

GENERAL MEETING

Wednesday 16 October 2024

NOTICE OF MEETING

Cr AL Martin

Cr BP Johnstone

Cr JH Scobie

Cr DA Hardie

Cr GK Schluter

Cr AA Hart

Cr PW Skewes

Please find attached the Agenda for the General Meeting to be held at the Blackall Council Chambers, Wednesday 16 October 2024 commencing at 8:30 am.

MJ Lollback

Chief Executive Officer

CALENDAR OF EVENTS

October 2024

| | |
|--------------------|----------------------------|
| 16 October 2024 | Council Meeting – Blackall |
| 21-23 October 2024 | LGAQ Annual Conference |
| 26 October 2024 | State Election |

November 2024

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

December 2024

| | |
|------------------|--|
| 14 December 2024 | Council Depots Closure |
| 18 December 2024 | Council Meeting – Blackall |
| 19 December 2024 | Council Administration Offices Closure |
| 24 December 2024 | Christmas Eve |
| 25 December 2024 | Christmas Day |
| 26 December 2024 | Boxing Day |

Held at Blackall Council Chambers
On Wednesday 16 October 2024
Commencing at 8:30 am

Order of Business

Leave of Absence/Signing of Attendance Book

Apologies: Cr Boyd Johnstone

Condolences: Nil

Declarations of Conflicts of Interest:

Deputations: Nil

BUSINESS

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1 Confirmation of the Meeting Minutes

That the minutes of the General Meeting held on 18 September 2024 be taken as read and confirmed, and that the Mayor be authorised to sign same.



**MINUTES OF THE GENERAL MEETING OF
BLACKALL-TAMBO REGIONAL COUNCIL
HELD AT THE TAMBO COUNCIL CHAMBERS
ON WEDNESDAY 18 SEPTEMBER 2024 at 8:30 AM**

PRESENT:

Councillors: Cr AL Martin (Mayor), Cr JH Scobie, Cr BP Johnstone, Cr GK Schluter, Cr AA Hart, Cr PW Skewes

OFFICERS:

Mr Mike Lollback, Chief Executive Officer, Mr Shalveen Dayal, Chief Financial Officer, Ms Alison Lamb, Director of Organisational Performance, Mr Peter Mann, Manager of Environment, Health and Compliance, Mrs Andrea Saunders, Group Manager Customer and Council Support, Piper Hansen, Minute Taker.

Attendance by Audio Visual Link

Cr Hart and Cr Scobie have requested attending to the September general meeting by audio visual link as they are attending the Positive Pathways Conference in Perth.

MOTION: Moved Cr Andrew Martin

Seconded: Cr Boyd Johnstone

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

GM 2024/09/169

Carried 6 / 0

Leave of Absence

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

MOTION: Moved Cr Peter Skewes

Seconded: Cr Grahame Schluter

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

GM 2024/09/170

Carried 6 / 0

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Blackall-Tambo Regional Council

Leave of Absence

Cr Boyd Johnstone has requested a leave of absence for the October meeting.

MOTION: Moved Cr Peter Skewes

Seconded: Cr Jane Scobie

That a leave of absence for Cr Boyd Johnstone for October's meeting be granted.

GM 2024/09/171

Carried 6 / 0

CONDOLANCES:

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

Doreen Womersley
Kevin Walter Gillies

DECLARATIONS OF INTEREST

No conflicts of interest were declared.

1 Confirmation of the Meeting Minutes

MOTION: Moved: Cr Grahame Schluter

Seconded: Cr Peter Skewes

That the minutes of the General Meeting held on 21 August 2024 be taken as read and confirmed, and that the Mayor be authorised to sign same.

GM 2024/09/172

Carried 6 / 0

ITEM NO:

4.1

SUBJECT TITLE:

Information Report for August 2024

Information report from the Mayor for Council activities during the month of August and upcoming activities for September.

MOTION: Moved: Cr Andrew Martin

Seconded: Cr Grahame Schluter

That Council receive the Mayor's report for August 2024.

GM 2024/09/173

Carried 6 / 0

ITEM NO:

4.2

SUBJECT TITLE:

Notice to Rescind a Motion - Small Business Friendly Program

I hereby give notice of my intention to move a rescinding motion at the Council meeting scheduled for Wednesday 18 September 2024 and I am giving the required five full days' notice of the intent to do as required by the *Local Government Regulation 2012*, section 262.

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MOTION: Moved: Cr Andrew Martin**Seconded: Cr Boyd Johnstone****That the Mayor requests:**

- 1. Council rescinds the motion made on 19 July 2023 to decline the request to join the Small Business Friendly Program established by the Queensland Small Business Commissioner. Minute No. 16/07A/23 Carried 6/0; and**
- 2. Council authorises the Chief Executive Officer to make the necessary application for Blackall-Tambo Regional Council to join the Small Business Friendly Program.**

GM 2024/09/174**Carried 6 / 0****ITEM NO:****5.1****SUBJECT TITLE:****Councillors' Information Report for August 2024**

The report contains information from the Councillors for activities during the month of August 2024.

MOTION: Moved: Cr Andrew Martin**Seconded: Cr Boyd Johnstone****That Council receive the Councillors report for August 2024.****GM 2024/09/175****Carried 6 / 0****ITEM NO:****6.1****SUBJECT TITLE:****Chief Executive Officer's August 2024 Report to Council**

The report from the Chief Executive Officer is to update Council on matters that do not require a separate or comprehensive report for consideration but emerge as issue of interest to Council and the broader community.

MOTION: Moved: Cr Boyd Johnstone**Seconded: Cr Alina Hart****That Council receive the Chief Executive Officer's Information Report for August 2024.****GM 2024/09/176****Carried 6 / 0**

Cr Boyd Johnstone thanked the Chief Executive Officer for assisting the community with their needs.

ITEM NO:**6.2****SUBJECT TITLE:****Tambo Land for Sale by Auction**

Council has several parcels of land available in Tambo. There have been enquiries regarding the purchase of vacant parcels. It is proposed that 3 properties in the industrial estate and 3 residential blocks in Charles Street be sold by auction.

MOTION: Moved: Cr Grahame Schluter**Seconded: Cr Boyd Johnstone**

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That Council offer the following lots for sale by auction:

- Lot 4 on SP276172, Hobbs Road Tambo
- Lot 3 on SP276172, Hobbs Road Tambo
- Lot 7 on SP136846, Hamilton Road Tambo
- Lot 1 on SP282885, Charles Street Tambo
- Lot 2 on SP282885, Charles Street Tambo
- Lot 3 on SP282885, Charles Street Tambo.

GM 2024/09/177**Carried 6 / 0****ITEM NO:****6.3****SUBJECT TITLE:****Blackall Work Camp Community Advisory Committee**

The Blackall Work Camp is supported by a Community Advisory Committee which is comprised of Department of Corrections representatives, council representatives, police representatives and a community representative.

MOTION: Moved: Cr Boyd Johnstone**Seconded: Cr Peter Skewes**

That Council appoint Councillor Peter Skewes as the Blackall-Tambo Regional Council member for the Blackall Work Camp Community Advisory Committee.

Amended Motion**MOTION: Moved: Cr Boyd Johnstone****Seconded: Cr Peter Skewes**

That Council appoint Councillor Peter Skewes and Councillor Grahame Schluter as the Blackall-Tambo Regional Council members for the Blackall Work Camp Community Advisory Committee.

GM 2024/09/178**Carried 6 / 0**

The amended motion became the substantive motion.

ITEM NO:**6.4****SUBJECT TITLE:****Community Grants and Support Policy**

Section 195 of *the Local Government Regulation 2012* a local government must prepare and adopt a policy about local government grants to organisations.

MOTION: Moved: Cr Jane Scobie**Seconded: Cr Alina Hart****That Council:**

1. Retire the Request for Council Assistance Under \$10000 Policy; and
2. Retire the Request for Council Assistance Over \$10000 Policy; and
3. Adopt the Community Grants & Support Policy.

GM 2024/09/179**Carried 6 / 0**

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The Chief Executive Officer thanked the Group Manager for Customer and Council Support for her work on the Community Grants and Support Policy.

ITEM NO: 7.1.1
SUBJECT TITLE: Financial Report for the Month of August 2024

In accordance with s204 of the *Local Government Regulation 2012*, a monthly financial report must be presented to the Council. The financial report for August 2024 details the Council's current financial position and compares its performance against the adopted budget for 2024-2025.

MOTION: Moved: Cr Grahame Schluter Seconded: Cr Boyd Johnstone

That Council receive the Financial Report for August 2024.

GM 2024/09/180

Carried 6 / 0

At this point, 9.45am, Cr Andrew Martin left the meeting.
At this point, 9.47am, Cr Andrew Martin returned to the meeting.

Adjournment

At 9.56am, the meeting was adjourned for morning tea.

Resumption

At 10.24am the meeting was resumed.

ITEM NO: 7.1.2
SUBJECT TITLE: 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 Grahame Schluter Seconded: Cr Jane Scobie

That Council receives the Planning and Development Report for August 2024.

GM 2024/09/181

Carried 6 / 0

ITEM NO: 7.1.3
SUBJECT TITLE: Development Application DA 08-2023-2024 - 10 Davidson Road, Tambo

The Applicant, Woodham Petroleum Services Pty Ltd C/ Urban Planet Town Planning Consultants, seeks a Development Permit for a Material Change of Use for a Service station over land at 10 Davidson Road, Tambo, formally described as Lot 8 and 9 on SP148104.

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The proposal is for an unmanned refuelling facility that will cater predominantly for trucks. A future stage of the proposal includes a small building containing a portable single toilet and shower for customer access only.

The site will be able to be accessed 24 hours, 7 days a week for refuelling purposes.

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 Service Station, 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 Alina Hart

Seconded: Cr Boyd Johnstone

That Council approves the application for a Development Permit for a Material Change of Use for a Service station over land at 10 Davidson Road, Tambo, formally described as Lot 8 and 9 on SP148104, 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 |
|---|----------------------|-----------------|----------|
| Overall Site Plan | 2024027-DA-F100 | A | 10/07/24 |
| UPSS Site Plan | 2024027-DA-F110 | A | 10/07/24 |
| Above Ground Tank Elevations | 2024027-DA-F300 | A | 10/07/24 |
| Hazardous Zones Site Plan | 2024027-DA-F200 | A | 10/07/24 |
| Fuel Based Activities Hazard Identification and Risk Assessment | 2024027 | 1 | 11/07/24 |

- 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 HOURS OF OPERATION

- 3.1 Hours of operation are 24 hours a day, 7 days a week.

4.0 OPERATION OF USE

- 4.1 Delivery, storage and dispensing of liquids, and the associated management and operational systems, must comply with all relevant requirements of the *Work Health and Safety Act 2011*, the *Work Health and Safety Regulation 2011*, the *Environmental Protection Act 1994* and the *Environmental Protection Regulation 2019* and with relevant standards (including AS 1940:2017 - The storage and handling of flammable and combustible liquids).

- 4.2 All spills from bulk fuel transfer activities or refuelling of vehicles must be able to be contained on subject land and must be cleaned up immediately following any spill.

- 4.3 Carry out the development in accordance with the recommendations of Section 7 Summary of the Fuel Based Activities Hazard Identification and Risk Assessment prepared by inTOTUM, with project number 2024027, revision 1 and dated 11 July 2024.

5.0 ACCESS

- 5.1 Provide and maintain access to Davidson Street in accordance with the approved plans (see Condition 2.1) and generally in accordance with the standard drawing, Figure 2 – Vehicle Crossover – Piped, from the General Development Code of the Blackall-Tambo Region Planning Scheme.

- 5.2 Design and construct and maintain all car parking, service vehicle parking and manoeuvring areas in accordance with the approved plans (see Condition 2.1) and AS2890.1 – *Parking Facilities* and Austroads Publication AP-G34-13 – *Austroads Design Vehicle and Turning Path Templates*

6.0 ROOF AND ALLOTMENT DRAINAGE

- 6.1 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.**

7.0 STORMWATER WORKS

- 7.1 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*.**

8.0 SEWERAGE

- 8.1 Maintain the existing onsite sewerage system.**

9.0 WATER

- 9.1 Maintain the existing connection to Council's reticulated water network.**

10.0 TELECOMMUNICATION AND ELECTRICITY SUPPLY

- 10.1 Maintain the electricity and telecommunication services in accordance with the standards and requirements of the relevant service provider.**

11.0 WASTE MANAGEMENT

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

- 11.1.1 Designed to not cause nuisance to neighbouring properties;**
- 11.1.2 Screened from any road frontage or adjoining property;**
- 11.1.3 Of a sufficient size to accommodate a waste bin/s suitable to service the Transport depot.**

12.0 AMENITY AND ENVIRONMENTAL HEALTH

- 12.1 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**
- 12.2 Install and operate all outdoor lighting to comply with *AS4282 – 1997 "Control of the Obtrusive Effects of Outdoor Lighting"*.**

13.0 ASSET MANAGEMENT

- 13.1 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.**

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14.0 CONSTRUCTION ACTIVITIES

- 14.1 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.**
- 14.2 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").**

GM 2024/09/182**Carried 6 / 0**

ITEM NO: 7.2.1
SUBJECT TITLE: Chief Operations Officer's Operational Report

The Chief Operations Officer's report for August 2024 is presented to Council.

MOTION: Moved: Cr Grahame Schluter Seconded: Cr Peter Skewes

That Council receive the Chief Operations Officer's Report for August 2024.

GM 2024/09/183**Carried 6 / 0**

ITEM NO: 7.2.2
SUBJECT TITLE: Roadtrain Side Tipper Trailers

Vendor Panel Request was sent out for the supply and delivery of 2x road train side tipping trailers and 1x tri axle dolly.

MOTION: Moved: Cr Grahame Schluter Seconded: Cr Peter Skewes

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That Council accept the tender from Haulmark trailers to supply and deliver 2x road train side tipping trailers and 1x tri axle dolly for \$383,100.00 (ex GST). These trailers are preferred as it will provide uniformity of plant, uniformity of parts and proven backup service and warranty.

GM 2024/09/184**Carried 6 / 0**

ITEM NO: 7.3.1
SUBJECT TITLE: Director of Lifestyle and Community Operational Report

The Director of Lifestyle and Community Services Operations report for August 2024 is presented to Council. The report includes Blackall Aerodrome, Libraries, Visitor Information Centres, Blackall Neighbourhood Centre Program and Tambo Multipurpose Centre.

MOTION: Moved: Cr Jane Scobie Seconded: Cr Alina Hart

That Council receive the Director of Lifestyle and Community Services Report for August 2024.

GM 2024/09/185**Carried 6 / 0**

ITEM NO: 7.4.1
SUBJECT TITLE: Organisational Performance Department Monthly Report - August 2024

This report provides Council with a brief overview/update of the Organisational Performance Department's key activities and outcomes for the previous calendar month.

MOTION: Moved: Cr Grahame Schluter Seconded: Cr Boyd Johnstone

That Council receive the Organisational Performance Department's report for August 2024.

GM 2024/09/186**Carried 6 / 0**

ITEM NO: 7.4.2
SUBJECT TITLE: Tambo Town Common Advisory Group Meeting - 20 August 2024

The Tambo Town Common Advisory Group held a meeting on 20 August 2024.

MOTION: Moved: Cr Boyd Johnstone Seconded: Cr Grahame Schluter

That Council receive the minutes of the Tambo Town Common Advisory Group's meeting held on 20 August 2024.

GM 2024/09/187**Carried 6 / 0**

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ITEM NO: 7.4.3
SUBJECT TITLE: Environment Health Officer's Report

The Environmental Health Officer's report is provided to Council for their attention and consideration.

MOTION: Moved: Cr Grahame Schluter Seconded: Cr Peter Skewes

That Council receive the Environmental Health Officer's report.

GM 2024/09/188

Carried 6 / 0

ITEM NO: 7.4.4
SUBJECT TITLE: Resolution to Review Council Local Laws

Council adopted and made a suite of four local laws and subordinate local laws in 2010. There is an identified need to review the local laws to ensure they are fit for purpose for the Blackall Tambo communities.

MOTION: Moved: Cr Grahame Schluter Seconded: Cr Boyd Johnstone

That Council resolves to undertake a review of the Blackall Tambo Local Laws.

GM 2024/09/189

Carried 6 / 0

ITEM NO: 7.4.5
SUBJECT TITLE: People, Culture & Safety Report

This report provides Council with an update of the People, Culture and Safety departments' outcomes for the period of 1 August 2024 to 31 August 2024.

MOTION: Moved: Cr Boyd Johnstone Seconded: Cr Jane Scobie

That the People, Culture and Safety Monthly Report be received and noted by Council.

GM 2024/09/190

Carried 6 / 0

The Chief Executive Officer thanked the AWU representative, Larry Burnie, for his outstanding job with speaking and consulting with Blackall-Tambo Regional Council staff.

ITEM NO: 7.4.6
SUBJECT TITLE: Ranger's report

Report to inform Council of the Rangers activities for the month

MOTION: Moved: Cr Boyd Johnstone Seconded: Cr Grahame Schluter

That the rangers report be received, and the activities conducted be endorsed.

GM 2024/09/191

Carried 6 / 0

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CLOSURE:

There being no further business to consider, the Mayor declared the Meeting closed at 11.27am.

CONFIRMATION OF MINUTES:

Confirmed by Council as a true and correct record at the General Meeting held on 16 October 2024.

Signed.....Mayor

Unconfirmed

2 Business Arising from Previous Minutes

2.1 Business Arising from Previous Minutes

The following table contains business arising from previous minutes.

| Meeting Date | Item No. | Item | Action Taken |
|--------------|----------|--|--|
| 18/09/2024 | 4.2 | Notice to Rescind a Motion - Small Business Friendly Program | The CEO has commenced the process with the Office of the Small Business Commissioner. |
| 18/09/2024 | 6.2 | Tambo Land for Sale by Auction | Nasco have been engaged to auction the properties. The auction date has been set as 25 November 2024 and advertising will commence once Nasco have provided the appropriate information. |
| 18/09/2024 | 7 4.4 | Resolution to Review Council Local Laws | local laws are currently in review with internal consultation / workshop with ELT on 17 October 2024 |

OFFICER REPORTS

COUNCIL MEETING DATE: Wednesday 16 October 2024

ITEM NO: 4.1**SUBJECT TITLE:** Information Report for September 2024

AUTHOR AND OFFICERS TITLE: Andrea Saunders Group Manager Customer & Council Support

AUTHORISING OFFICER: Shalveen Dayal (Chief Financial Officer)

CLASSIFICATION (if Confidential) N/A

Summary:

Information report from the Mayor for Council activities during the month of September 2024.

Officer's Recommendation:**That Council receive the Mayor's report for September 2024.****Background**

| ACTIVITY FOR SEPTEMBER 2024 | |
|-----------------------------------|--|
| Meetings | <ul style="list-style-type: none"> • 2024 LGAQ Annual Conference Motions Committee • LGAQ Audit and Compliance Committee • Regional Development Australia Central Western Queensland Board meeting • Blackall-Tambo Regional Council general meeting – Tambo • Western Queensland Alliance of Councils Leadership Group meeting • Meet the candidates • Brisbane 2032 Government Partners' Leadership Group Meeting |
| Events | <ul style="list-style-type: none"> • Tambo State School mock election • Western Queensland Alliance of Councils 2024 Assembly – Mount Isa |
| PENDING ACTIVITY FOR OCTOBER 2024 | |
| Meetings | <ul style="list-style-type: none"> • Wild Dog Barrier Fence Governance Committee Meeting • RAPAD Board Meeting • LGAQ Presidential Campaign • Outback Queensland Tourism Assn • Queensland Reconstruction Authority • Rural and Remote Council's Policy and Legislation Committee • LGAQ Policy Executive |

| | |
|--------|---|
| | <ul style="list-style-type: none"> • Western Queensland Alliance of Councils • Regional Development Australia Central Western Queensland Board meeting |
| Events | <ul style="list-style-type: none"> • Get Ready Queensland Week Livestock Plan Launch – Blackall Saleyards • Council Road Trip • LGAQ Annual Conference |

Link to Corporate Plan

Not Applicable

Policy Implications

Nil

Budget and Resource Implications

Nil

Attachments

Nil

OFFICER REPORTS**COUNCIL MEETING DATE:**

Wednesday 16 October 2024

ITEM NO:**5.1****SUBJECT TITLE:****Councillors' Information Report for September 2024****AUTHOR AND OFFICERS TITLE:**

Piper Hansen Administration Officer

AUTHORISING OFFICER:

Andrea Saunders Group Manager Customer and Council Support

CLASSIFICATION (if Confidential)

N/A

Summary:

The report contains information from the Councillors for activities during the month of September 2024.

Officer's Recommendation:

That Council receive the Councillors report for September 2024.

Background

The following information provides an overview of the activities of the Councillors of Blackall-Tambo Regional Council.

Councillor Jane Scobie

- September 18-22 – Small Towns Conference, Pickering Brook, Western Australia. Attended alongside Cr Alina Hart and Jaimee-Lee Prow, Director of Lifestyle & Communities. Attended the September General Council via Zoom.
- September 24 – Blackall and Tambo Garden Competition Week. Jerry Coleby Williams guest judge.
- September 25 – Texan Renewable Energy Delegation. Drove the bus for the delegates. Airport pick-up, Saleyards Tour, Woolscour Welcome to Country/Smoking Ceremony and Tour.
- September 26 – Texan Renewable Energy Delegation. Drove bus for motel pick-up to attend breakfast at the Blackall Aquatic Centre. Cr Hardie took over the bus driving duties for the remainder of the day.
- September 29 – Attended Festival of Small Halls at the Blackall CWA Hall.
- October 2 – CAN Meeting.
- October 3 – Bus driver for Blackall Garden Tour.
- October 7 – Get Ready QLD Week. Launch of Get Ready Queensland- Livestock Producers Focus.
- October 14th – Councillors Road Trip around regional roads.

Councillor Alina Hart

- Art Show Opening.
- September 16-23 – Small Towns/Regional Communities Conference, Pickering Brook, Western Australia.
- Texan Delegates: Working lunch, Woolscour, Saleyards, Lodge Dinner, Aquatic Centre Breakfast.
- Attended RAPAD Renewables Forum in Barcaldine.
- Media Release Interview with Ann.
- 2x ABC Radio Interviews: Renewables Forum and rural priorities heading into the election.
- Anglican Flower Show.
- Swim Club AGM.

- CAN Meeting.
- Get Ready Queensland Launch- Livestock Producers Focus.

Councillor Grahame Schluter

- Attend September General Council Meeting in Tambo.
- 6 Face-To-Face community consultations.
- Tea & Talk Tambo.
- Zoom meeting on The Great Cattle Drive.
- Working Lunch with Texan Delegates.
- Dinner with Texan Delegates.
- Completed Local Government central training.
- Support Flower Show.
- Apologies Blackall Magpies presentation night.
- Get Ready Queensland Launch- Livestock Severe Weather Emergency Plan.

Link to Corporate Plan

Not Applicable

Policy Implications

Nil

Budget and Resource Implications

Nil

Attachments

Nil

OFFICER REPORTS

COUNCIL MEETING DATE: Wednesday 16 October 2024
ITEM NO: 6.1
SUBJECT TITLE: Chief Executive Officer's September 2024 Report to Council
 AUTHOR AND OFFICERS TITLE: Andrea Saunders Group Manager Customer & Council Support
 AUTHORISING OFFICER: Mike Lollback (Chief Executive Officer)
 CLASSIFICATION (if Confidential) N/A

Summary:

The report from the Chief Executive Officer is to update Council on matters that do not require a separate or comprehensive report for consideration but emerge as issue of interest to Council and the broader community.

Officer's Recommendation:

That Council receive the Chief Executive Officer's Information Report for September 2024.

Background

The following update is provided from the Chief Executive Officer:

Expression of Thanks

I would like to extend my thanks to Shalveen Dayal who was the Acting CEO while I was on leave for a couple of weeks. Shalveen, along with the Executive Leadership Team and Operational Leadership Team, ensured that Council operations continued to run efficiently and effectively during my absence.

Department of Local Government Client Service Visit

Denise Hallmark, Regional Manager from the Department of Local Government met with Blackall-Tambo Regional Council representatives to receive an update from Council on various matters, such as Policies, Work 4 Queensland projects, and any cross agencies issues.

The Client Service Visits from the Department are a regular occurrence, and the next visit will be scheduled for 2025.

SES Update

As Council is aware, as part of the Disaster and Emergency Services Reform, the SES now falls under the control of the Queensland Police Service. SES previously worked under the Queensland Fire and Emergency Service. I met with a representative of the SES to discuss the SES units in Blackall and Tambo.

Community Recovery – Strategy and Engagement

Helen Styles, Principal Recovery Officer with the Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Community and the Arts met with me, Alison Lamb, Peter Mann and Andrea Saunders to discuss the Department's role in supporting Council in

the recovery of disasters. Helen will be visiting the region in November to meet with officers of Council and provide assistance with targeted information for the residents of our community.

Blackall Tennis Facility

Council approached the Blackall Tennis Club and Blackall Netball Club to broker an agreement to enter a memorandum of understanding for the Blackall tennis facility including the clubhouse. Representatives of both clubs were receptive of the proposal whereby Council would be responsible for the assets and the clubs would be responsible for the operation of the facility with support from Council.

The tennis and netball club representatives were agreeable to a Blackall Tennis Facility Management Group who would report back to each individual club and Council on any matters relating to the facility. The representatives have taken the information back to their committees.

Reel Planning

On 23 September, I along with the Chief Financial Officer, Director of Organisational Performance and Manager of Finance met with Greg Ovenden and Tim O'Leary from Reel Planning to discuss the service they provide to Council.

Local Resilience Action Plan

A representative of the Queensland Reconstruction Authority, Craig Neuendorf, Regional Recovery and Resilience Coordinator, Alison Lamb, Director of Organisational Performance, Peter Mann, Manager of Environmental Health and Compliance and I met to discuss the Blackall Tambo Local Resilience Action Plan (the Plan). The Plan, once developed, will assist Council for any upcoming resilience funding opportunities.

LGAQ Annual Conference

Mayor Martin, Cr Hart, Cr Scobie, Cr Skewes, and I will be attending the 2024 LGAQ Annual Conference at the Brisbane Convention and Entertainment Centre from 21 to 23 October. The conference is the 128th annual conference and the program will include:

- Annual General Meeting where our sector's future policy priorities will be debated
- Council showcases
- Gala Dinner and networking opportunities
- Trade exhibition

Mayor Martin, along with another individual has nominated for the Presidency of LGAQ. I would like to take the opportunity to wish Mayor Martin all the best in his endeavours.

National Local Roads, Transport & Infrastructure Congress

The Australian Local Government Association is hosting the 2024 National Local Roads, Transport & Infrastructure Congress from 3-4 December in Margaret River, Western Australia. I have registered to attend the Congress. The Provisional Program for the event has the following topics:

- Local government and housing: Bridging the infrastructure gap
- Active transport and EV trends
- Regional airports for the future
- Safe and secure water management

- The changing freight landscape
- Asset management: A national approach
- Circular economy solutions
- Innovations in road construction
- Resilience in the built environment
- Road safety: Pathways to Vision Zero
- Road safety: A regional approach
- Road safety: urban solutions
- Renewable energy: Communities in transition

Blackall Cultural Precinct Update

The Growing Regions Program grant submission for the Blackall Cultural Precinct has been successfully lodged. I thank all those people who were involved with the grant submission. These people were:

- Alison Lamb
- Shalveen Dayal
- Sidney Russell
- Louise Campbell
- Andrea Saunders
- Lana Maki (Peak Services)
- Zoe Dark (Peak Services)

As Council is aware, Peak Services were engaged to prepare and lodge the grant application. I believe the submission is the best possible application and the project will be beneficial to locals and the wider community.

A key component of the application is the focus on Blackall's history especially the indigenous history of the region. Aboriginal history is supported by both Federal and State governments and opposition parties. The opportunity to display aboriginal cultural heritage in the cultural precinct would fill a currently untapped tourism experience and provide cultural experience and knowledge of our important indigenous heritage.

Flood Risk Management Program

An application for funding under Round 2 of the 2021-22 Flood Risk Management Program, Flood studies, risk assessment and management strategies and intelligence systems work packaged funded under Category D of the Disaster Recovery Funding Arrangements with the Queensland Reconstruction Authority has been successful.

The following projects were successful in obtaining funding from the Commonwealth and Queensland Government:

Guardian IMS – Flood Intelligence Module

An external consultant will be engaged to deliver a flood intel system for displaying real time observed water levels and observed and forecast rainfall. The module will be embedded within the Council system.

This will offer a community platform to empower decision makers with valuable intelligence for informed decision making.

Blackall Drainage Study

An external consultant will be engaged to deliver a flood study and develop a drainage model development for Blackall, with key focuses on hot spots that have issues with flash flooding. The project will include design event modelling, overland flow flood mapping and reporting of outcomes and mitigation options.

Council has received \$197,800.00 (ex GST) of funding for the projects.

Link to Corporate Plan

Not Applicable

Consultation (internal/external)

Chief Executive Officer

Policy Implications

Nil

Budget and Resource Implications

Nil

Attachments

Nil

OFFICER REPORTS

COUNCIL MEETING DATE:

Wednesday 16 October 2024

ITEM NO:

6.2

SUBJECT TITLE:

Blackall Cultural Precinct for Establishing a Beneficial Enterprise

AUTHOR AND OFFICERS TITLE:

Andrea Saunders Group Manager Customer & Council Support

AUTHORISING OFFICER:

Shalveen Dayal (Chief Financial Officer), Mike Lollback (Chief Executive Officer)

Summary:

Planning design for the Blackall Cultural Precinct is completed and pre-lodgement with the State Assessment and Referral Agency (SARA) has commenced. Council is in the process of preparing a full application to the Growing Regions Commonwealth Grant Round 2 to fund the Precinct's construction. If the application is successful, the project will be holistically completed. If the application is not successful, the project will be staged to be delivered over several years.

To undertake this project Council may conduct a beneficial enterprise as defined in Part 2 Division 1 of the *Local Government Act 2009*.

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

1. **Conducts a beneficial enterprise in helping Red Ridge (Interior Qld) Ltd to further develop and construct the Blackall Cultural Precinct in accordance with *Division 2 Part 1 of the Local Government Act 2009, Section 40*.**
2. **Authorises the Chief Executive Officer to enter into a legally binding agreement to conduct a beneficial enterprise in helping Red Ridge to further design and construct the Blackall Cultural Precinct.**
3. **That Council liability in conducting the beneficial enterprise is limited to:**
 - a. **A total of \$3,000,000.00 towards the project completion, including any additional design works, the demolition of the Prince of Wales Hotel, practical construction and any fees required in progressing any development applications.**
 - b. **The provision of a project manager to manage the delivery of the project.**
 - c. **The provision of workplace health and safety advice and inspection.**
 - d. **Site preparation prior to commencement of works, including any required searches or legal fees associated with the beneficial enterprise.**

Background

At Council's Ordinary Meeting on the 21 August 2024 Council supported the construction of the Blackall Community Precinct as presented to that meeting, at 63-67 Shamrock Street Blackall (Resolution GM 2024/08/145).

In that decision, Council approved the commencement of Community Consultation and the submission of a development application to the State Assessment and Referral Agency (SARA). Pre-lodgement discussions with SARA have been underway and the consultation with the community is ongoing, having commenced on the 9 September 2024. We have received very positive feedback, especially from the arts community. The precinct is designed to enhance the experience of local people, revitalise the Blackall central business district and present Blackall as a tourist destination, complemented by those varied attractions in other shires across the central west.

In June 2023 Council entered into a memorandum of understanding with Red Ridge (Interior Queensland) Ltd. to undertake the planning process and seek funding. Initially Council committed \$300,000.00 to the project that was resolved at the July Ordinary meeting to be allocated to the Architectural design of the Precinct (Resolution no. GM2024/07/124).

At the June 19th Budget Meeting, Council allocated an additional \$3,000,000.00 towards the precinct's construction (Resolution GM2024/06/08).

Legal advice has been sought from King and Company Solicitors as to the appropriate way for Council to develop a partnership with Red Ridge (Interior Qld) Ltd to progress this project from concept and design into construction and operation.

The advice, received on the 5 August 2024, has recommended that Council conduct a **beneficial enterprise**, in helping Red Ridge deliver the project.

Section 39(3) of the Local Government Act, 2009 (the Act) describes a beneficial enterprise as “an enterprise that a local government considers is directed to benefiting, and can reasonably be expected to benefit, the whole or part of its local government area”.

In my conversations with councillors over the past several months, both in formal meetings and at briefing sessions, it becomes clear that Council has considered this of benefit to the whole community, socially, economically, and functionally. I ask that Council again considers that proposition in their final decision.

Section 39(4) of the Act describes conducting a beneficial enterprise as engaging in, or helping, the beneficial enterprise.

Section 40 of the legislation Red Ridge (Interior Queensland) Ltd is a Corporation that Council is legally entitled to provide assistance to under the terms of a beneficial enterprise.

To comply with statutory obligations as outlined in Section 40 of the Act, Council must limit its liability to a specific amount and other obligation, committed by Council for the delivery of the project. The beneficial enterprise is proposed to be limited to:

- a. A total of \$3,000,000.00 towards the project completion, including any additional design works, the demolition of the Prince of Wales Hotel, practical construction and any fees required in progressing any development applications.
- b. The provision of a project manager to manage the delivery of the project.
- c. The provision of workplace health and safety advice and inspection.
- d. Site preparation prior to commencement of works, including any required searches or legal fees associated with the beneficial enterprise.

Council must also consider the guidelines of the National Competition Policy Agreement in ensuring that the competitive neutrality principle is adhered to. This beneficial enterprise is a “significant business activity” as described in *Section 42 of the Local Government Act 2009*. Conducting this beneficial enterprise does not provide any net advantage over competitors.

All construction and additional design works beyond the assistance from Council will be awarded on a competitive and cost-effective basis.

In accordance with *Section 44* of the *Local Government Act 2009*, it is proposed that Council conduct this Beneficial Enterprise on a full cost pricing basis, rather than the creation of a new business unit. This will include monthly updates on the progress of the construction, including financial distributions.

In accordance with *section 41* of the *Local Government Act 2009*, Council must include a list of all beneficial enterprises in its annual report for activities conducted during the financial year.

This matter is referred to Council after obtaining legal advice and emerges as the most appropriate way of ensuring Council can provide financial and practical assistance in the delivery of this project whilst ensuring that all matters of governance, financial and legislative compliance is met.

Link to Corporate Plan

Economic Development

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

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

Vibrant Communities

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

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

Environment & Heritage

Outcome 2 - Historical Heritage - Preservation of our past.

Governance

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

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

Consultation (internal/external)

Chief Executive Officer

Chief Financial Officer

Chief Operations Officer

Director of Organisational Performance

Director of Lifestyle and Community

King & Company Solicitors

Red Ridge (Interior Qld) Ltd

Policy Implications

Nil

Budget and Resource Implications

The value to be contributed to the beneficial enterprise was allocated by Council at the adoption of the 2024-2025 budget.

Risk Management Assessment

| Risk Category | Risk Tolerance | Summary of Risks Involved | Risk Rating |
|--------------------|----------------|--|-------------|
| Financial | Low | Legal costs associated with the establishment of the beneficial enterprise are to be determined. | Medium |
| Legal & Regulatory | Low | Council will engage legal counsel for the establishment of the beneficial enterprise. | Low |
| People | Low | Nil | Low |
| Operational | Medium | Nil | Low |
| Environmental | Medium | Nil | Low |
| Strategic | Medium | The beneficial enterprise will enable Council to assist with the delivery of the project. | Low |
| Ethical | Low | Nil. Council sought legal advice. | Low |
| Reputation | Low | Nil | Low |
| Leadership | Low | Nil | Low |

Proposed Risk Treatment

Council's solicitor has provided advice in relation to the opportunity for Council to appropriately participate in the delivery of the project through the establishment of a beneficial enterprise.

Attachments

Nil

OFFICER REPORTS

COUNCIL MEETING DATE

Wednesday 16 October 2024

ITEM NO:

6.3

SUBJECT TITLE:

Special Holiday for 2025

AUTHOR AND OFFICERS TITLE:

Andrea Saunders Group Manager Customer & Council Support

AUTHORISING OFFICER:

Shalveen Dayal (Chief Financial Officer), Mike Lollback (Chief Executive Officer)

CLASSIFICATION (if Confidential)

N/A

Summary:

Council made a request to the Office of Industrial Relations for a Special Holiday in 2025 as 4 November for the purpose of Melbourne Cup Day. The request has been approved by the Minister for State Development and Infrastructure, Minister for Industrial Relations and Minister for Racing.

Officer's Recommendation:

That Council receive the letter from the Office of Industrial Relations and note the 4 November 2025 has been approved as a Special Holiday for the Blackall-Tambo region.

Background

At the June 2024 general meeting Council resolved the following:

That Council request a special holiday for the Blackall-Tambo Regional Council area as Melbourne Cup Day, 4 November 2025.

Moved: Cr Grahame Schluter

Seconded: Cr David Hardie

Minute No.: GM 2024/06/111

Carried: 7/0

Council officers made the request to the Office of Industrial relations for Ministerial approval. The Minister for State Development and Infrastructure, Minister for Industrial Relations and Minister for Racing has approved the request, and correspondence has been received by the Chief Executive Officer confirming the date.

The holiday notification has been published in the Queensland Government Gazette.

Link to Corporate Plan

Not Applicable

Consultation (internal/external)

Chief Executive Officer

Councillors

Mayor

Policy Implications

Nil

Budget and Resource Implications

Nil

Risk Management Assessment

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

Proposed Risk Treatment

Nil. Council is being asked to receive the letter and note the date for the Special Holiday.

Attachments

1. Blackall Tambo Regional Council [6.3.1 - 2 pages]



Office of
Industrial Relations

Department of State
Development and
Infrastructure

27 September 2024

Michael Lollback
Chief Executive Officer
Blackall-Tambo Regional Council
Via Email: mike.lollback@btrc.qld.gov.au
ceo@btrc.qld.gov.au
PA@btrc.qld.gov.au

Dear Michael Lollback

I refer to your request for special holidays for 2025.

Pursuant to Section 4 of the *Holidays Act 1983*, the Minister for State Development and Infrastructure, Minister for Industrial Relations and Minister for Racing has appointed:

- 4 November 2025 a holiday for the Blackall-Tambo Region for the purpose of the Melbourne Cup Day

Please note that it is only special holidays appointed in respect of an annual agricultural, horticultural or industrial show (show holidays) which are public holidays. On a public holiday, employees will be entitled to refuse to work in reasonable circumstances without loss of pay and to be paid penalty rates for work performed.

Should there be a need to request repeal of one or more of the above special holidays (whether or not appointment of a replacement special holiday is also requested) or appointment of an additional special holiday, 30 days prior notice of the requested repeal or appointment is to be given to the Minister. This will allow time for the Minister to decide the request, notify any repeals and/or appointments in the Queensland Government Gazette and for the requesting local government to give notice of holiday changes to its community.

Replacement of a show holiday with a special holiday on another date should be carefully considered as the replacement show holiday will only be a public holiday if it continues to be in respect of an annual agricultural, horticultural or industrial show.

Notification of the appointment of the 2025 special holidays was published in the Queensland Government Gazette on 27 September 2024.

1 William Street Brisbane
Queensland 4000 Australia
GPO Box 69 Brisbane
Queensland 4001 Australia
Telephone 13 QGOV (13 74 68)
WorkSafe 1300 362 128
Website www.worksafe.qld.gov.au
www.business.qld.gov.au
ABN 94 496 188 983

A copy of the gazette can be accessed on the [Queensland Government's publications website](#), the special holidays notifications commence on page 202 of the gazette.

Should you require further information, please contact Patricia Faulkner, Senior Industrial Officer on telephone (07) 3406 9845.

Yours sincerely



Natalie Wakefield
Executive Director, Industrial Relations
Office of Industrial Relations

OFFICER REPORTS

COUNCIL MEETING DATE: Wednesday 16 October 2024

ITEM NO: **6.4**

SUBJECT TITLE: **Commendation to Sarah Diprose**

AUTHOR AND OFFICERS TITLE: Andrea Saunders Group Manager Customer & Council Support

AUTHORISING OFFICER: Mike Lollback (Chief Executive Officer)

CLASSIFICATION (if Confidential) N/A

Summary:

A Council employee, Sarah Diprose, provided assistance to travellers who were experiencing problems with their caravan along the Landsborough Highway.

Officer's Recommendation:

That Council commend Sarah Diprose for her act of kindness and providing assistance to visitors to our region.

Background

An email was received, by the CEO, from a traveller who stopped to assist an elderly couple whose caravan had suffered some damage. The email advised that a Council employee, who was later identified as Sarah Diprose, stopped to provide assistance to the couple.

Sarah is commended for providing an act of kindness to people in their time of need and ensuring the safety of others.

A certificate of commendation will be presented to Sarah for her action.

Link to Corporate Plan

Governance

Outcome 1 - Workforce - Council's workforce is trained and supported to competently manage themselves and their work.

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

Consultation (internal/external)

Chief Executive Officer

Chief Operations Officer

Policy Implications

Nil

Budget and Resource Implications

Nil

Attachments

1. Commendation [6.4.1 - 1 page]

Doc 91303 A credit to the Tambo / Blackall Regional Council



Mick Lawton
To: Mike Lollback

Reply
 Reply All
 Forward

Fri 6/09/2024 7:58 PM

You replied to this message on 6/09/2024 8:24 PM.
 We removed extra line breaks from this message.

[You don't often get email from [REDACTED] Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

CAUTION: This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

My wife and I witnessed one the best acts of kindness that I think I've ever seen today on the Tambo / Blackall stretch of the highway.
 An elderly couple's caravan had broken its draw bar and they were trying to make temporary repairs enough to get them into Tambo.
 We passed them on the side of the road and turned around to offer assistance.
 We weren't there long when a Council water tanker pulled up and the driver came up to see what the problem was.
 After somewhat allaying the old couples fears she left to find "the service truck" at the Council's road reconstruction site south of the broken down caravan Unable to assist and making the place
 look untidy 😊 and confident that the oldies were in safe hands, we continued on our way to Barcaldine where I'm writing this.
 Your young lady driver deserves all commendations for her willingness to assist people in need.
 I really do apologise that I didn't get her name - my bad.
 Best regards
 Mike Lawton
 [REDACTED]

OFFICER REPORTS

COUNCIL MEETING DATE:

Wednesday 16 October 2024

ITEM NO:

7.1.1

SUBJECT TITLE:

Financial Report for the Month of September 2024

AUTHOR AND OFFICERS TITLE:

Shalveen Dayal Chief Financial Officer

AUTHORISING OFFICER:

Mike Lollback (Chief Executive Officer)

CLASSIFICATION (if Confidential)

N/A

Summary:

In accordance with s204 of the *Local Government Regulation 2012*, a monthly financial report must be presented to the Council. The financial report for September 2024 details the Council's current financial position and compares its performance against the adopted budget for 2024-2025.

Officer's Recommendation:**That Council receive the Financial Report for September 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)

Chief Executive Officer

Chief Financial Officer

Chief Operations Officer

Policy Implications

Nil

Budget and Resource Implications

Nil

FINANCE REPORT TO A MEETING OF THE BLACKALL-TAMBO REGIONAL COUNCIL HELD ON 16 OCTOBER 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 16 OCTOBER 2024

1. Cash Position as at 30 September 2024

Cash at Bank

| | |
|--------------------|--------------|
| Operating Accounts | \$ 4,915,383 |
|--------------------|--------------|

Short Term Investments

| | |
|---|---------------|
| Queensland Treasury Corporation - Cash Fund | \$ 21,000,000 |
| Bank - Term Deposits | \$ 5,000,000 |

\$ 30,915,383

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) | \$ 2,773,916 |
| Unspent Grants (Restricted Cash) | \$ 206,411 |
| | <u>\$ 2,980,327</u> |

| | <i>Debtors</i> | <i>Creditors</i> | |
|--|----------------|------------------|--------------|
| Balance of recoverable debtors - estimated creditors : | 2,174,646 | 400,886 | \$ 1,773,760 |

| | | | |
|-------------------|------------|-----------|---------------|
| Plus cash surplus | 30,915,383 | 2,980,327 | \$ 27,935,056 |
|-------------------|------------|-----------|---------------|

Working Capital

\$ 29,708,816

2. Cashflow Estimates: Oct. 2024 Nov. 2024 Dec. 2024 Total

Cash inflows

| | | | | |
|------------------------|-----------|-----------|-----------|------------------|
| Rates & fees & charges | 200,000 | 80,000 | 80,000 | 360,000 |
| Rent & interest | 110,000 | 110,000 | 110,000 | 330,000 |
| Debtor receipts | 2,000,000 | 500,000 | 500,000 | 3,000,000 |
| Grants/subsidies | 394,808 | 1,256,640 | 1,010,000 | 2,661,448 |

Cash outflows

| | | | | |
|----------------------------------|----------------|----------------|------------------|--------------------|
| Employee benefits | (850,000) | (850,000) | (1,000,000) | (2,700,000) |
| Materials & services | (1,000,000) | (1,100,000) | (1,400,000) | (3,500,000) |
| Net Cash inflow/(outflow) | 854,808 | (3,360) | (700,000) | 151,448 |

3. Comparative Data:

| | September 2024 | September 2023 |
|---------------------|----------------|----------------|
| Cash position | 30,915,383 | 31,240,643 |
| Working capital | 29,708,816 | 28,174,018 |
| Rate arrears | 48,144 | 28,893 |
| Outstanding debtors | 2,174,646 | 53,382 |
| Current creditors | 400,886 | 217,206 |

FINANCE REPORT TO A MEETING OF BLACKALL-TAMBO REGIONAL COUNCIL
HELD ON 16 OCTOBER 2024

4. Capital Works Summary: 1 July 2024 to 30 June 2025

| | Budget | YTD Actual | % of Budget |
|------------------------------|-------------------|-------------------|--------------------|
| Buildings & Other Structures | 4,646,843 | 347,672 | 7% |
| Plant & Equipment | 898,500 | 818,495 | 91% |
| Road Infrastructure | 4,135,700 | 571,114 | 14% |
| Water Infrastructure | 100,000 | - | 0% |
| Sewerage Infrastructure | 600,000 | - | 0% |
| Total | 10,381,043 | 1,737,281 | 17% |

5. Road Works Expenditure : 1 July 2024 to 30 June 2025

| | Budget | Expended YTD Actual | % of Budget Expended |
|--------------------------------|-------------------|----------------------------|-----------------------------|
| 1. Rural Roads | 13,500,000 | 2,670,928 | 20% |
| 2. Town Streets | 500,000 | 126,781 | 25% |
| 3. RMPC Works | 2,323,174 | 472,788 | 20% |
| Total Roads Expenditure | 16,323,174 | 3,270,497 | 20% |

6. Rate Arrears Summary

Total Rates Outstanding Balance \$ 274,704

| Rates Outstanding Breakdown | Total | No. of Assessments |
|------------------------------------|--------------|---------------------------|
| Current | \$ 226,560 | 144 |
| 1 Year | \$ 33,750 | 21 |
| 2 Years | \$ 12,765 | 11 |
| 3 Years and over | \$ 1,629 | 3 |

| BTRC 2024-25 CAPITAL EXPENDITURE PROJECTS | | 1/07/24 to 30/06/25 | | SOURCES OF FUNDING | | Degree of completion and relevant comments |
|--|------------------|---------------------|------------|--------------------|---------------------------|--|
| Particulars (External Funding Source in brackets) | Budget | Expenditure YTD | % Expended | Capital Grants | (CC) Council Contribution | |
| BUILDINGS & OTHER STRUCTURES | 4,646,843 | 347,672 | 7% | 580,000 | 4,066,843 | |
| Asbestos Pits Blackall & Tambo digging/fencing (LRCI P4) | 70,000 | - | 0% | 40,000 | 30,000 | |
| Blackall Airport - car park and line marking (PTAIP) | 75,000 | 612 | 1% | - | 75,000 | |
| Blackall Rodeo and Campdraft Arena upgrade | 96,000 | 15,086 | 16% | - | 96,000 | |
| Blackall Cultural Centre - macrosphere works (W4Q) | 195,505 | 184,186 | 94% | 195,505 | - | Completed |
| Blackall Admin Office - wall matting (W4Q) | 44,495 | 44,495 | 100% | 44,495 | - | Completed |
| Blackall Showgrounds - sound system | 111,843 | 103,293 | 92% | - | 111,843 | Completed |
| Blackall Oval - replace faulty lights with LEDs | 30,000 | - | 0% | - | 30,000 | |
| Blackall Saleyards - Build-in Hay Feeders | 50,000 | - | 0% | - | 50,000 | |
| Blackall Saleyards - 1 Loading Ramp Catwalk | 90,000 | - | 0% | - | 90,000 | |
| Blackall Pool Lift | 20,000 | - | 0% | - | 20,000 | |
| Red Ridge Precinct Stage One Contribution | 3,000,000 | - | 0% | - | 3,000,000 | |
| Rosclare Station Repeater tower | 75,000 | - | 0% | - | 75,000 | |
| Shade Structures Blackall Carpark, Tambo Hall and TMPC | 150,000 | - | 0% | - | 150,000 | |
| Council Housing Rennovations | 50,000 | - | 0% | - | 50,000 | |
| Tambo Admin Building renovations (W4Q) | 300,000 | - | 0% | 300,000 | - | |
| Tambo Airport - line marking | 25,000 | - | 0% | - | 25,000 | |
| Tambo Courthouse -formerly library & VIC | 100,000 | - | 0% | - | 100,000 | |
| Tambo LED Sign TMPC | 24,000 | - | 0% | - | 24,000 | |
| Tambo Pool Heating | 100,000 | - | 0% | - | 100,000 | |
| Tambo Scrubby Bend - Shed | 20,000 | - | 0% | - | 20,000 | |
| Tambo Shire Hall - repairs and sanding to floor | 20,000 | - | 0% | - | 20,000 | |
| | | | | | | |
| | | | | | | |

| Particulars (External Funding Source in brackets) | Budget | Expenditure YTD | % Expended | Capital Grants | (CC) Council Contribution | Degree of completion and relevant comments |
|---|-------------------|------------------|------------|------------------|---------------------------|--|
| PLANT & EQUIPMENT | 898,500 | 818,495 | 91% | - | 898,500 | |
| Plant Replacement including committed orders | 898,500 | 818,495 | 91% | - | 898,500 | In progress |
| | | | | | | |
| ROAD INFRASTRUCTURE | 4,135,700 | 571,114 | 14% | 3,443,500 | 692,200 | |
| Blackall & Tambo Main St Beautification (LRCI P4) | 100,000 | 30,406 | 30% | 100,000 | - | Landscape design stage |
| Dahlia and Larkspur Streets stormwater - Drainage (W4Q) | 520,000 | - | 0% | 520,000 | - | Design stage |
| Edward Street Kerb and Channeling (W4Q) | 100,000 | - | 0% | 100,000 | - | |
| Footpaths, kerb and channelling - Tambo (W4Q) | 100,000 | - | 0% | 100,000 | - | |
| QRA Betterment Program (QRA) | 671,000 | 535,953 | 80% | 597,200 | 73,800 | In progress |
| Repair and Reseal (LRCI P4) | 774,700 | - | 0% | 466,300 | 308,400 | |
| Ravensbourne Rd Reseals (LRCI P4) | 270,000 | - | 0% | 160,000 | 110,000 | |
| Roads to Recovery | 1,000,000 | - | 0% | 1,000,000 | - | Projects to be allocated |
| St Andrews St Kerb, Channel and Footpath (W4Q) | 200,000 | - | 0% | 200,000 | - | |
| Tumbar & Neverfail Rd - floodways and resheeting (TIDS) | 400,000 | 4,755 | 1% | 200,000 | 200,000 | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| WATER INFRASTRUCTURE | 100,000 | - | 0% | - | 100,000 | |
| Water Infrastructure Renewals | 100,000 | - | 0% | - | 100,000 | |
| SEWERAGE INFRASTRUCTURE | 600,000 | - | 0% | 500,000 | 100,000 | |
| Capital improvements as required | 100,000 | - | 0% | - | 100,000 | |
| IMHOFF tank & clarifier (LGGSP -Unsuccessful) | 500,000 | - | 0% | 500,000 | - | Funding application unsuccessful |
| TOTAL CAPITAL PROGRAM 23-24 | 10,381,043 | 1,737,281 | 17% | 4,523,500 | 5,857,543 | |

General Ledger 2023.6.13.1 Revenue and Expenditure Summary Page - 1
 (Accounts: 0100-0001-0000 to 5245-2000-0000. All report groups. 25% of year elapsed. To Level 2. Excludes committed costs)
 Blackall-Tambo Regional Council (Budget for full year) Financial Year Ending 2025 Printed (SDAYAL): 08-10-2024 4:59:36 PM

| | | REVENUE | | | EXPENDITURE | | |
|-------------------------------|---------------------------------|-----------------------|-------------------|--------------------|-----------------------|-------------------|--------------------|
| | | 30 Sep 2024 ACTUAL | AMENDED BUDGET | ORIGINAL BUDGET | 30 Sep 2024 ACTUAL | AMENDED BUDGET | ORIGINAL BUDGET |
| 1000-0001 | ADMINISTRATION | | | | | | |
| 1000-0002 | Administration | 126,317.83 | 32% | 389,500 | 1,158,853.95 | 29% | 4,046,000 |
| 1100-0002 | Finance | 8,351,727.93 | 74% | 11,245,000 | 19,871.91 | 1% | 1,376,600 |
| 1200-0002 | Oncosts | 0.00 | 0% | 0 | 621,016.01 | --- | 0 |
| 1300-0002 | Stores/Purchasing | 0.00 | 0% | 0 | 633.14 | 14% | 4,400 |
| 2000-0002 | Corporate Governance | 0.00 | 0% | 0 | 226,515.45 | 28% | 796,700 |
| 2100-0002 | Business Activities | 20,416.62 | 68% | 30,000 | 13,860.65 | 18% | 76,000 |
| 2150-0002 | Saleyard Operations | 363,091.14 | 40% | 902,000 | 215,348.97 | 28% | 780,700 |
| 2200-0002 | Tambo Sawmill & Weighbridge | 1,090.92 | --- | 0 | 791.83 | 2% | 37,900 |
| 2350-0002 | Airports/Aerodromes | 34,987.34 | 21% | 167,100 | 88,518.25 | 25% | 353,500 |
| 2450-0002 | Tourism | 26,974.44 | 61% | 44,500 | 83,165.44 | 21% | 396,600 |
| 2500-0002 | Planning & Development | 25,253.55 | 32% | 80,000 | 19,492.40 | 17% | 115,000 |
| 2580-0002 | Economic & Community Develop | 471,847.50 | 10% | 4,563,500 | 727.18 | 2% | 35,000 |
| 2600-0002 | Environmental | 24,859.42 | 10% | 256,300 | 63,209.28 | 19% | 329,200 |
| 2650-0002 | Animal Control | 15,620.00 | 69% | 22,800 | 5,301.32 | 28% | 18,900 |
| 2700-0002 | Stock Routes | 27,173.50 | 14% | 198,000 | 161,823.68 | 34% | 482,000 |
| 3000-0002 | Work Scheme and Community | 5,339.07 | 27% | 20,000 | 35,655.03 | 25% | 141,800 |
| 3100-0002 | Council Housing | 54,270.00 | 30% | 180,000 | 97,817.32 | 28% | 348,200 |
| 3300-0002 | Child Care Services | 0.00 | 0% | 0 | 0.00 | 0% | 18,300 |
| 3350-0002 | Sport and Recreation | 0.00 | 0% | 0 | 11,519.24 | 21% | 56,000 |
| 3400-0002 | Youth Services | 0.00 | 0% | 0 | 3,274.80 | 7% | 50,000 |
| 3415-0002 | Tambo Multi-Purpose Centre | 16,041.55 | 8% | 189,400 | 79,083.45 | 23% | 350,000 |
| 3445-0002 | Disability | 31,773.78 | 29% | 110,000 | 17,367.01 | 25% | 70,000 |
| 3460-0002 | Community Services | 114,491.67 | 41% | 281,600 | 78,938.25 | 25% | 312,600 |
| 3500-0002 | Libraries, Education and Arts | 27,267.41 | 227% | 12,000 | 85,550.61 | 34% | 253,000 |
| 3570-0002 | RADF & Community Assistance | 52,205.00 | 98% | 53,300 | 74,792.53 | 16% | 476,100 |
| 3600-0002 | Halls and Cultural Centres | 1,622.72 | 41% | 4,000 | 211,514.53 | 40% | 525,000 |
| 3700-0002 | Showgrounds & Sports Facilities | 7,449.99 | 35% | 21,000 | 153,967.17 | 20% | 788,200 |
| 3800-0002 | Corporate Buildings | 0.00 | 0% | 0 | 32,455.86 | 22% | 145,000 |
| 1000-0001 | ADMINISTRATION | 9,799,821.38 | 52% | 18,770,000 | 3,561,065.26 | 29% | 12,382,700 |
| 4000-0001 | WORKS AND SERVICES | | | | | | |
| 4001-0002 | Works Office and Depot | 0.00 | 0% | 0 | 81,671.90 | 3% | 3,204,400 |
| 4100-0002 | Town Street Maintenance | 0.00 | 0% | 0 | 126,781.50 | 25% | 500,000 |
| 4200-0002 | Rural Roads Maintenance | 2,059,868.00 | 102% | 2,025,400 | 548,898.08 | 55% | 1,000,000 |
| 4500-0002 | Recoverable Works | 5,235,627.64 | 26% | 20,147,000 | 2,348,134.22 | 12% | 20,137,000 |
| 4550-0002 | Plant Operations | 1,174,311.67 | 32% | 3,660,000 | 822,589.35 | 23% | 3,511,500 |
| 4600-0002 | SES - Disaster Mgmt | 0.00 | 0% | 47,400 | 24,470.59 | 17% | 141,800 |
| 4700-0002 | Cemeteries | 2,434.54 | 10% | 24,000 | 57,789.91 | 43% | 133,500 |
| 4800-0002 | Parks, Gardens and Reserves | 0.00 | 0% | 0 | 297,003.44 | 23% | 1,306,100 |
| 4860-0002 | Aquatic Centres | 0.00 | 0% | 0 | 167,478.70 | 29% | 584,100 |
| 5000-0002 | Cleansing | 188,871.38 | 49% | 387,400 | 65,000.72 | 19% | 337,100 |
| 5100-0002 | Water Supply | 489,195.81 | 50% | 976,100 | 60,321.66 | 12% | 524,000 |
| 5200-0002 | Sewerage Services | 420,921.26 | 50% | 846,600 | 101,764.30 | 27% | 372,200 |
| 4000-0001 | WORKS AND SERVICES | 9,571,230.30 | 34% | 28,113,900 | 4,701,904.37 | 15% | 31,751,700 |
| TOTAL REVENUE AND EXPENDITURE | | 19,371,051.68 | 41% | 46,883,900 | 8,262,969.63 | 19% | 44,134,400 |

Notes: 1. Total Revenue includes Financial Assistance Grant Advance of \$7,936,456 received in July 2024 that was due for receipt in June 2024.

This grant is for general purpose and revenue is recognised upon receipt.

2. Expenditure does not include depreciation on assets which will be processed after finalisation of prior year audit.

Account/Function Specific Comments for Revenue and Expenditure Summary Report

| Account | Description | Revenue | Expenditure |
|-----------|-----------------------------|--|---|
| 1000-0002 | Administration | | |
| 1100-0002 | Finance | <i>Financial Assistance Grant Advance received in July 2024 instead of June 2024</i> | |
| 1200-0002 | Oncosts | | <i>Annual insurance premiums paid in July for the financial year.</i> |
| 1300-0002 | Stores/Purchasing | | |
| 2000-0002 | Corporate Governance | | |
| 2100-0002 | Business Activities | <i>Includes lease of commercial property including Council paddocks.</i> | |
| 2150-0002 | Saleyard Operations | | |
| 2200-0002 | Tambo Sawmill & Weighbridge | | |
| 2350-0002 | Airports/Aerodromes | | |
| 2450-0002 | Tourism | | |
| 2500-0002 | Planning & Development | | |
| 2580-0002 | Economic & Community | <i>Includes capital grants - State and Commonwealth</i> | |
| 2600-0002 | Environmental | | |
| 2650-0002 | Animal Control | <i>Animal registration fee levied for full year</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 | <i>Increase in Library operating grant</i> | |
| 3570-0002 | RADF & Community Assistance | <i>RADF Grant annual allocation invoiced.</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 | <i>Financial Assistance Grant (Roads Component) Advance received in July 2024 instead of June 2024</i> | |
| 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 to 31 December 2024</i> | |
| 5100-0002 | Water Supply | | |
| 5200-0002 | Sewerage Services | | |

OFFICER REPORTS

COUNCIL MEETING DATE:

Wednesday 16 October 2024

ITEM NO:

7.1.2

SUBJECT TITLE:

Planning and Development Report

AUTHOR AND OFFICERS TITLE:

Kathy Dendle Rates Officer

AUTHORISING OFFICER:

Shalveen Dayal (Chief Financial Officer), Mike Lollback (Chief Executive Officer)

CLASSIFICATION (if Confidential)

N/A

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 receives the Planning and Development Report for September 2024.

Background

The table below provides information for the approved development applications for September 2024.

| DATE | NUMBER | DEVELOPMENT TYPE | DEVELOPMENT DETAILS | TOWN |
|------------|----------------|------------------|---|----------|
| 24/09/2024 | DA11-2024-2025 | BUILDING | 175 SHAMROCK ST – ALTERATIONS TO OFFICE, NEW LOGISTICS SHED, EXTENDED WASHBAY SLAB & SHEDS, NEW FENCING | BLACKALL |
| 18/09/2024 | DA13-2024-2025 | BUILDING | 1 ARTHUR STREET – AMENITIES BUILDING | TAMBO |
| 06/09/2024 | DA18-2024-2025 | BUILDING | 30 BEDFORD STREET – CARPORT | BLACKALL |

The planning information has been provided by Council's Town Planner.

1. DEVELOPMENT ASSESSMENT

One new development application has been lodged since the last monthly report. One application is currently under assessment and one application is in its appeal period.

1.1 An application has been made by Red Ridge (Interior Queensland) Ltd, seeking a development permit for a Material change of use for Community activities (Community use) over land at 57-61 Shamrock Street, Blackall, formally described as Lot 2 on SP142683, Lot 2 on RP616262, Lot 2 on RP607008, Lot 1 on RP607613 and Lot 1 on RP602469.

The proposed development is for the Blackall Cultural Precinct which is a new a cultural centre set in a garden and includes an external Museum which is experienced through the garden.

The application will require referral to the State Assessment and Referral Agency as the site adjoins a State-controlled road.

| | | |
|-----|-------------------------------|--|
| 1.1 | Council reference: | DA14-2024-2025 |
| | Application: | Development Permit for a Material Change of Use for Community activities (Community use) |
| | Street address: | 53, 57-61 and 63-67 Shamrock Street, Blackall |
| | Property description: | Lot 2 on SP142683, Lot 2 on RP616262, Lot 2 on RP607008, Lot 1 on RP607613 and Lot 1 on RP602469 |
| | Day application was made: | 08 October 2024 |
| | Category of assessment: | Code |
| | Public notification required: | No |
| | Applicant: | Red Ridge (Interior Queensland) Ltd |
| | Approved: | 21 August 2024 |
| | Status: | Confirmation stage |

1.2 The following application was approved at the September General meeting with the decision notice issued to the applicant soon thereafter. The applicant has a 20 business day Appeal Period within which they can file an appeal. At this stage, there has been no indication that the applicant will pursue this course. The Appeal Period for the application is expected to finish around 24 October 2024.

| | | |
|-----|-------------------------------|--|
| 1.2 | Council reference: | DA08-2024-2025 |
| | Application: | Development Permit for a Material Change of Use for a Service station |
| | Street address: | 10 Davidson Road, Tambo |
| | Property description: | Lot 8 and 9 on SP148104 |
| | Day application was made: | 15 August 2024 |
| | Category of assessment: | Code assessment |
| | Public notification required: | No |
| | Applicant: | Woodham Petroleum Services Pty Ltd C/ Urban Planet Town Planning Consultants |
| | Approved: | 18 September 2024 |
| | Status: | Appeal period |

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 |
| 13/09/24 | Land owner | <u>Proposal</u> | Closed |

| | | | |
|----------|---------------------|--|--------|
| | | <ul style="list-style-type: none"> Request regarding extensions to an existing Tourist Park. <p><u>Planning details</u></p> <ul style="list-style-type: none"> The site is in the Commercial precinct of the Township zone. <p><u>Advice</u></p> <ul style="list-style-type: none"> The use will be defined as a Tourist park and will be considered a Material change of use The site adjoins a State-controlled road and the application will be required to be referred to the State Assessment and Referral Agency (SARA) SARA has their own assessment criteria and assessment fee and will be looking at any impacts on the State-controlled road network A Tourist park is subject to Impact assessment in the Commercial precinct of the Township zone Impact assessment means a development application is required to be lodged with Council for assessment Impact assessment is the highest level of assessment, however the use would be generally supportable as it's an extension to an existing use Impact assessment is subject to public notification and third-party appeal rights. | |
| 13/09/24 | Potential purchaser | <p><u>Proposal</u></p> <ul style="list-style-type: none"> Request regarding the establishment of a tiny home. <p><u>Planning details</u></p> <ul style="list-style-type: none"> The site is in the Township zone The site is partially affected by flooding. <p><u>Advice</u></p> <ul style="list-style-type: none"> A tiny home is defined as a Dwelling house Provided the tiny home is below 8.5m in height and is sited outside the flood hazard area it will be accepted development and not require a development approval Building and plumbing approvals will still be required. | Closed |

| | | | |
|----------|---------------------|---|--------|
| 23/09/24 | Potential purchaser | <p><u>Proposal</u></p> <ul style="list-style-type: none"> Request regarding establishing a food business and short-term accommodation. <p><u>Planning details</u></p> <ul style="list-style-type: none"> The site is in the Commercial precinct of the Township zone The site adjoins a State-controlled road The site is vacant. <p><u>Advice</u></p> <ul style="list-style-type: none"> As the site is vacant, any new use will be considered a Material change of use The food business will be defined as a Food and drink outlet and is a supportable use Short-term accommodation (up to 6 guests) would be considered a suitable use Both uses could be located on the same site A Food and drink outlet and Short-term accommodation (up to 6 guests) is Code assessable Code assessable means a development application is required to be lodged with Council The application will also need to be referred to the State Assessment and Referral Agency (SARA) for assessment SARA have their own fee and assessment criteria. | Closed |
| 02/10/24 | Potential purchaser | <p><u>Proposal</u></p> <ul style="list-style-type: none"> Request regarding the establishment of a tiny home. <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"> A tiny home is defined as a Dwelling house Provided the tiny home is below 8.5m in height it will be accepted development and not require a development approval Building and plumbing approvals will still be required. | Closed |

| 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 \(internal/external\)](#)

Chief Executive Officer

Chief Financial Officer

Town Planners

[Policy Implications](#)

Nil

[Budget and Resource Implications](#)

Nil

OFFICER REPORTS

COUNCIL MEETING DATE: Wednesday 16 October 2024
ITEM NO: 7.1.3
SUBJECT TITLE: **Application to Connect, Town Water - 'Elsewhere' Landsborough Highway Tambo**
AUTHOR AND OFFICERS TITLE: Kathy Dendle Rates Officer
AUTHORISING OFFICER: Shalveen Dayal (Chief Financial Officer)
CLASSIFICATION (if Confidential) N/A

Summary:

The owners of “Elsewhere,” Landsborough Highway, Tambo have requested Council approval for the property to be connected to the Tambo town water supply. The relevant property is outside of the defined water area shown in Appendix E of Council’s Revenue Statement.

Officer’s Recommendation:

That Council decline the request to connect “Elsewhere,” Landsborough Highway to the Tambo town water supply as the property is outside the defined water area, Council has a legislative requirement to ensure that users within the defined water area receive an adequate service.

Background

The owners of “Elsewhere” Landsborough Highway Tambo have requested Council approval for the property to be connected to the Tambo town water supply. The relevant property is outside of the defined water area shown in Appendix E of Council’s Revenue Statement.

The address is vacant land, and Council does not hold applications for the construction of a dwelling on the property. The water would not be used for domestic purposes as there are no dwellings on the property.

Council has a legislative responsibility to ensure users within the defined water area are receiving an adequate service. There is currently a strain to provide adequate water pressure during the warmer months and additional connections would increase the impact on infrastructure and reduce pressure to existing customers.

Council needs to consider the following facts:

1. The property is outside the defined water area; therefore, Council is under no obligation to provide water.
2. Council has a legislative requirement to ensure that users within the defined water area receive an adequate service. Additional connections would most likely affect the level of service to current users.
3. The water would not currently be used for domestic purposes as there are no dwellings on the property.

Having regard to the facts stated above, Council is not obliged to provide water at the property. Council officers recommend that the request to approve the connection of the property to the Tambo town water supply be declined.



[Link to Corporate Plan](#)

Infrastructure

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

[Consultation \(internal/external\)](#)

Chief Executive Officer
Chief Financial Officer

[Policy Implications](#)

Nil

[Budget and Resource Implications](#)

Nil

[Attachments](#)

Nil

OFFICER REPORTS

COUNCIL MEETING DATE: Wednesday 16 October 2024
ITEM NO: 7.1.4
SUBJECT TITLE: Operational Plan Review
AUTHOR AND OFFICERS TITLE: Andrea Saunders Group Manager Customer & Council Support
AUTHORISING OFFICER: Shalveen Dayal (Chief Financial Officer)
CLASSIFICATION (if Confidential) N/A

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 receives the 2024-2025 Operational Plan review for 30 September 2024.

Background

Council adopted its 2024-2025 Annual Operational Plan on 19 June 2024. The Operational Plan provides a plan on how and what Council will do during the financial year to achieve goals set by Council including long-term community projects and service levels.

Section 174 (3) of the *Local Government Regulation 2012* state 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.

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 2024-2025 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 responsibly and sustainably.

Consultation (internal/external)

Chief Executive Officer

Chief Financial Officer

Chief Operations Officer

Policy Implications

Complies with *Local Government Regulation 2012*

Budget and Resource Implications

Nil

Attachments

1. Operational Plan Review September 2024 [7.1.4.1 - 7 pages]

Risk Assessment

| Risk Category | Risk Tolerance | Summary of Risks Involved | Risk Rating |
|--------------------|----------------|---|-------------|
| Financial | Low | Nil | Low |
| Legal & Regulatory | Low | Complies with <i>Local Government Regulation 2012</i> | Low |
| People | Low | Nil | Low |
| Operational | Low | Measuring performance against budget and monitoring. | Low |
| Environmental | Low | Nil | Low |
| Strategic | Low | Sharing information beneficial to key stakeholders. | Low |
| Ethical | Low | Nil | Low |
| Reputation | Low | Nil | Low |
| Leadership | Low | Nil | Low |

Blackall-Tambo Regional Council

Operational Plan 2024/2025

| | Responsible Officer | Operational Plan Action for current year (outputs) | Duration | Performance Measures | Capital Costs | Funding Source |
|--|---------------------|--|-----------|--|-------------------------------------|------------------|
| [Responsible Officers: CEO - Chief Executive Officer, COO - Chief Operations Officer, DOP - Director Organisational Performance, DLC - Director Lifestyle & Community] | | | | | | |
| Arts & Culture | | | | | | |
| Blackall Library | DLC | Appropriate training given to staff so they are competent in all aspects of library administration. | 2024/2025 | Visitors to the library increase and there is positive feedback from the public | Ongoing | Council |
| Tambo Library | DLC | Appropriate training given to staff so they are competent in all aspects of library administration. | 2024/2025 | Visitors to the library increase and there is positive feedback from the public. | Ongoing | Council |
| Aerodromes | | | | | | |
| Blackall Airport | COO | To maintain the airport to a high standard while considering new processes that reduce losses to Council. | 2024/2025 | Regular programs implemented to maintain the highest safety and security standards. Comply with audit recommendations. | \$67,000 Maintenance | Council |
| Blackall Airport | COO | Cracks to be fixed in the concrete and line making carried out. | 2024/2025 | Meets all regulatory requirements | \$75,000 | Council |
| Tambo Airport | COO | Line marking to be carried out \$25,000 and survey of surrounding area to be undertaken \$25,000 | 2024/2025 | Meets all regulatory requirements | \$50,000 | Council |
| Tambo Airport | COO | Expansion of the RFDS to Tambo | 2024/2025 | To meet all current regulatory standards | \$20,000 Maintenance | Council |
| Arrange emergency services training needs where necessary. | CEO | Funds available for continued training of SES Officers and maintenance of equipment. | 2024/2025 | Local Controllers to maintain SES membership and provide training in line with LG and EMQ requirements | Ongoing | Council and QFES |
| Blackall-Tambo Disaster Management Plan | CEO | Working group formed to review the plan and approve amendments annually. | 2024/2025 | Group meetings continually reviewing and adjusting plans as required. | Ongoing | Council |
| Aged and Disability Services | | | | | | |
| Community Development Program | DLC | The program is funded by the department for community support activities. | 2024/2025 | Monitored through the successful interventions offered to the community. | \$279,800 | State |
| Western Queensland Primary Health Network (WQPHN) | DLC | This program covers allied health \$75,000, healthy ageing \$55,000, healthy promotion \$24,200. Council contributes and additional \$25,800 to healthy promotion. WQPHN additionally funds the podiatrist direct. | 2024/2025 | Comply with all regulations | WQPHN \$154,200 Council \$25,800 | Federal |

Blackall-Tambo Regional Council

Operational Plan 2024/2025

| | Responsible Officer | Operational Plan Action for current year (outputs) | Duration | Performance Measures | Capital Costs | Funding Source |
|--|---------------------|--|----------|----------------------|---------------|----------------|
| [Responsible Officers: CEO - Chief Executive Officer, COO - Chief Operations Officer, DOP - Director Organisational Performance, DLC - Director Lifestyle & Community] | | | | | | |

| | | | | | | |
|--------------------|-----|--------------------------|-----------|---|----------|---------|
| Business | | | | | | |
| Blackall Saleyards | COO | Built in Hay Feeders | 2024-2025 | Meets all WHS and regulatory requirements | \$50,000 | Council |
| Blackall Saleyards | COO | One Loading Ramp Catwalk | 2024-2025 | Meets all WHS and regulatory requirements | \$90,000 | Council |

| | | | | | | |
|-----------------------------------|-----|---|-----------|--|----------|---------|
| Cemeteries & Memorials | | | | | | |
| Tambo Cemetery | DLS | Maintain cemeteries in a manner expected by the public. | 2024/2025 | Positive feedback from community on the appearance and condition of cemetery's. Upgrade of the Tambo Cemetery is underway. | \$12,000 | Council |
| Blackall Cemetery | DLS | Maintain cemeteries in a manner expected by the public. | 2024/2025 | Positive feedback from community on the appearance and condition of cemetery's. | \$30,000 | Council |

| | | | | | | |
|---|-----|--|-----------|---|-----------|-----------|
| Council Buildings/Facilities | | | | | | |
| Aged Housing | DOP | Maintain the facilities and provide the best possible standard of accommodation. | 2024/2025 | Maintenance undertaken in a timely fashion with safety aspects addressed. Tenant satisfaction received periodically with regards to condition of housing. | Ongoing | Council |
| Council housing - staff housing | DOP | 19 Arthur Street, 90 & 97 Thistle Street. Internal repair and paint. | 2024/2025 | Bringing properties back up to a good standard | \$50,000 | Council |
| Cultural Centre - stump repairs | DOP | The level of the building is becoming uneven | 2024-2025 | Meets all regulatory and WHS requirements | \$60,000 | Council |
| Cultural Centre - repairs | DOP | Macrosphere to continue improvements | 2024-2027 | Meets all regulatory and WHS requirements | \$240,000 | W4Q 24-27 |
| Tambo Administration Building | DOP | External repairs and paint | 2024-2027 | Meets all regulatory and WHS requirements | \$300,000 | W4Q 24-27 |
| Tambo Shire Hall | DOP | Replace floor timber where necessary and sand | 2024/2025 | Meets all regulatory and WHS requirements | \$20,000 | Council |
| Shade Structures for TMPC, Tambo Hall, Blackall Carpark | DOP | Shade structures so these areas can be used by staff and visitors. | 2024/2025 | Shade provision, weather protection and extend lifespan of the parking surface. | \$150,000 | Council |

Blackall-Tambo Regional Council
Operational Plan 2024/2025

| | Responsible Officer | Operational Plan Action for current year (outputs) | Duration | Performance Measures | Capital Costs | Funding Source |
|--|---------------------|--|----------|----------------------|---------------|----------------|
|--|---------------------|--|----------|----------------------|---------------|----------------|

[Responsible Officers: CEO - Chief Executive Officer, COO - Chief Operations Officer, DOP - Director Organisational Performance, DLC - Director Lifestyle & Community]

| | | | | | | |
|---|-----|---|-----------|--|-----------|---|
| Communications | | | | | | |
| NCOM - Checking Transmitting Towers | DOP | Allocation to commence a five year maintenance contract with N-COM | 2024/2025 | Objective is to keep all towers functional | \$30,000 | Council |
| Rosclare Tower | DOP | Funding for purchase of tower and installation. | 2024/2025 | Meets all regulatory requirements | \$75,000 | Council |
| Tambo TMPC LED sign | DOP | Purchase and installation | 2024/2025 | Meets all regulatory requirements | \$24,000 | Council |
| Tambo TV Transmitters | DOP | As required to keep the systems operational | 2024/2025 | All required repairs and upgrades to be completed in a timely manner | \$20,000 | Council |
| | | | | | | |
| Plant and Equipment | | | | | | |
| Plant replacement program | COO | Annual review of Council's plant and machinery purchases. | 2024/2025 | Purchases and sales budgeted for and consistent with Council's adopted purchasing policy. | \$828,500 | Council |
| Two Generators on trailers for Tambo | COO | Not enough power to run all appliances at community events | 2024-2027 | To meet all current regulatory standards. | \$40,000 | W4Q 2024-2027 |
| Avgas Aviation Tank Repairs - Blackall Airport | COO | Upgrade of avgas aviation tanks | 2024/2025 | To meet all current regulatory standards. | \$70,000 | Council |
| | | | | | | |
| Public Health | | | | | | |
| Blackall Asbestos Pit Fencing | EHO | Pit dug requires to be securely fenced | 2024/2025 | To meet all current regulatory standards and address all WHS issues. | \$70,000 | LRCI Phase 4 \$40,000 Council \$30,000 |
| High standards of public health and safety are maintained in the Region | EHO | EHO employed for RAPAD Shires. EHO to conduct annual inspections for health related compliance as necessary | 2024/2025 | EHO to have undertaken all required inspections as per established program with reports provided to Council where appropriate. | Ongoing | Council |
| | EHO | EHO to be available to provide expertise on environmental health matters through the year or on an as required basis. | 2024/2025 | Reports to DOP to address environmental health matters with the type and level of information provided and / or action taken. | Ongoing | Council |
| Water supply quality monitored and maintained to Australian standards | EHO | Undertake water sampling to ensure water supplies are maintained for safe domestic use. | 2024/2025 | Samples undertaken as required and action taken immediately if sample indicates non conformance to Qld Health requirements. | Ongoing | Council |

Blackall-Tambo Regional Council

Operational Plan 2024/2025

| | Responsible Officer | Operational Plan Action for current year (outputs) | Duration | Performance Measures | Capital Costs | Funding Source |
|--|---------------------|--|----------|----------------------|---------------|----------------|
| [Responsible Officers: CEO - Chief Executive Officer, COO - Chief Operations Officer, DOP - Director Organisational Performance, DLC - Director Lifestyle & Community] | | | | | | |

| | | | | | | |
|--|-----|--|-----------|--|-----------|---------|
| Public Conveniences | | | | | | |
| Public Conveniences maintained to community expectations | DOP | Continued maintenance and renewal of facilities to ensure a safe standard is maintained for public access. | 2024/2025 | Condition of public conveniences meeting health and safety standards at all times. | Ongoing | Council |
| Recreational Activities | | | | | | |
| Tambo Courthouse (Formerly library and VIC) | COO | Redesign the inside of the building into a mock up courtroom using photos and articles from various archives in Qld. | 2024/2025 | Meets all regulatory and WHS requirements | \$100,000 | Council |
| Tambo Scrubby Bend | COO | Construct shed | 2024/2025 | Meets all regulatory and WHS requirements | \$20,000 | Council |
| Blackall Rodeo and Campdraft | COO | Balance of project - two tanks and troughs, Disability ramp, reduce slope to shed.. | 2024/2025 | Meets all regulatory and WHS requirements | \$96,000 | Council |
| Blackall Showgrounds Oval | COO | Replace faulty lights with LEDs. | 2024/2025 | Meets all regulatory and WHS requirements | \$30,000 | Council |
| Blackall Showgrounds Sound System | COO | Upgrade of PA and Sound System | 2024/2025 | Meets all regulatory requirements | \$103,293 | Council |
| Blackall Pool Lift | COO | Purchase and install | 2024/2025 | Meets all regulatory and WHS requirements | \$20,000 | Council |
| Tambo Netball Court | COO | Estimate of council contribution if grant successful | 2024/2025 | Meets all regulatory and WHS requirements | \$50,000 | Council |
| Tambo Pool Heating | COO | Install a heating system so the pool can have greater use in cooler months. | 2024/2025 | Meets all regulatory requirements | \$100,000 | Council |

Blackall-Tambo Regional Council

Operational Plan 2024/2025

| | Responsible Officer | Operational Plan Action for current year (outputs) | Duration | Performance Measures | Capital Costs | Funding Source |
|--|---------------------|---|-----------|---|---------------|---|
| [Responsible Officers: CEO - Chief Executive Officer, COO - Chief Operations Officer, DOP - Director Organisational Performance, DLC - Director Lifestyle & Community] | | | | | | |
| Roads, Footpaths & Pavements | | | | | | |
| Shamrock Street | COO | Shamrock Street Beautification - second stage | 2024/2025 | To meet all current regulatory standards. | \$ 100,000 | LRCI Phase 4 |
| Dahlia and Larkspur Streets | COO | Stormwater Drainage | 2024-2027 | To meet all current regulatory standards. | \$ 520,000 | W4Q 2024-2027 |
| Landsborough Highway | COO | Tambo-Blackall rehabilitate pavement | 2024/2025 | To meet all current regulatory standards. | \$ 4,121,400 | TMR |
| Landsborough Highway | COO | Aug-Tambo reconstruction works NDR | 2024/2026 | To meet all current regulatory standards. | \$ 394,600 | TMR |
| Tumbar and Neverfail Roads | COO | Floodway's and re-sheeting | 2024/2025 | To meet all current regulatory standards. | \$ 400,000 | TIDS \$200,000 Council \$200,000 |
| Rest areas | COO | To be confirmed | 2024/2025 | To meet all current regulatory standards. | \$ 100,000 | TMR |
| St Andrews Street - Footpath from Thistle Street to Shamrock Street (East) access to St Joey's school. | COO | Kerb, Channel and Footpath | 2024-2027 | To meet all current regulatory standards. | \$ 200,000 | W4Q 2024-2027 |
| QRA Betterment Program | COO | BE4 Stabilise Pavement install new RCBC | 2024/2025 | To meet all current regulatory standards. | \$ 671,000 | QRA \$597,200 Council \$73,800 |
| QRA Flood Damage | COO | Flood damage to be completed by | 2024/2025 | To meet all current regulatory standards. | \$12,500,000 | QRA |
| Roads to Recovery | COO | Five year plan 2024 - 2029 | 2024/2029 | To meet all current regulatory standards. | \$7,113,500 | R2R |
| LRCI Phase4 Part B Road Reseals | COO | Specific parts - Repair and reseal | 2024/2025 | To meet all current regulatory standards. | \$ 774,700 | LRCI Phase 4 \$466,300 Council \$308,300 |
| Ravensbourne Road | COO | Repair and reseal | 2024/2025 | To meet all current regulatory standards. | \$ 270,000 | LRCI Phase 4 \$160,000 Council \$110,000 |
| Tambo Edward Street | COO | Drainage - stormwater protection | 2024-2027 | To meet all current regulatory standards. | \$ 100,000 | W4Q 2024-2027 |
| Tambo - Footpaths, Kerb and Channelling | COO | As required | 2024-2027 | To meet all current regulatory standards. | \$ 100,000 | W4Q 2024-2027 |
| RMPC Maintenance Contracts | COO | Routine maintenance | 2024/2025 | To meet all current regulatory standards. | \$ 2,931,000 | TMR |
| Rural Roads (maintenance) | COO | Council rural road maintenance program for 2024/2025 | 2024/2025 | Schedule undertaken and roads maintained within budget limitations. | \$ 1,000,000 | Council |
| Town streets (maintenance) | COO | Council road / town maintenance program for 2023/2024 | 2024/2025 | Schedule undertaken and roads maintained within budget limitations. | \$ 500,000 | Council |

Blackall-Tambo Regional Council

Operational Plan 2024/2025

| | Responsible Officer | Operational Plan Action for current year (outputs) | Duration | Performance Measures | Capital Costs | Funding Source |
|--|---------------------|--|-----------|--|---------------|----------------------|
| [Responsible Officers: CEO - Chief Executive Officer, COO - Chief Operations Officer, DOP - Director Organisational Performance, DLC - Director Lifestyle & Community] | | | | | | |
| Sewerage | | | | | | |
| Capital improvements | COO | As required | 2024/2025 | To meet all current regulatory standards. | \$100,000 | Council |
| IMHOFF Tank and Clarifier | COO | LGGSP funding application unsuccessful | 2025-2028 | To meet all current regulatory standards. | \$4,500,000 | LGGSP (unsuccessful) |
| Stock Routes / Pest Management | | | | | | |
| Central West Regional Biosecurity Plan | DOP | The Central West Biosecurity Plan outlines the strategies to be followed and implemented by the seven councils in this area. | 2024/2025 | The report lists the performance indicators which are reported to Council by the Ranger Coordinator. | Ongoing | Council |
| Stock Routes - Capital Program | DOP | Install a solar operated bore at Yalleroi | 2024/2025 | To meet all current regulatory standards. | \$60,000 | DNR |
| Tourism | | | | | | |
| Blackall Visitor Information Centre | DLC | 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. | 2024/2025 | Appropriate training made available through workshops and training sessions with other VICs in the region. | Ongoing | Council |
| Collective approach to tourism | DLC | Work co-operatively with regional tourism groups and government agencies. | 2024/2025 | Arrange and attend workshops with external organisations and apply for relevant grants. | Ongoing | Council |

Blackall-Tambo Regional Council

Operational Plan 2024/2025

| | Responsible Officer | Operational Plan Action for current year (outputs) | Duration | Performance Measures | Capital Costs | Funding Source |
|--|---------------------|--|----------|----------------------|---------------|----------------|
|--|---------------------|--|----------|----------------------|---------------|----------------|

[Responsible Officers: CEO - Chief Executive Officer, COO - Chief Operations Officer, DOP - Director Organisational Performance, DLC - Director Lifestyle & Community]

Tourism

| | | | | | | |
|------------------------|-----|---|-----------|--|-------------|---------|
| Blackall Precinct | CEO | Contribution to the project and cost of plans for grant application | 2024/2025 | On completion the facility will be transferred to Council | \$3,000,000 | Council |
| Tambo Truck Museum BOR | DLC | To support the preservation of the history of the trucking industry in Tambo and to provide an additional attraction for tourists and locals. | 2024/2025 | Building structure complete, two trucks installed inside the building, history of the trucking industry in Tambo being put together for museum exhibits. | \$15,000 | Council |

Town Halls

| | | | | | | |
|--|-----|---|-----------|--|---------|---------|
| Maintain and upgrade to community expectations | DOP | Continued maintenance and renewal of facilities to ensure WHS standards are maintained for public access. | 2024/2025 | Repairs and maintenance undertaken in a timely fashion with safety standards being met as required. Positive feedback from the public. | Ongoing | Council |
|--|-----|---|-----------|--|---------|---------|

Waste Management

| | | | | | | |
|--|-----|--|-----------|--|--------------|---------|
| Maintain high quality of service to the public | DOP | Council to ensure collection and disposal of refuse in the region is efficient and cost effective. | 2024/2025 | Maintenance budget for the upgrade of the Blackall Tip | \$ 60,000.00 | Council |
|--|-----|--|-----------|--|--------------|---------|

Water Reticulation

| | | | | | | |
|----------------------|-----|--|-----------|--|-----------|---------|
| Capital improvements | COO | Provide for upgrade of existing infrastructure - replacement of water mains, valves and service connections. Water saving initiatives. | 2024/2025 | To meet all current regulatory standards and address all WHS issues. | \$100,000 | Council |
|----------------------|-----|--|-----------|--|-----------|---------|

Work Health and Safety

| | | | | | | |
|--|-----|---|-----------|---|-----------|---------|
| Develop a system of WHS that is appropriate for BTRC | DOP | 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. | 2024/2025 | Council has retained its TMR Certification and continues to strengthen the system of WHS so it is a safe place for employees. | \$220,000 | Council |
| WHS Staff Training | DOP | Training and retraining of staff so they are proficient in all activities of LG which will reduce the risk of harm to employees. | 2024/2025 | All tickets, certificates recorded in WHS records and expiry dates noted. | \$80,000 | Council |

OFFICER REPORTS

COUNCIL MEETING DATE

Wednesday 16 October 2024

ITEM NO:

7.1.5

SUBJECT TITLE:

**Internal Audit and Risk Management Committee
Minutes of Meeting**

AUTHOR AND OFFICERS TITLE:

Chloe Barnfield Finance Officer

AUTHORISING OFFICER:

Andrea Saunders (Group Manager Customer &
Council Support), Shalveen Dayal (Chief Financial
Officer)

CLASSIFICATION (if Confidential)

N/A

Summary:

The Internal Audit and Risk Management Committee meeting was held on 13 September 2024. In this meeting, the committee recommended to Council that expressions of interest are sought additional independent member/s.

Officer's Recommendation:

That Council receive the minutes of the Internal Audit and Risk Management Committee's meeting 13 September 2024 and endorse the Internal Audit and Risk Management Committee's recommendation to seek expressions of interest for additional independent member/s.

Background

The role of the Audit and Risk Management Committee is to provide independent assurance and assistance to the Council on the risk, control and compliance frameworks and the Council's external accountability responsibilities as prescribed in the *Local Government Act 2009* and its Regulations.

A meeting of the Internal Audit and Risk Management Committee was held on 13 September 2024. In this meeting, the committee:

- Resolved to receive a three-year Internal Audit Plan (2023-2026)
- Resolved to receive and accept the Internal Audit Report recommendations with amendments
- Received the 2024 External Audit Plan, the 2024 Interim Audit Report and the QAO's briefing report for 2024
- Discussed the benefits of additional independent member/s to expand on the skills and experience of the committee and made recommendation to Council regarding the calling of expressions of interest.

Link to Corporate Plan

Governance

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

Consultation (internal/external)

Chief Executive Officer

Chief Financial Officer

Internal Audit and Risk Management Committee

Policy Implications

Stat 8: Internal Audit Policy

Budget and Resource Implications

Additional independent audit committee member fees will be covered under the operational budget. The fee covers preparation and meeting attendance time.

Risk Management Assessment

| Risk Category | Risk Tolerance | Summary of Risks Involved | Risk Rating |
|--------------------|----------------|--|-------------|
| Financial | Low | Nil | Low |
| Legal & Regulatory | Low | Nil | Low |
| People | Low | Nil | Low |
| Operational | Medium | Additional independent member/s to expand on the skills and experience of the committee. | Low |
| Environmental | Medium | Nil | Low |
| Strategic | Medium | Nil | Low |
| Ethical | Low | Nil | Low |
| Reputation | Low | Nil | Low |
| Leadership | Low | Nil | Low |

Proposed Risk Treatment

Council will call for expressions of interest and put a resolution forward detailing best suited candidate/s for appointment after confirmation of skills and experience relevant to the role of independent audit and risk committee member.

Attachments

1. Internal audit and risk management committee minutes 13 September 2024 [7.1.5.1 - 4 pages]



**Blackall-Tambo Regional Council
Minutes of the Internal Audit and Risk Management Committee
Meeting commencing 9am 13 September 2024
at the Blackall Boardroom**

Present:

Cr Boyd Johnstone (Committee Chairman)
Ms Megan Prow (Committee Member)
Cr Peter Skewes (Committee Member)
Mr Craig Philp and Ms Karen Dang (External Auditor - Grant Thornton)
Ms Rachel Stevens (Queensland Audit Office)
Ms Alison Lamb (Director of Organisational Performance - BTRC)
Mr Shalveen Dayal (Chief Financial Officer - BTRC)
Mr Tony Walsh (Internal Auditor - Walsh Accounting)

Agenda items:

1. Welcome

The Chairman opened the meeting at 9.00am.

2. Attendance/Apologies

Nil.

3. Receipt and approval of the 1 March 2024

Recommendation: That the minutes of the Internal Audit Committee Meeting from 1 March 2024 be approved.

Approved 2/3

Moved: Ms Megan Prow

Seconded: Cr Boyd Johnstone

4. Business arising out of the minutes.

There was no business arising out of the minutes.

5. Audit Plan

The Three-year Internal Audit Plan (2023-2026) was presented by the Internal Auditor (Tony Walsh of Walsh Accounting). The proposed remaining projects as presented by the Internal Auditor in that Plan were:

“ ...

*Project 3 – IT Systems (including records);
Project 4 – Budgeting and Financial Reporting;
Project 5 – Asset Management Planning and Depot/Workshop Operations
Project 6 – Project Management”*

The Committee resolved to receive the Three Year Internal Audit Plan (2023-2026) with the following reprioritisation of the projects; namely:

Project 3 - Review and update of action status on previous internal audit recommendations;

Project 4 – Asset Management Planning and Project Management;
 Project 5 – IT Systems (including records);
 Project 6 – Budgeting and Financial Reporting; and
 Project 7 – Depot/Workshop Operations.

Recommendation: That the Three Year Internal Audit Plan (2023-2026) be revised to update the project list as recommended by the Committee above and the amended plan be tabled for approval at the next committee meeting.

Approved 3/3

Moved: Cr Boyd Johnstone

Seconded: Ms Megan Prow

6. Internal Auditor's Report on Recoverable Works, Job Costing, Risk Management and Fraud Controls.

The Recoverable Works and Job Costing Report was presented by the Internal Auditor.

The recommendations of the Internal Auditor in that report were:

" ...

1. *That Council establish a procedure for reconciliation of significant recoverable works including maintaining a reconciliation file for each significant project.*
2. *There be a regular review of project reconciliations with Works and Finance Departments to ensure currency and accuracy of costing and claims, and unexpended grant balances.*
3. *Files relating to significant projects and recoverable works be maintained on the corporate records system for each for tracing and verification.*
4. *That Council transition the processing and administration of QRA flood damage claims from existing external contractor to Council as soon as practical, and ensure all associated workpapers are retained as a Council record. This will require consideration of resourcing within the Directorate of Works & Services to manage this process.*
5. *That Council review the plant hire rates for accuracy and completeness in the 2024-25 year.*
6. *That Council review and update all risk management documents and fraud control documents as soon as practical.*
7. *That Council implement a structured training for all staff (with specialist training for line managers), to improve awareness of staff responsibilities for fraud risk management and dealing with unethical conduct.*
8. *That Council review its risk environment in concert with the findings of the JLT in the Public Sector Risk Report to assess overall maturity of the risk profile"*

Recommendation:

That the Committee resolved to receive and accept the Internal Audit Report recommendations save as for the following amendments:

1. That Council establish a procedure for reconciliation of significant recoverable works including maintaining a reconciliation file for each significant project.
2. There be a regular review of project reconciliations with Works and Finance Departments to ensure currency and accuracy of costing and claims, and unexpended grant balances.
3. Files relating to significant projects and recoverable works be maintained on the corporate records system for each for tracing and verification.
4. That Council transition the processing and administration of QRA flood damage claims from existing external contractor to Council as soon as practical, and ensure all associated workpapers are retained as a Council record. This will require consideration of resourcing within the Directorate of Works & Services to manage this process.
5. That Council review the plant hire rates for accuracy and completeness in the **2025-26** year.
6. That Council review and update all risk management documents and fraud control documents as soon as practical.
- 7.** That Council implement a structured training for all staff (with specialist training for line managers), to improve awareness of staff responsibilities for fraud risk management, dealing with unethical

conduct, **guidelines around acceptable communication, and working within the amended Council organisational structure and the framework of the Local Government Act 2009 (Qld).**

8. That Council review its risk environment in concert with the findings of the JLT in the Public Sector Risk Report to assess overall maturity of the risk profile.

Approved 3/3

Moved: Cr Peter Skewes

Seconded: Ms Megan Prow

7. External Audit Plan 2024 and Interim External Audit Report 2024

The 2024 External Audit Plan and the 2024 Interim Audit Report was presented by the External Auditor, Grant Thornton

Recommendation: *That the Committee receive the 2024 External Audit Plan and the 2024 Interim Audit Report.*

Approved 3/3

Moved: Cr Boyd Johnstone

Seconded: Ms Megan Prow

8. The QAO's briefing report 2024.

The QAO's briefing report for 2024 was presented by the QAO's Representative.

Recommendation: *That the Committee receive the QAO's briefing report for 2024.*

Approved

Moved: Cr Boyd Johnstone

Seconded: Ms Megan Prow

9. Draft Annual Financial Statements for 2023-24

The draft Annual Financial Statements for 2023-24 were presented by the Chief Financial Officer.

Approved

Moved: Cr Boyd Johnstone

Seconded: Cr Peter Skewes

10. Other Business

10a. – Appointment of Additional Independent Committee Members

The Audit & Risk Committee discussed the benefits of additional independent member/s to expand on the skills and experience of the committee.

Recommendation: that the Committee recommends to the Blackall Tambo Regional Council to seek expressions of interest for additional independent member/s. Noting that the audit charter is to be referred to for selection process, appointment and term of office.

Approved 3/3

Moved: Cr Peter Skewes

Seconded: Cr Boyd Johnstone

10b. – External Auditor Recommendation

After discussion with the External Auditor it is clear that Council does not keep a register of existing or outstanding Internal Audit Report recommendations which is recommended by the External Auditor.

Recommendation: that Council institute a register of all Internal Audit Report recommendations. The Committee suggest that the said register include:

1. Status (a timeline that allows for tracking of recommendation and follow-up);
2. Comment from management and/or the responsible officer;
3. Action date.

11. The meeting closed at 10.20am.

Cr. Boyd Johnstone
CHAIRMAN

OFFICER REPORTS

| | |
|----------------------------------|--|
| COUNCIL MEETING DATE: | Wednesday 16 October 2024 |
| ITEM NO: | 7.2.1 |
| SUBJECT TITLE: | Chief Operations Officer's Report |
| AUTHOR AND OFFICERS TITLE: | Naomi Gruber, Engineering Assistant |
| AUTHORISING OFFICER: | Ajay Agwan (Chief Operations Officer) |
| CLASSIFICATION (if Confidential) | N/A |

Summary:

The Chief of Operations report for September 2024 is presented to Council.

Officer's Recommendation:

That Council receive the Chief Operations Officer's report for September 2024.

Background

Projects

TMR Projects

CN 22216 Blackall Tambo Landsborough Highway

Project Budget: \$4,540,992.

Project Scope: Holding treatment. Rehabilitation to 8 and 9m seals

Current Status: Whole project is divided in three Sites. On Site 2 and Site 3 second coat seal planned in October second week. Site 3 three km road widened and sealed out of total 6 km.

General RMPC (Road Maintenance Performance Contract) FY 24-25

Project Budget: \$2,323,174. (GST exclusive)

Project Scope: Conditional agreement has been signed for 24-25 maintenance as required of the National Highway and State-Controlled Network within the Blackall-Tambo Regional Council boundary.

Current Status: Further maintenance works are being planned.

TIDS Project

Ward Road Pave and Seal 23-24

Project Budget: \$600,000 (GST exclusive)

Project Scope: 4 metre double/double seal on 6m pavement from Chainage 58.56km to 63.56km

Current Status: Completed before 30th June 2024.

Tumbar Road Re sheeting 24-25

Project Budget: \$400,000 (GST exclusive)

Project Scope: 150 mm gravel re sheeting 16.81Km to 24.34 Km

Current Status: yet to Commence.

W4Q21-24 Funding

Charles and Queen Elizabeth Street

Project Budget: \$150,000 (GST exclusive). W4Q funding.

Project Scope: Upgrade of gravel road to bitumen

Current Status: Completed before 30th June 2024 and within budget.

Tambo Town Sewer Upgrade

Project Budget: \$468,000 (GST exclusive). W4Q funding.

Project Scope: Upgrade of sewer on Charles and Garden Street including pump station.

Current Status: Completed before 30th June 2024 and within budget. Underground power connection by Ergon to be complete

RRUP

Langlo Road Re sheeting

Project Budget: \$600,000 (GST exclusive) RRUP funding

Project Scope: 150mm Gravel Resheet from Chainage 68.7km to 78.7km (Start at Mt Edinburgh Turnoff)

Current Status: Works completed.

Roads To Recovery

Salvia Street Kerb, Channel and Stormwater

Project Budget: \$608,300 (GST exclusive) R2R funding

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

Current Status: Works completed. Road works to be done by Council crew.

Queensland Reconstruction Authority

QRA Betterment Projects Package 1-3

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

Project Scope: Various Road Works and Concrete floodway.

Current Status: All works under Packages 1 Package 2 and package 3 are completed.

Road works on package 3 Emmet Road to be done by council crew. EOT until December 2024.

Flood Study

Project Budget: \$80,000 (GST exclusive). QRA funding

Project Scope: Supply of a flood study for Blackall and Tambo through the Flood Risk and Management Plan.

Current Status: The project is approximately 83% complete overall as of 31 July 2024, with the remaining items being the Reporting and Mapping and the Hydrologic and Hydraulic Modelling. Modelling is estimated to be complete by 16 August 2024, and draft report for review estimated to be by 11 October 2024. Final report was estimated to be complete by 31 October 2024.

Tambo Projects

Tambo Shade Structure. MPC & Shire Hall

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

Project Scope: Supply and Installation of Shade Structures at MPC building and Shire Hall.

Current Status: No successful contractor as all submissions were over budget. Sourcing local contractor/builder.

Tambo Pool Rectification of Tiles**Project Budget:** \$172,400.00 (ex GST)**Project Scope:** Rectification of defective tiles at the Tambo Pool by removal and replacement with new tiles for both pools.**Current Status:** All the rectification works are completed**Following funding applications have been submitted.****1-LGGSP- \$4.5M for Replacement of Blackall wastewater treatment plant as advised by Water \$ Cabon Group – Unsuccessful****2-QRA Work Package 3 – Additional funding- \$213,900**

A-Impact of Flooding and Blackall drainage study

B- Flood Intelligence Module

3- W4Q 2024-27 \$1.62 M**Application Successful. Start before Christmas break****Requests for Action**

- A total of requests 3 (Roads) were received by the Works and Services Department for the month.

| | Received | Actioned |
|--------------|----------|----------|
| Town Streets | 3 | 1 |
| Highways | 0 | 0 |
| Rural Roads | 0 | 0 |

Workshop/Fleet

This month has consisted of mostly planned work with only minor breakdowns.

Roadworthy inspections of our heavy trucks and trailers have continued through September as per our inspection schedule.

NHVR maintenance accreditation module has been audited this month to keep in line with our accreditation requirements for the scheme.

There have been 10 items of plant serviced throughout the month.

The Council have taken delivery of the Vermeer vac tank this month that was ordered out of this year's budget.



Link to Corporate Plan

Environment & Heritage

Outcome 4 - Waste Management - Best practice waste management.

Infrastructure

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

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

Consultation (internal/external)

Chief Executive Officer

Chief Operations Officer

Contracted Engineer

Fleet Supervisor

Works Supervisors

Policy Implications

Nil

Budget and Resource Implications

Nil

Attachments

Nil

OFFICER REPORTS**COUNCIL MEETING DATE**

Wednesday 16 October 2024

ITEM NO:**7.3.1****SUBJECT TITLE:****Director of Lifestyle and Community Operational Report****AUTHOR AND OFFICERS TITLE:**

Jaimee-Lee Prow Director of Lifestyle and Community

AUTHORISING OFFICER:

Mike Lollback (Chief Executive Officer)

CLASSIFICATION (if Confidential)

N/A

Summary:

The Director of Lifestyle and Community Services Operations report for September 2024 is presented to Council. The report includes Blackall Aerodrome, Libraries, Visitor Information Centres, Blackall Neighbourhood Centre Program and Tambo Multipurpose Centre.

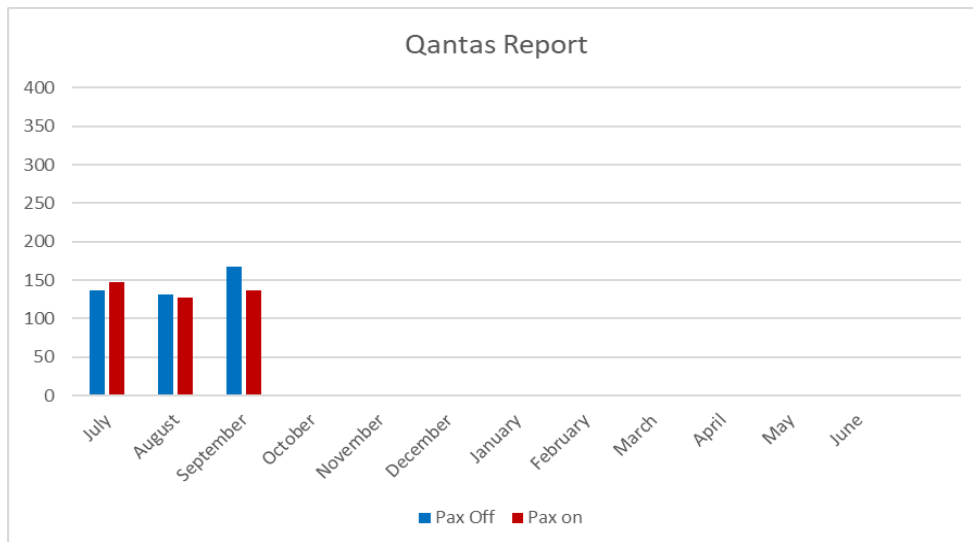
Officer's Recommendation:

That Council receive the Director of Lifestyle and Community Services Report for September 2024.

Background**Blackall Aerodrome**

October roster for Airport has been distributed to all staff.

| Month | Pax OFF | Pax ON | Total | YTD |
|----------------------------|----------------|---------------|--------------|------------|
| July | 137 | 148 | 285 | 285 |
| August | 132 | 127 | 259 | 544 |
| September | 167 | 137 | 304 | 848 |
| 6 Monthly Average | 144.17 | 134.33 | 278.5 | 278.5 |
| YTD | 436 | 412 | 848 | 848 |
| Total for 2023/2024 | 1835 | 1728 | 3563 | 3563 |



Blackall Neighbourhood Centre Program

| Month | Sep 24 |
|--|--------|
| Community Support/ Information or Referral Services | 23 |
| Emergency Relief Support | 11 |
| Food Vouchers | 6 |
| Emergency Relief Funds | 0 |
| Community Crisis Fund | 1 |
| Panel assessed/approved case | 0 |
| Community Development Officer assessed/approved case | 1 |
| Programs/Activities and Events – Hub Hosted | 17 |
| Programs/Activities and Events – Outside of Hub | 2 |
| Programs/Activities and Events Supported | 5 |
| Number of Attendees | 296 |
| Community Development Projects | 1 |
| Empowerment Projects | 1 |
| Network Meetings | 15 |
| Volunteers | 6 |

Lifestyle and Community Hub Transition

The positive reception continues, with regular users praising the versatility and inviting atmosphere of the Hub. With this transition behind us, we are excited to focus on delivering more programs and events that foster engagement, collaboration, and support for our community.

Meetings, Partnerships and Community Engagements

September was another productive month for the Blackall Neighbourhood Centre, marked by successful events, key partnerships, and community engagement efforts to strengthen our services and community ties:

- **Blue Light Meeting:** We successfully organised and planned the Halloween Movie Night, which will feature a Council-supported free BBQ and trick-or-treat bags for all

attending children, generously provided by the Council. This initiative promises to be a family-friendly event that will enhance community engagement during Halloween festivities.

- **Garden Competition:** The garden competition was a resounding success, with 28 nominations. We hosted Jerry Coleby-Williams, a prominent horticulturist, and spent four days judging gardens in both Blackall and Tambo. The judging process culminated in an announcement of the winners at the Blackall Flower Show.
- **School Holiday Programs:** Our school holiday programs for children saw excellent attendance and enthusiastic participation, offering a variety of engaging activities that kept the children entertained throughout the break.
- **Talk Like a Pirate Day:** This fun-filled event attracted many children, who enjoyed a scavenger hunt around the streets of Blackall. The day was filled with laughter, excitement, and pirate-themed adventure, providing a memorable experience for participants.
- **Queensland Housing Finance Loan Regional Trial Meeting:** Held on Thursday, September 26th, this meeting was open to the entire community. The session was informative, and community members appreciated the opportunity to learn about the scheme. A follow-up session has been welcomed, allowing for further discussion with the community about housing finance opportunities.
- **Partnership with Bowls Club:** We worked closely with the bowls club to promote the upcoming Calcutta event, which will take place the night before the next race meet. In addition, we have proposed hosting a 'Hoodle' making workshop at the Hub. This activity will allow children to craft their own 'Hoodles', which they can race at the bowls club, adding a fun element to the event.
- **Festival of Small Halls:** We hosted the Festival of Small Halls on September 29th, with an attendance of 40 people. Despite the lower turnout, likely due to the timing coinciding with the last day of school holidays and a busy week of community events, we received positive feedback. We plan to work with Woodfordia to secure a more suitable time and date for future events to boost community participation.
- **Yindyamurra Youth Centre:** was closed over the holiday period but will return to their usual operational hours the first week of October.
- **Seniors Exercise:** NWHS Cultural Centre 10 attendees per fortnight, promoting physical well-being and social engagement among older adults, offering a structured and supportive environment for regular exercise.
- **Creative Group:** 15 participants engaged in a variety of creative activities, from painting to crafting.
- **The Barcoo Independent** is now housed within the Lifestyle and Community Hub. This move will enable greater collaboration between the local newspaper and the community, enhancing the distribution of local news and information. The Hub's accessible and central location will foster stronger connections between residents,

businesses, and the Barcoo Independent's editorial team, providing a more integrated approach to community engagement

September 2024 was a highly productive month for the Blackall Neighbourhood Centre Program, with strong community engagement and a variety of successful programs and events. From the completion of our transition into the new Lifestyle and Community Hub to the successful hosting of activities such as the Garden Competition, school holiday programs, and the Festival of Small Halls, the centre continues to serve as a dynamic space for community interaction. Our partnerships, such as those with the Bowls Club and local stakeholders, further strengthened our role in supporting and engaging the community. With growing attendance and ongoing positive feedback, the centre is well positioned to continue delivering valuable services and fostering community connections in the months ahead.

Emergency Relief and Crisis Support

Emergency Relief: The Neighbourhood Centre provided emergency relief to 2 individuals and 4 families this month.

Crisis Fund: 1 community development officer assessed and approved Crisis Fund application.

Directors of Lifestyle and Community Services

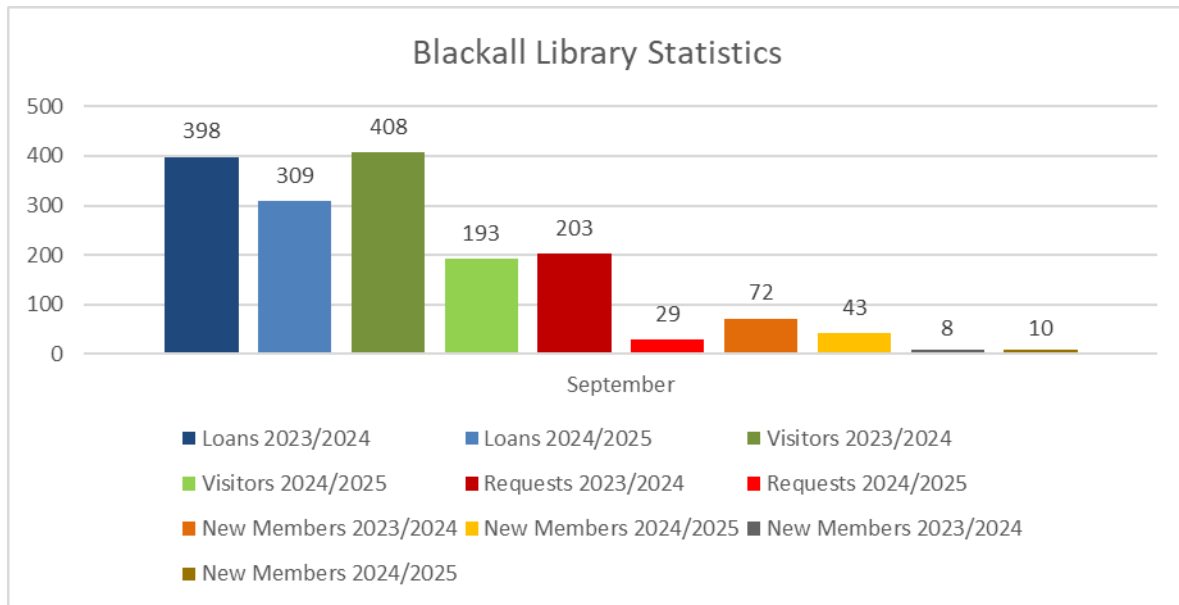
- Blackall Neighbourhood Centre has successfully secured funding through the **Social Prescribing Trial**, which includes the implementation of the **Link Worker Function**. This significant achievement marks a vital step forward in enhancing the holistic wellbeing of our community by connecting individuals with a range of non-clinical services and supports that improve social, emotional, and physical health. Our Centre will serve as a crucial link between health services and community-based resources, offering personalised support to meet the needs of those most at risk of social isolation or poor mental health outcomes.

This initiative underscores our commitment to fostering a resilient and inclusive community by providing the necessary tools for individuals to take control of their health and wellbeing, while also reducing pressure on traditional healthcare services.

- I had the privilege of traveling to Western Australia, accompanied by Cr. Jane Scobie and Cr. Alina Hart, to attend the final **Community Builders Forum** hosted by Rural Aid. This event, which culminated over 12 months of regular meet ups, offered a unique opportunity to engage with other community leaders and experts. Throughout this forum, we established many valuable connections and developed networking opportunities that have positioned us better to serve the needs of our community. The insights gained through the Community Builders initiative will help us continue to deliver high-impact, locally relevant programs and support services.

We look forward to leveraging the lessons learned through both the Social Prescribing Trial and the Community Builders Forum to strengthen our Neighbourhood Centre's role as a hub for community engagement and wellbeing.

Blackall Library



FIRST 5 FOREVER

- **Attendance numbers** – 131, including the Talk Like a Pirate Day.
- **Topics covered** – First 5 Forever, Wombat Stew, Flower Show Colouring Competition, Talk like a Pirate Day and;
- **School Holiday Program Attendance** – 65 Attendee's across 2 weeks.
- **Coming up in September** – Mental Health Week Activities and Seniors Month, Senior Book Club.

New statistics sheet developed to capture more information pertaining to library-based customer services. September Figures for -

- **Tech support** - 15
- **Program attendance numbers** - 217
- **Scanning and printing services** - 29
- **Research and material requests** - 9
- **Wi-fi access (Tracked visually, not a true representation)** – 94

Blackall Visitor Information Centre/Tourism

Large local events promoted to tourists in the Visitor Centre for September –

- Anglican Flower Show
- Festival of Small Halls
- QCWA Blackall Centenary Events
- Blackall Cultural Association Art Show
- Blackall Magpies Presentation Evening.

Explore Blackall-Tambo Social Media Insights:

Meta Insights 1st to 30th September 2024 -

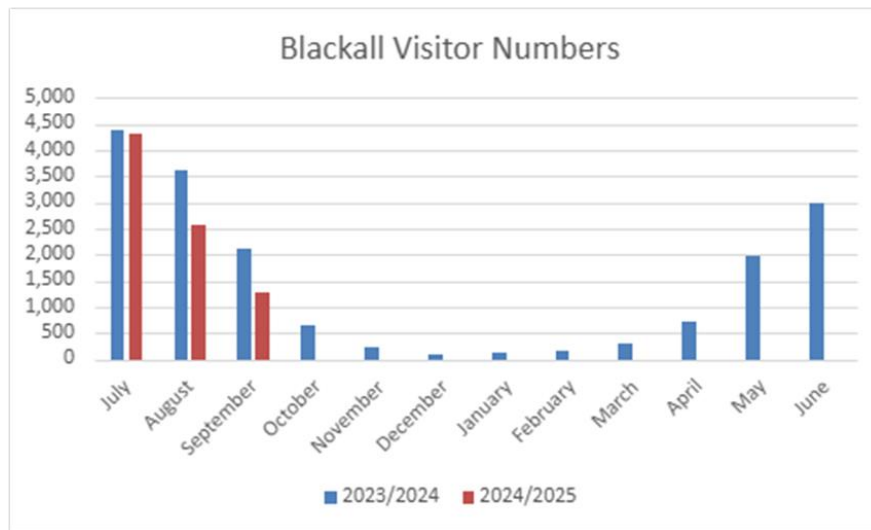
- **Reach** – 32,887 from organic (Unpaid promotion or advertising)
- **Content Interactions** – 199

- Followers – 4,962
- Page Likes – 4,443
- Page visits – 260

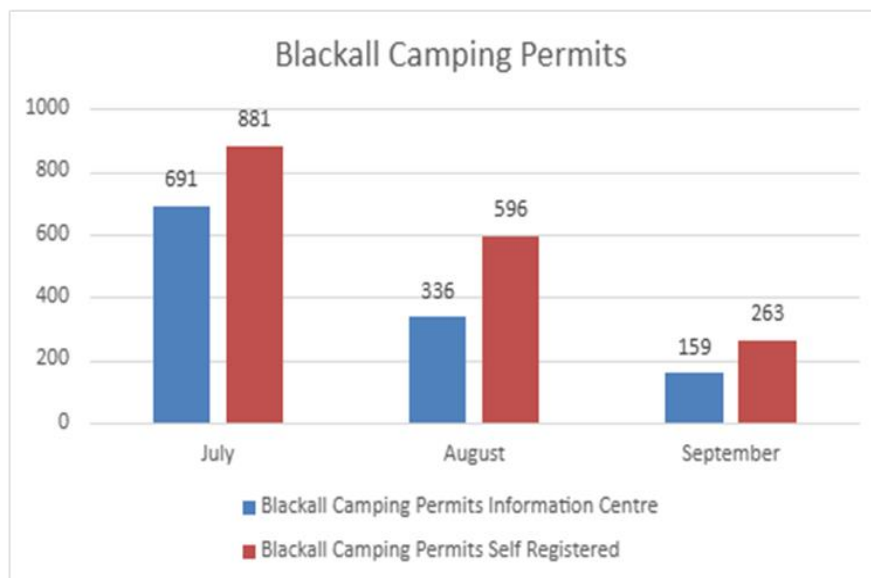
Highest Performing Posts September 2024 –

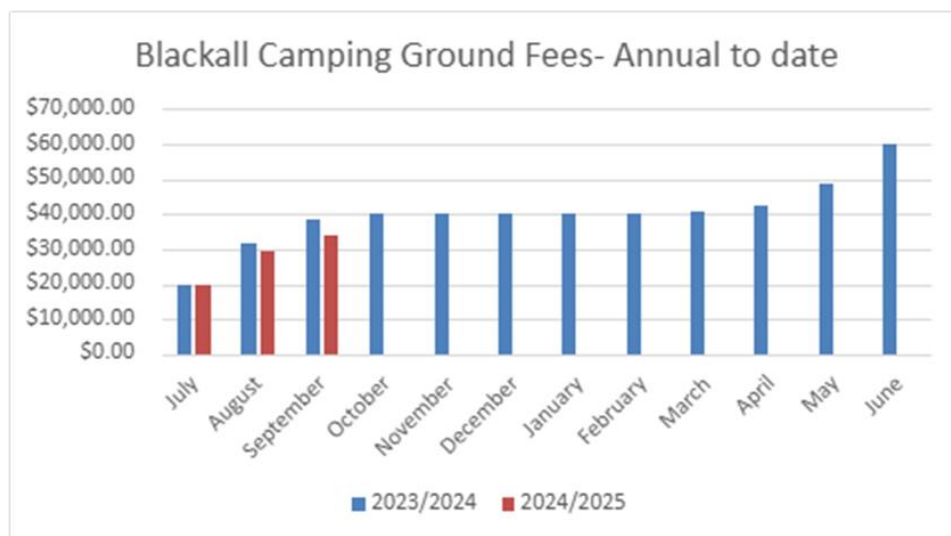
- Festival of Small Halls – 3,780 reach.
- Art Show – 395 reach.

Monthly Statistics – September 2024 data collection indicates that visitors have decreased somewhat in comparison to last month and in the previous year.



As tourist season nears its end for 2024, data shows that camping permits have significantly decreased over the past month.

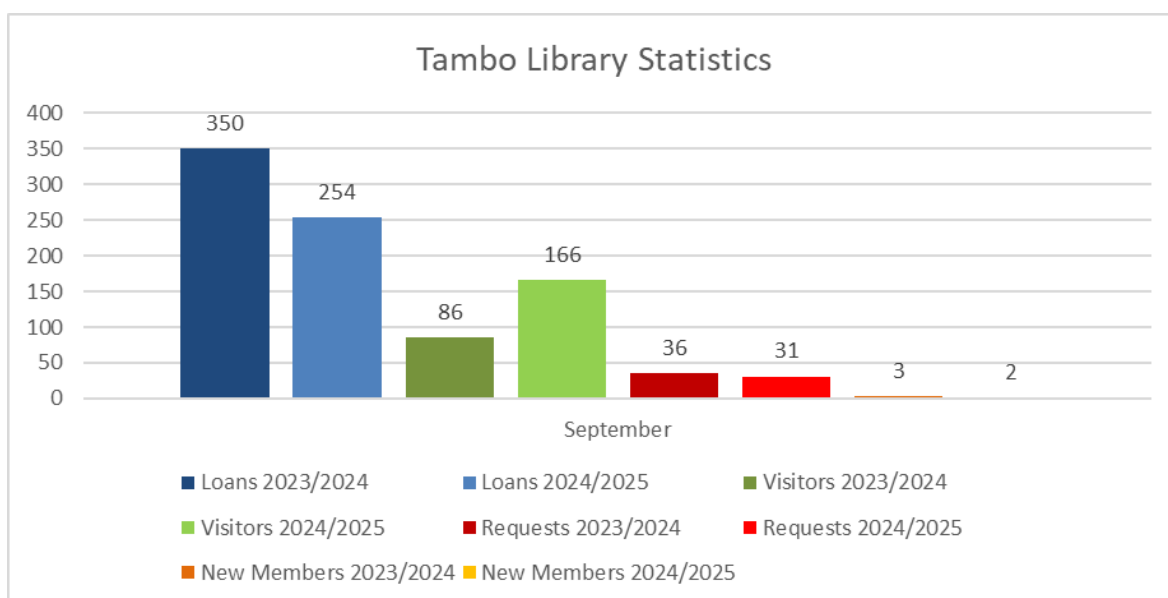




Events coming up in October -

- Seniors Botanical Tour and High Tea- 3rd of October
- Pasture Dieback Information Day- Blackall Saleyards
- Get Ready Program – Livestock Management Plan
- Blackall Bowls Club Calcutta Night
- Beef Producers Race Day
- Blackall Bush Beatz Throwback Concert
- Mental Health Week Activities:
 - Tuesday 22nd- Seniors Morning Tea
 - Tuesday 22nd- Slime Run
 - Thursday 24th - Barefoot Bowls Night
 - Thursday 24th - Big BBQ Breakfast

Tambo Visitor Information Centre/Tourism/Library



FIRST 5 FOREVER

- **Attendance numbers**– 48, this is now hosted off-site at the Day Care Centre to capture more numbers and suit the needs of the Tambo Community.
- **Tambo Playgroup** is also hosted every Wednesday morning in the Library Space, between 10 and 15 attendees.

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 & 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.

Outcome 5 - Indigenous Participation - Engage, support, respect and encourage indigenous participation within 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.

Consultation (internal/external)

Chief Executive Officer

Councillors

Mayor

Multi-Purpose Coordinator

Customer Service Officers

Library Officer

Neighbourhood Centre Coordinator

Tambo Library and Tourism Officer

Tourism Officer

Outback Futures

Blackall State School

St Joseph's Primary School

Tambo State School

WQPHN

Better in Blackall Festival Inc.

Policy Implications

Nil

Budget and Resource Implications

Nil

Attachments

Nil

OFFICER REPORTS

COUNCIL MEETING DATE:

Wednesday 16 October 2024

ITEM NO:**7.4.1****SUBJECT TITLE:****Customer and Council Support Services'
Monthly Report - September 2024**

AUTHOR AND OFFICERS TITLE:

Andrea Saunders Group Manager Customer
& Council Support

AUTHORISING OFFICER:

Alison Lamb (Director of Organisational
Performance)

CLASSIFICATION (if Confidential)

N/A

Summary:

This report provides Council with a brief overview/update of the Customer and Council Support Services' key activities and outcomes for the previous calendar month.

Officer's Recommendation:

That Council receive the Customer and Council Support Services' report for September 2024.

Background**Buildings**

- The monthly fire and safety inspection was conducted at the Blackall Cultural Centre along with the quarterly inspection of the termite baiting stations.
- The dishwasher at the Cultural Centre has been inspected and requires replacement of the temperature display. A microwave at the facility is not working and will be replaced.
- A door was installed at the Blackall Administration building.
- The roller doors at the Community Hub storage shed and Blackall SES shed have been serviced.
- The air conditioning units at the Tambo Hall have been strengthened to prevent children from causing damage to them if they climb and stand on them.

Housing

- Various work has been completed/underway at Council staff housing – fencing and painting.
- An entry lock has been replaced at a Bauhinia Lane hut.
- A new back veranda has been installed at 29 Edward Street, Tambo with new steps to be added.
- There is one vacant unit at the Coolibah Village.
- Council officers will be commencing inspections of all houses to ascertain maintenance needs and develop a maintenance program. Inspections will be conducted in Blackall during October and Tambo inspections will occur in November.

Corporate Communications/MarketingBlackall-Tambo Regional Council Website

- 9055 users as of 30 September 2024

- Most visited page – Site Economy – planning tenders – quotes / current quotes

Blackall-Tambo Regional Council Facebook Page

- Visits to the page – 5,754
- New followers – 34
- The newsletter has been mailed out and copies have been posted to those residents who are serviced by the Charleville post office.

Governance

- Ongoing review of policies, procedures, and related documentation. Three revised policies are before the Council for adoption at the October meeting.
- Ongoing support of Councillors and Executive Leadership Team.

Queensland Housing Finance Loan Regional Trial

The Director of Organisational Performance and Group Manager of Customer and Council Support Services attended a community session by the Department of Housing, Local Government, Planning and Public Works. The session provided information about the Queensland Housing Finance Loan Regional Trial to members of the community.

The State Government is trying to bridge the gap for regional Queenslanders who struggle to get home loan finance because of where they live. In a 2-year trial the Department will increase the income eligibility threshold for the existing Queensland Housing Finance Loan for people living in regional and remote areas who can afford to buy or build a home but can't get private finance from a bank or building society. The trial is available for people living within 45 rural or remote council areas; Blackall-Tambo is one of eligible areas.

There is also the Mortgage Relief Loan available to eligible customers. This provides short-term assistance mortgage relief to people experiencing difficulties with their home loan repayments.

The Queensland state housing loan is also available to tenants in social housing who wish to purchase the property from the State. Purchasers must be a tenant and continue to live in the home. Another option for tenants is the Pathways Shared Equity Load whereby tenants in Queensland housing can partner with the State by buying shares in their home.

Further information and the terms and conditions for each option can be found at www.qld.gov.au/housing.

Tea and Talks Tambo

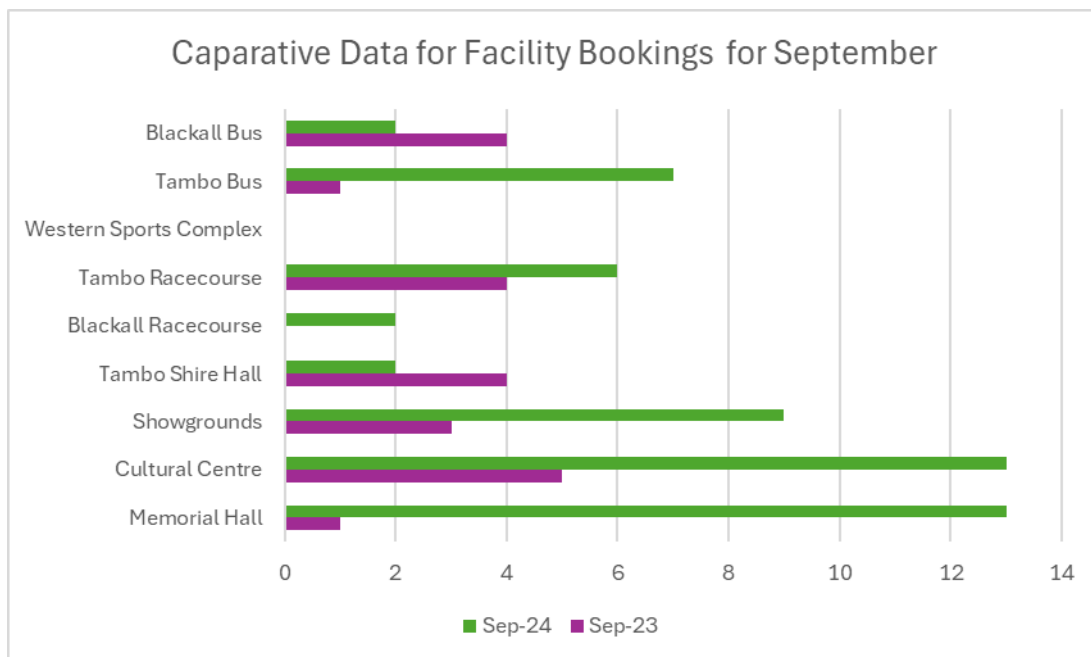
Cr Schluter, the Director of Lifestyle and Community, and the Group Manager, Customer and Council Support Services attended the Tea and Talks in Tambo on 5 September. The event was hosted by the Tambo Multipurpose Centre and held at Mary and Martha's Cafe.

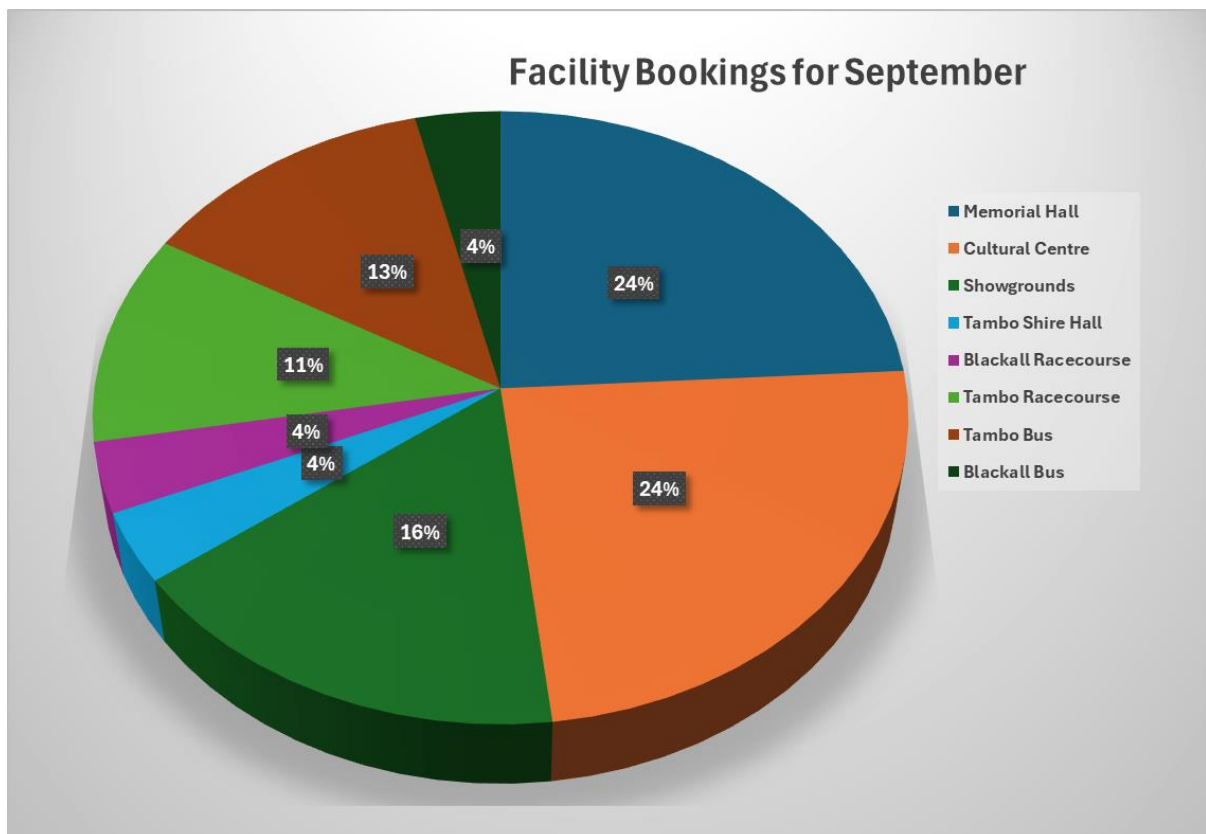
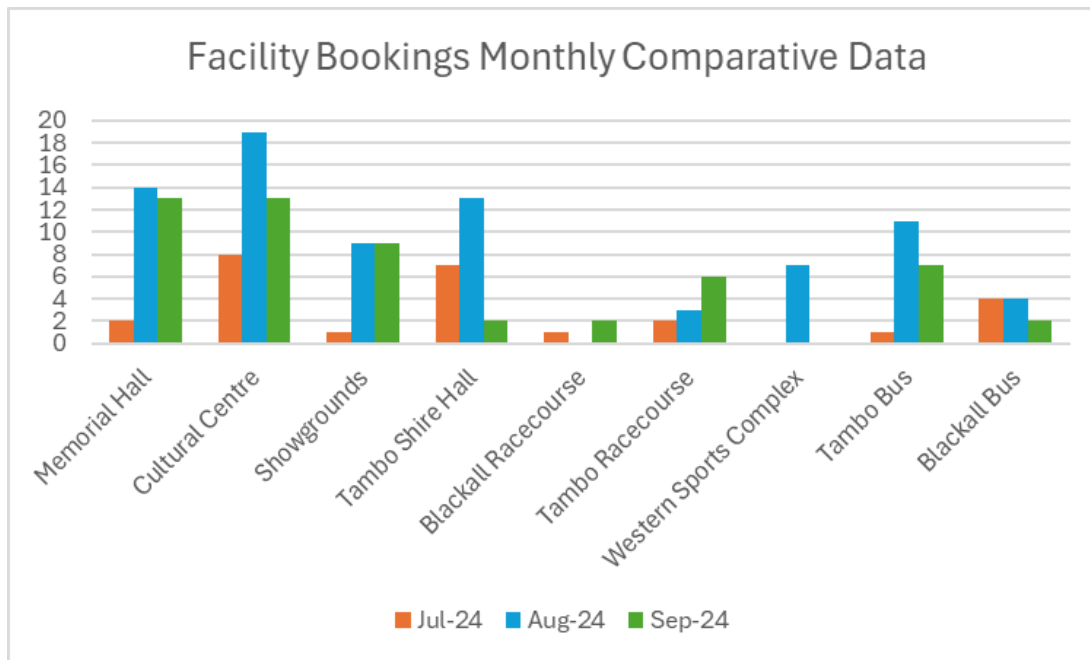
Members of the community spoke to Council representatives about the steam engine for Tambo, grave restoration work, land availability, the Tambo streetscape and the possibility of a Men's Shed for Tambo.

Blackall Work Camp

- 4 requests for assistance were received for September.
 - Painting of the Blackall Bowls Club house
 - Packing up of equestrian equipment for the Central West Equestrian Group
 - Moving equipment for the Barcoo Independent
 - Serving of food for the Anglican Flower Show
- The renewal notices have been sent to community organisations for annual updates. 4 annual updates have been received from the following organisations:
 - Blackall Golf Club
 - St Patrick's Catholic Church
 - Blackall Clay Target Club
 - Blackall Police Station
- Virtual Visits
 - Starlink was installed at the Camp. This will enable prisoners to have virtual visits with their families.
 - The Department of Corrections have yet to establish a booking system and training for the Field Supervisors.
 - It is anticipated that the establishment of virtual visits will increase the appeal for prisoners to come to the Blackall Work Camp.
 - Virtual visits will be scheduled for each Sunday, meaning that the Work Camp will not be available to assist community groups on Sundays.

Facility Bookings Information





Other

- Council has engaged Nasco for the auction of the 3 residential and 3 industrial lots in Tambo. The auction is scheduled for 25 November 2025. Advertising for the auction will commence once the appropriate information has been provided by Nasco.

- Tenders for prequalified supplier lists closed on 27 September 2024.
Council received:
 - 5 submissions for the Provision of Housing Maintenance Services panel,
 - 14 submissions for the Trade Services panel and
 - 45 submissions for the Wet and Dry Plant Hire panel.

Staff are conducting an assessment and when completed a report will be put to Council for approval of suppliers for the new prequalified supplier panels/contract.

The new contracts are to commence in January 2025.

- The Blackall Town Manager has purchased baubles for the revitalisation of the Christmas decorations and the Work Camp have started repairs on the larger items.
- Council received 20 Snap Send Solve requests for September.

Link to Corporate Plan

Vibrant Communities

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

Governance

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

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

Consultation (internal/external)

Chief Executive Officer

Director Organisational Performance

Customer Service Officers

Policy Implications

Nil

Budget and Resource Implications

Nil

OFFICER REPORTS

COUNCIL MEETING DATE: Wednesday 16 October 2024
ITEM NO: 7.4.2
SUBJECT TITLE: Town and Rural Services Report
AUTHOR AND OFFICERS TITLE: Peter Fry Projects
AUTHORISING OFFICER: Alison Lamb (Director of Organisational Performance)
CLASSIFICATION (if Confidential) N/A

Summary:

Overview of upkeep and maintenance of the townships of Blackall and Tambo.

Officer's Recommendation:

That Council receive the Town and Services Report

Background**Town upkeep and maintenance TAMBO inc. parks and gardens (Town Manager)****Tambo Town Entrances**

- Mowing of grassed areas and mulching of various garden beds across Tambo

Tambo Town Streets

- Mowing and whipper snipping

Tambo Racecourse

- General maintenance of the grounds has continued

Western Sportsground

- General maintenance of the grounds has continued
- Maintenance of the Polo Cross 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

- Weed spraying, mowing and whipper snipping along pathway

Tambo Cemetery

- General Maintenance by Parks and Gardens crew

Tambo Aquatic Centre

- Nil

Town upkeep and maintenance BLACKALL inc. parks and gardens (Town Manager)

Parks and Gardens

Blackall Nature Strip Maintenance Pathway to Health

Gardens have been maintained by our parks and gardens crew.

- Hedging of shrubs
- Repairs to sprays and pathway surface

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.
- Installation of tap timers

Blackall Aquatic Centre

- Mowing and whipper snipping of Aquatic Centre
- Delivery of Chlorine & Acid
- Large shade cloth has been removed from the southern end of pool
- Delivery of BBQ trailer + table & chair trailer
- Repairs to chlorine dosing pump

Banks Park

- General Maintenance by Parks and Gardens crew

Albert Park

- General Maintenance by Parks and Gardens crew
- Spraying of clover burr

Memorial Park

- General Maintenance by Parks and Gardens crew

Cultural Centre

- Preparation for events

Blackall Town Entrances

- Mowing of grassed areas
- Repairs to garden sprays

Barcoo River Camping Grounds

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

Blackall Airport

- Mowing and whipper snipping
- Line marking

Blackall Cemetery

- Mowing and whipper snipping of Lawn Section
- Slab poured for toilet
- Installation of plaques

Blackall Refuse Tip

- General Maintenance
- Materials have been ordered for asbestos pit fence, Work Camp to erect

Blackall Admin Office

- Mowing and whipper snipping

Blackall Town Streets

- Mowing and whipper snipping
- Slashing
- Ivy Street - mulching of garden beds and repair to garden sprays

Rural Services

- Spraying of Harrisa Cactus, Duneira Lane
- Spraying of Sticky Florestina Barcoo River, Jericho Road

Water and Sewerage Services**Water testing for e-coli**

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

Blackall

| | |
|-----------------------|-------|
| Water consumption ML | 16534 |
| Call outs - Water | 1 |
| Call outs - Sewer | 0 |
| Broken Mains/Services | 4 |
| Private Works | 0 |

Tambo

| | |
|-----------------------|------|
| Water consumption ML | 7707 |
| Call outs - Water | 0 |
| Call outs - Sewer | 1 |
| Broken Mains/Services | 2 |

Council housing maintenance

- 97 Thistle Street, Blackall
 - Fence erected, removal of trees and installation of blinds

Private Works delivery

- Nil

Work camp delivery

- Delivery table and chair trailer Flower Show

Television retransmission and UHF repeaters

- Nil

Link to Corporate Plan

Infrastructure

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

Outcome 4 - Aquatic Centres - Provide functional, accessible aquatic centres in both communities.

Consultation (internal/external)

Chief Executive Officer

Director Organisational Performance

Rural Lands Officer

Policy Implications

Nil

Budget and Resource Implications

Nil

Attachments

Nil

OFFICER REPORTS

| | |
|----------------------------------|---|
| COUNCIL MEETING DATE: | Wednesday 16 October 2024 |
| ITEM NO: | 7.4.3 |
| SUBJECT TITLE: | Environment, Health and Compliance Branch Report |
| AUTHOR AND OFFICERS TITLE: | Peter Mann Manager Environment, Health, and Compliance |
| AUTHORISING OFFICER: | Alison Lamb (Director of Organisational Performance) |
| CLASSIFICATION (if Confidential) | N/A |

Summary:

The Environmental Health and Ranger reports are now included within this branch report. This reflects the current corporate structure.

Officer's Recommendation:

That the Environment, Health and Compliance branch report be taken as read and the officer's actions be endorsed

Background

In accordance with the Council adoption of the new corporate structure the Environment, Health and Compliance Branch commenced operating on 9 September 2024.

The Local Law Review is progressing with an ELT workshop being scheduled to undertake the internal consultation. Diamantina and Boulia councils should have their initial reports to their council in October.

Environmental Health

- A review of council Environmental Health forms in all RAPAD councils has commenced.
- A public swimming pool water testing kit has been purchased but is still to be delivered. All RAPAD councils have been advised and requested to inform the officer whether they wish to include public swimming pool testing in their services.
- Food business applications were assessed, and inspections were conducted. There are five (5) remaining to be inspected in Blackall.
- Mosquito management plan investigation has commenced for the RAPAD region and initial enquiries have been conducted to ascertain the equipment required and the cost.
- Asbestos management procedures and fact sheet are being developed; the waste management collection survey was conducted.

Ranger

- Weed treatment has continued throughout the region including areas identified by community members.
- Tambo common roundup is planned and will occur this month.
- The wild dog advisory committee will meet on 25 October 2024 and will decide on the syndicate requests for program funding.

Branch

- A dog attack was reported to council, this matter is currently being investigated. The dog was attacked in its back yard by two (2) other dogs from another property, the victim dog suffered serious injuries. The investigation should be finished during October and action decisions made.
- Bees from three (3) domestic beehives swarmed and attacked a woman and her daughter, attending officers were also attacked. A compliance notice was issued for the removal of the hives and bees. The owner has agreed to comply.
- Following a complaint an inspection was conducted of the Swan Hill reserve; several cattle were located, and the owner has been identified with agistment invoice being issued.
- The branch staff have been working closely with Peter Fry to improve the operation of the waste management tip sites at both Blackall and Tambo.
- The draft Compliance and Enforcement Policy has been completed and is currently being assessed.

Link to Corporate Plan

Vibrant Communities

Outcome 2 - Health & 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.

Environment & Heritage

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

Outcome 4 - Waste Management - Best practice waste management.

Governance

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

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

Consultation (internal/external)

Director Organisational Performance

Environmental Health Officer

Rural Lands Officer

Policy Implications

Nil

Budget and Resource Implications

All activities have been conducted within approved budget

Attachments

Nil

OFFICER REPORTS

COUNCIL MEETING DATE: Wednesday 16 October 2024
ITEM NO: 7.4.4
SUBJECT TITLE: **People, Culture & Safety Report**
AUTHOR AND OFFICERS TITLE: Jodie Richardson Group Manager People, Culture & Safety
AUTHORISING OFFICER: Alison Lamb (Director of Organisational Performance), Mike Lollback (Chief Executive Officer)
CLASSIFICATION (if Confidential) N/A

Summary:

This report provides Council with an update of the People, Culture and Safety departments outcomes for the period of 1 September 2024 to 30 September 2024.

Officer's Recommendation:

That the People, Culture and Safety Monthly Report for September 2024 be received and noted by Council.

Background**PEOPLE**

The People Strategy focuses on the strategic theme of ORGANISATION and provides the framework for people and culture initiatives. Our approach is intended to support the efforts to RECRUIT, DEVELOP and RETAIN Council's most valuable asset, our STAFF.

Blackall-Tambo Regional Council:

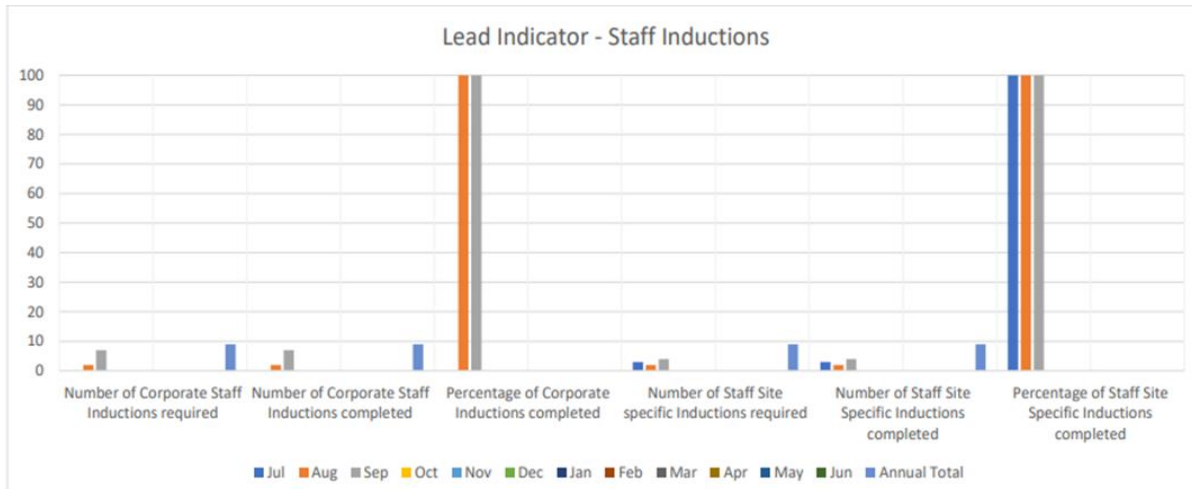
- is an equal opportunity employer;
- recruit staff on a best fit basis with the required qualifications.
- provides training opportunities for staff to increase their knowledge and to meet operational and mandatory requirements.
- aims to retain a skilled workforce with staff appointed from our local region in the first instance.
- recognises the value of providing employees with opportunities to advance through the ranks, to reward diligence and excellence and to motivate staff to continue living and working locally.

New Employees

- Media/ Communications Officer
- 2 x Casual Saleyards Stockman

Inductions Completed

- Contractors - 14
- Employees - 7
- Site Specific - 4



Resignations

- Nil

Positions Advertised

- Customer and Council Support Administration Officer (Traineeship)
- PPT Lifestyle and Community Services Administration Officer
- PPT Cleaner – Tambo Multipurpose Centre

Of the three positions advertised, the Customer and Council Support Administration Officer role has closed, and 6 applications have been received. Shortlisting is currently underway with the progressing applicants to be interviewed.

Enterprise Bargaining Agreement (EBA)

- Ongoing negotiations
 - EBA negotiations are progressing well.
 - Next meeting hopes to conclude with agreement on all clauses of the fully drafted EBA and progress to staff for voting. All parties hope to have the agreement signed off by the Commission prior to the Christmas closure and back payments paid to Council Staff.

CULTURE

- The Blackall-Tambo Regional Council is an inclusive employer that aims to ensure that staff from Blackall and Tambo work in a cohesive manner and are seen and identified as a single unit. We embrace unity and safe working practices.
- The Blackall-Tambo Regional Council aims to provide excellent service and leadership for our residents.

These core values are fundamental to how Council carries out its activities and to the ultimate achievement of its long-term goals.

- **QUALITY SERVICE:** Highest levels of service provided by Council to residents.
 - **COMMUNITY ENGAGEMENT:** Initiation and maintenance of open lines and communication with all stakeholders.
 - **EQUITY:** Provision of equal opportunities, fairness in decision making and the equitable distribution of resources.
 - **COMMITMENT:** Dedication to the community and continuous organisational improvement.
- Council promotes staff access to the Employee Assistance Program (EAP) with Outback Futures.

Funky Shirt Fridays are a go!

Council staff will be issued with a TRADEMUTT Shirt as an initiative designed to promote mental health in the workplace and to provide much needed donations to our local charities.

The shirts can be worn every Friday with staff providing a gold coin donation towards charity. Staff gold coins will be donated to a charity that supports our community and region- **The Royal Flying Doctors Service**, **BTRC Community Crisis Fund** or **Breast Cancer Network Australia**. Donation tins will be provided to your office so you can choose where your donation goes.



SAFETY

The most important responsibility of Council is the safety of our people.

Workplace Health and Safety promotion and practices are the RESPONSIBILITY OF ALL – Elected members, the Chief Executive Officer, Directors, Managers, Coordinators, Team Leaders, all staff including Contractors, Trainees, Apprentices and Volunteers.

- The Safety Team continues to work with staff and management to improve the overall safety of the Blackall-Tambo Regional Council and to identify areas for improvement so that we aim for compliance in all areas of safety.
- Hazards are identified and uploaded to the WHS task tracker with items tasked to staff for completion and closure. The task tracker is continuing and ongoing.
- The Safety Team has been steadily progressing through items listed in our WHS Audit that requires improvement with the aim of ensuring Council is compliant in all areas of safety.
- October is Safety Month and Workplace Health and Safety will be promoted to all staff on a weekly basis throughout the coming month.

WHS Audit – June 2023

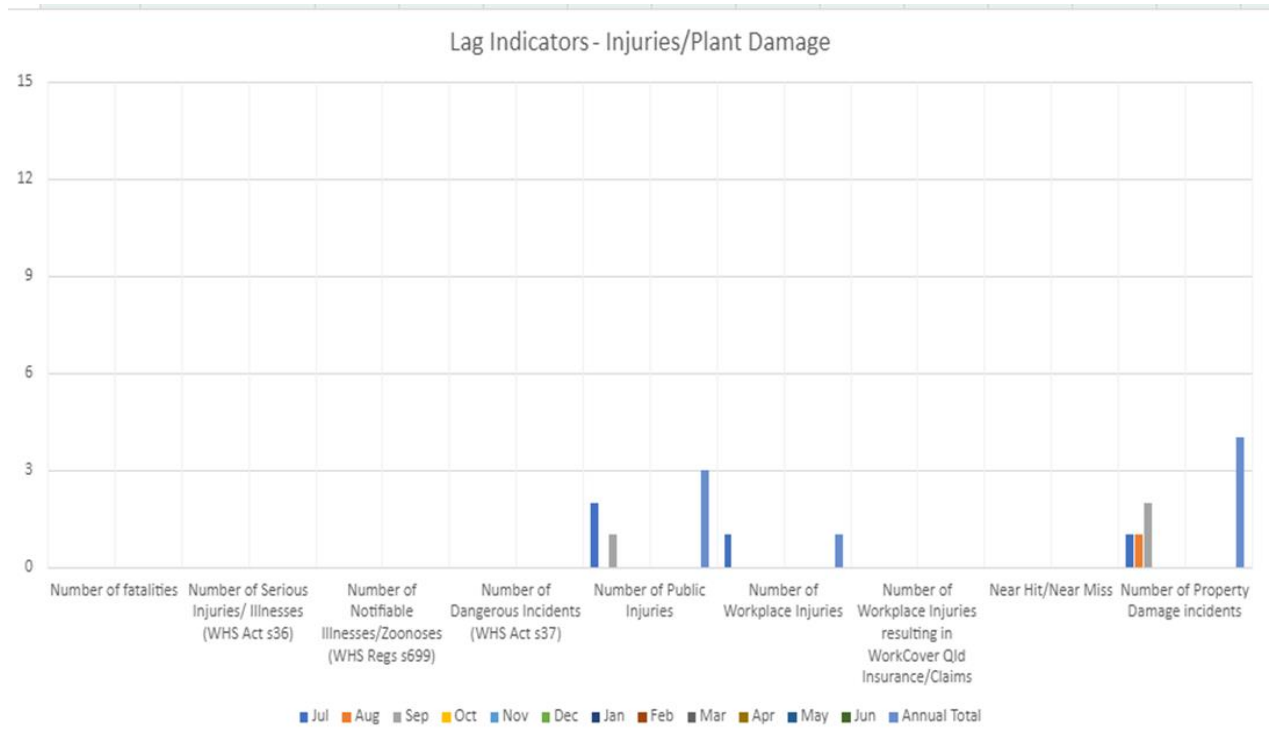
- JLT, Council's Work Cover and Liability insurance providers will visit Council during the first week of November to review progress and recommendations from the audit. Following the review, the WHS Team will provide progress updates.

Sick Leave

- 93.07 days have been lost due to sick leave by staff for the month of September 2024. This number has reduced by 11.93 days since the previous month.

Incidents Reported

- A member of the Public tripped at the Blackall Airport just after arriving and received First Aid Treatment from staff on site for abrasions. This incident occurred on 06.09.2024. The passenger's health and physical condition, including mobility contributed to the incident rather than any uneven surfaces.
- A staff member weed eating along the Tambo Rd had a stone flick up and strike the back window of the work utility, causing it to shatter. This incident occurred on 19.09.2024.
- On 19.09.2024 out on the Blackall/ Tambo Road, a bird strike to the side mirror of a work utility caused it to break.



Workers Compensation Claims

- Ongoing Workers Compensation Claim – Tree Lopping Event – 03.08.2023
- 22 days have been lost due to injury and incidents in the workplace. All days lost are from a single ongoing injury claim.

Training

Under the Rural and Remote Capacity Building Project funding allocation of \$33,000.00 provided by the Department of Youth Justice, Employment, Small Business and Training and is coordinated by the Local Government of Queensland (LGAQ) that Council can utilise for a range of training opportunities including accredited and non-accredited courses, part qualifications, tickets and micro-credentials.

Quotes have been received for the following training under this program and this training meets outstanding items on our WHS Audit:

- Licence to perform Dogging \$16,975.00 – 5-day training course – Capped at 8 per course (Link Resources)
- Loading and Unloading Floating Plant - \$7,305.40 – Capped at 15 per course (RAPAD Skilling)

Link to Corporate Plan

Governance

Outcome 1 - Workforce - Council's workforce is trained and supported to competently manage themselves and their work.

Consultation (internal/external)

Director Organisational Performance
Workplace Health & Safety Advisors

Policy Implications

Nil

Budget and Resource Implications

Nil

Attachments

Nil

OFFICER REPORTS

COUNCIL MEETING DATE

Wednesday 16 October 2024

ITEM NO:

7.4.5

SUBJECT TITLE:

Council Meeting Dates for 2025

AUTHOR AND OFFICERS TITLE:

Andrea Saunders Group Manager Customer & Council Support

AUTHORISING OFFICER:

Alison Lamb (Director of Organisational Performance)

CLASSIFICATION (if Confidential)

N/A

Summary:

Section 257 of the *Local Government Regulation 2012* requires local governments to meet at least once in each month and section 254B of the *Local Government Regulation 2012* requires the meeting dates and places to be published.

Officer's Recommendation:

That Council adopts the meeting dates for 2025 as follows and they be advertised as such:

| | |
|--------------------------|-----------------|
| 15 January 2025 | Blackall |
| 19 February 2025 | Blackall |
| 19 March 2025 | Tambo |
| 16 April 2025 | Blackall |
| 21 May 2025 | Tambo |
| 18 June 2025 | Blackall |
| 16 July 2025 | Tambo |
| 20 August 2025 | Blackall |
| 17 September 2025 | Tambo |
| 15 October 2025 | Blackall |
| 19 November 2025 | Tambo |
| 17 December 2025 | Blackall |

Background

Section 257 of the *Local Government Regulation 2012* outlines the requirements for the frequency and place of meetings for local governments.

- (1) A local government must meet at least once in each month
- (3) All meetings of a local government are to be held-
 - a. At 1 of the local government public offices.

Blackall-Tambo Regional Council traditionally hold meetings in Blackall and Tambo usually on the third Wednesday of each month.

The Chief Executive Officer has asked for the January 2025 meeting to be held in Blackall. The proposed meeting dates for 2025 are as follows:

| | |
|------------------|----------|
| 15 January 2025 | Blackall |
| 19 February 2025 | Blackall |
| 19 March 2025 | Tambo |
| 16 April 2025 | Blackall |
| 21 May 2025 | Tambo |
| 18 June 2025 | Blackall |

| | |
|-------------------|----------|
| 16 July 2025 | Tambo |
| 20 August 2025 | Blackall |
| 17 September 2025 | Tambo |
| 15 October 2025 | Blackall |
| 19 November 2025 | Tambo |
| 17 December 2025 | Blackall |

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

Director Organisational Performance

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 | The <i>Local Government Regulation 2012</i> requires local governments to hold a meeting at least one in every month. | Low |
| People | Low | Nil | Low |
| Operational | Medium | Nil | Low |
| Environmental | Medium | Nil | Low |
| Strategic | Medium | Nil | Low |
| Ethical | Low | Nil | Low |
| Reputation | Low | Nil | Low |
| Leadership | Low | Nil | Low |

Proposed Risk Treatment

Nil

Attachments

Nil

OFFICER REPORTS

COUNCIL MEETING DATE

Wednesday 16 October 2024

ITEM NO:**7.4.6****SUBJECT TITLE:****Review of Governance Policies**

AUTHOR AND OFFICERS TITLE:

Andrea Saunders Group Manager Customer & Council Support

AUTHORISING OFFICER:

Alison Lamb (Director of Organisational Performance)

CLASSIFICATION (if Confidential)

N/A

Summary:

Changes to the Model Meeting Procedures and Investigation Policy by the Department of Local Government, Sport and Cultural Industries necessitated the review and update of the Blackall-Tambo Regional Council policies, while the change in the Blackall-Tambo Regional Council Corporate Structure triggered an update in the Acceptable Request Guidelines.

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

- 1. Investigation Policy; and**
- 2. Acceptable Request Guidelines; and**
- 3. Meeting Procedures.**

Background

Blackall-Tambo Regional Council regularly review policies and procedures to ensure that they are compliant with any legislative changes, and they match Council's position on a matter. Outdated policies can leave Council exposed to risk, while old policies may not address current practices.

Policies are reviewed in several ways:

- 1) Policy retirement – the policy is no longer required or has been combined with or superseded by another policy.
- 2) Minor amendments – changes to language, style, formatting, etc that do not impact on the application of the policy.
- 3) Major amendments – changes that significantly alter Council's position on an issue or change the strategic intent of the policy.
- 4) New policies – state Council's position on an issue and outlines Council's strategic intention.

The following policies have been reviewed and updated to ensure compliance with the applicable legislative changes.

Investigation Policy

Chapter 5A of the *Local Government Act 2009* (the Act) prescribes the councillor conduct management system. Complaints about the conduct of councillors (including mayors) are referred to the Office of the Independent Assessor (Assessor). After undertaking a preliminary assessment of a councillor conduct matter, the Assessor may refer a suspected conduct breach to council to deal with under Act.

The revised Investigation Policy has been drafted to align with the 'Example Local Government Investigation Policy' published by the Queensland Government in March 2024 (example policy).

As required by section 150AE(2) of the Act, the policy:

- Includes a procedure for investigation of suspected conduct breaches of the mayor and councillors;
- States the circumstances in which another entity may investigate the suspected conduct breach;
- Is consistent with the principles of natural justice;
- Requires Council to prepare a report about each investigation;
- Requires councillors and persons who make complaints about councillors' conduct to be given notice about the outcome of the investigation;
- Provides a procedure about when Council may decide not to start or to discontinue an investigation.

As required under section 150AE(3) of the Act, the policy also requires Council:

- To give a councillor under investigation information about the suspected conduct breach, including details about the evidence of the alleged conduct breach;
- To give the subject councillor a notice if an investigation is not started or is discontinued;
- To give any known complainant a notice if an investigation is not started or is discontinued;
- To give the subject councillor the preliminary findings of the investigation before preparation of the Investigation Report;
- To allow the subject councillor to give evidence or to provide a written submission to Council about the suspected conduct breach and preliminary findings;
- To consider any evidence or written submission provided by the subject councillor when preparing an Investigation Report;
- To include in the Investigation Report a summary of any evidence given by the subject councillor or a full copy of any written submission.

The revised Investigation Policy does not:

- Relate to misconduct or corrupt conduct, which are dealt with under separate legislative provisions;
- Deal with unsuitable meeting conduct, which is dealt with under the Standing Orders Policy and Meeting Procedures Policy; or
- Relate to any conduct undertaken by a councillor in a personal capacity.

Acceptable Request Guidelines

Section 170 of the *Local Government Act 2009* has provisions for councillors asking a local government employee to provide advice to assist the Councillor carry out his or her responsibilities under the Act.

The Acceptable Request Guidelines are guidelines about the way in which a councillor is to ask a local government employee for advice. The guidelines were reviewed in June 2024; however, the Corporate Structure has changed since the adoption and the Guidelines have now been revised to reflect the current structure. The changes to the guidelines are minor and now include the new Directorates.

Meeting Procedures

Under section 150F of the *Local Government Act 2009* (the Act) the Chief Executive of the Department of Local Government must make model procedures for local government and committee meetings.

Pursuant to section 150G(2)(a) of the Act, Blackall-Tambo Regional Council has adopted the meeting procedures which are not inconsistent with the Model Meeting Procedures.

In August 2024 the Department issued an update to the Model Meeting Procedures and the revised changes to the Blackall-Tambo Regional Council Meeting Procedures ensures that Council is consistent with the changes implemented by the passing of the *Local Government (Councillor Conduct) and Other Legislation Amendment Bill 2023*, in particular:

- Removing the reference to inappropriate conduct and replacing with a reference to conduct breach, consistent with the Model Meeting Procedures;
- Including a process for management of a suspected conduct breach or unsuitable meeting conduct and investigation outcomes, consistent with the Model Meeting Procedures;
- Including guidance for managing a loss of quorum as a result of the number of councillors with a conflict of interests; and
- Updating the closure of meeting provisions, to allow a meeting to be closed in circumstances where debate about an investigation report in relation to a conduct breach matter is required, consistent with the Model Meeting Procedures.

In addition to the revised Meeting Procedures Policy, Council officers are reviewing the Standing Orders Policy to ensure it is consistent with best practice example standing orders for local government and standing committee meetings provided by the Queensland Government. The Standing Orders Policy will be presented to Council for adoption once the revision is complete.

[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
Director Organisational Performance

Policy Implications

Meeting Procedures Policy
Acceptable Request Guidelines
Investigation Policy

Budget and Resource Implications

Nil

Risk Management Assessment

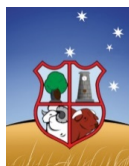
| Risk Category | Risk Tolerance | Summary of Risks Involved | Risk Rating |
|--------------------|----------------|---|-------------|
| Financial | Low | Nil | Low |
| Legal & Regulatory | Low | Compliant with the relevant legislation. | Low |
| People | Low | Nil | Low |
| Operational | Medium | Revised policies ensure Council is consistent with the changes required. | Low |
| Environmental | Medium | Nil | Low |
| Strategic | Medium | Nil | Low |
| Ethical | Low | The policies are consistent with the example policies provided by the Department of Local Government. | Low |
| Reputation | Low | Nil | Low |
| Leadership | Low | Nil | Low |

Proposed Risk Treatment

Continuous policy review is a critical activity to ensure that Blackall-Tambo Regional Council is meeting legislative, efficiency and ethical requirements. Outdated policies may expose Council to risk.

Attachments

1. DRAFT Investigation Policy (1) [7.4.6.1 - 14 pages]
2. DRAFT - Acceptable Request Guidelines [7.4.6.2 - 5 pages]
3. DRAFT Meeting Procedures [7.4.6.3 - 14 pages]



Blackall-Tambo **Regional Council**

Investigation Policy

1. AUTHORITY

This is Blackall-Tambo Regional Council's investigation policy for how complaints about the inappropriate conduct of councillors will be dealt with as required by the section 150AE of the *Local Government Act 2009* (the LGA). However, this policy does not relate to more serious councillor conduct.

A local government must adopt, by resolution, an investigation policy about how it deals with suspected conduct breach of councillors referred by the Independent Assessor (the Assessor) under section 150AE (1), LGA, to the local government to be dealt with, and must be published on the local government's website, section 150AE (4), LGA.

2. POLICY STATEMENT

Chapter 5A of the LGA prescribed the councillor conduct management system. Section 150CT of the LGA establishes an Independent Assessor to carry out certain functions including the preliminary assessment, dismissal, referral or investigation of complaints about councillor conduct.

After undertaking a preliminary assessment on a councillor conduct matter, if the Assessor reasonably suspects a councillor has engaged in a conduct breach, the Assessor may decide to refer a suspected conduct breach to the Blackall-Tambo Regional Council to deal with under section 150SD(4)(a) or 150W(b) of the LGA.

Upon receipt of the referral notice of a complaint of suspected conduct breach the Blackall-Tambo Regional Council must deal with the councillor's conduct as prescribed under section 150AF of the LGA unless a decision is made not to start or to discontinue the investigation under section 150AEA of the LGA. In conducting the investigation the Blackall-Tambo Regional Council must comply with this investigation policy.

The Blackall-Tambo Regional Council may decide not to start or discontinue the investigation if:

1. the complaint is withdrawn by the complainant.
2. the complainant consents to the matter being withdrawn. For example, the matter has been resolved and it is unnecessary for the local government to investigate the matter.
3. the complainant refuses to cooperate by providing additional information during the investigation phase and not enough information is available to proceed.
4. the office of the councillor becomes vacant for any reason, i.e. the person has resigned or was not re-elected and is no longer a councillor.

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3. SCOPE

This investigation policy applies to investigations and determinations by the Blackall-Tambo Regional Council about the suspected conduct breach of a councillor including a Mayor which has been referred by the Independent Assessor. The policy must:

- include a procedure for investigating the suspected conduct breaches of councillors – see appendix 1 – Investigation Standards; and
- state the circumstances in which another entity may investigate the conduct; and
- be consistent with the principles of natural justice; and
- require the Council to prepare a report about each investigation; and
- require a notice about the outcome of investigation be provided to the Assessor, councillor and persons who made the complaint about the councillor's conduct and include a procedure about when the council may decide not to start, or to discontinue, an investigation under section 150AEA of the LGA.

This policy must require the Blackall-Tambo Regional Council:

- to give the councillor information about the suspected conduct, including details about the evidence of the conduct; and
- to give the councillor a notice if the investigation is not started or is discontinued; and
- for conduct of the subject of a complaint, to give the person who made the complaint, if the contact details of the person are known, a notice if an investigation is not started or is discontinued; and
- to give the councillor the preliminary findings of the investigation before preparing an investigation report about the investigation; and
- to allow the councillor to give evidence or a written submission to the Council about the suspected conduct and preliminary findings; and
- to consider any evidence and written submission to the Council about the suspected conduct and preliminary findings; and
- to consider any evidence and written submission given by the councillor in preparing the investigation report for the investigation; and
- to include in the investigation report:
 - if evidence is given by the councillor, a summary of the evidence; and
 - if the councillor gives a written submission, a fully copy of the written submission.

This Policy does not relate to more serious councillor conduct, such as misconduct or corrupt conduct, which are dealt with under separate legislative provisions.

This Policy does not deal with unsuitable meeting conduct, or any conduct undertaken in a personal capacity by a councillor, for example, a sitting councillor campaigning for re-election or attending a private social function.

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Blackall-Tambo
Regional Council

Investigation Policy

4. DEFINITIONS

| Term | Meaning |
|--|---|
| Assessor | means the Independent Assessor appointed under section 150CT of the LGA |
| Behavioural standard | means a standard of behaviour for Councillors set out in the Code of Conduct approved under section 150D and 150E of the LGA |
| Conduct includes | (a) failing to act; and (b) a conspiracy, or attempt, to engage in conduct |
| Councillor conduct register | means the register required to be kept by Council as set out in section 150DX and 150DY of the LGA |
| Conduct Breach | as set out in section 150K of the LGA |
| Investigation policy | refers to this policy, as required by section 150AE of the LGA |
| Investigation report | means a report provided by the investigator to Council that must be publicly available within 10 business days after the Council make a decision about the outcome of the investigation. |
| Investigator | means the person responsible under this investigation policy for carrying out the investigation of the suspected conduct breach of a councillor or Mayor |
| LGA | means the Local Government Act 2009 |
| LGR | means the Local Government Regulation 2012 |
| Local government meeting means a meeting of | - a local government; or - committee of a local government. |
| Misconduct | see section 150L of the LGA |
| Model procedures | see section 150F of the LGA |
| Referral notice | see section 150AB, AC and AD of the LGA |
| Summary of investigation report | means a summary of the full investigation report prepared before making a decision about the outcome of the investigation that must be publicly available on or before the day prescribed by legislation. |
| Tribunal | means the Councillor Conduct Tribunal as established under section 150DK of the LGA |
| Unsuitable meeting conduct | see section 150H of the LGA |

5. CONFIDENTIALITY

Matters of suspected inappropriate conduct of a councillor are confidential to the Blackall-Tambo Regional Council during the investigation period except:

- to give the councillor information about the suspected conduct, including details about the evidence of the conduct
- to give the councillor preliminary findings of the investigation before preparing an investigation report about the investigation
- to give the councillor a notice if an investigation is not started or is discontinued

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Investigation Policy

- for conduct the subject of a complaint – to give the person who made the complaint, and the Assessor a notice if an investigation is not started or is discontinued.

However, once the conduct is investigated and an investigation report received, a summary of the investigation report must be made publicly available before any discussion is undertaken by the Blackall-Tambo Regional Council. The published summary report must not contain any names or identifying information about the complainant and persons who were interviewed or a transcript of an interview, or provided a statement or affidavit, unless the complainant is a councillor or the Chief Executive Officer of Blackall-Tambo Regional Council, whose identity was disclosed at the meeting at which the investigation report was considered.

Once the matter has been investigated and a report has been provided to the local government, the matter will be placed on the Council meeting agenda and the investigation report and any recommendation of the investigator may be debated in the Council meeting, which may be in a closed session under section 254J(j) of the LGR. At this point, the summary investigation report is not treated as confidential as it must be publicly available and attached to the agenda papers that are circulated before the meeting.

A final decision by resolution in an open Council meeting must take place when the decision is made about whether a councillor engaged in a conduct breach and if so any decision about orders that are made under section 150AH of the LGA. Any decision that is not consistent with the recommendation of the investigation report must state in the meeting minutes, the reasons for the decision. The minutes must give sufficient information to demonstrate the logic that has been applied to justify the decision to not follow the recommendation of the investigation report.

The full investigation report must be made publicly available within 10 business days of the Council making a decision by resolution about whether the councillor engaged in a conduct breach and if so, any orders made in relation to the matter. The published report must not contain any name or identifying information about the complainant, persons who were interviewed or a transcript of an interview, or provided a statement or affidavit unless the complainant is a councillor or Chief Executive Officer of Council whose identity was disclosed at the meeting at which the investigation report was considered.

When deciding what action to take, the Council may consider any previous conduct breach of the councillor, any allegation made in the investigation that was admitted or not challenged, and the local government is reasonably satisfied is true.

A notice about the outcome of the investigation must be given to the Assessor as soon as practicable that states the decision, the reasons for the decision and the details of any orders made under section 150AH of the LGA.

6. NATURAL JUSTICE

Any investigation of suspected inappropriate conduct of a councillor/s must be carried out in accordance with natural justice. An overview of the principles of natural justice follows.

"Natural justice" or procedural fairness, refers to three key principles:

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Blackall-Tambo
Regional Council

Investigation Policy

- that the councillor who is the subject of the suspected conduct breach matter has a chance to have his or her say before adverse formal findings are made and before any adverse action is taken i.e. fair hearing
- that the investigator should be objective and impartial i.e., absence of bias
- that any actions taken or decisions made are based on evidence i.e., not on suspicion or speculation.

A fair hearing means the councillor who is the subject of the suspected conduct breach matter will receive information about the suspected conduct, including;

- the preliminary findings of the investigation before the preparing of an investigation report about the investigation outcome; and
- a notice if an investigation is not started or is discontinued including the reasons for the decision
- allow the councillor to give evidence or a written submission to the local government about the suspected conduct breach and preliminary findings; and
- require the local government to consider the evidence or written statement from the councillor in preparing the investigation report; and
- include, if evidence is given by the councillor, a summary of the evidence and, if a written submission is provided, a full copy of the written submission, in the investigation report.

The Council must give the following notice to the other parties if an investigation is not started or discontinued including the reasons for the decision;

- the person who made the complaint
- the Assessor.

An absence of bias means that any investigation must not be biased or be seen to be biased in any way. This principle embodies the concept of impartiality.

A proper examination of all issues means the investigation must give a proper and genuine consideration to each party's case.

Note: It must be kept in mind that the matter, when referred, is suspected and not yet proven.

7. STANDARD OF PROOF

The civil standard of proof is applied by the investigator when determining whether a councillor has engaged in a conduct breach.

The civil standard of proof is 'on balance of probabilities', which means the weighing up and comparison of the likelihood of the existence of competing facts or conclusions.

An allegation is sustained 'on the balance of probabilities', if based on the evidence, the investigator and/or the Council, is reasonably satisfied that its existence is more probable than not.

8. TIMELINE

The councillor conduct framework must be effective and efficient. The investigator will make all reasonable endeavours to complete the investigation and provide a report for inclusion on the agenda

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Investigation Policy

of Council's meeting within eight weeks of commencing the investigation, after the receipt of the complaint from the Assessor.

Note: If the investigator is of the opinion that it may take longer than eight weeks to complete the investigation, the matter should be raised with the Mayor or delegate (if the Mayor is managing the investigation) to seek an extension of time. Delay in procuring an investigator to undertake the investigation should be avoided by Council.

9. EXPENSES

Council must pay any reasonable expenses of Council associated with the investigation of alleged inappropriate conduct, misconduct or conduct breach of a councillor including any costs of:

- the Conduct Tribunal in undertaking an investigation
- an independent investigator engaged on behalf of, or by the Conduct Tribunal
- an independent investigator engaged on behalf of the local government
- travel where the investigator needed to travel to undertake the investigation or to interview witnesses
- seeking legal service
- engaging an expert.

Upon an adverse finding against the councillor. Council may, by resolution, order the subject councillor to reimburse Council for all of some of the costs arising from the investigation.

10. COUNCILLOR CONDUCT REGISTER

The Chief Executive Officer must ensure decisions and any orders under section 150AH of the LGA made about a conduct breach by a councillor or any decision to not start, or to discontinue an investigation of suspected conduct breach under section 150AEA of the LGA, are entered into the relevant councillor conduct register.

11. ASSESSOR'S REFERRAL

The Council will receive from the Assessor a referral notice about the suspected inappropriate conduct of a councillor/s. The referral notice will include details of the conduct and any complaint received about the conduct, state why the Assessor reasonably suspects that the councillor has engaged in inappropriate conduct and include information about the facts and circumstances that form the basis of the assessor's reasonable suspicion.

The Council must deal with the matter and the investigation must be conducted in a way that is consistent with this investigation policy.

The Assessor must also give notice to the councillor that states the councillor's conduct has been referred to Blackall-Tambo Regional Council to deal with and a copy of the referral notice must be attached.

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Investigation Policy

12. RECEIPT OF ASSESSOR'S REFERRAL

On receipt of a referral notice about the suspected inappropriate conduct of a councillor/s from the Assessor, the Council's Chief Executive Officer will forward a copy of that referral notice to the Mayor and all councillors, other than the councillor who is the subject of the complaint, or the complainant if the complainant is a councillor, as a confidential document.

The councillor who is the subject of complaint and the complainant, if the complainant is a councillor, have a declarable conflict of interest and should manage it in a way that is consistent with the requirements of the Meeting Procedures.

The Mayor will manage the investigation process and may undertake the investigation themselves, or engage an external investigator, to investigate the suspected conduct breach and prepare an investigation report with recommendations about whether the councillor engaged in a conduct breach and how the conduct may be dealt with. If the Mayor has a conflict of interest in the matter, the Mayor's powers to manage the investigation must be delegated by Council resolution to the Deputy Mayor, or if the Deputy Mayor is conflicted, then an Acting Mayor must be appointed from the other councillors by resolution, to manage the investigation.

Where the Council meeting loses a quorum due to conflicts of interest of councillors or absent councillors, then the conduct matter must be delegated to the Mayor or a standing committee to make a decision. If the referral notice is about the suspected conduct breach by the Mayor, then the matter must be delegated to a standing committee.

The Blackall-Tambo Regional Council will consider establishing a standing committee under section 264 of the LGR to deal with decisions about a conduct breach matters which are delegated by resolution to a standing committee. The standing committee will decide about the Mayor's conduct in all circumstances where there is a loss of quorum or more generally, may also deal with councillors' conduct.

While section 12(4)(f) of the LGA provides that the Mayor has the extra responsibility of being a member of each standing committee, the Mayor could not be a decision-making member of a standing committee dealing with decisions about the Mayor's conduct because of the conflict of interest. The remainder of the unconflicted members of the committee will decide the matter.

The standing committee must be in existence before receiving the referral notice from the Assessor, in circumstances where there is no quorum to decide a matter under section 150AEA or 150AG of the LGA due to conflicts of interest.

13. WHEN THE COUNCIL MAY DECIDE NOT TO START, OR TO DISCONTINUE, AN INVESTIGATION

On receipt of the referral notice from the Assessor, the Mayor will manage the investigation unless it is delegated. If there are circumstances for considering not starting or discontinuing an investigation, the matter will be placed on the agenda for the next Council meeting. The Council may decide by resolution to not start, to discontinue, a suspected conduct breach matter. The resolution must state the decision and the reasons for the decision.

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Investigation Policy

Note: The matters not started or discontinued must be reported in the annual report (including the reasons) and recorded in the councillor conduct register.

14. LOCAL GOVERNMENT INVESTIGATING THE SUSPECTED CONDUCT BREACH OF A COUNCILLOR

Unless the matter has been delegated by the local government, the Mayor will manage the investigation of suspected conduct breach matters relating to other councillors by either performing the role of investigator or engaging a suitably qualified person to undertake the investigation and provide an investigation report for the Blackall-Tambo Regional Council to consider. The Mayor is authorised by Council to expend money as reasonably needed to engage contractors in accordance with Council's procurement policy.

If the investigator obtains information which indicated a councillor may have engaged in misconduct, the investigator must cease the investigation and advise the Mayor and the Chief Executive Officer. The Chief Executive Officer will determine if the conduct is within the timeframe for reporting the matter. The Chief Executive Officer will then provide an information notice to the Assessor giving the details of the suspected misconduct. The notice must be given within one year after the conduct has occurred, or within six months after the conduct comes to the knowledge of the Chief Executive Officer or another person who gave the information notice to the Assessor, but within two years after the conduct occurred.

If the investigator obtains information that indicated a councillor may have engaged in corrupt conduct, the investigator must cease the investigation and advise the Mayor and Chief Executive Officer. The Chief Executive Officer will then provide an information notice to the Assessor giving the details of the suspected corrupt conduct or notify the Crime and Corruption Commission of the suspected corrupt conduct. There are no reporting time limits for corrupt conduct.

15. ENGAGING AN INVESTIGATOR

Once an investigator has been selected to undertake the investigation, that investigator will follow the investigation standards of the Blackall-Tambo Regional Council (see addendum 1 – Investigation Standards).

Once an investigation is finalised the investigator will prepare a report for the Council including the following details:

- the investigation process
- any witnesses interviewed
- documents or other evidence obtained
- a statement of the relevant fact ascertained
- confirmation that the subject councillor has been provided with an opportunity to respond to the complaint and the evidence compiled
- the investigation findings
- a statement of any relevant previous disciplinary history
- any recommendations about dealing with the conduct
- a record of the investigation costs.

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Investigation Policy

16. COMPLETION OF INVESTIGATION

Findings and recommendations

The investigator must prepare a Preliminary Statement of Findings and must give the preliminary findings to the councillor before preparing the Investigation Report and allow the councillor to give evidence or a written statement about the conduct and preliminary findings.

The investigator must consider any evidence or written submission given by the councillor in preparing the investigation report and include a summary of the evidence and a full copy of any written submission in the investigation report.

Investigation Report

The investigator must prepare an investigation report about the investigation of a suspected conduct breach matter referred by the Assessor the Council under section 150AFA of the LGA. The investigation report must include the finding of the investigation, a summary of the evidence or a full copy of any written submission given by the councillor and recommendations for consideration by the Council.

A summary investigation report with the preliminary Statement of Findings and summary of the outcome of the investigation attached, must be prepared for public availability before the meeting where the councillors will consider the investigation report matter on or before the day and time prescribed by the LGR section 254C which is:

- 5pm on the next business day after the notice of the meeting at which a decision is to be made has been provided the councillors; or
- the day and time when the agenda for the meeting at which a decision is to be made is publicly available.

The Blackall-Tambo Regional Council must prepare a summary of the investigation report that must include-

- the name of the councillor whose conduct has been investigated; and
- a description of the alleged conduct; and
- a statement of the facts established by the investigation; and
- a description of how natural justice was afforded to the councillor during the conduct of the investigation; and
- a summary of findings of the investigation; and
- any recommendations made by the investigator who investigated the conduct.

The following information must not be made publicly available-

- if the investigation relates to the conduct of a councillor that was the subject of a complaint-
 - the name of the person who made the complaint or any other person, other than the councillor; or
 - information that could reasonably be expected to result in identifying a person who made

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- the complaint or any other person;
- if a person, other than the councillor, provided information for the purposes of the investigation including, for example, by giving an interview or making a submission of affidavit-
 - the name of the person; or
 - information that could reasonably be expected to result in identifying the person or any other person, other than the councillor;
 - any other information the council is entitled or required to keep confidential under a law.

Making a decision about the investigation

The Council must make a decision as to whether the subject councillor has engaged in a conduct breach.

When debating this matter the subject councillor who has a declarable conflict of interest in the matter, must declare the conflict of interest, and the eligible councillors (those who do not have a conflict of interest in the matter) can decide by resolution for the subject councillor to remain in the meeting during the debate and may answer questions put to the subject councillor through the chairperson to assist the eligible councillors in making a decision. The resolution can include conditions 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 committed a conduct breach and what, if any, penalty to impose if the councillor is found to have committed a conduct breach.

Should the complainant be a councillor, that councillor has a declarable conflict of interest in the matter and must follow the declarable conflict of interest procedures set out in the Meeting Procedures.

If the Council has lost a quorum due to the number of conflicted councillors or another reason, the matter must be delegated consistent with section 257 of the LGA or deferred to another date when a quorum will be present.

If a decision is reached that the councillor has engaged in a conduct breach, the Blackall-Tambo Regional Council (with the exception of the councillor the subject of the investigation and the complainant, if another councillor), will consider the findings and recommendations of the investigator's report and decide what, if any, action it will take under section 150AH of the LGA.

After making a decision about the conduct breach, the Blackall-Tambo Regional Council must make the investigation report for the investigation publicly available after the meeting at which the decision about the outcome of the investigation is made by:

- on or before the day and time prescribed by regulation, or 5pm on the tenth day, or
- the day and time that the meeting minutes are made publicly available.

The following information contained in the investigation report must **not** be made publicly available:

- if the investigation related to the conduct of a councillor that was the subject of a complaint
 - the name of the person who made the complaint or any other person, other than the councillor even if that person has a declarable conflict of interest; or
 - information that could reasonably be expected to result in identifying a person;
- if a person, other than the councillor provided information for the purposes of the investigation including, for example, by giving an interview or making a submission or affidavit:

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- the name of the person; or
- information that could reasonably be expected to result in identifying the person or any other person, other than the councillor;
- the submission or affidavit of, or a record or transcript of information provided orally by a person, including for example, a transcript of an interview;
- any other information the Council is entitled or required to keep confidential under a law e.g. documents subject to legal professional privilege or information that is part of a public interest disclosure under the *Public Interest Disclosure Act 2010*.

The report made publicly available must include the name of the person who made the complaint if:

- the person is a councillor or the Chief Executive Officer of Blackall-Tambo Regional Council; and
- the person's identity as the complainant was disclosed at the meeting at which the report for the investigation was considered.

17. DISCIPLINARY ACTION AGAINST COUNCILLORS

If Blackall-Tambo Regional Council decide that the councillor has engaged in a conduct breach, any of the following orders may be imposed:

- order that no action be taken against the councillor; or
- make an order outlining action the councillor must undertake in accordance with section 150AH(1)(b) of the LGA.

18. NOTICE ABOUT THE OUTCOME OF THE INVESTIGATION

After an investigation is finalised, the Blackall-Tambo Regional Council must give a notice about the outcome decision of the investigation if the Council decides not to start or discontinue an investigation under section 150AEA of the LGA, or makes a decision about whether the councillor has engaged in a conduct breach under section 150AG of the LGA including the reasons for the decision and any orders made under section 150AH of the LGA to:

- the Assessor
- the person who made the complaint about the councillor's conduct that was the subject of the investigation; and
- the subject councillor who was investigated.

19. RELATED LEGISLATION AND POLICIES

Local Government Act 2009
Local Government Regulation 2012
Crime and Corruption Act 2001
Public Interest Disclosure Act 2010
Public Sector Ethics Act 1994
 Meeting Procedures

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Investigation Policy

Standing Orders Policy
Acceptable Requests Guideline
General Complaints (Administrative Actions) Policy
Privacy Policy
Councillor Code of Conduct Policy

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Investigation Policy

Appendix 1

INVESTIGATION STANDARDS

The investigation must be managed in a consistent manner.

Documentation must be contained in an efficient records management system.

Confidential information must be secured appropriately.

1. Case Management file

The investigation must be supported by a recognised case management tool so that emails, letters, statements, and evidence can be stored and secured confidentially. File notes must be made in the case management system to document key milestones in the investigation such as when lines of inquiry are identified, witnesses are spoken to, when evidence is secured, and document key decisions.

2. Investigation Plan

The Mayor or delegate will, prior to beginning the investigation, check that the investigator does not have a conflict of interest in the matter. Remove them immediately from the investigation should a conflict of interest become known.

The following investigation process must be followed by the investigator unless the Mayor or delegate agrees to vary the process in a particular case.

Take all necessary steps to protect the identity of the complainant(s) as far as possible during the communications with the councillor.

Consider the following:

- Research the legislation and policy framework thoroughly.
- Identify lines of inquiry and record them as a file note in case file management system.
- Present all the evidence the councillor provides or gives in a written statement.
- Gather further evidence (for example, from interviewing other witnesses, obtaining documents, or carrying out site inspections) when necessary.
- Secure evidence in case file management system, making a file note when lines of inquiry are followed up and key decisions are made during the course of in the investigation.
- Undertake a proper and impartial examination of the evidence gathered, including expert advice and analysis and/or legal advice if required.
- Draw conclusions based on the evidence and applying the appropriate legislative and policy frameworks.

3. Prepare an investigation report.

Prepare the investigation report for the local government to consider.

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Investigation Policy

If during the course of an investigation, the Investigator obtains new information that a councillor may have engaged conduct that may give rise to a new allegation, the Investigator must obtain particulars related to the conduct and then advise the Mayor and the Chief Executive Officer who will provide an information notice to the Assessor. The Assessor will undertake a preliminary assessment or alternative action to the matter.

The Investigator will be informed of the activities of the Blackall-Tambo Regional Council in relation to the investigation. For example, the Investigator will be informed in the event the finalisation of a matter is delayed, or if the Blackall-Tambo Regional Council has to notify of a fresh allegation identified during the course of an investigation to the Assessor for a preliminary assessment.

If during the course of an investigation, the Investigator obtains new information that a councillor may have engaged in misconduct or corrupt conduct the investigation will cease and the investigator will notify the Mayor and Chief Executive Officer who will be responsible for providing an information notice to the Assessor/Crime and Corruption Commission.

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Blackall-Tambo **Regional Council**

Acceptable Request Guidelines

HEAD OF POWER

Local Government Act 2009

OBJECTIVE

To provide clear guidelines for the way in which the Mayor and Councillors ask Relevant Council employees, other than the Chief Executive Officer, for advice to help the Councillor make a decision.

DEFINITIONS/APPLICATIONS

These guidelines are made pursuant to Section 170A of the *Local Government Act 2009*.

Section 13 (3) (f) of the *Local Government Act 2009* provides that the Chief Executive Officer has, inter alia, the following responsibilities:-

- (f) complying with requests from Councillors under section 170
 - i. for advice to assist the councillor carry out his or her role; or
 - ii. information, that the local government has access to, relating to the local government.

Section 170 of the *Local Government Act 2009* provides as follows:-

- (1) The Mayor may give a direction to the chief executive officer.
- (2) However, a direction under subsection (1) must not be inconsistent with a resolution, or a document adopted by resolution of the local government.
- (3) No Councillor, including the Mayor, may give a direction to any other local government employee.

The advice guidelines are guidelines, made by Council, about the way in which a Councillor is to ask a local government employee for advice to help the Councillor make a decision.

Section 170A of the *Local Government Act 2009* provides as follows:-

- (1) A councillor may ask a local government employee provide advice to assist the Councillor carry out his or her responsibilities under this Act.
- (2) A Councillor may, subject to any limits prescribed under a regulation, ask the chief executive officer to provide information, that the local government has access to, relating to the local government.
- (3) If the advice or information requested under subsection (1) or (2) related to a document, the requirement under subsection (9) to comply with the request includes a requirement to provide a copy of the document.

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Acceptable Request Guidelines

- (4) Subsection (2) and (3) does not apply to information or a document –
 - (a) That is a record of the conduct tribunal; or
 - (b) That was a record of a former conduct review body; or
 - (c) If disclosure of the information or document to the Councillor would be contrary to an order of a court or tribunal; or
 - (d) That would be privileged from production in a legal proceeding on the ground of legal professional privilege.
- (5) A request from a Council under subsection (1) or (2) is of no effect if the request does not comply with the acceptable request's guidelines.
- (6) Subsection (5) does not apply to –
 - (a) The Mayor; or
 - (b) The chairperson of a committee of the Council if the request related to the role of the chairperson.
- (7) The acceptable requests guidelines are guidelines, adopted by resolution of the local government, about
 - (a) The way in which a councillor may ask a local government employee for advice to help the Councillor carry out his or her responsibilities under this Act; and
 - (b) Reasonable limits on requests that a Councillor may make.
- (8) In this section a local government employee includes a person prescribed under a regulation.
- (9) The chief executive officer must comply with a request made to the chief executive officer under subsection (1) or (2) –
 - (a) Within 10 business days after receiving the request; or
 - (b) If the chief executive officer reasonably believes it is not practicable to comply with the request within 10 business days- within 20 business days after receiving the request.

Maximum penalty – 20 penalty units.

- (10) If the chief executive officer forms the belief mentioned in subsection (9)(b), the chief executive officer must give the councillor notice about the belief and reasons for the belief within 10 business days after receiving the request.
- (11) In this section-

Former conduct review body means a regional conduct review panel or the Local Government Remuneration and Discipline Tribunal under this Act as in force before the commencement of the *Local Government (Councillor Complaints) and Other Legislation Amendment Act 2018, section 18*.

Section 171 *Local Government Act* – Use of Information by Councillors.

- (1) A person who is, or has been, a Councillor must not use information that was acquired as a councillor to –
 - (a) Gain, indirectly or directly, a financial advantage for the person or someone else; or
 - (b) Cause detriment to the local government.

Maximum penalty – 100 units or 2 years imprisonment.

- (2) Subsection (1) does not apply to information that is lawfully available to the public.

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Blackall-Tambo
Regional Council

Acceptable Request Guidelines

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

POLICY STATEMENT

1. These guidelines enable the efficient delivery of advice to the Mayor and Councillors by establishing rules for Councillors requests for advice.
2. These guidelines should not be used as an alternate procedure for dealing with customer enquiries. Initial customer enquiries must be directed to the Customer Service Officers.

Where a matter occurs after-hours and is of such urgency that to delay contact will bring harm to the Council or damage the reputation of Council, the Mayor and Councillors may contact one of the Council employees listed below:

- Chief Executive Officer

If an after-hours matter is of an operational nature the Mayor and Councillors must log a request through the general Council phone number 07 4621 6600, once a Customer Services Officer has checked for messages and such a call is received, it (the call) must be properly documented and the call details are to be included in a register as well as being passed onto Council's CEO or CEO's delegated person if the CEO is absent from work.

3. Requirements

Councillor requests for advice from Relevant Employees other than the Chief Executive Officer must comply with the following requirements:

3.1 General

- 3.1.1 Councillors may request advice to help the Councillor make a decision, from the following employees:-

| Department | Position |
|--------------------|--|
| Governance | Chief Executive Officer |
| Finance | Chief Financial Officer |
| Works | Chief Operations Officer |
| Corporate Services | Director of Organisational Performance |
| Community | Director of Lifestyle and Community |

- 3.1.2 Requests for advice must be made in a professional manner and with respect.
- 3.1.3 In requesting advice, Councillors must not direct or pressure Council employees in relation to their work or recommendations they should make.
- 3.1.4 In requesting advice, Councillors must not behave towards employees in an overbearing or threatening manner.
- 3.1.5 Requests for advice must be directed as follows:

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Acceptable Request Guidelines

- (a) Councillors may request from the Chief Executive Officer or Relevant Employee, help or advice of a nature given to the public, and under the same conditions.
- (b) Councillors will direct all request for advice to the Chief Executive Officer, or the Relevant Employee as per the attached Corporate Structure indicating "functions" and areas of responsibility.
- (c) Councillors' requests for advice must identify the proposed decision that the Councillor needs advice upon.
- (d) Councillors' requests for advice must not take the form of an attempt to direct or pressure a Relevant Employee to prepare a response in a certain manner.
- (e) Councillors' requests for advice must be made in writing, such as, by email, unless determined otherwise by the Chief Executive Officer or Relevant Employee in consultation with the Councillor.
- (f) Councillors must inform the Chief Executive Officer if they believe a Relevant Employee has not appropriately responded to a request for advice.

3.2 Employees

- 3.2.1 Copies of any formal written advice provided to one Councillor should be provided, where practical and relevant, to all Councillors, the Chief Executive Officer and Managers.
- 3.2.2 Employees must keep records of advice given to Councillors as they would do when advising a member of the public. This should be recorded electronically in Council's Electronic Document and Records Management System (Magiq).
- 3.2.3 If the Mayor or a Councillor asks for help or advice from an employee other than under these guidelines, the employee must inform the Chief Executive Officer or Manager about the request as soon as is practicable.
- 3.2.4 If the Mayor or a Councillor directs or attempts to direct an employee about the way in which the employee's duties are to be performed, the employee must report this to their Manager or Chief Executive Officer.
- 3.2.5 Employees should inform their Manager or Chief Executive Officer if they believe a Councillor has behaved inappropriately and/or not in accordance with these guidelines.

REVIEW TRIGGERS

This Policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when any of the following occurs:

- (1) The related documents are amended.
- (2) The related documents are replaced by new documents.
- (3) Amendments which affect the allowable scope and effect of a Policy of this nature are made to the head of power.
- (4) Other circumstances as determined from time to time by a resolution of Council.

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Acceptable Request Guidelines

Notwithstanding the above, this Policy is to be reviewed at least once every two years for relevance and to ensure that its effectiveness is maintained.

RESPONSIBILITY

The Policy is to be

- (1) Implemented by all Councillors and Employees; and
- (2) Reviewed and amended in accordance with the "Review Triggers" by Council.

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Blackall-Tambo **Regional Council**

Meeting Procedures

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 Act 2009* (LGA) and *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.

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
- the process for dealing with a conflict of interests (COI) arising during a Council meeting and recording the COI 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 closing Council meetings to the public.

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Meeting Procedures

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.
- 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 request 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 decides 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

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Meeting Procedures

- 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 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 Following the completion of the meeting, the chairperson must ensure the minutes record the information about unsuitable meeting conduct (see note).

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 and treated as a suspected conduct breach. The Council is not required to notify the Independent Assessor (IA) about the conduct and may deal with the conduct under section 150AG of the LGA, as if an investigation has been conducted. The Council's chief executive officer is advised to ensure details of any order made is updated in the Council's Councillor conduct register.

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.

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Meeting Procedures

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 conduct 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 Independent Assessor about the conduct; and may deal with the conduct under section 150AG as if an investigation had been conducted. It may be dealt with at the next Council meeting.

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

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 IA 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 clause 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.

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Meeting Procedures

- 3.2 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.
- 3.3 When dealing with an instance of a suspected conduct breach which has been referred to a Council by the Independent Assessor:
- 3.3.1 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 suspected 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.
 - 3.3.2 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.
 - 3.3.3 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.
 - 3.3.4 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 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.
 - 3.3.5 The subject Councillor who has a declarable conflict 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 and what, if any, penalty to impose if the Councillor is found to have engaged in a conduct breach.
 - 3.3.6 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 5. 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 (who do not have a COI in the matter) must decide on how to deal with the conflict of interest under section 5. 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.
 - 3.3.7 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 if they were the complainants, or any Councillor who declared a COI in the matter.

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- 3.4 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 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.

- 3.5 If a decision is reached that the subject Councillor has engaged in a conduct breach, then the Councillors must decide what penalty or penalties from the orders detailed in 3.6, 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.
- 3.6 The Council may order that no action be taken against the Councillor or make one or more of the following:
- 3.6.1 An order that the Councillor make a public apology, in the way decided by the Council
 - 3.6.2 An order reprimanding the Councillor for the conduct breach
 - 3.6.3 An order that the Councillor attend training or counselling to address the Councillor's conduct, including at the Councillor's expense
 - 3.6.4 An order that the Councillor be excluded from a stated Council meeting
 - 3.6.5 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.
 - 3.6.6 An order that if the Councillor engages in the same type of conduct again, it will be treated as misconduct
 - 3.6.7 An order that the Councillor reimburse the Council for all or some of the costs arising from the Councillor's conduct breach.
- 3.7 A local government may not make an order under 3.6 in relation to a person who has vacated their office as a Councillor.
- 3.8 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 made by resolution.

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- 3.9 The chairperson must ensure the meeting minutes reflect the decision and any orders 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.

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

- 4.1 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
- 4.2 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.
- 4.3 When notifying the meeting of a prescribed conflict of interest, the following details must, at a minimum, be provided:
 - 4.3.1 If it arises because of a gift, loan or contract, the value of the gift, loan or contract
 - 4.3.2 If it arises because of an application or submission, the subject of the application or submission
 - 4.3.3 The name of any entity, other than the Councillor, that has an interest in the matter
 - 4.3.4 The nature of the Councillor's relationship with the entity mentioned in 4.3.3 that has an interest in a matter
 - 4.3.5 Details of the Councillor's and any other entity's interest in the matter.
- 4.4 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.
- 4.5 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.

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 LGA, and ordinary business matters prescribed in 150EF of the LGA).

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.

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

- 5.1 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.
- 5.2 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.
- 5.3 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:
 - 5.3.1 The nature of the declarable conflict of interest
 - 5.3.2 If it arises because of a Councillor's relationship with a related party:
 - 5.3.2.1 The name of the related party to the Councillor, and
 - 5.3.2.2 The nature of the relationship of the related party to the Councillor, and
 - 5.3.2.3 The nature of the related party's interest in the matter.
 - 5.3.3 If it arises because of a gift or loan from another person to the Councillor or a related party:
 - 5.3.3.1 the name of the other person, and
 - 5.3.3.2 the nature of the relationship of the other person to the Councillor or related party, and
 - 5.3.3.3 the nature of the other person's interest in the matter, and
 - 5.3.3.4 the value of the gift or loan and the date the gift or loan was made.
- 5.4 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.
- 5.5 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.
- 5.6 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

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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.

- 5.7 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.
- 5.8 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.
- 5.9 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:
 - 5.9.1 How does the inclusion of the Councillor in the deliberation affect the public trust
 - 5.9.2 How close or remote is the Councillor's relationship to the related party
 - 5.9.3 If the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received
 - 5.9.4 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
 - 5.9.5 How does the benefit or detriment the subject Councillor stands to receive compare to others in the community
 - 5.9.6 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
 - 5.9.7 Whether the subject Councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 5.10 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.
- 5.11 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

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and be involved in processes occurring outside of a Council meeting about the same matter e.g. briefing sessions or workshops.

- 5.12 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).
- 5.13 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 LGA.

6. Reporting a suspected conflict of interest

- 6.1 If a Councillor at a meeting reasonably 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 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.
- 6.2 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.
- 6.3 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.
- 6.4 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.
- 6.6 If the belief of a COI related to more than one Councillor. Clause 5 of these procedures must be complied with in relation to each Councillor separately.

7. Loss of quorum

- 7.1 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:
 - 7.1.1 Delegate the consideration and decision on the matter, pursuant to section 257 of the LGA unless the matter cannot be delegated; or

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7.1.2 Defer the matter to a later meeting

7.1.3 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.

7.2 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.

7.3 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.

7.4 The Council may by resolution delegate a power under section 257 of the LGA to:

7.4.1 The mayor or chief executive officer; or

7.4.2 A standing committee, or joint committee of Council; or

7.4.3 The chairperson of a standing committee or joint standing committee of Council.

7.5 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:

7.5.1 The mayor; or

7.5.2 A standing committee.

7.5.3 If the decision about the conduct of the mayor, the decision must be delegated to a standing committee.

7.6 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.

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

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- 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 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.

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 pursuant to section 254(3) of the LGR:

- Appointment, dismissal or discipline of the CEO
- Industrial matters affecting employees
- The Council's budget, which does not include the monthly financial 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

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- 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 consideration and decision on the matter pursuant to section 257 of the LGA, unless the matter cannot be delegated
- Decide by resolution to defer to a later meeting when a quorum may be available
- 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:

- 9.1 Pass a resolution to close the meeting.
- 9.2 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.
- 9.3 If the matter is known in advance, the agenda should clearly identify that the matter may be considered in closed session, and an explanation of why the Councillors at the meeting may consider it necessary to take the issue into closed session must be stated.
- 9.4 Not make a resolution while in a closed meeting (other than a procedural resolution).

10. Teleconferencing meetings

- 10.1 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 aware of their intended absence. The chairperson may allow a Councillor to participate in a Council meeting, standing or advisory committee meeting by teleconference.
- 10.2 A Councillor taking part by teleconference is taken to be present at the meeting if the Councillor was simultaneously in audio and/or visual contact with each other person at the meeting. The attendance of the Councillor must be recorded in the minutes as present at the meeting.

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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.

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OFFICER REPORTS

COUNCIL MEETING DATE

Wednesday 16 October 2024

ITEM NO:

7.4.7

SUBJECT TITLE:

Opera Queensland Tour 2025

AUTHOR AND OFFICERS TITLE:

Andrea Saunders Group Manager Customer & Council Support

AUTHORISING OFFICER:

Alison Lamb (Director of Organisational Performance)

CLASSIFICATION (if Confidential)

N/A

Summary:

Opera Queensland have asked if the Blackall-Tambo Regional Council would like to host the proposed Festival of the Outback tour for 2025.

Officer's Recommendation:

That Council supports the 2025 Opera Queensland Regional Tour.

Background

For the previous four years, Opera Queensland have conducted tours throughout the area, including Blackall. The Producer has written to Council asking if Blackall would host the event in 2025. The proposed date is Thursday, 22 May. Opera Queensland would like to perform once again at the Blackall Historical Woolscour.

Opera Queensland has received a lot of enquiries from regional audiences and as such plans to bring back an audience favourite in 2025; *Are you Lonesome Tonight*: a celebration of country music and opera. This performance was well attended when it toured in Blackall in 2021.

The estimated cost for the Blackall presentation is expected to be \$9,900 (ex GST).

Opera Queensland state they will do their best to keep their fees the same, however it is dependent on the number of venues and distance travelled to present the production.

Council officers contacted the president of the Woolscour who, in principle, has agreed to the event being held at the venue next year.

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.

Consultation (internal/external)

Chief Executive Officer

Policy Implications

Nil

Budget and Resource Implications

\$9,900.00 (ex GST) approx.

Risk Management Assessment

| Risk Category | Risk Tolerance | Summary of Risks Involved | Risk Rating |
|--------------------|----------------|---|-------------|
| Financial | Low | The expenditure would be included the the events budget allocation. | Low |
| Legal & Regulatory | Low | Nil | Low |
| People | Low | Nil | Low |
| Operational | Medium | Nil | Low |
| Environmental | Medium | Nil | Low |
| Strategic | Medium | Nil | Low |
| Ethical | Low | Nil | Low |
| Reputation | Low | Nil | Low |
| Leadership | Low | Nil | Low |

Proposed Risk Treatment

Nil

Attachments

Nil

OFFICER REPORTS

COUNCIL MEETING DATE

Wednesday 16 October 2024

ITEM NO:

7.4.8

SUBJECT TITLE:

Review of Council Policies

AUTHOR AND OFFICERS TITLE:

Jodie Richardson Group Manager People, Culture & Safety

AUTHORISING OFFICER:

Alison Lamb (Director of Organisational Performance)

CLASSIFICATION (if Confidential)

N/A

Summary:

A revision of Council Policies has necessitated the update of the Work, Health & Safety and Personal Protective Equipment (PPE) & Uniform Policies to reflect current practices.

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

- **Work, Health & Safety Policy; and**
- **Personal Protective Equipment (PPE) & Uniform Policy**

Background

Blackall-Tambo Regional Council regularly reviews policies and procedures to ensure that they are compliant with any legislative changes, and they match Council's position on a matter. Outdated policies can leave Council exposed to risk, while old policies may not address current practices

Policies are reviewed in several ways:

- Policy retirement – the policy is no longer required or has been combined with or superseded by another policy.
- Minor amendments – changes to language, style, formatting, etc that do not impact on the application of the policy.
- Major amendments – changes that significantly alter Council's position on an issue or change the strategic intent of the policy.
- New policies – state Council's position on an issue and outlines Council's strategic intention.

The following policies have been reviewed and updated to ensure compliance and reflect current practices.

- Work, Health & Safety Policy
- Protective Equipment (PPE) & Uniform Policy

Link to Corporate Plan

Governance

Outcome 1 - Workforce - Council's workforce is trained and supported to competently manage themselves and their work.

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

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

Consultation (internal/external)

Chief Executive Officer
Chief Financial Officer
Director Organisational Performance

Policy Implications

Work, Health & Safety Policy
Personal Protective Equipment (PPE) & Uniform Policy

Budget and Resource Implications

Nil

Risk Management Assessment

| Risk Category | Risk Tolerance | Summary of Risks Involved | Risk Rating |
|--------------------|----------------|---|-------------|
| Financial | Low | Uniform allocations as per Council Policy | Low |
| Legal & Regulatory | Low | Compliant with the relevant legislation | Low |
| People | Low | Ensure that staff are issued with protective and corporate clothing. | Low |
| Operational | Medium | Revised policies ensure Council is consistent with current practices. | Low |
| Environmental | Medium | Nil | Low |
| Strategic | Medium | Nil | Low |
| Ethical | Low | Nil | Low |
| Reputation | Low | Appropriate behaviour whilst in Council uniform and wearing PPE is mandatory for identified tasks/duties. | Low |
| Leadership | Low | Nil | Low |

Proposed Risk Treatment

Continuous policy review is a critical activity to ensure that Blackall-Tambo Regional Council is meeting legislative, efficiency and ethical requirements. Outdated policies may expose Council to risk.

Attachments

1. 20240927 - DRAFT - Admin 44 - Work Health and Safety Policy (2) [7.4.8.1 - 4 pages]
2. DRAFT Admin 3 Personal Protective Equipment (P P E) and Uniform Policy [7.4.8.2 - 5 pages]



Blackall-Tambo Regional Council

Work, Health & Safety Policy

Purpose

This policy demonstrates the Blackall-Tambo Regional Council's commitment to ensuring the health, safety, and wellbeing of all workers, making sure they feel safe, supported, and encouraged to raise concerns at work.

Policy Statement

Our commitment:

1. The health, safety and wellbeing of our workers is our number one priority.
2. We value the health and wellness of our workers prioritising both their physical and psychological safety in our workplace.
3. We will collaborate with our workers to ensure that our workplaces are as safe and healthy as possible for everyone.
4. Our aim is to be recognised as a leading organisation where it is safe and healthy to come to work.
5. We will enhance the health and safety capabilities of our workers and focus on minimising harm.
6. We will improve our health and safety outcomes practically and remove unnecessary red tape to achieve this.
7. We will improve health and safety outcomes by building our workers' capabilities, through learning and training, and we will focus on minimising or eliminating harm in our workplaces.

To achieve this, we will:

8. Not prioritise any work activities over safe work practices.
9. Ensure that all our workplaces, and work conducted at all sites and locations are carried out safely.
10. Maintain a positive mindset for health and safety and foster a culture where leaders and workers work collaboratively and proactively to ensure the safety of our people.
11. Protect our workers from harm by assessing and eliminating hazards and risks and empowering them to refrain from starting or cease work until it is safe to do so.
12. Support our workers in prioritising their physical and mental health, with a focus on prevention, education and training.

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Blackall-Tambo Regional Council

Work, Health & Safety Policy

13. Ensure all workers know and understand their health and safety responsibilities enabling them to implement safe and healthy behaviours and practices.
14. Comply with all health and safety legislation and align processes and procedures with relevant industry standards.
15. Implement systems to enable the immediate or timely reporting of health and safety injuries, incidents and hazards.
16. Thoroughly investigate incidents and report on recommendations for learning and improving health and safety practices.
17. Commit to establishing and maintaining a consistent and effective work health and safety management system to eliminate or minimize risks and foster a culture of continuous improvement.
18. Commit to thoroughly implement this, Our Safety Policy, to ensure it is effectively integrated into all aspects of our operations.
19. Ensure incident investigations are undertaken to facilitate organisational learning and improvement in managing health, safety and wellbeing risks.
20. Eliminate all workplace hazards and risks wherever possible and where not feasible, minimise them as far as is reasonably practicable.
21. Provide timely health and safety information, instruction, and training to all workers and visitors to the workplace.
22. Supervise workers to ensure work activities are performed safely.
23. Promote a positive and proactive culture by consulting and involving workers in matters relating to health, safety and wellbeing.
24. Provide appropriate safety equipment and personal protective equipment and ensure all plant, equipment and materials are maintained and fit for use.
25. Safely maintain any accommodation that is owned, managed or under the control of council.
26. Implement a best practice injury management and return to work program.
27. Establish and utilise measurable objectives and targets to monitor worker health and workplace conditions, aiming to control and prevent workplace illness and injury and to ensure continuous improvement.
28. Foster a culture of continuous improvement to health and safety that aims to eliminate work related illness and injury.
29. Ensure compliance with all health and safety legislation while aligning processes and procedures to relevant industry standards.
30. Establish a consistent and effective work health and safety management system that enables the elimination or minimisation of work health and safety risks.

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Work, Health & Safety Policy

As part of a safe and healthy work environment all workers must:

31. Take reasonable care for their own health and safety.
32. Follow safe work legislation, policies, systems, procedures, instructions, and rules.
33. Participate in safety training.
34. Start work only once they believe it is safe to do so.
35. Stop work if they see unsafe working conditions, behaviours, practices, missing safety procedures, or incorrect safety methods being used.
36. Report health and safety hazards to their line leader promptly.
37. Report all injuries and incidents as soon as practicable.
38. Use safety equipment and personal protective equipment as instructed.
39. Ensure relevant qualifications, training, or licensing requirements remain up to date.
40. Use approved risk management methods to ensure activities do not compromise the health and safety of themselves or others.

Actions to Ensure Compliance

- The WHS Policy Statement will be included in induction material, be displayed on noticeboards at permanent workplaces and will be available to employees.
- Managers/supervisors will communicate the WHS Policy Statement to employees through toolbox talks or team meetings.
- Attach the WHS Policy Statement to relevant contract, purchasing and leasing documentation (e.g. tender/contract documents).
- Manager/supervisors will deliver training of WHS processes to employees, work experience students, apprentices and trainees.
- Managers/supervisors will provide information and processes to communicate WHS procedures to workers, contractors, apprentices, trainees, work experience, volunteers and visitors.
- Managers/supervisors will ensure workers, contractors, apprentices, trainees, work experience, volunteers and visitors undertake action in accordance with Council's Work Health and Safety policies, procedures and processes.

Breaches of Policy

Employees

Disciplinary action may be taken, in accordance with the discipline process, against an employee who does not:

- Take reasonable care for his or her own health and safety;

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Blackall-Tambo Regional Council

Work, Health & Safety Policy

- Take reasonable care that his/her acts or omissions do not adversely affect the health and safety of other persons;
- Comply, so far as the employee is reasonably able, with any reasonable instruction that is given; or
- Co-operate with any reasonable policy or procedure of Council relating to health or safety at the workplace that has been notified to employees.

Contractors, Work Experience Students, Apprentices and Trainees

Breaches of this policy will be addressed in accordance with the conditions of their contract.

Volunteers and Visitors

Volunteers and visitors who breach this policy may be directed to leave the Council workplace.

Maintenance and review of the Health, Safety and Wellbeing Policy

41. This health and safety policy will be maintained and reviewed periodically to ensure it remains relevant and appropriate to the organisation's health and safety risks.

Definitions

Nil

Legislative references

Local Government Act 2009
Work Health and Safety Act 2011
Work Health and Safety Regulation 2011

Supporting documents

Code of Conduct for Employees Policy
 Work Health and Safety Strategic Plan 2023-2026
 Associated Codes of Practice and Standards

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Blackall-Tambo Regional Council

Personal Protective Equipment (PPE) & Uniform Policy

PURPOSE

This policy has been designed to enhance the public image of Blackall-Tambo Regional Council. Uniforms assist in identifying Council employees and ensuring staff are dressed appropriately to maintain their health and safety within the work environment as well as presenting Council in a professional manner.

SCOPE

This policy will embrace all areas of the Blackall-Tambo Regional Council, incorporating staff of each risk level.

- **High Risk** personnel are those that are exposed to high-risk hazards during their employment and are therefore required to wear protective clothing relevant to the task being performed. This clothing will include but not be limited to high visibility clothing, safety approved enclosed shoes and long sleeve shirts.
- **Low Risk** personnel are staff that are not generally exposed to high-risk hazards during their normal duties. Any low-risk personnel that enter or work in a high-risk area are required to follow the high-risk protective clothing requirements whilst actively engaged in that high-risk area. If only entering the high-risk area and not conducting work, the employee is required to wear a high visibility vest as a minimum precaution.

Operational Staff – Protective Clothing

Responsibilities: - Council

Blackall-Tambo Regional Council will ensure that;

- Protective clothing is issued to staff in accordance with the requirements of their job;
- Protective clothing is appropriate for the employee and assists in managing risks for that employee;
- Protective clothing purchased is in compliance with Australian Safety Standards;
- Areas of known hazards that require mandatory protective clothing are appropriately sign-posted to notify all personnel;
- Protective clothing provided is in a clean and hygienic condition.

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Blackall-Tambo
Regional Council

Personal Protective Equipment & Uniform Policy

Managers/ Supervisors:-

Managers and Supervisors of Council will;

- Determine if Protective Clothing is required to be worn and of what type;
- Ensure correct Protective Clothing is worn by personnel during all job tasks which require such protection.

Employees/ workers:-

Employees and workers of Council will;

- Wear the correct Protective Clothing that has been supplied and in the correct manner;
- Observe signage for areas that they are working in and comply with all signage and requirements;
- Follow manufacturers instruction for the care and maintenance of all protective clothing and corporate uniforms;
- Have all Protective Clothing replaced as required on a wear and tear basis. Corporate Uniforms are to be purchased according to Council's current Enterprise Bargaining allocations.

Protective Clothing

Blackall-Tambo Regional Council will provide the following Personal Protective Clothing, however, will not be limited to;

- Long sleeve, high visibility shirts;
- Long trousers;
- High visibility/ reflective vests;
- Gloves;
- Broad-brimmed hat;
- Safety glasses;
- High visibility winter jacket.

Foot Protection

All high-risk employees are required to wear safety boots that comply with AS/ NZ 2210.2. Some of the requirements are as follows;

- Must fully enclose the foot;
- Must support the ankle
- Must have toe protection (safety approved).

For your personal safety all employees are to wear closed-in footwear (no open-toed shoes or sandals) at the work site. Refer to your supervisor if you have a medical reason and are unable to wear closed-in shoes for a period of time.

The Council will supply work boots for employees up to the value of \$200.00. Should employees order boots over this allocation, a tax invoice will be distributed to the employee along with a payment deduction form.

If staff purchase their own safety boots, then they will be reimbursed up to the current allocation amount on the production of a receipt and providing they fall within the AS/ NZ 2210.2 safety standards.

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Blackall-Tambo
Regional Council

Personal Protective Equipment & Uniform Policy

Where an employee seeks replacement boots, the old boots must be returned and assessed by the Stores Officer before the issue of a new pair. Boots that are worn out or damaged and no longer comply with the above safety standards are to be replaced.

Ultraviolet (UV) Sun Protection

When performing work tasks outdoors, exposure to UV radiation is a high risk and consequently, employees are required to wear broad-brimmed hats. Broad-brimmed hats must have a brim of a least 7.5 cm to comply with the Australian/ New Zealand Standards. Any hat deemed as not providing adequate UV protection by Council will not be permitted.

Issue of Protective Clothing

Council will provide an initial issue of uniforms to new employees of;

- Five (5) orange high visibility, UV protective, long sleeve work shirts;
- Five (5) pairs of long pants (drill and/ or jeans);
- One (1) wide brimmed hat;
- One (1) pair safety glasses;
- One (1) pair of safety gloves;
- One (1) orange high visibility cold weather coat.

Protective clothing will only be replaced on a fair wear and tear basis. Where an employee seeks a replacement item, the old item must be returned and assessed by the Stores Officer before the issue of new items. Uniforms will be gauged against high visibility standards and when faded below the recommended level will be replaced to ensure that staff are meeting work, health and safety requirements.

Corporate Staff Uniforms

Corporate Clothing

Staff should select appropriate forms of dress for their position and duties. Corporate wardrobe items should not be worn with other unapproved garments. Managers of each department are responsible for ensuring their staff comply with this provision.

Staff have the choice of purchasing lower body garments from independent retailers in an appropriate style and/ or size. Items purchased in this way will have to be similar in colour and appearance to the corporate design. Blackall-Tambo Regional Council will arrange for corporate logos to be embroidered onto these items if requested.

Purchasing Provisions

Orders will only be taken twice per calendar year, March/ April and August/ September, except for new employees and/ or special orders as approved by the Chief Executive Officer (CEO).

All orders for clothes are to be submitted through the Group Manager, People Culture & Safety for forwarding to the approved supplier. Garments are then received and forwarded on to employees.

If the garments received exceed the yearly uniform allocation of \$500.00, a tax invoice will be distributed to the employee along with a payment deduction form.

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Blackall-Tambo
Regional Council

Personal Protective Equipment & Uniform Policy

Eligibility for Uniform Allowance Allocation

Only permanent full-time staff can claim the full allocation. Permanent part-time staff may claim the allocation at the rate equivalent to the percentage of full-time employment on a pro-rata rate e.g., 50% FTE – 50% of the available allocation.

Trainees, Volunteers, Short Term and Casual Employees

In recognition of their contribution and service, Trainees, Volunteers, Casuals and Short-Term Officers will be issued with up to a maximum of five (5) Council approved Polo shirts upon authorisation of the CEO, dependent on hours of work e.g., 1 day working per week – 1 Polo shirt issued.

Professional Image

The following are not considered to represent council's preferred professional image and as such are inappropriate and are not to be worn during working hours;

- Bare backs, stomachs or midriffs;
- Slogan T-Shirts;
- Singlets;
- Opened-toed shoes or thongs.

Appropriate footwear is to be worn with the Council's Corporate Wardrobe. Closed-in smart dress shoes are to be worn in the workplace (please note:- smart dress sandals are not acceptable as they do not comply with PPE requirements). The suitability of appropriate footwear is subject to approval by the CEO.

Uniforms are to be clean, neatly pressed and maintained in good order.

Accepted Colours

The Blackall-Tambo Regional Council has stipulated that there will be three colours for the lower body garments and three colours for upper body garments. This ensures that the uniform is cohesive, and the corporate identity is obvious. The colour/ pattern/ print combinations do not limit styles.

Upper Body Garments

- Blue and shades of;
- Red and shades of;
- White and shades of.

Lower Body Garments

- Beige;
- Black;
- Navy.

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Blackall-Tambo
Regional Council

Personal Protective Equipment & Uniform Policy

Non-Corporate Wardrobe Days

Council supports “Charity Days,” and employees may elect to wear other appropriate clothing (e.g. **Funky Shirt Fridays**), with the approval of the Chief Executive Officer.

BREACHES

Any continual breach of any part of this policy by an Employee may lead to disciplinary procedures up to and including termination.

Legislative references

Local Government Act 2009

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

Supporting documents

Code of Conduct for Employees Policy

Associated Codes of Practice and Standards

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8 Confidential Reports

Nil

9 Close of Meeting