



## **GENERAL MEETING**

**16 February 2022**

### **NOTICE OF MEETING**

Date: 16 February 2022

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

Please find attached the Agenda for the General Meeting to be held at the Blackall-Tambo Regional Council Chambers in Blackall, 16 February 2022 commencing at 8.30am.

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

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

## CALENDAR OF EVENTS

### February 2022

16 February 2022	Council Meeting – Blackall
26 February 2022	Blackall Races

### March 2022

16 March 2022	Council Meeting – Tambo
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### April 2022

2 April 2022	Blackall Races
15 April 2022	Good Friday
18 April 2022	Easter Monday
20 April 2022	Council Meeting – Blackall
23 April 2022	Tambo Stock Show
25 April 2022	Anzac Day

### May 2022

2 May 2022	Labour Day
18 May 2022	Council Meeting – Tambo
25 May 2022	Opera Queensland – The Sopranos Regional Tour - TBC
28 May 2022	Tambo Cup Races

### June 2022

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

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

### August 2022

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

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

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

### November 2022

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

### December 2022

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

**Held at Blackall Council Chambers**  
**On Wednesday 16 February 2022**  
**Commencing at 8.30am**

**Order of Business**

**Blue items are hyperlinked**

Leave of absence/Signing of Attendance Book

Apologies: Nil

Condolences: Margaret Anne Wagstaff

Declarations of Conflicts of Interest

Deputations: Nil

**BUSINESS**

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**MINUTES OF THE GENERAL MEETING OF  
 BLACKALL-TAMBO REGIONAL COUNCIL  
 HELD AT THE TAMBO COUNCIL CHAMBERS  
 ON WEDNESDAY 12 JANUARY 2022  
 AT 8.30AM**

**PRESENT:**

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

**OFFICERS:**

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

**CONDOLENCES:**

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

- Lynette Hafey

**DECLARATIONS OF INTEREST:**

**Cr Martin for item 4.1.5** – I, Councillor Martin, inform the meeting that I have a prescribed conflict of interest in item 4.1.5 Barcoo Amateur Race Club – Fees. The nature of my interest is as follows:

- My wife, Louise Martin, is president of the Queensland ICPA which is a beneficiary of the event for which the waiver of fees is being sought.

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

**1.1 Confirmation of General Meeting Minutes**

**MOTION:** Moved: Cr PJ Pullos

Seconded: Cr DA Hardie

That the minutes of the General Meeting held on 15 December 2021 be taken as read and confirmed, and that the Mayor be authorised to sign same.

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

**Carried 7/0**

**4.1.1 Financial Report for the Month of December**

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 December 2021 details Council's current financial position and compares its performance against the adopted budget for 2021-2022.

**MOTION:**      **Moved: Cr GK Schluter**                      **Seconded: Cr JH Scobie**

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

**Minute No. 02/01A/22**

**Carried 7/0**

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**4.1.2 DFCCS Operations Report – December 2021**

The Director of Finance Corporate and Community Services operations report for December 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 LP Russell**

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

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

**Carried 7/0**

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

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

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

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

**Minute No. 04/01A/22**

**Carried 7/0**

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**4.1.4 Internal Audit and Risk Management Committee – Minutes of Meetings**

The Internal Audit and Risk Management Committee meeting were held Friday 15 October 2021 and Tuesday 14 December 2021 to review the audited financial statements, internal auditor's reports, the annual report and audit certificates, the QAO briefing note and the final management letter for the 2021 audit.

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

**That Council receive the minutes of the Internal Audit and Risk Management Committee's meetings held 15 October 2021 and 14 December 2021.**

**Minute No. 05/01A/22**

**Carried 7/0**

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At this point, 9.58am, Cr Martin left the meeting and Cr Russell assumed the chair.

#### **4.1.5 Barcoo Amateur Race Club – Fees**

The Barcoo Amateur Race Club is requesting fees be waived for the hire of the race club facilities for the night of an ICPA dinner. There is \$1,000 available of their in-kind allocation.

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

**That Council approves the request to waive the fees for the race club facility for a dinner on 8 June 2022.**

**Minute No. 06/01A/22**

**Carried 6/0**

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At this point 8.59am Cr Martin returned to the meeting.

#### **4.1.6 QAO – Final Management Report to Mayor 2021**

Under section 213 of the *Local Government Regulation 2012* a copy of the final management report from the Queensland Audit Office to the mayor must be presented to Council regarding the 2021 audit of Council's annual financial statements.

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

**That Council receive the final 2021 Management Report to the Mayor.**

**Minute No. 07/01A/22**

**Carried 7/0**

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#### **4.1.7 Blackall Cleaning Contract**

Tenders were requested for the cleaning of Blackall facilities. Two tenders were received and assessed.

**MOTION:**      **Moved: Cr GK Schluter**                      **Seconded: Cr JH Scobie**

**That Council award the tender to T Brown for a contract period of two (2) years. The tender provides value for money, has proven experience and is local.**

**Minute No. 08/01A/22****Carried 7/0**

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

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

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

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

**Minute No. 09/01A/22****Carried 7/0**

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**4.2.2 Work Health and Safety Report**

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

**MOTION:**      **Moved: Cr BP Johnstone**                      **Seconded: Cr DA Hardie**

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

**Minute No. 10/01A/22****Carried 7/0**

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**5.1 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 PJ Pullos**                      **Seconded: Cr LP Russell**

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

**Minute No. 11/01A/22****Carried 7/0**

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**DECLARATION OF INTEREST:**

**Cr Johnstone for item 5.2** – I, Councillor Johnstone, inform the meeting that I have a prescribed conflict of interest in item 5.2 Opera Queensland – The Sopranos Regional Tour. The nature of my interest is as follows:

- I am part owner of the Lodge on Hawthorn which has been considered as a venue for the event.



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

At this point, 9.10am, Cr Johnstone left the meeting.

## **5.2 Opera Queensland – The Sopranos Regional Tour**

Opera Queensland would like to bring The Sopranos regional tour to Blackall and Tambo in May 2022.

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

**That Council provide funding of \$10,000.00 towards Opera Queensland's regional tour for Blackall and Tambo in May 2022.**

**Minute No. 12/01A/22**

**Carried 6/0**

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At this point, 9.12am, Cr Johnstone returned to the meeting.

## **5.3 Retirement of Policy – Grids Subsidy Policy**

The Grids Subsidy Policy is outdated and no longer required.

**MOTION:**      **Moved: Cr DA Hardie**                      **Seconded: Cr BP Johnstone**

**That Council retire the Grids Subsidy Policy.**

**Minute No. 13/01A/22**

**Carried 7/0**

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## **DECLARATION OF INTEREST:**

**Cr Martin for item 5.4** – I, Councillor Martin, inform the meeting that I have a declarable conflict of interest in item 5.4 AEC Feasibility Study. The nature of my interest is as follows:

- I own shares in Queensland Wool Processors (QWool); and
- I am a member of the advisory panel for QWool.

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

Council requested that Cr Martin provide factual information about the AEC Feasibility Study before leaving the meeting room.

At this point, 9.25am, Cr Martin left the meeting and Cr Russell assumed the chair.

## **5.4 AEC Feasibility Study**

QWool and Australian Wool Producers have requested full access of the feasibility document for the Wool Handling and Receival Facility prepared by AEC.

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

**That Council ratify the Mayor and the CEO's decision to share the full feasibility study with Queensland Wool Processors and WoolProducers Australia to expedite the proponent's funding application.**

**Minute No. 14/01A/22**

**Carried 6/0**

At this point, 9.26am, Cr Martin returned to the meeting and resumed the chair.

## **5.5      Reserve for Police Purposes**

Queensland Police Service have asked if Blackall-Tambo Regional Council would have any interest to become trustees of the reserve at Lot 188 on M5739.

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

**That Council agree to the transfer of trusteeship of Lot 188 on M5739 from the Queensland Police Service to Blackall-Tambo Regional Council.**

**Minute No. 15/01A/22**

**Carried 7/0**

## **5.6      Amendments for Sale of Takeaway Alcohol**

The Office of Liquor and Gaming Regulation has advised that changes to legislation will allow restaurant licensees to apply for a permanent approval to sell limited quantities of takeaway wine in conjunction with takeaway meal orders.

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

**That Council receive the letter from the Office of Liquor and Gaming Regulation and note that parliament passed the Justice Legislation (COVID-19 Emergency Response – Permanency) Amendment Bill 2021 on 18 November 2021.**

**Minute No. 16/01A/22**

**Carried 7/0**

## **5.7      RAPAD Board Communiqués**

The communiqués provided by RAPAD provide an outline of topics discussed at the monthly board meetings.

**MOTION:**      **Moved: Cr AL Martin**                      **Seconded: Cr LP Russell**

**That Council receive the RAPAD Board Communiqués for 24 & 25 November and 17 December 2021.**

**Minute No. 17/01A/22**

**Carried 7/0**

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At this point, 9.45am, Cr Johnstone left the meeting and returned to the meeting at 9.47am.

**CLOSURE:**

There being no further business to consider, the Mayor declared the Meeting closed at 9.47am.

**CONFIRMATION OF MINUTES:**

Confirmed by Council as a true and correct record at the General Meeting held on Wednesday 16 February 2022.

Signed.....Mayor

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Minute No.	Report Number	Subject	Resolution	Action By	Result
19/12A/21	5.3	Tender of Tambo Sawmill and Sales Permit	That Council, under section 227 (1) (a) of the <i>Local Government Regulation 2012</i> , invites written tenders for the sale of the Tambo Sawmill and Sales Permit 201304400.	CEO	
23/12A/21	5.7	Prequalified Supplier Panels	That compliant tenderers are added to Council's prequalified supplier panels.	CEO	Complete
25/12A/21	5.9	Tambo Commercial Building	That Council, under section 227 (1) (b) of the <i>Local Government Regulation 2012</i> , sells the commercial building in Tambo located at 22 Arthur Street, by auction.	CEO	
06/01A/22	4.1.5	Barcoo Amateur Race Club – Fees	That Council approves the request to waive the fees for the race club facility for a dinner on 8 June 2022.	DWS	
08/01A/22	4.1.7	Blackall Cleaning Contract	That Council award the tender to T Brown for a contract period of two (2) years. The tender provides value for money, has proven experience and is local.	DWS	
12/01A/22	5.2	Opera Queensland – The Sopranos Regional Tour	That Council provide funding of \$10,000.00 towards Opera Queensland's regional tour for Blackall and Tambo in May 2022.	CEO	
13/01A/22	5.3	Retirement of Policy – Grids Subsidy Policy	That Council retire the Grids Subsidy Policy.	CEO	
15/01A/22	5.5	Reserve for Police Purposes	That Council agree to the transfer of trusteeship of Lot 188 on M5739 from the Queensland Police Service to Blackall-Tambo Regional Council.	CEO	QPS have been informed of Council's decision.

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

COUNCIL MEETING DATE: 16 February 2022

Item No: 4.1.1

**SUBJECT HEADING: Financial Report for the Month of January 2022**

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

CLASSIFICATION: (if confidential)

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

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

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**Background**

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

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**Link to Corporate Plan**

Governance

Outcome 4 – Financial

**Consultation (internal/external)**

CEO

Director of Finance

Manager of Finance

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil

# **FINANCE REPORT TO A MEETING OF THE BLACKALL-TAMBO REGIONAL COUNCIL HELD ON 16 FEBRUARY 2022**

## **Contents**

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

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

HELD ON 16 FEBRUARY 2022

## 1. Cash Position as at 31 January 2022

### Cash at Bank

Operating Accounts \$ 1,154,606

### Short Term Investments

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

Queensland Treasury Corporation - Cash Fund \$ 13,000,000

**\$ 19,154,606**

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) \$ 2,489,446

Unspent Grants (Restricted Cash) \$ 1,282,326

**\$ 3,771,772**

	<i>Debtors</i>	<i>Creditors</i>	
Balance of recoverable <b>debtors</b> - estimated <b>creditors</b> :	170,790	243,530	-\$ 72,740

Plus cash surplus	19,154,606	3,771,772	\$ 15,382,834
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### Working Capital

**\$ 15,310,094**

## 2. Monthly Cashflow Estimate: February 2022

### Receipts

Rates & Fees & Charges \$ 50,000

Debtors \$ 50,000

Grants/Subsidies/Loans QTC \$ 520,824

Total \$ 620,824

### Expenditure

Payroll \$ 800,000

Creditor Payments \$ 800,000

Loan Payments \$ -

Total \$ 1,600,000

Therefore cash is expected to decrease by -\$ 979,176 in the period.

## 3. Comparative Data:

	January 2022	January 2021
Cash position	19,154,606	15,562,128
Working capital	15,310,094	12,717,527
Rate arrears	50,337	141,557
Outstanding debtors	170,790	163,443
Current creditors	243,530	39,121
Total Loans	1,580,764	1,702,466

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

**HELD ON 16 FEBRUARY 2022**

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

	Budget	YTD Actual	% of Budget
Buildings & Other Structures	1,453,000	445,531	31%
Plant & Equipment	1,800,000	1,785,068	99%
Road Infrastructure	2,668,300	80,197	3%
Water Infrastructure	930,000	-	0%
Sewerage Infrastructure	250,000	-	0%
QTC Loan Redemption	98,900	49,094	50%
<b>Total</b>	<b>7,200,200</b>	<b>2,359,890</b>	<b>33%</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>8,923,577</b>	<b>62%</b>
1. Rural Roads	10,299,500	7,777,380	76%
2. Town Streets	400,000	183,845	46%
3. RMPC Works	3,690,614	962,352	26%

### 6. Rate Arrears Summary

**Total Rates Outstanding Balance                      \$                      83,794**

Rates Outstanding Breakdown	Total	No. of Assessments
Current	\$ 33,457	<b>41</b>
1 Year	\$ 34,423	<b>17</b>
2 Years	\$ 13,814	<b>9</b>
3 Years and over	\$ 2,100	<b>3</b>



# Agenda - General Council Meeting - 16 February 2022

General Ledger 2021.7.7.1

Revenue and Expenditure Summary

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(Accounts: 0100-0001-0000 to 5250-2000-0000. All report groups. 59% of year elapsed. To Level 2. Excludes committed costs)

Blackall-Tambo Regional Council (Budget for full year)

Financial Year Ending 2022

Printed(SDAYAL): 09-02-2022 9:42:22 AM

			REVENUE			EXPENDITURE				
			31 Jan 2022	AMENDED	ORIGINAL	31 Jan 2022	AMENDED	ORIGINAL		
			ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET	BUDGET		
1000-0001	ADMINISTRATION									
1000-0002	Administration		165,631.26	108%	153,200	153,200	1,929,450.01	53%	3,663,100	3,663,100
1100-0002	Finance		2,449,702.54	38%	6,372,800	6,372,800	32,587.01	43%	75,000	75,000
1200-0002	Oncosts		0.00	0%	0	0	313,784.82	-24%	(1,304,200)	(1,304,200)
1300-0002	Stores/Purchasing		0.00	0%	0	0	25,308.09	36%	69,400	69,400
2000-0002	Corporate Governance		0.00	0%	500	500	341,232.15	47%	729,100	729,100
2100-0002	Business Activities		27,057.36	66%	41,000	41,000	24,186.76	53%	45,700	45,700
2150-0002	Saleyard Operations		879,970.23	61%	1,450,100	1,450,100	589,329.37	62%	952,700	952,700
2200-0002	Tambo Sawmill		0.00	0%	104,000	104,000	42,759.51	41%	103,900	103,900
2350-0002	Airports/Aerodromes		52,551.44	37%	143,700	143,700	159,421.80	45%	351,700	351,700
2450-0002	Tourism		57,054.29	88%	65,200	65,200	219,286.12	51%	425,800	425,800
2500-0002	Planning & Development		26,340.80	88%	30,000	30,000	36,972.20	45%	82,000	82,000
2580-0002	Economic & Community Develop		1,047,491.42	35%	2,985,900	2,985,900	290,203.35	73%	396,700	396,700
2600-0002	Environmental		52,012.43	65%	80,000	80,000	80,226.69	174%	46,000	46,000
2650-0002	Animal Control		19,495.91	86%	22,800	22,800	32,215.84	36%	89,000	89,000
2700-0002	Stock Routes		80,258.68	85%	94,000	94,000	155,373.06	41%	379,100	379,100
3000-0002	Work Scheme and Community		11,205.66	73%	15,300	15,300	70,105.44	70%	100,000	100,000
3100-0002	Council Housing		71,452.00	60%	120,000	120,000	143,065.80	50%	286,000	286,000
3300-0002	Child Care Services		234,130.58	160%	146,600	146,600	210,120.02	63%	335,700	335,700
3350-0002	Sport and Recreation		47,132.02	75%	63,000	63,000	38,133.09	63%	61,000	61,000
3400-0002	Youth Services		0.00	0%	0	0	2,630.00	2%	145,000	145,000
3410-0002	Sixties and Better		30,835.00	51%	60,800	60,800	36.00	0%	60,800	60,800
3415-0002	Tambo Multi-Purpose Centre		294,364.79	55%	530,700	530,700	249,494.21	47%	536,100	536,100
3445-0002	Disability		48,559.65	44%	111,500	111,500	24,649.59	41%	60,000	60,000
3460-0002	Community Services		263,877.21	106%	247,900	247,900	223,418.45	132%	169,400	169,400
3470-0002	Miscellaneous Care Services		0.00	0%	0	0	0.00	0%	2,000	2,000
3500-0002	Libraries, Education and Arts		7,974.24	72%	11,100	11,100	119,038.03	52%	228,300	228,300
3570-0002	Regional Arts Development Fund		55,737.00	74%	75,000	75,000	90,381.17	37%	247,000	247,000
3600-0002	Halls and Cultural Centres		1,372.72	34%	4,000	4,000	121,911.84	57%	214,200	214,200
3700-0002	Showgrounds & Sports Facilities		5,929.98	198%	3,000	3,000	370,938.36	60%	615,000	615,000
3740-0002	Funerals		27,817.36	37%	75,000	75,000	30,447.01	42%	73,000	73,000
3800-0002	Corporate Buildings		0.00	0%	0	0	71,465.81	69%	104,000	104,000
1000-0001	ADMINISTRATION		5,957,954.57	46%	13,007,100	13,007,100	6,038,171.60	65%	9,342,500	9,342,500
4000-0001	WORKS AND SERVICES									
4001-0002	Works Office and Depot		0.00	0%	0	0	1,798,158.50	59%	3,050,200	3,050,200
4100-0002	Town Street Maintenance		0.00	0%	0	0	183,845.49	46%	400,000	400,000
4200-0002	Rural Roads Maintenance		316,396.50	27%	1,179,400	1,179,400	317,226.27	40%	800,000	800,000
4500-0002	Recoverable Works		13,453,734.31	49%	27,386,600	27,386,600	13,032,734.30	55%	23,728,300	23,728,300
4550-0002	Plant Operations		2,072,095.53	62%	3,340,000	3,340,000	1,695,678.96	67%	2,546,000	2,546,000
4600-0002	SES - Disaster Mgmt		22,934.28	100%	23,000	23,000	90,035.83	188%	47,900	47,900
4700-0002	Cemeteries		136.36	3%	5,000	5,000	28,485.28	58%	48,700	48,700
4800-0002	Parks, Gardens and Reserves		0.00	0%	0	0	534,217.42	56%	954,800	954,800
4860-0002	Aquatic Centres		0.00	0%	0	0	283,766.15	63%	452,100	452,100

## Agenda - General Council Meeting - 16 February 2022

General Ledger2021.7.7.1

Revenue and Expenditure Summary

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(Accounts: 0100-0001-0000 to 5250-2000-0000. All report groups. 59% of year elapsed. To Level 2. Excludes committed costs)

Blackall-Tambo Regional Council (Budget for full year)

Financial Year Ending 2022

Printed(SDAYAL): 09-02-2022 9:42:22 AM

		REVENUE				EXPENDITURE			
		31 Jan 2022		AMENDED	ORIGINAL	31 Jan 2022		AMENDED	ORIGINAL
		ACTUAL		BUDGET	BUDGET	ACTUAL		BUDGET	BUDGET
5000-0002	Cleansing	162,475.97	49%	329,300	329,300	118,922.90	46%	261,000	261,000
5100-0002	Water Supply	412,723.35	48%	861,000	861,000	296,511.80	63%	467,600	467,600
5200-0002	Sewerage Services	345,481.25	47%	741,200	741,200	208,134.00	60%	348,400	348,400
4000-0001	WORKS AND SERVICES	16,785,977.55	50%	33,865,500	33,865,500	18,587,716.90	56%	33,105,000	33,105,000
TOTAL REVENUE AND EXPENDITURE		22,743,932.12	49%	46,872,600	46,872,600	24,625,888.50	58%	42,447,500	42,447,500

BTRC 2021-22 CAPITAL EXPENDITURE PROJECTS		1/07/21 to 30/06/22		SOURCES OF FUNDING			Comments
Particulars	Budget 2021-22	Expenditure YTD	% Expended	Capital Grants	Contributions	Council Contribution	
<b>BUILDINGS &amp; OTHER STRUCTURES</b>	<b>1,453,000</b>	<b>445,531</b>	<b>31%</b>	<b>854,900</b>	<b>-</b>	<b>598,100</b>	
Tambo Dam Lights	200,000	33,602	17%	200,000	-	-	In progress
Tambo Aquatic centre shade structure	60,000	56,683	94%	60,000		-	Completed
Tambo Truck Museum	494,400	48,013	10%	454,900		39,500	Tender awarded
Tambo Depot Fencing	70,000	2,405	3%	-		70,000	Planning stage
Tambo Sprinkler System - Pump and Electricity	20,000	17,724	89%	-		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	7,104	5%	-		150,000	Lighting upgrades undertaken.
Internet BOR STAGE 3	278,600	280,000	101%	140,000		138,600	Completed
<b>PLANT &amp; EQUIPMENT</b>	<b>1,800,000</b>	<b>1,785,068</b>	<b>99%</b>	<b>-</b>	<b>-</b>	<b>1,800,000</b>	
Plant Replacement including committed orders	1,800,000	1,785,068	99%	-	-	1,800,000	As per plant replacement program
<b>ROAD INFRASTRUCTURE</b>	<b>2,668,300</b>	<b>80,197</b>	<b>3%</b>	<b>1,825,499</b>	<b>-</b>	<b>860,000</b>	
Roads to Recovery	808,300	-	0%	808,300	-	-	Works scheduled for April & May 2022
Road Reseals	800,000	-	0%	17,199	-	800,000	Works commencing February 2022
Footpath Coolibah Village - Mitchell to Garden St	60,000	62,192	104%	-	-	60,000	Completed
Heavy Bypass Stage 2 (Salvia Street)	950,000	18,005	2%	950,000	-	-	In progress
Tambo Industrial Estate Roads	50,000	-	0%	50,000	-	-	Second seal to complete.
<b>WATER INFRASTRUCTURE</b>	<b>930,000</b>	<b>-</b>	<b>0%</b>	<b>880,000</b>	<b>-</b>	<b>50,000</b>	
Water infrastructure renewals and upgrades	930,000	-	0%	880,000	-	50,000	Planning stage
<b>SEWERAGE INFRASTRUCTURE</b>	<b>250,000</b>	<b>-</b>	<b>0%</b>	<b>200,000</b>	<b>-</b>	<b>50,000</b>	
Sewerage infrastructure renewals and upgrades	250,000	-	0%	200,000	-	50,000	Planning stage
<b>LOAN REDEMPTION Qld Treasury Corporation</b>	<b>98,900</b>	<b>49,094</b>	<b>50%</b>	<b>-</b>	<b>-</b>	<b>98,900</b>	
Saleyards Upgrade - Current Balance \$ 1,237,480 Maturity June 2037 [ Drawdown 16/05/2017 \$ 1,500,000 ]	60,600	30,032	50%	-	-	60,600	As per loan agreement
Tambo Bore - Current Balance \$ 343,284 Maturity June 2030 [ Drawdown 15/06/2020 \$400,000 ]	38,300	19,062	50%	-	-	38,300	As per loan agreement
<b>TOTAL CAPITAL PROGRAM 21-22</b>	<b>7,200,200</b>	<b>2,359,890</b>	<b>33%</b>	<b>3,760,399</b>	<b>-</b>	<b>3,457,000</b>	

## BLACKALL-TAMBO REGIONAL COUNCIL

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### OFFICER REPORTS

COUNCIL MEETING DATE: 16 February 2022

Item No: 4.1.2

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

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

CLASSIFICATION: (if confidential)

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

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

---

### Background

#### Blackall Housing and Administration

- Air conditioner cleaning – Blackall facilities and residences
  - Work underway
- Cultural Centre Maintenance
  - Monthly fire alarm system inspection complete
- Aircon repair
  - 2 aircons repaired in separate Council residences

#### Tambo Housing and Administration

##### ***Building Maintenance***

- All items have been received for a bathroom renovation to one of Council's houses.
- Signage needs to be replaced on the front of the Council Administration building. Will liaise with Director of Works as to when cherry-picker or scissor lift will be available.
- RCBO testing tender has now been finalised.
- Locks have been changed on one of the houses in Edward Street for security reasons.

##### ***Aged Housing***

- The palm trees in front of Unit 2 at the Coolibah Village have been removed ensuring that the dead fronds present no further danger to the tenants.
- After an issue at the Coolibah Village window locks were installed. Two security screens will be installed as well.
- There are 4 x two – bedroom units vacant in the Coolibah Village.

#### Blackall Visitor Information Centre

During the month of January phone calls were received requesting information on weather and road conditions.

Considering COVID-19 restrictions, the number of visitors and campers is slightly higher than January last year. Since recording of statistics these are the seventh highest recorded numbers for the month of January, with the highest being 276 visitors in 2009 and lowest being 13 visitors in 2020.

### Monthly Statistics:

#### Visitor Numbers to Blackall Tourist Information Centre

<b>2020/2021</b>	<b>Visitor Numbers</b>	<b>2021/2022</b>	<b>Visitor Numbers</b>
July	1638	July	3794
August	1985	August	2628
September	1522	September	2100
October	941	October	904
November	174	November	185
December	99	December	93
January	99	January	101
February	95	February	
March	375	March	
April	1217	April	
May	2553	May	
June	3952	June	
<b>Year to Date</b>	<b>14,650</b>	<b>Year to Date</b>	<b>9,805</b>

#### Issue of Camping Permits

<b>Month</b>	<b>Information Centre</b>	<b>Self - Registration</b>	<b>Total for Month 2021/22</b>
July	560	606	1166
August	382	321	703
September	259	250	509
October	77	101	179
November	9	18	27
December	3	11	14
January	0	4	4
February			
March			
April			
May			
June			
<b>Year to Date</b>	<b>1290</b>	<b>1311</b>	<b>2601</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	7,030	18,690
September	5,090	23,780
October	1,780.00	25,560
November	265	25,825
December	137	25,969
January	38	26,007
February		
March		
April		
May		
June		

- No Showground permits were issued at the VIC during the month of January.

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

#### **Blackall Library Report**

<b>Month</b>	<b>Loans 2020/21</b>	<b>Loans 2021/22</b>	<b>Visitors 2020/21</b>	<b>Visitors 2021/22</b>	<b>Requests 2020/21</b>	<b>Requests 2021/22</b>	<b>Members Added 2020/21</b>	<b>Members Added 2021/22</b>
July	233	248	389	471	14	21	3	8
August	263	367	371	508	26	62	14	6
September	266	346	401	479	29	27	11	9
October	216	277	389	389	21	30	4	14
November	374	300	378	415	35	41	10	10
December	315	278	450	155	38	43	4	2
January	377	273	376	278	16	111	1	4
February	340		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>2089</b>	<b>4628</b>	<b>2695</b>	<b>360</b>	<b>335</b>	<b>80</b>	<b>53</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	381	125	113	52	52	6	3
September	465	425	144	115	52	58	3	9
October	414	375	137	115	114	62	3	3
November	427	400	123	122	63	70	1	1
December	336	326	110	123	36	29	0	1
January	404	389	104	95	69	55	1	8
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>2692</b>	<b>1540</b>	<b>786</b>	<b>757</b>	<b>379</b>	<b>26</b>	<b>29</b>

	Visits 2020/21	Visits 2021/22
July	464	733
August	506	512
September	612	511
October	323	197
November	93	126
December	123	56
January	84	85
February	55	
March	140	
April	319	
May	577	
June	793	
<b>Totals</b>	<b>4089</b>	<b>2220</b>

**Council Facility Bookings**

<b>Blackall</b>	<b>Memorial Hall</b>		<b>Cultural Centre</b>		<b>Showgrounds</b>		<b>Racecourse</b>		<b>Bus</b>	
	<b>20/21</b>	<b>21/22</b>	<b>20/21</b>	<b>21/22</b>	<b>20/21</b>	<b>21/22</b>	<b>20/21</b>	<b>21/22</b>	<b>20/21</b>	<b>21/22</b>
July	11	0	4	6	4	13	0	1	0	8
August	11	2	11	5	4	15	0	1	12	8
September	11	2	12	5	9	6	0	0	8	5
October	2	2	11	9	11	3	2	2	3	7
November	0	2	16	11	0	1	2	1	7	6

December	3	1	8	2	3	0	0	0	1	1
January	0	1	1	0	2	1	1	0	0	0
February	3		10		1		1		4	
March	7		4		1		0		3	
April	5		7		4		1		3	
May	3		4		5		1		9	
June	4		10		4		0		6	
<b>TOTAL</b>	<b>60</b>	<b>10</b>	<b>98</b>	<b>38</b>	<b>48</b>	<b>39</b>	<b>8</b>	<b>5</b>	<b>56</b>	<b>35</b>

<b>Tambo</b>	<b>Shire Hall</b>		<b>Racecourse</b>		<b>Western Sports</b>		<b>Bus</b>	
	20/21	21/22	20/21	21/22	20/21	21/22	20/21	21/22
July	8	11	0	2	1	2	0	2
August	13	7	0	2	0	0	1	0
September	6	7	1	4	1	0	1	0
October	7	16	1	2	1	2	2	2
November	16	20	0	1	0	2	2	3
December	5	14	1	2	0	2	0	1
January	8	2	0	2	3	0	1	0
February	15		0		0		6	
March	16		0		0		2	
April	16		3		2		6	
May	11		1		6		10	
June	9		1		1		1	
<b>TOTAL</b>	<b>130</b>	<b>77</b>	<b>8</b>	<b>15</b>	<b>14</b>	<b>8</b>	<b>30</b>	<b>8</b>

#### Tambo Childcare Centre

<b>Attendance</b>	<b>Month 2020-2021</b>	<b>YTD 2020-2021</b>	<b>Month 2021-2022</b>	<b>YTD 2021-2022</b>
<b>July</b>	207	207	255	255
<b>August</b>	214	421	262	517
<b>September</b>	110	531	181	698
<b>October</b>	303	834	191	889
<b>November</b>	261	1095	180	1073
<b>December</b>	50	1145	25	1169
<b>January</b>	22	1167	23	1192
<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 Receipts 2021-2022</b>	<b>YTD Receipts 2021-2022</b>	<b>Month Expenditure 2021-2022</b>	<b>YTD Expenditure 2021-2022</b>
<b>July</b>	\$16,147.09	\$16,147.09	\$29,844.70	\$29,844.70
<b>August</b>	\$19,482.41	\$35,629.50	\$39,304.44	\$69,149.14
<b>September</b>	\$18,480.71	\$54,110.21	\$29,584.80	\$98,943.94
<b>October</b>	\$12,611.36	\$67,501.52	\$51,387.79	\$150,331.73
<b>November</b>	\$11,393.94	\$79,438.26	\$35,274.69	\$185,606.42
<b>December</b>	\$3,374.02	\$82,812.28	\$12,780.04	\$198,386.46
<b>January</b>	\$1,281.94	\$84,094.22	\$4,250.81	\$202,637.27
<b>February</b>				
<b>March</b>				
<b>April</b>				
<b>May</b>				
<b>June</b>				

\$150,000 has been received from the Federal Government to put the Childcare Centre on more sustainable footing. This funding is not included in the income figures above.

#### **Qantas Report**

<b>Month</b>	<b>Pax OFF</b>	<b>Pax ON</b>	<b>Total</b>	<b>YTD</b>
<b>July</b>	53	47	100	100
<b>August</b>	67	52	119	219
<b>September</b>	67	48	115	334
<b>October</b>	64	68	132	466
<b>November</b>	63	46	109	575
<b>December</b>	87	75	162	737
<b>January</b>	63	47	110	847
<b>February</b>				
<b>March</b>				
<b>April</b>				
<b>May</b>				
<b>June</b>				
<b>6 Monthly Average</b>	68.5	56	124.5	125.5
<b>YTD</b>	464	383	847	847
<b>Total for 2020/2021</b>	685	598	1283	1283

- The February roster has been distributed for airport employees.

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

- The Tambo Stock show committee has approached the centre regarding funding towards a rock-climbing wall. The WQPHN Health Collaborative program will be used to fund this request.

- The 5-climber rock wall will be operating for 8 hours on the day of the show which will be free for the community to enjoy.
- The centre staff completed their annual CPR training.
- The centre has advertised to the seniors in the community that the staff are now trained in basic foot care. We have had a good response. The podiatrist can now refer clients to the centre for this service.
- The coordinator has been attending the Central West first nations health equity governance meeting to help the Central West indigenous unit project to reach health goals, consumer engagement and clinical strategies.
- Allied health sessions for the month of January.
- Physiotherapy – 37 sessions
- Podiatrist – 14 sessions

### **Community Development**

- 2x Crisis Individual Contacts during the period
- Playground Project: in Procurement stage of purchasing equipment. Seeking extra funding needed for Softfall
- Allocated final funding for Community Drought Support – FFH Program in total 38 Applicants within B-T region
- Submitted Active Gamedays Project Grant (\$75,000) Upgrade of Blackall Rodeo Arena Lights (Still awaiting outcome)
- Working on Building Better Regions Fund – Infrastructure grant (Campdraft / Rodeo Arena Upgrades)
- Community Head Yakka Forum (15<sup>th</sup> Feb) postponed by Outback Futures due to Covid restricted travel
- Completed Disaster Funding Training
- Woollscour: Awaiting a site plan to be supplied by Works to proceed with Heritage Exemption, Manager of works notified signs/billboards will be erected by beginning of March.

---

### **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: 16 February 2022

Item No: 4.1.3

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

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### Background

#### Food premises

EHO consulted with the owner of a proposed food business regarding the refurbishment of the facility.

#### Environmental Management/ Public Health

EHO received complaint from foreman regarding Blackall landfill users scavenging and airborne waste.

EHO consulted with a business owner regarding the re-instatement of fuel bowsers at the place, EHO advised regarding the operator's general environmental duty. Referred to Qld Work Health and Safety division for the administration of fuel storage/ service station. Owner to consult with planning firm for compliance with planning requirements.

EHO consulted with Saleyards operation and food business operator regarding COVID-19 and CHO directive and implications for the takeaway food business onsite.

EHO received query from a local swimming club regarding the vaccination requirements for outdoor sport events, advised accordingly.

#### Local Laws

LLO issued 6 compliance notices for overgrown allotments to Blackall residents.

LLO consulted with numerous property owners in Blackall and Tambo regarding their overgrown allotments.

LLO issued an entry notice to a Tambo resident to enable Council to remove overgrown vegetation for non-compliance with a remedial notice.

LLO received a complaint about livestock being kept in the designated township area on Ticklebelly Gully Blackall. LLO consulted with alleged animal owner.

LLO received a complaint about cattle being kept without proper enclosure near Glencoe Access Road Blackall. LLO consulted with alleged animal owner.

LLO investigated in regard to concerns brought forward about horses being kept on Council land without approval.

LLO received a complaint about dogs allegedly wandering at large near Service station in Blackall. Visited onsite, spoke to occupier, no evidence of wandering animals noted.

LLO received a complaint regarding redback spiders nesting at a business entrance Shamrock Street, snakes sighted at a property in Tambo, not LG jurisdiction, however LLO contacted property owner to notify.

LLO received a complaint about tree branches overhanging onto the footpath from a number of properties along Thistle Street, consulted with property owners to rectify.

LLO received concerns regarding the installation of electrical fences in township area Blackall, LLO consulted with alleged person to remove material from State and Council controlled land.

A feral cat was tendered by a resident, animal was destroyed.

LLO carried out ongoing patrol investigations for compliance, overgrown allotments and compliance with local laws (animal management).

**Consultation (internal/external)**

EHO consulted with Qld Health Public Health Unit regarding Chief Health Officers directives.

LLO consulted with Rural Lands Officer regarding upgrade for stock route watering facility.

EHO consulted with stakeholders regarding strategies to remove end of life tyres from landfill sites, ongoing.

---

**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**[Return to Agenda](#)[Next Item](#)**OFFICER REPORTS**

COUNCIL MEETING DATE: 16 February 2022

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 January 2022 is provided to Council.***Officer's Recommendation: That Council receive the Ranger's report for January 2022.**

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**Background****Animal Control**

Spray ants around Tambo cricket pitch.

**Complaints**

Nil

**Call Outs**

Nil

**Weed Control**

Spray – some mother of millions, rope pear, coral cactus - on the southern end of the old car dump on the Tambo Common.

Spray – Cemetery and around weigh bridge.

Spray – Air strip edges, lights, cones, and fence.

Spray – Mexican poppies and Florestina – rubbish dump road.

Spray – 4 Prickly acacia plants – Augathella Road.

Spray – 1 Parthenium plant and Karki burr near air strip gate.

Spray – 1 Parkinsonia plant – back of dump area.

Spray – Guideposts, culverts and grass growing up through bitumen – Augathella Hwy.

Spray - 80 Parthenium plants – Ravensbourne Road between Iona and Elsinore.

**Operational**

Greendale, Rodds, Gum Holes and Chatham facilities are ok.

Manning bore – still waiting for pump.

Clean 2 troughs – Tambo Common.

**Wild Dog Control**

Scalps 10 for Tambo, Blackall - 9.

**Agistment**

Gillespie Reserve – 126 cows, 45 calves &amp; 2 bulls. – Permit expires 4/02/2022.

Burr Gully Lane – Permit expired 17/01/2022 &amp; stock have been removed.

**1080**

15/12/2022 baited 490 kg of dog mix for Caldervale, Carwell and Mt Lindsay.

---

**Link to Corporate Plan**

Environment and Heritage

Outcome 3 – Pest Management

**Consultation (internal/external)**

Ranger Coordinator

Department of Resources

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil

**BLACKALL-TAMBO REGIONAL COUNCIL**

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**OFFICER REPORTS**

COUNCIL MEETING DATE: 16 February 2022

Item No: 4.1.5

**SUBJECT HEADING: Operating Plan Review 31 December 2021**

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

CLASSIFICATION: (if confidential)

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

**Officer's Recommendation: That Council receive the December 2021 report.****Background**

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

**Link to Corporate Plan**

Governance

**Consultation (internal/external)**

Director of Works and Services  
 Manager of Finance

**Policy Implications**

None

**Budget and Resource Implications**

None

**Risk Assessment**

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

**Proposed Risk Treatment**

Nil



**Blackall-Tambo Regional Council**
**Operational Plan Review 30 September 2021**

	Resp. Officer	Operational Plan Action for current year (outputs)	Duration	Performance Measures	Capital Costs	Funding Source	Degree of Completion
<b>Arts &amp; Culture</b>							
Blackall Library	DFCCS	Appropriate training given to staff so they are competent in all aspects of library administration.	Ongoing	Visitors to the library increase and there is positive feedback from the public. Book issues increase.	Ongoing	Council	Computer literacy for seniors planned for March/April
Tambo Library	DFCCS	Appropriate training given to staff so they are competent in all aspects of library administration.	Ongoing	Visitors to the library increase and there is positive feedback from the public. Book issues increase.	Ongoing	Council	Computer literacy for seniors planned for March/April
<b>Disaster Management</b>							
Blackall-Tambo Disaster Management Plan	CEO	Working group formed to review the plan and approve amendments periodically.	Ongoing	Group meetings continually reviewing and adjusting plans as required.	Ongoing	Council and QFES	Not yet commenced
Arrange emergency services training needs where necessary.	CEO	Funds available for continued training of SES Officers and maintenance of equipment.	Ongoing	Local Controllers to maintain SES membership and provide training in line with LG and EMQ requirements	Ongoing	Council and QFES	To be completed for 2021/2022
<b>Economic Development</b>							
<b>Business</b>							
Tambo Sawmill	DWS	Sawmill is not operating at this time.	2021-2022	Council to consider its options as more information becomes available			Infrastructure and forestry tendered
Blackall Saleyards	DWS	Continue to enhance the facility through additional maintenance	2021-2022	Meets all WHS and regulatory requirements	\$120,000	Council	Profit to date \$313,000
Tambo Childcare Centre	DFCCS	Staff development taking place through an arrangement with C and K. Staff to attend training sessions and have an excellent knowledge of the current legislation and regulations.	2021-2022	Develop good working relationships with parents and children. Continue to search for efficiencies in operations to reduce current level of subsidy.	Ongoing	Council	Opening 24 January with reduced numbers of children attending

**Blackall-Tambo Regional Council**
**Operational Plan Review 30 September 2021**

	Resp. Officer	Operational Plan Action for current year (outputs)	Duration	Performance Measures	Capital Costs	Funding Source	Degree of Completion
<b>Tourism</b>							
Collective approach to tourism	DFCCS	Work co-operatively with regional tourism groups and government agencies.	2021-2022	Monitor relationships with external organisations and register the grants being received.	Ongoing	Council	Ongoing
"Better in Blackall" Festival	Committee	Committee to develop a programme aimed at encouraging residents and visitors to celebrate this event in Blackall.	2021/2022	To provide an exciting and vibrant experience for residents and visitors to Blackall alike and to enjoy a get together along with the entertainment..	Donation \$80,000 In Kind Support \$20,000	Council	Complete
Tambo Truck Museum BOR	DWS	To support the preservation of the history of trucking in Tambo and to provide an additional item of attraction.	2021-2022	To provide an additional item of interest for visitors as another means of encouraging longer stays. Enable residents to reflect on this aspect of history.	\$494,400	\$444,400 State \$50,000 Council	Tender for the building has been awarded
Tambo Dam Lights	DWS	A design of lights to bring the Tambo Dam to life at night.	2021-2022	Positive feedback from the public and meets all regulatory requirements	\$200,000	Grant Funding	\$30,624 received January 2nd grant from FRRR
Tambo Dam - Sprinkler System - Second Stage	DWS	To install the pump and connect to electricity supply.	2021-2022	Positive feedback from visitors to the Centre.	\$20,000	Council	Close to completion 89% of funds spent
Tambo Visitor Information Centre	DFCCS	Providing an easy to find location with friendly service provided to all visitors. Appropriate training made available through workshops and training sessions.	Ongoing	Positive feedback from visitors to the Centre.	Ongoing	Council	Numbers starting to come back into line with previous years.
Blackall Visitor Information Centre	DFCCS	Providing an easy to find location with friendly service to all visitors. Keeping RAM Park well maintained to attract additional visitors who wish to see how people in earlier times lived. Appropriate training made available through workshops and training sessions.	Ongoing	Positive feedback from tourists and those that take a tour through RAM Park..	Ongoing	Council	Numbers starting to come back into line with previous years.

**Blackall-Tambo Regional Council**

**Operational Plan Review 30 September 2021**

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

**Blackall-Tambo Regional Council**

**Operational Plan Review 30 September 2021**

	Resp. Officer	Operational Plan Action for current year (outputs)	Duration	Performance Measures	Capital Costs	Funding Source	Degree of Completion
<b>Water Reticulation</b>							
Water Infrastructure - W4Q COVID19	DWS	Provide for upgrade of existing infrastructure - replacement of water mains, valves and service connections. Water saving initiatives.	2021-2024	To meet all current regulatory standards and address all WHS issues.	\$930,000	W4Q COVID19 Council \$50,000	Planning stage
<b>Sewerage</b>							
Sewerage Infrastructure - W4Q COVID19	DWS	Provide for upgrade of existing infrastructure - sewer relining of town network	2021/2024	To meet all current regulatory standards and address all WHS issues.	\$250,000	W4Q COVID19 Council \$50,000	Planning stage. Project runs until 30/6/2024
<b>Infrastructure and Plant</b>							
<b>Aerodromes</b>							
Blackall Airport	DWS	To maintain the airport to a high standard and to meet all regulatory requirements while considering new processes that reduce losses to Council.	Ongoing	Regular programs implemented to maintain the highest safety and security standards. Positive feedback from users of the airport.		Council	Airport fencing complete. All regulatory matters up to date. ARO training complete
Tambo Airport	DWS	To maintain the airport to a high standard and to meet all regulatory requirements.	Ongoing	Regular programs implemented to maintain the highest safety and security standards. Positive feedback from users of the airport.		Council	An ARO is now available in Tambo
<b>Plant and Equipment</b>							
Plant replacement program	DWS	Annual review of Council's plant and machinery.	2021-2022	Purchases and sales budgeted for and consistent with Council's adopted purchasing policy.	\$1,800,000	Council	\$1,785,068 spent to date

**Blackall-Tambo Regional Council**
**Operational Plan Review 30 September 2021**

	Resp. Officer	Operational Plan Action for current year (outputs)	Duration	Performance Measures	Capital Costs	Funding Source	Degree of Completion
<b>Roads, Footpaths &amp; Pavements</b>							
Town streets (maintenance)	DWS	Council road / town maintenance program for 2021/2022	2021-2022	Schedule undertaken and roads maintained within budget limitations. Monthly report to council on works undertaken.	\$400,000	Council	\$140,835 spent to date
Rural Roads (maintenance) including Flood Damage repairs	DWS	Council rural road maintenance program for 2021/2022 and approved flood damage repairs	2021-2022	Schedule undertaken and roads maintained within budget limitations. Monthly report to council on works undertaken.	\$10.3M	Council	\$6.2M spent to date
Reseals	DWS	To be determined	2021-2022	To meet all current regulatory standards.	\$ 800,000	Council	Planning stage
RMPC Maintenance Contracts	DWS	Improve road network.	2021-2022	To meet all current regulatory standards.	\$3.7M	State Gov	State roads recoverable works \$962,352 spent
Road TIDS	DWS	Scrubby Creek concrete floodway's	2021-2022	To meet all current regulatory standards.	\$ 400,000	State Gov \$200,000 Council \$200,000	Complete
Heavy By-pass Stage Two (Salvia Street)	DWS	Contract a by-pass route to the Blackall Saleyards	2021-2022	To meet all current regulatory standards.	\$ 950,000	HVSPP \$950,000	In progress-\$13,898 spent to date
Tambo Industrial Estate Roads	DWS	Second seal on roads around the estate	2021-2022	To meet all current regulatory standards.	\$ 50,000	LRCI \$50,000	Scheduled for October
Footpath Coolabah Village	DWS	Construct footpath between Mitchell and Garden streets	2021-2022	To meet all current regulatory standards.	\$ 60,000	Council	Complete
Roads to Recovery - (capital)	DWS	Not yet allocated	2021-2022	To meet all current regulatory standards and the terms and conditions of the R2R agreement.	\$ 808,300	Federal	Planning stage

**Blackall-Tambo Regional Council**

**Operational Plan Review 30 September 2021**

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

**Blackall-Tambo Regional Council**

**Operational Plan Review 30 September 2021**

	Resp. Officer	Operational Plan Action for current year (outputs)	Duration	Performance Measures	Capital Costs	Funding Source	Degree of Completion
<b>Town Halls, Cemeteries, Public Conveniences</b>							
<b>Town Halls</b>							
Maintain and upgrade to community expectations	DWS	Continued maintenance and renewal of facilities to ensure a safe standard is maintained for public access.	2021-2022	Repairs and maintenance undertaken in a timely fashion with safety standards being met as required. Positive feedback from the public.	\$61,000	Council	60s and Better moved to Memorial Hall
<b>Cemeteries &amp; Memorials</b>							
Cemeteries Blackall and Tambo	DWS	Maintain cemeteries in a very positive manner	2021-2022	Positive feedback by community on aesthetic appearance and condition of cemetery's. Positive feedback from the public.	\$30,000	Council	\$25,119 spent to date. Certain areas of the cemetery could be presented more favourably.
<b>Public Conveniences</b>							
Public Conveniences maintained to community expectations	DWS	Continued maintenance and renewal of facilities to ensure a safe standard is maintained for public access.	2021-2022	Condition of public conveniences meeting health and safety standards at all times with only minimal complaints/requests received.	\$120,000	Council	Regular cleaning no complaints from the public
<b>Council Buildings</b>							
Aged Housing	DFCCS	Maintain the grounds and provide the best possible standard of accommodation for residents.	2021-2022	Maintenance undertaken in a timely fashion with safety aspects addressed. Tenant satisfaction received periodically with regards to condition of housing. Plan established for future repairs and cyclical maintenance.	\$60,000	Council	Minor maintenance required in 2021-2022. Major renovation last year.
Council housing	DFCCS	Council housing stock well maintained.	2021-2022	Satisfied tenants.	\$110,000	Council	Minor maintenance undertaken

**Blackall-Tambo Regional Council**
**Operational Plan Review 30 September 2021**

	Resp. Officer	Operational Plan Action for current year (outputs)	Duration	Performance Measures	Capital Costs	Funding Source	Degree of Completion
<b>Aged and Disability Services</b>							
Tambo Multipurpose Centre	DFCCS	Commonwealth Home Support Program	2021-2022	The TMPC staff assist 23 elderly people to stay in their homes.	\$159,100	100% Federal	Policies and procedures updated to go to Council
Western Queensland Primary Health Network (WQPHN)	DFCCS	This program is funded by the Federal Government and covers allied health and healthy ageing.	2021-2022	Covers the cost of Podiatry, Remedial Massage, Physiotherapy and Optometry. The remaining funds go the Healthy Ageing	\$210,000	100% Federal	Work plan approved for 2021-2022
60's and Better	DFCCS	Awaiting advise from the newly reorganised state department of seniors and disability as to the parameters Council is to operate within.	2021-2022	Assists with maintaining the wellbeing of the over 60s through organised activities and involvement with the community. Contract expires 30/06/2022	\$60,750	100% State	Churches of Christ managing 60s and Better successfully.
Community Development Program	DFCCS	The program is funded by the department of seniors and disability to support community activities.	2021-2022	Monitored through the successful interventions offered to the community.	\$162,900	100% State	\$98,680 spent to date. Projects on track
<b>Work Health and Safety</b>							
Develop a system of WHS that is appropriate for BTRC	DWS	Council officers to work in a co-operative manner with the WHS Officer together with officials from TMR to ensure that the WHS systems at Council are compliant at all times and pass the audit standards required by TMRs insurers Jardine Lloyd Thompson.	Ongoing	Council is successful in being awarded road contracts from TMR. Workplace Health and Safety incidents are reduced and kept to an absolute minimum. The provision of a safe working environment for all employees of Council.		Council	The new SKYTRUST software is being uploaded with WHS documents. Training is to follow.



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

COUNCIL MEETING DATE: 16 February 2022

Item No: **4.1.6****SUBJECT HEADING: Tambo Multi-Purpose Centre – Policies and Procedures**

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

CLASSIFICATION: (if confidential)

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*Summary: The TMPC's policies and procedures were last updated in 2010 and are out of date. The TMPC is due for an audit by the department, and it is an opportune time to update all policies and procedures.*

**Officer's Recommendation: That Council adopt the Tambo Multi-Purpose Centre Policies and Procedures.**

---

**Background**

Approved providers of aged care must be able to provide the government with assurance that their care and services are suitable and meet mandated requirements under the *Aged Care Act 1997*.

Approved providers have the responsibilities and obligations to deliver the care in line with the standards that are specified in the *Aged Care Act 1997* and principles made under section 96-1 of the *Aged Care Act 1997*.

These requirements relate to:

- The types and quality of services that must be provided to consumers;
- The user rights whom care is provided; and
- The accountability for the care provided.

The government sets out the requirements in:

- The *Aged Care Act 1997*;
- The Aged Care Standards; and
- The Charter of Aged Care Rights.

Aged Care Quality Standards are governed by the Federal Government Aged Care Quality and Safety Commission.

**Attachment:**

1. The Tambo Multi-Purpose Centre Policies and Procedures [4.1.6 – 277 pages] – Due to file size, will be uploaded separately. Access the document [here](#).
- 

**Link to Corporate Plan**

Governance

**Consultation (internal/external)**

Director of Finance Corporate and Community Services  
Neighbourhood Centre Coordinator

Neighbourhood Centre Nurse

### Policy Implications

Policies and procedures updated

### Budget and Resource Implications

Nil

### Risk Assessment

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Nil	Low
Legal & Regulatory	Low	Update of policies and procedures	Low
People	Low	Provides clarity to clients of the TMPC	Low
Operational	Medium	Nil	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Provides clarity as to operation of the TMPC	Low
Ethical	Low	Requires ethical standards to be met	Low
Reputation	Low	Enhance the reputation of the TMPC	Low
Leadership	Low	Nil	Low

### Proposed Risk Treatment

Regularly reviewing policies keeps Council up to date with regulations and results in consistent practices. The review and revision of policies reduces risks to Council.

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COUNCIL MEETING DATE: 16 February 2022

Item No: 4.1.7

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

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

CLASSIFICATION: (if confidential)

*Summary: There are currently 2 properties with overdue rates and charges which have been overdue for 3 years. Under section 140(2) of the Local Government Regulation 2012, a local government may, by resolution, decide to sell the land.*

**Officer's Recommendation: That under section 140(2) of the *Local Government Regulation 2012*, Council resolves to sell Lot 4 on RP608958 (dwelling at 9 Shamrock Street, Blackall), and Lot 10 & Lot 11 on T15030 (vacant land at 21-23 Garden Street, Tambo) for overdue rates and charges.**

**Background**

Section 140(1)(c)(i) of the *Local Government Regulation* allows local governments to sell land for overdue rates and charges if some or all of the overdue rates and charges have been overdue for at least generally, 3 years.

The rate assessments in the table below, have overdue rates or charges which have been overdue for at least 3 years. As per Council's Rates Recovery Policy, reminder notices have been issued by Council and Council's Solicitor. Despite the reminder notices and correspondence from our Solicitor, no commitment has been made to reduce the outstanding amounts.

Property Description	1 year	2 years	3 years	Current	Interest	Balance
L4 on RP608958 – Dwelling at 9 Shamrock Street Blackall	\$2512.40	\$2245.36	\$1102.45	\$2326.40	\$1018.40	\$9205.01
L10 & 11 on T15030 – Vacant Land at 21-23 Garden Street Tambo	\$2399.80	\$2352.00	\$227.02	\$2435.60	\$836.01	\$8250.43

**Link to Corporate Plan**

Governance

Outcome 4 - Financial

**Consultation (internal/external)**

Rates Officer

**Policy Implications**

Rates Recovery Policy

**Budget and Resource Implications**

\$17,455.44

**Risk Assessment**

<b>Risk Category</b>	<b>Risk Tolerance</b>	<b>Summary of Risks Involved</b>	<b>Risk Rating</b>
Financial	Low	Rates recovered with settlement sales.	Medium
Legal & Regulatory	Low	Compliance with Section 140 of the Local Government Regulation 2012.	Low
People	Low	Nil	Low
Operational	Medium	Nil	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Nil	Low
Ethical	Low	Nil	Low
Reputation	Low	As per Council's Rates Recovery Policy	Low
Leadership	Low	Nil	Low

**Proposed Risk Treatment**

Nil

**BLACKALL-TAMBO REGIONAL COUNCIL**

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**OFFICER REPORTS**

COUNCIL MEETING DATE: 16 February 2022

Item No: 4.1.8

**SUBJECT HEADING: ICPA State Conference – Request for Sponsorship**

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

CLASSIFICATION: (if confidential)

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*Summary: The Blackall ICPA is hosting the ICPA Qld State Conference in June 2022. Council has received a request for sponsorship at levels outlines below.*

**Officer's Recommendation: That Council determine the level of sponsorship to provide to the ICPA Conference.**

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**Background**

The ICPA is a voluntary, non-profit, apolitical parent body dedicated to ensuring all geographically isolated children's educational needs and aspirations are not disadvantaged because of where they live. They lobby for equity in education for rural and remote children from birth to tertiary.

The ICPA State conference will bring over 250 people to Blackall, which will generate business throughout the town.

All accommodation will be booked, local caterers are being hired to feed the delegates, clubs P&C organisations are being given the opportunity to do some fundraising by supplying smokos and lunches (organisations are paid per head).

As part of the conference, the ICPA will host 3 dinners, breakfasts, and other activities. The main dinner which will be on the 8<sup>th</sup> of June, is planned to be held at the Blackall racecourse facility.

ICPA Blackall is fundraising during this conference to assist isolated children in getting fair and equitable education, therefore any costs that can be reduced will assist them in increasing their funds.

**SPONSORSHIP LEVELS**

**BRONZE:** \$500 + GST • Exposure prior to & during Conference • Opportunity to distribute marketing materials

**SILVER:** \$1000 + GST • 1 x Conference Day packages \* • 1 x Conference Dinner Tickets \*\* • Exposure prior to and during conference • Opportunity to distribute marketing materials

**GOLD:** \$3000 + GST • 2 x Conference Day packages \* • 2 x Conference Dinner Tickets \*\* • Display of logo on conference materials • Opportunity to include marketing materials in Conference Satchels • Opportunity for Trade Display

**EMERALD:** \$5000 + GST • 2 x Conference Day Packages \* • 2 x Conference Evening Dinner Packages \*\*\* • Prominent Display of logo on Conference materials • Opportunity for

marketing materials in Conference Satchels • Opportunity of Trade Display • Opportunity to display banner at Conference

RUBY: \$7500 + GST • 3 x Conference Day Packages \* • 3 x Conference Evening Dinner Packages \*\*\* • Prominent Display of Logo on Conference materials • Opportunity for marketing materials in Conference Satchel • Opportunity for Prominent trade Display • Opportunity to display banner at Conference • Opportunity for naming rights of one of the pre or post conference dinners (two spaces available – 1st two committed sponsors)

DIAMOND: \$10,000 + GST • 4 x Conference Day Packages \* • 4 x Conference Evening Dinner Packages \*\*\* All of the above • Opportunity for naming rights to Conference Dinner (one package available – 1st committed sponsor)

Although the event has not been budgeted for in Council's 2021/2022 budget, students in our community's benefit from any fundraising the ICPA generate.

### Link to Corporate Plan

Economic Development  
Outcome 3 – Employment

Vibrant Communities  
Outcome 4 – Youth

Governance  
Outcome 3 – Leadership  
Outcome 4 – Financial

### Consultation (internal/external)

Chief Executive Officer

### Policy Implications

Request for Council Assistance Under \$10,000  
Request for Council Assistance Over \$10,000

### Budget and Resource Implications

\$500.00 to \$10,000.00

### Risk Assessment

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Council has not budgeted for the sponsorship of the event.	Medium
Legal & Regulatory	Low	Nil	Low
People	Low	Sponsorship of the event could improve the livability of the communities.	Low
Operational	Medium	Nil	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Nil	Low
Ethical	Low	Nil	Low
Reputation	Low	Council support for the ICPA and community	Low

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Leadership	Low	Council acknowledging the good work the ICPA does in the community.	Low

**Proposed Risk Treatment**

Nil

## BLACKALL-TAMBO REGIONAL COUNCIL

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### OFFICER REPORTS

COUNCIL MEETING DATE: 16 February 2022

Item No: 4.1.9

SUBJECT HEADING: **ICPA State Conference – Request for In-Kind Support**

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

CLASSIFICATION: (if confidential)

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*Summary: The Blackall ICPA is hosting the ICPA Qld State Conference in June 2022. Council has received a request for the use of equipment with a waiver of fees and charges (not bonds).*

**Officer's Recommendation: That Council support the in-kind request from the Blackall ICPA.**

---

### Background

This State conference will bring over 250 people to Blackall, which will generate business throughout the town.

All accommodation will be booked, local caterers are being hired to feed the delegates, clubs P&C organisations are being given the opportunity to do some fundraising by supplying smokos and lunches (organisations are paid per head).

As part of the conference, the ICPA will host 3 dinners, breakfasts, and other activities. The main dinner which will be on the 8<sup>th</sup> of June, is planned to be held at the Blackall racecourse facility.

ICPA Blackall are requesting in kind support to reduce costs to assist isolated children in getting fair and equitable education.

The support requested is as follows:

- School bus
- Portable performing stage
- Portable BBQ trailer
- Large white marquee
- Mobile cold room
- Tables (60) and chairs (250)
- Portable toilets (2)
- Portable fencing panels
- Use of Blackall Showgrounds, Sport and Recreation building, the oval grass area, Cattle and Sheep Pavilion, Industrial Pavilion, and the Cultural Centre from 7 June to 10 June
- Showground amenities for accommodation, dinner, and breakfasts
- Lighting of the Oval
- Power for tent city, toilets, and showers, 10 additional rubbish bins



- Use of the Blackall Racecourse facilities to host the main dinner on 8 June 2022

Council officers would recommend that an application be made with the Blackall Work Camp for assistance in the setting up and packing up of the event.

The revenue forgone is estimated at \$5,000.

### Link to Corporate Plan

Economic Development

Outcome 3 – Employment

Vibrant Communities

Outcome 4 – Youth

Governance

Outcome 3 – Leadership

Outcome 4 - Financial

### Consultation (internal/external)

Chief Executive Officer

### Policy Implications

Request for Council Assistance Under \$10,000

### Budget and Resource Implications

\$5,000.00 approx

### Risk Assessment

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	The in-kind request was not received prior to the adoption of the budget	Medium
Legal & Regulatory	Low	Nil	Low
People	Low	Support of the event increases the fundraising revenue and improves the education of remote and isolated children in our communities	Low
Operational	Medium	An application could be made to the Work Camp to assist with the logistics of providing equipment for the event.	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Nil	Low
Ethical	Low	Nil	Low
Reputation	Low	Council support of the event aligns with the BTRC Corporate Plan	Low
Leadership	Low	Council support actively contributes to a wider regional organisation which provides a representation for Western Queensland.	Low

### Proposed Risk Treatment

Nil

## BLACKALL-TAMBO REGIONAL COUNCIL

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### OFFICER REPORTS

COUNCIL MEETING DATE: 16 February 2022

Item No: **4.1.10**

**SUBJECT HEADING: Tambo Child Care Centre - Policies**

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

CLASSIFICATION: (if confidential)

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

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

- (a) The revised Stat 23 – Tambo Child Care Policies and Procedures: and**
  - (b) The Enrolment and Orientation Policy; and**
  - (c) The Fees Policy; and**
  - (d) The Parental Code of Conduct Policy.**
- 

### Background

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

Stat 23 Tambo Child Care Policies and Procedures

Fees Policy

Enrolment and Orientation Policy

Parental Code of Conduct Policy

### Attachments:

1. Stat 23 – Tambo Child Care Policies and Procedures (revised) [**4.1.10** – 209 pages] – due to file size will be uploaded separately. Access document [here](#).
  2. Tambo Child Care Centre – Fees Policy
  3. Tambo Child Care Centre – Enrolment and Orientation Policy
  4. Tambo Child Care Centre – Parental Code of Conduct Policy
- 

### Link to Corporate Plan

Vibrant Communities

Outcome – Community Services

Governance

Outcome 3 – Leadership

### Consultation (internal/external)

Childcare Coordinators

Human Resources Officer

**Policy Implications**

Tambo Child Care Policies and Procedures

**Budget and Resource Implications**

Nil

**Risk Assessment**

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Nil	Low
Legal & Regulatory	Low	Update of policies	Low
People	Low	Provides clarity to all stakeholder of the TCCC	Low
Operational	Medium	Nil	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Nil	Low
Ethical	Low	Nil	Low
Reputation	Low	Nil	Low
Leadership	Low	Nil	Low

**Proposed Risk Treatment**

Nil



# Blackall-Tambo Regional Council

## Tambo Child Care Centre, Governance and Leadership Procedure

### Enrolment and Orientation

Policy Number: Admin 52	Effective Date: 16 February 2022
Version Number: One	Review Date:
Policy Compiled by: Childcare Coordinator	
Policy Approved by: Director of Finance Corporate and Community Services	

#### Introduction

Effective enrolment and orientation processes form the foundations for strong relationships between families and the centre.

#### Waiting list

- Where possible, parents / guardians are encouraged to visit the centre prior to completing a wait list form.
- A child's name is on the waiting list when the centre has received a completed waitlist form.

#### New enrolment

##### 1. Enrolment Offer

- Enrolment offers are managed by and are the responsibility of the Coordinator.
- **Enrolment offers for the following year typically commence:**
  - Childcare – the year prior to the year of entry.
- When a vacancy exists, an enrolment offer is made to the next child on the waiting list.
- **The number of enrolment offers made depends on:**
  - Vacancies
  - The number of children on the waitlist
  - The age of children
  - The number of continuing children, and
  - The expected number of delayed entry / exit children.
- **When offering enrolments, the centre will:**
  - Make offers according to received date order of waitlist form.

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**Blackall-Tambo**  
Regional Council

## Enrolment and Orientation Policy

- An enrolment is confirmed when a parent / guardian has completed and returned an *Enrolment Booklet* and any fees are paid. An enrolment offer specifies the offer expiry date. The parent / guardian is required to return all completed documents by the expiry date.

### 2. Enrolment Confirmation

- Parent / Guardian accepts or declines the enrolment offer.
- The coordinator processes the enrolment offer and any fee payable.
- A confirmation of enrolment is sent to the parent / guardian.

### 3. Orientation

- The coordinator plans, invites, and communicates orientation activities to relevant parents / guardians.
- Arranges a formal meeting with parents / guardians who are enrolling a child with an additional need or medical condition.
- To ensure a smooth transition and where possible, families are actively encouraged to spend time at the centre prior to commencement. Invite waitlisted families to events prior to enrolment (e.g., Open Week).
- Consider and respond appropriately to the needs of enrolled families from diverse cultural and language backgrounds.

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# Blackall-Tambo Regional Council

## Tambo Child Care Centre, Governance and Leadership

### Fees Policy

Policy Number: Admin 53	Effective Date: 16.2.2022
Version Number: One	Review Date:
Policy Compiled by: Childcare Coordinator	
Policy Approved by: Director of Finance Corporate and Community Services	

#### Commitment

The TCCC is committed to providing families with clear and transparent information about the fees we charge and how we administer these fees.

#### Fees

- When you enrol your child at the TCCC you enter into a fee agreement with us. The Summary of Fees Payable table (located at the end of this policy) lists the type of fees that we charge
- Fees must be paid by Wednesday of the following week. You can choose how you wish your fees to be paid (bank transfer through a bank account or credit card at the Tambo Main Office Front Desk)
- The account holder is responsible for paying fees when they fall due
- TCCC will, in its discretion, consider alternative payment options if you meet the relevant criteria. Immediately contact your centre Coordinator if you cannot pay your fees by the due date
- If accounts become in arrears whilst paying by alternative payment options, account holders may be required to change to payment by direct debit.
- You will be charged all applicable fees until you cancel the enrolment in accordance with this policy.

#### Government Fee Subsidies

##### Your (Guardian's) Responsibilities

You may be eligible for subsidies to assist in reducing your fees. It is your responsibility to:

- understand and notify the TCC about any subsidies available to you
- apply for the childcare or associated subsidies through the relevant Government department
- provide us with all documentation necessary to verify your subsidy entitlement
- provide us with documentation to support any applications for subsidies that the TCC makes on your behalf within seven days of request
- notify us if there are any changes to your entitlement to receive a subsidy
- keep your subsidy details updated

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**Blackall-Tambo**  
Regional Council

## Fee Policy

- ensure fees are paid by the primary guardian registered for the purposes of the Child Care Subsidy (CCS). If a third party (e.g., grandparent or a support organisation) pays the fees you will not be entitled to CCS
- pay full fees pending the outcome of any assessment for childcare subsidy
- inform us immediately if the primary guardian for the purposes of CCS changes. If you do not tell us, you might not be eligible for CCS and have to pay full fees

You will be charged full fees if:

- you are not eligible for a subsidy
- you do not provide the TCC with the necessary information

If you pay full fees and later provide the TCC with information sufficient for us to claim any relevant subsidies, within the required timeframes, such subsidy amounts will be applied to your account.

### TCCC Responsibilities

TCC will:

- inform you about available subsidies on enrolment in discussion with your centre Coordinator
- administer CCS funding, based on the information you provide. In some cases, there is a 28-day limit to backdating subsidy applications
- apply any subsidies received by us on your behalf to your account in accordance with Government regulations. Federal funding will be applied first then state funding
- Follow Government regulations about applying subsidies

### Changes to subsidies

Fee subsidies are subject to change by the Government and the TCC will apply any changes to your account. If the subsidy changes, the amount you pay may change.

The Government may make changes to your subsidy entitlement at any time during a financial year period. The changes may apply to the subsidies you received, even after you have cancelled your enrolment and left the TCCC. This may result in the TCCC owing you a refund or you owing additional fees payable to the TCCC.

### Overdue Payment of Fees

- Fees are considered overdue if not paid by Wednesday of the following week.
- It's your responsibility to pay your account weekly by the due date and/or contact the TCCC for special payment arrangements.

### Suspending or Cancelling Enrolments for Outstanding Fees

If you have unpaid fees owing for 21 days, the TCCC will:

- suspend your child's enrolment for seven calendar days unless we agree to special payment arrangements (e.g., a formal payment plan)
- continue to charge fees while your child's enrolment is suspended, for a maximum period of seven calendar days

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**Blackall-Tambo**  
Regional Council

## Fee Policy

- cancel your child's enrolment after the suspension period if the outstanding fees remain unpaid or if you do not adhere to the agreed terms of a formal payment plan.

Cancelled enrolments will be offered to the next child on the wait list. It is at the TCCC discretion whether you can re-enrol your child. No re-enrolment will be offered until all outstanding fees and charges are paid in full and there is an available place at the centre.

If the TCCC cancels your enrolment and cessation of care applies to your account, you will be liable for full fees (refer to the 'Absences' section in the Schedule)

### Recovery of Outstanding Fees

The TCCC will act in its discretion to recover any outstanding fees and we may:

- enter a formal payment plan with you
- consider termination of your enrolment from the TCCC
- take any other appropriate and reasonable action.

### Cancelling Enrolments for Non-Attendance

The TCCC will, cancel your enrolment if:

- your child does not attend continuously for two weeks; and
- you have not communicated with the centre; and
- the TCCC cannot contact you.

For childcare this could result in you being required to pay full fees for the period of non-attendance (refer to the 'Absences' section in the Schedule).

In lieu of two weeks' notice in writing you will be charged for two weeks of bookings in accordance with this Policy.

### Cancelling or Ending Your Enrolment

- You must give the TCCC **a minimum of two weeks' written notice** to cancel or end your child's enrolment.
- When cancelling your enrolment please ensure that the final day is not a public holiday as you may be liable for full fees for that day (please refer to the 'Absences' section in the table below)
- If you do not provide two weeks' notice in writing, you will be charged for two weeks of your usual routine bookings in lieu of notice.

The two-week notice period does not apply if:

- The enrolment ends due to a Government Department changing a child's arrangement, (for example, if a child is removed from home by child safety).

**Child Care Subsidy:** If you are receiving the Child Care Subsidy it may not apply in the following circumstances and you may be charged full fees for:

- any days booked and not attended before your child's first physical day of attendance at the centre.

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**Blackall-Tambo**  
Regional Council

## Fee Policy

- any days booked and not attended between your child's last physical day of attendance at the centre through to your final booking day.

Please refer to the absence section below for more details.

### Automatic cancellation of your Child Care Subsidy

The Australian Government will automatically cancel your Child Care Subsidy in accordance with the guidance set out on the [Services Australia website](#).

- If your child has not attended the TCCC for a continuous 14-week period, the Government will reverse any Child Care Subsidy paid to you. You will be charged full fees for this period of continuous absence
- You are responsible for understanding the Child Care Subsidy. The TCCC will make reasonable efforts to inform you about any such cancellation
- The cancellation of your Child Care Subsidy **does not** cancel or end your enrolment with the TCCC. To cancel your enrolment, you must provide **two weeks' notice in writing**, in accordance with this Policy.

### Fee Refunds

- When you finish your enrolment, you will receive a Customer Account statement from your Centre Coordinator
- If a refund is owed to you the Centre Coordinator will apply for the refund to be processed on your behalf
- If the TCCC does not hold current bank account details for you, we will request you to nominate a bank account into which the refund will be paid. You are responsible for providing us with accurate bank account details via written notice to your centre Coordinator.
- If the refund payment fails, the TCCC will contact you using the contact details you have provided to request that you submit the correct bank details via written notice to the centre Coordinator
- The TCCC will keep a record of these attempts to contact you

### Record Keeping

The TCCC will confidentially record all correspondence, conversations, and messages with the account holder, for the purpose of maintaining a written record of interactions, actions, and credit history.

### Changing Fees

The TCCC will adjust fees at Council's discretion. We will provide you with a minimum of 14 days' notice in writing in advance of changing any fees or payment processes.

### Summary of Fees Payable

<b>Waitlist</b>	No fee
<b>Childcare</b>	Fees are:
<b>Outside School Hours Care</b>	<ul style="list-style-type: none"> <li>calculated daily and charged weekly (you will be provided with an account statement each week)</li> <li>Additional one-off payments can be made to the Blackall-Tambo Regional Council</li> </ul>

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**Blackall-Tambo**  
Regional Council

## Fee Policy

	<p><b>Permanent bookings:</b> your child is enrolled, and fees will be charged, on a continuous basis, as per the agreed enrolment pattern, until the booking is changed or terminated with two-week's written notice.</p> <p><b>Casual bookings:</b> you may make casual bookings in advance, provided there are no outstanding fees. Bookings are dependent on places being available. Bookings can be made via written correspondence to the TCCC email address: TCC@btrc.qld.gov.au. At least 24 hours' notice must be given for casual bookings and cancellations, otherwise full fees will apply, to cancel casual bookings contact your centre via written notice.</p>
<b>Public Holidays</b>	No fees are payable
<b>Centre Closures (at the TCCC discretion)</b>	No fees are payable
<b>Centre Closures (by Government directive or advice)</b>	Fees may be payable subject to Government advice or direction
<b>Absences</b>	<p>Regular fees are payable. This includes your child being absent due to (but not limited to) illness or being excluded due to an infection and / or vaccine preventable illness.</p> <p>Child Care Subsidy may be payable for <u>Additional Absence Reasons</u>. Evidence is required for additional absence days.</p> <p><b>Additional information about absences at childcare and outside school hours care:</b></p> <p>Allowable absences: Under the Child Care Subsidy families are allowed 42 absences per financial year (1st July to 30 June). You are responsible for consulting the Services Australia website to understand the childcare subsidy that may apply to your circumstances. The TCCC recommend that if you have a medical certificate that this is provided to the centre.</p> <p>Please refer to the <u>Services Australia website</u> if your child is absent from childcare.</p>
<b>Late Collection of Children</b>	<p>The prescribed late fee is payable and will be included in your fee statement.</p> <p>If you exceed your childcare full day session you will be charged a flat rate of \$10 for the first occurrence and \$30 for each subsequent occurrence. You cannot claim Government subsidies for late fee charges for exceeding a full day session.</p>

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**Blackall-Tambo**  
Regional Council

## Fee Policy

<b>Cancelled or Ended Enrolment</b>	There is no fee to cancel your enrolment. However, the TCCC requires that you provide a minimum of two weeks' written notice to cancel your enrolment in accordance with this policy (refer to 'Cancelling or Ending Your Enrolment')
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# Blackall-Tambo Regional Council

## Tambo Child Care Centre, Parental Code of Conduct Policy

Policy Number: Admin 54	Effective Date: 16.2.2022
Version Number: One	Review Date:
Policy Compiled by: Childcare Coordinator	
Policy Approved by: Director of Finance Corporate and Community Services	

### Aim

#### TCCC Parental Code of Conduct

Our aim at TCCC is to work together, with each other and with our families, to provide the best possible education and care for the children in our centre in accordance with our values.

TCCC is committed to protecting the safety and wellbeing of all centre stakeholders - the children, their families, employees, volunteers, and visitors. TCCC encourages families to actively participate in our education and care programs, and we aim to engage in constructive and co-operative working relationships.

#### Application

This Code applies to all parents / guardians and families of children enrolled in our centre and to any invitees (including nominated emergency contacts). The Code must be observed in all conduct and interaction with TCCC, including attending the centre, interacting with children, their families, employees, volunteers and visitors and at any function or event held by or on behalf of TCCC.

#### Conduct

1. Comply with the law and TCCC Policies and Procedures (as amended from time to time).
2. Be respectful, listen to and value other perspectives and refrain from harassing, discriminating or vilifying others based on gender, race, ethnicity, sexuality, religion, age, disability, background, beliefs or opinions.
3. Aggressive, bullying or intimidating behaviour will not be accepted.
4. Be respectful of the privacy of children, their families, TCCC employees, volunteers and visitors. Do not take, email, text or post photos on social media of any person (besides your own child) without their consent or, in the case of another child, the consent of their family. Do not make any comment or post any material to social media that may damage TCCC's reputation.
5. Comply with the reasonable directions given by TCCC employees to foster a safe and welcoming environment within the centre.

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**Blackall-Tambo**  
Regional Council

## Parental Code of Conduct Policy

6. Raise concerns in accordance with TCCC's Complaint Management Procedure.
7. Use the centres and property appropriately.
8. Refrain from smoking at or within 5 metres beyond the boundary of TCCC or at TCCC events.
9. Not be adversely affected by alcohol or other substances.
10. Familiarise all family members and emergency contacts associated with a child's enrolment with this Code and commit that they will comply with the Code.

### Consequences of Non-Compliance

Not complying with this Code may have serious consequences. TCCC will endeavour to resolve any matter involving this Code by facilitating discussion between the parties. If the non-compliance is serious or if, in the opinion of TCCC, there is a risk of future non-compliance, TCCC may take any action it considers appropriate in the circumstances. This may include cancelling a child's enrolment at our centre.

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## BLACKALL-TAMBO REGIONAL COUNCIL

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### OFFICER REPORTS

COUNCIL MEETING DATE: 16 February 2022

Item No: 4.2.1

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

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

CLASSIFICATION: (if confidential)

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

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

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### Background

#### Construction

- Blackall Jericho Road – Narbethong Realignment – Batter concrete works complete
- Barcoo River Bridge Project – Tambo – Culvert concrete works underway

#### Flood Damage Crews/Maintenance Grader Locations

- Flood Damage Graders
  - Coolatai Road
  - Ravensbourne Road
  - Tumbar Road
  - Idalia Road
  - East West Road
  - Ward Road
  - Scrubby Creek Road
- Flood Damage Gravel Haulage
  - Ward Road
  - East West Road
  - Lisgool Road
  - Tumbar Road

#### Maintenance Crews

- Reparation of Pathway to Health
- Installation of Signage
- Reseal Preparations on Ward, Mt Playfair and Old Augathella Road

#### Upcoming Works

- Flood Damage – Wet weather delaying works program
- Heavy Vehicle Bypass – Awaiting Ergon Infrastructure (May 2022)
- Dawson Developmental Road/Alpha-Tambo Road – Full grade (February-March)
- Blackall Jericho Road – Narbethong Realignment – Pavement, Batter Protection and Sealing (February)
- Barcoo River Bridge Tambo – Formation, Concrete Works and Pavement (February-March)

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

Number of interruptions to services	10
Water consumption total ML	24812
Number of customer requests received	4
Number of customer requests actioned	4

**Sewerage Services**

Number of interruptions to services	6
Number of customer requests received	4
Number of customer requests actioned	4

**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	7
Number of plant breakdowns	3
Hours downtime due to servicing	28
Hours downtime due to breakdown	72
Hours downtime due to parts availability	16

**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: 16 February 2022

Item No: 4.2.2

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

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

CLASSIFICATION: (if confidential)

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

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

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### Background

#### Daily Job Pre – Starts:

- Gardeners/Showgrounds – 16/11
- Works Department combined Plumbers/Handy man - 3
- Maintenance Crew - 10
- Construction Crew - 16
- Workshop - 18

#### Plant Pre – Starts:

- Light Vehicles: 71
- Mechanics: 13
- Trucks (MR, HR, HC): 30
- Heavy Plant: 40

#### Inductions:

- Employees: 0
  - Saleyards: 0
  - Contractors: 1 x (Jamie Harvey Mechanical)
  - Work camp: 1
- 

### 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: 16 February 2022

Item No: 4.2.3

**SUBJECT HEADING: Allocation of Base TIDS 2022/23 Financial Year**

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

CLASSIFICATION: (if confidential)

*Summary: Outback Regional Roads and Transport Group have requested Council propose a project for which Base Transport Infrastructure Development Scheme (TIDS) funding will be applied for the 2022/23 financial year.*

**Officer's Recommendation: That Council propose to allocate the \$200,000 Base TIDS funding to the Blackall Jericho Road widening project.**

**Background**

Blackall-Tambo Regional Council is allocated \$200,000 in the 2022/23 financial year for the delivery of TIDS (Transport Infrastructure Development Scheme) as part of the Outback Regional Roads and Transport Group.

The funding must be allocated to a capital works project on a Local Road of Regional Significance or a state-controlled road.

When funding is applied to a state-controlled road the Council's contribution is 0% and the works are fully recoverable. When applied to a Local Road of Regional Significance the Council's contribution is 50%.

**Link to Corporate Plan**

Governance

Outcome 4 – Financial

Infrastructure

Outcome 1 - Roads

**Consultation (internal/external)**

CEO

DWS

**Policy Implications**

Nil

**Budget and Resource Implications**

\$200,00 Base TIDS

**Risk Assessment**

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	By allocating the funding to a state-controlled road, Council's contribution is nil.	Low

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Legal & Regulatory	Low	Nil	Low
People	Low	Nil	Low
Operational	Medium	Nil	Low
Environmental	Medium	Allows improved funding and therefore improved quality on state-controlled road project.	Low
Strategic	Medium	Nil	Low
Ethical	Low	Nil	Low
Reputation	Low	Nil	Low
Leadership	Low	Nil	Low

**Proposed Risk Treatment**

Nil

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

COUNCIL MEETING DATE: 16 February 2022

Item No: 5.1

**SUBJECT HEADING: Blackall Saleyards Monthly Report**

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

CLASSIFICATION: (if confidential)

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

SALES	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YTD	Totals 2020/21
Spelling Cattle	4125	6704	4002	5701	6721	6285	2642						36180	67043
Spelling Sheep	-	-	-	-	-	-	-						-	-
Prime & Store Sales	5800	7424	6958	4914	1829	-	-						26925	65877
Weaner & Store Sales	5081	4642	6396	5709	4550	-	-						26378	38210
Private Weigh (Same Day)	1772	3541	1592	1397	-	112	-						8415	19725
Private Weigh (Over-night)	695	1178	1138	1204	604	60	406						5282	17292
Private Scan	-	59	-	-	-	-	-						59	618
Bull Sales	-	-	55	189	-	-	-						244	306
<b>TOTALS 2021/22</b>	17473	23545	20141	19114	13704	6457	3048						103482	
<b>TOTALS 2020/21</b>	31048	20467	10848	21390	18496	8393	622	10634	19571	19285	28159	20118	209071	

- The Saleyard Manager is reviewing the Master Plan for future development of the Saleyard.
- Due to the COVID-19 requirements, the canteen is operating as a takeaway only.

**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: 16 February 2022

Item No: 5.2

**SUBJECT HEADING: Planning and Development Report**

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

CLASSIFICATION: (if confidential)

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

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

**Background**

A summary of development applications for December 2021 and January 2022 are listed in the table below.

DATE	NUMBER	DEVELOPMENT TYPE	DEVELOPMENT DETAILS	TOWN
8/12/2021	DA-16-2021-2022	PLUMBING	Retirement Village Modules	Coronation Drive Blackall
3/12/2021	DA-18-2021-2022	BUILDING	Dwelling Final	8-10 William Street Tambo
3/12/2021	DA-19-2021-2022	BUILDING	Storage Shed	23 Violet Street Blackall
14/12/2021	DA-20-2021-2022	BUILDING	Fire Services Upgrade	39-45 Shamrock Street Blackall
13/01/2022	DA-22-2021-2022	BUILDING	Extension to Aged Care Facility	2a Coronation Drive Blackall
21/01/2022	DA-24-2021-2022	BUILDING	Shed	30 Bedford Street Blackall

**MONTHLY REPORT (JANUARY 2022)**

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

**1. DEVELOPMENT ASSESSMENT**

No new development applications were lodged during January. There is one application under assessment.

1.1	Council reference:	DA 13-2021-2022
	Application:	Development Application – Development Permit for Material Change of Use for Short-term Accommodation (13 cabins)
	Street address:	36 Shamrock Street, Blackall
	Property description:	Lot 1 on RP616018

Day application was made:	28 October 2021 (properly made 28 January 2022)
Category of assessment:	Impact Assessment
Public notification required:	Yes
Applicant:	Shane Robinson
Status:	Referral Period

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

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

The application is properly made, and assessment has commenced. The applicant has referred the application to the State Assessment and Referral Agency (SARA). Public notification will be able to commence within 20 business days of the applicant receiving a referral confirmation notice from SARA.

## 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
10/01/22	Property owner	<p><u>Proposal</u> To establish new shed for storage and parking of vehicles.</p> <p><u>Planning details</u></p> <ul style="list-style-type: none"> <li>The site is vacant</li> <li>The site is in the Township zone and within the Commercial precinct</li> <li>The site is subject to flooding.</li> </ul> <p><u>Advice</u></p> <ul style="list-style-type: none"> <li>As there is no dwelling house on the site, the use would be considered as either a Transport depot or a Warehouse</li> <li>Starting a Transport depot or a Warehouse would be considered a material change of use</li> <li>Both a Transport depot and Warehouse are subject to impact assessable in the Township Zone (where within the commercial precinct)</li> <li>Impact assessment is the highest level of assessment and is subject to public notification and third-party appeal rights</li> <li>Being impact assessable means a development application would be required</li> </ul>	Closed

PLANNING ENQUIRIES			
Date received	Customer Details	Details of Enquiry	Status
		<p>to be lodged and assessed by Council before the use can commence</p> <ul style="list-style-type: none"> <li>The shed appears to be located in the flood area and would need to be designed to have a finished floor level 300mm above the flood level</li> <li>Both uses may be acceptable where of a small scale and not impacting on surrounding uses, or not impacting the supply of commercial land for future commercial uses.</li> </ul>	
10/01/22	Property owner	<p><u>Proposal</u> To establish a new dwelling.</p> <p><u>Planning details</u></p> <ul style="list-style-type: none"> <li>The site is vacant</li> <li>The site is in the Township zone</li> <li>A small section of the site is affected by flooding.</li> </ul> <p><u>Advice</u></p> <ul style="list-style-type: none"> <li>A dwelling house could be designed to avoid the flood overlay</li> <li>A new dwelling house in the Township zone is accepted development where not in the flood hazard overlay and below 8.5m in height</li> <li>Accepted development means that no development application is required for the dwelling house</li> <li>Whilst no development application is required, building and plumbing approvals may still be required.</li> </ul>	Closed
10/01/22	Property owner	<p><u>Proposal</u> To establish a new dwelling.</p> <p><u>Planning details</u></p> <ul style="list-style-type: none"> <li>The site contains existing stables</li> <li>The site is in the Township zone and within the Mixed-use precinct</li> <li>The rear of the site is affected by flooding.</li> </ul> <p><u>Advice</u></p> <ul style="list-style-type: none"> <li>A dwelling house could be sited to avoid the flood overlay</li> <li>A new dwelling house in the Township zone is accepted development where not in the flood hazard overlay and below 8.5m in height</li> </ul>	Closed

PLANNING ENQUIRIES			
Date received	Customer Details	Details of Enquiry	Status
		<ul style="list-style-type: none"> <li>Accepted development means that no development application is required for the dwelling house</li> <li>Whilst no development application is required, building and plumbing approvals may still be required.</li> </ul>	
24/01/22		<p><u>Proposal</u> To establish a new dwelling.</p> <p><u>Planning details</u></p> <ul style="list-style-type: none"> <li>The site is vacant</li> <li>The site is within the Rural zone</li> <li>The southwestern corner of the site is affected by the flood overlay</li> <li>The site contains native vegetation (State mapping)</li> <li>The site is traversed by a high-pressure gas pipeline.</li> </ul> <p><u>Advice</u></p> <ul style="list-style-type: none"> <li>A dwelling house could be designed to avoid the flood overlay, the high-pressure gas pipeline and native vegetation</li> <li>A new dwelling house in the Rural zone is Accepted development where located outside the flood hazard overlay, located more than 200m from the gas pipeline and below 8.5m in height</li> <li>Accepted development means that no development application is required for the dwelling house</li> <li>Whilst no development application is required, building and plumbing approvals may still be required.</li> </ul>	Closed
28/01/22		<p><u>Proposal</u> To increase fuel capacity to existing fuel bowzers.</p> <p><u>Planning details</u></p> <ul style="list-style-type: none"> <li>The site contains an existing motel</li> <li>The site contains existing fuel bowzers.</li> </ul> <p><u>Advice</u></p> <ul style="list-style-type: none"> <li>The fuel bowzers are existing and there will be no additional fuel bowzers</li> <li>The fuel bowzers have been in operation for over 30 years and would benefit from existing use rights</li> <li>Increasing the tank capacity is not a material increase in intensity - therefore not a material change of use</li> </ul>	Closed



PLANNING ENQUIRIES			
Date received	Customer Details	Details of Enquiry	Status
		<ul style="list-style-type: none"> <li>No development application would be required to increase the tank capacity.</li> </ul>	
		<p><u>Proposal</u> To demolish and rebuild parts of a school.</p> <p><u>Planning details</u></p> <ul style="list-style-type: none"> <li>The site contains an existing school</li> <li>The site is within the Township zone.</li> </ul> <p><u>Advice</u></p> <ul style="list-style-type: none"> <li>The proposal will not result in an increase in student number or additional learning areas</li> <li>It is considered that the proposal will not cause a material increase in intensity, therefore not requiring a development application</li> <li>Whilst no development application is required, building and plumbing approvals may still be required.</li> </ul>	Closed
PLANNING AND DEVELOPMENT CERTIFICATES			
Date received	Customer details	Type	Status
19/01/22	-	Standard Planning and Development Certificate for a holding in the Township Zone and within an Industrial precinct.	Issued
19/01/22	-	Full Planning and Development Certificate for a holding in the Township Zone.	Issued
SURVEY PLAN APPROVALS			
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: 16 February 2022

Item No: 5.3

**SUBJECT HEADING: Land Protection Fund Annual Payment**

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

CLASSIFICATION: (if confidential)

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*Summary: The Department of Agriculture and Fisheries have notified Council that the Land Protection Fund annual payment for the 2021-22 financial year is now due.*

**Officer's Recommendation: That Council receive the letter from the Department of Agriculture and Fisheries and note that the Land Protection Fund annual payment for the 2021-22 financial year is \$83,431.00.**

---

### Background

Managing the impacts of invasive plants and animals in Queensland is a shared approach. The Department of Agriculture and Fisheries annually invoice local governments under the *Biosecurity Act 2014* and these funds are allocated to the Land Protection Fund.

These funds enable work, that provides benefits to all local governments, to be undertaken at a state level.

60 local governments contribute to the Land Protection Fund annually. Local governments who don't contribute have minimal or no rate base.

The Land Protection Fund consists of 4 components:

- On-ground and research – paid by all local governments.
- Wild Dog Barrier Fence – Paid by nine local governments.
- Darling Downs Moreton Rabbit Board – paid by eight local governments.
- Plague Pest Contingency Fund – paid by 19 local governments.

Blackall-Tambo Regional Council contribute to the on-ground and research and Wild Dog Barrier Fence components.

The on-ground and research component contributes to pest management research, strategic pest control, strategic invasive plant control, pest management extension, local and regional technical services provided by DAF.

The Wild Dog Barrier Fence portion is matched by DAF and pays for maintenance and repair of the Wild Dog Barrier Fence.

The Blackall-Tambo Regional Council have received the invoice for the 2021/22 annual payment for \$83,431.00. 71% is for the Wild Dog Barrier Fence component and the remaining percentage provides funding towards the on-ground and research component.

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### Link to Corporate Plan

Environment & Heritage

## Outcome 3 – Pest Management

**Consultation (internal/external)**

Director of Finance Corporate and Community Services  
Manager of Finance

**Policy Implications**

Nil

**Budget and Resource Implications**

\$83,431.00 - Budgeted

**Risk Assessment**

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Annual payment has been budgeted	Low
Legal & Regulatory	Low	Payment of account complies with the Biosecurity Act 2014	Low
People	Low	Nil	Low
Operational	Medium	Nil	Low
Environmental	Medium	The Land Protection Fund assists local governments with pest management	Low
Strategic	Medium	Nil	Low
Ethical	Low	Nil	Low
Reputation	Low	Nil	Low
Leadership	Low	Nil	Low

**Proposed Risk Treatment**

Nil



Our ref: CTS 25320/21

11 January 2022

Mr Des Howard  
 Chief Executive Officer  
 Blackall-Tambo Regional Council  
 PO Box 21  
 BLACKALL QLD 4472

Dear Mr Howard

I am writing to you in regard to the Land Protection Fund annual payments for the 2021-22 financial year. The *Biosecurity Act 2014* provides for the current arrangements for funds to be collected as annual payments from Local Governments and deposited into the Land Protection Fund.

The Department of Agriculture and Fisheries (the Department) supports Local Governments and their communities through its investment in invasive plants and animal management policy, planning, research and regional services. Local Governments have a primary legislative function and responsibility to ensure that invasive plants and animals are managed in their local area.

There are four components to the Land Protection Fund:

- On-ground and Research
- Wild Dog Barrier Fence
- Darling Downs-Moreton Rabbit Board (Rabbit Board)
- Plague Pest Contingency Fund.

The On-ground and Research component enables the Department to undertake invasive plant and animal management research, strategic invasive plant and animal control and local and regional technical services that support Local Governments in the delivery of invasive plant and animal management functions.

A calculation methodology determines the proportion of contributions paid into the On-ground and Research component. As previously approved by the Statewide Oversight Group, a new methodology was to be phased in over three years, this is the final year of the approved implementation phase.

41 George Street Brisbane  
 GPO Box 46 Brisbane  
 Queensland 4001 Australia  
**Business Centre** 13 25 23  
**Website** [www.daf.qld.gov.au](http://www.daf.qld.gov.au)  
**ABN** 66 934 345 189

The Wild Dog Barrier Fence component will be increasing in line with 1.7 per cent Consumer Price Index for the 2021-22 financial year and is apportioned among the nine Local Governments whose areas benefit from the Fence.

The Rabbit Board component provides funding to maintain the rabbit fence and to ensure the rabbit district is maintained free of rabbits. It is apportioned among the eight Local Governments in the rabbit district. The Rabbit Board requested a 2.5 per cent increase to its operational budget for 2021-22 financial year, as provided for under section 85 of the *Biosecurity Act 2014*.

Recently councils who contribute into the Wild Dog Barrier Fence and the Rabbit Board were advised that Synergies consultancy have been appointed to undertake a review. The review is due to be returned to the department mid-2022.

The Plague Pest Contingency Fund component allows the Department to undertake strategic control and prevention of locust swarms. The Department is not collecting contributions as the fund has reached its ceiling.

Please find attached your Land Protection Fund Tax Invoice for 2021-22, the Local Government Annual Report for 2020-21 and the Technical Highlights, Invasive Plant and Animal research 2020-21.

If you require any further information about any of the matters above, I encourage you to contact Natasha Potzta, Manager, Policy and Engagement, on telephone 07 3087 8072 or email [natashia.potzta@daf.qld.gov.au](mailto:natashia.potzta@daf.qld.gov.au)

Yours sincerely



John Robertson  
**General Manager**  
**Biosecurity Queensland, Department of Agriculture and Fisheries**

Att

## BLACKALL-TAMBO REGIONAL COUNCIL

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### OFFICER REPORTS

COUNCIL MEETING DATE: 16 February 2022

Item No: 5.4

**SUBJECT HEADING:** Public Interest Disclosure Policy

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

CLASSIFICATION: (if confidential)

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*Summary: The Public Interest Disclosure Act 2010 requires public sector entities to develop reasonable procedures to deal with public interest disclosures.*

**Officer's Recommendation: That Council adopt the revised Public Interest Disclosure Policy.**

---

### Background

Section 3 of the *Public Interest Disclosure Act 2010* provides the main objects as follows:

- (a) To promote the public interest by facilitating public interest disclosures of wrongdoing in the public sector; and
- (b) To ensure that public interest disclosures are properly assessed and, when appropriate, properly investigated and dealt with; and
- (c) To ensure that appropriate consideration is given to the interests of persons who are the subject of a public interest disclosure; and
- (d) To afford protection from reprisals to persons making public interest disclosures.

The Blackall-Tambo Regional Council's Public Interest Disclosure Policy was adopted by Council on 21 January 2012. The policy contains Appendix A; Public Interest Disclosure Management Plan and Procedure.

The Office of the Queensland Ombudsman, as the oversight agency under the *Public Interest Disclosure Act 2010*, has developed a Model Public Interest Disclosure Procedure to assist with the fulfillment of legislative obligations.

Council officers recently reviewed the policy, and it was noted that the management plan and procedure required updating to meet the standard issued by the Queensland Ombudsman.

The Public Interest Disclosure Procedure has been updated to reflect the Queensland Ombudsman's standard. The amended policy including appendix A: Public Interest Disclosure Management Procedure, is attached to this report.

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### Link to Corporate Plan

Governance

Outcome 2 - Accountability

### Consultation (internal/external)

Director of Finance Corporate and Community Services

### Policy Implications

Public Interest Disclosure Policy

**Budget and Resource Implications**

Nil

**Risk Assessment**

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Nil	Low
Legal & Regulatory	Low	Chief Executive Officers of a public sector entity must establish reasonable procedures in accordance with section 18 of the <i>Public Interest Disclosure Act 2010</i> . Council's previous procedures were not in accordance with the model provided by the Queensland Ombudsman.	Medium
People	Low	An appropriate procedure provides adequate support to disclosers.	Medium
Operational	Medium	The revised policy provides clear guidelines on how a Public Interest Disclosure must be processed.	Medium
Environmental	Medium	Nil	Low
Strategic	Medium	Nil	Low
Ethical	Low	The revised policy is in accordance with the Queensland Ombudsman's recommendations.	Low
Reputation	Low	An adequate policy and procedure allow disclosures to be made with confidence.	Medium
Leadership	Low	Nil	Low

**Proposed Risk Treatment**

Regularly reviewing policies keeps Council up to date with regulations and results in consistent practices. The review and revision of policies reduces risks to Council.



# Blackall-Tambo Regional Council

## Public Interest Disclosure Policy

Document Number: Stat 28	Effective Date: <del>20 May 2020</del> 16 February 2022
Version Number: <del>Three</del> Four	Review Date: <del>20 May 2024</del> 16 February 2026
Procedure Compiled by: Chief Executive Officer	
Procedure Approved by: Chief Executive Officer	

### SCOPE

This policy applies to all Councillors, employees of Council and members of the public.

### PURPOSE

The purpose of this policy is to:

- Acknowledge Council's obligations as a Public Sector Entity as defined in the *Public Interest Disclosure Act 2010*; and
- Establish Council's commitment to the promotion and proper management of Public Interest Disclosures.
- To communicate the rights and obligations, and to outline a framework within which provide for the correct process for Councillors and employees of Council to make appropriate disclosures.

### REFERENCES / POLICIES

- *Public Interest Disclosure Act 2010*
- *Crime and Corruption Act 2001*
- *Information Privacy Act 2009*
- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Public Sector Ethics Act 1994*
- *Work Health and Safety Act 2011*
- Councillor Code of Conduct ~~Policy~~ Procedure
- ~~Code of Conduct for Employees~~ Employee Code of Conduct Policy
- Privacy Policy
- ~~Complaints Management Policy~~
- General Complaints (Administrative Actions) Procedure
- General Complaints (Administrative Actions) Policy
- Complaints about the Chief Executive Officer
- Human Rights Policy
- Workplace Health & Safety Policy
- Confidentiality ~~Policy~~ Procedure
- Drug and Alcohol Policy

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## Blackall-Tambo Regional Council

## Public Interest Disclosure Policy

- Bullying and Harassment Governance Policy

### DEFINITIONS

To assist in interpretation the following definitions shall apply:

#### Administrative Action

As defined in Schedule 4 of the Act:

- (a) Any action about a matter of administration, including for example:
  - (i) A decision and an act; and
  - (ii) A failure to make a decision or do an act, including a failure to provide a written statement of reasons for a decision; and
  - (iii) The formation of a proposal or intention; and
  - (iv) The making of a recommendation, including a recommendation made to a Minister; and
  - (v) An action taken because of a recommendation to a Minister.

#### Appropriate Disclosure

An appropriate Disclosure is a disclosure about:

- Corrupt Conduct;
- Maladministration that adversely affects a person's interests in a substantial and specific way;
- A substantial misuse of a public resource;
- A substantial and specific danger to public health or safety;
- A substantial and specific danger to the environment;
- A substantial and specific danger to the health and safety of a person with a disability; or
- Reprisal action.

#### Business Activity

A Business Activity is one where Council trades in goods and services. The competitive neutrality principle requires that an entity that is conducting a Business Activity in competition with the private sector should not enjoy a net advantage over competitors only because the entity is in the public sector.

#### Competitive Neutrality Complaints

A Competitive Neutrality Complaint is a complaint that:

- Relates to the failure of a local government to conduct a Business Activity in accordance with the competitive neutrality principle; and
- Is made by an Affected Person.

#### Complainant

A Complainant is a person or entity that makes a complaint.

#### Corrupt Conduct

As defined in the *Crime and Corruption Act 2001*, conduct of a person, regardless of whether the person holds or held an appointment, that fulfils each of the following elements:

- (a) Adversely affects, or could adversely affect, directly or indirectly, the performance of functions, or the exercise of powers of a ~~URA~~ unit of public administration or a person holding an appointment;

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## Blackall-Tambo Regional Council

### Public Interest Disclosure Policy

- (b) Results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in section (a) in a way that:
  - (i) Is not honest or is not impartial; or
  - (ii) Involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or
  - (iii) Involves a misuse of information or material acquired in or in accordance with the performance of functions or the exercise of power of a person holding an appointment; and
- (c) Would, if proved, be a criminal offence; or a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or was the holder of an appointment.

Corrupt conduct also means conduct of a person, regardless of whether the person holds or held an appointment that fulfils each of the following elements:

- (a) Impairs, or could impair, public confidence in public administration; and
- (b) Involves, or could involve any of the following:
  - (i) Collusive Tendering;
  - (ii) Fraudulent applications for licences, permits or other authorities under an Act with a purpose or object of any of the following (however described) – protecting health or safety of persons; protecting the environment or protecting or managing the use of the State's natural, cultural, mining or energy resources;
  - (iii) Dishonestly obtaining, or helping someone to dishonestly obtain benefits from the payment of application of public funds of the disposition of State assets;
  - (iv) Evading State taxes, levies, duties or otherwise fraudulently causing a loss of State revenue;
  - (v) Fraudulently obtaining or retaining an appointment; and
- (c) Would, if proved, be a criminal offence; or disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.

#### Discloser

A Discloser is a person who makes a Public Interest Disclosure and does not need to be personally affected by the matter they are disclosing.

#### Employee

Local government employee;

- (a) The Chief Executive Officer; or
- (b) A person holding an appointment under Section 196 of the *Local Government Act 2009*.

#### Maladministration

As defined in Schedule 4 of the Act: An administration action that was:

- (a) Taken contrary to law; or
- (b) Unreasonable, unjust, oppressive, or improperly discriminatory; or
- (c) In accordance with a rule of law or a provision of an Act or a practice that is or may be unreasonable, unjust, oppressive, or impartially discriminatory in the particular circumstances; or
- (d) Taken:
  - (i) For an improper purpose; or
  - (ii) On irrelevant grounds; or
  - (iii) Having regard to irrelevant considerations; or
- (e) An action for which reasons should have been given, but were not given; or
- (f) Based wholly or partly on a mistake of law or fact; or
- (g) Wrong.

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## Blackall-Tambo Regional Council

## Public Interest Disclosure Policy

### PID Act

Public Interest Disclosure Act 2010

### PID

Public Interest Disclosure

### POLICY STATEMENT

By virtue of their office or position, Council recognises the important role Councillors, Council employees and members of the public can play in the identification of cases of maladministration, official misconduct and the misuse of public resources or contraventions giving rise to dangers to public health and safety, the environment or to persons with disabilities.

In accordance with the objectives of the PID Act, it is Council policy to:

- a) promote the public interest by facilitating Public Interest Disclosures of wrongdoing in the public sector; and
- b) ensure that Public Interest Disclosures are properly made, assessed, and when appropriate, properly investigated and dealt with; and
- c) ensure that appropriate consideration is given to the interests of persons who are the subject of a Public Interest Disclosure; and
- d) afford protection from reprisals to persons making Public Interest Disclosures.

These outcomes (including information regarding how a PID may be made) are achieved via a Public Interest Disclosure Management ~~Procedure~~ Plan which is to be developed and implemented by the Chief Executive Officer in accordance with Section 28(1) of the PID Act and this Policy.

Council recognises the sensitivities which can be associated with Public Interest Disclosures and the need to maintain public confidence in its process for managing Public Interest Disclosures. To that end Council will:

- e) ensure that Public Interest Disclosures are managed appropriately in accordance with the requirements of PID Act;
- f) maintain confidentiality of Public Interest Disclosures received (as per s65 of PID Act);
- g) prosecute any person who provides a false or misleading statement or information to Council with the intention of it being processed as a Public Interest Disclosure (as per s66 of PID Act);
- h) prosecute and/or take disciplinary action against any Councillor or Council employee who takes or attempts to take a reprisal action (refer s40 and s41 of PID Act);
- i) ensure that the proper records of Public Interest Disclosures received (as per s29 of PID Act) are maintained, and that the confidentiality of all records created during the investigation and reporting of Public Interest Disclosures is preserved (as per s65 of PID Act).

### Public Interest Disclosures

Public interest disclosure must be:

- (a) Made to a proper authority; and
- (b) Information about the conduct of another person or another matter if:
  - (i) The person honestly believes on reasonable grounds that the information tends to show the conduct or other matter; or
  - (ii) The information tends to show the conduct or other matter, regardless of whether the person honestly believes the information tends to show the conduct or other matter.

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## Blackall-Tambo Regional Council

### Public Interest Disclosure Policy

A proper authority includes a public sector entity as defined by section 6 of the Act if the information and the subject of the disclosure related to the conduct of the entity, or public sector entity has power to investigate or remedy.

#### POLICY REVIEW

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

1. As required by legislation.
2. The related documents are amended or replaced.
3. Other circumstances as determine by the Chief Executive Officer.

Notwithstanding the above, this policy is to be reviewed at intervals of no more than four (4) years.

#### Version Control

Version One	21.01.2012
Version Two	20.01.2015
Version Three	20.05.2020
Version Four	16.02.2022

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**Blackall-Tambo  
Regional Council**

## Public Interest Disclosure Policy

### Appendix A

#### PUBLIC INTEREST DISCLOSURE MANAGEMENT ~~PLAN AND~~ PROCEDURE

##### **Council's Policy Commitment**

~~Council recognises the important role Councillors, Council employees and members of the public can play in the identification of cases of maladministration, official misconduct and the misuse of public resources or contraventions giving rise to dangers to public health and safety, the environment or to persons with disabilities and which may not be identified and addressed through established internal controls.~~

~~In accordance with the objectives of the PID Act, and Council's PID policy, it is Council commitment to:~~

- ~~a) promote the public interest by facilitating Public Interest Disclosures of wrongdoing in the public sector; and~~
- ~~b) ensure that Public Interest Disclosures are properly assessed and, when appropriate, properly investigated and dealt with; and~~
- ~~c) ensure that appropriate consideration is given to the interests of persons who are the subject of a Public Interest Disclosure; and~~
- ~~d) afford protection from reprisals to persons making Public Interest Disclosures~~

##### **Executive Team Commitments**

~~Blackall Tambo Regional Council has an obligation to deal with wrongdoings within or associated with its operational jurisdiction, and to take corrective action to appropriately deal with such wrongdoing.~~

~~Blackall Tambo Regional Council encourages any staff member who reasonably considers that he or she has witnessed or is aware of a wrongdoing to come forward and make a disclosure in accordance with Council's Public Interest Disclosure Policy.~~

~~Blackall Tambo Regional Council aspires to an organisational climate where all staff members feel confident and comfortable about making a disclosure of wrongdoing and feel safe in the knowledge that they will not be subject to or are provided strong protections against reprisal.~~

~~Blackall Tambo Regional Council believes that disclosing wrongdoing is embedded in this Council's values, in particular, ensuring that all staff and Council itself can be seen by the public as acting with integrity in accordance with our Code of Conduct. Further, Council believes that staff who come forward with disclosures of wrongdoing are acting as exemplary organisational citizens by assisting Council in promoting openness, accountability and good management.~~

~~When a staff member comes forward with information about wrongdoing, Council commits to:~~

- ~~• protecting the dignity, wellbeing, career interests and good name of all persons involved;~~
- ~~• protecting the discloser from any adverse action taken as a result of making the disclosure;~~
- ~~• treating any bullying, harassment, unfair treatment, victimisation or discrimination that results from a disclosure being made as a breach of Code of Conduct and Council's Public Interest Disclosure Policy;~~
- ~~• responding to the disclosure thoroughly and impartially;~~
- ~~• where some form of wrongdoing has been found, taking appropriate action to deal with it;~~
- ~~• keeping the discloser informed of the progress and outcome.~~

##### **Communication Strategy**

~~This PID Management Plan and associated procedures will be posted to Council's website.~~

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## Blackall-Tambo Regional Council

### Public Interest Disclosure Policy

~~Articles promoting Council's Public Interest Disclosure Policy and procedures will be provided to staff.~~

#### **Training Strategy**

##### **Staff Public Interest Disclosure Awareness**

- ~~a) Public Interest Disclosure Awareness Training will be provided to all staff as part of the employee induction process and at staff meetings (at least once annually). This training shall include:~~
- ~~• the identification of what is a 'wrongdoing';~~
  - ~~• the correct way to make a Public Interest Disclosure;~~
  - ~~• an outline of the support and protections afforded to disclosers of wrongdoings; and~~
  - ~~• how Public Interest Disclosures will be managed.~~

##### **Staff PID Management**

- ~~a) Senior managers and other staff who may receive or manage Public Interest Disclosures, persons making disclosures or other workplace issues relating to Public Interest Disclosure management will be provided annual training regarding these processes. Corporate Governance staff required to undertake detailed investigations of Public Interest Disclosures will receive investigation skills training.~~

##### **Councillor Training**

- ~~a) Councillors will be briefed regarding both Public Interest Disclosure Awareness and Public Interest Disclosure Management following each quadrennial election.~~

#### **Public Interest Disclosure Oversight**

~~Council's Corporate Governance Department will be responsible for:~~

- ~~• providing staff training regarding Public Interest Disclosure awareness and Public Interest Disclosure Management;~~
- ~~• applying consistent and appropriate assessment procedures to determine which complaints meet the requirements of the PID Act for treatment as a Public Interest Disclosure;~~
- ~~• monitoring the investigation and resolution of Public Interest Disclosures;~~
- ~~• managing or coordinating the support and protection offered to disclosers;~~
- ~~• collecting, reporting and reviewing data via a secure and confidential reporting system about Public Interest Disclosures received; and~~
- ~~• reporting Public Interest Disclosure information to Council's Executive Team (as required) and to the Public Service Commission, via the Public Interest Disclosure database, on a quarterly basis.~~

#### **Monitoring and Improvements**

~~It is expected that the Public Interest Disclosure process will assist to:~~

- ~~• promote good governance of Council's operations through the investigation of, and attention to matters, which might otherwise not come to the attention of the Chief Executive Officer; and~~
- ~~• result in the identification of public health and safety and environmental protection issues and their referral to appropriate authorities.~~

~~An annual report will be provided to the Executive Team on:~~

- ~~a) issues arising from Public Interest Disclosures received during the period; and~~
- ~~b) effectiveness of Council's Public Interest Disclosure Policy and Procedures.~~

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## Blackall-Tambo Regional Council

### Public Interest Disclosure Policy

#### How Public Interest Disclosures May Be Made

~~A Public Interest Disclosure may be made either verbally or in writing. However, where a Public Interest Disclosure is of a complex nature or involves serious allegations against a Councillor or a Council officer, it is recommended that the disclosure be submitted in writing and marked 'Confidential for the attention of the Chief Executive Officer' or other Officer, Councillor or Mayor as appropriate.~~

~~The Public Interest Disclosure should detail the incident or issue of concern in sufficient detail to enable an appropriate investigation to be conducted. Council will accept and process anonymous Public Interest Disclosures but without the discloser's details Council will be unable to contact the discloser to obtain further information or to provide feedback. Depending on circumstances, disclosers should supply:~~

- ~~• their name and contact details (desirable);~~
- ~~• the nature of the wrongdoing;~~
- ~~• who they think did the wrongdoing (if possible);~~
- ~~• when and where the wrongdoing occurred;~~
- ~~• events surround the issue;~~
- ~~• whether they did anything in response to the wrongdoing and have allowed it to continue.~~

~~Council will endeavour to detect any communication received which could constitute a PID. However, due to the volumes of complaints and service requests which we process, persons wishing to have their communication regarded as a Public Interest Disclosure are strongly advised to express that wish when making the disclosure.~~

#### Preliminary Assessments and Registration

~~All Public Interest Disclosures and suspected Public Interest Disclosures will be referred to the PID Manager for processing. Prior to commencing any referral or investigation processes, the PID Manager will undertake the following steps:~~

~~**Step 1:** Assess whether the subject matter qualifies as a Public Interest Disclosure within the meaning of the PID Act. In assessing a disclosure, the officer must determine if:~~

- ~~• the person making the disclosure is able to receive the protection of the Act;~~
- ~~• the disclosure concerns a matter about which a Public Interest Disclosure can be made;~~
- ~~• the disclosure meets either the subjective or objective test set out in the Act;~~
- ~~• the disclosure has been made to an individual or entity who may receive a Public Interest Disclosure; and~~
- ~~• the disclosure has been made in accordance with Council's procedure or to a person listed in the Act.~~

~~**Step 2:** Determine whether the subject matter should be referred to another public sector agency. This would apply if the disclosure is about—~~

- ~~• the conduct of the referral entity or a public officer of the referral entity; or~~
- ~~• the conduct of an entity (including itself); or~~
- ~~• another matter, that the referral entity has the power to investigate or remedy.~~

~~Referral to another public sector agency will not be made where the PID Manager considers there is an unacceptable risk that a reprisal would happen because of the referral. Where practical, the officer will consult with the person who made the disclosure to determine whether there would be an unacceptable risk.~~

~~**Step 3:** Determine whether Council should investigate the disclosure. In accordance with s30 of the PID Act, Council may decide not to investigate or deal with a Public Interest Disclosure if—~~

- ~~• the substance of the disclosure has already been investigated or dealt with by another appropriate process; or~~

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- ~~the entity reasonably considers that the disclosure should be dealt with by another appropriate process; or~~
- ~~the age of the information the subject of the disclosure makes it impracticable to investigate; or~~
- ~~the entity reasonably considers that the disclosure is too trivial to warrant investigation and that dealing with the disclosure would substantially and unreasonably divert the resources of the entity from their use by the entity in the performance of its functions; or~~
- ~~another entity that has jurisdiction to investigate the disclosure has notified the entity that investigation of the disclosure is not warranted.~~

~~Step 4: Conduct a risk assessment of a reprisal to the discloser and others associated with the discloser (including those who may wrongly be suspected of being a discloser) as a consequence of Council's investigation of the disclosure and subsequent actions.~~

~~If the risk is assessed as sufficiently high, a protection plan will be prepared to protect the discloser. Where feasible, this will be developed in consultation with the discloser and other relevant stakeholders.~~

~~Step 5: Register the disclosure in Council's Requests System. The matter will be registered as a confidential item to be accessed and tracked only by the PID Manager.~~

~~Step 6: Provide the discloser or the entity that referred the disclosure, reasonable information including:~~

- ~~confirmation that the disclosure was received by Council;~~
- ~~a description of the action proposed to be taken, or taken, by Council in relation to the disclosure;~~
- ~~if action has been taken by Council in relation to the disclosure—a description of the results of the action;~~
- ~~the likely timeframes (if possible);~~
- ~~their involvement in the investigation process;~~
- ~~the importance of maintaining confidentiality;~~
- ~~the protections under the Act that will apply;~~
- ~~that Council will keep the information disclosed, including the discloser's identity confidential, except as allowed under the Act;~~
- ~~how they will be advised of progress and outcomes; and~~
- ~~who to contact if they want further information or are concerned about reprisals~~

~~If Council decides not to investigate or deal with a Public Interest Disclosure, it will give written reasons for its decision to the person making the disclosure (provided that their identity and contact details are known):~~

### Investigating Processes

~~The PID Manager will commission an investigation of all Public Interest Disclosures excepting where a contrary decision has been made under Step 3 above. Where appropriate, an external investigator will be engaged for this purpose. In all cases the investigator must:~~

- ~~have the necessary skills or training to perform that task in a professional manner;~~
- ~~not be under the direction of a person being investigated;~~
- ~~be sufficiently removed from the issue as to not have a conflict of interest or perceived conflict of interest when undertaking the investigation;~~
- ~~when assessing (and where necessary, investigating and taking action on) a Public Interest Disclosure involving allegations against Council officers, take account of Council's; and~~

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~~obligations to the subject officers. The fact that Council is relying on information obtained through a Public Interest Disclosure for any subsequent disciplinary process does not exempt Council from its obligations to the subject officers.~~

#### **Taking Corrective Action**

~~On conclusion of the investigation, the investigator will provide the PID Manager with a written report detailing the process followed and their findings. The Manager Corporate Governance will forward copies of the report to the Chief Executive Officer and the person who made the disclosure.~~

~~The Chief Executive Officer will utilise that report as appropriate to:~~

- ~~• inform improvements to service delivery, business processes and internal controls;~~
- ~~• recommend any amendments to Council policies;~~
- ~~• recommend amendments of this Management Plan to improve its effectiveness; or~~
- ~~• instigate disciplinary action.~~

~~Where disciplinary action is commenced arising from a Public Interest Disclosure, the subject officers will be afforded rights as provided for in Council's Staff Formal Disciplinary Policy.~~

#### **Protection and support of Disclosers**

~~Council will provide protection and support for persons making Public Interest Disclosures against reprisals by:~~

- ~~a) treating all Public Interest Disclosures as confidential information to be recorded on protected files; and~~
- ~~b) taking firm disciplinary action against any officer found to have disclosed a Public Interest Disclosure contrary to this policy or to have taken reprisal action against the discloser.~~

~~A person making a public interest disclosure is not subject to any civil or criminal liability, or any liability arising by way of administrative process, including disciplinary process for making the disclosure. In particular:~~

- ~~a) in a proceeding for defamation has a defence of absolute privilege for making a Public Interest Disclosure; and~~
- ~~b) a person, who would otherwise be required to maintain confidentiality about the disclosed information on any Act, oath, rule of law or practice does not contravene an Act, oath, rule of law or practice by making a disclosure.~~

~~However, a person's liability for their own conduct is not affected by the person making a disclosure under the Act.~~

~~Disclosures made under the PID Act are protected from being disclosed in response to applications made under the Right to Information Act 2009. It should be noted however that agencies such as the Crime and Misconduct Commission may require full disclosure of information held by Council. Also persons making Public Interest Disclosures should understand that in particular circumstances their identity may become evident to other persons as a consequence of investigation processes.~~

~~Both during and following the investigation process support for disclosers will be provided proportionate to the risk of reprisal, and the potential consequences of a reprisal. Protections under the Act are only available to a person who makes a Public Interest Disclosure to a proper authority. For example, a person making a Public Interest Disclosure to a journalist prior to making a Public Interest Disclosure to a proper authority would not be afforded the protections of the PID Act.~~

~~Similarly, vexatious allegations with no reasonable basis will also not be afforded the protections of the PID Act.~~

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~~In the event of a reprisal being alleged or suspected, Council will act in the interest of the discloser by:~~

- ~~• attending to the safety of the discloser(s) or affected third parties as a matter of priority;~~
- ~~• reviewing the risk assessment of reprisal and any protective measures needed; and~~
- ~~• managing any allegation of a reprisal as a Public Interest Disclosure in its own right.~~

~~Council will assist employees who make Public Interest Disclosures by:~~

- ~~• regularly checking on the discloser's well being;~~
- ~~• advising the discloser of the availability of the Employee Assistance Scheme; and~~
- ~~• where the health of the discloser becomes a concern, liaising with officers responsible for occupational workplace health and safety.~~

### **Further actions by Disclosers**

~~Within 28 days of a person receiving notification that the PID Manager has decided under Step 3 (above) not investigate or deal with their disclosure, the person who made the disclosure may appeal to the Chief Executive Officer for a review of that decision.~~

~~A person dissatisfied with Council's handling of their Public Interest Disclosure has an internal right of review to the Chief Executive Officer. Disclosers are also entitled to raise the matter with other entities, such as the Queensland Ombudsman in cases of maladministration.~~

## **1. Introduction**

Blackall-Tambo Regional Council is committed to fostering an ethical, transparent culture. In pursuit of this, Council values the disclosure of information about suspected wrongdoing in the public sector so that it can be properly assessed and, if necessary, appropriately investigated. Council will provide support to an employee or others who make disclosures about matters in the public interest. This procedure demonstrates this commitment and ensures that practical and effective procedures are implemented which comply with the requirements of the *Public Interest Disclosure Act 2010 (PID Act)*.

## **2. Objective/Purpose**

By complying with the PID Act, Blackall-Tambo Regional Council will:

- Promote the public interest by facilitating public interest disclosures (PIDs) of wrongdoing.
- Ensure the PIDs are properly assessed and, where appropriate, properly investigated and dealt with.
- Ensure appropriate consideration is given to the interests of persons who are the subject of a PID.
- Ensure protection from reprisals is afforded to persons making PIDs.

As required under the PID Act, the Chief Executive Officer will implement procedures to ensure that:

- Any public officer who makes a PID is given appropriate support.
- PIDs made to Council are properly assessed and, where appropriate, properly investigated and dealt with.
- Appropriate action is taken in relation to any wrongdoing which is the subject of a PID.

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### Public Interest Disclosure Policy

- A management program for PIDs made to Council, consistent with the standard issued by the Queensland Ombudsman, is developed and implemented.
- Public officers who make PIDs are offered protection from reprisal by Council or other public officers of Council.

Council's Public Interest Disclosure Policy is available for public viewing at [www.btrc.qld.gov.au](http://www.btrc.qld.gov.au). The Public Interest Disclosure Procedure will be updated as required to ensure it meets the requirements of the PID Act and the standard issued by the Queensland Ombudsman.

### 3. PID Management Program

The Chief Executive Officer has overall responsibility for ensuring that Council develops, implements and maintains a PID management program. The Council PID management program encompasses:

- Commitment to encouraging the internal reporting of wrongdoing
- Senior management endorsement of the value to Council of PIDs and the proper management of PIDs
- A communication strategy to raise awareness among employees about PIDs and Council's PID procedure
- A training strategy to give employees access to training about how to make a PID, information on the support available to a discloser and advice on how PIDs will be managed. Specialist training and awareness about PIDs for senior management.
- Ensuring effective systems and procedures are in place so that issues and outcomes from PIDs inform improvements to service delivery, business processes and internal controls.
- Regular review of the Public Interest Disclosure Procedure and evaluation of the effectiveness of the PID management program.

The procedure applies to all councillors, staff and members of the public and should be read in conjunction with the Public Interest Disclosure Policy.

### 4. Procedure

#### 4.1. Why make a PID?

Employees who are prepared to speak up about public sector misconduct, wastage of public funds, suspected unlawful activity or danger to health, safety or the environment can be the most important sources of information to identify and address problems in the public sector administration. Council supports the disclosure of information about wrongdoings because:

- Implementing systems for reporting and dealing with wrongdoing contributes to the integrity of Council
- The outcomes of PIDs can include improvements to systems that prevent fraud and other economic loss to Council
- The community's trust in public administration is strengthened by having strong processes in place for reporting wrongdoing.

When making a PID the discloser receives the protections provided under the PID Act, including:

- Confidentiality – the discloser's name and other identifying information will be protected to the extent possible
- Protection against reprisal – the discloser is protected from unfair treatment by Council and employees of Council as a result of making the PID
- Immunity from liability – the discloser cannot be prosecuted for disclosing the information but is not exempt from action if they have engaged in wrongdoing

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- Protection from defamation – the discloser has a defense against an accusation of defamation by any subject officer.

### 4.2. Reporting a PID

Anyone, including persons external to Council may make a PID if they have information about:

- A substantial and specific danger to the health and safety of a person;
- A substantial and specific danger to the environment;
- Reprisal because of a belief that a person has made or intends to make a disclosure.

In addition, those internal to Council, including the Mayor, Councillor, Employees and Contractor may make a PID if they have information about the conduct of another person which could, if proved, be:

- Corrupt Conduct (as defined in the Crime and Corruption Act 2001); and
- Maladministration that adversely affects a person's interest in a substantial and specific way;
- A substantial misuse of public resources;
- A substantial and specific danger to public health or safety; or
- A substantial and specific danger to the environment.

A PID can be reported to:

- The Chief Executive Officer; or
- Any Director or Manager; or
- Direct or indirect supervisor.

A discloser can have either a 'reasonable belief' that wrongdoing has occurred or provide evidence which tends to show the wrongdoing has occurred.

A disclosure can also be made to a journalist if the following conditions have been met:

- A valid PID was initially made to a proper authority, and
- The proper authority:
  - Decided not to investigate or deal within six months of making the disclosure whether or not the disclosure was to be investigated or otherwise dealt with.

A person who makes a disclosure to a journalist in these circumstances is protected under the PID Act. However, disclosers should be aware that journalists are not bound under the confidentiality provisions of section 65 of the PID Act.

A disclosure amounts to a PID and is covered by the PID Act even if the:

- Discloser reports the information as part of their duties – such as an auditor reporting a fraud or an occupational health and safety officer reporting a safety breach
- Disclosure is made anonymously – the discloser is not required to give their name or any identifying information
- Discloser has not identified the material as a PID – it up to Council to assess information received and decide if it is a PID
- Disclosure is unsubstantiated following investigation – the discloser is protected when the information they provide is assessed as a PID, whether or not it is subsequently investigated or found to be substantiated.

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After the receipt of the PID, the officer who received the PID shall refer the PID to the appropriate Authorised Officer for assessment and coordination of investigation in accordance with this procedure.

The Authorised Officer must provide the following information to the discloser in writing:

- Confirmation that the PID has been received.
- A description of the action proposed to be taken.
- The likely timeframe involved.
- The obligations of the Discloser and Council regarding confidentiality.
- Advise the Discloser that people might attempt to guess their identity.
- The protections the Discloser has under the PID Act.
- The Disclosers involvement in the process (e.g. providing further information).
- How the Discloser will be updated on progress and outcomes.
- Who to contact if they want further information or are concerned about reprisal.
- If action has been taken, a description of the results of the action.
- Contact information for Council's employee assistance program.

Council encourages PIDs to be made in writing (whenever possible) and containing as much relevant information as available. However, a PID can be made verbally to Council.

Council's contact details are as follows:

Blackall-Tambo Regional Council  
PO Box 21  
Blackall Qld 4472

Email: [CEO@btrc.qld.gov.au](mailto:CEO@btrc.qld.gov.au)  
Telephone: 07 4621 6600

Any person may choose to make a PID to an appropriate external entity rather than to Council (i.e. Crime and Corruption Commission, Queensland Ombudsman etc.). Such organisations may choose to refer the matter directly back to Council.

While anonymous PIDs can be made, Council prefers that Disclosers identify themselves as this enable the best assessment and investigation of the PID and ensures appropriate support is provided to the Discloser.

If a Discloser chooses to remain anonymous, they are asked to provide as much information as possible in their PID to enable proper assessment and investigation.

Anonymous Disclosers cannot be informed of the investigation outcome by reason of their anonymity and as a result some of the protections in the Act may not apply to anonymous Disclosers.

To ensure comprehensive and successful investigation of a perceived wrongdoing, persons making a PID are encouraged to provide all known information that might be relevant including:

- The circumstances of the incident/matter including dates, times and locations;
- The details of personnel or others involved; and
- Possible sources of additional information or evidence e.g. other people or files.

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It is an offence to intentionally make false PIDs. A person who gives information to a proper authority, knowing that it is false or misleading and intending that it be acted on as a PID may face disciplinary action and criminal prosecution. Knowingly providing false or misleading information is different to providing information that turns out to be incorrect or unable to be substantiated.

The *Public Interest Disclosure Act 2010* only protects public interest disclosures that are made to a 'proper authority'. Council is a proper authority for conduct concerning the Council, a Councillor or Council employee

### 4.3. Deciding whether a matter is a PID

If there is any doubt as to whether a matter is a PID further information may be obtained to inform the decision. If doubt still remains the matter will be considered and managed as a PID.

Mere disagreements over policy do not meet the threshold for a PID under the PID Act.

### 4.4. Investigating a PID

An appropriate Authorised Officer will initially assess the PID to make a decision on how to best deal with that PID. The investigator of a PID will be separate from any workgroup that includes the discloser or subject(s) of the PID. When the allegation is serious, involves senior management or implicates a group of employees, Council will employ outside investigators in order to be objective and remove any potential conflict.

If a decision is made to investigate a PID this will be done with consideration for the:

- Principles of natural justice.
- Obligation under the PID Act to protect confidential information.
- Obligation under the PID Act to protect officers from reprisal.
- Interests of subject officers.

If as a result of investigation the information about wrongdoing provided in the PID is substantiated appropriate action will be taken.

Where the investigation does not substantiate wrongdoing Council will review systems, policies and procedures to identify whether there are improvements that can be made and consider if staff training is required.

### 4.5. Referring a PID

If Council decides there is another proper authority that is better able to deal with the PID, the PID may be referred to that agency. This may be because:

- The PID concerns wrongdoing by that particular agency or an employee of that agency.
- The agency has the power to investigate or remedy the matter.

In these cases the discloser will be advised of the action taken by Council.

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It may also be necessary to refer the PID to another agency because of a legislative obligation, for example, refer a matter to the Crime and Corruption Commission where there is a reasonable suspicion that the matter involves or may involve corrupt conduct. Only appropriate officers of Council are permitted to communicate with another agency about the referral of a PID as authorised by the CEO.

#### 4.6. Declining to take action on a PID

Council may decide not to investigate or deal with a PID in various circumstances, including:

- The information disclosed has already been investigated or dealt with by another process.
- The information disclosed should be dealt with by another process.
- The age of the information makes it impractical to investigate.
- The information disclosed is too trivial and dealing with it would substantially and unreasonably divert Council from the performance of its functions.
- Another agency with jurisdiction to investigate the information has informed Council that an investigation is not warranted.

If a decision is made not to investigate or deal with the PID Council will give the discloser written reasons for that decision.

If the discloser is dissatisfied with the decision, they can request a review by writing to the Chief Executive Officer within 28 days of receiving the written reasons for the decision.

#### 4.7. Rights of subject officers

Council acknowledges that for officers who are the subject of a PID, the experience may be stressful. Council will protect their rights by:

- Assuring them that the PID will be dealt with impartially, fairly and reasonably in accordance with the principles of natural justice
- Confirming that the PID is an allegation only until information or evidence obtained through an investigation substantiates the allegation
- Providing them with information about their rights and the progress and outcome of any investigation
- Referring them to the employee assistance program for support.

#### 4.8. Finalising the matter

Once the investigation has been completed the discloser and subject officer/s will be separately informed of the investigation findings and any steps taken as a result.

If a PID is substantiated, the discloser will be advised of this and of any action that will be taken in response. Actions may include one or more of the following:

- Stopping the conduct or prevent it from recurring and how that would be achieved
- Implementing or changing policies, procedures or practices
- Offering mediation or conciliation
- Taking disciplinary action against a person responsible for the conduct
- Referring the conduct to the Queensland Police Service or another person, organisation or entity that has the jurisdiction to take further action (e.g. initiating legal proceedings against those involved in criminal activity).

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If a PID is not substantiated the discloser will be advised of the following:

- That Council supports them for having properly raised the matter
- Inform the discloser of the usefulness of the information in preventing such issues from arising the future
- Explain why the PID was not upheld, without breaching confidentiality
- Inform them of where they can go to complain if they believe the outcome is wrong
- Inform them of who to talk to if they are experiencing problems for having spoken up.

#### **4.9. Reprisals**

Council is committed to ensure that a Discloser does not suffer any form of reprisals as a result of making a PID. Upon receiving a PID Council will conduct a risk assessment to assess the likelihood of the discloser (or witnesses or affected third parties) suffering reprisal action as a result of having made the disclosure. This If a reprisal does occur Council will take all steps possible to stop the reprisal and to protect the Discloser. The action taken by Council will depend on the circumstances and seriousness of the reprisal. Any employee found to engaging in an activity that is deemed a reprisal under the Act will be subject to disciplinary action.

As per section 150AW of the *Local Government Act 2009* a Councillor must not take detrimental action against a protected person in reprisal for a complaint or notification about the Councillor's conduct.

When an Authorised Officer becomes aware of a reprisal action against a Discloser, they are to take immediate steps to ensure the protection of the Discloser and to immediately commence an investigation into the reprisal.

The reprisal is to be investigated in its own right and not part of the initial PID. The investigation is to be conducted by an officer not involved in the investigation of the initial PID and the Discloser will be informed of the progress and/or outcome of the investigation.

#### **5. Confidentiality**

Council is committed to maintaining confidentiality when handling PIDs. An intentional and unauthorized breach of confidentiality may result in disciplinary action.

Council will ensure that communication with all parties involved will be arranged discreetly to avoid identifying the discloser wherever possible. Disclosers should be aware that while Council will make every attempt to keep their details confidential, it cannot guarantee that others will not try to deduce their identity.

The Authorised Officer is to ensure that the details of the PID, the investigation and related decisions are kept secure. Council discourages Disclosers discussing their PID to colleagues or anyone other than the Authorised Person.

An employee who gains confidential information because they receive a public interest disclosure or is involved in dealing with public interest disclosures must not make a record of the information, or intentionally or recklessly disclose the information to anyone, except as permitted under the PID Act and any other legislation under which the subject matter of the disclosure is being dealt with.

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The PID Act provides that confidential information may be disclosed for natural justice obligations. However, before information can be released, two conditions must be met:

- It is essential to release that information to provide natural justice. If it is possible for a subject officer(s) to answer allegations without the source of the allegations being identified, the release of information cannot be said to be essential,
- It is unlikely that a reprisal will be taken against the discloser.

The Discloser must be notified before their identity is revealed.

#### 6. Record keeping

In accordance with its obligations under the PID Act and the *Public Records Act 2002*, Council will ensure that:

- Accurate data is collected about the receipt and management of PIDs
- Anonymized data is reported to the Office of the Queensland Ombudsman in their role as the oversight agency, through the PID reporting database.

Records about disclosures, investigations and related discussions will be kept secure in Council's official records system and accessible only by Council's public interest disclosure coordinators. Responsibility for creating records and for fulfilling Council's reporting obligations rests with the PID Coordinator. Council is required to provide the Public Service Commission with the following information:

- The date the disclosure was received
- Where the disclosure was referred from, if applicable (Member of Parliament, another entity)
- Public sector entity which the referral was received from
- Type of disclosure
- If a reprisal PID, details of the PID history
- Discloser type
- Discloser's location
- Subject officer type
- Subject officers location'
- Discloser's relationship to subject officer/s
- A summary of the PID
- Date initial risk assessment completed for the discloser
- If agency support officer assigned to the discloser
- Date PID assessment completed
- Assessment decision
- Grounds for decision to take no action
- Date decision to take no action communicated to the discloser
- If discloser requested a review of decision to take no action
- Basis for review request
- Date review of decision to take no action completed
- Outcome of review
- Date investigation of PID commenced
- Date investigation of PID completed
- Outcome of investigation
- If investigation discontinued, an explanation
- Resolution action taken by the entity

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- Date outcome of investigation communicated to discloser.

The following optional data should be recorded and reported where practicable to do so:

- Discloser's gender, ATSI identity and language background
- Subject officer's gender, ATSI identity and language background
- Legal proceedings, appeal or complaint processes that arose during or after management of the PID
- Outcome of legal proceedings, appeal or complaint processes
- If the discloser contacted the media
- If so, at what stage of the PID management process.

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COUNCIL MEETING DATE: 16 February 2022

Item No: 5.5

**SUBJECT HEADING: Local Government Remuneration Commission**

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

CLASSIFICATION: (if confidential)

*Summary: Section 241 of the Local Government Regulation 2012 states that the remuneration commission is to decide the maximum amounts of remuneration that are payable from 1 July each year to mayors and other councillors in each of the categories of local governments. The Blackall-Tambo Regional Council is a category 1 council.*

**Officer's Recommendation: That Council receive the Local Government Remuneration Commission Annual Report 2020-21.**

**Background**

The remuneration commission has provided an annual report for 2020-21. This includes a remuneration schedule for 2022-2023 financial year outlining maximum amounts of remuneration payable to mayors and councillors commencing 1 July 2022.

There are 8 categories in the remuneration schedule and the commission under section 177 of the *Local Government Act 2009* is to decide the category to which each local government belongs.

In the 2020-21 annual report the commission decided to increase the maximum remuneration levels for mayors, deputy mayors and councillors by 2.0% from 1 July 2022.

At the June 2020 general meeting Council resolved the following:

*That Council adopt the revised Remuneration Policy and it become effective from 1 July 2020.*

*Moved: Cr LP Russell*

*Seconded: Cr JH Scobie*

*Minute No. 18/06B/20*

*Carried 7/0*

The current remuneration policy states "Pursuant to section 247 of the *Local Government Regulation 2012*, the remuneration rates for Councillors of Blackall-Tambo Regional Council will be set as per the annual remuneration schedule provided by the Local Government Remuneration Commission report for Category 1 Councils and will be applicable from 1 July 2020."

The remuneration schedule to apply from 1 July 2022 for category 1 councils as per the 2020-21 annual report is as follows:

Mayor	\$110,376.00
Deputy Mayor	\$63,684.00
Councillor	\$55,192.00

Note 2 of the remuneration schedule states the following:

For councillors in category 1 councils, as base payment of \$36,794.67 is payable for the 12 months commencing 1 July 2022. A meeting fee of \$1,533.11 per calendar month (or fortnightly equivalent) is payable for attendance at, and participation in, scheduled meetings

of council subject to certification by the mayor and/or chief executive officer of the council. Mayors and deputy mayors in category 1 councils are to receive the full annual remuneration level as shown (page 14 & 15 of the Remuneration Commission Annual Report).

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### Link to Corporate Plan

Governance

Outcome 2 – Accountability

Outcome 3 – Leadership

Outcome 4 - Financial

### Consultation (internal/external)

Director of Finance Corporate and Community Services

Manager of Finance

### Policy Implications

Councillor Remuneration Policy

### Budget and Resource Implications

\$450,020.00 to be budgeted for the 2022-23 financial year

### Risk Assessment

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	The remuneration will be budgeted for in the 2022-23 financial year.	Low
Legal & Regulatory	Low	Council is required under legislation to pay the maximum amount as determined by the Remuneration Commission.	Medium
People	Low	Nil	Low
Operational	Medium	Nil	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Nil	Low
Ethical	Low	Council is required to pay no more than the maximum amount for a category 1 council.	Low
Reputation	Low	Nil	Low
Leadership	Low	Budgeting for the remuneration reduces risk.	Low

### Proposed Risk Treatment

Council will continue to abide by the determined remuneration as provided by the Remuneration Commission and adhere to the Councillor Remuneration Policy.

# Local Government Remuneration Commission

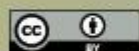
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Annual Report 2020-21



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Any references to legislation are not an interpretation of the law. They are to be used as a guide only. The information in this publication is general and does not consider individual circumstances or situations. Where appropriate, independent legal advice should be sought.

An electronic copy of this report is available at [www.dodlga.qld.gov.au](http://www.dodlga.qld.gov.au).

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**Local Government Remuneration Commission**

14 December 2021

The Honourable Steven Miles MP  
Deputy Premier  
Minister for State Development, Infrastructure, Local Government and Planning  
1 William Street  
Brisbane QLD 4000

Dear Minister

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On 30 November 2021, the Local Government Remuneration Commission (Commission) concluded its determination of the levels of remuneration for mayors, deputy mayors and councillors of Queensland local governments (excluding Brisbane City Council) as required by section 177(c) of the *Local Government Act 2009* and Chapter 8, Division 1 of the *Local Government Regulation 2012*.

Our determinations on these matters, together with the Remuneration Schedule to apply from 1 July 2022 are included in the enclosed Report, which we commend to you.

Yours sincerely



**Robert (Bob) Abbot OAM**  
Chair Commissioner

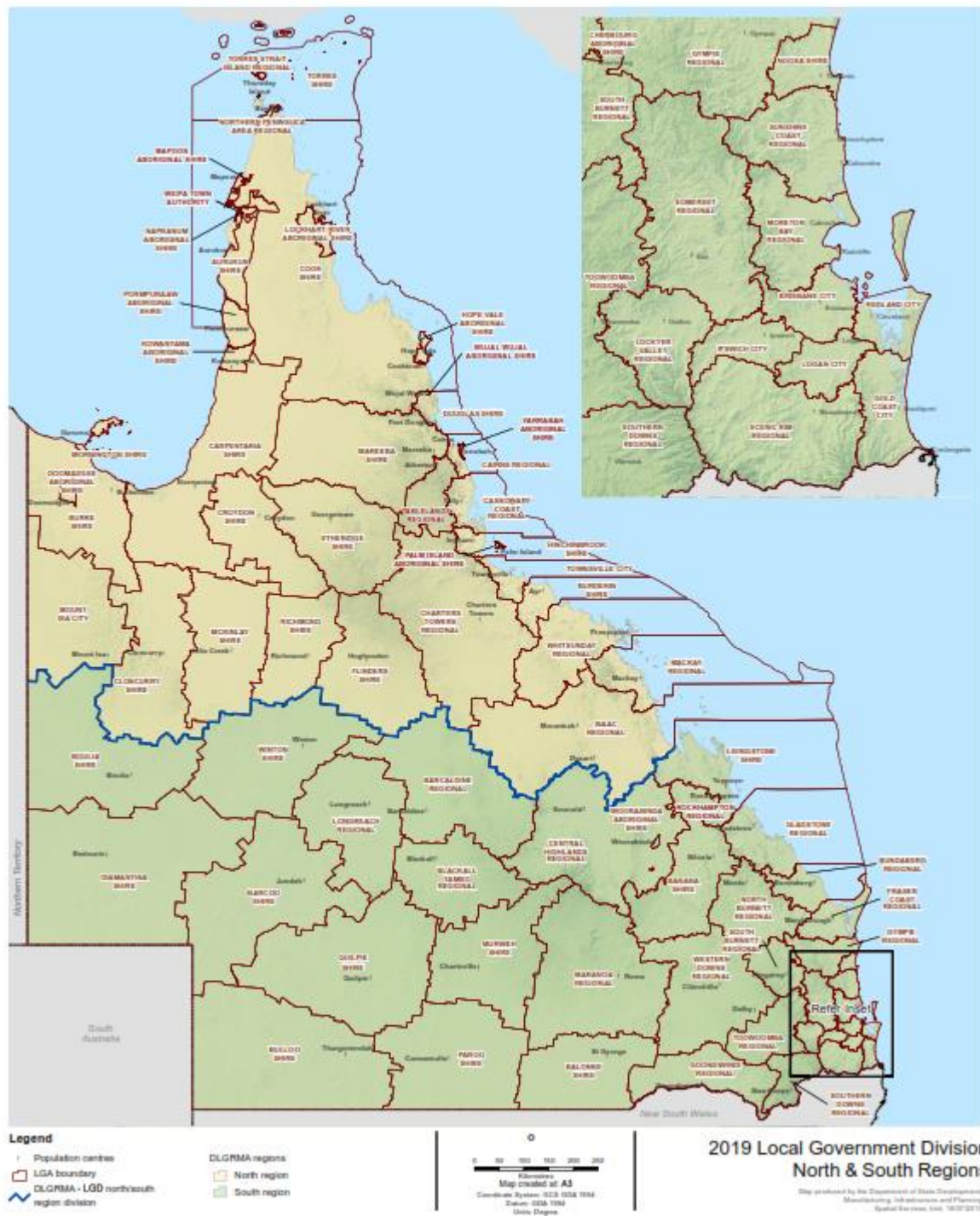


**Andrea Ranson**  
Commissioner



**Reimen Hii**  
Commissioner





## 2021 Report key determinations

### Determination of maximum remuneration levels

The Commission has decided to increase the maximum remuneration levels for mayors, deputy mayors and councillors by 2.0% from 1 July 2022.

In making its determination, the Commission considered the following:

- › Increase in the Consumer Price Index (CPI) compared to the same quarter 12 months prior:
  - for the period December 2020 Quarter: <sup>1</sup>
    - Weighted average of the eight capital cities: +0.9%
    - Brisbane: 1.0%
  - for the 12 month period ending on 31 March 2021: <sup>2</sup>
    - Weighted average of the eight capital cities: +1.1%
    - Brisbane: 1.7%
  - for the financial year ended 30 June 2021: <sup>3</sup>
    - Weighted average of the eight capital cities: +3.8% per cent
    - Brisbane: +4.9 per cent
  - for the 12 month period ending on 30 September 2021: <sup>4</sup>
    - Weighted average of the eight capital cities: +3.0%
    - Brisbane: 3.9%
- › Increases in the Wage Price Index (WPI) for the financial year ended 30 June 2021 as compared to the financial year ending 30 June 2020: <sup>5</sup>
  - Australia (All Industries): +1.5%
  - Queensland (All Industries): +1.6%
  - Queensland and Australia (Public Sector): +1.3%
- › Average Weekly Earnings for the period of May 2020 to May 2021: <sup>6</sup>
  - Australia (All Industries): +2.3%
  - Australia (Public Sector): +1.7%
  - Queensland (All Industries): +0.2%
  - Queensland (Public Sector): +0.8%

<sup>1</sup> Source: *Consumer Price Index (report), December quarter 2020*, Queensland Government Statisticians Office, Queensland Treasury.

<sup>2</sup> Source: *Consumer Price Index (report), March quarter 2021*, Queensland Government Statisticians Office, Queensland Treasury.

<sup>3</sup> Source: *Consumer Price Index (report), June quarter 2021*, Queensland Government Statisticians Office, Queensland Treasury.

<sup>4</sup> Source: *Consumer Price Index (report), September quarter 2021*, Queensland Government Statisticians Office, Queensland Treasury.

<sup>5</sup> Source: *Wage price index, Queensland and Australia, 1997–98 to 2020–21*, Queensland Government Statisticians Office, Queensland Treasury, and *Wage Price Index Australia, September 2021*, All WPI Series: Original (Financial Year Index Numbers for year ended June quarter), Australian Bureau of Statistics (ABS). This data represents the average hourly pay across all employment types and does not take into account issues such as the impact of COVID-19 and any increase or decrease of part-time or casual worker hours.

<sup>6</sup> Source: *Average weekly earnings, Queensland and Australia, 1982–82 to 2020–21*, Queensland Government Statisticians Office, Queensland Treasury, and *Average Weekly Earnings, Australia, May 2021*, Australian Bureau of Statistics. This data represents the average weekly gross take-home earnings for all workers and takes into account factors such as the impact of COVID-19. The Commission is aware that the majority of Queensland public servants did receive a wage increase of 2.5% for some of this period but it was paid retrospectively in September 2021 and would not be included in this data. The large increase will be reflected in 2021–22 data.

<sup>7</sup> Source: *Weekly Payroll Jobs and Wages in Australia*, Week ending 13 September 2021.

- 
- › Average Queensland Weekly Payroll Jobs and Wages for the period of:<sup>7</sup>
    - 14 August to 13 September 2021: Jobs +0.2%; Wages +2.2%
    - 12 September 2020 to 13 September 2021: Jobs +3.0% per cent; Wages +5.1%
  - › As in previous years the Commission considered the Brisbane City Council's Independent Councillor Remuneration Tribunal (ICRT) remuneration determination as a potentially relevant factor. However, the ICRT reviews and resets Brisbane City Councillor remuneration arrangements every five years. The last increase was in 2017, at which time the ICRT accorded a 2.0% increase to salaries effective 1 July 2018. In its 20 November 2019 Report, the ICRT determined not to make any changes outside of its four yearly remuneration review cycle. The Commission also notes that in April 2020, the ICRT announced a two year freeze on wages.
  - › In its 31 May 2020 determination, the Queensland Independent Remuneration Tribunal (QIRT) determined that the Base and Additional Salary rates for members would be increased by:
    - 0% with effect on and from 1 September 2019;
    - 2.0% with effect on and from 1 September 2021;
    - 2.25% with effect on and from 1 March 2022; and
    - 2.5% with effect on and from 1 September 2022.
  - › On 1 March 2021, the Queensland Industrial Relations Commission (QIRC) made Wages Determination: Certification of Salary Schedules (Wages Determination) which varied the State Government Entities Certified Agreement 2019 (the 2019 Certified Agreement) to:
    - set the salary rate for public service employees under the core agreement at 1 September 2020 as the award rate current at that time (this will be the rate upon which annual increases will be made);
    - align the salary increase dates for public service employees as follows:
      - 2.5% wage increase from 1 September 2019;
      - 2.5% wage increase from 1 September 2021;
      - 2.5% wage increase from 1 March 2022; and
      - 2.5% wage increase from 1 September 2022.
  - › Decision of the Salaries and Allowances Tribunal of Western Australia determination dated 8 April 2021: no increase, and no changes to any council's category.
  - › Decision of the New South Wales Local Government Remuneration Tribunal Determination and Annual Report dated 23 April 2021: 2.0% increase in the minimum and maximum fees applicable in each category and that the current allocation of councils into the current categories of councils is appropriate.

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<sup>7</sup> Source: Weekly Payroll Jobs and Wages in Australia, Week ending 13 September 2021

- › Decision of the Victorian Minister for Local Government: two per cent increase effective on 1 December 2019 – no update available since 2019. It is noted that a review is currently underway as a result of the passing of the Local Government Act 2020 which transfers the responsibility for determining mayoral, deputy mayoral and councillor allowances to the Victorian Independent Remuneration Tribunal.
- › In Tasmania, the remuneration for local government councillors is automatically increased under the provisions of the Local Government (General) Regulations 2015. The increase, effective 1 November 2021, is an automatic indexation of local government allowances provided for under the Local Government Act 1993 (Tas) by multiplying the allowances for the previous year by the inflationary factor (determined by calculating the current year's June quarter Wage Price Index divided by the previous years' June Wage Price Index).
- › In the Northern Territory, the allowances for local government council members are indexed by CPI (Darwin) at 1 July each year.
- › The application of principles of consistency and austerity, and general consideration of recent conservative wage review practices in both the public and private sectors.
- › The impact of the COVID-19 pandemic, and signs of Queensland's improving economic recovery, and the disparity between different parts of the State.
- › The Commission's inability to project the long-term impacts of COVID-19 with certainty.

The Commission also had regard to anecdotal reports and submissions received about:

- › The impact of economic hardship experienced by local communities during and following the COVID-19 pandemic and natural disasters of 2019-2020.
- › The potential disproportional impact of the COVID-19 pandemic restrictions throughout the State particularly rural and remote communities.
- › The economic cost to communities of interruption to businesses and employment.
- › The significant economic volatility and contraction during 2020 and the recent optimistic rebound in economic activity.
- › The need to ensure sustainability for local governments and their communities.
- › Local governments' role in Queensland's post COVID-19 economic recovery and development.

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The Commission also gratefully acknowledges the submissions received this year which have assisted in its discharge of its statutory obligations.

**Councillor advisors**

In the 2020-2021 year, the Commission did not receive any direction or request to make recommendations relating to councillor advisors in the period between 1 December 2020 to 30 November 2021.

**Category review and future actions**

The Act requires the Commission to review the categories of local governments once every four years, in the year prior to each quadrennial election. The next review of the categories is due in 2022.

In its 2019 report, the Commission determined not to make any category changes to the categories of local government. In its 2019, and 2020 report, the Commission stated its intention to undertake an analysis of the categories in the period 2020-2021, after the 2020 quadrennial Queensland Local Government Elections. This anticipated analysis has been delayed in 2020 due to the impact of the COVID-19 global pandemic and the rolling-lockdowns experienced throughout Queensland and Australia generally. COVID-19 has inevitably resulted in an increased focus on other priorities for Queensland local government. The Commission commends all local government members for their on-going contribution to their communities and the State of Queensland.

The Commission intends to undertake a category review during 2022 and will engage with and invite submissions from councils and stakeholders commencing in early 2021.

In addition to the category review due in November 2022, the Commission intends to conduct a general review of its methodology in determining its maximum remuneration, categories, and functions in early 2022. After the scope of the general review has been formulated, the Commission will also invite submissions from councils and stakeholders to assist it in its general review.

To that end, the Commission intends to issue practice directions to assist councils and stakeholders to engage with and make relevant submission to the Commission to inform and assist in the discharge of the Commission's statutory functions.

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## 1. The Commission

### Formation and composition

The Local Government Remuneration Commission (the Commission) is an independent entity established under the *Local Government Act 2009* (the Act). On 1 October 2019, His Excellency the Governor, acting by and with the advice of the Executive Council, approved three new appointees to the Commission for a term of four years.

This is the second report of the new Commission, and the fourteenth report including the reports of the former Local Government Remuneration and Discipline Tribunal and the Local Government Remuneration Tribunal.

The current Chair and Commissioners of the Commission are:

#### **Mr. Robert (Bob) Abbot OAM** Chair

Mr. Abbot has extensive experience in the local government sector with 32 years as an elected councillor and mayor. Mr. Abbot has experience working at state and national local government organizations and has held board and panel positions, including Deputy Chair of the South East Queensland Council of Mayors, Director of the Local Government Association of Queensland (LGAQ), and Director of the Australian Local Government Association. Mr. Abbot has been a mentor for newly elected mayors on behalf of the LGAQ, with a particular focus on mentoring Queensland Indigenous mayors.

In the Australia Day 2020 Honours List, Mr. Abbot was the recipient of an Order of Australia (OAM) for his service to local government and to the communities of Noosa and the Sunshine Coast.

#### **Ms. Andrea Ranson** Commissioner

Ms. Ranson is a lawyer with extensive experience in public and private sector business and governance. Ms. Ranson brings substantial legal experience in commercial, industrial, and equal opportunity law, ethics, and justice. Ms. Ranson is a Nationally Accredited Mediator currently working with the Queensland Civil

and Administrative Tribunal (QCAT), and a member of the Department of Justice Dispute Resolution Panel and Aboriginal Working Group. Ms. Ranson is appointed as a Non-Executive Director to the Board of North Queensland Bulk Ports Corporation, a government owned corporation. Ms. Ranson is Chair of the Corporate Governance & Planning Committee and a Member of the Audit & Financial Risk Management Committee of that Board. Ms. Ranson holds a Master of Laws (LLM), Bachelor of Laws (Hons) and Bachelor of Arts from Monash University. She is a Graduate of the Australian Institute of Directors (GAICD) and a Fellow of the Governance Institute of Australia (FGIA).

#### **Mr. Reimen Hii** Commissioner

Mr. Hii is a barrister and Nationally Accredited Mediator. He holds the degrees of Bachelor of Laws and Bachelor of Arts. He is a practicing lawyer with extensive knowledge in public administration and community affairs, and a particular interest in civil and commercial law. Mr. Hii is experienced in professional discipline matters, including investigations, public administration, corporate and public governance, public sector ethics and finance. Mr. Hii has a culturally and linguistically diverse background and experience working with diverse communities. Mr. Hii has previously been recognized as Australian Young Lawyer of the Year by the Law Council of Australia, in recognition of his significant contribution to access to justice and diversity advocacy. Mr. Hii provides a deep understanding of diversity and brings well respected analytic skill, together with legal and business acumen to the role.

## Remuneration responsibilities

Chapter 6, Part 3 of the Act, proclaimed into force on 3 December 2018, established the Local Government Remuneration Commission to assume the remuneration functions of the former Local Government Remuneration and Discipline Tribunal which ceased to exist on 3 December 2018.

Section 177 of the Act provides the functions of the Commission are:

- › to establish the categories of local governments, and
- › to decide the category to which each local government belongs, and
- › to decide the maximum amount of remuneration payable to the councillors in each of the categories, and
- › to consider and make recommendations to the Minister about the following matters relating to councillor advisors—
  - (i) whether or not to prescribe a local government under section 197D(1)(a);
  - (ii) the number of councillor advisors each councillor of a local government may appoint;
  - (iii) the number of councillor advisors a councillor of the council under the *City of Brisbane Act 2010* may appoint; and
- › another function related to the remuneration of councillors if directed, in writing, by the Minister.

Chapter 8, Part 1, Division 1 of the *Local Government Regulation 2012* (Regulation) sets out the processes of the Commission in deciding the remuneration that is payable to councillors.

The Regulation requires the Commission to review the categories of local governments once every four years, in the year prior to each quadrennial election, to determine

whether the categories and the assignment of local governments to those categories require amendment.

After determining the categories of local governments, the Regulation also requires the Commission to decide annually, before 1 December each year, the maximum amount of remuneration to be paid to mayors, deputy mayors and councillors in each category from 1 July of the following year.

In addition, section 248 of the Regulation allows a local government to make a submission to the Commission to vary the remuneration for a councillor, or councillors, to a level higher than that stated in the remuneration schedule where the local government considers exceptional circumstances apply. The Commission may, but is not required to, consider any such submission. If the Commission is satisfied that exceptional circumstances exist, the Commission may approve payment of a higher amount of remuneration.

On 12 October 2020, the *Electoral and Other Legislation (Accountability, Integrity and Other Matters) Amendment Act 2020* and section 197A of the *Local Government Act 2009* came into force. These changes formed part of the Queensland Government rolling reform agenda in the local government sector to further strengthen transparency, accountability and integrity measures that apply to the system of local government in Queensland.

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Section 197A of the Act established requirements for councils that wish to employ councillor advisors and councillor administrative support staff to assist councillors complete their duties. The role of councillor advisors is currently restricted to Brisbane City Council and to those councils within category 4 to 8 as prescribed by this Commission.

The requirements in relation to the appointment of councillor advisors include the following:

- › must vote to pass a resolution to create councillor advisor positions (except Brisbane City Council)
- › appoint advisor, at the discretion of councillors and only until the councillor's term ends, unless re-appointed by a new councillor
- › must report the costs of councillor advisors to the community, for example through the council's annual report.

Requirements for councillor advisors include the following:

- › they must submit registers of interests and keep them up-to-date
- › they must follow a new Code of conduct for councillor advisors in Queensland
- › they must comply with the local government principles and can be found guilty of integrity offences.

A dedicated telephone hotline (07 3452 6747 – available between the hours of 8.30 am to 5.00 pm, Monday to Friday) has been established by the Department of State Development, Infrastructure, Local Government and Planning to respond to any questions regarding councillor advisors.

Alternatively, email enquiries can be forwarded to [lgreforms@dlgma.qld.gov.au](mailto:lgreforms@dlgma.qld.gov.au)

The Commission is yet to receive any submissions or enquiries in relation to councillor advisors as at the date of its determination.



## 2. Remuneration determination

### Remuneration determination for councillors

As required by section 246 of the Regulation the Commission has prepared a remuneration schedule for the 2022-2023 financial year, applicable from 1 July 2022 (the Schedule), which appears below.

Arrangements have been made to publish the Schedule in the Queensland Government Gazette and for this Report to be printed and presented to the Minister for Local Government.

### Methodology

The Commission had regard to the matters in section 244 and 247 (2), (5) of the Regulation in determining the Schedule. The Commission also noted and had regard to the matters listed on pages 6 to 9 of this Report to determine the appropriate maximum remuneration in each category of local government.

The Commission notes it did not receive any specific submissions from councils in relation to setting the remuneration schedule for the 2020-2021 financial year and has continued to adopt a conservative approach to setting remuneration levels.

### Matters not included in the remuneration schedule

During the 2021 consultation period, Rockhampton Regional Council sought clarification and approval in relation to the payment of Deputy Mayors or Councillors at the level of a Mayor when they are acting in the capacity of Acting Mayor for a period of longer than one month.

The Commission notes that:

- (a) s.247(2) of the Regulation provides that the maximum amount of remuneration payable to a councillor under the remuneration schedule must be paid to the councillor, unless the local government, by resolution, decides the maximum amount is not payable to the councillor, and decides another amount is payable;

- (b) s.247(5) of the Regulation states that the amount of remuneration for each councillor, other than a mayor or deputy mayor, must be the same; and
- (c) pursuant to s.248(1) and (2) of the Regulation, if a local government considers that, having regard to exceptional circumstances, a councillor of its local government is entitled to an amount of remuneration that is more than the maximum amount of remuneration payable to the councillor under the remuneration schedule, it may make a submission to the Commission for approval to pay the councillor an amount of remuneration of more than the maximum amount.

The Commission notes that the submission is not a request for approval for a specific councillor to remunerated at a level more than the maximum amount payable under remuneration the schedule. The Commission considers that it is unable to issue a blanket approval about the remuneration payable to acting Mayors or acting Deputy Mayors in the absence of a specific request or submission from councils specifying the exceptional circumstances that exist in relation to a request to remunerate a specific councillor at an amount more than the maximum payable under the schedule.

The Commission notes that practices may differ within or between individual councils and otherwise considers that any decision to seek an approval of a higher amount of remuneration payable to councillors acting in a higher role from time-to-time is a matter for individual Councils taking into account their own circumstances including budgetary constraints.

The Commission has informed Rockhampton Regional Council of this determination.

### Pro rata payment

Should an elected representative hold a councillor position for only part of a financial year, she or he is only entitled to remuneration to reflect the portion of the year served.

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**Remuneration schedule to apply from 1 July 2022**

Remuneration determined (from 1 July 2022) (\$ per annum; see Note 1)				
Category	Local governments assigned to categories	Mayor	Deputy mayor	Councillor
<b>Category 1</b> (see Note 2)	Aurukun Shire Council Balonne Shire Council Banana Shire Council Barcaldine Regional Council Barcoo Shire Council Blackall-Tambo Regional Council Boulia Shire Council Bulloo Shire Council Burdekin Shire Council Burke Shire Council Carpentaria Shire Council Charters Towers Regional Council Cherbourg Aboriginal Shire Council Cloncurry Shire Council Cook Shire Council Croydon Shire Council Diamantina Shire Council Doomadgee Aboriginal Shire Council Douglas Shire Council Etheridge Shire Council Flinders Shire Council Goondiwindi Regional Council Hinchinbrook Shire Council Hope Vale Aboriginal Shire Council Kowanyama Aboriginal Shire Council Lockhart River Aboriginal Shire Council Longreach Regional Council Mapoon Aboriginal Shire Council McKinlay Shire Council Mornington Shire Council Murweh Shire Council Napranum Aboriginal Shire Council North Burnett Regional Council Northern Peninsula Area Regional Council Palm Island Aboriginal Shire Council Paroo Shire Council Pormpuraaw Aboriginal Shire Council Quilpie Shire Council Richmond Shire Council Torres Shire Council Torres Strait Island Regional Council Winton Shire Council Woorabinda Aboriginal Shire Council Wujal Wujal Aboriginal Shire Council Yarrabah Aboriginal Shire Council	\$110,386	\$63,684	\$55,192

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Remuneration determined (from 1 July 2022) (\$ per annum: see Note 1)				
Category	Local governments assigned to categories	Mayor	Deputy mayor	Councillor
<b>Category 2</b>	Mareeba Shire Council Mount Isa City Council Somerset Regional Council	\$127,366	\$76,421	\$63,684
<b>Category 3</b>	Cassowary Coast Regional Council Central Highlands Regional Council Gympie Regional Council Isaac Regional Council Livingstone Shire Council Lockyer Valley Regional Council Maranoa Regional Council Noosa Shire Council Scenic Rim Regional Council South Burnett Regional Council Southern Downs Regional Council Tablelands Regional Council Western Downs Regional Council Whitsunday Regional Council	\$135,860	\$84,912	\$72,174
<b>Category 4</b>	Bundaberg Regional Council Fraser Coast Regional Council Gladstone Regional Council Rockhampton Regional Council	\$161,331	\$106,140	\$93,402
<b>Category 5</b>	Cairns Regional Council Mackay Regional Council Redland City Council Toowoomba Regional Council	\$186,806	\$127,366	\$110,386
<b>Category 6</b>	Ipswich City Council Townsville City Council	\$212,279	\$144,350	\$127,366
<b>Category 7</b>	Logan City Council Moreton Bay Regional Council Sunshine Coast Regional Council	\$237,753	\$164,729	\$144,350
<b>Category 8</b>	Gold Coast City Council	\$263,227	\$182,561	\$157,086

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**Notes to the remuneration schedule**

In its 2014 report the then Tribunal explained the rationale behind the adoption of a system of remuneration which comprised a base payment (of two thirds of the annual remuneration) and a monthly payment based upon attendance at, and participation in, the 12 mandated council meetings.

**Note 1:** The monetary amounts shown are the per annum figures to apply from 1 July 2022. If an elected representative only serves for part of a full financial year (that is, 1 July to 30 June) they are only entitled to a pro rata payment to reflect the portion of the year served.

**Note 2:** For councillors in category 1 councils, a base payment of \$36,794.67 is payable for the 12 months commencing on 1 July 2021. A meeting fee of \$1,533.11 per calendar month (or fortnightly equivalent) is payable for attendance at, and participation in, scheduled meetings of council subject to certification by the mayor and/or chief executive officer of the council. Mayors and deputy mayors in category 1 councils are to receive the full annual remuneration level shown.

### 3. Matters raised with the Commission during the remuneration review program

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A summary table of submissions made to the Commission during the review period and the Commission's determination is provided below.

#### Meetings and deputations

Local governments were provided with the opportunity to engage with the Commission at the 125th Annual Conference of the LGAQ at the Mackay Entertainment and Convention Centre held from 25 to 27 October 2021.

Isaac Regional Council provided the Commission with oral deputations during the LGAQ Conference.

Local governments were also given an opportunity to provide written submissions to the Commission. The Commission determined and advised councils that the date for written submissions would close on 5 November 2021. Three written submissions were received by 5 November 2021: from the Toowoomba Regional Council, Rockhampton Regional Council, and Isaac Regional Council.

The Commission also received one written submission from Aurukun Shire Council after the due date on 11 November 2021.

In making its determination, the Commission had regard to all submissions it received, together with the matters on pages 6 to 9 of this report.

Key points raised with the Commission during the 2020 review period were not dissimilar to 2019 and included increasing demands on councils in relation to sustainability, industry and innovation, potential recognition of differential council and councillor workloads. Councils also raised the impact and future uncertainty of the COVID-19 pandemic with particular emphasis on concerns for the wellbeing of their community constituents, future economic growth, development, and sustainability, especially in regional areas.

**Table – Summary of 2021 submissions**

<b>1</b>	<b>Date received</b>	<b>Oral Submission</b> made at LGAQ Mackay Conference on 25 October 2021 and <b>Written Submission</b> on 5 November 2021
	<b>Received from</b>	<b>Isaac Regional Council:</b> Cr Gina Lacey (oral submissions only) and Chief Executive Officer Jeff Stewart-Harris (oral and written submissions)
	<b>Summary of submission</b>	<p>As in 2018, 2019, and 2020 Council submitted for an increase in Mayoral remuneration and requested that consideration be given to amending the classification of categories and the Council's allocation within the categories, because of the significant role the Mayor plays in managing the emerging and long-term issues in the region brought on by the significant transformation through industry and structural change.</p> <p>Council submitted that the challenge for the Commission is to develop categories and descriptions that reflect the workload of Mayors and Councillors. Council proposed that Mayors ought to be considered as a full-time role, while Councillors are more appropriately classified as part-time, as Mayors in the Isaac and similar regions would not be able to hold secondary employment as the part time nature of the role suggests.</p> <p>The submission also identified the significant geographical area (over 56,000km<sup>2</sup>) covered by the Council, change in industry, employment and social issues, escalation of youth disengagement/wellness and official mine closures requiring a futures preparedness plan as challenges faced by the Council and Mayor.</p>
	<b>Determination</b>	<p>The Commission has determined not to make any category changes in the current review. This issue will form part of the Commission forthcoming comprehensive review of categories.</p> <p>The Commission will consider the matters raised and invite further submissions and/or engagement with councils in 2022 when the Commission undertakes an analysis of the current methodology, remuneration categories and their application.</p>
<b>2</b>	<b>Date received</b>	<b>Written Submission</b> on 28 October 2021
	<b>Received from</b>	<b>Rockhampton Regional Council:</b> Acting Chief Executive Officer Ross Cheesman
	<b>Summary of submission</b>	<p>Council submits that the Deputy Mayor or another Councillor in an Acting Mayor capacity for a period of longer than one month receive remuneration equal to the salary of the Mayor as set by the Commission.</p> <p>Council notes that it recently experienced following a Mayoral vacancy of three months resulting in the Deputy Mayor acting as Mayor without expectation or seeking further compensation.</p>
	<b>Determination</b>	The Commission is unable to issue a general approval of policies about the remuneration payable to acting Mayors or acting Deputy Mayors in the absence of a specific request or submission from a council specifying the exceptional circumstances that exist in relation to a request to remunerate a specific councillor at an amount more than the maximum payable under the schedule.

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3	<b>Date received</b>	<b>Written Submission</b> on 2 November 2021
	<b>Received from</b>	<b>Toowoomba Regional Council:</b> Chief Executive Officer Brian Pidgeon
	<b>Summary of submission</b>	Submission to elevate council from current Category 5 to Category 6. Currently in the same category as Cairns, Mackay, Redland, however, Toowoomba submitted that it is more appropriately benchmarked on a variety of measures, with those in Category 6, specifically Ipswich and Townsville.
	<b>Determination</b>	The Commission has determined not to make any category changes in the current review. This issue will form part of the Commission's forthcoming comprehensive review of categories, and will consider the matters raised and invite further submissions in 2022.
4	<b>Date received</b>	<b>Written Submission</b> on 11 November 2021
	<b>Received from</b>	<b>Aurukun Shire Council:</b> Chief Executive Officer Bernie McCarthy PSM
	<b>Summary of submission</b>	Council submitted that the following matters undertaken by it were relevant to the Commission's remuneration determinations: <ul style="list-style-type: none"> <li>› Accessibility to residents (eg. discussions on issues happen in public places wherever the Mayor may be);</li> <li>› Requests to do Welcome to Country and open events;</li> <li>› Demand to attend meetings, virtual and in person;</li> <li>› Requests to school meetings and assembly;</li> <li>› Advice on social issues to other agencies;</li> <li>› Community unrest (it is expected of the Mayor to work with Police consulting with families);</li> <li>› School mediations;</li> <li>› Regular meetings with the Police;</li> <li>› Mayor has an open door policy for Aurukun residents</li> </ul>
	<b>Determination</b>	Submission received and noted. No change requested on behalf of Council. The Commission is also cognisant of the unique and wide ranging nature of the work undertaken Indigenous councils such as Aurukun SC. It notes that the remuneration schedule applicable from 1 July 2022 allows for councillors from Category 1 councils such as Aurukun to remunerated by way of a base payment of \$36,794.67 plus \$1,533.11 per month for meeting fees. Mayors and Deputy Mayors receive the full annual remuneration level specified in the schedule, being \$110,386 and \$63,684. The Commission will consider the matters raised and invite further submissions and/or engagement with councils in 2022 when the Commission intends to undertake an analysis of the current methodology, remuneration categories and application.

## 4. Other activities of the Commission

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Exceptional circumstances submissions (matters raised under Local Government Regulation 2012, section 248):

Nil.

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## 5. Commission's future priorities

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The Commission intends to undertake its comprehensive analysis of the council categories in 2022 and looks forward to engaging with local government and its stakeholders over the next 12 months.

Further information about the Commission and/or the Councillor Conduct Tribunal can be located at [www.dsdilgp.qld.gov.au](http://www.dsdilgp.qld.gov.au)

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**Local Government Remuneration Commission**

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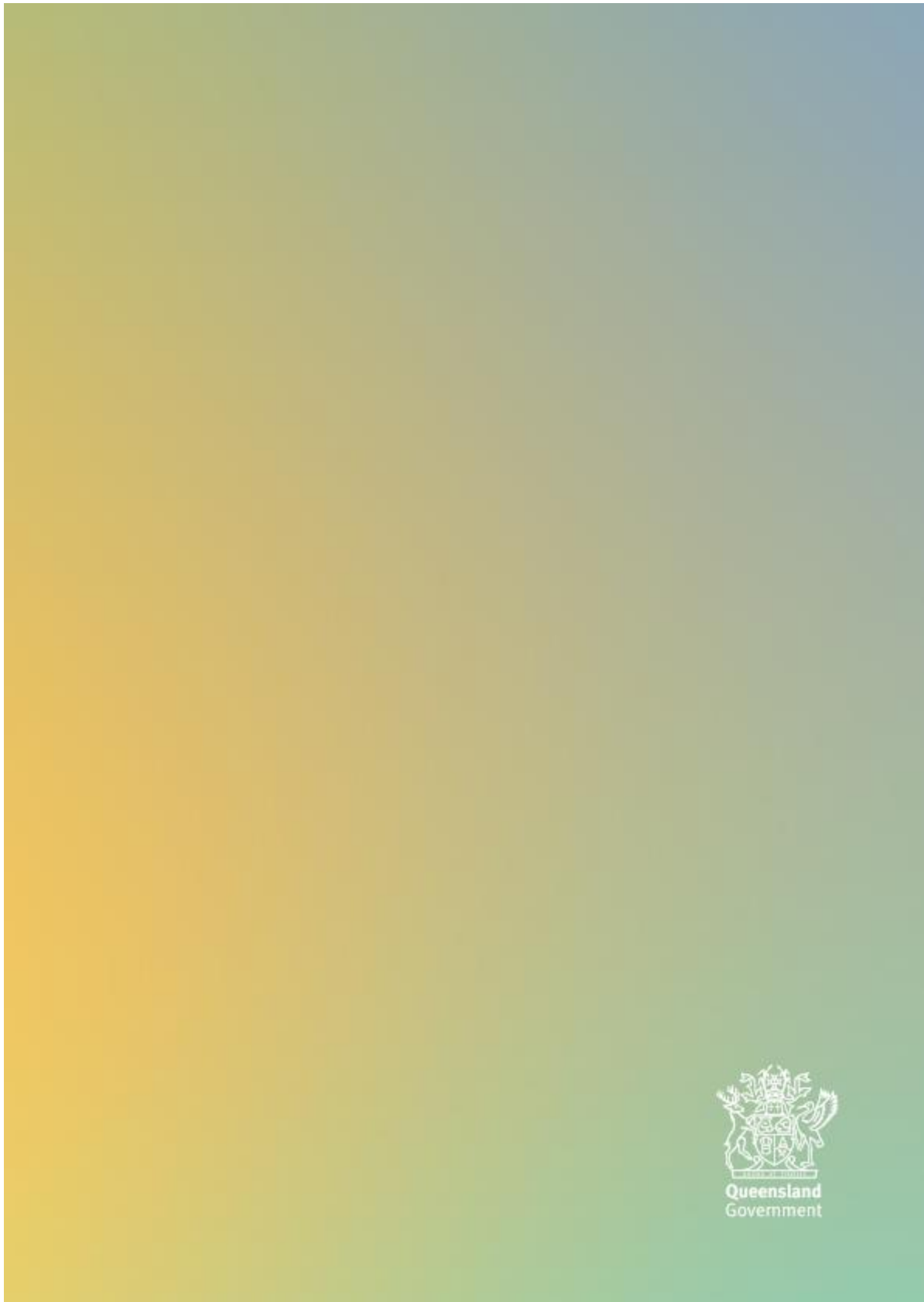
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**BLACKALL-TAMBO REGIONAL COUNCIL**[Return to Agenda](#)[Next Item](#)**OFFICER REPORTS**

COUNCIL MEETING DATE: 16 February 2022

Item No: 5.6

**SUBJECT HEADING: Review of Council's Corporate Structure**

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

CLASSIFICATION: (if confidential)

*Summary: The Chief Executive Officer and Directors recently reviewed the Blackall-Tambo Regional Council's corporate structure.*

**Officer's Recommendation: That Council adopt the revised Corporate Structure.**

**Background**

The corporate structure represents the structure of Council and the formal relationship of its departments. Senior officers recently conducted a review of the Blackall-Tambo Regional Council corporate structure, and a copy of the reviewed corporate structure is attached to this report.

**Link to Corporate Plan**

Governance

Outcome 2 - Accountability

**Consultation (internal/external)**

Chief Executive Officer

Director of Finance Corporate and Community Services

Director of Works and Services

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil

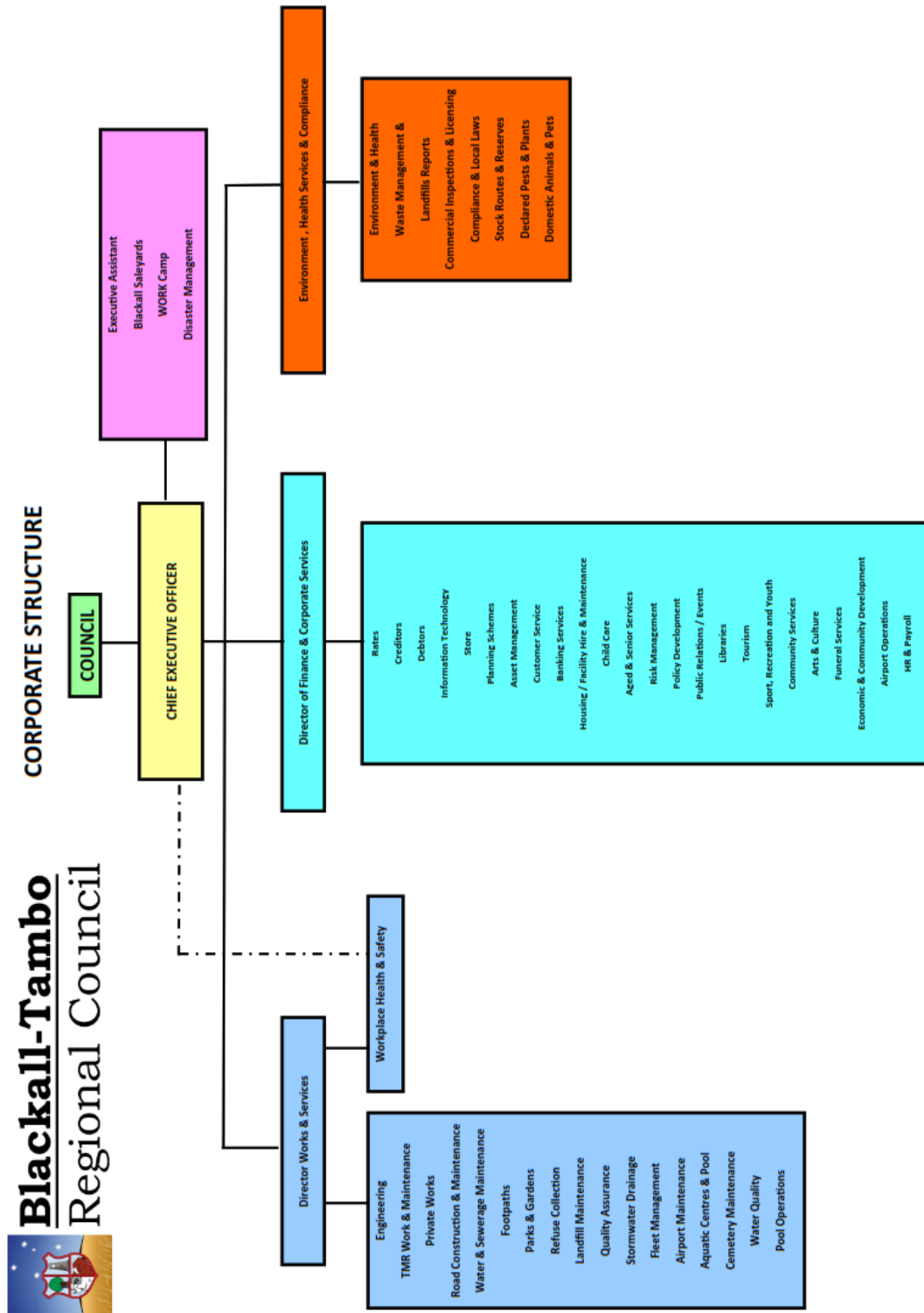
**Risk Assessment**

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Nil	Low
Legal & Regulatory	Low	Nil	Low
People	Low	A review ensures that staff are reporting to the correct department.	Low
Operational	Medium	A review of the corporate structure is undertaken on a regular basis to ensure the operations of Council is efficient.	Low
Environmental	Medium	Nil	Low
Strategic	Medium	The revision of the corporate structure considers any changes of roles of council staff.	Low

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Ethical	Low	Nil	Low
Reputation	Low	Nil	Low
Leadership	Low	Nil	Low

**Proposed Risk Treatment**

Reviewing the corporate structure ensures that Council departments are working efficiently together.



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

COUNCIL MEETING DATE: 16 February 2022

Item No: 5.7

**SUBJECT HEADING: Delegation Register Update – Council to CEO**

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

CLASSIFICATION: (if confidential)

*Summary: The Local Government Act 2009 requires local government CEOs to establish a register of delegations which must record all delegations by the Council.*

**Officer's Recommendation: That Council delegates all powers of section 335G of the *Mineral Resources Act 1989*, to the Chief Executive Officer of Council pursuant to section 257 of the *Local Government Act 2009*. Where a matter may be contentious, controversial, or otherwise warrants consideration by Council, the CEO shall not act or exercise the delegated power or function to that matter.**

**Background**

Section 257 of the *Local Government Act 2009* states that a local government may, by resolution, delegate a power under the Act or another Act to the Chief Executive Officer.

During a recent review of the register provided by LGAQ there has been a change to the *Mineral Resources Act 1989* as follows:

Removed sections 335H and 335L	Power, as the recipient of a notice given by the Minister pursuant to section 335G, to attend and take part in the conference and reach agreement on issues discussed at the conference.
New section 335G	Power as the owner of affected land, to:- (a) give consent to the entry of the land; (b) impose reasonable conditions on the entry of the land; (c) withdraw consent for entry of the land; and (d) sign an acknowledgement of the consent.

**Link to Corporate Plan**

Governance

Outcome 2 – Accountability

Outcome 3 - Leadership

**Consultation (internal/external)**

Chief Executive Officer

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil

**Risk Assessment**

<b>Risk Category</b>	<b>Risk Tolerance</b>	<b>Summary of Risks Involved</b>	<b>Risk Rating</b>
Financial	Low	Nil	Low
Legal & Regulatory	Low	Section 257 of the <i>Local Government Act 2009</i> allows Council to delegate a power of an Act to the CEO.	Low
People	Low	Nil	Low
Operational	Medium	Delegations made to the CEO allow Council's operations to function smoothly.	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Legislation is regularly changing, and delegations need to be updated accordingly.	Low
Ethical	Low	Contentious or controversial decisions will be referred to Council for a decision.	Medium
Reputation	Low	Nil	Low
Leadership	Low	Contentious or controversial decisions will be referred to Council for a decision	Low

**Proposed Risk Treatment**

Consistent updates to the delegation register ensures that Council and the CEO are acting within the legislation.

## BLACKALL-TAMBO REGIONAL COUNCIL

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### OFFICER REPORTS

COUNCIL MEETING DATE: 16 February 2022

Item No: 5.8

**SUBJECT HEADING: Financial Assistance Grant Methodology**

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

CLASSIFICATION: (if confidential)

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*Summary: Paul Bell, Chair of the Queensland Local Government Grants Commission, wrote to councils advising the outcomes from the Financial Assistance Grant Methodology Review and the indicative allocations to each council.*

**Officer's Recommendation: That Council ratifies the Chief Executive Officer's letter to the Hon Dr Steven Miles MP, Deputy Premier and Minister for State Development, Infrastructure, Local Government and Planning advising of Blackall-Tambo Regional Council's support for the outcomes of the 2021 Financial Assistance Grant Methodology Review undertaken by the Queensland Local Government Commission.**

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### Background

The Queensland Local Government Grants Commission recently understood a review of the Financial Assistance Grant allocation methodology. It has been approximately 10 years since the FA Grant allocation methodology was last reviewed.

The review has addressed the long-standing inequities in the distribution methodology and recognised the needs of rural and remote councils in the Central Western Queensland region. These councils have a reduced potential to raise revenue but have increased pressure to provide services outside of councils' core businesses.

The WQAC made a submission to the review on behalf of all 22 Western Queensland councils. Mr Paul Bell has indicated that all RAPAD councils are to receive increases. Councils that will receive reduced FAGs payments have written to the Deputy Premier and it has been recommended that councils to receive increases write to the Hon Dr Steven Miles MP, Deputy Premier and Minister for State Development, Infrastructure, Local Government and Planning in support of the reviewed methodology.

The Chief Executive Officer has written a letter of support, for the new methodology, to the Deputy Premier and a copy of the letter is attached to this report.

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### Link to Corporate Plan

Governance

Outcome 2 – Accountability

Outcome 3 - Leadership

### Consultation (internal/external)

Chief Executive Officer

### Policy Implications

Nil



**Budget and Resource Implications**

Nil

**Risk Assessment**

<b>Risk Category</b>	<b>Risk Tolerance</b>	<b>Summary of Risks Involved</b>	<b>Risk Rating</b>
Financial	Low	A reduction in the Financial Assistance Grant could impact Council's services.	Medium
Legal & Regulatory	Low	Nil	Low
People	Low	Nil	Low
Operational	Medium	Reduced funding could impact on the community services provided by Council	Medium
Environmental	Medium	Nil	Low
Strategic	Medium	The opportunity to receive an increase in funding is beneficial to the entire community.	Low
Ethical	Low	Nil	Low
Reputation	Low	Nil	Low
Leadership	Low	Nil	Low

**Proposed Risk Treatment**

Nil



## **Blackall-Tambo Regional Council**

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DAH:ajs

Enquiries: D Howard

Our Reference: 82800

7 February 2022

The Hon Dr Steven Miles MP

Deputy Premier, Minister for State Development, Infrastructure, Local Government and Planning and Minister Assisting the Premier on Olympics Infrastructure

PO Box 15009

**CITY EAST QLD 4002**

By email: [deputy.premier@ministerial.qld.gov.au](mailto:deputy.premier@ministerial.qld.gov.au)

Dear Deputy Premier

**RE: GRANTS COMMISSION FA GRANTS METHODOLOGY REVIEW**

The Blackall-Tambo Regional Council received correspondence from Mr Paul Bell AM, Chairperson of the Queensland Local Government Grants Commission in which he outlined the new FA Grant allocation methodology. On behalf of Blackall-Tambo Regional Council, I am writing in full support of the new methodology.

The new distribution methodology recognises the needs of our Council to assist in the delivery of essential services and sustainability of our remote communities. It will provide more equitable outcome for councils who have a reduced potential to raise revenue but have increased pressure to provide services outside of councils' core businesses.

If you require any further information, I can be contacted on 07 4621 6600.

Yours faithfully

**DA Howard**

**Chief Executive Officer**