



GENERAL MEETING

21 February 2024

NOTICE OF MEETING

Date: 21 February 2024

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, 21 February 2024 commencing at 8.30am.

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

DA Howard
Chief Executive Officer

CALENDAR OF EVENTS**February 2024**

21 February 2024	Council Meeting - Blackall
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March 2024

13 March 2024	Council Meeting – Tambo
16 March 2024	Local Government Election
28-30 March 2024	Caldervale Campdraft
29 March 2024	Good Friday
30 March 2024	Day following Good Friday
31 March 2024	Easter Sunday

April 2024

1 April 2024	Easter Monday
17 April 2024	Council Meeting – Blackall
19 April 2024	Queensland Music Trail – Tambo Big Bush Dance
25 April 2024	Anzac Day
29 April 2024	Tambo Stock Show

May 2024

6 May 2024	Labour Day
15 May 2024	Council Meeting – Tambo
16 May 2024	Councillor Induction Session – Blackall (9am to 1pm)
18-19 May 2024	Polocrosse - Tambo
21-22 May 2024	Civic Leaders Summit
23 May 2024	Opera Queensland – Blackall Woolscour

June 2024

1 June 2024	Tambo Cup Races
11-14 June 2024	National General Assembly
19 June 2024	Council Meeting – Blackall

July 2024

17 July 2024	Council Meeting – Tambo
30-31 July 2024	Indigenous Leaders Forum

August 2024

21 August 2024	Council Meeting – Blackall
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September 2024

18 September 2024	Council Meeting – Tambo
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October 2024

7 October 2024	King's Birthday
16 October 2024	Council Meeting – Blackall
24 October 2024	State Election
28-30 October 2024	LGAQ Annual Conference

November 2024

5 November 2024	Melbourne Cup Holiday
20 November 2024	Council Meeting – Tambo

December 2024

18 December 2024	Council Meeting – Blackall
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24 December 2024	Christmas Eve
25 December 2024	Christmas Day
26 December 2024	Boxing Day

Held at Blackall Council Chambers
On Wednesday 21 February 2024
Commencing at 8.30am

Order of Business

Blue items are hyperlinked

Leave of absence/Signing of Attendance Book

Apologies: Nil

Condolences:

- Donald Gavin Lloyd
- Donald Thomas Wheeler
- Alea Joy Dugdell

Declarations of Conflicts of Interest

Deputations: Nil

BUSINESS

1. CONFIRMATION OF THE MEETING MINUTES

1.0 [Confirmation of General Meeting Minutes](#) 05

BUSINESS ARISING FROM THE MINUTES

1.1 [Business Arising from the Minutes](#) 15

2. PETITIONS

3. REPORTS & CORRESPONDENCE

3.1 Director of Corporate and Community Services

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4.1 Director of Works and Services

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**MINUTES OF THE GENERAL MEETING OF
 BLACKALL-TAMBO REGIONAL COUNCIL
 HELD AT THE TAMBO COUNCIL CHAMBERS
 ON WEDNESDAY 17th JANUARY 2024
 AT 8.30AM**

PRESENT:

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

OFFICERS:

Mr Des Howard, Chief Executive Officer, Mr Ajay Agwan, Director of Works and Services, Mr Alastair Rutherford, Director of Finance, Corporate and Community Services, Andrea Saunders, Governance Coordinator, Piper Hansen, Minute Taker.

1.1 Attendance by Audio Link

Cr Johnstone has requested attendance to the January general meeting by audio link as he is unwell.

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

That under section 254K of the *Local Government Regulation 2012*, Council permits Cr Johnstone to take part in the meeting by audio link.

Minute No. 01/01A/24

Carried 5/0

Leave of Absence

Councillor David Hardie has requested a leave of absence for the meeting.

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

That a leave of absence for Councillor David Hardie for today's meeting be granted.

Minute No. 02/01A/24

Carried 6/0

CONDOLENCES:

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

- Ian Noel Welldon
- Merlene Ameila Hafey
- Darryl James Ogden

- Tony Leslie Allan Cook

DECLARATIONS OF INTEREST:

Cr Scobie for item 3.1.5 – I, Councillor Scobie, inform the meeting that I have a prescribed conflict of interest in item 3.1.5 RADF Application- Blackall Historical Woolscour Association. The nature of my interest is as follows:

- I am a member of the Blackall Historical Woolscour Association.

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

Cr Pullos for item 3.1.6 – I, Councillor Pullos, inform the meeting that I have a prescribed conflict of interest in item 3.1.6 RADF Application-Tambo Arts Council Incorporated. The nature of my interest is as follows:

- I am a member of the Tambo Arts Council.

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

1.2 Confirmation of General Meeting Minutes**MOTION:****Moved: Cr PJ Pullos****Seconded: Cr GK Schluter**

That the minutes of the General Meeting held on 20th December 2023 be taken as read and confirmed, and that the Mayor be authorised to sign same.

Minute No. 03/01A/24**Carried 6/0**

3.1.1 Financial Report for the Month of December 2023

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 2023 details Council's current financial position and compares its performance against the adopted budget for 2023-2024.

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

That Council receive the Financial Report for December 2023.

Minute No. 04/01A/24**Carried 6/0**

3.1.1 DFCCS Operations Report – December 2023

The Director of Finance Corporate and Community Services operations report for December 2023 is presented to Council. The report includes housing and administration, community development program, Blackall aerodrome, libraries, visitor information centres, facility bookings, and Tambo Multipurpose.

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

That Council receive the DFCCS Operations Report for December 2023.

Minute No. 05/01A/24

Carried 6/0

3.1.2 RADF Meeting Minutes- 5th January 2024

The third round of the 2023-2024 RADF program closed for applications on December 15 and the RADF Committee held a meeting on January 5 to assess the submissions.

MOTION: **Moved: Cr GK Schluter**

Seconded: Cr PJ Pullos

That Council receive the meeting minutes of the RADF committee dated 5 January 2024.

Minute No. 06/01A/24

Carried 6/0

3.1.3 RADF Application – Western Touring Circuit 2024

Four touring performances will be presented as part of the Western Touring Circuit in 2024. The Cubby by Flipside Circus, The TWITS by Shake & Stir, Funny Mummies Cabaret by Funny Mummies Touring and DOLL by Little Match Productions and Red Chair. Performances will be spread between both communities. Two of the touring shows will have ticketed prices at a small cost.

MOTION: **Moved: Cr GK Schluter**

Seconded: Cr LP Russell

That Council endorses the RADF Committee's decision to support the four Western Touring Circuit Shows for 2024.

Minute No. 07/01A/24

Carried 6/0

At this point, 8.49am, Cr Scobie left the meeting.

3.1.4 RADF Application – Blackall Historical Woolscour Association

The third round of the 2023-2024 RADF program closed for applications on December 15, and the Committee recommended the application from Blackall Historical Woolscour Assoc. be approved.

MOTION: **Moved: Cr LP Russell**

Seconded: Cr GK Schluter

That Council endorse the RADF Committee's recommendation to approve the application from Blackall Historical Woolscour Association for \$4933.50.

Minute No. 08/01A/24

Carried 5/0

At this point, 8.50am, Cr Scobie returned to the meeting.

At this point, 8.50am, Cr Pullos left the meeting.

3.1.5 RADF Application – Tambo Arts Council Incorporated

The third round of the 2023-2024 RADF program closed for applications on December 15, and the Committee recommended the application from Tambo Arts Council Inc. be approved.

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

That Council endorse the RADF Committee's recommendation to approve the application from Tambo Arts Council Inc. for \$1200.00.

Minute No. 09/01A/24

Carried 5/0

At this point, 8.51am, Cr Pullos returned to the meeting.

3.1.6 RADF Application – Strategic Initiative- Community Theatre

The RADF Committee elected to support the Open-Air Musical Proposal for Blackall & Tambo as the 2023-2024 RADF Council Strategic Initiative. Allocating the identified programs funds of \$12,000 to this project, with the funding to be managed by Red Ridge Interior Qld Ltd.

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

That Council endorse the RADF Committee's recommendation to support the RADF program strategic initiative for 2023-2024 to the regional Open-Air Musical for \$12,000.00.

Minute No. 10/01A/24

Carried 6/0

4.1.1 Director of Works and Services' Operations Report – December 2023

The Director of Works and Services report for December 2023 is presented to Council.

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

That Council receive the Director of Works and Services' Operation Report for October 2023.

Minute No.11/01A/24

Carried 6/0

5.1 Blackall Saleyards Monthly Report

The Blackall Saleyards monthly report for December is provided to Council

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

That Council receive the Blackall Saleyards monthly report for December 2023.

Minute No. 12/01A/24

Carried 6/0

5.2 Planning and Development Report

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

MOTION: **Moved: Cr JH Scobie**

Seconded: Cr GK Schluter

That Council receive the Planning and Development Report for December 2023.

Minute No. 13/01A/24

Carried 6/0

5.3 Development Application – DA 36-2023-2024 – 19 Ivy Street & 8 Mulberry Street, Blackall

The Applicant, Western Freight Link Pty Ltd, seeks a Development Permit for a Material Change of Use for a Warehouse over land at 19 Ivy Street & 8 Mulberry Street, Blackall formally described as Lot 7 on SP210376 & Lot 14 on SP210376.

The proposal is for a Warehouse and involves the construction of one (1) industrial shed. This shed will be used for the unloading and loading of freight, storing, and distributing freight.

Access to the site will be available 24 hours a day, 7 days a week. Manned hours will be Monday-Friday 10am – 5pm. Collection and distribution will be available on the weekend via appointment.

Under the Blackall-Tambo Region Planning Scheme 2020 (the Planning Scheme), the subject site is in the Industrial Precinct of the Township Zone. The defined use that has been applied for, being a Warehouse, is subject to Code Assessment in the Industrial Precinct of the Township Zone.

Based on an assessment of the proposal in accordance with the Code Assessment process articulated in the Planning Act 2016, this decision report recommends approval of the development application, subject to the conditions stated herein.

MOTION: **Moved: Cr PJ Pullos**

Seconded: Cr LP Russell

That Blackall-Tambo Regional Council approves the application for a Development Permit for Material Change of Use for a Warehouse over land 19 Ivy Street & 8 Mulberry Street, Blackall formally described as Lot 7 on SP210376 & Lot 14 on SP210376, subject to the following conditions:

1.0 PARAMETERS OF APPROVAL

1.1 The Developer is responsible for ensuring compliance with this development approval and the conditions of the approval by an employee, agent, contractor or invitee of the Developer at all times unless otherwise stated.

1.2 Where these conditions refer to “Council” in relation to requiring Council to approve or be satisfied as to any matter, or conferring on the Council

a function, power or discretion, that role of the Council may be fulfilled in whole or in part by a delegate appointed for that purpose by Council.

- 1.3 All conditions, works, or requirements of this development approval must be undertaken and completed prior to commencement of the use and to Council's satisfaction, unless otherwise stated in a development condition.**
- 1.4 The cost of all works associated with the construction of the development including services, facilities and/or public utility alterations required are met at no cost to the Council or relevant utility provider, unless otherwise stated in a development condition.**
- 1.5 The developer is required to have repaired any damage to existing infrastructure that may have occurred during any works carried out for the development. To the extent the damage is deemed to create a hazard to the community, it must be repaired immediately.**
- 1.6 Unless otherwise stated, all works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards.**

2.0 APPROVED PLANS AND DOCUMENTS

- 2.1 The approved development must be completed and maintained generally in accordance with the approved plans and documents, except where amended by the conditions of this permit:**

Plan/Document Name	Plan/Document Number	Revision Number	Date
Site Plan	DA 36-2023-2024	-	08/12/2023 (Received date)
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- 2.2 Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.**

3.0 PARAMETERS OF USE

- 3.1 The wholesale of goods is permitted, provided it remains ancillary to the Warehouse use.**

3.0 ROOF AND ALLOTMENT DRAINAGE

- 3.1 Discharge of all roof and allotment drainage such that it does not restrict, impair or change the natural flow of runoff water or cause a nuisance to**

adjoining properties or infrastructure from the pre to the post-development condition.

4.0 STORMWATER WORKS

- 4.1 Undertake the development such that all stormwater, except for rainwater captured on-site in rainwater tanks, is to be drained from the site to a lawful point of discharge and carried without causing annoyance or nuisance to any person or property. All works must be designed, constructed and maintained in accordance with the *Queensland Urban Drainage Manual*.**

6.0 ACCESS AND PARKING WORK

- 6.1 Design, construct and maintain the Ivy Street and Mulberry Street crossovers in accordance with the approved plans (see Condition 2.1) and generally in accordance with the standard drawing, Figure 1 or 2, from the General Development Code of the Blackall-Tambo Region Planning Scheme.**
- 6.2 Maintain a minimum of three (3) car parking spaces on-site. All car parking spaces must be clearly delineated by either line-marking or signage.**

7.0 SEWERAGE AND WATER

- 7.1 The premises must be connected to Council’s reticulated water and sewerage network.**
- 7.2 All works must be designed, constructed and maintained in accordance with the approved plans (refer to Condition 2.1), the *Plumbing and Drainage Act*, *Water Services Association of Australia (WSAA), 2011, “WSA 03-11 Water Supply Code of Australia” Version 3.1* and *Queensland Department of Energy and Water Supply, 2010, Planning Guidelines for Water Supply and Sewerage*.**
- 7.3 Remove all redundant water supply and sewerage infrastructure, including but not limited to pipes and connection points.**

8.0 TELECOMMUNICATION AND ELECTRICITY SUPPLY

- 8.1 The premises must be connected to electricity and telecommunication services in accordance with the standards and requirements of the relevant service provider.**

9.0 WASTE MANAGEMENT

- 9.1 Store all waste within a waste storage area (for example, general waste, recyclable waste, pallets, empty drums etcetera). The waste storage area must be:**

- 9.1.1 Designed to not cause nuisance to neighbouring properties;**
- 9.1.2 Screened from any road frontage or adjoining property;**
- 9.1.3 Of a sufficient size to accommodate a waste bin/s suitable to service the Warehouse.**

10.0 AMENITY AND ENVIRONMENTAL HEALTH

- 10.1 Undertake the approved development so there is no environmental nuisance or detrimental effect on any surrounding land uses and activities by reason of the emission of noise, vibration, odour, fumes, smoke, vapour, steam soot, ash, wastewater, waste products, oil or otherwise.**

- 10.2 Install and operate all outdoor lighting to comply with *AS4282 – 1997 “Control of the Obtrusive Effects of Outdoor Lighting”*.**

11.0 SITE WORKS AND EROSION AND SEDIMENT CONTROL

- 11.1 Site works must be constructed such that they do not, at any time, in any way restrict, impair or change the natural flow of runoff water, or cause a nuisance or worsening to adjoining properties or infrastructure.**

- 11.2 Prepare and implement an Erosion and Sediment Control Strategy (ESCS) in accordance with the *IECA 2008 Best Practice Erosion and Sediment Control* (as amended).**

- 11.3 Implement the ESCS for the duration of the construction phase and until such time all exposed soils areas are permanently stabilised (for example, turfed, hydro mulched, concreted or landscaped).**

12.0 ASSET MANAGEMENT

- 12.1 Any alteration necessary to electricity, telephone, water mains, sewerage mains, and/or public utility installations resulting from the development or in connection with the development, must be undertaken and completed at no cost to Council.**

13.0 CONSTRUCTION ACTIVITIES

- 13.1 All construction materials, waste, waste skips, machinery and contractors’ vehicles must be located and stored or parked within the development site, unless otherwise approved in writing by Council.**

- 13.2 Construction activity and noise must be limited to the hours of 06:30 to 18:30 Monday to Saturday, with no work to occur on Sundays or public holidays.**

ADVISORY NOTES

- A.** Prior to commencing any construction activities, the applicant/developer will be required to obtain further development permits for building work, and plumbing and drainage work, and potentially for operational work, as required under relevant legislation for this work.
- B.** This approval does not negate the requirement for compliance with all other relevant Local Laws and other statutory requirements. Any provisions contained in this approval relating to the enforcement of any of the conditions shall be in addition to all other rights, powers and privileges that the Council may possess or obtain, and nothing contained in these conditions shall be construed so as to prejudice, affect or otherwise derogate or limit these rights, powers and privileges of the Council.
- C.** General environmental duty under the Environmental Protection Act 1994 and subordinate legislation prohibits unlawful environmental nuisance caused by noise, aerosols, particles, dust, ash, fumes, light, odour or smoke beyond the boundaries of the development site during all stages of the development including earthworks, construction and operation.
- D.** This development approval does not authorise any activity that may harm Aboriginal cultural heritage. It is advised that under section 23 of the Aboriginal Cultural Heritage Act 2003, a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage (the “cultural heritage duty of care”).

Minute No. 14/01A/24**Carried 6/0**

5.4 Sale of Land for Overdue Rates

The rate assessment has 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 genuine commitment has been made to reduce the outstanding amounts.

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

That under section 140(2) of the *Local Government Regulation 2012*, Council resolves to sell Lot 2 on RP602517 (dwelling at 64 Thistle Street, Blackall) for overdue rates and charges.

Minute No. 15/01A/24**Carried 6/0**

5.5 Review of Code of Conduct for Employees Policy

The review of Council's policies is crucial as it ensures Council remains compliant with changing legislation and requirements.

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

That Council adopt the revised Code of Conduct for Employees Policy.

Minute No. 16/01A/24

Carried 6/0

5.6 Memorandum of Understanding for the Use of the Blackall Racecourse

The Barcoo Amateur Race Club wishes to enter a memorandum of understanding with Council for the use of the Blackall Racecourse.

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

That Council;

- 1. Agree to entering a memorandum of understanding with the Barcoo Amateur Race Club for the use of the Blackall Racecourse; and**
- 2. Authorise the Chief Executive Officer to negotiate the terms and conditions of the memorandum of understanding; and**
- 3. Authorise the Chief Executive Officer to sign the memorandum of understanding.**

Minute No. 17/01A/24

Carried 6/0

5.7 Council Subsidized Learn to Swim Lessons

Council provided a subsidy for Learn to Swim lessons for children in term 4 of 2023.

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

That Council note that 48 children were supported through the Council subsidized Learn to Swim lessons in 2023.

Minute No. 18/01A/24

Carried 6/0

CLOSURE:

There being no further business to consider, the Mayor declared the Meeting closed at 9.15am.

CONFIRMATION OF MINUTES:

Confirmed by Council as a true and correct record at the General Meeting held on Wednesday 21 February 2024.

Signed.....Mayor

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Minute No.	Report Number	Subject	Resolution	Action By	Result
17/12A/22	5.11	Relocation of the Tambo Library and Visitor Information Centre to the Grassland Building	That Council: <ol style="list-style-type: none"> Approves of the relocation of the Tambo Library and Visitor Information Centre to the Grassland building; and Authorises the Chief Executive Officer to commence the process of the relocation of the Tambo Library and Visitor Information Centre. 	CEO	Work underway.
14/01A/24	5.3	Development Application – DA 36-2023-2024 – 19 Ivy Street & 8 Mulberry Street, Blackall	<p>That Blackall-Tambo Regional Council approves the application for a Development Permit for Material Change of Use for a Warehouse over land 19 Ivy Street & 8 Mulberry Street, Blackall formally described as Lot 7 on SP210376 & Lot 14 on SP210376, subject to the following conditions:</p> <p>1.0 PARAMETERS OF APPROVAL</p> <p>1.1 The Developer is responsible for ensuring compliance with this development approval and the conditions of the approval by an employee, agent, contractor or invitee of the Developer at all times unless otherwise stated.</p> <p>1.2 Where these conditions refer to “Council” in relation to requiring Council to approve or be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role of the Council may be fulfilled in whole or in part by a delegate appointed for that purpose by Council.</p> <p>1.3 All conditions, works, or requirements of this development approval must be undertaken and completed prior to commencement of the use and to Council’s satisfaction, unless otherwise stated in a development condition.</p> <p>1.4 The cost of all works associated with the construction of the development including services, facilities and/or public utility alterations required are met at no</p>	CEO	The applicant has been provided a decision notice.

Minute No.	Report Number	Subject	Resolution	Action By	Result												
			<p>cost to the Council or relevant utility provider, unless otherwise stated in a development condition.</p> <p>1.5 The developer is required to have repaired any damage to existing infrastructure that may have occurred during any works carried out for the development. To the extent the damage is deemed to create a hazard to the community, it must be repaired immediately.</p> <p>1.6 Unless otherwise stated, all works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards.</p> <p>2.0 APPROVED PLANS AND DOCUMENTS</p> <p>2.1 The approved development must be completed and maintained generally in accordance with the approved plans and documents, except where amended by the conditions of this permit:</p> <table><tr><th>Plan/Document Name</th><th>Plan/Document Number</th><th>Revision Number</th><th>Date</th></tr><tr><td>Site Plan</td><td>DA 36-2023-2024</td><td>-</td><td>08/12/2023 (Received date)</td></tr><tr><td>Left, Front, Right and Back Elevation</td><td>Page 3 of 57</td><td>-</td><td>01/12/2023</td></tr></table> <p>2.2 Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.</p> <p>3.0 PARAMETERS OF USE</p> <p>3.1 The wholesale of goods is permitted, provided it remains ancillary to the Warehouse use.</p>	Plan/Document Name	Plan/Document Number	Revision Number	Date	Site Plan	DA 36-2023-2024	-	08/12/2023 (Received date)	Left, Front, Right and Back Elevation	Page 3 of 57	-	01/12/2023		
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Minute No.	Report Number	Subject	Resolution	Action By	Result
			<p>4.0 ROOF AND ALLOTMENT DRAINAGE</p> <p>4.1 Discharge of all roof and allotment drainage such that it does not restrict, impair or change the natural flow of runoff water or cause a nuisance to adjoining properties or infrastructure from the pre to the post-development condition.</p> <p>5.0 STORMWATER WORKS</p> <p>5.1 Undertake the development such that all stormwater, except for rainwater captured on-site in rainwater tanks, is to be drained from the site to a lawful point of discharge and carried without causing annoyance or nuisance to any person or property. All works must be designed, constructed and maintained in accordance with the Queensland Urban Drainage Manual.</p> <p>6.0 ACCESS AND PARKING WORK</p> <p>6.1 Design, construct and maintain the Ivy Street and Mulberry Street crossovers in accordance with the approved plans (see Condition 2.1) and generally in accordance with the standard drawing, Figure 1 or 2, from the General Development Code of the Blackall-Tambo Region Planning Scheme.</p> <p>6.2 Maintain a minimum of three (3) car parking spaces on-site. All car parking spaces must be clearly delineated by either line-marking or signage.</p> <p>7.0 SEWERAGE AND WATER</p> <p>7.1 The premises must be connected to Council's reticulated water and sewerage network.</p> <p>7.2 All works must be designed, constructed and maintained in accordance with the approved plans (refer to Condition 2.1), the Plumbing and Drainage Act, Water Services Association of Australia (WSAA), 2011, "WSA 03-11 Water Supply Code of Australia" Version 3.1 and Queensland Department of Energy and Water Supply, 2010, Planning Guidelines for Water Supply and Sewerage.</p>		

Minute No.	Report Number	Subject	Resolution	Action By	Result
			<p>7.3 Remove all redundant water supply and sewerage infrastructure, including but not limited to pipes and connection points.</p> <p>8.0 TELECOMMUNICATION AND ELECTRICITY SUPPLY</p> <p>8.1 The premises must be connected to electricity and telecommunication services in accordance with the standards and requirements of the relevant service provider.</p> <p>9.0 WASTE MANAGEMENT</p> <p>9.1 Store all waste within a waste storage area (for example, general waste, recyclable waste, pallets, empty drums etcetera). The waste storage area must be:</p> <p>9.1.1 Designed to not cause nuisance to neighbouring properties;</p> <p>9.1.2 Screened from any road frontage or adjoining property;</p> <p>9.1.3 Of a sufficient size to accommodate a waste bin/s suitable to service the Warehouse.</p> <p>10.0 AMENITY AND ENVIRONMENTAL HEALTH</p> <p>10.1 Undertake the approved development so there is no environmental nuisance or detrimental effect on any surrounding land uses and activities by reason of the emission of noise, vibration, odour, fumes, smoke, vapour, steam soot, ash, wastewater, waste products, oil or otherwise.</p> <p>10.2 Install and operate all outdoor lighting to comply with AS4282 – 1997 “Control of the Obtrusive Effects of Outdoor Lighting”.</p> <p>11.0 SITE WORKS AND EROSION AND SEDIMENT CONTROL</p> <p>11.1 Site works must be constructed such that they do not, at any time, in any way restrict, impair or change the natural flow of runoff water, or cause a nuisance or worsening to adjoining properties or infrastructure.</p>		

Minute No.	Report Number	Subject	Resolution	Action By	Result
			<p>11.2 Prepare and implement an Erosion and Sediment Control Strategy (ESCS) in accordance with the IECA 2008 Best Practice Erosion and Sediment Control (as amended).</p> <p>11.3 Implement the ESCS for the duration of the construction phase and until such time all exposed soils areas are permanently stabilised (for example, turfed, hydro mulched, concreted or landscaped).</p> <p>12.0 ASSET MANAGEMENT</p> <p>12.1 Any alteration necessary to electricity, telephone, water mains, sewerage mains, and/or public utility installations resulting from the development or in connection with the development, must be undertaken and completed at no cost to Council.</p> <p>13.0 CONSTRUCTION ACTIVITIES</p> <p>13.1 All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the development site, unless otherwise approved in writing by Council.</p> <p>13.2 Construction activity and noise must be limited to the hours of 06:30 to 18:30 Monday to Saturday, with no work to occur on Sundays or public holidays.</p> <p>ADVISORY NOTES</p> <p>A. Prior to commencing any construction activities, the applicant/developer will be required to obtain further development permits for building work, and plumbing and drainage work, and potentially for operational work, as required under relevant legislation for this work.</p> <p>B. This approval does not negate the requirement for compliance with all other relevant Local Laws and other statutory requirements. Any provisions contained in this approval relating to the enforcement of any of the conditions shall be in addition</p>		

Minute No.	Report Number	Subject	Resolution	Action By	Result
			<p>to all other rights, powers and privileges that the Council may possess or obtain, and nothing contained in these conditions shall be construed so as to prejudice, affect or otherwise derogate or limit these rights, powers and privileges of the Council.</p> <p>C. General environmental duty under the Environmental Protection Act 1994 and subordinate legislation prohibits unlawful environmental nuisance caused by noise, aerosols, particles, dust, ash, fumes, light, odour or smoke beyond the boundaries of the development site during all stages of the development including earthworks, construction and operation.</p> <p>D. This development approval does not authorise any activity that may harm Aboriginal cultural heritage. It is advised that under section 23 of the Aboriginal Cultural Heritage Act 2003, a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage (the “cultural heritage duty of care”).</p>		
15/01A/24	5.4	Sale of Land for Overdue Rates	That under section 140(2) of the <i>Local Government Regulation 2012</i> , Council resolves to sell Lot 2 on RP602517 (dwelling at 64 Thistle Street, Blackall) for overdue rates and charges.	CEO	The rates have been paid in full.
16/01A/24	5.5	Review of Code of Conduct for Employees Policy	That Council adopt the revised Code of Conduct for Employees Policy.	CEO	The policy has been updated on Council's website and distributed to employees.
17/01A/24	5.6	Memorandum of Understanding for the Use of	<p>That Council;</p> <ol style="list-style-type: none"> 1. Agree to entering a memorandum of understanding with the Barcoo Amateur Race Club; for the use of the Blackall Racecourse; and 2. Authorise the Chief Executive Officer to negotiate the terms and conditions of the memorandum of understanding; and 	CEO	The MOU is being drafted.

Minute No.	Report Number	Subject	Resolution	Action By	Result
		the Blackall Racecourse	3. Authorise the Chief Executive Officer to sign the memorandum of understanding.		

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

COUNCIL MEETING DATE: 21 February 2024

Item No: **3.1.1****SUBJECT HEADING: Financial Report for the Month of January 2024**

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

CLASSIFICATION: (if confidential)

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 2024 details Council's current financial position and compares its performance against the adopted budget for 2023-2024.

Officer's Recommendation: That Council receive the Financial Report for January 2024.

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.

Link to Corporate Plan

Governance

Outcome 4- Financial – Manage Council's finances responsibly and sustainably.

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 21 FEBRUARY 2024

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 21 FEBRUARY 2024****1. Cash Position as at 31 January 2024****Cash at Bank**

Operating Accounts	\$ 724,596
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Short Term Investments

Queensland Treasury Corporation - Cash Fund	\$ 20,000,000
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Bank - Term Deposits	\$ 5,000,000
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\$ 25,724,596

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)	\$ 2,635,782
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Unspent Grants (Restricted Cash)	\$ 640,254
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\$ 3,276,036

	<i>Debtors</i>	<i>Creditors</i>	
Balance of recoverable debtors - estimated creditors :	2,973,432	117,264	\$ 2,856,168

Plus cash surplus	25,724,596	3,276,036	\$ 22,448,560
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Working Capital			\$ 25,304,728
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2. Monthly Cashflow Estimate: February 2024**Receipts**

Rates & Fees & Charges	\$ 50,000
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Debtors	\$ 2,945,109
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Grants/Subsidies	\$ 67,629
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Total	<u>\$ 3,062,738</u>
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Expenditure

Payroll	\$ 800,000
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Creditor Payments	\$ 800,000
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Loan Payments	\$ -
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Total	<u>\$ 1,600,000</u>
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Therefore cash is expected to increase by \$ **1,462,738** in the period.

3. Comparative Data:

	January 2024	January 2023
Cash position	25,724,596	21,321,875
Working capital	25,304,728	17,653,088
Rate arrears	25,657	21,416
Outstanding debtors	2,973,432	330,602
Current creditors	117,264	19,423

FINANCE REPORT TO A MEETING OF BLACKALL-TAMBO REGIONAL COUNCIL**HELD ON 21 FEBRUARY 2024****4. Capital Works Summary: 1 July 2023 to 30 June 2024**

	Budget	YTD Actual	% of Budget
Buildings & Other Structures	1,528,000	- 96,029	-6%
Plant & Equipment	590,700	522,951	89%
Road Infrastructure	7,036,500	752,683	11%
Water Infrastructure	200,000	8,424	4%
Sewerage Infrastructure	975,000	3,372	0%
Total	10,330,200	1,191,401	12%

5. Road Works Expenditure : 1 July 2023 to 30 June 2024

	Budget	Expended YTD Actual	% of Budget Expended
1. Rural Roads	13,332,300	4,589,326	34%
2. Town Streets	415,000	268,341	65%
3. RMPC Works	2,343,700	744,322	32%
Total Roads Expenditure	16,091,000	5,601,989	35%

6. Rate Arrears Summary

Total Rates Outstanding Balance \$ **55,525**

Rates Outstanding Breakdown	Total	No. of Assessments
Current	\$ 29,868	37
1 Year	\$ 19,750	14
2 Years	\$ 5,025	5
3 Years and over	\$ 882	1

BTRC 2023-24 CAPITAL EXPENDITURE PROJECTS		1/07/23 to 30/06/24		SOURCES OF FUNDING		Degree of completion and relevant comments
Particulars	Budget	Expenditure YTD	% Expended	Capital Grants	Council Contribution	
BUILDINGS & OTHER STRUCTURES	1,528,000	- 96,029	-6%	437,000	1,091,000	
Asbestos Pits Blackall & Tambo digging/fencing LRCI P4	70,000	-	0%	40,000	30,000	
Banks Park Snail Structure	6,000	11,947	199%	-	6,000	Complete
Four Mile Seating	20,000	10,646	53%	-	20,000	Complete
Blackall - LED Sign for Shamrock Street	15,000	-	0%	-	15,000	
Blackall Cultural Centre - scope of works for stump repairs	60,000	-	0%	-	60,000	
Cultural Centre lighting & acoustic matting upgrade LRCI P4	80,000	-	0%	50,000	30,000	
Blackall Pool Two Heaters -replacements	30,000	12,841	43%	-	30,000	In progress
Blackall Rodeo and Campdraft Arena upgrade LRCI P4	200,000	16,900	8%	200,000	-	In progress
Blackall Saleyards - Build-in Hay Feeders	50,000	-	0%	-	50,000	
Blackall Saleyards - 3 Loading Ramp Catwalks - WHS Issue	200,000	2,633	1%	-	200,000	In progress
Red Ridge Precinct Stage One -Clearing sites POW & Cinema	300,000	-	0%	-	300,000	
Grasslands - renovations for library and VIC	60,000	-	0%	-	60,000	
Greta Towner Statue foundation (RSL funding statue)	30,000	12,840	43%	-	30,000	Complete
Rosclare Station Repeater tower	25,000	-	0%	-	25,000	
Shade Structures Blackall Carpark, Tambo Hall and TMPC	90,000	27,037	30%	-	90,000	In progress
Stock Route Glenusk - New Tank	20,000	-	0%	20,000	-	
Stock Route Gumholes New 22,000 gal tank - DNR	21,000	-	0%	21,000	-	
Stock Route Rodds Bore solar panels and pump - DNR	16,000	-	0%	16,000	-	
Tambo Courthouse (formerly library & VIC)	100,000	-	0%	-	100,000	
Tambo Dam Beautification - carry over	30,000	-	0%	30,000	-	
Tambo Shire Hall - repairs and sanding to floor	15,000	-	0%	-	15,000	
Tambo Netball Court 10% contribution	50,000	-	0%	-	50,000	
Tambo Pool Disability Steps	10,000	4,952	50%	-	10,000	In progress
Tambo Pool Heating	100,000	-	0%	-	100,000	
Tambo Pound Yards	60,000	17,598	29%	-	60,000	In progress
Tambo Race Club - Access ramp and cement path LRCI P4	30,000	6,577	22%	30,000	-	In progress
Tambo Race Club - Upgrade Jockey's Change Rooms	30,000	-	0%	30,000	-	
Tambo Race Club Building - Internal Bldg. Repairs	30,000	-	0%	-	30,000	
Tambo Sawmill and Permit - Sale	- 220,000	- 220,000	100%	-	- 220,000	Sold

Particulars	Budget	Expenditure YTD	% Expended	Capital Grants	Council Contribution	Degree of completion and relevant comments
PLANT & EQUIPMENT	590,700	522,951	89%	80,000	510,700	
Plant Replacement including committed orders	590,700	522,951	89%	80,000	510,700	In progress
ROAD INFRASTRUCTURE	7,036,500	752,683	11%	5,726,500	1,310,000	
Blackall Main St Beautification (LRCI P4 & Council)	200,000	95,902	48%	100,000	100,000	In progress
East Walter Lane pave and seal	120,000	136,364	114%	-	120,000	Complete
Langlo Road Resheet (FEDS) Remote Roads RRUP	600,000	-	0%	480,000	120,000	
Petunia Lane pave and seal	80,000	28,230	35%	-	80,000	In progress
QRA Betterment Program (QRA & LRCI P4)	2,770,000	-	0%	2,500,000	270,000	
Queen Elizabeth and Charles Streets pave and seal LRCI	150,000	34,962	23%	148,300	1,700	In progress
Reseals - LRCI P3	808,300	29,310	4%	808,300	-	In progress
Reseals - LRCI P4 and Council	884,600	-	0%	466,300	418,300	
Scrubby Creek TIDS	215,300	131,341	61%	215,300	-	In progress
Salvia Street - R2R	458,300	41,103	9%	458,300	-	In progress
Ward Road Rehab - TIDS/R2R/Council	750,000	255,471	34%	550,000	200,000	In progress
WATER INFRASTRUCTURE	200,000	8,424	4%	-	200,000	
Water Infrastructure Renewals	200,000	8,424	4%	-	200,000	
SEWERAGE INFRASTRUCTURE	975,000	3,372	0%	775,000	200,000	
Blackall Treatment Wks. upgrade Imhoff Tank & clarifier W4Q	195,000	-	0%	195,000	-	
Capital improvements as required	200,000	-	0%	-	200,000	
Tambo New Housing lots Charles & QE Streets W4Q	100,000	-	0%	100,000	-	
Tambo - sewer upgrade Charles and QE Streets W4Q	480,000	3,372	1%	480,000	-	
TOTAL CAPITAL PROGRAM 23-24	10,330,200	1,191,401	12%	7,018,500	3,311,700	

General Ledger 2023.6.13.1

Revenue and Expenditure Summary

Page - 1

(Accounts: 0100-0001-0000 to 5245-2000-0000. All report groups. 59% of year elapsed. To Level 2. Excludes committed costs)

Blackall-Tambo Regional Council (Budget for full year)

Financial Year Ending 2024

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		REVENUE			EXPENDITURE				
		31 Jan 2024 ACTUAL		AMENDED BUDGET	ORIGINAL BUDGET	31 Jan 2024 ACTUAL		AMENDED BUDGET	ORIGINAL BUDGET
1000-0001	ADMINISTRATION								
1000-0002	Administration	152,235	51%	299,500	279,500	2,251,933	56%	3,986,300	4,116,200
1100-0002	Finance	2,507,827	24%	10,663,700	9,329,700	23,486	32%	73,900	70,000
1200-0002	Oncosts	0	0%	0	0	656,555	-171%	(383,400)	(383,400)
1300-0002	Stores/Purchasing	0	0%	0	0	(2,950)	19%	(15,200)	30,800
2000-0002	Corporate Governance	0	0%	0	0	454,346	56%	814,100	863,100
2100-0002	Business Activities	24,189	69%	35,000	35,000	23,691	20%	116,000	176,000
2150-0002	Saleyard Operations	395,975	44%	901,000	1,331,000	382,113	40%	958,100	958,100
2200-0002	Tambo Sawmill & Weighbridge	2,145	27%	8,000	4,000	29,311	45%	64,800	64,800
2350-0002	Airports/Aerodromes	80,896	59%	138,000	138,000	187,657	55%	338,900	353,900
2450-0002	Tourism	29,302	66%	44,500	42,500	212,811	56%	382,500	402,500
2500-0002	Planning & Development	43,428	97%	45,000	45,000	70,009	100%	70,000	70,000
2580-0002	Economic & Community Develop	678,590	10%	7,051,500	5,211,600	11,785	21%	55,000	60,000
2600-0002	Environmental	50,992	61%	83,100	83,100	91,717	83%	110,000	230,000
2650-0002	Animal Control	17,087	75%	22,800	22,800	7,585	38%	20,000	13,500
2700-0002	Stock Routes	109,813	92%	119,000	94,000	296,946	101%	294,000	331,000
3000-0002	Work Scheme and Community	10,511	35%	30,000	17,000	73,724	53%	139,000	152,000
3100-0002	Council Housing	107,158	74%	145,000	145,000	177,384	53%	335,800	357,800
3300-0002	Child Care Services	0	0%	0	0	7,835	39%	20,300	30,300
3350-0002	Sport and Recreation	4,535	45%	10,000	18,000	24,094	43%	56,000	60,000
3400-0002	Youth Services	0	0%	0	0	10,000	20%	50,000	80,000
3415-0002	Tambo Multi-Purpose Centre	121,441	74%	163,600	108,600	162,940	65%	250,300	324,300
3445-0002	Disability	70,878	71%	100,000	140,000	39,947	57%	70,000	110,000
3460-0002	Community Services	174,656	62%	279,800	259,800	143,454	51%	282,800	265,300
3470-0002	Miscellaneous Care Services	0	0%	0	0	0	0%	0	2,000
3500-0002	Libraries, Education and Arts	9,025	64%	14,000	14,000	128,392	53%	243,500	258,500
3570-0002	RADF & Community Assistance	53,194	100%	53,300	51,000	74,920	21%	355,300	355,300
3600-0002	Halls and Cultural Centres	1,759	59%	3,000	3,000	142,564	63%	225,400	245,400
3700-0002	Showgrounds & Sports Facilities	11,540	55%	21,000	14,000	431,149	59%	732,000	746,000
3800-0002	Corporate Buildings	0	0%	0	0	75,234	52%	145,000	155,500
1000-0001	ADMINISTRATION	4,657,176	23%	20,230,800	17,386,600	6,188,633	63%	9,790,400	10,498,900
4000-0001	WORKS AND SERVICES								
4001-0002	Works Office and Depot	0	0%	0	0	1,648,464	56%	2,962,600	3,305,200
4100-0002	Town Street Maintenance	0	0%	0	0	268,342	67%	400,000	415,000
4200-0002	Rural Roads Maintenance	38,871	2%	2,025,400	1,910,400	674,813	84%	800,000	800,000
4500-0002	Recoverable Works	5,608,004	37%	15,082,500	32,620,200	7,563,518	50%	15,075,500	32,543,200
4550-0002	Plant Operations	2,225,101	56%	3,945,000	3,545,000	1,953,697	59%	3,313,000	3,054,800
4600-0002	SES - Disaster Mgmt	22,414	31%	72,400	75,500	51,968	39%	132,900	164,800
4700-0002	Cemeteries	13,841	92%	15,000	15,000	70,197	58%	121,700	141,700
4800-0002	Parks, Gardens and Reserves	0	0%	0	0	611,932	52%	1,173,300	1,313,300
4860-0002	Aquatic Centres	0	0%	0	0	348,044	65%	532,100	587,100
5000-0002	Cleansing	181,540	49%	374,300	374,300	269,631	63%	425,100	383,100
5100-0002	Water Supply	480,068	51%	942,600	942,600	285,965	54%	532,200	546,200
5200-0002	Sewerage Services	413,102	51%	817,600	807,600	198,699	50%	398,300	458,300
4000-0001	WORKS AND SERVICES	8,982,941	39%	23,274,800	40,290,600	13,945,271	54%	25,866,700	43,712,700
TOTAL REVENUE AND EXPENDITURE		13,640,117	31%	43,505,600	57,677,200	20,133,905	56%	35,657,100	54,211,600

Account/Function Specific Comments for Revenue and Expenditure Summary Report

Account	Description	Revenue	Expenditure
1000-0002	Administration		
1100-0002	Finance	<i>Financial assistance grants paid in advance in prior year instead of larger quarterly instalments, next budgeted annual prepayment due in June 2024.</i>	
1200-0002	Oncosts		<i>Includes insurance premiums paid for 12 months.</i>
1300-0002	Stores/Purchasing		
2000-0002	Corporate Governance		
2100-0002	Business Activities	<i>Annual paddock leases invoiced</i>	
2150-0002	Saleyard Operations		
2200-0002	Tambo Sawmill & Weighbridge		
2350-0002	Airports/Aerodromes		
2450-0002	Tourism		
2500-0002	Planning & Development	<i>Increase in planning and development applications</i>	
2580-0002	Economic & Community	<i>Budgeted amount includes State & Federal Capital Grants</i>	
2600-0002	Environmental		
2650-0002	Animal Control	<i>Annual animal registration notices issued</i>	
2700-0002	Stock Routes		
3000-0002	Work Scheme and Community		
3100-0002	Council Housing		
3300-0002	Child Care Services		
3350-0002	Sport and Recreation		
3400-0002	Youth Services		
3415-0002	Tambo MPC		
3445-0002	Disability		
3460-0002	Community Services		
3470-0002	Miscellaneous Care		
3500-0002	Libraries, Education		
3570-0002	RADF & Community Assistance	<i>Annual funding received</i>	
3600-0002	Halls and Cultural Centres		
3700-0002	Showgrounds & Sports		
3800-0002	Corporate Buildings		
4001-0002	Works Office and Depot		
4100-0002	Town Street Maintenance		
4200-0002	Rural Roads Maintenance		
4500-0002	Recoverable Works		
4550-0002	Plant Operations		
4600-0002	SES - Disaster Management		
4700-0002	Cemeteries		
4800-0002	Parks, Gardens and Reserves		
4860-0002	Aquatic Centres		
5000-0002	Cleansing	<i>Rate charges levied for 6 months</i>	
5100-0002	Water Supply	<i>Rate charges levied for 6 months</i>	
5200-0002	Sewerage Services	<i>Rate charges levied for 6 months</i>	

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

COUNCIL MEETING DATE: 21 February 2024

Item No: 3.1.2

SUBJECT HEADING: DFCCS Operations Report – January 2024

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

CLASSIFICATION: (if confidential)

Summary: The Director of Finance Corporate and Community Services operations report for January 2024 is presented to Council. The report includes housing and administration, Blackall aerodrome, libraries, visitor information centres, facility bookings, and Tambo Multipurpose.

Officer's Recommendation: That Council receive the DFCCS Operations Report for January 2024.

Background**Blackall Buildings*****Buildings Maintenance***

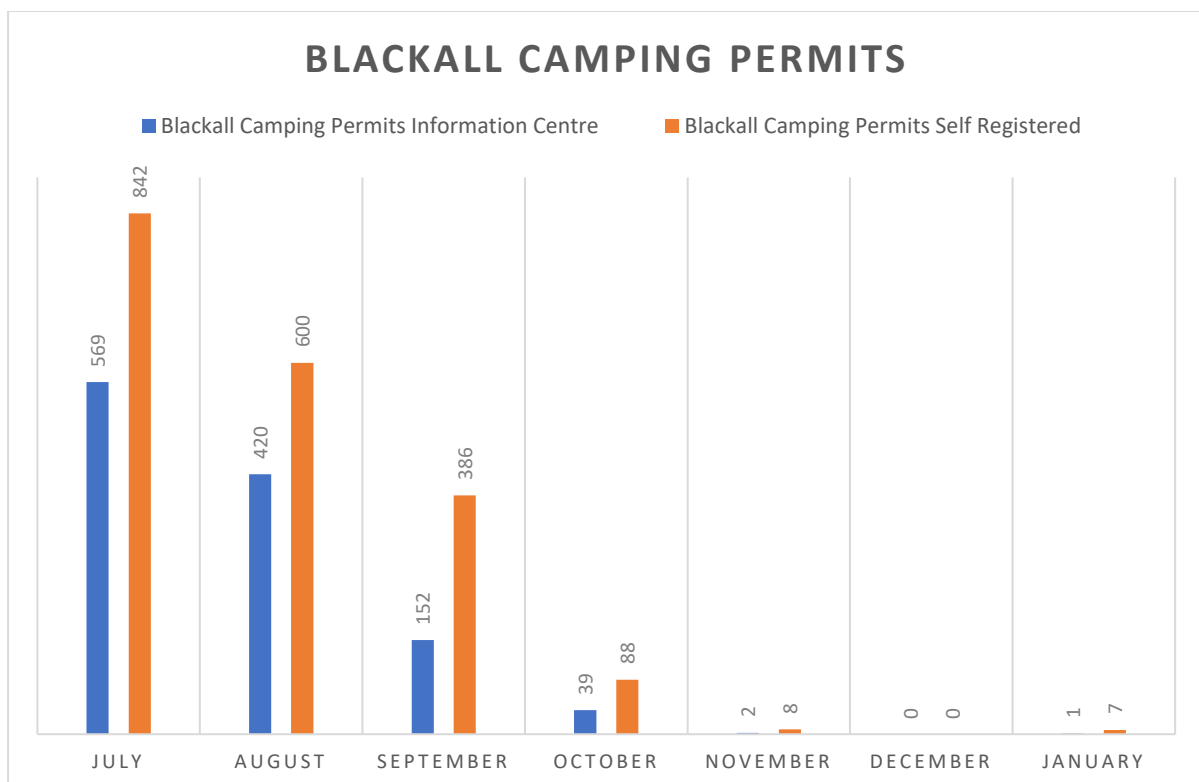
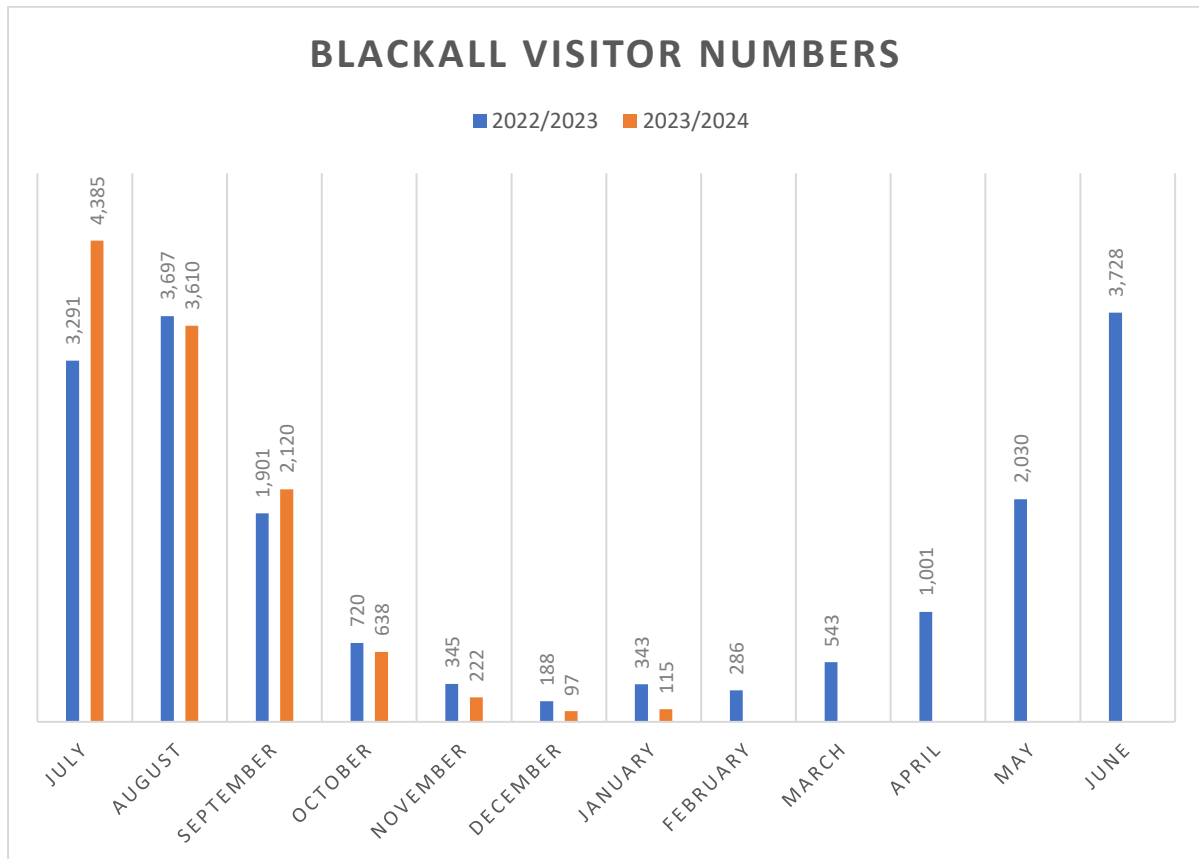
- Monthly fire alarm system inspection at Cultural Centre
- Aircon cleaning completed
- Aircon at Blackall Airport repaired
- Aircon at Blackall Gym repaired
- Aircon in Environmental Health Officer's office repaired
- Sewerage leakage at 1/7 Bedford Street repaired
- Awning at Hut 5 Bauhinia Lane repaired
- Pest control of all Blackall housing and buildings completed

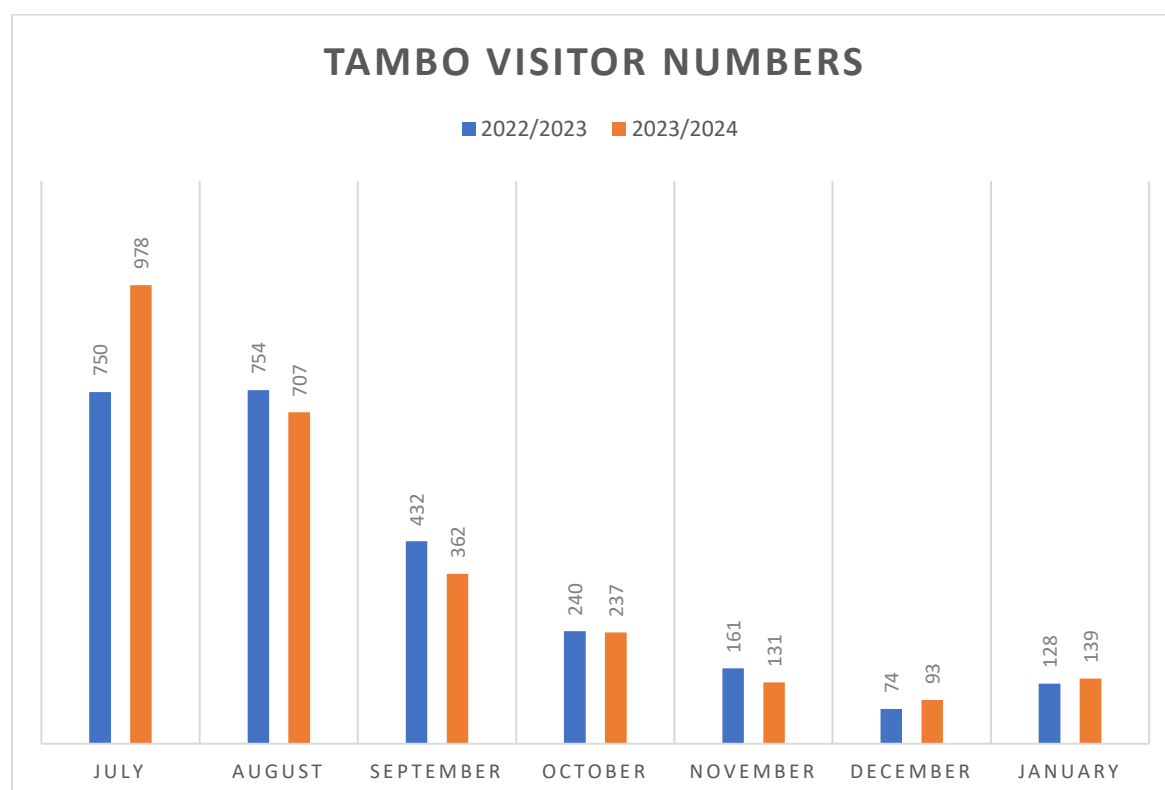
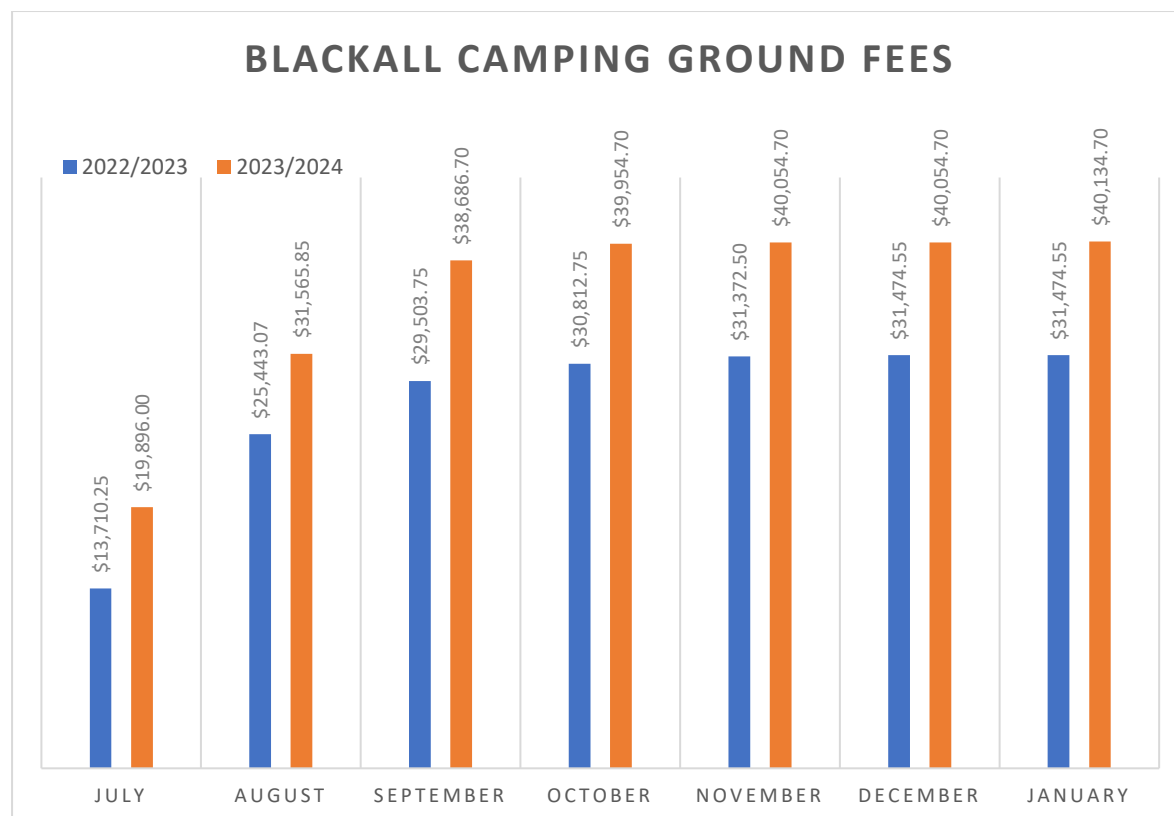
Tambo Buildings***Buildings Maintenance***

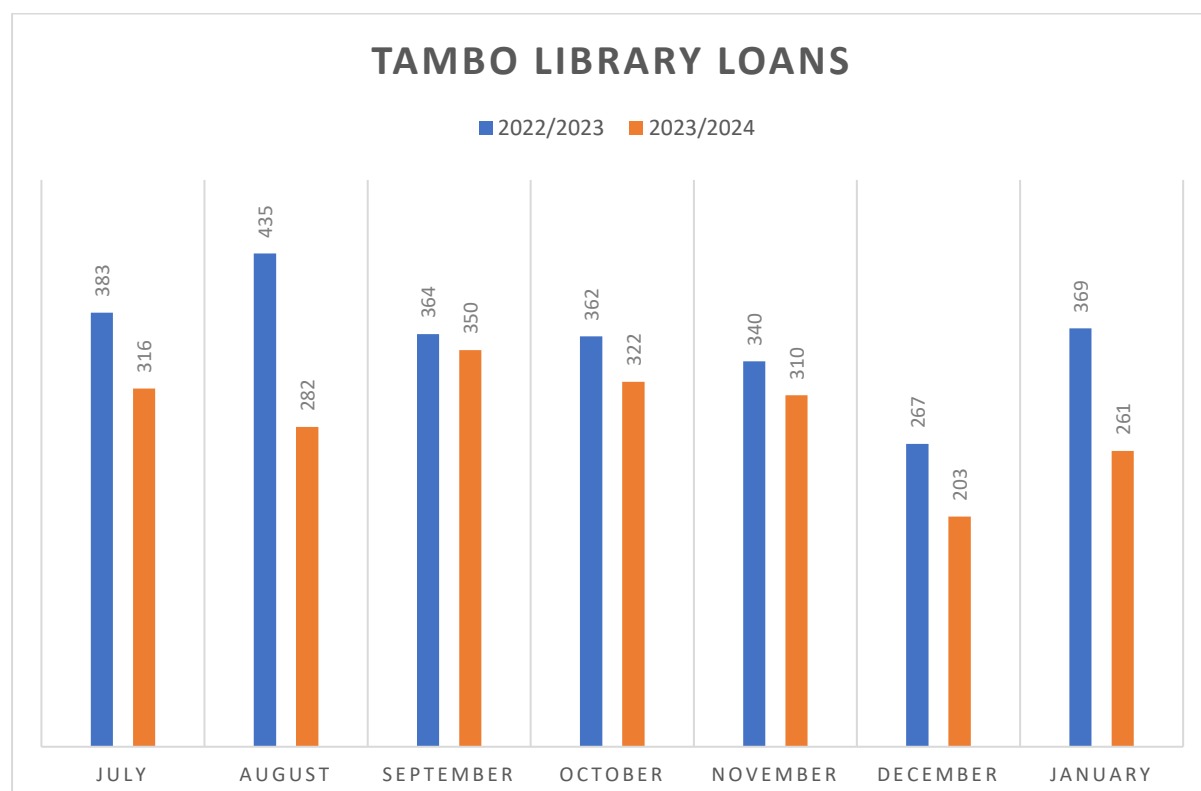
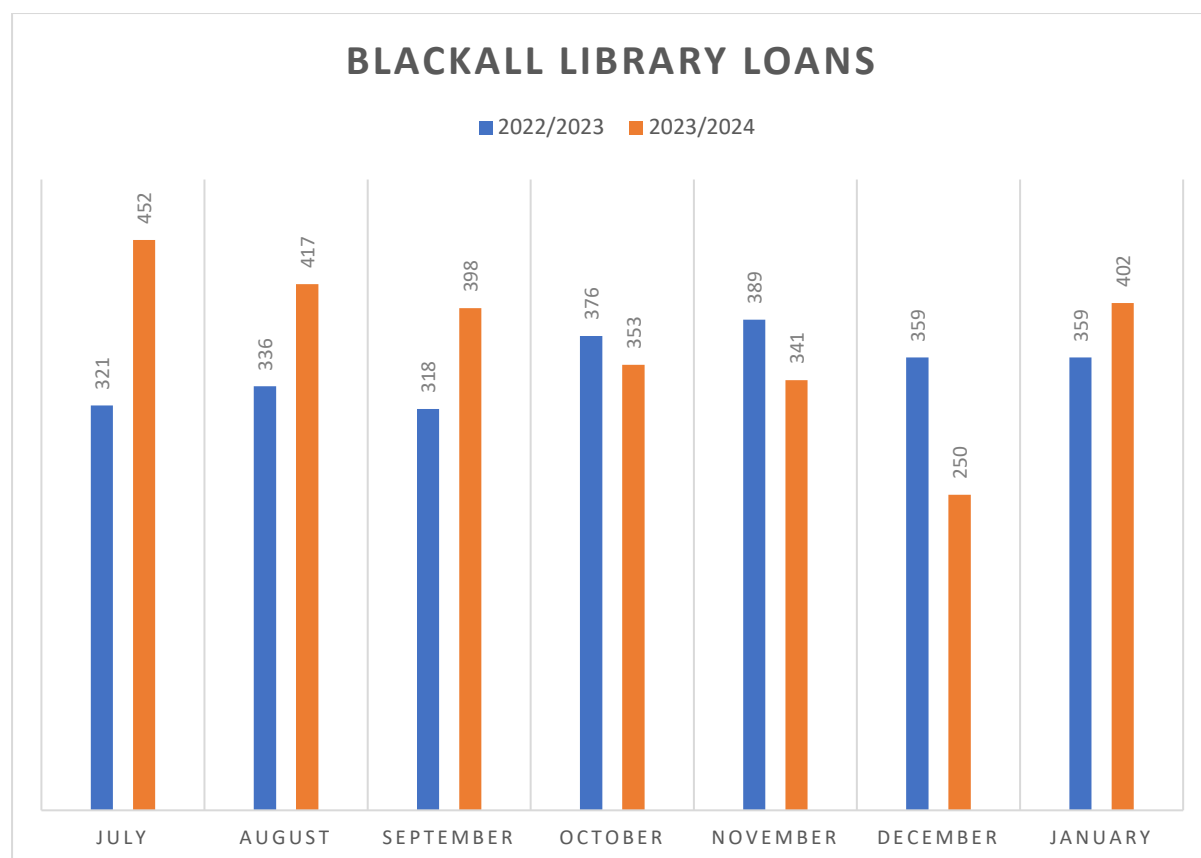
- General maintenance carried out on buildings as required.
- Pest control will be out on Vendor Panel for tender in March 2024.

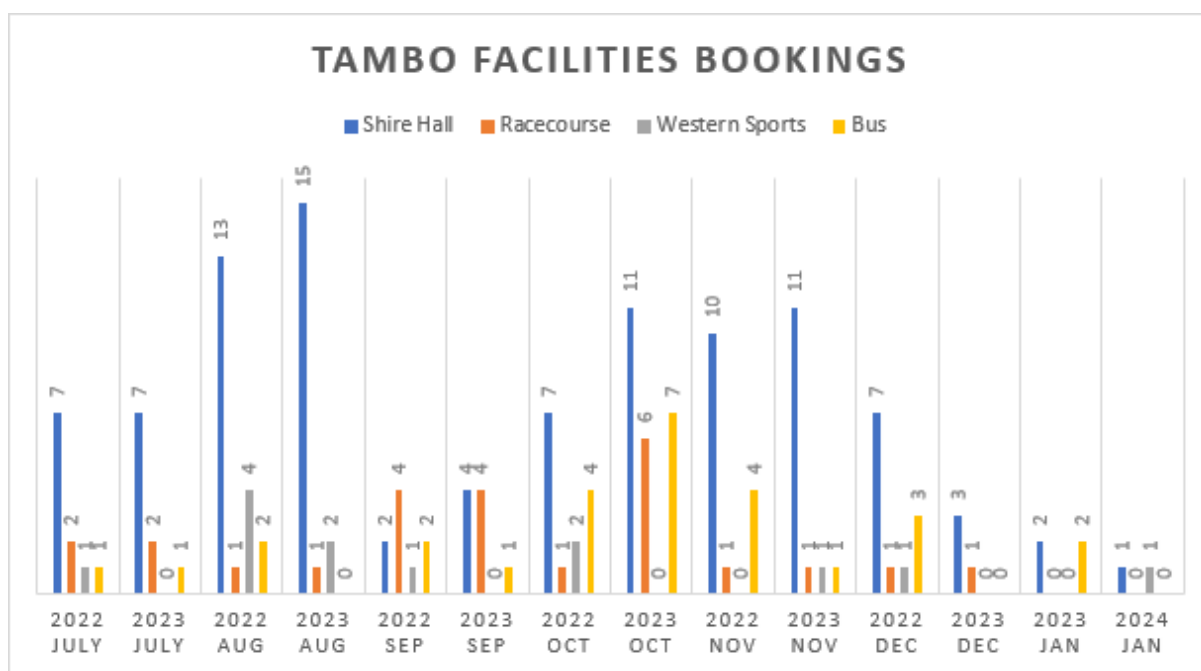
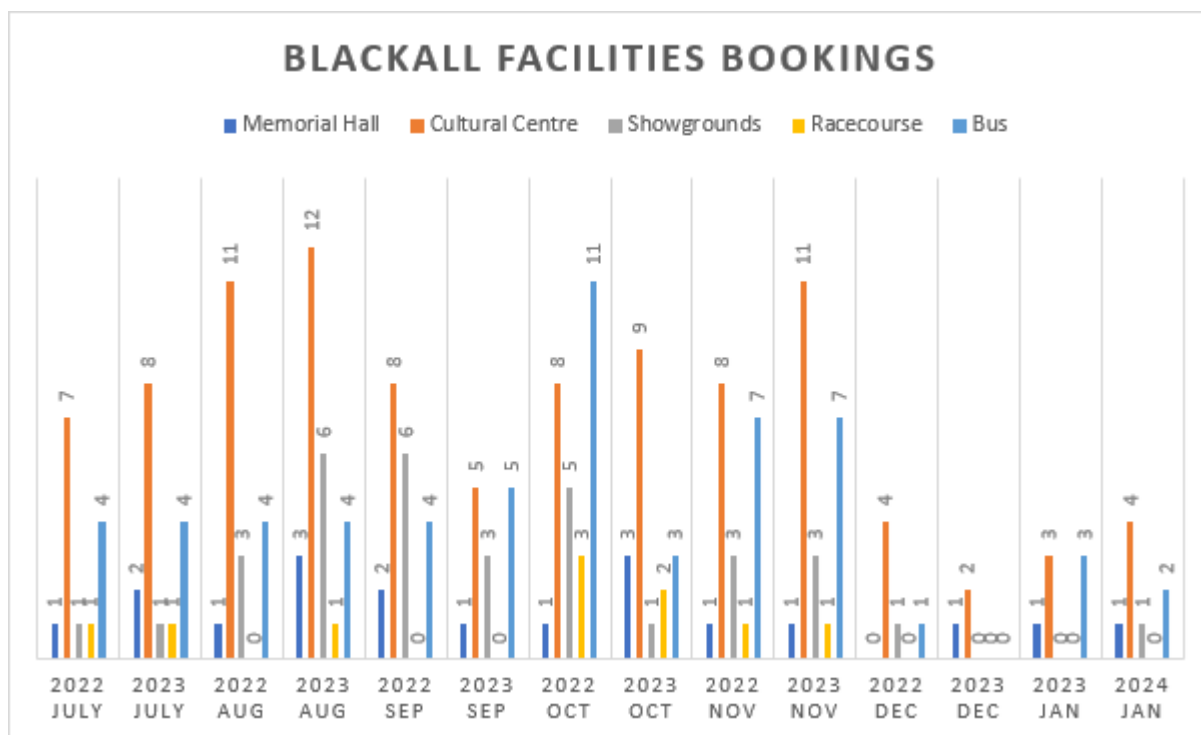
Aged Housing

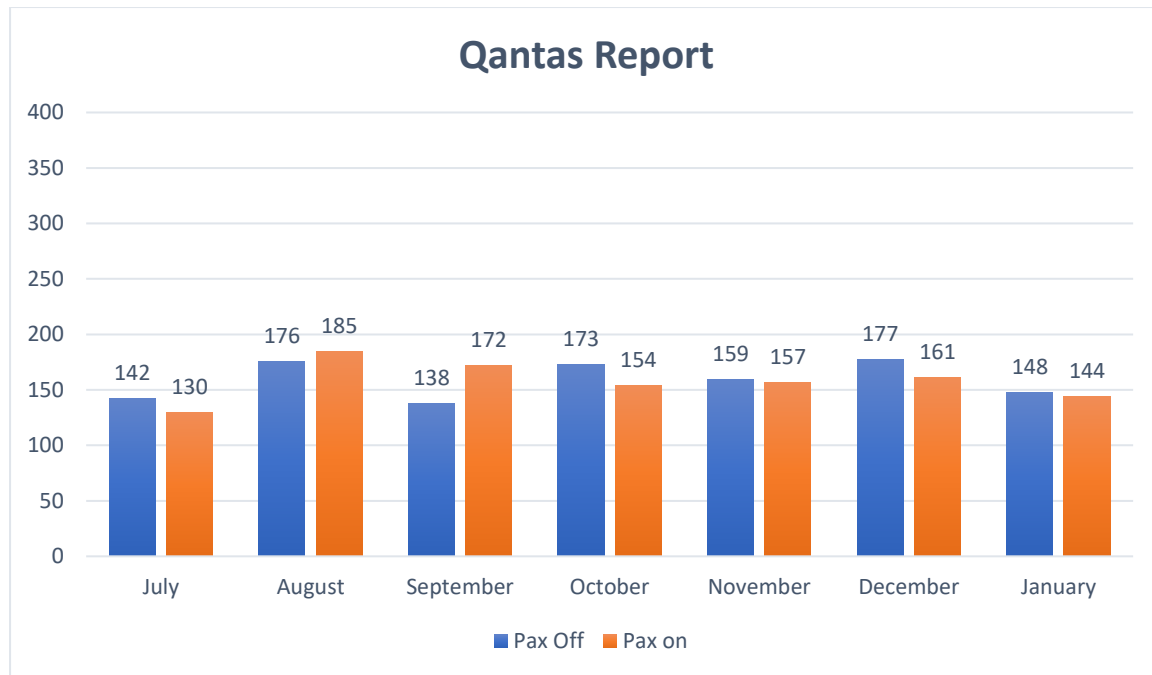
- No vacancies at the Coolibah Village.











Tambo Multi-Purpose Centre

- Tambo MPC has donated a touch football set to the community. A school teacher is running a weekly community touch game with some training.
- The podiatrist's visit in early January was well attended. The next visit will be in March.
- A chiropractor starts of February and will be doing his own advertising and bookings.
- Tambo MPC held a 'Last Week of School Holidays' craft morning with ten children attending.
- Allied Health services have started again. Remedial massage is every Tuesday, and physiotherapy on Friday, fortnightly.
- Allied Health sessions for the month of January:
Physiotherapy – 23
Remedial Massage – 17

Link to Corporate Plan

Economic Development

Outcome 2- Tourism – Foster a sustainable tourism industry that delivers economic outcomes for the community.

Vibrant Communities

Outcome 1- Arts and Culture – Continue to grow our region as the premier arts and cultural hub of Western Queensland.

Outcome 2- Health and wellbeing – The community has access to health services that meet their needs.

Outcome 3- Community Services – Services and facilities that meet the needs of the community.

Outcome 4- Youth – Engage, support, and encourage youth to remain in and return to the community.

Governance

Outcome 5- Customer Service – Provide excellence in customer service.

Infrastructure

Outcome 2- Airports – Aerodrome facilities in both Blackall and Tambo are Operationally safe and compliant with standards as determined by the Civil Aviation Safety Authority.

Outcome 5- Council buildings – Civic facilities that meet the needs of the community yet remain financially sustainable.

Consultation (internal/external)

Neighbourhood Centre Coordinator

Tambo Library and Tourism Officer

Customer Service Officers

Multi-Purpose Coordinator

Library Officer

Tourism Officer

IT Officer

Policy Implications

Nil

Budget and Resource Implications

Nil

BLACKALL-TAMBO REGIONAL COUNCIL

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OFFICER REPORTS

COUNCIL MEETING DATE: 21 February 2024

Item No: 3.1.3

SUBJECT HEADING: Internal Audit and Risk Management Committee –
Minutes of Meeting 19 January 2024

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

CLASSIFICATION: (if confidential)

Summary: The Internal Audit and Risk Management Committee meeting was held on 19 January 2024 to discuss the request for additional audit fees from Grant Thornton.

Officer's Recommendation: That Council receive the minutes of the Internal Audit and Risk Management Committee's meeting 19 January 2024.

Background

An Internal Audit and Risk Management Committee was held on 19 January 2024 to discuss the request from the Auditors for additional fees.

The Committee decided to delay any decision to respond to the request by Grant Thornton regarding audit fees until management contacts the Queensland Audit Office (QAO) to obtain information on the contractual arrangements between the QAO, Grant Thornton and Blackall-Tambo Regional Council.

Link to Corporate Plan

Governance

Outcome 2 – Accountability – Accountable, responsible, and transparent governance.

Consultation (internal/external)

Chief Executive Officer

Internal Audit and Risk Management Committee members

Director of Finance Corporate and Community Services

Manager of Finance

Policy Implications

Funding is not included in the current budget.

Budget and Resource Implications

Request is for \$16,647

Risk Management Assessment

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Result unfunded expenditure.	Low
Legal & Regulatory	Low	Doubts on Council liability	Low
People	Low	Nil	Low
Operational	Medium	Nil	Low

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

Proposed Risk Treatment

Nil



**Minutes of the Blackall-Tambo Regional Council
Internal Audit and Risk Management Committee Meeting
held 2pm 19 January 2024 at the Blackall Boardroom**

Cr Lindsay Russell (Chairman)
Cr Boyd Johnstone (Member)
Ms Megan Prow (Member)
Mr Alastair Rutherford (Director of Finance)
Mr Shalveen Dayal (Manager of Finance)

1/. Welcome

The Chairman welcomed the members and staff.

2/. Attendance/Apologies

Nil

3/. Approval of the 12 December 2023 minutes

There was no business arising out of the minutes.

Recommendation: That the minutes of the meeting 12 December 2023 be approved.

Approved

Moved: Megan Prow

Seconded: Cr. Boyd Johnstone

4/. Reports

Received Grant Thornton's request for an addition of \$16,647 to the 2023 audit fee and the response from management.

Recommendation: The Committee decided to delay any decision to respond to the request by Grant Thornton regarding audit fees until management contacts the Queensland Audit Office to obtain information on the contractual arrangements between the QAO, Grant Thornton and BTRC.

Approved

Moved: Cr. Boyd Johnstone

Seconded: Megan Prow

5/. Other business

There was no other business.

6/. Close

The Chairman closed the meeting at 2.20pm.

Cr. Lindsay Russell
CHAIRMAN

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

COUNCIL MEETING DATE: 21 February 2024

Item No: 3.1.4

SUBJECT HEADING: Operational Plan Review

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 31 December 2023 report.**Background**

Council adopted its 2023-2024 Annual Operational Plan on 21 June 2023. The Operational Plan provides a plan on how and what Council will do during the financial year to respond to Council and community long-term projects.

Section 174(3) of the *Local Government Regulation 2012* states that the Chief Executive Officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals not more than 3 months.

The attached report provides an assessment of the organisation's progress towards the implementation of the actions, projects, initiatives, and key performance indicators as identified in the 2023-2024 Operational Plan.

Link to Corporate Plan

Governance

Outcome 2 – Accountability – Accountable, responsible, and transparent governance.

Outcome 3 – Leadership – Responsible leadership with informed and transparent decision making.

Outcome 4 – Financial – Manage Council's finances responsibility and sustainability.

Consultation (internal/external)

Chief Executive Officer

Director of Works and Services

Director of Finance Corporate and Community Services

Policy Implications

Nil

Budget and Resource Implications

Nil

Risk Management Assessment

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Nil	Low
Legal & Regulatory	Low	Compliant with section 174(3) of the <i>Local Government Regulation 2012</i> .	Low
People	Low	Nil	Low
Operational	Medium	Nil	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Strategic information is beneficial to the community.	Low
Ethical	Low	Nil	Low
Reputation	Low	Keeping the community informed of Council's operational processes.	Low
Leadership	Low	Nil	Low

Proposed Risk Treatment

Nil

Blackall-Tambo Regional Council**Operational Plan Review December 2023**

	Resp. Officer	Operational Plan Action for current year (outputs)	Duration	Performance Measures	Budget	Funding Source	Degree of Completion
Arts & Culture							
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.		Council	Ongoing
Tambo Library LRCI Phase 4	DFCCS	The Tambo Library and VIC are both transferring to the Grasslands building this year. Renovations to the Grasslands building have commenced.	Ongoing	Positive feedback from the public.	\$60,000 renovation cost	Council	Electrical work complete Bldg. renovations started 9 February

Disaster Management							
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.		Council and QFES	Last meeting held 4 October 2023
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		Council and QFES	Ongoing

Economic Development							
Business							
Tambo Sawmill	CEO	The sawmill is not operating at this time. Council has an offer for the purchase of the sawmill and license (\$220,000). This offer requires DAF approval.	2023/2024				Sold \$219,855
Blackall Saleyards	CEO DWS Manager	Three Loading Ramp Catwalks \$200,000; Built in Hay Feeders \$50,000; Repairs to two wash down bays \$30,000.	2023/2024	Meets all WHS and regulatory requirements	\$280,000	Council	Three Loading Ramp Catwalks - quote rec'd \$220,000

Blackall-Tambo Regional Council**Operational Plan Review December 2023**

	Resp. Officer	Operational Plan Action for current year (outputs)	Duration	Performance Measures	Budget	Funding Source	Degree of Completion
Tourism							
Collective approach to tourism	CEO DFCCS	Work co-operatively with regional tourism groups and government agencies.	2023/2024	Arrange and attend workshops with external organisations and apply for relevant grants.		Council	Ongoing
Foundation - Greta Towner Statue	DWS	A base for the statue of Greta Towner	2023/2024	Meets all regulatory and WHS requirements	\$30,000	Council	Complete
"Better in Blackall" Festival	Committee	Committee to develop a programme aimed at encouraging residents and visitors to celebrate this event in Blackall.	2023/2024	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 \$17,000	Council	Complete
Tambo Truck Museum BOR	DFCCS	To support the preservation of the history of the trucking industry in Tambo and to provide an additional attraction for tourists and locals.	2023/2024	Building structure complete, two trucks installed inside the building, history of the trucking industry in Tambo being put together for museum exhibits.	\$20,000	Council	Minor repairs required so display can be installed.
Local Government Area Signs	DWS	Two welcoming signs at the entrance to the local government area	2023-2024	Previous contractor unable to complete the work in process of engaging another contractor	\$15,000	Council	Complete
Tambo Visitor Information Centre	DFCCS	Providing an easy to find location with friendly service provided to all visitors.	Ongoing	Appropriate training made available through workshops and training sessions with other VICs in the region.		Council	Ongoing
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.	Ongoing	Appropriate training made available through workshops and training sessions with other VICs in the region.		Council	Ongoing

Blackall-Tambo Regional Council
Operational Plan Review December 2023

	Resp. Officer	Operational Plan Action for current year (outputs)	Duration	Performance Measures	Budget	Funding Source	Degree of Completion
Environmental Management							
Waste Management							
Maintain 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	Meets all WHS issues		Council	Ongoing
Stock Routes / Pest Management							
Central West Regional Biosecurity Plan	CEO / Ranger Coord	The Central West Biosecurity Plan outlines the strategies to be followed and implemented by the seven councils in this area.	Ongoing	The report lists the performance indicators which are reported to Council by the Ranger Coordinator.		Council	Ongoing
Tambo Pound Yards	CEO / Ranger Coord	Continuation of the upgrade to the Tambo Pound	2023/2024	Meets all WHS issues	\$60,000	Council	Underway materials ordered. Complete February
Stock Routes Annual Works Program	CEO / Ranger Coord	Apply for funding to maintain stock routes facilities in good working order.	2023/2024	Rodd's Bore Solar panels and pump \$16,000; Gumholes New 22,000 gal tank \$21,000; Glenusk new tank \$20,000.	\$57,000	DNR	Underway. Complete mid February
Public Health							
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.		Council	EHO appointed will work with the RAPAD shires
	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	
Blackall and Tambo Asbestos Pits	EHO	Dig and fence both pits.	2023/2024	To meet all current regulatory standards and address all WHS issues.	\$70,000	Council \$30,000 LRCI Phase 4 \$40,000	Only Blackall fencing to be completed

Blackall-Tambo Regional Council**Operational Plan Review December 2023**

	Resp. Officer	Operational Plan Action for current year (outputs)	Duration	Performance Measures	Budget	Funding Source	Degree of Completion
Public Health							
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	Ongoing - meeting required standards
Water Reticulation							
Water Infrastructure	DWS	Provide for upgrade of existing infrastructure - replacement of water mains, valves and service connections. Water saving initiatives.	2023/2024	To meet all current regulatory standards and address all WHS issues.	\$200,000	Council	Ongoing throughout the year
Sewerage							
Sewerage Infrastructure - W4Q COVID19	DWS	Blackall treatment works - study, upgrade Imhoff Tank and Clarifier	2023/2024	To meet all current regulatory standards.	\$195,000	W4Q	W4Q funds to be spent by 30 June 2024
Capital improvements	DWS	As required	2023/2024	To meet all current regulatory standards.	\$200,000	Council	Ongoing throughout the year
Tambo New Housing Lots	DWS	Charles and Queen Elizabeth Streets	2023/2024	To meet all current regulatory standards.	\$100,000	W4Q	Work to start after sewerage works complete in February
Tambo Sewer Lines for New Housing Lots	DWS	Charles and Queen Elizabeth Streets	2023/2024	To meet all current regulatory standards.	\$480,000	W4Q	Sewer upgrades commencing January 2024
Infrastructure and Plant							
Aerodromes							
Blackall Airport	DWS	To maintain the airport to a high standard while considering new processes that reduce losses to Council.	Ongoing	Regular programs implemented to maintain the highest safety and security standards. Comply with audit recommendations.		Council	Aerodrome Certificate issued and Airport Manual approved by CASA
Tambo Airport	DWS	Expansion of the RFDS to Tambo	2023/2024	To meet all current regulatory standards		Council	Preparing for RFDS flights

Blackall-Tambo Regional Council
Operational Plan Review December 2023

	Resp. Officer	Operational Plan Action for current year (outputs)	Duration	Performance Measures	Budget	Funding Source	Degree of Completion

Plant and Equipment

Plant replacement program	CEO DWS	Council's plant and machinery purchases.	2023/2024	Purchases and sales budgeted for and consistent with Council's adopted purchasing policy.	\$590,700	Council	89% Spent
Generators	DWS	One 20KVA and one 60 KVA	2023/2024	Order issued	\$80,000	LRCI Phase 4	Delivery due February

Roads, Footpaths & Pavements

Town streets (maintenance)	DWS	Council road / town maintenance program for 2023/2024	2023/2024	Schedule undertaken and roads maintained within budget limitations. Monthly report to council on works undertaken.	\$400,000	Council	\$268,341 spent to date
Petunia Lane	DWS	Pave and seal	2023/2024	To meet all current regulatory standards.	\$ 80,000	Council	\$28,230 spent to date
East Walter Lane	DWS	Pave and seal	2023/2024	To meet all current regulatory standards.	\$ 120,000	Council	Complete
Queen Elizabeth and Charles Street - LRCI Phase 4	DWS	Pave and seal	2023/2024	To meet all current regulatory standards.	\$150,000	Council \$1700 LRCI Phase 4 \$148,300	\$34,962 spent to date
Rural Roads including flood damage (maintenance)	DWS	Council rural road maintenance program for 2023/2024	2023/2024	Schedule undertaken and roads maintained within budget limitations.	\$ 13,332,300	Council and QRA	\$4.6M spent to date
QRA Betterment Program	DWS	Floodway improvements to Blackall-Emmett, Coolatai, Gartmore, Mt. Pleasant, and Evora Roads	2023/2024	To meet all current regulatory standards. April/May 2022 event.	2.8M	Council \$270,000 \$2.5m QRA	Design complete. Tender documentation being prepared.
Landsborough Highway (Tambo to Blackall)	DWS	Pavement Rehab. Holding Treatment	2023/2024	To meet all current regulatory standards.	\$4.4M approximately	TMR	Commencing Mid February 2024
Reseals - LRCI Phase 3 Carried Over from 2022/2023	DWS	To be determined. Construction period ends 30 June 2024.	2023/2024	To meet all current regulatory standards.	\$ 808,350	LRCI Phase 3	\$29,310 spent to date
Reseals - LRCI Phase 4	DWS	Projects submitted require approval by LRCI. Construction period ends 30 June 2025.	2023/2024	To meet all current regulatory standards. Complete by 30 June 2025.	\$ 1,044,600	LRCI Phase 4 \$626,200 Council \$418,400	Application to approve funding sent to LRCI
RMPC Maintenance Contracts	DWS	Maintenance on National Highway and State controlled network	2023/2024	To meet all current regulatory standards.	\$ 2,343,700	State Gov	\$744,322 spent to date
Scrubby Creek TIDS - Carried over	DWS	Scrubby Creek flood ways	2023/2024	To meet all current regulatory standards.	\$ 215,300	TIDS	Complete

Blackall-Tambo Regional Council**Operational Plan Review December 2023**

	Resp. Officer	Operational Plan Action for current year (outputs)	Duration	Performance Measures	Budget	Funding Source	Degree of Completion
Ward Road TIDS and R2R	DWS	Create all weather access	2023/2024	To meet all current regulatory standards.	\$ 750,000	TIDS \$200,000 Council \$200,000 R2R \$350,000	Complete by March 2024
Salvia Street - R2R funds to be spent by 30 June 2024	DWS	Install stormwater drainage, kerb and channel and road widening	2023/2024	To meet all current regulatory standards. Complete by 30 June 2024.	\$ 458,300	R2R \$458,300	Work scheduled early 2024
Remote Roads RRUP - (FEDS)	DWS	Langlo Road Resheeting. Complete construction by May 2024	2023/2024	To meet all current regulatory standards. April/May 2022 event.	\$ 600,000	RRUP \$480,000 Council \$120,000	Work to commence after Ward Road complete

Blackall-Tambo Regional Council
Operational Plan Review December 2023

	Resp. Officer	Operational Plan Action for current year (outputs)	Duration	Performance Measures	Budget	Funding Source	Degree of Completion
Roads, Footpaths & Pavements							
Shamrock Street Beautification	DWS	Stage two with the median strip being upgraded	2023/2024	To meet all current regulatory standards.	\$ 200,000	LRCI Phase 4 \$100,000 Council \$100,000	Spent to date Council \$95,902 phase one.

Recreational Activities							
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.		Council	Both pools open to the public
Tambo Lake Area Beautification	DWS	Provide an area that enhances the grounds surrounding the dam.	2023/2024	Meets all regulatory requirements	\$30,000	Council	Not started
Banks Park Bldg. - Snail Structure	DWS	Install a change table which allows for supervision of children while caring for babies	2023-2024	Meets the Council's WHS requirements	\$6,000	Council	Complete
Blackall Rodeo and Campdraft Grounds upgrade	DWS Committee	The grounds require to be upgraded so as to be safe for all participants.	2023/2024	Meets all regulatory and WHS requirements	\$200,000	LRCI Phase 4	Application for funds sent to LRCI
Four Mile seating	DWS	Table/ Chair units bolted to concrete bases	2023/2024	Meets all regulatory and WHS requirements	\$20,000	Council	Complete
Tambo Race Club	DWS Committee	Upgrade of the Race Club building.	2023/2024	Meets all regulatory and WHS requirements	\$30,000	Council	Difficulty finding a builder
Tambo Race Club - Jockey's Room Upgrade	DWS Committee	Upgrade of the Jockeys change rooms.	2023/2024	Meets all regulatory and WHS requirements	\$30,000	Council	Materials received
Tambo Race Club - access path and ramp	DWS Committee	Install an access ramp and small cement path to the Race Club building.	2023/2024	Meets all regulatory and WHS requirements	\$30,000	LRCI Phase 4	Design finalised

Blackall-Tambo Regional Council**Operational Plan Review December 2023**

	Resp. Officer	Operational Plan Action for current year (outputs)	Duration	Performance Measures	Budget	Funding Source	Degree of Completion
Recreational Activities							
Tambo Courthouse (Formerly library and VIC)	CEO DFCCS	Redesign the inside of the building into a mock up courtroom using photos and articles from various archives in Qld.	2023/2024	Meets all regulatory and WHS requirements	\$100,000	Council	Not started
Blackall Pool - Replacement of two heaters	DWS	Two heaters are old and are no longer reliable	2023/2024	Consider warranty	\$30,000	Council	Delivery February
Tambo Pool Heating	DWS	Tender is being prepared seeking quotes on vendor panel	2023/2024	Meets all regulatory and WHS requirements	\$100,000	Council	Tenders being drawn up for vendor panel
Tambo Pool Disability Steps	DWS	Install steps to assist the elderly and people with disabilities to use the pool.	2023/2024	Meets all regulatory and WHS requirements	\$10,000	Council	Hoist and block with three steps ordered. Complete February
Cultural Centre - replacement of acoustic panels	DWS	Planned maintenance and improvements	2023/2024	Meets all regulatory and WHS requirements	\$80,000	Council \$30,000 LRCI Phase 4 \$50,000	Due on site March

Communications

Tambo TV Transmitters	DWS	As required to keep the system operational	2023/2024	Meets all regulatory requirements	\$20,000	Council	\$15,465 Spent
Rosclare Tower	DWS	A repeating tower erected at Rosclare Stn improve rural communications.	2023/2024	Meets all regulatory requirements	\$25,000	Council	Land issue being resolved
Rural Transmitting Towers	DWS	Allocation to commence a five year maintenance contract with N-COM	2023/2024	Objective is to keep all towers functional	\$50,000	Council	\$11,785 spent/committed to date
Blackall Shamrock Street LED Sign	DFCCS	Local events and items of interest to be displayed.	2023/2024	Objective is to keep the public and tourists updated on items of interest.	\$15,000	Council	Order placed

Town Halls, Cemeteries, Public Conveniences**Town Halls**

Maintain and upgrade to community expectations	DFCCS	Continued maintenance and renewal of facilities to ensure WHS standards are maintained for public access.	2023/2024	Repairs and maintenance undertaken in a timely fashion with safety standards being met as required. Positive feedback from the public.		Council	Ongoing
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Cemeteries & Memorials

**Blackall-Tambo Regional
Council****Operational Plan Review December 2023**

	Resp. Officer	Operational Plan Action for current year (outputs)	Duration	Performance Measures	Budget	Funding Source	Degree of Completion
Cemeteries Blackall and Tambo	DWS	Maintain cemeteries in a manner expected by the public.	2023/2024	Positive feedback from community on the appearance and condition of cemetery's. Upgrade of the Tambo Cemetery is underway.		Council	Tambo cemetery upgrade continues

Blackall-Tambo Regional Council**Operational Plan Review December 2023**

	Resp. Officer	Operational Plan Action for current year (outputs)	Duration	Performance Measures	Budget	Funding Source	Degree of Completion
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Public Conveniences

Public Conveniences maintained to community expectations	DWS	Continued maintenance and renewal of facilities to ensure a safe standard is maintained for public access.	2023/2024	Condition of public conveniences meeting health and safety standards at all times.		Council	Ongoing
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Council Buildings/Facilities

Aged Housing	DFCCS	Maintain the workshop yard and provide the best possible standard of accommodation to employees. Address all WHS issues.	2023/2024	Maintenance undertaken in a timely fashion with safety aspects addressed. Tenant satisfaction received periodically with regards to condition of housing.		Council	Minor repairs as required.
Tambo Shire Hall	DWS	Replace floor timber where necessary and sand	2023/2024	Meets all regulatory and WHS requirements	\$15,000	Council	Difficulty finding a builder
Cultural Centre - scope for stump repairs	DWS	The level of the building is uneven	2023/2024	Meets all regulatory and WHS requirements	\$60,000	Council	Not started
Removing the Prince of Wales and the old cinema structures	CEO DWS	A specialised contractor will be required to dismantle and remove both structures.	2023/2024	Meets all regulatory and WHS requirements	\$300,000	Council	On hold
Shade Structures for TMPC, Tambo Hall, Blackall Carpark	DWS DFCCS	Shade structures so these areas can be used by the public.	2023/2024	Meets all regulatory and WHS requirements	\$90,000	Council	Difficulty finding a builder
Council housing	DFCCS	Council housing stock well maintained.	2023/2024	Satisfied tenants.	Ongoing	Council	Minor repairs as required.

Blackall-Tambo Regional Council**Operational Plan Review December 2023**

	Resp. Officer	Operational Plan Action for current year (outputs)	Duration	Performance Measures	Budget	Funding Source	Degree of Completion
Aged and Disability Services							
Western Queensland Primary Health Network (WQPHN)	DFCCS	This program is funded by the Federal Government and covers allied health and healthy ageing.	2023/2024	Covers the cost of Podiatry, Remedial Massage, Physiotherapy and Optometry. The remaining funds go the Healthy Ageing	Allied Health \$100,000; Healthy Ageing \$55,000	Federal	Program on target
Community Development Program	DFCCS	The program is funded by the department of seniors and disability to support community activities.	2023/2024	Monitored through the successful interventions offered to the community.	\$264,800	State	Program on target
Work Health and Safety							
Develop a system of WHS that is appropriate for BTRC	CEO DWS DFCCS WHSO Committee	Council officers to work in a co-operative manner with the WHS Officer together with officials from TMR and other Government Departments to ensure Council is compliant at all times.	Ongoing	Council is working towards retaining its TMR Registration so as to be awarded road contracts from TMR. The provision of a safe working environment for all employees of Council.		Council	Good progress being made to implement audit recommendations. Ongoing

BLACKALL-TAMBO REGIONAL COUNCIL[Return to Agenda](#)
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COUNCIL MEETING DATE: 21 February 2024

Item No: 4.1.1

SUBJECT HEADING: Director of Works and Services' Operations Report – January 2024

Author and Officer's Title: Ajay Agwan, Director of Works and Services

CLASSIFICATION: (if confidential)

Summary: The Director of Works and Services report for January 2024 is presented to Council.

Officer's Recommendation: That Council receive the Director of Works and Services' Operation Report for January 2024.

Projects**CN 22216 Blackall Tambo Landsborough Highway****Project Budget:** Under tender stage**Project Scope:** Holding treatment. Rehabilitation to 8 and 9 m seals.**Current Status:** Not Yet Started.**Snail Structure Banks Park****Project Budget:** \$20,000 (GST exclusive)**Project Scope:** Install a change table facility adjacent to the playground to allow users of the park to supervise children whilst caring for babies.**Current Status:** 95% completed. Plumbing works yet to commence.**General RMPC (Road Maintenance Performance Contract) FY 2324****Project Budget:** \$2,343,700.60 (GST exclusive)**Project Scope:** General maintenance as required of the National Highway and State-Controlled Network within the Blackall-Tambo Regional Council boundary.**Current Status:** Further maintenance works scheduled.**Charles and Queen Elizabeth Street****Project Budget:** \$75,000 (GST exclusive)**Project Scope:** Upgrade of gravel road to bitumen**Current Status:** Sewer Upgrade shall commence from 19th February 2024. Road works likely to commence in April 2024.**Ward Road Pave and Seal****Project Budget:** \$750,000 (GST exclusive)**Project Scope:** 4 metre double/double seal on 6m pavement from chainage 58.56km to 63.56km.**Current Status:** Subgrade and gravel haulage complete. Slow progress due to inclement weather.**Langlo Road Resheeting****Project Budget:** \$600,000 (GST exclusive)**Project Scope:** 150mm Gravel Resheet from chainage 68.7km to 78.7km (Start at Mt Edinburgh turnoff).

Current Status: Works scheduled after the completion of the Ward Road Pave and Seal. Gravel delivery in progress.

Salvia Street Kerb, Channel and Stormwater

Project Budget: \$458,300 (GST exclusive)

Project Scope: Install underground drainage, agricultural pipe, kerb, and channel along the water ponding area on Salvia Street.

Current Status: Under Tendering Stage

QRA Betterment Projects Package 1-3

Project Budget: \$1,900, 000 (GST exclusive)

Project Scope: Various road works and concrete floodway .

Current Status: Under Tendering Stage

Tambo Shade Structure, MPC & Shire Hall

Project Budget: \$100,000 (GST exclusive)

Project Scope: Supply and Installation of Shade at MPC building and Shire hall. Various road works and concrete floodway.

Current Status: Under Tendering Stage

Requests for Action

- A total of 24 requests were received and actioned by the Works and Services Department for the month.

Requests for Action

Water	6
Sewerage	2
Parks and Gardens	4
Town Streets	1
Rural Roads	3
Local Laws	3
Building Maintenance	3
Town Maintenance	2

Water and Sewerage

Water Testing

- Weekly water testing for e-coli in Blackall (no specimens detected)
- Monthly water testing for e-coli in Tambo (no specimens detected)

Blackall

Water consumption ML	14,871
Call outs - Water	0
Call outs - Sewer	0
Broken Mains/Services	6
Private Works	0

Tambo

Water consumption ML	6964
Call outs - Water	0

Call outs - Sewer	0
Broken Mains/Services	0
Private Works	0

Parks and Gardens

Tambo Town Streets

- Mowing and whipper snipping.

Tambo Town Entrances

- Mowing of grassed areas.
- Mulching of various garden beds across Tambo.

Tambo Racecourse

- General maintenance of the grounds has continued.

Western Sportsground

- General maintenance of the grounds has continued.
- Maintenance of the Polocrosse fields for events.

Tambo Dam

- General Maintenance by Parks and Gardens crew.

E.E Parr Park

- Footpath maintenance by Parks and Gardens crew.

Town Hall Grounds

- General Maintenance by Parks and Gardens crew.

Stubby Bend Camping Grounds

- All tourists are keeping the area in a tidy condition.

Coolibah Walk

- Mowing and whipper snipping along pathway.

Tambo Cemetery

- General Maintenance by Parks and Gardens crew.

Blackall Nature Strip Maintenance

- Gardens have been maintained by our parks and gardens crew.

Blackall Racecourse

- General maintenance of the grounds has continued by the Racecourse Caretaker.

Blackall Showgrounds

- General maintenance of the grounds has continued by the Showgrounds Caretaker.

Blackall Aquatic Centre

- Mowing and whipper snipping of Aquatic Centre.

Banks Park

- General Maintenance by Parks and Gardens crew.

Albert Park

- General Maintenance by Parks and Gardens crew.

Memorial Park

- General Maintenance by Parks and Gardens crew.

Cultural Centre

- Preparation for events.

Blackall Town Entrances

- Mowing of grassed areas.

Barcoo River Camping Grounds

- All tourists are keeping the area in a tidy condition.
- Mowing grassed areas.

Blackall Airport

- Mowing and whipper snipping.

Blackall Cemetery

- Mowing and whipper snipping of lawn section.

Blackall Refuse Tip

- General maintenance.

Blackall Admin Office

- Mowing and whipper snipping.

Blackall Town Streets

- Mowing and whipper snipping.

In Kind Support

- Delivery/pick up of hire items for community functions.

Workshop/Fleet

This month has consisted of routine planned maintenance with minor breakdowns.

Planned maintenance consists of 9 services, 2- hydraulic cylinder refurbishments, 1 side tipper and 1 dolly brake relines. Have had 2 breakdowns with 2-wheel bearing failures in side tippers.

Council took delivery of one new Toyota Prado.

Northern and Central Western Queensland Rainfall and Flooding event, 21 April - 12 May 2022

- Tralee Road – Peter M Williams – Gravel Works complete.
- Mt Enniskillen – Peter M Williams – Gravel Works complete.
- Glenusk Road – AM Earthmoving – Gravel Works complete.

- Evora Road – AM Earthmoving – Gravel Works complete.
- Glencoe Access Road – AM Earthmoving – Gravel Works complete.
- Duneira Road – AM Earthmoving – Gravel Works complete.
- Scrubby Creek Road – Peter M Williams - Heavy Formation Grading and Gravel Works underway.
- Tumbar Road – AM Earthmoving – Heavy Formation Grading and Gravel Works underway.
- Neverfail Road – AM Earthmoving – Heavy Formation Grading and Gravel Works underway.



Upcoming Works

- Colart Road – Contractor TBD – Medium Formation Grading

Forward works program for 2024 has been developed and works are currently undergoing tender evaluations prior to award.

Blackall-Tambo Regional Council
Flood Damage Events - Detailed Summary (8/11/2023)

QRA Event	Activation	Status	Type	Approved Submission Value (excluding GST)	Progress Claim Value (excluding GST)	Comments
Severe Tropical Cyclone Trevor and associated low pressure system, 19-27 March 2019	Apr-19	Complete	REPA	\$16,114,356.35	\$14,593,631.93	REPA submission fully complete, closed out and acquitted
South West Queensland Flood, 20-26 February 2020	Mar-20	Complete	REPA	\$7,987,795.88	\$3,900,018.82	REPA submission fully complete, closed out and in final stages of acquittal
Central, Southern and Western Queensland Rainfall and Flooding, 10 November - 3 December 2021	Jan-21	Active	FMRP	\$138,000.00	\$0.00	Flood Study awaiting LIDAR prior to commencement
Western Queensland Thunderstorms, 21 - 30 December 2020	Jan-21	Complete	REPA	\$4,047,277.07	\$3,281,836.68	REPA Submission 100% complete, now entering close-out and acquittal
Northern and Central Western Queensland Rainfall and Flooding event, 21 April - 12 May 2022	May-22	Active	REPA	\$22,689,566.94	\$7,710,608.22	Event has now achieved the 30% threshold. Works will now be paid as completed.
Northern and Central Queensland Monsoon and Flooding, 21 April - 12 May 2023	Feb-23	Active	REPA	\$0.00	\$0.00	No submission at this stage. Many sites overlapping with current events.

Link to Corporate Plan**Infrastructure**

Outcome 1 – Roads- Council's roads network is well maintained, and council's town streets are sealed with kerb, channelling, and drainage.

Outcome 3 – Water and Sewerage Systems- Provide safe, reliable, and quality water and sewerage systems.

Environment and Heritage

Outcome 4 – Waste Management- Best practice waste management.

Consultation (internal/external)

CEO

DWS

Works Supervisors

Services Supervisor

Fleet Supervisor

Contracted Engineer

Policy Implications

Nil

Budget and Resource Implications

Nil

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COUNCIL MEETING DATE: 21 February 2024

Item No: 5.1

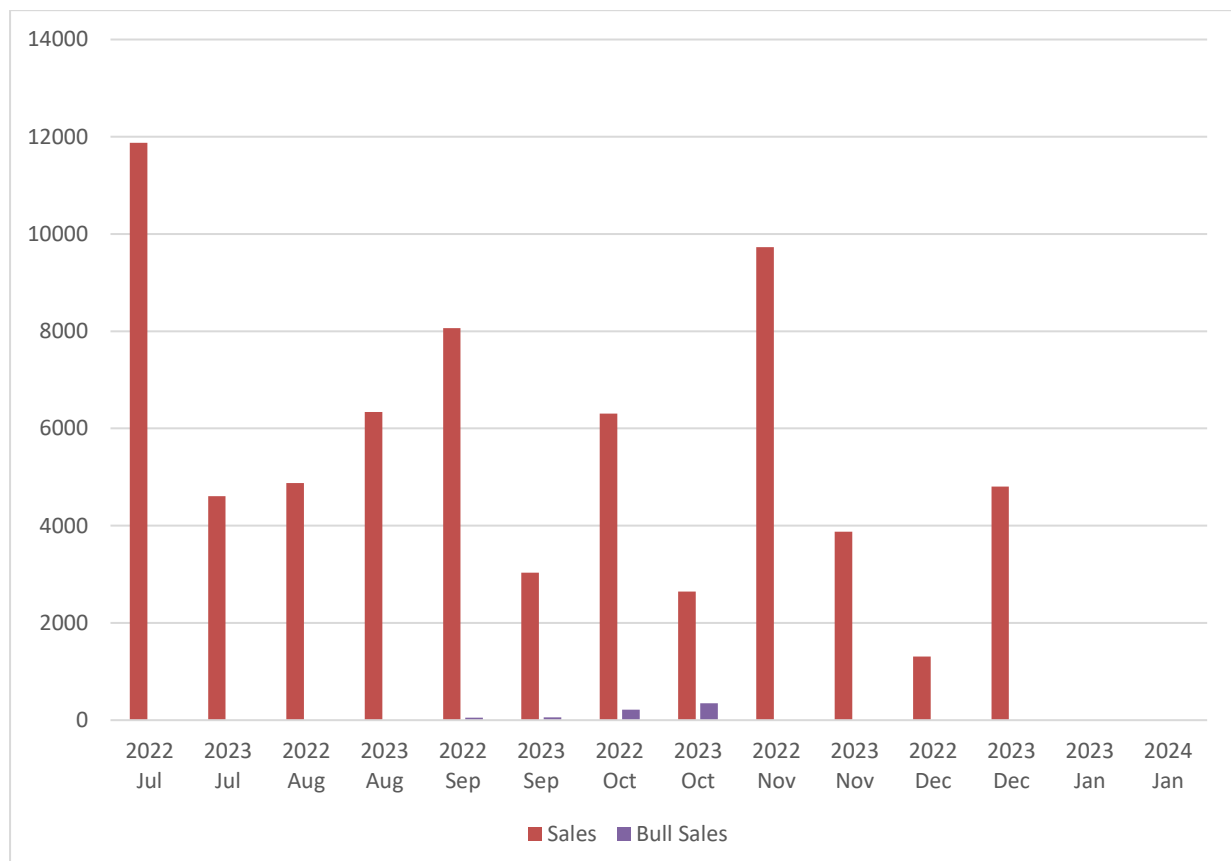
SUBJECT HEADING: Blackall Saleyards Report

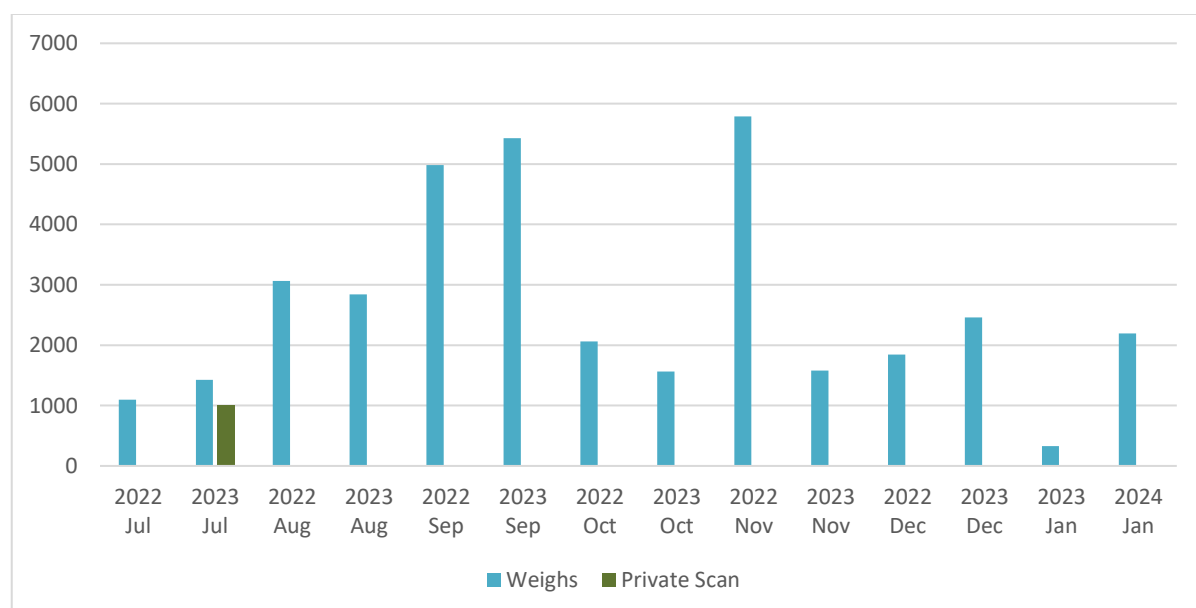
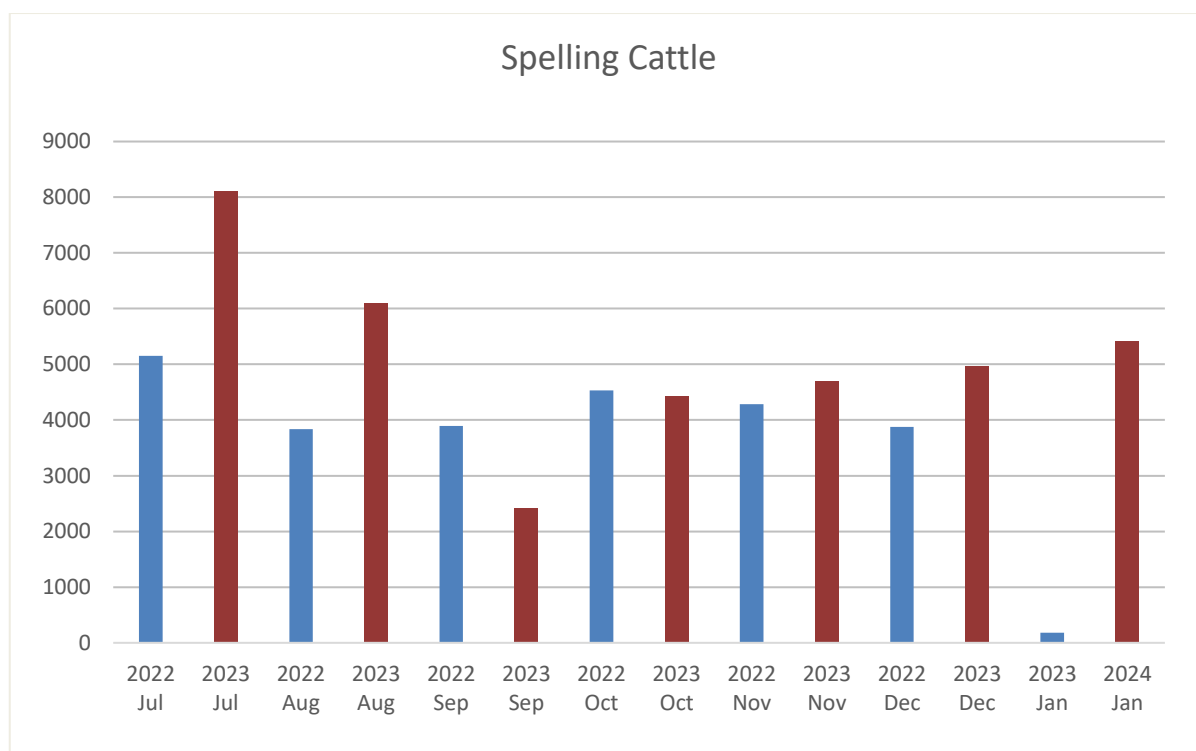
Author and Officer's Title: Des Howard, Chief Executive Officer

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 2024.****Background**

The charts below show the comparative data with the same month from the previous year.





- The new Saleyard manager commenced on 12 February.
- The first sale for 2024 was held on 15 February. Due to the weather the number of cattle booked for the sale were lower than expected.
- The purchase orders have been issued for the B and C ramps. The new work will improve Council's WHS at the Saleyards. The project has been included in the budgeted Capital Works Budget.

Link to Corporate Plan

Economic Development

Outcome 1- Business Investment- Support existing local businesses and the establishment of new businesses in the region.

Outcome 2- Tourism- Foster a sustainable tourism industry that delivers economic outcomes for the community.

Outcome 3- Employment- Encourage regional employment growth and opportunities.

Consultation (internal/external

CEO

Saleyards Manager

Budget and Resource Implications

Nil

BLACKALL-TAMBO REGIONAL COUNCIL

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OFFICER REPORTS

COUNCIL MEETING DATE: 21 February 2024

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 2024.

Background

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

1. DEVELOPMENT ASSESSMENT

One new development application has been lodged since the last monthly report. One application is currently under assessment.

1.1 An application has been made by Morcom Surveys C/-Murray & Associates (Qld) Pty Ltd, seeking a Development permit for a Reconfiguring a lot (1 lot into 2 lots) at 31 Hospital Road, Blackall formally described as Lot 189 on B13811.

The purpose of the proposed subdivision is to separate the old hospital buildings from the new hospital buildings. This will enable the old buildings to potentially be used for another community service.

Proposed lot 1 will have an area of 32,910m² and will contain the old hospital buildings whilst proposed lot 2 will have an area of 7,570m² and contain the Blackall Hospital.

The subject site is in the Rural zone and the application is subject to Code assessment. As the application is subject to Code assessment the application is not required to be publicly notified.

The application is within the information request period.

1.1	Council reference:	DA37-2023-2024
	Application:	Development Permit for Reconfiguring a Lot (1 lot into 2 lots)
	Street address:	31 Hospital Road, Blackall
	Property description:	Lot 189 on B13811
	Day application was made:	2 February 2024
	Category of assessment:	Code assessment
	Public notification required:	No
	Applicant:	Morcom Surveys C/-Murray & Associates (Qld) Pty Ltd
	Status:	Information request stage

2. GENERAL PLANNING SERVICES, ENQUIRIES AND ADVICE

2.1 CUSTOMER REQUESTS

The following customer requests have been received and responded to since the last monthly report:

PLANNING ENQUIRIES			
Date received	Customer Details	Details of Enquiry	Status
24/01/24	State government entity	<u>Proposal</u> <ul style="list-style-type: none"> Request regarding the replacement of an existing structure. <u>Planning details</u> <ul style="list-style-type: none"> The site is in Rural zone. <u>Advice</u> <ul style="list-style-type: none"> The proposed structure is classified as building work only. Building work is only assessable in the Rural zone where on/or adjoining a heritage place. As the site isn't a heritage place or doesn't adjoin a heritage place then no planning application is required. Building approval will still be required. 	Closed
25/01/24	Landowner	<u>Proposal</u> <ul style="list-style-type: none"> Request regarding the establishment of a dwelling on a rural property. <u>Planning details</u> <ul style="list-style-type: none"> The site is in the Rural zone. The site contains an existing dwelling. Parts of the site are classified as bushfire prone areas. <u>Advice</u> <ul style="list-style-type: none"> The dwelling is considered to be a secondary dwelling. The definition of a Dwelling house allows for a secondary dwelling A Dwelling house where outside the bushfire prone area is accepted development. Accepted development means a development application is not required. Building approval will still be required. 	Closed
02/02/24	Landowner	<u>Proposal</u> <ul style="list-style-type: none"> Request regarding subdividing an existing lot. 	Closed

PLANNING ENQUIRIES			
Date received	Customer Details	Details of Enquiry	Status
		<p><u>Planning details</u></p> <ul style="list-style-type: none"> The site is in the Township zone. <p><u>Advice</u></p> <ul style="list-style-type: none"> Reconfiguring a lot in the Township zone is subject to code assessment. Code assessment means a development application is required. The minimum lot size in the Township is 800m² and the minimum road frontage required is 20m. If the proposal cannot meet the minimum provisions justification will be required to demonstrate how the proposal is consistent with the nature and layout of lots in the locality. 	
02/02/24	Business owner	<p><u>Proposal</u></p> <ul style="list-style-type: none"> Request regarding an extension to the existing building. <p><u>Planning details</u></p> <ul style="list-style-type: none"> The site is in the Rural zone. The site is a State Heritage Place. <p><u>Advice</u></p> <ul style="list-style-type: none"> The extension is considered to be building work and not a material change of use. The building work is not assessable against the planning scheme and therefore no development application is required under the planning scheme. The site is a State Heritage Place, and the building work will be assessable from a State perspective unless an exemption certificate is given by the Department of Environment and Science. If an exemption certificate is not given, then a development application for development on a Heritage Place will be required to be lodged with the State Assessment and Referral Agency. 	Closed
02/02/24	Landowner	<p><u>Proposal</u></p> <ul style="list-style-type: none"> Request regarding the establishment of a dwelling on a vacant lot. <p><u>Planning details</u></p> <ul style="list-style-type: none"> The site is in the Township zone. 	Closed

PLANNING ENQUIRIES			
Date received	Customer Details	Details of Enquiry	Status
		<u>Advice</u> <ul style="list-style-type: none"> • Provided the Dwelling house doesn't exceed 8.5m in height it will be accepted development. • Accepted development means a development application is not required. • Building approval will still be required. 	
PLANNING AND DEVELOPMENT CERTIFICATES			
Date received	Customer details	Type	Status
Nil			
SURVEY PLAN APPROVALS			
Nil			
EXEMPTION CERTIFICATES			
Nil			

Link to Corporate Plan

Economic Development

Outcome 4 – Land development – Appropriate residential, commercial, and industrial land is available to meet community needs.

Consultation (internal/external)

CEO

Rates Officer

Town Planners

Policy Implications

Nil

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COUNCIL MEETING DATE: 21 February 2024

Item No: **5.3****SUBJECT HEADING: Environmental Health Officer's Report**

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

CLASSIFICATION: (if confidential)

*Summary: The Environmental Health Officer's report is provided to Council.***Officer's Recommendation: That Council receive the Environmental Health Officer's report for January.**

Background**Food premises:**

- Food Business complaint received for Tambo. Inspection conducted, minor issues raised and resolved.
- One food business license application was received and one approved.
- Food safety assessments were conducted, minor issues were noted and raised with operators.

Environmental Management/ Public Health

- Budget accommodation inspection (as part of complaint-Tambo) – suggestions given.

Local Laws

- Overgrown allotment, assessment and letter sent.

Link to Corporate Plan

Environment and Heritage

Outcome 3 – Pest Management – Weeds, seeds and pests including wild dog are effectively controlled.

Outcome 4 – Waste Management – Best practice 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: 21 February 2024

Item No: **5.4****SUBJECT HEADING: Ranger's Report**

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

CLASSIFICATION: (if confidential)

*Summary: The Ranger's report for January 2024 is provided to Council.***Officer's Recommendation: That Council receive the Ranger's report for January 2024.****Animal Control**

One deceased cow removed from watering square at Joe's Bogg.

Complaints

Nil

Call Outs

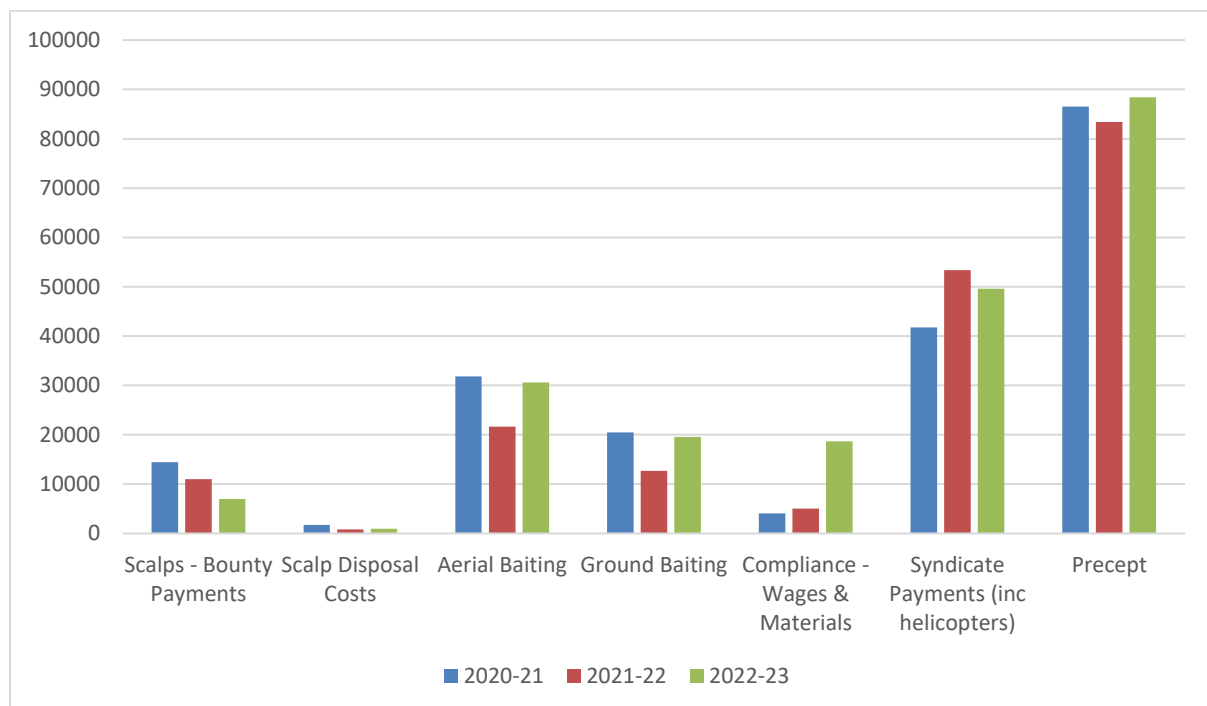
Nil

Weed Control

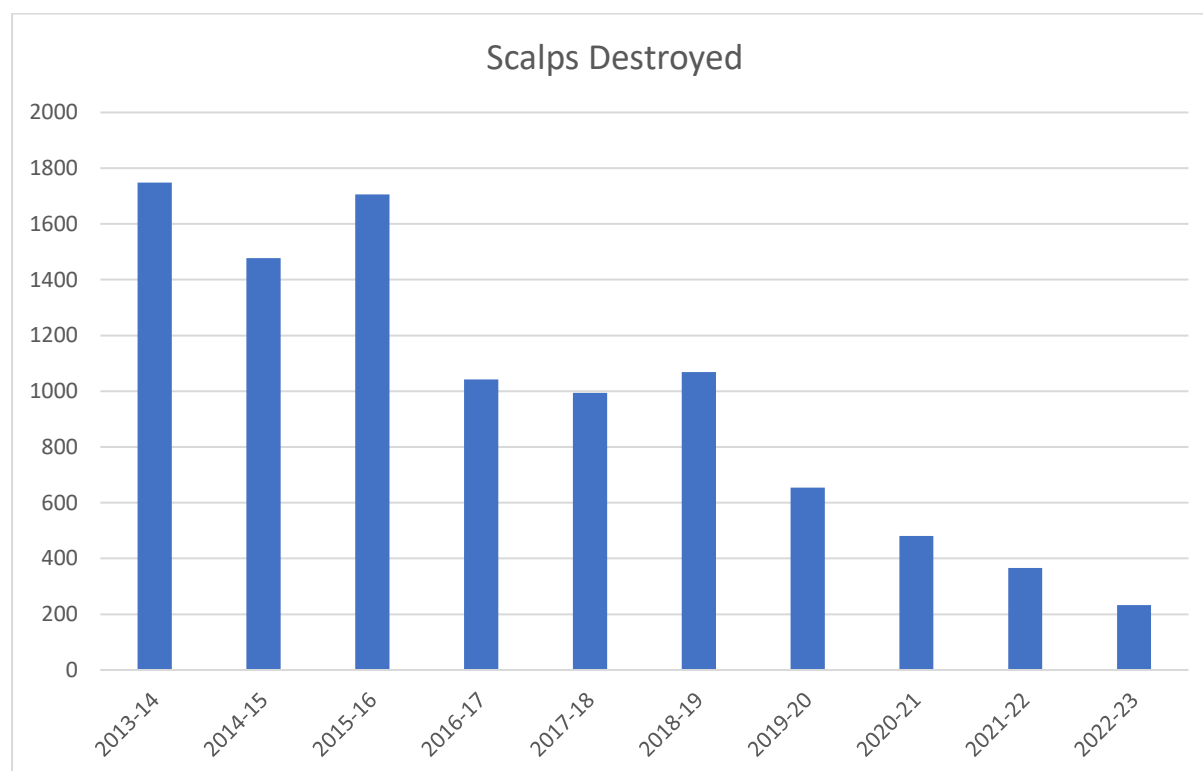
Spray – Florestina, Bean Bush, Saffron Thistle and Parthenium on Augathella Road.

Wild Dog Control

Scalps – Tambo -27 | Blackall - Nil

Wild Dog Management Expenses

Wild Dog Scalps Destroyed



Agistment

104 cows and calves on Jackson Lane.
35 cows and 16 calves on Camroo Lane.

1080

Nil

General

1 Stock Route Travel Permit issued.
1 Stock Route Grazing Permit issued.

Operational

Rodds Bore – Solar pump installed. Awaiting fence to complete job.
Gum Holes – New tank to arrive between 19th and 23rd of February.
Glenusk – Waiting for contractor to construct trough frame and fence around bore head and tank facility.
Tambo Pound Yards – Planned commencement 20.02.2024.

Link to Corporate Plan

Environment and Heritage
Outcome 3 – Pest Management- Weeds, seeds and pests including wild dogs are effectively controlled.

Consultation (internal/external)

Chief Executive Officer
Department of Environment and Science
RLO

BLACKALL-TAMBO REGIONAL COUNCIL[Return to Agenda](#)
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COUNCIL MEETING DATE: 21 February 2024

Item No: 5.5

SUBJECT HEADING: Review of the Meeting Procedures

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

CLASSIFICATION: (if confidential)

Summary: The Meeting Procedures have been reviewed following an update to the Model Meeting Procedures by the Department of State Development, Infrastructure, Local Government and Planning.

Officer's Recommendation: That Council adopt the revised Meeting Procedures.

Background

Under section 150G of the *Local Government Act 2009* a local government must either adopt the model meeting procedures as provided by the chief executive of the department or prepare and adopt other procedures for the conduct of its meetings and meetings of its committees. The procedures must not be inconsistent with the model procedures.

The Blackall-Tambo Regional Council's Meeting Procedures are based on the Model Meeting Procedures provided by the Department of State Development, Infrastructure, Local Government and Planning (the Department).

The *Local Government (Councillor Conduct) and Other Legislation Amendment Act 2023* passed through parliament on Wednesday 16 November 2023, introducing new amendments relating to the model meeting procedures in relation to council investigations and other matters.

Key amendments made to the Model Meeting Procedures (MMP) are outlined below:

- The councillor conduct complaints system has been significantly realigned to introduce new provisions in relation to local government investigations into conduct breach matters referred to council of the Office of the Independent Assessor (IOA). These changes require the MMP to reflect new procedures for deciding the outcome of the investigation matters in a council meeting.
- A provision has been included in the legislation to allow a council meeting to be closed to the public during a debate about an investigation report in relation to a conduct breach matter.
- When a decision is made about a conduct breach at a council meeting that is inconsistent with the recommendation provided in the investigation report, a statement of reasons for the inconsistency must be included in the minutes, and a copy of the investigation report must be made publicly available within 10 business days of the decision. (Redactions of complainants and witnesses' details must be made before publication unless they are councillors.)

- A notice must be provided to the OIA, the councillor and the complainant, by the local government when a decision is made about a conduct breach matter providing the details of the decision. The notice must have the reasons for the decision and any orders that were made.
- Procedures in relation to loss of quorum as a result of the number of councillors with a conflict of interest has been amended to include that a council may decide by resolution, not to decide the matter and take no further action in relation to the matter, unless the Local Government Act 2009 or another Act provides that the council must decide the matter. Conduct matters must be decided either when a quorum is available or by ministerial approval for conflicted councillors to vote on the matter.
- Unsuitable meeting by a chairperson at a council meeting has been introduced to the legislation. If a councillor reasonably believes that the chairperson has engaged in unsuitable meeting conduct during a meeting, the councillors present at the meeting, other than the chairperson, must decide by resolution if that is the case and if so, can make an order reprimanding the chairperson.
- If the conduct of a councillor, including a chairperson, at the meeting becomes conduct breach as a result of three instances of unsuitable conduct in one year, the council is not required to notify the assessor about the conduct, and it may be dealt with at the next council meeting.

The Blackall-Tambo Regional Council's documents have been amended to be consistent with the changes made by the Department.

Although council is in the caretaker period the Department's Local Government Division advised that council can adopt a council policy (in this case, amendments to the Meeting Procedures) as it does not fall within the definition of Major Policy Decision of the Act.

A marked-up copy of the Meeting Procedures is attached to this report.

Link to Corporate Plan

Governance

Outcome 2 – Accountability – Accountable, responsible, and transparent governance.

Outcome 3 – Leadership – Responsible leadership with informed and transparent decision making.

Consultation (internal/external)

Chief Executive Officer

Department of State Development, Infrastructure, Local Government and Planning

Policy Implications

Nil

Budget and Resource Implications

Nil

Risk Management Assessment

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Nil	Low
Legal & Regulatory	Low	Nil	Low
People	Low	The revised procedures ensures Council's document aligns with those provided by the Department of State Development Infrastructure, Local Government and Planning.	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

Risk Treatment

Nil



Blackall-Tambo Regional Council

Meeting Procedures

Policy Number: Stat 46	Effective Date: 20-September-2023 21 February 2024
Version Number: 2.32	Review Date: 20-September-2024 21 February 2025
Policy Compiled by: Chief Executive Officer	
Policy Approved by: Chief Executive Officer	

SCOPE

This policy applies to Blackall-Tambo Regional Council, its Councillors and employees.

PURPOSE

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

It is not intended that the meeting procedures would deal with all aspects of meeting conduct but only those required to strengthen public confidence in council to deal with the conduct of councillors, conflict of interest of councillors, loss of quorum and closed meetings.

REFERENCE

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- Model Meeting Procedures – Department of Local Government, Racing and Multicultural Affairs
- BTRC Standing Orders Policy
- BTRC Councillor Code of Conduct Policy

MEETING PRINCIPLES

Local government meetings must adhere to the following principles:

- Transparent and effective processes and decision making in the public interest
- Sustainable development management and delivery of effective services
- Democratic representation, social inclusion and community engagement
- Good governance of, and by the local government
- Ethical and legal behaviour of councillors, local government employees and councillor advisors.

Policy Number: Stat 46	Version number: 2.2	Adopted by Blackall-Tambo Regional Council	Page 1 of 14
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Blackall-Tambo
Regional Council

Meeting Procedures

BACKGROUND

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

- the process for how a chairperson of a council meeting may deal with instances of unsuitable meeting conduct by councillors,
- the process for how the councillors at a local government meeting may deal with the unsuitable meeting conduct by the chairperson
- the process for how a suspected conduct breach by a councillor, that is referred to the local government by the Independent Assessor must be dealt with at a council meeting. suspected inappropriate conduct of a councillor referred to the local government by the Independent Assessor is to be dealt with at a council meeting.
- the process for dealing with a conflicts of interests arising during a council meeting and recording them in the minutes of the meeting.
- the process for dealing with a loss of quorum due to the number of councillors with a conflict of interest, and
- procedures for closed-closing council meetings to the public.

APPLICATION

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

If there is any inconsistency, then Council is taken to have adopted the model meeting procedures to the extent of the inconsistency.

A council must conduct its meetings in a manner that is consistent with the model meeting procedures.

PROCESSES

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

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

- 1.1 The chairperson must reasonably believe that unsuitable meeting conduct has been displayed by a councillor at a meeting.
- 1.2 If the chairperson decides the unsuitable meeting conduct has occurred, the chairperson may consider the severity of the conduct and whether the councillor has had any previous warnings for unsuitable meeting conduct issued. If the chairperson decides the conduct is of serious nature or another warning is unwarranted, proceed to step 1.7.

Policy Number: Stat 46	Version number: 2.32	Adopted by Blackall-Tambo Regional Council	Page 2 of 14
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Blackall-Tambo
Regional Council

Meeting Procedures

- 1.3 If the chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the chairperson may request the councillor take remedial action such as:
 - 1.3.1 Cease the unsuitable meeting conduct and refraining from exhibiting the conduct
 - 1.3.2 Apologising for their conduct
 - 1.3.3 Withdrawing their comments.
- 1.4 If the councillor complies with the chairperson's request for remedial action, no further action is required.
- 1.5 If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the requests could result in an order being issued.
- 1.6 If the councillor complies with the chairperson's warning and request for remedial action, no further action is required.
- 1.7 If the councillor continues to fail to comply with the chairperson's request for remedial action or the chairperson decided a warning was not appropriate under 1.5, the chairperson may make one or more of the orders below:
 - 1.7.1 An order reprimanding the councillor for the conduct
 - 1.7.2 An order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 1.8 If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.
- 1.9 Following the completion of the meeting, the chairperson must ensure:
 - 1.9.1 Details of any order issued is recorded in the minutes of the meeting
 - 1.9.2 If it is the third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next meeting of the council and treated as inappropriate conduct.
 - 1.9.3 The council's chief executive officer is advised to ensure details of any order made is updated in the council's councillor conduct register.
- 1.10 Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent for parts 1.1, 1.7 and 1.8 above.
- ~~1.10~~ 1.11 Following the completion of the meeting, the chairperson must ensure the minutes record the information about unsuitable meeting conduct (see note);
- ~~1.11 If the conduct of a councillor at the meeting becomes inappropriate conduct; in accordance with section 150J of the LGA, it is not required to be notified to the independent assessor and may be dealt with under section 150AG of the LGA at the next council meeting.~~

Note: Details of any order issued is recorded in the minutes of the meeting. If it is third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next council meeting as a

Policy Number: Stat 46	Version number: <u>2.32</u>	Adopted by Blackall-Tambo Regional Council	Page 3 of 14
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Meeting Procedures

suspected conduct breach. The council's chief executive officer is advised to ensure details of any order made is updated in the council's councillor conduct register. Chairpersons of a meeting are carrying out a statutory responsibility under the LGA to manage and lead the meeting. As such, where a chairperson behaves inappropriately in a meeting, this involves a breach of the trust placed in them as the chairperson of the meeting and may be dealt with as misconduct. The breach can be referred to the Office of the Independent Assessor to be dealt with. However, breaches of trust don't arise because councillors disagree with the chairperson's decision or ruling during the meeting.

2. Process for Dealing with Unsuitable Meeting Conduct by a Chairperson in a Meeting

- 2.1** If a councillor at the meeting reasonably believes that the conduct of the chairperson during the meeting is unsuitable meeting conduct, the councillor will raise the matter in the meeting by point of order.
- 2.2** The chairperson may correct their unsuitable meeting conduct or if they do not properly correct their behaviour, the councillor may move a motion that the councillor has engaged in unsuitable meeting conduct (a seconder for the motion is required). Councillors present, excluding the chairperson, must decide by resolution if the conduct is unsuitable meeting conduct.
- 2.3** The chairperson has a declarable conflict of interest in the matter and must leave the place where the meeting is being held, including any area set aside for the public, during the debate and vote on the matter. If the chairperson wishes to remain in the meeting, the eligible councillors must make a decision and follow the procedures set out in part 5 below.
- 2.4** For the debate and vote on the motion, a councillor other than the councillor that moved the motion, is to act as the chairperson.
- 2.5** If the original chairperson remains in the meeting, on the condition that they will not vote on the matter as determined by the eligible councillors, they can put forward their reasoning about their conduct, and respond to questions through the chairperson from the eligible councillors.
- 2.6** The acting chairperson of the meeting will preside over the meeting while the councillors present at the meeting vote on whether the chairperson has engaged in unsuitable meeting conduct (the acting chairperson will have a casting vote on the resolution if required).
- 2.7** If it is decided that the chairperson has engaged in unsuitable meeting conduct the councillors can make an order reprimanding the chairperson for the conduct.
- 2.8** Once the councillors make a decision, a chairperson returns to the meeting (unless they have been permitted to remain in the meeting) and is informed of the decision by the acting chairperson.
- 2.9** The chairperson then resumes the role of chairperson, and the meeting continues.

Note: Details of any reprimand order is recorded in the minutes of the meeting. The council's chief executive officer is advised to ensure details of any order made is updated in the councillor conduct register.

For conduct of a chairperson, at council meetings that is part of a course of conduct leading to a reprimand order for unsuitable meeting conduct being made against the chairperson, on three occasions within a period of 12 months, the conduct that led to the orders being made, taken together, becomes a breach.

If the conduct of a councillor, including a chairperson, at the meeting becomes a conduct breach; in accordance with section 150J of the LGA, and is a breach under section 150K(2)(b) and (3) of the LGA, the council is not required to notify the assessor about the conduct; and may deal with the conduct

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under section 150AG as if an investigation had been conducted. It may be dealt with at the next council meeting.

2.3. Meeting process for dealing with a suspected inappropriate conduct breach which has been referred to the local government by the Independent Assessor

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

Under chapter 5A, part 3, division 3A of the LGA, the Independent Assessor (IA) must make a preliminary assessment and consider dismissing a complaint, notice or information before taking any other action if satisfied that particular circumstances apply. If the IA assesses that a matter is a suspected conduct breach it must refer the matter to the local government. The assessor refers the councillor's suspected conduct breach to the local government by giving a referral notice.

Note: Conduct breach is conduct that contravenes a behavioural standard of the code of conduct for councillors, a policy, procedure or resolution of the local government; or the conduct contravenes an order of the chairperson of a local government meeting for the councillor to leave and stay away from the place at which the meeting is being held; or an instance of a suspected conduct breach that may arise from circumstances described in the Note above at end of 2. Process for Dealing with Unsuitable Meeting Conduct by a Chairperson in a Meeting, in this document.

- 3.1 In relation to matters referred by the IA to the local government, the local government may decide not to start or discontinue an investigation if the complainant withdraws the complaints, or consents to the investigation not starting or discontinuing, or the complainant does not provide extra information when requested, or there is insufficient information to investigate the complaint, or the councillor vacates or has vacated their office as a councillor.

Note: The council investigation must be conducted in a way that is consistent with the local government's investigation policy. An investigation must be prepared to assist the councillors in making a decision on the outcome under section 150AG of the LGA. Before debating a matter relating to making a decision, a summary investigation report (with redactions) must be prepared and made publicly available under section 150AFA of the LGA on or before the day and time prescribed by regulation.

3.2 The council must complete an investigation into the alleged conduct:

Consistent with any recommendation from the Independent Assessor; and
Consistent with the council's investigation policy; or
In another way decided by resolution of the council.

After the completion of the investigation, the The council must decide in a council meeting, whether the councillor has engaged in inappropriate conduct, unless in accordance with section 150AG of the LGA it has delegated responsibility for this decision to the mayor under section 257 of the LGA.

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

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- 3.3 The council must be consistent with the local government principle of transparent and accountable decision making in the public interest by deciding the outcome of an investigation of a dealing with suspected inappropriate conduct breach in an open meeting of the council. However, where the matter requires a debate a council may close all or part of a meeting to the public, if considered necessary, to discuss an investigation report under the Local Government Regulation (LGR) section 254J, may directly affect the health and safety of the complainant due to the nature of the complaint, the council may resolve to go into closed session under section 254J(3)(f) of the LGR to discuss the allegation.
- 3.4 No decision can be made in the closed session. The matter must be decided in an open session of the meeting or at a later meeting.
- 2-13.5 Where a council makes a decision about a conduct breach matter at a council meeting that is inconsistent with a recommendation made about that matter in an investigation report, a statement of the reasons for the inconsistency must be included in the minutes under the LGR section 254H.
- 3.6 The subject councillor has a declarable conflict of interest in the matter and is permitted by the council to remain in the closed meeting during the debate about the investigation report whether the councillor engaged in the inappropriate conduct and answer questions put to the subject councillor through the chairperson in relation to the evidence or written submission provided by the councillor the local government, to assist the other councillors in making a decision.
- 2-23.7 The subject councillor who has a declarable conflict permission to remain in the meeting for the debate is on the condition that the subject councillor must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have engaged in a conduct breach committed inappropriate conduct and what, if any, penalty to impose if the councillor is found to have engaged in a inappropriate conduct breach.
- 3.8 Should the complainant be a councillor, that councillor may have a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in section 4. If the complainant councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other eligible councillors (do not have a COI in the matter) must decide on how to deal with the conflict of interest under section 4. The complainant councillor can be ordered to leave the meeting place or conditions may be applied to allow that councillor to participate in either the debate, the vote or the decision on any disciplinary action to be applied.
- 2-33.9 After making a decision under section 150AG of the LGA, the council must make the full investigation report, publicly available within 10 business days after the decision is made, with redactions of the name of the complainant and any witnesses but including the name of a councillor or the CEO of the council is they were the complainants, or any councillor who declared a COI in the matter.
- 3.10 The council must debate the issue and decide whether the subject councillor engaged in inappropriate conduct. If the council has lost quorum due to the number of conflicted councillors or another reason, the matter must be delegated consistent with section 257 of

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the LGA to the mayor; or decide by resolution to defer the matter to another date; or decide by resolution not to decide the matter and take no further action in relation to the matter unless this Act or another Act provides that the council must decide the matter.

Note: Council cannot decide to take no further action on a decision about a conduct matter because it is required under the LGA. In order to reach a decision when a loss of quorum has occurred, the matter can be deferred to a later meeting when a quorum can be maintained, or the conflicted councillors may apply to the Minister for permission to participate in the decision.-

2-43.11 If a decision is reached that the subject councillor has engaged in ~~inappropriate~~ a conduct breach, then the councillors must decide what penalty or penalties from the orders detailed in 2.6, if any, to impose on the councillor. In deciding what penalty to impose, the council may consider any previous inappropriate conduct of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the council is reasonably satisfied is true.

2-53.12 The council may order that no action be taken against the councillor or make one or more of the following:

2-5-43.12.1 An order that the councillor make a public apology, in the way decided by the council, admission that the councillor has engaged in inappropriate conduct

2-5-23.12.2 An order reprimanding the councillor for the conduct breach

2-5-33.12.3 An order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense

2-5-43.12.4 An order that the councillor be excluded from a stated council meeting

2-5-53.12.5 An order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor, for example that the councillor is ordered to resign from an appointment representing the local government on a state board or committee.

2-5-63.12.6 An order that if the councillor engages in the same type of conduct again, it will be treated as misconduct

2-5-73.12.7 An order that the councillor reimburse the council for all or some of the costs arising from the councillor's ~~inappropriate~~ conduct breach.

2-63.13 A local government may not make an order under ~~2-6.3, 2-6.4, 2-6.5, 2-6.6~~ in relation to a person who has vacated their office as is no longer a councillor.

2-73.14 The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the details of the decision made by council and if relevant any orders ~~they have made~~ by resolution.

2-83.15 The chairperson must ensure the meeting minutes reflect the decision and any orders made, resolution made. A notice must be given to the IA as soon as practicable about the decision and the reasons for the decision and if an order is made under section 150AH, the details of the order.

3.4 Prescribed conflict of interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a council meeting, standing or advisory committee meeting (other than ordinary

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business matters prescribed in section 150EF of the LGA). When dealing with a prescribed conflict of interest, councillors must abide by the following procedures:

3.14.1 A councillor who has notified the chief executive officer of a prescribed conflict of interest in a matter to be discussed in a council meeting must also give notice during the meeting at the time when the matter is to be discussed

3.24.2 A councillor who first becomes aware of a prescribed conflict of interest in a matter during a council meeting must immediately inform the meeting of the conflict of interest.

3.34.3 When notifying the meeting of a prescribed conflict of interest, the following details must, at a minimum, be provided:

3.3.14.3.1 If it arises because of a gift, loan or contract, the value of the gift, loan or contract

3.3.24.3.2 If it arises because of an application or submission, the subject of the application or submission

3.3.34.3.3 The name of any entity, other than the councillor, that has an interest in the matter

3.3.44.3.4 The nature of the councillor's relationship with the entity mentioned in 3.3.3 4.3.3 that has an interest in a matter

3.3.54.3.5 Details of the councillor's and any other entity's interest in the matter.

3.44.4 The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice from the Minister to participate in the matter.

3.54.5 Once the councillor has left the area where the meeting is being conducted, the council can continue discussing and deciding on the matter at hand.

4.5 Declarable conflict of interest

Councillors are ultimately responsible for informing any declarable conflict of interest on matters to be discussed at council meetings, standing or advisory committee meetings that might lead to a decision that in contrary to the public interest (other than the interests prescribed under 150EO of the Local Government Act 2009, and ordinary business matters prescribed in 150EF of the Local Government Act).

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

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

4.15.1 a councillor who has notified the chief executive officer of a declarable conflict of interest in a matter to be discussed at a council meeting must also give notice during the meeting.

4.25.2 A councillor who first becomes aware of a declarable conflict of interest in a matter during a council meeting must inform the meeting of the conflict of interest.

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4.35.3 When notifying the meeting of a declarable conflict of interest, councillor should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following minimum details must be provided:

4.3.45.3.1 The nature of the declarable conflict of interest

4.3.25.3.2 If it arises because of a councillor's relationship with a related party:

4.3.245.3.2.1 The name of the related party to the councillor

4.3.225.3.2.2 The nature of the relationship of the related party to the councillor

4.3.235.3.2.3 The nature of the related party's interest in the matter.

4.3.35.3.3 if it arises because of a gift or loan from another person to the councillor or a related party:

4.3.345.3.3.1 the name of the other person

4.3.325.3.3.2 the nature of the relationship of the other person to the councillor or related party

4.3.335.3.3.3 the nature of the other person's interest in the matter

4.3.345.3.3.4 the value of the gift or loan and the date the gift or loan was made.

4.45.4 After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.

4.55.5 If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision.

4.65.6 The other councillors at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the eligible councillors.

The eligible councillors may impose conditions on the councillor under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The councillor must comply with any decision or condition imposed by the non-conflicted councillors. The councillor must not participate in the decision unless authorised in compliance with section 150ES of the LGA or under an approval by the minister for local government under section 150EV of the LGA.

4.75.7 In deciding on whether a councillor may participate in a decision about a matter in which the councillor has a declarable conflict of interest, only councillors who do not themselves have prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those councillors is less than a majority or less than a quorum for the meeting consistent with section 150ET of the LGA.

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

4.95.9 When deciding whether a councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the other councillors should consider the circumstances of the matter including, but not limited to:

4.3.45.3.4 How does the inclusion of the councillor in the deliberation affect the public trust

4.3.55.3.5 How close or remote is the councillor's relationship to the related party

4.3.65.3.6 If the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received

4.3.75.3.7 Will the benefit or detriment the subject councillor or their related party stands to receive from the decision have major or minor impact on them

4.3.85.3.8 How does the benefit or detriment the subject councillor stands to receive compare to others in the community

4.3.95.3.9 How does this compare with similar matters that council has decided and have other councillors with the same or similar interests decided to leave the meeting

4.3.105.3.10 Whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.

4.105.10 If the eligible councillors cannot decide whether the subject councillor has a declarable conflict of interest, then they are taken to have decided that the councillor must leave and stay away from the meeting while the eligible councillors discuss and vote on the matter.

4.115.11 A decision about a councillor who has a declarable conflict of interest in a matter applies in relation to the councillor for participating in the decision, and subsequent decisions, about the same matter unless there is change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide that the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g. briefing sessions or workshops.

4.125.12 In making the decision about the councillor's conflict of interest, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).

4.135.13 A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister as prescribed in 150EV of the Local Government Act.

5.6. Reporting a suspected conflict of interest

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

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

5-26.2 The chairperson should ask the relevant councillor with the suspected personal interest of whether they have any prescribed or declarable conflict of interest in the matter. If the councillor agrees they have a conflict of interest, the councillor must follow the relevant procedures above.

5-36.3 If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.

5-46.4 The eligible councillors must then decide whether the councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have a prescribed or declarable conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant procedures above. If a councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible councillors must make a decision about the councillor's participation.

6.5 If the councillors cannot reach a majority decision about the conflict of interest, or the subject councillor's participation in the matter despite a declarable conflict of interest, then they are taken to have determined that the councillor must leave and stay away from the place where the meeting is being held while the eligible councillors discuss and vote on the matter. This decision will continue to apply in relation to all subsequent decisions about the same matter, where the conflict of interest remains unchanged.

5-56.6 If the belief of a COI related to more than one councillor. The parts 5.1 to 5.5 of these procedures must be compiled with in relation to each councillor separately.

6.7. Loss of quorum

6-17.1 In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of quorum for deciding the matter, the council must resolve to:

6-17.1.1 Delegate the consideration and decision on the matter, pursuant to section 257 of the LGA unless the matter cannot be delegated; or

6-17.1.2 Defer the matter to a later meeting

6-17.1.3 Not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.

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

6-27.2 The council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.

6-37.3 If the matter cannot be delegated under an Act, says must be decided by resolution of the council under section 257(3) of the LGA.

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6.47.4 The council may by resolution delegate a power under section 257 of the LGA to:

6.4.17.4.1 The mayor or chief executive officer; or

6.4.27.4.2 A standing committee, or joint committee of council; or

6.4.37.4.3 the chairperson of a standing committee or joint standing committee of council.

6.57.5 The council may only delegate a power to make a decision about a councillor's conduct under section 150AE or 150AG of the LGA to pursuant to section 257(2) of the LGA:

6.5.17.5.1 The mayor or

6.5.27.5.2 A standing committee

6.67.6 The Minister for Local Government may, by signed notice give approval for a conflicted councillor to participate in deciding a matter in a meeting including being present for the discussion and vote on the matter, if there is a loss of quorum and deciding the matter cannot be delegated, subject to any conditions the Minister may impose.

7.8. Recording prescribed and declarable conflicts of interest

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

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

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

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

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

- a) the decision and reasons for the decision, and
- b) the name of each eligible councillor who voted and how each eligible councillor voted.

8.9. Closed meetings

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

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- Appointment, dismissal or discipline of the CEO
- Industrial matters affecting employees
- The council's budget, which does not include the monthly fortnightly statements
- Rating concessions
- Legal advice obtained by the council, including legal proceedings that may be taken by or against the council
- Matters that may directly affect the health and safety of an individual or a group of individuals
- Negotiations relating to a commercial matter involving the council for which a public discussion could prejudice the interests of the council
- Negotiations relating to the taking of land by the council under the *Acquisition of Land Act 1967*
- A matter that the council is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State
- A matter relating to the consideration of an investigation report for an investigation of a conduct breach given to council under the LGA chapter 5a, part 3, division 5.

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

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

- Delegate the matter unless the matter cannot be delegated
- Decide by resolution to defer to a later meeting
- Decide by resolution to take no further action on the matter unless the LGA or another Act provides that the local government must decide the matter.

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

If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in a closed meeting (a failure to do so could be a contravention of section 171(3) of the LGA).

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

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

9.10. Teleconferencing meetings

- 9.110.1 If a councillor wishes to be absent from a council meeting place during a meeting, the councillor must apply to the chairperson to participate by teleconference, at least three business days prior to the meeting or as soon as practicable once the councillor becomes

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aware of their intended absence. The chairperson may allow a councillor to participate in a council meeting, standing or advisory committee meeting by teleconference.

9-210.2 A councillor taking part by teleconference is taken to be present at the meeting if the councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the councillor must be recorded in the minutes as present at the meeting.

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

POLICY REVIEW

This policy is to be reviewed when any of the following occur:

1. As required by legislation
2. Other circumstances as determined by the Chief Executive Officer.

Notwithstanding the above, this policy is to be review at intervals of no more than one (1) year.

VERSION CONTROL

Version One	15 May 2019
Version Two	18 November 2020
Version 2.1	14 December 2022
Version 2.2	20 September 2023
Version 2.3	21 February 2024

RECORDS

When completed and approved the original, signed hard copy of the policy is filed in the Master File.

Electronic copies are saved in the appropriately labelled folder in Magiq.

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

COUNCIL MEETING DATE: 21 February 2024

Item No: 5.6

SUBJECT HEADING: Blackall Racecourse Paddock Lease

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

CLASSIFICATION: (if confidential)

Summary: Council called for expressions of interest for a racecourse paddock became available.

Officer's Recommendation: That Council note that Mr and Mrs Russell have been awarded the lease for the Blackall Racecourse Paddock 1 for a period of two years with an option to extend.

Background

Council has four (4) paddocks near the Blackall Racecourse which are leased to individuals for the purpose of agisting horses. Recently one of the paddocks became available and Council called for expressions of interest.

Expressions of interest were open from 10 January 2024 until 2 February 2024. Twelve responses were received. Due to the high demand of interest, the CEO recommended a draw be conducted. Mr L and Mrs K Russell were drawn.

Council will enter an agreement with Mr and Mrs Russell for a period of two (2) years with an option to extend. The terms and conditions of the lease will be the same as the leases for the other three paddocks.

Link to Corporate Plan

Nil

Consultation (internal/external)

Chief Executive Officer

Policy Implications

Nil

Budget and Resource Implications

Nil

Risk Management Assessment

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	The lease for the paddock is \$39.00 per week as per the Fees and Charges.	Low
Legal & Regulatory	Low	An agreement will be signed by all relevant parties.	Low
People	Low	Nil	Low

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Operational	Medium	Nil	Low
Environmental	Medium	Environmental considerations are addressed in the terms and conditions of the agreement.	Low
Strategic	Medium	Nil	Low
Ethical	Low	Nil	Low
Reputation	Low	Nil	Low
Leadership	Low	Nil	Low

Proposed Risk Treatment

Nil