



# **GENERAL MEETING**

**20 July 2022**

## **NOTICE OF MEETING**

Date: 20 July 2022

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, 20 July 2022 commencing at 8.30am.

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

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

## CALENDAR OF EVENTS

### July 2022

20 July 2022	Council Meeting – Tambo
26-28 July 2022	Bush Council Convention – Barcaldine
30 July 2022	Tambo Race Club Ladies Day

### August 2022

14 August 2022	Barcoo Fishing Club Family Fishing Day
17 August 2022	Council Meeting – Blackall
17-27 August 2022	Circus Carnival

### September 2022

21 September 2022	Council Meeting – Tambo
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### October 2022

3 October 2022	Queen's Birthday
15 October 2022	Blackall Races
17-19 October 2022	LGAQ Conference – Cairns
22-23 October 2022	Tambo Outback Rodeo
26 October 2022	Council Meeting – Blackall

### November 2022

11 November 2022	Remembrance Day
16 November 2022	Council Meeting – Tambo

### December 2022

14 December 2022	Council Meeting – Blackall
25 December 2022	Christmas Day

**Held at Tambo Council Chambers**  
**On Wednesday 20 July 2022**  
**Commencing at 8.30am**

## Order of Business

### Blue items are hyperlinked

Leave of absence/Signing of Attendance Book

Apologies: Nil

Condolences:

- James Jantke

Declarations of Conflicts of Interest

Deputations: Nil

## **BUSINESS**

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**MINUTES OF THE GENERAL MEETING OF  
BLACKALL-TAMBO REGIONAL COUNCIL  
HELD AT THE BLACKALL COUNCIL CHAMBERS  
ON WEDNESDAY 15 JUNE 2022  
AT 8.30AM**

**PRESENT:**

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

**OFFICERS:**

Mr Des Howard, Chief Executive Officer, Mr Garth Kath, Director of Works and Services, Mr Alastair Rutherford, Director of Finance Corporate and Community Services, Mrs Andrea Saunders, Executive Assistant.

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**CONDOLENCES:**

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

- Lloyd James Marsh
  - James Robert Wilson
  - Julian Ridgeway
- 

**DECLARATIONS OF INTEREST:**

**Cr PJ Pullos for item 4.1.8** – I, Councillor Pullos, inform the meeting that I have a prescribed conflict of interest in item 4.1.8 RADF Application - Tambo Arts Council. The nature of my interest is as follows:

- I am a member of the Tambo Arts Council.

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

**Cr AL Martin for item 4.1.8** - I, Councillor Martin, inform the meeting that I have a prescribed conflict of interest in item 4.1.8 RADF Application - Tambo Arts Council. The nature of my interest is as follows:

- My wife, Louise Martin, is a member of the Tambo Arts Council.

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

**Cr DA Hardie 4.1.8** - I, Councillor Hardie, inform the meeting that I have a prescribed conflict of interest in item 4.1.8 RADF Application - Tambo Arts Council. The nature of my interest is as follows:

- My wife, Lindy Hardie is chair of the RADF Committee.

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

**Cr DA Hardie for item 4.1.9** - I, Councillor Hardie, inform the meeting that I have a prescribed conflict of interest in item 4.1.9 RADF Application – Barcoo Cultural Association. The nature of my interest is as follows:

- My wife, Lindy Hardie is chair of the RADF Committee and a member of the Barcoo Cultural Association.

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

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## **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 18 May 2022 be taken as read and confirmed, and that the Mayor be authorised to sign same.**

**Minute No. 01/06A/22**

**Carried 7/0**

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### **4.1.1 Financial Report for the Month of May**

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 May 2022 details Council's current financial position and compares its performance against the adopted budget for 2021-2022.

**MOTION:**      **Moved: Cr GK Schluter**

**Seconded: Cr LP Russell**

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

**Minute No. 02/06A/22**

**Carried 7/0**

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### **4.1.2 DFCCS Operations Report – May 2022**

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

**MOTION:**      **Moved: Cr DA Hardie**

**Seconded: Cr JH Scobie**

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

**Minute No. 03/06A/22**

**Carried 7/0**

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At this point, 9.44am, the Director of Works and Services left the meeting.

#### **4.1.3 Asset Management Plans**

The Asset Management Plans have been updated.

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

**That Council adopt the:**

- a) Building Asset Management Plan; and**
- b) Roads Asset Management Plan; and**
- c) Sewer Asset Management Plan; and**
- d) Water Asset Management Plan.**

**Minute No. 04/06A/22**

**Carried 7/0**

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At this point, 9.48am, the Director of Works and Services returned to the meeting.

#### **4.1.4 Review – Expense Reimbursement Policy**

A review of the Councillor's Expense Reimbursement Policy has occurred.

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

**That Council adopt the revised Councillor's Expenses Reimbursement Policy.**

**Minute No. 05/06A/22**

**Carried 7/0**

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#### **4.1.5 Queensland Treasury Corporation – Payout in Full of Loans**

Council has two loans with the Queensland Treasury Corporation totalling \$1,503,060.22.

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

**That Council approve the payout in full of the two loans with Queensland Treasury Corporation this financial year totalling \$1,503,060.22.**

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

**Carried 7/0**

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#### **4.1.6 Review – Asset and Service Management Strategy Policy**

The Asset and Service Management Strategy has been reviewed.

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

**That Council adopt the revised Asset and Service Management Strategy.**

**Minute No. 07/06A/22**

**Carried 7/0**

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#### **4.1.7 RADF Meeting Minutes**

The fifth round of the 2021-22 RADF program closed for applications on May 27<sup>th</sup> and the Committee held a RADF meeting on June 6<sup>th</sup>, 2022.

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

**That Council receive the minutes of the RADF Committee meeting dated 6 June 2022.**

**Minute No. 08/06A/22**

**Carried 7/0**

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At this point, 8.56am Cr AL Martin, Cr DA Hardie and Cr PJ Pullos left the meeting.

Cr LP Russell assumed the chair.

#### **4.1.8 RADF Application – Tambo Arts Council**

The fifth round of the 2021-2022 RADF program closed for applications on May 27<sup>th</sup> and the Committee recommended the application from Tambo Arts Council be approved.

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

**That Council endorse the RADF Committee's recommendation to approve the application from Tambo Arts Council for \$800.00.**

**Minute No. 09/06A/22**

**Carried 4/0**

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At this point, 8.57am Cr PJ Pullos and Cr Martin returned to the meeting. Cr Martin resumed the chair.

The matter 4.1.9 is to be held over until clarification can be provided on the Barcoo Cultural Association.

At this point, 9.02am, Cr DA Hardie returned the meeting.

Item 4.1.9 was discussed after item 4.2.1.

At this point, 9.38am, Cr DA Hardie left the meeting.

#### **4.1.9 RADF Application – Barcoo Cultural Association**



The fifth round of the 2021-2022 RADF program closed for applications on May 27<sup>th</sup> and the Committee recommended the application from Barcoo Cultural Association be approved.

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

**That Council endorse the RADF Committee's recommendation to approve the application from Barcoo Cultural Association for \$7519.50 noting that the application has been incorrectly named the Barcoo Cultural Association when it is in fact the Blackall Cultural Association as confirmed by a committee member.**

**Minute No. 10/06A/22**

**Carried 6/0**

At this point, 9.39am, Cr DA Hardie returned to the meeting.

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#### **4.1.10 Amendment to Policy – Requests for Council Assistance Under \$10,000**

The Requests for Council Assistance Under \$10,000 Policy has been revised.

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

**That Council adopt the revised Requests for Council Assistance Under \$10,000 Policy with the following amendment:**

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

**Minute No. 11/06A/22**

**Carried 7/0**

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#### **4.2.1 Director of Works and Services Operations Report – May 2022**

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

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

**That Council receive the Director of Works and Services' Operations Report for May 2022.**

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

**Carried 7/0**

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Item 4.2.2 was discussed after item 4.1.9.

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

The Work Health and Safety Report has been provided to Council.

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

**That Council receive the Work Health and Safety Report for May 2022.**

**Minute No. 13/06A/22**

**Carried 7/0**

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

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

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

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

**Minute No. 14/06A/22**

**Carried 7/0**

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#### **5.2 Planning and Development Report**

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

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

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

**Minute No. 15/06A/22**

**Carried 7/0**

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#### **5.3 Draft Feral Deer Management Strategy**

The Department of Agriculture and Fisheries have provided a draft strategy for Feral Deer Management.

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

**That Council receive the draft Feral Deer Management Strategy 2022-27.**

**Minute No. 16/06A/22**

**Carried 7/0**

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**5.4 Appointment of SES Local Controller**

The position of the SES Local Controller, Blackall SES Unit has been advertised with applications closing on 30 May 2022.

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

**That Council approve the appointment of Stefan Holweg as the SES Local Controller for the Blackall SES Unit.**

**Minute No. 17/06A/22**

**Carried 7/0**

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**5.5 Tambo Deputations Communiqué – 20 May 2022**

Councillors and Council staff met with members of the Tambo community on 20 May 2022.

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

**That Council receive the Tambo Deputations Communiqué dated 20 May 2022.**

**Minute No. 18/06A/22**

**Carried 7/0**

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**5.6 2022-23 Get Ready Queensland Grant Program**

Council has received notification from the Queensland Reconstruction Authority of the funding allocation for the Get Ready Queensland grant program for 2022-2023.

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

**That Council accept the offer of funding of \$7,760.00 (inc GST) from the Queensland Reconstruction Authority for the 2022-23 Get Ready Queensland program.**

**Minute No. 19/06A/22**

**Carried 7/0**

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**5.7 Box Rallies**

Box Rallies wish to have Tambo as an official stopover for their Box summer rally in 2023.

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

**That Council support the Box Rally by providing a venue for them to stay on 18 March 2023.**

**Minute No. 20/06A/22**

**Carried 7/0**

**5.8 BeefUp Forum**

The BeefUp Forum is being held at the Blackall Saleyard in September. The organiser, Desert Uplands, has written to Council requesting assistance.

**MOTION:**      **Moved: Cr DA Hardie**

**Seconded: Cr GK Schluter**

**That Council consider the request for in-kind support for the BeefUp Forum being held on 5 and 6 September 2022 when adopting the 2022-23 budget.**

**Minute No. 21/06A/22**

**Carried 7/0**

**5.9 LGAQ Call for Motions**

The LGAQ are calling for motions relating to significant issues for the annual conference being held in Cairns in October.

**MOTION:**      **Moved: Cr PJ Pullos**

**Seconded: Cr JH Scobie**

**That Council consider motions for the LGAQ Annual Conference and AGM.**

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

**Carried 7/0**

**CLOSURE:**

There being no further business to consider, the Mayor declared the Meeting closed at 10.02am.

**CONFIRMATION OF MINUTES:**

Confirmed by Council as a true and correct record at the General Meeting held on Wednesday 20 July 2022.

Signed.....Mayor

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**MINUTES OF THE BUDGET MEETING OF  
BLACKALL-TAMBO REGIONAL COUNCIL  
HELD AT THE BLACKALL COUNCIL CHAMBERS  
ON WEDNESDAY 15 JUNE 2022  
COMMENCING AT 11.30 AM**

**PRESENT:**

Councillors; Cr AL Martin (Mayor), Cr LP Russell (Deputy Mayor), Cr BP Johnstone, Cr PJ Pullos, Cr JH Scobie, Cr DA Hardie, Cr G K Schluter.

**OFFICERS:**

Mr Des Howard, Chief Executive Officer, Mr Alastair Rutherford, Director of Finance Corporate and Community Services, Mrs Andrea Saunders, Executive Assistant.

**1.1. Budget**

The budget is provided to Council.

**MOTION:**     **Moved: Cr GK Schluter**

**Seconded: Cr LP Russell**

**“That Council adopts the budget for the 2022/2023 financial year as presented.”**

**Minute No. 01/06B/22**

**Carried 7/0**

**1.2. Rates and Charges**

**MOTION:**     **Moved: Cr DA Hardie**

**Seconded: Cr PJ Pullos**

**That the general rate be set for the financial year 2022/2023 as follows: -**

**The rating categories are:**

		Cents in the Dollar
Category 1	Residential	04.4535
Category 8	Blackall Town CBD	12.9472
Category 10	Blackall CBD > \$21,000 site value	18.2794
Category 11	Commercial Other	07.3321
Category 12	Community	05.1424

<b>Category 14</b>	<b>Communication Sites</b>	<b>07.3326</b>
<b>Category 15</b>	<b>Industrial</b>	<b>02.4434</b>
<b>Category 21</b>	<b>Rural Properties</b>	<b>00.5954</b>
<b>Category 22</b>	<b>Town Rural under 100Ha</b>	<b>01.0604</b>
<b>Category 23</b>	<b>Town Rural 100 – 500Ha</b>	<b>00.7894</b>

**Minute No. 02/06B/22****Carried 7/0**

At this point, 11.32am the Director of Works and Services and Manager of Finance entered the meeting.

### **1.3 Minimum General Rates**

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

“Minimum General Rates have been set as follows:

<b>Category 1</b>	<b>\$712.40</b>
<b>Category 8</b>	<b>\$767.50</b>
<b>Category 10</b>	<b>\$767.50</b>
<b>Category 11</b>	<b>\$767.50</b>
<b>Category 12</b>	<b>\$767.50</b>
<b>Category 14</b>	<b>\$767.50</b>
<b>Category 15</b>	<b>\$767.50</b>
<b>Category 21</b>	<b>\$767.50</b>
<b>Category 22</b>	<b>\$767.50</b>
<b>Category 23</b>	<b>\$767.50</b>

**Minute No. 03/06B/22****Carried 7/0**

### **1.4 Sewerage Charges**

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

That the following sewerage charges be set for the 2022/2023 financial year:

<b>Blackall Sewerage connected charge</b>	<b>\$613.60</b>
<b>Tambo Community Effluent Processing – Connected Charge</b>	<b>\$613.60</b>
<b>Sewerage access charge</b>	<b>\$461.20</b>
<b>Additional (non-residential) Pedestal Charge – Blackall</b>	<b>\$285.00</b>
<b>Additional (non-residential) Pedestal Charge – Tambo</b>	<b>\$132.10</b>

**Minute No. 04/06B/22****Carried 7/0**

### **1.5 Water Charges**

**MOTION:**     **Moved: Cr LP Russell****Seconded: Cr BP Johnstone****That the following water charges be set for the 2022/2023 financial year:**

Water connected charge	\$613.60
Water access charge	\$420.10
Water other connected charge	\$102.50
Excess water	\$0.99 per Kilolitre

**Minute No. 05/06B/22****Carried 7/0****1.6    Cleansing Charges****MOTION:**     **Moved: Cr GK Schluter****Seconded: Cr DA Hardie****That waste collection and disposal charge be set for the 2022/2023 financial year:**

Residential waste collection and disposal charge	\$247.00 per unit
Non-residential waste collection and disposal charge	\$247.00 per unit

**Minute No. 06/06B/22****Carried 7/0****1.7    Waste Management Charge****MOTION:**     **Moved: Cr PJ Pullos****Seconded: Cr GK Schluter****That a waste management charge be set for the 2022/2023 financial year:**

Town rural waste management charge	\$62.40 per unit
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**Minute No. 07/06B/22****Carried****1.8    Discount on Rates****MOTION:**     **Moved: Cr LP Russell****Seconded: Cr JH Scobie****“That Council**

- 1. Allow fifteen percent (15%) during the first discount period of 30 days after the issue of the relevant rate notice on general rates levied by the Council for the 2022/2023 financial years; and**
- 2. Allow seven and ½ percent (7.5%) during the second discount period of 45 days after the date of issue of the relevant rate notice on general rates levied by the Council for the 2022/2023 financial year.”**

**Minute No. 08/06B/22****Carried 7/0**

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**1.9 Interest on Arrears****MOTION:**     **Moved: Cr GK Schluter****Seconded: Cr PJ Pullos**

**“That interest at the percentage rate of 8.17% per annum be charged by the Council for the 2022/2023 financial year for rates and charges not paid by the due date for discount.”**

**Minute No. 09/06B/22****Carried 7/0**

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**1.10 Pensioner Remission****MOTION:**     **Moved: Cr JH Scobie****Seconded: Cr DA Hardie**

**“That aged pensioners having a Commonwealth Government Concession Card be granted a remission of the general rate and services charges up to a maximum of \$340.00 per annum for the 2022/2023 financial year under the same criteria as the State Government Pensioner Remission Scheme.”**

**Minute No. 10/06B/22****Carried 7/0**

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At this point, 11.58am, the Manager of Finance left the meeting.

At this point, 12.00pm, the Manager of Finance returned to the meeting.

At this point, 12.08pm, the Manager of Finance left the meeting.

At this point, 12.12pm, the Manager of Finance returned to the meeting.

**Adjournment:**

At this point, 12.30pm, the meeting was adjourned for lunch.

**Resumption:**

At this point, 12.57pm, the meeting was resumed.

Cr Martin and Cr DA Hardie were not present when the meeting was resumed.

Cr LP Russell assumed the chair.

**1.11 Sponsorship, Grant Funding, and In-Kind Support****MOTION:**     **Moved: Cr PJ Pullos****Seconded: Cr JH Scobie**

**“That the sponsorship, grant funding, donations, and the exemption of general rates to local organisations for the year ending 30 June 2023 be adopted.”**

**Minute No. 11/06B/22****Carried 5/0**

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At this point, 1.08pm, Cr Martin and Cr Hardie returned to the meeting and Cr Martin resumed the chair.



## 1.12 Revenue Policy

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

**“That the Revenue Policy as presented be adopted.”**

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

**Carried 7/0**

### 1.13 Revenue Statement

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

**“That the Revenue Statement as presented be adopted.”**

**Minute No. 13/06B/22**

**Carried 7/0**

## 1.14 Debt Policy

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

**“That the Debt Policy as presented be adopted.”**

**Minute No. 14/06B/22**

**Carried 7/0**

### 1.15 Procurement and Disposals Policy

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

**“That the Procurement and Disposals Policy as presented be adopted”**

**Minute No. 15/06B/22**

**Carried 7/0**

## 1.16 Operational Plan

**MOTION:**     **Moved: Cr DA Hardie**                      **Seconded: Cr BP Johnstone**

**“That the 2022/2023 Operational Plan as presented be adopted.”**

**Minute No. 16/06B/22**

**Carried 7/0**

### **1.17 Fees and Charges**

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

**“That the Fees and Charges for 2022/2023 as presented be adopted.”**

**Minute No. 17/06B/22**

**Carried 7/0**

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**1.18 Financial Forecast (10 year)**

**MOTION:** Moved: Cr BP Johnstone

**Seconded: Cr DA Hardie**

**“That the ten-year Financial Forecast as presented be adopted.”**

**Minute No. 18/06B/22**

**Carried 7/0**

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**1.19 Income Statement**

**MOTION:** Moved: Cr LP Russell

**Seconded: Cr PJ Pullos**

**“That the budgeted income statement for the year ending 30 June 2023 as presented be adopted.”**

**Minute No. 19/06B/22**

**Carried 7/0**

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**1.20 Balance Sheet**

**MOTION:** Moved: Cr JH Scobie

**Seconded: Cr DA Hardie**

**“That the budgeted balance sheet for the year ending 30 June 2023 as presented be adopted.”**

**Minute No. 20/06B/22**

**Carried 7/0**

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**1.21 Statement of Changes in Equity**

**MOTION:** Moved: Cr PJ Pullos

**Seconded: Cr GK Schluter**

**“That the budgeted statement for changes in equity for the year ending 30 June 2023 as presented be adopted.”**

**Minute No. 21/06B/22**

**Carried 7/0**

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**1.22 Statement of Cash Flows**

**MOTION:** Moved: Cr LP Russell

**Seconded: Cr GK Schluter**

**“That the budgeted statement of cash flows for the year ending 30 June 2023 as presented be adopted.”**

**Minute No. 22/06B/22**

**Carried 7/0**

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**CLOSURE:**

There being no further business to consider, the Mayor Cr Andrew Martin declared the Meeting closed at 1.24pm.

**CONFIRMATION OF MINUTES:**

Confirmed by Council as a true and correct record at the General Meeting held on Wednesday 20 July 2022.

Signed.....Mayor

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Minute No.	Report Number	Subject	Resolution	Action By	Result
04/06A/22	4.1.3	Asset Management Plans	That Council adopt the: a) Building Asset Management Plan; and b) Road Asset Management Plan; and c) Sewer Asset Management Plan; and d) Water Asset Management Plan.	DFCCS	The website and register have been updated.
05/06A/22	4.1.4	Review- Expense Reimbursement Policy	That Council adopt the revised Councillor's Expenses Reimbursement Policy.	DFCCS	The website and register have been updated.
06/06A/22	4.1.5	Queensland Treasury Corporation – Payout in Full of Loans	That Council approve the payout in full of the two loans with Queensland Treasury Corporation this financial year totalling \$1,503,060.22.	DFCCS	The Queensland Treasury Loans have been paid in full.
07/06A/22	4.1.6	Review – Asset and Review Management Strategy Policy	That Council adopt the revised Asset and Service Management Strategy.	DFCCS	The website and register have been updated.
11/06A/22	4.1.10	Amendment to Policy – Requests for Council Assistance Under \$10,000	That Council adopt the revised Requests for Council Assistance Under \$10,000 Policy with the following amendment:  The level of annual sponsorship, donations and in-kind support will be limited to the budget allocation for that year. Further requests, after the budget process is complete, will be considered by Council if it can be demonstrated that it would be beneficial to the wider community and demonstrate that the application could not be made during the relevant application period. Late applications need to meet the required criteria in the approved Council request form.	DFCCS	The policy has been amended as per the resolution and the register and website have been updated.

17/06A/22	5.4	Appointment of SES Local Controller	That Council approve the appointment of Stefan Holweg as the SES Local Controller for the Blackall SES Unit.	CEO	The area controller has been notified of Council's recommendation.
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**BLACKALL-TAMBO REGIONAL COUNCIL**[Return to Agenda](#)[Next Item](#)**OFFICER REPORTS**

COUNCIL MEETING DATE: 20 July 2022

Item No: 3.1

**SUBJECT HEADING: Petition – Development of 18 Leek Street, Blackall Qld 4472**

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

CLASSIFICATION: (if confidential)

*Summary: A petition was received by Council on the 23 June 2022 and relates to further development of 18 Leek Street, Blackall Qld 4472.*

**Officer's Recommendation: That Council receive the petition and refer it to the Town Planner for a report to be prepared for consideration by Council; and**

**That the principal petitioner be advised of Council's determination.**

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**Background**

The petition relates to an objection to the development application for a material change of use for a caravan park.

Council has received an application from the New Beginnings Church for a Development Permit for a Material Change of Use for a Caravan Park. The proposal includes 16 caravan sites with ensuites and a manager's house. Under the Blackall Tambo Region Planning Scheme the development is impact assessable.

The application went under public notification from 3 June to 24 June 2022.

During the development application's public notification stage, a total of 7 submissions were received and one petition with 20 signatures.

In terms of Council's Standing Orders, where a petition is put to a meeting no debate is undertaken on the petition itself. The petition meets the requirements as per the Standing Orders, in that it is legible and has more than 10 signatures.

The petition has been referred to Council's town planner to be considered when preparing a report for the application for a Development Permit for a Material Change of Use for a Caravan Park.

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**Link to Corporate Plan**

N/A

**Consultation (internal/external)**

CEO

Town Planners

Rates Officer

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil

**Risk Management Assessment**

<b>Risk Category</b>	<b>Risk Tolerance</b>	<b>Summary of Risks Involved</b>	<b>Risk Rating</b>
Financial	Low	Nil	Low
Legal & Regulatory	Low	Nil	Low
People	Low	Nil	Low
Operational	Medium	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. The recommendation relates only to the preparation of a report on this matter.

## BLACKALL-TAMBO REGIONAL COUNCIL

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### OFFICER REPORTS

COUNCIL MEETING DATE: 20 July 2022

Item No: 4.1.1

**SUBJECT HEADING: Financial Report for the Month of June 2022**

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

CLASSIFICATION: (if confidential)

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*Summary: In accordance with s204 of the Local Government Regulation 2012 a monthly financial report is required to be presented to Council. The financial report for June 2022 details Council's current financial position and compares its performance against the adopted budget for 2021-2022.*

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

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### Background

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

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### Link to Corporate Plan

Governance

Outcome 4 – Financial

### Consultation (internal/external)

CEO

Director of Finance

Manager of Finance

### Policy Implications

Nil

### Budget and Resource Implications

Nil



# **FINANCE REPORT TO A MEETING OF THE BLACKALL-TAMBO REGIONAL COUNCIL HELD ON 20 JULY 2022**

## **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 20 JULY 2022

### 1. Cash Position as at 30 June 2022

#### **Cash at Bank**

Operating Accounts \$ 5,572,980

#### **Short Term Investments**

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

**\$ 26,572,980**

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) \$ 2,598,888

Unspent Grants (Restricted Cash) \$ 1,823,783

**\$ 4,422,671**

	<i>Debtors</i>	<i>Creditors</i>	
Balance of recoverable <b>debtors</b> - estimated <b>creditors</b> :	577,935	225,905	\$ 352,030

Plus cash surplus	26,572,980	4,422,671	\$ 22,150,309
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**Working Capital** **\$ 22,502,339**

### 2. Monthly Cashflow Estimate: July 2022

#### Receipts

Rates & Fees & Charges \$ 50,000

Debtors \$ 466,000

Grants/Subsidies/Loans QTC \$ -

Total \$ 516,000

#### Expenditure

Payroll \$ 800,000

Creditor Payments \$ 1,000,000

Loan Payments \$ -

Total \$ 1,800,000

**Therefore cash is expected to decrease by -\$ 1,284,000 in the period.**

### 3. Comparative Data:

	June 2022	June 2021
Cash position	26,572,980	23,181,128
Working capital	22,502,339	16,944,403
Rate arrears	27,250	101,256
Outstanding debtors	577,935	393,327
Current creditors	225,905	70,289
Total Loans	-	1,678,315

**FINANCE REPORT TO A MEETING OF BLACKALL-TAMBO REGIONAL COUNCIL****HELD ON 20 JULY 2022****4. Capital Works Summary: 1 July 2021 to 30 June 2022**

	<b>Budget</b>	<b>YTD Actual</b>	<b>% of Budget</b>
Buildings & Other Structures	1,488,000	855,440	57%
Plant & Equipment	1,800,000	1,805,186	100%
Road Infrastructure	3,068,300	1,561,107	51%
Water Infrastructure	930,000	19,535	2%
Sewerage Infrastructure	250,000	-	0%
QTC Loan Redemption	98,900	98,900	100%
<b>Total</b>	<b>7,635,200</b>	<b>4,340,168</b>	<b>57%</b>

**5. Road Works Expenditure : 1 July 2021 to 30 June 2022**

	<b>Budget</b>	<b>Expended YTD Actual</b>	<b>% of Budget Expended</b>
<b>Total Roads Expenditure</b>	<b>14,390,114</b>	<b>15,153,112</b>	<b>105%</b>
1. Rural Roads	10,299,500	11,110,634	108%
2. Town Streets	400,000	434,814	109%
3. RMPC Works	3,690,614	3,607,664	98%

**6. Rate Arrears Summary**

**Total Rates Outstanding Balance                      \$                      78,936**

<b>Rates Outstanding Breakdown</b>	<b>Total</b>	<b>No. of Assessments</b>
Current	\$ 51,686	<b>45</b>
1 Year	\$ 19,360	<b>11</b>
2 Years	\$ 6,788	<b>5</b>
3 Years and over	\$ 1,102	<b>1</b>

BTRC 2021-22 CAPITAL EXPENDITURE PROJECTS		1/07/21 to 30/06/22		SOURCES OF FUNDING			Comments
Particulars	Budget 2021-22	Expenditure YTD	% Expended	Capital Grants	Contributions	Council Contribution	
<b>BUILDINGS &amp; OTHER STRUCTURES</b>	<b>1,488,000</b>	<b>855,440</b>	<b>57%</b>	<b>889,900</b>	-	<b>598,100</b>	
Tambo Dam Lights	200,000	33,602	17%	200,000	-	-	In progress
Tambo Aquatic centre shade structure	60,000	56,683	94%	60,000	-	-	Completed
Tambo 'Truck Museum	494,400	303,058	61%	454,900	-	39,500	In progress
Tambo Depot Fencing	70,000	77,041	110%	-	-	70,000	Completed
Tambo Sprinkler System - Pump and Electricity	20,000	47,277	236%	-	-	20,000	Completed
Tambo Racecourse Rock Removal	40,000	-	0%	-	-	40,000	Planning stage
Tambo Historic House Shed	40,000	2,022	5%	-	-	40,000	In progress
Blackall Admin Office South Wall	100,000	-	0%	-	-	100,000	Planning stage
Blackall Rodeo and Campdraft Grounds Upgrade	150,000	39,318	26%	-	-	150,000	In progress
Banks Park Play Equipment	35,000	16,439	47%	35,000	-	-	In progress
Internet BOR STAGE 3	278,600	280,000	101%	140,000	-	138,600	Completed
<b>PLANT &amp; EQUIPMENT</b>	<b>1,800,000</b>	<b>1,805,186</b>	<b>100%</b>	-	-	<b>1,800,000</b>	
Plant Replacement including committed orders	1,800,000	1,805,186	100%	-	-	1,800,000	As per plant replacement program
<b>ROAD INFRASTRUCTURE</b>	<b>3,068,300</b>	<b>1,561,107</b>	<b>51%</b>	<b>2,008,300</b>	-	<b>1,060,000</b>	
Roads to Recovery	808,300	875,944	108%	808,300	-	-	Completed
Road Reseals	800,000	376,466	47%	-	-	800,000	In progress
Footpath Coolibah Village - Mitchell to Garden St	60,000	62,192	104%	-	-	60,000	Completed
Heavy Bypass Stage 2 (Salvia Street)	950,000	35,235	4%	950,000	-	-	In progress
TIDS Scrubby Creek Rd Floodways	400,000	211,270	53%	200,000	-	200,000	In progress
Tambo Industrial Estate Roads	50,000	-	0%	50,000	-	-	Second seal to complete.
<b>WATER INFRASTRUCTURE</b>	<b>930,000</b>	<b>19,535</b>	<b>2%</b>	<b>880,000</b>	-	<b>50,000</b>	
Water infrastructure renewals and upgrades	930,000	19,535	2%	880,000	-	50,000	Planning stage
<b>SEWERAGE INFRASTRUCTURE</b>	<b>250,000</b>	-	<b>0%</b>	<b>200,000</b>	-	<b>50,000</b>	
Sewerage infrastructure renewals and upgrades	250,000	-	0%	200,000	-	50,000	Planning stage
<b>LOAN REDEMPTION Qld Treasury Corporation</b>	<b>98,900</b>	<b>98,900</b>	<b>100%</b>	-	-	<b>98,900</b>	
Saleyards Upgrade - Current Balance Nil	60,600	60,600	100%	-	-	60,600	Loan paid out in full
Tambo Bore - Current Balance Nil	38,300	38,300	100%	-	-	38,300	Loan paid out in full
<b>TOTAL CAPITAL PROGRAM 21-22</b>	<b>7,635,200</b>	<b>4,340,168</b>	<b>57%</b>	<b>3,978,200</b>	-	<b>3,657,000</b>	

# Agenda - General Council Meeting - 20 July 2022

# Blackall-Tambo Regional Council

22 General Ledger2021.7.7.1

Revenue and Expenditure Summary

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(Accounts: 0100-0001-0000 to 5245-2000-0000. All report groups. 100% of year elapsed. To Level 2. Excludes committed costs)

Blackall-Tambo Regional Council (Budget for full year)

Financial Year Ending 2022

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		REVENUE			EXPENDITURE		
		30 Jun 2022	AMENDED	ORIGINAL	30 Jun 2022	AMENDED	ORIGINAL
		ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET	BUDGET
1000-0001	ADMINISTRATION						
1000-0002	Administration	282,254	184%	153,200	3,636,136	99%	3,663,100
1100-0002	Finance	7,688,088	121%	6,372,800	41,658	56%	75,000
1200-0002	Oncosts	0	0%	0	(312,218)	24%	(1,304,200)
1300-0002	Stores/Purchasing	0	0%	0	29,422	42%	69,400
2000-0002	Corporate Governance	0	0%	500	564,397	77%	729,100
2100-0002	Business Activities	38,206	93%	41,000	57,294	125%	45,700
2150-0002	Saleyard Operations	1,530,213	106%	1,450,100	994,445	104%	952,700
2200-0002	Tambo Sawmill	99,259	---	0	58,363	56%	103,900
2350-0002	Airports/Aerodromes	105,570	73%	143,700	295,986	84%	351,700
2450-0002	Tourism	72,218	111%	65,200	371,001	87%	425,800
2500-0002	Planning & Development	45,094	150%	30,000	72,737	89%	82,000
2580-0002	Economic & Community Develop	2,537,837	85%	2,985,900	290,203	73%	396,700
2600-0002	Environmental	78,968	99%	80,000	151,971	330%	46,000
2650-0002	Animal Control	17,987	79%	22,800	30,712	35%	89,000
2700-0002	Stock Routes	115,228	123%	94,000	311,526	82%	379,100
3000-0002	Work Scheme and Community	17,521	115%	15,300	119,593	120%	100,000
3100-0002	Council Housing	121,397	101%	120,000	264,598	93%	286,000
3300-0002	Child Care Services	279,319	191%	146,600	330,593	98%	335,700
3350-0002	Sport and Recreation	67,079	106%	63,000	55,897	92%	61,000
3400-0002	Youth Services	0	0%	0	2,791	2%	145,000
3410-0002	Sixties and Better	46,252	76%	60,800	30,847	51%	60,800
3415-0002	Tambo Multi-Purpose Centre	431,566	81%	530,700	491,195	92%	536,100
3445-0002	Disability	95,543	86%	111,500	50,907	85%	60,000
3460-0002	Community Services	367,355	148%	247,900	343,224	203%	169,400
3470-0002	Miscellaneous Care Services	0	0%	0	0	0%	2,000
3500-0002	Libraries, Education and Arts	9,121	82%	11,100	227,905	100%	228,300
3570-0002	Regional Arts Development Fund	60,991	81%	75,000	170,059	69%	247,000
3600-0002	Halls and Cultural Centres	3,683	92%	4,000	219,609	103%	214,200
3700-0002	Showgrounds & Sports Facilities	8,842	295%	3,000	609,460	99%	615,000
3740-0002	Funerals	70,149	94%	75,000	58,284	80%	73,000
3800-0002	Corporate Buildings	0	0%	0	117,523	113%	104,000
1000-0001	ADMINISTRATION	14,189,738	110%	12,903,100	9,686,117	104%	9,342,500
4000-0001	WORKS AND SERVICES						
4001-0002	Works Office and Depot	0	0%	0	2,845,521	93%	3,050,200
4100-0002	Town Street Maintenance	0	0%	0	434,815	109%	400,000
4200-0002	Rural Roads Maintenance	1,608,922	136%	1,179,400	657,772	82%	800,000
4500-0002	Recoverable Works	25,178,065	92%	27,386,600	18,477,321	78%	23,728,300
4550-0002	Plant Operations	3,702,598	111%	3,340,000	2,838,559	111%	2,546,000
4600-0002	SES - Disaster Mgmt	95,996	116%	83,000	227,950	211%	107,900
4700-0002	Cemeteries	136	3%	5,000	47,612	98%	48,700
4800-0002	Parks, Gardens and Reserves	0	0%	0	988,656	104%	954,800
4860-0002	Aquatic Centres	0	0%	0	507,489	112%	452,100

# Agenda - General Council Meeting - 20 July 2022

# Blackall-Tambo Regional Council

22 General Ledger2021.7.7.1

Revenue and Expenditure Summary

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(Accounts: 0100-0001-0000 to 5245-2000-0000. All report groups. 100% of year elapsed. To Level 2. Excludes committed costs)

Blackall-Tambo Regional Council (Budget for full year)

Financial Year Ending 2022

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			REVENUE			EXPENDITURE		
			30 Jun 2022	AMENDED	ORIGINAL	30 Jun 2022	AMENDED	ORIGINAL
			ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET	BUDGET
5000-0002	Cleansing		327,455	99%	329,300	208,996	80%	261,000
5100-0002	Water Supply		874,634	102%	861,000	476,571	102%	467,600
5200-0002	Sewerage Services		713,850	96%	741,200	329,694	95%	348,400
			-----	-----	-----	-----	-----	-----
4000-0001	WORKS AND SERVICES		32,501,656	96%	33,925,500	28,040,956	85%	33,165,000
			=====	=====	=====	=====	=====	=====
TOTAL REVENUE AND EXPENDITURE			46,691,394	100%	46,828,600	37,727,073	89%	42,507,500

**BLACKALL-TAMBO REGIONAL COUNCIL**

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**OFFICER REPORTS**

COUNCIL MEETING DATE: 20 July 2022

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

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

CLASSIFICATION: (if confidential)

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

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

**Background****Blackall Buildings**

- Monthly fire alarm system inspection at Cultural Centre complete.
- Minor maintenance carried out in the supper room at the Cultural Centre.
- Minor maintenance carried out on a Council house 139 Thistle Street.
- Multiple sewer blockages fixed at various Council Houses.

**Tambo Housing*****Building Maintenance***

- Housing Inspections revealed a number of small repairs and maintenance issues to be carried out by the handyman. These include such items as new cupboard hinges to replacing flyscreens.
- The house at 11 Mitchell Street requires new lino throughout.

***Aged Housing***

- There are three two-bedroom units vacant in the Coolibah Village.
- Two units will be interior painted this year.
- One unit requires the lino to be replaced.

**Blackall Visitor Information Centre**

The new Blackall Visitor Information Officer has started in the role.

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

2020/2021	Visitor Numbers	2021/2022	Visitor Numbers
July	1638	July	3794

<b>2020/2021</b>	<b>Visitor Numbers</b>	<b>2021/2022</b>	<b>Visitor Numbers</b>
August	1985	August	2628
September	1522	September	2100
October	941	October	904
November	174	November	185
December	99	December	93
January	99	January	101
February	95	February	164
March	375	March	367
April	1217	April	928
May	2553	May	1710
June	3952	June	3119
<b>Year to Date</b>	<b>14,650</b>	<b>Year to Date</b>	<b>16,093</b>

### Issue of Camping Permits

<b>Month</b>	<b>Information Centre</b>	<b>Self - Registration</b>	<b>Total for Month 2021/22</b>
July	560	606	1166
August	382	321	703
September	259	250	509
October	77	101	179
November	9	18	27
December	3	11	14
January	0	4	4
February	3	8	11
March	23	27	50
April	81	108	189
May	178	116	294
June	776	530	1306
<b>Year to Date</b>	<b>2354</b>	<b>2100</b>	<b>4454</b>
<b>2020/2021</b>	<b>1515</b>	<b>2043</b>	<b>3558</b>

### Camping Ground Fees

<b>Month</b>	<b>\$ Amount</b>	<b>2021/2022 YTD \$</b>
July	11,660	11,660
August	7,030	18,690
September	5,090	23,780
October	1,780.00	25,560
November	265	25,825



Month	\$ Amount	2021/2022 YTD \$
December	137	25,969
January	38	26,007
February	105	26,112
March	500	26,617
April	1893	28,510
May	2940	31,470
June	13,060	44,560

**Year ending 2020/2021      \$38859.00**

### Blackall Library Report

Month	Loans 2020/21	Loans 2021/22	Visitors 2020/21	Visitors 2021/22	Requests 2020/21	Requests 2021/22	Members Added 2020/21	Members Added 2021/22
July	233	248	389	471	14	21	3	8
August	263	367	371	508	26	62	14	6
September	266	346	401	479	29	27	11	9
October	216	277	389	389	21	30	4	14
November	374	300	378	415	35	41	10	10
December	315	278	450	155	38	43	4	2
January	377	273	376	278	16	111	1	4
February	340	358	318	320	39	77	5	10
March	226	368	413	360	23	59	7	8
April	212	207	407	341	40	65	6	5
May	159	305	387	356	47	20	4	8
June	249	289	349	296	32	42	11	10
<b>Year to Date</b>	<b>3230</b>	<b>3616</b>	<b>4628</b>	<b>4628</b>	<b>360</b>	<b>598</b>	<b>80</b>	<b>94</b>

### Tambo Library and Tourist Report

	Loans 2020/21	Loans 2021/22	Visitors 2020/21	Visitors 2021/22	Requests 2020/21	Requests 2021/22	Members Added 2020/21	Members Added 2021/22
July	710	396	138	103	65	53	3	4
August	419	381	125	113	52	52	6	3
September	465	425	144	115	52	58	3	9
October	414	375	137	115	114	62	3	3
November	427	400	123	122	63	70	1	1
December	336	326	110	123	36	29	0	1
January	404	363	104	95	69	55	1	8
February	454	445	136	109	80	67	0	1

March	460	521	126	145	49	57	1	11
April	365	346	126	120	51	55	1	6
May	407	435	144	183	65	58	2	3
June	488	398	127	122	61	51	5	2
<b>Totals</b>	<b>5349</b>	<b>4811</b>	<b>1540</b>	<b>1465</b>	<b>757</b>	<b>616</b>	<b>26</b>	<b>52</b>

	<b>Visits 2020/21</b>	<b>Visits 2021/22</b>
July	464	733
August	506	512
September	612	511
October	323	197
November	93	126
December	123	56
January	84	85
February	55	94
March	140	203
April	319	390
May	577	609
June	793	893
<b>Totals</b>	<b>4089</b>	<b>4409</b>

### Council Facility Bookings

<b>Blackall</b>	<b>Memorial Hall</b>		<b>Cultural Centre</b>		<b>Showgrounds</b>		<b>Racecourse</b>		<b>Bus</b>	
	<b>20/21</b>	<b>21/22</b>	<b>20/21</b>	<b>21/22</b>	<b>20/21</b>	<b>21/22</b>	<b>20/21</b>	<b>21/22</b>	<b>20/21</b>	<b>21/22</b>
July	11	0	4	6	4	13	0	1	0	8
August	11	2	11	5	4	15	0	1	12	8
September	11	2	12	5	9	6	0	0	8	5
October	2	2	11	9	11	3	2	2	3	7
November	0	2	16	11	0	1	2	1	7	6
December	3	1	8	2	3	0	0	0	1	1
January	0	1	1	0	2	1	1	0	0	0
February	3	1	10	7	1	1	1	1	4	1
March	7	1	4	6	1	1	0	0	3	3
April	5	1	7	8	4	2	1	1	3	2
May	3	4	4	10	5	4	1	0	9	5
June	4	3	10	6	4	6	0	1	6	1
<b>TOTAL</b>	<b>60</b>	<b>20</b>	<b>98</b>	<b>75</b>	<b>48</b>	<b>53</b>	<b>8</b>	<b>8</b>	<b>56</b>	<b>47</b>

<b>Tambo</b>	<b>Shire Hall</b>		<b>Racecourse</b>		<b>Western Sports</b>		<b>Bus</b>	
	<b>20/21</b>	<b>21/22</b>	<b>20/21</b>	<b>21/22</b>	<b>20/21</b>	<b>21/22</b>	<b>20/21</b>	<b>21/22</b>
July	8	11	0	2	1	2	0	2

<b>Tambo</b>	<b>Shire Hall</b>		<b>Racecourse</b>		<b>Western Sports</b>		<b>Bus</b>	
August	13	<b>7</b>	0	<b>2</b>	0	<b>0</b>	1	<b>0</b>
September	6	<b>7</b>	1	<b>4</b>	1	<b>0</b>	1	<b>0</b>
October	7	<b>16</b>	1	<b>2</b>	1	<b>2</b>	2	<b>2</b>
November	16	<b>20</b>	0	<b>1</b>	0	<b>2</b>	2	<b>3</b>
December	5	<b>14</b>	1	<b>2</b>	0	<b>2</b>	0	<b>1</b>
January	8	<b>2</b>	0	<b>2</b>	3	<b>0</b>	1	<b>0</b>
February	15	<b>9</b>	0	<b>0</b>	0	<b>0</b>	6	<b>2</b>
March	16	<b>8</b>	0	<b>0</b>	0	<b>3</b>	2	<b>2</b>
April	16	<b>5</b>	3	<b>2</b>	2	<b>0</b>	6	<b>0</b>
May	11	<b>11</b>	1	<b>2</b>	6	<b>0</b>	10	<b>1</b>
June	9	<b>8</b>	1	<b>1</b>	1	<b>2</b>	1	<b>7</b>
<b>TOTAL</b>	130	<b>118</b>	8	<b>20</b>	14	<b>13</b>	30	<b>20</b>

**Tambo Childcare Centre**

<b>Attendance</b>	<b>Month 2020-2021</b>	<b>YTD 2020-2021</b>	<b>Month 2021-2022</b>	<b>YTD 2021-2022</b>
<b>July</b>	207	207	255	255
<b>August</b>	214	421	262	517
<b>September</b>	110	531	181	698
<b>October</b>	303	834	191	889
<b>November</b>	261	1095	180	1073
<b>December</b>	50	1145	48	1121
<b>January</b>	22	1167	0	1121
<b>February</b>	180	1347	101	1222
<b>March</b>	193	1540	129	1351
<b>April</b>	154	1694	59	1410
<b>May</b>	230	1924	114	1524
<b>June</b>	269	2193	128	2165

<b>Finance</b>	<b>Month Receipts 2021-2022</b>	<b>YTD Receipts 2021-2022</b>	<b>Month Expenditure 2021-2022</b>	<b>YTD Expenditure 2021-2022</b>
<b>July</b>	\$16,147.09	\$16,147.09	\$29,844.70	\$29,844.70
<b>August</b>	\$19,482.41	\$35,629.50	\$39,304.44	\$69,149.14
<b>September</b>	\$18,480.71	\$54,110.21	\$29,584.80	\$98,943.94
<b>October</b>	\$12,611.36	\$67,501.52	\$51,387.79	\$150,331.73
<b>November</b>	\$11,393.94	\$79,438.26	\$35,274.69	\$185,606.42
<b>December</b>	\$3,374.02	\$82,812.28	\$12,780.04	\$198,386.46
<b>January</b>	\$1,281.94	\$84,094.22	\$4,250.81	\$202,637.27
<b>February</b>	\$6,149.74	\$90,243.96	\$18,639.89	\$221,277.16
<b>March</b>	\$10,812.51	\$101,056.47	\$20,397.76	\$241,674.92
<b>April</b>	\$5,794.34	\$106,850.81	\$11,753.04	\$253,427.96
<b>May</b>	\$8,671.55	\$115,522.36	\$18,305.88	\$271,733.84
<b>June</b>	\$13,665.83	\$129,188.19	\$17,983.10	\$289,716.94

**Qantas Report**

Month	Pax OFF	Pax ON	Total	YTD
July	53	47	100	100
August	67	52	119	219
September	67	48	115	334
October	64	68	132	466
November	63	46	109	575
December	87	75	162	737
January	63	47	110	847
February	67	64	131	978
March	124	103	227	1205
April	122	116	238	1443
May	137	97	234	1677
June	155	125	280	1957
6 Monthly Average	111.33	92	203.33	203.33
YTD	1069	888	1957	1957
Total for 2020/2021	685	598	1283	1283

- The roster has been distributed for airport employees.

**Tambo Multi-Purpose Centre**

- The centre is finalising the process of transferring the Commonwealth Home Support Program to Churches of Christ.
- Churches of Christ have met with clients over morning tea and have provided personal letters advising of the changeover.
- Notices have been placed in public areas to keep the community informed of the transfer.
- The centre has offered the remedial massage therapist another 12 months.
- The centre is currently working with North and West Remote Health to find a replacement podiatrist. Podiatry services are on hold until a podiatrist is contracted.
- The centre is hosting a DIY “design a tote/shopping bag” (June 30<sup>th</sup> and July 3<sup>rd</sup>) as a community event. Currently ninety-seven people have signed up for this event.
- The centre is working with Red Ridge to host the circus hub in the centre over the school holidays and for children to come in and help make decorations for the community. The circus hub will continue when the school term restarts as part of the Sport and Recreation program.
- Allied health session for the month of June.  
Physiotherapy – 23 sessions  
Podiatrist – zero sessions  
Remedial Massage – 26 sessions

**Link to Corporate Plan**

Economic Development

Outcome 2 – Tourism

Vibrant Communities

Outcome 1 – Arts and culture

Outcome 2 – Health and wellbeing

Outcome 3 – Community Services

Outcome 4 – Youth

Governance

Outcome 5 – Customer service

Infrastructure

Outcome 2 – Airports

Outcome 5 – Council buildings

**Consultation (internal/external)**

Neighbourhood Centre Coordinator

Tambo Library and Tourism Officer

Customer Service Officers

Multi-Purpose Coordinator

Child Care Coordinator

Library Officer

Tourism Officer

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil

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

COUNCIL MEETING DATE: 20 July 2022

Item No: 4.1.3

**SUBJECT HEADING: C and K Contract Renewal**

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

CLASSIFICATION: (if confidential)

*Summary: The second C and K contract for 6 months has expired, and this renewal is for a further 6 months terminating 31 December 2022. The contract is a further lead up to the discussion regarding the future management of the Tambo Childcare operation.*

**Officer's Recommendation: That Council authorise the Chief Executive Officer to execute the agreement when finalised.**

**Background**

Council is continuing discussions with C and K Limited to continue with the improvement in the skill set of staff at the Tambo Child Care Centre (TCCC). The following is a summary of the resources that are available to staff as well as the learning processes as regards curriculum, inclusion, compliance, assessment, and rating.

Resources

- Be part of sector-leading research, knowledge sharing, and professional communities of practice.
- Have access to engaging, quality professional conversations, communities of practice, forums, and events.
- Have access to C&K's library of policies and procedures which provides a contemporary, comprehensive, and compliant framework for early childhood education and care services.

Curriculum, inclusion, compliance, assessment, and rating

- C&K's sector-leading early years educational pedagogy, practice, curriculum hub and resources.
- Specialized support and advice that assists you to deliver a quality childcare program.
- Regular professional development through multiple delivery channels.
- High quality, online resources, created and delivered by expert advisors and practitioners.
- Quality, contemporary articles and forums on key issues for early childhood education and care centers, created and delivered by qualified and expert advisors.
- An Early Childhood Education Manager, Early Childhood Pedagogy Advisor and Quality and Regulatory Advisor who can support you in operational matters - limited to a maximum of 4 visits in total for the Term.
- Online and phone support on a regular basis to assist with day-to day operational matters as well as specialist advisors able to assist with more complex issues and requests.

- An information portal that provides easy access to resources that will support staff to effectively manage regulatory compliance; and
- Access to our Employee Assistance Program for all permanent and fixed term employees of the Centre and their immediate family for up to 4 sessions per annum.

During the next 6 months this partnership will continue to explore ways and means of improving the service the TCCC offers. In addition preparatory work will be undertaken to facilitate the transfer of the TCCC to C and K at the end of this calendar year.

### Link to Corporate Plan

Governance

Outcome 1

### Consultation (internal/external)

Chief Executive Officer

Director of Finance Corporate and Community Services

C and K Officials

### Policy Implications

Assistance will be provided in updating TCCC policies

### Budget and Resource Implications

Cost will be funded from a grant received from the Federal Department of Education, Skills and Employment

### Risk Assessment

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Funded externally	Low
Legal & Regulatory	Low	Update of policies and procedures	Low
People	Low	Provides clarity to staff and parents	Low
Operational	Medium	Higher operational standards achieved	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Provides clarity as to operation of the TCCC	Low
Ethical	Low	Higher ethical standards achieved	Low
Reputation	Low	Enhance the reputation of the TCCC	Low
Leadership	Low	Enhance leadership skills	Low

### Proposed Risk Treatment

Nil

## BLACKALL-TAMBO REGIONAL COUNCIL

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### OFFICER REPORTS

COUNCIL MEETING DATE: 20 July 2022

Item No: 4.1.4

**SUBJECT HEADING: Policy and Procedure Reviews**

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

CLASSIFICATION: (if confidential)

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*Summary: The Entertainment and Hospitality Policy, Anti-Discrimination, Bullying and Sexual Harassment Policy, Vehicle Policy and Harassment and Bullying Complaints Procedure have been reviewed.*

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

1. adopt the reviewed Entertainment and Hospitality Policy; and
  2. adopt the reviewed Anti-Discrimination, Bullying and Sexual Harassment Policy; and
  3. adopt the reviewed Harassment and Bullying Complaints procedure; and
  4. adopt the reviewed Vehicle Policy.
- 

### Background

During the 2021-2022 audit, the external auditors recommended review of various Council documents to ensure they are compliant with legislative requirements and relevant to Council.

Section 196 of the Local Government Regulation 2012 (the regulation) requires Council to prepare and adopt a policy about the local government's spending on entertainment or hospitality. Council's policy Stat 9 - The Entertainment and Hospitality Policy was last reviewed 17 July 2019. As the current policy remains relevant to Council and compliant with legislative requirements no changes have been made.

Stat 36 – The Anti-Discrimination, Bullying and Sexual Harassment Policy was last reviewed 15 July 2020. This policy covers all behaviour considered bullying, discrimination, sexual harassment, and vilification within and external to the workplace, Council's position on these matters, and the complaint process. No changes were deemed necessary as all content remains current and compliant.

No changes have been made to Stat 37 – The Harassment and Bullying Complaints Procedure. This procedure is a complaint management system for Council and was last reviewed 13 May 2014

The Admin 23 Vehicle Policy has been revised to have the following changes (changes to the policy have been highlighted):

- 3.7 For operators with private use, the vehicle is to be garaged at the Council depot or administration office when the operator is on extended periods of annual leave. Long service leave or sick leave (extended leave is in excess of three weeks) unless the Chief Executive Officer approves of other arrangements.

Category 1 (b) – Open



**Usage:**

1. Private use throughout Australia. Re-fuelling the vehicle outside the Local Government Area is the responsibility of the employee.
2. The operator is responsible for regular checking of fuel, coolant, oil, battery fluid, windscreen washer fluid and tyre pressure; as well as keeping the vehicle (internal and external) in a clean and tidy condition.
3. To be garaged off road and on the operator's property.

**Category 2 – Restricted Open****Usage:**

1. Private use throughout Queensland. Re-fueling the vehicle outside the Local Government Area is the responsibility of the employee.

**Category 3 – Shire Use Only****Usage:**

1. Private use throughout Queensland. Re-fueling the vehicle outside the Local Government Area is the responsibility of the employee.

**Link to Corporate Plan**

Governance

Outcome 2 – Accountability

Outcome 3 - Leadership

**Consultation (internal/external)**

Chief Executive Officer

Director of Finance Corporate and Community Services

Human Resources Officer

Manager of Finance

**Policy Implications**

Review of existing policies – no changes made

**Budget and Resource Implications**

Nil

**Risk Assessment**

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Nil	Low
Legal & Regulatory	Low	No changes were made as to the HR policies and procedures remained compliant with current legislation.	Low
People	Low	Council maintains a zero-tolerance policy on all behaviour considered bullying, discrimination, sexual harassment and vilification on Council worksites.	Low
Operational	Medium	Nil	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Nil	Low
Ethical	Low	Nil	Low
Reputation	Low	Updating policies keeps council up to date with changes.	Low

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Leadership	Low	Maintaining high standards of corporate governance.	Low

**Proposed Risk Treatment**

Policy review ensures Council is up to date and compliant with legislative and regulatory changes.



# **Blackall-Tambo Regional Council**

## **Entertainment and Hospitality Expenditure Policy**

Policy Number: Stat 9	Effective Date: 20.07.2022
Version Number: 7	Review Date: 30.06.2025
Policy Compiled by: DFCCS	Review Date:
Policy Approved by: Chief Executive Officer	

### **1. PURPOSE**

Section 196 of the *Local Government Regulation 2012* (the regulation) requires Council to prepare and adopt a policy about the local government's spending on entertainment or hospitality.

The purpose of this policy is to provide clarity and direction to Councillors and staff regarding reasonable and appropriate expenditure on entertainment and hospitality, and to ensure legislative and community standards are met.

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

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

### **2. SCOPE**

This policy shall apply to all elected members, Council employees and relevant contractors.

This policy provides guidance to Council to comply with the *Local Government Regulations 2012* relating to the provision of entertainment and/or hospitality services during the conducting of official Council business. In complying with these legal requirements, consideration is given to Blackall-Tambo Regional Council's Corporate Plan and annual Operational Plan, to link the provision of these services to Council's Budget process and to desired outcomes from these Plans.

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## Entertainment and Hospitality Expenditure Policy

### 3. DEFINITIONS

**Entertainment/  
Hospitality Service**

As defined by Section 196, sub section 1 of the *Local Government Regulation 2012*, an entertainment or hospitality service is

- a) A service provided by the local government for entertaining members of the public for promoting an initiative or project of the local government
- b) The provision of food or beverages by the local government
  - 1) to a person visiting in an official capacity
  - 2) for a conference, meeting, or seminar, course, workshop, or other forum held by the local government for its councillors, employees, or other persons.
- c) Attendance by a councillor or employee of the local government at a function as part of their official duties/obligations as a councillor or employee and for which the local government is charged for attending the function

**Entertainment/Hospitality Expenditure**

Any expenditure on an entertainment or hospitality service.

**Civic Receptions**

Events that provide community recognition or a welcome by Council and are approved by a Council resolution.

**Associated Person**

A person who is fulfilling a role on Councils behalf (a consultant or contractor or employee of either) because Council does not have a suitably qualified or experienced person on staff to fulfil that role, and who is expected to represent Council in respect to that role.

### 4. GENERAL PRINCIPLES

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

- a) Entertaining members of the public to promote a Council project or initiative.

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**Blackall-Tambo**  
Regional Council

## Entertainment and Hospitality Expenditure Policy

b) The provision of food or beverages by Council:

- to a person visiting Council in an official capacity;
- for a conference, course, meeting, seminar, workshop, or other forum held by Council for Councillors, Council officers or other persons;

c) Paying for a Councillor or Council officer to attend a function as part of the Councillor's, or officer's official duties or obligations.

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

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

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

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

Entertainment and hospitality expenditure must be pre-authorised. Council officers must not authorise their own entertainment and hospitality expenditure. Expenditure by the Chief Executive Officer (CEO) must be authorised by the mayor. Expenditure by a Director or a Manager must be authorised by the CEO or nominee. Expenditure by an officer must be authorised by the CEO, relevant Director, or Manager, respectively.

Officers incurring and authorising the expenditure must demonstrate that the expenditure will benefit Council and has been authorised for official purposes.

Expenditure deemed by the CEO to be inappropriate or unreasonable must be repaid to Council within 21 days (3 weeks) of being notified.

Entertainment and hospitality expenditure must be properly documented and accounted for to satisfy audit, legislative and reporting requirements.

## 5. ENTERTAINMENT AND HOSPITALITY EXPENDITURE

Entertainment and hospitality expenditure includes entertaining visitors (where the Council has an interest in, or a specific obligation towards, facilitating the visit) such as intrastate, interstate, and overseas delegates, representatives of business, industry, recognised community

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organisations, and other levels of Government. Such entertainment and hospitality should not be a substitute for meetings as part of normal Council business. Attendees must ensure that there is no conflict of interest or breach of the Employees' Code of Conduct by their attendance or participation.

Council will meet the cost of food and drinks provided to Council officers but only in the following circumstances:

- Where a training course, meeting or other function is arranged, and Councillors, employees or visitors will be present during a normal meal period, the Council may, if it facilitates the purpose of the event, arrange for refreshments to be made available. Such refreshments are to be reasonable in relation to the purpose and nature of the event and the expected attendees.
- Alcohol may only be provided at a function if it has been approved prior to the function by the Mayor or the Chief Executive Officer. Alcohol must not be provided during meetings or training courses provided by the Council.
- If a Councillor or employee attends a training course, meeting or other function not provided by Council at Council cost, the Council may pay for meals (including alcoholic drinks) if they are included in an overall cost for the event or are provided at meals which are an integral part of the event

Other types of expenses considered reasonable as official expenditure include:

1. Tea / coffee or similar for official visitors;
2. Breakfast / lunch / dinner for official visitors;
3. Light refreshments for internal meetings, conferences, workshops, seminars, and other business purposes approved by relevant Director / CEO;
4. Charges for attendance at official functions;
5. Reward and recognition presentations, such as recognition of Council officers for years of service or employee farewells;
6. Visits by overseas delegates;
7. Annual Christmas celebrations;
8. Anzac Day
9. Condolence wreaths, floral presentations, or gifts for the death of or severe injury or illness to a Councillor or Council employee or their immediate family. This is in recognition of service and a mark of respect to his/her family. The Mayor or Chief Executive Officer may apply discretion when considering giving condolence wreath, floral presentations, or gifts to other members of the community.
10. Visitors which, occur for cultural or economic development reasons and have the potential to increase investment in the Region.

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**Blackall-Tambo**  
Regional Council

## Entertainment and Hospitality Expenditure Policy

11. Other specific celebrations authorised by the CEO (including social club events);
12. Civic Functions and receptions - such as citizenship ceremonies that provide community recognition or a welcome by the Council. The decision as to reasonable and appropriate costs will take into consideration the numbers of attendees, the timing of the function, the venue, and the location within the Region.
13. Other hospitality expenses of expenditure considered reasonable as official hospitality includes the provision of tea, coffee, sugar, milk, morning or afternoon tea for official visitors and appropriate staff.

### Alcohol Provision and Consumption

Alcohol may only be provided at an official Council function if it has been approved prior to the function by the Mayor, CEO, or their nominee. Alcohol must not be provided during meetings or training courses provided by the Council, unless approved by the CEO or nominee.

### Unreasonable and Inappropriate Expenditure

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

- Tips or gratuities;
- Alcoholic drinks;
- Dinners/functions at the private residence of a Councillor or Council Employee;
- Stocking of bar fridges (unless otherwise approved by the Mayor or CEO);
- Mini bar expenses; and
- Morning or afternoon tea outside of Council premises (attended only by Council Officers) unless approved by the CEO.

## 6 ROLES AND RESPONSIBILITIES

The following responsibilities apply to all Councillors and Council officers:

- Be aware of and comply with this Policy;
- Ensure the expenditure is appropriate and would pass the public accountability test;
- Report suspected breaches of policy in accordance with the Employee Code of Conduct;
- A tax invoice must be obtained for all costs, and fringe benefits tax declarations must be completed. Where a tax invoice cannot be provided, the Council officer incurring the expense must provide a detailed list of items of expenditure, together with a statutory declaration certifying that the expenditure was incurred for official purposes; and
- Ensure all expenditure for entertainment and hospitality is correctly recognised in the financial system to ensure reporting obligations are fulfilled.

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**Blackall-Tambo**  
Regional Council

## Entertainment and Hospitality Expenditure Policy

### 7 APPROVAL PROCESS

#### AUTHORISATIONS

Prior to any expenditure on entertainment or hospitality, the following approval must be obtained;

- A person cannot authorise their own expenditure.
- Expenditure by the Mayor must be authorised by the CEO.
- Expenditure by a Councillor must be authorised by the Mayor or CEO.
- Expenditure by the CEO must be authorised by the mayor.
- The CEO must approve expenditure by a Senior Manager
- Expenditure by an employee must be approved by their Senior Manager

#### DOCUMENTATION

Relevant documentation should be provided which

- outlines the official purpose of the function
- links the function to the conduct of Council business
- indicates the responsibilities of the attending Councillor(s) and/or employee(s)
- indicates any external organisations or individuals who may be in attendance
- certifies that any expenditure incurred is/was incurred in the performance of official duties
- requests for reimbursement must be on Councils approved Reimbursement Form and have supporting documentation such as Tax Invoices, receipts for amounts paid.

#### COMMENCEMENT OF POLICY

This Policy will commence from 20 July 2022 and shall replace all previous Entertainment and Hospitality Policies of the Blackall-Tambo Regional Council.

#### 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 InfoXpert.

#### NEXT REVIEW

This Policy is to be reviewed on the 30 June 2025 or as required.

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# **Blackall-Tambo** Regional Council

## **Anti-Discrimination, Bullying and Sexual Harassment Policy**

Policy Number: Stat 36	Effective Date: 15.07.2020
Version Number: 1	Review Date: 15.07.2022
Policy Compiled by: Human Resources Officer	Review Date: 20.07.2025
Policy Approved by: Chief Executive Officer	

### **PURPOSE**

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

### **SCOPE**

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

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

### **APPLICATION**

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

### **PRINCIPLE**

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

### **DISCRIMINATION**

Legislation prohibits discrimination based on several identified attributes, including:

- Sex;
- Relationship status;
- Pregnancy;

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**Blackall-Tambo**  
Regional Council

## Anti-Discrimination, Bullying and Sexual Harassment Policy

- Parental status;
- Breastfeeding;
- Age;
- Race;
- Impairment;
- Religious belief or activity;
- Political belief or activity;
- Trade union activity;
- Lawful sexual activity;
- Gender identity;
- Sexuality
- Family responsibilities; and
- Association with, or relation to, a person identified based on any of these attributes.

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

### BULLYING

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

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

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

### Bullying Examples

Examples of bullying include:

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

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**Blackall-Tambo**  
Regional Council

## **Anti-Discrimination, Bullying and Sexual Harassment Policy**

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

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

### **What does NOT constitute workplace bullying?**

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

Reasonable management action can include:

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

### **SEXUAL HARASSMENT**

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

Sexual harassment includes:

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

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

### **VILIFICATION**

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

Vilification includes:

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

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**Blackall-Tambo**  
Regional Council

## Anti-Discrimination, Bullying and Sexual Harassment Policy

### COMPLAINT PROCESS

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

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

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

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

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

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

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

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

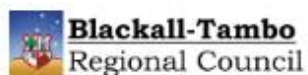
### BREACHES OF POLICY

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

### RELEVANT INFORMATION

*Industrial Relations Act 2016*  
*Anti-Discrimination Act 1991*  
*Work Health and Safety Act 2011*  
*Local Government Act 2009*  
*Sex Discrimination Act 1984 Cth*  
*Age Discrimination Act 2004 Cth*  
*Racial Discrimination Act 1975 Cth*  
*Disability Discrimination Act 1992 Cth*  
*Human Rights Act 2019*  
*Local Government Regulations 2012*  
*Public Sector Ethics Act 1994*

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## Anti-Discrimination, Bullying and Sexual Harassment Policy

### DATE NEXT REVIEW DUE

20 July 2025

### CHANGES SINCE LAST REVISION

Reviewed policy as of 20.07.2022 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.

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# **Blackall-Tambo** **Regional Council**

## **Harassment and Bullying Complaints Procedure** **Resolving Complaints in the Workplace: A Complaint Management System**

Policy Number: Stat 37	Reviewed Date: 20.07.2022
Version Number: 2	Next Review Date: 20.07.2025
Policy Compiled by: Human Resources Officer	
Policy Approved by: Chief Executive Officer	

### **PURPOSE**

Bullying and harassment will not be tolerated at any worksite of the Blackall- Tambo Regional Council.

Employees have access to resources that allow them to effectively report any instances of bullying and/or harassment to their direct Supervisor. Employees also have access to reporting tools including incident/accident report forms in consultation with Line Managers, Supervisors, Workplace Health and Safety Officer and Committee members, Human Resources Officer, and the Chief Executive Officer.

### **ANTI-BULLYING LAWS**

In 2013, amendments to the *Fair Work Act 2009* (the Act) conferred power upon the Fair Work Commission (the Commission) to make orders to stop bullying effective from 1 January 2014. Prior to this, the Commission had no power to deal with workplace bullying complaints. Under these new provisions, the Commission must start to deal with an application for an order to stop bullying within 14 days of the application being made.

The Commission may refer a matter to Workplace Health and Safety Queensland where it considers it to be necessary and appropriate. The Act specifies that a complaint may be managed by the Commission and Workplace Health and Safety Queensland.

### **DEFINITIONS**

*Workplace Bullying and Harassment* is the repeated, unreasonable, and unwelcome behaviour directed towards an employee or group of employees. Such behaviour creates a risk to health and safety.

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**Blackall-Tambo**  
Regional Council

## Harassment and Bullying Complaints Procedure

*Harassment* is unwanted behaviour that offends, humiliates, or intimidates a person and targets them on a basis of a characteristic, such as gender, race, ethnicity, or sexual orientation.

An *appeals process* provides an avenue for workers to communicate, where possible, to a higher level of Management about their dissatisfaction with any decision or process considered to be unjust or unfair (for example, inadequate or ineffective managerial action taken in response to a workplace harassment complaint).

### WHAT IS NOT BULLYING AND HARASSMENT?

A single incident of harassment or bullying type behaviour is not considered to be workplace bullying and/or harassment. Nevertheless, single incidents of harassing type behaviour should not be ignored or allowed. Professionally managed intervention in response to single incidents will help prevent the situation from escalating.

### REASONABLE PERFORMANCE MANAGEMENT

Council's approach to employees' performance management processes have been implemented to establish a clear and reasonable link between Council and individual employee expectations and objectives. One of these processes is by way of an annual Performance Appraisal which allows Management and Supervisors to review and evaluate employees' individual performance in a positive and reasonable way.

Before lodging a formal bullying or harassment complaint, the person/s or the group concerned must consider that a directive or work method comment about performance management that is conducted in a reasonable manner by a Manager, Supervisor, or a person in charge, does not constitute harassment. In cases where a Manager or Senior Executive has become the victim of harassment and/or bullying, the Mayor, as per Council's organisational hierarchy, would be consulted in the first instance to help resolve the complaint. If an amicable solution is not reached then the matter may be referred to the Local Government Association of Queensland's Workforce Mediation and Investigations Solutions, or to the Industrial Commission.

### COMPLAINT REPORTING SYSTEM

When a complaint of workplace harassment or bullying is raised it needs to be responded to in a timely manner to prevent further escalation of the issue.

Persons responsible for Human Resources, Workplace Health and Safety, Managers and Supervisors can be consulted to advise employees in regard to policies and procedures that manage workplace harassment and bullying complaints.

Generally, complaints can be resolved either formally or informally.

Before deciding on how to resolve the complaint, the person raising the complaint should:

- Clearly define their concerns and desired outcome.
- Assess the advantages and disadvantages of the informal versus the formal process.
- Consider the complexity of the situation (a formal option may need careful consideration if the situation is overly complex).

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## Harassment and Bullying Complaints Procedure

- Be aware of support mechanisms available, e.g. counselling.
- Acknowledge the consequences of making malicious, frivolous, or vexatious complaints (complaints that are deliberately harmful, spiteful, trivial, or unworthy of serious attention or resources).

### 7.1 INFORMAL COMPLAINT REPORTING SYSTEM

The objective of the informal approach is to resolve the matter with a minimum of conflict or distress to individuals.

The benefits of resolving workplace harassment/bullying informally are :

- The process is generally quick and less adversarial and cumbersome.
- It does not require extensive proof of workplace harassment/bullying to be demonstrated.
- The person exhibiting harassing/bullying behaviours may not be aware of their own behaviour and this may give them the opportunity to refrain from behaviours which others find offensive, intimidating or humiliating and of which they may not be aware.

#### ***Speaking directly with the person***

Any worker who believes they are being harassed may choose to speak directly with the person/persons demonstrating harassing/bullying behaviours. Directly dealing with the person/s responsible sometimes results in the behaviour ceasing. If after speaking with the person the behaviours continue then you can use formal processes.

#### ***Mediation***

Resolving complaints informally through mediation is generally more effective, requires fewer resources and often prevents further escalation of the issue while in no way trivialising the issue or the effect it has on an individual.

Mediators should:

- Be competent, impartial, maintain confidentiality and be acceptable to all parties.
- Be a guide for discussions between parties.
- Encourage parties to identify the issues in dispute and explore options for agreement.
- Guide the parties to negotiate and implement options for agreement.
- Take account of real or perceived differences in power between parties.

If a party has a significant concern about an internal resolution process it may be necessary to arrange an external mediator.

### 7.2 FORMAL COMPLAINT REPORTING SYSTEM

If the informal approach is unsuccessful and the harassing/bullying behaviours continue at the workplace, the complainant can request that a formal approach is implemented to address their complaint of workplace bullying/harassment.

Where a complaint handling system is in place it should be used to address the complaint. The persons responsible for Human Resources or Workplace Health and Safety matters should be able to advise employees in regard to complaint resolution policies and procedures and how to lodge a formal complaint. Effective Human Resource systems can help prevent or control workplace harassment from occurring. Ensuring the workplace as effective and reasonable performance management processes and open communication systems are two ways that can achieve this.

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**Blackall-Tambo**  
Regional Council

## Harassment and Bullying Complaints Procedure

### **Mediation**

Where a complaint cannot be resolved by informal means a formal process should be followed.

In the absence of Council Trained Mediators, Council would engage the services of the Local Government Association of Queensland's Workforce Mediation and Investigation Solutions. They are able to offer qualified, experienced investigators, mediators and human resources and industrial relations professionals whose expertise can help and support Council to deal with workplace grievances and complaints. Workforce investigators are available to conduct professional and unbiased workplace investigations, particularly in the areas of:

- Workplace harassment and bullying,
- Misconduct, and
- Crime and Misconduct Commission (CMC) referred investigations.

Workforce Mediation and Investigation Solutions use a formal process to examine the relevant facts of allegations and ascertain whether Council officers have breached policy or law. Their investigators are discreet and sensitive to the issues at hand, and will:

- Undertake investigations in a planned and structured manner, and
- Ensure objectivity.

### **INVESTIGATING COMPLAINTS PROCEDURE**

The objective of an investigation is to resolve the conflict which prompted the complaint and to effectively control the risk of workplace injury or illness from workplace harassment.

An investigation will aim to establish the facts and circumstances of the situation and usually lead to a formal report being prepared. The person responsible for Human Resources or Workplace Health and Safety matters in the workplace should be able to offer further advice concerning the applicable formal procedure.

An effective investigation procedure should be:

- Planned - to ensure the investigation process is appropriate.
- Transparent - the investigation process and timeframes to be outlined for all parties.
- Objective/impartial - the investigator should be unbiased and non-judgemental.
- Documented - information from interviews and accurate records of evidence used to establish facts should be kept. No assumptions or opinions should be included. Detailed investigation notes are essential to demonstrate fair practices associated with the investigation.
- Reviewed - so an assessment can be made as to whether or not the behaviour constitutes workplace harassment.
- Able to provide factual evidence - so appropriate remedial actions may be taken by the employer in relation to the complaint or other issues identified during the investigation.

Council's standard procedure for dealing with reports of bullying and/or harassment should be followed in line with the principles of natural justice, meaning :

1. The person alleged to have committed workplace harassment/bullying is presumed to be innocent until allegations are proved to be true.
2. All allegations of workplace harassment/bullying are investigated promptly.
3. The person who has allegedly committed the workplace harassment/bullying is informed of all the allegations and given an opportunity to explain his or her version of events.

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Regional Council

## Harassment and Bullying Complaints Procedure

4. Should the complaint be proven to be true, then disciplinary action will be taken on the person or persons involved who could have their employment terminated by the Chief Executive Officer, as per the flow chart.

Persons who are the victims or perpetrators should be offered counselling before and after an investigation.

In the case of a complaint of bullying and/or harassment against a Senior Manager/Chief Executive Officer, that person should not be involved in the issue resolution process, and as Council's standard bullying complaints procedure involves the Senior Manager/Chief Executive Officer, someone else should be nominated to fulfil their role in managing the complaint, for example a member of other Senior Management.

### RESOLVING COMPLAINTS THROUGH EXTERNAL AGENCIES

Most external agencies will not accept a complaint unless complainants have attempted to resolve the workplace harassment/bullying internally through an informal or formal process (where available).

Workplace harassment/bullying can be addressed within the workplace before referring to external agencies through:

- Speaking directly to the person.
- Mediation between the parties.
- Formal process.

Complainants may contact the following agencies where internal processes have been ineffective (or not available). The most appropriate agency will depend on the type of complaint and the complainant's desired outcome.

For assistance in determining the most appropriate agency, call the Workplace Health and Safety Info Line on 1300 369 915. Info Line staff will ask a series of questions to help identify which agency or agencies are appropriate to assist and provide information about them. Depending on the nature of the complaint it is possible that more than one agency will be involved.

### **External Agencies in Queensland Role**

Workplace Health and Safety Queensland (WHSQ) can only respond to complaints in certain situations that fall within the scope of the *Work Health and Safety Act 2011*.

The complaint must (on face value) fall within the definition of workplace harassment/bullying.

The complaint should always be in writing and submitted within one week of the incident occurring. Investigations should begin within a reasonable timeframe, for example, not less than one week after the initial submission. These timeframes allow the incident to be dealt with using the informal approach used to resolve issues at a base level, e.g. face to face mediation.

Where a complaint falls within the scope and risk of injury or illness from workplace harassment/bullying is determined likely to exist, an Inspector may be assigned to investigate.

The types of information an Inspector may request include:

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## Harassment and Bullying Complaints Procedure

- Incident records,
- Workplace harassment/bullying policy,
- Grievance procedures,
- Information about the workplace complaint handling system,
- Workplace records to show that the allegation of workplace harassment/bullying has been investigated appropriately,
- The steps that have been taken to remedy the situation (should the risk of workplace harassment/bullying be identified in the investigation),
- Staff training records, e.g. take 5 toolbox talks, and
- Any other information required by the Inspector.

An effective investigation procedure should be:

- Planned - to ensure the investigation process is appropriate.
- Transparent - the investigation process and timeframes be outlined for all parties.
- Objective/impartial - the Investigator should be unbiased and non-judgemental. In some workplaces this may mean the need to engage someone from outside the workplace to avoid a conflict of interest, e.g. a trained Investigator.

During a workplace visit the Inspector will review documentation and may survey or interview staff members as part of the investigation. The Inspector will assess if there is a risk of injury from workplace harassment/bullying and review controls implemented at the workplace.

### THE APPEALS PROCESS

If a complaint cannot be resolved through conciliation between the parties, the complainant can refer it to the Queensland Civil and Administrative Tribunal. The Tribunal hears complaints in a similar way to a court and seeks to operate in an informal and non-intimidating way. All the Tribunal members who hear complaints are experienced lawyers.

A worker may apply to the Fair Work Commission (the Commission) for an order to stop workplace bullying. This is available under the *Fair Work Act 2009*.

The Commission can make an order to prevent a worker being bullied at work if it is satisfied that:

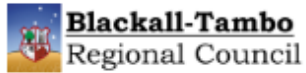
- The worker has been bullied at work by an individual or group of individuals.
- There is a risk that the worker will continue to be bullied at work by the same individual or group.

The Commission is a Tribunal and is required to hear from all relevant parties before making orders. It does not conduct investigations into allegations of bullying at work.

For more information about anti-bullying laws, refer to the Fair Work Commission website. Fair Work Online provides information and advice about the national workplace system. Links are provided to the Fair Work Ombudsman and Fair Work Australia (the national workplace relations tribunal).

The Queensland Anti-Discrimination Commission and Queensland Civil and Administrative Tribunal promotes fair treatment and equal opportunity by making discrimination and vilification (for example, on the basis of race, religion, sexuality, or gender identity) and all sexual harassment/bullying against the law.

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## Harassment and Bullying Complaints Procedure

The Queensland Working Women's Service (QWWS) provides a comprehensive free and confidential telephone service to women on all work-related matters. QWWS has information about workplace harassment/bullying and is able to offer advice on the possible courses of action. Information on advocacy and representation can also be obtained through the service.

### CHANGES SINCE LAST REVISION

Reviewed procedure as of 20.07.2022 to reflect current procedures.

### RECORDS

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

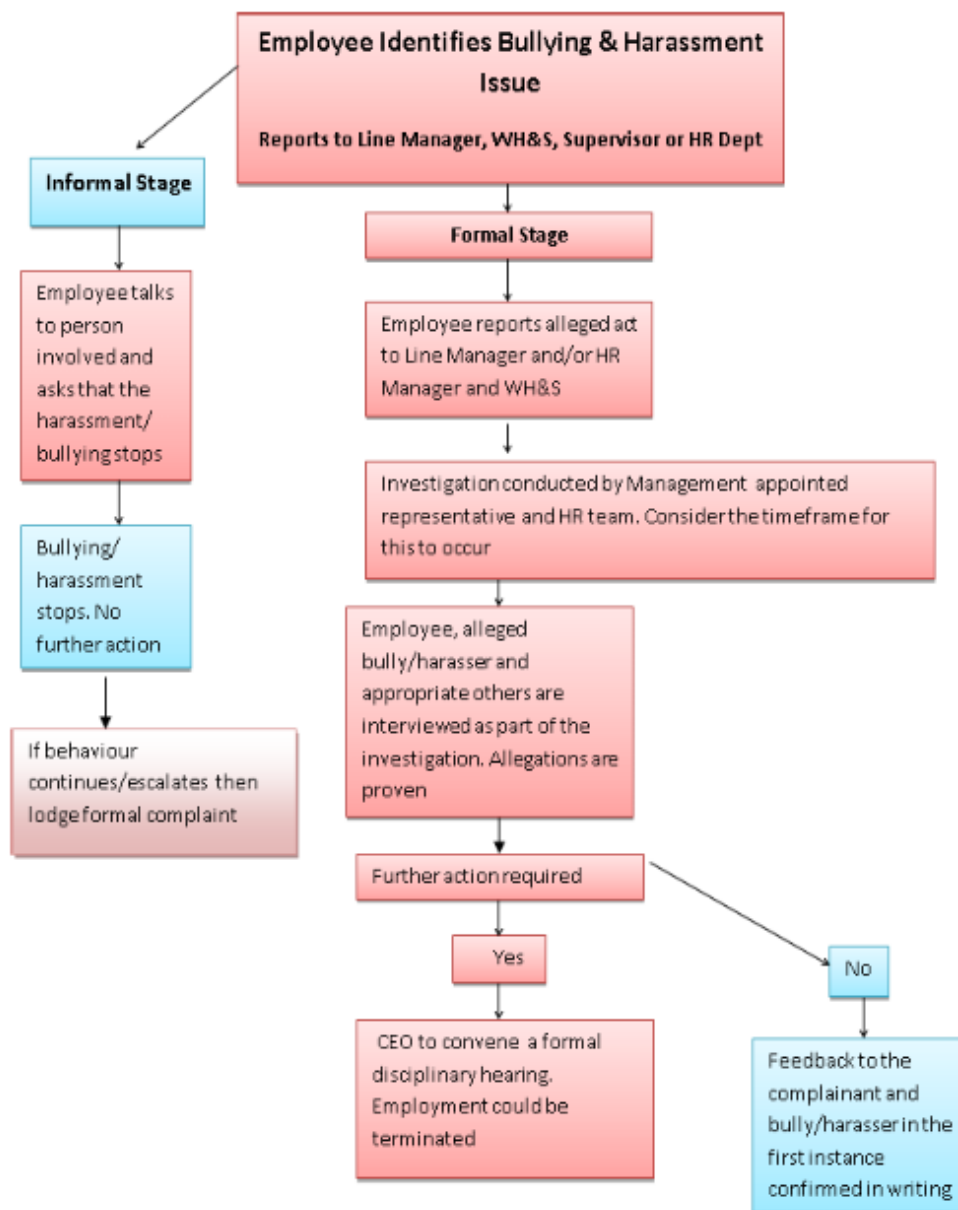
Electronic copies are saved in the appropriately labelled folder in Magiq.

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**Blackall-Tambo**  
Regional Council

## Harassment and Bullying Complaints Procedure



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# Blackall-Tambo Regional Council

## Vehicle Policy

Version Number: Three	Effective Date: 20/07/2022
Procedure Compiled by: Chief Executive Officer	Review Date: 20/07/2026
Procedure Approved by: Chief Executive Officer	

### 1. Principles

This Policy is directed at improving efficiency, reliability, and safety by supporting councillors, employees, volunteers, and contractors in the performing their duties.

Employees shall be allocated a vehicle which is fit for purpose and approved by the Chief Executive Officer.

Due to the size and location of Blackall-Tambo Regional Council, private use of vehicles may also be used to attract and retain quality employees.

### 2. Applicability

This Policy applies to all persons who drive a Council vehicle including, but not limited to a Councillor, employee, contractor, sub-contractor, and volunteer.

### 3. General

- 3.1. An operator must have a current driver's license applicable to the class of vehicle being driven. An operator must immediately advise their supervisor if their license is cancelled or suspended or of any other limitation that restricts their driving.
- 3.2. Learner drivers and provisional drivers must display the appropriate plates (P or L) on the vehicle while driving.
- 3.3. All vehicles must be housed in the Council depot or administration office car park each night unless specifically allowed by this Policy.
- 3.4. If the operator has home use of the vehicle, it must be parked within the boundary of the operator's property at night and not be parked on the road reserve.
- 3.5. When requested by the Chief Executive Officer, the operator shall maintain an accurate logbook for the use of their vehicle.
- 3.6. A Council vehicle must be available for Council business use during normal working hours when not required by the operator.
- 3.7. For operators with private use, the vehicle is to be garaged at the Council depot or administration office when the operator is on extended periods of annual leave, long service leave or sick leave (extended leave is in excess of three weeks) unless the Chief Executive approves of other arrangements.

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- 3.8. All Council vehicles will have Blackall-Tambo Regional Council logos displayed on both sides and on the rear of the vehicle. The vehicle must be marked with a plant number. Cars and utilities shall display the small logo while trucks and plant shall display a large logo.

#### **4. Maintenance**

- 4.1. Vehicles are an asset of the Council for which value must be maintained.
- 4.2. Vehicles must be made available to the Workshop Supervisor for servicing in accordance with the manufacturer's specifications.
- 4.3. If any malfunction of a vehicle, however minor, has been observed, the driver must advise the Workshop Supervisor immediately.
- 4.4. Where a fuel card is issued for a particular vehicle, fuel may be purchased using the card or through the depot refueling system. The fuel card must always be kept in the vehicle and dockets submitted to the Rates Officer.
- 4.5. The operator is responsible for the regular checking of fuel, coolant, oil, battery fluid, brake fluid, windscreen washer fluid and tyre pressure.
- 4.6. The operator must maintain the vehicle (internal and external) in a clean and tidy condition.

#### **5. Accident Procedure**

If a vehicle is engaged in an accident or incurs damage (however minor), then the operator's supervisor must be notified immediately, and an incident report must be completed by the end of the next working day.

#### **6. Safety**

- 6.1. The operator is always required to observe all road rules. Payment of any traffic fines or loss of demerit points received for the vehicle will be the responsibility of the operator. Under no circumstances should an operator drive a Council vehicle while under the influence of alcohol or illicit drugs. This includes over the counter medications which carry a "do not drive" warning on the label.
- 6.2. Smoking in all Council vehicles is prohibited.
- 6.3. Carrying pets in Council vehicles is prohibited.
- 6.4. Keys are not to be left in parked vehicles at any time and the vehicle must be locked when left unattended.

#### **7. Council Image**

The operator must always ensure that the vehicle is driven, and the passengers behave in a way that upholds Council's image in the community.

#### **8. Passengers**

Except for Category 1, 2 and 3 use, only Councillors' or Council employees, volunteers or contractors may be carried as passengers in a Council vehicle. The Chief Executive Officer must expressly approve any other passengers.

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**9. Alternative Driver**

For Category 1, 2 and 3 use, an alternative driver may drive the vehicle for logistical or safety purposes (e.g., airport drop off, long distance travel etc.).

**10. Exceptions**

Any variation to the conditions in this Policy must be expressly approved by the Chief Executive Officer.

**11. Determination of Vehicle Category**

The Chief Executive Officer determines the category each employee falls under in the letter of appointment upon commencing employment with Council and through any subsequent reviews of performance.

**12. Vehicle Pooling**

Council vehicles when not in use must be made available to other staff if necessary. This includes when staff are on leave. Employees with categories 1 and 2 use are exempt.

**Categories of Vehicle Use**
**Category 1 (a) - Open**
*Usage:*

1. Private use throughout Australia.
2. The operator is responsible for regular checking of fuel, coolant, oil, battery fluid, windscreen washer fluid and tyre pressure; as well as keeping the vehicle (internal and external) in a clean and tidy condition.
3. To be garaged off road and on the operator's property.

**Category 1 (b) - Open**
*Usage:*

1. Private use throughout Australia. Re-fueling the vehicle outside the Local Government Area is the responsibility of the employee.
2. The operator is responsible for regular checking of fuel, coolant, oil, battery fluid, windscreen washer fluid and tyre pressure; as well as keeping the vehicle (internal and external) in a clean and tidy condition.
3. To be garaged off road and on the operator's property.

**Category 2 – Restricted Open**
*Usage:*

1. Private use throughout Queensland. Re-fueling the vehicle outside the Local Government Area is the responsibility of the employee.
2. The operator is responsible for regular checking of fuel, coolant, oil, battery fluid, windscreen washer fluid and tyre pressure; as well as keeping the vehicle (internal and external) in a clean and tidy condition.
3. To be garaged off road and on the operator's property.

**Category 3 – Shire Use Only**
*Usage*

1. Private use throughout the Shire. Re-fueling the vehicle outside the Local Government Area is the responsibility of the employee.

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## **Blackall-Tambo Regional Council**

### **Vehicle Policy**

2. The operator is responsible for regular checking of fuel, coolant, oil, battery fluid, windscreen washer fluid and tyre pressure; as well as keeping the vehicle (internal and external) in a clean and tidy condition.
3. To be garaged off road and on the operator's property.

#### **Category 4 – Standby Use (Blackall and Tambo) - Employees required to do call out works.**

*Usage:*

1. Home to work use taking the most direct route.

#### **Category 5 – Work Only Use**

*Usage:*

1. No private use of the vehicle.
2. Vehicle to be garaged at the Council depot or administration office.
3. In cases where foremen are returning late from working on rural roads (e.g., Jericho Road) and the depot is locked there is approval to garage the vehicle overnight at home and return it to work in the morning.

#### **Category 6 – Visitor Use**

*Usage:*

2. Private use as approved by the Chief Executive Officer.

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**BLACKALL-TAMBO REGIONAL COUNCIL**

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**OFFICER REPORTS**

COUNCIL MEETING DATE: 20 July 2022

Item No: 4.1.5

**SUBJECT HEADING:** Internal Audit and Risk Management Committee –  
**Minutes of Meeting 1 July 2022**

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

CLASSIFICATION: (if confidential)

*Summary: The Internal Audit and Risk Management Committee meeting was held on 1 July 2022 to receive the internal audit report for Stores and Inventory Management, and to receive the QAO interim audit report to Mayor.*

**Officer's Recommendation: That Council receive the minutes of the Internal Audit and Risk Management Committee's meeting 1 July 2022.**

**Background**

The Internal Audit and Risk Management Committee meeting was held on Friday 1 July 2022 to review and discuss the internal auditor's report on "Stores and Inventory Management". The internal auditor presented their report and brought forward several issues and their recommendations on how the issues should be addressed.

The Committee also received the QAO's interim report for 2022, and the QAO briefing paper.

**Link to Corporate Plan**

Governance

Outcome 2 – Accountability

**Consultation (internal/external)**

Chief Executive Officer

Internal Audit and Risk Management Committee

Director of Finance Corporate and Community Services

Director of Works and Services

Manager of Finance

Internal Auditor

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil

**Risk Assessment**

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Nil	Low
Legal & Regulatory	Low	Nil	Low
People	Low	Nil	Low

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
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. The recommendation relates only to the receiving of the minutes on this matter.

**Minutes of Internal Audit and Risk Management Committee Meeting – 9.00am 1 July 2022**

**A/. Attendance**

Cr Lindsay Russell – Chairman

Cr Boyd Johnstone – Member

Tony Walsh – Internal Auditor

Kelly Graham – Grant Thornton

Helen Wilkes – ASP Partner

David Moore - QAO Audit Manager

Alastair Rutherford – Director of Finance Corporate and Community Services

Shalveen Dayal – Manager of Finance

Garth Kath – Director of Works and Services

**Open meeting at 9.00am**

**B/. Apologies**

Megan Prow – Member

**C/. Business arising out of minutes of previous meeting 25 March 2022.**

There was no business arising.

**D/. Previous minutes of meeting 25 March 2022**

Approved

Moved: Cr. Johnstone

Seconded: Cr. Russell

**E/. Agenda items**

**1/. Received the internal audit report for Stores and Inventory Management.**

The Internal Auditor presented a comprehensive report to the meeting which focused mainly on the Blackall store.

The Committee members accepted all recommendations contained in the report and the Director of Works agreed to implement these recommendations.

### Blackall Store Locations

#### Recommendations

1. That a review of Store spaces be undertaken with a physical separation of Store and ‘non-store’ items to assist in monitoring and undertaking store counts. Further, all Store items be clearly labelled/catalogued as such in their locations.
2. As part of the review, consideration be given to adding ‘non-store’ items to the Store inventory to increase controls and ensure these are allocated correctly.
3. As part of the review, Council revises the access arrangements for all store items to ensure they are secured in locked areas. Cement items and other attractive products be kept in a locked caged area (like Tambo).
4. Small items and clothing currently held in the Store building be relocated to the main depot office where issues can be monitored by the Storeman. This would leave the main Store to house mostly mechanical items which are used by the adjoining workshop.

### Blackall Storeman – Roles and Location

#### Recommendations

5. A review be undertaken with the Blackall Storeman of the position description to revise the store and purchasing roles and set some objectives/outcomes for the position.
6. Consideration be given to changing the reporting relationship for the Storeman to ensure she has a direct support person available as a mentor in Store operations.
7. Training be organised for key aspects of the store operation, including reconciliations to the PCS system.

### Blackall Store Counts and Issues / Receival Management

#### Recommendation

8. That Council reviews the monthly stocktake procedures to ensure the PCS records are up to date with all receivals and issues and there is a reconciliation of the PCS system carried out at the time.

### Obsolete Items

#### Recommendation

9. That the Store areas be organised to identify surplus items and Council dispose of obsolete or slow-moving stock currently held in the Store at next available auction/tender and remove these items from the store record as soon as possible.

Fuel Management

Recommendations

10. That Council carries out a reconciliation of the Everlink system to PCS before end of financial year.

11. Procedures be put in place to ensure reconciliations are carried out regularly and the fuel balance in PCS is correct.

12. Further training be undertaken with staff on completing the mobile fuel issues sheets. Further, this be supported by a procedure on the use of these sheets.

End of Year Stocktake Procedures

Recommendation

13. The Council develop a written end of year stock take procedure and checklist, including the involvement of independent counting officer/s.

Upon a request from Cr. Russell the Director of Works agreed to provide a tour of the Blackall Depot after the meeting to gain an understanding of the magnitude of the issue.

Approved

Moved: Cr. Johnstone

Seconded: Cr. Russell

**2/. Receive QAO interim audit report to Mayor dated 28 June 2022 – Presented by Kelly Graham External Auditor Grant Thornton**

The following audit recommendations were not accepted by management as other issues are considered to be a higher priority as well as cost / benefit considerations. The Committee Members decided to discuss these matters with Council to obtain a wider perspective.

Monthly accruals

Accounting and finance policies and procedures manual

Monthly financial reports

The Committee to respond to the external auditors at the 1 September meeting.

Approved

Moved: Cr. Johnstone

Seconded: Cr. Russell

**3/. QAO Briefing Paper – Presented by David Moore QAO Manager**

Approved

Moved: Cr. Johnstone

Seconded: Cr. Russell

**F/. Any Other Business**

There was no other business.

**The meeting closed at 10.25am**

**Signed:**

**Cr. Lindsay Russell**  
**Chairman**

**Record of the tour of the Blackall Depot Stores attended by Cr. Russell, Cr. Johnstone, Director of Works and Services, Internal Auditor, and Director of Finance Corporate and Community Services.**

1/. Became obvious that this is a task that must be dealt with as a matter of urgency to restore control and reduce losses to Council which are at this time undeterminable.

2/. This project is one that is likely to last for at least 12 months.

3/. To secure all store items as well as items that should be in store and are currently located in at least five areas at the depot the Committee Members recommend to Council that there be consideration given to the construction of a suitable shed capable of holding all store items.

In the budget for 2022/2023 there are projects that require external funding and have a Council cost included. If a project doesn't get up the Council cost could be reassigned to the construction of this shed.

The Shed would be secure and set up in a manner whereby the Storeman knows immediately who is arriving and who is departing and store items leaving are immediately recorded into PCS.

**BLACKALL-TAMBO REGIONAL COUNCIL**

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**OFFICER REPORTS**

COUNCIL MEETING DATE: 20 July 2022

Item No: 4.1.6

**SUBJECT HEADING: Proposal to Relocate the Tambo Library and Visitor Information Centre to the Grassland Building**

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

CLASSIFICATION: (if confidential)

*Summary: Consideration has been made to move the Tambo Library and Visitor Information Centre to the Grassland building.*

**Officer's Recommendation: That Council **approve/does not approve** of the Tambo Library and Visitor Information Centre being relocated to the Grassland Gallery building.**

**Background**

The Tambo Library and Visitor Information Centre (VIC) are currently located in the Old Courthouse at 9 Arthur Street, Tambo. Council officers have investigated the possibility of moving the library and VIC to the Grassland building which is also a Council owned facility.

Blackall-Tambo Regional Council and the Tambo Arts Council Inc previously had a MOU on the management of Grassland Art Gallery. In 2009, the Tambo Arts Council Inc. formed the Gallery sub-committee in response to Council's request for that group to manage the Art Gallery on Council's behalf, with assistance provided by Council.

The MOU outlined responsibilities relating to access, exhibitions, funding and financial management, insurance, consumables, maintenance, and the photocopier. The Tambo Arts Council host several art installations at the Grassland Gallery each year.

The previous MOU has lapsed, and Council officers have recommended that a new MOU be drafted, in consultation with the Tambo Arts Council Inc., to provide clarification on the operation of the Grassland building moving forward.

At the June 2011 general meeting Council resolved the following:

*Moved: Cr GK Schluter*

*Seconded: CR GW Jarvis*

*That Council:*

- *Acknowledge the receipt of advice from Brisbane North Institute of TAFE that the Learning Network Queensland (LNQ) project at Tambo will not proceed beyond the current financial year,*
- *Accept the donation of LNQ computer to the Council for community use, subject to the formatting of the computer hard drives and return of the wireless Ethernet card from each computer,*
- *Endorse the proposal to staff the Grassland building and utilise the existing space in the building, and*
- *Pursue further opportunities for activities as the Grasslands building as and when identified.*

Minute No. 38/06A/11

Carried



The primary objective of the proposal to relocate the library and VIC to the Grassland building is to provide a higher level of customer service to tourists and locals through a more efficient use of resources. The library, VIC, and Grassland Gallery complement each other, having a strong focus on tourism. Locating the services in the same building would provide improved and efficient dissemination of information to tourists and locals alike. The Grassland building would become the tourist hub for Tambo.

Tourists would be centrally placed in the town, which would be beneficial to the local businesses. Many tourists already stop at Grassland building, mistaking it for the VIC.

The Courthouse is an older building, which is difficult to keep at a constant, comfortable temperature, while the Grassland building is a spacious, modern facility with multifaceted areas that could be better utilised by the diverse population of the community.

Relocating the library and VIC to the Grassland building would enable the gallery to be staffed for consistent hours while possibly increasing the number of visitors viewing artwork and subsequent sale of items. The large workshop space would still be utilized for its current purpose.

The general appearance and layout of resources and stock would have to be considered carefully to avoid a feeling of overcrowding and untidiness of the space and to allow for the flow of patrons to the gallery. The reception desk may require adjusting to better utilise the space. Other spaces may also require minor adjustments.

The Court House, located in the historic end of town, could be transformed into a tourist attraction depicting an 1880s court in session, making use of the raised judge's bench, the dock, and the outside gaol cells. The building would be an unmanned centre and digital displays could be used to depict the story of the building and Tambo.

Council officers have carefully considered the advantages and disadvantages of the proposed relocation and whilst the Tambo Arts Council have expressed concerns on the matter, it is considered that the advantages for the proposal outweigh the disadvantages.

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**Link to Corporate Plan**

Economic Development  
Outcome 2 – Tourism

Vibrant Communities  
Outcome 1 – Arts and Culture  
Outcome 3 – Community Services  
Outcome 4 – Youth

Environment & Heritage  
Outcome 2 – Historical Heritage

Governance  
Outcome 1 – Workforce  
Outcome 5 – Customer Service

**Consultation (internal/external)**

Councillors  
Chief Executive Officer  
DFCCS

Tambo Librarian/VIC Officer

### Policy Implications

Nil

### Budget and Resource Implications

Approx \$25,000 for renovations

### Risk Assessment

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	There would be costs associated with minor renovations to the Grassland building.	Low
Legal & Regulatory	Low	Nil	Low
People	Low	A more efficient service provided in Tambo	Low
Operational	Medium	Better use of resources	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Improved service to tourists	Low
Ethical	Low	Nil	Low
Reputation	Low	Enhance the reputation of Tambo	Low
Leadership	Low	Nil	Low

### Proposed Risk Treatment

Relocating the Tambo Library and VIC would create a central hub for visitors and locals in the Tambo region. The community would benefit from the opportunities that arise from this proposal.

## BLACKALL-TAMBO REGIONAL COUNCIL

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### OFFICER REPORTS

COUNCIL MEETING DATE: 20 July 2022

Item No: 4.2.1

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

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

CLASSIFICATION: (if confidential)

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

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

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### Background

#### Construction

- R2R – Ravensbourne Road complete
- R2R – Frames Lane complete
- LRCI Phase 2 – Tambo Industrial Estate and Dump Road 2<sup>nd</sup> Coat Seal complete
- TMR – Barcoo River Bridge Project subgrade complete, base course imported
- DRFA – Emmet Road holding works

#### Flood Damage Crews/Maintenance Grader Locations

- Flood Damage Crews:
  - Colart Road
  - Evora Road
  - Gillespie Road
  - Pentwyn Road
  - Wooroolah Road
  - Juray Road
  - Cootabynia Road
  - Helenvale Road
  - Neverfail Road
  - Mt Macquarie Road

#### Maintenance Crews

- Pathway to Health – Crack sealing
- Town street maintenance – Road repairs, slashing, Poisoning.
- Skeleton Creek – Traffic Control and Premix repairs

#### Upcoming Works

- Blackall Isisford Rehabilitation – Sidetrack commenced, Earthworks September 2022, completion December 2022
- Heavy Vehicle Bypass – Earthworks to recommence June 2022, awaiting Ergon Infrastructure (August 2022)

## Water and Sewerage

### Water Services

Number of interruptions to services	5
Water consumption total ML	12838
Number of customer requests received	5
Number of customer requests actioned	5

### Sewerage Services

Number of interruptions to services	4
Number of customer requests received	8
Number of customer requests actioned	8

### Parks and Gardens

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

### Workshop/Fleet

- Preventative/Routine Maintenance
- Minor Breakdowns
- Side tipping trailer inspections and re-builds

### Monthly Statistics

Number of plant items serviced	15
Number of plant breakdowns	4
Hours downtime due to servicing	48
Hours downtime due to breakdown	54.5
Hours downtime due to parts availability	38

### Breakdown Register

Plant Number	Plant Description	DOM	Hrs Down	Breakdown description
4103	Kubota Tractor	2021	41.5	Tractor output PTO shaft twisted in half. Removed back half of transmission and replace with new shaft.
4105	Kubota Tractor	2021	3.5	Tractor output PTO shaft twisted in half. Removed back half of transmission and replace with new shaft.
2054	Grid roller	2006	7	Broke main studs in middle of roller, welded housing back in place to get to town for repairs. Currently in Blackall being repaired.
7183	Vac tank	2014	2.5	Over filled tank causing blockage. Cleaned system and no further issues.
			Total	54.5

### Link to Corporate Plan

Infrastructure

Outcome 1 – Roads

Outcome 3 – Water and sewerage systems

### Consultation (internal/external)

CEO

DWS  
Works Supervisors  
Parks & Garden Supervisors  
Water Supervisors  
Sewerage Supervisor  
Fleet Manager

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil

## BLACKALL-TAMBO REGIONAL COUNCIL

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### OFFICER REPORTS

COUNCIL MEETING DATE: 20 July 2022

Item No: 4.2.2

**SUBJECT HEADING: Work Health and Safety Report**

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

CLASSIFICATION: (if confidential)

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*Summary: The Work Health and Safety Report has been provided to Council.*

**Officer's Recommendation: That Council receive the Work Health and Safety Report for June 2022.**

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### Background

#### Daily Job Pre – Starts:

- Gardeners/Showgrounds – 34
- Works Department combined Plumbers/Handy man - 28
- Maintenance Crew - 14
- Construction Crew - 34
- Workshop - 18

#### Plant Pre – Starts:

- Light Vehicles – 72
- Mechanics – 18
- Trucks (MR, HR, HC) – 43
- Heavy Plant - 40

#### Inductions:

- Employees: 0
  - Saleyards: 0
  - Contractors: 5
  - Work Camp: 2
- 

### Link to Corporate Plan

Governance

Outcome 1 - Workforce

### Consultation (internal/external)

Work Health and Safety Advisor

### Policy Implications

Work Health & Safety Policy

### Budget and Resource Implications

Nil

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

COUNCIL MEETING DATE: 10 July 2022

Item No: **4.2.3****SUBJECT HEADING: Purchase of Dual Cab Utility**

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

CLASSIFICATION: (if confidential)

*Summary: Quotations were requested from 3 utility dealers for the purchase of 1 (one) dual cab utility to upgrade aging plant in the council fleet.*

**Officer's Recommendation: That Council accept the quotation from Longreach Toyota to supply one (1) Hilux SR dual cab 4x4 for \$67,280.94 (ex GST). This utility is preferred as it is fit for purpose, value for money and proven backup service.**

**Background**

Quotations were received from 3 suppliers, Longreach Toyota, Mt Isa Isuzu and Emerald Isuzu. Quotations were supplied for the Dual Cab Utility specified in the tender as in the table below.

<b>Tenderer</b>	<b>Make</b>	<b>Model</b>	<b>Purchase Price Ex</b>	<b>Delivery</b>
Longreach Toyota	Toyota	Hilux SR Dual	\$67,280.94	March 2023
Mt Isa Isuzu	Isuzu	DMax SX Dual	\$67,340.99	March 2023
Emerald Isuzu	Isuzu	DMax SX Dual	\$62,302.18	March 2023

Vehicle is to replace plant item 6071 Isuzu DMax SX dual 4x4.

**Link to Corporate Plan**

Governance

Outcome 4 – Financial

**Consultation (internal/external)**

CEO

Director of Works and Services

Fleet Supervisor

**Policy Implications**

Nil

**Budget and Resource Implications**

\$67,280.94 excluding GST – included in the Plant Replacement Budget

**Risk Management Assessment**

<b>Risk Category</b>	<b>Risk Tolerance</b>	<b>Summary of Risks Involved</b>	<b>Risk Rating</b>
Financial	Low	Item is included in Plant Replacement Budget	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



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COUNCIL MEETING DATE: 10 July 2022

Item No: 4.2.4

**SUBJECT HEADING: Purchase of Prime Mover**

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

CLASSIFICATION: (if confidential)

*Summary: Quotations were requested from 3 manufacturers for the purchase of 1 (one) prime mover to replace plant 5507.*

**Officer's Recommendation: That Council accept the quotation from VCV Rockhampton to supply 1 (one) Mack Superliner prime mover for \$369,989.00 (ex GST). This truck would be preferred as it will provide uniformity of plant, value for money / resale, flexibility of use and proven backup service. Local Buy (NPN 04-13) contract will apply.**

**Background**

Quotations were received for the truck from 3 dealers as outlined in the table below. The recommended super liner is uniform to the other Mack/Volvo trucks that council operate.

<b>Tenderer</b>	<b>Make</b>	<b>Model</b>	<b>Purchase Price Ex</b>	<b>Delivery</b>
Western Truck Group	Mack	Superliner MP10	\$369,989.00	March 2023
Brown and Hurley	Kenworth	T659	\$415,335.00	2024
Black Truck Sales	Western Star	4964	\$353,636.36	October 2022

Vehicle is to replace plant item 140t PM Western Star (Tambo).

**Link to Corporate Plan**

Governance

Outcome 4 – Financial

**Consultation (internal/external)**

CEO

Director of Works and Services

Fleet Supervisor

**Policy Implications**

Nil

**Budget and Resource Implications**

\$369,989.00 excluding GST – included in the Plant Replacement Budget

**Risk Management Assessment**

<b>Risk Category</b>	<b>Risk Tolerance</b>	<b>Summary of Risks Involved</b>	<b>Risk Rating</b>
Financial	Low	Item is included in Plant Replacement Budget	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

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COUNCIL MEETING DATE: 10 July 2022

Item No: 4.2.5

**SUBJECT HEADING:** Purchase of Multi Tyre Roller

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

CLASSIFICATION: (if confidential)

*Summary: Quotations were requested from 6 machinery dealers for the purchase of a multi tyre roller to replace aging plant 2008 Ammann multi roller.*

**Officer's Recommendation:** That Council accept the quotation from Hastings Deering to supply a new Caterpillar CW34NN for \$219,500.00 (ex GST). This machine is preferred as it will provide uniformity of plant, value for money / resale, high performance, proven backup service and warranty. Local Buy (NPN 2.15-2) contract will apply.

**Background**

Quotations were received from 3 suppliers. Hastings Deering, BT Equipment and Conplant submitted tenders as per the table below. The Cat machine although not the cheapest tender adds up to be a more suited, value for money machine for council as it aids in plant uniformity reliability and back up service.

<b>Tenderer</b>	<b>Make</b>	<b>Model</b>	<b>Purchase Price Ex</b>	<b>Delivery</b>
Hastings Deering	CAT	CW34NN	\$219,500.00	October 2022
Conplant	Wacker Neuson	RR280T3	\$210,000.00	December 2022
BT Equipment	Bomag	BW28RH	\$197,500.00	October 2022

Vehicle is to replaced plant item 2008 Ammann AF240T3 multi roller.

**Link to Corporate Plan**

Governance

Outcome 4 – Financial

**Consultation (internal/external)**

CEO

Director of Works and Services

Fleet Supervisor

**Policy Implications**

Nil

**Budget and Resource Implications**

\$219,500.00 excluding GST – included in the Plant Replacement Budget

**Risk Management Assessment**

<b>Risk Category</b>	<b>Risk Tolerance</b>	<b>Summary of Risks Involved</b>	<b>Risk Rating</b>
Financial	Low	Item is included in Plant Replacement Budget	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

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COUNCIL MEETING DATE: 10 July 2022

Item No: 4.2.6

**SUBJECT HEADING: Purchase of Zero Turn Mower**

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

CLASSIFICATION: (if confidential)

*Summary: Quotations were requested from 4 mower dealers for the purchase of 1 (one) zero turn mower to upgrade aging plant in the council fleet.*

**Officer's Recommendation: That Council accept the quotation from Nowa Power Products to supply 1 (one) new Toro GM7210 zero turn mower for \$45,287.30 (ex GST). This mower is preferred as it will provide uniformity of plant, fit for purpose, value for money, resale and proven backup service. Local Buy (LB282) contract will apply.**

**Background**

Quotations were received from 2 suppliers, Nowa Power Products Bundaberg and Vanderfield/RDO Roma. Quotations were supplied for the mower specified in the tender as in the table below.

<b>Tenderer</b>	<b>Make</b>	<b>Model</b>	<b>Purchase Price Ex</b>	<b>Delivery</b>
Nowa Power Products	Toro	GM7210	\$45,287.30	4-6 Weeks
Vanderfield (Roma)	John Deere	Z997R	\$38,000.00	Not Specified

The vehicle is to replace plant item 4210 Toro GM7210 (Blackall).

**Link to Corporate Plan**

Governance

Outcome 4 – Financial

**Consultation (internal/external)**

CEO

Director of Works and Services

Fleet Supervisor

**Policy Implications**

Nil

**Budget and Resource Implications**

\$45,287.30 excluding GST – included in the Plant Replacement Budget

**Risk Management Assessment**

<b>Risk Category</b>	<b>Risk Tolerance</b>	<b>Summary of Risks Involved</b>	<b>Risk Rating</b>
Financial	Low	Item is included in Plant Replacement Budget	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

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COUNCIL MEETING DATE: 10 July 2022

Item No: 4.2.7

**SUBJECT HEADING: Purchase of Single Cab Utility**

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

CLASSIFICATION: (if confidential)

*Summary: Quotations were requested from 3 utility dealers for the purchase of 1 (one) single cab utility to upgrade aging plant in the council fleet.*

**Officer's Recommendation: That Council accept the quotation from Longreach Toyota to supply 1 (one) Hilux Workmate single cab 4x2 for \$32,773.23 (ex GST). This utility is preferred as it is fit for purpose, value for money and proven backup service.**

**Background**

Quotations were received from 3 suppliers, Longreach Toyota, Mt Isa Isuzu and Emerald Isuzu. Quotations were supplied for the Dual Cab Utility specified in the tender as in the table below.

<b>Tenderer</b>	<b>Make</b>	<b>Model</b>	<b>Purchase Price Ex</b>	<b>Delivery</b>
Longreach Toyota	Toyota	Hilux Workmate Single	\$32,773.23	March 2023
Mt Isa Isuzu	Isuzu	DMax SX Single	\$40,030.91	March 2023
Emerald Isuzu	Isuzu	DMax SX Single	\$40,205.81	March 2023

Vehicle is to replace plant item 6712 Toyota Rav4 (Tambo).

**Link to Corporate Plan**

Governance

Outcome 4 – Financial

**Consultation (internal/external)**

CEO

Director of Works and Services

Fleet Supervisor

**Policy Implications**

Nil

**Budget and Resource Implications**

\$32,773.23 excluding GST – included in the Plant Replacement Budget

**Risk Management Assessment**

<b>Risk Category</b>	<b>Risk Tolerance</b>	<b>Summary of Risks Involved</b>	<b>Risk Rating</b>
Financial	Low	Item is included in Plant Replacement Budget	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



**BLACKALL-TAMBO REGIONAL COUNCIL**

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**OFFICER REPORTS**

COUNCIL MEETING DATE: 10 July 2022

Item No: 4.2.8

**SUBJECT HEADING:** Purchase of Dual Cab Utility

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

CLASSIFICATION: (if confidential)

*Summary: Quotations were requested from 3 utility dealers for the purchase of 1 (one) dual cab utility to upgrade aging plant in the council fleet.*

**Officer's Recommendation:** That Council accept the quotation from Emerald Isuzu to supply 1 (one) DMax SX dual cab 4x4 for \$59,354.89 (ex GST). This utility is preferred as it is fit for purpose, value for money and proven backup service.

**Background**

Quotations were received from 3 suppliers, Longreach Toyota, Mt Isa Isuzu and Emerald Isuzu. Quotations were supplied for the Dual Cab Utility specified in the tender as in the table below.

<b>Tenderer</b>	<b>Make</b>	<b>Model</b>	<b>Purchase Price Ex</b>	<b>Delivery</b>
Longreach Toyota	Toyota	Hilux SR Dual	\$63,144.12	March 2023
Mt Isa Isuzu	Isuzu	DMax SX Dual	\$65,590.89	March 2023
Emerald Isuzu	Isuzu	DMax SX Dual	\$59,354.89	March 2023

The vehicle is to replace plant item 6521 Isuzu dual cab 4x4 (Tambo).

**Link to Corporate Plan**

Governance

Outcome 4 – Financial

**Consultation (internal/external)**

CEO

Director of Works and Services

Fleet Supervisor

**Policy Implications**

Nil

**Budget and Resource Implications**

\$59,354.89 excluding GST – included in the Plant Replacement Budget

**Risk Management Assessment**

<b>Risk Category</b>	<b>Risk Tolerance</b>	<b>Summary of Risks Involved</b>	<b>Risk Rating</b>
Financial	Low	Item is included in Plant Replacement Budget	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

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

COUNCIL MEETING DATE: 10 July 2022

Item No: **4.2.9****SUBJECT HEADING: Purchase of LR Tipper Truck**

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

CLASSIFICATION: (if confidential)

*Summary: Quotations were requested from 3 truck dealers for the purchase of 2 (two) factory tipper trucks to upgrade smaller vehicles in the council fleet.*

**Officer's Recommendation: That Council accept the quotation from Central Isuzu to supply 2 (two) new Isuzu NPR 65/45-190 tipper trucks for \$144,174.18 (ex GST). These trucks are preferred as they will provide uniformity of plant, fit for purpose, value for money and proven backup service. Local Buy (NPN 04-13) contract will apply.**

**Background**

Quotations were received from 3 suppliers, Central Isuzu Rockhampton, RGM Rockhampton and Black Truck sales Roma. Quotations were supplied for the truck specified in the tender as in the table below.

<b>Tenderer</b>	<b>Make</b>	<b>Model</b>	<b>Purchase Price Ex</b>	<b>Delivery</b>
Central Isuzu	Isuzu	NPR 65/45-190	\$72,087.09	February 2023
Black Truck Sales	Isuzu	NPR 65/45-190	\$80,336.13	October 2022
RMG	Fuso	Canter 815 Wide Cab	\$94,714.71	November 2022

Vehicles are to replace plant item 5506 Hino Dutro 616 (Tambo) and plant item 6207 Toyota Rav4 (Blackall).

**Link to Corporate Plan**

Governance

Outcome 4 – Financial

**Consultation (internal/external)**

CEO

Director of Works and Services

Fleet Supervisor

**Policy Implications**

Nil

**Budget and Resource Implications**

\$144,174.18 excluding GST – included in the Plant Replacement Budget

**Risk Management Assessment**

<b>Risk Category</b>	<b>Risk Tolerance</b>	<b>Summary of Risks Involved</b>	<b>Risk Rating</b>
Financial	Low	Item is included in Plant Replacement Budget	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

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

COUNCIL MEETING DATE: 20 July 2022

Item No: 5.1

**SUBJECT HEADING: Blackall Saleyards Monthly Report**

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

CLASSIFICATION: (if confidential)

*Summary: The Blackall Saleyards monthly report for June is provided to Council.***Officer's Recommendation: That Council receive the Blackall Saleyards monthly report for June 2022.****Background**

SALES	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YTD	Totals 2020/21
Spelling Cattle	4125	6704	4002	5701	6721	6285	2642	2944	7473	5652	9330	7785	69364	67043
Spelling Sheep	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Prime & Store Sales	5800	7424	6958	4914	1829	-	-	937	6108	5850	2706	5386	47912	65877
Weaner & Store Sales	5081	4642	6396	5709	4550	-	-	2921	5112	-	2987	5857	43255	38210
Private Weigh (Same Day)	1772	3541	1592	1397	-	112	-	3686	840	2467	2027	896	18331	19725
Private Weigh (Over-night)	695	1178	1138	1204	604	60	406	1147	982	2008	929	1206	11554	17292
Private Scan	-	59	-	-	-	-	-	-	-	-	-	-	59	618
Bull Sales	-	-	55	189	-	-	-	-	87	-	-	-	331	306
<b>TOTALS 2021/22</b>	17473	23545	20141	19114	13704	6457	3048	11635	20602	15977	17979	21130	190806	
<b>TOTALS 2020/21</b>	31048	20467	10848	21390	18496	8393	622	10634	19571	19285	28159	20118	209071	

**Link to Corporate Plan**

Economic Development

Outcome 1 – Business Investment

Outcome 2 – Tourism

Outcome 3 – Employment

**Consultation (internal/external)**

CEO

Saleyards Manager

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil

**BLACKALL-TAMBO REGIONAL COUNCIL**

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**OFFICER REPORTS**

COUNCIL MEETING DATE: 20 July 2022

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 June 2022.**

**Background****APPROVED DEVELOPMENT APPLICATIONS REPORT**

DATE	NUMBER	DEVELOPMENT TYPE	DEVELOPMENT DETAILS	TOWN
17/06/2022	DA-40-2021-2022	BUILDING	Pool, deck and fence	91 Thistle Street, Blackall
2/06/2022	DA 41-2021-2022	BUILDING	Shed with attached open bay	76 Rose Street, Blackall

**MONTHLY REPORT (JUNE 2022)**

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**

Two new development applications have been lodged since the last monthly report. There are three applications currently under assessment.

- 1.1 An application has been made by Louise Martin, seeking a development permit for Material Change of Use for Short-term accommodation at 35 Garden Street, Blackall. The use will be undertaken in an existing dwelling.

The subject site is in the Township Zone and is subject to Code Assessment where the combined total number of residing guests does not exceed six (6). As the application is subject to Code Assessment, public notification will not be required.

The application is properly made, and assessment of the application has now commenced. Council has up to 25 July 2022 to issue an information request if further information is required.

1.1	Council reference:	DA01-2022-2023
	Application:	Development Permit for a Material Change of Use for Short-term accommodation
	Street address:	35 Garden Street, Blackall
	Property description:	Lot 1 on RP817732
	Day application was made:	11 July 2022
	Category of assessment:	Code Assessment
	Public notification required:	No
	Applicant:	Louise Martin
	Status:	Information Request Period

- 1.2 An application has been made by Alison McNall, seeking a development permit for Material Change of Use for a Dwelling house at 24 Clematis Street, Blackall. The proposal includes a Dwelling house and an ancillary carport and shed. The subject site is in the Commercial precinct of the Township Zone and is subject to Code Assessment, which means public notification will not be required.

The application is properly made, and assessment of the application has now commenced. Council has up to 19 July 2022 to issue an information request if further information is required.

1.2	Council reference:	DA42-2021-2022
	Application:	Development Permit for a Material Change of Use for a Dwelling House
	Street address:	24 Clematis Street, Blackall
	Property description:	Lot 4 on RP603594
	Day application was made:	5 July 2022
	Category of assessment:	Code Assessment
	Public notification required:	No
	Applicant:	Alison McNall
	Status:	Information Request Period

- 1.3 An application has been made by New Beginnings Church, seeking a development permit for Material Change of Use for a Caravan Park at 18 Leek Street, Blackall. The proposal includes 16 caravan sites with ensuites and a manager's house. The Caravan Park will be adjacent to the existing church on site. The subject site is in the Township Zone and is subject to Impact Assessment, which means public notification of the application will be required.

The application has been properly made and Council issued a Confirmation Notice on 27 April 2022. The application did not include adequate information. Council issued an information request on 10 May 2022 requesting an assessment against the assessment benchmarks, details relating to parking, operation of the site, how the site will be serviced and how flooding has been addressed. The applicant provided a response to the information request on 26 May 2022.

Public notification has now been completed. Council received seven (7) submissions and one (1) petition with twenty (20) signatures objecting to the submissions raised issues about the following matters:

- Provision of infrastructure
- Amenity and privacy



- Stormwater
- Need of the development.

The applicant has been contacted about the contents of the submissions and advised that Council will be requesting further information to address the matters raised in the submissions. The applicant is currently considering their options.

1.3	Council reference:	DA37-2021-2022
	Application:	Development Permit for a Material Change of Use for a Caravan Park
	Street address:	18 Leek Street, Blackall
	Property description:	Lot 1 on RP900484
	Day application was made:	8 April 2022
	Category of assessment:	Impact Assessment
	Public notification required:	Yes
	Applicant:	New Beginnings Church
	Status:	Public Notification

## 2. GENERAL PLANNING SERVICES, ENQUIRIES AND ADVICE

### 2.1 CUSTOMER REQUESTS

The following customer request has been received and responded to over the past month:

PLANNING ENQUIRIES			
Date received	Customer Details	Details of Enquiry	Status
02/06/22	Landowner	<p><u>Proposal</u> Enquiry about using an existing club.</p> <p><u>Planning details</u></p> <ul style="list-style-type: none"> <li>• The site is in the Township zone (Commercial precinct)</li> <li>• The building on site has not been used for several years.</li> </ul> <p><u>Advice</u></p> <ul style="list-style-type: none"> <li>• It appears that the use was never abandoned and that the existing building has been progressively renovated over time</li> <li>• It is likely that the site has the benefit of existing use rights for a club</li> <li>• Where a site has existing use rights, a use that is of the same scale can operate from that site without the need for a Material change of use</li> <li>• In any case, the site is contained in the Commercial precinct of the Township zone and a Commercial activity or a Community activity where the reuse of the an existing building with no external building work is accepted development</li> </ul>	Closed

<b>PLANNING ENQUIRIES</b>			
<b>Date received</b>	<b>Customer Details</b>	<b>Details of Enquiry</b>	<b>Status</b>
		<ul style="list-style-type: none"> <li>Accepted development means development approval is not required before a use can operate.</li> </ul>	
<b>PLANNING AND DEVELOPMENT CERTIFICATES</b>			
<b>Date received</b>	<b>Customer details</b>	<b>Type</b>	<b>Status</b>
Nil			
<b>SURVEY PLAN APPROVALS</b>			
Nil			

**Link to Corporate Plan**

Economic Development

Outcome 4 – Land development

**Consultation (internal/external)**

CEO

Rates Officer

Town Planners

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil

**BLACKALL-TAMBO REGIONAL COUNCIL**[Return to Agenda](#)  
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COUNCIL MEETING DATE: 20 July 2022

Item No: 5.3

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

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

CLASSIFICATION: (if confidential)

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

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**Background****Food premises**

- Two food business license applications were received, 1 approved, 1 lapsed due to applicant not providing required information.
- Food safety assessments were carried out, minor issues were noted and raised with operators.

**Environmental Management/ Public Health**

- EHO tendered application to amend Environmental Authority, to enable BTRC acceptance of asbestos waste at landfills, to the Department.
- EHO conducted site monitoring landfill sites.
- EHO attended landfill sites with Department of Environment & Science (DES) for compliance audit, non-compliances raised by Department of Environment and Science: asbestos waste was found at Blackall & Tambo landfill sites, fire was burning at Tambo landfill sites, DES considering enforcement action against BTRC, submission tendered to DES.
- EHO consulted with stakeholders regarding the removal of debris from fire at Shamrock St., works scheduled to commence early June 2022/ concluded end 06/2022.
- Correspondence was sent to owner of potential regulated waste to be removed from Tambo landfill site, waste to be tested by owner of product.
- EHO received complaint regarding the alleged discharge of sewage from a residents home to the stormwater drain, attended site, non-compliance with plumbing legislation, referred internally.
- 

**Local Laws**

- LLO received a complaint about noise emitted by a rooster in Blackall, to be monitored.
- LLO received a complaint about alleged dangerous dogs (potential to jump neighbours fence) in Blackall, attended site, fence about 2m high, no dogs evident at time of assessment, to be monitored (both parties dogs not registered at time of complaint).

- LLO received complaint about potential community safety hazard from debris from demolition site in Blackall, consulted with property owner to secure debris, provided advice regarding potential asbestos removal.
- LLO received 2 complaints about alleged excessive barking dogs in Blackall, consulted with complainant and animal owner.
- LLO consulted with animal owner Blackall and Tambo regarding animal registration (dogs).
- LLO consulted with resident regarding animals wandering at large.
- LLO received request from Blackall resident to relocate a captured Echidna, protected species, LLO advised not Councils jurisdiction (DAF).
- LLO granted permit for use of council-controlled area.
- LLO received a complaint about an electric fence, LLO assessed onsite, impounded fence equipment, owner contacted Council, LLO advised resident about requirements to be met for electric fences.
- LLO consulted with animal shelter operator regarding rehoming of 8 dogs from a Blackall property.
- LLO consulted with campers near the skate park, private land.
- One cat surrendered for destruction.

#### **Rural Lands Officer**

- Stock route travel permit issued, 1500 head cattle

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

- CEO
- DWS
- LLO consulted with Ranger regarding weed management.
- Department of Environment and Science
- Office of Industrial Relations (WHS Qld)
- QFES Enviro branch regarding lead waste from truck rollover
- Sale Yards Mgr.
- Residents
- Qld Health EHO
- Insurance company (lead waste Tambo)
- Attended LDMG meeting

#### **Link to Corporate Plan**

Environment and Heritage

Outcome 3 – Pest Management

Outcome 4 – Waste Management

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

Environmental/Health Officer

#### **Policy Implications**

Nil

#### **Budget and Resource Implications**

Nil

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

COUNCIL MEETING DATE: 20 July 2022

Item No: 5.4

**SUBJECT HEADING: Local Roads and Community Infrastructure Program Phase 3**

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

CLASSIFICATION: (if confidential)

*Summary: Council received funding from the Australian Government through the Department of Infrastructure, Transport, Regional Development and Communications.*

**Officer's Recommendation: That Council accept the funding of \$1,616,692 for the Local Roads and Community Infrastructure Program Phase 3 provided by the Australian Government through the Department of Infrastructure, Transport, Regional Development and Communications.**

**Background**

Council officers recently applied for funding with the Local Roads and Community Infrastructure Program. The program is funded by the Australian Government to support local councils to deliver priority local road and community infrastructure projects, support jobs and the resilience of local economies to bounce back from the COVID-19 pandemic.

Council was successful in obtaining funding of \$1,616,692.00 for the following projects:

- Rehabilitation / Resurfacing of hot-mix in main street of Blackall
- Rehabilitation / Resurfacing of hot-mix in main street of Tambo
- Rehabilitation / Resurfacing of bitumen on local shire roads.

Council will make a co-contribution of \$383,308.00 towards the program.

**Link to Corporate Plan**

Infrastructure

Outcome 1 – Roads

**Consultation (internal/external)**

Director of Works and Services

**Policy Implications**

Nil

**Budget and Resource Implications**

\$2,000,000.00 (\$1,616,692 – Grant / \$383,308 – budgeted)

**Risk Assessment**

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	80.8% of the budget is funded by the grant.	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	Government funding of the projects is an opportunity to have parking areas the main streets resealed in both towns.	Low
Ethical	Low	Nil	Low
Reputation	Low	Nil	Low
Leadership	Low	Nil	Low

### Risk Treatment

Nil. The resealing works of the main streets is conducted by Department of Transport and Main Roads contractors and will be completed at the same time the work on the highway in both towns is being completed.

**BLACKALL-TAMBO REGIONAL COUNCIL**

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**OFFICER REPORTS**

COUNCIL MEETING DATE: 20 July 2022

Item No: 5.5

**SUBJECT HEADING: Sale of Council Land in Tambo**

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

CLASSIFICATION: (if confidential)

*Summary: Council has several parcels of vacant land in Tambo.***Officer's Recommendation: That Council:**

1. auctions Lot 2 on SP223550 (26 Mitchell Street, Tambo); and
2. subject to costing for services, auctions Lot 1 on SP282885 (17 Charles Street, Tambo), Lot 2 on SP282885 (15 Charles Street, Tambo) and Lot 3 on SP282885 (13 Charles Street, Tambo) in accordance with section 227 (b) of the *Local Government Regulation 2012*.

**Background**

Council has several vacant parcels of land in Tambo and has recently been approached by members of the community who are interested in purchasing land.

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

Council officers suggest that Council consider selling the following land by online auction:

Lot 2 on SP223550	26 Mitchell Street, Tambo
Lot 1 on SP282885	17 Charles Street, Tambo
Lot 2 on SP282885	15 Charles Street, Tambo
Lot 3 on SP282885	13 Charles Street, Tambo

Council would need to complete the bitumen on Charles Street and install a pump station for sewerage connections.

**Link to Corporate Plan**

Economic Development

Outcome 4 – Land Development

**Consultation (internal/external)**

CEO

**Policy Implications**

Procurement and Disposals Policy

**Budget and Resource Implications**

Cost for capital works (road and sewage)

Increase in the capital revenue

**Risk Assessment**

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Increase in capital revenue however, Council will have to finish the seal of Charles Street and install a riser for the sewerage system.	Low
Legal & Regulatory	Low	Disposal will be in accordance with the requirements in the <i>Local Government Regulation 2012</i> and Council's Procurement and Disposals Policy.	Low
People	Low	Nil	Low
Operational	Medium	Nil	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Public interest has increased the availability of vacant land in the township.	Low
Ethical	Low	Nil	Low
Reputation	Low	Nil	Low
Leadership	Low	Nil	Low

**Proposed Risk Treatment**

Council officers would set a reserve for the properties and the sale would be dependent on those reserves being met.



## BLACKALL-TAMBO REGIONAL COUNCIL

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### OFFICER REPORTS

COUNCIL MEETING DATE: 20 July 2022

Item No: 5.6

**SUBJECT HEADING:** Sale of Old Railway Building in Blackall

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

CLASSIFICATION: (if confidential)

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*Summary: Council currently owns an old railway building in Blackall which is surplus to Council's requirements.*

**Officer's Recommendation:** That Council in accordance with section 227 of the *Local Government Regulation 2012*, offer the old railway building for sale by tender or auction.

**That the sale of the building is conditional on the building being removed from the current location by the successful vendor.**

---

### Background

Under section 236 of the *Local Government Regulations 2012*, which allows a local government to dispose of a valuable non-current asset to a community organisation; Council previously offered the old railway building located in Blackall to community groups.

Previously interested community groups have decided they do not require the building. The building is not being used by Council and is surplus to requirements. Council officers suggest that Council consider selling the old railway building by tender with a time limit on when the building must be removed from site.

Under section 227 (a) of the *Local Government Regulation 2012* a local government can sell a valuable non-current asset by inviting tenders for the contract.

Tenders must be invited in accordance with section 228 (4).

- (a) Be published on the local government's website for at least 21 days; and
- (b) Allow written tenders to be given to the local government while the invitation is published on the website.

Section 228 of the *Local Government Regulation 2012*

- (9) A local government may decide not to accept any tenders it receives.
  - (10) However, if the local government does decide to accept a tender, the local government must accept the tender most advantageous to it, having regard to the sound contracting principles.
- 

### Link to Corporate Plan

Nil

### Consultation (internal/external)

Councillors

CEO

Director of Finance Corporate and Community Services

Manager of Finance

### Policy Implications

Procurement and Disposals Policy

### Budget and Resource Implications

Increase in capital revenue

### Risk Assessment

Risk Category	Risk Tolerance		Risk Rating
Financial	Low	Increase in capital revenue.	Low
Legal & Regulatory	Low	Tender process would be conducted in accordance with the <i>Local Government Regulation 2012</i> and Council's procurement policy.	Low
People	Low	Nil	Low
Operational	Medium	Nil	Low
Environmental	Medium	Nil	Low
Strategic	Medium	The building is not being utilised by Council.	Low
Ethical	Low	Nil	Low
Reputation	Low	Nil	Low
Leadership	Low	Nil	Low

### Proposed Risk Treatment

The tender would be conducted in accordance with the regulations contained in the *Local Government Regulation 2012* and conditions would be placed on the sale agreement for the successful tenderer to remove the building from its current site within a specified timeframe.

## BLACKALL-TAMBO REGIONAL COUNCIL

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### OFFICER REPORTS

COUNCIL MEETING DATE: 20 July 2022

Item No: 5.7

SUBJECT HEADING: **Special Holiday for 2023**

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

CLASSIFICATION: (if confidential)

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*Summary: Each year the Office of Industrial Relations invite local governments to request special and show holidays for the following year.*

**Officer's Recommendation: That Council request a special holiday for the Blackall-Tambo Regional Council area as Melbourne Cup Day, 7 November 2023.**

---

### Background

The *Holidays Act 1983* provides for the granting and observance of special holidays.

Tony Schostakowski, the Acting Executive Director of Industrial Relations has written to Council inviting local governments to request special holiday/s or public holiday/s for 2023.

In previous years the Blackall-Tambo Regional Council has requested and been granted a special holiday for Melbourne Cup Day. Council's request must be submitted by Friday, 29 July 2022.

Should Council's request for Melbourne Cup Day be granted, the holiday would be a special holiday as public holidays are only granted if it is in respect of an agricultural, horticultural or industrial show.

Upon receiving Ministerial approval, the holiday will be published in the Queensland Government Gazette and notification will be provided to the Chief Executive Officer of Council.

---

### Link to Corporate Plan

Nil

### Consultation (internal/external)

CEO

### 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	A holiday can only be granted under the Holidays Act 1983 by the Minister.	Low
People	Low	Nil	Low
Operational	Medium	Nil	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Local governments are invited annually to request special holidays.	Low
Ethical	Low	Nil	Low
Reputation	Low	Council annually applies for a special holiday for Melbourne Cup Day.	Low
Leadership	Low	Nil	Low

**Proposed Risk Treatment**

Nil

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

COUNCIL MEETING DATE: 20 July 2022

Item No: 5.8

**SUBJECT HEADING: Work Camp Meeting – 20 June 2022**

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

CLASSIFICATION: (if confidential)

*Summary: The Work Camp Community Advisory Committee held a meeting on 20 June 2022.*

**Officer's Recommendation: That Council receive the Blackall Work Camp Community Advisory Committee report for the 20 June 2022 meeting.**

**Background**

The Blackall Work Camp Community Advisory Committee held their quarterly meeting on 20 June 2022. The meeting scheduled for May was postponed due to wet weather.

The following people attended the 20 June meeting:

- D Howard (Chair)
- R Dobbs (QCS Manager Low Custody)
- M Luck (QCS Field Supervisor)
- M Holmes (QCS Support Officer)
- B O'Neill (Community Representative)
- T Brown (Field Officer)

M Luck presented the Work Program Report. There are currently 8 prisoners at the camp. Completed jobs to date are:

- Saleyards
  - General daily duties
  - Picnic tables built and placed on paver area.
  - Fabricated chairs installed under shade areas.
- Blackall War Memorial Cemetery
  - Side entry gates removed, repaired, repainted and re-fitted prior to Anzac Day commemorations.
- Gates for Tambo Cemetery made – waiting to be painted.
- Community Jobs
  - Woolscour
  - Bowls Club and Golf Club
  - Blackall Show
  - Line marking for Blackall Magpies Rugby League home games.
  - Replace bench seat in front of Anglican Church.
  - Sprinkler system at St Patrick's Catholic Church.

The Field Supervisor advised that the Blackall Work Camp has conducted 3836 hours of work within the community since the previous meeting held 15 February 2022.

The Manager for Low Custody stated that the figure for the current financial year is \$305,613 up until 13 June and the previous figure for the previous financial year was \$263,000. The Work Camp hours is currently at 136% of the Work Camp's KPI.

### Link to Corporate Plan

Nil

### Consultation (internal/external)

CEO

Queensland Corrective Services

Blackall Work Camp CAC

### Policy Implications

Nil

### Budget and Resource Implications

Nil

### Risk Management Assessment

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Nil	Low
Legal & Regulatory	Low	Nil	Low
People	Low	Nil	Low
Operational	Medium	The Work Camp assist Council and the community.	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Assistance from the Work Camp enables Council to better distribute workloads.	Low
Ethical	Low	Nil	Low
Reputation	Low	Nil	Low
Leadership	Low	Nil	Low

### Proposed Risk Treatment

Nil. The recommendation relates only to the receiving of the report on this matter

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

COUNCIL MEETING DATE: 20 July 2022

Item No: 5.9

**SUBJECT HEADING: Application for Funding – 2022-24 Local Government Grants and Subsidies Program**

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

CLASSIFICATION: (if confidential)

*Summary: An application was made to the 2022-24 Local Government Grants and Subsidies Program.*

**Officer's Recommendation: That Council receive the letter from the Department of State Development, Infrastructure, Local Government and Planning and note that the Blackall-Tambo Regional Council's application submitted under the 2022-24 Local Government Grants and Subsidies Program was not successful.**

**Background**

The Local Government Grants and Subsidies Program (LGGSP) is provided by the Queensland Government through the Department of State Development, Infrastructure, Local Government and Planning. The aim of the program is to provide funding assistance to support councils to deliver priority infrastructure and essential services that meet the identified needs of their communities.

Council officers lodged an application with the program for the upgrade of the current spelling yards, silver draft and loading ramps at the Blackall Saleyard. Applications closed on 18 March 2022 and announcements have been provided to the local governments. Council has received correspondence that the application made under the LGGSP was not successful in this instance.

**Link to Corporate Plan**

Nil

**Consultation (internal/external)**

CEO

Director of Works and Services

Manager of Finance

**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

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





Our ref: MBN22/250

Department of  
**State Development, Infrastructure,  
Local Government and Planning**

1 July 2022

Mr Des Howard  
Chief Executive Officer  
Blackall-Tambo Regional Council  
ceo@btrc.qld.gov.au

Dear Mr Howard

I refer to the Blackall-Tambo Regional Council (the council) application submitted under the 2022-24 Local Government Grants and Subsidies Program (LGGSP).

I wish to thank council for identifying key projects that will continue to deliver priority job creating infrastructure and essential service projects to meet the needs of communities.

The response to this round was very encouraging, with the program being heavily oversubscribed. The Department of State Development, Manufacturing, Infrastructure and Planning (the department) received a total of 116 applications from councils for infrastructure projects to a value of approximately \$183 million and 35 applications for planning projects.

Unfortunately, council's project application was not successful in obtaining funding in this instance. I appreciate the time and effort that goes into making applications for grant programs and thank council for its interest in this program.

The department is able to provide feedback on your application which may assist you in preparing any future funding submissions. Should you wish to take up this offer of receiving feedback, please do not hesitate to contact Ms Karen Shea, Principal Advisor, Grants Management and Commissions on (07) 5352 9712 or by email at karen.shea@dsdilgp.qld.gov.au to arrange for this to occur.

Yours sincerely

A handwritten signature in black ink, appearing to read "Natalie Wilde".

Natalie Wilde  
**Acting Director-General**

1 William Street  
Brisbane Queensland 4000  
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## BLACKALL-TAMBO REGIONAL COUNCIL

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### OFFICER REPORTS

COUNCIL MEETING DATE: 20 July 2022

Item No: 5.10

**SUBJECT HEADING: Councillor and Employee Contact with Lobbyists, Developers & Submitters Policy Review**

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

CLASSIFICATION: (if confidential)

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*Summary: The Blackall-Tambo Regional Council's Stat 19 - Councillor contact with Lobbyists, Developers, Submitters (Council Officers present at post-application meetings) Procedure and Stat 20 – Councillor contact with Lobbyists, Developers, Submitters (Council Officers not present at post-application meetings) Procedure have been revised.*

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

- 5. adopt the Councillor and Employee Contact with Lobbyists, Developers & Submitters Policy; and**
  - 6. retire the Councillor Contact with Lobbyists, Developers & Submitters (Council Officers not present at post-application meetings) Procedure.**
- 

### Background

Policies are reviewed in several ways:

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

The Blackall-Tambo Regional Council's Stat 19 - Councillor contact with Lobbyists, Developers, Submitters (Council Officers present at post-application meetings) Procedure and Stat 20 – Councillor contact with Lobbyists, Developers, Submitters (Council Officers not present at post-application meetings) Procedure have been revised as they had not been reviewed since 2014.

There have been major amendments to the Stat 19 - Councillor contact with Lobbyists, Developers, Submitters (Council Officers present at post-application meetings) Procedure as the policy was outdated. Current information has been sourced from the Office of the Independent Assessor and has been amended to include employees of council. It has been renamed from a procedure to a policy.

It is recommended that Stat 20 – Councillor contact with Lobbyists, Developers, Submitters (Council Officers not present at post-application meetings) Procedure be revoked. The Office of the Independent Assessor does not recommend that Councillors attend meetings with lobbyists, developers and submitters without the presence of council officers and it is preferred that the CEO be present at any meeting.

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**Link to Corporate Plan**

Governance

Outcome 2 – Accountability

Outcome 3 - Leadership

**Consultation (internal/external)**

CEO

Director of Finance Corporate and Community Services

**Policy Implications**

Revoking of Stat 20 – Councillor contact with Lobbyists, Developers, Submitters (Council Officers not present at post-application meetings) Procedure

Major amendments to Stat 19 - Councillor contact with Lobbyists, Developers, Submitters (Council Officers present at post-application meetings) Procedure

**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 policy has been amended to reflect requirements as advised by the Office of the Independent Assessor and various legislation.	Low
People	Low	Nil	Low
Operational	Medium	Nil	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Nil	Low
Ethical	Low	The Policy provides guidance on how Councillors and employees should interact with lobbyists, developers and submitters.	Low
Reputation	Low	Updating policies keeps council up to date with changes.	Low
Leadership	Low	The revised policy provides guidance on how to interact with lobbyists, developers and submitters.	Low

**Proposed Risk Treatment**

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



# **Blackall-Tambo** Regional Council

## **Councillor and Employee Contact with Lobbyists, Developers & Submitters (Council Officers present at post-application meetings) Procedure Policy**

Document Number: Stat 19	Effective Date: 20 July 2022
Version Number: Three	Review Date:
Policy Compiled by: Chief Executive Officer	
Policy Approved by: Chief Executive Officer	

### **1 INTRODUCTION**

Free and open access to Councillors, and Council itself, is vital to efficient and effective local government.

Contact with Councillors is undertaken by many people in the community in relation to a broad range of matters. Lobbyists, developers and submitters seek access to Councillors to discuss potential and existing development applications and other projects. The public has a clear expectation that such contact is carried out ethically and transparently.

This procedure is intended to provide ethical guidance for Councillors when dealing with lobbyists, potential developers or developers who have made a development application.

It is always the aim of Council to ensure that all decisions are legal, ethical and impartial. Such principles are reflected in section 4 the Local Government Act 2009 (i.e. the "local government principles") and section 12 of that Act (the responsibilities of councillors).

Providing a procedure as to how councillors should interact with lobbyists and the development industry will assist in better decision making.

For avoidance of doubt, this procedure is in addition to the requirements and processes imposed upon councillors and lobbyists by the Integrity Act 2009 (for example, the requirement for lobbyists to be registered before undertaking lobbying activities).

### **1. SCOPE**

This policy applies to all Councillors and officers of Council regarding Council business related contact between Councillors and Council officers, and lobbyists, potential developers, developers and submitters.

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**Blackall-Tambo**  
Regional Council

## **Councillor and Employee Contact with Lobbyists, Developers & Submitters Policy**

This policy does not apply to unanticipated or social engagements that occur from time to time between councillors, developers or submitters. However, councillors should carefully consider the implications of social engagements with these persons and be mindful of their obligations under the *Local Government Act 2009* and the Code of Conduct for Councillors in Queensland.

### **2. PURPOSE**

The purposes of this policy are to:

- Maintain free and open access to Councillors and Council itself.
- Clarify how councillors may engage with developers in the current and future interest of the local government area.
- Promote transparency, equity and public accountability, and to assist in better decision making, this policy provides guidance for Councillors when dealing with lobbyists, potential developers, submitters or their representatives or consultants.
- Ensure that all decisions are legal, ethical and impartial. Such principles are reflected in section 4 of the *Local Government Act 2009* and comply with the responsibilities of councillors set out in section 12 of the Act.
- Provide further guidance on where a councillor has, or is likely to have, a prescribed or declarable conflict of interest in relation to a particular development application.

### **3. DEFINITIONS**

To assist in interpretation the following definitions shall apply:

**Contact** means contact via telephone, video conference, email, written correspondence and face-to-face meetings.

**Council** means Blackall-Tambo Regional Council.

**Councillor** means a Councillor of Blackall-Tambo Regional Council within the meaning of the *Local Government Act 2009*, which includes the Mayor.

**Council Officer** means all officers of council, whether employed on a permanent, temporary, part-time or consultancy basis.

**Development application** means an application for development that requires assessment against the provisions of the planning scheme

**Developer** means an application for development approval or prospective applicant for a development approval, their advisors and representatives. It includes any lobbyist acting on behalf of a developer. If the applicant is a partnership, the term includes partners and Council officers of the applicant.

**Lobbyist** has the same meaning as defined in the *Integrity Act 2009*, that is, a person or entity who carries out lobbying for a third-party client.

**Submitter** is a person who has made a submission, or expressed an intention to make a submission, about a development application as provided under the *Planning Act 2016*. It includes any lobbyist or consultant acting on behalf of a submitter.

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**Blackall-Tambo**  
Regional Council

## Councillor and Employee Contact with Lobbyists, Developers & Submitters Policy

### **2 – DEFINITIONS**

For the purposes of this procedure, the following terms are defined:–

“Developer” means an applicant for development approval. If the applicant is a body corporate, the term includes officer holders and employees of the applicant. If the applicant is a partnership, the term includes partners and employees of the applicant.

“Development application” means an application for development that requires assessment against the provisions of Council’s town planning scheme.

“Development approval” means a development application that has been approved by Council.

“Lobbyist” has the same meaning as defined in the Integrity Act 2009.

“Submitter” has the same meaning as defined in the Sustainable Planning Act 2009.

### **4. POLICY STATEMENT**

Council aims to ensure all decisions are legal, ethical, and impartial. Such principles are reflected in section 4 of the *Local Government Act 2009* (i.e., the “local government principles”) and section 12 of the *Local Government Act 2009* (Responsibilities of Councillors).

### **5. COUNCILLOR ROLES IN DEVELOPMENT APPLICATIONS**

If a developer or lobbyist wants to discuss a development matter with a councillor this should be referred to the office of the CEO to co-ordinate a meeting appointment. When meeting with a developer or submitter about a development application, a councillor must conduct the meeting with an appropriate third party such as the CEO.

While Councillors are entitled to express a personal opinion about a development application, they should be aware that the expression of a personal opinion, whether positive or negative may impact on the perception of their impartiality as a decision maker should they be required to decide on the matter.

When the local government is deciding on an application, the provisions of the *Planning Act 2016*, particularly the *Development Assessment Rules*, require that councillors individually and the local government collectively, must not pre-determine an application and cannot consider matters that are irrelevant to a development assessment process.

Under the *Integrity Act 2009*, lobbyists are required to inform Councillors that they are a lobbyist when making initial contact. In addition to the record keeping requirements detailed below, interactions between Councillors and lobbyists must be recorded in Council’s Register of Contact with Lobbyists. Nothing in this policy requires a Councillor to meet with a lobbyist at any time.

As prescribed by legislation, it is an offence for Councillors to accept gifts, benefits or donations from property developers at any time.

### **3 – MEETING OR EXCHANGING OTHER COMMUNICATION WITH POTENTIAL DEVELOPER & LOBBYISTS (WHERE NO PROPOSAL PRESENTLY BEFORE COUNCIL)**

Councillors may encourage responsible and appropriate development in Council’s area. Councillors should not feel inhibited, in any communications, with potential developers and lobbyists (for a potential development), in promoting the benefits of developing in Council’s local government area. However, even in dealings with potential developers and lobbyists (for a potential development), councillors:–

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## Blackall-Tambo Regional Council

### Councillor and Employee Contact with Lobbyists, Developers & Submitters Policy

- ~~Must make clear to potential developers and lobbyists that they can provide general information on the application process but cannot give definitive advice about the developer's or lobbyist's chance of success;~~
- ~~Should suggest that the developer or lobbyist seeks independent professional advice;~~
- ~~If applicable, must encourage potential development applicants and lobbyists to seek preliminary advice on their proposal by utilising the established process for pre-lodgement meetings with Council staff;~~
- ~~Must state that any opinions expressed by the councillor are personal to the councillor and do not in any way represent the Council's possible attitude to the potential application.~~

Similarly, in relation to potential submitters to a development application, councillors should not feel inhibited about discussing with potential submitters what is publicly known about a potential development application. Again, councillors:

- ~~Must make clear to potential submitters that they can provide general information on the application process but cannot give definitive advice about the developer's chance of success;~~
- ~~Should suggest that the submitter seeks independent professional advice;~~
- ~~Must state that any opinions expressed by the councillor are personal to the councillor and do not in any way represent the Council's possible attitude to the potential application.~~

#### 5.1 Meeting or Exchanging other Communication with Potential Developers and Lobbyists (where no proposal presently before Council)

Councillors or Council officers may encourage responsible and appropriate development in Council's area. Councillors or Council officers should not feel inhibited, in any communications, with potential developers or lobbyists (for a potential development), in promoting the benefits of developing in Council's local government area.

However, in dealings with potential developers and lobbyists (for a potential development), Councillors and Council officers:

- (a) Can provide general information on the application process but cannot give definitive advice on the chances of success;
- (b) Make it clear that a final decision can only be made after all relevant material has been prepared and considered;
- (c) Should suggest that the developer or lobbyist seeks independent professional advice;
- (d) If applicable, must encourage potential development applicants and lobbyists to seek preliminary advice on their proposal by utilizing the established process for pre-lodgement meetings with Council officers; and
- (e) Must state that any opinions expressed by the Councillor or employee are personal and do not in any way represent the Council's possible attitude to the potential application.

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## Blackall-Tambo Regional Council

## Councillor and Employee Contact with Lobbyists, Developers & Submitters Policy

Similarly, in relation to potential submitters to a development application, Councillors and Council officers should not feel inhibited about discussing what is publicly known about a potential development application. Councillors and Council officers:

- (a) Can provide general information on the application process but cannot give definitive advice about the chances of success; and
- (b) Should suggest that the submitter seeks independent professional advice; and
- (c) Must state that any opinions expressed by the Councillor or relevant employee are personal and do not in any way represent the Council's possible attitude to the potential application.

In all exchanges of communication with a lobbyist (for a potential development), Councillors and Council officers must keep and maintain a written record. This written record must detail, as a minimum, the date and time of the exchange, the format of the exchange (for example, face-to-face meeting, telephone call, exchange of emails or exchange of correspondence), a summary of the matters raised with the Councillor or relevant employee and a summary of the Councillor's or relevant response.

### ~~4 MEETING WITH DEVELOPERS, LOBBYISTS AND SUBMITTERS AFTER A DEVELOPMENT APPLICATION HAS BEEN LODGED~~

#### ~~4.1 MEETINGS~~

~~After a development application has been lodged, any requests for meetings between councillors and developers, lobbyists or submitters should only occur by arrangement through the office of Council's CEO (or his/her delegate) and only in circumstances where a Council officer (with adequate knowledge of the development application) is also present.~~

~~At any such meetings, again, councillors must state:-~~

- ~~• That any opinions expressed by the councillor are personal to the councillor and do not in any way represent the Council's possible attitude to the development application; and~~
- ~~• In relation to Council's possible decision on the application, that the councillor's principal obligation is to serve the public interest by ensuring that his /her decision is:-~~
  - ~~1. consistent with the planning legislation, Council's planning scheme and policies; and~~
  - ~~2. made after having appropriate regard to any officer's (or Council appointed consultant's) advice; and~~
  - ~~3. Not influenced by any other irrelevant or inappropriate consideration.~~
- ~~• Councillors must keep a written record summarizing the matters discussed at any such meeting. This written record should detail, as a minimum, the date and time of the meeting, a summary of the matters raised with the councillor and a summary of the councillor's response.~~

#### ~~4.2 OTHER COMMUNICATIONS~~

~~After a development application has been lodged, if a councillor engages in telephone discussions, email or other correspondence exchange with a developer, lobbyist or submitter (where they are seeking the councillor's support or opposition (as the case may be) to a development application), any such response from the councillor must include the following statements:-~~

- ~~• That any opinions expressed by the councillor are personal to the councillor and do not in any way represent the Council's possible attitude to~~
- ~~• the development application; and~~
- ~~• In relation to Council's possible decision on the application, that the councillor's principal obligation is to serve the public interest by~~
- ~~• ensuring that his /her decision is:-~~
  - ~~1. consistent with the planning legislation, Council's planning scheme and policies; and~~

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## Blackall-Tambo Regional Council

## Councillor and Employee Contact with Lobbyists, Developers & Submitters Policy

- ~~2. made after having appropriate regard to any officer's (or Council appointed consultant's) advice; and~~
- ~~3. Not influenced by any other irrelevant or inappropriate consideration.~~
- ~~Councillors must keep a written record of any such communications. This written record should detail, as a minimum, the date and time of the exchange, the format of the exchange (i.e. telephone call, exchange of emails or exchange of correspondence), a summary of the matters raised with the councillor and a summary of the councillor's response.~~

### 5.2 Meetings (after a development application has been lodged)

Once a development application is lodged and is being assessed by council officers, Councillors should not initiate or seek to be involved in internal meetings or meeting with the developer about the application under assessment.

If a Councillor or employee engages in telephone discussions, email or other correspondence exchange with a developer, lobbyist, or submitter (where they are seeking the Councillor's or employee's support or opposition, as the case may be, to a development application), any such response from the Councillor or employee shall include the following statements:

- (a) That any opinions expressed by the Councillor or employee are personal and do not in any way represent the Council's possible attitude to the development application;
- (b) In relation to Council's possible decision on the application, that the Councillor's or employee's principal obligation is to serve the public interest by ensuring that his/her decision is:
  - (i) Consistent with planning legislation, Council's planning scheme and policies;
  - (ii) Made after having appropriate regard to any Council employee's (or Council appointed consultant's) advice; and
  - (iii) Not influenced by any other irrelevant or inappropriate consideration; and
- (c) Councillors and Council officers must keep a written record of any such communications.

This written record must detail, as a minimum, the date and time of the exchange, the format of the exchange (for example, face-to-face meeting, telephone call, exchange of emails or exchange of correspondence), a summary of the matters raised with the Councillor or relevant employee and a summary of the Councillor's or relevant response.

If a Councillor has a prescribed or declarable conflict of interest in relation to a development application which is under assessment, they must not:

- (a) Discuss the matter with any other Councillor or Council officer who is or may be a participant in deciding the matter; or
- (b) Interact with a developer or submitter in relation to that matter.

### 5.3 Post-development Decision and Appeal (after an application has been decided)

Once a decision has been made by Council, Councillors are required to respect that decision.

The post-decision stage of any development application is particularly sensitive and can involve negotiations between parties having an interest in the outcome of the application. Under the

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## Blackall-Tambo Regional Council

## Councillor and Employee Contact with Lobbyists, Developers & Submitters Policy

*Planning Act 2016*, every applicant has the right to negotiate with Council on conditions and the scope of any approval issued by Council. All such negotiations must be attended by Council officers or representatives, and Councillors should not be involved.

From the time a decision has been made until the end of the appeal period, Councillors must not engage with the relevant developer or submitter in relation to the matter.

If an appeal is lodged, Councillors must refrain from interactions with the appellants or co-respondents and should avoid commenting publicly about matters before the Planning and Environment Court.

Council officers and Council's legal representatives manage the conduct of an appeal. During the course of an appeal 'without prejudice' meetings may be held between the parties to try and reach an agreement or limit the issues in dispute. Councillors do not attend 'without prejudice' meetings. Council officers will advise Council:

- When an appeal is lodged;
- When something significant occurs in relation to an appeal; and
- When an appeal is resolved.

Councillors must not seek to influence the manner in which conditions of development approval are implemented by Council officers.

### 6. REFERENCES / POLICIES

- *Local Government Act 2009*
- *Planning Act 2016*
- *Economic Development Act 2012*
- *Integrity Act 2009*
- *Public Records Act 2020*
- CEO's Guidelines for Mayoral and Councillor Requests to Council officers for Advice Policy
- Councillor Code of Conduct Policy
- Blackall-Tambo Region Planning Scheme

### 7. POLICY REVIEW

This policy will be reviewed when any of the following occur:

1. As required by legislation.
2. The related documents are amended or replaced.
3. Other circumstances as determined by the Chief Executive Officer.

Notwithstanding the above, this policy is to be reviewed at intervals of no more than four (4) years.

### Version Control

Version One	27.10.2010
Version Two	12.08.2014
Version Three	

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**Blackall-Tambo**  
Regional Council

## **Councillor and Employee Contact with Lobbyists, Developers & Submitters Policy**

### **4.3 ACKNOWLEDGMENTS**

- This code has been based, in part, on:
  1. the "Queensland Contact with Lobbyists Code", as it appeared on the website of the Department of the Premier and Cabinet on 12 October 2009; and
  2. The (former) Caboolture Shire Council policy entitled "Contact between Councillors and Developers"; policy no. 840/06 dated 5 September 2006.

\* Note: Prepared by King and Company, Solicitors – August 2010 and endorsed by LGAQ Executive 30 August 2010

### **5 CHANGES SINCE LAST REVISION**

New Policy as of 12 August, 2014 to reflect current procedures

### **6 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 InfoXpert

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**Blackall-Tambo**  
Regional Council

## **COUNCILLOR CONTACT WITH LOBBYISTS, DEVELOPERS & SUBMITTERS** (Council officers not present at post-application meetings) **PROCEDURE**

### **12 August 2014**

Policy Number: Stat 20

Version Number: Two

**Chief Executive Officer**  
**Ken Timms**

**Mayor**  
**Cr Barry Muir**

.....

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**Blackall-Tambo**  
Regional Council

**Councillor contact with Lobbyists, Developers & Submitters  
(Council officers not present at post-application meetings) Procedure**

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**Blackall-Tambo**  
Regional Council

**Councillor contact with Lobbyists, Developers & Submitters**  
(Council officers not present at post-application meetings) Procedure

## 1 RESOLUTION

19/08A/14

## 2 INTRODUCTION

Free and open access to Councillors, and Council itself, is vital to efficient and effective local government.

Contact with Councillors is undertaken by many people in the community in relation to a broad range of matters. Lobbyists, developers and submitters seek access to Councillors to discuss potential and existing development applications and other projects. The public has a clear expectation that such contact is carried out ethically and transparently.

This procedure is intended to provide ethical guidance for Councillors when dealing with lobbyists, potential developers or developers who have made a development application.

It is always the aim of Council to ensure that all decisions are legal, ethical and impartial. Such principles are reflected in section 4 the Local Government Act 2009 (i.e. the "local government principles") and section 12 of that Act (the responsibilities of councillors).

Providing a procedure as to how councillors should interact with lobbyists and the development industry will assist in better decision making.

For avoidance of doubt, this procedure is in addition to the requirements and processes imposed upon councillors and lobbyists by the Integrity Act 2009 (for example, the requirement for lobbyists to be registered before undertaking lobbying activities ).

## 3 DEFINITIONS

For the purposes of this procedure, the following terms are defined: -

"Councillor" means the mayor and councillors of the Council.

"Developer" means an applicant for development approval. If the applicant is a body corporate, the term includes officer holders and employees of the applicant. If the applicant is a partnership, the term includes partners and employees of the applicant. "Development application" means an application for development that requires assessment against the provisions of Council's town planning scheme.

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**Blackall-Tambo**  
Regional Council

**Councillor contact with Lobbyists, Developers & Submitters  
(Council officers not present at post-application meetings) Procedure**

"Development approval" means a development application that has been approved by Council.

#### **4 MEETING OR EXCHANGING OTHER COMMUNICATION WITH POTENTIAL DEVELOPERS & LOBBYISTS (WHERE NO PROPOSAL PRESENTLY BEFORE COUNCIL)**

Councillors may encourage responsible and appropriate development in Council's area. Councillors should not feel inhibited, in any communications, with potential developers and lobbyists (for a potential development), in promoting the benefits of developing in Council's local government area.

However, even in dealings with potential developers and lobbyists (for a potential development), councillors: -

Must make clear to potential developers and lobbyists that they can provide general information on the application process but cannot give definitive advice about the developer's or lobbyists chance of success;

Should suggest that the developer or lobbyist seeks independent professional advice;

If applicable, must encourage potential development applicants and lobbyists to seek preliminary advice on their proposal by utilising the established process for pre-lodgement meetings with Council staff;

Must state that any opinions expressed by the councillor are personal to the councillor and do not in any way represent the Council's possible attitude to the potential application.

Similarly, in relation to potential submitters to a development application, councillors should not feel inhibited about discussing with potential submitters what is publicly known about a potential development application. Again, councillors: -

Must make clear to potential submitters that they can provide general information on the application process but cannot give definitive advice about the developer's chance of success;

Should suggest that the submitter seeks independent professional advice;

Must state that any opinions expressed by the councillor are personal to the councillor and do not in any way represent the Council's possible attitude to the potential application.

In all exchanges of communication with a potential developer, lobbyist (for a potential development) or potential submitter, councillors should keep and maintain a

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**Blackall-Tambo**  
Regional Council

**Councillor contact with Lobbyists, Developers & Submitters**  
(Council officers not present at post-application meetings) Procedure

written record of same. This written record should detail, as a minimum, the date and time of the exchange, the format of the exchange (i.e. face to face meeting, telephone call, exchange of emails or exchange of correspondence), a summary of the matters raised with the councillor and a summary of the councillor's response.

## **5 MEETING WITH DEVELOPERS, LOBBYISTS AND SUBMITTERS AFTER A DEVELOPMENT APPLICATION HAS BEEN LODGED**

### **5.1 MEETINGS**

After a development application has been lodged, any requests for meetings between councillors and developers, lobbyists or submitters should only occur after the councillor has sufficiently appraised him/herself of nature of the development application. If the councillor proposing to attend the meeting is the mayor, he/she should notify the deputy mayor and CEO (or the CEO's delegate) of the mayor's intention to attend such a meeting. If the councillor proposing to attend the meeting is not the mayor, he/she should notify the mayor and CEO (or the CEO's delegate) of the councillor's intention to attend such a meeting.

At any such meetings, again, councillors must state: -

That any opinions expressed by the councillor are personal to the councillor and do not in any way represent the Council's possible attitude to the development application; and

In relation to Council's possible decision on the application, that the councillor's principal obligation is to serve the public interest by ensuring that his /her decision is:

1. consistent with the planning legislation, Council's planning scheme and policies; and
2. made after having appropriate regard to any officer's (or Council appointed consultant's) advice; and
3. not influenced by any other irrelevant or inappropriate consideration.

Councillors must keep a written record summarizing the matters discussed at any such meeting. This written record should detail, as a minimum, the date and time of the meeting a summary of the matters raised with the councillor and a summary of the councillor's response.

### **5.2 OTHER COMMUNICATIONS**

After a development application has been lodged, if a councillor engages in telephone discussions, email or other correspondence exchange with a developer, lobbyist or submitter (where they are seeking the councillor's support or opposition (as the case

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**Blackall-Tambo**  
Regional Council

**Councillor contact with Lobbyists, Developers & Submitters**  
**(Council officers not present at post-application meetings) Procedure**

may be) to a development application), any such response from the councillor must include the following statements: -

That any opinions expressed by the councillor are personal to the councillor and do not in any way represent the Council's possible attitude to the development application; and

In relation to Council's possible decision on the application, that the councillor's principal obligation is to serve the public interest by ensuring that his /her decision is:

1. consistent with the planning legislation, Council's planning scheme and policies; and
2. made after having appropriate regard to any officer's (or Council appointed consultant's) advice; and
3. Not influenced by any other irrelevant or inappropriate consideration.

Councillors must keep a written record of any such communications. This written record should detail, as a minimum, the date and time of the exchange, the format of the exchange (i.e. telephone call, exchange of emails or exchange of correspondence), a summary of the matters raised with the councillor and a summary of the councillor's response.

### 5.3 ACKNOWLEDGMENTS

This code has been based, in part, on: -

1. the "Queensland Contact with Lobbyists Code", as it appeared on the website of the Department of the Premier and Cabinet on 12 October 2009; and
2. The (former) Caboolture Shire Council policy entitled "Contact between Councillors and Developers"; policy no. 840/06 dated 5 September 2006.

\*Note: Prepared by King and Company, Solicitors – August 2010 and endorsed by LGAQ Executive 30 August 2010

## 6 CHANGES SINCE LAST REVISION

New Policy as of 12 August, 2014 to reflect current procedures

## 7 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 InfoXpert.

Policy Number: Stat 20	Version number: Two	Adopted by Blackall-Tambo Regional Council	Page 6 of 6
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## BLACKALL-TAMBO REGIONAL COUNCIL

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### OFFICER REPORTS

COUNCIL MEETING DATE: 20 July 2022

Item No: 5.11

**SUBJECT HEADING: RAPAD Board Meeting – May 24-25 & 4 July 2022  
Communiques**

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

CLASSIFICATION: (if confidential)

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*Summary: The RAPAD Board meeting was held in Longreach for the fourth meeting of the year and the 4 July meeting was held via Zoom.*

**Officer's Recommendation: That Council receive the RAPAD Board Communiques for 24-25 May and 4 July 2022.**

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### Background

The RAPAD Board consists of the Mayors from Barcaldine, Barcoo, Blackall-Tambo, Boulia, Diamantina, Longreach, Winton councils. The Board meeting for May was a face-to-face meeting in Longreach. The meeting held on 4 July 2022 was held via Zoom.

Topics discussed at the meetings were:

- Wild Dogs
- Update from Assistant Minister Boyd
- LGAQ Update
- Regional Waste Management
- QTC – Finance Managers Forum
- SQNNSW Innovation Hub
- Finance, Legal, Risk
- RFCSNQ
- NBN
- Regional Drought Resilience Planning
- CDO Update
- UQ Student Placement Initiative
- Finance, Legal, Risk
- CWQ Brewing – Central Western Queensland Brewing
- RFCSNQ – Rural Financial Counselling Service North Queensland

A copy of the Communiques are attached to this report.

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### Link to Corporate Plan

Governance

Outcome 3 - Leadership

### Consultation (internal/external)

Mayor

CEO

RAPAD

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil

**Risk Management Assessment**

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Nil	Low
Legal & Regulatory	Low	Nil	Low
People	Low	Nil	Low
Operational	Medium	Participation in the RAPAD Board meetings ensures BTRC is considered in any decisions.	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Board meeting participation enables Council to stay abreast of matters affecting the region.	Low
Ethical	Low	Nil	Low
Reputation	Low	Nil	Low
Leadership	Low	Council is part of the RAPAD Council group.	Low

**Proposed Risk Treatment**

Nil



## RAPAD Board Meeting 24, 25 May 2022 Communiqué



**CR SEAN DILLON**  
Mayor Barcaldine  
Regional Council



**CR SALLY O'NEIL**  
Mayor Barcoo Shire  
Council



**CR ANDREW MARTIN**  
Mayor Blackall-Tambo  
Regional Council



**CR RICK BRITTON**  
Mayor Boulia Shire  
Council



**CR ROBBIE DARE**  
Mayor Diamantina Shire  
Council



**CR TONY RAYNER**  
Mayor Longreach  
Regional Council



**CR GAVIN BASKETT**  
Mayor Winton Shire  
Council



**DAVID ARNOLD**  
CEO RAPAD

### Objects of RAPAD

*The objects for which the Company is established are:*

- (a) to support, facilitate, promote and encourage the community, environmental and economic development of the region,*
- (b) to formulate, develop, facilitate, maintain and implement, or cause to be implemented, strategies, policies and plans relating to the objects in Rule 1.5(a),*
- (c) to advocate to, consult with, and advise, relevant State and Federal ministers and government agencies on matters of regional concern, and on the priorities of such matters and the means to ensure effective co-ordination and implementation of the policies, activities and programs of those State and Federal agencies, and*
- (d) to facilitate, support, implement, or cause to be implemented, collaborative regional discussion and associated desired outcomes amongst, but not limited, to members.*

Source: RAPAD constitution

On the 24<sup>th</sup> and 25<sup>th</sup> of May, the Board held its fourth meeting of the year, in Longreach. All directors were in attendance along with the CEOs from each member council.

Either virtually, or in person, guests included Cr Cathy White, Assistant Minister Nikki Boyd, Madelaine Cunnington, Bronwyn Blagoev, Robert Chow, Amanda Dryden, Julie Brown, Kylie Hughes, Jason Reberger, Anthony Ottaway, Jan Xanthopoulos, Professor John McVeigh, Ally Murray, Leia Grimsey, Jen Swan, Anthony West, Megan Kreis and Kristopher McMurdy.

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This meeting also allowed the Board to welcome Professor John McVeigh, Leia Grimsey and Ally Murray (Longreach based node manager) from the University of Southern Qld, who joined the Board in launching the Longreach node of the Southern Qld, Northern New South Wales Innovation Hub, in which RAPAD is a partner.

<https://www.unisq.edu.au/research/sqnsw-hub>



L-R Ally Murray, Leia Grimsey, Cr Tony Rayner, David Arnold, Professor John McVeigh





**Other meeting matters included:**

- **Wild Dogs**

Cr Cathy White, speaking as an AgForce QDOG representative, provided an overview of the status of wild dog data collection, and broadly that the problem overall was the lack of data collection capacity, collaboration, the process of collection, and ownership.

There were concerns expressed over the increasing compliance regarding the training for bait preparation.

The Board agreed that the matter was dually handled by the CWRPMG, and it was held over for further detailed discussion there. Jeff Newton, Chair of the partnership group will take the issue up and investigate if ESRI can provide a technology answer to the data issue. D.Arnold was following up with RAPAD Skilling to determine a way forward on dog baiting training compliances.

- **Update from Assistant Minister Boyd**

Assistant Minister Nikki Boyd, supported by Browwyn Blagoev, Deputy Director General, and Madeline Cunningham, adviser, joined the meeting and spoke to:

- Disaster Recovery Funding Arrangements,
- Sustainability Framework Discussion Paper,
- Local Government Grants and Subsidies Program,
- Local Government Knowledge Centre.

There was a question on the status of the 'sign off' from State Government on the recommendations from the FAGs review recommendations, and Minister Boyd had said the State Government had endorsed the recommendations although the issue was determined by the Federal Governments final allocation and that was still to be determined.





- **LGAQ Update**

Robert Chow and Amanda Dryden spoke to, amongst a range of items:

- Road Maintenance Performance Contracts (RMPC), and advised
  - LGAQ met with the Attorney General on 17 May to progress the Civil Liabilities Act amendments,
  - The working group met again on the 6<sup>th</sup> May 2022 to discuss the TMR proposed draft amendments to RMPC which TMR shared with the working group 12<sup>th</sup> April 2022. Overall, the amendments were considered by the LG members of the group to be 'underwhelming'.
  - LGAQ is aware RMPC contracts are being signed in May and the working group has asked TMR if any changes into the future could be reflected in these contracts and advice is pending,
  - A webinar will be delivered shortly to update members as to the latest information and seeking clarity and consensus for future direction.
- Rural and Remote Compact
  - The Rural and Remote Compact Policy Committee met recently alongside the five R&R Compact Guardians,
  - The meeting focussed on Financial Sustainability and 4 guardians provided examples of the issues for their respective regions,
  - Key highlights included:
    - The need for urgency in relation to progressing amendments to the current Road Maintenance Performance Contracts; and
    - Opportunities to further discuss and progress grant reform for the sector, as first outlined in the 2017 report Review of Grants to Local Government Current and Future State Assessment

- **Regional Waste Management**

The CEO tabled a letter from the Director General confirming his support for a regional waste management strategy.

Kylie Hughes, Director, Waste Avoidance & Recovery Policy, Office of Resource Recovery, DES, presented to the Board (attached) on the regional waste management planning process and announcement of funds to support the initial

stages of ToR development. The discussion raised a range of questions and comments most notably issues pertaining to:

- Will the planning take into account existing council planning and processes,
- The cost of transport for the very remote councils, and how this cost would support a circular economy approach for these very remotes,
- The need for upfront support for remote councils,
- Councils already undertaking area waste management planning,
- Tyres, and
- Levies, costs of waste disposal and how these could be manipulated so as not to be a disincentive.

• **QTC – Finance Managers Forum**

Anthony Ottaway and Jan Xanthopoulos from QTC provided an update on the recent LGFP hosted Roundtable, *“Meeting the Challenges of the Current Economic Environment”*. The outcomes of the survey and workshop were presented and these were also distributed to all participants, councils and ROCs (including RAPAD). On behalf of RAPAD and its member councils, Scott Mason and Justin Kronk attended the forum, and they provided a comprehensive brief on the takeout’s from the forum.

These key points were:

- Supply-demand imbalance caused by strong demand and constrained supply from November 2021 to present. It is anticipated that this may take months and years to correct,
- The global supply chain index is high at present with disruption being experienced by retail trade, manufacturing, wholesale trade and construction industries,
- Global industrial production is increasing, however is compromised by the Russia-Ukraine War and the stringent quarantine requirements at the World’s largest shipping port at Shanghai, which has seen dramatic increases in the number of ships waiting to load or discharge,
- In Australia, this is translating to an acceleration of pricing, particularly infrastructure inputs,
- It is predicated that firms impacted by price increases are planning to increase their prices further,
- At present however, only 5% of firms have passed 100% of price increases onto their customers,
- 40% have partially passed on increased costs and 50% have not passed on any increases,
- Inflation has reached 30-year highs,
- New South Wales have been the first government to announce the delay of signature capital projects due to price pressures and market capacity issues,
- Labour and materials are the biggest constraint on manufacturing production in approximately 50 years,
- The labour market is the least competitive it has been in the last 40 years, from a period of approximately 30 people competing for 1 job to almost only 1 person for 1 job now,
- Wages growth is predicted.

Takeaway for RAPAD-member Councils potentially will be to:

- Factor increased pricing into its budget and long-term financial plan at least to the middle of this decade where trends we are more familiar with, may return,
- Consider technology and automation opportunities,
- Explore strategic procurement opportunities,
- Continue to collaborate with RAPAD member councils.



- **SQNNNSW Innovation Hub**

Professor John McVeigh provided an update on the SQNNNSW Innovation Hub. Professor McVeigh reiterated the need for on-ground outcomes. There were queries on boundaries and while not set in stone the collaboration between parties was a key goal. There was an update on the work of the Longreach Node, recently working in collaboration with local producers on the Regenerative Rangelands conference & field days. Professor McVeigh commented that information sharing is a key focus of the Hub and that there is a formal program underway with the Commonwealth to share information from the Hubs nationwide. He also indicated that support has been excellent across many State and Federal agencies with many of these agencies, sharing common goals. Professor McVeigh thanked the Board for their partnership.

- **Finance, Legal, Risk**

The Board received the organisations YTD financials for the period ending 30 April as well as endorsing a budget relating to the recently endorsed sponsorship policy. The Board also considered the draft Sunshot BRC Deed and the offer to buy into this arrangement. The Board endorsed this, subject to a range of caveats which were in alignment with BRCs.

As well as these resolutions, the Board received updates from the CEO on:

- The status of the 20-21 financial year audit which remained outstanding with PKF / QAO still unable to commit to a finalisation date,
- The draft strategic plan, business plan, and budgets for 22-25, which the Board took away to review with the intent to endorse the final documents at the July 1 meeting,
- A sponsorship request which the Board agreed they required more detail on before further consideration,
- RAPAD Skilling's [www.rapadskilling.com.au](http://www.rapadskilling.com.au) monthly managers' report, and,
- The 20-21 annual report which cannot be released due to the continued delays from QAO / PKF, in finalising the 20-21 FY audit.

- **RFCSNQ – [www.rfcsnq.com.au](http://www.rfcsnq.com.au)**

The CEO tabled an update on CWQ specific service statistics, and that brief is attached.

- **Other**

- Anthony West, Jen Swan, Megan Kreis, Kristopher McMurdy from Qld Health and the CWHHS joined the meeting and provided an update on the health reform process,
- Julie Brown, newly appointed Regional Support Officer with the NRRRA attended the meeting and provided an update on her role,
- S.Mason spoke to his early investigations into the potential for bulk procurement of fuel across the region,
- The RDQCWQ strategic plan was provided. <https://rdafcw.com.au/>
- Jason Reberger, State Coordinator, Stock Route Management, Department of Resources provided an update on current Stock Routes issues,
- The CEO provided updates on:
  - His reappointment to the WQ Community Forum,
  - The NexGen and ICT inventory projects,
  - Housing action planning progress status and selection of BoSC and BTRC as trial participants in this stage,
  - FarOut! statistics and associated housing stakeholder interest resulting from FarOut!,
  - The State RAB funded CWQ Brewing projects progress with the development of 7 (council area) labels, and upcoming progression of the investment prospectus and governance model,

- CW Resilience Strategy funding application status now lodged,
- 2022 RAB EOIs were lodged, and the early indication was the 'water' related EOI may be preferred by the department,
- Regional Universities Centre funding application was unsuccessful,
- Former Ag College LTO signed through to 30 October, and M.Pratt, AgForce, recent update on his and AgForces ongoing communications with the QDAF Minister regarding the former LPC and Agforces potential partnering with an RTO to deliver training there,
- RAPADs upcoming attendance at an Olympic Games 2032 brief by the AOC regarding opportunities for regional Queensland

- **CWRPMG Update**

Immediately after the RAPAD Board meeting the Central West Regional Pest Management Group met. Members recognised the sad passing of CWRPMG member, Jason Reithmuller.

The following were the key discussions, actions and or resolutions:

- Regarding the Sticky Florestina project, the CWRPMG endorsed the expenditure of \$50000.00 towards the Sticky Florestina project,
- Regarding the past action that the partnership group would seek a facilitator to assist in its review of the CW Biosecurity Plan, this is now planned to commence in August. There was agreement that in this review the partnership group would recognise the following elements of the RAPAD DCQ MoU, section 5:
  - *Identify and support capacity building in partners under the MoU and stakeholders in regions covered in the development and application of best-practice weed control;*
  - *Identify tangible opportunities to work collaboratively in weed control programs;*
  - *Support and facilitate regular joint regional and local review processes towards meeting milestones towards full achievement of the various goals and vision statements that may arise and be signed off;*
  - *Encourage and support integration of budgeting and operational planning between DCQ and RAPAD;*
  - *Encourage and support agreed and formally documented communication channels between the RAPAD and DCQ.*
- Regarding Weeds of National Significance (WONS) there was an agreed action that DCQ would develop their survey, with collaboration from RLOs, and councils will support its rollout,
- LGAQ attended and provided an update covering:
  - The Queensland Invasive Plants and Animals Committee met on 19 May 2022 and discussed the work plan and monitoring the Queensland Invasive Plants and Animals Strategy,
  - The next BQMAC meeting is scheduled for 10 June 2022,
  - LGAQ will prepare a budget submission for the new Federal Government, noting that the LGAQ's submission in January to the Morrison Government sought \$10 million per year for four years to create a dedicated program to support local councils to manage pests and weeds and safeguard against biosecurity concerns,
  - The 2022 Natural Resource Management Forum series has been completed with the final forum in Longreach. Presentations and videos shared at the event will be available on LGAQs Congruent, and emailed directly to all who attended. The program is also available on Congruent but key guest presentations delivered include the Longreach Regional Council cactus control program, Sticky Florestina research and management, demonstration of the Land Condition Assessment Tool, and the use of spatial technology solutions for natural resource management,

- LGAQ Natural Assets & Natural Resource Management Advisory Group last met on 9 May 2022. A communique will be published and distributed in the coming week. Of interest, Biosecurity Queensland provided a presentation on African Lovegrass management. Key discussion of the meeting was centred around the impact of recent rain and flood events on the spread of weeds
- Reminder that the opportunity for councils to submit motions to the LGAQ Annual Conference 2022 will open June 8 and close 10 August 2022.
- The DCQ RAPAD MoU was discussed and specifically members noted the following sections:
 

*In developing this 20 year project and its chain of milestones, consultation between partners represented by the signatories of this MoU and other stakeholders will be carried out in the first 12 months of the proposed term to develop meaningful and achievable milestones.*

*As a long-term 20 year program, five year milestones will be established by the signatories to work towards the eradication of Prickly Acacia. These milestones will be considered and decided at quarterly establishment meetings during the first 12 months of this MoU. Intrinsic in these meetings will be to establish a road map to bring about maximum effectiveness to the agreement period.*

There was a recognition that little had happened in the first 12mths, hence from here to give action there was agreement that:

  - DCQ to draft for the August meeting meaningful and achievable milestones against this MoU, and draft 5 year milestones. Scheduled CWRPMG leadership group meetings will provide the quarterly engagement and establishment avenue during which the oversight will occur to ensure maximum effectiveness of the outcomes.

This process will work closely with the biosecurity planning review to ensure consistency, lack of duplication and an outcomes focus





## RAPAD Board Meeting 4 July 2022 Communiqué



**CR SEAN DILLON**  
Mayor Barcaldine  
Regional Council



**CR SALLY O'NEIL**  
Mayor Barcoo Shire  
Council



**CR ANDREW MARTIN**  
Mayor Blackall-Tambo  
Regional Council



**CR RICK BRITTON**  
Mayor Boulia Shire  
Council



**CR ROBBIE DARE**  
Mayor Diamantina Shire  
Council



**CR TONY RAYNER**  
Mayor Longreach  
Regional Council



**CR GAVIN BASKETT**  
Mayor Winton Shire  
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**DAVID ARNOLD**  
CEO RAPAD

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- (d) to facilitate, support, implement, or cause to be implemented, collaborative regional discussion and associated desired outcomes amongst, but not limited, to members.*

Source: RAPAD constitution

On the 4<sup>th</sup> of July, the Board held its fifth meeting of the year via zoom. Apologies were received from Cr Gavin Baskett, Ricki Bruhn, Cr Rob Dare & Leon Love. Cr Tina Elliott attended the meeting as proxy for Cr Baskett.

Guests included Mick Allen, Professor John Rolfe, Gavin Deepprose, Paul Misipeka, Hon Ann Leahy MP, Olivia Dwyer, Jordan Mott, Anthea Faherty, Paul Tully and Jarrod Wilson.

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**Meeting matters included:**

- **NBN**

Mick Allen, the new Community Engagement Manager for NBN provided an update on his role and position including:

- A \$750 million investment to 5G-enable nbn® Fixed Wireless,
- Road Muster satellite dish vehicles and portable satellite dishes (Fly Away Kits) will be strategically based around the country that are used to provide temporary solutions in disaster impacted areas,
- NBN development of their Regional Action plan - A digital plan identifies gaps in a region's digital landscape and outlines priority actions for how these gaps can be addressed. It provides an agreed roadmap for action and allows the LGA's to better understand, educate, advocate and prepare for improved levels of investment and funding in technology advancements.

Of noting for the RAPAD region - Fibre into the townships of Alpha and Boulia will be rolled out over the next 12 months, with community sessions following later in the year.

- **Regional Drought Resilience Planning (RDRP)**

Professor John Rolfe, from Central Qld University, joined the meeting and outlined the Future Drought Fund (FDF) a \$5 billion fund initiated by the Australian Government to provide secure, continuous funding for drought resilience initiatives. Eight programs were initiated under the FDF on 1 July 2020 designed to build resilience to future droughts. One of these programs is Regional Drought Resilience Planning (RDRP).

In 2022-24 it is proposed to roll out the RDRP program across a further nine regions in Queensland, including the Central West. The program is aiming to achieve *"regional drought resilience plans, led and owned by the community, drive decisions, actions and investments to proactively manage drought risks"*. In each region it is important to partner with regional LGAs or other organisations to help develop the plans.

John was seeking RAPAD to be the major partner in the process for the central west and the Board agreed to this request noting its close alignment to the Central West Regional Resilience Strategy, RAPAD's strategic plan, the Rural Financial Counselling North Qld program administration and the partnership with the USQ led Sothern Old Northern New South Wales Innovation Hub. There was agreement the Board would support.

- **CDO Update**

Gavin Deprose, GWI, acting as RAPAD's Chief Digital Officer, spoke to the following matters.

- NexGen - The regional platform aims to combine the data generated by individual councils in a single rich 'big data' environment. This will allow RAPAD, and the constituent councils, to leverage the built-in analytics tools and economic data to track the impact of strategic procurement decisions and projects more accurately. The RAPAD portal is almost complete for use,
- Digital Inventory – The Digital Health Check aims to increase the quality, resilience, and richness of data within the Region. From this a master data report will note what data is being collected, by whom, and how it is being managed. The report will include:
  - Data catalogue
  - Gap and risk analysis,
  - Critical data assets report.

Four Councils have opted in to this project,

- As an extension of the Inventory, RAPAD is working with Winton SC via the RAPAD service agreement to help support the development of WSCs future ICT strategy,
- Cyber security proposal - The Queensland Audit Office (QAO) continues to identify significant (high risk) deficiencies in Local Government control environments. The most persistent problems occur in councils' information systems risk management, and procurement and contract management practices. Since the beginning of the



pandemic, cyber threats have increased in frequency and intensification making it more important that organisations promptly fix weaknesses in their systems. QAO notes that because information systems are used to deliver public services and prepare financial statement, there must be strong controls over the information they contain and weaknesses in these systems increases the risk of external attack and undetected errors. cybersecurity and risk training is being investigated,

- Asset Maintenance Proof of Concept - An opportunity to set up a small pilot, to champion and trial a technology solution for road management in a rural context is being investigated and will be developed if Council participation is volunteered. Links have been made between Gavin and RAPADs Outback Regional Roads and Transport Technical Group leads to pursue this further,
- QAO Local Government 2021 report recommendations – The CDO has offered to investigate creating a solution set for each Council, should they choose to take up the offer, based on the recommendations made in the QAO Local Governments 2021 Report. This would aim to prepare Councils for the financial audit in FY22 by improving processes and risk management.

- **UQ Student Placement Initiative**

After seeing the recent ABC News article, on the RAPAD Far Out campaign, Olivia Dwyer, University of Queensland, contacted RAPAD to explore the possibility of engaging regional councils and companies interested in hosting engineering students studying their Bachelor of Engineering/Master of Engineering (BEME) five year integrated degree for their six-month full-time industry placement. UQ are currently looking at approx. 75 engineering students being available for placement in Sem 1, 2023. Olivia presented on this opportunity and contact has been made with potential hosts.

- **Finance, Legal, Risk**

The Board received the organisations YTD financials for the period ending 30 May. The Board also received or endorsed:

- Sponsorship requests for *storyfest* and Vision Splendid,
- a QDAF contract relating to RFCSNQ,
- the RAPAD strategic plan (attached), business plan, and budgets for 22-25; and
- RAPAD Skilling's [www.rapadskilling.com.au](http://www.rapadskilling.com.au) monthly managers' report.

Along with this the Board received updates on the status of the 20-21 financial year audit which remained outstanding, with PKF / QAO still unable to commit to a finalisation date. Due to these delays the Board resolved to write to the Auditor General outlining the current issues.

- **CWQ Brewing**

The project team provided an update outlining how they have now successfully completed Phase 2 of the CWQ Brewing project. This includes four additional town branded designs for the LGA's of Barcoo, Blackall-Tambo, Boulia and Diamantina after consultation through Councils, with the local community and industry. The beer will be landed to CWQ licensed operators by 29 July 2022.



- **RFCSNQ** – [www.rfcsnq.com.au](http://www.rfcsnq.com.au)

The Board received the RFCSNQ Project Management Committees 8 June 2022 draft minutes. RFCSNQ is wholly administered via a project management committee (PMC) made up of 2 RAPAD directors (Cr Rayner and Cr Britton) and 2 external skills-based directors. The PMC was appointed, as a sub-committee, by RAPAD consistent with the constitution.

- **Other**

- The Board endorsed that a RAPAD member council puts a motion to the LGAQ annual conference, calling for the establishment of a Regional University Centre in the region.
- Hon Ann Leahy MP, Member for Warrego, provided an update on:
  - Stock routes,
  - Budget update - works for Qld budget reduced to \$70 million which will impact on councils' future employment roles and TIDS staying at \$70 million, not increasing since 2015,
  - Waste Levy update, and
  - BOR Water and Sewerage funding expenditure seeking feedback.
- The A/CEO provided updates on the:
  - Regional Waste Management project status, noting the extensive consultation currently being undertaken with industry participants,
  - Housing project status specifically the data collection trial soon to commence with BTRC and Boulia SC,
  - FarOut! Campaign,
  - Status of the CW Regional Resilience Strategy implementation funding application,
  - Status of the Remote Area Board funding applications,

- Olympic Games briefing by the Australian Olympic Committee and attended by RAPAD and a range regional group from across Qld (reading attached),
- Friends of RAPAD venue and planning for 24 November 2022,
- LGAQ Policy Executive agenda review process,



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

COUNCIL MEETING DATE: 20 July 2022

Item No: 5.12

**SUBJECT HEADING: Sale of 4 Albert Street Tambo – Lot 804 on T1501**

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

CLASSIFICATION: (if confidential)

*Summary: Council owns several residential properties; some of which require upgrades. One of these residences is 4 Albert Street Tambo.*

**Officer's Recommendation: That Council, under section 227 (1) (b) of the *Local Government Regulation 2012*, sell 4 Albert Street, Tambo described as Lot 804 on T1501, by online auction.**

**Background**

Under section 227(1)(b) of the *Local Government Regulation 2012* local governments can dispose of a valuable non-current asset by offering the non-current asset for sale by auction.

Council currently owns reasonable housing stock and some of the properties require upgrades. The house located at 4 Albert Street Tambo requires work and is no longer fit for purpose for senior council employees.

It is recommended that Council sell the property in accordance with section 227(1) of the *Local Government Regulation 2012* and the auction be conducted as an online auction as this type of auction has proven to be highly successful in the past.

**Link to Corporate Plan**

Governance

Outcome 4 - Financial

**Consultation (internal/external)**

CEO

**Policy Implications**

Procurement and Disposals Policy

**Budget and Resource Implications**

Increase in capital revenue

**Risk Management Assessment**

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Increase in Council's capital revenue	Low
Legal & Regulatory	Low	The property will be sold in accordance with s227(1)(b) of the <i>Local Government Regulation 2012</i> .	Low
People	Low	Nil	Low

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Operational	Medium	Nil	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Auctioning a property that is no longer fit for purpose allows the property to be improved and occupied by residents in the community.	Low
Ethical	Low	The sale of the property will be conducted in accordance with the <i>Local Government Regulation 2012</i> .	Low
Reputation	Low	Nil	Low
Leadership	Low	Nil	Low

### Proposed Risk Treatment

Disposing of non-current valuable assets reduces the financial costs of upgrades and maintenance to fatigued residences.