

GENERAL MEETING

Wednesday 18 September 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 Tambo Council Chambers, Wednesday 18 September 2024 commencing at 8:30 am.

MJ Lollback

Chief Executive Officer

CALENDAR OF EVENTS**April 2024**

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

May 2024

6 May 2024	Labour Day
10-11 May 2024	Blackall Show
15 May 2024	Council Meeting – Tambo
16 May 2024	Councillor Induction Session – Blackall (9am to 1pm)
18-19 May 2024	Polocrosse - Tambo
21-22 May 2024	Civic Leaders Summit
23 May 2024	Opera Queensland – Blackall Woolscour

June 2024

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

July 2024

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

August 2024

3 August 2024	Tambo Ladies Day Race Meeting
21 August 2024	Council Meeting – Blackall

September 2024

4-5 September 2024	2024 WQAC Assembly – Mount Isa
18 September 2024	Council Meeting – Tambo

October 2024

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

November 2024

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

December 2024

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

Held at Tambo Council Chambers
On Wednesday 18 September 2024
Commencing at 8:30 am

Order of Business

Leave of Absence/Signing of Attendance Book

- Cr David Hardie has requested a leave of absence from the 18 September 2024 general meeting.
- Cr Boyd Johnstone has requested a leave of absence from the 16 October 2024 general meeting.

Apologies: Nil

Condolences: Doreen Womersley, formerly of Blackall

Declarations of Conflicts of Interest:

Deputations: Nil

BUSINESS

1 CONFIRMATION OF THE MEETING MINUTES	5
1.1 Confirmation Of General Meeting Minutes Held On 21 August 2024	5
2 BUSINESS ARISING FROM PREVIOUS MINUTES	20
2.1 Business Arising From Previous Minutes	20
3 PETITIONS.....	21
4 MAYORAL REPORTS	21
4.1 Information Report For August 2024	21
4.2 Notice To Recind A Motion - Small Business Friendly Program.....	23
5 COUNCILLORS INFORMATION REPORT	26
5.1 Councillors' Information Report For August 2024	26
6 CEO REPORTS.....	28
6.1 Chief Executive Officer's August 2024 Report To Council.....	28
6.2 Tambo Land For Sale By Auction.....	31
6.3 Blackall Work Camp Community Advisory Committee	34
6.4 Community Grants And Support Policy	36

7 REPORTS & CORRESPONDENCE	50
7.1 Chief Financial Officer	50
7.1.1 Financial Report for the Month of August 2024	50
7.1.2 Planning and Development Report.....	58
7.1.3 Development Application DA 08-2023-2024 - 10 Davidson Road, Tambo.....	63
7.2 Chief Operations Officer	118
7.2.1 Chief Operations Officer's Operational Report	118
7.2.2 Roadtrain Side Tipper Trailers.....	124
7.3 Director Of Lifestyle And Community.....	126
7.3.1 Director of Lifestyle and Community Operational Report.....	126
7.4 Director Of Organisational Performance.....	136
7.4.1 Organisational Performance Department Monthly Report - August 2024.....	136
7.4.2 Tambo Town Common Advisory Group Meeting - 20 August 2024	141
7.4.3 Environment Health Officer's Report	145
7.4.4 Resolution to Review Council Local Laws	147
7.4.5 People, Culture & Safety Report.....	151
7.4.6 Ranger's report	154
8 CLOSE OF MEETING	156
9 CONFIDENTIAL REPORTS.....	156
9.1 Confidential Items Nil.....	156

1 Confirmation of the Meeting Minutes

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.



**MINUTES OF THE GENERAL MEETING OF
BLACKALL-TAMBO REGIONAL COUNCIL
HELD AT THE BLACKALL COUNCIL CHAMBERS
ON WEDNESDAY 21 AUGUST 2024 at 8:30 AM**

PRESENT:

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

OFFICERS:

Mr Mike Lollback, Chief Executive Officer, Mr Ajay Agwan, Chief Operations Officer, Mr Shalveen Dayal, Chief Finance Officer, Corporate and Community Services, Ms Jaimee-Lee Prow, Director of Community Service, Mrs Andrea Saunders, Governance Coordinator, Ms Piper Hansen, Minute Taker.

Leave of Absence

Nil

CONDOLANCES:

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

Mr Robert Keith Harvey

DECLARATIONS OF INTEREST

Cr. Martin for item 5.5 - I, Councillor Martin, inform the meeting that I have a prescribed conflict of interest in item 5.5 Blackall Cultural Precinct. The nature of my interest is as follows:

- I am the chair of Red Ridge which is working in conjunction with other key stakeholders on the proposed project.

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

Cr. Skewes for item 5.5 - I, Councillor Skewes, inform the meeting that I have a prescribed conflict of interest in item 5.5 Blackall Cultural Precinct. The nature of my interest is as follows:

- I am a member of the executor of Red Ridge which is working in conjunction with other key stakeholders on the proposed project.

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

Cr Hardie for item 6.3.6 - I, Councillor Hardie, inform the meeting that I have a prescribed conflict of interest in item 6.3.6 RADF Recommendation - Bushman's Gallery. The nature of my interest is as follows:

- My wife, Lindy Hardie, is the chair of the Bushman's Art Gallery which is the applicant for funding before Council for endorsement.

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

1 Confirmation of the Meeting Minutes

MOTION: Moved: Cr Grahame Schluter Seconded: Cr David Hardie

That the minutes of the General Meeting held on 17th July 2024 be taken as read and confirmed, and that the Mayor be authorised to sign same.

GM 2024/08/139

Carried 7 / 0

ITEM NO:	4.1
SUBJECT TITLE:	Information Report for July 2024

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

MOTION: Moved: Cr Andrew Martin Seconded: Cr Jane Scobie

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

GM 2024/08/140

Carried 7 / 0

ITEM NO:	5.1
SUBJECT TITLE:	Chief Executive Officer's July 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 Grahame Schluter Seconded: Cr Alina Hart

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

GM 2024/08/141

Carried 7 / 0

ITEM NO: 5.2
SUBJECT TITLE: Organisational Structure Review

With the retirement of the Director of Finance Corporate and Community Services a revised organisation structure is presented to Council.

MOTION: Moved: Cr Boyd Johnstone Seconded: Cr David Hardie

Minutes-General Meeting-21 August 2024

Blackall-Tambo Regional Council

That Council adopts the organisational structure as presented within this report, in accordance with section 196(1) of the *Local Government Act 2009*.

GM 2024/08/142**Carried 7 / 0**

ITEM NO: 5.3
SUBJECT TITLE: Vehicle Policy Review

Council conducts a review of policies on a regular basis to ensure that they are consistent with changes to regulations, employment conditions and Council's objectives. The Vehicle Policy has been reviewed to align with the corporate structure changes and to ensure Council's fleet is appropriately managed.

MOTION: Moved: Cr David Hardie Seconded: Cr Boyd Johnstone

That Council adopt the revised Vehicle Policy.

GM 2024/08/143**Carried 7 / 0**

ITEM NO: 5.4
SUBJECT TITLE: Tambo Tourism and Business Association's Television Advertisement

The Tambo Tourism and Business Association have written to Council asking for financial support for their television advertisement.

MOTION: Moved: Cr Grahame Schluter Seconded: Cr David Hardie

That Council provides assistance of \$500.00 toward airing time of the Tambo Tourism and Business Association's television advertisement.

GM 2024/08/144**Carried 5 / 2**

At this point, 9.34am, Cr Andrew Martin and Cr Peter Skewes left the meeting due their prescribed interest in item 5.5.
Cr Hardie assumed the chair

ITEM NO: 5.5
SUBJECT TITLE: Blackall Cultural Precinct

Stakeholders have continued to consult with architects on the Blackall Cultural Precinct project and a design report has been prepared.

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

That Council supports the proposed buildings and community gardens located over land at 63-67 Shamrock Street, Blackall Queensland as described on Lot 1 RP602469, Lot 1 and Lot 2 on RP607613, Lot 2 on RP616262 and Lot 2 on SP607008.

GM 2024/08/145**Carried 5 / 0**

Minutes-General Meeting-21 August 2024

Blackall-Tambo Regional Council

At this point, 9.48am, Cr Andrew Martin and Cr Peter Skewes returned to the meeting.
Cr Andrew Martin resumed the chair.

ITEM NO: 5.6
SUBJECT TITLE: Appointment of Acting Chief Executive Officer

The Chief Executive Officer will be absent from 30 September 2024 to 11 October 2024 inclusive and will be out of Australia for part of that time. In accordance with section 195(b) of the *Local Government Act 2009* a local government may appoint a qualified person to act as the chief executive officer during the absence of the chief executive officer.

MOTION: Moved: Cr Boyd Johnstone Seconded: Cr David Hardie

That Council, in accordance with section 195(b) of the *Local Government Act 2009*, appoints Shalveen Dayal as acting chief executive officer for the period 30 September 2024 until 11 October 2024 inclusive.

GM 2024/08/146

Carried 7 / 0

ITEM NO: 5.7
SUBJECT TITLE: Environmental Health Officer's Report

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

MOTION: Moved: Cr Alina Hart Seconded: Cr David Hardie

That Council receive the Environmental Health Officer's report for July.

GM 2024/08/147

Carried 7 / 0

ITEM NO: 6.1.1
SUBJECT TITLE: Financial Report for the Month of July 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 July 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 Jane Scobie

That Council receive the Financial Report for July 2024.

GM 2024/08/148

Carried 7 / 0

ITEM NO: 6.1.2
SUBJECT TITLE: Sound System Upgrade at Blackall Showgrounds

Council have engaged Macrosphere to conduct an upgrade of the sound system at the Blackall Showgrounds.

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

Minutes-General Meeting-21 August 2024

Blackall-Tambo Regional Council

That Council endorse the Chief Executive Officer's decision to award the contract to Macrosphere for the upgrade to the sound system at the Blackall Showgrounds (Local Buy contract LB308 will apply); and Council note the funding for the project will be an additional council contribution in the 2024-25 capital budget.

GM 2024/08/149**Carried 7 / 0**

ITEM NO: 6.1.3
SUBJECT TITLE: Blackall Saleyards Report

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

MOTION: Moved: Cr David Hardie Seconded: Cr Jane Scobie

That Council receive the Blackall Saleyards monthly report for July 2024.

GM 2024/08/150**Carried 7 / 0**

ITEM NO: 6.1.4
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 David Hardie

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

GM 2024/08/151**Carried 7 / 0**

ITEM NO: 6.1.5
SUBJECT TITLE: Change Application - DA 01-2024-2025 - 51 Arthur Street, Tambo

A Change Application (Minor Change) has been lodged by Joshua & Denae Phelps to amend Development Permit DA05-2022-2023, granted on 14 December 2022 for a Material Change of Use for Short-term accommodation (6 units) over land at 51 Arthur Street, Tambo, formally described as Lot 510 on T1501.

The change seeks to reduce the boundary setback to Charles Street.

The minor change application has been made in accordance with the requirements of the Planning Act. This decision report recommends the change application be approved, subject to the amended conditions stated in the recommendation.

MOTION: Moved: Cr Grahame Schluter Seconded: Cr Alina Hart

That Council approves the Change Application (Minor Change) relating to DA05-2022-2023 a Material Change of Use for Short-term accommodation (6 units) over land at 51

Minutes-General Meeting-21 August 2024

Blackall-Tambo Regional Council

Arthur Street, Tambo, formally described as Lot 510 on T1501, subject to the following amendments to the decision notice:

1.0 PARAMETERS OF APPROVAL

- 1.1 The Developer is responsible for ensuring compliance with this development approval and the conditions of the approval by an employee, agent, contractor or invitee of the Developer at all times unless otherwise stated.**
- 1.2 Where these conditions refer to “Council” in relation to requiring Council to approve or be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role of the Council may be fulfilled in whole or in part by a delegate appointed for that purpose by Council.**
- 1.3 All conditions, works, or requirements of this development approval must be undertaken and completed prior to commencement of the use and to Council’s satisfaction, unless otherwise stated in a development condition.**
- 1.4 The cost of all works associated with the construction of the development including services, facilities and/or public utility alterations required are met at no cost to the Council or relevant utility provider, unless otherwise stated in a development condition.**
- 1.5 The developer is required to have repaired any damage to existing infrastructure that may have occurred during any works carried out for the development. To the extent the damage is deemed to create a hazard to the community, it must be repaired immediately.**
- 1.6 Unless otherwise stated, all works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards.**

2.0 APPROVED PLANS AND DOCUMENTS

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

Plan/Document Name	Plan/Document Number	Revision Number	Date
Site Plan and Elevations	001 Sheet 1 of 1	1	16/08/2022 09/08/2024

- 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 LIMITATIONS OF OPERATION

- 3.1 Guests of the Short-term accommodation are limited to a maximum stay of three (3) consecutive months at any one time.**
- 3.2 The Short-term accommodation is limited to a maximum of six (6) units.**

4.0 ACCESS AND PARKING WORKS

- 4.1** Design, construct and maintain the Charles Street and Arthur Street crossovers in accordance with the approved plans (see Condition 2.1) and generally in accordance with the standard drawing, Figure 1 or 2, from the General Development Code of the Blackall-Tambo Region Planning Scheme.
- 4.2** Provide and maintain a minimum of six (6) car parking spaces on-site for guests. All car parking spaces must be clearly delineated by either line-marking or signage.
- 4.3** Design and construct and maintain all car parking and manoeuvring areas in accordance with the approved plan (see Condition 2.1) and AS2890.1 – Parking Facilities and Austroads Publication AP-G34-13 – Austroads Design Vehicle and Turning Path Templates.
- 4.4** All car parking and vehicle manoeuvring areas must be either compacted gravel or concrete.

5.0 SITE MANAGEMENT PLAN

- 5.1** Maintain and implement a site management plan for the Short-term accommodation. The site management plan is to include measures to manage operational aspects of the development including, but not limited to, hours of operation, noise management, site care and maintenance, complaints management and refuse management.

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 AND WATER

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

9.0 TELECOMMUNICATION AND ELECTRICITY SUPPLY

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

10.0 WASTE MANAGEMENT

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

- 10.1.1 Designed to not cause nuisance to neighbouring properties;**
- 10.1.2 Screened from any road frontage or adjoining property;**
- 10.1.3 Of a sufficient size to accommodate a waste bin/s suitable to service the Short-term accommodation.**

11.0 AMENITY AND ENVIRONMENTAL HEALTH

- 11.1 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**
- 11.2 Install and operate all outdoor lighting to comply with AS4282 – 1997 “Control of the Obtrusive Effects of Outdoor Lighting”.**

12.0 LANDSCAPING

- 12.1 Establish and maintain landscaping to all boundaries of the site.**
- 12.2 The landscaping must predominantly contain species consisting of native, drought tolerant groundcovers, shrubs, small trees and trees.**

13.0 SITE WORKS AND EROSION AND SEDIMENT CONTROL

- 13.1 Site works must be constructed such that they do not, at any time, in any way restrict, impair or change the natural flow of runoff water, or cause a nuisance or worsening to adjoining properties or infrastructure.**
- 13.2 Prepare and implement an Erosion and Sediment Control Strategy (ESCS) in accordance with the IECA 2008 Best Practice Erosion and Sediment Control (as amended).**
- 13.3 Implement the ESCS for the duration of the construction phase and until such time all exposed soils areas are permanently stabilised (for example, turfed, hydro mulched, concreted or landscaped).**

14.0 ASSET MANAGEMENT

- 14.1 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.**

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 2024/08/152**Carried 7 / 0**

ITEM NO: 6.2.1
SUBJECT TITLE: Chief Operations Officer's Operational Report

The Director of Works and Services report for July 2024 is presented to Council.

MOTION: Moved: Cr Alina Hart Seconded: Cr David Hardie

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

GM 2024/08/153**Carried 7 / 0**

ITEM NO: 6.2.2
SUBJECT TITLE: Chief Operations Officer- Plant Report

The Chief Operations Officer Plant Report for July 2024 is presented to Council.

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

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

GM 2024/08/154**Carried 7 / 0**

Minutes-General Meeting-21 August 2024

Blackall-Tambo Regional Council

ITEM NO: 6.2.3
SUBJECT TITLE: Blackall-Tambo Highway - Bituminous Products

Council requested tenders for the Supply, Cart, Heat and Spray Bituminous Products for 13C Landsborough Highway through Vendor panel. Tenders closed on 2nd July 2024.

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

That Council award the tender for the Supply, cart, heat and spray Bituminous Products for Blackall Tambo Highway 13 C Project to Boral Resources as the tender provided the best value for money.

GM 2024/08/155

Carried 7 / 0

ITEM NO: 6.2.4
SUBJECT TITLE: Blackall-Tambo Highway - Cover Aggregate

Council requested tenders for the Supply and Delivery of Cover Aggregate for 13 C Landsborough Highway through Vendor panel. Tenders closed on 2nd July 2024.

MOTION: Moved: Cr Grahame Schluter Seconded: Cr Alina Hart

That Council award the tender for the Supply and Delivery of Cover Aggregate to Michael Horman Transport Pty Ltd for Blackall Tambo Highway 13 C Project as the tender provided the best value for money.

GM 2024/08/156

Carried 7 / 0

ITEM NO: 6.3.1
SUBJECT TITLE: Director of Lifestyle and Community Operational Report

The Director of Lifestyle and Community Services Operations report for July 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 Boyd Johnstone Seconded: Cr Alina Hart

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

GM 2024/08/157

Carried 7 / 0

ITEM NO: 6.3.2
SUBJECT TITLE: Charge Up Energy Literacy and Capacity Building Project

Blackall Neighbourhood Centre Program has been successful through application as one (1) of twenty (20) selected Neighbourhood Centre's and organisations to deliver the 'Charge Up Energy Literacy and Capacity Building Project'. Blackall Neighbourhood Centre program

receives a total of \$17,500 to deliver the three (3) phase project to community over the next 18 months.

MOTION: Moved: Cr Boyd Johnstone Seconded: Cr David Hardie

That Council receive the report on the ‘Charge Up Energy Literacy and Capacity Building Project’ and acknowledge the funding of \$17,500 received from Queensland Council of Social Service, Neighbourhood Centres Queensland and Energetic Communities Association Inc.

GM 2024/08/158

Carried 7 / 0

ITEM NO:	6.3.3
SUBJECT TITLE:	Blackall-Tambo Regional Youth Council - Terms of Reference

The Blackall-Tambo Youth Council (BTYC) Terms of Reference be presented to Council.

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

That Council endorses the creation and support of the Blackall-Tambo Youth Council and Terms of Reference and authorises the CEO to facilitate the operation of the Blackall-Tambo Youth Council.

GM 2024/08/159

Carried 7 / 0

ITEM NO:	6.3.4
SUBJECT TITLE:	Queensland Mental Health Week Grant Program

Blackall Neighbourhood Centre has been successful through application for a one-off two-thousand-dollar (\$2000) grant through the Queensland Mental Health Week (QMHW) Grants Program to support events to be held to celebrate the week, raise awareness of mental health and wellbeing, increase understanding of mental health illness and recovery, and reduce stigma and discrimination.

The Centre's application was focused around delivering a 'Positive Vibes – Community Wellness Day'. The program is funded by the Queensland Mental Health Commission and administered by CheckUP.

MOTION: Moved: Cr Alina Hart **Seconded: Cr David Hardie**

That Council receive the report on the 'Queensland Mental Health Week Grant Program' and acknowledge the funding offer of \$2,000 received from CheckUP and the Queensland Mental Health Commission to deliver a local event.

GM 2024/08/160

Carried 7 / 0

ITEM NO:	6.3.5
SUBJECT TITLE:	RADF Special Meeting Minutes

A Special RADF meeting was held via email to address an error found in minutes regarding the Barcoo Pastoral Show Society allocated funds from previous RADF round.

MOTION: Moved: Cr Grahame Schluter Seconded: Cr David Hardie

That Council receives the meeting minutes of the RADF committee dated 12.06.2024 and approve the amended amounts.

GM 2024/08/161

Carried 7 / 0

At this point, 10.58am, Cr David Hardie left the meeting due to his prescribed interest in item 6.3.6.

ITEM NO:	6.3.6
SUBJECT TITLE:	RADF Recommendation - Bushman's Gallery

The first round of the 2024/2025 RADF program closed for applications on July 31, and the Committee recommended the application from the Bushman's Art Gallery be approved.

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

That Council endorse the RADF Committee's recommendation to approve the application from Bushman's Art Gallery for encaustic art with Encaustic Workshops Australia with Mo Godbeer for \$1625.00.

GM 2024/08/162

Carried 6 / 0

At this point, 11.00am, Cr David Hardie returned to the meeting.

ITEM NO: 6.3.7
SUBJECT TITLE: RADF Recommendation - TAC Wedgetail Winds
Wire Sculpture Workshop

The first round of the 2024/2025 RADF program closed for applications on July 31, and the Committee recommended the application from the Tambo Arts Council Inc. be approved.

MOTION: Moved: Cr Grahame Schluter Seconded: Cr Alina Hart

That Council endorse the RADF Committee's recommendation to approve the application from Tambo Arts Council Inc. for \$2222.00.

GM 2024/08/163

Carried 7 / 0

Minutes-General Meeting-21 August 2024

Blackall-Tambo Regional Council

ITEM NO: 6.3.8
SUBJECT TITLE: RADF Recommendation - TAC Furniture Restoration Workshop

The first round of the 2024/2025 RADF program closed for applications on July 31, and the Committee recommended the application from the Tambo Arts Council be approved.

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

That Council endorse the RADF Committee's recommendation to approve the application from Tambo Arts Council for \$3320.00.

GM 2024/08/164

Carried 7 / 0

ITEM NO: 6.3.9
SUBJECT TITLE: RADF Recommendation - TAC Unleash Your Creative Potential Project

The first round of the 2024/2025 RADF program closed for applications on July 31, and the Committee recommended the application from the Tambo Multipurpose Centre be approved.

MOTION: Moved: Cr Grahame Schluter Seconded: Cr David Hardie

That Council endorse the RADF Committee's recommendation to approve the application from Tambo Arts Council Inc for the Unleash Your Creative Potential Project for \$2500.00.

GM 2024/08/165

Carried 7 / 0

ITEM NO: 6.3.10
SUBJECT TITLE: RADF Recommendation - Tambo Multipurpose Centre

The first round of the 2024/2025 RADF program closed for applications on July 31, and the Committee recommended the application from the Tambo Multipurpose Centre be approved.

MOTION: Moved: Cr Grahame Schluter Seconded: Cr Alina Hart

That Council endorse the RADF Committee's recommendation to approve the application from The Tambo Multipurpose Centre for Brushes of Hope – Painting away cancer for \$1250.00.

GM 2024/08/166

Carried 7 / 0

ITEM NO: 6.3.11
SUBJECT TITLE: RADF Meeting Minutes

The first round of the 2024-2025 RADF program closed for applications on July 31 and the RADF Committee held a meeting on August 5 to assess the submissions.

MOTION: Moved: Cr Grahame Schluter Seconded: Cr David Hardie

Minutes-General Meeting-21 August 2024

Blackall-Tambo Regional Council

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

GM 2024/08/167

Carried 7 / 0

ITEM NO:

6.4.1

SUBJECT TITLE:

**Organisational Performance Department
Monthly Report - July 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 Alina Hart

Seconded: Cr Boyd Johnstone

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

GM 2024/08/168

Carried 7 / 0

7 Confidential Reports

Nil

CLOSURE:

There being no further business to consider, the Mayor declared the Meeting closed at 11.12am.

CONFIRMATION OF MINUTES:

Confirmed by Council as a true and correct record at the General Meeting held on 18 September 2024.

Signed.....Mayor

2 Business Arising from Previous Minutes

2.1 Business Arising from Previous Minutes

Nil.

OFFICER REPORTS

COUNCIL MEETING DATE:

Wednesday 18 September 2024

ITEM NO:

4.1

SUBJECT TITLE:

Information Report for August 2024

AUTHOR AND OFFICERS TITLE:

Andrea Saunders (Group Manager)

AUTHORISING OFFICER:

Mike Lollback (Chief Executive Officer)

CLASSIFICATION (if Confidential)

N/A

Summary:

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

Officer's Recommendation:

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

Background

ACTIVITY FOR AUGUST 2024	
Meetings	<ul style="list-style-type: none"> Elected Member Update training RAPAD Board meeting Blackall Cultural Precinct meetings Outback Futures Wild Dog Barrier Fence review Regional Development Australia Central Western Queensland Board meeting The Palace discussion with Department of Resources Council meeting – Blackall LGAQ Policy Executive meeting – Gold Coast Face-to-face RAPAD Board meeting – Longreach Outback Regional Roads and Transport Group meeting – Longreach Central West Pest Management Group meeting – Longreach RAPAD Water and Sewerage quarterly meeting – Longreach CUC RAPAD Board meeting Outback Queensland Tourism Assn Board meeting Western Queensland Alliance of Councils Leadership Group meeting Rural and Remote Councils Compact
Events	<ul style="list-style-type: none"> LGAQ Policy Executive Dinner – Gold Coast
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
Events	<ul style="list-style-type: none"> Tambo State School mock election Western Queensland Alliance of Councils 2024 Assembly – Mount Isa

CUC RAPAD Update

The documents for the CUC RAPAD Central West have been signed. An independent board has been formed comprising of the RAPAD Directors (photo below). The old kindergarten in Blackall will undergo alterations to provide suitability for the new use and the facility is scheduled to be opened in October.



[Link to Corporate Plan](#)

Governance

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

[Policy Implications](#)

Nil

[Budget and Resource Implications](#)

Nil

[Attachments](#)

Nil

OFFICER REPORTS

COUNCIL MEETING DATE

Wednesday 18 September 2024

ITEM NO:

4.2

SUBJECT TITLE:

Notice to Recind a Motion - Small Business Friendly Program

AUTHOR AND OFFICERS TITLE:

Andrea Saunders (Group Manager)

AUTHORISING OFFICER:

Mike Lollback (Chief Executive Officer)

CLASSIFICATION (if Confidential)

N/A

Summary:

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.

Recommendation:**That:**

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.**

Background

The motion on 19 July 2023 to decline the request from the Tambo Tourism and Business Association for Council to consider joining the Queensland Small Business Commissioner's Small Business Friendly Program has since been reconsidered by the current Council and the matter is now put before Council again for consideration.

Members of the local business community have expressed a desire for council to again consider becoming a Small Business Friendly Council. The matter has been directly discussed with Dominique Lamb, the Commissioner for Small Business and becoming part of this program has the capacity to improve the overall economic prosperity for this region. With the Recent restructure of the organisation, the program has the capacity to underpin this Council's approach to economic development through the Community and Lifestyle Directorate. It presents a true opportunity for Council to partner with local businesses including the agricultural sector, in achieving continued betterment.

The information provided by the QSBC states "*being small business friendly means recognising and considering small businesses as an important customer, recipient, and supply to your community, services and/or organisational activities. It means:*

- *Considering small businesses when you make key decisions that impact them, such as purchasing and payment practices, tender processes and legislative or policy decisions*
- *Being mindful of small businesses, their issues and priorities when making decisions for your community and for Queensland*

- *Agreeing to and signing the charter which outlines your commitment to improve your organisation for your small business community*
- *Keeping track of your improvements, showcasing innovative activities, and reporting on your progress each financial year.”*

Joining the SBF program requires member to commit to:

1. Ensuring the organisation meets or exceeds the SBF program charter commitments
2. Working collaboratively with small businesses, stakeholders, and other members to enhance the operating environment for small businesses across Queensland
3. Fulfilling the SBF program member requirement.

This includes the following member requirements each financial year:

- Nominating an authorised representative and proxy for the SBF program activities
- Actively participating in at least four online Roundtable meetings
- Actively participating in at least two Community of Practice meetings
- Providing at least one showcase submission to the QSBC
- Attending the annual conference (in person or virtually)
- Submitting the Accelerator Action Plan to the QSBC within 6 months of joining the program
- Submitting an annual report to the QSBC by 30 September (for the previous financial year).

Link to Corporate Plan

Economic Development

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

Governance

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

Consultation (internal/external)

Chief Executive Officer

Councillors

Mayor

Chief Finance 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	Participation aligns with Council's Corporate Plan.	Low
People	Low	Nil	Low
Operational	Medium	Existing staff would be utilised to participate in the program.	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Nil	Low
Ethical	Low	Nil	Low
Reputation	Low	The program provides visibility to the community on Council's support of local businesses.	Low
Leadership	Low	Nil	Low

Proposed Risk Treatment

Nil

Attachments

Nil

OFFICER REPORTS

COUNCIL MEETING DATE: Wednesday 18 September 2024

ITEM NO: 5.1**SUBJECT TITLE:** Councillors' Information Report for August 2024

AUTHOR AND OFFICERS TITLE: Andrea Saunders (Group Manager)

AUTHORISING OFFICER: Mike Lollback (Chief Executive Officer)

CLASSIFICATION (if Confidential) N/A

Summary:

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

Officer's Recommendation:

That Council receive the Councillors report for August 2024.

Background

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

Councillor Jane Scobie

- Instigated Car Boot Sale as a fundraising activity for the Community Crisis Fund
- Liaised with Cr Johnstone and Director of Community Services regarding supply of "escape bags" for domestic violence victims
- Liaised with Cr Johnstone and Director of Lifestyle and Community regarding progress of Youth Council
- Attended Hudson's Circus
- Attended the "Social Tennis" event for the revitalised Tennis Club
- Monthly Community Advisory Network meeting
- Attended the Cultural Association Art Show opening evening
- CWA Cocktail evening – opening speech
- Small Town Conference – Pickering Brook (September)

Councillor Boyd Johnstone

- Chaired the Blackall-Tambo Regional Council Internal Audit Committee Meeting
- Liaised with Cr Scobie and the Director of Lifestyle and Community to implement Council Escape Bags for victims of domestic violence
- Liaised with Cr Scobie and the Director of Community and Lifestyle regarding finalisation of establishment of BTRC Youth Council
- Liaising with Acting CEO of RAPAD, BTRC Corporate Governance Coordinator arranging American Delegation for RAPAD Energy and Economic Futures Forum overnight in Blackall
- Visited Tambo with Cr Hart, Director of Community and Lifestyle and Manager of Lifestyle. Visit included –
 - Visit to Tambo State School for mock elections
 - Visit to Grasslands Gallery
 - Speaking to local business owners
 - Visit to Tambo Heritage Precinct
- Attended Blackall Swim Club AGM regarding future planning
- Attending opening of Mrs Hardie's art exhibition at the Grassland Gallery
- Attending opening of Blackall Cultural Association Art Exhibition
- Attended Blackall Garden Club Day
- Attended QCWA Centenary Cocktail Party

- Attended August Historical Society Meeting
- Attended Blackall Tennis Club Meeting
- Attended the Circus as part of the Festival of Circus visit
- Assisted at Blackall State School P&C Variety Bash Fundraiser
- Attended Blackall State School P&C Trivia Night Fundraiser

Councillor Alina Hart

- Day in Tambo - including State School mock election, visit to Grassland Gallery & Heritage centre, and visiting local business houses (with Cr Johnstone)
- Hosted Tennis Club night, including risk assessments, inductions, liability waiver forms & volunteering
- Attended CAN meeting
- Attended Blackall Swim Club AGM to assist with future planning
- Attended Car Boot Sale fundraiser for Community Crisis Fund (hosted by Cr Scobie)
- Showing/teaching community members Snap, Send, Solve
- Reviewing tourism initiatives re: feasibility
- Organising & hosting of the CWA centenary birthday celebration
- Undertaking a course in Regional Event Management with the Better in Blackall
- RADF committee

Link to Corporate Plan

Not Applicable

Policy Implications

Nil

Budget and Resource Implications

Nil

Attachments

Nil

OFFICER REPORTS

COUNCIL MEETING DATE: Wednesday 18 September 2024
ITEM NO: 6.1
SUBJECT TITLE: **Chief Executive Officer's August 2024 Report to Council**
AUTHOR AND OFFICERS TITLE: Andrea Saunders (Group Manager)
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 August 2024.

Background

The following update is provided from the Chief Executive Officer:

Queensland Local Government Managers Association Conference

I attended the Local Government Managers Australia (LGMA) conference in Cairns from 26 August to 28 August. The conference was an opportunity to speak with other CEO's and managers from Councils across Queensland in sharing ideas and best practice models. I will encourage senior staff from council to attend next year's conference in Brisbane to further their network and continually seek to improve the performance of the Blackall-Tambo Regional Council.

Western Queensland Alliance of Councils Assembly 2024

The Mayor, Deputy Mayor and I attended the Western Queensland Alliance of Councils 2024 Assembly in Mount Isa. The Assembly was held on the 4th and 5th of September. The meeting generated significant discussion across the country councils of Queensland and representatives of the State Government. The Assembly provides yet another opportunity for councils to discuss like issues and consider the advocacy that underpins the Queensland "bush". Next year's Assembly will be in St. George, and I encourage Blackall-Tambo Regional Council to again have a presence. I particularly pass my thanks to our Mayor and Deputy Mayor who represented this council to the highest of standards. Their enthusiasm in seeking new and innovative ways to increase the liveability of the Blackall-Tambo region is a credit to them.

Tambo Arts Council Meeting

On 20 August, the Director of Lifestyle and Community and I met with members of the Tambo Arts Council to discuss the future of the Grassland Gallery. With funding of a staff member finishing, it has been agreed that council will employ a part time officer to assist in the operation of the Gallery. This has been achieved within the new corporate structure and will ensure the Gallery remains a central point for the local community and visitors. Several minor repairs and upgrades to the air-conditioning and lighting have been completed, which improve the presentation of the gallery.

Blackall Cultural Precinct Update

Following the resolution from the previous ordinary meeting, I attended a “pre-lodgement” meeting with M3 Architecture and our town planners in Brisbane on the 30th of August. At the same time, I collected signs and information, and the Community Consultation has commenced with information available at the Community Hub and Council's Blackall office.

I also take the opportunity to acknowledge Frank and Shirley Russell. Council is in the process of effecting a land swap with Frank and Shirley for a small piece of land at the rear of the Blackall Theatre. Frank and Shirley have contributed a portion of their land at the rear of the historic Univeral Hotel for use in the precinct. I pass on the thanks of the council and the broader community for their selfless act and positive contribution to the Blackall community.

A pre-application meeting is planned with the State Assessment and Referral Agency in October, before the final lodgement of the Development application.

Council should also be aware that the Second Round of the Commonwealth Government Growing Regions Program has been opened. Council is currently compiling an application to the program for funding to complement the budgeted funding from council and via Red Ridge and the Stockwell Webber Foundation.

Council Restructure

The restructure of Council continues in line with the approved plan presented at the last ordinary meeting. The new directorships have been filled, and staff have commenced their new reporting arrangements. A summary of key positions is:

Executive leadership Team:

Chief Financial Officer	Shalveen Dayal
Director Organisational Performance	Alison Lamb
Director of Lifestyle and Community	Jaimee-Lee Prow
Chief Operations Officer	Ajay Awan

Operational Leadership Team

Manager, People Culture and Safety	Jodie Richardson
Manager, Finance	Kathy Dendle
Manager, Council and Customer Support	Andrea Saunders
Manager, Environment Health and Compliance	Peter Mann
Manager, Town and Rural Services	Peter Fry
Manager, Community and Economic Policy and Programs	Vivienne Van Mosseveld
Manager, Community Support Services (including Aerodrome management)	Glenys Einam

Two additional important position have also been restructured:

Town Manager Blackall	Christine Kelly
Town Manager Tambo	Raylee Still

I commend these to you thank each person for taking on these important leadership roles within Council. Again, council will note that local and long-standing staff make up most of these new roles. I thank all staff for their ongoing support and commitment.

It should also be noted that the CEO's of Boulia, Barcaldine and Longreach have asked that Peter Mann also conducted a review of their local laws. This will be done on a charge back basis to cover costs, and it is anticipated that a consistent bank of local laws will be made across much of the central west.

Barcoo Independent Closure

As Council is aware, the Barcoo Independent produced their last edition on Friday, 6 September. Members of the Committee approached the Director of Lifestyle and Community to seek any form of assistance from Council to enable the paper to continue. The Mayor has expressed his concerns regarding the closure of the newspaper and requested the CEO to look into ways council might be able to provide support.

I, along with the Director of Lifestyle and Community, Director of Organisational Performance and Group Manager for Customer and Council Support Services met with members of the Committee. It has been agreed that Council will provide assistance to the paper by enabling the publication to be printed on a photocopying machine that Council was committed to purchasing for the Lifestyle and Community Hub. Space will also be made available within the Lifestyle and Community Hub offices for the purpose of the production of the paper.

The Barcoo Independent Committee held a meeting on 13 September and have accepted Council's support. The Committee have agreed to print the paper on a fortnightly basis until a full-time journalist can be engaged, after which they will move to a weekly publication. The paper will recommence printing on 4 October 2024.

The support from Council will have minimal impact on Council's budget while ensuring that a vital communication resource is available to the community.

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 18 September 2024

ITEM NO:

6.2

SUBJECT TITLE:

Tambo Land for Sale by Auction

AUTHOR AND OFFICERS TITLE:

Andrea Saunders (Group Manager)

AUTHORISING OFFICER:

Mike Lollback (Chief Executive Officer)

CLASSIFICATION (if Confidential)

N/A

Summary:

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.

Officer's Recommendation:

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.

Background

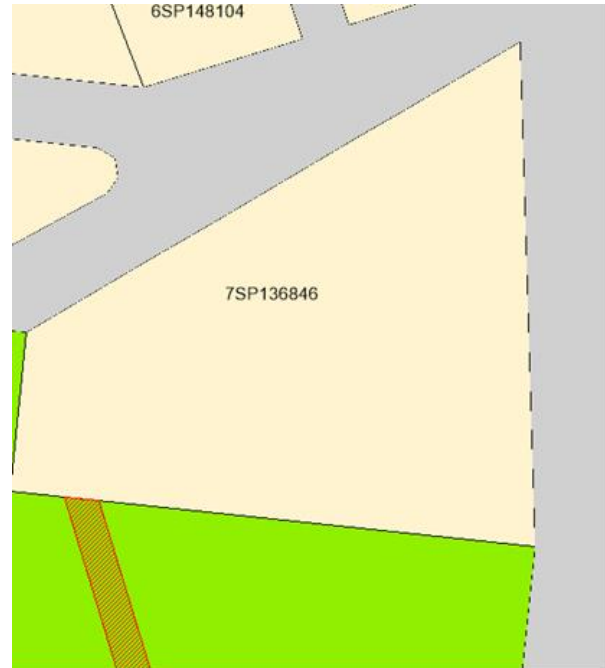
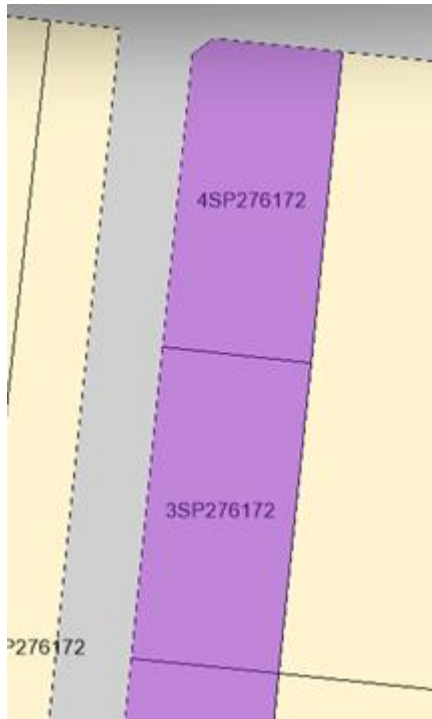
Blackall-Tambo Regional Council has received enquiries recently regarding the purchase of land within the townships. Council currently has several lots in the Tambo Industrial Estate that can be made available for purchase along with residential lots in Charles Street.

Under the *Local Government Regulation 2012*, section 227, a local government cannot enter into a valuable non-current asset contract unless it first invites written tenders for the contract or offers the non-current asset for sale by auction.

To avoid saturating the market, it is recommended that Council offer the following lots for sale by auction:

Tambo Industrial Estate

- Lot 4 on SP276172, Hobbs Road Tambo
- Lot 3 on SP276172, Hobbs Road Tambo
- Lot 7 on SP136846, Hamilton Road, Tambo



Residential Lots

- Lot 1 on SP282885, Charles Street Tambo
- Lot 2 on SP282885, Charles Street Tambo
- Lot 3 on SP282885, Charles Street Tambo.



Council will use Ray White Nasco to conduct an online auction for the properties as this has proven successful in the past.

[Link to Corporate Plan](#)

Economic Development

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

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

Consultation (internal/external)

Chief Executive Officer
Group Manager Customer and Council Support Services

Policy Implications

Procurement and Disposal Policy

Budget and Resource Implications

Increase in revenue.

Risk Management Assessment

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Increase in revenue.	Low
Legal & Regulatory	Low	Tendering will be conducted in accordance with the requirements in the <i>Local Government Regulation 2012</i> .	Low
People	Low	Nil	Low
Operational	Medium	Nil	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Aligns with Council's Corporate Plan.	Low
Ethical	Low	Nil	Low
Reputation	Low	Nil	Low
Leadership	Low	Nil	Low

Proposed Risk Treatment

Tendering the properties in accordance with the requirements under legislation will not pose any risk to Blackall-Tambo Regional Council.

Attachments

Nil

OFFICER REPORTS

COUNCIL MEETING DATE

Wednesday 18 September 2024

ITEM NO:

6.3

SUBJECT TITLE:

Blackall Work Camp Community Advisory Committee

AUTHOR AND OFFICERS TITLE:

Andrea Saunders (Group Manager)

AUTHORISING OFFICER:

Mike Lollback (Chief Executive Officer)

CLASSIFICATION (if Confidential)

N/A

Summary:

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.

Officer's Recommendation:

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

Background

At the 21 August 2024 general meeting I asked if Council would consider appointing a councillor as a member of the Blackall Work Camp Community Advisory Committee (the Committee).

Councillor Skewes expressed an interest in being appointed a member of the Committee.

The CEO would remain as the Chair of the Committee and other members include representatives from the Department of Corrections, the Queensland Police Service, Blackall-Tambo Regional Council and a member of the community.

The Committee meets four times a year and provides an opportunity to gauge the operation of the Work Camp and highlight the benefit to the community.

Link to Corporate Plan

Governance

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

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

There is no risk to Council to appoint a Councillor as a member of the committee.

Attachments

Nil

OFFICER REPORTS

COUNCIL MEETING DATE

Wednesday 18 September 2024

ITEM NO:

6.4

SUBJECT TITLE:

Community Grants and Support Policy

AUTHOR AND OFFICERS TITLE:

Andrea Saunders (Group Manager)

AUTHORISING OFFICER:

Mike Lollback (Chief Executive Officer)

CLASSIFICATION (if Confidential)

N/A

Summary:

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

**Officer's Recommendation:
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.

Background

Under section 195 of the *Local Government Regulation 2012* (the Regulation) a local government must prepare and adopt a policy about local government grants to organisations. Section 194 of the Regulation also provides the following -

A local government may give a grant to a community organisation only-

- (a) If the local government is satisfied -
 - (i) the grant will be used for a purpose that is in the public interest; and
 - (ii) the community organisation meets the criteria stated in the local government's community grants policy; and
- (b) in a way that is consistent with the local government's community grants policy.

The governance team conduct continuous policy review and development. This ensures Council remains compliant with changes to regulations, employment and objectives.

Policies can have minor and major amendments made during revision. The Request for Council Assistance policies had categories of under \$10000 and over \$10000. In order to simplify processes, the policies have been combined to create a succinct policy which contains the provision for the Chief Executive Officer or delegated officer to assess applications received after the adoption of the annual budget unless the CEO decides to seek Council's approval.

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
Councillors
Director Organisational Performance

Policy Implications

Request for Council Assistance Under \$10,000 Policy
Request for Council Assistance Over \$10,000 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 <i>Local Government Regulation 2012</i> .	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

The policy before Council for adoption provides no risk to Council.

Attachments

1. Stat 48 - Requests for Council Assistance Under \$10000 Policy - Updated 24.4.2024
[6.4.1 - 4 pages]
2. Stat 49 - Requests for Council Assistance Over \$10000 Policy - Updated 24.4.2024
[6.4.2 - 4 pages]
3. DRAFT Community Grants and Support Policy (1) [6.4.3 - 4 pages]



Blackall-Tambo **Regional Council**

Requests for Council Assistance Under \$10,000

Policy Number: Stat 48	Effective Date: 24.4.2024
Version Number: Four	Review Date: 24.4.2026
Policy Compiled by: Director of Finance Corporate and Community Services	
Policy Approved by: Chief Executive Officer	

1. PURPOSE AND SCOPE

To assist community organisations, improve the delivery of cultural, sporting and recreational services and activities. To encourage increased participation in and the development of cultural, sporting and recreational opportunities to improve the quality of life in the Blackall Tambo community.

2. PRINCIPLES

In recognition of the voluntary efforts of the residents of the Blackall-Tambo Regional Council area, Council has formulated a policy to provide financial and in-kind assistance to community organisations. The aim of this Policy is to strengthen and enhance the capacity of organisations to provide services and activities for the benefit of the Blackall-Tambo Regional Council community.

Council will not provide in-kind assistance to individuals and will only provide this support to recognized community not-for-profit organisations.

Council received external drought funding of \$82,500 per annum for the previous three years and this has enabled Council to provide financial assistance to clubs and organizations in Blackall and Tambo during that period. However, this funding is no longer available and accordingly assistance will now be limited to in-kind support except in exceptional cases where financial assistance could be considered.

The level of annual sponsorship, donations and in-kind support will be limited to the budget allocation for that year. Further requests, after the budget process is complete, will be considered by Council only if it can be demonstrated that it would be beneficial to the wider community and demonstrate that the application could not be made during the relevant application period. Late applications need to meet the required criteria in the approved Council request form.

The grants program aims to provide limited in-kind assistance in relation to the development of a program, project and/or activity. It is not intended to be relied upon as a primary source of support. Council encourages co-support from other sources.

Community organisations are to be responsible for collecting and returning all Council items of equipment approved as a request for assistance and returned in the same condition as when these items were collected.

Policy Number:	Revision Number: Version number:	Adopted by Blackall-Tambo Regional Council	Page 1 of 4
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Blackall-Tambo
Regional Council

Requests for Council Assistance Under \$10,000

3. LEGISLATIVE REQUIREMENTS

Section 195 of the Local Government (Financial Planning and Accountability) 2012, requires a local government to prepare and adopt a policy about support to community organizations.

The policy must state:

- (a) The criteria for a community organisation to be eligible for support from the local government;
- (b) The procedure for approving support to a community organization; and

Section 202 states that a local government may give support to a community organization only if –

- a) The local government is satisfied that the support will be used for a purpose that is in the public interest; and
- b) The community organisation meets the criteria stated in the community assistance policy.

4. ELIGIBILITY CRITERIA

Each application for assistance submitted for support will be considered by applying the following criteria:

- (a) Organisations must be based within the local government area and provide services and activities of benefit to the Blackall-Tambo Regional Council community;
- (b) The Organisations must have a community service, religious, charitable, sporting, recreational, cultural or educational purpose;
- (c) The support must be for a purpose that is in the public interest;
- (d) Organisations should be incorporated and have an ABN or be sponsored by an incorporated body with an ABN. Organisation which are not incorporated may be eligible for support under this policy provided that the organisation meets all other criteria
- (e) All organisations requesting assistance will be required to make a submission in writing each year on the approved form;
- (f) Organisations must appropriately and publicly acknowledge the Blackall-Tambo Regional Council's contribution to their organisation, activity or event.

5. TYPES OF GRANTS

- a) Monetary Donations: Monetary donations will only be considered in special circumstances.
- b) Rate Remission: Remission of rates will be for net general rates only. No utility charges – i.e. water, sewerage and cleansing charges – will be refunded.
- c) Plant Hire: Council may allow plant to be made available to organisations, provided the plant is operated by appropriately qualified Council personnel. The support amount will be calculated in accordance with Council's current charges for plant hire and wages including travel time and stand-down time.
- d) In-kind Assistance: Council may provide in-kind assistance (e.g. photocopying, labour) to community organisations. In-kind assistance will be assigned a reasonable dollar value for the services provided.

Document #: Stat 48	Date Effective: 24 April 2024	Version: Four	Page 2 of 4
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Blackall-Tambo
Regional Council

Requests for Council Assistance Under \$10,000

- e) Rebates: Council may waive fees and charges for community organisations.

6. BONDS

The requirement to pay a bond and/or hire fees by persons/organisations who wish to hire Council facilities is at the discretion of the CEO.

As a general principle where alcohol is being sold or consumed a bond and fees will be required.

Exemptions may be considered for small community organisations who wish to hire the facility and are for activities that will benefit the local community.

7. PROCEDURES

- Applications:

Applications for assistance must be in writing on the approved form.

- Finance:

Where appropriate, recipient organisations must provide to Council all necessary information about organisation details (e.g. ABN, bank account details) to facilitate payment of monetary donations.

- Delegations

Applications require Council approval to be successful

- Budget

The total assistance provided to community organisations must be within the annual budget limits approved by Council.

Collection and Return of Equipment, Tables and Chairs

Community organisations are required to collect and return all approved items of equipment (including tables and chairs) in the same condition as when collected. If not, the actual cost of cleaning or replacement will be deducted from the bond.

Collection and Return of Buses

When buses are provided to clubs and organizations with the hire fees waived the bond is to be paid to Council prior to the bus being collected. The bus is required to be collected by the club from which ever town it is located in and returned to that same town in a clean condition and fully fuelled.

Where a bus is returned in an unclean state and/or not fuelled a charge equal to actual cost-plus GST plus 10% will be levied.

8. INELIGIBLE ITEMS

The following will not be considered for funding:

- Ongoing salaries/wages for staff
- Recurrent costs associated with day-to-day operations.
- Retrospective funding – Programs, projects and/or activities that have commenced or completed prior to acknowledgement of support outcomes.

Document #: Stat 48	Date Effective: 24 April 2024	Version: Four	Page 3 of 4
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Blackall-Tambo
Regional Council

Requests for Council Assistance Under \$10,000

- Items/programs that are the core business of a Government Department, tourism or economic development organisations.
- Programs, projects and/or activities that do not involve the Blackall-Tambo Regional Council community.
- Items of equipment or other expenditure that are personal or of a personal gain.
- Assets Council believe have an unacceptable risk of being damaged, lost, causing injury or quickly losing value.
- Insurance costs.
- Payment of debt.

Document #: Stat 48	Date Effective: 24 April 2024	Version: Four	Page 4 of 4
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Blackall-Tambo **Regional Council**

Requests for Council Assistance Over \$10,000

Policy Number: Stat 49	Effective Date: 24.4.2024
Version Number: Four	Review Date: 24.4.2026
Policy Compiled by: Director of Finance Corporate and Community Services	
Policy Approved by: Chief Executive Officer	

1.0 Purpose and Scope

To assist community organisations improve the delivery of cultural, sporting and recreational services and activities. To encourage increased participation in and the development of cultural, sporting and recreational opportunities to improve the quality of life in the Blackall Tambo community

2.0 Principles

In recognition of the voluntary efforts of the residents of the Blackall Tambo Regional Council area, Council has formulated a policy to provide financial and in-kind assistance to community organisations. The aim of this Policy is to strengthen and enhance the capacity of organisations to provide services and activities for the benefit of the Blackall Tambo Regional Council community.

Council will consider community-based projects over \$10,000 that meet the criteria set out in this policy.

This assistance extends to recognised community not-for-profit organisations but not to individuals.

Any level of financial assistance provided by Council must be included in Council's annual budget.

Assistance may take the form of money, plant hire or in-kind assistance.

This grants program aims to provide limited financial and in-kind assistance in relation to the development of a program, project and/or activity. It is not intended to be relied upon as a primary source of funding. Council encourages co-funding from other sources and reserves the right to part fund a grant application.

Community organisations are to be responsible for collecting and returning all Council items of equipment approved as a request for assistance and returned in the same condition as when these items were collected

3.0 Legislative Requirements

Section 195 of the Local Government (Financial Planning and Accountability) 2012, requires a local government to prepare and adopt a policy about grants to community organisations

Policy Number:	Revision Number: Version number:	Adopted by Blackall-Tambo Regional Council	Page 1 of 4
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Blackall-Tambo
Regional Council

Requests for Council Assistance Over \$10,000

The policy must state:

- (a) The criteria for a community organisation to be eligible for a grant from the local government;
- (b) The procedure for approving a grant to a community organisation; and

Section 202 states that a local government may give a grant to a community organisation only if –

- a) The local government is satisfied that the grant will be used for a purpose that is in the public interest; and
- b) The community organisation meets the criteria stated in the community grants policy.

4.0 Eligibility Criteria

Each application for assistance submitted for a grant will be considered by applying the following criteria:

- a) Organisations must be based within the local government area and provide services and activities of benefit to the Blackall Tambo Regional Council community;
- b) The organisation must have a community service, religious, charitable, sporting, recreational, cultural or educational purpose;
- c) The grant must be for a purpose that is in the public interest;
- d) Organisations should be incorporated and have an ABN or be sponsored by an incorporated body with an ABN. Organisations which are not incorporated may be eligible for financial assistance under this policy provided that the organisation meets all other criteria;
- e) All organisations requesting assistance will be required to make a submission in writing each year on the approved form and attach plans of proposed structures;
- f) Organisations must appropriately and publicly acknowledge the Blackall Tambo Regional Council's contribution to their organisation, activity or event;
- g) List all other sources of funding.

5.0 Bonds

The requirement to pay a bond by persons/organisations who wish to hire Council facilities is at the discretion of the CEO.

As a general principle where alcohol is being sold or consumed a bond will be required.

Exemptions in the main will be directed to small community organisations and the Blackall and Tambo schools where organised activities for pupils are held during school hours.

Document: Stat 49	Date Effective: 24 April 2024	Version: Four	Page 2 of 4
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Requests for Council Assistance Over \$10,000

6.0 Types of Grants

- (a) **Monetary Donations:** monetary donations may be given to community organisations for a specific purpose.
- (b) **Plant Hire:** Council may allow plant to be made available to organisations, provided the plant is operated by appropriately qualified Council personnel. The donation amount will be calculated in accordance with Council's current charges for plant hire and wages including travel time and stand-down time.
- (c) **In-kind Assistance:** Council may provide in-kind assistance (e.g.: photocopying, labour) to community organisations. In-kind assistance will be assigned a reasonable dollar value for the services provided.
- (d) **Rate Remission:** Remission of rates will be for net general rates only. No utility charges – i.e. water or sewerage charges – will be refunded.
- (e) **Rebates:** Council may waive fees and charges for community organisations in lieu of a cash donation.
- (f) Council may waive fees and charges on the use of Council facilities for community-based clubs and organisations.

7.0 Procedures

- **Applications:**
Applications for assistance must be in writing on the approved form with comprehensive details attached.
- **Finance:**
Recipient organisations must provide to Council all necessary information with regard to organization details (e.g. ABN, bank account details) to facilitate payment of monetary donations.
- **Budget:**
The total assistance provided to community organisations must be within the annual budget limits approved by Council.

8.0 Selection Criteria

The assessment process will consider the following key selection criteria among others:

- Demonstrates a need for the future of the organisation within the Blackall Tambo Region;
- The funding will assist with increasing the active participation in the organization;
- If required a demonstrated ability to meet current financial obligations; including quotes, budget and a financial statement, plus bank balances for the previous 12 months;
- Demonstrate that attempts have been made to raise funds from other sources;
- The level of contribution to the project by the organization.
- All legislative and regulatory requirements will be complied with.

Document: Stat 49	Date Effective: 24 April 2024	Version: Four	Page 3 of 4
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Blackall-Tambo
Regional Council

Requests for Council Assistance Over \$10,000

9.0 Ineligible Items

The following will not be considered for funding:

- Ongoing salaries/wages for staff
- Recurrent costs associated with day-to-day operations.
- Retrospective funding – Programs, projects and/or activities that have commenced or completed prior to acknowledgement of grant outcomes.
- Items/programs that are the core business of a Government Department, tourism or economic development organisations.
- Programs, projects and/or activities that do not involve the Blackall Tambo Regional Council community.
- Items of equipment or other expenditure that are personal or of a personal gain.
- Assets Council believe have an unacceptable risk of being damaged, lost, causing injury or quickly losing value.
- Insurance costs.
- Payment of debt.

Document: Stat 49	Date Effective: 24 April 2024	Version: Four	Page 4 of 4
-------------------	-------------------------------	---------------	-------------



Blackall-Tambo **Regional Council**

Community Grants & Support Policy

Policy Number: Stat 48	Effective Date: 18.9.2024
Version Number: One	Review Date: 30.6.2025
Policy Compiled by: Group Manager Customer and Council Support Services	
Policy Approved by: Director of	

1. PURPOSE

The purpose of this Community Grants and Support Policy is to establish a framework for the consistent and transparent administration of community grants, fee reduction, in-kind assistance, donations and sponsorship to support initiatives which address community, economic, social and environmental outcomes for the Blackall-Tambo Regional Council.

This policy is to guide the administration of Council's grants programs so that the grants:

- assist Council to achieve its strategic goals and identified key initiatives as outlined in the Corporate Plan;
- align with the intent of the *Local Government Act 2009* and the *Local Government Regulation 2012*, which state that the grant will be used for a purpose that is in the public interest and meets the criteria stated in the local government's community grants policy (*Local Government Regulation 2012, s194A (a) (i) (ii)*).
- This policy is to be read in conjunction with any supporting guidelines and grant procedures for specific funding programs.

The grants program aims to provide limited in-kind assistance in relation to the development of a program, project and/or activity. It is not intended to be relied upon as a primary source of support. Council encourages co-support from other sources.

This policy does not apply to individuals or to commercial organisations.

2. SCOPE

This policy applies to all Blackall-Tambo Regional Council staff and Councillors responsible for the administration, assessment and approval of received applications and all community groups that wish to apply for support the Council's grants programs which includes the following programs:

- Fee Reduction / Waiving
- In-kind Assistance
- Sponsorship / Donations
- Rate Concessions

Policy Number:	Version number:	Adopted by Blackall-Tambo Regional Council	Page 1 of 4
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Blackall-Tambo
Regional Council

Community Grants & Support Policy

3. PRINCIPLES

The following principles apply under this policy:

Council will conduct its funding programs under this policy in accordance with the legislative and regulatory framework and ensure that funding decisions are made in accordance with the Local Government Principles.

The Blackall-Tambo Regional Council supports community organisations and groups to develop community projects, activities, and events via the distribution of funds or assistance in an equitable, transparent and responsible manner.

Council must be satisfied that the request meets the following:

- The recipient entity meets the eligibility criteria outline in this policy or specific program guidelines.
- The funding will be utilised for a purpose that is in the public interest.

4. ELIGIBILITY

A community group or organisation will be eligible to apply for a fee reduction, sponsorship, in-kind assistance or rate concession if they meet the following criteria:

- must have a community service, charitable, sporting, recreational, cultural or educational purpose; and
- primarily provide services in the Blackall-Tambo Regional Council area; or
- primarily provide services outside the Blackall-Tambo Regional Council area, but the project is in the public interest or of community benefit to Blackall-Tambo Regional Council residents; and
- be incorporated and have an ABN or be sponsored by an incorporated body with an ABN. Organisations which are not incorporated may be eligible for support under this policy provided the organisation meets all other criteria; and
- organisations must appropriately and publicly acknowledge the Blackall-Tambo Regional Council's contribution to their organisation, activity or event.

School P&C Associations, although not incorporated, are eligible to receive Council support.

Categories available for submission:

Category 1 – Regional Events Support

Intent

To provide support to major regional events run by organisations other than Council for broad public benefit.

Additional Selection Criteria

Organisations must demonstrate that the event for which funding is requested:

- Be an event of regional significance.
- Provide an opportunity for people of the region to gather, celebrate and participate.
- Trigger positive media and other favourable coverage of the region.
- Generate an increase in visitor numbers to the region.
- Provide a positive injection to the local economy.
- Foster a sense of community pride.

Document #: Stat 48	Date Effective: 18.9.201	Version:	Page 2 of 4
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Blackall-Tambo
Regional Council

Community Grants & Support Policy

Category 2 – In-Kind Assistance

Intent

To provide in-kind support to local organisations that are holding events within the Blackall-Tambo Regional Council region for public benefit. The fee waiver would be to an agreed amount for items such as hall hire, waste disposal, photocopying, plant hire etc. The in-kind amount will be calculated in accordance with Council's current fees and charges, plant hire and wages (if applicable).

Note: Council may allow plant to be made available to organisations provided the plant is operated by appropriately qualified Council personnel. Wages include travel time and stand-down time.

A Community Organisation using in-kind support items and/or equipment shall be responsible for (where appropriate):

- a) Collection and return of the equipment to the relevant location in good order and condition. If items are not returned in good order and condition the cost to repair, rectify or replace will be deducted from the bond.

A Community Organisation using Council buses shall be responsible for:

- a) Payment of the bond prior to collection of the vehicle.
- b) Collection and return of the vehicle to the appropriate township.
- c) The vehicle must be returned free of damage, in a clean condition and fully fuelled.
- d) Where a vehicle is returned in an unclean state and/or not fuelled, a charge equal to actual cost-plus GST plus 10% will be levied.

Category 3 – Sporting Groups and Organisations

Intent

To provide assistance to sporting groups and organisations that are delivering sport and recreation programs to the community.

Category 4 – Rate Concessions

Remission of rates will be for net general rates only. No utility charges (i.e. water, sewerage and cleansing charges) will be refunded.

Category 4 – Sponsorship

Sponsorship/monetary donations will only be considered in special circumstances.

5. BOND

The requirement to pay a bond and/or hire fees by persons/organisations who wish to hire Council facilities is at the discretion of the CEO.

As a general principle where alcohol is being sold or consumed a bond and fees will be required.

Exemptions may be considered for small community organisations who wish to hire the facility and are for activities that will benefit the local community.

Document #: Stat 48	Date Effective: 18.9.201	Version:	Page 3 of 4
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Blackall-Tambo
Regional Council

Community Grants & Support Policy

6. PROCEDURES

- Applications:

Applications for assistance must be made prior to the adoption of Council's annual budget by completing the appropriate form. Late applications will be considered on a case-by-case basis only after an application has been properly made.

- Finance:

Where appropriate, recipient organisations must provide to Council all necessary information about organisation details (e.g. ABN, bank account details) to facilitate payment of monetary donations.

- Approval

Applications will be assessed and approved by Council when adopting the annual budget. Applications received after the adoption of the annual budget are to be assessed and determined upon by the Chief Executive Officer or a delegated officer.

- Budget

The total assistance provided to community organisations must be within the annual budget limits approved by Council.

7. INELIGIBLE ITEMS

The following will not be considered for funding:

- Ongoing salaries/wages for staff
- Recurrent costs associated with day-to-day operations.
- Retrospective funding – Programs, projects and/or activities that have commenced or completed prior to acknowledgement of support outcomes.
- Items/programs that are the core business of a Government Department, tourism or economic development organisations.
- Programs, projects and/or activities that do not involve the Blackall-Tambo Regional Council community.
- Items of equipment or other expenditure that are personal or of a personal gain.
- Assets Council believe have an unacceptable risk of being damaged, lost, causing injury or quickly losing value.
- Insurance costs.
- Payment of debt.
- Grant writing costs.

8. WORK, HEALTH AND SAFETY

Recipients of community grants and support should consider their Work, Health and Safety responsibilities to eliminate risks and if this is not possible, then take all necessary steps to minimise risks and manage them to what is considered reasonably practicable. Refer to *Work Health and Safety Act 2011*, section 17 and 18.

Document #: Stat 48	Date Effective: 18.9.201	Version:	Page 4 of 4
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OFFICER REPORTS

COUNCIL MEETING DATE:

Wednesday 18 September 2024

ITEM NO:

7.1.1

SUBJECT TITLE:

Financial Report for the Month of August 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 August 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 August 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

Chief Operations Officer

Policy Implications

Nil

Budget and Resource Implications

Nil

FINANCE REPORT TO A MEETING OF THE BLACKALL-TAMBO REGIONAL COUNCIL HELD ON 18 SEPTEMBER 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 18 SEPTEMBER 2024

1. Cash Position as at 31 August 2024

Cash at Bank

Operating Accounts \$ 2,647,817

Short Term Investments

Queensland Treasury Corporation - Cash Fund \$ 21,000,000

Bank - Term Deposits \$ 5,000,000

\$ 28,647,817

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) \$ 2,729,374

Unspent Grants (Restricted Cash) \$ 247,395

\$ 2,976,769

	<i>Debtors</i>	<i>Creditors</i>	
Balance of recoverable debtors - estimated creditors :	941,669	393,411	\$ 548,258

Plus cash surplus	28,647,817	2,976,769	\$ 25,671,048
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Working Capital \$ 26,219,306

2. Monthly Cashflow Estimate: September 2024

Receipts

Rates & Fees & Charges \$ 1,600,000

Debtors \$ 800,000

Grants/Subsidies \$ -

Total \$ 2,400,000

Expenditure

Payroll \$ 800,000

Creditor Payments \$ 800,000

Loan Payments \$ -

Total \$ 1,600,000

Therefore cash is expected to increase by \$ **800,000** in the period.

3. Comparative Data:

	August 2024	August 2023
Cash position	28,647,817	31,625,602
Working capital	26,219,306	28,321,824
Rate arrears	53,123	32,691
Outstanding debtors	941,669	27,798
Current creditors	393,411	397,971

FINANCE REPORT TO A MEETING OF BLACKALL-TAMBO REGIONAL COUNCIL
HELD ON 18 SEPTEMBER 2024

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

	Budget	YTD Actual	% of Budget
Buildings & Other Structures	4,646,843	331,776	7%
Plant & Equipment	898,500	462,395	51%
Road Infrastructure	4,135,700	524,891	13%
Water Infrastructure	100,000	-	0%
Sewerage Infrastructure	600,000	-	0%
Total	10,381,043	1,319,062	13%

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

	Budget	Expended YTD Actual	% of Budget Expended
1. Rural Roads	13,500,000	1,962,713	15%
2. Town Streets	500,000	71,311	14%
3. RMPC Works	2,323,174	304,669	13%
Total Roads Expenditure	16,323,174	2,338,693	14%

6. Rate Arrears Summary

Total Rates Outstanding Balance \$ 2,452,023

Rates Outstanding Breakdown	Total	No. of Assessments
Current	\$ 2,398,900	1005
1 Year	\$ 38,129	27
2 Years	\$ 13,365	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	331,776	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	-	0%	-	75,000	
Blackall Rodeo and Campdraft Arena upgrade	96,000	-	0%	-	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	103,095	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	462,395	51%	-	898,500	
Plant Replacement including committed orders	898,500	462,395	51%	-	898,500	In progress
ROAD INFRASTRUCTURE	4,135,700	524,891	13%	3,443,500	692,200	
Blackall & Tambo Main St Beautification (LRCI P4)	100,000	11,211	11%	100,000	-	Landscape design stage
Dahlia and Larkspur Streets stormwater - Drainage (W4Q)	370,000	-	0%	370,000	-	Design stage
Edward Street Kerb and Channeling (W4Q)	100,000	-	0%	100,000	-	
Footpaths, kerb and channelling - Tambo (W4Q)	100,000	-	0%	100,000	-	
Queen Elizabeth & Charles Streets - Drainage (W4Q)	150,000	-	0%	150,000	-	
QRA Betterment Program (QRA)	671,000	513,680	77%	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	-	0%	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)	500,000	-	0%	500,000	-	Application -Subject to Funding
TOTAL CAPITAL PROGRAM 23-24	10,381,043	1,319,062	13%	4,523,500	5,857,543	

General Ledger2023.6.13.1		Revenue and Expenditure Summary				Page - 1	
(Accounts: 0100-0001-0000 to 5245-2000-0000. All report groups. 17% of year elapsed. To Level 2. Excludes committed costs)		Printed(SDAYAL): 11-09-2024 10:54:23 AM					
Blackall-Tambo Regional Council (Budget for full year)		Financial Year Ending 2025					
		31 Aug 2024			31 Aug 2024		
		ACTUAL	AMENDED BUDGET	ORIGINAL BUDGET	ACTUAL	AMENDED BUDGET	ORIGINAL BUDGET
1000-0001	ADMINISTRATION						
1000-0002	Administration	51,020.43	13%	389,500	755,118.15	19%	4,046,000
1100-0002	Finance	8,482,286.75	75%	11,245,000	18,548.67	1%	1,376,600
1200-0002	Oncosts	0.00	0%	0	317,177.46	---	0
1300-0002	Stores/Purchasing	0.00	0%	0	(1,287.61)	-29%	4,400
2000-0002	Corporate Governance	0.00	0%	0	167,764.11	21%	796,700
2100-0002	Business Activities	16,848.63	56%	30,000	11,047.12	15%	76,000
2150-0002	Saleyard Operations	232,384.02	26%	902,000	116,099.90	15%	780,700
2200-0002	Tambo Sawmill & Weighbridge	1,000.01	---	0	678.20	2%	37,900
2350-0002	Airports/Aerodromes	26,420.91	16%	167,100	56,411.41	16%	353,500
2450-0002	Tourism	22,403.54	50%	44,500	62,586.26	16%	396,600
2500-0002	Planning & Development	18,227.91	23%	80,000	6,590.40	6%	115,000
2580-0002	Economic & Community Develop	471,847.50	10%	4,563,500	0.00	0%	35,000
2600-0002	Environmental	14,920.94	6%	256,300	33,936.89	10%	329,200
2650-0002	Animal Control	15,630.00	69%	22,800	5,292.98	28%	18,900
2700-0002	Stock Routes	16,297.22	8%	198,000	45,885.63	10%	482,000
3000-0002	Work Scheme and Community	3,130.05	16%	20,000	22,741.25	16%	141,800
3100-0002	Council Housing	35,545.00	20%	180,000	55,378.56	16%	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	163.66	0%	56,000
3400-0002	Youth Services	0.00	0%	0	0.00	0%	50,000
3415-0002	Tambo Multi-Purpose Centre	1,527.70	1%	189,400	49,909.00	14%	350,000
3445-0002	Disability	18,401.51	17%	110,000	11,133.81	16%	70,000
3460-0002	Community Services	99,013.67	35%	281,600	37,428.55	12%	312,600
3500-0002	Libraries, Education and Arts	847.23	7%	12,000	50,406.46	20%	253,000
3570-0002	RADF & Community Assistance	52,205.00	98%	53,300	73,664.62	15%	476,100
3600-0002	Halls and Cultural Centres	1,104.54	28%	4,000	202,457.33	39%	525,000
3700-0002	Showgrounds & Sports Facilities	6,395.45	30%	21,000	111,991.30	14%	788,200
3800-0002	Corporate Buildings	0.00	0%	0	23,572.91	16%	145,000
1000-0001	ADMINISTRATION	9,587,458.01	51%	18,770,000	2,234,697.02	18%	12,382,700
4000-0001	WORKS AND SERVICES						
4001-0002	Works Office and Depot	0.00	0%	0	51,370.48	2%	3,204,400
4100-0002	Town Street Maintenance	0.00	0%	0	71,311.70	14%	500,000
4200-0002	Rural Roads Maintenance	2,059,868.00	102%	2,025,400	401,211.36	40%	1,000,000
4500-0002	Recoverable Works	2,085,101.83	10%	20,147,000	1,684,890.28	8%	20,137,000
4550-0002	Plant Operations	829,436.94	23%	3,660,000	599,249.70	17%	3,511,500
4600-0002	SES - Disaster Mgmt	0.00	0%	47,400	17,308.79	12%	141,800
4700-0002	Cemeteries	561.82	2%	24,000	28,026.13	21%	133,500
4800-0002	Parks, Gardens and Reserves	0.00	0%	0	189,916.46	15%	1,306,100
4860-0002	Aquatic Centres	0.00	0%	0	104,470.84	18%	584,100
5000-0002	Cleansing	188,871.38	49%	387,400	45,720.21	14%	337,100
5100-0002	Water Supply	489,195.81	50%	976,100	35,992.39	7%	524,000
5200-0002	Sewerage Services	420,807.25	50%	846,600	16,752.57	5%	372,200
4000-0001	WORKS AND SERVICES	6,073,843.03	22%	28,113,900	3,246,220.91	10%	31,751,700
TOTAL REVENUE AND EXPENDITURE		15,661,301.04	33%	46,883,900	5,480,917.93	12%	44,134,400

Note: 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.

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		
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>6 monthly rate service charge issued in August 2024, First discount closes on 19/09/24</i>	
5100-0002	Water Supply		
5200-0002	Sewerage Services		

OFFICER REPORTS

COUNCIL MEETING DATE:

Wednesday 18 September 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 August 2024.

Background

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

DATE	NUMBER	DEVELOPMENT TYPE	DEVELOPMENT DETAILS	TOWN
09/08/2024	DA05-2024-2025	BUILDING	95 SHAMROCK ST – SHELTER FOR BEER GARDEN	BLACKALL
13/08/2024	DA06-2024-2025	BUILDING	25 SHAMROCK ST – BATHROOM EXTENSION	BLACKALL
21/08/2024	DA07-2024-2025	BUILDING	116 ROSE ST – SHED	BLACKALL
19/08/2024	DA09-2024-2025	PLUMBING	175 SHAMROCK ST – ALTERATIONS EXISTING AMENITIES AND KITCHEN	BLACKALL
27/08/2024	DA10-2024-2025	BUILDING	91 SHAMROCK ST – CAR PORT	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.

An application has been made by Woodham Petroleum Services Pty Ltd C/ Urban Planet Town Planning Consultants, seeking 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.

The proposed development is for an unmanned refuelling facility. A future stage of the proposal includes a small building to provide a portable single toilet and shower on the block for customers to access only.

The application is in the decision stage and will be considered at the September Council meeting.

1.1	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
	Status:	Decision stage

1.2 The following application was approved at the August 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 25 September 2024.

1.2	Council reference:	DA01-2024-2025
	Application:	Minor Change
	Street address:	58 Arhtur Street, Tambo
	Property description:	Lot 510 on T1501
	Day application was made:	08 July 2024
	Category of assessment:	N/A
	Public notification required:	No
	Applicant:	Joshua & Denae Phelps
	Approved:	21 August 2024
	Appeal period:	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
09/08/24	Land owner	<u>Proposal</u> <ul style="list-style-type: none"> Request regarding an existing approval. <u>Planning details</u> <ul style="list-style-type: none"> The site is in the Mixed use precinct of the Township zone. <u>Advice</u> <ul style="list-style-type: none"> The applicant is proposing to slightly change the size of the Dwelling house 	Closed

		<ul style="list-style-type: none"> The minor increase in size is generally in accordance and therefore no new development application or change application is required. 	
09/08/24	Landowner	<p><u>Proposal</u></p> <ul style="list-style-type: none"> Request regarding the establishment of a shed. <p><u>Planning details</u></p> <ul style="list-style-type: none"> The site is in the Township zone The shed will be used for storage only. <p><u>Advice</u></p> <ul style="list-style-type: none"> The shed is building work only The building work is not assessable against the planning scheme A separate building approval is required. 	Closed
12/08/24	Potential purchaser	<p><u>Proposal</u></p> <ul style="list-style-type: none"> Request regarding reuse of an existing business. <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 contains existing commercial buildings. <p><u>Advice</u></p> <ul style="list-style-type: none"> The commercial use is not currently operating Buildings and infrastructure associated with the use are all still present on site, therefore the use has not been abandoned The site has existing use rights for the use and can operate without further approval provided there is no increase in scale or intensity. 	Closed
12/08/24	Potential purchaser	<p><u>Proposal</u></p> <ul style="list-style-type: none"> Request to use an existing building for a shop and café. <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 contains and existing commercial building. <p><u>Advice</u></p> <ul style="list-style-type: none"> The uses will be defined as a 'Shop' and a 'Food and drink outlet' which are both commercial activities 	Closed

		<ul style="list-style-type: none"> Commercial activities in the Commercial precinct where involving the reuse of an existing building and no external building work is proposed is accepted development Accepted development means a development approval is not required. 	
15/08/24	Potential purchaser	<p><u>Proposal</u></p> <ul style="list-style-type: none"> Request regarding an extension to an existing sporting facility. <p><u>Planning details</u></p> <ul style="list-style-type: none"> The site is in the Recreation and open space zone <p><u>Advice</u></p> <ul style="list-style-type: none"> The use is defined as Outdoor sport and recreation Outdoor sport and recreation in the Recreation and open space zone is accepted development where provided by Council Accepted development means a development approval is not required. 	Closed
16/08/24	Landowner	<p><u>Proposal</u></p> <ul style="list-style-type: none"> Request regarding subdividing an existing lot. <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"> The minimum lot size in the Township zone is 800m² Reconfiguring a lot is subject to Code assessment in the Township zone Code assessment means a development application is required to be lodged with Council. 	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 18 September 2024

ITEM NO:

7.1.3

SUBJECT TITLE:

**Development Application DA 08-2023-2024 - 10
Davidson Road, Tambo**

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 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.

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.

Officer's Recommendation:

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 *Austrroads Publication AP-G34-13 – Austrroads 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.

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”).

Background

1.0 DEVELOPMENT APPLICATION SUMMARY

TABLE 1 – OVERVIEW OF THE DEVELOPMENT APPLICATION

PROPERTY DETAILS	
Site address	10 Davidson Road, Tambo QLD 4478
RPD	Lot 8 and 9 on SP148104
Site Area	21,090m ²
Landowner	-
Existing use of land	Transport Depot
Existing development approval	N/A
APPLICATION DETAILS	
Application No.	DA05-2023-2024
Applicant	Woodham Petroleum Services Pty Ltd C/ Urban Planet Town Planning Consultants
Application description	Development Application for a Development Permit for Material Change of Use for a Service Station
Decision due date	03 October 2024
Main Issues/Resolution	Nil
STATUTORY DETAILS	
Planning Scheme	Blackall-Tambo Region Planning Scheme 2020
Overlays	N/A
Zone	Township Zone
Precinct	Industrial Precinct
Land use definition	Service Station
Category of Assessment	Code Assessment

2.0 PROPOSAL BACKGROUND

TABLE 2 – OVERVIEW OF DEVELOPMENT ASSESSMENT PROCESS

Application lodged	15 August 2024
Confirmation notice	23 August 2024
Decision due	03 October 2024

3.0 SITE AND SURROUNDS DESCRIPTION

The subject site is located at 10 Davidson Road, Tambo, formally described as Lot 8 and 9 on SP148104. The subject site has an area of 20,090m² and has a 160m frontage to Davidson Road and a 130m frontage to unnamed road.

The site is located in Industrial precinct, which is north of the Tambo township. The site is surrounded by a mix of industrial type uses.



Figure 1 – Aerial of subject site (Source: QLD Government DAMS Mapping)

4.0 DESCRIPTION OF PROPOSAL

The proposal is for an unmanned refuelling facility that will cater predominantly for trucks. The proposal also includes a small building containing a portable single toilet and shower for customer access only that will be built at a later stage.

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

One 63kL aboveground self-bunded dual compartment tank divided into 56kL of Diesel storage and 7kL of AdBlue Storage will be provided onsite.

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

5.0 PLANNING ASSESSMENT

In accordance with section 45 (3) of the *Planning Act 2016*, Code Assessment is an assessment that must be carried out only –

- (a) *Against the **assessment benchmarks in a categorising instrument for the development**; and*
- (b) *Having regard to **any matters prescribed by regulation for this paragraph**.*

This framework for assessing Code assessable applications is explained as follows –

Code assessment is a ‘bounded assessment’ which means only the applicable assessment benchmarks and matters can be considered by Council in deciding the application.

The categorising instrument for the development is the *Blackall-Tambo Region Planning Scheme 2020*, under which the applicable assessment benchmark is the General Development Code.

The Central West Regional Plan and the State Planning Policy

The Regional Plan and SPP are identified as being appropriately integrated in the Planning Scheme and therefore do not require further assessment. The assessment of the proposal against the Planning Scheme in section 5.2 below also functions as an assessment of these State Planning Instruments.

The Local Government Infrastructure Plan

By Council resolution, there is no Local Government Infrastructure Plan in place for the Council Area and Council ceases to charge Adopted Infrastructure Charges for any new development. In turn, this assessment benchmark does not apply to the development and an Infrastructure Charges Notice does not form part of this recommendation.

Schedules 9 and 10 of the Planning Regulation

Schedule 9 relates to building work under the Building Act, which is not relevant to this application for material change of use but may be relevant to a subsequent building work application for the construction of the development.

Approval history / lawful use of the premises and adjoining premises

The site contains an existing Transport depot. The proposed Service station will not affect the operation of the Transport depot.

It is noted that the Service station has already commenced operation. Council has advised the operator that the use must not operate until approval is granted.

Common material

The application material and subsequent correspondence with Council officers and the applicant has been considered in the preparation of this recommendation.

The planning assessment of the development considers the above assessment benchmarks and matters to the extent that the assessment benchmark and matter is relevant to the development.

5.1.1 Internal Officer Comments

The application was not internally referred to Council.

5.2 BLACKALL-TAMBO REGION PLANNING SCHEME 2020

Under the Planning Scheme the development constitutes a Material Change of Use, which is defined in the Planning Act as:

- a) the start of a new use of the premises;*
- b) the re-establishment on the premises of a use that has been abandoned;*
- c) a material increase in the intensity or scale of the use of the premises.*

The commencement of a Transport depot will result in the start of a new use. Under the Planning Scheme, the defined use relevant to the proposal is Transport depot:

Service station means the use of premises for—

- (a) selling fuel, including, for example, petrol, liquid petroleum gas, automotive distillate or alternative fuels; or*
- (b) a food and drink outlet, shop, trailer hire, or maintaining, repairing, servicing or washing vehicles, if the use is ancillary to the use in paragraph (a).*

In accordance with Table 4.4.2 of the Planning Scheme a Service station in the Industrial precinct of the Township zone is subject to Code assessment.

5.2.1 Assessment of Codes

The following codes are relevant to the proposed development.

General Development Code

The development complies or can be conditioned to comply with the purpose, performance criteria and acceptable solutions of the General Development Code. In particular:

- The proposed site cover will not exceed 40% of the site
- Complaint boundary setbacks are provided in accordance with the QDC
- Landscaping is not required due to the nature of the use
- The self bunded tank will be approximately 3m in height and the future amenities building will be limited to one storey
- Due to its location outside of town, heavy vehicle traffic will not be required through residential areas
- Sufficient parking to accommodate the amount of vehicle traffic likely to be generated by the Service station is provided
- Convenient and safe access is provided, conditions have been imposed to ensure access, parking and manoeuvring areas are provided in accordance with the planning scheme provisions
- The site is serviced by existing reticulated water and onsite sewer as well as electricity and telecommunications services
- A condition has been imposed to ensure stormwater is appropriately managed
- The site is not affected by bushfire or flood hazards.

Township Zone Code

The development complies or can be conditioned to comply with the purpose, performance criteria and acceptable solutions of the Township Zone Code. In particular:

- The site is located in an Industrial precinct which is separated from sensitive uses, therefore the use is unlikely to impact any sensitive uses

- Conditions have been imposed to ensure the operation of the use is undertaken in way not to cause nuisance to surrounding land
- The use is a consistent use in the Industrial precinct.

In summary, this planning assessment demonstrates that the development is consistent with the relevant assessment benchmark of the Planning Scheme. Conditions of approval reflect the elements of the assessment benchmarks to ensure on-going compliance in terms of land use, amenity and servicing.

6.0 CONCLUSION

The 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, is recommended for approval, subject to the conditions outlined in this report.

This recommendation is based on an assessment of the proposal in accordance with the Planning Act for applications requiring Code assessment, which demonstrates the proposal's consistency with the Planning Scheme and other relevant assessment matters.

In accordance with the requirements for a decision notice under section 63 the Act, the notice must state the reasons for the decision. For this development, the statement of reasons, being the grounds for approval, will feature on the decision notice as follows:

- a) A Service Station is an acceptable use in the Industrial Precinct of the Township Zone;
- b) The proposal includes a compliant height, setbacks and site cover;
- c) Conditions have been imposed to ensure the operation of the use is undertaken in way not to cause nuisance to surrounding land
- d) The site is sufficiently serviced and has access to telecommunications, electricity, reticulated water and onsite sewer;
- e) Development does not conflict with the State Planning Policy 2017 and Central West Regional Plan 2009.

Attachment A – Proposal Plan

Attachment B – Fuel Based Activities Hazard Identification and Risk Assessment

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

Rates Officer

Town Planners

Policy Implications

Nil

Budget and Resource Implications

Nil

Risk Management Assessment

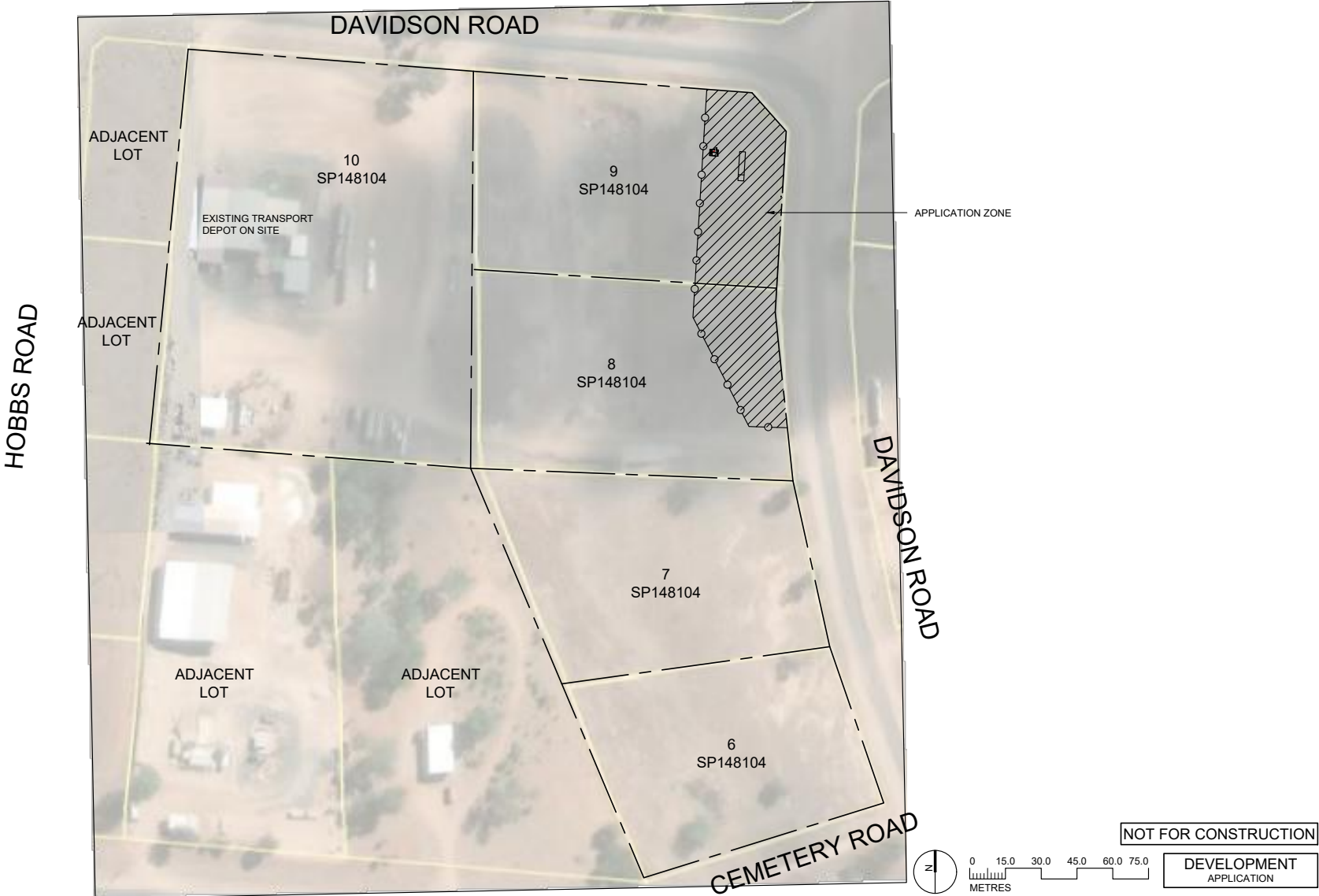
Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Nil	Low
Legal & Regulatory	Low	The application has been assessed in accordance with the Planning Act and the Blackall-Tambo Regional Council.	Low
People	Low	Nil	Low
Operational	Medium	Nil	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Nil	Low
Ethical	Low	The application has been assessed against the relevant requirements.	Low
Reputation	Low	Nil	Low
Leadership	Low	Nil	Low


Proposed Risk Treatment

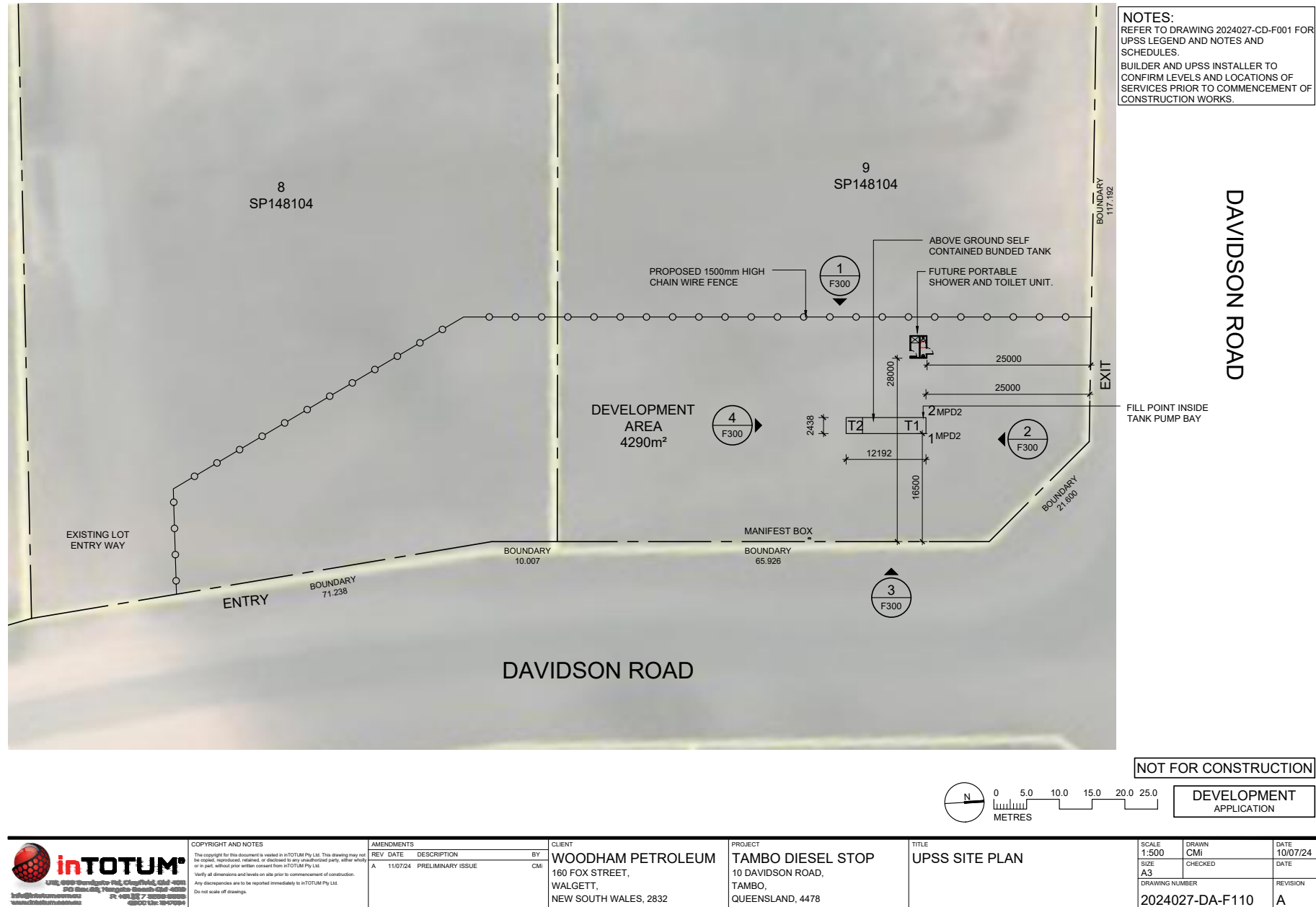
Nil

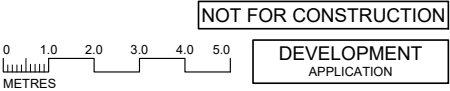
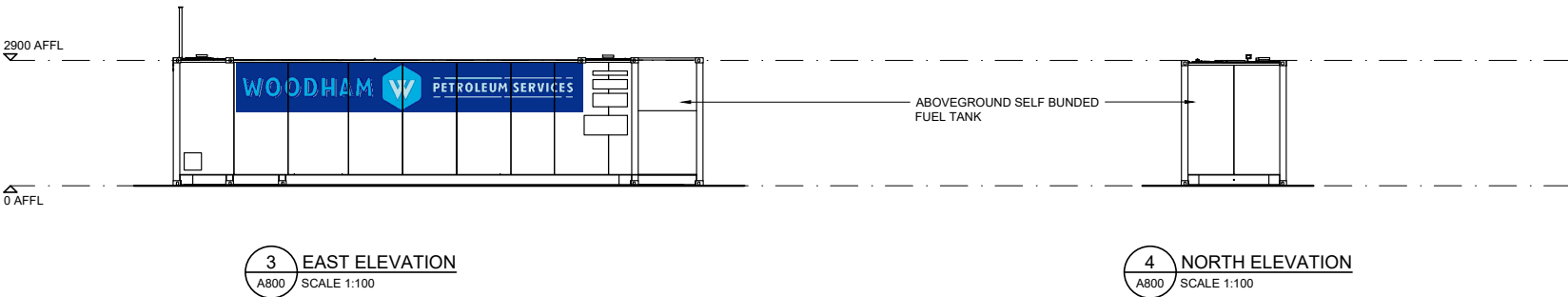
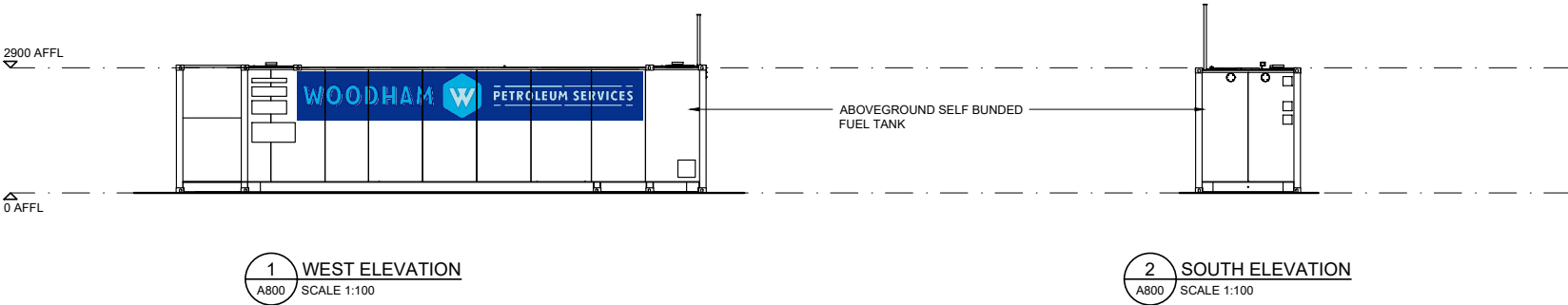
Attachments


1. Attachment A - Proposal Plans [7.1.3.1 - 4 pages]
2. Attachment B – Fuel Based Activities Hazard Identification and Risk Assessment [7.1.3.2 - 41 pages]

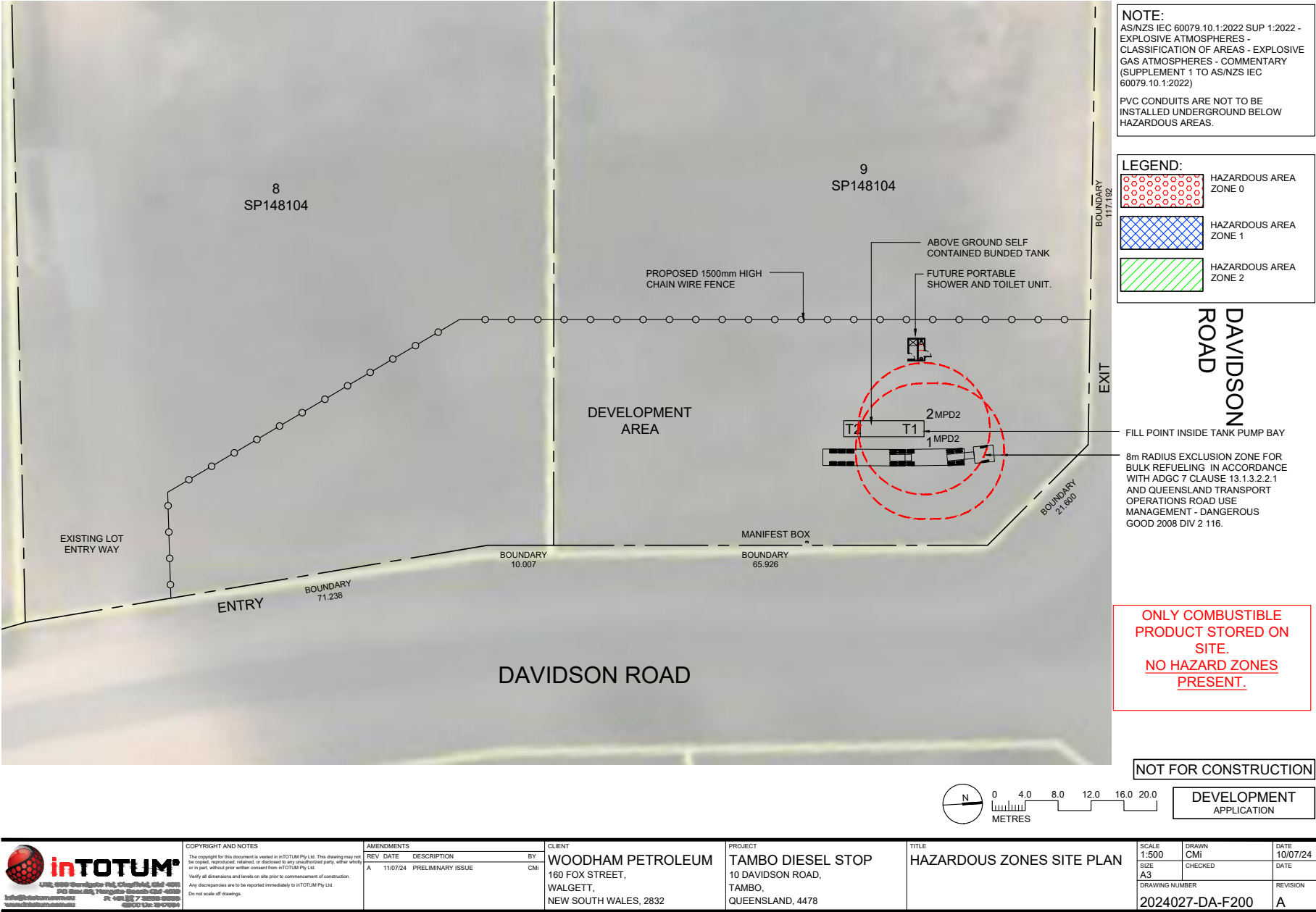


 inTOTUM Unit 400 Warehouse Rd, Campbell, QLD 4072 PO Box 400, Nungah Road, QLD 4072 info@intotum.com.au R 407 30 7 5555 5555 www.intotum.com.au 0800 20 20 20	COPYRIGHT AND NOTES		AMENDMENTS		CLIENT	PROJECT	TITLE	SCALE	DRAWN	DATE		
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			A	11/07/24	PRELIMINARY ISSUE	CMI				SIZE	CHECKED	DATE
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492, 494, 496, 498, 500, 502, 504, 506, 508, 510, 512, 514, 516, 518, 520, 522, 524, 526, 528, 530, 532, 534, 536, 538, 540, 542, 544, 546, 548, 550, 552, 554, 556, 558, 560, 562, 564, 566, 568, 570, 572, 574, 576, 578, 580, 582, 584, 586, 588, 590, 592, 594, 596, 598, 600, 602, 604, 606, 608, 610, 612, 614, 616, 618, 620, 622, 624, 626, 628, 630, 632, 634, 636, 638, 640, 642, 644, 646, 648, 650, 652, 654, 656, 658, 660, 662, 664, 666, 668, 670, 672, 674, 676, 678, 680, 682, 684, 686, 688, 690, 692, 694, 696, 698, 700, 702, 704, 706, 708, 710, 712, 714, 716, 718, 720, 722, 724, 726, 728, 730, 732, 734, 736, 738, 740, 742, 744, 746, 748, 750, 752, 754, 756, 758, 760, 762, 764, 766, 768, 770, 772, 774, 776, 778, 780, 782, 784, 786, 788, 790, 792, 794, 796, 798, 800, 802, 804, 806, 808, 810, 812, 814, 816, 818, 820, 822, 824, 826, 828, 830, 832, 834, 836, 838, 840, 842, 844, 846, 848, 850, 852, 854, 856, 858, 860, 862, 864, 866, 868, 870, 872, 874, 876, 878, 880, 882, 884, 886, 888, 890, 892, 894, 896, 898, 900, 902, 904, 906, 908, 910, 912, 914, 916, 918, 920, 922, 924, 926, 928, 930, 932, 934, 936, 938, 940, 942, 944, 946, 948, 950, 952, 954, 956, 958, 960, 962, 964, 966, 968, 970, 972, 974, 976, 978, 980, 982, 984, 986, 988, 990, 992, 994, 996, 998, 1000, 1002, 1004, 1006, 1008, 1010, 1012, 1014, 1016, 1018, 1020, 1022, 1024, 1026, 1028, 1030, 1032, 1034, 1036, 1038, 1040, 1042, 1044, 1046, 1048, 1050, 1052, 1054, 1056, 1058, 1060, 1062, 1064, 1066, 1068, 1070, 1072, 1074, 1076, 1078, 1080, 1082, 1084, 1086, 1088, 1090, 1092, 1094, 1096, 1098, 1100, 1102, 1104, 1106, 1108, 1110, 1112, 1114, 1116, 1118, 1120, 1122, 1124, 1126, 1128, 1130, 1132, 1134, 1136, 1138, 1140, 1142, 1144, 1146, 1148, 1150, 1152, 1154, 1156, 1158, 1160, 1162, 1164, 1166, 1168, 1170, 1172, 1174, 1176, 1178, 1180, 1182, 1184, 1186, 1188, 1190, 1192, 1194, 1196, 1198, 1200, 1202, 1204, 1206, 1208, 1210, 1212, 1214, 1216, 1218, 1220, 1222, 1224, 1226, 1228, 1230, 1232, 1234, 1236, 1238, 1240, 1242, 1244, 1246, 1248, 1250, 1252, 1254, 1256, 1258, 1260, 1262, 1264, 1266, 1268, 1270, 1272, 1274, 1276, 1278, 1280, 1282, 1284, 1286, 1288, 1290, 1292, 1294, 1296, 1298, 1300, 1302, 1304, 1306, 1308, 1310, 1312, 1314, 1316, 1318, 1320, 1322, 1324, 1326, 1328, 1330, 1332, 1334, 1336, 1338, 1340, 1342, 1344, 1346, 1348, 1350, 1352, 1354, 1356, 1358, 1360, 1362, 1364, 1366, 1368, 1370, 1372, 1374, 1376, 1378, 1380, 1382, 1384, 1386, 1388, 1390, 1392, 1394, 1396, 1398, 1400, 1402, 1404, 1406, 1408, 1410, 1412, 1414, 1416, 1418, 1420, 1422, 1424, 1426, 1428, 1430, 1432, 1434, 1436, 1438, 1440, 1442, 1444, 1446, 1448, 1450, 1452, 1454, 1456, 1458, 1460, 1462, 1464, 1466, 1468, 1470, 1472, 1474, 1476, 1478, 1480, 1482, 1484, 1486, 1488, 1490, 1492, 1494, 1496, 1498, 1500, 1502, 1504, 1506, 1508, 1510, 1512, 1514, 1516, 1518, 1520, 1522, 1524, 1526, 1528, 1530, 1532, 1534, 1536, 1538, 1540, 1542, 1544, 1546, 1548, 1550, 1552, 1554, 1556, 1558, 1560, 1562, 1564, 1566, 1568, 1570, 1572, 1574, 1576, 1578, 1580, 1582, 1584, 1586, 1588, 1590, 1592, 1594, 1596, 1598, 1600, 1602, 1604, 1606, 1608, 1610, 1612, 1614, 1616, 1618, 1620, 1622, 1624, 1626, 1628, 1630, 1632, 1634, 1636, 1638, 1640, 1642, 1644, 1646, 1648, 1650, 1652, 1654, 1656, 1658, 1660, 1662, 1664, 1666, 1668, 1670, 1672, 1674, 1676, 1678, 1680, 1682, 1684, 1686, 1688, 1690, 1692, 1694, 1696, 1698, 1700, 1702, 1704, 1706, 1708, 1710, 1712, 1714, 1716, 1718, 1720, 1722, 1724, 1726, 1728, 1730, 1732, 1734, 1736, 1738, 1740, 1742, 1744, 1746, 1748, 1750, 1752, 1754, 1756, 1758, 1760, 1762, 1764, 1766, 1768, 1770, 1772, 1774, 1776, 1778, 1780, 1782, 1784, 1786, 1788, 1790, 1792, 1794, 1796, 1798, 1800, 1802, 1804, 1806, 1808, 1810, 1812, 1814, 1816, 1818, 1820, 1822, 1824, 1826, 1828, 1830, 1832, 1834, 1836, 1838, 1840, 1842, 1844, 1846, 1848, 1850, 1852, 1854, 1856, 1858, 1860, 1862, 1864, 1866, 1868, 1870, 1872, 1874, 1876, 1878, 1880, 1882, 1884, 1886, 1888, 1890, 1892, 1894, 1896, 1898, 1900, 1902, 1904, 1906, 1908, 1910, 1912, 1914, 1916, 1918, 1920, 1922, 1924, 1926, 1928, 1930, 1932, 1934, 1936, 1938, 1940, 1942, 1944, 1946, 1948, 1950, 1952, 1954, 1956, 1958, 1960, 1962, 1964, 1966, 1968, 1970, 1972, 1974, 1976, 1978, 1980, 1982, 1984, 1986, 1988, 1990, 1992, 1994, 1996, 1998, 2000, 2002, 2004, 2006, 2008, 2010, 2012, 2014, 2016, 2018, 2020, 2022, 2024, 2026, 2028, 2030, 2032, 2034, 2036, 2038, 2040, 2042, 2044, 2046, 2048, 2050, 2052, 2054, 2056, 2058, 2060, 2062, 2064, 2066, 2068, 2070, 2072, 2074, 2076, 2078, 2080, 2082, 2084, 2086, 2088, 2090, 2092, 2094, 2096, 2098, 2100, 2102, 2104, 2106, 2108, 2110, 2112, 2114, 2116, 2118, 2120, 2122, 2124, 2126, 2128, 2130, 2132, 2134, 2136, 2138, 2140, 2142, 2144, 2146, 2148, 2150, 2152, 2154, 2156, 2158, 2160, 2162, 2164, 2166, 2168, 2170, 2172, 2174, 2176, 2178, 2180, 2182, 2184, 2186, 2188, 2190, 2192, 2194, 2196, 2198, 2200, 2202, 2204, 2206, 2208, 2210, 2212, 2214, 2216, 2218, 2220, 2222, 2224, 2226, 2228, 2230, 2232, 2234, 2236, 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2570, 2572, 2574, 2576, 2578, 2580, 2582, 2584, 2586, 2588, 2590, 2592, 2594, 2596, 2598, 2600, 2602, 2604, 2606, 2608, 2610, 2612, 2614, 2616, 2618, 2620, 2622, 2624, 2626, 2628, 2630, 2632, 2634, 2636, 2638, 2640, 2642, 2644, 2646, 2648, 2650, 2652, 2654, 2656, 2658, 2660, 2662, 2664, 2666, 2668, 2670, 2672, 2674, 2676, 2678, 2680, 2682, 2684, 2686, 2688, 2690, 2692, 2694, 2696, 2698, 2700, 2702, 2704, 2706, 2708, 2710, 2712, 2714, 2716, 2718, 2720, 2722, 2724, 2726, 2728, 2730, 2732, 2734, 2736, 2738, 2740, 2742, 2744, 2746, 2748, 2750, 2752, 2754, 2756, 2758, 2760, 2762, 2764, 2766, 2768, 2770, 2772, 2774, 2776, 2778, 2780, 2782, 2784, 2786, 2788, 2790, 2792, 2794, 2796, 2798, 2800, 2802, 2804, 2806, 2808, 2810, 2812, 2814, 2816, 2818, 2820, 2822, 2824, 2826, 2828, 2830, 2832, 2834, 2836, 2838, 2840, 2842, 2844, 2846, 2848, 2850, 2852, 2854, 2856, 2858, 2860, 2862, 2864, 2866, 2868, 2870, 2872, 2874, 2876, 2878, 2880, 2882, 2884, 2886, 2888, 2890, 2892, 2894, 2896, 2898, 2900, 2902, 2904, 2906, 2908, 2910, 2912, 2914, 2916, 2918, 2920, 2922, 2924, 2926, 2928, 2930, 2932, 2934, 2936, 2938, 2940, 2942, 2944, 2946, 2948, 2950, 2952, 2954, 2956, 2958, 2960, 2962, 2964, 2966, 2968, 2970, 2972, 2974, 2976, 2978, 2980, 2982, 2984, 2986, 2988, 2990, 2992, 2994, 2996, 2998, 3000, 3002, 3004, 3006, 3008, 3010, 3012, 3014, 3016, 3018, 3020, 3022, 3024, 3026, 3028, 3030, 3032, 3034, 3036, 3038, 3040, 3042, 3044, 3046, 3048, 3050, 3052, 3054, 3056, 3058, 3060, 3062, 3064, 3066, 3068, 3070, 3072, 3074, 3076, 3078, 3080, 3082, 3084, 3086, 3088, 3090, 3092, 3094, 3096, 3098, 3100, 3102, 3104, 3106, 3108, 3110, 3112, 3114, 3116, 3118, 3120, 3122, 3124, 3126, 3128, 3130, 3132, 3134, 3136, 3138, 3140, 3142, 3144, 3146, 3148, 3150, 3152, 3154, 3156, 3158, 3160, 3162, 3164, 3166, 3168, 3170, 3172, 3174, 3176, 3178, 3180, 3182, 3184, 3186, 3188, 3190, 3192, 3194, 3196, 3198, 3200, 3202, 3204, 3206, 3208, 3210, 3212, 3214, 3216, 3218, 3220, 3222, 3224, 3226, 3228, 3230, 3232, 3234, 3236, 3238, 3240, 3242, 3244, 3246, 3248, 3250, 3252, 3254, 3256, 3258, 3260, 3262, 3264, 3266, 3268, 3270, 3272, 3274, 3276, 3278, 3280, 3282, 3284, 3286, 3288, 3290, 3292, 3294, 3296, 3298, 3300, 3302, 3304, 3306, 3308, 3310, 3312, 3314, 3316, 3318, 3320, 3322, 3324, 3326, 3328, 3330, 3332, 3334, 3336, 3338, 3340, 3342, 3344, 3346, 3348, 3350, 3352, 3354, 3356, 3358, 3360, 3362, 3364, 3366, 3368, 3370, 3372, 3374, 3376, 3378, 3380, 3382, 3384, 3386, 3388, 3390, 3392, 3394, 3396, 3398, 3400, 3402, 3404, 3406, 3408, 3410, 3412, 3414, 3416, 3418, 3420, 3422, 3424, 3426, 3428, 3430, 3432, 3434, 3436, 3438, 3440, 3442, 3444, 3446, 3448, 3450, 3452, 3454, 3456, 3458, 3460, 3462, 3464, 3466, 3468, 3470, 3472, 3474, 3476, 3478, 3480, 3482, 3484, 3486, 3488, 3490, 3492, 3494, 3496, 3498, 3500, 3502, 3504, 3506, 3508, 3510, 3512, 3514, 3516, 3518, 3520, 3522, 3524, 3526, 3528, 3530, 3532, 3534, 3536, 3538, 3540, 3542, 3544, 3546, 3548, 3550, 3552, 3554, 3556, 3558, 3560, 3562, 3564, 3566, 3568, 3570, 3572, 3574, 3576, 3578, 3580, 3582, 3584, 3586, 3588, 3590, 3592, 3594, 3596, 3598, 3600, 3602, 3604, 3606, 3608, 3610, 3612, 3614, 3616, 3618, 3620, 3622, 3624, 3626, 3628, 3630, 3632, 3634, 3636, 3638, 3640, 3642, 3644, 3646, 3648, 3650, 3652, 3654, 3656, 3658, 3660, 3662, 3664, 3666, 3668, 3670, 3672, 3674, 3676, 3678, 3680, 3682, 3684, 3686, 3688, 3690, 3692, 3694, 3696, 3698, 3700, 3702, 3704, 3706, 3708, 3710, 3712, 3714, 3716, 3718, 3720, 3722, 3724, 3726, 3728, 3730, 3732, 3734, 3736, 3738, 3740, 3742, 3744, 3746, 3748, 3750, 3752, 3754, 3756, 3758, 3760, 3762, 3764, 3766, 3768, 3770, 3772, 3774, 3776, 3778, 3780, 3782, 3784, 3786, 3788, 3790, 3792, 3794, 3796, 3798, 3800, 3802, 3804, 3806, 3808, 3810, 3812, 3814, 3816, 3818, 3820, 3822, 3824, 3826, 3828, 3830, 3832, 3834, 3836, 3838, 3840, 3842, 3844, 3846, 3848, 3850, 3852, 3854, 3856, 3858, 3860, 3862, 3864, 3866, 3868, 3870, 3872, 3874, 3876, 3878, 3880, 3882, 3884, 3886, 3888, 3890, 3892, 3894, 3896, 3898, 3900, 3902, 3904, 3906, 3908, 3910, 3912, 3914, 3916, 3918, 3920, 3922, 3924, 3926, 3928, 3930, 3932, 3934, 3936, 3938, 3940, 3942, 3944, 3946, 3948, 3950, 3952, 3954, 3956, 3958, 3960, 3962, 3964, 3966, 3968, 3970, 3972, 3974, 3976, 3978, 3980, 3982, 3984, 3986, 3988, 3990, 3992, 3994, 3996, 3998, 4000, 4002, 4004, 4006, 4008, 4010, 4012, 4014, 4016, 4018, 4020, 4022, 4024, 4026, 4028, 4030, 4032, 4034, 4036, 4038, 4040, 4042, 4044, 4046, 4048, 4050, 4052, 4054, 4056, 4058, 4060, 4062, 4064, 4066, 4068, 4070, 4072, 4074, 4076, 4078, 4080, 4082, 4084, 4086, 4088, 4090, 4092, 4094, 4096, 4098, 4100, 4102, 4104, 4106, 4108, 4110, 4112, 4114, 4116, 4118, 4120, 4122, 4124, 4126, 4128, 4130, 4132, 4134, 4136, 4138, 4140, 4142, 4144, 4146, 4148, 4150, 4152, 4154, 4156, 4158, 4160, 4162, 4164, 4166, 4168, 4170, 4172, 4174, 4176, 4178, 4180, 4182, 4184, 4186, 4188, 4190, 4192, 4194, 4196, 4198, 4200, 4202, 4204, 4206, 4208, 4210, 4212, 4214, 4216, 4218, 4220, 4222, 4224, 4226, 4228, 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FUEL BASED ACTIVITIES HAZARD IDENTIFICATION AND RISK ASSESSMENT

Prepared for Woodham Petroleum Services Pty Ltd

***Tambo Diesel Stop
10 Davidson Road,
Tambo,
Queensland 4478***

Project Number: 2024027

Prepared: 11th July 2024

Revision: 1

2024027-Woodham-Tambo



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Revision Number	Date Prepared	Signed
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2024027-Woodham-Tambo



Contents

1 Preamble	4
2 Executive Summary	5
3 Scope of this Report.....	6
4 Methodology	7
5 Description of the Facility	9
6 Hazard Identification and Risk Assessment	11
7 Summary	26
Appendix A – Site Plan.....	28
Appendix B – Manifest Schedule	29
Appendix C – Dispenser Schedule.....	30
Appendix D - Legislation	31
Appendix E – About the Author	32
Appendix F – Some of inTOTUMs Projects and Awards	33
Appendix G – Some of inTOTUMs Clients	34

2024027-Woodham-Tambo



1 Preamble

This Report has been designed to comply with the requirements of relevant Acts, Regulations, Australian Standards, and Codes of Practice.

It is the responsibility of the Person Conducting A Business Or Undertaking (PCBU) to manage work health and safety on the site utilizing Codes of Practice and best industry practice as advised by Safe Work Australia. It is also their responsibility to ensure that the installation and operation of the fuel system on site complies with the requirements outlined in the relevant Acts, Regulations, Codes of Practice, Australian Standards, and any Conditions outlined in Approvals.

inTOTUM Pty Ltd accepts no liability in the operation of the site. Every effort has been made in this report to assist the PCBU by providing a review of potential hazards and the associated risks and ways of mitigating, if not minimizing these risks. The PCBU is encouraged to review Legislative Documents and understand their obligations.

Following handover of this facility it is the PCBU responsibility to manage workplace health and safety during the continued operation of the facility. Should change in the facility occur in its design, use, or occupancy, it is the PCBUs responsibility to commission a risk assessment to evaluate the safe operation of the facility. While due care has been taken to design the facility with the end users' safety in mind, inTOTUM Pty Ltd accepts no liability in regard to the operation of the facility.

Where reference is made to an individual person, then this should be seen as a reference to that person's part in the system management and operation and not to be regarded as a reflection on his/her competency or integrity.

The opinions and advice given by inTOTUM Pty Ltd in this report represents inTOTUM Pty Ltd.'s best judgment (to the permitted extent by law). inTOTUM Pty Ltd accepts no liability for claims or damages caused should decisions to take action or otherwise are made based on the information contained within this report. The reader is invited to obtain any supporting information they feel is necessary before making any decisions.

inTOTUM Pty Ltd is registered under the Queensland Building Services Authority Act as a Building Designer - Licence No: 1247034 - contractor licence - Building Design - Medium Rise. inTOTUM is recognised as a competent and experienced person in relation to the design of fuel systems as per AS4897:2008.

The following report is confidential and not to be made available to other parties unless under the consent of the client. Where the contents of this report are subpoenaed in a Court of Law, they are only to be released on receipt of a written formal document. The Client must be advised accordingly and forthwith.

2024027-Woodham-Tambo



2 Executive Summary

A Preliminary Hazard Identification and Risk Assessment Report of the proposed diesel refuelling facility located at 10 Davidon Road, Tambo, Queensland 4478 has been undertaken on the 11th July 2024 by inTOTUM Pty Ltd on behalf of Woodham Petroleum Services Pty Ltd. The purpose of this report is to identify the potential hazards and associated risks may be present on the proposed site due to the installation, operation and management of the storage of hazardous chemical and the fuel dispensing system of the site.

This report does not identify the hazards posed or assess the risks posed by the operation and activities of the adjoining car wash on the development.

The proposed facilities can be classified under AS4897:2008 The design, installation, and operation of underground petroleum storage systems as a Site Class A, Equipment Level 1.

The detail of the work being undertaken is contained within Section 5 of this risk assessment. All design and installation of the fuel system should be undertaken by suitably qualified and experienced persons.

Preliminary recommendations are contained within Section **Error! Reference source not found.** of this report.

2024027-Woodham-Tambo



3 Scope of this Report

The observations and comments in this Report are based on information supplied to inTOTUM Pty Ltd by the Client (Woodham Petroleum Services Pty Ltd) and information gathered by inTOTUM Pty Ltd during the design process.

The following comments, observations, and recommendations contained in this report are based on inTOTUM Pty Ltd's industry experience and on best industry practice. The recommendations are limited to matters pertaining to the relevant National and State Acts, Regulations, Codes, and Australian Standards as listed in Appendix D. Recommendations are not exhaustive, and when applicable, all recommended works are subject to approval and full compliance by the National, State, and Local Authorities.

This Hazard Identification and Risk Assessment assesses the supply, storage, handling and dispensing of Hazardous Chemicals at this facility as required under the Queensland Work Health and Safety Act 2011 and Queensland Work Health and Safety Regulations 2011, and relevant Australian Standards.

This report identifies intentional criminal activities such as vandalism and theft; deliberate acts of sabotage or terrorism are outside the scope of this document and should be addressed by a specialist consultant if required. Security issues should be addressed independently to this report by a specialist security consultant.

Any matter not specifically mentioned in this Report should not be regarded as having been inspected by inTOTUM Pty Ltd.

2024027-Woodham-Tambo



4 Methodology

The ability to identify hazards and manage risk can impact on people, property, and the environment. The legislation referenced in this assessment has been developed by National, State, and Local government to manage and mitigate (if not, minimise) these hazards. Legislative requirements determine benchmarks for best industry practice. The hierarchy of this legislation is:

- Acts,
- Regulations,
- Ministerial Notes,
- Codes Of Practice,
- Australian Standards,
- Industry best practice.

The Risk Assessment process is outlined in AS ISO 31000:2018 – Risk Management – Principles and guidelines. This process is designed to minimise risks to people, property and the environment, by the implementation of the following steps.

- Identify hazards.
- Assess the risks presented by the hazards and implement control measures based on the following hierarchy of:
 - Elimination of the hazard
For example, repair damaged equipment; safely remove any unwanted or waste chemicals from the workplace immediately.
 - Substitution of the hazard with a safer alternative
For example, use a less toxic chemical; lift smaller packages.
 - Isolation of the hazard
For example, install barriers to restrict access to hazardous areas.
 - Engineering Controls
For example, use a trolley for moving heavy loads.
 - Administration Controls
For example, train staff in safe work procedures; carry out routine maintenance of equipment.
 - Personal Protection Equipment
For example, use hearing/eye protection equipment, hard hats, gloves, masks and train staff to use PPE correctly.

Implement procedures to document, maintain and monitor the control measures on a regular basis, or when there is a change in design, use, occupancy, or after an incident to ensure associated risks are kept to a minimum.

2024027-Woodham-Tambo



Hazards identified in this report are assessed utilising the matrix below.

RISK LEVEL GUIDE:			FREQUENCY					
0-3	Low Risk - Monitor. Do something when possible.	SEVERITY		Very Low → Extreme				
			Very Low → Extreme	1	2	3	4	5
2	4			6	8	10		
3	6			9	12	15		
4	8			12	16	20		
5	10		15	20	25			
4-6	Medium Risk - Monitor. Decide an appropriate time frame.							
7-10	High Risk - Monitor. Requires Action. Decide an urgent time frame.							
11+	Unacceptable Risk. Cease activity. Immediate action required.							

Risks have been grouped into one or more of the following categories:

- People - The risk is to any person who may be on site whether they are employees, maintenance personnel or the general public accessing the site.
- Property - The risk is to assets of the owner, operator, supplier or any person accessing the site for any reason.
- Environment - The risk poses potential harm to the environment including potentially harmful emissions to air, water or ground. Risks can be both catastrophic, and systemic.

2024027-Woodham-Tambo



5 Description of the Facility

This facility is a suburban retail service station located at:

10 Davidson Road,
Tambo,
Queensland 4478

The area of the site is:

60,673m² (Development area: 4290m²)

Local Government Area is:

Blackall-Tambo Regional Council

Property Details:

Lot 6-10 on SP148104

The proposed design consists of:

- A Building with Amenities.
- 1 x 63kL aboveground self-bunded dual compartment tank divided into 56kL of Diesel storage and 7kL of AdBlue Storage.
- Submersible turbines to deliver fuel from the tanks to the dispensers.
- 2 x 2 hose dispensers.
- Fill points located within a cabinet that is part of the self-bunded tank.
- Vents are built into the self-bunded tank.
- Automatic Tank Gauging system with Electronic Line Leak Detection.
- Other associated mandatory and non-mandatory signage.

2024027-Woodham-Tambo

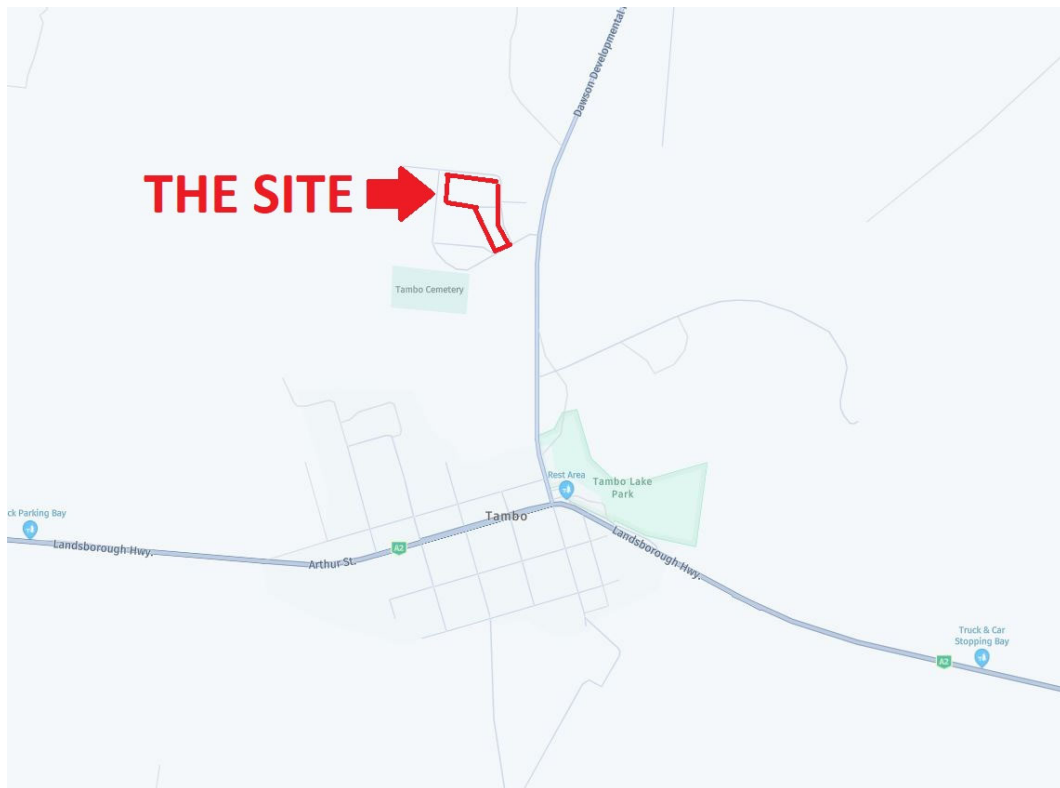


Figure 1 Locality Plan

2024027-Woodham-Tambo



6 Hazard Identification and Risk Assessment

Hazard	Risk	Consequences	Risk Level	Control Measure	Control						Re-assessment of Consequences	Revised Risk Level
					Elim	Sub	Iso	Eng	Adm in	PPE		
Vehicle movement on site.	Tanker Manoeuvring	<ul style="list-style-type: none"> Difficult visibility. Damage or destruction of property. Personal injury or death. 	12	<ul style="list-style-type: none"> Locate convex mirrors in strategic spots. Limit speed on site to 10km/h. Only necessary personnel allowed in vicinity on tanker. Provide personnel with high visibility clothing. Use spotter during operations. Tanker is to traverse site in a forward motion only – do not reverse. Design site to accommodate truck turning paths. 							<ul style="list-style-type: none"> Damage and destruction of property is minimised. Risk on injury or death is minimised. Low speed of traffic on site allows time for collisions to be avoided and minimises the effects of collisions. 	2
	Fuel delivery tanker parked on site is struck.	<ul style="list-style-type: none"> Spillage to environment. Ignition of spillage and vapours. Damage or destruction of property. Personal injury or death. 	15	<ul style="list-style-type: none"> Implement strict tanker delivery procedures. Close off dispenser positions affected by tanker delivery. Locate tanker delivery parking away from entry to site. Locate tanker delivery fill point in a bunded area draining to a containment/treatment vessel. Limit speed on site to 10km/h. 							<ul style="list-style-type: none"> Fuel delivery tanker is unlikely to get struck. Ignition of spillage and vapour is minimised. Spills are contained. Low speed of traffic on site allows time for collisions to be avoided and minimises the effects of collisions. 	2

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2024027-woodham-tambo_risk assessment-fuel based activities

11/07/2024

Page 11 of 34

2024027-Woodham-Tambo



Hazard	Risk	Consequences	Risk Level	Control Measure	Control						Re-assessment of Consequences	Revised Risk Level
					Elim	Sub	Iso	Eng	Adm in	PPE		
	Fuel delivery tanker hose is struck.	<ul style="list-style-type: none"> Spillage to environment. Ignition of spillage and vapours. Damage or destruction of property. Personal injury or death. 	15	<ul style="list-style-type: none"> Implement strict tanker delivery procedures. Close off dispenser positions affected by tanker delivery. Locate tanker delivery fill point in a bunded area draining to a containment/treatment vessel. Limit speed on site to 10km/h. 			✓	✓	✓		<ul style="list-style-type: none"> Fuel delivery tanker is unlikely to get struck. Ignition of spillage and vapour is minimised. Spills are contained. Low speed of traffic on site allows time for collisions to be avoided and minimises the effects of collisions. 	2
	Delivery tanker driver is struck.	<ul style="list-style-type: none"> Personal injury or death. 	15	<ul style="list-style-type: none"> Provide traffic awareness and unloading procedure training to tanker driver. Provide tanker drivers with high visibility clothing. Locate tanker delivery parking away from entry to site. Limit speed on site to 10km/h. 			✓		✓	✓	<ul style="list-style-type: none"> Driver is trained, and visible. Low speed of traffic on site allows time for collisions to be avoided and minimises the effects of collisions. 	1
	Aboveground fuel tank is struck.	<ul style="list-style-type: none"> Spillage to environment. Ignition of spillage and vapours. Damage or destruction of property. Personal injury or death. 	12	<ul style="list-style-type: none"> Install impact barriers around tank. Provide bunded area to tank draining to a containment/treatment vessel. Locate tank away from traffic. Limit speed on site to 10km/h. 			✓	✓	✓		<ul style="list-style-type: none"> Fuel tank is unlikely to be struck. Spills are contained. Traffic movement is located away from tank. Low speed of traffic on site allows time for collisions to be avoided and minimises the effects of collisions. 	3

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2024027-woodham-tambo_risk assessment-fuel based activities

11/07/2024

Page 12 of 34

2024027-Woodham-Tambo



Hazard	Risk	Consequences	Risk Level	Control Measure	Control						Re-assessment of Consequences	Revised Risk Level
					Elim	Sub	Iso	Eng	Adm in	PPE		
	Fuel dispenser/pump is struck.	<ul style="list-style-type: none"> Spillage to environment. Ignition of spillage and vapours. Damage or destruction of property. Personal injury or death. 	12	<ul style="list-style-type: none"> Install impact barriers around dispensers. Install dispenser/pump in a bunded area draining to a containment/treatment vessel. Install shear valves and flame arrestors to dispenser/pump base. Limit speed on site to 10km/h Provide line marking and directional signage to forecourt. 			✓	✓	✓		<ul style="list-style-type: none"> Fuel dispenser/pump is physically protected. Ignition of spillage and vapour is minimised through use of shear valves. Spills are contained. Low speed of traffic on site allows time for collisions to be avoided and minimises the effects of collisions. 	2
	Person using the site is struck.	<ul style="list-style-type: none"> Personal injury or death. 	15	<ul style="list-style-type: none"> Limit speed on site to 10km/h. 				✓			<ul style="list-style-type: none"> Low speed of traffic on site allows time for collisions to be avoided, allows people time to get out of the way of moving vehicles and minimises the effects of collisions. 	1
	Person's vehicle is struck.	<ul style="list-style-type: none"> Damage or destruction of property. 	15	<ul style="list-style-type: none"> Limit speed on site to 10km/h. 				✓			<ul style="list-style-type: none"> Low speed of traffic on site allows time for collisions to be avoided and minimises the effects of collisions. 	2
Use of dispensers / pumps.	Smoking at dispenser.	<ul style="list-style-type: none"> Ignition of vapour. Personal injury or death. Damage or destruction of property. 	20	<ul style="list-style-type: none"> Provide statutory signage at dispensers forbidding smoking on site. Console operator to shut down pump if someone is smoking at dispenser. 					✓		<ul style="list-style-type: none"> Ignition of vapour is minimised. 	2

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2024027-woodham-tambo_risk assessment-fuel based activities

11/07/2024

Page 13 of 34

2024027-Woodham-Tambo



Hazard	Risk	Consequences	Risk Level	Control Measure	Control						Re-assessment of Consequences	Revised Risk Level
					Elim	Sub	Iso	Eng	Adm in	PPE		
	Use of non-intrinsically safe device at dispenser.	<ul style="list-style-type: none"> Ignition of vapour. Personal injury or death. Damage or destruction of property. 	20	<ul style="list-style-type: none"> Provide statutory signage at dispensers forbidding use of mobile phones and electrical devices at dispensers. Console operator to shut down pump if someone is using an electronic device at dispenser. 					✓		<ul style="list-style-type: none"> Ignition of vapour is minimised. 	2
	Filling of non-compliant container(s)	<ul style="list-style-type: none"> Hydrocarbons may react with non-compliant container. Spillage to environment. 	20	<ul style="list-style-type: none"> Provide statutory signage at dispensers forbidding the filling of non-compliant containers. Console operator to shut down pump if someone is attempting to fill non-compliant containers. 					✓		<ul style="list-style-type: none"> Ignition of vapour is minimised. Spills are avoided. 	2
	Misuse of nozzle	<ul style="list-style-type: none"> Spillage to environment. Risk of ignition of spillage and vapours. Damage to nozzle. Personal injury or death. 	20	<ul style="list-style-type: none"> Provide statutory signage at dispensers forbidding the use of nozzle by minors. Console operator to shut down pump if the dispenser is not used appropriately. 					✓		<ul style="list-style-type: none"> Spills are avoided. 	2

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2024027-woodham-tambo_risk assessment-fuel based activities

11/07/2024

Page 14 of 34

2024027-Woodham-Tambo



Hazard	Risk	Consequences	Risk Level	Control Measure	Control						Re-assessment of Consequences	Revised Risk Level
					Elim	Sub	Iso	Eng	Adm in	PPE		
	Product spill onto forecourt	<ul style="list-style-type: none"> • Spillage to environment. • Risk of ignition of spillage and vapours. • Risk of slip hazard. • Personal injury or death. 	20	<ul style="list-style-type: none"> • Console operator to monitor forecourt and immediately clean up any minor spill using on site spill kit. • Install dispensers in a bunded area draining to a containment/ treatment vessel. • If a major spill occurs operator to shut down site and follow Emergency Plan procedures. 	✓		✓		✓		<ul style="list-style-type: none"> • Minor spills are contained and removed quickly. • Appropriate procedures and physical controls are in place to enable major spills to be managed as safely as possible. 	2
	Drive-off fuel theft	<ul style="list-style-type: none"> • Loss of income. 	12	<ul style="list-style-type: none"> • Console operator to monitor forecourt for "drive offs". • Provide CCTV monitoring of refuelling positions. 				✓	✓		<ul style="list-style-type: none"> • If a drive off occurs the number plate of the vehicle is recorded and can be reported to police recovery of lost income. 	3

2024027-Woodham-Tambo



Hazard	Risk	Consequences	Risk Level	Control Measure	Control						Re-assessment of Consequences	Revised Risk Level
					Elim	Sub	Iso	Eng	Adm in	PPE		
Delivery	Minor fuel spill (up to 20l.)	<ul style="list-style-type: none"> • Spillage to environment. • Risk of ignition of spillage and vapours. • Risk of slip hazard. • Personal injury or death. 	20	<ul style="list-style-type: none"> • Provide emergency spill kit and training in its use to site staff and tanker drivers. • Console operator to monitor forecourt and immediately clean up any minor spill using on site spill kit. • Install fill points in a spill safe fill box in a bunded area draining to a containment/treatment vessel. • Area around fill points to be an impervious surface. • Ensure delivery hose connections are correctly connected and tight before starting fuel delivery. 	✓			✓	✓		<ul style="list-style-type: none"> • Minor spills are contained and removed quickly. 	3

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2024027-woodham-tambo_risk assessment-fuel based activities

11/07/2024

Page 16 of 34

2024027-Woodham-Tambo



Hazard	Risk	Consequences	Risk Level	Control Measure	Control						Re-assessment of Consequences	Revised Risk Level
					Elim	Sub	Iso	Eng	Adm in	PPE		
	Major fuel spill (over 20L.)	<ul style="list-style-type: none"> • Spillage to environment. • Risk of ignition of spillage and vapours. • Risk of slip hazard. • Personal injury or death. 	25	<ul style="list-style-type: none"> • Provide an Emergency Plan and ensure staff are trained in its use. • Console operator to shut down site and follow procedures within the Emergency Plan. • Locate tanker delivery fill point in a bunded area draining to a containment/treatment vessel. • Containment/treatment vessel is to be equal in capacity to the largest tanker compartment. • Ensure delivery hose connections are correctly connected and tight before starting fuel delivery. • Provide emergency spill kit and training in its use to site staff and tanker drivers. 	✓			✓	✓		<ul style="list-style-type: none"> • Major spills are contained, and controlled quickly. 	3

2024027-Woodham-Tambo



Hazard	Risk	Consequences	Risk Level	Control Measure	Control						Re-assessment of Consequences	Revised Risk Level
					Elim	Sub	Iso	Eng	Adm in	PPE		
	Incorrect product introduced into storage tank.	<ul style="list-style-type: none"> Possible damage to private property caused by use of incorrect fuel. Loss of income. 	9	<ul style="list-style-type: none"> Tanker drivers are to be trained in site-specific conditions. Provide tanker driver with correct, up to date fill point sketch. Fill points are clearly marked to industry standards. Any discrepancy between the fill point markers and the fill point sketch to be notified and fuel transfer is not to proceed. 				✓	✓		<ul style="list-style-type: none"> Tanker driver can clearly see the product arrangement and has the ability to cross check the fill point arrangement. 	1
	Storage tank is overfilled.	<ul style="list-style-type: none"> Spillage to environment. Risk of ignition of spillage and vapours. Lack of ullage space may cause storage tank to rupture due to thermal expansion of hydrocarbon. 	9	<ul style="list-style-type: none"> Install overfill protection valves. Ensure product reconciliation is performed daily. Tanker driver to confirm volumes prior to starting delivery. Provide accurately calibrated tank dips or auto tank gauging. 				✓	✓		<ul style="list-style-type: none"> Overfilling of the tanks becomes very difficult. 	1

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2024027-woodham-tambo_risk assessment-fuel based activities

11/07/2024

Page 18 of 34

2024027-Woodham-Tambo



Hazard	Risk	Consequences	Risk Level	Control Measure	Control						Re-assessment of Consequences	Revised Risk Level
					Elim	Sub	Iso	Eng	Adm in	PPE		
Underground tank and pipework	Structural failure of tank and/or pipework.	<ul style="list-style-type: none"> Spillage to environment. Risk of ignition of spillage and vapours. Loss of income. 	25	<ul style="list-style-type: none"> Fuel tanks are manufactured from non-corrosive materials. Tanks and pipework to be regularly tested. Cathodic protection to be regularly tested. Line leak detection is to be provided to pipework. Auto tank gauging to be installed to tanks. Tank excavation observation wells to be checked regularly. Ground water monitoring wells to be installed on site under the direction of a suitably qualified environmental engineer and checked regularly. 							<ul style="list-style-type: none"> Structural failure of tanks is detected quickly. 	3
	Ignition of vapour.	<ul style="list-style-type: none"> Risk of ignition of vapours. Damage to property. Personal injury or death. 	20	<ul style="list-style-type: none"> Install vents away from sources of ignition. Install vents to Australian Standards. 			✓		✓		<ul style="list-style-type: none"> Ignition of vapour is minimised. 	2
	Inhalation of vapour.	<ul style="list-style-type: none"> Personal injury or death. 	20	<ul style="list-style-type: none"> Install vents in a well-ventilated area. Install vents to Australian Standards. 			✓		✓		<ul style="list-style-type: none"> Inhalation of vapour is minimised. 	2

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2024027-woodham-tambo_risk assessment-fuel based activities

11/07/2024

Page 19 of 34

2024027-Woodham-Tambo



Hazard	Risk	Consequences	Risk Level	Control Measure	Control						Re-assessment of Consequences	Revised Risk Level
					Elim	Sub	Iso	Eng	Adm in	PPE		
Aboveground tank and pipework	Structural failure of tank and/or pipework.	<ul style="list-style-type: none"> Spillage to environment. Risk of ignition of spillage and vapours. Loss of income. 	25	<ul style="list-style-type: none"> Fuel tanks are manufactured from non-corrosive materials. Fuel tanks to be self banded or installed within a banded area. Auto tank gauging to be installed to tanks. Line leak detection is to be provided to pipework. Cathodic protection to be regularly tested. 				✓	✓		<ul style="list-style-type: none"> Structural failure of tanks is detected quickly. 	1
	Ignition of vapour.	<ul style="list-style-type: none"> Risk of ignition of vapours. Damage to property. Personal injury or death. 	20	<ul style="list-style-type: none"> Install vents away from sources of ignition. Install vents to Australian Standards. 			✓		✓		<ul style="list-style-type: none"> Ignition of vapour is minimised. 	2
	Inhalation of vapour.	<ul style="list-style-type: none"> Personal injury or death. 	20	<ul style="list-style-type: none"> Install vents in a well-ventilated area. Install vents to Australian Standards. 			✓		✓		<ul style="list-style-type: none"> Inhalation of vapour is minimised. 	2
Maintenance access to dispenser / pump	Maintenance person being struck by vehicle	<ul style="list-style-type: none"> Personal injury or death. 	12	<ul style="list-style-type: none"> Provide traffic awareness training to maintenance person. Provide maintenance person with high visibility clothing. Use traffic cones and signs to barricade off dispenser/pump from traffic. Limit speed on site to 10km/h. 			✓		✓	✓	<ul style="list-style-type: none"> Maintenance person is unlikely to get struck. Traffic is aware of hazard. Low speed of traffic on site allows time for collisions to be avoided and minimises the effects of collisions. 	2

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2024027-woodham-tambo_risk assessment-fuel based activities

11/07/2024

Page 20 of 34

2024027-Woodham-Tambo



Hazard	Risk	Consequences	Risk Level	Control Measure	Control						Re-assessment of Consequences	Revised Risk Level
					Elim	Sub	Iso	Eng	Adm in	PPE		
	Exposure to explosive atmosphere within dispenser housing	<ul style="list-style-type: none"> • Risk of ignition of vapours. • Personal injury or death. 	12	<ul style="list-style-type: none"> • Dispenser/pump to be located in a well-ventilated area. • Keep sources of ignition outside hazardous zone. • Monitor vapour levels. • Appropriate work permits are to be obtained. 			✓		✓		<ul style="list-style-type: none"> • Ignition of vapour is minimised. 	2
	Confined space	<ul style="list-style-type: none"> • Risk of ignition of vapours. • Personal injury or death. 	12	<ul style="list-style-type: none"> • Only qualified persons to perform confined space entry. • Breathing apparatus is used. • Monitor vapour levels. • Observer is present with appropriate training in emergency response. • Appropriate work permits are to be obtained. 			✓		✓	✓	<ul style="list-style-type: none"> • Ignition of vapour is minimised. • Maintenance person is unlikely to suffocate. • Assistance is available in the event of an incident. 	2
	Electrocution	<ul style="list-style-type: none"> • Personal injury or death. 	12	<ul style="list-style-type: none"> • Only qualified persons to perform electrical work. • Tag off circuits being worked on. • Appropriate work permits are to be obtained. 			✓		✓		<ul style="list-style-type: none"> • Risk of electrocution is minimised. 	2

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2024027-woodham-tambo_risk assessment-fuel based activities

11/07/2024

Page 21 of 34

2024027-Woodham-Tambo



Hazard	Risk	Consequences	Risk Level	Control Measure	Control						Re-assessment of Consequences	Revised Risk Level
					Elim	Sub	Iso	Eng	Adm in	PPE		
Maintenance entry into tank turret and tank	Maintenance person being struck by vehicle	<ul style="list-style-type: none"> Personal injury or death. 	12	<ul style="list-style-type: none"> Provide traffic awareness training to maintenance person. Provide maintenance person with high visibility clothing. Use traffic cones and signs to barricade off turret from traffic. Limit speed on site to 10km/h. 			✓		✓	✓	<ul style="list-style-type: none"> Maintenance person is unlikely to get struck. Traffic is aware of hazard. Low speed of traffic on site allows time for collisions to be avoided and minimises the effects of collisions. 	2
	Exposure to explosive atmosphere within turret and tank	<ul style="list-style-type: none"> Risk of ignition of vapours. Personal injury or death. 	12	<ul style="list-style-type: none"> Turret to be located in a well-ventilated area. Keep sources of ignition outside hazardous zone. Monitor vapour levels. Appropriate work permits are to be obtained. 			✓		✓		<ul style="list-style-type: none"> Ignition of vapour is minimised. 	2
	Confined space	<ul style="list-style-type: none"> Risk of ignition of vapours. Inhalation of vapour Personal injury or death. 	12	<ul style="list-style-type: none"> Only qualified persons to perform confined space entry. Breathing apparatus is used. Monitor vapour levels. Observer is present with appropriate training in emergency response. Appropriate work permits are to be obtained. 					✓	✓	<ul style="list-style-type: none"> Ignition of vapour is minimised. Maintenance person is unlikely to suffocate. Assistance is available in the event of an incident. 	2

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2024027-woodham-tambo_risk assessment-fuel based activities

11/07/2024

Page 22 of 34

2024027-Woodham-Tambo



Hazard	Risk	Consequences	Risk Level	Control Measure	Control						Re-assessment of Consequences	Revised Risk Level
					Elim	Sub	Iso	Eng	Adm in	PPE		
	Electrocution	<ul style="list-style-type: none"> Personal injury or death. 	12	<ul style="list-style-type: none"> Only qualified persons to perform electrical work. Tag off circuits being worked on. Appropriate work permits are to be obtained. 			✓	✓	✓		<ul style="list-style-type: none"> Risk of electrocution is minimised. 	2
Shop operation	Theft/robbery	<ul style="list-style-type: none"> Personal injury or death. 	8	<ul style="list-style-type: none"> Install security cameras. Install jump wires. Ensure a safe haven is easily accessible. 				✓	✓		<ul style="list-style-type: none"> Risk of theft is lowered. Staff have protection from thief. 	2
Fire extinguishers	Misuse of equipment	<ul style="list-style-type: none"> Risk of equipment failure in the event of an incident. Loss of income due to maintenance and clean up. Damage to property. Personal injury or death. 	9	<ul style="list-style-type: none"> Install fire extinguishers in break-glass cabinets. Install fire extinguishers in location visible from the console. Install fire extinguishers in a well-lit area. 				✓	✓		<ul style="list-style-type: none"> Equipment is available and in working order in the event of an incident. 	1
	Theft of equipment	<ul style="list-style-type: none"> Risk of equipment not being available in the event of an incident. Damage to property. Personal injury or death. 	9	<ul style="list-style-type: none"> Install fire extinguishers in break-glass cabinets. Install fire extinguishers in location visible from the console. Install fire extinguishers in a well-lit area. 				✓	✓		<ul style="list-style-type: none"> Equipment is available in the event of an incident. 	1

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2024027-woodham-tambo_risk assessment-fuel based activities

11/07/2024

Page 23 of 34

2024027-Woodham-Tambo



Hazard	Risk	Consequences	Risk Level	Control Measure	Control						Re-assessment of Consequences	Revised Risk Level
					Elim	Sub	Iso	Eng	Adm in	PPE		
	Failure of equipment	<ul style="list-style-type: none"> • Risk of equipment failure in the event of an incident. • Loss of income due to maintenance and clean up. • Damage to property. • Personal injury or death. 	9	<ul style="list-style-type: none"> • Fire extinguishers to be tested on regular basis to Australian Standards. 					✓		<ul style="list-style-type: none"> • Equipment is in working order in the event of an incident. 	1
	Vandalism	<ul style="list-style-type: none"> • Risk of equipment failure in the event of an incident. • Loss of income due to maintenance and clean up. • Damage to property. • Personal injury or death. 	9	<ul style="list-style-type: none"> • Install fire extinguishers in break-glass cabinets. • Install fire extinguishers in location visible from the console. • Install fire extinguishers in a well-lit area. 				✓	✓		<ul style="list-style-type: none"> • Equipment is in working order in the event of an incident. 	1
Site Manifest	An incident could arise requiring specific equipment or controls for a site specific hazard.	<ul style="list-style-type: none"> • Emergency services unable to access site specific information for the hazardous chemicals stored on site in the event of an incident. 	20	<ul style="list-style-type: none"> • Red manifest box to be located adjacent the site entry. • Manifest is to be reviewed and updated on a regular basis. 					✓		<ul style="list-style-type: none"> • Manifest is easily accessible. • Manifest contains correct information. 	1

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2024027-woodham-tambo_risk assessment-fuel based activities

11/07/2024

Page 24 of 34

2024027-Woodham-Tambo



Hazard	Risk	Consequences	Risk Level	Control Measure	Control						Re-assessment of Consequences	Revised Risk Level
					Elim	Sub	Iso	Eng	Adm in	PPE		
Emergency Plan	An incident could arise requiring specific procedures, equipment or controls for a site specific hazard.	<ul style="list-style-type: none"> Staff do not know procedures. Damage to environment. Damage to property. Personal injury or death. 	20	<ul style="list-style-type: none"> Train Staff in Emergency Plan and keep training register. Emergency Plan to be located in Red Manifest box and in an easily accessible location to emergency services and staff. Emergency Plan to be reviewed on a regular basis, after an incident, or when there are changes made to the site. 					✓		<ul style="list-style-type: none"> Staff are trained in Emergency Plan procedures. Emergency Plan procedures are relevant to incidents that may occur on site. 	1
Safety Data Sheets	An incident could arise requiring specific equipment or controls for a site specific hazard.	<ul style="list-style-type: none"> Emergency services do not know what hazardous chemicals are on site and what precautions to take. Staff do not know what hazardous chemicals are on site and what precautions to take. 	20	<ul style="list-style-type: none"> Safety Data Sheets to be located in Red Manifest box and in an easily accessible location to emergency services and staff. Safety Data Sheets to be reviewed on a regular basis. Safety Data Sheets to be reviewed when hazardous chemicals stored on site are changed. 					✓		<ul style="list-style-type: none"> Safety Data Sheets are easily accessible. Safety Data Sheets contain correct information for product on site. 	1

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2024027-woodham-tambo_risk assessment-fuel based activities

11/07/2024

Page 25 of 34

2024027-Woodham-Tambo



7 Summary

The risks presented on this service station site to persons, property and the environment are mitigated (or minimised) to an acceptable level of risk provided the following recommendations are implemented.

- Install impact barriers around aboveground tanks, aboveground pipe work, vents, and dispenser/pump.
- Locate aboveground tanks, aboveground pipe work, and vents, away from vehicle traffic.
- Install shear valves and flame arrestors to dispenser/pump base.
- Install overfill protection valves to tanks.
- Contamination containment is installed draining to a containment/treatment vessel.
- Dispenser/pump and fill points are located within a contamination containment area.
- Close off dispenser positions affected by tanker delivery.
- Locate tanker delivery parking away from entry to site.
- Fill points are clearly marked to industry standards.
- Tanker driver to confirm volumes prior to starting delivery.
- Ensure product reconciliation is performed daily.
- Provide traffic awareness and unloading procedure training to tanker driver.
- Provide tanker drivers, staff and maintenance personnel with high visibility clothing.
- Limit speed on site to 10km/h.
- Provide line marking and directional signage to forecourt.
- Fuel tanks are manufactured from non-corrosive materials.
- Tanks and pipework to be regularly tested.
- Line leak detection is to be provided to pipework.
- Auto tank gauging to be installed to tanks.
- Ground water monitoring wells to be installed and checked regularly.
- Install vents to Australian Standards, away from sources of ignition, and in a well-ventilated area.
- Use traffic cones and signs to barricade off dispenser/pump from traffic when maintenance is undertaken.
- Only qualified persons to perform confined space entry and electrical work.
- Appropriate work permits are to be obtained.
- Provide statutory signage for the correct use of dispenser/pump.
- Operator to shut down dispenser/pump if it is being incorrectly used
- Operator to monitor forecourt and immediately clean up any minor spill using on site spill kit.
- Provide CCTV monitoring of refuelling positions.
- Provide training in use of spill kit.

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 2024027-woodham-tambo_risk assessment-fuel based activities11/07/2024

Page 26 of 34

2024027-Woodham-Tambo

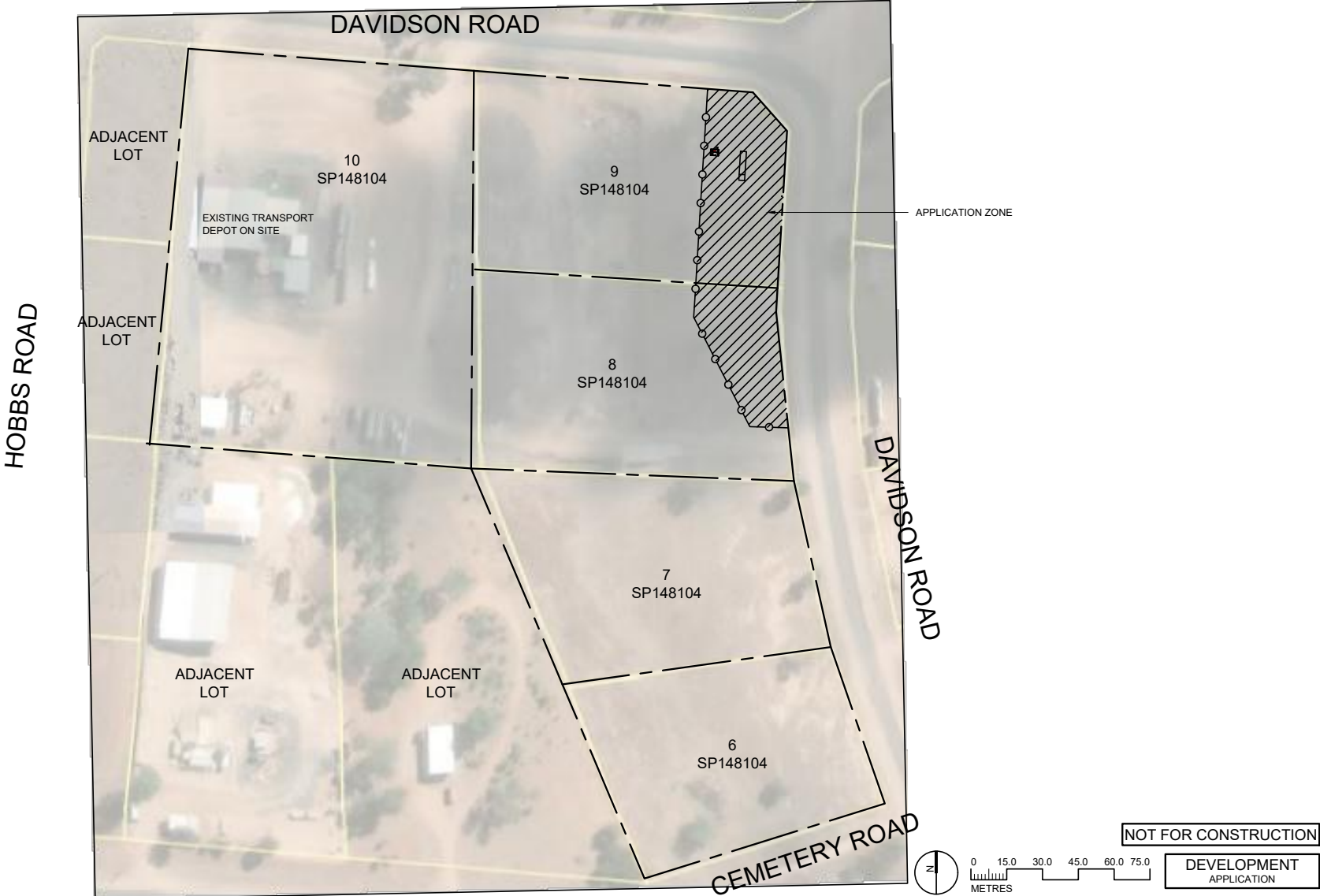



- Provide an Emergency Plan and training in its use.
- Install fire extinguishers in break-glass cabinets, in a well-lit location visible from the console.
- Fire extinguishers to be tested on regular basis to Australian Standards.
- Provide a manifest to be located within the Red manifest box adjacent the site entry.
- Manifest is to be reviewed and updated on a regular basis.
- Emergency Plan to be located in Red Manifest box and in an easily accessible location to emergency services and staff.
- Emergency Plan to be reviewed on a regular basis, after an incident, or when there are changes made to the site.
- Train Staff in Emergency Plan and keep training register.
- Safety Data Sheets to be located in Red Manifest box and in an easily accessible location to emergency services and staff.
- Safety Data Sheets to be reviewed on a regular basis.
- Safety Data Sheets to be reviewed when hazardous chemicals stored on site are changed.

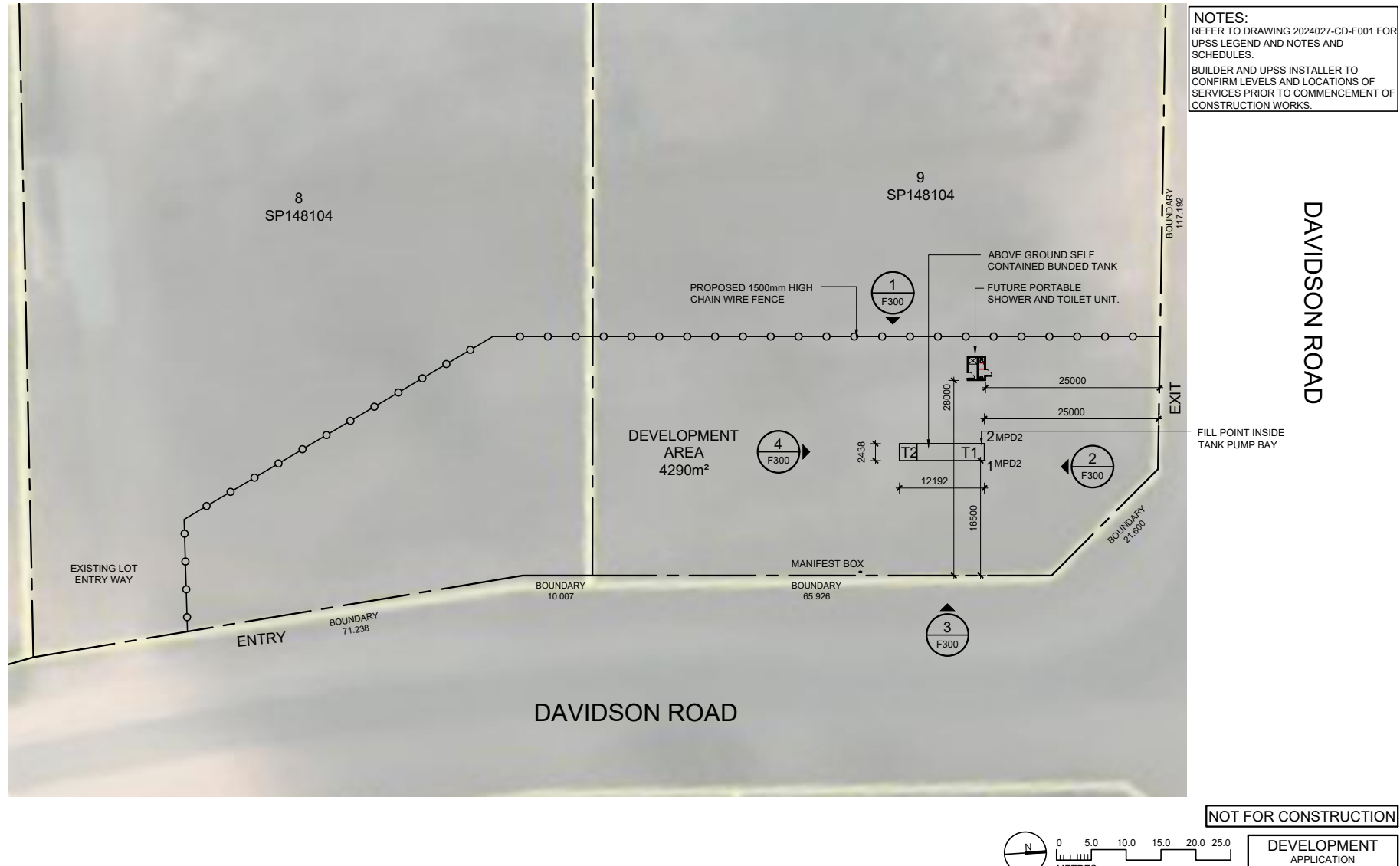
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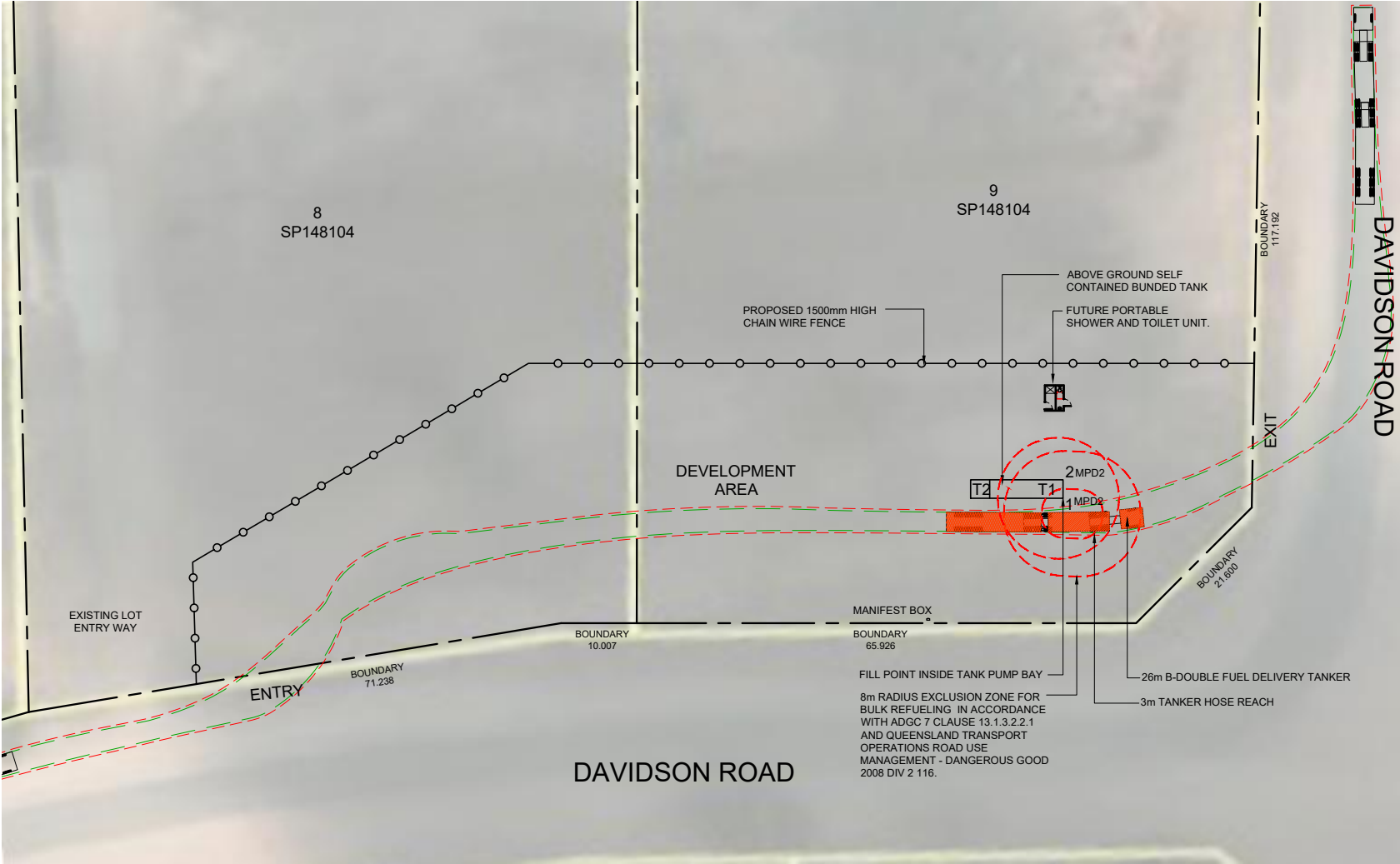
Appendix A – Site Plan



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 <p>Unit 9/10-11 Macquarie Street, Sydney NSW 2000 PO Box 66, Macquarie Street, Sydney NSW 2000 Tel: 02 9277 7000 Fax: 02 9277 7001 Email: info@intotum.com.au Website: www.intotum.com.au</p>	COPYRIGHT AND NOTES		AMENDMENTS		CLIENT	PROJECT	TITLE	SCALE 1:500	DRAWN CMI	DATE 10/07/24
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	Verify all dimensions and levels on site prior to commencement of construction.		A 11/07/24 PRELIMINARY ISSUE CMI					DRAWING NUMBER	REVISION	
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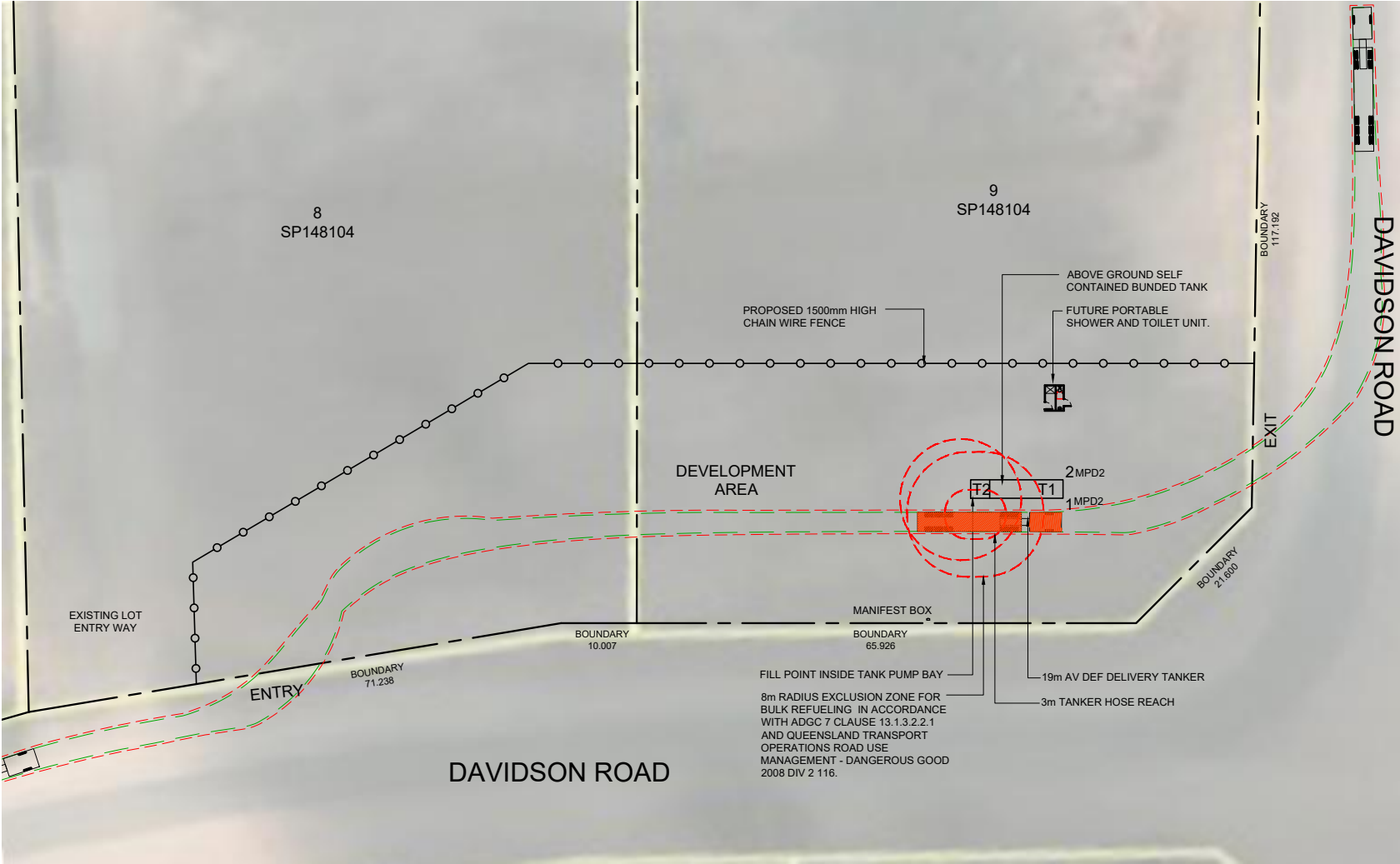


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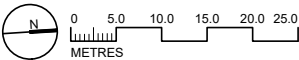
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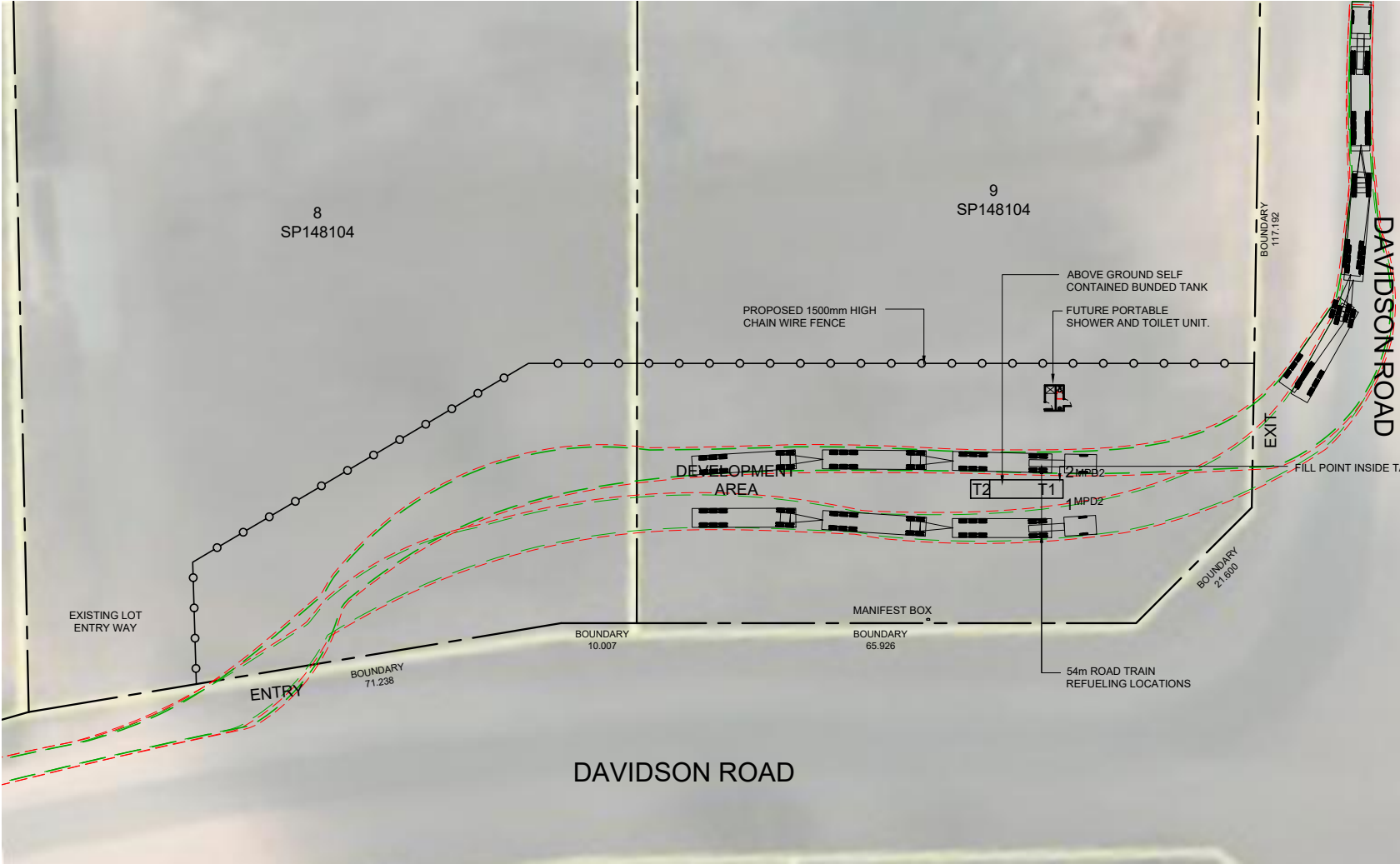
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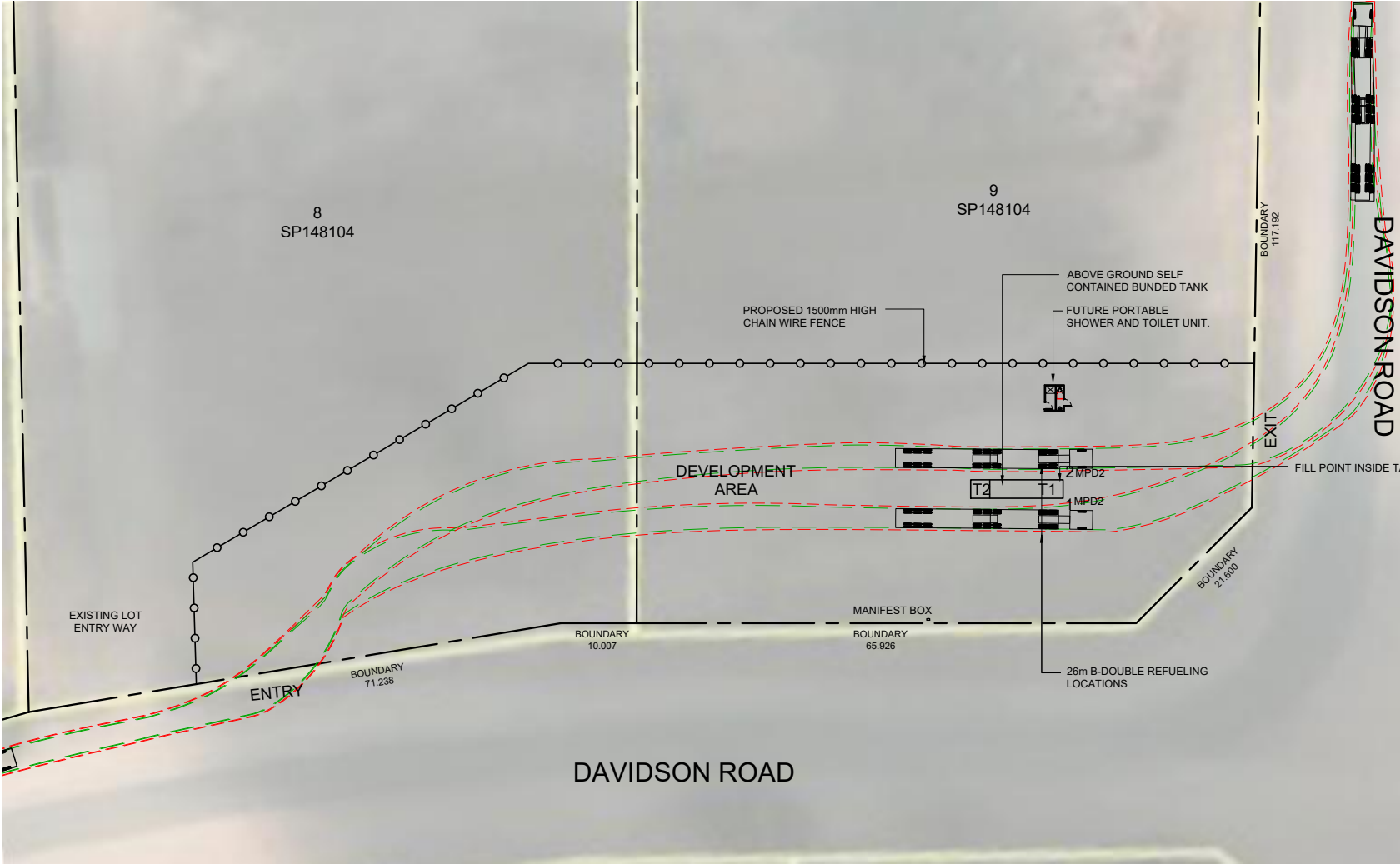


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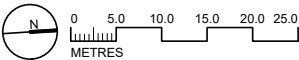
DEVELOPMENT APPLICATION




 <div><p>inTOTUM</p><p>2024027-DA-F152</p><p>2024027-DA-F152</p></div>	<div><p>COPYRIGHT AND NOTES</p><p>The copyright for this document is vested in inTOTUM Pty Ltd. This drawing may not be copied, reproduced, retained, or disclosed to any unauthorized party, either wholly or in part, without prior written consent from inTOTUM Pty Ltd.</p><p>Verify all dimensions and levels on site prior to commencement of construction.</p><p>Any discrepancies are to be reported immediately to inTOTUM Pty Ltd.</p><p>Do not scale off drawings.</p></div>	<div><div>AMENDMENTS</div><table><thead><tr><th>REV</th><th>DATE</th><th>DESCRIPTION</th><th>BY</th></tr></thead><tbody><tr><td>A</td><td>11/07/24</td><td>PRELIMINARY ISSUE</td><td>CMI</td></tr></tbody></table></div>	REV	DATE	DESCRIPTION	BY	A	11/07/24	PRELIMINARY ISSUE	CMI	<div><div>CLIENT</div><p>WOODHAM PETROLEUM</p><p>160 FOX STREET, WALGETT, NEW SOUTH WALES, 2832</p></div>	<div><div>PROJECT</div><p>TAMBO DIESEL STOP</p><p>10 DAVIDSON ROAD, TAMBO, QUEENSLAND, 4478</p></div>	<div><div>TITLE</div><p>VEHICLE PATH SITE PLAN</p><p>54m ROAD TRAIN</p></div>	<div><div>SCALE</div><p>1:500</p></div>	<div><div>DRAWN</div><p>CMI</p></div>	<div><div>DATE</div><p>10/07/24</p></div>
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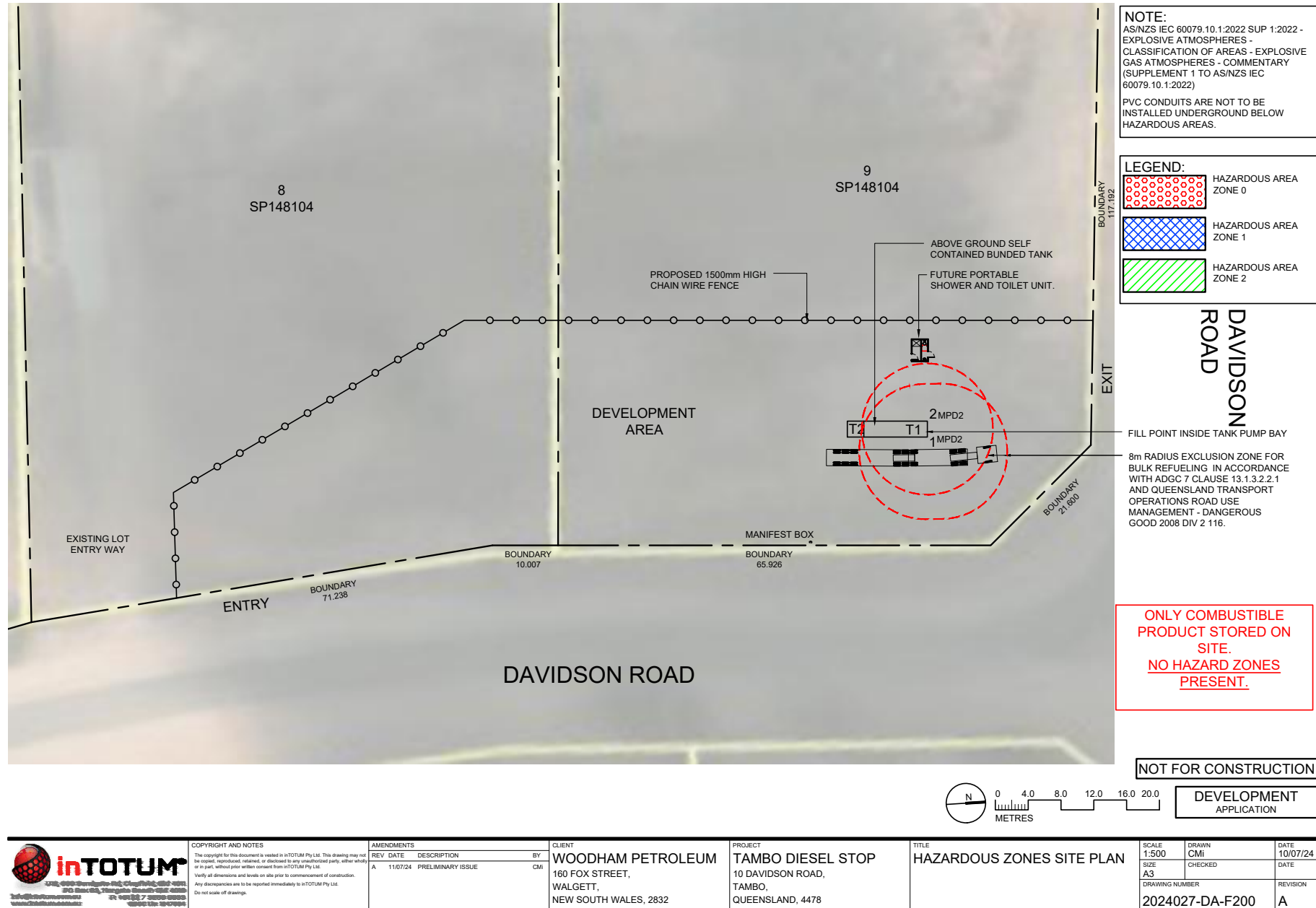


NOT FOR CONSTRUCTION



DEVELOPMENT
APPLICATION

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2024027-Woodham-Tambo



Appendix B – Manifest Schedule

Storage ID	Tank		Hazardous Chemical						
	Type	Capacity	Product Name	UN Number	Hazchem Code	ADG Class	ADG Packaging Group	GHS Class	GHS Category
1	A/G	56kL	Automotive Diesel (DIS)	1202	3Z	C1 - Combustible Liquid		Flammable liquids	Category 4
2	A/G	7kL	Diesel Exhaust Fluid (DEF)	-	-	-	-	-	-

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2024027-woodham-tambo_risk assessment-fuel based activities

11/07/2024

Page 29 of 34

2024027-Woodham-Tambo



Appendix C – Dispenser Schedule

Number	Manufacturer	Model	Flow Rate	Hoses	Products	Comment
1	TBC	TBC	140/40 lpm	2	DIS, DEF	
2	TBC	TBC	140/40 lpm	2	DIS, DEF	

- Dispensers are assumed to be integrated into aboveground tank.
- Dispensers make, model and products nominated are indicative only and are to be confirmed prior to detail design of Petroleum storage system.

2024027-Woodham-Tambo



Appendix D - Legislation

- Queensland Work Health and Safety Act 2011.
- Queensland Work Health and Safety Regulation 2011.
- National Construction Code (Building Code of Australia).
- AS/NZS1596:2014 The Storage And Handling Of LP Gas.
- AS1692-2006 Tanks For Flammable and Combustible Liquids.
- AS/NZS1841.5:2017 – Portable fire extinguishers – Specific requirements for powder type extinguishers
- AS1940-2017 The Storage And Handling Of Flammable And Combustible Liquids.
- AS2444:2001 – Portable fire extinguishers and fire blankets – selection and location
- AS/NZS3000:2018 – Australian / New Zealand wiring rules
- AS4897-2008 Design Installation and Operation of Underground Petroleum Storage Systems.
- AS4976-2008 The Removal And Disposal Of Underground Petroleum Storage Tanks.
- AS4977-2008 Petroleum Products - Pipeline, road tanker compartment and underground tank identification.
- AS ISO 31000:2018 – Risk Management – Principles and guidelines
- AS/NZS60079.10.1-2022 Explosive Atmospheres - Classification Of Areas - Explosive Gas Atmospheres – Commentary (Supplement 1 to AN/NZS IEC 60079.10.1:2022)

2024027-Woodham-Tambo



Appendix E – About the Author



MARGARET EWINGS

DIRECTOR

Margaret Ewings is the Director of inTOTUM and is an Industry expert in the design and technical documentation of Retail Service Stations and Travel Centres. She has 33 years' experience working on Residential, Retail, Commercial Building Design projects, and providing Fuel Industry Consultation and Fuel System Design Services. Through her knowledge and experience, she has provided significant value to her clients' projects around Australia. Margaret has also worked with some of Australia's most well regarded and experienced Building Design and Architectural firms on various service station, travel centre, commercial development, retail development, high rise

development, multi-residential development, hospital, age care home, school, entertainment centres, and theatre projects.

License

Queensland Building and Construction Commission
Nominee Supervisor License – Building design – Medium Rise

Education

Advanced Diploma of Building Design
Vocational Graduate Certificate in Architectural Digital Illustration
Diploma of Building and Construction (Management)
Diploma of Project Management
Diploma of Leadership and Management
Associate Diploma of Applied Science Architectural Technology
30215 QLD – Course in General Safety Induction (Construction Industry)
RIIOHS202A – Enter and work in confined spaces.

Past Projects (Representative Example)

inTOTUM - Director
- 7-Eleven Hillcrest
- Caltex Caboolture Travel Centre
- Medpods Medical Centre Sunshine Plaza
- 355 Brisbane Street, West Ipswich
- Elimba Travel Centre Development Approval
- Bellemere Road Retail Development
- 7-Eleven Beerburum Road
- Puma Clayfield
- Carrara Square
- Puma Coopers Plains
- Caltex Kirwan
- Shell North Ipswich
Whilst at Cadway – Petroleum Industry Manager
- Caltex Annerley
- Caltex Hamilton
- Caltex Citiswitch Unmanned Diesel Stop
- Caltex Goodna
Whilst at TFA Group – Senior Detail Design Draftsperson
- Bunker Hill Service Centre
Whilst at BP Australia - Contractor Drafting Officer
- Travel Centre Wild Bean Upgrades
- Feasibility studies and concept site layouts

Accreditations

Workplace Clearance Group Accredited Contractor
ACAPMA National Petroleum Contractors Recognition Scheme
ACAPMA Duly Qualified Person

Memberships

Member Building Design Queensland (Current State Secretary and Past Brisbane Branch President)
Associate Member of Australasian Convenience and Petroleum Marketers Association
Associate Member of the Australasian Institute of Dangerous Goods Consultants
Member of the Brisbane North Chamber of Commerce
Member of the Australian Electric Vehicle Association

Whilst at Liquid Blu - Senior Architectural Technician and CAD Manager

- Melbourne Street Apartments
- Trinity Beach Development
Whilst at Arkhefield - Senior Architectural Technician
- Portside Basement Carpark Design
- TC Beirnes Centre
- 1 Maquarie Multi-Residential Development
- Newstead Terrace Apartments

Whilst at Lambert and Smith – Drafting Manager/Cad Operator
- Cedar Park Shopping Centre Extension
- Lyons and Judge Tenancy fit out
- Hartley fit out, Waterfront Place

Whilst at BP Australia
- Harmony Reimage and Connect Implementation Project – National Drafting Manager
- Motorways Projects - BP Coomera, BP Stapylton, BP Caboolture Northbound, BP Caboolture Southbound
- BP Townsville Truckstop

Whilst at Hassell Pty Ltd
- Toowoomba Empire Theatre
- Princess Alexandra Hospital Emergency Department
- Cairns Hospital Redevelopment

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2024027-woodham-tambo_risk assessment-fuel based activities

11/07/2024

Page 32 of 34

2024027-Woodham-Tambo



Appendix F – Some of inTOTUMs Projects and Awards

2020 BDQ State Design Awards Winner New Commercial Building over \$5,000,000 construction cost – Caltex Caboolture Travel Centre

2020 BDQ Brisbane Regional Design Award2 Winner New Commercial Building over \$5,000,000 construction cost – Caltex Caboolture Travel Centre

2020 BDQ Brisbane Regional Design Awards Winner Commercial Interiors – Medpods Sunshine Plaza

Fuel System Design

- 7-Eleven Woombye
- 7-Eleven Edens Crossing
- 7-Eleven Acacia Ridge
- 7-Eleven Bald Hills
- 7-Eleven Beerburum Road
- 7-Eleven Carrara
- 7-Eleven Cleveland
- 7-Eleven Hillcrest
- 7-Eleven Logan Reserve
- 7-Eleven Redland Bay
- 7-Eleven Virginia
- 7-Eleven West Ipswich
- BP Aratula
- BP Ashmore
- BP Bowen Hills
- BP Kilcoy
- BP Donut Port Macquarie
- BP Proserpine
- BP Redland Bay
- BP Wacol
- BP Wollongbah
- Caltex Brunswick Heads
- Caltex Chinderah Travel Centre
- Caltex Coomera
- Caltex Elanora
- Caltex Kenmore
- Caltex Kirwan
- Caltex Miles
- Caltex Paget
- Caltex Rocklea
- Coles Express
- Murwillumbah South
- Coles Express Yamba
- Gem Bait and Tackle
- Jundah General Store
- Pelican Boat Hire
- Puma Clayfield
- Puma Cluden
- Puma Coopers Plains
- Puma Harristown
- Puma Moranba
- Puma Mount Larcom
- Puma West Ipswich
- Royal Yacht Club of Tasmania
- Shell North Ipswich

- Shell Kelvin Grove
- Shell Hatton Vale
- United Archerfield
- United Brendale
- United Carrara
- United Coopers Plains
- United Ingham
- United Merrimac
- United Roma
- United Southport
- Woolworths Deagon

Building Design

- 355 Brisbane Street, West Ipswich
- 7-Eleven Beerburum Road
- Bulimba State School Access Ramp
- Caltex Brunswick Heads
- Caltex Caboolture Travel Centre
- Caltex Southport
- Caltex Kirwan
- Carrara Square
- Puma Clayfield
- Puma Coopers Plains
- Shell North Ipswich
- United Ingham

Fit Outs

- BP Caboolture Southbound
- BP Redlands Bay
- Caltex Chinderah Travel Centre
- Caltex Kirwan
- Caltex Nerang
- Caltex Office Fitout
- Caltex Paget
- Medpods Medical Centre Sunshine Plaza
- Puma Clayfield
- Puma Coopers Plains

Development Approvals

- 7-Eleven Beerburum Road
- Bellemere Road Retail Development
- Caltex Rocklea UPSS
- Elimba Travel Centre Development Approval

- United Mayfield Development Approval
- Benaraby Travel Centre and Retail Development
- Citimark-Acacia Ridge UPSS
- Citimark-Bracken Ridge UPSS
- Citimark-Chandler UPSS
- Citimark North Ipswich UPSS
- Citimark Springfield UPSS
- Citimark-Yeerongpilly UPSS
- Kamilaroi Highway Unmanned Diesel Stop
- Northern Sands Truck Stop and Travel Centre
- Transwest Marius Street Tamworth UPSS Installation

Concept Design

- 198-202 Woolcock Street, Currajong Commercial Development
- 48 Warwick Road Service Station Development
- Citigate-Swanbank mixed use Development
- Freedom Pimpama
- Freedom Murrumba Downs
- Medpod-Morayfield
- Medpod-Pacific Fair
- Roma One Industrial Estate
- Swanbank Mixed Use Development and Diesel Stop
- Sovereign Drive, Narangba Retail Development

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2024027-woodham-tambo_risk assessment-fuel based activities

11/07/2024

Page 33 of 34

2024027-Woodham-Tambo



Appendix G – Some of inTOTUMs Clients



OFFICER REPORTS**COUNCIL MEETING DATE:**

Wednesday 18 September 2024

ITEM NO:**7.2.1****SUBJECT TITLE:****Chief Operations Officer's Operational Report****AUTHOR AND OFFICERS TITLE:**

Naomi Gruber, Engineering Assistant

AUTHORISING OFFICER:

Mike Lollback (Chief Executive Officer)

CLASSIFICATION (if Confidential)

N/A

Summary:

The Director of Works and Services report for August 2024 is presented to Council.

Officer's Recommendation:

That Council receive the Director of Works and Services' Operation Report for August 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 first coat of bitumen sealing completed. On Site 1 unbound pavement works are in progress.**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:** 50 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 re-sheet 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.

Funding Applications Submitted:

1-LGGSP- \$4.5M for Replacement of Blackall wastewater treatment plant as advised by Water \$ Cabon Group

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

Various Project as attached

Requests for Action

- A total of 35 requests were received by the Works and Services Department for the month.

	Received	Actioned
Water	8	7
Sewerage	2	2
Drainage	2	2
Parks and Gardens	1	1
Rubbish	3	3
Town Streets	3	1
Highways	2	2
Rural Roads	2	0
Local Laws	1	0
Building Maintenance	2	1
Town Maintenance	8	6
Vandalism	0	0
Public Amenities	1	1

Water and Sewerage**Water Testing**

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

Blackall

Water consumption ML	12286
Call outs - Water	6
Call outs - Sewer	2

Broken Mains/Services	2
Private Works	0

Tambo

Water consumption ML	5191
Call outs - Water	0
Call outs - Sewer	0
Broken Mains/Services	0
Private Works	0

Parks and Gardens**Tambo Town Streets**

- Mowing and whipper snipping.

Tambo Town Entrances

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

Tambo Racecourse

- General maintenance of the grounds has continued.

Western Sportsground

- General maintenance of the grounds has continued.
- Maintenance of the 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

- Mowing and whipper snipping along pathway.

Tambo Cemetery

- General maintenance by Parks and Gardens crew.

Tambo Aquatic Centre

- Installation of disabled lift.

Blackall Nature Strip Maintenance

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

Blackall Racecourse

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

Blackall Showgrounds

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

Blackall Aquatic Centre

- Mowing and whipper snipping of Aquatic Centre.

Banks Park

- General maintenance by Parks and Gardens crew.

Albert Park

- General maintenance by Parks and Gardens crew.

Memorial Park

- General maintenance by Parks and Gardens crew.

Cultural Centre

- Preparation for events.

Blackall Town Entrances

- Mowing of grassed areas.

Barcoo River Camping Grounds

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

Blackall Airport

- Mowing and whipper snipping.

Blackall Cemetery

- Mowing and whipper snipping of Lawn Section.

Blackall Refuse Tip

- General maintenance.

Blackall Admin Office

- Mowing and whipper snipping.

Blackall Town Streets

- Mowing and whipper snipping.
- Slashing.

In Kind Support

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

Workshop/Fleet

This month has consisted of mostly planned work with some minimal breakdowns. Roadworthy inspections of our heavy trucks and trailers have continued through August as per our inspection schedule. There have been 10 items of plant serviced throughout the

month. Plant 5023 Mack truck failed a universal joint and center bearing which had to be fixed on site. Plant 5028 failed a suspension air bag which also had to be repaired out on site.



[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 18 September 2024

ITEM NO:

7.2.2

SUBJECT TITLE:

Roadtrain Side Tipper Trailers

AUTHOR AND OFFICERS TITLE:

Dallas Kowald-Dawson Fleet Supervisor

AUTHORISING OFFICER:

Ajay Agwan (Chief Operations Officer), Mike Lollback
(Chief Executive Officer)

CLASSIFICATION (if Confidential)

N/A

Summary:

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

Officer's Recommendation:

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.

Background

Tenders were received from 4 trailer manufacturers. Council currently operate 4x Haulmark side tipping trailers, 2x tri axle converter dolly's and a drop deck trailer. These units have given years of reliable service and show great structural integrity. Keeping the same type of trailers would unify parts supply and aid in quicker repairs of the units, plus being universal to all our prime movers. Haulmark also have a quicker build time than the other manufacturers.

Tender	Make	Less GST	Warranty	Delivery
Total outfit cost		\$		
John Shephard Trailers	STE	416,818.18	12 Months	TBA
		\$		
Haulmark Trailers	Haulmark	383,100.00	2 years	December
		\$		
Lionel Moore Trailers	Moore	320,681.82	2 years	6 months
		\$		
Trailer Sales	Roadwest	391,156.00	2 years	November

Link to Corporate Plan

Infrastructure

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

Consultation (internal/external)

Chief Executive Officer
 Chief Operations Officer
 Fleet Supervisor

Policy Implications

Procurement and Disposal Policy

Budget and Resource Implications

NIL

Risk Management Assessment

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	An allocation has been made in the budget.	Low
Legal & Regulatory	Low	The quotation process was conducted in accordance with Council's Procurement Policy	Low
People	Low	NIL	
Operational	Medium	NIL	
Environmental	Medium	NIL	
Strategic	Medium	NIL	
Ethical	Low	NIL	
Reputation	Low	NIL	
Leadership	Low	NIL	

Proposed Risk Treatment

NIL

Attachments

Nil

OFFICER REPORTS

COUNCIL MEETING DATE

Wednesday 18 September 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 August 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 August 2024.

Background**Management Activity Report**

Early this month, Blackall services and programs including Library, Visitor Information Centre, Blackall Neighbourhood Centre Program, NDIS, and other Community Services (Airport Management and Community Services) and DCLS office merged the brick service centre and former Library/VIC building into the Blackall Lifestyle and Community Services Hub. This community centred precinct aims to create serendipity and overlap of key community services, improve resource and programming efficiencies, and enhance accessibility to a range of services for community members. So far, the new space has received a lot of positive feedback from visitors and clients. Refurbishments of the Hub continue, with an accessibility ramp from Hub to office space surveyed and awaiting project commencement. Commendations to the efforts of BTRC Staff and Work Camp who helped achieve a massive move in just two (2) short days.

Rollout of the 'Active Women's and Girls Grant' (\$25,000) received in June 2024 commenced in August when the first instalment of new gym equipment (Stairmaster) arrived. The grant funds the 'Stronger Women Inside and Out - Blackall Project', with funding used to equip the Blackall Gym with more appropriate fitness resources that assist strength, resistance and cardio exercise options better suited to Women and girls, with the current equipment mainly targeting a male cohort. More equipment has been ordered and awaiting freight.

DCLS and Manager of Lifestyle and Community Services (MLCS) both attended the Australian Rural Leadership Foundation's Changemaker Workshop, held over two (2) days in Tambo early August. Twelve participants attended the workshop, mainly from the Tambo community. The most favourable 'change project' concept that was seeded from the workshop was the initiation and formation of a Blackall-Tambo Community Working Group to help bridge communication between Blackall and Tambo and stimulate resource sharing and ideas across both towns.

DCLS, Councillor Jane Scobie and independent Community Builder Blackall representative attended a follow-up meeting with Rural Aid regarding outcomes and the creation of the Community Action Plan generated by the 'Community Opportunities Workshop' held in Blackall and Tambo at the end of July. Youth and Tourism were most prominent focus themes to come from consultations.

CEO and DCLS both attended a meeting with Tambo Arts Council (TAC) committee members regarding Tambo Grasslands Gallery building maintenance and future staffing requirements. DCLS is working with Tambo Arts Council to offer and transition one (1) TAC casual staff member into a BTRC permanent part-time position to continue the Gallery's service delivery on Mondays and Fridays. The other current BTRC casual employee who has serviced the Gallery on Tuesdays, Wednesdays and Thursdays for over twelve (12) months will be offered a BTRC permanent part-time position to continue to service the Gallery on usual rostered days. This will ensure continuity and accessibility of the Grasslands Gallery for tourists and community members. A condition assessment of the Grasslands Gallery Building has also been actioned.

James Cook University was supported by BTRC Lifestyle and Community Services to host a 'Health Careers Expo' at Banks Park 3.30pm on Wednesday 28th August. High school students and community members were encouraged to attend with a range of engaging activities and access to resources and mentors in Pharmacy, Veterinary Science, Occupational Therapy, Physiotherapy, Medicine and Speech Pathology. Perfect timing with the proposed introduction of the CUC Study Centre in Blackall.

BTRC LCS Assisted Red Ridge Interior Queensland in the week prior to Blackall-Tambo Circus Carnival in promotion of events and children's Circus Workshops. Approximately thirty (30) children attend the Circus workshop in Tambo, and forty (40) children attended the Blackall workshop.

Community Social Tennis Event promotion and support to assist the newly formed Blackall Tennis Club who are hosting their first community event planned for Saturday 7th September.

Supported the Services Australia Blackall visit on Tuesday 27th August, providing the Blackall Cultural Centre space to host session.

Outback Futures and Tambo Community Members hosted the 'Future Proofing our Community Groups, Clubs and Events Workshop' on Saturday 31st August, aimed at discussing ways in which towns can keep their community groups, clubs and events thriving in rural Queensland. The DCLS was invited to present information about 'Applying for Grants'. Due to unavailability to attend in person, a pre-recorded presentation and handouts was delivered by the DLCS. Feedback was that the workshop was well received by attendees.

BTRC Lifestyle and Community Services submitted an expression of interest to the Queensland Government's 'Putting Queensland Kids First Social Prescribing Trial Project Funding' late August. Two (2) year funding model to create community linkage to improve outcomes for disengaged and vulnerable children. Awaiting outcome and next stage of application process at time of Council meeting

Blackall-Tambo Youth Council Update – St Joseph's Catholic Primary School and Tambo State School both have notified of selected representatives. DLCS continues to attempt consultation with Blackall State School to finalise their representatives so that induction processes can commence. At the time of the Council meeting no notification had been received from Blackall State School.

Blackall Aerodrome

Blackall Airport August performance had a small increase from July. The top delays are wheelchair delays (1 or 2), the number of delays for these have been reduced by 10% vs July. Turn performance is based on how much time it takes to get the plane in and out again. This month our turn performance was 100% and we had no delays even with the late plane that we had.

Turn Performance by region and our winners are:

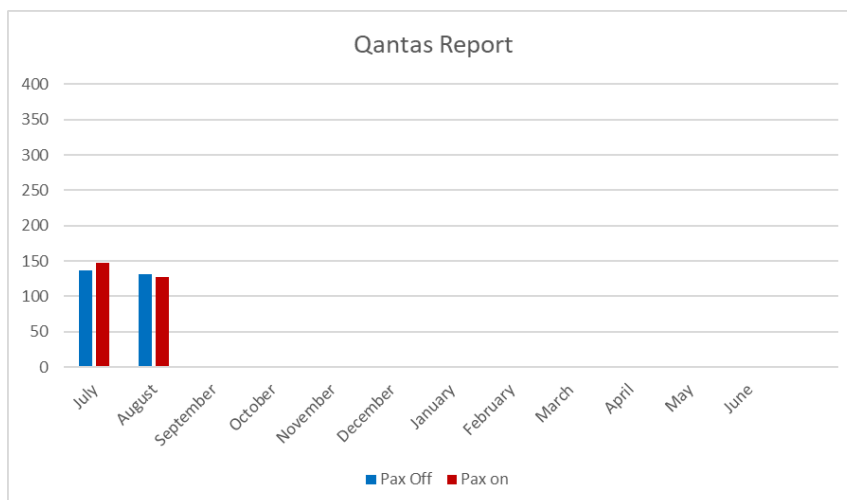


Blackall Airport has been recognized as the number one for QLD/NT/INT.

Monthly Statistics – August 2024 indicates that domestic travel and visitation slightly decreased from past month.

September roster for Airport has been distributed to all staff. Some coverage issues noted due to RDO's and staff availability.

Month	Pax OFF	Pax ON	Total	YTD
July	137	148	285	285
August	132	127	259	544
6 Monthly Average	143.67	131	274.67	274.67
YTD	269	275	544	544
Total for 2023/2024	1835	1728	3563	3563



Blackall Neighbourhood Centre Program

Month	Aug 2024
Community Support/ Information or Referral Services	33
Emergency Relief Support	2
Food Vouchers	2
Emergency Relief Funds	1
Community Crisis Fund	0
Programs/Activities and Events – Hub Hosted	5
Community Supported Activities	5
Number of Attendees	178
Programs/Activities and Events Supported	2
Community Development Projects	1
Empowerment Projects	1
Network Meetings	5
Volunteers	4

Lifestyle and Community Hub Transition

The transition to the new Lifestyle and Community Hub space is nearing completion. We have almost finalized the reshuffling to accommodate newly purchased flexible seating and storage, which enhances the usability and accessibility of the space for community events.

The community has provided positive feedback about the new layout, expressing appreciation for the more dynamic and inclusive environment that promotes interaction and engagement.

The newly refurbished space has significantly enhanced engagement among local support workers, home educators, and other community members. The updated design has been well received, with increased use and positive feedback from patrons who appreciate the improved functionality and welcoming environment of the space.

Meetings, Partnerships and Community Engagements

Blackall Neighbourhood Centre has engaged in several key meetings, partnerships and community engagements to strengthen our community services and initiatives:

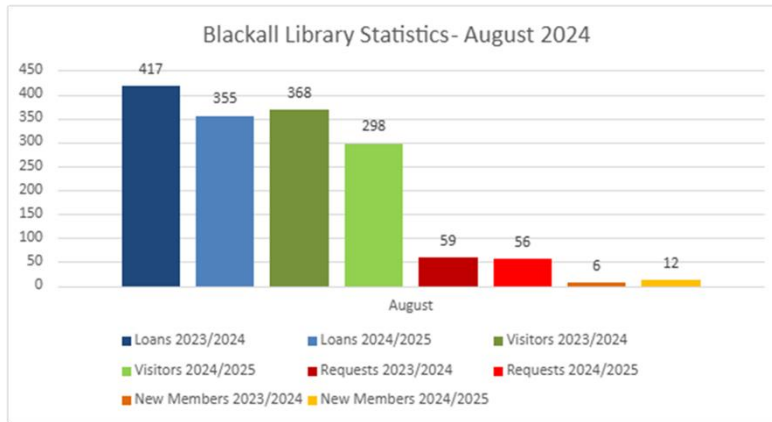
- Attended the 'Change Makers' workshop in Tambo - workshop was a comprehensive two-day event that equipped participants with essential skills for driving positive community change.
- Better in Blackall General Meeting: MLCS attended the committee meeting and was offered a position in the 'Signature Package' purchased by the BIB Committee and is facilitated by the Australian Centre for Regional Events. This opportunity will allow the MLCS to further engagement skills in regional event planning and community involvement.
- MCLS had an informal meeting with St. Patrick's Catholic Church Parish: Discussed the upcoming Christmas Fete and the Blackall Lifestyle & Community Hub's support for children's activities and providing stall hands.

- Meeting with CWA representatives to discuss the Festival of Small Halls, Sunday 29th of September. Details pending. Neighbourhood program to cover bond on hall MLCS met with local creative business 'Three Boys Laughing', to collaborate on hosting an engaging and informative workshop in celebration of International Day of Rural Women. This partnership aims to empower women in our rural community by providing them with new skills while fostering a sense of connection and well-being.
- Outback Futures Collaboration: Organized and proposed activities for Mental Health Month in October through funding received last month. Planned 'Positive Vibes' Community Wellness Activities include:
 - Youth: Slime Fun Run
 - Seniors: Tea, Talk, and Mental Health Check Morning Tea
 - Families and Broader Community: Barefoot Bowls, BBQ, and an Informative Mental Health Discussion.
- Liaison with Regional Support Services: As part of staffing transitions and role changes, MLCS initiated contact with linked support services such as Lives Lived Well, St Vincent de Paul, and Northwest Hospital and Health Service (NWHHS). This ongoing communication will ensure collaborative support for the community.
- Blackall RSL Sub-Branch: met with President Greg Moffitt, to offer support in enhancing their print publications and advertising strategies. This collaboration is aimed at strengthening their public presence and supporting their ongoing efforts within the community.
- MCLS attended the Tambo State School to participate in the Year 5/6 civic class.
- Support for Blue Light Association: The Neighbourhood Centre Program sponsored the canteen at the Blue Light Movie Night held on August 10th, assisting with community engagement and youth development.
- Father's Day Activities: Hosted Father's Day activities at the Hub in which 45 attendees participated in this program.
- Yindyamurra Youth Centre continued their usual once a week afternoon program throughout August, attracting in between 10-20 youth attendees at these weekly sessions. Unfortunately, volunteers for the upcoming September School holidays are low, TBC if we can secure staff to open the space during the upcoming school holidays.
- Seniors Exercise – NWRH Exercise Physiology Classes, held at Cultural Centre, has 10 attendees per fortnight, promoting physical well-being and social engagement among older adults, offering a structured and supportive environment for regular exercise under the direction of an allied health professional.
- With the support of Red Ridge, the Blackall Neighbourhood Centre successfully facilitated access for families experiencing financial hardship to attend Hudson's Circus by providing complimentary tickets, ensure that those facing economic challenges could enjoy this cultural experience.

Blackall Library

Overall loans remained consistent to last month with 335 in August. However, a slight decrease in visitation into the library was noted, which may have been impacted by the building's closure for two (2) days during the refurbishment and transition into the Blackall Lifestyle and Community Hub.

Computer usage within the space significantly increased, along with increases in library requests, with data also showing new library memberships doubling in August. These increases in membership and computer usage may be reflective of the new community members engaging in the new Hub space.



First Five Forever Program

- Attendance numbers for July – 84 (missed two (2) sessions this month for MLCS to attend Change Makers Workshop in Tambo, and another when closed for Hub refurbishment).
- Topics covered – First 5 Forever Father's Day Storytime, Card Making and BBQ Spice Rubs – 45 Participants, Wombat Stew – nature play, and puppet pretend play/ Possum Magic for Reading in Magic Book Week Theme (ran a week late)
- Coming up in September – Flower Show Colouring Competition, RUOK Day? And Talk like a Pirate Day.

Blackall Visitor Information Centre/Tourism

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

- Blackall-Tambo Circus Carnival shows in both Blackall and Tambo
- Blackall Campdraft

Explore Blackall-Tambo Social Media Insights:

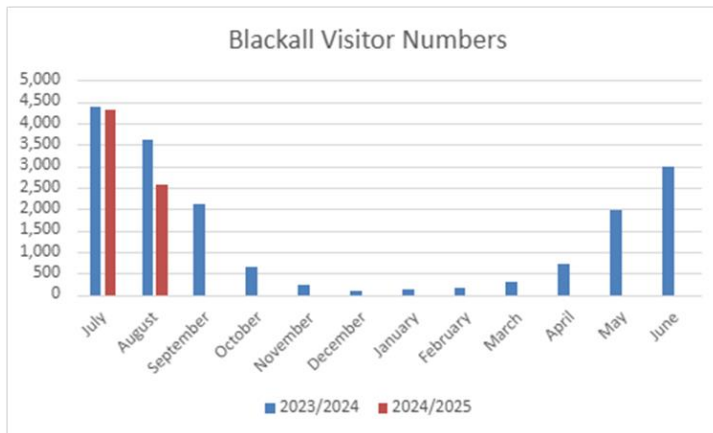
Meta Insights 1st to 31st of August 2024 -

- Reach – 52,502 from organic (Unpaid promotion or advertising)
- Content Interactions – 2,141
- Followers – 4,962
- Page Likes – 4,443
- Page visits – 606

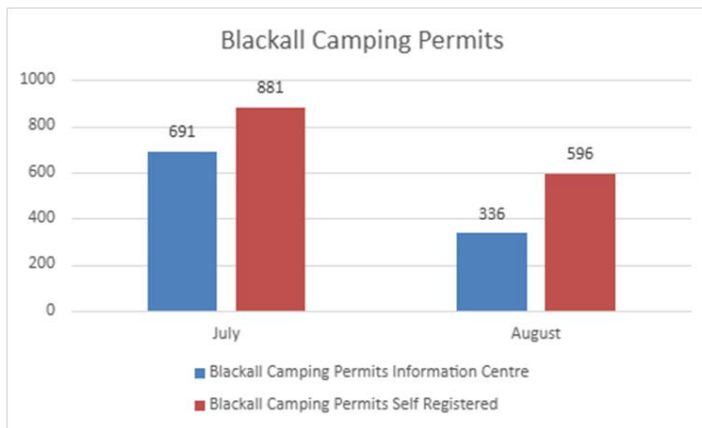
3 Highest Performing Posts August 2024 –

- Blackall Campdraft – 1,546 reach
- Hudson's Circus – 912 reach
- Historical Tambo Telegraph – 887 reach

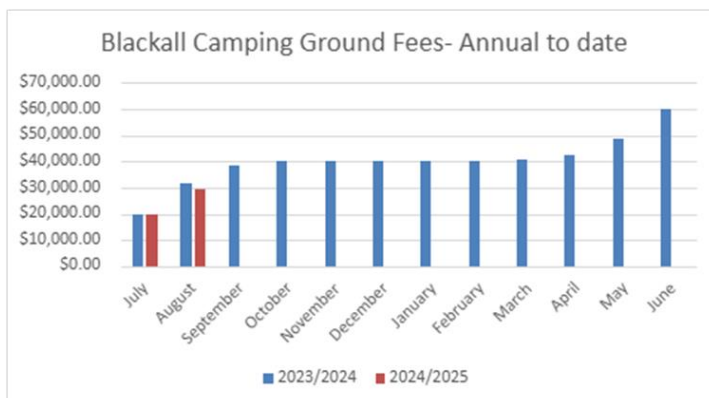
Monthly Statistics – August 2024 data collection indicates that visitors have decreased somewhat in comparison to last month and in the previous year.



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



Camping Ground Fees –Year 2024/2025 YTD, \$29,371.70 has been collected in camping ground fees.



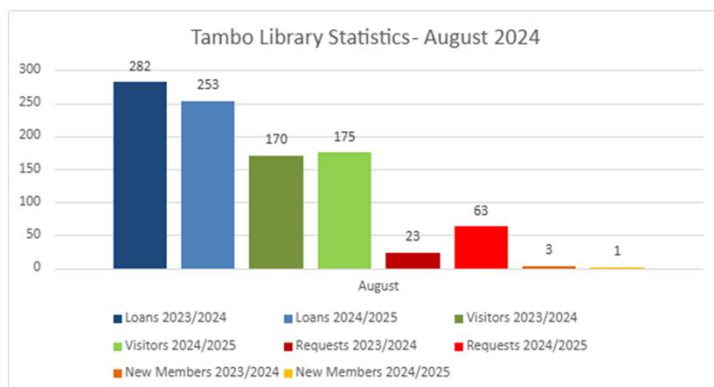
Coming up in Events September:

- School holiday activities in the Hub, Youth Centre access TBC pending staff availability.
- Blackall Tambo Garden Competition – Nominations close Friday 13th Sept, Judging with Jerry Coleby-Williams from 24-27th of Sept.
- Blackall Cultural Association – Annual Art Show – Friday 13th Sept

- CWA Centenary Celebrations – Ticketed Cocktail Evening – Saturday 14th Sept (QCWA running additional workshops from 8am also)
- Anglican Flower Show - Saturday 28th Sept
- Festival of Small Halls – Woodfordia Concert \$15.00 a ticket – Sunday - 29th of Sept, Blackall CWA Hall

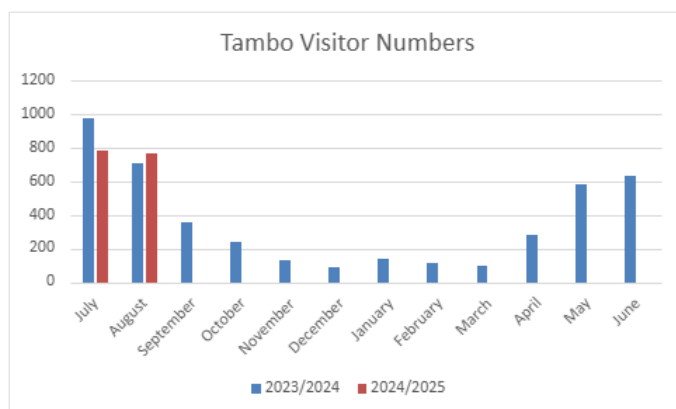
Tambo Visitor Information Centre/Tourism/Library

While Library loans have decreased in comparison to last month, the visitation into the library has experienced a small increase.



The Tambo Library continues to offer community activities such as the monthly Tambo Junior Book Club (30th August), weekly First Five Forever sessions, weekly Giggles & Yarn Group for Seniors and monthly Mini–Ancestry Workshops, encouraging engagement and a social space within the community.

Monthly Statistics Tambo Visitor Information Centre - Data for August indicates that Tambo Visitor numbers remain comparative to last month.



Tambo Multipurpose Centre

In August, the centre hosted its third Tea and Talk session for individuals aged 55 and over, attracting 25 participants. The session was well-received, enhancing community engagement and providing meaningful information. This setting encourages mental stimulation, enhances emotional well-being, and promotes active lifestyles while enjoying a pleasant, social outing. The next Tea and Talk is scheduled for September 5th.

A two (2) day after school Father's Day workshop was held this month attracting over 20 children. These creative youth activities attracted a good roll up in attendance among children. Providing a stimulating, engaging and hands on activity that assisted in enhancing social development by offering enrichment activities beyond the classroom that fostered creativity, critical thinking, and teamwork while providing structured, safe environments for learning.

The Centre Coordinator attended a WQPHN Forum held in Tambo and was able to gather a lot of information for the multi-purpose centre regarding NDIS support links and goals as well as the well-being of our Aged Seniors that are still living independently.

Regular services continued to be provided, such reflexology, remedial massage, physiotherapy, and podiatry. These services are always well-received by the clients and continue to provide numerous benefits to the Tambo community, including improved client access to allied health and therapeutic treatments, enhanced well-being, and the promotion of overall holistic health within the community.

Centrelink access point services continue, with approximately ten (10) clients accessing these services in August.

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 18 September 2024

ITEM NO:**7.4.1****SUBJECT TITLE:****Organisational Performance Department
Monthly Report - August 2024****AUTHOR AND OFFICERS TITLE:**

Andrea Saunders (Group Manager)

AUTHORISING OFFICER:Alison Lamb (Director of Organisational
Performance), Mike Lollback (Chief Executive
Officer)**CLASSIFICATION (if Confidential):**

N/A

Summary:

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

Officer's Recommendation:

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

Background**Buildings**

- The monthly fire and safety inspection was conducted at the Blackall Cultural Centre. The 2nd stage of the acoustic work at the Blackall Cultural Centre was completed.
- The acoustic work in the Blackall Administration office was completed. Acoustic paneling was applied to some walls and ceilings.
- The sound system upgrade at the Blackall Showgrounds has been completed.

Housing

- Tambo's council housing stock is fully occupied.
 - Painting and maintenance work has been completed in a staff Council house.
 - New curtains have been installed in two houses in Tambo, and taps have been replaced in residences. General maintenance has continued.
- A Blackall council house used for staff has had the interior painted and garden maintenance completed.
- A Tambo house has been furnished for use by council staff.

Corporate Communications/MarketingBlackall-Tambo Regional Council Website

- 8787 users as of 31 August 2024
- Most visited page – Services-Facilities/Blackall Aquatic Centre 240

Blackall-Tambo Regional Council Facebook Page

- Visits to the page – 10,602
- New followers – 23
- A mailing list has been created for residents serviced by the Charleville Post Office to ensure they receive the Council newsletter.

- Council's website is supported by a digital services agreement with the Local Government Association of Queensland (LGAQ). LGAQ are transitioning the current platform from Jada to Granicus. This will give Council staff the opportunity to audit the current content, ensuring appropriate information is available whilst complying with legislative requirements. Council's website is scheduled to be migrated to the new platform in early 2025.

Governance

- Ongoing review of policies, procedures, and related documentation. One revised policy is before the Council for adoption at the September meeting.
- Ongoing support of Councilors and Executive Leadership Team.

Disaster and Emergency Services Reform

The Governance Coordinator attended a meeting in Longreach to discuss the transition of functions in disaster management from the previously known Queensland Fire and Emergency Services (QFES) to the Queensland Police Service (QPS). The meeting was attended by representatives of QPS, Barcoo Shire Council, Boulia Shire Council, Diamantina Shire Council, Longreach Regional Council, Winton Shire Council and Blackall-Tambo Regional Council.

The Queensland Government announced the Disaster and Emergency Services Reform at the beginning of August. As part of the reform marine rescue activities, to be called Marine Rescue Queensland, and the State Emergency Service are included and coordinated by QPS for functions of Disaster Management.

As part of the reforms the Queensland Fire Department (QFD) will be established. This enables the organisation to focus on fire prevention, response and control. The QFD will encompass the Queensland Fire and Rescue and Rural Fire Service Queensland.

The reforms will uplift capability and capacity for the Queensland Reconstruction Authority to improve resilience.

During the meeting information was sought from the various local governments represented on what works well, what could be improved and how does QPS and the local governments move forward to keep our communities safe. The information was captured by the facilitators, Articulous, and will be consolidated in a report.

IPOLA – Information Privacy and Other Legislation Amendment Act

The Information Privacy and Other Legislation Amendment Act will amend the *Information Privacy Act 2009* and *Right to Information Act 2009*. The Governance Coordinator attended a Queensland State Archive's (QSA) webinar as one of Council's Privacy Champions.

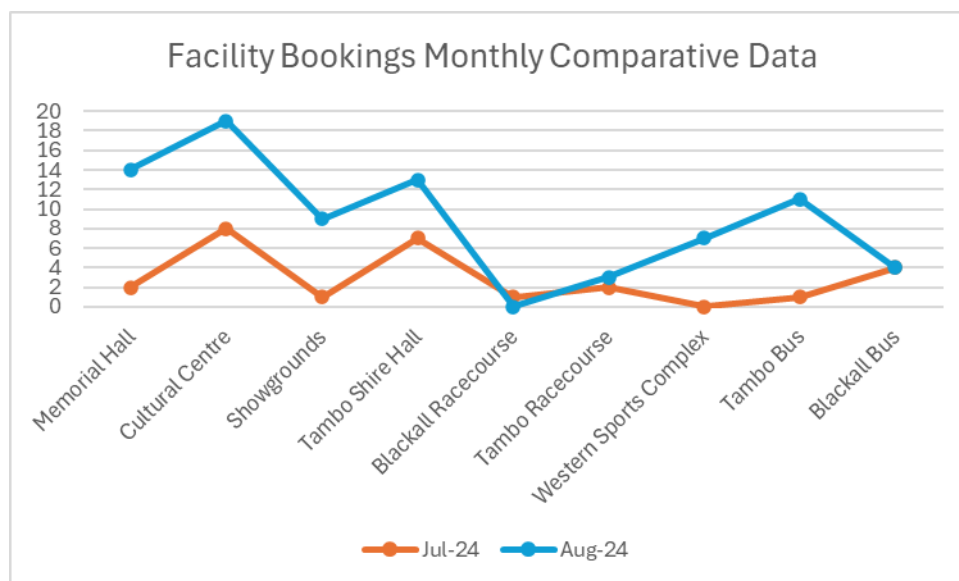
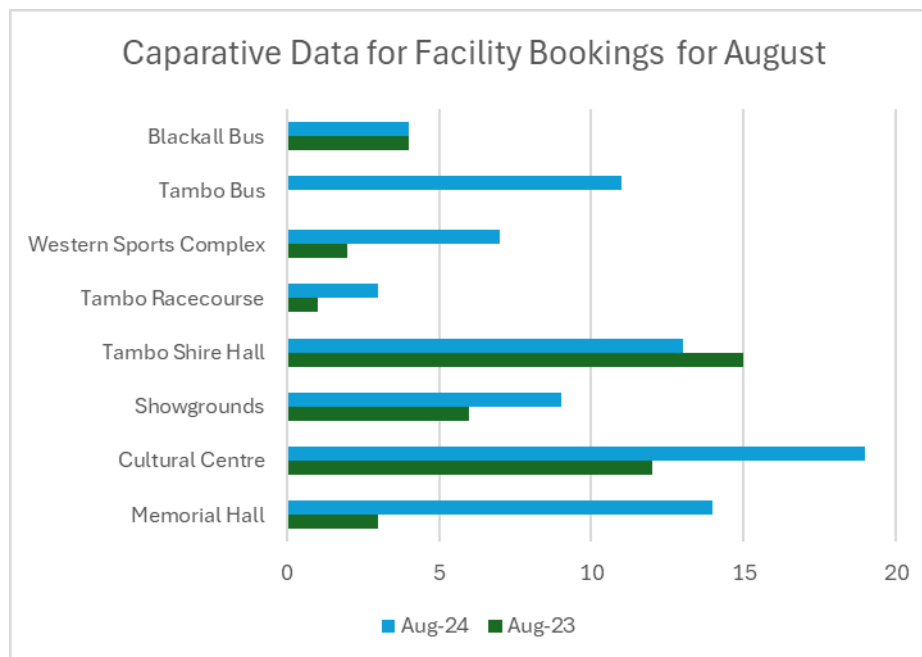
The implementation of the *Public Records Act 2023* will be conducted over three years, while the Act will commence on 5 December 2024. Queensland State Archives (QSA) has started working with local governments by raising awareness of requirements under the new Act. In 2025 the Recordkeeping Policy Framework will be implemented by QSA and support and monitoring will be provided in 2026.

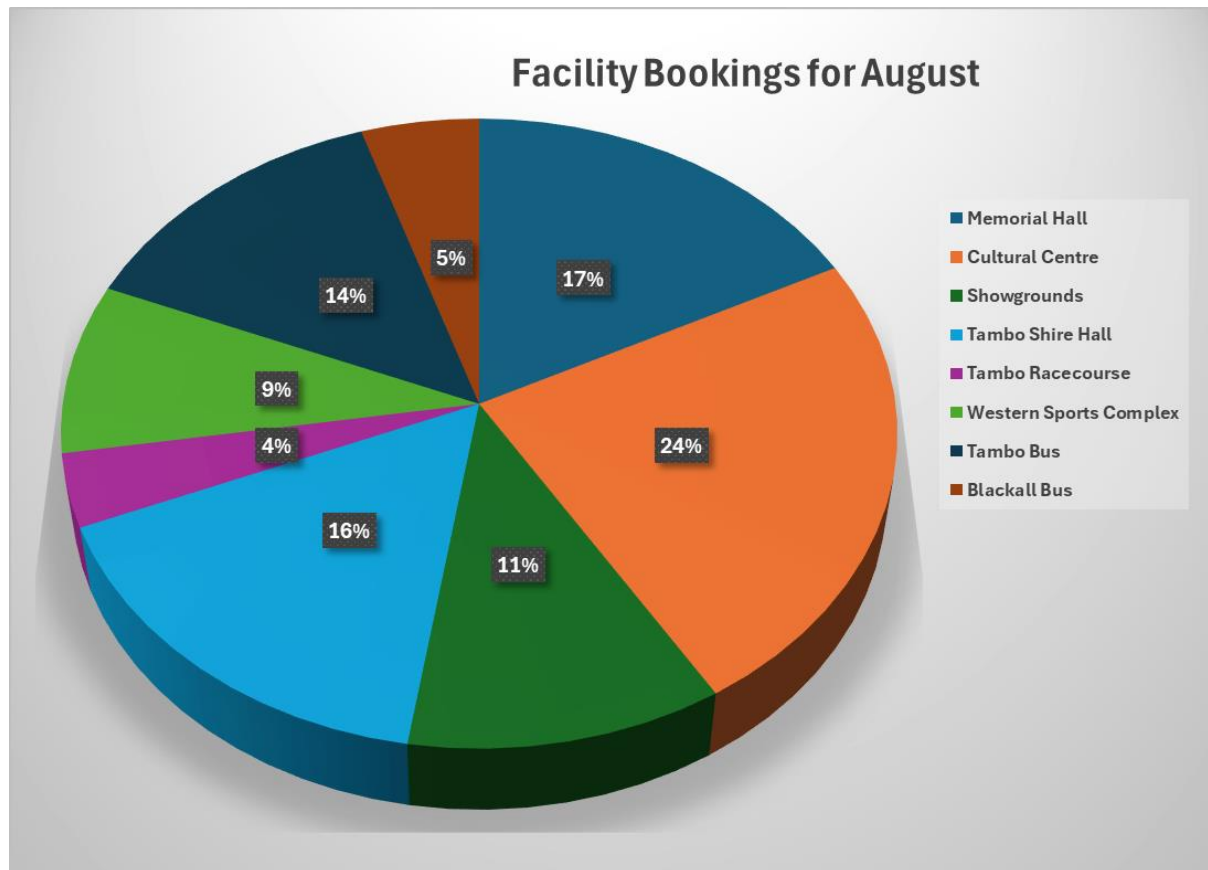
The amendments will clarify and improve the operation of information privacy and right to information frameworks

Blackall Work Camp

- 2 requests for assistance were received for August.
 - During August, the Work Camp helped set up and pull down the equipment for Hudson's Circus in Tambo and Blackall.
 - Department of Corrections have approved an application from Blackall-Tambo Regional Council to repair some of the Christmas decorations.

Facility Bookings Information





Other

- The tender documents for prequalified supplier panels went live on 26 August. The tenders will close on 27 September 2024. An assessment will be undertaken and when completed a report will be put to Council for approval of suppliers for the new prequalified supplier panels/contract.
- Cr Scobie met with a Council officer to inspect the Christmas decorations for each town. There is a reasonable quantity and variety of decorations in Blackall. The Work Camp will be utilised to repair the decorations, and the 60s & Better group have also volunteered. Some new decorations will be purchased for Tambo along with street banners for both towns.
- Council received 35 Snap Send Solve requests for August.

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 18 September 2024

ITEM NO:

7.4.2

SUBJECT TITLE:

Tambo Town Common Advisory Group Meeting - 20 August 2024

AUTHOR AND OFFICERS TITLE:

Andrea Saunders (Group Manager)

AUTHORISING OFFICER:

Peter Mann (Manager Environment, Health, and Compliance), Alison Lamb (Director of Organisational Performance), Mike Lollback (Chief Executive Officer)

CLASSIFICATION (if Confidential)

N/A

Summary:

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

Officer's Recommendation:

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

Background

The role of the Tambo Town Common Advisory Group is to provide advice and work with the Blackall-Tambo Regional Council on best practice methods including grazing management techniques, animal husbandry practices and stock carrying capacity of the Tambo Town Common.

In accordance with the Terms of Reference in the Tambo Town Common Management Plan the Advisory Group is required to meet twice a year. A meeting was held on 20 August. The following items were discussed:

- Muster dates
- Cattle numbers
- General business including purchasing another bull for the Tambo Common.

Link to Corporate Plan

Environment & Heritage

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

Consultation (internal/external)

Rural Lands Officer

Tambo Town Common Advisory Group

Policy Implications

Tambo Town Common Management Plan

Budget and Resource Implications

Nil

Risk Management Assessment

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Nil	Low
Legal & Regulatory	Low	Complies with the Tambo Town Common Management Plan.	Low
People	Low	Nil	Low
Operational	Medium	Nil	Low
Environmental	Medium	Complies with the Corporate Plan.	Low
Strategic	Medium	Nil	Low
Ethical	Low	Nil	Low
Reputation	Low	Nil	Low
Leadership	Low	Nil	Low

Proposed Risk Treatment

There is no risk to Council to receive the minutes of the meeting.

Attachments

1. Tambo Town Common Minutes August 2024 (1) [7.4.2.1 - 2 pages]



Blackall-Tambo **Regional Council**

Tambo Town Common Meeting held 20 August 2024

Tambo Council Boardroom 6.00pm

Chairperson

Kerry Russell

Minute Taker

Bronwyn Beck

Welcomed: 6.00pm

Apologies:

Ralph McLeod, Leonie May, Leon Russell, Graham Johnson, Kevin Johnson, Keven Hafey, Richard Graczyk, Pat Nay, Joanne Cooper, Jimmy Hafey, Jonathan Holmes, Taylor Smith, Cheryl Smith, Sheryl West, Judith Taylor, Maxine Johnson, Lachlan Fulton, and James Webber.

Moved: Nadine McLeod

Seconded: Karen Johnson

Attendance:

Kerry Russell, Teresa Johnston, Karen Johnson, Liza Nay, Kelvin Hafey, Jeffery Rogers, Nadine McLeod, Leah Duncan, Cr David Hardie, Orleen McKellar, Jason Rogers and Errol Rogers.

Previous Minutes:

The minutes from the previous meeting held 22 February 2024 were handed around the table to be read.

Motion: The Tambo Common Committee confirms the minutes from the previous meeting are true and correct.

Moved: Karen Johnson

Seconded: Liza Nay

Business arising from the previous minutes.

- Back rubbers on the common, Jason asked if the cost of the back rub poison be shared amongst Common members, bills will be sent out for this.

Moved: Karen Johnson

Seconded: Nadine McLeod

All in favour

Agenda:

Muster Dates:

21st & 22nd September 2024

28th & 29th September 2024

5th & 6th October 2024

The vote was for 5th & 6th October, Kings birthday long weekend. The vote was 6 for and 3 against this weekend.

All in favour

The muster dates have been set for 5th & 6th October 2024.

Moved: Liza Nay

Seconded: Karen Johnson

Cattle Numbers:

356 Cows and Heifers

116 Calves

Total of cattle on the Tambo Town Common 472

It was requested to increase the number of head by two, the requested was rejected by the common committee.

No increase to bull fees.

Items for general business:

- Committee moves a motion to purchase lick block and put them out on the common as soon as possible.

Moved: Karen Johnson

Seconded: Liza Nay

- Committee moves a motion to look into purchasing another bull for the Tambo Common.

Moved: Liza Nay

Seconded: Jason Rogers

- Committee moves a motion to purchase back rubbers and accessories for the Tambo Town Common.

Moved: Jason Rogers

Seconded: Tersea Johnston

- Committee moves a motion to leave the cattle numbers at 16 per household.

Moved: Karen Johnson

Seconded: Tersea Johnston

No more general business meeting closed at 6:36pm.

OFFICER REPORTS

COUNCIL MEETING DATE:	Wednesday 18 September 2024
ITEM NO:	7.4.3
SUBJECT TITLE:	Environment Health Officer's Report
AUTHOR AND OFFICERS TITLE:	Wesley Phillips Environmental Health Officer
AUTHORISING OFFICER:	Peter Mann (Manager Environment, Health, and Compliance), Alison Lamb (Director of Organisational Performance), Mike Lollback (Chief Executive Officer)
CLASSIFICATION (if Confidential)	N/A

Summary:

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

Officer's Recommendation:

That Council receive the Environmental Health Officer's report.

Background

- Food Safety Program assessment, as part of application - Complete
- Food safety Inspections were carried out, minor issues were noted and raised with operators
- Edited Food Business Application Form. (completed and waiting on approval)
- Emails and Phone Consultations
- Food Business Application Assessment. (Site Visits Tambo) 1 Approved & 1 Ongoing
- Temporary Food Business Application Form. Approval Stage
- Permit / History Search Request. Completed & closed
- Food Business Renewals
- Estimated Cost analysis for Proposed Water Testing Facility – Completed and Shared with CEO
- Nuisance Complaint (Odour). Investigated, Resolved and Closed
- PAS Reporting Data submission. Completed
- PAS Customer Inquiry. Addressed and closed
- Customer Consultation/s. Information & Suggestions given
- Wild Dog Barrier Fence Review, information request from Biosecurity Queensland. Ongoing
- Research into a Mosquito Management Plan for RAPAD Region. Note. Could not find a relevant public facing document for RAPAD Region
- Information Request sent to Department of Environment and Science (DES), regarding Resources for Waste Facilities. Response received – Link to Gants – No Grants currently available – No resources available. Current
- Asbestos Fact Sheet. Editing Stage. (waiting on procedural approval)
- Asbestos Management Procedures – Shared with relevant Council personnel
- Informational Inquiry Sent to D.E.S regarding Asbestos Management Procedural Compliance. Response from D.E.S.- No Advise provided.
- Completed Waste management Collection Survey X 2
- Informal Discussion with Waste team
- Commercial Use of roads. (risk assessment & approvals)
- Meeting and discussion
- Caravan Park application assessment and approval
- Caravan Park email and phone consultation
- Regular Contact / Action with 6 other RAPAD Councils
- Draft Caravan Park Inspection form. Final Stage - **Barcaldine**

- Draft Personal Appearance Services (PAS) Application & Inspection Form. Development Stage. - **all Councils**
- Food Business Renewal Form. Development Stage – **Winton & Boulia**
- Meeting Request from Qld Health (Rockhampton). **Longreach but for all Council**

[Link to Corporate Plan](#)

Economic Development

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

Vibrant Communities

Outcome 2 - Health & Wellbeing - The community has access to health services that meet their needs.

Environment & Heritage

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

Outcome 4 - Waste Management - Best practice waste management.

Outcome 5 – Local Laws.

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

Group Manager Environment, Health and Compliance

[Policy Implications](#)

NA

[Budget and Resource Implications](#)

NA

[Attachments](#)

Nil

OFFICER REPORTS

COUNCIL MEETING DATE

Wednesday 18 September 2024

ITEM NO:

7.4.4

SUBJECT TITLE:

Resolution to Review Council Local Laws

AUTHOR AND OFFICERS TITLE:

Peter Mann Manager Environment, Health, and Compliance

AUTHORISING OFFICER:

Alison Lamb (Director of Organisational Performance), Mike Lollback (Chief Executive Officer)

CLASSIFICATION (if Confidential)

N/A

Summary:

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.

Officer's Recommendation:

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

Background

Council adopted and made its current Local Laws in 2010, and these were adopted from the Model Local Laws.

In recent times it has been identified that several provisions in the local laws may not be fit for purpose within the Blackall Tambo regional communities.

For example, Local Law No.2 (Animal Management) 2010 prohibits the keeping of sheep and goats on land less than 2500m². It is questionable whether the size of the land is appropriate for the Blackall Tambo communities and perhaps a land size of 1000 m² will be more suitable.

Local Laws should be reviewed on a regular basis to ensure they remain current.

Initial review by staff indicates that council will need to consider making unique local laws rather than adopting the model local laws, although this is a slightly longer process it does provide Council with the ability to ensure that the Local Laws are reflective of Blackall Tambo community needs.

The process for making the local laws is detailed in attachment 1 Local Law making process with time frames. There are six (6) steps involved and these are required by legislation.

STEP	ACTION	APPROXIMATE TIMEFRAME

Step 1 Commencement Step 2 Planning	Council resolves to undertake a review of the local laws Consultation with key stakeholders, benchmarking, and drafting the proposed law(s), identifying any anti-competitive provisions	September meeting 2 months
Step 3 Council resolves to make the local laws	Council presented the draft local laws and asked to accept them to progress to state interest Checks Draft Local Laws presented for state interest assessment.	November meeting 1 month
Step 4 Resolution on progressing to Community Consultation	Council receives report on the outcomes of the State interest Check	December meeting
Step 5 Community Consultation	A public notice of consultation is published on the Council website advising the community that they can review the proposed law(s) and related information online or at Council's Blackall Community Hub and Tambo Library. The community is invited to provide feedback on the proposed law(s) by completing a submission form. The Council accepts and considers every submission properly made.	January / February 2025 2 months
Step 6 Council informed of the results of Community Consultation and ask to resolve the making of the local laws.	Upon Resolution the council engages a legal representative to provide the appropriate drafting certificate upon which the draft local laws are sent to the Department of Local Government,	February 2025 meeting 1 month
Public notification	A notice advising the making of the new local laws is published in the Queensland Government Gazette and on the Council website. Copies of the new local law(s) are made available online and at Council's Customer Service Centre's.	1 month

ANTICIPATED TIMEFRAME		8 months
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Link to Corporate Plan

Economic Development

Outcome 6 - Connectivity - A region that is highly connected with fast, efficient internet service.

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.

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.

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

Infrastructure

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

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

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

Consultation (internal/external)

Chief Executive Officer

Director Organisational Performance

Group Manager Environment, Health and Compliance

Policy Implications

Possible need to create a new suite of Local Laws

Need to adopt a compliance and enforcement policy to guide staff

Budget and Resource Implications

The Group Manager Environment, Health and Compliance will lead the process and draft the Local Laws. Currently budgeted.

There will be a need for community consultation. Currently budgeted.

A drafting certificate will be required from a legal advisor.

Risk Management Assessment

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	There could be a risk of reduction in the number of animal licences issued	Low
Legal & Regulatory	Low	If council fails to review the local laws there could be a risk to the compliance process	Medium
People	Low	The current local laws do not reflect the needs of the community	Medium
Operational	Medium	Local Laws are difficult to apply	Medium
Environmental	Medium	The Local Laws may not capture all environmental issues	Low
Strategic	Medium	The Local Laws may not be fit for purpose	High
Ethical	Low	The Local Laws may not be equitable	Medium
Reputation	Low	The local laws may not reflect best practice	Medium
Leadership	Low	Local Laws are an indication of leadership of the community	Low

Proposed Risk Treatment

Undertake a full review of the Local Laws

Attachments

Nil

OFFICER REPORTS

COUNCIL MEETING DATE:	Wednesday 18 September 2024
ITEM NO:	7.4.5
SUBJECT TITLE:	People, Culture & Safety Report
AUTHOR AND OFFICERS TITLE:	Jodie Richardson HR Officer
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 August 2024 to 31 August 2024.

Officer's Recommendation:

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

Background

PEOPLE

New Contracts Signed

- Director, Organisational Performance
- Director, Lifestyle and Community Services
- Manager, Environment, Health and Compliance
- Quality Assurance (Team Leader)
- Assets and Major Projects Officer

Contracts to be renewed & revised

- Director of Works and Services –now Chief Operating Officer
- Manager of Finance - now Chief Financial Officer

Contracts Finalised and not renewed

- Director, Finance, Corporate and Community Services

New Employees

- Nil

Resignations

- Two (2)
 - Administration Officer – Blackall (non-return from parental leave)
 - Casual Labourer – Tambo

Enterprise Bargaining Agreement (EBA)

- Ongoing negotiations
 - EBA negotiations are progressing well.
 - Next meeting to be conducted once Unions undertake employee consultation regarding a few clauses and will continue with progressing through the fully drafted EBA with the intention of coming to agreement and progressing to staff for voting.

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

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.

Sick Leave

- 105 days have been lost due to sick leave by staff for the month of August 2024. This number has reduced by 59 days since the previous month.

Workers Compensation Claims

- 22 days have been lost due to injury and incidents in the workplace. All days lost are from a single ongoing injury claim.

Training

- Plant tickets and certifications obtained for operational staff

- 1 x Grader Operations – Blackall Works
- 1 x Roller Operations – Blackall Works
- 1 x Front End Loader – Blackall Works
- 2 x White Card (General Construction Induction) – Blackall Admin Staff – role requirement
- 2 x Traffic Controller – Tambo Works

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
Payroll Officer/ Blackall Town Manager

Policy Implications

Nil

Budget and Resource Implications

Nil

Attachments

Nil

OFFICER REPORTS

COUNCIL MEETING DATE: Wednesday 18 September 2024
ITEM NO: 7.4.6
SUBJECT TITLE: **Ranger's report**
AUTHOR AND OFFICERS TITLE: Peter Mann Manager Environment, Health, and Compliance
AUTHORISING OFFICER: Alison Lamb (Director of Organisational Performance), Mike Lollback (Chief Executive Officer)
CLASSIFICATION (if Confidential) N/A

Summary:

Report to inform Council of the Rangers activities for the month

Officer's Recommendation:

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

Background**Animal Control**

A stray dog was found by a tourist on the Landsborough Highway between Augathella and Morven (Clara Creek area), the tourist transported the dog to Tambo. Due to the dog's microchip details the ranger was able to contact the owner and arranged for the animal to be collected.

Complaints

Nil.

Call Outs

Nil.

Weed Control

- Spray treatment conducted as follows:
 - 1 rope pear – in the old car dump area and
 - 2 rope pear plants – old premix pad area on Tambo common.
- Spray treatment of a small patch of mother of millions and the old car dump area.
- Checked mother of millions in cemetery gully area.
- Spray treatment of Coral cactus at the following areas:
 - turn off at the rubbish dump,
 - the old premix pad and
 - the old car dump areas located on the Tambo common.

Wild Dog Control

Scalps for Tambo - 3,
Blackall – Nil.

Agistment

No stock on agistment.

1080

Nil.

General

- Remove dead animal from south tank at Lansdowne water facility.
- Completed MLA accreditation for the next 2 years.
- Blackall/Tambo stock route, reserves, Blackall, and Tambo commons.
- Worked on new water agreements for Alice Downs, Coolatai, Isoroy and Samantha Cook (4 Mile).
- Tambo common muster is scheduled for the 1st weekend in October.
- The 1080 program is scheduled for the end of October.

Capital Works

Currently waiting for the new liner to be fitted to the 2nd tank at Gum Holes Water Facility.

Link to Corporate Plan

Environment & Heritage

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

Consultation (internal/external)

Group Manager Environment, Health and Compliance
Rural Lands Officer

Policy Implications

Nil

Budget and Resource Implications

Undertaken within current budget

Attachments

Nil

8 Close of Meeting

9 Confidential Reports

Nil