

GENERAL MEETING

Wednesday 19 March 2025

NOTICE OF MEETING

Cr AL Martin

Cr BP Johnstone

Cr JH Scobie

Cr DA Hardie

Cr GK Schluter

Cr AA Hart

Cr PW Skewes OAM

Please find attached the Agenda for the General Meeting to be held at the Tambo Council Chambers, Wednesday 19 March 2025 commencing at 8:30 am.

MJ Lollback

Chief Executive Officer

CALENDAR OF EVENTS**March 2025**

19 March	Council Meeting – Tambo
26 March	Council 2025-2026 Budget Workshop

April 2025

16 April	Council Meeting – Blackall
18 April	Good Friday
21 April	Easter Monday
25 April	ANZAC Day
30 April	Council 2025-2026 Budget Workshop

May 2025

5 May	Labour Day
7 May	Council 2025-2026 Budget Workshop
21 May	Council Meeting – Tambo

June 2025

4 June	Council 2025-2026 Budget Workshop
18 June	Council Meeting – Blackall

July 2025

16 July	Council Meeting – Tambo
22 July	Work Camp Regional Forum

August 2025

20 August	Council Meeting – Blackall
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September 2025

17 September	Council Meeting – Tambo
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October 2025

6 October	King's Birthday
15 October	Council Meeting – Blackall

November 2025

4 November	Melbourne Cup Holiday
19 November	Council Meeting – Tambo

December 2025

17 December	Council Meeting – Blackall
25 December	Christmas Day
26 December	Boxing Day

Held at Tambo Council Chambers
On Wednesday 19 March 2025
Commencing at 8:30 am

Order of Business

Acknowledgement of Country

Leave of Absence/Signing of Attendance Book

- Councillor Scobie requested a leave of absence for the meeting.

Apologies: Nil

Condolences:

- Teresa Josephine Gleeson
- Emelita Mancilla Furneaux "Melit"

Declarations of Conflicts of Interest:

Deputations: Nil

Public Participation:

- Blackall-Tambo Youth Council – presentation of badges and certificates: 8.30am

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2 Confirmation of the Meeting Minutes

That the minutes of the General Meeting held on 19 February 2025 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 19 FEBRUARY 2025 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 OAM

OFFICERS:

Mr Mike Lollback, Chief Executive Officer, Mr Ajay Agwan, Chief Operations Officer, Mr Shalveen Dayal, Chief Financial Officer, Ms Jaimee-Lee Prow, Director of Lifestyle and Community, Ms Alison Lamb, Director of Organisational Performance, Mrs Andrea Saunders, Group Manager of Customer and Council Support Services, Ms Piper Hansen, Minute Taker.

CONDOLENCES:

A minutes silence was observed to mark the passing of:

- Melody Joy McMicking
- Sandra Perkins

DEPUTATIONS

On behalf of Blackall-Tambo Regional Council, Mayor Andrew Martin presented the Blackall Historical Society with the breastplate of Major General Latouche.

DECLARATIONS OF INTEREST

No conflicts of interest were declared.

PUBLIC PARTICIPATION

Dan Arthur - Emergency Management Coordinator addressed Council about Disaster Management.

1 Confirmation of the Meeting Minutes

MOTION: Moved: Cr Jane Scobie

Seconded: Cr David Hardie

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That the minutes of the General Meeting held on 15 January 2025 be taken as read and confirmed, and that the Mayor be authorised to sign same.

GM 2025/02/282

Carried 7 / 0

ITEM NO: 3.1
SUBJECT TITLE: Mayors Report for January 2025

Information report from the Mayor for Council activities during the month of January and February.

MOTION: Moved: Cr Andrew Martin Seconded: Cr Boyd Johnstone

That Council receive the Mayor's report for January 2025.

GM 2025/02/283

Carried 7 / 0

ITEM NO: 4.1
SUBJECT TITLE: Councillors' Information Report for January 2025

The report contains information from the Councillors for activities during the month of January 2025.

MOTION: Moved: Cr Andrew Martin Seconded: Cr David Hardie

That Council receive the Councillors report for January 2025.

GM 2025/02/284

Carried 7 / 0

ITEM NO: 5.1
SUBJECT TITLE: Chief Executive Officer's January 2025 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 Alina Hart Seconded: Cr Grahame Schluter

That Council receive the Chief Executive Officer's Information Report for January 2025.

GM 2025/02/285

Carried 7 / 0

The Chief Executive Officer acknowledged all nominees of the Australia Day awards and congratulated them on their nominations:

Tambo
 Carroll Abel

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Leonie May
Dean Frousheger
Grace Hanks
Tambo Historical Association
Peter Sargood
Charles Turnbull

Blackall

Charlie Prow
Shane Allen
Glenda Tierney
Lindy Hardie
Roslyn Parminter
Mackenzey Schluter
Phoebe Shrimp
The Blackall Anglican Church

Councillor Scobie expressed a thanks to Jaimee-Lee, Vivienne and Ann.

At this point, 9.28am, the Chief Operations Officer left the meeting.

At this point, 9.29am, Councillor Skewes OAM left the meeting.

At this point, 9.31am, Councillor Skewes OAM and the Chief Operations Officer returned to the meeting.

ITEM NO:

5.2

SUBJECT TITLE:

Work Camp (Employment) Policy Statement

Queensland Corrective Services has long had a Work Camp in the Blackall-Tambo Council area. Since 1992 the regional workcamp has operated in direct partnership between Queensland Corrective services and the Blackall-Tambo Regional Council. In a Community Workshop held in Blackall in late 2024, participants listed the Work Camp as one of the top 5 things they valued across the Region.

Council has previously offered employment to prisoners upon their release. The offers made have been to those who have demonstrated a true sense of worth and commitment to the Region during their incarceration.

This Policy Statement formalises the Blackall-Tambo Regional Council's position on assisting with the rehabilitation of prisoners by offering fixed terms of employment with Council to select prisoners who have demonstrated a sense of worth and commitment, and to assist them with their transition back into society.

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

That Council adopt the following Policy Statement:

Blackall-Tambo Regional Council proudly provides assistance to Queensland Corrective Service in the operation of a low security work camp in the Blackall-Tambo Region.

Prisoners provide immense and much needed assistance to Council and the community in a variety of tasks. The Work Camp Program is in high demand from

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local sporting groups, church groups and community associations across the Blackall-Tambo region.

Council values the important partnership it has with Queensland Corrective Services and is committed to the rehabilitation of participants in the Work Camp Program.

Upon the support of Queensland Corrective Services, Council may, on occasion, offer fixed term employment, where a job is available, to a suitable releasee, to assist in that person's re-integration into society.

GM 2025/02/286**Carried 7 / 0**

ITEM NO: 5.3
SUBJECT TITLE: 2025 LGAQ Civic Leaders Summit

The Local Government Association of Queensland (LGAQ) host the Civic Leaders Summit on an annual basis. The Summit is an opportunity for Queensland Mayors, Councillors, CEOs, senior officers and key stakeholders to discuss high-level leadership matters in an open forum. This year's forum will be held in Brisbane on the 12 and 13 March.

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

That Blackall-Tambo Regional Council will be represented at the Local Government Association of Queensland (LGAQ) Civic Leaders Forum to be held in Brisbane from 12 to 13 March 2025 by Mayor Andrew Martin and Chief Executive Officer Mike Lollback; and

Council is asked to nominate any additional Councillors they would like to attend.

GM 2025/02/287**Carried 7 / 0**

ITEM NO: 5.4
SUBJECT TITLE: 2025 National General Assembly Call for Motions

The Australian Local Government Association is now calling for councils to submit motions for the 2025 National General Assembly of Local Government. Motions are required to address specific criteria to be eligible for inclusion in the National General Assembly Business Papers.

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

That Council considers eligible motions for submission to the National General Assembly Business Papers.

GM 2025/02/288**Carried 7 / 0**

ITEM NO: 5.5
SUBJECT TITLE: Qantas Heritage Trail

This report asks Council to support the purchase of the two memorials to the original QANTAS mail and passenger flights from Cloncurry, landing at Tambo, Blackall, Longreach, Winton, McKinlay and Cloncurry on the 11 November 2022.

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

- 1. That Council approve the purchase of two memorial signs for the Qantas Heritage Trail for:**
 - a. The Tambo Town Centre, and**
 - b. The Blackall Town centre**
- 2. That the placement of the two memorial signs for the Qantas Heritage Trail into the landscape designs of the Main Streets of both Blackall and Tambo**

GM 2025/02/289

Carried 7 / 0

ITEM NO:	5.6
SUBJECT TITLE:	2025 ALGA Conference and LGAQ Annual Conference

The Australian Local Government Association (ALGA) hold the National General Assembly in Canberra in June and the Local Government Association of Queensland (LGAQ) hold a conference annually with year's event being held at the Gold Coast in October.

This report is to confirm the attendance for both events.

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

That Blackall-Tambo Regional Council be represented at the Australian Local Government Association National General Assembly in Canberra from 25-27 June 2025 and Local Government Association of Queensland Annual Conference from 20-22 October 2025 at the Gold Coast by Mayor Andrew Martin, Councillor XXXXXX, Councillor XXXXXX and the CEO, Mike Lollback.

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

That this matter lay on the table until the next meeting.

GM 2025/02/290

Carried 7 / 0

Adjournment:

At 10.01am the meeting was adjourned for morning tea.

Resumption:

At 10.21am the meeting was resumed.

Greg Nicholls, Acting Group Manager Town and Rural Services was in attendance at the resumption of the meeting.

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ITEM NO: 6.1.1
SUBJECT TITLE: Correspondence Items February 2025

The following correspondence has been received:

- Thank you from the Tambo Historical Association relating to the Tambo Truck Museum

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

That Council receive the correspondence as presented.

GM 2025/02/291

Carried 7 / 0

ITEM NO: 6.2.1
SUBJECT TITLE: Financial Report for the Month of January 2025

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

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

That Council receive the Financial Report for January 2025.

GM 2025/02/292

Carried 7 / 0

ITEM NO: 6.2.2
SUBJECT TITLE: Planning and Development Report

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

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

That Council receives the Planning and Development Report for January 2025.

GM 2025/02/293

Carried 7 / 0

ITEM NO: 6.2.3
SUBJECT TITLE: Development Application – DA23-2024-2025 – Short-term Accommodation and Food & Drink Outlet – 3A Arthur Street, Tambo

The Applicants, James A and Bronwyn J Beck, seek a Development Permit for Material Change of Use for Short-term Accommodation (5 units) and a Food and Drink Outlet over land at 3A Arthur Street, Tambo, formally described as Lot 2 on RP619340. The subject site is currently vacant.

The proposal involves a Food and Drink Outlet that is proposed to operate 7 days a week between the hours of 6am – 8pm. This aspect involves a semi-permanent large food trailer, covered dining area (with shade sails) and a separate amenities block. The trailer will be located under a 9m x 9m carport with the service window facing the road.

The other aspect of the proposal is Short-term accommodation for a maximum of 10 guests. The Short-term accommodation will involve five (5) modern buildings with a covered patio and undercover parking space. A camp kitchen will also be provided for guests. Each room will have its own amenities. The accommodation offering is targeting increased motorcycle travellers.

Under the *Blackall-Tambo Region Planning Scheme 2020* (the Planning Scheme), the subject site is in the Commercial Precinct of the Township Zone. The defined uses that have been applied for, being a 'Short-term accommodation' and a 'Food and Drink Outlet', is subject to Impact Assessment in the Township Zone.

A development application that is subject to Impact Assessment is assessed against the entire Planning Scheme and is required to be publicly notified for a minimum of 15 business days. During the public notification period, one (1) submission was received. The issues raised in the submission have been addressed in the report.

The proposal has been assessed against the entire Planning Scheme and is consistent with the intent of the zone and all other relevant assessment benchmarks. Council is advised to consider this application together with the information in 5.5.1 of this report regarding the result of public consultation.

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

MOTION: Moved: Cr Jane Scobie

Seconded: Cr David Hardie

That Blackall-Tambo Regional Council approves the application for a Development Permit for Material Change of Use for Short-term Accommodation (5 units) and a Food and Drink Outlet over land at 3A Arthur Street, Tambo, formally described as Lot 2 on RP619340, subject to the following conditions:

1.0 PARAMETERS OF APPROVAL

- 1.1 The Developer is responsible for ensuring compliance with this development approval and the conditions of the approval by an employee, agent, contractor or invitee of the Developer at all times unless otherwise stated.**
- 1.2 Where these conditions refer to "Council" in relation to requiring Council to approve or be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role of the Council may be fulfilled in whole or in part by a delegate appointed for that purpose by Council.**
- 1.3 All conditions, works, or requirements of this development approval must be undertaken and completed prior to commencement of the use and to Council's satisfaction, unless otherwise stated in a development condition.**
- 1.4 The cost of all works associated with the construction of the development including services, facilities and/or public utility alterations required are met at**

no cost to the Council or relevant utility provider, unless otherwise stated in a development condition.

- 1.5 The developer is required to have repaired any damage to existing infrastructure that may have occurred during any works carried out for the development. To the extent the damage is deemed to create a hazard to the community, it must be repaired immediately.
- 1.6 Unless otherwise stated, all works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards.

2.0 APPROVED PLANS AND DOCUMENTS

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

Plan/Document Name	Plan/Document Number	Revision Number	Date
Site Plan	DA23-2024-2025	-	28/10/2024 (Received date)

- 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 five (5) units.
- 3.3 The maximum number of guests must not exceed ten (10) guests at any one time.
- 3.4 Hours of operation for the Food and drink outlet are limited to 6am to 8pm, seven days a week.

4.0 ACCESS AND PARKING WORKS

- 4.1 Design, construct and maintain the Arthur Street crossover 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 five (5) car parking spaces on-site for guests of the Short-term accommodation. All car parking spaces must be clearly delineated by either line-marking or signage.
- 4.3 Provide and maintain a minimum of two (2) car parking spaces on-site for customers of the Food and drink outlet. All car parking spaces must be clearly delineated by either line-marking or signage.

- 4.4 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*.
- 4.5 All car parking and vehicle maneuvering 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 water and sewer services.
- 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 and Food and drink outlet.

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,

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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 2025/02/294**Carried 7 / 0**

Council noted that the matters raised in response to the public notification for the proposed development have been addressed by the town planner.

ITEM NO: 6.3.1
SUBJECT TITLE: Chief Operations Officer's Report

The Chief of Operations report for January 2025 is presented to Council.

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

That Council receive the Chief Operations Officer's report for January 2025.

GM 2025/02/295**Carried 7 / 0**

At this point, 10.56am, the Group Manager of Customer and Council Support left the meeting.

At this point, 10.58am, the Group Manager of Customer and Council Support returned to the meeting.

ITEM NO: 6.4.1
SUBJECT TITLE: Director of Lifestyle and Community Services - January 2025 Report

The Director of Lifestyle and Community Services Operations report for January 2025 is presented to Council. The report includes Director of Lifestyle & Communities Activities, Blackall Aerodrome, Libraries, Visitor Information Centres, Blackall Neighbourhood Centre Program, Sport and Recreation, Communication and Media and Tambo Multipurpose Centre.

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

That Council receive the Director of Lifestyle and Community Services Report for January 2025.

GM 2025/02/296**Carried 7 / 0**

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The Chief Executive Officer expressed thanks to Jess Johnson on her operation of the Blackall Gym.

At this point, 11.12am, Cr Johnstone left the meeting.

At this point, 11.14am, Cr Johnstone returned to the meeting.

At this point, 11.20am, the Chief Operations Officer and the Acting General Manager of Town and Rural Services left the meeting.

ITEM NO: 6.5.1
SUBJECT TITLE: Organisational Performance Monthly Report - January 2025

This report provides Council with an overview/update of the Council's Organisational Performance in key activities and outcomes for the month of January 2025.

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

That Council receive the Organisational Performance report for January 2025.

GM 2025/02/297

Carried 7 / 0

ITEM NO: 6.5.2
SUBJECT TITLE: Town and Rural Services Report

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

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

That Council receive the Town and Rural Services Report for January 2025.

GM 2025/02/298

Carried 7 / 0

At this point, 11.30am, the Chief Operations Officer and the Acting General Manager of Town and Rural Services returned to the meeting.

At this point, 11.39am, Cr Skewes OAM left the meeting.

ITEM NO: 6.5.3
SUBJECT TITLE: People, Culture & Safety Report

This report provides Council with an update of the People, Culture and Safety departments outcomes for the period of 1 January to 31 January 2025.

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

That the People, Culture and Safety Monthly Report for January 2025 be received and noted by Council.

GM 2025/02/299

Carried 7 / 0

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At this point, 11.43am, Cr Skewes OAM returned to the meeting.

At this point, 11.43am, the Chief Operations Officer left the meeting.

At this point, 11.45am, the Chief Operations Officer returned to the meeting.

ITEM NO:

6.5.4

SUBJECT TITLE:

Manager Environment, Health and Compliance

The Environment, Health and Compliance branch is responsible for Environmental Health, Rural Lands, Local Laws and general Environmental requirements.

MOTION: Moved: Cr Jane Scobie

Seconded: Cr David Hardie

That Council receive the Environment, Health and Compliance Branch report for January 2025.

GM 2025/02/300

Carried 7 / 0

CLOSURE:

There being no further business to consider, the Mayor declared the Meeting closed at 11.55am.

CONFIRMATION OF MINUTES:

Confirmed by Council as a true and correct record at the General Meeting held on Wednesday 19th March 2025.

Signed.....Mayor

3 Business Arising from Previous Minutes

3.1 Business Arising from Previous Minutes

The business arising from the previous minutes has been completed.

OFFICER REPORTS

COUNCIL MEETING DATE: Wednesday 19 March 2025
ITEM NO: 4.1
SUBJECT TITLE: Information Report for February 2025
 AUTHOR AND OFFICERS TITLE: Andrea Saunders Group Manager Customer & Council Support
 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 February.

Officer's Recommendation:

That Council receive the Mayor's report for February 2025.

Background

TOPIC	ACTIVITY FOR FEBRUARY 2025
Meetings	<ul style="list-style-type: none"> • RAPAD Board Meeting (with CEO) • ALGA Meeting – Melbourne • LGAQ Policy Executive • Regional Transport Advisory Group • RAPAD Board Meeting – Windorah • RAPAD Water and Sewerage Strategic Group – Windorah • Regional Development Australia Central and Western Queensland Board Meeting. • 2025-2026 Budget Workshop • February Council Meeting - Blackall
Events	<ul style="list-style-type: none"> • Qantas Community Forum • Blackall State School Student Leadership Investiture • St Joseph's building opening and blessing
TOPIC	ACTIVITY FOR MARCH 2025
Meetings	<ul style="list-style-type: none"> • Civic Leaders Summit (with CEO and Councillor Hart) - Brisbane • ALGA Board Meeting • LGAQ Policy Executive – Sydney • March Council Meeting – Tambo
Events	<ul style="list-style-type: none"> • Mayoral Networking Event - Brisbane

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 19 March 2025
ITEM NO:	5.1
SUBJECT TITLE:	Councillors' Information Report for February 2025
AUTHOR AND OFFICERS TITLE:	Piper Hansen, Customer and Council Support Officer
AUTHORISING OFFICER:	Andrea Saunders, Group Manager Customer and Council Support
CLASSIFICATION (if Confidential)	N/A

Summary:

The report contains information from the Councillors for activities during the month of February 2025.

Officer's Recommendation:

That Council receive the Councillors report for February 2025.

Background

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

Councillor Jane Scobie

- February 19 - Qantas community consultation in Blackall.
- February 24 - Blackall State School Leaders Investiture ceremony – Apology.
- February 27 - St Joseph's Blackall- Official opening and blessing of new school learning area.
- February 27 - Met with Mrs Wendy Just and Director of Lifestyle and Community (along with Cr Hart and Cr Johnstone) in relation to invigorating/replacing historical plaques around Blackall and Tambo.
- February 28 - Dinner at The Lodge on Hawthorn with Councillors, Council Management and the Hon Sean Dillon (Member for Gregory and Assistant Minister for Primary Industry Development, Water and Western QLD).
- March 1 - x 2 meeting with the Hon Sean Dillon (Member for Gregory and Assistant Minister for Primary Industry Development, Water and Western QLD): Community Representatives then the Councillors & senior management staff.
- March 2 - Clean Up Australia Day with Council staff, community members, Cr Hart and Cr Johnstone.
- March 3 - Blackall CAN Meeting.
- March 6 - Cr Hart and I had a zoom meeting with Peter King from QLD RSPCA regarding how to best approach a subsidised Spay/Desex clinic for Blackall/Tambo dogs and cats.
- March 7 - Had discussions with a Tambo Stock Show committee member regarding the upgrading of water systems in the cattle pens for the show.
- March 11 - Barcoo Independent General Meeting.
- March 15 - Community Information morning hosted by Blackall CAN.
- March - x 2 local funerals (Teresa Gleeson, Melit Furneaux)

Councillor Grahame Schluter

- January 26 - Attend Blackall and Tambo Australia Day Awards.
- January 29 - Budget Workshop.
- February 17 - Budget Workshop.
- February 19 - Attend Council Meeting in Blackall.
- February 24 - Attend Blackall State School Leadership Awards.

- February 27 - Attend St Joseph's Opening of new building.
- February 28 - Attend dinner with the Hon Sean Dillon (Member for Gregory and Assistant Minister for Primary Industry Development, Water and Western QLD).
- March 2 - Attend community consultation with the Hon Sean Dillon (member of Gregory and Assistant Minister for Primary Industry Development, Water and Western QLD).
- March 15 - Attend CAN Information evening.

Councillor Alina Hart

- Attended Qantas Forum.
- Attended St Joseph's School building opening and blessing.
- Participated in meeting with Historical Society regarding new historical plaques for key areas and figures in the district.
- Liaising with Member for Gregory Sean Dillon, along with fellow councillors and directors, through dinner, meeting on behalf of community groups, and round table meetings
- Met with RSPCA representative, along with Cr Scobie, to discuss options for supporting the community via a desexing clinic.
- Attended the Civic Leaders Summit in Brisbane, along with the CEO and Mayor.
- Developed and set up Blackall-Tambo tourism Instagram page, as well as managing the page, including daily content creation, posting and engagement.

Councillor Boyd Johnstone

- Attended the Qantas Community Forum.
- Attended a meeting of the Blackall Tennis Club with CEO Mike Lollback and Tennis Queensland.
- Attended the Blackall State School Leadership Induction Ceremony.
- Attended the official blessing by Bishop McCarthy of Saint Joseph's Catholic Primary School's new facilities.
- Met with the Director of Communities, Jaimee-Lee Prow, Hub Manager Vivienne Van Mosseveld and the Blackall Historical Society regarding new historical plaques;
- Attended the Blackall Historical Society AGM.
- Facilitated what I believe was the successful visit of Sean Dillon MP to Blackall.
- Met with the Barcoo Retirement Village, the Mayor, CEO Mike Lollback and Sean Dillon MP at the Barcoo Retirement Village.
- Attended the community presidents meet and greet morning tea with Sean Dillon at Council Chambers.
- Attended the Better and Blackall Festival AGM.
- Attended BTRC Hub's Clean Up Australia Day activities; and
- Met with the Blackall Historical Society and Council's Asset Manager Sidney Russell regarding master planning the Blackall Cemetery.

Link to Corporate Plan

Not Applicable

Policy Implications

Nil

Budget and Resource Implication

Nil

OFFICER REPORTS

COUNCIL MEETING DATE: Wednesday 19 March 2025
ITEM NO: 6.1
SUBJECT TITLE: Chief Executive Officer's February 2025 Report to Council
 AUTHOR AND OFFICERS TITLE: Andrea Saunders Group Manager Customer & Council Support
 AUTHORISING OFFICER: Mike Lollback (Chief Executive Officer)
 CLASSIFICATION (if Confidential) N/A

Summary:

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

Officer's Recommendation:

That Council receive the Chief Executive Officer's Information Report for February 2025.

Background

The following update is provided from the Chief Executive Officer:

RAPAD – Windorah

Thank you to Mayor Sally O'Neil on Barcoo Shire and the RAPAD leadership for the Face to Face Forum held in Windorah on the 25 and 26 February. Mayor Martin and I attended, and a very full agenda was covered. Of particular interest was a presentation from Andrew Chesterman who is the lead of the Red Tape Reduction Task Force implemented by the State Government. The Task Force is examining areas where the Queensland Government legislation, or individual departments have processes in place that are unreasonably onerous on local government. Submissions to the Task Force are open until the end of March with a report to the Premier and Cabinet by June this year.

QANTAS Community Forum

Thank you to those Councillors and members of the community who attended the QANTAS Community Forum on the 19 February. This presented an important opportunity for discussion on the importance of a regular flights to Blackall and to hear from QANTAS and Department of Transport representatives some of the challenges in the delivery of the service. The QANTAS representatives undertook to take the concerns of residents on board and seek ways to alleviate issues.

Assistant Minister Sean Dillon's visit to Blackall

I pass on my thanks to the Barcoo Retirement Village Committee, and to Cr Johnstone for inviting Assistant Minister Dillon to Blackall to discuss expansion of the Blackall Retirement Village, and for sharing that time with the community. Up to 30 community members met the Assistant Minister at the Blackall Council Chambers on Saturday the 1 May to discuss varied issues relating to different clubs, associations and events in the Blackall Tambo Region. I

particularly thank those members of our community who travelled from Tambo to meet with the Assistant Minister and discuss important local matters.

New Staff

Councillor will be aware that with the new structure approved by Council, we discovered a need to increase employment in Council for critical job delivery.

I am pleased to welcome the following people to the Blackall Tambo Regional Council workforce:

- Gaye Crawford – Casual Disability Support Worker, Blackall
- Erin Webley – Tambo Multipurpose Centre
- Mark Hendle – General Cleaning, Tambo
- Kyle Doyle – Blackall Operations
- Steve Manttan – Blackall Operations
- Emerson Parry – Diesel Fitter Blackall
- Jason Avery – Blackall Operations
- Matthew Peacock – Blackall Operations
- Niel Sharp – Blackall Operations
- Van Chieu Tran – Blackall Operations
- Lukas Dickens – Blackall Saleyards (Casual)
- Jack Kingston – Apprentice – Blackall Operations

LGAQ Civic Leaders Forum

Last week, Mayor Martin, Councillor Hart and I attended the LGQ Civic Leaders Forum in Brisbane.

The forum is an opportunity to engage in professional development in the leadership of communities. With the forum following directly after Cyclone Alfred, significant time was taken to discuss crisis management and disaster recovery.

The forum also provides an opportunity for Councillors and senior local government employees to discuss issues that are critical in the sustainability and capacity of local government.

Councillors will be aware that I am an advocate for assisting each of us and our Executive Leadership Team being the best leaders we can be. Today we will seek nominations to attend both the LGAQ and ALGA Annual Conferences. I thank both Alison Lamb and Jodie Richardson for the strong work that they continue to do in seeking and nominating staff for professional development.

Policy Review

Councillors, I wish to make you aware of the continued work Andrea Saunders delivers in drafting of policies that come before you. You will note that Andrea is undertaking a full review of Council Policies, and we have regular discussion on contemporising Council policies to both reduce red tape, make them more readable and applicable our community.

Andrea's professional development in Local Government has afforded her with substantial capacity and understanding on policy development. I commend Andrea to you.

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 19 March 2025

ITEM NO:

6.2

SUBJECT TITLE:

Blackall Work Camp Community Engagement Committee Meeting - 11 February 2025

AUTHOR AND OFFICERS TITLE:

Piper Hansen Administration Officer

AUTHORISING OFFICER:

Mike Lollback (Chief Executive Officer)

CLASSIFICATION (if Confidential)

N/A

Summary:

The Blackall Work Camp Community Engagement Committee has been established to support the Blackall Work Camp. The Committee meets up to 4 times per year.

Officer's Recommendation:

That Council receive the Blackall Work Camp Community Engagement Committee meeting minutes dated 11 February 2025.

Background

The Blackall Work Camp Community Engagement Committee provides support and input for the Blackall Work Camp. The Committee consists of representatives of Council staff, Councillors, Corrective Services, community supervisors and community members.

The Committee meet up to 4 times a year to discuss matters relating to the Work Camp. A meeting was held on 11 February 2025. The next meeting is scheduled for Wednesday 7th May 2025

Link to Corporate Plan

Governance

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

Consultation (internal/external)

Chief Executive Officer

Corrective Services

Policy Implications

Nil

Budget and Resource Implications

Nil

Risk Management Assessment

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Nil	Low
Legal & Regulatory	Low	Nil	Low
People	Low	Nil	Low
Operational	Medium	The Work Camp provide support to Council and the community.	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 Blackall-Tambo Regional Council on this matter.

Attachments

1. BLACKALL WORK Camp Community Advisory Committee - Minutes 11.02.2025 nitro [6.2.1 - 8 pages]



**BLACKALL WORK Camp Community Advisory Committee
Meeting Minutes – 3pm, Tuesday, 11th February 2025**

Present: Mike Lollback – (Chair) Blackall-Tambo Regional Council
Leanne Smith – Acting Superintendent of Capricorn Corrections Centre
Mitchell Myers – QCS Field Supervisor
Helen Gabriel – Queensland Corrective Services
Perrin Ward – Queensland Ombudsman
Chloe Palframan – Queensland Ombudsman
Beth Thompson – Queensland Ombudsman
Scott Fayers – Acting Sergeant Blackall Police
Alison Lamb – Director of Organisational Performance, Blackall-Tambo Regional Council
Jaimee-Lee Prow – Director of Lifestyle and Community, Blackall-Tambo Regional Council
Shalveen Dayal – Chief Financial Officer, Blackall-Tambo Regional Council
Andrea Saunders – Group Manager, Customer and Council Support Services, Blackall-Tambo Regional Council
Trevor Brown – Field Officer
Alex Pascoe – Acting Low Custody Manager
Piper Hansen – Customer and Council Support Officer, Blackall-Tambo Regional Council
Chloe Barnfield – Customer and Council Support Officer, Blackall-Tambo Regional Council
Vivienne Van Mosseveld – Manager of Community and Lifestyle, Blackall-Tambo Regional Council

Apologies:

Ron Mace – QCS Field Supervisor
Steven Smithwick – QCS Field Supervisor
Brett Milgate – QCS Field Supervisor
Beth O'Neill – Community Representative
Cr Grahame Schluter – Blackall-Tambo Regional Council
Cr Peter Skewes OAM – Blackall-Tambo Regional Council
Alan Houchin- Chief Superintendent, Capricorn Correction Centre
Ajay Agwan – Chief Operations Officer, Blackall-Tambo Regional Council

Minutes:

The minutes from the CEC meeting held on 19 November 2024 have been circulated and confirmed.

Moved: Mitchell Meyers

Seconded: Leanne Smith

Endorsement of Community Supervisors:

That the committee endorse the Community Supervisor applications for:

- Peter Mann
 - Gregory Nicholls
 - Tracy Brown
 - Julee Rooney
 - Les Williams
- Moved: Mitchell Meyers**
Seconded: Scott Fayers

Correspondence:
Policy Statement.

Business Arising:
Nil

WORK Camp Report:
The Work Program report was presented by Mitch Meyers. A copy of the report is attached to these minutes.

Capricornia Correctional Centre Report:
The Capricornia Centre report was presented by Leanne Smith.

- Hours worked for July to December:
Total: 7,270.5 hours.
- Dollar Figures for July to December:
Government Hours \$ 136,072.68 Non-Government Hours \$98,473.65
Total for 2024:
Government: \$234,546.33
Non-Government: \$201,632.37

Blackall-Tambo Regional Council Report:
The Blackall-Tambo Regional Council report was presented by Mike Lollback.

General Business:

- Regional Forum
- Next meeting Wednesday 7th May 2025.

Closure: The meeting was closed at 4.13pm.

Supervisor's Report CEC Meeting Blackall

Date: 11-02-2025

Field Supervisors: Mitch Meyers
& Ron Mace



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Projects / Jobs Undertaken

Blackall-Tambo Regional Council

Blackall Community

Tambo Community

Qld Corrections, maintaining camp, Campgrounds and Vegie Gardens

Queensland Corrective Services

Work performed included cooking, cleaning, washing of vehicles, and ground maintenance of camp and town depot.

The maintaining of the Camp Vegie Gardens/Greenhouse and External Grounds. The large Greenhouse has been an asset to the Camp with reducing costs and providing growing skills to many Offenders.

Blackall/Tambo Regional Council / Completed Projects

- The BTRC Asbestos Dump Fence and compound area has been fully completed and ready for use.
- The new BTRC Dog Pound Fence and concrete floor area is now fully built with just the 18mm marine ply shelves to be added in all 6 kennels.
- Saleyards – General Duties Daily has continued and with No Cattle Sales since the beginning of December 2024, our team of 3 workers have been in a maintenance routine and are now preparing for the Cattle Sales to re-start on Thursday the 20th of February 2025. Work covered has been welding repairs, painting, cleaning of water troughs and general ground maintenance 6 days per week.
- Blackall Cemetery grounds covered each week to fortnightly basis as needed by the camps mowing team.
- Our skilled (Diesel Fitter) Offender worker continues to work at the BTRC Truck and Machinery Workshop covering general repairs, maintenance and servicing of the council fleet vehicles. His Community Supervisor is very impressed with his work skills and total approach towards this position.
- A new fabricated cage cover has been built and fitted to the Blackall Showgrounds water pump and sprinkler system set up. This will have a BTRC lock fitted where only BTRC staff will have access to this watering system.
- The BTRC "Run for Mental Health" event was completed on Australia Day.
- THE BTRC Community Hub set up and clean up was completed on 24th and 27th January 2025.
- The BTRC Staff Christmas Morning Tea set up and clean up at the Cultural Centre was completed on 13-12-24.
- BTRC Community Hub "Christmas in the Park" Set up and Pack up Completed 21&22-12-24.



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Blackall/Tambo Regional Council Ongoing and Up and Coming Projects

- The Steam Engine Project which was donated to the BTRC by an elderly Tambo local community member. There is a lot of restoration work needed on this project with the right prisoner to be chosen with metal work skills needed for this task. Waiting job approval as BTRC Health and Safety Officer and CEO have met with F/S Meyers and plans have now been made to move the Steam Engine over to BTRC Workshop shed area, where all lifting can be completed by an approved gantry lifting crane and be supervised by Workshop Supervisor and Community Supervisor Dallas Dawson.
- A request has been added for the camp to build a Truck Windscreen storage rack for the BTRC Machinery Workshop.
- A request has been received from the BTRC Admin Staff to assemble office furniture as it arrived from delivery at the Council Chambers Office.

Blackall Community Jobs Completed

- The Bowls Club – Repairs and painting completed in kitchen pantry, ladies toilet area. The grounds and bowling green look terrific with a lot of local community members giving praise for how the grounds and bowling green presents. Very neat and well presented in the main street of town. The bowling green has recently been air rated, mowed and fertilised which again has it in top condition for the members to use.
- The Golf Club offender worker continues to cover all general and ground maintenance. Due to the very HOT recent weather, we have had to reduce the workload and finishing times to suit the extreme heat.
- Line Marking for the Friday Night Touch Football games has been completed in December, January and February on a weekly to fortnightly basis as per the BTRC Sports and Rec Officers requests.
- Blackall Aquatic Centre "Australia Day" Event was completed.
- Blackall Blue Light Billy Cart repairs (completed and returned to their secured shed) with some basic cleaning down needed prior to use in August 2025)
- Barcoo Independent – moving of office equipment (completed)
- St Patrick's Catholic Church Christmas Fete at Banks Park – Set up and clean up event 23&24-11-24.
- Australia Day (Set Up) at the Aquatic Centre (completed)
- St Joseph School – Request completed for all Grounds Maintenance over Christmas School break to be covered. Phone call from former school Principal Sam Suthers in Mid-January 2025 asking the camp to cease further work.
- Anglican Church – All Christmas decorations set up and put away as per request in December 2024 and January 2025.



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Blackall Community Current and Upcoming Projects

- Blackall Woolscour – Outdoor Kitchen and the replacing of the picnic table rest area shelters x 3.
- Repairs to 2 x Horse Sulkies (one completed currently at our Town Depot) 2nd Sulky repairs will start when time permits.
- Barcoo Amateur Turf Club - Blackall Horse Races 1st event of 5 in total for 2025. 1st event is 22-02-25.

Tambo Community Jobs Completed

Tambo Trucking Museum (completed) Set up and pull down/clean up from Australia Day opening event.

Tambo Multi-Purpose Centre – Seniors Christmas Luncheon. Set up event 29-11-24 and Clean Up 02-12-24.

Upcoming Jobs Tambo

- Western Touring Show - Set Up of Tables and Chairs at Shire Hall 01-04-2025 and pack up 03-04-25 (awaiting approval)
- Anzac Day Set up of Marquee and Chairs at Shire Hall on 24-04-25 and pack up 28-04-25 (awaiting approval)
- Western Touring Show - Set Up of Tables and Chairs at Shire Hall 19-05-2025 and pack up 20-05-25 (awaiting approval)
- Western Touring Show - Set Up of Tables and Chairs at Shire Hall 25-09-2025 and pack up 26-09-25 (awaiting approval)
- Western Touring Show - Set Up of Tables and Chairs at Shire Hall 03-10-2025 and pack up 08-10-25 (awaiting approval)

Upcoming Jobs Blackall

- Barcoo Amateur Race Club - Blackall Horse Races Saturday 22-02-25 and 12-04-25
- Blackall Touch Football – continue with line marking for fields prior to Friday Night games until the end of February 2025.
- Blackall Magpies Rugby League – Field Line Marking for all home games starting April/May 2025.
- Barcoo Pastoral Society – Blackall Show, sent up from 08-05-25 and clean up 12-05-25 (Awaiting Approval)
- Better in Blackall Festival from 17th August 2025. (Request a Meeting with their committee 2 months prior to plan this large event)
- Blackall Cultural Centre - Western Touring Show - Set Up of Tables and Chairs 04-07-2025 and pack up 07-07-25 (awaiting approval)

Ground Maintenance in the areas listed below:



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- Anglican Church
- Uniting Church
- QPS Police Station
- **QAS Ambulance Station are now paying a contractor.**
- St Joseph's School now have an employee for 10 hours/week, so we will continue with just Pastors House, and St Patricks Church Grounds and the school grounds only in school holidays if approved.
- Blackall Cemetery
- Living Arts Centre
- Blackall Bowls Club
- QCWA
- Blackall Clay Target Shooting Club
- Blackall Aquatic Centre
- New Beginnings Church

Repairs, Maintenance and Purchases Needed

- 1 x Battery or petrol Operated Hedge Trimmer (Stihl Brand) is requested.

Government and Non-Government Hours since last meeting on 13.02.2024

November

Gov Hrs	349.5
Non Gov Hrs	186.5
Total Hrs	536 from the 19-11-24 (last meeting)

But Total for November was 1409 Hours

December

Gov Hrs	605.5
Non Gov Hrs	558
Total Hrs	1163.5 whole of the month

January

Gov Hrs	782.5
Non Gov Hrs	487
Total Hrs	1269.5 whole of the month

February

Gov Hrs	259.5
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Non Gov Hrs 206.5
 Total Hrs 466 whole of the month

Total since last Meeting for Gov Hrs - 1997

Non-Gov Hrs – 1438

Total Hrs – 3435 since last meeting on 19-11-24

With total hours since start of July 2024 for year-to-date financial year to 11-02-25 =

Government Hours – 5260 up until completion of 11-02-25

Value of = \$162849.60 (worked on \$30.96 per hour)

Non-Gov Hours: 3746

Value of = \$115976.16

Total since 1st July 2024 = \$278825.76

General Comments

The camp offenders have been working well and due to the warm conditions over the last 4 months there has been a lot of ground maintenance hours of work completed in the Blackall community.

With some parole release dates approaching for some of our better skilled offender workers the camp staff have been training up the new offender workers to camp. We have just recruited 2 Offender workers that have the right skill set to start the outdoor kitchen and rest area hut/s repairs at the Blackall Woolscour. Work has only just begun on the 10-02-25.

Prisoner Virtual Visits started out at the Camp on 03-11-2024, via Starlink satellite internet so this is a bonus to encourage the Prisoners to come out to Work Camp. It all seems to be working very well.

The yearly group CEC Meeting with all (3) Capricornia CC Work Camps will be hosted by Blackall this year on Tuesday 22nd July 2025.

The next Blackall CEC Meeting is scheduled for Wednesday 7th May 2025 at 3pm.

Regards,

Mitch Meyers

Field Supervisor

Blackall Work Camp



OFFICER REPORTS

COUNCIL MEETING DATE

Wednesday 19 March 2025

ITEM NO:

6.3

SUBJECT TITLE:

Subdivision of Land - Lot 1 on SP297043, Evora Road, Blackall

AUTHOR AND OFFICERS TITLE:

Andrea Saunders Group Manager Customer & Council Support

AUTHORISING OFFICER:

Mike Lollback (Chief Executive Officer)

CLASSIFICATION (if Confidential)

N/A

Summary:

Council is proposing to subdivide all of Lot 1 on SP297043 by reconfiguring the lot into 3 lots. The size of the land is approximately 64 Ha, and the Blackall Saleyards is located at the northern end of the land. The site is zoned rural.

Officer's Recommendation:

That Council endorses the Chief Executive Officer's decision to subdivide Lot 1 on SP297043 by reconfiguring the Lot (1 lot into 3 lots).

Background

Council owns Lot 1 on SP297043, which is located on Evora Road; the Blackall Saleyards is situated on this parcel of land. It is the intention of Council to reconfigure the Lot by subdividing 1 lot into 3 lots. The site is in the rural zone.

It is proposed that Lot 1 will have an area of approximately 25.1 Ha, Lot 2 will have an approximate area of 38.6 Ha and Lot 3 will have an area of approximately 3080m².

The Saleyards will be on proposed Lot 1. The proposed Lot 3 has infrastructure built on it by the Blackall Gun Club, therefore the intention is to tie this portion to Lot 142 TB156, which is owned by the State. The Blackall Clay Target Club lease the land from the State. Subdividing this portion of land and tying it to the State land parcel will enable the Gun Club's existing infrastructure to remain.

The Group Manager for Customer and Council Support Services has been working with the Department of Resources, Transport and Main Roads and Queensland Rail in relation to opening various parcels as road. The proposed Lot 2 would not have any legal access as adjoining Lots 405 and 406 on CP827134 (located Evora Road and proposed Lot 2) are currently rail corridors and owned by Queensland Rail, therefore restricting legal access to Lot 2. Queensland Rail have agreed to opening the whole of Lots 405 and 405 on CP827134 as road. This will assist in the development application assessment for the proposed reconfiguration.

The proposed Lot 3, which has the Gun Club's infrastructure built on it, would be tied to Lot 142 on TB156 through a lease/agreement. The Clay Target Club hold a term lease for Lot 142 on TB156 therefore Council cannot transfer the ownership of proposed Lot 3 to the Clay Target Club or Gun Club. Both clubs are accessing their facilities through land owned by Council. The opening of the rail corridor would ensure the clubs are able to legally access the leased land.

Council has engaged the services of a town planner to lodge the development application for reconfiguring a lot. The application will be provided to Council for a decision once Council's town planner assesses the application against the planning scheme.

It would be beneficial to the community and Council to have the land used by a suitable business or industry. Subdividing the Lot would enable the establishment of such businesses.

As Council is aware, discussions have been occurring with QWool and their interest in the portion of land identified as Lot 2 in this report. The proposed use of the land by QWool is not part of this report as Council has not provided an agreement for the land to be used by QWool; a report about this matter will be brought to Council for consideration in due course.

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.

Outcome 5 - Resource Development - Instigate and maintain engagement with resource development companies.

Consultation (internal/external)

Chief Executive Officer

Councillors

Chief Financial Officer

Group Manager Customer and Council Support Services

Town Planners

Policy Implications

Nil

Budget and Resource Implications

\$8000.00 approximately

Risk Management Assessment

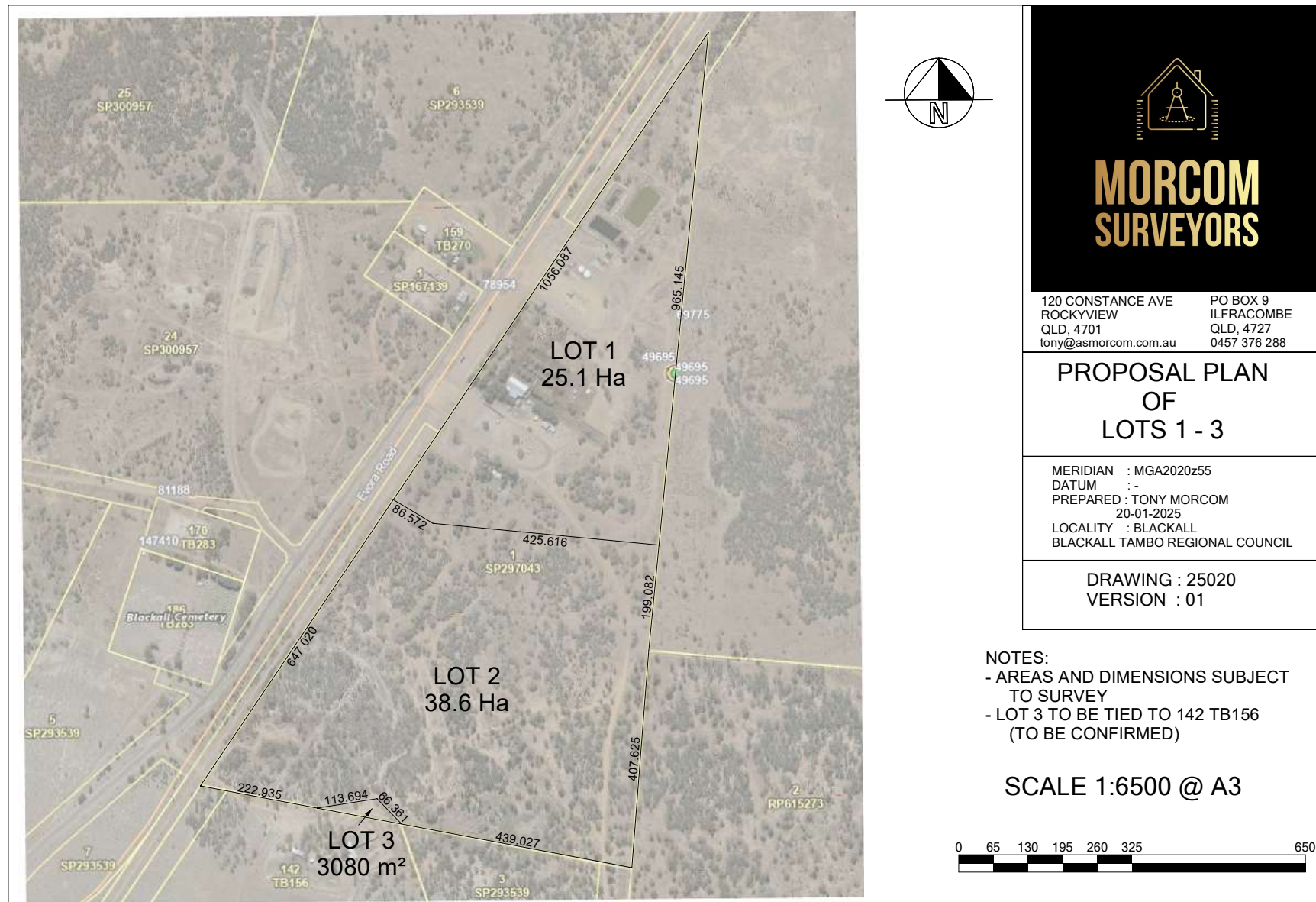
Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	The approximate cost is \$8000.00	Low
Legal & Regulatory	Low	Nil	Low
People	Low	Nil	Low
Operational	Medium	Nil	Low
Environmental	Medium	Nil	Low
Strategic	Medium	The subdivision aligns with Council's Corporate Plan.	Low
Ethical	Low	Nil	Low
Reputation	Low	Nil	Low
Leadership	Low	Nil	Low

Proposed Risk Treatment

There is no risk to Council to subdivide the parcel of land. Council is not making a decision on the use of the land in this report. Any matters relating to the use of the land will be brought to Council at future meetings.

Attachments

1. 25020-01 PROPOSAL [6.3.1 - 1 page]



OFFICER REPORTS

COUNCIL MEETING DATE

Wednesday 19 March 2025

ITEM NO:

6.4

SUBJECT TITLE:

2025 ALGA Conference and LGAQ Annual Conference

AUTHOR AND OFFICERS TITLE:

Andrea Saunders Group Manager Customer & Council Support

AUTHORISING OFFICER:

Mike Lollback (Chief Executive Officer)

CLASSIFICATION (if Confidential)

N/A

Summary:

The Australian Local Government Association (ALGA) hold the National General Assembly in Canberra in June and the Local Government Association of Queensland (LGAQ) hold a conference annually with year's event being held at the Gold Coast in October.

This report is to confirm the attendance for both events.

Officer's Recommendation:

That Blackall-Tambo Regional Council be represented at the Australian Local Government Association National General Assembly in Canberra from 25-27 June 2025 and Local Government Association of Queensland Annual Conference from 20-22 October 2025 at the Gold Coast by Mayor Andrew Martin, Councillor XXXXXX, Councillor XXXXX and the CEO, Mike Lollback.

Background

The Australian Local Government Association (ALGA) is a federation of state and territory associations. Its mission is to achieve outcomes for local government through advocacy that impact and maximise the economic, environmental and social wellbeing of councils and our communities.

ALGA host the National General Assembly (NGA) annually in Canberra. The 2025 NGA signifies the 31st assembly and is an opportunity for local governments to come together, share ideas, debate motions and unite to further build on the relationship between local government and the Australian Government.

The Local Government Association of Queensland (LGAQ) is the peak body for local government in Queensland and Blackall-Tambo Regional Council are a member.

The LGAQ Annual Conference will be held at the Gold Coast this year from the 20th to 22nd October.

The Blackall-Tambo Regional Council has representatives attend each of the events. Cr Boyd Johnstone and Cr Jane Scobie have expressed an interest in attending both conferences this year. This report is provided to the Council to confirm the representation of the Blackall-Tambo Regional Council for each event.

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

Approximate cost per person \$4000.00 (registration, accommodation and flights)

Risk Management Assessment

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Approx \$4000 per person	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	The NGA and LGAQ Conference is an opportunity for councillors and leadership teams to network and discuss matters relevant to the community	Low

Proposed Risk Treatment

It is considered that attendance to the events would be low risk.

Attachments

Nil

OFFICER REPORTS

COUNCIL MEETING DATE

Wednesday 19 March 2025

ITEM NO:

6.5

SUBJECT TITLE:

Excise of State Owned Land for Residential and Industrial Use - Blackall

AUTHOR AND OFFICERS TITLE:

Andrea Saunders Group Manager Customer & Council Support

AUTHORISING OFFICER:

Mike Lollback (Chief Executive Officer)

CLASSIFICATION (if Confidential)

N/A

Summary:

Council is considering applying to the State Government to excise a portion of the town reserves for the future development for residential and industrial purposes.

Officer's Recommendation:

That Council authorise the Chief Executive Officer to make the necessary applications with the Queensland Government for:

- 1. the purchase of portion of Lot 3 on SP293539 for future development for residential use: and**
- 2. the purchase of portion of Lot 4 on SP293539 for future development for industrial use.**

Background

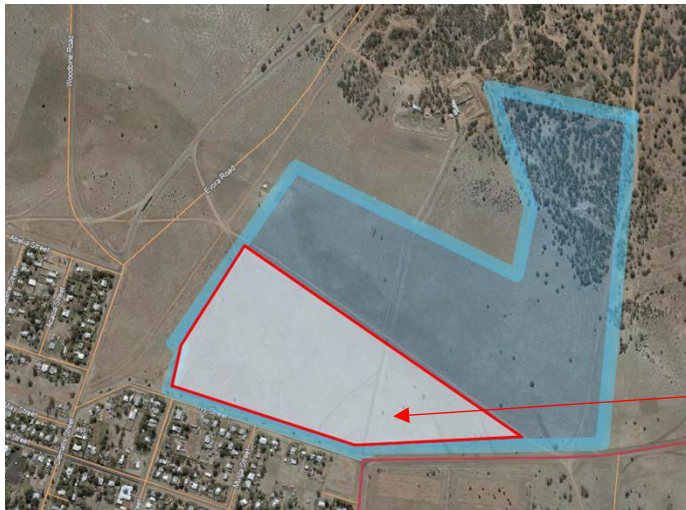
As Council is aware, there is a shortage of developed land in the Blackall area for residential and industrial purposes, and Council does not currently have any available land that can be developed. This restricts the growth of population and businesses for the Council area.

Residential Land

Lot 3 on SP293539 is the parcel adjacent to Ivy Street, Blackall. To achieve future residential development for the Blackall township Council is being asked to consider making an application to the Department of Resources to excise a portion of this parcel for future residential development. The drawing below indicates the portion of land that Council would make an application for purchase from the State.

With the increasing demand for residential properties, it is imperative that Council considers the strategic acquisition of land to support the expansion of the township and meet housing needs.

Councillors should note that this process will not make the land immediately available, but the land will be included in Council's planning scheme for future development release.



Proposed land for future residential development

Industrial Land

Lot 4 on SP293539 is the parcel of land adjoining the Blackall Industrial Estate. To achieve future industrial land development Council is being asked to consider making an application to the Department of Resources to excise a portion of this parcel for future industrial use. The drawing below indicates the portion of land that Council would make an application for purchase from the State.

The current lack of available land for development for industrial use restricts the opportunities for economic growth, job creation and business expansion. It is imperative that Council considers the strategic acquisition of land to facilitate sustainable industrial development.

Councillors should note that this process will not make the land immediately available, but the land will be included in Council's planning scheme for future development release.



Proposed land for future industrial development

Council officers have been working with Tony from Morcom Surveyors, a registered cadastral and consulting surveyor, who can assist Council with the appropriate applications.

The purchase of these portions of land will ensure that any future development for land for housing and industrial use is available.

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

Director Organisational Performance

Group Manager Environment, Health and Compliance

Team Leader Financial Management

Morcom Surveyors

Policy Implications

Nil

Budget and Resource Implications

Application for obtaining land \$3,300 (inc GST)

Cost of land – yet to be determined

Risk Management Assessment

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	The financial implications cannot be determined until Council lodges the applications and the State notifies Council of the compensation it would seek.	Medium
Legal & Regulatory	Low	The engagement of a cadastral surveyor would ensure the appropriate legislative requirements were met. The purchase of land for future development aligns with Council's 2020-2025 Corporate Plan.	Low
People	Low	The availability of land for future development would provide increased housing availability for the growth of population.	Low
Operational	Medium	Nil	Low
Environmental	Medium	There is no risk as this is a report to Council requesting approval for the purchase for future development. Development processes is not part of this report.	Low
Strategic	Medium	Nil	Low

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Ethical	Low	Nil. The land is currently owned by the State.	Low
Reputation	Low	The forward planning for possible future growth is not damaging to Council's reputation.	Low
Leadership	Low	The planning for possible future development demonstrates that Council is conscious of the future growth and expansion of the population and businesses.	Low

Proposed Risk Treatment

The financial implications for the purchase of the land from the State cannot be determined until the State advised Council of the financial compensation it will seek for the land. The proposed purchase for future development would not have any foreseen negative impact for Council.

Attachments

Nil

OFFICER REPORTS

COUNCIL MEETING DATE:

Wednesday 19 March 2025

ITEM NO:

7.2.1

SUBJECT TITLE:

Financial Report for the Month of February 2025

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 February 2025 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 February 2025****Background**

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

Link to Corporate Plan

Governance

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

Consultation (internal/external)

Chief Executive Officer

Chief Financial Officer

Chief Operations Officer

Policy Implications

Nil

Budget and Resource Implications

Nil

**FINANCE REPORT TO A MEETING OF THE
BLACKALL-TAMBO REGIONAL COUNCIL HELD
ON 19 MARCH 2025**

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 19 MARCH 2025**

1. Cash Position as at 28 February 2025

Cash at Bank

Operating Accounts	\$ 6,756,973
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Short Term Investments

Queensland Treasury Corporation - Cash Fund	\$ 21,000,000
Bank - Term Deposits	\$ 5,000,000
	\$ 32,756,973

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)	\$ 2,742,217
Unspent Grants (Restricted Cash)	\$ 3,872,270
	\$ 6,614,487

	<i>Debtors</i>	<i>Creditors</i>	
Balance of recoverable debtors - estimated creditors :	134,443	119,842	\$ 14,601

Plus cash surplus	32,756,973	6,614,487	\$ 26,142,486
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Working Capital

\$ 26,157,087

2. Cashflow Estimates:

Mar-25

Apr-25

May-25

Total

Cash inflows

Rates & fees & charges	1,800,000	350,000	150,000	2,300,000
Rent & interest	110,000	110,000	110,000	330,000
Recoverable Works	1,000,000	900,000	900,000	2,800,000
Grants/subsidies	310,000	745,000	657,000	1,712,000

Cash outflows

Employee benefits	(950,000)	(950,000)	(950,000)	(2,850,000)
Materials & services	(1,800,000)	(1,800,000)	(1,800,000)	(5,400,000)
Net Cash inflow/(outflow)	470,000	(645,000)	(933,000)	(1,108,000)

3. Comparative Data:

	February 2025	February 2024
Cash position	32,756,973	27,400,971
Working capital	26,157,087	24,350,883
Rate arrears	36,642	19,650
Outstanding debtors	134,443	606,610
Current creditors	119,842	342,537

**FINANCE REPORT TO A MEETING OF BLACKALL-TAMBO REGIONAL COUNCIL
HELD ON 19 MARCH 2025**

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

	Budget	YTD Actual	% of Budget
Buildings & Other Structures	4,722,915	641,496	14%
Plant & Equipment	898,500	847,005	94%
Road Infrastructure	4,921,198	1,211,290	25%
Water Infrastructure	100,000	-	0%
Sewerage Infrastructure	600,000	-	0%
Total	11,242,613	2,699,791	24%

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

	Budget	Expended YTD Actual	% of Budget Expended
1. Rural Roads	13,500,000	6,992,544	52%
2. Town Streets	500,000	597,255	119%
3. RMPC Works	2,323,174	1,169,270	50%
Total Roads Expenditure	16,323,174	8,759,069	54%

6. Rate Arrears Summary

Total Rates Outstanding Balance \$ 2,594,036

Rates Outstanding Breakdown	Total	No. of Assessments
Current	\$ 2,557,394	1034
1 Year	\$ 24,089	13
2 Years	\$ 10,924	8
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	4,722,915	641,496	14%	656,072	4,066,843	
Asbestos Pits Blackall & Tambo digging/fencing (LRCI P4)	70,000	23,769	34%	40,000	30,000	In progress
Blackall Airport - parking/line mark/crack seal (PTAIP)	151,072	6,836	5%	76,072	75,000	In progress
Blackall Rodeo and Campdraft Arena upgrade	96,000	15,086	16%	-	96,000	
Blackall Cultural Centre - macrosphere works (W4Q)	195,505	184,186	94%	195,505	-	Completed
Blackall Admin Office - wall matting (W4Q)	44,495	44,495	100%	44,495	-	Completed
Blackall Showgrounds - sound system	111,843	103,674	93%	-	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	Deferred to 25-26
Blackall Pool Lift	20,000	9,085	45%	-	20,000	In progress
Red Ridge Precinct Stage One Contribution	3,000,000	146,851	5%	-	3,000,000	Stage 1 out to Tender
Rosclare Station Repeater tower	75,000	-	0%	-	75,000	
Shade Structures Blackall Carpark, Tambo Hall, TMPC	150,000	48,800	33%	-	150,000	In progress
Council Housing Rennovations	50,000	-	0%	-	50,000	PO issued
Tambo Admin Building renovations (W4Q)	300,000	8,485	3%	300,000	-	Tender stage
Tambo Airport - line marking/crack sealing	25,000	15,210	61%	-	25,000	In progress
Tambo Courthouse -Library & VIC	100,000	-	0%	-	100,000	Tender stage -verandah & ramp
Tambo LED Sign	24,000	11,797	49%	-	24,000	Completed
Tambo Pool Heating	100,000	-	0%	-	100,000	Deferred to 25-26
Tambo Scrubby Creek Building Contribution	20,000	20,000	100%	-	20,000	Completed
Tambo Shire Hall - repairs and sanding to floor	20,000	3,222	16%	-	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	847,005	94%	-	898,500	
Plant Replacement including committed orders	898,500	847,005	94%	-	898,500	In progress
ROAD INFRASTRUCTURE	4,921,198	1,211,290	25%	4,228,998	692,200	
Blackall & Tambo Main St Beautification (LRCl P4)	100,000	54,626	55%	100,000	-	Landscape design stage
Dahlia and Larkspur St stormwater - Drainage (W4Q)	520,000	8,870	2%	520,000	-	Design stage, under review
Edward Street Kerb and Channeling (W4Q)	100,000	-	0%	100,000	-	Design stage
Footpaths, kerb and channelling - Tambo (W4Q)	100,000	-	0%	100,000	-	Design stage
QRA Betterment Program (QRA)	1,308,152	931,122	71%	1,234,352	73,800	In progress, budget updated
Repair and Reseal (LRCl P4 -Part B) Garden St Tambo	774,700	-	0%	466,300	308,400	Variation with updated budget
Ravensbourne Rd Repair Reseals (LRCl P4)	418,346	77,424	19%	308,346	110,000	In progress
Roads to Recovery - Ravensbourne Rd -rehab & widen	600,000	22,182	4%	600,000	-	Design stage
Roads to Recovery - Reseals	400,000	112,839	28%	400,000		In progress
St Andrews St Kerb, Channel and Footpath (W4Q)	200,000	4,130	2%	200,000	-	Design stage
TIDS 24-25 Alva Rd 15.8 to 16.8 Rehab & Seal	400,000	97	0%	200,000	200,000	In progress
WATER INFRASTRUCTURE	100,000	-	0%	-	100,000	
Water Infrastructure Renewals	100,000	-	0%	-	100,000	
SEWERAGE INFRASTRUCTURE	600,000	-	0%	500,000	100,000	
Capital improvements as required	100,000	-	0%	-	100,000	
IMHOFF tank & clarifier (LGGSP -Unsuccessful)	500,000	-	0%	500,000	-	Funding application unsuccessful
TOTAL CAPITAL PROGRAM 24-25	11,242,613	2,699,791	24%	5,385,070	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. 67% of year elapsed. To Level 2. Excludes committed costs)							
Blackall-Tambo Regional Council (Budget for full year)		Financial Year Ending 2025						Printed(SDAYAL): 11-03-2025 8:37:53 AM	
		REVENUE			EXPENDITURE				
		28 Feb 2025		AMENDED	ORIGINAL	28 Feb 2025		AMENDED	ORIGINAL
		ACTUAL		BUDGET	BUDGET	ACTUAL		BUDGET	BUDGET
1000-0001	ADMINISTRATION								
1000-0002	Administration	190,573	49%	389,500	389,500	3,024,839	75%	4,046,000	4,046,000
1100-0002	Finance	11,443,002	102%	11,245,000	11,245,000	1,138,227	83%	1,376,600	1,376,600
1200-0002	Oncosts	0	0%	0	0	525,992	----	0	0
1300-0002	Stores/Purchasing	0	0%	0	0	17,548	399%	4,400	4,400
2000-0002	Corporate Governance	0	0%	0	0	517,611	65%	796,700	796,700
2100-0002	Business Activities	28,133	94%	30,000	30,000	52,293	69%	76,000	76,000
2150-0002	Saleyard Operations	658,597	73%	902,000	902,000	606,049	78%	780,700	780,700
2200-0002	Tambo Sawmill & Weighbridge	3,818	----	0	0	10,050	27%	37,900	37,900
2350-0002	Airports/Aerodromes	78,627	47%	167,100	167,100	281,707	80%	353,500	353,500
2450-0002	Tourism	29,199	66%	44,500	44,500	307,451	78%	396,600	396,600
2500-0002	Planning & Development	43,297	54%	80,000	80,000	69,682	61%	115,000	115,000
2580-0002	Grants Capital & Operating Other	149,144	3%	4,563,500	4,563,500	184,371	527%	35,000	35,000
2600-0002	Environmental	161,570	63%	256,300	256,300	228,321	69%	329,200	329,200
2650-0002	Animal Control	14,795	65%	22,800	22,800	46,833	248%	18,900	18,900
2700-0002	Stock Routes	95,875	48%	198,000	198,000	299,139	62%	482,000	482,000
3000-0002	Work Scheme and Community	15,276	76%	20,000	20,000	97,628	69%	141,800	141,800
3100-0002	Council Housing	141,220	78%	180,000	180,000	323,002	93%	348,200	348,200
3300-0002	Child Care Services	0	0%	0	0	9,931	54%	18,300	18,300
3350-0002	Sport and Recreation	4,735	----	0	0	67,064	120%	56,000	56,000
3400-0002	Youth Services	0	0%	0	0	14,805	30%	50,000	50,000
3415-0002	Tambo Multi-Purpose Centre	122,255	65%	189,400	189,400	298,049	85%	350,000	350,000
3445-0002	Disability	50,572	46%	110,000	110,000	40,944	58%	70,000	70,000
3460-0002	Community Services	264,748	94%	281,600	281,600	307,782	98%	312,600	312,600
3500-0002	Libraries, Education and Arts	35,375	295%	12,000	12,000	191,707	76%	253,000	253,000
3570-0002	RADF & Community Assistance	52,545	99%	53,300	53,300	116,596	24%	476,100	476,100
3600-0002	Halls and Cultural Centres	2,222	56%	4,000	4,000	365,875	70%	525,000	525,000
3700-0002	Showgrounds & Sports Facilities	7,507	36%	21,000	21,000	539,562	68%	788,200	788,200
3800-0002	Corporate Buildings	0	0%	0	0	96,133	66%	145,000	145,000
1000-0001	ADMINISTRATION	13,593,084	72%	18,770,000	18,770,000	9,779,189	79%	12,382,700	12,382,700
4000-0001	WORKS AND SERVICES								
4001-0002	Works Office and Depot	0	0%	0	0	2,011,231	63%	3,204,400	3,204,400
4100-0002	Town Street Maintenance	0	0%	0	0	597,255	119%	500,000	500,000
4200-0002	Rural Roads Maintenance	2,239,054	111%	2,025,400	2,025,400	1,066,790	107%	1,000,000	1,000,000
4500-0002	Recoverable Works	10,493,201	52%	20,147,000	20,147,000	8,339,781	41%	20,137,000	20,137,000
4550-0002	Plant Operations	2,841,232	78%	3,660,000	3,660,000	2,697,637	77%	3,511,500	3,511,500
4600-0002	SES - Disaster Mgmt	82,817	175%	47,400	47,400	196,731	139%	141,800	141,800
4700-0002	Cemeteries	10,149	42%	24,000	24,000	91,085	68%	133,500	133,500
4800-0002	Parks, Gardens and Reserves	0	0%	0	0	792,131	61%	1,306,100	1,306,100
4860-0002	Aquatic Centres	0	0%	0	0	520,004	89%	584,100	584,100
5000-0002	Cleansing	378,339	98%	387,400	387,400	211,745	63%	337,100	337,100
5100-0002	Water Supply	978,714	100%	976,100	976,100	304,795	58%	524,000	524,000
5200-0002	Sewerage Services	844,095	100%	846,600	846,600	315,768	85%	372,200	372,200
4000-0001	WORKS AND SERVICES	17,867,602	64%	28,113,900	28,113,900	17,144,954	54%	31,751,700	31,751,700
TOTAL REVENUE AND EXPENDITURE		31,460,686	67%	46,883,900	46,883,900	26,924,143	61%	44,134,400	44,134,400

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		<i>Additional costs incurred in upgrading stores warehousing facility.</i>
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 Grant</i>	<i>Expenditure includes \$146,851 Precinct Stage 1 contribution</i>
2600-0002	Environmental		
2650-0002	Animal Control	<i>Animal registration fee levied for full year</i>	<i>Increase in local laws wages expenditure</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		<i>Increase in expenditure from additional activities and programs</i>
3400-0002	Youth Services		
3415-0002	Tambo MPC		
3445-0002	Disability		
3460-0002	Community Services		
3470-0002	Miscellaneous Care		
3500-0002	Libraries, Education	<i>Increase in Library operating grant</i>	
3570-0002	RADF & Community Assistance	<i>RADF Grant annual allocation invoiced.</i>	
3600-0002	Halls and Cultural Centres		
3700-0002	Showgrounds & Sports		
3800-0002	Corporate Buildings		
4001-0002	Works Office and Depot		
4100-0002	Town Street Maintenance		
4200-0002	Rural Roads Maintenance	<i>Financial Assistance Grant (Roads Component) Advance received in July 2024 instead of June 2024</i>	
4500-0002	Recoverable Works		
4550-0002	Plant Operations		
4600-0002	SES - Disaster Management	<i>Includes new QRA flood action plan funding \$59,340 and associated expenditure</i>	
4700-0002	Cemeteries		
4800-0002	Parks, Gardens and Reserves		
4860-0002	Aquatic Centres		
5000-0002	Cleansing		
5100-0002	Water Supply		
5200-0002	Sewerage Services		

OFFICER REPORTS

COUNCIL MEETING DATE:

Wednesday 19 March 2025

ITEM NO:

7.2.2

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 February 2025.

Background

The table below provides information for the approved development applications for February 2025.

APPROVAL DATE	NUMBER	DEVELOPMENT TYPE	LOCATION	DEVELOPMENT NATURE
07/02/2025	DA29-2024-2025	PLUMBING	19 IVY STREET & 8 MULBERRY STREET	PLUMBING WORKS

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

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

1. DEVELOPMENT ASSESSMENT

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

An application has been made by Blackall-Tambo Regional Council C/- Murray & Associates (Qld) Pty Ltd, seeking a Development permit for Reconfiguring a lot (1 lot into 3 lots) over land at 146 Evora Road, Blackall formally described as Lot 1 on SP297043.

The proposed reconfiguration proposes to subdivide the existing sale yards, rectify a boundary encroachment and create a central parcel for future development opportunities. The site is in the Rural zone by where Reconfiguring a lot is subject to Code assessment.

The application requires referral to the State Assessment and Referral Agency as the proposal will result in vegetation clearing.

The application is in confirmation period.

1.1	Council reference:	DA30-2024-2025
	Application:	Development Permit for Reconfiguring a lot (1 lot into 3 lots)

Street address:	146 Evora Road, Blackall
Property description:	Lot 1 on SP297043
Day application was made:	04 March 2025
Category of assessment:	Code
Public notification required:	No
Applicant:	Blackall-Tambo Regional Council C/- Murray & Associates (Qld) Pty Ltd
Status:	Confirmation period

An application has been made by William John Phelps and Alexandra Emma Phelps, seeking a Development permit for Reconfiguring a lot (boundary alignment) over land at Woodbine Road, Blackall formally described as Lot 4 on EV50 and Lot 7 on TA226260.

The proposed reconfiguration is required to reflect the current fencing arrangement between the two lots. The site is in the Rural zone by where Reconfiguring a lot (boundary realignment) is subject to Code assessment.

The application is in the decision stage and will be presented for decision at the March General Council Meeting.

1.2	Council reference:	DA28-2024-2025
	Application:	Development Permit for Reconfiguring a lot (boundary alignment)
	Street address:	Woodbine Road, Blackall
	Property description:	Lot 4 on EV50 and Lot 7 on TA226260
	Day application was made:	30 January 2025
	Category of assessment:	Code
	Public notification required:	No
	Applicant:	William John Phelps and Alexandra Emma Phelps
	Status:	Decision stage

The following application was approved at the February 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 applications is expected to finish around 26 March 2025.

1.3	Council reference:	DA23-2024-2025
	Application:	Development Permit for a Material Change of Use for Short-term Accommodation and a Food and Drink Outlet
	Street address:	3A Arthur Street, Tambo
	Property description:	Lot 2 on RP619340
	Day application was made:	30 October 2024
	Category of assessment:	Impact
	Public notification required:	Yes
	Applicant:	James A & Bronwyn J Beck
	Decision:	Approved 19/02/25
	Status:	Appeal period

2. GENERAL PLANNING SERVICES, ENQUIRIES AND ADVICE

2.1 CUSTOMER REQUESTS

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

PLANNING ENQUIRIES			
Date received	Customer Details	Details of Enquiry	Status
12/02/25	Landowner	<u>Proposal</u> <ul style="list-style-type: none"> Enquiry about establishing a dwelling. <u>Planning details</u> <ul style="list-style-type: none"> The site is within Township zone. <u>Advice</u> <ul style="list-style-type: none"> A Dwelling house where below 8.5m in height is accepted development in the Township zone Accepted development means a development application is not required. 	Closed
12/02/25	Potential purchaser	<u>Proposal</u> <ul style="list-style-type: none"> Enquiry about the addition of stables on a residential lot. <u>Planning details</u> <ul style="list-style-type: none"> The site is within Township zone The site is subject to flooding. <u>Advice</u> <ul style="list-style-type: none"> If the stables are for their own personal animals the stables may be considered ancillary to the residential use and not be assessable development If the proposal was to include several stables or other people's animals, the use would be considered Animal husbandry Animal husbandry is subject to Impact assessment in the Township zone and would require an in-depth assessment and may not be supportable. Council has a Local Law that may exclude the keeping of horses in the Township area. 	Closed

21/02/25	Potential purchaser	<p><u>Proposal</u></p> <ul style="list-style-type: none"> Enquiry about establishing a house and the replacement of stables. <p><u>Planning details</u></p> <ul style="list-style-type: none"> The site is within Township zone The site is subject to flooding. <p><u>Advice</u></p> <ul style="list-style-type: none"> The majority of the site is affected by flooding, therefore any Dwelling house would be located in the flood hazard A Dwelling house where located in the flood hazard area is subject to Code assessment The Dwelling house would need to be set a minimum 300mm above the flood level In terms of the stables, whilst they could be considered ancillary to the Dwelling house, the Local law (Subordinate Local Law No. 2 (Animal Management) 2010) does not allow the keeping of horses in a town area. 	Closed
03/03/25	Landowner	<p><u>Proposal</u></p> <ul style="list-style-type: none"> Council received a request regarding establishing a shop. <p><u>Planning details</u></p> <ul style="list-style-type: none"> The site is in the Recreation and Open Space Zone The site contains an existing lawful use The site adjoins a State-controlled road <p><u>Advice</u></p> <ul style="list-style-type: none"> Starting a Shop is a material change of use and will require a development application A Shop is subject to Impact assessment in the Recreation and Open Space Zone The development application will require public notification and is subject to third party appeal rights 	Closed

		<ul style="list-style-type: none"> Despite being Impact assessable the application may have merit due to the existing land use and its proximity to the Commercial precinct The application will require referral to the State Assessment and Referral Agency. 	
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 19 March 2025

ITEM NO:

7.2.3

SUBJECT TITLE:

**Development Application – DA 28-2024-2025 –
Reconfiguring a Lot - Boundary Re-alignment
(Two Lots into Two Lots) – 873 Woodbine Road,
Blackall**

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 Applicants, William John Phelps and Alexandra Emma Phelps, seek a Development Permit for Reconfiguring a Lot (Boundary realignment - two lots into two lots) over land at Woodbine Road, Blackall, formally described as Lot 7 on TA228260 and Lot 4 on EV50. The subject site contains Woodbine Station which includes a residence and several outbuildings.

The proposal involves a boundary realignment of two (2) existing lots to reflect the existing fencing arrangement.

Under the *Blackall-Tambo Region Planning Scheme 2020* (the Planning Scheme), the subject site is in the Rural Zone. Undertaking the proposed development in the Rural zone is Code assessable, requiring a Development Permit for Reconfiguring a Lot (Boundary realignment – two lots into two lots).

The proposal has been assessed against the entire Planning Scheme and is consistent with the intent of the zone and all other relevant assessment benchmarks.

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 Blackall-Tambo Regional Council approves the application for a Development Permit for Reconfiguring a Lot (Boundary realignment - two lots into two lots) over land at Woodbine Road, Blackall, formally described as Lot 7 on TA228260 and Lot 4 on EV50, 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 ENDORSEMENT OF SURVEY PLAN

- 2.1 Council will not endorse or release the survey plan for this development until such time as:**
- (a) All conditions attached to this development approval for Reconfiguring a Lot have been fully satisfied;**
 - (b) A statement demonstrating compliance with all conditions attached to this development approval has been submitted to Council; and**
 - (c) All outstanding rates and charges relating to the site have been paid.**

3.0 APPROVED PLANS AND DOCUMENTS

- 3.1 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
Boundary Re-alignment of Lot4 EV50 & Lot7 TA228260	24146	Issue 1	07/12/2024

- 3.2 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.**

4.0 ACCESS

- 4.1 The existing access to each lot must be maintained.**

5.0 SERVICES

- 5.1 Maintain existing services and utility connections to each lot where applicable.**

- 5.2 Any service connection to an existing building that traverses a lot boundary is to be:**
- 5.2.1 removed; or**
 - 5.2.2 relocated so that it does not traverse a lot boundary; or**
 - 5.2.3 covered by an easement.**
- 6.0 PUBLIC UTILITIES**
- 6.1 The applicant is responsible for the cost of any alteration to public utilities as a result of complying with conditions of this Development Permit.**
- 6.2 Any alteration of any public utility or other facilities necessitated by the development of the land or associated construction works external to the site shall be at no cost to Council.**
- 6.3 Any damage caused to any public utility during the course of construction shall be repaired to the satisfaction of Council's Delegated Officer and at no cost to Council prior to the sealing of the Survey Plan.**

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	Woodbine Road, Blackall QLD 4472
RPD	Lot 7 on TA228260 and Lot 4 on EV50

Site Area	3,212.35367 hectares
Landowners	Timothy Harold William Phelps and Debra Ann Phelps William John Phelps and Alexandra Emma Phelps
Existing use of land	Woodbine Station and various outbuildings
Existing development approval	N/A
APPLICATION DETAILS	
Application No.	DA28-2024-2025
Applicant	William John Phelps and Alexandra Emma Phelps
Application description	Development Application seeking Development Permit for Reconfiguring a Lot (Boundary Realignment – two lots into two lots)
Decision due date	21 March 2025
Main Issues/Resolution	Nil
STATUTORY DETAILS	
Mapped matters of interest under PR 2017	Agriculture <ul style="list-style-type: none"> • Stock route network Biodiversity <ul style="list-style-type: none"> • MSES – Regulated vegetation (intersecting a watercourse) Natural Hazards Risks and Resilience <ul style="list-style-type: none"> • Flood hazard area - local government flood mapping area • Flood hazard area - Level 1 - Queensland floodplain assessment overlay • Bushfire prone area
State agency referrals	N/A
State Planning Policy	State Planning Policy (July 2017)
Regional Plan	Central West Regional Plan (September 2009)
Planning Scheme	Blackall-Tambo Region Planning Scheme 2020
Overlays	Nil
Zone	Rural Zone
Precinct	N/A
Category of Assessment	Code Assessment

2.0 PROPOSAL BACKGROUND

TABLE 2 – OVERVIEW OF DEVELOPMENT ASSESSMENT PROCESS

Application properly made	31 January 2025
Decision Due (Decision Stage)	21 March 2025

3.0 SITE AND SURROUNDS DESCRIPTION

The subject site is located at Woodbine Road, Blackall, formally described as Lot 7 on TA228260 and Lot 4 on EV50. The subject site has an area of 3,212.35367 hectares.

The site is located in the Rural zone and is adjoined by large rural land holdings.



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

4.0 DESCRIPTION OF PROPOSAL

The proposed boundary realignment (as shown in **Figure 2**) results in the creation of two lots. The table below outlines the area of the existing and proposed lots:

Lot	Existing area	Proposed area
4	1,963.5350 hectares	1,715.92675 hectares
7	1,269.0940 hectares	1,496.42692 hectares

The purpose of the boundary realignment is to ensure the lots are aligned with the current fencing that separates the two lots.

No change is proposed to the existing access arrangements or services for each lot.

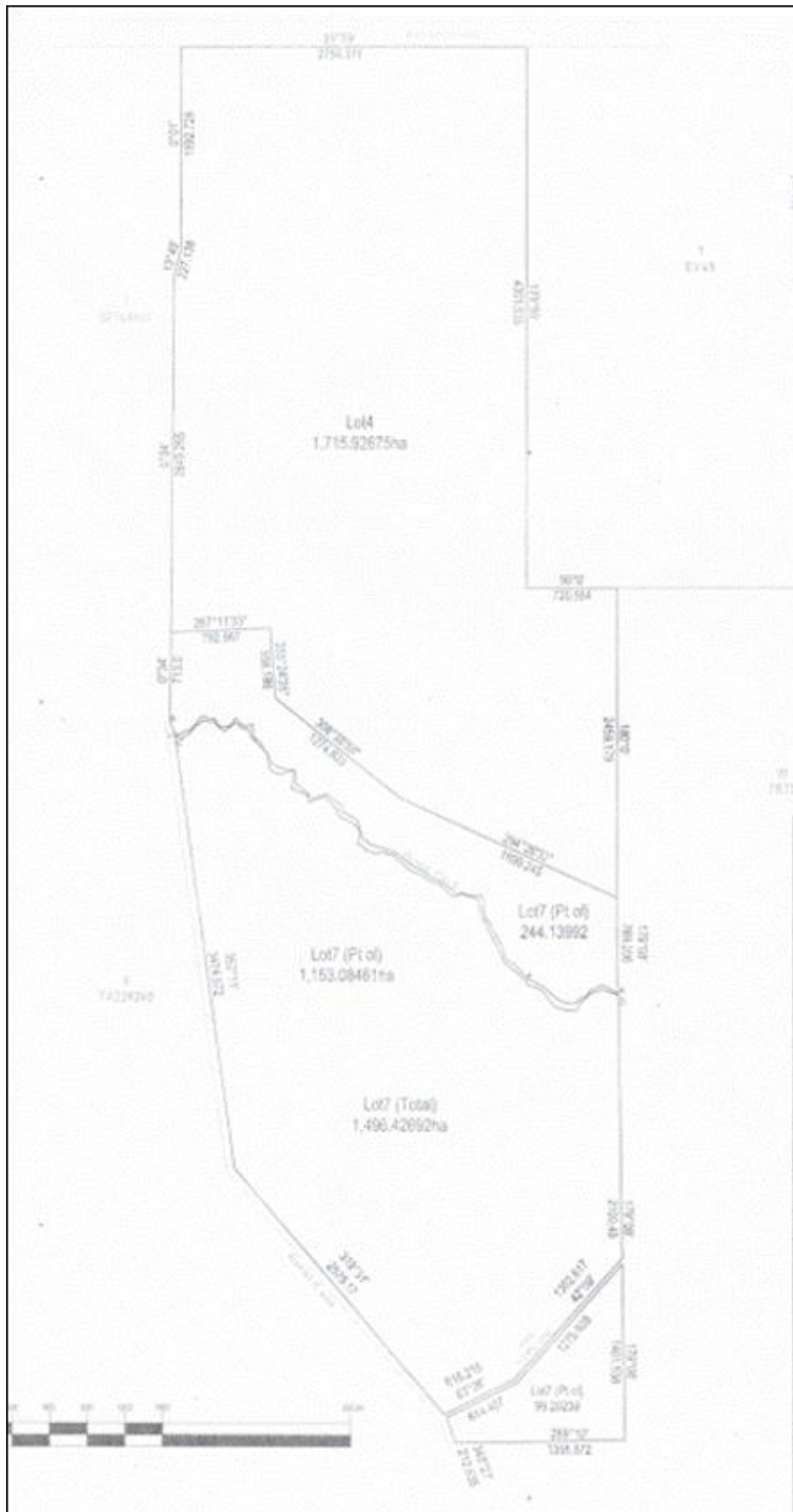


Figure 2: Proposed Boundary Realignment (Source: Extract from Proposal Plan)

The plan recommended for approval in the conditions is provided in **Attachment 1** to this report.

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 Reconfiguring a Lot Code and the Rural zone code.

The Central West Regional Plan

The regional plan is identified as being appropriately integrated in the Planning Scheme and therefore, does not require further assessment. The assessment of the proposal against the Planning Scheme in section 5.1 below also functions as an assessment of the Regional Plan.

The State Planning Policy

The State Planning Policy (July 2017) (SPP) has been identified as being appropriately integrated with the Planning and Scheme and therefore an assessment against the Planning Scheme is considered to be an assessment against the SPP.

The Local Government Infrastructure Plan

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, these assessment benchmarks do 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

The planning application does not require referral to the State Assessment and Referral Agency. It is acknowledged that the lots contain native vegetation and waterways that provide fish habitat, however the proposal is for a boundary realignment only and does not any clearing or works within waterways.

Approval history / lawful use of the premises

No approval records for the subject land were available for review.

Common material

All material about the application that Council has received since lodgement has been considered in this report.

The following sections consider the above assessment benchmarks and matters to the extent relevant to the application.

5.1 **BLACKALL-TAMBO REGION PLANNING SCHEME 2020**

Under the Planning Scheme the development is defined as Reconfiguring a Lot. Under the *Planning Act 2016* (the Planning Act), the definition of Reconfiguring a Lot relates to (emphasis added):

- (a) *Creating lots by subdividing another lot; or*
- (b) *Amalgamating 2 or more lots;*
- (c) **Rearranging the boundaries of a lot** *by registering a plan of subdivision under the Land Act or Land Title Act; or*
- (d) *Dividing land into parts by agreement rendering different parts of a lot immediately available for separate disposition or separate occupation, other than by an agreement that is:*
 - (ii) *A lease for a term, including renewal options, not exceeding 10 years; or*
 - (ii) *An agreement for the exclusive use of part of the common property for a community titles scheme under the Body Corporate and Community Management Act 1997; or*
- (e) *Creating an easement giving access to a lot from a constructed road.*

In accordance with Table 4.5.1 of the Planning Scheme, the relevant assessment benchmarks for the development application include the Reconfiguring a lot code and Rural zone code.

Reconfiguring a Lot Code

The development complies with the purpose, performance outcomes and acceptable outcomes of the Reconfiguring a lot code. The purpose of the code is encompassed by a set of outcomes prescribed under section 6.3.2 of the Planning Scheme. The proposed development does not compromise the purpose of the Code in that:

- Despite both lots being below the minimum lot size of 5,000 hectares, it is considered that the proposed lots are still of a sufficient size for rural uses including agriculture, grazing and animal production. It is also noted that the existing lots were already below the minimum lot size for the Rural zone
- Each lot will continue to be used for rural purposes and the boundary realignment will not diminish the long-term viability of rural activities in the Rural zone
- Access and existing services to the lots will remain unchanged
- The proposal will not result in any changes to the flow of stormwater
- The proposed development does not result in any additional lots being created. As a result, the proposed development will not increase the risk to people or property as a result of flooding events
- The proposed development does not result in any additional lots being created in a bushfire prone area
- The proposed boundary realignment will have no impact on the function of the stock routes passing through the property.

Rural Zone Code

The development complies with the purpose, performance outcomes and acceptable outcomes of the Rural zone code. The purpose of the code is encompassed by a set of

outcomes prescribed under section 5.2.1.2 of the Planning Scheme. The proposed development does not compromise the purpose of the Code in that:

- The proposal does not compromise the current uses of the subject sites, which are consistent with the intent of the Rural zone
- The proposal also will not prejudice the future use of the proposed lots for rural purposes.

In summary, this planning assessment concludes that the proposal is consistent with the Reconfiguring a lot code and Rural zone code, being the applicable assessment benchmarks under the Planning Scheme. Conditions of approval reflect the elements of the assessment benchmarks to ensure on-going compliance in terms of land use.

6.0 REFERRALS

6.1 INTERNAL

The application was not internally referred due to the minor nature of the proposal and due to the proposal not requiring any new services or new access.

6.2 EXTERNAL

The planning application does not require referral to the State Assessment and Referral Agency. It is acknowledged that the lots contain native vegetation and waterways that provide fish habitat, however the proposal is for a boundary realignment only and does not involve any works or the removal of vegetation.

7.0 CONCLUSION

This Code Assessable Development Application for a Development Permit for Reconfiguring a Lot (Boundary realignment - two lots into two lots) over land at Woodbine Road, Blackall, formally described as Lot 7 on TA228260 and Lot 4 on EV50, is recommended for approval, subject to the conditions outlined in this report.

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

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

- (a) The proposal creates lots that are functional, suitable and consistent with the existing zone intent. While the proposal results in lots that do not comply with the 5,000 hectare minimum lot size requirement for the Rural zone, the proposal can be justified on account of the size of the proposed lots is still sufficient for rural uses including agriculture, grazing and animal production;
- (b) The proposal will not prejudice the future use of the lots for rural purposes;
- (c) The proposal complies with the relevant codes contained in the Blackall-Tambo Region Planning Scheme 2020;
- (d) Development does not conflict with the State Planning Policy 2017 and Central West Regional Plan 2009.

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)

Rates Officer
Town Planners

Policy Implications

Nil

Budget and Resource Implications

Nil

Risk Management Assessment

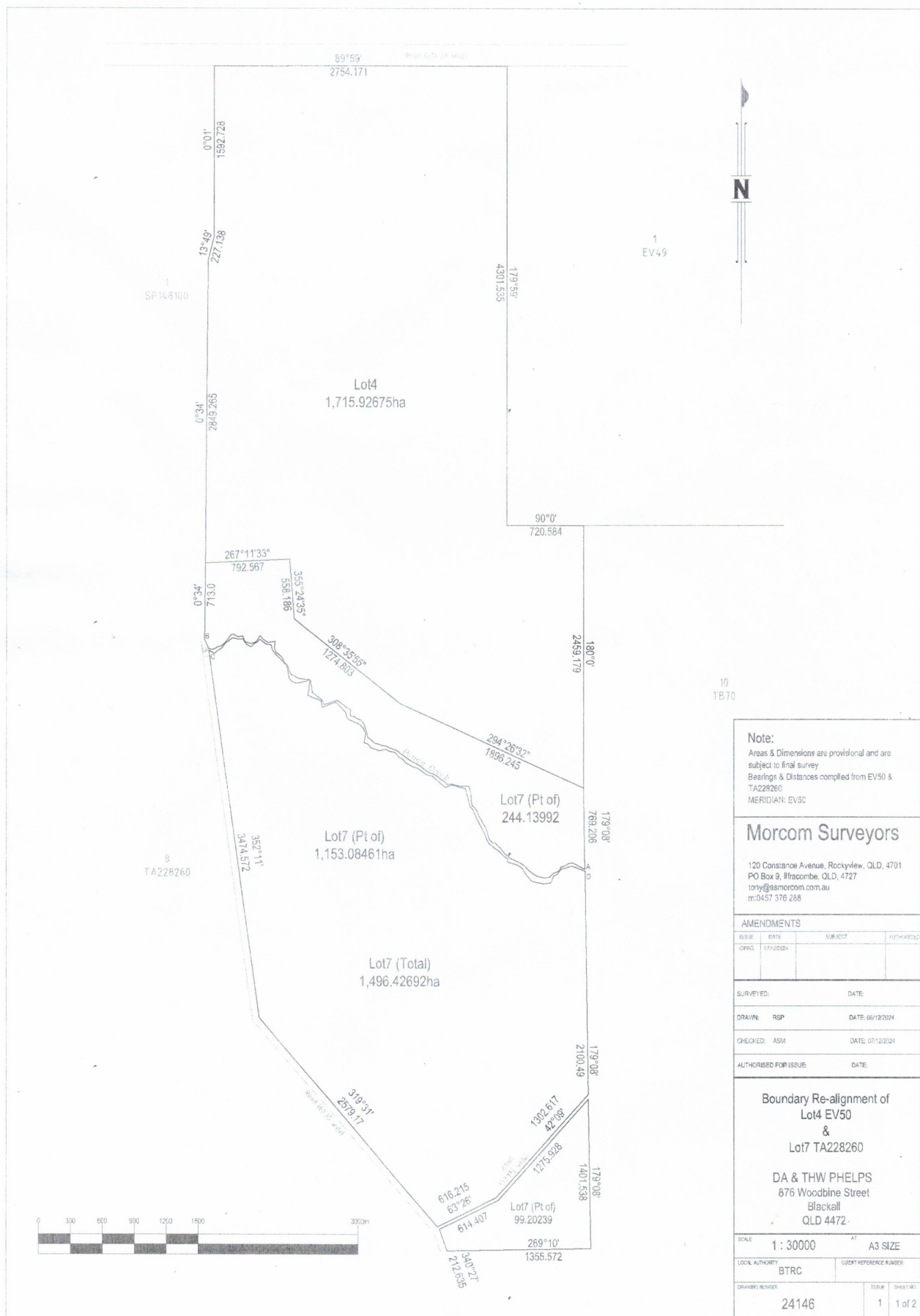
Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Nil	Low
Legal & Regulatory	Low	The application has been assessed in accordance with the Planning Act and the Blackall-Tambo Regional Council planning scheme.	Low
People	Low	Nil	Low
Operational	Medium	Nil	Low
Environmental	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 Plan [7.2.3.1 - 1 page]



OFFICER REPORTS

COUNCIL MEETING DATE: Wednesday 19 March 2025
ITEM NO: 7.3.1
SUBJECT TITLE: Chief Operations Officer's Report
 AUTHOR AND OFFICERS TITLE: Shane Willett Maintenance Foreman
 AUTHORISING OFFICER: Ajay Agwan (Chief Operations Officer), Naomi Gruber (Engineering Assistant), Mike Lollback (Chief Executive Officer)
 CLASSIFICATION (if Confidential) N/A

Summary:

The Chief of Operations report for February 2025 is presented to Council.

Officer's Recommendation:

That Council receive the Chief Operations Officer's report for February 2025.

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: Project completed including second coat of seal for Site 2 and Site 3. Waiting on TMR approval for second coat for Site 1.

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. Variation of sign replacement at Isisford Road has been approved

Current Status: Further maintenance works are being planned.

TIDS Project

Alva Road Rehab (Dumfries Property) Re-sheeting 24-25

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

Project Scope: 1 KM road rehab and Seal from CH 15800 to 16800

Current Status: Design Complete. Work scheduled to start early March 2025

W4Q24-27 Funding

Blackall Cultural Centre

Project Budget: \$240,000 (GST exclusive). W4Q funding.

Project Scope: Requires defects including foundation settlement in the kitchen and office area, and deterioration of the timber veranda.

Current Status: Tender assessment in progress

Tambo Administration Building

Project Budget: \$300,000 (GST exclusive). W4Q funding.

Project Scope: Repainting exterior and refurbishing the exterior and veranda area.

Current Status: Tender assessment in progress.

Tambo Playground - Repairs

Project Budget: \$300,000 (GST exclusive). W4Q funding.

Project Scope: This project involves the maintenance, repairs and upgrade of the Tambo playground to address safety and non-compliance issues, including improved park lighting.

Current Status: Under review and design.

Dahlia and Larkspur Streets Stormwater - Drainage

Project Budget: \$530,000 (GST exclusive). W4Q funding.

Project Scope: Design and construction of new stormwater drainage Infrastructure to eliminate the persistent ponding in Blackall on Dahlia and "Ticklebelly" Creek outlet.

Current Status: Design has been revised after discovery of few more pipis. New Design under review. Revised tender will be posted on VP.

Footpath Kerb Channelling - Tambo

Project Budget: \$100,000 (GST exclusive). W4Q funding.

Project Scope: Design and construction of new foot pathing and kerb in the township of Tambo.

Current Status: Under review.

Edward Street Tambo Footpaths, Kerb and Channeling

Project Budget: \$100,000 (GST exclusive). W4Q funding.

Project Scope: Design and construction of new foot pathing and kerb and channel to Edward St in Tambo township.

Current Status: Design Complete. Tender under preparation.

St. Andrews Street Kerb, Channel and Footpath from Thistle St to Shamrock St (East)

Project Budget: \$200,000 (GST exclusive). W4Q funding.

Project Scope: Design and construction of new foot path and kerb and channel in Blackall along St. Andrew Street from the intersection of Thistle St to Shamrock St on the east side.

Current Status: Under review.

RAUP

Airport Upgrade

Project Budget: Council \$72,450 TMR \$76,072 (GST exclusive)

Project Scope: Various upgrade works at Blackall Airport.

Current Status: Works yet to commence.

Roads To Recovery 24-25

Ravensbourne Road

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

Project Scope: Rehab and Widening Ch 0 to Ch 6.

Current Status: Under design

Reseal Programme 24-25

Project Budget: \$400,000 (GST exclusive) R2R

Project Scope: Duneria Road, Lisgool Road, Mineeda Road, Mt. Macquarie Road, Ward Road, Woolga Road.

Current Status: Tender assessment complete.Preparation works in progress

LRCI Phase 4

Project Budget: \$1.3M (GST exclusive)

Project Scope: Ravensbourne Road reseal - \$418,346 LRCI (Tender assessment complete)

Main Street Beautification - \$100,000

Garden Street Rehab - \$774,400

Current Status: Under review.

Queensland Reconstruction Authority (QRA)

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 package 1, package 2 and package 3 are completed. Road works on package 3 Emmet Road to be done by Council crew. Work scheduled to be completed in first week of March 2025.

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: Draft report submitted. Waiting for peer review of draft report by QRA Under review.

Town Projects

Shamrock Street Blackall | 7 Arthur Street Tambo

Project Budget: \$200,000 (GST exclusive)

Project Scope: Beautification of above town streets.

Current Status: Landscape architect has finalized the design. To be presented to Council and community.

QRA Work Package 3 – Additional funding- \$213,900

A-Impact of Flooding and Blackall drainage study

B- Flood Intelligence Module

Funding Successful. Work in progress.

Requests for Action

- A total of requests 12 (Roads) were received by the Works and Services Department for the month.

	Received	Actioned
Town Streets	5	4
Highways	5	4
Rural Roads	2	1

Fleet Supervisor Report February

This month predominantly consisted of preventative maintenance and servicing, with minimal minor breakdowns. Servicing has consisted of 19 units of plant with 4 breakdowns that caused lost working time.

Council took delivery of the new road train side tippers and tri dolly from Hallmark Trailers and a new Isuzu Dmax. This completed the major plant purchases for this current budget.



[Link to Corporate Plan](#)

Environment & Heritage

Outcome 4 - Waste Management - Best practice waste management.

Infrastructure

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

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

Consultation (internal/external)

Chief Executive Officer
Chief Operations Officer
Contracted Engineer
Fleet Supervisor
Works Supervisors

Policy Implications

Nil

Budget and Resource Implications

Nil

Attachments

Nil

OFFICER REPORTS

COUNCIL MEETING DATE:

Wednesday 19 March 2025

ITEM NO:

7.4.1

SUBJECT TITLE:

**Director of Lifestyle and Community Services
Report - February 2025 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 February 2025 is presented to Council. The report includes Blackall Aerodrome, Libraries, Visitor Information Centres, Blackall Neighbourhood Centre Program, Sport and Recreation, Communication and Media and Tambo Multipurpose Centre.

Officer's Recommendation:

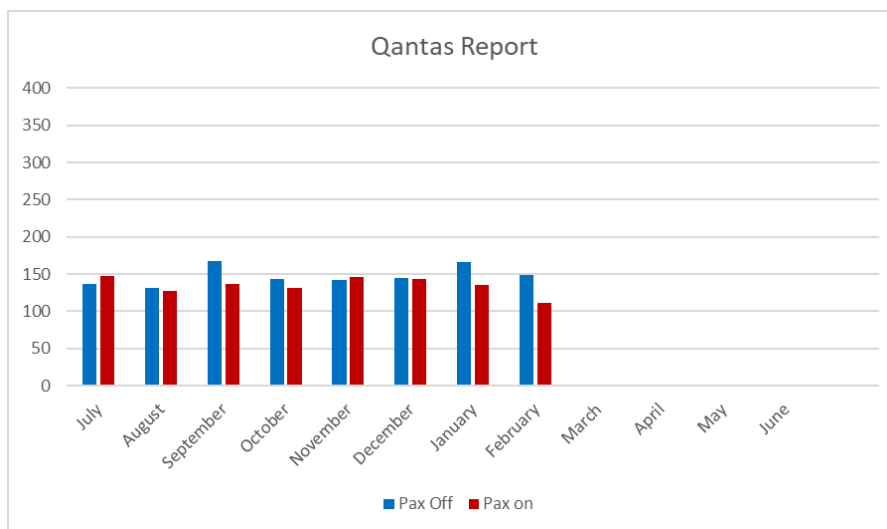
That Council receive the Director of Lifestyle and Community Services Report for February 2025.

Background**DLCS**

- Facilitated QANTASLINK Airport Staff meeting regarding rostering and training updates
- Submitted grant Stronger Communities Programme for Cultural Agility Training
- Facilitated link-up between BTRC, Barcoo Retirement Village and WQPHN regarding seed funding to provide psychosocial support to Blackall and Tambo communities to bolster 'ageing in place'. WQPHN are to organise consultation with third party service providers Trilogy Care to discuss concept further.
- Attended planning meetings for 'Great Australian Cattle Drive' Blackall Stopover. Organising a Gala Dinner Sunday 8th June, Blackall Saleyards. Aerial Acrobatics in the Bull Pen, roving illusionist followed by menu created by Great Australian Cattle Drive Celebrity Chef – James Fien. Tickets go on sale March.
- Attended meeting with Better in Blackall Festival (BIBF) Committee – BTRC will support the 2025 Festival program by providing family amusements, Billy Kart Races, Triathlon and Ram Park Heritage Day. In return, BIBF will coordinate the bar for the Blackstump Bonanza.
- Yindyamarra Youth Centre recommenced after a break over the Christmas holidays. Opening weekly on Wednesday afternoons.
- Advertisement for the part-time Administration Officer for the Tambo MPC to fulfil resignation. Recruitment process completed and recruit to commence early March. Thank you for the dedication and service from leaving staff member Leonie May. BTRC wishes her all the best on her new move and career pathway.
- Social Prescribing co-design in progress, with a local stakeholder workshop to held in March. This workshop is designed to bring all stakeholders to the table who are involved in all aspects of child and family development within our region. To strengthen linkages, networks and partnerships to deliver a successful social prescribing model for the region.
- Community invitations were sent out through the email register/directory of all local Blackall-Tambo Community groups inviting a representative from each club/organisation to attend a morning tea with Sean Dillon MP during his visit to Blackall on 1st March 2025. BTRC Communications Officer also gave follow up phone calls to each club/organisation to ensure uptake of the opportunity.

- Attended meeting with Central West Regional Recovery and Resilience Coordinator to plan 2025 Get Ready Queensland projects (i.e. Red Cross Pillowcase Project).
- Blackall-Tambo Youth Council – organised consultations with all schools in the region to regather representatives to initiate the Youth Council and carry out inductions.
- Attended Central West Mental Health, Suicide Prevention, Alcohol and Other Drugs Plan Community Consultation, which provided a key networking opportunity with other crisis support services in the Central West and was a catalyst for conversations regarding the delivery of services within the region.
- Attended Corrections Workcamp Meeting, which again highlighted the success and support this region has for this program including the assistance it provides BTRC community services staff with event delivery, along with focus on rehabilitation models to support this program within the region.
- Attended meeting with Blackall Historical Society, Cr Johnstone, Cr Scobie and Cr Hart regarding the revitalisation of the heritage plaques along the main street. It was agreed by all who attended, that consultation with the Streetscape designer is needed to progress this project to ensure complimentary elements to the streetscape design. Asset and Major Projects Manager to discuss with Streetscape designer to ensure opportunity for consultation.
- Assisted Tambo Heritage Association with organising new signage to replace faded signage.

Blackall Aerodrome



Commendations to Blackall Airport staff, who achieved 100% on all QANTAS Performance Matrix (OTP 0 mins, Turn Performance and PTS including pax check in, bag check in, boarding start and boarding end) for February.

Blackall Neighbourhood Centre Program

Month	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Community Support/ Information or Referral Services	33	23	25	40	18	81	71
Emergency Relief Support	2	11	16	15	35	23	10
Food Vouchers	2	6	6	5	8	6	3
Emergency Relief Funds	0	0	0	0	0	1	0
Community Crisis Fund	0	1	0	0	0	1	0
Panel assessed/approved case	0	0	0	0	0	0	0
Community Development Officer assessed/approved case	0	1	0	0	0	1	0
Programs/Activities and Events – Hub Hosted	5	17	10	5	4	9	6
Programs/Activities and Events - Outside of Hub	5	2	15	18	11	21	24
Number of Attendees	178	296	613	902	664	799	685
Programs/Activities and Events Supported	2	5	3	4	16	31	30
Community Development Projects	1	1	3	1	14	1	2
Empowerment Projects	1	1	22	17	14	10	4
Network Meetings	5	15	19	4	4	5	19
Volunteers	4	6	21	20	14	46	14

February was a dynamic and collaborative month for the Blackall Neighbourhood Centre, with strong engagement across community programs, partnerships, and support services. Building on the momentum of the new year, we expanded our outreach efforts, supported individuals facing financial strain, and strengthened connections across multiple sectors. Our youth and family initiatives flourished, new partnerships were established, and key community events were set in motion. As we continue into 2025, our focus remains on fostering an inclusive, supportive, and well-connected community where all residents feel empowered and engaged.

Emergency Relief and Crisis Support

The Neighbourhood Centre provided critical emergency relief assistance to 2 individuals and 1 family, equating to 10 people receiving vital support through food vouchers and material aid. The return to school as associated cost being the most prevalent cause in the increase in demand for these services, reflecting the additional pressures faced by vulnerable community members during this time.

Youth and Family Engagement Initiatives

- **Social Prescribing Co-Design Workshop:** Significant work has been undertaken in preparation for the pilot of our Social Prescribing program. This initiative, designed to enhance holistic well-being through tailored community-based support, involved a co-design workshop that engaged key stakeholders in refining our approach. The groundwork laid during February will help ensure a seamless

rollout, with a strong emphasis on addressing social inclusion and early intervention in young people in children and improving overall community connectivity.

- Intergenerational Playgroup: Initial liaisons with Churches of Christ Care led to the establishment of a once-a-month intergenerational playgroup, aimed at fostering meaningful connections between young children and older community members. This initiative has now been confirmed, with the first session scheduled for 20th March.
- Friday Night Youth Centre Sessions: In collaboration with Blackall Youth Centre Program Coordinator, Chaplain Andrew Bruvels, a new Friday night access and activity program has been initiated. While incorporating a small scripture component, the program is designed to provide a welcoming and positive space for youth looking for engaging activities on Friday nights, reducing the likelihood of unsupervised street roaming.
- Junior and Youth Hub Programs: Throughout February, our youth programs successfully engaged 266 young participants, providing a safe and supportive environment for social interaction, skill-building, and recreation.
- Youth Centre Sessions: The Youth Centre maintained strong participation, with an average of 25 attendees per session, reinforcing the demand for dedicated youth-friendly spaces.

Senior Programs and Social Inclusion Activities

- Seniors' Health & Wellness Classes: Our regular senior exercise sessions delivered by NWRH Allied Health staff continued to be a highlight, with 60 enthusiastic participants across multiple sessions. These classes support mobility, fitness, and social connection, contributing to improved physical and mental well-being among older adults.

Sports and Recreational Community Initiatives

- Kid Fit Programs: Rolled out in both Blackall and Tambo, these sessions incorporated balance, gross motor skills, basic coordination exercises, and ball games to support physical development in young participants.
- Walking & Running Sessions: Held every Monday and Wednesday at 6 AM, these sessions attracted up to 12 community members per session, catering to both walkers and runners. This initiative not only encourages physical activity but also fosters mental well-being and social connections.
- Touch Rugby League Nights: Friday night games continued to be a community favourite, with a fantastic turnout of 40 participants, showcasing the spirit of teamwork and healthy competition, whilst providing a great social platform for the hard to engage 16-30 age cohort.
- Adult Social Swimming Sessions: This initiative provided adults with an opportunity to stay active and socially engaged through structured swimming sessions held three times throughout the month.
- Junior Cricket: With 85 participants in total this month, this program focused on ball skills, throwing, catching, and gross motor development, helping young athletes build confidence and coordination in a fun and supportive environment. Youth are now training and preparing for the friendly Tambo Vs Blackall competition on Saturday 8th March.

Collaborations, Networking, and Cross-Organizational Support

The Neighbourhood Centre remains dedicated to fostering strong community ties by collaborating with various organizations and stakeholders. This month, we engaged with multiple groups, working together to enhance local initiatives, provide resources, and create meaningful opportunities for residents.

A general meeting was held to bring together local sports club committee members, strengthening communication and collaboration across the region. Discussions included new council hire forms, in-kind support, the rollout of the community grant program, and basic workshops to assist clubs with Canva and grant writing. We also introduced clubs to the ClubIQ online platform and explored the use of AI to streamline operations, funding applications, and engagement strategies.

Additionally, we collaborated with the following organizations throughout February:

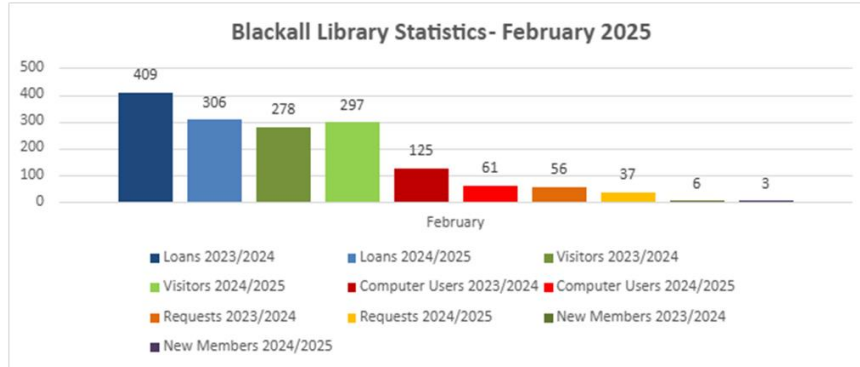
- Better in Blackall Festival – Assisted with securing funding, planning Pioneer Day at Ram Park, obtaining quotes from artisan tradespeople, and organizing the event to relieve festival organizers. Approved to run Billy Carts and a triathlon to raise funds for a chemo chair for the local hospital.
- Small Business Friendly Program – Participated in an online meeting discussing the accelerator plan.
- QWHPN – Explored available services for our region and referral processes.
- Australia's Largest Cattle Drive Beef Bank – Finalized details for the Bulldust and Sequins Long Table Gala Dinner, including menu, venue (saleyards), performers, entertainment, catering, and volunteers.
- RAFS Longreach – Hosted the first RAFS playgroup in Banks Park, with 10 children in attendance. Attendance may have been impacted due to a large turnout at playgroup the previous day.
- Aspire Group (Australian Social Prescribing Institute of Research & Education) – Completed a one-on-one co-design workshop, submitted agenda and planning for the local co-design forum, scheduled for late March.
- Blackall Bowls Club – Organized International Women's Day: Pretty in Pink Night, featuring bowls, bingo, dinner, and family-friendly activities.
- St Joseph's Primary & Blackall State School – Re-engaging the Youth Council, encouraging schools to nominate representatives for the March Council Meeting (March 19).
- Louise Gronold (BARC Regional Council) – Discussed technology workshops for libraries, pending equipment and resource availability.
- McLean Place Nursing Home & Lady Gowrie Child Care/Early Years Service-Planned Seniors & Sprouts Playgroup, fostering intergenerational connections.
- Baptist Church (Andrew - Chaplain) – Explored a proposal for Friday Night Youth Centre Activities.
- Welcoming People Well – Participated in an Inclusion Workshop, focusing on creating more inclusive work environments and community practices for people with disabilities.

These partnerships and initiatives continue to strengthen our community's connectivity, support systems, and access to valuable resources.

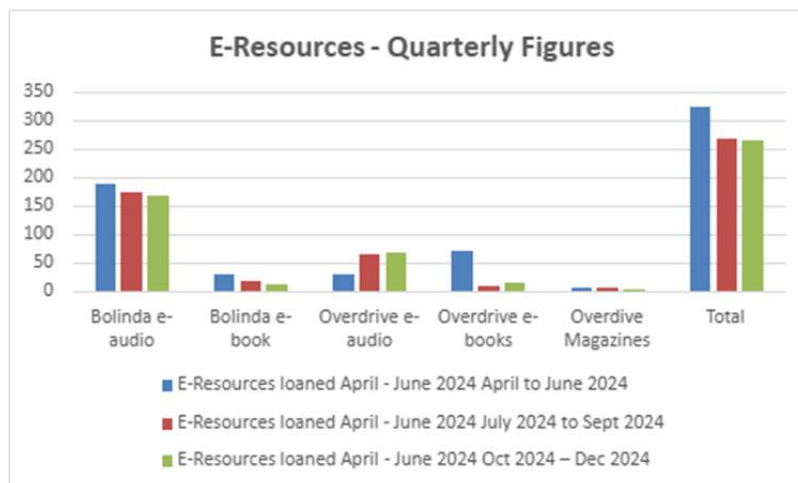
The Blackall Neighbourhood Centre's work in February underscored its commitment to community connection, support, and engagement. With growing participation in programs, strengthened partnerships, and critical services reaching those in need, the Centre continues to play a vital role in enhancing well-being and social cohesion. As we progress

further into the year, we remain dedicated to adapting to the evolving needs of the Blackall community, ensuring that every individual has access to the support, opportunities, and connections they need to thrive.

Blackall Library



E-Resources Loaned



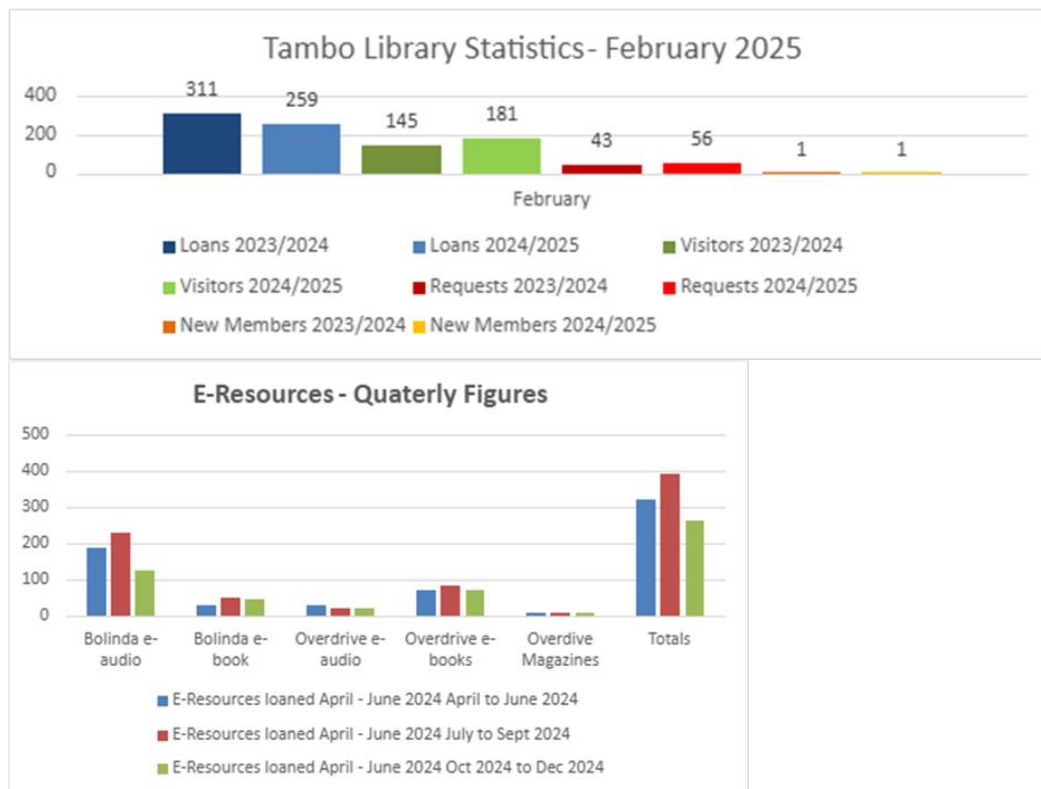
First 5 Forever Blackall

Attendance numbers – 150 attendees to First 5 Forever Sessions in February

Other Library Services

- Tech support - 12
- Program attendance numbers - 159
- Scanning and printing services - 24
- Research and material requests – 5
- Work or Study - 8
- Wi-fi access (Tracked visually, not a true representation) – 28

Tambo Library



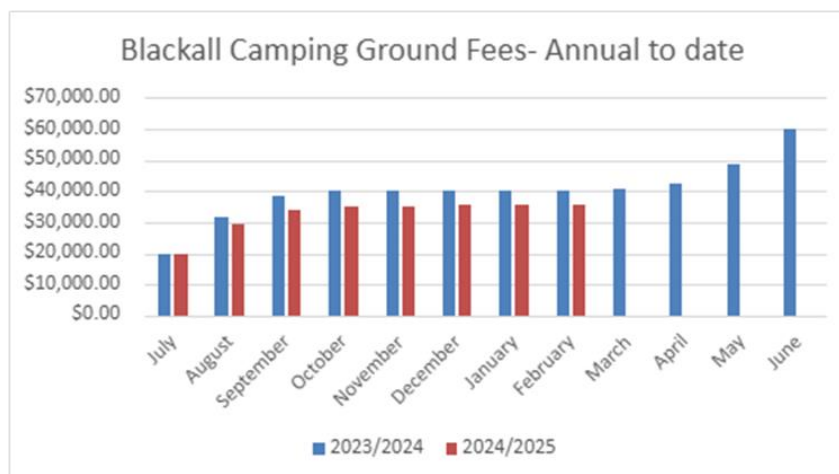
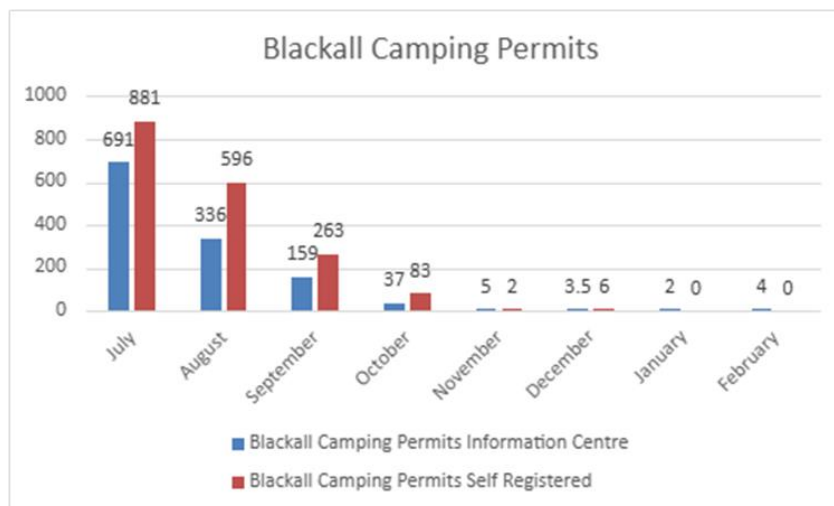
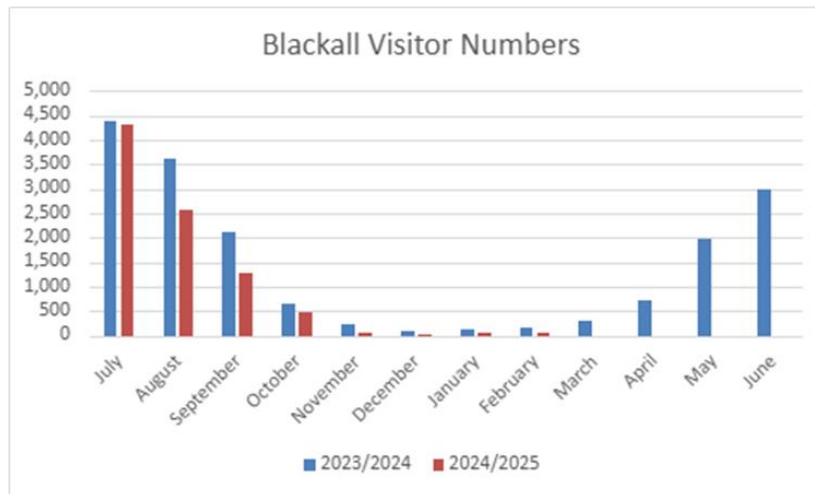
First 5 Forever Tambo

- Attendance numbers– 36, this is now hosted off-site at the Day Care Centre to capture more numbers and suit the needs of the Tambo Community.
- Tambo Playgroup is also hosted every Wednesday morning in the Library Space, between 10 and 15 attendees.

Total items on loan in both Blackall and Tambo Libraries



Blackall Visitor Information Centre



Year ending 2023/2024

\$60,309.45

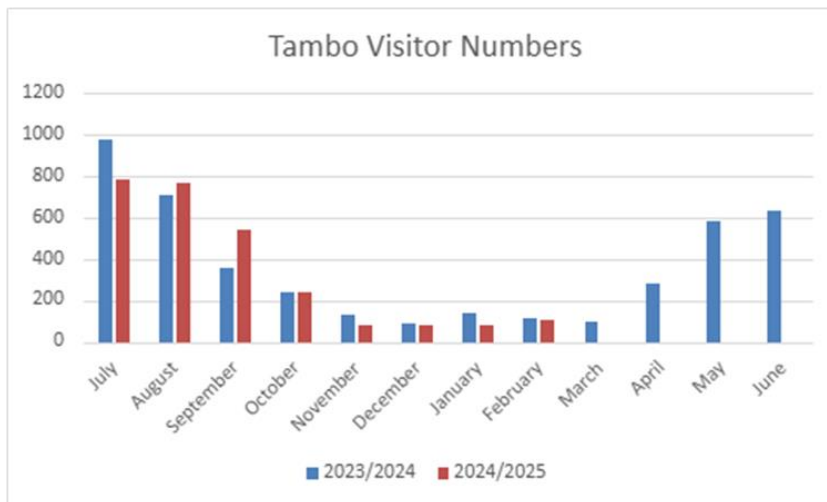
Year 2024/2025 Current

\$35,504.90

Social Media Insights – Explore Blackall Tambo Facebook Page

- Views - 1,747
- Reach – 3,654
- Post Engagement - 378
- Interaction – 5
- Followers 4,942
- New Page Follows - +6
- New Page Likes - +4
- Page Visits – 106
- Best Performing Post – Reminder to travellers of Telstra Only connectivity – 3,050 Reach, 228 Engagement
- Explore Blackall-Tambo Instagram Page reinstated – thank you to Cr Hart for assisting with posting engaging content to reboot the Instagram page.

Tambo Visitor Information Centre



Tambo Multipurpose Centre

- **Allied Health Services:**

This month at the Tambo Multipurpose Centre, the following allied health services were provided:

The Longreach Physiotherapy team made two visits, seeing a total of 30 clients. This service is crucial in assisting individuals with mobility issues, injury recovery, and pain management, improving their quality of life and independence.

Kimberley Thomas, our remedial massage therapist, attended to a total of 25 clients. Remedial massage supports physical well-being by reducing stress, relieving muscle tension, and improving circulation, leading to better physical and mental health outcomes.

Our visiting podiatrist provided services to 20 clients. Proper foot care is essential in maintaining mobility, particularly for seniors and individuals with chronic conditions such as diabetes, preventing long-term complications and enhancing overall health and well-being.

- **Services Australia Access Point:**

This month, the Services Australia room recorded a total of 10 visits, including RESQ support. Access to these services ensures that community members can receive essential social and financial support, addressing key health determinants such as housing, employment assistance, and mental well-being support. By making these resources readily available, the Centre plays a vital role in fostering a healthier and more resilient community.

- **Youth Programs and Health & Well-being:**

Youth programs commenced this month, with a total of 55 children participating across four programs: Kids Cooking, Kids Fit, Kids Handball, and Kids Motivational Dance and Music. These programs aim to promote physical activity, nutritional awareness, and social engagement, enhancing the overall well-being of children in the community. Through these activities, children develop healthy habits, improve motor skills, and build self-confidence in an inclusive and supportive environment.

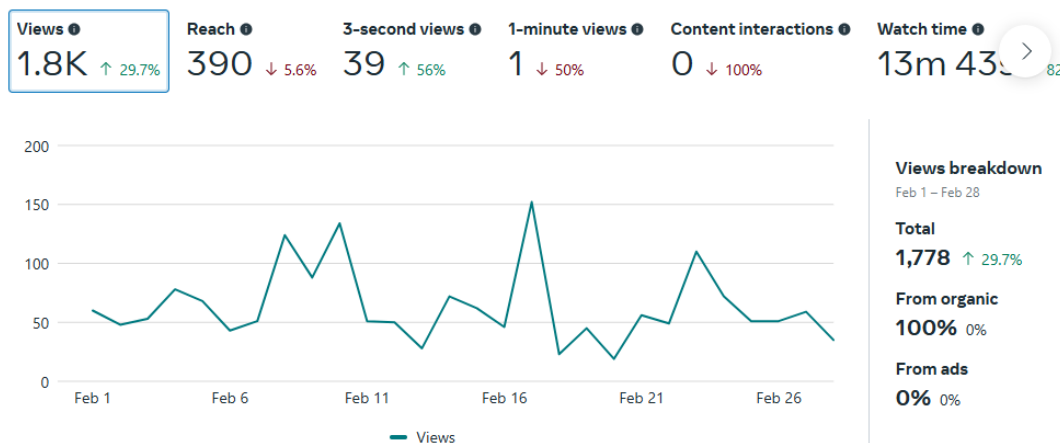
- **Operational Challenges:**

Community development activities at the Tambo Multipurpose Centre have been slow this month due to the coordinator being away. Additionally, the advertisement for a new MPC Administrator is underway, as the current administrator is relocating. These changes have temporarily impacted the Centre's ability to deliver community programs at full capacity, but efforts are being made to ensure a smooth transition and continued support for the community.

Communication and Media

- General communication and media designed and delivered through social media, Council Catch-Up, weekly Council Corner in the Barcoo Independent, and media releases
- Designed and printed Ram Park Map and brochure

Blackall-Tambo Regional Council Facebook Insights



Link to Corporate Plan

Economic Development

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

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

Vibrant Communities

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

Outcome 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.

Environment & Heritage

Outcome 2 - Historical Heritage - Preservation of our past.

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

Chief Financial Officer

Director of Lifestyle and Community

Director Organisational Performance

Group Manager People Culture and Safety

Multi-Purpose Coordinator

Customer Service Officers

Library Officer

Neighbourhood Centre Coordinator

Tambo Library and Tourism Officer

Tourism Officer

Policy Implications

Nil

Budget and Resource Implications

Nil

Attachments

Nil

OFFICER REPORTS

COUNCIL MEETING DATE:

Wednesday 19 March 2025

ITEM NO:

7.5.1

SUBJECT TITLE:

Organisational Performance Monthly Report - February 2025

AUTHOR AND OFFICERS TITLE:

Andrea Saunders Group Manager Customer & Council Support

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 overview/update of the Council's Organisational Performance in key activities and outcomes for the month of February 2025.

Officer's Recommendation:

That Council receive the Organisational Performance report for February 2025.

Background

Blackall Aquatic Centre – Summary

Gate entry totals:

- Passes 234
- Adults 663
- Children 744

Temperatures:

- Pool temperature maintained between 28-30 degrees Celsius
- Spa temperature maintained at 40 degrees Celsius

Please note: a copy of the full report is attached for your convenience.

Tambo Aquatic Centre – Summary

Gate entry totals:

- Adults 295
- Children 408

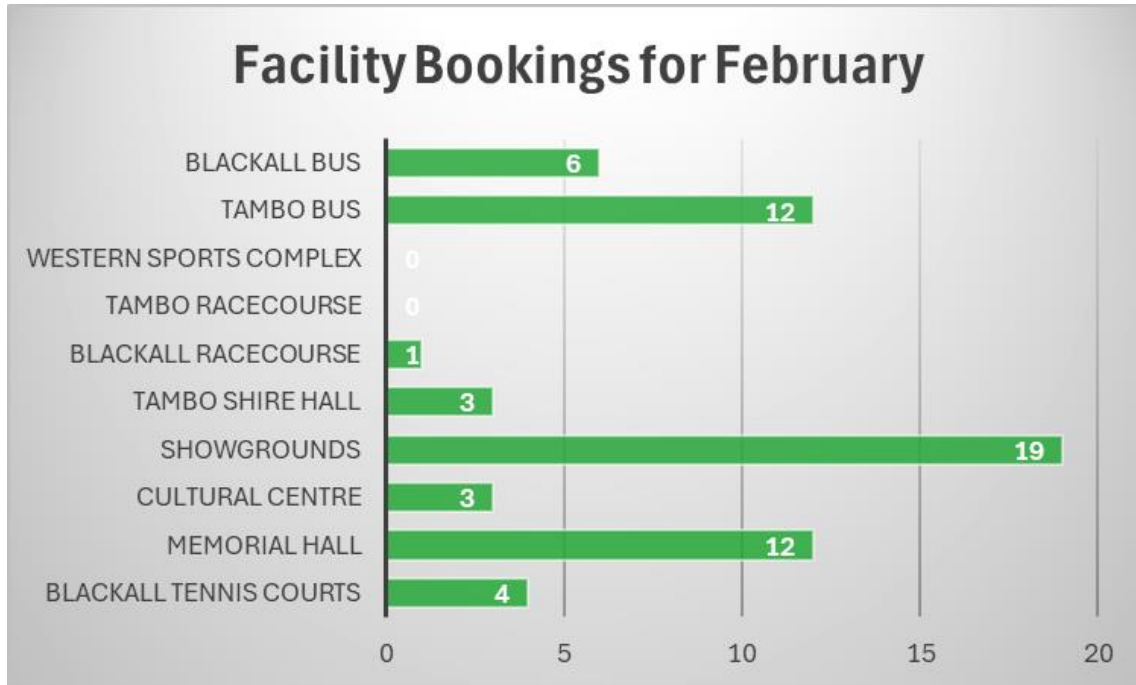
Temperatures:

- Morning temperatures ranged from 25 to 30 degrees Celsius
- Afternoon temperatures ranged from 28 to 31 degrees Celsius

Please note: a copy of the full report is attached for your convenience.

Facility Bookings Information

The bookings for both buses increased from last month due to the use of the buses by the Blackall Work Camp while theirs was undergoing repairs.



Snap Send Solve

29 Snaps were lodged in February.

Template messaging has been implemented, and staff have commenced training in how to respond to customers. This will provide customers with improved communication regarding their requests.

Work Camp

The Blackall Work Camp Community Advisory Committee met on 11 February. The next meeting is scheduled for 7 May 2025 and the Regional Forum will be held on 22 July 2025 and held in Blackall.

After the Community Advisory Meeting, Queensland Corrective Services held a refresher session for some of the community supervisors.

A total of 14 applications were submitted during the month of February. 8 were from the Blackall-Tambo Regional Council and 6 from community organisations, Barcoo Pastoral Society, Tambo Swimming Club, Blackall Historical Woolscour, Barcoo Amateur Racing Club and two of the applications were for the Blackall RSL.

There have been 6 applications processed and lodged with Corrective Services for community supervisors. Community supervisors assist the Queensland Corrective Services Field Supervisor with monitoring and supervision of the inmates.

IPOLA – Information Privacy and Other Legislation Amendment Act

The Group Manager for Customer and Council Support Services, along with one of her team members attended training for the changes to the Information Privacy Act and Right to Information Act. The stage 2 training occurred in Longreach over a couple of days.

The presenters for the 3 sessions were Jim Forbes, IPOLA Project Advisor and former Acting Assistant Privacy Information Commissioner, Susan Shanley, Privacy Commissioner and Stephanie Winson, Right to Information Commissioner.

The changes to legislation are summarised below.

Queensland Privacy Principles

- The definition for personal information has been amended to ".....information or an opinion about an identified individual or an individual who is reasonably identifiable from the information or opinion-
 - (a) Whether the information or opinion is true or not; and
 - (b) Whether the information or opinion is recorded in a material form or not."
- The Queensland Privacy Principles have been aligned with the National Privacy Principles.

Right to Information

- The Right to Information Act now includes Personal Information
- Right to Information applications do not need to be made on an approved form, but applications must:
 - Be in writing
 - Provide enough information to identify documents
 - Provide an address for correspondence
 - Provide evidence of identity (if applying for personal information)
- Timeframes for applications have been simplified

Mandatory Notification of Data Breach scheme

- The Mandatory Notification of Data Breach (MNDB) scheme will commence on 1 July 2026 for local governments.
- Agencies, such as local governments, are obliged to contain and mitigate and assess if the agency knows or reasonably suspects an eligible data breach.
- Agencies are obliged to notify the Information Commissioner and particular individuals if the agency is of a reasonable belief that an eligible data breach has occurred.
- An eligible data breach means:
 - The breach involves personal information held by the agency; and
 - The unauthorised access or disclosure is likely to result in serious harm to an individual to whom the personal information relates.
- Serious harm (Schedule 5 of the Information Privacy Act includes:
 - Serious physical, psychological, emotional, or financial harm to the individual because of the access or disclosure; or
 - Serious harm to the individual's reputation because of the access or disclosure.

Road Openings

Garden Street, Tambo

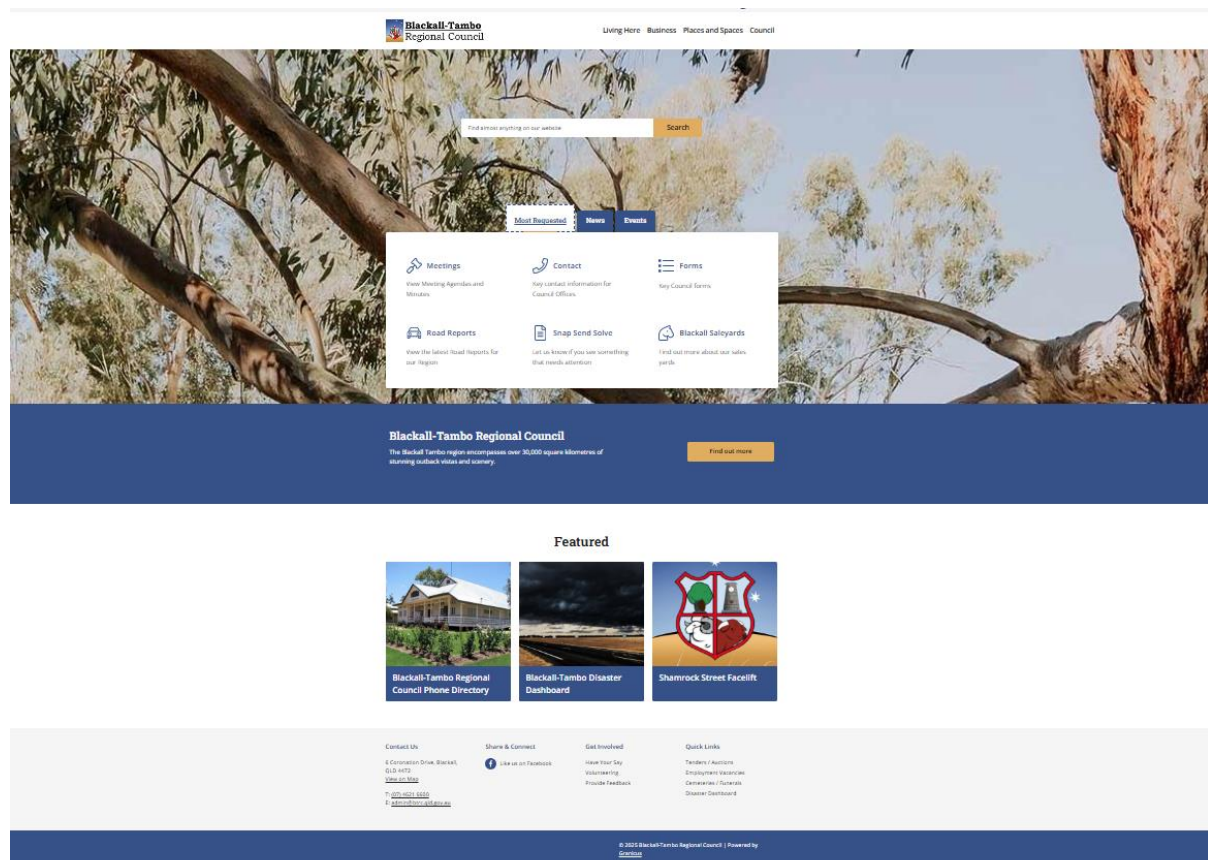
The consent form for the road opening of Garden Street, Tambo has been lodged with the Department of Resources. This section of road will connect Charles Street and Garden Street near Queen Elizabeth Street.

Blackall Bypass

The Department of Transport and Main Roads have agreed to Lot 2 on SP293538 being opened as a road and Queensland Rail have agreed to all of lots 405 and 406 on CP827134 being opened as road which will assist with the application for reconfiguration of the Saleyards parcel. Queensland Rail will lodge the necessary forms to State Land Asset Management. Both the Department of Transport and Queensland Rail will not seek compensation for the land from Council.

Blackall-Tambo Regional Council Website

Council officers are continuing to work with LGAQ on the development of the new website. The website will be simpler for customers to navigate and easier for Council staff to manage. Additional staff will be trained on the new website platform once it goes live, which is anticipated as mid-April. The image below provides an indication of the appearance of the new website.



Governance

Ongoing review of policies, procedures and related documentation. There are two finance policies, and one Human Resources policy reviewed in February and a new policy developed.

Other

- The tenders for Council's prequalified supplier panels for wet and dry plant hire, trade services and provision of housing maintenance services have been called again, with tenders closing on 17 March 2025. This has been conducted to capture suppliers who did not submit a tender last year.
- NASCO Auctions is conducting a combined Queensland council auction on 17 March 2025. Blackall-Tambo Regional Council is auctioning the land in Tambo that did not sell at the previous auction. The parcels consist of 2 industrial lots in Hobbs Road and 3 residential lots in Charles Street.

- Disaster Management:

River and Rain Gauges

QTEQ are engaged by the Bureau of Meteorology (BoM) to carry out all operations and maintenance on their gauges. These gauges over the last few years are being transferred from Queensland Local Governments to BoM however all gauges must meet the standard set by BoM, therefore it was pertinent for Council to engage QTEQ to ensure our gauges are brought up to the operational standard.

QTEQ have completed the first annual operations and maintenance on our gauges and a report will be presented to Council at the next General Meeting to be held in April.

Link to Corporate Plan

Environment & Heritage

Outcome 1 - Disaster Management - Region is prepared and resilient to natural and man-made disasters.

Governance

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

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

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

Infrastructure

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)

Director Organisational Performance
Group Manager Customer and Council Support Services
Customer Service Officers

Policy Implications

Nil

Budget and Resource Implications

Nil

Blackall Aquatic Centre

Monthly Report Feb 25

Introduction

This report provides an overview of the operations, attendance, maintenance and key activities at the Blackall Aquatic Centre for the month of February. As we continue to serve our community, we remain committed to ensuring a safe, enjoyable and well-maintained facility for all visitors.

Average Pool Temperatures

The average temperatures recorded for the main pool and spa are as follows:

1. Main Pool: We aim to keep the temperature maintained between 28-30 degrees Celsius, so it is not too cold for the pensioners in the morning but also not too hot for the lap swimmers throughout the day. This temperature provides an optimal environment for casual swimmers and ensures a pleasant experience for all.
2. Spa: The average temperature of the spa is maintained at 40 degrees Celsius, which is typical for spa settings designed to promote relaxation and therapeutic benefits. This temperature is within the recommended range for hydrotherapy and is ideal for soothing muscle tension and stress relief.

We aim to maintain effective temperatures to meet the comfort and the wellness needs of all users.

Average Gate Entries

Our highest average gate entries occur during Nat's swim coach days, which is currently every Tuesday and Wednesday afternoons from 3:15pm (has now changed to Tuesday, Wednesday and every second Sunday). Majority of our pass holders come early in the morning from 6am-8am.

For an in-depth breakdown, please find attached recorded entries per day.

Events & Upcoming Events

Over the past couple of months, several significant events have been held, showcasing the community's engagement with aquatic activities and promoting the facility as a hub for sports and recreation.

1. Nat's Coaching Classes:
Blackall Aquatic Centre is pleased to offer coaching sessions led by Nat Dendle, catering to a wide range of swimmers, from children as young as seven to adult participants. These sessions are designed to enhance swimming skills, build confidence in the water and improve overall fitness for all age groups.
For younger swimmers (ages 7-18), Nat focuses on technique development, stroke correction, endurance building and race preparation for those involved in competitive swimming. Each session is tailored to suit the skill level of the participants, ensuring they receive the guidance needed to progress effectively.
In addition to youth coaching, Nat also runs adult sessions, catering to various abilities, from beginners looking to improve their water confidence to experienced swimmers aiming to refine their technique and fitness.

With Nat's expertise and passion for coaching, these sessions continue to be highly beneficial for our community, promoting water safety, skill development and a love for swimming across all age groups.

2. Amy's Learn to Swim:

The Blackall Aquatic Centre is thrilled to see an overwhelming response to Amy's Learn to Swim Program, with 48 children registered in weekly swim lessons. This strong demand highlights the importance of accessible, high-quality swimming lessons in our community.

Chemicals

The facility's water quality monitoring management ensures the pool and spa are maintained to ensure safe and hygienic swimming conditions for all users.

Cheers

Amy & Richard

Tambo Aquatic Centre

35 William Street TAMBO Q 4478

MONTHLY REPORT

01/02/2025-28/02/2025

Another great month has passed at the Tambo Aquatic Centre. We had a little reprieve from the hot weather from around the 17th February for about a week. Water temperatures did drop slightly over this time, however the warm weather returned quite quickly.

Gate Entries

	Mon	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	CLOSED PH					01/02	02/02
am						5	CLOSED
						12	am
pm						5	2
						20	7
	03/02	04/02	05/02	06/02	07/02	08/02	09/02
am	3	11	CLOSED	10	5	0	CLOSED
	0	0	am	0	0	0	am
pm	8	6	12	7	15	10	8
	16	10	32	15	28	25	23
	10/02	11/02	12/02	13/02	14/02	15/02	16/02
am	9	5	CLOSED	5	8	6	CLOSED
	0	0	am	0	0	17	am
pm	3	1	6	1	8	3	4
	10	3	19	2	21	6	10
	17/02	18/02	19/02	20/02	21/02	22/02	23/02
am	5	4	CLOSED	12	12	0	CLOSED
	1	1	am	0	1	0	am
pm	3	3	7	6	3	6	5
	9	6	20	12	3	3	10
	24/02	25/02	26/02	27/02	28/02		
am	12	4	CLOSED	13	12		
	0	0	am	0	0		
pm	1	4	8	9	9		
	3	17	18	14	14		

Adults

Children

Dates

Pool Temps for February

Lowest morning temp 24/02 - 25 degrees

Highest morning temp 13/02- 30 degrees

Lowest afternoon temp various days - 28 degrees

Highest afternoon temp 10/02- 31 degrees

Water Quality

Water quality levels remained within range for the whole month of February.

Events and Upcoming Events

*Aqua Fitness continues to run on Tuesday & Thursday mornings from 7.00-8.00am until the water gets too chilly.

*Swimming Club is held each Wednesday. The pool closes to the public at 5pm. Club nights will run until the end of the school term.

*Swimming Lessons by "Swimming with Stacey" has continued throughout February. Stacey provides a four-week block of Lessons (Monday, Friday & Saturday) for children of all ages and abilities.

*School swimming commenced on Monday 10th February and will run through until the end of the school term.

*Tambo Aquatic Centre will be CLOSED to the public on **Saturday 1st March** for the Tambo Swimming Club's first Development Meet. This closure will also be advertised on our Facebook page.

Cindy Holmes
Lessee
Tambo Aquatic Centre

OFFICER REPORTS

COUNCIL MEETING DATE: Wednesday 19 March 2025

ITEM NO: 7.5.2

SUBJECT TITLE: **Town and Rural Services Report**

AUTHOR AND OFFICERS TITLE: Greg Nicholls A/Group Manager Town and Rural Services

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

CLASSIFICATION (if Confidential) N/A

Summary:

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

Officer's Recommendation:

That Council receive the Town and Rural Services Report for February 2025.

Background

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

Tambo Town Entrances

- Mowing of grassed areas and weed control in garden beds across Tambo is carried out as required.

Tambo Town Streets

- Mowing, whipper snipping & cleaning of gutters is ongoing as required.

Tambo Multi-purpose Centre

- Mowing of grassed area and weeding is carried out as required.

Tambo Racecourse

- General maintenance of the grounds has continued.
- Upgrade to sprinkler solenoid enclosure to be scheduled in once the appropriate resources are available.

Western Sportsground

- General maintenance of the grounds has continued.
- Watering & weeding of lawn hills.

Tambo Dam

- General Maintenance by Parks and Gardens crew.
- Fitness equipment is workable and in good condition.
- The "No Camping" sign wording has been updated to read "Blackall – Tambo Regional Council".

E.E Parr Park

- General maintenance by Parks and Gardens crew.
- Roof guttering on the shade structures has become clogged and will be removed permanently to prevent future issues.

Town Hall Grounds

- General Maintenance by Parks and Gardens crew.
- Repairs carried out to decking.

Stubby Bend Camping Grounds

- All tourists have been keeping the area in a tidy condition.

Coolibah Walk

- Weed spraying, mowing and whipper snipping along pathway.

Tambo Cemetery

- General Maintenance by Parks and Gardens crew is carried out as required.

Tambo Aquatic Centre

- Maintenance is ongoing as required.

Tambo Truck Museum

- Building maintenance has been completed by Handyman. Pictures have started to bubble and will require attention.

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

Blackall Nature Strip Maintenance Pathway to Health

- Gardens are being maintained by our parks and gardens crew.
- Mowing and whipper snipping is ongoing as required.

Blackall Racecourse

- General maintenance of the grounds & facilities has continued by the Racecourse Caretaker and the Parks & Gardens crew.

Blackall Showgrounds

- General maintenance of the grounds has continued by the Showgrounds Caretaker.
- Small walking sprinkler is being trialled to see if worthwhile to replace several stationary sprinklers.
- Roller door repairs for the Indoor Cricket facility are required, following recent failure of 1 roller door.
- Improvements to the canteen hill for the Camp Draft Arena are currently underway. This is to minimise the risk of patrons slipping or falling down the incline between the Bar and the Arena fencing.

Blackall Aquatic Centre

- Mowing and whipper snipping of Aquatic Centre is being carried out as required.
- Replacement shade sail over the seating area has been ordered and will be fitted by Council staff once received.
- New disabled chair lift is waiting on installation.

Banks Park

- General maintenance and mowing are ongoing as required.
- Sprinkler system has had minor upgrades to minimise the need for manual watering.

Albert Park

- General Maintenance by Parks and Gardens crew

Memorial Park

- General Maintenance by Parks and Gardens crew.

Cultural Centre

- Preparation and cleaning for events is carried out as required.
- Grounds maintenance is carried out as needed.
- Removal of dead tree from garden bed in Hart Lane has been completed by arborist.
- Waiting on Peter Shaw & Co to repair several lights in the carpark and main entrance area.

Blackall Town Entrances

- Mowing of grassed areas is ongoing as required.
- Tree watering has been increased to allow for the hotter weather.
- Roadside slashing is in progress along the Isisford Road.

Barcoo River Camping Grounds

- All tourists have been keeping the area in a tidy condition.

Blackall Airport

- Mowing and whipper snipping around the terminal and runways is ongoing as required.
- Watering of the roadside trees has been increased during the warmer weather.

Blackall Cemetery

- Mowing and whipper snipping of Lawn Section is ongoing, trimming of hedges is carried out when required.

Blackall Refuse Tip

- General Maintenance.
- Measuring of the new tip area has been completed and request for fence quotes has been uploaded to Vendor Panel. Quotes for the digging of the pit will be the next task.

Blackall Admin Office

- Mowing and whipper snipping is ongoing as required.
- Large pot plants have been removed from the front garden, due to poor condition of the plants.

Blackall Town Streets

- Mowing and whipper snipping is ongoing as required.
- Slashing of grassed areas has been ongoing.
- Dead Bottle tree has been removed from the centre garden strip in the main street.
- Large Paper Bark tree has been removed from Marigold Street. The roots have been the cause of blockages in the stormwater drainage and led to recent flooding issues.

Blackall Town Amenities

- All are being cleaned on a regular basis and maintained as required.

Rural Services

- Roadside slashing is ongoing. They are currently operating along the Isisford Road and will be on the Emmett Road once this is completed.

Snap Send Solve Requests

- 27 requests were received in February. 18 have been resolved with the remainder being prioritised for completion as soon as possible.

Water and Sewerage Services

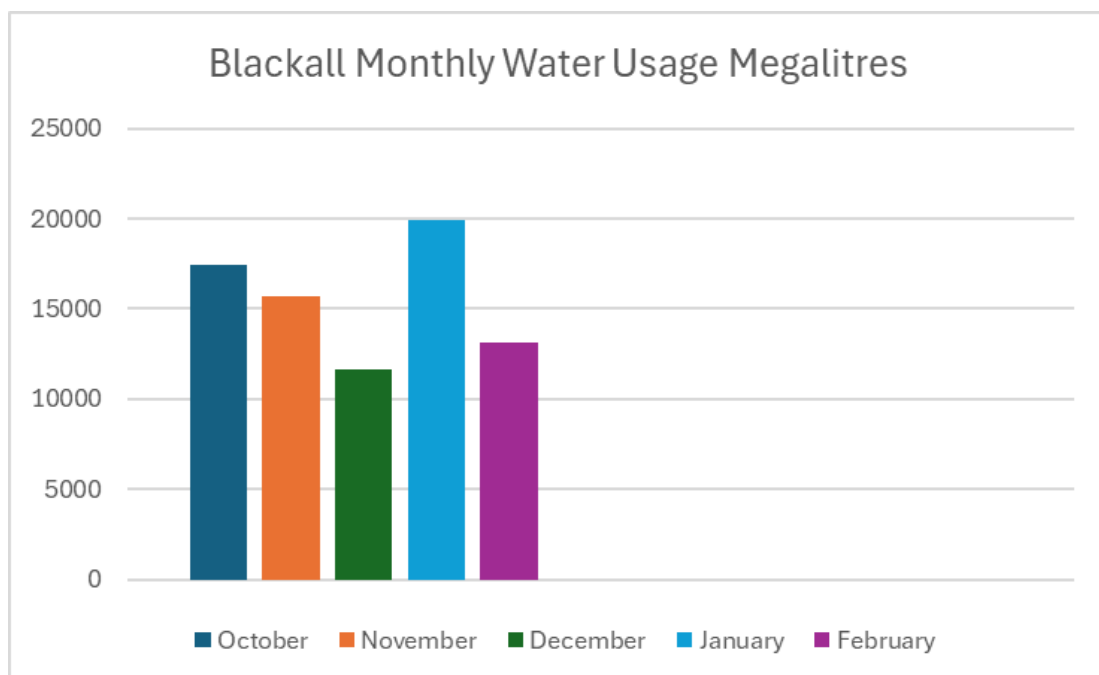
- There were multiple leaks from the water mains due to increased pressure after the rain. This resulted in numerous repairs and disruptions to some water services.

Water testing for e-coli

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

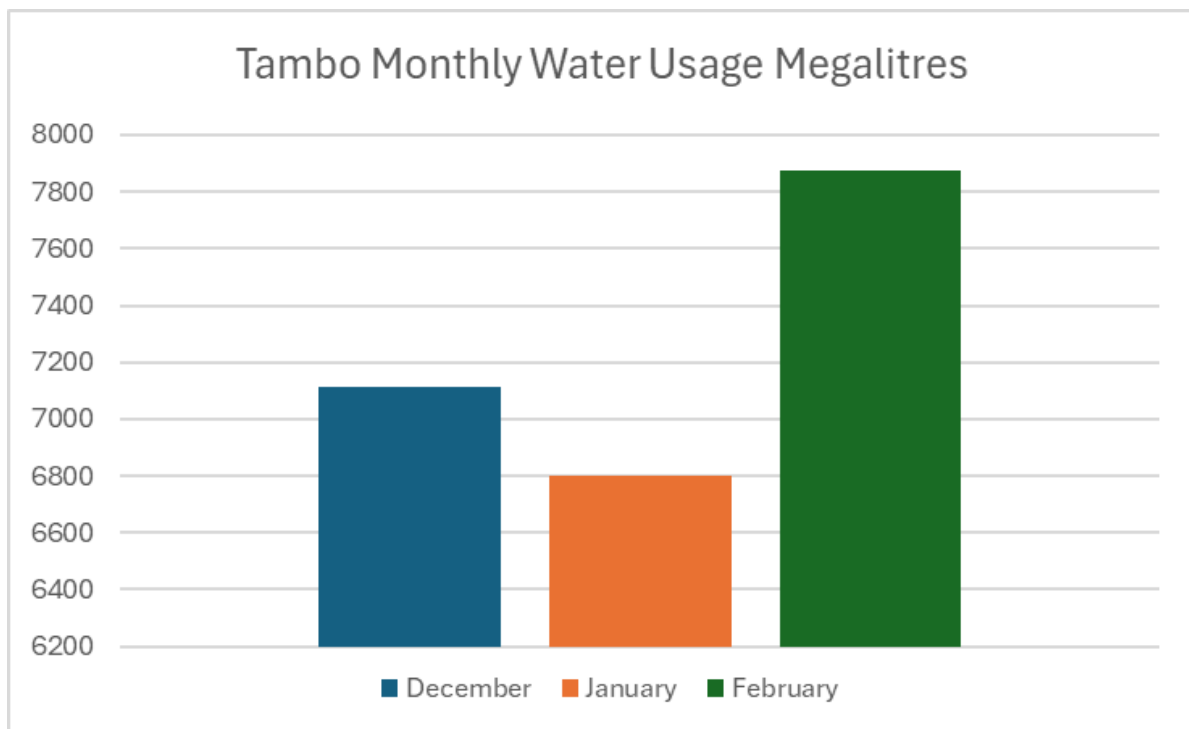
Blackall

Water consumption ML	13113
Call outs - Water	1
Call outs - Sewer	3
Broken Mains/Services	6
Private Works	0



Tambo

Water consumption ML	7875
Call outs - Water	4
Call outs - Sewer	0
Broken Mains/Services	2
Private Works	1



Council housing maintenance

- 87 Thistle Street, Blackall – Major trimming was carried out on 2 trees that were hanging over the neighbouring yard and were considered a safety hazard.

Private Works delivery

Work camp delivery

- Restoration of steam engine from Tambo is ongoing.
- Regular care of the cemetery grounds is ongoing as required.

[Link to Corporate Plan](#)

Not Applicable

Consultation (internal/external)

Chief Executive Officer
Director Organisational Performance
Group Manager Town and Rural Services

Policy Implications

Nil

Budget and Resource Implications

Nil

Attachments

Nil

OFFICER REPORTS

COUNCIL MEETING DATE

Wednesday 19 March 2025

ITEM NO:**7.5.3****SUBJECT TITLE:****Blackall Aquatic Centre Lease**

AUTHOR AND OFFICERS TITLE:

Piper Hansen Administration Officer

AUTHORISING OFFICER:

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

CLASSIFICATION (if Confidential)

N/A

Summary:

The lease for the Blackall Aquatic Centre has expired and currently an interim lease is in place. The interim leasees have proven themselves to have the best interests of the Blackall community, visitors, Council and the facility in the forefront of their mind. They have been progressive in instigating a very friendly and happy atmosphere and constantly go above and beyond to ensure the facility is always presented at the highest standard.

Officer's Recommendation:

That Council endorse the decision to award the lease for the Blackall Aquatic Centre to Richard Muir and Amy Webb.

Background

The lease for the Blackall Aquatic Centre became available in January 2025 and Council advertised for a new lessee. Only one application was received.

The lease agreement is for a four year period with an option to extend.

Under the Blackall Aquatic Centre lease both Council and the Lessees have specific responsibilities to ensure the Aquatic Centre is maintained to the highest standards. The Blackall Aquatic Centre is a well known destination for both community members and visitors alike due to the heated waters from the Great Artesian Basin (which is a very positive 'draw card' for our region, this includes the health benefits for those that want to simply enjoy relaxing in the pool and spa to those that use the facility for recreational and training purposes.

Link to Corporate Plan

Infrastructure

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

Consultation (internal/external)

Chief Executive Officer

Director Organisational Performance

Policy Implications

Procurement and Disposal Policy.

Budget and Resource Implications

An allocation is provided in the budget.

Risk Management Assessment

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Budgeted allocation.	Low
Legal & Regulatory	Low	Nil	Low
People	Low	The lessee has the appropriate qualifications.	Low
Operational	Medium	Nil	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Nil	Low
Ethical	Low	Nil	Low
Reputation	Low	Nil	Low
Leadership	Low	Nil	Low

Proposed Risk Treatment

Nil

Attachments

Nil

OFFICER REPORTS

COUNCIL MEETING DATE

Wednesday 19 March 2025

ITEM NO:

7.5.4

SUBJECT TITLE:

Preventing and Responding to Workplace Sexual Harassment Policy and Plan and Anti-Discrimination, Bullying and Sexual Harassment Policy

AUTHOR AND OFFICERS TITLE:

Andrea Saunders Group Manager Customer & Council Support

AUTHORISING OFFICER:

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

CLASSIFICATION (if Confidential)

N/A

Summary:

Council conducts a review of policies on a regular basis to ensure that the policies are consistent with changes to regulations, employment conditions and Council's objectives. The Anti-Discrimination, Bullying and Sexual Harassment Policy have been revised. The Preventing and Responding to Workplace Sexual Harassment Policy has been developed as Council's plan to proactively manage any form of sexual harassment in the workplace.

Officer's Recommendation:

That Council adopt:

1. **The Preventing and Responding to Workplace Sexual Harassment Policy and Plan; and**
2. **The revised Anti-Discrimination, Bullying and Sexual Harassment Policy.**

Background

Policies are reviewed in several ways:

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

Preventing and Responding to Workplace Sexual Harassment Policy and Plan

Section 55H of the *Work Health and Safety Regulation 2011* has the following provision:

Duty to prepare a prevention plan

- (1) The person conducting the business or undertaking must prepare a plan (a **prevention plan**) in compliance with subsection (2), to manage an identified risk to the health or safety of workers, or persons, from either of the following at work-
 - (a) sexual harassment;
 - (b) sex or gender-based harassment.

The prevention plan must be in writing, identify each risk, control measures, matters, set out the procedure for dealing with reports of sexual harassment or sex or gender-based harassment at work, be set out and expressed in a way that is readily accessible and understandable.

The policy for Preventing and Responding to Workplace Sexual Harassment is a new policy and has been drafted using the Queensland Government's model policy template as a guide. It is Council's plan to proactively manage the risk of sexual harassment or sex gender-based harassment in the workplace. Everyone has the right to feel safe at work.

Anti-Discrimination, Bullying and Sexual Harassment Policy

The Anti-Discrimination, Bullying and Sexual Harassment Policy has had minor amendments, so it aligns with the new policy, Preventing and Responding to Workplace Sexual Harassment. There are also some formatting changes, so the policy aligns with Council's current style guide.

Link to Corporate Plan

Governance

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

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

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

Consultation (internal/external)

Chief Executive Officer

Chief Financial Officer

Director Organisational Performance

Policy Implications

Code of Conduct for Employees Policy

Councillor Code of Conduct 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	The policies have been drafted and reviewed to ensure Council is meeting its obligations.	Low
People	Low	Nil	Low
Operational	Medium	Nil	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Nil	Low

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Ethical	Low	Policies provide standards and guidelines to ensure everyone is treated equitably.	Low
Reputation	Low	Updating and implementing policies keeps council compliant.	Low
Leadership	Low	The revised and new policy provide guidance on the standards of behaviour expected from employees and councillors.	Low

Proposed Risk Treatment

Continuous policy review and development is a critical activity. This ensures Council is keeping up to date and responding to legislative and regulatory changes.

Attachments

1. Stat 52 Preventing and Responding to Workplace Sexual Harassment DRAFT (3) [7.5.4.1 - 23 pages]
2. Stat 36 Anti Discrimination Bullying and Sexual Harassment Policy DRAFT (4) [7.5.4.2 - 4 pages]



Blackall-Tambo Regional Council

Preventing and Responding to Workplace Sexual Harassment Policy and Plan

1. LEADERSHIP STATEMENT

This policy is delivered as Blackall-Tambo Regional Council's plan to proactively manage the risk of sexual harassment or sex gender-based harassment in the workplace. Everyone has the right to feel safe at work.

Blackall-Tambo Regional Council (the Council) has a duty to provide a safe, respectful and inclusive workplace free of sexual harassment and discrimination. This policy communicates Council's responsibility and commitment to ensure the prevention, response and management of sexual harassment in the workplace.

Sexual harassment means behaviour that contravenes section 119 of the *Anti-Discrimination Act 1991* (AD Act). Sexual harassment is unethical, unlawful and may be a criminal offence. Sexual harassment is unacceptable in any Queensland public sector workplace.

It is the responsibility of all employees to behave in a way that is respectful and inclusive and ensures the safety and well-being of others.

These expectations are outlined in:

- the Code of Conduct for the Queensland public service ([Code](#))
- [Chapter 2](#) (Equity, diversity, respect and inclusion) of the *Public Sector Act 2022* ([the Act](#))
- managing the risk of psychosocial hazards at work: Code of Practice 2022 ([Code of Practice](#))
- [Preventing and responding to sexual harassment in the workplace \(Directive 12/23\)](#) (directive).

Under the Code, employees are required to report behaviour that could amount to wrongdoing, including conduct that is not consistent with the Code, where it is safe to do so.

Council:

- has an obligation to educate and support all employees to prevent, intervene early and respond to offensive behaviour
- acknowledges the significant impact of sexual harassment on employees who experience or witness it
- is committed to a person-centred approach when addressing allegations of sexual harassment
- is committed to ensuring leaders and managers will listen to, respect, empower and support employees who report allegations of sexual harassment and act to resolve concerns.

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Blackall-Tambo
Regional Council

Preventing and Responding to Workplace Sexual Harassment Policy and Plan

Under the *Human Rights Act 2019* (HR Act) Council has an obligation to act and make decisions that consider and are compatible with human rights. When making decisions or acting under this policy, managers and decision-makers must comply with human rights obligations.

2. APPLICATION

This policy applies to all Council employees, including:

- permanent, fixed term temporary, full-time, part-time or casual employees
- anyone who works in any other capacity for the Council including volunteer workers and contractors; and
- Councillors.

It applies to employees in all their work-related dealings with each other and with customers, contacts or clients.

It applies to employees while:

- in the workplace or when working off site
- at work-related functions (including social functions and celebrations)
- on work-related travel or
- attending conferences.

3. AUTHORITY

This policy has been approved by the Chief Executive Office of Blackall-Tambo Regional Council and is consistent with the following legislation and codes:

- *Preventing and responding to workplace sexual harassment (Directive 12/23)*
- *Public Sector Act 2022*
- *Work Health and Safety Act 2011*
- *Managing the risk of psychosocial hazards at work: Code of Practice 2022*
- *Anti-Discrimination Act 1991*
- *Industrial Relations Act 2016*
- *Human Rights Act 2019*
- *Crime and Corruption Act 2001*
- *Public Interest Disclosure Act 2010*
- *Criminal Code Act 1899*
- Blackall-Tambo Regional Council Code of Conduct for Employees
- Blackall-Tambo Regional Council Councillor Code of Conduct
- Blackall-Tambo Regional Council Anti-Discrimination and Sexual Harassment Policy

4. RESPONSIBILITIES

All employees have a responsibility to treat each other with respect and dignity and have the right to work without being subjected to sexual harassment.

Employees must:

- model the Code of Conduct and Council's values, including behaving in a way that promotes a safe, respectful and inclusive workplaces free from sexual harassment and discrimination
- comply with this policy and follow reasonable instructions and procedures to prevent and respond to allegations of sexual harassment
- familiarise themselves with available workplace support options and specialist referral services

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Blackall-Tambo Regional Council

Preventing and Responding to Workplace Sexual Harassment Policy and Plan

- offer support to sensitively communicate with colleagues who have experienced sexual harassment, maintain their confidentiality and encourage them to seek assistance
- report sexual harassment through the channels outlined within this policy
- support those who have experienced sexual harassment to report it through the channels outlined within this policy
- comply with the responsibilities outlined above, as well as confidentiality requirements and follow all reasonable instructions if a participant in a grievance relating to alleged workplace sexual harassment.

Managers and supervisors will:

- model the Code of Conduct and Council's values and behave in a way that promotes a safe, respectful and inclusive workplace free from sexual harassment and discrimination
- inform employees about unacceptable behaviours that enable or condone sexual harassment
- identify and address inappropriate behaviours and advocate for zero tolerance of sexism
- monitor the workplace to ensure acceptable standards of conduct
- treat alleged sexual harassment seriously and take immediate, appropriate and proportionate action when responding by considering:
 - the severity of the reported behaviour
 - the wishes of the person who reported the alleged behaviour
 - how to demonstrate respect and support for employees who report alleged sexual harassment
- ensure employees who report alleged sexual harassment, lodge grievances or witness sexual harassment are not victimised or discriminated against
- ensure employees who report alleged workplace sexual harassment are advised of their rights and obligations under the *Public Interest Disclosure Act* and *Crime and Corruption Act 2001* (CC Act)
- seek advice and support for the management of complex or serious matters from areas such as Human Resources, Ethical Standards, Professional standards or legal advisers.
- promote and implement this policy in their work area and within their team.

The Executive Leadership Team will:

- model the Code of Conduct and Council's values and behave in a way that promotes a safe, respectful and inclusive workplace free from sexual harassment
- provide and maintain safe and inclusive workplaces that protect the health and safety of employees
- support leaders and managers to take appropriate and proportionate action when responding to reports of alleged sexual harassment
- take all reasonable action to identify the risk of sexual harassment associated with Council's operations and workforce context
- consult with employees and their representatives about sexual harassment related health and safety issues such as through the agency work health and safety committee or agency consultative committee
- use appropriate resources, control measures (e.g. training) and processes to address sexual harassment risks
- ensure employees who report alleged workplace sexual harassment are advised of their rights and obligations under the PID Act and CC Act
- use person-centred practices and prioritise the care and support of impacted employees in Council's approach to resolving sexual harassment issues.

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Regional Council

Preventing and Responding to Workplace Sexual Harassment Policy and Plan

Human resources must:

- support impacted employees and ensure they have had input into their preferred way for issues to be managed
- promote this policy and resources to support:
 - employees who report alleged sexual harassment (the complainant)
 - managers or supervisors managing sexual harassment matters
 - employees who have been named in an allegation of sexual harassment (the respondent)
- provide guidance and support to managers or supervisors managing sexual harassment matters on options to resolve issues
- ensure appropriate internal and external support avenues are available to employees:
 - who report alleged sexual harassment
 - identified as respondents to alleged sexual harassment
- ensure that any response to sexual harassment is managed in line with agency policies and employment directives.

5. POLICY

5.1. Recognising sexual harassment

As defined by s119 of the AD Act sexual harassment happens if a person:

- a. subjects another person to an unsolicited act of physical intimacy. For example: physical contact such as patting, pinching or touching in a sexual way, or unnecessary familiarity such as deliberately brushing against a person
- b. makes an unsolicited demand or request (whether directly or by implication) for sexual favours from the other person. For example: sexual propositions
- c. makes a remark with sexual connotations relating to the other person. For example: unwelcome and uncalled for remarks or insinuations about a person's sex or private life, or suggestive comments about a person's appearance or body
- d. engages in any other unwelcome conduct of a sexual nature in relation to the other person.
- e. and the person engaging in the conduct described in paragraphs (a), (b), (c) or (d) does so:
 - i. with the intention of offending, humiliating, or intimidating the other person; or
 - ii. in circumstances where a reasonable person would have anticipated the possibility that the other person would be offended, humiliated, or intimidated by the conduct.

Council's workplace extends beyond physical workspaces or worksites. Sexual harassment may occur in the workplace or in work-related locations, including client sites or public spaces where Council's work is conducted.

It may also occur outside of normal working hours at work-related events such as at conferences, social events and business trips. It may also occur through different mediums such as text messaging, face to face, email or social media.

5.2. Preventing sexual harassment

Preventing sexual harassment is everyone's responsibility. Council is committed to building and maintaining a positive workplace culture, free of sexual harassment and discrimination and promoting gender equality, which is part of our positive duty under the WHS Act and the Act.

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Preventing and Responding to Workplace Sexual Harassment Policy and Plan

Current prevention activities within Council include:

- Toolbox talks
- Prestart discussions
- Adherence to the Code of Conduct
- Visibility of information posters
- Establishment of an Inclusion Network Team which will:
 - Meet regularly
 - Promote and develop an inclusive, diverse and equitable workplace.
- As part of the commencement of the sexual harassment directive and this policy Council will continuously provide development for all employees in preventing sexual harassment and respectful workplaces.
- For more information please visit Safe Work Australia. <https://www.safeworkaustralia.gov.au/safety-topic/hazards/sexual-and-gender-based-harassment/resources>

5.3. Support options

As an organisation we are committed to supporting employees who have reported alleged sexual harassment. This includes informing complainants of their rights and options to report concerns formally or informally with the agency, or through external pathways as outlined later in this document.

Support and regular communication will be provided through any resolution or investigation process.

Current support activities within Blackall-Tambo Regional Council include:

- The provision of an employee assistant program
- Promotion of safe workplaces
- Human Resources and Workplace Health and Safety team
- Development of an Inclusion Network Team.

5.4. Council contacts

Group Manager, People, Culture and Safety – Jodie Richardson (07) 4621 6600
 Director of Organisational Performance – Alison Lamb 0488 574 252
 Employee Assistant Program - Outback Futures 0417 703 729

5.5. Counselling support services

Outback Futures offers an employee assistant program (EAP) to all employees and their immediate family members. The EAP offers free and confidential support services through face-to-face, telephone and online counselling.

EAP can also provide specific advice to managers about how best to support employees who have experienced sexual harassment, through the manager assist service.

5.6. Reporting incidents of sexual harassment

As outlined in the directive, there are internal and external avenues open to employees to take action about workplace sexual harassment.

A complainant may choose to follow any of the options listed below and is not limited to one option.

The complainant's preference about the most appropriate option or action to address the behaviour will depend on their individual circumstances. Within Council the options available to take action on sexual harassment include:

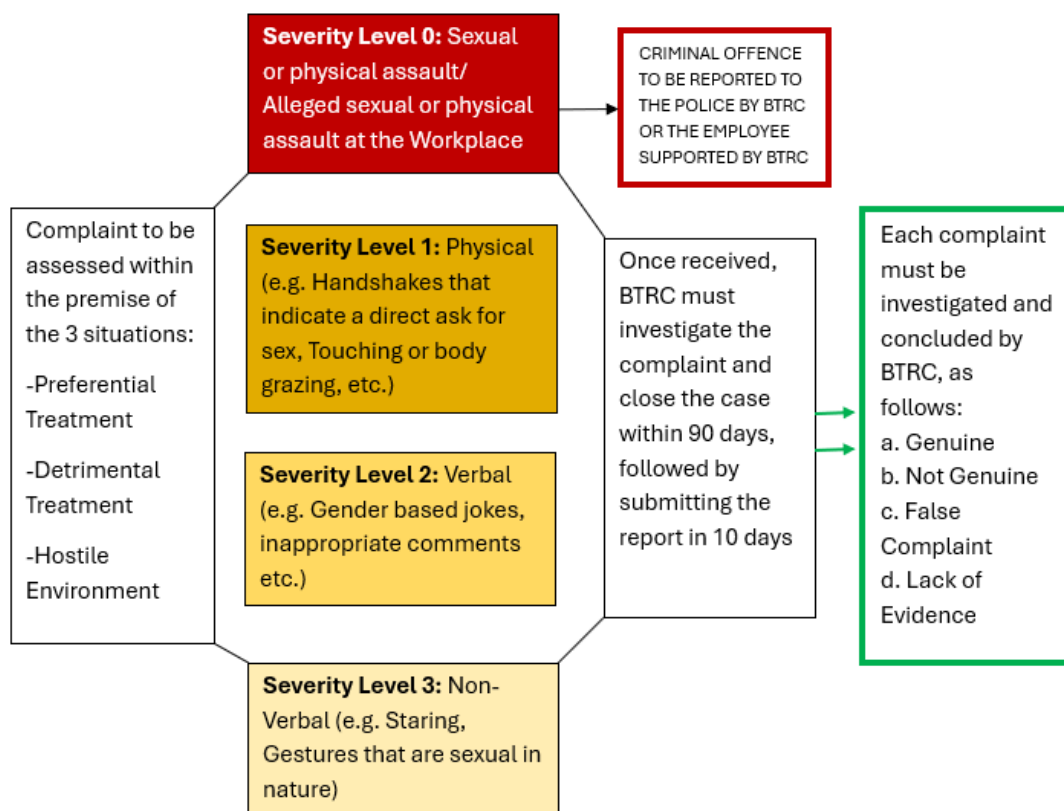
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- addressing the behaviour through self-management or local action
- making an individual employee grievance
- external pathways.

5.7. Severity Matrix of Sexual Harassment



5.8. Addressing the behaviour through self-management or local action

Self-management

If a complainant believes they are experiencing sexual harassment or have witnessed sexual harassment, and feels comfortable to do so, they may take steps to deal with the behaviour themselves. This may include talking directly to the other person, drawing attention to the specific behaviour, and asking the person to stop.

Where a complainant chooses to deal with the behaviour directly, the complainant should keep a record of what happened, when and where it happened, who was involved and anything else that believe may be important. This record will be relevant should the behaviour continue, and the employee proceeds with any of the options outlined below.

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Local action

A complainant may seek the support of their manager or any other appropriate person within Council in dealing with the behaviour. This may include asking a person to be present during a conversation with the respondent, to facilitate the conversation, or asking them to speak with the other person on their behalf. A complainant may seek support from a senior manager rather than their direct manager if this is a more appropriate support option.

While the complainant may ask the manager to only deal with the behaviour through local action, managers have an obligation to deal with any wrongdoing they are made aware of. In some cases, further action may be required, even where the complainant has stated they do not want any further action to be taken. This may be the case in situations where the behaviour can be classified as a work health and safety risk or requires disciplinary action to be taken. The manager will work with the complainant to take their views into account and keep communicating with them if further action needs to be taken.

5.9. Making an individual employee grievance

Where a complainant isn't comfortable dealing with the behaviour directly or with the assistance of another person, they may choose to make an individual employee grievance.

A complainant who makes a grievance, will be given the opportunity to identify the resolution they consider appropriate. Council will consider this in deciding how to best manage and resolve the concerns. This may involve less formal outcomes, such as the other person being spoken to about stopping the behaviour or other appropriate management action. Where possible, Council will explain its reasons if it does not handle or resolve the matter in the way the complainant requested.

As outlined in [clause 10.3 of the directive](#), a complainant who lodges an individual employee grievance for sexual harassment matters, writes directly to the chief executive officer or the relevant delegate of the department. The complainant is not required to have attempted to resolve the matter in any way in the first instance.

Council will consult with the complainant on how they wish the matter to be resolved, including whether their complaint could constitute a public interest disclosure under the PID Act or corrupt conduct under the CC Act and provide a decision about the grievance within 14 days of receiving it.

5.10. Making a grievance

Council employees are encouraged to report any incidents of workplace sexual harassment, both perceived and actual. All complaints are to be accepted by any means, whether by phone, in writing or anonymously.

Grievances will be reported to the Chief Executive Officer and Executive Leadership Team on a monthly basis.

5.11. External pathways

As outlined by the directive, a complainant may also choose to lodge concerns about sexual harassment to external organisations.

External organisations that are responsible for sexual harassment complaints are:

- The Queensland Industrial Relations Commission (QIRC)
- The Queensland Human Rights Commission (QHRC)

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- Crime and Corruption Commission (CCC)
- Optional, Queensland Police Service (where the conduct, such as sexual assault could or does constitute a criminal offence).

Complainants may:

- lodge an [industrial dispute](#) with the QIRC <https://www.qirc.qld.gov.au/anti-discrimination-and-bullying>
- make a complaint to the QHRC about [sexual harassment](#) (within 12 months of the alleged conduct occurring)
- also if required, apply to the QIRC for an order to protect an employee's [interests](#)
- ask the [QIRC](#) for help if the QHRC can't resolve your complaint or the QHRC hasn't actioned your complaint after 6 months.

5.12. Responding to incidents of sexual harassment

When an employee reports alleged sexual harassment, Council will ensure the employee is supported and their wishes are considered when deciding about how to manage the issue. Council will respect the employee's wishes and best interests as far as possible, however it may not solely determine the organisation's response or the outcome.

Reported allegations of sexual harassment will be taken seriously, with a focus on supporting the complainant. Council may take interim action to ensure the ongoing health and safety of all employees. Any actions taken will be supportive and sensitive. Council will make every effort to ensure the safety of the complainant in the workplace. Where possible, Council will relocate the alleged respondent before relocating the complainant, unless the complainant requests different safety measures.

Throughout the course of resolving the issues, Council will communicate regularly with the complainant and their union, if they advise they are represented by a union.

5.13. Possible outcomes

Where issues can't be dealt with informally an investigation or possible discipline action will be considered.

5.14. Consequences for responsible employees

As outlined in section 10 of the directive where allegations of sexual harassment are substantiated, the chief executive officer will take action that is consistent and proportionate for the allegations that are substantiated. The possible outcomes will also depend on whether an informal resolution or a formal grievance was preferred by the complainant. The directive lists possible outcomes for the responsible employees, including action that may result if serious allegations of sexual harassment are substantiated.

6. CONFIDENTIALITY AND DISCLOSURE

The details surrounding sexual harassment issues will be kept confidential. Only those who are involved in resolving or preventing further incidents should be made aware of the complaint and response.

On occasion, a complainant may ask to limit who is aware of the information about alleged sexual harassment. This may not always be possible, particularly when:

- the issues are serious
- involve a senior leader in the organisation
- there are safety risks to others
- Council has a legislated obligation to report the alleged sexual harassment to another entity.

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Blackall-Tambo
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Preventing and Responding to Workplace Sexual Harassment Policy and Plan

6.1. Outcome advice

Council recognises the positive impact on complainants when the outcome of grievance processes is known.

The directive requires organisations to advise a complainant of the outcome of a grievance process. Complainants can request advice on the outcome of management action taken and the outcome of any discipline process arising from the grievance. Council will provide this information and the complainant must keep it confidential. However, the complainant may disclose it:

- if required by law
- to an immediate family member, support person, union representative or confidential counsellor, provided that any such person agrees to keep the information confidential.

7. DEFINITIONS

Unless otherwise defined, the terms in this policy have the meaning set out in the *Public Sector Act 2022*.

Corrupt conduct	<p><i>In the context of sexual harassment, section 15 of the Crime and Corruption Act 2001 defines corrupt conduct as conduct by anyone that adversely affects the performance of functions or exercise of powers of an individual or department and results in the performance of functions or the exercise of power that:</i></p> <ul style="list-style-type: none"> • <i>is not honest or impartial</i> • <i>knowingly or recklessly breaches trust placed in a person holding an appointment</i> • <i>involves a misuse of information or material acquired in connection with work.</i> • <i>If proved, it would be a criminal offence, or a result in a disciplinary breach providing reasonable grounds for terminating a person's services.</i> <p><i>Corrupt conduct also involves specific types of conduct that impairs, or could impair, public confidence in public administration.</i></p> <p><i>For example, sexual harassment committed by a senior departmental official may be corrupt conduct if it adversely affects the exercise of powers of the individual, knowingly breaches trust placed in a person holding an appointment and is a criminal offence.</i></p>
Person-centred	<p><i>A person-centred approach to responding to sexual harassment involves the individual being at the centre of decision-making and having control, as much as possible, over the actions/services they receive.</i></p> <p><i>See: (Person centred approaches to workplace sexual harassment Respect@Work (respectatwork.gov.au)).</i></p>

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<p>Public Interest Disclosure</p>	<p>Chapter 2 of the Public Interest Disclosure Act 2010 (PID Act) defines a public interest disclosure as the disclosure, in the public interest, of information about wrongdoing in the public sector.</p> <p>This can include information about:</p> <ul style="list-style-type: none"> • a substantial and specific danger to the health and safety of a person with a disability • an offence or contravention of legislation that would cause a substantial and specific danger to the environment • reprisal because of a belief that a person has made or intends to make a public interest disclosure • corrupt conduct • maladministration that adversely affects a person's interest in a substantial and specific way • a substantial and specific danger to public health or safety • a substantial and specific danger to the environment.
<p>Trauma Informed Support</p>	<p>Trauma informed support recognises and acknowledges the impact of distress experienced by an employee and focuses on an understanding of the elements necessary to support the employee's recovery.</p> <p>Some key principles to consider in providing trauma informed support include, but are not limited to:</p> <p>Safety – employees should be made to feel physically and psychologically safe. Personal interactions should be conducted in a way that promotes a sense of safety and do not trigger further trauma.</p> <p>Trust and transparency – decisions should be made openly and transparently and with the goal of building trust. Clear expectations of what support is available to employees should be communicated.</p> <p>Collaboration – power differences between employees and managers should be levelled to support shared decision making and healing.</p> <p>Empowerment – employee's strengths should be built upon and validated, including a belief in resilience and the ability to heal from trauma.</p> <p>Choice – every employee's experiences are unique and managing them requires an individual approach.</p> <p>See: Trauma informed practice Mental Health Australia (mhaustralia.org)</p>

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8. RESOURCES

Resources can be found at <https://www.safeworkaustralia.gov.au/safety-topic/hazards/sexual-and-gender-based-harassment/resources>

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What is workplace sexual harassment?

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated or intimidated, where that reaction is reasonable in the circumstances.

Sexual harassment can happen at a worker's usual workplace or in other places where they work, such as a client's home. It can also happen during a work-related activity such as a work trip, conference or an event.

Sexual harassment can take many forms and be overt, covert or subtle. It may include:



unwelcome touching or physical contact



unwanted invitations to go on dates or requests for sex



suggestive comments or jokes



sexually explicit emails, text messages or online interactions, such as social media posts



sexually offensive pictures

There are positive duties in work health and safety laws to prevent sexual harassment. Sexual harassment is unlawful. Everyone in your workplace needs to understand and meet your workplace policies and the behaviours expected of them.

Everyone should have information and training on what sexual harassment is, what to do if they are sexually harassed or if they witness someone else being harassed, and how to report it.

Further advice and support services

Detailed guidance on how you prevent and respond to sexual harassment can be found at www.swa.gov.au.

If you need help, please contact your [work health and safety regulator](#).

Further information and advice can be obtained from:

- 1800Respect
1800 737 732
- [Sexual assault support services](#)

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safe work australia

Sexual harassment – Your work health & safety duties

Positive duties under work health and safety laws require persons conducting a business or undertaking to do all they reasonably can to prevent sexual harassment.

Sexual harassment is a known cause of physical and psychological harm. Penalties for failing to meet WHS duties include fines and jail terms for the most serious breaches.

Persons conducting a business or undertaking, such as employers, have a WHS duty to eliminate or minimise the risk of sexual harassment at the workplace, so far as is reasonably practicable.

You have a duty to manage the risk of sexual harassment just as you do for any other WHS risk.

This means:



identifying how, where and when sexual harassment might happen



working out how you will address sexual harassment if it does happen



assessing the likelihood that a worker may experience sexual harassment and how it may affect them



checking that your control measures are working and whether there is anything more you can do



implementing the most effective control measures to prevent sexual harassment from happening

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You must do all of these things in consultation with your workers and health and safety representatives if you have them.

See the infographic [Steps to prevent workplace sexual harassment](#) for some ideas about how you can manage work health and safety risks.

Further advice and support services

Detailed guidance on how you prevent and respond to sexual harassment can be found at www.swa.gov.au.

If you need help, please contact your [work health and safety regulator](#).

Further information and advice can be obtained from:

- 1800Respect
1800 737 732
- [Sexual assault support services](#)



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Steps to prevent workplace sexual harassment

Positive duties under work health and safety laws require persons conducting a business or undertaking, such as employers, to eliminate or minimise the risk of sexual harassment at the workplace, so far as is reasonably practicable.

There are a number of steps you can take to manage the risk of sexual harassment and meet your WHS duties.

Here are some ideas to help you start doing what you reasonably can to prevent sexual harassment at your workplace.



Steps to take:



Create a safe physical and online work environment



Implement workplace policies



Create a positive and respectful workplace culture



Address unwanted or offensive behaviour early



Provide information and training on preventing sexual harassment



Quickly respond to reports of sexual harassment



Talk to your workers



Encourage workers to report any sexual harassment



Implement safe work systems and procedures

You should provide support, informal, formal, anonymous and/or confidential reporting

You must talk to your workers throughout each step of the risk management process.

See the [Guide: Preventing workplace sexual harassment](#) for further information.

Further advice and support services

Detailed guidance on how you prevent and respond to sexual harassment can be found at www.swa.gov.au.

If you need help, please contact your [work health and safety regulator](#).

Further information and advice can be obtained from:

- 1800Respect
1800 737 732
- [Sexual assault support services](#)

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safe work australia

What to do if you are sexually harassed at work

Sexual harassment is any unwelcome conduct of a sexual nature which makes a person feel offended, humiliated or intimidated, where that reaction is reasonable in the circumstances.

If you experience workplace sexual harassment there are options available to you.

It is **your choice** which option will work for you and your circumstances.

You may wish to seek advice from 1800Respect, legal aid services or your union.



Options in your workplace

If you feel comfortable and safe you could ask the person to stop the behaviour.

You could talk to your supervisor about ways to address the behaviour.

You can make a formal report to your employer. Check if your employer has policies on how to report sexual harassment and how complaints will be handled.

Help outside the workplace

You may wish to seek help from organisations outside of your workplace. The following organisations operate under various legal frameworks:

Anti-discrimination laws

[The Australian Human Rights Commission \(AHRC\)](#) accepts written complaints about sexual harassment. It can investigate the allegations and may resolve them through conciliation – this is an informal process where you talk about the issues and try to find a resolution.

[State and territory anti-discrimination agencies](#) accept formal complaints. They will seek information about what happened and contact the respondent (person the complaint is about) and attempt a conciliation process. If this is not successful, they may refer you to the relevant state or territory tribunal.

Work health and safety laws

[State and territory Work Health and Safety regulators](#) can investigate if your employer complied with work health and safety (WHS) laws and review how your employer prevents sexual harassment at work. Penalties may be imposed if the person conducting the business or undertaking (PCBU) is not meeting their WHS duties. **WHS regulators usually can't resolve individual complaints.**

Call 000 if you are in danger

Employment laws

The [Fair Work Commission](#) accept online applications. It can assist you by issuing a **stop sexual harassment order** if you are still employed at that workplace. It can also examine unfair dismissal or breach of employment rights. Where this is proven, the Commission may order reinstatement or compensation.

Police

You may wish to contact the Police in your state or territory. They can investigate if the sexual harassment is a criminal offence.

Workers' compensation

[Workers' compensation](#) may be available in some instances if you have an injury or illness as a result of workplace sexual harassment.

Legal advice

You may wish to seek independent legal advice about the options available to you.

What to do if you are a PCBU

PCBUs, such as employers and small business owners, have a positive duty to do everything they reasonably can to prevent sexual harassment from occurring in the workplace.

Please see our [Preventing workplace sexual harassment guide](#) and our [workplace sexual harassment resources](#) to find out what you can do at your workplace.

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9. Annexure



Public Sector Commission

Preventing and responding to workplace sexual harassment

Directive 12/23 | Effective date: 28/07/2023

1. Purpose

- 1.1 Sexual harassment is unacceptable in Queensland public sector workplaces.
- 1.2 The Queensland Government has a positive duty to prevent and address sexual harassment in the Queensland public sector as part of providing healthy and safe workplaces for all employees, visitors, and contractors. Sexual harassment in any form is unacceptable in Queensland Government workplaces.
- 1.3 This directive outlines Queensland public sector entities' obligations to prevent and respond to sexual harassment in the workplace and supplements the *Work Health and Safety Act 2011* (WHS Act) and the Managing the risk of psychosocial hazards at work: Code of Practice 2022 (the Code of practice).

2. Commencement

- 2.1 The directive commences on 28 July 2023.

3. Authorising provisions

- 3.1 [Section 222](#) of the [Public Sector Act 2022](#) (Act).

4. Application

- 4.1 This directive applies to:
 - (a) public sector employees described in [section 12](#) of the Act
 - (b) public sector entities described in [section 8](#) of the Act
 - (c) chief executives of public sector entities described in [section 16](#) and [17](#) of the Act.
- 4.2 [Section 229](#) of the Act outlines the relationship between a directive and an industrial instrument including how to deal with inconsistencies.

5. Principles

- 5.1 All employees have a right to work without being subjected to sexual harassment.
- 5.2 All employees must treat each other with respect and dignity.
- 5.3 Sexual harassment is unlawful, is prohibited by the *Anti-Discrimination Act 1991* (AD Act) and may be a criminal offence.

1 | Preventing and responding to workplace sexual harassment (Directive 12/23)



Queensland
Government

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- 5.4 Section 121 of the *Industrial Relations Act 2016* (IR Act) sets out what an employer must do to dismiss an employee and characterises sexual harassment as misconduct.
- 5.5 Under [section 33](#) of the Act chief executives must promote and support a positive culture of respect and inclusion in the workplace. This is critical to preventing sexual harassment.
- 5.6 Under section 19 of the WHS Act chief executives must provide safe workplaces. They must proactively prevent sexual harassment and protect all employees from risks to their health and safety. Chief executives have a duty to ensure that an employee who reports sexual harassment is safe.
- 5.7 Chief executives are responsible for ensuring risks to both physical and psychological health are identified and managed. Chief executives must ensure risks, including those relating to sexual harassment matters are promptly recorded, effectively managed and reported as required under the WHS Act and the Code.
- 5.8 Chief executives must proactively manage reports of sexual harassment by ensuring a person-centred, timely and proportionate employer response. The employer response should consider where possible, the views of the employee who has reported an experience or incident of alleged sexual harassment.
- 5.9 Under the *Human Rights Act 2019* (HR Act) decision makers must:
 - (a) act and make decisions in a way that is compatible with human rights
 - (b) consider human rights when making a decision under the Act and Public Sector Commissioner (Commissioner) directives.
- 5.10 Under [chapter 1, part 3 \(Reframing of State's relationship with Aboriginal peoples and Torres Strait Islander peoples\)](#) of the Act public sector entities have a unique role in supporting the State government in reframing its relationship with Aboriginal peoples and Torres Strait Islander peoples. A chief executive of a reframing entity is responsible for ensuring the entity fulfils its role when applying and making decisions under the Act and Commissioner directives.
- 5.11 Under [chapter 2 \(Equity, diversity, respect and inclusion\)](#) and [chapter 3 \(Public sector arrangements\)](#) of the Act, chief executives of public sector entities have a duty to promote equity and diversity in relation to employment matters, which includes in the application of and making decisions under the Act and Commissioner directives.
- 5.12 In addition to any specific requirements in this directive, chief executives of public sector entities are required to consider ways to support accessibility and inclusion for employees when undertaking processes or applying provisions under this directive.

Directions

6. Interpretation of directions

- 6.1 The requirements set out in these directions are binding and must be followed.
- 6.2 This directive does not replace, modify, or revoke any legislative requirements that apply to the management of particular complaints. For example, corrupt conduct under the *Crime and Corruption Act 2001* (CC Act), public interest disclosures under the *Public Interest Disclosure Act 2010* (PID Act), or complaints under the HR Act.
- 6.3 This directive does not replace, modify, or revoke the obligations public sector entities have to provide a safe workplace for visitors and contractors under the WHS Act.



7. Reframing the relationship with Aboriginal peoples and Torres Strait Islander peoples

- 7.1 Chief executives must consider the responsibilities under [section 21](#) of the Act relating to supporting a reframed relationship with Aboriginal peoples and Torres Strait Islander peoples when taking action to prevent and respond to workplace sexual harassment in accordance with this directive. This includes but is not limited to:
- (a) promoting cultural safety and cultural capability at all levels of the public sector
 - (b) working in partnership with Aboriginal peoples and Torres Strait Islander peoples to actively promote, include and act in a way that aligns with their perspectives, when making decisions directly affecting them
 - (c) promoting a fair and inclusive public sector that supports a sense of dignity and belonging for Aboriginal peoples and Torres Strait Islander peoples
 - (d) supporting the aims, aspirations and employment needs of Aboriginal peoples and Torres Strait Islander peoples and the need for their greater involvement in the public sector.
- 7.2 To promote cultural safety when preventing or responding to sexual harassment, relevant considerations for a chief executive include:
- (a) recognising culturally significant connections for Aboriginal people and Torres Strait Islander people involved with a concern, complaint or grievance about sexual harassment
 - (b) ensuring that a person (including any support person) involved in the response to, or management of a concern, complaint or grievance about sexual harassment, that involves Aboriginal peoples and Torres Strait Islander peoples, is culturally capable
 - (c) ensuring support and communication is culturally appropriate during complaint processes
 - (d) considering any elements of conscious or unconscious bias that may impact raising concerns about sexual harassment and complaint processes, including the use of mitigation strategies
 - (e) consideration of the cultural rights of Aboriginal peoples and Torres Strait Islander peoples under section 28 of the HR Act.

8. Requirements for chief executives

- 8.1 Chief executives must:
- (a) have a standalone workforce policy to prevent and respond to workplace sexual harassment
 - (b) promote their workforce policy and ensure their workforce:
 - (i) is educated and trained to appropriately identify sexual harassment in the workplace
 - (ii) is aware of their obligations and rights in relation to sexual harassment in the workplace
 - (iii) is aware of reporting and response processes.
 - (c) provide leadership training regarding the expected standards of behaviour and how to appropriately respond to reports of workplace sexual harassment



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- (d) respond to instances of sexual harassment in the workplace promptly, with confidentiality and sensitivity, using person-centred approaches and affording procedural fairness to all parties
- (e) assess the risks of workplace sexual harassment and implement appropriate control measures to eliminate or control risks, as required by the WHS Act
- (f) ensure the process undertaken to investigate and respond to a report of alleged sexual harassment is fair, objective, conducted in a timely and impartial manner, applied consistently to all employees, and ensures procedural fairness for all parties involved as detailed in the Code
- (g) ensure employees who report alleged sexual harassment are offered support options and access to support appropriate to the circumstances of their reported concerns, including but not limited to, person-centred support and advice (or other approved model as approved by the Commissioner). These support options are to be guided by the principles of:
 - (i) trauma-informed
 - (ii) gender-informed
 - (iii) consistent with a broader focus on respectful and inclusive workplaces
 - (iv) operationally sustainable
 - (v) fit for purpose, based on the size and decentralisation of the agency, and the nature of the organisation's work (e.g. policy, regulatory, service delivery to the community).
- (h) ensure employees who report alleged workplace sexual harassment are advised of their rights and obligations under the PID Act and CC Act where relevant.

9. Requirement to have a sexual harassment prevention and response policy

- 9.1 Chief executives must ensure their entity's stand-alone workplace sexual harassment prevention and response policy (see 8.1 (a)) at a minimum incorporates inclusions in the [model prevention and response to workplace sexual harassment policy template](#) by:
 - (a) clearly stating that sexual harassment is not tolerated and is unlawful
 - (b) outlining the entity's positive duty to prevent sexual harassment from occurring
 - (c) consistently reflecting the principles set out in this directive
 - (d) outlining the entity's commitment and approach to supporting employees affected by workplace sexual harassment
 - (e) identifying how an employee may access support and advice about their options, internally and externally to the entity, and setting out all internal and external pathways available for an employee to report concerns about workplace sexual harassment
 - (f) setting out how the entity will respond to and manage matters in a way that considers the preferences of the employee reporting alleged sexual harassment in a manner consistent with the requirements in this directive.
- 9.2 Chief executives must ensure their entity actively promotes employee awareness of the policy and related support options, including how to access support and advice.

4 | Preventing and responding to workplace sexual harassment (Directive 12/23)

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10. Responding to reported alleged sexual harassment

- 10.1 Where an employee reports they have witnessed or experienced alleged sexual harassment, the employee has the right to:
- (a) continue to be treated with respect by all people in the workplace, be supported in the workplace and not be victimised or treated differently because of experiencing or raising sexual harassment concerns
 - (b) access person-centred confidential advice on their rights and options to report the matter from a contact officer, entity HR team, or external advisory service such as the entity's employee assistance service, 1800Respect or union representative
 - (c) provide input into how they would like the matter resolved. These preferences are to be considered when determining how to proceed with the grievance. Where the views of employee are unable to be met, the entity will explain its reasons to the employee
 - (d) be advised of their right to make a criminal complaint to the Queensland Police Service if there is any concern that the harassment could be a criminal act, such as indecent exposure, stalking, sexual assault or obscene or threatening communications
 - (e) be appropriately consulted about their workplace options and not be relocated from their usual workplace, unless the employee requests to be relocated, or, after all other options have been explored, relocation is the only acceptable means of ensuring the safety of the employee.
- 10.2 An employee may choose to:
- (a) lodge a grievance under the Individual employee grievance (IEG) directive
 - (b) lodge a grievance under a modern award
 - (c) lodge an industrial dispute with the Queensland Industrial Relations Commission (QIRC)
 - (d) lodge a complaint to the Queensland Human Rights Commission (QHRC) in relation to alleged sexual harassment (within 12 months of the alleged conduct occurring) under chapter 7, part 1 of the AD Act, and also, apply to the QIRC for an order, if required, to protect an employee's interests by prohibiting a person from actions that might prejudice:
 - (i) the investigation or conciliation of a complaint
 - (ii) an order that the tribunal might make after a hearing.
 - (e) refer a complaint from the QHRC to the QIRC if it is unresolved by the QHRC, or unresolved after 6 months of lodging it with the QHRC.
- 10.3 Where an employee chooses to make a formal grievance regarding an allegation of sexual harassment under the IEG directive, the IEG process is modified as follows:
- (a) an individual employee grievance about sexual harassment is to be made to the chief executive or their delegate
 - (b) the individual employee grievance is to be considered by the chief executive, or their delegate
 - (c) to be a formal grievance, the individual employee grievances must be in writing and must include sufficient information to enable the chief executive, or their delegate, to take appropriate action, including outlining the action the complainant considers would resolve the grievance

5 | Preventing and responding to workplace sexual harassment (Directive 12/23)

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- (d) alternate dispute resolution strategies, including facilitated discussion, mediation, conciliation or negotiation, may be offered but should only occur if agreed to by the complainant
 - (e) a decision about an individual employee grievance should be made as soon as possible but must be made within 14 calendar days of receipt of the individual employee grievance unless the timeframe has been extended by mutual agreement between the parties. A party to the individual employee grievance is not to unreasonably withhold their agreement
 - (f) after a decision has been made about an individual employee grievance, including a decision to take no action, the entity must provide a written decision to the complainant who submitted the grievance. The decision must:
 - (i) outline the action taken to manage the individual employee grievance and the outcome of the action
 - (ii) provide the reasons for the decision, or the decision to take no action
 - (iii) outline any action that the agency proposes to take, or will take, as a result of the decision.
 - (g) if the complainant is dissatisfied with the decision made about their grievance, the employee may seek an external review under stage 3 of the IEG directive.
- 10.4 Communication obligations:
- (a) where a complainant advises they are represented by a union, the union must be included in correspondence in relation to the management of the matter
 - (b) the entity must also provide the complainant, if requested, with advice on the outcome of management action taken and the outcome of any discipline process arising from the grievance. This is an authority to disclose information to a complainant/s under Information Privacy Principle (IPP) 11 subsection (1)(d) and National Privacy Principle (NPP) 2 subsection (1)(f) of the *Information Privacy Act 2009* and any successor/s to any privacy principles resulting from legislative review.
 - (c) the complainant must keep confidential any information provided relating to management action or discipline outcomes relating to another employee. However, the complainant may disclose the information as required by law. The complainant may also disclose the information to an immediate family member, support person, union representative or confidential counsellor, provided that any such person agrees to keep the information confidential.
- 10.5 Where an employee is the subject of a sexual harassment allegation the employee is entitled to:
- (a) continue to be treated with respect by all people in the workplace, be supported in the workplace and not be victimised or treated differently because of being subject to an allegation of sexual harassment
 - (b) access advice on their rights and support options including access to the entity's employee assistance service, or union representation
 - (c) be provided with procedural fairness throughout any investigation of the reported allegation/s.

6 | Preventing and responding to workplace sexual harassment (Directive 12/23)

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11. Possible outcomes

- 11.1 Where allegations of sexual harassment are substantiated, the chief executive will take action that is consistent and proportionate for the allegations that are substantiated. The possible outcomes will also depend on whether an informal resolution or a formal grievance was preferred by the complainant. Possible outcomes include, but are not limited to:
- (a) disciplinary action, e.g. reprimand, demotion or dismissal
 - (b) a change to working hours or locations
 - (c) an apology
 - (d) agreement on protocols to manage the relationship in the future
 - (e) refresher sexual harassment awareness and prevention training
 - (f) coaching or performance counselling.

Governance and transitional provisions

12. Reporting and data collection

- 12.1 Each public sector entity is required to report on the implementation of this directive and other data as determined by the Commissioner.

13. Transitional provisions

- 13.1 The following transitional arrangements will apply for allegations of sexual harassment:
- (a) Where a grievance has been lodged under the individual employee grievance directive prior to commencement of this directive, clause 10.3 (which modifies the process for a grievance involving sexual harassment) does not apply to the grievance, and the remainder of the directive applies to any step and decision made after commencement and does not apply to any step taken or decision made prior to commencement
 - (b) Where the complaint or dispute (other than a grievance under the individual employee grievance directive) was made prior to this directive commencing, this directive will apply to any steps and decision made after commencement and does not apply to any step taken or decision made prior to commencement
 - (c) Where alleged sexual harassment occurred prior to this directive commencing, and the complaint, grievance or dispute was made after commencement, this directive will apply.
- 13.2 To allow time for staff consultation and implementation, an entity workplace sexual harassment prevention and response policy under clause 8.1 and clause 9 is to be in place by 1 February 2024. In exceptional circumstances, the Public Sector Commissioner may grant an entity additional time for this to occur.
- 13.3 Implementation of person-centred support under clause 8.1(g) is to be in place by 1 July 2024.
- 13.4 Training requirements set out in clause 8.1(b) and (c) are to be in place from 1 July 2024.

Definitions

Unless otherwise provided, the terms in this directive have the meaning prescribed in the Act.

Cultural capability has the meaning provided for under [chapter 1, part 3, section 20](#) of the Act.

7 | Preventing and responding to workplace sexual harassment (Directive 12/23)

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Reframing entity/entities has the meaning provided for under [chapter 1, part 3, section 20](#) of the Act.

Sexual harassment has the same meaning as section 119 of the Anti-Discrimination Act 1991.

Sexual harassment happens if a person:

- (a) subjects another person to an unsolicited act of physical intimacy. For example: physical contact such as patting, pinching or touching in a sexual way, or unnecessary familiarity such as deliberately brushing against a person
- (b) makes an unsolicited demand or request (whether directly or by implication) for sexual favours from the other person. For example: sexual propositions
- (c) makes a remark with sexual connotations relating to the other person. For example: unwelcome and uncalled for remarks or insinuations about a person's sex or private life, or suggestive comments about a person's appearance or body
- (d) engages in any other unwelcome conduct of a sexual nature in relation to the other person. For example: offensive telephone calls, or indecent exposure
- (e) and the person engaging in the conduct described in paragraphs (a), (b), (c) or (d) does so:
 - (i) with the intention of offending, humiliating, or intimidating the other person, or
 - (ii) in circumstances where a reasonable person would have anticipated the possibility that the other person would be offended, humiliated, or intimidated by the conduct.

Person-centred involves the individual being at the centre of decision-making and having control, as much as is possible, over the actions/services they receive.

8 | Preventing and responding to workplace sexual harassment (Directive 12/23)

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Blackall-Tambo **Regional Council**

Anti-Discrimination, Bullying and Sexual Harassment Policy

1. PURPOSE

Blackall Tambo Regional Council is committed to providing a safe and healthy work environment in which all workers are treated fairly, with dignity and respect. The purpose of this policy is to outline Council's position on discrimination, bullying, sexual harassment, and vilification.

2. SCOPE

This policy does not form part of any employee's contract of employment. The Policy is not intended to override the terms of any award, certified agreement or contract that applies to an employee.

This policy covers all behaviour considered bullying, discrimination, sexual harassment, and vilification within and external to the workplace.

3. APPLICATION

This policy applies to all employees, volunteers, and contractors of Council.

4. PRINCIPLE

Discrimination, bullying, sexual harassment, and vilification are risks to the health and safety of employees and contractors in the workplace. It is unacceptable and will not be tolerated by Council.

5. DISCRIMINATION

Legislation prohibits discrimination based on several identified attributes, including:

- Sex;
- Relationship status;
- Pregnancy;
- Parental status;
- Breastfeeding;
- Age;
- Race;
- Impairment;
- Religious belief or activity;
- Political belief or activity;
- Trade union activity;
- Lawful sexual activity;

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Anti-Discrimination, Bullying and Sexual Harassment Policy

- Gender identity;
- Sexuality
- Family responsibilities; and
- Association with, or relation to, a person identified based on any of these attributes.

Discrimination can occur in all aspects of the workplace. Employees have the right to equal employment opportunities, and to be treated fairly as they go about their daily duties, irrespective of their association with an identified attribute.

6. BULLYING

Bullying is repeated, unreasonable behaviour, directed towards a worker or a group of workers that creates a risk to their health and safety. It does not need to be intentional.

Repeated behaviour refers to the persistent nature of the behaviour and can refer to a range or pattern of behaviours over a period of time.

Unreasonable behaviour means behaviour that a reasonable person, having regard to all circumstances, would expect to victimise, humiliate, undermine, or threaten another person.

Bullying Examples

Examples of bullying include:

- Language or comments that are:
 - Abusive;
 - Insulting;
 - Offensive;
- Unjustified criticism or complaints;
- Deliberately excluding someone from workplace activities;
- Not sharing important information that a person needs to work effectively;
- Setting unreasonable timelines or constantly changing deadlines;
- Setting tasks that are unreasonably below or beyond a person's skill level;
- Spreading misinformation or malicious rumours;
- Changing rosters or leave to deliberately inconvenience someone.

A person's intention is irrelevant when determining if bullying has occurred.

A single incident of unreasonable behaviour does not constitute bullying; however, it may constitute inappropriate conduct and therefore will not be tolerated by Council.

What does NOT constitute workplace bullying?

Reasonable management action taken in a reasonable way is not bullying.

Reasonable management action can include:

- Setting reasonable performance goals, standards, and deadlines;
- Informing a worker of their unsatisfactory work performance;
- Deciding not to select a worker for promotion where a reasonable process was followed;
- Informing a worker of their inappropriate behaviour in an objective and confidential way;
- Rostering and allocating working hours where the requirements are reasonable;
- Transferring a worker for operational reasons;
- Implementing organisation changes or restructuring; and
- Taking disciplinary action, including suspension or termination of employment, when warranted.

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Anti-Discrimination, Bullying and Sexual Harassment Policy

7. SEXUAL HARASSMENT

Sexual harassment is any unwanted or unwelcome sexual attention which makes a person feel humiliated, offended, or intimidated. It does not have to be repeated or ongoing.

Sexual harassment includes:

- Unwelcome physical touching;
- Sexual or suggestive comments; jokes or taunts;
- Unwelcome requests for sex;
- The display of sexual material (e.g. photos or pictures);
- Sexual reading matter (e.g. emails, faxes, or letters).

Sexual harassment applies to both men and women. Sexual harassment such as obscene phone calls, indecent exposure or sexual assault may be a criminal offence.

The Blackall-Tambo Regional Council's Preventing and Responding to Workplace Sexual Harassment Policy and Plan identifies how Council will proactively manage the risk of sexual harassment or sex gender-based harassment in the workplace.

8. VILIFICATION

Vilification involves publicly inciting hatred, serious contempt, or severe ridicule of someone because of their race, religion, sexuality, or gender identity. Vilification is an offence if it includes actual or threatened physical harm to a person or their property.

Vilification includes:

- Writing letters to the public;
- Speaking in a public place;
- Putting up notices;
- Posts on the internet or social networking sites; and
- Public wearing or displaying clothing, sign, emblems, or insignias in order to vilify.

9. COMPLAINT PROCESS

If an employee feels that they have been discriminated against, bullied, sexually harassed, or vilified, they should not ignore it.

Council encourages employees to try to resolve the matter with the person involved in the first instance, however, Council acknowledges that employees may not always feel confident with this approach.

Where any employee feels they cannot address the matter directly with the person involved, or they have done so, and this has not stopped the behaviour, they can make a complaint to their Manager, Director or to Human Resources.

If an employee or contractor witness discrimination, bullying, sexual harassment, or vilification in the workplace they should encourage the other person to speak up or seek support; otherwise, the person who witnessed the incident should also make a complaint.

All complaints will be dealt with confidentially and all participants must maintain confidentiality.

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Blackall-Tambo
Regional Council

Anti-Discrimination, Bullying and Sexual Harassment Policy

No employee or contractor will be subject to adverse actions or victimisation, as a result of making a complaint.

Employees and contractor can also make a complaint and seek remedies or orders from an external organisation, depending on the specifics of their particular matter. External complaints can be directed to:

- Queensland Industrial Relations Commission;
- Work Health and Safety Queensland;
- Anti-Discrimination Commission Queensland;
- Australian Human Rights Commission, and
- The Police.

10. BREACHES OF POLICY

Discrimination, bullying, sexual harassment, and vilification is taken very seriously by Council and will not be tolerated. Employees found to be in breach of this policy and to have participated or abetted discrimination, bullying, sexual harassment and/ or vilification of another employee, employee group or contractor, will be subject to disciplinary action up to and including termination.

11. RELATED LEGISLATION AND POLICIES

Industrial Relations Act 2016

Anti-Discrimination Act 1991

Work Health and Safety Act 2011

Local Government Act 2009

Sex Discrimination Act 1984 Cth

Age Discrimination Act 2004 Cth

Racial Discrimination Act 1975 Cth

Disability Discrimination Act 1992 Cth

Human Rights Act 2019

Local Government Regulation 2012

Public Sector Ethics Act 1994

Blackall-Tambo Regional Council Code of Conduct for Employees

Blackall-Tambo Regional Council Councillor Code of Conduct

Blackall-Tambo Regional Council Preventing and Responding to Workplace Sexual Harassment Policy and Plan

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OFFICER REPORTS

COUNCIL MEETING DATE

Wednesday 19 March 2025

ITEM NO:

7.5.5

SUBJECT TITLE:

Local Laws Review - Request for Approval to Move to Public Consultation

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 approved the review of the Local Laws at the general meeting on 18 September 2024. Since then, the Local Laws have been reviewed and draft local laws developed. Internal consultation has been undertaken with several council staff. Council is required to undertake a community consultation program prior to making the Local Laws.

Officer's Recommendation:

That Council approves the conducting of a community consultation program.

Background

Under section 28(1) of the *Local Government Act 2009*, Council, may make local laws for good rule and government in the local government areas. However, the Act does provide some express limits to the local laws that a local government can make.

Council must not make local laws mentioned in section 28(2) of the *Local Government Act 2009*, namely—

- ☐ provisions with penalties of more than 850 penalty units
- ☐ provisions that purport to stop a local law being amended or repealed in the future
- ☐ provisions about a prohibited subject (i.e. network connections, election advertising or development processes)
- ☐ anti-competitive provisions (unless the local government has complied with the prescribed procedure for review of the anti-competitive provision).

One of the local government principles is democratic representation, social inclusion and meaningful community engagement.

Consistent with this principle it is good practice for local governments to consult with the public on a proposed local law.

Section 29(6) of the *Local Government Act 2009* declares that a local government does not have to carry out any public consultation before making:

- an interim local law or
- a model local law which does not contain an anti-competitive provision.

Note that a local law that in any way amends, or contains additional provisions to a model local law, is no longer a 'model local law'.

Nevertheless, a local government may choose to engage in consultation before it makes an interim, model or any other local law.

Local Laws should reflect the community wishes.

During the review of the current local laws the following issues were identified:

Local Law 1 is fundamentally ill-suited for the unique context of Western Queensland, as it was originally crafted with urban environments in mind. These urban settings differ significantly from the rural characteristics and lifestyle of this region, which can lead to a range of challenges when such regulations are applied without appropriate modifications. Urban regulations often overlook the specific needs and circumstances of less densely populated areas, resulting in rules that may not effectively serve or protect rural communities.

Proposed alterations to Local Law 1 include the removal of provisions that are considered irrelevant or unnecessary for Western Queensland, particularly those related to temporary entertainment venues and cane trains. These elements may not hold any significance in this area where such activities occur infrequently or do not align with local priorities and interests. By streamlining these provisions, we can create a legal framework that better addresses the actual needs and concerns of the community members living in Western Queensland.

Additionally, there is ongoing discussion regarding the regulation of public swimming pools within this region. Currently, only two facilities are managed by the local council, which raises important questions about whether further regulatory measures are truly necessary when adequate oversight is already provided by the council. A more tailored approach is essential to strike an appropriate balance between ensuring safety for residents while also considering practicality given the limited resources and facilities available within this rural setting.

Local Law 2 concerning animal control has also garnered significant recommendations for amendment from various stakeholders. The current law delineates specific animals that are permitted versus those that are prohibited; however, there is a strong suggestion that all animals should be allowed with or without a permit under certain conditions. For example, common pets like dogs and cats would not require permits unless their numbers exceed a specified maximum limit—potentially set at two or three animals per household—while other animals such as horses, goats, pigs, deer, and sheep would still necessitate permits due to their unique care requirements.

The conditions attached to these permits could include comprehensive plans aimed at eliminating nuisances caused by animals as well as stipulations regarding containment areas where they must be kept secure. Furthermore, provisions related to shelter requirements for different types of animals would ensure their well-being alongside guidelines addressing feeding practices and access to clean water sources—all crucial factors contributing to responsible animal ownership within our community as deemed necessary by local council authorities.

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.

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

Environment & Heritage

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

Governance

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

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

Outcome 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

Chief Financial Officer

Chief Operations Officer

Director Organisational Performance

Group Manager Environment, Health and Compliance

Group Manager Town and Rural Services

Environmental Health Officer

Rural Lands Officer

Policy Implications

The adoption of new local laws

Budget and Resource Implications

The program will be funded from existing approved budget

Risk Management Assessment

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Minimal financial requirements	Low
Legal & Regulatory	Low	New local laws will remove	Low
People	Low	Community consultation will ensure people are included	Low
Operational	Medium	No change	Low
Environmental	Medium	No change	Low
Strategic	Medium	No impact	Low
Ethical	Low	Compliance with local law drafting requirements ensures ethical standards are high	Low
Reputation	Low	Public consultation program enhances reputation	Low
Leadership	Low	No change	Low

Proposed Risk Treatment

None required

Attachments

nil

OFFICER REPORTS

COUNCIL MEETING DATE:	Wednesday 19 March 2025
ITEM NO:	7.5.6
SUBJECT TITLE:	Environment, Health and Compliance Branch Report
AUTHOR AND OFFICERS TITLE:	Peter Mann Manager Environment, Health, and Compliance
AUTHORISING OFFICER:	Mike Lollback (Chief Executive Officer), Alison Lamb (Director of Organisational Performance)
CLASSIFICATION (if Confidential)	N/A

Summary:

The Environment, Health and Compliance branch has been concentrating on improving the service to the community during the past month.

Officer's Recommendation:

That the Environment, Health and Compliance branch report be received and the actions of the officers be endorsed.

Background**Branch activities**

The review of the Local Laws has been completed with the drafts ready to go to public consultation, a separate report regarding the public consultation is included in the meeting agenda.

A workshop was conducted with Barcaldine council regarding the review of their local laws

CCTV cameras have been purchased and will be installed on 28 March 2025 at

- Blackall waste dump
- Tambo waste dump
- Blackall depot

Ongoing investigation and advisory services are being provided to Barcaldine Shire and the Manager is being appointed an authorised officer to conduct investigation and enforcement activities in Barcaldine Shire.

Environmental Activities

- Community Group Food Safety Training has been developed
- General Food Safety Training (For Licensed Food Businesses) currently in development Stage.

Other Actions / Tasks:

- Purchased pool water testing kit (Blackall)
- Passive mosquito box traps ordered. Free from the Arbovirus Sentinel Program.
- Application for Food Safety Plan Accreditation created and implemented.
- Public Recreational Waterway- minimal testing completed and report shared with management.
- Required E-coli testing of drinking water conducted & ongoing.
- Tri annual drinking water testing conducted and sent to Lab.
- Mosquito Management Proposal developed & shared with management.
- E-coli water testing equipment ordered and received.
- Water testing equipment ordered.
- Water testing data results requested & received.
- Meeting request sent to Blackall Hospital. No response received.
- Information request received. Ongoing.
- Created a D.E.S. Complaint on behalf of customer.
- Current mosquito breeding locations document created and shared with management.

Land Protection

Pest weed treatment has continued but was interrupted for a short period due to rain.

There have been two (2) significant cattle drives on the stock route and permits were issued in both instances.

Link to Corporate Plan

Vibrant Communities

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

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

Environment & Heritage

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

Outcome 4 - Waste Management - Best practice waste management.

Governance

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

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

Consultation (internal/external)

Chief Executive Officer

Director Organisational Performance

Environmental Health Officer

Rural Lands Officer

Policy Implications

Nil

Budget and Resource Implications

All services and activities are conducted within the current budget

Attachments

Nil

OFFICER REPORTS

COUNCIL MEETING DATE

Wednesday 19 March 2025

ITEM NO:

7.5.7

SUBJECT TITLE:

**Review of Entertainment and Hospitality
Expenditure Policy and Credit and Fuel Card
Policy**

AUTHOR AND OFFICERS TITLE:

Andrea Saunders Group Manager Customer &
Council Support

AUTHORISING OFFICER:

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

CLASSIFICATION (if Confidential)

N/A

Summary:

The Entertainment and Hospitality Expenditure Policy and Credit and Fuel Card Policy have been reviewed and are presented to council for consideration..

Officer's Recommendation:

That Council adopted:

1. **The revised Entertainment and Hospitality Expenditure Policy and**
2. **The revised Credit and Fuel Card Policy.**

Background

Continuous policy review and development is a critical activity. Outdated policies can leave council exposed to non-compliance with statutory obligations and consequently, reputational risk. Old policies may fail to comply with new laws and regulations and may not address social, ethical, economic and community issues and opportunities. Regular reviewing and updating policies keep council up to date with legislative, regulatory and procedural changes.

Entertainment and Hospitality Expenditure Policy

Section 196 of the *Local Government Regulation 2012* prescribes that a local government must adopt a policy about the local government's spending on entertainment or hospitality, and that a local government may only incur expenditure on entertainment and hospitality in a way that is consistent with its policy.

The Entertainment and Hospitality Expenditure Policy has been reviewed to facilitate better controls in relation to the expenditure of public funds on entertainment and hospitality, and to ensure that such expenditure is reasonable and appropriate.

Key changes captured within the policy include:

- Updated lists for appropriate and inappropriate expenditure; and
- Updated descriptions of Council Business Related Activities.

Credit and Fuel Card Policy

The Credit and Fuel Card Policy has been reviewed to meet current practices. The policy had not been reviewed since 2020 therefore updates were required. The policy provides

requirements for councillors and council employees who have been issued with or have access to a corporate credit card or fuel card.

Link to Corporate Plan

Governance

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

Consultation (internal/external)

Chief Executive Officer

Chief Financial Officer

Team Leader Financial Management

Policy Implications

Revised Entertainment and Hospitality Expenditure Policy

Revised Credit and Fuel Card 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	The policies have been reviewed and amended to reflect current practices.	Low
People	Low	Nil	Low
Operational	Medium	Revised policies assist current practices are documents and provides clear guidelines to council employees.	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Nil	Low
Ethical	Low	The policies provide clear guidelines.	Low
Reputation	Low	Nil	Low
Leadership	Low	The revised policies provide guidance on requirements for employees and councillors.	Low

Proposed Risk Treatment

The revised Entertainment and Hospitality Expenditure Policy and Credit and Fuel Card Policy enhance expenditure controls and compliance.

Attachments

1. Stat 9 Entertainment and Hospitality Expenditure Policy DRAFT (2) [7.5.7.1 - 4 pages]
2. Stat 15 Credit and Fuel Card Policy DRAFT (2) [7.5.7.2 - 4 pages]



Blackall-Tambo **Regional Council**

Entertainment and Hospitality Expenditure Policy

1. PURPOSE

The purpose of this policy is to provide proper control of Blackall-Tambo Regional Council's expenditure in relation to entertainment and hospitality. The overall approach is to ensure that a consistent approach is maintained throughout the organisation and to continually ensure accountability to the community for its expenditure.

Expenditure should be for an identified benefit to the community, and Council should ensure that compliance with legal, financial, audit and ethical requirements are achieved.

2. SCOPE

This policy applies to all entertainment and hospitality arrangements undertaken by Councillors and Council officers.

The entertainment and hospitality activities covered within the scope of this policy are:

- Council business related activities
- Civic related activities
- Special function events

3. LEGISLATION

Section 196 of the *Local Government Regulation 2012* provides examples of spending on entertainment and hospitality. Examples include:

- Entertaining members of the public to promote a local government project or initiative.
- Providing food or beverages to a person who is visiting the local government in an official capacity.
- Providing food or beverages for a conference, course, meeting, seminar, workshop or another forum that is held by the local government for its councillors, local government employees or other persons.
- Paying for a councillor or local government employee to attend a function as part of the councillor's or employee's official duties or obligations as a councillor or local government employee.

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Entertainment and Hospitality Expenditure Policy

Entertainment and hospitality expenditure will be considered appropriate if it meets the following criteria:

- it is considered reasonable and cost effective;
- it can be supported by a specific approved budget allocation;
- it can withstand both internal and public audit scrutiny;
- it is for official purposes;
- it complies with legal, financial, audit and ethical requirements;
- Be properly documented, with the purpose for the expenditure clearly identified; and
- Be in accordance with the adopted Procurement Policy, Credit Card Policy, and Delegations Register of Council where appropriate.

Where a Council Credit Card is used to pay for entertainment or hospitality expenditure, such expenditure must firstly:

- Comply with the requirements of this Policy
- Such expenditure has been authorised within a specified limit and complies with the Council Credit Card Policy

4. COUNCIL BUSINESS RELATED ACTIVITIES

In order to conduct Council business, Council employees will travel to represent the Council at various conferences, seminars, training courses and deputations. As these employees carry out their duties, expenditure is incurred on accommodation, hospitality and related travel and it is the Council's intention to cover appropriate business-related expenses.

Meals and refreshments may be provided to attendees at meetings of Council. Entertainment and hospitality for meetings held within ordinary working hours should be kept to a minimum cost.

4.1. Training Courses, Conferences And Other Functions

Where a training course, conference, meeting or other function is arranged and employees or visitors will be present during a normal meal period, the Council may, if it facilitates the purpose of the event, arrange for refreshments to be made available. Such refreshments are to be reasonable in relation to the purpose and nature of the event and the expected attendees.

If an employee attends a training course, conference, meeting or other function not provided by the Council at Council cost, the Council may pay for meals if they are included in an overall cost for the event or are provided meals which are an integral part of the event.

4.2. Civic Related Activities

Civic functions such as Citizenship Ceremonies, Australia Day Celebrations, Anzac Day Celebrations and Official Openings provide community recognition or a welcome by the Council. The decision as to reasonable and appropriate costs will take into consideration the number of attendees, the timing of the function, the venue and the location with the region.

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Entertainment and Hospitality Expenditure Policy

4.3. Special Function Events

Special Delegates

These may occur for cultural or economic development reasons and have the potential to increase investment in the Council area.

Condolence wreaths or floral presentations

For the death of or serious injury to a Councillor or Council employee or their immediate family. This is in recognition of service and a mark of respect to his/her family.

4.4. Other Hospitality Expenses

Other types of expenditure considered reasonable as official hospitality includes the provision of tea, coffee, sugar, milk, morning or afternoon tea, breakfast, lunch and/or dinner for official visitors and appropriate staff.

Reward and recognition presentations, such as recognition of Council officers for years of service or employee farewells;

Other specific celebrations authorised by the Chief Executive Officer.

5. PROVISION OF ALCOHOL

Alcohol may only be provided at an official Council function if it has been approved prior to the function by the Mayor or Chief Executive Officer.

Alcohol must not be provided during meetings or training courses provided by the Council, unless approved by the Chief Executive Officer.

6. UNREASONABLE AND INAPPROPRIATE EXPENDITURE

Examples of expenditure which is considered not to be reasonable and appropriate and therefore to be treated as private expenditure includes:

- Tips or gratuities;
- Dinners/functions at the private residence of a Councillor or Council Employee;
- Staff meals without a Council business purpose.

7. CONTROLS

- Implementation of this policy is the responsibility of the Chief Executive Officer.
- Expenditure by an employee must be authorised by the relevant manager.
- Attendance at functions and events may be either by Council resolution or approval from the Chief Executive Officer or Director.
- Relevant documentation should be provided which:
 - outlines the official purpose of the function
 - links the function to the conduct of Council business
 - indicates the responsibilities of the attending Councillor(s) and/or employee(s)

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Blackall-Tambo
Regional Council

Entertainment and Hospitality Expenditure Policy

- indicates any external organisations or individuals who may be in attendance
- certifies that any expenditure incurred is/was incurred in the performance of official duties.
- Requests for reimbursement must be on Council's approved reimbursement form and have supporting documentation such as tax invoices, receipts for amounts paid.

8. RELATED DOCUMENTS

Local Government Act 2009
 Local Government Regulation 2012
 Code of Conduct for Employees Policy
 Procurement and Disposal Policy
 Credit and Fuel Card Policy
 Councillors' Expenses Reimbursement Policy
 Councillor Code of Conduct Policy

9. REVIEW TRIGGER

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

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

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

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Blackall-Tambo Regional Council

Credit and Fuel Card Policy

1. PURPOSE

The Credit and Fuel Card Policy provides for the purchasing and paying for items of Council expenditure in accordance with Council's Procurement Policy via Corporate Credit Card. The policy ensures effective controls and procedures are in place with respect to the authorisation and use of Corporate Credit Cards.

2. SCOPE

The Credit and Fuel Card Policy applies to all Council employees and Councillors who are either provided with, or have access to a Corporate Credit Card or a Motorpass Fuel Card.

3. DEFINITIONS

Term	Definition
Council	Blackall-Tambo Regional Council
Cardholder	The officer to whom a corporate credit card is issued. The card is embossed with the officer's name and bears the officer's signature on the reverse of the card for security and identification purposes.
Corporate Credit Card/s	All Credit Cards held under a Council Credit Card facility.
Corporate Credit Card Provider	The financial institution that provides Council's Credit Card facility.
Fuel Card	All cards held under a fuel card facility.
Monthly Credit Limit	The dollar limit of the total value of transactions permitted on an individual cardholder's Corporate Credit Card during the billing cycle.
Officers	Council employees and councillors.
Private Expenditure	Refers to any expense that is not related to the Council's business operations.

4. ISSUING OF CORPORATE CREDIT CARDS

A Corporate Credit Card may be issued, at the discretion of the Chief Executive Officer, to a Councillor or employee of Blackall-Tambo Regional Council.

Once a credit card is issued, the employee must ensure the card is kept in a secure manner and guarded against improper use. The cardholder will be personally responsible for the card's security and any disputed charges.

Credit card usage is reviewed periodically by the Team Leader, Financial Management (or delegate) to ensure that each cardholders is operating within established guidelines. All transactions are

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Blackall-Tambo Regional Council

Credit and Fuel Card Policy

reconciled by the Council Officer.

5. CREDIT LIMITS

An overall limit of \$50,000.00 is set for Council's credit facility with individual monthly credit limits and transactions limits set for each Corporate Credit Card. Monthly credit limits will range from \$2000.00 to a maximum of \$13,000.00. Monthly credit limits may be amended by the Chief Executive Officer to maintain Council's overall credit limit as agreed with the facility provider.

6. APPROPRIATE USE OF CORPORATE CREDIT CARDS

Blackall-Tambo Regional Council Credit Cards may only be used for:

- Legitimate Council business activities
- Purchase of goods and services in accordance with Council's Procurement Policy.

7. USAGE RESTRICTIONS

Blackall-Tambo Regional Council Corporate Credit Cards do not have a cash advance facility. The cards cannot, under any circumstance, be used for private or personal use and cannot exceed the cardholder's credit limit.

The Corporate Credit Cards are not to be used for:

- Any illegal activity
- Any personal expenses
- PayPal, After Pay or any term payment service that requires a credit card to be linked to it
- Linking to rewards program

8. RESPONSIBILITY OF CREDIT CARD ADMINISTRATOR

The Credit Card Administrator will:

- Follow up any apparent misuse or non-compliance with this policy and associated procedures with the Chief Financial Officer
- Maintain a current register of all authorised cardholders
- Cancel lost or stolen Corporate Credit Cards immediately upon notification of a concern.

9. RESPONSIBILITY OF CARDHOLDER

The Cardholder will:

- Ensure the Corporate Credit Card is used for official Council business in accordance with the Corporate Credit Card Policy
- The Corporate Credit Card is not to be used for any purpose that contravenes this or any other Council policy

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Blackall-Tambo Regional Council

Credit and Fuel Card Policy

- Every transaction processed through the Corporate Credit Card is authorised by the Cardholder or investigated if unauthorized
- A tax invoice is collected for all transactions
- The Corporate Credit Card is always stored safely and securely
- The monthly statement is reconciled within 14 days of the statement date
- All documents pertaining to the transactions are made available to the Credit Card Administrator in the format and timeframe requested
- The Chief Executive Officer must approve any expenditure relating to the provision of entertainment prior to the expense being incurred
- Cancel lost or stolen Corporate Credit Cards immediately upon notification of a concern
- Return the Corporate Credit Card to the Team Leader, Financial Management for secure storage when the Cardholders is on extended leave for more than 12 weeks.

10. LOST, STOLEN, DAMAGED AND EXPIRED CARDS

The loss or theft of credit cards must be immediately reported by the Cardholder to the Team Leader, Financial Management regardless of the time or day discovered.

For expired cards, the cardholder will be advised by the Finance Section when the card is available for collection. Expired cards must be handed to the Finance Section for destruction before the new card is issued.

11. CORPORATE CREDIT CARD BREACHES

If an unauthorized payment has been on any Corporate Credit Card, the employee responsible must reimburse Council for the amount considered to be unauthorized within 30 days.

If a fraudulent third-party purchase is detected, this must be immediately reported by the Cardholder to the Team Leader, Financial Management.

12. EXAMPLES OF MISUSE OR BREACHES

The following list represents examples of common Corporate Credit Card practices that constitute a breach of this policy. The list is not intended to be exhaustive and provides guidance only.

- Expenses for private or personal use – e.g. meals paid for family members, unauthorized fuel for a private vehicle
- Expenses which exceed cardholder limit – e.g. making a payment greater than your set limit
- Use of card without prior approval – e.g. booking flights online prior to approval of travel
- Making payments via the credit card to avoid tendering and quotes.
- Making payments via credit card that are excessive or not value for money.
- Making a payment that is not for Council business with the intention of reimbursing Council.

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Blackall-Tambo Regional Council

Credit and Fuel Card Policy

13. CONSEQUENCES OF CORPORATE CREDIT CARD MISUSE OR BREACH

If a cardholder is found breaching the Corporate Credit Card Policy, the card may be immediately cancelled. If any employee or a cardholder is found breaching the Corporate Credit Card Policy, the matter will be investigated.

Employees will be afforded procedural fairness, may seek procedural advice from the Human Resources team and have the right to assistance from a support person.

14. FUEL CARDS

- Fuel cards are issued by the Chief Financial Officer.
- Fuel cards are provided for each fleet vehicle.
- Where possible, Council officers are to refuel at the Council depots.
- Fuel cards are not to be used for refueling private vehicles.

15. VERSION CONTROL

Version 1	8 December 2010
Version 2	11 December 2012
Version 3	11 November 2014
Version 4	15 June 2016
Version 5	19 February 2020
Version 6	17 March 2021
Version 7	19 March 2025

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OFFICER REPORTS

COUNCIL MEETING DATE: Wednesday 19 March 2025
ITEM NO: 7.5.8
SUBJECT TITLE: **People, Culture & Safety Report**
AUTHOR AND OFFICERS TITLE: Jodie Richardson Group Manager People, Culture & Safety
AUTHORISING OFFICER: Alison Lamb (Director of Organisational Performance), Mike Lollback (Chief Executive Officer)
CLASSIFICATION (if Confidential) N/A

Summary:

This report provides Council with an update of the People, Culture and Safety Department outcomes for February 2025.

Officer's Recommendation:

That the People, Culture and Safety Monthly Report for February 2025 be received and noted by Council.

Background**PEOPLE**

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

Blackall-Tambo Regional Council:

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

New Employees

- Casual Stockman – Blackall Saleyards

Resignations

- Casual Stockman – Blackall Saleyards
- Labourer/ Plant Operator – Blackall Operations

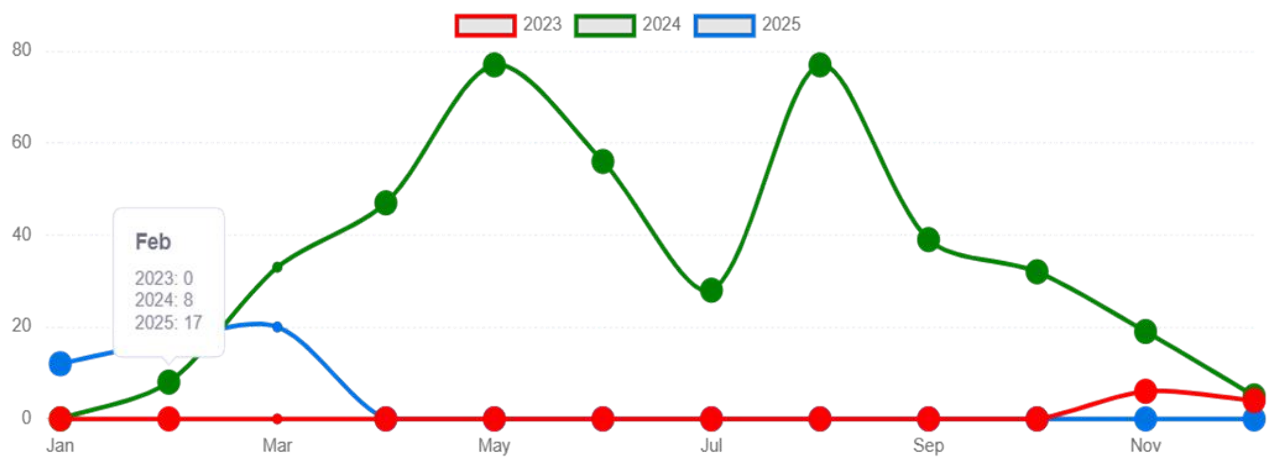
Recruitment

- Assets & Major Projects Officer – Based in Blackall
- Diesel Fitter – Based in Blackall
- PPT General Cleaner – Based in Tambo
- PPT MPC Administration Officer – Based in Tambo

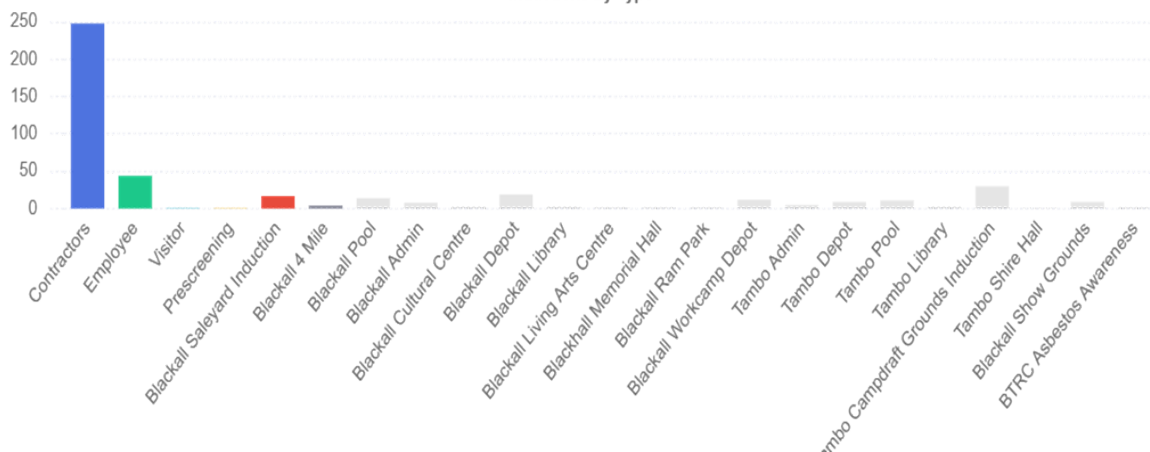
Inductions Completed

- Contractors – 10
- Employees – 1
- Saleyards – 1
- Blackall Aquatic Centre – 2
- Asbestos Awareness - 2

Inductions by Month



Inductions by Type



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.

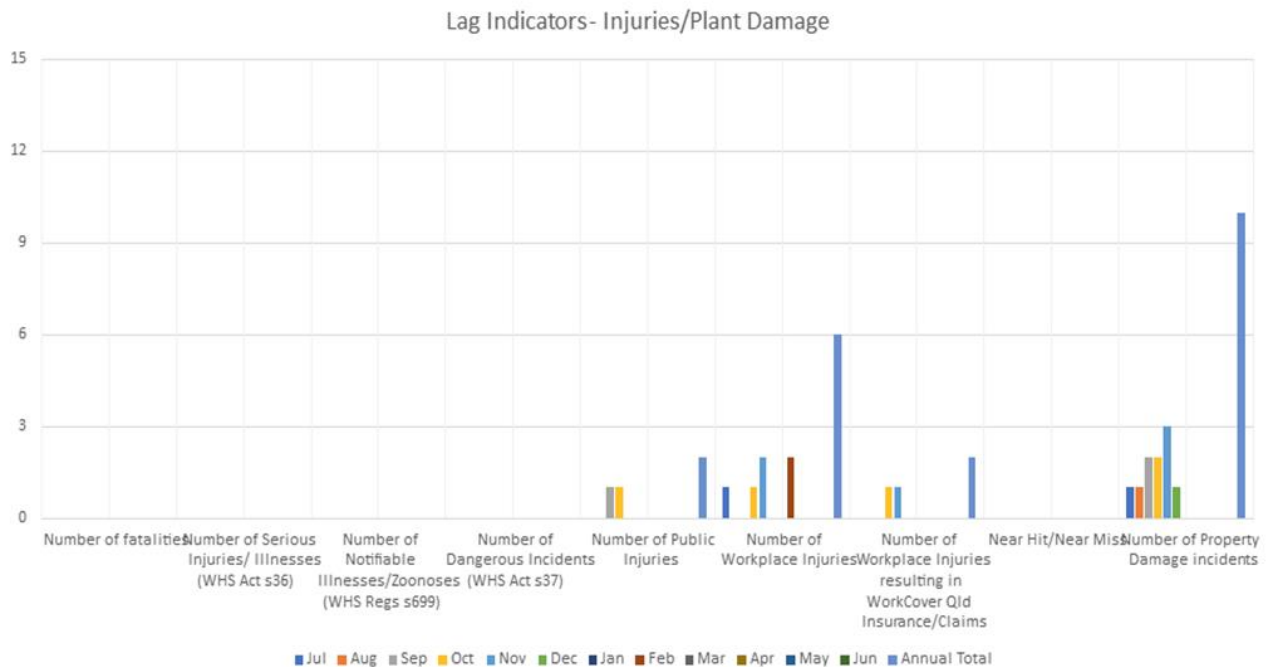
- The Safety Team continues to work with staff and management to improve the overall safety of the Blackall-Tambo Regional Council and to identify areas for improvement so that we aim for compliance in all areas of safety.

Sick Leave

- 90.29 days have been lost due to sick leave by staff for the month of February 2025. This number has decreased by 11.71 days since the previous month.
- Please note that this high amount of sick leave over the preceding months have been due to several staff members recovering from medical procedures and is not indicative of staff taking random sick leave.

Incidents Reported

- 2 Incidents were reported in the month of February
- Employee jarred his back due to slipping when sliding a new tank into position. No time was lost due to injury and the employee returned to work. This incident occurred on 04.02.2025.
- A piece of steel came off a Loader tooth and lodged into an employee's arm when hit with a hammer. The employee attended the Blackall Hospital for cleaning and removal of the small piece of steel. All staff have been notified to use the correct hammers when hitting steel. This incident occurred on 07.02.2025 and the employee has returned to work with no days lost to injury.



Workers Compensation Claims

- Ongoing Workers Compensation Claim – Tree Lopping Event – 03.08.2023
- Elbow Injury sustained whilst shovelling – 25.10.2024 - Returned to full duties
- Thumb/ Wrist strain whilst shovelling – 21.11.2024 - Suitable duties program
- 20 days have been lost due to injury and incidents in the workplace.
- All days lost are from ongoing injury claims.

Link to Corporate Plan

Governance

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

Consultation (internal/external)

Director Organisational Performance

Workplace Health & Safety Advisors

Policy Implications

Nil

Budget and Resource Implications

Nil

Attachments

Nil

8 Confidential Reports

Nil

9 Close of Meeting