**Minute No. 09/07A/21**

**Carried 7/0**

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**4.1.8 Requests for Council Assistance**

At the end of each financial year Council advertised for community groups to apply for Council assistance.

**MOTION:**      **Moved: Cr PJ Pullos**                      **Seconded: Cr DA Hardie**

**That Council approve the applications for in-kind support for the 2021-2022 financial year and the applications for cash assistance be informed that as Council no longer received drought funding, cash assistance is not able to be provided other than in exceptional circumstances.**

**Minute No. 10/07A/21**

**Carried 7/0**

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**4.1.7 Tambo Child Care – Diabetes Policy**

The Tambo Child Care is required to have a policy on the management of diabetes for any child with the condition who is in attendance at the centre.

**MOTION:**      **Moved: Cr PJ Pullos**                      **Seconded: Cr DA Hardie**

**That Council adopt the Tambo Child Care Diabetes Policy**

**Minute No. 11/07A/21**

**Carried 7/0**

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**4.2.1 Director of Works and Services Operations Report – June 2021**

The Director of Works and Services report for June 2021 is presented to Council.

**MOTION:**      **Moved: Cr LP Russell**                      **Seconded: Cr BP Johnstone**

**That Council receive the Director of Works and Services' Operations Report for June 2021.**

**Minute No. 12/07A/21**

**Carried 7/0**

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At this point, 9.02am, the DFCCS left the meeting.

At this point, 9.08am, the DFCCS returned to the meeting.

**4.2.2 Work Health and Safety Report**

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

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

**That Council receive the Work Health and Safety Report for June 2021.**

**Minute No. 13/07A/21**

**Carried 7/0**

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**4.2.3 Purchase of Front End Loader**

Tenders were requested from 8 machinery dealers for the purchase of a Front End loader to replace plant 3101, 966H Loader.

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

**That Council accept the tender from Hastings Deering to supply a new Caterpillar 938K Front End Loader for \$369,400 (ex GST) and trade on plant 3101 for \$142,000 (ex GST). This machine is preferred as the current 938K possessed by Council has strong performance results with**

**a proven backup service and warranty. Local Buy (NPN 2.15) contract will apply.**

**Minute No. 14/07A/21**

**Carried 7/0**

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#### **4.2.4 Purchase of Motor Grader**

Tender were requested from 3 machinery dealers for the purchase of a motor grader to replace plant 1354 140M grader.

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

**That Council accept the tender from Hastings Deering to supply a new Caterpillar 140-14A motor grader for \$422,600.00 (ex GST) and trade on plant 1354 for \$175,000.00 (ex GST). This machine is preferred as it will provide uniformity of plant, uniformity of parts and proven backup service and warranty. Local Buy (NPN 2.15) contract will apply.**

**Minute No. 15/07A/21**

**Carried 7/0**

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#### **4.2.5 Purchase of Road Reclaimer**

Tenders were requested from 5 machinery dealers for the purchase of a Road Reclaimer to replace plant 1201 Cat RM500 Road Reclaimer.

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

**That Council accept the tender from Hastings Deering to supply a new Caterpillar RM500 B Road Reclaimer for \$920,700.00 (ex GST). This machine is preferred as it will provide uniformity of plant, value for money/resale, high performance, operator familiarity, proven backup service and warranty. Local Buy (NPN 2.15) contract will apply.**

**Minute No. 16/07A/21**

**Carried 7/0**

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#### **4.2.6 Purchase of Motor Vehicles**

Quotations were requested from 19 automotive dealers for the purchase of vehicles to replace aging vehicles in Council's fleet.

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

**That Council accept the quotation from Black Truck Sales to supply 3 new Isuzu Dmax utes for \$159,260.00 (ex GST) and the trade of plant 6072, 6522 and 6523 for \$65,454.53 (ex GST). These vehicles are preferred as they provide uniformity of plant, uniformity of parts and proven backup service and warranty.**

**Minute No. 17/07A/21****Carried 7/0**

At this point, 9.24am, Cr Johnstone left the meeting.

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**5.1 Blackall Saleyards Monthly Report**

The Blackall Saleyards monthly report for June is presented to Council.

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

**That Council receive the Blackall Saleyards monthly report for June 2021.**

**Minute No. 18/07A/21****Carried 7/0**

At this point 9.32am, Cr Johnstone returned to the meeting.

**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 GK Schluter**

**That Council receive the Planning and Development Report for June 2021.**

**Minute No. 19/07A/21****Carried 7/0****5.3 2022 Special Holidays Request**

The Holiday's Act 1983 provides for the granting and observance of special holidays. Each year local governments are invited to request special and show holiday for the following year.

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

**That Council request a special holiday for the Blackall-Tambo Regional Council area as Melbourne Cup Day, 1 November 2022.**

**Minute No. 20/07A/21****Carried 7/0****5.4 Disaster Management Conference - Brisbane**

LGAQ hosted a Disaster Management Conference in Brisbane from 9 to 11 June. There were several key stakeholders for disaster management who

made presentations at the conference. The Disaster Management Coordinator has drafted an information paper on topics covered at the conference.

**MOTION:**      **Moved: Cr DA Hardie**                      **Seconded: Cr PJ Pullos**

**That Council receive the Council information paper regarding the 2021 Disaster Management Conference.**

**Minute No. 21/07A/21**

**Carried 7/0**

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At this point, 9.38am, Cr Hardie left the meeting.

**5.5      Water Allocation for Lot 3 on RP610119 and Lot 1 on RP610120**

Council has received a request from a person wishing to purchase a water allocation for Lot 3 on RP610119 and another request from a person wishing to purchase a water allocation for Lot 1 on RP610120. Both properties are located along the Isisford Road, Blackall. As per the Revenue Statement the properties are outside the Defined Water Area therefore subject to Council approval.

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

**That Council approve the requests for a water allocation of 6 units, subject to a water agreement being executed, for:**

- a. Lot 3 on RP610119; and**
- b. Lot 1 on RP610120.**

**Minute No. 22/07A/21**

**Carried 6/0**

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At this point, 9.47am, Cr Scobie left the meeting.

At this point, 9.47am, Cr Hardie returned to the meeting.

At this point, 9.48am, Cr Scobie returned to the meeting.

**5.6      Tambo Town Common Management Plan**

The Tambo Town Common Management Plan has been revised after consultation with key stakeholders.

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

**That Council:**

- a. Adopt the revised Tambo Town Common Management Plan with updated maps; and**
- b. Request the Tambo Town Common Advisory Committee to advise Council of an appropriate bull levy.**

**Minute No. 23/07A/21**

**Carried 7/0**

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## 5.8 **RAPAD Board Communiqué**

The RAPAD Board, of which the 7 Mayors of the Barcaldine, Barcoo, Blackall-Tambo, Boulia, Diamantina and Winton Council and RAPAD CEO are directors, hold meetings each month. The Communiqué provides an outline of topics discussed at the meetings.

**MOTION:**      **Moved: Cr AL Martin**

**Seconded: Cr DA Hardie**

**That Council receive the RAPAD Board Communiqué for 18 June 2021.**

**Minute No. 24/07A/21**

**Carried 7/0**

## **CLOSURE:**

There being no further business to consider, the Mayor declared the Meeting closed at 10.01am.

## **CONFIRMATION OF MINUTES:**

Confirmed by Council as a true and correct record at the General Meeting held on Wednesday 18 August 2021.

Signed.....Mayor

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Minute No.	Report Number	Subject	Resolution	Action By	Result
10/07A/21	4.1.8	Requests for Council Assistance	That Council approve the applications for in-kind support for the 2021-2022 financial year and the applications for the cash assistance be informed that as Council no longer receive drought funding, cash assistance is not able to be provided other than in exceptional circumstances.	DFCCS	All applicants have been advised of Council's decision.
11/07A/21	4.1.9	Tambo Child Care – Diabetes Policy	That Council adopt the Tambo Child Care Diabetes Policy.	DFCCS	The policy has been updated on the website and register and provided to the Tambo Child Care.
14/07A/21	4.2.3	Purchase of Front End Loader	That Council accept the tender from Hastings Deering to supply a new Caterpillar 938K Front End Loader for \$369,400 (ex GST) and trace on plant 3101 for \$142,000 (ex GST). This machine is preferred as the current 938K possessed by Council has strong performance results with a proven backup service and warranty. Local Buy (NPN 2.15) contract will apply.	DWS	The order has been placed with the supplier.
15/07A/21	4.2.4	Purchase of Motor Grader	That Council accept the tender from Hastings Deering to supply a new Caterpillar 140-14A motor grader for \$422,600.00 (ex GST) and trade on plant 1354 for \$175,000.00 (ex GST). This machine is preferred as it will provide uniformity of plant, uniformity of parts and proven backup service and warranty. Local Buy (NPN 2.15) contract will apply.	DWS	The order has been placed with the supplier.

16/07A/21	4.2.5	Purchase of Road Reclaimer	That Council accept the tender from Hastings Deering to supply a new Caterpillar RM500 B Road Reclaimer for \$920,700 (ex GST). This machine is preferred as it will provide uniformity of plant, value for money/resale, high performance, operator familiarity, proven backup service and warranty. Local Buy (NPN 2.15) contract will apply.	DWS	The order has been placed with the supplier.
17/07A/21	4.2.6	Purchase of Motor Vehicles	That Council accept the quotation from Black Truck Sales to supply 3 new Isuzu Dmax utes for \$159,260.00 (ex GST) and the trade of plant 6072, 6522 and 6523 for \$65,454.53 (ex GST). These vehicles are preferred as they provide uniformity of plant, uniformity of parts and proven backup service and warranty.	DWS	The order has been placed with the supplier.
20/07A/21	5.3	2022 Special Holidays Request	That Council request a special holiday for the Blackall-Tambo Regional Council area as Melbourne Cup Day, 1 November 2022.	CEO	The request has been lodged with the Office of Industrial Relations.
22/07A/21	5.5	Water Allocation for Lot 3 on SP610119 and Lot 1 on RO610120	That Council approve the requests for a water allocation of 6 units, subject to a water agreement being executed for: a. Lot 3 on RP610119; and b. Lot 1 on RP610120.	CEO	The applicants have been advised of Council's decision and water agreements are being drafted.
23/07A/21	5.6	Tambo Town Common Management Plan	That Council: a. Adopt the revised Tambo Town Common Management Plan with updated maps; and b. Request the Tambo Town Common Advisory Committee to advise Council of an appropriate bull levy.	CEO	Correspondence requesting the Tambo Town Common Advisory's Committee to advise an appropriate bull levy has been sent and the plans are being updated.

## BLACKALL-TAMBO REGIONAL COUNCIL

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### OFFICER REPORTS

COUNCIL MEETING DATE: 18 August 2021

Item No: 4.1.1

**SUBJECT HEADING:** Financial Report for the Month of July 2021

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 July 2021 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 July 2021.**

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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 18 AUGUST 2021**

## **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 18 August 2021

## 1. Cash Position as at 31 July 2021

### Cash at Bank

Operating Accounts \$ 1,720,990

### Short Term Investments

Bank of Queensland - Term Deposits \$ 5,000,000

Queensland Treasury Corporation - Cash Fund \$ 15,000,000

**\$ 21,720,990**

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) \$ 2,513,600

Unspent Grants (Restricted Cash) \$ 4,038,765

**\$ 6,552,365**

	<i>Debtors</i>	<i>Creditors</i>	
Balance of recoverable <b>debtors</b> - estimated <b>creditors</b> :	1,348,493	68,944	\$ 1,279,549

Plus cash surplus	21,720,990	6,552,365	\$ 15,168,625
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**Working Capital** **\$ 16,448,174**

## 2. Monthly Cashflow Estimate: August 2021

### Receipts

Rates & Fees & Charges \$ 20,000

Debtors \$ 950,000

Grants/Subsidies/Loans QTC \$ 536,809

Total \$ 1,506,809

### Expenditure

Payroll \$ 800,000

Creditor Payments \$ 1,200,000

Loan Payments \$ -

Total \$ 2,000,000

Therefore cash is expected to decrease by -\$ 493,191 in the period.

## 3. Comparative Data:

	July 2021	July 2020
Cash position	21,720,990	16,535,832
Working capital	16,448,174	16,078,328
Rate arrears	156,066	243,801
Outstanding debtors	1,348,493	1,906,340
Current creditors	68,944	291,412
Total Loans	1,629,858	1,726,295

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

HELD ON 18 August 2021

## 4. Capital Works Summary: 1 July 2021 to 30 June 2022

	Budget	YTD Actual	% of Budget
Buildings & Other Structures	1,453,000	12,457	1%
Plant & Equipment	1,800,000	1,372,821	76%
Road Infrastructure	2,668,300	-	0%
Water Infrastructure	930,000	-	0%
Sewerage Infrastructure	250,000	-	0%
QTC Loan Redemption	98,900	-	0%
<b>Total</b>	<b>7,200,200</b>	<b>1,385,278</b>	<b>19%</b>

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

	Budget	Expended YTD Actual	% of Budget Expended
<b>Total Roads Expenditure</b>	<b>14,390,114</b>	<b>627,296</b>	<b>4%</b>
1. Rural Roads	10,299,500	407,661	4%
2. Town Streets	400,000	27,907	7%
3. RMPC Works	3,690,614	191,728	5%

## 6. Rate Arrears Summary

**Total Rates Outstanding Balance**      \$      **161,149**

Rates Outstanding Breakdown	Total	No. of Assessments
Current	\$ 5,083	4
1 Year	\$ 66,199	42
2 Years	\$ 38,327	17
3 Years and over	\$ 51,540	8

BTRC 2021-22 CAPITAL EXPENDITURE PROJECTS		1/07/21 to 30/06/22		SOURCES OF FUNDING		
Particulars	Budget 2021-22	Expenditure YTD	% Expended	Capital Grants	Council Contribution	Comments
<b>BUILDINGS &amp; OTHER STRUCTURES</b>	<b>1,453,000</b>	<b>12,457</b>	<b>1%</b>	<b>854,900</b>	<b>598,100</b>	
Tambo Dam Lights	200,000	-	0%	200,000	-	Subject to additional funding
Tambo Aquatic centre maintenance	60,000	10,245	17%	60,000	-	On track for completion by August 2021
Tambo 'Truck Museum	494,400	-	0%	454,900	39,500	Out to tender
Tambo Depot Fencing	70,000	-	0%	-	70,000	Planning stage
Tambo Sprinkler System - Pump and Electricity	20,000	2,212	11%	-	20,000	In progress
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	-	0%	-	150,000	Planning stage
Internet BOR STAGE 3	278,600	-	0%	140,000	138,600	Construction materials received
<b>PLANT &amp; EQUIPMENT</b>	<b>1,800,000</b>	<b>1,372,821</b>	<b>76%</b>	<b>-</b>	<b>1,800,000</b>	
Plant Replacement including committed orders	1,800,000	1,372,821	76%	-	1,800,000	As per plant replacement program
<b>ROAD INFRASTRUCTURE</b>	<b>2,668,300</b>	<b>-</b>	<b>0%</b>	<b>1,808,300</b>	<b>860,000</b>	
Roads to Recovery	808,300	-	0%	808,300	-	Projects for Council consideration
Road Reseals	800,000	-	0%	-	800,000	Projects for Council consideration
Footpath Coolibah Village - Mitchell to Garden St	60,000	-	0%	-	60,000	Contract awarded
Heavy Bypass Stage 2 (Salvia Street)	950,000	-	0%	950,000	-	Works commencing August 2021
Tambo Industrial Estate Roads	50,000	-	0%	50,000	-	2nd Seal scheduled for October 2021
<b>WATER INFRASTRUCTURE</b>	<b>930,000</b>	<b>-</b>	<b>0%</b>	<b>880,000</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>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>-</b>	<b>0%</b>	<b>-</b>	<b>98,900</b>	
Saleyards Upgrade - Current Balance \$ 1,267,512 Maturity June 2037 [ Drawdown 16/05/2017 \$ 1,500,000 ]	60,600	-	0%	-	60,600	As per loan agreement
Tambo Bore - Current Balance \$ 362,346 Maturity June 2030 [ Drawdown 15/06/2020 \$400,000 ]	38,300	-	0%	-	38,300	As per loan agreement
<b>TOTAL CAPITAL PROGRAM 21-22</b>	<b>7,200,200</b>	<b>1,385,278</b>	<b>19%</b>	<b>3,743,200</b>	<b>3,457,000</b>	



(Accounts: 0100-0001-0000 to 5250-2000-0000. All report groups. 9% of year elapsed. To Level 2. Excludes committed costs)

Blackall-Tambo Regional Council (Budget for full year)

Financial Year Ending 2022

Printed(SDAYAL): 11-08-2021 9:38:36 AM

			REVENUE			EXPENDITURE		
			31 Jul 2021	AMENDED	ORIGINAL	31 Jul 2021	AMENDED	ORIGINAL
			ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET	BUDGET
1000-0001	ADMINISTRATION							
1000-0002	Administration		21,306.11	14%	153,200	379,204.09	10%	3,663,100
1100-0002	Finance		4,917.35	0%	6,372,800	1,116.45	1%	75,000
1200-0002	Oncosts		0.00	0%	0	(78,281.74)	6%	(1,304,200)
1300-0002	Stores/Purchasing		0.00	0%	0	5,651.21	8%	69,400
2000-0002	Corporate Governance		0.00	0%	500	6,667.59	1%	729,100
2100-0002	Business Activities		11,952.81	29%	41,000	2,152.72	5%	45,700
2150-0002	Saleyard Operations		184,829.68	13%	1,450,100	63,387.12	7%	952,700
2200-0002	Tambo Sawmill		0.00	0%	104,000	2,547.21	2%	103,900
2350-0002	Airports/Aerodromes		8,483.90	6%	143,700	8,715.71	2%	351,700
2450-0002	Tourism		11,705.73	18%	65,200	25,298.87	6%	425,800
2500-0002	Planning & Development		1,037.18	3%	30,000	0.00	0%	82,000
2580-0002	Economic & Community Develop		0.00	0%	2,985,900	2,460.61	1%	396,700
2600-0002	Environmental		5,649.92	7%	80,000	148.50	0%	46,000
3000-0002	Work Scheme and Community		1,804.30	12%	15,300	9,963.48	10%	100,000
3100-0002	Council Housing		9,020.00	8%	120,000	3,790.00	1%	286,000
3300-0002	Child Care Services		16,183.45	11%	146,600	29,844.70	9%	335,700
3350-0002	Sport and Recreation		1,633.64	3%	63,000	149.04	0%	61,000
3400-0002	Youth Services		0.00	0%	0	560.00	0%	145,000
3410-0002	Sixties and Better		0.00	0%	60,800	6.00	0%	60,800
3415-0002	Tambo Multi-Purpose Centre		80,020.57	15%	530,700	24,180.38	5%	536,100
3445-0002	Disability		8,746.79	8%	111,500	4,362.66	7%	60,000
3460-0002	Neighbourhood Centre		43,766.00	18%	247,900	14,901.53	9%	169,400
3470-0002	Miscellaneous Care Services		0.00	0%	0	0.00	0%	2,000
3500-0002	Libraries, Education and Arts		2,314.72	21%	11,100	14,237.79	6%	228,300
3570-0002	Regional Arts Development Fund		4,180.00	6%	75,000	5,076.40	2%	247,000
3600-0002	Halls and Cultural Centres		0.00	0%	4,000	2,533.00	1%	214,200
3700-0002	Showgrounds & Sports Facilities		3,937.02	131%	3,000	22,173.39	4%	615,000
3740-0002	Funerals		4,772.73	6%	75,000	4,301.88	6%	73,000
3800-0002	Corporate Buildings		0.00	0%	0	6,601.57	6%	104,000
1000-0001	ADMINISTRATION		426,261.90	3%	12,890,300	561,750.16	6%	8,874,400
4000-0001	WORKS AND SERVICES							
4001-0002	Works Office and Depot		0.00	0%	0	50,904.37	2%	3,050,200
4100-0002	Town Street Maintenance		0.00	0%	0	27,907.25	7%	400,000
4200-0002	Rural Roads Maintenance		0.00	0%	1,179,400	83,776.71	10%	800,000
4500-0002	Recoverable Works		1,375,425.16	5%	27,386,600	755,012.69	3%	23,728,300
4550-0002	Plant Operations		371,817.10	11%	3,340,000	239,074.76	9%	2,546,000
4600-0002	SES - Disaster Mgmt		0.00	0%	23,000	5,679.60	12%	47,900
4700-0002	Cemeteries		0.00	0%	5,000	2,420.11	5%	48,700
4800-0002	Parks, Gardens and Reserves		0.00	0%	0	57,308.41	6%	954,800
4860-0002	Aquatic Centres		0.00	0%	0	10,720.74	2%	452,100
4900-0002	Animal Control		18,760.00	82%	22,800	11,994.19	13%	89,000
4950-0002	Stock Routes & Pest Mgmt		7,056.95	8%	94,000	15,326.77	4%	379,100

(Accounts: 0100-0001-0000 to 5250-2000-0000. All report groups. 9% of year elapsed. To Level 2. Excludes committed costs)

Blackall-Tambo Regional Council (Budget for full year)

Financial Year Ending 2022

Printed(SDAYAL): 11-08-2021 9:38:36 AM

		REVENUE			EXPENDITURE		
		31 Jul 2021	AMENDED	ORIGINAL	31 Jul 2021	AMENDED	ORIGINAL
		ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET	BUDGET
5000-0002	Cleansing	187.11	0%	329,300	20,486.59	8%	261,000
5100-0002	Water Supply	5,367.81	1%	861,000	25,203.85	5%	467,600
5200-0002	Sewerage Services	264.27	0%	741,200	15,894.85	5%	348,400
		-----	-----	-----	-----	-----	-----
4000-0001	WORKS AND SERVICES	1,778,878.40	5%	33,982,300	1,321,710.89	4%	33,573,100
		=====	=====	=====	=====	=====	=====
TOTAL REVENUE AND EXPENDITURE		2,205,140.30	5%	46,872,600	1,883,461.05	4%	42,447,500

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

COUNCIL MEETING DATE: 18 August 2021

Item No: **4.1.2****SUBJECT HEADING: DFCCS Operations Report – July 2021**

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 July 2021 is presented to Council. The report includes housing and administration, youth program, community development program, 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 July 2021.**

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

- Changed lock on house at 7 Star Street.
- Pool fencing has been ordered to separate the foyer from the main area at the childcare.
- The contract to do the pest spraying in Tambo has been awarded.

***Aged Housing***

- There are 2 x two-bedroom units vacant in the Coolibah Village.

**Blackall Housing and Administration****Cultural Centre Maintenance**

- Monthly fire alarm inspection complete

**Housing Maintenance**

- Minor maintenance carried out on the pensioner units and Council houses.
- A 2-room unit in Bauhinia Lane has been advertised; applications closed 30 July.

**Blackall Library Report**

Month	Loans 2020/21	Loans 2021/22	Visitors 2020/21	Visitors 2021/22	Requests 2020/21	Requests 2021/22	Members Added 2020/21	Members Added 2021/22
July	233	248	389	471	14	21	3	8
August	263		371		26		14	
September	266		401		29		11	
October	217		389		21		4	
November	374		378		35		10	
December	315		450		38		4	

January	377		376		16		1	
February	340		318		39		5	
March	226		413		23		7	
April	212		407		40		6	
May	159		387		47		4	
June	249		349		32		11	
<b>Year to Date</b>	<b>3230</b>	<b>248</b>	<b>4628</b>	<b>471</b>	<b>360</b>	<b>21</b>	<b>80</b>	<b>8</b>

### Tambo Library and Tourist Report

	Loans 2020/21	Loans 2021/22	Visitors 2020/21	Visitors 2021/22	Requests 2020/21	Requests 2021/22	Members Added 2020/21	Members Added 2021/22
July	710	396	138	103	65	53	3	4
August	419		125		52		6	
September	465		144		52		6	
October	414		137		114		6	
November	427		123		63		1	
December	336		110		36		0	
January	404		104		69		1	
February	454		136		80		0	
March	460		126		49		1	
April	365		126		51		1	
May	407		144		65		2	
June	488		127		61		5	
<b>Totals</b>	<b>5349</b>	<b>396</b>	<b>1540</b>	<b>103</b>	<b>747</b>	<b>53</b>	<b>26</b>	<b>4</b>

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

## Blackall Visitor Information Centre

During the month of July, phone calls were still being received requesting information on what venues were open in Blackall for the current tourist season. The VIC received multiple calls asking if Blackall has enough fuel, food, and caravan parking available due to word on the grapevine that we were unable to accommodate visitors.

All phone calls were provided with the correct information and that we would welcome them with open arms.

Considering Covid-19 restrictions, the number of visitors and campers are up significantly compared to July last year. These are the highest recorded numbers in July since the recording of visitors started.

### Monthly Statistics:

#### Visitor Numbers to Blackall Tourist Information Centre

2020/2021	Visitor Numbers	2021/2022	Visitor Numbers
July	1,638	July	3,794
August	1,985	August	
September	1,522	September	
October	941	October	
November	174	November	
December	99	December	
January	99	January	
February	95	February	
March	375	March	
April	1,217	April	
May	2,553	May	
June	3,952	June	
<b>Year to Date</b>	<b>14,650</b>	<b>Year to Date</b>	<b>3,794</b>

### Issue of Camping Permits

Month	Information Centre	Self - Registration	Total for Month 2021/22
July	560	606	1166
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			

June			
<b>Year to Date</b>	<b>560</b>	<b>606</b>	<b>1,166</b>
<b>2020/2021</b>	<b>1515</b>	<b>2043</b>	<b>3883</b>

<b>Camping Ground Fees</b>		
<b>Month</b>	<b>\$ Amount</b>	<b>2021/2022 YTD \$</b>
July	\$11,660	\$11,660
August		
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		

Blackall Visitor Information Centre issued 64 permits (\$1,920.00) for the Blackall Showgrounds.

**Year ending 2019/2020      \$38,859.00**

#### **Qantas Report**

<b>Month</b>	<b>Pax OFF</b>	<b>Pax ON</b>	<b>Total</b>	<b>YTD</b>
July	53	47	100	100
August				
September				
October				
November				
December				
January				
February				
March				
April				
May				
June				
6 Monthly Average	58.83	48.83	107.66	107.66
YTD	53	47	100	100

Total for 2020/2021	685	598	1283	1283
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- The August roster has been distributed for airport employees.

### 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		11		4		0		12	
September	11		12		9		0		8	
October	2		11		11		2		3	
November	0		16		0		2		7	
December	3		8		3		0		1	
January	0		1		2		1		0	
February	3		10		1		1		4	
March	7		3		6		0		3	
April	5		7		4		1		3	
May	3		4		5		1		9	
June	4		10		4		0		6	
TOTAL	60	0	98	6	53	13	8	1	56	8

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		0		0		1	
September	6		1		1		1	
October	7		1		1		2	
November	16		0		0		2	
December	5		1		0		0	
January	8		0		3		1	
February	15		0		0		6	
March	16		0		0		2	
April	16		3		2		6	
May	11		1		6		10	
June	9		1		1		1	
TOTAL	130	11	8	2	15	2	32	2

### Tambo Child Care Centre

Attendance	Month	YTD	Month	YTD
	2020-2021	2020-2021	2021-2022	2021-2022
July	207	207	255	255
August	214	421		
September	110	531		
October	303	834		
November	261	1095		
December	50	1145		

<b>January</b>	22	1167		
<b>February</b>	180	1347		
<b>March</b>	193	1540		
<b>April</b>	154	1694		
<b>May</b>	230	1924		
<b>June</b>	269	2193		

<b>Finance</b>	<b>Month</b>	<b>YTD</b>	<b>Month</b>	<b>YTD</b>
	<b>Receipts</b>	<b>Receipts</b>	<b>Expenditure</b>	<b>Expenditure</b>
	<b>2021-2022</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2021-2022</b>
<b>July</b>	\$15,957.97	\$15,957.97	\$24,227.32	\$24,227.32

**Youth Program:****Operational**Tambo – Community Activities

Swimming

Healthy aging / yoga/ children's activities

Kids club

Golf

Netball

Tennis

Touch football

Blackall – Community Activities

Blackall Battalion for kids

10 weeks of netball

Working with the Community Development Officer to develop activities for the community by adopting the Tambo model.

Engaging community members who would be willing to take on specific activities.

**Tambo Multi-Purpose Centre**

- The number of clients seen for the month of July:  
Podiatry - 12 clients  
Remedial Massage – 8 clients  
Physiotherapy – 9 clients
- The centre has contracted allied health specialists for the next three years. Remedial Massage Therapist, and Physiotherapist two (2) days per month, Podiatrist one (1) day per month and an Optometrist two (2) visits each year.
- The centre is working with Rachael Sargood and people from the local community to run a mini triathlon in September in conjunction with the Kid's Fit program.
- The centre is working with Rachael Sargood to start up a new fitness program running for 10 weeks, this program will be funded by the healthy ageing program from WQPHN.
- The centre has started kids' fitness for this school term, running every Friday 3:30-4:30pm.
- The children are learning netball thanks to a local person volunteering her time, we will be providing and educating the children on healthy eating by having fresh fruit and vegetables at the kid's netball.



- The centre has started kid's club, every Tuesday afternoon running from 3:30 – 4:30pm. A TMPC staff member has agreed to run this, so far, the children have made mini dampers, and learnt several craft activities.

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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: 18 August 2021

Item No: 4.1.3

**SUBJECT HEADING: Environmental Health Officer'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 Environmental Health Officer's report is provided to Council.*

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

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### Background

#### Food premises

EHO received an application to assess a food safety program (FSP) from an offsite catering business for review and accreditation purposes. FSP has been reviewed and accredited, operator has been notified and initial audit frequency has been advised.

EHO provided food safety information to non-profit organisation, merely regarding the requirement to provide an adequate hand wash facility when providing unpackaged food items.

#### Environmental Management/ Public Health

EHO consulted with food business operator regarding query for the upcoming event 'Better in Blackall Festival'.

EHO consulted with a non-profit organisation regarding the inadequate timely submission of applications for the commercial use of Council footpath for fundraising activities. Annual permit has been approved to reduce Council's administration involvement.

EHO attended saleyards to observe operation of carcass pit, no issues noted.

EHO consulted with new licensee onsite at the Blackall aquatic facility.

---

### Link to Corporate Plan

Environment and Heritage

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: 18 August 2021

Item No: 4.1.4

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 July 2021 is provided to Council.*

**Officer's Recommendation: That Council receive the Ranger's report for July 2021.**

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### Background

#### Animal Control

Remove and destroy 1 feral cat  
Pick up 1 lost dog on Ward Road

#### Complaints

Nil

#### Call Outs

Nil

#### Weed Control

Mother of millions – Tambo Common  
Rope Pear – Tambo Common  
Coral cactus – Tambo Common  
Spray Tambo football field

#### Operational

Nil

#### Wild Dog Control

Scalps 2022 Blackall – 21, Tambo – 7  
2021 Blackall – 19, Tambo – 9  
1080 - Nil.

#### Agistment

Orchard Reserve – 129 cows, 46 calves & 2 bulls (Coopers Run)  
Northampton Reserve – 110 cows & calves (North Pentwyn)  
Burr Gully Lane – 77 cows & 63 calves (White Oaks)

---

### Link to Corporate Plan

Environment and Heritage  
Outcome 3 – Pest Management

### Consultation (internal/external)

Ranger Coordinator

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil

**BLACKALL-TAMBO REGIONAL COUNCIL**

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**OFFICER REPORTS**

COUNCIL MEETING DATE: 18 August 2021

Item No: 4.1.6

SUBJECT HEADING: **Projection Art Banks Park Installation – Bulldust & Sequins**

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

CLASSIFICATION: (if confidential)

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*Summary: An art projection has been installed in Banks Park.*

**Officer's Recommendation: That Council endorse the 'Bulldust & Sequins' Projection Art project installed in Banks Park.**

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**Background**

**'Bulldust & Sequins'**  
**Big Top Dreams from Outback Scenes**  
*It's a dream of children worldwide – running away to join the Circus. For a 12 year old girl in Outback Queensland, the snap decision would end up altering the course of history & put her on the way to arguably becoming the brains behind Australian Circus history. This is the story of Blackall's Mary Ellen Atkins...*

The Blackall Neighbourhood Centre Community Development Program have funded (\$10,469), along with support from Regional Arts Development Fund (\$3000) for a Public Projection Art Installation in Banks Park in alignment with the objectives outlined in the Blackall-Tambo Birthplace of Australian Circus Report.

Engaged Queensland based Projection Artist – Donna Maree Robinson who is also working on Better in Blackall Old Hospital Event Projection Art Show. Ms Robinson brings an impressive artistic resume & is the artist who is contracted to light up Brisbane River Bridge & works with Brisbane Festival. She has also had plenty of experience working within rural settings, such as Winton Outback Festival etc.

The artist will carry out in-depth consultation with Blackall Historical Society and Perry Family to construct a projection art show telling the story about Mary Ellen Atkins – the little Blackall girl who ran away with the circus, becoming the 'Grand Old Lady of Australian Circus'.

The Projector will be in a weather protected housing, and permanently installed in an appropriate position in the park and will project onto the panel at back of stage and flicker out onto two large trees on either side of stage.

This can be programmed to initiate and loop continuously during a particular season (tourist season) and timeframe eg. play from 7.00pm-9.30pm. (In future, the story can be changed to compliment local happenings/celebrations etc)

Project to be publicly unveiled – Wednesday 18<sup>th</sup> August, banks Park pre-Better in Blackall Festival, Andy Griggs Whip Cracking Show and 'FREE Community Sausage Sizzle & Popcorn'.

Objectives of Project:

- Public Park activation
  - Strengthen 'placemaking' and 'local Circus Brand', Circus theme in Banks Park
  - Will compliment future playground upgrade
- 

**Link to Corporate Plan**

Vibrant Communities

Outcome 2 – Health and Wellbeing

Outcome 3 – Community Services

**Consultation (internal/external)**

CEO

DFCCS

CNC

CEO

Dept of Communities, Disabilities and Seniors

**Policy Implications**

Nil

**Budget and Resource Implications**

Community Development Program (Department of Communities, Disabilities & Seniors  
(\$10,469.00)

Regional Arts Development Fund (\$3000.00)

Ongoing maintenance, Community Development Program

## BLACKALL-TAMBO REGIONAL COUNCIL

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### OFFICER REPORTS

COUNCIL MEETING DATE: 18 August 2021

Item No: 4.1.7

**SUBJECT HEADING:** Internal Audit and Risk Management Committee

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

CLASSIFICATION: (if confidential)

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*Summary: The Internal Audit and Risk Management Committee meeting on Friday 16 July 2021.*

**Officer's Recommendation: That Council receive the minutes of the Internal Audit and Risk Management Committee's meeting 16 July 2021.**

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### Background

The Blackall-Tambo Regional Council held a meeting at the Blackall Council Chambers on Friday, 16 July 2021.

The minutes of the meeting are attached to this report

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### Link to Corporate Plan

Governance

Outcome 2 – Accountability

Outcome 4 - Financial

### Consultation (internal/external)

Internal Audit Committee

DFCCS

Manager of Finance

### Policy Implications

Nil

### Budget and Resource Implications

Nil

**Minutes of Internal Audit and Risk Management Committee Meeting – 16 July 2021**

**A/. Attendance**

Cr Lindsay Russell - Chairman  
Ms Megan Prow - member  
Mr Tony Walsh – internal auditor  
Mrs. Helen Wilkes – Grant Thornton  
Mr. Kelly Graham – Grant Thornton  
Alastair Rutherford – Blackall-Tambo Regional Council  
Shalveen Dayal – Blackall-Tambo Regional Council  
QAO Audit Manager – Amy Briggs

**Open meeting at 10.00am**

**B/. Apologies**

Cr Boyd Johnstone - member  
Lisa Fraser - QAO Audit Director

**C/. Business arising out of minutes of previous meeting.**

There was no business arising.

**D/. Previous minutes of meeting 5 March 2021**

Approved

Moved: Megan Prow

Seconded: Cr Lindsay Russell

**E/. Agenda items**

Receive QAO interim audit report to Mayor dated 11 June 2021 – Grant Thornton Kelly Graham

Received

Moved with amendments: Megan Prow

Seconded: Cr Lindsay Russell

Review the internal audit report of PPE April 2021 – Internal auditor

Received

Moved: Megan Prow

Seconded: Cr Lindsay Russell

Review APVs Indices report 30 June 2021 (Movement in the value of non-current assets on 30 June 2021) – Director Blackall-Tambo Regional Council

Received

Moved: Megan Prow

Seconded: Cr Lindsay Russell

Receive QAO Briefing paper dated 16 July 2021 – Amy Briggs QAO Audit Manager  
Kelly Graham Grant Thornton

Received

Moved with amendments: Megan Prow

Seconded: Cr Lindsay Russell



**F/. Any Other Business**

There was no other business.

**The meeting closed at 11.20am**

**Signed:**

**Cr. Lindsay Russell**  
**Chairman**

## BLACKALL-TAMBO REGIONAL COUNCIL

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### OFFICER REPORTS

COUNCIL MEETING DATE: 18 August 2021

Item No: 4.1.8

SUBJECT HEADING: **Tambo Child Care - 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 is required by State Government legislation to have a comprehensive set of updated policies adopted by Council on the management of asthma, illnesses, and infectious diseases within the centre. The two policies were last updated in 2020 and have now been updated.*

**Officer's Recommendation: That Council adopt:**

- (a) The revised Stat 23 – Tambo Child Care Policies and Procedures; and**
  - (b) The Tambo Child Care Asthma Policy; and**
  - (c) Illness and Infectious Disease Policy.**
- 

### Background

The Asthma Policy and Illness and Infectious Disease Policy have been drafted relying on the State Government's NQS2 Children's Health and Safety Guidelines as well as C & K.

The Stat 23 – Tambo Child Care Policies and Procedures has been revised to take into consideration the Asthma Policy and Illness and Infectious Disease Policy.

### Attachments:

1. Stat 23 – Tambo Child Care Policies and Procedures (revised) [4.1.9 – 219 pages] – Due to file size, will be uploaded separately. Access the document [here](#).
  2. Tambo Child Care Centre, Asthma Policy
  3. Tambo Child Care Centre, Illness and Infectious Disease Policy
- 

### Link to Corporate Plan

Vibrant Communities

Outcome 3 – Community Services

### Consultation (internal/external)

Director of Finance Corporate and Community Services

Coordinator – Tambo Child Care Centre

### Policy Implications

Policies now up to date.

### Budget and Resource Implications

Nil



# Blackall-Tambo Regional Council

## Tambo Child Care Centre, Asthma Policy

Policy Number: Admin 50	Effective Date: 18.8.2021
Version Number: One	Review Date: 18.8.2022
Policy Compiled by: Director of Finance Corporate & Community Services	
Policy Approved by: Director of Finance Corporate & Community Services	

### WHAT IS ASTHMA?

Asthma is a medical condition that affects the breathing tubes within the lungs. Asthma triggers may include exercise, cigarette smoke, colds, flu, thunderstorms\* and allergens (e.g. grass pollen). Symptoms include wheezing (a high-pitched sound coming from the chest while breathing), a feeling of not being able to get enough air or being short of breath, a feeling of tightness in the chest and coughing.

### PARENT RESPONSIBILITIES

• Provide a current Medical Management Plan (Asthma Action Plan) that details:

- Current child photograph
- Prescribed medications
- Possible signs and symptoms
- Possible triggers (if known)
- First aid actions
- The name and signature (and date) of authorising doctor
- Supply child's medication and spacer (and mask if used) daily.

### EDUCATOR RESPONSIBILITIES

- All staff must maintain first aid qualifications, including emergency management of Asthma.
- Centre Director / educators must implement all Medical Condition and Administration of Medication Procedural responsibilities and tasks
- Store medication (and spacer if applicable): in a clean environment (e.g. replace the cap of the inhaler after each use, place equipment in zip-lock bag / plastic container) Out of direct sunlight or heat and Not in the refrigerator
- During a storm, stay inside, with window and doors shut. Closely observe children for Asthma signs and symptoms.

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**Blackall-Tambo**  
Regional Council

## Asthma Policy

### HOW TO USE AN INHALER WITH A SPACER

- Assemble spacer (attach mask if under 4yrs).
- Remove cap and shake well.
- Insert puffer upright into spacer.
- Place mouthpiece between teeth and seal lips around it OR place mask over child's mouth and nose forming a good seal.
- Press once firmly on puffer to fire one puff into spacer.
- Encourage child to take 4-8 breaths in and out of spacer.
- Repeat 1 puff at a time until 4 puffs are taken, shaking the puffer before each puff
- Replace cap.

### WITHOUT SPACER:

- Remove puffer cap and shake well
- Place mouthpiece between child's teeth and seal lips around it.
- Ask child to take slow, deep breath.
- Press once firmly on puffer while child breathes in.
- Encourage child to hold breath for at least 4. seconds, then breath out slowly away from puffer
- Repeat 1 puff at a time until 4 puffs are taken, shaking the puffer before each puff
- Replace cap.

### ASTHMA FIRST AID

In the event of an acute asthma emergency, follow the child's medical management plan.

Not sure if it is asthma? If a child remains conscious and is struggling to breathe, follow the below first aid steps. Asthma reliever medication is unlikely to harm, even if the child does not have Asthma.

- Sit the child upright. Be calm and reassuring.
- Do not leave the child alone.
- Give 4 reliever puffs via spacer. Give 1 puff at a time with four 4 breaths after each puff. Wait 4 minutes. If the child still cannot breathe normally, give 4 more puffs (1 puff at a time using a spacer).

### ACUTE ASTHMA EMERGENCY – CALL 000 IF THE CHILD HAS ANY OF THESE DANGER SIGNS

- Severe breathing problems, i.e. you can see the muscles on the neck and chest working harder to suck in air
- Symptoms get worse very quickly
- Reliever has little or no effect
- Difficulty saying sentences
- Blue lips
- Drowsiness
- Say to the 000 operator that you believe the child is having an Asthma Attack.

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**Blackall-Tambo**  
Regional Council

## Asthma Policy

- If the child is Asthmatic, refer to Medical Management Plan. If undiagnosed and parent written authorisation to administer emergency medication has not been provided, advise the 000 operator and follow their instructions.
- Continue to administer reliever - 4 puffs every 4 minutes until the ambulance arrives.

### \*\*\*IMPORTANT\*\*\*

A child with diagnosed Asthma 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.
- A communication plan has been implemented and documented to ensure all staff are aware of child's medical condition, risk minimisation plan and health needs.

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# **Blackall-Tambo Regional Council**

## **Tambo Child Care Centre, Illness and Infectious Disease Policy**

Policy Number: Admin 51	Effective Date: 18.8.21
Version Number: One	Review Date: 18.8.22
Policy Compiled by: Director of Finance Corporate & Community Services	
Policy Approved by: Director of Finance Corporate & Community Services	

### **AIM**

We aim to maintain the health of all children, staff, and their families, ensuring a healthy environment and minimising cross contamination and the spread of infectious illnesses.

The service will minimise the spread of potentially infectious diseases between children by excluding children, educators/staff, and visitors, who may have an infectious disease or are too ill to attend the education and care service.

The service aims to promote a healthy environment for learning and working. In order to prevent the spread of infection, children, staff and visitors with infectious diseases and illnesses will be excluded in accordance with the guidelines set by the Department of Health.

It is the responsibility under the Public Health Act for the service to report all notifiable diseases to the Public Health Unit and act as according to their directions.

### **IMPLEMENTATION**

Our Service has adopted the Staying Healthy in Child Care – Preventing Infectious disease in child care (Fifth Edition) publication, developed by the National Health and Medical Research Council. We aim to provide families with up to date information regarding specific illnesses and ways to minimise the spread of infection within the Service.

We understand that it can be difficult for families to know when their child is sick. Families may experience problems taking time off work or study to care for their child at home. Obtaining leave from work or study can enhance negative attitudes in the workplace which can cause stress on families. Families may also experience guilt when they send their child to care who is not well. However, it is

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**Blackall-Tambo**  
Regional Council

## **Illness and Infectious Disease Policy**

imperative that families preserve a focus not only on the well-being of their own child but also upon the well-being of other children and the child care professionals at the Service.

The need for exclusion and the length of time a person is excluded depend on how easily the infection can spread, how long the person is likely to be infectious and how severe the disease can be. To protect the health of children and staff within the Service, it is important that children and staff who are ill are kept away from the Service for the recommended period.

Our Educators and Staff are not medical practitioners and are not able to diagnose whether or not a child has an infectious illness. However, if an infectious illness is suspected, our Service may ask the family to collect their child from care as soon as possible or not bring the child to care. Management and Educators may request families seek medical advice and provide a medical certificate stating that the child is no longer infectious prior to returning to care.

### **Children arriving at the Service who are unwell**

Management will not accept a child into care if they

- Are visibly unwell
- Unable to participate in normal activities or require additional attention.
- Have had a temperature, vomiting and/or diarrhoea in the last 24 hours
- Have a contagious illness or disease
- Have been given Paracetamol or Ibuprofen in the morning before attending

### **Children who become ill at the Service**

Children may become unwell throughout the day, in which Management and Educators will respond to children's individual symptoms of illness.

- Educators will monitor and document the child's symptoms on the illness record.
- A child who has passed two runny stools/vomited whilst at the Service will be sent home and may only return once no vomiting or runny stools for 24hrs and to be returned with a medical clearance.
- Educators will take the child's temperature. If the child's temperature is 37.5°C or higher, management will contact the child's parents/guardian/emergency contacts as soon as possible to have the child picked up.
- While Educators wait for the child to be collected, they will attempt to lower the child's temperature by
  - Taking off their shoes and socks
  - Applying a cool washer behind their neck and on their forehead
  - Removing extra clothing layers (jumpers etc)
  - Place the child in a lukewarm bath

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**Blackall-Tambo**  
Regional Council

## Illness and Infectious Disease Policy

- Place the child in a quiet area where they can rest, whilst being supervised
- Continue to document any progressing symptoms
- Complete Illness Record, ensuring the form has been completed correctly and signed by the parent/guardian/emergency contact

### Reporting Outbreaks to the Public Health Unit

Outbreaks of communicable diseases represent a threat to public health. To prevent outbreaks it is important to monitor the number of people who contract certain infectious diseases and their characteristics, and to work with patients and their doctors to help prevent spread to other people. Management is required to notify the local public health unit (PHU) by phone (call 1300 066 055) as soon as possible after they are made aware that a child enrolled at the school or facility is suffering from one of the following vaccine preventable diseases:

- Diphtheria
- Mumps
- Poliomyelitis
- Haemophilus influenzae Type b (Hib)
- Meningococcal disease
- Rubella ("German measles")
- Measles
- Pertussis ("whooping cough")
- Tetanus
- An outbreak of gastrointestinal or respiratory illness

### Common Colds and Flu

The common cold (Viral upper respiratory tract infections) are very common in children occurring 6-10 times a year on average with the highest number usually being during the first 2 years in child care, kindergarten or school. Symptoms may include coughing, runny nose and a slight temperature.

In circumstances where a child appears to have a cold or flu symptoms, management will determine if the child is well enough to continue at the service or if the child requires parental care. Our Service aims to support the family's need for child care, however families should understand that a child who is unwell will need one-on-one attention which places additional pressure on staff ratios and the needs of other children.

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**Blackall-Tambo**  
Regional Council

## **Illness and Infectious Disease Policy**

### **Excluding children from the Service**

- When a child has been diagnosed with an illness or infectious disease, the Service will refer to Staying Healthy in Childcare (5th Edition) to find the recommended exclusion period and also request a medical clearance from the GP stating that the child is cleared to return to the childcare setting.
- When an infectious disease has been diagnosed, the Service will display appropriate documentation and alerts for families including information on the illness/disease, symptoms, infectious period and the exclusion period. (This information can be obtained from Staying Healthy In Child Care 5th Edition)
- Children that have had diarrhoea and vomiting will be asked to stay away from the Service for 24 hours after symptoms have ceased to reduce infection transmission as symptoms can develop again after 24 hours in many instances.

### **Notifying families and Emergency Contact**

- It is a requirement of the Service that all emergency contacts are able to pick up an ill child as quickly as possible
- In the incident that the ill child is not collected in a timely manner or should parents refuse to collect the child a warning letter will be sent to the families outlining Service policies and requirements. The letter of warning will specify that if there is a future breach of this nature, the child's position could be terminated.

### **Management and Educators will ensure**

- Effective hygiene policies and procedures are adhered to at all times
- Effective environmental cleaning policies and procedures are adhered to at all times
- All families will have access to relevant policies upon enrolment which will be explained by management including; Control of Infectious Diseases Policy, Sick Children policy, Injury and Accident policy and Medical Emergency Policy.
- Any child who registers a temperature of 37.5°C or above will need to be collected from the Service as soon as possible and will be excluded for 24 hours since the last elevated temperature or until the Service receives a doctors clearance letter stating that the child is cleared of any infection and able to return to child care.

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**Blackall-Tambo**  
Regional Council

## **Illness and Infectious Disease Policy**

- A child who has not been fully immunised will be excluded from the Service if; an infectious disease is reported within the Service community and that child is deemed to be in danger of contracting the illness. Please refer to our Control of Infectious Diseases Policy.

### **Families Responsibility**

In order to prevent the spread of disease, families are required to monitor their child's health, in particular:

- Constant runny nose
- Green, runny nose
- High temperature
- Diarrhoea
- Red, swollen or discharging eyes
- Vomiting
- Rashes
- Irritability, unusually tired or lethargic

### **Returning to care after surgery**

- Children who have undergone any type of surgery will need to take advice from their doctor/surgeon as to when it is appropriate to return to care.
- Children will require a medical clearance stating the child is fit and able to return to the Service and participate in daily activities.

### **Teething:**

Many children may show mild symptoms that could be related to teething. These symptoms could include irritability, drooling, nappy rash, red cheeks, earaches, high temperatures and diarrhea.

Although these symptoms may relate to the child's teething it is important for parents to seek medical advice to ensure that their child is well. If children show signs of being unwell and parents feel it is related to teething, parents are still asked to keep their children absent from the Service until they are well again.

*Please Note:* Children are not to be administered Panadol / paracetamol at any time when in a long day care service, unless in an emergency and parent / guardian permission has been sought. Children will need to be collected from care or seek medical assistance.

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## BLACKALL-TAMBO REGIONAL COUNCIL

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### OFFICER REPORTS

COUNCIL MEETING DATE: 18 August 2021

Item No: 4.1.9

SUBJECT HEADING: QAO – Interim Report to Mayor 2021

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

CLASSIFICATION: (if confidential)

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*Summary: Under section 213 of the Local Government Regulation 2012 a copy of this report is to be presented to Council at the next ordinary meeting of Council. This report was originally received by Council at the June 2021 meeting; however, adjustments were required to the report following the meeting of the Internal Audit and Risk Management Committee on 16 July 2021.*

**Officer's Recommendation: That Council receive the QAO's interim report to the Mayor dated 6 August 2021.**

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### Background

The Queensland Audit Office's contracted auditors completed their interim audit in May and they have submitted their report on their findings. To date they have reported they have not found any significant deficiencies in Council's internal controls.

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### Link to Corporate Plan

Governance

### Consultation (internal/external)

Director of Finance Corporate and Community Services

Director of Works and Services

Manager of Finance

IT Officer

### Policy Implications

Compliance with the Local Government Regulation 2012

### Budget and Resource Implications

Nil



## **Blackall-Tambo Regional Council**

**2021 Interim Report to the  
Mayor**

**6 August 2021**

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6 August 2021

Cr Andrew Martin  
Mayor  
Blackall-Tambo Regional Council  
6 Coronation Drive  
BLACKALL-TAMBO QLD 4472

Dear Cr Martin

**2021 Interim report**

We present to you our interim report for Blackall-Tambo Regional Council for the financial year ended 30 June 2021. This report details the results of our interim work performed to 30 April 2021. In this phase we assess the design and implementation of your internal controls, and whether they are operating effectively. To date our work has identified one significant deficiency in your internal controls and seven deficiencies. These have been discussed in detail in this report.

Please note that under section 213 of the Local Government Regulation 2012, you must present a copy of this report at your council's next ordinary meeting.

The *Auditor-General Act 2009* requires the Auditor-General to report to parliament on an issue raised during an audit if he considers it to be significant. The results of your entity's audit will be included in our report to parliament on results of Local Government.

If you have any questions or would like to discuss the audit report, please contact me on 4046 8888 or Kelly Graham on 07 4046 8868.

Yours sincerely

*Helen Wilkes*

Helen Wilkes  
Engagement Partner

Enc.  
cc. Desmond Howard, Chief Executive Officer  
Cr Lindsay Russell, Chair of the Audit Committee

Queensland Audit Office  
Level 13, 53 Albert Street, Brisbane Qld 4000  
PO Box 15396, City East Qld 4002

Phone 07 3149 6000  
Email [gao@qao.qld.gov.au](mailto:gao@qao.qld.gov.au)  
Web [www.qao.qld.gov.au](http://www.qao.qld.gov.au)  
 Queensland Audit Office (QAO)



## 1. Summary



We have completed our audit planning phase and an external audit plan was issued on 2 March 2021.

This report details our audit findings from the work performed on the key controls over revenue, expenditure, payroll, fixed assets and IT systems that were identified during the audit planning phase.

### Summary of findings – On track



During our interim testing, we identified a significant deficiency related to administrator user access. We also identified seven new deficiencies relating to general IT controls and internal control activities. Four of these deficiencies related to controls that were not in place for the full year but have since been implemented and therefore marked as resolved.

Details of our audit findings are explained further in this report. Refer to section 2 on [Internal Control Deficiencies](#) and section 3 on [Financial reporting issues and other matters](#).

Based on the results of our testing completed to date and the resolution of prior year issues, we have determined your internal control environment does support an audit strategy that can rely upon these controls

### Areas of audit focus – On track

In addition to the above, we have also performed work over the areas of audit focus that were identified in the external audit plan.

Our progress against the areas of audit focus is on track.

## 2. Internal control deficiencies



The following table summarises our reporting on deficiencies in internal controls. Further in this section, you will find details of these deficiencies identified during our interim audit. Refer to [Section 4](#) for the status of prior year deficiencies.

Internal control issues by COSO element	Number of significant deficiencies		Number of deficiencies		Rating
	Current year issues	Prior year unresolved issues	Current year issues	Prior year unresolved issues	
<b>Control environment</b> Structures, policies, attitudes and values that influence daily operations	-	-	3	-	Effective
<b>Risk assessment</b> Processes for identifying, assessing and managing risk	-	-	-	-	Effective
<b>Control activities</b> Implementation of policies and procedures to prevent or detect errors and safeguard assets	1	-	2	1	Partially effective
<b>Information and communication</b> Systems to capture and communicate information to achieve reliable financial reporting	-	-	2	1	Effective
<b>Monitoring activities</b> Oversight of internal controls for existence and effectiveness	-	-	-	-	Effective

### Our ratings



**Effective**

No significant deficiencies identified



**Partially effective**

One significant deficiency identified



**Ineffective**

More than one significant deficiency identified



## 2. Internal control deficiencies (continued)



The following table details control deficiencies identified as at 11 June 2021. It includes a response from management.

Our risk ratings are as follows—refer to [Our rating definitions](#) for more detail.

 Significant deficiency	 Deficiency
 Significant deficiency	

### 21IR-1 Civica Administrator Access - Segregation of Duties Deficiency

#### Control activities

We noted that during the year privileged access to Civica was restricted to the Council's IT Officer and Finance Manager. We understand that in practice, access to Civica / Practical + was provided by the Finance Manager, whilst IT only provided access at the network level.

This created a situation where the Finance Manager had administrative privileges at Civica, concentrating in a single user the ability to create users, change user rights and post journals.

#### Implication

During the year this created a significant segregation of duties deficiency in which a single user has the ability to post journals and process transactions via inappropriate setup of user accounts without any oversight.

#### QAO recommendation

We understand IT Officers who are independent of the Finance team have now taken over administrator duties.

Status: Resolved – pending audit verification





## 2. Internal control deficiencies (continued)



### Deficiencies

#### 21IR-2 Undocumented User Access Management Processes

##### Control activities

We noted that policies to formalise user access management processes at the Council were not in place for the full year.

Notwithstanding the above, we understand user access review of user accounts at Practical+ and their activity is undertaken every year.

##### Implication

Inconsistencies in the documentation of user access management processes could lead to incorrect assignment of user rights, creating access vulnerabilities that could be exploited to allow unauthorised transactions. In addition, this creates diminished accountability and traceability of the provision / removal of user access accounts.

##### QAO recommendation

A documented policy (Information Technology Security Policy) was adopted on 21 April 2021 to establish expectations and requirements around existing user access management practices.

Status: Resolved



## 2. Internal control deficiencies (continued)



### 21IR-3 IT Policies Documentation Inconsistencies

#### Control environment

We have observed instances where expected IT policies and procedures have not been in place for the full year according to the following table:

Expected Policy	Purpose	Name of Policy/ Procedure in Place	State of document
Acceptable Use	To inform all users on the acceptable use of technology.	Acceptable Use Policy	Adopted 24 April 2021
User Access Management	To ensure adequate controls to provide and restrict access to systems and data are designed and implemented.	System Access Control (part of Information Technology Security Policy)	Adopted 24 April 2021
Security Awareness	To consistently inform all users regarding the impact their actions have on security and privacy.	Security Awareness Training and Education (part of IT Policies and Procedures)	To be completed 9 July 2021
IT Security	To lay the foundation for the enterprise security and privacy risk management program across people, process, technology, and suppliers.	Information Technology Security Policy	Adopted 24 April 2021
Change Management	To assure that changes are managed, approved and tracked, and appropriate segregation of duties exists.	N/A – No internal development at the Council	N/A
Incident Response	To assure the business has incident response capability that is planned and tested. The need to adhere to breach response legislation within this or a separate plan should also be considered.	Incident Response Plan	Adopted 24 April 2021
Passwords	To establish requirements around the implementation of authentication mechanisms to systems and minimum configuration requirements.	System Access Control (part of Information Technology Security Policy)	Adopted 24 April 2021
IT Restoration & Backups	To establish the rules for the backup, storage and restoration of critical company electronic information and IT operations.	Information Security (part of Information Technology Security Policy)	Adopted 24 April 2021

#### Implication

Deficiencies in documentation of IT policies and procedures can lead to expectations and key process steps not being clearly communicated. This can have an impact over the execution of IT processes if not understood completely by individuals and/or personnel normally involved are not available.



## 2. Internal control deficiencies (continued)



### QAO recommendation

Management have now formalised all policies listed above.

Management should communicate these policies to the organisation, implement processes to have these reiterated on a periodic basis and have new staff members confirm their understanding of relevant policies or procedures.

Status: Resolved

### 21IR-4 Lack of IT Risk Assessment Process Information and communication

We noted that there are no internal formal processes to identify, record and track mitigation of IT risks in collaboration with other areas at the Council.

In addition, whilst cyber-security tests (such as penetration tests, social engineering, etc.) and evaluation of IT security may be carried out by the vendor, results of these tests are only shared with the Council at the discretion of the vendor.

#### Implication

Due to an ever evolving IT threat landscape, without regular assessment of IT risks or wide visibility of cyber-security tests, the organisation becomes more susceptible to emerging cyber security attacks and threats.

### QAO recommendation

It is recommended that a process to regularly assess IT risks for the organisation is developed and formalised. Agreements with Civica should be pursued in order to gain wider visibility over detected vulnerabilities and measures to improve strength of IT security measures.

### Management response

IT Officer considering this recommendation in light of the significant improvements made to the IT internal processes and infrastructure network during the last 13 months.

Responsible officer: IT Officer

Status: Not started

Action date: 30 September 2021

### 21IR-5 Unrecorded Changes to Systems Control environment

We noted that the Council relies on third party support entity Civica to perform updates to its platform. Depending on the nature of the change, the update is then tested by the Council on a dedicated testing environment within Azure cloud. These changes are then subsequently deployed into a production environment by the Council's IT team.

However, we noted there formal instruments to capture above change management steps were not in place for the full year.

#### Implication

Lack of documentation of change management processes might lead to incorrect execution in the application of updates. This diminishes capabilities to monitor that all deployed changes into production correspond to authorised changes.

### QAO recommendation

Management have developed an instrument to record all IT infrastructure and application changes.

Status: Resolved



## 2. Internal control deficiencies (continued)



### 21IR-6 Absence of IT Continuity / Recovery Plans

#### Information and communication

We noted that documentation to outline IT recovery or continuity procedures during a disruption event such as an IT Disaster Recovery Plan or a Business Continuity Plan was not in place for the full year.

#### Implication

Absence of these plans can result in failure to recover critical systems and services in a timely manner and/or loss or corruption of data.

#### QAO recommendation

The Disaster Recovery and Business Continuity Plan for ICT Services was adopted on 21 April 2021.

These plans should then be subject to regular and periodic review and tests to ensure they remain accurate and reflective of the current environment. Results from these tests should be formally recorded and actions undertaken to refine these plans.

Status: Resolved

### 21IR-7 Accounting and finance policies and procedures manual

#### Control environment

Council currently does not have an accounting and finance manual that describes policies and procedures.

#### Implication

Documentation of accounting and finance policies and procedures is important for operational efficiency in the accounting and finance department and for an effective system of internal controls.

#### QAO recommendation

We recommend that Council develop an accounting and finance manual. A formal manual should:

- Help to ensure that all procedures are applied in a consistent manner by all personnel;
- Provide an overview of the financial operation of Council;
- Facilitate the training of new personnel; and
- Explain the important internal control aspects of personnel responsibilities.

#### Management response

We are searching for this document which we believe is available from earlier days when Council first used PCS. If we can locate it will be updated.

Responsible officers: Manager of Finance / IT Officer

Status: Not started

Action date: December 2021





## 2. Internal control deficiencies (continued)



### 21IR-8 Procurement documentation

#### Control activities

During our testing over Council procurement we identified one instance where documentation could have been improved to ensure compliance with the procurement policy.

A purchase of materials was made before the supply and delivery contract for the 20/21 financial year had been signed. The tender and quotation process for the 20/21 year had not yet been completed. The purchase of materials relied on the supply and delivery contract for 19/20.

We understand an exemption from requirement to tender or quote likely applied as the materials were required urgently and there is only one supplier in the region. However, this was not documented.

#### Implication

Not abiding by Council's policies increases the risk that Council does not obtain the most favourable contracts with suppliers.

It can also place Council in breach of the Local Government Regulation 2012.

#### QAO recommendation

We recommend that Council abides by its policies by obtaining the required number of quotes (excluding when a legitimate exemption applies), ensuring any exemptions are appropriately disclosed and documenting the selection against evaluation criteria.

We will undertake additional procurement testing during the final audit visit and mark the matter as resolved if no further issues are identified.

#### Management response

The Director of Works accepts the recommendation of the QAO and is currently working within the guidelines of the current procurement policy.

Responsible officer: Director of Finance, Corporate and Community Services

Status: In progress



### 3. Financial reporting issues and other matters

This table summarises our financial reporting and business improvement opportunities (other matters) identified in the current year. Refer to [Section 4](#) for the status of prior year financial reporting and other matters.

Our risk ratings are as follows—refer to [Our rating definitions](#) for more detail.



High



Medium



Low

No new financial reporting issues were identified as at 11 June 2021. See summary of existing financial reporting issues and other matters below.

	Financial reporting issues—risk ratings			Other matters*
	High	Moderate	Low	
<b>Current year</b>				
Unresolved	-	-	-	3
Resolved	-	-	-	1
<b>Prior year</b>				
Unresolved	-	-	-	-
Resolved	-	-	-	2

\*Queensland Audit Office only tracks resolution of other matters where management has committed to implementing action.



Other matters

#### 21IR-9 Performance reviews

It is our understanding that at present there is no formal performance evaluation system for Council employees and performance reviews are not conducted on an annual basis.

Performance reviews are an important tool for managers and allow employees to:

- Celebrate achievements;
- Find ways to leverage individual strengths;
- Identify opportunities for development;
- Set objectives; and
- Agree on a learning and development plan.

#### QAO recommendation

Council should implement a performance evaluation system. This framework should define capabilities and outline key expectations for each position on which performance will be assessed.

Performance reviews should be conducted at least annually for each employee.



### 3 Financial reporting issues and other matters

#### (continued)

#### Management response

We are working with QTC through their Business Improvement Program on these. This process is underway with the outside work force as well as at the Tambo Child Care Centre.

Responsible officer: Chief Executive Officer

Status: In progress

Action date: 31 December 2021

#### 21IR-10 Timesheet Approval

Our testing of Council payroll identified one instance where there was no authorising signature from the supervisor on the employee's timesheet.

This increase the risk of fraud through incorrect recording of hours worked. Inadequate review of the timesheets exposes Council to a greater risk of fraud or errors going undetected.

#### QAO recommendation

Obtain authorising supervisors signature on all timesheets. Timesheet information should be reviewed by someone independent of the submitter.

#### Management response

A memorandum has been sent to all Council staff addressing the issue of timesheets unsigned.

Status: Resolved

#### 21IR-11 Excessive leave balances

As at 25 May 2021, a significant number of employees had excessive leave balances. There were 51 employees that had annual leave balances in excess of four weeks.

This can result in increased costs as pay rates increase. There is also a risk of "burn-out" if employees do not take regular leave and this can lead to employees not operating effectively.

#### QAO recommendation

Employees with excess annual leave should be encourage to take additional leave in the upcoming year to reduce the amount of the annual leave liability of the Council.

Going forward, Council should monitor leave balances to prevent employees from accumulating significant amounts of annual leave.

#### Management response

The Human Resources Officer is currently preparing a report for those employees that have annual and long service leave balances more than the permitted amount as per the approved policies.

Council is to review the report and will negotiate with employees how the balances will be reduced to comply with currently policy.

Responsible officers: Chief Executive Officer / Director of Finance Corporate and Community Services / Director of Works and Services

Status: In progress

Action date: 31 August 2021



### 3 Financial reporting issues and other matters

---

#### **21IR-12 Related Party Summary**

Council does not currently have a related party summary register, which collates the information declared within register of conflict of interest forms completed by Councillors, the Chief Executive Officer, Senior Executive Employees and persons related to the aforementioned.

#### **QAO recommendation**

Council should prepare and maintain a related party summary register which collates the information recorded in each completed register of conflict of interest form.

#### **Management response**

Council will prepare and maintain a related party summary register.

Responsible officer: Chief Executive Officer

Status: Not started

Action date: 31 August 2021



## 4. Prior year issues



The following table summarises the status of deficiencies and other matters reported in prior years.

Reference	Issue	Status
	<b>Internal control deficiencies</b> Deficiencies	
20IR-1	<p><b>Capitalisation of work in progress projects</b> Date issue initially raised: 2020 interim report <i>Control activities</i></p> <p><i>Observation and implication</i></p> <p>Documented confirmation of project completion was not obtained before all projects were capitalised within Council's accounts.</p> <p>In addition, it was noted that included in the work-in-progress balance at year end are a number of completed projects that have yet to be transferred to the appropriate asset class.</p> <p>Although the property, plant and equipment balance in the statement of financial position is correct, classifications in the property, plant and equipment note may be incorrect.</p> <p><i>QAO recommendation</i></p> <p>Before a project is capitalised by Council, documented confirmation the project is complete should be obtained.</p> <p>We also recommend that a procedure be developed to ensure the timely capitalisation of completed projects out of work in progress into property, plant and equipment.</p>	<p>Unresolved</p> <p><i>2021 interim update:</i></p> <p>During the interim visit we selected one project capitalised during the year. We noted the asset was capitalised on 2/9/2020, however the capitalisation form was not signed as completed by the project manager until 15/2/2021. This indicates the recommendation has not yet been implemented. We will conduct further testing during the final visit.</p> <p>Responsible Officers: Project Managers / Asset Manager</p> <p>Revised action date*: September 2021</p>
20CR-2	<p><b>Briefing paper on valuations</b> Date issue initially raised: 2020 closing report <i>Monitoring</i></p>	<p>Resolved</p> <p>Management provided the briefing paper on 28 June 2021.</p> <p>The initial agreed date was 31 May 2021 but management advised they were waiting on the indices report to be provided by APV Valuers before they could prepare the indexation assessment. The indices report was provided on 22 June 2021.</p>



## 4. Prior year issues (continued)



Reference	Issue	Status
20CR-3	<b>Bank Payment Authorisation</b> Date issue initially raised: 2020 closing report <i>Control Activities</i>	Resolved
20IR-1	<b>Monthly financial reports and framework (re-raised)</b> Date issue initially raised: 2019 interim report <i>Information and communication</i>  <i>Observation and implication</i>  At each Council meeting financial reports are presented to Council for review and consideration. These reports include a comparison of actual results against budgeted results but do not always include an analysis and/or explanatory comments.  We also note there is no financial reporting framework, which clearly defines management's responsibilities for the preparation and review of reports, as well as regular review to drive improvement.  Monthly financial management reporting is critical to the effective financial management of the Council.  <i>QAO recommendation</i> Financial reports presented to Council should be underpinned by a robust financial reporting framework and include explanatory comments for significant variances between actual results and budgeted results.	Unresolved   <i>2021 interim update:</i>  Council have yet to look into how monthly management reporting can be improved. We have provided links to guidance and an example template.  Responsible Officers: Chief Executive Officer / Director of Finance Corporate and Community Services / Manager of Finance  Initial agreed action date: 31 March 2021  Revised action date*: October 2021
20IR-2	<b>Contracts for casual employees</b> Date issue initially raised: 2020 interim report <i>Control Activities</i>	Resolved

\* Action date revised since issuance of the FY20 Final Management Report.



## 4. Prior year issues (continued)



Reference	Issue	Status
	Other matters	
20CR-4	Goals (Corporate Plan) Date issue initially raised: 6 July 2018 (2018 interim report)	Resolved  <i>Per 2021 External Audit Plan:</i> Council adopted the Corporate Plan at the December 2020 meeting.
20CR-5	Outdated investment and advertising spending policy Date issue initially raised: 6 July 2018 (2018 interim report)	Resolved  <i>Per 2021 External Audit Plan:</i> Council adopted the Corporate Plan at the November 2020 meeting.



## Appendix A—Our rating definitions



### Our rating definitions

	Definition	Prioritisation of remedial action
<b>Significant deficiency</b> 	<p>A significant deficiency is a deficiency, or combination of deficiencies, in internal control that requires immediate remedial action. Also, we increase the rating from a deficiency to a significant deficiency based on:</p> <ul style="list-style-type: none"> <li>the risk of material misstatement in the financial statements</li> <li>the risk to reputation</li> <li>the significance of non-compliance with policies and applicable laws and regulations</li> <li>the potential to cause financial loss including fraud, or</li> <li>where management has not taken appropriate timely action to resolve the deficiency.</li> </ul>	This requires immediate management action to resolve.
<b>Deficiency</b> 	A deficiency arises when internal controls are ineffective or missing, and are unable to prevent, or detect and correct, misstatements in the financial statements. A deficiency may also result in non-compliance with policies and applicable laws and regulations and/or inappropriate use of public resources.	We expect management action will be taken in a timely manner to resolve deficiencies.
<b>Other matter</b> 	An other matter is expected to improve the efficiency and/or effectiveness of internal controls, but does not constitute a deficiency in internal controls. If an other matter is not resolved, we do not consider that it will result in a misstatement in the financial statements or non-compliance with legislative requirements.	Our recommendation may be implemented at management's discretion.

### Financial reporting issues

	Potential effect on the financial statements	Prioritisation of remedial action
<b>High</b> 	We assess that there is a high likelihood of this causing a material misstatement in one or more components (transactions, balances and disclosures) of the financial statements, or there is the potential for financial loss including fraud.	This requires immediate management action to resolve.
<b>Medium</b> 	We assess that there is a medium likelihood of this causing a material misstatement in one or more components of the financial statements.	We expect management action will be taken in a timely manner.
<b>Low</b> 	We assess that there is a low likelihood of this causing a material misstatement in one or more components of the financial statements.	We recommend management action to resolve; however, a decision on whether any action is taken is at management's discretion.



## Appendix B—Information on internal controls



### What is internal control?

'Internal control' is the processes, systems, records and activities that your entity designs, implements and maintains to provide you with reasonable assurance about the achievement of organisational objectives regarding:

- reliability of financial reporting
- effectiveness and efficiency of operations
- compliance with applicable laws and regulations.

Your governing body and executive management collectively are responsible for preparing reliable financial statements in accordance with generally accepted accounting principles. They are similarly responsible for maintaining effective internal control over financial reporting.

### Our assessments of your internal control framework

The auditing standards that we must comply with require us to understand and assess those aspects of your internal control that relate to our financial statement audit objectives. In the planning phase of our audit, we sought to understand and evaluate how controls are designed and implemented. We communicated to you the results of our analysis in our external audit plan.

If we decide that we can rely on your controls, we must then test them to confirm they operated effectively. The results of our testing may highlight deficiencies in your internal controls. We assess whether any identified deficiencies in internal control constitute, individually or in combination, a significant deficiency in internal control.

### Limitations of our reporting on internal control deficiencies

No system of internal control can provide absolute assurance about the absence of error or compliance. Even in the absence of identified control weaknesses, inherent limitations in your internal controls over financial reporting may not prevent or detect material misstatements.



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Lisa Fraser  
Director  
T: 07 3149 6132  
M: [lisa.fraser@qao.qld.gov.au](mailto:lisa.fraser@qao.qld.gov.au)

T: 07 3149 6000  
M: [qao@qao.qld.gov.au](mailto:qao@qao.qld.gov.au)  
W: [qao.qld.gov.au](http://qao.qld.gov.au)  
53 Albert Street, Brisbane Qld 4000  
PO Box 15396, City East Qld 4002

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## BLACKALL-TAMBO REGIONAL COUNCIL

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### OFFICER REPORTS

COUNCIL MEETING DATE: 18 August 2021

Item No: 4.2.1

**SUBJECT HEADING: Director of Works and Services' Operations Report – July 2021**

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 July 2021 is presented to Council.*

**Officer's Recommendation: That Council receive the Director of Works and Services' Operation Report for July 2021.**

---

### Background

- Blackall Jericho Road – Yalleroi Realignment – Subgrade complete, culverts installed
- TIDS Project – Langlo Road - Sealing
- Heavy Vehicle Bypass – Subgrade profiling

### Flood Damage Crews/Maintenance Grader Locations

- Flood Damage Graders
  - Warringah Road
  - Terrick Road
  - Tumber Road (working North to South)
  - Scrubby Creek Road (working West to East)
  - Colart Road (working inland from Highway)
  - Mt Playfair Road
  - Malta Caldervale Road
  - Caldervale Kyber Road
  - Langlo Road
- Flood Damage Gravel Haulage
  - Scrubby Creek Road
  - Mt Playfair Road
  - Langlo Road
  - Terrick Road
  - Warringah Road
- Maintenance Graders
  - Blackall Adavale Road
  - Alpha Tambo Road
  - Avington Road
  - Stratavon Road

### Maintenance Crews

- RMPC:
  - Slashing Blackall-Isisford Roads
  - Guideposts replacement various
  - Defect Logging Damage

**Upcoming Works**

- Flood Damage – Coolatai Road, Romulus Road, Flemington Road, Ravensbourne Road, Evora Road (August-September)
- Heavy Vehicle Bypass – Formation and Gravel Base (August-September)
- Blackall Jericho Road – Stratford Section – Clearing and Gravel Stockpiling (August-September)

**Water and Sewerage****Water Services**

Number of interruptions to services	35
Water consumption total ML	15040
Number of customer requests received	5
Number of customer requests actioned	5

**Sewerage Services**

Number of interruptions to services	23
Number of customer requests received	3
Number of customer requests actioned	3

**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	18
Number of plant breakdowns	3
Hours downtime due to servicing	44.5
Hours downtime due to breakdown	34
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 &amp; 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: 18 August 2021

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)

---

*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 July 2021.**

---

### Background

#### SAFETY OBSERVATIONS CHECKLISTS:

- Lifting and Placement of the Big “B” Sign. This was achieved by utilising a 25 tonne Franna crane with authorised operator and dogman from Longreach. The process went smoothly with positive communication, quick toolbox talks to ensure all on scene are following the lift plan and working safely to achieve the outcome.
- A Safety observation was conducted of the operation of the crow’s nest and laneways at the saleyards. Again, you could see this is where everyone understood their roles/responsibilities and operation was smooth with little stress to the animals involved.

#### Daily Job Pre – Starts:

##### BLACKALL

- Gardeners - 24
- Works Department combined Plumbers/Handy man - 80
- Construction Crew - 39
- Workshop - 21

##### TAMBO

- Combined Town/Works - 17

#### Plant Pre – Starts:

##### BLACKALL

- Light Vehicles – 141
- Mechanics – 16
- Trucks (MR, HR, HC) - 48

##### TAMBO

- Gardeners/ Town Maintenance
- Works

**Inductions:**

- Employees: 1 x Apprentice  
2 x pool lessee's
- Saleyards: 2 x agents  
2 x Scanners
- Contractors: 1 x GBA  
2 x Install Solutions  
2 x Electrical Contractors (Tambo)
- WORK camp: 2 x workers

**Training:**

- We have started doing in house training, working under another RTO's number with us utilizing their paperwork to meet council requirements and those of the training company.
- 2 x Construction White Card Induction training was conducted at the Blackall Depot.
- Will be training for the new Fire Wardens (this can be done in house).

**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: 18 August 2021

Item No: 4.2.3

**SUBJECT HEADING: Concrete Works: Narbethong Road Intersection  
Realignment**

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

CLASSIFICATION: (if confidential)

*Summary: Tenders were requested for the Concrete Works: Narbethong Road Intersection Realignment from 21 tenderers.*

**Officer's Recommendation: That Council accept the tender from Horman Transport Pty Ltd for \$1,084,335.00 (ex GST) as they are a proven supplier.**

**Background**

Council called for tenders for the Concrete Works: Narbethong Road Intersection Realignment from 21 tenderers for the Blackall-Jericho Road.

Tenders closed on 6 August 2021 with 7 responses received.

<b>Tenderer</b>	<b>Amount (excluding GST)</b>
Horman Transport	\$1,084,335.00
MMT Contracting	\$906,600.08
Central Hire & Contracting	\$1,085,101.60
Durack Civil	\$1,226,058.90
Mick Sutton Concreting	\$1,382,810.30
Gulf Civil	\$1,616,035.60
Absolut Constructions (DCG Company Pty Ltd)	\$1,362,762.12

GBA assessed the tenders and recommended that Horman Transport Pty Ltd be awarded the tender as they are local to the Central West and have successfully completed projects in the region. An excerpt of the letter of recommendation from GBA is included below.

**BLACKALL TAMBO REGIONAL COUNCIL  
CONCRETE WORKS: NARBETHONG ROAD INTERSECTION REALIGNMENT  
LETTER OF RECOMMENDATION**

On 8 July 2021, tender documents for “Concrete Works: Narbethong Road Intersection Realignment” were emailed to sixteen (16) tenderers (see enclosed Tender Mailing List). The tender documents were requested by five (5) tenderers through tender advert (See enclosed Tender Mailing List).

On 13 July 2021, tender addendum no. 1 for “Extension of Time” was issued and emailed to twenty-one (21) tenderers.

On 22 July 2021, tender addendum no. 2 for “Tender Evaluation Criteria” was issued and emailed to twenty-one (21) tenderers.

At the close of tenders (2:00pm, 6 August 2021), seven (7) submissions were received from:

1. Horman Transport Pty Ltd
  2. MMT Contracting
  3. Central Hire & Contracting
  4. Durack Civil
  5. Mick Sutton Concreting
  6. Gulf Civil
  7. Absolut Constructions (DCG Company Pty Ltd)
- 

**Link to Corporate Plan**

Infrastructure  
Outcome 1 – Roads

**Consultation (internal/external)**

CEO  
Director of Works and Services  
GBA Consulting Engineers

**Policy Implications**

Nil

**Budget and Resource Implications**

\$1,084,335.00 (ex GST) fully funded

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

COUNCIL MEETING DATE: 18 August 2021

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 July is presented to Council.***Officer's Recommendation: That Council receive the Blackall Saleyards monthly report for July 2021.****Background**

SALES	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YTD	Totals 2020/21
Spelling Cattle	4125												4125	67043
Spelling Sheep	-												-	-
Prime & Store Sales	5800												5800	65877
Weaner & Store Sales	5081												5081	38210
Private Weigh (Same Day)	1772												1772	19725
Private Weigh (Over-night)	695												695	17292
Private Scan	-												-	618
Bull Sales	-												-	306
<b>TOTALS 2021/22</b>	17473												17473	
<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**

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**OFFICER REPORTS**

COUNCIL MEETING DATE: 18 August 2021

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 monthly 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 July 2021.**

**Background**

DATE	NUMBER	APPLICANT	DEVELOPMENT TYPE	DEVELOPMENT DETAILS	TOWN
30/06/2021	DA - 01-2021-2022	Shane G Robinson (D & K Dendle)	BUILDING	MECHANICAL REPAIR WORKSHOP	BLACKALL
6/07/2021	DA - 02-2021-2022	Shirley Russell	BUILDING	Ablutions and Amenities for Camp	BLACKALL
8/07/2021	DA - 03-2021-2022	Frank & Shirley Russell	BUILDING	Shed	BLACKALL

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**

No new development applications were lodged during July. There is one application that is ready for decision. This application is summarised below.

1.1	Council reference:	DA 25-2020-2021
	Application:	Development Application – Development Permit for a Material Change of Use for Retirement Facility and Residential Care Facility
	Street address:	Coronation Drive, Blackall
	Property description:	Lot 1 on SP318666
	Day application was made:	22 April 2021
	Category of assessment:	Impact Assessment
	Public notification required:	Yes
	Applicant:	Churches of Christ in Queensland
	Status:	Decision Stage

The development application seeks a development approval for a 10-bedroom extension at the Barcoo Retirement Village. Public notification has been undertaken and no submissions were received. A decision report recommending approval of the application is tabled for Council's decision.

## 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
8/07/2021	Internal Council enquiry	<p><u>Proposal</u> Council received a building application for three proposed telecommunication facilities outside Blackall. The application was internally referred for planning advice to ensure no planning approval was required prior to building approval being granted.</p> <p><u>Planning details</u></p> <ul style="list-style-type: none"> <li>• The development sites are located in the Rural Zone</li> <li>• The sites are not affected by any notable overlays</li> <li>• The proposal would be characterised as a 'Telecommunications Facility'</li> <li>• The proposal is a new use of the land, and therefore constitutes a material change of use of premises (MCU)</li> <li>• MCU for a Telecommunications Facility where within the Rural Zone and meeting the listed circumstances (i.e. 200m separation from a high pressure gas pipeline and not located in a Flood Hazard Area), is categorised as Accepted Development.</li> </ul> <p><u>Advice given</u> The development sites are approximately 4.6km, 40.3km and 36.3km from a high pressure gas pipeline. The location of the proposed facilities is not affected by the Flood Hazard Area. On this basis, the proposal qualifies as Accepted Development, which means a development permit for MCU is not required.</p>	Closed
16/07/21	Internal Council enquiry	<p><u>Proposal</u> Council has received complaints from patrons of a tourist destination in Blackall regarding the unavailability of amenities at the venue (i.e. the venue's only toilet block was closed to paying visitors). It was queried if there was any contravention of planning requirements for the operation of the tourism facility, which the owners should be made aware of.</p>	Closed



PLANNING ENQUIRIES			
Date received	Customer Details	Details of Enquiry	Status
		<p><u>Planning details</u></p> <ul style="list-style-type: none"> <li>The facility operates under a 2017 Development Permit for Material Change of Use for Tourist Facility and Visitor Accommodation (the planning approval).</li> <li>The facility was also subject to building approval, to enable its occupation by tourists.</li> </ul> <p><u>Advice given</u></p> <p>A letter to the owner operators has been drafted for Council's review citing planning and building compliance issues. The planning approval requires toilets sufficient for the use, and the building approval was granted on the basis that the existing toilet block on-site would be open for patrons. On this basis, Council can request that the toilets be open and available for paying visitors of the tourism facility, otherwise formal compliance action may be pursued.</p>	
22/07/2021	Local development proponent	<p><u>Proposal</u></p> <p>Development of cabins for short-term accommodation of tourists and visitors in Blackall.</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 proposal would be defined as 'Short-term accommodation'</li> <li>The site is notably affected by the Flood Hazard Overlay</li> <li>Short-term Accommodation – where not involving the re-use of an existing building and no external building work – is categorised as assessable development, subject to Impact assessment.</li> </ul> <p><u>Advice given</u></p> <ul style="list-style-type: none"> <li>A development application seeking a Development Permit for Material Change of Use would be required if a full redevelopment of the site is proposed.</li> <li>Due to the flood overlay, the finished floor level of habitable buildings would need to be 300mm above the Q100 flood level, being 282m AHD for Blackall.</li> <li>Due to Impact assessment, the application would need to involve an assessment of the proposal against the entire Planning Scheme. Public notification of the application would also be required.</li> </ul>	Closed

5/08/2021	Internal Council enquiry	<p><u>Proposal</u></p> <p>A land exchange is proposed in Tambo in order to improve vehicle access to certain lots fronting Arthur Street and to improve the saleability of land that Council may wish to dispose of in the future.</p> <p>The land exchange involves four lots, three of which have frontage to Arthur Street and one fronts to Star Street. The proposed survey plan results in five lots, an access easement and new road along the rear of the lots (branching off Star Street).</p> <p>As part of the proposed survey plan, an extra lot is created through the proposed subdivision of Council-owned land, which is currently occupied by two separate buildings, being the Tambo multi-purpose centre and a commercial building. The subdivision will place each building/land use within its own lot, providing an opportunity to Council to dispose of the lot containing the commercial building should this be desired in the future.</p> <p><u>Planning details</u></p> <ul style="list-style-type: none"> <li>• The subject lots are in the Township Zone (Commercial Precinct).</li> <li>• Rearranging boundaries, subdividing land and creating an access easement / new road, is a type of development called 'Reconfiguring a Lot'.</li> <li>• Reconfiguring a Lot (ROL) in the Township Zone is categorised as assessable development subject to Code Assessment.</li> <li>• The minimum lot size and lot frontage in the Commercial Precinct is 600m<sup>2</sup> and 15 metres respectively.</li> </ul> <p><u>Advice given</u></p> <p>It is advised that in order to facilitate the ROL, a development application for ROL (four lots into five lots and creating an access easement and new road) must first be lodged to Council. The application will be subject to Code assessment, which means the application must demonstrate compliance with the ROL Code and Zone Code.</p> <p>An important assessment benchmark of the ROL Code is minimum lot size and frontage (being 600m<sup>2</sup> and 15m in the Commercial Precinct). Four of the five lots created will meet the minimum lot size/frontage requirements of the ROL code, except for the lot containing the tourism display of a fire engine on Arthur Street; this lot will be 272m<sup>2</sup>. The conflict with the 600m<sup>2</sup> minimum lot size can be justified on account of the long-standing use of the</p>	Closed
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<b>PLANNING ENQUIRIES</b>			
<b>Date received</b>	<b>Customer Details</b>	<b>Details of Enquiry</b>	<b>Status</b>
		<p>land for passive tourism purposes, for which a standard lot size is not required due to visitors appreciating the display from the main street. An access easement is proposed to benefit this lot in the event the fire engine ever requires removal.</p> <p>Following ROL approval, all conditions of the approval must be complied with before Council can endorse the proposed survey plan. After endorsement of the survey plan, it can be registered with the Department of Natural Resources, Mines and Energy (DNRME). Council's surveyor will be able to advise further on any other requirements for the creation of new road (i.e. converting the tenure from freehold to reserve) through DNRME.</p> <p>From a land use perspective, it is possible that one of the privately owned lots (currently contains Nutrien Ag Solutions) may undergo a material change of use due to land being exchanged for the creation of road at the rear. The new land that will form part of the Nutrien lot would have previously been used for commercial / tourism purposes. The use of this land would change under Nutrien's activities, which would likely be defined as an 'Agricultural Supplies Store', which is subject to Impact assessment in the Commercial Precinct. Council could issue an Exemption Certificate should the MCU be considered minor or inconsequential in nature, which would avoid the need for planning approval over the new land inherited by Nutrien.</p> <p>It was further advised that Council should engage a planning consultant to prepare the ROL application on its behalf. Reel Planning will maintain their usual role in a development assessment capacity. This will ensure Council remains impartial throughout the development assessment process.</p>	
<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>			
Nil			

**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: 18 August 2021

Item No: 5.3

**SUBJECT HEADING: RAPAD Board Communiqué – July 2021**

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

CLASSIFICATION: (if confidential)

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*Summary: The RAPAD Board hold monthly meetings to discuss topics relevant to the RAPAD Council area.*

**Officer's Recommendation: That Council receive the RAPAD Board Communiqué dated 9 July 2021.**

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### Background

RAPAD Board meet each month to discuss items of importance for the RAPAD Council area. The RAPAD councils include the Barcaldine, Barcoo, Blackall-Tambo, Boulia, Diamantina, Longreach and Winton.

Matters that were discussed at the 9 July 2021 Board meeting include the following:

- Qld Local Government Grants Commission (QLGGC)
- Stock Routes
- Financial, Legal, Risk
- Outback Hubs Training and Innovation Precinct
- RAPAD Skilling
- LGAQ Policy Executive
- Drought

A copy of the July Communiqué is attached to this report.

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### Link to Corporate Plan

Governance

Outcome 3 - Leadership

### Consultation (internal/external)

RAPAD Board

CEO

### Policy Implications

Nil

### Budget and Resource Implications

Nil

Nil



## RAPAD Board Meeting 9 July 2021 Communiqué



**CR SEAN DILLON**  
Mayor Barcaldine  
Regional Council



**CR SALLY O'NEIL**  
Mayor Barcoo Shire  
Council



**CR ANDREW MARTIN**  
Mayor Blackall-Tambo  
Regional Council



**CR RICK BRITTON**  
Mayor Boulia Shire  
Council



**CR ROBBIE DARE**  
Mayor Diamantina Shire  
Council



**CR TONY RAYNER**  
Mayor Longreach  
Regional Council



**CR GAVIN BASKETT**  
Mayor Winton Shire  
Council



**DAVID ARNOLD**  
CFO RAPAD

### Objects of RAPAD

*The objects for which the Company is established are:*

- (a) to support, facilitate, promote and encourage the community, environmental and economic development of the region,*
- (b) to formulate, develop, facilitate, maintain and implement, or cause to be implemented, strategies, policies and plans relating to the objects in Rule 1.5(a),*
- (c) to advocate to, consult with, and advise, relevant State and Federal ministers and government agencies on matters of regional concern, and on the priorities of such matters and the means to ensure effective co-ordination and implementation of the policies, activities and programs of those State and Federal agencies, and*
- (d) to facilitate, support, implement, or cause to be implemented, collaborative regional discussion and associated desired outcomes amongst, but not limited, to members.*

Source: RAPAD constitution

As a part of normal business, the Board of RAPAD held its sixth scheduled Board meeting for 2021 on 9 July. The meeting was conducted via zoom video conference. The Board also welcomed Member for Warrego, Ms Ann Leahy to the meeting. Ann provided an update on State Opposition recent actions and initiatives.

### Meeting Matters:

#### • **Qld Local Government Grants Commission (QLGGC)**

A large part of the meeting was devoted to the current QLGGC grants methodology review. Paul Bell AM, Chair of the Commission, along with Sarah Webster and Peter Fletcher from the department, presented on the review. More information on the

(07) 4652 5600

[info@rapad.com.au](mailto:info@rapad.com.au)

100 Galah Street | PO Box 592  
Longreach Q 4730



#RAPADCWQ

[rapad.com.au](http://rapad.com.au)

review can be found at <https://www.statedevelopment.qld.gov.au/local-government/governance/queensland-local-government-grants-commission/2021-methodology-review> . The following is copied from the website:

#### **Background**

The Queensland Local Government Grants Commission (the Commission) has commenced a review of the methodology for the allocation of the Commonwealth Financial Assistance Grant (FA Grant).

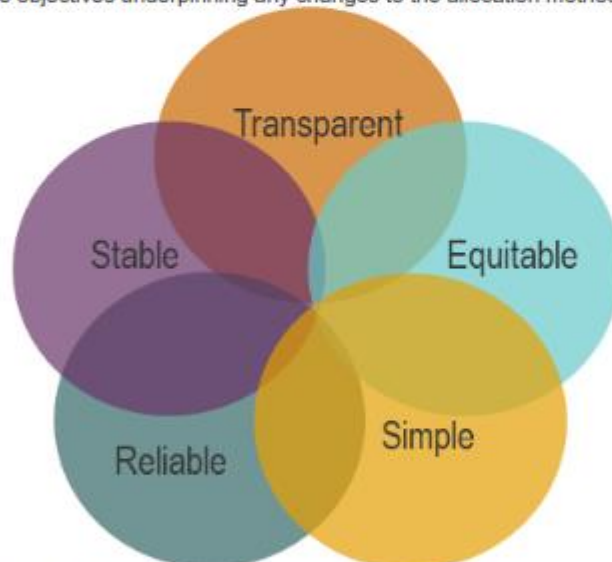
It is ten years since the last major review was completed. The need for a review is supported through feedback received by the Commission from Queensland councils and is in line with a resolution of the 2020 Local Government Association of Queensland Annual Conference.

The Commission has engaged Queensland Treasury Corporation to undertake a comprehensive review of the FA Grant allocation methodology.

The Commission strongly believes a more equitable distribution of the FA Grant can be achieved in accordance with the Commonwealth National Principles. Changing the allocation method will focus on achieving greater horizontal fiscal equalization for Queensland local governments.

#### **Objectives**

The objectives underpinning any changes to the allocation methodology are:



##### *Transparent*

Councils understand the methodology and how their allocation is determined.

##### *Equitable*

Outcomes address relative disadvantage in the current environment.

##### *Simple*

Minimises complexity in the approach.

##### *Reliable*

Data is consistent and obtained from trusted sources.

##### *Stable*

Methodology ensure low variability of allocation outcomes.



### Scope

The scope of this review acknowledges that the Commission must operate within the:

- relevant legislation
- [Commonwealth National Principles](#)
- size of the funding pool, which is determined by the Commonwealth Government.



RAPAD along with our partners, the SWQROC ( <https://www.swqroc.com.au/> ) and the NWQROC ( <https://www.nwqroc.com.au/> ), through the Western Qld Alliance of Councils (WQAC), will be providing a submission on this very important topic for our remote councils.

The WQAC has engaged AEC to prepare this submission and following the presentation by the Commission, the Board gave feedback to AEC on the issues facing remote councils to assist in our submissions' preparation.

#### • **Stock Routes**

At the November 2020 meeting the Board asked the CEO to investigate the preparation of a discussion paper focused on equitable and sustainable funding of stock routes consistent with their economic, social and environmental values to the State. RAPAD partnered with LGAQ on this, and the Board was presented with a draft discussion paper for review. The Board resolved to seek feedback from councils, and ideally asked the CEO and Kristy Gooding (LGAQ) to finalise the discussion paper in the near future.

#### • **Finance, Legal, Risk**

The Board undertook several standard governance undertakings, receiving and endorsing several contracts relating to the 2020-21 Queensland Resilience and Risk Reduction Fund (QRRRF) funding and a QDAF Grant Deed for the 2021-2024 RFCS Program, as well as agreeing to a sponsorship request. The Board also endorsed the continuation of the RFCSNQ Project Management Committee, to oversee the continued governance of [www.rfcsnq.com.au](http://www.rfcsnq.com.au).

The Board considered the proposed JV, that has been under consideration for several months and agreed to hold a meeting on July 16 to devote more time to due diligence on the matter.

Finally, the CEO advised the Remote Area Board (RAB) funded projects:

- Tourism Data Model #2, and
- Live, Work, Play website, and investment prospectus,

would be completed within the next week. Their public release would follow shortly thereafter once acquittals with, and approvals from, government (as funders) has occurred. Related to that the Board asked the CEO to follow up with the State about continued RAB funding as it was not evident in the recent budget.



- **Outback Hubs Training and Innovation Precinct**  
The CEO gave an update on the Outback Hubs Training and Innovation Precinct (formally LPC) advising of the recent meeting with QDAF regarding outcomes from the state budget, specifically relating to the former QATC assets, and the Board asked the CEO to communicate with QDAF to seek more specific information.
- **RAPAD Skilling**  
The CEO provided updates on RAPAD Skilling training activities including financial, for the period ending June.
- **LGAQ Policy Executive (PE)**  
The Board received an update from Kristy Gooding, LGAQ, about the most recent LGAQ policy executive meeting.
- **Drought**  
The CEO brought to the attention of the Board, recent publications, consultations and upcoming programs specific to drought, all of which have potential short and long term (e.g. government policy) for the RAPAD region:
  - Red Cross – ‘Supporting Queensland Communities Plan for the Challenges of Drought’, available at <https://www.redcross.org.au/getmedia/9f42497b-f5db-44eb-a8e7-af3aaff3cc2f/WEB-Drought-Discussion-Paper-ARC-Qld-ES.pdf.aspx>
  - ‘Shared responsibilities in drought support’ available at: <https://haveyoursay.awe.gov.au/shared-responsibilities-in-drought-support>
  - Drought Resilient Leaders of which a program will run in CWQ. More information is available at: <https://rural-leaders.org.au/our-programs/drought-resilience-leaders/>
- **Last but not Least**  
The Board noted the upcoming departure of Sue McCosker from the Department of State Development. Sue has been a long-term partner, supporter of and advocate for the Central Western Qld region. Sue is respected across the region as a no-nonsense, ‘highly professional’ professional who put the ‘service’ into the term, public service.



RAPADs 19-20 annual report is available online at <https://www.rapad.com.au/publications/annual-report/>.

RAPADs 20-21 annual report will be available later in 2021.

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

COUNCIL MEETING DATE: 18 August 2021

Item No: 5.4

**SUBJECT HEADING: Surrender of Land for Overdue Rates**

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

CLASSIFICATION: (if confidential)

*Summary: An email has been received from a landowner notifying Council that they are unable to afford to pay the rates owing on the land at Yalleroi and would like to surrender twelve parcels of land to Council.*

**Officer's Recommendation: That Council, under section 121(c) of the *Local Government Regulation 2012*, grant a concession, by way of accepting a transfer of unencumbered land in full payment of the rates and charges for rate assessments 10783-00000-000, 10778-00000-000, 10776-00000-000 and 10777-50000-000.**

**Background**

Council has recently received an email from a landowner who is unable to pay rates on land at Yalleroi and has offered to surrender the land to Council as full payment. The owner has (4) four rate assessments for land at Yalleroi with rate arrears as at 10 August 2021 are as follows:

10783-00000-000	2 years	Vacant Land	\$1755.00
10778-00000-000	3 years	Vacant Land	\$2249.51
10776-00000-000	3 years	Outbuilding	\$2919.73
10777-50000-000	3 years	Dwelling	\$2585.56
Total of arrears			\$9509.80

Under Section 120 (c) of the *Local Government Regulation 2012*, Criteria for granting concession, Council can grant a concession as the payment of rates or charges will cause hardship to the land owner. Having regard to the location of the land, and the very limited range of Council services able to be provided to it, Council is entitled to conclude that requiring the landowner to pay the rates and charges has caused, and will continue to cause, hardship to the landowner.

After seeking advice from Council's solicitor it is recommended that Council grant a concession under section 121 (c) by way of accepting a transfer of the rate assessments as full payment of the outstanding rates and charges.

**Link to Corporate Plan**

Governance

Outcome 4 - Financial

**Consultation (internal/external)**

CEO

Rates Officer

**Policy Implications**

Rates Recovery Policy

**Budget and Resource Implications**

\$9509.80

**BLACKALL-TAMBO REGIONAL COUNCIL**

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**OFFICER REPORTS**

COUNCIL MEETING DATE: 18 August 2021

Item No: 5.5

**SUBJECT HEADING:** **Proposed Land Swap Under Section 236(1)(c)(v) of the Local Government Regulation 2012**

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

CLASSIFICATION: (if confidential)

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*Summary: Council is proposing to subdivide and dispose part of a lot in Tambo as a commercial building and land. To support the subdivision, Council would like to have an area dedicated as road to access the southern boundary of the lot on which the Tambo Multipurpose Centre is located. This will provide better and safer access to Council's community facility.*

**Officer's Recommendation: That Council:**

1. **Is satisfied that section 236(1)(c)(v) of the *Local Government Regulation 2012* applies to Council's proposed disposal, other than by tender or auction, of the proposed area of Lot 1 on SP197795 and proposed area of Lot 1 on SP293537, on the basis that it is in the public interest to do so and that it can otherwise be achieved in accordance with the sound contracting principles; and**
  2. **Authorise the Chief Executive Officer to enter negotiations with the owner of Lot 2 on SP293537 for the exchange of land (including monetary payment by the owner to Council for any difference in land value).**
- 

**Background**

Council owns Lot 1 on SP197795, which it intends to subdivide to dispose part of, as a commercial building and land. The remaining part of this Lot will be retained by Council as a community facility (Tambo MPC). For Council to undertake the proposed subdivision an area would need to be dedicated as a road to the southern boundary of this Lot to allow for safe access to the Tambo MPC.

The proposed new area of the road traverses through Lot 2 which is not Council owned. The landowner of Lot 2 has advised the CEO that they would be willing to excise an area (approx 325m<sup>2</sup>) from their lot for dedication as a road in exchange for an area (approx 1057m<sup>2</sup>) from two lots owned by Council, being part of Lot 1 on SP197795 and part of Lot 1 on SP293537.

This would equate to Council disposing of a combined area of land of approximately 1057m<sup>2</sup> in exchange for receiving a 325m<sup>2</sup> area. The owner of Lot 2 will need to make a monetary payment to Council of the difference between the market value of the parcels being exchanged, so that Council can achieve compliance as per section 236(3) of the *Local Government Regulation 2012*.

Section 236(1)(c)(v) of the *Local Government Regulation 2012* enables local governments to dispose of a valuable non-current asset other than by tender or auction, if all or some of consideration for the disposal is consideration other than money, for example, other land given in exchange for the disposal if:

- (a) It is in the public interest to dispose of the land without a tender or auction; and
- (b) The disposal is otherwise in accordance with the sound contracting principles.

Council has sought advice from its solicitors on this matter. The solicitors assessed the proposed land swap against various sections of the *Local Government Act 2009* and *Local Government Regulation 2012* such as:

*Local Government Regulation 2012*

- Section 236(3) - A local government may only dispose of land or an interest in land under this section if the consideration for the disposal would be equal to, or more than, the market value of the land or any interest in land, including market value of any improvement on the land.
- Section 236(1)(c)(v) – all or some of the consideration for the disposal is consideration other than money, for example, other land given in exchange for the disposal, if –
  - (A) It is in the public interest to dispose of the land without a tender or auction; and
  - (B) The disposal is other in accordance with sound contracting principles.

Council solicitors advise that under section 236(1)(c)(v)(A), it would be in the public interest to dispose of the land without tender or auction as:

- (1) the proposed development of the land (i.e. subdivision) benefits the region; and
- (2) the proposed development might not otherwise occur but for the arrangement; and
- (3) the landowner excising an area of the landowner's land that adjoins the Council land for dedication as road will support better and safer access to Council's community facility (which will be retained by Council).

The solicitors advise that under section 236(1)(c)(v)(B) the five sound contracting principles must be considered. The sound contracting principles directly relevant to this matter are:

- (a) value for money – the exchange of Council land for land of the same value and receiving a monetary payment for any difference in value will satisfy this requirement; and
- (b) ethical behaviour and fair dealing – Council will conduct the process without favour or prejudice, comply with applicable legislative requirements, and treat all proponents fairly and equally.

Council needs to also consider the Local Government principles as under section 4(1) of the *Local Government Act 2009* which requires that any action that is taken by the local government is be done in a way that:

- (a) Is consistent with the local government principles; and
- (b) Provides results that are consistent with the local government principles, in as far the results are within the control of the person who is taking the action.

The local government principles, relevantly are-

- (a) Transparent and effective processes, and decision-making in the public interest; and
- (b) Sustainable development and management of assets and infrastructure, and delivery of effective services; and
- (c) Good governance of, and by, local government.

Having regard to the legislation of the *Local Government Act 2009*, *Local Government Regulation 2012*, and advice received by Council's solicitors an exception for Council to dispose of a valuable non-current asset other than by tender or auction have been met, having regard to the relevant legislation and, by way of the calculable benefits of the proposed subdivision are proportional to the cost.

Council will be able to sell the commercial building by public auction or tender, retain the community facility, being the Tambo Multipurpose Centre, and provide safe and better access to the Tambo Multipurpose Centre.

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**Link to Corporate Plan**

Vibrant Communities

Outcome 2 – Health & Wellbeing

Outcome 3 – Community Services

Governance

Outcome 2 – Accountability

Outcome 3 – Leadership

Outcome 4 – Financial

Infrastructure

Outcome 5 – Council Buildings

**Consultation (internal/external)**

CEO

King & Company Solicitors

Surveyor's

Town Planners

**Policy Implications**

Procurement and Disposal Policy

**Budget and Resource Implications**

\$15,050.00 approx.

## BLACKALL-TAMBO REGIONAL COUNCIL

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### OFFICER REPORTS

COUNCIL MEETING DATE: 18 August 2021

Item No: 5.6

SUBJECT HEADING: QWRAP Funding Round 6

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

CLASSIFICATION: (if confidential)

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*Summary: Prior to the LGAQ Annual Conference there is a call for motions from Councils to be included in the motions for consideration portion of the conference. This year the Blackall-Tambo Regional Council, with the support of RAPAD, would like the LGAQ to lobby the State Government to commit to permanent funding of \$2M per annum for the Queensland Water Regional Alliances Program (QWRAP) beyond its current round of funding that ceases in June 2022.*

**Officer's Recommendation: That Council request that LGAQ lobby the State Government to commit a permanent funding of \$2M per annum for the Queensland Water Regional Alliances Program (QWRAP) beyond its current round of funding that ceases in June 2022.**

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### Background

QWRAP is an industry-led initiative to investigate regional collaboration on water and sewerage services in regional Queensland. The program is a collaboration among the LGAQ, qldwater, the Queensland Government (through the Department of Regional Development Manufacturing and Water) with 57 councils engaged across nine regions. It has been funded by the Department since 2011 with significant leverage of cash and in-kind contributions from other partners.

QWRAP works to strengthen urban water and sewerage services in Queensland's regional communities through collaboration. The aim is to ensure safe, secure and sustainable services for more than 300 water schemes in regional Queensland, which include 25 councils that own and manage some of the smallest water schemes in Australia.

QWRAP funding averaged \$300,000 p.a. between 2011 and 2016 establishing three pilot regions including the RAPAD region. Funding doubled in 2016-2018 adding two regions and initiating 'emerging regions' with initial technical collaboration. In 2018, funding increased to \$800,000 p.a. promoting mature projects and expansion to more regions. South-West Queensland has become the sixth QWRAP region and North Queensland has been invited to become the seventh. This expands coverage of QWRAP to all of Queensland outside of the Cape York first nations councils and South East Queensland.

All QWRAP projects to date have yielded financial benefits. Immediate benefits arise from economies of scale and savings from joint procurement, strategic planning and contract oversight that comes with a regional approach.

Some projects have also driven strategic sustainability outcomes and led to enhanced future collaboration within a region or across multiple regions. These projects have increased in the current funding round with the increasing maturity of some regions, strong regional champions, and the additional focus that has been placed on strategic planning and benefits capture. Key examples include:

- extending successful, tested initiatives across multiple regions,
- developing systems and approaches that are adopted by other Queensland councils,
- driving momentum and interest in improvement and collaboration,
- bringing together experts from different fields including academia to deliver practical and technology-focused solutions to complex problems, and
- prioritising innovation to address complex challenges common to regional Queensland.

Some of the existing QWRAP projects may have occurred without the Program but would be unlikely to extend beyond individual councils. Many projects would not have been possible without collaboration; either because of the additional scope warranted or the greater focus on water and sewerage services generated by the Program.

QWRAP has also been pivotal in progressing the collaboration maturity within and across participating regions. Increased maturity in collaboration results in larger projects, shared resources and investment and development of expertise. Skills development builds capacity and is common to many regions along with projects building operational efficiencies and standardisation. High-maturity regions explore joint infrastructure planning to support regional growth for years to come. These benefits would not be possible in most regions without QWRAP.

However, the current round of QWRAP funding will cease in 2021/2022. With seven established regions and a number of emerging regions seeking to continue participation in QWRAP, permanent funding of \$2M per annum is needed beyond the current round of funding, to support more regional collaboration in the water and sewerage sector for councils.

Council seeks recognition from the State Government for the highly successful QWRAP Program, and a commitment of ongoing funding to support the existing water and sewerage alliances/groups and emerging regions.

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### **Link to Corporate Plan**

Infrastructure

Outcome 3 – Water and Sewerage Systems

Governance

Outcome 3 - Leadership

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

Mayor

RAPAD

LGAQ

### **Policy Implications**

Nil

### **Budget and Resource Implications**

Nil



**BLACKALL-TAMBO REGIONAL COUNCIL**[Return to Agenda](#)**OFFICER REPORTS****COUNCIL MEETING DATE:** 18 August 2021**Item No:** 5.7**SUBJECT HEADING:** **Development Application – DA 25-2020-2021 -  
Churches of Christ in Queensland – Lot 1  
Coronation Drive, Blackall****Author and Officer's Title:** Des Howard, Chief Executive Officer**CLASSIFICATION:** (if confidential)

*Summary: The Applicant, Churches of Christ in Queensland, seeks a Development Permit for Material Change of Use for a Residential Care Facility and Retirement Facility over land at Lot 1 Coronation Drive, Blackall, formally described as Lot 1 on SP318666. The subject site is occupied by the Barcoo Living Multi-Purpose Service facility. The Applicant proposes to extend the western part of the facility in order to accommodate 10 additional bedrooms.*

*Under the Blackall-Tambo Region Planning Scheme 2020 (the Planning Scheme), the subject site is in the Township Zone (Commercial Precinct). The defined uses that have been applied for, being 'Residential Care Facility' and 'Retirement Facility', are subject to Impact Assessment in the Commercial Precinct. The uses are subject to Impact Assessment because the extension is in the mapped Flood Hazard Area.*

*There is no conflict between the proposal and the relevant assessment benchmarks. Development conditions are recommended to ensure the development is constructed and operated in accordance with the Planning Scheme. The application is recommended for approval, subject to the conditions stated herein.*

**Officer's Recommendation:** That Blackall-Tambo Regional Council approves the application for a Development Permit for Material Change of Use for a Residential Care Facility and Retirement Facility over land at Lot 1 Coronation Drive, Blackall, formally described as Lot 1 on SP318666, 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:**

<b>Plan/Document Name</b>	<b>Plan/Document Number</b>	<b>Revision Number</b>	<b>Date</b>
Existing / Demolition Site Plan	DA101	B	23/6/2021
Proposed Site Plan	DA102	B	23/6/2021
Proposed Overall Floor Plan	DA103	B	23/6/2021
Existing / Demolition Floor Plan	DA201	B	23/6/2021
Proposed Floor Plan	DA202	B	23/6/2021
Roof Plan	DA203	B	23/6/2021
Elevations and Sections	DA501	B	23/6/2021
Perspectives	DA901	B	23/6/2021
Proposed Site Plan – Landscaping as amended by BTRC	DA102	B	23/6/2021 (amended 11/08/2021)

**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 ACCESS AND PARKING WORKS**

**3.1 Provide and maintain a minimum of 24 car parking spaces on-site. All car parking spaces must be clearly identified by either line-marking or signage.**

## **4.0 STORMWATER WORKS**

**4.1 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.**

## **5.0 ENVIRONMENTAL HEALTH**

**5.1 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.

**5.2 Maintain outdoor lighting to comply with *AS4282 Control of Obstructive Effects of Outdoor Lighting*.**

**5.3 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.**

**5.4 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.**

## **6.0 SERVICES**

**6.1 The approved extension 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 approved extension in accordance with the standards and requirements of the relevant service provider.**

## **7.0 FINISHED FLOOR LEVEL**

**7.1 The finished floor level of the approved extension must achieve a minimum 300mm freeboard above the defined flood level of 282 metres Australian Height Datum for Blackall.**

## **8.0 LANDSCAPING AND FENCING**

**8.1 Establish and maintain landscaping in vacant areas identified on the approved 'Proposed Site Plan – Landscaping as amended by BTRC', except where pathways 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.**

**8.3 Boundary fencing must be provided along the western boundary shared with Lot 2 on SP309900.**

## **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**

- A.** 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.
  - B.** 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.
  - C.** 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.
  - D.** 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	Lot 1 Coronation Drive, Blackall QLD 4472	
RPD	Lot 1 on SP318666	
Site Area	6,594m <sup>2</sup>	
Landowner	Churches of Christ in Queensland	
Existing use of land	Barcoo Living Multi-Purpose Service facility	
Existing development approval	<p><u>Planning</u> IPA 6-2003/2004 - Development Permit for Reconfiguring a Lot IPA 7-2003/2004 - Development Permit for Material Change of Use IPA 10-2007/2008 - Development Permit for Material Change of Use for “Residential Activity” – “Accommodation Building” (10 bed extension of aged care facility) DA-14-2018/2019 - Development Permit for Reconfiguring a Lot (2 into 2 lots) DA 33-2019-2020 - Development Permit for Reconfiguring a Lot (Boundary Realignment)</p> <p><u>Building</u> IPA 21-2003/2004 - Development Approval for Multi-Purpose Service Facility Certificate of Classification for 10 bed extension DA-08-2017/2018 - Development Approval for a Storage Shed</p>	
APPLICATION DETAILS		
Application No.	25-2020-2021	
Applicant	Churches of Christ in Queensland C/- Saunders Havill Group	
Application description	Development Application for a Development Permit for Material Change of Use for a Residential Care Facility and Retirement Facility (10 bedroom extension)	
Decision due date	6 September 2021	
Main Issues/Resolution	Issue	Resolution
	High accommodation density	The proposed extension is of size and scale in keeping with the existing building and buildings in the immediate locality. No new or increased impacts are envisaged.
	24/7 hours of operation	Due to the nature of the development, the operations are 24/7. Amenity of the surrounding area will not be impacted by way of noise or other emissions due to the passive nature of the facility.
	No additional car parking	A car park survey and analysis has proven that the existing 24 car parking spaces will provide sufficient capacity to accommodate additional staff/visitors associated with the extension.
	New building in a Flood Hazard Area	A Flood Risk Assessment has been prepared detailing the development will

		not increase flood risks beyond a tolerable level.
<b>STATUTORY DETAILS</b>		
<b>Planning Scheme</b>	Blackall-Tambo Region Planning Scheme 2020	
<b>Overlays</b>	Blackall (and surrounds) Flood Hazard Map Transport Infrastructure – State-controlled Road (SPP Interactive Mapping System)	
<b>Zone</b>	Township Zone (Commercial Precinct)	
<b>Land use definition</b>	Residential Care Facility and Retirement Facility	
<b>Category of Assessment</b>	Impact Assessment	

## 2.0 PROPOSAL BACKGROUND

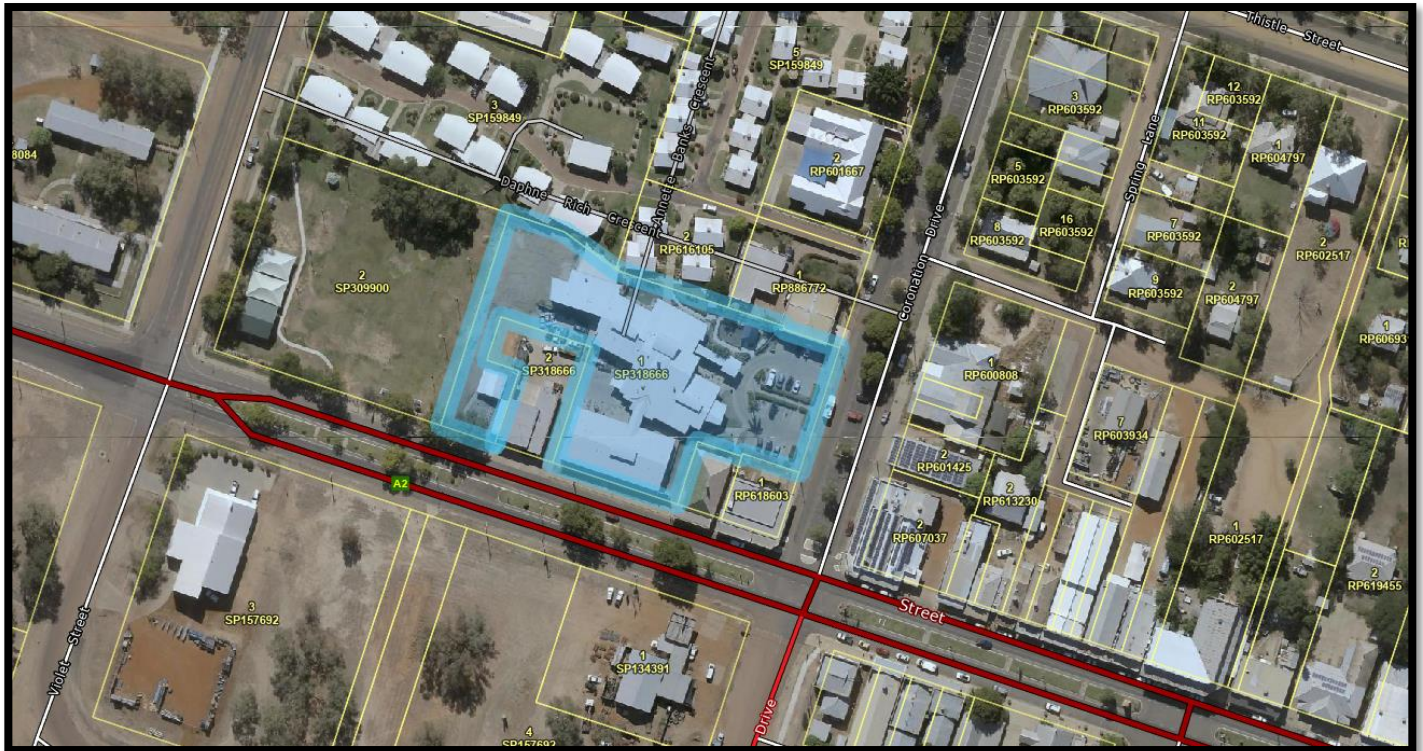
**TABLE 2 – OVERVIEW OF DEVELOPMENT ASSESSMENT PROCESS**

Application lodged as a Change Application	22 March 2021
Application re-submitted as a Development Application	21 April 2021
Confirmation Notice and Information Request (IR) issued	27 April 2021
SARA Referral / Confirmation Notice issued	7 May 2021
SARA response (approval) issued	19 May 2021
Applicant submitted response to Council's IR	28 June 2021
Public Notification Period	12 July to 2 August 2021
Decision Due (Decision Stage)	6 September 2021

## 3.0 SITE AND SURROUNDS DESCRIPTION

The subject site is located at Lot 1 on Coronation Drive, Blackall Queensland 4472, formally known as Lot 1 on SP318666. The subject site has an area of 6,594m<sup>2</sup>, and frontage to Coronation Drive to the east and Shamrock Street to the south. The existing multi-purpose facility is a 24-bed resident care service offering personal care, therapies and accommodation. The built form covers approximately 32% of the site. Access is via two vehicle crossovers from Coronation Drive.

Adjoining uses fronting to Shamrock Street include the Blackall Fire Station, the Bushman's Hotel – which is now owned by the Applicant for the display of art created by residents of the facility – and a real estate agency. To the north is the Blackall Ambulance Station, and the Barcoo Retirement Village, which extends to Violet Street. Banks Park is to the west of the subject site.



**FIGURE 1 – AERIAL OF SUBJECT SITE** (Source: QLD Globe)

#### 4.0 DESCRIPTION OF PROPOSAL

Churches of Christ in Queensland Barcoo Living Multi-Purpose Service is a 24-bed facility offering aged care, palliative care, and respite care. The service is a joint Commonwealth and State/Territory initiative for rural and remote communities, which allows the local community and service providers to work together under one management structure to plan and improve health and aged care services.

The existing facility was established and has been improved under a series of planning and building approvals since 2003.

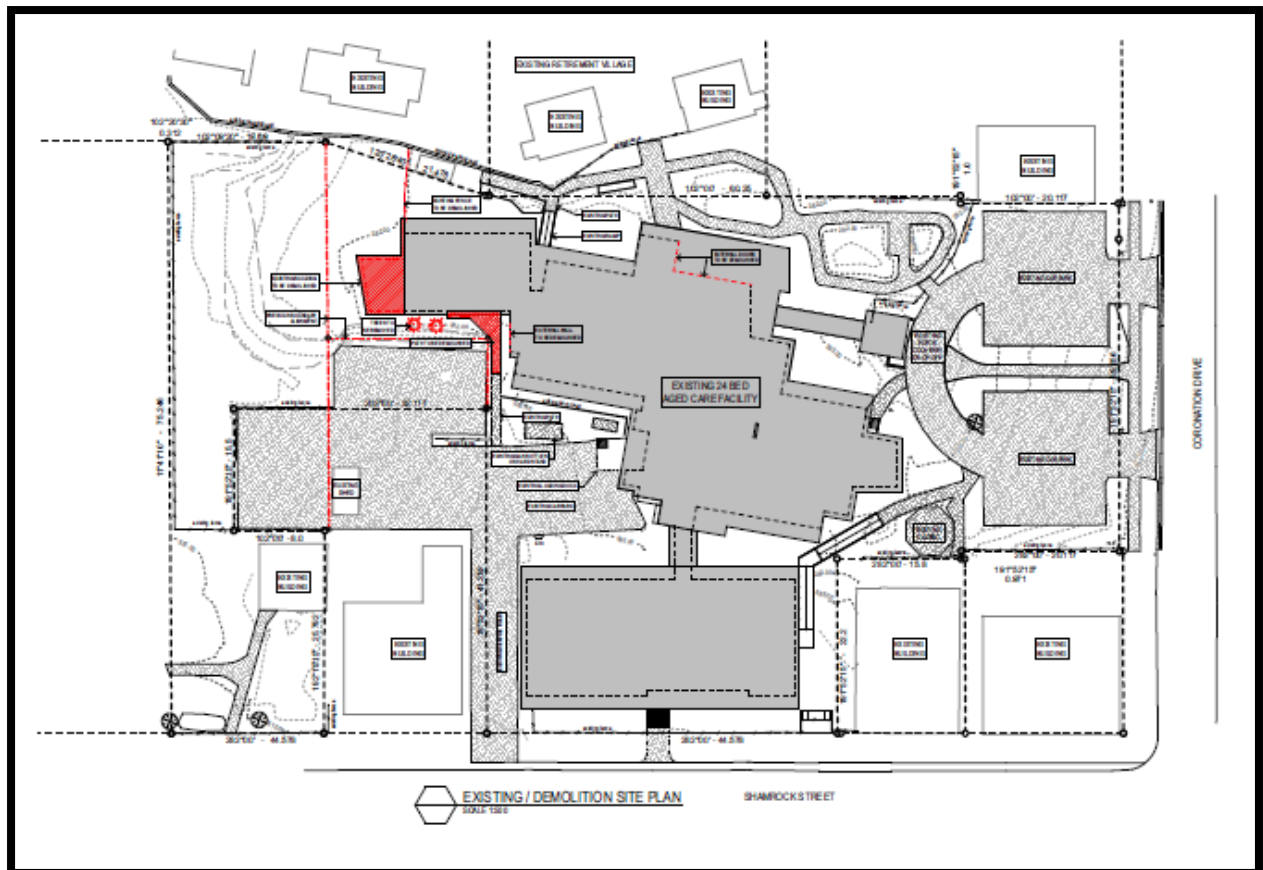
The proposed development involves an extension to the western wing of the facility. The extension will result in 10 additional bedrooms, a new meeting room, laundry, and storeroom, and a sitting area that looks out over Banks Park.

Other minor internal changes to the facility will also be undertaken, involving an expansion to the existing lounge/dining room by enclosing an adjoining verandah, and new cold room/storage room areas.

No changes are proposed to the existing access and parking arrangement for the facility. A total of twenty-four (24) car parking spaces will continue to be provided on-site with vehicle access from Coronation Drive.

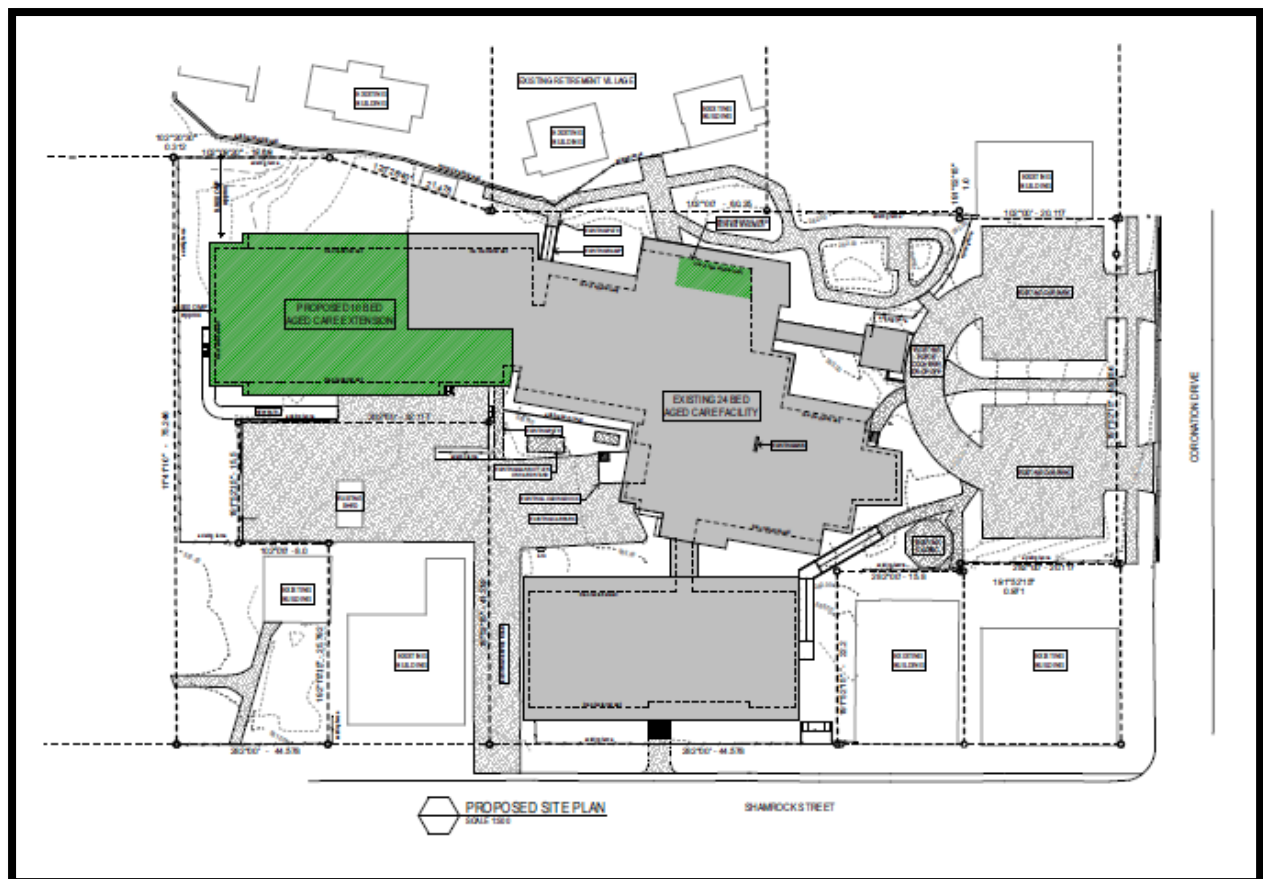
Attachment A provides a copy of the proposal plans referenced in the recommendation.





**FIGURE 2- EXISTING / DEMOLITION SITE PLAN** (Source: Extract from approved plans)





**FIGURE 3: PROPOSED SITE PLAN** (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 applicable 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 Barcoo Living Multi-Purpose Service facility has been developed and improved under a series of development approvals. Prior to lodging the application, the applicant requested a Standard Planning and Development Certificate, which provides - among other things - a copy of all development approvals relating to the site. These approvals are set out in Table 3, noting that Council's records are incomplete for some decision notices listed below.

**TABLE 3 – SITE APPROVAL HISTORY**

APPLICATION NUMBER		DEVELOPMENT DESCRIPTION	APPROVED
<b>Planning</b>			
IPA 2003/2004	6-	Development Permit for Reconfiguring a Lot	17/07/2003
IPA 2003/2004	7-	Development Permit for Material Change of Use	6/08/2003
IPA 2007/2008	10-	Development Permit for Material Change of Use for "Residential Activity" – "Accommodation Building" (10 bed extension of aged care facility)	21/02/2008
DA-14-2018/2019		Development Permit for Reconfiguring a Lot (2 into 2 lots)	22/03/2019
DA 33-2019-2020		Development Permit for Reconfiguring a Lot (Boundary Realignment)	20/07/2020

<b>Building</b>			
IPA	21-	Development Approval for	26/03/2004
2003/2004		Multi Purpose Service Facility	
-		Certificate of Classification	18/05/2009
		for 10 bed extension	
DA-08-		Development Approval for	22/03/2018
2017/2018		a Storage Shed	
<b>Plumbing</b>			
-		Council has no record of	-
		any development permits for	
		plumbing work.	

These decision notices have been reviewed to ensure there is no conflict between the recommendation and the approvals already in effect for the development.

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.

Council's Information Request and the applicant's subsequent response is considered in more detail in section 5.1. The outcome of internal and external referrals and public notification is also considered.

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 COMMON MATERIAL**

The section details the outcome of the Information Request Stage, Referral Stage and Public Notification Stage. Internal Council officer comments which informed the recommendation are also detailed.

#### **5.1.1 Information Request**

The development application material submitted by the applicant did not sufficiently address certain assessment benchmarks under the Planning Scheme. To demonstrate compliance with these benchmarks, Council issued an Information Request (IR) to which the applicant responded. Council's IR items and the applicant's response are set out in Table 4. The applicant's response was of a high quality and demonstrated a high level of compliance with assessment benchmarks.

**TABLE 4 – INFORMATION REQUEST ITEMS AND APPLICANT RESPONSE**

<b>INFORMATION REQUESTED</b>	<b>APPLICANT RESPONSE</b>
<b>Accommodation Density</b>	
The proposed development will result in an on-site density of one room per 193m <sup>2</sup> . It is noted that this density is alternative to	The proposed development is considered to meet the corresponding

<p>AO6.2 of the Township Zone Code, which prescribes one room per 350m<sup>2</sup> of site area. Insufficient information has been provided to demonstrate that the proposed development achieves compliance with PO6 of the Township Zone Code.</p> <p>The Applicant is requested to provide an assessment of the proposed development against PO6 of the Township Zone Code.</p>	<p>Performance Outcome based on the following:</p> <ul style="list-style-type: none"> <li>• The proposed extension is of a size and scale in keeping with the existing building onsite and other buildings in the immediate locality</li> <li>• The height is consistent with the existing building</li> <li>• The extension complements the existing character of the area</li> <li>• The proposed development will not bring new or increased impacts to the area</li> </ul>
<p><b>Car Parking Supply</b></p>	
<p>The proposed development includes the provision of 10 additional units on the site with no increase to on-site parking. No information has been provided to demonstrate that the existing car parking supply will be sufficient to cater for any increase in demand. The planning scheme, through Table 6.2.2.1, does not provide a specific parking rate for the use and instead the parking supply is to be sufficient to accommodate the amount of vehicle traffic likely to be generated by the particular use.</p> <p>The Applicant is requested to provide further information demonstrating that the existing car parking supply is sufficient to support the demand generated by the proposed development and therefore complies with PO10 of the General Development Code. Information provided may be in the form of occupancy data for the existing car park.</p>	<p>The Applicant undertook a site survey and recorded data from the usage of the carpark for a week. A maximum of 17 car spaces were utilised at any one time. 24 car spaces are currently the approved requirement, allowing a balance of 7 spaces remaining unoccupied. The Applicant also considered the additional staffing required and expected visitor numbers associated with the proposed extension and envisage an additional 2-3 spaces will be necessary, therefore the 24 spaces will provide sufficient capacity to accommodate the ultimate proposed development and intensity of use. Compliance with PO10 can be achieved.</p>
<p><b>Flooding</b></p>	
<p>The site is identified by the planning scheme as being subject to flooding. As per Schedule 4 of the planning scheme, the defined flood level for Blackall is 282 metres AHD. Whilst detailed plans have been provided, which show the elevation of the floor level of the new building above ground level, no information has been provided as to site levels or the height (in metres AHD or similar) of the floor. Council is therefore unable to determine whether the proposed development achieves the desired freeboard of 300mm above the defined flood level specified in AO21.2 of the General Development Code. Further information is also required to demonstrate that the</p>	<p>Hydra Logic prepared a Flood Risk Assessment based upon the existing site layout and proposed extension. The results of the assessment demonstrate the proposed extension does not increase the risks associated with the site's flood characteristics beyond a tolerable level.</p> <ul style="list-style-type: none"> <li>• A response to AO21.1-AO21.3 of the General Development Code for development located in Flood Hazard Areas has been provided;</li> <li>• A Risk Assessment of the site, providing a risk matrix detailing the likelihood of flood events has been completed; and</li> </ul>

<p>expansion of the existing use on the site remains compatible with the nature of flood risk on the site.</p> <p>The Applicant is requested to provide the following information in relation to flooding:</p> <p>(a) Amended proposal plans which allow for the identification of the proposed floor level of all buildings in metres AHD, in order to allow Council to ascertain the compliance (or otherwise) of the proposed development with AO21.2 of the General Development Code.</p> <p>(b) A risk assessment that demonstrates that the expansion of the use does not increase risks associated with flooding beyond a tolerable level, in compliance with AO21.1 of the General Development Code.</p> <p>(c) Detail in relation to evacuation of the site in the event of a flood event in accordance with AO21.3 of the General Development Code.</p> <p>(d) A detailed assessment of the proposed development against PO21 and/or all relevant corresponding Acceptable Outcomes of the General Development Code.</p>	<ul style="list-style-type: none"> <li>• Detail on an evacuation strategy within the AO21.3 response has been provided.</li> </ul>
<p><b>Standby Generator</b></p>	
<p>The proposal plans submitted show that the proposed development will involve the provision of a new generator near the existing car parks fronting Coronation Drive. No detail has been provided as to the appearance or scale of the generator. Further detail is required in order to allow Council to assess this aspect of the proposed development.</p> <p>The Applicant is requested to provide further detail on the general size and appearance of the generator and, where appropriate, details of screening to be provided to ensure that the provision of the generator is not unsightly.</p>	<p>Amended Proposal Plans (DA102 Rev B) show the generator is no longer required and has been removed.</p>

In addition to the above material, a Minor Change to the proposal was also sought by the Applicant which involved the removal of three water tanks in the north-west corner that were

proposed as part of the initial proposal plans. The tanks are no longer required. This change is independent of the other changes resulting in the response to the information request and is minor in nature. It therefore does not affect the development assessment process.

### 5.1.2 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, Manufacturing, Infrastructure and Planning (DSDMIP).

SARA, as a Concurrence 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.

### 5.1.3 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 for a fee. No submissions were received during the notification period.

### 5.1.4 Internal Officer Comments

The proposal plans and recommendation, once drafted, was internally circulated to Council's Director of Works (DWS) and Environmental Health Officer. No changes to the recommendation were requested to be made by the officers, however the DWS noted his prior consultation with the Applicant's architect in locating the new building and ensuring the stilts of the building did not impact Council's sewer main, which will run under the building.

## 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 10 bedroom extension will result in a material increase in the intensity and scale of the use of the premises. Under the Planning Scheme, the defined uses relevant to the activities to be undertaken in the extended part of the facility are *Retirement facility* and *Residential care facility*:

***“Retirement facility means a residential use of premises for—***

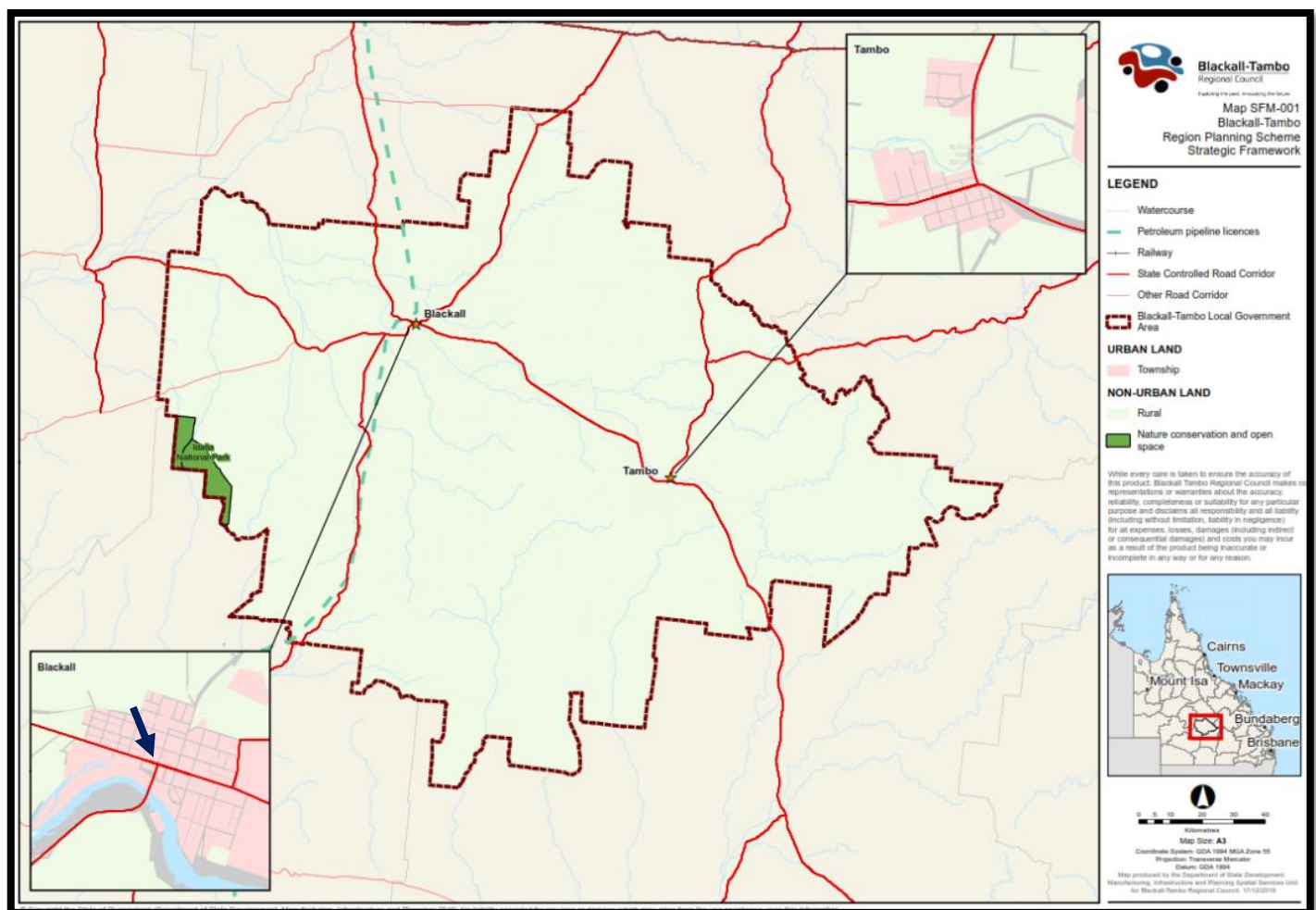
- (a) accommodation for older members of the community, or retired persons, in independent living units or services units; or*
- (b) amenity and community facilities, a manager's residence, health care and support services, preparing food and drink or staff accommodation, if the use is ancillary to the use in paragraph (a).”*

***“Residential care facility means the use of premises for supervised accommodation, and medication and other support services, for persons who— (a) cannot live independently; and (b) require regular nursing or personal care.”***

In accordance with Table 4.4.1 of the Planning Scheme, these uses in the Township Zone are subject to Impact Assessment. The Category of Assessment is elevated from Code Assessment due to the proposed extension being located in a Flood Hazard Area. The assessment benchmarks of the entire scheme as relevant to the proposal are addressed in the sections below.

### 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 5, the subject site is designated as 'Urban Land', being within the township area (coloured pink) of Blackall.



**FIGURE 4: STRATEGIC FRAMEWORK MAPPING** (Source: BTRC Planning Scheme 2020) (site identified by arrow)

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 region's aging population is identified as an important consideration in providing suitable and flexible housing options. 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...*

*...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, as is diversification of housing stock and flexibility in housing options to suit changing community needs, especially an aging and active population.'*

The town centre location of the subject site, with access to all reticulated networks, means the development can be designed to maximise the efficient use of existing services. The purpose of the extension in improving the capacity for aged care and accommodation, aligns with the Strategic Framework intent.

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 is mapped being located within the flood hazard overlay. Through the application material, the proposal has been demonstrated to not expose people or property to unacceptable risks associated with flooding. The development has been located, sited and designed to tolerate and not worsen the 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 Commercial Precinct of the Township Zone, as shown on the Zone Map for Blackall in Figure 5.



**FIGURE 5: COMMERCIAL PRECINCT OF THE TOWNSHIP ZONE** (Source: BTRC Planning Scheme 2020) (Arrow indicates site location)

The development, as an extension to the Barcoo Living Multi-Purpose Service facility, complies or can be conditioned to comply with the purpose, performance criteria and acceptable solutions (PC / AS) of the Township Zone Code.



The purpose of the Code is encompassed by a set of overall outcomes prescribed under section 5.2.1.2 of the Planning Scheme. Importantly, the development achieves the outcomes' intent to provide a range of residential dwelling types and densities that reflect local housing needs and promote safe, convenient and attractive living environments for residents. The extension to the Retirement Facility /Residential Care Facility is necessary to service the town and its surrounding rural area. In this sense, and regarding other relevant outcomes, the development does not conflict with the Code's purpose.

The more detailed provisions of the code (PC / AS) are considered as follows:

#### **Accommodation density**

AO6.2 of the code provides a dwelling to site area ratio for the proposed uses, requiring one bedroom unit per 350sqm of site area. The proposed development will result in an on-site density of one bedroom unit per 193m<sup>2</sup>.

Despite this non-compliance, compliance can still be achieved with the corresponding PO6, which requires that such facilities are of a scale, density and character that are complementary and compatible with the surrounding area. Compliance is demonstrated as follows:

- The height of the proposed extension is consistent with the existing building;
- The extension will not detract from the existing character of the area but will rather complement it; and
- Considering the surrounding mix of commercial, community and residential uses located in the immediate vicinity, the proposed developed will not bring new or increased impacts to the area.

#### **Hours of operation / amenity impacts**

AO8 of the code limits operating hours from 6am to 10pm. The overarching PO8 seeks to avoid adverse amenity impacts.

Operating hours for the business, being generally 24/7, are deemed an acceptable outcome for the facility in the Township Zone given it is a facility for supervised accommodation, and medication and other support services, for persons who cannot live independently and require regular nursing or personal care. Such activities require a round-the-clock working environment, as in the case of the residential care facility. The proposed use is an extension to an existing use and not a new use where there could be higher risk of impacts to residences in the surrounding Township Zone.

The residential care facility is a long-established use and its ongoing use and improvement would be within the reasonable expectations of the community. It is also within reasonable community expectations that the level of amenity (mostly in terms of insignificant noise resulting in shift changes and patient care) will be minimal.

The proposed addition of the 10-bed extension to the facility will not adversely affect amenity in relation to noise. On this basis, hours of operation have not been conditioned or restricted as amenity impacts of noise will be minimal, if any.

A standard condition that deals with additional possible impacts from outdoor lighting within the development will ensure that there is no environmental nuisance or detrimental effects resulting from the recommendation.

A non-standard condition has been imposed requiring landscaping of the outdoor area surrounding the western wing of the building where the extension will occur. The proposed site plan has been amended as part of the recommendation to show the extent of landscaping expected, by way of turf or other plantings. This will ensure the amenity of the outdoor area is

pleasing for occupants of the extension and will complement Banks Park to the west. It will also ensure a pleasing outlook from the retirement village to the north. AO11.2 requires a 1.8m high solid fence provided along boundaries shared with a residential use, however due to the integrated nature of the facility with the northern retirement village, landscaping is instead considered sufficient to achieve positive amenity outcomes as per PO11.

### **General Development Code**

The development complies, or can be conditioned to comply, with the purpose, performance outcomes (PO) and acceptable outcomes (AO) of the General Development Code, as follows:

#### **Site layout and Built Form**

Refer to Attachment A for a copy of the Proposal Plans. At approximately 6,602m<sup>2</sup> site area, the additional extension will result in a total site cover for the facility of 40.6%, which is suitable for the site and locality. AO1 allows for 90% site coverage in the Commercial Precinct. Building setbacks will be consistent with the Building Code of Australia and will be further assessed at the building application stage.

Building heights and floor levels are consistent with the existing built form and do not exceed the 8.5m height limit for the zone. The overall building design and finishes include Colourbond cladding, balustrade and windows, which blends with the existing building and is not at odds with building design in the local area. The extension is to the western rear portion of the building and will not result in any changes to the site frontage.

#### **Access and Parking**

Vehicle access and movement currently does not create problems for the external road network and provides safe pedestrian access. It is understood that the additional 10 bed extension will not result in significant additional parking requirements or manoeuvring issues. Access to the development will remain unchanged and it is proposed that the existing 24 parking spaces will be sufficient for staffing and visitor requirements for the facility, as evidenced by the Applicant's parking survey and analysis. This achieves code outcomes relating to traffic, access, manoeuvring and parking.

#### **Infrastructure and Services**

In accordance with the infrastructure provisions of the code, conditions of approval require the connection of the development to Council's reticulated water and sewerage networks, and appropriate stormwater and waste management. The extension will be serviced by the site's existing connections to water, sewerage, power and telecommunication infrastructure. These connections will remain unchanged. Standard conditions in the recommendation require a lawful point of discharge for stormwater run-off and the continuation of appropriate waste management practices on-site.

Existing underground services are located within the proposed location of the extension. The Applicant's architect made contact with Council during the design process as the new structure will be over an existing sewer main. While this is not ideal, Council's Director of Works is satisfied that Council's infrastructure will not be impacted as the proposed structure is of a demountable construction on stilts instead of a raft slab.

Conditions ensure that all costs associated with the development, including connection/provision of services, are borne by the applicant.

## Development in a Flood Hazard Area

The site is mapped as being subject to flooding within the Flood Hazard Overlay, as shown on the Zone Map for Blackall in Figure 6.



**FIGURE 6: BLACKALL (AND SURROUNDS) FLOOD HAZARD MAP** (Source: BTRC Planning Scheme 2020) (Arrow indicates site location)

A fit-for-purpose risk assessment by Hydra Logic was provided by the Applicant, which demonstrates that the development does not increase flood risk beyond a tolerable level, in compliance with AO21.1. The assessment demonstrates that the new building can achieve the 300mm freeboard above the defined flood level for Blackall, as required by AO21.2.

The below addresses AO21.3 as it relates to the evacuation route for the site -

*The existing entry and exit driveway for the facility connects to Coronation Drive. Based upon available LiDAR data the ground surface levels at both the entry and exit points are below the defined flood level for Blackall. The proposed extension does not modify the entry or exit conditions for the site. The FFLs throughout the facility remain approximately 1.0 m higher than minimum requirements for the defined flood event, hence it is unlikely for the evacuation of residents to be a preferred emergency response during a flood event. The potential flood frequency of a flood event which exceeds the FFLs of the existing facility has not been determined or recorded in this location. Beyond the driveway connection to Coronation Drive the entrance to the facility is flood-free for the defined flood level. This flood risk assessment has determined the risk at the driveway entrance and exit of the facility to be "Broadly Acceptable".*

*The proposed extension does not alter the assessment of the risk at the driveway entrance and exit of the site.*

It is noted that the facility directly adjoins the Blackall Fire Station and Ambulance Service. Emergency access would be possible in a flood event if necessary.

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 Residential Care Facility and Retirement Facility (10 bedroom extension) over land at lot 1 Coronation Drive, Blackall, formally described as Lot 1 on SP318666, 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) A Residential Care Facility and Retirement Facility are consistent uses in the Commercial Precinct of 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 sealed vehicle accesses, on-site parking and reticulated infrastructure connections;
- e) The development outcome is consistent with the Strategic Intent of the Planning Scheme with regards to meeting the community needs of an aging population through suitable and well-designed accommodation and care.
- f) Development does not conflict with the State Planning Policy 2017 and Central West Regional Plan 2009.

---

### **Link to Corporate Plan**

Vibrant Communities

Outcome 3 – Community Services

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

Town Planner

Rates Officer

### **Policy Implications**

Nil

### **Budget and Resource Implications**

Nil

NOTES:  
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2. VERIFY ALL DIMENSIONS ON SITE PRIOR TO CONSTRUCTION  
3. IF IN DOUBT PLEASE ASK  
4. COPYRIGHT MERRIN & CRANSTON PTY LTD.

NOTES - Site Plan

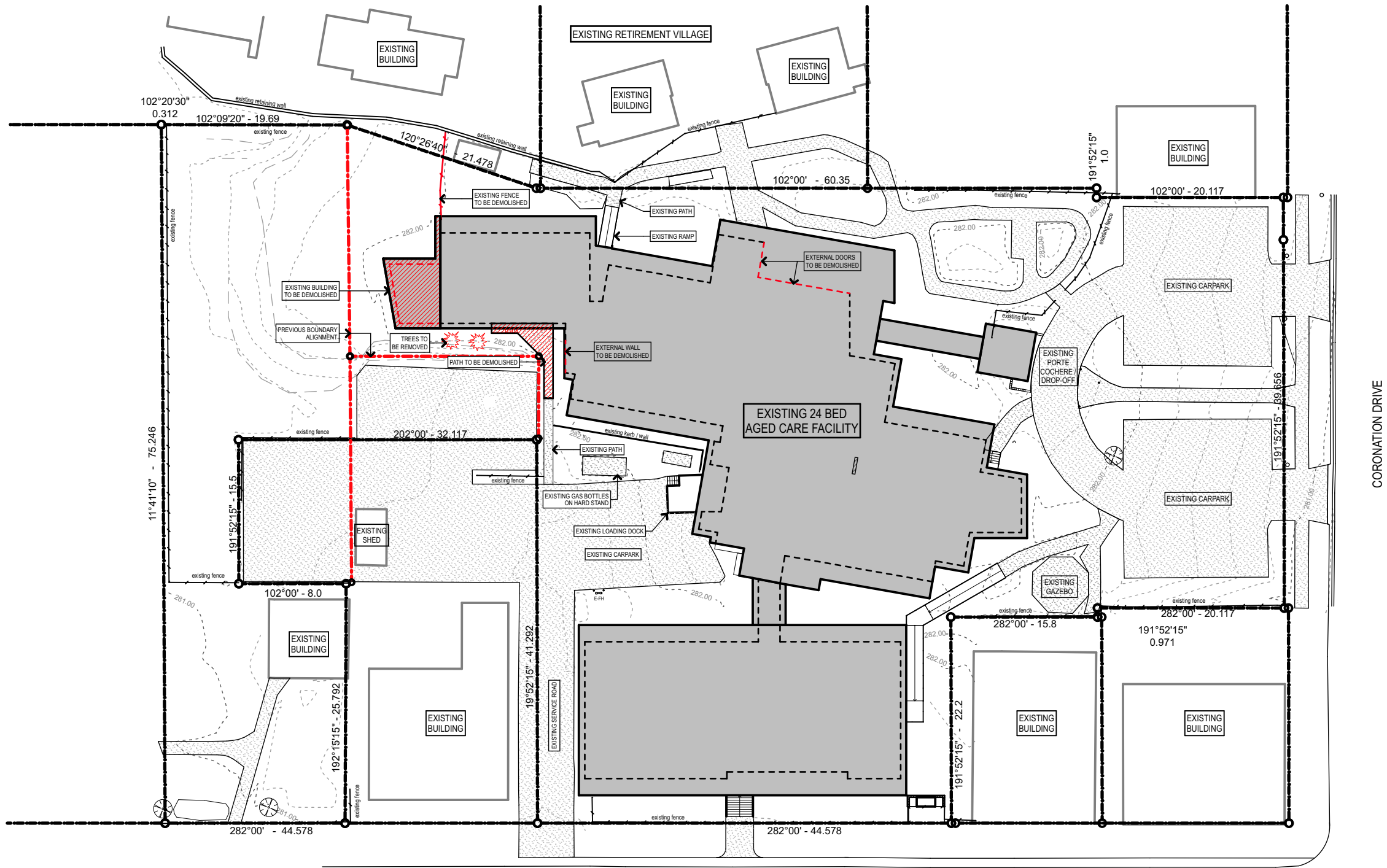
GFA has been calculated as the building area to the face of the external walls. It does not include unenclosed balconies, stairs, ramps and other miscellaneous fixtures outside the external walls.

AREAS

EXISTING SITE AREA - to previous site boundaries (shown red)	5,163 m <sup>2</sup>
EXISTING SITE COVER - to previous site boundaries (shown red)	41.9%
EXISTING TOTAL GFA (approx.)	1,640 m <sup>2</sup>
EXISTING GFA (to be demolished)	31 m <sup>2</sup>

BEDROOMS

EXISTING BED NUMBERS	24
----------------------	----



EXISTING / DEMOLITION SITE PLAN  
SCALE 1:500

SHAMROCK STREET

CORONATION DRIVE

B	23/06/21	DA RFI / REVISION	DC
A	11/03/21	DEVELOPMENT APPLICATION	DC
Rev	Date	Details	Ch

REVISION DETAILS

PROJECT CAD MANAGER: DC

STATUS

**PRELIMINARY**  
NOT FOR CONSTRUCTION

PROPRIETOR:



+ Barcoo Living Multi Purpose Service

PROJECT

**McLean Place Aged Care Extensions & Alterations**

Cnr Shamock St & Coronation St, Blackall QLD, 4472



Ph: 07 3320 1620  
Fax: 07 3320 1625  
Email: reception@merrincranston.com  
Nom: George Bellas Qld 2450, NSW 10791  
ABN 60 010 242 878

TITLE

**EXISTING / DEMOLITION  
SITE PLAN**

SCALE 1:500	at A3	REVISION DATE 23/6/21
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PROJECT No. C732	SHEET No. DA101	REVISION B
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NOTES:  
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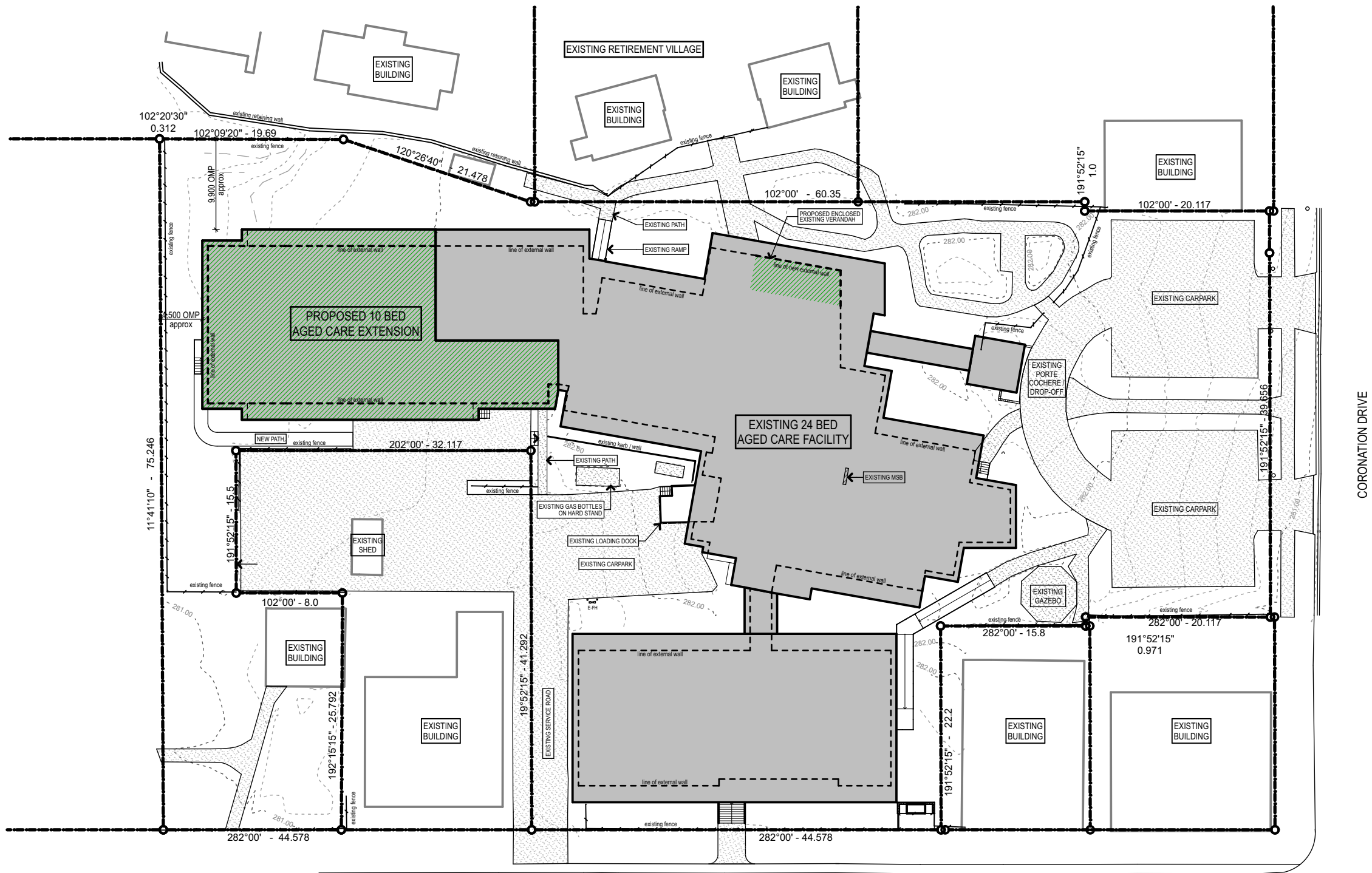
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EXISTING GFA (to be demolished)	31 m <sup>2</sup>

APPROVED NEW SITE AREA	6,602 m <sup>2</sup>
PROPOSED SITE COVER	40.6%
PROPOSED EXTENSION GFA (approx.)	490 m <sup>2</sup>
PROPOSED ENCLOSED VERANDAH GFA	37 m <sup>2</sup>
PROPOSED TOTAL GFA	2,167 m <sup>2</sup>

BEDROOMS

EXISTING BED NUMBERS	24
PROPOSED NEW BED NUMBERS	10
PROPOSED TOTAL BED NUMBERS	34



PROPOSED SITE PLAN  
SCALE 1:500

SHAMROCK STREET

CORONATION DRIVE

B	23/06/21	DA RFI / REVISION	DC
A	11/03/21	DEVELOPMENT APPLICATION	DC
Rev	Date	Details	Ch

REVISION DETAILS

PROJECT CAD MANAGER: DC

STATUS

**PRELIMINARY**  
NOT FOR CONSTRUCTION

PROPRIETOR:



+ Barcoo Living Multi Purpose Service

PROJECT

**McLean Place Aged Care Extensions & Alterations**

Cnr Shamock St & Coronation St, Blackall QLD, 4472



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Fax: 07 3320 1625  
Email: reception@merrincranston.com  
Nom: George Bellas Qld 2450, NSW 10791  
ABN 60 010 242 878

TITLE

**PROPOSED SITE PLAN**

SCALE 1:500	at A3	REVISION DATE 23/6/21
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PROJECT No. C732	SHEET No. DA102	REVISION B
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NOTES:  
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B	23/06/21	DA RFI / REVISION	DC
A	11/03/21	DEVELOPMENT APPLICATION	DC
Rev	Date	Details	Ch

REVISION DETAILS

PROJECT CAD MANAGER: DC

STATUS

**PRELIMINARY**  
NOT FOR CONSTRUCTION

PROPRIETOR:



**+ Barcoo Living Multi Purpose Service**

**PROJECT**  
**McLean Place Aged Care Extensions & Alterations**

Cnr Shamock St & Coronation St, Blackall  
QLD, 4472



Ph: 07 3320 1620  
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TITLE

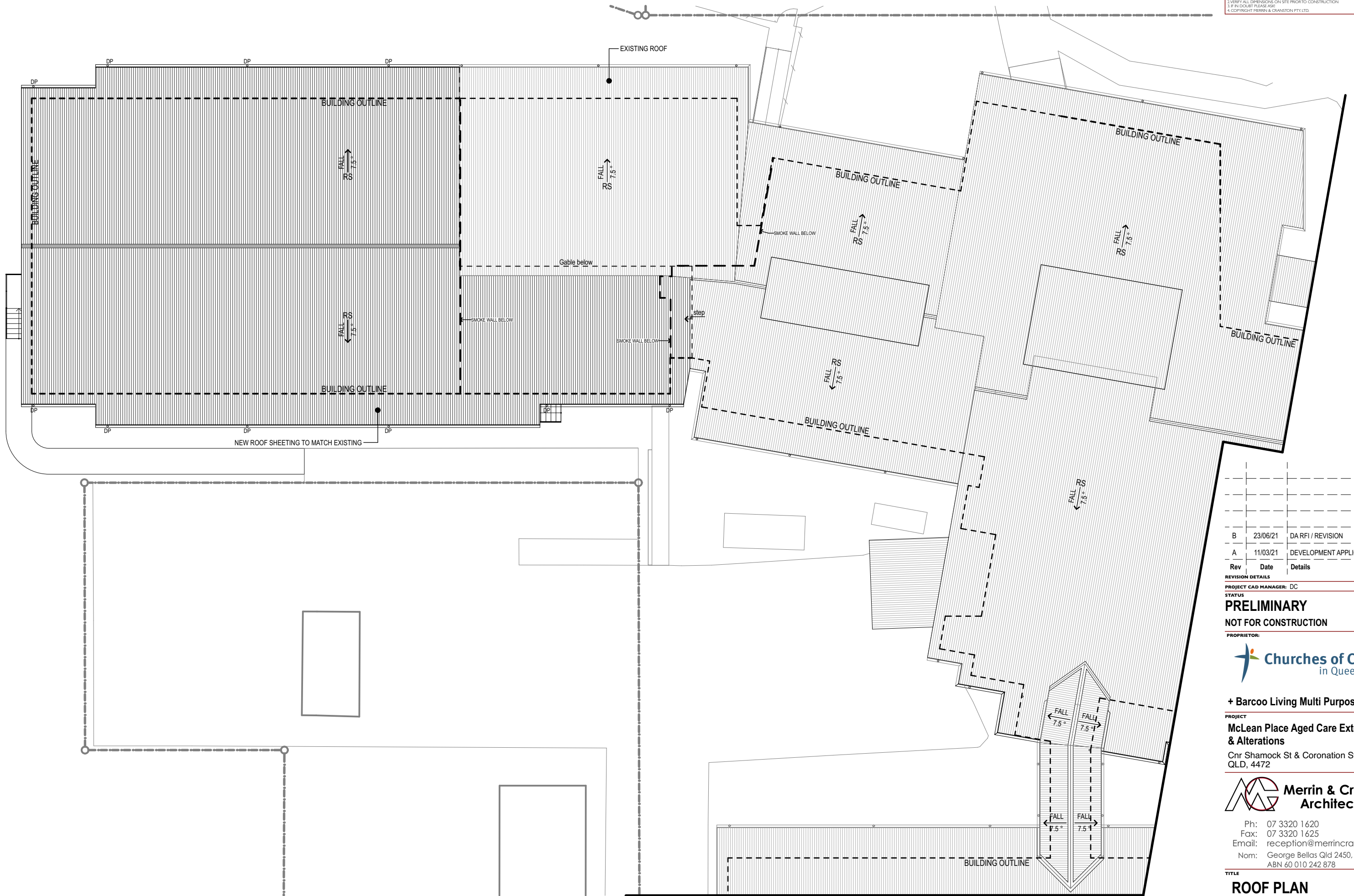
**PROPOSED OVERALL  
FLOOR PLAN**

SCALE	1:250	at	A3	REVISION DATE	23/6/21
PROJECT No.	C732	SHEET No.	DA103	REVISION	B









Rev	Date	Details	Ch
B	23/06/21	DA RFI / REVISION	DC
A	11/03/21	DEVELOPMENT APPLICATION	DC

REVISION DETAILS

PROJECT CAD MANAGER: DC

STATUS

**PRELIMINARY**

**NOT FOR CONSTRUCTION**

PROPRIETOR:



**+ Barcoo Living Multi Purpose Service**

PROJECT

**McLean Place Aged Care Extensions**

**& Alterations**

Cnr Shamock St & Coronation St, Blackall

QLD, 4472



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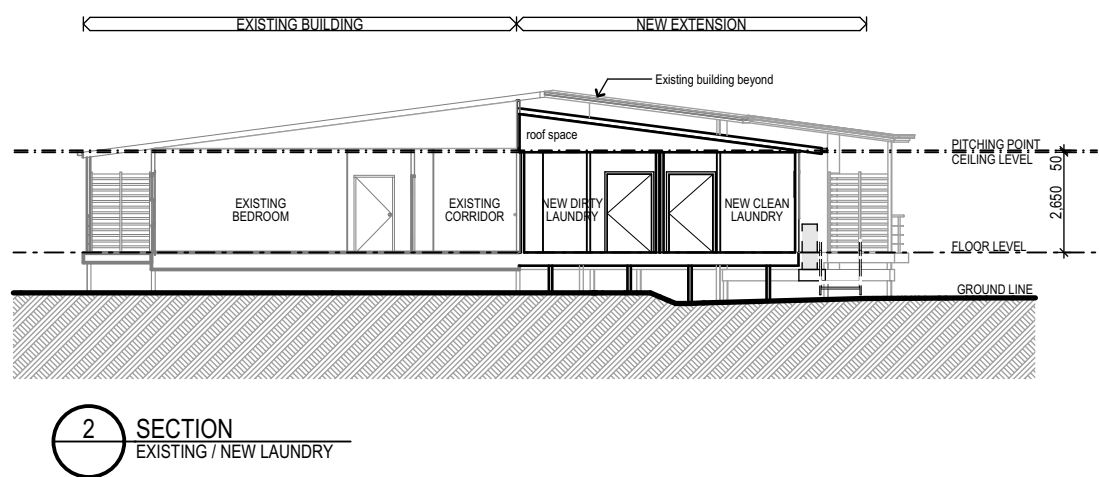
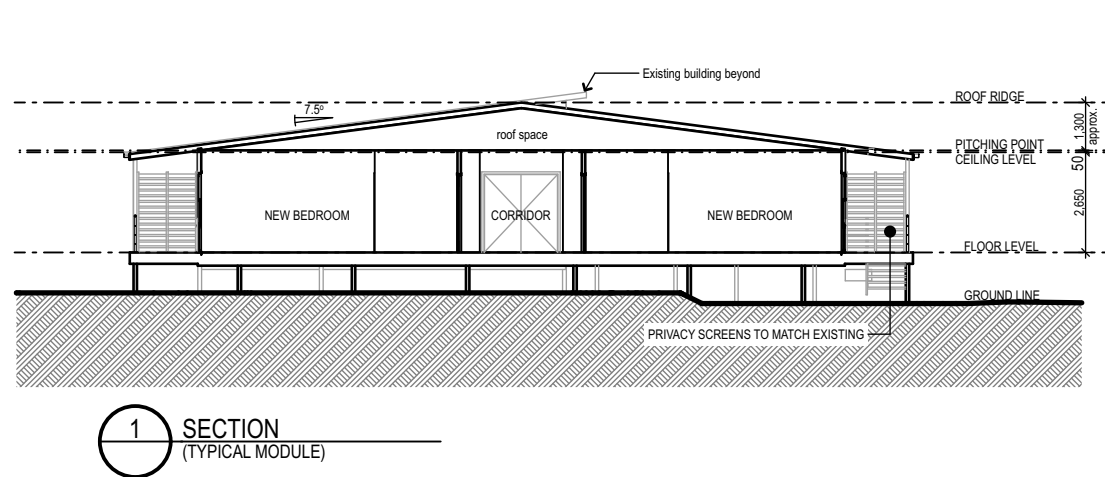
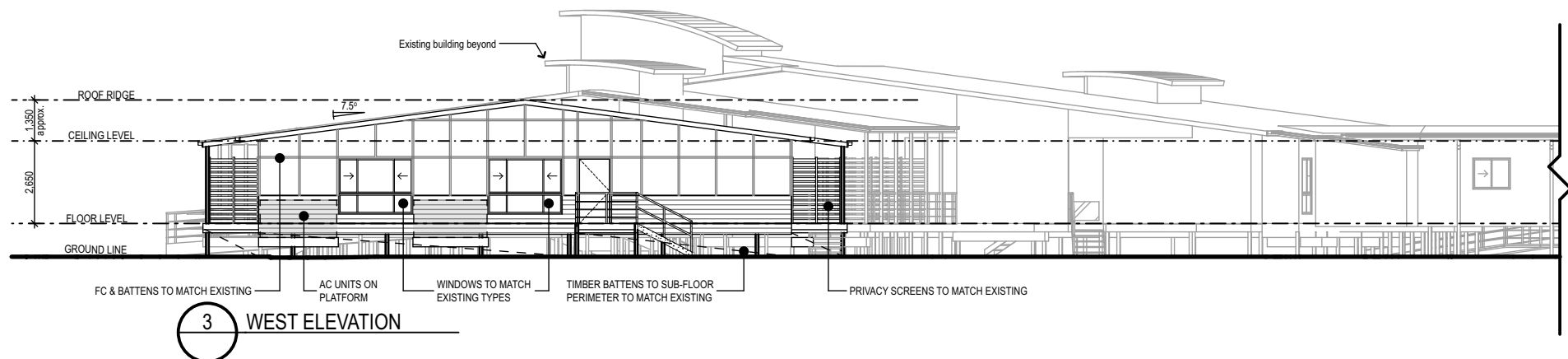
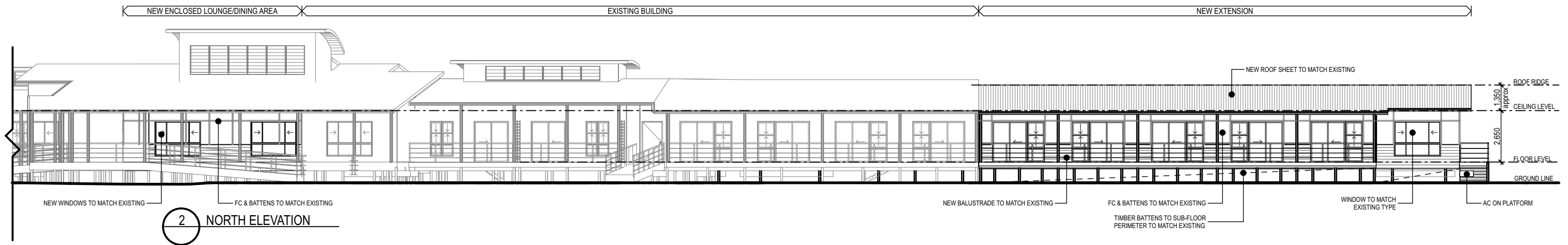
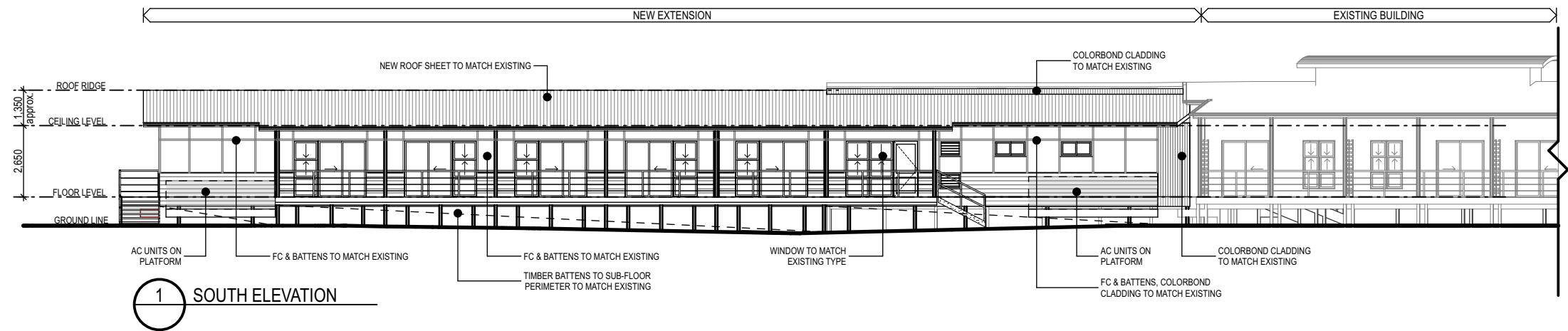
TITLE

**ROOF PLAN**

SCALE	1:200	at	A3	REVISION DATE	23/6/21
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PROJECT No.	C732	SHEET No.	DA203	REVISION	B
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B	23/06/21	DA RFI / REVISION	DC
A	11/03/21	DEVELOPMENT APPLICATION	DC

Rev	Date	Details	Ch
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A	11/03/21	DEVELOPMENT APPLICATION	DC

REVISION DETAILS

PROJECT CAD MANAGER: DC

STATUS

PRELIMINARY

NOT FOR CONSTRUCTION

PROPRIETOR:



+ Barcoo Living Multi Purpose Service

PROJECT  
McLean Place Aged Care Extensions  
& Alterations

Cnr Shamock St & Coronation St, Blackall  
QLD, 4472



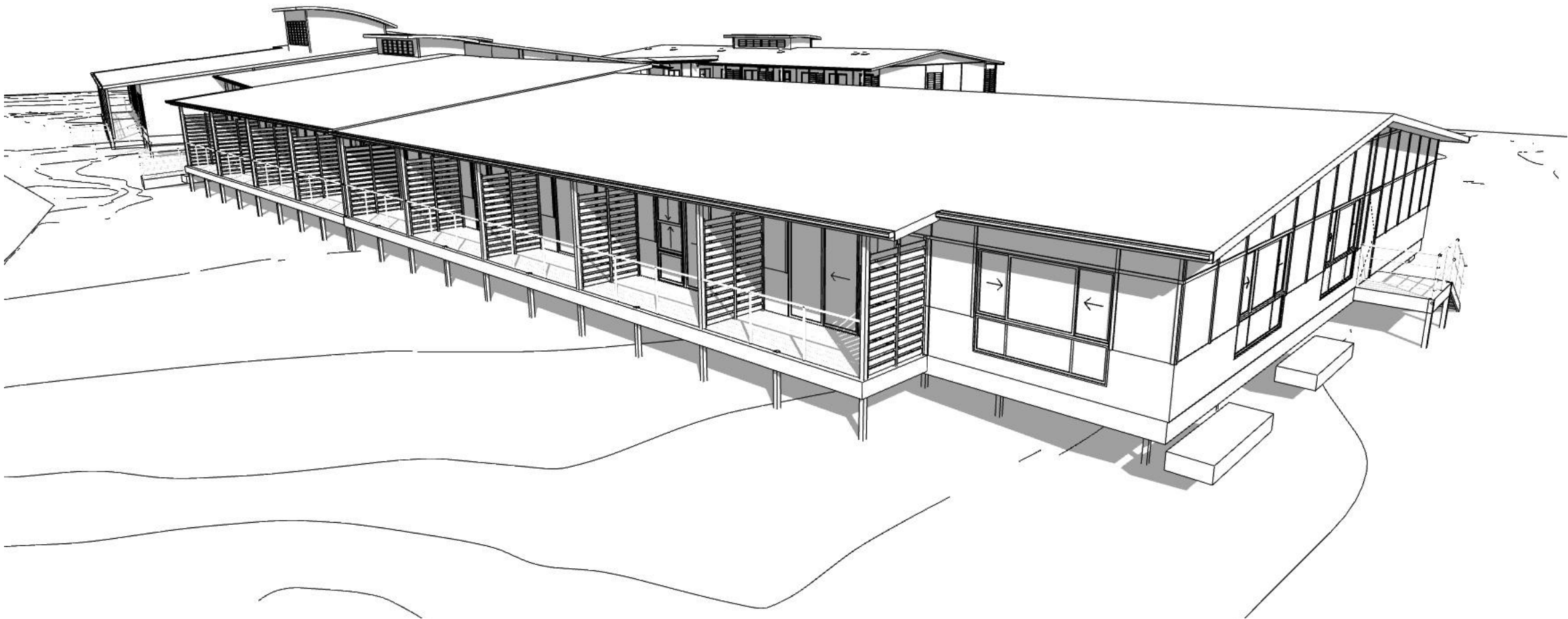
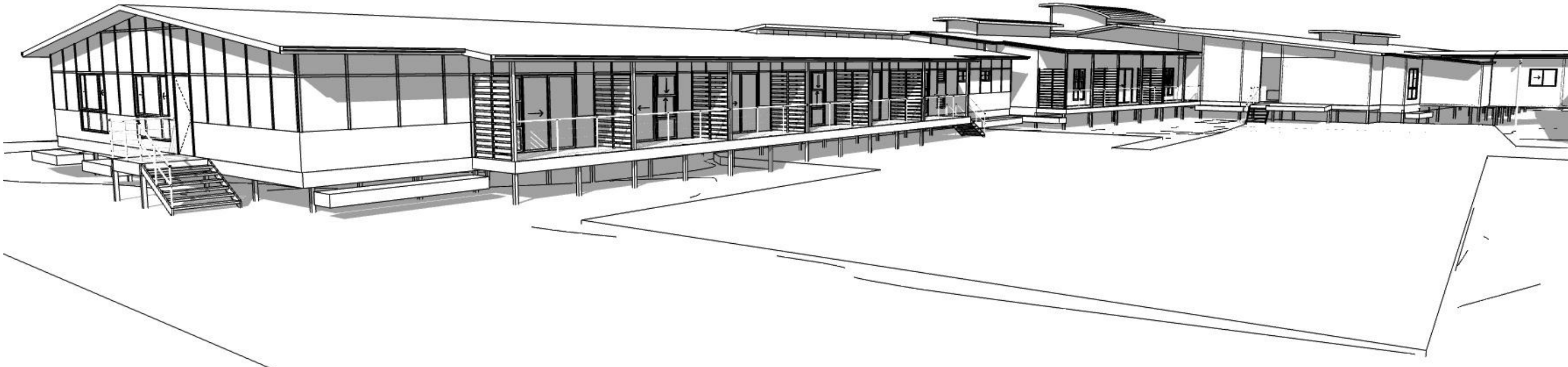
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TITLE

ELEVATIONS AND  
SECTIONS

SCALE	1:200	at	A3	REVISION DATE	23/6/21
PROJECT No.	C732	SHEET No.	DA501	REVISION	B





B	23/06/21	DA RFI / REVISION	DC
A	11/03/21	DEVELOPMENT APPLICATION	DC
Rev	Date	Details	Ch

REVISION DETAILS

PROJECT CAD MANAGER: DC

STATUS

**PRELIMINARY**

NOT FOR CONSTRUCTION

PROPRIETOR:



+ Barcoo Living Multi Purpose Service

PROJECT

**McLean Place Aged Care Extensions  
& Alterations**

Cnr Shamock St & Coronation St, Blackall  
QLD, 4472



Ph: 07 3320 1620  
Fax: 07 3320 1625  
Email: reception@merrincranston.com  
Nom: George Bellas Qld 2450, NSW 10791  
ABN 60 010 242 878

TITLE

**PERSPECTIVES**

SCALE 1:1.67, 1:2 at A3 REVISION DATE 23/6/21

PROJECT No. C732 SHEET No. DA901 REVISION B

NOTES:  
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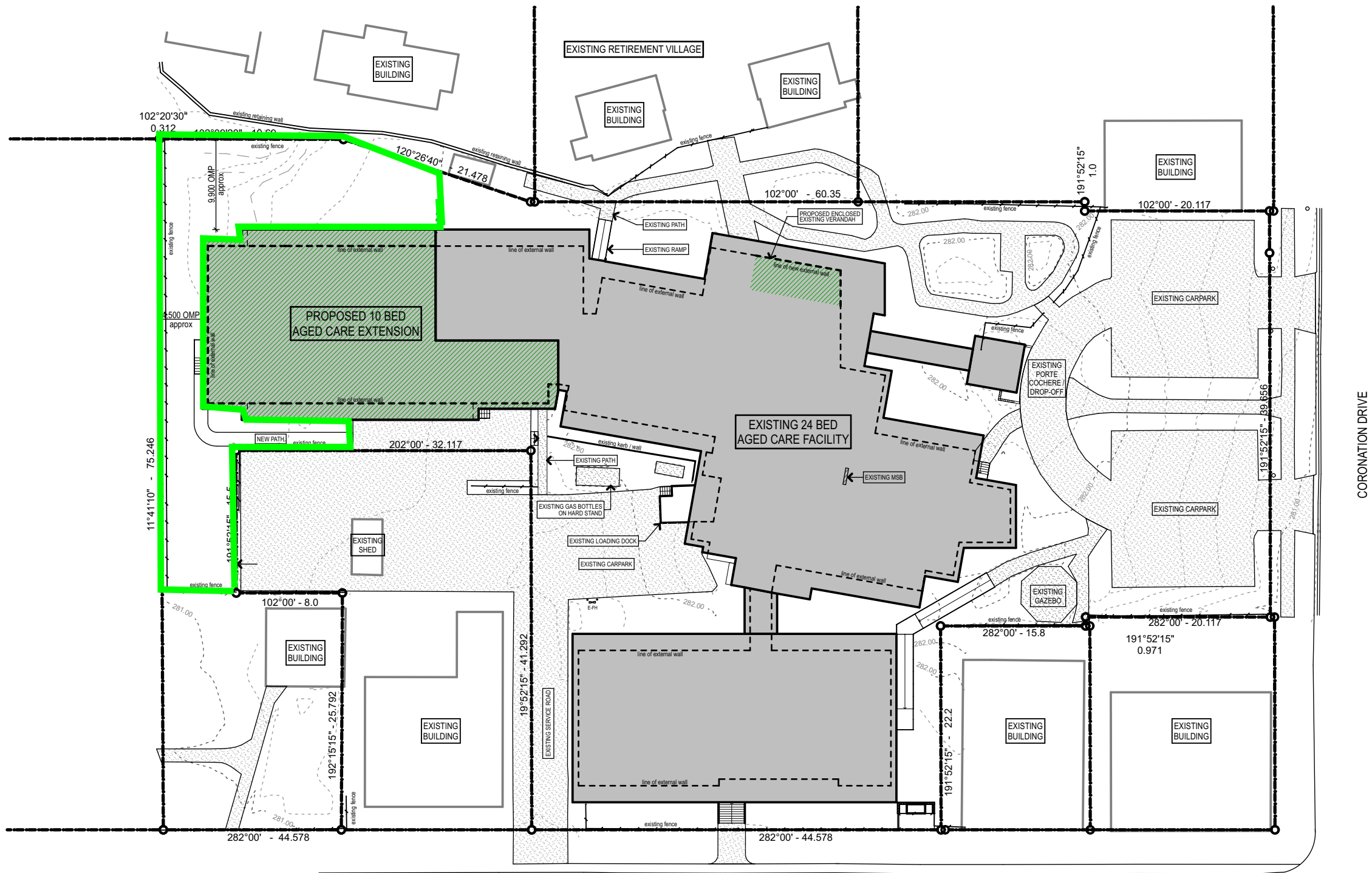
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BEDROOMS

EXISTING BED NUMBERS	24
PROPOSED NEW BED NUMBERS	10
PROPOSED TOTAL BED NUMBERS	34



PROPOSED SITE PLAN  
SCALE 1:500



Proposed landscaping (turf or other)

B	23/06/21	DA RFI / REVISION	DC
A	11/03/21	DEVELOPMENT APPLICATION	DC
Rev	Date	Details	Ch

REVISION DETAILS

PROJECT CAD MANAGER: DC

STATUS

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NOT FOR CONSTRUCTION

PROPRIETOR:



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PROJECT

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Email: reception@merrincranston.com  
Nom: George Bellas Qld 2450, NSW 10791  
ABN 60 010 242 878

TITLE

**PROPOSED SITE PLAN**

Landscaping as amended by  
BTRC | 11/08/2021

PROJECT No.	SHEET No.	REVISION
C732	DA102	B



SARA reference: 2104-21955 SRA  
 Council reference: 25-2020-2021  
 Applicant reference: 10494

13 May 2021

Chief Executive Officer  
 Blackall Tambo Regional Council  
 PO Box 21  
 Blackall Qld 4472  
 admin@btrc.qld.gov.au

Dear Sir/Madam

## SARA response—Coronation Drive, 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 4 May 2021.

### Response

Outcome:	Referral agency response - No requirements Under section 56(1)(a) of the <i>Planning Act 2016</i> , SARA advises it has no requirements relating to the application.
Date of response:	13 May 2021
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 building extension to a residential care facility and retirement facility.
SARA role:	Referral Agency.	
SARA trigger:	Schedule 10, Part 9, Division 4, Subdivision 2, Table 4, Item 1 (Planning Regulation 2017)	
	Development application for a material change of use within 25m of a State-controlled road	
SARA reference:	2104-21955 SRA	
Assessment Manager:	Blackall Tambo Regional Council	



Street address: Coronation Drive, Blackall  
Real property description: 1SP318666  
Applicant name: Churches of Christ in Queensland  
Applicant contact details: 9 Thompson Street  
Bowen Hills QLD 4006  
jasminhurikino@saundershavill.com

## Representations

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

Copies of the relevant provisions are in **Attachment 3**.

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

For further information please contact Jonas Griffin Fodaro, Planning Officer, on 0749242915 or via email RockhamptonSARA@dsdmip.qld.gov.au who will be pleased to assist.

Yours sincerely



Anthony Walsh  
Manager Planning

cc Churches of Christ in Queensland, jasminhurikino@saundershavill.com

enc Attachment 1 - Advice to the applicant  
Attachment 2 - Reasons for referral agency response  
Attachment 3 - Representations provisions

## Attachment 1—Advice to the applicant

---

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



## Attachment 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 material change of use for a building extension to a residential care facility and retirement facility.
- There is no new or changed access to a state-controlled road as part of the application.
- The development complies with relevant provisions of State code 1 of the State Development Assessment Provisions, version 2.6.

### 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

## **Attachment 3—Change representation provisions**

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