



## **GENERAL MEETING**

**25 January 2023**

### **NOTICE OF MEETING**

Date: 25 January 2023

Cr AL Martin

Cr BP Johnstone

Cr PJ Pullos

Cr LP Russell

Cr JH Scobie

Cr DA Hardie

Cr GK Schluter

Please find attached the Agenda for the General Meeting to be held at the Blackall-Tambo Regional Council Chambers in Tambo, 25 January 2023 commencing at 8.30am.

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

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

**CALENDAR OF EVENTS****January 2023**

25 January 2023	Council Meeting – Tambo
26 January 2023	Australia Day

**February 2023**

15 February 2023	Council Meeting – Blackall
28 February 2023	RAPAD – F2F Winton

**March 2023**

1-2 March 2023	RAPAD – F2F Winton
15 March 2023	Council Meeting – Tambo
18 March 2023	Box Cars Rally – Tambo
24-26 March 2023	Ladies in the Field - Tambo

**April 2023**

1 April 2023	Tambo Outback Rodeo
7 April 2023	Good Friday
8 April 2023	Easter Sunday
10 April 2023	Easter Monday
19 April 2023	Council Meeting – Blackall
21 April 2023	Queensland Music Trails - Tambo
25 April 2023	ANZAC Day
29 April 2023	Tambo Stock Show

**May 2023**

1 May 2023	Labour Day
13-14 May 2023	Tambo Polocrosse – 60 years
14 May 2023	Opera Queensland's Tambo Concert
14 May 2023	Opera Queensland – Sing Sing Sing (The Lodge on Hawthorn)
17 May 2023	Council Meeting – Tambo
19-21 May 2023	Tambo Campdraft
23-24 May 2023	RAPAD – F2F Longreach
24 May 2023	Opera Queensland – Lady Sings the Maroons (Blackall Woolscour)
27 May 2023	Tambo Races – Tambo Cup

**June 2023**

21 June 2023	Council Meeting – Blackall
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**July 2023**

19 July 2023	Council Meeting – Tambo
24-27 July 2023	Bush Councils Convention - Goondiwindi
29 July 2023	Tambo Races – Ladies Day

**August 2023**

16 August 2023	Council Meeting – Blackall
22-23 August 2023	RAPAD Board – F2F Boulia

**September 2023**

20 September 2023	Council Meeting – Tambo
26-28 September 2023	WQAC - Winton

**October 2023**

2 October 2023

Queen's Birthday

11 October 2023

Council Meeting – Blackall

16-18 October 2023

LGAQ Annual Conference - Gladstone

**November 2023**

2 November 2023

Melbourne Cup Day – Bank Holiday for BTRC

11 November 2023

Remembrance Day

15 November 2023

Council Meeting – Tambo

28-30 November 2023

RAPAD Board and Friends of RAPAD – F2F Brisbane

**December 2023**

20 December 2023

Council Meeting - Blackall

**Held at Tambo Council Chambers**  
**On Wednesday 25 January 2023**  
**Commencing at 8.30am**

## Order of Business

### Blue items are hyperlinked

Leave of absence/Signing of Attendance Book

Apologies: Nil

Condolences:

- Catherine Nellie McCulloch

Declarations of Conflicts of Interest

Deputations: Nil

## **BUSINESS**

### **1. CONFIRMATION OF THE MEETING MINUTES**

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### **2. BUSINESS ARISING FROM THE MINUTES**

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### **3. PETITIONS**

### **4. REPORTS & CORRESPONDENCE**

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#### **4.2 Director of Works and Services**

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**MINUTES OF THE GENERAL MEETING OF  
BLACKALL-TAMBO REGIONAL COUNCIL  
HELD AT THE BLACKALL COUNCIL CHAMBERS  
ON WEDNESDAY 14<sup>th</sup> December 2022  
AT 8.30AM**

**PRESENT:**

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

**OFFICERS:**

Mr Des Howard, Chief Executive Officer, Mr Alastair Rutherford, Mr Garth Kath Director of Works and Services, Mrs Andrea Saunders, Governance Coordinator, Ms Piper Hansen, Minute Taker

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**CONDOLENCES:**

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

- Margaret Irvine
- Margaret Ann Brown nee Mullins
- Constable Matthew Arnold
- Constable Rachel McCrow
- Alan Dare

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**DECLARATIONS OF INTEREST:**

**Cr AL Martin for item 5.11** – Councillor Martin requested Council's view on his personal interest in item 5.11 Relocation of the Tambo Library and Visitor Information Centre to the Grassland Building as his wife, Louise Martin is Deputy Chair of the Tambo Arts Council. Council deemed that Cr Martin did not have a conflict of interest in the matter and did not have to declare a conflict of interest.

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**1.1 Confirmation of General Meeting Minutes**

**MOTION:**      Moved: Cr PJ Pullos

Seconded: Cr DA Hardie

That the minutes of the General Meeting held on 16 November 2022 be taken as read and confirmed, and that the Mayor be authorised to sign same.

**Minute No. 01/12A/22****Carried 7/0****4.1.1 Financial Report for the Month of November 2022**

In accordance with s204 of the *Local Government Regulation 2012* a monthly financial report is required to be presented to Council. The financial report for November 2022 details Council's current financial position and compares its performance against the adopted budget for 2022-2023.

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

**That Council receive the Financial Report for November 2022.**

**Minute No. 02/12A/22****Carried 7/0****Attendance:**

At 8:40am Cr Martin left the meeting and returned at 8:41am

**4.1.2 DFCCS Operations Report – November 2022**

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

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

**That Council receive the DFCCS Operations Report for November 2022.**

**Minute No. 03/12A/22****Carried 7/0****4.1.3 Review of Policies**

The review of Council's Policies is important. Reviews ensure that Council remains compliant with a variety of factors.

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

**That Council:**

- 1. Retire Stat 31- Community Services Policies and Procedures for HACC, CACP, NRCP, RPHS and Community Care Services; and**
- 2. Retire Admin 33- Youth Centre Internet Policy; and**
- 3. Retire Admin 6- Computer, Email, and Internet Policy; and**
- 4. Adopt the Acceptable Use of Information Technology Policy.**

**Minute No. 04/12A/22****Carried 7/0**

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#### **4.2.1 Director of Works and Services' Operations Report - November 2022**

The Director of Works and Services report for November 2022 is presented to Council.

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

**That Council receive the Director of Works and Services' Operation Report for November 2022.**

**Minute No. 05/12A/22**

**Carried 7/0**

**Attendance:**

At this point, 9.00 am, Queensland Music Festival joined the meeting by video conference. The deputation consisted of Joel Edmondson – CEO and Creative Director, Simon Buchanan - Business Development Director and Sue Nelson - Government Partnerships Manager.

The deputation addressed Council about the Queensland Music Trail proposal. At this point, 9.24 am, Queensland Music Festival left the meeting.

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#### **4.2.2 Work Health and Safety Report**

The Work Health and Safety report is provided to Council.

**MOTION:**      **Moved: Cr PJ Pullos**                      **Seconded: Cr DA Hardie**

**That Council receive the Work Health and Safety report for November 2022.**

**Minute No. 06/12A/22**

**Carried 7/0**

**Attendance:**

At this point, 9.42 am, the Director of Works and Services left the meeting.

At this point, 9.43 am, the Director of Finance Corporate and Community Services left the meeting.

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#### **5.1 Blackall Saleyards Monthly Report**

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

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

**That Council receive the Blackall Saleyards monthly report for November 2022.**

**Minute No. 07/12A/22**

**Carried 7/0**



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## 5.2 **Planning and Development Report**

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

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

**That Council receive the Planning and Development Report for November 2022.**

**Minute No. 08/12A/22**

**Carried 7/0**

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## 5.3 **Environmental Health/Local Laws Officer's Report- November 2022**

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

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

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

**Minute No. 09/12A/22**

**Carried 7/0**

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### **Attendance:**

At this point, 9.50 am, the Director of Works and Services returned to meeting.

At this point, 9.53 am, the Director of Finance Corporate and Community Services returned to meeting.

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### **Adjournment:**

At 10.02 am meeting was adjourned for morning tea.

### **Resumption:**

At 10.29 am the meeting was resumed.

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## 5.4 **Review of Delegations from Council to the Chief Executive Officer**

Section 257(5) of the Local Government Act 2009 requires Council to review annual delegation to the Chief Executive Officer to Council.

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

**That Council:**

- 1. Receive the Delegations Register Council to Chief Executive Officer which details all the powers delegated to the Chief Executive Officer of Council pursuant to section 257 of the *Local Government Act 2009*.**

- 2. Note that the Delegations Register Council to Chief Executive Officer has been reviewed and updated as at 25 January 2023 to reflect any changes to the delegable powers under state legislation.**

**Minute No. 10/12A/22**

**Carried 7/0**

**5.5 Development Application- DA 37-2021-2022 Tourist Park- 18 Leek Street, Blackall**

The Applicant, New Beginnings Church Blackall, seeks a Development Permit for Material Change of Use for a Tourist Park and Reconfiguring a Lot (1 lot into 2 lots) over land at 18 Leek Street, Blackall, formally described as Lot 1 on CP900484. The subject site is occupied by the New Beginnings Church. The Applicant is proposing 16 caravan sites with ensuites and associated car parking. The proposal will also include caretakers' accommodation with an office. The reconfiguration of the lot will ensure the existing church and Tourist Park are on separate lots.

Under the Blackall-Tambo Region Planning Scheme 2020 (the Planning Scheme), the subject site is in the Mixed Use Precinct of the Township Zone. The defined use that has been applied for, being a 'Tourist Park', is subject to Impact Assessment in the Township Zone. Reconfiguring a lot in the Township zone is subject to Code Assessment. The overall level of assessment for the application is Impact Assessment. 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, seven (7) submissions and one (1) petition with 20 signatures was received. The issues raised in the submissions and petition have been addressed in the decision 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.

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 DA Hardie**

**Seconded: Cr PJ Pullos**

**That Council approves the application for a Development Permit for Material Change of Use for a Tourist Park and Reconfiguring a Lot (1 lot into 2 lots) over land at 18 Leek Street, Blackall, formally described as Lot 1 on CP900484, 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**

<b>Plan/Document Name</b>	<b>Plan/Document Number</b>	<b>Revision Number</b>	<b>Date</b>
<b>Thistle Street Aspect</b>	<b>Page 1</b>	-	<b>25/05/2022</b>
<b>Layout Proposed Site Plan</b>	<b>Page 3</b>	-	<b>26/05/2022 (Received date)</b>
<b>Caravan Park Proposed Site Plan</b>	<b>Page 4</b>	-	<b>26/05/2022 (Received date)</b>
<b>Type A &amp; Shower-WC-Vanity &amp; Elevations</b>	<b>Page 5</b>	-	<b>26/05/2022 (Received date)</b>
<b>Type B &amp; C &amp; Shower-WC-Vanity &amp; Elevations</b>	<b>Page 6</b>	-	<b>26/05/2022 (Received date)</b>
<b>Type D &amp; Laundry-WC-Shower &amp; Elevations</b>	<b>Page 7</b>	-	<b>26/05/2022 (Received date)</b>

Proposed Dwelling – Lower and Upper Floor	Page 8	-	26/05/2022 (Received date)
Proposed Dwelling Aspects	Page 9	-	26/05/2022 (Received date)
Site Layout	DWG-S01	A	26/09/2022
General Arrangement	CE22056-301-GA	A	19/10/2022
Landscape Plan Planting Plan	IY-666-18LE	-	19/10/2022

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:

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 Hours of operation are limited from 7:00am to 6:00pm Monday to Sunday. No new guests are to be accepted into the Tourist Park outside these hours.

***Advisory note:*** This relates to office hours and when guests may be accepted into the Tourist Park. It is accepted the use is an accommodation activity and guests (already checked in) will be staying 24 hours a day.

3.2 The Tourist Park is limited to a maximum of 16 caravan sites.

### 4.0 ENGINEERING CERTIFICATION

4.1 Prior to commencement of any engineering works, a Development Permit for Operational Work must be obtained, where required, for the following engineering works:

4.1.1 Road works and access and parking works

4.1.2 Reticulated water supply connection

4.1.3 Reticulated sewer supply

4.1.4 Earthworks

4.1.5 Stormwater works

4.2 For the submission, detailed design documentation must be provided and a Registered Professional Engineer of Queensland (RPEQ) must certify the engineering drawings and specifications for the engineering work.

- 4.3 An Engineer's Certificate of Construction must be signed and submitted to Council by a RPEQ verifying that all works have been carried out in accordance with the relevant standards, drawings, the development permit for operational works, and any specifications that result from the submission for engineering certification.**

## **5.0 ACCESS AND PARKING WORKS**

- 5.1 Design, construct and maintain the Thistle Street crossover in accordance with the approved plans (see Condition 2.1) and generally in accordance with the standard drawing, Figure 2 – Vehicle Crossover – Piped, from the General Development Code of the Blackall-Tambo Region Planning Scheme.**
- 5.2 Design and construct the upgrade to Thistle Street and the intersection of Leek and Thistle Street, at no cost to Council, in accordance with the approved plans (see Condition 2.1) and generally in accordance with the standards detailed in the *Capricorn Municipal Development Guidelines (including Standard Drawings and Specifications, Construction Specifications and Procedures, Design Specifications and Purchase Specifications)*.**
- 5.3 Provide and maintain a minimum of eighteen (18) car parking spaces on-site for guests, four (4) car parking on-site for guests and two (2) car parking spaces for the caretaker's residence. All car parking spaces must be clearly delineated by either line-marking or signage.**
- 5.4 Design and construct and maintain all car parking, service vehicle parking and manoeuvring areas in accordance with the approved plans (see Condition 2.1) and *AS2890.1 – Parking Facilities* and *Austroads Publication AP-G34-13 – Austroads Design Vehicle and Turning Path Templates*.**
- 5.5 All car parking, caravan sites and vehicle manoeuvring areas must be either compacted gravel or concrete.**
- 5.6 Install and maintain directional signage within the site to ensure the orderly and efficient movement of vehicles.**
- 5.7 Provide dedicated visitor car parking areas generally in accordance with the approved plans (Condition 2.1).**

## **6.0 FLOOD**

- 6.1 Maintain and implement a current Flood Evacuation Plan for the approved use.**
- 6.2.1 The Flood Evacuation Plan must consider:**

- 6.2.1 Trigger conditions for evacuation;**
- 6.2.2 Flood free or low flood hazard access, by way of trafficable roads to facilitate evacuation or provision of supplies;**
- 6.2.3 Location of local evacuation centres; and**
- 6.2.4 Roles and responsibilities of the manager/employees in implementing the Flood Evacuation Plan.**

- 6.4 Make available a copy of the Flood Evacuation Plan on site at all times.**

## **7.0 SITE MANAGEMENT PLAN**

- 7.1 Maintain and implement a site management plan for the Tourist Park. 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.**

## **8.0 ROOF AND ALLOTMENT DRAINAGE**

- 8.1 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.**

## **9.0 STORMWATER WORKS**

- 9.1 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*.**

## **10.0 SEWERAGE AND WATER**

- 10.1 The premises must be connected to Council's reticulated water and sewerage network.**
- 10.2 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*.**
- 10.3 Remove all redundant water supply and sewerage infrastructure, including but not limited to pipes and connection points.**

## **11.0 TELECOMMUNICATION AND ELECTRICITY SUPPLY**

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

## **12.0 WASTE MANAGEMENT**

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

- 12.1.1 Designed to not cause nuisance to neighbouring properties;**
- 12.1.2 Screened from any road frontage or adjoining property;**
- 12.1.3 Of a sufficient size to accommodate a waste bin/s suitable to service the Tourist Park.**

## **13.0 AMENITY AND ENVIRONMENTAL HEALTH**

- 13.1 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**
- 13.2 Install and operate all outdoor lighting to comply with AS4282 – 1997 “Control of the Obtrusive Effects of Outdoor Lighting”.**

## **14.0 LANDSCAPING**

- 14.1 Establish and maintain landscaping generally in accordance with the approved plans.**
- 14.2 The landscaping must predominantly contain species consisting of native, drought tolerant groundcovers, shrubs, small trees and trees.**

## **15.0 SITE WORKS AND EROSION AND SEDIMENT CONTROL**

- 15.1 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.**
- 15.2 Prepare and implement an Erosion and Sediment Control Strategy (ESCS) in accordance with the IECA 2008 Best Practice Erosion and Sediment Control (as amended).**
- 15.3 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).**

**16.0 ASSET MANAGEMENT**

- 16.1 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.**

**ADDITIONAL CONDITIONS FOR RECONFIGURING OF A LOT (1 LOT INTO 2 LOTS)**

**17.0 ENDORSEMENT OF SURVEY PLAN**

- 17.1 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.**

**17.0 APPROVED PLANS AND DOCUMENTS**

- 17.1 The approved reconfiguration of a lot must be completed and maintained generally in accordance with the lot layout shown on Layout Proposed Site Plan with reference Page 3 and dated 26/05/2022 (received date).**
- 17.2 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.**

**18.0 ACCESS**

- 18.1 The existing access to Leek Street for the Church must be maintained.**

**19.0 SERVICES**

- 19.1 Each proposed lot must have separate services.**

**20.0 PUBLIC UTILITIES**

- 20.1 The applicant is responsible for the cost of any alteration to public utilities as a result of complying with conditions of this Development Permit.**



- 21.2 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.**
- 20.2 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").**
- E. The Tourist Park will require approval to operate under Schedule 14 of the Blackall-Tambo Regional Council Subordinate Local Law No.1 (Administration) 2010.**

**Minute No. 11/12A/22**

**Carried 7/0**

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#### **5.6 Sale of Tambo Sawmill and Council's Sales Permit to get Cypress Sawlogs**

Council requested tenders for the Tambo Sawmill and Sales Permit in February 2022 with tenders closing on 31 March 2022. One submission was received. Council accepted the tender subject to approval by the Department of Agriculture and Fisheries. The successful tenderer negotiated with the

Department of Agriculture and Fisheries to change the sawmill location from Tambo to Mitchell. This negotiation was unsuccessful.

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

**That Council under section 227 of the *Local Government Regulation 2012*:**  
**a) invites written tenders for the Tambo Sawmill, Lot 6 on SP276172 and Sales Permit 20130440.**  
**b) invites written tenders for the Sales Permit 201304400.**

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

**Carried 7/0**

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#### **5.7      Revised Standing Orders Policy and Meeting Procedures**

The Meeting Procedure Policy and Standing Orders Policy have been reviewed following an update to the Model Policies by the Department of State Development, Infrastructure, Local Government and Planning.

**MOTION:**      **Moved: Cr PJ Pullos**                      **Seconded: Cr BP Johnstone**

**That Council adopt the revised Standing Orders Policy and Meeting Procedures.**

**Minute No. 13/12A/22**

**Carried 7/0**

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#### **5.8      Land Protection Fund Annual Payment**

The Department of Agriculture and Fisheries have provided the tax invoice for the Land Protection Fund for the 2022-2023 financial year totalling \$88,437.00 as provided for under section 84 of the Biosecurity Act 2014.

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

**That Council receive the letter from the Department of Agriculture and Fisheries and note that the Blackall-Tambo Regional Council's 2022-2023 contribution to the Land Protection Fund is \$88,437.00.**

**Minute No. 14/12A/22**

**Carried 7/0**

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#### **5.9      2023 Special Holidays**

Council made a request for the Office of Industrial Relations for a Special Holiday in 2023 as 7 November 2023 for the purpose of Melbourne Cup Day. The request has been approved by the Minister for Education and Minister for Industrial Relations.

**MOTION:**      **Moved: Cr GK Schluter**                      **Seconded: Cr BP Johnstone**

**That Council receive the letter from the Office of Industrial Relations and notes the 7 November 2023 has been approved as a Special Holiday for the Blackall-Tambo Region.**

**Minute No. 15/12A/22**

**Carried 7/0**

**5.10 Development Application - DA05-2022-2023 – Short Term Accommodation – 51 Arthur Street, Tambo**

The Applicant, J & DS Phelps, seeks a Development Permit for Material Change of Use for Short-term Accommodation (6 units) over land at 51 Arthur Street, Tambo, formally described as Lot 510 on T1501. The subject site is currently vacant. The Applicant is proposing six (6) Short-term accommodation units. Each unit will be self-contained and have an area of approximately 26m<sup>2</sup>. The proposal also includes a common undercover BBQ area.

Under the Blackall-Tambo Region Planning Scheme 2020 (the Planning Scheme), the subject site is in the Township Zone. The defined use that has been applied for, being a 'Short-term accommodation', 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, two (2) submissions were received. The issues raised in the submissions have been addressed in the decision 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.

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 LP Russell**

**Seconded: Cr BP Johnstone**

**That Blackall-Tambo Regional Council approves the application for a Development Permit for Material Change of Use for Short-term Accommodation (6 units) over land at 51 Arthur Street, Tambo, formally described as Lot 510 on T1501, 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:**

<b>Plan/Document Name</b>	<b>Plan/Document Number</b>	<b>Revision Number</b>	<b>Date</b>
<b>Site Plan and Elevations</b>	<b>001 Sheet 1 of 1</b>	<b>1</b>	<b>16/08/2022</b>

- 2.2 Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.**

## **3.0 LIMITATIONS OF OPERATION**

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

## **4.0 ACCESS AND PARKING WORKS**

- 4.1 Design, construct and maintain the Charles Street and Arthur Street crossovers in accordance with the approved plans (see Condition 2.1) and generally in accordance with the standard drawing, Figure**

**1 or 2, from the General Development Code of the Blackall-Tambo Region Planning Scheme.**

**4.2 Provide and maintain a minimum of six (6) car parking spaces on-site for guests. All car parking spaces must be clearly delineated by either line-marking or signage.**

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

**4.4 All car parking and vehicle manoeuvring areas must be either compacted gravel or concrete.**

## **5.0 SITE MANAGEMENT PLAN**

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

## **6.0 ROOF AND ALLOTMENT DRAINAGE**

**6.1 Discharge of all roof and allotment drainage such that it does not restrict, impair or change the natural flow of runoff water or cause a nuisance to adjoining properties or infrastructure from the pre to the post-development condition.**

## **7.0 STORMWATER WORKS**

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

## **8.0 SEWERAGE AND WATER**

**8.1 The premises must be connected to Council's reticulated water and sewerage network.**

**8.2 All works must be designed, constructed and maintained in accordance with the approved plans (refer to Condition 2.1), the *Plumbing and Drainage Act, Water Services Association of Australia (WSAA), 2011, "WSA 03-11 Water Supply Code of Australia" Version 3.1* and *Queensland Department of Energy and***

***Water Supply, 2010, Planning Guidelines for Water Supply and Sewerage.***

- 8.3 Remove all redundant water supply and sewerage infrastructure, including but not limited to pipes and connection points.

**9.0 TELECOMMUNICATION AND ELECTRICITY SUPPLY**

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

**10.0 WASTE MANAGEMENT**

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

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

**11.0 AMENITY AND ENVIRONMENTAL HEALTH**

- 11.1 Undertake the approved development so there is no environmental nuisance or detrimental effect on any surrounding land uses and activities by reason of the emission of noise, vibration, odour, fumes, smoke, vapour, steam soot, ash, wastewater, waste products, oil or otherwise
- 11.2 Install and operate all outdoor lighting to comply with *AS4282 – 1997 “Control of the Obtrusive Effects of Outdoor Lighting”*.

**12.0 LANDSCAPING**

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

**13.0 SITE WORKS AND EROSION AND SEDIMENT CONTROL**

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

- 13.2 **Prepare and implement an Erosion and Sediment Control Strategy (ESCS) in accordance with the *IECA 2008 Best Practice Erosion and Sediment Control* (as amended).**
- 13.3 **Implement the ESCS for the duration of the construction phase and until such time all exposed soils areas are permanently stabilised (for example, turfed, hydro mulched, concreted or landscaped).**
- 14.0 **ASSET MANAGEMENT**
- 14.1 **Any alteration necessary to electricity, telephone, water mains, sewerage mains, and/or public utility installations resulting from the development or in connection with the development, must be undertaken and completed at no cost to Council.**

#### **ADVISORY NOTES**

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

**Minute No. 16/12A/22**

**Carried 7/0**

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Cr Andrew Martin requested Council’s view on his personal interest in item 5.11 Relocation of the Tambo Library and Visitor Information Centre to the Grassland Building as his wife, Louise Martin is Deputy Chair of the Tambo

Arts Council. Council deemed that Cr Martin did not have a conflict of interest in the matter and did not have to declare a conflict of interest in the matter.

**5.11 Relocation of the Tambo Library and Visitor Information Centre to the Grassland Building**

Council decided at the 20 July 2022 meeting to continue consultation with the Tambo Arts Council regarding the possible relocation of the Tambo Library and Visitor Information Centre to the Grassland Gallery building. The consultation with the Tambo Arts Council will continue.

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

**That Council:**

- 1. Approves of the relocation of the Tambo Library and Visitor Information Centre to the Grassland building; and**
- 2. Authorises the Chief Executive Officer to commence the process of the relocation of the Tambo library and Visitor Information Centre.**

**Minute No. 17/12A/22**

**Carried 7/0**

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**5.12 Queensland Music Trails 2023 Proposal.**

Queensland Music Festival have provided a proposal for a Queensland Music Trails 2023 event for Blackall-Tambo.

**MOTION:**      **Moved: Cr BP Johnstone**                      **Seconded: Cr PJ Pullos**

**That Council supports the Queensland Music Trails 2023 event.**

**Minute No. 18/12A/22**

**Carried 7/0**

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**CLOSURE:**

There being no further business to consider, the Mayor declared the Meeting closed at 11.31am.

**CONFIRMATION OF MINUTES:**

Confirmed by Council as a true and correct record at the General Meeting held on Wednesday 25 January 2023.

Signed.....Mayor



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Minute No.	Report Number	Subject	Resolution	Action By	Result
04/12A/22	4.1.3	Review of Policies	That Council: <ol style="list-style-type: none"> <li>1. Retire Stat 31 – Community Services Policies and Procedures for HACC, CACP, NRCP, RPHS and Community Care Services: and</li> <li>2. Retire Admin 33 – Youth Centre Internet Policy; and</li> <li>3. Retire Admin 6 – Computer, Email, and Internet Policy; and</li> <li>4. Adopt the Acceptable Use of Information Technology Policy.</li> </ol>	DFCCS	The policies have been updates on the website and register. The adopted policy has been provided to staff.
10/12A/22	5.4	Review of Delegations from Council to the Chief Executive Officer	That Council: <ol style="list-style-type: none"> <li>1. Receive the Delegations Register Council to Chief Executive Officer which details all the powers delegated to the Chief Executive Officer of Council pursuant to section 257 of the <i>Local Government Act 2009</i>.</li> <li>2. Note that the Delegations Register Council to Chief Executive Officer has been reviewed and updated as at 14 December 2022 to reflect any changes to the delegable powers under state legislation.</li> </ol>	CEO	Complete
11/12A/22	5.5	Development Application – DA 37-2021-2022 – Tourist Park – 18 Leek Street, Blackall	That Council approved the application for a Development Permit for Material Change of Use for a Tourist Park and Reconfiguring a Lot (1 lot into 2 lots) over land at 18 Leek Street, Blackall, formally described as Lot 1 on CP900484, subject to the following conditions: <b>1.0 PARAMETERS OF APPROVAL</b>  <b>1.1</b> The Developer is responsible for ensuring compliance with this development approval and the conditions of the approval by an employee, agent,	CEO	The applicant has been advised of Council's decision.

			<p>contractor or invitee of the Developer at all times unless otherwise stated.</p> <p>1.2 Where these conditions refer to “Council” in relation to requiring Council to approve or be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role of the Council may be fulfilled in whole or in part by a delegate appointed for that purpose by Council.</p> <p>1.3 All conditions, works, or requirements of this development approval must be undertaken and completed prior to commencement of the use and to Council’s satisfaction, unless otherwise stated in a development condition.</p> <p>1.4 The cost of all works associated with the construction of the development including services, facilities and/or public utility alterations required are met at no cost to the Council or relevant utility provider, unless otherwise stated in a development condition.</p> <p>1.5 The developer is required to have repaired any damage to existing infrastructure that may have occurred during any works carried out for the development. To the extent the damage is deemed to create a hazard to the community, it must be repaired immediately.</p> <p>1.6 Unless otherwise stated, all works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards.</p>		
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			2.0 APPROVED PLANS AND DOCUMENTS																																		
			<table><tr><th>Plan/Document Name</th><th>Plan/Document Number</th><th>Revision Number</th><th>Date</th></tr><tr><td>Thistle Street Aspect</td><td>Page 1</td><td>-</td><td>25/05/2022</td></tr><tr><td>Layout Proposed Site Plan</td><td>Page 3</td><td>-</td><td>26/05/2022 (Received date)</td></tr><tr><td>Caravan Park Proposed Site Plan</td><td>Page 4</td><td>-</td><td>26/05/2022 (Received date)</td></tr><tr><td>Type A &amp; Shower-WC-Vanity &amp; Elevations</td><td>Page 5</td><td>-</td><td>26/05/2022 (Received date)</td></tr><tr><td>Type B &amp; C &amp; Shower-WC-Vanity &amp; Elevations</td><td>Page 6</td><td>-</td><td>26/05/2022 (Received date)</td></tr><tr><td>Type D &amp; Laundry-WC-Shower &amp; Elevations</td><td>Page 7</td><td>-</td><td>26/05/2022 (Received date)</td></tr><tr><td>Proposed Dwelling – Lower and Upper Floor</td><td>Page 8</td><td>-</td><td>26/05/2022 (Received date)</td></tr></table>	Plan/Document Name	Plan/Document Number	Revision Number	Date	Thistle Street Aspect	Page 1	-	25/05/2022	Layout Proposed Site Plan	Page 3	-	26/05/2022 (Received date)	Caravan Park Proposed Site Plan	Page 4	-	26/05/2022 (Received date)	Type A & Shower-WC-Vanity & Elevations	Page 5	-	26/05/2022 (Received date)	Type B & C & Shower-WC-Vanity & Elevations	Page 6	-	26/05/2022 (Received date)	Type D & Laundry-WC-Shower & Elevations	Page 7	-	26/05/2022 (Received date)	Proposed Dwelling – Lower and Upper Floor	Page 8	-	26/05/2022 (Received date)		
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			Proposed Dwelling Aspects	Page 9	-	26/05/2022 (Received date)				
			Site Layout	DWG-S01	A	26/09/2022				
			General Arrangement	CE22056-301-GA	A	19/10/2022				
			Landscape Plan Planting Plan	IY-666-18LE	-	19/10/2022				
			<p>2.1 The approved development must be completed and maintained generally in accordance with the approved plans and documents, except where amended by the conditions of this permit:</p> <p>2.2 Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.</p> <p>3.0 LIMITATIONS OF OPERATION</p> <p>3.1 Hours of operation are limited from 7:00am to 6:00pm Monday to Sunday. No new guests are to be accepted into the Tourist Park outside these hours.</p> <p><u>Advisory note:</u> This relates to office hours and when guests may be accepted into the Tourist Park. It is accepted the use is an accommodation activity and guests (already checked in) will be staying 24 hours a day.</p>							

			<p>3.2 The Tourist Park is limited to a maximum of 16 caravan sites.</p> <p>4.0 ENGINEERING CERTIFICATION</p> <p>4.1 Prior to commencement of any engineering works, a Development Permit for Operational Work must be obtained, where required, for the following engineering works:</p> <p>4.1.1 Road works and access and parking works</p> <p>4.1.2 Reticulated water supply connection</p> <p>4.1.3 Reticulated sewer supply</p> <p>4.1.4 Earthworks</p> <p>4.1.5 Stormwater works</p> <p>4.2 For the submission, detailed design documentation must be provided and a Registered Professional Engineer of Queensland (RPEQ) must certify the engineering drawings and specifications for the engineering work.</p> <p>4.3 An Engineer's Certificate of Construction must be signed and submitted to Council by a RPEQ verifying that all works have been carried out in accordance with the relevant standards, drawings, the development permit for operational works, and any specifications that result from the submission for engineering certification.</p> <p>5.0 ACCESS AND PARKING WORKS</p> <p>5.1 Design, construct and maintain the Thistle Street crossover in accordance with the approved plans (see Condition 2.1) and generally in accordance with the standard drawing, Figure 2 – Vehicle Crossover – Piped, from the General Development Code of the Blackall-Tambo Region Planning Scheme.</p>		
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			<p>5.2 Design and construct the upgrade to Thistle Street and the intersection of Leek and Thistle Street, at no cost to Council, in accordance with the approved plans (see Condition 2.1) and generally in accordance with the standards detailed in the <i>Capricorn Municipal Development Guidelines (including Standard Drawings and Specifications, Construction Specifications and Procedures, Design Specifications and Purchase Specifications)</i>.</p> <p>5.3 Provide and maintain a minimum of eighteen (18) car parking spaces on-site for guests, four (4) car parking on-site for guests and two (2) car parking spaces for the caretaker's residence. All car parking spaces must be clearly delineated by either line-marking or signage.</p> <p>5.4 Design and construct and maintain all car parking, service vehicle parking and manoeuvring areas in accordance with the approved plans (see Condition 2.1) and <i>AS2890.1 – Parking Facilities</i> and <i>Austroads Publication AP-G34-13 – Austroads Design Vehicle and Turning Path Templates</i>.</p> <p>5.5 All car parking, caravan sites and vehicle manoeuvring areas must be either compacted gravel or concrete.</p> <p>5.6 Install and maintain directional signage within the site to ensure the orderly and efficient movement of vehicles.</p> <p>5.7 Provide dedicated visitor car parking areas generally in accordance with the approved plans (Condition 2.1).</p> <p>7.0 FLOOD</p>		
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			<p>6.1 Maintain and implement a current Flood Evacuation Plan for the approved use.</p> <p>6.2.2 The Flood Evacuation Plan must consider:</p> <p>6.2.4 Trigger conditions for evacuation;</p> <p>6.2.5 Flood free or low flood hazard access, by way of trafficable roads to facilitate evacuation or provision of supplies;</p> <p>6.2.6 Location of local evacuation centres; and</p> <p>6.2.7 Roles and responsibilities of the manager/employees in implementing the Flood Evacuation Plan.</p> <p>6.4 Make available a copy of the Flood Evacuation Plan on site at all times.</p> <p>7.0 SITE MANAGEMENT PLAN</p> <p>7.1 Maintain and implement a site management plan for the Tourist Park. 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.</p> <p>8.0 ROOF AND ALLOTMENT DRAINAGE</p> <p>8.1 Discharge of all roof and allotment drainage such that it does not restrict, impair or change the natural flow of runoff water or cause a nuisance to adjoining properties or infrastructure from the pre to the post-development condition.</p>		
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			<p>9.0 STORMWATER WORKS</p> <p>9.1 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 <i>Queensland Urban Drainage Manual</i>.</p> <p>10.0 SEWERAGE AND WATER</p> <p>10.1 The premises must be connected to Council's reticulated water and sewerage network.</p> <p>10.2 All works must be designed, constructed and maintained in accordance with the approved plans (refer to Condition 2.1), the <i>Plumbing and Drainage Act, Water Services Association of Australia (WSAA), 2011, "WSA 03-11 Water Supply Code of Australia" Version 3.1</i> and <i>Queensland Department of Energy and Water Supply, 2010, Planning Guidelines for Water Supply and Sewerage</i>.</p> <p>10.3 Remove all redundant water supply and sewerage infrastructure, including but not limited to pipes and connection points.</p> <p>11.0 TELECOMMUNICATION AND ELECTRICITY SUPPLY</p>		
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			<p>11.1 The premises must be connected to electricity and telecommunication services in accordance with the standards and requirements of the relevant service provider.</p> <p>12.0 WASTE MANAGEMENT</p> <p>12.1 Store all waste within a waste storage area (for example, general waste, recyclable waste, pallets, empty drums etcetera). The waste storage area must be:</p> <p>12.1.1 Designed to not cause nuisance to neighbouring properties;</p> <p>12.1.2 Screened from any road frontage or adjoining property;</p> <p>12.1.3 Of a sufficient size to accommodate a waste bin/s suitable to service the Tourist Park.</p> <p>13.0 AMENITY AND ENVIRONMENTAL HEALTH</p> <p>13.1 Undertake the approved development so there is no environmental nuisance or detrimental effect on any surrounding land uses and activities by reason of the emission of noise, vibration, odour, fumes, smoke, vapour, steam soot, ash, wastewater, waste products, oil or otherwise</p> <p>13.2 Install and operate all outdoor lighting to comply with AS4282 – 1997 “Control of the Obtrusive Effects of Outdoor Lighting”.</p> <p>14.0 LANDSCAPING</p>		
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			<p>14.1 Establish and maintain landscaping generally in accordance with the approved plans.</p> <p>14.2 The landscaping must predominantly contain species consisting of native, drought tolerant groundcovers, shrubs, small trees and trees.</p> <p>15.0 SITE WORKS AND EROSION AND SEDIMENT CONTROL</p> <p>15.1 Site works must be constructed such that they do not, at any time, in any way restrict, impair or change the natural flow of runoff water, or cause a nuisance or worsening to adjoining properties or infrastructure.</p> <p>15.2 Prepare and implement an Erosion and Sediment Control Strategy (ESCS) in accordance with the <i>IECA 2008 Best Practice Erosion and Sediment Control</i> (as amended).</p> <p>15.3 Implement the ESCS for the duration of the construction phase and until such time all exposed soils areas are permanently stabilised (for example, turfed, hydro mulched, concreted or landscaped).</p> <p>16.0 ASSET MANAGEMENT</p> <p>16.1 Any alteration necessary to electricity, telephone, water mains, sewerage mains, and/or public utility installations resulting from the development or in connection with the development, must be undertaken and completed at no cost to Council.</p>		
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			<p>ADDITIONAL CONDITIONS FOR RECONFIGURING OF A LOT (1 LOT INTO 2 LOTS)</p> <p>17.0 ENDORSEMENT OF SURVEY PLAN</p> <p>17.1 Council will not endorse or release the survey plan for this development until such time as:</p> <ul style="list-style-type: none"> <li>d. All conditions attached to this development approval for Reconfiguring a Lot have been fully satisfied;</li> <li>e. A statement demonstrating compliance with all conditions attached to this development approval has been submitted to Council; and</li> <li>f. All outstanding rates and charges relating to the site have been paid.</li> </ul> <p>18.0 APPROVED PLANS AND DOCUMENTS</p> <p>18.1 The approved reconfiguration of a lot must be completed and maintained generally in accordance with the lot layout shown on Layout Proposed Site Plan with reference Page 3 and dated 26/05/2022 (received date).</p> <p>18.2 Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.</p> <p>19.0 ACCESS</p>		
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			<p>19.1 The existing access to Leek Street for the Church must be maintained.</p> <p>20.0 SERVICES</p> <p>20.1 Each proposed lot must have separate services.</p> <p>21.0 PUBLIC UTILITIES</p> <p>21.1 The applicant is responsible for the cost of any alteration to public utilities as a result of complying with conditions of this Development Permit.</p> <p>21.2 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.</p> <p>21.2 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.</p> <p>ADVISORY NOTES</p> <p>A. Prior to commencing any construction activities, the applicant/developer will be required to obtain further development permits for building work, and plumbing and drainage work, and potentially for operational work, as required under relevant legislation for this work.</p> <p>B. This approval does not negate the requirement for compliance with all other relevant Local Laws and other</p>		
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			<p>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.</p> <p>C. General environmental duty under the Environmental Protection Act 1994 and subordinate legislation prohibits unlawful environmental nuisance caused by noise, aerosols, particles, dust, ash, fumes, light, odour or smoke beyond the boundaries of the development site during all stages of the development including earthworks, construction and operation.</p> <p>D. This development approval does not authorise any activity that may harm Aboriginal cultural heritage. It is advised that under section 23 of the Aboriginal Cultural Heritage Act 2003, a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage (the “cultural heritage duty of care”).</p> <p>E. The Tourist Park will require approval to operate under Schedule 14 of the Blackall-Tambo Regional Council Subordinate Local Law No.1 (Administration) 2010.</p>		
12/12A/22	5.6	Sale of Tambo Sawmill and Council's Sales Permit to Get Cypress Sawlogs	<p>That Council under section 227 of the <i>Local Government Regulation 2012</i>:</p> <p>a) Invites written tenders for the Tambo Sawmill, Lot 6 on SP276172 and Sales Permit 20130440.</p> <p>b) Invites written tenders for the Sales Permit 20130440.</p>	CEO	Council's solicitors have been engaged to draft the tender document.

13/12A/22	5.7	Revised Standing Orders Policy and Meeting Procedures	That Council adopt the revised Standing Orders Policy and Meeting Procedures.	CEO	The policies have been updated on the website and in the register.
16/12A/22	5.10	Development Application – DA 05-2022-2023 – Short Term Accommodation – 51 Arthur Street, Tambo	<p>That Blackall-Tambo Regional Council approves the application for a Development Permit for Material Change of Use for Short-term Accommodation (6 units) over land at 51 Arthur Street, Tambo, formally described at Lot 510 on T1501, subject to the following conditions:</p> <p>1.0 PARAMETERS OF APPROVAL</p> <p>1.1 The Developer is responsible for ensuring compliance with this development approval and the conditions of the approval by an employee, agent, contractor or invitee of the Developer at all times unless otherwise stated.</p> <p>1.2 Where these conditions refer to “Council” in relation to requiring Council to approve or be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role of the Council may be fulfilled in whole or in part by a delegate appointed for that purpose by Council.</p> <p>1.3 All conditions, works, or requirements of this development approval must be undertaken and completed prior to commencement of the use and to Council’s satisfaction, unless otherwise stated in a development condition.</p>	CEO	The applicant has been advised of Council’s decision.

			<p>1.4 The cost of all works associated with the construction of the development including services, facilities and/or public utility alterations required are met at no cost to the Council or relevant utility provider, unless otherwise stated in a development condition.</p> <p>1.5 The developer is required to have repaired any damage to existing infrastructure that may have occurred during any works carried out for the development. To the extent the damage is deemed to create a hazard to the community, it must be repaired immediately.</p> <p>1.6 Unless otherwise stated, all works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards.</p> <p>2.0 APPROVED PLANS AND DOCUMENTS</p> <p>2.1 The approved development must be completed and maintained generally in accordance with the approved plans and documents, except where amended by the conditions of this permit:</p> <table><tr><th>Plan/Document Name</th><th>Plan/Document Number</th><th>Revision Number</th><th>Date</th></tr><tr><td>Site Plan and Elevations</td><td>001 Sheet 1 of 1</td><td>1</td><td>16/08/2022</td></tr></table>	Plan/Document Name	Plan/Document Number	Revision Number	Date	Site Plan and Elevations	001 Sheet 1 of 1	1	16/08/2022		
Plan/Document Name	Plan/Document Number	Revision Number	Date										
Site Plan and Elevations	001 Sheet 1 of 1	1	16/08/2022										

			<p>2.2 Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.</p> <p>3.0 LIMITATIONS OF OPERATION</p> <p>3.1 Guests of the Short-term accommodation are limited to a maximum stay of three (3) consecutive months at any one time.</p> <p>3.2 The Short-term accommodation is limited to a maximum of six (6) units.</p> <p>4.0 ACCESS AND PARKING WORKS</p> <p>4.1 Design, construct and maintain the Charles Street and Arthur Street crossovers in accordance with the approved plans (see Condition 2.1) and generally in accordance with the standard drawing, Figure 1 or 2, from the General Development Code of the Blackall-Tambo Region Planning Scheme.</p> <p>4.5 Provide and maintain a minimum of six (6) car parking spaces on-site for guests. All car parking spaces must be clearly delineated by either line-marking or signage.</p> <p>4.6 Design and construct and maintain all car parking and manoeuvring areas in accordance with the approved plan (see Condition 2.1) and <i>AS2890.1 – Parking Facilities</i> and <i>Austroads Publication AP-</i></p>		
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			<p><i>G34-13 – Austroads Design Vehicle and Turning Path Templates.</i></p> <p>4.7 All car parking and vehicle manoeuvring areas must be either compacted gravel or concrete.</p> <p>5.0 SITE MANAGEMENT PLAN</p> <p>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.</p> <p>14.0 ROOF AND ALLOTMENT DRAINAGE</p> <p>14.1 Discharge of all roof and allotment drainage such that it does not restrict, impair or change the natural flow of runoff water or cause a nuisance to adjoining properties or infrastructure from the pre to the post-development condition.</p> <p>15.0 STORMWATER WORKS</p> <p>15.1 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</p>		
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			<p>maintained in accordance with the <i>Queensland Urban Drainage Manual</i>.</p> <p>16.0 SEWERAGE AND WATER</p> <p>16.1 The premises must be connected to Council's reticulated water and sewerage network.</p> <p>16.2 All works must be designed, constructed and maintained in accordance with the approved plans (refer to Condition 2.1), the <i>Plumbing and Drainage Act, Water Services Association of Australia (WSAA), 2011, "WSA 03-11 Water Supply Code of Australia" Version 3.1</i> and <i>Queensland Department of Energy and Water Supply, 2010, Planning Guidelines for Water Supply and Sewerage</i>.</p> <p>16.3 Remove all redundant water supply and sewerage infrastructure, including but not limited to pipes and connection points.</p> <p>9.0 TELECOMMUNICATION AND ELECTRICITY SUPPLY</p> <p>9.1 The premises must be connected to electricity and telecommunication services in accordance with the standards and requirements of the relevant service provider.</p> <p>18.0 WASTE MANAGEMENT</p> <p>18.1 Store all waste within a waste storage area (for example, general waste, recyclable waste, pallets,</p>		
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			<p>empty drums etcetera). The waste storage area must be:</p> <p>18.1.1 Designed to not cause nuisance to neighbouring properties;</p> <p>18.1.2 Screened from any road frontage or adjoining property;</p> <p>18.1.3 Of a sufficient size to accommodate a waste bin/s suitable to service the Short-term accommodation.</p> <p>19.0 AMENITY AND ENVIRONMENTAL HEALTH</p> <p>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</p> <p>11.2 Install and operate all outdoor lighting to comply with <i>AS4282 – 1997 “Control of the Obtrusive Effects of Outdoor Lighting”</i>.</p> <p>20.0 LANDSCAPING</p> <p>20.1 Establish and maintain landscaping to all boundaries of the site.</p> <p>20.2 The landscaping must predominantly contain species consisting of native, drought tolerant groundcovers, shrubs, small trees and trees.</p>		
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			<p>13.0 SITE WORKS AND EROSION AND SEDIMENT CONTROL</p> <p>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.</p> <p>21.2 Prepare and implement an Erosion and Sediment Control Strategy (ESCS) in accordance with the <i>IECA 2008 Best Practice Erosion and Sediment Control</i> (as amended).</p> <p>21.3 Implement the ESCS for the duration of the construction phase and until such time all exposed soils areas are permanently stabilised (for example, turfed, hydro mulched, concreted or landscaped).</p> <p>14.0 ASSET MANAGEMENT</p> <p>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.</p> <p>ADVISORY NOTES</p> <p>A. Prior to commencing any construction activities, the applicant/developer will be required to obtain further development permits for building work, and plumbing and drainage work, and potentially for operational work, as required under relevant legislation for this work.</p>		
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			<p>B. This approval does not negate the requirement for compliance with all other relevant Local Laws and other statutory requirements. Any provisions contained in this approval relating to the enforcement of any of the conditions shall be in addition to all other rights, powers and privileges that the Council may possess or obtain, and nothing contained in these conditions shall be construed so as to prejudice, affect or otherwise derogate or limit these rights, powers and privileges of the Council.</p> <p>C. General environmental duty under the Environmental Protection Act 1994 and subordinate legislation prohibits unlawful environmental nuisance caused by noise, aerosols, particles, dust, ash, fumes, light, odour or smoke beyond the boundaries of the development site during all stages of the development including earthworks, construction and operation.</p> <p>D. This development approval does not authorise any activity that may harm Aboriginal cultural heritage. It is advised that under section 23 of the Aboriginal Cultural Heritage Act 2003, a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage (the “cultural heritage duty of care”).</p>		
17/12A/22	5.11	Relocation of the Tambo Library and Visitor Information Centre to the Grassland Building	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Approves of the relocation of the Tambo Library and Visitor Information Centre to the Grassland building; and</li> <li>2. Authorised the Chief Executive Officer to commence the process of the relocation of the Tambo Library and Visitor Information Centre.</li> </ol>	CEO	Discussions are continuing with the Tambo Arts Council.

18/12A/22	5.12	Queensland Music Trails 2023 Proposal	That Council supports the Queensland Music Trails 2023 event.	CEO	Queensland Music Festival has been advised of Council's decision.
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**BLACKALL-TAMBO REGIONAL COUNCIL**[Return to Agenda](#)[Next Item](#)**OFFICER REPORTS**

COUNCIL MEETING DATE: 25 January 2023

Item No: **4.1.1****SUBJECT HEADING: Financial Report for the Month of December 2022**

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

CLASSIFICATION: (if confidential)

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*Summary: In accordance with s204 of the Local Government Regulation 2012 a monthly financial report is required to be presented to Council. The financial report for December 2022 details Council's current financial position and compares its performance against the adopted budget for 2022-2023.*

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

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**Background**

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

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**Link to Corporate Plan**

Governance

Outcome 4 – Financial

**Consultation (internal/external)**

CEO

Director of Finance

Manager of Finance

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil

# **FINANCE REPORT TO A MEETING OF THE BLACKALL-TAMBO REGIONAL COUNCIL HELD ON 25 JANUARY 2023**

## **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 25 JANUARY 2023

### 1. Cash Position as at 31 December 2022

#### Cash at Bank

Operating Accounts \$ 2,249,811

#### Short Term Investments

Queensland Treasury Corporation - Cash Fund \$ 15,000,000

Bank - Term Deposits \$ 5,000,000

**\$ 22,249,811**

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) \$ 2,588,401

Unspent Grants (Restricted Cash) \$ 1,430,511

**\$ 4,018,912**

	<i>Debtors</i>	<i>Creditors</i>	
Balance of recoverable <b>debtors</b> - estimated <b>creditors</b> :	329,745	11,770	\$ 317,975

Plus cash surplus	22,249,811	4,018,912	\$ 18,230,899
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**Working Capital** **\$ 18,548,874**

### 2. Monthly Cashflow Estimate: January 2023

#### Receipts

Rates & Fees & Charges \$ 50,000

Debtors \$ 195,000

Grants/Subsidies \$ 342,950

Total \$ 587,950

#### Expenditure

Payroll \$ 800,000

Creditor Payments \$ 800,000

Loan Payments \$ -

Total \$ 1,600,000

Therefore cash is expected to decrease by -\$ 1,012,050 in the period.

### 3. Comparative Data:

	December 2022	December 2021
Cash position	22,249,811	21,726,177
Working capital	18,548,874	17,451,758
Rate arrears	22,922	60,967
Outstanding debtors	329,745	94,271
Current creditors	11,770	31,275

**FINANCE REPORT TO A MEETING OF BLACKALL-TAMBO REGIONAL COUNCIL****HELD ON 25 JANUARY 2023****4. Capital Works Summary: 1 July 2022 to 30 June 2023**

	<b>Budget</b>	<b>YTD Actual</b>	<b>% of Budget</b>
Buildings & Other Structures	2,109,600	177,195	8%
Plant & Equipment	995,000	812,525	82%
Road Infrastructure	4,928,065	1,168,393	24%
Water Infrastructure	50,000	7,179	14%
Sewerage Infrastructure	1,055,000	-	0%
<b>Total</b>	<b>9,137,665</b>	<b>2,165,292</b>	<b>24%</b>

**5. Road Works Expenditure : 1 July 2022 to 30 June 2023**

	<b>Budget</b>	<b>Expended YTD Actual</b>	<b>% of Budget Expended</b>
1. Rural Roads	9,847,300	3,636,387	37%
2. Town Streets	400,000	232,889	58%
3. RMPC Works	2,871,795	1,084,915	38%
<b>Total Roads Expenditure</b>	<b>13,119,095</b>	<b>4,954,191</b>	<b>38%</b>

**6. Rate Arrears Summary**

**Total Rates Outstanding Balance**      \$      **53,111**

<b>Rates Outstanding Breakdown</b>	<b>Total</b>	<b>No. of Assessments</b>
Current	\$ 30,189	<b>43</b>
1 Year	\$ 12,708	<b>10</b>
2 Years	\$ 7,914	<b>4</b>
3 Years and over	\$ 2,300	<b>2</b>

BTRC 2022-23 CAPITAL EXPENDITURE PROJECTS		1/07/22 to 30/06/23		SOURCES OF FUNDING			Comments
Particulars	Budget 2022-23	Expenditure YTD	% Expended	Capital Grants	Contributions	Council Contribution	
<b>BUILDINGS &amp; OTHER STRUCTURES</b>	<b>2,109,600</b>	<b>177,195</b>	<b>8%</b>	<b>878,600</b>	<b>-</b>	<b>1,231,000</b>	
Tambo Dam Tree Lights	100,000	-	0%	-	-	100,000	In progress
Tambo Dam Beautification	100,000	-	0%	-	-	100,000	Planning stage
Tambo Truck Museum	200,000	133,943	67%	200,000	-	-	In progress
Tambo Racecourse Rock Removal	60,000	-	0%	-	-	60,000	Complete
Tambo Historic House Shed	40,000	14,106	35%	-	-	40,000	In progress
Blackall Admin Office South Wall	100,000	-	0%	-	-	100,000	In progress
Blackall Cultural Centre Lighting & Accoustic matting	100,000	-	0%	-	-	100,000	Tender out
Banks Park snail structure, floor, tank and table	20,000	-	0%	-	-	20,000	Planning stage
Shade Structures - Blackall Carpark & TMPC	100,000	-	0%	-	-	100,000	Planning stage
LGA Entry Signs - Blackall & Tambo	40,000	-	0%	-	-	40,000	In progress
Four Mile Waterhole - Shed	30,000	29,146	97%	-	-	30,000	Complete
Tambo TV Transmitters	35,000	-	0%	-	-	35,000	Provision only - subject to need
Blackall Campdraft Arena BBRF -subject to funding	392,600	-	0%	207,600	-	185,000	funding unsuccessful/amend scope.
Blackall Airport PAPI Lights - subject to funding	142,000	-	0%	71,000	-	71,000	Subject to funding
Tambo Childcare Building - subject to funding	100,000	-	0%	100,000	-	-	Subject to funding
Blackall Saleyards Upgrade - subject to funding	550,000	-	0%	300,000	-	250,000	funding unsuccessful
<b>PLANT &amp; EQUIPMENT</b>	<b>995,000</b>	<b>812,525</b>	<b>82%</b>	<b>-</b>	<b>-</b>	<b>995,000</b>	
Plant Replacement including committed orders	763,000	630,525	83%	-	-	763,000	As per plant replacement program
Plant New - Tractor	182,000	182,000	100%	-	-	182,000	New Plant
Plant New - Cherry Picker	50,000	-	0%	-	-	50,000	As per plant replacement program
<b>ROAD INFRASTRUCTURE</b>	<b>4,928,065</b>	<b>1,168,393</b>	<b>24%</b>	<b>4,078,065</b>	<b>-</b>	<b>850,000</b>	
R2R Emmet Road Works	808,300	116,584	14%	808,300	-	-	In Progress
LRCI Stage 3 Local Rd Reseals	1,200,000	-	0%	800,000	-	400,000	Planning Stage
LRCI Stage 3 Main Street Rehab	800,000	-	0%	800,000	-	-	In Progress
Remote Rds RRUP - Langlo Rd Resheet	600,000	-	0%	480,000	-	120,000	In Progress
TIDS Scrubby Creek Rd	400,000	175,992	44%	200,000	-	200,000	In Progress
Blackall Median Strip upgrade	100,000	-	0%	-	-	100,000	In Progress
Banks Park Footpath	30,000	20,970	70%	-	-	30,000	Complete
Heavy Vehicle Bypass Stage 2 (LRCI & HVSP)	914,765	854,847	93%	914,765	-	-	In Progress
Tambo Streets upgrade - Queen Elizabeth St & Charles St	75,000	-	0%	75,000	-	-	Planning Stage
<b>WATER INFRASTRUCTURE</b>	<b>50,000</b>	<b>7,179</b>	<b>14%</b>	<b>-</b>	<b>-</b>	<b>50,000</b>	
Water infrastructure renewals and upgrades	50,000	7,179	14%	-	-	50,000	In progress
<b>SEWERAGE INFRASTRUCTURE</b>	<b>1,055,000</b>	<b>-</b>	<b>0%</b>	<b>1,005,000</b>	<b>-</b>	<b>50,000</b>	
Blackall Treatment Works Rehab	705,000	-	0%	705,000	-	-	Planning stage
Blackall Town Sewer Relining	250,000	-	0%	200,000	-	50,000	Tender awarded
Tambo Sewer Upgrades - New lots	100,000	-	0%	100,000	-	-	Planning stage
<b>TOTAL CAPITAL PROGRAM 22-23</b>	<b>9,137,665</b>	<b>2,165,292</b>	<b>24%</b>	<b>5,961,665</b>	<b>-</b>	<b>3,176,000</b>	

General Ledger 2022.7.5.1

Revenue and Expenditure Summary

Page - 1

(Accounts: 0100-0001-0000 to 5245-2000-0000. All report groups. 51% of year elapsed. To Level 2. Excludes committed costs)

Blackall-Tambo Regional Council (Budget for full year)

Financial Year Ending 2023

Printed(SDAYAL): 10-01-2023 9:11:56 AM

		REVENUE			EXPENDITURE		
		31 Dec 2022		AMENDED	31 Dec 2022		AMENDED
		ACTUAL		BUDGET	ACTUAL		BUDGET
				ORIGINAL			ORIGINAL
				BUDGET			BUDGET
1000-0001	ADMINISTRATION						
1000-0002	Administration	203,207	91%	222,500	2,040,583	55%	3,701,800
1100-0002	Finance	2,727,237	39%	7,046,000	19,877	27%	74,000
1200-0002	Oncosts	0	0%	0	191,488	-43%	(447,900)
1300-0002	Stores/Purchasing	0	0%	0	4,125	8%	52,800
2000-0002	Corporate Governance	50,590	---	0	397,909	53%	751,200
2100-0002	Business Activities	21,805	48%	45,000	56,204	113%	49,700
2150-0002	Saleyard Operations	727,707	47%	1,561,000	463,310	45%	1,036,200
2200-0002	Tambo Sawmill	3,382	19%	18,000	35,804	239%	15,000
2350-0002	Airports/Aerodromes	66,825	66%	102,000	150,233	49%	306,500
2450-0002	Tourism	25,533	60%	42,500	181,157	50%	360,300
2500-0002	Planning & Development	18,127	40%	45,000	32,076	49%	65,000
2580-0002	Economic & Community Develop	1,942,739	48%	4,038,600	86	0%	82,500
2600-0002	Environmental	45,532	55%	83,100	103,505	65%	160,000
2650-0002	Animal Control	18,152	80%	22,800	9,204	16%	58,000
2700-0002	Stock Routes	34,430	32%	108,500	191,549	56%	340,000
3000-0002	Work Scheme and Community	9,401	55%	17,000	73,432	59%	125,000
3100-0002	Council Housing	73,359	33%	220,000	146,213	49%	299,500
3300-0002	Child Care Services	222,169	81%	273,200	153,409	33%	469,500
3350-0002	Sport and Recreation	32,847	51%	64,400	22,641	20%	112,000
3400-0002	Youth Services	0	0%	0	0	0%	80,000
3415-0002	Tambo Multi-Purpose Centre	84,320	49%	173,600	177,224	65%	271,100
3445-0002	Disability	67,545	94%	71,500	44,289	89%	50,000
3460-0002	Community Services	141,554	45%	315,300	28,430	9%	325,800
3470-0002	Miscellaneous Care Services	0	0%	0	0	0%	2,000
3500-0002	Libraries, Education and Arts	13,827	144%	9,600	120,531	52%	232,300
3570-0002	Regional Arts Development Fund	49,990	98%	51,000	81,901	26%	314,000
3600-0002	Halls and Cultural Centres	827	28%	3,000	116,519	51%	230,200
3700-0002	Showgrounds & Sports Facilities	10,492	117%	9,000	323,224	47%	692,000
3740-0002	Funerals	36,256	66%	55,000	44,770	81%	55,000
3800-0002	Corporate Buildings	0	0%	0	74,159	38%	195,500
1000-0001	ADMINISTRATION	6,627,852	45%	14,597,600	5,283,852	53%	10,059,000
4000-0001	WORKS AND SERVICES						
4001-0002	Works Office and Depot	0	0%	0	1,687,774	55%	3,074,000
4100-0002	Town Street Maintenance	0	0%	0	232,889	58%	400,000
4200-0002	Rural Roads Maintenance	301,341	25%	1,193,500	302,743	38%	800,000
4500-0002	Recoverable Works	3,924,037	23%	16,769,600	5,341,254	34%	15,684,300
4550-0002	Plant Operations	1,600,297	45%	3,590,000	1,735,819	61%	2,838,500
4600-0002	SES - Disaster Mgmt	48,082	98%	49,000	35,533	23%	157,500
4700-0002	Cemeteries	0	0%	1,000	23,824	38%	62,400
4800-0002	Parks, Gardens and Reserves	0	0%	0	587,265	58%	1,012,900
4860-0002	Aquatic Centres	0	0%	0	275,500	54%	506,700
5000-0002	Cleansing	169,967	48%	351,400	145,295	51%	286,500
5100-0002	Water Supply	453,606	51%	893,600	265,500	53%	500,400
5200-0002	Sewerage Services	384,203	50%	767,100	241,109	71%	340,400
4000-0001	WORKS AND SERVICES	6,881,532	29%	23,615,200	10,874,505	42%	25,663,600
TOTAL REVENUE AND EXPENDITURE		13,509,384	35%	38,212,800	16,158,357	45%	35,722,600

*Account/Function Specific Comments for Revenue and Expenditure Summary Report*

Account	Description	Revenue	Expenditure
1000-0002	Administration	<i>Includes revenue from sale of railway building \$18,318, Insurance claims \$ 7,800, Employment Subsidies \$ 67,662</i>	
1100-0002	Finance	<i>Includes general rates levied for 6 months</i>	
1200-0002	Oncosts		<i>Includes 1 - Insurance premiums paid for 12 months. 2 - Sick leave expense recognition on 1 July to bring to account liability provision.</i>
1300-0002	Stores/Purchasing		
2000-0002	Corporate Governance	<i>Includes circus grant \$46,000</i>	<i>Includes circus carnivale contribution exp \$80,829</i>
2100-0002	Business Activities		<i>Includes condition report and maintenance expenditure on commerical buildings</i>
2150-0002	Saleyard Operations		
2200-0002	Tambo Sawmill		<i>Includes rates and annual environmental permit fees</i>
2350-0002	Airports/Aerodromes		
2450-0002	Tourism		
2500-0002	Planning & Development		
2580-0002	Economic & Community	<i>Includes State and Federal capital grants</i>	
2600-0002	Environmental		
2650-0002	Animal Control	<i>Annual animal registration fees issued in July</i>	
2700-0002	Stock Routes		
3000-0002	Work Scheme and Community		
3100-0002	Council Housing		
3300-0002	Child Care Services	<i>Includes sustainability grant received \$150,000</i>	
3350-0002	Sport and Recreation		
3400-0002	Youth Services		
3415-0002	Tambo MPC		
3445-0002	Disability		
3460-0002	Community Services		<i>Increase in program activities planned for 3rd &amp; 4th quarter</i>
3470-0002	Miscellaneous Care		
3500-0002	Libraries, Education	<i>Increase in State subsidy</i>	
3570-0002	Regional Arts Dev. Fund	<i>Annual funding received</i>	
3600-0002	Halls and Cultural Centres		
3700-0002	Showgrounds & Sports	<i>Additional revenue from camping permits</i>	
3740-0002	Funerals		
3800-0002	Corporate Buildings		
4001-0002	Works Office and Depot		
4100-0002	Town Street Maintenance		
4200-0002	Rural Roads Maintenance	<i>Financial Assistance Grants (Roads component)</i>	
4500-0002	Recoverable Works		
4550-0002	Plant Operations		
4600-0002	SES - Disaster Management	<i>Annual SES &amp; Get Ready grants received</i>	
4700-0002	Cemeteries		
4800-0002	Parks, Gardens and Reserves		
4860-0002	Aquatic Centres		
5000-0002	Cleansing	<i>Rate charges levied for 6 months</i>	
5100-0002	Water Supply	<i>Rate charges levied for 6 months</i>	
5200-0002	Sewerage Services	<i>Rate charges levied for 6 months</i>	

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

COUNCIL MEETING DATE: 25 January 2023

Item No: **4.1.2****SUBJECT HEADING: DFCCS Operations Report – December 2022**

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

CLASSIFICATION: (if confidential)

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

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

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

- Monthly fire alarm system inspection at Cultural Centre complete
- 2 pensioner units vacant – hut 1/30 and 3/26 Bauhinia Lane
- 3 bedroom house vacant – Mimosa Street
- Fixed crack in the wall at Blackall Aquatic Centre
- Put locks on roller doors at the footy shed
- Fixed laundry door at 62 Shamrock Street
- Installed a new clothesline at the showgrounds house
- Installed new shower screen at U1/7 Bedford Street

**Tambo Buildings*****Building Maintenance***

- The painting contractor has finished painting the exterior of the Tambo Child Care.
- All air conditioners have been cleaned.
- The handyman has completed several maintenance jobs in Tambo.

***Aged Housing***

- There are no vacancies at Coolibah Village.

**Blackall Visitor Information Centre****Monthly Statistics:****Visitor Numbers to Blackall Tourist Information Centre**

2021/2022	Visitor Numbers	2022/2023	Visitor Numbers
July	3794	July	3291

<b>2021/2022</b>	<b>Visitor Numbers</b>	<b>2022/2023</b>	<b>Visitor Numbers</b>
August	2628	August	<b>3697</b>
September	2100	September	<b>1901</b>
October	904	October	<b>720</b>
November	185	November	<b>345</b>
December	93	December	<b>188</b>
January	101	January	
February	164	February	
March	367	March	
April	928	April	
May	1710	May	
June	3119	June	
Year to Date	16,093	<b>Year to Date</b>	<b>10,142</b>

### Issue of Camping Permits

<b>Month</b>	<b>Information Centre</b>	<b>Self - Registration</b>	<b>Total for Month 2022/23</b>
July	426	615	<b>1041</b>
August	378	621	<b>999</b>
September	108	235	<b>343</b>
October	41	83	<b>124</b>
November	25	21	<b>46</b>
December	3	5	<b>8</b>
January			
February			
March			
April			
May			
June			
<b>Year to Date</b>	<b>981</b>	<b>1580</b>	<b>2561</b>
<i>2021/2022</i>	<i>2354</i>	<i>2100</i>	<i>4454</i>

### Camping Ground Fees

<b>Month</b>	<b>\$ Amount</b>	<b>2022/2023 YTD \$</b>
July	\$13,710.25	\$13,710.25
August	\$10,613.00	\$24,323.24
September	\$4,060.68	\$29,503.75
October	\$1,309.00	\$30,812.74
November	\$559.75	\$31,372.48
December	\$102.05	\$31,554.54



Month	\$ Amount	2022/2023 YTD \$
January		
February		
March		
April		
May		
June		

**Year ending 2021/2022 - \$44,561.60**

### Blackall Library Report

Month	Loans 2021/22	Loans 2022/23	Visitors 2021/22	Visitors 2022/23	Requests 2021/22	Requests 2022/23	Members Added 2021/22	Members Added 2022/23
July	248	<b>231</b>	471	<b>392</b>	21	<b>52</b>	8	<b>9</b>
August	367	<b>336</b>	508	<b>412</b>	62	<b>34</b>	6	<b>15</b>
September	346	<b>318</b>	479	<b>426</b>	27	<b>58</b>	9	<b>9</b>
October	277	<b>376</b>	389	<b>415</b>	30	<b>46</b>	14	<b>6</b>
November	300	<b>389</b>	415	<b>372</b>	41	<b>31</b>	10	<b>8</b>
December	278	<b>359</b>	155	<b>281</b>	43	<b>37</b>	2	<b>5</b>
January	273		278		111		4	
February	358		320		77		10	
March	368		360		59		8	
April	207		341		65		5	
May	305		356		20		8	
June	289		296		42		10	
<b>Year to Date</b>	<b>3616</b>	<b>2099</b>	<b>4628</b>	<b>2298</b>	<b>598</b>	<b>258</b>	<b>94</b>	<b>52</b>

### Tambo Library

#### E-Books and E-Audio Loans – Oct, Nov, Dec 2022

Brand	Number	App
Bolinda E-Audio	170	Borrow Box
Bolinda E-Audio	43	Borrow Box
Overdrive E-Audio	21	Libby
Overdrive E-Book	46	Libby
Overdrive Magazines	23	Libby
<b>Total Resources Loaned</b>	<b>303</b>	



	Loans 2021/22	<b>Loans 2022/23</b>	Visitors 2021/22	<b>Visitors 2022/23</b>	Requests 2021/22	<b>Request s 2022/23</b>	Members Added 2021/22	<b>Member s Added 2022/23</b>
July	396	<b>383</b>	103	<b>136</b>	53	<b>51</b>	4	<b>4</b>
August	381	<b>435</b>	113	<b>160</b>	52	<b>63</b>	3	<b>4</b>
September	425	<b>364</b>	115	<b>107</b>	58	<b>48</b>	9	<b>3</b>
October	375	<b>362</b>	115	<b>144</b>	62	<b>48</b>	3	<b>3</b>
November	400	<b>340</b>	122	<b>186</b>	70	<b>36</b>	1	<b>2</b>
December	326	<b>267</b>	123	<b>108</b>	29	<b>34</b>	1	<b>0</b>
January	363		95		55		8	
February	445		109		67		1	
March	521		145		57		11	
April	346		120		55		6	
May	435		183		58		3	
June	398		122		51		2	
<b>Totals</b>	<b>4811</b>	<b>2151</b>	<b>1465</b>	<b>841</b>	<b>616</b>	<b>280</b>	<b>52</b>	<b>16</b>

<b>Tambo Tourism</b>	Visits 2021/22	<b>Visits 2022/23</b>
July	733	<b>750</b>
August	512	<b>754</b>
September	511	<b>432</b>
October	197	<b>240</b>
November	126	<b>161</b>
December	56	<b>74</b>
January	85	
February	94	
March	203	
April	390	
May	609	
June	893	
<b>Totals</b>	<b>4409</b>	<b>2411</b>

### Council Facility Bookings

<b>Blackall</b>	<b>Memorial Hall</b>		<b>Cultural Centre</b>		<b>Showgrounds</b>		<b>Racecourse</b>		<b>Bus</b>	
	21/22	<b>22/23</b>	21/22	<b>22/23</b>	21/22	<b>22/23</b>	21/22	<b>22/23</b>	21/22	<b>22/23</b>
July	0	<b>1</b>	6	<b>7</b>	13	<b>1</b>	1	<b>1</b>	8	<b>4</b>
August	2	<b>1</b>	5	<b>11</b>	15	<b>3</b>	1	<b>0</b>	8	<b>4</b>
September	2	<b>2</b>	5	<b>8</b>	6	<b>6</b>	0	<b>0</b>	5	<b>4</b>
October	2	<b>1</b>	9	<b>8</b>	3	<b>5</b>	2	<b>3</b>	7	<b>11</b>
November	2	<b>1</b>	11	<b>8</b>	1	<b>3</b>	1	<b>1</b>	6	<b>7</b>
December	1	<b>0</b>	2	<b>4</b>	0	<b>1</b>	0	<b>0</b>	1	<b>1</b>

<b>Blackall</b>	<b>Memorial Hall</b>		<b>Cultural Centre</b>		<b>Showgrounds</b>		<b>Racecourse</b>		<b>Bus</b>	
January	1		0		1		0		0	
February	1		7		1		1		1	
March	1		6		1		0		3	
April	1		8		2		1		2	
May	4		10		4		0		5	
June	3		6		6		1		1	
<b>TOTAL</b>	<b>20</b>	<b>6</b>	<b>75</b>	<b>46</b>	<b>53</b>	<b>19</b>	<b>8</b>	<b>5</b>	<b>47</b>	<b>31</b>

<b>Tambo</b>	<b>Shire Hall</b>		<b>Racecourse</b>		<b>Western Sports</b>		<b>Bus</b>	
	<b>21/22</b>	<b>22/23</b>	<b>21/22</b>	<b>22/23</b>	<b>21/22</b>	<b>22/23</b>	<b>21/22</b>	<b>22/23</b>
July	11	<b>7</b>	2	<b>2</b>	2	<b>1</b>	2	<b>1</b>
August	7	<b>13</b>	2	<b>1</b>	0	<b>4</b>	0	<b>2</b>
September	7	<b>2</b>	4	<b>4</b>	0	<b>1</b>	0	<b>2</b>
October	16	<b>7</b>	2	<b>1</b>	2	<b>2</b>	2	<b>4</b>
November	20	<b>10</b>	1	<b>1</b>	2	<b>0</b>	3	<b>4</b>
December	14	<b>7</b>	2	<b>1</b>	2	<b>1</b>	1	<b>3</b>
January	2		2		0		0	
February	9		0		0		2	
March	8		0		3		2	
April	5		2		0		0	
May	11		2		0		1	
June	8		1		2		7	
<b>TOTAL</b>	<b>118</b>	<b>46</b>	<b>20</b>	<b>10</b>	<b>13</b>	<b>9</b>	<b>20</b>	<b>16</b>

#### Tambo Childcare Centre

<b>Attendance</b>	<b>Month 2021-2022</b>	<b>YTD 2021-2022</b>	<b>Month 2022-2023</b>	<b>YTD 2022-2023</b>
<b>July</b>	255	255	<b>111</b>	<b>111</b>
<b>August</b>	262	517	<b>161</b>	<b>272</b>
<b>September</b>	185	702	<b>116</b>	<b>388</b>
<b>October</b>	191	889	<b>172</b>	<b>560</b>
<b>November</b>	180	1073	<b>208</b>	<b>768</b>
<b>December</b>	48	1121	<b>80</b>	<b>848</b>
<b>January</b>	0	1121		
<b>February</b>	101	1222		
<b>March</b>	129	1351		
<b>April</b>	59	1410		
<b>May</b>	114	1524		
<b>June</b>	128	2165		

<b>Finance</b>	<b>Month Receipts 2022-2023</b>	<b>YTD Receipts 2022-2023</b>	<b>Month Expenditure 2022-2023</b>	<b>YTD Expenditure 2022-2023</b>
<b>July</b>	\$6,650.00	\$6,650.00	\$17,623.00	\$17,623.00

<b>Finance</b>	<b>Month Receipts 2022-2023</b>	<b>YTD Receipts 2022-2023</b>	<b>Month Expenditure 2022-2023</b>	<b>YTD Expenditure 2022-2023</b>
<b>August</b>	\$16,603.00	\$23,253.00	\$23,955.00	\$41,678.00
<b>September</b>	\$8,423.40	\$31,676.47	\$19,487.31	\$61,283.97
<b>October</b>	\$10,189.13	\$41,865.60	\$19,798.53	\$81,082.50
<b>November</b>	\$20,464.51	\$62,813.80	\$29,416.84	\$114,237.74
<b>December</b>	\$9,355.21	\$72,169.01	\$32,296.54	\$146,534.28
<b>January</b>				
<b>February</b>				
<b>March</b>				
<b>April</b>				
<b>May</b>				
<b>June</b>				

### Qantas Report

<b>Month</b>	<b>Pax OFF</b>	<b>Pax ON</b>	<b>Total</b>	<b>YTD</b>
<b>July</b>	113	115	228	228
<b>August</b>	115	99	214	442
<b>September</b>	133	97	230	672
<b>October</b>	145	140	285	957
<b>November</b>	111	100	211	1168
<b>December</b>	136	106	242	1410
<b>January</b>				
<b>February</b>				
<b>March</b>				
<b>April</b>				
<b>May</b>				
<b>June</b>				
<b>6 Monthly Average</b>	125.5	109.5	235	235
<b>YTD</b>	<b>753</b>	<b>657</b>	<b>1410</b>	<b>1410</b>
<b>Total for 2021/2022</b>	1069	888	1957	1957

- The roster has been distributed for airport employees.

### Tambo Multi-Purpose Centre

- The resin workshop attracted 60 community members, while the macrame workshop attracted 15 community members.
- The Marmaladies put on an enjoyable luncheon at the TMPC on Christmas Day with 56 community members attending. These included seniors from the centre and

pensioner housing, NDIS clients and their families, and members of the local primary health centre.

- RADF round 3 funding will be advertised soon closing February 1st, 2023.
- Allied Health sessions for the month of December
  - Physiotherapy – 36 sessions
  - Remedial Massage – 17 sessions
  - Podiatry – nil sessions

### **Link to Corporate Plan**

Economic Development

Outcome 2 – Tourism

Vibrant Communities

Outcome 1 – Arts and culture

Outcome 2 – Health and wellbeing

Outcome 3 – Community Services

Outcome 4 – Youth

Governance

Outcome 5 – Customer service

Infrastructure

Outcome 2 – Airports

Outcome 5 – Council buildings

### **Consultation (internal/external)**

Neighbourhood Centre Coordinator

Tambo Library and Tourism Officer

Customer Service Officers

Multi-Purpose Coordinator

Child Care Coordinator

Library Officer

Tourism Officer

### **Policy Implications**

Nil

### **Budget and Resource Implications**

Nil

## BLACKALL-TAMBO REGIONAL COUNCIL

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### OFFICER REPORTS

COUNCIL MEETING DATE: 25 January 2023

Item No: 4.1.3

**SUBJECT HEADING: Scriptures Union Outback Chaplaincy Program – Funding Request**

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

CLASSIFICATION: (if confidential)

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*Summary: The Scriptures Union program centres on the youth in Blackall and Tambo and complements other youth activities taking place and those starting in the future.*

*To provide certainty of continuation of the National Schools Chaplain Program in both Blackall and Tambo it is proposed Council provide funding of \$10,000 every six months, for the 2023 calendar year, from funds available in the youth program.*

**Officer's Recommendation: That Council approve of \$10,000 being paid, from the Youth Program budget every six months in the 2023 calendar year to the Local Chaplaincy Committee to support the service with the funds being applied for the benefit of the entire Blackall and Tambo communities.**

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### Background

The Blackall and Tambo State Schools Chaplain, Mr. Andy Bruvels, addressed Council in December 2022. He discussed the merits and benefits the Scriptures Union program brings to the youth whether it be talking with those who are encountering difficulties in life, or simply those who just want to chat; and how the program can complement other youth activities.

The program supports and works with Outback Futures.

Anecdotal evidence from neighbouring areas confirms this program has been beneficial to the youth in their communities by introducing sports activities and at times going out on camps for a few days.

The School Chaplaincy program commenced at the Blackall State School in 2008 with a Chaplain employed there for 2 days a week. The current chaplain was appointed to Blackall State School in January 2022 and was employed four days a week due to a surplus of school funds and local donors.

In August 2022 a generous donor sponsored the chaplain to support Tambo State School for one day a week.

The difficulty this program faces is the level of funding received each year and whether the program can continue.

The National School Chaplaincy Program (NSCP) is Federally funded, not all schools receive government funding, and the NSCP program is only meant to be a contribution towards the cost of a chaplaincy service.

Currently funding is received from the National Schools Chaplaincy Program (Blackall only), local fund raising, and donations from members of the community. An approach has been

made to the National Schools Chaplaincy Program for Tambo State School funding, however even if this was approved the service would still require additional funds to provide a five day a week service covering Blackall and Tambo.

At the time the Blackall School Chaplain wrote to Council the NSCP funding for Tambo had not been approved. If funding for the Tambo State School was not successful the contribution from Blackall-Tambo Regional Council would enable a weekly service to the Tambo students.

### Link to Corporate Plan

Vibrant Communities

Outcome 4 – Youth – Support, engage, and encourage youth to remain in and return to the community.

### Consultation (internal/external)

Councillors

Chief Executive Officer

Mr. Andy Bruvels

Director of Finance Corporate and Community Services

### Policy Implications

Nil

### Budget and Resource Implications

Funds available in the Youth Program

### Risk Assessment

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Minimal Risk	
Legal & Regulatory	Low	Nil	
People	Low	The Chaplaincy Program provides support to youth in the community. Funding shortages could reduce the number of days that youth are able to access the service.	
Operational	Medium	Nil	
Environmental	Medium	Nil	
Strategic	Medium	Enhance the support for the youth in Blackall and Tambo.	
Ethical	Low	Nil	
Reputation	Low	Nil	
Leadership	Low	Council acknowledging the good work the Chaplaincy Program does in the community.	

### Proposed Risk Treatment

Council's contribution to the program would provide support for the youth in the community which is in line with the Corporate Plan.

## BLACKALL-TAMBO REGIONAL COUNCIL

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### OFFICER REPORTS

COUNCIL MEETING DATE: 25 January 2023

Item No: 4.1.4

**SUBJECT HEADING:** Operation of Cemeteries Policy Review

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

CLASSIFICATION: (if confidential)

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*Summary: The Operation of Cemeteries Policy was last updated in June 2016 and required revision and changes.*

**Officer's Recommendation:** That Council adopt the revised Operation of Cemeteries Policy.

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### Background

Council is responsible for the operation of public cemeteries within the geographical boundaries of the Blackall-Tambo Regional Council area. The Operation of Cemeteries Policy is an existing Council policy that provides a systemic and equitable process for dealing with operational matters relative to Council controlled cemeteries.

Council policies are reviewed on a regular basis to ensure Council remains compliant with statutory obligations, updated laws, social, ethical, economic and community issues and opportunities.

Changes were made to the Operation of Cemeteries Policy to ensure it complemented and supported current operating procedures.

A marked copy of the policy has been attached to this report.

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### Link to Corporate Plan

Governance

Outcome 2- Accountability

Outcome 3- Leadership

### Consultation (internal/external)

Director of Finance Corporate and Community Services

Neighbourhood Centre Coordinator

Governance Coordinator

### Policy Implications

Nil

### Budget and Resource Implications

Nil

**Risk Assessment**

<b>Risk Category</b>	<b>Risk Tolerance</b>	<b>Summary of Risks Involved</b>	<b>Risk Rating</b>
Financial	Low	Nil	Low
Legal & Regulatory	Low	Nil	Low
People	Low	Nil	Low
Operational	Medium	Review of the policies provides more guidance to staff.	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Nil	Low
Ethical	Low	Nil	Low
Reputation	Low	Provides transparency by continual revision of policies.	Low
Leadership	Low	Maintains high standards of corporate governance.	Low

**Proposed Risk Treatment**

There is no risk associated with the approval of the revised policy





# Blackall-Tambo Regional Council

## Operation of Cemeteries Policy

Version Number: 4.1	Effective Date: 25.01.2023
Policy Compiled by: Governance Coordinator	Review Date: 25.01.2028
Policy Approved by: Director of Finance Corporate Community Services	

### 1. PURPOSE

To provide a systematic and equitable process for dealing with operational matters relative to Council controlled cemeteries.

### 2. COMMENCEMENT OF POLICY

This Policy will commence from the date of adoption by Council and shall replace all previous Policies relating to the operation of Council controlled cemeteries.

### 3. SCOPE

Council is responsible for the operation of public cemeteries within the geographical boundaries of the Blackall-Tambo Regional Council area.

This responsibility includes, but is not limited to:

1. The interment of the remains of deceased persons;
2. The interment of the ashes of deceased persons;
3. The regulation and control of the cemetery installation and the maintenance of memorials erected to deceased persons;
4. The maintenance of the cemetery grounds is the responsibility of the Department of Works and Services.
4. The regularly scheduled cemeteries maintenance activities consistent with Council's Works Program.

### 4. DEFINITIONS

<b>Ashes</b>	The cremated remains of a deceased person.
<b>Authorised Officer</b>	The Council officer or officers to whom the Chief Executive Officer delegates authority from time to time to administer this Policy.
<b>Chief Executive Officer</b>	Means the Chief Executive Officer of the Blackall-Tambo Regional Council.
<b>Council</b>	Means the Blackall-Tambo Regional Council.

Policy Number: <u>Admin 34</u>	<u>Version number:</u> <u>4.1</u> <u>Initial Date of</u> <u>Adoption: 12.11.12</u> <u>Current Version</u> <u>Review: 28.11.2022</u> <u>Next Review Date:</u> <u>28.11.2026</u>	Adopted by Blackall-Tambo Regional Council	Page 1 of 16
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<b>Council Cemetery</b>	A cemetery administered and operated by Council within the Blackall-Tambo Regional Council area.
<b>Grantee</b>	The recipient of a permit, right or approval under this Policy.
<b>Owner of Burial Right</b>	(a) a spouse of the deceased; <del>or and</del> (b) a guardian of the deceased; <del>or and</del> (c) brothers and sisters of the deceased; <del>or, or of a spouse of the deceased; and</del> (d) ascendants and descendants of the deceased; <del>or of a spouse of the deceased; or and</del> (e) the person who paid the respective fee for the burial right.

## 5. INTERMENT OF DECEASED PERSONS

Standards which must be met for the interment of human remains in Council's cemeteries are set out in *Blackall-Tambo Regional Council Subordinate Local Law No. 1 (Administration) 2010 - Schedule 15 Operation of cemeteries* at Clause 6(1).

### 5.1. APPLICATIONS FOR INTERMENT

An application for the interment of the remains of a deceased person in a Council cemetery must:

1. Be made in the prescribed form;
2. Identify the next of kin of the deceased person (who shall become the owner of the burial right);
3. Identify the burial site if such has been previously reserved;
4. Indicate whether or not an additional burial site is to be reserved.

### 5.2. RESERVATION OF BURIAL SITES

Council will maintain a Register of Reservations of Burial Sites for each cemetery operated by it. This register will take the form of an electronic database developed from existing records and modified by the addition or deletion of reservations from time to time.

1. A burial site in a Council cemetery may be pre-purchased for interment at a later date. Reservations are limited to two burial sites per family, unless by special agreement with Council. An annual fee may be charged by Council to maintain the reservation.
2. Where a reservation predates this Policy Council will honour the reservation, so long as any annual fee imposed by Council to maintain the reservation is paid.
3. Upon request, a plan detailing available burial sites will be sent to interested parties. Alternatively interested parties may wish to arrange to visit the cemetery with an authorised officer.
4. An invoice will be issued to the purchaser and, upon payment; a Certificate of Reservation will be forwarded to the grantee.
5. In the event that any fee charged by Council to maintain a reservation remains unpaid for a period of three (3) months, Council may cancel the reservation and,

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where the area of the cemetery in which the reservation was originally made is still open to burials, may make the lapsed reserved site available for interment.

### 5.3. RESTRICTIONS AS TO SITES FOR INTERMENT

1. Council may, following consultation with the community, impose restrictions upon the locations in Council cemeteries where interments of deceased persons may be made. Such restrictions may be imposed by Council by resolution at a duly convened meeting of the Council.
2. In the event that Council decides to impose such a restriction as to the sites for interment in any cemetery it will forthwith forward written advice of such restriction to the last known address of all holders of a reservation of a burial site in the area in which the restrictions as to interment are to be imposed.
3. If the holder of a reservation of a burial site in the area in which the restrictions as to interment are to be imposed formally notifies Council of a desire to utilise the reservation Council will honour the reservation, so long as any annual fee imposed by Council to maintain the reservation is paid.
4. Where, within a period of three (3) calendar months from the date of Council's advice of the restriction, no written advice is received from the holder of a reservation of a burial site in the area in which the restrictions as to interment are to be imposed, such reservations will be considered cancelled and not be available for interment.

## 6. INTERMENT OF ASHES

### 6.1. OPTIONS FOR INTERMENT OF ASHES

Council offers four options for the interment of ashes of deceased persons –

1. Interment of ashes in the Columbarium Wall (Blackall Cemetery);
2. Interment of ashes in Memorial Gardens (where developed);
3. Interment of ashes in an existing grave;
4. Interment of ashes in Blackall War Cemetery.

Requirements relative to each option are set out in the following sections.

### 6.2. COLUMBARIUM WALL (BLACKALL CEMETERY)

#### 6.2.1. Reservation / Pre-Purchase of Columbarium Wall Niche

1. A niche in the Columbarium Wall may be pre-purchased for interment at a later date. Reservations are limited to two niches per family, unless by special agreement with Council. An annual fee may be charged by Council to maintain the reservation.
2. Upon request, a plan detailing available niches will be sent to interested parties. Alternatively interested parties may wish to arrange to visit the cemetery with an authorised officer.
3. An invoice will be issued to the purchaser and, upon payment, a Certificate of Reservation will be forwarded to the grantee.
4. In the event that any fee charged by Council to maintain a reservation remains unpaid for a period of three (3) months, Council may cancel the reservation and may make the lapsed reserved site available for interment.

#### 6.2.2. Requirements for Niches - Columbarium Wall (Blackall Cemetery)

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1. The ashes shall be delivered in a suitable container capable of being inserted in a cylindrical niche.
2. The size of an individual Columbarium wall niche is 180mm deep and 110mm diameter.
3. A brass memorial plaque ~~of a size~~ 150mm x 130mm is to be fitted to seal the niche at the expense of the grantee. The plaque must contain the niche number on the bottom ~~right hand~~ right-hand corner. Council currently has an informal arrangement with ~~Worssell~~ Worssell & Co to supply such plaques and supplies these plaques ~~at the~~ cost price plus a 10% handling charge. ~~An e~~ Examples of the plaque to be used can be seen at the Council's building at 108 Shamrock Street, Blackall administrative offices.
4. Council will only carry out the interment of ashes in the Columbarium Wall after the applicable fee has been received and the memorial plaque provided.
5. The only adornment permitted to be installed onto the Columbarium Wall is a small, approved metal vase. Metal vases are to be purchased by the grantee and supplied to Council. On payment of the prescribed fee, Council will install the vase. Council reserves the right to remove any illegal adornment placed on the Columbarium Wall. Council currently has an informal arrangement with ~~Worssell~~ Worssell & Co to supply such vases ~~and supplies these vases at the~~ cost price plus a 10% handling charge. Examples of the vases to be used can be seen at the Council building at 108 Shamrock Street, Blackall's administrative offices.

### 6.3. MEMORIAL GARDENS

Where Council has provided a memorial garden in a cemetery, ashes may be interred in the garden subject to the following requirements:

#### 6.3.1. Reservation / Pre-Purchase of Memorial Garden Niche

1. A niche in the Memorial Garden may be pre-purchased for interment at a later date. Reservations are limited to two niches per family, unless by special agreement with Council.
2. Upon request, a plan detailing available niches will be sent to interested parties. Alternatively interested parties may wish to arrange to visit the cemetery with an authorised officer.
3. An invoice will be issued to the purchaser and, upon payment; a Certificate of Reservation will be forwarded to the grantee.

#### 6.3.2. Requirements for Niches - Memorial Garden

1. The ashes shall be delivered in a suitable container with a ~~provided by a crematorium of~~ maximum permissible size 260mm x 150mm x 120mm.
2. The size of a memorial garden niche is:
  - Single 150mm x 200mm x 300mm
  - Double 300mm x 200mm x 300mm
3. A brass memorial plaque ~~of a size~~ 150~~75~~mm x 130~~25~~mm is to be fitted to seal the niche at the expense of the grantee. The plaque must contain the niche number on the bottom ~~right hand~~ right-hand corner. Council currently has an informal arrangement with ~~Worssell~~ Worssell & Co to supply such plaques ~~and supplies these plaques at the~~ cost price plus a 10% handling charge. ~~Examples~~

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of the plaque to be used can be seen at the Council [building at 108 Shamrock Street, Blackall](#). ~~It's administrative offices.~~

~~4. The cost of the Memorial Garden Niche includes the supply of a memorial block upon which the plate/plaque may be mounted.~~

~~5.4.~~ The grantee must complete an **Application for Placement of Ashes in the Memorial Garden Niche** form.

~~6. The memorial plate/plaque shall be mounted to the memorial block and shall have the Memorial Garden Niche number engraved at the bottom right hand corner.~~

~~7.5.~~ Council will only carry out the interment of ashes in the Memorial Garden after the applicable fee has been received and the memorial ~~plate/plaque~~ provided.

~~8.6.~~ No person is permitted to install, place or plant any adornment, plant or shrub into the Memorial Garden unless prior written approval has been obtained from Council.

~~9. Cut or artificial flowers are to be placed only in containers of a type approved by Council.~~

### 6.4. INTERMENT OF ASHES IN GRAVES

Council will permit the interment of ashes in ~~a grave site either~~ an existing grave or a new grave site in the cemetery.

**A coffin interment cannot be performed after the interment of ashes in a burial plot UNLESS the ashes interred in the grave are enclosed in a suitable unbreakable container resistant to damage by machine or manual excavation.**

Up to four (4) ashes of deceased persons can be interred in a burial plot (two at the head of the burial plot and two at the foot of the burial plot).

#### 6.4.1. Requirements for Ashes - Existing Grave

1. Ashes can be interred in an existing grave plot, whereby they will be interred at a depth of approximately 60cm. The ashes are placed at the foot or head of a grave or under a monument if it exists. Where practicable in the circumstances where a grave has a sealed surface, ashes may be interred ~~at from~~ the side of the grave.
2. Where ashes are to be interred in an existing grave plot the owner of the burial right needs to give written permission for the interment.
3. Council will only carry out the interment of ashes in an existing grave after an appropriate application form has been completed and the applicable fee has been received.
4. Where ashes are interred in an existing grave plot a memorial ~~plate/plaque~~ may be added to the grave or affixed to an existing monument at the expense of the grantee; if no monument currently exists on the grave a monument will be permitted to be erected on the grave in accordance with Section ~~87~~ of this Policy.

#### ~~6.4.2. Requirements for Ashes - New Grave~~

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- ~~1. Ashes can be interred in a new grave plot, whereby they will be interred at a depth of approximately 60cm.~~
- ~~2. Where ashes are interred in a new grave plot the prescribed fee for the new grave plot must be paid in advance.~~
- ~~3. Council will only carry out the interment of ashes in a new grave after an appropriate application form has been completed and the applicable fees have been received.~~
- ~~4. Where ashes are interred in a new grave plot in a lawn cemetery and a lawn beam (continuous plinth) has been installed any memorial erected shall be in accordance with the requirements for memorials in a lawn cemetery.~~

## 7. ERECTION OF MEMORIALS TO DECEASED PERSONS

A person must not erect or install a memorial to a deceased person in a Council cemetery unless authorised by a permit under this Policy. Council will issue a permit only after an appropriate application form has been completed and the applicable fee has been received.

However, if a development permit is required for the erection or installation of a memorial to a deceased person under the ~~Sustainable Planning Act 2009~~ Planning Act 2016, a further permit is not required under this policy.

### 7.1. APPLICATION FOR PERMIT

An application for a permit authorising the erection or installation of a memorial to a deceased person in a Council cemetery must:

1. Be made in the prescribed form;
2. Identify (to the satisfaction of the Chief Executive Officer or the authorised officer) the right of the applicant to make such an application;
3. Identify (to the satisfaction of the Chief Executive Officer or the authorised officer) the burial site or other place in which the memorial is to be erected or installed; and
4. Indicate the nature and dimensions of the proposed memorial.

Council's cemetery records will be available for the purpose of identification of location of existing graves and the owners of the burial right for these graves. Other information supplied by the applicant that verifies grave sites or owners of burial rights may also be utilised.

In addition, a copy of information supplied by the applicant will be requested by Council and added to existing cemetery records.

### 7.2. OWNERSHIP OF MONUMENTAL WORK

The ownership of plaques, monuments or other structures is deemed to be with the owner of the burial right that caused the monument or structure to be constructed.

The care, maintenance and repair of monumental work on a grave is the responsibility of the owner of the burial right.

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At the cost of the owner of the burial right, Council will arrange the removal of all monumental work necessary to facilitate the reopening of a grave for a second interment (where permitted) and it will be the responsibility of the owner of the burial right to arrange reinstatement after the burial at the owner of the burial right's cost. All restoration of existing monumental works shall be in accordance with the Australian Standard for restoration work.

Except in exceptional circumstances, Council does not permit the construction of mausoleums, crypts or vaults in the cemeteries.

### **7.3. MAINTENANCE AND REPAIR OF MEMORIALS BY OWNER OF A BURIAL RIGHT**

The owner of the burial right or any relative or family of the deceased or another person, who has a proper interest in the maintenance of a memorial to a deceased person, may, with the approval of the Chief Executive Officer or an authorised officer, carry out maintenance or repair work on a memorial in a Council cemetery.

A person who carries out maintenance or repair work under this section must comply with directions by the Chief Executive Officer or an authorised officer about how the work is to be carried out in accordance with prescribed standards, technical specifications or other prescribed documentation issued by Council from time to time.

### **7.4. MAINTENANCE AND REPAIR OF MEMORIALS BY COUNCIL**

Council may carry out maintenance or repair work on a memorial; however, Council is not obliged to carry out maintenance or repair work on a memorial unless obliged to do so under a maintenance contract.

### **7.5. LAWN CEMETERIES - MONUMENTAL WORK RESTRICTED**

Where a lawn cemetery section has been established by Council the placement of any form of monumental work or plaque or other adornment will be restricted to the continuous concrete plinth installed by Council in these areas. No memorial fixture or fittings is to be attached to or placed on the continuous concrete plinth without prior approval from Council.

The use of ornaments or tributes (e.g. glass or ceramic statues/crosses) likely to be damaged or broken is not permitted in the lawn cemetery.

Any monument, memorial, vase or other adornment placed on any part of the grave (other than the continuous concrete plinth) in a lawn cemetery area may be removed by Council without notice to the owner of the burial right or any relative or family of the deceased.

### **7.6. REMOVAL OF MEMORIALS**

Council may remove a memorial if it has become unsafe or has fallen into a state of disrepair or may enclose the memorial in a manner as to make it safe. The cost of making a memorial safe may be recovered by Council from the owner of the burial right.

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If there is no immediate danger to the public, Council must, before removing a memorial under this section, give members of the deceased's family whose identity and whereabouts are known to Council reasonable notice of its intention to remove the memorial.

Council is not obliged to reinstate a memorial removed under this section.

Incorrectly placed monuments moved from their original location should be reinstated if documentation of the correct location is available. Where the original location cannot be found, monuments should be placed in a group of monuments whose original location is unknown.

Odd alignment of monuments should not be regarded as a problem since these often date from a period before the cemetery may have been surveyed. They should be preserved, so far as it is practicable and safe to do so.

### **7.7. INTERFERENCE WITH GRAVES**

A person must not interfere with a grave, or with flowers or tokens on a grave or memorial and, must not remove, damage or interfere with any structure, memorial or plant in any Council controlled cemetery unless the approval of the Council has first been obtained.

## **8. GENERAL MAINTENANCE OF GRAVES**

It is the responsibility of the owner of a burial right or a member of the family of a deceased person, or another person who has a proper interest in the maintenance of the plot to maintain the grave plot and any fixture thereon. Council will maintain the surrounding area, including pathways, plants, fencing and structures.

In undertaking maintenance of areas surrounding graves including pathways, plants, fencing and structures, Council employees will take care to minimise any damage to masonry, monuments or grave structures.

Council may undertake maintenance of a grave plot where requested by the owner of a burial right or a member of the family of a deceased person, or another person who has a proper interest in the maintenance of the plot at the expense of the person requesting the work.

Where the owner of a burial right or a member of the family of a deceased person, or another person who has a proper interest in the maintenance of the plot cannot be identified or located Council may authorise maintenance of the plot, particularly if the plot has some distinct local heritage or historical value.

Where a Lawn Cemetery has been established by Council, maintenance of a grave by the owner of the burial right is limited to maintenance of any monument erected or placed on the continuous concrete plinth installed by Council in these areas.

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Council may remove from a grave plot any empty flower containers, decayed wreaths or dead flowers if deemed unsightly. Council will not remove funerary objects (other than decayed wreaths or dead flowers) from grave sites.

The use of ornaments or tributes (e.g. glass or ceramic statues/crosses) likely to be damaged or broken is not permitted in the lawn cemetery. A limit of two (2) vases of an approved type for each grave is permitted in the lawn cemetery. Such approved vases are to be should be located on the plinth adjacent to the grave.

In any Council cemetery, glass jars and other breakable containers are should not to be used for the display of floral or other tributes; plastic or other non-breakable containers should be used for the purpose.

### 9. GROUNDS MAINTENANCE

Minimum standards for grounds maintenance of Council cemeteries are defined as:

1. Presenting Council facilities in a clean and tidy condition for use by the community.
2. Exercising due care so as to minimise the risk of damage to grave plots and , memorials, and the like.
3. Complying with Workplace Health and Safety obligations.
4. Complying with identified risk/hazard minimisation strategies.
- ~~5. A commitment to Quality Assurance principles of continuous systems improvement.~~
- ~~6. Developing and maintaining a team environment to achieve a consistently high standard of customer service.~~

#### ~~9.1. GRASS CUTTING~~

~~Grass cutting in Council cemeteries is carried out using pedestrian operated lawn mowers, and ride-on machines with slashers as appropriate to the particular area of the cemetery being maintained.~~

~~The use of line trimmers, whipper-snippers and other similar devices will be limited to areas where the use of such equipment will not cause damage to graves or monumental structures.~~

~~The machines currently being used in the Lawn Cemetery are designed to mulch as much of the cuttings as possible so reducing the amount of cuttings left behind. Grass cuttings are deposited back onto the grassed areas. Grass cuttings deposited onto footpaths and paved areas are swept or blown back onto the sward.~~

#### 9.2.9.1. PLANTING OF TREES AND SHRUBS

No shrubs, bushes, trees or or live growing plants may be planted at any place or time within the cemeteries by any individual other than regular cemetery maintenance personnel.

#### 9.3.9.2. WEED CONTROL

~~Chemicals are used to poison weeds and grass around the perimeter of structures, graves and fences to assist with or minimise lawn mower access. Weed control will be~~

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~~undertaken on average 4 times each year particularly during the warmer growing period or following significant rain events.~~

Where ~~significant or~~ noxious weeds are prevalent in a cemetery, Council will take action to eradicate such weeds by poisoning irrespective of whether such weeds are contained within a grave plot or growing on a pathway or other area.

### 9.4.9.3. LITTER

~~Litter and other debris, whatever the source, is picked up from the cemetery grounds on a minimum of two occasions per week between Mondays and Fridays.~~

Spent flowers and wreaths will, on occasions, be removed as part of the litter clearance.

Council will provide refuse bins on site for the collection of waste materials in the cemetery.

### ~~9.5. ANIMALS WITHIN THE CONFINES OF A CEMETERY~~

~~Where it is detected or notified that an animal or animals have become trapped within the confines of a cemetery, Council will make every effort to humanely remove these animals from the cemetery as soon as practicable after detection or notification.~~

~~Where animals become trapped in the cemetery grounds and die, Council will make every effort to remove the carcasses of these animals as soon as practicable after detection or notification to reduce odour and visual pollution for persons visiting the cemetery.~~

### 9.6.9.4. RESPONSIBILITY FOR DAMAGE

Council will not assume responsibility for vandalism. Where vandalism is discovered, the matter will be reported to the local police for investigation and reasonable efforts will be made to notify the owner of a burial right or a member of the family of a deceased person, or another person who has a proper interest in the maintenance of the grave where the vandalism has occurred.

Council will not automatically assume responsibility for any damage allegedly caused to any structure, monument, grave, or plinth by Council Personnel in the execution of their duties in a cemetery but will investigate how such damage may have occurred.

If an authorised officer has reason to believe that a person has committed, is committing or about to commit an offence in the cemetery, the authorised officer may require the person to leave the cemetery forthwith.

## 10. MAINTENANCE OF STRUCTURES

Where structures have been provided in a cemetery for use of the public (for example - the Rotunda at Blackall Cemetery) an adequate program of maintenance will be undertaken to ensure such structures are fit for the designated purpose.

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### 11. INDIVIDUAL CEMETERIES

While this policy applies generally to all cemeteries under Council's control, there are unique elements that apply only and specifically to selected cemeteries; these details are set out below.

#### Blackall Cemetery

Blackall Cemetery is comprised of several distinct elements –

- Old Section
- Denominational Sections
- Lawn Section
- Blackall War Memorial Cemetery

#### 11.1. BLACKALL CEMETERY - OLD SECTION

The Blackall Cemetery was formally established in 1882 but had already been used as a burial place with about 30 graves existing on the site at that time.

##### 11.1.1. Location

The Old Section of the Blackall Cemetery is that area to the left of the main access road on the western side of the cemetery to the north west of the Blackall War Memorial Cemetery.

##### 11.1.2. Interments

Except in very exceptional circumstances, no future interments will be permitted in the Old Section of the Blackall Cemetery as identification of existing graves in this area is extremely difficult. Specific evidence as to the location of the reservation must be persuasive in this regard.

##### 11.1.3. Monumental Works

Except in very exceptional circumstances, other than repairs to existing structures, no new monumental works will be permitted in the Old Section of the Blackall Cemetery. Specific evidence as to the location of the actual grave must be persuasive in this regard.

##### ~~11.1.4. Plaque Memorial~~

~~Council may establish a wall, structure or other memorial place where plaques may be erected, at the cost of the applicant, in memory of persons known to be buried in the Old Section but whose graves cannot be precisely located.~~

~~A brass memorial plaque of a size 150mm wide x 130mm high is to be fitted to the memorial wall at the expense of the grantee. Council currently has an informal arrangement with Worsell & Co to supply such plaques and supplies these plaques at the cost price plus a 10% handling charge.~~

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## **11.2. BLACKALL CEMETERY - DENOMINATIONAL SECTIONS**

### **11.2.1. Location**

The Denominational Sections of the Blackall Cemetery are located to the right of the main entry gate and driveway at the Blackall Cemetery to the south-eastern boundary of the cemetery.

### **11.2.2. Identified Denominational Sections**

There are four identified Denominational Sections in the cemetery - Anglican, Catholic, Presbyterian and Methodist.

### **11.2.3. Interments**

Future interments in the Denominational Sections in the cemetery will be limited to verified existing reservations for coffin internments and to interments of ashes when agreed by the owner of the burial right, or at the discretion of the Chief Executive Officer or his representative.

### **11.2.4. Monumental Works**

Monumental works will be permitted in the Denominational Sections of the cemetery particularly when repairs are required to existing structures.

## **11.3. BLACKALL CEMETERY - LAWN SECTION**

### **11.3.1. Location**

The lawn section of the Blackall Cemetery is located to the right of the main entry gate and driveway at the Blackall Cemetery to the northern and north-eastern boundary of the cemetery.

### **11.3.2. Interments**

There are no restrictions on interments in the lawn section of the Blackall Cemetery.

### **11.3.3. Monumental Works**

Monumental works (i.e. installation of plaques) will be permitted in the lawn sections of the cemetery but will be restricted to the continuous concrete plinth installed by Council in these areas.

11.3.3.1. Plaques are the only form of monument permitted in the Blackall lawn cemetery. These plaques may be mounted directly to the continuous plinth installed by Council in the lawn cemetery, or mounted on a raised base located on the continuous plinth installed by Council in the lawn cemetery. Council offers the supply of these bases in either a

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black or blue granite but other bases can be considered for approval to suit individual tastes.

11.3.3.2. Plaque sizes may vary but must be no larger than 600mm x 360mm ~~so as to~~ fit the continuous plinth installed by Council in the lawn cemetery. A range of acceptable plaques – sizes and type, can be found in the catalogue available from Worsell & Co or on the company website <http://www.worsell.com.au/>. Similar plaques from other manufacturers will also be considered for approval.

11.3.3.3. Plaques may be mounted on a sandstone (or other suitable material) base having a maximum footprint size 600mm x 360mm. These bases are generally sloped from a maximum of 100mm at the rear of the continuous concrete plinth to a minimum of 45mm at the front of the continuous concrete plinth facing the grave.

#### 11.3.4. Expansion of Lawn Section

The existing lawn section of the cemetery will be expanded by Council as necessary. Some unused areas between the Denominational Section and the Lawn Section may be utilised as a future Lawn Section.

### 11.4. BLACKALL WAR CEMETERY

#### 11.4.1. Location

The Blackall War Cemetery (BWC) is located immediately to the left of the main entry gate and driveway at the Blackall Cemetery on the south-western boundary of the cemetery.

#### 11.4.2. Management

The Blackall RSL Sub Branch is responsible for the overall management and oversight of the Blackall War Cemetery on behalf of Council (Noting that ground maintenance is a Council responsibility).

#### 11.4.3. Eligibility

All Australian Defence Force members serving or retired who are recipients of the Australian Active Service Medal and/or Australian Service Medal are eligible. All other Australian Defence Force members serving or retired as well as service members of any allied countries of Australia are eligible subject to the concurrence of the Blackall RSL Sub Branch President or designate and appropriate space being available. Council staff should contact the President or his designate to confirm the eligibility of an individual before approving any interment within the confines of the BWC.

#### 11.4.4. Casket or Ashes

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The interment of the remains of an eligible individual in the BWC may be in a casket in a full burial plot or their ashes placed in a discrete ashes plot in the area designated for ashes within the confines of the BWC.

#### 11.4.5. Funeral Costs

All costs and administrative activities associated with the funeral of an eligible individual are the responsibility of the next of kin or those administering their estate (Note: In some instances the individual may be eligible for financial support and other assistance from the Department of Veteran Affairs [DVA]).

#### 11.4.6. Memorials (Headstone and Plinth)

The Blackall RSL Sub Branch Ladies Auxiliary on behalf of the Sub Branch is the point of contact for the arrangement of an individual memorial (headstones, plinth and plaque) and is responsible for the coordination of all associated works necessary to complete the site (Note: Council staff should refer any DVA contractor enquiry regarding the placing of a memorial in the BWC to the Blackall RSL President or designate). All associated costs (unless covered by DVA) must be paid for by the next of kin or the estate with the funds provided to the Blackall RSL Sub Branch Ladies Auxiliary.

#### 11.4.7. Memorial Design

The design of memorials for remains of deceased persons within the BWC is to conform with the following guidelines:

- **Head Stone Plaque** - marble size 260mm x 410mm; or bronze size 280mm x 380mm
- **Head Stone Mount** - size 550mm x 500mm sloping from 220mm high at rear to 100mm at front
- **Plinth** - size 2.45m x 1.2m
- **Commemorative Plaque** - bronze (located at foot of plinth) size 300mm x 210mm

#### 11.4.8. Memorial Design - Ashes

The design of memorials for ashes of deceased persons within the BWC is to conform with the following guidelines:

- **Head Stone Plaque** - marble size 135mm x 100mm; or bronze size 130mm x 130mm
- **Head Stone Mount** - size 190mm x 220mm sloping from 220mm high at rear to 100mm at front
- **Plinth** - size 800mm x 600mm
- **Commemorative Plaque** - bronze (located at foot of plinth) size 300mm x 210mm

#### 11.4.9. Vases and Wreaths

Wreaths and flowers placed on a grave during a funeral will be removed permanently when a memorial is constructed or earlier if they deteriorate to a state whereby they detract from the visual landscape of the BWC. Subsequently a maximum of two 'heavy' wind resistant unbreakable vases (not more than 30-40cm

Policy Number: Admin 34	Version number: <b>4.1 Four</b> Initial Date of Adoption: 12.11.12 Current Version Review: <b>28.11.2022 15.06.16</b> Next Review Date: <b>28.11.2026</b> <b>15.06.18</b>	Adopted by Blackall-Tambo Regional Council	Page 14 of 16
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in height) may be placed either side of the headstone permanently. There is not to be other decorations or adornments on the headstone or plinth. Temporary exceptions to these may be sought from the Blackall RSL Sub Branch President or designate.

#### **11.4.10. Commemorative Symbols**

At the foot of each plinth on special occasions and commemorative events such as Anzac Day, Remembrance Day, etc a small poppy or similar flower or tribute may be placed in the tub located there.

#### **11.4.11. Memorial Maintenance**

As a principle the Blackall RSL Sub Branch and Ladies Auxiliary will assume responsibility for the maintenance and repair (when necessary) of memorials within the Blackall War Cemetery. There may be times when assistance is sort from family members associated with the memorial and/or ~~the~~ Council.

#### **11.4.12. Flag pole, Memorial Plinth and Surrounds**

The maintenance, including associated costs, for the flagpole, memorial plinth (listing the names of veterans located elsewhere in the Blackall Cemetery) and the immediate surrounds is the responsibility of the Council in consultation with the Blackall RSL Sub Branch.

#### **11.4.13. Right to Modify Style of Interment**

The Blackall RSL Sub Branch in consultation with the Council reserves the right to modify the interment of remains of a deceased person from the current method to a lawn cemetery style in the future.

### **11.5. TAMBO CEMETERY**

#### **11.5.1. Interments**

There are currently no restrictions on interments in the Tambo Cemetery.

#### **11.5.2. Monumental Works**

Monumental works will be permitted in the Tambo Cemetery.

### **11.6. TAMBO CEMETERY - MEMORIAL WALL**

#### **11.6.1. Requirements for plaques - memorial Wall**

A brass memorial plaque of a size 225mm wide x 130mm high is to be fitted to the memorial wall at the expense of the grantee. Council currently has an informal arrangement with Worssell & Co to supply such plaques and supplies these plaques at ~~the~~ cost price plus a 10% handling charge.

### **11.7. COLUMBARIUM WALL (TAMBO CEMETERY)**

Policy Number: Admin 34	Version number: <del>4.1</del> <b>Four</b> Initial Date of Adoption: 12.11.12 Current Version Review: <del>28.11.2022</del> <b>15.06.16</b> Next Review Date: <del>28.11.2026</del> <b>15.06.18</b>	Adopted by Blackall-Tambo Regional Council	Page 15 of 16
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### 11.7.1. Reservation / Pre-Purchase of Columbarium Wall Niche

1. A niche in the Columbarium Wall may be pre-purchased for interment at a later date. Reservations are limited to two niches per family, unless by special agreement with Council. An annual fee may be charged by Council to maintain the reservation.
2. Upon request, a plan detailing available niches will be sent to interested parties. Alternatively interested parties may wish to arrange to visit the cemetery with an authorised officer.
3. An invoice will be issued to the purchaser and, upon payment, a Certificate of Reservation will be forwarded to the grantee.
4. In the event that any fee charged by Council to maintain a reservation remains unpaid for a period of three (3) months, Council may cancel the reservation and may make the lapsed reserved site available for interment.

### 11.7.2. Requirements for Niches - Columbarium Wall (Tambo Cemetery)

1. The ashes shall be delivered in a suitable container capable of being inserted in a cylindrical niche.
2. The container measurements can be no more than 250mm x 120mm x 150mm.
3. A brass memorial plaque of a size 180mm x 120mm is to be fitted to seal the niche at the expense of the grantee. The plaque must contain the niche number on the bottom right-hand corner. Council currently has an informal arrangement with Worsell & Co to supply such plaques and supplies these plaques at cost price plus a 10% handling charge. Examples of the plaque to be used can be seen at the Council building, 108 Shamrock Street, Blackall.
4. Council will only carry out the interment of ashes in the Columbarium Wall after the applicable fee has been received and the memorial plaque provided.
5. The only adornment permitted to be installed onto the Columbarium Wall is a small, approved metal vase. Metal vases are to be purchased by the grantee and supplied to Council. On payment of the prescribed fee, Council will install the vase. Council reserves the right to remove any illegal adornment placed on the Columbarium Wall. Council currently has an informal arrangement with Worsell & Co to supply such vases and supplies these vases at cost price plus a 10% handling charge. Examples of the vases to be used can be seen at the Council building, 108 Shamrock Street, Blackall.

### VERSION CONTROL

<u>Version 1</u>	<u>12.11.2012</u>
<u>Version 2</u>	<u>13.05.2014</u>
<u>Version 3</u>	<u>10.03.2015</u>
<u>Version 4</u>	<u>15.06.2016</u>
<u>Version 4.1</u>	

Policy Number: Admin 34	Version number: <u>4.1 Four</u> Initial Date of Adoption: 12.11.12 Current Version Review: <u>28.11.2022 15.06.16</u> Next Review Date: <u>28.11.2026</u> <u>15.06.18</u>	Adopted by Blackall-Tambo Regional Council	Page 16 of 16
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**BLACKALL-TAMBO REGIONAL COUNCIL**[Return to Agenda](#)[Next Item](#)**OFFICER REPORTS**

COUNCIL MEETING DATE: 25 January 2023

Item No: **4.1.5****SUBJECT HEADING: Review of Human Resources Policies**

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

CLASSIFICATION: (if confidential)

*Summary: The review of Council's policies is crucial. Review ensures that Council remains compliant with a variety of factors.*

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

- 1. The reviewed Admin 32 – Drug and Alcohol Policy; and**
- 2. The reviewed Admin 38 – Absenteeism and Abandonment of Employment Policy; and**
- 3. The reviewed Admin 47 – Recruitment and Selection Policy; and**
- 4. The reviewed Admin 48 – Redundancy Policy.**

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**Background**

Continuous policy review and development is important. Policy review ensures Council remains compliant with statutory obligations, new laws, social, ethical, economic and community issues and opportunities.

Admin 32 - Drug and Alcohol Policy was last reviewed 23 October 2019. The policy outlines Council's expectations regarding the consumption of drugs and/or alcohol which can impair an employee's ability to perform work in a safe manner.

No changes have been made to Admin 38 - Absenteeism and Abandonment of Employment Policy. This policy outlines the expectations of Blackall-Tambo Regional Council employees in terms of their attendance at work, and details what actions need to be taken where an employee needs to be absent from work, when leave has not been pre-approved. Admin 38 - Absenteeism and Abandonment of Employment Policy was last reviewed 15 July 2020.

Admin 47 - Recruitment and Selection Policy was last reviewed 15 July 2020, no changes were deemed necessary as all content remains current and compliant. The purpose of this policy is to recognise the success of Blackall-Tambo Regional Council is primarily achieved through the recruitment and selection of quality applicants who share Council's commitment to high standards and customer satisfaction.

Admin 48 - Redundancy Policy sets out Council's processes and redundancy entitlements, in the instance where a position is made redundant and where an employee is terminated by way of redundancy. This policy was previously reviewed on 15 July 2020.

Existing Council policies can have both minor and major amendments made during revision. Minor amendments are changes to language, style, and formatting which do not impact on the application of the policy while major amendments significantly alter Council's position on an issue or change the strategic intent of the policy.

Minor changes were made to Admin 32 - Drug and Alcohol Policy, Admin 38- Absenteeism and Abandonment of Employment Policy and Admin 48- Redundancy Policy. Amendments to language and formatting were made to these policies and do not impact on the application of the policies.

The policies have been reviewed and marked up copies are attached to this report.

### Link to Corporate Plan

Governance

Outcome 2- Accountability

Outcome 3- Leadership

### Consultation (internal/external)

Director of Finance Corporate and Community Services

Human Resource Officer

### Policy Implications

Nil

### Budget and Resource Implications

Nil

### Risk Assessment

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Nil	
Legal & Regulatory	Low	Nil	
People	Low	Nil	
Operational	Medium	Review of the policies provides more guidance to staff.	
Environmental	Medium	Nil	
Strategic	Medium	Nil	
Ethical	Low	Nil	
Reputation	Low	Provides transparency by continual revision of policies.	
Leadership	Low	Maintains high standards of corporate governance.	

### Proposed Risk Treatment

There is no risk associated with the approval of the revised policy.



# Blackall-Tambo Regional Council

## Drug and Alcohol Policy

Policy Number: Admin 32	Effective Date: <del>25.01.2023</del> 23/10/2019
Version Number: <del>4</del> Three	Review Date: <del>01.02.2026</del> 23/10/2020
Policy Compiled by: <del>Human Resources</del> Chief	
Policy Approved by: Chief Executive Officer	

### 1. PURPOSE

The purpose of this policy is to outline Council's expectations regarding the consumption of drugs and/or alcohol which can impair an employee's ability to perform work in a safe manner and can also lead to unacceptable behaviour towards others.

### 2. SCOPE

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

### 3. APPLICATION

This Policy applies to all employees and contractors of Blackall-Tambo Regional Council (workers).

#### Responsibilities

Workers cannot:

- Attend work while under the influence of drugs and/or alcohol;
- Consume or use illegal drugs and/or alcohol at work or during work hours;
- Sell or dispense alcohol and/or drugs at work;
- Be in possession of alcohol and/or illegal drugs at work.

Where a worker believes that another worker is under the influence of Drugs/Alcohol during work hours they must notify their manager or supervisor immediately.

### 4. DRUG AND ALCOHOL TESTING

Workers must be fit for work in order to perform their duties safely and diligently. Workers will be required to participate in drug and alcohol testing as outlined below:

#### 1. Pre-employment testing

Applicants for a position with Blackall-Tambo Regional Council may be required to participate in pre-employment drug testing. Where an applicant tests positive to illicit drugs during the recruitment process, this will be considered in determining whether an applicant will progress

Document #: Admin 32	Date Effective: <del>25.01.2023</del> 23/10/2019	Version: <del>4</del> Three	Page 1 of 4
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## Drug and Alcohol Policy

further in the recruitment process. Refusal to undertake a drug test, where required, will draw an adverse inference from Council.

### 2. Reasonable suspicion of being under the influence of Drugs and / or Alcohol

Workers, whose behaviour or actions generate a reasonable suspicion of being under the influence of drugs and/or alcohol, may be required to undergo immediate drug and alcohol testing.

What constitutes a 'reasonable suspicion' of being under the influence of drugs and/or alcohol will depend on the specific situation. It is important to exclude other factors such as stress, fatigue or other known medical conditions. A non-exhaustive list of factors that may give rise to a 'reasonable suspicion' of being under the influence of drugs and/or alcohol may include:

- An admission of being under the influence of drugs and/or alcohol;
- Uncharacteristic and unexplained changes in speech, movement and appearance;
- Erratic behaviours or mannerisms;
- Alcohol smelling breath or bloodshot eyes; and
- Possession of drugs and/or alcohol.

### 3. Post incident testing

Blackall-Tambo Regional Council may require a worker to undergo a drug and/or alcohol test following a significant incident.

### 4. Random testing

Random drug and alcohol testing will be undertaken by Council, without notice. A worker or group of select workers may be required to undergo testing at random.

## 5. TESTING METHODS

Blackall-Tambo Regional Council will arrange for testing to be conducted by a qualified collector. All methods of testing will be in accordance with Australian Standards. A worker undergoing secondary testing may request to be accompanied by a support person or a union representative, [where they are readily available](#).

## 6. REFUSAL TO UNDERTAKE TESTING

A worker who refuses to undergo drug and/or alcohol testing or has been found to have tampered with a sample, will be considered in breach of this policy. To ensure the safety of others and themselves, workers who refuse a test or tamper with a test, will be immediately stood down without pay, until they agree to undertake testing. Employees [who refuse to undertake a test or tamper with a test](#) may also be required to show cause via a disciplinary process.

## 7. DRUG TEST OUTCOME

### Negative Result

If a worker produces a sample which records a negative result they will be considered fit for work and will be required to return to normal duties.

### Non-Negative Result – Declared Medication being taken

Workers will be given an opportunity to declare medication prior to testing being undertaken.



## Drug and Alcohol Policy

If following a declaration by a worker, a worker produces a sample which records a non-negative result for a substance known to be contained in the declared medication, the worker will be considered fit for work and will return to normal duties. Where appropriate confirmation from the worker's medical practitioner, may be required, to ensure the worker is fit to work safely, whilst taking the declared medication.

Employees with non-negative samples will be sent to a medical practitioner for further testing.

Should the testing confirm other illicit drugs present in the sample of an employee, the employee may be required to show cause via a disciplinary process.

### Non-negative/Positive Result – No Medication Declared

If a worker produces a sample which returned a non-negative result for a substance not known to be in the declared medication or the worker has not declared medication, they will be immediately stood down from work without pay until confirmation testing by medical officers ~~an accredited laboratory~~ is undertaken.

Arrangements will be made for the worker to return home safely, as they will not be permitted to drive a council or personal vehicle.

If the confirmation test provided to Council confirms a negative result, the worker will be able to return to work immediately and no loss of pay will apply for the period of the stand down.

If confirmation testing returns a positive result, the worker will remain stood down without pay and will not be eligible to recommence work until they have achieved a negative result.

Blackall-Tambo Regional Council will work with the worker/employee to develop a return to work plan for their return to the workplace, where appropriate. An employee may also be required to show cause via a disciplinary process.

## 8. ALCOHOL TEST OUTCOME

### Under the limit

If a worker produces a sample which indicate a blood alcohol content (BAC) result less than 0.00 the Blackall-Tambo Regional Council worker will be considered fit for work and will return to normal duties.

### Over the limit

If the worker produces an initial sample which indicates ~~se~~ a BAC that is considered over the limit i.e., in excess of 0.00, they are to remain in the testing facility and will not be permitted to recommence work or any other activity until a second test is completed. A second test will be conducted after 20 minutes.

If the worker's second test indicated a BAC that is still over the limit, they will be immediately stood down from work without pay.

If the worker's BAC indicates they are not able to drive a Blackall-Tambo Regional Council or personal vehicle, arrangements will be made for the worker to return home safely.

### Return to work

The worker may return to the workplace on the next ordinary working day; however, they will be required to provide a sample demonstrating they are under the limit prior to commencement of work duties.

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## Drug and Alcohol Policy

A confirmed test indicating a BAC in excess of 0.00 is considered a breach of this policy and may result in an employee having to show cause via a disciplinary process.

### 9. CONFIDENTIALITY

Test results will be dealt with confidentially and samples will be destroyed, as appropriate, by the external independent collector in accordance with relevant laws and regulations.

### 10. PRESCRIBED PRESCRIPTION OR PHARMACY MEDICATIONS

If a worker is using medications, they must:

- Seek advice and direction from their medical practitioner;
- Inform their manager or supervisor prior to undertaking work, if the medication has the potential to adversely influence their capacity to work safely and efficiently;
- Produce a certificate from their medical practitioner certifying that they can work safely (Considering the employee's position requirements);
- Workers are not required to disclose the nature of the condition being treated or the type of medication, for the purpose of notification under this policy.

### 11. BREACH OF POLICY

Further to the consequences for breach of this policy already outlined, where it is confirmed that a worker is, or where there is reasonable suspicion that a worker may be, in possession, selling or dispensing illegal drugs and/or alcohol at work, Blackall-Tambo Regional Council maintains its right to report the matter to the police.

Where a worker, other than an employee, breaches this policy, the responsible person for the worker will be contacted by Blackall-Tambo Regional Council immediately and provided with all relevant information to address the breach appropriately. Where the worker, other than an employee, is directly engaged via Blackall-Tambo Regional Council, Council may decide to cease or suspend the contract arrangement with the worker, as appropriate.

### 12. DEFINITIONS

**"Drugs"** includes illegal drugs, Prescription and Pharmacy Medications as defined below.

**"Illegal drugs"** includes any drug prohibited by any State, Territory or Federal law in Australia or any other laws (including foreign and international laws).

**"Prescription and Pharmacy Medications"**: This includes where a medical practitioner has properly prescribed lawful Medications for a diagnosed medical purpose or where the Medication is lawfully available at Australian pharmacies (without a prescription) and is required for the treatment of a legitimate condition.

### 13. RELEVANT INFORMATION

*Local Government Act 2009*

*Local Government Regulation 2012*

*Work Health and Safety Act 2011*

*Industrial Relations Act 2016 (Qld)*



# **Blackall-Tambo** Regional Council

## **Absenteeism and Abandonment of Employment Policy**

Policy Number: Admin 38	Effective Date: <del>25.11.2023</del> <a href="#">15.07.2020</a>
Version Number: <a href="#">24</a>	Review Date: 15.07.2022 <a href="#">01.02.2026</a>
Policy Compiled by: Human Resources Officer	
Policy Approved by: Chief Executive Officer	

### **1. PURPOSE**

This policy outlines what is expected of Blackall Tambo Regional Council employees in terms of their attendance at work, and details what actions need to be taken where an employee needs to be absent from work, when leave has not been pre-approved. Council is committed to supporting employees to ensure that they are fit for duty and that the operational requirements of their position can be achieved.

### **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 reflects the provisions of the *Industrial Relations Act 2016* (the Act) but does not override any more beneficial provision in an employee's contract of employment, including Local Government Awards and the Blackall Tambo Regional Council's Enterprise Bargaining Agreement, as applicable.

### **3. APPLICATION**

This policy applies to all employees of Council.

### **4. ASSESSING LEAVE**

Where an employee is unable to attend work and pre-approved leave has not been obtained, it is expected that such employee notifies their supervisor or manager as soon as practical prior to commencement of their ordinary workday in the following manner;

- By telephone – text message or email is generally unacceptable unless this is required for emergency reasons;
- Where their manager or supervisor is unavailable on telephone, a detailed message should be left covering;
  - Reasons for absence;

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# Absenteeism and Abandonment of Employment Policy

- Expected length of absence;
- The type of leave the employee will be seeking to access, i.e. sick leave; and
- Any other relevant information, such as ability to contact them;
- In most situations, it is expected that notice should be provided at least 30 minutes prior to commencement of the employee's scheduled workday, to allow contingencies to be put in place.

As soon as practicable upon return to work, the employee will be required to complete the relevant [leave](#) forms and submit the required evidence to their supervisor or manager for approval.

## 5. FAILURE TO NOTIFY OF ABSENCE

Where an employee is absent from work and fails to notify, it is the supervisor/ manager's responsibility to take reasonable steps to contact the employee to check on their health and wellbeing. In such circumstances, it is expected the supervisor or manager will:

- Attempt to contact the employee via telephone;
- Where the employee is uncontactable via telephone, contact the employee's emergency contact as detailed on their Personnel file;
- Any other reasonable steps available, whilst respecting the employee's privacy.

## 6. ABANDONMENT OF EMPLOYMENT

Where an employee is absent from work for a period of seven (7) days, and reasonable steps have been made to contact them without success, the employee will be deemed to have abandoned their employment. A letter will be sent to the employee advising of their period of absence, steps that have been taken by Council to contact them and requesting that the employee contact Council to explain their absence, within three (3) business days. The employee will be advised that failure to make contact, within the designated period, will result in Council finding that the employee has abandoned their employment and therefore their employment ~~will be~~ [is](#) terminated.

Should the employee fail to contact Council or return to their usual duties, the employee's employment will be terminated, and their accrued entitlements will be paid via electronic transfer to the employee's nominated back account. The employee will not be entitled to payment of notice in lieu.

## 7. ABSENCE MANAGEMENT PLAN

It is the Supervisor and Manager's role to monitor absence levels of their employees.

Repeated late attendance, failure to notify of absence, absence from work without a valid reason or required evidence, or suspicious patterns of absence, may result in an absence management plan being developed to support the employee in decreasing their absenteeism. An absence management plan will detail commitments from an employee, with respect to improving their absenteeism, and how they are expected to inform council of their absence. The plan may also include support options available to the employee.

Breaches of the absence management plan, or continued unexplained or inappropriate absences, may result in an employee being required to show cause as to why disciplinary action should not be taken against them.





## 8. RELEVANT INFORMATION

Blackall-Tambo Regional Council Leave Policy  
*Industrial Relations Act 2016*

## 9. DATE NEXT REVIEW DUE

[February 2026](#)~~July 2022~~

## 10. CHANGES SINCE LAST REVISION

Updated Policy, dated 11 January 2023.

## 11. RECORDS

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

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

Policy Number:  
Admin 38

Version number:  
Two

Adopted by Blackall-Tambo Regional Council

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# Blackall-Tambo Regional Council

## Recruitment and Selection Policy

Policy Number: Admin 47	Effective Date: <del>25.12.2021</del> <u>15.07.2020</u>
Version Number: <u>24</u>	Review Date: <u>01.02.2026</u> <del>15.07.2022</del>
Policy Compiled by: Human Resources Officer	
Policy Approved by: Chief Executive Officer	

### 1. PURPOSE

The purpose of this policy is to recognise that the success of Blackall Tambo Regional Council primarily depends on its employees. This can be achieved through the recruitment and selection of quality applicants who share the Council's commitment to high standards and customer satisfaction.

### 2. SCOPE

This policy is designed to provide guidance and assistance to Council employees involved in the process of recruitment and selection.

The policy provides principles to ensure that Council is consistent and fair in its recruitment and selection activities. Further, that such activities comply with the laws of Anti-Discrimination, Equal Employment Opportunity, Privacy, the general protection provisions of the *Industrial Relations Act 2016* and requirements in the *Local Government Act 2009*.

### 3. APPLICATION

This policy applies to all employees of Council.

### 4. RECRUITMENT AND SELECTION PRINCIPLES

- All applicants are to be treated with equity and courtesy, irrespective of individual attributes, including but not limited to, race, sexual orientation, political affiliation, religion, sex, age, or physical disability.
- All recruitment and selection activities have regard to merit principles, specifically that the success of an applicant is determined on their skill, experience and qualification/s.
- Vacancies may be advertised through a variety of recruitment sources. All applicants must be provided with a copy of the positions Job Description during the application process and may be required to respond to specific selection criteria.
- Existing employees are entitled to attend interviews for vacant positions within Council. When all other aspects are considered equal, preference will be given to internal applicants.

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## 5. SELECTION

- Wherever possible, recruitment and selection activities should be undertaken by a panel of at least two people, preferably one of whom has a good knowledge and understanding of the position requirements.
- Panel members shall short list application and undertake interviews. Questions prepared and asked at interviews should be comparable and unbiased. During shortlisting and interview, rationale for selections should be documented.
- A minimum of two work reference checks must be completed prior to offer, for all external preferred applicants. Internal reference checks may be undertaken if required. Personal reference may also be submitted and considered during the recruitment process.
- Applicants will be required to provide evidence of relevant qualifications and proof of their eligibility to work in Australia.
- Pre-placement medical examinations may be required/ requested for any employee. Assessments will be made against the job duties and requirements, by a professional Doctor.
- In certain roles, it may be requested that an applicant approve that a police/ criminal history check be undertaken. This will only be required in circumstances where it is critical to the position for which the applicant is applying.
- After interviews and other appropriate checks are complete, panel members should meet to determine the successful applicant. Rationale for the decision should be documented.
- Successful applicant will be offered a position via telephone, and then via a formal letter of offer – see 'Appointment'.
- On acceptance of the position by the successful applicant, unsuccessful applicants will be notified, and feedback may be offered.

## 6. APPOINTMENT

- All successful applicants will be given relevant employment documents before their commencement date and have all documents returned and signed prior to commencing employment with Council.
- Employment documentation will clearly outline:
  - Appointed position, including duties and workplace detail;
  - Employment type;
  - Terms of employment, including details of wages;
  - Probationary period; and
  - Any contracted terms.
- On commencement of employment, a safety/ worksite induction should be undertaken within the first day of employment, including introductions to other staff.
- Training on, or the opportunity to ask questions/ clarify workplace policies, should be provided within the first week of employment.
- All other training needed for the new employee to undertake their role should be scheduled as appropriate and communicated.

## 7. PROBATION

It is important that employees progress, and performance in their position is monitored by their supervisor/ manager and that regular feedback meetings are held during the probation period. Constructive feedback, training and opportunities to improve should be provided where performance is not at the desired level.

The length of the probationary period is determined by the employer, however, will not exceed six (6)

months. Should it be determined by Council that the employee's employment will not be confirmed, ~~On~~ cessation of the probationary period, the appropriate process should be followed in accordance with the *Local Government Act 2009*.

## 8. RELEVANT INFORMATION

*Industrial Relations Act 2016*  
*Local Government Act 2009*

## 9. DATE NEXT REVIEW DUE

~~1.02.2026~~  
~~July 2022~~

## 10. CHANGES SINCE LAST REVISION

~~New Policy.~~

## 11. RECORDS

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

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



# Blackall-Tambo Regional Council

## Redundancy Policy

Policy Number: Admin 48	Effective Date: <del>25.12.2023</del> 15.07.2020
Version Number: 24	Review Date: 01.02.202615.07.2022
Policy Compiled by: Human Resources Officer	
Policy Approved by: Chief Executive Officer	

### 1. PURPOSE

Whilst Blackall Tambo Regional Council is committed to maintaining the secure and ongoing employment of permanent employees, it may be necessary in certain circumstances for Council to declare a position redundant for operational reasons. This policy sets out Council processes and redundancy entitlements, in the instance where a position is made redundant and where an employee is terminated by way of redundancy.

### 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 reflects the provisions of the *Industrial Relations Act 2016* (the Act) and the common provisions contained in the Local Government Awards. This policy does not override any more beneficial provision in an employee's contract of employment, including Local Government Awards and the Blackall Tambo Regional Council's Enterprise Bargaining Agreement, as applicable.

### 3. APPLICATION

This policy applies to all permanent employees of Council.

### 4. REDUNDANCY

A redundancy may occur where an employee's employment is terminated because Council no longer requires the employee's job be done by the employee or by anyone.

An employee is not entitled to redundancy pay if:

- The employee's employment is terminated because of the ordinary and customary turnover of labour;
- The employee is a casual employee;

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- The employee's period of continuous service with Council is less than 1 year;
- The employee is employed for a fixed period, for a fixed task, or for the duration of a particular season;
- The employee is participating in a labour market program; or
- The employee is not covered by an applicable industrial instrument.

## 5. CONSULTATION

Where Council proposes to make an employee/s position redundant, Council shall consult with the employee/s directly affected and, where relevant, their union, prior to making a decision. For the purpose of the consultation, Council shall provide in writing to the employee/s concerned and, where relevant their union/s, all relevant information about the proposed redundancy and terminations including the reasons for the proposed redundancy and terminations, the number and categories of employees likely to be affected, the number of workers normally employed and the period over which the redundancies/ terminations are likely to be carried out.

Prior to making any decision to make an employee's position redundant and terminating their employment, Council will provide the employee with an opportunity to respond to the proposal and will carefully consider any information made available by the employee.

## 6. REDEPLOYMENT

Where an employee's position is declared redundant, Council will take reasonable steps to try and identify acceptable alternative employment for the employee within Council or in a subsidiary of Council, prior to considering termination. When assessing an acceptable position, Council may consider the following factors:

- Pay levels and entitlements/ benefits;
- Hours of work
- Nature/ type of employment;
- Employment status/ seniority;
- Skills and qualifications, including whether there is an offer to provide the necessary training for the Employee to acquire the necessary skills and/ or qualifications;
- Locations of new offered position and reasonableness of relocation if required; and
- Job security.

Where an alternative position is identified at a lower rate of pay, and the employee accepts transfer into the position, the employee's salary will be maintained for six (6) months or until the rate for the lower paid position equals or exceeds their previous rate, whichever is earlier.

Where the employee's salary is not to be maintained, the employee will be provided with the same period of notice of transfer to lower paid duties as the employee would have been entitled to if the employee's employment was terminated. At Council's discretion, Council may make payment in lieu thereof of an amount equal to the difference between the former amount the Council would have been liable to pay and the new lower amount the Council is liable to pay the employee for the number of weeks of notice still owing.



## 7. VOLUNTARY REQUESTS

~~Where a proposed organisational change~~

Where a proposed organisational change may lead to a number of redundancies Council may decide to seek expressions of interest from employees to participate in a voluntary redundancy scheme. Voluntary redundancy schemes are strictly at the discretion of Council and may be used as a method to minimise the impacts of termination, via redundancy, on employees.

Where a voluntary redundancy scheme is implemented there is no requirement on Council to accept or approve applications. The Chief Executive Officer will maintain approval discretion with the objective of ensuring the retention of required skills, experience and competencies in the workforce.

## 8. NOTICE PERIOD

When terminating the employment of an employee by way of redundancy, Council will give the employee notice in accordance with the following table:

Period of Continuous Service	Period of Notice
Less than 1 year	1 week
1 year and less than 3 years	2 weeks
3 years and less than 5 years	3 weeks
5 years and over	4 weeks

In addition to the notice above, an employee over 45 years of age at the time of giving notice with at least two (2) years continuous service, shall be entitled to an additional week's notice.

Council may elect to pay an employee in lieu of part or all of the notice period.

Where an employee, given notice of termination by way of redundancy, decides to terminate their employment during the period of notice, the employee is entitled to receive the benefits and payments they would have otherwise received had they remained in employment until expiry of the notice period. The employee will not be entitled to payment instead of notice in such circumstances.

### Time off during the notice period

An employee will be entitled up to two (2) paid days off during the notice period to attend to financial affairs, job interviews or other job search activities.

If the employee has been allowed paid leave for more than one (1) day during the notice period, for the purpose of seeking other employment, the employee must, at the request of the Council, produce proof of attendance at an interview or risk payment for the time absent. For this purpose, a statutory declaration will be sufficient.

## 9. ENTITLEMENT TO REDUNDANCY PAY

A permanent employee, with more than 12 months' continuous service, who is terminated by way of redundancy, will be entitled to severance pay in accordance with the following: table:

<u>Period of Continuous Service</u>	<u>Severance Pay</u>
<u>At least 1 year but not more than 2 years</u>	<u>4 weeks</u>



<del>More than 2 years but not more than 3 years</del>	<del>6 weeks</del>
<del>More than 3 years but not more than 4 years</del>	<del>7 weeks</del>
<del>More than 4 years but not more than 5 years</del>	<del>8 weeks</del>
<del>More than 5 years but not more than 6 years</del>	<del>9 weeks</del>
<del>More than 6 years but not more than 7 years</del>	<del>10 weeks</del>
<del>More than 7 years but not more than 8 years</del>	<del>11 weeks</del>
<del>More than 8 years but not more than 9 years</del>	<del>12 weeks</del>
<del>More than 9 years but not more than 10 years</del>	<del>13 weeks</del>
<del>More than 10 years but not more than 11 years</del>	<del>14 weeks</del>
<del>More than 11 years but not more than 12 years</del>	<del>15 weeks</del>
<del>More than 12 years</del>	<del>16 weeks</del>

~~A severance benefit of two (2) week's pay per year of service and a proportionate amount for an incomplete year paid at the employee's ordinary time rate of pay. The minimum payment is four (4) week's pay; and the maximum is 52 weeks.~~

~~Redundancy will be calculated at the employee's ordinary rate of pay for a week's work, unless a more favourable amount is specified in the relevant Award, Certified Agreement or employment contract.~~

## 10. OTHER PAYMENTS

### Annual Leave

Each employee shall be paid out any annual leave accrued but not yet taken, as at the date their employment terminates, plus any loadings which would otherwise have been paid on that leave. If the employee is paid in lieu of notice, the employee's annual leave will continue to accrue until the end of the notice period.

### Long Service Leave

Employees will be paid out any accrued or proportionate payment of long service leave, in accordance with the requirements stipulated under the *Industrial Relations Act 2016*. The employee's long service leave will continue to accrue until the end of the notice period.

## 11. TERMINATION PAYMENT

An employee's termination payment will be made within five (5) days following the date of termination, unless otherwise informed. Council will pay the termination payment via electronic funds transfer into the employee's nominated bank account.

## 12. RE-DEPLOYMENT FOLLOWING REDUNDANCY

It is a condition of accepting payment under this policy that no employee may be engaged in any capacity (permanent, casual, as an independent contractor, or through an agency) at Council for a period of twenty-six (26) weeks from the date of termination by way of redundancy.





### 13. CERTIFICATE OF SERVICE AND SEPARATION CERTIFICATE

A certificate of service is available to an employee upon their request. A certificate of service will outline an employee's length of service and the position held by the employee during the employment. On termination of employment, Council will provide an employee with an Employment Separation Certificate in the form required by Centrelink.

### 14. RELEVANT INFORMATION

*Industrial Relations Act 2016*  
*Local Government Act 2009*

### 15. DATE NEXT REVIEW DUE

July  
 2026

### 16. CHANGES SINCE LAST REVISION

~~New Policy.~~

### 17. RECORDS

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

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

## BLACKALL-TAMBO REGIONAL COUNCIL

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### OFFICER REPORTS

COUNCIL MEETING DATE: 25 January 2023

Item No: 4.1.6

**SUBJECT HEADING: Funeral Director to Operate in the Blackall-Tambo Local Government Area**

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

CLASSIFICATION: (if confidential)

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*Summary: Southwest Funeral Directors operate throughout outback Queensland and have an excellent reputation for providing a service that is dignified, empathetic and highly professional.*

**Officer's Recommendation: That Southwest Funeral Directors are the preferred funeral director for the Blackall-Tambo Council area.**

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### Background

The previous funeral director for the Blackall-Tambo Regional Council resigned on 31 December 2022. On the 12 December 2022 a notice calling for expressions of interest, by 13 January 2023, was placed on Council's website and Facebook page.

In the interim an arrangement was made for Southwest Funeral Directors, based in Charleville, to be available to arrange funerals as required.

The only expression of interest was received from Southwest Funeral Directors on the 10 January 2023.

During the interim period one funeral took place with Southwest Funeral Directors being the undertaker. The funeral was very well organized and there were no problems at all and led to the conclusion that this is a very professional organization.

Southwest Funeral Directors brought chairs, gazebos and a lowering device from Charleville.

Subsequently, Council has ordered fifty new chairs, three gazebos and arrangements have been made to restore our lowering device.

Council's responsibilities are limited to:

- (i) Preparing the grave
- (ii) Setting up chairs and gazebos for the funeral
- (iii) Recording the details of the funeral and the deceased in Council's register.

It is the right of the deceased's family to choose the undertaker of their choice.

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### Link to Corporate Plan

Vibrant Communities

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

**Consultation (internal/external)**

Chief Executive Officer

Director of Finance Corporate and Community Services

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil

**Risk Assessment**

<b>Risk Category</b>	<b>Risk Tolerance</b>	<b>Summary of Risks Involved</b>	<b>Risk Rating</b>
Financial	Low	Council's cost is recoverable.	Low
Legal & Regulatory	Low	Undertaker has this responsibility.	Low
People	Low		Low
Operational	Medium		Low
Environmental	Medium		Low
Strategic	Medium		Low
Ethical	Low		Low
Reputation	Low		Low
Leadership	Low		Low

**Proposed Risk Treatment**

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

COUNCIL MEETING DATE: 25 January 2023

Item No: 4.1.7

**SUBJECT HEADING: Cemetery Fees**

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

CLASSIFICATION: (if confidential)

*Summary: The appointment of Southwest Funeral Directors as Council's preferred funeral director requires the updated of Council's cemetery fees.*

**Officer's Recommendation: That Council approves of the cemetery fees and charges as per the table below:**

<b>Cemeteries</b>	<b>GST</b>	<b>Price Including GST</b>
<b>Internment Fees</b>		
Preparation of Grave – working day	Inclusive	990.00
Preparation of Grave – weekends and public holidays	Inclusive	1,280.00
Exhumation of human remains	Inclusive	Actual cost + GST
Other works/requests to be dealt with on a case by case basis and upon application	Inclusive	Actual cost + GST
<b>Ancillary Charges (Regulatory)</b>		
Permit to erect headstone	Inclusive	50.00
<b>Plaques (Commercial)</b>		
Plaque and installation	Inclusive	Actual cost + 10% + GST
<b>Plot Fees</b>		
Reservation of a Plot	Exempt	40.00
<b>Interment of Ashes</b>		
Internment of ashes – working day	Inclusive	150.00
Internment of ashes – weekends and public holidays (This fee does not include shade or chairs for graveside service.)	Inclusive	230.00

**Background**

Southwest Funeral Directors, based in Charleville, have been appointed as Council's preferred supplier for managing funerals and accordingly families of the deceased persons will contract directly with them; that is if families don't wish to contract with a different funeral director.

As the Council no longer employs a funeral director the fees previously paid to him no longer apply.

The other change is the plot reservation fee which is now \$40 per plot. Previously the plot reservation was \$400, and this amount was applied to the cost of the funeral when Council was the funeral director.

**Link to Corporate Plan**

Vibrant Communities

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

**Consultation (internal/external)**

Chief Executive Officer

Director of Finance Corporate and Community Services

Director of Works and Services

Manager of Finance

**Policy Implications**

Nil

**Budget and Resource Implications**

Over time minimal cost savings.

**Risk Assessment**

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

## BLACKALL-TAMBO REGIONAL COUNCIL

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### OFFICER REPORTS

COUNCIL MEETING DATE: 25 January 2023

Item No: 4.1.8

**SUBJECT HEADING: Bush Beatz Program – Funding Request**

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

CLASSIFICATION: (if confidential)

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*Summary: Bush Beatz is a youth dance program that provides opportunities for people to follow their dancing passions or learn new dancing skills at regular workshops.*

*To provide certainty of continuation of the program Red Ridge (Interior Queensland) Ltd is seeking funding from Council of \$23,000.00.*

**Officer's Recommendation: That Council approve of \$23,000, from the Youth Program budget, being paid in instalments of \$13,000 in the first six months and \$10,000 in the second six months of the 2023-2024 financial year to Red Ridge (Interior Queensland) Ltd to support the Bush Beatz program and other whole of community projects.**

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### Background

The Red Ridge (Interior Queensland) Ltd manager, Mrs Louise Campbell, addressed Council in December 2022. She made a presentation to Council on the benefits of Bush Beatz program to young people in the community.

Bush Beatz began in 2019 and each year they have delivered 80 workshops with the group performing at 13 community events concluding with one major annual performance.

The program currently has 60 children attending and 2 workshops are held each week with some children travelling 120km to participate.

Red Ridge are seeking funding to continue providing a program that is reliable, easily accessed and locally run. They have requested \$23,000 of funding from Council for the 2023-2024 financial year.

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### Link to Corporate Plan

Vibrant Communities

Outcome 4 – Youth – Support, engage, and encourage youth to remain in and return to the community.

### Consultation (internal/external)

Councillors

Chief Executive Officer

Director of Finance Corporate and Community Services

### Policy Implications

Nil

**Budget and Resource Implications**

Funds available in the Youth Program

**Risk Assessment**

<b>Risk Category</b>	<b>Risk Tolerance</b>	<b>Summary of Risks Involved</b>	<b>Risk Rating</b>
Financial	Low	Minimal Risk	Low
Legal & Regulatory	Low	Nil	Low
People	Low	The Bush Beatz program supports dance opportunities to young members of the community.	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**

Council's contribution to the program would provide support for the youth in the community which is in line with the Corporate Plan.

## BLACKALL-TAMBO REGIONAL COUNCIL

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### OFFICER REPORTS

COUNCIL MEETING DATE: 25 January 2023

Item No: 4.1.9

SUBJECT HEADING: Operational Plan Review

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

CLASSIFICATION: (if confidential)

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

**Officer's Recommendation: That Council receive the December 2022 report.**

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### Background

Council adopted its 2022-2023 Annual Operational Plan on 15 June 2022. The Operational Plan provides a plan on how and what Council will do during the financial year to respond to Council and community long term priorities.

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

The attached report provides an assessment of the organisation's progress towards the implementation of the actions, projects, initiatives, and key performance indicators as identified in the 2022-2023 Operational Plan.

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### Link to Corporate Plan

Governance

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

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

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

### Consultation (internal/external)

Chief Executive Officer

Director of Works and Services

Director of Finance Corporate and Community Services

### Policy Implications

Nil

### Budget and Resource Implications

Nil



**Risk Assessment**

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

**Proposed Risk Treatment**

Nil

**Blackall-Tambo Regional Council****Review of Operational Plan for the quarter ending 31 December 2022**

	Resp. Officer	Operational Plan 2022/2023	Duration	Performance Measures	Costs	Funding Source	Degree of Completion
<b>Arts &amp; Culture</b>							
Blackall Library	DFCCS	Appropriate training given to staff so they are competent in all aspects of library administration.	Ongoing	Visitors to the library increase and there is positive feedback from the public. Book issues increase.	Ongoing	Council	Ongoing
Tambo Library	DFCCS	Appropriate training given to staff so they are competent in all aspects of library administration.	Ongoing	Visitors to the library increase and there is positive feedback from the public. Book issues increase.	Ongoing	Council	Ongoing
<b>Disaster Management</b>							
Blackall-Tambo Disaster Management Plan	CEO	Working group formed to review the plan and approve amendments periodically.	Ongoing	Group meetings continually reviewing and adjusting plans as required.	Ongoing	Council and QFES	Completed for 2022 Calendar Year
Arrange emergency services training needs where necessary.	CEO	Funds available for continued training of SES Officers and maintenance of equipment.	Ongoing	Local Controllers to maintain SES membership and provide training in line with LG and EMQ requirements	Ongoing	Council and QFES	Ongoing
<b>Economic Development</b>							
<b>Business</b>							
Blackall Saleyards	CEO	Continue to enhance the facility and increase profitability through additional maintenance	2022-2023	Meets all WHS and regulatory requirements	Ongoing	Council	Profit to date \$264,397
Blackall Saleyards Upgrade LGSSP Project - Subject to Funding	DWS	Back up power, lighting, loading ramp catwalks, wash down pumps, second scanner, six hay feeders, new mower	2022-2023	Meets all WHS and regulatory requirements	\$550,000	LGSSP \$300,000 Council \$250,000	Funding is unsuccessful
Tambo Childcare Building Upgrade - Subject to Funding	DFCCS / DWS	Repairs and renovations as requested by C&K Pty Ltd	2022-2023	Meets all WHS and regulatory requirements	\$100,000	CCCF Funds being used	Interior and exterior being painted \$23,280
Tambo Childcare Centre	DFCCS	Staff development taking place through an arrangement with C and K. Staff to attend training sessions and have an excellent knowledge of the current legislation and regulations.	2022-2023	Contract with C&K expired 31 Dec 2022. The Coordinator continues to develop good working relationships with parents and children. Continue to search for efficiencies in operations to reduce current level of subsidy.	Ongoing	Council	Ongoing

**Blackall-Tambo Regional Council****Review of Operational Plan for the quarter ending 31 December 2022**

	Resp. Officer	Operational Plan 2022/2023	Duration	Performance Measures	Costs	Funding Source	Degree of Completion
<b>Tourism</b>							
Collective approach to tourism	Council	Work co-operatively with regional tourism groups and government agencies.	2022-2023	Monitor relationships with external organisations and register the grants being received.	Ongoing	Council	Ongoing
"Circus" Festival in Blackall and Tambo	Mayor	Committee to develop a programme aimed at encouraging residents and visitors to celebrate this event in Blackall.	2022-2023	To provide an exciting and vibrant experience for residents and visitors to Blackall alike and to enjoy a get together along with the entertainment..	\$100,000	Council	Complete. Very successful community event
Tambo Truck Museum BOR	DWS	To support the preservation of the history of trucking in Tambo and to provide an additional item of attraction.	2022-2023	To provide an additional item of interest for visitors as another means of encouraging longer stays. Enable residents to reflect on this aspect of history.	\$200,000	\$200,000 State	Structure complete. Information on the transport industry in Tambo to be complied.
Tambo Dam Lights	DWS	A design of lights to bring the Tambo Dam to life at night.	2022-2023	Positive feedback from the public and meets all regulatory requirements	\$100,000	Grant Funding	To complete additional funding will be required
Tambo Visitor Information Centre	DFCCS	Providing an easy to find location with friendly service provided to all visitors. Appropriate training made available through workshops and training sessions.	Ongoing	Positive feedback from visitors to the Centre.	Ongoing	Council	Good reports from the public
Blackall Visitor Information Centre	DFCCS	Providing an easy to find location with friendly service to all visitors. Keeping RAM Park well maintained to attract additional visitors who wish to see how people in earlier times lived. Appropriate training made available through workshops and training sessions.	Ongoing	Positive feedback from tourists and those that take a tour through RAM Park.	Ongoing	Council	Good reports from the public

**Blackall-Tambo Regional Council****Review of Operational Plan for the quarter ending 31 December 2022**

	Resp. Officer	Operational Plan 2022/2023	Duration	Performance Measures	Costs	Funding Source	Degree of Completion
<b>Environmental Management</b>							
<b>Waste Management</b>							
Maintain high quality of service to the public	DWS / EHO	Council to ensure collection and disposal of refuse in the region is efficient and cost effective.	Ongoing	Meet all regulatory requirements. Positive feedback from community with respect to the operation.	Dump Maintenance Blackall \$60,000 Tambo \$20,000	Council	Collection operation efficient. Dump operation needs improvement
<b>Stock Routes / Pest Management</b>							
Land Protection Fund (Biosecurity Act 2014) Central West Region	EHO / Ranger Coord	The four components of the Land Protection Fund are: On-ground research, Wild dog Barrier fence, Darling Downs-Moreton Rabbit Board, Plague pest contingency fund.	2022-2023	The annual report for 2021 is now available.	Precept approx. \$85,000 for 2022-2023	Council	Ongoing
Stock Routes Annual Works Program	EHO / Ranger Coord	Apply for funding to maintain stock routes facilities in good working order.	2022-2023	Annual capital works program funded by the State Government.	To be advised by DNR	DNR	CEO addressed western councils regarding possible State led changes
<b>Public Health</b>							
High standards of public health and safety are maintained in the Region	EHO	EHO to conduct annual inspections for health related compliance as necessary. Asbestos management plan being commissioned this year at a cost of \$15,600.	Ongoing	EHO to have undertaken all required inspections as per established program with reports provided to Council where appropriate. Minimum number of complaints from the public.		Council	Providing an efficient service. No complaints.
	EHO	EHO to be available to provide expertise on environmental health matters through the year or on an as required basis.	Ongoing	Reports to CEO to address environmental health matters with the type and level of information provided and / or action taken.		Council	Providing sound advice. No complaints.
Water supply quality monitored and maintained to Australian standards	EHO	Undertake water sampling to ensure water supplies are maintained for safe domestic use.	Ongoing	Samples undertaken as required and action taken immediately if sample indicates non conformance to Qld Health requirements.		Council	Water has been tested. No issues

**Blackall-Tambo Regional Council****Review of Operational Plan for the quarter ending 31 December 2022**

	Resp. Officer	Operational Plan 2022/2023	Duration	Performance Measures	Costs	Funding Source	Degree of Completion
<b>Water Reticulation</b>							
Tambo Infrastructure Service Expansion Project	DWS	Upgrade water, sewer, road infrastructure in Garden and Charles Streets provide services for Lots 1 to 16 SP 282885	2022-2024	To meet all current regulatory standards and address all WHS issues.	\$200,000	W4Q \$175,000 Council \$25,000	Planning stage
<b>Sewerage</b>							
Sewerage Infrastructure - W4Q COVID19	DWS	Provide for upgrade of existing infrastructure - sewer relining of town network	2022-2024	To meet all current regulatory standards and address all WHS issues.	\$50,000	Council \$50,000	\$7,179 spent/committed to 31 December
Blackall Sewerage Treatment Works Rehabilitation	DWS	Upgrading existing infrastructure - clarifier and Imhoff tank past their design life	2022-2024	To meet all current regulatory standards and address all WHS issues.	\$1,055,000	W4Q \$1,030,000 Council \$25,000	Planning stage
<b>Infrastructure and Plant</b>							
<b>Aerodromes</b>							
Blackall Airport	DWS / DFCCS	To maintain the airport to a high standard and to meet all regulatory requirements while considering new processes that reduce losses to Council.	Ongoing	Regular programs implemented to maintain the highest safety and security standards. Positive feedback from users of the airport.		Council	Qantas planes arriving Monday, Wednesday and Friday
Blackall Airport PAPI Lights Subject to Funding	DFCCS	Installation of precision approach pathfinder lights	2022-2023	To meet all current regulatory standards	\$142,000	50% Regional funding 50% Council	No advice received to date
Tambo Airport	DWS	To maintain the airport to a high standard and to meet all regulatory requirements.	Ongoing	Regular programs implemented to maintain the highest safety and security standards. Positive feedback from users of the airport.		Council	Ongoing
<b>Plant and Equipment</b>							
Plant replacement program	DWS	Annual review of Council's plant and machinery.	2022-2023	Purchases and sales budgeted for and consistent with Council's adopted purchasing policy.	\$813,000	Council	\$812,525 spent committed to 31 December

**Blackall-Tambo Regional Council****Review of Operational Plan for the quarter ending 31 December 2022**

	Resp. Officer	Operational Plan 2022/2023	Duration	Performance Measures	Costs	Funding Source	Degree of Completion
<b>Roads, Footpaths &amp; Pavements</b>							
Town streets (maintenance)	DWS	Council road / town maintenance program for 2022/2023	2022-2023	Schedule undertaken and roads maintained within budget limitations. Monthly report to council on works undertaken.	\$400,000	Council	\$232,889 spent committed to 31 December
Rural Roads (maintenance) including Flood Damage repairs	DWS	Council rural road maintenance program for 2022/2023 and approved flood damage repairs	2022-2023	Schedule undertaken and roads maintained within budget limitations. Monthly report to council on works undertaken.	\$9.8M	Flood Damage \$9.0M Council \$800,000	\$3,636,384 spent committed to 31 December
Heavy Vehicle Bypass Stage 2 LRCI and HVSP	DWS	Provide dedicated roads for road trains to enter Blackall access the saleyards and leave town.	2022-2023	To meet all current regulatory standards.	\$ 914,765	LRCI and HVSP	\$884,263 spent committed to 31 December
Local Roads Reseals - LRCI Stage Three	DWS	To be determined	2022-2023	To meet all current regulatory standards.	\$ 1,200,000	LRCI \$800,000 Council \$400,000	Planning Stage
Local Roads Reseals - LRCI Stage Three	DWS	Blackall and Tambo seal of main streets	2022-2023	To meet all current regulatory standards.	\$ 800,000	LRCI \$800,000	Complete
RMPC Maintenance Contracts	DWS	Includes Jericho Road widening, Springsure Road resheet, other MWPC and RMPC contracts	2022-2023	To meet all current regulatory standards.	\$6.6M	State Gov Recoverable Works	\$1,992,919 spent committed to 31 December
Road TIDS	DWS	Scrubby Creek Road upgrades	2022-2023	To meet all current regulatory standards.	\$ 400,000	State Gov \$200,000 Council \$200,000	\$391,287 spent committed to 31 December
Blackall Median Strip Upgrade	DWS	Scope of works to be determined	2022-2023	To meet all current regulatory standards.	\$ 100,000	Council	Equipment ordered starting Feb 2023
Banks Park Footpath	DWS	Linking the facilities available	2022-2023	Meets the Council's WHS requirements	\$ 30,000	Council	Complete
Banks Park Bldg - Sail Structure	DWS	Concrete floor, water tank and table used by parents with young children	2022-2023	Meets the Council's WHS requirements	\$ 20,000	Council	Planning Stage
Remote Roads RRUP		Langlo Road resheet	2022-2023	To meet all current regulatory standards.	\$ 600,000	RRUP \$480,000 Council \$120,000	Planning Stage
Roads to Recovery - Emmet Road	DWS	Emmet Road Rehab and repairs	2022-2023	To meet all current regulatory standards and the terms and conditions of the R2R agreement.	\$ 808,300	Federal	Planning Stage

**Blackall-Tambo Regional Council****Review of Operational Plan for the quarter ending 31 December 2022**

	Resp. Officer	Operational Plan 2022/2023	Duration	Performance Measures	Costs	Funding Source	Degree of Completion
<b>Recreational Activities and Grounds</b>							
Management and Operation of aquatic centres in both communities	DWS	Keep the swimming pools in Blackall and Tambo well maintained and safe for all users.	Ongoing	Pool operated in accordance with contracts. Patronage maintained with a view to increasing the number of visitors.	Ongoing	Council	Advertising for new operators in Blackall - looking for greater community involvement.
Tambo Racecourse	DWS	Rock removal as a safety initiative	2022-2023	Meets the approval of the WHSO Officer	\$60,000	Council	Complete
Tambo Historic House	DWS	Construct shed at rear of the Tambo Historic House (includes painting)	2022-2023	Meets all regulatory requirements	\$40,000	Council	Underway \$14,614 spent to date
Cultural Centre upgrade	DWS	Lights and acoustic matting	2022-2023	Meets all regulatory requirements	\$100,000	Council	Works tendered
LGA Entry Signs	Council	Replace the entry signs to advertise the BTRC as a desirable and positive destination	2022-2023	Meets all regulatory requirements	\$40,000	Council	Equipment ordered
Blackall Campdraft Arena upgrade - BBRF subject to funding	DWS	The grounds require to be upgraded so as to be safe for all participants.	2022-2023	Meets all regulatory and WHS requirements	\$625,000	BBRF \$500,000 Council \$125,000	Funding is unsuccessful
Fourmile Waterhole	DWS	Installation of culvert and grading required to allow for safe entry and exit	2022-2023	Meets all regulatory and WHS requirements	\$30,000	Council	Complete
Tambo Dam Beautification Project	DWS	Beautification of the grounds surrounding the Tambo Dam	2022-2023	Will make the area more attractive to tourists and the general public.	\$100,000	Council	Planning stage
<b>Television and Internet</b>							
Tambo TV Transmitters	DWS	An allocation set aside in case the transmitters need repairs urgently	2022-2023	Meets all regulatory and WHS requirements	\$35,000	Council	No call on these funds to date

**Blackall-Tambo Regional Council****Review of Operational Plan for the quarter ending 31 December 2022**

	Resp. Officer	Operational Plan 2022/2023	Duration	Performance Measures	Costs	Funding Source	Degree of Completion
<b>Town Halls, Cemeteries, Public Conveniences</b>							
<b>Town Halls</b>							
Maintain and upgrade to community expectations	DWS	Continued maintenance and renewal of facilities to ensure a safe standard is maintained for public access.	2022-2023	Repairs and maintenance undertaken in a timely fashion with safety standards being met as required. Positive feedback from the public.	Ongoing	Council	Maintenance as required
<b>Cemeteries &amp; Memorials</b>							
Cemeteries Blackall and Tambo	DWS	Maintain cemeteries in a very positive manner	2022-2023	Positive feedback by community on aesthetic appearance and condition of cemeteries. Positive feedback from the public.	Ongoing	Council	Seeking expressions of interest for new funeral director
Tambo Cemetery Upgrade	DWS	Supply of water and plants	2022-2023	Improve the visual surroundings	\$15,000	Council	First stage to commence October
<b>Public Conveniences</b>							
Public Conveniences maintained to community expectations	DWS	Continued maintenance and renewal of facilities to ensure a safe standard is maintained for public access.	2022-2023	Condition of public conveniences meeting health and safety standards at all times with only minimal complaints/requests received.	Ongoing	Council	No complaints
<b>Council Buildings</b>							
Aged Housing	DFCCS	Maintain the grounds and provide the best possible standard of accommodation for residents.	2022-2023	Maintenance undertaken in a timely fashion with safety aspects addressed.	Ongoing	Council	Minor repairs
Shade Structures - TMPC and Blackall admin car park.	DWS	Provide shade for staff and clients of the TMPC. Shade for vehicles at Blackall Admin Building	2022-2023	Meets all regulatory and WHS standards	\$100,000	Council	Only proceeding with TMPC shade structure this year
Blackall Admin Building	DWS	The poor condition of the brick exterior requires attention as does the phone and ITC wiring inside	2022-2023	Meets all regulatory and WHS standards	\$100,000	Council	Work has commenced on the south side
Council housing	DFCCS	Council housing stock well maintained.	2022-2023	Satisfied tenants.	Ongoing	Council	Ongoing maintenance as required



**Blackall-Tambo Regional Council****Review of Operational Plan for the quarter ending 31 December 2022**

	Resp. Officer	Operational Plan 2022/2023	Duration	Performance Measures	Costs	Funding Source	Degree of Completion
<b>Aged and Disability Services</b>							
Western Queensland Primary Health Network (WQPHN)	DFCCS	This program is funded by the Federal Government and covers allied health and healthy ageing.	2022-2023	Covers the cost of Podiatry, Remedial Massage, Physiotherapy and Optometry. The remaining funds go the Healthy Ageing	\$210,000	100% Federal	\$114,416 spent to 31 December
Community Development Program	DFCCS	The program is funded by the department of seniors and disability to support community activities.	2022-2023	Monitored through the successful interventions offered to the community.	\$162,900	100% State	Program functioning satisfactorily.
<b>Work Health and Safety</b>							
Develop a system of WHS that is appropriate for BTRC	DWS	Council officers to work in a co-operative manner with the WHS Officer together with officials from TMR to ensure that the WHS systems at Council are compliant at all times and pass the audit standards required by TMRs insurers Jardine Lloyd Thompson.	Ongoing	Council is successful in being awarded road contracts from TMR. Workplace Health and Safety incidents are reduced and kept to an absolute minimum. The provision of a safe working environment for all employees of Council.		Council	Ongoing

## BLACKALL-TAMBO REGIONAL COUNCIL

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### OFFICER REPORTS

COUNCIL MEETING DATE: 25 January 2023

Item No: 4.2.1

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

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

CLASSIFICATION: (if confidential)

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

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

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### Background

#### Construction

- TMR – Barcoo River Bridge Project – Fully complete, site clean-up to occur in January 2023
- TIDS – Scrubby Creek Road Inverts – Under construction
- TMR – Blackall Isisford Road Rehabilitation – Culverts completed, awaiting consistent weather prior to commencing pavement
- HVSP – Heavy Vehicle Bypass Blackall – Pavement fully complete and bitumen seal complete

#### Flood Damage Crews/Maintenance Grader Locations

- Flood Damage Crews
  - Avington Road
  - Warringah Road
  - East West Road
  - Scrubby Creek Road
  - Lisgool Road

#### Maintenance Crews

- Council – Town Streets – Tractor Slashing
- TMR – Tambo Augathella Road and Blackall Tambo Road - Surface Correction
- TMR – Tambo Augathella Road and Blackall Tambo Road – Reseal Preparations

#### Capital Works

- Blackall Median Strip Refurbishment – Materials ordered works scheduled to commence in February 2023
- Blackall Campdraft Upgrade – BBRF Funding unsuccessful, meeting with group after AGM to confirm path forward with Council Funding provided

#### Miscellaneous

- Tambo Pool out of action as pumps are malfunctioning which is not allowing the water to be cleaned properly, new larger pumps ordered anticipated late January
  - Prior to closing Council has:

- Upgraded power supply
- Had pool experts investigate issues twice
- Replaced existing pumps on three occasions
- Upgraded chlorination system
- Blackall Pool lessee has decided to depart, expressions of interest advertised. Council staff undergoing required training to backfill if required.
- Blackall Cemetery Maintenance to be undertaken by Council Staff moving forward.

### Upcoming Works

- Blackall Isisford Rehabilitation – Sidetrack commenced, concrete works complete, completion April 2023
- Blackall Emmet Road – Concrete Works – June 2023
- Charles and Queen Elizabeth Street Pavement and Sealing Works, Tambo – February 2023
- Petunia Lane, Blackall – February 2023
- Saleyards Ramp C Access Road, Blackall – February 2023
- Violet Street Rehabilitation, Blackall – February 2023
- Langlo Road Resheeting Chainage 72km to 82km – March 2023
- Springsure-Tambo Road Resheeting – June 2023
- Blackall-Jericho Road Widening – June 2023

### Water and Sewerage

#### Water Services

Number of interruptions to services	1
Water consumption total ML	22010
Number of customer requests received	1
Number of customer requests actioned	1

#### Sewerage Services

Number of interruptions to services	1
Number of customer requests received	1
Number of customer requests actioned	1

### Parks and Gardens

- Maintenance of council facilities, town streets, parks and gardens

### Workshop/Fleet

Preventative/Routine maintenance (Christmas Shutdown)

Brake relines - Tippers

Scheduled/planned maintenance (Christmas Shutdown)

### Monthly Statistics

Number of plant items serviced	9
Number of plant breakdowns	1
Hours downtime due to servicing	34
Hours downtime due to breakdown	6.5
Hours downtime due to parts availability	0

**Breakdown Register**

<b>Plant Number</b>	<b>Plant Description</b>	<b>DOM</b>	<b>Hrs Down</b>	<b>Breakdown description</b>
5507	Western Star	2012	6.5	PTO U/S Removed and rebuilt PTO, fitted and tested ok.
			Total	6.5

**Link to Corporate Plan**

Infrastructure

Outcome 1 – Roads

Outcome 3 – Water and sewerage systems

**Consultation (internal/external)**

CEO

DWS

Works Supervisors

Parks &amp; Garden Supervisors

Water Supervisors

Sewerage Supervisor

Fleet Manager

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil

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

COUNCIL MEETING DATE: 25 January 2023

Item No: **4.2.2****SUBJECT HEADING: Work Health and Safety Report**

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

CLASSIFICATION: (if confidential)

*Summary: The Work Health and Safety report is provided to Council.***Officer's Recommendation: That Council receive the Work Health and Safety report for December 2022.****Background****Incident Statistics**

The incident statistics provides a summary of the safety incident performance. Blackall-Tambo Regional Council aspires to achieve zero harm and zero injuries.

There were 0 incidents and 0 loss time injuries for the month of December.

**December 2022 Summary**

- 0 safety interactions were undertaken
- 0 safety inspections were undertaken

**Inductions**

Month	Employees	Contractors	Work Camp	Total	Accumulated Total
July 2022	1	5	2	8	8
August 2022	0	0	1	1	9
September 2022	2	2	2	6	15
October 2022	1	2	4	7	22
November 2022	0	2	0	2	24
December 2023	0	1	4	5	29

**Link to Corporate Plan**

Governance

Outcome 1 - Workforce

**Consultation (internal/external)**

Director of Works and Services

Work Health and Safety Advisor

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil

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

COUNCIL MEETING DATE: 25 January 2023

Item No: **4.2.3****SUBJECT HEADING: Blackall Aquatic Centre Report**

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

CLASSIFICATION: (if confidential)

*Summary: The Blackall Aquatic Centre quarterly report is provided to Council.***Officer's Recommendation: That Council receive the Blackall Aquatic Centre report.****Background**

- The pool lessees have given 30 days' notice to terminate their lease. Their last day as lessee is 26 January 2023.
- Expressions of interest for the new lease are advertised, closing 20 January 2023.
- Lifeguard training is scheduled at the Blackall Aquatic Centre on 11 & 12 February 2023.

Month	Attendance	Year to Date
January	1,233	1,233
February	1,049	2,282
March	1,080	3,362
April	850	4,212
May	1,280	5,492
June	2,182	7,674
July	2,900	10,574
August	2,481	13,055
September	1,696	14,751
October	1,469	16,220
November	876	17,096
December	998	18,094

**Link to Corporate Plan**

Infrastructure

Outcome 4 – Aquatic Centres

**Consultation (internal/external)**

Chief Executive Officer

Pool Lessee

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil

**BLACKALL-TAMBO REGIONAL COUNCIL**

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**OFFICER REPORTS**

COUNCIL MEETING DATE: 25 January 2023

Item No: 5.1

**SUBJECT HEADING: Blackall Saleyards Monthly Report**

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

CLASSIFICATION: (if confidential)

*Summary: The Blackall Saleyards monthly report for December is provided to Council.*

**Officer's Recommendation: That Council receive the Blackall Saleyards monthly report for December 2022.**

**Background**

SALES	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YTD	2021/22 Totals
Spelling Cattle	5154	3839	3893	4534	4285	3878							25583	69364
Spelling Sheep	-	-	-	-	-	-							-	-
Prime & Store Sales	7793	2565	1857	3201	4992	1312							21720	47912
Weaner & Store Sales	2988	2312	6152	2885	4734	-							19070	43255
Private Weigh (Same Day)	370	1917	3971	1361	2693	802							11114	18331
Private Weigh (Over-night)	725	1152	1014	701	3098	1041							7731	11554
Private Scan	-	-	-	-	-	-							-	59
Bull Sales	-	-	54	218	-	-							272	331
<b>TOTALS 2022/23</b>	17030	11785	16941	12899	19802	7033							85490	
<b>TOTALS 2021/22</b>	17473	23545	20141	19114	13704	6457	3048	11635	20602	15977	17979	21130	190806	

- The lease for the Saleyards Canteen has been awarded.
- 9 February is the first sale for 2023 and it is a Prime and Store sale.

**Link to Corporate Plan**  
 Economic Development

Outcome 1 – Business Investment

Outcome 2 – Tourism

Outcome 3 – Employment

**Consultation (internal/external)**

CEO

Saleyards Manager

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil



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

COUNCIL MEETING DATE: 25 January 2023

Item No: 5.2

**SUBJECT HEADING: Planning and Development Report**

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

CLASSIFICATION: (if confidential)

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

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

**Background**

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

**1. DEVELOPMENT ASSESSMENT**

No new development applications have been lodged since the last monthly report. There are four applications currently under assessment and one application is in its appeal period. The applicant for a decided application has sought change representations to negotiate a condition.

1.1 An application has been made by Blackall-Tambo Regional Council C/- Murray & Associates Pty Ltd, seeking a Development Permit for Reconfiguring a Lot (1 lot into 2 lots) at 87 Thistle Street, Blackall. The proposal will retain the existing dwelling house on a lot with frontage to Thistle Street and create one new lot with frontage to Petunia Street.

The subject site is in the Township Zone and is subject to Code Assessment. As the application is subject to Code Assessment, public notification will not be required.

On 18 January 2023, the applicant made a change to the application under s52(1) of the Planning Act 2016 to change the application from Reconfiguring a lot (1 lot into 3 lots) to Reconfiguring a lot (1 lot into 2 lots). The change is considered minor and does not impact the development assessment process.

The application will be decided at the 25 January 2023 General Council Meeting.

1.1	Council reference:	DA11-2022-2023
	Application:	Development Permit for a Reconfiguring a Lot (1 lot into 2 lots)
	Street address:	87 Thistle Street, Blackall
	Property description:	Lot 2 on RP611230
	Day application was made:	22 November 2022
	Category of assessment:	Code Assessment
	Public notification required:	No
	Applicant:	Blackall-Tambo Regional Council C/- Murray & Associates Pty Ltd

	Status:	Decision Stage
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1.2 An application has been made by Lifespring Outdoor Centre Pty Ltd, seeking a Development Permit for a Material Change of Use for Nature Based Tourism at 655 Glenusk Road, Blackall. The proposal involves the reuse of existing buildings on site for hosting groups of up to 25 people for camps and similar activities. Outdoor education will be offered through outdoor activities like initiatives, orienteering, raft building, geocaching and archery.

The subject site is in the Rural Zone and is subject to Code Assessment. As the application is subject to Code Assessment, public notification will not be required.

The application will be decided at the 25 January 2023 General Council Meeting.

1.2	Council reference:	DA13-2022-2023
	Application:	Development Permit for a Material Change of Use for Nature Based Tourism
	Street address:	655 Glenusk Road, Blackall
	Property description:	Lot 18 on EV42
	Day application was made:	30 November 2022
	Category of assessment:	Code Assessment
	Public notification required:	No
	Applicant:	Lifespring Outdoor Centre Pty Ltd
	Status:	Decision Stage

1.3 An application has been made by Joshua and Danae Phelps, seeking a Development permit for a Material Change of Use for a Warehouse at 65 Arthur Street, Tambo. The proposal involves the construction of a 450m<sup>2</sup> shed that will be used for storage purposes.

The site adjoins a state-controlled road and will require referral to the State Assessment and Referral Agency (SARA).

The subject site is in the Mixed Used Precinct of The Township Zone and is subject to Code Assessment. As the application is subject to Code Assessment, public notification will not be required.

The applicant has referred the application to SARA, and SARA has provided a referral agency response with conditions regarding stormwater and access.

The application is in the decision stage with the application required to be decided by 9 February 2023.

1.3	Council reference:	DA12-2022-2023
	Application:	Development Permit for a Material Change of Use for a Warehouse
	Street address:	65 Arthur Street, Tambo
	Property description:	Lots 8 & 10 on T15032
	Day application was made:	1 December 2022
	Category of assessment:	Code Assessment
	Public notification required:	No
	Applicant:	Joshua and Danae Phelps
	Status:	Decision Stage

1.4 An application has been made by Cliff and Tanya Reid, seeking a Development permit for Material Change of Use for an extension to a Tourist Park at 58 Arthur Street, Tambo. The

proposal includes the addition of six (6) standalone cabins to complement the existing Tambo Caravan Park.

The site adjoins a state-controlled road and will require referral to the State Assessment and Referral Agency (SARA).

The subject site is in the Recreation and Open Space Zone and is subject to Impact Assessment.

The application has undergone public notification and no submissions were received. The applicant has referred the application to SARA, and SARA has provided a referral agency response with conditions regarding stormwater and access.

The application will be decided at the 25 January 2023 General Council Meeting.

1.4	Council reference:	DA08-2022-2023
	Application:	Development Permit for a Material Change of Use for an Extension to a Tourist Park
	Street address:	58 Arthur Street, Tambo
	Property description:	Lot 47 on SP110074
	Day application was made:	21 October 2022
	Category of assessment:	Impact Assessment
	Public notification required:	Yes
	Applicant:	Clifford and Tanya Reid
	Status:	Decision Stage

1.5 The following application was approved on 14 December 2022 and the decision notice was issued to the applicant soon thereafter. The applicant has a 20 business day Appeal Period within which they can request to negotiate conditions or file an appeal. At this stage, there has been no indication that the applicant will pursue this course. The Appeal Period for this application is expected to finish around 24 January 2023.

1.5	Council reference:	DA05-2022-2023
	Application:	Development Permit for a Material Change of Use for Short-term accommodation
	Street address:	51 Arthur Street, Tambo
	Property description:	Lot 510 on T1501
	Day application was made:	12 September 2022
	Category of assessment:	Impact Assessment
	Public notification required:	Yes
	Applicant:	Josh Phelps
	Decision date:	14 December 2022
	Status:	Appeal Period

1.6 The following application was approved on 14 December 2022 and the decision notice was issued to the applicant soon thereafter. The applicant has sought change representations to negotiate a condition relating to hours of operation. Council is currently considering this request.

1.6	Council reference:	DA37-2021-2022
	Application:	Development Permit for a Material Change of Use for a Caravan Park
	Street address:	18 Leek Street, Blackall
	Property description:	Lot 1 on RP900484

Day application was made:	8 April 2022
Category of assessment:	Impact Assessment
Public notification required:	Yes
Applicant:	New Beginnings Church
Decision date:	14 December 2022
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
09/12/22	Landowner	<p><u>Proposal</u> Enquiry about the condition of a driveway.</p> <p><u>Planning details</u></p> <ul style="list-style-type: none"> <li>The site is in the Commercial precinct of the Township zone</li> <li>The site is affected by the flood overlay</li> <li>The site has an existing approval for a dwelling house.</li> </ul> <p><u>Advice</u></p> <ul style="list-style-type: none"> <li>A condition of approval was included that requires the applicant to construct and maintain a crossover in accordance with Council standards</li> <li>The installation and maintenance is the responsibility of the applicant.</li> </ul>	Closed
12/12/22	Landowner	<p><u>Proposal</u></p> <ul style="list-style-type: none"> <li>Enquiry about establishing an attraction and associated camping area.</li> </ul> <p><u>Planning details</u></p> <ul style="list-style-type: none"> <li>The site is in the Township zone</li> <li>The entire site is located in the flood hazard area.</li> </ul> <p><u>Advice</u></p> <ul style="list-style-type: none"> <li>All proposed buildings will have to be 300mm above the defined flood level for Blackall (282m AHD)</li> <li>The attraction would be defined as a Tourist attraction</li> <li>The camp site would be defined as a Tourist park</li> </ul>	Closed

PLANNING ENQUIRIES			
Date received	Customer Details	Details of Enquiry	Status
		<ul style="list-style-type: none"> <li>Starting a Tourist attraction and Tourist park would be considered a material change of use and requires a development application before operating</li> <li>Both a Tourist attraction and Tourist park are subject to Impact assessment in the Township zone</li> <li>Impact assessment is the highest level of assessment and is subject to public notification and third-party appeal rights</li> <li>The development application would be assessed against the entire planning scheme including the strategic framework</li> <li>The Township zone does allow for Tourist attractions, where they are appropriate for the area</li> <li>To demonstrate a Tourist attraction is appropriate for the area, justification would need to be provided including that the proposal will not impact on surrounding amenity (traffic, noise, overlooking etc.)</li> <li>A Tourist park would not be generally envisaged in the Township zone and may be difficult to support</li> <li>Due to the nature of the proposal, it is suggested that a Town planner is engaged to assist with the application process</li> <li>Subsequent building and plumbing approvals will also be required.</li> </ul>	
12/11/22	Landowner	<p><u>Proposal</u> Enquiry about establishing an Air BnB type development.</p> <p><u>Planning details</u></p> <ul style="list-style-type: none"> <li>The site is in the Township zone</li> <li>The site is not subject to any overlays</li> <li>The site contains an existing dwelling house.</li> </ul> <p><u>Advice</u></p> <ul style="list-style-type: none"> <li>Air BnB style accommodation is defined as Short-term accommodation</li> <li>Short-term accommodation where the reuse of an existing building and the combined total of guests does not</li> </ul>	Closed

PLANNING ENQUIRIES			
Date received	Customer Details	Details of Enquiry	Status
		<p>exceed 6 is subject to a code assessable development application</p> <ul style="list-style-type: none"> <li>• A Code assessable development application is the lowest level of assessment and generally a straightforward application process</li> <li>• Where the combined total of guests exceeds 6, an Impact assessable development application is required</li> <li>• An Impact assessable development application is assessed against the entire planning scheme, involves public notification and is subject to third party appeal rights.</li> </ul>	
10/01/2023	Landowner	<p><u>Proposal</u> Enquiry about establishing an Air BnB type development.</p> <p><u>Planning details</u></p> <ul style="list-style-type: none"> <li>• The site is in the Township zone</li> <li>• The site is not subject to any overlays</li> <li>• The site contains an existing dwelling house.</li> </ul> <p><u>Advice</u></p> <ul style="list-style-type: none"> <li>• Air BnB style accommodation is defined as Short-term accommodation</li> <li>• Short-term accommodation where the reuse of an existing building and the combined total of guests does not exceed 6 is subject to a code assessable development application</li> <li>• A Code assessable development application is the lowest level of assessment.</li> </ul>	
PLANNING AND DEVELOPMENT CERTIFICATES			
Date received	Customer details	Type	Status
Nil			
SURVEY PLAN APPROVALS			
Nil			
EXEMPTION CERTIFICATES			
Nil			
OTHER ITEMS			
Reel Planning has undertaken a land supply analysis for Blackall. Council is currently considering the findings of the analysis.			

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**Link to Corporate Plan**

Economic Development

Outcome 4 – Land development

**Consultation (internal/external)**

CEO

Rates Officer

Town Planners

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil

## BLACKALL-TAMBO REGIONAL COUNCIL

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### OFFICER REPORTS

COUNCIL MEETING DATE: 25 January 2023

Item No: 5.3

**SUBJECT HEADING: Environmental Health/Local Laws Officer's Report – December 2022**

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

CLASSIFICATION: (if confidential)

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

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

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### Background

#### Food premises

- Food safety assessments were carried out, minor issues were noted and raised with operators.

#### Environmental Management/ Public Health

- A complaint was received about excessive noise emitted from an alleged construction site in Tambo. Site assessment carried out. Consulted with parties involved, mediated.
- Public health assessment was carried out at the Blackall Aquatic facility.

#### Local Laws

- A complaint was received about a Blackall resident allegedly selling puppies without providing breeder identification number, LLO consulted with breeder. No issues identified.
- Two dogs were wandering at large and were impounded. Reunited with owner. Education provided to the owner.
- Two complaints were received about a wandering dog entering a residents property, LLO consulted with parties, education provided.
- A compliance notice was issued regarding a community safety hazard. LLO consulted with property owner; issue remedied.
- LLO consulted with residents regarding their overgrown allotments.
- LLO issued several compliance notices regarding overgrown allotments.
- Two dogs were surrendered to Council for destruction.

#### LLO assisted Rural Lands Officer

- 9 dingo scalps received

### Rangers Report

#### Weed Control

Spray Tambo street, parthenium plants (Scrubby Creek, Lambert Road), Tambo washdown and drains, road edges for reseal on Augathella Road.



**Wild Dog Scalps (1/12/2022 to 31/12/2022)**

Tambo – 1

Blackall – Nil

**1080**

Baited meat for:

The Springs – 80kg

Erne and Thungli – 157kg

Tambo Station – 50kg

**General**

A storm on 12/12/2022 destroyed the windmill wheel and head at Rodds Bore and tore the tail from the mill.

Remove part of a tree from weaner paddock fence on Tambo Common.

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**Link to Corporate Plan**

Environment and Heritage

Outcome 3 – Pest Management

Outcome 4 – Waste Management

**Consultation (internal/external)**

Environmental Health / Local Laws Officer

RLO

Department of Environment and Science

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil

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

COUNCIL MEETING DATE: 25 January 2023

Item No: 5.4

**SUBJECT HEADING: Development Application – DA11-2022-2023 – 87  
Thistle Street, Blackall**

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

CLASSIFICATION: (if confidential)

*Summary: The Applicant, Blackall-Tambo Regional Council C/- Murray & Associates (QLD) Pty Ltd, seeks a Development Permit for Reconfiguring a Lot (one lot into two lots) involving land at 87 Thistle Street, Blackall, formally described as Lot 2 on RP611230.*

*The proposal involves the creation of two new lots. The existing house will be retained on a lot that gains access from Thistle Street and will have an area of 1,003m<sup>2</sup>. The lot with frontage to Petunia Street will have an area of 1,308m<sup>2</sup>.*

*Under the Blackall-Tambo Region Planning Scheme 2020 (the Planning Scheme), the subject site is in the Township Zone. Reconfiguring a lot in the Township is subject to Code assessment.*

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

**Officer's Recommendation: That Council approves the application for a Development Permit for Reconfiguring a Lot (one lot into two lots) involving land at 87 Thistle Street, Blackall, formally described as Lot 2 on RP611230 subject to the following conditions:**

**1.0 ENDORSEMENT OF SURVEY PLAN**

**1.1 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.**

**2.0 APPROVED PLANS AND DOCUMENTS**

**2.1 The approved development must be completed and maintained generally in accordance with the approved plan of development Proposed Reconfiguration of a Lot with reference ROL-01 and dated 18 January 2023 (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 ACCESS**

**3.1 A crossover must be installed to Council’s satisfaction for Proposed Lot 2, between Petunia Street and the approved lot.**

**3.2 The crossover to Proposed Lot 1 from Thistle Street must be maintained.**

### **4.0 SEWERAGE AND WATER**

**4.1 Proposed Lot 2 must be connected to Council’s reticulated water and sewerage network.**

**4.2 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*.**

**4.3 Remove all redundant water supply and sewerage infrastructure, including but not limited to pipes and connection points.**

### **5.0 TELECOMMUNICATION AND ELECTRICITY SUPPLY**

**5.1 Proposed Lot 2 must be connected to electricity and telecommunication services in accordance with the standards and requirements of the relevant service provider.**

**5.2 Maintain the electricity and telecommunication services to Proposed Lot 1.**

### **6.0 STORMWATER WORKS**

**6.1 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*.**

### **7.0 FLOODING**

**7.1 Any future dwelling constructed on Proposed Lot 2 is to be located a minimum 300mm above the defined flood level of Blackall (282m AHD).**

### **8.0 PUBLIC UTILITIES**

**8.1 The applicant is responsible for the cost of any alteration to public utilities as a result of complying with conditions of this Development Permit.**

**8.2 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.**

**8.3 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. The Developer and his employee, agent, contractor or invitee is responsible for ensuring compliance with the conditions of this development approval.**
- B. Where these Conditions refer to “Council” in relation to requiring Council to approve or to be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role may be fulfilled in whole or in part by a delegate appointed for that purpose by the Council.**
- C. 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, as required under relevant legislation for this work.**
- D. 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.**
- E. General environmental duty under the Environmental Protection Act 1994 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.**

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**Background****1.0 DEVELOPMENT APPLICATION SUMMARY****TABLE 1 – OVERVIEW OF THE DEVELOPMENT APPLICATION**

<b>PROPERTY DETAILS</b>	
<b>Site address</b>	87 Thistle Street, Blackall
<b>RPD</b>	Lot 2 on RP611230
<b>Site Area</b>	2,310m <sup>2</sup>
<b>Landowner</b>	Blackall Tambo Regional Council
<b>Existing use of land</b>	Dwelling house
<b>APPLICATION DETAILS</b>	
<b>Application No.</b>	DA 11-2022-2023
<b>Applicant</b>	Blackall Tambo Regional Council
<b>Application description</b>	Development Application seeking Development Permit for Reconfiguring a Lot (1 lot into 2 lots)
<b>Date application was made</b>	22 November 2021
<b>Decision due date</b>	27 January 2023 (extended by applicant agreement)
<b>Proposal</b>	Subdivision of one (1) lot into two (2) lots

<b>Main Issues/Resolution</b>	Nil
<b>STATUTORY DETAILS</b>	
<b>Mapped matters of interest under PR 2017</b>	Natural Hazards Risk and Resilience <ul style="list-style-type: none"> <li>Flood hazard area – Local Government flood mapping area</li> </ul>
<b>State agency referrals</b>	Not required
<b>State Planning Policy</b>	State Planning Policy (July 2017)
<b>Regional Plan</b>	Central West Regional Plan (September 2009)
<b>Planning Scheme</b>	Blackall-Tambo Region Planning Scheme 2020
<b>Zone</b>	Township Zone
<b>Overlays</b>	Flood hazard
<b>Level of Assessment</b>	Code Assessment

## 2.0 PROPOSAL BACKGROUND

Application lodged	22 November 2022
Application properly made	22 November 2022
Minor change to application	18 January 2023
Decision Due	27 January 2023

## 3.0 SITE AND SURROUNDS DESCRIPTION

The site is located at 87 Thistle Street, Blackall, formally described as Lot 2 on RP611230 (refer **Figure 1**).

The subject site contains an existing dwelling and ancillary shed, with the dwelling house being orientated Thistle Street frontage. At the rear of the existing lot is a large open area generally devoid of vegetation. The rear of the site has frontage to Petunia Street which is currently unformed.

The site is adjoined to the east and west by dwelling houses, Thistle Street to the south and Petunia Street to the north. The surrounding locality is predominantly made up of dwelling houses.



**Figure 1 – Aerial of Subject Site (QLD Government DAMS Mapping)**

#### 4.0 DESCRIPTION OF PROPOSAL

The proposed reconfiguration of a lot will result in the creation of two (2) lots. Following approval of the proposed development, the following areas will apply for each newly created allotment:

Proposed lot	Area
1	1,003m <sup>2</sup>
2	1,308m <sup>2</sup>

The existing dwelling will be retained on Proposed Lot 1 and is already connected to all the required urban services. Proposed Lot 1 will maintain the existing access from Thistle Street and

Proposed Lot 2 will require new access from Petunia Street.





**Figure 2 – Proposed Lot Layout (Applicant supplied)**

The plan recommended for approval in the conditions is provided in **Attachment A** 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 Township 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

Schedules 9 and 10 of the Planning Regulation are not relevant to this application.

Approval history / lawful use of the premises

It is considered that the existing dwelling house is a lawfully constructed building with existing use rights.

Common material

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

Minor change

On 18 January 2023, the applicant gave notice under s52(1) of the Planning Act 2016 requesting to change the application before the application was decided. The change resulted in a reduction in lots from the creation of three lots to the creation of two lots. The change has no effect on the development assessment process. The change will result in all lots complying with the minimum lot size requirements. Proposed Lot 2 will now also have a greater area that is flood free.

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



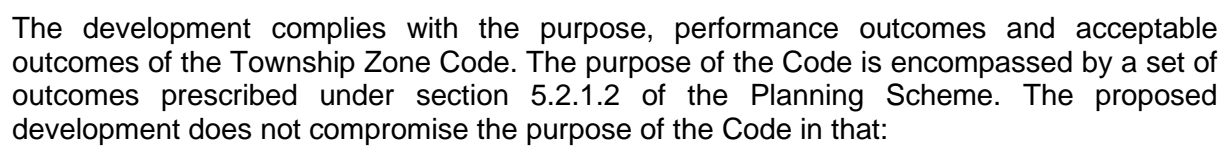
- (d) *Dividing land into parts by agreement rendering different parts of a lot immediately available for separate disposition or separate occupation, other than by an agreement that is:*
- (i) *A lease for a term, including renewal options, not exceeding 10 years; or*
  - (ii) *An agreement for the 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 Township Zone 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:

### **Reconfiguring a Lot Code**

- The proposed lots meet the minimum lot size requirements for new lots in the Township zone
- Proposed Lot 1 is already serviced by existing urban infrastructure and the access to Thistle Street has been conditioned to be maintained
- Proposed Lot 2 has been conditioned to provide reticulated water and sewer, electricity and telecommunications services and access from Petunia Street
- A condition has been included to ensure all lots can appropriately manage stormwater
- The proposal avoids impacts on biodiversity
- The subject site is located on the outer extent of the flood hazard area. It is noted that the existing dwelling on Proposed Lot 1 contains an undercroft area which will allow water to pass through in the event of a flood. Proposed lot 2, although affected by the flooding, will have a substantial area that is flood free (Figure 3 below). It is considered that any future dwelling on Proposed Lot 2 can be located 300mm above the flood level. A condition has been included to ensure any future dwelling is located 300mm above the defined flood level of Blackall.
- The site is not affected by bushfire hazard.



## Township Zone Code

- The proposed lots are of a size and dimension that will allow for future uses which are compatible with existing residential uses in the area
- The proposal will allow the future lots to be used for residential type uses or other uses that consistent with the Township zone.

In summary, this planning assessment concludes that the proposal is consistent with the Reconfiguring a Lot Code and Township Zone Code, being the applicable assessment benchmarks under the Planning Scheme. Conditions of approval reflect the elements of the assessment benchmark to ensure on-going compliance in terms of land use and amenity.

## 6.0 REFERRALS

### 6.1 INTERNAL

Council was contacted to discuss the pavement treatment of Petunia Street. Council advised that Petunia Street will be sealed. As Council intends to seal Petunia Street, a condition was not imposed.

### 6.2 EXTERNAL

The development application did not require referral to the State Assessment and Referral Agency.

## 7.0 CONCLUSION

This Code Assessable Development Application for a Development Permit for Reconfiguring a Lot (1 lot into 2 lots) involving land at 87 Thistle Street, Blackall, formally described as Lot 2 on RP611230, 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 2016* for applications requiring code assessment, which demonstrates the proposal's consistency with relevant matters and assessment benchmarks.

In accordance with the requirements for a decision notice under section 63 of 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 proposed lots meet the minimum lot size requirements for new lots in the Township zone
- b) The subdivided lots will continue to be consistent with the subdivision pattern of the locality and have sufficient area to accommodate existing and future dwellings and ancillary outbuildings.
- c) All proposed lots can be appropriately serviced by urban services.
- d) A condition has been imposed to ensure any future dwelling house on Proposed Lot 2 is a minimum 300mm above the defined flood level of Blackall.
- e) The proposal does not conflict with the needs of the local community or the reasonable development expectations for the subject site and land within the Township zone.

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### 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

Council Town Planners

Rates Officer

Murray and Assoc - Town Planner acting on behalf of Council

**Policy Implications**

Nil

**Budget and Resource Implications**

\$15,000 approximately

**Risk Assessment**

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Costs for the subdivision will be recovered upon sale of the land.	Medium
Legal & Regulatory	Low	The application has been assessed in accordance with the Planning Act and the Blackall-Tambo Planning Scheme	Low
People	Low	Nil	Low
Operational	Medium	Council will pave Petunia Street, therefore no condition was imposed on the approval.	Low
Environmental	Medium	The approval is conditional upon the applicant meeting environmental responsibilities.	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

**Risk Treatment**

The application has been assessed against all relevant legislation and properly made.



Proposed Reconfiguration of a Lot  
Reference - ROL-01  
Received date - 18/01/2023



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

COUNCIL MEETING DATE: 25 January 2023

Item No: 5.5

**SUBJECT HEADING: Development Application - DA13-2022-2023 – 655  
Glenusk Road, Blackall**

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

CLASSIFICATION: (if confidential)

*Summary: The Applicant, Lifespring Outdoor Centre Pty Ltd, seeks a Development Permit for a Material Change of Use for Nature-based tourism over land at 655 Glenusk Road, Blackall, formally described as Lot 18 on EV42.*

*The proposal involves the reuse of existing buildings on site for hosting groups of up to 25 people for camps and similar activities. Outdoor education will be offered through outdoor activities like initiatives, orienteering, raft building, geocaching and archery.*

*Under the Blackall-Tambo Region Planning Scheme 2020 (the Planning Scheme), the subject site is in the Rural Zone. The defined use that has been applied for, being 'Nature-based Tourism', is subject to Code Assessment in the Rural Zone.*

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

**Officer's Recommendation: That Council approves the application for a Development Permit for Material Change of Use for Nature-based tourism over land at 655 Glenusk Road, Blackall, formally described as Lot 18 on EV42, subject to the following conditions:**

**1.0 PARAMETERS OF APPROVAL**

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

the extent the damage is deemed to create a hazard to the community, it must be repaired immediately.

- 1.6 Unless otherwise stated, all works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards.

## 2.0 APPROVED PLANS AND DOCUMENTS

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

Plan/Document Name	Plan/Document Number	Revision Number	Date
Site Plan	DA-01	-	30/11/2022 (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 PARAMETERS OF USE

- 3.1 The use is permitted to accommodate a maximum of 25 occupants at any one time.

- 3.2 Guest must be accommodated within the existing buildings onsite.

## 4.0 SERVICES

- 4.1 Existing onsite water supply and onsite sewerage system must be maintained to ensure it is suitable to service the development.

- 4.2 Maintain the existing telecommunications service and electricity supply to the development.

## 5.0 STORMWATER WORKS

- 5.1 Stormwater from the approved development must drain to a lawful point of discharge. Stormwater run-off must not adversely affect adjoining land or infrastructure in comparison to the pre-development condition by way of blocking, altering or diverting existing stormwater runoff patterns or have the potential to cause damage to other infrastructure.

## 6.0 ACCESS

- 6.1 Maintain the existing crossover to the Glenusk Road.

- 6.2 Internal access tracks from the main access road to the development must be maintained (flat graded).

- 6.3 Install and maintain directional signage within the site to ensure the orderly and efficient movement of vehicles.

## **7.0 AMENITY**

- 7.1 The development site must be maintained in a clean, safe and tidy condition.**
- 7.2 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 water-borne contaminants, noise, dust, lighting, odour, wastewater, waste products, oil or otherwise.**

## **8.0 WASTE MANAGEMENT**

- 8.1 Store all waste within a waste storage area (for example, general waste, recyclable waste, pallets, empty drums etcetera). The waste storage area must be:**
  - 8.1.1 Designed to not cause nuisance to neighbouring properties;**
  - 8.1.2 Screened from any road frontage or adjoining property;**
  - 8.1.3 Of a sufficient size to accommodate a waste bin/s suitable to service the development.**

## **9.0 ASSET MANAGEMENT**

- 9.1 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.**

## **10.0 CONSTRUCTION ACTIVITIES**

- 10.1 All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the development site, unless otherwise approved in writing by Council.**
- 10.2 Construction activity and noise must be limited to the hours of 06:30 to 18:30 Monday to Saturday, with no work to occur on Sundays or public holidays.**

## **ADVISORY NOTES**

- A. Prior to commencing any construction activities, the applicant/developer will be required to obtain further development permits for building work, and plumbing and drainage work, and potentially for operational work, as required under relevant legislation for this work.**
- B. This approval does not negate the requirement for compliance with all other relevant Local Laws and other statutory requirements. Any provisions contained in this approval relating to the enforcement of any of the conditions shall be in addition to all other rights, powers and privileges that the Council may possess or obtain, and nothing contained in these conditions shall be construed so as to prejudice, affect or otherwise derogate or limit these rights, powers and privileges of the Council.**
- C. General environmental duty under the Environmental Protection Act 1994 and subordinate legislation prohibits unlawful environmental nuisance caused by noise,**



aerosols, particles, dust, ash, fumes, light, odour or smoke beyond the boundaries of the development site during all stages of the development including earthworks, construction and operation.

- D. This development approval does not authorise any activity that may harm Aboriginal cultural heritage. It is advised that under section 23 of the Aboriginal Cultural Heritage Act 2003, a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage (the “cultural heritage duty of care”).

## Background

### 1.0 DEVELOPMENT APPLICATION SUMMARY

TABLE 1 – OVERVIEW OF THE DEVELOPMENT APPLICATION

PROPERTY DETAILS	
Site address	655 Glenusk Road, Blackall QLD 4472
RPD	Lot 18 on EV42
Site Area	6206.011 hectares
Landowners	Philip Lloyd Walker
Existing use of land	Cattle Station, Dwelling house and various outbuildings
Existing development approval	N/A
APPLICATION DETAILS	
Application No.	DA13-2022-2023
Applicant	Lifespring Outdoor Centre Pty Ltd
Application description	Development Application for a Development Permit for Material Change of Use for Nature-based Tourism
Decision due date	27 January 2023
Main Issues/Resolution	Nil
STATUTORY DETAILS	
Planning Scheme	Blackall-Tambo Region Planning Scheme 2020
Overlays	Blackall (and surrounds) Flood Hazard Map
Zone	Rural
Land use definition	Nature-based tourism
Category of Assessment	Code Assessment

### 2.0 PROPOSAL BACKGROUND

TABLE 2 – OVERVIEW OF DEVELOPMENT ASSESSMENT PROCESS

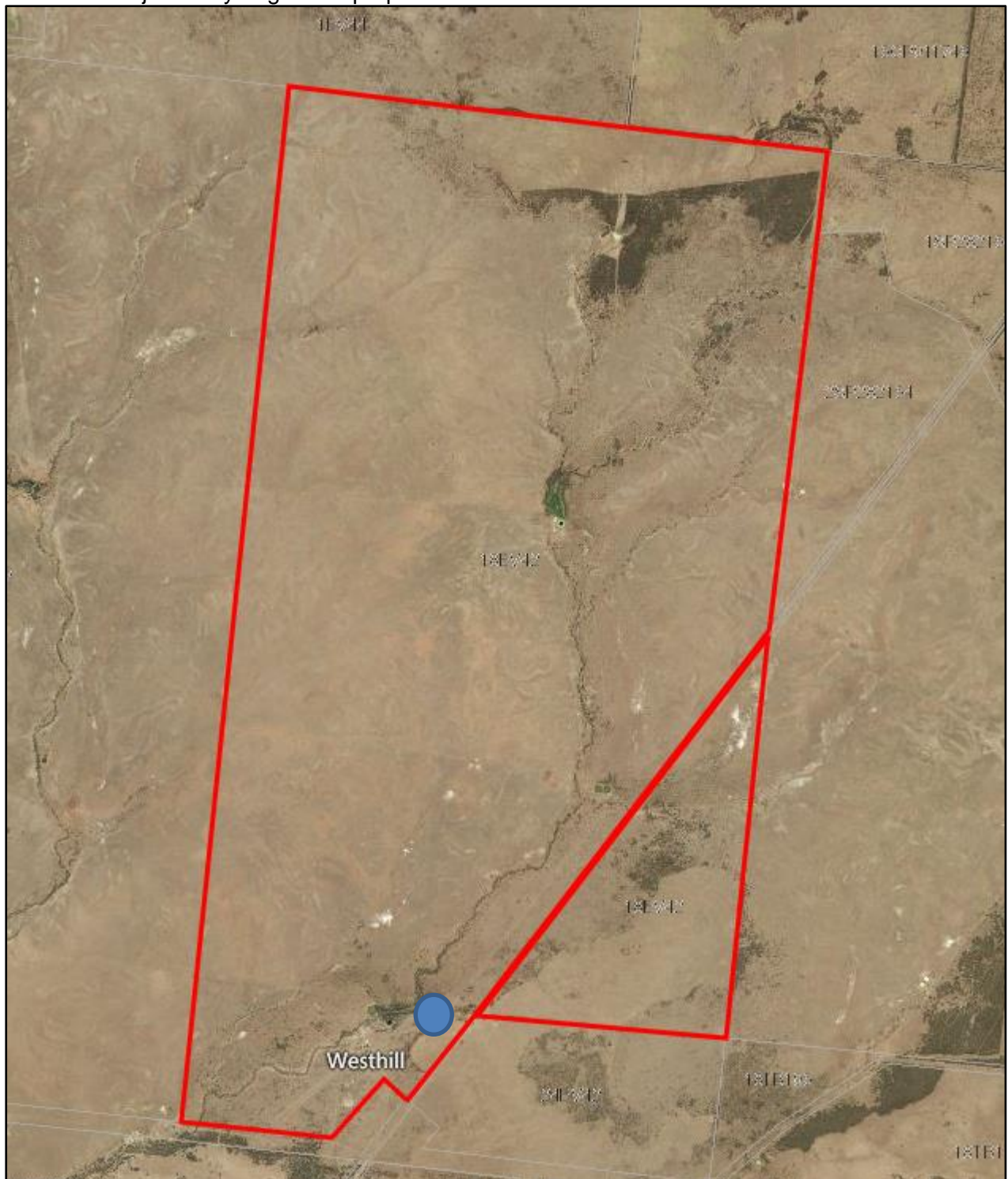
Application lodged	30 November 2022
Decision due	27 January 2023

### 3.0 SITE AND SURROUNDS DESCRIPTION

The subject site is located at 655 Glenusk Road, Blackall, formally described as Lot 18 on EV42. The subject site has an area of 6206.011 hectares and has extensive frontage to

Glenusk Road. The site, known as Westhill contains a cattle station, a dwelling house and various other structure such as sheds.

The site is adjoined by large rural properties.



**Figure 1** – Aerial of subject site – location denoted by blue circle (Source: QLD Government DAMS Mapping)



**Figure 2** – Aerial of Nature-based tourism site – (Source: QLD Government DAMS Mapping)

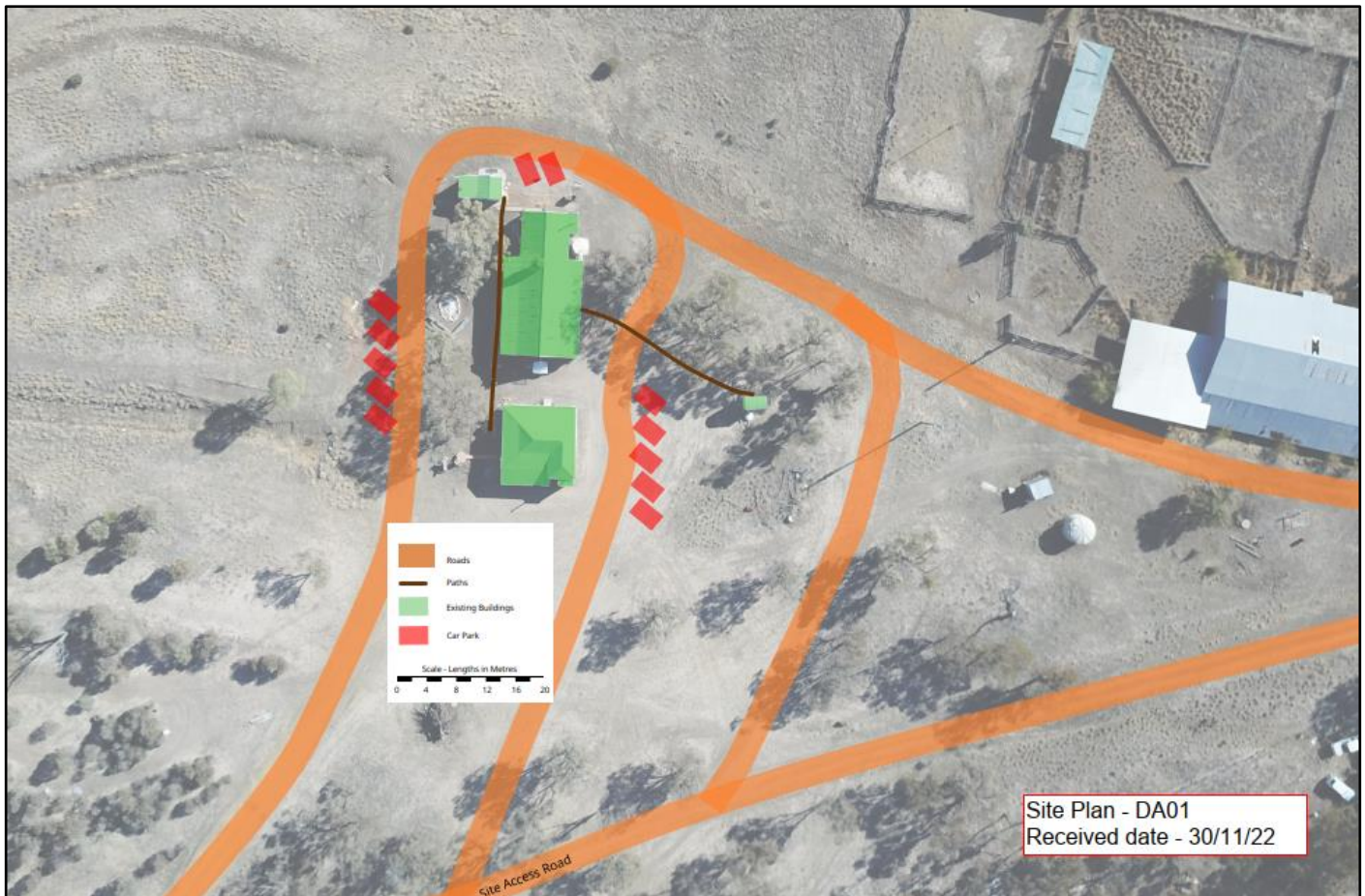
#### **4.0 DESCRIPTION OF PROPOSAL**

The proposal involves the reuse of existing buildings on site for hosting groups of up to 25 people for camps and similar activities. Outdoor education will be offered through outdoor activities like initiatives, orienteering, raft building, geocaching and archery.

Access is provided from an existing access location on Glenusk Road. The access location is accessible from both Jericho Road and Evora Road.

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





**Figure 3 – Site layout** (Source: Extract from proposal plan)

## 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 –

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

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

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

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

### The Central West Regional Plan and the State Planning Policy

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

The Local Government Infrastructure Plan

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

Schedules 9 and 10 of the Planning Regulation

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

The site is mapped as containing native vegetation and waterways for waterway barrier works. The proposal will be undertaken in existing buildings and will not impact on native vegetation or waterways and did not require referral to the State Assessment and Referral Agency (SARA).

Approval history / lawful use of the premises and adjoining premises

It is considered that the existing cattle station, dwelling house and other structures have been lawfully established.

Common material

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

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

**5.1.1 Internal Officer Comments**

The application was not referred internally to Council as the use will be undertaken in existing buildings and the site is serviced by rural services and existing access.

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

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

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

The addition of a new dwelling house will result in the start of a new use. Under the Planning Scheme, the defined use relevant to the proposal is Nature-based tourism:

**Nature-based tourism** means the use of premises for a tourism activity, including accommodation for tourists, for the appreciation, conservation or interpretation of—

- (a) an area of environmental, cultural or heritage value; or*
- (b) a local ecosystem; or*
- (c) the natural environment.*

In accordance with Table 4.4.2 of the Planning Scheme Nature-based tourism in the Rural Zone is subject to Code Assessment.

### 5.2.1 Assessment of Codes

The following codes are relevant to the proposed development.

#### **General Development Code**

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

- The existing site cover will not be increased as a result of this proposal as it involves the reuse of existing buildings
- All setbacks are existing and will not change as a result of this proposal
- The proposal is not expected to generate an unmanageable increase in local traffic
- Sufficient car parking has been provided to accommodate the amount of vehicle traffic likely to be generated by the use
- The site has existing access from Glenusk Road that is suitable for the proposed use
- The site has existing telecommunications and power supply
- The site contains an existing water tank with filter for guests
- The site contains an existing onsite sewerage septic system
- There will be no change to built form and no earthworks, therefore there will be no change to onsite stormwater flow or management
- The site is not affected by bushfire or flooding impacts
- No vegetation will be removed as part of the proposal.

#### **Rural Zone Code**

The development complies or can be conditioned to comply with the purpose, performance criteria and acceptable solutions of the Rural Zone Code. In particular the proposal will not conflict with the existing Cattle station onsite, the proposed use will use existing disused buildings that are well separated from agricultural uses onsite and the surrounding area.

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

## 6.0 CONCLUSION

Development Permit for Material Change of Use for Nature-based tourism over land at 655 Glenusk Road, Blackall, formally described as Lot 18 on EV42, 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 of 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:

- f) Nature-based tourism is an acceptable use in the Rural Zone;

- g) There will be no increase in site cover as the proposal will reuse existing buildings;  
 h) The site is sufficiently serviced and has existing access, telecommunications, electricity, onsite water and onsite sewerage;  
 Development does not conflict with the State Planning Policy 2017 and Central West Regional Plan 2009.
- 

### Link to Corporate Plan

Economic Development

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

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

### Consultation (internal/external)

Chief Executive Officer

Council Town Planners

Rates Officer

### Policy Implications

Nil

### Budget and Resource Implications

Nil

### Risk Assessment

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Nil	Low
Legal & Regulatory	Low	The application has been assessed in accordance with the Planning Act and the Blackall-Tambo Planning Scheme.	Low
People	Low	Nil	Low
Operational	Medium	Nil	Low
Environmental	Medium	The approval is conditional upon environmental considerations being adhered to.	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

### Risk Treatment

The development application has been assessed against all relevant legislation and has been properly made.







**BLACKALL-TAMBO REGIONAL COUNCIL**[Return to Agenda](#)**OFFICER REPORTS****COUNCIL MEETING DATE:** 25 January 2023**Item No:** 5.6**SUBJECT HEADING:** **Development Application – DA08-2022-2023 –  
Extension to a Tourist Park – 58 Arthur Street,  
Tambo****Author and Officer's Title:** Des Howard, Chief Executive Officer**CLASSIFICATION:** (if confidential)

*Summary: The Applicants, Clifford and Tanya Reid, seek a Development Permit for Material Change of Use for an Extension to a Tourist Park (6 units) over land at 58 Arthur Street, Tambo, formally described as Lot 47 on SP110074. The subject site contains the Tambo Caravan Park. The Applicant is proposing the addition of six (6) standalone cabins to complement the existing Tambo Caravan Park.*

*Under the Blackall-Tambo Region Planning Scheme 2020 (the Planning Scheme), the subject site is in the Recreation and Open Space Zone. The defined use that has been applied for, being a 'Tourist Park', is subject to Impact Assessment in the Recreation and Open Space 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, no submissions were received.*

*As the site adjoins a state-controlled road, the application was required to be referred to the State Assessment and Referral Agency (SARA). SARA has provided a referral agency response with conditions which relate to maintaining the access in its current location and not causing stormwater nuisance to the state-controlled road.*

*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 Impact Assessment process articulated in the Planning Act 2016, this decision report recommends approval of the development application, subject to the conditions stated herein.*

**Officer's Recommendation: That Council approves the application for a Development Permit for Material Change of Use for an Extension to a Tourist Park (6 units) over land at 58 Arthur Street, Tambo, formally described as Lot 47 on SP110074, subject to the following conditions:**

**1.0 PARAMETERS OF APPROVAL**

- 1.1 The Developer is responsible for ensuring compliance with this development approval and the conditions of the approval by an employee, agent, contractor or invitee of the Developer at all times unless otherwise stated.**
- 1.2 Where these conditions refer to "Council" in relation to requiring Council to approve or be satisfied as to any matter, or conferring on the Council a function,**

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

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

## 2.0 APPROVED PLANS AND DOCUMENTS

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

Plan/Document Name	Plan/Document Number	Revision Number	Date
Site Plan	DA-01	-	20/10/2022 (Received date)
Floor Plan & Typical Section	A.001	A	02/06/2021
Elevations	A.002	A	02/06/2021

- 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 ROOF AND ALLOTMENT DRAINAGE

- 3.1 Discharge of all roof and allotment drainage such that it does not restrict, impair or change the natural flow of runoff water or cause a nuisance to adjoining properties or infrastructure from the pre to the post-development condition.

## 4.0 STORMWATER WORKS

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

## 5.0 AMENITY AND ENVIRONMENTAL HEALTH

- 5.1 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
- 5.2 Install (where proposed) and operate all outdoor lighting to comply with *AS4282 – 1997 “Control of the Obtrusive Effects of Outdoor Lighting”*.
- 6.0 **SITE WORKS AND EROSION AND SEDIMENT CONTROL**
- 6.1 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.
- 6.2 Prepare and implement an Erosion and Sediment Control Strategy (ESCS) in accordance with the *IECA 2008 Best Practice Erosion and Sediment Control* (as amended).
- 6.3 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).
- 7.0 **ASSET MANAGEMENT**
- 7.1 Any alteration necessary to electricity, telephone, water mains, sewerage mains, and/or public utility installations resulting from the development or in connection with the development, must be undertaken and completed at no cost to Council.

#### **ADVISORY NOTES**

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

reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage (the “cultural heritage duty of care”).

## Background

### 1.0 DEVELOPMENT APPLICATION SUMMARY

**TABLE 1 – OVERVIEW OF THE DEVELOPMENT APPLICATION**

PROPERTY DETAILS	
Site address	58 Arthur Street, Tambo QLD 4478
RPD	47 on SP110074
Site Area	5,757m <sup>2</sup>
Landowners	Clifford and Tanya Reid
Existing use of land	Tambo Caravan Park
Existing development approval	The caravan park has been in operation for a substantial period and is likely to have existing use rights.
APPLICATION DETAILS	
Application No.	DA08-2022-2023
Applicant	Clifford and Tanya Reid
Application description	Development Permit for Material Change of Use for an Extension to a Tourist Park (6 units)
Decision due date	13 February 2023
Main Issues/Resolution	Nil
STATUTORY DETAILS	
Planning Scheme	Blackall-Tambo Region Planning Scheme 2020
Overlays	Nil
Zone	Recreation and Open Space Zone
Precinct	N/A
Land use definition	Tourist Park
Category of Assessment	Impact Assessment

### 2.0 PROPOSAL BACKGROUND

**TABLE 2 – OVERVIEW OF DEVELOPMENT ASSESSMENT PROCESS**

Application properly made	21 October 2022
Confirmation Notice issued	2 November 2022
Referral Agency Response	7 December 2022
Public Notification Period	25 November to 16 December 2022
Decision Due (Decision Stage)	13 February 2023

### 3.0 SITE AND SURROUNDS DESCRIPTION

The subject site is located at 58 Arthur Street, Tambo, formally known as Lot 47 on SP110074. The subject site has an area of 5,757m<sup>2</sup>, and has a 100m frontage to Arthur Street (Landsborough Highway). The site contains the existing Tambo Caravan Park.

The site is adjoined sporting fields and open space to the east, west and south and adjoins Arthur Street to the north.

The site is on the eastern edge of the Tambo township, with the Mixed use precinct directly across the road.



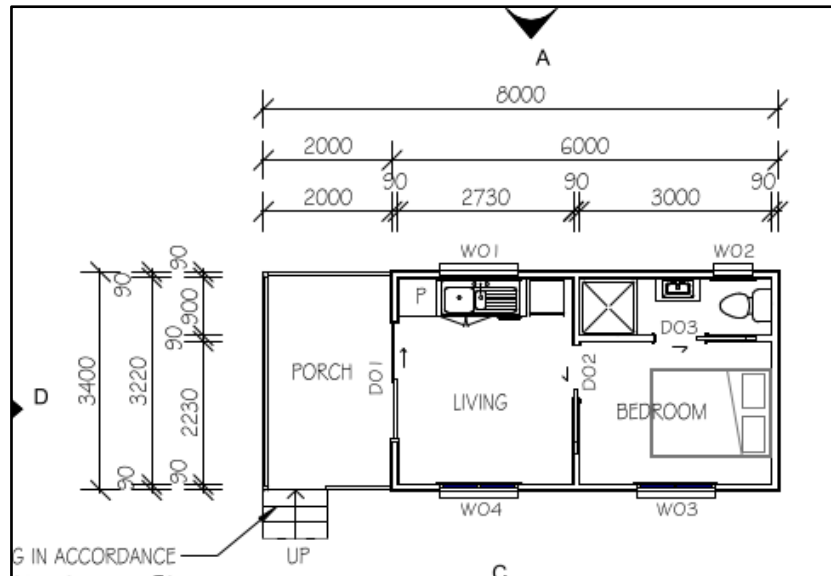
**Figure 1** – Aerial of subject site (Source: QLD Government DAMS Mapping)

### 4.0 DESCRIPTION OF PROPOSAL

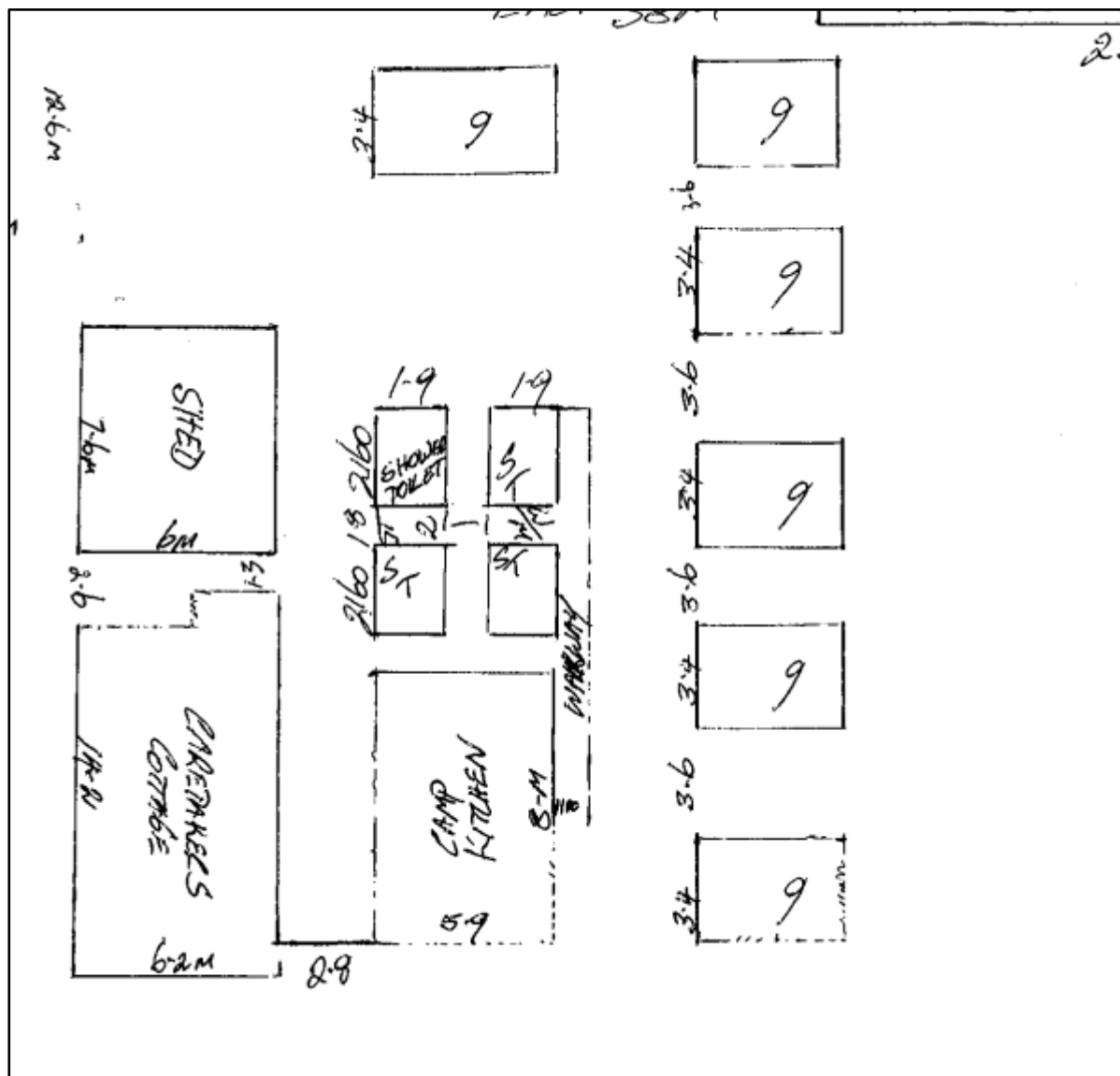
The proposal is for an Extension to a Tourist Park (6 units). Each unit will be in the form of a transportable cabin (**see Figure 2**). The cabins will be located in close proximity to the camp kitchen and bathroom amenities (**see Figure 3**).

The cabins will form part of the existing Tambo Caravan Park. Each cabin will have an area of approximately 27m<sup>2</sup> and contain one bedroom, a living area and a porch.

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



**Figure 2: Cabin layout** (Source: Extract from approved plans)



**Figure 3: Site Layout** (Source: Extract from approved plans)

## 5.0 PLANNING ASSESSMENT

In accordance with section 45 (5) of the *Planning Act 2016* (the Act), Impact Assessment is an assessment that:

- (a) **must be** carried out—
  - (i) against the assessment benchmarks in a categorising instrument for the development; and
  - (ii) having regard to any matters prescribed by regulation for this subparagraph; and
- (b) **may be** carried out against, or having regard to, any other relevant matter, other than a person's personal circumstances, financial or otherwise.

*Examples of another relevant matter— a planning need*

This framework for assessing impact assessable applications is clarified as follows –

The categorising instrument for the development is the *Blackall-Tambo Region Planning Scheme 2020*. The entire planning scheme must be assessed as relevant to the application. In this instance, relevant assessment benchmarks are encompassed by the Strategic Framework, the Recreation and Open Space Zone Code, General Development Code, and corresponding mapping and planning scheme policies. These benchmarks are addressed in section 5.2.

Where a conflict may be evident between the application and above assessment benchmarks, Council can consider any other relevant matter, such as planning need, to override the conflict and justify the non-compliance. This typically relates to matters that Council deems to be in the public interest, as opposed to personal circumstances.

The *Planning Regulation 2017* (sections 29-31) prescribes additional assessment benchmarks and other general assessment matters, which are addressed as follows:

### The Central West Regional Plan and the State Planning Policy

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

### The Local Government Infrastructure Plan

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

### Schedules 9 and 10 of the Planning Regulation

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

Under Schedule 10, a referral to the State Assessment and Referral Agency (SARA) was required as the site is within 25m of a state transport corridor being Arthur Street (Landsborough Highway), which is a state-controlled road. The application was referred to SARA and on 7 December 2022, SARA issued a referral agency response with conditions. The conditions are listed below:



1.	The road access location to the subject site is to remain at approximate Chainage 1.064km (Lat: -24.884843; Long: 146.247841).	At all times.
2.	Direct access is not permitted between the Landsborough Highway (also known as Arthur Street), the state-controlled road, and the subject site at any location other than the permitted access location as per Condition 1.	At all times.
3.	<p>(a) Stormwater management of the development must not cause material worsening to the operating performance of the state-controlled road.</p> <p>(b) Any works on the land must not:</p> <ul style="list-style-type: none"> <li>(i) create any new discharge points for stormwater runoff onto the state-controlled road;</li> <li>(ii) interfere with and/or cause damage to the existing stormwater drainage on the state-controlled road;</li> <li>(iii) surcharge any existing culvert or drain on the state-controlled road;</li> <li>(iv) reduce the quality of stormwater discharge onto the state-controlled road.</li> </ul>	At all times.

#### Approval history / lawful use of the premises and adjoining premises

The site contains an existing caravan park that has been in operation for a substantial period of time. It is considered that the existing caravan park has the benefit of existing use rights.

While the approval history of adjoining premises has not been investigated in detail, a general understanding of existing surrounding uses has been considered in this planning assessment and has informed the recommendation with a view to ensuring a compatible land use pattern if the development is approved.

#### Common material

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

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

#### **5.1.1 Public Notification**

The development application required Impact Assessment, which means public notification of the application was required. Public notification was undertaken by Council on behalf of the Applicant. No submissions were received.

#### **5.1.2 Internal Officer Comments**

The application was not internally referred as the site contains an existing use with existing services and access.



## 5.2 **BLACKALL-TAMBO REGION PLANNING SCHEME 2020**

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

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

The establishment of 6 units will result in an increase of intensification of the existing Tourist Park. Tourist Park is defined below:

### **Tourist Park:**

*means the use of premises for—*

- (a) *holiday accommodation in caravans, self-contained cabins, tents or other similar structures; or*
- (b) *(b) amenity facilities, a food and drink outlet, a manager's residence, offices, recreation facilities for the use of occupants and their visitors, or staff accommodation, if the use is ancillary to the use in paragraph (a).*

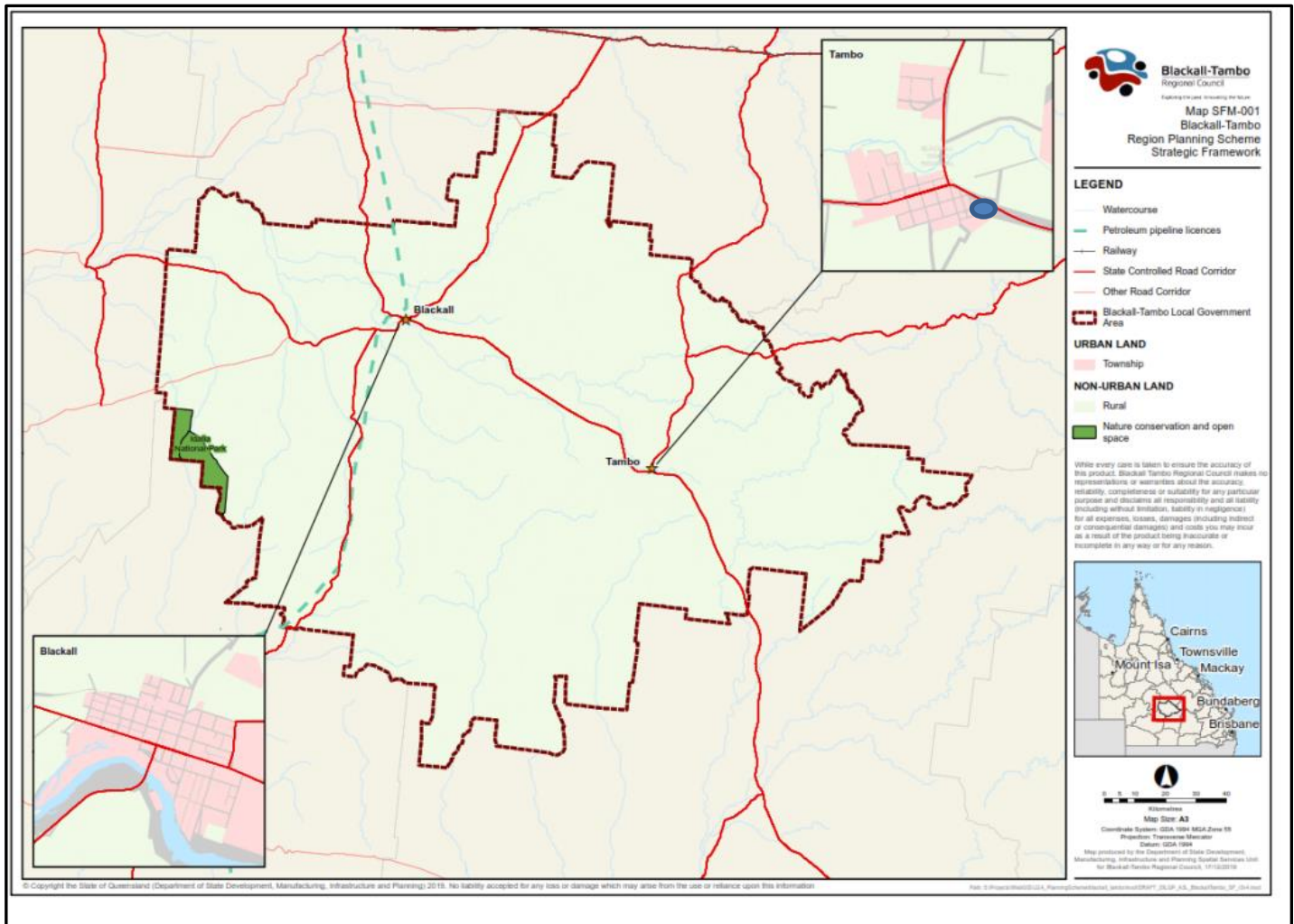
*In accordance with Table 4.4.3 of the Planning Scheme, a Tourist Park in the Recreation and Open Space Zone is subject to Impact Assessment.*

In accordance with Table 4.4.3 of the Planning Scheme, the relevant assessment benchmarks for the development application is the Planning Scheme. When assessing this application, particular consideration has been given to the following assessment benchmarks:

- Strategic Framework
- Recreation and Open Space Zone Code
- General Development Code

### **5.2.1 Assessment of Strategic Framework**

The Strategic Framework sets the policy direction for the Planning Scheme. As per the Strategic Framework Map in Figure 5, the subject site is designated as 'Urban Land', being within the township area (coloured pink) of Tambo.



**Figure 4:** Site (denoted in blue) on Strategic Framework Map (Source: Blackall-Tambo Regional Planning Scheme)

The proposal is consistent with Strategic Intent statements relating to infill development in the township areas that result in high quality and inclusive living environments that meet a broad range of community needs and occur in serviceable locations. The Extension to the Tourist Park will contribute to the Region's tourism industry by adding a different option for tourists at the existing caravan park. Relevant extracts from the Planning Scheme are as follows -

*'The planning scheme seeks to provide for development which meets and is relevant to community needs...*

*'The planning scheme builds upon the region's established communities, existing natural and historical features and traditional economic strengths, which include agriculture and tourism'.*

*Infill and renewal development within the established towns of Blackall and Tambo is encouraged ....'*

*'Tourism provides a significant contribution to the regional economy, especially in the peak period from April to October each year'.*

On this basis, there is no conflict between the development and the Strategic Framework as it relates to the site and the proposal development.

### 5.2.2 Assessment of Codes

The following codes are relevant to the proposed development:

#### Recreation and Open Space Zone Code

The site is located in the Recreation and Open Space Zone, as shown on the Zone Map for Tambo in Figure 5.



**Figure 5:** Site (denoted in blue) located within Recreation and Open Space Zone (Source: Blackall-Tambo Regional Planning Scheme)

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

- Whilst a Tourist Park is generally not envisaged in the Recreation and Open Space Zone, it is noted that the site contains an existing long established caravan park and this application is a logical expansion of the existing use
- The proposed units are in the form of relocatable cabins and are limited to one storey and are consistent with the scale of buildings in the area
- The proposal will not adversely impact on the visual amenity of the area
- The proposal will support the primary function of the site.

### **General Development Code**

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

- The site cover is reasonable for the site
- The proposal provides setbacks that can comply with QDC requirements
- Sufficient parking is provided onsite
- The proposal will utilise the existing access point to Arthur Street
- The proposal will utilise the existing onsite services
- A condition has been included to manage stormwater to ensure it is conveyed to a lawful point of discharge
- The site is not impacted by flooding
- The site is not located within a Bushfire prone area.

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

## **6.0 CONCLUSION**

This Impact assessable Development Permit for Material Change of Use for an Extension to a Tourist Park (6 units) over land at 58 Arthur Street, Tambo, formally described as Lot 47 on SP110074, 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 of 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) Whilst a Tourist Park is generally not envisaged in the Recreation and Open Space Zone, it is noted that the site contains an existing long established Tourist Park and this application is a logical expansion of the existing use
- b) The proposed units are in the form of relocatable cabins and are limited to one storey and are consistent with the scale of buildings in the area
- c) The proposal will not adversely impact on the visual amenity of the area
- d) The proposal will support the primary function of the site
- e) The proposal will utilise the existing access point and services
- f) Development does not conflict with the State Planning Policy 2017 and Central West Regional Plan 2009.

---

### **Link to Corporate Plan**

#### **Economic Development**

Outcome 1 – Business Investment – Supporting existing local businesses and the establishment of new businesses in the region.

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

**Consultation (internal/external)**

Chief Executive Officer  
Council Town Planners  
Rates Officer

**Policy Implications**

Nil

**Budget and Resource Implications**

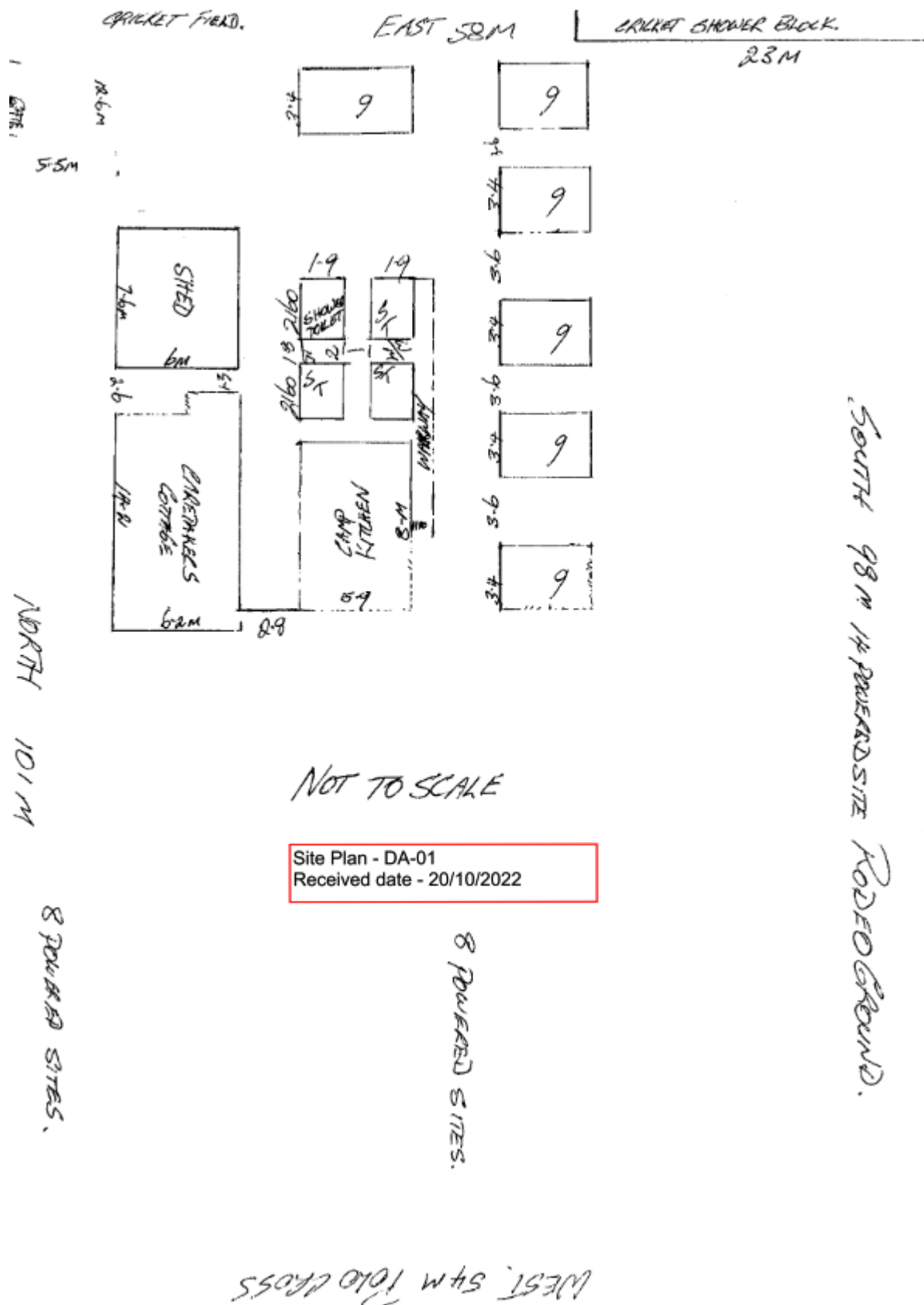
Nil

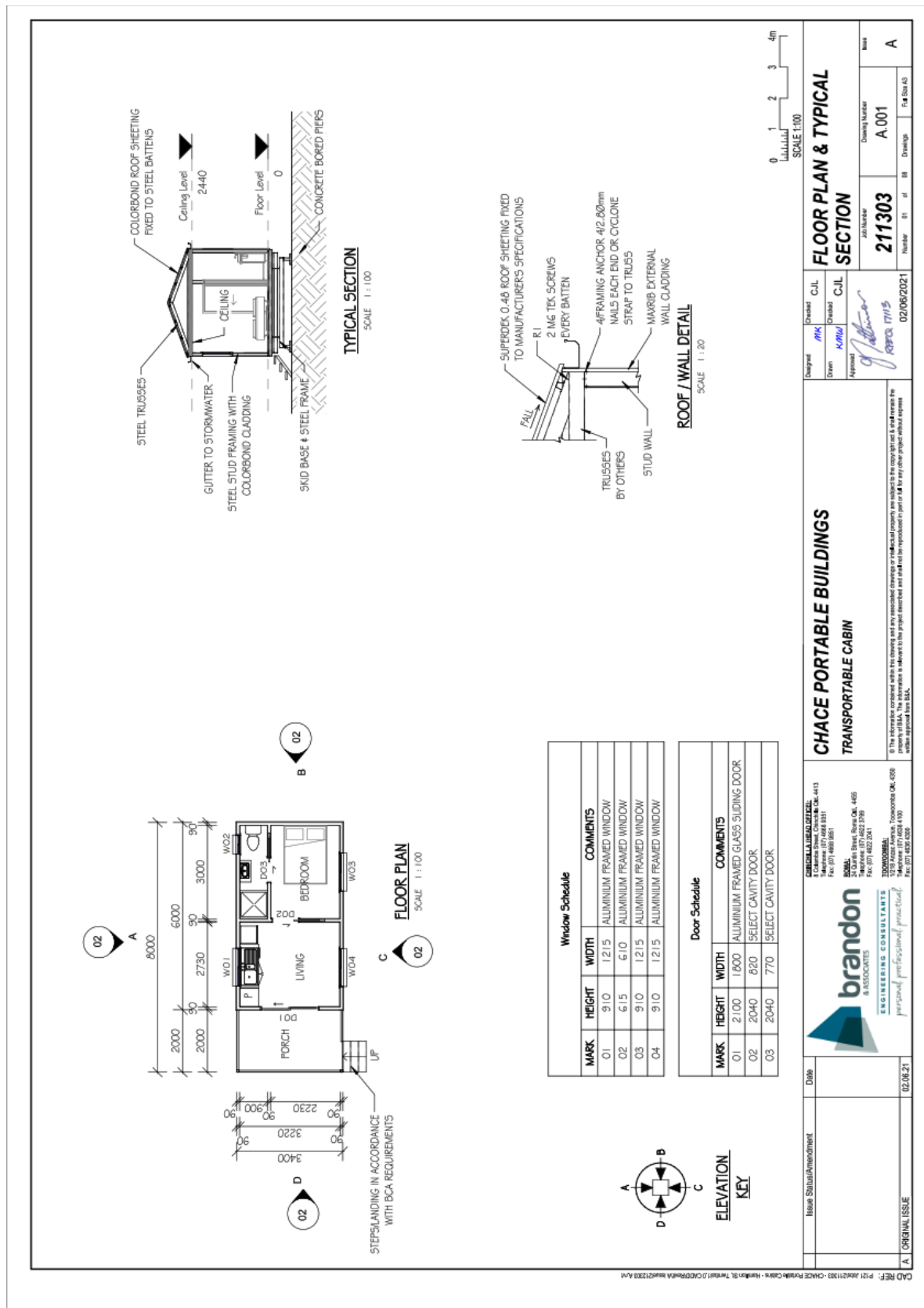
**Risk Assessment**

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Nil	Low
Legal & Regulatory	Low	The application has been assessed in accordance with the Planning Act and Blackall-Tambo Planning Scheme.	Low
People	Low	Nil	Low
Operational	Medium	Nil	Low
Environmental	Medium	The approval contains requirements relating to the environment which must be adhered to by the applicant.	Low
Strategic	Medium	Nil	Low
Ethical	Low	The application has been assessed against the relevant legislation and requirements.	Low
Reputation	Low	Nil	Low
Leadership	Low	Nil	Low

**Risk Treatment**

The development application has been assessed against all relevant legislation and has been properly made.







<p><b>ELEVATION C</b> SCALE 1:100</p> <p>ALUMINUM FRAMED DOORS &amp; WINDOWS</p> <p>Ceiling Level 2440 Floor Level 0 Ground Level -750</p>		<p><b>ELEVATION B</b> SCALE 1:100</p> <p>Ceiling Level 2440 Floor Level 0 Ground Level -750</p>		<p><b>ELEVATION A</b> SCALE 1:100</p> <p>SELECT CLADDING</p> <p>Ceiling Level 2440 Floor Level 0 Ground Level -750</p>		<p><b>ELEVATION D</b> SCALE 1:100</p> <p>SELECT ROOF SHEETING AND FLASHING</p> <p>Ceiling Level 2440 Floor Level 0 Ground Level -750</p>		<p><b>CHACE PORTABLE BUILDINGS</b> TRANSPORTABLE CABIN</p> <p>© The information contained within this drawing and any associated drawings or schedules is the property of CHACE. The information is subject to the project description and shall not be reproduced in part or in full for any other project without express written approval from CHACE.</p>		<p><b>ENGINEERING CONSULTANTS</b> brandon &amp; ASSOCIATES personal professional practice</p> <p><b>CHACE BUILDING SERVICES</b> 1 Macdonald Street, Blackall QLD 4413 Tel: (07) 4663 9351 Fax: (07) 4663 9851 1 Macdonald Street, Tambo QLD 4465 Tel: (07) 4662 2769 Fax: (07) 4662 2841</p>		<p><b>DESIGNED</b> C.J.L. C.J.L. <i>AKW</i> <i>AKW</i> <b>DRAWN</b> C.J.L. C.J.L. <i>AKW</i> <i>AKW</i> <b>APPROVED</b> <i>[Signature]</i> <i>[Signature]</i> <b>DATE</b> 02/06/2021</p>		<p><b>ELEVATIONS</b></p> <p>Job Number: <b>211303</b> Drawing Number: <b>A.002</b> Revision: <b>02</b> of <b>08</b> Scale: <b>A3</b></p>	
<p><b>Issue Status/Amendment</b></p> <p><b>A. ORIGINAL ISSUE</b></p>		<p><b>Date</b></p> <p>02.06.21</p>		<p><b>Issue Status/Amendment</b></p> <p><b>A. ORIGINAL ISSUE</b></p>		<p><b>Date</b></p> <p>02.06.21</p>		<p><b>Issue Status/Amendment</b></p> <p><b>A. ORIGINAL ISSUE</b></p>		<p><b>Date</b></p> <p>02.06.21</p>					



RA6-N



SARA reference: 2211-31951 SRA  
 Council reference: DA08-2022-2023  
 Applicant reference: -

7 December 2022

Chief Executive Officer  
 Blackall Tambo Regional Council  
 PO Box 21  
 Blackall Qld 4472  
 admin@btrc.qld.gov.au

Dear Sir/Madam

## SARA response—58 Arthur Street, Tambo

(Referral agency response given under section 56 of the *Planning Act 2016*)

The development application described below was confirmed as properly referred by the State Assessment and Referral Agency (SARA) on 10 November 2022.

### Response

Outcome:	Referral agency response – with conditions.
Date of response:	7 December 2022
Conditions:	The conditions in <b>Attachment 1</b> must be attached to any development approval.
Advice:	Advice to the applicant is in <b>Attachment 2</b> .
Reasons:	The reasons for the referral agency response are in <b>Attachment 3</b> .

### Development details

Description:	Development permit	Material change of use for a Tourist Park (extension (six (6) units))
SARA role:	Referral Agency.	
SARA trigger:	Schedule 10, Part 9, Division 4, Subdivision 2, Table 4, Item 1 (Planning Regulation 2017)	
	Development application for a material change of use within 25m of a state-controlled road	

Fitzroy/Central regional office  
 Level 2, 209 Bolsover Street,  
 Rockhampton  
 PO Box 113, Rockhampton QLD 4700

Page 1 of 6

2211-31951 SRA

SARA reference: 2211-31951 SRA  
Assessment Manager: Blackall Tambo Regional Council  
Street address: 58 Arthur Street, Tambo  
Real property description: Lot 47 on SP110074  
Applicant name: CLIFFORD C AND TANYA M REID  
Applicant contact details: 56-58 DUKE STREET  
Roma QLD 4455  
cliffreid@westnet.com.au

State-controlled road access permit: This referral included an application for a road access location, under section 62A(2) of *Transport Infrastructure Act 1994*. Below are the details of the decision:

- Approved
- Reference: TMR22-037905
- Date: 7 December 2022

If you are seeking further information on the road access permit, please contact the Department of Transport and Main Roads at [corridormanagement@tmr.qld.gov.au](mailto:corridormanagement@tmr.qld.gov.au).

## Representations

An applicant may make representations to a concurrence agency, at any time before the application is decided, about changing a matter in the referral agency response (s.30 Development Assessment Rules). Copies of the relevant provisions are in **Attachment 4**.

A copy of this response has been sent to the applicant for their information.

For further information please contact Thomas Gardiner, Principal Planning Officer, on 0749242916 or via email [RockhamptonSARA@dsdilgp.qld.gov.au](mailto:RockhamptonSARA@dsdilgp.qld.gov.au) who will be pleased to assist.

Yours sincerely



Anthony Walsh  
Manager Planning

cc Clifford C & Tanya M Reid, [cliffreid@westnet.com.au](mailto:cliffreid@westnet.com.au)

enc Attachment 1 - Referral agency conditions  
Attachment 2 - Advice to the applicant  
Attachment 3 - Reasons for referral agency response  
Attachment 4 - Representations provisions

2211-31951 SRA

**Attachment 1—Referral agency conditions**

(Under section 56(1)(b)(i) of the *Planning Act 2016* the following conditions must be attached to any development approval relating to this application)

No.	Conditions	Condition timing
<b>Material change of use</b>		
Schedule 10, Part 9, Division 4, Subdivision 2, Table 4, Item 1 —The chief executive administering the <i>Planning Act 2016</i> nominates the Director-General of the Department of Transport and Main Roads to be the enforcement authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following condition(s):		
1.	The road access location to the subject site is to remain at approximate Chainage 1.064km (Lat: -24.884843; Long: 146.247841).	At all times.
2.	Direct access is not permitted between the Landsborough Highway (also known as Arthur Street), the state-controlled road, and the subject site at any location other than the permitted access location as per Condition 1.	At all times.
3.	<p>(a) Stormwater management of the development must not cause material worsening to the operating performance of the state-controlled road.</p> <p>(b) Any works on the land must not:</p> <ul style="list-style-type: none"> <li>(i) create any new discharge points for stormwater runoff onto the state-controlled road;</li> <li>(ii) interfere with and/or cause damage to the existing stormwater drainage on the state-controlled road;</li> <li>(iii) surcharge any existing culvert or drain on the state-controlled road;</li> <li>(iv) reduce the quality of stormwater discharge onto the state-controlled road.</li> </ul>	At all times.

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**Attachment 2—Advice to the applicant**

General advice	
1.	Terms and phrases used in this document are defined in the <i>Planning Act 2016</i> its regulation or the State Development Assessment Provisions (SDAP) [v3.0]. If a word remains undefined it has its ordinary meaning.

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**Attachment 3—Reasons for referral agency response***(Given under section 56(7) of the Planning Act 2016)***The reasons for SARA's decision are:**

- The development is a material change of use for a Tourist Park (six (6) additional cabins, located at 58 Arthur Street, Tambo, described as Lot 47 on SP110074.
- The assessment benchmark which is relevant to SARA's assessment is State Development Assessment Provisions (SDAP) State code 1: Development in a state-controlled road environment (State code 1).
- The development is considered to comply with this assessment benchmark, subject to conditions.

**Material used in the assessment of the application:**

- The development application material and submitted plans
- *Planning Act 2016*
- *Planning Regulation 2017*
- The *State Development Assessment Provisions* (version [3.0]), as published by SARA
- The Development Assessment Rules
- SARA DA Mapping system
- *Human Rights Act 2019*

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## **Attachment 4—Change representation provisions**

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