



GENERAL MEETING

17 January 2024

NOTICE OF MEETING

Date: 17 January 2024

Cr AL Martin

Cr BP Johnstone

Cr PJ Pullos

Cr LP Russell

Cr JH Scobie

Cr DA Hardie

Cr GK Schluter

Please find attached the Agenda for the General Meeting to be held at the Blackall-Tambo Regional Council Chambers in Tambo, 17 January 2024 commencing at 8.30am.

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

DA Howard
Chief Executive Officer

CALENDAR OF EVENTS**February 2024**

21 February 2024	Council Meeting – Blackall
------------------	----------------------------

March 2024

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

April 2024

1 April 2024	Easter Monday
17 April 2024	Council Meeting – Blackall
25 April 2024	Anzac Day
29 April 2024	Tambo Stock Show

May 2024

6 May 2024	Labour Day
15 May 2024	Council Meeting – Tambo
18-19 May 2024	Polocrosse - Tambo
21-22 May 2024	Civic Leaders Summit

June 2024

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

July 2024

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

August 2024

21 August 2024	Council Meeting – Blackall
----------------	----------------------------

September 2024

18 September 2024	Council Meeting – Tambo
-------------------	-------------------------

October 2024

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

November 2024

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

December 2024

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

Held at Tambo Council Chambers
On Wednesday 17 January 2024
Commencing at 8.30am

Order of Business

Blue items are hyperlinked

Leave of absence/Signing of Attendance Book

Apologies: Nil

Condolences:

- Darryl James Ogden

Declarations of Conflicts of Interest

Deputations: Nil

BUSINESS

1. CONFIRMATION OF THE MEETING MINUTES

1.0 Confirmation of General Meeting Minutes	05
---	----

BUSINESS ARISING FROM THE MINUTES

1.1 Business Arising from the Minutes	13
---	----

2. PETITIONS

3. REPORTS & CORRESPONDENCE

3.1 Director of Corporate and Community Services

3.1.1 Financial Report for the month of December 2023	17
3.1.2 DFCCS Operations Report	25
3.1.3 RADF Meeting Minutes – 5th January 2024	31
3.1.4 RADF Application – Western Touring Circuit 2024	35
3.1.5 RADF Application – Blackall Historical Woolscour Association	37
3.1.6 RADF Application – Tambo Arts Council Incorporated	39
3.1.7 RADF Application – Strategic Initiative- Community Theatre	41

4.1 Director of Works and Services

4.1.1 DWS Operations Report for the month of December 2023	43
--	----

5. CEO Reports

5.1 Blackall Saleyards Monthly Report	49
5.2 Planning and Development Report	50
5.3 Development Application – DA 36-2023-2024 – 19 Ivy Street and 8 Mulberry Street, Blackall	53
5.4 Sale of Land for Overdue Rates	64
5.5 Review of Code of Conduct for Employees Policy	66

5.6	Memorandum of Understanding for the Use of the Blackall Racecourse	89
5.7	Council Subsidized Learn to Swim Lessons	91

[Return to Agenda](#)
[Next Item](#)



**MINUTES OF THE GENERAL MEETING OF
 BLACKALL-TAMBO REGIONAL COUNCIL
 HELD AT THE BLACKALL COUNCIL CHAMBERS
 ON WEDNESDAY 20th DECEMBER 2023
 AT 8.30AM**

PRESENT:

Councillors: Cr Lindsay Russell (Acting Mayor), Cr JH Scobie, Cr BP Johnstone, Cr PJ Pullos, Cr GK Schluter, Cr DA Hardie.

OFFICERS:

Mr Des Howard, Chief Executive Officer, Mr Ajay Agwan, Director of Works and Services, Mrs Andrea Saunders, Governance Coordinator.

Leave of Absence

The Mayor, Cr Andrew Martin has requested a leave of absence. Under section 165 of the *Local Government Act 2009*, Cr Lindsay Russell is Acting Mayor in the Mayor's absence.

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

That Council grant a leave of absence for Cr Andrew Martin; and note under section 165 of the *Local Government Act 2009*, Cr Lindsay Russell is Acting Mayor.

Minute No. 01/12A/23

Carried 6/0

CONDOLENCES:

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

- Arthur John Wale
- Wilma H Elmy
- Lex McPaul
- Robinanne Anderson

DECLARATIONS OF INTEREST:

Mr Des Howard for item 5.3 – I, Des Howard, inform the meeting that I have a prescribed conflict of interest in item 5.3 Chief Executive Officer's Contract of Employment. The nature of my interest is as follows:

- I am the Chief Executive Officer

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

1.1 Confirmation of General Meeting Minutes**MOTION:** **Moved: Cr PJ Pullos** **Seconded: Cr JH Scobie**

That the minutes of the General Meeting held on 15th November 2023 be taken as read and confirmed, and that the Acting Mayor be authorised to sign same.

Minute No. 02/12A/23**Carried 6/0**

3.1.1 Financial Report for the Month of November 2023

In accordance with s204 of the *Local Government Regulation 2012* a monthly financial report is required to be presented to Council. The financial report for November 2023 details Council's current financial position and compares its performance against the adopted budget for 2023-2024.

MOTION: **Moved: Cr GK Schluter** **Seconded: Cr DA Hardie**

That Council receive the Financial Report for November 2023.

Minute No. 03/12A/23**Carried 6/0**

3.1.2 DFCCS Operations Report – November 2023

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

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

That Council receive the DFCCS Operations Report for November 2023.

Minute No. 04/12A/23**Carried 6/0**

3.1.3 Ranger's Report

The Ranger's report for November is provided to Council.

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

That Council receive the Ranger's report for November 2023.

Minute No. 05/12A/23**Carried 6/0**

3.1.4 Operating Plan Review 30 September 2023

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

MOTION: **Moved: Cr GK Schluter** **Seconded: Cr DA Hardie**

That Council receive the September 2023 Operational Plan review.

Minute No. 06/12A/23

Carried 6/0

3.1.5 Blackall Gym Lease

Expressions of interest for managing the Blackall gym were called during October and six applications were received by the closing date, 31 October. Applicants were required to provide written responses to a set of questions to assist with the selection process by 4 December. Only two responses were received, and these have both been assessed with both parties being interviewed on 8 December 2023.

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

That Council:

- 1. Approve of the Blackall gym being leased to Ms Jess Johnson; and**
- 2. The Chief Executive Officer be authorised to negotiate and sign the lease document; and**
- 3. The gym fees in the 2023-2024 Fees and Charges are not applicable to the lease; and**
- 4. Ownership of all the gym equipment and items of loose plant inside the building be transferred to the lessee at no cost and the responsibility of gym equipment be addressed in the lease.**

Minute No. 07/12A/23

Carried 6/0

3.1.6 Internal Audit and Risk Management Committee – Minutes of Meeting

The Internal Audit and Risk Management Committee meeting was held on 12 December 2023.

MOTION: **Moved: Cr JH Scobie** **Seconded: Cr BP Johnstone**

That Council receive the minutes of the Internal Audit and Risk Management Committee's meeting 12 December 2023.

Minute No. 08/12A/23

Carried 6/0

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

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

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

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

Minute No. 09/12A/23

Carried 6/0

5.1 Blackall Saleyards Monthly Report

The Blackall Saleyards monthly report for November is provided to Council

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

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

Minute No. 10/12A/23

Carried 6/0

5.2 Planning and Development Report

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

MOTION: **Moved: Cr JH Scobie** **Seconded: Cr BP Johnstone**

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

Minute No. 11/12A/23

Carried 6/0

At this point, 9.23am, the Chief Executive Officer left the meeting.

5.3 Chief Executive Officer's Contract of Employment

The Chief Executive Officer's contract expires on 31 January 2023. The contract does have an option to extend.

MOTION: **Moved: Cr DA Hardie** **Seconded: Cr GK Schluter**

That Council:

- 1. Extends the contract of employment of Chief Executive Officer with Des Howard until 24 May 2024; and**
- 2. Authorises the Mayor to negotiate the contract of employment, including conditions of employment, with the Chief Executive Officer; and**
- 3. The position of Chief Executive Officer be advertised in January 2024 to enable the appointment of a new Chief Executive Officer by council after the local government election.**

Minute No. 12/12A/23

Carried 6/0

At this point, 9.29am Cr Johnstone left the meeting.

At this point, 9.29am the Chief Executive Officer returned to the meeting.

5.4 Delegations – Council to Chief Executive Officer

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

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

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 20 December 2023 to reflect any changes to the delegable powers under state legislation.

Minute No. 13/12A/23**Carried 5/0**

At this point, 9.30am Cr Johnstone returned to the meeting.

5.5 Isisford Industry Recreation and Development Association Inc. – Request for Sponsorship

The Isisford Industry Recreation and Development Association Inc are holding a 4-day event in May 2024 and have requested sponsorship of the event.

MOTION: **Moved: Cr DA Hardie** **Seconded: Cr JH Scobie**

That Council decline the request from the Isisford Industry Recreation and Development Association Inc to sponsor the 150-year celebrations as the event is ineligible under the Requests for Council Assistance Under \$10,000 Policy.

Minute No. 14/12A/23**Carried 6/0**

5.6 Blackall Work Camp Community Advisory Committee Meeting 5 December 2023

The Blackall Work Camp Community Advisory Committee held a meeting on 5 December 2023.

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

That Council receive the Blackall Work Camp Community Advisory Committee report for 5 December 2023.

Minute No. 15/12A/23**Carried 6/0**

5.7 Intention to Acquire Land for the Purpose of a Road

The Ravensbourne Road has, in the past, been built over a parcel of land that is privately owned.

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

That Council resolves to delegate to the Chief Executive Officer of Council, pursuant to section 257 of the *Local Government Act 2009*, in respect of a part of Lot 1 on RP604127 (identified as the area of new road on SP340121 and comprising an area of 1.104 hectares) each and every one of the powers referred to in schedule 1.

Schedule 1

DESCRIPTION OF POWER DELEGATED	LEGISLATION
Power to prepare, serve and amend a Notice of Intention to Resume, to discontinue a resumption and to give notice to the land registry.	Section 7 <i>Acquisition of Land Act 1967</i>
Power to consider the grounds of objection to the taking of land and to amend the notice of intention to resume or discontinue the resumption.	Section 8 <i>Acquisition of Land Act 1967</i>
Power to apply to the Minister that the land be taken and to respond to requests from the Minister for further particulars or information.	Section 9 <i>Acquisition of Land Act 1967</i>
Power to agree with the Claimant on the amount of compensation payable.	Section 12(5A) <i>Acquisition of Land Act 1967</i>
Power to serve the gazette resumption notice upon every person who is entitled pursuant to section 18 to claim compensation or is a mortgagee of the land.	Section 12(7) <i>Acquisition of Land Act 1967</i>
Power to lodge with the registrar of titles a plan of survey showing a new boundary for a lot or common property.	Section 12A <i>Acquisition of Land Act 1967</i>
Power to serve a notice of discontinuance of a resumption.	Section 16(1) <i>Acquisition of Land Act 1967</i>
Power to agree with the claimant about the amount of compensation payable under subsection (1).	Section 16(1B) <i>Acquisition of Land Act 1967</i>
Power to have the amount of compensation payable under subsection (1) taxed by an officer of the Supreme Court.	Section 16(1C) <i>Acquisition of Land Act 1967</i>
Power to agree upon the amount of compensation to be paid under subsection (4) or to agree that the amount be determined by the Land Court.	Section 17(5) <i>Acquisition of Land Act 1967</i>

Minute No. 16/12A/23**Carried 6/0****5.8 Queensland Music Trails 2024 Event**

Queensland Music Trails will be bringing the Outback Trail to Tambo in 2024.

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

That Council agree to supply in-kind support to the Outback Trail 2024 event in Tambo and enter an agreement with Queensland Music Festival for the event.

Minute No. 17/12A/23**Carried 6/0**

5.9 Queensland Ombudsman Asbestos Investigation

The Queensland Ombudsman investigated a complaint lodged with their office regarding the fire at 57 Shamrock Street, Blackall.

MOTION: **Moved: Cr JH Scobie** **Seconded: Cr DA Hardie**

That Council note the Queensland Ombudsman have finalised the complaint relating to the asbestos issues following a fire at 57 Shamrock Street, Blackall.

Minute No. 18/12A/23

Carried 6/0

5.10 Tambo Town Common Management Plan

The Tambo Town Common Management Plan has been reviewed to align with the Blackall Town Common Management Plan.

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

That Council adopt the revised Tambo Town Common Management Plan.

Minute No. 19/12A/23

Carried 6/0

5.11 Be Local Campaign

The annual Be Local campaign was conducted in the region for the upcoming Christmas period.

MOTION: **Moved: Cr BP Johnstone** **Seconded: Cr JH Scobie**

That Council note the Be Local campaign report and Council contributed \$2,790.00 to participating local businesses.

Minute No. 20/12A/23

Carried 6/0

5.12 Annual Report 2022/2023

Section 182(2) of the *Local Government Regulation 2012* requires the Annual Report to be adopted by Council within one month after the day the Auditor-General issues the report on the local government's financial statements for the financial year. The Auditor-General's report is dated 12 December 2023.

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

That Council adopt the Annual Report for the 2022/2023 financial year and a note of thanks be provided to the Manager of Finance for their work on the audit.

Minute No. 21/12A/23

Carried 6/0

5.13 Review of Drug and Alcohol Policy

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

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

That Council adopt the revised Drug and Alcohol Policy.

Minute No. 22/12A/23

Carried 6/0

CLOSURE:

There being no further business to consider, the Acting Mayor declared the Meeting closed at 9.57am.

CONFIRMATION OF MINUTES:

Confirmed by Council as a true and correct record at the General Meeting held on Wednesday 17 January 2024.

Signed.....Mayor

[Return to Agenda](#)[Next Item](#)

<u>Minute No.</u>	<u>Report Number</u>	<u>Subject</u>	<u>Resolution</u>	<u>Action By</u>	<u>Result</u>
17/12A/22	5.11	Relocation of the Tambo Library and Visitor Information Centre to the Grassland Building	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.	CEO	Work underway.
16/05A/23	5.4	Tender of Council's Sales Permit to Get Cypress Sawlogs and Tambo Sawmill	That Council, subject to approval from the Department of Agriculture and Fisheries, accept the tender for the Sales Permit 201304400 and Tambo Sawmill, Lot 6 on SP276172 for the tendered amount of \$220,000.00 (plus GST and stamp duty) from Webster's Select Timbers Trust.	CEO	The Deed of Novation has been signed by all parties. The contracts have settled.
07/12A/23	3.1.5	Blackall Gym Lease	That Council: 1. Approve of the Blackall gym being leased to Ms Jess Johnson; and 2. The Chief Executive Officer be authorised to negotiate and sign the lease document; and 3. The gym fees in the 2023-2024 Fees and Charges are not applicable to the lease; and 4. Ownership of all the gym equipment and items of loose plant inside the building be transferred to the lessee at no cost and the responsibility of gym equipment be addressed in the lease.	DFCCS	The lease agreement has been signed by both parties.

Minute No.	Report Number	Subject	Resolution	Action By	Result										
14/12A/23	5.5	Isisford Industry Recreation and Development Association Inc. – Request for Sponsorship	That Council decline the request from the Isisford Industry Recreation and Development Association Inc to sponsor the 150-year celebrations as the event is ineligible under the Requests for Council Assistance Under \$10,000 Policy.	CEO	The applicant has been advised if Council's decision.										
16/12A/23	5.7	Intention to Acquire Land for the Purpose of a Road	<div>That Council resolves to delegate to the Chief Executive Officer of Council, pursuant to section 257 of the Local Government Act 2009, in respect of a part of Lot 1 on RP604127 (identified as the area of new road on SP340121 and comprising an area of 1.104 hectares) each and every one of the powers referred to in schedule 1.</div> <div>Schedule 1</div> <table><thead><tr><th>DESCRIPTION OF POWER DELEGATED</th><th>LEGISLATION</th></tr></thead><tbody><tr><td>Power to prepare, serve and amend a Notice of Intention to Resume, to discontinue a resumption and to give notice to the land registry.</td><td>Section 7 <i>Acquisition of Land Act 1967</i></td></tr><tr><td>Power to consider the grounds of objection to the taking of land and to amend the notice of intention to resume or discontinue the resumption.</td><td>Section 8 <i>Acquisition of Land Act 1967</i></td></tr><tr><td>Power to apply to the Minister that the land be taken and to respond to requests from the Minister for further particulars or information.</td><td>Section 9 <i>Acquisition of Land Act 1967</i></td></tr><tr><td>Power to agree with the Claimant on the amount of compensation payable.</td><td>Section 12(5A) <i>Acquisition of Land Act 1967</i></td></tr></tbody></table>	DESCRIPTION OF POWER DELEGATED	LEGISLATION	Power to prepare, serve and amend a Notice of Intention to Resume, to discontinue a resumption and to give notice to the land registry.	Section 7 <i>Acquisition of Land Act 1967</i>	Power to consider the grounds of objection to the taking of land and to amend the notice of intention to resume or discontinue the resumption.	Section 8 <i>Acquisition of Land Act 1967</i>	Power to apply to the Minister that the land be taken and to respond to requests from the Minister for further particulars or information.	Section 9 <i>Acquisition of Land Act 1967</i>	Power to agree with the Claimant on the amount of compensation payable.	Section 12(5A) <i>Acquisition of Land Act 1967</i>	CEO	Complete.
DESCRIPTION OF POWER DELEGATED	LEGISLATION														
Power to prepare, serve and amend a Notice of Intention to Resume, to discontinue a resumption and to give notice to the land registry.	Section 7 <i>Acquisition of Land Act 1967</i>														
Power to consider the grounds of objection to the taking of land and to amend the notice of intention to resume or discontinue the resumption.	Section 8 <i>Acquisition of Land Act 1967</i>														
Power to apply to the Minister that the land be taken and to respond to requests from the Minister for further particulars or information.	Section 9 <i>Acquisition of Land Act 1967</i>														
Power to agree with the Claimant on the amount of compensation payable.	Section 12(5A) <i>Acquisition of Land Act 1967</i>														

<u>Minute No.</u>	Report Number	Subject	Resolution			Action By	Result
				Power to serve the gazette resumption notice upon every person who is entitled pursuant to section 18 to claim compensation or is a mortgagee of the land.	Section 12(7) <i>Acquisition of Land Act 1967</i>		
				Power to lodge with the registrar of titles a plan of survey showing a new boundary for a lot or common property.	Section 12A <i>Acquisition of Land Act 1967</i>		
				Power to serve a notice of discontinuance of a resumption.	Section 16(1) <i>Acquisition of Land Act 1967</i>		
				Power to agree with the claimant about the amount of compensation payable under subsection (1).	Section 16(1B) <i>Acquisition of Land Act 1967</i>		
				Power to have the amount of compensation payable under subsection (1) taxed by an officer of the Supreme Court.	Section 16(1C) <i>Acquisition of Land Act 1967</i>		
				Power to agree upon the amount of compensation to be paid under subsection (4) or to agree that the amount be determined by the Land Court.	Section 17(5) <i>Acquisition of Land Act 1967</i>		
17/12A/23	5.8	Queensland Music Trails 2024 Event	That Council agree to supply in-kind support to the Outback Trail 2024 event in Tambo and enter an agreement with Queensland Music Festival for the event.			CEO	The agreement has been signed.
19/12A/23	5.10	Tambo Town Common Management Plan	That Council adopt the revised Tambo Town Common Management Plan.			CEO	The plan has been updated on the website and provided to Tambo

<u>Minute No.</u>	Report Number	Subject	Resolution	Action By	Result
					Town Common Advisory Group.
22/12A/23	5.13	Review of Drug and Alcohol Policy	That Council adopt the revised Drug and Alcohol Policy.	CEO	The policy has been provided to staff and placed on Council's website.

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

COUNCIL MEETING DATE: 17 January 2024

Item No: 3.1.1

SUBJECT HEADING: Financial Report for the Month of December 2023

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

CLASSIFICATION: (if confidential)

Summary: In accordance with s204 of the Local Government Regulation 2012 a monthly financial report is required to be presented to Council. The financial report for December 2023 details Council's current financial position and compares its performance against the adopted budget for 2023-2024.

Officer's Recommendation: That Council receive the Financial Report for December 2023.

Background

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

Link to Corporate Plan

Governance

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

Consultation (internal/external)

CEO

Director of Finance

Manager of Finance

Policy Implications

Nil

Budget and Resource Implications

Nil

FINANCE REPORT TO A MEETING OF THE BLACKALL-TAMBO REGIONAL COUNCIL HELD ON 17 JANUARY 2024

Contents

- 1. Cash Position**
- 2. Monthly Cash Flow Estimate**
- 3. Comparative Data**
- 4. Capital Funding - budget V's actual**
- 5. Road Works - budget V's actual**
- 6. Rates Arrears Summary**
- 7. Capital Projects Detail**
- 8. Revenue and Expenditure Summary**

FINANCE REPORT TO A MEETING OF BLACKALL-TAMBO REGIONAL COUNCIL

HELD ON 17 JANUARY 2024

1. Cash Position as at 31 December 2023

Cash at Bank

Operating Accounts \$ 1,256,609

Short Term Investments

Queensland Treasury Corporation - Cash Fund \$ 20,000,000

Bank - Term Deposits \$ 5,000,000

\$ 26,256,609

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) \$ 2,705,468

Unspent Grants (Restricted Cash) \$ 116,814

\$ 2,822,282

	<i>Debtors</i>	<i>Creditors</i>	
Balance of recoverable debtors - estimated creditors :	2,548,405	128,906	\$ 2,419,499

Plus cash surplus	26,256,609	2,822,282	\$ 23,434,327
-------------------	------------	-----------	---------------

Working Capital **\$ 25,853,826**

2. Monthly Cashflow Estimate: January 2024

Receipts

Rates & Fees & Charges \$ 50,000

Debtors \$ 3,100,000

Grants/Subsidies \$ -

Total \$ 3,150,000

Expenditure

Payroll \$ 800,000

Creditor Payments \$ 800,000

Loan Payments \$ -

Total \$ 1,600,000

Therefore cash is expected to increase by \$ 1,550,000 in the period.

3. Comparative Data:

	December 2023	December 2022
Cash position	26,256,609	22,249,811
Working capital	25,853,826	18,548,874
Rate arrears	27,834	22,922
Outstanding debtors	2,548,405	329,745
Current creditors	128,906	11,770

FINANCE REPORT TO A MEETING OF BLACKALL-TAMBO REGIONAL COUNCIL

HELD ON 17 JANUARY 2024

4. Capital Works Summary: 1 July 2023 to 30 June 2024

	Budget	YTD Actual	% of Budget
Buildings & Other Structures	1,528,000	82,815	5%
Plant & Equipment	590,700	539,460	91%
Road Infrastructure	7,036,500	700,211	10%
Water Infrastructure	200,000	8,424	4%
Sewerage Infrastructure	975,000	2,876	0%
Total	10,330,200	1,333,786	13%

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

	Budget	Expended YTD Actual	% of Budget Expended
1. Rural Roads	13,332,300	4,388,244	33%
2. Town Streets	415,000	226,697	55%
3. RMPC Works	2,343,700	634,554	27%
Total Roads Expenditure	16,091,000	5,249,495	33%

6. Rate Arrears Summary

Total Rates Outstanding Balance \$ 71,031

Rates Outstanding Breakdown	Total	No. of Assessments
Current	\$ 43,197	50
1 Year	\$ 21,611	15
2 Years	\$ 5,341	5
3 Years and over	\$ 882	1

BTRC 2023-24 CAPITAL EXPENDITURE PROJECTS		1/07/23 to 30/06/24		SOURCES OF FUNDING		Degree of completion and relevant comments
Particulars	Budget	Expenditure YTD	% Expended	Capital Grants	Council Contribution	
BUILDINGS & OTHER STRUCTURES	1,528,000	82,815	5%	437,000	1,091,000	
Asbestos Pits Blackall & Tambo digging/fencing LRCI P4	70,000	-	0%	40,000	30,000	
Banks Park Snail Structure	6,000	11,456	191%	-	6,000	In progress
Four Mile Seating	20,000	7,519	38%	-	20,000	In progress
Blackall - LED Sign for Shamrock Street	15,000	-	0%	-	15,000	
Blackall Cultural Centre - scope of works for stump repairs	60,000	-	0%	-	60,000	
Cultural Centre lighting & acoustic matting upgrade LRCI P4	80,000	-	0%	50,000	30,000	
Blackall Pool Two Heaters -replacements	30,000	12,841	43%	-	30,000	In progress
Blackall Rodeo and Campdraft Arena upgrade LRCI P4	200,000	16,900	8%	200,000	-	In progress
Blackall Saleyards - Build-in Hay Feeders	50,000	-	0%	-	50,000	
Blackall Saleyards - 3 Loading Ramp Catwalks - WHS Issue	200,000	2,503	1%	-	200,000	In progress
Red Ridge Precinct Stage One -Clearing sites POW & Cinema	300,000	-	0%	-	300,000	
Grasslands - renovations for library and VIC	60,000	-	0%	-	60,000	
Greta Towner Statue foundation (RSL funding statue)	30,000	12,840	43%	-	30,000	Complete
Rosclare Station Repeater tower	25,000	-	0%	-	25,000	
Shade Structures Blackall Carpark, Tambo Hall and TMPC	90,000	12,179	14%	-	90,000	In progress
Stock Route Glenusk - New Tank	20,000	-	0%	20,000	-	
Stock Route Gumholes New 22,000 gal tank - DNR	21,000	-	0%	21,000	-	
Stock Route Rodds Bore solar panels and pump - DNR	16,000	-	0%	16,000	-	
Tambo Courthouse (formerly library & VIC)	100,000	-	0%	-	100,000	
Tambo Dam Beautification - carry over	30,000	-	0%	30,000	-	
Tambo Shire Hall - repairs and sanding to floor	15,000	-	0%	-	15,000	
Tambo Netball Court 10% contribution	50,000	-	0%	-	50,000	
Tambo Pool Disability Steps	10,000	-	0%	-	10,000	
Tambo Pool Heating	100,000	-	0%	-	100,000	
Tambo Pound Yards	60,000	-	0%	-	60,000	
Tambo Race Club - Access ramp and cement path LRCI P4	30,000	6,577	22%	30,000	-	In progress
Tambo Race Club - Upgrade Jockey's Change Rooms	30,000	-	0%	30,000	-	
Tambo Race Club Building - Internal Bldg. Repairs	30,000	-	0%	-	30,000	
Tambo Sawmill and Permit - Sale (Requires DAF approval)	- 220,000	-	0%	-	- 220,000	In progress

Particulars	Budget	Expenditure YTD	% Expended	Capital Grants	Council Contribution	Degree of completion and relevant comments
PLANT & EQUIPMENT	590,700	539,460	91%	80,000	510,700	
Plant Replacement including committed orders	590,700	539,460	91%	80,000	510,700	In progress
ROAD INFRASTRUCTURE	7,036,500	700,211	10%	5,726,500	1,310,000	
Blackall Main St Beautification (LRCI P4 & Council)	200,000	95,902	48%	100,000	100,000	In progress
East Walter Lane pave and seal	120,000	136,364	114%	-	120,000	Complete
Langlo Road Resheet (FEDS) Remote Roads RRUP	600,000	-	0%	480,000	120,000	
Petunia Lane pave and seal	80,000	28,230	35%	-	80,000	In progress
QRA Betterment Program (QRA & LRCI P4)	2,770,000	-	0%	2,500,000	270,000	
Queen Elizabeth and Charles Streets pave and seal LRCI	150,000	34,962	23%	148,300	1,700	In progress
Reseals - LRCI P3	808,300	29,310	4%	808,300	-	In progress
Reseals - LRCI P4 and Council	884,600	-	0%	466,300	418,300	
Scrubby Creek TIDS	215,300	129,743	60%	215,300	-	In progress
Salvia Street - R2R	458,300	39,206	9%	458,300	-	In progress
Ward Road Rehab - TIDS/R2R/Council	750,000	206,494	28%	550,000	200,000	In progress
WATER INFRASTRUCTURE	200,000	8,424	4%	-	200,000	
Water Infrastructure Renewals	200,000	8,424	4%	-	200,000	
SEWERAGE INFRASTRUCTURE	975,000	2,876	0%	775,000	200,000	
Blackall Treatment Wks. upgrade Imhoff Tank & clarifier W4Q	195,000	-	0%	195,000	-	
Capital improvements as required	200,000	-	0%	-	200,000	
Tambo New Housing lots Charles & QE Streets W4Q	100,000	-	0%	100,000	-	
Tambo - sewer upgrade Charles and QE Streets W4Q	480,000	2,876	1%	480,000	-	
TOTAL CAPITAL PROGRAM 23-24	10,330,200	1,333,786	13%	7,018,500	3,311,700	

General Ledger 2023.6.13.1

Revenue and Expenditure Summary

Page - 1

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

Blackall-Tambo Regional Council (Budget for full year)

Financial Year Ending 2024

Printed(SDAYAL): 09-01-2024 4:09:14 PM

		REVENUE			EXPENDITURE				
		31 Dec 2023		AMENDED	ORIGINAL	31 Dec 2023		AMENDED	ORIGINAL
		ACTUAL		BUDGET	BUDGET	ACTUAL		BUDGET	BUDGET
1000-0001	ADMINISTRATION								
1000-0002	Administration	128,225	43%	299,500	279,500	2,009,601	50%	3,986,300	4,116,200
1100-0002	Finance	2,420,480	23%	10,663,700	9,329,700	22,016	30%	73,900	70,000
1200-0002	Oncosts	0	0%	0	0	603,897	-158%	(383,400)	(383,400)
1300-0002	Stores/Purchasing	0	0%	0	0	(4,993)	33%	(15,200)	30,800
2000-0002	Corporate Governance	0	0%	0	0	410,694	50%	814,100	863,100
2100-0002	Business Activities	23,439	67%	35,000	35,000	21,515	19%	116,000	176,000
2150-0002	Saleyard Operations	388,133	43%	901,000	1,331,000	322,018	34%	958,100	958,100
2200-0002	Tambo Sawmill & Weighbridge	2,145	27%	8,000	4,000	29,118	45%	64,800	64,800
2350-0002	Airports/Aerodromes	69,945	51%	138,000	138,000	156,246	46%	338,900	353,900
2450-0002	Tourism	29,196	66%	44,500	42,500	191,794	50%	382,500	402,500
2500-0002	Planning & Development	39,542	88%	45,000	45,000	60,051	86%	70,000	70,000
2580-0002	Economic & Community Develop	154,654	2%	7,051,500	5,211,600	11,785	21%	55,000	60,000
2600-0002	Environmental	43,104	52%	83,100	83,100	43,937	40%	110,000	230,000
2650-0002	Animal Control	16,891	74%	22,800	22,800	7,585	38%	20,000	13,500
2700-0002	Stock Routes	96,759	81%	119,000	94,000	282,103	96%	294,000	331,000
3000-0002	Work Scheme and Community	8,827	29%	30,000	17,000	61,119	44%	139,000	152,000
3100-0002	Council Housing	89,485	62%	145,000	145,000	165,667	49%	335,800	357,800
3300-0002	Child Care Services	0	0%	0	0	7,835	39%	20,300	30,300
3350-0002	Sport and Recreation	7,025	70%	10,000	18,000	19,794	35%	56,000	60,000
3400-0002	Youth Services	0	0%	0	0	10,000	20%	50,000	80,000
3415-0002	Tambo Multi-Purpose Centre	81,950	50%	163,600	108,600	153,267	61%	250,300	324,300
3445-0002	Disability	65,208	65%	100,000	140,000	37,214	53%	70,000	110,000
3460-0002	Community Services	174,576	62%	279,800	259,800	123,525	44%	282,800	265,300
3470-0002	Miscellaneous Care Services	0	0%	0	0	0	0%	0	2,000
3500-0002	Libraries, Education and Arts	8,765	63%	14,000	14,000	114,118	47%	243,500	258,500
3570-0002	RADF & Community Assistance	53,194	100%	53,300	51,000	55,541	16%	355,300	355,300
3600-0002	Halls and Cultural Centres	1,346	45%	3,000	3,000	140,100	62%	225,400	245,400
3700-0002	Showgrounds & Sports Facilities	11,540	55%	21,000	14,000	392,811	54%	732,000	746,000
3800-0002	Corporate Buildings	0	0%	0	0	65,552	45%	145,000	155,500
1000-0001	ADMINISTRATION	3,914,428	19%	20,230,800	17,386,600	5,513,910	56%	9,790,400	10,498,900
4000-0001	WORKS AND SERVICES								
4001-0002	Works Office and Depot	0	0%	0	0	1,582,023	53%	2,962,600	3,305,200
4100-0002	Town Street Maintenance	0	0%	0	0	226,697	57%	400,000	415,000
4200-0002	Rural Roads Maintenance	38,871	2%	2,025,400	1,910,400	618,562	77%	800,000	800,000
4500-0002	Recoverable Works	4,510,406	30%	15,082,500	32,620,200	6,771,316	45%	15,075,500	32,543,200
4550-0002	Plant Operations	2,070,824	52%	3,945,000	3,545,000	1,781,839	54%	3,313,000	3,054,800
4600-0002	SES - Disaster Mgmt	22,414	31%	72,400	75,500	51,745	39%	132,900	164,800
4700-0002	Cemeteries	13,841	92%	15,000	15,000	57,303	47%	121,700	141,700
4800-0002	Parks, Gardens and Reserves	0	0%	0	0	547,094	47%	1,173,300	1,313,300
4860-0002	Aquatic Centres	0	0%	0	0	312,916	59%	532,100	587,100
5000-0002	Cleansing	181,465	48%	374,300	374,300	253,006	60%	425,100	383,100
5100-0002	Water Supply	479,012	51%	942,600	942,600	266,085	50%	532,200	546,200
5200-0002	Sewerage Services	412,188	50%	817,600	807,600	196,913	49%	398,300	458,300
4000-0001	WORKS AND SERVICES	7,729,022	33%	23,274,800	40,290,600	12,665,500	49%	25,866,700	43,712,700
TOTAL REVENUE AND EXPENDITURE		11,643,450	27%	43,505,600	57,677,200	18,179,410	51%	35,657,100	54,211,600

Account/Function Specific Comments for Revenue and Expenditure Summary Report

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

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

COUNCIL MEETING DATE: 17 January 2024

Item No: 3.1.2

SUBJECT HEADING: DFCCS Operations Report – December 2023

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 2023 is presented to Council. The report includes housing and administration, Blackall aerodrome, libraries, visitor information centres, facility bookings, and Tambo Multipurpose.

Officer's Recommendation: That Council receive the DFCCS Operations Report for December 2023.

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

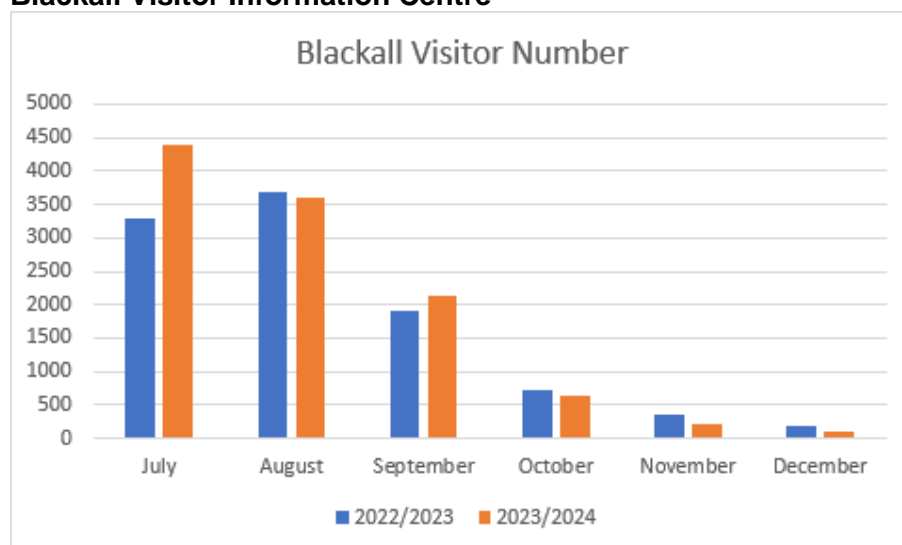
- Monthly fire alarm system inspection completed for the Cultural Centre.
- Fire Safety equipment served in facilities and buildings.

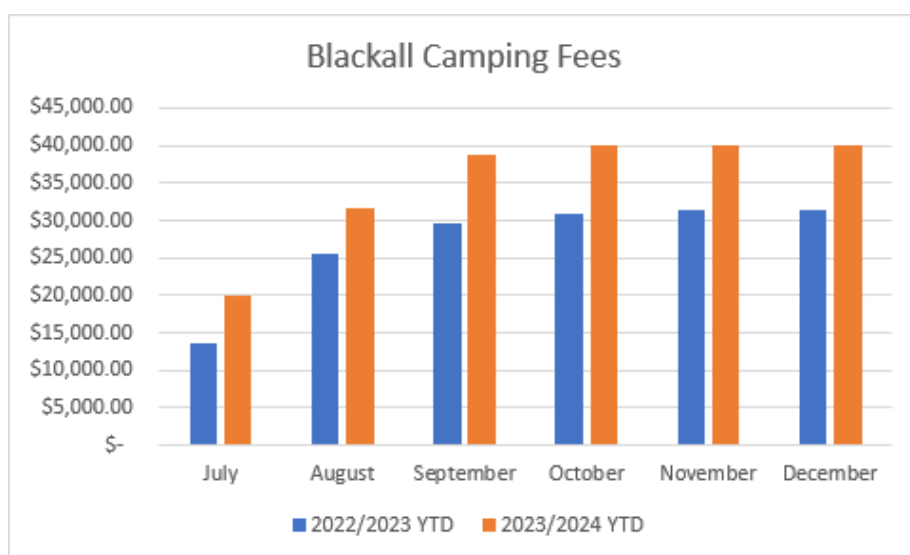
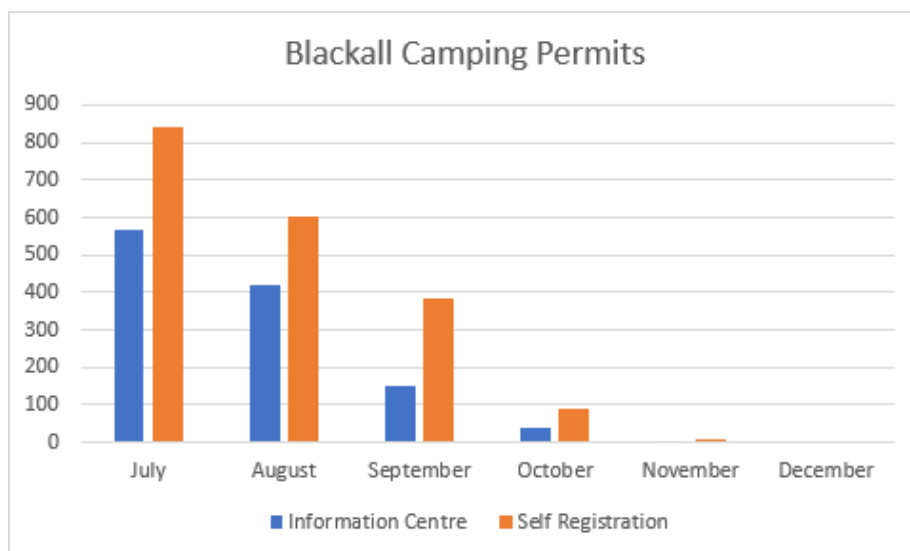
Tambo Buildings***Buildings Maintenance***

- General maintenance carried out on buildings as required.
- Installation of kitchen at 13 Edward Street has commenced.
- Vacant Council owned house at 19 Arthur Street.

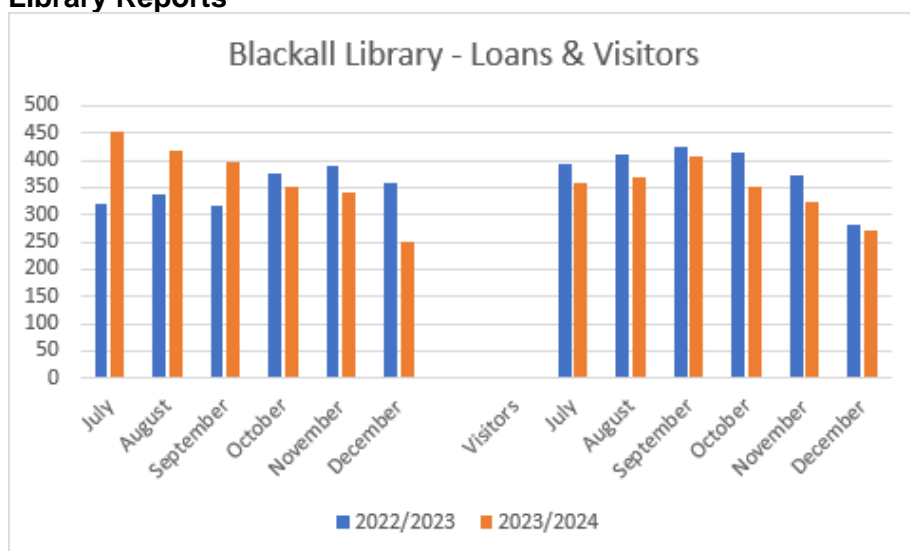
Aged Housing

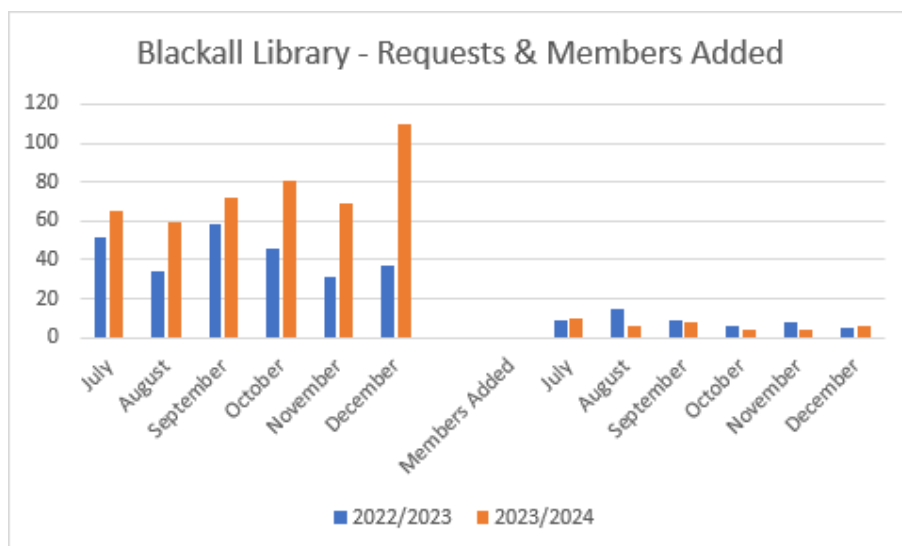
- No vacancies currently at Coolibah Village.

Blackall Visitor Information Centre

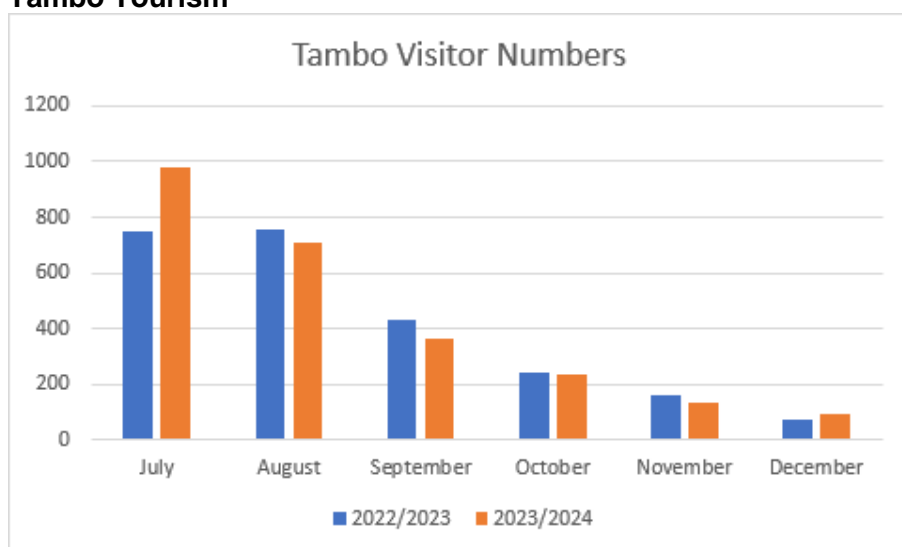


Library Reports

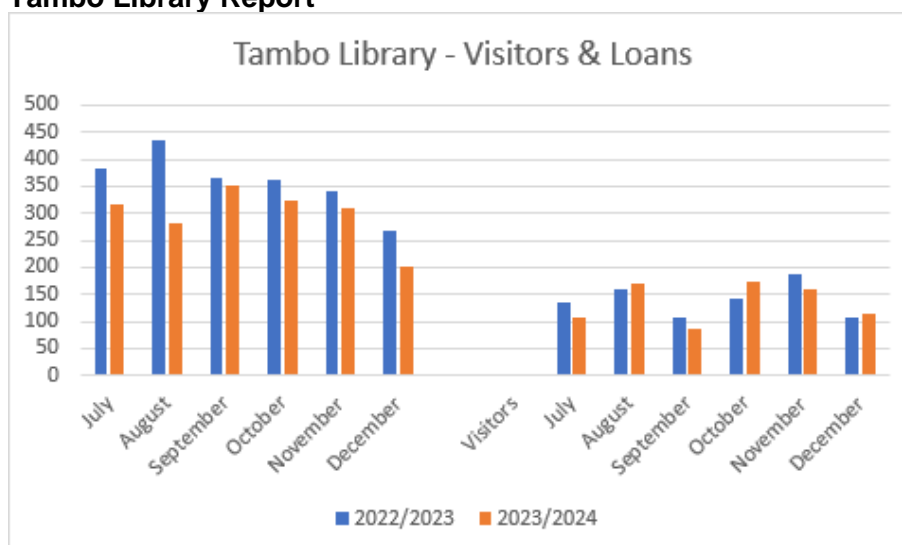


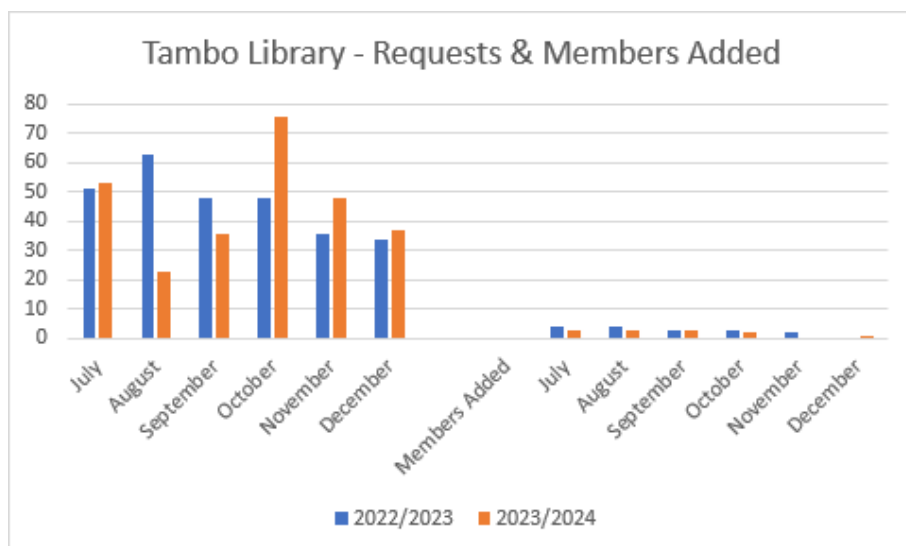


Tambo Tourism

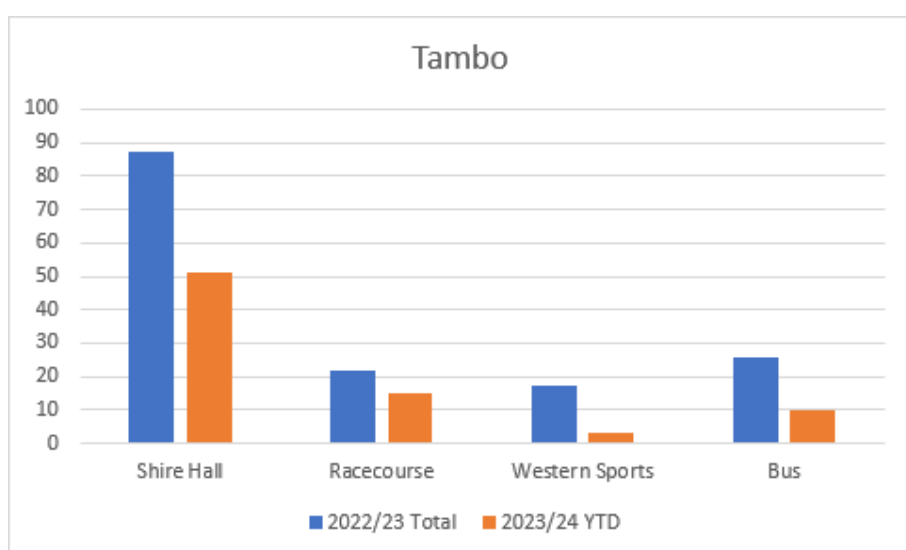
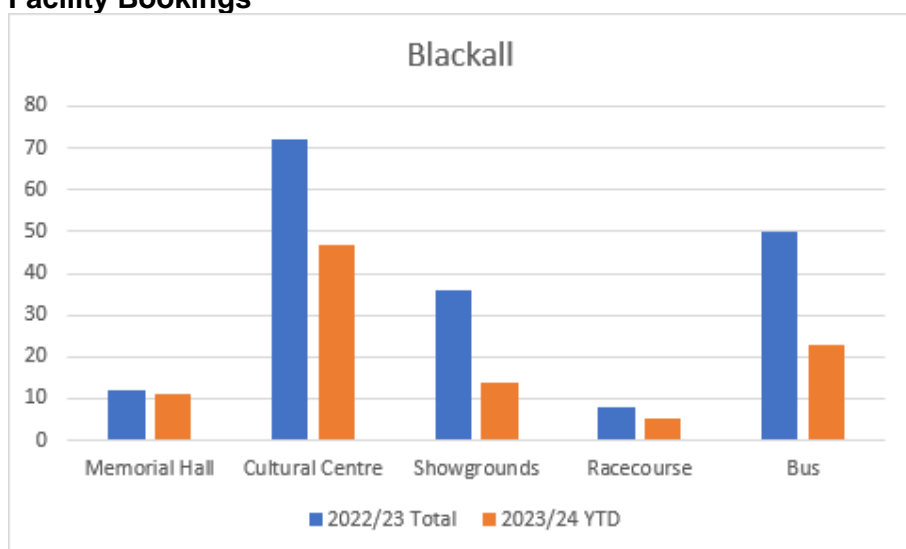


Tambo Library Report

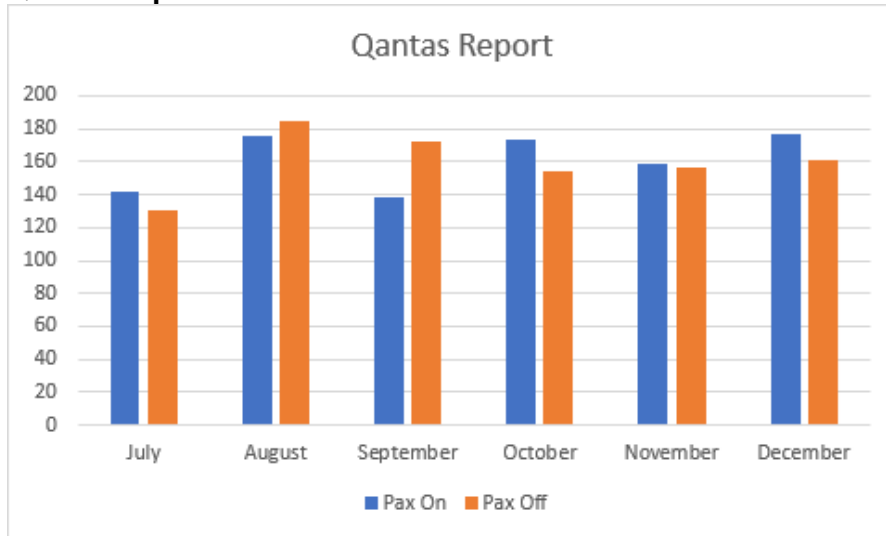




Facility Bookings



Qantas Report



Tambo Multi-Purpose Centre

- Tambo MPC held their annual Christmas lunch with 35 people in attendance.
- The Healthy Ageing Program is still running aqua fitness classes.
- The Podiatrist will be holding a clinic in January.
- Services at the center recommence on the 12th of January.
- Allied Health sessions for the month of December:
Physiotherapy – 11
Remedial Massage – 10

Link to Corporate Plan

Economic Development

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

Vibrant Communities

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

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

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

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

Governance

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

Infrastructure

Outcome 2- Airports – Aerodrome facilities in both Blackall and Tambo are Operationally safe and compliant with standards as determined by the civil aviation safety authority.

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

Consultation (internal/external)

Neighbourhood Centre Coordinator
Tambo Library and Tourism Officer
Customer Service Officers
Multi-Purpose Coordinator
Library Officer
Tourism Officer
IT Officer

Policy Implications

Nil

Budget and Resource Implications

Nil

BLACKALL-TAMBO REGIONAL COUNCIL

[Return to Agenda](#)
[Next Item](#)

OFFICER REPORTS

COUNCIL MEETING DATE: 17 January 2024

Item No: 3.1.3

SUBJECT HEADING: RADF Meeting Minutes- 5th January 2024

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

CLASSIFICATION: (if confidential)

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

Officer's Recommendation: That Council receive the meeting minutes of the RADF committee dated 5 January 2024.

Background

Applications were invited for the third round of funding for the 2023-2024 year with applications closing on December 15, 2023.

The Committee met on January 5 at 4.30pm via Zoom to assess the applications.

Two applications were submitted for the third round, and the RADF committee elected to approve both submissions.

Link to Corporate Plan

Vibrant Communities

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

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

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

Consultation (internal/external)

RADF Committee were consulted.

Policy Implications

Nil

Budget and Resource Implications

Nil

Risk Management Assessment

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Funded projects.	Low
Legal & Regulatory	Low	Nil	Low

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

Proposed Risk Treatment

Nil

General Meeting RADF Meeting**Date:** 05/01/2023**Time:** 5.00pm**Present:** Alison Shaw (RLO), Wendy Just, Pam Pullos, Pip Fearon, Linda Hardie, Ros Wood**Apologies:** Kiralee Sanderson, Jane Scobie**Motion:** That the apologies be accepted.**Moved:** Pam**Seconded:** Pip**Previous meeting minutes:**

The minutes of the previous general meeting held on 07/11/2023 have been circulated.

Motion: That the minutes be confirmed as a true and correct record of the meeting. **Moved:**

Wendy

Seconded: Ros**Business arising from previous minutes:**

Nil

Correspondence:

- Two applications for Round Three 2023/2024 were emailed to RLO.

Moved: Pam**Seconded:** Wendy**Business arising from the correspondence:**

Nil

Financial Report:

\$24,663.60 is available for the community grants program.

Business arising from Financial Report:

The process for payment has changed, previously a recipient created tax invoice was provided by Council to facilitate payments. Now the applicant must provide a tax invoice. The funding agreement letters have been updated to include the necessity of sending an invoice with the signed agreement.

That the financial report be received.

Moved: Alison**Seconded:** Pam**Assessment of Applications:**

TAC	<i>GAP – support for curator/judge</i>
Blackall Woolscour	<i>Wool wagon mural</i>

Motion: That the RADF committee approves the application received from the Tambo Arts Council Inc to support the costs of a curator/judge for the 2024 Grassland Art Prize for the amount of \$1,200.

Moved: Pam**Seconded:** Wendy

Motion: That the RADF committee approves in principle the application received from the Blackall Historical Woolscour Inc for funding to create a mural for the amount of \$4933.50 provided Woolscour itemises the budget, provides a letter of support from the school and signs the certification page.

Moved: Pam**Seconded:** Wendy

RLO to contact the applicant to provide support to itemise the budget etc.

General Business:**2023-2024 Council initiative:**

- Support for an open-air musical to be performed in Blackall and Tambo. Proposal circulated.

Motion: That the RADF Committee approve the Open-Air Musical Proposal for Blackall & Tambo as presented and allocate the RADF Council Strategic Initiative funds (\$12,000) to this project, with the funding to be managed by Red Ridge Interior Qld Ltd.

Moved: Ros

Seconded: Pip

Western Touring Circuit:

The Cubby- Flipside Circus	Blackall	Friday, April 12, 2024	\$3,800.00
The TWITS – Shake & Stir	Tambo	Wednesday, May 29th	\$3,000.00
Funny Mummies – Funny Mummies Touring	Tambo	Friday, July 19, 2024	\$3,500.00
DOLL - Red Chair	Blackall	Saturday, 5 th Oct	\$4,900.00
			\$15,200.00

Motion: The Committee supports the four Western Touring Circuit Shows for 2024 being presented in both communities, two of the touring shows will have a small, ticketed price.

Moved: Pam

Seconded: Wendy

Tambo Committee member – Re-advertise the position to secure a member for the next meeting (April).

Round 4: Open January 22nd and close March 30 in time for the recommendations to be submitted to the April 2024 Council meeting.

RLO will develop a three-year funding rounds table aligned with the Council meetings after the March election.

Next meeting: early April.

Closure: 5.45 pm

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

COUNCIL MEETING DATE: 17 January 2024

Item No: **3.1.4****SUBJECT HEADING: RADF Application – Western Touring Circuit 2024**

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

CLASSIFICATION: (if confidential)

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

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

Background

The Committee discussed the Western Touring Circuit 2024 program during their meeting on 5 January 2024.

The Committee resolved to support the four touring shows which will be presented in the region, two of the touring shows will have a small, ticketed price.

The Cubby- Flipside Circus	Blackall	Friday, April 12
The TWITS – Shake & Stir	Tambo	Wednesday, May 29
Funny Mummies – Funny Mummies Touring	Tambo	Friday, July 19
DOLL - Red Chair	Blackall	Saturday, Oct 5

Link to Corporate Plan

Vibrant Communities

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

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

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

Consultation (internal/external)

RADF Committee were consulted.

Policy Implications

Nil

Budget and Resource Implications

Funded project - \$15,000.00

Risk Management Assessment

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

Proposed Risk Treatment

Nil

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

COUNCIL MEETING DATE: 17 January 2024

Item No: 3.1.5

SUBJECT HEADING: RADF Application – Blackall Historical Woolscour Association

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

CLASSIFICATION: (if confidential)

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

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

Background

Applications were invited for the third round of funding for the 2023-2024 year with applications closing on December 15.

Two submissions were received, and the Committee elected to approve both applications.

Blackall Historical Woolscour Assoc. applied for funding to support the creation of a wool wagon mural for the amount of \$4933.50 provided Woolscour itemizes the budget, provides a letter of support from the school and signs the certification page.

Link to Corporate Plan

Vibrant Communities

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

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

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

Consultation (internal/external)

RADF Committee were consulted.

Policy Implications

Nil

Budget and Resource Implications

Funded project - \$4933.50

Risk Management Assessment

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

Proposed Risk Treatment

Nil

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

COUNCIL MEETING DATE: 17 January 2024

Item No: 3.1.6

SUBJECT HEADING: RADF Application – Tambo Arts Council Incorporated

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

CLASSIFICATION: (if confidential)

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

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

Background

Applications were invited for the third round of funding for the 2023-2024 year with applications closing on December 15.

Two applications were received, and the Committee elected to approve both submissions.

Tambo Arts Council Inc. applied for funding to support curators expenses for the 2024 Grassland Art Prize, for \$1200.00.

Link to Corporate Plan

Vibrant Communities

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

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

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

Consultation (internal/external)

RADF Committee were consulted.

Policy Implications

Nil

Budget and Resource Implications

Funded project - \$1,200.00.

Risk Management Assessment

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Funded projects.	Low

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

Proposed Risk Treatment

Nil

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

COUNCIL MEETING DATE: 17 January 2024

Item No: 3.1.7

SUBJECT HEADING: RADF Application – Strategic Initiative- Community Theatre

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

CLASSIFICATION: (if confidential)

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

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

Background

Each year the RADF Committee elects to support a strategic arts initiative with RADF program funds as identified in the annual submission to Arts Queensland.

A proposal to hold a community theatre to showcase local community groups and individuals in an outdoor musical performance in both Blackall and Tambo has been received by Not a Chimp Productions working in partnership with Red Ridge Interior Qld.

The performance will involve an original musical production written by Kendra Markwell. In August 2024 over two separate nights in outdoor areas (such as the main street in each town or a park) will be transformed into a musical venue with multiple stages.

The Audience will interact with the musical by moving to each stage to watch the story develop.

Link to Corporate Plan

Vibrant Communities

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

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

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

Consultation (internal/external)

RADF Committee were consulted.

Policy Implications

Nil

Budget and Resource Implications

Funded project - \$12,000.00.

Risk Management Assessment

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

Proposed Risk Treatment

Nil

BLACKALL-TAMBO REGIONAL COUNCIL

[Return to Agenda](#)
[Next Item](#)

OFFICER REPORTS

COUNCIL MEETING DATE: 17 January 2024

Item No: 4.1.1

SUBJECT HEADING: Director of Works and Services' Operations Report – December 2023

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

CLASSIFICATION: (if confidential)

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

Officer's Recommendation: That Council receive the Director of Works and Services' Operation Report for December 2023.

Background**Projects****Pavement Rehab Holding Treatment Landsborough Highway (Tambo-Blackall)**

Project Budget: \$4.4 Million approximately.

Project Scope: Pavement Rehabilitation holding treatment in 3 sections on Landsborough Highway (Blackall-Tambo).

Current Status: 8 Tenders received from TMR. Cost analysis and quoting for works in progress. Likely start mid-February 2024.

Snail Structure Banks Park

Project Budget: \$20,000 (GST exclusive).

Project Scope: Install a change table facility adjacent to the playground to allow users of the park to supervise children whilst caring for infants.

Current Status: 80% of works complete. Shortage of available staff due to Christmas break. Completion mid-February 2024.

General RMPC (Road Maintenance Performance Contract) FY 2324

Project Budget: \$2,343,700.60 (GST exclusive).

Project Scope: General maintenance as required of the National Highway and State-Controlled Network within the Blackall-Tambo Regional Council boundary.

Current Status: Further maintenance works scheduled.

Charles and Queen Elizabeth Street

Project Budget: \$75,000 (GST exclusive).

Project Scope: Upgrade of gravel road to bitumen.

Current Status: We have a successful tender for sewer upgrade after 3 attempts. Work to commence. After completion of sewerage works road works are undertaken. Pending pre-start meeting with Capricorn Plumbing and Drainage.

Ward Road Pave and Seal**Project Budget:** \$750,000 (GST exclusive).**Project Scope:** 4 metre double/double seal on 6m pavement from chainage 58.56km to 63.56km.**Current Status:** Works currently in early stages of commencement with plant and gravel being scheduled. Completion March 2024.**Langlo Road Re-sheeting****Project Budget:** \$600,000 (GST exclusive).**Project Scope:** 150mm Gravel re-sheet from chainage 68.7km to 78.7km (Start at Mt Edinburgh turnoff).**Current Status:** Works scheduled after the completion of the Ward Road Pave and Seal. Gravel delivery in progress.**Salvia Street Kerb, Channel and Stormwater****Project Budget:** \$458,300 (GST exclusive).**Project Scope:** Install underground drainage, agricultural pipe, kerb, and channel along the water ponding area on Salvia Street.**Current Status:** Design Complete. Tender Document is being prepared to be uploaded to Vendor Panel.**Betterment Submission (2022 April- May Event), Various Floodway Upgrades****Project Budget:** Pending procurement process.**Project Scope:** Various floodway improvements on Blackall-Emmett, Coolatai, Gartmore, Mt Pleasant, Evora Roads.**Current Status:** Design Complete. Tender documentation is being prepared to be uploaded to Vendor Panel.**Requests for Action**

- A total of 16 requests were received and actioned by the Works and Services Department for the month.

Water	4
Sewerage	2
Parks and Gardens	2
Town Streets	3
Rural Roads	1
Local Laws	0
Building Maintenance	3
Town Maintenance	1

Water and Sewerage**Water Testing**

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

Blackall

Water consumption ML	14213
Call outs - Water	0
Call outs - Sewer	0
Broken Mains/Services	3
Private Works	0

Tambo

Water consumption ML	10,000
Call outs - Water	0
Call outs - Sewer	0
Broken Mains/Services	0
Private Works	0

Parks and Gardens

Over the Christmas break both Blackall & Tambo had a skeleton crew working who maintained the parks, gardens, cemeteries as well as all other areas.

Blackall Nature Strip Maintenance

- Gardens have been maintained by our Parks and Gardens crew.

Blackall Racecourse

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

Blackall Showgrounds

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

Blackall Aquatic Centre

- Mowing and whipper snipping of Aquatic Centre.

Banks Park

- General maintenance by Parks and Gardens crew.

Albert Park

- General maintenance by Parks and Gardens crew.

Memorial Park

- General maintenance by Parks and Gardens crew.

Cultural Centre

- Preparation for events.

Blackall Town Entrances

- Mowing of grassed areas.

Barcoo River Camping Grounds

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

Blackall Airport

- Mowing and whipper snipping.

Blackall Cemetery

- Mowing and whipper snipping of Lawn Section.

Blackall Refuse Tip

- General maintenance.

Blackall Admin Office

- Mowing and whipper snipping.

Blackall Town Streets

- Mowing and whipper snipping.

Tambo Town Streets

- Mowing and whipper snipping.

Tambo Town Entrances

- Completion of the installation of bollards around the vegetation areas next to the dam.
- Mowing of grassed areas.
- Mulching of various garden beds across Tambo.

Tambo Racecourse

- General maintenance of the grounds has continued.

Western Sportsground

- General maintenance of the grounds has continued.
- Maintenance of the Polocrosse fields for events.
- Preparation of Campdraft Arena and Mayne Pavilion for events.

Tambo Dam

- General maintenance by Parks and Gardens crew.
- Installation and completion of new poly composite bollards around the grass area.

E.E Parr Park

- Footpath maintenance by Parks and Gardens crew.

Town Hall Grounds

- General maintenance by Parks and Gardens crew.

Stubby Bend Camping Grounds

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

Coolibah Walk

- Mowing and whipper snipping along pathway.

Tambo Cemetery

- General maintenance by Parks and Gardens crew.

In Kind Support

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

Workshop/Fleet

This month has consisted of general routine maintenance, servicing, and repairs over the Christmas break while all plant and machinery have been parked up. No new major breakdowns for the month.

Carrying out brake re-lines on our Haulmark side tipping trailers.

Council have received delivery of an Isuzu Dmax, Toyota Prado, 2x Walker mowers and VMS signs from this year's budget.



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

- Tralee Road – Peter M Williams – Gravel Works Underway 50% complete.
- Mt Enniskillen – Peter M Williams – Gravel Works Underway 50% complete.
 - (some reworks due to wet weather)
- Ravensbourne Road – Picone Earthmoving – Medium Formation Grading 100% complete.



Upcoming Works

- Colart Road – Contractor TBD – Medium Formation Grading.
- Scrubby Creek Road – Peter M Williams - Heavy Formation Grading and Gravel Works.
- Tumbar Road – AM Earthmoving – Heavy Formation Grading and Gravel Works.

Forward Works Program for 2024 to be determined early in the new year based on required works remaining and availability of water and gravel.

Link to Corporate Plan

Infrastructure

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

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

Environment and Heritage

Outcome 4 – Waste Management- Best practice waste management.

Consultation (internal/external)

CEO

DWS

Works Supervisors

Services Supervisor

Fleet Supervisor

Contracted Engineer

Policy Implications

Nil

Budget and Resource Implications

Nil

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

COUNCIL MEETING DATE: 17 January 2024

Item No: 5.1

SUBJECT HEADING: Blackall Saleyards Report

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

CLASSIFICATION: (if confidential)

*Summary: The Blackall Saleyards monthly report for December 2023 is provided to Council.***Officer's Recommendation: That Council receive the Blackall Saleyards monthly report for December 2023.****Background**

SALES	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YTD	2022 Totals
Spelling Cattle	8108	6094	2422	4427	4702	4960							30713	43825
Spelling Sheep	-----	-----	-----	-----	-----	-----							-----	-----
Prime & Store Sales	-----	1620	-----	-----	-----	4803							6423	26466
Weaner & Store Sales	4608	4721	2979	2300	3875	-----							18483	38817
Private Weigh (Same Day)	412	535	3203	757	276	1808							6991	20881
Private Weigh (Overnight)	1014	2304	2224	804	1304	654							8304	13697
Private Scan	1008	-----	-----	-----	-----	-----							1008	276
Bull Sales	-----	-----	58	348	-----	-----							406	349
TOTALS 2023/2024	15150	15274	10886	8636	10157	12225							72328	
TOTALS 2022/2023	17030	11785	16941	12899	19802	7033	509	5056	9243	12160	15398	16446	144311	

Link to Corporate Plan

Economic Development

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

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

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

Consultation (internal/external)

CEO

Saleyards Manager

Budget and Resource Implications

Nil

BLACKALL-TAMBO REGIONAL COUNCIL

[Return to Agenda](#)
[Next Item](#)

OFFICER REPORTS

COUNCIL MEETING DATE: 17 January 2024

Item No: 5.2

SUBJECT HEADING: Planning and Development Report

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

CLASSIFICATION: (if confidential)

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

Officer's Recommendation: That Council receive the Planning and Development Report for December 2023.

Background

The table below provides the approved development applications for December 2024.

DATE	NUMBER	DEVELOPMENT TYPE	DEVELOPMENT DETAILS	TOWN
04/12/2023	18-2023-2024	BUILDING	45 Albert Street – Shed	TAMBO
11/12/2023	35-2023-2024	BUILDING	10-12 Shamrock Street – 7 Mtr Pylon Sign Installation	BLACKALL

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. One application is currently under assessment.

1.1 An application has been made by Western Freight Link Pty Ltd, seeking a Development permit for a Material Change for a Warehouse at 19 Ivy Street and 8 Mulberry Street, Blackall formally described as Lot 7 on SP210376 and Lot 14 on SP210376.

The proposal involves the construction of 31m² shed to be used as a Warehouse. The shed will be used for unloading and loading of freight, storing, and distributing freight. Hours of operation will be 24/7. Manned hours will be Monday-Friday 10am – 5pm. Collection and distribution will be available on the weekend via appointments with the Directors.

The subject site is in the Industrial precinct of the Township zone and the application is subject to Code assessment. As the application is subject to Code assessment the application is not required to be publicly notified.

The application is now in the decision stage and will be considered at the January Council general meeting.

1.1	Council reference:	DA36-2023-2024
	Application:	Development Permit for a Material Change of Use for a Warehouse
	Street address:	19 Ivy Street and 8 Mulberry Street, Blackall
	Property description:	Lot 7 on SP210376 and Lot 14 on SP210376
	Day application was made:	8 December 2023
	Category of assessment:	Code assessment
	Public notification required:	No
	Applicant:	Western Freight Link Pty Ltd
	Status:	Decision stage

2. GENERAL PLANNING SERVICES, ENQUIRIES AND ADVICE

• 2.1 CUSTOMER REQUESTS

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

PLANNING ENQUIRIES			
Date received	Customer Details	Details of Enquiry	Status
13/12/23	Landowner	<u>Proposal</u> <ul style="list-style-type: none"> Request regarding displaying and selling art. <u>Planning details</u> <ul style="list-style-type: none"> The site is in Commercial precinct of the Township zone The site contains an existing building. <u>Advice</u> <ul style="list-style-type: none"> Displaying and selling art would be defined as a Shop The reuse of an existing building with no external building work for a Shop is accepted development in the Commercial precinct of the Township zone Accepted development means a development application is not required. 	Closed
14/12/23	Landowner	<u>Proposal</u> <ul style="list-style-type: none"> Request regarding the establishment of a habitable donga. <u>Planning details</u> <ul style="list-style-type: none"> The site is in the Township zone Most of the site is affected by the Flood hazard overlay. <u>Advice</u>	Closed

PLANNING ENQUIRIES			
Date received	Customer Details	Details of Enquiry	Status
		<ul style="list-style-type: none"> • The donga would be defined as a Dwelling house • A Dwelling house in the Township zone where in the flood hazard area is subject to code assessment • Code assessment means a development application is required to be lodged with Council • The finished floor level of the building will be required to be 300mm above the defined flood level • A subsequent building approval and plumbing approval will be required for the Dwelling house. 	
PLANNING AND DEVELOPMENT CERTIFICATES			
Date received	Customer details	Type	Status
Nil			
SURVEY PLAN APPROVALS			
Nil			
EXEMPTION CERTIFICATES			
Nil			

Link to Corporate Plan

Economic Development

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

Consultation (internal/external)

CEO

Rates Officer

Town Planners

Policy Implications

Nil

BLACKALL-TAMBO REGIONAL COUNCIL

[Return to Agenda](#)
[Next Item](#)

OFFICER REPORTS

COUNCIL MEETING DATE: 17 January 2024

Item No: 5.3

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

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

CLASSIFICATION: (if confidential)

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

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

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

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

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

Officer's Recommendation:

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

1.0 PARAMETERS OF APPROVAL

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

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

2.0 APPROVED PLANS AND DOCUMENTS

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

Plan/Document Name	Plan/Document Number	Revision Number	Date
Site Plan	DA 36-2023-2024	-	08/12/2023 (Received date)
Left, Front, Right and Back Elevation	Page 3 of 57	-	01/12/2023

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

3.0 PARAMETERS OF USE

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

4.0 ROOF AND ALLOTMENT DRAINAGE

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

5.0 STORMWATER WORKS

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

6.0 ACCESS AND PARKING WORKS

- 6.1 Design, construct and maintain the Ivy Street and Mulberry Street crossovers in accordance with the approved plans (see Condition 2.1) and generally in

accordance with the standard drawing, Figure 1 or 2, from the General Development Code of the Blackall-Tambo Region Planning Scheme.

- 6.2 Maintain a minimum of three (3) car parking spaces on-site. All car parking spaces must be clearly delineated by either line-marking or signage.

7.0 SEWERAGE AND WATER

- 7.1 The premises must be connected to Council's reticulated water and sewerage network.

- 7.2 All works must be designed, constructed and maintained in accordance with the approved plans (refer to Condition 2.1), the *Plumbing and Drainage Act, Water Services Association of Australia (WSAA), 2011, "WSA 03-11 Water Supply Code of Australia" Version 3.1* and *Queensland Department of Energy and Water Supply, 2010, Planning Guidelines for Water Supply and Sewerage*.

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

8.0 TELECOMMUNICATION AND ELECTRICITY SUPPLY

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

9.0 WASTE MANAGEMENT

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

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

10.0 AMENITY AND ENVIRONMENTAL HEALTH

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

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

11.0 SITE WORKS AND EROSION AND SEDIMENT CONTROL

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

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

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

12.0 ASSET MANAGEMENT

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

13.0 CONSTRUCTION ACTIVITIES

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

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

ADVISORY NOTES

A. Prior to commencing any construction activities, the applicant/developer will be required to obtain further development permits for building work, and plumbing and drainage work, and potentially for operational work, as required under relevant legislation for this work.

B. This approval does not negate the requirement for compliance with all other relevant Local Laws and other statutory requirements. Any provisions contained in this approval relating to the enforcement of any of the conditions shall be in addition to all other rights, powers and privileges that the Council may possess or obtain, and nothing contained in these conditions shall be construed so as to prejudice, affect or otherwise derogate or limit these rights, powers and privileges of the Council.

C. General environmental duty under the Environmental Protection Act 1994 and subordinate legislation prohibits unlawful environmental nuisance caused by noise, aerosols, particles, dust, ash, fumes, light, odour or smoke beyond the boundaries of the development site during all stages of the development including earthworks, construction and operation.

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

Background

1.0 DEVELOPMENT APPLICATION SUMMARY

TABLE 1 – OVERVIEW OF THE DEVELOPMENT APPLICATION

PROPERTY DETAILS	
Site address	19 Ivy Street & 8 Mulberry Street, Blackall
RPD	Lot 7 on SP210376 & Lot 14 on SP210376
Site Area	4,000m ²
Landowner	Western Freight Link Pty Ltd
Existing use of land	Vacant
Existing development approval	N/A
APPLICATION DETAILS	
Application No.	DA36-2023-2024
Applicant	Western Freight Link Pty Ltd
Application description	Development Application for a Development Permit for Material Change of Use for a Warehouse
Decision due date	07 February 2024
Main Issues/Resolution	Nil
STATUTORY DETAILS	
Planning Scheme	Blackall-Tambo Region Planning Scheme 2020
Overlays	N/A
Zone	Township Zone
Precinct	Industrial Precinct
Land use definition	Warehouse
Category of Assessment	Code Assessment

2.0 PROPOSAL BACKGROUND

TABLE 2 – OVERVIEW OF DEVELOPMENT ASSESSMENT PROCESS

Application lodged	08 December 2023
Decision due	07 February 2024

3.0 SITE AND SURROUNDS DESCRIPTION

The subject site is located at 19 Ivy Street & 8 Mulberry Street, Blackall formally described as Lot 7 on SP210376 & Lot 14 on SP210376. The subject site has an area of 4,000m² and has a 40m frontage to both Ivy and Mulberry Streets.

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



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

4.0 DESCRIPTION OF PROPOSAL

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

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

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

5.0 PLANNING ASSESSMENT

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

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

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

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

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

The Central West Regional Plan and the State Planning Policy

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

The Local Government Infrastructure Plan

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

Schedules 9 and 10 of the Planning Regulation

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

The application does not trigger referral to any referral agencies under Schedule 10 of the Planning Regulation.

Approval history / lawful use of the premises and adjoining premises

The site is currently vacant.

Common material

The application material has been considered in the preparation of this recommendation.

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

5.1.1 Internal Officer Comments

The application was not internally referred to Council.

5.2 BLACKALL-TAMBO REGION PLANNING SCHEME 2020

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

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

The addition of a new warehouse will result in the start of a new use. Under the Planning Scheme, the defined use relevant to the proposal is Warehouse:

Warehouse means the use of premises for—

- (a) storing or distributing goods, whether or not carried out in a building; or
- (b) the wholesale of goods, if the use is ancillary to the use in paragraph (a).

In accordance with Table 4.4.1 of the Planning Scheme a Warehouse in the Industrial precinct of the Township zone is subject to Code assessment.

5.2.1 Assessment of Codes

The following code is relevant to the proposed development.

General Development Code

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

- The proposed warehouse building will result in a site cover significantly less than 50%
- The proposed warehouse includes setbacks that are in keeping with other nearby buildings
- The height of the proposed warehouse will not exceed 8.5m
- The proposal will not lead to unmanageable increases in local traffic
- Parking can be accommodated onsite, a condition requiring a minimum three (3) car spaces has been included. This corresponds with the expected maximum number of staff onsite at any one time
- Conditions have been included to manage any amenity impacts
- The site has access to telecommunications and power supply
- The site can be connected to reticulated water and sewer services
- Conditions have been included to manage stormwater, in particular that it does not cause nuisance and is piped to a lawful point of discharge
- The site is not affected by bushfire. There is a minor flood impacts to the western boundary, however the warehouse is setback a considerable distance from this area
- No vegetation will be removed as part of the proposal.

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 a Material Change of Use for a Warehouse over land at 19 Ivy Street & 8 Mulberry Street, Blackall formally described as Lot 7 on SP210376 & Lot 14 on SP210376, is recommended for approval, subject to the conditions outlined in this report.

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

In accordance with the requirements for a decision notice under section 63 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) A Warehouse is an acceptable use in the Industrial Precinct of the Township Zone;
- b) The proposal includes a compliant site cover and height and includes setbacks that are in keeping with other nearby buildings;

- c) The site can be sufficiently serviced and has access to telecommunications, electricity, reticulated water and sewer; and
- d) Development does not conflict with the State Planning Policy 2017 and Central West Regional Plan 2009.

Attachment A – Proposal Plans

Link to Corporate Plan

Economic Development

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

Consultation (internal/external)

Chief Executive Officer

Council Town Planner

Rates Officer

Policy Implications

Nil

Budget and Resource Implications

Nil

Risk Management Assessment

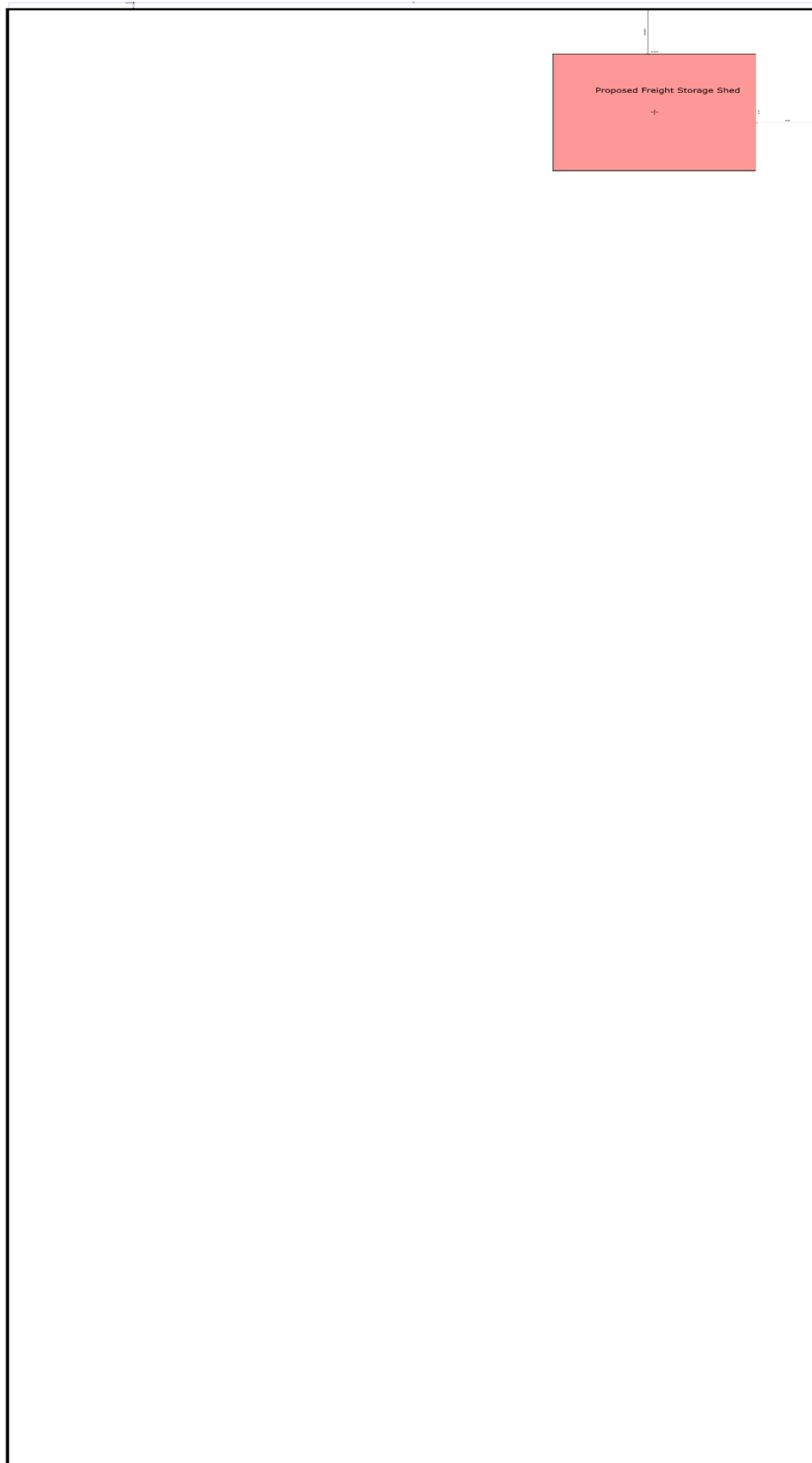
Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Nil	Low
Legal & Regulatory	Low	The application has been assessed in accordance with the Planning Act and the Blackall-Tambo Planning Scheme.	Low
People	Low	Nil	Low
Operational	Medium	Nil	Low
Environmental	Medium	Nil	Low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

Risk Treatment

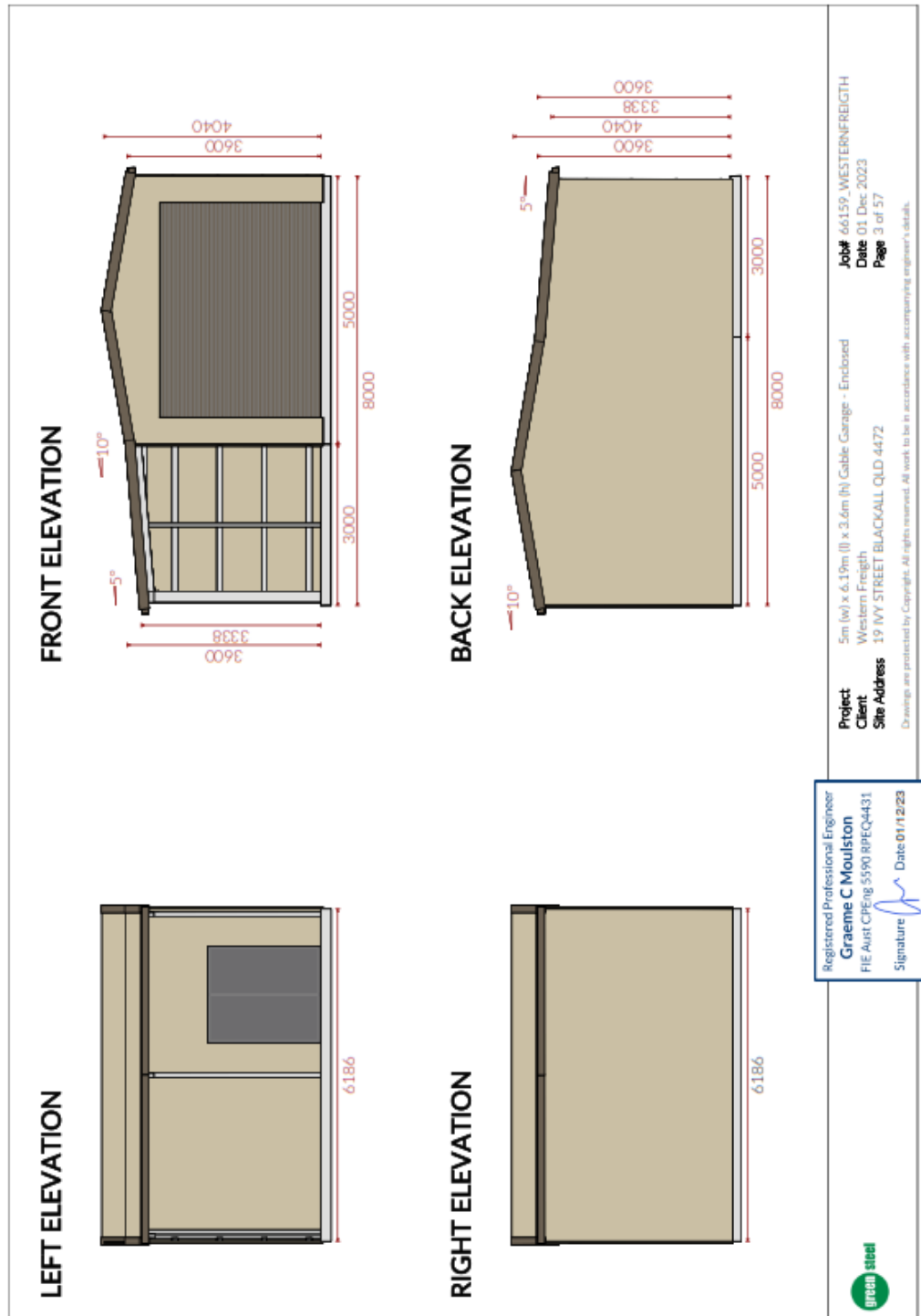
Nil

19 Ivy Street

Site Plan
Scale: 1:1000
Date: 10/10/2023
Drawn: [Redacted]



8 Mulberry Street



BLACKALL-TAMBO REGIONAL COUNCIL

[Return to Agenda](#)
[Next Item](#)

OFFICER REPORTS

COUNCIL MEETING DATE: 17 January 2024

Item No: 5.4

SUBJECT HEADING: Sale of Land for Overdue Rates

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

CLASSIFICATION: (if confidential)

Summary: The rate assessment has overdue rates or charges which have been overdue for at least 3 years. As per Council's Rates Recovery Policy reminder notices have been issued by Council and Council's Solicitor. Despite the reminder notices and correspondence from our Solicitor, no genuine commitment has been made to reduce the outstanding amounts.

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

Background

Section 140(1)(c)(i) of the Local Government Regulation 2012 allows local governments to sell land for overdue rates and charges if some or all of the overdue rates and charges have been overdue for at least generally, 3 years.

The rate assessment in the table below has overdue rates or charges which have been overdue for at least 3 years. As per Council's Rates Recovery Policy, reminder notices have been issued by Council and Council's solicitor. Despite reminder notices and correspondence from our solicitor no genuine commitment has been made to reduce the outstanding amounts.

Property Description	1 year	2 years	3 years	Current	Interest	Balance
L2 on RP602517 – Dwelling at 64 Thistle Street Blackall	\$2417.74	\$2326.40	\$882.23	\$1276.64	\$1273.89	\$8176.90

Link to Corporate Plan

Governance

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

Consultation (internal/external)

Chief Executive Officer

Rates Officer

Policy Implications

Rates Recovery Policy

Budget and Resource Implications

\$8176.90

Risk Management Assessment

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Rates recovered with settlement sales.	Low
Legal & Regulatory	Low	Compliant with section 140 of the Local Government Regulation 2012.	Low
People	Low	Nil	Low
Operational	Medium	Nil	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Nil	Low
Ethical	Low	Nil	Low
Reputation	Low	As per Council's Rates Recovery Policy.	Low
Leadership	Low	Nil	Low

Proposed Risk Treatment

Nil

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

COUNCIL MEETING DATE: 17 January 2024

Item No: 5.5

SUBJECT HEADING: Review of Code of Conduct for Employees Policy

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

CLASSIFICATION: (if confidential)

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

Officer's Recommendation: That Council adopt the revised Code of Conduct for Employees Policy.

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.

Existing 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.

Stat 5 – Code of Conduct for Employees Policy was last reviewed on 20 February 2019. The policy outlines Council's expectations regarding the conduct of its Employees, Contractors and Volunteers; and provides guidelines on acceptable behaviors towards other staff members and the general public. There are a couple of minor amendments to the policy and updated Acts and Regulations to better clarify this process.

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

Link to Corporate Plan

Governance

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

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

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

Consultation (internal/external)

Chief Executive Officer

Director of Finance, Corporate and Community Services

Director of Works and Services

Human Resource Officer

Work Health and Safety Advisor

Policy Implications

Code of Conduct for Employees

Budget and Resource Implications

Nil

Risk Management Assessment

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Nil	Low
Legal & Regulatory	Low	Nil. Regular reviews assist Council to meet changing requirements.	Low
People	Low	Reviews of policies provide more guidance to staff.	Low
Operational	Medium	Nil	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

Risk Treatment

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



Blackall-Tambo Regional Council

Code of Conduct for Employees

Policy Number: Stat 5	Adoption Date: 11 June 2008
Version Number: 6	Review Date: 20 February 2019
Policy Compiled by: Chief Executive Officer	Current Version: 10 January 2024
Policy Approved by: Chief Executive Officer	Next Revision: 10 January 2028

SCOPE

All Council employees, contractors and volunteers must be familiar with and follow the principles and content of the Code of Conduct.

The Code is concerned with our conduct as employees and behaviour as individuals at work and outside the workplace where particular behaviour may be directly related to our employment and Council activities and in other circumstances where our actions may impact upon the public reputation and activities of Council.

PURPOSE

A Code of Conduct is a set of standards and behaviours that places a responsibility on each of us to use sound judgement while at work or undertaking activities that may reflect on our employment with or by the Council.

It aims to deliver best practice by ensuring those standards are clear and guided by sound ethics. By consistently applying these standards, we enhance public trust and confidence in each of us as individuals and the Council. This Code does not interfere with your rights as a private citizen or a ratepayer.

The Code is not intended to cover every situation; however, the principles, values, ethics, standards and behaviours outlined are a reference point to help make decisions in situations that it does not directly cover. If you act in good faith and in keeping with the spirit of the Code, you can expect to be supported by your manager, supervisor, work colleagues and your employer.

REFERENCE (E.G. LEGISLATION, RELATED DOCUMENTS)

- *Public Sector Ethics Act 1994*
- *Local Government Act 2009*
- *Industrial Relations Act ~~2016~~1999*
- *Local Government Regulation 2012*
- *Crime and Corruption Act 2001*
- *Public Interest Disclosure Act ~~2013~~2010*
- *Anti-Discrimination Act 1991*
- *Information Privacy Act 2009*
- *Right to Information Act 2009*

Policy Number: Stat 5	Version number: 65	Adopted by Blackall-Tambo Regional Council	Page 1 of 21
-----------------------	------------------------------	--	--------------



Blackall-Tambo
Regional Council

Code of Conduct for Employees

- *Working with Children (Risk Management & Screening ~~and other Legislation~~) Amendment Act 2019*
- *Copyright Act 1968*
- *-Environmental Protection Act 2017*~~1994~~
- *Workplace Health and Safety Act 2011*

Council related documents:

- All Council Policies, Procedures, Guidelines and Charters

DEFINITIONS

To assist in interpretation, the following definitions shall apply:

CEO	Chief Executive Officer
Council	Blackall-Tambo Regional Council
PPW	People Performance and Wellbeing
Employee	An individual who is paid to perform work for Council and includes senior contract officers but does not include third party service providers under a service delivery contract.
Social custom	A practice followed by people of a particular group or region.
Unsatisfactory performance	Performance below the level acceptable for continued employment at the classification at which the staff member is currently appointed.

CONTEXT

Council must conduct all of its activities with integrity, honesty and fairness and comply with all relevant laws, regulations, codes and corporate standards.

Everyone working for Council must follow the highest standards of behaviour when dealing with customers and each other. The Council and Leadership Team must encourage a culture where ethical conduct is recognised, valued and followed at all levels.

Council actively supports, encourages and develops its employees to work safely, be customer focused, use technology and other assets effectively, adapt to changes and improve their own capabilities and contribute to Council's Community, Corporate and Operational Plans.

The *Public Sector Ethics Act 1994* identifies four ethical principles fundamental to good public administration that should guide our behaviour as Council employees and form the basis for this Code of Conduct. The four principles are:

1. Integrity and impartiality;
2. Promoting the public good;
3. Commitment to the system of government; and
4. Accountability and transparency.

Policy Number: Stat 5	Version number: 6	Adopted by Blackall-Tambo Regional Council	Page 2 of 21
-----------------------	----------------------	--	--------------



Blackall-Tambo
Regional Council

Code of Conduct for Employees

The *Local Government Act 2009* sets out the way in which a local government is constituted and the nature and extent of its responsibilities and powers. The Act requires that a Council's actions are consistent with the following local government principles:

- transparent and effective processes, and decision-making in the public interest;
- sustainable development and management of assets and infrastructure, and delivery of effective services;
- democratic representation, social inclusion and meaningful community engagement;
- good governance of, and by, local government; and

These legislated principles, together with Council's corporate values, form the basis of this Code of Conduct. They apply to all employees and guide our thinking, actions and decision-making. A guide to ethical decision-making is included at Appendix A to help you in situations not covered by the Code.

The values we share as employees of Council are:

- Consistency and Fairness – we will deal with all issues, including the management of change by achieving the fairest outcome possible and by being consistent in our decision making
- Results – we are focused on achieving results and in creating value for customers
- Integrity and Honesty – we will operate with honesty and integrity, fostering transparency in whatever we do and promoting public trust and continued confidence
- Teamwork and Staff Development – we value collaborative effort by staff and are committed to encouraging professional development and learning ~~as important~~ across the organisation
- Inclusiveness and Fair Representation – we will listen to, respect the views of, strive to engage with and meet the reasonable expectations of our communities in a professional, compassionate and responsive manner
- Continuous Improvement and Innovation – we will achieve value for our communities by utilising more innovative, effective and efficient ways of producing results for our customers
- Accountability – in focusing on results and creating value for our customers, we own our successes and failures
- Leadership – we will demonstrate high standards of leadership in guiding the community to support and participate in achieving Council's vision and mission.

CODE OF CONDUCT PRINCIPLES

1.1.6 First Principle - Integrity and Impartiality

The *Public Sector Ethics Act 1994* Division 2, Section 6 States:

"In recognition that public office involves a public trust, public service agencies, public sector entities and public officials seek to promote public confidence in the integrity of the public sector and –

- a) are committed to the highest ethical standards; and
- b) accept and value their duty to provide advice, which is objective, independent, apolitical and impartial; and

Policy Number: Stat 5	Version number: 6	Adopted by Blackall-Tambo Regional Council	Page 3 of 21
-----------------------	----------------------	--	--------------



Blackall-Tambo
Regional Council

Code of Conduct for Employees

- c) show respect towards all persons, including employees, clients and the general public; and
- d) acknowledge the primacy of the public interest and undertake that any conflict of interest issue will be resolved or appropriately managed in favour of the public interest; and
- e) are committed to honest, fair and respectful engagement with the community.”

Operationally, this requires the following standards of behaviour:

1.1.6.1 Conflicts of Interest

When making decisions, you must declare any conflicts of interest that could affect your objectivity in carrying out your duties.

A conflict of interest involves a conflict between your official duties and responsibilities in serving the public interest and your private interests. A conflict of interest can arise from avoiding personal losses as well as gaining personal advantage – whether financial or otherwise. This includes advantages to relatives and friends.

If you believe you have a conflict of interest, whether real or perceived, you must tell your supervisor promptly. Until the matter is resolved, you must make sure you are not part of any decision-making processes related to the matter.

If you feel you have a conflict of interest between professional and corporate values, discuss it with your supervisor. The CEO will make the ultimate determination of whether a conflict of interest exists or not.

You may be required to supply details of interests to the CEO to be recorded and retained in Council's official files.

All employees should familiarise themselves with the Employee Conflict of Interest Policy.

1.1.6.2 Influences on Decision-Making

You must not influence any person in an improper way with the aim to obtain personal advantage or favours. All decisions need to be, and be seen to be, fair and transparent. This can be achieved in a number of ways, including clear record-keeping and showing how decisions were made.

You must not in any way misrepresent your qualifications, experience or expertise in any recruitment and selection process.

Appendix A has more information about how to undertake ethical decision making: see 'A Guide for Ethical Decision-Making'.

1.1.6.3 Accepting Gifts and Benefits

Occasionally you may be offered gifts or benefits from people with whom you do business.

Pursuant to section 199(3) of the *Local Government Act 2009*, it is an offence for an employee to ask for, or accept, a fee or other benefit for doing something as a local government employee. However, section 199(3) does not apply to remuneration paid by Council or a benefit that has only a nominal value.

Policy Number: Stat 5	Version number: 6	Adopted by Blackall-Tambo Regional Council	Page 4 of 21
-----------------------	----------------------	--	--------------



Blackall-Tambo
Regional Council

Code of Conduct for Employees

The acceptance of gifts or benefits of a nominal value may be permitted in limited circumstances; however, as a rule you must not accept any gifts or benefits if, there is a possibility that in doing so, you could create a real or perceived conflict of interest or be seen to be receiving a bribe.

The test to apply is whether you could be (not whether you are) influenced by your private interests in carrying out your official duties or whether people are likely to believe that you could be influenced.

Items that are given in accordance with social custom which may include token gifts of appreciation or gifts of a symbolic nature such as ties, cuff links, pens, provided that the value of any such item shall not exceed a wholesale value of \$100 at the time of receipt. The provision of hospitality which is within the bounds of normal customary hospitality is acceptable.

If a staff member is presented with a gift in accordance with social custom which exceeds a wholesale value of \$100 at the time of receipt, the gift becomes the property of the Council, and the recipient of the gift must deliver the gift to the CEO as soon as possible. Any such gift which becomes the property of Council may be dealt with by Council as it sees fit. Without limiting the discretion of the Council in any way, the Council may, depending on the nature of the gift, decide to:

- keep the gift for its own use;
- display the gift at an appropriate venue;
- donate the gift to a community organisation;
- sell or exchange the gift; or
- allow the original recipient to keep the gift.

In all cases, if the acceptance of any offer of a gift or benefit regardless of value, could in any way be seen to compromise a person's capacity to perform his/her duties impartially or to create an obligation, the offer should not be accepted. For example, ask yourself if accepting the gift or benefit could suggest that the giver may or would receive favourable treatment.

All gifts, regardless of value, are required to be documented in the gift register held by the Office of the CEO.

1.1.6.4 Employment Outside Council

It is not Council's intention to stop people from holding secondary employment over and above your official duties as a Council employee.

There is a requirement to declare and seek advice from your supervisor about any secondary employment you currently, or intend to, engage in.

Secondary employment must require CEO approval to remove any doubt that the employee's actions in taking secondary employment may reflect inappropriately on Council. Approval for secondary employment is not a given however will generally be granted for you to undertake private employment outside of your normal working hours as long as the following requirements are met:

- That no Conflict of interest exists or develops, between private employment and your official duties; and
- That your private employment has no effect on the performance of your official duties. This includes effects from a safety/fatigue management perspective; and

Policy Number: Stat 5	Version number: 6	Adopted by Blackall-Tambo Regional Council	Page 5 of 21
-----------------------	----------------------	--	--------------



Blackall-Tambo
Regional Council

Code of Conduct for Employees

- That your private employment does not involve use of Council resources (physical, technological or intellectual); and
- You must ensure that your work outside Council continues to meet the requirements above; and
- Pursuant to section 198 of the *Local Government Act 2009*, where you seek to be employed by more than one (1) local government at the same time, approval of each of the local governments is required prior to you being appointed to the second position.
- Although you do not need written approval, if you undertake voluntary work or a hobby you also need to ensure that these activities meet the above requirements. If you are unsure, you should discuss this with your supervisor.

As with any matter which may result in a conflict of interest, the matter must be decided in the public interest.

1.1.6.5 Public Comments on Council Business

General Application

As a general rule, Councillors comment publicly on Council business. Council business can be topical, sensitive and controversial and there is a process to be followed when making public comments.

Staff communications with the media are subject to the following protocol:

- The CEO is the only staff member authorised to make comment to the media;
- Other employees may make comment to the media but only if first discussed with and approved by the CEO.

Refer to Council's Media Policy for more information and direction.

Privacy constraints for authorised staff

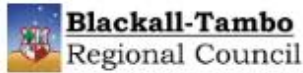
You must also ensure that to the extent you collect, handle or give access to personal information, you comply with the Privacy Principles outlined under the *Information Privacy Act 2009*.

Public Interest Disclosure Constraints

Information can be released under a Public Interest Disclosure to a proper authority, where you honestly believe on reasonable grounds that you possess information about another Council Officer's conduct that relates to:

- Official misconduct; or
- Maladministration that adversely affects a person's interests; or
- A substantial misuse of public resources, other than an alleged misuse based on mere disagreement over policy that may properly be adopted
- ~~a~~About amounts, purposes or priorities of expenditure; or
- A substantial and specific danger to public health or safety; or
- A substantial and specific danger to the environment.

Policy Number: Stat 5	Version number: 6	Adopted by Blackall-Tambo Regional Council	Page 6 of 21
-----------------------	----------------------	--	--------------



Code of Conduct for Employees

All employees have the right to make a Public Interest Disclosure to a proper authority subject to, and in accordance with, the *Public Interest Disclosure Act 2013*.

1.1.6.6 Advice Given to Elected Officials

Communication between Councillors and employees must be in accordance with the CEO's Guidelines on requests to employees for advice to help a Councillor make a decision. Council employees must give elected members (Councillors) advice that is thorough, responsive, objective, independent, apolitical and impartial so that Councillors can make decisions and carry out their community responsibilities.

If you believe there is conflict between a request from an elected official and Council policy, you must discuss this with your manager. Please refer to Council's guidelines, such as:

- CEO Guidelines for Councillor Requests to Employees.

1.1.6.7 External Activities

Council supports and is committed to ensuring all staff are free to engage in trade union, party-political, professional, interest groups or charity activities of their choosing. However, you must make sure that your participation in such activities does not cause either a conflict of interest, and/or unduly restricts the performance of your official duties with Council.

You must not allow your involvement in any external organisation to intrude upon your duty, as a Council employee, to give sound advice to Council, which is objective, independent, apolitical and impartial.

You are not to take part in political affairs whilst on duty. Council's IT systems, including internet access and email, Council newsletters and workplaces must not be used for political messages or circulating defamatory or disparaging remarks against individuals or groups.

If you comment publicly in connection with external activities, you must make a clear distinction between your opinion as a member of the external organisation, and your opinion as a Council employee.

You must not use your role in Council, Council information or information gained in the course of your official duties as a Council employee, to advance your position or standing within an external organisation, nor for the benefit or promotion of an external organisation. You must not provide Council information to members of other groups or related persons, except where this information is publicly available.

As a member of an external organisation, you need to be aware that participating in activities in the public arena, where you may be identified as a Council employee, can give rise to a perception of conflict of interest in some circumstances. Where such a situation arises, you must declare and manage the conflict in accordance with this Code of Conduct.

1.1.6.8 Behaviour Towards Each Other

We must all treat each other with trust, respect, honesty, fairness, sensitivity and dignity. Employees who supervise or manage other employees have a special responsibility to model this kind of behaviour, and to ensure that the people they supervise understand the standard of performance and behaviour that is expected of them.

Policy Number: Stat 5	Version number: 6	Adopted by Blackall-Tambo Regional Council	Page 7 of 21
-----------------------	----------------------	--	--------------



Blackall-Tambo
Regional Council

Code of Conduct for Employees

Council values diversity, and expects all its employees, contractors or volunteers to accommodate and respect different opinions and perspectives, and to manage interpersonal disagreements by rational debate. You must not behave towards any other person in a way that could be perceived as intimidating, overbearing or bullying, or that may constitute unwelcome conduct of a sexual nature.

As an employee you are required to use appropriate and courteous language in your communications to all, with a view to promoting respect between individuals and avoiding any discomfort.

Effective teamwork is an essential part of a productive workplace culture. Each team member needs to work cooperatively with fellow employees and actively and willingly take part in team activities (e.g., Toolbox / team meetings).

1.1.6.9 Behaviour Towards Children and Young People

For employees who work with children and young people in particular in regulated areas of employment as defined under the *Working with Children (Risk Management & Screening & other Legislation) Act 2019* and for those who may be required to work directly with children or young people during the course of their employment with Council, the following standards of behaviour towards children and young people need to be adhered to which include:

Language

- Use encouraging and/or positive words and in a pleasant tone of voice;
- Be open and honest when communicating; and
- For example, it is not appropriate to; insult, criticise or name call; bully, swear or yell at a child or young person; and
- make sexually suggestive comments and/or jokes.

Relationships

- Be a positive role model;
- Build relationships based on trust;
- Empower children to share in decision making; and
- For example, it is not appropriate to; show favouritism or gift giving;
- spend excessive amounts of time alone with children; contact outside of working hours (either physical or via email/phone); bully or harass; or act in a way which would give a reasonable person cause for concern that any meeting with the child or young person arising from the conduct would be for unlawful purposes.

Physical contact

- Allow for personal space;
 - It is permissible to touch due to medical emergency or to protect from physical harm;
 - Should be non-threatening; and
- For example, it is not appropriate to; use violent or aggressive behaviour including hitting, kicking, slapping or pushing; ~~no~~ kiss or touch in a sexual nature.

Policy Number: Stat 5	Version number: 6	Adopted by Blackall-Tambo Regional Council	Page 5 of 21
-----------------------	----------------------	--	--------------



Blackall-Tambo
Regional Council

Code of Conduct for Employees

Other behaviours

- Wear appropriate attire/clothing for your role;
- Use the internet and/or mobile phone for work related purposes only; and
- For example, it is not appropriate to; wear inappropriate clothing; and send inappropriate emails or SMS messages.

1.1.6.10 Non-Discriminatory Workplace

Council is an equal opportunity employer and as such is proactive in ensuring that its practices do not discriminate based on an attribute, or based on a person's association with another person who maintains an attribute relating to:

- race/ethnicity;
- gender;
- national origin;
- marital status;
- sexual preference/lawful sexual activity;
- age;
- disability/impairment, including infectious disease;
- industrial/employment activity;
- physical features;
- pregnancy;
- family responsibilities;
- religious beliefs;
- political conviction;
- breast feeding; or
- gender identity.

As an employee of Council, you have a shared responsibility to ensure that discrimination is not part of our workplace or our practices. If you witness discriminatory behaviour you have a positive obligation to report such actions to your supervisor or manager or if such action involves your supervisor or manager, a report to the CEO is appropriate. Proven cases of unlawful discrimination may lead to disciplinary action taken against offending staff.

1.1.6.11 Prevention of Sexual and Other Forms of Workplace Harassment

Council is also committed to the prevention of any form of sexual harassment, victimisation or other forms of bullying in the workplace, or at any place where work-related activities are performed, including at social functions. This commitment applies to all employees in their relationships with each other, to applicants for employment at Council and to persons who have dealings with Council.

As an employee of Council, it is expected that you proactively contribute to building a workplace that is free from sexual harassment; victimisation and bullying. You have a joint responsibility to respect the rights of fellow employees, by not taking part in any action that may constitute harassment of any form, and in doing so supporting and promoting the achievement of equal employment opportunity.

Some examples of behaviour which may constitute either sexual harassment or workplace bullying include:

- Acting towards, or speaking to a person in a manner which threatens or vilifies that person;

Policy Number: Stat 5	Version number: 6	Adopted by Blackall-Tambo Regional Council	Page 9 of 21
-----------------------	----------------------	--	--------------



Blackall-Tambo
Regional Council

Code of Conduct for Employees

- Deliberately excluding a particular individual from relevant work-related activities or functions;
- Making jokes, suggestive comments or offensive gestures related to a person's race, appearance, colour, ethnic origin, disability, gender, sexual characteristics, or a personal appearance;
- Distribution or display of sexually explicit material (including through email) which may be offensive, including posters, pictures or MPEGs, racist or sexist jokes or cartoons;
- Persistent questions about a person's private life;
- Personal comments about appearance, size, clothing;
- Demands for sexual favours, either directly or by implication;
- Unwanted and deliberate physical contact; and
- Indecent assault, rape and other criminal offences.

1.1.7 Second Principle – Promoting the Public Good

The *Public Sector Ethics Act 1994* Division 2, Section 7 states:

"In recognition that the public sector is the mechanism through which the elected representatives deliver programs and services for the benefit of the people of Queensland, public service agencies, public sector entities and public officials –

- a) accept and value their duty to be responsive to both the requirements of government and to the public interest; and
- b) accept and value their duty to engage the community in developing and effecting official public sector priorities, policies and decisions; and
- c) accept and value their duty to manage public resources effectively, efficiently and economically; and
- d) value and seek to achieve excellence in service delivery; and
- e) value and seek to achieve enhanced integration of services to better service clients."

Operationally, for you this requires the following standards of behaviour:

1.1.7.1 Customer Service

As a Council employee it is expected that you will strive to provide excellent customer service. You must treat members of the public equitably and with honesty, fairness, sensitivity and dignity.

All Council employees serve ratepayers directly or indirectly. If your role in Council involves regular contact with the public, it is important to know how to deal comfortably and calmly with difficult situations and difficult people.

You are expected to treat complaints from customers, ratepayers and the community, or fellow employees, seriously and respond to constructive feedback as an opportunity for improvement.

Customers have a right to appropriately complain or criticise Council. Council expects its employees to show respect towards complainants. While you must make all reasonable efforts to help customers

Policy Number: Stat 5	Version number: 6	Adopted by Blackall-Tambo Regional Council	Page 10 of 21
-----------------------	----------------------	--	---------------



Blackall-Tambo
Regional Council

Code of Conduct for Employees

lodge complaints, if you think a situation is threatening or intimidating, you are entitled to withdraw. If in doubt, ask for help from a more experienced colleague, or your supervisor. Council will support any employee who believes they are under threat from a member of the public.

Council's image can be impacted by the presentation of staff. Council requires its office-based employees to appear neat and tidy and maintain a professional business standard of dress. If you are unsure about what constitutes appropriate dress, please discuss this with your supervisor. Where you have been provided with Council uniforms, you are required to wear all components of the uniform without alteration (other than alterations designed to ensure a proper fit) and ensure that uniforms are clean and tidy. If you have supervisory responsibilities, you are expected to ensure that staff are appropriately presented at all times.

1.1.7.2 Fairness to Suppliers

Council's contracting activities are regulated pursuant to *Local Government Regulation 2012*. Further, Council has established procedures and delegations of authority for various stages of procurement of goods and services which reflect the content of the *Local Government Regulations 2012*. You must comply with the *Local Government Regulation 2012*, and Council policy and procedures when seeking suppliers for goods or services.

In dealing with suppliers, you must ensure that you do not incur any liability or enter into any contract on behalf of Council or alter the terms or conditions of any contract which Council has already entered, unless you are authorised to do so.

1.1.7.3 Public Money

You must maintain high standards of accountability if you collect and use public money.

You are not to borrow or use Council money for private purposes.

1.1.7.4 Intellectual Property

Council expects its employees to ensure that their actions do not breach or infringe the *Copyright Act 1968* by unlawfully using the intellectual property of any individual or organisation.

You must respect the copyrights, trademarks and patents of suppliers and other organisations outside Council and including an obligation not to reproduce or quote suppliers' material unless your licence specifically allows it. Similarly, you must not store or copy audio, video or image files, printed media and software on Council assets without an appropriate licence or approval. Where this is unclear, you must seek written approval before arranging to publish, disclose or reproduce any articles or materials as part of your official duties.

Any original work, invention or product you have contributed to in association with your official duties as a Council employee remains the property of Council.

Similarly, you must not publish or disclose any matters relating to Council's intellectual property without appropriate authority. This does not stop you from sharing with other organisations information relating to your official duties; however, if you do, and if you are unaware of whether such action may breach this Code, you must first seek clarification from your supervisor or manager.

Policy Number: Stat 5	Version number: 6	Adopted by Blackall-Tambo Regional Council	Page 11 of 21
-----------------------	----------------------	--	---------------



Blackall-Tambo
Regional Council

Code of Conduct for Employees

1.1.7.5 Concern for the Environment

In performing your duties at Council, you must ensure that you comply with your general environmental duty and where applicable, your duty to notify of environmental harm: Refer to Chapter 7, Part 1 of the *Environmental Protection Act 2017*~~1994~~.

1.1.8 Third Principle - Commitment to the System of Government

The *Public Sector Ethics Act 1994* Division 2, Section 8 states:

"In recognition that the public sector has a duty to uphold the system of government and the laws of the State, Commonwealth and local government, public service agencies, public sector entities and public officials—

- a) accept and value their duty to uphold the system of government and the laws of the State, the Commonwealth and local government; and
- b) are committed to effecting official public sector priorities, policies and decisions professionally and impartially; and
- c) accept and value their duty to operate within the framework of Ministerial responsibility to government, the Parliament and the community.

Subsection (1) does not limit the responsibility of a public service agency, public sector entity or Public official to act independently of government if the independence of the agency, entity or official is required by legislation or government policy or is a customary feature of the work of the agency, entity or official."

Operationally, for you this requires the following standards of behaviour:

1.1.8.1 Acting Within the Law

As an employee of Council, you are required to comply with applicable legislation, awards, certified agreements, Council policies and local laws.

You have the right and responsibility to respectfully question how you do your work, particularly if you think there is an imminent risk to the safety of yourself or others, or there is a better way of doing something, or if you think that a direction may be in breach of the law. When you have recorded your suggestion or concern you are required to work as directed by your supervisor or manager, except where there is an imminent risk to safety. If the matter cannot be resolved within the workgroup, it should be immediately referred to your manager or the officer to whom the supervisor or manager who is delivering the instructions reports.

If you are charged with having committed any indictable offence, are subject to an indictable offence conviction, or are subject to a summary conviction, you should immediately report the circumstances to your Manager. Such disclosure shall be treated as confidential.

1.1.8.2 Acting in Accordance with Delegations and Signing Documents on Behalf of Council

If you are requested to undertake an action on behalf of the CEO or Council, prior to exercising any power on behalf of the CEO you must ensure there exists an appropriate delegation pursuant to State or Federal legislation that allows you to exercise the power. ~~Refer to Council's intranet to view the Delegations Register on H Drive.~~

Policy Number: Stat 5	Version number: 6	Adopted by Blackall-Tambo Regional Council	Page 12 of 21
-----------------------	----------------------	--	---------------



Code of Conduct for Employees

1.1.8.3 Raising Concerns

You have the right to comment on or raise concerns with your supervisor or manager about Council policies, practices or priorities where they impact on your employment; however, you must do this in a reasonable and constructive way and take responsibility for your comments and views. Further, you must accept that Council has the right to determine its policy, practices and priorities and that you must comply with all reasonable and lawful instructions, whether or not you personally agree with a given policy direction.

When raising complaints or grievances, employees are expected to act with honesty and in good faith. Complaints that are considered vexatious or frivolous will not be progressed, and such complaints may be managed as acts of misconduct.

1.1.8.4 Privacy

Council maintains information about individuals, businesses and commercial issues which is private and sensitive, and which could be harmful to a person's interest if released. Employees should only access personal information and records they require to perform their official Council duties.

Employees must ensure that the collection, storage and use of personal information are done so in accordance with the Privacy Principles outlined pursuant to the *Information Privacy Act 2009*.

As a general rule you can maintain privacy by:

- not discussing work matters with persons not entitled to know such information;
- taking responsibility to safeguard confidential files and information;
- ensuring collected information is only used in a manner consistent with the purpose for which it was originally collected; and
- ensuring that you comply with Council policy in relation to maintaining privacy of personal information.

It may be appropriate to share information based on your personal and professional experience (e.g., in seminars or training programs); however, in sharing your experiences, you must ensure that where personal information is involved, you do not breach Council's privacy obligations. You may breach this obligation even if comments are made or personal information other than your own, is shared in your personal life, including via social media outlets such as 'Facebook' or 'MySpace'.

In addition to the *Information Privacy Act 2009*, section 200 of the *Local Government Act 2009* makes it an offence for a person who is, or has been, a Council employee to release information that the person knows, or should reasonably know, is information that:

- is confidential to Council; and
- Council wishes to keep confidential.

Personal and other information may on occasions be sought from Council by an employee or other members of the public pursuant to the *Right to Information Act 2009*. If such a request is made of you, you must ensure that you refer such requests to the CEO to be properly considered.

Policy Number: Stat 5	Version number: 6	Adopted by Blackall-Tambo Regional Council	Page 13 of 21
-----------------------	----------------------	--	---------------



Code of Conduct for Employees

1.1.9 Fourth Principle – Accountability and Transparency

The Public Sector Ethics Act 1994 Division 2, Section 9 states:

"In recognition that public trust in public office requires high standards of public administration, public service agencies, public sector entities and public officials

- a) are committed to exercising proper diligence, care and attention; and
- b) are committed to using public resources in an effective and accountable way; and
- c) are committed to managing information as openly as practicable within the legal framework; and
- d) value and seek to achieve high standards of public administration; and
- e) value and seek to innovate and continuously improve performance; and
- f) value and seek to operate within a framework of mutual obligation and shared responsibility between public service agencies, public sector entities and Public officials."

Operationally, for you this requires the following standards of behaviour:

1.1.9.1 Using Council Assets

Council's assets include property, plant, equipment, information systems, computing resources, goods, products and/or valuables (this includes surplus material, waste material and off-cuts). All employees share the responsibility for looking after them.

If you are in charge of assets, you must take good care of them while they are in your possession or use and ensure they are used economically and efficiently. It is an offence to misuse or allow anyone else to misuse Council assets. You must make sure assets are secured against theft and properly stored, maintained and repaired.

You must ensure that you use Council assets only for official Council business, unless written approval has been granted.

If you use Council vehicles or a Council issued mobile telephone for non- official purposes, you must ensure that your use is in accordance with Council policy.

Council allows limited personal use of electronic mail and World Wide Web browsing, subject to, and in accordance with Council's Information Technology policies.

Upon your employment terminating with Council, you must return all Council property and work-related documents immediately.

1.1.9.2 Diligence, Care and Attention

Council aims to conduct its business with integrity, honesty and fairness and to achieve the highest standards in service delivery. You contribute to this aim by carrying out your duties honestly, responsibly, in a conscientious manner and to the best of your ability.

Policy Number: Stat 5	Version number: 6	Adopted by Blackall-Tambo Regional Council	Page 14 of 21
-----------------------	----------------------	--	---------------



Blackall-Tambo
Regional Council

Code of Conduct for Employees

This includes:

- maintaining punctuality and not being absent from your workstation/location during work time without reason;
- giving priority to official duties over personal activities during work time;
- ensuring you do not undertake personal work during work time;
- not wasting time chatting about personal matters and interrupting other staff;
- helping Council achieve its mission and goals by acting to improve systems and practices;
- conducting yourself in a way so others gain confidence and trust in the way Council does business;
- supporting your fellow employees in their work endeavours;
- not allowing your conduct to distract or prevent others from working; and
- not exposing Council to a judgment for damages against it, as a result of your negligence or breach of any law or policy;
- privately owned mobile phones and communication devices are to be turned off during work hours, unless:
 - permission for use has been attained from the Supervisor, or
 - in the case of urgent or emergency circumstances, or
 - where the phone is required for the work at Council; e.g., contractors or volunteers using their own phone as a contact point, or
 - it is a recognised work break such as lunch.
- If you are responsible for managing or supervising others, you must also ensure that:
 - you model the values and principles outlined in this Code and ensure that employees within your area of responsibility understand and comply with the Code;
 - you do not come under a financial or personal obligation to any employee you supervise or manage;
 - your work and the work of those you supervise contributes to the achievement of Council's goals;
 - employee performance is monitored, and individuals are given constructive and regular feedback on their performance in line with procedures;
 - where practicable, employees are given training opportunities to assist them in developing their careers;
 - employees are provided with information that is vital for effective work performance;
 - the opinions of employees are respected and considered;
 - workloads are fairly distributed;
 - resourcing for a work team is neither excessive nor inadequate for the job;
 - employees who collect, handle or disburse public money are properly supervised;
 - employee work times, overtime, allowances and absences are correctly recorded on time sheets and signed off when correct; and

Policy Number: Stat 5	Version number: 6	Adopted by Blackall-Tambo Regional Council	Page 15 of 21
-----------------------	----------------------	--	---------------



Blackall-Tambo
Regional Council

Code of Conduct for Employees

- appropriate action is taken if breaches of this Code occur.

1.1.9.3 Attendance at and Absence from Duty

You are expected to follow Council employment and working arrangements, agreements and rulings on attendance at work and leave. This includes not being absent without approval and accurately and truthfully recording work and leave periods.

Council's operational efficiency depends on your punctuality and attendance at your workstation/location. If an employee is unable to attend work due to illness or injury, they must notify their supervisor in accordance with any relevant industrial awards and Council's Enterprise Bargaining Agreement.

If the employee is unable to reach their direct supervisor, they must contact the next line manager. The employee must make every reasonable effort to contact ~~their~~^{his} direct line manager or another of their line managers.

Absence without approval and without reasonable excuse can create concerns for your safety and lead to unproductive time for others. All employees have an obligation to ensure that they promptly notify Council as soon as practicable upon becoming aware that they are going to be absent from work. Failure to promptly notify Council may result in the non-payment of salary/wages for the period of absence and/or may result in Council taking disciplinary action.

1.1.9.4 Self-Development

All local government employees have an obligation to be proactive in the continual improvement of all aspects of their work performance: refer to section 13 of the *Local Government Act 2009*. You should aim to maintain and improve your work performance and that of your work unit in the delivery of customer service. You have a continuing responsibility to maintain and enhance your skills and expertise and keep up to date the knowledge associated with your area of work.

Council will assist you by providing equitable access to training and development opportunities. This may include learning new work duties, participating in project work or undertaking internal or external training.

1.1.9.5 Workplace Health and Safety

As Council employees we are all committed to safety in the way we conduct our business and Council activities.

Council is committed to ensuring that persons are free from:

- Death, injury or illness caused by the workplace, relevant workplace area, work activities, or plant or substances for use at work; and
- The risk of death, injury or illness caused by the workplace, relevant workplace area, work activities, or plant or substances for use at work.
- You must take reasonable steps to ensure your own safety, health and welfare in the workplace. You also have a duty of care to both fellow employees and members of the public.

Policy Number: Stat 5	Version number: 6	Adopted by Blackall-Tambo Regional Council	Page 16 of 21
-----------------------	----------------------	--	---------------



Blackall-Tambo
Regional Council

Code of Conduct for Employees

As a worker you have the following obligations at the workplace:

- To comply with the instructions given for workplace health and safety at the workplace by Council;
- To use personal protective equipment provided by Council for your use if you have been properly instructed in its use;
- Not to wilfully or recklessly interfere with or misuse anything provided for workplace health and safety at the workplace;
- Not to wilfully place at risk the workplace health and safety of any person at the workplace; and
- Not to wilfully injure yourself.

You also have a duty to:

- Identify hazards and manage risks to health and safety;
- Perform all work safely and follow safe work practices;
- Report any incidents or hazards immediately and support investigations;
- Take corrective action to 'make safe' the workplace, relevant workplace area or work activities and implement improvements; and
- Participate in rehabilitation and return to work programs if required.

We must keep our workplace drug and alcohol free if we are to maintain the trust and confidence of the broader public and ensure the health and safety of all employees. The use of drugs or alcohol can adversely affect productivity, attendance and on the job safety.

As such you must not:

- Use, possess or be impaired by the effects of illegal drugs whilst on duty;
- Come to work impaired by the effects of alcohol or drugs;
- Consume alcohol while on duty or in the workplace other than strictly in accordance with Council Policy;
- Gamble or bet on Council premises (except for authorised sweeps and tipping competitions);
- Undermine Council's service to customers by leaving your workstation/location in order to smoke; or
- Smoke anywhere within Council's buildings, in Council vehicles, in any enclosed spaces whilst on site or within 5.4m of any part of an entrance to an enclosed place.

BREACHES OF THE CODE

Council expects all employees whilst engaged in official duties, to ensure they demonstrate the basic standards of acceptable conduct as enshrined in this Code. All employees have the responsibility to comply with this Code of Conduct and all other policies which Council implements and/or varies from time to time.

Policy Number: Stat 5	Version number: 6	Adopted by Blackall-Tambo Regional Council	Page 17 of 21
-----------------------	----------------------	--	---------------



Blackall-Tambo
Regional Council

Code of Conduct for Employees

A breach of the Code of Conduct damages business effectiveness, public perception of Council and interpersonal work relationships. Any act or lack of action by an employee of Council that contravenes this Code may result in Council taking disciplinary action against that employee which may include dismissal. All suspected breaches will be dealt with on a case-by-case basis.

Suspected official misconduct must be referred to Council's CEO, and the CEO has a duty to notify the Crime and Corruption Commission of the suspected Official Misconduct. Also, any person has the right to refer a matter to the Crime and Corruption Commission.

In cases where a suspected breach of this Code is under investigation and, if the CEO deems it appropriate, any employee suspected of a breach of this Code may be suspended from duty on full pay until such time as the investigation has been completed.

All disciplinary action taken by Council against an employee for found breaches of this Code will be in accordance with Council's obligations pursuant to - *Local Government Regulation 2012* and the *Industrial Relations Act 2016*~~1999~~, where applicable.

IF YOU HAVE A CONCERN

The *Public Interest Disclosure Act 2013*~~9~~ and the *Public Sector Ethics Act 1994* aim to create a work environment where public sector employees understand and maintain appropriate standards of conduct.

If you have a concern or suspect a breach of the Code involving one or more Council employees, the *Public Interest Disclosure Act 2013*~~9~~ gives you the right to disclose, in the public interest, information about wrongdoings in the public sector and provides protection to you when you make such a disclosure. Should you wish to make such a disclosure please contact your Manager or ~~People~~**Chief Executive Officer**, or alternatively directly contact external State agencies (e.g., Crime and Corruption Commission, Anti-Discrimination Commission, etc.).

PUBLICATION

In accordance with the requirements of Section 20 of the *Public Sector Ethics Act 1994*, the CEO will keep a printed copy of the Code available for inspection in the Executive Office and Council will publish the Code on its Intranet site for all employees to access.

FURTHER ASSISTANCE

If you read the Code and are still unsure of how it applies to you, it is important that you discuss this with your supervisor or manager. In most cases, they will be able to answer your enquiries.

If you have concerns about approaching any of these people, contact the next most senior person in your area. Alternatively, you might wish to contact the CEO.

• EVALUATION PROCESS

This Policy is reviewed when any of the following occur:

- The related information is amended or replaced.
- Other circumstances as determined from time to time by the CEO.

Policy Number: Stat 5	Version number: 6	Adopted by Blackall-Tambo Regional Council	Page 16 of 21
-----------------------	----------------------	--	---------------



Blackall-Tambo
Regional Council

Code of Conduct for Employees

Notwithstanding the above, this Policy is to be reviewed at intervals of no more than ~~four~~^{two} years.

RESPONSIBILITIES

Sponsor _____ Chief Executive Officer
Business Owner _____ Chief Executive Officer
Policy Quality _____ Control Governance and Innovation

CHANGES TO POLICY

This Policy is to remain in force until otherwise determined by the CEO.

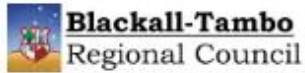
CHANGES SINCE LAST REVISION

Revised Policy as of 10 January ~~2023~~²⁰²⁴ to reflect current procedures.

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: Stat 5	Version number: 6	Adopted by Blackall-Tambo Regional Council	Page 19 of 21
-----------------------	----------------------	--	---------------



Blackall-Tambo
Regional Council

Code of Conduct for Employees

APPENDIX A

A Guide to Ethical Decision-Making

The following guide is designed to help you reach an ethical decision based on the relevant facts and circumstances of a situation.

Step 1: Assess the situation

- What is your aim?
- What are the facts and circumstances?
- Does it break the law or go against Council policy?
- Is it in line with the Code's principles?
- What principles does it relate to? Why?
- Who is affected? What rights do they have?
- What are your obligations or responsibilities?

Step 2: Look at the situation from Council's viewpoint

- As a Public official, what should you do?
- What are the relevant laws, rules and guidelines?
- Who else should you consult?

Step 3: How would others see your actions

- Would a reasonable person think you used your powers or position improperly?
- Would the public see your action or decision as honest and impartial?
- Do you face a Conflict of Interest?
- Will your decision or action stand up to public scrutiny? How would it read in the local media?

Step 4: Consider the options

- Ask your supervisor/manager, or any person who is able to give sound, relevant advice.
- What options and consequences are consistent with Council's values, the five local government principles, the four ethics principles fundamental to good public administration and your obligations?
- What are the costs and long-term consequences of each option?
- How would the public view each option?
- What will be the outcome for Council, your colleagues, others and you?

Policy Number: Stat 5	Version number: 6	Adopted by Blackall-Tambo Regional Council	Page 20 of 21
-----------------------	----------------------	--	---------------



Blackall-Tambo
Regional Council

Code of Conduct for Employees

Step 5: Choose your course of action

Make sure your actions are:

- within your power to take, legal and in line with policy and this Code;
- fair and able to be justified to your manager and the public;
- documented so a statement of reasons can be supplied;
- consistent with Council's mission, goals and values; and
- backed by advice from Council specialists if this is appropriate.

Policy Number: Stat 5	Version number: 6	Adopted by Blackall-Tambo Regional Council	Page 21 of 21
-----------------------	----------------------	--	---------------

BLACKALL-TAMBO REGIONAL COUNCIL

[Return to Agenda](#)
[Next Item](#)

OFFICER REPORTS

COUNCIL MEETING DATE: 17 January 2024

Item No: 5.6

SUBJECT HEADING: Memorandum of Understanding for the Use of the Blackall Racecourse

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

CLASSIFICATION: (if confidential)

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

Officer's Recommendation: That Council;

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

Background

The President of the Barcoo Amateur Race Club (BARC) asked to have a memorandum of understanding (MOU) drafted for the use of the Blackall Racecourse. The MOU will outline a set of standards for the conditions of entry and use of the Blackall Racecourse, protecting both entities if, in the rare event, an accident or injury was to occur.

The MOU would also protect the safety and welfare of Blackall-Tambo Regional Council staff, racing licensees (trainers, track work riders, jockey, stable hands), visitors, patrons, venue hirers and animals.

BARC is guided and governed by Racing Queensland to ensure BARC meets racecourse standards, safeguarding the welfare and safety of riders and handlers, while using the facility; and patrons on race days.

The following are to be included in the MOU:

- A speed limit of 30km be indicated for vehicles from the racecourse facility gate/fence, with a 'CAUTION HORSES' warning sign close to the stables area corner, ensuring safety and awareness when driving towards or accessing the horse swim area, canteen, and pavilion areas.
- Conditions of entry/use signs to be displayed in focal points around the facility.
- Licensees training times: Monday to Friday 4am – 9am and 4.30pm – 5.30pm (except the Friday prior to a local race meet). If licencees choose to train/work horses outside these times, they do so at their own risk.
During the training times there is to be no BTRC maintenance, hire equipment setup or contract work undertaken near trackside. This allows licensees to safely work.
- No dogs are permitted on site. Guide Dogs are exempt.
- No camping permitted on site, unless within a function hire period or permitted by BTRC.
- BTRC and BARC accepts no responsibility for injury to any persons, including injury resulting in death, or damage and loss of property of any person on or about the Blackall Racecourse facility.

BARC will ensure that all local licensees, including trainers, stable hands, and BARC committee members, volunteers and contractors are aware of and agree to the conditions prior to working, entering or training at the track. They will be required to sign a BARC Safe Training/Track Agreement.

Link to Corporate Plan

Governance

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

Consultation (internal/external)

Chief Executive Officer

Barcoo Amateur Race Club

Policy Implications

Nil

Budget and Resource Implications

Nil

Risk Management Assessment

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Nil	Low
Legal & Regulatory	Low	Nil	Low
People	Low	The MOU will provide clear guidelines on the use of the facility.	Low
Operational	Medium	Nil	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Nil	Low
Ethical	Low	Nil	Low
Reputation	Low	Nil	Low
Leadership	Low	Maintains high standards of use of the facility.	Low

Proposed Risk Treatment

Entering a MOU with the Barcoo Amateur Race Club will manage and reduce the risks to Council.

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

COUNCIL MEETING DATE: 17 January 2024

Item No: 5.7

SUBJECT HEADING: Council Subsidized Learn to Swim Lessons

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

CLASSIFICATION: (if confidential)

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

Officer's Recommendation: That Council note that 48 children were supported through the Council subsidized Learn to Swim lessons in 2023.

Background

Council called for expressions of interest for Council subsidized Learn to Swim lessons for children aged 0-9 years.

To be eligible the children had to attend Learn to Swim lessons in term 4 of 2023 and reside within the Blackall-Tambo Regional Council area. A subsidy of \$15.00 per lesson per child (maximum of \$135/child) was offered.

Council received applications for 52 children. Two children reside outside the area and an additional two children did not attend Learn to Swim lessons. The accredited swim teachers provided confirmation of lessons attended by each eligible child. Council was able to support 48 children with learn to swim lessons at a cost of \$4758.00.

The subsidy does not include the amount already provided by the Tambo Multipurpose Centre program.

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

Policy Implications

Nil

Budget and Resource Implications

Nil

Risk Management Assessment

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	\$4758.00	Medium
Legal & Regulatory	Low	The program supported children in the community through learn to swim lessons.	Low
People	Low	Nil	Low
Operational	Medium	Nil	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Nil	Low
Ethical	Low	Nil	Low
Reputation	Low	Nil	Low
Leadership	Low	Nil	Low

Proposed Risk Treatment

Nil